



FINAL

MINUTES
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
SCHOOL COMMITTEE MEETING
MARCH 14, 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) |
| Michael Ruderman (Arlington) | Ford Spalding (Dover) |

Absent: None

Lancaster has not yet appointed a member to fill their seat on the Committee.

Weighted Vote: Weighted Vote present at start of the meeting: 100%

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.

Ms. Nourse welcomed all those that joined the meeting and asked them to please identify themselves by name and mute themselves if they are not speaking.

2. ADOPTION OF REMOTE PARTICIPATION

VOTE: To adopt remote participation by all members of this Minuteman School Committee pursuant to and in accordance with Sections (2) and (3) of the Executive Order Suspending Certain Provisions of the Open Meeting Law made by the Governor of Massachusetts on March 12, 2020, such adoption to be effective until said Executive Order is rescinded or the Commonwealth's State of Emergency as referenced in said Executive Order, is terminated, whichever happens first.

ACTION 2023 #25

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

8 members present at time of vote
Weighted Vote present: 100%
Weight needed: > 50%
Final percentage results of vote: 100%

Vote:

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

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

3. PUBLIC COMMENT

Dr. Dawson confirmed there were no public comments.

4. CONSENT AGENDA

Approval of the following:

1. Draft Minutes of February 7, 2023
2. Approval of List of Monthly Grants
3. Approval of List of Monthly Donations

Mr. Stulin requested that the approval of the list of monthly grant items be discussed.

ACTION 2023 #26

Moved (DeLuca) and seconded (Spalding)
To approve the Consent Agendas items No. 1 and 3

8 members present at time of vote
Weighted Vote present: 100%
Weight needed: > 50%
Final percentage results of vote: 100%

Vote:

Acton, Pam Nourse	Yes
Arlington, Michael Ruderman	Abstained from Item No. 1 Yes to Item No. 3
Bolton, Erika Elzey	Yes
Concord, Steve Ledoux	Yes
Dover, Ford Spalding	Yes

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

Mr. Stulin noted that there was a large grant on the list. He asked for details about what that grant is and how we got it.

Dr. Dawson confirmed that there was a large grant in the amount of \$360,000.00 named the Common Core Round 7 Workforce Development Grant.

Dr. Houle provided further details that the Minuteman Technical Institute has been partnering with Commonwealth Corporation and Mass Higher Workforce Boards. She added that Round 7 was written specifically to provide training in carpentry, pre-apprentice, plumbing, and welding for the summer of 2023 and summer of 2024 time periods for students 18 years of age and older who are recent high school graduates, as well as those students aging out of the foster care system after the age of 18 so they can develop some skills and become self-sufficient as they move forward in life.

ACTION 2023 # 27

Moved (Stulin) and seconded (DeLuca)
To approve the monthly grants as listed in the packet

8 members present at time of vote
Weighted Vote present: 100%
Weight needed: > 50%
Final percentage results of vote: 100%

Vote:

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

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

5. CHAIR'S REPORT, *Pam Nourse*

a. For the Good of the Organization

Ms. DeLuca shared that she was in contact with Tracy Novick of MASC to inquire about the status of remote participation continuing after March 31st. She was advised that this item has passed the Senate and is now in Conference Committee.

6. STUDENT UPDATE

a. Student Activities

Student representative, Lili Bottan, provided a highlight of the events happening at the school which included participation in the SkillsUSA District Competition on March 1st which included 33 students receiving medals – 19 gold, 11 silver, and 3 bronze. These students will be going to State Competition. On February 9th, seven senior students attended a SkillsUSA SAIL Conference on leadership at Gillette Stadium.

Student representative, Lyra Saucier, provided highlights on the first robotics team who participated in the district competition on March 3-5th. Their next competition will be held in Springfield. Ms. Saucier added that students Evan Coppola and Camille Wofford, both from the DVC Program, were honored by the Scholastic Art and Writing Awards and their artwork will be featured in the exhibition of Gold Key Art.

