

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

**July 31, 2017**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman

**FRAMINGHAM**

James Comeau

Larry Cooper

John H Evans III

Mike Rossi

Myra Bushell

Linda Fobes

John Kahn

AJ Mulvey

**HOLLISTON**

Sarah Commerford

Barry Sims

**HOPKINTON**

Ruth Knowles

**NATICK**

Tassos Filledes

**ALSO PRESENT:**

Jonathan Evans, Superintendent-Director

Dolores Sharek, Director of Finance

Jack Keating, Treasurer

Richard DeAngelis, Legal Counsel

Karen Ward, Recording Secretary

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

### **APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 5, 2017**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of June 5, 2017.

MR. SIMS MADE A MOTION, SECONDED BY MR. ROSSI, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JUNE 5, 2017. TWELVE VOTED IN FAVOR OF THE MOTION; MRS. COMMERFORD ABSTAINED. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

### **GUESTS AND VISITORS**

There were no guests or visitors

### **CHAIRMAN'S REPORT**

### **EXECUTIVE SESSION**

There was nothing to discuss in Executive Session.

### **SUPERINTENDENT-DIRECTOR'S REPORT**

#### **Information Only**

- Personnel Update (Appendix 2017-53)

Superintendent Evans updated the Committee on the current status of our administrative staffing for the start of the year. Superintendent Evans informed the Committee that Principal Shannon Snow will be starting a maternity leave near the beginning of the school year. There is a plan in place to appoint Dr. John Drottar as Acting Principal during this time. Dr. Drottar has served the District well as Interim Academic Coordinator during the time that Shannon Snow was our Interim Principal. Dr. Drottar has a wealth of experience in school leadership which includes serving as Principal at Milton High School. He has developed an excellent rapport with our faculty members, and his background in mathematics make him an excellent fit for this position.

Superintendent Evans also informed the Committee that Principal Snow has recently completed a Doctoral Program in Educational Leadership from Northeastern University.

- Advanced Placement Results (Appendix 2017-54)

Superintendent Evans reviewed the tremendous success our students achieved in our first Advanced Placement Cohort. Dr. Snow's message to the staff was included in the packet for this meeting. We are proud of the achievement of our student's with the support of their instructors. In our first cohort 53% of our students earned a qualifying score in either Language Arts or Computer Science. This is more than double the national average for qualifying scores. We hope to increase and expand upon this progress going forward.

- NEASC Update

Superintendent Evans updated the Committee on preparations for the NEASC Decennial Review. All of our departments have completed reports in preparation for our visit in spring 2018. We have also hired six staff members for a Steering Committee that will consolidate these reports in to broader reports for additional standards. Superintendent Evans explained that a great deal of work will be done in the fall to prepare for document submissions after the New Year. He will continue to inform the Committee regarding details for the visit and any role that the School Committee members may have.

- Update Dental Assisting Program

Superintendent Evans updated the Committee on progress taking place regarding the Dental Assisting Program construction. Superintendent Evans was pleased to report that as of this date, we were informed that we were approved for a building permit for the Dental Program construction. We hope that the project will begin within the next few days. Our goal continues to be to operate a career exploratory program for Dental Assisting in the identified area in the fall of 2017. With a nine week time frame for the project completion, the schedule will be tight. Every effort will be made to meet this scheduling goal.

- Update Summer Discover Program (Appendix 2017-55)

Superintendent Evans reviewed the success of the 2017 Summer Discover Program. We had a record number of campers enrolled, with a total of 758. When asked if this was the maximum number of campers we could accommodate, Superintendent Evans reported that program modifications were made to fit this number. This is likely our maximum unless additional changes are made.

The families reported a wonderful summer in spite of a few rainy days. The only complaint we received from the community was regarding the traffic caused by student dismissal. This was further complicated by the Winter Street bridge construction project.

- Follow up on student placement (Appendix 2017-56)

Superintendent Evans presented the Committee with a survey conducted for the Class of 2017 who were not on coop placement. This study was conducted in response to concerns expressed by several advisory board presenters regarding our students' ability to transport themselves to employment settings. Superintendent Evans reported that the leadership team identified approximately 30 students from the Class of 2017 who were eligible, but not placed, in a cooperative education position. Guidance counselors spoke to each of these students to inquire about their reason for their coop status. The student responses were provided to the members.

