

Approved by School Committee:
June 9, 2025

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

May 5, 2025

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gaine

FRAMINGHAM

Michele Burns
Linda Fobes
Rick Gallagher
Sara Hamerla
Steve Patriarca
Steve Starr

HOLLISTON

Sarah Commerford
Barry Sims

HOPKINTON

Ruth Knowles

NATICK

Gerry Hartwell
Henry Haugland

ALSO PRESENT:

Jonathan Evans – Superintendent
Shannon Snow – Principal
Skylar Marshall – Student Representative
Karen Ward - Recording Secretary
William Hurley – Treasurer

Chairman Burman called the meeting to order at 6:00 PM

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 accordance with the Attorney General's Regulations and Procedures.

APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 7, 2025

Chairman Burman asked for a motion to approve the minutes of the regular meeting of April 7, 2025.

MRS. BURNS MADE A MOTION, SECONDED BY MRS. FOBES, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF APRIL 7, 2025. ELEVEN MEMBERS VOTED IN FAVOR OF THE MOTION; TWO MEMBERS ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

Anna and Luceni Almeida

CHAIRMAN'S REPORT

There was no Chairman's Report

STUDENT REPRESENTATIVE REPORT

Ms. Marshall updated the Committee on student activities taking place at Keefe Tech. She reported that Students just wrapped up with the SkillsUSA State Competition. She reported they came away with six Gold Medals and five Leadership Awards. She reported it was a good experience, and students had a wonderful time. Ms. Marshall also reported that six Keefe Tech students attended the Empowering Girls Conference in Newton that was presented by the District Attorney's Office. She said it was a very popular event. Ms. Marshall reported that eleven students attended the MIAA Leadership Conference. Ms. Marshall reported Graduation is just 17 days away. She gave an update on the status of the sports teams. All teams have had a wonderful season including the softball team which had it's first year with both JV and Varsity schedules coming away with 3 wins and 5 loses.

Lastly, Ms. Marshall reported the six students who received Gold Medals and the Student Leadership Award recipients are looking forward to attending the SkillsUSA National Conference.

EXECUTIVE SESSION

There was no Executive Session

SUPERINTENDENT DIRECTOR'S REPORT

- Outstanding Vocational Student (Appendix 2025-31)

Dr. Snow reported that the visitors joining us tonight is Anna Almeida and her mother Luceni Almeida. Anna has been recognized as an Outstanding Vocational Student of the Year at a banquet in Worcester. Dr. Snow reported that each year we are able to nominate one student to receive this award. She reported that Anna and her family attended a banquet where she was invited on stage to receive her award and was recognized for her hard work. Dr. Snow reported that Anna is an outstanding student who has excelled both academically and in the Health Careers program. Anna has been successful in Keefe Tech's most rigorous course load, and she will be graduating in the top 10% of her class. After graduation Anna will be starting her pursuit of a Physician Assistant degree at Massachusetts College of Pharmacy and Health Sciences.

- Senior Activities (Appendix 2025-32)

Committee members received a list of Senior Activities/Year End Activities. Dr. Snow reported the Senior Awards Night on May 21st is a very nice evening when our students are celebrated. She also reported that Graduation is on May 28th at the Warren Conference Center, with a rain date of May 29th. Superintendent Evans said if any members are interested in attending Graduation, to please let Mrs. Ward know so that she reserves a seat for you and a guest.

- School Calendar/Committee Meeting Dates (Appendix 2025-33)

Dr. Snow presented the 2025-2026 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. Dr. Snow said one thing that is a little different is the longer winter break, based on when the New Year falls on the calendar. Superintendent Evans said the proposed School Committee Meeting dates are on the calendar. MR. GALLAGHER MADE A MOTION, SECONDED BY MR. BURMAN, TO APPROVE THE 2025-2026 SCHOOL CALENDAR. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS

- Exploration of International Trip (Appendix 2025-34)

Dr. Snow presented information on the possibility of offering the experience of an international trip to our students. She reported that recently a math teacher that had experience at her previous work asked to explore this possibility. Dr. Snow reported that our sending towns have experience with this and that we would also like to offer this experience to our students. Dr. Snow reported that they had an informational meeting explaining that if this takes place, it would not be for another two years from now, enabling parents to prepare for the expense. Dr. Snow said there was a large amount of families that showed much excitement. Dr. Snow said this would be offered through a well known tour company. The trip would be to Iceland in June of the year 2027. She reported this is an English speaking destination, with a lot of STEM based activities. Superintendent Evans reported that he has already reached out to district counsel to make sure all questions are answered regarding logistics, medical care etc. Many member community schools have done this and we want to move forward cautiously. He reported that we would lean heavily on the tour company and their expertise paired with our expertise. At this point in time, we are not asking for a vote of approval, this is just informational. We hope to bring a vote to the Committee at the appropriate time.

