

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

March 5, 2018

MEMBERS PRESENT:

ASHLAND

Ed Burman
William Gaine

FRAMINGHAM

Larry Cooper
John Kahn
AJ Mulvey
Mike Rossi
Myra Bushell

HOLLISTON

Sarah Commerford

HOPKINTON

Ruth Knowles
Jaime Shepard

NATICK

Tassos Filledes

ALSO PRESENT:

Jonathan Evans, Superintendent-Director
Dolores Sharek, Director of Finance
Jack Keating, Treasurer
Richard DeAngelis, Legal Counsel
Al Hargrave, McCarthy, Hargrave & Co. (Auditor)
Karen Ward, Recording Secretary

Chairman Burman called the meeting to order at 7:00 PM

APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 5, 2018

Chairman Burman asked for a motion to approve the minutes of the regular meeting of February 5, 2018.

MR. COOPER MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 5, 2018. TEN VOTED IN FAVOR OF THE MOTION; MRS. BUSHELL ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

GUESTS AND VISITORS

We were joined by Mr. Al Hargrave, McCarthy, Hargrave & Co. (auditor), and a Natick parent of Keefe Tech alumni.

CHAIRMAN'S REPORT

- FY17 Audit Report

Mr. Hargrave presented the FY17 School District Audit Report. Mr. Hargrave reported cooperation from the Management and the Business Office staff for completion of the Audit. No major findings were identified and the overall financial position of the District remains strong. Due to changes in GASB reporting requirements, OPEB liability is now identified as a financial liability for our District, as well as those throughout the State. In addition to the traditional review that takes place in an Annual Audit, through a request from Superintendent Evans, Mr. Hargrave reviewed transactions in Student Activity Accounts. He found all transactions to be appropriate, and believes that funds in these accounts are utilized appropriately. Mr. Hargrave does however, recommend that we complete the review process recommended by the DESE that we began earlier this year.

- OPEB Update

Superintendent Evans updated the Committee on the OPEB Trust Sub-Committee Meeting that took place earlier this evening. The sub-committee reviewed the current balance and were satisfied with the funds performance. Discussion took place about how to go forward in meeting our funding obligation. Superintendent Evans and Mrs. Sharek will report back to the sub-committee after researching what other districts are doing. Mrs. Sharek will also gather information for the sub-committee regarding

historically what amount of surplus we have had at the end of the previous fiscal year. The sub-committee will meet again next quarter.

- Superintendent Contract Update

Superintendent Evans met with five members of the school committee who volunteered to review his contract. After some discussion it was determined that Superintendent Evans will put his requests in a formal letter to the group for their review with him and without him. Superintendent Evans expressed that he really enjoys working here and would like to continue serving in the capacity beyond the term of his current contract.

EXECUTIVE SESSION

There was nothing to discuss in Executive Session.

SUPERINTENDENT-DIRECTOR'S REPORT

Information Only

- NEASC Update

Superintendent Evans reported to the Committee that plans for the NEASC Decennial Visit are going well. Most of the members of our team are in place and they will be working with NEASC Chair Kathy Conole. Ms. Conole has been very accommodating regarding the schedule and working with our bell schedule so that there is little disruption to our classrooms. Hotel arrangements, meals and transportation are all in place. You have been given an invitation to the opening event on March 19th. Presentations will be made by Superintendent Evans, Principal Snow, some teachers and alumni. Also a student will speak about his/her experience here at Keefe Tech. Superintendent Evans said that he hopes to see as many of you as possible at this event.

- School Choice Decision (Appendix 2018-12)

Members received a memorandum regarding Superintendent Evans' recommendation not to participate in the School Choice Program for the 2018-2019 school year. There will be a public hearing on School Choice at the April meeting.

- SkillsUSA

Superintendent Evans reported that our District hosted a SkillsUSA event on Wednesday, February 28th for just over 700 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 35 medal winners and 22 students advancing to the State Conference at Blackstone Valley Tech in April.

