

JOINT SCHOOL COMMITTEE

Concord-Carlisle School Committee  
Concord School Committee  
Ripley Building  
September 24, 2019

Present: 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

Absent: Wallace Johnston, Chair, CCSC; CSC

Present from Administration: Dr. Laurie Hunter, Superintendent of Schools, CPS & CCRSD

Absent from Administration: Jared Stanton, Director of Finance & Operations, CPS & CCRSD

**I. CALL TO ORDER**

Ms. Bout called the CSC meeting to order at 6:31 PM, noting that it was being recorded and broadcast, and Mr. Model then called the CCSC meeting to order.

**II. PUBLIC COMMENT**

None.

**III. RECOGNITIONS**

A. CCHS Band. David Gresko, Director of Bands/Orchestra at CCHS, stated that they took 57 students and 12 adults on the trip to Japan last spring, noting their long term relationship with sister city, Nanae, in Hokkaido, Japan. He shared several pictures from the trip, noting the four dimensions of: intellectual, cultural, personal and musical. He stated that they performed three large concerts while there, noting that the Friendship Concert they performed included the Nanae High School band as well as three junior high bands from Nanae. He stated that the students all felt very welcomed. He stated that they had composer, Dr. Andrew Boyson, write a piece that combined some Concord songs as well as Japanese folk tunes, which were performed at the Friendship Concert.

CCHS students who attended the trip shared highlights and stories, including: connections made with teachers and students from Nanae as well as homestay, performance and communication experiences. Mr. Gresko stated that they had out of this world musical experiences, but noted that his proudest moments were watching the students try to communicate and engage. Mr. Erlich noted that they also toured Tokyo as part of the trip and asked Mr. Gresko to talk about securing homestays for all of the students. Mr. Gresko stated that almost all of the students who wanted a homestay were able to get one, noting that this was a tribute to the Nanae community. Mr. Erlich asked him about fundraising and Mr. Gresko stated that they had raised \$40,000 for their scholarship fund to ensure that those students who wanted to go on the trip were able to go. Mr. Erlich asked about MICCA and Symphony Hall and Mr. Gresko stated that the Concert Band has a streak of 25 gold medal ratings at the state concert festival. He noted that they're a well-respected group around the state. The students and Mr. Gresko noted how welcoming the Nanae community was to them. Mr. Gresko thanked Dr. David Nurenberg for all of his assistance in laying the foundation for a successful trip. Mr. Booth noted that the adult delegation from Nanae would be in Concord in a few weeks and Mr. Gresko stated that they are looking forward to hosting them.

**IV. READING OF THE MINUTES**

A. Open Session - Joint Meeting: 8/20/19, 8/27/19; CSC Meeting: 9/10/19. A motion was made by Ms. Bout, seconded by Mr. Erlich, to approve the joint minutes from the 8/20/19 and 8/27/19 meetings. Mr. Booth noted an edit to the 8/20/19 minutes. The motion was unanimously approved, as edited. A motion was made by Mr. Erlich,

seconded by Ms. Rainey, to approve the 9/10/19 CSC minutes. Mr. Booth noted an edit. The motion was unanimously approved, as edited.

Ms. Bout introduced CCHS student reps, Amy Tedeschi and Linda Xu, who shared updates from CCHS, including: Pink Dance on Friday (9/27); Kicks for Cancer/Sticks for Cancer/Mighty Moose Run over the upcoming weekend (noting that all of the proceeds from these events go to the Dana Farber Foundation for Breast Cancer Research); sports ending at 6:00 PM due to EEE; boys and girls cross country teams both undefeated; cross country named recipient for the Crowley Award for the 3<sup>rd</sup> year; football currently 3 - 0; field hockey team 6 - 1; volleyball team 9 - 0; boys soccer 4 - 1; golf 115 at opener; girls soccer 5 -1-1; theatre has started rehearsal for the fall play, The Laramie Project, with some proceeds from the event going to the Matthew Shepard Foundation, with performances 11/21 through 11/24.

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

Ms. Bout stated that the middle school project is moving along very well, noting that the RFS for a designer will be published by the end of the week. She stated that she attended the League's Education Committee meeting, noting the great discussion and their work with the Civics Bee.

Ms. Mostoufi stated that SEPAC will be having its first board meeting on Thursday, September 26<sup>th</sup> from 12:30PM – 2:30PM, noting that parents were welcome to attend. She stated that SEPAC would be reviewing new events that it is bringing for the parents and will be reviewing feedback from the forum that Dr. Hunter held.

Mr. Booth stated that the Governor has put forth a 4 month ban on vaping products.

Mr. Erlich stated that he attended a Select Board meeting, noting that the Selectmen are giving the Concord Middle School first priority. He stated that Minuteman Technical was present, noting that it finished their building project under budget and a year earlier than planned. He stated that they will be holding an open house on October 27<sup>th</sup>.

