

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee
Concord School Committee
Ripley Building
April 24, 2018

Present: Johanna Boynton, Chair, CSC; CCSC
Wallace Johnston, Vice Chair, CSC; CCSC
Robert Grom, Vice Chair, CCSC; CSC
Court Booth, CSC; CCSC
Heather Bout, 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

Ms. Bout called the CSC meeting to order at 6:36 PM and noted that the meeting was not being recorded, but would be after the Committee returned from Executive Session. The CCSC meeting was then called to order by Mr. Grom.

A. ORGANIZATION OF COMMITTEE

1. Seating of the Concord School Committee Members – CSC. A motion was made by Ms. Boynton, seconded by Mr. Grom, to recognize Johanna Boynton, Heather Bout, Robert Grom, Wallace Johnston and Court Booth as members of the Concord School Committee. The motion was unanimously approved.

2. Election of Officers of the Concord School Committee – CSC. A motion was made by Ms. Bout, seconded by Mr. Johnston, to nominate and elect Johanna Boynton for Chair of the Concord School Committee. The motion was unanimously approved.

A motion was made by Ms. Boynton, seconded by Mr. Grom, to nominate and elect Mr. Johnston as Vice Chair of the Concord School Committee. The motion was unanimously approved.

3. Appointment of School Committee Recording Secretary – CSC. A motion was made by Ms. Boynton, seconded by Mr. Booth, to appoint Erin Higgins as School Committee Recording Secretary.

B. A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Mr. Johnston, for both CSC and CCSC, for the CSC and CCSC to enter into Executive Session under Purpose 2 of the Open Meeting Law: To discuss strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and return to Open Session at approximately 7:15 PM. The motion passed by roll call: Johnston, aye (for both); Boynton, aye (for both); Grom, aye (for both); Storrs, aye; Bout, aye (for both); McMorrow, aye; Booth, aye (for both). The committees entered Executive Session at 6:43 PM.

At approximately 7:49 PM, Ms. Boynton, seconded by Mr. Grom, called the meeting back into order and noted that they were being recorded.

A motion was made by Ms. Bout, seconded by Ms. McMorrow, for CCSC, and Mr. Johnston, for CSC, to adjust the Recognition portion of the meeting and move it ahead of the Public Hearing on School Choice, in A, C, B order. The motion was unanimously approved.

III. RECOGNITIONS

A. Boys and Girls State Fencing Championship. Michael Marks and Cassandra Banks, CCHS Fencing Instructors, recognized the Boys and Girls Fencing Teams for winning the state Championship. Several Fencing students spoke

regarding the dynamics on the fencing team and noted what a great experience it has been for them in overcoming many challenges together.

C. Presentation of SEPAC 2017-18 Awards. Tali Ditman and Joanne Jensen, Board Members of SEPAC, presented the recipients of the 2017-18 SEPAC Awards. Ms. Ditman stated that they reached out to parents and guardians of children with IEP's or 504 plans to nominate a person in the schools that has made a positive impact on their lives this year. She stated that they received 24 nominations, noting that they include teachers, staff and administrators. The recipients were recognized individually: Integrated Preschool: Ann Bailey, Donna Balmuth, Christine Brown; Alcott: Nancy Boutin, Carrie Delaney, Noelle Johnson; Thoreau: Angel Charles, Megan Jensen, Wendy Marotta; Willard: Barbara Magee, Stephanie Burns, Elise LaCroix, Nancy Lankford, Mary-Kate Reid, Nancy Tracy, Julee Vitello; Concord Middle School: Julie Beyer, Kim Cyr; Concord-Carlisle High School: Kari-Ann DeCapua, Lisa Koski, James McKenna, Erin Pineau, Matthew Rudmann, Mary Ann Strang; SEPAC Awards: Laurie Hunter, Rebecca Robichaud, Mary Tambor.

Ms. Boynton noted how much growth has occurred over the last 5 years in SEPAC and thanked everyone involved in SEPAC for all of their hard work. Dr. Hunter stated how impressive the recipients are, noting that they are from all different facets of the system.

B. Outgoing School Committee member Dan Conti. Ms. Bout stated that it's been an honor working with Mr. Conti, noting how thoughtful he is in his approach to issues. She stated that his insight as an educational professional has benefited the SC. Ms. Bout stated that she has appreciated him as a role model for the past 3 years and thanked his family for their patience and support.

Mr. Johnston stated that Mr. Conti has lent a great deal to their discussions over the past 3 years and has played an integral role in many challenging discussions. He urged Mr. Conti to provide the SC feedback when he feels appropriate in the future.

Ms. McMorrow stated that she has appreciated Mr. Conti's desire to encourage thoughtful discussions of issues. She noted his sincerity and attentiveness to concerns and comments. She stated that his professional expertise that he brought to the table was invaluable.

