

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee  
Concord School Committee  
Ripley Building  
November 24, 2015

Present: Johanna Boynton, Chair, CCS; CSC  
Wallace Johnston, Chair, CSC; CCSC  
Heather Bout, Vice Chair; CSC; CCSC  
Kathleen Snook, CSC; CCSC  
Dan Conti, CSC; CCSC  
Mary Storrs, CCSC  
William Fink, 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. Johnston for CSC at 6:05 PM. Mr. Johnston noted that the meeting is being recorded. He stated that the CSC would enter into Executive Session under Purpose 3 of the Open Meeting Law: To discuss strategy with respect to collective bargaining because having the discussion in an open session will be detrimental to the public body's bargaining position. A motion was made by Ms. Bout, seconded by Ms. Boynton to adjourn for Executive Session. The motion passed by roll call: Conti, aye; Snook, aye; Boynton, aye; Johnston, aye; Bout, aye.

The CSC was called back to order by Mr. Johnston and Ms. Boynton called the CCSC to order at 7:00PM, noting that the meeting is being recorded.

**II. PUBLIC COMMENTS**

1. Robert Grom, Mildred Circle, Concord, MA. Mr. Grom urged the SC to establish a process of transparency, full disclosure and openness when conducting the search for the new superintendent. He noted that the selection process should always allow 2-sided discussions, effective dialogue and should take advantage of all available resources in the Town. He stated that this type of approach would work well when conducting SC meetings as well. Mr. Grom noted that the Hingham SC agenda states that the audience can comment as agenda items are discussed. He also noted that there are an additional 15 minutes for the audience to raise questions and make comments on matters that are not on the agenda. He stated that this is an audience friendly approach, which he feels would increase community participation.

**III. READING OF THE MINUTES**

A. Open Session

Joint Meeting – 10/27/15 – A motion was made by Ms. Boynton, seconded by Mr. Fink, to approve the minutes for the Joint Meeting on 10/27/15. The motion was unanimously approved.

CPS Meeting – 11/10/15– A motion was made by Ms. Bout, seconded by Ms. Boynton, to approve the minutes for the CPS Meeting on 11/10/15. The motion was unanimously approved.

Student Senate Rep, Lee Bernstein, stated that the lunch cart being placed on the 2<sup>nd</sup> floor is working very well and they have had a lot of positive feedback; the spirit week went very well; they were very glad with the student support at the NEASC visit to shadow and give tours; they are happy to see that the parking situation is fluid and that the Administration is working on a solution/plan.

**IV. CHAIRS REPORT**

Mr. Conti stated that FINCOM passed the original guidelines and noted that it was very positive. Ms. Bout stated that the CCTV Board Meeting occurred and they are looking for new board members and volunteers.

## **V. CORRESPONDENCE**

- A. Emails. Ms. Boynton stated that she received 5 emails regarding concerns around parking.
- B. Adult & Community Education November 1, 2015 Director's report. Ms. Rigby stated that Court Booth would be presenting his Adult & Community Education report later in the meeting.
- C. MOU – Concord Schools & Concord Police Department. Ms. Rigby stated that she received the Memo of Understanding that is developed between the schools and the Police Department. Ms. Rigby stated that she appreciates the support from the Concord Police regarding the School Resource Officer.
- D. Commonwealth of MA Dept. of Correction. Ms. Rigby stated that they donated 6 active boards to the MA Dept. of Correction and that they sent her a letter to show their appreciation.
- E. MA Dept. of Revenue. Ms. Rigby stated that she was pleased to share that they were audited on Excess and Deficiency and that it has been certified at \$1,477,124. Ms. Rigby thanked Mr. Flaherty.
- E. DESE – CCHS ELE Progress Report #2 & Status Sheet. Ms. Rigby stated that, thanks to Ms. Hebert and Neil Lynch at CCHS, all non-compliance items have been completed for the English Language Learner Program. Ms. Rigby noted her appreciation.