Superintendent Evans reported that transportation issues were not identified as a significant barrier to coop placement. However, the leadership team will still monitor this issue and explore solutions as needed. Superintendent Evans reported that he will be developing a broader District Improvement Goal regarding Career and Technical Placement that will encompass the identification of barriers and the uniformity of procedures that will enhance opportunities for our students to benefit from authentic work experiences.

Mrs. Fobes asked about one student who expressed concern about transportation as a homeless student. Superintendent Evans explained that he believed the transportation concern expressed related to transportation to and from an out of district location, more than a concern regarding transportation to a job. Mrs. Commerford asked if transportation to employment could be considered as a special education service. Superintendent Evans explained that he was not aware of such a service utilized in the past, but that it could be considered for the future. He also reported that the district has typically transported students to internship locations that we develop.

- Superintendent Evaluation Sub-Committee

Sarah Commerford, Chairman of the Superintendent Evaluation Sub-Committee, reminded sub-committee members of the need to meet again later in the summer, and the need for at least one more member to serve on the sub-committee. Mrs. Bushell offered to be a part of the sub-committee to

replace Mrs. Crandall. Superintendent Evans reminded the Committee that the sub-committee need not be limited to four members, and that any member could attend the open meetings of the sub-committee if they wished.

- Update Custodian Negotiations

Superintendent Evans informed the Committee that custodian negotiations had begun for the remainder of this three year Collective Bargaining Agreement period. Superintendent Evans reminded the Committee that they had approved a 2% COLA for members of this bargaining unit to mirror the salary adjustments for the teachers and secretaries. He was advised by counsel that in the absence of additional requests, formal collective bargaining was not necessary. Superintendent Evans reported that former Chair Rossi felt that we should still complete negotiations as we had in previous cycles. Superintendent Evans is happy to follow that request and will keep the Committee apprised of progress.

- Hopkinton Committee Member Vacancy

Superintendent Evans informed the Committee of a Hopkinton Committee member vacancy. Superintendent Evans reported that Mrs. Crandall had resigned, and that the selectmen would need to take the lead in appointing a new member from Hopkinton.

- School Lunch Policy 1<sup>st</sup> Read (Appendix 2017-57)

Mrs. Sharek presented a 1<sup>st</sup> Read of the School Lunch Policy. Mrs. Sharek informed the Committee that the changes indicated in this policy would result in full compliance with the regulations that we follow.

### **Action Required**

- MASC/MASS Joint Conference – Election of Voting Delegate (Appendix 2017-58)

Superintendent Evans reported it is required that a voting delegate and an alternate voting delegate to the MASC/MASS Joint Conference be nominated.

MR. FILLEDES NOMINATED MR. EVANS AS THE VOTING DELEGATE TO THE MASC/MASS JOINT CONFERENCE; MRS. BUSHELL SECONDED THE NOMINATION. MR. FILLEDES NOMINATED MR. GAINES AS THE ALTERNATE VOTING DELEGATE; MRS. KNOWLES SECONDED THE NOMINATION. THIRTEEN VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

- Personnel Activity (Appendix 2017-59)

Superintendent Evans asked for approval of two Advisory Board candidates to the Plumbing Program.

MR. FILLEDES MADE A MOTION SECONDED BY MR. SIMS TO APPROVE THE ADVISORY BOARD APPLICANTS. THIRTEEN VOTED IN FAVOR OF THE MOTION, THE VOTE WAS UNANIMOUS.

- Recommended date change for June 2018 School Committee Meeting (Appendix 2017-60)

Superintendent Evans requested a change for the June 2018 Meeting. This change is requested in order to attempt to resolve end of the year budget transfers before the end of the fiscal year.

MRS. FOBES MADE A MOTION SECONDED BY MR. COOPER TO APPROVE A DATE CHANGE FOR THE JUNE SCHOOL COMMITTEE MEETING TO BE HELD ON JUNE 18, 2018. THIRTEEN VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

## **FINANCIAL MATTERS**

### **Information Only**

- Non-Salary Financial Expenditure Report (Appendix 2017-61)

Members received the Non-Salary Expenditure Report.

