

*Approved by School Committee:
July 17, 2023*

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

June 13, 2023

MEMBERS PRESENT:

ASHLAND

Ed Burman
Bill Gainé

FRAMINGHAM

Linda Fobes
Michele Burns
Rick Gallagher
Sara Hamerla
Bill Phillips
Brandon Ward

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Ruth Knowles
Jaime Shepard

NATICK

Ruth Mori

ALSO PRESENT:

Jonathan Evans, Superintendent
Shannon Snow, Principal
Dolores Sharek, Director of Finance
Karen Ward, Recording Secretary

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.

Superintendent Evans called the meeting to order at 7:00 PM. and explained he would preside over the meeting for the purpose of electing a Chair for the 2023-2024 school year.

Superintendent Evans asked for a nomination for Chair for the South Middlesex Regional Vocational Technical School Committee.

MRS. FOBES NOMINATED MR. BURMAN AS CHAIRMAN OF THE SCHOOL COMMITTEE FOR THE 2023-2024 SCHOOL YEAR; MRS. COMMERFORD SECONDED THE NOMINATION.

Superintendent Evans asked if there were any other nominations for Chair of the School Committee, there were none. THIRTEEN MEMBERS VOTED IN FAVOR OF THE NOMINATION OF MR. BURMAN AS CHAIRMAN OF THE SCHOOL COMMITTEE FOR THE 2023-2024 SCHOOL YEAR; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

MR. BURMAN NOMINATED MRS. COMMFERFORD FOR VICE CHAIRMAN OF THE SCHOOL COMMITTEE FOR THE 2023-2024 SCHOOL YEAR; MRS. FOBES SECONDED THE NOMINATION.

Superintendent Evans asked if there were any other nominations for Vice Chairman of the School Committee, there were none. THIRTEEN MEMBERS VOTED IN FAVOR OF THE NOMINATION OF MRS. COMMERFORD AS VICE CHAIRMAN OF THE SCHOOL COMMITTEE FOR 2023-2024 SCHOOL YEAR; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

Superintendent Evans asked for a nomination for Assistant Treasurer of the School Committee. MR. GALLAGHER NOMINATED MR. SIMS AS ASSISTANT TREASURER OF THE SCHOOL COMMITTEE FOR THE 2023-2024 SCHOOL YEAR; MRS. SHEPARD SECONDED THE NOMINATION. Superintendent Evans asked if there were any other nominations for Assistant Treasurer of the School Committee, there were none. THIRTEEN VOTED IN FAVOR OF THE NOMINATION OF MR. SIMS AS ASSISTANT TREASURER OF THE SCHOOL COMMITTEE FOR THE 2023-2024 SCHOOL; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

MR. BURMAN NOMINATED MS. SMITH-FREEDMAN AS SECRETARY OF THE SCHOOL COMMITTEE FOR THE 2023-2024 SCHOOL YEAR. MR. GALLAGHER SECONDED THE NOMINATION. Superintendent Evans asked if there were any other nominations for Secretary of the School Committee, there were none. THIRTEEN VOTED IN FAVOR OF THE NOMINATION OF MS. SMITH-FREEDMAN AS SECRETARY OF THE COMMITTEE FOR THE 2023-2024 SCHOOL YEAR; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

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Superintendent Evans asked for a nomination for Recording Secretary of the School Committee. This is a paid position. MR. GALLAGHER NOMINATED MRS. WARD AS RECORDING SECRETARY OF THE SCHOOL COMMITTEE; MRS. COMMERTON SECONDED THE NOMINATION.

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APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 8, 2023

Chairman Burman asked for a motion to approve the minutes of the regular meeting of May 8, 2023. MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. SHEPARD, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF MAY 8, 2023. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; MR. SIMS ABSTAINED. THE VOTE IN FAVOR OF THE MOTION PASSED.

