

**MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL  
1050 WESTMINSTER STREET FITCHBURG, MA 01420  
SCHOOL COMMITTEE MEETING MINUTES  
MAY 1, 2024**

**Members present**

Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

**Members absent**

Jada McConologue, Michael Hurley, Ashby, VACANT, Harvard VACANT

**Meeting called to order at 6:00 PM**

1. Opening Items

Procedural: A. Call to Order

Procedural: B. Pledge of Allegiance

Information: C. Introduction of Guests and Visitors

Information: D. Public Comment

Action, Minutes: E. Approval of Minutes

MOVE THAT THE DISTRICT COMMITTEE VOTES TO APPROVE THE MINUTES OF THE REGULAR MEETING OF APRIL 10, 2024, AS PRESENTED.

Motion by Diane Swenson, second by Whitney Marshall.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Abstain: Jeffrey Raymond

2. Superintendent-Director's Report

Information: A. Superintendent-Director Update

- Monty Tech hosted the Vocational Instructor Hands-on Testing session on April 6th. The following exams were offered; House Carpentry, Electrical, Early Childhood Education, and Health Assisting.  
All exams were administered in association with National Occupational Competency Testing Institute (NOCTI).
- COE Reaffirmation of Accreditation Preliminary Visit was completed on 4/8/2024.  
Any preliminary suggested updates are being made to PN Program Plans and the Final Self-Study is in progress and will be sent on May 3, 2024.  
The Reaffirmation Team Visit will occur on June 11-12th
- The ongoing STEP Program continues to yield success. Students recently received their first \$250.00 stipend. The students will receive a similar stipend at program completion.
- Monty Tech will have 7 representatives at the Skills National Competition on June 24 - 28.
- MVP Academy Updates - The renovations at 270 Westminster Street continue.

The electrical program have continued their work to enhance the overall system to handle the increased load.

Masonry has completed the grid work and pouring of the floor covering the new bathroom plumbing.

The extended steel framing for the shop walls is progressing and the framing of the classroom spaces has begun.

- Celebrating Our Amazing Teachers - Kirsten Farias was recognized as the Monty Tech Employee of the year by the Fitchburg East Rotary Club at their Mary H. Whitney Community Awards.
- The Monty Tech Foundation returned to celebrating the Superintendent's Dinner on April 24th. We were joined by over 200 guests and the event celebrated the importance of our Monty Tech alumni.
- Superintendent Browne reviewed and provided supporting evidence of the completion of his Annual Goals for 2023-2024.

Action, Information: D. Out of State Field Trip

MOVE THAT THE DISTRICT COMMITTEE VOTES TO APPROVE AN OUT-OF-STATE TRIP FOR 20 VETERINARY SCIENCE FRESHMEN TO TRAVEL TO BROOKLYN CONNECTICUT TO THE AKC CONFIRMATION DOG SHOW ON MAY 10, 2024 FROM 8:00 AM TO 5:30 PM AT NO COST TO STUDENTS.

Motion by William Brassard, second by Ronald Tourigny.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Action, Information: E. Out of State Field Trip

MOVE THAT THE DISTRICT COMMITTEE VOTES TO APPROVE AN OUT-OF-STATE FIELD TRIP FOR 18 AUTO TECHNOLOGY SOPHOMORE STUDENTS TO TRAVEL TO EPPING, NEW HAMPSHIRE TO ATTEND THE NEW ENGLAND DRAGWAY NHRA YOUTH EDUCATION SERVICES PROGRAM ON MAY 31, 2024, FROM 7:45 AM TO 2:15 PM AT NO COST TO STUDENTS.

Motion by William Brassard, second by Jeffrey Raymond.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

### 3. Principal's Report

Information: A. Student Representative's Monthly Report - In the packet for perusal

Information: B. Principal's Monthly Report - In the packet for perusal

Information: C. Enrollment/Withdrawal/New Entry Report - In the packet for perusal

Information: D. Graduation/Drop Out Rate Report - Principal Carlson reviewed the graduation/drop-out rate for school year 2023.

### 4. Personnel

Information: A. Retirement

Information: B. Resignation

Heidi Williams, Health Occupations Instructor, has resigned after 6 years.

Cheryl Koula, Practical Nursing Program Support Manager, has resigned after 9 months.

Information: C. Appointment

5. Reports by Subcommittees

Action, Information: A. Policy - Diane Swenson Chair

MOVE THAT THE SCHOOL COMMITTEE APPROVE FOR A FIRST READING POLICIES FROM SECTION H - NEGOTIATIONS WHICH WILL UPDATE POLICIES HA (NEW POLICY), HB (UPDATED), AND HF (UPDATED) AND DELETE POLICIES HH, HMA, HBA, AND HC (WHICH ARE NOT NEEDED AS INCLUDED IN CONTRACTS, MGL).

