

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

January 10, 2022

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gaine

FRAMINGHAM

Michele Burns
James Comeau
Linda Fobes (Remote)
Sara Hamerla
Maria Martinez
Rick Gallagher
Brandon Ward

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Jaime Shepard

NATICK

Elizabeth Smith-Freedman

ALSO PRESENT:

Jonathan Evans, Superintendent
Shannon Snow, Principal
Dolores Sharek – Director of Finance & Business Operations (Remote)
Jack Keating - Treasurer
Karen Ward, Recording Secretary

Chairman Burman called the meeting to order at 7:05PM

Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, we will be conducting this School Committee meeting in person with one or more members of the South Middlesex Regional Vocational Technical School Committee participating remotely in accordance with the Attorney General's Regulations and Procedures.

All votes this evening will be taken as a roll call vote.

APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 8, 2021

Chairman Burman asked for a motion to approve the minutes of the regular meeting of November 8, 2021.

MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. CAMEAU TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 8, 2021. THE VOTE IN FAVOR OF THE MOTION MRS. BURNS, MR. CAMEAU, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GALLAGHER, MRS. MARTINEZ, MR. SIMS, MS. SMITH-FREEDMAN, MR. WARD AND MR. BURMAN. MR. GAINES AND MRS. SHEPARD ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

Adrienne Bogusky, Director of Guidance & Admissions

CHAIRMAN'S REPORT

No Chairman's Report

EXECUTIVE SESSION

No Executive Session

SUPERINTENDENT-DIRECTOR'S REPORT

- Re-Opening Update

Superintendent Evans provided Committee members with a brief update on the general status at Keefe Tech. Superintendent Evans reported that it has been a difficult couple of weeks. He said that the recent loss of a student was certainly difficult for the entire Keefe Tech Community.

Superintendent Evans reported that the Administrative team did a great job implementing procedures to be sure that students and staff have access to, and information regarding, all supports available to them during this difficult time.

In terms of the pandemic, it has been a very busy time with increasing COVID cases. Superintendent Evans said to date, this year, we have had 120 cases. This week alone there were 46 cases. Superintendent Evans said our nurses have done an incredible job responding to the needs of students and staff, as well as completing contact tracing and communicating our procedures to families. Superintendent Evans reported that recently Framingham had implemented a two-week delay for extracurricular activities, which are now starting back up. Superintendent Evans said when that closure happened, he reached out to the Framingham Board of Health, to be sure we were following all protocols. Superintendent Evans said because Keefe Tech is a separate entity, the closure did not apply to us. Superintendent Evans said we will continue to watch cases and will continue to make decisions that are in the best interest of our students and staff. Superintendent Evans said we continue to follow CDC and state guidelines to be in compliance, and at this time, in some circumstances, people can return sooner than the 10 days. He also reported that testing supplies and masks were handed out to staff upon returning from break.

- Admissions Update & Student Services Presentation (Appendix 2022-01)

Mrs. Bogusky, Director of Guidance and Admissions, presented information on Admissions and Student Services to the Committee. Mrs. Bogusky reminded members that, as Superintendent Evans reported at a previous meeting, that the October 1 enrollment has an overall increase again this year. Mrs. Bogusky said we are operating on a capacity based waitlist. Mrs. Bogusky reviewed the timeline for the 2021-2022 school year and the admissions recruiting events that take place. Mrs. Bogusky said she is very hopeful that this year's events will continue to be in person and as back to normal as possible. She reported that even with events being mostly remote last year, our numbers still increased to the largest number we have had in years. Mrs. Bogusky reviewed the advertising strategies and best avenues of communication that she and her team use to communicate with families to make them aware of opportunities available to them at Keefe Tech. Mrs. Bogusky reviewed the deadlines for applications and the next steps she and her team will be taking to be sure we enroll students that are a good fit for both the student and Keefe Tech. Mrs. Bogusky said this is a very busy and exciting time for the Guidance and Admissions Department.

Mrs. Bogusky also presented an update on the area of Student Support Services. Mrs. Bogusky echoed what Superintendent Evans reported earlier, that this has been an incredibly sad time because of a loss of one of our students. Mrs. Bogusky reported that we learned of this loss at 7:45AM on a day when

school released at 10:35AM. She said she and the Administrative team, along with the Counseling Department worked fast to put information out to staff and in turn out to students. She said it was important to be sure both staff and student's had the supports they needed to deal with this information before leaving school for the winter break. Mrs. Bogusky reviewed the community partnerships and resources that were made available to families and staff. Mrs. Bogusky reported that there was a Zoom session to support staff and another Parent Zoom Session, as well as counseling that was made available during the school break. Mrs. Bogusky reporter there were also follow up sessions upon returning from break to check in with staff and students.

