

Present: Heather Bout, Chair, CSC; CCSC
Johanna Boynton, Vice Chair, CSC; CCSC
Dan Conti, Chair, CCSC; CSC
Robert Grom, Vice Chair, CCSC; CSC
Wallace Johnston, CSC; CCSC
Melissa McMorrow, CCSC
Mary Storrs, CCSC

Present from Administration: Dr. Laurie Hunter, Superintendent of Schools, CPS & CCRSD
John Flaherty, Deputy Superintendent of Finance & Operations, CPS & CCRSD

I. CALL TO ORDER

The meeting was called to order by Heather Bout, for CSC, and Dan Conti, for CCSC, at 5:36 PM. A motion was made by Mr. Conti, for both CSC and CCSC, seconded by Ms. Storrs, for CCSC and Mr. Johnston, for CSC, that both committees 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 may be detrimental to the public body's bargaining position and return to Open Session at approximately 5:45 PM. The motion passed by roll call: McMorrow, aye; Johnston, aye; Storrs, aye; Grom, aye; Conti, aye; Bout, aye; Boynton, aye.

The meeting was called back into session by Mr. Conti, for CCSC, and Ms. Bout, for CSC, at 5:55 PM. Mr. Conti noted that the meeting was being recorded.

II. ISSUES FOR DISCUSSION

- **Budget Process** – Mr. Johnston stated that the Budget Subcommittee met with a working group from the Concord FINCOM regarding benchmarking against other districts with similar characteristics to Concord. He noted that they are on the same page with what they want to accomplish with the process. He stated that the Budget Subcommittee also met with Mr. Flaherty and Dr. Hunter on what the broad picture would look like. He noted that some of the items they would be looking into include: per pupil cost, teacher contracts, health insurance and overlapping expenses between K-8 and 9-12.

He stated that the town was looking into a new data management system that would contain a school module that would aid in the benchmarking. He also stated that DESE has a new platform that can help compare districts that will be more user friendly than the current system. Mr. Johnston noted that they were also discussing the current budget transfer process, budget development protocols and gaining an understanding of the budget mechanics. Ms. Storrs noted how challenging it could be to normalized data for benchmarking, due to how each district tracks their data. Ms. Bout noted that they need to understand the metrics behind different published lists (such as Boston Magazine) that are created and to include them in the benchmarking. Mr. Conti noted that they often change how they calculate from year to year. He also recommended creating an alumni survey to research whether or not students felt prepared for their college career.

Mr. Johnston stated that they are also looking into the current transfer process and will work with Mr. Flaherty to ensure they are making the appropriate adjustments. He also noted that they are looking into budget development protocols, budget mechanics and the budget development process. He stated that the Budget Subcommittee would like the SC to consider designating up to 3 members to work with the Administration on the budget development process. Ms. Storrs asked Dr. Hunter if she feels that a group like this would be beneficial and Dr. Hunter stated that it does aid in the budget process.

- **CCHS Campus Advisory Committee** - Mr. Grom stated that they are hoping to have the members of the CCHS Campus Advisory Committee voted in at the next joint meeting, September 26th. He suggested that the CCHS principal would be best to select the CCHS teacher member, by going through the CCTA, as well as the student members. He also suggested using the model of having 2 SC members, Superintendent and Deputy Superintendent creating a matrix to pick the community members at large and neighbor of CCHS. Ms. Bout and Mr. Conti nominated Mr. Grom, and Ms. McMorrow nominated Ms. Storrs. Ms. Storrs recommended sharing the meeting dates and times with the prospective members to ensure their availability. Mr. Flaherty noted that the loop road is in tough shape and recommended not excluding the possibility of this and the lighting moving forward as a warrant article and not being subject to approval of the advisory committee.
- **Calendar Process** – Ms. Bout shared some ideas regarding a process and noted that the goal tonight was not to decide on religious holidays being included or not included in the calendar, but to establish a process around religious holidays. She noted that the Calendar Committee will still recommend a calendar and the SC will have a recommendation on the treatment of religious holidays. She questioned whether they should all work on this or create a committee to collect and analyze information, taking into account legal implications, community input and absenteeism data. Mr. Johnston noted that cultural diversity has not been mentioned in Ms. Bout’s ideas and noted that they need to discuss it and Ms. Bout agreed.

Ms. Boynton noted that there is a process in place for the calendars through the District Calendar Committee and noted that the process is contractually bound. She stated that the Calendar Committee has already received community input and also looked into the data to inform the calendar creation, so she was unclear on what would be different if we revisit this. Ms. Bout stated that she would like the SC to feel comfortable voting on the Calendar Committee’s recommended calendar without needing to have a separate debate process regarding religious holidays.

Mr. Grom noted that he was looking forward to the EDCO seminar on Cultural Proficiency. Ms. Bout stated that she was not trying to avoid having the discussion, but that she felt it needed to be done earlier so it could be more productive. Dr. Hunter noted that she watched the meetings from last year and clearly saw that no one intended to do anything but honor the traditions and diversity of the community. She stated that it’s important to honor the feedback of the Calendar Committee and to ensure that the data is provided in a way that’s helpful and clear in order to review. She noted that they need to be in a proactive role instead of the reactive role they ended up in last spring. She also noted that there needs to be a vehicle for the community to provide input.

