

*Approved by School Committee:
February 6, 2023*

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

January 9, 2023

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gaine

FRAMINGHAM

Michele Burns
Sara Hamerla
Maria Martinez
Rick Gallagher

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Ruth Knowles
Jaime Shepard

NATICK

Ruth Mori
Elizabeth Smith-Freedman

ALSO PRESENT:

Jonathan Evans, Superintendent
Shannon Snow, Principal
Dolores Sharek – Director of Finance & Business Operations
William Hurley - Treasurer
Karen Ward, Recording Secretary

Chairman Burman called the meeting to order at 7:05 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 in accordance with the Attorney General's Regulations and Procedures.

APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 7, 2022

Chairman Burman asked for a motion to approve the minutes of the regular meeting of November 7, 2022.

MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. COMMERFORD TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 7, 2022. TEN MEMBERS VOTED TO APPROVE THE MINUTES; TWO MEMBERS ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

Adrienne Bogusky, Director of Guidance & Admissions

CHAIRMAN'S REPORT

Mrs. Commerford, Chair of the Superintendent Evaluation Sub-Committee, updated the full Committee that the sub-committee will have their first meeting on February 6th, prior to the full School Committee Meeting. Mrs. Commerford reported that as the sub-committee moves through their process she will continue to update the full Committee and be sure that all members have the opportunity to view the evaluation binders. Mr. Burman reported that one more member is needed for the Superintendent Evaluation Sub-Committee. Mrs. Burns and Mr. Gallagher volunteered to join the Superintendent Evaluation Sub-Committee. Members on the Superintendent Evaluation Sub-Committee are: Mrs. Commerford, Mrs. Burns, Mr. Gallagher and Mrs. Shepard.

EXECUTIVE SESSION

No Executive Session

SUPERINTENDENT-DIRECTOR'S REPORT

- Admissions & Guidance Update

Mrs. Bogusky, Director of Guidance and Admissions, presented information on Admissions and Student Services to the Committee. Mrs. Bogusky reminded members that Superintendent Evans reviewed enrollment numbers at the last meeting, and we continue to have a capacity based waitlist. Mrs. Bogusky reviewed the timeline for the 2022-2023 school year and the admissions recruiting events that take

place. 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 and reviewed new initiatives being taken this year in order to give students as many supports as possible. Mrs. Bogusky reviewed the newly developed Student Intervention Team (SIT), the BRYT Program, and the Peer Mentoring Program. Mrs. Bogusky reported that the SIT is an interdepartmental problem solving team comprised of teachers, counselors, administrators and additional school staff. She reported this team meets weekly. Mrs. Bogusky reported that the BRYT Program at Keefe Tech directly supports small numbers of the highest-need students, is comprehensive, clinically-informed and provides individualized supports. Mrs. Bogusky reported that eight students have utilized the program so far during the 2022-2023 school year. Mrs. Bogusky reported the Peer Mentoring Program is a new program beginning with the Class of 2026. Each grade 9 student is assigned an upper-class (grade 11 or 12) peer mentor. The mentors have 6 one hour trainings during the 2022-2023 school year and is followed by them delivering a curriculum to their mentees in English classes. There are two program advisors. Mrs. Bogusky reported that she is very pleased with our success accessing students with our community schools and the relationships that are being built.

- Annual Report (Appendix 2023-01)

Superintendent Evans presented a draft of the 2022 Annual Report that will be sent to our member municipalities after being approved by the Committee. He reported this is something that must be done each year and is part of our City and Towns Annual Reports.

MR. BURMAN MADE A MOTION, SECONDED BY MR. GALLAGHER TO APPROVE THE 2022 ANNUAL REPORT TO BE DISTRIBUTED TO OUR FIVE DISTRICT MUNICIPALITIES. TWELVE MEMBERS APPROVED THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Municipal Outreach (Appendix 2023-02)

Superintendent Evans provided Committee members with an update regarding outreach from the Sudbury Select Board in regards to their search for a vocational district for their students after withdrawing from the Minuteman district. Superintendent Evans reminded members that at the October meeting the Committee supported Superintendent Evans meeting with the Sudbury Select

Board in order to tour Keefe Tech and receive information regarding our enrollment. Superintendent Evans said he told the Sudbury Select Board member that Keefe Tech has a capacity based waitlist and at this time are actively pursuing the opportunity to get into the pipeline with the MSBA to do a major renovation at Keefe Tech. Superintendent Evans explained to the Select Board member that the ultimate decision to accept another municipality into our district is not the School Committee's decision. If Sudbury is requesting to become a member of our district, this request would have to go before all five member municipalities that are currently part of our Regional Agreement. Superintendent Evans reported that he has received another request from Sudbury Select Board asking if we have made a decision about potential membership in our district. After speaking with Counsel, with the approval of the Committee, Superintendent Evans would like to respond in writing to the Sudbury Select Board regarding the Committee's recommendation regarding Sudbury's inclusion in the district. Superintendent Evans said he would also include in this letter the information that this decision is not the decision of the school committee and that they still have the ability to engage with our five member municipalities.

MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. COMMERTON TO SUPPORT SUPERINTENDENT EVANS IN SENDING A LETTER TO THE SUDBURY SELECT BOARD TO NOT SUPPORT THE APPLICATION OF SUDBURY INTO THE KEEFE TECH DISTRICT, AND ALSO RELAY THAT THEY STILL HAVE THE ABILITY TO ENGAGE WITH OUR FIVE MEMBER MUNICIPALITIES. ELEVEN MEMBERS VOTED IN FAVOR OF THE MOTION; ONE MEMBER OPPOSED, THE MOTION PASSED.

- Personnel Activity (Appendix 2023-03)

Superintendent Evans provided two Applications for the Automotive Advisory Board for review of the Committee.

MR. BURMAN MADE A MOTION, SECONDED BY MR. GALLAGHER, TO APPROVE THE ADVISORY BOARD APPLICANTS. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Advisory Board Meeting (Appendix 2023-04)

Superintendent Evans informed Committee members there is a planned General Advisory Board Meeting on January 19th. He said 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 if they would like to

attend, to contact the Superintendent's Office to RSVP or respond to the email on the invitation that was sent out.

- Special Education Determination (Appendix 2023-05)

Superintendent Evans provided Committee members with a copy of our 2023 Special Education Determination for Individuals with Disabilities Education Act (IDEA). Superintendent Evans reported he is very proud of the work Michael Dolan, Director of Special Education, and his team have done with our students to receive such a pristine report. He reported we had no areas that needed improvement. We received 100%, 30 out of 30 possible points. Superintendent Evans said Mr. Dolan and his team did an awfully nice job managing services for approximately 300 students.

FINANCIAL MATTERS

- Non-Salary Financial Expenditure Report (Appendix 2023-06)

The Highlights Report and Non-Salary Expenditure Report was provided to the Committee. This report covers activity through December 2022. 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

Mr. Sims, Chair of the Budget Sub-Committee 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. 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. He said he is also waiting for the Governor's Budget and Chapter 70 funding.

Superintendent Evans reviewed, that at the last meeting, the School Committee already voted to approve the creation of a Capital Stabilization Account in the FY24 Budget. With an establishing a Capital Stabilization Account, funds would not need to be spent by the end of the year. In order for the account to be established, we will need the approval of a majority of our municipalities. Superintendent Evans previewed that at the February meeting he will be recommending that funds for capital improvement

are instead placed into the extraordinary maintenance line item. With this adjustment, we would still have funds available for an unforeseen issue, and the creation of the Capital Stabilization Fund would be less complicated for our member communities.

- Vote to Approve the FY24 Preliminary Budget (Appendix 2022-07)

MR. SIMS MADE A MOTION SECONDED BY MR. BURMAN TO APPROVE THE FY24 PRELIMINARY BUDGET OF \$24,424,019, OR A 4.95% INCREASE. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

Committee members received a copy of a letter sent to Keefe Tech from Senate President Spilka. Senate President Spilka expressed thanks for the incredible work of our staff at the Senior Health and Wellness Fair that took place at Keefe Tech in October. Superintendent Evans shared this letter with Soraya Winters, Domenic Jannetti, Mike Kane, Jen Graham and Ed Lucy, who were all instrumental in collaborating with Senator Spilka's Office to make this event successful. Committee members also receive two articles that were published in the local news regarding the success of Keefe Tech athletics.

OLD BUSINESS

Dr. Hamerla reported that she attended the MASC/MASS Joint Conference that took place in November. She reported that she thoroughly enjoyed it and would recommend it to other members. Mr. Gallagher reported how pleased he was to attend the Thanksgiving Day football game that was held for only the second time, and he hopes this is something that will continue.

NEW BUSINESS

No New Business

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

MRS. COMMERFORD MADE A MOTION, SECONDED BY MS. SMITH-FREEDMAN TO ADJOURN THE MEETING. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is February 6, 2023
The meeting adjourned at 8:20 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – January 9, 2023
ACTION SHEET

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