5. PRINCIPAL'S REPORT – George Clement

Mr. Clement shared that Drama Club will present *The Soapy Murder Case*, written by Tim Kelly of Saugus. The show is a comedy murder mystery that includes 10 student actors, along with 20+ students working behind the scenes. Performances are scheduled for Friday, March 31st and Saturday, April 1st at 7:30 p.m.

Mr. Stulin requested a future presentation on how the new theatre is working out for the students.

b. Teaching and Learning Update

Mr. Clement shared that Houghton Mifflin no longer supports the program which Minuteman uses to access summer reading. He noted that the freshman class book is entitled *Buddha Boy* which introduces them to the concept of tolerance and anti-bullying. An alternative program option called Renaissance Learning offers software that supports our library. The final proposal has been submitted and the administration is working to find funding for this replacement project.

c. Community Service Project – *Katie Bouchard*

Ms. Bouchard, Director of CTE, provided an update on the current Habitat for Humanity offsite project of building a ranch-style home in Acton. The home includes 3 bedrooms, and 2 baths and is 1,100 square feet. To date, the students have installed underground water piping, constructed exterior walls, installed subfloors, a roofing system, insulated windows, interior walls, and are currently finishing the exterior siding for the house.

Ms. Nourse added that people have stopped her in town and thanked her for the work that Minuteman is doing on this project. Ms. DeLuca commented that this is just fabulous work!

Mr. Ledoux shared that he is on the Board of Directors for the North Central Massachusetts Habitat for Humanity, and he can't say enough about all the work Minuteman has done on this project, and other projects, and that they could not do all these houses without Minuteman. On behalf of the Board for Habitat for Humanity, he thanked Minuteman for making it all possible for them to do such good work.

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 and highlighted that per the Admissions Policy, the first offers of admission were sent on March 1st. This is where we use the slot allocation to equitably distribute our initial 180 offers between the member communities. Based on data and history, not every student that is offered admission will accept, so with the March 1st deadline, we offered 220 students admission. He estimates 164 students accepted, and the first day we could offer students on the waiting list admission was on March 9th so we then offered 32 more students admission.

To date, 252 students of the 284 qualified applicants (definition of qualified = completed the entire admission process including interviews and records received) have been offered admission. After March 9, students have seven days to respond to their offer of admission. We follow up to confirm their receipt of the offer of admission via their sending school, phone calls, mail, and emails. If they do not respond, their applications will be withdrawn, and we will move to the waitlist. He also noted that March 15th is when many private schools offer their admissions, so some students change their minds, and sometimes over the summer students change their minds. We plan accordingly and hover over our target number because we know some students will say no.

Comments from Committee members:

Mr. Stulin commented that 32 is a large waiting list, and there will be some unhappy families for students that want to attend Minuteman and cannot.

Ms. DeLuca commented that it is great to see the detail and the attention being paid to thinking ahead and she is very happy to see that we, once again, have a full class.

Admissions Process, continued:

Mr. Chiariello then continued to explain the rest of the admissions process. He noted that the process is fluid in terms of offers of admission, students accepting, declining, and withdrawing after being accepted. Next, we start with our enrollment process beginning with the paperwork, IEP transition meetings, 504 transition meetings, followed by our new orientation which really provides an opportunity for our students and families a chance to meet each other for the first time. In August, we will host (for the third year) our Introduction to the Revolution Program which is a great way for students to get more comfortable with the school as the transition into high school is difficult for a lot of students, an opportunity to meet each other, get familiar with the building and start to meet some of our staff members, and he has received a lot of positive feedback from that program.

b. Update on Phase 2 Minuteman Athletic Complex Development RFP

Dr. Dawson shared that one of the strategies, when the FY24 budget was presented, was to make certain that we are maximizing our facilities to the fullest to ensure that we are providing access to our students as much as possible, while also maximizing our revenue sources with the wonderful new complex that we have.

