

JOINT SCHOOL COMMITTEE

Concord-Carlisle School Committee  
Concord School Committee  
Ripley Building  
May 14, 2019

Present: Wallace Johnston, Chair, CCSC; CSC  
David Model, Vice Chair, CCSC  
Heather Bout, Chair, CSC; CCSC  
Courtland Booth, Vice Chair, CSC; CCSC  
Cynthia Rainey, CSC, CCSC  
Yuval Erlich, CSC, CCSC  
Eva Mostoufi, 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. Bout called the CCSC to order at 6:08PM and noted that the meeting was being broadcast and recorded. Mr. Johnston then called the CSC meeting to order. Mr. Johnston introduced one of the new Carlisle members present, David Model.

Dr. Hunter stated that the first order of business was to seat the new officers and requested that the Chair of the CSC call for the seating of the CCSC and the election of officers.

**A. ORGANIZATION OF COMMITTEE**

A. Seating of the Concord-Carlisle School Committee Members – CCSC. A motion was made by Ms. Bout, seconded by Mr. Booth, to recognize Courtland Booth, Heather Bout, Yuval Erlich, Wallace Johnston and Cynthia Rainey as Concord members and David Model and Eva Mostoufi as Carlisle members of the CCSC. The motion was unanimously approved.

B. Election of Chair and Vice Chair for the Concord-Carlisle School Committee – CCSC. A motion was made by Mr. Booth, seconded by Cynthia Rainey, that Wallace Johnston be appointed as Chair of the CCSC. The motion was unanimously approved.

A motion was made by Mr. Booth, seconded by Mr. Johnston, that David Model be appointed as Vice Chair of the CCSC. The motion was unanimously approved.

C. Appointment of School Committee Recording Secretary – CCSC. A motion was made by Ms. Bout, seconded by Ms. Rainey, to appoint Erin Higgins as School Committee Recording Secretary for CCSC. The motion was unanimously approved.

D. Appointment of Treasurer – CCSC. A motion was made by Ms. Bout, seconded by Ms. Rainey, to appoint Allison Brake as Treasurer of the CCSC. The motion was unanimously approved.

**PUBLIC HEARING ON SCHOOL CHOICE**

At 6:11PM, Ms. Bout stated that the public hearing on School Choice was open for CSC. Mr. Johnston opened the hearing for CCSC.

A. School Choice Memo. Dr. Hunter stated that annually, school committees have to review their status about whether or not they're accepting the school choice students. She noted that if the district decides to withdraw from the obligation of enrolling non-resident students, that the SC has to adopt and vote the resolution to withdraw after a public hearing, prior to June 1<sup>st</sup>. She stated that she recommends that they do not participate in School Choice at either CPS or the high school, noting that this would be status quo, due to the following reasons: space and enrollment being at capacity and not having an equitable or adequate transportation system in place to allow for all students to attend school in another district.

Mr. Johnston asked if there were any public comments and there were none. He then closed the CCSC public hearing and Ms. Bout closed the CSC public hearing.

B. Vote on School Choice for the 2019-2020 School Year. A motion was made by Mr. Johnston, seconded by Ms. Rainey, for CCSC vote not to participate in School Choice for the 2019-2010 school year. The motion was unanimously approved. A motion was made by Mr. Johnston, seconded by Ms. Rainey, for CSC vote not to participate in School Choice for the 2019-2020 school year. The motion was unanimously approved.

## **II. PUBLIC COMMENT**

None.

## **III. READING OF THE MINUTES**

A. Open Session – 3/26/19 & 4/8/19. A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Ms. Bout, for both CSC and CCSC, to approve the minutes from the 3/26/19 and 4/8/19 meetings. The motion was unanimously approved.

