# SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

750 Winter Street
Framingham, MA 01702

## REGULAR MEETING OF THE DISTRICT SCHOOL COMMITTEE

***September 29, 2025 @ 6:00 PM – School Committee Meeting Room 226***

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I. APPROVAL OF MINUTES OF REGULAR MEETING OF August 25, 2025

II. GUESTS AND VISITORS

III. CHAIRMAN'S REPORT
1. New Committee Members
2. OPEB Update
3. School Committee Materials

IV. STUDENT REPRESENTATIVE REPORT

V. SUPERINTENDENT-DIRECTOR'S REPORT
4. Competency Determination Update
5. Admissions Policy Update
6. MSBA Update/Building Committee (Appendix 2025-76)
7. Personnel Activity (Appendix 2025-77)
8. McKinney-Vento Policy (Appendix 2025-78)
9. Foster Care Policy (Appendix 2025-79)
10. Military Policy (Appendix 2025-80)
11. Delegate Assembly MASC/MASS Joint Conference (Appendix 2025-81)
12. Budget Sub-Committee Members
13. Budget Sub-Committee Dates (Appendix 2025-82)

VI. FINANCIAL MATTERS
14. Non-Salary Financial Expenditure Report (Appendix 2025-83)
15. ACCEPT Quarter 4 Report (Appendix 2025-84)

VII. COMMUNICATION

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. EXECUTIVE SESSION

Executive Session pursuant to G.L.c.30a, § 21 (7) To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements and the chair so declares for the purpose of approving the August 25, 2025, executive session minutes only

XI. ADJOURNMENT

**One or more members of the South Middlesex Regional Vocational Technical School Committee may be participating remotely in accordance with the Attorney General's Regulations and Procedures {940 CMR 29.10}. A quorum of the Committee will be present.*

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Posted: Keefe Tech Web Site: https://www.keefetech.org/community/public-meeting-info
cc: Legal Counsel, Administrative Staff, School Treasurer, KTEA President, and Town/City Clerks: Ashland, Framingham, Holliston, Hopkinton and Natick

*Approved by School Committee:*
*September 29, 2025*

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

**August 25, 2025**

MEMBERS PRESENT:

**ASHLAND**
Ed Burman

**FRAMINGHAM**
Michele Burns
Linda Fobes (Remote)
Rick Gallagher
Maria Martinez
Steven Patriarca
Bill Phillips
Steven Starr

**HOLLISTON**
Sarah Commerford
Barry Sims

**HOPKINTON**

**NATICK**
Henry Haugland
Gerald Hartwell

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

*Chairman Burman called the meeting to order at 6:05PM.*

*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 July 21, 2025**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of July 21, 2025.

MR. GALLAGHER MADE A MOTION, SECONDED BY MRS. BURNS TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 21, 2025. MRS. BURNS, MR. HARTWELL, MR. HAUGLAND, MRS. FOBES, MR. GALLAGHER, MRS. MARTINEZ, MR. PATRIARCA, MR. PHILLIPS, MR. SIMS, MR. STARR, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; MRS. COMMERFORD ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

**GUESTS AND VISITORS**

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 a parent that will be speaking to the Committee in Executive Session.

**CHAIRMAN'S REPORT**

**STUDENT REPRESENTATIVE REPORT**

Ms. Skylar Marshall, student representative for the School Committee, reported that she is happy to be back to school and back to meeting with the school committee. She said today was the first day, so she doesn't have a lot to report, but that the first day went well. Ms. Marshall reported that she attended the Grade 9 Step Up Day and it was nice to see all the freshman and the peer mentors in action. She reported that the fall athletic teams are back and excited to be competing. She said she looks forward to having more to share at the next meeting.

**SUPERINTENDENT-DIRECTOR'S REPORT**

- Update on Summer Programs

Superintendent Evans reported that we had another 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.

- 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, Mr. Norm Bossio. Dr. Snow said he was inspirational and did a great job. Dr. Snow said today was the first day back to school for students. She reported that this week is an academic week for grade 9 students and next week will be the first exploratory session. It was wonderful to have a building filled with students. Dr. Snow said that she was very happy with how the first day went.

