

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee  
Concord School Committee  
Ripley Building  
September 1, 2016

Present: Wallace Johnston, Chair, CSC; CCSC  
Heather Bout, Vice Chair, CSC; CCSC  
William Fink, Chair, CCSC  
Dan Conti, Vice Chair, CSC; CCSC  
Johanna Boynton, CCSC: CSC  
Mary Storrs, CCSC  
Bob Grom, 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 Mr. Johnston, for CSC, at 6:04PM. Mr. Johnston stated that the CSC would enter into Executive Session under Purpose 3 of the Open Meeting Law: To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and return to Open Session at approximately 6:30 PM. Mr. Johnston noted that the meeting is being recorded. A motion was made by Ms. Bout, seconded by Ms. Boynton, to enter into Executive Session. The motion passed by roll call: Bout, aye; Johnston, aye; Conti, aye; Boynton, aye; Grom, aye.

The session was called to order by Mr. Fink, for CCSC, and Mr. Johnston called the CSC back into session at approximately 6:36PM. Mr. Johnston noted that the meeting is being recorded.

**II. PUBLIC COMMENTS**

None.

**III. READING OF THE MINUTES**

A. Open Session

Joint Meeting – 7/26/16. A motion was made by Ms. Storrs, seconded by Mr. Conti, to approve the minutes from the Joint Meeting of 7/26/16. Ms. Storrs stated that although she felt the minutes were accurate, she thought there were several edits and clarifications that needed to be made. The SC agreed to table the minutes until the edits were made and then vote on them at the next joint meeting.

**IV. CHAIRS REPORT**

Mr. Fink stated that Opening Day went great and Mr. Johnston also stated that he felt it went very well and that everyone was excited to start.

**V. CORRESPONDENCE**

A. Annual Budget Data Request – CPS. Mr. Johnston stated that he received a letter from Concord FINCOM requesting information regarding the budget.

B. Annual Budget Data Request – CCRSD. Mr. Johnston stated that he received a letter from Concord FINCOM requesting information regarding the budget.

C. DESE – National School Lunch Program CPS & CCHS. Ms. Rigby stated that she received letters from DESE stating that CPS and CCHS were in compliance with their requested actions.

D. Retirement Celebration – Tony Logalbo. Ms. Rigby stated that the Retirement Celebration took place in the afternoon on September 1<sup>st</sup>. It was also noted that there would be an additional celebration for Mr. Logalbo on

September 15<sup>th</sup> from 4:00-7:00 PM at the Trinitarian Church. Mr. Grom noted that he attended the Celebration earlier in the afternoon and it was well attended.

Mr. Johnston stated that he received a letter from Carrie Flood, representative to Minuteman, noting that on September 20<sup>th</sup>, there is a District Wide Vote and she was asking the SC to make note that Minuteman is an option to public school children. Mr. Johnston also stated that he received an email from a parent regarding the parent workshop as well as a letter about the Facilities Committee project.

## **VI. RECOGNITIONS**

A. Admin, faculty, staff for terrific preparation and smooth school opening for 2016-2017. Ms. Rigby recognized the entire team, including administrators, teachers, staff, transportation staff, building service workers, IT and everyone who prepared for the opening of school. Ms. Rigby noted that everything went smoothly; even despite the tornado that occurred which caused phone lines and Internet to be down at Ripley. Ms. Rigby thanked Brian Schlegel, The Director of Maintenance and his crew, IT, Peter Kelly and his crew and the Transportation crew. Ms. Rigby also thanked Mr. Fink and Mr. Johnston for their inspiring and welcoming remarks at the Opening Day Celebration.

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

A. Superintendent Search – CPS/CCRSD. Mr. Fink stated that he feels they need to appoint someone on the SC as the point of contact for HYA. Mr. Johnston stated that it could be strongly recommended to the Screening Committee that they appoint a SC member of the Screening Committee as Chair. Mr. Conti stated that it made sense to have a point person but noted that this person is different than the Facilitator of the Screening Committee. The SC agreed that Ms. Boynton would continue acting as point person. Mr. Fink noted that HYA would be handling most of the work and the SC just needs one person to have as a contact. Ms. Boynton reviewed the posting of the vacancy from HYA, noting that HYA wanted the posting to go out the next day. She noted that there was only 1 change to the posting, which was the date regarding applicant screening. The SC discussed adding a salary range to the posting. Mr. Flaherty suggested giving a salary range to HYA, but not posting the range. Ms. Boynton noted that she would discuss posting of the salary range with HYA and Mr. Fink suggested a range of \$200,000 to \$250,000 instead of \$185,000 to \$250,000. Mr. Conti questioned where the job would be posted and Ms. Boynton stated that the SC needs to choose an advertising package. She recommended that they look into the 3 different packages and choose 1 at the next meeting. Mr. Fink noted that this is not an area that they would want to economize in and that they need to make sure to cast a wide net. Ms. Boynton reviewed the differences between the 3 advertising packages. Mr. Flaherty noted that there was not a large difference in cost between the highest and lowest packages and noted that they want to reach the broadest group possible. Mr. Conti and Ms. Bout noted that the SC needs to ensure the search is diverse and reaches all possible candidates. Ms. Storrs noted that the advertising package is reaching across the country and casting a wide net. Ms. Boynton reviewed her recommended changes to the Superintendent Search Timeline and noted that HYA felt that the newly proposed timeline would work well. The SC discussed the focus groups, forums and possible options to ensure attendance. Ms. Boynton stated that they are close to the designations on the makeup of the Superintendent Search Committee. The SC agreed to appoint the Superintendent Search Committee at the October 25<sup>th</sup> SC meeting.

