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

DEPT./BOARD: School Committee
DATE: May 22, 2018
TIME: 7:00 p.m.
PLACE: School Committee Room, 123 Cambridge Street, Burlington, MA

AGENDA*

1. Approval of 5/8/18 Minutes
2. Approval of Warrant
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 Cafeteria Program - Discussion
   c). Summer Projects Schedule
6. Instruction/Technology (8:15 – 8:30 estimated time)
   a). Middlesex Math Madness Tournament – Memorial School
   b). Middlesex League Update
   c). BHS TEDx Event
7. Old Business (8:30 – 8:45 estimated time)
8. New Business (8:45 – 9:00 estimated time)
   a). Mandatory Health Education and Training Requirements – First Reading
9. Public Participation
10. Executive Session
    a). Contract Negotiations
    b). Approval of 5/8/18 Executive Minutes
11. Adjournment

*Agenda is subject to change
Chairman Russo 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: Mr. Stephen Nelson, Mrs. Christine Monaco, Mr. Thomas F. Murphy, Jr. and Ms. Martha Simon. Superintendent Eric Conti, Business Manager Nichole Coscia, and Director of Operations Bob Cunha also present.

APPROVAL OF MINUTES
Moved by Mr. Nelson and seconded by Mrs. Monaco to approved minutes of 5/8/18; motion carried 5-0-0.

APPROVAL OF WARRANT
Moved by Mrs. Monaco and seconded by Ms. Simon to approve the warrant; motion carried 3-0-2. Mr. Nelson and Mr. Murphy abstained.

PUBLIC PARTICIPATION
None.

INFORMATION/REPORTS
Student Representative
Bailey Towle highlighted upcoming senior events: athletic banquet, scholarship night, senior breakfast and graduation. Next year’s student representative will be Ria Kamani. The School Committee wished him well at Providence College next year.

Subcommittee Reports
None.

Ways & Means
The Schools thanked town meeting for their support on the FY19 operating budget and warrant articles.

COMMUNICATION
School Cafeteria Program
Cafeteria Director Karen Damaso provided an extensive presentation on the school lunch program including: purchasing food, federal guidelines, state regulations, free/reduced lunch, student participation rates for purchasing lunches, training requirements for staff, PayPams fees, increased foods costs, and revenue/deficit. Dr. Conti thanked Karen and her staff for serving 1,500 lunches to students daily.

The School Committee suggested consideration for funding for training and uniforms in the operating budget rather than paying for everything through the revolving account. In response to Mrs. Monaco, Ms. Damaso explained that all schools offer salad for lunch each day as well as fresh fruit and she is investigating nut free snack products for the high school vending machines. Ms. Damaso proposed that by offering breakfast at the elementary and middle school levels, income will increase and further suggested that digital signage would also increase student participation. In response to Mr. Nelson, Ms. Damaso recommended waiting one more year before considering a price increase for lunches, which will provide enough time to see if the increase in student participation in buying lunches continues; she also explained that food costs are increasing at the rate of 5-10%. In response to Ms. Simon, Ms. Damaso explained that catered events do not show a profit, it breaks even.

Mr. Murphy commented that it is difficult to provide a good healthy lunch within federal guidelines and thanked cafeteria staff for doing this. Chairman Russo summarized by proposing that cafeteria expenses in revolving accounts be looked at to consider operating budget support for some expenses, similar to athletics and music expenses. Town meeting member Gary Mercier commented that teachers should not get a discount for purchasing cafeteria lunches; Ms. Damaso responded that not many teachers purchase meals but they pay more than students.

Update Report on Agreed Upon Procedures for Summer 2018
This agenda topic was over an hour in length and Dr. Conti began by explaining that agenda topic is a follow-up from the March 27 School Committee meeting to begin the review process for the five largest revolving accounts on a three-year rotating basis. The Business Office distributed a Town of Burlington Special Revenue Accounts list 1 and Revolving Funds for School Department Programs 2 from the Mass. Department of Revenue.

Auditor Jim Powers stated that he was proposing to do a preliminary inventory of accounts, perform a risk assessment of all revolving funds, to then make recommendations based on which accounts show the most risk, review with school administrators and then to make a three-year review cycle recommendation (which was outlined in his May 17 letter). He

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1 Burlington Special Revenue Accounts
2 Revolving Funds for School Dept. Programs
anticipates a findings and recommendation report would be completed in the September timeframe.

In response to Mrs. Monaco, Mr. Powers responded that risk assessment would include: spending of money, reporting, revenue, inventory, use of policy & procedures, and the approval process. Mr. Murphy commented that this has been a painful but productive few months with the new student activity account regulations and thanked the public for their input and Mr. Nelson noted that the school department is trying to implement best practices. In response to Ms. Simon, Mr. Powers responded that his firm audits 70 Massachusetts cities and towns and have been in business for 35 years.

Dr. Conti proposed that Burlington Public Schools enter into a letter of engagement with Powers & Sullivan, have them create an addendum for Mr. Powers to present to the School Committee during the summer and then create a final report in September. Moved by Mr. Nelson and seconded by Mr. Murphy to approve entering into an agreed to procedures with Powers & Sullivan; motion carried 5-0-0.

