

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

February 3, 2025

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gaine

FRAMINGHAM

Michele Burns
Rick Gallagher
Steve Patriarca
Steve Starr

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Jaime Shepard (Remote)

NATICK

ALSO PRESENT:

Jonathan Evans, Superintendent
Shannon Snow, Principal
Dolores Sharek, Director of Finance & Business Operations
Skylar Marshall, Student Representative
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. Shepard will be participating remotely.

APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 13, 2025

Chairman Burman asked for a motion to approve the minutes of the regular meeting of January 13, 2025.

MRS. BURNS MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JANUARY 13, 2025. MR. BURMAN, MRS. BURNS, MRS. COMMERFORD, MR. GAINES, MR. GALLAGHER, MR. PATRIARCA AND MR. SIMS VOTED IN FAVOR OF THE MOTION; MR. STARR AND MRS. SHEPARD 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 Committee Member

Mr. Burman introduced the newest member of the Keefe Tech School Committee representing the City of Framingham, Mr. Stephen Starr. Superintendent Evans reported that he met with Mr. Starr and believes Mr. Starr's experience working with the City and his experience as a professional in our community will be a great asset to our Committee.

- Superintendent Evaluation Sub-Committee Update

Superintendent Evans reported that the Superintendent Evaluation Sub Committee met this evening just prior to the regular Committee meeting. Superintendent Evans announced that after years of being the Chair of the sub-committee, Mrs. Commerford has decided to step down as Chair but will stay on as a member of the sub-committee. Superintendent Evans reported the Chair of the Superintendent Evaluation Sub-Committee will be Mrs. Burns. Superintendent Evans thanked the members of the sub-committee for their time and willingness to be members of the sub-committee. Mrs. Burns reported that sub-committee members will be reviewing the Standards binder and the District Improvement Plan binder. Once reviewed by all sub-committee members, binders will be made available to any member

of the full Committee who wishes to review them. This year the binders will also be available to Committee members electronically. The sub-committee will reconvene in the spring, and they will make a recommendation to the full Committee for the Superintendent's evaluation rating at either the May or June meeting.

STUDENT REPRESENTATIVE REPORT

Ms. Skylar Marshall, Student Representative to the School Committee, provided the Committee with an update on student activities. She reported on the status of the spring play, Beetlejuice, as well as beginning preparations for the winter pep rally being held on February 14th. Ms. Marshall also updated Committee members on a meeting that took place with eligible students for National Honor Society and review of the application process. Ms. Marshall reviewed plans for the Prom with a theme of "Old Hollywood", as well as reviewing the status of our winter sports teams. Ms. Marshall reported that our sports teams are all doing very well. She reported that our Wrestling team, for the first time in 20 years had a full lineup and that for our first Varsity Season of Hockey has been going very well. Ms. Marshall reported that the basketball teams are doing very well and that recently one of the girls basketball players was voted as player of the week from the Metrowest Daily News.

SUPERINTENDENT-DIRECTOR'S REPORT

- Security Update

Superintendent Evans reviewed a message he provided in the most recent Bronco Bulletin. He reported his intent in doing so was to address some concern about our school environment based on world events. He decided to send a message this way as to not engage in any politics. Instead, he wanted to assure families that we are on top of our responsibilities for securing the building and are aware of our responsibility as far as who can get access to students and to assure families that people just can't come in and roam around the building. Superintendent Evans reported that we have a staff member at the Main Entrance of the building who will buzz visitors in, determine why they are here, have them sign in. Superintendent Evans reported that only family members listed as contacts or emergency contacts have access to students. Superintendent Evans encouraged families to be sure their contacts and emergency contacts are up to date. Superintendent Evans reported that we have a very good relationship with our community police departments. If a police officer comes in we communicate with families and parents and make sure that all judicial paperwork is in order before anyone gets information on, or access to students.

- Competency Determination (Appendix 2024-12)

Superintendent Evans provided the Committee with an update on the Class of 2025's status regarding graduation requirements considering recent legislative changes affecting the MCAS. Superintendent Evans reported that at this time we do not need an alternative and we are not under any time constraints because every member of the Class of 2025 has passed the MCAS. Superintendent Evans reported we will bring a plan forward at a later time for the Class of 2026. This plan would be included as a change to the Student Handbook that would be voted on by the Committee. Superintendent Evans reported that we recently hosted over 45 superintendents and assistant superintendents to discuss the MCAS situation. We are still waiting for further guidance from the State. Currently the MCAS is still being given to students, but the graduation requirement is gone. Superintendent Evans reported there will be more to come on this subject and he will update the Committee as we receive further information.

