



FINAL

MINUTES
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
SCHOOL COMMITTEE MEETING
FEBRUARY 7, 2023, 6:30 p.m.

Present:

Pam Nourse, Chair (Acton) Steve Ledoux, Vice-Chair (Concord)
Alice DeLuca, Secretary (Stow) Jeff Stulin (Needham)
Erika Elzey (Bolton) Judith Crocker (Lexington)

Absent: Michael Ruderman (Arlington) and Ford Spalding (Dover)
Lancaster has not yet appointed a member to fill their seat on the Committee.

Weighted Vote: Weighted Vote present at start of meeting: 70.49%

Others Present: Dr. Dawson, Rich Ikonen, Nikki Andrade, and Julia Pisegna

1. CALL TO ORDER: OPEN SESSION

The Chair called the meeting to order at 6:31 p.m.

The Chair commended the administration and faculty on all the initiatives at the school.

ACTION 2023 #14

Moved (DeLuca) and seconded (Crocker)
To approve remote participation as written in the agenda

6 members present at time of vote
Weighted Vote present: 70.49%
Weight needed: > 35.24%
Final percentage results of vote: 70.49%

Vote:

Acton, Pam Nourse	Yes
Arlington, Michael Ruderman	Absent
Bolton, Erika Elzey	Yes
Concord, Steve Ledoux	Yes
Dover, Ford Spalding	Absent

Lexington, Judy Crocker	Yes
Needham, Jeff Stulin	Yes
Stow, Alice DeLuca	Yes
Final status of the vote:	Approved unanimously

2. PUBLIC COMMENT

Dr. Dawson confirmed there were no public comments.

3. CONSENT AGENDA

Approval of the following:

- Draft Minutes of December 13 and December 20, 2022
- Draft Minutes of January 10, 2023
- Approval of List of Monthly Donations

ACTION 2023 #15

Moved (Crocker) and seconded (Stulin)
To approve the Consent Agenda

Weighted Vote present: 70.49%
 Weight needed: > 35.24%
 Final percentage results of vote: 70.49%

6 members present at time of vote

Vote:

Acton, Pam Nourse	Yes
Arlington, Michael Ruderman	Absent
Bolton, Erika Elzey	Yes
Concord, Steve Ledoux	Yes
Dover, Ford Spalding	Absent

Lexington, Judy Crocker	Yes
Needham, Jeff Stulin	Yes
Stow, Alice DeLuca	Yes
<i>Final status of the vote:</i>	<i>Approved unanimously</i>

3. CHAIR’S REPORT, Pam Nourse

- a. For the Good of the Organization
- b. Announcement on the results of the School Committee’s reviews held on the following dates:
 - o April 8, 2013
 - o September 3, 2013
 - o October 29, 2013
 - o October 13, 2020
 - o January 10, 2023

Past executive session meetings held on:

- o February 14, 2012
- o March 13, 2012
- o May 22, 2012
- o June 12, 2012
- o July 10, 2012
- o August 27, 2012
- o September 5, 2012
- o September 18, 2012
- o September 27, 2012
- o October 3, 2012
- o October 16, 2012, Part 1
- o October 16, 2012, Part 2
- o October 23, 2012
- o November 13, 2012
- o November 27, 2012
- o December 18, 2012
- o January 8, 2013
- o February 5, 2013
- o February 12, 2013
- o March 5, 2013
- o March 12, 2013
- o March 26, 2013
- o April 8, 2013
- o April 9, 2013
- o May 21, 2013
- o June 18, 2013
- o July 9, 2013
- o September 3, 2013
- o September 17, 2013
- o October 8, 2013
- o December 19, 2013

Ms. Nourse read the following announcement into the record:

“ April 8, 2013

During an executive session of its meeting on April 8, 2013, the School Committee reviewed the executive session minutes for meetings of the Committee held on March 13, 2012, June 12, 2012, and March 12, 2013, and voted to release those minutes in their entirety.

