

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

January 8, 2018

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gainé

FRAMINGHAM

Myra Bushell
James Cameau
Larry Cooper
John H Evans III
John Kahn
AJ Mulvey
Mike Rossi
Linda Fobes

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Ruth Knowles

NATICK

Tassos Filledes

ALSO PRESENT:

Jonathan Evans, Superintendent-Director
Dolores Sharek, Director of Finance
Jack Keating, Treasurer
Richard DeAngelis, Legal Counsel
Karen Ward, Recording Secretary

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

APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 6, 2017

Chairman Burman asked for a motion to approve the minutes of the regular meeting of November 6, 2017.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 6, 2017. TWELVE VOTED IN FAVOR OF THE MOTION; MR. ROSSI AND MRS. FOBES ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

CHAIRMAN'S REPORT

- Budget Sub-Committee Update

Chairman Burman updated the Committee on the status of the Budget Sub-Committee. Three meetings were held in December. At each meeting the administrator for the appropriate area went through each budget line item. We had three members of the Natick FinCom join us at each meeting and all of their questions were answered.

- Superintendent Evaluation Sub-Committee Update

Superintendent Evans informed the Committee that the Superintendent Evaluation Sub-Committee has a meeting scheduled for January 18th to have a mid-year review of goals and evidence collection. This meeting is available to all members. Committee Members are welcome to review the Evidence Binders and may contact Karen Ward to make arrangements.

SUPERINTENDENT-DIRECTOR'S REPORT

Information Only

- Update City of Framingham Inauguration

Superintendent Evans reported that he represented our District at the recent historic inauguration of Dr. Yvonne Spicer as the first mayor, eleven city councilors and nine school committee members. Superintendent Evans congratulated Mr. Rossi as being one of those City Councilors to be sworn in. Superintendent Evans said there were many interesting speakers including Senator Warren and Representative Clark. Superintendent Evans reported that he has been in touch with the City of

Framingham and feels a great sense of support and believes we will continue to work well together to benefit our students and community.

- Update NEASC

Superintendent Evans informed the Committee that Kathy Conole has been appointed as Chair of the NEASC Visiting Committee that will be completing our Decennial visit in March. Superintendent Evans reported that he is very happy with this appointment as he feels Ms. Conole is a wonderful choice. Ms. Conole is a former administrator in Massachusetts and understands Career and Technical Education. Ms. Conole did our last 5-year focus visit, and will have an opportunity to see how we have progressed. Superintendent Evans stated that all reports have been submitted and that all Department and School Community Reports have been uploaded. Superintendent Evans credited Dr. Drottar with leading the completion of this work while in the position of Acting Principal. Superintendent Evans also reports that accommodations have been made at the Sheraton Tara for our visiting team and that our opening event is scheduled for Monday, March 19th in the East Side Room. Mr. Kahn asked if Superintendent Evans could tell the Committee how the School Committee will interact with the Visiting Team. Superintendent Evans explained that his hope is that many of the Members will attend the opening event on March 19th. This would be a great opportunity for Members to communicate with the visiting team. Beyond that, there are no formal interviews with the School Committee, since the focus is on daily operation. Mrs. Fobes asked if the visiting team will be reviewing our Evening and Summer Programs. Superintendent Evans said no, this review is focused on what we do for students in grades 9-12.

- Return of Principal Snow

Superintendent Evans reported that Principal Snow has returned from maternity leave. It is great to have her back. Superintendent Evans thanked Dr. Drottar for his work while Dr. Snow was on leave. He also stated that he hopes to continue to work with Dr. Drottar again in the future, possibly as a resource for professional development, given his experience as a seasoned school leader.

- Municipal Meeting Update

Superintendent Evans reported that he hopes to have an approved Preliminary Budget later this evening. Superintendent Evans reported that he has already reached out to some of our district towns who have shown interest as to where our budget may be for FY19. Superintendent Evans reported that he will be presenting to the Natick FinCom on January 16th. Although we expect to have a Preliminary

Budget, the Governor's House 1 Budget will not be available to us. Superintendent Evans stated that although we are working with preliminary numbers, it is always best to be transparent and communicative. He also stated that he reached out to the City of Framingham. He reported that his understanding is there will be a subset of the city council which will function as their FinCom. He expects we will work closely with them during the budget season. Mr. Rossi reported that he is on that Committee. Mr. Gaine inquired to Mr. Rossi's ability to stay on School Committee, and if there was a conflict. Mr. Rossi said he would comment later in the meeting but plans to stay on.

