

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

February 5, 2018

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gaine

FRAMINGHAM

James Comeau
Larry Cooper
John H Evans III
John Kahn
AJ Mulvey
Mike Rossi
Linda Fobes (Remote)

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Ruth Knowles
Jaime Shepard

NATICK

Tassos Filledes
Stephen Kane

ALSO PRESENT:

Jonathan Evans, Superintendent-Director
Shannon Snow, Principal
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. Chairman Burman stated Mrs. Fobes is participating in this meeting remotely from a different geographic location. Therefore, all votes will be by roll call vote.

Superintendent Evans welcomed and introduced Jaime Shepard, the newest member of the Keefe Tech School Committee representing the Town of Hopkinton.

APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 8, 2018

Chairman Burman asked for a motion to approve the minutes of the regular meeting of January 8, 2018.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JANUARY 8, 2018. MR. BURMAN, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. EVANS, MR. FILLEDES, MRS. FOBES, MR. GAINÉ, MR. KAHN, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, AND MR. SIMS VOTED TO APPROVE THE MINUTES. DR. KANE ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

CHAIRMAN'S REPORT

- Regional Agreement Sub-Committee Update

Superintendent Evans updated the Committee on the Regional Agreement Sub-Committee meeting that took place earlier this evening. Superintendent Evans reported that Mr. Rossi has been elected as Chair of the sub-committee. The goal of the sub-committee is to review the current Regional Agreement that currently exists with the purpose of bringing it to more modern-day language to encompass changes such as Framingham becoming a city and the process to which their representatives are appointed to the Keefe Tech School Committee. There are also areas pertaining to budget development that need to be updated. The plan going forward is to review specific recommendations to bring the document up to date. Once this is completed the document will be brought to the sub-committee for approval, then to the full Committee. Once approved, it will then go to Department of Elementary and Secondary Education for approval, then to the five member towns/city, and finally to the Commissioner of Education. The goal is to complete this in time for fall town/city meetings.

- Superintendent Evaluation Sub-Committee Update

Chairperson Commerford informed the full Committee the sub-committee met earlier this evening. All of Superintendent Evans' evidence binders were reviewed and there was ample documentation in all binders. She informed the Committee that the sub-committee agreed they would like Superintendent Evans to turn his attention more toward the District Improvement Binder for the remainder of the year. The evidence binders will be available in the Superintendent's Office if any member would like to review them. A full report will be presented to the School Committee in the spring.

EXECUTIVE SESSION

There was nothing to discuss in Executive Session.

SUPERINTENDENT-DIRECTOR'S REPORT

Information Only

- Advisory Board Update

Superintendent Evans thanked Committee members for attending the Advisory Board Dinner held February 1st. At this meeting each of the programs report their plans for the next year, give an update on their program, and any identified needs. The leadership team takes this information into account when making decisions related to budgeting. Superintendent Evans said information from this meeting also helps administrators to prioritize Perkins funding and better meet the needs of students. Superintendent Evans reported when a list of recommendations becomes available he will share it with the Committee.

- Acceleration Academy (Appendix 2018-06)

Principal Snow provided the Committee with information regarding the Acceleration Academy for MCAS preparation. Principal Snow reported this is a free program intended to optimize student success and is open to all current grade 10 students. Students participate in pre- and post-assessments to measure achievement. Principal Snow reported that programs are offered during February and April vacations. Staff working the Acceleration Academy try to make this program fun as well as educational. The program has numerous methods of instruction and tiered support so that students may better understand concept development. Students will learn strategies to help them not only in MCAS testing, but also with SAT and Advanced Placement Exams. Mr. Gaine asked if this program is staffed by our teachers and how the program is funded. Principal Snow said, yes, our teachers are the instructors and

that grant money is used to fund the program. Mr. Rossi asked if there was a way to offer segments of this program as take home information for our students. Principal Snow said that many teachers give review packets and prep work for home. Also, after school help is offered and we find many opportunities to prepare students. Mrs. Commerford asked if we receive feedback from students as to the success they receive from this program. Principal Snow said we receive good feedback from parents and students and the goal is for them to be able to score the best that they possibly can on these exams. Mr. Gaine asked how many staff members we typically have teaching at the Academy. Principal Snow said that typically we have three English teachers and typically two or three biology teachers. Principal Snow reported that we typically have 30-40 students attend during February vacation week.