September 3, 2013

During an executive session of its meeting on September 3, 2013, the School Committee reviewed the executive session minutes for meetings of the Committee held on August 27, 2012, September 5, 2012, September 18, 2012, September 27, 2012, October 3, 2012, October 16, 2012 Part 1, October 16, 2012 Part 2, October 23, 2012, November 13, 2012, November 27, 2012, December 18, 2012, January 8, 2013, February 5, 2013, February 12, 2013, March 5, 2013, and March 26, 2013 and voted to release the minutes from the executive sessions held on October 16, 2012 Part 2, October 23, 2012 and March 12, 2013 in their entirety. The Committee also voted to continue to withhold the minutes from the executive sessions held on November 13, 2012, and November 27, 2012, in their entirety as the purposes for which those executive sessions were held continued to exist. The Committee also voted that the purposes for which the executive sessions were held on August 27, 2012, September 5, 2012, September 18, 2012, September 27, 2012, October 3, 2012, October 16, 2012 Part 1, December 18, 2012, January 8, 2013, February 5, 2013, February

12, 2013, March 5, 2013, , and March 26, 2013 continue to exist and that such minutes are not released, however, the Committee further found that for portions of those executive session minutes the purposes of those executive sessions no longer exists and such portions of those executive session minutes are to be released, subject to redaction.

October 29, 2013

During an executive session of its meeting on October 29, 2013, the School Committee reviewed the executive session minutes for meetings of the Committee held on April 8, 2013, April 9, 2013, May 21, 2013, June 18, 2013, July 9, 2013, September 3, 2013, September 17, 2013, and October 8, 2013 and voted not to release those executive session minutes.

October 13, 2020:

During an executive session of its meeting on October 13, 2020, the School Committee reviewed the executive session minutes for meetings of the Committee held on August 27, 2012, September 5, 2012, September 18, 2012, September 27, 2012, October 3, 2012, October 16, 2012 Part 1, January 8, 2013, February 5, 2013, March 5, 2013, and March 26, 2013 and voted to release the minutes from those executive sessions that were held under Purpose 1 or Purpose 7, subject to redactions under the Public Records Law. To the extent that there was more than one executive session on any of those dates, only the portion of the document that comprised the minutes pertaining to the executive sessions held under Purpose 1 or Purpose 7 are so released and the executive sessions held under any other purpose of the Open Meeting Law continue to be withheld. The Committee also reviewed the executive session minutes for the meeting of the Committee which was held on December 18, 2012 and voted to release the minutes from the executive sessions that were held on that date under Purpose 1, subject to redactions under the Public Records Law, and also voted to release a previously redacted sentence from an executive session held on December 18, 2012, that was held under Purpose 3. The Committee also reviewed the executive session minutes for the meetings of the Committee which were held on April 8, 2013, May 21, 2013 and June 18, 2013 and voted to release the minutes from those executive sessions that were held under Purpose 1, subject to redactions under the Public Records Law, and also voted to release the minutes from the executive sessions held on April 8, 2013, May 21, 2013 and June 18, 2013 which pertained to the review of executive session minutes from prior meetings, subject to redactions under the Public Records Law.

January 10, 2023:

During an executive session of its meeting on January 10, 2023, the School Committee reviewed the previously unreleased minutes for executive session meetings of the Committee held on February 14, 2012, July 10, 2012, September 18, 2012, November 13, 2012, November 27, 2012, December 18, 2012, March 26, 2013, September 17, 2013, October 8, 2013, and December 19, 2013 and voted that the purposes of those executive sessions continue to exist and not to change the status of those minutes. The Committee also reviewed the previously unreleased minutes for executive session meetings of the Committee held on May 22, 2012, February 12, 2013, March 5, 2013, April 9, 2013, May 21, 2013, and June 18, 2013 and voted that the purposes of those executive sessions continue to exist and that such minutes are not released, however, the Committee further found that for portions of those executive session minutes the purposes of those executive sessions no longer exists and such portions of those executive session minutes are to be released, subject to redactions under the Public Records Law.”

4. STUDENT UPDATE

a. Student Activities

Student representative, Lili Bottan, provided a highlight of the events happening at the school which included the Freshman Vocational Major Selection Celebration, coat drive, senior class trip to Level 99 to celebrate the 99 days of school remaining, and the multi-media engineering trip to iHeart radio station.

