

**2018 Annual Report
South Middlesex Regional
Vocational Technical School
Committee
(Keefe Regional Technical School)**

This annual report is prepared by Superintendent /Director, Jonathan Evans, and composed on behalf of the members of the School Committee of the **South Middlesex Regional Vocational Technical School District** and submitted after review and approval by the full Committee in compliance with the provisions of the Agreement among the City of Framingham and Towns of Ashland, Holliston, Hopkinton and Natick.

This report reviews from the perspective of the Committee the principle items with which the Committee was concerned during the year. It is a representative account of matters solely within the policy making authority of the Committee and also of matters which the Superintendent/Director brought before the Committee for information and consultation. For greater detail and discussion the reader should read the extended minutes of Committee meetings and the attachments thereto which are available at the school office.

In addition to a public high school, the South Middlesex Regional Vocational Technical School District provides continuing education opportunities for adults through the Keefe at Night program as well as Summer Discover, a summer program for area youth.

The Committee reorganized on June 18, 2018 with officers elected unanimously to the following positions:

Chair: Edward Burman (Ashland)

Vice-Chair: Sarah Commerford
(Holliston)

Secretary: A.J. Mulvey (Framingham)

Assistant Treasurer: Barry Sims
(Holliston)

Staff members working on behalf of the District and School Committee are Karen Ward, **Recording Secretary** and Jack Keating, **Treasurer**.

The balance of this report presents a summary of the discussions and actions of the Committee on a number of the important matters brought before the Committee for advice or action.

Community Engagement

Staff and students of Keefe Regional Technical School participated in many community projects throughout the school district member municipalities. Examples of these activities include:

Carpentry

Natick House Project – Duplex for Natick Affordable Housing Trust

Cosmetology

Framingham Housing Authority – Manicures for senior citizens

Callahan Senior Center – Manicures for senior citizens

Early Childhood Education

Tir Na Nog – Assisted with their Halloween parade and chaperoned the students on a field trip to Franklin Park Zoo

Electrical

Framingham Parks & Rec – Installed outside lighting at the Maintenance and installed time clocks at Bowditch Field

Natick House Project – Layout, rough wiring and 200 amp service

Graphics

Ashland Council on Aging – Banner

Town of Ashland – Business cards, Street directory booklets, 2 Part forms

Accept Education Collaborative – Annual Report

Barbieri Middle School – Play Bill

Cameron Middle School – Guidance forms
Holliston Police – Fingerprint cards, Banners and Flyers

Family Promise MetroWest – Banners, Flyers, Posters, Booklets and Newsletter, Fourth of July Banner

Framingham High – Game sets and laminating

Fuller Middle School – Student recognition cards

Potter Road Elementary – Matrix posters

Health

United Way of Tri-County – Assisted with the Framingham Health Fair

Jewels of Framingham – Organizing, preparing, serving and clearing at the annual luncheon

Horticulture

Natick Organic Farm – Planting, tending and harvesting crops; composting, turning and improving garden soils; and preparing for maple sugaring season

Massachusetts Horticultural Society – Planting trees, tending gardens, leaf removal and tilling gardens

Family Promise Metrowest – Floral designs for annual fundraiser

Plumbing

Habitat for Humanity – Final inspection of drainage, water piping, heat and gas work for house in Holliston

Natick House Project – Rough inspection of drainage and potable water and rough heat installation

In May 2018, Keefe Regional Technical School hosted a breakfast for the Community Based Justice Program (CBJ)

that included Middlesex County District Attorney Marian Ryan, Probation Officers, School Officials and area Police Department Representatives.

It should also be noted that all five district municipalities' high school's swimming teams practice and compete at the Keefe Regional Technical swimming pool. The pool is also used by the Framingham Park and Recreation Departments.

Administration

In 2018, Jonathan Evans completed his fifth year in the role of Superintendent Director, with 22 years of service to the district.

The School Committee adopted goals for the Superintendent's performance evaluation period from July 1, 2018 through June 30, 2019. The goals adopted related to the following: School Reviews – Preparation, Review & Response, Human Resource – Revision of Job Descriptions & Staffing Review, Preparation for New Accountability System, and revision of school website.

