

*Approved by School Committee:
September 24, 2018*

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

August 27, 2018

MEMBERS PRESENT:

ASHLAND

Ed Burman

FRAMINGHAM

Larry Cooper

AJ Mulvey

Myra Bushell

Linda Fobes

John Kahn

HOLLISTON

Barry Sims

HOPKINTON

Ruth Knowles

Jaime Shepard

NATICK

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 7:05 PM.

GUESTS AND VISITORS

- **Introduction of New Staff**

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

- **Student Presentation** (Appendix 2018-55)

Dr. Snow introduced Daniel Quackenbush, currently a senior in the Programming & Web Development program. Daniel presented an application called “What the Fish” to Committee members. The creation of this application led to his award at the New England Network for Teacher Entrepreneurship (NFTE) Regional Youth Entrepreneurship Challenge last year and he will compete in the 2018 National Youth Entrepreneurship Challenge in October in New York City. Mr. Burman asked what Daniel would like to do after his senior year. Daniel responded he hopes to attend Massachusetts Institute of Technology. Superintendent Evans said that Daniel’s parents and teacher Mr. Warren, who are here with us tonight, are very proud of Daniel, he represents Keefe very well, and shows prospective students what the future can hold for Keefe Tech graduates.

APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 23, 2018

Chairman Burman asked for a motion to approve the minutes of the regular meeting of July 23, 2018.

MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. FOBES, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 23, 2018. SEVEN VOTED IN FAVOR OF THE MOTION; MR. KAHN AND MR. COOPER ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

CHAIRMAN'S REPORT

- **Superintendent Evaluation Sub-Committee Update**

Superintendent Evans shared with the Committee that it appears a member of the Committee will no longer continue. As a result we will also need an additional member for the Superintendent Evaluation Sub-Committee. Chairman Burman asked if there was any member or members that would like to be part of this sub-committee. Mrs. Shepard volunteered. The members of the Superintendent Evaluation Sub-Committee are Mrs. Commerford, Mrs. Bushell, Mr. Gaine, and Mrs. Shepard.

- Regional Agreement Update

Superintendent Evans reported to the Committee that he has reached out to all five municipal leaders and provided them with a copy of the Revised Regional Agreement and Executive Summary. Superintendent Evans reported that the Revised Regional Agreement has been well received and he plans to bring the Revised Agreement to town and city meetings. Hopkinton is the one town that does not have a fall town meeting. Hopkinton plans to bring the Revised Regional Agreement to town meeting in May. Superintendent Evans reported that he asked for an opinion from Marc Terry, from Mirick O'Connell, and that Mr. Terry believes that in the absence of a replacement, a committee member whose term expires will continue on as an active member. Mr. Terry also believes that as we await the approval of our Revised Regional Agreement by municipalities, the Framingham Charter supersedes our Agreement. This will allow the City of Framingham to appoint new members as the need arises this year. Mr. Kahn asked if a vacancy on the Committee would have an impact on the number needed for a quorum. Superintendent Evans responded that at present, there is no such vacancy. He will explore an answer to this question and will report back by the next meeting.

EXECUTIVE SESSION

There was nothing to discuss in Executive Session.

SUPERINTENDENT-DIRECTOR'S REPORT

Information Only

- District Improvement Plan 1st Read (Appendix 2018-63)

Superintendent Evans presented a proposed District Improvement Plan for the 2018-2019 school year. Goal areas include: School Reviews – Preparation, Review & Response, Human Resource – Revision of Job Descriptions & Staffing Review, New Accountability System, and Website.

Superintendent Evans gave a summary of the key actions for each goal. Superintendent Evans said that for goal #1, School Reviews – Preparation, Review & Response, he is very proud of the work we do and will continue to do what is in the best interest of our students. During the 2018-2019 school year, the leadership team and faculty will commit significant effort to address findings in the recent MOA Review and NEASC Decennial Review. We will also prepare for another District Accountability Review in October of 2018.

Regarding Goal #2, Human Resource – Revision of Job Descriptions & Staffing Review, Mr. Kahn asked if this would affect any collective bargaining. Mrs. Fobes also asked if updating this area will change any staff member’s positions. Superintendent Evans said this goal is to make changes to bring job descriptions that are out of date to the forefront, and to bring the job descriptions up to the reality of what the job duties are at this time. He said it is basically to catch the paperwork up to the reality of the positions. Superintendent Evans said that if we find there is a mismatch between the position and the job description, he would consider the need to address this at the next bargaining session. Regarding Goal #4 – Website, Mrs. Bushell commented that she has seen significant strides in making our webpage better than when she first started on the Committee. She said she is very impressed with it now, but improving it and making it even better would be terrific. Superintendent Evans said that we are trying to move to a new content management system where multiple people will have access to update their areas. He said it is almost impossible to keep the model that we have, where Mr. Schneider, a long standing staff member and our webmaster, is the only person updating and expected to know everything that is happening throughout the building.

