

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

**January 7, 2019**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman  
William Gaine

**FRAMINGHAM**

Myra Bushell  
James Comeau  
AJ Mulvey  
Mike Rossi

**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.*

## **APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 5, 2018**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of November 5, 2018.

MR. MULVEY MADE A MOTION, SECONDED BY MRS. BUSHELL, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 5, 2018. TEN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## **GUESTS AND VISITORS**

### **CHAIRMAN'S REPORT**

- Superintendent Evaluation Sub-Committee Update

Mrs. Commerford, Chair of the Superintendent Evaluation Sub-Committee, informed the Committee that the Superintendent Evaluation Sub-Committee will be meeting on January 31<sup>st</sup> to have a mid-year review of goals and evidence collection. The sub-committee will give feedback to Superintendent Evans and will reconvene in the spring and report back to the full Committee. At that time binders will be made available to all Committee members who are interested in reviewing them.

- OPEB Sub-Committee Update

Superintendent Evans informed the Committee, with the resignation of Mr. Kahn, there will be a need for a new Chair of the OPEB Sub-Committee. Superintendent Evans said after speaking with Chairman Burman, it seems it may be best to wait for the Framingham and Natick vacancies to be filled. At that time, a meeting will be scheduled to review how the fund is doing. If there are any members from Framingham that would like to sit on the OPEB Sub-Committee, please let Chairman Burman know.

- School Legal Counsel Update (Appendix 2019-01)

School Counsel, Mr. DeAngelis, announced his resignation from working on behalf of Keefe Tech School District as of June 30, 2019, or sooner if the District hires new counsel. Mr. DeAngelis expressed his gratitude for all the support he has received from Superintendent Evans and all previous Superintendents. He also thanks Committee members for always treating him with respect. Mr. DeAngelis said it has been a pleasure and an honor working on behalf of the Keefe Regional Technical School District. Superintendent Evans said he appreciates the institutional knowledge that Mr.

DeAngelis has and he is grateful for his work on behalf of the school district. Mr. Rossi also expressed his thanks and said he has valued Mr. DeAngelis's legal assistance and work on behalf of the School Committee. Mr. Burman said that he will work on new ideas for legal counsel with Superintendent Evans and keep the Committee updated. Mr. DeAngelis offered all the records he has regarding the District to Superintendent Evans. Superintendent Evans said he will work to schedule a pick up and we will have a secure place here in the building to store them.

### **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)3 to discuss strategy with respect to collective bargaining; 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, Negotiations Update and
2. The Chair declares that an open meeting would have detrimental effect upon the bargaining position(s) of the School Committee; and
3. 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.

MR. BURMAN MADE A MOTION, SECONDED BY MR. GAINÉ, TO GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF NEGOTIATIONS UPDATE AND TO RECONVENE IN OPEN SESSION AT THE CONCLUSION OF EXECUTIVE SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MRS. BUSHELL, MR. MULVEY, MRS. COMMERTON, MR. SIMS, MRS. KNOWLES, MR. ROSSI, MR. GAINÉ AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

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

#### **Information Only**

- Natick Vacancy Update (Appendix 2019-02)

Superintendent Evans, at the request of Natick Keefe Tech School Committee Member, Mr. Filledes, shared an email announcing his resignation. Superintendent Evans has notified the Natick Town Manager, Natick Assistant Town Manager, Natick Superintendent, and a member of the Natick Finance Committee that we now have two openings for Natick members on the Keefe Tech School Committee.

Superintendent Evans understands that these positions are being posted by the Town of Natick. Superintendent Evans has made them aware that we need these positions filled as soon as possible, in order to have a 2/3 vote of the full Committee in March for budget approval.

- Municipal Meeting Update

Superintendent Evans reported that he hopes to have an approved Preliminary Budget later this evening. Superintendent Evans reported that he has already reached out to some of our district towns who have shown interest as to where our budget may be for FY20. Superintendent Evans reported that he will be presenting to the Natick Finance Committee on February 12<sup>th</sup> and on March 12<sup>th</sup>. Superintendent Evans stated that although we are working with preliminary numbers, it is always best to be transparent and communicative. Superintendent Evans will be presenting to Holliston Finance Committee on March 19<sup>th</sup>. Superintendent Evans expects to hear from Ashland soon, and also expects that unlike previous years, he may also present in Hopkinton as there is an increase in students this year which will increase their assessment. Superintendent Evans has reached out to the City of Framingham's Chief Financial Officer for direction on how they would like him to present the District budget. Superintendent Evans said he will keep members informed as to when he will be presenting in their communities, and if they are able he would like their support.

