

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

**June 5, 2017**

**MEMBERS PRESENT:**

**ASHLAND**

Ed Burman  
Bill Gaine

**FRAMINGHAM**

Mike Rossi  
Myra Bushell  
Linda Fobes  
John Kahn  
AJ Mulvey

**HOLLISTON**

Barry Sims

**HOPKINTON**

Ruth Knowles

**NATICK**

Tassos Filledes  
Steve Kane

**ALSO PRESENT:**

Jonathan Evans, Superintendent-Director  
Dolores Sharek, Director of Finance  
Jack Keating, Treasurer  
Richard DeAngelis, Legal Counsel  
Karen Ward, Recording Secretary

*Superintendent Evans called the meeting to order at 7:00 PM. and explained he would preside over the meeting for the purpose of electing a Chair for the 2017-2018 school year.*

Superintendent Evans asked for a nomination for Chair for the South Middlesex Regional Vocational Technical School Committee.

MRS. KNOWLES NOMINATED MR. BURMAN AS CHAIRMAN OF THE SCHOOL COMMITTEE; MRS. FOBES SECONDED THE NOMINATION. Superintendent Evans asked if there were any other nominations for Chair of the School Committee, there were none. THE VOTE IN FAVOR OF THE NOMINATION OF MR. BURMAN AS CHAIRMAN OF THE SCHOOL COMMITTEE FOR THE 2017-2018 SCHOOL YEAR WAS UNANIMOUS.

CHAIRMAN BURMAN NOMINATED MRS. COMMERFORD FOR VICE CHAIRMAN OF THE SCHOOL COMMITTEE; MRS. BUSHELL SECONDED THE NOMINATION. Chairman Burman asked if there were any other nominations for Vice Chairman of the School Committee, there were none. THE VOTE IN FAVOR OF THE NOMINATION OF MRS. COMMERFORD AS VICE CHAIRMAN OF THE SCHOOL COMMITTEE FOR 2017-2018 SCHOOL YEAR WAS UNANIMOUS.

Superintendent Evans asked for a nomination for Treasurer of the School Committee. This is a paid position. MR. FILLEDES NOMINATED MR. KEATING AS TREASURER OF THE SCHOOL COMMITTEE; MR. ROSSI SECONDED THE NOMINATION. Superintendent Evans asked if there were any other nominations for Treasurer of the School Committee, there were none. THE VOTE IN FAVOR OF THE NOMINATION OF MR. KEATING AS TREASURER OF THE SCHOOL COMMITTEE FOR THE 2017-2018 SCHOOL YEAR WAS UNANIMOUS.

Superintendent Evans asked for a nomination for Assistant Treasurer of the School Committee. MR. KAHN NOMINATED MR. SIMS AS ASSISTANT TREASURER OF THE SCHOOL COMMITTEE; MRS. FOBES SECONDED THE NOMINATION. Superintendent Evans asked if there were any other nominations for Assistant Treasurer of the School Committee, there were none. THE VOTE IN FAVOR OF THE NOMINATION OF MR. SIMS AS ASSISTANT TREASURER OF THE SCHOOL COMMITTEE FOR THE 2017-2018 SCHOOL YEAR WAS UNANIMOUS.

Superintendent Evans asked for a nomination for Secretary of the School Committee. MR. FILLEDES NOMINATED MRS. BUSHELL AS SECRETARY OF THE SCHOOL COMMITTEE; MR. KAHN

SECONDED THE NOMINATION. Superintendent Evans asked if there were any other nominations for Secretary of the School Committee, there were none. THE VOTE IN FAVOR OF THE NOMINATION OF MRS. BUSHELL AS SECRETARY OF THE SCHOOL COMMITTEE FOR THE 2017-2018 SCHOOL YEAR WAS UNANIMOUS.

Superintendent Evans asked for a nomination for Recording Secretary of the School Committee. This is a paid position. MR. ROSSI NOMINATED MRS. WARD AS RECORDING SECRETARY OF THE SCHOOL COMMITTEE; MR. MULVEY SECONDED THE NOMINATION. THE VOTE IN FAVOR OF THE NOMINATION OF MRS. WARD AS RECORDING SECRETARY OF THE SCHOOL COMMITTEE FOR THE 2017-2018 SCHOOL YEAR WAS UNANIMOUS.

### **APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 8, 2017**

Chairman Burman asked for a motion to approve the minutes of the regular meeting of May 8, 2017.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. GAINÉ, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF MAY 8, 2017. MR. BURMAN, MRS. BUSHELL, MR. FILLEDES, MRS. FOBES, MR. GAINÉ, MR. KAHN, DR. KANE, MRS. KNOWLES AND MR. ROSSI VOTED IN FAVOR OF THE MOTION; MR. SIMS AND MR. MULVEY ABSTAINED. THE VOTE WAS UNANIMOUS.

