

*Approved by School Committee:  
March 4, 2019*

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

**February 4, 2019**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman  
William Gainé

**FRAMINGHAM**

Larry Cooper  
AJ Mulvey  
Mike Rossi  
Linda Fobes  
Myra Bushell  
Michele Burns  
Maria Martinez

**HOLLISTON**

Sarah Commerford  
Barry Sims

**HOPKINTON**

Ruth Knowles

**NATICK**

**ALSO PRESENT:**

Jonathan Evans, Superintendent-Director  
Dolores Sharek, Director of Finance  
Jack Keating, Treasurer  
Richard DeAngelis, Legal Counsel  
Karen Ward, Recording Secretary

Superintendent Evans welcomed and introduced Michele Burns and Maria Martinez, the newest members of the Keefe Tech School Committee representing the City of Framingham.

### **APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 7, 2019**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of January 7, 2019.

MR. COOPER MADE A MOTION, SECONDED BY MR. MULVEY, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JANUARY 7, 2019. NINE MEMBERS VOTED IN FAVOR OF THE MOTION; MRS. FOBES, MRS. BURNS AND MRS. MARTINEZ ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **GUESTS AND VISITORS**

#### **CHAIRMAN'S REPORT**

- Regional Agreement Sub-Committee Update

Superintendent Evans updated the Committee on the status of the revised Regional Agreement. Superintendent Evans reported he has heard from all five municipalities. Four municipalities will bring the document to town meetings in the spring. The Framingham City Council will vote on the revised Regional Agreement in the near future.

- Superintendent Evaluation Sub-Committee Update

Chairperson Commerford informed Committee members the sub-committee met on January 31st. Superintendent Evans' evidence binders and evidence for the District Improvement Plan were dispersed to sub-committee members to be reviewed. Mrs. Commerford informed Committee members that meetings of the sub-committee have been scheduled for March 4<sup>th</sup> and May 13<sup>th</sup>, prior to the regularly scheduled School Committee meetings. Mrs. Commerford said Superintendent Evans' evidence binders will be available in the Superintendent's Office after the May 13<sup>th</sup> meeting if any members would like to review them. Mrs. Commerford said the sub-committee will be prepared to report to the full Committee at the June 17<sup>th</sup> meeting. She said she will also ask for a vote on the Superintendents evaluation ratings at the June 17<sup>th</sup> meeting.

## **EXECUTIVE SESSION**

Chairman Burman asked for a motion, that the Committee go into Executive Session for the purpose described in G.L. c 30A, §21(a)7 to comply with or act under authority of, any general or special law or federal grant-in-aid requirements, to wit, G.L. c. 30A§22(f). (the minutes of any executive session..., may be withheld from disclosure to the public in their entirety...so long as publication may defeat the lawful purposes of the executive session, but no longer; and/or unless and until such time as a negotiating or bargaining position is no longer jeopardized by such disclosure); The Chair declares before the executive session that:

1. The purposes of the executive session is (as stated in the Agenda for the meeting Approval of Minutes of Executive Session of January 7, 2019;
2. That an open meeting would have detrimental effect upon the bargaining positions(s) of the School Committee; and
3. The school Committee will reconvene in open session at the conclusion of the executive session. Requires a roll call of the entire Committee.

MR. MULVEY MADE A MOTION SECONDED BY MRS. FOBES TO GO INTO EXECUTIVE SESSION FOR A VOTE ON THE EXECUTIVE MINUTES OF THE JANUARY 7, 2019 MEETING, AND TO RECONVENE IN OPEN SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MRS. BUSHELL, MRS. COMMERFORD, MR. COOPER, MRS. FOBES, MR. GAINES, MRS. KNOWLES, MR. MULVEY, MR. ROSSI, MR. SIMS, MRS. BURNS AND MRS. MARTINEZ. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

