

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

**November 5, 2018**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman  
William Gainé

**FRAMINGHAM**

Myra Bushell  
James Comeau  
Larry Cooper  
Linda Fobes (Remote Participation)  
AJ Mulvey  
Mike Rossi

**HOLLISTON**

Sarah Commerford  
Barry Sims

**HOPKINTON**

Ruth Knowles  
Jaime Shepard

**NATICK**

**ALSO PRESENT:**

Jonathan Evans, Superintendent-Director  
Adrienne Bogusky, Director of Guidance & Admissions  
Dolores Sharek – Director of Finance  
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 geographical location. Therefore, all votes will be by roll call vote.*

### **APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 24, 2018**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of September 24, 2018.

MR. COOPER MADE A MOTION, SECONDED BY MR. MULVEY TO APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 24, 2018. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINÉ, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, AND MR. SIMS VOTED TO APPROVE THE MINUTES. MRS. FOBES ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **GUESTS AND VISITORS**

See Enrollment Update and Website Update

### **CHAIRMAN'S REPORT**

There was no Chairman's Report

### **EXECUTIVE SESSION**

There was no Executive Session

### **SUPERINTENDENT-DIRECTOR'S REPORT**

- Enrollment Update (Appendix 2018-82)

Mrs. Bogusky, Director of Guidance and Admissions, gave a presentation on our October 1<sup>st</sup> enrollment and an update on our recruitment events. She was pleased to report an overall increase of 18 students. Mrs. Bogusky reported that we have seen an increase of student enrollment from the City of Framingham and the Towns of Holliston and Hopkinton. Mrs. Bogusky reported Natick is pretty much level where we have seen a slight decrease in Ashland students. Mrs. Bogusky reported that we had the same access to students in all five districts. Mr. Gainé said that the report Mrs. Bogusky has presented was a nice piece of work and that it shows the efforts of the staff and the results of their efforts. He asked if Ashland Schools have been cooperative. Mrs. Bogusky said yes, that Ashland has been working with

guidance counselors and she is paying close attention and making herself, her staff and members of our faculty visible at events and will continue to work with Ashland schools to make sure students are made aware of opportunities available to them here at Keefe Tech. Mrs. Bushell asked if we receive any feedback from students to see what stimulates them. Mrs. Bogusky explained that at the end of the showcase day students are given a quick survey to complete with their ideas on what they liked and did not like about their showcase day. Mrs. Bogusky described how pleased she is with the success of the showcase model for our recruitment events. The result of this approach, and the additional retention events for families that follow, have led to classes of approximately 200-209 grade nine students for the past three years. Mr. Mulvey asked if families go to multiple career nights. He also said he is very impressed with the numbers presented. Mrs. Bogusky said that they have noticed that families do go to multiple events and they do shop around. Mrs. Bogusky said this has been a huge team effort and there are many pieces involved to make it successful. Mrs. Bogusky reported how pleased she is with the relationships we have with our sending schools. Superintendent Evans agreed with Mrs. Bogusky and stated that when listening to administrators from sister schools he is grateful for the relationships we have with our sending schools and that students in our districts are able to take advantage of opportunities here because of great collaboration. Superintendent Evans stated that he is not aware of any other districts that have working relationships with their sending schools the way we do. Mrs. Bogusky stressed that we need to focus on what makes us different and that we are the only ones in the MetroWest area that can offer these advantages to students in this area. Mr. Rossi inquired about whether the leadership team believes that new construction in Framingham Public Schools will present a challenge for enrollment. Superintendent Evans responded that we continue to enjoy an extremely cooperative relationship with Framingham Public Schools, as they develop new resources for younger students.

- Website Update

Mrs. Bogusky presented the updated website that was launched last week. Mrs. Bogusky explained that last summer she worked with a team of college interns that gave her feedback regarding changes that could be made to make our website more current. They highly suggested we move to a content management type of website where it would be easier to keep information current. Along with moving to a content management type of website, we also implemented a number of changes the interns suggested, such as website structure and social media efforts.

