

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee  
Concord School Committee  
Ripley Building  
October 9, 2018

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

Absent: Mary Storrs, Vice Chair, CCSC

Present from Administration: Dr. Laurie Hunter, Superintendent of Schools, CPS & CCRSD  
Jared Stanton, Director of Finance & Operations, CPS & CCRSD

**I. CALL TO ORDER**

Ms. Boynton called the CSC meeting to order at 6:34 PM and Mr. Grom then called the CCSC meeting to order. He noted that they were being recorded.

**II. PUBLIC COMMENTS**

None.

**III. RECOGNITIONS – Kicks for Cancer.** CCHS Principal, Mike Mastrullo, stated that Kicks for Cancer is a community effort, with hundreds and hundreds of volunteers. Several CCHS students spoke about Kicks for Cancer. Abby Versaggi, a member of the Field Hockey Team stated that they had the Sticks for Cancer event, during which they each play for someone who has been affected by cancer, noting that one of the members of the team recently lost their mother to cancer. They stated that they recognized Ash Baird, a Weston student, who was diagnosed in 2017 with cancer and lost her battle in the spring of 2018. They stated that the money raised, approximately \$115,000, would be going directly towards creating a patch for detecting ovarian cancer levels. The students described a ceremony that was held for Ash Bair, noting how powerful the ceremony was. They stated that 24 teams participated in this year's event and noted how the event brought students together from various schools. Ms. Bout thanked all of the students.

Members of the Mighty Moose Fun Run Committee, in honor of Concord resident Jenna Swain who lost her battle with cancer, stated that they had over 1,200 people registered between the kid's 1-mile and 5K. They stated that \$45,000 was raised, noting that this was part of the total \$115,000. They thanked Dr. Hunter and Mr. Mastrullo for their support. They stated that they had over 200 volunteers, noting that half of them were CCHS students. They stated that Jenna began planning this event prior to her death and that they followed her plan as closely as possible, noting that it was truly the community event that Jenna had envisioned. Mr. Mastrullo read a thank you from Mary Sue Nuzum-Clark, Chairperson of Kicks for Cancer, to everyone involved in the event.

**IV. READING OF THE MINUTES**

None.

**V. CHAIRS & LIAISONS REPORT**

Mr. Grom stated that he attended the Concord FINCOM meeting at which Minuteman High School presented on being named a National Blue Ribbon School, which was only awarded to 3 high schools in MA. He stated that their building project is on scale, on time and within budget. He noted that Concord's enrollment at Minuteman is almost back to record levels, at 24 students.

Mr. Grom stated that Article 9 passed at Concord Town Meeting. He noted that there was a round of applause regarding the articles not being moved.

Ms. Boynton read a letter from the CSC and CCSC, to Dr. Laurie Hunter, formally recognizing her for her performance as Superintendent. Dr. Hunter thanked the SC and noted that she appreciated the recognition.

#### **VI. SUPERINTENDENT'S REPORT**

Dr. Hunter stated that they have begun the RTI and Special Education work. She stated that Goals are due this month for administrators and teaching faculty. She stated that a team from CMS attended the Challenge Success conference in September and noted that CHS is working on homework. Dr. Hunter stated that School Safety is one of her top priorities and noted that they will be adding a 2<sup>nd</sup> school resource officer at the Concord Middle School. She stated that she is working with the leadership team on the vision for integration and engagement. She stated that they are continuing the ongoing dialogue with cultural proficiency. She stated that she met with Nathan Brown, the Chair of the Carlisle Board of Selectman, and Jessica Murphy, Special Education Director.

#### **VII. CORRESPONDENCE**

None.

#### **VIII. ISSUES FOR DISCUSSION**

A. CCHS Handbook Updates 2018-2019. Mr. Mastrullo echoed the SC's sentiments regarding Dr. Hunter, noting her level-headedness. He then reviewed several of the changes to the CCHS Handbook, including some changes to homework practices. He stated that they removed the appeal to the Principal on a short-term suspension, noting that it was recommended by their attorney, as well as in-school suspensions. Mr. Grom questioned the feedback Mr. Mastrullo has received on the Religious and Cultural Holiday Policy and Mr. Mastrullo stated that it went very smoothly, attributing this to the work of the SC. Dr. Hunter echoed Mr. Mastrullo's thoughts on the implementation of the policy.

B. Superintendent's Goals 2018-2019. Dr. Hunter highlighted some of the major priorities of her 2018-2019 Goals. She stated that regarding the Student Achievement Goal, she will focus on: supporting the work of intervention through RTI and Special Education reviews; reorganizing special education programs horizontally and vertically; looking at research based interventions and services; continuing to support the collection of data and its use. She stated that her second Student Achievement Goal is to focus on fostering a growth mindset through the evaluation system, noting that it's meant to be about improvement. She stated that she would be: reviewing the evaluation process and reviewing the content within the evaluations. She also noted that she would be reviewing the elementary evaluator structure.

