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, and Ms. Martha Simon. Superintendent Eric Conti, Asst. Superintendent Patrick Larkin, Finance Manager Nichole Coscia, and Director of Operations Bob Cunha also present. Mr. Thomas F. Murphy, Jr. absent.

MOBILE OF SILENCE
A moment of silence was observed for the passing of retired Business Office secretary Phyllis Hall and condolences were offered to her family.

APPROVAL OF MINUTES
Moved by Mr. Nelson and seconded by Mrs. Monaco to approve the minutes of 11/20/18 but to amend the words system wide failure to unbudgeted expense; motion carried 4-0-0.

PUBLIC PARTICIPATION
None.

INFORMATION/REPORTS
Riya Karmani reported on a number of high school activities including: upcoming fundraisers and culture fest. She stated that some BHS teachers expressed concern about teachers being out of their classrooms during the day to attend Keys to Literacy Training, which is a professional development writing training.

Subcommittee Reports
Dr. Conti commented that an initial FY20 budget guideline meeting was held with town officials, ways & means, school committee and board of selectman representatives. The major unknown will be transportation costs as the bus contract expires in June; school officials were asked to research if a more creative model for bussing could be identified without incorporating student fees. Mr. Cunha is meeting with a transportation consultant on Wednesday. The Superintendent noted that if transportation costs of approximately $1.5 million are separate from the operating budget, the guideline the town is considering for the school department will be workable. Mrs. Monaco explained a pre-meeting conference was held prior to this initial guideline meeting with administrators, BEA president, some school committee members and ways & means members to discuss needs for the district for the new FY20 fiscal year. Ways & Means member Mrs. Creedon recommended that this pre-meeting prior to the yearly guideline meeting be continued in future years.

Ms. Simon commented that Youth & Family Services have expressed concern with the number of referrals they are receiving and that they currently have a waiting list.

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

INSTRUCTION/TECHNOLOGY
District Capacity Project Update
Memorial Principal Dressler introduced the District Capacity Project, a labor management initiative in Burlington Public Schools comprised of a committee with over 20 educators focused on four initiatives from the District Planning for Success document. A powerpoint presentation followed covering the four initiatives with Science coordinator Sean Musselman reviewing Social Emotional Learning, Grade 4 teacher David Daley reviewed details of Cultural Competency, middle school teacher Carolyn Crowley spoke about specifics in the area of Inclusion, and BHS English Chairman Shannon Jannovitz talked about Expanding Collaboration. Mr. Musselman concluded by distributing and reviewing a list of 6 recommendations from the District Capacity Committee:

- a common understanding of goals & purposes of peer observations and/or other collaborative initiatives
- engagement of all staff in formalized learning in cultural competence & unconscious bias
- continue to create school conditions that facilitate and support social & emotional health for students & staff
- Improved communication/utilization of data from DESSA, MCAS, and RtI that allows educators to quickly digest the information and make appropriate adjustments
- Introduce & implement a district wide initiative to increase accessibility for all students
- A redesigned professional development structure

1 District Capacity Project
2 DCP Recommendations
Some of the comments from the School Committee included: great things happen when teachers have time to collaborate, a favorite recommendation was to make schools a safe haven for students & staff; the recommendations include a lot of time needed but not necessarily cost, thanked the DCP Committee for their time and dedication, and noted they are a talented group of people. Dr. Conti also thanked facilitator Ray Shurtleff, who was also in attendance. Assistant Superintendent Larkin stated that one of the recommendations included spreading teacher professional development throughout the schools year in place of the 3 days of BPScon in August and commented that alternative models for professional development will be considered.

COMMUNICATION
Camp Bourneade – Kopelman & Paige Recommendation

Dr. Conti explained that due to concerns about facility conditions, lack of accessibility, safety and liability, Attorney Darren Klein has submitted his recommendation for cancellation of the Camp Bourneade 5th grade student trip. He further noted that elementary principals should research a new outing for 5th grade students to provide a team building event. Memorial Principal Dressler also expressed concern about accessibility, inclusion, and the condition of the Bourneade facility. After a brief discussion citing concerns, the School Committee concurred with the recommendation to discontinue the Camp Bourneade trip and to research another enriching student experience for 5th graders to replace this trip.

NEW BUSINESS
Middle School Curricular Stipends - Approval

By consensus, this item was taken out of order. The Superintendent explained that with a new administration at the middle school and the elimination of 2 administrative positions there, Middle school principal Cari Perchase was in attendance to request funding for a Social Studies coordinator and a Science coordinator, particularly due to the Science frameworks changes and new Social Studies standards changes. Currently the middle school has a Math coordinator and an English coordinator with a stipend of $2,500 for each position. In response to questions, Dr. Conti replied that a stipend does not have to exist forever, administration can choose to not fill a stipend position and these two new positions will not have longevity associated with the stipend as they will be newly created stipends. After a brief discussion, it was moved by Ms. Simon and seconded by Mrs. Monaco to implement a prorated Science and prorated Social Studies Coordinator stipends as requested by Principal Perchase for $2,500 each motion carried 3-0-1; Mr. Nelson abstained.

