

BLUE HILLS

REGIONAL TECHNICAL SCHOOL

Blue Hills Regional District School Committee
Fifty-Ninth District Committee

District School Committee Meeting

August 20, 2024

Approved Meeting Minutes

A. Pledge of Allegiance

B. Call to Order: Time: 7:09 PM

Members in Attendance: Carl Walker – Avon, Eric Erskine – Braintree, Mark Driscoll (Vice Chair) – Canton, Tom Polito – Dedham, Taryn Mohan (Secretary) – Holbrook, Clinton Graham – Milton, Kevin Connolly (Chair) – Norwood, Karen Graves – Randolph, Sheila Vazquez – Westwood, and Chuck Gisondi – DSC Treasurer

Administration in Attendance: Jill Rossetti – Superintendent-Director, Jill Brilhante – Business Manager, and Geoff Zini – Principal, Tim Rose – Facilities Director, and Stephanie Albernaz – Admissions Director

C. Public Comment: None

D. Treasurer's Report and Warrant: Chuck Gisondi

OPEB:

Mr. Gisondi let the Committee know that all the groundwork for OPEB has been completed and the agreement should be done for the next DSC meeting (September 2024).

Vote Required for the following Warrants:

Warrant # 2 for \$ 731,307.21 Voucher number 1006

Motion to approve Warrant number 2 as written: Taryn Mohan, Holbrook

Second: Tom Polito, Dedham

Discussion: None

Vote: Motion to approve Warrant number 2 carries unanimously.

E. Minutes Approval: (Vote Required)

July 23, 2024

Mr. Polito requested to speak immediately. He voiced his objection to the work "transcript" in the last line of page 1, in section "E". He stated that he did not use the word transcript. Other members responded giving their opinion of how the word was used and that it fit the notation.

Motion to approve the minutes for July 23, 2025: Mark Driscoll (Vice Chair), Canton

Second: Taryn Mohan, Holbrook

Discussion: discussion prior to vote only

Vote:

Yes: 7

No: 1, Dedham

Abstention: 1, Westwood

Motion to approve July 23, 2024 DSC meeting minutes carries: 7, 1, 1

F. Facility Director: Tim Rose

- Report on summer work on Facilities and grounds

Mr. Rose began by acknowledging all the hard work his team put in over the Summer to ready the building for students. They completed items that were on the short term list as well as beginning some larger Capital Projects. Some of the highlighted items include the removal of Poison Ivy, fixing up and cleaning out the Courtyards, addressing lighting issues on the football field, checking and maintaining the bus fleet for September, upgrading electrical work through the cafeteria and various shops, addressing roof issues due to squirrels, replacing the Cafeteria floor, purchasing a new bus that is due late September or early October, and fixing the pool liner. All of this was completed along with deep cleaning classrooms, offices and library in preparation of the start of the school year. The grounds are safe, beautiful and welcoming.

The Committee thanked Mr. Rose and the Maintenance and Custodial team for their hard work, noting that the school looks wonderful.

G. Admissions Director: Stephanie Albernaz

- Admissions Policy Update and First Reading, will need vote at September meeting for October submission. Ms. Albernaz reviewed the report she submitted to the committee, outlining changes that were made to the admissions policy to be in DESE and State compliance. This must be done every year and this year it is due October 1, 2024. She reviewed the changes on the report one by one. The changes included clarifying language, shifting timelines to the student's benefit, the review and appeal process timeline was shortened, and there is a job title change.

After some discussion, Ms. Albernaz agreed to return to the DSC in September with the complete policy to be reviewed, and a vote will be required at that time. The Committee is aware that it must be submitted by October 1, 2024.

H. Superintendent's Report: Jill Rossetti, Superintendent-Director

- Staffing Report Update: Ms. Rossetti stated that the hiring for the school year is complete. August 28th is the official start date and, is in compliance with the Teacher's new contract. One item was brought up. On the chart for hiring, one committee member asked if the word "terminated" be changed to something else. (Refers to the chart submitted by the Business Manager)
- Readiness to Open School:
Blue Hills is ready to open. There are no surprises, and everyone is looking forward to welcoming the students back to school.

