

Present: Johanna Boynton, Chair, CSC; CCSC
Wallace Johnston, Vice Chair, CSC; CCSC
Robert Grom, Chair, CCSC; CSC
Mary Storrs, Vice Chair, CCSC
Heather Bout, CSC; CCSC
Courtland Booth, CSC; CCSC
Christine Lear, CCSC

Present from Administration: Dr. Laurie Hunter, Superintendent of Schools, CPS & CCRSD
Jared Stanton, Director of Finance & Operations, CPS & CCRSD

I. CALL TO ORDER

Ms. Boynton called the CSC to order at 5:03 PM and Mr. Grom called the CCSC meeting to order, noting that the meeting was being recorded. A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Mr. Grom, for CCSC and Mr. Booth, for CSC, that the Concord and Concord-Carlisle School Committees would enter into Executive Session under Purpose 2 of the Open Meeting Law: To discuss strategy in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and return to Open Session at approximately 5:15 PM. The motion passed by roll call: Christine Lear, for CCSC; Court Booth, for both; Heather Bout, for both; Mary Storrs, for CCSC; Robert Grom, for both; Johanna Boynton, for both; Wallace Johnston, for both.

Ms. Boynton called the CSC back to order and Mr. Grom called the CCSC back to order at 5:37 PM. Mr. Grom noted that they were being recorded.

II. PUBLIC COMMENTS

None.

III. ISSUES FOR DISCUSSION

A. Legal Counsel RFP Recommendation. Dr. Hunter reviewed the process behind reviewing the legal firms, noting that the pool of candidates was narrowed to 4 firms (of which current labor counsel was included). She stated that all of the firms were highly qualified, serviced similar districts and that special education services were available in 3 of the 4 firms. Dr. Hunter noted that one firm had extensive expertise in the areas of the educator evaluation system and special education issues at the state and national levels. Dr. Hunter stated that after weighing the options, the firm of Murphy, Lamere and Murphy is recommended. The SC discussed the transition of work from the current firm to the recommended firm and Dr. Hunter noted that there are benefits to transitioning sooner vs. later. Ms. Bout noted the incredible support received from the current counsel and stated that the current recommendation is due to pricing only.

B. Clear.Gov presentation. Louis Alfano, from Clear.Gov, presented on the company's website, which enables school systems to make information available to the public. He reviewed a sample transparency profile, including financial and student information, noting that they get the information from DESE. He reviewed the capabilities of the website, including the ability to drill down further to get additional information, compare like districts and benchmark. Ms. Storrs questioned the validity of the data coming from DESE for benchmarking and Ms. Bout also noted that different districts report differently. Dr. Hunter noted that she had used this in prior districts and stated that the budgeting information is incredibly valuable for the community. Dr. Hunter questioned the possibility of combining the K8 and 9-12 piece to be able to compare to K12 districts and Mr. Alfano stated that they currently cannot. Mr. Booth questioned the difference between what a subscriber would see and what the district would see and Mr. Alfano

stated that a nonsubscriber would see the surface data without being able to drill down. He stated that a subscriber would see the data as presented from a community and if the community wasn't a subscriber, it would be surface level information only. He stated that as a subscriber, you would have access to the benchmarking piece.

Dr. Hunter stated that the Town of Concord has subscribed to the municipal side of Clear.Gov. Mr. Johnston spoke about the importance of combining the CPS & CCRSD data for validity in benchmarking and questioned if data could be extracted from the Clear.Gov site. Ms. Storrs questioned the cost and Dr. Hunter stated that it was about a \$1,500 startup fee and \$4,600 annually. Mr. Alfano stated that information could be pulled from the site and downloaded to Excel. Mr. Johnston noted that DESE's new tool "RADAR" does not allow for data extraction and noted how valuable it would be to be able to extract data. Ms. Bout stated how hard metrics could be due to unique situations and Mr. Alfano stated that graphs are standard, but context can be added through text bubbles/boxes. Mr. Johnston questioned if data could be imported and Mr. Alfano stated that they don't have a method for end users to upload info back into the system, but that Clear.Gov could upload information.

