

JOINT SCHOOL COMMITTEE

Concord-Carlisle School Committee
Concord School Committee
Ripley Building
June 11, 2019

Present: Wallace Johnston, Chair, CCSC; CSC
David Model, Vice Chair, CCSC
Heather Bout, Chair, CSC; CCSC
Courtland Booth, Vice Chair, CSC; CCSC
Yuval Erlich, CSC, CCSC
Cynthia Rainey, 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. Booth called the CSC meeting to order at 6:04PM and Mr. Johnston called the CCSC meeting to order.

A motion was made by Mr. Erlich, for CSC, and Ms. Rainey, for CCSC, seconded by Ms. Rainey, for CSC, and Mr. Erlich, for CCSC, that the Concord School Committee and Concord-Carlisle Regional School Committee enter into Executive Session under Purpose 3 of the Open Meeting Law: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and under Purpose 2 of the Open Meeting Law: To conduct 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 6:30 PM. The motion passed by roll call for CSC: Rainey, aye; Erlich, aye; Booth, aye; Bout, aye; Johnston, aye and for CCSC: Model, aye; Johnston, aye; Bout, aye; Erlich, aye; Rainey, aye; Booth, aye.

At 6:50 PM, Mr. Johnston called the CCSC meeting back into order, noting that it was being recorded, and Ms. Bout called the CSC meeting back into order, noting that the meeting was being recorded and broadcast live.

II. PUBLIC COMMENT

None.

III. READING OF THE MINUTES

A. Open Session – 5/14/19, Executive Session - 5/28/19 (CCRSC, CSC). A motion was made by Ms. Rainey, for both CSC and CCSC, seconded by Mr. Booth, for both CSC and CCSC, to approve the Open Session minutes from 5/14/19 and Executive Session minutes from 5/28/19. Ms. Bout noted an edit to the Open Session Minutes. The motion was unanimously approved, as amended.

IV. RECOGNITIONS

A. CCHS Nordic Ski State Champions. Jeff Campbell, Head Coach of the CCHS Nordic Ski Team, stated that the Nordic Ski team is a co-ed team of 40-50 skiers, with about 1/3 of the kids being novices each year. He stated that the men's team has won 4 straight Mass Bay West League titles, the women's team has won 3 of the last 4 Mass Bay West League titles, members of the team have been included in the top 10 all-stars in the League and that they have won Skier of the Year for 3 years in a row for men's. Mr. Campbell noted the amazing parental support they receive, as well as the support from CCHS, Aaron Joncas, Mike Mastrullo, and the School Committee. Members of the team noted how wonderful the team is and how grateful they are for the support of the Athletic Department and the District.

Dr. Hunter welcomed new student senate reps, Linda Xu and Amy Tedeschi. Ms. Xu and Ms. Tedeschi shared an update

from CCHS, stating that: finals have ended and Q5 is starting, noting that there are 38 different course offerings; Ava Ferguson won the NY Times Editorial Contest; Marisa Ih and Harriet Martin earned Superior Writing Distinction by the National Council of Teachers of English, noting that Kenneth Liu was also nominated; track athletes participated in All-States on June 1st, noting that several will be going on to nationals; Gabrielle Shieh won Mass State Golf Champion; varsity men's and women's lacrosse teams are currently in playoffs.

They also stated that the Student Senate hosted a pop-up thrift store on May 24th, raising almost \$500 for Second Chances, an organization that collects clothing for people in need. They stated that student government recently hosted a parents' night out, where students volunteer to babysit while parents have an evening out, noting that all donations go towards Cradles to Crayons. They noted that student government also had a very successful senior week, including an outing to Kimball's and Canobie Lake Park. Mr. Erlich asked the reps if they could also bring information on stress/mindfulness at the high school in the future.