Town meeting member Eileen Sickler disseminated an April 23 letter signed by 25 town meeting members requesting in addition to reviewing revolving, student activities, and special fund balances that a report to Town Meeting be created describing the expected sources and uses of funds of the accounts; similar to the May 2017 presentation by the town accountant. Dr. Conti stated that a format can be created for looking at revolving funds each year. Town meeting member Ernie Zabolotny stated that most town meeting members are looking for the status of each of the accounts. Town meeting member Shari Ellis inquired about providing a list of accounts and balances annually to town meeting. Dr. Conti replied it would be provided as a grid. Chairman Russo stated it would be first presented and reviewed by the School Committee and then the chart would be available to town meeting members during either September or January town meeting. In response to Ms. Ellis, the Superintendent explained that Powers & Sullivan performs an annual town & school review; by regulation student activity accounts have to be reviewed every three years, and after the initial work was completed, the school department will be reviewing revolving accounts by choice every three years thereafter to ensure that procedures are being followed. By request, Ms. Coscia reviewed the school warrant process through the town accountant’s office and explained that the town treasurer receives school revenue. Town meeting member Myrna Saltman complimented the proposed plan but expressed concern about the transgression of missing music account funds and will restitution be made. Chairman Russo commented that it is a personnel matter and Dr. Conti explained the matter was taken seriously, the schools are pursuing as much as we can, and we are limited in what can be communicated publicly. Ms. Coscia departed the meeting.

Summer Projects Schedule
Mr. Cunha stated that town meeting had just approved 9 warrant articles for the school and he will be researching project costs. The schools will be deep cleaned by the custodial staff during summer break.

INSTRUCTION/TECHNOLOGY
Middlesex Math Madness Tournament
Memorial teacher Val Burns informed the Committee about the Middlesex Math Madness Tournament that took place at Memorial school on May 12. The fifth annual competition included 28 teams from 18 schools and 11 towns. Staff participants included Math Coach Carrie Fortunato, teachers Marie Murray and Jeff Pera and Principal Deb Dressler. Burlington had 7 teams of students in grades 4-6 participating. In response to Mr. Nelson, Ms. Burns commented that all students get the same math problems to solve. In reply to Mr. Nelson’s question, Ms. Burns requested additional supplies of round and square tables with wheels and help with custodial fees. The Committee thanked and encouraged teachers, staff, and students to keep up the good work.

Middlesex League Update
Dr. Conti explained that the Middlesex League Superintendent’s group met last Friday and the group is collaborating to try to create a league based common core online STEM course and to have the students meet in person approximately 5 times per year. They are also possibly considering creating a Drone course with Leroy Wong as the teacher. The Middlesex communities will conduct the YRBS assessment next March and 6 or 7 of the Middlesex districts will implement a later high school start time this year.

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3 4/23/18 Town Meeting letter
4 4/3/17 Analysis of Balances in Town Revolving Funds
BHS TEDx Event

The Superintendent stated that BHS is a TEDx center and this year students focused on the topic of truth.

OLD BUSINESS
Letter of Support:
Comprehensive Child Sexual Abuse Prevention Act of 2017

Dr. Conti explained that at the request of the School Committee, letters of support for the bill: Comprehensive Child Sexual Abuse Prevention Act of 2017 were sent to Representative Gordon and Senator Friedman. The School Committee recommended the creation of a separate child abuse prevention policy that includes mandatory staff training requirements and Dr. Conti suggested using some of the policy language from the senate bill.

NEW BUSINESS
Mandatory Health Education & Training Requirements – First Reading

Dr. Conti reviewed with the Committee the draft policy for all school staff on mandatory health education training. Mrs. Monaco requested that choking training be added to this mandatory training requirements policy. As this is a first reading, the policy will be taken under advisement and voted on at the June 12 meeting.

Miscellaneous

Dr. Conti informed the committee that he’d spoken to Chief Kent after recent tragic events; they debriefed, received feedback, spoke about future drills and safety training. The schools have a good relationship with students and police and are proactive with counseling and training. Mrs. Monaco commented that Chief Kent would like a four-hour time block with school staff on safety issues. Dr. Conti will contact the Chief to plan a professional development offering, they will speak about content, guest speakers and how to train 600 staff members. Dr. Conti commented that the Chief meets yearly with the School Committee in the fall.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

Chairman Russo announced that the Committee had a need for executive session to discuss contract negotiations 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. Monaco and seconded by Mr. Nelson at 9:50 p.m. to enter executive session to discuss contract negotiations and approve minutes. Mrs. Monaco, aye; Mrs. Russo, aye; Mr. Nelson, aye; Mr. Murphy, aye; Ms. Simon, aye. Motion carried 5-0-0.

ADJOURNMENT

Moved by Mr. Nelson and seconded by Mrs. Monaco at 10:10 p.m. to adjourn the meeting. Motion carried 5-0-0.

Respectfully submitted,

Sharon Gilbert
Recording Secretary

Date submitted: 6/12/18
Date approved: 6/12/18