

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee
Concord School Committee
Ripley Building
November 28, 2017

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
Melissa McMorrow, CCSC
Mary Storrs, 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

Mr. Conti called the CCSC meeting to order at 6:03 PM and noted that the meeting was being recorded. Ms. Bout called the CSC meeting to order. A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Ms. Bout, to enter into Executive Session under Purpose 3 of the Open Meeting Law: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and return to Open Session at approximately 6:30 PM. The motion passed by roll call: Boynton, aye (for both); Bout, aye (for both); Conti, aye (for both); Grom, aye (for both); Storrs, aye (for CCSC), Johnston, aye (for both) McMorrow, aye (for CCSC).

Mr. Conti called the CCSC meeting back into order at 6:35 PM, noting that the meeting was being recorded. Ms. Bout called the CSC meeting back into order and welcomed everyone.

II. RECOGNITIONS

A. National Merit Semi-Finalists. Principal Mike Mastrullo recognized the 15 National Merit Semifinalists from CCHS, noting how accomplished the students were in a number of areas. He stated that the students participate in athletics, theatre, music, leadership positions, and radio. He stated that there are 1.6 million students in 22,000 high schools that take the PSATs and that 16,000 are semifinalists. He stated that the 15 present were from that 16,000.

B. Barry Haley Athletic Director of the Year. Mr. Mastrullo recognized Barry Haley for being named Athletic Director of the Year, noting how well respected Mr. Haley is. Mr. Mastrullo highlighted Mr. Haley's 30 year career, 11 of which have been at CCHS. He stated how instrumental Mr. Haley has been to the success of CCHS's athletic program.

C. Boys Soccer State Champions. Coach Ray Pavlik introduced the CCHS Boys Soccer team. The team noted many of the challenges they faced this year and how they were able to come together as a team to win the state title. Mr. Pavlik stated how unique and special the team was this year, noting how proud he was of them.

B. Girls Cross Country State Champions. Hanna Bruno, Girls Cross Country coach, recognized the CCHS Girls Cross Country team, several of which were present at the meeting. She stated that the team was undefeated in the regular season, won their lead meet, won the state championship and won the all-state meet. She noted that the team included many rookies and noted that there was an article written about the team. She stated how fun the team was to work with and that she was looking forward to next year.

III. PUBLIC COMMENTS

None.

IV. READING OF THE MINUTES

A. Open Session – Joint Meeting – 10/24, 11/7/17. A motion was made by Ms. Boynton, seconded by Ms. McMorrow, to approve the minutes from the 10/24/17 joint meeting. Mr. Grom, Ms. Bout and Mr. Flaherty noted edits that needed to be made. The motion was approved by all members, as amended, except for Ms. Storrs, who abstained.

A motion was made by Ms. Boynton, seconded by Ms. McMorrow, to approve the minutes from 11/7/17. Ms. Bout, Mr. Johnston and Ms. Storrs abstained from the vote. The motion was approved by the other members.

Student rep, Jenny Li, stated there has been a lot going on with sports at CCHS, including the Boys Soccer team winning the state championship, the Boys Cross-Country team coming in 4th at All-States, the Girls Cross-Country team coming in 1st at All-States and the football team winning the final football game. She stated that The Tempest play was very successful. She stated that they are preparing for the Orchestra concert and the Prism concert, noting that several music awards were given out this past week. She stated that the weather balloon launch occurred as well as a weather fair. She stated that the student spirit week and assembly went very well.

V. CHAIRS & LIASONS REPORT

Ms. Storrs stated that the Campus Advisory Committee met on Thursday and began to discuss reaching out to stakeholders, noting that the initial meetings have been a learning effort and they will make more meaningful progress moving forward. Dr. Hunter noted that they've needed a little time to get everyone on the same page because committee members have different levels of exposure to all of the information.

Mr. Johnston stated that the benchmarking working group has had a few meetings and they are identifying data set collection and compiling the information so it's repeatable and accessible, noting that he expects a report to be prepared by early January. He stated that the Long Range Planning Committee is gathering data and developing a report, noting that it's a significant amount of work.

Ms. Bout stated that they should be hearing from the MSBA any day regarding whether or not CMS would be invited into their process. Dr. Hunter stated that the formal decision-making occurs at the MSBA's December 13th meeting.