B. Governor's Citation CMS Teachers LGBTQ Day of Silence. CMS Principal, Justin Cameron, stated that Governor Baker's office issued a formal citation recognizing the LGBTQ+ Club, under the supervision of teachers Molly Magee and Laura Regis, in leading the school in the first LGBTQ Day of Silence on April 12, 2019. Ms. Magee and Ms. Regis stated that the club started a few years ago and is made up of about 12 students who meet regularly and discuss personal and national issues. Mr. Erlich asked if the students have issues with teachers/administrators and Ms. Regis stated that the students' biggest challenge is feeling invisible at times, but do feel that teachers/administrators are supportive. Ms. Regis stated that the community has been very supportive of the club, noting that the library reached out to them about having an event and parents have offered to donate books. Mr. Booth noted how impressed he was with the club.

C. CCHS Mentor Program. Dr. Hunter introduced John Fossett and Steve Wells, from the CCHS Mentor Program. Mr. Fossett stated that the program has been in business for 6 years, connecting CCHS students with mentors in possible career fields they were interested in, noting that the program is open to sophomores, juniors and seniors. He stated that there were 42 student-mentor teams this year, noting that any student is welcome to enter the program. He stated that, in order to receive credit for the program, students need to: commit to 10 hours of meeting time with the mentor, complete a program evaluation and attend the end of program event, noting that students are welcomed to apply multiple years. Mr. Fossett stated that, after his retirement in 2011, he couldn't imagine anything that has given him more satisfaction than putting this program together. He noted that they would love to grow the program in the future. He then introduced Steve Wells, Faculty Coordinator for the Mentor Program. Mr. Wells presented an overview of how the program works. He stated that Mr. Fossett spearheads the mentor recruiting in the fall and he works on publicity in the student body. He stated that they open up applications in November, after the mentors have been finalized. He stated that he and Mr. Fossett then match the students and mentors in December, with orientations occurring in January. Mr. Wells stated that the final event is the highlight at which they hear about all of the student experiences. Students present at the meeting that participated in the program shared their personal experiences with the program, noting how amazing the program is.

Mr. Booth stated how impressed he was with the program and asked how they could encourage more students to take advantage of the opportunity. Mr. Fossett stated that the program is promoted several different ways. Ms. Mostoufi and Ms. Rainey thanked Mr. Fossett and Mr. Wells for all of their work on the program. Mr. Johnston noted that the program is volunteer-run and thanked everyone volunteering as mentors. Mr. Model asked if there was a dedicated website for the program and Mr. Fossett stated that it was cchs-connections.org. Mr. Fossett thanked Dr. Hunter for inviting them to present at the meeting.

V. CHAIRS & LIAISONS REPORTS

Ms. Mostoufi stated that she attended the SEPAC Board meeting, noting that it is a very active group of parents and community members. She stated that their website is a great resource to use. Ms. Rainey stated that she also attended the meeting, noting that she is looking forward to an exciting year.

Mr. Booth stated that he and Mr. Model attended the Carlisle Town Moderator's recap, noting that there was some consideration about whether the CCHS budget would get more detail in front of Carlisle Town Meeting in the future. He also stated that they discussed how to increase participation at Town Meeting in Carlisle.

Ms. Bout stated that the election question passed and that they're moving forward with the plans for the middle school.

VI. SUPERINTENDENT'S REPORT

Dr. Hunter stated that they have named elementary assistant principals at each of the schools, noting that they are very grateful to have the support. She stated that, in terms of special education programming, they've identified the intensive programming needs for the fall, continuing to build a continuum of services. She stated that they've collected the June 1st enrollment numbers, noting that there's an assessment shift of just over $\frac{3}{4}$ of a percentage, swinging back towards Concord. She noted that they will continue to talk on these numbers heading into the next budget cycle. Dr. Hunter stated that they are wrapping up the educator evaluation processes. She stated that they are moving, painting and reconfiguring Sanborn to prep the middle school buildings for the fall. She stated that the sustainability goal is included, noting that there are precise targets across a broad range of areas relative to sustainability. In terms of cultural proficiency, she stated that there is great work coming out of the middle school, noting that they wrapped up the year on May 28th with Dr. Derrick Gay, who visited in multiple sessions K-12. She noted that they had very positive feedback on his inspiring message, including diversity and instruction. Dr. Hunter thanked the Concord Education Fund for all of their support with all of the keynote speakers this year. She stated that she has attended all elementary graduations, and will be attending the middle and high school graduations in the upcoming days. She stated that they have continued to honor retirees by delivering rose bushes to retiring teachers. Dr. Hunter noted all of the other fun end of the year events occurring across each of the schools.