## **IV. RECOGNITIONS**

A. Willard Podcasts. Mr. Lucey, Principal at Willard Elementary School, thanked Kate James, 5th grade teacher at Willard, and Sharon Hehn, Language Arts teacher at Willard, for all of their work with the students. The students involved in the podcasts stated that they met every Friday during their lunch and recess to discuss books they were reading, including: *The Red Pencil* and *I am Malala*, sharing overviews of the books. They also shared the projects they worked on, including the podcasts that they recorded at CCHS. The students thanked Mr. Lucey, Ms. James, Ms. Helm and Mr. Roos, CCHS radio station manager, for all of their help in making the podcast possible.

Mr. Booth noted how impressed he was with the students and thanked them for coming. Ms. James and Ms. Helm noted how intelligent, driven and kind the students were and what a collaborative experience it was.

B. Outgoing School Committee Members. Mr. Johnston welcomed new CCSC member, Eva Mostoufi. He then thanked outgoing SC member, Mary Storrs, for her 9 years on the CCSC. He noted her diligence on the Policy Subcommittee and her work on the Campus Subcommittee. Mr. Booth noted that Ms. Storrs always did her homework and set the bar very high. Ms. Bout stated that Ms. Storrs kept all of the members on their toes and brought so much value and insight and great feedback from Carlisle.

Mr. Johnston stated that Ms. Lear served a busy year with the CCSC, noting his appreciation for everything she did. He noted how she kept them apprised of the tenor of Carlisle on issues. Ms. Lear stated what an amazing group of people they were to work with, noting all they were able to accomplish. Mr. Booth noted that she was a pleasure to work with and thanked her for her support. Ms. Bout noted Ms. Lear's insightfulness, thoughtfulness and creative ideas. Mr. Model stated that Ms. Lear is always willing to pitch in whenever help is needed., noting her great attitude. Ms. Bout presented Ms. Lear with a Varsity jacket.

Ms. Bout stated that Mr. Grom was an incredibly humble, yet insightful addition to the SC. She noted that he attended so many meetings prior to joining the SC, which gave him invaluable knowledge. She stated that the word that comes to mind most when describing Mr. Grom is integrity. Mr. Grom stated that they were able to accomplish many things together and highlighted the relationships and friendships that were formed while on the SC. Mr. Booth noted that Mr. Grom was very willing to help him when starting on the SC and thanked him. Mr. Johnston noted all of the meetings Mr. Grom attended prior to joining the SC and noted his contested run for SC. He stated that Mr. Grom was always willing to take on chores and that he appreciates that. Ms. Bout presented Mr. Grom with a Varsity jacket.

Ms. Bout noted Ms. Boynton's tradition of writing departing SC members letters, so Ms. Bout read a letter she wrote to Ms. Boynton in thanks and appreciation to Ms. Boynton. She noted all of her accomplishments, super-human efforts and desire to help the community during her time on the SC. Mr. Booth stated that Ms. Boynton's love of Concord was abundantly clear during her time on the SC and her ability to bring perspectives of so many stakeholders to different discussions. Mr. Johnston noted all that he and Ms. Boynton had been through during their time together on the SC. He stated that sharing the school committee responsibility with her has meant a lot to him. He stated that she always has the kids' best interest at heart and that she is a born leader. Ms. Boynton stated that she always felt challenged on the

SC and that the unexpected relationships and friendships made were very rewarding. Ms. Bout presented Ms. Boynton with a Varsity jacket.

#### **V. CHAIRS & LIAISONS REPORT**

Ms. Bout stated that Town Manager Chris Whelan's retirement party would be Thursday, May 16<sup>th</sup>.

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

Dr. Hunter stated that they've been working with the teachers around the discussions about the possibility of adding Assistant Principals to the elementary schools. She stated that they have been interviewing internal candidates, noting that it will be close to cost-neutral. She noted that she's looking for permission from the SC to create these positions and re-configure the roles. Mr. Johnston stated that they've been dealing with this challenge for years, and that he thinks this is a very good idea. Ms. Bout stated that she was fully supportive of adding assistant principals. Mr. Booth questioned how the principals felt and Dr. Hunter noted their professional frustration regarding the evaluation process. Dr. Hunter stated that they will have an open dialogue to discuss questions/concerns within the new position to be able to address them immediately.