Ms. Nourse thanked Ms. Bottan for her report and shared that she was impressed with all the events.

5. SUPERINTENDENT'S REPORT, *Dr. Kathleen A. Dawson*

a. Admissions Update – Anthony Chiariello

Mr. Chiariello provided an update on the 2022-2023 admissions to date, as compared to the last several years. He noted that all 290 applications received are not considered qualified applications but indicate the students who have simply submitted applications thru the online portal. After February 15, the number of qualified applicants will dictate the waiting list. He shared that last year, there were 303 applicants on February 15th, with only 272 qualified applicants. He expects there to be a waiting list, as was the case last year, and he does not anticipate it being much larger than last year. These numbers will be confirmed on February 15th.

Mr. Chiariello shared that the 2023-2024 admissions process is underway. He is doing student interviews. February 15th is the priority deadline which means that any member town student who completes the process by February 15th will have priority throughout the process. If a student from a member town applies after February 15th, they will not be considered until all the students who met the deadline have been offered admission.

Mr. Chiariello added that per Minuteman's Admissions Policy, no offer of admission will be made later than March 1st. Students have until March 8th to respond to that offer of admission. The earliest date that any students could be taken off the waiting list as of March 9th.

Interviews are held at the sending middle schools, as opposed to Minuteman which was done in the past. For students in private schools, we offer them the option to interview in person or virtually. Interviews are almost complete.

Dr. Dawson noted that the Civil Rights Center of Law and Education has filed a federal civil rights complaint with the U.S. Department of Education's Office of Civil Rights regarding, as they stated, unfair admission practices, specifically by the regional vocational school districts. Mr. Chiariello noted the previous Admissions Policy was approved in August of 2021 which reviewed the academic record, attendance, conduct, interview, and the recommendations which mirrored the sample admissions policy posted by the Department of Education. He shared that two years ago, there were some groups advocating to the Board of Education for more equitable admissions policies, so the administration, Policy Committee, and School Committee updated Minuteman's policy to be more equitable.

He reviewed the admission criteria from the current policy compared to Dec. 2021, and noted that we have the right under the Admissions Policy to take into consideration extenuating circumstances for any student. We automatically reach out to sending schools to understand the circumstances, for example if there are a lot of absences. It is hard to tell from a data standpoint if the changes have made any difference, since 99% of the students get in, however if data shows any inequity, we will consider policy modifications.

Dr. Dawson added that we will await further direction from the Department of Elementary and Secondary Education, there have also been two new bills filed by Senator Cronin for a straight lottery and by Representative Cabral's bill for a weighted lottery. While our waitlist grows and we await further information on these bills, we continue to review our policy to ensure that we are providing as much access to as many learners as possible.

The Massachusetts Association of Vocational Administrators (MAVA) is also reviewing access, we are making continued efforts to ensure access to our middle school students so that they understand that Minuteman is a viable option available to them.

b. Presentation of the Superintendent's Goals for 2022-2023

Dr. Dawson presented the Superintendent's 2022-2023 Goals. She noted that the School Committee has made it clear that the Superintendent will be evaluated according to the Superintendent Profile.

During the recent School Committee retreat, Dr. Dawson shared her four goals and based on the feedback from the School Committee she added four goals aligned to the Superintendent Profile Indicators (SPI):

- Goal 1 – Effective Entry and Direction Setting
- Goal 2 – Maintaining Momentum during the Transition
- Goal 3 – (Professional Practice) New Superintendent Induction Program
- Goal 4 – (Student Learning) Goal Setting
- Goal 5: SPI: I-2 – Strategic Planning and Visions
- Goal 6 (a): SPI: I-6 – Ability to Plan and Complete Complex Projects--Athletic Complex Phase II
- Goal 6 (b): SPI: I-6 – Ability to Plan and Complete Complex Projects-Potential addition of new member towns
- Goal 7: SPI: VIII-2 – Planning for facilities expansion to serve a growing demand for enrollment at the school and a highly proficient workforce in the region

Dr. Dawson asked for approval of her goals with the understanding that some of these goals will be accomplished by evaluation time, but that some of these goals will be multi-year goals.

