Approved by School Committee
2/1/2016

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL COMMITTEE MEETING

January 11, 2016

MEMBERS PRESENT:

ASHLAND	Ed Burman
FRAMINGHAM	John Kahn Larry Cooper AJ Mulvey Mike Rossi John Evans James Cameau Linda Fobes (remote)
HOPKINTON	Ruth Knowles
HOLLISTON	Sarah Commerford Barry Sims
NATICK	Tassos Filledes Steve Kane

ALSO PRESENT:

Jonathan Evans	Superintendent-Director
Shannon Snow	Principal
Kirsteen Leveillee	Director of Finance & Business Operations
Jack Keating	Treasurer
Richard DeAngelis	Legal Counsel
Karen Ward	Substitute Recording Secretary
Susan Lynch, Health Careers	Leadership Through Service
Rick Allain, Graphics	Leadership Through Service

Chairman Rossi informed the Committee Mrs. Fobes will be attending the meeting remotely due to geographic distance. Therefore, all votes will be by roll call vote.

I. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 7, 2015

Mr. Rossi asked for a motion to approve the minutes of the regular meeting of December 7, 2015.

MR. COOPER MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF DECEMBER 7, 2015. THE VOTE IN FAVOR OF THE MOTION WAS MR. FILLEDES, MR. COOPER, MR. EVANS, MR. KAHN, MR. CAMEAU, MR. BURMAN, MRS. COMMERFORD, MR. SIMS, DR. KANE, MRS. KNOWLES, AND MR. ROSSI.

II. GUESTS AND VISITORS

Mrs. Susan Lynch, Health Careers Instructor and Mr. Rick Allain, Graphic Communications Instructor were present.

III. CHAIRMAN'S REPORT

A. **Information Only**

1. School Committee Business Cards

Mr. Rossi stated Superintendent Evans distributed a form to be filled out by those who would like business cards. Each of those who complete the form will get 50 cards to start.

2. Future Topics for Discussion

Mr. Rossi asked members if they would like to have more information about a specific topic or issue, let him or Superintendent Evans know. Mr. Rossi stated there are plans for a Continuing Ed presentation, and he is also considering a facilities presentation at a later meeting.

IV. SUPERINTENDENT-DIRECTOR'S REPORT

A. **Information Only**

1. Leadership Through Service (Appendix 2016-01)

Mrs. Susan Lynch and Mr. Rick Allain were present to explain the Leadership Through Service Organization. Mrs. Lynch stated this program was established eight years ago for the purpose of empowering students through leadership skills and to effect change. It is a school-wide endeavor to strengthen the bonds in the community. Anybody in the school can recommend a student. There are currently over 40 students from all grades. The students are pillars in the community; they promote good citizenship, inspire participation in school engagement, lead the school in service to leave a legacy of school pride, to help advise on school policy, and represent themselves in the community. Mr. Allain stated they meet monthly and review plans and goals. The students choose the services they want to get involved with, such as non-profit organizations. They were the first organization to help with the food pantry monthly and serve the foods. There are now 12 organizations from Keefe that take turns monthly at the food pantry. They had a Relay for Life, a Spooky Stroll to raise money to donate, and they worked with Project Just Because. On the first year anniversary of 9/11 they planted flags in rows on the Cushing grounds. The advisors encourage the students to be leaders and get guidance from them. This year a student graduate asked if Mrs. Lynch and Mr. Allain would sponsor him. Superintendent Evans stated this program was created for Keefe Tech, and many of the leaders are involved in sports and other activities. The Advisors are to be commended for their great work and time and commitment. The activities are not only beneficial to the organizations served, but also enhance our school climate.

2. 2015 Annual Report lst Read (Appendix 2016-03)

Superintendent Evans created a draft of the 2015 Annual Report for a first read. At the February meeting, a vote will be taken. Holliston requires the report by January 22nd. Therefore, the draft will be sent to them, and if there are changes to be made, the changes will be sent to them as well. Mrs. Knowles requested a change be made regarding "the right student". This change will be reflected in what is sent.

B. Action Required

1. Personnel Activity (Appendix 2016-04)

Superintendent Evans asked for approval of four Advisory Board Candidates...2 for Automotive and 2 for Cosmetology.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. MULVEY, TO APPROVE THE FOUR ADVISORY BOARD CANDIDATES AS NOTED IN APPENDIX 2016-04. THE VOTE IN FAVOR OF THE MOTION WAS MRS. FOBES, MR. FILLEDES, MR. COOPER, MR. MULVEY, MR. EVANS, MR. KAHN, MR. BURMAN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, DR. KANE, MR. CAMEAU, AND MR. ROSSI.