- Update of Municipal Meetings

Superintendent Evans reported that he is scheduled to present to Holliston FinCom on Tuesday, March 13th and Natick FinCom on March 15th presuming vote of approval of the FY19 Budget this evening. Superintendent Evans will make Committee members aware of the dates he will be presenting to their town should you wish to attend.

- UA Local 12 Plumbers & Gasfitters Union, Dorechester, MA

Superintendent Evans informed the Committee of a new relationship being formed with Local 12 Plumbers & Gasfitters Union that may benefit our students in the future. Superintendent Evans would like to thank Cheryl Tully Stoll for her help forging this connection. Superintendent Evans reported that our juniors and seniors will be taking a field trip to the Boston site so that students can learn about opportunities and benefits of working in the Plumbers Union.

Action Required

- Vote Out of State Field Trip – Providence, RI (Appendix 2018-13)

Superintendent Evans asked for a vote to approve a field trip for the Landscape Design program to attend the New England Regional Turfgrass Conference and Show in Providence, RI.

MR. FILLEDES MADE A MOTION SECONDED BY MRS. COMMERFORD TO APPROVE THE OUT OF STATE FIELD TRIP TO PROVIDENCE, RI. ELEVEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

PUBLIC HEARING ON THE BUDGET

Chairman Burman opened the public hearing and discussion of the FY19 Budget. With no members of the community wishing to address the Committee, the Public Hearing closed.

FINANCIAL MATTERS

Information Only

- Non-Salary Financial Expenditure Report (Appendix 2018-14)

Members received the Non-Salary Expenditure Report along with some highlights.

- Non-General Fund Accounts Review (Appendix 2018-15)

Mrs. Sharek presented a listing of non-general fund accounts the Committee had requested at the last meeting. Mr. Rossi said he applauded Mrs. Sherek's work on this listing and found it interesting to see the scope of these accounts. Mr. Rossi asked if fund balances will vary. Superintendent Evans explained these accounts are revolving and more like a checkbook balance. Mr. Rossi asked how we evaluate these accounts. Superintendent Evans said that Mr. Hargrave has looked over these accounts over 12 month periods.

Action Required

- Vote FY19 Budget (Appendix 2018-16)

Superintendent Evans stated in December, the Committee approved a preliminary budget increase of 3.69%. Since then they have realized areas of efficiencies within the budget. The resulting budget request for the School Committee is \$19,115,750.37 which is a 2.76% increase over FY18 Budget. Mr. Rossi asked where we were able to find areas of additional resources and why not before the preliminary budget was presented to the Budget Sub-Committee. Superintendent Evans explained that in the three months that have passed, there have been some savings in insurance and transportation. We have also made reductions in a number of accounts based on lack of utilization and need.

SUPERINTENDENT EVANS ASKED FOR A MOTION TO APPROVE THE FY19 BUDGET FOR KEEFE REGIONAL TECHNICAL SCHOOL OF \$19,115,750.37 OR A 2.76% INCREASE. MR. FILLEDES MADE A MOTION SECONDED BY MR. MULVEY TO APPROVE THE FY19 FINAL BUDGET OF \$19,115,750.37. ELEVEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote Determination of District Assessment FY19 (Appendix 2018-17)

Members received the Summary of Assessments for the five member towns for a total of \$13,626,620. Superintendent Evans reviewed the specific changes in enrollment and assessments between FY18 and FY19.

As a result of efforts to offset assessments through state aid and local revenue offsets, the overall increase in the assessment of our member towns is only 0.9%. Superintendent Evans provided a list of the actual assessments for each of our member towns for the approval of the Committee, and also asked that a motion include the utilization of \$200,000 in Excess and Deficiency funding applied toward member town assessments.