Comments from Committee members:

Ms. DeLuca shared that she is happy to see the four additional goals added because that is more reflective of the massive amount of work that is being undertaken by Dr. Dawson and the administration. She added that the phase 2 completion is a heavy lift, and the potential addition of a new member town, which has been discussed at several school committee meetings and will continue to be a long-term strategic planning move, is important for the district because of the population demographics and the changing nature of schools in Massachusetts.

ACTION 2023 #16

Moved (Stulin) and seconded (DeLuca)

To approve the Superintendent’s Goals for 2022-2023

6 members present at time of vote
 Weighted Vote present: 70.49%
 Weight needed: > 35.24%
 Final percentage results of vote: 70.49%

Vote:			
Acton, Pam Nourse	Yes	Lexington, Judy Crocker	Yes
Arlington, Michael Ruderman	Absent	Needham, Jeff Stulin	Yes
Bolton, Erika Elzey	Yes	Stow, Alice DeLuca	Yes
Concord, Steve Ledoux	Yes	<i>Final status of the vote:</i>	<i>Approved unanimously</i>
Dover, Ford Spalding	Absent		

Ms. Nourse thanked Dr. Dawson for these ambitious goals.

c. Entry Plan Update

Dr. Dawson provided an update on her Entry Plan. She noted that the work continues as she completes her listening, observing, and learning sessions. The leadership team will begin analysis of the data, and Dr. Dawson is meeting with department teams to hear their perspective on what has been working, what is not working, and how we envision where Minuteman needs to go.

She will be reporting on her Entry Plan findings in an upcoming School Committee meeting.

d. Approval of Employment Contract for the Assistant Superintendent

VOTE: To approve the one-year employment contract between the Minuteman Regional Vocational Technical School Committee and the Assistant Superintendent for the period commencing July 1, 2022, and ending June 30, 2023

Dr. Dawson presented the employment contract for the Assistant Superintendent for approval.

ACTION 2023 #17

Moved (Stulin) and seconded (DeLuca)

To approve the one-year employment contract between the Minuteman Regional Vocational Technical School Committee and the Assistant Superintendent for the period commencing July 1, 2022, and ending June 30, 2023.

6 members present at time of vote

Weighted Vote present: 70.49%

Weight needed: > 35.24%

Final percentage results of vote: 70.49%

Vote:

Acton, Pam Nourse	Yes
Arlington, Michael Ruderman	Absent
Bolton, Erika Elzey	Yes
Concord, Steve Ledoux	Yes
Dover, Ford Spalding	Absent

Lexington, Judy Crocker	Yes
Needham, Jeff Stulin	Yes
Stow, Alice DeLuca	Yes
<i>Final status of the vote:</i>	<i>Approved unanimously</i>

SUBCOMMITTEE REPORTS:

- a. School Building Committee – Ford Spalding
- o North Building Update

In the absence of Mr. Spalding, Mr. Ikonen provided the School Building Committee update. He reported that the frame of the building was erected in January, but progress was stalled due to the delivery delay of an integral part. Delivery of this part has since been received and construction has resumed. We expect to have the building up and roof on by the end of the month.

- b. Communication, Access, and Admission – Jeff Stulin

Mr. Stulin reported that the team is working on two major items:

- 1) Determining whether we have to consider the possibility of a long waiting list. Members decided they would wait until further into the admissions process and will report back to the full Committee.
- 2) The larger issue is the potential expansion of the district. He noted that there is a long lead time for this issue as the earliest students from a new community could enroll at Minuteman would be September 2025. This would require a vote by member towns at their Town meetings next spring. This allows us time to fully understand all the issues, financial, educational, operational, and capital consequences, and to get all communities on board. The ultimate decision is with the member towns to vote to approve or not approve.

Mr. Stulin shared that it is time to begin communication with member towns and recommended a meeting with a number of member town officials. The team continues to build their models as they plan for beginning these discussions with the towns, and he will continue to update the full Committee on any new developments.

c. Policy Subcommittee – Alice DeLuca

Ms. DeLuca shared that the Policy Subcommittee has not provided recent reports because Dr. Dawson and the administration had been working on a standard operating procedure and methodology for policy reviews.

