

*Approved by School Committee:  
August 29, 2022*

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

**July 18, 2022**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman  
William Gainé

**FRAMINGHAM**

Linda Fobes (Remote)  
AJ Mulvey (Remote)(Departed 7:15pm)  
Rick Gallagher  
Maria Martinez

**HOLLISTON**

Barry Sims  
Sarah Commerford

**HOPKINTON**

Ruth Knowles

**NATICK**

Ruth Mori

**ALSO PRESENT:**

Jonathan Evans, Superintendent-Director  
Dolores Sharek, Director of Finance  
Karen Ward, Recording Secretary

*Chairman Burman called the meeting to order at 7:10 PM. Chairman Burman stated 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 JUNE 21, 2021**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of June 13, 2022

MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. KNOWLES, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JUNE 13, 2022. MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MR. MULVEY, MR. SIMS AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; MRS. COMMERTON ABSTAINED. THE VOTE IN FAVOR OF THE MOTION PASSED.

### **GUESTS AND VISITORS**

There were no guests or visitors who were introduced

### **CHAIRMAN'S REPORT**

There was no Chairman's Report

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

- Update on Summer Programs

Superintendent Evans reported that we have had another successful Summer Discover Program. Superintendent Evans said there are approximately 350 campers for each of the two week sessions. He said there has been a lot of positive feedback from families. He also reported that there are several community leaders who send their children to this camp and have reported what a wonderful experience they have had. Superintendent Evans said Mr. Collins and his team have done a great job making sure the camp has been successful. He also reported that some who we initially see at camp sometimes come back to us for their high school experience.

Superintendent Evans said we held an online credit recovery opportunity for 50 students who needed it to be promoted to the next grade.

- Update on Building Projects

Superintendent Evans reported we are looking forward to the new modular building. He said the building should be operational shortly after the start of the new school year. Superintendent Evans reported that Mr. Jannetti and Mr. Kane have been working with the City relating to zoning issues, and that Mrs. Sharek and her team have been instrumental in taking care of the financial aspects. Superintendent Evans said the leadership team has been working to make the school year start with a little bit of tight space, until the modular building is ready. He reported this has taken some creativity as space is very limited. Superintendent Evans reported that he will be attending a ceremony at Minuteman High School on Friday, where there will be an announcement made regarding the Skills Capital Grant and our HVAC Program. He said we are already working hard to prepare the area of the building where the HVAC Program will be located, and that Mrs. Sharek and her team are ordering equipment to begin the exploratory for the incoming 9<sup>th</sup> graders.

- Plan for Opening

Superintendent Evans reported the leadership team is finalizing the master schedule and room assignments. He said there is still much work to be done. Superintendent Evans said the week of August 22<sup>nd</sup> will be very busy. He said that on Monday, August 22<sup>nd</sup> he will have an administrative retreat with the leadership team to prepare for the start of the school year, on Tuesday, August 23<sup>rd</sup> there will be an orientation program for upper class transfer students, on Wednesday, August 24<sup>th</sup> we will hold a new teacher orientation, on Thursday August 25<sup>th</sup> we are planning the Grade 9 Step Up Day, and on Friday, August 26<sup>th</sup> is the first day for all teachers. Superintendent Evans said the first day for all students will be on Monday, August 29<sup>th</sup>. He also reported August 29<sup>th</sup> is the next School Committee Meeting where the new staff are introduced to the Committee. Superintendent Evans reported we have a large amount of new hires and is hoping to do something similar to what we did last year, by having a reception outside prior to the Committee meeting where the new hires can be introduced and interact with Committee members for a short time before the meeting. He also reported we have a new chef in Culinary, so he is not exactly sure as to what we are planning for that evening, but will be in communication with the Committee members before the next meeting.

- Admissions Update

Superintendent Evans reported we continue to be a very popular choice within the community. We have received over 400 applications from the online portal alone, and we have received quite a few paper applications as well. We have, unfortunately, had to tell some non-members neighboring towns that we don't

have the ability to take non-resident students. We have accepted 250 students and many of them have committed, with a few changing their minds. Once we get below 225 applicants, we will backfill from the wait list and new applications. There is still much activity happening. Superintendent Evans said there are some 10<sup>th</sup> graders, who will be accepted into programs that have space, and several 11<sup>th</sup> grade students will transfer from other CTE schools. Superintendent Evans said we will continue to serve as many students as we possibly can.

