

**JOINT SCHOOL COMMITTEE**

Concord-Carlisle School Committee  
Concord School Committee  
CCHS Library  
September 24, 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. Snook for CSC at 6:00 PM. Ms. Snook noted that the meeting is being recorded by CCTV.

The Concord School Committee and the Concord-Carlisle School Committee adjourned at 6:02 PM into Executive Session to return to Open Session by roll call to discuss strategy with respect to collective bargaining and litigation because an open meeting may have a detrimental effect on the bargaining and litigating position of the public body. Salemy, Aye, Munn Aye, Snook Aye, Benincasa Aye, McMorrow, Aye.

The Concord School Committee and the Concord-Carlisle School Committee returned to Open Session and was called to order by Mr. Salemy for CCSC and Ms. Gannon for CSC at 6:35 PM. Ms. Gannon noted that the meeting is being recorded by CCTV.

**II. READING OF THE MINUTES**

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

B. A motion was made by Ms. Munn seconded by Ms. McMorrow for CCSC to approve the minutes for the September 10, 2013 Joint School Committee Meeting. Ms. Munn seconded by Ms. Boynton for CSC. The motions were unanimously approved.

Welcome to student representatives Elizabeth Pacelle and Cecelia Spiers.

Elizabeth Pacelle and Cecelia Spiers reported that student governments are going through the application process for appointing students to the NEASEC Committee and also the Administrative Committee. Freshmen elections are happening in the next three weeks for President, Vice President, Secretary, Treasurer and Senators. Friday is the first all school dance with some of the proceeds going to Kicks for Cancer.

**III. CHAIRS REPORT**

Ms. Gannon stated that a School Committee update was published in the Concord Journal. This is part of the committee's ongoing communications endeavors and Ms. Gannon hopes this will be a regular spot in the Concord Journal. The School Committee/Superintendent Coffees will be held October 9 @ 9:30 AM at Ripley, October 29 @ 7:00 PM at Alcott and November 19 @ 7:00 PM at the Peabody Forum.

**IV. CORRESPONDENCE**

None

**V. REPORTS & ISSUES FOR DISCUSSION**

A. CCHS Advisory Program – Peter Badalament & Dana Graham. Ms. Graham gave a presentation on the CCHS Advisory Program. The goal of the Advisory program is for students and adults to create healthy and

meaningful relationships outside of the classroom. Mr. Badalament indicated that the hope was that 100% of the students at the high school would form a meaningful connection with at least one adult. Furthermore, the Advisory Program seeks to provide opportunities for students to develop life skills including: leadership, ethics, accountability, adaptability, people skills, self-direction, personal productivity, and personal, social, and academic responsibility. Ms. Graham indicated that she worked with others over the summer to use feedback from previous years to improve the program. Each year provides a unique focus: Freshman program provides students with the tools and confidence to succeed at CCHS, Sophomore program explores the topic of respect in its many forms and culminates in a multi-week service project, Junior program develops and strengthens students' individual goal setting strategies, and Senior program explores ways in which students take healthy risks and challenge themselves.

B. Financial Benchmarking. Mr. Salemy provided an overview of the financial benchmarking process indicating that the District reviewed comparison data from the Department of Elementary and Secondary Education (DESE). He stated that the District is guided by the philosophy of a commitment to the education of all of our students. Ms. Rigby addressed the difference in per pupil costs between Concord-Carlisle and surrounding districts. All funds, including State & Federal grants, and local grants were included in the analysis. The DESE data is from the District Analysis, Reviews and Assistance Tools (DART). The closest comparable school is Lincoln-Sudbury, which is the only other grade 9-12 regional school district in our area. The three major drivers of our higher costs are classroom support (paras, teacher curriculum leaders, department chairs), out of district expenditures (tuitions), and technology (district-wide information systems, classroom technology). Ms. Rigby presented the classroom and teacher data, and Mr. Flaherty presented the district-wide technology and the classroom technology data. Mr. Flaherty also presented the athletic and student activities as well as the custodial, heating and utilities data. Committee members reinforced the District's commitment to best educate all students and discussed continuing efforts to identify the areas beyond test scores that exemplify the value our programs add to our students.

C. Long Term Transportation. Ms. Boynton stated that she met with the BOS and the Town Manager, who are working to negotiate with the seller of the Knox Trail parcel. She believes the Town is on the path to an agreement to purchase the land. Right now there is a verbal agreement. The BOS are having a special meeting on Monday, September 30, 2013 at 6:00 PM at the Town House to consider calling a Special Town Meeting in December. The tentative date for this meeting is December 4, 2013. Committee members indicated this was an example of Town and School cooperation.

