



RECEIVED

By Town Clerk's Office at 9:25 am, Oct 05, 2023

TOWN OF BURLINGTON

Meeting Minutes

Draft minutes can be posted and revised at a later date

DEPT./BOARD: Fox Hill School Building Committee & School Committee

DATE: September 5, 2023

TIME: 6:00 PM

PLACE: Webex (Virtual)

See Minutes Below:



MEETING MINUTES

Project: Fox Hill Elementary School
 Subject: School Building Committee Meeting
 Location: Webex Conference Call
 Distribution: Attendees, Project File

Project No:
 Meeting Date: 9/5/2023
 Time: 6:00 PM
 Prepared By: A. Place

Present	Name	Affiliation	Present	Name	Affiliation
✓	Nichole Coscia*	Business Manager	✓	Mike Burton	DWMP
✓	John Danizio*	SBC Member	✓	Christina Dell Angelo	DWMP
✓	Paul Sagarino*	SBC Member	✓	Mike Cox	DWMP
✓	Melissa Massardo*	SBC Chair	✓	Steve Brown	DWMP
✓	Eric Conti*	Superintendent	✓	Aidan Place	DWMP
✓	Bob Cunha*	Director of Operations		Jason Boone	DWMP
✓	David Rosenblatt*	Fox Hill Principal	✓	Donna DiNisco	DiNisco Design
✓	Dennis Villano*	SBC Member	✓	Vivian Low	DiNisco Design
✓	Roger Riggs	SBC Member	✓	Neil Harrigan	DiNisco Design
✓	Ed Parsons	SBC Member			
✓	Jennifer Priest*	SBC Member	✓	Chris Campbell	
✓	Tara Carroll	SBC Member		Melissa Ulliani	
	Audrey Boeri	SBC Member		John Iler	
✓	George Papayannis	SBC Member		Elizabeth Melo	
✓	Katherine Bond*	Vice Chair of SBC		Eileen Sickler	
✓	Jeremy Brooks*	SBC Member		Nicci Kadilak	
✓	Christine Monaco*	SBC Member		Adam Senesi	
✓	Martha Simon*	SBC Member		Sarah Visocchi	
✓	Kristen Downie	Secretary		Terry Orfanos	
✓	John Lyons*	Pine Glen Principal		Elizabeth Clancy	
✓	Margo Bunker*	SBC Member		Bill Boivin	
	Amanda Hanafin	SBC Member		Krystal Anderson	
✓	Melissa Gilberg	SBC Member		Chrissy Sheppard	
				Shari Ellis	
	Nicole Niedermeir		✓	Elizabeth Orfanos	
	Katrina Boscetti		✓	Liz DiTucci	
✓	Nolan Glantz		✓	Meghan Nawoichik	
✓	Deirdre Heisler		✓	Kerrie Callahan	

* SBC Voting Member

Item No.	Description	Action
15.1	Call to Order & Intro: 6:03 pm meeting was called to order by SBC Chair M. Massardo with 15 of 15 voting members in attendance.	Record
15.2	<p>Approval of August 21st, 2023, Meeting Minutes:</p> <ul style="list-style-type: none"> ➤ A motion to approve the 08/21/2023 meeting minutes¹ as submitted with changes from C. Monaco made by K. Bond and seconded by C. Monaco. Discussion: C. Monaco asks for the wording on page 5 to be changed from max students to target students. Roll Call Vote: K. Bond – Yes – C. Monaco – Yes – M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia – Yes – B. Cunha – Yes – D. Villano – Yes – J. Priest – Yes – M. Bunker – Yes – J. Lyons – Yes – D. Rosenblatt – Yes – J. Danizio – Yes – P. Sagarino – Yes - M. Massardo - Yes. Abstention: None. Motion passes, minutes approved, 15-0-0. 	Record
15.3	<p>Previous Public Comment Response:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo goes over the previous comment response. The first question being “I would like to see a discussion of the relative costs of the two primary options on a residential tax bill basis. From what I can figure, the cost difference on residential tax bills between combined school and two separate schools is \$200/year. That’s only 2.8% of the average \$7,000 tax bill, \$50 added to the \$1,750 quarterly bill.” C. Dell Angelo answers this by saying per Ways and Means: The two primary options being discussed in the scope of the feasibility study with MSBA are at Fox Hill. The estimates were included in the August 1st, Meeting No. 13 presentation, page 28. The difference in the impact on the average residential rate is \$233 vs \$335 = \$102 for 3a) a single 325 enrollment school vs 6b) a combined 640 enrollment school Two separate schools are not in the scope of the current agreement with the MSBA. The estimates for a combined school vs two separate schools \$335 vs \$510 = \$175 The primary concern from a financial point of view is the total impact on the tax rates in future years taking into consideration the significant capital projects under consideration in the next few years. ➤ C. Dell Angelo goes over the next question which is: How many students will be at Fox Hill if they only have 3-4 classrooms per grade. How will they be able to maintain the small school model that Burlington has become known for. If the school increases to 640 students does the 	Record

