



Framingham Public Schools
Robert A. Tremblay, Ed.D., Superintendent of Schools

SCHOOL COMMITTEE

Adam Freudberg, Chair • Gloria Pascual, Vice Chair • Tracey Bryant, Clerk
Noval Alexander • Geoffrey Epstein • Richard A. Finlay
Beverly Hugo • Tiffanie Maskell • Scott Wadland
Yvonne M. Spicer, Mayor
73 Mount Wayte Avenue, Second Floor, Framingham, MA 01702
Telephone: 508-626-9121 Fax: 508-877-4240

SCHOOL COMMITTEE: OPEN MEETING MINUTES

DATE: March 20, 2019

LOCATION: Memorial Building-Blumer Room
150 Concord Street, Framingham

MEETING CALLED BY: Chair Adam Freudberg

PRESENT: Noval Alexander
Tracey Bryant
Geoffrey Epstein
Richard A. Finlay
Adam Freudberg
Beverly Hugo
Tiffanie Maskell
Gloria Pascual
Scott Wadland*
Mayor Yvonne Spicer

ABSENT: None

ALSO PRESENT: Nicholas Small, Chair of Student Advisory Council
Dr. Tremblay, Superintendent
Lincoln Lynch, Director of Finance and Operations
Genoveffa Grieci, Director of the Bilingual Education Department
Amy Bright, Assistant Superintendent for Elementary Education
Anne Ludes, Assistant Superintendent for Secondary Education

The Chair called the meeting to order at 7:03 p.m.

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Call to Order

The Chair announced that that this meeting was being broadcast live on local cable, as well as for later playback, and on Facebook Live.

Public Comment on Non FY20 Budget Topics

Gerry Bloomfield said there was an arrest made outside of the library of a drug distributor with bags of heroin supposedly targeting young people, and another arrest of a delivery driver working for a drug distributor ring that was delivering cocaine and fentanyl - this is the kind of situation we are in. He said he can't believe the bus company doesn't have a clear hold harmless clause within the contract, and asks who drafted the contract. He said the new demographer said that the enrollment in Framingham is very dynamic and not static and he believes that this needs to be looked at in greater detail. He says it's time, with the end of the fiscal year in June, to have an idea on the surplus and deficits. He said it has been ten years now that Framingham has been designated as a level 3 school district, and an official status sheet should be given to the public on where we are now and the direction going forward. He said he is concerned about vaping in high school restrooms, and that there are 30 plus more kids in classrooms. He said that the demographer is showing an increase of 2,700 students by the year 2024, and asks if the classroom utilization study will be looking at this or will there be a need to install trailers outside of the high school.

Framingham Teachers' Association (FTA) President Christine Mulroney said that the FTA leadership would like to thank all of those who attended the forum on March 11, 2019. This forum included speakers such as teachers from Fuller, students, representatives from MASC, parents, State Representatives Jack Lewis and Maria Robinson, and the MTA President. She said that all were there to spread the message about our schools needing more funding to meet the needs of the community. She asked that the community look closely at the Promise Act and the Cherish Act. She said the Promise Act would increase funding to the Framingham schools by almost \$16 million; money that is needed to support our diverse student body, and to support their social-emotional and academic needs. She said that on March 22, 2019, there is an Education Funding hearing on Beacon Hill, and encourages everyone to reach out to their representatives about the Promise Act. She said that the Promise Act is funded by the Fund Our Future Campaign, a broad coalition of community groups, faith organizations and labor unions, and it would raise more than one billion dollars for public schools across Massachusetts.

Sarah McKeon said that she was a former FTA President and the current Public Relations Chair, but that she is here as a kindergarten teacher to advocate for the passing of the proposed budget. She asked if members who participated in the FTA Read Across America initiative took a look around the classrooms at the supplies and displays; and added that most likely those came out of a classroom teacher's personal spending. She said that while the budget includes some funding for materials, teachers often spend their own money on materials to enrich the learning and make the environment more vibrant. She said she is asking the budget to be passed to make sure even more necessities are covered in classrooms. She said she's hoping to have the correct funding, locally, as well as at the state level; our students are our future and

88 we can give them so much more if we put our money where it belongs, and there is a need to
89 invest in children and schools.