#### **IV. ACTION ITEMS**

A. Vote to approve Junior State Trips for 2013-2014. A motion was made by Ms. Snook seconded by Ms. Boynton that the CCSC vote to approve the request for the Junior State Trips for 2013-2014. The motion was unanimously approved.

B. Vote to approve Change Order Request for the CCHS Building Project. Postponed.

#### **VII. OLD BUSINESS**

A. CCHS Building Project Update. Mr. Salemy presented some photos of the site and stated the concrete slabs will be poured next month. Bulletins will go out notifying neighbors when the cement trucks will be arriving on site. Mr. Salemy indicated that the new auditorium will have seating for 600 people; about the same as the current auditorium. This decision was made by the faculty. Space is dedicated for a drama classroom and an orchestra pit. The auditorium will have an advanced acoustics system, as well as two catwalks and two sets of side lighting and platforms. The first layer of the ring road will be paved in the next couple of weeks. Once the concrete slabs are poured, the building will be encased in a poly cover to continue work in the winter months.

#### **VIII. SUPERINTENDENT'S REPORT**

A. Town Coordination Meeting. Ms. Rigby stated that the information presented at the Town Coordination Meeting included FY13 budget closings, enrollment, Special Ed and English Language Learners (ELL), staffing, transportation, State budgets, contract negotiations and future challenges. For FY13, CPS was within budget expending 99.97% of the budget without using the supplemental appropriation for transportation. CCRSD was also within budget and lower FY13 expenditures may allow repayment of a portion of the OPEB liability reduced in the FY14 budget. CPS enrollment currently is 2154 (projected at 2146) and CCRSD is 1234 (projected at 1244). Future challenges include CPS enrollment, labor contractual cost drivers, special education / ELL enrollment and out-of-district (OOD) tuition, long term transportation and bus replacement, meeting state

education mandates, CCHS building project, technology demands, OPEB liabilities, CCHS landfill remediation, sustainability of 3-4% operating budget increases.

B. Budget Development Process. Ms. Rigby stated that she is working with school sites through the leadership teams at the school sites. Leadership teams are providing input and working with the Administrative Team to review last year's programs to look at the expenditures to generate any new programmatic needs. They are discussing what would be necessary elements for the new FY15 budget. On October 8, 2013 there will be a Joint School Committee Meeting (to be held at Ripley) to review the FY15 budget information before the meeting with the Finance Committee on October 10, 2013 at 7:30 PM at the Town House.

C. Educator Evaluation Process. Ms. Rigby stated that she would like to share some progress that has been made around the new Educator Evaluation System. The plan was implemented last year at the high school and we are continuing to work monthly with CCTA and the evaluation committee at the high school. We are focusing on the next step, which is to identify what our District-Determined Measures (DDMs) will be. Ms. Rigby provided a handout explaining the DDMs and how they will be used.

## **IX. CITIZENS' COMMENTS**

1. James Rice, 32 Sandy Pond Rd., Concord. Mr. Rice thanked Ms. Rigby for the special forum that was held on September 17 to discuss the way the CCHS Administration recognized 9/11. He stated that the CCHS Administration did fail to properly recognize 9/11 in an appropriate way. The failure stems not from one mistake but from both prolonged system problems and numerous independent failures of judgment. An inappropriate poem was read, no moment of silence was held, and The Pledge of Allegiance was not read, which should be read every day.

2. Miguel Echavarri, 210 Border Rd., Concord. Mr. Echavarri stated that he believes that there is a lack of fiscal oversight regarding the school budgets. Legal spending exceeded the budget by 236%. His primary concern is that the committee is not receiving the timely information that is needed to perform the fiscal oversight responsibilities. School District Policies state that the Superintendent and the Director of Finance are required to generate reports to the School Committee this includes a quarterly accounting of the current FY budget – to actual expenditures (YTD). Mr. Echavarri is recommending that the reports be delivered quarterly and they should show line items budgets.

3. Paul Horwitz, 173 Hayward Mill Rd., Concord. Mr. Horwitz stated that the dates for the School Committee/Superintendent's Coffees should be posted and published in the Concord Journal. He also suggested that the School Committee use the Town Manager's email list to publicize the dates.

## **X. ADJOURNMENT**

A motion was made by Mr. Benincasa seconded by Ms. Snook for CSC and a motion was made by Mr. Benincasa and seconded by Ms. Snook for CCSC to adjourn the meeting. The motions were unanimously approved and the meeting adjourned at 8:10 PM.

Respectfully submitted,

Sally W. Ferguson  
Approved 10/8/13

### **Abbreviations:**

CSC	Concord School Committee
CCSC	Concord-Carlisle Regional District School Committee
CPS	Concord Public Schools
CCRSD	Concord-Carlisle Regional School District
CCHS	Concord-Carlisle Regional High School
BOS	Board of Selectmen
DDMs	District-Determined Measures