

*Approved by School Committee:  
January 9, 2023*

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

**November 7, 2022**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman  
William Gaine

**FRAMINGHAM**

Michele Burns (Remote)  
Linda Fobes (Remote)  
Rick Gallagher  
Maria Martinez  
AJ Mulvey (Remote)  
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 (Remote)  
William Hurley, Treasurer  
Karen Ward, Recording Secretary

*Chairman Burman called the meeting to order at 7:00 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 OCTOBER 3, 2022**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of October 3, 2022.

MR. WARD MADE A MOTION, SECONDED BY MRS. COMMERFORD TO APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 3, 2022. MRS. BURNS, MRS. COMMERFORD, MR. GAINES, MR. GALLAGHER, MR. SIMS, MR. WARD AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. MRS. FOBES, MRS. MARTINEZ, MR. MULVEY, MRS. SHEPARD, AND MS. SMITH-FREEDMAN ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **CHAIRMAN'S REPORT**

- December 5th School Committee Meeting

Chairman Burman reported since we have no pressing issues, and three Budget Sub-Committee meetings in December, he suggested a motion to cancel the December 5<sup>th</sup> meeting. MR. SIMS MADE A MOTION, SECONDED BY MRS. SHEPARD TO CANCEL THE DECEMBER 5, 2022 SCHOOL COMMITTEE MEETING. MRS. BURNS, MRS. COMMERFORD, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. MARTINEZ, MR. MULVEY, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, MR. WARD AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **GUESTS AND VISITORS**

There were no guests and visitors

### **EXECUTIVE SESSION**

There was no Executive Session

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

- **Curriculum Night Update (Appendix 2022-70)**

Dr. Snow updated the Committee on Curriculum Night. She reported this is an evening where parents and guardians can follow their student's schedule and be informed about the class expectations and also meet the vocational teachers. Dr. Snow reported there were also two other activities where parents and guardians could meet with guidance counselors and also be informed about activities available to their students. Dr. Snow said for the past two years we have not held this event because of COVID-19, so she was not sure what to expect for participation. She reported it was very exciting to be back in person and that attendance was large for all grades. She reported that both academic and CTE classrooms were very busy and there was high energy in the building. Dr. Snow reported that in January there will be parent/teacher conferences where parents can meet with teachers individually to be updated on their students' progress.

- **Enrollment and Admissions Update (Appendix 2022-71)**

Superintendent Evans updated the Committee on the current October 1 enrollment numbers. Superintendent Evans said he has asked Adrienne Bogusky, Director of Guidance and Admissions, to present a more detailed report including her teams' efforts and outcome of their efforts at the January meeting. Superintendent Evans reported we have gone from 846 to 837 students. He reported he doesn't expect to see a lot of fluctuation and that we continue to be at capacity. He reported that enrollment continues to be stable. Superintendent Evans said that Ashland has seen an increase after a period of decline, and that the other city/towns continue to be stable.

- **Facilities Update (Appendix 2022-72)**

Superintendent Evans reported that Keefe Tech has received full Chapter 74 approval for the new HVAC/R Program. He reported that we have had a successful exploratory and that we have an instructor that is very happy and excited to be here. He reported the opening of this new program is a tribute to Dr. Snow and her team, as well as Tony McIntosh, who is no longer at Keefe, and to Joe Flynn the new Career and Technical Director, for all their hard work to prepare the area for the new program and the creation of an advisory board. Superintendent Evans said there still is more work to be done to get more heavy equipment into the space. He reported that once that is completed, he will invite the Committee members for a tour of the program.

Superintendent Evans reported that some progress has been made in regards to the modular building. He said after having a fairly intense meeting he thinks we have found a path forward. Superintendent Evans said we have received an estimate of \$166,000 to have sprinklers installed into a modular building. He said at this time he feels we are in a better place than we were a month ago, and that he will keep the Committee updated.

- Municipality Outreach (Appendix 2022-73)

Superintendent Evans reported that as discussed at the last meeting, Chairman Burman crafted a letter to the Sudbury Select Board, identifying Superintendent Evans as their point person. Superintendent Evans reported that today, he had a meeting with a member of the Sudbury Select Board. He said he spent about an hour and half talking about Keefe Tech and giving a tour of the facility. He said she was very impressed with our school, and said that Sudbury is in a very challenging position. Superintendent Evans said they have a responsibility to provide technical education for their students, and at this time are looking at a number of schools. Superintendent Evans said he told her we are always happy, as a district, to consider nonresidents, but we have an obligation to our five member communities first. Superintendent Evans reported that he told the Select Board members that we are in the initial stages of applying for an MSBA project. Superintendent Evans reported that he also told her that we had over 500 applications for 225 spots. Superintendent Evans reported that he made clear that if Sudbury wants to go to the next step, they would need to make an official request, and that would set off what is more than likely a lengthy process where the inquiry would go to our five communities.