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91 Announcements from the Chair

92 No announcements.

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94 Superintendent's FY20 Budget Recommendations Presentation

95 Dr. Tremblay and Executive Director of Finance and Operations Lincoln Lynch presented on the
96 proposed FY20 Budget; including what the budget drivers are, the budget process, and
97 information on the proposed 5.66% increase over the FY19 Operating Budget.

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99 Public Hearing on the Fiscal Year 2020 Budget

100 Christine Mulrone said she urges the School Committee to consider the proposed budget. She
101 said that in an ideal world, through state funding, we would have \$16 million more for the
102 schools, but that is not our reality yet. She added that in the proposed budget are services that
103 directly impact students, funds for social emotional support, and differentiation and enriching
104 learning experiences to ensure that every student continues to have the education they
105 deserve. She added that teachers are already purchasing needed supplies with their own
106 money, and cuts to the budget that would affect teachers' supplies or curriculum materials,
107 which in turn will affect students. She said that the dual language program has expanded which
108 will include a need for appropriate staffing and materials. She said with any new program or
109 updated curriculum or technology, is a need for additional professional development. She said
110 the School Committee should ask themselves when looking at the budget how will cutting
111 certain items impact students, and to invest in our students.

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113 Gerry Bloomfield said with the entire substance abuse issue there should be zero tolerance in
114 place, and marijuana needs to be addressed in an efficient manner. He said the primary piece
115 of the education budget should go to the basics, and beyond that every student should have
116 awareness of health, wellness, emotional happiness, safe activities and how to get mentoring if
117 they need help. He said that zero-based budgeting means if it does not show a profit for a
118 program, it gets cut. He said each part of the budget should be accountable and meet
119 standards. He said that if cuts have to occur there should be contingencies planned. He said
120 the District needs to spend more time on curriculum and performance metrics that show
121 results. He said he thinks there should be a worst case scenario for enrollment, in case it
122 surpasses what the demographer suggested.

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124 Richard Weader said he thinks the proposed budget is a reasonable draft, but the hard part is
125 to get it through the City process. He said that every year people would say the school budget
126 was unsustainable, but in the past few years there has been a very large overall budget surplus.
127 He said that he sent the School Committee an email with all of the numbers from the past
128 years. He suggested questions that should be asked are: What was the FY18 Budget surplus?
129 and what was the certified free cash from FY18? He said he thinks it is ridiculous that the City is
130 piling up big surpluses and at the same time saying they cannot fund things, such as schools.
131 He said it is time to consider what the next new school will be, as there are plenty that will need
132 some new re-conditioning.

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Bryan Phaneous said he is happy to see a strong healthy budget for the schools, and that the City invests in students that live here. He said he thinks there are good initiatives - such as the chromebook pilot program and expanding dual language program. He said he is glad that the SAGE budget is explicit and clear, and includes screening and an increase of teachers. He said it is good to see money dedicated to SAGE teacher training, and thanks the District for listening to parents' concerns last year and providing a strong SAGE budget and budget in general.

Robert Bowles said he is glad to hear that there may be savings on transportation. He says there is a need to figure out how to control spending - the taxpayers cannot afford an increase. He said there is a need to figure out a way to do some cuts on some of the stuff, and he does not see a need for any more programs than have already been added since Dr. Tremblay started.

Anne Fernandes said she is here on behalf of the SAGE Parent Advocacy Group to say thank you for spending the time this past year listening to families, even while recognizing that there are a lot of things within schools that need attention. She said parents are grateful for the changes in SAGE that have already begun this year. She said it is essential that the SAGE program get the funding and adequate staffing to identify and meet the needs of students. She said it will also allow universal screening to begin, which is the most efficient way to identify students.

Angie Carroll said her child has severe ADHD, anxiety, and depression and the support that has been received is phenomenal. She said that her child is in the SAGE program, and her child is thriving, in no small part to that program. She said that it is also amazing to see the dual language program in person.

Gerry Bloomfield said that Boston Magazine ranked high schools and shows Framingham ranked as the 94th. He said that what we are spending money on should be tested, and there is a need to know we are getting results; need to stay on priority issues. He said enrollment is very demographic and not at all in our control, and that Framingham is a destination. He said do not get stuck iron tight into what the demographer provided.