- NEASC Update (Appendix 2019-03)

Superintendent Evans was pleased to inform the Committee that Keefe Regional Technical has been approved for accreditation by New England Association of Schools and Colleges. Superintendent Evans has provided a letter that highlights the many programs and services with which the Committee was impressed. He especially appreciates the letter from the Executive Director sharing his personal note extending congratulations and his expression of what a tremendous job our staff did in writing the self-study report and hosting the visiting team. Superintendent Evans said that we ran school the way we always do, the only thing we did differently was at the opening night reception. Superintendent Evans said he is very please they liked what they saw. Superintendent Evans reported that the leadership team is already reviewing the minor recommendations received. He also thanked the Committee for their support during this process. Mrs. Commerford expressed her congratulations.

- Senate President Spilka Event January 8<sup>th</sup> (Appendix 2019-04)

Superintendent Evans provided the Committee with information sent by Senator Spilka regarding an event on Social-Emotional Learning. Superintendent Evans said he knows several Committee members will be attending this event and expects to see them there. He said he is proud of the way we work with students here at Keefe Tech, he said this has long been a commitment. He is interested in hearing ideas for our students. Mr. Gaine asked if this is an actual alliance, or just the name of the event. Superintendent said he is not sure, but will report back at the next meeting.

- Advisory Board Dinner (Appendix 2019-05)

Superintendent Evans provided members with a copy of an invitation to the Advisory Board Dinner, which they should have received in the mail. Superintendent Evans said at this event Lead Teachers or the Advisory Board Chair will meet with small groups to go over reports from the Career & Technical Programs, and review requests they need in order to serve our students. The information received will help with Perkins Grant funding priorities. Superintendent Evans encouraged members to attend if they are able.

- Parent Teacher Conference Update

Superintendent Evans informed the Committee of upcoming events that will provide parents with an opportunities to review their student's progress with instructors as we approach mid-point of the year. Superintendent Evans said during the last round of negotiations we were able institute an evening for parents to be able to engage with their student's teachers, where in the past, it was more of a walk through to see classes, but not actually engage with teachers.

### **Action Required**

- Personnel Activity (Appendix 2019-06)

Superintendent Evans asked for a vote to approve the advisory board candidates for the Electrical Program, Horticulture & Landscape Management, and Automotive Program.

MR. BURMAN MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE ADVISORY BOARD APPLICANTS FOR THE ELECTRICAL PROGRAM, HORTICULTURE & LANDSCAPE MANAGEMENT, AND AUTOMOTIVE PROGRAM. TEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Regional Agreement Revision (Appendix 2019-07)

Superintendent Evans updated the Committee on a minor change to the Regional Agreement on which the Committee had previously voted. Following the vote, the Regional Agreement was sent to all 5 municipalities requesting they make us aware of any concerns with the Revised Agreement by the beginning of November. Superintendent Evans is still waiting to hear from Ashland and the City of Framingham. Hopkinton has made a reasonable request to change Section IV (D) of the Agreement to reflect April 30<sup>th</sup> as a date to notify municipalities if there is a need for any capital expenditures. The June 30<sup>th</sup> date was originally chosen to be consistent with the end of the fiscal year, however, Superintendent Evans agrees with Hopkinton that this date is unrealistic, since it would take place after municipal budgets have been approved. Superintendent Evans said if voted to approve this minor change, he will inform the municipalities of the change in date. Mr. Rossi asked if the document had been shared with the City of Framingham. Superintendent Evans responded that it had, and that he has been encouraging the City to review this with legal counsel as soon as possible.

MR. GAINES MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE THE CHANGE OF DATE IN SECTION IV (D) OF THE REGIONAL AGREEMENT FROM JUNE 30<sup>TH</sup> TO APRIL 30<sup>TH</sup>. TEN 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 2019-08)

Members received the Non-Salary Expenditure Report along with some highlights. Mrs. Sharek said we have completed 50% of the fiscal year and have spent 44% of the budget. Encumbrances and budget balances are being monitored on a regular basis. Mrs. Sharek said as with last year some areas such as Contracted Services Custodial, Workers' compensation, fleet auto insurance and general liability insurance will be areas where a transfer will be needed. Supplies accounts will be spent in the early spring to ensure the successful completion of the school year and needs of the Career & Technical programs. Mrs. Sharek said the annual financial audit is well underway and nearly complete. The financial statements will be present to the Committee by Al Hargrave, CPA in a couple of months.

