

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee
Concord School Committee
Ripley Building
May 31, 2017

Present:

Wallace Johnston, Chair, CSC; CCSC
Heather Bout, Vice Chair, CSC; CCSC
William Fink, Chair, CCSC
Dan Conti, Vice Chair, CSC; CCSC
Johanna Boynton, CSC; CCSC
Robert Grom, CSC; 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 Mr. Fink, for CCSC, and by Ms. Bout, for CSC at 5:39 PM. Both noted that the meeting was being recorded. Mr. Fink stated that the Concord School Committees would enter into Executive Session under Purpose 2 of the Open Meeting Law: To conduct strategy sessions in preparation with non-bargaining personnel and Purpose 3 of the Open Meeting Law: To discuss strategy with respect to collective bargaining because having the discussion in an open session may be detrimental to the public body's bargaining position and return to Open Session at approximately 6:30 PM. The motion passed by roll call for CCSC: Grom, aye; Johnston, aye; Fink, aye; Bout, aye; Boynton, aye; and for CSC: Grom, aye; Johnston, aye; Bout, aye; Boynton, aye.

At 6:56 PM, Mr. Fink called the CCSC back into order and Ms. Bout called the CSC back into order.

PUBLIC HEARING ON SCHOOL CHOICE

- School Choice Memo. No public comments were made. Ms. Rigby recommended not participating in School Choice due to: current enrollment being close to the school buildings' capacities as well as not having an equitable or adequate transportation system in place to allow all students to be able to attend a school in another district.
- Vote on School Choice for the 2017-2018 school year. A motion was made by Ms. Boynton, for both CSC and CCSC, seconded by Mr. Johnston, to not participate in School Choice for the 2017-2018 school year. The motion was unanimously approved.

II. PUBLIC COMMENTS

None.

III. READING OF THE MINUTES

A. Open Session – Joint Meeting – 3/27, 4/11, 5/1/2017. A motion was made by Ms. Boynton, seconded by Mr. Johnston, to approve the joint meeting minutes of 3/27, 4/11, and 5/1/2017. Ms. Bout noted an edit to the 3/27/17 minutes under the Reports & Issues for Discussion section. The motion was unanimously approved, as amended.

IV. CHAIRS REPORT

Mr. Johnston stated that the Concord Long Range Planning Committee was having a discussion on what they were working on and noted that the public could comment on their website relative to items to be considered. He also noted that they would be presenting on their progress to the SC at some point.

Mr. Fink stated that they have discussed the intent of creating a budget subcommittee as well as an inclusivity committee and that although it is not included in the agenda, it is not off of the SC's radar.

Ms. Bout noted how many people were present and thanked them for being there.

V. CORRESPONDENCE

A. Massachusetts Medical Society. Ms. Rigby stated that they received a letter from the Massachusetts Medical Society regarding epi-pens. She noted that they are urging school committees to adopt a different policy on the use of epi-pens and how they are distributed. She stated that they have distributed the letter to the District's nurses and are awaiting their recommendations before changing any policies.

B. Adult & Community Education May 2017 Director's Report. Ms. Rigby stated that they received the May 2017 Director's Report from Adult & Community Education and that she was pleased that they are indicating that their revenue is higher than their expenses.

Ms. Bout stated that they received a letter regarding the calendar.

VI. RECOGNITIONS

A. Michelle Ernst – Volunteer Service Award. Ms. Rigby presented Michelle Ernst with the Volunteer Service Award in recognition of outstanding volunteer service to the schools. She noted that Ms. Ernst has been volunteering since 2002 and has served on the: Willard PTG, Middle School PTG, Willard Build Committee, CCHS parents group, CCHS Building Committee and All Night Live. Ms. Bout thanked Ms. Ernst as well and noted that they appreciate all that she has done.