FINANCE – FY19 Update

Business Manager Nichole Coscia reviewed a lengthy financial presentation. The Committee discussed the school lunch deficit currently $71,211, noted the state reimbursement for this account has not been received yet, and Ms. Coscia anticipates it should be approximately $20 - $35K. Mrs. Monaco requested more information and specific details for accounts that are in deficit. Dr. Conti stated that Cafeteria Manager Karen Damaso can be consulted on what are the specifics of the large lunch deficit and provide a monthly receipt comparison from last year to this year.

A brief discussion ensued regarding the projected operating budget, the increased projected number of teachers (3), an additional director position (financial analyst) and the increase of $100K in the salary account due to MCAS tutors, middle school coordinators and the teacher attendance incentive. Mr. Nelson requested that Ms. Coscia provide footnotes explaining details of increases in salary and increased staffing. In response to Mrs. Creedon’s question about the line 73 special education transportation cost increase of $500K, Ms. Coscia replied that she is working with the Special Education Director to switch to LABBBB transportation to save money. Mrs. Monaco requested specific details be provided for this $500k increased transportation cost and also requested that the School Committee be provided with financial documents a couple days prior to a School Committee meeting. The Superintendent stated that the Business Office is currently searching for a financial analyst and Ms. Coscia is working with Ways & Means on identifying details of the FY18 deficit. The School Committee thanked Ms. Coscia for all her efforts.

Ms. Coscia announced that the auditing firm of Powers & Sullivan will be on site for audits of revolving accounts on January 21 – February 1. The auditing firm will also review school end of year financial reports to date (through December 2018) on February 19 – 20.

Ms. Coscia reviewed with the Committee a proposed FY20 budget calendar.

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3 FY19: Revolving Fund, Budget, Projected, & Accommodated
4 Proposed FY20 Budget Calendar
Dr. Conti thanked Lahey Clinic for a $50,000 grant to fund the Youth Risk Behavior Survey to be administered to students in grades 7-12 in the spring. This will also cover the survey cost for the other Middlesex League school districts with Burlington acting as the fiscal agent. The Wellness Committee manages the survey and questions, the data will be analyzed, compared to our neighbor districts, and results shared with the School Committee.

The Superintendent commented that with the conclusion of the bus contract in June, transportation will be an important part of the FY20 budget. Mr. Cunha will meet with a transportation consultant to work on putting together a competitive request for proposal.

Mr. Cunha outlined the proposed remedy for the Fox Hill Afterschool Program drop off:
- parents will drop off students at the back of the building in the morning
- a new keypad will be installed over winter vacation at a cost of $2,400 to be paid for from the Afterschool account
- at approximately 2:30 orange cones will be put in the back of the building so cars cannot access that area and the cones will be removed at the end of the day

Dr. Conti announced the MSBA has again rejected the BHS Renovation Statement of Interest and the School Committee should discuss the possibility of changing the priority to elementary school building needs for the next statement of interest submission. A brief discussion ensued about needs for the high school including a new HVAC system and new science labs. Dr. Conti indicated there are some funds in the capital plan for school renovations should the town decide to fund some of these needs.

A lengthy discussion followed and some of the comments included: the Committee needs to develop a strategy, possibly changing the focus to elementary space needs make sense, discussing in January whether to form an advisory committee to review elementary school needs, who should be on a proposed committee, explore a plan B for high school building needs, and the School Committee will need extra working session meetings in order to submit a construction SOI in April. Mrs. Monaco requested that Committee members consider (prior to the next meeting): elementary grade configurations, charge for a possible new subcommittee as well as potential members. Dr. Conti was requested to provide elementary enrollment data for the next meeting. Mr. Cunha was requested to research if 2 Statements of Interest could be submitted (one for accelerated repair due in mid-February and one for CORE program due in mid-April).

Dr. Conti reviewed with the Committee the background and work of the student information office including scheduling for the high school, which for approximately the past ten years has been completed by Josh Murphy, who is now an Assistant Principal at the middle school and building the middle school schedule. The SI0 office is down one FTE staff member and a missing piece is the work of creating a high school class schedule for approximately 1,000 students. In other communities, Guidance does the high school scheduling. The BHS guidance office administers the scholarship program with an associated stipend of approximately $3K - $4K. The Committee discussed concerns of: funding three new stipends, where funding would come from, and a very tight FY19 budget. Dr. Conti will clarify at the next meeting the responsibilities/costs of the scholarship and scheduling stipends.

Moved and amended by Mr. Nelson and seconded by Mrs. Monaco to approve creation of a BHS stipend for management of scheduling or a scholarship program to be funded through the International Student Revolving account with the expense not to exceed $5,000 for this fiscal year only and to be clarified at the January 8, 2019 school committee meeting; motion carried 4-0-0.

Moved by Mrs. Monaco and seconded by Mr. Nelson to approve out-of-state travel for BHS teacher Stephanie Fishel and four students to Washington, DC on January 26-30; motion carried 4-0-0. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve out-of-state travel for Dr. Conti to Los Angeles, CA for the AASA Education conference on February 13-16, 2019; motion carried 4-0-0. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve out-of-state travel for BHS students and chaperones on Friday, April 26, 2019 to the University of Connecticut; motion carried 4-0-0.
None.

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

Moved by Mr. Nelson and seconded by Mrs. Monaco at 10:35 p.m. to adjourn the meeting.
Motion carried 5-0-0.

Sharon Gilbert
Recording Secretary

Date submitted: 1/8/19
Date approved: 1/8/19