TOWN OF BURLINGTON
Meeting Posting

Notice of Public Meeting – (As required by G.L. c. 30A, c §18-25)

DEPT./BOARD:   School Committee
DATE:   February 27, 2018
TIME:    7:00 p.m.
PLACE:    School Committee Room, 123 Cambridge Street, Burlington, MA

AGENDA*

1.  Approval of Warrant
2.  Approval of 2/13/18 Minutes
3.  Public Participation
4.  Information/Reports
   a).  Student Representative
   b).  Subcommittee Reports
   c).  Ways/Means
5.  Communication (7:15 – 8:15 estimated time)
   a).  School Safety
   b).  Music Revolving Fund Review
6.  Instruction/Technology (8:15 – 8:30 estimated time)
   a).  MSMS Principal Search - Update
   b).  Fox Hill Principal Search Committee
   c).  Special Education Director Search Update
7.  Old Business
8.  New Business (8:30 – 9:00 estimated time)
   a).  2018-19 School Calendar – First Reading
   b).  FY19 Draft Budget Overview
9.  Public Participation
10. Executive Session
    a).  Approval of Executive Minutes of 1/23/18
    b).  Contract Negotiations
11. Adjournment

*Agenda is subject to change
Chairman Thomas F. Murphy, Jr. called this meeting of the School Committee to order at 7:00 p.m. in the School Committee Room, Administration Offices, 123 Cambridge Street, Burlington, Massachusetts. Present: Mrs. Kristin Russo, Mr. Stephen Nelson and Ms. Martha Simon. Superintendent Eric Conti, Assistant Superintendent Patrick Larkin and Director of Operations Bob Cunha also present. Mrs. Christine Monaco absent.

APPROVAL OF WARRANT
Chairman Murphy read the following statement: As you know, since the immediate family members of two School Committee members are teachers, the Committee cannot reach a quorum due to conflicts under the Conflict of Interest Law. We have been advised by counsel to invoke the Rule of Necessity to allow us to vote on any matter involving the financial interests of such family members, and by this statement, are invoking the rule. Detailed disclosures regarding the matter were made at the Committee’s April 11, 2006 meeting and recorded in the minutes, and are also on file with the Town Clerk and may be viewed in the Town Clerk’s office. Moved by Mrs. Russo and seconded by Ms. Simon to approve the warrant; motion carried 4-0-0.

APPROVAL OF MINUTES
Moved by Mrs. Russo and seconded by Ms. Simon to approve minutes of 2/13/18; motion carried 3-0-1; Mr. Nelson abstained.

PUBLIC PARTICIPATION
None.

INFORMATION/REPORTS
Student Representative
Student representative Bailey Towle reported that seniors are working on identifying possible internships for the spring. The senior class is also working on planning the jr/sr prom and banquet.

Subcommittee Report
None.

Ways & Means
Sue Harrigan introduced new Ways & Means member Phil Gallagher and commented she had nothing new to report.

COMMUNICATION
School Safety
Police Chief Kent, Sergeant McDonough, and Detective Fournier were in attendance at the request of the School Committee and parents. They provided an overview1 of school safety protocols in place. Chief Kent stated the police department and school department are in a strong partnership on school safety and establishing positive relationships and student connections are very important to the police department. A meeting with 21 parents and police officers was held last week to review policies and answer questions. Sergeant McDonough explained that officers have firearms training and lock pass cards for all town/school buildings, officers visit schools on a regular/daily informal basis, and officer drills and tactics are held in school buildings at night. Detective Fournier stated that he and Sergeant McDonough are ALICE instructors but they have taken components from a number of safety trainings to protect Burlington. Burlington schools follow the Standard Response Protocol, which has more comprehensive strategies including response to active shooters and he reviewed a couple examples. Detective Fournier explained that Burlington schools have an alert system using the overhead public announcement system which also goes directly to police radios.

