

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE
SEPTEMBER 8, 2011 MEETING HELD AT THE SCHOOL

PRESENT: Robert Fichtenmayer, Vice-Chair (Acting Chair); Joseph Agrillo; Penny Blackwell; Steven Chalke; Lisa Dumont; Eunice Manduca; Kent Pearce; Edmund Zmuda; Kevin Farr; Robert Dutch; Sharon Brito, Recording Secretary.

The meeting was called to order at 6:15 P.M. followed by the Pledge of Allegiance to the Flag.

STUDENT ADVISORY REPRESENTATIVE: No student representative was present and no report was available.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Blackwell, seconded by Ms. Dumont, for approval of the minutes of the July 14, 2011 regular meeting. Motion passed unanimously. A motion was made by Mr. Zmuda, seconded by Ms. Dumont, for approval of the minutes of the July 21, 2011 special meeting. Motion passed unanimously.

COMMUNICATIONS: None.

REPORT OF COMMITTEES: Mr. Chalke, Treasurer, reported that the Budget Sub-Committee met on September 19th. Ms. Blackwell stated that a meeting of the Policy Sub-Committee will be scheduled sometime at the end of September.

MASC REPORT: Ms. Blackwell discussed the President's Retreat that she attended recently in Mystic, CT. Ms. Blackwell informed the committee that a voting delegate needs to be appointed for the MASC annual business meeting which will take place on Friday, November 11th, in conjunction with the MASS/MASC joint conference in Hyannis. Ms. Blackwell nominated Ms. Dumont to serve as the UCT voting delegate. Mr. Chalke seconded the nomination. Motion passed unanimously.

TREASURER'S REPORT: Mr. Chalke reported on several bills that were of a significant amount including payments for employee and retiree health premiums, furniture for new classrooms and offices, new school bus, laptop carts and computers,

sidewalk replacement, culinary freezer, athletic fields, sports lockers, LPN building, security system upgrade and Horticulture equipment. Mr. Chalke reminded committee members to visit the Business Office on a bi-weekly basis to sign the accounts payable and payroll warrants.

Mr. Agrillo questioned how we know exactly what is coming in all of the delivery trucks that are bringing loam and other items in for the construction of the LPN building and the work on the athletic fields. Mr. Dutch answered that he will have Mr. McCue speak to that at the October meeting.

Mr. Agrillo then referenced **Policy BBAA – School Committee Member Authority**. He cited #6 which states that “*School Committee members are encouraged to visit the school. However, commitments or comments to teachers and pupils which reflect only a personal opinion or observation should be avoided.*” A lengthy discussion ensued regarding visits to the school by School Committee members. The committee agreed to include it as an agenda item at the October meeting.

SUPERINTENDENT’S REPORT: Mr. Farr asked the committee if there were any questions regarding the written report that was included in the mailout. Mr. Pearce referenced a news article which was included in the mailout. The article regarding the new LPN building appeared in the August 18th edition of the *Bourne Enterprise*. The article mentioned the fact that graduates of the LPN program are prepared for transfer to an associate’s degree nursing program through transfer agreements with Cape Cod Community College and other institutions. Mr. Pearce stressed the fact that the LPN students need to be made aware of the possible difficulties they may encounter regarding availability of RN programs to transfer into. Mr. Farr stated that he will discuss this matter with Pat Gales, Director of the PN program.

PRINCIPAL’S REPORT: Mr. Dutch provided a brief overview of the start of the school year, stating that UCT was one of the few schools in the area that was able to open on schedule following Tropical Storm Irene. He went on to say that things are running smoothly and the various clubs’ activities and the fall sports are underway. He then showed the progress made in the updating of the school’s website and demonstrated its functionality.

PTO REPORT: None.

OLD BUSINESS:

PN Accreditation Update – Mr. Farr reported that the process is still moving forward. The school should receive a visit from the Council on Occupational Education sometime in the next month with the formal accreditation visit in the spring. Ms. Dumont brought up the letter that the school received from Cape Cod Tech indicating that the school will

no longer have space for the satellite program at their Harwich campus beginning in the 2012-2013 school year. Mr. Farr responded that he has discussed this matter further with the Superintendent at Cape Cod Tech since the LPN building will not be ready for the 2012-2013 school year and they are brainstorming other locations on the Harwich campus that may work for the program. Mr. Pearce questioned the possibility of speeding up the progress of the LPN building. He asked if it would be prudent to apply the money that the school pays to Cape Cod Tech for use of their building to the hiring of a contractor for this purpose. Mr. Farr responded that it is not nearly enough money for this purpose, only \$12,000. He suggested appointing a sub-committee to oversee the completion of the LPN building. Mr. Agrillo, Mr. Fichtenmayer, Ms. Manduca, and Mr. Pearce indicated an interesting in serving on the committee.

