

2016 Annual Report
South Middlesex Regional
Vocational Technical School
Committee
(Keefe Regional Technical School)

This annual report is prepared by Superintendent /Director, Jonathan Evans, and composed on behalf of the members of the School Committee of the **South Middlesex Regional Vocational Technical School District** and submitted after review and approval by the full Committee in compliance with the provisions of the Agreement among the towns of Ashland, Framingham, Holliston, Hopkinton and Natick.

This report reviews from the perspective of the Committee the principal items with which the Committee was concerned during the year. It is a representative account of matters solely within the policy making authority of the Committee and also of matters which the Superintendent/Director brought before the Committee for information and consultation. For greater detail and discussion the reader should read the extended minutes of Committee meetings and the attachments thereto which are available at the school office.

In addition to a public high school, the South Middlesex Regional Vocational Technical School District provides continuing education opportunities for adults through the Keefe at Night program as well as Summer Discover, a summer program for area youth.

The Committee reorganized on June 6, 2016 with officers elected unanimously to the following positions:

Chair: Michael Rossi (Framingham)
Vice-Chair: Edward Burman (Ashland)
Secretary: Sarah Commerford (Holliston)
Assistant Treasurer: John H. Evans (Framingham)

Staff members working on behalf of the District and School Committee are Elaine O'Toole and Karen Ward, **Recording Secretaries** and Jack Keating, **Treasurer**.

The balance of this report presents a summary of the discussions and actions of the Committee on a number of the important matters brought before the Committee for advice or action.

Community Engagement

Staff and students of Keefe Regional Technical School participated in many community projects throughout the school district member towns. Examples of these activities include:

Carpentry

Ashland Middle School – Removed suspended ceiling in gym

McAuliffe Charter School - Built and installed soundproof sliding divider panel

Framingham Library in Nobscot – Built Utility Garage

Town of Framingham – Roof re-shingling

Hopkinton Senior Center – Remodel project

MA Juvenile Police Officers – Natick – 5 Sets of bean bag toss boards

Town of Natick – Sixty-five 4'x10' planter boxes

Cosmetology

Valley Farm Assisted Living – Manicures (x2)

Ashland Senior Center – Manicures (x2)

Callahan Senior – Manicures

Hopkinton Senior Center – Manicures

Culinary

Taste of MetroWest Showcase & Competition

Electrical

Framingham Parks & Rec. Maintenance Building – Replace outside lights

Bowditch Field – Time clocks and relays for ball fields; Light fixture repair

Ashland Middle School – Remove and install ceiling lights and conduits

Framingham Park & Rec. Maintenance Building – Replace outside lights

Hopkinton House Project – Wired basement
Natick Housing Authority – Install temporary service at 300 Bacon St.

Graphics

Town of Ashland – Business Cards
Framingham Rotary – Sign board banners; carnival fliers; A-frame banners; Date changes for yard signs; Pamphlets; Post cards
Walsh Middle School – Drama show booklets
Cameron Middle School – School Directory
Framingham Police Department – Printing
Hoops and Homework – Fundraiser Ad Book
Leadership MetroWest Back-A-Vet – Laminate information cards
Framingham Public Schools – Copying forms
Framingham Police – Mission Statement Signs; 9x12 envelopes
Town of Framingham – Banners and posters for voter registration
C.A. Dunning School – School Directory
Holliston Police – School response books
Hopkinton MetroWest Symphony Orchestra – Concert programs
Business Professionals of America – Conference booklets
Natick Family Promise MetroWest – Banners; Training guides; Posters
Framingham High School – Hall Passes; Guidance Passes; Transcript Request Forms; Attendance Forms
Mass Juvenile Officers Association of Natick – Vinyl signage

Health

Bethany Health Care Ctr., Framingham – Clinical hours
MetroWest Blood Donor Room, Framingham – Blood Drives October and April
Callahan Center - Jewels Birthday Party for all 90+ year olds
Leukemia and Lymphoma Society, Natick – Pennies for Patients
Senator Karen Spilka Health Fair – Volunteer (Support)

Landscape & Design

Cushing Park – Planted trees, mulched and general landscaping for Arbor Day; Cleared snow from paths
Natick Community Organic Farm – Maple sugaring
MIAA – Planning a turf area
Ashland State Park – Maintenance

In May 2016, Keefe Regional Technical School hosted a breakfast for the Community Based

Justice Program (CBJ) that included Middlesex County District Attorney Marian Ryan, Judges, Probation Officers, School Officials and area Police Department Representatives.

