

*Approved by School Committee:
February 3, 2025*

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

January 13, 2025

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gainé

FRAMINGHAM

Michele Burns
Linda Fobes
Rick Gallagher
Sara Hamerla
Maria Martinez
Steven Patriarca

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Ruth Knowles

NATICK

Gerry Hartwell

ALSO PRESENT:

Jonathan Evans, Superintendent
Shannon Snow, Principal
Dolores Sharek, Director of Business & Finance
William Hurley, Treasurer
Skylar Marshall, Student Representative
Karen Ward, Recording Secretary

Chairman Burman called the meeting to order at 6:05 PM. Chairman Burman stated 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 4, 2024

Chairman Burman asked for a motion to approve the minutes of the regular meeting of November 4, 2024.

MRS. BURNS MADE A MOTION, SECONDED BY MRS. KNOWLES TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 4, 2024. TEN MEMBERS VOTED TO APPROVE THE MINUTES; TWO MEMBERS ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

There were no guests or visitors

CHAIRMAN'S REPORT

Introduction of new member(s)

Chairman Burman welcomed two new representatives, appointed by the City of Framingham, to the Keefe Tech School Committee, Mr. Steven Patriarca and Mr. Stephen Starr. Mr. Patriarca is joining us this evening, and Mr. Starr will join us at the next School Committee Meeting. Mr. Evans reported that the City of Framingham also renewed Mrs. Martinez as a representative on the School Committee. Mr. Evans thanked Mrs. Martinez for her continued support and is happy to report that we now have a full complement of eight members to represent Framingham. Dr. Snow introduced our new Student Representative to the Committee, Skylar Marshall. Dr. Snow reported that Skylar is a grade 11 student in the Design and Visual program. She is very active in the Peer Mentoring program, SkillsUSA, and is a Student Ambassador. Skylar informed the Committee that she came to Keefe Tech from the Christa McCauliffe Charter School and is very happy to represent a student aspect to our School Committee.

EXECUTIVE SESSION

There was No Executive Session

SUPERINTENDENT-DIRECTOR'S REPORT

- Career Night Update

Superintendent Evans reported that we had a very successful Career Night in November. Superintendent Evans reported that we continue to have a large amount of interest in our programs. Dr.

Snow reported that we welcomed a large group of 8th graders, but this year we had a large increase in 7th graders as well. Superintendent Evans reported we have already received almost 200 applicants and that our priority application deadline is January 15th. He reported that our application numbers are higher than in the past. Superintendent Evans reported we have received over 550 completed applications with over 600 in total. Superintendent Evans reported that we continue to have great relationships with our communities and that our popularity is high.

- Out of State Field Trip Request (Appendix 2025-01)

Superintendent Evans provided Committee members with three requests for out of state field trips. The Electrical program are requesting to bring two different groups of students to the Local 4 Elevators Union in Rhode Island on February 24th and March 3rd. The Carpentry program would like to take students to the Providence Convention Center in Rhode Island– for a Construction convention on March 28th. MR. GALLAGHER MADE A MOTION SECONDED BY MR. BURMAN, TO APPROVE THE OUT OF STATE FIELD TRIP REQUEST. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- CTE Program Selection Update (Appendix 2025-02)

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. Superintendent Evans provided members with a list of programs and their current enrollment. Superintendent Evans reviewed the process on how students get assigned to programs. Superintendent Evans reported that these enrollment numbers help us to work with our Career and Technical educators on ways to go forward to improve and increase interest in their program.

- MSBA Update

Superintendent Evans reported that after three attempts over three years, we are very pleased to be invited into the MSBA Project pipeline Superintendent Evans reported that he had a meeting with faculty the same day he communicated this information to the School Committee. He then reached out to our municipal leaders. Superintendent Evans reported that although this was a team effort, he would like to applaud Dr. Snow and the administrative team for all their hard work, as well as Mr. Jannetti and Mr. Kane for identifying needs for our infrastructure. He also reported that this will all pass through to Mrs. Sharek and her team in the Business Office. Superintendent Evans reported that he and the

administrative team have started the training program that is offered through the MSBA. He reported the initial step is to be invited into the program. The next step takes place in April 2026 to prepare for a feasibility study and to start looking at a major architectural endeavor and identify site study needs and how to accomplish this.

- 2024-2025 Equity Initiative Status Notification (Appendix 2025-03)

Superintendent Evans provided the Committee with a copy of the Equity Initiative Status Notification we received in November. He reported that DESE sends out this report to notify the school if there are any areas that have a status indicator for needs of improvement. He reported we had no status indicators. He reported he would like to give credit to Mr. Dolan and his team for their great work and their reputation in representing of our district.

- Annual Report (Appendix 2025-04)

Superintendent Evans presented the 2024 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. GALLAGHER MADE A MOTION, SECONDED BY DR. HAMERLA TO APPROVE THE 2024 ANNUAL REPORT TO BE DISTRIBUTED TO OUR FIVE DISTRICT MUNICIPALITIES. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Advisory Board Applicants (Appendix 2025-05)

Superintendent Evans presented five advisory board applications for the Carpentry, Electrical, Programming and Web, and Health Careers programs. MR. BURMAN MADE A MOTION SECONDED BY MRS. FOBES TO ACCEPT ALL FIVE ADVISORY BOARD APPLICANTS. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Advisory Board Meeting (Appendix 2025-06)

Superintendent Evans informed Committee members there is a planned General Advisory Board Meeting on January 16th. 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.

- MASC/MASS Conference Update (Appendix 2025-07)

Dr. Hamerla and Mr. Gaine gave an update on the MASC/MASS Joint Conference they attended in November. Dr. Hamerla and Mr. Gaine reported they were happy to represent Keefe Regional Technical School District at the conference. Dr. Hamerla reported on several meetings that she attended and Mr. Gaine acted as the voting delegate on behalf of the District.

- District Improvement Plan (Appendix 2025-08)

Superintendent Evans reported that he appreciated the Committee members' flexibility on accepting this District Improvement Plan at this time of the year. He reported this is typically presented in August. After speaking with Chairman Burman, they decided it was worth waiting for the District Improvement Plan because until we knew the status of the MSBA Application it could change the plan going forward. The major goal areas in the District Improvement Plan are: Facility Upgrades, Admissions, and Technology Updates. A Committee member suggested a minor change to the language in Goal 2, Key Action 3. MR. GALLAGHER MADE A MOTION SECONDED BY MR. BURMAN TO APPROVE THE 2024-2025 DISTRICT IMPROVEMENT PLAN WITH THE AMMENDED LANGUAGE IN GOAL 2, KEY ACTION 3. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

FINANCIAL MATTERS

- Non-Salary Financial Expenditure Report (Appendix 2025-09)

The Highlights Report and Non-Salary Expenditure Report was provided to the Committee. This report covers activity through the beginning of January 2025. Mrs. Sharek reported that she continues to review accounts nearing or exceeding budget balances. She reported that 42% of the FY25 Budget has been spent, including salaries.

- Approval of Budget Sub-Committee Minutes (Appendix 2025-10)

Mr. Sims, Chair of the Budget Sub-Committee, reported the Committee has completed their work. He reviewed the process of how the Budget Sub-Committee reviewed each line item. He reported this process continues to work well. Mr. Sims asked for a vote of the December 17th Budget Sub-Committee Minutes. A Committee member noted an error on the minutes of the Budget Sub-Committee. Superintendent Evans said we will correct the error and appropriately list the Sub-Committee Vice Chair as Mr. Gallagher. MRS. BURNS MADE A MOTION SECONDED BY MR. BURMAN TO APPROVE THE AMMENDED MINUTES OF THE DECEMBER 17, 2024, BUDGET SUB-COMMITTEE. TWELVE MEMBERS VOTED IN FAVOR OF 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 Committees work to bring a Preliminary Budget to the full Committee. Three meetings were held in December. At each meeting the administrator for the appropriate area went through each budget line item. Superintendent Evans reported that since the sub-committees work has been completed, he has been able to find out more information regarding funding for upcoming MSBA Project. He said he's been in touch with other sister schools, our city and town municipalities and our legal counsel. Superintendent Evans reported that because of this information that has come forward, he is able to reduce the amount being requested for the Capital Stabilization Account from \$1,000,000 to \$600,00. Superintendent Evans believes we will be able to meet the district's needs with a Preliminary Budget request smaller than was originally presented to the Budget Sub-Committee. He reported that he will ask for an increase of 8.12% for the Preliminary Budget. He said he realizes this is still a larger number than we would like, and we will continue to look for efficiencies before we arrive at the final FY26 Budget Request. 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 explained the Capital Stabilization Account is where we could use these funds for a feasibility study. The funds in this account can be rolled forward each year.

- Vote to Approve the FY26 Preliminary Budget (Appendix 2025-11)

MR. BURMAN MADE A MOTION SECONDED BY MR. SIMS TO APPROVE THE FY26 PRELIMINARY BUDGET AS PRESENTED BY SUPERINTENDENT EVANS OF \$27,064,067, WHICH REPRESENTS AN INCREASE OF \$2,033,061, OR A 8.12% INCREASE. TWELVE MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

There were no communication

OLD BUSINESS

No Old Business

NEW BUSINESS

Superintendent Evans gave an update on the status of the Power School Data Breach. Dr. Snow gave an update of the some of the recent athletic games.

ADJOURNMENT

MR. GALLAGHER MADE A MOTION, SECONDED BY MR. BURMAN 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 3, 2025
The meeting was adjourned at 7:15 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – January 13, 2025

ACTION SHEET

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