- CTE Selection

Superintendent Evans reported we have completed the grade 9 CTE selection process. He reported this is a very exciting time for both students and staff. Superintendent Evans said that both he and Principal Snow have been involved with the process during Mrs. Bogusky's leave. Superintendent Evans reported some programs are having great success in their recruitment. These programs include Auto, Dental Assisting, Electrical, Horticulture, Legal & Protective, Plumbing, and Programming & Web. Superintendent Evans reported he is very pleased with the work these programs have done and it shows by enrollment being at capacity. Mr. Sims asked if there are any programs with particularly low enrollment. Superintendent Evans said that Graphic Design has only three students. Mr. Sims asked the reason for this. Superintendent Evans said that while it is difficult to predict what 14 years olds will choose, programs that have been successful typically do well in explaining the competitive advantage they offer, and they make exploratory a fun week.

Mr. Kahn commented that he was very pleased with the emphasis each vocational group placed on the importance of placement for students and the importance of identifying obstacles to prevent them from being placed. Mr. Kahn also stated how important it is for Committee members to attend events such as the Advisory Board Meeting where members hear about the needs of some of these programs.

- IBEW Local 103 Labor Union, Dorchester, MA

Superintendent Evans updated the Committee on a new affiliation for our Electrical program. He is grateful to At-Large City Councilor Cheryl Tully Stoll who introduced Superintendent Evans to Jay Frasier, a member of the IBEW Local 103 Labor Union in Dorchester, MA. After meeting Mr. Frasier, we

were invited to tour the facility in Dorchester, and through this tour several opportunities have been made available to our students. This affiliation will lead to coop opportunities for our students. In addition, the top two students in our senior class will be accepted to the Electrical Union, which offers competitive wages and benefits. This opportunity begins this year and will be there for our students for years to come.

- Negotiation of Contract for Superintendent (Appendix 2018-07)

Superintendent Evans requested the Committee consider reviewing and extending his employment contract into the future. Superintendent Evans stated that he has been in this position for over four years. At the time of hire, he communicated that he would like to have two years in front of him. Superintendent Evans reported that he is extremely pleased with how he is treated and very happy with his relationship with the Committee. He would like the Committee to consider looking at the contract going forward for security and longevity reasons. Mr. Gaine and Mr. Rossi met with Superintendent Evans for his initial contract. Chairman Burman hopes they will consider working with him on a review of the current contract. Chairman Burman asked if any other members would like to be part a part of this process. Mrs. Shepard volunteered to join Mr. Burman, Mr. Rossi and Mr. Gaine in this process. A meeting will take place in the near future.

Action Required

- Vote Out of State Field Trip – New England Tech, Warwick, RI (Appendix 2018-08)

Superintendent Evans asked for a vote to approve a field trip for the Auto program to tour the campus of New England Tech in Warwick, RI.

MR. MULVEY MADE A MOTION SECONDED BY MRS. COMMERFORD TO APPROVE THE OUT OF STATE FIELD TRIP TO WARWICK, RI. MR. BURMAN, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. EVANS, MR. FILLEDES, MRS. FOBES, MR. GAINES, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, AND MR. SIMS 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 2018-09)

Members received the Non-Salary Expenditure Report along with some highlights. Mr. Rossi asked if members could be given a listing of all sources of revenues to make it easier to understand the expenditure reports and highlights. Mrs. Sharek said she would be glad to make a list of revenue sources.

- Budget Update

Superintendent Evans reported that we have received information regarding the Governor's FY19 Budget. It appears there will be a modest increase in Chapter 70 Funding, and Regional Transportation Reimbursement appears to be level funded. With an increase in enrollment, we are expecting to receive additional revenue that will offset the assessments of our member communities. A cursory review of minimum contribution calculations indicates that changes in assessment will be commensurate with changes in enrollment. Mr. Sims asked if we have a sense of whether these revenue sources will increase or decrease. Superintendent Evans explained that the current State Tax Revenue provides a favorable outlook. Between now and our Public Hearing in March, we hope to receive additional information regarding the Governor's Budget, and we will also continue to seek areas of efficiency that will result in a smaller Operating Budget increase.

Action Required

- Establishing an account for New Beginnings Donations (Appendix 2018-10)

Superintendent Evans explained that over a decade ago, a 501c(3) account was established to hold funds that were donated for the New Beginnings program. There is currently a balance of approximately \$65,000 in the 501c(3) that is comprised exclusively of New Beginnings donations. Superintendent Evans explained that the management of a 501c(3) is very involved, and tax returns must be filed on an annual basis. Because these funds are not a part of our District, it is inappropriate for us to be tasked with this oversight. With the help of Mrs. Sharek and legal counsel, we are presenting a recommendation to shift these funds into a newly established revolving account. Superintendent Evans recommends that these funds be housed in an account that will not accept any new donations. It will instead be used only to hold these funds until appropriately expended. Superintendent Evans hopes to remedy this situation

through the establishment of this revolving account. At a later time, he would like to consider the establishment of a 501c(3) that will serve the students of our District. Mr. Rossi inquired about how this fund will be managed going forward. Superintendent Evans explained that he would like for the account to be utilized for appropriate withdrawals only, with no additional deposits. Mr. Sims asked who was on the Board of this foundation. Superintendent Evans explained that the board consists of current and former employees. Action of this board, and the Attorney General, will be required to continue this process. Mr. Kahn asked if there are any additional accounts such as this. Superintendent Evans explained that the OPEB Trust is most similar to this account, since it is also independent from the District.

