

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee
Concord School Committee
Ripley Building
September 25, 2018

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 6:01 PM and Mr. Grom called the CCSC meeting to order, noting that the meeting was being recorded. A motion was made by Ms. Bout, seconded by Mr. Johnston, for the Concord and Concord-Carlisle School Committees 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: Lear, aye; Booth, aye for both; Boynton, aye for both; Storrs, aye; Grom, aye for both; Boynton, aye for both; Johnston, aye for both.

At 6:30 PM, Ms. Boynton called the CSC back to order and Mr. Grom called the CCSC back to order. Mr. Grom noted that the meeting was being recorded.

II. PUBLIC COMMENTS

1. Karlen Reed, 83 Whits End, Concord, MA. Ms. Reed stated that she wanted to comment on the Public, Education, Government (PEG) Studio User Agreement draft regarding the right to locate the studio space at the discretion of District. She noted that she was speaking as the Chair of the PEG Access Advisory Committee and stated that the current language could allow the District to put the studio wherever they choose. She stated that the Town is the steward and has the responsibility to make sure the public has access to the studio, noting that this should be shared with the Town of Concord. She noted that the language in Section 8 doesn't respect the requirements for the studio and recommended that the SC revise the wording in Section 8 to recognize Concord's right or strike the provision in it's entirety.

Mr. Grom welcomed 2 CHS student representatives, Ellen Su and Grace Jenkins. They stated that they are working on a new PR group to publicize events happening at CCHS, noting that they are trying to reach more students and parents. They stated that many events would be occurring over the weekend, including: Kicks for Cancer, Boys and Girls Soccer games, Cross Country race, Pink Dance and the Mighty Moose Road Race. They also noted the Activities Fair that occurred as well as the play that is coming up at CCHS. They stated that another member interviewed the new Theater teacher to help publicize it. They stated that they would be sharing updates via Facebook, Instagram and Snapchat and Ms. Storrs noted that those without children in the District would also like to hear about the happenings at CCHS.

III. RECOGNITIONS – CCHS Q5. Dr. Hunter shared a video of Q5 that one of the CCHS students made, which highlighted teacher and student experiences throughout Q5. Ellen Su and Grace Jenkins shared their experiences of Q5, noting that they were able to bond with many different kids. Dr. Hunter stated that Mr. Mastrullo presented on Q5 at the Superintendent's Conference and noted that she is still getting positive comments on the presentation. She stated that the Q5 team has debriefed and spoke about minor tweaks, noting that they have already started planning for this year.

IV. READING OF THE MINUTES

A. Open Session – Jt. Meeting – 7/24/18, 8/7/18, 8/27/18, and 8/30/18. A motion was made by Ms. Storrs, seconded by Ms. Bout, to approve the 7/24/18, 8/7/18, 8/27/18, and 8/30/18 minutes. The motion was unanimously approved.

V. CHAIRS & LIAISONS REPORT

Ms. Bout stated that the Budget Subcommittee has met a couple of times and stated that Mr. Stanton has been going into a much more detailed look into the budget and she noted how educational and informative it has been.

Ms. Boynton stated that they had a Chairs Breakfast and were able to articulate the articles and the special Town Meeting. She also stated that there was a PTG President's meeting, noting how beneficial it was.

Mr. Grom stated that he attended the Concord Select Board meeting, noting that most of the meeting centered on Verizon looking for a cell tower location. He noted that the Select Board has received a lot of emails and calls regarding dropped calls, noting that if it continues, it will be a safety issue. He stated that the Select Board recommended affirmative action on 12 of the 13 articles of special town meeting, noting that there were comments on the scope of special town meeting.

Ms. Bout stated that she attended the League of Women Voter's Education Committee meeting, noting their appreciation to the District for running the budget process in a transparent and open way. She noted that the League is working on civics education.

Ms. Lear stated that the CCACE is running a new program on November 7th titled "The Defamation Project", a play in which the audience is the jury.

