

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

March 6, 2017

MEMBERS PRESENT:

ASHLAND

Bill Gaine
Ed Burman

FRAMINGHAM

Larry Cooper
John Kahn
Mike Rossi
Myra Bushell
John Evans
Linda Fobes

HOPKINTON

Ruth Knowles

HOLLISTON

Sarah Commerford

NATICK

Tassos Filledes
Stephen Kane

ALSO PRESENT:

Jonathan Evans
Shannon Snow
Bill Trifone
Jack Keating
Richard DeAngelis
Al Hargrave
Karen Ward

Superintendent-Director
Principal
Interim Business Manager
Treasurer
Legal Counsel
McCarthy, Hargrave & Co. (Auditor)
Recording Secretary

I. APPROVAL OF MINUTES OF THE REGULAR MEETING OF FEBRUARY 6, 2017

Chairman Rossi asked for a motion to approve the minutes of the regular meeting of February 6, 2017.

MR. GAINÉ MADE A MOTION, SECONDED BY MR. COOPER, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 6, 2017. ELEVEN VOTED IN FAVOR OF THE MOTION. MRS. FOBES ABSTAINED.

II. GUESTS AND VISITORS

We were joined by Mr. Al Hargrave, McCarthy, Hargrave & Co. (auditor), and a Keefe Tech alumnus and her son.

III. CHAIRMAN'S REPORT

A. FY16 Audit Report

Mr. Hargrave reviewed the FY16 School District Audit Report. Mr. Hargrave reported cooperation with the Management and the Business Office staff for completion of the Single Audit, End of Year Report and Energy Project. No major findings were identified and the overall financial changes in the Districts position were due to OPEB liability, and expenses for pensions. Completion of the roof project in 2015 showed some shifts that will resolve.

Mr. Kahn asked if Mr. Hargrave verifies the reports that we give to him to make sure he is receiving correct and accurate information. Mr. Hargrave said he did, and explained that information was verified in multiple ways. These include a review of bank receipts, statements, and information from the Treasurer and vendors. Mr. Kahn asked what School Committee Members should be looking for when they sign warrants? Mr. Hargrave said they should feel comfortable asking questions if they don't understand what they are approving when signing warrants. Mr. Rossi said that warrants are now sent electronically from Mr. Trifone. He said on many occasions he asks questions and gets answers. He said it is incumbent upon members to know what they are signing.

Mr. Rossi expressed concern that as long-term liability becomes greater, how do we as a regional school district compare to other towns? Mr. Hargrave said that to compare one would have to look at annual audits, pension footnotes and OPEB benefits. Superintendent Evans said that the vast majority of districts are experiencing a similar overall financial shifts due to long-term unfunded liabilities. He said after having conversations with other districts he is less concerned because every town is looking at pension and OPEB. Mr. Hargrave expressed agreement with Superintendent Evans.

B. Policy Review Sub-Committee Progress

Superintendent Evans reported that under Mrs. Knowles leadership we are ready to take the next step in the process. We have received a draft form of the Policy Binder from MASC. Superintendent Evans said that the sub-committee agreed to have the leadership team look at the draft policy binder before the Committee votes on it to make sure there are no concerns. If there are any concerns he will bring the feedback to the sub-committee to review. In the next few weeks Superintendent Evans will reach out to schedule a final meeting of the Policy Sub-Committee to review the draft binder. Once this has been completed it will be brought to the full Committee for approval and a vote.

IV. EXECUTIVE SESSION

There was nothing to discuss in Executive Session.

V. SUPERINTENDENT-DIRECTOR'S REPORT

A. Information Only

1. Student Transportation Update

As requested at the last meeting by a couple of Members, Superintendent Evans reviewed challenges students may face accessing paid positions, internships, and authentic experiences. Superintendent Evans met with Mr. Kahn and agreed to have the leadership team generate a list of authentic experiences we offer our students. Once this information is compiled, we will identify the next steps in the process. Mr. Rossi asked for a timeline. Superintendent Evans said that the list is nearly complete. Superintendent Evans said he will meet again with Mr. Kahn and then in April, look at next steps.

2. Commonwealth of MA Skills Capital Grant Status

Superintendent Evans informed the Committee that our District is the proud recipient of a Commonwealth of MA Skills Capital Grant of \$397,150 to begin a Dental Assisting Program in the 2017-2018 school year. Superintendent Evans reviewed how the district plans to implement this program, beginning with a freshman exploratory. He explained that the District is very enthusiastic about the opportunities this will create for future students within and possibly beyond the district. Later plans will also include adult or post-secondary opportunities. Mrs. Commerford asked how the Baker Administration follows up on the implementation of the grant? Superintendent Evans reported that our grant included a specific budget, and we will be accountable for the execution of the plan. Mr. Gaine asked about resources for funding the program beyond the grant. Superintendent Evans explained that we have established an instructor salary in the FY18 Budget, and we will be asking the Committee for a budget transfer of \$10,000 to \$15,000 within the established FY18 Budget to fund supplies necessary for the program.

3. Personnel Activity (Appendix 2017-19)

Superintendent Evans updated the Committee on the status of our Director of Finance and Interim Facilities Coordinator appointments that will be made in the upcoming week.

Superintendent Evans reported that we had two applicants for the Interim Facilities Coordinator position. He has made a selection and will make it official in the coming week. This position will continue to have the support of Mr. Jannetti on a part time basis.