She shared that this method that the administration has developed for reviewing policies will make the full Committee’s job easier and streamline the process. She reviewed the process.

Ms. DeLuca presented Administration Goals - School Committee Policy CA for first read. This is a “dry-run” policy for the new methodology, a policy that was last reviewed in 2009.

Comments from Committee members:

Mr. Stulin asked why policy CA needs to exist, as it is only representative of a portion of the goals of the administration. Ms. Crocker shared that as listed in the footnotes, there are certain Massachusetts General Laws and other legislation or regulations that school districts and public schools must follow.

Dr. Dawson added that as noted in the policy, it is important to have an established line of communication of how the Superintendent and School Committee will function, the roles and duties of each, as well as how we will respect and engage with each other in the process.

Mr. Stulin agreed but shared that the policy title, Administration Goals, does not match the concept and is very vague.

• **Administration Goals - School Committee Policy CA**

ACTION 2023 #18

Moved (Stulin) and seconded (Crocker)

To approve first reading of Administration Goals - School Committee Policy CA

6 members present at time of vote

Weighted Vote present: 70.49%

Weight needed: > 35.24%

Final percentage results of vote: 70.49%

Vote:

Acton, Pam Nourse	Yes
Arlington, Michael Ruderman	Absent
Bolton, Erika Elzey	Yes
Concord, Steve Ledoux	Yes
Dover, Ford Spalding	Absent

Lexington, Judy Crocker	Yes
Needham, Jeff Stulin	Yes
Stow, Alice DeLuca	Yes
<i>Final status of the vote:</i>	<i>Approved unanimously</i>

• **Negotiations Goals - School Committee Policy HA**

Ms. DeLuca presented Negotiations Goals - School Committee Policy HA for first read.

ACTION 2023 #19

Moved (Stulin) and seconded (Crocker)

To approve first reading of Negotiations Goals - School Committee Policy HA

6 members present at time of vote
 Weighted Vote present: 70.49%
 Weight needed: > 35.24%
 Final percentage results of vote: 70.49%

Vote:

Acton, Pam Nourse	Yes
Arlington, Michael Ruderman	Absent
Bolton, Erika Elzey	Yes
Concord, Steve Ledoux	Yes
Dover, Ford Spalding	Absent

Lexington, Judy Crocker	Yes
Needham, Jeff Stulin	Yes
Stow, Alice DeLuca	Yes
<i>Final status of the vote:</i>	<i>Approved unanimously</i>

• **Community Use of School Facilities - Policy KF**

Ms. DeLuca presented Community Use of School Facilities - Policy KF for approval of first read. She noted that there was quite a bit of editing to this policy and was reviewed by the Committee earlier in 2022. She highlighted the section with significant changes regarding alcoholic beverages. She noted that when the Committee previously reviewed this policy, the Town of Lincoln did not allow liquor licenses. Since that time, there was a change in the Town of Lincoln.

Dr. Dawson shared that with the Town of Lincoln allowing one-day liquor licenses, it would expand our rental opportunities for potential renters who are looking to host special events that would benefit their function by being able to serve beer and wine.

She added that if our students are involved with the catering, then there will be no liquor served.

Dr. Dawson noted that each potential tenant interested in renting the facilities that would like to serve beer and wine, they would be required to come before the School Committee in advance to explain the full scope of the event and provide evidence of all appropriate documents filed with the Town of Lincoln. The School Committee then has the right, under this policy, to review each specific request and approve each event.

Ms. DeLuca noted that there was also a line referencing ‘aligned with the mission of Minuteman’ which Dr. Dawson referred to the district’s counsel to make sure it would involve First Amendment Rights. It was the recommendation of counsel to not include that language in the policy. She also noted that the Facilities Usage Guidelines from April 2021 are referenced in the Community Use of School Facilities Policy and pointed out some edits to reflect the policy changes.

Comments from Committee members:

Ms. Nourse asked for clarification that due to counsel’s recommendation, the phrase ‘aligned with the mission of Minuteman’ was removed. Dr. Dawson confirmed that was correct.

