TOWN OF BURLINGTON
Meeting Posting

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

BOARD: School Committee
DATE: August 20, 2019
TIME: 7:00 p.m.
PLACE: School Committee Room, 123 Cambridge Street, Burlington, MA

AGENDA*

1. Approval of Warrant

2. Approval of Minutes of 7/9/19 and 7/23/19

3. Public Participation

4. Information/Reports
   a). Subcommittee Reports
   b). Ways/Means

5 Instruction/Technology (7:00 – 7:30 estimated time)
   a). Kindergarten/Elementary Student Enrollment
   b). New Teachers
   c). ELL Coordinator - Approval

6. Communication (7:30 – 7:45 estimated time)
   a). School Opening
   b). Summer Projects Summary
   c). Financial Update

7. Old Business (7:45 – 8:30 estimated time)
   a). Burlington Fuel Efficient Vehicles Policy – Second Reading
   b). Elementary School Building Needs - Discussion

8. New Business (8:30 – 9:00 estimated time)
   a). Out-of-State Student & Staff Travel – Approval
   b). Superintendent Evaluation Rubric Pilot - Approval

9. Public Participation

10. Executive Session
    a). Approval of Executive Minutes of 6/25/19
    b). Contract Negotiations

11. Adjournment

*Agenda subject to change
Chair Martha Simon called this meeting of the School Committee to order at 7:10 p.m. in the School Committee Room, Administration Offices, 123 Cambridge Street, Burlington, Massachusetts. Present: Mr. Thomas F. Murphy, Jr., Mrs. Christine Monaco, Mrs. Kristin Russo and Mr. Stephen Nelson. Superintendent Eric Conti, Assistant Superintendent Patrick Larkin, Business Manager Nichole Coscia and Director of Operations Bob Cunha also present.

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

APPROVAL OF MINUTES
Moved by Mr. Murphy and seconded by Mrs. Russo to approve minutes of 7/19/19; motion carried 3-0-2. Mr. Nelson & Mrs. Russo abstained. Moved by Mr. Nelson and seconded by Mr. Murphy to approve minutes of 7/23/19; motion carried 4-0-1; Chair Simon abstained.

PUBLIC PARTICIPATION
Town meeting member Eileen Sickler inquired if the following documents had been put up on the school website: Powers & Sullivan Revolving Account report, the bus bid specs and the bus contract. Dr. Conti replied that the bus contract and information will be put on the school website. The Powers & Sullivan report was received today, the Committee has not had time to review it, the report was positive with some recommendations and the report will be on the next School Committee agenda in September.

INFORMATION/REPORTS
Subcommittee Reports
Mr. Murphy updated the Committee regarding the possible change in fertilizer at Memorial and Francis Wyman fields. Mr. Murphy, Ms. Simon, and Mrs. Monaco met with the Tom Irwin Co. representative (Brian Cucillo) at the Francis Wyman field, the organic fertilizer is not working well and it was suggested that the School Department change to a 90% organic/5-10% chemical for weed killing and fertilizing purposes. This has been used for the past year at Wildwood and Simonds park with good results shown. Mr. Murphy explained that the next step would be for the School Committee to decide to modify the organic fertilizer and to allow the new treatment which would be applied in the spring and again in late August.

This item was discussed for over 45 minutes with some School Committee member comments of: total organic fertilizer program is very expensive in both labor and materials and it was not utilized fully; if a new fertilizer is used, it needs to be fully funded in both labor and materials; would need to change the School Department policy of using organic fertilizer on athletic fields; possibility of making a one-time exception to the organic fertilizer requirement to try the proposed new fertilizer in the spring and in August and to close those 2 fields for one week after application; the Recreation Department is training their staff on aeration, irrigation, over seeding, and mowing twice a week and they’d like more historical information. Mr. Cunha will request further information about the proposed new chemicals as well as historical information. Mrs. Creedon commented that if the Recreation Department is responsible for the fields, they should request more funding from the Ways & Means Committee. Mr. Murphy noted that the Recreation Department didn’t specifically request money from the School Department. A follow-up discussion regarding athletic fields fertilizer will be scheduled for an October school committee meeting.

Ways/Means
Sue Harrigan, John Iler and Diane Creedon in attendance.

INSTRUCTION/TECHNOLOGY
Kindergarten/Elementary Student Enrollment
Dr. Conti reviewed an Elementary Projected Enrollment & Ratios for 2019-20 chart explaining that student populations are high in grade 2 at Pine Glen and in grade 3 at Francis Wyman and Fox Hill. He anticipates needing an additional elementary teacher in FY21. At this time there are no empty elementary classrooms and a fourth DSC classroom was opened at Pine Glen this year.