Superintendent Evans said he was very pleased with the result of Mrs. Bogusky's efforts in bringing the website up to date. Superintendent Evans said Mrs. Bogusky took this project on and spent a huge amount of time and effort that was completely out of her area. Superintendent Evans said he is very impressed and she did a great job. He said that going forward it will be the responsibility of administrators to make sure multiple staff members will continue to update information in their areas.

- District Accountability Review Update

Superintendent Evans thanked members for participating in the District Accountability Review. Superintendent Evans reported that we had a smooth and positive three days with the review team. He said there were four members of the team, and their focus was on Curriculum and Instruction, Assessment, and Student Support. The team was given access to classrooms so they could see what we do. They also had focus groups of teachers, parents, school committee members and municipal leaders. Superintendent Evans said he expects to receive a report over the next few months, but overall comments received were very positive. If the team comes back with any recommendations, as always, we will be receptive. We are very proud of the work we do here and will always do what is best for students. Superintendent Evans said he is very glad that at the beginning of this process, he reached out to the Department of Education explaining we had been through several reviews, and out of that conversation they allowed us to use the NEASC Self-Study. We are very grateful we did not have to duplicate efforts. Superintendent Evans asked Committee members that participated if they had anything to add. Mrs. Commeford said the team was very receptive and she felt members had input in different areas. She said they seemed excited and interested in what we had to say. Superintendent Evans once again thanked members for the efforts and said once we get a published report it will be shared with the Committee.

- Framingham Vacancy Update

Superintendent Evans reported there has been some progress in the area of communicating with the Mayor's Office and City Council in regard to moving this process along. The Mayor's Office is aware that we are coming upon budget season and may run in to a problem meeting the quorum. The Mayor's Office has been collecting resumes from interested parties. Mrs. Bushell asked how these vacancies are being communicated to the public. Superintendent Evans said that he is not aware of how Framingham conducts their outreach. Superintendent Evans reported that the Mayor is very aware, and understands

the importance of these positions, and hopefully soon we will hear something from the City of Framingham.

- MCAS/School Accountability Update (Appendix 2018-83)

Superintendent Evans shared information with the Committee regarding our MCAS results and School Accountability status. Superintendent Evans shared a memo from Dr. Snow outlining the changes in the accountability system. Keefe Technical School was placed into an accountability level where 75% of Massachusetts schools also fall. We are making progress in MCAS and narrowing achievement gaps. Superintendent Evans reminded members that one of the District Improvement Goals is to analyze this process.

- Annual Report – 1st Read (Appendix 2017-84)

Superintendent Evans presented a draft of the 2018 Annual Report that will be sent to our district towns after being approved by the Committee at the next meeting. Superintendent Evans said that Natick requires the report before 1/15/18. Mrs. Knowles reported a typo that she would like corrected. Superintendent Evans said we would fix the typo. Mr. Rossi suggested voting on the Annual Report at this meeting.

MR. ROSSI MADE A MOTION, SECONDED BY MRS. COMMERFORD TO APPROVE THE 2018 ANNUAL REPORT TO BE DISTRIBUTED TO OUR FIVE DISTRICT MUNICIPALITIES. MR. BURMAN, MRS. BUSHHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINES, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE 2018 ANNUAL REPORT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Update on Gym Entrance/Ramp Project

Superintendent Evans reported the Gym Entrance/Ramp Project was completed today, which is great news. The goal was to have this project completed well before voting day, when community members with mobility challenges would need access to our building. Superintendent Evans reported that the area looks very nice and invited any members that wanted to view the area to do so. Superintendent Evans did explain there were some minor issues with the company we used, as they were undergoing some leadership and management changes. We reached out to legal counsel to remind the company that we needed this project completed and we had provisions in our contract for each day they were behind. Superintendent Evans said the company showed up almost immediately and finished the

project with no problems. Mr. Rossi said he is pleased the project is complete and is sure that some advocates from the City of Framingham will be very happy with the results as well.

