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: 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.

MOMENT OF SILENCE
A moment of silence was held to observe the recent passing of long time Fox Hill tutor Barbie O’Connell.

APPROVAL OF MINUTES
Moved by Mr. Nelson and seconded by Mr. Murphy to approve the minutes of 10/9/18; motion carried 5-0-0. Moved by Mr. Nelson and seconded by Mr. Murphy to approve the minutes of 10/23/18; 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
Student representative Ria Karmani reported a student body meeting was held yesterday and a pep rally will be held tomorrow morning. Junior SCAB representative Bridget Conciseon commented her class is selling scrunchies as a fundraiser and is working on planning the snowball dance. Sophomore SCAB representative Sara Shaikh stated her class is also working on the snowball dance on December 7 and they are starting to plan for the semi-formal in March.

Subcommittee Reports
Ms. Simon reported the Wellness committee had met recently and the results of the SBIRT screenings showed that 6 or less students had been screened in for potential drug and alcohol use; these students have been on the radar of staff/administration. The Youth Risk Behavior Survey is anticipated to be administered in March 2019. It was also recommended that a subcommittee be formed to review Wellness policies.

Ms. Simon stated that the Town Master Plan is substantially complete, a draft will go to the Planning Board, a public hearing will be held November 15, and the section on Burlington Public Schools has been updated.

In response to Mr. Nelson, Dr. Conti and Mr. Cunha replied that they will follow up with Police Chief Kent regarding providing personnel who can direct traffic at each of the schools. Mr. Nelson also stated that funding for traffic personnel should be planned for in the FY20 budget.

Mrs. Monaco inquired about the student release/parent pick up at the Afterschool program at Fox Hill, which she’d brought up in the spring. Mr. Cunha reported that he’d met with Principal Rosenblatt, Donna Sullivan, and Dr. Conti to explore potential remedies. Dr. Conti explained it’s also difficult to provide staff access to the front of the building with students either in the gym or outside at the rear of the building and the key code access entrance is not ideal. He further noted dismissal at the front of the building would provide a safe student dismissal. Mrs. Monaco requested that this matter be placed on the next School Committee agenda with a recommended remedy.

Ways/Means
Members in attendance: Sue Harrigan, Diane Creedon, John Iler, and Jaya Voruganti.

INSTRUCTION/TECHNOLOGY
Memorial School – 5th Grade Team and Win Time
Memorial Principal Deb Dressler, fifth grade teachers Ms. Conciseon, Mrs. Burns, Mrs. Warford, Reading teacher Mrs. Mondello, Math Specialist Mrs. Murray, and Team Chair Mrs. Mackay were in attendance and presented Fifth Grade Memorial School’s 18 month project plan around maximizing student learning, which is also a Planning for Success goal. Ms. Conciseon reviewed the goals for inclusion and co-teaching. Math Specialist Mrs. Murray explained the dyads and how co-teaching worked using a block schedule for Science, Social Studies, Math, Writing and ELA. Reading teacher Mrs. Mondello reviewed instructional groupings of students and how the teaching team uses student: math and ELA

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1 5th Grade Memorial School
data from the previous year, teacher observations, and academic support plans. Mrs. Warford reviewed the challenges and rewards of co-teaching. Mrs. Burns explained W.I.N. Time (What I Need), which happens for 30 minutes each day using a teacher selected 6-8 week learning cycle of topics. Mrs. Goggin reviewed student growth in the areas of: MCAS scores, increased classroom data, and higher student confidence/self-esteem. In response to Mrs. Monaco, Principal Dressler replied that this is the second year of the pilot with grade 5 and has been offered to grades 3 and 4 this year for the first time (using the 5th grade model). The teachers also reviewed lesson planning for the team. The School Committee commended them on: a very effective pilot project, the complexity of complicated scheduling, communicating the pilot to both students and parents, thinking outside of the box in providing engaging student curriculum, and the difficulty of lesson planning for a whole grade of students. Dr. Conti commented that this pilot works well at Memorial as they are a four section school with both a reading and math specialist, they have stability in their staff and trust their co-teachers.

