

JOINT SCHOOL COMMITTEE

Concord-Carlisle School Committee
Concord School Committee
Ripley Building
August 27, 2013

Present: Louis Salemy, Chair, CCSC
Pamela Gannon, Chair, CSC; CCSC
Jennifer Munn, Vice Chair, CCSC; CSC
Kathleen Snook, Vice Chair, CSC; CCSC
Phil Benincasa, CSC, CCSC
Johanna Boynton, CSC, CCSC
Melissa McMorrow, CCSC

Present From Administration: Diana Rigby, Superintendent of Schools, CPS & CCRSD
John Flaherty, Deputy Superintendent of Finance & Operations, CPS & CCRSD

I. CALL TO ORDER

The session was called to order by Mr. Salemy for CCSC and Ms. Gannon for CSC at 2:00 PM. Ms. Gannon stated that the school committee secretary and a citizen are recording the meeting; CCTV is not televising the meeting.

The Concord School Committee and the Concord Carlisle School Committee adjourned at 2:02 PM into Executive Session by roll call to discuss strategy with respect to collective bargaining and litigation and to consider the purchase, exchange, lease or value of real property. Salemy, Aye, Gannon Aye, Munn Aye, Snook Aye, Benincasa Aye, Boynton Aye, McMorrow, Aye.

The Concord School Committee and the Concord Carlisle School Committee returned to Open Session at 4:00 PM. Ms. Gannon stated that the school committee secretary and a citizen are recording the meeting; CCTV is not televising the meeting.

Ms. Rigby introduced Thoreau interim principal Ms. Nancy Peterson. Mr. Flaherty introduced Mr. Brian Schlegel, Facilities Manager.

Ms. Rigby stated that Boston Magazine ranked Concord-Carlisle Regional School District number 6 out of 147 municipalities in Greater Boston. Concord was the best of the mid-sized districts.

II. READING OF THE MINUTES

A. Open Session

A motion was made by Ms. Munn seconded by Ms. McMorrow for CCSC to approve the minutes for the June 27, 2013 Joint School Committee Meeting. Ms. Munn seconded by Ms. Boynton for CSC. The motions were unanimously approved.

A motion was made by Ms. Snook seconded by Mr. Benincasa to approve the minutes for the June 11, 2013 CSC meeting. The motion was unanimously approved.

A motion was made by Ms. Munn seconded by Mr. Benincasa for CSC to approve the minutes for the May 28, 2013 Joint School Committee meeting and the June 4, 2013 Joint School Committee meeting. The motions were unanimously approved.

B. Executive Session

Joint Meetings. A motion was made by Ms. Munn seconded by Ms. Boynton for CCSC to approve the minutes for the May 28, 2013 and June 27, 2013 Joint School Committee Meeting. Ms. Munn seconded by Ms. Boynton for CSC. The motions were unanimously approved.

CSC Meeting. A motion was made by Ms. Munn seconded by Ms. Snook to approve the minutes for the May 14, 2013 and June 11, 2013 CSC Meeting. The motion was unanimously approved.

III. CHAIRS REPORT

Ms. Gannon reviewed school committee members' assignments for the school year. Appointees on May 28, 2013: Adult and Community Ed Liaison – Phil Benincasa; EDCO Board of Directors – Diana Rigby; EDCO Advisory Board – Pamela Gannon; CCTV Advisory Board – Phil Benincasa, School Committee Secretary – Sally Ferguson. Continuing Appointments: CCHS Building Committee – Louis Salemy and Johanna Boynton; Concord Finance Committee – Duties will be shared by Pamela Gannon, Louis Salemy and Jenn Munn; Carlisle Finance Committee – Louis Salemy; Enrollment Study Group - Pamela Gannon and Phil Benincasa; CC At Play Group – Pamela Gannon; TELL Mass Committee – Jenn Munn and Kathi Snook; Policy Committee – Pamela Gannon and Louis Salemy. A third member needs to be appointed by the Chair to the Policy Committee. A motion was made by Mr. Benincasa, seconded by Ms. Snook, that the CSC and CCSC vote to approve Jenn Munn's appointment to the Policy Committee. The motion was unanimously approved.

Ms. Gannon also reviewed the school committee members' tasks. Reply to correspondence – This is the Chairs' responsibility. Reviewing minutes – Pamela Gannon and Kathi Snook. Reviewing Executive Session minutes – Pamela Gannon and Kathi Snook. School Committee Updates to the PTGs – Jenn Munn and Johanna Boynton. Stand in for the chairs when necessary – the vice chairs would stand in when necessary.