¹ August 21, 2023, Meeting Minutes

² D+W PowerPoint Presentation

	<p>classrooms per grade increase? Is there going to be a town wide redistricting.</p> <ul style="list-style-type: none"> ➤ E. Conti responds to the question by saying redistricting is driven by students and there may be other factors that contribute to it such as building a new school. They are careful to balance their elementary classrooms and really work to balance those enrollments across the four schools. It is not a simple yes or no answer when it comes to redistricting. They must consider different aspects of redistricting whether they build a new school or not. E. Conti asks D. Rosenblatt about class sizes. D. Rosenblatt says they always try to shoot for 16-20 students per classroom. ➤ E. Conti says they will be able to maintain the small class size model by looking at all the classrooms that are available where the students are coming from and trying to put the students where they best fit to keep the class sizes somewhat predictable. Says there is no incentive to change this so frequently that people don't identify with w neighborhood or school either, they look to make adjustments that are sustainable over time. A single school or combined school may cause them to look at redistricting. He also says there could be another school that causes redistricting as well. ➤ E. Conti says the intention with Option 6 (Combined school) would operate as two schools with some shared common spaces. The class sizes across both schools would try to keep the class sizes small across both schools. ➤ M. Simon says the responses to the FAQs on the project website under the FAQ's section. Asks to change the cost shown on the FAQ page to just the two options they are looking at now. ➤ S. Brown suggests making the cost chart still have all the options but clearly outline the options that are still available. 	
15.4	<p>Public Comment (15 Minutes):</p> <ul style="list-style-type: none"> ➤ None. 	Record
15.5	<p>Invoices for Approval:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo goes over the invoices that are being presented for voting today. They are Contract Amendment No. 02 for Hydrant Flow Test in the amount of \$1,870.00, Hydrant Flow Test in the amount of \$1,870.00, and Dore + Whitter Monthly Invoice for August in the amount of \$22,043.25. ➤ A motion to approve Contract Amendment No. 02 for Hydrant Flow Test in the amount of \$1,870.00, Hydrant Flow Test in the amount of \$1,870.00, and Dore + Whitter Monthly Invoice for August in the amount of \$22,043.25. by made by M. Simon and seconded by J. Priest. 	Record