Dr. Hunter stated that they would each have a 1-week free trial of the site. Dr. Hunter noted that there are many tools they could use both fiscally and educationally. Mr. Booth questioned the pricing and whether or not bundling was included. Mr. Alfano stated that there is a 15% affiliate discount because the Town of Concord is signed on. He stated that the onboarding fee would be \$1,200 and the annual fee would be \$5,500, minus the 15% discount, for a total of \$5,695. Ms. Bout questioned if that cost was for both districts and Mr. Alfano stated that the quote was just for CPS. Mr. Alfano stated that he gave a presentation to Mr. O'Shea in Carlisle. Mr. Alfano stated that he would discuss a quote for CCRSD with his CEO.

C. FY20 Budget Development

1. FY20 Budget Timeline & Tasks. Mr. Stanton reviewed the FY20 budget timeline and tasks ranging from August 2018 through late April 2019. He stated that he is currently reviewing the zero-based budget process with principals, chairs and district departments. Ms. Bout noted how helpful the timeline overview was.

2. Sample of FY20 Zero Based Budget Non Salary Budget Worksheet. Mr. Stanton reviewed an example of a non-salary zero based budget worksheet, which included justifications for items requested as well as impacts/consequences of not having the requested items. Dr. Hunter stated that Mr. Stanton is currently working on this with each principal, noting that they are all eager to work on it. Mr. Stanton noted that he's given the principals 5 years worth of budgeting numbers to refer to. Mr. Booth questioned if Mr. Stanton is trying to get better pricing on items and he stated that he is pointing everyone towards the tech bid, noting how much money can be saved. Mr. Stanton stated that he is ensuring that all vendors are on the tech bid. He stated that many people in the district are already using the tech bid. Mr. Stanton stated that the tech bid is benefit of a collaborative that they are a part of.

3. Sample of a FY20 Zero Based Budget Salary Worksheet. Mr. Stanton reviewed a sample of a zero based budget salary worksheet, which included seniority/longevity dates.

4. Example of a FY19 CPS Monthly Variance Report by 1000 Function. Mr. Stanton reviewed an example of a monthly variance report by 1000 function (DESE's function), which included: approved budgets, adjustments, new adjusted budget, and expenditures year to date and encumbrances year to date. He stated that he would like to present this report at every 2nd SC meeting each month.

5. Example of a FY19 CPS Quarterly Variance Report by 100 Function. Mr. Stanton stated that he would like to present a quarterly variance report by 100 function and reviewed a sample report. He noted that DESE is always updating their functions and that they plan to update the accounts in a timely manner to make sure they're real time. He noted that the headings of the quarterly variance report are the same as the monthly variance report.

6. FY19 CPS Transfers to date (template). Mr. Stanton reviewed an example of transfers to date template that he created. He stated that instead of presenting the transfers line by line, that he would like to present them by 100 function, noting that it is a much clearer way of presenting them. He noted that he would be sending transfers for approval to the SC every couple weeks. Dr. Hunter stated that since the budget was built prior to the transfer process, the budget would have a lot of transfers this year. She also stated that one of the SC's legal

responsibilities was to approve transfers and that it was up to them to decide at which level they approve, noting that her previous experience was with the 1000's.

D. School Committee Communication. Mr. Grom stated that they are looking into options for subscribers and trying to determine what items to send to the subscriber list, noting that they need to publicize it to grow the number of current subscribers (80). Ms. Lear shared her experience on working on a similar distribution list in Carlisle, noting that it's important to designate who will vet and format the information. Dr. Hunter stated that she is concerned about information that was to be sent out that would need content generated. Ms. Boynton noted that they once had the subscriber list running, but that it lost momentum, noting that it takes someone dedicated to populate it. Ms. Bout recommended announcing that the subscriber list was an option and Ms. Lear made several recommendations for general information to share regarding the SC. Ms. Storrs shared her concern for being responsible for communicating information, noting that she would prefer sending people directly to the website so they can find the information. Mr. Booth noted the importance of managing expectations and Ms. Boynton questioned who would be handling the work. Dr. Hunter stated that her office could commit to sending out the minutes, the agenda, her monthly newsletter and Tom Lucey's report. The SC discussed ways of distributing the subscriber link to different groups (i.e. PTGs) to solicit individual subscribers. Dr. Hunter noted the monthly newsletter that she sends out via connectED, which is already in place. Ms. Bout noted that the communication piece came up several years ago when the community felt as though the SC didn't communicate as much as they should be. Dr. Hunter stated that she would 1) send the link to all of the PTG's to be included in their newsletters 2) send the link to the community through connectED and 3) link with all of the community groups to make sure the leaders can pass it on. Ms. Bout stated that she would handle the announcement through the PTG's.