I. DSC Chair Report: Kevin Connolly, Norwood

- MASS/MASC Joint Conference. Delegate update: Tom Polito is unable to attend the Joint Conference. After a short discussion, a

Motion was made to assign Eric Erskine as the DSC Delegate at the Joint MASC/MASS Conference in November and Carl Walker will be the alternate: Clinton Graham, Milton

Second: Karen Graves, Randolph

Discussion: None

Vote: Motion to assign Eric Erskine as DSC Delegate and Carl Walker as the alternate carries unanimously

- Sub-Committee Assignments:

For the most part, the subcommittee assignments were fine. Member Polito brought up that he wanted to stay on the subcommittees that he has been on for years. He stated that he wanted to be put back on the Finance Subcommittee. He stated that could participate via ZOOM while he winters in Florida. When the discussion became a bit heated, Clinton Graham, Milton, made a motion to stop the subcommittee conversation immediately and reschedule it to continue it during the September meeting.

Motion to continue discussion subcommittee assignments in September: Clinton Graham, Milton

Second: Taryn Mohan, Holbrook

Discussion: None

Vote: Motion to resume the subcommittee assignment conversation in September carries unanimously.

J. DSC Sub-Committee Reports:

- **Personnel and Negotiations Sub-Committee:** Tom Polito, Dedham
Committee will go into Executive Session

Policy Sub-Committee: Tom Polito

Vote required on the Sexual Harassment/Title IX Updated

Motion to approve the Sexual Harassment/Title IX : Tom Polito

Second: Clinton Graham, Milton

Discussion: None

Vote: Motion to approve Sexual Harassment/Title IX carries unanimously.

K. Administration Reports:

1. **Principal's Report:** Geoff Zini, not in attendance

2. **Business Manager Report:** Jill Brilhante

Ms. Brilhante submitted detailed reports to committee members prior to this meeting so members would have an opportunity to review reports.

- Quarter 4 for FY24 Update

Ms. Brilhante reviewed the Expense Lines 1000 (deficit of \$8,148.68), 2000 (surplus \$792.20), 3000 (surplus \$68,274.18), 4000 (surplus \$369,601.24), and 5000 (deficit \$27,783.94) series (See attached Report)

- Budget Transfers FY24 (Vote Required)
Ms. Brilhante provided a detailed list of Budget Transfers with explanations. (See attached report) After a detailed description and a short question and answer session, Ms. Brilhante asked that the Committee approve the transfers as stated.

Motion to approve the Budget Transfers: Tom Polito, Dedham

Second: Eric Erskine, Braintree

Discussion: None

Vote: Motion to approve the budget transfers carries unanimously.

- Medicaid Reimbursement Update
Ms Brilhante explained that the amount of reimbursement received from Medicaid for the school was minimal because of the services provided by the school to students are largely covered by other sources, and it would be considered double-dipping. She also noted that this is the case for most vocational schools. (We do not have skilled nursing or provide physical therapy that do fall under the Medicaid program.) She reviewed the school data for the past 5 years, and Mr. Polito said it made sense and that his questions had been answered.
- Cafeteria Update
The cafeteria has been completed. The floor is finished and looks great. The new walk-in refrigerator /freezer has been purchased and is fully installed.

L. Executive Session: Yes

The District School Committee may vote to go into executive session pursuant to M.G.L. ch. 30A, section 21 (a)(3) which permits a public body to go into executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair declares.

M. Future Business:

The next DSC meeting is Tuesday, September 17, 2024

N. Adjournment: (Vote Required) 8:30 PM

A motion to adjourn out of the general meeting to move into executive session was called for. The Committee will not go back into general session but rather will adjourn from Executive session

Motion to adjourn the general meeting and move into Executive Session: Kevin Connolly

Roll Call Vote: Motion Carries unanimously.

Minutes Prepared: Pamela Donnellan, Administrative Secretary to the Superintendent-Director
and Recording Secretary for the District School Committee

