

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

January 9, 2017

MEMBERS PRESENT:

ASHLAND

Bill Gainé

FRAMINGHAM

Larry Cooper
John Kahn
Mike Rossi
James Comeau
Myra Bushell
Linda Fobes

HOPKINTON

Ruth Knowles
Mia Crandall

HOLLISTON

Sarah Commerford
Barry Sims

NATICK

Tassos Filledes

ALSO PRESENT:

Jonathan Evans
Shannon Snow
Jack Keating
Richard DeAngelis
Elaine O'Toole
Kurt Schneider

Superintendent-Director
Principal
Treasurer
Legal Counsel
Recording Secretary
Commercial Art Instructor & Web Master

I. APPROVAL OF MINUTES OF THE REGULAR MEETING OF NOVEMBER 7, 2016

Mr. Rossi asked for a motion to approve the minutes of the regular meeting of November 7, 2016.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. SIMS, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 7, 2016. TEN VOTED IN FAVOR OF THE MOTION. MRS. CRANDALL AND MRS BUSHELL ABSTAINED.

II. GUESTS AND VISITORS

Kurt Schneider, the Visual Design Instructor and the Keefe Tech Web Master was present.

III. SUPERINTENDENT-DIRECTOR'S REPORT

A. Information Only

1. Website Presentation

Kurt Schneider, Keefe Tech Web Master, demonstrated how to search the web pages for up-to-date information regarding Keefe Tech.

2. Update on Facilities Director Position (Appendix 2017-01).

A posting for the Interim Director of Facilities position has been posted internally. There may be some candidates in the building who may be interested in this position. With Mr. Jannetti working in a part-time role, perhaps one of his staff could assume a leadership role, and as a team they could meet the functions of the position. At the end of the fiscal year, there will be a posting for a permanent Facilities Director.

3. Update on Finance Director Position (Appendix 2017-02)

There will be a posting for a permanent Finance Director. Ms. Snow, Mr. Trifone, and Mr. Jannetti, will provide input on the potential candidates. The individual appointed will have a role with the Committee as the Chief Procurement Officer for the District. Chairman Rossi has expressed his interest to be included in the process of hiring when the final candidates have been determined.

B. Action Required

1. Personnel Activity (Appendix 2017-03)

Superintendent Evans recommended approval of the Advisory Board candidates for Health Careers, Horticulture & Landscaping, and Metals Technology.

MR. GAINES MADE A MOTION, SECONDED BY MRS. FOBES, TO APPROVE FIVE CANDIDATES AS ADVISORY BOARD MEMBERS. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

2. Vote 2016 Annual Report (Appendix 2017-04)

Chairman Rossi asked for a vote to approve the 2016 Annual Report.

MR. SIMS MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE 2016 ANNUAL REPORT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

3. Vote to Appoint William Trifone as Chief Procurement Officer (CPO) (Appendix 2017-05)

Superintendent Evans stated we are required to appoint a Chief Procurement Officer in the event a large purchase is needed. Therefore, he recommends Mr. William Trifone be appointed as the Chief Procurement Officer for Keefe Tech.

MRS. FOBES MADE A MOTION, SECONDED BY MR. SIMS, TO APPOINT MR. WILLIAM TRIFONE AS THE CHIEF PROCUREMENT OFFICER FOR KEEFE TECH. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

4. Vote for Out of State Field Trip to Portsmouth Naval Shipyard (Appendix 2017-06)

Superintendent Evans asked for a vote to approve an out-of-state field trip for 14 grade 10 and 12 students in Metal Fabrication to travel to Portsmouth Naval Shipyard in Kittery, ME on February 9, 2017.

MR. CAMEAU MADE A MOTION, SECONDED BY MRS. FOBES TO APPROVE 14 STUDENTS TO TRAVEL TO PORTSMOUTH NAVAL SHIPYARD IN KITTERY, ME ON FEBRUARY 9, 2017. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

IV. CHAIRMAN'S REPORT

1. Budget Sub-Committee Update

Mr. Sims stated the Budget Sub-Committee held three meetings in December. At each meeting a representative went through the budget line item by line item. This year's preliminary budget shows a 3.5% increase from last year's increase of 3.55% for last year's preliminary budget. Representatives from Natick and Framingham were also present at some of the meetings. Comments from them regarding our budget were very positive. A listing of any big moves within the budget line items that exceeded \$20,000 was prepared. These large costs included the NEASC Decennial Report, a laptop cart for the English department, 2.5 new positions (a Special Educator, an ELL Associate, and a .5 music teacher), increased water costs, pay increases for the staff, increased health and dental costs, and the Siemens lease. These increases total \$663,000. The overall dollar difference between FY17 and FY18 is \$634,000. The Budget Sub-Committee recommends this preliminary FY18 budget of \$18,724,908, a 3.5% increase, be approved.

2. OPEB Trust Update

Mr. Kahn stated the OPEB Sub-Committee met this evening prior to the full Committee meeting. As of November of 2016, there were some legislative changes in the ground rules for the OPEB Trust. It is not necessary for us to take any action unless the full committee wishes to do so. One change is that last year we transferred \$100,000 at the end of the fiscal year that was not included in the budget. A feature of the new Municipal Modernization Act requires that districts only fund OPEB trusts with budgeted money. The administration has expressed concern about committing such funds to far in advance because they might be needed for our students. The new legislation now provides a different method of administering the OPEB Fund. If we decide to go to a different structure for the Trustees of the fund, there will be a slot preserved and selected by the retirees, who are the beneficiaries of the fund. If we decide to go with representatives, up to 15 could be chosen. The qualifications for selection of those representatives will be spelled out in the Trust. The fiduciary responsibilities will be essentially the same as they are now for a single Trustee.