GUESTS AND VISITORS

There were no guests or visitors

CHAIRMAN'S REPORT

- Update Superintendent Evaluation Sub-Committee

Sub-Committee Chair Commerford reported that the Superintendent Evaluation Sub-Committee had their final meeting this evening. Chair Commerford reported Superintendent Evans vision, leadership team, faculty, staff and facilities technicians all contribute to creating an inclusive school environment whose high academic and career and technical standards have earned Keefe Tech the well-deserved reputation of being a model for vocational schools across the state. The sub-committee concluded their review of the District Improvement Plan (DIP) and recommendations for all four standards and indicators. The DIP Goals are: 1) Addressing the learning and emotional needs of students, 2) Addressing short and long-term facility needs, and 3) Facility, program and district review. Although the review of the DIP binder does not require a committee vote, a complete review of the three identified goals, and evidence that demonstrates progress and/or completion toward those goals is required. The sub-committee has determined there is clear and ample evidence that all three DIP goals have been achieved or exceeded. Chair Commerford reported that after careful review of the evidence binders, the sub-committee unanimously found a wealth of documented evidence to support significant progress relative to all four standards and indicators. There was some discussion among members to review the process of evaluation within the sub-committee at the start of the evaluation period for FY24. The Superintendent Evaluation Sub-Committee is recommending ratings for Superintendent Evans' evaluation as follows: **Standard I**/Instructional Leadership/Proficient, approaching exemplary, **Standard II**/Management and Operations/Proficient, approaching exemplary, Standard III/Family Engagement/Proficient, approaching exemplary, and Standard IV/Professional Culture/Proficient, approaching exemplary. The Superintendent Evaluation Sub-Committee is recommending the Summative Rating is Proficient, Approaching Exemplary, with an overall rating of Proficient, Approaching Exemplary. A committee member commented that, while he agrees with the assessment of Superintendent Evans, he would like to see consideration for additional features in the process such as, a self assessment and surveys from the school community. These features will be considered when the sub-committee meets again to begin the process in the fall. MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. SHEPARD TO APPROVE THE RECOMMENDATIONS OF THE SUPERINTENDENT EVALUATION SUB-COMMITTEE TO ACCEPT THE RATINGS OF PROFICIENT, APPROACHING EXEMPLARY FOR STANDARDS I, II, III, AND IV WITH A SUMMATIVE RATING OF PROFICIENT APPROACHING EXEMPLARY AND AN OVERALL RATING OF PROFICIENT, APPROACHING EXEMPLARY. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Superintendent's Compensation for FY24

Chairman Burman reported, that after speaking with Superintendent Evans, he is reporting that the administrative team will be receiving between a 2.25% and 3% increase in their compensation. Chairman Burman recommends a 3% increase in the Superintendent's compensation for FY24. Superintendent Evans is agreeable. MR. BURMAN MADE A MOTION SECONDED BY MRS. FOBES TO APPROVE SUPERINTENDENT EVANS' COMPENSATION IN FY24 WITH AN INCREASE OF 3%. THIRTEEN 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

- Municipal Meeting

Superintendent Evans reported that we have completed all municipal meetings. He said all municipalities voted in support of the creation of a capital stabilization account. Superintendent Evans said some people were worried about the capital stabilization account, but once he explained the purpose of the account, and how the amount going into this account and any deductions would need to be approved through our budget process, people were supportive. He reported that the vote on our budget was unanimous. Superintendent Evans reported we received feedback that was very positive and validating in how we present our budget in such a transparent manner.

- Statewide Admissions Update

Superintendent Evans reported that the MAVA organization asked him to present at the State House to the Joint Committee on Education. Superintendent Evans said that our relationship with our sending districts is very good. We have access to all of our 8th graders. He said that not all schools have that capability. One of the bills before the House and Senate will help to correct the lack of access statewide. Superintendent Evans also reported that there is a bill proposing to implement a blind lottery. He said he testified that his expectation is that a blind lottery would undercut the progress we have made and the work we have done to achieve our results. A blind lottery would offer no guarantee of increased percentages of students in protected classes, and could actually cause our numbers to go down. Superintendent Evans said he also reported that a blind lottery would require us to renegotiate our

regional agreements with sending communities. Superintendent Evans will continue to update the committee on new legislative developments.