Superintendent Evans reported that there were two finalists for the Director of Finance position. Both Chairman Rossi and Superintendent Evans interviewed the candidates. We are down to one finalist, since one of the candidates withdrew his application. The position should also be filled within the coming week. Interim Finance Director William Trifone will continue to work in his part time capacity to support a smooth transition. Superintendent Evans thanked Mr. Trifone for his exceptional service during a time when he was greatly needed. With the help of Mr. Trifone, we also anticipate a smooth transition for his successor.

4. School Choice Decisions (Appendix 2017-20)

Members received a memorandum regarding Superintendent Evans' recommendation not to participate in the School Choice Program for the 2017-2018 school year. There will be a public hearing on School Choice at the April meeting.

5. SkillsUSA

Our district hosted a SkillsUSA event on Tuesday, February 28th for nearly 800 students from Keefe Tech and eleven of our sister schools. Superintendent Evans thanked Mr. John Brochu, Director of Career and Technical Education and faculty members for a job well done. Keefe Technical School students had a great day, with 36 medal winners and 23 students advancing to the State Conference. In both medal recipients and students advancing to the state competition, we greatly exceeded our numbers from recent years.

6. Update of Municipal Meetings

Members received information on upcoming municipal meetings to be held in March, April and May. Superintendent Evans will send an email to Members when dates have been confirmed.

B. Action Required

1. Personnel Activity (Appendix 2017-21)

Superintendent Evans presented an Advisory Board Application to be considered for the Graphics Department.

MR. GAINЕ MADE A MOTION, SECONDED BY MRS. FOBES, TO APPROVE AN ADVISORY BOARD APPLICANT FOR THE GRAPHICS DEPARTMENT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

VI. PUBLIC HEARING ON THE BUDGET

Chairman Rossi opened the public hearing and discussion of the FY18 Budget. With no members of the community wishing to address the Committee, the Public Hearing closed.

VII. FINANCIAL MATTERS

A. Information Only

1. Non-Salary Financial Expenditure Report (Appendix 2017-22)

Members received the monthly Budget Highlights and the Non-Salary Financial Report for the past month.

B. Action Required

1. Vote FY18 Budget (Appendix 2017-23)

Superintendent Evans stated in December, the Committee approved a preliminary budget increase of 3.5%. Since then they have realized areas of efficiencies within the budget that result in a proposed decrease of \$122,468. This savings results from a decrease in the health insurance and natural gas line items. In addition, Superintendent Evans reports that a \$22,000 laptop cart can be funded in FY17, and removed from the FY18 Budget. The resulting budget request for the School Committee is \$18, 602,440. This reflects 2.83% increase from FY17.

SUPERINTENDENT EVANS ASKED FOR A MOTION TO APPROVE THE FY18 BUDGET FOR KEEFE REGIONAL TECHNICAL SCHOOL AT \$18,602,440 OR A PERCENTAGE INCREASE OF 2.83%. MR. FILLEDES MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE FY18 BUDGET. THE VOTE IN FAVOR OF THE MOTION WAS MR. ROSSI, MR. COOPER, MR. EVANS, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MR. BURMAN, MR. GAINЕ, MRS. COMMERFORD, MRS. KNOWLES, DR. KANE, AND MR. FILLEDES.

2. Vote Determination of District Assessment FY18 (Appendix 2017-24)

Members received the Summary of assessments for the five member towns for a total of \$13,504,960. Superintendent Evans reviewed the specific changes in enrollment and assessments between FY17 and FY18.

MR. BURMAN MADE A MOTION, SECONDED BY MRS. FOBES, TO APPROVE THE DISTRICT ASSESSMENTS FOR THE FIVE MEMBER TOWNS FOR A TOTAL OF \$13,504,960. THE VOTE IN FAVOR OF THE MOTION WAS MR. ROSSI, MR. COOPER, MR. EVANS, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MR. BURMAN, MR. GAINES, MRS. COMMERFORD, MRS. KNOWLES, DR. KANE, AND MR. FILLEDES.

VIII. COMMUNICATION

There was no communication to report.

IX. OLD BUSINESS

There was no old business to report.

X. NEW BUSINESS

There was no new business to report.

XI. ADJOURNMENT

Mr. Rossi asked for a motion to adjourn.

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

The next meeting is April 3, 2017.

The meeting adjourned at 8:10 P.M.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting - March 6, 2017

ACTION SHEET

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2. MR. GAINЕ MADE A MOTION, SECONDED BY MRS. FOBES, TO APPROVE AN ADVISORY BOARD APPLICANT FOR THE GRAPHICS DEPARTMENT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
3. SUPERINTENDENT EVANS ASKED FOR A MOTION TO APPROVE THE FY18 BUDGET FOR KEEFE REGIONAL TECHNICAL SCHOOL AT \$18,602,440 OR A PERCENTAGE INCREASE OF 2.83%. MR. FILLEDES MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE FY18 BUDGET. THE VOTE IN FAVOR OF THE MOTION WAS MR. ROSSI, MR. COOPER, MR. EVANS, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MR. BURMAN, MR. GAINЕ, MRS. COMMERFORD, MRS. KNOWLES, DR. KANE, AND MR. FILLEDES.
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5. MR. COOPER MADE A MOTION, SECONDED BY MR. BURMAN TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.