

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee
Concord School Committee
Ripley Building
January 23, 2018

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
Mary Storrs, CCSC
Melissa McMorrow, 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 CSC meeting was called to order by Ms. Bout at 6:34 PM and she noted that the meeting was being record. Mr. Conti called the CCSC meeting to order and he noted that the meeting was being record.

II. RECOGNITIONS

A. Rivers and Revolutions. Michael Goodwin, Founder of Rivers and Revolutions, thanked the SC for all of their support since Rivers and Revolutions began 6 years ago. He stated that they have had over 600 students go through the program and noted that the 1st cohorts have now graduated from college. He stated that the program is about making connections between disciplines that are usually separated from each other, connections between what's happening inside the classroom and outside in the world and connections between the students and teachers. Tracie Dunn, Arts Instructor Rivers and Revolutions, stated that listening to students and fellow teachers is really important in the program. She stated that they've reached out to alumni from the program and the responses reflected that the program is teaching the skills the students feel are important. Peter Nichol, Science Instructor Rivers and Revolutions, stated that being a teacher in the program is much more relational, noting that it is a learning community. He stated that they offer graduate level experiences in a high school setting, noting how exciting the program is. He stated that the teachers and students are on the journey together, noting that this decreases students' stress levels. Mr. Nichol thanked the SC for their support. Rivers and Revolutions students shared their experience, including: students being able to experience learning on a very different level than the factory model of teaching and learning, noting that its perfect for students with different learning styles; everyone in the program is open to experience new things and each student brings his/her own unique knowledge, talent and passion. One of the students shared his experience of leaving CCHS to enroll in virtual classes and returning to CCHS in the Rivers program, noting the support of the Rivers community. Mr. Goodwin thanked the SC for all of the opportunities to bring the program out to the community, noting several other districts have rolled out programs similar to Rivers and Revolutions. Ms. Storrs stated that she attended the open house and spoke with many alumni about the positive impact the program has had on their lives.

Ariel Waldman, Student Rep, stated that the CCHS Orchestra has been chosen to perform at the 2018 MMEA (Massachusetts Music Educators Association) All State Conference, noting that CCHS was the only high school orchestra selected. She stated that 89 CCHS students are participating in a Latin pen pal project, noting that it involves 8,000 Latin students from 13 different countries. She stated that there was an assembly for the 50th Anniversary of METCO. She stated that there was a Dialogue Night, as part of the Challenge Success program, to help reduce student stress. Ms. Storrs noted that she attended the Dialogue Night and learned a lot from the students.

III. PUBLIC COMMENTS

None.

VI. READING OF THE MINUTES

A. Open Session – Jt. Meeting – 1/9/18. *Ms. McMorrow joined the meeting.* The SC discussed several edits that were made to the 1/9/18 minutes. In particular, the notes on the Public Forum were removed since the Committees were not in session at the time. A motion was made by Ms. Boynton, for both CSC and CCSC, seconded by Mr. Johnston, for both CSC and CCSC, to approve the joint meeting minutes from 1/9/18. Ms. Storrs abstained from the vote. The motion was approved by the other members.

V. CHAIRS & LIASONS REPORT

Mr. Conti stated that he and Ms. Bout sent a letter to the Concord FINCOM email stating where they are with the budget and requesting that the FINCOM reconsider their guideline number. He stated that they received a reply email acknowledging receipt of the email from the Chair of FINCOM. Mr. Conti stated that he and Mr. Grom met with members of the CCTA regarding the budget, noting that it was very positive. Ms. Bout stated that the CTA has reached out in support of the recommended budget. She stated that a public hearing on the school budgets is scheduled for February 27th, which is also the night of the next joint SC meeting. The SC decided to hold the SC meeting prior to the public hearing, agreeing to start tentatively at 5:30 PM. Ms. Bout suggested adding a community coffee on a Saturday morning and Ms. Boynton agreed to work on adding a possible Saturday to the list of coffees.

Ms. Storrs stated that the Campus Advisory public input session would be January 24th at 7:00 PM at the CCHS Learning Commons.

Ms. Bout stated that the first community coffee regarding the budget would be January 24th at Ripley at 10:30 AM. She also noted that the SC is on the agenda at the Concord FINCOM meeting on Thursday, January 25th at 7:00 PM.

Mr. Grom stated that the Chairs Breakfast went well the previous week.