IV. CORRESPONDENCE

A. EDCO Collaborative. Ms. Rigby stated that a letter was received from EDCO regarding the fundamental financial management documents for Fiscal-Year 2013-2014. EDCO provides leadership and professional development training and education. Ms. Rigby noted that we do not use EDCO for our special education program, but use the CASE Collaborative.

B. Summer School 2013. Ms. Rigby stated that she would like to acknowledge Mr. Court Booth and colleagues who taught more than 200 students this summer. They focused on math, reading and writing skills and in the afternoon collaborated with the summer recreation program to offer an afternoon day camp. Ms. Munn indicated the summer school program had great collaboration with the day camp offered by Concord Recreation and with METCO.

C. Concord BOS letter 5/20/13. Ms. Rigby stated that a letter was received from Jeff Wieand, Chair, Board of Selectmen (BOS) encouraging the school committee to collaborate with the town manager and BOS to solve the long-term transportation issue.

D. DESE Correspondence. Ms. Rigby stated that a letter was received from the Mass Department of Elementary and Secondary Education (DESE) indicating that there will be a Coordinated Program Review (CPR) in the spring of school implementation of regulated education programs to include: Civil Rights, Special Education and English Learner Education.

E. Finance Committee Budget Data Request. Ms. Rigby stated that a letter was received from Ms. Wendy Rovelli, Chair, Guidelines Subcommittee, Concord Finance Committee regarding the Annual Budget Data Request.

F. NEAS&C Correspondence. Ms. Rigby stated that a letter was received from NEAS&C indicating that CCHS will host the accreditation visiting committee on November 1, 2015 through November 4, 2015. CCHS is currently involved in self-study, the first phase of the committee's accreditation process. The visit was postponed until 2015 pending opening of the new high school building. The high school is currently on a warning status due to learning environment, specifically the current facility. Accreditation is completed on a ten-year cycle.

V. REPORTS & ISSUES FOR DISCUSSION

A. School Committee – Communications & Public Outreach. Mr. Salemy stated that this is the planning meeting to discuss how to do things differently and how the school committee can do a better job. Ms. Rigby introduced Tom Lucey, Building Project and School Committee Communications Manager. Mr. Lucey stated that he's been a full time employee at Harvard University in the Communications Office for the past ten (10) years. Mr. Lucey assisted with communications surrounding the CCHS Building Project over the past year and will broaden his scope to include the School Committee this year.

Mr. Salemy stated that he would like to keep non-educational issues off the agenda and have separate meetings for those issues. Mr. Salemy stated that he'd rather add more meetings than have the meetings run long. The School Committee tried this a few times in the past and it seemed to work well.

Mr. Salemy would like to keep the practice of using the blue comment forms. They are helpful to have the comments categorized when running the meeting.

Ms. Boynton agreed with Mr. Salemy on both issues. Ms. Boynton indicated that there should be a time limit on presentations.

Ms. Snook discussed communications and presented an outline. The items addressed were 1. School Committee Meeting Procedures (purpose, open meeting law and citizens' comments). 2. Possible Initiatives (blue comment forms, email and letters, listening sessions, comments and questions, Concord Journal Articles on topics and Communications Manager). 3. Discussion and Action.

The committee engaged in a discussion about possible initiatives. All members participated in the discussion. The committee agreed on the following:

- Continue use of the blue comment forms. Ensure forms are available around the meeting room and that a final call for forms/comments is made at the end of each meeting.
- When appropriate and conducive to allow comments during the meeting, the Chair will announce the opportunity and use the blue comment forms. This may occur, for example, when an outside presenter addressing a specific topic is available only during his/her presentation portion of the meeting.
- Sponsor monthly listening sessions with the community. Ms. Snook will take the lead for planning and report back at the next meeting.
- Consider possible ways to answer community questions or address comments.
- Improve public awareness of activities through use of the Concord Journal and Carlisle Mosquito, as well as District and School Committee web sites. Mr. Lucey to assist with these activities working with Ms. Munn and Ms. Boynton who will do School Committee Updates or "Shorts."

Mr. Lucey suggested that the committee have an editorial calendar. Ms. Munn and Ms. Gannon will work with Mr. Lucey on the editorial calendar. Mr. Lucey stated that the listening sessions are a great idea that will help with the length of meetings and focus them on subject area. Mr. Benincasa suggested that citizens could send an email ahead of time if they would like to see a topic discussed at the sessions.

B. Long Term Solution for Transportation. Mr. Benincasa and Ms. Boynton indicated that after Town Meeting they began to look at many possible locations for a long-term transportation solution. The primary criterion is a location to park the busses. They presented a list of properties considered. Some they eliminated quickly and others they looked at closer. In the process, they eliminated several temporary sites that would not solve the problem long term. Mr. Benincasa and Ms. Boynton gave a presentation on possible locations that have been explored and input and advice sought from a variety of elected and appointed officials, town and school department staff, citizens, and property owners. The two possible properties are Knox Trail in Acton and the Burke Land/Ripley School in Concord.