Mr. Booth stated that the PEG Advisory Committee met and that the transition of CCTV, Inc. and the Town of Concord should be smooth. He noted that the CCTV employees have already moved over to the Town of Concord employment.

Ms. Bout thanked administration and CCHS staff for support of the Mighty Moose race on Sunday, noting that it's raising money specifically for a research team at Dana Farber on ovarian cancer, in honor of Jenna Swaim, who passed away over the summer from ovarian cancer. Ms. Bout noted the incredible support from the school and community. She stated that the kid's 1 mile race begins at 8:30AM and the 5K begins at 9:00AM, with registration at 7:00AM.

VI. SUPERINTENDENT'S REPORT

Dr. Hunter shared a draft of initiatives for the Strategic Plan, noting that they will be rolled into the School Improvement Plans that she would share in October. She highlighted several of the initiatives, including: tiered level of support, social/emotion curricula, special education programs, mindfulness & technology, homework, cultural competency and a new middle school building. She noted that the Strategic Plan would be a working document. Dr. Hunter stated that Dr. Beverly Daniel Tatum led a kickoff to the new school year, with thanks to the Concord Education Fund. She noted that they are still getting positive comments on Q5. Dr. Hunter stated that she attended several Back to School nights, and that she met with the League of Women Voters. She stated that she is due to present at the Concord Rotary Club on October 18th and noted that she attended the District Attorney's Breakfast for Superintendents and Police Chiefs with Concord Chief O'Connor, Carlisle Chief Fisher and Carlisle Superintendent O'Shea. She stated that, in terms of response to intervention, they are tightening up all of the screeners and beginning pilots, noting that they are most excited for CCHS to pilot screenings in the freshman class in the core academics that have not been done in the past. Dr. Hunter stated that the Ripley Innovation Lab is under construction and that they expect the opening to be late October, noting her thanks to the Education Fund. She stated that the state is releasing MCAS scores on Thursday, September 27th, noting that the test has a new structure and brand new baselines. She stated that Ms. Herbert would be attending a SC in October to share the results.

VII. CORRESPONDENCE

Mr. Grom stated that he received an email from a resident interested in getting involved in the schools. Ms. Boynton stated that she received an email regarding the middle school.

VIII. ISSUES FOR DISCUSSION

A. CCRSC Goals 2018-2019. The SC reviewed the CCRSC Goals 2018-2019 and discussed edits/revisions/additions. Regarding the Sustainability goal, Dr. Hunter suggested possibly creating a Superintendent's Advisory Committee of stakeholders to regularly vet environmental sustainability ideas.

B. Review RFP Bid Results for CCHS Campus Feasibility Study. Mr. Stanton stated that they received 2 proposals and that Gale Associates scored higher on the technical proposal and that their bid contained a base bid of \$49,520. He stated that they are recommending a vote to award the bid to Gale Associates. He noted that Gale Associates are familiar with the campus from working with CC at Play in previous years. He stated that based on the criteria in the tech proposal, they scored an almost perfect score. Dr. Hunter noted the importance of the bid process and getting accurate numbers to work with. Mr. Booth noted that the feasibility study would inform what is possible in the future and doesn't imply an agenda or plan. Ms. Boynton noted that they would need to do a feasibility study if they were to move forward with a project. Mr. Johnston noted the paving, lighting and sidewalks still need to be completed within the plan.

C. Special Town Meeting Coffees, Forums. Mr. Grom stated that the coffees were not heavily attended by the public, but that in-depth discussions took place. He stated that there are 2 upcoming forums: Wednesday, Sept. 26th in Carlisle and Thursday, Sept. 27th in Concord. Dr. Hunter noted that they received new information, and this agenda item is now about all things special Town Meeting related. She stated that there are a combination of several new items that have come up: the special education circuit breaker reimbursement rate returning to 72% - leading to the District receiving \$100,000 unexpectedly, as well as \$23,000 in METCO adjustments. She stated that the combination of these events, including the low bid from Gale Associates, happening in such a short timeframe has made them look into whether or not the articles need to be moved. She stated that having these funds now available makes this a different discussion. She stated that the reimbursement and adjustment money would need to go to special education and METCO, but noted that it would allow offsets. Ms. Bout summarized that the total of the funds being discussed is \$123,000 in unexpected revenue and the warrant total is \$300,000. Dr. Hunter recommended considering not moving either of the articles and taking care of the drainage issue out of the operating budget. She stated that the other 3 projects need to get done, but need to be spaced out as the fiscal year stabilizes. Ms. Bout clarified that the total need is \$150,000, not the \$300,000, since the bid price came in lower than expected. Dr. Hunter recommended funding the feasibility study through the operating budget.