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

### **Information Only**

- Advisory Board Update

Superintendent Evans thanked Committee members for attending the Advisory Board Dinner held January 31st. At this meeting each of the programs report their plans for the next year, give an update on their program, and any identified needs. The leadership team takes this information into account when making decisions related to budgeting. Superintendent Evans said information from this meeting also helps administrators to prioritize Perkins funding and better meet the needs of students. Superintendent Evans reported when a list of recommendations becomes available he will share it with the Committee. Mrs. Commerford reported that attending the Advisory Dinner gave great insight into what instructors are doing with curriculum and gives understanding to what their needs for their

programs are as the programs grow. She said she found the meeting to be very informational. Mrs. Bushell said this is her favorite meeting of the year. She said she also finds this to be a very informational evening and enjoys seeing what the students are working on during the year. Mr. Gaine asked if teachers are expected to attend events such as the Advisory Dinner. Superintendent Evans said that lead teachers are expected to attend and participate in the three advisory board meetings held during the year. There are also two major recruitment events, Career Night and Senior Awards Night, that Lead teachers are expected to attend. Superintendent Evans said if someone has a conflict, administration tries to be reasonable, but it is the lead teacher's responsibility to make sure the student is represented well.

- Acceleration Academy (Appendix 2019-14)

Superintendent Evans provided the Committee with information regarding the Acceleration Academy for MCAS preparation. Superintendent Evans reported this is a free program that was implemented a few years ago by Principal Snow and her team. The program is intended to optimize student success and is useful to all current grade 9 and 10 students. Superintendent Evans reported that programs are offered during February and April vacations. Staff working the Acceleration Academy try to make this program fun as well as educational. Superintendent Evans said that Mrs. Sharek and her team have helped with funding with a grant. Mrs. Fobes asked what the enrollment has been. Superintendent Evans reported that we typically have 30-40 students attend during February vacation week, and that we typically have approximately three staff members.

- CTE Selection

Superintendent Evans reported we are in the process of completing the grade 9 CTE selection process. He reported this is a very exciting time for both students and staff. Superintendent Evans said the numbers are still rather fluid, but numbers will become official shortly. Superintendent Evans said during the CTE selection process attendance is fantastic. He said both students and teachers look forward to the selection of courses. Programs that are showing great success, with students on wait lists include Automotive, Dental Assisting, Electrical, Horticulture, and Legal & Protective. Superintendent Evans reported he is very pleased with the work these programs have done and it shows by enrollment being at capacity. Superintendent Evans said that Graphic Design has only three students. Superintendent Evans said administration works with instructors when they have a concern, they will meet with the department and ask if there is any professional development that would help to better

represent the program, if they are lacking any supplies that could help, or they will offer to let the program visit a sister school that may be having a different level of success.

- Update Municipal Meetings

Superintendent Evans provided the Committee with information regarding upcoming municipal meetings. Superintendent Evans will present to the Town of Natick on February 12<sup>th</sup> and March 12<sup>th</sup>. He will present to the Town of Holliston on March 19<sup>th</sup>. Superintendent Evans said he has been in communication with the City of Framingham, and the towns of Ashland and Hopkinton. Mrs. Knowles asked if Superintendent Evans expects to present to the Town of Hopkinton. Superintendent Evans said that Hopkinton has the largest increase in students this year, so unlike previous years, he may be asked to present. Superintendent Evans said that he communicates with all the district municipalities that we are a good investment and we offer great opportunities for students. Superintendent Evans said he will be sure to update the Committee on any presentation he is asked to make.

- Administrative Coverage

Superintendent Evans informed the Committee that Principal Snow will be out on maternity leave in the near future, and will be out through the end of the school year. Superintendent Evans said that once again Mr. Drottar will be working with the administrative team. This is the third time Mr. Drottar has worked with Keefe Tech. Superintendent Evans said Mr. Drottar will be well received by the staff as they have worked with them in the past and has done a nice job as a seasoned leader. Mr. Drottar will keep us moving forward with the same plan we have in place. Superintendent Evans expects Principal Snow to return during the summer.

- Natick Vacancies

Superintendent Evans informed the Committee that he visited with Dr. Kane's family this past week. He presented them with a plaque thanking them for Dr. Kane's 33 years of service to the District. He also visited with Mr. Filledes and presented him with a plaque thanking him for his dedicated service to the District. Mr. Filledes sends his regards to all the Committee members. He is also very supportive of our work here at Keefe Tech and is very interested in Natick's representation. Superintendent Evans said he has been in touch with the Natick Town Manager and they are aware of the two vacancies for Natick representation. Superintendent Evans sent some language to them for advertising for the openings on

our school committee. They will be following their process and expects to have some new Natick members soon.

