



WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

A regular meeting of the Whittier Regional Vocational Technical High School Committee was held on **Wednesday, August 8, 2018**, at 115 Amesbury Line Road, Haverhill, Massachusetts.

Members Present: Alana Gilbert Garry James Chip O'Connor
Paul Tucker Richard Early Scott Wood
Dave Irving Brett Murphy Lisa O'Connor
Johanna True

Members Absent: Jo-Ann Testaverde, Charlie LaBella, Ben Fichera, Tony LeSage

Others Present: Maureen Lynch, Superintendent
Chris Laganas, Principal
Kara Kosmes, Business Manager

Ms. Gilbert called the meeting to order at 6:30 P.M. Ms. Gilbert began the meeting with the pledge of allegiance.

PUBLIC COMMENT

There was no public comment.

By motion of Mr. Tucker, seconded by Mr. Irving to approve the Minutes of the Regular School Committee meeting for June 13, 2018 as presented. Approved, 1 Abstained (L. O'Connor)

By motion of Mr. Tucker, seconded by Ms. True to approve the Minutes of Executive Session for June 13, 2018 as presented. Approved, 1 Abstained (L. O'Connor)

Ms. Gilbert reported that Chip O'Connor has been appointed to the Whittier School Committee as representative for West Newbury. The Committee welcomed Mr. O'Connor.

By motion of Mr. Tucker, seconded by Mr. Murphy to accept the Treasurer's Reports for June and July as presented. Unanimous

Ms. Gilbert reported that Ms. Pocsik, the Treasurer requested student activity account authorizations from the School Committee in accordance with JFJ- Student Activity Accounts policy.

By motion of Mr. Tucker, seconded by Mr. Murphy to authorize the Principal to accept money for the following existing student activity organizations: Class of 2019, Class of 2020, Class of 2021, Class of 2022, Class of 2010, Class of 2012, Class of 2013, Class of 2014, Class of 2015, Class of 2016, Class of 2017, Class of 2018, Field Trips, Gay/Straight Alliance, Journalism, Key Club, Multicultural Club, Music/Drama, Peer to Peer, Ski Club, Student Council, S.A.D.D., United Nations, Skills, Yearbook, Cosmo Tips, Poet's Inn Tips, Robotics, Carpentry, Interact Club and General Student Activities. Unanimously approved by roll call vote.

OLD BUSINESS

Ms. Gilbert stated that she has received seven evaluations back from members. She asked that anyone that has not passed one in to do so before the next meeting. She will provide the results at the September meeting.

STUDENT REPRESENTATIVE'S REPORT

There was no Student Representative report.

SUPERINTENDENT'S REPORT

Personnel Action

The Superintendent, Maureen Lynch reported on the hiring of an Assistant Principal, a welding instructor LTS, working forer, a district safety & security director/route bus driver, security officer/student mediator, security officer, security officer/route bus driver, CNA instructor for evening school summer program, individual to update student health and immunization records, cluster chairs 2018-2019, Spanish translators 2018-2019, co-op liaisons 2018-2019, game clock officials and event ticket collectors. She also reported on the resignations of an Assistant Principal, tutor and carpentry instructor for retirement purposes.

Budget Update

There was no budget update.

MCAS Update

There was no MCAS update.

Superintendent's Update

On Monday, June 18, 2018, she attended the Amesbury School Committee meeting along with Committee Member Tony LeSage. At the meeting, they were able to give a brief update on Whittier Tech. On Wednesday, June 20, 2018, she attended the Merrimack Valley Chamber of Commerce Board of Directors' meeting at Northern Essex Community College. On Wednesday, June 27, 2018, she attended both the MAVA Board of Directors' and Annual meeting in Marlborough with Kelly Fay, Coordinator of Curriculum and Professional Development. On Tuesday, July 10th through Friday, July 13, 2018, she attended the MASS Executive Institute in Falmouth along with Director of Pupil Personnel, Patricia Lowell. This year's focus was on Social Emotional Learning and Computer Science. On Monday, August 6, 2018, she attended a reception at NECC welcoming Haverhill's new Superintendent, Margaret Marotta and Dougan Sherwood, the new President of the Haverhill Chamber of Commerce. On Tuesday, August 7, 2018 and August 8, 2018, she attended the MAVA Board of Directors' Planning Retreat in Devens. She will also attend on August 9th. Ms. Lynch reminded everyone of the golf tournament for Whittier Tech Foundation on August 16th. The administrative team had a retreat for two days in July. During the retreat, they had professional development on Social Emotional Learning and how to incorporate SEL competencies in the classroom. Later this month, the Administrative Team will again have more professional development on calibrating teacher evaluations. Ms. Lynch reported that they continue to prepare for the beginning of the school year. Unfortunately, they are behind on the renovation of the new Allied Health Center. She hopes it will be open for Open House the first week of November. Ms. Lynch reported that they have begun to complete renumbering the entire school to make it easier to understand for safety personnel. They are adding classroom numbers to the interior of each classroom and on the windows of each classroom.

