



NOT FINAL UNTIL APPROVED BY THE BOARD.

**BURLINGTON BOARD OF SCHOOL COMMISSIONERS SPECIAL
MEETING MINUTES
Burlington Electric Department
June 24, 2017
8:30 AM**

The meeting was called to order at 8:40 A.M.

1. Opening Items

A. Pledge of Allegiance

B. Roll Call

Commissioners:

Lauren Berrizbeitia , Liz Curry X , Susanmarie Harrington X ,
Anne Judson X , David Kirk , Kat Kleman X , Mark Porter X ,
Stephanie Seguino , Jeff Wick X , Ryan McLaren , Kathy Olwell
 X , Mark Barlow X

Student Representatives:

Isabella Weston
Jacob Bucci

Administration:

Yaw Obeng, Superintendent X
Brittany Nevins, Minute Recorder, Executive Assistant X
Stephanie Phillips, Senior Director Teaching & Learning X
Nikki Fuller, Senior Director Human Resources & Equity Affairs
Paul Irish, Senior Director Infrastructure & Technology
Nathan Lavery, Senior Director of Finance X
Marty Spaulding, Property Services Director
Erik Wells, Communications Specialist

Guest:

Michael Healy, Consultant X

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 / Commissioner) to approve agenda

There was an order error and the agenda was not approved at the start of the meeting.

3. Public Comment

A. Comments/Questions from the Public
None.

B. Board Reflection

4. Approval of Policies

A. Policy Revisions for Board Consideration

Commissioners shared why they serve on the Board or are a member of the District administration. Reasons that were shared included a passion for government, their children are in the school district, they wanted to lower the cost of education for community members, how connected folks are to the topic of education, and experience in the profession of education were mentioned.

Discussion of proposed Ends policy, which can be found in the document Policy Revisions for Board Consideration, which can be found on boarddocs.com. Chair Porter believes the statement is ready. Commissioner Olwell worries that the Strategic Plan isn't incorporated into the Ends policy. Commissioner Kleman is

worried about the negative language in portions of it. She recognizes that there may not be a way to incorporate that, but feels that would be optimal.

Motion to adopt Ends policy that is laid out in proposal, with strikeout of old language and addition of new language (Commissioner Harrington/Commissioner Judson)

Commissioner Curry makes the Board aware of the footnotes in the proposal.

Unanimously approved

The Board is led by Michael Healy into a discussion of the proposed executive limitations within the Policy Revision for Board Consideration document, which can be found on boarddocs.com.

Language has been added to include work and commitment that has been done up to date.

Commissioner Wick asks where he could find a manual on Restorative Practices or information on what it is.

Superintendent Obeng states that he shared a video with the Board on June 23rd that goes through each piece of the Strategic Plan to date, which includes an update on Restorative Practices.

Commissioner Curry shares that monitoring reports will take us to where we want to go. The Ends policy is not meant to be fixed.

Commissioner Harrington mentions that there will be a feedback sheet handed out at the end of the meeting today that includes a section on future questions/concerns. She instructs Board members to fill that out throughout the meeting and give it to her so questions/concerns can be considered moving forward and are not lost.

Chair Porter shares concerns regarding the flow of 6A. He believes that the two pieces of that item are connected, but not quite the flow that would be ideal.

Michael Healy suggested turning 6A into item 7

Commissioner Wick asks if there should be other items that should be in these limitations. Michael Healy mentions that there will always be more to add to this, but is this ok with the group for now? The work is never done and will continue to be done following this meeting.

Motion to approve executive limitations as stated here (Commissioner Judson/ Commissioner Harrington)

Motion to amend to make subset up 6A to be item 7 (Commissioner Kleman). Commissioner Judson is in agreement.

Commissioner Wick would like some more information on the District recruitment and affirmative process. He refers to section 2.2-5 and the words “Hiring Process.”

Motion to amend to uncapitalize the words “Hiring Process” and to make them plural to be “hiring processes” (Commissioner Kleman). Commissioner Judson is in agreement.

Unanimously approved

Commissioner Curry asked for the Board to receive most recent presentation to the Board on the Strategic Plan.

5. Developing Monitoring Skills

Michael Healy discusses with the Board: “What do we mean by Monitoring?”

Written monitoring reports give the information in advance so the Board can adequately review ahead of the scheduled Board meetings in which they will be reviewed.

