Notice of Public Meeting – (As required by G.L. c. 30A, c §18-25)
BOARD: School Committee
DATE: March 10, 2020
TIME: 7:00 p.m.
PLACE: School Committee Room, 123 Cambridge Street, Burlington, MA

AGENDA*

1. Approval of Minutes of 2/25/20

2. Approval of Warrant

3. Public Participation

4. Information/Reports
   a. Student Representative
   b. Subcommittee Reports
   c. Ways/Means
   d. Announcements

5. Instruction/Technology (7:15 – 7:30 estimated time)
   a. School Building Project Needs - Discussion

6. Communication (7:30 – 8:15 estimated time)
   a. Monthly Financial Update
   b. RFQ Architectural Services Recommendation
   c. Draft Warrant Article Project List
   d. Ten Year Capital Plan

7. Old Business (8:15 – 8:30 estimated time)
   a. BHS Planning for Success – Second Reading

8. New Business (8:30 estimated time)
   a. Out-of-State Staff Travel - Approval
   b. Elementary Schools Planning for Success – First Reading
   c. FY21 Draft Budgets Elementary Schools – Francis Wyman, Fox Hill, Memorial – Pine Glen

9. Public Participation

10. Executive Session
    a. G.L. c. 30A Section 21(a) Subsection 3: To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Clerical Employees, BEA, and Instructional Assistants
    b. G.L. c.30A Section 21(a) Subsection 3: To discuss security strategy
    c. Approval of Executive Minutes of 1/28/20 and 2/25/20

11. Adjournment

*Agenda subject to change
Chair Martha Simon 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. Thomas F. Murphy, Jr., Mrs. Kristin Russo, and Mr. Stephen Nelson. Superintendent Eric Conti, Assistant Superintendent Patrick Larkin, and Director of Operations Bob Cunha also present. Business Manager Nichole Coscia absent.

APPROVAL OF MINUTES
Moved by Mrs. Russo and seconded by Mr. Nelson to approve minutes of 2/25/20; motion carried 5-0-0. Moved by Mr. Nelson and seconded by Mr. Murphy to approve minutes of 2/11/20; motion carried 5-0-0.

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

ANNOUNCEMENTS
Chair Simon announced that the School Department is aware of and receiving up-to-date information on the covid 19 health situation; as of now, it is not a problem in Burlington. Dr. Conti explained the situation is being handled town-wide between departments and boards, thanked the Board of Health & Susan Luminello for their direction, but right now postponements of day trips are being made on an individual building basis, hopefully the high school Disney trip can be rescheduled but postponements are being scheduled to mitigate spread of the virus. He further explained this health situation is a challenge with no clear protocols, Governor Baker declared a state of emergency today, school buildings are being cleaned and disinfected, information is changing daily, and there will be more details/communication on the schools’ website. Mr. Larkin encouraged the community to contact the school department if they had questions or concerns.

PUBLIC PARTICIPATION
BEA President Diana Marcus restated the need for filtered water in school buildings, explaining that at the middle school there is only one dispenser in the gym area, requested that the school department conduct an inventory of water bottle refill stations in school buildings to ensure that water bottle refills are available at all the schools. Mr. Cunha explained there are filtered bubblers at the middle school but only one water bottle refill station. Mrs. Monaco commented on the need to be careful of water bottles at this time and the need to clean them frequently.

INFORMATION/REPORTS
Student Representative
Bridget Conceison explained that the National Honor Society induction was held for new members, the senior citizens dance has been postponed until May 3, and students are signing up for wellness 3 sessions.

Subcommittee Reports
Mr. Nelson stated that a meeting was held with the Ways/Means subcommittee last week to go through their questions on the FY21 budget, some further research needs to be done, and the next meeting is scheduled for March 19.

Ways/Means
Susan Harrigan, Jaya Voruganti, John Iler and Robert Neufeld in attendance.

INSTRUCTION/TECHNOLOGY
Elementary Space Needs -
Chair Simon announced this agenda item would roll into later discussions this evening.

