



BLUE HILLS REGIONAL DISTRICT SCHOOL COMMITTEE

800 Randolph Street
Canton, MA 02021-9103

“Fifty-Fifth District Committee”

www.bluehills.org

Membership:

Francis J. Fistori, Avon; Eric C. Erskine, Braintree; Aidan G. Maguire, Jr., Canton;
Thomas R. Polito, Jr., Dedham; Michael C. Franzosa, Holbrook; Matthew P. O’Malley, Milton; Kevin L.
Connolly, Norwood; Marybeth Nearen, Randolph and Charles W. Flahive, Westwood.

Goals: “Transparency, Accountability and Fiscal Discipline”

ORGANIZATION:

Chairman	Thomas R. Polito, Jr.
Vice Chairman	Eric C. Erskine
Secretary	Michael C. Franzosa
District Treasurer	Charles J. Gisondi
Student Representative	Mr. Galen P. Galeotos

SUBCOMMITTEES * (Appointed by Chairman Thomas R. Polito, Jr., 8.20.19)

ATHLETIC & EXTRACURRICULAR	Members Flahive, Fistori, Franzosa
BUILDINGS, FACILITIES, SAFETY AND SECURITY	Members Connolly, Erskine, Maguire & Polito
CURRICULUM & ADVISORY -	Members Connolly, Maguire, O’Malley
EVALUATION -	Members Fistori, O’Malley, Polito and Nearen
FINANCE & ADMINISTRATION -	Members Erskine, Franzosa, O’Malley, Polito,
PERSONNEL & NEGOTIATIONS -	Members Connolly, Erskine, Nearen and Polito
POLICY -	Members Nearen, Fistori and O’Malley
WARRANT -	Members Erskine, Flahive and Maguire
School MSBA -	Members Connolly, Maguire, Erskine and Polito
WEBSITE & TECHNOLOGY	Members Connolly, Flahive, Franzosa and O’Malley

* Subcommittee Chairmen will be listed first **and bolded** after first meeting of subcommittees’ appointments by Chairman of the District School Committee. The Chairman (Thomas R. Polito, Jr.) of the District School Committee serves as *Ex-officio* member on all subcommittees.

PLEASE NOTE SUBCOMMITTEE MEETINGS PRIOR TO FULL-COMMITTEE MEETING

Meetings conducted in the School Committee Meeting Room, Room W218 (Formerly 207A, William T. Buckley District School Committee Meeting Room)

***Subcommittee Meeting(s), prior TO full-committee meeting.**

6 P.M. Finance & Administration: Q1FY20 Review and FY21 Budget Review

6:30 p.m.: Review of the backup information for the Warrant by the Warrant Subcommittee

**MINUTES – MEETING – TUESDAY, NOVEMBER 19, 2019, REGULAR Schedule
At 7:00 PM**

NOTE: The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



The Blue Hills Regional Vocational School **Fifty-Fifth District School Committee Special Meeting** was called to order, at 7:04 p.m., on **Tuesday, November 19, 2019** at the Blue Hills Regional Vocational Technical School, **William T. Buckley District School Committee Board Room, also known as Room W218**, 800 Randolph Street, Canton, Massachusetts by **Acting Chairman Eric C. Erskine**. Ordinarily Regular Schedule Meetings of the District School Committees are conducted on the 1st and 3rd Tuesdays of each month. Any meetings conducted outside of the aforementioned time frame are "SPECIAL Meetings". Meetings will be audio and video recorded, upon the completion of the renovation project. At this time, an audio recording assists with minute preparation. Joanne's recording, stenographically, will be supported with an audio recording. This meeting, as always, adheres to all the conditions of the Open Meeting Law. **(Open Meeting Law regulations, 940 CMR 29.00-29.11).**

1. **Pledge of Allegiance** was recited by all and led by Student Representative Galen Patrick Galeotos. Chairman Polito called the meeting to order at 7:03 p.m., along with roll call and announced that agenda items may be called out of order if necessary, at the discretion of the Chairman. Roll call follows:

Attendance Members:

Marybeth Nearen (Absent)	Aidan Maguire	Michael Franzosa
Fran Fistori	Tom Polito (Absent)	Kevin Connolly
Eric Erskine Galen Patrick Galeotos	Matthew P. O'Malley Charles J. Gisondi, Treasurer	Charles Flahive (Absent) Joanne Doyle Kuzborski Recording Secretary

Others in Attendance:

Superintendent-Director Jill Rossetti Principal Geoffrey L. Zini, Athletic Director Ed Catabia, Academic Director Paul Bavuso Joe Burke, Elizabeth Joyce-Grikis, Nicole Flynn, Jonathan Palmer, Dan McDonald, Sharon Ginthwair, Brian Gearty, Brendan Welch, Rick Montgomery, Stacy Hedges.