### **Action Required**

- Vote to Approve Budget Transfer (Appendix 2017-62)

Mrs. Sharek requested authorization to transfer funds from areas of surplus to allow the District to meet financial obligations. Mr. Rossi inquired about the need for a back hoe. Superintendent Evans explained that this equipment will be utilized by the Landscape Program and will also be necessary for snow removal, which the District completes without the assistance of the town. Mrs. Fobes asked where the salary surplus came from. Superintendent Evans explained that there were a couple of long term absences that extended beyond staff members approved paid benefits. In addition, each year, we make an informed estimate regarding column shifts for faculty members completing course work. Finally we had a surplus in the line item for our Finance Director caused by a part time Interim Director. These are the primary sources of this surplus. Superintendent Evans explained that regarding health insurance, we initially projected an increase of 15% for our premium, and, through negotiation with Harvard Pilgrim, our rate increase was more favorable. Mr. Sims asked if the end of year transfers were based on actual necessity versus a wish list. Mrs. Sharek explained that all needs identified were very much legitimate and would be beneficial to the District. Superintendent Evans explained that much of our

year end surplus went toward the completion of our Dental Assisting Program. In previous years, member towns have been pleased with our use of these funds to meet District needs without extensive capital improvement funding. Mr. Sims also asked if surplus funds could be utilized for our OPEB Trust. Superintendent Evans explained that they could since the Committee had yet to accept the Municipal Modernization Act. A transfer to OPEB was made in this manner at the last meeting.

MR. SIMS MADE A MOTION SECONDED BY MRS. FOBES TO APPROVE A BUDGET TRANSFER. THIRTEEN VOTED IN FAVOR OF THE MOTION. THE MOTION WAS UNANIMOUS.

### **COMMUNICATION**

- Keefe Tech Top Students Class of 2017 – HCAM Hopkinton’s Television Station (Appendix 2017-63)

Superintendent Evans provided an article from HCAM (Hopkinton’s Television Station), highlighting Keefe Tech students.

### **OLD BUSINESS**

### **NEW BUSINESS**

A number of Committee members received a letter from a Framingham resident encouraging Keefe’s participation in a Junior ROTC program. Superintendent Evans and the school leadership team will further explore and consider this opportunity. Superintendent Evans is aware of successful programs offered by Montachusett Regional Vocational Technical School and Assabet Valley Regional High School. Superintendent Evans reports that participation in such a program requires a commitment of District funds, space and a minimum number of students. As the leadership team considers opportunities for students, this program will be explored further. Superintendent Evans would be pleased to share the results of this exploration if the Committee wishes.

Mrs. Knowles asked about the status of the Policy Binder. Superintendent Evans reported that he and the School Committee Secretary reviewed the draft provided by MASC and found a number of instances where the sub-committee decisions were not reflected in the text. Superintendent Evans expects to send a list of these issues to MASC in the coming week and hopes to have resolution and an updated draft for the sub-committees review in the near future. Mr. Rossi asked if we had completed payment for this service and if any action should be taken regarding this delay. Superintendent Evans expressed

confidence in our ability to finalize a draft, and explained that he could reach out to the MASC leadership at any point if we were not satisfied with the resolution of these issues.

Mr. Mulvey asked for an update regarding the status of our marketing effort with interns from private industry. Superintendent Evans explained that he and a number of members of the Keefe staff involved in community outreach were interviewed by a team of interns regarding our online presence. The leadership team is looking forward to receiving their feedback and recommendations.

Mr. Evans commented that in spite of our academic progress, a number of his contacts in the community remain unaware of Keefe Technical School graduates ability to go on to college. Mrs. Bushell explained that she has a very different perception from her contacts within the community which includes current students. Superintendent Evans expressed his belief that a positive perception of our academic programs continues to improve. However, there continues to be pockets of individuals who still perceive us as lacking in our academic programs. This will continue to be a focus in our admissions efforts and community outreach.

#### **ADJOURNMENT**

Mr. Burman asked for a motion to adjourn.

MR. SIMS MADE A MOTION, SECONDED BY MR. CAMEAU, TO ADJOURN THE MEETING. THIRTEEN VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

The next meeting is August 28, 2017  
The meeting adjourned at 8:10 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – July 31, 2017

**ACTION SHEET**

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