

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

February 6, 2017

MEMBERS PRESENT:

ASHLAND

Bill Gaine
Ed Burman

FRAMINGHAM

Larry Cooper
John Kahn
Mike Rossi
James Comeau
Myra Bushell
John Evans
AJ Mulvey

HOPKINTON

Ruth Knowles

HOLLISTON

Sarah Commerford
Barry Sims

NATICK

Tassos Filledes

ALSO PRESENT:

Jonathan Evans
Bill Trifone
Jack Keating
Richard DeAngelis
Elaine O'Toole
Margaret Ellis & Students

Superintendent-Director
Interim Business Manager
Treasurer
Legal Counsel
Recording Secretary
Advisor & Student Members of BPA

I. APPROVAL OF MINUTES OF THE REGULAR MEETING OF JANUARY 9, 2017

Mr. Rossi asked for a motion to approve the minutes of the regular meeting of January 9, 2017.

MR. COOPER MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JANUARY 9, 2017. TEN VOTED IN FAVOR OF THE MOTION. MR. MULVEY, MR. BURMAN AND MR. EVANS ABSTAINED.

II. GUESTS AND VISITORS

Mrs. Ellis and students of the Business Professionals of America (BPA) gave an overview of their organization and the Torch Award Program. There are 45 BPA members; some of them will be competing at the state competition in various events March 4-6 at the Sheraton Hotel in Framingham.

III. CHAIRMAN'S REPORT

A. Update Superintendent Evaluation Sub-Committee

The Superintendent Evaluation Sub-Committee met this afternoon. By the end of March the Sub-Committee will be reviewing the Superintendent's binders, and at the April meeting they will announce to the full Committee when the binders will be available for review. A full presentation will be made at the May meeting, with a recommendation for the Summative Assessment of the Superintendent for the 2016-2017 school year.

IV. SUPERINTENDENT-DIRECTOR'S REPORT

A. **Information Only**

1. Mid-Year Report District Improvement Plan (DIP) (Appendix 2017-11)

As requested, Superintendent Evans provided a mid-year update on the DIP for 2016-2017 and included a review of progress in the four major goal areas. These are:

1. Preparation for NEASC Decennial Visit – Superintendent Evans reviewed the progress that has been made as we prepare for the NEASC decennial visit. A steering committee has been established. During department meeting time, lead teachers have been asked to compile information consistent with the required

elements of the report. This information will be reported to coordinators. We have also requested an opportunity to have school leaders participate in other schools review teams so that we can contribute, and so that we can become more familiar with the process we will undergo next year. Superintendent Evans explained to our BPA guests how this review process will ensure that we are doing a good job providing services and appropriate skills to all of our students.

2. Budget Analysis – Superintendent Evans reported that with the help of our Interim Director of Finance, we have made progress in refining our practices to more accurately track expenditures and project areas of surplus and deficit. A major component of this strategy is that we are utilizing less encumbrances in our practice. This allows us to keep a more accurate understanding of our actual status. It was suggested that a strategy should not be listed as a goal. Instead, a strategy should be used to accomplish a goal. Superintendent Evans explained he would keep this in mind for future district improvement plans. However, in this case, developing a strategy for monitoring our financial status was in fact a goal

3. Parent Engagement - We have added a second parent night. During this event, parents will have an opportunity to meet with their child’s instructors during six minute appointments. This year, our juniors’ college planning night will be offered in three different languages. For admissions, an on-line application program will be available, while maintaining our traditional practice that is working well. We frequently use Blackboard Connect Communication to parents and the community. Superintendent Evans illustrated the use of Blackboard Connect and communication effort as they relate to the recent hockey incident. Superintendent Evans reviewed for the Committee the steps that were taken in response to the students most involved, the team, all student athletes, the faculty, and the entire school community. It was asked if a written summary could be provided to committee members regarding information sent to parents and/or the community.

4. Post-Secondary Connections – Efforts are underway to provide more early college options for students. Superintendent Evans has been working with the Presidents of Framingham State, Mass Bay Community College, and the leadership of Framingham Public Schools to establish such opportunities. Superintendent Evans has participated in meetings with the Secretary of Education to help advocate for a Framingham Campus

that is dedicated for this purpose. Per a Committee request, Framingham State will be providing enrollment data for our incoming students and also our graduates.

The Committee will be asked to provide feedback regarding these goals prior to the end of the school year.

2. Mid Cycle Review DESE (Appendix 2017-12)

The Department of Education comes every six years to review our services to students with special needs, students with ELL needs, our civil rights, our admissions process, and how we work with students on a 504 plan. When they came three years ago, we had no findings. They submitted six new standards, and we met all of those objectives as well.

3. Personnel Activity (Appendix 2017-13)

As Recording Secretary for the School Committee for 20 years, Mrs. O'Toole has submitted a letter of retirement. Ms. Ward will assume this position effective March 2017. The Committee presented Mrs. O'Toole with a plaque thanking her for her 20 years of service.

4. Advisory Board Dinner Update

The Advisory Board Dinner was held February 2nd. Each of the programs presented their plans for the next year. The leadership team takes that information to help make decisions about budgeting. Mrs. Bushell said she truly enjoyed this event and hoped to visit some of the programs in the future.

Mr. Kahn expressed concern about the lack of transportation resources available to support students accessing community experiences.

5. Budget Update

The preliminary FY18 Budget was presented to the Natick Finance Committee and was well received. The public hearing will take place at the March School Committee Meeting and eleven members will be needed to vote on the budget. The budget presented in March will reflect any efficiencies found, along with proposed assessments for our member towns. Following this vote, the member towns will be visited to talk about their individual costs.