Adam Blumer said he is a former school committee member, and compliments the expanding of the dual language program. He said that Framingham goes above and beyond other districts, language-wise, and it has been shown that to build two languages at once is more effective. He said he appreciates the prioritization of the universal screening of SAGE, as it seemed like parents who advocated more, got that service, and he likes the evening out of the playing field - racially, economically and socially. He said that the city councilors may be skeptical about how high the budget is, and he wishes two things were in the Budget Book - what the previous two or three years' increase was, and a closer look at what class sizes look like at different schools; as this can show the public why money is needed, or show efficiencies. He said these questions may help the public understand where the budget request is coming from, and why the budget needs the items it is asking for.

Discussion on the Fiscal Year 2020 Budget

178 Mr. Freudberg said that this proposed budget is \$1.7 million over last year's, and added that, in
179 the the past, the School Committee has been given a spreadsheet on classroom size. Mr. Lynch
180 said the Budget Book will show the previous four years of actual spending, line by line, and he
181 can add a summary paragraph to talk about the previous years' increases. Dr. Tremblay said
182 that the District will be looking at their own metrics to show progress over time, and this will be
183 shared in the School Improvement Plans.

184 **Questions.** Mr. Finlay noted that this is the first year that the City's Chief Financial Officer did
185 not give an idea of a number that the City would agree upon. He asked how many grants have
186 positions that are rolling into the operational budget, and what the increase is for custodial
187 overtime, now that this is in the District's budget and not in Parks and Receptions'. Dr.
188 Tremblay said that grants often are volatile, and over time they look to move positions that the
189 District knows they need, into the operating budget; this way if the grant is no longer given to
190 the district, the position does not also go away. Mr. Lynch said that custodial overtime was
191 \$65,000 in FY19 and next year it is budgeted for \$175,000. Dr. Tremblay says this also covers
192 stormwater management that used to be covered by the City, and is showing as an increase of
193 \$146,000. Mr. Epstein said this budget is trying to invest in education and get better outcomes
194 with a lower cost; investing now lessens remediation later and he thinks there is a need to
195 change the City's perception to one where there is investment in children and schools. He
196 added that the two percent increase to increase the learning time in elementary schools will
197 not be in the next budget, that the district is trying to better project regarding surpluses and
198 making turnover rates a bit more explicit. He said if there is money at the end of the year, that
199 creates a need to look at what was over-projected; not only within the District budget, but
200 within the whole City's budget.

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202 Ms. Pascual asked to add the number of staff and number of students somewhere in the
203 description, as well as free cash and surplus. She asked that the plan for social emotional
204 growth is shared, and would like to know how decisions were made regarding what staff
205 requested vs. what was then chosen, such as direct services, including for ELL and Special
206 Education services. She added that the public message for this budget seems to have been that
207 there are investments for ELL, Special Education, and low-income students, and those
208 investments are not being seen within the Budget Book itself. Dr. Tremblay said the drivers are
209 what led to what was picked: Certain schools can be offset by grants instead of the operating
210 budget, and they will continue to monitor what was being asked. Ms. Bright said that within
211 each operating budget there is one interventionist, and that Title One also provides
212 interventionists by way of grants. Ms. Pascual asked that what was requested, what was put
213 into the budget, and whether the items are covered by grants or not, be put into one summary
214 sheet. She added that she is looking to see why schools are not getting what they asked for,
215 especially with direct service items. Mr. Lynch said he can add another column and show this.
216 Ms. Pascual said that the pie graph of languages needs to be looked at because it does not
217 seem to be accurate, and she asked about the chart showing different performance levels, as
218 well as asking for a staffing breakdown by schools, in order to see equity. Director of Bilingual
219 Education Genoveffa Grieci said that the pie chart, regarding languages, was created a few
220 years back by a former data person, and she will update it with correct information. Assistant
221 Superintendent of Secondary Education Anne Ludes said that the chart showing performance is
222 taken from I-Ready data - the green means the students are on or above grade level, the yellow