### **GUESTS AND VISITORS**

There were no guests or visitors

### **CHAIRMAN'S REPORT**

#### **Information Only**

- Policy Sub-Committee Update

Superintendent Evans reported to the Committee that the Administrative team has had the opportunity to review the draft of our Policy Binder that was provided by Jim Hardy of MASC. Superintendent Evans reported that there were no substantial issues found by the school's leadership team. However, in a number of sections, changes that we indicated were not included in the draft. Examples of these include incorrect position titles and places where we should clearly define Keefe as a one school district.

In the coming weeks, we will provide MASC with these revisions. Later in the summer or in the early fall, Superintendent Evans recommends a meeting of the Policy Sub-Committee to review the draft before it is sent to the full Committee for consideration.

- OPEB Sub-Committee Update

Sub-Committee Chair Mr. Kahn informed the Committee that prior to this meeting, there was an OPEB Sub-Committee Meeting. At this meeting we received an update from Bartholomew & Company. Our investment of \$150,000 has grown to \$162,310. This rate of growth seems to be consistent with other funds of this risk type. The sub-committee also discussed the options available for modifying the composition of the trust and funding strategies while considering the Municipal Modernization Act. The OPEB Trust Sub-Committee will meet again next quarter and will provide an update to the full Committee.

## **EXECUTIVE SESSION**

There was nothing to discuss in Executive Session.

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

### **Information Only**

- Update on School Reviews – NEASC, MOA, and MTRS

Superintendent Evans reported that in the coming months and year, the school will be participating in a number of reviews.

The most extensive of these is our NEASC Decennial Visit that is scheduled for next spring. Departments and school leaders have already completed a great deal of documentation that will continue through the summer and in to the fall. Superintendent Evans will be updating the Committee as spring 2018 approaches regarding their role in the review.

In the week of June 12th-16th, representatives from DESE will be conducting a review of our buildings accessibility and our efforts to protect the rights of all students. This Methods of Administration (MOA) Review, while similar to a Coordinated Program Review, has a slightly different focus. The last time this review was conducted at Keefe was in the 1990's, so we are due for another. Superintendent Evans is confident that the DESE representatives will find that positive practice is taking place in these key areas.

The final review will be conducted by the Massachusetts Teacher Retirement System (MTRS). Dolly Sharek and her team will be providing information to insure that we are following appropriate procedures in this area of compliance.

- Report on Year End

Superintendent Evans thanked the Committee members who attended Graduation, and particularly thanked former Chairman Rossi for his key note address. The leadership team's focus will now shift to a successful end of the school year for our three remaining grades.

- MASC/MASS Joint Conference November 1<sup>st</sup> – 4<sup>th</sup> (Appendix 2017-43)

Superintendent Evans presented the Committee with information about the MASC/MASS Joint Conference held November 1<sup>st</sup> – 4<sup>th</sup> in Hyannis. Superintendent Evans requested that members let him know if they are interested in attending and we will book rooms and take care of registrations. We have an opportunity for a discount if registrations are completed in July.

- Review of Summer Programming

As we look to the summer, we will be preparing for a successful Summer Discover Camp season, as well as summer school, Special Education summer programming, and our new student orientation events. We will also be working extensively on the construction and preparation of our Dental Assisting Program.

- Conflict of Interest Law (Appendix 2017-44)

Committee members received a copy of the Conflict of Interest Law. Members need to acknowledge receipt of the Conflict of Interest Law by submitting the acknowledgement form to the Superintendent's Office. Each Committee member also needs to make sure they have completed the online Conflict of Interest Survey that needs to be completed every two years.

- Dental Assisting Program Update

Superintendent Evans reported that it has been an extremely busy time as we coordinate efforts to prepare for dental assisting in the 2017-2018 school year. With the help of a construction attorney from Mirick & O'Connell, and with tremendous effort from our new Director of Finance, Dolly Sharek, we have finalized the paperwork necessary to go out to bid for construction. There is a very tight scheduling

window between now and the end of the fiscal year that must include the selection of a contractor and encumbering the necessary funds. Superintendent Evans says that while it will be very close, he believes that we will be in a good position to meet these objectives by the end of the fiscal year. Our supplies have been ordered through the State Bid List with grant funds available for reimbursement. Superintendent Evans believes that we will be able to complete nearly all of our preparation with funding through our State Skills Capital Grant and FY17 funds. There will be a limited need to use FY18 funds for these purposes.