B. Bill Fink – Retiring SC Member. Ms. Rigby recognized and thanked Mr. Fink for his 4-year service to the SC and presented him with a Varsity Jacket. Ms. Bout thanked Mr. Fink for being a role model and mentor, noting how much she has learned from him. Mr. Johnston noted how extraordinary the past year has been and the amount of work that Mr. Fink has done, noting he'll miss the collaboration and comradery. Mr. Conti stated that if he needed to describe Mr. Fink in 3 words, they would be: integrity, honesty and character. Ms. Boynton thanked Mr. Fink for his time and devotion to the committee, noting his strong voice of reason and compassion. Mr. Grom noted how impressed he was with Mr. Fink's work on the search for the new superintendent, as well as his length of service on the SC.

VII. REPORTS & ISSUES FOR DISCUSSION

A. Biodiversity Field Trip – Sandra Haupt, Sara Kiesselbach & students. Sarah Kiesselbach, Sandra Haupt and CCHS students presented on the Biodiversity Field trip to Mexico. Ms. Kiesselbach thanked parents, students, administrators and the Concord Ed Fund for all of their support. She noted that they were trained in the Smithsonian Institute's fieldwork. The students spoke about their experiences, including: seeing many different areas of Mexico, speaking Spanish, making connections with students and scientific research. Ms. Haupt spoke about the opportunity to do authentic research in an interdisciplinary way, noting that the students were listed as field research contributors on a report published by the Smithsonian.

B. METCO – Aaron Joncas & Students. Aaron Joncas reviewed the METCO program, including the background of the program and enrollment numbers. He noted that CCRSD is the 7th largest in the program compared to other districts. He stated that all of the METCO elementary students attend Alcott, noting that the 9 students who began in kindergarten this year met end of year benchmarks in ELA and Math. He also noted that these students reported feeling very connected to the school and peers. Mr. Joncas stated that travel time would be cut down next year for the students because transportation will be more streamlined. He stated that they are focusing on 3 areas of student development at the middle school and high school level: academic growth, extracurricular participation and social/emotional well being. He stated that they have a transition program in the summer for incoming 6th grade students. He also noted the Math Academy at the middle school and the Algebridge program at the High School that are both available over the summer to students. He stated that almost 100% of the students at the middle school participated in after school activities.

Raven Heath, junior at CCHS, spoke regarding her positive experience with METCO. She noted that it's changed her life for the better and that Concord has been her 2nd home. She stated that being able to pair up with a family in Concord has made a difference and she feels she'll have her friends from Concord for the rest of her life. She spoke about the mentor program and how it makes a difference in students' daily lives.

Mr. Conti complemented Mr. Joncas on his leadership and vision for the program.

C. SEPAC – Becky Robichaud, Mary Tambor. Becky Robichaud and Mary Tambor presented on the SEPAC Annual Report. Ms. Robichaud reviewed the past 3 years of SEPAC, noting: attendance at meetings has increased, they have been resources to other districts and have helped advise the Concord Police in creating the First Responder Information Form. She noted that they offered workshops on Executive Functioning and Reading Development and the Brain and that each school has welcomed the addition of a liaison to the School Advisory Committee. Ms. Robichaud spoke about the Accept the Challenge initiative, aimed at creating a culture of acceptance and respect for the learning differences in all students. She thanked the SC for being part of the Superintendent Search. Casey Atkins, Membership Coordinator, spoke about the Integrated Preschool, including adding additional services due to the build out and additional teachers. She also thanked Ms. Rigby and the SC for their support with the playground project, noting that she hoped to sign a contract by the end of the week for the playground equipment.

Tali Ditman and Joanne Jensen presented the 1st Annual SEPAC Appreciation Awards, noting that parents and guardians of children on IEPs and/or 504 plans voted for teachers who have had positive impacts on their children's lives this year. The following teachers were presented with SEPAC Appreciation Awards:

Concord Integrated Preschool:	Carla Abbott	Nancy McGregor	
Concord Elementary Schools:	Laura Balough Jillian Deshaies Kate Fitzgerald Meg Jensen Mary Beth Stevenson	Nancy Barrett Amy DiMatteo Shannon Granger Noelle Johnson	Stephanie Burns Jessica Edwards Maren Holmes Beth Kalikstein
Concord Middle School:	Peter Baldachi Louanne Mackenzie	Kim Cyr Jaime Malzman	D. Reiko Funaki
Concord-Carlisle High School:	Anthony Beckwith Rima Mulla	Linda Finnerty Mary Ann Strang	Christopher Gauthier
Administrators:	Michael Mastrullo	Jessica Murphy	Diana Rigby

