

*Approved by School Committee:
September 23, 2019*

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

August 26, 2019

MEMBERS PRESENT:

ASHLAND

Ed Burman

FRAMINGHAM

AJ Mulvey

Linda Fobes

Maria Martinez

Mike Rossi

Michele Burns

HOLLISTON

Sarah Commerford

HOPKINTON

Ruth Knowles

Jaime Shepard

NATICK

Ruth Mori

Elizabeth Smith-Freedman

ALSO PRESENT:

Jonathan Evans, Superintendent-Director

Shannon Snow, Principal

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 JULY 22, 2019

Chairman Burman asked for a motion to approve the minutes of the regular meeting of July 22, 2019.

MR. MULVEY MADE A MOTION, SECONDED BY MRS. FOBES, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 22, 2019. TEN VOTED IN FAVOR OF THE MOTION; MRS. MARTINEZ ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

- Introduction of New Staff

Superintendent Evans introduced new staff members to the Committee and provided a brief overview of their professional experience.

CHAIRMAN'S REPORT

- Regional Agreement Update

Superintendent Evans reported to the Committee that he has received all the approvals necessary for the updated Regional Agreement. The final approval came from the Department of Education this past week. Superintendent Evans said he will send copies to our five municipalities Clerks' Offices.

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 July 22, 2019 and Impact Bargaining for Keefe Tech Educators Association.
2. That an open meeting would have detrimental effect upon the bargaining positions 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.

MRS. FOBES MADE A MOTION, SECONDED BY MR. MULVEY, TO GO INTO EXECUTIVE SESSION FOR APPROVAL OF EXECUTIVE SESSION MINUTES OF JULY 22, 2019 AND IMPACT BARGAINING FOR KEEFE TECH EDUCATORS ASSOCIATION; AND RECONVENE IN OPEN SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MRS. FOBES, MR. MULVEY, MRS. BURNS, MRS. COMMERTON, MRS. KNOWLES, MR. ROSSI, MRS. SHEPARD, MRS. MORI, MRS. MARTINEZ AND MS. SMITH-FREEDMAN; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

SUPERINTENDENT-DIRECTOR'S REPORT

- Update on Opening of School

Principal Snow gave an update on the opening of school. She reported Wednesday was a New Teacher Orientation Day, along with Upper Class Orientation for students transferring to Keefe. We had staff volunteers attend Freshmen Step-up Day on Thursday with another large grade 9 class. On Friday, we held the first day for all faculty and staff with a presentation from Brooks Harper, Department Meetings immediately following and in the afternoon faculty were able to set up their classrooms, finishing the day with a mock fire drill. Principal Snow said in the fall we will work, as we have in the past, with Framingham Police and Fire Departments on fire and safety drills. Principal Snow reported that the first day with students went well. Everyone seemed happy and everything went as expected. Students will start exploring vocational programs after the Labor Day weekend.

- Preliminary Enrollment Update

Superintendent Evans reported we are still waiting for enrollment to stabilize before we have exact numbers to report. However, Superintendent Evans said he is very pleased with the way enrollment is trending. Superintendent Evans said as of October 1st of last year we had 752 students and he expects a substantial increase from that number. He reminded members that we changed our approach to recruitment and retention four years ago. He is very pleased with the increase we have seen and reported that Mrs. Bogusky and her team have done a tremendous job. While admissions efforts are extremely important, we will continue focusing on everyday experiences in the classroom and what we provide to our students.

- Update on Framingham Committee Representatives

Superintendent Evans reported the City of Framingham is in the process of reviewing applications for the Framingham representation of the Keefe Tech School Committee. Any member whose term has

expired should have received an email from the City with a link to fill out an online application. Any member whose term has expired and would like to continue in this capacity would need to complete the online application. Superintendent Evans said if any member needs assistance with this task, please reach out and we will give direction as to where you can receive help with this task. The Mayor will review applications and make her recommendations to the Framingham City Council. At this point in time, there is one vacancy, and several members who are serving as Framingham representatives with expired terms. The members serving with expired terms will need to follow the City of Framingham application process. For now, members with expired terms will continue to serve on the Committee until the Mayor and City Council review and make recommendations on applications received.