C. Transportation Consultant. School Bus Consultants (SBC). Mr. Flaherty stated that the SBC were at Ripley at August 6, 2013 for a three-day evaluation of our transportation operations and current operational challenges. The SBC toured the Billerica facility and the Acton bus storage location, Concord Municipal Light Plant and the DPW site at Keyes Rd. The SBC team is currently reviewing the fleet demographics and previous bid results and is developing their eventual recommendations to the School Committee.

Mr. Flaherty reported that the District's transportation department is fully staffed and ready for the school year. The bus routes will be in the Concord Journal and on the District's web site.

D. FY14 District Goals Draft. Ms. Rigby stated that this is the first reading of the 2013-14 District Goals. There are 7 Goals. 1. Increase achievement for all students and narrow the achievement gaps for identified student groups. 2. Provide students with a rigorous and coherent curriculum and high quality instruction that motivates and engages all students to develop their curiosity, creativity, critical thinking and collaborative problem solving skills. 3. Foster a respectful and empathic learning environment in which all students become more responsible citizens. 4. Develop professional collaboration by analyzing student work and assessment data, sharing instructional strategies, and providing job-embedded professional development that supports district teaching and learning goals. 5. Implement the new Educator Evaluation system with a focus on continuous improvement for teaching and learning. 6. Provide students and staff with the resources, materials, and infrastructure to support high quality learning environments. 7. Build support, consensus, and community engagement around the district mission, core values, goals, challenges, accomplishments, and critical decisions using a variety of communication strategies. Members discussed adding a School Committee communication

goal. Members will bring ideas for that goal to the next meeting. The committee will vote to approve the goals at the next meeting.

E. FY15 Budget Development Timeline. Mr. Flaherty presented the FY2015 Budget Development Timeline. The Board of Selectmen has announced the Town Coordination Meeting for Thursday, September 19th at 7:00 pm at the Town House Hearing Room. Mr. Salemy and Mr. Flaherty are working on a cost-per-student analysis for CCRSD that they will present to the school committee and Finance Committees.

F. School Security Update. Mr. Flaherty stated that the doors will be locked at school sites throughout the school day and entrance by non-school staff will be limited to the main entrances. Staff at each CPS location will be assigned security badges that will allow them access at secured school entrances that are monitored by cameras. Visitors will be required to use an intercom system to gain access to the buildings. Mr. Flaherty thanked the district's IT Team as well as the Facilities Management Team, the Concord Police and Town of Concord IT Departments for their leadership and focus on this project.

IV. ACTION ITEMS

A. Vote to authorize Apple Lease Purchase. A motion was made by Mr. Benincasa seconded by Ms. Munn that the CSC vote to confirm authorization for a three-year lease purchase of 250 MacBook Air Computers from Apple Computer for the school year commencing September of 2013 with three equal annual payments of \$97,477.62. Ms. Snook commented that she was in favor of the motion, but wanted to ensure that Ms. Beattie returned to a School Committee meeting to report on last year's CMS pilot 1-to-1 program. Also, Ms. Snook wanted to pursue Concord Journal/Carlisle Mosquito articles that would provide more information to the public about the CMS/CCHS plans for 1-to-1 computing. The motion for the three-year lease was unanimously approved.

B. Vote to accept Willard PTG donation to upgrade playground swings. A motion was made by Mr. Benincasa seconded by Ms. Munn that the CSC vote to accept the Willard PTG donation in the amount of \$384.71. The motion was unanimously approved.

C. Vote to approve soccer trip to Townshend, VT. A motion was made by Mr. Benincasa seconded by Ms. Gannon that the CCSC vote to approve the overnight soccer trip to Townshend, VT. The motion was unanimously approved.

D. Vote to approve band trip to Orlando, FL. A motion was made by Ms. McMorrow seconded by Ms. Gannon that the CCSC vote to approve permission to plan the band trip to Orlando, FL for the spring of 2014. The motion was unanimously approved.

E. Vote to approve annual CMS Field Trips to Merrowvista Campsite, Tuftonboro, NH and Washington, DC. A motion was made by Mr. Benincasa seconded by Ms. Boynton that the CSC vote to approve the Concord Middle School annual field trips. The motion was unanimously approved.