2. Public Comment: None.
3. Treasurer: Mr. Charles J. Gisondi was recognized by Chairman Polito.
 - Warrant Subcommittee Chairman Eric C. Erskine recommended the approval of the Warrant. Secretary Michael C. Franzosa moved to approve FY20 Warrant Number #8, Vouchers 1022-1024, dated 11.19.2019 in the amount of \$3,957,343.98. Motion was seconded by Member Kevin L. Connolly. Motion was taken to a vote and it was **UNANIMOUSLY**
VOTED: to approve FY20 Warrant Number #8, Vouchers 1022-1024, dated 11.19.2019 in the amount of \$3,957,343.98.
4. **Student Representative – Mr. Galen Patrick Galeotos** was recognized by Acting Chairman Erskine. Mr. Galeotos prepared a PowerPoint Presentation (**Attached**) detailing current, recent and future student/school activities, accomplishments and events. Mr. Galeotos stated that he continues to look forward to his interactions with the District School Committee.
5. **Minute Approval:** Member Kevin L. Connolly moved to approve the minutes of the 11.5.19 meeting. Secretary Michael C. Franzosa, seconded the motion. Motion to approve the minutes was taken to a vote and it was **UNANIMOUSLY**

VOTED: to approve the DSC Minutes of the 11.5.19 meeting.

6. DSC Chair Report –

Business Manager Search: Acting Chairman Erskine accepted a motion from Member Kevin L. Connolly to establish a salary range of \$120-125K. Motion was seconded by Member Aidan G. Maguire, Jr. MOTION WAS taken to discussion. Secretary Michael C. Franzosa spoke on the range not being adequate to attract a competent candidate. Secretary Franzosa pled his cause resulting in Member Connolly withdrawing his motion and entering the following Motion: "I move that the Business Manager's salary range be established at \$125-135K." Motion was seconded by Secretary Franzosa. Motion was taken to a vote and it was by **MAJORITY**

VOTED: to establish the Business Manager's salary range at \$125-135K.

(NOTE: ALL members present were in favor. Member Maguire abstained.)

7. Subcommittee Reports: The Warrant Subcommittee meets before every full Committee to review invoicing involved with submitted warrants.

- **Finance & Administration Subcommittee:** Met this evening with Assistant Superintendent-Direct Finance & Personnel to review and discuss the Q1FY20 Report and FY21 Budget Goals. The Finance & Administration Subcommittee recommended approval by the full District School Committee following intense scrutiny and deliberations. Member O'Malley spoke on the content of the meeting.
- **Warrant Subcommittee** recommended approval of the warrant as submitted, by Member Aidan G. Maguire, Jr.

8. Administrative Reports (as Needed.)

8.1 Assistant Superintendent/Personnel and Business - Mr. Steven M. Moore – Presented the Q1FY20 Report and FY21 Budget Goals. Following input from the Finance & Administration Subcommittee, questions and answers, a vote was taken. Acting Chairman Erskine accepted a motion from Member Connolly to approve the Q1FY20 Report and FY21 Budget Goals, as submitted. Secretary Franzosa seconded the motion. Motion was taken to a vote and it was **UNANIMOUSLY**

VOTED: to approve and accept the Q1FY20 Report and FY21 Budget Goals

8.2 Principal – Principal Geoffrey L. Zini Reported:

- **OPEN HOUSE:** Mr. Zini stated that the Annual Open House was a great success. (11.6) from 5:30 pm – 7:30 p.m. Mr. Zini extended thanks to Director of Admissions Marybeth Joyce for the tremendous accomplishment performed with implementing this event.
- **General Advisory Meeting:** Thursday, November 14, 2019 from 5:30 p.m. – 7:30 p.m. the General Advisory Meeting was conducted. This meeting allows individuals to gather and share ideas on program betterments. A number of District School Committee Members attended.
- **Ms. Jessica Berardi,** is now a Vocational Resource Aid and started her position 11.18.