Ms. Bout thanked Dr. Hunter for bringing this to the SC, noting that this is a critical conversation. She asked if Dr. Hunter felt that the gap between the total needed (\$150,000) and the now available funds (\$123,000) could be made up and Dr. Hunter stated that they do feel they can. Mr. Stanton noted that they are finding efficiencies through the zero based budgeting process.

Mr. Johnston stated that he normally would not want to spend found monies so early in the year, but based on what's been discussed, he thinks that it's an appropriate approach to not move the articles. He noted that it's important to consider what the winter is going to bring, additional special education costs and OPEB and E&D.

Ms. Bout stated that the communication around why they are not moving the articles, if decided, is critical and that the reasoning and discussions are communicated out to the community. Ms. Boynton stated the importance of discussing each article separately as well as communicating with Carlisle about why they may not be moving the articles. Ms. Storrs noted that they need to be mindful of how they prioritize the needs at CCHS, such as parking. Mr. Booth questioned if it's unusual to move ahead with a feasibility study knowing it could have long-term implications without bringing it to the 2 towns through a warrant article. Mr. Johnston stated that it is appropriate to do so, noting that they are just continuing on with a process of redesigning the campus.

Ms. Bout stated they could: 1) not move either article, 2) not move Concord Article 6 / Carlisle Article 1) and 3) not move Concord Article 7/ Carlisle Article 2). Ms. Boynton stated that she feels, based on the discussion, that they shouldn't move either article. Ms. Bout stated that she agrees with Ms. Boynton, with the condition that they communicate it out clearly. Ms. Storrs stated that they asked for a special Town Meeting to fund the 4 specific projects, noting that they are coming up a little short. She questioned if they were committed to doing the projects and Dr. Hunter stated that they are the priority. Mr. Booth agreed with Ms. Bout that they need to make it clear of the timeline of events in their communications out to the community.

A motion was made by Mr. Johnston, seconded by Ms. Bout, that the CCRSC vote not to move Articles 6 and 7 on the Concord Warrant and 1 and 2 on the Carlisle Warrant at the special Town Meeting. The motion was unanimously approved.

Mr. Johnston suggested keeping the forums that were scheduled in case people want to come and get a better understanding. Ms. Boynton suggested creating a narrative to share with the community and the SC discussed disseminating the narrative.

IX. NEW BUSINESS

A. First Reading – School Committee Policies

- File IJNDD – Policy on Social Media
- File IMB – Teaching about Controversial Issues/Controversial Speakers
- File JA – Student Policies Goals
- File JB – Equal Educational Opportunities
- File JC – School Attendance Areas
- File JC-E – Attendance Districts
- File JCA – Assignment of Students to Schools
- File JEB – Kindergarten and Grade 1 Entrance Policy

Dr. Hunter reviewed the policies listed and updates/changes that were made by the Policy Subcommittee and asked the SC to vote on them at the next SC meeting.