VI. SUPERINTENDENT'S REPORT

Dr. Hunter stated that, regarding her entry plan; she attended the regular meetings of the New Superintendent's Induction Program, noting that she left with additional ideas for her entry plan. She stated that she would like to delay her final report until January to include these additional ideas. She stated that, in terms of Strategic Planning, they are working with the Planning for Success Model through the DESE. She noted that she would begin working with the consultant at the end of January. She stated that the Leadership Team will be meeting with the consultant 6 times, noting that the dates were available online. Dr. Hunter stated that the community forums would be happening in the middle of the process. She stated that the Leadership team would include the administrative team, the Planning Team would include the broad stakeholder group, and the community forums would include community members. Dr. Hunter shared a list of possible constituents for the Planning Team for discussion. The SC discussed the composition of the proposed Planning Team, agreeing upon a few changes.

Dr. Hunter stated that they have been having many conversations regarding cultural proficiency at the team level and have started to roll information out to the staff. She stated that much of the work is around developing a professional development plan for next year, noting that Kristen Herbert is forming a committee of teachers to work on outlining professional development as well as other nuances of the cultural proficiency work. Dr. Hunter stated that they are bringing in a consultant to work with the administrators to unpack the teacher rubric where the cultural proficiency elements are.

Dr. Hunter stated that she attended many activities at the schools, including: listening to grade 8 stories about accepting differences at Willard and Alcott, Thoreau's Turkey Trot pep rally and the CCHS spirit assembly. She noted all of the enthusiasm and fun at each event. She stated that she also attended the Concord Rotary Club's annual Thanksgiving meal with Bedford, noting what a great community event it is. She stated that she and Jim O'Shea are scheduled to meet with the League of Women Voters on December 6th.

Dr. Hunter stated that a consultant is coming on November 29th and she will join Kristen Herbert and Justin Cameron in meeting with the consultant to work on expanding the response to intervention (RTI) at the middle school.

Mr. Flaherty stated that they are continuing to work on the construction package for the STEAM lab, noting some structural issues that need to be resolved. He stated that they hope to have it out for bid in the near future. Dr. Hunter noted that the pilot begins next week.

VII. CORRESPONDENCE

Mr. Conti stated that he received: 2 emails regarding the calendar, an email from the soccer coach at Oliver Ames High School, John Barata, sending kudos to Ray Pavlik and Barry Haley, an email regarding the band room access, and an invitation to Prism on December 16th at 7:00 PM at CCHS, with a complimentary ticket for each SC member. Mr. Conti noted a letter received from the Board of Health and Dr. Hunter stated that it was requesting that the SC take a position on the sale of retail marijuana in Concord. She stated that it is up to the SC whether or not they would like to take a position, noting that this is not an atypical request in Massachusetts. Mr. Conti noted that he and Ms. Bout are now including everyone in their responses when replying to emails. Ms. Bout stated that the Chairs received a draft of the Town Meeting Preview meeting, which would be Saturday morning at 8:30 AM. She stated that anyone who could make it would be appreciated, noting that the SC was on for 9:20 AM.

PUBLIC HEARING CPS AND CCRSD BUDGETS FY 19

A. FY19 Budget Memo to School Committee – CPS / FY19 Line Item Budget – CPS. Dr. Hunter stated that they are looking for trends, patterns and projections as they build the FY19 budget, noting that the administrative team as a whole has been very engaged in the process. She reviewed the CPS educational strengths, including: incredible class sizes, RTI, curriculum alignment, K-5 Spanish, CMS Latin elective, STEAM initiatives, technology integration and consistently high performance in state testing. She reviewed the enrollment numbers, noting that the 10-year enrollment projection is fairly stable. Dr. Hunter reviewed the budgetary driving factors, including: contractual teacher increases to align with the CCRSD contract, special education costs, non-teacher salary adjustments, regular and special education tutor adjustments/increases, custodial and maintenance needs, 2 bus leases, new early childhood special education program and additional increases. She stated that this represents a total increase of \$2,737,693, or 7.44%, noting that this was not a fiscally responsible budget and unaffordable for the town.

