

JOINT SCHOOL COMMITTEE

Concord-Carlisle School Committee  
Concord School Committee  
Ripley Building  
February 23, 2016

Present: Johanna Boynton, Chair, CCSC; CSC  
William Fink, Vice Chair, CCSC  
Wallace Johnston, Chair, CSC; CCSC  
Heather Bout, Vice Chair; CSC; CCSC  
Mary Storrs, CCSC  
Kathleen Snook, CSC; CCSC  
Dan Conti, CSC; 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. Boynton, for CCSC, and Mr. Johnston, for CSC, at 6:32PM. Mr. Johnston noted that the meeting is being recorded.

**II. PUBLIC COMMENTS**

None.

Student Senate Reps, Allie Haney and Lee Bernstein, stated that they are trying to update the public displays, including adding cork around the columns to enable posters and paper to be hung up. They also noted they would like to start using the TV's. They stated that the Senate helped the student government with the Valentine's Day coordination and will also help them with the upcoming diversity week.

**III. READING OF THE MINUTES**

A. Open Session

Joint Meeting - 1/26/16 - A motion was made by Mr. Fink, seconded by Mr. Johnston, to approve the minutes for the Joint Meeting on 1/26/16 with edits. Ms. Storrs noted that there were some names missing from the minutes. The motion was unanimously approved.

CPS Meeting - 2/9/16 - A motion was made by Ms. Boynton, seconded by Ms. Bout, to approve the minutes for the CPS Meeting on 2/9/16. The motion was unanimously approved.

**IV. CHAIRS REPORT**

A. Ms. Boynton stated that Mr. Fink and Mr. Johnston attended the Chairs Breakfast, noting that it was brief. Mr. Johnston stated that they discussed long range planning, warrants and the testing of the artificial turf. Mr. Johnston also noted that the Acton Water District voted not to extend the water line to the bus facility. He also stated that he had expected to get something from the Financial Audit Committee about the participation of the Region. He noted that the Audit Committee is charged with choosing the Auditor. Mr. Johnston agreed to volunteer as the SC rep for the Committee. He noted that the Long Range Planning Committee would like a member of the SC to be on the committee or be designated.

Ms. Boynton stated that she and Mr. Conti are working on a draft for the Later Start Time Committee and are looking for people interested in being part of it. She also stated that there was a SC Coffee on January 27th, at which 11 people attended. She stated that they discussed transportation facility questions, CTA negotiations regarding early release days, integrated preschool, the 5-year strategic plan at the high school and the superintendent search. Ms. Boynton thanked Peter Atlas for organizing the visit at the high school in December. She read highlights from the SC member's

comments. Ms. Boynton stated that the parents association is sponsoring Julie Lithcott-Haims, former Admissions Director at Stanford, who wrote the book "How to Raise an Adult" on March 16th from 3PM-7PM at the high school. She noted that the event was free, but pre-registration is required.

## **V. CORRESPONDENCE**

A. Moody's Credit Opinion. Mr. Flaherty stated that they recently went out to market for a \$2.5 million dollar general obligation school bond. He stated they were fortunate to receive a AAA rating on that sale and also confirmation of the AAA rating on a long-term basis from Moody's. He stated that the results of the sale would be voted later this evening, but that they received a 2.406512% interest rate. He noted that Moody's cited the strong support of the Town of overrides in the past, stable financial management of the District, the E&D, Technology and Stabilization Funds. Mr. Flaherty stated that they have one more borrowing to do, which would be smaller than this. Ms. Boynton thanked Mr. Flaherty for all of his hard work. Ms. Rigby indicated that they received an additional \$10,000 from MSBA, noting that to date, they have received \$25.8 million and are hoping to receive \$27.3 million.

## **VI. RECOGNITIONS**

A. CCHS Winter Track Team. Mr. Badalament recognized the CCHS Winter Track Team and coaches for winning the state championship at the Reggie Louis Center on Saturday. He also recognized Thomas Radcliffe for breaking an 18 year old all New England record for the mile, running it in 4 minutes 7.12 seconds.