In June 2018 the School Committee voted to revise district policies, following a thorough review, with the help of the Massachusetts Association of School Committees.

The School Committee completed its periodic evaluation of the Superintendent's accomplishments against established goals and desired qualities established in the DESE Rubric and found him to be Proficient for Standards I Instructional Leadership, Standard II Management & Operations and Standard IV Shared Vision Development and as Exemplary on Standard III Family and Community Engagement with an Overall Rating of Proficient. The complete record

of this evaluation is a public document that will be available at the South Middlesex Regional School District Superintendent's Office.

School Improvement Plans

The School Improvement Plan for the 2018-2019 school year includes the following objectives:

1) Build and develop strategic ways to celebrate student achievement, success, positive decision-making, and unity, 2) Academic departments will develop and implement common assessments, 3) CTE instructors will improve English writing assignments in their content area with the goal of having 100% of all students will demonstrate proficiency in identifying the main idea of a CTE-related written text, 4) the Special Education Department will present a six-part series to faculty with areas of focus including special education law and compliance, team process (participation and responsibilities), assessment and evaluation, assistive technology, supporting behavior, connecting disability to impact on performance and inclusion, with the goal of having special educators, general education instructors and assistants coordinate and implement practices that are inclusive.

In addition to preparing for the October, 2018 Center for District and School Accountability (CDSA) visit, the Professional Development Program included a series of workshops hosted by Keefe Tech Special Education staff, including a Special Education Overview, Inclusive Practices, Assessments, Social, Emotional and Behavioral Needs, Demystifying the IEP and Assistive Technology. The opening of school for teachers featured a motivational presentation by Norm Bossio. Norm brought a wealth of experience, having

served as an educator and administrator for more than 30 years. During the school year, teachers will continue to attend a variety of professional development offerings, both in their content area and piloting new software platforms to use with students as Keefe prepares for the online version of the Next Generation Assessments (from Legacy MCAS).

Handbook

With review by the School Council updates to the Handbook were made. Attendance rules were adjusted to hold students more accountable for their attendance. Beginning with the Class of 2019, students must earn a cumulative grade of 50 or higher in order to be eligible to attend summer school and not have to repeat the school year. In addition, changes were made to the weight of Advanced Placement (AP) classes, and relevant information from the "Equal Pay Law" was added.

The Budget Process

The Budget Sub-Committee members Ed Burman, Larry Cooper, A.J. Mulvey, Jaime Shepard, Tassos Filledes and Barry Sims are beginning the FY20 budget development process.

In 2018, the Superintendent continued the practice of communicating early in the budget process with the financial officers of the member towns to develop mutual awareness of both municipal budget constraints and the efforts of the Committee to manage the school efficiently and effectively while recognizing those limitations. The Committee continued to consider reductions in the preliminary budget and the budget of \$19,115,750 as submitted to the member municipalities for FY19 was approved by all.

Auditor's Report

The annual audit by the independent accounting firm of McCarthy & Hargrave is in the process of preparing the financial statements for committee review. It is expected that the audit report that calculates our energy project will meet the stipulated guarantee benchmarks for the 2018-2019 year.

Enrollment, Recruiting and Student Retention

Keefe Regional Technical School is a school of application. Maintaining a healthy enrollment of students for our day school operation is essential for our overall operational success. The Superintendent has indicated that he believes that the quality and rigor of our school programs and the safety and culture of our school environment will lead to our success in attracting students and their families to Keefe Regional Technical School. The Superintendent has emphasized that the administration, faculty and support staff must work together to ensure that Keefe Regional Technical School continues to be recognized by our community as a career and technical school of high quality. In the fall of 2018, our recruitment efforts included a two hour showcase visit for all 1800 8th grade students from the public schools in our district, followed by an Open House Career Night for prospective students and their families.

The enrollment on October 1, 2018 was 752 students reflecting an increase in enrollment.

Buildings and Grounds

Keefe Regional Technical School has been occupied continuously since September 1973. The facility is used not only during the school day and year but also evenings, weekends and during the summer months.