E. School Committee Goals 2017-2018 Review. Ms. Boynton reviewed the CSC 2017-2018 Goals. She stated that they did well on the Budget Development Goal and noted that they may need to adjust the Budget Development Process review with Mr. Stanton. She stated that they accomplished the Superintendent Support and Evaluation goal. Ms. Bout noted that they should also include making sure they are on the same page regarding the metrics used towards the end of the evaluation as part of the goal going forward. Ms. Boynton stated that they supported Dr. Hunter in the Strategic Planning Goal and Dr. Hunter noted that they were highly engaged in the process. Ms. Boynton stated that, regarding the Community Engagement and Communication goal, that the SC improved their engagement and has been more readily available. Dr. Hunter noted how the SC made themselves available through the many forums and coffees they held, noting how greatly they mattered to the community. Ms. Boynton stated that they accomplished the Calendar goal. In regards to the Cultural Proficiency goal, Dr. Hunter stated that there is a solid professional development plan for this year due to the CEF grant, noting that the kickoff was held Tuesday morning, with Dr. Beverly Daniel Tatum. Dr. Hunter noted that the cultural proficiency conversation would be continuous in nature. Ms. Boynton stated that the CMS Facilities Planning goal would continue and Dr. Hunter noted that the plan for next fall is to have 6th graders attend Peabody and 7th & 8th graders attend Sanborn. She stated that this planned change has been well received among the community and that it would provide many new opportunities in instruction. Dr. Hunter noted that there may be another mod needed at Sanborn due to enrollment, but stated that they are watching the numbers carefully. The SC agreed to review the Protocols and Practices at the next SC meeting to see if anything needed to be adjusted. Dr. Hunter noted items to be discussed, including: agenda setting and timeliness and voting on a topic on the same night it's presented.

Mr. Grom reviewed the CCSC 2017-2018 Goals. He noted that several of the goals were already discussed, including: Budget Development, Budget Development Process Review, Superintendent Support and Evaluation, Strategic Plan, Community Engagement and Communication, Calendar and Cultural Proficiency. He thanked Ms. Storrs for her work on the CCHS Campus Advisory Committee. Mr. Grom stated that they should look at the protocols more closely at the next SC meeting. Dr. Hunter suggested looking into the Regional Agreement since it hasn't been looked at in a long time. Mr. Grom had several suggestions for potential goals for 2018-2019, including: looking into the Regional Agreement and the way the assessment is calculated, looking into making the technology budget an annual warrant article, cultural proficiency, reviewing athletic fee structure, reviewing outside user fees on CCHS campus (Dr. Hunter noted that Mr. Stanton is currently reviewing the user fees), having a MASC field director visit a SC meeting to refresh rules/regulations and engaging in solar power possibilities at CCHS (Dr. Hunter noted that this involves the Town as well). Dr. Hunter stated that she's been considering a standing group to handle green ideas/options around campus. Ms. Bout also noted that they need to focus on the superintendent evaluation process as well.

F. Strategic Plan. Dr. Hunter shared the draft of the District Plan Overview 2018-2023 as of June 25, 2018. She reviewed the mission and vision statements, vision of student learning, core values, and theory of action. She stated that the 4 strategic objectives were 1) multiple paths to success 2) well being 3) inclusive culture and 4) innovative environment. She reviewed the strategic initiatives for each of the objectives. She stated that under multiple paths to success, the initiatives include: tiered level support, the special education process & reviews, professional development around innovative, interdisciplinary and engaging pedagogy, interdisciplinary learning, developing programs and expanding the use of programs to share effective practices. She stated that the proposed priorities are: the RTI work and special education review, noting that they will be writing action plans for each of them.

