



APPROVED BY THE BOARD JANUARY 10, 2017.

**BURLINGTON BOARD OF SCHOOL COMMISSIONERS MEETING MINUTES
Edmunds Middle School Library
December 13, 2016**

The meeting was called to order at 7:05 p.m.

1. Opening Items

A. Pledge of Allegiance

B. Roll Call

Commissioners:

Mark Barlow , Lauren Berrizbeitia , Brian Cina ,
Liz Curry , Susanmarie Harrington , Anne Judson , David Kirk ,
Kat Kleman , Kathy Olwell , Mark Porter , Stephanie Seguino ,
Miriam Stoll

Student Representatives:

Jacob Bucci
Isabella Weston

Administration:

Yaw Obeng, Superintendent
Stephanie Phillips, Senior Director Teaching & Learning
Nikki Fuller, Senior Director Human Resources & Equity Affairs
Paul Irish, Senior Director Infrastructure & Technology
Nathan Lavery, Senior Director of Finance
Elizabeth Atkins, Accounting Manager
Henri Sparks, Director of Equity
Miriam Ehtesham-Cating, Director of EL
Doug Davis, Director of Food Service
Marty Spaulding, Property Services Director

The Board wishes to recognize, welcome and thank those that are providing language interpretation of the Board proceedings. The Board's commitment that all children receive equitable academic services must ensure that New American parents are welcome and can attend meetings, understand the process and be actively engaged. Interpretation of proceedings honors, respects and values our New American parents and students. The Board asks the public and media to respect and understand the importance of this interpretation.

2. Approval of Agenda

Motion (Commissioner Berrizbeitia/ Commissioner Judson) to approve agenda

Passes Unanimously

3. Public Comments/Questions

A. Public Comment

Fran Brock - Talked about budget planning, student centered focus

Kolby Lamarche - Freshman at Burlington High School spoke about Safe Spaces, Talked about importance of respect, his support for Trump, and how he has been treated because of it

Joanna Grossman - Talked about needs of Champlain Elementary, gave a hand on it. PTO, teachers and principal got together to discuss the needs.

Mike Fisher - Talked about need for the Strategic Plan to mention academic excellence and teachers

Helen Hossley - Talked about \$2 million bond; 2009 bond and backlog of facilities needs. Will submit questions to Board Members and Nate

Ken Hampel - Talked about need for reinstating Foreign Language in the elementary school

Kathy Connally - Talked about the importance of the budget focussing on academic excellence; restoring librarians; AP & honors classes; social workers; languages in elem schools

Sandi Dinaci - SA parent talked about reinstating full time librarian at magnet schools believes it's an investment in your children

Karen Rubmen - reminding Board that speakers are partners, not adversaries. Present budget in clear manner so community members can understand what impact is

Shannon Walters - Librarian in the district, Invites the decision makers to come and visit and see what the impacts of students are for the cuts to librarians to the district. IAA & BHS integrated media specialist - have 1405 student caseload

that needs information literacy. NEACC team for high school seeing impact on the ground

Lynda Siegel - IAA teacher who has no time to meet with librarian since their hours have been cut b/c she is busy doing classroom instruction - not getting resources for classroom. Students haven't had chance to get on computers to take Feb. standard test

B. Board Reflections

Commissioner Mark Porter - Explained that they do use "Academic Excellence" in the mission statement and the bond issue has not been approved by the board

Commissioner Miriam Stoll - Thumbs up to student for speaking up, Talked about hearing from her children about how wonderful the BHS library is this year

Commissioner Ann Judson - Thanked people for speaking about reinstating the librarians

Commissioner Lauren Berrizbetia - Agrees with most people about bringing back librarians; Board members want many of the same things but the challenge is figuring out how to get them.

Closed 7:30 pm

4. **Board Report**

A. Deep Dive into Budget will be Dec. 20th at the Finance Committee Meeting

B. BEA 2018 Contract Negotiations

C. Student Report - Student reps shared survey results from students "2016 Student Budget Input"

5. **Superintendent's Report**

A. Superintendent Obeng thanked Student Reps for doing this survey

B. Interim Principal Tracy Racicot and Director of Guidance Mario Macias shared Schedule/calendar update presentation "Start with the end in mind" "After Action Review" - discussion around program offerings and staffing for course selections Taking a student-needs based approach

