

*Approved by School Committee:  
October 4, 2021*

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

**August 30, 2021**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman

**FRAMINGHAM**

Linda Fobes

Maria Martinez

Michele Burns

Rick Gallagher

**HOLLISTON**

Sarah Commerford

Barry Sims

**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 7:05 PM.*

## **APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 26, 2021**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of July 26, 2021.

MRS. FOBES MADE A MOTION, SECONDED BY MRS. KNOWLES, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 26, 2021. TEN VOTED IN FAVOR OF THE MOTION; MRS. SHEPARD ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## **GUESTS AND VISITORS**

### **CHAIRMAN'S REPORT**

- School Committee Meeting Format

Chairman Burman said that meetings will continue in person, and that he and Superintendent Evans will continue to monitor public health data. If public health data shows a significant increase in COVID cases, meetings may go back to a remote format. Chairman Burman said with students in the building full time, it makes sense the Committee also is here in person.

### **EXECUTIVE SESSION**

There was no Executive Session.

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

- Update on Opening of School (Appendix 2021-40)

Superintendent Evans said that last Monday the administrative team had their back to school meeting to review logistics, and to make sure they were all on the same page for the start of the new year. Superintendent Evans said that on Wednesday we had New Teacher Orientation Day, on Thursday we had Freshman Step Up Day, and on Friday we welcomed back faculty and staff. Superintendent Evans said today was the first day back to school for students. It was wonderful to have a building filled with students, which is a testament to our recruiting efforts, but even more a testament to the experiences and outcomes our students are receiving at Keefe Tech. Superintendent Evans reported that he and Dr. Snow sent out welcoming letters to faculty and staff and also were proactive in sending out communication from the Nurses Office reviewing what to expect to insure safety, masking and distancing, to keep our Community safe. Superintendent Evans reported we will work to provide

distancing of 3' of space whenever possible, and all will be wearing masks. He said their goal is to not position students to be close contacts in case of a positive COVID case. He also reported that at this time of the year, we are able to take advantage of both indoor space in the cafeteria, and the outdoor tents and grassy areas during lunch breaks. Dr. Snow said that she was very happy with the return of students. She said both students and staff were truly excited to be back to learning in the building. She said students were very cooperative with all the protocols that are in place. Dr. Snow said that students are already beginning conversations about events for this year such as homecoming weekend, pep rally and prom to name a few, and how these events can happen, and any changes that may need to take place. They are just so happy to be able to have events again, she said you can just feel their excitement. Mrs. Mori, a Natick Committee member said how impressed and pleased she is with the protocols we have in place and the communication to our families. She said our guidelines are excellent and applauds the entire administrative team on their efforts. Superintendent Evans reported, that in cooperation with the Department of Health, there are plans for two vaccine clinics for students in mid September and early October during the school day. More information and permission forms will be going out to families soon.

- Out of State Field Trip (Appendix 2021-41)

Superintendent Evans provided the Committee with an Out of State Field Trip Request for students to represent Massachusetts at the FFA National Convention in Indianapolis, Indiana October 25<sup>th</sup> to October 30<sup>th</sup>. MRS. COMMERTON MADE A MOTION, SECONDED BY MRS. BURNS TO APPROVE THE OUT OF STATE FIELD TRIP FOR STUDENTS TO ATTEND THE FFA NATIONAL CONVENTION IN INDIANA OCTOBER 25-30<sup>TH</sup>. ELEVEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Personnel Update (2021-42)

Superintendent Evans reported that just prior to the meeting, Committee members had an opportunity to greet new staff members at a reception outside under the tents. Superintendent Evans introduced our new administrator and faculty members to Committee members and gave a brief overview of their experience.

- Admissions Policy Update

Committee members were given a review of regulatory changes and previewed changes to our Admissions Policy. Superintendent Evans reported that he expects to present some minor language changes to our Admissions Policy at the November meeting. Superintendent Evans said much attention has been given recently to the application and admissions practice of CTE schools. Although some schools have conflict in this area, Keefe Tech does not. Superintendent Evans said that, in fact, DESE cites Keefe Tech as an example of a school where major change is not necessary. Superintendent Evans said we will make changes to be compliant, but that these changes will not be significant.

- District Improvement Plan (Appendix 2021-43)

Superintendent Evans presented the proposed District Improvement Plan for the 2021-2022 school year. Superintendent Evans said evidence collected in this area is part of his evaluation process. Superintendent Evans reported he has three major areas that he plans to incorporate into the DIP this year. Major goal areas include: Addressing Student Needs, Communication and a Facility Review. MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. MARTINEZ TO APPROVE THE 2021-2022 DISTRICT IMPROVEMENT PLAN THAT WAS PRESENTED BY SUPERINTENDENT EVANS. ELEVEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- ACCEPT Capital Reserve (Appendix 2021-44)

Superintendent Evans presented a proposal to approve the creation of ACCEPT Education Collaborative Capital Reserve Fund. He said this will have no impact on Keefe Tech's finances. He reported that each district that is a member of ACCEPT is required to have their school committee vote on this agenda item. MRS. FOBES MADE A MOTION, SECONDED BY MS. SMITH-FREEDMAN TO APPROVE THE CREATION OF ACCEPT'S CAPITAL RESERVE WITH A BALANCE LIMIT OF \$1,000,000 FOR THE PURPOSE OF ACCUMULATING FUNDS FOR THE ACQUISITION, MAINTENANCE AND IMPROVEMENT OF CAPITAL ITEMS. ELEVEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## **FINANCIAL MATTERS**

- Non-Salary Financial Expenditure Report (Appendix 2021-45)

Members received the Non-Salary Expenditure Report and Highlights. Mrs. Sharek reported that the school year is underway and at this point we have spent 11% of our budget. She said that our FY21 Financial Audit will begin over the next couple of months and she will keep Members updated as it progresses.

- Federal Grant Update (Appendix 2021-46)

Superintendent Evans reviewed a breakdown of our utilization of the pandemic related ESSER II Federal Grant Funds.

## **COMMUNICATION**

### **OLD BUSINESS**

### **NEW BUSINESS**

## **ADJOURNMENT**

Mr. Burman asked for a motion to adjourn.

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

The next meeting is October 4, 2021

The meeting adjourned at 8:20 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – August 30, 2021

**ACTION SHEET**

- MRS. FOBES MADE A MOTION, SECONDED BY MRS. KNOWLES, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 26, 2021. TEN VOTED IN FAVOR OF THE MOTION; MRS. SHEPARD ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
- MRS. COMMERFORD MADE A MOTION, SECONDED BY MRS. BURNS TO APPROVE THE OUT OF STATE FIELD TRIP FOR STUDENTS TO ATTEND THE FFA NATIONAL CONVENTION IN INDIANA OCTOBER 25-30TH. ELEVEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
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