Ms. Storrs thanked Mr. Conti for his service, noting that it's been a pleasure.

Dr. Hunter stated that Mr. Conti's support as first year superintendent mattered greatly and noted the amount of time Mr. Conti devoted to SC issues.

Ms. Boynton shared a letter she wrote to Mr. Conti, in which she thanked him for his time and devotion. She stated that she has learned to be more open minded from him, and thanked him for his devotion, noting how many people have benefited from his earnest commitment to do what's best for the greatest number.

Mr. Booth stated that he aspires to fit into Mr. Conti's shoes. He noted how disappointed he was to hear that Mr. Conti was stepping down. He thanked him for his time on the SC.

Mr. Grom stated that he agreed with everyone's comments, noting how much Mr. Conti's knowledge has helped him. He also noted how much he respected Mr. Conti for taking on certain issues and following them through to the end.

Mr. Conti noted his appreciation for the SC, as well as former members Kathi Snook and Bill Fink. He stated how rewarding the work was and how much respect he has for each of the members.

The SC presented Mr. Conti with an orchid and a Concord-Carlisle jacket.

Mr. Johnston thanked Ms. Bout for her work over the past year on the challenging issues they have faced.

II. PUBLIC COMMENTS

None.

A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Mr. Grom, for both CSC and CCSC, to bring the audit discussion to this part of the meeting. The motion was unanimously approved.

A. Audit – MelansonHeath, Management Letter, Governance Letter, Audit Committee Report. Scott McIntire, from MelansonHeath, reported on their audit findings. He stated that the audit of the financial statements for year ending June 30, 2017 went very well and that they found the books and records to be in good working order. He stated that key accounts were found to be reconciled on a regular and timely basis, noting that they didn't need to propose any significant audit entries as a result. He stated that the financial statements are in accordance with generally accepted accounting principals for local government units. He noted the long-term balance sheet and operating statement, including net pension liability and the net OPEB obligation. He stated that most of the focus is on the governmental funds balance sheet, including the unassigned fund balance, which totals \$1,053,000. He noted that this represents 2.9% of the operating budget and that the state caps the balance at 5%. Mr. McIntire noted that the current balance is down from the prior year. He stated that OPEB does not impact the general fund balance sheet. He noted that the OPEB liability would go from the current \$5.5 million to about \$16 million, due to the changes from GASB.

Mr. Johnston thanked the other members of the financial audit committee, noting that he enjoyed working with them. Ms. Storrs thanked Mr. Flaherty and the business office.

PUBLIC HEARING ON SCHOOL CHOICE – School Choice Memo and Vote on School Choice for the 2017-18 school year. At 8:36 PM, Ms. Boynton stated that the Public Hearing on School Choice was open.

Dr. Hunter stated that each year, by law, the Districts have to choose to withdraw or to not withdraw in participating in School Choice. She stated that she recommends continuation of the current status, that both districts choose not to participate, noting that current enrollment is close to school buildings' capacities. She also noted that there is not an equitable or adequate transportation system in place to allow all students to attend school in other districts. Dr. Hunter noted that space is the most driving issue.

A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Ms. Bout, for both CSC and CCSC, that the CSC and CCSC vote not to participate in School Choice for the school year 2018-2019. Ms. Storrs questioned the practice of discussing issues at one meeting and voting at the next meeting. Dr. Hunter noted that they replicated what has been done in the past in terms of voting. The motion was unanimously approved.

The School Choice public hearing closed at 8:40 PM.

IV. READING OF THE MINUTES

A. Open Session – Jt. Meeting – 3/20/18, 3/27/18, 4/3/18. A motion was made by Ms. Storrs, for CCSC, and Ms. Bout, for CSC, seconded by Mr. Johnston, for both, to approve the joint meeting minutes of 3/20/18, 3/27/18 and 4/3/18. Ms. Bout noted an edit in the 3/20/18 minutes. Mr. Booth abstained from the vote. The other members approved the motion, as amended.

V. CHAIRS & LIASONS REPORT

Mr. Grom stated that Town Meeting went very successfully for the SC articles and he thanked the residents and taxpayers, noting how he appreciates the work of FINCOM and all those involved.

Mr. Johnston stated that there is a public hearing on the Long Range Plan at 7:00 PM on April 25th.

Ms. Storrs stated that the Campus Advisory Committee met and will be finalizing their report to present to the SC on May 7th. She noted that it's a long report and requested that it be read prior to the meeting so the Committee could be in a responsive mode versus a presentation mode. Mr. Grom noted the amount of detail and content in the report.

The SC discussed meeting dates in May and June: May 7th was agreed upon as a joint meeting instead of May 8th; May 22nd (with the possibility of May 21st instead); June 12th; June 26th. Dr. Hunter noted that they would have a draft of next year's SC meeting schedule at the May 7th meeting.