- Personnel Update (Appendix 2022-74)

Superintendent Evans asked for a vote to approve four advisory board candidates for the Design & Visual Program, Early Childhood Program, and the Health Careers Program.

MR. GALLAGHER MADE A MOTION SECONDED BY MRS. COMMERFORD, TO APPROVE THE FOUR ADVISORY BOARD APPLICANTS. MRS. BURNS, MRS. COMMERFORD, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. MARTINEZ, MR. MULVEY, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, MR. WARD AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Update on Program License

Superintendent Evans reported that the hoisting issue continues to be a struggle. He said that our students and instructors are extremely frustrated. He reported that after support from the Committee at the last meeting, he has reached out to Senator Spilka's office in order to give this issue more attention. He said that in spite of having a meeting with members of DESE, and communication with the Senator's office and Secretary of Education, James Peyser, we have not been able to come to a resolution. Superintendent Evans said he continues to make additional phone calls to the Governor's Office, but he is being told there is no legislative solution. He said he is still hopeful that we may have some success with the executive branch, and that he has an upcoming phone conference with the state wide FFA Coordinator who is willing to help get a resolution on our behalf. He reported that he will continue to keep the Committee updated on this very frustrating situation, and hopes to get it resolved, as our students had already lost a lot because of COVID and now have lost the most important months of being able to use this equipment outside before the winter weather arrives.

- Update MASC/MASS Joint Conference (Appendix 2022-75)

Superintendent Evans updated members on the MASC/MASS Conference and Delegate Assembly that took place on the first week in November. Superintendent Evans reported that Mr. Gaine attended the Delegate Assembly and recorded resolution votes on behalf of the Committee. Mr. Gaine reported that all resolutions passed. Superintendent Evans also congratulated Mr. Gaine on receiving the Life Membership in MASC. Superintendent Evans said he appreciated all of Mr. Gaine's advocacy on behalf of Keefe Tech and he is highly deserving of this award. Superintendent Evans also thanked Committee member, Dr. Hamerla, for participating in the conference.

- Budget Sub-Committee Update

Superintendent Evans requested we confirm who is serving on the Budget Sub-Committee, as some members that were nominated were not at the last meeting. Superintendent Evans confirmed that the representatives for the Budget Sub-Committee for FY24 will be Mr. Gaine, Ashland; Mr. Gallagher and Mr. Ward, Framingham; Mr. Sims, Holliston; Mrs. Shepard, Hopkinton; Ms. Smith-Freedman Natick. Mr. Ward requested the dates for the Budget Sub-Committee Meetings be changed due to a conflict.

MR. WARD MADE A MOTION SECONDED BY MR. BURMAN TO HOLD BUDGET SUB-COMMITTEE MEETINGS ON DECEMBER 5, 6, AND 13<sup>TH</sup> WITH AN ALTERNATE DATE OF DECEMBER 15<sup>TH</sup>. MRS. BURNS, MRS. COMMERFORD, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. MARTINEZ, MR.

MULVEY, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, MR. WARD 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 2022-76)

Members received the Non-Salary Expenditure Report along with some highlights. Mrs. Sharek reported that we have spent 27.8% of the budget through October. She also reported that we have encumbered the cost of snow removal to cover up to 60” of snow for the season to be paid in five monthly installments beginning in November. If the amount exceeds 60” we will be billed separately in addition to the contracted rate.

### **COMMUNICATION**

- Keefe Tech FFA, Horticulture & Landscape Management (Appendix 2022-77)

Superintendent Evans provided Committee members with photos of Keefe Tech students participating in the National FFA Convention in Indiana. He reported the students won a Bronze Medal and Keefe Tech is very proud of their success.

- Keefe Tech Athletics (Appendix 2022-78)

Superintendent Evans provided Committee members with two article on the Keefe Tech Boys and Girls Cross-Country Teams at the Division 2 State Vocational Championship on October 31<sup>st</sup> in Wrentham.

### **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. MRS. BURNS, MRS. COMMERFORD, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. MARTINEZ, MR. MULVEY, MRS. SHEPARD, MR. SIMS, MS. SMITH-FREEDMAN, MR. WARD AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is January 9, 2023  
The meeting adjourned at 8:00p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – November 7, 2022

**ACTION SHEET**

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