- Annual Report (Appendix 2022-02)

Superintendent Evans presented a draft of the 2021 Annual Report that will be sent to our member municipalities after being approved by the Committee. Superintendent Evans reported there were not as many community projects listed as normal because of COVID closures both within our communities and within our school, but expects next year to be more of a normal reporting year of community services. He said that we like to help out our communities whenever we can as long as it's a learning and safe experience for students.

MS. SMITH-FREEDMAN MADE A MOTION, SECONDED BY MR. GALLAGHER TO APPROVE THE 2021 ANNUAL REPORT TO BE DISTRIBUTED TO OUR FIVE DISTRICT MUNICIPALITIES. MRS. BURNS, MR. CAMEAU, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. MARTINEZ, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, MR. WARD AND MR. BURMAN APPROVED THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Personnel Activity (Appendix 2022-03)

Superintendent Evans provided three Applications for the Horticulture & Landscape Management, Programming & Web Development and Legal & Protective Services Advisory Boards for review of the Committee.

MR. GALLAGHER MADE A MOTION, SECONDED BY MR. GAINE, TO APPROVE THE ADVISORY BOARD APPLICANTS. MRS. BURNS, MR. CAMEAU, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBE, MR. GAINE, MRS. MARTINEZ, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; MR. WARD ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- ACCEPT Collaborative Capital Reserve Account Increase (Appendix 2022-04)

Superintendent Evans made available to the Committee, a document from ACCEPT Education Collaborative regarding an increase to their Capital Reserve Account. No action was taken to oppose the increase to this account.

- CTE Selection

Superintendent Evans reported that Mrs. Bogusky touched on CTE selection during her presentation, however, he would just like to say that this is a very exciting time for both students and staff. He said it will be interesting to see if students are able to enroll in the program of their choice, as well as for staff to see how much in demand their program is. Superintendent Evans said we will know more about the numbers in each program by the next meeting. He reported he will update members next month on CTE selection.

- Parent Teacher Conferences

Dr. Snow updated the Committee on the upcoming Parent Teacher Conferences. Dr. Snow said we are offering online sign-ups for parent and teacher conference meeting at the end of January. There are two dates planned, a Wednesday afternoon and a Thursday evening. She reported that all conferences will be via Zoom this year. Conferences can be scheduled with academic teachers, vocational teachers, special education teachers, and guidance counselors. Families have also been informed that if this is not convenient for them, to contact the teacher or the guidance counselor to arrange a time to meet that is mutually agreed upon. In addition, to the individual meetings, the School Counseling Department will also be offering “Counseling Support Overview – Conversation with School Counselors and School Adjustment Counselor”.

- Advisory Committee Meetings

Superintendent Evans informed Committee members there is a planned General Advisory Board Meeting on February 3rd. He said further information and invitations will be sent out once we are closer to the event. He said, more than likely, because of the pandemic, there will probably not be a dinner. He did say, however, that this is the most informative meeting for Committee members to attend. At this

meeting reports are presented from each program, with enrollment numbers and projection of program needs. Superintendent Evans told Committee members to watch for further information to come.

FINANCIAL MATTERS

- Non-Salary Financial Expenditure Report (Appendix 2022-05)

Highlights Report and Non-Salary Expenditure Report was provided to the Committee. This report covers activity through December 2021. Mrs. Sharek continues to review accounts nearing or exceeding budget balances. A transfer request will be presented at the next school committee meeting.

- Budget Sub-Committee Update

Chairman Burman updated the Committee on the status of the Budget Sub-Committee. Three meetings were held in December. At each meeting the administrator for the appropriate area went through each budget line item. Superintendent Evans reviewed areas of significant increases and cost increases due to the pandemic. Superintendent Evans reviewed the process that is followed to arrive at a Final Budget. Superintendent Evans, Mrs. Sharek and the leadership team are continuing to look for efficiencies. Superintendent Evans said he will continue to be in touch with our district municipalities so they can have projections of where we stand. Superintendent Evans said the increase is a larger number than he would like, and larger than what we have historically asked for. He said he is also waiting for the Governor's Budget and Chapter 70 funding. He is hopeful that because of the increase in our enrollment that we will receive more funding.

- Vote to Approve the FY23 Preliminary Budget (Appendix 2022-06)

MR. BURMAN MADE A MOTION SECONDED BY MR. SIMS TO APPROVE THE FY23 PRELIMINARY BUDGET OF \$23,536,049, OR A 7.42% INCREASE. THE VOTE IN FAVOR OF THE MOTION WAS MRS. BURNS, MR. CAMEAU, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. MARTINEZ, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, MR. WARD AND MR. BURMAN. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

No Communication

OLD BUSINESS

No Old Business

NEW BUSINESS

No New Business

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

MS. SMITH-FREEDMAN MADE A MOTION, SECONDED BY MRS. COMMERFORD TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS MRS. BURNS, MR. CAMEAU, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. MARTINEZ, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, MR. WARD AND MR. BURMAN. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is February 7, 2022

The meeting adjourned at 8:45 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – January 10, 2022

ACTION SHEET

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