- Collective Bargaining Requests (Appendix 2018-85)

Superintendent Evans reported we have received requests from two of our collective bargaining units to begin negotiations, as their contract comes to an end June 2019. For negotiations with our faculty, we have agreed to a smaller format than last year's group of nine people. We have also agreed to meet without an attorney or MTA representative present. Superintendent Evans reported we must notify the five member municipal managers that negotiations will begin and he said we must also have an open meeting where there will be a vote to designate one of their peers to serve as the liaison during the collective bargaining process. This meeting is scheduled for November 14<sup>th</sup> at 11:00 AM. Superintendent Evans said he will keep the Committee updated on this process. Mr. Sims asked how many years the contract is for. Superintendent Evans said the contracts are for three years.

- Elimination of cost for SRO

Superintendent Evans said he was pleased to share that the City of Framingham would not collect funds for our designated school resource officer. Mayor Spicer and Chief Trask did not feel it was necessary to collect funding from us. Superintendent Evans said he is grateful for this nice gesture and would like to invest this money directly to benefit the students in an area we couldn't have without this resource. Possibilities include inclusion support and technology. Mr. Rossi asked if this is for this fiscal year, and if we had expended any of that funding yet. Superintendent Evans said we had not, and would be requesting a transfer once the plan has been established. Mrs. Fobes asked if this paraprofessional position will be a new position. Superintendent Evans said this would be a new staff member and that in the FY20 Budget he would like to keep the position going forward. Mr. Gaine asked if this would be a benefited position. Superintendent Evans said that it would.

- MASC/MASS Joint Conference Update

Superintendent Evans reported he, Mr. Gaine and Mr. Mulvey will be attending the MASC/MASS Joint Conference in Hyannis later this week. There are many good presentations and opportunities for networking. Superintendent Evans said later in the meeting he will present his recommendations for the resolutions to be voted on at the Delegate Assembly.

## **Action Required**

- Vote MASC Resolution Recommendations (Appendix 2018-86)

Superintendent Evans provided the Committee with recommended input and rationale regarding resolutions that will be voted on during the Delegate Assembly at the MASC/MASS Joint Conference.

Mr. Gaine said Committee members were given the recommendations earlier in the week when they received the packet for tonight's meeting. He said these recommendations were well done and explained, so unless someone objects, Mr. Gaine would like to vote on all resolutions, except #8, all together, and vote #8 separately.

MR. GAINЕ MADE A MOTION, SECONDED BY MR. MULVEY TO APPROVE RECOMMENDATIONS MADE BY SUPERINTENDENT EVANS FOR RESOLUTIONS 1-7, 9 AND THE PROPOSAL TO AMEND BYLAWS. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINЕ, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

Mr. Gaine said in regards to Resolution #8, although he appreciates Superintendent Evans point of view, clearly this is a problem for some people, however, it is a reality and thinks the education community wants to assert money from this and have it be directed to schools. Superintendent Evans said the decision on this Resolution is ultimately for the committee to determine. Mr. Mulvey said he was torn on which way to vote on this resolution, but he tends to agree with Mr. Gaine.

MR. GAINЕ MADE A MOTION, SECONDED BY MR. MULVEY, TO VOTE IN FAVOR OF RESOLUTION #8 MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINЕ, MRS. KNOWLES, MR. MULVEY, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION; MR. ROSSI VOTED AGAINST THE MOTION, AND MR. BURMAN ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Personnel Activity (Appendix 2017-87)

Superintendent Evans asked for a vote to approve advisory board candidates for Cosmetology, Legal and Protective Services, Early Childhood Education & Teaching, Culinary Arts, and Graphic Communication Programs.

MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE ADVISORY BOARD APPLICANTS FOR THE COSMETOLOGY, LEGAL AND PROTECTIVE SERVICES, EARLY CHILDHOOD EDUCATION & TEACHING, CULINARY ARTS AND GRAPHIC COMMUNICATIONS

PROGRAMS. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINES, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Approve an update to the existing Sexual Harassment Policy (Appendix 2018-88)

Superintendent Evans provided a copy of the existing Sexual Harassment Policy with the language updated to include a paragraph regarding protected groups as requested by DESE in order to be in compliance.