	<p>Discussion: None. Roll Call Vote: K. Bond – Yes – C. Monaco – Yes – M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia – Yes – B. Cunha – Yes – D. Villano – Yes – J. Priest – Yes – M. Bunker – Yes – J. Lyons – Yes – D. Rosenblatt – Yes – J. Danizio – Yes – P. Sagarino – Yes – M. Massardo – Yes. Abstention: None. Motion passes, invoices approved, 15-0-0.</p> <ul style="list-style-type: none"> ➤ M. Cox goes over the budget update slide². Says the contract remaining shows \$756,000 left to be billed that’s already been committed. There is an additional \$293,000 that has not been committed yet. They are forecasting the values in the first and third column in the slideshow² to be expended to the project. Under the OPM Feasibility and Environmental and Site. That leaves with them with \$117,000 non-committed and non-expected or forecasted to be expended in the feasibility/schematic phase of the project. 	
15.6	<p>Review Questions for Thought Exchange & Demo:</p> <ul style="list-style-type: none"> ➤ Yasmine Mehtadi (Thought Exchange) says the Thought Exchange Platform allows districts to tap into the voices of everyone that is impacted by this decision. Says the leadership will ask an open-ended question to elicit a fair and transparent process. Participants will be able to share their thoughts using the platform. Y. Mehtadi presents a demo of the Thought Exchange software. ➤ Mohammed Hassan (Thought Exchange) goes over the different questions examples that have been used before on different projects. The questions are fully customizable to suit the needs of the district. ➤ C. Dell Angelo clarifies that in the workplan it should be a 2-week window for the thought exchange launch to the community, and they plan on reviewing the data at the 10/3 SBC meeting. ➤ Y. Mehtadi shows what the backend of an exchange looks like. Shows different charts that can be used to present the data collected. Can also see where the most like/talked about thoughts are. Can also filter out by demographics such as parents, staff, etc. There are many ways to display the data in a way that is useful to the district. ➤ M. Simon asks if they will be able to get the charts/data that Y. Mehtadi showed. Y. Mehtadi says the district leadership can publish the data she showed. ➤ M. Simon asks if they wanted a second follow-up question it would be a separate round. Y. Mehtadi says yes that is correct but can make as many rounds/questions as they need. ➤ P. Sagarino asks if there are other ways for the residents to access the tool other than scanning the QR code. Y. Mehtadi says most people will access the data via the link that will be provided, not the QR code. ➤ M. Massardo says the senior center in the library will be helping people access the link for those that need it. They will also have people at the community meeting and town meeting to help. 	Record

¹ August 21, 2023, Meeting Minutes
² D+W PowerPoint Presentation

- A. Hanafin asks if it will be one open ended question followed by survey questions. M. Massardo says there will be one exchange question followed by the demographic questions. M. Massardo says they are purposely trying to be open-ended and the questions they are looking at are samples from thought exchange. S. Brown Clarifies that there will be survey questions first, then open-ended questions second.
- E. Parsons says they need a compact presentation of what information they gathered, what they options are and what the strengths are. M. Massardo says that is the second phase of this.
- E. Conti says they wanted to go through the school committee because the question could fall outside the SBC purview. Says they would like to keep it open until the end of September and from there they will present the findings at the next SBC meeting on 10/3.
- M. Hassan shows some examples of thought exchange questions. E. Conti goes over the different questions presented:
 - What are some important perspectives to consider as we rebuild and modernize our school buildings?
 - What are your overall priorities for the Burlington Public School district buildings?
 - As we plan for our next facilities plan, what are the most important things our district needs to think about in order to support all students?
 - What are important things to consider when planning for an upcoming capital facilities improvement project? Why?
 - Please share your thoughts on school consolidation, what are the benefits? What are some of the challenges?
 - What are the most critical details and/or data that need to be considered before a school consolidation decision can be determined?
- S. Brown asks what the advice for the first round is. M. Hassan says the recommendation would be to pick one question for the thought exchange.
- E. Conti says now would be the time to weigh in and share thoughts on the questions. He would like to go to the school committee with a couple of questions so they can vote on the preferred question to be asked in the thought exchange.
- M. Simon says now they want to hear feedback about the questions presented.
- A. Hanafin says she likes the idea of combining the two questions (the second and third question) if they could find a way combine them into one question it would be helpful.
- M. Massardo asks if the exchange could be two sentences such as: What are some important perspectives to consider as we plan for improvement of our school buildings? Including your overall priorities

for the district buildings. M. Hassan says absolutely they can have it be two sentences.

