

Present: Heather Bout, Chair, CSC; CCSC  
Johanna Boynton, Vice Chair, CSC; CCSC  
Dan Conti, Chair, CCSC; CSC  
Robert Grom, Vice Chair, CCSC; CSC  
Wallace Johnston, CSC; CCSC

Present from Administration: Dr. Laurie Hunter, Superintendent of Schools, CPS & CCRSD  
John Flaherty, Deputy Superintendent of Finance & Operations, CPS & CCRSD

**I. CALL TO ORDER**

The meeting was called to order by Heather Bout at 6:35 PM. She noted that the meeting was being recorded and thanked everyone for coming.

**II. PUBLIC COMMENTS**

1. Diane Proctor, 57 Sudbury Road, Concord, MA. Ms. Proctor stated that she was speaking on behalf of the League of Women Voters of Concord and Carlisle to welcome Dr. Hunter and to say that they look forward to coming to know her and support the work of the SC. She noted their respect for the SC members, noting the amount of volunteer hours they each put in. She shared that the League has a civic education focus of "Making Direct Democracy Thrive". She stated that they have many programs planned that may be of interest to the students, including: December 27<sup>th</sup> at 7:00PM at Trinity Church, present and past town moderators will speak on how the system works and how it might change in the future from it's Scottish routes to the technological transformation. Ms. Proctor thanked the SC for all of the difficult issues they tackled last year and noted that they look forward to working with Dr. Hunter.

2. Marianne Balfour, 696 Main Street, Concord, MA. Ms. Balfour stated that the private school students have arrived late to school for 4 consecutive days, noting that the Concord School system is failing the private school students. She stated that they have asked for a resolution and were told they are assessing and analyzing, but have not provided any specific information on what they are doing to assess and analyze. Ms. Balfour stated that she feels there is a strategy as to why the meeting regarding this topic was scheduled for Thursday at 1:00. She noted that she feels as if these kids are being let down and marginalized.

Ms. Bout stated that they are aware of the situation and share her concerns. She stated that Dr. Hunter would be addressing this topic during her report later in the meeting. Ms. Bout noted that the meeting was scheduled at that time on Thursday because that was the soonest possible time when everyone could meet. Ms. Balfour stated that they need to have answers at the meeting on Thursday. Mr. Conti stated that he hears her frustration and has every confidence that it will be addressed.

3. Mark Carbeau, 35 Macone Farm Lane, Concord, MA. Mr. Carbeau stated that he has a Fenn 4<sup>th</sup> grader and noted that there are 260 students with potential to use the bus routes between Nashoba and Fenn. He stated that 60% would like to take advantage of this service, noting the increased interest in bus service over prior years. He stated that his son took the bus twice during the week and had a 1 hour and 15 minute ride. He stated that the parents are not looking for something special, but the same service that is provided to the other Concord students. He noted that there is some sense of urgency.

4. Richard Mell, 251 Caterina Heights, Concord, MA. Mr. Mell asked the SC not to look at the private school students through a difference lens. He noted that Tuesday afternoon bus service is not offered and questioned why.

### **III. READING OF THE MINUTES**

None.

### **IV. SUPERINTENDENT'S REPORT & ENTRY PLAN**

Dr. Hunter stated that all of the bus routes are being discussed and there are currently 5 buses arriving late at CHS. She stated that they are studying traffic patterns and what time the buses are arriving at schools (including the private schools). She stated that she is collaborating with the headmasters at both schools and studying the middle school runs as well. She noted that they have studied the Tuesday afternoon timing and stated that they are going to be able to do the Fenn run. She stated that they are also looking at the departure from Sanborn after the shuttles are loaded. She noted that it is trial and error and continues to be an ongoing daily conversation. Mr. Flaherty stated that they have made arrangements with Fenn and Nashoba to have a staff member out in the front of the school earlier, so that those to the north and west won't have to drive past the schools and come back. Dr. Hunter stated that she is welcome to speak with anyone over the phone, noting that they weren't looking to exclude anyone with Thursdays meeting, but thought the timeliness was more important than the day/time. Ms. Bout stated that the meeting Thursday would be at 1:00 in the same room as the current SC meeting. Dr. Hunter noted that she would debrief regarding the meeting so those who could not attend would receive the information.

Public Comment: Ms. Balfour stated that she appreciated the info Dr. Hunter shared and was happy to hear of the work going on behind the scenes. She suggested looking into the analysis done by MIT on Boston Public Schools busing.

Dr. Hunter noted that they are also looking into remedies for parking at CHS.

