

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

**November 6, 2017**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman  
William Gain

**FRAMINGHAM**

Myra Bushell  
James Comeau  
Larry Cooper  
John H Evans III  
John Kahn  
AJ Mulvey

**HOLLISTON**

Sarah Commerford  
Barry Sims

**HOPKINTON**

Ruth Knowles

**NATICK**

Tassos Filledes  
Stephen Kane

**ALSO PRESENT:**

Jonathan Evans, Superintendent-Director  
Jack Keating, Treasurer  
Dolores Sharek – Director of Finance  
Richard DeAngelis, Legal Counsel  
Karen Ward, Recording Secretary  
Adrienne Bogusky, Director of Guidance & Admissions

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

### **APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 25, 2017**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of September 25, 2017.

MR. COOPER MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 25, 2017. TWELVE VOTED IN FAVOR OF THE MOTION; MR. MULVEY ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **GUESTS AND VISITORS**

- Enrollment Update (Appendix 2017-84)

Mrs. Bogusky, Director of Guidance and Admissions, gave a presentation on our October 1<sup>st</sup> enrollment and an update on our recruitment events. She was pleased to report an overall increase of 16 students, with substantial increases in Holliston and Natick. Mrs. Bogusky described in detail the successful transition to a showcase model for our recruitment events. Our sending schools and prospective students have responded extremely well to this model, which allows Keefe students to run engaging activities for prospective students. The result of this new approach, and the additional retention events for families that follow, have led to classes of approximately 200 grade nine students for the past two years. Mr. Kahn, after reviewing the data provided, asked for an explanation regarding some areas where there was a downward trend in our recruitment events. He also asked what changes we are considering in response to this data. Mrs. Bogusky stated that while some events yielded a lower percentage of students enrolling, the overall trend for increased attendance at our events is positive. Mrs. Bogusky stated that an area of focus will be engaging families even earlier in the process. Superintendent Evans stated that while a lot of analysis can be done in the data compiled, the two most important measures that we focus upon are the number of applications and the number of enrolled students. Further, in the spring, our focus shifts to retention. While we have a significant percentage of enrolled students represented at these events, there is an even larger number of students who enroll, but do not attend. Mr. Mulvey asked about our efforts in the area of on line presence. Mrs. Bogusky stated that following interviews with a team of college interns last summer, we implemented a number of changes to our website structure and social media efforts. Mr. Mulvey also shared with the Committee feedback he received from a neighbor who was extremely complementary about her daughter's experience at Keefe Technical School and the difference Mrs. Bogusky made in helping her daughter to

have an exceptional experience. Mr. Filledes asked how the Dental Assisting Program was being marketed to prospective students. Superintendent Evans responded that based on the timing of the grant, we were not able to include Dental Assisting in any of our fall recruitment efforts in 2016. Since the spring of 2017, we have highlighted Dental Assisting. Mr. Evans asked about the cause of the decrease in students from Framingham. Mrs. Bogusky responded that the reduction from 516 to 510 students really does not indicate a trend. Superintendent Evans reported that Framingham's enrollment has dropped under 70% for the first time in a number of years. This is largely due to significant increases in other member towns. Efforts are underway to maximize enrollment from Framingham and our other member towns. Mr. Burman asked about our capacity. Superintendent Evans responded that this is a difficult question to answer. The size of the building and CTE program maximum numbers lead to a significantly larger number than our current enrollment of 734 however, if we excepted more than 220 students in to a grade 9 class, we would likely need additional academic and special education instructors. Superintendent Evans explained his belief that Mrs. Bogusky is doing an exceptional job directing our recruitment and retention efforts, while maintaining extremely positive relationships with our sending schools. Superintendent Evans has a great deal of confidence in Mrs. Bogusky as a leader in this very important area for our District

## **CHAIRMAN'S REPORT**

- Policy Sub-Committee Update

Superintendent Evans informed the Committee that the Policy Sub-Committee met and voted to approve our Policy Manual with a few minor changes. The Manual will be presented for approval by the full Committee in January. Mr. Hardy from MASC will be giving the District a paper copy of the Manual to have available in the Superintendent's Office for any member who wishes to review prior to the January meeting. Mr. Sims asked if Committee Members could receive the Manual electronically. Mr. Mulvey suggested drop-box. Superintendent Evans said he would check with our Technology Department to see if they could set up a drop-box area, and will email members when it is available. Mr. Kahn asked what type of index is in the Manual. Superintendent Evans said there is table of contents at the front of each section of the binder, and there is an index in the back that helps you to find a policy by title.