Mr. Ikonen reviewed the athletic fields project: base bid scope slide and reminded Committee members that in November 2020, the initial phase of the athletic complex development was put forward for approval which included three synthetic multi-purpose fields, an 8-lane track, walkways, fencing, scoreboards for each one of the fields, lighting around each one of the fields, as well as road access to the fields. He then reviewed the proposed budget funding for the base bid scope, plus alternatives, followed by what has been approved by the School Committee, and then put it forward for borrowing. He noted the discrepancy with regard to the stabilization account. It was actually \$1,250,000 that was approved, and the alternates which were for the lighting were \$1,790,000.

This brings us to today in Phase II. The Phase II slide highlights what was completed in Phase I, the work scope, the estimated cost for Phase II in November 2020 totaling \$8.3M, and then detailed the anticipated project schedule. This version included six tennis courts, a field house, concession stand, locker rooms, bathrooms, utility rooms, and stadium seating for 1,200 seats.

Earlier this year, a Request for Proposal (RFP) was issued for a strategic partner to complete Phase II of the athletic development complex which would give us the opportunity to finish our athletic fields completely without any cost to the district. The strategic partner would be taking on all costs, and in return, they would get a 10-year lease initially with two 5-year options, with the initial tenure lease amortized with utilization to cover the costs.

He noted that the important points are that Minuteman maintains sole ownership of all facilities, both old and new, regardless of who pays for it, and that the agreement puts our students and our district as the number one priority. Our students will have first right to everything that is on the campus, both inside and out.

Mr. Ikonen noted some concerns that may arise with scheduling and how that will be done. He shared that scheduling will be a collaborative effort between him and the athletic department. He will provide Minuteman’s fall, winter, and spring season needs for the fields, and then our strategic partner will be given the next options to fill in the open slots. At this time, he believes that there will be time left for additional potential renters from other organizations.

He then presented the proposed Phase II construction cost budget from the Request For Proposal which equals \$12.6M, and reflects a 50% increase over the original project costs presented in 2020. He reiterated that there will be no cost to member towns and that Phase II will be done through our strategic partner.

Mr. Ikonen then reviewed the overall athletic facilities rental revenue to date. He noted that the first games, soccer, and football, were played in the fall of 2021 so the rental ability took place in the spring of 2022 with a revenue of \$31,650. For 2023, we had a full year to bring in rental revenue, projecting \$238,150 for a grand total of approximately \$270,000 for the year-and-a-half period. He noted that we did not have a lot of rental inquiries during the summer of last year due to some weather and contract issues which caused that figure to come in a little lower.

Athletic Fields Rentals				After Entering Lease Term for Phase II	
Year	Revenue	Projected Revenue	Total Revenue	Additional Athletic Fields Rental Opportunities	
2021-22	\$31,650		\$31,650	Athletic field rentals to other organizations will continue but may be limited in scope	
2022-23	\$28,250	\$209,900	\$238,150	Currently working on coordinating field rental schedules between several organizations	
Total	\$59,900	\$209,900	\$269,800	Potential revenue of around \$175,000/year	

Note: There is quite a difference between the projected revenues of \$340,000 (partial year of SY22), and \$400,000 (for SY 23) from athletic facilities rentals as shared in November 2020.

It will be important that revenue from athletic fields rentals be put into an account that will be used to upkeep the athletic facilities and eventually replace the synthetic turf.

The athletic rentals were less than the projected amount of \$300,000-\$400,000, but Mr. Ikonen stated that we continue to ramp up the rentals and marketing for rentals in the future. After entering a lease with Phase II, there will be some difficulty to rent the fields to a large number of organizations. We have had numerous inquiries over the last six to eight months with clubs such as football and cricket, but at this time, we have a year commitment to a football club who have taken up approximately 75% of our fields for the spring, and with the potential strategic partner that has also been a long-term partner for the past year, 85% of the fields have been taken on a weekday basis. We have not received many inquiries about weekend use yet.

