

*Approved by School Committee
June 17, 2019*

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

May 13, 2019

MEMBERS PRESENT:

ASHLAND

Ed Burman

FRAMINGHAM

Michele Burns

Larry Cooper

Linda Fobes

Maria Martinez

AJ Mulvey

HOLLISTON

Sarah Commerford

Barry Sims

HOPKINTON

Ruth Knowles

Jaime Shepard

NATICK

Elizabeth Smith-Freedman

Ruth Mori

ALSO PRESENT:

Jonathan Evans, Superintendent-Director

Dolores Sharek, Director of Finance

Jack Keating, Treasurer

Karen Ward, Recording Secretary

Chairman Burman called the meeting to order at 7:00 PM.

APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 8, 2019

Chairman Burman asked for a motion to approve the minutes of the regular meeting of April 8, 2019. Ms. Smith Freedman asked that her name be changed to reflect Ms. instead of Mrs. The minutes will be adjusted to reflect that change.

MRS. FOBES MADE A MOTION, SECONDED BY MR. MULVEY TO APPROVE THE MINUTES OF THE REGULAR MEETING OF APRIL 8, 2019 WITH THE NOTED CHANGE. TEN VOTED IN FAVOR OF THE MOTION, MRS. MORI AND MRS. SHEPARD ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

There were no guests or visitors

CHAIRMAN'S REPORT

- Report from Chair of the Superintendent Evaluation Sub-Committee

Chair of the Superintendent Evaluation Sub-Committee, Mrs. Commerford, reported that the sub-committee has completed reviewing the District Improvement Plan and the four Standards for which evidence was collected. She reminded members that the evidence binders are available in the Superintendent's Office if they wish to review. Mrs. Commerford said if after reviewing binders, if any member had any feedback, she would be glad to hear from them. She also reminded members that these binders only capture some of what goes on from day to day. Mrs. Commerford reported that the sub-committee took a unanimous vote for an overall Summative Rating of at least Proficient approaching Exemplary in all Standards. Mrs. Commerford said that a full report and a recommendation for Final Ratings will be given to the Committee at the June meeting.

- Update OPEB Sub-Committee

Superintendent Evans reported that it has been some time since the OPEB Sub-Committee has met. This has been in part because of vacancies on the Committee. Superintendent Evans said the make-up of the OPEB Sub-Committee has mirrored the make-up of the Budget Sub-Committee, where the City of Framingham has two representatives and each of the other four municipalities has one member.

Superintendent Evans said that the sub-committee is in need of a Natick member. He said that once all positions have been filled, a meeting of the sub-committee will be scheduled to review how funds are performing with our financial consultant, Bartholomew & Company.

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) 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, Approval of Minutes of Executive Session of April 8, 2019 and,
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.

This requires a majority vote of the entire committee by a roll call vote.

MR. BURMAN MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO GO INTO EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MRS. COMMERFORD, MR. COOPER, MRS. BURNS, MRS. FOBES, MR. MULVEY, MS. SMITH-FREEDMAN, MRS. MORI, MR. SIMS, MRS. KNOWLES, MRS. SHEPARD AND MRS. MARTINEZ. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

SUPERINTENDENT-DIRECTOR'S REPORT

Information Only

- Municipal Meeting Update

Superintendent Evans reported four out of our five municipalities have approved our FY20 Budget. Superintendent Evans said he has not yet been asked to present in Framingham, but the Mayor's Budget reflects the exact number as what we proposed. Superintendent Evans said that officially our Budget has been approved, but for transparency he would like the City of Framingham to hear about the details of our Budget, and that he expects to present to them some time in the near future. He reported that he has received much support from our municipalities.

Superintendent Evans reported that all five municipalities have approved the Revised Regional Agreement. Superintendent Evans said this has been a lengthy process with a lot of work involving School Counsel, City Leaders, and Town Managers. This week we will be obtaining signatures from our municipal clerks and then sending the Agreement to the Department of Education for the Commissioner of Education's approval. When this is completed, all municipalities will receive an official signed copy of the Regional Agreement.