Dr. Hunter stated how positive the opening of school has been, noting how appreciative she is of the students, teachers and parents. She stated that Back to School nights are currently in progress. She stated that there were very successful, well-attended rounds of teacher forums at each of the 5 schools. Dr. Hunter noted that she would like to continue with these regularly. She stated that the forum on August 31<sup>st</sup> on Grief and Loss by Riverside Trauma Center had 12 parents attend and was very purposeful and valuable. She noted that they are looking towards to the long term in regards to students' mental health and well being around grief and loss. Dr. Hunter stated that they met regarding cultural proficiency and they developed an action plan regarding key messages and common practices. She noted that they would be having a consultant come in to aid in the process. Dr. Hunter stated that they would be celebrating the 50<sup>th</sup> anniversary of Concord's METCO program on Sunday, September 17<sup>th</sup> from 2:00-5:00 PM and all were welcome.

### **V. CHAIRS & LIASONS REPORT**

Ms. Bout thanked everyone for participating in the Workshop, noting how productive it was. She noted the SC's participation and accessibility during the Back to School nights. Ms. Bout stated that the following morning would be the first Chair breakfast of the year, noting that she and Mr. Grom would attend. She stated that she, as liaison to CCTV, attended a CCTV Board meeting and that they are working on plans moving forward.

Mr. Johnston stated that the 1<sup>st</sup> EDCO meeting of the year was the following day. He stated that the Community Ed Board met the previous week and is looking for anyone interested in being on the Board. He noted that anyone interested in being on the Board could reach out through a green card through the town, contact the Chair, Jill Hauser, or contact anyone on the SC. He stated that the Long Range Planning Committee would be sending out a survey shortly that would be used to compile info prior to an Open House on October 21<sup>st</sup>. Mr. Johnston stated that there is interest in getting rooftop solar underway before the state program sunsets in March. He noted that there is a meeting the following day and that the buildings being considered included: CHS, Willard, Alcott, Thoreau and the Beede Center.

### **VI. CORRESPONDENCE: Letter from Inspector General**

Ms. Bout stated that they received a response from the Inspector General regarding the process for vacation payback. She stated that the letter cites that CPS doesn't have an effective process/policy and that they would like one to be created. Ms. Bout thanked Mr. Flaherty for his patience. She noted that they would need the Policy Subcommittee to review and bring it to the SC. Mr. Johnston also thanked former SC member, Bill Fink, for his work on this as well.

### **VII. RECOGNITIONS**

A. Student Learning Vision – Kristen Herbert. Ms. Herbert stated that they created a Student Learning Vision to be aspirational and clear about who the students want to be. She stated that they looked into the qualities that made students achieve, feel fulfilled and have a good sense of well-being. She stated that they found 6 qualities, including: growth mindset; feeling safe, supported, respected; individualized education; content created upon standards; problem solving; collaboration. Ms. Herbert shared a video in which students shared experiences from school in which they were able to learn something and what qualities made it work.

B. Justin Cameron – Middle School Principal. Mr. Cameron stated how he's received such warm welcomes over the summer, noting how many teachers were involved in instructional learning and planning over the summer. He noted how active both buildings were over the summer and he was able to connect with students during this time. He stated that the 1<sup>st</sup> school day was chronicled on Facebook, noting how organic the students' response was to the opening day assemblies. Mr. Cameron noted that he's never had a 1<sup>st</sup> day like that in his 17 years in education. He thanked the PTG for the funding of the t-shirts and the teachers/staff for their work on the Advisory Program. Mr. Cameron stated that they had the 6<sup>th</sup> grade family night, noting that approximately 370 families attended. He noted that they would be working in the springtime with the elementary students transitioning to the middle school. Mr. Cameron stated that he would be carving out time to be with the students. He shared a program in which 9 students at each middle school will be chosen to be principal for the day, noting that they will share what they feel is so remarkable about CMS as well as ideas/changes to be made. He noted that 142 students applied. Mr. Cameron also stated that he is looking into student idea driven grants through the Concord Ed Fund and PTG. He stated that his biggest takeaway was that in 140 plus responses of what makes CMS great, the word teacher came up 178 times.

C. Matt Lucey – Willard Principal. Mr. Lucey stated that the students, staff, team, parents and greater community have exceeded his expectations everyday. He stated that he asked the staff for feedback on: what is going well, what needs attention and what shouldn't be changed. He noted that they created 6 word memoirs in the school to show that anything is possible. He stated that the Popsicle Meet and Greet went very well and was well attended. He stated that he worked with Ms. Herbert over the summer on curriculum development, noting how the teachers were working very hard over the summer months. Mr. Lucey stated the 3 things that most parents want to know: is my child looked after, are they cared for and are they learning. He noted that he would be using Twitter and the Willard Weekly to communicate with parents/caregivers. He stated that they have had parent coffees, an ice cream social and a pizza party for new families. Mr. Lucey noted that he also likes to visit classrooms on a daily basis. He noted how grateful he is for the opportunity to be at Willard.

Ms. Bout stated how great it was to hear the enthusiasm from both principals, noting that she's received positive feedback from the community as well.

