

JOINT SCHOOL COMMITTEE

Concord-Carlisle School Committee
Concord School Committee
Ripley Building
August 26, 2014

Present: Jennifer Munn, Chair, CCSC; CSC
Kathleen Snook, Chair, CSC; CCSC
Phil Benincasa, Vice Chair, CSC; CCSC
Johanna Boynton, Vice Chair, CCSC; CSC
Wallace Johnston, CSC; CCSC
William Fink, CCSC
Mary Storrs, 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 Ms. Munn for CCSC and Ms. Snook for CSC at 4:00 PM. Ms. Snook noted that the meeting is being recorded.

The School Committee took a moment of silence for our colleague Sally Ferguson who passed away suddenly on Sunday. Sally was a welcoming presence at every meeting and every time she came into the Ripley building. We are all deeply saddened for her family and colleagues.

Diana Rigby thanked Regina Erickson who is from CASE and serving as the Secretary for this meeting. Ms. Rigby also noted a guest; Glenn Koocher from MASC is joining the meeting today.

II. READING OF THE MINUTES

A. Open Session. A motion was made by Ms. Boynton seconded by Mr. Benincasa for CSC and a motion by Mr. Johnston seconded by Mr. Benincasa for CCSC to approve the minutes of July 23, 2014 Joint School Committee Meeting. The motions were approved. Ms. Storrs abstained.

B. Executive Session. CSC Meetings: A motion was made by Mr. Benincasa seconded by Ms. Boynton for CPS to approve and release the Executive Session minutes for the May 14, 2013 and June 11, 2013 CSC Meetings. The motion was unanimously approved.

Joint Meetings: A motion was made by Mr. Benincasa for CSC and CCSC, seconded by Ms. Boynton for CSC and Mr. Johnston for CCSC, to approve and release the Executive Session minutes of May 28, 2013, June 27, 2013, October 16, 2013, February 25, 2014, March 10, 2014, March 25, 2014, April 8, 2014 and April 16, 2014 Joint School Committee Meetings. The motion was unanimously approved.

A motion was made by Mr. Benincasa for CSC and CCSC, seconded by Ms. Boynton for CSC and Mr. Johnston for CCSC, to approve and not release the Executive Session minutes for the May 13, 2014, June 25, 2014 and July 23, 2014 Joint School Committee Meetings. The motion was approved. Ms. Storrs abstained.

III. CHAIRS REPORT

A. Ms. Munn drafted a letter to the Board of Selectman regarding the School Committees' preference that any school related issues at Concord Town Meeting be addressed on an evening session and not on the Sunday afternoon session.

B. Ms. Snook stated there would be a change in the School Committees' meeting schedule in April due to a conflict with the Concord Town Meeting.

IV. CORRESPONDENCE

- A. Concord Finance Committee Annual Budget Data Request. Ms. Rigby received the Annual Budget Data Request from Concord Finance Committee for both CPS and CCHS. Ms. Rigby indicated that she and John Flaherty are compiling and working on the data.
- B. Concord Board of Selectmen Joint Meeting is scheduled for September 18, 2014.
- C. DESE Closure Letter. Ms. Rigby indicated that she received a closure letter from DESE regarding field trip fees.
- D. DESE-CCRSO Coordinated Program Review. Ms. Rigby stated that a letter was received from Mass. Department of Elementary and Secondary Education (DESE) regarding their findings for the CCRSD Coordinated Program Review. They have implemented all but 10 issues, and those remaining items will be corrected. The final report for CPS (K-8) will be received in September.
- E. MSBA Progress Payment Notification. Ms. Rigby indicated that they received a Progress Payment Notification for another payment totaling \$2,378,301 for the high school building project.

V. RECOGNITIONS

A. Ms. Rigby recognized the Administration, Support Staff, Building Service Workers, Manager Brian Schlegel and Maintenance Workers, Manager Maria Barker and food service staff, Wayne Busa, John Arena and the transportation staff who worked hard this summer to prepare for the opening of school next week and she appreciated all of their efforts.

VI. Reports and Issues for Discussion

A Roles & Responsibilities of School Committee

Ms. Snook welcomed Glenn Koocher from MASC. Mr. Koocher discussed roles and responsibilities of school committees. He discussed the basic challenges of governance, leadership and stewardship in public schools. Mr. Koocher focused on the roles and responsibilities and authority of the school committees. He indicated that the school committees make the laws, and the laws are school policy, along with goal setting, setting of standards, and setting superintendent goals.

B. School Committee Goals – Communication

Ms. Snook reviewed last year's School Committee Communication Goal. She indicated that the School Committees have received positive feedback on communication initiatives. Ms. Snook also indicated that the Budget Book has been very helpful and comprehensive. Members discussed initiatives for the upcoming year.

Members agreed to continue the School Committee – Community coffees. Ms. Boynton and Mr. Johnston indicated that work needs to be done on the webpage to improve communication. Ms. Boynton suggested that the first 20 minutes should be set aside for a presentation on a specific topic.

