

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

July 23, 2018

MEMBERS PRESENT:

ASHLAND

Ed Burman

FRAMINGHAM

James Cameau

John H Evans III

Mike Rossi

Myra Bushell

Linda Fobes (remote)

AJ Mulvey

HOLLISTON

Sarah Commerford

Barry Sims

HOPKINTON

Ruth Knowles

Jaime Shepard

NATICK

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. 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.

APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 18, 2018

Chairman Burman asked for a motion to approve the minutes of the regular meeting of June 18, 2018.

MRS. KNOWLES MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JUNE 18, 2018. MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS AND MRS. KNOWLES VOTED IN FAVOR OF THE MOTION; MRS. SHEPARD AND MR. ROSSI ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

A Hopkinton resident attended the meeting.

CHAIRMAN'S REPORT

Mr. Burman informed the Committee that after the June meeting of the School Committee Mr. DeAngelis updated the Superintendent's Contract with the minor changes that were approved by the Committee. Both Mr. Burman and Superintendent Evans have signed the updated contract. Superintendent Evans thanked the Committee for their confidence in him and for the opportunity to continue to lead the District.

EXECUTIVE SESSION

The Chair asked for a motion that the Committee go into Executive Session for the purpose(s) described in G.L. c.30A, §21(a)7 to comply with or act under authority of, any general or special law or federal grant-in-aid requirements, to wit, G.L. c. 30A§ 22 (f). (the minutes of any executive session..., may be withheld from disclosure to the public in their entirety...so long as publication may defeat the lawful purposes of the executive session, but no longer); The Chair declares before the executive session that:

1. The purpose(s) of the executive session is as stated in the Agenda for the meeting, Approval of Minutes of Executive Session of June 18, 2018); and
2. The School Committee will reconvene in open session at the conclusion of the executive session.

This requires a majority vote of the entire committee by a roll call vote.

MRS. BUSHELL MADE A MOTION, SECONDED BY MR. MULVEY, TO GO INTO EXECUTIVE SESSION FOR APPROVAL OF EXECUTIVE SESSION MINUTES AND RECONVENE IN OPEN SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

SUPERINTENDENT-DIRECTOR'S REPORT

Information Only

- DESE – Methods of Administration (MOA) (Appendix 2018-57)

Superintendent Evans reminded the Committee that in June 2017 DESE completed a Methods of Administration review (MOA). He explained that this review is particularly interested in facility, and services to students such as civil rights, admissions and special education. Since our last meeting, Superintendent Evans received the report from DESE and has provided the Committee with highlights from this report. Superintendent Evans said it was a very favorable review and he is very proud of the work of the staff on behalf of our students. Superintendent Evans said that DESE only reports on areas that are in need of changes in order to be in compliance, however, the team completing the report expressed how impressed they were with the overall tone of our school district. There were findings in two areas out of twelve. One was not a surprise as it was a facility finding because of the age of our building. The largest undertaking of that finding is replacing all door handles in order to be able to be opened with a closed fist. Most of our doors have doorknobs which will need to be replaced. Mr. Jannetti and his team will be hard at work planning those updates. The other finding is that in one area of our Policy Manual, the word “handicap” is used instead of the word “disability”. Superintendent Evans believes we have already taken care of this when we did our Policy Manual update. Mr. Rossi asked if there will be any cost associated with taking care of these areas of findings. Superintendent Evans said that we have already received pricing for the replacement of doorknobs and expects this cost to be approximately \$4,000. Mr. Mulvey asked if the gym entrance modification has been started. Superintendent Evans reported the work on the ramp will start this week or next week. Mrs. Fobes asked if there is a deadline to complete these building repairs. Superintendent Evans said we have reached out to schedule a meeting with them, but have not yet heard back. Superintendent Evans expects what we will propose will be more than adequate.