Mr. Nelson stated that after the shooting in Sandy Hook, the School Committee held meetings in executive session with the police department to discuss different safety approaches and effective security protocols. Ms. Simon noted that the Burlington police department presented the SRP protocol to the School Committee as the most effective for Burlington schools. She further thanked the police department noting that we appreciate them as the safety experts and the school department is the education side to help with anxiety, mental health, etc. Mrs. Russo explained that she was educated in the ALICE protocol in her job in another school district but feels very comfortable with the SRP program as it goes even further to explain how to deal with other situations, for example hazardous emergencies. Detective Fournier responded that a student emergency in the school cafeteria would be the toughest to handle during lunch; he attends lunch at BHS, would expect a quick officer response, and further explained that no one in the country has come up with an effective response yet to this scenario. In response to Mrs. Russo, Detective Fournier noted that students need more drill practice when traveling to/from the gyms. He further explained

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1 BPD School Safety Overview
that teachers are trained to check hallways prior to locking their classrooms and if it's safe to do so, to bring students in hallways into their classroom.

Chief Kent suggested bringing in a speaker from Colorado to provide teacher security training during the three professional development days in the fall and the trainer could also hold an evening parent meeting. In response to Mr. Gallaher, Det. Fournier replied that an intruder pulling a false alarm response scenario is being analyzed including the possibility of deactivating the fire alarm so that an emergency PA announcement would be possible. The police department is trained that if there is only one officer on scene of an emergency they should go into the emergency situation space immediately. Sergeant McDonough noted that officers have breach kits and automatic weapons. Dr. Conti stated that security expert and town resident Dave Cullen has been working with the school department for 8/9 years and completed a security audit of the schools a couple years ago.

Music Revolving Fund Review

Powers & Sullivan auditor Jim Powers reviewed what his firm was requested to review and analyze, the process and evidence the audit firm’s employees used, and explained that school department employees were interviewed to determine the financial activity of the Music & Performing Arts Revolving fund for FY2015-2017. Mr. Powers gave a comprehensive, lengthy presentation (75 minutes) of his findings; which are in the BPS Report on Agreed-Upon Procedures for the Music and Performing Arts Revolving Fund. Some of the findings included: expenses incorrectly assigned to the music revolving account, which should have been charged to general accounts, an unauthorized cash fund, receipts not deposited, lack of records, lack of accepted accounting practices, payment in cash of expenses/wages, and TIX ticket management system inconsistencies. He reviewed specific financials during the FY15-17 timeframe (included in the referenced report). Mr. Powers noted his firm agreed with the prior recommendations made by auditors Roselli, Clark & Associates, explained new processes/accounting practices have been put in place by Director of Operations Bob Cunha and Finance Manager Nichole Coscia and recommended that the school department research if there any additional revolving accounts.

Chairman Murphy explained that revolving accounts in general haven’t been properly accounted for (with other towns also experiencing due to new state statutes), the responsibility and blame is on administrators/school committee. He stated that new accounting procedures and policies are being put in place; which is righting the ship but doesn’t excuse the deficiencies. Mrs. Russo noted she was upset with herself and administration and going forward noted four areas for correction include: elimination of cash account with only a maximum of $200 on hand; assigning expenses to the correct account (general vs. revolving); the way deposits are handled, counted, separated, and documented with the treasurer; and the TIX ticket management system, all tickets should have buyer's name on it or if it’s a free/comp ticket it should have a name on it. Ms. Simon expressed disappointment with the shortage of $14,000, a shortage in cash revenue of $8,000 and lack of oversight of revolving accounts over the past 3 years. Dr. Conti expressed embarrassment of the situation and acknowledged it was his responsibility.