## **VI. RECOGNITIONS**

- A. Barry Haley & CCHS Fall Coaches. Ms. Rigby, on behalf of Mr. Badalament, recognized Athletic Director Barry Haley and the fall coaches for all the successful seasons. She noted that all of the teams enjoyed post-season play and that the girls' soccer team went to the finals. Ms. Rigby also applauded all of the student athletes.
- B. Maureen Sullivan & CCHS Cheerleaders. Ms. Rigby recognized Maureen Sullivan and the CCHS Cheerleaders for receiving the DCL Sportsmanship award. Ms. Boynton noted that this is a peer vote.
- C. David Nurenberg. Ms. Rigby recognized David Nurenberg for hosting the annual Nanae, Hokkaido Delegation.
- D. Building Project. Ms. Rigby recognized the Building Committee and the Building Project Team for the completion of the CCHS building project, noting that the parking lot was open over the weekend for all activities. Ms. Rigby noted that 429 parking spaces are permitted and available. Ms. Rigby stated that the next step in the process of parking is the allocation of the spaces, noting that it's the responsibility of the district and the administration. She stated that there are many factors that go into it, including student safety, staff support and convenience. Ms. Rigby asked for everyone's patience and understanding during the process of determining the best parking plan. She stated that there would be a spot for everyone, but it may not be in the new lot. Ms. Rigby noted that they are looking into an area for overflow parking for extra spaces near the remediated space. Mr. Fink noted how wonderful the drop-off design is working.

## **VII. REPORTS & ISSUES FOR DISCUSSION**

- A. Special Education Report – Jessica Murphy, Director. Ms. Rigby thanked Jessica Murphy for leading the Special Ed team. Ms. Murphy stated that a representative from each of the grade levels would be speaking about the technology that they are using with students: Christine Brown, full day integrated preschool teacher; Justine Hebert, elementary; Sue Howard, i-Ready; Suzanne Chapin, MS; Tom Keane, HS. Ms. Murphy thanked the SC and the Town for all of their support in using technology for interactive learning in special education.

Christine Brown spoke regarding the use of technology at the preschool level, including a check in system on the active boards, which incorporates math skills, counting and numbers identification. She noted that many programs and apps are used which pique the children's interest.

Ms. Hebert and Ms. Howard spoke regarding i-Ready, a math program that began as a pilot at Thoreau, noting how much the students benefited from it. They presented graphs showing the progress of the students as well as adaptive diagnostics. Ms. Hebert noted that it can be used in remediation as well as enrichment and can be used at home as well as in the classroom, noting what a great tool it is in special education. Ms. Murphy noted how Ms. Hebert and Ms. Howard have trained the staff on the use of i-Ready and Curriculum Associates is using them as references on the success and implementation of i-Ready.

Suzanne Chapin, from CMS, spoke regarding technology used in the MS special education. She spoke regarding commonly used programs, including i-Ready, Lexia, Free Rice, Kahoot and Quizlet. She also spoke regarding Google Calendar and how it helps students with Executive Functioning deficits. Ms. Chapin also noted Google Docs and how much it has helped the students.

Tom Keane, from CCHS, presented a slide show on how technology is used at the HS that supports universal learning for all students in terms of social/communications, academics and vocational/transition. Mr. Keane's slideshow included examples of students using technology, including iPads and Google docs. Josh Reed from the Health and Fitness Dept. presented on the slideshow regarding FitBits and how the students use them to help them track their health levels. Mr. Keane stated that they would be piloting an app called "The Connections Model" starting in January of 2016 that will be used to help the students with social/emotional regulation.

B. Adult & Community Education Annual Report – Court Booth, Director. Court Booth, Director of Adult & Community Education, presented the Annual Report, noting that it will appear on the website. He stated that they had a successful 2015. He reviewed the 6 core areas of enrollment and participation: community education classes, instrumental music lessons, online courses, driver education, community events and other services. He noted that they would be launching the winter term in a few days.

C. Superintendent Search Update. Ms. Boynton stated that she has researched and spoken to 7 firms regarding the new superintendent search. She also noted that she spoke with people from other SCs in towns that have done superintendent searches. She summarized by saying that the firms vary in price in their regional expertise and knowledge and differ in how actively they recruit as well as the national/regional reach. She stated that they all offer timeline development, advertising, community needs/assessments, how not to violate open meeting law, assistance in committee formation, managing applications, screening applications, interviews for finalists, management of search details and the final visit process. Ms. Boynton noted that she prefers a few over the others based on the amount of work/research with like districts. She noted that the next choice is to send out an IFB (Invitation For Bid) or an RFP (Request for Proposal), noting that she recommends an RFP.

