**JOINT SCHOOL COMMITTEE** Concord-Carlisle School Committee

Concord School Committee

CCHS Library

October 14, 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

Absent: 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 6:33 PM. Ms. Snook noted that the meeting is being recorded.

**II. PUBLIC COMMENTS**

No public comments were made.

**III. READING OF THE MINUTES**

A. Open Session.

CPS Meeting – 9/9/14. A motion was made by Mr. Benincasa, for CSC, seconded by Mr. Johnston to approve the minutes for the September 9, 2014 Concord School Committee Meeting with edits. The motion was unanimously approved.

Jt. Meeting – 9/23/14. A motion was made by Mr. Benincasa for CSC, seconded by Mr. Johnston, and a motion was made by Ms. Boynton for CCSC, seconded by Mr. Fink, for CCSC to approve the minutes for the September 23, 2014 Joint School Committee Meeting with edits. The motion was unanimously approved.

**IV. CHAIRS REPORT**

A. Ms. Snook spoke regarding the School Committee Community Coffee on September 30, 2014. Topics discussed included public records requests, revised CCHS calendar, town meeting, school budget, increased forums on 1:1 and the School Committee web page. The next coffee is scheduled for November 18, 2014, 7-8:30 pm at the Peabody Forum.

B. Ms. Munn spoke regarding the panel discussion at the League of Women Voters on September 24, 2014. She stated it was very informative and those in attendance included town administrators, The Board of Selectman, Ms. Snook and Ms. Munn. They discussed budget, technology, and environmental efforts. Ms. Munn stated that it was a well-attended panel.

**V. CORRESPONDENCE**

A. Ms. Munn stated that 27 emails were received and most were regarding scheduling town meeting. She indicated that the emails received preferred town meeting on weeknights. The other emails included questions regarding public records requests, CMS scheduling, field’s renovation and the budget.

B. Special Progress Report to the NEASC. Ms. Rigby stated that Mr. Badalament submitted a Special Progress Report to the NEASC. She indicated that we are making great progress.

C. Playscape at Ripley. Ms. Rigby stated that Pat Nelson, Executive Director of Concord Children’s Center, is requesting a letter of support in applying for funding to the Community Preservation Committee for the play area at Ripley. Ms. Rigby requested consideration to provide approval in drafting the letter of support. Ms. Snook stated she would draft a letter. Mr. Rigby noted that the play area would be inclusive for young children with disabilities as well as families on weekends. The Committee agreed that Ms. Snook should draft the letter of support.

**VI. RECOGNITIONS**

A. Ms. Rigby (speaking for Chris Mahoney from Thoreau) recognized: Robert Lemaire for his extensive exploration in prime numbers in his 5th grade Math enrichment project, Jessica Ham for her outstanding skills as a student engaged project oriented math teacher, and Rachel Levesque for her outstanding work as a school social worker.

Sharon Young, from Alcott, recognized: “Team Awesome” including Tina Pimentel, Becky Cotrone, Emily Sypole, and Stacey Torres. They have been involved in developing fun activities at the end of every faculty meeting and staff luncheons.

Pat Fernandez, from Willard, recognized: Kim Mayerson, school psychologist, and Julee Vitello, school counselor, for their work in helping students transition to the new school year and in welcoming new families to the school.

B. Ms. Rigby stated that the House of Representatives designated October 2014 as National Principal’s Month by the House of Representatives. She recognized Lynne Beattie, Peter Badalament, Pat Fernandes, Sharon Young and Chris Mahoney and read the proclamation.

**VII. REPORTS AND ISSUES FOR DISCUSSION**

A. CCHS Mental Health Week. Mr. Badalament, Chris DeBruzzi, Lou Anne Franke, and Jen Clarke spoke regarding Mental Heath Week activities at CCHS. Mindfulness awareness, infection control, and safety issues were among the issues targeted. Activities took place during lunch blocks in the learning commons, as well as “open gym“. “Mindfulness moments” were also incorporated into every faculty meeting.