VI. SUPERINTENDENT'S REPORT

Dr. Hunter stated that they would be initiating the strategic planning work the following week, noting that the consultant would be meeting with the administrative team to formally launch the initiative. She noted the great response from the invitations for the 35-member Planning Team. She stated that she is proposing 2 dates for forums to complement the Leadership and Planning Team sessions: Monday, Feb. 12th at 7:00 PM and Tuesday, Feb. 27th at 11 AM. Dr. Hunter stated that she has attended all five staff meetings in January to introduce the Accommodation Policy. She noted that the committee that Kristin Herbert will be running would begin the following week. Dr. Hunter stated that the Advisory Councils would review the handbooks for alignment with the policy. She stated that the Policy Subcommittee would be meeting the following week and asked for feedback on any policy that could be in conflict. She stated that she would be sharing the policy with the community by the end of the week and noted that they are working on a date for the administrative training to unpack the teacher evaluation rubrics. She stated that they are right on track with the implementation plan, noting how positive the faculty's response has been. Dr. Hunter stated that they would be launching the training with RTI the following week. She stated that students are continuing to participate in pilot work at the STEAM lab at Ripley. Mr. Flaherty noted that they would start the advertising process for the STEAM lab bids. Dr. Hunter noted that the Commissioner of Education finalists have been named. She requested that the SC approve moving forward with the K-8 Special Education review process, noting how valuable the review would be. She stated that the cost proposal they are reviewing for the Special Education Review would cost \$35,000, which would allow two consultants to visit all four schools for one day per school.

VII. CORRESPONDENCE

Mr. Conti stated that he received 3 emails regarding the calendar, 1 regarding the Campus Advisory and 2 emails from FINCOM. Ms. Bout stated that she received an email requesting that summary information from coffees be posted for those who are unable to attend the coffees.

VIII. REPORTS FOR DISCUSSION

A. Superintendent Entry Plan. Dr. Hunter stated what a gratifying experience it has been, noting how welcoming the community has been. She stated that her Entry Plan report was a team effort, noting that the Administrative Team provided feedback for the report. Dr. Hunter stated that the four major categories she would be reporting on are: Teaching and Learning, Culture, Communication and Finance, Facilities and Operations. She reviewed many of the strengths for Teaching and Learning, including: consistently being among the highest performing schools in the state,

high expectations for students, extensive curriculum work, special education services, instructional resources, expert faculty, rigorous levels of discourse, highly innovative programs and professional development opportunities. She reviewed some of the areas for discussion within Teaching and Learning, including: data collection at CCHS, review of a continuum of Special Education, developing a long range vision of teaching and learning, furthering professional development, school transitions, pace of change and homework.

Dr. Hunter reviewed many strengths of Culture, including: core value of educational excellence, high regard for faculty and building leadership by students and parents, teachers feeling supported and valued, extensive extracurricular opportunities, student stress and anxiety noted as key areas of concern and the creation of related action plans, Challenge Success and mindfulness work, high school start time change and pride in reputation of being high performing and committed to students. Dr. Hunter shared areas for discussion within Culture, including: concerns around bullying and cultural proficiency, high level of student anxiety, staff concerns over morale and building relationships of trust and collaboration between district leadership, staff and community.

Dr. Hunter reviewed several strengths of Communication, including: growing opportunities for community, staff, parent and student input, communication being highly valued and the community at large being highly invested in participating in and supporting the schools. She highlighted areas for discussion within Communication, including: ongoing structured opportunities for stakeholder feedback, development of a strategic plan, ensuring transparency, continuing to develop community partnerships and achieving creativity in communication.

Dr. Hunter reviewed the strengths of Finance, Facilities and Operations, including: state of the art high school, condition of the elementary schools, community support of school budgets, alternative funding opportunities, new bus depot, formation of Campus Advisory Committee and the electronic streamlining of multiple administrative processes. Dr. Hunter reviewed the areas for discussion within Finance, Facilities and Operations, including: the middle school currently existing within 2 aged schools buildings, the relationship between the school committees and finance committee, minor issues remaining time consuming (i.e. student parking) and transportation being stretched to capacity.

Ms. Storrs questioned if there were any surprises and Dr. Hunter stated that the urgency of moving forward with the visionary work became evident. She also stated that she noticed a need for communication and noted that the budget was a surprise. Ms. Bout thanked Dr. Hunter for all of her time and effort and being willing to listen and digest everything. Dr. Hunter noted the support she is receiving through the Induction and Leadership Program through the Superintendents Association. Mr. Conti stated that her entry report dovetails with the strategic planning.

B. Superintendent Mid-Year Evaluation Update. Dr. Hunter shared her Self Assessment and Targeted Standards, Elements and Indicators report as well as District Improvement goals. She noted that she would like to focus on instruction, learning and teaching for the second half of the year. Mr. Conti shared some themes that emerged from feedback from the SC, including: very strong communication, great sense of trust and rapport with the community, faculty and parents, proactively addressing issues, thoughtful and creative approach to situation and effective management. Mr. Conti and Ms. Bout reviewed the evidence for each standard, including: 1) Instructional Leadership: CCHS Special Education review and data ministering and system development with principals; 2) Management & Operations: student survey results and student advisory group meetings; 3) Family and Community Engagement: monthly newsletter and attendance at multiple meetings and 4) Professional Culture: Accommodation Policy implementation plan and Cultural Proficiency training. Ms. Bout stated that there are several themes to look at going forward, including: continuation of communication and engagement, budget process, instructional leadership evidence, strategic planning and ensuring that Dr. Hunter paces herself.