MR. MULVEY MADE A MOTION SECONDED BY MR. BURMAN TO APPROVE THE UPDATED LANGUAGE TO THE EXISTING SEXUAL HARASSMENT POLICY. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINES, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## **FINANCIAL MATTERS**

### **Information Only**

- Non-Salary Financial Expenditure Report (Appendix 2017-88)

Members received the Non-Salary Expenditure Report along with some highlights. Mrs. Sharek said we are right on track for where she expects us to be at this point in the year. She said she is continuing to work with department heads to see where there might be need to do a budget transfer. Mrs. Sharek said they are preparing for the FY20 Budget process, and is also working on the 2018 audit with Mr. Al Hargrave. Mr. Rossi said he has been meeting with a school committee member from Framingham's District 6 and is using Keefe Tech as a model. Mr. Rossi would like to request that Keefe Tech share budget documents with this member for them to use as a guide. Superintendent Evans said that he would be glad to send an email with last year's documents. We are still working on this year's budget, but should have everything available for them to use as a guide. Superintendent Evans said with this being a negotiating year, he is communicating that this will not be a year for large increases and for department heads to put some real thought into presenting a conservative budget.

## **COMMUNICATION**

## **OLD BUSINESS**



### **NEW BUSINESS**

Superintendent Evans reminded Committee members that in previous years, as long as there were no pressing items to be discussed, the December meeting has been canceled. There will be three budget sub-committee meeting as well as other events in the month of December.

MR. BURMAN MADE A MOTION SECONDED BY MR. MULVEY TO CANCEL THE DECEMBER 3, 2018 SCHOOL COMMITTEE MEETING. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINES, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **ADJOURNMENT**

Mr. Burman asked for a motion to adjourn.

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

The next meeting is January 7, 2019

The meeting adjourned at 8:35p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – November 5, 2018

**ACTION SHEET**

1. MR. COOPER MADE A MOTION, SECONDED BY MR. MULVEY TO APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 24, 2018. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINES, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, AND MR. SIMS VOTED TO APPROVE THE MINUTES. MRS. FOBES ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
  
2. MR. ROSSI MADE A MOTION, SECONDED BY MRS. COMMERFORD TO APPROVE THE 2018 ANNUAL REPORT TO BE DISTRIBUTED TO OUR FIVE DISTRICT MUNICIPALITIES. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINES, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE 2018 ANNUAL REPORT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
  
3. MR. GAINES MADE A MOTION, SECONDED BY MR. MULVEY TO APPROVE RECOMMENDATIONS MADE BY SUPERINTENDENT EVANS FOR RESOLUTIONS 1-7, 9 AND THE PROPOSAL TO AMEND BYLAWS. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINES, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
  
4. MR. GAINES MADE A MOTION, SECONDED BY MR. MULVEY TO SUPPORT RESOLUTION #8. MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINES, MRS. KNOWLES, MR. MULVEY, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION; MR. ROSSI VOTED NOT TO SUPPORT THE MOTION, AND MR. BURMAN ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
  
5. MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE ADVISORY BOARD APPLICANTS FOR THE COSMETOLOGY, LEGAL AND PROTECTIVE SERVICES, EARLY CHILDHOOD EDUCATION & TEACHING, CULINARY ARTS AND GRAPHIC COMMUNICATIONS PROGRAMS. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS.

COMMERFORD, MR. COOPER, MR. GAINÉ, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

6. MR. MULVEY MADE A MOTION SECONDED BY MR. BURMAN TO APPROVE THE UPDATED LANGUAGE TO THE EXISTING SEXUAL HARASSEMENT POLICY. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINÉ, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
7. MR. BURMAN MADE A MOTION SECONDED BY MR. MULVEY TO CANCEL THE DECEMBER 3, 2018 SCHOOL COMMITTEE MEETING. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINÉ, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
8. MR. MULVEY MADE A MOTION, SECONDED BY MR. SIMS, TO ADJOURN THE MEETING. MR. BURMAN, MRS. BUSHELL, MR. CAMEAU, MRS. COMMERFORD, MR. COOPER, MR. GAINÉ, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MRS. SHEPARD, MR. SIMS AND MRS. FOBES VOTED TO APPROVE THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.