NEW BUSINESS
Elementary Schools Planning for Success – First Reading
By consensus, this item was taken out of order. The four elementary principals, Deb Dressler, Nicole McDonald, John Lyons, and David Rosenblatt reviewed a powerpoint presentation on the elementary Plan for Success School Improvement Plan. They reviewed the three strategic objectives: Learning, Equity, and Culture & Relationships. Each of the principals also showed student examples for their individual school. School Committee comments included: compliment on establishing routine check-ins with students and staff, remarked that Burlington is fortunate to have a solid group of elementary principals, expressed approval for clear, concise student improvement and achievement, appreciated emphasis on kindness, appreciation for multiple reviews of programs, instruction, and curriculum as well as more alignment between the four elementary schools. The School Committee requested that Dr. Conti provide the date of cultural proficiency professional development for administrators. Dr. Conti thanked and commended the four principals on their strong collaboration, noting that elementary teaching is complex and students are

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1 Plan for Success School Improvement Plan
becoming more complex as well. Principal Rosenblatt stated that Fox Hill’s non-salary expenses are level funded and he is requesting three new positions: a math specialist, a special education instructional assistant, and a speech assistant. He noted Fox Hill has 450 students to support, and has a larger student enrollment than Memorial. Nurse Leader Barbara Conley is requesting an additional Nurse and Art Director George Ratkевич is requesting an Art teacher.

Principal McDonald stated that Francis Wyman’s non-salary expenses are level funded and she is requesting an additional Nurse and at least a part-time Art teacher (which is a restoration of a position not filled and will allow the current student schedule to work).

Principal Dressler stated that Memorial’s non-salary expenses are also level funded and she is requesting an additional Special Education teacher to support inclusion classes and an Art teacher.

Principal Lyons explained that Pine Glen’s non-salary expenses increase of .91%, is for $600 in supplies for an additional grade 5 classroom. He is requesting a Special Education teacher to support student services delivery, a Math Specialist, and a .2 Assistant Principal.

The School Committee thanked the four elementary principals for outlining each of their individual schools’ needs and commented that the positions in Special Education, Math Specialists and Nurse are particularly important. SEPAC parent Beth Colburn commended the Pine Glen staff for their inclusion support of students. Chair Simon stated that the public hearing for the FY21 school budget will be scheduled for the April 14 school committee meeting.

COMMUNICATION
Monthly Financial Update

Dr. Conti directed the Committee’s attention to the four pages of financials included in their meeting packet explaining that the end of year payroll is the largest with the payout of stipends, the district is spending a lot of extra money on cleaning supplies particularly due to raised prices and limited availability, and more custodial help may be needed. He further explained there are a lot of unknowns right now. In response to Mr. Iler, Dr. Conti replied that Child Development is part of the BHS Student Activities, they take in student tuitions and the School Committee reallocated the account. Mr. Murphy commented that if due to unforeseen circumstances there are significant additional costs, he would encourage administration to request a Reserve Fund Transfer. In response to Mr. Nelson, the Superintendent explained that the list of stipends currently in the BEA contract are not completely accurate, they are going through all the numbers, and the projected FY20 total school personnel budget is $20,206,546 as of February 29, 2020.

RFQ Architectural Services Recommendation

The Superintendent informed the Committee that 28 firms requested the RFQ information, that 6 vendors turned in proposals, and three finalists with the most qualifications were identified and are being recommended². The next steps will be to contact the three firms to request written proposal prices and bring those back to the School Committee. Moved by Mr. Murphy and seconded by Mrs. Monaco to approve the recommended top three ranked firms of CBI Consulting LLC, BLW Engineers, and CSS Architects, as proposers for the RFQ for Architectural/Engineering Services and authorize a fee proposal request from each firm. Motion carried 5-0-0. In response to Mr. Murphy, Mr. Cunha replied that two of the three finalist firms do engineering services and subcontracts out architectural services and the other firm does architectural services and subcontracts out engineering services. In response to Mrs. Monaco, Mr. Cunha replied that the firms were required to provide five references as well as completed projects. Chair Simon inquired if any School Committee members would want to be part of the interview process with Mr. Cunha; the four other members said no and would defer to Administration.