The committee discussed additional ways to communicate with the public. They agreed to work with the PTGs and to advertise at meetings and on the website events and forums that are of educational interest.

Mr. Benincasa expressed concern about the lag time for the Freedom of Information Act when they receive the request. He feels this topic needs to be addressed. Mr. Benincasa supported the addition of a new position. Ms. Snook indicated that the District is following the law and the deadlines and guidelines of the law. Ms. Rigby indicated that she understands the concern, but they are following all deadlines of the request. Ms. Rigby offered to provide information about Public Records Requests at the next School Committee meeting.

C. School Committee Meeting Procedures

Ms. Snook talked about the differences between the policies and practices or protocols. She referred to the blue sheets as a practice that the School Committee used over the past year. Ms. Snook also indicated that they may want to consider using a consent calendar to approve similar items all at once. Ms. Boynton also would like to consider the consent agenda ahead of time.

Mr. Johnston would like to consider how the School Committee handles the public comments. He would like to hear from people before the School Committee votes on an item. He suggested having public comments at the beginning of

the meeting. This would give people a better opportunity to discuss an item, but does not to extend the length of the meeting. Ms. Snook suggested a trial of moving the comment section to the beginning of the meeting, and not to have any comments at the end. Mr. Benincasa said he would support both. The committee discussed time limits at the beginning and the end and thought that perhaps they should try this out for a few meetings before making a decision. Ms. Snook also encouraged citizens to send emails prior to the meeting so the School Committee can think about the comments ahead of discussions.

The committee discussed putting together a protocol and procedures using some of the information Mr. Koocher had provided. Ms. Boynton volunteered to put something together to look into establishing committee protocols.

D. School Committee Policies – Review and Update Process

Ms. Snook indicated that some of the policies have not been updated since September 2005. Ms. Rigby said that when the law changes, the effected individual policies are approved and updated with the date change. Ms. Snook indicated that the policy subcommittee will have regular meetings starting in September and that they will get help from MASC who will assist in walking through the entire policy manual.

The Committee noted that a Carlisle member needed to be elected to the Policy SubCommittee. Mr. Fink nominated Ms. Mary Storrs. Mr. Fink moved, and Mr. Benincasa seconded, the motion to have Ms. Storrs serve on the Policy SubCommittee. The motion was unanimously approved.

VII. Action Items

A. Vote to approve the EDCO Collaborative Articles of Agreement. A motion was made by Ms. Boynton and seconded by Mr. Fink for CCSC and by Ms. Boynton and seconded by Mr. Benincasa for CSC to approve the EDCO Collaborative Articles of Agreement as presented. The motion was unanimously approved. This is the second reading.

Vote to authorize the EDCO Collaborative to establish a capital reserve fund to support costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property, pursuant to a capital plan. A motion was made by Ms. Boynton and seconded by Mr. Fink for CCSC and by Ms. Boynton and seconded by Mr. Benincasa for CSC to authorize the EDCO Collaborative to establish a capital reserve fund as presented. The motion was unanimously approved.

B. Vote to approve PFA Second Amendment for CCHS Building Project. A motion was made by Mr. Benincasa and seconded by Ms. Storrs for CCSC and Ms. Boynton for CSC to approve the PFA Second Amendment for the CCHS Building Project. The motion was unanimously approved.

C. Vote to approve CPS & CCHS Special Education Budget transfers from grants. A motion was made by Ms. Boynton and seconded by Mr. Johnston for CPS to reduce Elementary SPED Non-Public Tuition, with the account number noted, by (\$181,000), reduce Middle School SPED Non-Public Tuition by (\$181,000), and increase Pre-School Teaching Salary by \$362,000. A motion was made by Ms. Boynton seconded by Mr. Fink for CCSC to reduce SPED Non-Public Tuition by (\$188,000), and increase the SPED Teaching Salary by \$188,000. Both motions were unanimously approved.

D. Vote to approve CCHS Building Project Change Orders 5 thru 8.

Change Order 5: Vote that the concord-Carlisle School Committee approves an increase of \$465,829 to the Turner Construction contract for a contract value of \$76,955,023. A motion was made by Mr. Benincasa and seconded by Ms. Boynton to approve an increase of \$465,829 to the Turner Construction contract for a contract value of \$76,955,023. The motion was unanimously approved.

Change Order 6: Vote that the Concord-Carlisle School Committee approves an increase of \$504,748 to the Turner Construction contract for a contract value of \$77,459,771. A motion was made by Ms. Boynton and seconded by Mr. Johnston for CCSC to approve an increase of \$504,748 to the Turner Construction contract for a contract value of \$77,459,771. The motion was unanimously approved.

Change Order 7: Vote that the Concord-Carlisle School Committee approves an increase of \$337,289 to the Turner Construction contract for a contract value of \$77,797,060. A motion was made by Ms. Boynton and seconded Mr. Johnston for CCSC to approve an increase of \$337,289 to the Turner Construction contract for a contract value of \$77,797,060.