- Update on Major Projects (Appendix 2019-54)

Superintendent Evans reported the auditorium project is complete and he is very pleased with the outcome. Although this project started while Summer Discover Campers were still in the building, the Summer Discover Team did a great job relocating some of the campers that were displaced from the Auditorium during the revamping of this area. Superintendent Evans supplied a report completed by Mr. Jannetti with updates on all summer projects. Several Committee members applauded the detail of Mr. Jannetti's report. Superintendent Evans invited Committee members to visit the Auditorium at the end of the meeting so they can see the nice work that has been completed.

- Skills Capital Grant

Superintendent Evans reported that Keefe Tech has been notified they will be the recipient of a Massachusetts Skills Capital Grant for the Landscape and Horticulture Management program. This is the same type of grant that was used to open our Dental program. Mr. van Luling, a Landscape and Horticulture Management instructor, as part of a professional development program, submitted an application for this grant. Superintendent Evans said he is very pleased with the work of Mr. van Luling, and very happy for the District. We will be awarded \$150,000 that will help to provide our students with state of the art equipment and will allow us to prepare them for what comes next. Superintendent Evans, Director of Career and Technical Education, Mr. McIntosh, and Mr. van Luling will attend a ceremony at Worcester Tech on Thursday for the announcement.

- District Improvement Plan

Superintendent Evans gave a verbal report on the status of the 2019-2020 District Improvement Plan (DIP). Superintendent Evans will ask for a vote of the DIP at the September meeting. Superintendent Evans reported he has three major areas that he plans to incorporate into the DIP this year. First, Superintendent Evans said the team has done a great job reaching out to the English Language Learner population. As a result, there is a large increase in this population. Superintendent Evans reported with this increase also comes compliance regulations from the state that will need some attention to keep in compliance. Second, Superintendent Evans would like to refocus some attention toward the alumni of Keefe Tech. Superintendent Evans reported there was an advisor role for this area, but the staff member retired last year. Superintendent Evans said he would like to improve strategies to keep seniors connected to us. Superintendent Evans said he would also like to collect success stories that could help to enhance our admissions efforts and expand our advisory boards and co-op opportunities. He said we have an alumni area on our new website, but said he thinks we can do better with our outreach. Lastly, he would like a renewed effort in the area to identify the competitive advantage that Keefe Tech offers to students. He wants to be sure that students and staff are aware of the advantages created by coming to Keefe Tech as opposed to attending a comprehensive high school. Superintendent Evans reported there will be a Tiered District Review this year, previously called the CPR. Superintendent Evans said there also needs to be much discussion about steps that are needed in response to a growing population of students.

FINANCIAL MATTERS

- Non-Salary Financial Expenditure Report (Appendix 2019-56)

Members received the Non-Salary Expenditure Report and Highlights. Mrs. Sharek reported that the school year is underway and with that she is working with departments to make small transfers within their own line items to manage ordering of supplies.

COMMUNICATION

- Staff Return Letters (Appendix 2019-57)

Committee members received copies of letters sent by Superintendent Evans and Principal Snow welcoming new staff and current staff back for the 2019-2020 school year.

- Massachusetts General Laws 2019

Massachusetts General Laws 2019 were made available to Committee members.

OLD BUSINESS

Committee members received a copy of the District Organizational Chart, a Report on Account Revenue Analysis and a Report of Surplus for the past three years.

NEW BUSINESS

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

MRS. FOBES MADE A MOTION, SECONDED BY MS. SMITH-FREEDMAN, TO ADJOURN THE MEETING. ELEVEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is September 23, 2019

The meeting adjourned at 8:35 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – August 26, 2019

ACTION SHEET

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