He stated that with the strategic partner, the potential revenue will be approximately \$175,000 per year with those funds being put into a revolving fund and utilized to replace the turf fields in the 10-12 year time frame when their life expectancy ends, as was always the intended use for the fee rentals.

Mr. Ikonen reviewed the next steps which included review and response to the questions based on the Request For Proposal response, review, and approval of access to the site license, identifying the key elements of the Memorandum of Understanding and Lease Agreement, and preparing the Memorandum of Understanding and Lease Agreement for approval by the School Committee, signed and enter into a contract.

Mr. Spalding shared that he is very excited about this. He shared that people attending the games and students have said they wish there were bleachers. He feels that Lesley University fits its niche very well being an educational institution. He feels strongly that this not only brings this opportunity to complete this phase but going beyond that, he believes there are going to be partnership opportunities that extend into the academic world. He feels they are a perfect partner, and this is a once-in-a-lifetime opportunity for Minuteman. He added that while we believe strongly that our communities should have priority, our communities have not asked for space here and the groups that are really interested are club soccer, club football, and club baseball and that is where the money is today. We have students from our communities using the fields through Boston Bolts, but primarily we have not had park and recreation departments come to us looking for a field, and when they do, there is no reason why that cannot be accommodated in terms of the weekends and evenings.

He sees a great future in this great partner. We still have to complete the site license, the Memorandum of Understanding, and the lease. Those items are being worked on and we hope to complete the process in the next 30-45 days. Lesley University has indicated that they are ready to move now. It will take approximately a year to complete what we want, and they are ready to move. They will be using the plans which our architect put together and we will have the supervisory end of it and monitor the work being done.

Mr. Spalding added that both the legal counsel for the district, and the Board of Trustees and legal counsel for Lesley University, are involved in this process.

Dr. Dawson thanked Committee members for their questions and noted that they wanted to be very detailed in the Request for Proposal and to ensure that the Memorandum of Understanding and Lease Agreement are detailed. She said we will not compromise that the focus at all times will be Minuteman High School and its benefit to Minuteman athletics, our own athletic program, our students, and our own school community, and we now have a partner who is willing to work with us on that.

She added that all questions submitted will be answered and additional information will be provided to members, so they are well informed with all details prior to moving forward with any vote of approval.

Ms. Nourse asked what the purpose of this discussion was and asked if they wanted to go into further detail.

Dr. Dawson replied that the purpose of this discussion was not to go into detail, but rather to start the conversation because it was approved to put out a Request for Proposal, which has been completed, and a response was received. We are now looking into more details of how we want to move forward and that it would be premature to get into a deeper conversation so we can ensure that we have all the correct information and data that has been requested. She added that there may be a need for a special meeting for a further in-depth and detailed conversation, but the purpose of this meeting was to start the conversation and remind us of where we started back in November 2020 and where we are today.

Ms. Nourse noted that any questions on the detail of the proposal should be held until a future meeting, but welcomed comments from Committee members on the overall picture of how we got from where we were to where we are today.

Comments from Committee Members:

Ms. DeLuca shared that she read the entire document several times and asked that in the review, the district come back to the full Committee for a further discussion to focus on the guiding principles and goals of the district that were in the original Request for Proposal. She highlighted that expectations related to the use of the facility should remain the main focus and that she feels very strongly about the response to our Request for Proposals that there is some room for Minuteman to be more assertive.

She did send Dr. Dawson six pages of comments. She would like the focus to be on our goals, what we want from this, and what is Minuteman going to get out of it.