Ms. Nourse also questioned the intent of the sentence that no Minuteman students will be involved in the catering of the event and feels that could be read very narrowly in that there could be students involved in the event as long as they are not involved in the catering, and she would like some clarification of that intent.

Dr. Dawson shared that there are times when a tenant could utilize our catering services through our Culinary Program and would hire our culinary students. If that is the case and the renter wants to serve beer and wine, they would not be able to serve beer and wine because our students would be working the event.

Ms. Nourse asked for clarification of students attending the event, but not catering the event, and it could be interpreted that because there are underage attendees, alcohol cannot be served. Dr. Dawson explained that if it is an event where parents brought their children and beer and wine were served, then the parents would be the ones responsible for ensuring that their children were not drinking, that would be one option. The other option is if the School Committee would prefer, that if there are children at all, then there is no beer or wine served. She noted that may limit the type of events that can be hosted, especially if the event is honoring someone and they bring their family, and that this is more about the responsibility of our students that we would have, to ensure that they would not be serving, touching, or having anything to do with alcohol.

Mr. Ledoux added that the Town of Lincoln will also have its own set of requirements for one-day liquor licenses, including liquor liability and TIPS certification where servers can identify guests who have been served too much or who is underage. He views this change being discussed to just our students who might be serving and might be in the vicinity of beer and wine, as opposed to somebody who is just there.

Ms. DeLuca added that she understands Ms. Nourse’s question and will revisit that sentence again for possible revision for the next version.

Ms. Nourse stated that she feels comfortable approving this policy for first read.

ACTION 2023 #20

Moved (Stulin) and seconded (Crocker)

To approve first reading of Community Use of School Facilities - School Committee Policy KF

6 members present at time of vote
 Weighted Vote present: 70.49%
 Weight needed: > 35.24%
 Final percentage results of vote: 70.49%

Vote:			
Acton, Pam Nourse	Yes	Lexington, Judy Crocker	Yes
Arlington, Michael Ruderman	Absent	Needham, Jeff Stulin	Yes
Bolton, Erika Elzey	Yes	Stow, Alice DeLuca	Yes
Concord, Steve Ledoux	Yes	<i>Final status of the vote:</i>	<i>Approved unanimously</i>
Dover, Ford Spalding	Absent		

Ms. DeLuca thanked Dr. Dawson and the administration for all their work on this policy and process.

FINANCE REPORT

a. Finance Subcommittee Report – *Steve Ledoux*

Mr. Ledoux reported that the Finance Committee met and reviewed the reports being discussed, such as the general fund report, budget transfers, capital fee, and the Special Education incremental fee. They also reviewed the calculations for the excess and deficiency certification for FY22.

Mr. Ledoux introduced Laurie Elliott, District Treasurer.

b. Treasurer’s Report – *Laurie Elliott, District Treasurer*

Ms. Elliott reviewed the details of the bank balances as of December 30, 2022. She reported that nothing significant has changed since her last presentation to the Committee, all reconciliations are up to date, and she has no issues at all.

Comments from Committee members:

Ms. DeLuca asked about the OPEB report.

Ms. Elliott shared that OPEB investments in Vanguard which is what the School Committee had chosen to invest in. As requested by the School Committee, she does keep the balance. As she understands, there has been some discussion about the possibility of moving to another investment vehicle. She stated that, personally, a professional investment manager would be a very good decision. She provided two options 1) option one would be for the treasurer to invest all of the money, or 2) to have the Retirement Board do it with a professional investment manager. She agreed that those numbers are concerning but that it is everywhere in the stock market. She added that the Retirement Board uses PRIT which has a great staff.

Mr. Ledoux added that the Finance Committee did discuss this item. The Business Office staff is looking into having a future discussion in terms of whether we should pursue a professional investment manager.

Mr. Stulin added that investment decisions should not be based on the stock market at this time. Professional investment managers cost money and thorough research needs to be done and cannot be based on the fact that everything in the world will be red (negative numbers) for a little bit.