- Accountability Review Selection

Superintendent Evans informed the Committee that we have yet again been selected for a third accountability review by the DESE. Superintendent Evans reported that after speaking with Chairman Burman, Superintendent Evans spoke with the Supervisor in charge of scheduling the reviews, and asked if they would reconsider this review. He explained we will be prepared for the review and will cooperate, however he asked if they were sure they had the correct district as 75% of districts chosen are low performing, and 25% are chosen randomly. He explained that we have been a level 2 school since the review in 2003. He also reported that he reached out to the Commissioner asking him to reconsider the review and let us get back to the work of working with students. Superintendent Evans reported that he has sent the NEASC Self-Study Report to the Supervisor in charge of the accountability review with the hopes they could use this instead of their self-study for the latest review. Mr. Sims asked if the Committee could be of assistance. Superintendent Evans said thank you for the offer, but at this time he believes we should wait for the response from DESE. He has assured the DESE that we will be prepared for the review and cooperate with the process should it go forward.

- Personnel Update

Superintendent Evans updated the Committee on the current status of our staffing for the start of the 2018-2019 school year. Superintendent Evans reported there are four remaining unfilled positions; Programming & Web Instructor, Legal and Protective Instructor, Special Education Para Professional, and a new posting for a Para Professional in Automotive. Superintendent Evans also updated the Committee on the need for a reduction in force in the Graphic Arts program. This was a difficult decision, but after looking at the enrollments closely, and the ability to best serve our students, the decision was made to reduce Graphic Arts to one instructor that he felt would be able to serve the students well and to add a Para Professional to the Automotive program enabling us to take all 20 students who requested this program. Superintendent Evans reported that Mr. Brochu is hard at work interviewing and feels that we are in good shape. If for some reason we don't find the right candidate before the start of the school year, we will be able to use subs until we fill the position.

- Advanced Placement Results (Appendix 2017-58)

Superintendent Evans reviewed the success our students achieved in our second Advanced Placement Cohort. We are proud of the achievement of our student's with the support of their instructors. In our first cohort 54%, 21 of the 39 students earned a qualifying score. This year, we had two more courses

with the number of students enrolled rising to 65 with 38% receiving qualifying scores, the national average is 22.8%. Superintendent Evans is pleased with the fact that we have four more students than last year who will graduate with AP credentials. Superintendent Evans reported that he is very happy with the results, showing our member towns and city that we challenge our students with rigorous course work. He also said that we need to be careful not to lose sight of what we have to offer, and that we are not competing with what our member towns have to offer.

- Update Summer Discover Program

Superintendent Evans reviewed the success of the 2018 Summer Discover Program. Superintendent Evans said that technically this is Chris Kane's last year because of retirement. In the past, Ken Collins has worked with Chris Kane as the Assistant Director. This year they ran the Summer Discover Program together, with the idea that it will be passed over to Ken Collins next year with more faculty members taking on other rolls. Superintendent Evans said that camp went well this year. He explained that we did make a shift in the age, this year starting with 3rd graders instead of 2nd graders, with an emphasis on the 8th graders. Superintendent Evans also stated that if a camper has a sibling that really expected, or wanted to attend and was a 2nd grader, that student would be allowed to enroll. Superintendent Evans said that financially he expects we will be targeting about the same income, but will be better able to assess after camp ends. Mrs. Shepard stated from personal experience that Summer Discover is a great program, and that all of the campers and staff seem truly happy to be a part of it.

- Update on Major Projects

Superintendent Evans presented the Committee with an update on projects being completed this summer. Superintendent Evans reported that progress is being made to upgrade our network, expanding our bandwidth and enabling guests, students and staff a better working internet. He credits Mrs. Sharek with pursuing financing for this project through Erate and providing a good investment and a good result for the district. Superintendent Evans reports that the auditorium light project is making good progress and expects this to be complete by the beginning of the school year. Mr. Rossi asked if this was part of the Siemen's Project. Superintendent Evans said that it is not. Superintendent Evans reported that the gym entrance modification will be starting next week and this should also be completed by the beginning of the school year.

- Superintendent Evaluation Sub-Committee

Sarah Commerford, Chair of the Superintendent Evaluation Sub-Committee, reported that she believes the process worked very well in the 2017-2018 school year. She said it was such a pleasure to work with this group of people, she thoroughly enjoyed it, and is pleased that they will be working together again for the 2018-2019 school year. She said that a meeting will need to be scheduled to decide what the standards and goals will be for the upcoming year, but that she would like to wait to schedule a meeting until a decision has been finalized about if the district will be having the accountability review. Having the accountability review may change the District Improvement Plan.