B. Landfill Remediation. Mr. Flaherty stated that the RFP responses are due September 14<sup>th</sup> and that they would be in the position for an award at the September 27<sup>th</sup> meeting. Ms. Storrs questioned what the process was to evaluate the proposals. Mr. Flaherty stated that an evaluation team would select the proposal and negotiate to do the work and then there would be a document produced that would be distributed to the SC. He stated that it would include baseline specifications. Mr. Flaherty stated that the baseline specifications would be a bid and would be strictly by price and noted that if this baseline remediation plan were chosen, it could be completed by the February 6<sup>th</sup>, 2018 deadline. Ms. Boynton questioned the objective of the RFP since she was not at the last SC meeting. Mr. Fink stated that the objective was to collect information so they can hold public forums and have answers to questions they anticipate with the ultimate objective of creating a warrant article for the next town meeting, which would allow them to cap the landfill in such a way that they can most economically prepare the land for any future use. He noted that they want to minimize any potential throwaway costs and make sure what they're doing doesn't incur unnecessary costs at a later date if the community decides on a use beyond passive recreation. He noted that the ideas listed in the RFP do not imply that they are doing any of those. Ms. Boynton stated that her concern was about spending money, given what they have coming up with the budgets, transportation and middle school. Mr. Fink stated that it was all about the cap and what could it cost for a broader usage restriction. Ms. Bout noted the lack of time to do a formal outreach and that other options needed to be explored in order to answer questions and get a remediation plan passed at town meeting.

Mr. Johnston noted that they are not ready to do anything with the area right now and that they need to take their time in discussing what to do with the land down the road. The SC discussed the best time to hold the public meeting and agreed upon either November 29<sup>th</sup> or 30<sup>th</sup>.

C. CMS Facilities Planning Committee. Mr. Flaherty stated that the RFP is out and that there is a lot of interest in the CMS Facilities planning project. He noted that there was a walk through the prior week and that it was widely attended. He stated that the RFP responses are due October 6<sup>th</sup> at 2:00PM. Mr. Flaherty stated that he hoped to make a recommendation at the October 25<sup>th</sup> CSC meeting to award the study.

D. Later Start Time Committee. Ms. Boynton stated that the recommendations of the Later Start Time Committee were to: support later start time beginning 2017-2018; have a change of at least 30 minutes to realize the benefits; ensure the community understands the tradeoffs prior to making any change; additional education, communication and feedback through a transparent process; noting that the final decision is the responsibility of the SC. She noted that a big piece of this was transportation and recommended that the Later Start Time Committee be restarted. Ms. Bout noted her concern for getting additional busses into a warrant article for this December if a later start time was to be instituted next year. Ms. Rigby stated that if the Later Start Time Committee was very specific about options to be researched, then Mr. Flaherty and the Transportation Department could come up with the facts and then the Later Start Time Committee could decide on the pros and cons. Ms. Storrs noted that there are many other aspects that would be affected besides transportation and we don't want to lose site of them by focusing on just the buses. Ms. Rigby noted that the requirement is 990 hours and 180 days. Ms. Bout questioned if 3<sup>rd</sup> party validation of the bus data would be needed and Mr. Flaherty noted that it is possible. Ms. Rigby stated that this is all about the 3 tiers for the elementary, middle and high school and collapsing the tiers or having them back to back would require more busses. Ms. Boynton stated that she would reach out to the Later Start Time Committee members and work with them on possible scenarios.

#### Public Comments:

Anne Hayden, 342 Sudbury Rd, Concord, MA. Ms. Hayden stated that she feels that the SC shouldn't want what happened with the Landfill to happen again. She urged the SC to involve the community in the Later Start Time discussion and to not try to jam everything into this year. She recommended that the SC take an extra year and do it really well as well and to think about it now instead of halfway into the process. She stated that this affects all 3 entities, not just the high school.

Ms. Boynton noted that in the recommendations, the Committee wants to make sure that the community understands the tradeoffs prior to making a change and that they recommend additional education, communication and feedback through a transparent process.

E. CCHS Signage. Mr. Flaherty stated that the signage was the permanent signage at the Walden and Thoreau Street Entrances and outside the main entrance, noting that they were lit at night. He noted that the bid deadline was revised to September 9<sup>th</sup>.

