

*Approved by School Committee:  
February 5, 2024*

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

**January 8, 2024**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman  
William Gaine

**FRAMINGHAM**

Michele Burns (Remote)  
Linda Fobes  
Rick Gallagher (Remote)  
Sara Hamerla  
Maria Martinez  
Brandon Ward

**HOLLISTON**

Sarah Commerford  
Barry Sims

**HOPKINTON**

Ruth Knowles  
Jaime Shepard

**NATICK**

Edward Carr

**ALSO PRESENT:**

Jonathan Evans, Superintendent  
William Hurley - Treasurer  
Karen Ward - Recording Secretary

*Chairman Burman called the meeting to order at 7:05 PM. Chairman Burman stated 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. Attending remotely are Mrs. Burns and Mr. Gallagher. All Votes this evening will be taken as a roll call vote.*

### **APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 6, 2023**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of November 6, 2023.

MRS. COMMERFORD MADE A MOTION, SECONDED BY MRS. FOBES TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 6, 2023. MR. BURMAN, MRS. BURNS, MR. CARR, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. SHEPARD, MR. SIMS, AND MR. WARD VOTED TO APPROVE THE MINUTES; MRS. MARTINEZ ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **GUESTS AND VISITORS**

There were no guests or visitors

### **CHAIRMAN'S REPORT**

There was no Chairman's Report

### **EXECUTIVE SESSION**

There was No Executive Session

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

- Career Night Update (Appendix 2024-01)

Superintendent Evans reported that we had a very successful Career Night on November 16<sup>th</sup>. He provided the Committee members with an email from Adrienne Bogusky, Guidance and Admissions Direct, thanking the lead teachers, faculty, and staff, who volunteered and took time out of their schedules to present information about CTE programs offered at Keefe Tech. Superintendent Evans reported that we continue to have a large amount of interest in our programs, and we continue to carry a waitlist. Superintendent Evans reported we had close to 300 prospective students represented. Superintendent Evans also provided Committee members with an email from a parent thanking the faculty, staff, and student ambassadors for such a wonderful experience at Career Night. Superintendent

Evans said there was a lot of excitement and positivity on Career Night and this email captures the strong interest in our school.

- Out of State Field Trip Request (Appendix 2024-02)

Superintendent Evans provided Committee members with a request for two staff members to take 18 students, members of the Cheer Team, to attend the 14<sup>th</sup> Annual Ram Rumble Cheer Invitational in Providence, RI on February 4, 2024. MR. BURMAN MADE A MOTION SECONDED BY MRS. FOBES, TO APPROVE THE OUT OF STATE FIELD TRIP REQUEST. MR. BURMAN, MRS. BURNS, MR. CARR, MRS. COMMERTFORD, DR. HAMERLA, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. SHEPARD, MR. SIMS, AND MR. WARD VOTED TO APPROVE THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- CTE Update

Superintendent Evans reported this time of year is a very exciting time for both students and teachers when students get to choose their program and teachers get to see the demand for their programs. Students are given their first choice as long as there is room in the program. If the program is at full capacity, students are placed on a wait list and placed in their second-choice program. Superintendent Evans said there is real interest in the building and construction trades, validating the decision to add HVAC/R to our program offerings. Superintendent Evans said we will work with students and make every effort to get students where they would like to be. Superintendent Evans said enrollment will continue to move and we will continue to work to get students into their first-choice program. Superintendent Evans reported that the Dental Program has been very successful, filled up immediately, and has a waitlist. He reported this is the area where we will be looking to add another teacher to accommodate the demand.

- Advisory Board Meeting (Appendix 2024-03)

Superintendent Evans informed Committee members there is a planned General Advisory Board Meeting on January 18th. 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 please let Superintendent Evans or Mrs. Ward know.

- Annual Report (Appendix 2024-04)

Superintendent Evans presented a draft of the 2023 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.