D. Auditor's Review of Financial Statement & Management Letter: Melanson Heath Audit Firm for Year Ended June 30, 2016. Edward Boyd, from Melanson Heath Audit Firm, presented the results of the financial statement audit from year-end June 30, 2016. He stated that the audit went very well, that the books and records were in good working order, and accounts were reconciled in a timely basis. He stated that they have issued an unmodified opinion on the statements, noting that this is the best you could receive. He stated that the district still maintains AAA Bond Rating. He noted that it's very favorable that the district is paying back 50% of the debt service on the new high school project over the next 10 years. He stated that the net pension liability is about \$4 million, which will be brought down to \$0 in 2030. He stated that OPEB liability will be changing and will be recognized on the financial statements in the long-term perspective going forward. He noted that OPEB has been allowed to be incrementally brought on over time, but that they are now trying to bring it more in line with net pension liability. Mr. Boyd stated that the prior issue of timely payments was swiftly resolved by the Finance Department. He stated that they are recommending that the employee reimbursement process be looked at and that guidelines be established.

Ms. Rigby acknowledged Mr. Flaherty and Mr. Flaherty thanked the Business Office, including: Ian Rhames, Matt Wells, Payroll and Accounts Payable staff. Mr. Boyd stated that the staff was always available and open to the process and requests, noting that it was appreciated.

E. CCHS Handbook 2017-18 First Draft – Mike Mastrullo. Ms. Rigby, on behalf of Mike Mastrullo, reviewed the edits to the CCHS Handbook.

F. CCRSD Financial Update – John Flaherty. Mr. Flaherty reviewed the CCRSD YTD Financials. He stated that: the Regular Education portion of the budget is projected to be over by \$8,833; Special Education will have an overrun of \$138,667, noting that this was driven by out of state tuitions; Operations would have an overage of \$22,317, noting they are working on closing out purchase orders to bring this number down; Administration has a significant deficit of \$247,882, noting this was driven by legal fees from a student investigation, personnel issues and negotiations; Fixed Costs has a surplus of \$281,553. He stated that they are expecting a decline in the E&D position of \$136,553. He noted that the HS budget is extremely tight and will be challenging going forward. Mr. Fink noted that separating OPEB out of the operating budget would be beneficial in the future.

G. Budget Committee Planning. Mr. Johnston reviewed a possible budget subcommittee charge and ideas for structure of the subcommittee. The SC discussed the charge and structure. Mr. Johnston noted that they would be voting on the charge at the next meeting.

H. CCHS Campus Advisory Committee. Mr. Grom shared “Draft 4” for the CCHS Campus Advisory Committee and the SC discussed the makeup of the committee as well as their responsibilities. Ms. Rigby noted that the charge would need to be voted on before soliciting membership. Mr. Grom stated that the SC should send any additional edits to Leona Palmaccio and they could vote at the June 27th meeting.

I. First Reading – School Committee Policies

- File GBI – Staff Participation in Political Activities
- File GBJ – Personnel Records
- File GBK – Staff Complaints and Grievances
- File GCA – Professional Staff Positions
- File GCBA – Professional Staff Salary Schedules
- File GCBB – Employment of Principals
- File GBGE - Domestic Violence Leave
- File GBGF – Family and Medical Leave
- File GCE – Professional Staff Recruiting/Posting of Vacancies
- File GCF – Professional Staff Hiring
- File GCG – Substitute Professional Staff Employment

Ms. Rigby noted that the only major change by the Policy Subcommittee was to File GBK – Staff Complaints and Grievances. Ms. Rigby recommended emailing Ms. Storrs with any updates and noted that they could vote at the June 27th meeting.

