

*Approved by School Committee:
October 7, 2024*

**SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL
SCHOOL COMMITTEE MEETING
750 Winter Street, Framingham, MA 01702
Room 226**

August 26, 2024

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gaine

FRAMINGHAM

Michele Burns
Linda Fobes (Remote)
Rick Gallagher
Sara Hamerla
Maria Martinez
Bill Phillips

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Ruth Knowles

NATICK

Henry Haugland
Gerald Hartwell

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 6:10PM.

Chairman Burman stated we will be 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. Mrs. Fobes will be participating remotely.

APPROVAL OF MINUTES OF REGULAR MEETING OF June 17, 2024

Chairman Burman asked for a motion to approve the minutes of the regular meeting of June 17, 2024.

MRS. BURNS MADE A MOTION, SECONDED BY DR. HAMERLA TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JUNE 17, 2024. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MR. HAUGLAND, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MR. PHILLIPS, MR. SIMS, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; MR. HARTWELL ABSTAINED. THE VOTE WAS IN FAVOR OF THE MOTION.

GUESTS AND VISITORS

Gerald Hartwell was introduced to the Committee. Mr. Hartwell is representing the Town of Natick on the Keefe Tech School Committee.

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 faculty members to Committee members and gave a brief overview of their experience.

CHAIRMAN'S REPORT

SUPERINTENDENT-DIRECTOR'S REPORT

- Update on Summer Programs

Superintendent Evans reported that we had a tremendously successful Summer Discover Camp. Superintendent Evans also reported that we ran a credit recovery program to help students earn their way to good standing, as well as a Summer School program. Superintendent Evans said it was a busy summer where we once again hosted a RAM (Remote Access Medical Program). He reported our facilities team did an amazing job preparing the building for a good cause. After the RAM clinic our

facilities team prepared the building for the school year. Superintendent Evans said we were successful meeting the goals we had set for the summer, which included significant parking lot improvements, sanding down and painting the gym floor, installation of new bleachers and a sound system on the athletic field, expanding the Dental Program area, which included installing four new dental chairs requiring electrical and plumbing as well as having a dental company set up the chairs and creating a new related classroom. These improvements are necessary to provide for our current students, while we await news on a possible MSBA project. He said it's important for students to have pride in their school while we await news on a new building project.

- Update on Opening of School

Dr. Snow reported that on Wednesday we had New Teacher Orientation Day where new faculty heard presentations from coordinators and administrators. Dr. Snow reported that the new faculty also met their mentors and spent time setting up their classrooms. On Thursday, we had Freshman Step Up Day where a very large number of grade 9 students were introduced to the building and were able to get comfortable and meet some new friends. On Friday, we welcomed back faculty and staff and had a guest speaker. Dr. Snow 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 how the first day went.

- Hiring Update (Appendix 2024-59)

Committee members were provided with a list of new hires for the 2024-2025 school year. Superintendent Evans said he was happy with our new hires. He reported that since this appendix was prepared, we have hired our last open teaching position, our HVAC/R teacher. He reported we still have two paraprofessional positions vacant, one of which was created through a transfer into a teaching position here at Keefe. Superintendent Evans said he is very happy all teaching positions are filled.

- Organizational Chart (Appendix 2024-60)

Superintendent Evans provided the Committee with a copy of the District Organizational Chart, which shows which groups of employees report to each administrator.

- Out of State Field Trip Request – Agricultural Sales Competition Indianapolis, IN (Appendix 2024-61)

Superintendent Evans presented an out of state field trip request from the Horticulture and Landscape Management program for four students and an instructor to attend the Agricultural Sales Competition in Indianapolis, IN, October 22-25th.

MR. BURMAN MADE A MOTION SECONDED BY MRS. COMMERFORD TO APPROVE THE OUT OF STATE FIELD TRIP REQUEST. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MR. HARTWELL, MR. HAUGLAND, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MR. PHILLIPS, MR. SIMS, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- MASC/MASS Conference (Appendix 2024-62)

Superintendent Evans presented information on the MASC/MASS Conference taking place in Hyannis on November 6-9th. He reported that we were proactive and reserved a few rooms in the event that any member would be interested in attending. Superintendent Evans reported that at the next meeting, we will likely ask for a selection of a voting delegate as well as review any resolutions that are presented.