Dr. Hunter stated that the 2nd objective of well being was the holistic goal for the kids. She stated that the initiatives include: social/emotional curriculum, opportunities for families and students to learn coping strategies, partnering with the community and families about the role of homework and improving practices to ease student transitions. She stated that the leadership team recommended the first 3 initiatives as priorities.

Dr. Hunter stated that the inclusive culture objective had several initiatives and that they felt that 2 were priorities: developing a shared understanding of what diversity means and implementing and expanding professional development. She noted that it builds into: curriculum, a diverse staff and a look at where the METCO population is being placed.

Dr. Hunter stated that the innovative environment objective includes several initiatives: pursuing a new middle school building, engagement of all students, ensuring a safe and secure environment and increasing the use of outdoor space. She stated that the leadership team is recommending the middle school building initiative and outdoor space across all schools.

Dr. Hunter noted how personalized the plan is to Concord. She stated that the leadership group of 50 was comprised of: parents, staff, administrators, students, outside community members, town officials, finance members and Carlisle members. She noted how engaged the focus groups were and how the middle and high school students were surveyed. She stated that the themes emerged and also noted that she wants to ensure that the action plan is just as inclusive.

G. CCTV Lease Draft. Dr. Hunter stated that CCTV has run the TV studio at CCHS up until now. She stated that the Town of Concord is not renewing the CCTV contract and now will become the tenant as of October 1, 2018. She stated that they should discuss the draft at tonight's meeting with a final approval at the September 25th SC meeting. Mr. Booth noted that the 3 members, if not all, of the CCTV staff would be moving over to employment by the Town of Concord as of October 1, 2018. He also noted that this document is new and that it had not existed prior to this draft. Dr. Hunter noted that the Town of Concord provided the draft. The SC reviewed the draft and agreed upon several edits. Dr. Hunter noted that Ropes and Gray, district counsel, is also offering edits to the draft. Karlen Reed, from the PEG Access Advisory Committee, noted that the draft only allows for amendments, revisions or substantive changes to be made to the agreement as part of the Town-wide annual budgetary process. Dr. Hunter noted that counsel recommended that the town have a transition plan in place for the equipment. She stated that counsel would be creating a draft with all of the recommended changes and she would be bringing it to the next SC meeting.

H. CCHS Campus Oversight Subcommittee Update. Mr. Grom stated that the Concord Fire Chief attended the last meeting and gave an update on the CCHS fire. He stated that smoke detectors are not mandatory in the classrooms and suggested that the SC look into this, noting that the water damage that occurred at CCHS could have been avoided if there were smoke detectors installed. Dr. Hunter stated that the elementary schools don't have smoke detectors in the classrooms either, but noted that CMS does, but that they don't have sprinklers.

Ms. Boynton stated that they approved the RFP for the engineering and design review for the campus. Mr. Stanton stated that they have received 30 solicitations. He stated that they would be having a mandatory walkthrough on September 6th at 10:30am, noting that the solicitors have to be in attendance in order to bid. He stated that the bids would be coming in the week of September 13th and that he, Ian Rhames and Brian Schlegel would be reviewing them and he would return to the SC with their recommendation. Ms. Boynton noted that this is contingent upon approval by both Town Meetings. Mr. Stanton stated that if it is approved, the price proposal would be due in December and the full report would be due mid January. Mr. Grom stated that the Water Department noted increased mineralization at

the well downstream from the high school on Walden Street. Dr. Hunter stated that Nitsch Engineering provided a historic landscape of the campus as well as current operations, noting how informative it was.

Dr. Hunter stated that they were at the Carlisle Board of Selectman Meeting on Monday to discuss the warrant articles, noting that the first warrant on capital projects was understood, but that the \$200,000 feasibility work was not as well received. She stated that they asked great questions and provided valuable feedback. Mr. Grom noted the importance of having one complete feasibility study due to the complexity of factors on the campus, such as being in the groundwater conservancy district.