Ms. Nourse thanked Ms. Elliott for her presentation.

c. 2nd Quarter General Fund Report

Mr. Ikonen presented the second quarter general fund report and highlighted the individual function codes noting that all Minuteman expenses are within the budget, except for function code 2327 – long-term substitutes - which is due to a teacher extending their medical leave through the end of the year. This item will require approval of a budget transfer. He noted that the rest of the accounts are well within their budget.

Mr. Ikonen stated that we are in very good condition at this point in February.

Mr. Ledoux added that the Finance Committee has reviewed this transfer and unanimously recommends it.

d. 2nd Quarter General Fund Budget Transfers

ACTION 2023 #21

Moved (Ledoux) and seconded (Stulin)

To approve the 2nd Quarter General Fund Year End Budget Transfers, as presented

6 members present at time of vote

Weighted Vote present: 70.49%

Weight needed: > 35.24%

Final percentage results of vote: 70.49%

Vote:

Acton, Pam Nourse	Yes
Arlington, Michael Ruderman	Absent
Bolton, Erika Elzey	Yes
Concord, Steve Ledoux	Yes
Dover, Ford Spalding	Absent

Lexington, Judy Crocker	Yes
Needham, Jeff Stulin	Yes
Stow, Alice DeLuca	Yes
<i>Final status of the vote:</i>	<i>Approved unanimously</i>

e. 2nd Quarter Revolving Fund Report

Mr. Ikonen presented the second quarter revolving fund report. He highlighted that all balances were positive for Fund 11 (Community Ed/Summer School Program) and Fund 16 (Minuteman Technical

Institute). He reported that MTI is our post-secondary program where students pay tuition, and that tuition helps offset expenses. He complimented MTI on winning grants.

Under facility rentals, it is broken out to represent regular rentals and athletic field rentals. He noted that the numbers are conservative based on what we have contracted to date. He shared that he continues to receive inquiries daily for both field and building rentals.

Mr. Ikonen noted that Fund 15, the middle school program at the Acton/Boxborough, by their request, will end this year and will no longer be sponsored through Minuteman.

He then reviewed the capital fee, as well as the out-of-district tuition which will both continue to decrease as we matriculate the out-of-district students out by FY26.

Lastly, Mr. Ikonen reported that he is very happy with Fresh Picks and that the number of meals being served on a daily basis has far exceeded what was projected in their original plan. Reimbursements continue to come in and they are projecting a balance at the end of the year of approximately \$34,000.00 which equates to 4-5 times their initial estimate. He noted that he awaits further updates from the State on food service reimbursements.

Comments from Committee members:

Mr. Stulin asked if he expects these balances to remain positive throughout the year. Both Mr. Ikonen and Ms. Andrade agreed that these are our actual expenses through December 31st, our projected expenses through June 30th, and what we are projecting our balances to be, and we are not expecting any to go into deficit.

Mr. Stulin asked whether the increase in the number of meals sold is an indication that the students like the food and the new vendor is successful from the student's point of view. Mr. Ikonen emphatically agreed. He had surveyed the students prior to bringing in Fresh Picks. He added they offer four different food options with every meal and always sell out. The students are very happy.

Mr. Stulin asked for a survey to be done at the end of this year to get more information from students. He noted that this is a very different revolving funds report than they saw a long time ago. He shared that this report says a lot about the work being done by the Business Office, administration, and the Finance Committee. He is happy to see it.

Ms. Nourse asked about the balance in the middle school fund. Ms. Andrade responded that the program does fund itself and the projected revenue matched the projected expenses. She is working with the auditors to determine if, now that the middle school program is on its last year, whether we can use that money in a new way for a similar purpose and outreach for middle school programming. She added that there will be a future update on the utilization of that balance. Mr. Ikonen reiterated that this balance pre-dates both his and Ms. Andrade's tenure.

f. 2nd Quarter Student Activity Funds Report

Mr. Ikonen provided the quarterly update on the student activities fund. He noted that this information is also reviewed by each advisor and that all line items reflect a healthy balance.

g. Capital Fee Review

Mr. Ikonen provided an update on the correspondence to Commissioner Riley reflecting the Type A and Type B capital fees for this year. Ms. Andrade added that this information is based on a State formula, and approval of this letter is expected by DESE before March 1st.

h. Special Education Increment Fee Review

Mr. Ikonen and Ms. Andrade noted that this special education increment fee is a calculation that Minuteman completes based on our end-of-the-year report submitted to the State. Ms. Andrade added that this fee requires a formal vote and approval by the School Committee.

