

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

July 22, 2019

MEMBERS PRESENT:

ASHLAND

Ed Burman

FRAMINGHAM

James Comeau

Mike Rossi

Linda Fobes

AJ Mulvey

Michele Burns

Larry Cooper

HOLLISTON

Sarah Commerford

Barry Sims

HOPKINTON

Ruth Knowles

Jaime Shepard

NATICK

Ruth Mori

Elizabeth Smith-Freedman

ALSO PRESENT:

Jonathan Evans, Superintendent-Director

Dolores Sharek, Director of Finance and Business Operations

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 JUNE 17, 2019

Chairman Burman asked for a motion to approve the minutes of the regular meeting of June 17, 2019.

MR. COOPER MADE A MOTION, SECONDED BY MRS. FOBES, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JUNE 17, 2019. THIRTEEN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

CHAIRMAN'S REPORT

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 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 June 17, 2019); and
2. Discussion of Need for CBA Amendment; 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.

MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. FOBES, TO GO INTO EXECUTIVE SESSION FOR APPROVAL OF EXECUTIVE SESSION MINUTES, TO DISCUSS THE NEED FOR CBA AMENDMENT, AND RECONVENE IN OPEN SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. CAMEAU, MR. COOPER, MRS. BURNS, MR. ROSSI, MRS. FOBES, MR. MULVEY, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MRS. MORI, MS. SMITH-FREEDMAN AND MRS. SHEPARD; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

SUPERINTENDENT-DIRECTOR'S REPORT

Information Only

- Update Summer Discover Program

Superintendent Evans reviewed the success of the 2019 Summer Discover Program. Superintendent Evans reported that the Summer Discover Program is doing incredibly well. There were 821 registrations for the program. Assistant Principal, Mr. Collins, took over as director of the Summer Discover Camp this year after the retirement of Mr. Kane. Superintendent Evans said that Mr. Collins has a good leadership team to work with. He said one of the upgrades this year was to use online registration, which made registering much easier for many parents and also lessened the amount of paperwork involved. Superintendent Evans also reported that Mr. Collins has taken some of our summer discover areas to the next level, making them similar to a prevocational area. These areas include auto, carpentry, culinary and cosmetology. More than 100 campers have chosen to be involved in these areas. Mr. Collins also added a babysitting program and a CSI Legal and Protective program.

- Update on Major Projects

Superintendent Evans presented the Committee with an update on projects being completed this summer. Superintendent Evans reported that progress is being made to several different areas of the building. He reported there are a few areas where carpeting is being replaced, such as hallways and some areas in the library that needed patching. Superintendent Evans also reported that two classrooms will have carpeting removed and tile installed to make those classrooms more conducive to the type of work being done in those areas. Superintendent Evans said there will be some duct work in the electrical program and some potholes repaired in the parking lot as well as some inspirational flags installed on the newly painted flagpoles. Superintendent Evans said we are also finishing up replacing all the interior door knobs so they can be opened with a closed fist to make us compliant. Superintendent Evans reported that the upgrade to the seating and carpeting in the auditorium has begun. He said he expects the new seating and chairs to be installed in time for the beginning of school and expects to have the opening day with staff to take place in the newly updated area. Superintendent Evans reported that it has been a busy summer and he expects it to get even busier in the month of August as we get ready for the start of the new school year.

Personnel Update

Superintendent Evans updated the Committee on the current status of our staffing for the start of the 2019-2020 school year. Superintendent Evans reported we are nearly done with hiring for the upcoming school year. Superintendent Evans reported that he will invite all new faculty to the August School Committee meeting and introduce them to the Committee. Superintendent Evans reported that he has hired a new Director of Career and Technical Education to replace Mr. Brochu who is retiring at the end of August, he said he has also hired two dental assisting instructors, a design and visual communication instructor, a chemistry/physics instructor, an ELL instructor, an ELL teaching assistant, a legal and protective instructor, two mathematics instructors, and said we have an offer out to a metal fabrication instructor. Superintendent Evans also reported that we have hired a school nurse. Mrs. Fobes asked for an updated copy of the Organizational Chart and Staff Listing. Superintendent Evans said this will be available for the next meeting.