8th graders & high schoolers pre-selecting what course offerings they want to see
Problems addressed: Large study halls & lots of free blocks
Process involved multiple stakeholders including survey tool
Sept - met with Dept chairs - looking at graduate expectations. Schedules should reflect values = flexible pathways to graduation
After-action review at Teacher Leadership Council. Formal process of reviewing something - Dept chairs took info from Review & had conversations with their departments
Took feedback from departments and bucketed
Held parent coffee meetings once a month and discussed scheduling w/parents - good way to see how scheduling affects parents
Free time and study halls were not useful
Student Advisory feedback - different scheduling model w/8 classes - not enough time for HW; 2 lunch blocks - too many kids
School Innovation Seminar - students took on task of consultancies -
Survey construction - teachers & admin listed courses they teach, have taught and would like to teach - tied to graduate expectations and appropriate grade levels
243 electives list on survey
40 dual enrollment
Virtual learning
BTC courses
Survey taken by 8th through 11th graders - worked with multi-lingual office & translators
Data will not drive decision making in a vacuum - good to get full range of courses in front of students and good to find out what students are attracted to
Next step: Teacher Leadership Council will be presented with 3 models of different types of schedules
Models will reduce free blocks and increase team teaching opportunities
Also asked teachers for starting some classes earlier or later - not everything on same schedule

Questions -

Commissioner Curry: thanked the Admin staff for their work; exciting approach to scheduling. Asked about when the schedule could come out?

Director Macias said before the YES program

Commissioner Stoll - talked about scheduling blocks, appreciates their efforts, and asked about data with shortened classes and later classes, and asked what brain research finds about different models

Building Admin Racicot explained that AM/PM scheduling responds to the research - would also allow tech center students to take academic AP classes. Brain research shows that language based and math/science classes may be more effective in shorter blocks every day; humanities are absorbed when students have longer periods of time to go into depth
Kids learn better later in the day
Schedule will align with tech center as non-negotiable

Student Rep Isabella asked about AP BIO schedule and the need for longer blocks

Director Macias explained that this is possible to schedule longer blocks for labs

Superintendent Obeng complemented Tracy and her team for doing this work

- C. Audit Report - 20 Minutes / Board Q&A
Sr. Director Nate Lavery and Ron Smith (auditor) presented on the audit. Ron Smith glad to see that “ Dark Days” are over and now sees progress.
Recommended that Board and Administration focus on internal controls & best practices - human resources & moving paper faster to make good business decisions

Identified two areas still of concern = student accounts & Costs charged to wrong cost centers - reworking the accounts to correct the miscategorization of costs - creates budget overruns

\$500k + will be carried forward from this fiscal year

\$550k+ was carried forward from last year's due to BED rebate

Evaluate human resources capacity as it relates to and interacts with fiscal office & look at 1% of budget as a reasonable target for contingency, but District has so many needs and infrastructure that fund balance policy should accurately reflect those needs first.

Student accounts still area of concern = \$300k+ currently but over \$1M runs through books for which we still aren't seeing a formal warrant process used

Commissioner Stoll - Can you summarize where the xtra \$500, 000 went?

Sr. Director Lavery explained about revenues and how we have a fund balance.
Commissioner Curry - How does our admin capacity compare to comparable districts?

Ron Smith - HR is weak and labor hours needed to get good data in order to make better decisions, and make them sooner

Commissioner Seguíno - What degree of contingency fund should we have?

Ron Smith- 1% of your operating budget

Commissioner Barlow - Student accounts?

Ron Smith- \$300, 000 - \$1,000,000 runs through them

Superintendent Obeng talked about HR and Infrastructure, Yaw stated that there has not been any people or funds added to the Business Office this year. Yaw said that we might have to add to Human Resources.

D. FY2018 Budget / Board Q&A

Line Item Budget - Mechanics of budget

Simultaneously trying to create a budget for FY18 and trying to clean up accounting and coding of expenditures at same time

Still struggle with coding of purchase requests - but have made a lot of progress

Nothing in first draft speaks to additions or reductions of programs, staffing, positions, no additional wages for existing employees

Won't have bargaining agreements done by time we have to make budget decisions

Bottom line already has \$1.3M increase

Pressure on special ed expenditures

Universal pre-k program based on current waiting list - could be over 50 kids @ over \$3k per student cost = \$150k

Workers compensation - frequent claims and magnitude of claims have increased premiums

Carrier switch helped for this year but track record will force increase again

City retirement costs in municipal retirement system - have to pay our share

Focus has been on general fund budget

Grant awards are unknown when budget decisions are made

Budget clean up and reclassification of employees and expenditures to align

Some cost centers are not integrated into the general fund even though they are paid for with gen fund, e.g. drivers' ed fund is subsidized by general fund but is its own cost center

Programmatic presentation of budget

Public and staff feedback resulting in \$4M enhancements to system

Will need to use strategic planning goals

What is it that public and Board needs to understand budget better

E. Superintendent's Annual Finance Goals Update

Superintendent Obeng and Sr Director Lavery shared a powerpoint about "Line Budget" and "Line Items"

Commissioner Curry - Next Tuesday will we be seeing a more programmatic outline of the budget?