Dr. Hunter stated that her 1<sup>st</sup> District Improvement Goal would focus on wellness and included: implementing mindfulness resources and professional development; balancing technology; reviewing 2018 YRBS data; supporting the review of homework practices and use of Challenge Success. She stated that her 2<sup>nd</sup> District Improvement Goal was to promote a safe school environment and would include: reconvening the School Safety Committee; updating and reviewing plans, practices and processes; reviewing and updating the 2010 safety plan document; researching and implementing technology to enhance communication; supporting the integration of the 2<sup>nd</sup> School Resource Officer; and continuing discussions of improvements and consistency of student safety drills. Dr. Hunter stated that the last District Improvement Goal was financially oriented and included: working with Mr. Stanton and the leadership team on the zero based budget; continuing to identify cost drivers for areas of reorganization; supporting the needs of CMS.

Dr. Hunter stated that her 1<sup>st</sup> Professional Practice Goal involved innovation, engagement and integration. She stated that she would be: supporting the STEAM lab completion and full implementation; supporting and creating further exposure opportunities of the Rivers and Revolutions program; providing the leadership team access to professional development; preparing a professional development plan for 2018-2019. She stated that, regarding school culture and cultural proficiency work, she would be: working through the CEF Grant on the cultural competency work; maximizing the expertise of the newly hired METCO Director; providing a SC forum in Boston; monitoring the impact of the Religious Holiday Accommodations Policy; and identifying, recruiting and hiring candidates of diverse backgrounds. Dr. Hunter stated that lastly, she would like to enhance the partnership between the schools and the communities they serve by: continuing the relationships and communication structures with Carlisle Town officials; creating opportunities to connect with stakeholders without children in the school; providing opportunities and experience the schools; and implementing a SC email list.

C. CPS FY20 Preliminary Budget Report and CCRSD FY20 Preliminary Budget Report. Dr. Hunter thanked Mr. Stanton and Mr. Ian Rhames, Assistant Business Manager, for their work on the budget. Mr. Stanton noted that his report was a high level, joint report and that they reviewed 3-5 years of actuals. He reviewed a timeline of budget events from when the process began in July through March/April Town Meetings. He reviewed a report on the CCRSD FY17 Adopted vs. Actual budget and the FY18 Adopted budget by 1,000 series against the transferred budget. He then shared the same report for CPS, noting that it will be reported by location next year. He shared an example of how the location report would look, noting that it would be broken out by: preschool, kindergarten and elementary, noting that it enables them to view the cost to run each school. He stated that the kindergarten location would include: tutors, teachers and supplies/materials and that there will be narrative in the budget book behind each line item.

Mr. Stanton then shared Adopted vs. Actual FY17 budgets for CMS, Ripley as well as District Wide. Mr. Stanton reviewed restructuring and reporting changes, including: the reduction of 2.5 FTE's, reorganization of positions in HR, attrition savings, reduction in legal fees and DESE changes to the reporting of IT costs. He stated that they also looked into Special Education costs at CPS, noting that they are expecting significant savings from FY18 into FY19 due to the decrease in reliance on tutors delivering services at Thoreau. He noted that other schools would be soon following the new model in order to reduce outside placements. Mr. Stanton shared a breakdown of special education, including: general fund contributions of tuitions, circuit breaker, and the IDEA 240 Grant. Dr. Hunter noted that as students' needs are demonstrating themselves, they are looking to create programs in District for them. Mr. Stanton stated that CCHS had also reconfigured and found significant savings through the reduction of 4 tutors.

Mr. Stanton stated that there aren't any new mandates, but stated that the ELL population continues to grow and could require additional staff at any given time. He stated that the teacher evaluation process is very rigorous and time-consuming, noting that the elementary principals are currently the only evaluators. He stated that Federal Grant rates could fluctuate from year to year. He reviewed enrollment projections, noting that CCHS is steady. Mr. Stanton stated that they are developing a 5-year capital plan at CPS, noting that the most pressing item is a new telephone system. He reviewed other items on the capital plan, noting that they are all critical in making the schools more efficient. He stated that they are also developing a 5-year capital plan for CCHS and shared a list of possible items that the Campus Advisory Subcommittee had asked that they look into.

Mr. Stanton stated that they currently have 22 buses at CPS (2 with wheelchairs) and 20 at CCHS (1 with a wheelchair). He noted that they've created a 10-year replacement cycle and are looking into a comprehensive transportation review.

He stated that they would start conversations soon with teachers in terms of collective bargaining, noting that they will be in negotiations on October 23<sup>rd</sup> with the building service workers. He stated that the CPS teachers would get an extra 2 steps at the end of the current contract, noting that it is contractual and significant. Dr. Hunter noted that this is the most stand out cost driver going into FY20.