New Teachers
Mr. Larkin stated that a two-day new teacher orientation was held this week and there are 20 new positions including interim positions and permanent substitutes. Dr. Conti commented that 17 existing employees moved to new positions, a meeting with Principals will be held tomorrow, a meeting with 40 department chairs will be held Thursday, three days of professional development will be provided next week and students will arrive on Tuesday, September 2.

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1 Elementary Projected Enrollment & Ratios for 2019-20
ELL Coordinator

The Superintendent explained that due to the increase in student English Language Learners, he is requesting that a position of ELL Coordinator be approved (job description in meeting packet) as the district is reaching the state threshold of requiring a coordinator. Mr. Larkin noted that initially we had four ELL teachers, we currently have 10 and this year the student ELL population is almost 5% of students. He explained this position in Unit D would have a work schedule of 200 days, would serve as an evaluator, is not a new position but just a migration from Unit A to Unit D, would work primarily with adults and would be in compliance of ELL regulations. Moved by Mr. Nelson and seconded by Mrs. Russo to approve the creation of an ELL Coordinator position to be a member of Unit D; motion carried 5-0-0.

COMMUNICATION
Summer Projects - Update

Mr. Cunha stated that projects are on track with:
- 4 bathroom renovations will be completed at Francis Wyman next week
- Fox Hill 7 classrooms were divided and two pod additions completed
- BHS computer lab completed
- MSMS cafeteria tables delivered
- CS4all – furniture has been ordered and equipment for three classrooms will arrive in September
- Walkie-talkies – equipment has been received and configured but not distributed yet
- Francis Wyman – received 4 bids to review for fire alarm system, A/C had an engineering design change and bids are due September 5
- Boiler bids for MSMS are due September 2
- Approximately 41 summer custodians were hired this year
- Project on hold: Francis Wyman library furniture, Pine Glen room renovation delayed, waiting for BHS flooring supplies, and waiting for BHS project adventure supplies

Dr. Conti recommended that the annual joint security meeting with Chief Kent and the School Committee be set up for a 6:30 executive session in either September or October.

Financial Update

Dr. Conti provided a financial update noting a new Financial Analyst from Arlington Public Schools had started in the Business Office and they are now fully staffed. Ms. Coscia sent out the monthly financial summary last week, and the July monthly summary will be posted on the website after the School Committee reviews it. He further noted that we are still hiring staff and the first payroll is August 29. The Powers & Sullivan Revolving Account report will be an agenda item on the September 10 meeting and it will then be posted on the school website.

School Opening

The Superintendent explained that August 26 is the first day for teachers. Mr. Cunha has held a meeting with Trembly Bus staff, every bus stop and request has been reviewed, VP Christine Vallacourt used computer routing software for bus stops, bus numbers will remain the same, changes are expected to be minimal (only for new students moving in), and after finalizing routes, bus schedules will be published Thursday. Special Education Director Mary Houlde met with special education parents last night, they toured the buses and looked at their features.

OLD BUSINESS
Burlington Fuel Efficient Vehicle Policy – Second Reading

Mr. Cunha explained that Town Government had requested that the School Committee approve a Burlington Fuel Efficient Vehicles Policy, which does not apply to school buses. They had also requested approval for a Motor Vehicle Idling policy but this was not needed as the School Department had adopted a policy previously. Moved by Mr. Nelson and seconded by Mr. Murphy to approve the submitted Fuel Efficient Vehicle Policy; motion carried 5-0-0.

Elementary School Building Needs - Discussion

The Superintendent explained he is behind on this agenda item, but a repository had been discussed to capture recommendations for a new elementary school. He requested that the School Committee provide him their input on a one-grade school building (i.e., a 5th grade academy) so that he could either eliminate or proceed on this option. Mrs. Monaco stated that the current K-5 grade configuration is an excellent model, she personally would only consider a one-grade kindergarten school but this was rejected a number of years ago, it would be wrong to separate out 5th graders, and felt that the school department is not desperate enough to consider it as an option. Dr. Conti further explained that a fifth grade

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2 FY20 Monthly Financials
3 Powers & Sullivan Revolving Account Report
academy would need an additional level of buses, Pine Glen wouldn’t work as it would need a full size gym space, an additional administrator would be required, teaching staff would remain the same but it would not be financially viable. Mrs. Russo also agreed it’s not the best solution to isolate 5th graders in one building. Chair Simon noted she’s open to the idea, if it would save money, but it will not and she didn’t see curricular or student advantages so was in favor of keeping the K-5 model. The School Committee was in agreement that the suggestion of a 5th grade academy be removed to the bottom of the list of possibilities.

