

**2017 Annual Report  
South Middlesex Regional  
Vocational Technical School  
Committee  
(Keefe Regional Technical School)**

This annual report is prepared by Superintendent /Director, Jonathan Evans, and composed on behalf of the members of the School Committee of the **South Middlesex Regional Vocational Technical School District** and submitted after review and approval by the full Committee in compliance with the provisions of the Agreement among the towns of Ashland, Framingham, Holliston, Hopkinton and Natick.

This report reviews from the perspective of the Committee the principle items with which the Committee was concerned during the year. It is a representative account of matters solely within the policy making authority of the Committee and also of matters which the Superintendent/Director brought before the Committee for information and consultation. For greater detail and discussion the reader should read the extended minutes of Committee meetings and the attachments thereto which are available at the school office.

In addition to a public high school, the South Middlesex Regional Vocational Technical School District provides continuing education opportunities for adults through the Keefe at Night program as well as Summer Discover, a summer program for area youth.

The Committee reorganized on June 5, 2017 with officers elected unanimously to the following positions:

**Chair:** Edward Burman (Ashland)

**Vice-Chair:** Sarah Commerford  
(Holliston)

**Secretary:** Myra Bushell (Framingham)

**Assistant Treasurer:** Barry Sims  
(Holliston)

Staff members working on behalf of the District and School Committee are Karen Ward, **Recording Secretary** and Jack Keating, **Treasurer**.

The balance of this report presents a summary of the discussions and actions of the Committee on a number of the important matters brought before the Committee for advice or action.

### **Community Engagement**

Staff and students of Keefe Regional Technical School participated in many community projects throughout the school district member towns. Examples of these activities include:

#### **Business Tech**

Medical Reserve Corps Framingham – Recorded and narrated PowerPoint presentation for training of new staff  
The Jewels of Framingham – Invitations, registration and served lunch

#### **Carpentry**

Natick House Project – Duplex for Natick Affordable Housing Trust

#### **Cosmetology**

Callahan Center – Manicures for senior citizens

#### **Electrical**

Framingham Parks & Rec. – Installed outlets for truck block heaters

Framingham Parks & Rec. – Installed lights Bowditch Field

Framingham Parks & Rec. – Installed/Replaced fire alarms and outside

light fixtures at the Academy Building in Cushing Park  
Framingham Parks & Rec. – Replaced LED wall lights at the Saxonville Beach House  
Hopkinton House Project – Installed outlets and switches  
Keefe Tech – Removed parking lot light pole/repared lighting and wired water bubbler in Automotive

### **Graphics**

Access Framingham – Embroidered golf shirts  
Town of Ashland – Business cards, three part forms  
Ashland Police Dept. – Printed banner and training books  
Barbieri School – Printed Certificates Directory, playbill and books  
Family Promise – Flyers, posters, newsletter, banners, cards, table cards, and sponsor signs  
Framingham High School – Hall passes

### **Landscape**

Framingham Community Garden – Tending organic vegetable garden for Framingham Food Pantry  
Natick Community Organic Farm – Greenhouse production and harvesting, sugaring, general maintenance

### **Plumbing**

Natick Affordable Housing Trust – Drained water out of flooded basement  
Habitat for Humanity, Holliston – Installed rough plumbing and heating

In May 2017, Keefe Regional Technical School hosted a breakfast for the Community Based Justice Program (CBJ) that included Middlesex County District Attorney Marian Ryan, Judges, Probation Officers, School Officials and area Police Department Representatives.

It should also be noted that all five district town high school's swimming teams practice and compete at the Keefe Regional Technical swimming pool. The pool is also used by the Framingham and Natick Park and Recreation Departments.

### **Administration**

In 2017, Jonathan Evans completed his fourth year in the role of Superintendent Director, with 21 years of service to the district.

The School Committee adopted goals for the Superintendent's performance evaluation period from July 1, 2017 through June 30, 2018. The goals adopted related to the following: Preparation for NEASC Decennial Visit, Chapter 74 Approval for Dental Assisting Program, Comprehensive Review and Update of Emergency Response Procedures, and Career and Technical Education Placement.

The Committee completed its periodic evaluation of the Superintendent's accomplishments against established goals and desired qualities established in the DESE Rubric and found him to be Proficient in all areas. The complete record of this evaluation is a public document that will be available at the South Middlesex Regional School District Superintendent's Office.

### **School Improvement Plans**

The School Improvement Plan for the 2017-2018 school year includes the following objectives:

- 1) Increase our online communication and presence with prospective students and families,
- 2) Develop and implement strategic ways to celebrate student achievement, success, positive decision-making, and unity,
- 3) Academic

departments will review and revise written curricula, 4) The CTE instructors will improve math scores through a 5% increase of student proficiency as measured by Pre and Post-tests specific to their CTE programs, 5) The District Curriculum Accommodation Plan (DCAP) will be updated.

In addition to preparing for a NEASC Decennial Visit, the Professional Development Program for last year included Cultural Proficiency, and Responsiveness, Writing Across the Curriculum, Technology to Enhance Learning, Inquiry-Based Learning, Social-Emotional Support, and Understanding Rigor and Assessment. The opening of school for teachers featured a moving presentation by Ron Suskind titled Finding Ways to Reach All Students. During the year teachers also attended a variety of professional development offerings related to their content area.