B. FY2016 CCRSD Annual Budget Data Response. Mr. Flaherty stated that for FY16, the proposed CCRSD operating budget increase is 6.38%, which creates a 5-year annualized average increase of 3.21%. Increases in teacher contractual costs (steps, lanes and scales), OPEB, special education services, transportation, additional assistant principal, increased enrollment, professional development, Learning Commons extended hours, Rivers and Revolution trips, and restorations of materials/supplies in art, music, and science are contributing to the increase in the budget. Several areas will offset the increases, including reductions in: computer hardware infrastructure, utilities, legal, capital outlay, unemployment insurance, FICA insurance and maintenance. If the OPEB contribution is removed, the increase is 5.06%.

Ms. Munn presented the CCHS Historical Review and Cost Growth Analysis, stating that the annualized 5-year rate of growth for fiscal years FY05-FY10 was 5.85%, while for FY10-FY10 it was 2.9%. Projected employee cost growth for FY16 is 2.55% and non-employee cost growth is 1.97%, totaling 4.52% required increase for underlying fixed costs growth alone. This growth is assuming no new programs and no increases in enrollment, and does not address unfunded mandates.

Upcoming Finance Committee meetings include October 16th for the Guidelines Committee to recommend preliminary guidelines, November 13th for the Districts’ response to the preliminary guidelines and November 20th for the final guidelines.

C. Proposed School Committee Goal 2014-2015. Ms. Snook stated the proposed School Committee Goal for 2014-2015: The School Committees will utilize a variety of avenues and activities to effectively communicate and share information with community stakeholders. This was a first reading of the goal. Ms. Snook suggested adding a phrase about the web page as Mr. Johnston is currently updating the web page to include information to help with communication. The Committee discussed updating the goal and will vote at the next meeting.

After a brief discussion about Committee protocols and some policies/practices, Ms. Snook indicated that Ms. Boynton was looking at Committee Protocols and also announced that the first Policy Sub-committee meeting would be Thursday, October 16th at 9 am at Ripley and that the Policy Sub-Committee meetings are open meetings.

D. 2014 MCAS Report for CCHS. Kristen Herbert presented the Committee with an overview of the 2014 MCAS. She stated most students scored in the Advanced/Proficient categories (ELA 97% / Math 95% / Science 93%). The focus is to close the gap between the regular education population and the high needs population (SEPD, ELL, former ELL, and low income).

**VIII. ACTION ITEMS**

A. Vote to approve 2014-2015 District Goals. In preparation for the vote on the District Goals, the Committee discussed the teacher job satisfaction gap at the middle schools and high school. Ms. Rigby suggested at the District level, she would add a professional practice goal around professional cultures to improve the satisfaction gap. A motion was made by Mr. Benincasa for both CSC and CCSC, and seconded by Ms. Boynton, to approve the 2014-2015 District Goals, with the intent of reviewing them midyear. The motions were unanimously approved.

B. Vote to approve CCHS Community Use Agreement with Concord. Ms. Snook presented a new draft of the CCHS Community Use Agreement with Concord. A motion was made by Mr. Benincasa, seconded by Mr. Fink, to approve the CCHS Community Use Agreement with Concord. The motion was unanimously approved.

C. Vote to accept donation from Middlesex Savings Bank. A motion was made by Ms. Boynton for CSC and CCSC, seconded by Mr. Benincasa, to accept a gift totaling $1,250 from Middlesex Savings Bank with gratitude. The motions were unanimously approved.

D. Vote to accept donation from Concord-Carlisle Community Chest. A motion was made Ms. Boynton, seconded by Mr. Benincasa, to accept a donation from Concord-Carlisle Community Chest in the amount of $19,325 from the Chest’s Cornerstone Fund Committee to support the first year of the two-year CCHS pilot, Building Mental Strength and Managing Stress: Developing Skills and Mindfulness. The motion was unanimously approved.

E. Vote to approve Junior State Trips for 2014-2015. A motion was made by Ms. Boynton, seconded by Mr. Benincasa, to approve the Junior State Trips for 2014-2015. The motion was unanimously approved.

