TOWN OF BURLINGTON
Meeting Posting

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

DEPT./BOARD: School Committee
DATE: January 22, 2019
TIME: 6:00 p.m.
PLACE: School Committee Room, 123 Cambridge Street, Burlington, MA

AGENDA*

1. Public Session

2. Executive Session – MGL c 30A, Section 21(a): Subsection 7 – For the purpose of complying with any general or special law, specifically GL c 214, Section 1B – Right to Privacy; and GL c 12A, Section 9

3. Approval of 1/8/19 Minutes

4. Public Participation

5. Information/Reports
   a). Student Representative
   b). Subcommittee Reports
   c). Ways/Means

6. Instruction/Technology (7:15 – 7:30 estimated time)
   a). MCAS Online Testing - Update

7. Communication (7:30 – 7:45 estimated time)
   a). March 11 Professional Development Day
   b). Kindergarten Information Night
   c). Board of Elementary & Secondary Education 2018 Annual Report

8. FY19 Finance Update (7:45 – 8:30 estimated time)

9. Old Business
   a). 2019-20 BHS Program of Studies – Second Reading

10. New Business (8:30 – 9:00 estimated time)
    a). Financial Policy – First Reading
    b). 2019-20 Draft School Calendar – First Reading
    c). FY20 Draft Budget - Overview

11. Public Participation

12. Executive Session
    a). Approval of Executive Minutes
    b). Contract Negotiations

13. Adjournment

*Agenda subject to change
BURLINGTON SCHOOL COMMITTEE
MINUTES OF JANUARY 22, 2019

Chairman Russo called this meeting of the School Committee to order at 6:10 p.m. in the School Committee Room, Administration Offices, 123 Cambridge Street, Burlington, Massachusetts. Present: Mrs. Christine Monaco, Mr. Stephen Nelson, Mr. Thomas F. Murphy, Jr. and Ms. Martha Simon. Superintendent Eric Conti, Asst. Superintendent Patrick Larkin, Finance Manager Nichole Coscia, and Director of Operations Bob Cunha also present.

PUBLIC SESSION
Chairman Russo opened the meeting for public session and then stated to the Committee: Executive Session – MGL c 30A, Section 21(a): Subsection 7 – For the purpose of complying with any general or special law, specifically GL c 214, Section 1B – Right to Privacy; and GL c 12A, Section 9.

EXECUTIVE SESSION
Moved by Mrs. Monaco and seconded by Mr. Nelson to enter executive session. Motion carried 5-0-0. The School Committee will return to public session. Moved by Mr. Nelson and seconded by Mr. Murphy at 6:45 p.m. to adjourn executive session and reconvene in public session; Mrs. Monaco, aye; Mr. Nelson, aye; Mr. Murphy, aye; Mrs. Russo, aye, Ms. Simon, aye.

Chairman Russo departed the meeting at 6:45 p.m. and the School Committee resumed public session at 7:00 p.m. with Ms. Simon as Vice Chair.

APPROVAL OF MINUTES
Moved by Mrs. Monaco and seconded by Mr. Nelson to approve minutes of 1/8/19; motion carried 4-0-0.

PUBLIC PARTICIPATION
None.

INFORMATION/REPORTS
Student Representative
Riya Karmani was absent.

Subcommittee Reports
Nothing to report. Mr. Murphy commended and congratulated Building Inspector John Clancy on his 30 years of service to the town and schools and wished him well on his retirement in February.

Mr. Nelson congratulated the boys track team, who again participated in the state relays and won the division championship.

Ways/Means
Members in attendance: Sue Harrigan and Diane Creedon.

INSTRUCTION/TECHNOLOGY
MCAS Online Testing - Update
Assistant Superintendent Larkin reported that a first meeting was held and went well with building principals and tech employees regarding the upcoming MCAS testing schedule. This will be the first year that online testing will be conducted with grade 10 students. The elementary testing window is April through May and the high school schedule will be March 26 & 25 for ELA and May 21 & 22 Math. Dr. Conti stated that the state is working to identify what the required MCAS scores will be to obtain a high school diploma.

COMMUNICATION
March 11 Professional Development Day
Mr. Larkin reviewed topics for the upcoming March professional development day including: a school safety training with the Police Department, Alyssa Parker mother of a Sandy Hook student, and former Columbine Principal Frank Deangelis.

Kindergarten Information Night
Dr. Conti reported that kindergarten information night was very well attended. The 4 elementary principals were introduced to parents, they viewed a video on the school day in kindergarten, the YMCA program and the Afterschool program.

Board of Elementary & Secondary Education 2018 Annual Report
The Superintendent stated that Burlington schools were included in the Board of Elementary & Secondary 2018 Annual Report with a video on Personalized Learning at the BHS Help Desk produced by students and teachers Leroy Wong and Shereen Tyrell. Burlington was one of five schools in the annual report.

1 BESE 2018 Annual Report – BHS video
Ms. Coscia distributed and reviewed FY19 current balances for: revolving funds, operating budget, accommodated accounts, and projected balances for the operating budget and accommodated accounts.