It should also be noted that all five district town high school's swimming teams practice and compete at the Keefe Regional Technical swimming pool. The pool is also used by the Framingham and Natick Park and Recreation Departments.

Administration

In 2016, Jonathan Evans completed his third year in the role of Superintendent Director, with 20 years of service to the district.

The School Committee adopted goals for the Superintendent's performance evaluation period from July 1, 2016 through June 30, 2017. The goals adopted related to the following: Preparation for NEASC Decennial Visit, Budget Analysis, Parent Engagement, and Post-Secondary Connections.

The Committee completed its periodic evaluation of the Superintendent's accomplishments against established goals and desired qualities established in the DESE Rubric and found him to be Proficient in all areas. The complete record of this evaluation is a public document that will be available at the South Middlesex Regional School District Superintendent's Office.

School Improvement Plans

The School Improvement Plan for the 2016-2017 school year embodies specific performance objectives as follows:

1) Add AP English and AP Computer Science to the course offerings to enhance postsecondary options for students, 2) Begin the NEASC self-study in preparation for a visit in May 2018, 3) The Admissions Team will review the previous year's recruiting efforts and make changes to events and the timeline of activities to support student interest and retention, 4) The Guidance Department will explore and implement a variety of solution-focused strategies to assist students with better self-management/coping skills, 5) Pilot a new process for a Student Response Team to increase collaboration surrounding at-risk students, 6) During the 2016-2017 school year, Legal and Protective Services will be added to the CTE portfolio, 7) The Special Education Team will prepare for the Department of Elementary and Secondary Education Coordinated Program Review.

The Professional Development Program for 2016 involved numerous offerings designed to enhance the educational experiences of students. The following list of topics were addressed: Universal Design for Learning (UDL) & the MASS Tiered System of Support, Instructional technology to enhance student learning, Culturally Responsive Instruction, Student to student discourse, Developing Higher order thinking skills, and Using assessment to enhance learning.

Handbook

The Committee approved revisions to the Student Handbook that had previously been approved by the School Council. Added to the handbook was updates to the driving and parking responsibilities, an extended definition of the smoking violation to include vaporizers and electronic cigarettes, an increase in the number of credits needed for graduation, beginning with the graduating class of 2018, and the addition of the grade point average for Advanced Placement (AP) classes.

The Budget Process

The Budget Sub-Committee members Ed Burman (Chair), Myra Bushell, Larry Cooper, Mia Crandall, Tassos Filledes, and Barry Sims (Vice Chair) are beginning the FY17 budget development process.

In 2016, the Superintendent continued the practice of communicating early in the budget process with the financial officers of the member towns to develop mutual awareness of both municipal budget constraints and the efforts of the Committee to manage the school efficiently and effectively while recognizing those limitations. The Committee continued to consider reductions in the preliminary budget and the budget of \$18,090,852 as submitted to the member towns for FY17 was approved by all.

The District established an Other Post Employment Benefit Trust (OPEB) and began funding this obligation.

Auditor's Report

The annual audit by the independent accounting firm of McCarthy & Hargrave is in the process of preparing the financial statements for committee review. During the preliminary process no material findings were reported. It is expected that the audit report that calculates our energy project will meet the stipulated guarantee benchmarks for the 2016-2017 year.