Dr. Hunter stated that they are very engaged in creating Special Education programming in-house, noting that they are re-allocating current staff and may need to use circuit breaker funds, if needed. She noted that they will be able to serve kids better and save money over time. She stated that there is a need for an additional ELL teacher due to increased needs, noting it may be a split position. Dr. Hunter stated that they are watching enrollment numbers to make decisions for the next school year, noting that she and Mr. Stanton are in constant watch of the elementary numbers.

Dr. Hunter stated that the high school hosted the local Challenge Success spring concert over the weekend. She stated that the last committee meeting for school safety is Thursday, noting that they've accomplished a draft of an updated emergency plan. She stated that there is a lot of work to be done over the summer at the middle school buildings for the reconfiguration. Dr. Hunter stated that, in terms of cultural proficiency, the high school hosted author Debbie Irving. She noted that they have also been asked to host a new documentary on METCO in the fall.

Dr. Hunter stated that the *Drowsy Chaperone* was amazing over the weekend at CCHS. She noted that the graduation would be June 1<sup>st</sup>. She noted that it's a very busy time of year in all of the schools.

#### **VII. CORRESPONDENCE**

Ms. Bout stated that she received an email praising the K-8 band program and an email on a potential agenda item. Mr. Erlich noted the recent successes of the high school's band, including: a 10-day trip to Japan, winning gold in MICA and playing in Symphony Hall.

#### **VIII. REPORTS FOR DISCUSSION**

A. Sharon Young Scholarship Fund. Mr. Johnston stated that the Sharon Young Scholarship Fund was being created upon the retirement of Alcott Principal, Sharon Young, in order to help families with the cost of trips at the high school. Dr. Hunter noted that there has been a desire to make the trips more accessible to all students, but the vehicle and funds haven't been there. Dr. Hunter noted Ms. Young's passion work over the last 15 years in taking care of every child and ensuring they all have the same opportunities. Tracey Marano, Alcott parent, stated that although Ms. Young did not want a retirement party, she agreed to having a fundraiser, which would be held on May 23<sup>rd</sup>, from 3:45pm - 5:00pm. She noted that the Business Office will provide accounting to the committee that will disburse the funds.

Ms. Bout thanked Ms. Marano for pulling all of the ideas together. Mr. Booth questioned if there were any thoughts on defraying the costs for all students attending trips or only for those applying for aid. Ms. Marano stated that they are hoping to give it to the students in need. Mr. Erlich questioned the motion and having the high school principal being in charge of deciding who to get the aid. Ms. Marano stated that it will be a committee of several people and Dr. Hunter stated that they could amend the motion. Ms. Rainey noted that there is no clear policy on receiving aid and also noted that they should look at accessibility and provide more affordable trips. Dr. Hunter stated that they are planning on doing a big picture step back of all elements of high school travel. She noted that there are an amazing amount of opportunities available for the kids, but that they need to take a step back and build a solid process. Mr. Erlich suggested creating a subcommittee and Mr. Johnston stated that they should review the information from

administration first. Mr. Model stated that they need to understand the rules around citizen-led fundraising efforts, determine a process to oversee the funds and distribution and determine to what degree the SC has oversight.

Mr. Stanton stated that revolving funds can only be set up and collected for things that are specifically raised for. He stated that the Alcott PTG is a registered public charity, so they are able to fundraise and solicit donations that benefit the scholarship fund. He noted that all of the donations are tax deductible. He stated that, if the Alcott PTG solicits and accepts donations to the scholarship fund, careful attention needs to be paid to the phrasing used – the PTG must state that the donation is being collected to benefit the CCRSD Sharon Young Scholarship Fund.

A motion was made by Ms. Bout, for CCSC, seconded by Mr. Erlich, for CCSC, to establish a CCRSD Sharon Young Travel Scholarship Fund to be expended to support student participation in travel and exchange programs. The motion was unanimously approved.