- B. Cunha asks if it's two sentences why it isn't two questions. M. Massardo says because they only get one question. M. Hassan says the problem with two questions is they want the audience to be focused on only one topic.
- M. Bunker asks what the hope is for gathering this data. S. Brown says they think multiple rounds may be beneficial. Says the committee members want to make sure they are making a decision that reflects the overall public input. M. Bunker says the question needs to encompass what the town supports for an option.
- C. Dell Angelo says the goal is to do the first round that is open ended question which would lead to the analytics for what is important to the community. Then the second round would be asking for what they would support for the option on this project.
- K. Bond says the purpose of this committee was to come up with an option and present it to the town to vote on it. She feels this is the exact opposite of that. She says they are supposed make a recommendation to the town not the town making a recommendation to them and make a recommendation based on that.
- J. Priest says the question regarding asking about the priorities of the school district is out of the purview of the building committee and more geared for the school committee. M. Massardo says that's why the school committee will vote and decide on it next week.
- E. Parsons says he thinks keeping it very open-ended is important. He suggests asking "What are some important perspectives and priorities to consider as new plan for improvement of the school buildings."
- A. Hanafin agrees but wants to make it more specific. Asks to do a two-part question. M. Massardo says it's only one question for the exchange.
- K. Bond says the focus of this committee is to focus on Fox Hill and Pine Glen. Any other project in the pipeline is not up for them to decide. They do need to be aware of it that it's coming down the line. They need to trust town meeting members and town finance that they are aware of those future projects as well.
- M. Massardo says she is on the School Building Committee for Fox Hill and the High School as well as on the School Committee. Therefore, she cannot say that the high school does not influence any decision. They're putting the question out as the school committee not the school building committee.
- M. Simon asks if combining the questions that Melissa and Ed proposed would be appropriate. M. Hassan says that sometimes those responses could get a bit muddy, but they have seen combining questions in the past work well in other projects. He doesn't see a problem with asking a question such as:

¹ August 21, 2023, Meeting Minutes

² D+W PowerPoint Presentation

	<ul style="list-style-type: none"> ○ What are some important priorities and perspectives to consider as we plan for improvement of our school buildings? ➤ C. Monaco requests that they keep the committees correct. This isn't a committee where they discuss the high school. This decision and discussion needs to be had at the school committee. M. Massardo says they are just having an opinion this question and the school committee will have final say with the question. C. Monaco says this committee should be focusing on the job of this committee. ➤ M. Burton says the thought exchange platform is now available to the district. Asks if they can have a question that's more relevant to this committee that talks about consolidation. Asks if the school committee can start its own question and not blur the lines. M. Massardo says yes, they wanted to start with the school committee and this question to understand priorities. ➤ G. Papayannis asks about the process of the thought exchange. Will there be multiple options? Or will there be one question that helps them get to the preferred option. S. Brown responds saying in December they will submit the preferred schematic report which will have the preferred option. Says he thinks they have enough time for two rounds for thought exchange if needed. ➤ G. Papayannis asks if the high school building committee have met yet to discuss. K. Bond says no they haven't met yet. They will be meeting on the 14th. ➤ E. Conti says the intention of this was to expose the committee to the tool. To be offered some sample questions and have committed to get something to the school committee by Wednesday of this week. ➤ G. Papayannis suggests for the first round, being a general question that can lead them to the second question where it would be more refined. E. Conti says he believes that is the intention of the conversation. ➤ J. Brooks agrees with G. Papayannis in asking a broader question first, then using that data to narrow down the question in the second round. ➤ M. Simon says that she supports it being a tool to give them more information. She also sees the criteria matrix as a tool to give them more information. She believes that not one single tool will make the decision, rather using them as all to make a decision. 	
15.7	<p>Review Programming Meeting:</p> <ul style="list-style-type: none"> ➤ D. DiNisco goes over the programming meeting. Says the meeting took place this morning with the leadership team from the school department. Where they discussed how the grade level organization would be. They also wanted to understand the Important spacial relationships and adjacencies. 	Record