C. FY19 Update – CPS & CCRSD. Dr. Hunter stated that the menu of reductions include what could potentially happen if the recommended budget is not supported. She stated that the CPS recommended FY19 budget is 4.48%, which already includes several reductions. She stated that the FINCOM guideline is 2.88%, or a net increase of just over \$1 million, leaving a gap of \$592,367. Dr. Hunter stated that the menu of reductions is larger than the \$592,367 because there are moving pieces that may need to be swapped out from either round of reductions. She stated that there are 8 faculty members at CPS that are interested in the early separation incentive, for a total offset of \$160,000. Dr. Hunter stated that they restored the following menu items: 4 K-8 Counselors, K-5 Building Specialist 4 Tutors K-8 and the Alcott Tutoring Program. She stated that a CMS Technology Specialist position that supports staff was added

to the list of menu options. She noted the impact of having the funding for the summer school in limbo, stating that they have proposed that the reduction for summer school will be \$50,000, noting that it would not be a the same bandwidth as the previous summer program. Dr. Hunter reviewed the items still on the menu of cuts, including: K-5 Spanish, Summer School, CMS Technology Specialist, Digital Literacy Administrator and Field Trips.

Dr. Hunter stated that the recommended budget for CCRSD that the SC adopted was a \$1.2 million increase, or a 4.3% operational increase. She reviewed the reductions already taken, totaling \$1,028,508. She stated that FINCOM's guideline from November was \$957,512, or a 5.34% operational and assessment increase, noting that it equates to a 1.25% operational increase. She stated that in order for FINCOM to meet the SC's voted budget, it would require an 8.9% increase to their contribution due to the enrollment shift. Dr. Hunter stated that the delta currently is \$863,629. She stated that 3 CCHS teachers have elected to participate in the early separation incentive, for a total of \$45,000. She also recommended increasing the athletic fee, for a possible offset of \$100,000. Dr. Hunter stated that impact of the list of reductions is significant. She reviewed the list, including: School Psychologist, 1 FTE English, 1 FTE Math, 1 FTE Science, 1 FTE Social Studies, 1 FTE World Language, 1 FTE Professional Teaching Staff Fine & Performing Arts, 2 Tutors, 2 Administrative Assistants, Campus Security, Digital Literacy Administrator and OPEB contribution. Mr. Conti noted that the FTE positions are not just cuts to staff, but cuts to programming. Mr. Flaherty noted that Concord has a portion of the \$863,629, noting that Concord's portion is about \$650,000.

Mr. Johnston noted that there was nothing on the list of cuts regarding sports. Dr. Hunter stated that their philosophy was not to come at it from the programmatic side, but noted that they can redirect her back to look further into athletics. She noted that they had considered it, but had trouble finding the starting point. Ms. McMorrow asked how much it costs to run an athletic program and Mr. Flaherty stated that it was roughly \$500,000, noting that they spend roughly an additional \$180,000 from the revolving funds. Mr. Johnston stated that it is a structural change they are dealing with and stressed the responsibility involved in being part of a regional district, noting that now is not the time to cut programming. Ms. Bout agreed with Mr. Johnston and stated that the cuts are tragic to both school districts, noting that the cuts are unthinkable. She stated that she would like to go back to FINCOM with a slightly different number, suggesting that they look into the offsets discussed tonight. She stated that they owe it to the people of both towns. Mr. Conti questioned why they wouldn't go back to FINCOM with lower numbers to include the offsets of the early retirement incentive at both CPS and CCRSD and the increase in athletic fee at CCRSD.

Dr. Hunter stated that the offsets were identified in a very short time period, noting that they will be able to do more big picture work in the long term. Mr. Conti noted that they have *already* reduced the budgets by a combined \$2.1 million. Ms. Boynton pointed out that they are already starting to suffer the consequences for the proposed cuts now, noting that this needs to be articulated to FINCOM. Mr. Johnston noted that they are short changing themselves on a lot of the work they have done over the last few years. Mr. Grom stated that he feels they should have further conversations about sports and Dr. Hunter stated that she would have to speak with Barry Haley and Mike Mastrullo. Ms. Bout stated that the status of the uncertainty of all of the proposed cuts is going to harm the district next year. Mr. Conti recommended going to FINCOM with the early retirement incentive number and then let the voters decide at Town Meeting what they are ok with cutting. Ms. Bout noted her concern with the uncertainty and recommended adding the athletic fee increase and OPEB. Mr. Conti noted that the CCRSD increase they are requesting is not an outrageous number and Mr. Flaherty noted that it's smaller than last year's increase. The SC discussed decreasing the OPEB contribution and increasing the summer school budget. Mr. Conti recommended going to FINCOM with the early separation amount of \$160,000 for CPS and increasing the summer school budget by \$25,000, for a total offset of \$135,000. He stated that they would come in at the region with the increase number less the \$45,000 for the early retirement incentive. The SC agreed to come in at CPS with the \$135,000 offset.

