



**ASSABET VALLEY REGIONAL VOCATIONAL DISTRICT  
SCHOOL COMMITTEE**  
Chairman: Lynn G. Ryan

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**MEETING AGENDA**  
**Tuesday, December 4, 2012 at 6:30 PM**

2012 NOV 29 A 8:32

Meeting will be held in the School Committee Conference Room at the Assabet Valley Regional Technical High School, 215 Fitchburg Street, Marlborough, MA.

<b>ESTIMATED TIME</b>	<b>AGENDA ITEM</b>
	<b>PLEDGE OF ALLEGIANCE</b>
6:30-6:35 PM	<b>APPROVAL OF MINUTES</b> ~VOTE: To approve the minutes of the previous meeting. <b>Bring enclosed.</b>
6:35-6:40 PM	<b>BILLS AND PAYROLL</b> ~Warrant(s) on table for Committee signatures
	<b>AUDIENCE</b>
6:40-6:45 PM	~ Student Representative Report
6:45-7:00 PM	~ Technical Discovery Team presentation by Carolyn Madzar
7:00-7:10 PM	~ To present Ashley Peck with WCSA Scholar Award. <b>Bring enclosed.</b>
7:10-7:15 PM	~ To hear from any individual recognized by the Chairman who wishes to express an opinion on matters currently before the Committee
7:15-7:35 PM	<b>SUPERINTENDENT-DIRECTOR REPORT</b> ~ To hear updates from the Superintendent-Director. ~To discuss job description for Superintendent-Director. <b>Bring enclosed.</b> ~ To discuss school policy on selection of Superintendent-Director. <b>Bring enclosed.</b>
7:35-7:45 PM	<b>POLICY</b> ~ First Reading of revised job description for Advisor of a Club or Activity. <b>Bring enclosed.</b> ~ First Reading of revised job description for Class Advisor. <b>Bring enclosed.</b> ~ First Reading of revised job description for Director of Continuing Education. <b>Bring enclosed.</b>
7:45-8:10 PM	<b>BUDGET</b> ~To discuss FY14 budget. <b>Bring your detailed budget document.</b> <ul style="list-style-type: none"><li>- Shirley Lundberg – Academic Programs</li><li>- Staffing</li></ul> ~ <b>VOTE:</b> To act on the recommendation of the Superintendent-Director relative to the Preliminary Budget for FY14. <b>Bring enclosed.</b>
8:10-8:25 PM	<b>REPORT from ASSISTANT SUPERINTENDENT</b> ~ To hear report from Mr. Collins. <b>Bring enclosed.</b> ~ To receive updates on repair project ~ <b>VOTE:</b> To approve the establishment of a reserve fund for uncompensated balances. <b>Bring enclosed.</b> ~ <b>VOTE:</b> To approve the use of revolving funds for temporary space needs. <b>Bring enclosed.</b>
8:25-8:35 PM	<b>PRINCIPAL'S POST</b> ~ To hear report from Mr. Hollick. ~ <b>VOTE:</b> To approve an overnight trip to Randolph, VT. <b>Bring enclosed.</b> ~ <b>VOTE:</b> To approve an overnight trip to Lewiston, ME. <b>Bring enclosed.</b>

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8:35-8:45 PM **COMMUNICATIONS**

~Reading and distribution of communications received by the Committee and Superintendent. **Bring enclosed.**

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8:45-8:55 PM **NEW BUSINESS**

~**VOTE:** To approve carpentry project request. **Bring enclosed.**

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8:55-9:00 PM **PROGRAM ADVISORY COMMITTEE**

~ To receive PAC minutes. **Bring enclosed.**

~**VOTE:** To act on the recommendation of the Administration relative to the appointment of Program Advisory Committee candidates. **Bring enclosed.**

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9:00-9:10 PM For the good of the school, to hear from any School Committee member recognized by the Chair.

Agenda prepared by Mary Jo Nawrocki, Superintendent-Director



Secretary, Assabet Valley Regional Vocational District School Committee

The listing of items are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.