Mr. Stulin added that he is impressed at how quickly we were able to put together a Request for Proposal and how interested Lesley University is and that the possible benefits go beyond the sports complex, noting that this is different from the last time we had a possible partner. While he has a number of concerns, the one he mentioned is that there is a cost to our member towns in that the revenue from the fields, if we move forward with this, will be greatly reduced. There will also be maintenance costs which Minuteman will be responsible for also. The whole package of pros and cons together, although the member towns are not putting out the money, to begin with, it will mean less revenue coming in from the fields and some maintenance costs, and that does need to be taken into account with the pros and cons of the project, and we will need to look at the whole thing together before we decide to move forward with the project and our member towns may have comments on this issue also that we will want to listen to.

Ms. Crocker agreed with Ms. DeLuca and Mr. Stulin and added that the revenue relationship we are looking at for the athletic fields, we do have other rental income coming in from the gym, theater, and the school in general and this is a different line item.

Ms. Elzey thanked Mr. Ikonen for his presentation and commented that it was a brilliant idea, and she is hopeful that it works out. She asked if there was a projected revenue for FY24.

Mr. Ikonen responded that while it was a great question, he does not have a projected revenue for FY24 at this point in time because he wanted to have a conversation with Lesley University to understand what their full extent of needs is. Once he has that information, he will be able to do a much better analysis for the athletic fields.

Ms. Elzey asked about the timeline for the groundbreaking because, at that point, we would not be able to rent the facilities.

Mr. Ikonen responded that we do not have a specific timeline yet because the School Committee has not voted to accept this, and Lesley University cannot commit to breaking ground until that happens. Once that happens, we have been assured, and it was a priority that we had this conversation prior to the Request for Proposal being put out, that the fields will still be able to be utilized by both the district and any potential rental organizations and that we will not stop renting the fields during the project.

Ms. DeLuca commented that she appreciates the fact that we are going to have another meeting about this, and she would appreciate having that meeting before the meeting where the Committee is asked to vote on this matter as this is a big deal and is for 20 years. There are some major questions that need to be answered and another meeting is necessary before the meeting where we have the vote so that we can truly have a discussion. It is important that we do not leave any questions on the table, and we need to really be careful about this.

Ms. Nourse added that in conversations with Lesley University, we are talking about at least two meetings out before Committee members vote on this item. She added that she had six general questions, and she appreciates the detail and the opportunity for us to go through all of our questions and look in more detail at the response.

c. FY24 Budget: Member Town Presentation Update

Dr. Dawson provided an update that she and Ms. Andrade have met with the member town finance committees and highlighted the towns and dates they have met with, both in person and virtually.

She shared that the towns appreciated the thorough, clear, and detailed presentations. The common concern was the steep increase in member assessments. Towns did notice the increase in student enrollment, and the towns did question the impact of Governor Healey's proposed budget. She reviewed with Committee members the non-assessment revenue estimates for FY24 and the most impacted was our Chapter 70 aid estimate. We had originally estimated for FY24 \$2.2M and the Governor's proposal has us a \$3M. While there is a difference, we are mindful that it is a proposed budget and that there are many levels of review and cuts that are made before the Governor's budget is finalized. She noted that should there be any difference between our estimated Chapter 70 aid versus the actual Chapter 70 aid from the government, any difference will be turned back around and returned to our member towns. There is a formula in which we will calculate that because it is not an even split, but we will use the proper calculations to reimburse our member towns for any difference between our estimate and the actual FY24 Chapter 70 aid.

Our next steps will be the Annual Town Meetings to present the budget followed by the final votes to approve the recommended budget which we need approval from six of the nine-member towns. This vote will take place later in the school year.

SUBCOMMITTEE REPORTS:

a. School Building Committee – Ford Spalding

o North Building Update

Mr. Spalding provided an update on the north building and reported that the walls are up. The roof, windows, and doors are not up. Once that is done, we can ask our students to go in and start working.

b. Communication, Access, and Admission – Jeff Stulin

Mr. Stulin reported that one of the main items being discussed is the possibility of expanding the school to allow more communities in, and ultimately it is up to a vote of the nine-member towns to change the Regional Agreement which requires approval from all member towns.