VII. CORRESPONDENCE

Ms. Bout stated that she received an email regarding a policy, noting that she followed up on the email.

VIII. REPORTS FOR DISCUSSION

A. Superintendent Evaluation. *Former School Committee member Johanna Boynton joined the SC discussion.* Mr. Johnston noted that each SC member completed an evaluation and that he and Ms. Bout compiled the results, noting that it's a public report and will be available for the community to access. He reviewed the results on the student learning goals, stating that 4 out of 6 were met; district improvement goals – 2 met, 3 exceeded; professional practice goals – 3 met, 2 exceeded. He stated that overall, on Standard 1 Professional Leadership - 5 proficient, 1 exemplary; Standard 2 Management and Operations – 4 proficient, 2 exemplary; Standard 3 Family and Community Engagement – 4 proficient, 2 exemplary; Standard 4 Professional Culture – 4 proficient, 2 exemplary. He stated that the overall summative performance is rated as proficient. Mr. Johnston noted all of the challenges that occurred this year, both unforeseen and foreseen, including staff turnover, middle school building, contract negotiations, and zero-based budgeting process. He stated that Dr. Hunter's overall performance was noted to be very positive, knowledgeable, visionary, dedicated, engaging, honest and empowering. He stated that they are looking forward to next year and noted the change of moral and engagement of faculty. Mr. Johnston shared comments from Standards 1 and 2.

Ms. Bout stated that Dr. Hunter's ratings on Standards 3 and 4 were very high, and shared comments from each standard, including: her strong communication skills, short- and long-term planning and her focus on students first. Ms. Bout stated that Dr. Hunter met all of the high expectations they had set and surpassed many of them. She noted that they tasked Dr. Hunter with going above and beyond. Ms. Bout stated that Dr. Hunter's integrity is very highly valued and noted all of the challenges that happened this year to make her go above and beyond. Ms. Bout stated that Dr. Hunter is an extraordinary leader and noted that they are extremely fortunate to have her.

Mr. Booth stated that proficient is a very high bar and noted that Dr. Hunter's exemplary ratings across all areas speaks to her ability and credibility she's earned over a very short time.

Ms. Boynton stated that she will miss working with Dr. Hunter and noted that the evaluation is limiting. She stated that the schools are very fortunate to have Dr. Hunter.

Mr. Johnston stated that Dr. Hunter has gone beyond the high expectations that were set, noting that it takes a unique person to be Superintendent to both districts.

Dr. Hunter noted the work of the leadership team, stating that everyone is moving forward with the same vision. She thanked the school committee for all of their support over the past 2 years, noting how critical their support is. She stated how exciting it is to see all of their hard work coming to fruition, noting how it all comes down to what's best for

the kids.

B. School Committee Practices and Protocols. Mr. Johnston shared the SC Practices and Protocols, stating that they will be talking about them at the workshop in the fall and will be considering any changes/updates.

IX. OLD BUSINESS

A. Discussion of MARS presentation. Mr. Johnston stated that they hope to discuss the presentation and the regional agreement at the workshop in the fall. Mr. Erlich noted that he feels it would be a very long and frustrating process, should they decide to review the regional agreement. He suggested having the MARS reps return to discuss only amending the enrollment as a stand-alone. Dr. Hunter stated that Mr. Stanton has been looking into the enrollment numbers to see how they would play out in different scenarios. Mr. Model agreed with Mr. Erlich that it would be a very long process and suggested first going through the Finance Committees in each town.