6. Collective Bargaining Update

The CBA's for the teachers and secretaries have been finalized. The custodian contract will be finalized shortly, but due to a vote of the Committee, they have been receiving a 2% COLA since the start of the fiscal year.

B. Action Required

1. Vote Out of State Field Trip - Rhode Island Convention Ctr (Appendix 2017-14)

Request approval for an out of state field trip Feb 9, 2017 for 28 students in the Health Program to view the Body Works Exhibit at the Rhode Island Convention Center.

MR. EVANS MADE A MOTION, SECONDED BY MR. BURMAN, TO APPROVE AN OUT OF STATE FIELD TRIP FOR 28 STUDENTS TO GO TO THE RHODE ISLAND CONVENTION CENTER ON FEBRUARY 9, 2017. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

2. Vote Out of State Field Trip - Providence College (Appendix 2017-15)

Request approval for an out of state field trip for 4 physics students to travel to Providence College March 7, 2017 to participate in a series of physics related challenges.

MR. EVANS MADE A MOTION, SECONDED BY MR. BURMAN, FOR 4 STUDENTS TO TRAVEL TO PROVIDENCE COLLEGE MARCH 7, 2017. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

V. FINANCIAL MATTERS

A. Information Only

1. Non-Salary Financial Expenditure Report (Appendix 2017-16)

Members received the monthly Budget Highlights and the Non-Salary Financial Report for the month of February 2017.

B. Action Required

1. Vote to Approve Budget Transfer (Appendix 2017-17)

Mr. Trifone, the Interim Director of Finance, stated the water rates have gone up every year and the current budget was too low which left a shortfall of \$33,870. He is asking for budget transfers totaling \$45,510. Mr. Gaine asked if the District had miscalculated anticipated water costs this year. Superintendent Evans explained that while water rates were surprisingly high this year, after reviewing actual costs in the prior year, we could have been more accurate in our projections. Our new budgeting strategies will help us to be more accurate in the future.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. BURMAN, TO APPROVE A BUDGET TRANSFER OF \$45,510 IN THE FY 2017 BUDGET. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

2. Vote Bus Transportation Contract (Appendix 2017-18)

Mr. Trifone recommended a one-year contract extension with Michael J. Connolly & Sons for student transportation services for FY 2017. Mr. Trifone reviewed other districts' status regarding transportation cost increases, and this demonstrated that this one year extension is clearly the best choice for our district. Mr. Burman reviewed his understanding of the transportation increases that other districts are facing, and expressed his agreement with Mr. Trifone's recommendation.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. COOPER, TO EXTEND THE STUDENT TRANSPORTATION CONTRACT WITH MICHAEL J. CONNOLLY & SONS FOR ONE MORE YEAR. TWELVE VOTED IN FAVOR OF THE MOTION; MR. BURMAN ABSTAINED.

VI. EXECUTIVE SESSION

The Chair asked for a motion that the Committee go into Executive Session for the purpose described in G.L. c.30A, §21(a)7 to comply with or act under authority of, any general or special law or federal grant-in-aid requirements, to wit, G.L. c.30A §22(1), (the minutes of any executive session....., may be withheld from disclosure to the public in their entirety....so long as publication may defeat the lawful purposes of the executive session, but no longer); 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) for Approval of Minutes of Executive Session of January 9, 2017); 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. FILLEDES MADE A MOTION, SECONDED BY MR. COOPER, TO GO INTO EXECUTIVE SESSION TO APPROVE MINUTES OF EXECUTIVE SESSION OF JANUARY 9, 2017 AND RECONVENE IN OPEN SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. FILLEDES, MR. GAINES, MR. COOPER, MR. MULVEY, MR. EVANS, MR. KAHN, MRS. BUSHELL, MR. BURMAN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. CAMEAU, AND MR. ROSSI.

VII. COMMUNICATION

There was no communication to report.

VIII. OLD BUSINESS

There was no old business to report.

IX. NEW BUSINESS

Mr. Kahn expressed concern that for the past two years, advisory board reports have indicated that transportation is a major obstacle for students as they pursue cooperative education placements. He also expressed concern that while we highlight our efforts to provide authentic and practical experiences for students, this barrier might have a negative impact on the commitment we are making. Superintendent Evans acknowledged that we could further explore transportation barriers for our cooperative education students. However, he believes the District is doing very well in our efforts to provide authentic experiences for our students. We do this through community projects, on sight placements in programs such as Health Careers and Early Childhood Education, as well as through internships for which we provide transportation.

Superintendent Evans will provide a report on what obstacles may exist and how we may help our students to overcome them at a future meeting.

MR. GAINÉ MADE A MOTION, SECONDED BY MR. CAMEAU, TO HAVE AN AGENDA ITEM AT A FUTURE MEETING REGARDING BARRIERS FOR STUDENT CO-OPERATIVE JOBS AND WHAT CAN BE DONE ABOUT IT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

X. ADJOURNMENT

Mr. Rossi asked for a motion to adjourn.

MR. MULVEY MADE A MOTION, SECONDED BY MR. BURMAN TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is March 6, 2017.

The meeting adjourned at 8:30 P.M.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting - February 6, 2017

ACTION SHEET

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3. MR. EVANS MADE A MOTION, SECONDED BY MR. BURMAN, FOR 4 STUDENTS TO TRAVEL TO PROVIDENCE COLLEGE MARCH 7, 2017. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
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7. MR. GAINE MADE A MOTION, SECONDED BY MR. CAMEAU, TO HAVE AN AGENDA ITEM AT A FUTURE MEETING REGARDING BARRIERS FOR STUDENT CO-OPERATIVE JOBS AND WHAT CAN BE DONE ABOUT IT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
8. MR. MULVEY MADE A MOTION, SECONDED BY MR. BURMAN TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.