- Out of State Field Trip Requests (Appendix 2025-13)

Superintendent Evans presented an out of state field trip request to the Committee for their approval. The request is to Providence, RI. on March 5th for the students in Horticulture and Landscape Management program to attend the New England Regional Turfgrass Foundation Conference & Trade Show. MR. GALLAGHER MADE A MOTION SECONDED BY MR. BURMAN TO APPROVE THE OUT OF STATE FIELD TRIP REQUEST. MR. BURMAN, MRS. BURNS, MRS. COMMERFORD, MR. GAINES, MR. GALLAGHER, MR. PATRIARCA, MRS. SHEPARD, MR. STARR, AND MR. SIMS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

FINANCIAL MATTERS

- Budget Update

Superintendent Evans reminded Committee members that we need 11 members at the March 3rd meeting for the Public Hearing on the Budget. Superintendent Evans reported at the next meeting he will have more information on efficiencies and assessments to member communities. Superintendent Evans reported that this month we will seek out efficiencies and get a more accurate assessment of our health insurance costs. He reported he would like to have some reductions. Superintendent Evans reported we are looking at grant entitlements and maybe some salary areas to find efficiencies as well as areas of surplus in FY25 where we could possibly purchase equipment or supplies that were on our list for FY26. We are working diligently to try to get this year's budget on a more palatable increase. Superintendent Evans reported he would like to get under or near 7% for a final budget which will

take some creativity and hard work. Superintendent Evans reported he will be meeting with our communities and presenting and communicating reasons for the larger increase including growing enrollment as well as funding for the Feasibility Study. He reported he will continue to have complete transparency and present to the City of Framingham and our member towns. The first meeting is already scheduled to present to the City of Framingham Finance Sub-Committee on February 11th. Superintendent Evans reported he was asked specifically to address the MSBA Project. Superintendent Evans reported that when he meets with community members, he expects there to be many questions and more than likely will not have all the answers.

- Non-Salary Financial Expenditure Report (Appendix 2025-14)

Members received the Non-Salary Financial Expenditure Report along with some highlights. Mrs. Sharek reported that we are on target, currently spending nearly half of the budget. Mrs. Sharek reported she continues to review accounts nearing or exceeding budget balances and have been discussing these items with department heads. Mrs. Sharek reported the FY24 Audit is nearly complete. At this time all reports are good and Mrs. Sharek expects the Audit will be presented at next month's meeting.

- Budget Transfer (Appendix 2025-15)

Mrs. Sharek presented a request for a Budget Transfer. Mrs. Sharek said these are items that could not be transferred within their own departments. The transfer request is in the amount of \$6,321 to cover expenditures in the Electives department, Math supplies, equipment for the Physical Education department and professional dues for SkillsUSA/FFA/BPA. Mrs. Sharek reported surplus is available in the Salaries account. MRS. BURNS MADE A MOTION SECONDED BY MR. SIMS TO APPROVE THE BUDGET TRANSFER; MR. BURMAN, MRS. BURNS, MRS. COMMERTON, MR. GAINE, MR. GALLAGHER, MR. PATRIARCA , MRS. SHEPARD, MR. STARR, AND MR. SIMS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

- MetroWest Daily News Article on Keefe Tech Girls Varsity Basketball (Appendix 2025-16)

Committee members received an article published in the MetroWest Daily News, highlighting the Girls Varsity Basketball Team and longtime coach Mr. Collins. Superintendent Evans reported that Mr. Collins and his staff worked hard in previous years to prepare students for a varsity team. He reported we

wanted to be sure our students had a good positive experience and were prepared before moving to the varsity level. Superintendent Evans said he compliments the student athletes and the coaching staff for their success.

- Superintendent Evans provided the Committee members with a feature on SkillsUSA State Treasurer and Keefe Tech student Victoria Graumann. Superintendent Evans reported that Victoria will represent Keefe Tech well at the State level.

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) (3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the Committee and the Chair so declares not to reconvene in open session.

MR. GALLAGHER MADE A MOTION SECONDED BY MR. PATRIARCA TO ENTER INTO EXECUTIVE SESSION AND NOT RETURN TO OPEN SESSION. MR. BURMAN, MRS. BURNS, MRS. COMMERFORD, MR. GAIN, MR. GALLAGHER, MR. PATRIARCA , MRS. SHEPARD, MR. STARR, AND MR. SIMS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is March 3, 2025
The meeting adjourned at 7:10 PM

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
School Committee Meeting – February 3, 2025

ACTION SHEET

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