



BLUE HILLS

REGIONAL TECHNICAL SCHOOL

MINUTES OF THE DISTRICT SCHOOL COMMITTEE MEETING
BHR, Room W-218
August 19, 2025, 7:00 P.M.

MEMBERS:

Mark Driscoll	Canton (Chair)
Carl Walker	Avon
Eric Erskine	Braintree
Thomas Polito	Dedham
Kevin Connolly	Norwood
Taryn Mohan	Holbrook
Marybeth Joyce	Milton
Karen Graves	Randolph

ABSENT:

Sheila Vazquez	Westwood
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ADMINISTRATION:

Jill Rossetti	Superintendent-Director
Elvio Ferreira	Business Manager
Geoff Zini	Principal
Stephanie Albernaz	Director of Admissions and Post-Secondary Education
Tim Rose	Director of Facilities and Security
Patricia Leonhardt	Treasurer

FACULTY & STAFF:

STUDENT REPRESENTATIVE:

1. CALL TO ORDER

On a motion made by Canton, seconded by Norwood, it was resolved to honor Sheila Vazquez with a birthday wish. Motion carried unanimously.

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 7:06 p.m.

Mark Driscoll led the attendees in the Pledge of Allegiance.

2. PUBLIC COMMENT

There was no public comment.

3. FACILITIES DIRECTOR REPORT

Tim Rose, Director of Facilities and Security provided the Facilities Director Report on summer work, including the following key points:

- Deep cleaning: Classrooms and halls were thoroughly cleaned, including floor waxing and extensive custodial work.
- Landscape efforts: Activities included weed control, mulch application, tree removal, and new plantings.
- Classroom furniture: 330 new two-piece desks and chairs were purchased to replace outdated, damaged one-piece furniture.
- Building repairs: Ongoing drywall repairs and painting were conducted due to the building's age.
- Gymnasium lighting: Exterior gym lighting was enhanced with three new security lights, and gymnasium lighting fixtures were upgraded to more durable, energy-efficient LED fixtures.
- The computer tech classroom received wiring upgrades with exposed CAT5 cables for educational and practical purposes.
- Auto repair shop: Added welder outlets and planned lighting fixture replacements.
- HVAC repairs: A significant cooling and heating repair addressed a glycol leak, requiring draining 4,000 gallons of coolant and adding isolation valves.
- Special projects: Installed a sunshade over the childcare area, completed an electronic sign with surrounding plantings, and began boiler replacement.
- New equipment: A heavy-duty construction bus was ordered to replace a 2004 model, and library shelving and circulation desk replacements were scheduled for September 2025.
- Athletic field improvements: New custom dugout covers for the girls' softball field and protective covers for home plate and pitcher's mound were acquired to better maintain the field, with plans to address wet field issues from the previous spring.
- Elevator inspections: Inspections are scheduled and managed under a service contract with Delta Beckwith, which is part of Otis, covering inspections and repairs, improving service compared to previous years. Wheelchair lifts are inspected separately.

Tim Rose, Director of Facilities and Security acknowledged the budget constraints and explained that they try to manage within the budget while addressing necessary repairs. He also mentioned that there were some issues with mulch floating away during heavy downpours, but they managed to address them.

4. ADMISSIONS DIRECTOR REPORT

Stephanie Albernaz, Director of Admission and Post-Secondary Education discussed the new state-imposed lottery system for school admissions, comparing weighted versus non-weighted lotteries and recommending policy updates to comply with new regulations. A non-weighted lottery treats all applications equally, while a weighted lottery assigns additional "tickets" to certain applicants to increase their chances based on criteria like attendance and behavior. New regulations require compliance with attendance and disciplinary standards.

Simulations showed that non-weighted lotteries increase offers to applicants with higher absenteeism and poorer behavior, while weighted lotteries promote fairness by favoring applicants with better attendance and behavior records. Weighted lotteries produce more consistent admission offers across sending districts, aiding their budget planning, whereas non-weighted lotteries yield unpredictable offer rates. Weighted lotteries offer higher and more stable admission percentages to students with IEPs, 504 plans, and English Learner status compared to non-weighted lotteries.