8.3 Superintendent/Director: Ms. Jill M. Rossetti was recognized by Acting Chairman Erskine.

Ms. Rossetti stated that all continues to be well at school. Ms. Rossetti continues to consistently tour the facility observing construction progress, along with members of the School Building Committee. Progress is perpetuating. District Office was placed today. The Cosmetology Program move is set. Culinary Program is close to completion. FY20-21 Goals were reviewed.

11. Unfinished Business and New Business –

- The search committee continues its search for a Business Manager.

12. **Discussion or Suggestions** for the Good of the District, Including newsworthy educational items – None.
13. An executive session was deemed unnecessary.

14. **At 7:49 p.m.**, the Committee **adjourned**. Acting Chairman Eric Erskine accepted a motion from Member Aidan Maguire to adjourn. Motion was seconded by Member Fran Fistori. **MOTION was taken to a vote and passed UNANIMOUSLY.**

Next Regular Schedule Meeting will be conducted on Tuesday, December 3, 2019 @ 7 p.m.

Thomas R. Polito, Jr., Chairman

Michael C. Franzosa, Secretary



Respectfully submitted and recorded:



Joanne Doyle Kuzborski, Recording Secretary

Note: Attachments are provided with the minutes.

District School Committee Meeting

November 19th, 2019

Galen Galeotos

Student Report - Tuesday
11-19-19

by
Mr. Galen Patrick
Galeotos

Open House!



Electrical "Operation" Game on Display



Veteran Plaques made by Metal Fab and Collision were on Display



Huge

Success!



Culinary served delicious chips+salsa and pastries



Voc. Director Mrs. Sylvia Poses w/ Graphics Student



Cosmetology student show demonstrations of curling hair

The Fall Advisory Board Meeting

- 1) Held on November 14th in the Cafetorium
- 2) Eastern Regional Vice President Chris Alcimbert and Mrs. Wirta spoke
 - a) How to Improve Shops (Curriculum, equipment, etc...)
- 3) Senior Domenic Schiavo is recognized for being the SkillsUSA Nationals Winner for his shop, Collision Repair.



Sports

1) Varsity Boys Football

— a) Advanced into the MVADA Tournament!

i) Game is 11/23 @11am SSVT

b) Crushing Victory on Saturday!

i) 52-0 Against St. John Paul II

ii) 3 TD's from Wing Back Mason Murphy and Tight End

Brandon Robinson



1) Girls Soccer

b) After delays, the game was finally scheduled for this past Wednesday

c) Tough loss 2-1

d) Teams had to work under lot of pressure, all had a fun experience :)



Upcoming Events

Blue Hills Hall of Fame Induction Ceremony - November 22nd, (6:30)

→ Held at the Randolph Elks, Tickets may be purchased for \$20 each by emailing Nicole Flynn at bhrathletichalloffame@gmail.com

Blue Hills Showcase - November 26th

Booster Club Holiday Fair - December 7th, (10am-4pm)

Abigail and John Adams Scholarship Breakfast - December 11th, (9am)

On Tonight's Agenda:

1) Open House!



2) Advisory Board Meeting

- a) Ways to Improve Vocational Education
- b) Recognizing SkillsUSA State Champ
Dom Schiavo!

3) Sports

- a) Football Advance into Voc Bowl
- b) Girls Soccer Recap



4) Upcoming Events

- b) H.O.F. Induction
- c) Showcase
- d) Adam's Scholarship Breakfast
- e) Booster Club Holiday Fair

Jill M. Rossetti
Superintendent-Director

Steven M. Moore
Assistant Superintendent for
Business and Personnel

Geoffrey L. Zini
Principal



BLUE HILLS
REGIONAL TECHNICAL SCHOOL

800 Randolph Street
Canton, MA 02021
781-828-5800 (p)
781-828-1109 (ff)
www.bluehills.org

TO: Finance and Administration Subcommittee
District School Committee

FROM: Jill Rossetti, Superintendent - Director
Steven Moore, Assistant Superintendent

DATE: November 12, 2019

SUBJECT: **Budget Goals 2020-2021**

Allocate Resources to Achieve

1. **Financial Goal**--Continue to mitigate the financial impact of the project on member town assessments
2. **School Building Goal**--Maximize operational efficiency created by renovation project through the establishment of a comprehensive maintenance plan for existing facilities
3. **Equity and Access**--Provide all students with rigorous and culturally relevant curriculum, resources and programs that support their individual goals and ensure that all students gain knowledge and skills to be productive community members after high school
4. **Student Engagement**--Provide meaningful professional learning for all staff in order to create engaging learning opportunities for all students
5. **Communication & Community Relations**--Improve community outreach efforts between the district and all stakeholders