Mr. Stanton shared the OPEB schedule from FY17 to FY38 and noted that they plan on funding the arc for FY20, which is \$785,368. He stated that the accrued balance as of June 20, 2018 is \$3,734,391. He stated that the District anticipates FY18 plan design changes, most notably the addition of high deductible health savings plan. He noted that this would positively impact the June 30, 2018 valuation and funding schedule. He stated that the FY19 FTE reduction would also contribute positively as well. He stated that underfunding the contribution in FY17 and FY19 would have a negative impact going forward. He noted that OPEB only affects the CCHS budget.

He stated that the debt service is going down and that the CCHS borrowings will apply downward pressure to the debt service.

He shared FY17 and FY18 health insurance costs for active employees and retirees and estimated costs for FY19 and FY20, noting that they anticipate a double digit increase for active employees for FY20, also noting that it is standard.

Mr. Stanton shared sources of external funding in FY18 and projections for FY19 and FY20 and revolving accounts at CPS and CCHS. He stated that there would be a glossary at the back of the budget book to explain language used. He

also noted that the MA DESE Chart of Accounts would be included in the Appendices as well as NESDEC's enrollment reports and the District's enrollment report.

Ms. Bout thanked Mr. Stanton for his work and Mr. Grom questioned the top 3 drivers to the budget. Dr. Hunter stated that they were: the contractual increase at CPS, the OPEB contribution and the CCRSD health insurance increase. Mr. Stanton noted the amount of buy in from everyone in the District. Mr. Johnston asked if Mr. Stanton could link his presentation to the agenda. Dr. Hunter stated that they are doing a lot of long range planning and noted that they are feeling positive about the direction they are moving in. Mr. Johnston noted that the level of transparency has been refreshing and reassuring.

## **IX. OLD BUSINESS**

A. PEG User Agreement. Dr. Hunter shared Draft 3, which was edited by Concord Town officials based on the SC's notes from the last meeting. She stated that a draft MOA has been provided to Carlisle and that they are awaiting feedback. Dr. Hunter reviewed the updates made, noting that she feels the section on Right to Relocate still needs to be looked at. The SC discussed the Right to Relocate and Dr. Hunter stated that she could work on capturing the language with Counsel and the Town.

B. CCRSC Goals 2018-2019 and CSC Goals 2018-2019. The SC reviewed and discussed the CCRSC and CSC 2018-2019 Goals, including edits that were recently made. They agreed to vote on it at the next meeting.

C. School Committee Practices and Protocols – CSC and CCRSC. The SC discussed and agreed upon edits to the SC Practices and Protocols.

D. CCHS Campus Feasibility Study. Mr. Stanton stated he, Dr. Hunter, Brian Schlegel and Ian Rhames met with Gale Associates to discuss the Feasibility Study timelines to ensure everything will be done and in a timely fashion. He stated that they stressed that the costs were needed by December 14<sup>th</sup>. He stated that the next Campus Oversight Subcommittee Meeting was Tuesday, October 16<sup>th</sup> at 1:00PM. He stated that prior to the meeting on the 16<sup>th</sup>, they've invited many Town employees to meet with Gale Assoc. at 11:00 AM to provide guidance to Gale Assoc. as they begin work on the Feasibility Study and to also convey concerns and share relevant documentation between the Town departments and Gale Assoc.

## **X. NEW BUSINESS**

A. October 1, 2018 Enrollments. Dr. Hunter shared the October 1, 2018 enrollments and noted the CCHS enrollment and the Concord/Carlisle split is remaining static. She also noted that the discrepant numbers between the elementary schools needs to be watched.

## **XI. ACTION ITEMS**

A. Vote to approve School Committee Policies:

- File IJNDD – Policy on Social Media
- File IMB – Teaching about Controversial Issues/Controversial Speakers
- File JA – Student Policies Goals
- File JB – Equal Educational Opportunities
- File JC – School Attendance Areas
- File JC-E – Attendance Districts
- File JCA – Assignment of Students to Schools
- File JEB – Kindergarten and Grade 1 Entrance Policy

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

B. Vote CSC Reps for CTA Negotiating Team. A motion was made by Ms. Bout, seconded by Mr. Johnston, to nominate Johanna Boynton and Wallace Johnston to be the CTA Negotiation Team. The motion was unanimously approved.

C. Vote to approve CCHS Handbook. A motion was made by Ms. Bout, seconded by Ms. Boynton, to approve the CCHS Handbook. The motion was unanimously approved.

D. Vote to approve two CCHS Field Trips. A motion was made by Mr. Johnston, seconded by Ms. Bout, that the CCSC approve the January 6, 2019 Weather Services Trip to American Meteorological Society Conference in Phoenix, AZ, with the condition that a signed district liability waiver (MIIA) is received from all participants. The motion was unanimously approved.

## **XII. ADJOURNMENT**

A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Mr. Booth, for both CSC and CCSC, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:00 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 11/13/18

### Abbreviations:

ACLU	American Civil Liberties Union
CASE	Cooperative Association for Special Education
CEF	Concord Education Fund
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
CCACE	Concord-Carlisle Adult & Community Education
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
EOYR	End of the Year
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