223 is one grade year behind, and the red is two grade years behind. Ms. Bryant asked to see new
224 salary positions listed out.
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226 Mr. Freudberg said at the Joint Meeting last night, Senate President Karen Spilka said that the
227 2.4 million increase in Chapter 70 is likely; it would be good to show within the budget that not
228 all funds come directly from the City. He also suggested that how investments in Pre-K and
229 kindergarten help save money in later grades be shown. Dr. Tremblay said a preschool
230 program will begin this year in July for students who have no prior preschool experience and
231 are entering kindergarten. Mr. Alexander asked why there are increases in Human Resources,
232 Business Operations, Transportation and Community Resource Development, and why there
233 are decreases in Special Education, Parent Information Center, library aides and Special
234 Education aides. Mr. Lynch said that Human Resources increased due to moving part of the
235 legal budget out of the School Committee's and into theirs; Business Operations increased due
236 to a slight increase in contracts, such as shredding and transportation to and from vocational
237 high schools when a Framingham High student is taking course(s) there; the Transportation
238 Department increase was due to the bus contract increase and an increase in homeless
239 transportation; and the Community Resource Development increased due to program
240 expansion, phasing out certain vendors, and cutting the cost to families by running the
241 programs in-house. He said that the Special Education budget decrease was due to needing
242 less aides as some students are aging out, and they are moving from library aides to library
243 media specialists.
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245 Ms. Maskell asked if there are provisions for if transportation continues to be a problem next
246 year, and asked how the determinations will be made as to what children will be in the summer
247 preschool program. Mr. Lynch said he is meeting tomorrow with the Director of Transportation
248 to brainstorm ideas for a backup plan, and they already have some plans to change how we do
249 things for next year. Dr. Tremblay said that surveys were sent out to parents from the Parent
250 Information Center regarding the summer preschool program, and 80 students are enrolled for
251 July. Ms. Hugo said that for many kids a good education is their ticket out of poverty, and this is
252 an investment in our kids, our families and in our new city - an investment we need to make.
253 She suggested that the Budget Book include information on the over 50% poverty rate, the
254 over 400 homeless children, and the high mobility rate, and said the story that has to be told is
255 that we take the children and produce successes. Mr. Epstein asked about the transportation
256 investment in regards to interfaces and better communication, as well as about the investment
257 in intramural sports. Mr. Lynch said the idea is to pilot the new communication ideas with the
258 Transportation Department, and then roll it out on a larger scale; analysis is being provided
259 soon with data from the beginning of the year until now. Dr. Tremblay said the problem with
260 intramurals is where to find space, as well as students who do not make a team may not want
261 to be involved with another sport, especially at the high school level. He said there seemed to
262 be more interest at the middle school level, so they have utilized the Out of School Time Office
263 to roll out track and baseball to play against each other in district, which will start in the Spring.
264 Mr. Epstein said there were a lot of cuts made in the High School this year for teams; this needs
265 to be tracked better to then be able to see why cuts have to be made; such as if it is due to not
266 enough staff, not enough fields, not enough transportation, etc. Ms. Bryant asked to see what
267 percentage of the athletic increase is going to female sports, and if any funds will be used to

268 reinvigorate interest in these sports. Ms. Pascual asked if there was an increase in homeless
269 students, and suggested that there be a model to invest in more for students; such as courses
270 for MCAS preparation, credit recovery, ESL classes, HiSet classes (formerly known as GED) , etc.
271 Dr. Tremblay said they are not seeing an increase in homeless students. He said that the
272 District provides a number of programs such as credit recovery, and Adult ESL is to get families
273 more involved within the schools. Ms. Pascual said that the separation and segregation of
274 certain students, such as ELL students, needs to be looked at, as well as a way to integrate them
275 more.

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280 Superintendent's Update

281 Mr. Lynch said that he thinks the FY19 Operating Budget is on a good track, and he will try to
282 plan to provide a narrative at the meeting on April 24, 2019.