- Program License Update

Superintendent Evans reported there is still no conclusion to the issue with students using hoisting equipment. He said that our Career and Technical Director, Joe Flynn, is working with horticulture teachers to prepare our students for taking a test on regulations. He said that he has hired a trainer to come out to work directly with our students. This week we have 14 students taking the test. He said we are hoping the best for them. Superintendent Evans said unless something changes, at this time we need to start looking to the sophomores and juniors to get their paperwork in order so we can be ahead of this process. Superintendent Evans said we have gone as far as the state is allowing us to. Superintendent Evans said there are still schools that are being shut down, and there are still schools that are able to use their hoisting equipment. Superintendent Evans said he will report to the school committee on how our 14 students do on the regulations test they are required to take

- Report on Year End

Dr. Snow reported things have been going very well. Senior Awards night and Graduation went well. She reported final exams started last week and will continue through this week. Dr. Snow said the students look forward to top shop, a field day for the school community. Dr. Snow reported that Friday is the last day of school for students and there is a little break before summer school and the Credit Recovery Program.

- School Calendar 2023-2024 (Appendix 2023-40)

Dr. Snow presented the 2023-2024 School Calendar for the review of the Committee. She reported that we typically look at sending communities to match up our calendars as much as possible. Superintendent Evans said the proposed School Committee Meeting dates are on the calendar

MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. COMMERFORD TO APPROVE THE 2023-2024 SCHOOL CALENDAR. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- School Handbook Changes (Appendix 2023-41)

Dr. Snow reviewed some Student Handbook changes approved by the School Council. Dr. Snow reported there were meetings with teachers and a review process that generated some of these changes. Some of the changes were recommended through state reviews.

MR. BURMAN MADE A MOTION SECONDED BY DR. HAMERLA TO APPROVE CHANGES TO THE 2023-2024 STUDENT HANDBOOK AS APPROVED BY STUDENT COUNCIL. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION; VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Restraint Policy (Appendix 2023-42)

Superintendent Evans presented a second read of the Restraint Policy. He reported, that after the first read there were a few questions. Superintendent Evans reported that he had a conversation with our district counsel to clarify a few points. Our district counsel said the practicality and functionality is procedure for staff. Superintendent said that the vice principal and a member of his staff are both trained, and that procedures and expectations are clear. Superintendent Evans said in his 27 years, we have not needed to use restraint. He said he believes we should be and are prepared just in case the need arises. All steps and a thoughtful process will be reviewed with the team. Superintendent Evans said the Restraint Policy is part of the handbook, but needs to be voted on separately. MR. BURMAN MADE A MOTION SECONDED BY MRS. SHEPARD, TO APPROVE THE RESTRAINT POLICY. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION, THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Advisory Board Applications(Appendix 2023-43)

Superintendent Evans presented eight Advisory Board Applications for the Carpentry, Early Childhood Education, and Legal and Protective Services. for the review of the Committee.

MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. BURNS, TO APPROVE THE ADVISORY BOARD APPLICATIONS. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Retirement Announcements (Appendix 2023-44)

Members received a list of staff members retiring in 2023. Superintendent Evans said these staff members will be recognized at closing ceremonies at the end of the year. He said a faculty member and an administrator will speak on behalf of each retiree.

- Conflict of Interest Law (Appendix 2023-45)

Committee members received a copy of the Conflict of Interest Law. Members need to acknowledge receipt of the Conflict of Interest Law by submitting the acknowledgement form to the Superintendent's Office. Each Committee member also needs to make sure they have completed the online Conflict of Interest Survey that needs to be completed every two years. Superintendent Evans said he will have Mrs. Ward send out an email to each member to let them know the status of both their conflict of interest and the term date.

