

*Approved by School Committee:  
October 3, 2022*

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

**August 29, 2022**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman  
William Gainé

**FRAMINGHAM**

Michele Burns  
Linda Fobes (arrival at 7:10pm - remote)  
Rick Gallagher  
Sara Hamerla  
Maria Martinez (arrival at 7:10pm)

**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 7:00 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 expected to participate remotely in accordance with the Attorney General's Regulations and Procedures. Chairman Burman said we will start off with voice vote and if the school committee member joins the meeting remotely we will switch to a roll call vote.*

## **APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 18, 2022**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of July 18, 2022.

MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. COMMERFORD TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 18, 2022. EIGHT MEMBERS VOTED IN FAVOR OF THE MOTION; THREE MEMBERS ABSTAINED. THE MAJORITY VOTE WAS IN FAVOR OF THE MOTION.

## **GUESTS AND VISITORS**

William Hurley, see Appointment of District Treasurer

## **CHAIRMAN'S REPORT**

- Appointment of District Treasurer (Appendix 2022-56)

Superintendent Evans thanked Mr. Keating for his 45 years of service to the District as the only Treasurer the District has ever had. Superintendent Evans reported that after doing a search, and in working with Mr. Keating, and Mrs. Sharek, he would like to introduced William Hurley as their recommendation as our next District Treasurer. Superintendent Evans said he also received a reference from retired Superintendent Jim Lynch. Superintendent Evans said that while it is very difficult to replace all the historical knowledge that Mr. Keating has brought to the District, he said that Mr. Hurley is very familiar with the area. Superintendent Evans presented the Committee with a copy of Mr. Hurley's resume where it showed he has extensive experience, most notably, as a recent Business Manager for Natick Public Schools. Superintendent Evans said that in this role he got to know Keefe Tech very well. After retiring as the Business Manager of Natick Public Schools, Mr. Hurley then worked part time for ACCEPT Collaborative, which Keefe Tech is represented on the ACCEPT Collaborative Board of Directors. Superintendent Evans said that Mr. Hurley is highly regarded and he recommends that he become an employee of the School Committee as District Treasurer.

MR. GAINES MADE A MOTION, SECONDED BY DR. HAMERLA TO APPROVE THE APPOINTMENT OF MR. HURLEY AS THE DISTRICT TREASURER. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **EXECUTIVE SESSION**

There was no Executive Session.

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

- Update on Opening of School

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. Dr. Snow said that she was very happy with the return of students. She said both students and staff were truly excited to start the new school year. Superintendent Evans said we are at full capacity. He reported that all the new student events, organized by Mrs. Bogusky and her team, have been very successful. Superintendent Evans said that we have already sent out a request to our colleagues asking for mailing labels for 7<sup>th</sup> & 8<sup>th</sup> graders so we can start planning showcase days for next year. He reported that we continue to have great support from member communities. Superintendent Evans said we are fully staffed with teaching faculty. He said the only open position is that of bookkeeper, and that we are just looking for the correct person for that position.

- Personnel Update (2022-57)

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

- Organizational Chart (Appendix 2022-58)

Committee members received a copy of the School Organization Chart, including groups of employees who work for Superintendent Evans and Dr. Snow. Superintendent Evans said the BRYT Program will be under the supervision of Mrs. Bogusky, Guidance and Admissions Director, and the HVACR program will be under the supervision of Mr. Flynn, Director of Career and Technical education.

- Update on Program License (Appendix 2022-59)

Superintendent Evans reminded members that there has been difficulty with the Hoisting licensure issue in the Horticulture and Landscape Management program. He reported this issue continues to be a work in progress. Initially, he had hoped this issue could be resolved with the help from DESE, however, at this point it seems to be the lawyers from DESE and the lawyers from DPL that are in disagreement over what the requirements are. Superintendent Evans said we have had parents, and local representative reaching out to us because some parents have complained that their students aren't able to use hoisting equipment, and therefore not getting the training that they expected to receive. Superintendent Evans said at this point, he feels we need to take a more direct approach and reach out to the District Counsel, Attorney Marc Terry. After, Mr. Terry reviews all the information we can provide to him, we will see what his suggestion is. If he suggests we go forward, Superintendent Evans reported he plans to reach out to Senator Spilka's office to see if she can be of assistance getting this resolved. Superintendent Evans reported that we did make small progress, but not enough for us to move forward the way we expect we should. He said we did apply for a waiver and that was granted, however, that is only for students who are over 16 years old, have a license, and take an intensive exam to receive an Apprentice License. Superintendent Evans reported that our sister schools are continuing to operate the equipment in question and don't have the same issue we are having. He said he also doesn't want to cause problems for our colleagues by bringing that to the forefront. Superintendent Evans said we will listen to the legal advice we receive and go forward from there. He said he will continue to keep the Committee informed of this situation. MRS. MORI MADE A MOTION, SECONDED BY MR. GALLAGHER TO SUPPORT SUPERINTENDENT EVANS, IN ADVANCE, IF THERE IS A NEED TO CONTACT SENATE PRESIDENT SPILKA FOR ASSISTANCE IN RESOLVING THE HOISTING LICENSURE ISSUE. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- District Improvement Plan (Appendix 2022-60)