B. Superintendent Evaluation. Ms. Bout invited Ms. Boynton, Ms. Lear and Mr. Grom to be part of the discussion. She reviewed the 4 performance standards: proficient, exemplary, needs improvement and unsatisfactory, to ensure all SC members were looking through the same lens for each standard. Ms. Boynton noted that Dr. Hunter has very clear goals on the rubric. Mr. Model shared the process on how the Carlisle SC evaluates their superintendent. Dr. Hunter noted that the surveys would be back by the end of the week. Ms. Bout stated that she wanted to ensure they all had the same understanding of the “needs improvement” rating, since they had different viewpoints on it last year. The SC discussed the “needs improvement” rating and Ms. Mostoufi asked Dr. Hunter what her expectations were. Dr. Hunter stated that proficient is her goal, noting that ratings can sometimes be read in isolation, without the discussion and dialogue around them. The SC discussed the granularity of the form and focusing on the major goals discussed at the beginning of the year. Ms. Bout stated that the deadline to get the forms back to she and Mr. Johnston would be May 28<sup>th</sup> and that they would be presenting at the June 11<sup>th</sup> SC meeting. Dr. Hunter noted her thanks for the conversation.

## **IX. NEW BUSINESS**

A. 2019-2020 School Committee Meeting Schedule. Mr. Johnston shared the 2019-2020 SC meeting dates, noting that all meetings are listed as joint, so the Carlisle members could pencil them in in the event a CPS meeting has to be changed to joint. Mr. Model stated that this would be very burdensome to do for them. Mr. Johnston stated that the expectation is not that every meeting would be joint and that they would work on another draft of the schedule to identify meetings that would have to be joint. Ms. Bout noted that previous Carlisle members wanted to have more joint meetings for their benefit since items came up that might affect CCSC even though the meetings were CSC. Mr. Erlich noted that the October 1<sup>st</sup> meeting was during Jewish new year and recommended moving it to October 2<sup>nd</sup>. He also recommended moving the October 15<sup>th</sup> meeting to October 22<sup>nd</sup> and moving the last meeting in June up a week. Mr. Johnston stated that he would send out a doodle poll for the summer meetings to see what’s best for everyone. Ms. Bout stated that they may not have to hold the June 18<sup>th</sup> meeting if they can get everything done at the June 11<sup>th</sup> meeting.

B. Appointment of Community Representatives CSC/CCSC.

1. Adult & Community Education Liaison
2. EDCO Advisory Board
3. Concord Finance Committee Observer
4. CCTV Advisory Board
5. PEG Advisory Board
6. Policy Subcommittee
7. Concord Select Board Observer
8. CC at Play Observer
9. Youth Advisory Council
10. Financial Audit Advisory Committee
11. LWV Education Committee
12. Comprehensive Long-Range Plan Committee
13. SEPAC (Special Education Parent Advisory Council)
14. Carlisle BOS/Finance Observer
15. CMS School Building Committee

Ms. Bout noted that they wouldn't be appointing representatives at tonight's meeting, but would be reviewing the list. The SC reviewed the list of liaisons and when each group typically meets. Mr. Johnston noted that the CCTV Advisory Board and Comprehensive Long-Range Plan committees are no longer and they could take CC at Play off of the list. Dr. Hunter stated that she'd look into see if they still needed to attend Youth Advisory Council meetings. Mr. Johnston noted that many of the organizations are looking to add members, so he encouraged people to reach out. In terms of the Finance Observer, Mr. Model suggested having a chairs meeting with both school committees and finance committees each budget cycle. Ms. Bout stated that they needed to decide the CMS School Building Committee reps because the Select Board needed to know.

A motion was made by Mr. Johnston, seconded by Ms. Rainey, to appoint Heather Bout and Court Booth to the CMS School Building Committee. The motion was unanimously approved.

The SC also discussed the addition of reps to Budget Subcommittee, Recreation Committee, Climate Action Advisory Board, Sustainability, Safety and Security, Town-Wide Facilities Planning Committee and Campus Advisory Committee.