The SC discussed the process moving forward, including sending out an RFP, which they agreed would be better than an IFB. Ms. Boynton noted that she recommends that a subset of the group bring back their choice of firm to the SC. Mr. Fink noted how time consuming the process is, especially the final part of the process. Mr. Flaherty stated that he might be able to have the RFP written for the next Joint Meeting, December 8<sup>th</sup>, 2015. The SC thanked Mr. Boynton for all of her work.

D. CCRSD Quarterly Financial Report. Mr. Flaherty presented the CCRSD FY16 YTD Financials, dated November 19, 2015. He noted that the special education balance is negative, since they haven't applied circuit breaker receipts to that balance yet. He stated the operating budget total is \$1,570,713, noting that it is a favorable position at this point in the year. He also noted that winter hasn't started yet.

E. Finance Committee Annual Guidelines Request – Nov. 5. Mr. Flaherty stated that they provided additional information to the Finance Committee and that on November 5, 2015 there was a kick-off meeting between the School Department representatives from Transportation and Facilities Management and Public Works, Vertex and Weston and Sampson. He stated that they spoke regarding specific needs of the bus facility and the fact that there would be some savings of @\$100,000 due to the cessation of leasing. He noted that there would also be a savings due to the decreased distance of the current site in Acton. He stated that other than the \$400,000 school bus authorization, there would be no other capital expenditures planned for the HS. Mr. Flaherty spoke to FINCOM regarding what they expected to save with the new building. He also indicated that there would be some reprieve in the technology replacement cycle with the new building. He also provided them with a detailed report on variances between the FY15

budgeted amounts and actual amounts, as well as an analysis of the deltas on the FY15 actual and FY16 budgeted expenses. Mr. Flaherty spoke regarding the use of the Contingency account and that the transportation department for the HS was the most significant part. He also spoke regarding the pension board and that all of the teachers are on the Mass Retirement System and all non-teachers are on the Concord Retirement System. He stated that the Pension Board has changed their discount rate and the assessment has increased by \$46,000, which was relayed after the 1<sup>st</sup> meeting. He stated that they funded it without any adverse effect to other line items.

F. First Reading – School Committee Policies

File: IJNDB - Staff & Student Acceptable Use Policy  
File: AA –School District Legal Status  
File: AB – The People and Their School District  
File: ACAB – Sexual Harassment  
File: ACE – Nondiscrimination on the Basis of Handicap  
File: ADC – Tobacco Use on School Premises Prohibited  
File: ADF – Wellness Policy  
File: ADF-R – Wellness Procedures

Ms. Boynton noted that this was a first reading of these policies. Mr. Johnston noted that the e-cigarettes should be added to File: ADC. Ms. Snook noted that she saw an edit on File: IJNDB that she would send it to Ms. Palmaccio.

G. NESDEC CCHS Projected Enrollment and School Projection. Ms. Rigby noted that enrollment is going to be flat and that overall; the enrollment is not going to increase significantly. She also noted that 18-20% of students who live in Concord and Carlisle (K-12) attend private schools.

## VIII. ACTION ITEMS

Vote to approve to do a consent vote. A motion was made by Ms. Boynton, seconded by Ms. Storrs, to consent vote items A, E and F. The motion was unanimously approved.

- A. Vote to approve School Committee Policies  
File: EBC – Emergency Plans  
File: ECAF – Security Cameras in Schools  
File: IJND – Access to Digital Resources  
File: JKAA – Physical Restraint of Students  
File: KCD – Public Gifts to Schools
- E. Vote to approve CCHS Nordic Ski Team overnight trip.
- F. Vote to accept donation from Friends of Concord-Carlisle football.

Vote to approve consent vote. A motion was made by Mr. Fink for CCSC, seconded by Ms. Snook, to approve items A, E and F. A motion was made by Ms. Snook for CSC, seconded by Ms. Bout, to approve items A, E and F. The motions were unanimously approved.