F. School Committee 2016-17 Planning – Goals, Protocols, Practices. The SC began to review the prior years' goals, protocols and practices for any changes, additions or updates. Mr. Grom requested that the SC receive the Agenda earlier than the Friday before the SC meeting. Ms. Rigby stated that this would put a lot of pressure on the staff and noted that there is a lot of preparation put into the agenda. She also noted that she has no problem with receiving calls regarding the agenda on the weekends. Ms. Rigby stated that she could try to have it ready by Thursday and Mr. Fink noted that the requirement was 48 hours. Mr. Flaherty noted that they would run the risk of having it done too soon if an emerging issue comes up. Mr. Grom also asked if it would be possible to create an email list that automatically sends an email out to subscribed members to notify them of meetings, agendas, etc. The SC noted that this was on one of the goals. Ms. Boynton stated that they completed many of the 2015-2016 Goals and noted that they can have some of the same goals for this year. The SC then reviewed the 2015-2016 Goals and worked on updating them to meet their 2016-2017 Goals. The SC discussed having an email list and Mr. Flaherty noted that there are several issues, including the size of attachments and people not getting all of the information. Mr. Johnston noted that it wouldn't include the sending out of information. Mr. Grom offered to look into this further and find out the best way to accomplish this goal. Ms. Boynton stated that she would update the goals and bring them back to the SC. Mr. Johnston stated that there are a lot of messages that go out to parents that the SC is unaware of. He requested that the

SC receive copies of emails sent out so they were aware of different issues. Ms. Rigby stated that if people are calling with questions, that they should be directed to the school site. She stated that she would certainly keep them informed of what's happening at different sites. Ms. Bout asked if it would be possible for a SC member to speak briefly at Back to School nights and Ms. Rigby noted that this years' scripts are very tight, but she would be sure that the principals make note if any SC members are in the audience. The SC discussed the possibility of having a SC PTG liaison for each school. Mr. Conti suggested having a night where no business is discussed at an offsite location for socializing and also suggested having a similar night with the leadership of CCTA and CTA.

The SC discussed practices. Ms. Rigby noted that practices come from the SC policies, so any recommendations for change would have to be carefully coordinated with the Policy Sub Committee. Mr. Johnston stated that he would review the practices and which policies they are related to. The SC agreed to continue the discussion of Protocols, Practices and Goals and vote at a later date.

#### **VIII. ACTION ITEMS**

A. Vote transfer and use of CCHS Stabilization Funds. A motion was made by Ms. Storrs, seconded by Ms. Boynton, to authorize the transfer of \$52,500 from the CCHS Technology Stabilization fund in the CCHS Stabilization fund, and to authorize the use of the \$135,000 of CCHS Stabilizations funds for addressing signage, parking lot lighting, paving and related expenses on the Concord-Carlisle High School Campus. The motion was unanimously approved.

B. Vote Electric Bus Bid Award. Mr. Flaherty recognized Brian Folds for all of his work on the electric bus project. A motion was made by Ms. Boynton, seconded by Ms. Bout, to award the contract for the purchase of one E-Lion, electric bus to Lion Bus, 921 chemin de la Riviere-du-Nord, Saint-Jerome, Quebec, J7Y 5G2, and authorize use of \$400,000 of DOER grant RFR/Procurement ID # PON-ENE-2016-001, and authorize installation of required charging station and support infrastructure to ensure e-bus operation from appropriate Concord Public School funds. The motion was unanimously approved.

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

A. CCHS Building Project. Mr. Flaherty stated that the project continues to move through the MSBA audit. He noted that the project is progressing well.

B. CC at Play. Mr. Fink stated that the next meeting of CC at Play is Monday, September 12<sup>th</sup>. He noted how quickly the project has moved along and how good it looks.

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

Ms. Rigby stated that the first day went very well. She noted that Back to School nights are coming up during the month of September. Ms. Rigby stated that they hired about 2 dozen new staff members, 11 new teachers as well as the new principal, Mike Mastrullo. She stated that Drew Rosenshine has done a great job and laptops have all been distributed. She noted that there is a new Assistant Principal, David Lawrence, at CMS as well as 6 new teachers. She stated that there were new teachers hired at the elementary level, as well as a new Digital Recording Studio manager at CCHS, an IT Tech and IT Data Manager. She noted that Lynne Beattie is working as the new Digital Literacy Administrator and there was a new behavior specialist in Special Education. Ms. Rigby stated that the enrollment is at 3,376, noting that the middle school has increased by about 40 students. She stated that they have been collaborating with the Business office and the IT team to increase efficiency by replacing paper files with electronic files and they are working with a company to do the scanning. Ms. Rigby stated that Time Clock Plus has been implemented and they are using laptops and mobile apps. She noted that they have received positive feedback. Mr. Flaherty recognized Ian Rhames for his work on this. Ms. Rigby stated that they are going to be digitizing all parent/student registration and health forms and K5 Progress reports. She noted that they have increased their sustainability at the high school by moving away from milk cartons to glasses and milk machines as well as composting. She noted that they would be moving to composting at the other schools as well.

#### **XI. ADJOURNMENT**

A motion was made by Ms. Boynton for both CCSC and CSC, seconded by Mr. Conti, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:55PM.

Respectfully submitted,

Erin E. Higgins

Approved: 9/27/16

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
CGHS	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
MSBA	Massachusetts School Building Authority
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