The Committee recommended adopting a weighted lottery to ensure equitable offer distribution across districts and student populations, aligning with new state regulations. The Committee discussed the number of required readings and potential emergency meetings to meet deadlines. It was suggested to verify the number of required readings and potentially hold an emergency meeting if necessary.

The policy update must be ready by November 1, 2025, with readings and approvals planned for September and October 2025. The new regulations limit application periods and criteria, leaving limited flexibility except in setting weights for the lottery, making timely policy adoption critical.

5. SUPERINTENDENT-DIRECTOR'S REPORT

5.1 STAFFING REPORT

5.2

Jill Rossetti, Superintendent-Director provided a detailed update on recent staffing changes and ongoing hiring efforts within the institution, highlighting that she is still in the process of hiring various instructors and staff, with some positions recently filled and others yet to be completed. Recent hires included a vocational director, math and electronics instructors, an engineering instructor, a networking administrator, and an athletic trainer, among others.

Some staff moved internally to different roles. Many new teachers lack licenses and require waivers; they are hired at experience-based salary levels to remain competitive, with plans to adjust pay once licensure and degrees are obtained. The newly hired vocational director has prior administrative experience and was being mentored by an experienced staff member to ensure a smooth transition.

6. BUSINESS MANAGER REPORT

6.1 Q4 REPORT

ACTION – The superintendent and the business manager plan to follow sound procurement practices to solicit proposals from auditors to ensure compliance with procurement laws and select a suitable auditor for a new contract.

ACTION – Elvio Ferreira, Business Manager will tweak the job description for the interim part-time co-op coordinator and post the vacancy for the upgraded position as soon as possible

Elvio Ferreira, Business Manager provided a fourth-quarter update, highlighting savings in both salary and non-salary accounts. He noted that the report showed surpluses in these areas and mentioned that, based on the 2023 and 2024 audit recommendations, there was a need for an upgrade of the position of purchasing specialist to someone with more extensive knowledge and background in business finance, including journal entries and auditing strategies. The current contract with the auditors has expired, and the superintendent and the business manager plan to follow sound procurement practices to solicit proposals from auditors. Due to a resignation, the position of purchasing specialist will be upgraded to require more extensive business finance knowledge, reflecting audit recommendations and aligning with local district practices. The business manager requested the committee's permission to tweak the job description and post the vacancy for the upgraded position as soon as possible, which the Committee agreed to.

6.2 END OF THE YEAR BUDGET TRANSFERS

On a motion made by Braintree, seconded by Norwood, it was resolved to approve the transfer of funds to clear negative balances in certain accounts of the non-salary series. The specific transfers included decreasing the 2000 series by \$200,000 and the 3000 series by \$60,472.33, while increasing the 1000 series by \$98,280.86, the 4000 series by \$25,431.10, the 5000 series by \$81,745.37, and the 7000 series by \$55,015. Motion carried unanimously.

A recommendation was made to transfer funds to clear negative balances in certain accounts by the end of the year. Specific series accounts were adjusted accordingly through these transfers. There was a discussion about budget spending patterns, particularly the timing of purchases. Concerns were raised about leftover funds at the end of the year and the need to order equipment and supplies earlier in the school year to manage the budget better. Elvio Ferreira, Business Manager acknowledged these concerns and assured efforts to improve purchasing practices to avoid unnecessary year-end surpluses. Additionally, there was a conversation about the process of transferring money during the year rather than waiting until the end of the year.

6.3 TRAVEL REIMBURSEMENT FORMS

Elvio Ferreira mentioned that monthly travel reimbursement forms would be prepared for approval to streamline the process. This practice was deemed appropriate and acceptable, and it was agreed that it would be implemented moving forward.

7. ADMINISTRATION REPORT

7.1 PRINCIPAL'S REPORT

On a motion made by Norwood, seconded by Dedham, it was resolved to approve an out-of-state field trip for the girls' volleyball team to Providence College. Motion carried unanimously.

Geoff Zini, Principal reported that all summer school students completed their courses successfully, and the Discover Day program was highly recommended by students and families, offering various vocational and academic programs. Staffing is nearly finalized with coverage in all areas, the building is ready, and schedules are set for freshmen convocation, orientation, and full student attendance starting September 2, 2025. The Department of Education released new guidance requiring competency determination and mastery demonstration in tested subjects and US history through exams or projects, with a committee to ensure local compliance by October or December deadlines. The girls' volleyball team received approval for an out-of-state trip to attend a free game at Providence College on a tentative date of September 6, 2025, with transportation and chaperones arranged.

