*School Committee Approved 8/29/2016*

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

**June 27, 2016**

MEMBERS PRESENT:

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| ASHLAND | Edward Burman |
| FRAMINGHAM | Michael Rossi<br>James Cameau<br>John H. Evans<br>Linda Fobes (remote)<br>Myra Bushell<br>John Kahn |
| HOLLISTON | Sarah Commerford<br>Barry Sims |
| HOPKINTON | Ruth Knowles |
| NATICK | Tassos Filledes |

ALSO PRESENT:

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| Superintendent-Director | Jonathan Evans |
| Director of Finance & Business Operations | Kirsteen Leveillee |
| Treasurer | Jack Keating |
| Legal Counsel | Richard DeAngelis |
| Recording Secretary | Karen Ward |

## I. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 6, 2016

Chairman Rossi asked for a motion to approve the minutes of the regular meeting of June 6, 2016.

MR. BURMAN MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JUNE 6, 2016. MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES AND MR. FILLEDES VOTED IN FAVOR OF THE MOTION; MR. EVANS AND MR. CAMEAU ABSTAINED. THE VOTE WAS UNANIMOUS.

## II. GUESTS AND VISITORS

There were no guests and visitors.

## III. SUPERINTENDENT-DIRECTOR'S REPORT

### A. Information Only

1. Report on Year End

Superintendent Evans gave a verbal report on the end of the school year and the start of summer programming. Superintendent Evans reported that the end of the school year was very successful. One of the highlights at the end of the year was our "Top Shop event", which is a field day where all staff and students come together to build school spirit with some friendly competition. Superintendent Evans recognized Sarah Clifford and Jamie Conti for their efforts in coordinating this event. Summer School is already underway, and on July 5th, we look forward to welcoming a record number of campers to Summer Discover. Mrs. Fobes asked how many campers were expected. Superintendent Evans responded that while he did not know the exact number, he was involved in conversations regarding the actual capacity of the program when we exceeded 700 registrations.

2. Discontinuation of Business Technology

Superintendent Evans presented the Committee with information regarding discontinuing the Business Technology program as a CTE option for students who have yet to enroll in the program. Superintendent Evans said that it is always a difficult decision to eliminate a Career and Technical program. He said that whenever possible, when enrollment numbers decline, the Administrators meet with faculty in that program and offer to provide them with any resources to

help them enhance their programs, such as professional development, supplies, visits to sister schools and resources that could help to increase enrollment in their program. If the numbers don't increase, a difficult decision may need to be made.

Superintendent Evans said they will submit a closure plan to the Department of Elementary and Secondary Education and will meet all compliance requirements.

**B. Action Required**

1. Personnel Activity

Superintendent Evans asked for a motion to vote to approve the Advisory Board Application for the Legal and Protective Services program for a Keefe Technical School alumnus who is a Framingham Police Officer.

MR. EVANS MADE A MOTION, SECONDED BY MR. CAMEAU TO APPROVE THE ADVISORY BOARD APPLICATION FOR THE LEGAL AND PROTECTIVE SERVICES PROGRAM. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

2. MASC/MASS Voting Delegate Election

Superintendent Evans asked for a nomination for a voting delegate for the MASC/MASS Joint Conference to be held in November 2016.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. BURMAN TO NOMINATE MR. EVANS TO ACT AS VOTING DELEGATE AT THE MASC/MASS JOINT CONFERENCE. . THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

Superintendent Evans asked for a nomination for an alternative voting delegate for the MASC/MASS Joint Conference to be held in November 2016.

MR. BURMAN MADE A MOTION, SECONDED BY MRS. BUSHELL TO NOMINATE MR. KAHN TO ACT AS AN ALTERNATIVE VOTING DELEGATE AT THE MASC/MASS JOINT CONFERENCE. . THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS.

COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

## IV. EXECUTIVE SESSION

The Chair asked for a motion that the Committee go into Executive Session for the purpose described in G.L. c.30A, §21(a)7 to comply with or act under authority of, any general or special law or federal grant-in-aid requirements, to wit, G.L. c. 30A§ 22 (f). (the minutes of any executive session…, may be withheld from disclosure to the public in their entirety…so long as publications may defeat the lawful purposes of the executive session, but no longer); and for the purpose described in G.L. c. 30A, § 21 (a) (3) to discuss strategy with respect to collective bargaining;

The Chair declares before the executive session that:

1. The purpose(s) of the executive session is (as stated in the Agenda for the meeting Approval of Minutes of Executive Session of June 6, 2016; Negotiations Update and Vote on Final MOA with the Keefe Tech Education Association; and Negotiations Update on Secretarial and Custodian Contracts); and
2. That an open meeting would have detrimental effect upon the bargaining position(s) of the School Committee; and
3. The School Committee will reconvene in open session at the conclusion of the executive session.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. CAMEAU TO GO INTO EXECUTIVE SESSION TO APPROVE MINUTES OF EXECUTIVE SESSION OF JUNE 6, 2016, FOR A VOTE ON THE MOA WITH THE KEEFE TECH EDUCATION ASSOCIATION AND NEGOTIATIONS UPDATE ON SECRETARIAL AND CUSTODIAN CONTRACTS, THEN RECONVENE IN OPEN SESSION AT THE CONCLUSION OF THE EXECUTIVE SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

## V. CHAIRMAN'S REPORT

**A.** Report on Collective Bargaining Agreement with KTEA

Chairman Rossi reported that the School Committee approved a Collective Bargaining Agreement with the KTEA.

**B.** OPEB Sub-Committee Update

Superintendent Evans gave the Committee an update on the status of the next OPEB Meeting. The meeting originally scheduled to take place in July will now take place in August and will include a presentation from Bartholomew & Company, Inc.

**C.** Superintendent Evaluation Sub-Committee Update

Superintendent Evans reminded the Committee that the Superintendent Evaluation Sub-Committee will need to meet again later in the summer to assign areas for which he will need to collect evidence for the year's review.

**D.** Policy Sub-Committee Update

Superintendent Evans reminded Policy Sub-Committee members of their meeting scheduled for Tuesday, July 28th.

## E. FINANCIAL MATTERS

### A. Information Only

1. Non-Salary Expenditure Report

Committee members received the Non-Salary Expenditure Report for the month of June 2016.

Superintendent Evans informed the Committee that he would like to change the order of the revised agenda, and to begin with an action item on Regional Transportation, in order to establish funding for the bid requests that will follow. Chairman Rossi approved and asked Superintendent Evans to go forward as requested.

### B. Action Required

5. Vote to Approve Action Regarding Transfer to Regional Transportation Account

Ms. Leveillee informed the Committee that as we approach the end of FY16 opportunities became available to make improvements within the District. Two of the bid items that will follow reflect these opportunities. In order to secure adequate funding for these bids, Ms. Leveillee recommends that the Committee rescind their vote from last month where funds were appropriated for regional transportation. Because these funds had yet to actually be transferred, this action on last month's vote would be possible.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. BURMAN TO RECIND A PREVIOUS VOTE TO TRANSFER FUNDS TO THE REGIONAL TRANSPORTATION FUND. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

4. Vote to Approve Final Budget Transfer

Ms. Leveillee presented a list of budget transfer requests to clean up line items for the end of the fiscal year.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE A FINAL BUDGET TRANSFER. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANANIMOUS.

1. Vote to Approve Color Copier Bid

Ms. Leveillee presented the bids for color copiers. Mr. Sims asked if we have references on the bidders. Ms. Leveillee stated that the references were good. Mr. Rossi asked who the current vendor is and if they were satisfactory. Ms. Leveillee said that Konica is our vendor and that there were many issues in the beginning with lots of repairs and updates.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE THE COLOR COPIER CONTRACT. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

2. Vote to Approve Boiler Replacement Bid

Ms. Leveillee presented results of a bid for the boiler replacement. While six companies requested materials to submit a bid, we received only one bid from the Siemens

Corporation. Ms. Leveillee presented to the Committee that after consulting with Facilities Director Domenic Jannetti, we believe this replacement makes a great deal of sense, and will ultimately provide cost savings in utilities.

Mr. Rossi asked if there was a concern that we received only one bid, and wondered why this was the case. Ms. Leveillee stated that appropriate procurement procedures were followed, and the six requests for materials indicates that appropriate notification was made.