Policy Manual Review - Discussion

At the Committee’s request, Dr. Conti identified a policy section 4 to begin work on: Section E, Support Services. Chair Simon and Mrs. Monaco will review the current policies in effect for this section and recommend changes/edits to the Committee. Dr. Conti explained that some of the policies in this section currently exist in student handbooks. They will then begin to review MASC boilerplate policies for the remainder of this section and after review, they will provide new policies for School Committee consideration and approval.

FY20 Operating Budget - Warrant Article

Dr. Conti reviewed the placeholder warrant article submitted for September town meeting to reduce the FY20 School Budget by $216,381 due to the lower than expected cost of the new five-year bus contract.

NEW BUSINESS
Out-of-State Travel – Approval

Moved by Mrs. Monaco and seconded by Mrs. Russo to approve out-of-state travel for the BHS Band and chaperones to Hampton Beach, NH on August 23, 2019; motion carried 5-0-0.

Dr. Conti explained to the Committee that he has been requested to participate in three out-of-state events, and on the advice of School Counsel Darren Klein regarding aspects of the Massachusetts Conflict of Interest law, he’d completed three Disclosure by Non-Elected Public Employee of Travel Expenses Serving a Legitimate Public Purpose As Required by 930 CMR 5.08(2)(d)(1), which the School Committee Chair will sign for the three trips serving as the approval of the appointing authority. Aspects of the law which would be cured by the disclosures, would be as a municipal employee the prohibition of accepting any gift of substantial value ($50 or over) and also by attending these events it serves a legitimate public purpose. All three trip expenses will be paid for by the organization that is requesting him to attend the events. Dr. Conti informed the School Committee that he plans to drive to Washington for the recognition as Mass. Superintendent of the Year & Forum and for the Texas trip in February each panel is three hours, he may be offered a $500 honorarium, and he will use vacation time.

Moved by Mr. Nelson and seconded by Mr. Murphy to approve out-of-state travel for Dr. Conti to Las Vegas, NV on September 11-12, 2019 to attend the Computer Science Education Conference which will be paid for by Code.org; motion carried 5-0-0. Moved by Mrs. Russo and seconded by Mr. Nelson to approve out-of-state travel for Dr. Conti to Washington, DC on November 12-13, 2019 to attend the National Superintendent of the Year Gala & Forum; motion carried 5-0-0. Moved by Mrs. Russo and seconded by Mr. Nelson to approve out-of-state travel for Dr. Conti to Austin, TX on February 5-8 to attend the Education & Development Institute; motion carried 5-0-0. In response to Mr. Murphy, Dr. Conti replied that if a staff member’s expenses are covered to participate in a conference/event the employee will need to have a disclosure approved.

Superintendent Evaluation Rubric Pilot - Approval

DESE will issue a new Superintendent evaluation rubric on a pilot basis for the 2019-20 school year and Dr. Conti is requesting the School Committee to approve his participation in this pilot. Moved by Mr. Murphy and seconded by Mrs. Monaco to approve Dr. Conti’s participation in the new pilot Superintendent’s evaluation rubric for the 2019-20 school year; motion carried 5-0-0. Dr. Conti informed the Committee that he will schedule a future training session with Attorney Darren Klein for an upcoming school committee meeting.

BHS 2019-20 Student Handbook

Dr. Conti explained that Principal Sullivan had submitted a request to approve the BHS 2019-20 student handbook after tonight’s agenda had been posted. Principal Sullivan indicated that the only changes would be the class rotation schedule and bell schedule with no substantial changes in the handbook. Moved by Mr. Nelson and seconded by Mr. Murphy to waive the first reading and approve the BHS19-20 student handbook subject to any changes the School Committee wants to make at the September 10 meeting; motion carried

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4 Support Services Policies
PUBLIC PARTICIPATION

None.

ADJOURNMENT

Chair Simon announced that the Committee had a need for executive session to discuss: approval of minutes and contract negotiations. The School Committee will only return to public session for the purpose of adjournment. Moved by Mr. Nelson and seconded by Mrs. Russo to enter executive session at 9:20 p.m. Mr. Nelson, aye; Mr. Murphy, aye, Mrs. Monaco, aye; Mrs. Russo, aye, Ms. Simon, aye; motion carried 5-0-0. Moved by Mr. Murphy and seconded by Mr. Nelson at 9:50 p.m. to adjourn the meeting. Motion carried 5-0-0.

Respectfully submitted,

[Signature]

Sharon Gilbert           Date submitted: 9/24/19
Recording Secretary     Date approved: 9/24/19