Ms. Blackwell made a motion, seconded by Mr. Chalke, to form a sub-committee comprised of Mr. Agrillo, Mr. Fichtenmayer, Ms. Manduca, and Mr. Pearce, for the purpose of making recommendations in regards to the construction of the LPN building. Motion passed unanimously.

NEW BUSINESS:

School Opening Report – Mr. Farr presented an overview of the newly-hired staff members, enrollment numbers, and issues discussed at the annual Leadership Retreat. Mr. Farr informed the committee that the New Employee Reception will be held prior to the regular School Committee meeting in October. This will provide committee members with an opportunity to meet the new staff members.

Building Project Update – Mr. Forget and Mr. McCue displayed photographs and updated the committee on the various projects that took place over the summer months including sidewalk and curb replacement, office and classroom renovations, athletic fields, installation of the culinary refrigerator/freezer, and start of construction on the LPN building. Discussion ensued regarding the in-kind services that were donated by different companies for the athletic fields and the LPN building. Mr. Pearce requested that thank you letters to be sent to the companies and suggested the possibility of their names being listed on athletic programs and the school website.

Window Repair Project – Award of Bid for General Contractor – Mr. Farr stated that he, along with the architect and owner's project manager, reviewed the submitted bids. After reviewing the seven bids that were submitted, it is recommended that the bid award for general contractor go to Modern Glass & Aluminum, Inc. at a cost of \$1,179,000 with a subtraction of \$37,000 for Alternate #1. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to award the bid for a general contractor for the window repair project to low bidder, Modern Glass & Aluminum, Inc. Motion passed unanimously.

Athletic Handbook Review – Mr. Dutch reviewed the draft of the Athletic Handbook. He referenced page 7 and asked committee members to strike the word “most” from the statement reading “the school provides bus transportation, or a suitable substitute to ~~most~~ away contests.” He also asked them to remove outdoor track from the list of spring sports on page 11 and replace it with lacrosse. Mr. Dutch discussed the concussion language included in the handbook and distributed information that has been provided to parents including *Suggested Guidelines for Management of Concussion in Sports* as well as a *Pre-Participation Head Injury/Concussion Reporting Form for Extra-Curricular Activities*. He informed the committee that a mandatory training session on this subject was being held for athletes and parents. The committee will review the handbook and vote on it at the October meeting.

Approval of Program of Studies – Mr. Dutch informed the committee that several significant changes have been made regarding program offerings and graduation requirements. He explained the changes in detail and the rationale for them. Mr. Pearce mentioned that the Program of Studies hadn’t been brought to the School Committee for approval in the past and stated that he appreciates the fact that it has been brought before them this year.

Discussion and Approval of RFP for Land Lease for Wind Energy System – Mr. Farr informed the committee that the district is still seeking investors for this. In the meantime, a *Request for Proposals* has been developed to seek proposals for interested parties to lease the land, install a 660 kw wind turbine and then sell the power to the school. Ms. Blackwell made a motion, seconded by Mr. Zmuda, to release the *Request for Proposals* after changing “*School Board*” to “*School Committee*” throughout the document. Motion passed unanimously.

Superintendent Transition Plan – Mr. Fichtenmayer stated that he was seeking input from the committee on how to proceed with the transition of Mr. Dutch into the role of Superintendent once Mr. Farr retires in the summer of 2012. Ms. Blackwell reminded the committee that they had discussed the option of having Jim Hardy, from the Massachusetts Association of School Committees, assist the committee with this endeavor. Mr. Dutch added that there are three issues associated with this; contract negotiations, an evaluation instrument, and the development of goals. He stated that Mr. Hardy could be of some assistance in these matters. The committee agreed to hold a Saturday workshop for this purpose. Ms. Blackwell stated that she would contact Mr. Hardy to obtain some prospective dates for the workshop.

Other –

Mr. Agrillo asked the committee if there was any interest in purchasing the property next door that is currently owned by Thomas Pappas. The committee indicated that they had already voted not to pursue this purchase. Mr. Agrillo made a motion to reconsider the purchase of the Pappas property. There was no second to the motion.

Mr. Fichtenmayer asked how committee members had been acknowledged in the past once they resigned from the committee. Mr. Pearce made a motion, seconded by Ms. Manduca, to recognize Donald Haynes at a future meeting in accordance with how members have been recognized in the past. Motion passed unanimously.

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

A True Copy Attest

Date: _____
(Seal)

Kevin C. Farr, Secretary