

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

April 27, 2022

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gainé

FRAMINGHAM

James Comeau
Linda Fobes (Remote)
Rick Gallagher
Maria Martinez
Brandon Ward

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Ruth Knowles
Jaime Shepard

NATICK

Ruth Mori

ALSO PRESENT:

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

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

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 APRIL 4, 2022

Chairman Burman asked for a motion to approve the minutes of the regular meeting of April 4, 2022.

MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. SHEPARD, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF APRIL 4, 2022. MRS. COMMERFORD, MRS. FOBES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MR. WARD, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. MR. CAMEAU AND MR. GAINES 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

Sub-Committee Chair Commerford reported the sub-committee has concluded reviewing the Superintendent's evidence binders and have completed their findings to be considered by the full Committee. Mrs. Commerford reported the evidence binders provided ample and impressive data and evidence of the professionalism and expertise Superintendent Evans brings to his position and to the Keefe Tech community. She reported reopening Keefe for in-person learning would not have been possible without Superintendent Evans vision, leadership team, faculty, staff and facilities technicians and crew. Mrs. Commerford said this was truly a herculean effort by all. Mrs. Commerford said that under Superintendent Evans leadership, Keefe Tech serves as a model for vocational schools across the state. Mrs. Commerford reported that although review of the District Improvement Plan (DIP) does not require a Committee vote, a complete review of the three identified goals, and evidence that demonstrates progress and/or completion toward those identified goals is needed. After careful

review, there is clear and abundant evidence that all three DIP goals have been achieved or exceeded. As always, goals will continue to be monitored and adjusted in response to changing district needs.

Mrs. Commerford reported that after careful review of the evidence binder, the sub-committee found a wealth of documented evidence to support significant progress relative to all four standards and indicators. Mrs. Commerford reported the following recommendations from the Superintendent Evaluation Sub-Committee: Standard I – Instructional Leadership a rating of Proficient Approaching Exemplary, Standard II – Management and Operations a rating of Proficient Approaching Exemplary, Standard III – Family and Community Engagement a rating of Proficient Approaching Exemplary, Standard IV – Professional Culture a rating of Proficient Approaching Exemplary. The Overall rating recommended by the Superintendent Evaluation Sub-Committee is Proficient Approaching Exemplary. Averaged out, the Summative Rating is Proficient, Approaching Exemplary. The sub-committee will review the process for the next year, and will ask for input from the Committee for adjustments.

MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. GAINE, TO ACCEPT THE RECOMMENDATION OF THE SUPERINTENDENT EVALUATION SUB-COMMITTEE TO RATE SUPERINTENDENT EVANS AS “PROFICIENT APPROACHING EXEMPLARY” FOR STANDARDS I (INSTRUCTIONAL LEADERSHIP), STANDARD II (MANAGEMENT AND OPERATIONS), STANDARD III (FAMILY AND COMMUNITY ENGAGEMENT), AND STANDARD IV (PROFESSIONAL CULTURE); WITH AN OVERALL RATING OF “PROFICIENT APPROACHING EXEMPLARY”. THE VOTE IN FAVOR OF THE MOTION WAS MR. CAMEAU, MRS. COMMERFORD, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MR. WARD AND MR. BURMAN. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

SUPERINTENDENT DIRECTOR’S REPORT

- Senior Activities/Year End Activities (Appendix 2022-30)

Committee members were given a list of Senior Activities/Year End Activities. Dr. Snow reported the Senior Awards Night on May 25th is a very nice evening when our students are celebrated, and she encourages members to attend if they are able to. She also reported that Graduation is on June 1st at the Warren Conference Center, with a rain date of June 2nd. Superintendent Evans said if any members are interested in attending Graduation, to please let Mrs. Ward know so that she reserves a seat for you and a guest.

- Advisory Board Applicant (Appendix 2022-31)

Superintendent Evans presented five Advisory Board Applications for the Cosmetology Program for the review of the Committee.

MR. BURMAN MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE ADVISORY BOARD APPLICATIONS FOR THE COSMETOLOGY PROGRAM. MR. CAMEAU, MRS. COMMERFORD, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MR. WARD AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Presentation on Diversity, Equity and Inclusion Practices

Dr. Snow provided a verbal presentation on Diversity, Equity and Inclusion Practices. Dr. Snow's presentation included topics of Recruitment Efforts, Professional Development, Student Organizations, Student Opportunities, Family Engagement and Curricular Considerations. Dr. Snow provided examples within each of these topics of practices taking place at Keefe Tech. Dr. Snow reviewed the CORE Values of Keefe Tech that are expected of students, faculty and staff members. A Committee member requested some discussion of how the Committee may be supportive in the areas of diversity, equity and inclusion in the future.