Mr. Early left the room.

Ms. Lynch recommended that the School Committee vote to approve the appointment of Charles Early as the Attendance Monitor.

By motion of Mr. Tucker, seconded by Mr. Murphy to approve the appointment of Charles Early as the Attendance Monitor as recommended by the Superintendent. Unanimous

Mr. Early returned.

Ms. Lynch recommended that the School Committee vote to establish a Community Services and Post-Secondary/Early College Programs Advisor position. This position will be grant funded for the 2018-2019 school year. The job description was provided.

By motion of Mr. Tucker, seconded by Mr. Wood to establish a Community Services and Post-Secondary/Early College Programs Advisor position as presented. Unanimous

PRINCIPAL'S REPORT

Mr. Chris Laganas, the Principal provided a copy of the 2017-2018 Evaluation of the School Improvement Plan and the proposed 2018-2019 School Improvement Plan for review and approval. He stated that the changes are highlighted in blue and provided an overview. There was discussion on both documents. Ms. Gilbert asked that dark blue not be used to highlight the changes since it is hard to read. Ms. True would like the career counseling position added to 1.7 on the school improvement plan.

By motion of Ms. True, seconded by Mr. James to add to 1.7 under responsible person community services and post-secondary/early college programs advisor. Unanimous

By motion of Mr. Wood, seconded by Ms. O'Connor to accept the proposed 2018-2019 School Improvement Plan as presented. Unanimous

BUSINESS MANAGER'S REPORT

Ms. Kara Kosmes, the Business Manager provided the variance analysis for the FY18 fiscal year end and budget line item transfers in the amount of \$919,992. This transfer

will bring all district accounts to a positive balance. The last column in the variance report shows what the ending balance in each account will be after the transfer. Mr. Tucker was concerned with the high balance at the end of the year since transfers are done throughout the year as well. Ms. Kosmes explained the reasoning for this transfer.

By motion of Mr. Wood, seconded by Mr. Early to authorize budget line item transfers in the amount of \$919,992.00 as outlined in the Business Manager's memorandum of August 1, 2018. Unanimously approved by roll call vote.

COMMITTEE CHAIRPERSON

Ms. Gilbert went over the annual agenda items for September. Ms. Gilbert stated that the Superintendent will be unable to attend the October 10th school committee meeting. Therefore, the meeting will be moved to October 3rd. Ms. Gilbert is unable to attend the October 3rd meeting and Mr. Murphy will chair the meeting in her absence.

SUBCOMMITTEE REPORTS

The Executive Subcommittee has not met.

The Instructional Subcommittee has not met.

The Plant Operations Subcommittee met June 13, 2018. They will meet on September 12, 2018 at 6:15 PM.

By motion of Mr. Tucker, seconded by Mr. Murphy to accept the minutes of June 13, 2018 as presented. Unanimous

The Salary & Negotiations Subcommittee met June 13, 2018.

By motion of Mr. Early, seconded by Mr. Tucker to accept the minutes of June 13, 2018 as presented. Unanimous

The Policy Subcommittee met June 13, 2018. They will meet on September 12, 2018 at 5:45 PM.

By motion of Mr. Irving, seconded by Mr. Wood to accept the minutes of June 13, 2018 as presented. Unanimous

Mr. Irving reported that there are policies included in the packet for a second and final reading.

By motion of Mr. Irving, seconded by Mr. Tucker to accept the following policies for a second and final reading as presented: AC- Non-Discrimination; GBA – Equal Employment Opportunity; GCF- Professional Staff Hiring; JB – Equal Educational Opportunities; JFBB – School Choice; EFD – Meal Charge; JJF – Student Activity Accounts. Unanimous

MEETING DATES

The Regular School Committee meeting is September 12, 2018 at 6:30 pm.

NEW BUSINESS

There was no New Business posted.

EXECUTIVE SESSION

There was no Executive Session posted.

By motion of Mr. Irving, seconded by Mr. Wood to adjourn at 7:15 P.M.
Unanimous

Respectfully submitted,
Lisa Rand
Recording Secretary