IX. NEW BUSINESS

None.

X. ACTION ITEMS

A. Discuss and vote the 2018-2019 School Calendar. A motion was made by Ms. Boynton, for both CSC and CCSC, seconded by Ms. Bout, to approve the 2018-2019 School Calendar as recommended by the District Calendar Committee for both districts. Ms. Boynton shared her thoughts in support of the recommended calendar, noting how appreciative she is of the work the committee did. Mr. Grom stated that his decision is guided by student and teacher absences. Ms. McMorrow stated that she feels good about the way the process has gone, noting that she supports the recommended

calendar. Mr. Johnston thanked the committee for all of the work on the calendar and stated that his perspective on absenteeism has not changed, noting that he is opposed to the proposed calendar. Ms. Storrs stated that she is in favor of the recommended calendar and is concerned that they need to respect all of the work of the committee as well as public input or they may not get people to participate in any working group or advisory committee in the future. Mr. Conti stated that they are in a much different place than a year ago, noting that this is a piece of a much larger initiative and that he is in favor of the recommended calendar. Ms. Bout stated that the process has been very comprehensive and shared her thoughts on why she is in favor of the recommended calendar. Mr. Conti thanked everyone for all of their hard work over the past year on the calendar and Dr. Hunter for her leadership. Mr. Johnston and Mr. Grom were opposed to the motion for the region. Ms. Boynton, Ms. Bout, Mr. Conti, Ms. Storrs and Ms. McMorrow were in favor of the motion for the region. Mr. Johnston and Mr. Grom were opposed to the motion for CPS. Ms. Boynton, Ms. Bout and Mr. Conti were in favor of the motion for CPS. The motions were approved.

B. Vote to approve School Committee Policies

- File IHAM – Health Education
- File IHAM-R – Health Education Procedures
- File IHAMA – Parental Notification Relative to Human Sexuality Education
- File IHB – Special Instructional Programs and Accommodations
- File IHBA – Observations of Special Education Programs
- File IHBD – Compensatory Education (Title I)
- File IHBEA – English Language Learners
- File IHBF – Homebound Instruction
- File IHBG – Home Schooling
- File IHBA – Programs for Students with Disabilities
- File IIB – Class Size

Dr. Hunter stated that SEPAC requested that they table the special education related policies so they could provide input. She stated that the policies that would be tabled include: IHB, IHBA and IHBA. Dr. Hunter reviewed the changes made to the other policies listed above. A motion was made by Ms. Boynton, for both CSC and CCSC, seconded by Mr. Grom, for both CSC and CCSC, to approve the following policies: IHAM, IHAM-R, IHAMA, IHBD, IHBEA, IHBF, IHBG and IIB. The motion was unanimously approved.

C. Discuss and Vote Statement of Interest Concord Middle School. Mr. Flaherty stated that the only changes made to the previous Statement of Interest were date changes. A motion was made by Ms. Boynton, for CSC, seconded by Mr. Johnston, to approve the Statement of Interest vote as written on the Statement of Interest. The motion was unanimously approved.

XI. ADJOURNMENT

A motion was made by Ms. Boynton, for CCSC, seconded by Ms. Storrs, to adjourn the meeting. A motion was made by Ms. Boynton, for CSC, seconded by Mr. Johnston to adjourn the meeting. The motions were unanimously approved and the meeting adjourned at 10:15 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 2/27/18

Abbreviations:

ACLU American Civil Liberties Union

CASE	Cooperative Association for Special Education
CSC	Concord School Committee
CCSC	Concord-Carlisle Regional District School Committee
CMLP	Concord Municipal Light Plant
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
FCCPF	Friends of Concord Carlisle Playing Fields
MASC	Massachusetts Association of School Committees
MIAA	Massachusetts Interscholastic Athletic Association
NEASC	New England Association of Schools and Colleges
NESDEC	The New England School Development Council
OPEB	Other Post-Employment Benefits
RTI	Response to Intervention
SEPAC	Special Education Advisory Council
SOI	Statement of Interest
SPED	Special Education
SWOT	Strengths, Weakness, Opportunities, Threats
YRBS	Youth Risk Behavior Survey