- Budget Sub-Committee Update

Chairman Burman updated the Committee on the status of the Budget Sub-Committee. Three meetings were held in December. At each meeting the administrator for the appropriate area went through each budget line item. Superintendent Evans provided several highlights of the Preliminary Budget. He reported two major increases within the budget in the areas of health insurance and transportation. In both cases the district enjoyed very minimal increases last year, and it seems there will be a more substantial increase for FY20. For staffing, Superintendent Evans reported a net increase of one paraprofessional in Special Education. The two new teaching positions in English Language Learning and Dental Assisting will be offset by larger salary reductions in Physical Education and Business Technology. In the area of custodial services, with an increase of \$148,000 in contracted services, we have been able to realize salary savings of \$210,000. Mr. Rossi asked if year-end information was provided to the sub-committee members participating in the budget review. Superintendent Evans said this information was provided. Specifically, we provided FY18 Final Spending, as well as FY19 Spending to Date. Sub-Committee Vice Chairman Sims commented that the level of municipal involvement was disappointing. Superintendent Evans said he agreed, and will make every effort to preview budget information with finance committees in the coming weeks. Mr. Rossi asked how salary increases were reported during the negotiation process. Superintendent Evans said that all employees and departments were listed as having a zero percent increase for cost of living, and that all funds for salary increases were contained in the salary variance account. Once negotiations are concluded, transfers will be made out of the salary variance account.

### **Action Required**

- Vote to Approve the FY20 Preliminary Budget (Appendix 2019-09)

Superintendent Evans said that upon completion of the meetings of the Budget Sub-Committee, they have approved a Preliminary FY20 Budget of \$19,845,221, a 3.82% increase over FY19. Superintendent Evans reported that he and his administrative team will be working hard to continue to look at places where we can slightly lower numbers to make an official Budget in March. Chairman Burman asked that a motion be made for the Committee to approve the FY20 Preliminary Budget of \$19,845,221 which represents an increase of \$729,471 or 3.82% over FY19.

MR. MULVEY MADE A MOTION, SECONDED BY MR. CAMEAU TO APPROVE THE FY20 PRELIMINARY BUDGET. TEN MEMBERS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **COMMUNICATION**

- “Thank You” from Future Farmers of America (FFA) Club (Appendix 2019-10)
- Framingham Source Article-Keefe Student’s Attend First Lady Obama’s Book Tour (Appendix 2019-11)
- Framingham Source Article – DA Speaks to Keefe Tech Students about Signs of Domestic Violence (Appendix 2019-12)
- Framingham Source Article – Keefe Tech Open House (Appendix 2019-13)

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

There was no new business.

### **ADJOURNMENT**

Mr. Burman asked for a motion to adjourn.

MR. MULVEY MADE A MOTION, SECONDED BY MR. BURMAN, TO ADJOURN THE MEETING. TEN MEMBERS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR WAS UNANIMOUS.

The next meeting is February 4, 2019

The meeting adjourned at 8:40 PM



SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – January 7, 2019

**ACTION SHEET**

1. MR. MULVEY MADE A MOTION, SECONDED BY MRS. BUSHELL, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 5, 2018. TEN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
  
2. MR. BURMAN MADE A MOTION, SECONDED BY MR. GAINÉ, TO GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF NEGOTIATIONS UPDATE AND TO RECONVENE IN OPEN SESSION AT THE CONCLUSION OF EXECUTIVE SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MRS. BUSHELL, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. ROSSI, MR. GAINÉ AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
  
3. MR. BURMAN MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE ADVISORY BOARD APPLICANTS FOR THE ELECTRICAL PROGRAM, HORTICULTURE & LANDSCAPE MANAGEMENT, AND AUTOMOTIVE PROGRAM. TEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
  
4. MR. GAINÉ MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE THE CHANGE OF DATE IN SECTION IV (D) OF THE REGIONAL AGREEMENT FROM JUNE 30<sup>TH</sup> TO APRIL 30<sup>TH</sup>. TEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
  
5. MR. MULVEY MADE A MOTION, SECONDED BY MR. CAMEAU TO APPROVE THE FY20 PRELIMINARY BUDGET. TEN MEMBERS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
  
6. MR. MULVEY MADE A MOTION, SECONDED BY MR. BURMAN, TO ADJOURN THE MEETING. TEN MEMBERS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR WAS UNANIMOUS.