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, and Director of Operations Bob Cunha also present.

APPROVAL OF MINUTES

Moved by Mr. Murphy and seconded by Mr. Nelson to approve the 8/21/18 minutes including amendments between Martha and Sharon; motion carried 5-0-0.

PUBLIC PARTICIPATION

None.

INFORMATION/REPORTS

Student Representative

New student representative Ria Kamani reported on upcoming high school events and activities.

Subcommittee Reports

Mr. Murphy stated that the Recreation department is working hard this fall maintaining athletic fields. Mr. Nelson requested that Mr. Cunha check on the condition of the swing set at the rear of Memorial School. Mr. Cunha reported he’s getting quotes to repair a small rip on the middle school track. Ms. Simon stated the first District Capacity Project meeting this school year was held earlier this week.

Ways/Means

Members Sue Harrigan and John Iler were in attendance and will be present for the continuation of town meeting tomorrow night.

INSTRUCTION/TECHNOLOGY

Kindergarten 2018 – Pine Glen School

Principal John Lyons introduced Pine Glen kindergarten teachers Karen Hoyt and Melissa Parnell. Ms. Hoyt and Ms. Parnell shared and demonstrated some of their teaching aides (including BEF grant materials), curriculum, and strategies for teaching kindergarten students. In response to a query, Principal Lyons responded that Pine Glen needs more space; he’d like to have the principal’s budget line restored and to be able to try some new innovative supports.

New State Accountability Measures

Assistant Superintendent Larkin reviewed the 2018 Preliminary District & School Accountability Reporting from DESE including new district accountability indicators, measures, targets, categorization, and comparisons.

COMMUNICATION

New District Website

Mr. Larkin announced the new school district website was launched last week and demonstrated a few of the new features. The new website has been announced on twitter, facebook, to parents via the Aspen portal, and through two newspapers. Mr. Larkin will send the new URL to BCAT. Mr. Larkin also reviewed the new mobile site and quick links. Dr. Conti further stated that the school district has a communications firm helping to create content and information in an accessible way in order to communicate more effectively to parents, students, staff, and the community.

OLD BUSINESS

Fiscal Management Policies - Second Reading

At the September 12 meeting, a first reading was held for 14 Fiscal Management policies. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DA – Fiscal Management Goals; motion carried 5-0-0. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DB – Annual Budget; motion carried 5-0-0. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DBC – Budget Deadlines and Schedules with changes in red and green; motion carried 5-0-0. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DBD Budget Planning as presented with changes; motion carried 5-0-0. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DBG – Budget Adoption Procedures; motion carried 5-0-0.

The School Committee received via email fiscal management policies with recommended changes from Mr. Iler (DBJ, DI, DIE, DK, and DKC). The School Committee and Ways/Means members Sue Harrigan and John Iler had a very lengthy discussion regarding proposed policy DBJ Budget Transfer Authority, which Mr. Iler had rewritten. Comments included: more time is needed to review finalize this policy, the specific dollar amount the Superintendent will be authorized to transfer funds between accounts, Mr. Iler’s rewritten

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1 2018 Preliminary District & School Accountability Reporting

2 Fiscal Management Policies
policy also has procedures included and addresses financial issues in the past/FY18, the Business Office will need to concur with the policy/procedures, recommendation made to have two separate policies (Budget Transfer Authority & Spending) with separate procedures, everyone needs to be comfortable with the amount the Superintendent is authorized to transfer between accounts. The School Committee recommended that policy DBJ – Budget Transfer Authority be reviewed and debated by the full Ways/Mains subcommittee including the authorized transferring of funds amount by the Superintendent and return to the School Committee with recommendations. The Committee further recommended that a new Spending policy be created utilizing paragraphs 1-4 of Mr. Iler’s policy and have Ms. Coscia review the approval hierarchy to ensure it conforms with the online purchasing system. Dr. Conti commented that the School Committee creates policies; procedures are typically created by the Business Office and recommended that the School Committee approve the original DBJ policy. The School Committee commented that if a new staff position is added, they want to be informed, advised if there is sufficient funding for that additional salary, if the Superintendent’s authorized transfer amount is lower he would need to come to the School Committee for approval, and stated that the School Committee has an obligation to watch funding closely and requested Dr. Conti to create a small group to work on policies. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DBJ – Budget Transfer Authority with changes in green, edit $75,000 to $25,000 and modify Chairman to Chair; motion carried 5-0-0.

Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DD – Funding Proposals and Applications; motion carried 5-0-0. After a brief discussion, it was moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DH - Bonded Employees and Officers as submitted with the amendment of town or school department; motion carried 5-0-0. After a brief discussion, it was moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DI – Fiscal Accounting and Reporting as written with the change of October to September and the change of the word with to will; motion carried 5-0-0. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DIE – Audits with change in green and with the change to “The School Committee will receive copies of all audit reports issued by audit firms engaged by the School Department”; motion carried 5-0-0. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DJE – Bidding Requirements as submitted; motion carried 5-0-0. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DJG – Vendor Relations as submitted; motion carried 5-0-0. After discussion, it was moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DK – Payment Procedures as submitted with the change to School Principal and/or Budget Manager; motion carried 5-0-0. Moved by Mrs. Monaco and seconded by Mr. Nelson to approve policy DKC as amended; motion carried 5-0-0.

Dr. Conti explained that approximately $200,000 in new positions have been added this fiscal year, which will be shown during the budget to actual financial presentation by Ms. Coscia in October, and salaries will start to be encumbered in October. The School Committee stated that a reserve fund transfer may want to be considered and requested that the Committee have access to a running list of unbudgeted positions and expenses (i.e. Spanish teacher, financial analyst, I/A, BHS compressor). The Committee further requested a quarterly revolving account report.

Dr. Conti explained that the next section of new policies to be reviewed will be Procurement.

NEW BUSINESS
Meal Charge Policy – First Reading

Out-of-State & Country Staff Travel

Moved by Mr. Nelson and seconded by Mr. Murphy to approve out-of-state travel for Sean Musselman and Wendy Pavlicek for the November 1-18 NSTA workshop in Maryland; motion carried 5-0-0. Moved by Mr. Nelson and seconded by Mr. Murphy to approve out-of-country travel to China on April 12-22, 2019 for Stephanie Dizio; motion carried 5-0-0. Moved by Ms. Simon and seconded by Mr. Murphy to approve out-of-state travel for Shaun Hart to Texas on December 15-19; motion carried 5-0-0. Moved by Mr. Nelson and
seconded by Mr. Murphy to approve out-of-state travel for Jill Graham and Jaclyn Vigneau to attend the Simon Youth Foundation Conference in Indianapolis on November 4-6; motion carried 5-0-0.

MASS/MASC Delegate – Approval

Moved by Mr. Nelson and seconded by Mrs. Monaco to approve Ms. Simon as the MASS/MASC voting delegate and approve travel to the conference in Hyannis, MA on November 7-10; motion carried 5-0-0.

Memorial Instructional Assistant - Approval

Memorial Principal Dressler is requesting permission to hire a fifth grade instructional assistant to cover a teacher’s leave of absence. Moved by Mr. Nelson and seconded by Mr. Murphy to approve the hiring of an additional instructional assistant at Memorial School; motion carried 5-0-0.

2018-19 Superintendent Goals

The Superintendent distributed and again reviewed with the School Committee the Planning for Success: District Plan/2016-19\(^3\), which includes the four strategic objectives: engaged learning, relationships, communication, and facilities & operations (which will also shape the Superintendent’s goals for this year). The current plan is in its last year, Dr. Conti will update the Committee on progress on the objectives, and a new three-year plan will be created.

PUBLIC PARTICIPATION

Mr. Cunha announced that girl scout troop 69030, who came to a June meeting to advocate for better energy efficiency at Pine Glen School, will take a tour of the solar installation on the BHS roof next week.

ADJOURNMENT

Dr. Conti informed the Committee that there was no need for Executive Session this evening. Moved by Mrs. Monaco and seconded by Mr. Murphy at 10:20 p.m. to adjourn the meeting. Motion carried 5-0-0.

Respectfully submitted,

[Signature]

Sharon Gilbert
Recording Secretary

Date submitted: 10/9/18
Date approved: 10/9/18

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\(^3\) Planning for Success: District Plan/2016-19