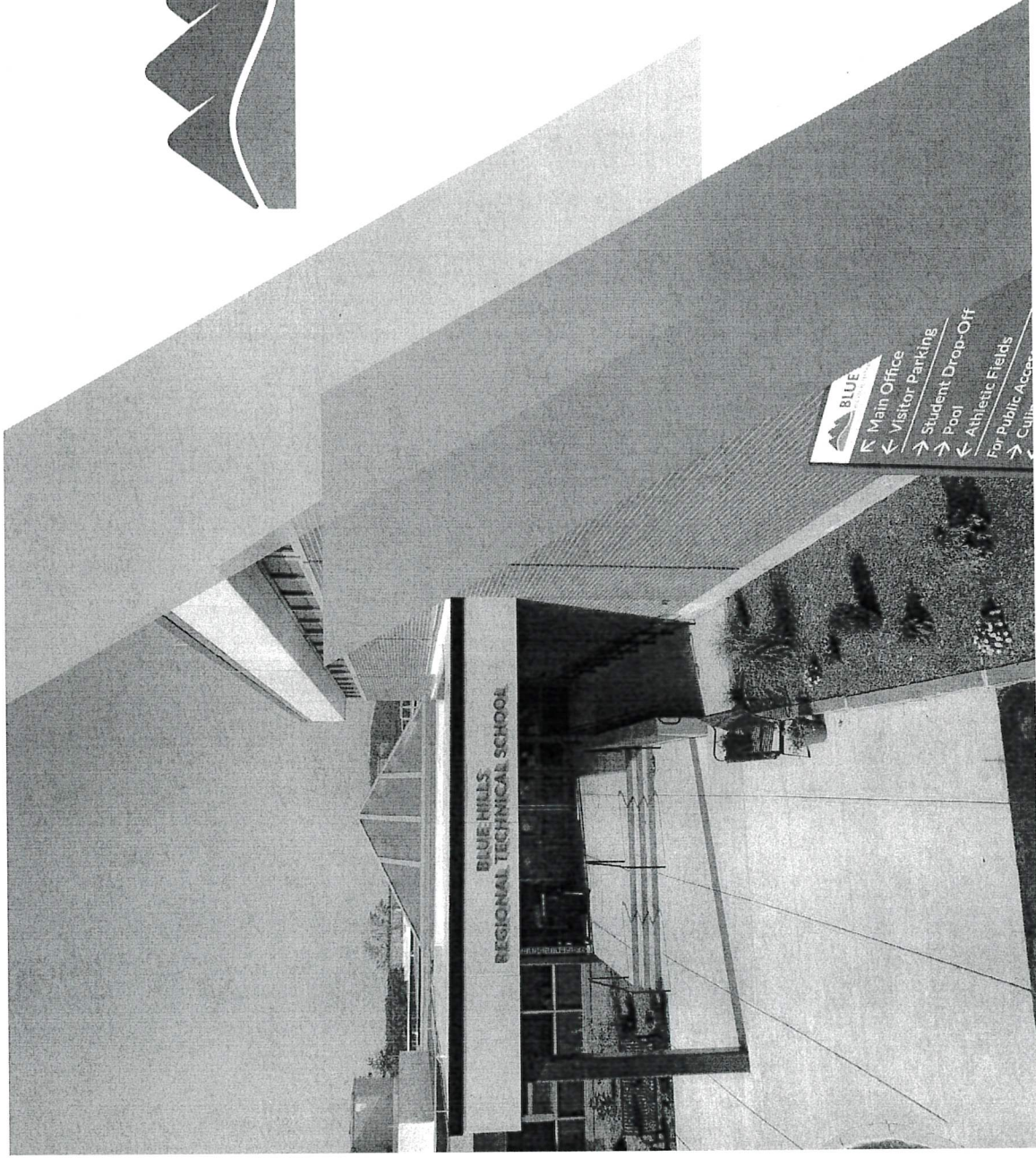
Minutes Approved on: September 17, 2024 by the DSC



BLUE HILLS
REGIONAL TECHNICAL SCHOOL

2024-25

Proposed Admissions Policy Changes



Annual Approval of Selective Criteria by School Committee

Proposed Change:

Update the policy to specify that selection criteria are applied only when the number of applications exceeds available seats. Additionally, specify that the school committee approve any selective criteria used in admissions on an annual basis.

Rationale for Change:

The new DESE Admissions Policies and Practices require that the school committee approve selective criteria used in admissions annually and clarify when selection criteria should be applied. Although our current policy references approval, it does not explicitly state that this must occur annually. This update ensures our policy aligns with DESE guidelines.

Location in Current Policy:

I. INTRODUCTION

Revised Policy Language:

An admission process is necessary in career and vocational technical education schools where space is a limiting factor. Each career and technical education (CTE) program is designed and equipped to serve a maximum number of students, resulting in the inability to accommodate all applicants. Therefore, a selection process is necessary. All applicants to Blue Hills Regional Technical School for grades nine through twelve will be evaluated using the selection criteria contained in this Admission Policy.

When Blue Hills Regional Vocational School receives more applications than it has available seats, a selection criteria is applied to determine which students it will admit. The criteria and this policy has been approved by the Blue Hills Regional Vocational School District Committee ~~approved this policy~~, and the Committee will approve the use of these criteria annually. Blue Hills Regional Technical School's Admission Policy is on file at the Department of Elementary and Secondary Education.

Clarifying Resident Priority in Non-Resident Section

Proposed Change:

Include language in the non-resident student section of our admissions policy that explicitly states residents receive priority for admission over non-residents applying to the same program.

Rationale for Change:

Although this statement is included in the eligibility section of our current policy, it is often overlooked by non-residents. By restating it in the non-resident student section, we ensure this important priority is clear. The proposed language aligns with DESE's new Model Policy Template.

Location in Current Policy:

III. ELIGIBILITY

Section: NON-RESIDENT STUDENTS:

Revised Policy Language:

Non-residents of the Blue Hills Regional Technical School District may apply for fall admission or admission during the school year subject to the availability of openings. Please be aware that residents of Blue Hills Regional Technical School District who meet the minimum admission requirements will be admitted before any non-residents seeking the same program. ~~This~~ Admission is also contingent upon promotion by their sending school district to the grade they seek to enter. Non-resident students will be evaluated using the criteria contained in this Admission Policy. A nonresident student seeking admission to Blue Hills Regional Technical School in grades 9 and 10, under M.G.L. c.74 Sections 7 and 7C must follow the admission process outlined in this Admissions Policy. All non-residents will be evaluated and ranked using the criteria set forth in this Admissions Policy.

Maintenance of Records

Proposed Change:

Add a new section titled "XII. Maintenance of Records" to the admissions policy.

Rationale for Change:

The new DESE Admissions Policies and Practices emphasize the importance of maintaining records and providing data and analysis to the Department of Education upon request. Adding this section will ensure our policy aligns with DESE's Model Policy Template and supports compliance with these requirements.

Location in Current Policy:

NEW

Revised Policy Language:

Blue Hills Regional Technical School maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admission system and compliance with applicable laws and regulations. Blue Hills will provide this information to the Department upon request.

Incoming 9th Grade Initial Application Deadline

Proposed Change:

Move the application deadline for incoming 9th graders up by one week, to the second Friday in December.

Rationale for Change:

Currently, as it is written, a student could submit an application as late as the third Friday in December, which is the Friday before winter break. This places a burden on guidance counselors from our sending districts to collect and submit records before their break. By moving the deadline to the second Friday in December, students will apply earlier, reducing the strain on sending district guidance counselors.

Location in Current Policy:

VIII. SELECTION PROCESS

Section: Rising or Current Eighth Grade Applicants

VI. APPLICATION PROCESS

A. APPLICATION PROCESS - FOR FALL ADMISSIONS TO THE NINTH AND TENTH GRADE

Revised Policy Language:

Rising or current eighth grade applicants whose completed application forms are received on or before the ~~Third~~ second Friday in December application deadline date will be interviewed.

Receipt of Completed Applications Form for Gr. 9 on or before ~~Third~~ second Friday in December

Offer and Acceptance Timeline for Incoming 9th Graders

Proposed Change:

Accelerate the offer and acceptance timeline for incoming 9th graders.

Rationale for Change:

This year, we shifted from sending email offers through the application platform to sending them directly via email from Blue Hills. This change has increased our email response rate. By moving the timeline, we can offer a second round of admissions earlier, allowing students from both rounds to attend the acceptance reception. This improvement addresses timing issues that previously affected reception attendance.

Location in Current Policy:

VIII. SELECTION PROCESS

Section: Rising or Current Eighth Grade Applicants

VIII. SELECTION PROCESS

Section: Rising or Current Ninth Grade Applicants

VI. APPLICATION PROCESS

Section: A. APPLICATION PROCESS - FOR FALL ADMISSION TO THE NINTH and TENTH GRADE

Revised Policy Language:

Applicants will be notified of their status by a letter ~~and email to the student~~ sent electronically to the parent/guardian email listed on the application by Mid- February. Applicants whose completed application packets are not received and have not been interviewed by Mid-January will receive a letter sent electronically to the parent/guardian email listed on the application informing them of their status.

Offer and Acceptance Timeline for Incoming 9th Graders cont.

Revised Policy Language:

Accepted rising and current eighth grade students must notify the Admissions Office of their intention to attend Blue Hills Regional by the first Friday in March within two weeks after the initial acceptance notification is sent through email. If no such notification is received, applicants on the waiting list will be accepted in their place. Thus, a second round of acceptance letters will be sent by Mid-March. The number of acceptance letters sent will be based on the number of unfilled openings.

Accepted students from the second round must notify the Admissions Office of their intention to attend Blue Hills Regional by the first Friday in April within two weeks after the initial acceptance notification is sent through email.

Confirmation by parents/guardians for Gd. 9 ~~on or before First Friday in March~~ within two weeks of acceptance

Next Round of Confirmation by Parents for Gd. 9 ~~on or before First Friday in April~~ within two weeks of acceptance

Incorporating Pass/Fail Grades into Admissions Scoring

Proposed Change:

Add language to our admissions policy detailing how points are assigned to pass/fail grades. We currently have guidelines for letter and number grades but lack a procedure for pass/fail grades.

Rationale for Change:

Some students receive pass/fail grades on their report cards. To ensure fairness and consistency in our admissions process, we need a clear method for scoring pass/fail grades. While we request letter grades from districts when possible, this addition will help maintain a fair and equitable process for all applicants.

Location in Current Policy:

VII. SELECTION CRITERIA

A. Scholastic Achievement

Revised Policy Language:

(Add at end of section)

Students who receive pass/fail grades, a passing grade, will be assigned the lowest possible score that represents a passing mark.

Removal of Individual Visits

Proposed Change:

Remove references to the "Warrior for a Day" visit and individual visits for parent(s)/guardian(s).

Rationale for Change:

The "Warrior for a Day" program and individual visits for parent(s) and guardian(s) were discontinued during COVID. However, students and families have the opportunity to visit our campus during the open house and showcase events.

Location in Current Policy:

V. ADMISSIONS COMMUNICATION POLICIES

Revised Policy Language:

~~All ninth and tenth grade applicants who have not attended Open House or Showcase may schedule a "Warrior for a Day" visit. Applicants will shadow a student host through the day visitation program.~~

The school's recruitment material describes Open House, Showcase, ~~Warrior for a Day Programs~~, the career and technical programs, non-traditional career options, academic courses, sports, clubs, cooperative education and special education resources.

~~Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.~~

Recruitment Process

Proposed Change:

Include a description of our marketing strategies in the admissions policy to "attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile."

Rationale for Change:

Although we reference DESE Massachusetts regulations, it is beneficial to highlight the various opportunities we offer to prospective students and their families. These include middle school presentations, open house events, and our showcase sessions, which actively engage and inform them about our programs and school community.

Location in Current Policy:

II. EQUAL EDUCATIONAL OPPORTUNITY

Revised Policy Language:

Consistent with Massachusetts regulations, Blue Hills Regional Technical School has created a plan with "deliberate specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile." These strategies are included in this policy and discussed regularly at public meetings:

- Blue Hills Regional Technical School provides informational presentations to district 8th grade students during the months of September and October, prior to Open House and Showcase.
- Blue Hills Regional Technical School holds an annual Open House in the fall. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational technical programs and speak with teachers, as well as view a presentation about all offerings. In addition, prospective students and families have access to staff members from Blue Hills' academic courses, student support services, and extra-curricular programs.

Recruitment Process

Revised Policy Language:

- Blue Hills Regional Technical School schedules a Showcase Event for district 8th graders and their staff members. Showcase is held during school hours for accessibility and accommodations. Schools that choose to participate in this program are provided with transportation at no cost, and 8th grade students have an opportunity to tour the building and view program-specific presentations.
- Interested students and their parent(s)/guardian(s) are encouraged to visit the Blue Hills Regional Technical School website (www.bluehills.org) which is updated regularly.

Review & Appeals

Proposed Change:

Revise the language in the appeal and review section to clarify the process and reduce the timeline. The appeal period for parents/guardians will be shortened, and the timeframe for administrators to review and make decisions will be reduced from 30 business days to 15 business days. Additionally, the Principal and Superintendent will no longer be required to render a decision on the day of the meeting. Instead, they will have 15 business days after the meeting to provide a written decision.

Rationale for Change:

Currently, the review and appeal process can take up to 7 months, potentially extending into the fall when students have already started school. The proposed update will streamline the process, reducing it to approximately 4 months and ensuring completion before the end of summer. This expedited timeline primarily benefits Grade 9 students who appeal in Round 1. However, late applicants for Grade 9 and Grade 10 students may still encounter timelines that extend into the start of the school year due to the nature of admissions. Overall, this change will provide a more timely resolution for students and their families, while also enhancing the overall process.

Location in Current Policy:

XI. REVIEW and APPEALS

Revised Policy Language:

Upon the receipt of a letter from the Admissions Committee of the Blue Hills Regional Technical School indicating that the applicant has not been accepted or placed on the wait list, the parent(s)/guardian(s) and/or applicant may ~~appeal the decision~~ request a review of the decision by sending a letter to the Director of Admissions, Stephanie Albernaz. The ~~appeal~~ request must be in the form of a letter that states the reasons(s) why they think the decision should be reconsidered. The ~~Appeal~~ letter can be sent to the Director of Admissions, Stephanie Albernaz by email at salbernaz@bluehills.org , by

Review & Appeals cont.

Revised Policy Language:

fax: 781-828-0794; or mailed to 800 Randolph Street, Canton, MA 02021 ~~or hand delivered the letter to the Admissions Office to deliver to Ms. Albernaz's~~ attention. The ~~appeal~~ letter must arrive within ~~thirty (30)~~ fifteen (15) business days of the date on the non-accept determination letter. The Director of Admissions will conduct an administrative review of the application materials and notify the parent/guardian in writing of the results of this review within ~~thirty (30)~~ fifteen (15) business days.

If after the review, ~~A~~ a parent/guardian ~~who is~~ not satisfied with the decision of the Director of Admissions, they may request an ~~second~~ appeal ~~on the~~ ~~matter~~ based on any extenuating circumstances that may have impacted their student's application point total. The appeal, along with any supporting documents, must be submitted in writing to Principal Geoffrey Zini. This request must be made in writing and must arrive within ~~thirty (30)~~ fifteen (15) days of the ~~administrative review with the~~ Director of Admissions' review. This appeal letter can be sent to Principal Geoffrey Zini by email at gzini@bluehills.org, by fax: 781-8280794; or mailed to 800 Randolph Street, Canton, MA 02021 ~~or hand delivered the letter to the Principal's Office to deliver to Mr. Zini's attention.~~ The Principal's Office will respond in writing to the parent/guardian to schedule an appeal meeting on the matter with the applicant, the parent/guardian and the Principal, within fifteen (15) business days of receipt of the letter. ~~At this appeal, a decision will be rendered.~~ After the meeting, the Principal will notify the parent/guardian in writing of the results of this review within fifteen (15) business days.

If a parent/guardian is not satisfied with the decision of the Principal, the parent/guardian and/or applicant may appeal the decision to Superintendent-Director Jill Rossetti. This request must be made in writing and must arrive within ~~thirty (30)~~ fifteen (15) business days of the ~~meeting~~ ~~with~~ Principal's review. ~~The~~ This final ~~third~~ appeal letter can be sent to the Superintendent-Director Jill Rossetti at jrossetti@bluehills.org, by fax: 781-828-0794; or mailed to 800 Randolph Street, Canton, MA 02021 ~~or hand delivered the letter to the Superintendent's Office to deliver to Ms. Jill Rossetti's attention.~~ The Superintendent-Director's Office will respond in writing to the parent/guardian to schedule an appeal on the matter with the

Review & Appeals cont.

Revised Policy Language:

applicant, the parent/guardian and the Superintendent-Director, within fifteen (15) business days of receipt of the letter. ~~At this appeal, a decision will be rendered.~~ After the meeting, the Superintendent-Director will notify the parent/guardian in writing of the results of this review within fifteen (15) business days. The decision of the Superintendent-Director will be final.

If the decision to deny admission is upheld by Superintendent-Director Jill Rossetti, Superintendent-Director Jill Rossetti will retain documents detailing the specific admission requirements used to deny admission and such will be made available to the parent/guardian and student upon request.

Job Title Change: Dean of Students to Assistant Principal

Proposed Change:

Update the title "Dean of Students" to "Assistant Principal" in the admissions policy.

Rationale for Change:

Dean of Students position was changed to Assistant Principal and the admissions policy should be updated to reflect this change.

Location in Current Policy:

IV. ORGANIZATIONAL STRUCTURE

Revised Policy Language:

The Blue Hills Regional Technical School Admissions Committee is charged with the process of selecting applicants for admission. This Committee is comprised of the Director of Admissions and Financial Aid, the Principal, Assistant Principal, Director of Student Services, Vocational Director, Academic Director, ~~Dean of Students~~ and Co- operative Education Coordinator.

Job Title Change: Director of Admissions and Financial Aid to Director of Admissions and Post-Secondary Education

Proposed Change:

Update the title "Director of Admissions and Financial Aid" to "Director of Admissions and Post-Secondary Education" wherever found in the admissions policy.

Rationale for Change:

The Director of Admissions and Financial Aid position was changed to Director of Admissions and Post-Secondary Education and the admissions policy should be updated to reflect this change.



TO: District School Committee
Jill Rossetti, Superintendent - Director

FROM: Jill Brilhante, Business Manager

DATE: August 20, 2024

SUBJECT: 2024 Budget Update Quarter 4

Q4 Budget Report

Attached is the Q4 FY24 Budget Report for the period ending June 30, 2024. The report indicates an unexpended funds total of \$478,871.30. This balance primarily results from savings in non-salary expense categories.

Salary Lines

In summary, the salary line item ended the year with a surplus of \$76,135.22. Below is a detailed summary of the activity for each line item.

1000 Series Administration +\$3,123.29

The series concluded with a surplus, attributable to savings in the DSC secretary line within the Administration Office.

2000 Series Instruction +\$48,857.44

The series closed with a surplus amount created by savings in various lines such as support staff Saturday school, tutors and professional development.

3000 Series Student Services +\$15,512.86

The Series closed with a surplus due to savings in coaching and advisor stipends and café breakfast/lunch duty.



4000 Series Operations and Maintenance of Plant Salaries + \$8,641.63

Surplus was created by savings in custodial salaries and custodial overtime.

Expense Lines

In total, the expense lines ended with a surplus of \$402,736.08. This surplus is attributable to savings across various areas, as detailed below. To address potential shortfalls in the FY25 budget, efforts were made to procure supplies and materials needed for FY24 in advance. Consequently, budget transfers will be required to appropriately allocate funds and close out the lines within the budget.

1000 District Leadership – \$8,148.68

The deficit in this series is due to purchasing district hardware/software contracted services.

2000 Instructional Expense + \$792.20

Overall, the series closed with a small surplus. Academic textbooks budgeted for FY25 were purchased in FY24.

3000 Student Services + \$68,274.18

The series closed with a surplus due to transportation for regular, late bus and athletics, athletic supplies and student activity other expenses.

4000 Plant Operation and Maintenance Expense + \$369,601.24

The surplus in the maintenance accounts are reflective of savings in our utility accounts, electricity and gas, supplies for facilities/grounds and equipment maintenance and repair and extraordinary maintenance (pool boiler replacement). The lack of interest by vendors on the Tradesmen Contract (3 submitted quotes are mandatory to utilize this contract) resulted in the project being stalled until FY25. We will need to formally place an IFB (Invitation to Bid) and there wasn't enough time to do in FY24.

5000 Fixed Costs Expense - \$27,783.94

The deficit in this series is due to increase in Medicare and health insurance expense.

Request to Transfer Funds

Should the committee desire to close the year with all lines within budget the following Journal Entries are suggested.

Increase Budget

- **1000 District Leadership - \$8,148.68**
- **5000 Fixed Charges - \$27,783.94**

Decrease Budget

- **4000 Operations and Maintenance of Plant- \$35,932.62**



2024 Budget Q4 Budget Report and Transfer Request

SALARY ACCOUNTS FOR:
PERIOD ENDING 6/30/24

1000 DISTRICT LEADERSHIP AND ADMINISTRATION

2000 INSTRUCTION

3000 STUDENT SERVICES

4000 OPERATIONS and MAINTENANCE OF PLANT

TOTALS

EXPENSE ACCOUNTS FOR:
PERIOD ENDING 6/30/24

1000 DISTRICT LEADERSHIP AND ADMINISTRATION

2000 INSTRUCTION

3000 STUDENT SERVICES

4000 OPERATIONS and MAINTENANCE OF PLANT

5000 FIXED CHARGES

7000 CAPITAL PROJECTS

8000 DEBT SERVICE

TOTALS

***Totals subject to rounding

TOTAL ALL ACCOUNTS

	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED	PROJECTED	AVAILABLE BUDGET	PCT Expended
	652,794		652,794	649,670	-	3,123	100%
	10,307,814		10,307,814	10,258,957	-	48,857	100%
	695,762		695,762	680,249	-	15,513	98%
	1,452,235		1,452,235	1,443,593	-	8,642	99%
TOTALS	13,108,604		13,108,604	13,032,469	-	76,135	99%
	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT Exp/Enc
	294,811	8,149	302,960	282,952	20,008	0	100%
	829,816		829,816	810,099	18,925	793	100%
	1,461,859		1,461,859	1,388,290	5,295	68,274	95%
	1,798,989	(35,933)	1,763,056	1,255,652	173,736	333,668	81%
	4,831,938	27,784	4,859,722	4,855,237	4,486	0	100%
	468,790		468,790	373,544	95,245	1	100%
	2,334,710		2,334,710	2,334,710	-	-	100%
TOTALS	12,020,914	-	12,020,914	11,300,484	317,694	402,736	97%
TOTAL ALL ACCOUNTS	25,129,518	-	25,129,518	24,332,953	317,694	478,871	98%

Blue Hills Regional Technical School

MR YTD Budget Expense Only

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

From Date: 7/1/2023

To Date: 8/31/2024

☒ Filter Encumbrance Detail by Date Range

☒ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.1000.000.000.00	Undesignated	\$294,811.00	\$282,952.18	\$282,952.18	\$11,858.82	\$20,007.50	(\$8,148.68)	-2.76%
	Func: District Leadership and Administration - 1000	\$294,811.00	\$282,952.18	\$282,952.18	\$11,858.82	\$20,007.50	(\$8,148.68)	-2.76%
10.2000.000.000.00	Undesignated	\$829,816.00	\$810,098.86	\$810,098.86	\$19,717.14	\$18,924.64	\$792.50	0.10%
	Func: Instructional Services - 2000	\$829,816.00	\$810,098.86	\$810,098.86	\$19,717.14	\$18,924.64	\$792.50	0.10%
10.3000.000.000.00	Undesignated	\$1,461,859.00	\$1,388,289.82	\$1,388,289.82	\$73,569.18	\$5,295.00	\$68,274.18	4.67%
	Func: Undesignated - 3000	\$1,461,859.00	\$1,388,289.82	\$1,388,289.82	\$73,569.18	\$5,295.00	\$68,274.18	4.67%
10.4000.000.000.00	Undesignated	\$1,798,989.28	\$1,255,652.13	\$1,255,652.13	\$543,337.15	\$173,735.91	\$369,601.24	20.54%
	Func: Undesignated - 4000	\$1,798,989.28	\$1,255,652.13	\$1,255,652.13	\$543,337.15	\$173,735.91	\$369,601.24	20.54%
10.5000.000.000.00	Undesignated	\$4,831,938.46	\$4,855,236.50	\$4,855,236.50	(\$23,298.04)	\$4,485.90	(\$27,783.94)	-0.58%
	Func: Receipts - 5000	\$4,831,938.46	\$4,855,236.50	\$4,855,236.50	(\$23,298.04)	\$4,485.90	(\$27,783.94)	-0.58%
10.7000.000.000.00	Undesignated	\$468,790.00	\$373,544.20	\$373,544.20	\$95,245.80	\$95,245.00	\$0.80	0.00%
	Func: Undesignated - 7000	\$468,790.00	\$373,544.20	\$373,544.20	\$95,245.80	\$95,245.00	\$0.80	0.00%
10.8000.000.000.00	Undesignated	\$2,334,709.93	\$2,334,709.95	\$2,334,709.95	(\$0.02)	\$0.00	(\$0.02)	0.00%
	Func: Undesignated - 8000	\$2,334,709.93	\$2,334,709.95	\$2,334,709.95	(\$0.02)	\$0.00	(\$0.02)	0.00%
Grand Total:		\$12,020,913.67	\$11,300,483.64	\$11,300,483.64	\$720,430.03	\$317,693.95	\$402,736.08	3.35%

End of Report