## **VIII. REPORTS & ISSUES FOR DISCUSSION**

A. CMS Facilities. Ms. Bout stated that they should learn from the MSBA whether or not CMS will be invited into their process by November/December. She stated that they would like to be prepared should they be invited by knowing what the vision would be and what learning vision would be supported. She noted that this learning vision would be separate from the facilities study. Dr. Hunter noted that this time lends the opportunity to have the discussion and collaborate on ideas. Ms. Bout suggested checking in with the CMS Facilities Planning Committee and see if they would like to take on this task. Ms. Boynton stated that there might be one idea of what the best learning environment is and then what the state would allow. Dr. Hunter noted that it's important to have those conversations to see which needs to prioritize. Ms. Bout stated that she would reach out to the committee and see who is interested in being involved in the visioning initiative.

B. 2017-2018 CPS District Goals. Dr. Hunter stated that there were many great discussion points in the CPS District Goals, but noted that they were not inclusive. She also noted that the goals were inherited and that moving forward they would be presented in a different format. She reviewed the goals, actions and outcomes including: mastering critical end of year grade level standards; engaging students to develop curiosity, creativity, creative thinking and collaborative problem solving skills; increasing students' social and emotional learning; narrowing the achievement gaps for identified groups; improving supervision and evaluation; building a fiscally responsible budget; building support, consensus and community engagement.

C. CPS School Committee Goals. Ms. Bout shared a draft of CPS School Committee Goals, noting that they would be reviewing them at the end of the year. The SC discussed the goals, agreeing to add goals around cultural proficiency and helping Mr. Flaherty in managing the FY18 budget.

D. Superintendent Evaluation Process – Rubric, 5-Step Cycle and Summative Form. Dr. Hunter stated that she would like any feedback on where her time should be focused. She reviewed the 5-Step Cycle, including the assessment and goal setting. She noted that they should highlight which parts within the rubric to focus on to streamline. She stated that it would be a good idea to have a midyear review process. Dr. Hunter reviewed the summative piece, where the ratings and formalized feedback occur, noting that it is state provided and can be tweaked. She urged each SC member to highlight their top priorities and then they could mutually agree upon which ones to focus on. Dr. Hunter noted that the Strategic Plan would drive this discussion the following year because the directions would already be identified.

## **IX. ACTION ITEMS**

None.

## **X. OLD BUSINESS**

A. Transportation. Mr. Flaherty stated that there are many challenges being faced by the Transportation Department, including: students not being out at their stops at pickup time, heavy traffic, requests for students to be dropped off without a parent home, students not loading onto the correct buses. He noted that all of these issues ripple through and add up. He also noted that they are continuing to monitor the bus arrival times at all of the schools as well as alternate ways around traffic patterns. He stated that the fact that there are more cars in the area and the increase in ridership in the private school students were both unanticipated. Mr. Conti noted that many of the transportation issues, including length of ridership, are not unique to Concord. Mr. Flaherty also stated that there is a lot of roadwork being done ahead of the winter months, which is also complicating the transportation issues. He stated that they will eventually work their way through all of the issues, noting that the group working on the early start time initiative had recommended 10 additional buses and that there are implications to only having 5 additional buses. Ms. Bout stated that they appreciate all of the time Mr. Flaherty is putting into this.

Mr. Flaherty stated that the concrete repairs at Thoreau are still being discussed, as well as the possibility of a safer drop off area. He stated they still need to do some design work for the fields at Willard. He stated that they have been working on getting the remediation project queued up as well as the STEAM lab. He stated that they have been spending a lot of time and resources getting the administration building open at Knox Trail.

## **XI. ADJOURNMENT**

A motion was made by Ms. Boynton, seconded by Mr. Conti, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 8:44 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 11/14/17

Abbreviations:

ACLU	American Civil Liberties Union
CASE	Cooperative Association for Special Education
CSC	Concord School Committee
CCSC	Concord-Carlisle Regional District School Committee
CPA	Community Preservation Act
CPC	Community Preservation Committee
CPS	Concord Public Schools
CCRSD	Concord-Carlisle Regional School District
CCHS	Concord-Carlisle High School

CHPS	The Collaborative for High Performance Schools
CSEC	Comprehensive Sustainable Energy Committee
CPW	Concord Public Works
CTA	Concord Teachers Association
DESE	Department of Elementary & Secondary Education
ELA	English Language Arts
FAAC	Financial Audit Advisory Committee
FINCOM	Finance Committee
MASC	Massachusetts Association of School Committees
MIAA	Massachusetts Interscholastic Athletic Association
NEASC	New England Association of Schools and Colleges
OPEB	Other Post-Employment Benefits
RTI	Response to Intervention
SEPAC	Special Education Advisory Council
SOI	Statement of Interest
SPED	Special Education
YRBS	Youth Risk Behavior Survey