F. Vote to approve Earth Science Trip to Iceland. A motion was made by Mr. Benincasa, seconded by Mr. Fink, to approve the Earth Science Iceland Trip 2015. The motion was unanimously approved.

**IX. OLD BUSINESS**

A. Transportation. Ms. Boynton stated that both properties are moving forward (WR Grace and Knox Trail).

Mr. Flaherty noted that the responses to the RFP are due October 17, 2014 and he has received 1 proposal to date. The Committee expects to fully discuss plans for interim and long-term transportation at their next meeting.

B. CCHS Building Project. Ms. Boynton stated that the site work is finished and the flooring and carpeting are being installed.

C. CCHS Fields Renovation Project. Mr. Johnston stated that good progress is being made - the courts are paved, final flexi-coat is being placed, backstop for softball turf is up. He noted that there was a fundraiser at Back to School night set up, but more fundraising is needed for Phase 2.

**X. SUPERINTENDENT’S REPORT**

A. October 1 Enrollments. Ms. Rigby stated that High School enrollment has increased, middle school enrollment has stayed the same, and elementary enrollment has gone down slightly.

B. Fall Professional Development. Ms. Rigby stated that the teachers were involved in more than 19,000 hours of professional development last year, which is external to the job embedded professional development. Ms. Rigby provided a list of the various professional development opportunities available. Ms. Rigby noted that she is very proud of the teachers for participating in these professional development opportunities.

**XI. PUBLIC COMMENTS**

1. Anne Hayden, 342 Sudbury Rd., Concord, MA. Ms. Hayden stated that she was very sorry that no time was made to answer her questions that she had sent via email regarding the Rivers and Revolutions Program. She was very concerned about how program decisions were being made.

2. Diane Proctor, 57 Sudbury Rd., Concord, MA. Ms. Proctor was concerned that the budget discussion did not address money in the budget dedicated to the bus replacement schedule. Mr. Flaherty responded that the Committee would address bus replacement at a later meeting.

**XII. ADJOURNMENT**

A motion was made Ms. Boynton, seconded by Mr. Benincasa, for CCSC to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:23 PM. The CSC meeting continued.

**XIII. REPORTS AND ISSUES FOR DISCUSSION**

A. FY2016 CPS Annual Budget Data Response. Mr. Flaherty stated that for FY16, the proposed CPS operating budget increase is 6.79%, with a 5-year annualized average increase of 4.58%. He noted that the federal grants are declining. He stated that drivers of the budget include: contractual obligations (steps, lanes and scales), other non-collective bargaining contingencies, instructional supplies, special education, integrated preschool, K8 computer hardware, software and supplies, MS Assistant Principal, increased CMS enrollment over several years, CMS textbooks and professional development.

Ms. Snook presented the CPS Historical Review and Cost Growth Analysis. Projected employee cost growth for FY16 is 3.27% and non-employee cost growth is 0.40%, totaling 3.67% required increase for underlying fixed costs growth alone. This growth is assuming no new programs and no increases in enrollment, and does not address unfunded mandates.

B. 2014 MCAS Report for CPS. Ms. Herbert presented the Committee with an overview of the 2014 MCAS results. The cohort value added data showed a tremendous amount of growth from Grade 4 through Grade 10. She noted that they are continuing to work on narrowing the gap between “high needs” and “all students” groups.

**XIV. PUBLIC COMMENTS**

No public comments were made.

**XV. ADJOURNMENT**

Mr. Benincasa, seconded by Mr. Johnston, made a motion to adjourn the CSC meeting. The motion was unanimously approved and the meeting ended at 10:01 PM.

Respectfully submitted,

Erin E. Higgins

Approved: October 28, 2014

Abbreviations:

CSC Concord School Committee

CCSC Concord-Carlisle District School Committee

CMS Concord Middle Schools

CPS Concord Public Schools

CCRSD Concord-Carlisle Regional School District

CCHS Concord-Carlisle Regional High School

CHPS The Collaborative for High Performance Schools

OPEB Other Post-Employment Benefits