Enrollment, Recruiting and Student Retention

Keefe Regional Technical School is a school of application. Maintaining a healthy enrollment of students for our day school operation is essential for our financial support and overall operational success. The Superintendent has indicated that he believes that the quality and rigor of our school programs and the safety and culture of our school environment will lead to our success in attracting students and their families to Keefe Regional Technical School. The Superintendent has emphasized that the administration, faculty and support staff

must work together to ensure that Keefe Regional Technical School continues to be recognized by our community as a career and technical school of high quality. In the fall of 2016, our recruitment efforts included a two hour showcase visit for all 1800 8th grade students from the public schools in our district, followed by an Open House Career Night for perspective students and their families.

The enrollment on October 1, 2016 was 718 students reflecting an increase in enrollment.

Buildings and Grounds

Keefe Regional Technical School has been occupied continuously since September 1973. The facility is used not only during the school day and year but also evenings, weekends and during the summer months.

An extensive upgrade of the energy systems (HVAC and lighting), completed in 2007, has resulted in the replacement of major mechanical components controlled by a comprehensive energy management system. The project has resulted in a significant reduction in total utility expenditures.

Facility upgrades that were completed in 2016 include replacement of furniture and equipment in several classrooms and CTE programs, repairing, crack sealing, seal coating, and line striping the parking lot, plumbing and electrical upgrades, painting exterior metal building panels, designation of a transgender restroom, replacement of several major appliances in the Culinary and Job Training Program kitchens, purchase and installation of two kilns and four pottery wheels to create a functional space for a new Pottery/Ceramics elective, the addition of twelve IP cameras to the existing surveillance system, replacement of several pieces of antiquated commercial cleaning equipment, mechanical and control upgrades to the HVAC system, renovation of the interior of the greenhouse, replacement of the pool boiler/burner, replacement of the truck mounted sander, and the purchase of a 14 passenger Ford minibus.

Facility projects identified for future consideration include construction of an ADA

compliant ramp and handicap accessible entryway, replacing suspended ceiling systems, renovating the Resource Center, repairing/updating the auditorium lighting system, replacing the emergency generator, expanding the surveillance system, sealing metal walls and window frames, pressure washing and sealing the exterior building concrete, renovating a building space to create a music room, updating/expanding the technology infrastructure and replacing essential vehicles.

Student Achievement

The District received from the DESE its annual report detailing Keefe's 2016 Accountability Data. Keefe Technical School was informed that according to the 5-level scaling systems created by the DESE under the accountability and assistance levels, Keefe has been categorized as a Level 2 school. Throughout the state of Massachusetts, there are 233 school districts categorized as Level 2 districts.

On Wednesday February 24th, 2016, 709 students competed in the SkillsUSA District Competition held at Keefe Regional Technical School. Of the competitors, 106 were from Keefe Regional Technical School. Keefe earned 5 Gold, 11 Silver and 11 Bronze medals. On April 29th, at the SkillsUSA State Competition held at Blackstone Valley Regional Technical School in Upton, MA, our 38 competitors earned 2 Gold, and 6 Silver Medals. The National SkillsUSA Conference was held in Louisville, KY on June 24th. The two competitors placed in the top ten in the country.

General Advisory Board

The General Advisory Board consists of the Chair of each Vocational Advisory Board. The General Board summarizes and brings to the attention of the Administration and the School Committee observations and recommendations of the advisory boards. The points noted for the current year include: the need to continually align the curriculum with changes in technology; outreach to bring Keefe's program to potential students; increasing opportunities for students and employers in the co-op program and the

success we have had for employment;
successful pursuit of grant funding for state
of the art career and technical equipment;
and maintaining the license status of student
professional programs that advance Keefe
students' career and technical entry
opportunities.

Respectfully submitted,
Jonathan Evans
Superintendent-Director

SOUTH MIDDLESEX REGIONAL VOCATIONAL
TECHNICAL SCHOOL COMMITTEE

ASHLAND

Edward Burman
William N. Gaine, Jr.

FRAMINGHAM

Michael Rossi - Chairman
John Kahn
Linda Fobes
James Comeau
A.J. Mulvey
John Evans
Larry Cooper
Myra Bushell

HOPKINTON

Mia Crandall
Ruth Knowles

HOLLISTON

Sarah Commerford
Barry Sims

NATICK

Tassos Filledes
Dr. Stephen Kane