- Outstanding Vocational Student (Appendix 2022-32)

Members received a profile on Bryan Orellana Madrid, the Keefe Regional Technical Student that has been recognized at the Outstanding Vocational Technical Student Award at Mechanics Hall in Worcester on April 14th. This is a very proud moment for Bryan and his family. Bryan and his family, along with members of the Keefe Tech staff attended this event where he was celebrated for his hard work. Superintendent Evans reported that Bryan was a speaker at this past Monday night's event, the kick off of the Commonwealth's 10-stop Road Show on Economic Development and Workforce Hiring, where he did a tremendous job explaining about his experiences here at Keefe Tech and his future plans. Superintendent Evans said Keefe Tech is extremely proud of Bryan and his accomplishments.

- Municipal Meeting Update

Superintendent Evans reported that he and Mrs. Sharek have presented to finance committees including Ashland, Natick and Holliston. He said he presented at Natick Town Meeting on Tuesday evening where

we received approval of the FY23 Budget. He is preparing for upcoming town meetings in Hopkinton, Ashland and Holliston. Superintendent Evans said he will send an email to members informing them when he will be presenting, in the event they would like to attend in support of the district. Superintendent Evans reported he expects to hear from the City of Framingham at some point in the near future.

FINANCIAL MATTERS

- Vote on District Medical and Dental Insurance Plans (Appendix 2022-33)

Superintendent Evans requested approval for the FY23 Medical Insurance and Dental Insurance Plans. Superintendent Evans said he met with members of the Insurance Advisory Committee (IAC). They unanimously voted to approve the FY23 Medical and Dental Insurance Renewal. Superintendent Evans said we had a challenging year in terms of utilization. Superintendent Evans reported that after discussions with our broker, they were able to come up with reasonable rate. Superintendent Evans reported that in order to come up with this rate, in some instances, copayments will be added after the deductible is met.

MR. GAINES MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE FY23 DISTRICT MEDICAL AND DENTAL INSURANCE PLANS AS RECOMMENDED BY THE INSURANCE ADVISORY COMMITTEE. MR. CAMEAU, MRS. COMMERFORD, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MR. WARD AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Non-Salary Financial Expenditure Report (Appendix 2022-34)

Members received the Non-Salary Expenditure Report along with some highlights. Mrs. Sharek reported we have spent 68.6% of the budget to date. This is in line with where we should be at this point in the fiscal year. Mrs. Sharek reported her team is reviewing account balances as we near the end of the fiscal year and will provide Committee members with a transfer request at the June meeting. Mrs. Sharek also reported she is in the process of gathering regional information from other districts' bus contracts. At the June meeting Mrs. Sharek reported she will make a recommendation to either extend the contract or go out to bid for the next school year.

- MSBA – Statement of Interest (Appendix 2022-35)

Superintendent Evans reported that Dr. Snow and her team, and Mr. Jannetti and his team, have done a tremendous job preparing the Statement of Interest to submit to the Massachusetts School Building

Authority. He reported this is just the first step in a journey that may take several years. Superintendent Evans reported that he is hopeful that we will get accepted into the pipeline of projects for the MSBA, however, it may take time.

The following motion was made by Mr. Gallagher, seconded by Mrs. Commerford. At a duly called public meeting of the South Middlesex Regional Vocational Technical School District School Committee on April 27, 2022, the School Committee, acting on behalf of the South Middlesex Regional Vocational Technical School District having convened in an open meeting on **April 27, 2022** prior to the SOI submission closing date, the **School Committee of the South Middlesex Regional Vocational Technical School District/ Joseph P. Keefe Technical School, in Framingham, MA**, in accordance with its charter, by-laws, and ordinances, to **authorize the Superintendent** to submit to the Massachusetts School Building Authority the Statement of Interest Form dated **April 27, 2022** for the **South Middlesex Regional Vocational Technical School District /Joseph P. Keefe Technical School located at 750 Winter Street, Framingham, MA 01702** which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future **Priority (4)** Prevention of severe overcrowding expected to result from increased enrollments. The 2022 DRA Facilities Assessment Report Space Summary Analysis concludes that, based on current enrollment, the majority of CTE areas and other instructional spaces are undersized. There are no available spaces for expansion and severe overcrowding is expected to result from increased enrollments. **Priority (5)** Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility. Per the 2022 DRA Facilities Assessment Report, many building components and the majority of building systems are operating beyond their useful lives and should be replaced. The report also highlights many areas where the building is not in compliance with current ADA accessibility standards. **Priority (7)** Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements. Undersized instructional areas, deficient building components and systems, and ADA accessibility constraints impede the district's ability to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the **South Middlesex Regional Vocational Technical School District/ Joseph P. Keefe Technical School**, to filing