- SkillsUSA Update (Appendix 2019-29)

Superintendent Evans reported that Keefe Tech students had a very successful year at the SkillsUSA State Conference. We had four medalists, and three students that will move on to the SkillsUSA National Conference (a vote to be taken later in the evening for an out-of-state field trip). Superintendent Evans said this was an overall good showing for Keefe Tech and he was very proud of the success of our students.

- National Honor Society Induction Ceremony (Appendix 2019-30)

Superintendent Evans reminded Committee members that they are invited to attend the National Honor Society Induction Ceremony to be held on May 15th at 6:00 PM in the school Auditorium. Superintendent Evans encouraged Committee members to attend this very special event for our students.

- Retirement Announcements (Appendix 2019-31)

Superintendent Evans presented the Committee with the names of staff members who have announced their retirement. Superintendent Evans said that there will be a staff luncheon on this Friday, an early release day. Retiring staff members will also be recognized again at the end of the year assembly. Superintendent Evans said that each of these roles will be difficult to fill. Superintendent Evans also recognized Dr. John Drottar, Interim Principal, whose time with us will be coming to an end at the end of the school year. Superintendent Evans said Dr. Drottar did a great job stepping into this role and that he provided stability with students and staff.

- Scholarship Update

Superintendent Evans reported that we received news that six Keefe Tech students would be receiving scholarships from the MetroWest Chamber of Commerce. He said he had attended a ceremony at Staples prior to this evenings meeting. He said MetroWest Chamber gave out 13 scholarships, and six of those

went to Keefe Tech students. Superintendent Evans also reported that eight Keefe Tech students are also receiving scholarship from the Framingham Rotary. He said our students did a wonderful job advocating for themselves, and that he was very proud of the work of our students and staff.

- Update on Community Based Justice Breakfast (CBJ) and Update on Partnerships with Public Safety Officials

Superintendent Evans reported that last Wednesday we hosted an annual breakfast where we bring together local police, school leaders, and honored guests. The theme of bringing this group together is to be proactive and not reactive creating partnerships and good working relationships.

Chairman Burman asked Superintendent Evans to provide the Committee with an update regarding the recent incident of racist graffiti and a vague threat. Superintendent Evans reported that, while he is unable to go into specifics, he can report that we have yet to conclude our investigation successfully. Following this incident, new protocols were established for staff accountability in checking the student facilities multiple times during the day. This activity has some preventive value. In addition, if another unfortunate incident occurs, we will have a tighter time frame in which we will investigate. Superintendent Evans reported that during this unfortunate event, we were able to benefit from the positive relationships we have forged with the Police Department and Fire Department.

Mr. Sims commented that the District Leadership Team has a history of handling situations such as these effectively, in a manner that prevents issues from getting larger than they need to be.

Action Required

- Vote on District Medical and Dental Insurance Plans (Appendix 2019-32)

Superintendent Evans was happy to report that members from the Insurance Advisory Committee (IAC) unanimously voted to approve the following recommendation. Because of our effective utilization and advocacy from Mrs. Sharek's team and our insurance brokers, there will be a 4.39% rate increase for Harvard Pilgrim Health Insurance Plan, which is especially good considering last year we had a 0% rate increase. Superintendent Evans reported the Altus Dental Plan came in with an 8% cap, but based on utilization the rate came in at 3.5%. Superintendent Evans said there is one small modification on the Limited Flex Spending Plan. Employees with less than \$20 in either their Limited Flexible Spending Account (LPFSA) or their Full Medical Flexible Spending Account (FSA) at the end of a current plan year

who do not make a new minimum election for the next plan year, will have the balance in their account forfeited. If an employee has \$20 or more in their LPFSA or their FSA at the end of the current plan year, and does not make a new minimum election for next plan year, those funds will roll over and be available for the next plan year according to provider policy guidelines. In the subsequent plan year, if the employee does not make a new minimum election, any remaining balance in their account will be forfeited.