B. Vote to create Special Education Parent Advisory Council (SEPAC) as SC Subcommittee. A motion was made by Mr. Johnston for both CSC and CCSC, seconded by Ms. Snook, to create a Special Education Advisory Council (SEPAC) as School Committee Subcommittee. The motion was unanimously approved.

C. Vote to authorize debt for 4 high school buses. A motion was made by Mr. Johnston, seconded by Mr. Fink, to appropriate \$400,000 for the purchase of school buses. The motion was unanimously approved.

D. Vote to approve 2016-2017 CPS/CCHS school calendar. A motion was made by Ms. Bout for CSC and CCSC, seconded by Ms. Storrs for CCSC and Ms. Snook for CSC, to approve the 2016-2017 CPS/CCHS School Calendar. The motion was unanimously approved.

## **IX. OLD BUSINESS**

A. CCHS Building Project – Invitation to dedication ceremony, December 12<sup>th</sup> @ 1:00PM. Ms. Boynton stated that the official dedication ceremony for the High School would be on December 12, 2015 at 1:00PM.

B. CC at Play. Mr. Fink stated that CC at Play was planning on being at the December 8<sup>th</sup> SC meeting. He stated that Phase II is progressing well and is essentially complete, noting that they will be asking to move the concession stand out of Phase II and into Phase III or IV. He noted that there are still some outstanding issues in Phase II that they are completing, including drainage issues. Mr. Fink also stated that they are looking to clarify some things around the concession stand, including the number of bathrooms required.

Ms. Snook spoke regarding the Board of Health and signage. She stated that she hoped to go back to them with some sense of what the SC thinks regarding signage. The SC discussed placing signage on all fields (i.e. increasing hydration, wearing protective clothing). Ms. Boynton stated that she felt it was either signage on all fields or signage on no fields. Ms. Bout stated that she felt there was a difference between dirt and an unnatural substance and felt that although it wasn't unsafe to play on, a warning makes sense on a turf field. Ms. Snook stated that she didn't feel signage was necessary on any of the fields, noting it was mostly common sense items. She stated that if the Board of Health feels it necessary to put signs up, that CPS would comply. Ms. Snook asked if anyone felt that there should be signage on the artificial turf and Ms. Bout stated that she felt there should be signage. Ms. Bout stated that she felt she could go either way on the other fields. Mr. Johnston requested that this topic be added to the next agenda for a vote. Ms. Snook stated that she would be happy to attend the next Board of Health meeting and relay the thoughts of the SC.

C. Transportation. Mr. Flaherty stated that the buses are due December 20<sup>th</sup>. He also stated that they are preparing the invitations to bid and the specifications for the bid package, noting the original target date of December 2016 has slipped to January 2017. He stated that this doesn't present a problem. Ms. Boynton stated that the Alternative Fuel Bus Advisory Committee met for what was supposed to be the final time and had a robust discussion, but need more time to consolidate the data. She stated that they would have another meeting to consolidate the report and report back to the SC.

## **X. SUPERINTENDENT'S REPORT**

Ms. Rigby stated that in a DESE press release on November 17<sup>th</sup>, the Board of Elementary and Secondary Education voted 8 to 3 to transition to the next generation MCAS. She stated that CPS will still be participating in PARCC this year and that the high school will not change, they would continue to participate in MCAS. Ms. Rigby stated that there would be a Town Meeting Preview Meeting on December 5<sup>th</sup>, 2015 at the Town House, at which she and Mr. Flaherty will present the proposed 2016-17 budgets for CPS and CCRSD. She also acknowledged the K-12 Tech Specialists and how they are providing training in Google Drive to support the transition from colonial.net to Gmail.

## **XI. ADJOURNMENT**

A motion was made by Mr. Fink, seconded by Ms. Storrs for CCRSD, to adjourn the meeting. The motion was unanimously approved and the CCRSD portion of the meeting adjourned at 9:52PM.