- 2017-2018 Whole School Improvement Plan (Appendix 2017-45)

Principal Snow presented the 2017-2018 Whole School Improvement Plan that was previously developed and approved in conjunction with School Council. The School Council is made up of students, parents, teachers and community members. The SMART Goals for the 2017-2018 Whole School Improvement are: 1) During the 2017-2018 school year we will increase our online communication and presence with prospective students and families. 2) Throughout the 2017-2018 school year we will develop and implement strategic ways to celebrate student achievement, success, positive decision-making, and unity. 3) During the 2017-2018 school year, academic departments will review and revise written curricula. 4) During the course of the 2017-2018 school year, 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. This will take place with sophomore/juniors and senior students. 5) During the 2017-2018 school year, the District Curriculum Accommodation Plan (DCAP) will be updated. Massachusetts General Laws, Chapter 71, Section 38Q1/2. A school district shall adopt and implement a curriculum accommodations plan to assist principals and ensuring that all efforts have been made to meet the students' needs in regular education. The plan shall be designed to assist the regular classroom teacher in analyzing and accommodating diverse learning styles of all children in the regular classroom and in providing appropriate services and support within the regular education programming, including, but not limited to, direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning, or who do not qualify for special education services under Chapter 71B. The curriculum accommodation plan shall include provisions encouraging teacher mentoring and collaboration and parental involvement.

## **Action Required**

- Vote to Approve 2017-2018 School Calendar (Appendix 2017-46)

Principal Snow presented a draft of the 2017-2018 School Calendar for the review of the Committee. Based on feedback from Committee members, there will be some changes made to the format to highlight the schedule of Committee meetings.

DR. KANE MADE A MOTION, SECONDED BY MR. MULVEY, TO APPROVE THE 2017-2018 SCHOOL CALENDAR. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to Approve Handbook Changes (Appendix 2017-47)

Principal Snow informed the Committee there are only minor adjustments needed to this year's Handbook. The first area presented includes updated information regarding credit accumulation, based on what was approved last year for the class of 2020. The proposed Handbook for the 2017-2018 school year also acknowledges that while cell phones and electronic devices should not disrupt the educational process, they may be used appropriately as tools to enhance learning. There is a notation added for the use of our gender neutral restroom. Finally, we have updated descriptions of several student activities and added dental assisting to our handbook.

MR. FILLEDES MADE A MOTION SECONDED BY MR. ROSSI TO APPROVE CHANGES TO THE HANDBOOK. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Personnel Activity (Appendix 2017-48)

Superintendent Evans asked for approval of an Advisory Board candidate to the Culinary Program.

MR. GAINES MADE A MOTION SECONDED BY MR. SIMS TO APPROVE THE ADVISORY BOARD APPLICANT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

## **FINANCIAL MATTERS**

### **Information Only**

- Non-Salary Financial Expenditure Report (Appendix 2017-49)

Members received the Non-Salary Expenditure Report.

## **Action Required**

- Vote to Approve Budget Transfer (Appendix 2017-50)

Superintendent Evans requested authorization to transfer funds from areas of surplus to allow the District to meet our needs regarding dental instruction and to resolve issues regarding areas that were over spent. This transfer would also allow District funds to be utilized for our Regional Transportation Account and an investment in our OPEB Trust.

DR. KANE MADE A MOTION, SECONDED BY MRS. FOBES TO APPROVE A BUDGET TRANSFER. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

- Vote to delegate authority to the Superintendent to select a vendor following the bid process for the Dental Assisting Program (Appendix 2017-51)

Superintendent Evans asked for the support of the Committee to delegate authority to the Superintendent in the selection of a contractor for our construction of the Dental Assisting Program. Normally, the contractor is selected through a vote of the Committee. In this case, given our proximity to the fiscal year end, former Chairman Rossi asked that the Committee delegate this authority to the Superintendent. Superintendent Evans reviewed this request with our construction attorney, and he believed it is an appropriate measure if approved.

Attorney DeAngelis explained to the Committee that he initiated a conversation with our construction attorney and agrees that this is an appropriate measure. After further reflection, he believes it prudent to document that the Committee is deviating from its approved policy by delegating this authority to the Superintendent. He suggested that this is documented in the letter of record. Superintendent Evans asked that the Committee approve either this document in its current form or a modified version if our construction attorney believes that Attorney DeAngelis' requested change would not jeopardize our process.

MR. ROSSI MADE A MOTION SECONDED BY MR. MULVEY TO APPROVE THE DISTRICT SUSPENDING THE POLICIES OF THE SCHOOL COMMITTEE AND TO AUTHORIZE THE SUPERINTENDENT OF SCHOOLS TO TAKE ALL ACTIONS ON BEHALF OF THE COMMITTEE THAT ARE REASONABLY NECESSARY, IN THE JUDGEMENT OF THE SUPERINTENDENT OF SCHOOLS, TO AWARD A CONSTRUCTION CONTRACT FOR THE DENTAL PROGRAM PROJECT AND TO EXECUTE ANY



DOCUMENTS NECESSARY TO ENTER SUCH CONTRACT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

**COMMUNICATION**

- Arbor Day Article – Framingham Source (Appendix 2017-52)

Superintendent Evans provided an article that appeared in the Framingham Source publication, highlighting the work done by Keefe Tech students and faculty on Arbor Day.

