

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

September 24, 2018

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gainé

FRAMINGHAM

Myra Bushell
James Comeau
Larry Cooper
John Kahn
Mike Rossi
AJ Mulvey

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Ruth Knowles
Jaime Shepard

NATICK

ALSO PRESENT:

Jonathan Evans, Superintendent-Director
Dolores Sharek, Dir. of Finance & Business Operations
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 AUGUST 27, 2018

Chairman Burman asked for a motion to approve the minutes of the regular meeting of August 28, 2017.

MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF AUGUST 27, 2018. NINE VOTED IN FAVOR OF THE MOTION; MR. ROSSI, MR. GAINES, AND MR. CAMEAU ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

There were no guests or visitors.

CHAIRMAN'S REPORT

- Superintendent Evaluation Sub-Committee Update

Superintendent Evaluation Sub-Committee Chair, Mrs. Commerford, updated the Committee on the meeting that took place prior to the full Committee Meeting. Mrs. Commerford informed the Committee that Superintendent Evans will be evaluated using the same rubric as in previous years. The Sub-Committee has asked Superintendent Evans to collect evidence in one area for each Standard. The District Improvement Plan will also be reviewed. The Sub-Committee has requested that Superintendent Evans present a report mid-way through the school year before the binders are made available to the full Committee for reviewed in April.

All members of the Committee will have the opportunity to review evidence binders, following the same model as last year.

- MASC/MASS Joint Conference Update (Appendix 2018-69)

Superintendent Evans reminded members of the MASC/MASS Joint Conference that will take place in November. Mr. Gaine, Mr. Filledes and Mr. Mulvey will be attending the conference. Before Mr. Evans resigned from the Committee, he had signed on to attend the conference. Superintendent Evans asked if anyone has interest in attending the conference in place of Mr. Evans, there were no members showing further interest.

EXECUTIVE SESSION

There was nothing to discuss in Executive Session.

SUPERINTENDENT-DIRECTOR'S REPORT

Information Only

- MASC Resolutions for Delegate Assembly (Appendix 2018-70)

Superintendent Evans presented resolutions that will be brought for a vote before the Delegate Assembly at the MASC/MASS Joint Conference in November. Superintendent Evans reported he just received these resolutions one day prior to this meeting and was unable to present his recommendations for the resolutions at this meeting. He will present his recommendations to the Committee at the November meeting, and will ask for a vote at that time of how the Committee would like the voting delegate and/or alternative voting delegate to vote.

- Report on Summer Discover

Superintendent Evans reported we had a very successful Summer Discover Camp. As reported at an earlier meeting, we eliminated the lowest age group of campers, resulting in 719 registrations, 35 fewer than last year. This year is the last year Chris Kane will be Director, passing this position on to Ken Collins, who has served as Assistant Director in previous years. Even with the 35 fewer registrations, we were able to have more revenue this year with a profit of \$132,000. Superintendent Evans reported he continues to hear wonderful comments about the program we offer in the summer. Mr. Rossi asked if the \$132,000 is after expenses. Superintendent Evans said the \$132,000 is after expenses such as supplies, food, salaries etc., however, this did not include things such as electricity or air conditioning expenses. Mr. Gaine asked how much more we profited this year compared to last year. Superintendent Evans said we profited \$7,000 more than we did last year.

- Follow up on Minuteman Library Network

Superintendent Evans reported, at the request of Mr. Kahn, he researched our connection with the Minuteman Library Network. Superintendent Evans spoke with our librarian and reports we have an affiliation with the Minuteman Library Network, but we are not a site. While we are not a resource where students can go onto the network to request a book, we are a place where students can request a library card. We have not sought to get a print relationship because we have access through e-books and the network. Mr. Kahn asked if there is a cost to becoming a site. Superintendent Evans said he

believes the electronic piece is becoming more prevalent, however, he would be glad to research further and report back. Mr. Kahn said this information is sufficient.

- Organizational Chart/List of faculty members (Appendix 2018-71)

At the request of Mrs. Fobes, Superintendent Evans provided an administrative organizational chart and list of faculty members for the Committee to review. Mr. Rossi thanked Superintendent Evans and expressed how important this information is as it defines the organization. Mrs. Bushell seconded that sentiment. Superintendent Evans also called the Committees attention to the fact Mrs. Sharek is now overseeing technology, cafeteria staff, and the evening school staff. He said that her oversight has become bigger and thanked her for her efforts.