Superintendent Evans will provide a list of all revolving account balances, as well as a listing of any other accounts that are not a part of the Operating Budget.

MR. GAINÉ MADE A MOTION SECONDED BY MR. MULVEY TO ESTABLISH A REVOLVING ACCOUNT FOR NEW BEGINNINGS DONATIONS. MR. BURMAN, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. EVANS, MR. FILLEDES, MRS. FOBES, MR. GAINÉ, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Approve Contractor for Network Services (Appendix 2018-11)

Mrs. Sharek reported that we have an opportunity to improve our network and resolve Wi-Fi issues through Erate funding. Specifically, by spending \$35,156.44, we will be able to receive an additional \$91,836.45 in Erate funds to complete the project. These funds are included in the FY19 Preliminary Budget, and approval for this project would be contingent upon the approval of our final FY19 Budget. Mrs. Sharek recommends that the district takes advantage of this opportunity.

Mr. Sims asked what we knew about the proposed vendor. He reported that it appears the vendor operates out of a home. Mrs. Sharek explained that the proposed vendor was selected with the help of our Erate consultant, and we were especially pleased with their proposal to utilize existing wiring. Mr. Rossi suggested that we make certain there are protections in place to limit change orders. Mr. Kahn expressed concern that the contract included in the packet did not appear to have been prepared by an attorney. He would like to see stronger language to protect the District's interest. Mrs. Sharek reported

that the contract was prepared by our Erate consultant who has a great deal of experience, but was not prepared by an attorney. Superintendent Evans suggested that given the time frame, he asks that the Committee consider approving this opportunity with the understanding that it must be reviewed, modified as needed, and then approved by legal counsel.

MR. SIMS MADE A MOTION SECONDED BY MR. CAMEAU TO APPROVE THE CONTRACTOR FOR NETWORK SERVICES, DIGITAL CITY TECHNOLOGY, INC., PENDING APPROVAL OF COUNSEL OF THE CONTRACT, LIABILITY PROTECTION, CHANGE ORDERS AND PAYROLL INSURANCE. MR. BURMAN, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. EVANS, MR. FILLEDES, MRS. FOBES, MR. GAINÉ, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

There was no communication

OLD BUSINESS

Mr. Evans asked for an update on the hospitality program. Superintendent Evans explained that a segment of the hospitality curriculum has been implemented in the Culinary Arts program. He will provide specific details at the next meeting.

Mrs. Fobes asked if we are planning to work with Dr. Drottar as was mentioned in the January meeting. Principal Snow explained that she was in the process of reaching out to Dr. Drottar for his assistance in working with our math instructors.

NEW BUSINESS

There was no new business

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

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

The next meeting is March 5, 2018
The meeting adjourned at 8:00p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – February 5, 2018

ACTION SHEET

1. MR. FILLEDES MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JANUARY 8, 2018. MR. BURMAN, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. EVANS, MR. FILLEDES, MRS. FOBES, MR. GAINÉ, MR. KAHN, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, AND MR. SIMS VOTED TO APPROVE THE MINUTES. DR. KANE ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

2. MR. MULVEY MADE A MOTION SECONDED BY MRS. COMMERFORD TO APPROVE THE OUT OF STATE FIELD TRIP TO WARWICK, RI. MR. BURMAN, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. EVANS, MR. FILLEDES, MRS. FOBES, MR. GAINÉ, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

3. MR. GAINÉ MADE A MOTION SECONDED BY MR. MULVEY TO ESTABLISH A REVOLVING ACCOUNT FOR NEW BEGINNINGS DONATIONS. MR. BURMAN, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. EVANS, MR. FILLEDES, MRS. FOBES, MR. GAINÉ, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

4. MR. SIMS MADE A MOTION SECONDED BY MR. CAMEAU TO APPROVE THE CONTRACTOR FOR NETWORK SERVICES, DIGITAL CITY TECHNOLOGY, INC., PENDING APPROVAL OF COUNSEL OF THE CONTRACT, LIABILITY PROTECTION, CHANGE ORDERS AND PAYROLL INSURANCE. MR. BURMAN, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. EVANS, MR. FILLEDES, MRS. FOBES, MR. GAINÉ, MR. KAHN, DR. KANE, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, AND MR. SIMS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

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