The Communication, Access, and Admissions group and the administration have worked to understand the impact of allowing one or more new member towns in, and the impact areas of education, operating costs, and what would be a fair buy-in cost for the town to come in and buy their portion of the school.

They now have preliminary estimates in each of these areas that are reasonable for a starting point of discussion. He added that a School Committee meeting is scheduled for March 28th where our member town representatives are invited for a presentation and discussion on this issue, and we can receive their feedback. He feels confident that the work that has been done by the administration is a very credible starting point for explaining these issues.

c. Policy Subcommittee – Alice DeLuca

Ms. DeLuca presented the first two policies, Administration Goals – Policy CA and Negotiations Goals – Policy HA - for second reading with no changes.

She noted that they did not change the name of the Administration Goals – Policy HA because all of the other school districts in Massachusetts use that name.

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

ACTION 2023 #27

Moved (Stulin) and seconded (Crocker)

To approve for second reading of Administration Goals - School Committee Policy CA

8 members present at time of vote
 Weighted Vote present: 100%
 Weight needed: > 50%
 Final percentage results of vote: 100%

Vote:

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

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 noted that this is one of the boilerplate policies that the district is using to refine its process. It is an important policy, but the purpose of these two policies was to get the process down and presented Negotiations Goals - School Committee Policy HA for second read.

ACTION 2023 # 28

Moved (Stulin) and seconded (Spalding)

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

8 members present at time of vote
 Weighted Vote present: 100%
 Weight needed: > 50%
 Final percentage results of vote: 100%

Vote:

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

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 second read. She noted the discussion was around alcoholic beverages. She highlighted the section entitled ‘Alcoholic Beverages’ and the paragraph that starts *..Recognizing* she pointed out Page 73 which included the edits which she shared was a substantially different approach but is reflective of the discussion, but it is up to the School Committee.

ACTION 2023 #29

Moved (Spalding) and seconded (Crocker)

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

8 members present at time of vote

Weighted Vote present: 100%

Weight needed: > 50%

Final percentage results of vote: 100%

Vote:

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

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

Comments from Committee Members:

Ms. Nourse noted that while she can approve this the way it is written, the one piece that she wanted to add was that she previously served as the Commissioner for the State's Alcoholic Beverage Control Commission (ABCC) and witnessed many instances where things can go awry very easily, particularly in instances like this, when things can get chaotic at the end of the evening with underage people who are serving, and even though the policy was not to have them serve alcohol, she would like to make sure as we move forward that the way we implement it is that we are being very careful knowing that sometimes this situation can get very chaotic and that was her experience during the four years she served on the ABCC.

Mr. Spalding agreed and suggested that when we have functions where alcohol is being served, one or more teachers or administrators should be present during the event to ensure that everything is followed correctly and that it is important if a liquor license is issued, that one or more staff need to be present.

Ms. DeLuca asked if that was something he would like in the policy.

Mr. Spalding deferred to Ms. DeLuca on that point but reiterated that he thinks it is important that any time the town approves a liquor license, one or more staff members need to be there and understand what their function is as it relates to this subject.

Ms. Nourse suggested that the companion piece that went along with the policy went into more detail and that might be a place in which you could add that.

Dr. Dawson confirmed that it is in the Facilities Usage Guidelines.

Ms. DeLuca noted that one other item that came up during the Policy Subcommittee meeting which she would like to bring to everyone's attention on Page 74, Specialized Equipment, it does have in it that the district can require the employment of a district employee trained on specialized equipment be present, and the sole discretion of the Superintendent/Director is permitted to waive that, but otherwise, we can charge them for the presence of staff members when we are using specialized equipment.

FINANCE REPORT

a. Finance Subcommittee Report – Steve Ledoux

Mr. Ledoux shared that the Finance Subcommittee met on February 27th which included four presentations from financial managers: CapTrust, Mass. PRIM, Rockland Trust, and Bartholomew & Company as we consider the option of a financial manager for our OPEB Trust Fund.