- NEASC Sub-Committee Update

Superintendent Evans updated members on the recent NEASC Sub-Committee meeting and the status of preparations for the NEASC Decennial Review. At the current time, we have received all Department

Reports, we are working on collecting remaining standards and are working on a blended report. We are working on logistics and a block of rooms is being reserved at the Sheraton Tara that will include transportation, meals and a meeting room. One important night for Members to note is Monday, March 19<sup>th</sup>. This will be opening night and it would be most helpful to have as many Committee Members as possible at this event that will be held in the East Side Room. More information will be given to you as we get closer to the date. We have had great success with staff members participating in other district reviews. They have shared a great deal and have learned much about the process. Superintendent Evans will be reporting back to the full Committee and will share the School and Community Report with members of the sub-committee.

- Future Meeting (Appendix 2017-83)

Superintendent Evans was asked to have the Committee review the need for the December School Committee Meeting. After reviewing agendas from previous years, all items that would need to be covered were added to this agenda. There will be three, possibly four Budget Sub-Committee Meetings in December.

MR. GAINES MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO CANCEL THE DECEMBER SCHOOL COMMITTEE MEETING. TWELVE VOTED IN FAVOR OF THE MOTION; MR. EVANS ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## **EXECUTIVE SESSION**

There was nothing to discuss in Executive Session.

## **SUPERINTENDENT-DIRECTOR'S REPORT**

### **Information Only**

- Enrollment Report

Please see above.

- October Advisory Board Update

Superintendent Evans gave an update of the recent Advisory Board Meeting. Superintendent Evans reminded Committee members that the biggest meeting and report from Advisory Boards is in January, but that the Budget will be reviewed before that time. Mr. Brochu, Director of Career and Technical Education, gave a specific agenda to follow including providing a list of needs identified in Career and

Technical Areas. This list will help the administrative team when recommending a budget. Mr. Brochu also asked each CTE Program to consider efforts to increase opportunities for authentic experiences for our students, as indicated in the District Improvement Plan. Mr. Filledes asked if we had prices for the items identified. Superintendent Evans said that at this time, we do not. However, the items we present to the Budget Sub-Committee will include estimated costs.

- SkillsUSA Massachusetts Officers featured in a video

Superintendent Evans presented a video that featured a visit of our SkillsUSA Massachusetts Officers to Washington D.C. One Keefe Regional Technical High School student is a State Officer, and represents us well in the video. SkillsUSA has many competing events that the Committee is informed about, but this organization is much more than that. Regardless of the results of competitions, SkillsUSA teaches students about leadership and community. Superintendent Evans credits Mr. Brochu with infusing SkillsUSA in to our school and helping our students to become involved.

- MASC/MASS Joint Conference Update

Superintendent Evans reported that he, Mr. Gaine and Mr. Filledes attended the MASC/MASS Joint Conference at Hyannis last week. There were many good presentations and he reported that the conference was a success. Superintendent Evans and Athletic Director Chris Kane did a presentation at the Conference on our Summer Discover Program where they showcased our program. We have already scheduled three visits from other schools that want to come to see exactly what we do. Mr. Gaine said he feels this conference is all about networking and relationships, two great benefits that make attendance worthwhile. Superintendent Evans suggested that when selecting a voting delegate, the Committee acknowledges that there may be times during the delegate assembly when that voting delegate may need to make a decision on their own on behalf of the Committee.

- Annual Report – 1st Read (Appendix 2017-85)

Superintendent Evans presented a draft of the 2017 Annual Report that will be sent to our district towns after being approved by the Committee at the next meeting. Superintendent Evans said that Natick requires the report before 1/15/18. Mr. Sims suggested voting on the Annual Report at this meeting. MR. SIMS MADE A MOTION, SECONDED BY MRS. COMMERTON TO APPROVE THE 2017 ANNUAL REPORT TO BE DISTRIBUTED TO OUR FIVE DISTRICT TOWNS. ALL MEMBERS VOTED IN FAVOR OF THIS MOTION. THE VOTE WAS UNANIMOUS.