- RAM Clinic

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 372 people were given some type of medical care over the course of two days. Mr. Burman thanked Mrs. Fobes for volunteering to help with the event. Mrs. Fobes reported this was an amazing experience and she was very happy to be participating in the event and hope to do it again in the future. Chairman Burman also reported that next year they are hoping to increase the number of dental chairs. He reported that by 8:30 a.m. each day the tickets for dental care were spoken for. Superintendent Evans said it is wonderful for Keefe Tech to be able to help the community, and this is a win for all involved.

- Hiring Update (Appendix 2025-65)

Committee members were provided with a list of new hires for the 2025-2026 school year. Superintendent Evans said he was happy with our new hires. Superintendent Evans said when he hears from colleagues that they are still hiring, he is very happy all teaching positions are filled.

- Organizational Chart (Appendix 20205-66)

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

- Change of Date for October School Committee Meeting (Appendix 2025-67)

Superintendent Evans reported that he is requesting a change in date of the next school committee meeting from October 6th to September 29th. This change is necessary to meet MSBA filing dates for a couple of milestones that need to be met before the October 6th date.

MR. BURMAN MADE A MOTION SECONDED BY MRS. COMMERFORD TO APPROVE THE CHANGE IN DATE OF THE NEXT SCHOOL COMMITTEE MEETING TO SEPTEMBER 29TH INSTEAD OF THE OCTOBER 6TH MEETING. MRS. BURNS, MRS. COMMERFORD, MR. HARTWELL, MR. HAUGLAND, MRS. FOBES, MR. GALLAGHER, MRS. MARTINEZ, MR. PHILLIPS, MR. PATRIARCA, MR. SIMS, MR. STARR, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- MASC/MASS Conference Early Bird Registration (Appendix 2025-68)

Superintendent Evans presented information on the MASC/MASS Conference taking place in Hyannis on November 12-14th. He reported that if any member is interested in attending the conference please let either Superintendent Evans or Ms. Ward know so we can take advantage of the discount offered with an early bird registration.

- MSBA Initial Compliance Certification (Appendix 2025-69)

Superintendent Evans said that since our last meeting we had a kickoff meeting with the MSBA. Superintendent Evans said that he, Mrs. Sharek, Dr. Snow, Mr. Jannetti and Mr. Kane attended the meeting. He said this meeting was very helpful and provided a lot of information regarding next steps. Superintendent Evans reported that one of the first documents that needs to be submitted for the MSBA project is the Initial Compliance Certification. He reported that this document is basically an agreement to abide by the rules of the MSBA. He reported that staff members that were at the kickoff meeting

reviewed the document and they are ready to go forward with submitting it before the September 2nd deadline. Superintendent Evans said this document does not need a school committee vote, but he thought it best to request a vote to support signing the document. He also reported that at the next meeting he will be prepared to review the plans for the building committee. MR. GALLAGHER MADE A MOTION SECONDED BY MR. BURMAN TO SUPPORT THE ADMINISTRATION IN SIGNING THE INITIAL COMPLIANCE CERTIFICATION AND SUBMITTING IT TO THE MSBA. MRS. BURNS, MRS. COMMERFORD, MR. HARTWELL, MR. HAUGHLAND, MRS. FOBES, MR. GALLAGHER, MRS. MARTINEZ, MR. PATRIARCA, MR. PHILLIPS, MR. SIMS, MR. STARR AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Bond Counsel for MSBA Project (Appendix 2025-70)

Superintendent Evans reported that it is necessary to have Bond Counsel for the MSBA Project. He said our Attorney, Marc Terry, is not a bond attorney. He said a bond attorney has a very specialized area of expertise. Superintendent Evans reported that he has spoken with our Attorney, Marc Terry and several superintendents from sister schools that are either going through an MSBA project or just completed one and feels he is benefiting from their best practices. Superintendent Evans said he is enthusiastically recommending Mr. Rick Manley from the firm Troutman Pepper Locke as our bond counsel. Superintendent Evans said that he spoke with Mr. Manley, who has already been very available and has offered great guidance. Superintendent Evans said he has provided the committee with a document explaining the agreement between bond counsel and the district. He said Mr. Manley will continue to give us guidance and his services at no cost until we are at a point of reimbursement, Superintendent Evans reported his fee is not hourly. Superintendent Evans said that he highly recommends we use Mr. Manley from Troutman Pepper Locke as our bond counsel. MRS. BURNS MADE A MOTION SECONDED BY MRS. COMMERFORD TO APPROVE MR. MANLEY OF TROUTMAN PEPPER LOCKE AS THE BOND COUNSEL REPRESENTING THE DISTRICT IN THE MSBA PROJECT. MRS. BURNS, MRS. COMMERFORD, MR. HARTWELL, MR. HAUGLAND, MRS. FOBES, MR. GALLAGHER, MRS. MARTINEZ, MR. PATRIARCA, MR. PHILLIPS, MR. SIMS, MR. STARR, AND MR. BURMAN APPROVED THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Policy BEDH (Appendix 2025-71)