- RAM Clinic (Appendix 2024-63)

Chairman Burman gave an update on the success of the RAM Clinic recently held at Keefe Tech. He said the Keefe Tech facilities team were extremely helpful with set up and were very accommodating to the staff and volunteers on the day of the event. Chairman Burman reported that over 366 people were given some type of medical care over the course of two days. Mr. Burman thanked Mrs. Fobes and Mrs. Burns for volunteering to help with the event. Mrs. Burns and Mrs. Fobes reported this was an amazing experience and they were very happy to be participating in the event and hope to do it again in the future. Chairman Burman also reported that the Latino Health Foundation offered to provide children with their immunizations so they can start school on time and also offered follow up care for people in need. Superintendent Evans said it is wonderful for Keefe Tech to be able to help the community and this is a win for all involved. He said as long as timing works out between the end of the school year and programs taking place at the school, we will continue to do what we can to host an event such as this.

FINANCIAL MATTERS

- Non-Salary Financial Expenditure Report (Appendix 2024-64)

Members received the Non-Salary Expenditure Report and Highlights. Mrs. Sharek reported that the school year is underway and we have spent 8% of our budget. Mrs. Sharek reported we are encumbering salaries and utilities for the fiscal year and have encumbered student transportation costs for the fiscal year. Mrs. Sharek reported supplies and materials have been ordered and are being received to ensure a successful start to the school year.

- Budget Transfer (Appendix 2024-65)

Mrs. Sharek presented a final FY24 Budget Transfer in the amount of \$893,122 as presented in appendix 2024-65 to allow the District to meet financial obligations. MR. GALLAGHER MADE A MOTION SECONDED BY MR. GAINES TO APPROVE THE BUDGET TRANSFER OF \$893,122, AS PRESENTED TO MEET DISTRICT FINANCIAL OBLIGATIONS. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MR. HARTWELL, MR. HAUGLAND, MRS. FOBES, MR. GAINES, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MR. PHILLIPS, MR. SIMS AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

- SkillsUSA (Appendix 2024-66)

Committee members received a list of students that attended the SkillsUSA National Competition in June and awards they received .

- Rotary Club of Framingham (Appendix 2024-67)

Committee members received information on an Award presented by the Framingham Rotary Club. Superintendent Evans reported that Keefe Tech and the Framingham Rotary Club have had a wonderful relationship that benefits our students.

- Staff Return Messages (Appendix 2023-70)

Members received copies of the messages sent by Superintendent Evans and Principal Snow, to welcome staff back for the start of the 2024-2025 school year

OLD BUSINESS

There was no old business

NEW BUSINESS

There was no new business

EXECUTIVE SESSION

Chairman Burman asked for a motion that the Committee go into Executive session Under G.L. c. 30A, Section 21(a) (2) to conduct strategy session in preparation for negotiations with nonunion personnel or to conduct collective bargaining session or contract negotiations with nonunion personnel, and the chair so declares for the purpose of approving the June 17, 2024 executive session minutes. The School Committee will adjourn at the conclusion of the executive session. This requires a majority vote of the entire committee by a roll call vote. The School Committee will adjourn at the conclusion of the executive session. MR. GALLAGHER MADE A MOTION SECONDED BY MRS. BURNS TO ENTER INTO EXECUTIVE SESSION AND TO ADJOURN AT THE END OF THE EXECUTIVE SESSION AND NOT RECONVENE IN OPEN SESSION. MRS. BURNS, MRS. COMMERFORD, DR. HAMERLA, MR. HARTWELL, MR. HAUGLAND, MRS. FOBES, MR. GAINE, MR. GALLAGHER, MRS. KNOWLES, MRS. MARTINEZ, MR. PHILLIPS, MR. SIMS AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – August 26, 2024

ACTION SHEET

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