MR. MULVEY MADE A MOTION SECONDED BY MRS. FOBES TO APPROVE THE FY20 DISTRICT MEDICAL AND DENTAL INSURANCE PLANS AS RECOMMENDED BY THE INSURANCE ADVISORY COMMITTEE. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Personnel Activity (Appendix 2019-33)

Superintendent Evans asked for a vote to approve four advisory board applicants for the Dental, Culinary, Automotive and Legal & Protective Programs.

MR. BURMAN MADE A MOTION, SECONDED BY MRS. FOBES TO APPROVE THE ADVISORY BOARD APPLICANTS. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Approve Out of State Field Trip – SkillsUSA National Conference (Appendix 2019-34)

Superintendent Evans provided the Committee with an Out of State Field Trip Request for students to attend the SkillsUSA National Conference in Louisville, Kentucky on June 24, 2019.

MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE THE OUT OF STATE FIELD TRIP REQUEST FOR STUDENTS TO ATTEND THE SKILLSUSA NATIONAL CONFERENCE IN LOUISVILLE, KENTUCKY. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Approve 2019-2020 School Calendar (Appendix 2019-35)

Superintendent Evans presented a draft of the 2019-2020 School Calendar for the review of the Committee.

MR. SIMS MADE A MOTION, SECONDED BY MRS. FOBES TO APPROVE THE 2019-2020 SCHOOL CALENDAR. TWELVE MEMBERS 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 2019-36)

Members received the Non-Salary Expenditure Report along with some highlights.

Action Required

- Budget Transfer Request (Appendix 2019-37)

Mrs. Sharek requested authorization to transfer funds from areas of surplus to allow the District to meet financial obligations. The \$300,000 surplus in the Transportation Account would be transferred to the Transportation Revolving Account to fund the Transportation Budget in FY21, as done in previous years. Mr. Sims asked if there are any other accounts like this one. Superintendent Evans reported that our E&D Account is most similar, but still different, than the Transportation Account created by the School Committee. Superintendent Evans reminded the Committee that this account would allow us to move forward without sacrificing student services in the event of a 9c Budget Cut.

MS. SMITH-FREEDMAN MADE A MOTION SECONDED BY MR. SIMS TO APPROVE THE REQUEST OF BUDGET TRANSFERS TOTALING \$413,753 AS DEFINED IN APPENDIX 2019-37. TWELVE VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

- Senior Activities (Appendix 2019-38)

Committee members were given a list of senior activities for the Class of 2019. Chairman Burman reported that, after speaking with the Officers and several members, he is recommending that we discontinue the tradition of a School Committee luncheon following Graduation. This will provide the District with substantial savings, and will allow members and staff to spend more of the remainder of the weekend with their families.

Chairman Burman also reported that this year, on behalf of the Committee, he would be making a short address and an expression of well wishes on behalf of the Committee.

- June 18, 2018 – Organizational Meeting

Superintendent Evans reminded Committee members that our June 17th meeting is the organizational meeting. Please give some thought for nominations for the 2019-2020 school year.

OLD BUSINESS

There was no old business

NEW BUSINESS

There was no new business

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

MRS. FOBES MADE A MOTION SECONDED BY MRS. COMMERFORD, TO ADJOURN THE MEETING. TWELVE VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is June 17, 2019
The meeting adjourned at 8:30 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – May 13, 2019

ACTION SHEET

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6. MR. SIMS MADE A MOTION, SECONDED BY MRS. FOBES TO APPROVE THE 2019-2020 SCHOOL CALENDAR. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

7. MS. ELIZABETH SMITH-FREEDMAN MADE A MOTION SECONDED BY MR. SIMS TO APPROVE THE REQUEST OF BUDGET TRANSFERS TOTALING \$413,753 AS DEFINED IN APPENDIX 2019-37). TWELVE VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

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