Superintendent Obeng said we have some info but will have more on December 20th. Is gathering feedback on what the community needs/ wants to see in a budget document

Commissioner Berrizbetia - I'm looking for basic line items like, this is what our teacher salaries, this was spent on para salaries etc.

Commissioner Kirk - Is Food Service self sustaining?

Sr Director Lavery - "Yes"

Commissioner Curry - Cautions the board about focusing on how much we spend on line items can lead to slippery slope of line item advocacy rather than bigger picture of what our goals and expected outcomes are; we don't have expertise to make independent assessments that lead to line item governing

Superintendent Obeng- spoke about Superintendent Goals - How he was including people in the budget process,
Today you heard from the auditors about where we are financially and cost savings, reviewed central office budget, will contribute 3% to the pot, Staff Advisory Group and Students to contribute to the budget process.

Commissioner Stoll - Are these documents on the web site?

6. Approval of Consent Agenda Items

A. *Motion (Commissioner Olwell / Commissioner Sequino) to approve Consent Agenda.*

Amended by Commissioner Harrington - Accepted A - H. I not included because minutes were not posted

All in favor - Passed Unanimously

- B. Curriculum Minutes of November 10, 2016
- C. Board Minutes of November 10, 2016
- D. Finance Minutes of November 15, 2016
- E. Governance, Policy & Advocacy Minutes of November 22, 2016
- F. Board Minutes (Policy Governance Retreat) of November 29, 2016
- G. Planning Minutes of December 6, 2016
- H. Ad Hoc Policy Governance Committee of December 7, 2016
- I. Special Board Equity & Inclusion Training Minutes of December 10, 2016

7. **Diversity & Equity Committee Report** - Did not meet in Dec.; Jan. meeting devoted to presentation on special ed program

8. **Finance Committee Report** - Next meeting (12/20) will allow for input into the budget 1/10 will have input, 1/12 will be a presentation to the City Council March 17th will be voting day on for the budget

Commissioner Stoll - Asked about getting feedback and input from the Audit and how that will impact the budget

9. **Governance, Policy & Advocacy Committee Report**

Please check out the committee minutes under Board Docs

A. *Second Reading and Motion (Commissioner Curry / Commissioner Judson) for second reading and Approval of the Revised Policy on Responsible Computer, Network & Internet Use*

Passes Unanimously

B. *Second Reading and Motion (Commissioner Curry / Commissioner Judson) for second reading and Approval of the Revised Policy B11: Committees of the Board*

Commissioner Kirk - When will it take place?

Commissioner Curry recommended that it become formal with annual reorganization meeting.

Commissioner Cina - Feels that the committees did a good job in merging

Amendment - Recommending that the motion goes into effect 4/11/2017

Passes Unanimously

10. **Curriculum Committee Report** - Completed standardized testing results review; Next meeting will continue discussion on Proficiency

Based Learning

- 11. Infrastructure & Technology Committee Report** - Next meeting next Tuesday 12/20
Commissioner Curry - Question on bond request \$19 million
Commissioner Barlow - Entire need is over 60 million dollars
Commissioner Curry - Is the accessibility issue going to be addressed at the High School
Commissioner Stoll - Could we get Marty's powerpoint on the web site?
Commissioner Curry - Has there been a presentation or a discussion with the City Council about the bond
Commissioner Cina - concerned about putting the budget and the bond on the same election. Believe we should wait until next November.

12. Ad Hoc Committee on Superintendent Goals Report

Commissioner Judson - We developed three main goals for the Superintendent for this year. Superintendent Obeng will report out to us in
Dec -for Finance
Feb - Climate
March - Strategic Plan for Student Success

13. Executive Session

C. Motion (Commissioner Porter / Commissioner Seguino) to consider and enter Executive Session to discuss contract negotiations and evaluation of an employee where premature disclosure could place the School District at a substantial disadvantage at 9:21 p.m.

Passed Unanimously

Motion (Barlow /Kirk) to come out of Executive Session at p.m.

14. Adjournment

A. Motion (Cina / Kleman) to adjourn at 11:10 p.m.