## **XII. CTA CONTRACT NEGOTIATIONS UPDATE**

Ms. Snook stated that she would address things that have occurred in the open sessions of the negotiations. She stated that the SC and the CTA entered into negotiations on March 23<sup>rd</sup>, 2015 and that she had provided an update at the SC meeting on October 13, 2015. She stated that they met with the CTA again on November 12<sup>th</sup> for their 10<sup>th</sup> session. She also stated that it's not the administration that is negotiating with the CTA, but the SC that is negotiating with the CTA. She noted that the CTA requested that the negotiations be open, which would allow both parties to invite non-participant observers and also that there are no restrictions on dissemination of information discussed at the sessions. She stated that the SC negotiation team has met with the CTA negotiation team on 10 occasions.

Ms. Snook stated that in summary, the 1<sup>st</sup> 4 sessions from March to May, ground rules were established and both parties presented initial proposals. She stated that the SC presented 5 proposals, consisting of 7 changes to the existing contract and asked for acceptance of the K-8 supervision and evaluation committee's recommended revisions

of appendix C, addressing supervision and evaluation. She stated that the CTA presented 20 proposals, consisting of approximately 40 elements.

Ms. Snook stated that in sessions 5-7, from May through June, parties addressed and presented more details about various proposals. She noted that due to the number of proposals, this was quite lengthy.

Ms. Snook stated that session 8, on September 10<sup>th</sup>, the SC felt that progress wasn't being made in the discussions, so presented an alternate proposal package to facilitate coming to an agreement. She stated that in the new package, 6 of the initial 7 proposals were dropped, they requested only the calendar language, and asked for acceptance of the joint committee of supervision and evaluation work. The SC accepted 6 of the CTA's requested contract changes as well as agree to form a joint labor management task force to address an additional 5-6 items surrounding Article 6, with regard to compensation for other services and stipends. She noted that the package that the SC proposed on September 10<sup>th</sup> included a 2, 2.25 and 2 % scale adjustment.

Ms. Snook stated that session 9, on September 24<sup>th</sup>; the CTA rejected the SC's September 10<sup>th</sup> proposal. She stated that the SC asked the CTA to provide some sort of prioritization at the next meeting of the approximately 40 elements of their proposal. She stated that the SC also asked the CTA to respond directly to the 7 SC proposals.

Ms. Snook stated that in session 10, on November 12<sup>th</sup>, the CTA presented a list of 18 priority items in no particular order. She stated that the CTA accepted none of the SC's proposals. She stated that the SC then presented another package, in an effort to move the negotiations to some closure. She stated that this new proposal on November 12<sup>th</sup> included the calendar language to match the CTA contract, revised professional time responsibility language, the joint committee of supervision and evaluation work and also a revised and enhanced salary package. Ms. Snook stated that the new package included acceptance of 6 of the CTA's requests, as well as an agreement to form join a joint labor management task force for stipend compensation that would address an additional 5-6 items that the CTA requested. She stated that the SC feels that this is a fair and appropriate and generous package. She noted that they were quite surprised at the end of the session to hear that the CTA and their representatives say that they were further apart than when they started.

Ms. Snook reviewed each the proposals and any revisions that were made to them. She stated that the SC has accepted 11 of the 40 items from the CTA and there are still 16 items that they feel are priorities that the SC has not yet agreed to. Ms. Snook noted that the November 12<sup>th</sup> package is proposed, noting that it hasn't been officially rejected. Ms. Snook noted that their next meeting is scheduled for December 8<sup>th</sup>, 2015. The SC thanked Ms. Snook for all of her work.

### **XIII. ADJOURNMENT**

A motion was made by Ms. Boynton, seconded by Ms. Snook to adjourn the meeting. The motion was unanimously approved and the CSC portion of the meeting adjourned at 10:15PM.

Respectfully submitted,

Erin E. Higgins

Approved: 12/8/15

Abbreviations:

CASE	Cooperative Association for Special Education
CSC	Concord School Committee
CCSC	Concord-Carlisle Regional District School Committee
CPA	Community Preservation Act
CPC	Community Preservation Committee

CPS	Concord Public Schools
CCRSD	Concord-Carlisle Regional School District
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
FINCOM	Finance Committee
MASC	Massachusetts Association of School Committees
MIAA	Massachusetts Interscholastic Athletic Association
NEASC	New England Association of Schools and Colleges
OPEB	Other Post-Employment Benefits
RTI	Response to Intervention
SEPAC	Special Education Advisory Council