MRS. COMMERFORD MADE A MOTION, SECONDED BY MR. GAINES TO APPROVE THE 2023 ANNUAL REPORT TO BE DISTRIBUTED TO OUR FIVE DISTRICT MUNICIPALITIES. MR. BURMAN, MRS. BURNS, MR. CARR, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. SHEPARD, MR. SIMS, AND MR. WARD VOTED TO APPROVE THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Update MSBA SOI (Appendix 2024-05)

Superintendent Evans provided the Committee with a letter from the Massachusetts School Building Authority (MSBA) reporting that we unfortunately did not make it into the pipeline for a school building project. Superintendent Evans said that typically this process takes a few years to be accepted. He said we will continue to apply and work hard to provide information to the MSBA in order for them to see the need. The next application window opens on January 12<sup>th</sup> and needs to be submitted by the deadline of April 12<sup>th</sup>. We will continue to keep the Committee updated on this process.

## **FINANCIAL MATTERS**

- Non-Salary Financial Expenditure Report (Appendix 2024-06)

The Highlights Report and Non-Salary Expenditure Report was provided to the Committee. This report covers activity through December 2023. Superintendent Evans reported that Mrs. Sharek continues to review accounts nearing or exceeding budget balances. A transfer request will be presented to the school committee as needed at the February meeting.

- Student Activities Fund (Appendix 2024-07)

Superintendent Evans reported that each class generates funds which culminates with the prom. He reported that our auditor found a couple of years where classes have carried a balance on their account. These accounts are for the classes of 2020, and 2021. These funds cannot be left sitting in the account, so it is proposed we take the total and divide it by the three current classes and distribute evenly to

those accounts. MR. BURMAN MADE A MOTION SECONDED BY MRS. COMMERFORD TO DISTRIBUTE THE BALANCE IN THE STUDENT ACCOUNTS FROM THE CLASSES OF 2020 AND 2021 EVENLY TO THE CURRENT CLASSES. MR. BURMAN, MRS. BURNS, MR. CARR, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. SHEPARD, MR. SIMS, AND MR. WARD VOTED TO APPROVE THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- 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 reminded Committee members that this is the first year where we are including a line item in our FY25 Budget for the newly approved Capital Stabilization Account. He said this account is for emergency only and we hope not to need to use these funds until we get accepted into the MSBA Building Project where we could use these funds for a feasibility study. If by some chance we have something unanticipated happen we would be able to use these funds, but that is not the intention. The funds in this account can be rolled forward each year.

- Vote to Approve the FY25 Preliminary Budget (Appendix 2024-08)

MR. SIMS MADE A MOTION SECONDED BY MRS. SHEPARD TO APPROVE THE FY25 PRELIMINARY BUDGET OF \$25,316,005, OR A 4.79% INCREASE. MR. BURMAN, MRS. BURNS, MR. CARR, MRS. COMMERFORD, DR. HAMERLA, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. SHEPARD, MR. SIMS, AND MR. WARD VOTED TO APPROVE THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## COMMUNICATION

Committee members received an article highlighting the Keefe Tech Mascot, Billy the Bronco. Superintendent Evans said this was great for our student who also works with the IT Department.

**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. Gaine also reported on his attendance at the MASC Conference acting as the District's Voting Delegate.

**NEW BUSINESS**

Chairman Burman reported on his wonderful experience with the Shop with a Cop Program.

**ADJOURNMENT**

Mr. Burman asked for a motion to adjourn.

MR. WARD MADE A MOTION, SECONDED BY MR. BURMAN TO ADJOURN THE MEETING. MR. BURMAN, MRS. BURNS, MR. CARR, MRS. COMMERTON, DR. HAMERLA, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MRS. SHEPARD, MR. SIMS, AND MR. WARD VOTED TO APPROVE THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is February 5, 2024  
The meeting was adjourned at 7:55 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – January 8, 2024  
**ACTION SHEET**

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