BLUE HILLS REGIONAL TECHNICAL SCHOOL

OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

*DSC Meeting
Presentation
Reference
Tuesday - 11-19-19*

TO: Finance and Administration Subcommittee
District School Committee
Jill Rossetti, Superintendent - Director

FROM: Steven Moore, Assistant Superintendent

DATE: November 1, 2019

SUBJECTS: 2020 Budget Update

Q1 Budget Report

Attached is the Q1 FY20 Budget Report for the period ending October 30, 2019.

Salary Lines

Salary lines are tracking as expected for the first quarter.

2000 Series Instruction

The instructional salary line is projected to have a surplus in excess of \$100,00 at year end. The surplus can be attributed to the \$100,000 in hiring salary exchanges and reductions in staffing made post budget in 2019 for the 2020 school year. Those reductions included the exchange of a cosmetology teacher for an instructional aide, reduction of a building substitute, and reductions in district level staffing.

Expense Lines

Department heads will be working to encumber the majority of their funds during the second quarter. Currently we have identified a surplus of \$300,000 in the health insurance lines.

1000 District Leadership Expense

The majority of the unencumbered / unexpended funds are for ongoing services (legal and payroll), contracted service and membership payments that are currently not due, public relations / recruitment activities, and software licenses fees that are not yet due.

2000 Instructional Expense

Department heads are in the process of evaluating needs and in encumbering funds. Typically these accounts carry a high remaining balance into the third quarter.

3000 Student Services Expense

The majority of the unencumbered funds are for athletic related transportation, officials and materials.

4000 Plant Operation and Maintenance Expense

The majority of the unencumbered funds relate to unencumbered contracted services for building maintenance and technology.

5000 Fixed Costs Expense

These series cover insurance and benefit related costs. A \$300,000 surplus has been identified in the retirement accounts. This is due to actual costs coming in less than anticipated costs for employee insurance. See attached chart.

8000 Debt Service Expense

The \$500,000 balance will be charged to bond payments in the second quarter.