- Update on NEASC Report

Superintendent Evans reported that he was unable to provide an appendix for this report as the report is still embargoed. However, he did get a preliminary report that was very positive. He reported he was very pleased with the preliminary report and there were very strong accolades in terms of what they saw. Superintendent Evans said he looks forward to being able to share with the Committee some quotes from the visiting team that were extremely positive. Superintendent Evans said there were no recommendations that were unexpected. At this time the administration has been given the report to do a factual review. If we see anything we feel is incorrect or untrue, we will have the opportunity to report it to the visiting team. At this time we don't have much to report, we hope to have a vote of the Association to officially accredit us some time in November or December. Superintendent Evans reported he looks forward to sharing this information with the staff as this was in incredible amount of work on their behalf.

- Update on District Accountability Review Preparations (Appendix 2018-72)

Superintendent Evans reported we have been randomly selected for a District Accountability Review focusing on Instruction. He reached out to the Commissioner on Education to report we have been through so many reviews and his concern about staff returning to find out there will be yet another review and how deflating this can be for them. The self-study required for this review is very intensive. Superintendent Evans is happy to report with the Commissioners help we have been told they will accept the Self-Study we did for NEASC as a starting point for this review. We have been given a list of documentation they are requesting that is much less intensive. We are in the process of gathering these

documents for our visit scheduled for the end of October. Superintendent Evans reports the Committee will not be meeting again before the visit in October. He plans to reach out to Committee members when he finds out what he needs for representation from the Committee for this visit. Mrs. Commerford congratulated Superintendent Evans on his efforts on behalf of the staff to use the self-study from the NEASC Visit.

- Update on Framingham Vacancy

Superintendent Evans reported Mr. John Evans has submitted his official resignation from the Committee to Mayor Spicer. Superintendent Evans reported Mr. Evans communicated he continues to support the work of our school and students, and thinks fondly of our institution.

Superintendent Evans reported we won't have an updated Regional Agreement until spring. After speaking with counsel, it has been determined Framingham Charter supersedes our Regional Agreement while we wait for the spring vote on the agreement. Superintendent Evans reported his belief, and that of counsel is that Mayor Spicer and Framingham City Council would be appointing a member to replace Mr. Evans. Superintendent Evans said he has had two people inquire about being a member of the Committee. He reported that this was not his place to appoint, but directed them to Mayor Spicer. Mr. Mulvey asked if this replacement would just be to finish up Mr. Evans term. Superintendent Evans said it would. He would like to get someone appointed to the open seat and worry less about having a quorum for our meetings. Mr. Mulvey asked if the quorum is based on 16 members even though we are short one member. Superintendent Evans reported it is, and that we need nine members for a quorum.

- Update on Regional Agreement Revision (Appendix 2018-73)

Superintendent Evans provided an update on the status of the revised Regional Agreement. After reaching out to all five municipalities, we have become aware that the Town of Hopkinton does not have a fall town meeting. After speaking with counsel, it is their recommendation that we present the revised Regional Agreement at spring meetings. The reasoning behind this recommendation is that if any one member requested even a minor change, we would then have to revisit all the municipalities that voted to approve the agreement once again with the changes. Superintendent Evans has requested all five municipalities to review the revised Regional Agreement before November 1st, giving us ample time to make any minor changes requested before our presentation in the spring.

- Vote Regional Agreement (Appendix 2018-74)

Superintendent Evans asked for a vote of the Committee on the revised Regional Agreement.

MR. MULVEY MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE THE REVISED REGIONAL AGREEMENT. TWELVE MEMBERS VOTED TO APPROVE THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

Action Required

- Personnel Activity (Appendix 2018-75)

Superintendent Evans provided the Committee with an application for Advisory Board for the Electrical program.

MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE ADVISORY BOARD APPLICANT FOR THE ELECTRICAL PROGRAM. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Approve Out of State Field Trip – NYC (Appendix 2018-76)

Superintendent Evans provided the Committee with a request from the Lead Social Studies instructor for approval for an out of state field trip to New York City with the Entrepreneurship Program.

MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE THE OUT OF STATE FIELD TRIP TO NEW YORK CITY. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Approve Out of State Field Trip – Indiana (Appendix 2018-77)

Superintendent Evans provided the Committee with a request for our Marketing Plan Team to attend the FFA National Convention in Indianapolis, IN.

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

- Vote to Approve Out of State Field Trip – Connecticut Yale Physics Olympics (Appendix 2018-78)

Superintendent Evans provided the Committee with a request from our STEM College Academy Advisor for approval of an out of state field trip to Yale University for the Physics Olympics.

MRS. KNOWLES MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE OUT OF STATE FIELD TRIPS. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Appoint Members to the Budget Sub-Committee

The following members were appointed to the Budget Sub-Committee for the FY20 Budget Development: Mr. Burman/Ashland, Mr. Mulvey and Mr. Cooper/Framingham, Mr. Sims/Holliston, Mrs. Shepard/Hopkinton, and Mr. Filledes/Natick.