Dr. Hunter stated that they had critical and rich dialogues on how to maintain rigorous services to the kids. She stated that she is committed to the reduction amount of \$910,924, but that exactly where it's coming from may shift as needs change. She reviewed the reductions, including: instructional supplies and materials, computer instructional hardware, K-8 library assistants and support staff, teacher and tutor staff, maintenance contracted services and additional reductions. She stated that these reductions totaling \$910,924 would bring the proposed increase to 4.96%. Dr. Hunter stated that FINCOM's tentative guideline issued in October of 2.25% would bring them to a \$998,000 discrepancy with the reductions included.

Ms. Bout thanked Mr. Flaherty and Dr. Hunter for all of their creativity in creating the budget, noting the early childhood special education program. She also thanked Dr. Hunter for being open to teachers' ideas and suggestions. Dr. Hunter stressed that it was a team effort.

Public Comments:

Casey Atkins, 93 Pilgrim Road, Concord, MA. Ms. Atkins stated that she was observing as a member of SEPAC and speaking as a citizen. She thanked Dr. Hunter and the administration for all of the work that has gone into the budget, noting that she deeply appreciates the planning and forethought of the special education early childhood program.

Peter Atlas. Mr. Atlas asked what the FINCOM's suggested increase was and Dr. Hunter stated that it was 2.25%. Ms. Bout noted that this is their tentative guideline.

B. FY19 Budget Memo to School Committee – CCRSD / FY19 Line Item Budget – CCRSD. Mr. Conti pointed out that there are 2 fundamentally different numbers in the CCRSD budget, 5.2 and 4.7, noting how important it is to understand the distinction between the 2 numbers. Dr. Hunter reviewed the highlights of the educational experience for the students at CCHS, including: rigorous courses and a rich selection of electives, technology integration, later start time, Q5 opportunities and being a consistently high performing school. Dr. Hunter reviewed the enrollment numbers

and staffing numbers. She noted the shift in percentage between Concord and Carlisle: Carlisle was 26.49% and is now 24.54%; Concord was 73.51% and is now 75.46%. She stated that this would shift the overall assessment to each community, noting that NESDEC is reporting that this trend may continue going forward. Dr. Hunter reviewed some factors reflected in the FY19 budget, including: E&D funds being used, employee benefits due to being a regional district and OPEB contributions. She reviewed the cost drivers, including: teacher contractual salary increases, special education increases, non-teacher salary adjustments and increases, other increases, utilities, maintenance and transportation, assessments, insurance and retirements; for a total of \$2,243,385, or an overall operational increase of 8%. She noted that this did not seem fiscally responsible, so they went through the same process as the CPS budget to find savings and efficiencies without impacting programming and services to students. Dr. Hunter then reviewed the reductions, including: sick leave buy back and funding for unanticipated staffing needs, staffing, administrative support, special education transportation, supplies, materials and professional development; for a total reduction of \$778,503, or an overall increase of 5.22% of the operational budget.

Dr. Hunter stated that taking the 5.22% and translating it into the assessment differences for each community is where it gets challenging due to the 2% shift to enrollment. She stated that Concord has to absorb what equates to a 10% increase, or \$1.7 million. She noted that the budget percentage of 5.22% would be close to FINCOM's guideline from October, of 4.71%, but it is the *total* overall increase in Concord's contribution. She stated that in order to get to the 5.22%, it would be a \$1.7 million increase. She stated that there is a \$1.2 million difference from FINCOM's guideline (\$952k Concord/\$309K Carlisle), which is a concern.

Mr. Flaherty stated that the \$844,950 increase is offset by the \$350,000 decrease in Carlisle's portion. He also noted negative numbers in state aid, as well as district fund contributions, stating that the increase of \$844,950 from Concord only translates into a \$202k increase in the operating budget because it's absorbing all of these things and there is not a corresponding increase in Carlisle. Dr. Hunter reviewed historic data of percentage increases over the last 10 years, noting the average range is around 3%.

Public Comments:

1. Dean Banfield, 73 Walden Terrace, Concord, MA. Mr. Banfield stated that he was a member of FINCOM and asked for clarity on a slide regarding the levy limit override history. He recommended that in showing a history of the district's actual budget change, it would help to also show a history of Concord's assessment changes.
2. Edith Lapinsky questioned what OPEB stood for. Mr. Flaherty stated that it stood for Other Post Employment Benefits, noting that it's paying today for liabilities incurred today. He stated OPEB includes health insurance for retirees. He noted that it's funding retirees with today's dollars and not shifting the burden down the road.