The Superintendent requested that the School Committee approve account reclassifications to rectify the music account deficits. Moved by Mr. Nelson and seconded by Ms. Simon to reclassify $31,589 from the Music revolving account to the Building & Grounds rental revolving account; motion carried 4-0-0. Moved by Mr. Nelson and seconded by Mrs. Russo to declare that in the opinion of the School Committee the Community Concert Series is an extension, supplement and support of the curriculum; motion carried 4-0-0. Moved by Mr. Nelson and seconded by Mrs. Russo to reclassify $44,212 from the Music revolving account to the International School Choice account to net out the negative balance; motion carried 4-0-0.

Ms. Simon suggested that the School Committee receive a quarterly report on revolving accounts. Mr. Nelson suggested segregating revolving account charges on warrants with the School Committee needing to approve expenditures over a certain amount.

In response to Ways & Means member Diane Creedon’s expressed concern of $14,000 of cash not deposited, Chairman Murphy stated that the school and Ways & Means subcommittees should meet to review contents of the report as the report was just delivered.

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2 BPS Report on Agree-Upon Procedures for the Music and Performing Arts Revolving Fund
to the School Committee this evening.

### INSTRUCTION/TECHNOLOGY

**MSMS Principal Search**
- Dr. Conti stated that they’re finalizing a new middle school principal and he should have news for the Committee soon.

**Fox Hill Principal Search**
- Mr. Larkin commented that the 13 member Fox Hill search committee met for the first time today, reviewed 35 resumes, and anticipates beginning interviews the week of March 12.

**SPED Director Search**
- Dr. Conti explained that BECC Director Deborah Clark is chairing the Special Education Director search, a committee has been identified, and a meeting was held with PAC and parents. Applications are still being received and it’s anticipated the search will finish at the end of April.

### OLD BUSINESS

- Ms. Simon thanked Buildings & Grounds staff who enlarged the School Committee meeting table.

### NEW BUSINESS

#### 2018-19 School Calendar - First Reading
- Mr. Larkin reviewed the proposed draft 2018-19 Teachers calendar noting the addition of a professional development day on March 11 and reviewed the timing of parent conferences/professional development in November. As this is a first reading, the School Committee will take this under advisement and vote on it at the next regular meeting on March 13.

#### FY19 Draft Budget Overview
- Dr. Conti provided a brief overview of the FY19 Operating Budget, noted that it will be available electronically, the format has been modernized which will make it flexible and efficient. The template they are using is from Malden public schools. He explained they anticipate incorporating what is called the “Millie Nash Report” in the FY19 budget as well. Going forward, additional information and detail will be provided. Mr. Cunha commented that the new budget report includes DESE components and lines up with required DESE reporting. In response to Dr. Conti, Ways & Means member Susan Harrigan explained that school and Ways & Means budget subcommittee meetings have been set up in March.

### PUBLIC PARTICIPATION

- Resident John Porter expressed support for the community concert series as well as a great curricular and cultural experience for students. Chairman Murphy thanked him and explained that a new funding source needs to be identified.

### EXECUTIVE SESSION

Chairman Murphy announced that the Committee had a need for executive session to discuss contract negotiations and the approval of executive minutes and MGL Ch. 30A, Section 21 (a) to comply with or act under the authority of any general or special law – specifically GL. c 214, §1B – Privacy because holding it in an open session would have a detrimental effect on the position of the public body. The School Committee will only return to public session for the purpose of adjournment. Moved by Mrs. Russo and seconded by Ms. Simon at 9:30 p.m. to go into executive session to discuss contract negotiations and review executive minutes. Mrs. Russo, aye; Mr. Murphy, aye; Mr. Nelson, aye; Ms. Simon, aye. Motion carried 4-0-0.

### ADJOURNMENT

- Moved by Mr. Nelson and seconded by Mrs. Russo at 9:55 p.m. to adjourn the meeting. Motion carried 4-0-0.

Respectfully submitted,

Sharon Gilbert  
Recording Secretary  
Date submitted: 3/6/18  
Date approved: 3/6/18

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3 2018-19 Teachers Calendar  
4 FY19 Operating Budget