F. Vote to accept gift/award from Anton Cleaners and Staples. A motion was made by Mr. Benincasa seconded by Ms. Boynton that the CSC vote to accept the donations (\$250 cash prize and a \$350 Staples Gift Card) from Anton Cleaners and Staples. The gift is the result of a middle school fundraiser for Coats for Kids. The motion was unanimously approved.

VII. OLD BUSINESS

A. CCHS Building Project Update. Mr. Salemy stated that members of the Concord Board of Selectmen, Carlisle Board of Selectmen, Concord FinCom, Carlisle FinCom, and School Committee, as well as citizens, toured the building site last week. The project is going very well. The steel is going up, four (4) floors now. Next week the steel for the big gym will be arriving. In choosing to do the Construction Manager (CM) at Risk model, there was more work up front, but this alleviates the expense of change orders later. The GMP (Guaranteed Maximum Price) was executed at the end of July and sent to the MSBA.

VIII. SUPERINTENDENT'S REPORT

A. Ms. Rigby stated that opening day for teachers will be September 3, 2013 at CCHS with a breakfast. Ms. Rigby will be making opening remarks along with the Labor Union Presidents and Ms. Munn. K-8 will do the first hour of required training with Teachers 21 on the evaluation system. The high school teachers will adjourn to the library and do the work they need to do around getting the year ready for NEASC accreditation. Ms. Rigby

stated that she sends out two ConnectEd messages one to staff and one to parents. Ms. Rigby stated there are 23 new teachers; average experience is about six (6) years.

B. FY14 Enrollment. As of August 27 the enrollment is: Alcott – 461. Thoreau – 498. Willard – 500. CMS – 691 and CCHS – 1217.

IX. CITIZENS' COMMENTS

1. Jennifer Hathaway, 82 Old Bedford Rd., Concord. Ms. Hathaway stated that she is dismayed; it will really impact her if the buses go across the street from her house. The headlights will be on her house and she is disappointed in the way she heard about it. No one talked to the people who live on the street.

2. Lori Jackson, 45 Old Bedford Rd., Concord. Ms. Jackson stated that she wants to be contacted regarding the buses since she will face the buses. How will people be contacted about the buses moving forward?

3. J. William Kenney, 88 Virginia Rd., Concord. Mr. Kenney stated that to put a school bus parking lot into an agricultural/housing area is not the right thing to do when you have Knox Trail. If a school were being built on the Ripley land there wouldn't be a problem, but buses is another matter since the buses are 42 feet long and the buses would have to make wide swings when going around corners.

4. Tanya Gailus, 62 Prescott Rd., Concord. Ms. Gailus stated that people care about their neighborhoods and she cares about environmental issues. The CTC and TAC didn't have Ripley on the lists. Sanborn was eliminated for the same reasons that Ripley should be eliminated. The process that is targeting Ripley is flawed and lopsided.

5. Cynthia Rainey, 80 Hunters Ridge Rd., Concord. Ms. Rainey stated that she wants to talk about communication. She appreciated the discussion that was held about communication. How does written communication that is received at Meriam Road get distributed to the school committee? What is the time frame? What is the policy for staff and teachers to speak at meetings? Can the Policy Committee revisit that issue?

6. Anne Hayden, 342 Sudbury Rd., Concord. Ms. Hayden stated that she would like to read a statement that has action steps for next year. She suggested that the SC take an objective look at what is happening at the schools. Commit to meeting more often during the next six (6) months. Create ad hoc and standing committees to look at critical issues such as technology, legal expenses, school committee policies and communication with the public. Immediately solve the problems that can be solved.

Mr. Salemy and Ms. Gannon indicated that this meeting was the first time the School Committee had been briefed on the results of Mr. Benincasa and Ms. Boynton's exploration of possible transportation solutions. This was the initial discussion of the transportation solution options. They reiterated that the committee has made no decisions regarding either of the two sites presented.

X. ADJOURNMENT

A motion was made by Mr. Benincasa seconded by Ms. Boynton for CCSC and a motion was made by Ms. Snook seconded by Mr. Benincasa for CSC to adjourn the meeting. The motions were unanimously approved and the meeting adjourned at 8:00 PM.

Respectfully submitted,

Sally W. Ferguson
Approved: 09/24/13

Abbreviations:

CSC	Concord School Committee
CCSC	Concord-Carlisle Regional District School Committee
CPS	Concord Public Schools
CCRS	Concord-Carlisle Regional School District
CCHS	Concord-Carlisle Regional High School
BOS	Board of Selectmen

DESE	Massachusetts Department of Elementary and Secondary Education
NEASC	New England Association of Schools & Colleges, Inc.
SBC	School Bus Consultants
GMP	Guaranteed Maximum Price
MSBA	Massachusetts School Building Authority