- Personnel Activity (Appendix 2025-35)

Superintendent Evans presented an Advisory Board Application for the Cosmetology program for the review of the Committee. MR. GALLAGHER MADE A MOTION, SECONDED BY MR. BURMAN, TO APPROVE THE ADVISORY BOARD APPLICATION. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Program Advisory Committee Meeting (Appendix 2025-36)

Superintendent Evans provided Committee members with an invitation to the Program Advisory Committee Meeting taking place on May 15th. He reported that the event includes program meetings, and an opportunity for a celebration and thank you for all the work taking place in our programs with the help and guidance of advisory board members. He said if any members would like to attend to please let Mrs. Ward know so we can reserve a space for you.

- Municipal Meeting Update

Superintendent Evans reported that he presented our FY26 Budget to Natick where we received much support for what we are doing here at Keefe Tech, despite an increase. Superintendent Evans also

reported that Mrs. Sharek is representing Keefe Tech this evening at Hopkinton Town Meeting. Superintendent Evans reported that because of a personal conflict, he is unable to attend Ashland and Holliston town meetings scheduled this week on Wednesday. He reported that Dr. Snow will represent us in Ashland and Mrs. Sharek will represent us in Holliston. He reported there have been no questions and expects support from Hopkinton this evening, and he expects support from Ashland and Holliston on Wednesday evening. Superintendent Evans said he also expects to hear from the Framingham City Council at some point in the near future. Superintendent Evans said he will keep the Committee updated and hopes to have an approved budget very soon.

FINANCIAL MATTERS

- Non-Salary Financial Expenditure Report (Appendix 2025-37)

Members received the Non-Salary Expenditure Report along with some highlights. Superintendent Evans reported we have spent 67% of the budget to date. This is in line with where we should be at this point in the fiscal year. Superintendent Evans said that Mrs. Sharek has prepared a separate FY25 Budget Transfer request which will be presented next.

- Budget Transfer (Appendix 2025-38)

Superintendent Evans presented a budget transfer totaling \$40,480 due to the increased cost of supplies for the Business Office, Electives and Academics, also for the purchase of equipment for Horticulture program and the out of state travel for the Director of Finance to attend a conference. Superintendent Evans reported he expects the possibility of more transfers to be presented in June and possibly July to cover unanticipated needs. MR. PATRIARCA MADE A MOTION SECONDED BY MRS. FOBES TO APPROVE THE BUDGET TRANSFER OF \$40,480. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Feasibility Study Account (Appendix 2025-39)

Superintendent Evans reported that through the suggestion of our Auditor, that as a Regional Municipality, we have the ability to establish a Feasibility Study Account for the purpose of funding our Feasibility Study. Superintendent Evans said that the advantageous part of this account would be that it can live outside the timelines of a fiscal budget, meaning this money can roll forward. He reported we are requesting establishing this account with a zero balance and that all funds going into the account would need a vote of the Committee. Superintendent Evans said they are looking to begin funding the

account at the end of the fiscal year. Superintendent Evans reported this will help to show the dedicated funds we would need to prove we have the required two million dollars dedicated for the Feasibility Study and it will also help to keep it transparent for us to show where funding is coming from. MR. GALLAGHER MADE A MOTION SECONDED BY MRS. BURNS TO APPROVE THE ESTABLISHMENT OF A FEASIBILITY STUDY ACCOUNT. THIRTEEN MEMBERS VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

- Committee members received an article highlighting the Keefe Tech Theater Program. Superintendent Evans reported that he attended the production on Saturday evening and Dr. Snow attended on Friday evening. He said he was amazed at how well student performances were, that many students have no background in theater and this was their first experience. He said the advisors did a tremendous job giving students the ability to shine in their different contributions, costumes, set designs etc. He said it's nice that we have evolved to a place where we are performing a musical. Superintendent Evans thanked Dr. Snow for her efforts to bring this to Keefe Tech and he said she really nurtured this project, and she was the driving force behind it.

- Superintendent Evans reminded Committee members that our June 9th meeting is the organizational meeting and will begin at 6PM. Please give some thought for nominations for the 2025-2026 school year.

- Superintendent Evans reported that this is teacher and nurse appreciation week. Dr. Snow reported there are several events planned to thank faculty for their dedication. On Monday there was a coffee truck where teachers could get coffee on their way into school. On Wednesday there will be an ice cream truck from Juniper Farms. There are several businesses that have donated special treats which will be shared with the faculty and there is also a parent of a senior that donates pizza for the faculty.

OLD BUSINESS

There was no old business

NEW BUSINESS

There was no new business

ADJOURNMENT

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

The meeting adjourned at 6:35pm

Next Meeting June 9th @ 6PM

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – May 5, 2025

ACTION SHEET

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