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284 Mr. Lynch said that the Food Services negative balance has been going down, including the
285 projections. Mr. Wadland asked that the straight line projection be listed under the negative
286 balance row for each date in order to see the comparison. Mr. Alexander asked for an update
287 on the amount of Free and Reduced Lunch Applications. Mr. Lynch said that since the
288 beginning of this pilot program, the negative balance has gone down over \$3,000, although
289 direct replies have been minimal and not all positive. He added that one piece of feedback
290 about the program is that the letter piece is time-consuming and expensive postage-wise. Mr.
291 Freudberg said, in the past letters were the only form of communication to families about their
292 negative balances, and with this pilot program, other methods are used prior to letters, which
293 are now sent as the last resort. Ms. Maskell verified that for schools that still show negative
294 balances rising, this data helps staff to be aware and look at the social emotional side and
295 support for families. Ms. Pascual suggested sending letters only to those who do not have a
296 phone or email.

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298 Mr. Lynch provided an update on transportation - who the staff are that are involved, what the
299 problems are, and possible solutions. He said that the contract contains two more years with
300 Durham and they are looking to make it work; the program Edulog should help to increase
301 communication, as well as looking at route analysis.

302 **Questions.** Ms. Pascual asked if an amendment can be made to the contract with Durham to
303 ensure commitment towards delivering on a service, and asked who is responsible for the cost
304 of the analysis of routes through Edulog. Mr. Lynch said that the Transportation Department is
305 in charge of creating the routes, so the District would be responsible for the payment of the
306 route analysis. He added that Edulog is a software company that is already in use, the route
307 analysis is an additional service, using contractors for an additional \$9,000. Mr. Wadland asked
308 about a project that Boston University was working on for the district, looking at routes in the
309 past. Mr. Lynch said that project was more like a step one, with initial suggestions; there is a
310 second part of that class that he would like to have the district involved in, where they use the
311 suggestions from the first class and create routes from those. Mr. Wadland asked if all drivers
312 are used every day and if substitute drivers get a route book and learn as many routes as

313 possible. Mr. Lynch confirmed it to be so. Ms. Maskell asked for the staff names that would
314 correspond with the positions listed in the slides, as well as information on the larger busses'
315 timing, and said she was disappointed that no one from Durham was present, and that a
316 solution needs to be looked at, for not only the future, but also for now. She suggested that
317 different legal counsel should be looking at the contract over the original counsel who
318 developed the contract. Mr. Epstein said that new drivers should be able to use Google GPS to
319 plug in the arrival points, as he does when he's going somewhere he's never been. Mr. Lynch
320 said they are given a paper copy of the routes. Ms. Maskell said it is illegal for drivers to have
321 phones out. Ms. Bryant said that all the mini-bus van companies have the radio system - you
322 have a phone and there is a mounting system and GPS or another routing application is on the
323 phones. If you don't know the route, you put in the address and go, and then put in the next
324 address and go. It's also a radio so you can communicate with dispatch at all times. Mr.
325 Freudberg said he knows that both the federal and state government use GPS and asked Mr.
326 Lynch to have the law looked into - to see if Massachusetts school bus drivers can use GPS. He
327 also requested, on behalf of the community, a clear, explanatory timeline for when the
328 communication system will be rolled out, and suggested that the District's Human Resources
329 Department go above and beyond in helping with recruitment of drivers. Ms. Maskell asked to
330 be involved in the pilot program. Ms. Pascual said that since we now know we have no contract
331 with our legal counsel, it is a great time to review our legal matters and to out to bid to seek
332 legal counsel.

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335 Public Comment

336 Katherine Allen said that she spoke a couple of weeks ago about the challenges with the bus
337 with her daughter. She said the good news is that within the past seven school days the bus
338 has made it on time, there is a new driver and communication has also improved. She said that
339 what she took away from this experience is that she' had trust in the transportation
340 department to self-police the problem without her involvement. She said if busses are getting
341 to school late consistently, and both the school and parents are aware, she would think that the
342 Transportation Department would fix it, and parents would not need to get involved. She said
343 what she is hearing is that the route was flawed, and if the route was flawed, it is not a Durham
344 problem but a Transportation Department problem. She said that there is a need to figure out
345 who owns the action on self-policing this, and asks for continued vigilance.