X. NEW BUSINESS

A. CCHS School Improvement Plan. CCHS Principal, Mike Mastrullo, stated that Q5 started and he thanked the Parent Association and the Concord Education Fund, noting the Amazing Race course with 80 kids kicked off earlier in the day, thanking all of those involved. He reviewed Goal 1 of the Improvement Plan: Implement tiered levels of support to meet the academic and social/emotional needs of all grade 9 students. Mr. Mastrullo noted that Ms. Young at Alcott has been a great resource for their RTI implementation. He stated that they universally screen all grade 9 students and provide interventions where needed, with progress monitoring. He reviewed the RTI data teams, noting that they meet once/week to discuss students and identify interventions, noting that they had 8 staff members trained in LLI. He stated that there is a small percentage of students reading below grade level, noting that the universal screener has been very helpful in identifying those students. Mr. Mastrullo shared an example of an anonymous screener, showing how results are viewed and analyzed. He reviewed the universal screener for social/emotional, noting that they chose to focus on 3 areas: relationships with peers, relationships with adults and optimism. He stated that the data helped inform the guidance counselors prior to meeting with their students and ensure the correct supports were in place to help the students.

Mr. Mastrullo stated that Goal 2 was to create a collaborative and inclusive culture at CCHS. He stated that they are continuing to attract and maintain a diverse staff in the District, partnering with students and families to engage in community building opportunities and continuing to have meetings in Boston as well as Concord. He stated that they continue to have ongoing professional development for staff to enhance their skills to recognize and effectively respond to conflicts. He stated that they also use Advisory to also address some of these areas.

Mr. Mastrullo stated that Goal 3 was to create a learning culture where all members of the community share a common understanding regarding goals and roles of work assigned outside of the classroom. He stated that this is a work in progress in terms of homework practice, noting that they are working on coordinated testing days to ensure students don't have multiple tests or assessments on the same day. He stated that they are re-affirming the homework practice of no more than 30 minutes per subject, per night. He stated that they've implemented student reading periods before exams, no new material prior to exams, and one no schoolwork weekend per month.

Mr. Mastrullo stated that, looking ahead, they are looking into strengthening the freshman transition, reviewing grading practices, continuing the social emotional learning and reviewing the bell schedule.

Dr. Hunter noted that the principals wrote their improvement plans, dovetailing off of the Strategic Plan. She stated that their focus tonight is on the work that has happened this school year and will be back in the fall with the plans all re-aligned for 2019-2020.

Ms. Bout noted how great it is to see the progress being made. Mr. Booth questioned the extent of the universal screeners and Mr. Mastrullo stated that they are designed to take about 20 minutes to complete. Ms. Bout asked if they found any surprises after assessing the students and Mr. Mastrullo noted the number of students reading below grade level was surprising. Mr. Model suggested administering the screener to the 8th grade students prior to entering the high school and Mr. Mastrullo stated that that was the goal, but that they were not able to implement it this year. Mr. Booth noted how close to all of this Mr. Mastrullo is, thanking him for all of his work and Mr. Mastrullo thanked the

team of people working with him. The SC thanked Mr. Mastrullo for presenting.

B. CCHS Handbook. *No changes*

XI. ACTION ITEMS

A. Vote to Approve FY20 COLA Increases for Non-Union Personnel. A motion was made by Mr. Booth, for both CSC and CCSC, seconded by Mr. Erlich, for both CSC and the CCSC, to approve the FY20 salary increases for non-bargaining employees. The motion was unanimously approved.

B. Vote to Approve CCHS Field Trip. A motion was made by Mr. Booth, seconded by Ms. Rainey, to approve Ray Pavlik's overnight trip to Martha's Vineyard, from September 14, 2019 – September 15, 2019, with the condition that a signed liability waiver is received from all participants. The motion was unanimously approved.