Motion by Diane Swenson, second by Jeffrey Raymond.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Information: B. Capital Improvements - Diane Swenson Chair

Information: C. Workforce - Eric Olson Chair

Information: D. Student Advisory - Melanie Weeks Chair

Information: E. School Committee Graduation Gift Subcommittee (Ad hoc) - Ronald Tourigny Chair

MOVE THE DISTRICT COMMITTEE AWARD 4 GRADUATION GIFT CARDS FOR \$250.00 EACH TO FOUR SENIORS.

Motion by Ronald Tourigny, second by Jeffrey Raymond.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Information: F. Financial Planning - Eric Olson Chair

6. Financial

Information: A. Financial Statements

Action, Information: B. Acceptance of Car Donation

MOVE THE DISTRICT COMMITTEE ACCEPT A DONATION OF A 2002 CHEVROLET TAHOE WITH AN APPROXIMATE VALUE OF \$2,500 FROM ANDREW THEOBALD, WINCHENDON, MA TO BE USED BY AUTOMOTIVE TECHNOLOGY.

Motion by William Brassard, second by Whitney Marshall.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Action, Discussion: C. Approval of Chromebook Lease

MOVE THAT THE DISTRICT COMMITTEE APPROVE THE 3-YEAR LEASE STARTING 7/1/24 WITH INSIGHT FINANCIAL SERVICES FOR FRESHMEN CHROMEBOOKS WITH AN ANNUAL COST OF \$50,463.56 IN A TOTAL AMOUNT OF \$151,390.68.

Motion by William Brassard, second by Whitney Marshall.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Action, Discussion: D. Approval of Lease for Copiers

MOVE THAT THE DISTRICT COMMITTEE APPROVE A 3-YEAR LEASE STARTING 7/1/24 FOR 5 COPIERS IN AN ANNUAL AMOUNT OF \$38,808.08 FOR A TOTAL LEASE AMOUNT OF \$101,424.24

Motion by William Brassard, second by Whitney Marshall.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Action, Discussion: E. Award of Network System Quote

MOVE THE DISTRICT COMMITTEE AWARD THE QUOTE FOR HARDWARE AND PROFESSIONAL SERVICES FOR THE NETWORK INFRASTRUCTURE TO WATERFIELD TECHNOLOGIES IN THE AMOUNT OF \$489,782.58 LESS \$142,654.94 FROM E-RATE FOR A NET TOTAL OF \$347,127.64. FUND TO COME FROM FY25 A/C 1730 NETWORKING CONTRACT SVCS AND 1732 NETWORKING SUPPLIES AND MATERIALS.

Motion by William Brassard, second by Whitney Marshall.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Action, Information: F. Award of Bid 270-1 Sprinklers

MOVE THAT THE DISTRICT COMMITTEE AWARD THE CONTRACT FOR BID 270-1 REWORK OF SPRINKLERS TO COGSWELL SPRINKLER, WORCESTER, MA IN THE AMOUNT OF \$58,000. FUNDS TO COME FROM LAB MODERNIZATION GRANT.

Motion by William Brassard, second by Whitney Marshall.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Action, Discussion: G. Award of Bid 270-2 Site Work

MOVE THAT THE DISTRICT COMMITTEE AWARD BID 270-2 SITE WORK AT 270 WESTMINSTER STREET, FITCHBURG, MA TO GLENN HINES EXCAVATION CONTRACTOR, LEOMINSTER, MA IN THE AMOUNT OF \$198,105. FUNDS TO COME FROM LAB MODERNIZATION GRANT.

Motion by William Brassard, second by Whitney Marshall.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Abstain: Eric Olson

## 7. Communications

Information: A. Teacher's Information or Proposals

Information: B. School Committee Chairman Report

Information: C. School Committee Information or Proposals

Information: D. School Committee Comments

Information: E. Correspondence/Reports

## 8. Other Items Not Reasonably Anticipated by the Chair Forty-Eight Hours Before the Meeting

## 9. Closing Items

Action, Information: A. Adjournment

MOVE TO ADJOURN

Motion by Eric Olson, second by Calvin Brooks.

Final Resolution: So Voted

Aye: Barbara Reynolds, Calvin Brooks, Christina Smith, Diane Swenson, Eric Commodore, Eric Olson, Jeffrey Raymond, John Columbus, John Mollica, Melanie Weeks, Robert Campbell, Ronald Tourigny, Ross Barber, Sara Dilg, Scott Carignan, Tamarah Estes, Whitney Marshall, William Brassard

Meeting adjourned at 7:52 PM