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347 Michael Cannon said that it has been under a year that cases existed of denying meals to
348 students due to carrying a small balance, and he is proud of the steps that were taken. He said
349 now it is a challenge on how to handle the finances, and he is impressed to see how
350 collaboratively a strategy was developed, and that it is impressive to see those numbers come
351 down. He said that there was a joint session on Tuesday that included a great update on the
352 partnership with Daniel's Table and the freezer program that is within four elementary schools.
353 He said he thanks the union leadership who put the freezers into the schools, and said that
354 Daniel's Table prepares fresh food, freezes them, and if someone notices there is a hunger issue
355 at a student's home, the students can be leaving the school with a nutritious meal.

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358 Strategic Initiative and Financial Oversight Committee (SIFOC) Vote to Set Terms for Three
359 Appointments

360 Mr. Epstein said that coordination was completed with the City Council and Mayor as to how to
361 stagger the terms for the SIFOC members. Mayor Spicer said that all members will need a letter
362 of appointment and to be sworn in for their specific terms.

363 **Motion:** To accept the recommendations that the SIFOC terms be as followed: David Kiklis, At
364 Large Member, for three years, Joel Francis, Expertise in Finance, for two years, and Darlene
365 Umina, Member of the Local Business Community, for one year.

366 **Moved:** Mr. Finlay **Seconded:** Mr. Epstein **Vote:** Unanimous (9-0-0)

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369 Set FY20 Salary for the Executive Assistant to the School Committee

370 Mr. Freudberg said that Human Resources provided a memo and he opened the the floor for
371 discussion. Mr. Wadland said the recommendation from Human Resources was an increase of
372 3% to an updated salary of \$61,800, but that he also saw that MetroWest published some
373 District payroll data, and he also looked at this information. He added that the executive
374 administrative assistants from the Central Office have an average salary of \$63,729, and those
375 who support Assistant Superintendents and the Superintendent make an average of \$68,000.
376 He said that since this position does not fall within Unit S, the salary is not so closely tied to
377 specific years in a position and can be based on merit. He said that the executive assistant
378 received exemplary marks on the evaluation, ranging from 'above expectation' to 'exemplary'.

379 **Motion:** To increase the School Committee Executive Assistant's salary by 4% to \$62,400 for
380 the next fiscal year.

381 **Moved:** Mr. Wadland **Seconded:** Ms. Hugo **Vote:** 7-2-0

382 (Yes: Hugo, Finlay, Wadland, Freudberg, Alexander, Epstein, Maskell. No: Pascual, Bryant).

383 **Discussion.** Ms. Pascual asked who decided the current salary, and if there was an analysis
384 provided at the time. Mr. Freudberg said that the School Committee voted to post the position
385 at a salary range of \$55,000-\$60,000. He said that Human Resources provided a memo which
386 included a review of data from COSCAP, an organization for executive and administrative
387 assistants. Ms. Pascual said that it is extremely important to look at the district's and union's
388 levels for executive assistants and work within those levels. She also said that years of
389 experience is very important to look at also, and for us to say that we want to take this
390 position out of that and just make up our own salary seems unethical. She added that according
391 to the memo from Human Resources, the salary is already well over budget and she cannot see
392 how to justify a 4% or even 3% raise. Ms. Bryant said we pay Ms. London for this type of data
393 and she provided a cogent, detailed and circumspect report with an increase recommendation,
394 and to ignore it seems fiscally short-sighted and slightly reckless. She added that salaries only
395 increase over time and the School Committee needs to think long-term, and although the
396 evaluation rating was good-fantastic, she hasn't seen any evaluation that the School Committee
397 has done that has not given an exemplary rating. She said that she'd asked other Human
398 Resource directors about general salaries for executive assistants and the starting salary we
399 gave was generous, especially with no direct experience. She said she felt that Ms. London had
400 considered the exemplary rating in recommending a 3% increase, which was above the 2% we
401 gave to everybody else doing like work; and other District executive and administrative
402 assistants deal with student records and have conversations which also require a high level of