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

A. CCHS Filmmaking – Adam Gooder and students. Adam Gooder, CCHS Photography and Art Teacher, introduced Vaughan Supple and Thomas Kim, CCHS students who made a film titled "The Cost of Living". Thomas stated that the film was about Vaughan, a 14 year-old filmmaker, who slips through reality and imagination. The film was then shown to the SC.

B. Building Committee Financial Report – Louis Salemy. Mr. Salemy gave a financial update on the CCHS Building Committee. He stated that at the end of December, the unspent funds totaled \$2,378,089 and that the projected spending from January through June was \$1,030,456, which leaves a potential of \$343,480 remaining. He stated that the total construction budget from January to June was \$596,673 - \$80,000 of which for holds and allowances and \$15,000 of which for lighting. Mr. Salemy reviewed the contingency, stating that the total was \$5,947,399, noting that any change over \$5,000 would need a signature. He reviewed the uses of contingency money, including GMP increase, addition of granite curbing, the addition of glass on the interior of stairwell, durability of metal panels, additional abatement, unforeseen conditions and soft contingency use. Mr. Salemy stated that they projected \$343,480 of unused funds and they are planning to add trees and shrubs at a cost of \$123,809. He stated that the targeted level of unused funds was \$200,000 and they would come out at \$219,671. He reviewed the estimated cost of the job in November 2011 versus the actual costs. The SC thanked Mr. Salemy and stated that the whole project has been incredibly well done and that this was great news.

C. Town Meeting Articles 13 and 14. Mr. Flaherty reviewed Article 13, which represents Concord's assessment of \$20,719,713. He reviewed performance highlights at the high school and noted that almost 95% of the students participate in extracurricular activities. Mr. Flaherty reviewed the core budgeting principals and student learning. He reviewed the 5-year enrollment history from 2012 – 2016, noting that it is predictable and stable. He reviewed the operating budget increase history and noted that there has been no override request for the past 10 years and the 5-year average increase is 2.75%. He stated that this budget is mainly driven by salary and benefits, cost growth at a 3.4% increase and non-employee cost growth of 1.6% increase, for a total annual cost growth of 5.5%. He stated that the proposed increase is 3.12% for level services and an additional school bus. He noted that the request lowers the 5-year average budget increase to 2.75% and that the FY17 fixed cost growth rate is 5.5%. Mr. Flaherty reviewed the contractual and fixed cost increases, noting the total fixed obligations are \$1,292,115. He then reviewed the FY17 reductions, totaling \$486,563 and stated that the net budget growth is \$805,552. Mr. Flaherty stated that the total sources of revenue equal the projected uses of revenue, both \$31,654,473. He stated that the 3.1% increase includes a \$215,039 increase in OPEB funding, or 26.7% of the operating budget increase. He stated that Concord's portion is \$17,035,005 and the projected debt service is \$3,684,708, for a total Concord Assessment of \$20,719,713.

Ms. Snook reviewed Article 14, stating that Article 14 deals with remediation of the landfill at the high school. She stated that it addresses a requirement by MA state law regarding assessing taxes in excess of the amount allowed by

payment of principal. She noted that it requires a 2/3 vote at the SC, a majority vote at Town Meeting and a majority vote at the polls. She also noted that it has to go through this process in both Concord and Carlisle. Ms. Snook reviewed a diagram of the site as well as a timeline and phases of the remediation process. She noted that Phase 4 is pending approval of these funds. She reviewed other options of remediation and costs associated with them. Ms. Snook stated that they selected the use of a permanent engineered barrier and an activity use limitation for passive recreation use. She stated that the permanent barrier prevents rainwater from filtering through the contaminated soil. She stated that the makeup of the \$1.1 million dollar cost is based on actual construction based bids, project management fees and contingency soft cost allowances. Ms. Snook reviewed a cross section diagram of the remediation layers. Ms. Rigby stated that the presentation was very clear and concise, but they may need to ask for more time.

D. Superintendent Search. Ms. Boynton stated that they received 4 bids. She stated that Mr. Johnston, Ms. Storrs and she opened the proposals and were unanimous in support of 2 of the proposals. She noted that they are doing their due diligence now and would like to propose possibly beginning the next CPS meeting on March 8<sup>th</sup> with a CCRSD meeting to make the recommendation. She stated that this way, they could vote at the March 22<sup>nd</sup> meeting. Mr. Flaherty noted that only 2 of the 4 bids were acceptable and met the minimum requirements.