3. Superintendent Evaluation Sub-Committee Update

Mrs. Commerford stated the same method as in past years will be followed. They will be convening in late March or early April to review the standards. Binders will be available to review as they were last year in the Superintendent's Office. In May they will report their findings and open up questions. There will be a meeting prior to the February School Committee for the Sub-Committee members to review their role in the evaluation process. No later than the June meeting the full Committee will have an opportunity to deliberate on the superintendent's evaluation prior to going into the next fiscal year.

V. **EXECUTIVE SESSION**

1. Negotiations Update and Vote on Collective Bargaining Agreement with the Keefe Tech Secretarial Association.

Chairman Rossi asked for a motion to go into Executive Session for the purpose described in G.L. c.30A, 21(a)3 to discuss strategy with respect to collective bargaining and to vote on the Collective Bargaining Agreement with the Keefe Tech Secretarial Association. The Chair declares before the executive session that:

1. The purpose(s) of the executive session is (as stated in the Agenda) for the meeting Negotiations Update and Vote on Collective Bargaining Agreement with the Keefe Secretarial Association;
- and
2. The School Committee will reconvene in open session at the conclusion of the executive session.

This requires a roll call vote of the entire committee.

MR. CAMEAU MADE A MOTION, SECONDED BY MRS. FOBES, TO GO OUT OF THE REGULAR SESSION AND GO INTO THE EXECUTIVE SESSION FOR NEGOTIATIONS UPDATE AND VOTE ON THE COLLECTIVE BARGAINING AGREEMENT WITH THE KEEFE TECH SECRETARIAL ASSOCIATION AND RECONVENE IN OPEN SESSION AT THE CONCLUSION OF THE EXECUTIVE SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. FILLEDES, MR.

GAINES, MRS. KNOWLES, MRS. FOBES, MR. COOPER, MR. KAHN, MRS. BUSHELL, MRS. CRANDALL, MRS. COMMERFORD, MR. SIMS, MR. CAMEAU, AND MR. ROSSI.

The Committee approved the details of the Collective Bargaining Agreement with the Keefe Tech Secretarial Association.

VI. FINANCIAL MATTERS

A. Information Only

1. Non-Salary Financial Expenditure Report (Appendix 2017-07)

Members received the Monthly Budget Report Highlights and the Non-Salary Expenditure Report for the month of January 2017.

B. Action Required

1. Vote to Approve the FY18 Preliminary Budget (Appendix 2017-08)

Superintendent Evans asked for a motion to approve a preliminary FY18 budget in the amount of \$18,724,908, which reflects an increase from FY17 in the amount of \$634,056 or a 3.50% increase.

MR. FILLEDES MOVED THE MOTION, MR. SIMS SECONDED THE MOTION TO APPROVE A PRELIMINARY FY18 BUDGET IN THE AMOUNT OF \$18,724,908, WHICH REFLECTS AN INCREASE FROM FY17 IN THE AMOUNT OF \$634,056 OR A 3.50% INCREASE. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

Once we know what the Governor and the House 1 budget will be, it will indicate what the assessment will be for Chapter 70, and the minimum contribution for the member towns. Mr. Trifone will help with this information and determine the particular assessments for our five member towns. Meanwhile, we will continue to look for efficiencies in the budget. A memo will be sent to the Committee members and the town Finance Committees as to when we will visit them.

VII. COMMUNICATION

1. Framingham Source Article "Empowering Girls Conference". (Appendix 2017-09)

Members received an article regarding students from Keefe Tech, and other area schools who participated in the 5th Annual Empowering Girls Conference.

2. Metrowest Daily News Article "STEM Expo at MassBay Community College (Appendix 2017-10).

Members received a MetroWest News Article which highlighted students from Keefe Tech and other high schools who showcased their work at the bi-annual STEM Expo at MassBay Community College.

VIII. OLD BUSINESS

There was no old business to report.

IX. NEW BUSINESS

There was no new business to report.

X. ADJOURNMENT

Mr. Rossi asked for a motion to adjourn.

MR. SIMS MADE A MOTION, SECONDED BY MRS. CRANDALL, TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is February 6, 2017.

The meeting adjourned at 8:15 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting - January 9, 2017

ACTION SHEET

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3. MR. SIMS MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE 2016 ANNUAL REPORT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
4. MRS. FOBES MADE A MOTION, SECONDED BY MR. SIMS, TO APPOINT MR. WILLIAM TRIFONE AS THE CHIEF PROCUREMENT OFFICER FOR KEEFE TECH. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
5. MR. CAMEAU MADE A MOTION, SECONDED BY MRS. FOBES TO APPROVE 14 STUDENTS TO TRAVEL TO PORTSMOUTH NAVAL SHIPYARD IN KITTERY, ME ON FEBRUARY 9, 2017. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS
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ON THE COLLECTIVE BARGAINING AGREEMENT WITH THE KEEFE TECH SECRETARIAL ASSOCIATION AND RECONVENE IN OPEN SESSION AT THE CONCLUSION OF THE EXECUTIVE SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. FILLEDES, MR. GAIN, MRS. KNOWLES, MRS. FOBES, MR. COOPER, MR. KAHN, MRS. BUSHHELL, MRS. CRANDALL, MRS. COMMERTON, MR. SIMS, MR. CAMEAU, AND MR. ROSSI.

7. MR. FILLEDES MOVED THE MOTION, MR. SIMS SECONDED THE MOTION TO APPROVE A PRELIMINARY FY18 BUDGET IN THE AMOUNT OF \$18,724,908, WHICH REFLECTS AN INCREASE FROM FY17 IN THE AMOUNT OF \$634,056 OR A 3.50% INCREASE. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

8. MR. SIMS MADE A MOTION, SECONDED BY MRS. CRANDALL, TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS