Mission Statement: To support and challenge all students to achieve personal and academic excellence in a student-centered environment.

BERLIN-BOYLSTON REGIONAL SCHOOL COMMITTEE

Tuesday, August 12, 2025 5:00pm
Tahanto Regional Middle/High School
Multi-Purpose Room

Stream link https://www.youtube.com/@bbrsdlive2893/streams

This meeting may be recorded, and your image or voice may be broadcast.

Due to technical issues this meeting may not always stream live, but we will make every attempt to do so and to record the meeting for future posting.

The items listed on the agenda may be discussed out of order as the Chair decides due to potential scheduling and timing requirements.

Present: School Committee: Mr. Michael Totman, Chair; Mrs. Meagan Grill, Vice Chair; Mrs. Lori Hart, District Clerk; Mrs. Elisabeth Mancini, Mrs. Jessica Deglialberti, Mrs. Lisa Mair

Administration: Mr. Albert G. Ganem Jr., Interim Superintendent; Ms. Jennifer Fortune, Executive Assistant to the Superintendent; Mr. Aaron Osborne, Director of Finance and Operations; Ms. Renee Legendre, Director of Curriculum and Grants; Mr. Joseph Sposato, Director of Technology; Mr. Rob Pelczarski, Boylston Elementary Principal; Ms. Lisa Sequeira, Tahanto Regional Middle/High School Principal; Mr. Rich Cameron, Tahanto Regional Middle/High School Assistant Principal; Mr. Joseph Barnas, Tahanto Regional Middle/High School Assistant Principal

Also present: Ms. Julie Lee, BBRSD Athletic Director; Tim Wysocki, Town of Berlin Energy Committee Chair

I. **Call to Order** : Mr. Michael Totman called the meeting to order at 5:00 pm

II. **Pledge of Allegiance** :

III. **Public Comment** : There were none.

IV. **<u>Consent Agenda</u>** : **A motion to approve the Consent Agenda was made by Mrs. Lori Hart and seconded by Mrs. Lisa Mair. -Vote 6-0, all in favor, motion passes**

- 06/10/2025 Meeting Minutes
- 07/02/2025 Meeting Minutes
- Policy Subcommittee Minutes
- Warrant

V. **<u>Guest Presentations</u>** :

- *Tim Wysocki* was present at the meeting to go over the request to have the Elections in the Town of Berlin be moved to the Berlin Memorial School.
    - Polling currently is located at the Towns Emergency Operation Center. If there were to be an emergency the elections would be in the way.
    - When you are campaigning at the polls, you are mandated to be 150ft. Away from the school. They do have the Police do the details.
    - The state has deemed Berlin Memorial ADA compliant.
    - Building must have a custodian present during the polling, if time goes over the Custodian's allotted time, Berlin will cover the cost.
    - Set up and Tear down will not interfere with the regularly scheduled School day.
    - Public Safety and BBRSD Staff support this.
    - Berlin would like to have students be a part of this so that they can see the procedures and such of what happens during a live election.
    - Mr. Wysocki stated that this would be a good opportunity for Community members to get into Berlin Memorial that normally wouldn't.
    - Berlin is looking for the September 2026 election to be the target to start polling at the school.
    - Elections, There is 1 a year held annually. During a Presidential election, you're looking at a few more elections than normal.

- *Matt Mecum and Chelsea Christenson*, CREST Technologies, were present to go over the Parking Expansion at the Tahanto Regional Middle/High School.
    - Quote for $600,000.00.
    - Right now TRMHS has 45 dedicated student spots for parking
    - With this expansion, it will give 80 additional spots
    - They have looked at the number of students from grades K to this current senior class and adding 80 additional spots, this expansion will cover them.
    - Ms. Christenson has a few documents finished and then they would need the chair to look at it, sign the application, and then it would go to DCR who then would turn it over to us.

A motion for the Chair to be able to sign the application was made by Mrs. Meagan Grill and seconded by Mrs. Lori Hart. -Vote 6-0, all in favor, motion passes.

- *Matt Mecum and Jessica Rubinow*, Booster Club President, were present to go over the Tahanto Regional Middle/High School Field Renovation.
    - Mr. Mecum has raised $105,000.00 to get ½ of the soccer field renovation completed by a local landscaper. $60,000.00 was raised through donations and $49,500.00 was passed through the CPA.
    - The soccer field will be unavailable for 3 growing seasons (18 months).
    - Booster club will be gifting it to the schools as a 501C3

- Booster club would sign with the landscaper, Mr. Osborne, Director of Finance & Operations would like the Landscaper to list BBRSD on their insurance.
- Mr. Mecum stated that LEI is the local Landscaper for the renovation.
- Boosters club will be overseeing the project from beginning to end.

A motion to agree to allow Tahanto Boosters Club to begin work on the soccer field renovation and to require a meeting with the school officials, and the Boosters Club, and the Contractor to make sure all details are hammered out before work begins was made by Mrs. Meagan Grill and seconded by Mrs. Jessica Deglialberti.

Mrs. Hart asked if the vote was to move forward with the project as is. Mr. Totman confirmed the vote is to move forward with the requirement that officials from the school and the boosters club and the contractor meet to make sure everybody's on the same page regarding the details of the project, the work, the timing, logistics, and everything else that goes into it. Mrs. Hart asked, what happens if these people meet and there are disagreements, what happens? Mr. Totman stated that work wouldn't start until all details are hammered out, that was in the motion.

Mrs. Jessica Deglialberti asked for the motion to be amended to say the following Administration to be in the meeting ; Ms. Lisa Sequeira, Tahanton Regional Middle/High School Principal; Mr. Dan Ayala, Director of Facilities; Mr. Aaron Osborne, Director of Finance and Operations; Ms. Julie Lee, Director of Athletics; and Mr. Al Ganem, Interim Superintendent, Mrs. Lisa Mair seconded the motion. -Vote 6-0, all in favor, amendment passes.
-VOTE for the motion to agree to allow Tahanto Booster Club to begin work on the soccer field renovation and to require a meeting the school officials; Ms. Lisa Sequeira, Tahanton Regional Middle/High School Principal; Mr. Dan Ayala, Director of Facilities; Mr. Aaron Osborne, Director of Finance and Operations; Ms. Julie Lee, Director of Athletics; and Mr. Al Ganem, Interim Superintendent, the Boosters Club, and the Contractor to make sure all details are hammered out before work begins 4-2, motion passes.

VI. <u>School Committee Chair Report</u> :

- Open meeting law complaints, 3 in the past year, they all have been resolved through the general attorney's office from the state.
  - Last spring there was a complaint about an agenda being amended incorrectly, the committee investigated, responded, no violation. The complainant moved forward with the complaint, the attorney general investigated, and decided no meeting law violation.
  - This past year, another agenda item wasn't posted correctly, the committee met, investigated, and decided there was no open meeting law violation. The complainant did not choose to pursue it with the state's attorney general office.
  - A third one came up last year during the budget situation, complaining that meeting minutes for the March meeting were not posted. Complaint was filed in early April. The way the meeting minutes work is we don't necessarily approve them until our next regularly scheduled meeting, that meeting hadn't taken place yet. The attorney for the school district looked into it, the complainant rescinded their complaint, and informed the attorney general's office, so this one got closed.
    - Mr. Totman took a moment to explain that the meeting minutes are some of the more detailed meeting minutes of any committees in town. They are required to be approved by the committee within a reasonable time frame, typically assumed to be the next regularly scheduled meeting. We tend to post our meeting minutes on the website, they simply have to be made available when requested.

- School Committee Handbook, Mrs. Lori Hart has some adjustments regarding the School Committee Handbook. This is not up for a vote, it's up for a review. It's already a created document. There are simply some clerical edits. Mrs. Hart also stated that we should be reviewing this every year, at the start of the year, just to refresh ourselves.
    - Specifically pages 5 and 6, Norms and Standards of the School Committee
        - # 2 "Exercise leadership in vision, planning, policy making, evaluation, and advocacy on behalf of the students and district, **not** in managing the day-to-day operations of the district."
            - Reminder that they need to take a step back as last year it was sort of all hands on deck, but they have hired people that they believe are doing a great job and we need to let them do their job.
            - Communication to the Superintendent or District Administration/staff needs to go through the Chair.
        - # 4 "We acknowledge that a School Committee meeting is a business meeting of the School Committee that is held <u>in public – not a public meeting</u>. We will make every effort to ensure that meetings are effective and efficient by conducting our business through a <u>set agenda"</u> Mrs. Hart added some language that came from the agenda, just means that sometimes things might come up that are important.
        - # 14 "<u>Understand and respect the chain of communication</u> as it concerns roles and responsibilities and direct others to do the same." Mrs. Hart stated that they need to review protocols and follow them.
        - # 15 " Review and revise our standards and norms, as needed, as part of the committee's self evaluation. We recognize the importance of honoring our norms and beliefs, and we agree to take responsibility for <u>respectfully reminding one another when we get off track</u>."
- There was discussion to schedule a date to have Ms. Tracy Novick come in and meet with the full committee to do an initial discussion on protocols.
- Superintendent Search Subcommittee, going forward will be Mrs. Hart, and Mrs. Mancini.
- Goals, these are things that we just spoke about regarding the meeting with Tracy.
- Regional Agreement Amendment, this was part of our policy discussion, there are 2 things that the School Committee wants to think about possibly amending, Mr. Aaron Osborne will be putting some examples together. District wide cost, Mr. Osborne stated that he will have this ready for next month.

VII. <u>Superintendent of Schools</u> :

- Mr. Ganem sent out his 2025-2026 school year Welcome letter.
    - There have been new additions to the Administrative staff as well as some familiar faces in new roles.
        - Mr. Joe Barnas, Assistant Principal at Tahanto Regional Middle/High School
        - Mr. Rob Pelczarski, Principal at Boylston Elementary School
        - Ms. Renee Legendre, Director of Curriculum and Grants, gr. 6-12
        - Ms. Julie Lee, Athletic Director
        - Ms. Jennifer Fortune, Executive Assistant to the Superintendent
        - Mr. Joseph Sposato, Director of Technology
- The Administrative staff have done incredible work this summer.
- To date there are no contracted services for paras, nurses, or any 1:1 position

- Portrait of our 2025-2026 Graduate, this is a report that is given in the late spring by the Guidance Department.
    - We had 61 students in the Class of 2025 graduate.
    - 94% off to college
    - 77% off to a 4 year college
    - 17 % off to a 2 year college
    - 3% off to a career education or technical training programs
    - 2% off to the workforce
    - 1% going into the military
- 2025-2026 School Calendar, was discussed as the Union asked for the School committee to take a look at the calendar again. The District Administration is in support of the calendar.
    - The Committee threw out possible dates that are currently scheduled dates off as potentially making them school days, Day before or after thanksgiving, December 24 or January 2, 2026, or April 3. The School Committee gave suggestions for when the calendar is being made for the 2026-2027 school year.

There was no motion to change the 2025-2026 School Calendar.

- Communication Plan -Point of Contact List. The District stands behind this, The union has had an opportunity to look at this as well. This contact sheet is being asked to be followed.
    - If a parent or guardian comes with a concern, these are the steps of whom should be contacted. You can find this information on the School District Website.
- Apple TV - Apple TV is in the Town of Berlin shooting a movie, “Flashlight”, they are using the Berlin Memorial School for their extras in the movie. The month of July as well as this week. We have been able to collect $6,000.00 each time being able to bring $12,000.00 in rental fees for Berlin Memorial School.
- We have received 2 Thank you cards as they received scholarships from Ms. Jamie McNamara, and Ms. Gretchen Masters, the Moses Reed Tyler Scholarship.

VIII. <u>Administrator Updates -</u>

- TAH Principal - *Ms. Lisa Sequeira*
    - Ms. Sequeira gave an update on new staff in her building, Mr. Joe Barnas, Assistant Principal, Ms. Julie Lee, Athletic Director, Mr. Thomas O’Leary, Special Education Teacher, Ms. Kelly Bostwick, Special Education Coordinator, hired a paraprofessional for the Bridges Program, filled a BCBA position.
    - Tahanto’s moto previous years has been, Better Together. There are no limits on what we can do together. Empowering our students to take the risk.
    - At the middle school through capital funding they were able to purchase new chairs for their core classrooms as well as the special education classrooms.
    - Enrollment at Tahanto is 560 students.
    - Tahanto hosted ESY this summer, 45 littles
    - There are some PreK openings.
    - Safety Care training will be hosted at Tahanto for the District this week.
- Ms. Julie Lee spoke stating that registration officially closed at midnight, Tuesday evening.
    - Tahanto will be rostering 13 teams this fall, including football.
    - 210 student athletes expected to play fall sports, an increase of 30 students.
    - Coaches are almost done with their training and Ms. Lisa Lemeroux has gone through the physicals, any expired have been notified.
    - August 17, 2025 at 5:30 pm will be an Athletic Meeting

- BES Principal - *Mr. Robert Pelczarski*
    - Mr. Pelczarski is excited for the start of school.
    - Building looks amazing and building cleanliness is a priority this year.
    - All hires for the school have been completed.
    - Able to add our 2nd Bridges class.
    - August 20th at 3:00 pm will be an open house for the Bridges class
      5:00 pm will be the school open house.
    - Lynn Gross, Secretary, Lauren Denio, Elizabeth Cox, Mallory Carusos, and Reese Kesovichi, and Kaden Mullen.
    - Enrollment at BES is 332.

- BMS Principal - *Mr. John Campbell*
    - Mr. Campbell was absent from the meeting

- Director of Pupil Personnel Services - *Ms. Jannel Fitzpatrick*
    - Ms. Fitzpatrick was absent from the meeting

- Director of Curriculum and Grants, Grades 6-12 - *Ms. Renee Legendre*
    - Ms. Legendre started off by stating they had a great Admin. Retreat this summer. Held it at Tahanto as well as 19 Carter St in Berlin, The Berlin General Store catered the meeting.
    - Emergency Municipal officers were able to attend a session. Mr. Rich Cameron helped facilitate this.
    - We are fortunate to be able to connect with Ms. Susan O'Neil. She will help support and guide us.
    - First Day opening, we have a powerful speaker, Ms. Katie Novack will be attending.
    - Ms. Nancy Frey will be joining.
    - This year we are really driving formative assessments. Each session will be able to be built off the last.
    - The Strategic Plan is underway, we would like to have the committee members in place by September 1, 2025. October will be the first meeting. It is important to know that if you sign up for this, you need to be able to commit to all the dates. We want to get someone from all groups and from each town.
    - Grants are on hold right now, waiting on the actual allocation.
    - Tuesday, August 19, is the new staff orientation at Tahanto.

- Director of Technology - *Mr. Joseph Sposato*
    - Mr. Sposato gave an update regarding his department.
    - Leighann Farmer was hired as the Technology Support Specialist. She has been great since she started.
    - District state reporting is due on Friday, August 15, we are in line and will be submitted on time.
    - We were able to purchase new student devices, chromebooks, for grades 5 at BES and BMS.
    - The room for the Bridges program at BES is in process. It will have an interactive display board. Everything will be set for Open House day. It's a hands on pilot for the board to

see if we want to move forward with future replacements of the projects since the projectors and these boards cost about the same.
    - We have started tracking printing throughout the District, it is tied to your google account.
    - A big change this summer has been the roll out and implementing securely monitoring. Securely works with google and does not have tracking. In the process of installing 4 levels of their program and application.
        i. Filter- monitor websites that they go on and content filtering (AI feature that will monitor and restrict what they can get back from AI)
        ii. Aware and Respond- as students are typing out projects or sending emails or using the chat feature, everything that's monitored is going through the aware filter. Bullying, neglectful, etc. will be sent to a school adjustment counselor or principal.
        iii. Classroom- gr. 3-12 monitor what their students are on by the teachers. As long as they are logged into their school email, on chrome, the teacher can view websites they are on, tabs they have open, and will allow the teacher to close a tab, restrict websites, and lock a browser down. This should be rolled out completely by quarter 1.
    - Camera Project at BES and BMS, the wiring of the buildings have been done. The devices have not arrived yet but once it does, it will be plug in play. Mount the cameras on the outside of the buildings. A growth of this is that the Elementary schools will have access to see the back of their buildings, 270 degree visibility. These cameras can be accessed remotely as well.
    - Berlin's access points are being replaced to strengthen the wifi.
    - Berlin's website has been rebuilt and will be rolled out hopefully by the 1st day of school.
    - Parent emailing between themselves and students. Our District emails are set that students can only email within the District. The subcommittee is not trying to have cell phones and we are using emails. The emails outside of the District open up in 9th grade. The communication plan will be put on the agenda for the 09/09/25 meeting. The subcommittee needs to work out a plan prior to the meeting.

- Director of Finance Services - *Mr. Aaron Osborne*
    - Mr. Osborne, gave an overview of the Finance Department.
    - FY24 was closed around May 1, 2025, we were still paying 2024 bills in January of 2025.
    - Certified of END, will have funds available this year.
    - Looking to close the FY25 books by the end of August.
    - Intent is in the September meeting to give a closing report of where we ended at.
    - Good start on FY26.
    - AVC cancelled their contract with Vanpool this summer and rebid. They contracted with a company Kabs4Kids (K4K).
    - Circuit breaker we got an additional $78,000.
    - FY27 planning is underway. In September, the principals will receive from Mr. Aaron Osborne staffing worksheets, asks, wants, hopes, dreams, needs.
    - This summer we had an intern, Eli Cerezo in the Finance department. He was able to do reviews.

- We have a vacant position that once filled will be able to be on top of reviews and be more efficient.
- This summer we were able to view and see a demonstration of a "Turf Tank". It acts like a rumba. There is a docking station, you can select what sport you are wanting it to line the field for and it works through gps. We would be able to save staff time by having this. It cost $14,000.00 a year to rent. You could also buy attachments for this and we could have a modular mower.

- Director of Facilities -*Mr. Dan Ayala*
  - Mr. Ayala wanted to start off by thanking the custodial staff. The buildings look great.
  - They have done preventative maintenance and it has passed. He is just waiting on walk-throughs with the Fire Marshall by both towns.
  - Filters get changed twice a year, in August and February. August has already been completed this year.
  - Berlin passed its lead/cooper test, the school's water is from a well.

IX. <u>Subcommittee Updates -</u>

- Student Success and Technology Subcommittee - *Mrs. Jessica Deglialberti*
  - Action Items for meeting:
    i. Parent emails
    ii. Securely feature, classroom- a tool to be used and not to add a burden to staff
    iii. Senate bill about cell phone bans was passed in the Senate and went to the house. Governor Healey also on July 9th gave her support on the bill to ban cell phones. MASS and MASC are working together to come up with a plan so it is universal and not everyone having their own.Should be within the next month.

- Budget and Facility Subcommittee - *Mrs. Meagan Grill*
  - Met today and had a great meeting. Mrs. Lori Hart requested a blurb on what your subcommittee does. Mrs. Lisa Mair will be compiling this information and will have it for September 9th.
  - Discussed the walk-throughs that are going on and the capital planning and the goal of their next meeting, September 3rd, Mr. Aaron Osborne is going to present the capital plan to the subcommittee.
  - At the September 3rd meeting, Mrs. Meagan Grill will be proposing a schedule for the year of meetings monthly. Would like Fincom and selectboard from the Towns to come in.
  - Trying to schedule monthly meetings, once a month on Wednesdays around 1:00pm.

- Superintendent Search Subcommittee - *Mrs. Lori Hart*
  - Mrs. Hart presented regarding the flyer form that is in drive, she showed what the brochure looked like when we had a Superintendent search previously. There was no vote on this, just for us to get our eyes on it and if we have any suggestions we can get them over to MASC and then they will send it back to us and we vote on it at that point. Ms. Tracy Novick will talk more about that when she comes to the District.
  - Calendar of potential dates for superintendent candidates and Tracy will speak more to that in our next meeting whether it be all of us or the subcommittee or how it will work.

- Policy Subcommittee - *Mr. Michael Totman*
    - Policies that are on the business item, moved to the business items.

X. <u>Business Items</u> :

- Approval of the 2025-2026 School Committee Meeting Dates -**VOTE -Motion to approve the 2025-2026 School Committee Meeting Dates was made by Mrs. Lori Hart and seconded by Mrs. Jessica Deglialberti. Vote 6-0 , all in favor. Motion passes.**

- Approval of the Annual Cape Trip -**VOTE -Motion to approve the Annual Cape Trip was made by Jessica Deglialberti and seconded by Mrs. Lori Hart. 6-0 vote, all in favor. Motion passes.**

- Policy DJE and DJE-1 (Delete and Rename) -**VOTE -Motion to delete policy DJE "Procurement Requirements" and rename current policy DJE-1 "Regional School District Procurement Requirements to Policy DJE Regional School District Procurement Requirements" was made by Mrs. Lori Hart and seconded by Mrs. Jessica Deglialberti. Vote 6-0, all in favor. Motion passes**

- Policy BH (School Committee Communication)- **VOTE -Motion to amend Policy BH School Committee Communication as follows,**
  The respective School Committee, in addition to using the normal channels of news releases and relationship with the news media through the office of the Superintendent of Schools, shall maintain a program of direct communication between itself and the public.

  The principal media for communication to be used by the School Committee are:
  1. Public posted meetings as required by law, special meetings, and sub-committee meetings
  2. Budget hearings
  3. Annual reports
  4. Letters to parents and to the public

  All agendas for meetings will be posted on the BBRSD website under the School Committee main menu, All Agendas. https://www.bbrsd.org/school-committee/all-agendas School Committee meetings, as well as subcommittee meetings, will be posted as required by law. **was made by Mrs. Lori Hart, and seconded by Mrs. Jessica Deglialberti. Vote 6-0, all in favor. Motion passes**

- Policy BEDA (Notification of School Committee Meeting posted on website) **VOTE -Motion to amend Policy BEDA Notification of School Committee Meeting posted on website as follows,**
  As required by law, a minimum of 48 hours (excluding Saturdays, Sundays and legal holidays) advance notice will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action"

  Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to

each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda).

Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be posted on the BBRSD website under the School Committee main menu, All Agendas. https://www.bbrsd.org/school-committee/all-agendas at least 48 hours in advance, as required by law.
was made by Mrs. Meagan Grill and seconded by Mrs. Lori Hart. Vote 6-0, all in favor. Motion passes

- New Policy Proposal, File: CHE -District Professional Dress Code **-FIRST READ**, The school committee is proposing a new policy to hold everyone to the same standards that the District teachers, per the teachers contract, are being held too. They took the exact same verbiage from the Teachers Contract.

- New Policy Proposal, File: BL -School Committee Former Members and Graduating Family Members **-FIRST READ,** The school committee is proposing a new policy that will allow Former and current School Committee Members and Graduating Family Members to present their graduating senior their diploma at the Graduation. This policy will also state that they will not be denied this opportunity by the District Administration nor any current school committee member.

XI. <u>Executive Session</u> : Will not return to open session

Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a), Purpose (3), to discuss strategy with respect to collective bargaining (BBRSD Custodial Staff Teamsters Local 170) if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

XII. <u>Upcoming Meeting</u> :

- Tuesday, September 9, 2025

XIII. <u>Adjournment</u>

The listing of items is 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 Berlin-Boylston Regional Public Schools do not discriminate on the basis of age, race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, creed, disability, veteran status, genetic information, homelessness, or any other class protected by state or federal law.