	<ul style="list-style-type: none"> ➤ E. Conti says they are not designing the building they are looking at blocks of space. There will be many more opportunities for educators to be involved. ➤ D. DiNisco says it allowed them to see what a two story versus three story would look like in respect to the different spaces. Says they will be able to bring these conversations forward as they move along. 	
15.8	<p>Review Criteria Matrix Feedback:</p> <ul style="list-style-type: none"> ➤ S. Brown talks about the criteria matrix. Says the goal is for the matrix to represent the issues and key priorities that the committee has expressed. They purposely don't try to weigh these due to it would take time and not have confidence they would reach a consensus on the weighting of it. ➤ C. Dell Angelo goes over the responses that were received from the criteria matrix. From the data they can see that option 3 is more favored than option 6. ➤ E. Parsons asks if there were any questions that the people were very polarized on. C. Dell Angelo says there weren't huge differences and mostly aligned on key feedback. M. Burton says some of these numbers are skewed from one side or another. Says almost every item had been adjusted, was hoping to zero in on couple topics but wasn't apparent based on the examples they had run. ➤ M. Simon discusses how she filled out the criteria matrix. Says this matrix has its purpose, but it's not the end all be all. Says she feels they all interpreted the questions differently. It doesn't seem objective as it may appear to be. She feels that they haven't considered all the pros and cons of the options. The three things she has been thinking about are: <ul style="list-style-type: none"> ○ What is the best educational outcome for the students of Burlington? ○ What is most cost effective? ○ Future school district needs. ➤ M. Simon says that due to space limitations she is leaning towards the 640 option (option 6). She is concerned about sustainability, but they can do that with any building. ➤ M. Massardo says either one of these isn't the ideal option and she feels that 325 option is too small with the enrollment concerns. ➤ J. Danizio says that they need to know where the differences were in each of the sections. ➤ J. Priest says they have a very heavy residential area in that corner of town. Due to this its going to lead to a larger school, the size reflects the dynamics of the area. ➤ A. Hanafin says the 640 option is a large school to her. Agrees both options are not ideal. There has been discussion about renovating Pine 	Record

	<p>Glen to make it a larger school. She feels having a school with close to 700 students and 200 staff commuting every day isn't the answer.</p> <ul style="list-style-type: none"> ➤ E. Conti says this wasn't made to be a precise tool but to gauge where people were at with the options. Says the 325 option would be the second largest elementary school in Burlington. The biggest being Francis Wyman, then the 325 option at 92,000SF, then Memorial at 85,000SF, and Pine Glen at 62,000SF. Wants to maximize the opportunity they have, but also provide as many options as possible for school sites moving forward. Says he thinks the better option for the town is to maintain four elementary school sites. ➤ J. Brooks says with the 325 option he thinks they will relive mistakes made in the past with it being at capacity when built. They are building this school because they are over capacity and this option will be less capacity than they currently have now. ➤ M. Massardo says they are currently at 1655 elementary school enrollment which is up 2 from last year. They're projecting for the open date of 1592 elementary school students. More discussion is had about the enrollment. ➤ M. Simon asks for a map of where 325 students of fox hill, where the line would be. E. Conti says it's not an exact science since he doesn't know where the kids are moving or where kids are being born. More discussion is had about the enrollment projections, redistricting, and school size. 	
15.9	<p>Review Upcoming Community Meeting:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelos goes over the community meeting agenda, which is: <ul style="list-style-type: none"> ○ Schedule Update ○ Review Refinement of Options ○ Review Community Survey ➤ Then talks about the distribution of the community meeting flyers. ➤ M. Simon asks for more input of the distribution of flyers so they don't miss anyone. 	Record
15.10	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ A motion to remove A. Boeri and from the SBC Committee and replace with Anne Hill was made by D. Rosenblatt and seconded by E. Conti. Discussion: None. Roll Call Vote: K. Bond – Yes – C. Monaco – Yes – M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia – Yes – B. Cunha – Yes – D. Villano – Yes – J. Priest – Yes – M. Bunker – Yes – J. Lyons – Yes – D. Rosenblatt – Yes – J. Danizio – Yes – P. Sagarino – Yes - M. Massardo - Yes. Abstention: None. Motion passes, SBC Member approved, 15-0-0. 	Record