### **Handbook**

With review by the School Council updates to the Handbook were made. Attendance rules were adjusted to hold students more accountable for their attendance. Beginning with the Class of 2018, there is an increase in the number of credits students are required to earn to be eligible for graduation. The transition in the grading policy continues to reflect adjustments for graduation and the inclusion of AP classes.

### **The Budget Process**

The Budget Sub-Committee members Ed Burman, Larry Cooper, James Cameau, Ruth Knowles, Tassos Filledes, and Barry Sims are beginning the FY19 budget development process.

In 2017, the Superintendent continued the practice of communicating early in the budget process with the financial officers of the member towns to develop mutual awareness of both municipal budget constraints and the efforts of the Committee to manage the school efficiently and effectively while recognizing those limitations. The Committee continued to consider reductions in the preliminary budget and the budget of \$18,602,440 as submitted to the member towns for FY18 was approved by all.

### **Auditor's Report**

The annual audit by the independent accounting firm of McCarthy & Hargrave is in the process of preparing the financial statements for committee review. It is expected that the audit report that calculates our energy project will meet the stipulated guarantee benchmarks for the 2017-2018 year.

### **Enrollment, Recruiting and Student Retention**

Keefe Regional Technical School is a school of application. Maintaining a healthy enrollment of students for our day school operation is essential for our overall operational success. The Superintendent has indicated that he believes that the quality and rigor of our school programs and the safety and culture of our school environment will lead to our success in attracting students and their families to Keefe Regional Technical School. The Superintendent has emphasized that the administration, faculty and support staff must work together to ensure that Keefe Regional Technical School continues to be recognized by our community as a career and technical school of high quality. In

the fall of 2017, our recruitment efforts included a two hour showcase visit for all 1800 8<sup>th</sup> grade students from the public schools in our district, followed by an Open House Career Night for prospective students and their families.

The enrollment on October 1, 2017 was 734 students reflecting an increase in enrollment.

### **Buildings and Grounds**

Keefe Regional Technical School has been occupied continuously since September 1973. The facility is used not only during the school day and year but also evenings, weekends and during the summer months.

Facility upgrades that were completed in 2017 include conversion/construction of a building space to accommodate a new Dental Assistant CTE Program, upgrades/repairs to main boilers/heating system, repairs to sprinkler system, repairs to exterior lighting system, reconfiguration of Resource Center space, Horticulture Department design and construction projects to enhance site landscape, replacement of building sewer ejector pumps, replacement of furniture and equipment in several classrooms and CTE programs, plumbing and electrical upgrades, painting of exterior metal building panels, mechanical and control upgrades to the HVAC system, software and hardware upgrades to the fire/life safety system, repairs to swimming pool complex, and the purchase of a Case tractor to replace existing 1980 Case backhoe.

### **Student Achievement**

The District received from the DESE its annual report detailing Keefe's 2017 Accountability Data. Keefe Technical

School was informed that according to the 5-level scaling system created by the DESE, Keefe maintained its level 2 status. Keefe Tech continues to work to close achievement gaps and help all students succeed. The initiative to add AP English Language & Composition and AP Computer Science produced great results. 53.8% of Keefe Tech students taking an AP exam scored a 3 or higher. Nationally on the 2016 AP exams, 21.9% of students who took an AP exam scored a 3 or higher. To continue this academic excellence, Keefe Tech has added AP Environmental Science and AP Literature & Composition to its academic offerings.

Keefe Regional Technical School students won a record total of 36 medals during the District SkillsUSA Conference, which was also hosted by Keefe Regional Technical School on Tuesday, February 28, 2017.

A total of 760 students from 11 district schools participated in skills and leadership competitions in their career technical areas at the District Conference. Keefe Tech students competed in categories including Computer Programming, Early Childhood Education, Graphic Communications, and First Aid, bringing home 9 gold medals, 13 silver medals, and 14 bronze medals. All gold and silver medalists moved on to the SkillsUSA State Leadership and Skills Conference, held April 27-29, 2017 at Blackstone Valley Regional Vocational Technical High School in Upton, MA.

In the state competition, 37 Students represented Keefe where they won 3 Gold, 2 Silver and 6 Bronze Medals plus 1 State Officer. The Gold Medalists and State Officer moved on to the SkillsUSA National Championships held in Louisville, KY on June 23, 2017. Our students represented Keefe with 2 fourth place finishes and a 6th place finish in the

country. The State Officer will represent the state and Keefe Tech for the 2017-2018 school year.

### **General Advisory Board**

The General Advisory Board consists of the Chair of each Vocational Advisory Board. The General Board summarizes and brings to the attention of the Administration and the School Committee observations and recommendations of the advisory boards. The points noted for the current year include: the need to continually align the curriculum with changes in technology; outreach to bring Keefe's program to potential students; increasing opportunities for students and employers in the co-op program and the success we have had for employment; successful pursuit of grant funding for state of the art career and technical equipment; and maintaining the license status of student professional programs that advance Keefe students' career and technical entry opportunities.

Respectfully submitted,  
Jonathan Evans  
Superintendent-Director

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

#### **ASHLAND**

Edward Burman - Chairman  
William N. Gaine, Jr.

#### **FRAMINGHAM**

Michael Rossi  
John Kahn  
Linda Fobes  
James Comeau  
A.J. Mulvey  
John Evans

Larry Cooper  
Myra Bushell

#### **HOPKINTON**

Mia Crandall  
Ruth Knowles

#### **HOLLISTON**

Sarah Commerford  
Barry Sims

#### **NATICK**

Tassos Filledes  
Dr. Stephen Kane