Comments from Committee members:

Ms. DeLuca commented on how this is another example of the kind of procedural steps that the district is undertaking. It is information that reflects actual numbers and expenses, which we can share with local government.

Mr. Stulin asked how often we review the items charged to Special Education to ensure that it is capturing all expenses. Ms. Andrade explained that we have a special education department code that is specifically for special education costs, and within that function code, it is broken out even further so we know exactly what is budgeted for special education costs and it can be tracked at any time in our general ledger system. This is reviewed annually and does not include our grant funding.

Ms. Nourse added that she noticed a change in level for a few positions. Ms. Andrade confirmed that was due to the reorganization and the Assistant Superintendent taking over a certain portion of her role in Human Resources. It reflects an allocation of her time specifically devoted to special education versus the human resources portion, as well as for the administrative assistant.

ACTION 2023 #22

Moved (DeLuca) and seconded (Ledoux)

To approve the FY24 Special Education Increment Fee, as shown on page 90 of the packet

6 members present at time of vote

Weighted Vote present: 70.49%

Weight needed: > 35.24%

Final percentage results of vote: 70.49%

Vote:

Acton, Pam Nourse	Yes
Arlington, Michael Ruderman	Absent
Bolton, Erika Elzey	Yes
Concord, Steve Ledoux	Yes
Dover, Ford Spalding	Absent

Lexington, Judy Crocker	Yes
Needham, Jeff Stulin	Yes
Stow, Alice DeLuca	Yes
<i>Final status of the vote:</i>	<i>Approved unanimously</i>

i. Payroll Warrant Approver

Mr. Ledoux noted that in his absence, there needs to be a backup available to sign payroll. He recommended Michael Ruderman as the secondary payroll warrant approver.

Ms. Crocker noted that Mr. Ruderman has been on the Committee longer and encouraged his selection as secondary payroll warrant approver.

ACTION 2023 #23

Moved (Ledoux) and seconded (Stulin)

To appoint Michael Ruderman as the secondary payroll warrant approver

6 members present at time of vote

Weighted Vote present: 70.49%

Weight needed: > 35.24%
 Final percentage results of vote: 70.49%

Vote:			
Acton, Pam Nourse	Yes	Lexington, Judy Crocker	Yes
Arlington, Michael Ruderman	Absent	Needham, Jeff Stulin	Yes
Bolton, Erika Elzey	Yes	Stow, Alice DeLuca	Yes
Concord, Steve Ledoux	Yes	<i>Final status of the vote:</i>	<i>Approved unanimously</i>
Dover, Ford Spalding	Absent		

10. EXECUTIVE SESSION

For the following reasons:

1. Pursuant to M.G.L. c.30A, §20(a)(3) to discuss strategy with respect to likely litigation with non-union personnel if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares; and
2. Pursuant to Purpose 3 MGL Ch. 30A. S. 21 (a) (3) to discuss strategy with respect to collective bargaining with the Minuteman Faculty Association, as an open meeting may have a detrimental effect on the bargaining position.

ACTION 2023 #24

Moved (Stulin) and seconded (Ledoux)

To enter into Executive Session and not return to Open Session, with Dr. Dawson, Attorney Josh Coleman, Nikki Andrade, and Julia Pisegna

6 members present at time of vote
 Weighted Vote present: 70.49%
 Weight needed: > 35.24%
 Final percentage results of vote: 70.49%

Vote:			
Acton, Pam Nourse	Yes	Lexington, Judy Crocker	Yes
Arlington, Michael Ruderman	Absent	Needham, Jeff Stulin	Yes
Bolton, Erika Elzey	Yes	Stow, Alice DeLuca	Yes
Concord, Steve Ledoux	Yes	<i>Final status of the vote:</i>	<i>Approved unanimously</i>
Dover, Ford Spalding	Absent		

Respectfully submitted,

Julia Pisegna
 District Assistant

Alice Deluca
 Secretary