15.11	<p>Public Comment (15 Minutes):</p> <ul style="list-style-type: none"> ➤ Nicci Kadilak makes a public comment. She asks about the enrollment numbers. Asks for Dr. Conti to provide some numbers on what are the numbers that DESE profiles are representing. According to DESE profiles there were 428 students at fox hill last year, she asks does that include LABBB students. She also asks if the Pine Glen enrollment included DSC students. She asks what is included in the enrollment numbers, and what is the difference between enrollment and capacity. She asks for a comparison across the different schools with these numbers. ➤ David Woodilla makes a public comment. Asks for the raw criteria matrix results to be posted. Says thought exchange will be difficult at best to be used as a tool, since it's the first time it will be used in the community. He thinks they will have trouble with the results when they begin gathering them. Says the 640 school is just too big, it will be the size of Marshall Simonds Middle School. Says 6 grades for half the towns in one school versus 3 grades for the entire town. Size wise it will be 1000 sf smaller than Marshall Simonds. 	Record
15.12	<p>Next Meetings:</p> <ul style="list-style-type: none"> ➤ Community Meeting September 18, 2023 ➤ October 3, 2023, School Building Committee Meeting ➤ October 30, 2023, School Building Committee Meeting 	Record
15.13	<p>Adjourn: 8:20 pm A motion was made by M. Simon and seconded by J. Brooks to adjourn the meeting, Discussion: None. Meeting adjourned.</p>	Record

Submitted: 10/3/23

Approved: 10/3/23

Sincerely,

DORE + WHITTIER

Aidan Place

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.

¹ August 21, 2023, Meeting Minutes

² D+W PowerPoint Presentation

September 5, 2023



DORE + WHITTIER



Burlington Fox Hill Elementary School Project

School Building Committee Meeting #15
September 5, 2023, 6:00 PM

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

Previous Meeting Minutes

1. August 21st, 2023, Minutes

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

Previous SBC/Public Comments

I would like to see a discussion of the relative costs of the two primary options on a residential tax bill basis. From what I can figure, the cost difference on residential tax bills between combined school and two separate schools is \$200/year. That's only 2.8% of the average \$7,000 tax bill, \$50 added to the \$1,750 quarterly bill.

Per Ways and Means:

The two primary options being discussed in the scope of the feasibility study with MSBA are at Fox Hill.

The estimates were included in the August 1st, Mtg #13 presentation, page 28.

The difference in the impact on the average residential rate is \$233 vs \$335 = \$102 for 3a) a single 325 enrollment school vs 6b) a combined 640 enrollment school

Two separate schools are not in the scope of the current agreement with the MSBA.

The estimates for a combined school vs two separate schools \$335 vs \$510 = \$175

The primary concern from a financial point of view is the total impact on the tax rates in future years taking into consideration the significant capital projects under consideration in the next few years

Previous SBC/Public Comments

How many students will be at Fox Hill if they only have 3-4 classrooms per grade. How will they be able to maintain the small school model that Burlington has become known for. If the school increases to 640 students does the classrooms per grade increase? Is there going to be a town wide redistricting.

Town wide redistricting may occur with or without new buildings. Redistricting examines where the classrooms and students are across Town and attempts to distribute students as evenly as possible for as long a time as possible. There are events that can cause redistricting, like a new housing development, apartment complex, or a new school. But redistricting is ultimately driven by students.

The framing of Burlington is that the elementary schools are known for small class sizes. There are currently about 16 classrooms per elementary grade across Town. Programs, however, can change over time as well as the addresses associated with populating a particular school. We state about 16 classrooms because there are grades that have more students than other grades depending on the enrollment that year. Francis Wyman currently has 4, grade 5 classrooms although they typically have 5. In other words, there may be 15 grade 5 classrooms across the district this year and 17, grade 2 classrooms.

Please know that we deal with these shifts in numbers and enrollment every year. We will adjust to a single Fox Hill or a combined Fox Hill/Pine Glen in the same way we make adjustments every year currently. The district looks at all classrooms across all schools when making classroom or redistricting decisions.

Previous SBC/Public Comments

How many students will be at Fox Hill if they only have 3-4 classrooms per grade. How will they be able to maintain the small school model that Burlington has become known for. If the school increases to 640 students does the classrooms per grade increase? Is there going to be a town wide redistricting.