2. Vote Wellness Policy (Appendix 2016-05)

Superintendent Evans stated the Wellness Policy was presented at the December meeting. It was noted that mental health issues and being a service provider was beyond the scope of the Wellness Policy and that this information be removed. That was done, and he requests a vote in support of the Wellness Policy.

MR. SIMS MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE WELLNESS POLICY AS NOTED IN APPENDIX 2016-05. THE VOTE IN FAVOR OF THE MOTION WAS MRS. FOBES, MR. FILLEDES, MR. COOPER, MR. MULVEY, MR. EVANS, MR. KAHN, MR. BURMAN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, DR.KANE, MR. CAMEAU, AND MR. ROSSI.

V. FINANCIAL MATTERS

A. Information Only

1. Non-Salary Financial Expenditure Report (Appendix 2016-06)

Mrs. Leveillee explained due to an increase in homeless students, there is an increase in bus transportation costs. They encumbered the resources to cover this additional expense through June 2016. Members received the Non-Salary Financial Expenditure Report through December 2015. It was asked if our homeless number increased. The eligibility criteria for McKinney Vento services was reviewed. At this time, the additional cost is not necessarily an indication that the population has increased.

2. Budget Sub-Committee Report (Appendix 2016-07)

Mr. Burman, Chair of the Budget Sub-Committee, stated the Committee met three times in December. At all of the meetings there were representatives from Framingham and Natick. The town representatives asked questions that were easily answered by the Keefe presenters. Superintendent Evans and Mr. Rossi thanked the Sub-Committee for their service. Mr. Sims shared the feedback received from Natick complimenting our team on our transparency and our knowledge.

B. Action Required

1. Vote to Approve Budget Sub-Committee Minutes (Appendix 2016-08)

Superintendent Evans asked for a vote of the Budget Sub-Committee regarding the minutes of the three meetings that were held in December 2015.

MR. SIMS MADE A MOTION, SECONDED BY MR. BURMAN, TO APPROVE THE MINUTES OF THE THREE BUDGET SUB-COMMITTEE MEETINGS HELD IN DECEMBER 2015. THE VOTE IN FAVOR OF THE MOTION WAS MR. FILLEDES, MR. COOPER, MR. SIMS, AND MR. BURMAN.

2. Vote to Approve the FY17 Preliminary Budget (Appendix 2016-09)

Superintendent Evans asked for a vote on the FY17 Proposed Budget of $18,265,852.00, which reflects a 3.55% difference compared to the FY16 Budget. Over the next month or so they will see if additional savings can be made and they will await the Governor's budget. The budget reflects some positions in the student services area to be filled. The current school Psychologist, who has a Doctorate, will be taking a less active role in the school. Therefore, they will be requiring a School

Psychologist on staff who will also be able to consult on classroom issues. They also need a School Adjustment Counselor. They also have in place a Legal and Protective Services Program and have requested a position to start that program. Those are the three new expenses in the budget. With the savings they will be realizing with the new health insurance, that still leaves a 3.55% preliminary budget starting point.

MR. FILLEDES MADE A MOTION, SECONDED BY DR. KANE, TO APPROVE A FY17 PRELIMINARY BUDGET OF $18,265,852.00, WHICH REPRESENTS A 3.55% INCREASE OVER LAST YEAR'S BUDGET. THE VOTE IN FAVOR OF THE MOTION WAS MRS. FOBES, MR. FILLEDES, MR. COOPER, MR. MULVEY, MR. EVANS, MR. KAHN, MR. BURMAN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, DR. KANE, MR. CAMEAU, AND MR. ROSSI.

VI. EXECUTIVE SESSION

Mr. Rossi asked for a motion that the Committee go into Executive Session for the purposes described in G.L. c.30A, p.21(a)3 to discuss strategy with respect to collective bargaining.

