

**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE**  
**OCTOBER 1, 2009 MEETING HELD AT THE SCHOOL**

**PRESENT:** Donald Haynes, Chair; Joseph Agrillo; Penny Blackwell, Steven Chalke; Robert Fichtenmayer; Eunice Manduca; Kevin Farr; Robert Dutch; John Creed, Parliamentarian; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:30 P.M. followed by the Pledge of Allegiance to the Flag.

**STUDENT ADVISORY REPRESENTATIVE:** Asia Roberge, a senior in Health Careers from Onset, reported on recent student activities. She stated that the senior class is in the process of organizing fundraisers and planning the senior prom. Asia also discussed the book club, the National Junior Honor Society, Student Council and stated that UCT will now have a yearbook committee for the first time. There will be four issues of the school newspaper this year, scheduled to be published around the time that report cards are issued. Finally, Asia reported on the fall sports teams.

**PUBLIC PARTICIPATION:** None.

**NEW BUSINESS:**

**FY09 Financial Audit** – Allan Smith, CPA, distributed correspondence regarding the scope of the FY09 audit and explained the school committee's role and responsibility in ensuring auditing standards are met. He also discussed the objectives of the audit and audit procedures. A brief question and answer period ensued.

**APPROVAL OF MINUTES:** A motion was made by Ms. Blackwell, seconded by Mr. Chalke, for approval of the minutes of the September 3, 2009 regular meeting. Motion passed unanimously. Ms. Blackwell made a motion, seconded by Mr. Chalke, for approval of the minutes of the September 3, 2009 executive session. Motion passed unanimously.

**COMMUNICATIONS:** The Superintendent read a letter from the UCT Teachers' Association indicating their intention to enter into negotiations for a successor agreement. He also read a letter from Dan Zentz indicating his intention to retire on July 22, 2010.

**REPORT OF COMMITTEES:** None.

MASC REPORT: Ms. Blackwell reported that Mr. Haynes had been appointed as the Vice-Chair to Division VII and reminded the committee that the Division VII annual business meeting will be held on November 22, 2009.

PRESENTATION OF BILLS: Bills were circulated.

SUPERINTENDENT'S REPORT: Mr. Farr updated the committee on school activities since the last meeting and asked if there were any questions regarding his written report that was included in the mailout. He discussed a meeting that he recently attended with officials from the town of Bourne regarding the H1N1 virus and administration of the vaccine once it becomes available. The Superintendent also discussed the Family Fun Day that was held in September.

PRINCIPAL'S REPORT: Mr. Dutch stated that he has been working on improving communication with staff, students, and parents. He informed the committee that the first faculty meeting and school council meeting of the year will be held on October 5<sup>th</sup>. He briefly discussed the Open House which took place on September 24<sup>th</sup>, stating that attendance was a little lower than usual this year as a result of the bridge traffic. The Principal discussed the Lobby Guard visitor management system which is now operational. Finally, he informed the committee that the first meeting of the Athletic Association would take place on October 8<sup>th</sup>.

OLD BUSINESS:

**Unit A Contract Ratification** – Ms. Blackwell made a motion, seconded by Ms. Manduca, to ratify the Unit A contract as presented at the last meeting. Roll call vote – Motion passed unanimously.

**Policy Approval** – Ms. Blackwell, Chair of the Policy Sub-Committee, stated that she would like to table Policy GCBB: Employment of Principals. Ms. Blackwell made a motion, seconded by Mr. Chalke, for approval of the first reading of Policy GCBC: Agreements with Independent Contractors. Motion passed unanimously.

At this point in the meeting, Mr. Dutch distributed a Marine Technology shop work log asking the committee to review it and get back to him or Mr. Farr with comments or suggestions.

## NEW BUSINESS:

**MCAS Results** – Mr. Dutch reviewed the results of the MCAS tests that were administered to students last spring. The results showed significant improvements in both English Language Arts and Mathematics. He compared the school's results with the state results and stated that 100% of the Class of 2010 have already met the minimum state testing requirements for graduation by scoring Needs Improvement or higher on all three MCAS tests. After only one attempt, 95% of the Class of 2011 has met the requirement. Mr. Dutch explained that UCT is one of the top performing technical schools behind only Shawsheen and Blackstone Valley.

**Customer Service Feedback Survey** – Mr. Farr informed the committee that the surveys were brought to the Leadership Team who received input from their teachers. Surveys were created for the following areas: construction programs, cosmetology, culinary arts, environmental technology, and mechanical programs. Mr. Agrillo recommended that each shop survey be on a different colored paper to differentiate them from one another. Mary Crook, President of the Teachers' Association, suggested that the surveys be given out with a self-addressed stamped envelope rather than asking the customer to return the survey with their payment in the event that they wanted to remain anonymous. Ms. Blackwell made a motion, seconded by Mr. Agrillo, to approve the survey forms as presented and to make them color-coded and to include a self-addressed stamped envelope with the surveys. Motion passed unanimously.

**Building Use Fees** – Mr. Farr stated that the survey of fees charged by other schools as well as UCT's guidelines for building use had been provided for discussion purposes only. He said that Mr. Pearce, who couldn't be at the meeting, would like a history of the groups that have used the building, the amount they were charged, a list of the equipment used and whether or not custodial services were required. He would also like a breakdown on the cost of electricity utilized by these groups. Mr. Haynes stated that he would like to see a policy put in place that requires large groups that have requested to use building to come before the school committee to explain what the benefit will be to UCT in allowing these groups to use the building.

**December Meeting Date Conflict** – Mr. Farr informed the committee that the December meeting is scheduled for Thursday, December 3<sup>rd</sup>; however, the Grade Eight Orientation is also scheduled for December 3<sup>rd</sup>. Ms. Blackwell made a motion, seconded by Mr. Fichtenmayer, to change the December meeting date to Wednesday, December 2<sup>nd</sup>. Motion passed unanimously.

**Superintendent Evaluation** – Ms. Blackwell, Chair of the Superintendent Evaluation Sub-Committee, informed the committee that the Superintendent's attainment summary along with the evaluation instrument will be distributed at the November meeting. The results of the evaluation will be presented at the December meeting.

**Goal Setting Workshop** – Committee members agreed to hold the Goal Setting Workshop on Monday, October 19<sup>th</sup> at 5:00 P.M. Ms. Blackwell suggested bringing someone in from the Massachusetts Association of School Committees to facilitate the workshop and the committee members agreed that it would be beneficial.

At this point in the meeting, Mr. Agrillo stated that he would like the phrase that is included on the bottom of the meeting agendas, “Any other such business as may properly come before this meeting” to officially become part of the regular agenda. Mr. Haynes encouraged people to let him know at any time if there is something they would like to address at the meeting. Mr. Creed stated that he felt the phrase at the bottom of the agenda accomplishes what Mr. Agrillo is trying to do. Mr. Agrillo made a motion, seconded by Mr. Fichtenmayer, to add “Other” under New Business on all future agendas. Five in favor; one opposed – Motion passed.

Ms. Blackwell made a motion, seconded by Ms. Manduca, to adjourn the regular meeting at 8:40 P.M. Motion passed unanimously.

A True Copy Attest

Date: \_\_\_\_\_  
(Seal)

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Kevin C. Farr, Secretary