The intention of the Fox Hill/Pine Glen is to have it operate as two separate schools. In this model, the six, grade 5 classrooms could be divided into separate wings of the building acting as two, 3 classroom schools. The combined school would act like a duplex or a two family house with some shared common areas, like a kitchen that is designed to be big enough to feed everyone. Each family would maintain their own dining areas but they would save by cooking meals together using one set of appliances. In either a single Fox Hill or a combined Fox Hill/Pine Glen the intention would be to maintain small class sizes. Our goal is to maintain an average class size of 18 students per class at the elementary level across Town.

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

Invoices for Approval

- *Contract Amendment No. 02 For Hydrant Flow Test in the Amount of \$1,870.00 (Vote)*
- *Hydrant Flow Test in the amount of \$1,870.00 (Vote)*
- *Dore + Whitter Monthly Invoice for August in the amount of \$22,043.25 (Vote)*

Budget Status

Project Details

DWMP Project No.	22-0128	Project Type	Elementary School
Project Name	Burlington Fox Hill Elementary School	Scope Type	TBD
Project Address	Fox Hill Rd. Burlington, MA 01803	MSBA Project?	Yes
Project Phase	Feasibility Study	MSBA Proj. No.	202000480007
Phase End-Date	12/19/2023	Enrollment	0
Phase % Complete	65%	Reimb. Rate	45.52%

[✎ Edit Project Details](#)

- Budgets
- Budget Transfers
- Contracts
- Invoices
- Vendors
- Meetings
- Monthly Reporting

Project Budget Summary

Budget Category	Orig. Budget	Transfers	Upd. Budget	Contract Amt.	% Committed	Expended	% Expended	Contract Remain'g	Bud. Balance
☏ 0000-0000 Feasibility Study Agreement									
0001-0000: OPM - Feasibility Study	\$750,000.00	-\$332,071.00	\$417,929.00	\$400,079.00	95%	\$174,504.00	43%	\$225,575.00	\$17,850.00
0002-0000: A&E - Feasibility Study	\$500,000.00	\$175,000.00	\$675,000.00	\$675,000.00	100%	\$177,270.00	26%	\$497,730.00	\$0.00
0003-0000: Environmental & Site	\$100,000.00	\$188,000.00	\$288,000.00	\$129,874.50	45%	\$96,384.83	74%	\$33,489.67	\$158,125.50
0004-0000: Other	\$150,000.00	-\$30,929.00	\$119,071.00	\$1,528.69	1%	\$1,528.69	100%	\$0.00	\$117,542.31
Total - ☏ 0000-0000 Feasibility Study Agreement	\$1,500,000.00	\$0.00	\$1,500,000.00	\$1,206,482.19		\$449,687.52		\$756,794.67	\$293,517.81
Total	\$1,500,000.00	\$0.00	\$1,500,000.00	\$1,206,482.19		\$449,687.52		\$756,794.67	\$293,517.81

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

SBC Meeting Agenda – September 5, 2023, 6:00PM



Burlington PS 2023-24 Work Plan

Background

Burlington PS is currently working with Dore + Whittier on an Elementary School Project. The intent is to engage the community for input to support the decisions made. Engaging stakeholders broadly in an open and transparent process provides assurance that facilities decisions align with community priorities.

Desired Outcome: Understand community priorities, values, concerns, uncover potential barriers and develop a responsive plan to align with the community on new facilities/projects to meet district needs.

Time Lines

- 9/5 SBC meeting: draft questions review
- 9/12 SC meeting: approve the questions
- 9/18: Community Meeting: launch Exchange to community - 2 weeks window
- 10/3: SBC Meeting – review thought exchange information

Exchange Framework

Phase 1 - Establish a baseline

Exchange question
(District provided)

- What are some important perspectives to consider as we rebuild and modernize our school buildings?
- What are your overall priorities for the Burlington Public School district buildings?

(Other TE suggestions)

- What are some important perspectives to consider as we plan for improvement of our school buildings?
- As we plan for our next facilities plan, what are the most important things our district needs to think about in order to support all students?
- What are important things to consider when planning for an upcoming capital facilities improvement project? Why?



