

**SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL
SCHOOL COMMITTEE MEETING**

August 28, 2017

MEMBERS PRESENT:

ASHLAND

Ed Burman

FRAMINGHAM

Larry Cooper

John H Evans III

Mike Rossi

Myra Bushell

Linda Fobes (Remote)

John Kahn

HOLLISTON

Barry Sims

HOPKINTON

Ruth Knowles

NATICK

Tassos Filledes (7:25PM)

Stephen Kane

ALSO PRESENT:

Jonathan Evans, Superintendent-Director

Dolores Sharek, Director of Finance

John Drottar, Acting Principal

Jack Keating, Treasurer

Richard DeAngelis, Legal Counsel

Karen Ward, Recording Secretary

Chairman Burman called the meeting to order at 7:00 PM.

Chairman Burman stated Mrs. Fobes is participating in this meeting remotely from a different geographical location. Therefore, all votes will be by roll call vote.

Superintendent Evans introduced new staff members to the Committee and provided a brief overview of their credentials.

APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 31, 2017

Chairman Burman asked for a motion to approve the minutes of the regular meeting of July 31, 2017.

MR. COOPER MADE A MOTION, SECONDED BY MR. SIMS, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 31, 2017. MR. BURMAN, MRS. BUSHELL, MR. COOPER, MR. EVANS, MRS. FOBES, MR. KAHN, MRS. KNOWLES, MR. ROSSI AND MR. SIMS VOTED IN FAVOR OF THE MOTION; DR. KANE ABSTAINED. THE VOTE WAS UNANIMOUS.

GUESTS AND VISITORS

- Introduction of New Staff (Appendix 2017-64)

Members of the Administrative Team and new staff members were introduced.

CHAIRMAN'S REPORT

- Chairman's Report on Agenda Items of future meetings

Chairman Burman requested that members consider future items they might like to see on the Agenda each month. He will be identifying Agenda items that provide the Committee with insight to the school.

- Executive Session Review Sub-Committee

Superintendent Evans reminded the Committee of the need to review Executive Session Minutes to consider whether they should be released to the public. Superintendent Evans will schedule a meeting with School Committee Secretary Myra Bushell to review minutes.

- Policy Sub-Committee Update

Superintendent Evans reviewed the status of the efforts made to revise our Policy Binder. He said that we have had some success in the latest exchange of information with Mr. Hardy from MASC. Superintendent Evans said that we are almost ready to bring completed draft binders to the sub-committee for their review. Sub-Committee Chair, Mrs. Knowles, requested that a hard copy of the

binder be given to each of the sub-committee members to review on their own before meeting. Superintendent Evans said we will get a copy of the draft policy binder to each of the sub-committee members and he will reach out to schedule an upcoming meeting before bringing it to the full Committee for a vote.

- Superintendent Evaluation Sub-Committee Update

Sub-Committee Chair, Mrs. Commerford, would like to schedule a meeting before the September School Committee Meeting, to select indicators for the Superintendent's evaluation.

EXECUTIVE SESSION

There was nothing to discuss in Executive Session.

SUPERINTENDENT-DIRECTOR'S REPORT

Information Only

- District Improvement Plan 1st Read (Appendix 2017-65)

Superintendent Evans presented a proposed District Improvement Plan for the 2017-2018 school year. Goal areas include: NEASC Decennial Visit, Chapter 74 Approval for Dental Assisting Program, Comprehensive Review and Update of Emergency Response Procedures, and Enhancing Opportunities for Career and Technical Education Placement.

Mr. Kahn commented on the significance of the NEASC evaluation, and the importance of the Committee's involvement, particularly in the areas of core values and community involvement. For many members of both the Committee and the staff, this will be their first involvement with the NEASC process. Superintendent Evans explained that while much of the work was already under way by the staff, he would welcome participation from the Committee. Mr. Burman, Mr. Kahn, and Mrs. Bushell agreed to serve on an NEASC Sub-Committee. Mr. Sims asked what the least favorable outcome of this review might be. Superintendent Evans responded that while the ultimate goal is accreditation, we should realistically expect to receive some findings and recommendations. It will then be up to the District to determine our response. Superintendent Evans will provide a copy of the Committee on Technical and Career Institutions (CTCI) standards upon which we will be evaluated, and he will also provide the specific dates of the visit in March.

Regarding Dental Assisting Program approval, Mr. Rossi inquired about the factors that lead to Chapter 74 Approval. Superintendent Evans responded that there is a very involved process that is overseen by the DESE that should result in Chapter 74 approval. Mr. Filledes asked if students would be able to participate in the Dental construction project. Superintendent Evans explained that due to our procurement process and liability issues, our students will not be able to participate in the construction. However, he expects that students in carpentry, plumbing, and electrical will be observing the job site.

New components in the NEASC and CTE Placement Goals will be added before it is presented for approval at the next meeting.

- Update on Opening of School (Appendix 2017-66)

Superintendent Evans gave an update on the opening of school. We had a successful Administrative Retreat on Monday, New Teacher Orientation was held on Wednesday, along with Upper Class Orientation for students transferring to Keefe. A record number of staff volunteers attended Freshmen Step-up Day on Thursday with another large grade 9 class. On Friday, we held the first day for all faculty and staff with a presentation from Ron Suskind, a Pulitzer Prize winning author, who shared his family's journey to connect with their son with Autism. Over 185 grade nine students were present on the first day of school. Mr. Kahn asked if the increase in enrollment will involve any large shift for our member towns. Superintendent Evans responded that enrollment is fairly stable in the towns of Ashland, Framingham, and Hopkinton. There are significant increases in the towns of Holliston and Natick. Last year, with a smaller increase, Holliston expressed concern about the substantial increase in enrollment and the resulting assessment. Superintendent Evans has already communicated with Holliston's Superintendent, and will reach out to the Holliston finance committee once our enrollment is confirmed. Superintendent Evans explained that, as with previous years, he will present an increase in enrollment as positive news for a town in terms of benefitting from the opportunities at available at Keefe.