VIII. ACTION ITEMS

B. Vote to accept the 2017-18 CEF Grant Awards. A motion was made by Ms. Boynton, for CSC, seconded by Mr. Grom, to accept the Concord Education Fund Grant Awards for 2017-2018 totaling \$95,245.98. A motion was made by Ms. Boynton, for CCSC, seconded by Ms. Bout, to accept the Concord Education Grant Awards for 2017-2018 totaling \$41,208. Ms. Tracey Marano presented Ms. Rigby with the checks. The motions were unanimously approved, with gratitude.

C. Vote to surplus books at CCHS Library. A motion was made by Mr. Johnston, seconded by Ms. Boynton, to surplus CCHS Library redundant materials. The motion was unanimously approved.

D. Vote to approve CCHS Trips:

- Girls Varsity Soccer to NH – September 1-3, 2017. A motion was made by Ms. Boynton, seconded by Mr. Grom, to approve the CCHS Girls Varsity Soccer Team bonding trip to Orford, NH on September 1-3, 2017 with the condition that a signed district liability insurance waiver (MIIA) is received from all participants. The motion was unanimously approved.
- Ecuador Trip – June 5-19, 2018. A motion was made by Ms. Boynton, seconded by Mr. Grom, to approve the request to begin planning the CCHS Ecuador trip on June 5-19, 2018. The motion was unanimously approved.

E. Vote to accept CCHS Parents Assoc. Gift to CCHS. A motion was made by Mr. Johnston, seconded by Ms. Boynton, to accept the \$50,000 gift to CCHS for the Q5 Program. The motion was unanimously approved, with gratitude.

F. Vote to accept donation from Lifetouch National School Studios. A motion was made by Mr. Johnston, seconded by Ms. Boynton, to accept the \$1,000 donation to CCHS from Lifetouch. The motion was unanimously approved, with gratitude.

G. Vote to approve School Committee Policies

- File GA – Personnel Policies Goals
- File GBGB – Staff Personal Security and Safety

A motion was made by Ms. Boynton, for CCSC, seconded by Mr. Johnston, to approve the above School Committee policies (File GA and File GBGB). A motion was made by Ms. Boynton, for CSC, seconded by Ms. Bout, to approve the above School Committee policies (File GA and File GBGB). The motions were unanimously approved.

H. Vote to approve Bus Bid & Financing Award. A motion was made by Ms. Boynton, seconded by Mr. Johnston, to award the contract for the purchase of two 81 Passenger and five 77 Passenger, Front Engine, Type D, Transit Style Buses, to the low bidder Anderson Blue Bird Bus Sales of New England at their net bid of \$184,250 with options, and after trade-ins. The motion was unanimously approved.

A motion was made by Ms. Boynton, seconded by Mr. Johnston, to award the contract for the purchase of two 81 Passenger and five 77 Passenger, Front Engine, Type D, Transit Style Buses, to the low bidder Anderson Blue Bird Bus Sales of New England at their net bid of \$659,380 with options, and after trade-ins. The motion was unanimously approved.

A motion was made by Ms. Boynton, seconded by Mr. Johnston, to award the contract for the financing of the FY2018 purchase of school buses, to the lower bidder TD Equipment Financing, Inc. with a rate of 1.73% for 5 years and an annual payment of \$38,134.96. The motion was unanimously approved.

A motion was made by Ms. Boynton, seconded by Mr. Johnston, to award the contract for the financing of the FY2018 purchase of school buses, to the low bidder TD Equipment Financing, Inc. with a rate of 1.73% for 5 years and an annual payment of \$136,474.52. The motion was unanimously approved.

I. Vote to surplus materials and equipment. A motion was made by Mr. Johnston, seconded by Ms. Boynton, to declare the list of items, in the memo dated 5/31/17 regarding Surplus Supplies, located at the Ripley building as surplus supplies. The motion was unanimously approved.

J. Vote to approve Exchange Trip to Ecuador 2018. A motion was made by Ms. Boynton, seconded by Mr. Johnston, to approve the request to plan an exchange trip to Ecuador. The motion was unanimously approved.

IX. OLD BUSINESS

A. Transportation. Ms. Rigby stated that the move to Knox Trail is imminent and that the new facilities for the depot are expected to be ready by the summer.