Michael Healy instructs the Board to review DRAFT 2.3 Monitoring Report for upcoming activity/discussion.

Board members get in groups of two to discuss the following questions as it relates to the draft report:

What did you learn, did you understand it, and what evidence to show that it is in compliance?

Chair Porter raises a question about the timeline. For example, the audit report is in October, so it feels too far back to make corrective action.

Commissioner Curry mentions that there is concrete indicators and was understandable to someone who might not be in the field of finances. Gives systematic and formalized way of monitoring that is consistent as well.

Commissioner Kleman echoes commissioner Curry that it is simple to read for the public.

Commissioner Barlow asks, do we want to do just one report?

Commissioner Harrington wonders if there should be a bit more information. For example, we state that there was an operating surplus, but does not state more information, which would be good Board learning.

Michael Healy encourages reports to be more of a “show me” report versus a “tell me” report. The sample report today is more of a “tell me” report. This way the Board has more of a historical analysis.

Superintendent Obeng mentions that there are links throughout the report so folks can go to for greater detail.

Commissioner Kleman mentions that a bit more detail (numbers) would be helpful.

Chair Porter mentions the idea of “reusable reports,” a template essentially that doesn’t change over time. The number and data changes.

Michael Healy thinks that is a great idea, because if the Board asks for changes year to year there will be less efficiency and much of the Superintendent’s time will be taken up writing reports.

Michael Healy points out that an interpretation is given by the Superintendent, then there are operational measurements and indicators the Superintendent will use, and then the Superintendent will produce evidence.

Michael Healy also points out that the 2.3 Global Policy was not reported on. The Board should expect there to be a report on the global policies as well.

Susanmarie mentions that the section of the global statement around connection of budget to Ends policies and how that has been an important piece that has been raised by Superintendent Obeng.

Who keeps track of the Superintendent Monitoring Report Compliance? This is something the Board will need to determine.

Commissioner Curry mentions that perhaps on each report the administration puts if it is in compliance with regulatory requirements. This is another topic that the Board will discuss later.

Is the internal reports enough for making decisions. Another piece the Board could consider.

Again, this is a living process. Things may change over time if they need to. The Board must always ask, is this policy working for us? And if not, then the Board can change things.

BREAK

Michael Healy transitions to discussing the Board monitoring reports (Section 3 and 4 of policy governance).

Self evaluation work should not be overly cumbersome.

The Board looks at section 4.3. How is the Board doing on each of the policy statements? Members got in pairs and shared their thoughts. The Board used a Self-Evaluation survey to rate their work.

Commissioner Kleman mentioned that the Board calendar would include trainings (anti-bias, etc.)

Commissioner Barlow mentions that he and Commissioner Judson thought item 2 within the policy has been going well, but that similarly more training would be good.

Code of Conduct could be a place where Board member training expectations could be included.

Commissioner Wick mentions that 4.3- 2B should be according to the agreed upon consent agenda process.

Michael Healy mentions that the Board could use the Self-Evaluation Survey however they determine to use it.

Michael Healy transitions to talking about Policy 4.2.

Commissioner Barlow believes that we do 2B well.

Considering whether the Board is “in or out of compliance” is not as essential when self-evaluating the Board. The process may look very different between these two evaluations.

Commissioner Kleman brings up the difficulty of section 2C.

Commissioner Curry states that section 2 might be the most difficult section to track as there may not be evidence to track this and we might not have the tools to be successful to achieve all aspects of the section as well.

Michael Healy suggests that the group could do the self-evaluation survey first in advance, get a cumulative number, then discuss the items that members have identified that the Board is not doing well on or could use improvement.

For example, 3.1 and 4.1 are on the Sample Board Calendar in September and the Board would do this process for each policy at the scheduled times of the year.

There would be a recognition of good work as well. Michael says that both positive and constructive are beneficial.

There is consensus that the group likes the idea of doing the survey and discussion.

Commissioner Harrington volunteered to help with sending the survey in advance and holding Board members accountable.

6. Calendar Review

Superintendent Obeng describes a sample Board calendar that the Board could use to help organize and determine when policies will be monitored. The calendar is meant to be clear and differentiate between Superintendent monitoring and Board self-monitoring. The Calendar includes a section on “Board Learning” and “Preparation for Monitoring Reports.” Superintendent Obeng explains aspects of those two sections.