Ms. Bout stated that she would like the work on religious holidays completed prior to the Calendar Committee presenting their proposed calendar. Mr. Johnston recommended that the SC handle it and not create a separate group to look into it. He stated that he feels they need to address the absentee issue and create appropriate accommodations for those students missing days. Ms. McMorrow recommended that the presentation of a draft calendar be accelerated. Ms. Boynton stated that the work would need to be completed this fall. Mr. Johnston stated that they need to address the accommodations and identify what they are working towards regarding cultural diversity training. Mr. Conti noted that the rationale for granting days off has to be on secular grounds. Dr. Hunter noted that they are trying to validate and respect religions and that there is a sense of urgency.

Mr. Conti stated that students should not have to choose between observing their religious holidays and missing schoolwork. Ms. Bout stated that they need to gain a deeper understanding by creating a working group to look at: accommodation plans, legal ramifications, absenteeism data and community input. Dr. Hunter suggested that the Administrators handle the staff based conversations. Ms. Boynton suggested that the working group include people from both sides of the issue. The SC discussed the makeup of the working group and agreed it would include: Ms. Storrs, Mr. Johnston and Ms. Boynton.

- **Strategic Planning Initiative** – Dr. Hunter stated that there seems to be more urgency to the Strategic Planning Initiative than she had originally foreseen and that she and Kristen Herbert spent time over the summer with the state’s “Planning For Success” model, including a strategic planning mode with consultants. She provided information from the program, including: creating an action plan, receiving feedback, looking at

structures that are working, looking at areas of targeted work, leveraging what you have and implementing an action plan. She noted that she included an electronic copy of Burlington's plan. She stated that the program used to be a pilot and was free, but now they are using a ballpark number of \$15,000. Dr. Hunter stated that she would not look at endeavoring into this until the 2nd half of the school year and that she would envision having 30 stakeholders included. She stated that the process is very systematic and effective and that they would have a document like Burlington's completed by the end of the school year. She noted that the consultant that they were interested in working with was aware of their timeframe. Ms. Bout noted the 2 separate districts and Dr. Hunter stated they could discuss this, but that she would like to view it as a K-12 endeavor. She stated that she would discuss further with the consultant and bring back more information at the next joint meeting.

- **Communications** – Ms. Bout stated that she and Mr. Grom have been looking into communications and that she has created a document summarizing different thoughts and ideas. She reviewed the document, including the following topics: disseminating information, subscriber lists, SC coffees, assigning SC members as point persons for specific topics and improving the SC web page. The SC discussed each topic and assigned “owners” for each topic. Mr. Grom recommended that the point persons report on any updates on specific topics at SC meetings.
- **School Committee Meeting in Boston** – The SC discussed having the Boston meeting on October 24th. Mr. Conti noted that they need to have good PR to let everyone know that the meeting would be held in Boston once it was solidified.
- **School Committee Social Meeting** – The SC discussed the best time to have a social meeting and agreed that a Doodle Poll would be the best way to determine everyone's availability.
- **School Committee Goals, Protocols, Practices** – Mr. Johnston stated that the practice of making an exception of voting on the same day as discussing a topic should be changed. Ms. Bout questioned if there was a legal basis for voting at the next meeting after discussing and Mr. Flaherty and Dr. Hunter stated that there was no legal basis. The SC agreed to add wording to the Practices around the timing of voting and discussions when setting agendas. They also agreed that if a member was uncomfortable voting on the same day as the discussion, they could make a motion to delay voting. Mr. Grom stated that the public comments section in the Practices does not reflect what has been happening at meetings. Ms. Boynton stated that she would work on the wording in the Practices. Dr. Hunter noted that the MASC would be conducting a workshop on SC goals on September 25th from 11:30–2:30 PM.

Mr. Conti suggested that he and Ms. Bout create a draft of goals and reviewed possible ideas, including: reviewing the budget process, creating the FY19 budget, seating of Campus Advisory Committee, cultural proficiency training, supporting the Administration in the initiation and completion of the Strategic Planning process, continuing improved communication, supporting the new Superintendent and her entry plan and execute the Superintendent review process (both mid year and end of year) and possibly changing the process of seating new members.

III. ACTION ITEMS

A. Vote to authorize Deputy Superintendent of Finance & Operations to execute an agreement with Minuteman Nashoba Health Group to provide self-funded health insurance treasury functions. A motion was made by Ms. Storrs, seconded by Ms. Boynton, to authorize Deputy Superintendent of Finance & Operations to execute an agreement with Minuteman Nashoba Health Group to provide self-funded health insurance treasury functions. The motion was unanimously approved.

B. Vote to name District Accountant Ian Rhames as alternate voting board member of Minuteman Nashoba Health Group. A motion was made by Ms. Storrs, seconded by Ms. McMorrow, to name District Accountant Ian Rhames as alternate voting board member of Minuteman Nashoba Health Group. The motion was unanimously approved.

IV. ADJOURNMENT

A motion was made by Ms. Boynton, for both CSC and CCSC, seconded by Mr. Bout, for CSC, and Mr. Johnston, for CCSC, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:22 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 9/26/17

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
CCRS	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
SPED	Special Education
YRBS	Youth Risk Behavior Survey