



Approved on October 10, 2017

**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 a 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

At the Consultant's request, 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, (found in the document Policy Revisions for Board Consideration, which can be found on [boarddocs.com](http://boarddocs.com).) Chair Porter believes the statement sounds 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 it would be optimal if the language were framed in a more positive manner.

*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 of the footnotes in the proposal.

*Unanimously approved*

Consultant Michael Healy led the Board in a discussion of the proposed executive limitations within the Policy Revision for Board Consideration document, which can be found on [boarddocs.com](http://boarddocs.com).

Language has been added to include the work and commitment that has been done up to date. Commissioner Wick asked where he could find a manual on Restorative Practices or information on what it is.

Superintendent Obeng stated 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 shared that monitoring reports will take us to where we want to go. The Ends policy is not meant to be fixed.

Commissioner Harrington mentioned that there is a feedback tool which is a sheet or questionnaire handed out at the end of the meeting that could include a section on future questions/concerns. She explained that each Board member would 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 shared 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 asked 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 if the most recent presentation to the Board on the Strategic Plan could be sent to the Board.

## **5. Developing Monitoring Skills**

Michael healy discussed 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 instructed the Board to review DRAFT 2.3 Monitoring Report for upcoming activity/discussion.

Board members broke into 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 raised 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 mentioned that there are concrete indicators in the audit but someone who might not be in the field of finances may not understand the indicators to look at. The audit gives systematic and formalized way of monitoring that is consistent as well, but requires explanation from staff.

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

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

Commissioner Harrington wondered 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 encouraged 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 mentioned that there are links throughout the report so folks can go to for greater detail.

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

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

Michael Healy agreed this 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.

Healy pointed 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 explained 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 mentioned 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 suggested that perhaps on each report the administration marks whether it is in compliance with regulatory requirements. This is another topic that the Board will discuss later.

Are 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 transitioned to discussing the Board monitoring reports (Section 3 and 4 of policy governance).

Self evaluation work should not be overly cumbersome.

The Board looked 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 mentioned 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 mentioned that 4.3- 2B should be according to the agreed upon consent agenda process.

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

Michael Healy transitioned 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 expressed some difficulty of section 2C.

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

Commissioner Curry added that she would like to see the hiring policy monitoring report in August or September to know how the hiring process went over the summer and see the data.

Michael Healy asks if there is anything missing?

Commissioner Harrington asked if there could be a section on community connection. Chair porter asked 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 asked if there could be an explanation for why the administration chose those specific dates. Would like more discussion on when the monitoring reports should come to the Board - what is the rationale for different monitoring reports based on cyclical events throughout the year?

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. Chair Porter stated that he would ask people to volunteer for the calendar work.

## 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 special education
- 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 mentioned that in the initial conversations around policy governance, it was thought that there would be more opportunities/capacity for community outreach because the Board's time would not be consumed with so many standing committees.

Commissioner Curry reminded 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 the community connections work.

The group has work already in place. The group discussed 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