403 confidentiality. She ended by saying, We're going above the 2%, which I think is good, but I
404 don't think we need to break ranks and go to 4% or above. Mr. Epstein said the Executive
405 Assistant is 4% better than she was a year ago, her professionalism belies her years of
406 experience, she has done everything that has been asked of her and beyond, and she was
407 pivotal in bringing clarity to the School Committee budget by restructuring it so that the
408 Finance and Operations Subcommittee could review it easily. He added that it is a pleasure to
409 go in weekly to sign bills and there is a really important reward here for excellent work and he
410 is very happy to vote for 4%. Mr. Freudberg said the 4% raise is \$600 more than the 3% that
411 Human Resources recommended, which would bring the salary up to \$62,400. Ms. Pascual said
412 that School Committee members were part of negotiations and agreed that all the secretaries
413 should get a certain percentage, and now you want to say to them that this person deserves
414 more, with one year of experience, while we have people who've worked for our district for
415 over 20 years. The merit increase would have be at 3%, if we were to take HR's
416 recommendation. She added that we just put forth the Fuller Middle School Project and now
417 a six million dollar increase for the FY20 Budget. Ms. Maskell said she sees the executive
418 assistant once a week, she has the best attitude and does all the things that are needed and
419 required of her and has been helpful and available. Mr. Freudberg said that the executive
420 assistant recused herself from the room for this part of the meeting, as well as from any
421 documents that were posted in regards to this discussion.

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423 Subcommittee Reports

424 Mr. Epstein said that he has recorded every Finance and Operations Subcommittee meeting
425 since the **Temporary Subcommittee to Study Options to Improve the Subcommittee Minutes
426 Taking Process** began. He said that the transcriptions have been helpful and mostly accurate
427 and added that he did find that there is a need to keep the meeting under two hours for better
428 transcription and it is helpful to have everyone announce who they are in the beginning of the
429 meeting. He said that some meetings may not need transcription. Mr. Wadland asked how
430 much of the allocated \$1,000 has been used, and what the plan going forward is. Mr. Epstein
431 said about \$500 has been spent, and how much to allocate would depend on how many
432 subcommittees would want to use it. Ms. Bryant said the Racial Equity Subcommittee has not
433 used it yet, as a lot of members of the public attend, and it was felt that out of respect, they
434 should know in advance, so they can decide whether or not they want to be recorded. Ms.
435 Pascual asked if recording and transcribing during the subcommittee meetings would be
436 voluntary, and if a certain amount could be put into an account. Mr. Epstein said that the
437 transcription service costs about \$120 per meeting, and suggested increasing the amount
438 allocated by \$1,500 to \$2,000, as well as thinking how to determine the FY20 allocation. Ms.
439 Pascual said the pilot program was to recommend that all subcommittees utilize recording and
440 transcription after researching the cost, it would be helpful to know which subcommittees plan
441 to do so. Mr. Epstein said he does not think it should be forced upon anyone to do so, but that
442 it would be good to have recordings in case there is a question. He added that he thinks that
443 each subcommittee chair should decide what they want to do, and then an amount can be
444 allocated in the budget. Mr. Freudberg said that he thinks there should be full consistency
445 when recording subcommittee meetings, suggesting that there be a recording of each
446 subcommittee meeting and that the audio files of the subcommittee meetings be uploaded,
447 and that the meeting minutes transcription service be available as an optional, additional step

448 for those who want to utilize it. Ms. Maskell asked if you have to ask someone coming to a
449 public meeting if they want to be recorded. Mr. Freudberg said that anyone can record a public
450 meeting - the Chair or the person who is recording just needs to announce it. Ms. Bryant said
451 that it is good courtesy to let people know they are going to be recorded, adding that several
452 members of the public said they appreciated being told in advance. Mr. Finlay said he thinks
453 the recordings and transcription could be vital to subcommittees that meet often, and suggests
454 allocating one sum for every subcommittee so it is an option. Ms. Hugo said that it is very
455 difficult for a chair to participate in conversation and take accurate notes.

456 **Motion:** To create a transcription account for FY19 in the amount of \$2,000.

457 **Moved:** Ms. Hugo **Seconded:** Mr. Finlay **Vote:** Unanimous (9-0-0)

458 **Motion:** To refer Policy BEDH - on school committee meeting minutes, to the Policy
459 Subcommittee for their review, to bring back suggestions to the full committee.