Mr. Cunha explained to the Committee that the current school lunch deficit is -$15,605, he met with Cafeteria Manager Karen Damaso and the account is a snapshot in time, it changes weekly, last month there were 3 payrolls instead of 2, uniform expenses were reimbursed to employees, they are watching the account closely and they are comfortable with the account balance at this time. Ms. Coscia stated that at this point in time, there are no issues of concern with the lunch account.

In response to the Committee, Ms. Coscia replied that the FY19 projected surplus on page 6 of $149,185 is approximately $50,000 lower than last month largely due to salaries for additional sections of science at the high school for the remainder of the year. Mrs. Monaco requested that Ms. Coscia include the list of unbudgeted expenses with the financial update each month.

Ms. Coscia responded to Mrs. Monaco that on page 7 the accommodated account projected surplus of $158 is correct. Dr. Conti further explained there have been changes in student services, placements, and additional staff required; they are monitoring the account closely. The budget isn’t frozen but they are watching expenses carefully. Mr. Murphy commented that the purpose of the accommodated account being a separate entity was to avoid having to freeze the operating budget due to the requirement of supplying added services. Diane Creedon expressed concern with the accommodated account because a 15% increase had been planned; she requested additional detail of cost increases without breaking student confidentiality such as a comparison of the number of students receiving services this year as opposed to last year, the cost of these services and is particularly important for the FY20 budget. In response to Susan Harrigan, Ms. Coscia replied that the increased cost of $26,266 in ELL was for a grievance settlement of textbooks for that amount.

In response to town meeting member Eileen Sickler, Ms. Coscia replied she did not have concerns with remaining budget of $15,673 for maintenance (page 2) or -$3,366 for transportation (page 3). Ms. Sickler inquired if Dr. Conti expected to present an update at January town meeting; the Superintendent responded that he anticipates reviewing briefly the budget calendar and that he will speak to the moderator prior to town meeting. Ms. Coscia stated that she sent additional requested information to Powers & Sullivan last week, they will be coming in to audit starting on Friday and she didn’t know when the report will be furnished as that’s not under her control.

At the January 8 meeting, BHS Principal Sullivan and Guidance Coordinator Joe Attubato were in attendance and reviewed the 2019-20 BHS Program of Studies. Principal Sullivan submitted a two-page addendum which included an updated science flow chart and art majors name change. Moved by Mr. Murphy and seconded by Mrs. Monaco to approve the 2019-20 BHS Program of studies as presented and updated; motion carried 4-0-0.

The Superintendent commented that current policy DBJ had been approved as a placeholder new policy on September 25 and the revised policy Budget, Spending & Transfer Authority and the associated procedures had been developed and reviewed by John Iler, Ms. Coscia, Mrs. Monaco and himself. Mrs. Monaco explained that Mr. Iler sent out a couple revisions (not included tonight) in an email earlier this evening. Ms. Simon suggested including #2 from the September policy into the new policy. The Committee briefly discussed the restrictiveness of only being able to transfer funding between salary or non-salary with School Committee approval, the necessity of having a paragraph on spending in the policy, and the new purchasing procedures. It was requested that edits/changes be emailed to Ms. Coscia who will incorporate them for the second reading at the February 12 meeting. As this is a first reading, the Committee will take this under advisement and vote on it at the next meeting.

2019-20 Draft School Calendar – First Reading

Dr. Conti reviewed a draft 2019-20 school calendar with the Committee noting: it’s a religiously neutral calendar, proposed Good Friday as a school day, 2 full weeks vacation during Christmas break, preschool and kindergarten will start the Monday after Labor Day,
and all parent conference and professional development days in November will be during the week of Veterans Day to allow for two five day weeks. The last day of school with no snow days would be June 19. Mrs. Monaco inquired if there was a resource for parents to input comments on the draft calendar, the Committee should consider not having two full weeks vacation at Christmas, it’s a complex issue for special education students and it would allow school to be finished two days earlier in June. Ms. Simon commented that it should be considered to move the proposed March 3 professional development day to March 10 due to the proximity of February vacation; Mr. Larkin responded that the March 3 date gives teachers the opportunity to collaborate with other schools districts as it’s a primary day. Dr. Conti commented that the draft calendar has been shared with principals and they will forward the draft calendar to parents requesting comments on the proposed school calendar. The Superintendent proposed that once feedback is received from parents and principals he will inform the Committee of the responses and the Committee can then vote on the calendar at one of the February meetings.

Dr. Conti explained that principals are still turning in budget data for next year so the budget overview will be postponed until the February 12 meeting. If needed, an extra budget meeting will be scheduled for March 5.

The Superintendent requested that the School Committee approve out-of-state travel for the BHS wrestling team to attend a meet this weekend in Concord, New Hampshire. The youth wrestling program will pay for overnight accommodation. Moved by Mr. Nelson and seconded by Mrs. Monaco to approve out-of-state travel for the wrestling team to Concord, NH this weekend; motion carried 4-0-0.

None.

Moved by Mr. Nelson and seconded by Mr. Murphy at 8:30 p.m. to adjourn the meeting. Motion carried 4-0-0.