- Personnel Update (Appendix 2022-51)

Superintendent Evans said he has provided the Committee with a listing of new hires and their positions. He also has listed the openings that still exist. He said we have a large amount of new hires, some of these positions have come from retirements and some from openings that have been created by staff members who have left to upgrade their careers. He said it's been challenging this year to find candidates. He said it's just a difficult time because of the interest level in becoming a teacher, and just working in general. He said the leadership team is actively interviewing and we will continue to do so until we find the right candidates for the positions we have available.

- Out of State Field Trip Request (Appendix 2022-52)

Superintendent Evans provided Committee members with an Out of State Field Trip Request for the FFA (Future Farmers of America) National Convention. He reported there will be four students representing Massachusetts in the Agricultural Marketing. He said they will be driving to Indianapolis and will also be visiting cultural and historical sites while in Indiana and while en route.

MR. GALLAGHER MADE A MOTION SECONDED BY MR. GAINES TO APPROVE THE OUT OF STATE FIELD TRIP REQUEST FOR STUDENTS TO ATTEND THE FFA CONVENTION IN INDIANAPOLIS, INDIANA FROM OCTOBER 24 THRU OCTOBER 28<sup>TH</sup>. THE VOTE IN FAVOR OF THE MOTION WAS MRS. COMMERFORD, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MR. SIMS, AND MR. BURMAN. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- MASC/MASS Voting Delegate (Appendix 2022-53)

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

MR. BURMAN MADE A MOTION, SECONDED BY MRS. COMMERFORD TO NOMINATE MR. GAINES AS THE VOTING DELEGATE TO THE MASC/MASS JOINT CONFERENCE; MRS.

COMMERFORD, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SIMS, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **FINANCIAL MATTERS**

- Non-Salary Financial Expenditure Report (Appendix 2022-54)

Members received the Non-Salary Expenditure Report along with some highlights regarding our current status. Mrs. Sharek reported that at the next meeting she will have a final budget transfer for FY22 for their review. Superintendent Evans reported that Mrs. Sharek has been working without the Assistant Business Office Manager position being filled. He said she has been working very hard and is looking forward to filling that position.

- Update on Treasurer (Appendix 2022-55)

Superintendent Evans reported at the last meeting Mr. Keating said he will be transitioning out of the role of Treasurer. He said Mr. Keating has been agreeable to helping us with the transition. Superintendent Evans said he and Mrs. Sharek have been working on finalizing a job description and they have been informed of a couple of people interested in the position. Superintendent Evans said he hopes by the next meeting to have a recommendation to make to the Committee for them to review. He said this position is a position that the Committee is in charge of evaluating. After some discussion, Superintendent Evans said that he and Mrs. Sharek would come up with an evaluation process for the Committee to review and models and controls that they can put into place. Superintendent Evans said that historically, the Treasurer and Recording Secretary positions are appointed at the June Organizational Meeting.

### **COMMUNICATION**

- Superintendent Evans clarified that if a member arrives a little late or leaves a little early, the time is notated if they have missed any votes that have taken place in order to keep the minutes accurate.

### **OLD BUSINESS**

There was no Old Business

### **NEW BUSINESS**

- Superintendent Evans reminded members that this area of the Agenda is in place in case a member has an item that unforeseen and came about after the Agenda was posted. He also reminded members that the Chair of the Committee, Mr. Burman, is always open to Agenda item suggestions.

### **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 detrimental effect on the bargaining or litigating position of the public body and the chair so declares for the purpose of approving the June 13, 2022 executive session minutes only. This requires a majority vote of the entire committee by a roll call vote. The School Committee will adjourn at the conclusion of the executive session. This requires a majority vote of the entire committee by a roll call vote. The School Committee will adjourn at the conclusion of the executive session. MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO GO IN TO EXECUTIVE SESSION AND ADJOURN AT THE CONCLUSION OF EXECUTIVE SESSION, WITHOUT RESUMING IN OPEN SESSION. MRS. COMMERFORD, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MR. SIMS, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **ADJOURNMENT**

Adjournment took place at the conclusion of the Executive Session.

The next meeting is August 29TH  
The meeting adjourned at 7:45 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – July 18, 2022

**ACTION SHEET**

- MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. KNOWLES, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JUNE 13, 2022. MRS. FOBES, MR. GAINÉ, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MR. MULVEY, MR. SIMS AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; MRS. COMMERFORD ABSTAINED. THE VOTE IN FAVOR OF THE MOTION PASSED.
- MR. BURMAN MADE A MOTION, SECONDED BY MRS. COMMERFORD TO NOMINATE MR. GAINÉ AS THE VOTING DELEGATE TO THE MASC/MASS JOINT CONFERENCE; MRS. COMMERFORD, MRS. FOBES, MR. GAINÉ, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SIMS, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
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