460 **Moved:** Ms. Hugo **Seconded:** Mr. Epstein **Vote:** Unanimous (9-0-0)

461

462 **Policy Subcommittee.**

463 **Motion:** For a consent agenda to approve policies IJOA, IJOA-R-2/JJH-R and JJH.

464 **Moved:** Mr. Finlay **Seconded:** Mr. Alexander **Vote:** 8-0-1

465 (Yes: Hugo, Finlay, Wadland, Freudberg, Alexander, Epstein, Maskell, Pascual. Abstained:
466 Bryant)

467 **Motion:** To approve policies IJOA, IJOA-R-2/JJH-R and JJH as presented for second readings.

468 **Moved:** Mr. Epstein **Seconded:** Mr. Finlay **Vote:** Unanimous (9-0-0)

469 **Discussion:** Ms. Pascual asked for clarification on the approval process, as well as on a section
470 regarding transportation. Mr. Wadland said that the superintendent or a designee of the
471 superintendent's choosing will sign off on a trip and it will then be brought before the school
472 committee. He added that any proposed trips from the general public will not be brought to
473 the school committee for approval; only trips that have been vetted by the Superintendent for
474 educational value. Mr. Wadland said there was clarification of the language to say "use of
475 vans", to be able to include District-owned vans, as well.

476

477 Approval of Minutes/Grants/Gifts/Field Trips

478 **Motion:** To approve the February 6, 2019 School Committee Open Session Meeting Minutes.

479 **Moved:** Ms. Maskell **Seconded:** Mr. Epstein **Vote:** Unanimous (9-0-0)

480 Ms. Bryant asked for a friendly amendment to change the word "for" to "from" in a statement
481 made by Ms. Pascual during the Indigenous Day discussion. All in agreement.

482 *Mr. Wadland recused himself.

483 **Motion:** To accept the cash gift of \$70,000 from an anonymous donor to support A.P. testing
484 for juniors and seniors in the spring.

485 **Moved:** Ms. Hugo **Seconded:** Ms. Maskell **Vote:** Unanimous (8-0-0)

486 Ms. Pascual asked how many students are in A.P. classes, and said that the donor cannot
487 remain completely anonymous as the City will have to file taxes. Ms. Hugo said that the donor
488 will remain anonymous to the School Committee and public.

489

490 Subcommittee Reports Continued

491 Mr. Epstein said that the bills and payroll were signed.

492

493 *Mr Wadland returned to the meeting.

494

495 Ms. Hugo said that the Student Achievement and Accountability Subcommittee met on
496 February 28, 2019 and took a deep dive into the district's report card and other metrics for
497 access growth and looked at key performance indicators. She added that the next meeting will
498 be planned for the beginning of April.

499

500 Mr. Alexander said that the Digital Infrastructure Subcommittee met on February 26, 2019. He
501 added that they did not have a quorum, but felt it was still a productive meeting with a
502 demonstration on a phone app that can be downloaded for two-way communication.

503

504 Adjournment

505 **Motion:** To adjourn.

506 **Moved:** Mr. Finlay **Seconded:** Ms. Hugo **Vote:** Unanimous (9-0-0)

507 Meeting adjourned at 11:01 p.m.

508

509 Meeting Materials

510 Agenda

511 FY20 Draft Budget Book

512 FY20 Budget Presentation

513 FY20 Budget Draft Q&A

514 FY19 YTD Budget

515 Food Services Negative Balance Report

516 Update on Food Services Pilot Program to Respectfully Collect Unpaid Meal Balances

517 Transportation/Bussing Update Presentation

518 FY20 Salary for Executive Assistant to the School Committee

519 Transcription from 1/31/19 Finance and Operations Subcommittee

520 1/31/2019 Finance and Operations Subcommittee Minutes

521 Policy Summary

522 Policy IJOA-Field Trips Proposed

523 Policy IJOA-R-2/JJH-R: Student Travel Regulations Including Overnight and Out-of-
524 State Travel

525 Proposed

526 Policy JJH-Student Travel Proposed

527 Warrants

528 Memo for Cash Gift of \$70,000 from Anonymous Donor to Support AP Testing

529 February 6, 2019 Open Session Minutes