- Appoint a Board Member of ACCEPT Collaborative (Appendix 2023-46)

Superintendent Evans asked for a vote to appoint him as a Board Member of the ACCEPT Collaborative for the FY24. MR. GALLAGHER MADE A MOTION, SECONDED BY MR. BURMAN, TO APPOINT SUPERINTENDENT EVANS AS A BOARD MEMBER OF THE ACCEPT COLLABORATIVE FOR FY24. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Scholarship Update

Superintendent Evans reported that Awards Night was very nice, and students and their families were happy with the benefits they received. Superintendent Evans said there were a couple of areas that noteworthy. The Rotary Club of Framingham awards ten scholarships given to a wide range of member communities. He reported our students received five out of the ten scholarships. He also noted that the Metrowest Chamber of Commerce awards ten different scholarships and we received six out of the ten scholarships. He reported that our students did very well in terms of need, and he said they had guidance in how to tell their stories. He said we are very grateful for the financial assistance our students will be receiving.

- Business Professionals of America (BPA) National Leadership Conference Award Winners (Appendix 2023-47)

Committee Members received a list of students that placed at the BPA National Conference. Superintendent Evans reported this was a proud moment for these students and wanted to share their success.

- Non-Salary Financial Expenditure Report (Appendix 2023-48)

Members received the Non-Salary Expenditure Report along with some highlights regarding our current status.

- Request Budget Transfer (Appendix 2023-49)

Mrs. Sharek requested authorization to transfer funds from areas of surplus to allow the District to meet financial obligations. MRS. SHEPARD MADE A MOTION SECONDED BY MRS. FOBES TO APPROVE THE BUDGET TRANSFER OF \$1,064,074, AS PRESENTED TO MEET DISTRICT FINANCIAL OBLIGATIONS. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Request Transfer to OPEB Trust (Appendix 2023-50)

Mrs. Sharek asked the Committee to approve transferring \$150,000 to the OPEB Trust similar to last year. MR. GALLAGHER MADE A MOTION SECONDED BY MR. BURMAN TO APPROVE A TRANSFER OF \$150,000 TO THE OPEB TRUST ACCOUNT. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

- Keefe Tech Teacher Selected by Massachusetts Foreign Language Association as the State Designee (Appendix 2023-51) Superintendent Evans reported that he was pleased to announce that a teacher at Keefe Tech, Kate Sanders, a Spanish & Music teacher, has been selected by the Massachusetts Foreign Language Association as the state designee for the “Emerging Leader” delegate by the Leadership Initiative for Language Learning. Superintendent Evans reported that the MAVA has recognized these achievements.

- Keefe Tech 2022 Graduation (Appendix 2023-52)

Superintendent Evans shared an article regarding the 2023 Keefe Tech Graduation.

- Keefe Graduate – MetroWest Daily News Article (Appendix 2023-53)

Members were given an article that appeared in the MetroWest Daily news, spotlighting a Keefe Tech student.

OLD BUSINESS

There was no old business

NEW BUSINESS

There was no new business

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

MR. GALLAGHER MADE A MOTION, SECONDED BY MR. BURMAN TO ADJOURN THE MEETING. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is July 17, 2023

The meeting adjourned at 8:20 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – June 13, 2023

ACTION SHEET

- MRS. FOBES NOMINATED MR. BURMAN AS CHAIRMAN OF THE SCHOOL COMMITTEE FOR THE 2023-2024 SCHOOL YEAR; MRS. COMMERFORD SECONDED THE NOMINATION. Superintendent Evans asked if there were any other nominations for Chair of the School Committee, there were none. THIRTEEN MEMBERS VOTED IN FAVOR OF THE NOMINATION OF MR. BURMAN AS CHAIRMAN OF THE SCHOOL COMMITTEE FOR THE 2023-2024 SCHOOL YEAR; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

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