Burlington PS 2023-24 Work Plan

- Please share your thoughts on school consolidation. What are the benefits? What are some of the challenges?
- What are the most critical details and/or data that need to be considered before a school consolidation decision can be determined?

Survey Questions - Demographics:

What is your role in the district? (Checkbox or **Participant Group**)

- Staff Member
- Parent/Guardian
- Student
- Community Member/Other

If you currently have children in Burlington Public Schools, which school do they attend? (multi select?)

- Fox Hill
- Pine Glen
- Memorial
- Francis Wyman
- MSMS
- BHS
- Future students
- Past Students
- No students

Which elementary school district is your home located in? (multiple choice)

- Fox Hill
- Pine Glen
- Memorial
- Francis Wyman
- I don't Know

Survey Questions - Sentiment

I am satisfied with the current condition of our school buildings and facilities. (Likert scale)

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

SBC Meeting Agenda – September 5, 2023, 6:00PM



Burlington PS 2023-24 Work Plan

It is important for our schools to have safe and modern classrooms and facilities. (Likert scale)

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

It is important to maintain and upgrade existing school buildings and facilities. (Likert scale)

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

It is important to involve the community in the school district's capital planning process. (Likert scale)

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

Should the school district prioritize sustainability and energy efficiency in new capital projects? (Multiple choice)

- Yes
- No
- I don't know

Phase 2 - Feedback on Draft Proposal

Exchange question:

- *What are your thoughts and questions on our proposed facilities plan/consolidation plan?*
- *Given the input from our community about our facilities, which potential projects should we prioritize to best align with community values, and the needs of our staff and students? And why?*

Phase 3 - Optional, continue the conversation



Burlington PS 2023-24 Work Plan

Exchange Question

- How do you feel about the progress we're making on our comprehensive facilities plan so far?

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

Criteria Matrix Feedback

Evaluation criteria based upon priorities

Option 3 Fox Hill School Only (325 Students)	Option 6 Fox Hill School Site (640 Students)
Full demo + new construction	Full demo + new construction

Total Score 1	112	134
Total Score 2	112	128
Total Score 3	118	101
Total Score 4	107	130
Total Score 5	136	110
Total Score 6	138	124
Total Score 7	127	125
Total Score 8	130	123
Total Score 9	124	108
Total Score 10	130	105
Total Score 11	130	99
Total Score 12	124	127
Total Score 13	145	119
Total Score 14	135	91
Total Score 15	130	105
Total Score 16	110	93
Total Score 17	130	99
	Total	2138
	Average	126
<u>Green = Preferred Option</u>		1921
		113

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

Community Meeting Agenda

September 18, 7:00PM at the Burlington High School Auditorium

- *Schedule Update*
- *Review Refinement of Options*
- *Review Community Survey*

Distribution:

Flyers:

Email blast Fox Hill, Pine Glen, Burlington Schools

Email to early childhood centers, schools, etc.

Print for abutters (Fox Hill and Pine Glen)

Post on project website, school websites, Burlington Schools website, Town website

Print copies to be posted at senior centers and library

Electronic signs around Town informing people of meeting (message boards)

Parent Call Contact

Code Red call to community

Community text message and emails

Press release to BCAT, local newspaper, patch, wicked local

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

Next Meetings

- *Community Meeting*
 - *September 18, 2023*
- *October 3, 2023, School Building Committee Meeting*
- *October 30, 2023, School Building Committee Meeting*

SBC Meeting Agenda – September 5, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of August 21st, 2023 Meeting Minutes*
3. *Previous Public Comment Response*
4. *Public Comment (15 Minutes)*
5. *Invoices for Approval (Vote Expected)*
6. *Review Questions for Thought Exchange & Demo*
7. *Review Programming Meeting*
8. *Review Criteria Matrix Feedback*
9. *Review Upcoming Community Meeting*
10. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
11. *Public Comment (15 Minutes)*
12. *Next Meetings*
13. *Adjourn*

Cost Effective

Thoughtful

Collaborative

Detailed

Committed

Creative

Experienced

Proactive