**OLD BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

Mr. Burman asked for a motion to adjourn.

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

The next meeting is July 31, 2017  
The meeting adjourned at 8:20 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting – June 5, 2017

**ACTION SHEET**

1. MRS. KNOWLES NOMINATED MR. BURMAN AS CHAIRMAN OF THE SCHOOL COMMITTEE; MRS. FOBES SECONDED THE NOMINATION. THE VOTE IN FAVOR OF THE NOMINATION OF MR. BURMAN AS CHAIRMAN OF THE SCHOOL COMMITTEE FOR THE 2017-2018 SCHOOL YEAR WAS UNANIMOUS.
  
2. CHAIRMAN BURMAN NOMINATED MRS. COMMFERFORD FOR VICE CHAIRPERSON OF THE SCHOOL COMMITTEE; MRS. BUSHELL SECONDED THE NOMINATION. THE VOTE IN FAVOR OF THE NOMINATION OF MRS. COMMFERFORD AS VICE CHAIRPERSON OF THE SCHOOL COMMITTEE FOR 2017-2018 SCHOOL YEAR WAS UNANIMOUS.
  
3. MR. FILLEDES NOMINATED MR. KEATING AS TREASURER OF THE SCHOOL COMMITTEE; MR. ROSSI SECONDED THE NOMINATION. THE VOTE IN FAVOR OF THE NOMINATION OF MR. KEATING AS TREASURER OF THE SCHOOL COMMITTEE FOR THE 2017-2018 SCHOOL YEAR WAS UNANIMOUS.
  
4. MR. KAHN NOMINATED MR. SIMS AS ASSISTANT TREASURER OF THE SCHOOL COMMITTEE; MRS. FOBES SECONDED THE NOMINATION. THE VOTE IN FAVOR OF THE NOMINATION OF MR. SIMS AS ASSISTANT TREASURER OF THE SCHOOL COMMITTEE FOR THE 2017-2018 SCHOOL YEAR WAS UNANIMOUS.
  
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6. MR. ROSSI NOMINATED MRS. WARD AS RECORDING SECRETARY OF THE SCHOOL COMMITTEE; MR. MULVEY SECONDED THE NOMINATION. THE VOTE IN FAVOR OF

THE NOMINATION OF MRS. WARD AS RECORDING SECRETARY OF THE SCHOOL COMMITTEE FOR THE 2017-2018 SCHOOL YEAR WAS UNANIMOUS.

7. MR. FILLEDES MADE A MOTION, SECONDED BY MR. GAINE, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF MAY 8, 2017. MR. BURMAN, MRS. BUSHHELL, MR. FILLEDES, MRS. FOBES, MR. GAINE, MR. KAHN, DR. KANE, MRS. KNOWLES AND MR. ROSSI VOTED IN FAVOR OF THE MOTION; MR. SIMS AND MR. MULVEY ABSTAINED. THE VOTE WAS UNANIMOUS.
8. DR. KANE MADE A MOTION, SECONDED BY MR. MULVEY, TO APPROVE THE 2017-2018 SCHOOL CALENDAR. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
9. MR. FILLEDES MADE A MOTION SECONDED BY MR. ROSSI TO APPROVE CHANGES TO THE HANDBOOK. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
10. MR. GAINE MADE A MOTION SECONDED BY MR. SIMS TO APPROVE THE ADVISORY BOARD APPLICANT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
11. DR. KANE MADE A MOTION, SECONDED BY MRS. FOBES TO APPROVE A BUDGET TRANSFER. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
12. MR. ROSSI MADE A MOTION SECONDED BY MR. MULVEY TO APPROVE THE DISTRICT SUSPENDING THE POLICIES OF THE SCHOOL COMMITTEE AND TO AUTHORIZE THE SUPERINTENDENT OF SCHOOLS TO TAKE ALL ACTIONS ON BEHALF OF THE COMMITTEE THAT ARE REASONABLY NECESSARY, IN THE JUDGEMENT OF THE SUPERINTENDENT OF SCHOOLS, TO AWARD A CONSTRUCTION CONTRACT FOR THE DENTAL PROGRAM PROJECT AND TO EXECUTE ANY DOCUMENTS NECESSARY TO ENTER SUCH CONTRACT. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.
13. MR. SIMS MADE A MOTION, SECONDED BY MR. MULVEY, TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.