#### **X. OLD BUSINESS**

A. Bus Depot Operating Costs Next Steps. Mr. Johnston shared a letter from 2012 regarding the bus depot and noted that although the letter references operating costs being shared between Concord and Carlisle, that never materialized. Dr. Hunter stated that, currently, Concord is paying the operating costs and capital costs. She stated that since Carlisle was willing to share the costs, they need to determine the vehicle by which to do so, noting that it would need to go through the regional assessments. Mr. Model questioned how the depot was built into the budget and Mr. Stanton stated that the depot is a town building, and the formula is a 60/40 split (60 is K-8 and 40 is 9-12). He stated that, of the 40%, all of the operating costs go through the assessment and roughly 24.75% is Carlisle's share. Dr. Hunter stated that that building opened in August of 2017 and it hasn't actualized to how the operating costs are to be managed now that the building is online. Dr. Hunter stated that they would work on next steps and bring recommendations after the summer.

B. Concord Middle School Building Updates. Ms. Bout stated that the election is scheduled for June 4<sup>th</sup> and the latest from the Concord Select Board is that they approved the charge that they've been discussing and are continuing to take volunteers to the CMS Building Committee. She stated that they would complete their nominations on Monday night, May 20<sup>th</sup>, and would seat the committee on June 3<sup>rd</sup>, the night before the election. She noted that they increased the number of resident volunteers, to make the total number of the committee 17 members.

#### **XI. ACTION ITEMS**

A. Vote to approve creation of Sharon Young Scholarship Fund. *Voted on in Reports for Discussion.*

B. Vote to approve staff requests for children to attend CCHS/CPS. A motion was made by Mr. Erlich, for CSC, seconded by Mr. Booth, for CSC, to approve the requests of Ms. Ferrara, Ms. Mulcahy, Ms. Robbins and Ms. Brown to enroll their children in Concord Public Schools and that tuition be waived. The motion was unanimously approved.

A motion was made by Ms. Rainey, for CCSC, seconded by Mr. Booth, for CCSC, to approve the requests of Ms. Graham and Mr. Lonegran to enroll their children in the Concord-Carlisle High School and that tuition be waived. The motion was unanimously approved.

C. Vote to approve permission to plan field trip to Japan. A motion was made by Ms. Bout, seconded by Ms. Rainey, to give David Nurenberg permission to begin planning the 2019-2020 field trip to Japan. The motion was unanimously approved.

D. Vote to approve field trip to Germany. A motion was made by Ms. Rainey, seconded by Ms. Bout, to approve the CCHS trip to Germany for June 12-June 20, 2019, with the condition that a signed liability waiver is received from all participants. The motion was unanimously approved.

E. Vote to appoint Ruth Grube as Director of Student Services. A motion was made by Mr. Johnston, seconded by Ms. Rainey, to appoint Ruth Grube as Director of Student Services. The motion was unanimously approved.

## **XII. ADOURNMENT TO EXECUTIVE SESSION**

Mr. Johnston made a motion for the Concord and Concord-Carlisle School Committees will enter into Executive Session under Purpose 3 of the Open Meeting Law: To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and 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 will not return to open session. The motion passed by roll call: Model, aye; Johnston, aye for both; Bout, aye for both; Booth, aye for both; Erlich, aye for both; Rainey, aye for both; Mostoufi, aye. The meeting adjourned at 9:43PM.

Respectfully submitted,

Erin E. Higgins

### Abbreviations:

ACLU	American Civil Liberties Union
ADL	Anti-Defamation League
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
CHHS	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
OPM	Owner's Project Manager
PEG	Public Education Government
RTI	Response to Intervention
SEPAC	Special Education Parent Advisory Council
SOI	Statement of Interest
SPED	Special Education

SWOT  
YRBS

Strengths, Weakness, Opportunities, Threats  
Youth Risk Behavior Survey