XII. ADJOURNMENT

A motion was made by Ms. Bout, seconded by Ms. Rainey, to adjourn the CCSC meeting. The motion was approved and the CCSC meeting adjourned at 9:05 PM.

CONCORD SCHOOL COMMITTEE

XIII. REPORTS FOR DISCUSSION

A. Retiring Alcott Principal, Sharon Young. Ms. Bout read a letter from former School Committee member and former Alcott School parent, Johanna Boynton to Sharon Young, retiring Alcott Principal. Her letter recognized Ms. Young for being a mentor, role model and friend and for her always keeping the students at the center of her decisions. She noted Ms. Young's dedication to Alcott students and staff, her sense of humor and her out-of-the-box thinking. Ms. Bout noted that the letter is also on behalf of the school committee, thanking Ms. Young for everything she has done for Alcott students and families. Ms. Young thanked the school committee for their kind words.

B. K-8 School Improvement Plans. Sharon Young, Alcott Principal, Matt Lucey, Willard Principal, and Angel Charles, Thoreau Principal, presented the K-8 School Improvement Plans. Mr. Lucey noted that the Improvement Plans were aligned to the District Strategic Plans. Ms. Charles shared their progress on the 1st Strategic Plan, stating that they had a lot of professional development this year and that all of the students are receiving different levels of tiered interventions. Mr. Lucey noted that they are engaging at the Steam Lab, as well as Rivers and Revolutions program and are exploring different progress monitoring tools.

Ms. Charles stated that the 2nd strategic objective was around well-being, noting that they have implemented a new unit on mindfulness from the Open Circle curriculum, are looking forward to piloting social/emotional screeners next year and are continuing to use positive intervention tools. Mr. Lucey stated that they're working with CMS as they're developing rich programming and transition practices, thanking Mr. Cameron and his staff for reaching out to them. Ms. Young stated that they've focused on Tier 1 interventions and have expanded to Tier 2 and Tier 3. She noted that they are hoping to pilot the screener in 2 classrooms to help drive the support. She stated that they're starting a new social/emotional program at Alcott for those students who need Tier 3 intervention. Dr. Hunter stated that the communication between the principals that led to some of the programs listed as like needs were identified was phenomenal. Ms. Young noted that the new principal, Naomi Krakow, and she have been in communication and that she would be beginning July 1st.

Ms. Charles stated that the 3rd strategic objective was around building a more inclusive culture. She stated that the teachers attended all 3 district wide offerings on the speaker series. Mr. Lucey stated that they had an all school read at Willard and discussed race/ethnicity and welcoming culture at meetings throughout the year. He noted the international fair that took place and how it was a celebration of differences and how they are looking at the books available at Willard to ensure they are representative of gender and culture as a whole. Ms. Young stated that the staff

participated in an equity walk, to ensure that Alcott's population was properly represented. She stated that they also did work around identity and helping students feel accepted, welcomed and appreciated when not part of the larger norm. Ms. Charles stated that with their population changing, they've had to work on creating a more inclusive environment for the students they're servicing.

Mr. Booth noted how far they've come in carrying out what they planned in September, noting the authenticity they bring to their efforts. Mr. Lucey noted how fortunate they are with their resources, the support of the school committee and the hard work of their staff to execute. Ms. Bout asked if there were any surprises and Ms. Charles stated that there was a lot of collaboration around the special education students and how to best serve them, which she found very valuable. Mr. Lucey noted that the alignment around the District goals has enabled them to have continuous conversations, support and collaboration. He also noted how collaborative, positive and reinforcing their relationships were between schools and how they worked towards what's best for kids. Ms. Bout stated that the collaboration is amazing and so important for the students and families.