MR. GAINES MADE A MOTION, SECONDED BY MR. BURMAN, TO APPOINT THE FOLLOWING MEMBERS TO THE FY20 BUDGET SUB-COMMITTEE: MR. BURMAN/ASHLAND; MR. MULVEY AND MR. COOPER/FRAMINGHAM, MR. SIMS/HOLLISTON, MRS. SHEPARD/HOPKINTON AND MR. FILLEDES/NATICK. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Approve Budget Sub-Committee Dates (Appendix 2018-79)

The following meeting dates for the Budget Sub-Committee were proposed: Tuesday, December 11th, Thursday, December 13th, and Tuesday, December 18th. An alternate date of Thursday December 20, 2018, if needed.

MR. BURMAN MADE A MOTION, SECONDED BY MR. SIMS TO SCHEDULE BUDGET SUB-COMMITTEE MEETING DATES OF DECEMBER 11, 13, AND 18th WITH DECEMBER 20, 2018, AS AN ALTERNATE DATE IF NEEDED. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote District Improvement Plan (Appendix 2018-63)

Superintendent Evans reported he provided the Committee with the 1st read of the District Improvement Plan at the September meeting. He is now requesting a vote on the District Improvement Plan.

MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. SIMS, TO APPROVE THE 2018-2019 DISTRICT IMPROVEMENT PLAN. TWELVE 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 2018-80)

Members received the Non-Salary Expenditure Report along with some highlights. Mrs. Sharek informed the Committee bus contracts will be coming up for bid over the next couple of months. Mr. Mulvey asked if we have any more extensions. Mrs. Sharek said we are at the end of the extensions and we now need a new contract and this will go out to bid. Chairman Burman informed the Committee that some area towns are working with bus companies to get 77 passenger vehicles instead of 71, this enables you to have five or six more students per vehicle. Mr. Rossi asked if we know what is out there in the market for bids. Mrs. Knowles asked how many bus companies there are in the area. Chairman Burman replied there are quite a few out there. Superintendent Evans reported that once we receive the bid it will be brought to the Committee for a vote.

Mr. Rossi asked for an update on the gym entrance project. Superintendent Evans reported that we had a consultant look at the entrance to make sure it meets all requirements. We did get a favorable result with that inspection. Superintendent Evans reported that he had hoped to have this project complete before the primary vote, however, it appears that it will be done in time for the general election, so that people with mobility issues will have an easier time entering the building. Superintendent Evans also reported students from the Horticulture program will be planting shrubs that got displaced. Mr. Rossi asked if this has been paid for. Mrs. Sharek reported this was all funded through the FY18 Budget, payment will be made once the project is complete.

COMMUNICATION

- Keefe Tech Student National Merit Semi-Finalist – Framingham Source (Appendix 2018-81)

Committee members received an article regarding the student that presented to the Committee at the last meeting. This Keefe Tech student has done exceptionally well on his PSAT scores and has been chosen as a National Merit Semi-Finalist. CBS News has requested to come in to meet with this student

on Wednesday. Mrs. Commerford asked if Superintendent Evans would let the Committee know when this segment will be aired.

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

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

The next meeting is November 5, 2018

The meeting adjourned at 8:05 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – September 25, 2017

ACTION SHEET

1. MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF AUGUST 27, 2018. NINE VOTED IN FAVOR OF THE MOTION; MR. ROSSI, MR. GAINES, AND MR. CAMEAU ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
2. MR. MULVEY MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE THE REVISED REGIONAL AGREEMENT. TWELVE MEMBERS VOTED TO APPROVE THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
3. MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE ADVISORY BOARD APPLICANT FOR THE ELECTRICAL PROGRAM. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
4. MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE THE OUT OF STATE FIELD TRIP TO NEW YORK CITY. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
5. MR. MULVEY MADE A MOTION SECONDED BY MRS. COMMERFORD TO APPROVE THE OUT OF STATE FIELD TRIP TO INDIANAPOLIS, IN. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
6. MRS. KNOWLES MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE OUT OF STATE FIELD TRIPS. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

7. MR. GAINES MADE A MOTION, SECONDED BY MR. BURMAN, TO APPOINT THE FOLLOWING MEMBERS TO THE FY20 BUDGET SUB-COMMITTEE: MR. BURMAN/ASHLAND; MR. MULVEY AND MR. COOPER/FRAMINGHAM, MR. SIMS/HOLLISTON, MRS. SHEPARD/HOPKINTON AND MR. FILLEDES/NATICK. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

8. MR. BURMAN MADE A MOTION, SECONDED BY MR. SIMS TO SCHEDULE BUDGET SUB-COMMITTEE MEETING DATES OF DECEMBER 11, 13, AND 18th WITH DECEMBER 20, 2018, AS AN ALTERNATE DATE IF NEEDED. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

9. MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. SIMS, TO APPROVE THE 2018-2019 DISTRICT IMPROVEMENT PLAN. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

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