- Dental Assisting Program Update

Superintendent Evans announced there will be a Ribbon Cutting Ceremony for our new Dental Assisting Program on Thursday, November 9<sup>th</sup> at 10:30AM in Room 112. Superintendent Evans would like to have as many members of the Committee at the Ceremony that can attend. He expects there to be several honored guests and a good turnout for this event. Although it was a tight timeline, we were able to complete the Chapter 74 Application by November 1<sup>st</sup> and DESE did a safety inspection clearing us to be an approved Chapter 74 Program and we may now place students into the program. Superintendent Evans said he would like to acknowledge the team effort including Mrs. Sharek, Mr. Jannetti, Mr. Kane and Mr. Brochu to keep this project running on time. Mr. Filledes asked if the new Mayor of Framingham will be invited to the event. Superintendent Evans said that yes, he plans to reach out to the new Mayor once the election has taken place. Superintendent Evans also said he invited the Governor and Lt. Governor, but they were unfortunately unable to attend. We do expect Representatives Lewis and Representative Linsky in attendance.

Mr. Cooper asked if students have been informed about what type of salary you can make in the dental assisting field. Superintendent Evans said that in each of our programs students are informed as to what their lifestyle may be like at different levels of their field.

Superintendent Evans offered to give a tour of the Dental Assisting room if anyone was interested.

### **Action Required**

- Personnel Activity (Appendix 2017-86)

Superintendent Evans asked for a vote to approve an advisory board candidates for the Health Careers Program.

MR. MULVEY MADE A MOTION, SECONDED BY MR. FILLEDES, TO APPROVE THE ADVISORY BOARD APPLICANTS FOR THE HEALTH CAREERS PROGRAM. THIRTEEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote Receipt of Funds Awarded by Middlesex Savings Bank for Scoreboard (Appendix 2017-87)

Superintendent Evans shared information with the Committee about our receipt of funds for a new scoreboard from Middlesex Savings Bank. The Middlesex Savings Bank requires a vote of the Committee

to accept the receipt of these funds with an acknowledgement that Middlesex Savings Bank branding will be present on the scoreboard. The amount can be up to \$15,000.

MR. COOPER MADE A MOTION, SECONDED BY MR. MULVEY TO ACCEPT FUNDS FROM THE MIDDLESEX SAVINGS BANK FOR A SCOREBOARD. THIRTEEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## **FINANCIAL MATTERS**

### **Information Only**

- Non-Salary Financial Expenditure Report (Appendix 2017-88)

Members received the Non-Salary Expenditure Report along with some highlights.

### **Action Required**

- Establishing a Gift Fund (Appendix 2017-89)

Mrs. Sharek explained the need to establish a Gift Fund for an annual health fair that we host. Mrs. Sharek said this is necessary to accurately track money and to make sure everything is running smoothly, this makes for a much cleaner practice.

MR. MULVEY MADE A MOTION, SECONDED BY MR. CAMEAU TO ESTABLISH A GIFT FUND. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote Budget Transfer

Mrs. Sharek reported the need for a budget transfer of \$10,000 for dental supplies and to get the program up and running. The source of this funding will come from the salary line item.

MR. MULVEY MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE BUDGET TRANSFER. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## **COMMUNICATION**

- Article – Edible Boston (Appendix 2017-81)

Committee members received a copy of an article that appeared in MetroWest Daily News regarding the retirement of Athletic Director, Coach, Chris Kane after 33 years. Superintendent Evans said we may still be able to benefit from Mr. Kane's great work in the future.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

- **Tour of New Dental Assisting Program**

Superintendent Evans offered to tour the new Dental Assisting Program area after the meeting if anyone would like a tour.

- Attorney DeAngelis requested to review new Open Meeting Law Requirements with the Committee. Attorney DeAngelis said we were already in compliance in most areas as we have voted to have our website be our official posting area, and we also continued as a courtesy to post agendas in all five district towns. Superintendent Evans said we will be sure going forward if we have any new Members to our Committee, or when current members are being renewed, that we make sure to get a new signed document stating they have received the Open Meeting Laws. Superintendent Evans also reported that we would provide a link to our website on the postings sent to our member towns as a courtesy. Mr. Sims asked if it is possible to have more than one official posting area. Attorney DeAngelis said no, there can only be one official posting area.

## **ADJOURNMENT**

Mr. Burman asked for a motion to adjourn.

DR. KANE MADE A MOTION, SECONDED BY MR. SIMS, TO ADJOURN THE MEETING. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

The next meeting is January 8, 2018

The meeting adjourned at 8:25p.m.



SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – November 6, 2017

**ACTION SHEET**

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