8. TREASURER'S REPORT AND WARRANT

On a motion made by Dedham, seconded by Norwood, it was resolved to approve the following Warrants:

FY25:

Warrant #25 for \$636,900.21, Voucher number 1125-1126

Warrant #26 for \$59,170.17, Voucher number 1127

Warrant #27 for \$68,368.17, Voucher number 1128

Warrant #28 for \$224,525.63, Voucher number 1129-1130

Warrant #29 for \$13,219.12, Voucher number 1131

Motion carried unanimously.

On a motion made by Norwood, seconded by Randolph, it was resolved to approve the following Warrants:

FY26:

Warrant #1 for \$231,358.00, Voucher number 1000

Warrant #2 for \$184,312.68, Voucher number 1001-1003

Warrant #3 for \$92,246.98, Voucher number 1004

Warrant #4 for \$1,050,045.66, Voucher number 1005-1007 and debt wire

Warrant #5 for \$1,193,211.58, Voucher number 1008, retirement system and debt wire

Warrant #6 for \$199,414.61, Voucher number 1009

Warrant #7 for \$50,868.33, Voucher number 1010

Warrant #8 for \$166,041.22, Voucher number 1011

Warrant #9 for \$1,167,203.15, Voucher number 1012

Warrant #10 for \$1,259.05, Voucher number 1013

Warrant #11 for \$17,979.20, Voucher number 1014

Motion carried unanimously.

Warrants read by Marybeth Joyce, Secretary.

Patricia Leonhardt, District Treasurer covered the Treasurer's report, focusing on the approval of multiple warrants for fiscal years 2025 and 2026. The business office was noted as actively processing warrants to close out the current fiscal year and prepare for the next one.

9. MINUTES APPROVAL

The Committee discussed the minutes from the June 17 and July 8, 2025, meetings, highlighting several key points. An outside consultancy was tested to transcribe meetings quickly, but difficulties arose in identifying speakers and accurately recording motions and votes. Efforts will be made to improve these aspects in the future. Participants noted missing details, including correct addresses, outdated titles, and absent member lists, which need to be addressed in the minutes before approval. It was emphasized that votes should be recorded with clarity, noting any dissenting votes rather than just stating motions were carried unanimously.

A motion to approve the minutes was postponed until corrections are made, with plans to finalize approval in September after revisions. Discussion took place regarding the recipient of invoices for transcription services, deciding they will be sent to the current contact until further arrangements are made. It was noted that the transcription service can adapt the minutes format based on committee preferences, allowing for more or less content as desired. The group agreed to collect all suggested edits via email and coordinate with the transcription company to ensure improvements and accuracy in future minutes.

10. DSC CHAIR REPORT

10.1 MASS/MASC JOINT CONFERENCE, NOVEMBER 12-14, 2025

On a motion made by Carl Walker, seconded by Thomas Polito, it was resolved to appoint Eric Erskine of Braintree as the alternate DSC delegate for the MASS/MASC Joint Conference in November 2025. Motion carried unanimously.

The school committee confirmed the registration for the state conference with Carl Walker as the delegate from Avon. Eric Erskine of Braintree was appointed as the alternate delegate, having previously served in that role.

10.2 RECORDING SECRETARY/ DISTRICT CLERK DISCUSSION

A subcommittee is revising the outdated 1998 job description for the recording secretary, with committee members reviewing and suggesting changes. They plan to hold further meetings, including discussions on salary or stipend and advertisement methods, aiming to finalize and vote on the updated description by September 2025, before posting the position.

10.3 MISCELLANEOUS

Committee assignments are being reviewed to balance maintaining experienced members with distributing opportunities more broadly, with individual discussions planned to determine appropriate roles and potential changes to current assignments.

11. NEXT MEETING

The date of the next District School Committee meeting is September 16, 2025.

12. EXECUTIVE SESSION

The Committee did not enter an executive session.

13. ADJOURNMENT

On a motion made by Dedham, seconded by Randolph, and carried unanimously, it was agreed that there was no further business to transact; the meeting closed at 8:10 p.m.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Director

Director

Date

Date