MR. BURMAN MADE A MOTION, SECONDED BY MR. CAMEAU TO APPROVE THE BID FOR BOILER REPLACEMENT. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

3. Vote to Approve Parking Lot Repair and Resurfacing Bid

Ms. Leveillee presented a bid for the parking lot repair and resurfacing. We received eleven inquires and five sealed bids. Some companies took the opportunity to visit the site before submitting a bid. This was an extremely competitive process, and we received exceptionally low prices. Superintendent Evans explained that in response to such a low bid, he asked Mr. Jannetti to check references and for Ms. Leveillee to research the company as well. We received positive references and are confident that the recommended company would be capable of performing the job to our satisfaction.

MR. FILLEDES MADE A MOTION, SECONDED BY MR. EVANS TO APPROVE THE PARKING LOT REPAIR AND RESURFACING BID. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

## F. COMMUNICATION

A. Framingham Source Article – Arcadius, Emma & Robert Lemieux Scholarships

The Committee was given an article recognizing Keefe Tech students for receiving the Lemieux Scholarship at the Staples Headquarters in Framingham. As a member of the Chamber of Commerce Board of Directors, Superintendent Evans was honored to help present these awards.

## G. OLD BUSINESS

Mr. Evans asked if the Committee could get an update from Principal Snow on the Restorative Justice

**H. NEW BUSINESS**

## XI. ADJOURNMENT

Mr. Rossi asked for a motion to adjourn.

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

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The meeting adjourned at 8:25 p.m.

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

School Committee Meeting - June 27, 2016

**ACTION SHEET**

1. MR. BURMAN MADE A MOTION, SECONDED BY MRS. COMMERFORD, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JUNE 6, 2016. MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES AND MR. FILLEDES VOTED IN FAVOR OF THE MOTION; MR. EVANS AND MR. CAMEAU ABSTAINED.

2. MR. EVANS MADE A MOTION, SECONDED BY MR. CAMEAU TO APPROVE THE ADVISORY BOARD APPLICATION FOR THE LEGAL AND PROTECTIVE SERVICES PROGRAM. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

3. MR. FILLEDES MADE A MOTION, SECONDED BY MR. BURMAN TO NOMINATE MR. EVANS TO ACT AS VOTING DELEGATE AT THE MASC/MASS JOINT CONFERENCE. . THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

4. MR. BURMAN MADE A MOTION, SECONDED BY MRS. BUSHELL TO NOMINATE MR. KAHN TO ACT AS AN ALTERNATIVE VOTING DELEGATE AT THE MASC/MASS JOINT CONFERENCE. . THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

5. MR. FILLEDES MADE A MOTION, SECONDED BY MR. CAMEAU TO GO INTO EXECUTIVE SESSION TO APPROVE MINUTES OF EXECUTIVE SESSION OF

JUNE 6, 2016, FOR A VOTE ON THE MOA WITH THE KEEFE TECH EDUCATION ASSOCIATION AND NEGOTIATIONS UPDATE ON SECRETARIAL AND CUSTODIAN CONTRACTS, THEN RECONVENE IN OPEN SESSION AT THE CONCLUSION OF THE EXECUTIVE SESSION. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU VOTED IN FAVOR OF THE MOTION. THE VOTE WAS UNANIMOUS.

6. MR. FILLEDES MADE A MOTION, SECONDED BY MR. BURMAN TO RECIND A PREVIOUS VOTE TO TRANSFER FUNDS TO THE REGIONAL TRANSPORTATION FUND. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

7. MR. FILLEDES MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE A FINAL BUDGET TRANSFER. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

8. MR. FILLEDES MADE A MOTION, SECONDED BY MR. BURMAN TO APPROVE THE COLOR COPIER CONTRACT. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

9. MR. BURMAN MADE A MOTION, SECONDED BY MR. CAMEAU TO APPROVE THE BID FOR BOILER REPLACEMENT. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

10. MR. FILLEDES MADE A MOTION, SECONDED BY MR. EVANS TO APPROVE THE PARKING LOT REPAIR AND RESURFACING BID. THE VOTE IN FAVOR OF THE MOTION WAS MR. BURMAN, MR. ROSSI, MRS. FOBES, MRS. BUSHELL, MR. KAHN, MRS. COMMERFORD, MR. SIMS, MRS. KNOWLES, MR. FILLEDES, MR. EVANS AND MR. CAMEAU. THE VOTE WAS UNANIMOUS.

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