X. OLD BUSINESS

A. PEG Studio User Agreement. Dr. Hunter shared the PEG Studio User Agreement reviewed by the legal counsel, Concord Town Hall and Carlisle Town Hall. Mr. Booth stated that he agreed with Ms. Reed that they should look at Item 8 on the draft (“Right to Relocate”). He reviewed and discussed several edits he felt were necessary to the draft in the “Community Access”, “Term” and “Right to Relocate” sections. Ms. Lear noted her concern that Carlisle was not specified in some of the wording in the draft. Mr. Johnston stated that they cannot add Carlisle to the legal document without agreement from Concord and Carlisle and also that a Community Use Agreement may need to be looked into. Ms. Storrs noted that the PEG agreement is between the Town of Concord and the District. Mr. Johnston stated that they need to be careful about imposing themselves on an agreement that’s not theirs. Dr. Hunter stated that they expect Carlisle to have access, but that they are not the governing body. Mr. Booth stated that the Town of Concord has agreed to be the managing agent and the Town of Carlisle has agreed to talk to Concord about affecting a good relationship. Ms. Storrs noted that the SC should not sign the PEG agreement until an agreement is in place to assure Carlisle’s use of the facility.

B. Strategic Plan. Dr. Hunter shared the Strategic Plan document, including the updated outcomes page. The SC noted how exciting it was to see.

C. School Committee Practices and Protocols. Dr. Hunter stated that the Practices and Protocols were referenced at the SC Workshop. The SC discussed updates/edits to the Practices and Protocols and Ms. Boynton stated that she would update the document with the changes they discussed. Mr. Booth noted that, as a new member, the practices and protocols were very helpful.

D. Cleargov.com. Dr. Hunter stated that Cleargov has packaged the pricing as a combined enrollment number, with Carlisle, Concord and CCRSD; for a midsize district with a total cost to all 3 districts of \$7,500. She stated that this is notably better than \$5,000 per district. She stated that Carlisle would need to join in order to benefit from the enrollment number. Ms. Storrs stated that she would talk with Jim O’Shea, Carlisle Superintendent. Mr. Booth questioned if the incentive was annual and Dr. Hunter noted that the \$7,500 includes the initial start up fee.

E. FY19 Budget: CC Variance Report-Monthly, CC Transfers, CPS Transfers. Mr. Stanton reviewed the CC Variance Report by 1000-function and Transfers by 1000-function. He noted that he would bring the 100-function report to the next meeting.

XI. ACTION ITEMS

- A. Vote to approve PEG Studio User Agreement. *The SC did not vote on this item.*
- B. Vote to approve 2018-2023 Strategic Plan. A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Mr. Johnston, for both CSC and CCSC, to approve the 2018-2023 Strategic Plan, as presented by Dr. Hunter. The motion was unanimously approved.
- C. Vote to award bid for CCHS Campus Feasibility Study. A motion was made by Ms. Storrs, seconded by Ms. Lear, to award the contract for the CCHS campus feasibility study to Gale Associates with a base price of \$49,520. The motion was unanimously approved.
- D. Vote to approve CPS/CCRSD Maintenance Contract 2018-2021. A motion was made by Ms. Bout, for CSC, seconded by Mr. Booth, to approve the Maintenance Workers Unit Three Year Successor Agreement for the period of 2018-2021. The motion was unanimously approved.

A motion was made by Ms. Bout, for CCSC, seconded by Mr. Booth, to approve the Maintenance Workers Unit Three Year Successor Agreement for the period of 2018-2021. The motion was unanimously approved.

- E. Vote to accept donation to support Ripley Drinking Fountain. A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Mr. Johnston, for both CSC and CCSC, to accept a donation to support the Ripley Drinking Fountain in the amount of \$300 from REUSIT, Inc. The motion was unanimously approved.

- F. Vote to approve ten CCHS Field Trips – 2018-2020. A motion was made by Ms. Storrs, seconded by Ms. Bout, to approve the ten CCHS out-of-state trips for 2018-2020 with the condition that a signed district liability insurance waiver (MIIA) is received from all participants. There was a discussion about making these trips affordable to all students. Dr. Hunter stated that the travel provider has agreed to sponsor scholarship based on the number of students participating, and thanked Mr. Mastrullo for reaching out to them. The motion was unanimously approved.

XII. ADJOURNMENT

A motion was made by Ms. Bout, seconded by Ms. Storrs, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:53 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 10/23/18

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
CCACE	Concord-Carlisle Adult & Community Education
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