Mr. Conti thanked Dr. Hunter and Mr. Flaherty for all of their efforts of transparency and inclusivity on the budget. At approximately 8:30 PM, Mr. Conti and Ms. Bout closed the Public Hearing on the budget.

VIII. REPORTS FOR DISCUSSION

A. MCAS Presentation 2017. Kristen Herbert stated that MCAS is only one way of measuring student success. She reviewed the transition from Legacy MCAS, to PARCC and to Next Generation MCAS. She shared a cohort of students starting in 4th grade through 10th grade in 2016. She stated that the high needs students earned about the state averages in ELA for all students, noting how much emphasis has been placed on supporting the high needs students. She stated that the high needs students are tracking with the state averages in Math.

Ms. Herbert reviewed the Next Generation MCAS for 2017, noting that it is much harder than previous tests. She reviewed the change in achievement levels from Legacy to Next Generation. She shared performance data: grade 3-5 all students; ELA – 80% of students were in the highest 2 levels; Math – 79% of students in the highest 2 levels; Science – 76% of students were in the highest 2 levels (Legacy). She shared performance data: grade 6-8 all students; ELA – 82% of students were in the highest 2 levels; Math – 80% of students in the highest 2 levels; Science – 75% of students were in the highest 2 levels (Legacy). She shared performance data: CCHS all students (Legacy); ELA – 98% of students were in the highest 2 levels; Math – 96% of students in the highest 2 levels; Science – 96% of students were in the highest 2 levels. She reviewed the many district actions in place to help support students, including: RTI, leveled literacy, summer school, FOSS curriculum, Everyday Math, and many more.

Ms. Herbert stated that no levels were given in grades 3-8 since it is the baseline year of the new test. She stated that CCHS is level 2, due to low assessment participation.

Ms. Herbert shared the goals for 2017-2018, that 85% of students would achieve in the highest 2 levels. Ms. Boynton stated how comprehensive and amazing Ms. Herbert's work has been. Mr. Conti agreed and noted how much she included the teachers in the process.

B. First Reading – School Committee Policies

- File GCRD – Tutoring for Pay
- File JICE – Student Publications
- File GBL – Vacation Time Payouts for School Administrators
- File ACA – Policy Prohibiting Harassment
- File IC – School Year
- File ICA – School Calendar
- File ID – School Day
- File IE – Organization of Instruction
- File IGA – Curriculum Development
- File IGB – Curriculum Research
- File IGD – Curriculum Adoption

Dr. Hunter reviewed each policy and discussed edits with the SC. The SC agreed to vote on the policies at the next meeting, with exception of File IGD.

IX. OLD BUSINESS

A. Update on File IMDA – Accommodations for Religious and Cultural Holidays. Dr. Hunter stated that there has been lots of discussion on next steps. She noted that there was an aggressive timeline made originally and they feel that slowing down may be best to gain more input regarding language for the policy. She stated that the policy subcommittee would be meeting on Tuesday, December 5th at 6:00 PM at Ripley to gain community input. Ms. Bout noted that it would be a working session, not a public forum. Ms. Storrs noted that they do welcome feedback, but they need to be careful about not creating precedent regarding public input at policy meetings. Ms. McMorrow recommended framing it as a workshop and not a meeting. Ms. Storrs stated that they need to be clear that it's not a meeting regarding the calendar. Dr. Hunter stated that the scale of this policy does warrant public input.

B. Retirement Separation Incentive. Dr. Hunter stated that the administrative team has been brainstorming ideas and decided to offer a retirement incentive package to those teachers at step 16, in the thought of hiring at a lower level (MA, mid level). Dr. Hunter stressed that the veteran teachers are highly valued and that they are in no way looking for a mass exodus of teachers. She noted that it is a creative, fiscal strategy intended for one-time use, not an ongoing program. She reviewed eligibility, including: a minimum of 15 years in the district and district notification of January 1st for FY19 (October 1st for FY20). She stated that, based on these eligibility requirements, 68 teachers at CPS and 49 teachers at CCHS would be eligible this year and 74 teachers at CPS and 55 teachers at CCHS would be eligible in 2019.