Superintendent Evans presented the proposed District Improvement Plan for the 2022-2023 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 the Social Emotional Needs of Students, Addressing Short and Long-Term Facility Needs, and Facility, Program and District Reviews.

MR. BURMAN MADE A MOTION, SECONDED BY MR. GALLAGHER TO APPROVE THE 2022-2023 DISTRICT IMPROVEMENT PLAN THAT WAS PRESENTED BY SUPERINTENDENT EVANS. MRS. BURNS, MRS. COMMERFORD, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; DR. HAMERLA ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## **FINANCIAL MATTERS**

- Non-Salary Financial Expenditure Report (Appendix 2022-61)

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 9.5% of our budget. Mrs. Sharek reported we are encumbering costs in the Asset Acquisition account in the 7000 series for the items needed for the modular classroom structure that is outside of the grant amount. Mrs. Sharek said she will request a budget transfer once the project is completed.

- Budget Transfer (Appendix 2022-62)

Mrs. Sharek requested authorization to transfer funds from areas of surplus to allow the District to meet financial obligations to close out FY22. MR. BURMAN MADE A MOTION, SECONDED BY MS. SMITH-FREEDMAN, TO APPROVE THE BUDGET TRANSFER OF \$274,011. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## **COMMUNICATION**

- Members received copies of the messages that were sent by Superintendent Evans and Principal Snow, to welcome staff back for the start of the 2022-2023 school year
- Members received copies of thank you emails from parents of the Class of 2022 graduates

## **OLD BUSINESS**

- Committee members received an update on scholarships received by the Class of 2022

## **NEW BUSINESS**

- Chairman Burman said that he would meet with Superintendent Evans to work on a way to bring more visibility of school events to our Committee meetings in response to a member request for the committee to receive additional presentations and updates. A member of the Committee reminded other members that the biweekly Bronco Bulletins do a wonderful job highlighting events taking place at Keefe, as well as highlighting student activities. Chairman Burman and Superintendent Evans will consider options that may provide additional insights, without causing an undue burden to staff and students.

## **ADJOURNMENT**

Mr. Burman asked for a motion to adjourn.

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

The next meeting is October 3, 2022  
The meeting adjourned at 8:30 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – August 29, 2022

**ACTION SHEET**

- MRS. KNOWLES MADE A MOTION, SECONDED BY MRS. COMMERFORD TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 18, 2022. EIGHT MEMBERS VOTED IN FAVOR OF THE MOTION; THREE MEMBERS ABSTAINED. THE MAJORITY VOTE WAS IN FAVOR OF THE MOTION.
- MR. GAINÉ MADE A MOTION, SECONDED BY DR. HAMERLA TO APPROVE THE APPOINTMENT OF MR. HURLEY AS THE DISTRICT TREASURER. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINÉ, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
- MRS. MORI MADE A MOTION, SECONDED BY MR. GALLAGHER TO SUPPORT SUPERINTENDENT EVANS, IN ADVANCE, IF THERE IS A NEED TO CONTACT SENATE PRESIDENT SPILKA FOR ASSISTANCE IN RESOLVING THE HOISTING LICENSURE ISSUE. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINÉ, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
- MR. BURMAN MADE A MOTION, SECONDED BY MR. GALLAGHER TO APPROVE THE 2022-2023 DISTRICT IMPROVEMENT PLAN THAT WAS PRESENTED BY SUPERINTENDENT EVANS. MRS. BURNS, MRS. COMMERFORD, MRS. FOBES, MR. GAINÉ, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; DR. HAMERLA ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- MR. BURMAN MADE A MOTION, SECONDED BY MS. SMITH-FREEDMAN, TO APPROVE THE BUDGET TRANSFER OF \$274,011. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINÉ, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
- MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. BURNS, TO ADJOURN THE MEETING. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINÉ, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. MORI, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.