Following the presentations, it was the consensus of the Committee that we should go out for a formal Request for Proposal for these services and prepare some decision-making criteria on how we would select the financial manager.

In addition, we reviewed the warrant and the Bond Anticipation Note for the issuance of \$2.8 for short-term borrowing. The Finance Committee endorsed the concept of borrowing.

b. Approval of a \$2.8M, 275-day Bond Anticipation Note (BAN) for the School Building Project

VOTE: To approve a \$2.8M 275-day Bond Anticipation Note for the School Building Project, as presented

Ms. Andrade noted that the reason for renewing the \$2.8M BAN from last year is due to the fact that the MSBA project has not been closed yet. The MSBA holds back 5% until the final audit is completed and at this point, they are hoping to be on the docket in August or October, though it is very likely that it could be the December meeting. The Finance Committee recommended the 275-day BAN for essentially cash flow purposes until the MSBA can pay us back the 5% which we estimate to be \$2 – 2.2M.

She explained that two bids were received, and Newburyport was the lowest interest rate of 4.62% so they will be awarded the \$2.8M BAN. Unibank was the other bid at 4.65%, and we do go with the lowest interest rate.

Ms. Andrade that the rate last year on our BAN was secured at 1.95%. Ms. Welsh from UniBank shared with Ms. Andrade that she has seen some interest rates at the 5% mark, so even though the district received only two bids, we did get a fairly favorable interest rate.

ACTION 2023 #30

Moved (Ledoux) and seconded (Crocker)

To approve a \$2.8M 275-day Bond Anticipation Note for the School Building Project, as presented

8 members present at time of vote

Weighted Vote present: 100%

Weight needed: > 50%

Final percentage results of vote: 100%

Vote:

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

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

Comments from Committee Members:

Mr. Stulin pointed out that a number of years ago when we were contemplating the building project, one of the arguments was with the interest rates so low, and we should do the project as soon as possible and we did it at the right time!

Ms. DeLuca asked for confirmation that we are not bonding any extra money in this, that is the same total amount for the building project and there is no excess. Ms. Andrade confirmed that this is correct.

c. Governor Maura Healey’s Proposed Budget Update

Dr. Dawson covered this topic in her presentation.

10. EXECUTIVE SESSION

For the following reasons:

1. Level III Grievance
Pursuant to Purpose 2 and Purpose 3 (M.G.L. c.30A, §21(a)(2), (3)), to conduct collective bargaining sessions with the Minuteman Faculty Association and to discuss related strategy regarding a grievance and to consider a grievance filed pursuant to the Committee’s collective bargaining agreement with the Minuteman Faculty Association, as an open meeting would have a detrimental effect on the bargaining position of the Committee; and
2. Pursuant to Purpose 2 (M.G.L. c.30A, §21(a)(2)), to conduct collective bargaining sessions with the Minuteman Faculty Association; and
3. Review and consideration of an Open Meeting Law Complaint filed by David Manjarrez on March 5, 2023. As determined by the School Committee, this item may be considered in an executive session under Purpose 1 of the Open Meeting Law, M.G.L. c. 30A, Section 21 (a) (1): to consider complaints or charges against a public officer, employee, staff member, or individual.

ACTION 2023 #31

Moved (Stulin) and seconded (DeLuca)

To enter into Executive Session at 8:00 p.m. and not return to Open Session, with Dr. Dawson, Attorney Josh Coleman, Nikki Andrade (possibly for Item No. 2), Julia Pisegna and members of the Minuteman Faculty Association (for Item No. 1)

8 members present at time of vote

Weighted Vote present: 100%

Weight needed: > 50%

Final percentage results of vote: 100%

Vote:

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

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

Respectfully submitted,

Julia Pisegna
District Assistant

Alice Deluca
Secretary