An extensive upgrade of the energy systems (HVAC and lighting), completed in 2007, has resulted in the replacement of major mechanical components controlled by a comprehensive energy management system. The project has resulted in a significant reduction in total utility expenditures.

Facility upgrades that were completed in 2018 include replacement of the auditorium lighting control system, construction of an ADA compliant ramp and handicap accessible entryway, reconfiguration/upgrade of wireless network infrastructure, upgrades/expansion of the existing surveillance system, repair and painting of interior surfaces, upgrades/repairs to main boilers/heating system, Horticulture Department design and construction projects to enhance site landscape, replacement of furniture and equipment in several classrooms and CTE programs, plumbing and electrical upgrades, painting of building exterior, mechanical and control upgrades to the HVAC system, repairs to swimming pool complex, technology upgrades in classrooms and CTE programs, and the addition of vehicle parking spaces to the east parking lot.

Facility projects identified for future consideration include replacing all classroom and shop entrance door knobs with ADA compliant door levers, adding Braille signage to classroom and shop entryways, construction of an ADA compliant walkway from the student cafeteria rear exit doors, replacing

auditorium audience seats, replacing auditorium carpeting, replacing carpeting in Culinary program restaurant, implementing recommended NEASC Visiting Team facility upgrades, replacing the emergency generator, expanding the surveillance system, repairing pool deck floor drains, and replacing essential vehicles.

Student Achievement

The District received their annual report from DESE, piloting the new Accountability System formula for 2018. Keefe has maintained a solid status, now labeled, “partially meeting targets” which is akin to a level 2 status from years prior. Keefe continues to focus on closing achievement gaps and helping students reach their true potential. MCAS results were extremely favorable, showing a continued increase in student growth. An average of 71% of students scored either Advanced/Proficient in English, Math and Science. This year Keefe added two more AP courses, AP Psychology and AP Calculus to provide additional learning opportunities for those students seeking a more rigorous course load. Students who took the College Board AP exams last May performed at a commendable rate. More than 38% of students testing earned a score of “3” or higher.

Keefe Regional Technical School students won a total of 35 medals during the District SkillsUSA Conference, which was also hosted by Keefe Regional Technical School on Wednesday, February 28, 2018.

A total of 760 students from 11 district schools participated in skills and leadership competitions in their career technical areas at the District Conference. Keefe Tech students competed in categories including Computer Programming, Early Childhood

Education, Graphic Communications, and First Aid, bringing home 12 Gold Medals, 10 Silver Medals and 13 Bronze Medals. All Gold and Silver medalists moved on to the SkillsUSA State Leadership and Skills Conference, held April 26 – 28, 2018 at Blackstone Valley Regional Vocational Technical High School in Upton, MA.

In the state competition, 29 students represented Keefe where they won 3 Gold Medals, 2 Silver Medals and 5 Bronze Medals. The Gold medalists moved on to the SkillsUSA National Championships held in Louisville, KY on Jun 22, 2018. Our students represented Keefe with 2 fourth place finishes.

General Advisory Board

The General Advisory Board consists of the Chair of each Vocational Advisory Board. The General Board summarizes and brings to the attention of the Administration and the School Committee observations and recommendations of the advisory boards. The points noted for the current year include: the need to continually align the curriculum with changes in technology; outreach to bring Keefe’s program to potential students; increasing opportunities for students and employers in the co-op program and the success we have had for employment; successful pursuit of grant funding for state-of-the-art career and technical equipment; and maintaining the license status of student professional programs that advance Keefe students’ career and technical entry opportunities.

Respectfully submitted,
Jonathan Evans
Superintendent-Director

SOUTH MIDDLESEX REGIONAL
VOCATIONAL TECHNICAL
SCHOOL COMMITTEE

ASHLAND

Edward Burman - Chairman
William N. Gaine, Jr.

FRAMINGHAM

Michael Rossi
John Kahn
Linda Fobes
James Comeau
A.J. Mulvey
John Evans
Larry Cooper
Myra Bushell

HOPKINTON

Ruth Knowles
Jaime Shepard

HOLLISTON

Sarah Commerford
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NATICK

Tassos Filledes
Dr. Stephen Kane