Action Required

- Personnel Activity (Appendix 2018-01)

Superintendent Evans asked for a vote to approve the advisory board candidates for the Dental Program and the Early Childhood Program. Mr. Kahn inquired about a candidate for the Dental program from a company we have worked with recently. He suggested that while there may be no conflict we should be mindful of this.

MR. GAINE MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE ADVISORY BOARD APPLICANTS FOR THE DENTAL AND EARLY CHILDHOOD PROGRAMS. FOURTEEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Approve the District Policy Manual

Superintendent Evans credited the Policy Sub-Committee and the District Council for their long hard work on the Policy Manual. We now bring the District Policy Manual to the full Committee for their vote. The Sub-Committee, with the help of MASC, created a document that is user friendly and a document that will be easy to keep updated with any new policies that arise. Once voted on and approved, the document will be made available on the website.

MR. COOPER MADE A MOTION, SECONDED BY MRS. COMMERFORD TO APPROVE THE DISTRICT POLICY MANUAL. FOURTEEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Approve Out of State Field Trip – Senior Class Trip, Prospect, CT (Appendix 2018-02)

Superintendent Evans provided information on a request for the senior class trip. The trip request is to Holiday Hill Park in Prospect, Connecticut.

MRS. COMMEFORD MADE A MOTION, SECONDED BY MR. MULVEY TO APPROVE THE OUT OF STATE FIELD TRIP. FOURTEEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

EXECUTIVE SESSION

There was nothing to discuss in Executive Session.

FINANCIAL MATTERS

Information Only

- Non-Salary Financial Expenditure Report (Appendix 2018-03)

Members received the Non-Salary Expenditure Report along with some highlights. Mr. Kahn inquired about a travel account for Future Farmers of America (FFA) that appears to be overspent. Mrs. Sharek responded that a transfer may be needed for additional spring events.

Action Required

- Vote to Approve the FY19 Preliminary Budget (Appendix 2018-04)

Superintendent Evans reported three Budget Sub-Committee Meetings were held over a two week period during the month of December. He commended Mrs. Sharek and her team for preparing the necessary data in such a timely manner. Upon completion of these meetings the Budget Sub-Committee has approved a Preliminary FY19 Budget of \$19,288,603, a 3.69% increase over FY18. Superintendent Evans explained that this is the high point. Superintendent Evans reported that he and his administrative team will be working hard to continue to look at places where we can slightly lower numbers to make an official Budget in March. Mr. Rossi asked if the FY18 YTD Column includes actual spending or encumbrances. Superintendent Evans explained while we are minimizing the practice of encumbering, we continue to do so for salary, transportation, insurance and other large budget areas. Superintendent Evans asked that a motion be made for the Committee to approve the FY19 Preliminary Budget of \$19,288,603 which represents an increase of \$686,163 or 3.69% over FY18.

MR. SIMS MADE A MOTION, SECONDED BY MRS. FOBES TO APPROVE THE FY19 PRELIMINARY BUDGET. FOURTEEN 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 \$47,503.79. The transfer is to fund the construction change orders that were necessary to complete the classroom construction for the Dental Assisting Program, and to fund the Contracted Services Custodial account. Mr. Rossi asked how the custodians were reacting to the transition to a contracted services model. Superintendent Evans explained that we are being open and honest about our intention to do this through attrition, and it is fairly well received.

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

COMMUNICATION

There was no communication

OLD BUSINESS

There was no old business.

NEW BUSINESS

School Committee Member Mr. Rossi, informed the Committee that he received a legal opinion that it is not a conflict of interest to serve as both a City Councilor and a member of the Keefe Technical School Committee. Mr. Rossi said his goal is to serve until the Mayor is able to appoint a new member to the Committee. Mr. Rossi is requesting a sub-committee be appointed to review and revise the Regional Agreement with our five District Towns. There are several areas that need updating, one of which is to change the Framingham members to be appointed opposed to being elected. He suggests that once a draft of a new Agreement is made that it then be submitted to the five towns for their review and approval.

Chairman Burman asked if anyone would be interested in serving on such a sub-committee. The following members were selected to serve on the Regional Agreement Sub-Committee: Mr. Mulvey, Mr. Rossi, Mr. Burman, Mrs. Commerford, Mrs. Knowles, and Dr. Kane.

Chairman Burman will email the Sub-Committee some proposed dates to review and revise the Regional Agreement.

- Keefe Tech Hockey Team

Superintendent Evans is happy to report that the newly formed Keefe Tech Hockey Team has been having much success, winning their first 3 games. Students are very proud and holding their heads high.

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

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

The next meeting is February 5, 2018

The meeting adjourned at 8:00p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

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ACTION SHEET

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