Action Required

- MASC/MASS Joint Conference – Election of Voting Delegate (Appendix 2018-59)

Superintendent Evans reported it is required that a voting delegate and an alternate voting delegate to the MASC/MASS Joint Conference be nominated.

MR. ROSSI NOMINATED MR. MULVEY AS THE VOTING DELEGATE TO THE MASC/MASS JOINT CONFERENCE; MR. BURMAN SECONDED THE NOMINATION. MR. BURMAN NOMINATED MR. GAINES AS THE ALTERNATE VOTING DELEGATE; MR. ROSSI SECONDED THE NOMINATION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Recommended date change for June 2019 School Committee Meeting (Appendix 2018-60)

Superintendent Evans requested a change for the June 2019 Meeting. This change is requested due to a conflict with a conference Mrs. Sharek is planning to attend. Mrs. Sharek's presence at the meeting will also be important in the event we have a year-end budget transfer to review. Superintendent Evans requests changing the June meeting to June 17, 2019.

MRS. KNOWLES MADE A MOTION SECONDED BY MRS. COMMERFORD TO APPROVE A DATE CHANGE FOR THE JUNE SCHOOL COMMITTEE MEETING TO BE HELD ON JUNE 17, 2019. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

FINANCIAL MATTERS

Information Only

- Non-Salary Financial Expenditure Report (Appendix 2018-61)

Members received the Non-Salary Expenditure Report. Mr. Rossi asked why we encumber all the salaries. Superintendent Evans explained this is a universal practice. Superintendent Evans reported that a few years ago he became concerned about the amount of encumbering we were doing. He said it is much less now. Mrs. Sharek explained that we encumber predictable expenditures.

Action Required

- Vote to Approve Budget Transfer (Appendix 2018-62)

Mrs. Sharek requested authorization to transfer funds from areas of surplus to allow the District to meet financial obligations. Mr. Rossi inquired about over expended accounts. Mrs. Sharek explained that we needed to separate retiree and active employee insurance, and this will resolve that issue. Mr. Rossi asked if this was the last transfer for FY18. Mrs. Sharek said yes this is the final transfer.

MR. MULVEY MADE A MOTION SECONDED BY MR. CAMEAU TO APPROVE A BUDGET TRANSFER. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

OLD BUSINESS

Superintendent Evans reminded members of the need to keep their conflict of interest paperwork up to date. We will send out a reminder to each individual that needs to complete this task. If you are in need of assistance, please let us know. We want to make sure we are in compliance.

NEW BUSINESS

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

MR. SIMS MADE A MOTION, SECONDED BY MRS. BUSHELL, TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is August 27, 2018

The meeting adjourned at 7:45 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – July 23, 2018

ACTION SHEET

1. MRS. KNOWLES MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JUNE 18, 2018. MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS AND MRS. KNOWLES VOTED IN FAVOR OF THE MOTION; MRS. SHEPARD AND MR. ROSSI ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
2. MRS. BUSHELL MADE A MOTION, SECONDED BY MR. MULVEY, TO GO INTO EXECUTIVE SESSION FOR APPROVAL OF EXECUTIVE SESSION MINUTES AND RECONVENE IN OPEN SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
3. MR. ROSSI NOMINATED MR. MULVEY AS THE VOTING DELEGATE TO THE MASC/MASS JOINT CONFERENCE; MR. BURMAN SECONDED THE NOMINATION. MR. BURMAN NOMINATED MR. GAINES AS THE ALTERNATE VOTING DELEGATE; MR. ROSSI SECONDED THE NOMINATION. THE VOTE IN FAVOR OF THE MOTIONS WAS MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
4. MRS. KNOWLES MADE A MOTION SECONDED BY MRS. COMMERFORD TO APPROVE A DATE CHANGE FOR THE JUNE SCHOOL COMMITTEE MEETING TO BE HELD ON JUNE 17, 2019. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
5. MR. MULVEY MADE A MOTION SECONDED BY MR. CAMEAU TO APPROVE A BUDGET TRANSFER. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MR.

EVANS, MRS. BUSHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

6. MR. SIMS MADE A MOTION, SECONDED BY MRS. BUSHELL, TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MR. EVANS, MRS. BUSHELL, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.