MR. FILLEDES MADE A MOTION SECONDED BY MR. BURMAN TO APPROVE THE DETERMINATION OF DISTRICT ASSESSMENTS FOR FY19, WITH APPROVAL TO UTILIZE EXCESS AND DEFICIENCY FUNDING TO OFFSET THE COST TO OUR MEMBER MUNICIPALITIES. ELEVEN VOTED IN FAVOR OF THE MOTION. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote on District Medical and Dental Insurance Plans (Appendix 2018-18)

Superintendent Evans was happy to report because of our effective utilization and advocacy there will be a 0% rate increase for Harvard Pilgrim Health Insurance Plan. Superintendent Evans reported the Altus Dental Plan last year had a 9% cap on rate increases. Without the 9% cap, the cost increase would have exceeded 30%. This year, our utilization would have resulted in an increase of 10%. This improvement led us to be able to lock in a rate of 8% for the next three years.

MR. MULVEY MADE A MOTION SECONDED BY MR. COOPER TO APPROVE THE FY19 DISTRICT MEDICAL AND DENTAL INSURANCE PLANS AS RECOMMENDED BY THE INSURANCE ADVISORY COMMITTEE. ELEVEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote Budget Transfer (Appendix 2018-19)

Mrs. Sharek reviewed the details of requested transfer areas, and asked the Committee to approve transfers totaling \$420,763.00.

MR. MULVEY MADE A MOTION SECONDED BY MRS. BUSHELL TO APPROVE THE REQUEST FOR A BUDGET TRANSFER. ELEVEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Bid – Auditorium Light System Upgrade (Appendix 2018-20)

Mrs. Sharek asked the Committee to approve following the procurement process by going to bid with hopes we will be able to upgrade the auditorium light system. Mrs. Sharek said she hopes to follow up at a later time for permission to shop for contractors. Mr. Rossi asked if any part of this light system was

part of the Siemens Project. Mr. Burman said he was on the committee for the Siemens Project and didn't believe the auditorium was included in that project. Superintendent Evans said he also didn't believe the auditorium was part of the Siemens Project but would look in to this to make sure.

MR. MULVEY MADE A MOTION SECONDED BY MRS. KNOWLES TO APPROVE THE REQUEST TO GO OUT TO BID FOR AUDITORIUM LIGHT SYSTEM UPGRADES. ELEVEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Bid – Gym Entrance Modification (Appendix 2018-21)

Mrs. Sharek asked the Committee to approve seeking a bid to modify the gym entrance of the building. The entrance near the gym is in need of repair in order to create a more welcoming entrance for individuals with mobility impairments. The project would create a wheelchair accessible entranceway.

MR. FILLEDES MADE A MOTION SECONDED BY MR. MULVEY TO APPROVE THE REQUEST TO GO OUT TO BID FOR UPGRADES TO MAKE AN ACCESSIBLE ENTRYWAY ON THE GYM END OF THE BUILDING. ELEVEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Release Funds Previously Approved for Roof Project Borrowing (Appendix 2018-22)

Mrs. Sharek asked the Committee to relinquish the authorized and unissued debt in the amount of \$3,497,820. Mrs. Sharek explained that the Committee voted to authorize borrowing in the amount of \$5,997,820 for the roof repair. At that time, only \$2,500,000 was issued as debt, therefore, we need to release the remaining \$3,497,820. The Committee was reminded that no funds were ever actually borrowed beyond what was needed for the Roof Project. The release of these funds was purely an administrative compliance issue.

MR. GAINÉ MADE A MOTION SECONDED BY MR. MULVEY TO RELINQUISH THE AUTHORIZED AND UNISSUED DEBT IN THE AMOUNT OF \$3,497,820 FROM THE ROOF REPAIR PROJECT. ELEVEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

COMMUNICATION

There was no communication

OLD BUSINESS

- Update Hospitality Program

Superintendent Evans reported that, as requested, an update has been provided regarding the incorporation of hospitality skills in our Culinary Arts curriculum. A document was provided for members who were interested.

NEW BUSINESS

There was no new business

ADJOURNMENT

Mr. Burman asked for a motion to adjourn.

MR. COOPER MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO ADJOURN THE MEETING. ELEVEN VOTED IN FAVOR OF THE MOTION. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

The next meeting is April 9, 2018
The meeting adjourned at 8:25p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – March 5, 2018

ACTION SHEET

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