November 5 Professional Development Overview

Assistant Superintendent Larkin reviewed with the Committee over 20 professional development offerings\(^2\) for elementary staff on November 5. He reported that approximately 40 parents attended the recent Parent University, which included keynote speaker Dr. Chris Willard, an expert in mindfulness. Mr. Larkin thanked Mr. Jacking and Ms. Shruhan for organizing the event.

COMMUNICATION

MASS/MASC Conference

Ms. Simon reported on a number of sessions and initiatives presented at the joint MASS/MASC Conference in Hyannis earlier in November.

FINANCE

Revolving Account Balances

Business Manager Nichole Coscia reviewed a lengthy financial presentation\(^3\). Ms. Coscia reviewed the two FY19 revolving funds with deficit balances: school lunch at a negative $9,482 and Sprouts Daycare with a negative $37,091. She explained there is a delay in receipts from Sprouts and does not anticipate a deficit in July or August in revolving accounts. Dr. Conti stated the only exception might be an unbudgeted expense but not a revolving account deficit. In response to Mr. Nelson, Ms. Coscia explained that the majority of the $89,302 expenditures in Building Rentals are for summer custodial workers.

FY19 Operating Budget

Ms. Coscia reviewed the financials of the FY19 budget year to date, spent & encumbered and the remaining budget funds. In response to Mrs. Monaco, Ms. Coscia replied that transportation is encumbered for the whole year. In response to Mr. Iler, Ms. Coscia replied that salaries are not encumbered because it’s not done in Munis but it’s covered in the forecast budget. In response to Chairman Russo, Ms. Coscia explained that the remaining accommodated account tuition budget funds of $264,236 are not encumbered to allow for students who may need additional or changed services. The Superintendent also recommended to the School Committee that beginning with the FY20 budget that LABBB credits be divided in half and spent in a two-year timeframe. Dr. Conti noted that it’s projected that the current year surplus is estimated at $306,164, he is not comfortable with that level of a cushion at this point in the school year. He suggested that he’d be more comfortable with a 1% ($500K) projected surplus. The Superintendent stated he will email principals tomorrow to clamp down on discretionary expenses, expenses will need to be justified in order to be spent as this is only November; it’s not a budget freeze. In response to Mr. Nelson, Ms. Coscia explained that the teacher’s attendance buyback is projected to have a shortfall of $54,480. In response to town meeting member Eileen Sickler, Ms. Coscia replied that the $314,350 in negotiated salary adjustments has not been reallocated yet into other budget categories.

Mrs. Monaco recommended a meeting or a conference call be held prior to the FY20 budget guideline meeting to review what the schools will need next year and to include Ways & Means and BEA representatives.

Student Activities Account Update

Ms. Coscia stated there is no update for the student activities account.

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\(^2\) 11/5/18 Elementary Professional Development

\(^3\) FY19: Revolving Fund, Budget, Changes to Budget, Projected & Deficit/Surplus
Ms. Coscia commented she is working on a Munis training manual including screenshots available to school department staff. The online purchasing system is currently being used by special education, IT, athletics and the business office. Mrs. Monaco inquired how expenditures can be managed/controlled if there is still a paper purchase order system in place; Ms. Coscia replied it’s a dual system (paper/Munis) until the online Munis system is fully utilized. Mrs. Monaco asked about the list of unbudgeted expenses year to date; Dr. Conti explained it’s not on a separate sheet yet but it will be available prior to the budget guideline meeting on December 5. Dr. Conti further explained that review of the suggested spending policy and purchasing policy has not begun yet.