Superintendent Evans reported that he is presenting the Policy BEDH to the committee for their review. He reported that our policy was outdated. MR. BURMAN MADE A MOTION SECOND BY MR. GALLAGHER

TO APPROVE THE UPDATED POLICY BEDH. MRS. BURNS, MRS. COMMERFORD, MR. HARTWELL, MR. HAUGLAND, MRS. FOBES, MR. GALLAGHER, MRS. MARTINEZ, MR. PATRIARCA, MR. PHILLIPS, MR. SIMS, MRS. SNOW AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

**FINANCIAL MATTERS**

- Non-Salary Financial Expenditure Report (Appendix 2025-72)

Members received the Non-Salary Expenditure Report and Highlights. Mrs. Sharek reported that the school year is underway, and we have spent 7% of our budget. Mrs. Sharek reported we are encumbering salaries and utilities for the fiscal year.

- Bid Sprinkler System (Appendix 2025-73)

Mrs. Sharek requested approval for the district to obtain a bid for a Sprinkler System for the remodeling project in the shed that is being repurposed for Construction and Horticulture Programs to utilize. This is a requirement to be in compliance with regulations. This project is funded through a Massachusetts Skills Capital Lab Modernization Grant. Superintendent Evans reported that as we prepare for a major building project, any changes we make to the building will be in areas that won't be touched by the project, or that are necessary to provide for our students. He reported we will be looking at any updates to the building with the project in mind. MR. GALLAGHER MADE A MOTION SECONDED BY MRS. COMMERFORD TO APPROVE GOING OUT TO BID FOR A SPRINKLER SYSTEM FOR THE SHED RENOVATION. MRS. BURNS, MRS. COMMERFORD, MR. HARTWELL, MR. HAUGLAND, MRS. FOBES, MR. GALLAGHER, MRS. MARTINEZ, MR. PATRIARCA, MR. PHILLIPS, MR. SIMS, MR. STARR, AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Budget Update

Superintendent Evans gave the Committee a verbal update regarding the FY26 Budget and the funding for the feasibility study. Superintendent Evans reported that recently he and the Framingham members representing Keefe Tech were invited to attend a Framingham City Council Meeting. Superintendent Evans said they wanted to be respectful of the invitation but also wanted to be careful not bringing a quorum together outside of a Keefe Tech School Committee meeting. He reported that Mrs. Burns attended the meeting along with Superintendent Evans, Mrs. Sharek and Mr. Burman. He said there

were also a couple of members attending remotely. He said there was some frustration that we should still borrow money even though we have it. Unless the Committee wishes to make a change with our funding strategy and bonding for feasibility, no additional action is needed at this time. Superintendent Evans provided the Committee with the PowerPoint presentation he gave to the City Council, which is the timeline of our communication to them throughout this whole process.

**COMMUNICATION**

- Staff Return Messages (Appendix 2025-75)

Members received copies of the messages sent by Superintendent Evans and Principal Snow, to welcome staff back for the start of the 2025-2026 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 (7) comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. 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. MR. GALLAGHER MADE A MOTION SECONDED BY MR. PATRIARCA 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, MR. HARTWELL, MR. HAUGLAND, MRS. FOBES, MR. GALLAGHER, MRS. MARTINEZ, MR. PATRIARCA, MR. PHILLIPS, MR. SIMS, MR. STARR 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 25 , 2025

**ACTION SHEET**

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MR. BURMAN MADE A MOTION SECOND BY MR. GALLAGHER TO APPROVE THE UPDATED POLICY BEDH. MRS. BURNS, MRS. COMMERFORD, MR. HARTWELL, MR. HAUGLAND, MRS. FOBES, MR. GALLAGHER, MRS. MARTINEZ, MR. PATRIARCA, MR. PHILLIPS, MR. SIMS, MRS. SNOW AND MR. BURMAN VOTED IN FAVOR OF THE MOTION; THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

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