- Update on Opening of School (Appendix 2018-64)

Superintendent Evans gave an update on the opening of school. We had a successful Administrative Retreat on Monday. On Wednesday, we held a New Teacher Orientation, along with Upper Class Orientation for students transferring to Keefe. Thirty 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 Norm Bossio, a retired educator. The day ended with a mock fire drill. Mrs. Fobes asked if we have any other kind of preparedness drills in case of emergency. Superintendent Evans said that we do have bus evacuation drills. He also said that we have moved away from the code system, to using plain language in our emergency responses. We have had some life like drills with faculty, but decided not to have that level of intensity with students. Superintendent Evans said that we have worked in conjunction with Framingham Police and Fire Departments. Mrs. Fobes asked if we are prepared to notify parents of an emergency and how this is done. Superintendent Evans said that we would contact families via the Blackboard Connect System that we use for all our school announcements and cancellations. He reported that one recent change is that the staff member that is assigned to the Main Door does not let anyone in until after they state their reason for the visit. Mrs. Fobes asked if there are cameras in place. Superintendent Evans said there are 51 cameras in place now, and we have our School Resource Officer that has been with us for approximately 10 years. Earlier today, nearly 200 grade nine students were present on the first day of school.

- Staffing Update (Appendix 2018-65)

Superintendent Evans provided a list of all new staff members to the Committee. Mrs. Fobes asked if the Committee could receive an updated Organizational Chart and a listing of staff members.

Superintendent Evans said he would have that available to members at the next meeting.

- CDSA Review

Superintendent Evans reported October 29, 30 & 31st will be a District Review by DESE. We will use Room 226 as their home base and be sure the visiting team has everything they need. Superintendent Evans expects the visiting team will visit classrooms, and possibly would like some interaction with Committee members. Superintendent Evans said he would appreciate their participation and will update them when we know more.

- NEASC Report Update

Superintendent Evans reported that we are still waiting for the NEASC formal report. He reported that at the end of our December visit the feedback was very positive. He will report back to the Committee when the full report is received.

- Update on Major Projects

Superintendent Evans reported that the auditorium light project has been completed. We now have a dependable lighting and audio system that will benefit staff and students and also benefit the people that rent our facility. Superintendent Evans also reported that the internet project has been completed and we have greatly expanded our bandwidth. He reported there was a bit of a transition getting all staff logged in and ready to go for the start of the year. We now have an area on the network for guest sign in, which is a little more limited, but will help our network to run more smoothly. Superintendent Evans reported that the gymnasium entrance project is well under way. He said with the vote of the Committee we were able to make this happen and it was the right thing to do for our Community even though it was not required. Mrs. Fobes asked if Superintendent Evans could give an update on the Library project. Superintendent Evans said that the project has become a lesser priority because there are so many ways that resources are brought to our students in the classroom. Superintendent Evans said that our librarian is working with students in this reconfigured area. Mr. Kahn asked if Keefe Tech is a member

of the Minuteman Library Network. Superintendent Evans said he wasn't sure, but would get an answer for him at the next meeting.

Action Required

- Vote to Appoint a Board Member of ACCEPT Collaborative (Appendix 2018-66)

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

MRS. FOBES MADE A MOTION, SECONDED BY MR. MULVEY TO APPOINT SUPERINTENENT EVANS AS A BOARD MEMBER OF THE ACCEPT COLLABORATIVE. NINE MEMBERS 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 2018-67)

Members received the Non-Salary Expenditure Report and Highlights. Mrs. Sharek reported that the internet project came back \$14,000 under budget and the district will realize the benefit of this reduction.

COMMUNICATION

Information Only

- Staff Return Letters (Appendix 2018-68)

Committee members received copies of letters sent by Superintendent Evans and Principal Snow welcoming new staff and current staff back for the 2018-2019 school year.

- Fall Continuing Education Brochure

Fall Continuing Education brochures were made available to Committee members.

- Massachusetts General Laws 2017

Massachusetts General Laws 2018 will be made available to Committee members.

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

MR. COOPER MADE A MOTION, SECONDED BY MRS. FOBES, TO ADJOURN THE MEETING. NINE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is September 24, 2018

The meeting adjourned at 8:15 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – August 27, 2018

ACTION SHEET

1. MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. FOBES, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 23, 2018. SEVEN VOTED IN FAVOR OF THE MOTION; MR. KAHN AND MR. COOPER ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

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