- Admissions Preview

Superintendent Evans updated the Committee on some admissions projections for the coming year. Superintendent Evans reported that admissions are looking very good for another significant freshmen class. Superintendent Evans complimented Guidance and Admissions Director, Adrienne Bogusky and her team, for the work they have done. Superintendent Evans said increase in admissions validates the changes we made to our approach a few years back.

- Skills Capital Grant

Superintendent Evans said he had hoped to have an update on an application that was submitted, but at this time he does not. Superintendent Evans said he hopes to have some information in the near future.

- Plan for Opening of 2019-2020 School Year (Appendix 2019-49)

Superintendent Evans gave an update on the plan for the week before the start of school. Superintendent Evans plans to meet with the Administrative Team at their Annual Administrative Retreat on Monday, August 19th. On Wednesday, August 21st, there will be a New Teacher Orientation, along with Upper Class Orientation for students transferring to Keefe. Thursday, August 22nd will be Freshmen Step-Up Day. We have many staff volunteers that plan to attend this event and will help to introduce the Freshmen class to our building. On Friday, August 23rd, the first day for all faculty and staff, there will be an inspirational presentation from Brooks Harper on College Workforce and Readiness. The day will end with a mock fire drill.

- Proposed Regulator Changes to Chapter 74 Admissions (Appendix 2019-50)

Superintendent Evans shared with the Committee a draft of proposed regulatory changes to Chapter 74. Superintendent Evans said the Massachusetts Association of Vocational Administrators (MAVA) is particularly interested in Goal 2, Revise/clarify admission process to enhance equitable access for students. In his role as President Elect of MAVA, Superintendent Evans has been involved in a number of discussions that included the Commissioner of Education and a number of school leaders for whom these changes would be a major concern. Unlike Keefe Tech, there are several career and technical schools where certain demographic groups are underrepresented. After a review of Keefe Tech's data points in these areas, there are no concerns.

Mrs. Fobes asked for a listing of the criteria used for student admissions. Superintendent Evans explained that they are: Grades, Attendance, Discipline, School Recommendation, and an Interview.

Action Required

- MASC/MASS Joint Conference – Election of Voting Delegate (Appendix 2019-51)

Superintendent Evans reported it is required that the Committee vote on a voting delegate for the MASC/MASS Joint Conference.

MRS. FOBES NOMINATED MR. GAINES AS THE VOTING DELEGATE TO THE MASC/MASS JOINT CONFERENCE; MR. BURMAN SECONDED THE NOMINATION. THIRTEEN 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 2019-52)

Members received the Non-Salary Expenditure Report. Mrs. Sharek said we are ready for the start of another year.

Action Required

- Vote to Approve Budget Transfer (Appendix 2019-53)

Mrs. Sharek requested authorization to transfer funds from areas of surplus to allow the District to meet financial obligations. Mr. Rossi said he would like an explanation of some of the surpluses. Superintendent Evans provided an explanation for some of the larger surplus line items that were identified. Mr. Rossi asked that in the future, we provide an explanation for significant areas of surplus, along with the transfer request. Mrs. Fobes asked, with regard to legal contracted services, if we would be having our new attorney at every meeting. Superintendent Evans responded that our new counsel would only attend if there was a need.

MR. MULVEY MADE A MOTION SECONDED BY MRS. COMMERTON TO APPROVE A BUDGET TRANSFER IN THE AMOUNT OF \$368,417.45.

THIRTEEN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION**OLD BUSINESS****NEW BUSINESS****ADJOURNMENT**

Mr. Burman asked for a motion to adjourn.

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

The next meeting is August 26TH
The meeting adjourned at 8:10 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – July 22, 2019

ACTION SHEET

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