E. CCHS Strategic Plan. Ms. Rigby stated that she recommends replacing the Strategic Plan process with a hiring of a new principal, since it doesn't make sense engaging in a strategic plan process and also hire a new principal. She recommended that the SC postpone the CCHS Strategic Plan process.

F. CCHS Midyear Progress Report – Peter Badalament. Mr. Badalament reviewed the CCHS school goals and key actions. He stated that the 1<sup>st</sup> Goal was that by June 2016, all students at CCHS would master end-of-course standards. He reviewed key actions around this goal, including: continuing to employ formative and summative assessments to analyze and make adjustments to practices in order to increase student achievement; implementing common core stated standards in English, Math and across additional relevant curricula; heightening awareness of Next Generation Science Standards in Science. Mr. Badalament stated that Goal #2 was to foster an inclusive, mindful, positive and compassionate school culture that promotes growth and well-being for all. He stated that key actions for this goal include: CCHS educators communicating openly and directly around decision making; ensuring that all students have a connection/context where their voices can be heard; addressing issues of equity and diversity on a school-wide basis; collaborating with community organizations to promote complementary programming. He stated that Goal #3 was that school year, administrators and department chairs would lead all educators in examining innovative practices to improve student learning. He stated that key actions for this goal are: implementing CCHS 1:1 laptop initiative; examining and implementing practices that promote conditions for more equitable learning experiences and stronger achievement outcomes; engaging faculty in action-research on best practices around homework; identifying and providing needed professional development school-wide & for individual educators; preparing CCHS educators for NEASC Visiting Committee in November 2015. Mr. Badalament reviewed improving school climate.

G. District Midyear Progress Report. Ms. Rigby reviewed the District Midyear Progress Report, including the Professional Practice Goal, Student Learning Goal and District Improvement Goals. She stated that the 1<sup>st</sup> goal was a Professional Practice Goal, which focused on providing multiple opportunities for teacher voice, leadership and collaboration around decisions that pertain to classroom instruction as well as school wide improvement efforts. She stated that key actions/progress surrounding this goal are: promoting a professional culture of collaboration and continuous learning by increasing opportunities for teacher voice in faculty meetings, department meetings, CCHS Technology Committee, Homework Committee, Time and Learning Committee, NEASC, Department Chairs Group, Joint Supervision and Evaluation Committee, School Advisory Council, K12 Science Committee, K12 STEM Committee, K12 Professional Learning Council, K12 Technology Committee, K12 Mental Health Committee, Building Committee and K12 Committee; meeting regularly with the administrative team to reflect on and improve leadership practices to promote professional collaboration and student success; meeting monthly with the CCTA leadership to engage in collaborative problem solving and building consensus regarding critical school/district decisions; continuing to improve communication and outreach using a variety of tools including social and print media, updated school/district webpages, newsletters and formal/informal meetings. She noted that recommends that the strategic planning process action be replaced with the principal search. Ms. Rigby stated that the Student Learning Goal is to increase achievement for all students and narrow the achievement gaps for identified student groups. She stated that key actions/progress include: implementing common assessments to analyze student work for instructional adjustments

and/or targeted intervention; improved support in the resource centers by staffing with content teachers, assigning students and provided targeted instructions; provided summer math program "Algebridge" to support incoming freshmen; aligned English and Math courses with Common Core State Standards; evaluated the Science curriculum with the Next Generation Science Standards and made recommendations for a 3 year implementation plan for alignment. Ms. Rigby stated that the 1<sup>st</sup> District Improvement Goal is to provide students with a rigorous, coherent and aligned curriculum that includes a variety of authentic learning experiences, high student engagement, innovation, interdisciplinary units, differentiation and increased use of digital tools. She stated that key actions/progress include: implement 1:1 laptop learning environment; create opportunities for interdisciplinary units, differentiated instruction and project based learning; engaged in action-research on best practices for homework; teachers identified areas for professional growth and participated in professional learning opportunities through RETELL course, EDCO and Teachers and Scholars. Ms. Rigby reviewed additional goals and action/progress, including: fostering a respectful and inclusive school culture that promotes growth and well being for all; effectively implement the new Educator Evaluation system with a focus on continuous improvement in teaching and learning; developing FY17 budget to support educational excellence and enrollment growth while maintaining fiscal sustainability; manage CCHS building project to completion in December 2015; build support, consensus and community engagement around the district mission, core values, challenges, critical decisions and accomplishments using multiple communication strategies.