In response to Mr. Nelson, the Superintendent explained two offers to potential financial analysts could not be executed and the position will be reposted and further he has reached out to the town administrator, town accountant and MASBO for possible qualified candidates. In response to Mrs. Monaco, Ms. Coscia replied that the salary range is $75,000 - $90,000.

Dr. Conti explained that the 2018 annual town audit schedule is controlled by the town accountant and the schools don’t have a say on when it’s scheduled for. He further explained the agreed to procedures being performed by Powers & Sullivan for the schools are: review of student activity and revolving accounts and a review of the current FY19 budget in December to critique. Ms. Coscia is in contact with Jim Powers regarding a meeting date. Mrs. Monaco inquired about the progress figuring out what happened to cause the FY18 budget deficit. Mr. Iler and Mrs. Creedon indicated they’d received initial information from Ms. Coscia as well as meeting with her, are awaiting additional information from her and need to have everything finished in early December to provide a report to the Ways & Means Committee on December 12 and then to put together a report for January town meeting.

None.

Ms. Coscia has submitted a request to the School Committee to establish a library revolving account in order to collect funds from elementary students who purchase books at the individual school book fairs. In response to Mrs. Monaco, Ms. Coscia explained that this will be an account for all 4 schools but deposited funds will be segregated by school. Moved by Mr. Murphy and seconded by Mrs. Monaco to approve establishing a library revolving account; motion carried 5-0-0.

Mr. Larkin and Special Education Director Mary Houde submitted a one-paragraph revision to comply with state regulations to the Disciplinary Due Process policy authored by Attorney Tom Nuttall. Moved by Mr. Nelson and seconded by Mrs. Monaco to approve the revision of policy JK Disciplinary Due Process; motion carried 5-0-0.

Director of Operations Bob Cunha explained the current district-wide wifi limitations of one school issued device is allowed on the school district wifi and cited concerns of personal devices on the school wifi: security, accountability, viruses, and potential bullying incidents. The guest wifi network has a lower quality of service. Yesterday there were 9,600 devices on the network and the district has a total of 3,500 students and 400 teachers. At BHS today there were 2,500 devices in use. Mr. Cunha reviewed two quotes to upgrade the wifi service with two levels of scope of work; $4,800 to pay for a set number of hours from Cisco employees and the help of district IT staff or $12,000 for Cisco to do all the upgrade work. Dr. Conti explained that this would accommodate two devices per student. Mrs. Monaco expressed her concerns, including: thought students could have 2 devices on wifi, safety concerns, students should have access to their phones particularly with what is happening across the country, and the School Committee was not informed that students only have the one school owned device for access. A discussion followed on what would be acceptable usage for wifi for students and staff, use of the Casper program, applications that can be used on school wifi, not being able to track personal devices, the requirement to request approval from Administration for a second device, and the possibility of improving cell phone reception. Moved by Mr. Nelson and seconded by Mrs. Monaco to table further discussion on district wide wifi until another School Committee meeting; motion carried 5-0-0.

The annual budget guideline meeting for FY20 is scheduled for Wednesday, December 5 at 8 a.m. at Town Hall.
Out-of-State Staff Travel - Approval

Moved by Mr. Nelson and seconded by Mrs. Monaco to approve out-of-state staff travel for BHS Guidance Counselors to New England states and Pennsylvania on November 29; motion carried 5-0-0. Moved by Mr. Nelson and seconded by Mrs. Monaco to approve the out-of-state travel for teachers Katie Bercury, Deanna DiSipio, Chris Kingston and Naomi Ellis to attend the National Social Studies Conference in Chicago on November 28 – December 2; motion carried 5-0-0.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

Dr. Conti informed Chairman Russo that the Committee did not have a need for executive session.

ADJOURNMENT

Moved by Mr. Nelson and seconded by Mrs. Monaco at 10:05 p.m. to adjourn the meeting. Motion carried 5-0-0.

Respectfully submitted,

Sharon Gilbert
Recording Secretary

Date submitted: 12/11/18
Date approved: 12/11/28