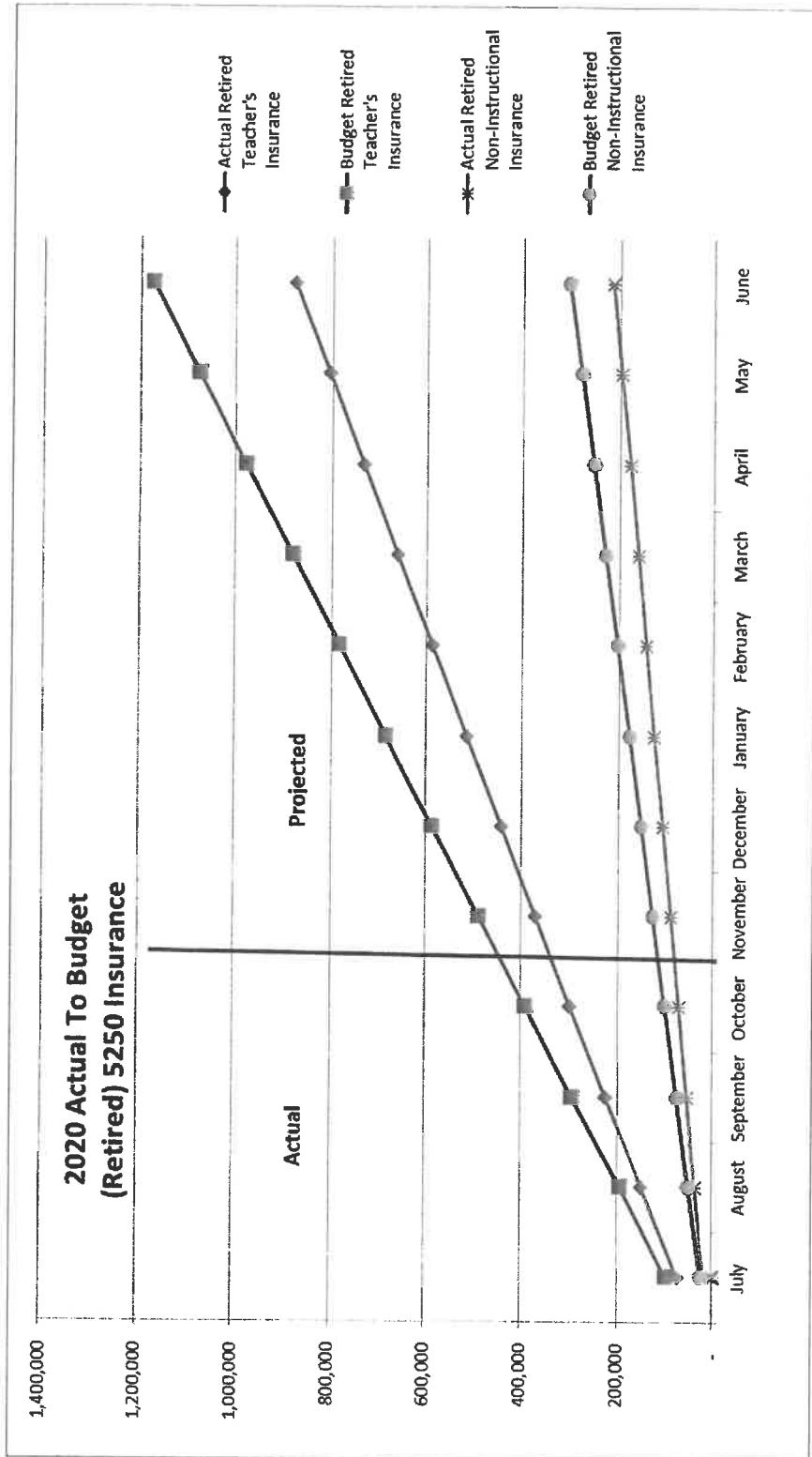
BLUE HILLS

REGIONAL TECHNICAL SCHOOL

OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

2020 Budget Q1 Budget Report and Transfer Request

SALARY ACCOUNTS FOR: PERIOD ENDING 10/30/2019	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED	PROJECTED	AVAILABLE BUDGET	PCT Expended
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	689,097	-	689,097	241,865	441,254	5,978	35%
2000 INSTRUCTION	9,244,330	-	9,244,330	1,876,783	7,255,157	112,390	20%
3000 STUDENT SERVICES	482,912	-	482,912	78,088	413,713	(8,889)	16%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,402,117	-	1,402,117	441,714	930,226	30,177	32%
TOTALS	11,818,456	-	11,818,456	2,638,450	9,040,350	139,656	99%
EXPENSE ACCOUNTS FOR: PERIOD ENDING 10/30/2019	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT Exp/Enc
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	258,234	-	258,234	80,101	52,949	125,184	52%
2000 INSTRUCTION	771,027	-	771,027	194,171	69,623	507,233	34%
3000 STUDENT SERVICES	1,142,978	-	1,142,978	161,701	892,673	88,604	92%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,518,301	-	1,518,301	349,819	807,502	360,980	76%
5000 FIXED CHARGES	4,556,216	-	4,556,216	1,891,622	2,083,967	316,963	87%
7000 CAPITAL PROJECTS	100,000	-	100,000	-	8,836	91,164	9%
8000 DEBT SERVICE	500,000	-	500,000	-	-	500,000	0%
TOTALS	8,846,756	-	8,846,756	2,677,414	3,915,550	1,990,128	75%
TOTAL ALL ACCOUNTS	20,665,212	-	20,665,212	5,315,864	12,955,900	2,129,784	88%





BLUE HILLS

REGIONAL TECHNICAL SCHOOL

OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

TO: Finance and Administration Subcommittee
District School Committee
Jill Rossetti, Superintendent - Director

FROM: Steven Moore, Assistant Superintendent

DATE: November 19, 2019

SUBJECTS: Request for Transfer of Funds

Due to a dramatic increase in homeless students and homeless transportation costs the administration is asking to transfer \$37,000 from the 2000 Series Instructional Salary Line to the 3000 Series Student Services Expense Line.

The administration is moving the cost of a Special Education Teacher to the IDEA grant and making those salary funds available for Homeless transportation costs. Homeless transportation cost are not eligible to be funded by IDEA funds but Special Education staff may be funded from IDEA

Motion:

Increase 3000 Series Homeless Transportation budget by \$37,000

Decrease 2000 Series Special Services Salary Budget by \$37,000