H. CCHS Principal Search. Ms. Rigby stated that she is very proud Ms. McCausland is leading this process. She stated that the vacancy notice has been published. She also noted that there is an online survey and they are encouraging community members, parents, school committee members and teachers to fill out the survey. She stated that the information in the survey would help the selection committee in interviewing the candidates. Ms. Rigby noted that school site administrators have professional standard criteria, but in addition, the survey feedback and forums will tailor and personalize the position for CCHS. Ms. Rigby shared the timeline, noting that the focus groups, which will be run by a consultant, will be occurring the week of February 22<sup>nd</sup>. She stated that the applications close February 29<sup>th</sup> and that the Search Committee would be meeting March. Ms. Rigby stated that there would be 2 days of interviews. She stated that on March 29<sup>th</sup>, from 6:00-9:00, the semi-finalists will present and interact with the public. Ms. Rigby stated that it's very important that the SC members attend and then submit written feedback to her. She stated that she'll then have a 2<sup>nd</sup> interview, site visit(s), check references and she will then enter into negotiations with the finalists.

## VIII. ACTION ITEMS

Vote to group the following items in a consent vote. A motion was made by Ms. Storrs for CCSC, seconded by Ms. Snook, to group items A, B, D and E in a consent vote. The motion was unanimously approved. A motion was made by Ms. Storrs, seconded by Ms. Snook, to approve the consent vote. The motion was unanimously approved. A motion was made by Ms. Boynton, for CPS, seconded by Ms. Snook, to approve Item E. The motion was unanimously approved.

- A. Vote to approve CCHS Geology Field Trip to Maine.
- B. Vote to approve mystery trip for the Varsity Softball Team.
- D. Vote to approve ACE Advisory Committee Members.
- E. Vote to approve School Committee Policies:
  - File: CA – Administration Goals
  - File: CB – Regional School Superintendent
  - File: CBD – Superintendents Contract
  - File: CBI – Evaluation of the Superintendent
  - File: CCB – Staff Responsibilities and Communication
  - File: CE – Administrative Councils, Cabinets and Committees
  - File: CH – Policy Implementation
  - File: CHA – Development of Regulations
  - File: CHC – Regulations Dissemination

File: CHD – Administration in Policy Absence  
File: CL – Administrative Reports  
File: CM – Regional School District Annual Report

C. Vote to approve Superintendent and CCHS teacher to participate in Education First Professional Learning in The Hague. A motion was made by Ms. Bout, seconded by Ms. Snook, to approved the Superintendent and CCHS teacher to participate in Education First Professional Learning in The Hague. The motion was unanimously approved.

F. Vote to Award Bond Sale. Mr. Flaherty stated that they received a winning bid from Stifel, Nicolaus & Co., Inc. of Birmingham Alabama with a TIC interest rate of 2.406512%, including a premium of \$44,600.60. A motion was made by Ms. Storrs, seconded by Mr. Flaherty, to award the Bond Sale as written. The motion was unanimously approved.

#### **IX. OLD BUSINESS**

A. Transportation. Mr. Flaherty stated that they are in the process of registering one new bus through the RMV. He stated that they expect standard delivery of the remaining buses. He noted that the town is getting ready to release the specs of the construction. He also stated that they are working on the RFP on the electric bus.

#### **X. ADJOURNMENT**

A motion was made by Ms. Bout for CCSC, seconded by Ms. Snook, to adjourn the meeting. A motion was made by Ms. Bout for CSC, seconded by Ms. Boynton, to adjourn the meeting. The motions were unanimously approved and the meeting adjourned at 10:05 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 3/22/16

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
FAAC	Financial Audit Advisory Committee
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
YRBS	Youth Risk Behavior Survey