Draft Warrant Article Project List

Dr. Conti explained that the draft warrant article project list and 10 year capital plan were linked items on tonight’s agenda. The two page warrant article list shows all warrant article requests for a total of $2.4 million and the prioritized warrant article list shows a prioritized list of 13 projects for $1.6 million. Mr. Cunha reviewed both the full list of needs and then the prioritized list of projects which includes: BECC Interactive Technology $85K, MSMS Boiler Repair $125K, BHS Varsity Field Replacement $500K, BHS Music Installs & Upgrades $50K, District Audio & Technology Replacement $100K, MSMS Auditorium

² On-Call Architectural/Engineering Services RFQ #01-26-20
Equipment & Staging $350K, Memorial Playground Resurface $50K, MSMS Exterior
Bathroom Replacement $25K, Water Bubbler Replacement $50K, Camera Replacement &
Upgrades $75K, MSMS Curriculum $90K, Design Work $100K, and Community Custodial
$48K.

Mr. Murphy observed that BHS Varsity Field Replacement is on schedule to be refurbished,
it's a valuable town resource and the Committee has the responsibility to maintain it. BEA
President Diana Marcus was pleased to see the replacement of middle school audio
equipment and requested that staff be trained on its use. In response to Adam Senesi, Mr.
Cunha replied that replacement of the BHS HVAC system will improve energy efficiency.
Mr. Cunha will provide warrant article backup and the School Committee will vote on the
articles at the March 24 meeting.

Mrs. Monaco explained that she and Mr. Murphy have begun subcommittee conversations
with the Board of Selectman and the town financial team regarding renovations and
finances; she further explained that once the MSBA approves a building project for
Burlington, the School Committee will be required to form a Building Committee for any
approved project.

Ten Year Capital Plan

Mr. Cunha explained that financials that are currently on the three page ten year capital plan
document need to be revised; particularly in the area of athletic fields. Mr. Nelson requested
that the field house for BHS Varsity Field be added to the 10 year capital plan. Mr. Murphy
explained that the ten year capital plan is a fluid document/snapshot of what the schools
need right now but it will change over time. In response to Chair Simon, Dr. Conti replied
that on page 2 of the ten year capital plan there is a request for a total of $105 million for the
renovation of BHS over seven or eight years. The ten year capital plan will be on the March
24 agenda for approval. Ms. Coscia was requested to send an updated ten year capital plan
to the School Committee and Ways/Means.

OLD BUSINESS
BHS Planning for Success –
Second Reading

Principal Sullivan presented the BHS Planning for Success at the previous meeting. Moved
by Mr. Murphy and seconded by Mr. Nelson to approve the BHS Planning for Success
document; motion carried 5-0-0.

NEW BUSINESS
Out-of-State Staff Travel -
Approval

Moved by Mr. Nelson and seconded by Mr. Murphy to approve out-of-state travel for Laura
Feig to Cincinnati, Ohio for Advance Placement Training on June 12 – 16, 2020; motion
carried 5-0-0.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

Chair Simon announced that the body has a need for executive session – G.L. c.30A Section
21(3) subsection 3: to discuss strategy with respect to collective bargaining if an open
meeting may have a detrimental effect on the bargaining position of the public body and the
chair so declares – Clerical, BEA and Instructional Assistants, to discuss security strategy,
and the approval of 1/28/20 and 2/25/20 executive minutes. The School Committee will
only return to public session for the purpose of adjournment. Moved by Mr. Nelson and
seconded by Mrs. Monaco to enter executive session at 9:30 p.m. Mr. Nelson, aye; Mrs.
Monaco, aye; Ms. Simon, aye; Mrs. Russo, aye, Mr. Murphy, aye; motion carried 5-0-0.

ADJOURNMENT

Moved by Mr. Nelson and seconded by Mrs. Monaco to adjourn the meeting at 10:00 p.m.;
motion carried 5-0-0.

Respectfully submitted,

Sharon Gilbert
Recording Secretary

Date submitted: 6/23/20
Date approved: 6/23/20