Board Learning:

This section includes events, professional development, and other Board learning opportunities for the coming year so Board members can plan accordingly.

Preparation for Monitoring Reports:

This section is meant to inform the Board of upcoming administration reports that are connected to particular policies. The Board has historically liked to have more regular financial reports. Those are included in the calendar for Board meetings. This section also includes an update presentation on the Strategic Plan.

Commissioner Olwell asks how the strategic plan is going to be in the calendar based on policy.

Michael Healy reminds the group that they just voted on a new Ends policy that includes wording about the strategic plan.

Commissioner Curry asks for clarification. Is the Board analyzing the content of this calendar or more the structure of the calendar. She also mentions that she needs clarity on (1) Ends Policy/Strat Plan Presentation- Is this connected to the Ends or the Limitations?

Chair Porter would like to see the new limitation around the hiring process in August or September to know what the breakdown of staff it.

Michael Healy asks if there is anything missing?

Commissioner Harrington asks if there could be a section on community connection.

Chair porter asks if the last column (preparation for monitoring reports) is connected with the policy for that month.

Board members are wondering if the title could be different.

Commissioner Curry asks if there could be an explanation for why the administration chose those specific dates. There needs to be more discussion on where they should fit. What is the right time throughout the year for how to monitor these policies?

Superintendent was thinking that the Board learning section could include community connections and items the Board wants to work on.

Chair Porter is ok with the format but feels like there are items that will be essential early on for developing the budget. There may be items needed for the Board for another policy that isn't scheduled for that meeting specifically. He mentions a difficult intermingling here.

Michael Healy says that the last section (preparation for monitoring reports) is meant to outline a flow of information that the Board wants (FYI) what is the information that the Board wants?

Commissioner Wick wants to see other reports that aren't in there. An example might be scheduling at the high school and if students are able to have the same opportunities for success.

Michael Healy asks that the Board think about how to get to a place where the calendar is good enough. Each member will have different thoughts on format, etc.

Need to make sure what's in the calendar is understandable for all Board members.

Who is going to be responsible to hold the calendar? The Board decided to have an ad hoc calendar committee to gather information from the Board to address the concerns brought up. The committee will bring recommendations to determine a timeline.

7. Community Connections: What do we want?

The Board brainstormed a list of ideas for community engagement.

Strategic Plan:

- Commissioner Olwell suggested that Board go out to community members about strategic plan ends
- Commissioner Judson asked for clarification - how is Olwell's suggestion about getting feedback different from what we've already done?
- Superintendent Obeng suggested that launch of strategic plan should have formal plan presentation, but not to go back and change the Plan.
- Option is to formalize strategic plan in calendar v. having the Plan become the Board's plan/work that we are more interactive with the community

Community Budget Meetings:

- 2 community connections that Board is already engaged with - D&E and strategic plan
- Commissioner Wick requested community budget Q&A night - present budget to public and take questions/have conversations

Systematizing Information:

- Too much speculation coming from community is problematic. Doesn't get addressed systematically - lots of rumors and misinformation
- Potential to engage AALV, PTO's, Bhutanese leadership, any formally recognized communication channels as formalized process for disseminating official information
- Using communications director to put correct information out
- Put time for PTO on board agendas
- Facilitate access to non-dominant culture opportunities to learn about their perspectives of the school district
- Training on public engagement for Board
- Individual board effort/activities

Superintendent Obeng mentions that in the initial conversations around policy governance, it was thought that there would be more opportunities/capacity for community outreach.

Commissioner Curry reminds the group that the work of the committees is to support the full Board so the D & E committee is a great opportunity for launching this work.

The group has work already in place. The group discusses work that will continue to occur such as NPA's, PTOs, etc. It is mentioned as well that Anne's new role as PTO liaison will help better engage PTO's.

The Board will continue this discussion.

Board members gave feedback to Michael Healy on the progress for the meeting.

8. Executive Session

- A. *Motion to enter Executive Session to discuss a pending or probable civil litigation. (Chair Porter/Commissioner Judson)*

Motion to leave Executive Session (Commissioner Harrington/Commissioner Olwell)

9. Adjournment

- A. *Motion to adjourn at 1:04 p.m.*

(Commissioner Harrington/ Commissioner Barlow)

Respectfully Submitted by Brittany Nevins