### **Action Required**

- Personnel Activity (Appendix 2019-15)

Superintendent Evans provided the Committee with an Advisory Board Application for the Cosmetology Program.

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

- Vote Out of State Field Trip – Providence College, Providence, RI (Appendix 2019-16)

Superintendent Evans asked for a vote to approve a field trip for the Engineering Club Advisor and four students to attend a computer programming contest at Providence College.

MR. BURMAN MADE A MOTION SECONDED BY MRS. FOBES TO APPROVE THE OUT OF STATE FIELD TRIP TO PROVIDENCE, RI. TWELVE VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **FINANCIAL MATTERS**

#### **Information Only**

- Budget Update

Superintendent Evans reported that we have received information regarding the Governor's FY20 Budget earlier than previous years. It appears there will be substantial increase in Chapter 70 Funding this is due to an increase in enrollment and an increase in our ELL population. This additional revenue will substantially offset the assessments of our member municipalities. Between now and our Public Hearing in March we will continue to seek areas of efficiency that will result in a smaller Operating Budget increase.

- Non-Salary Financial Expenditure Report (Appendix 2019-17)

Members received the Non-Salary Expenditure Report along with some highlights. Mrs. Sharek said she expects to have a budget transfer at the next meeting. She reported we have a couple of custodians

leaving and as we continue to shift toward contracted services as custodians leave, that transfer would be necessary. Mr. Gaine asked why two custodians are leaving. Superintendent Evans said that one custodian has been hired for a civil service job in his town as a police officer, a longtime ambition. The other custodian is retiring. Superintendent Evans said we have gone as far as we are comfortable with the contracted services. He said that after some discussions with colleagues, he believes it makes sense to have our own employees with institutional knowledge within the building.

Mr. Gaine said that he is taken by surprise that some line items are at 100% with no utilization. Superintendent Evans said that depending on the line item there are many different reasons for this. In some areas it is because payments for memberships/dues etc. will not become due until the spring. In some areas such as Business Professionals of America, their conference doesn't take happen until the end of the school year. Superintendent Evans said we watch these account closely. Also, coordinators are always asking thoughtful questions to keep informed of the status of these accounts. Mr. Rossi asked if members could be given a listing of all accounts that are 100% unspent. Superintendent Evans said we can easily prepare that. Mrs. Sharek said she would be glad to make a list of these accounts.

### **Action Required**

- Vote to Approve Bus Contract (Appendix 2019-18)

Mrs. Sharek presented a recommendation for the Student Bus Transportation Contract. She said the District went out to bid and received one bid from Michael J. Connolly & Sons, Inc. She reported this is the company we have been using. Superintendent Evans said we have been very happy with this company. He said they have been very flexible and responsive to the District's needs. Mrs. Sharek said initially the bid was for a 12.95% increase over the current contract beginning in the first year. 1.88% in the second year and .98% in the third year. Mrs. Sharek said she was able to negotiate with the company to reduce the rate in the first year 6.26%, 5% in the second year and 5.86% in the third year. This created a compounded savings of \$70,000 over the term of the contract. The contract also includes two optional extensions for FY23 & FY24, which will be analyzed against the market at the time.

MR. GAINE MADE A MOTION SECONDED BY MRS. FOBES TO APPROVE THE BUS CONTRACT. ELEVEN VOTED IN FAVOR OF THE MOTION; MR. BURMAN ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

**COMMUNICATION**

There was no communication

**OLD BUSINESS**

There was no old business

**NEW BUSINESS**

There was no new business

**ADJOURNMENT**

Mr. Burman asked for a motion to adjourn.

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

The next meeting is March 4, 2019  
The meeting adjourned at 8:00p.m.



SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – February 4, 2019

**ACTION SHEET**

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5. MR. GAINES MADE A MOTION SECONDED BY MRS. FOBES TO APPROVE THE BUS CONTRACT. ELEVEN VOTED IN FAVOR OF THE MOTION; MR. BURMAN ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
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