Dr. Hunter stated that there is a small number at each district that informally indicated they would be interested. She noted that she would suggest a clause be added that allows discretion of the number of teachers. She stated that the \$40,000 benefit would be paid out over 3 years. She noted that the budgets are carrying costs for sick leave buy back and shared examples of savings per teacher. Dr. Hunter noted the timeliness of the FY19 piece, and then the SC discussed how to move forward due to the timeliness issue.

A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Ms. Bout, that in response to the current fiscal challenges faced by the School District, that the District offer a separation incentive to faculty members with 15 or greater years of service to the District. The incentive will be \$40,000, distributed in 3 equal, annual payments. The Superintendent can set limits in certain content areas or retain rights to collaboratively determine extensions should there be great interest in particular areas or a limited replacement pool. The motion was unanimously approved.

C. Discuss CPS & CCRSD Capital Projects. Mr. Flaherty reviewed the FY19-FY23 identified capital needs. He stated that the FY19 capital needs include a specific set of projects that total \$900,000, noting that this is what the town has increased the CPS capital appropriation for, for FY19. He stated that the following amounts are designated for each school: \$75,000 for Alcott; \$220,000 for Thoreau; \$200,000 for Willard; \$50,000 Peabody; \$50,000 Sanborn; \$305,000 Ripley. Ms. Boynton questioned if the amounts would change after hearing from MSBA. Mr. Flaherty stated that if they are in MSBA's pipeline, then they would focus on health and safety concerns and if they were not in the pipeline, they would have to re-prioritize the \$900,000.

X. ACTION ITEMS

A. Vote to approve CCHS Concert Band Nanae Trip. A motion was made by Ms. Boynton, seconded by Ms. Storrs, to approve the CCHS concert band Nanae trip. Mr. Johnston noted the expense of the trip and his concern for creating a set of opportunities for one economic level and unavailable to others. He suggested looking into a structured way to offer financial aid for these programs. Dr. Hunter stated that they are currently discussing this issue. Ms. Storrs noted that fundraising is not what the teachers should be focusing their time on. Ms. Bout agreed with Mr. Johnston and noted the importance of the relationship between Concord and Nanae. The motion was unanimously approved.

B. Vote to approve CC Weather Services Trip to Austin, TX. A motion was made by Ms. Boynton, seconded by Ms. Storrs, to approve the CC Weather Services trip to Austin, TX. The motion was unanimously approved.

C. Vote to approve an anonymous donation of \$1,000 to benefit the Thoreau School. A motion was made by Ms. Boynton, for CSC, seconded by Mr. Conti, to approve an anonymous donation of \$1,000 to benefit the Thoreau School. The motion was unanimously approved, with thanks.

D. Vote to approve CTA MOA on Stipends. A motion was made by Mr. Conti, for CSC, seconded by Ms. Boynton, to approve the CTA MOA on stipends. The motion was unanimously approved, with thanks to all involved.

E. Vote student membership to the Campus Advisory Committee. A motion was made by Ms. Boynton, seconded by Ms. Storrs, to appoint 3 students to the Campus Advisory Committee: Alexander Kessler (2018), Ravin Nanda (2019), and Hannah Yelle (2019). The motion was unanimously approved.

Dr. Hunter noted the CCRSD Identified Capital Needs and Mr. Flaherty stated that \$1.1 million has been identified over the FY19-FY23 period. He stated that the access road to the high school is in tough shape and there are improvements in lighting and safety. He stated that the issuance cost for borrowing is considerable and he recommends that the SC consider a \$1.1 million warrant article for the upcoming year for all of the projects rather than funding them with individual bond issues.

XI. ADJOURNMENT

A motion was made by Ms. Boynton, for both CSC and CCSC, seconded by Mr. Grom, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 10:20 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 1/9/18

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
CCRS	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
FCCPF	Friends of Concord Carlisle Playing Fields
MASC	Massachusetts Association of School Committees
MIAA	Massachusetts Interscholastic Athletic Association
NEASC	New England Association of Schools and Colleges
NESDEC	The New England School Development Council
OPEB	Other Post-Employment Benefits
RTI	Response to Intervention
SEPAC	Special Education Advisory Council
SOI	Statement of Interest
SPED	Special Education
SWOT	Strengths, Weakness, Opportunities, Threats
YRBS	Youth Risk Behavior Survey