IV. ACTION ITEMS

A. Vote to accept donation from the Elphaba Fund, a Donor Advised Fund of the Boston Foundation in the amount of \$7,500 to CCHS. A motion was made by Ms. Bout, seconded by Ms. Storrs, to accept a donation from the Elphaba Fund, a Donor Advised Fund of The Boston Foundation in the amount of \$7,500; \$5,000 to Alternative Program and \$2,500 to Rivers and Revolution Program. The motion was unanimously approved, with great gratitude.

B. Vote to transfer scholarship funds received from Acton Toyota to recent CCHS grad. A motion was made by Ms. Bout, seconded by Ms. Storrs, to transfer scholarship funds received from Acton Toyota in the amount of \$5,000 to be awarded to a recent CCHS grad. Mr. Stanton noted that Acton Toyota is paying the district the funds and that the district will be paying Dartmouth College directly. The motion was unanimously approved.

C. Vote to implement electronic warrant process. A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Ms. Boynton, for both CSC and CCSC, to implement the electronic warrant process. The motion was unanimously approved.

D. Vote to implement prepaid purchasing cards. A motion was made by Ms. Bout, seconded by Mr. Booth, WHEREAS, the Concord-Carlisle Regional School District and has the authority to enter into an agreement with the Bank of Montreal for purchasing cards; NOW, THEREFORE, BE IT RESOLVED by the Concord-Carlisle School Committee, Jared Stanton, Director of Finance and Operations and Chief Procurement Officer of the District, is authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for any employee of the District under such terms and conditions as approved by the School Committee. The School Committee authorizes the Director of Finance and Operations to execute a p-Card program agreement on its behalf. The SC agreed to amend the agreement to include: "Concord" after "WHEREAS, the" and insert "Concord and" after "by the" in the 2nd paragraph, and make "committee" plural. Mr. Stanton reviewed the usage and process of the prepaid cards. The motion was unanimously approved, as amended.

E. Vote recommendation for School Committee Counsel. A motion was made by Ms. Bout, seconded by Mr. Johnston, to appoint Murphy, Lamere and Murphy as legal counsel per the terms of their proposal for both districts. Dr. Hunter noted her gratitude for Peter Ebb's 25 years worth of service to the District. The motion was unanimously approved.

F. Vote regarding Senator Warren's request for use of CCHS Gymnasium. Dr. Hunter asked the SC to read an email Peter Ebb had sent earlier in the day to aid in their voting on Senator Warren's campaign request. Mr. Grom noted that the email included information regarding school committee Policy KHE is an impediment to this intended use of the gymnasium since it prohibits public use for political purposes. A motion was made by Ms. Bout, seconded by Ms. Storrs, to ask Dr. Hunter to deny the request of Senator Warren's office to use the CCHS gymnasium for a rally based on Policy KHE, which prohibits the use of school property for any political activity. A motion was made by Mr. Johnston, seconded by Mr. Booth, to amend the motion to read "Senator Warren's campaign committee" instead of "Senator Warren's office". The amended motion was unanimously approved.

G. Vote to appoint Chair of Budget Subcommittee. A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Mr. Booth, for CSC, and Ms. Lear, for CCSC, to appoint Heather Bout as Chair of the Budget Subcommittee. The motion was unanimously approved.

VI. ADJOURNMENT

A motion was made by Ms. Bout, for both, seconded by Mr. Johnston, for both, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:35 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 9/25/18

Abbreviations:

ACLU	American Civil Liberties Union
CASE	Cooperative Association for Special Education
CEF	Concord Education Fund
CSC	Concord School Committee
CCSC	Concord-Carlisle Regional District School Committee
CMLP	Concord Municipal Light Plant
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
EOYR	End of the Year
FAAC	Financial Audit Advisory Committee
FINCOM	Finance Committee
FCCPF	Friends of Concord Carlisle Playing Fields
GASB	Governmental Accounting Standards Firm
MAAB	Massachusetts Architectural Access Board
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
NFPA	National Fire Protection Association
OPEB	Other Post-Employment Benefits
PEG	Public Education Government
RTI	Response to Intervention
SEPAC	Special Education Parent Advisory Council
SOI	Statement of Interest
SPED	Special Education
SWOT	Strengths, Weakness, Opportunities, Threats
YRBS	Youth Risk Behavior Survey