VI. SUPERINTENDENT'S REPORT

Dr. Hunter stated that the leadership team met with the consultant on strategic planning and drafted strategic objectives. She stated that they hired 2 candidates from the Diversity Job Fair, one at Willard and one at CMS. Dr. Hunter stated that the Cultural Proficiency Committee discussed professional development ideas for the upcoming year. She stated that she met with the Mindfulness Committee on action plans for K5, which included a survey of the teachers. She stated that CMS and CCHS are each developing their own building based action plans. She noted that they are submitting a revised CEF grant that will focus on materials to support the upcoming year's efforts. Dr. Hunter stated that she visited with the exchange students from Ecuador and is heading tomorrow to the Teen Buddies program where the high school students mentor elementary students. She stated that she judged a muffin contest the previous day at Peabody. She stated that they are continuing the work on Response to Intervention. She also stated that they are starting to clear out the STEAM lab for the contractors to come in, noting that they are looking into becoming their own general contractor due to the high bids received. She stated that the 1st set of interviews for the METCO Director position occurred before the break and that she would be meeting with the 5 finalists this week. She noted that the candidates are very well rounded. She stated that the special education review has sparked incredible momentum in reworking special education services for the fall.

VII. CORRESPONDENCE

Mr. Grom stated that they received an email from the Massachusetts Department of Environmental Protection concerning testing of lead in the drinking water. Mr. Flaherty stated that the water testing that is done through the District is more comprehensive than the testing done through the Mass Department of Environmental Protection.

VIII. REPORTS FOR DISCUSSION

B. Athletic Fee Increase. Dr. Hunter stated that she had shared a list of other districts' athletic fees back in March and would recommend coming in on the higher end of the fee range with the intention of not having to revisit and raise fees every few years. She noted that all sports at CCHS have some level of funds to support their activities from boosters. She also recommended not getting into a discussion that would pit one sport against another and would create bad will. She noted that the fees have not been increased since 2006. Ms. Bout noted that the fee increase would go directly into supporting the athletic programs and would not be subsidizing other activities. Ms. Boynton noted that increasing the fee to \$300 would put them in the middle of the range of other districts' fees. Mr. Booth stated that the quality of excellence in every sport should be described in the same way.

C. Legal Services. Dr. Hunter shared an overview of the district's current legal relationships, their cost and the amount spent over the past 3 years. Ms. Bout noted that they are looking into this due to the high cost of Ropes and Gray, and noted that they have brought significant value to the District and that looking into this doesn't reflect a judgment of services they are receiving. She stated that it makes sense to put out an RFP to get more information. Ms. McMorrow recommended that Dr. Hunter, Mr. Flaherty and the Chairs look into how like districts select whom they would like to get information from. Dr. Hunter noted that the MASC recommends almost the opposite to see who may be interested that you wouldn't necessarily go looking for. Ms. McMorrow stated that it's a relationship and is based on recommendations, noting that they could do it both ways. Ms. Storrs stated that it's hard to capture what Ropes and Gray has saved the District. Ms. Boynton stated that doing an RFP doesn't commit them to making any changes. Ms. Storrs noted her concern of losing institutional knowledge. Mr. Johnston stated that he hopes that their respect for the current law firms is recognized and that doing a review of legal services and fees would not be viewed as disrespectful.

D. Superintendent Evaluation Process. Ms. Bout reviewed a draft of the superintendent evaluation timeline. The SC discussed the timeline and the survey piece of the evaluation and Dr. Hunter noted that she is very open to feedback. Ms. Storrs expressed her concern over surveying the staff, since it has been an issue in the past. The SC agreed to have a survey suggestion for the May 7th meeting.

E. Parking. Dr. Hunter stated that they have scoped a section of the area next to the landfill for potential temporary parking at a cost of \$15,000. She stated that they are working with the town boards on the permitting process, but noted it may be challenging. Mr. Flaherty noted that it would be a gravel parking lot. Dr. Hunter noted that they would have preliminary feedback after the meeting on Thursday, April 26th. She noted that they have been getting sustainability feedback and stated that they are not opposed to any sustainability goals, but that the community needs some immediate relief on the parking issue. Mr. Johnston stated that the Long Range Planning Committee is having discussions on transportation and stated that it would be good for the District to weigh in on the discussions.

Dr. Hunter stated that they are approached so often on sustainability, that she feels they may need a channel of stakeholders to meet regularly on sustainability.

IX. NEW BUSINESS

A. Enrollment Numbers: Enrollments 2017-2023, NESDEC Projections. Dr. Hunter stated that she would be bringing the enrollment numbers forward twice a year: once after the October 1st report and once after the March 1st report. She noted that the numbers are just informational. Ms. McMorrow noted that Carlisle has found the projections to be unreliable. The SC agreed that the projections might not be accurate, but that it would be beneficial to look at them twice a year to see possible trends.