The Chair declares before the Executive Session that:

1. The purpose of the Executive Session is as stated in the Agenda, for negotiations update and that an open meeting will have a detrimental effect upon the bargaining position of the School Committee and that:

2. The School Committee will reconvene in open session at the conclusion of the Executive Session. A roll call vote will be required of the entire committee.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. EVANS, TO GO INTO EXECUTIVE SESSION FOR NEGOTIATIONS UPDATE AND THEN RETURN TO THE OPEN MEEETING. THE VOTE IN FAVOR OF THE MOTION WAS MRS. FOBES, MR. FILLEDES, MR. COOPER, MR. MULVEY, MR. EVANS, MR. KAHN, MR. CAMEAU, MR. BURMAN, MRS. COMMERFORD, MR. SIMS, DR. KANE, MRS. KNOWLES, AND MR. ROSSI.

VII. COMMUNICATION

A. Information Only

1. MetroWest Daily News Article (Appendix 2016-10)

Members received a news article titled: Keefe students learn about making healthy relationships. Julie Westcott, our Health teacher, ran a successful event for the freshmen class.

2. CADD Edge Engineering & Design Blog (Appendix 2016-11)

Members received an article regarding CADD Edge Engineering & Design Blog, which is a rocketry project that our students, in collaboration with our Engineering Club and STEM College Academy, did a presentation on rocketry. This is due to one of our 2005 grads, Michael Kalin, who became an engineer after attending Keefe as a Metals student, and Mike wants to partner with us. He wishes they had engineering courses when he was in school as we do now.

Committee members have been invited on January 28th to our General Advisory Board Dinner at 5:30 in the East Side Room. This is the event where our Lead teachers for the Advisory Board Chairs will be presenting specific information that will guide our Perkins Grant. This is the time they tell us what they think we need to do to maintain safety and current instruction for our students. These requests will guide our Perkins expenditures. This meeting is late for the budget process, but we did get their recommendations after the first meeting in October and prior to the budget process.

VIII. OLD BUSINESS

There was no Old Business to discuss.

IX. NEW BUSINESS

There was no New Business to discuss.

X. ADJOURNMENT

Mr. Rossi asked for a motion to adjourn.

MR. EVANS MADE A MOTION, SECONDED BY MR. COOPER, TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS MRS. FOBES, MR. FILLEDES, MR. COOPER, MR. MULVEY, MR. EVANS, MR. KAHN, MR. CAMEAU, MR. BURMAN, MRS. COMMERFORD, MR. SIMS, DR. KANE, MRS. KNOWLES, AND MR. ROSSI.

The meeting adjourned at 8:04 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting - January 11, 2016

ACTION SHEET

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3. MR. SIMS MADE A MOTION, SECONDED BY MR. CAMEAU, TO APPROVE THE WELLNESS POLICY AS NOTED IN APPENDIX 2016-05. THE VOTE IN FAVOR OF THE MOTION WAS MRS. FOBES, MR. FILLEDES, MR. COOPER, MR. MULVEY, MR. EVANS, MR. KAHN, MR. BURMAN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, DR.KANE, MR. CAMEAU, AND MR. ROSSI.

4. MR. SIMS MADE A MOTION, SECONDED BY MR. BURMAN, TO APPROVE THE MINUTES OF THE THREE BUDGET SUB-COMMITTEE MEETINGS HELD IN DECEMBER 2015. THE VOTE

IN FAVOR OF THE MOTION WAS MR. FILLEDES, MR. COOPER, MR. SIMS, AND MR. BURMAN.

5. MR. FILLEDES MADE A MOTION, SECONDED BY DR. KANE, TO APPROVE A FY17 PRELIMINARY BUDGET OF $18,265,852.00, WHICH REPRESENTS A 3.55% INCREASE OVER LAST YEAR'S BUDGET. THE VOTE IN FAVOR OF THE MOTION WAS MRS. FOBES, MR. FILLEDES, MR. COOPER, MR. MULVEY, MR. EVANS, MR. KAHN, MR. BURMAN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, DR. KANE, MR. CAMEAU, AND MR. ROSSI.

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7. MR. EVANS MADE A MOTION, SECONDED BY MR. COOPER, TO ADJOURN THE MEETING. THE VOTE IN FAVOR OF THE MOTION WAS MRS. FOBES, MR. FILLEDES, MR. COOPER, MR. MULVEY, MR. EVANS, MR. KAHN, MR. CAMEAU, MR. BURMAN, MRS. COMMERFORD, MR. SIMS, DR. KANE, MRS. KNOWLES, AND MR. ROSSI.