an application for funding with the Massachusetts School Building Authority. THE VOTE IN FAVOR OF THE MOTION WAS MR. CAMEAU, MRS. COMMERFORD, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MR. WARD, AND MR. BURMAN. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

Superintendent Evans reminded Committee members that our June 13TH meeting is the organizational meeting. Please give some thought for nominations for the 2022-2023 school year.

OLD BUSINESS

There was no old business

NEW BUSINESS

There was no new business

EXECUTIVE SESSION

The Chair asked for a motion that the Committee go into Executive session pursuant to G.L. c. 30A, Section 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares for the purpose of Discussion of Superintendent's Contract. This requires a majority vote of the entire committee by a roll call vote. The School Committee will reconvene in open session at the conclusion of the executive session. MR. GALLAGHER MADE A MOTION, SECONDED BY MR. CAMEAU, TO GO IN TO EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION AT THE CONCLUSION OF EXECUTIVE SESSION. MR. CAMEAU, MRS. COMMERFORD, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MR. WARD, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO ADJOURN THE MEETING. MR. CAMEAU, MRS. COMMERFORD, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MR. SIMS, MRS. SHEPARD, MR. WARD, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The meeting adjourned at 8:40p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – April 27, 2022

ACTION SHEET

- MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. SHEPARD, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF APRIL 4, 2022. MRS. COMMERFORD, MRS. FOBES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MR. WARD, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. MR. CAMEAU AND MR. GAINÉ ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
- MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. GAINÉ, TO ACCEPT THE RECOMMENDATION OF THE SUPERINTENDENT EVALUATION SUB-COMMITTEE TO RATE SUPERINTENDENT EVANS AS “PROFICIENT APPROACHING EXEMPLARY” FOR STANDARDS I (INSTRUCTIONAL LEADERSHIP), STANDARD II (MANAGEMENT AND OPERATIONS), STANDARD III (FAMILY AND COMMUNITY ENGAGEMENT), AND STANDARD IV (PROFESSIONAL CULTURE); WITH AN OVERALL RATING OF “PROFICIENT APPROACHING EXEMPLARY”. THE VOTE IN FAVOR OF THE MOTION WAS MR. CAMEAU, MRS. COMMERFORD, MRS. FOBES, MR. GAINÉ, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MR. WARD AND MR. BURMAN. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
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BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- WITH THIS MOTION MADE BY MR. GALLAGHER SECONDED BY MRS. COMMERFORD to **authorize the Superintendent** to submit to the Massachusetts School Building Authority the Statement of Interest Form dated **April 27, 2022** for the **South Middlesex Regional Vocational Technical School District /Joseph P. Keefe Technical School located at 750 Winter Street, Framingham, MA 01702** which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future **Priority (4)** Prevention of severe overcrowding expected to result from increased enrollments. The 2022 DRA Facilities Assessment Report Space Summary Analysis concludes that, based on current enrollment, the majority of CTE areas and other instructional spaces are undersized. There are no available spaces for expansion and severe overcrowding is expected to result from increased enrollments. **Priority (5)** Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility. Per the 2022 DRA Facilities Assessment Report, many building components and the majority of building systems are operating beyond their useful lives and should be replaced. The report also highlights many areas where the building is not in compliance with current ADA accessibility standards. **Priority (7)** Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements. Undersized instructional areas, deficient building components and systems, and ADA accessibility constraints impede the district's ability to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the **South Middlesex Regional Vocational Technical School District/ Joseph P. Keefe Technical School**, to filing an application for funding with the Massachusetts School Building Authority. THE VOTE IN FAVOR OF THE MOTION WAS MR. CAMEAU, MRS. COMMERFORD, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MR. WARD, AND MR. BURMAN. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

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