B. Review of Facility Use Fees. Dr. Hunter stated that due to outside community groups' requests to use District facilities, they realized that the facility use fees hadn't been looked at since 2009. She shared current fees of other local area districts, noting that the fees varied significantly. She stated that the conversation that started this was in relation to the usage of the tennis courts at the high school, noting that it's a very active private group in which hundreds of Concord kids participate. She noted that the \$25 per hour has become prohibitive to this group and stated this group is waiting to see if there would be any consideration in lowering their fee for the upcoming fall season. Ms. Boynton noted that there's been more interest in facility use after the new high school was constructed and Mr. Flaherty agreed, noting that this interest has made it more complex to manage. Dr. Hunter suggested that it could be a fall topic to discuss, and noted that the tennis courts are the only timely issue. Mr. Grom stated that he doesn't have a problem reducing the tennis court fee for the group requesting, so the kids could continue to receive lessons in Concord instead of having to travel out of district. Ms. Bout stated that she would consider making the one interim change and then do a complete review in the fall. Dr. Hunter noted that this group had slipped through the cracks and hadn't been paying up to this year. Ms. Storrs noted that a \$25 an hour fee did not sound too much for a private group that was billing for tennis lessons. Mr. Booth stated that he was opposed to singling out one group that has requested a decrease, and subsidizing a private entity. Ms. Boynton stated she feels they shouldn't offer any special dispensation, but that they should consider changing the cost to the highest cost on the fee list, which is \$12. Mr. Johnston stated that he feels this will create an opportunity for people to try and get a concession when using the facilities. Ms. Storrs recommended that the Admin team bring forward a comprehensive schedule of fees in the fall. The SC agreed to vote on changing the tennis court rental fee at the next meeting.

C. Concord's Comprehensive Long Range Planning. Ms. Bout stated that the Long Range Planning Committee is looking for feedback from the various committees in town on their draft. Mr. Johnston asked that the SC make any suggestions and that he would compile them, noting that the document is very large. He noted that it would be valuable if there were other SC members at the public hearing on April 25th.

X. ACTION ITEMS

- A. Vote to approve School Committee Policies
- File IGD – Curriculum Adoption
 - File IJ – Instructional Materials
 - File IJ-R – Reconsideration of Instructional Resources
 - File IJL – Library Materials Selection
 - File IJLA – Library Resources
 - File JH – Student Absences and Excuses
 - File IMD – School Ceremonies and Observances
 - File IKF – CCHS Graduation Requirements

A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Ms. Bout, for both CSC and CCSC, to approve the above SC policies. The motion was unanimously approved.

B. Vote to accept donations to the Concord Integrated Preschool Program. A motion was made by Ms. Bout, seconded by Mr. Grom, to accept donations to the Concord Integrated Preschool Program totaling \$1,499. The motion was unanimously approved, with thanks.

C. Vote to accept anonymous donation to the Thoreau School. A motion was made by Ms. Bout, seconded by Mr. Johnston, to accept an anonymous donation from The Boston Foundation to the Thoreau Elementary School in the amount of \$500. The motion was unanimously approved, with thanks.

D. Vote to approve CCHS Ultimate Frisbee Club Overnight Trips. A motion was made by Ms. Bout, for CCSC, seconded by Mr. Johnston, for CCSC, to approve the CCHS Ultimate Frisbee Club Overnight trips to Portland, ME on May 11-13 and to Northampton, MA on May 18-20, 2018 with the condition that a signed district liability insurance waiver (MIIA) is received from all participants. The motion was unanimously approved.

E. Vote to Increase Athletic Fees. A motion was made by Ms. Bout, seconded by Ms. McMorrow, to increase the athletic fees at CCHS as recommended by Dr. Hunter, increasing the individual fee from \$200 to \$300 and the family cap from \$600 to \$900, effective for FY19. The motion was unanimously approved.

F. Vote to send RFP Legal Services. A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Mr. Johnston, for both CSC and CCSC, to issue an RFP for legal services to collect information. Ms. Storrs confirmed that it would not be a blanket RFP. Dr. Hunter stated that she would bring a draft to the May 7th SC meeting. Ms. Bout tabled the motion.

X. ADJOURNMENT

A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Ms. Bout, for both CSC and CCSC, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 10:27 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 5/21/18

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
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
FCCPF	Friends of Concord Carlisle Playing Fields
GASB	Governmental Accounting Standards Firm
MAAB	Massachusetts Architectural Access Board
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

NFPA	National Fire Protection Association
OPEB	Other Post-Employment Benefits
PEG	Public Education Government
RTI	Response to Intervention
SEPAC	Special Education Parent Advisory Council
SOI	Statement of Interest
SPED	Special Education
SWOT	Strengths, Weakness, Opportunities, Threats
YRBS	Youth Risk Behavior Survey