B. CCHS Building Project – Final Audit. Ms. Rigby stated that the CCHS Building Project is closed and they have received the final reimbursement check. She noted that the signs are being installed.

X. SUPERINTENDENT'S REPORT

Ms. Rigby stated that there are 314 seniors graduating on June 3rd at 11:00. She noted that the Senior Class President, Eliza Davidian, would be presenting the commencement address and math teacher, Ashley Cohane, would also present. She stated that senior musician, Chris Ruediger, would play his music. Ms. Rigby noted that senior activities have included: a junior/senior prom, Prifti service day, field day and BBQ, Farewell assembly, Mt. Wachusett hike, Canobie Lake Park trip, Senior Awards night and Senior Banquet.

Ms. Rigby reminded everyone the School District Policy JICG and Mass State Law 71:37H prohibits the use of tobacco products on all school district property. She noted that students and guests would be reminded of this with a written statement on the 2017 graduation program.

Ms. Rigby stated that on June 10th, the METCO program would be holding a family friendly event at the high school to mark the 50th anniversary of METCO.

Ms. Rigby stated that there are over 200 students enrolled in summer school. She noted that district teachers would be serving as the teachers for the summer school. She also noted that the Boston students are able to attend the Recreation program, allowing them to come for the whole day. Ms. Rigby recognized the summer professional development program opportunities available.

Ms. Rigby shared the Q5 program mission statement and course offerings. She noted that Dr. Michael Vella was the inspiration for bringing the Q5 program idea forward.

XI. ADJOURNMENT FOR THE CONCORD-CARLISLE SCHOOL COMMITTEE

Mr. Fink thanked everyone and noted how rewarding it has been to serve on the SC.

A motion was made by Ms. Boynton, seconded by Ms. Bout, to adjourn the CCSC meeting. The motion was unanimously approved and the CCSC meeting adjourned at 9:44 PM.

XII. CONCORD SCHOOL COMMITTEE MEETING

A. Vote to approve exemption to Attendance Policies JC & JHD. Ms. Bout stated that she had spoken with legal council regarding the request from Ms. Badgley to approve exemption to attendance policies JC & JH, and was advised that there are 3 items to consider: 1) precedence 2) potential legal risk of a discrimination lawsuit in the future and 3) school choice. She noted that there are only 2 ways to get around school choice: the child temporarily lives in town with a relative, for example, and tuition is paid by family up to cost of per pupil expenditure or the SC in the town where the child lives decides it's in the best interest of the child to attend school in another town – they could approach that SC to request the child attend their district and pay tuition. Ms. Bout noted that she shared the legal advice with Ms. Badgley and also let her know that if the request were not granted tonight, she could approach the Carlisle SC. Ms. Bout explained that, in order for the Carlisle School Committee to consider the question, the SC would have to deny the exemption and then Ms. Badgley could go to Carlisle and have them decide if it's in the child's best interest to go to school in Concord.

Mr. Johnston recommended putting off the vote. Ms. Boynton noted her concern for future school committees to deny future requests should they approve an exemption. Mr. Conti stated he is concerned about not setting a good precedence in terms of supporting the recommendation of superintendents but he is very empathetic to the situation. Ms. Bout stated that if the SC starts to define when it's ok to make exemptions, it could be dangerous.

A motion was made by Ms. Boynton, seconded by Mr. Johnston, to approve an exemption to Attendance Policy JC & JHD. All SC members were opposed to the motion. The motion failed. Ms. Bout asked Ms. Rigby to update Ms. Badgley with the SC's regrets and let her know that they would sincerely love to see her child in Concord, if possible, but that they do not feel comfortable making the exemption due to the legal risk that it provides and the precedence it would set. She also asked that Ms. Badgley be made aware of the 2 ways mentioned around school choice.

XIII. ADJOURNMENT FOR THE CONCORD SCHOOL COMMITTEE

A motion was made by Ms. Boynton, for CSC, seconded by Mr. Grom, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 10:08 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 6/27/17

Abbreviations:

ACLU	American Civil Liberties Union
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
ELA	English Language Arts
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
SOI	Statement of Interest
YRBS	Youth Risk Behavior Survey