Change Order 8: Vote that the Concord-Carlisle School Committee approves an increase of \$13,936 to the Turner Construction contract for a contract value of \$77,810,996. A motion was made by Mr. Benincasa and seconded by Mr. Johnston to approve an increase of \$13,936 to the Turner Construction contract for a contract value of \$77,810,996. The motion was unanimously approved.

VIII. OLD BUSINESS

A. CCHS Building Project

Ms. Boynton indicated that she took a tour of the CCHS and it looks good. Consultants have been hired that specialize in organizing moving into new buildings. Certificate of Occupancy is expected sometime in February. Mr. Benincasa asked about the grand opening. Ms. Rigby indicated that the Building Committee and the principal and his faculty would make the decision on the Grand Opening.

B. CCHS Fields Renovation Project

Mr. Johnston indicated that there have been no Board Meetings this summer. Work still needs to be completed but they are looking at October 15th as the completion date on Phase I.

C. Transportation

Ms. Boynton indicated that the town and school are still in negotiation on the two properties – 37 Knox Trail and WR Grace. An application has been submitted to the Acton Board asking for paving from 37 Knox Trail to the WR Grace land to the gate. They are currently working on getting access. A meeting is scheduled for September 8th with the Acton Board of Selectmen. They are in their third revision of a Purchase and Sales with WR Grace, and they are working on the last couple of things to discuss.

Mr. Flaherty indicated the importance of having October as a goal to have a plan for parking and maintenance. This is very critical for the 2015-16 school year. The Committee must identify anticipated requirements for the warrant articles for the Town Meeting. Ms. Rigby indicated that, within the next month, the District needs to have an interim plan, that we know where our buses will be maintained in July 2015 and housed in October 2015.

Ms. Snook indicated that she and Ms. Munn had met with some others in Town about future plans for transportation operations, to include near term and long term solutions. Ms. Snook suggested that she and Ms. Boynton and Mr. Flaherty work with the Town Manager and Board of Selectmen members on an interim plan. The Committee needs commitments for interim parking and maintenance locations to bridge the time between the end of the current maintenance and parking leases until the time the WR Grace land transportation infrastructure is ready for operation.

Ms. Snook recognized Mr. Steve Ng, Chair of Board of Selectman. Mr. Ng indicated that the town is very supportive about maintaining the buses in town, and that the Selectmen are optimistic about the plan and that they expect to develop an interim plan by October 1st. He indicated that the School Committee would be on the September 8th Board of Selectmen agenda to discuss transportation.

IX. SUPERINTENDENT'S REPORT

A. Summer Building Projects. Mr. Flaherty gave an overview of some of the work that has been done over the summer for the building projects at Alcott, Thoreau, Peabody, Sanborn and the Ripley Building.

B. Fall enrollments and staffing. Ms. Rigby reported that as of August 26th, the enrollment is: Alcott – 457; Thoreau – 460; Willard – 485; CMS – 695; CCHS – 1,255. Ms. Rigby indicated there are 27 more students at the high school, 5 more at the middle school, 5 less at Alcott, 40 less at Thoreau, and 15 less at Willard. She also indicated there were over 1000 applications for open positions and that the majority of the hiring took place at the high school with twelve new staff members. There are six new hires at the middle school and three at the Thoreau School. The average experience of new hires is between 6-10 years.

C. Opening day for teachers, August 27, 2014, 8:00 AM – 10:30 AM, CCHS. The District is partnering with Healthy Concord to have Dr. Dan Siegel do a Skype presentation on Mindfulness practice.

D. New Educator Evaluation System – Student Impact Ratings & DDM’s, Student/Staff Feedback. Ms. Rigby will work with faculty to coordinate feedback. The District will collect feedback from the students and staff as part of the evaluation process.

E. New Student Discipline Rules – Chapter 222. Ms. Rigby indicated that the State passed the new student regulations that the School Committee had to review and put in place around suspensions. This new regulation will be incorporated to our District policy.

X. Citizens Comments

1. Paul Horwitz, 173 Hayward Mill Road, Concord. Mr. Horwitz stated that the access to public documents is a complicated issue. For such issues he feels that the School Committee should form committees and seek public citizens to serve on these committees as the Town did with the Governance Committee. He indicated that he would be happy to be on such a committee.

2. Nancy Beewkes, 1360 Monument Street, Concord. Ms. Beewkes stated that she thought it would be helpful if citizens could make public comments at the time that an item is talked about. She also commented that the citizens are a distance from the school committee members, and it is hard to hear at the meeting.

X. ADJOURNMENT

A motion was made by Mr. Benincasa and seconded by Ms. Storrs for CCSC and a motion was made by Mr. Benincasa and seconded by Mr. Johnston for CSC to adjourn the meeting. The motions were unanimously approved and the meeting adjourned at 8:45 PM.

Respectfully submitted,

Regina M. Erickson

Approved: 9/23/14

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