- Continuing Education Staffing

Superintendent Evans explained a restructuring of the Continuing Education Program leadership. Former secretary, Soraya Winters, has been promoted to Interim Coordinator of Continuing Education. Director of Finance, Dolly Sharek, will be assuming oversight of the Continuing Education Program. Superintendent Evans expects that this leadership structure will be successful for the operation of the program, and hopes to expand the program in to new post- secondary areas. Mr. Evans suggested that

ESL programing may provide another opportunity for expansion given the significant need in the community.

- Staffing Updated

Superintendent Evans reported that all positions, with the exception of an ELL paraprofessional, have been filled for the 2017-2018 school year. He expressed confidence in the process we followed and the selections made for this year.

- Dental Assisting Program Update

Superintendent Evans updated the Committee on progress taking place regarding the Dental Assisting Program and the dental construction project taking place in Room 112. With a nine week time frame for the project completion, the schedule will be tight. Every effort will be made to meet this scheduling goal. It is our goal to have grade 9 students begin the dental exploratory in the actual vocation in room 112.

Action Required

- Vote to Appoint a Board Member of ACCEPT Collaborative

Superintendent Evans asked for a vote to appoint him as a Board Member of the ACCEPT Collaborative.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. SIMS, TO APPOINT SUPERINTENDENT EVANS AS A BOARD MEMBER OF THE ACCEPT COLLABORATIVE. MR. BURMAN, MRS. BUSHELL, MR. COOPER, MR. EVANS, MRS. FOBES, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. ROSSI AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

FINANCIAL MATTERS

Information Only

- Non-Salary Financial Expenditure Report (Appendix 2017-67)

Members received the Non-Salary Expenditure Report.

Action Required

- Vote School Lunch Policy (Appendix 2017-68)

Mrs. Sharek requested a vote of the Committee for the School Lunch Policy. Mrs. Sharek informed the Committee that as presented at the last meeting, the changes indicated in this policy would result in full

compliance with the regulations that we must follow. Mrs. Knowles asked if this policy would be included in our new Policy Binder. Superintendent Evans explained that as we near completion of a functional policy binder, we will incorporate this and other new policies in to our manual. Mr. Sims asked about the schools practice regarding collecting debt owed to the District from families. Superintendent Evans said that there are efforts made to collect funds that are owed, but no student will ever go hungry in the event he or she cannot pay. Superintendent Evans reported that our cost for lunch is \$3, this is consistent with our member towns.

MR. FILLEDES MADE A MOTION SECONDED BY MRS. KNOWLES TO ACCEPT THE SCHOOL LUNCH POLICY. MR. BURMAN, MRS. BUSHHELL, MR. COOPER, MR. EVANS, MRS. FOBES, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. ROSSI AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

COMMUNICATION

Information Only

- Staff Return Letters (Appendix 2017-69)
Committee members received copies of letters sent by Superintendent Evans and Principal Snow welcoming new staff and current staff back for the 2017-2018 school year.

- Fall Continuing Education Brochure (Appendix 2017-70)
Fall Continuing Education brochures were given to Committee members.

- Massachusetts General Laws 2017 (Appendix 2017-71)
Massachusetts General Laws 2017 will be made available to Committee members.

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

MR. SIMS MADE A MOTION, SECONDED BY MR. COOPER, TO ADJOURN THE MEETING. MR. BURMAN, MRS. BUSHHELL, MR. COOPER, MR. EVANS, MRS. FOBES, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. ROSSI AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

The next meeting is September 25, 2017
The meeting adjourned at 8:10 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – August 28, 2017

ACTION SHEET

1. MR. COOPER MADE A MOTION, SECONDED BY MR. SIMS, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 31, 2017. MR. BURMAN, MRS. BUSHELL, MR. COOPER, MR. EVANS, MRS. FOBES, MR. KAHN, MRS. KNOWLES, MR. ROSSI AND MR. SIMS VOTED IN FAVOR OF THE MOTION; DR. KANE ABSTAINED. THE VOTE WAS UNANIMOUS.

2. MR. FILLEDES MADE A MOTION, SECONDED BY MR. SIMS, TO APPOINT SUPERINTENDENT EVANS AS A BOARD MEMBER OF THE ACCEPT COLLABORATIVE. MR. BURMAN, MRS. BUSHELL, MR. COOPER, MR. EVANS, MRS. FOBES, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. ROSSI AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

3. MR. FILLEDES MADE A MOTION SECONDED BY MRS. KNOWLES TO ACCEPT THE SCHOOL LUNCH POLICY. MR. BURMAN, MRS. BUSHELL, MR. COOPER, MR. EVANS, MRS. FOBES, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. ROSSI AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

4. MR. SIMS MADE A MOTION, SECONDED BY MR. COOPER, TO ADJOURN THE MEETING. MR. BURMAN, MRS. BUSHELL, MR. COOPER, MR. EVANS, MRS. FOBES, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. ROSSI AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.