C. K-5 and CMS Handbooks / CMS Improvement Plan. Ms. Charles reviewed minor changes to the K-5 Handbook and Mr. Cameron reviewed changes to the CMS Handbook. Mr. Cameron shared his report on the CMS school improvement initiatives and progress taken. He stated that, in terms of the initiative of establishing an RTI tiered level of support, they have: created a space in Sanborn dedicated as an RTI data room that only the RTI Data Team has access to. He stated that they are redefining the programming for special education and have created a new master schedule. Dr. Hunter noted that the middle school schedule has had a history of disfunction and that they are moving forward in a very different space, giving kudos to Mr. Cameron and his team. Mr. Cameron stated, in terms of well-being, that they have Challenge Success and the Mindfulness Steering Committee. He stated that they have been rethinking the purpose of the laptops and making sure they're used to promote higher level learning. He stated that they are improving practices to ease the 5th to 6th and 8th to 9th grade transitions. Mr. Cameron stated that they are expanding HomeBase, the Advisory/Anti Bullying program, and are looking for a solid research-based program. He stated that they've implemented the PEAR assessment. In terms of creating an inclusive culture, he stated that they have a CMS Allies adult group and have formed a student group last year focusing on making the middle school and district culturally proficient. Mr. Cameron noted the partnership with CCHS and the Playbook Initiative with the Boston Celtics, noting that they will be expanding the program next year to include more students. He stated that they've reconfigured and are making sure they're focused on the students present at CMS to make sure they aren't sacrificing the present with the goals of the future. He stated that the work done by the teachers this year was beyond anything he would ever ask. Mr. Booth noted how impressive all of Mr. Cameron's work has been. Dr. Hunter noted that Mr. Stanton's office has taken over all of the physical work to be done, noting what a collaborative effort it is. Ms. Bout stated that it's evident that the focus is on the students with all of the efforts in the reconfiguration and ensuring students have the best experience before a new building is completed. She noted all of the big items that Mr. Cameron has taken on that are above and beyond.

XIV. OLD BUSINESS

A. CMS Building Project Update. Ms. Bout stated that the election question passed and the CMS Building Committee has been seated. She noted that they are working on starting the meetings and will elect Chairs and Co-Chairs. Mr. Stanton stated that he recommends they follow the MSBA process, even though they are not going through the MSBA. He stated that they need to look at OPM (Owner's Project Manager) services to start, noting that the SC would need to select a selection committee as a subcommittee of the Building Committee to look at OPM RFS (Request for Services). He stated that the SC would assign a procurement administrator, someone who is MCPPO (Massachusetts Certified Public Purchasing Official) certified. He stated that the SC would then begin to determine the scope of services.

XV. ACTION ITEMS

A. Vote to Approve K-5 and CMS Handbooks. A motion was made by Mr. Erlich, seconded by Mr. Booth, to approve the proposed changes to the 2019-2020 K-5 and CMS Handbooks. The motion was unanimously approved.

B. Vote to Approve CTA Contract. A motion was made by Mr. Johnston, seconded by Ms. Rainey, to approve a 1-year contract for school year 2019-2020 with the Concord Teachers Association, including a 2.5% cost of living salary increase for steps 1-15 and a 2.75% increase for step 16. The motion was unanimously approved.

A motion was made by Ms. Rainey, seconded by Mr. Erlich, to approve a 3-year contract for school years 2020-2021, 2021-2022, and 2022-2023 with the Concord Teachers Association which includes COLA to be negotiated. The motion was unanimously approved.

C. Vote to Approve for Child to Attend CPS. A motion was made by Mr. Erlich, seconded by Ms. Rainey, to approve the request of Ms. Pfaffenbach to enroll her child in the Concord Public Schools and that tuition be waived. The motion was unanimously approved.

D. Vote to Surplus Books at Alcott Library. A motion was made by Ms. Rainey, seconded by Mr. Booth, to surplus books at the Alcott School Library. The motion was unanimously approved.

XVI. Adjournment

A motion was made by Mr. Johnston, seconded by Ms. Rainey, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 10:21 PM.

Respectfully submitted,

Erin E. Higgins
Approved 8/20/19

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
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
LLI	Leveled Literacy Intervention

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
RFS	Request for Services
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