Mr. Booth stated that the Policy Subcommittee met for its first meeting this year, noting that it is trying to get clarity around when policies were updated because many do not have published dates on them. He stated that the Subcommittee may look at all undated and adopt as a single parcel. He noted that at the next meeting MASC representative Dorothy Presser will be attending. Dr. Hunter noted that the meeting is on October 22<sup>nd</sup>. Mr. Erlich stated that the Subcommittee discussed how to go about revision and discussed reviewing policies that were more urgent and asked the School Committee members to send Dr. Hunter any policies that each member felt needed to be looked at sooner rather than later. Mr. Model noted that will be asking Ms. Presser how extensively the School Committee can use MASC's services to compare MASC's policies with the district's.

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

Dr. Hunter stated that back to school has been incredibly smooth, thanking the Transportation Department for all of its hard work. She stated that she attended a Superintendents meeting with the METCO CEOs, noting that there are significant changes to the enrollment process. She stated that they are weaning off of the multiyear waitlist to an annual enrollment, noting that they will providing more information. She stated that she is hoping to have Milly Arbaje-Thomas, head of METCO, attend a meeting to update them on the changes. Dr. Hunter stated that budget meetings with the Concord Finance Committee are scheduled for October 24<sup>th</sup> and November 21<sup>st</sup>, and with the Carlisle Finance Committee on October 30<sup>th</sup>. She noted that these will be in addition to their regularly scheduled budget meetings. Dr. Hunter stated that they are thrilled with the new Food Services Manager, Bryce MacKnight, noting that his vision with sustainability efforts and fresh food were highlighted in the Concord Journal. She stated that the new Facilities Manager, Russ Hughes, has hit the ground running and has been finishing up the summer projects. She stated that she made it to all of the back to school nights, except for Alcott due to a school committee meeting, and noted that she's been to many classrooms as well. She stated that it has been a great start to the school year!

## **VII. CORRESPONDENCE**

Ms. Bout stated that she received an email today with a request to be read in full and Mr. Model suggested they read it during the trip approval recommendations section of the meeting.

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

A. Superintendent's Goals 2019-2020. Dr. Hunter stated that she used the new evaluation rubric, noting that it is more targeted. She reviewed her student achievement goals, stating that she will be focused on: new service delivery models and specialized programs, student needs and research based practices across special education as well as regular education, horizontal and vertical alignments, and screening data and collection tools. Dr. Hunter stated that her second student achievement goal is focused on the evaluation system at the teacher and administrative level, noting that the leadership team has spent an extensive amount of time over the summer and early part of the fall focused on the evaluation process, both procedurally and with the intent of developing collaborative relationships with the teachers. She noted that she will be modelling this herself with the administrators and is committed to making it a purposeful process. Dr. Hunter stated that the third student achievement goal is to encourage risk taking and increase student engagement, noting that this aligns with the strategic plan goals around innovation and student centered learning. She stated that teacher committees with whom Ms. Herbert's works will focus around innovative learning and social emotional learning. Dr. Hunter noted that she has asked teachers to share examples of innovative things that they're doing so she could share them out with everyone.

Dr. Hunter stated that her professional practice goals follow up with those started last year focused on school safety and sustainability, noting that she would be reconvening both of these committees. She stated that they would be distributing the updated emergency plan, rolling out an app for the staff for immediate connection to the police, implementing consistency in staff wearing badges, and executing the sustainability action plan. The committee questioned how the objectives were organized and what should be considered a goal; Dr. Hunter stated that the staff are still at a level of climate setting and she's still purposefully bringing them into the priorities intended by the districts. Ms. Mostoufi shared information she had learned regarding goal setting and evaluation at a recent workshop for new school committee members. Dr. Hunter stated that her next goal focused on budget, noting that they're continuing with zero based, noting that this year they would also be zero basing staff. She stated that she will be continuing to fulfill important roles within the CMS building team.

Dr. Hunter stated that her first district improvement goal is focused on student wellbeing, noting that this will set a stage for other work that needs to happen. She shared actions, including: creating a common vision of student wellness, conducting a triangulated climate survey, engaging in Challenge Success, participating in the Social and Emotional Learning Committee, fostering collection of student wellness screening tools, reviewing Open Circle and supporting the reconfiguration and transition of the middle school. Dr. Hunter stated that the next goal is focused on culture and inclusivity, noting that she's proposing an equity audit to dive deep into the way they operate. She stated that they are increasing opportunities for special education students based on the forum feedback and survey data and building connections with parent groups. Dr. Hunter stated that the last goal was focused on communication and connection outside of the schools. She stated that she wants to work on the Concord and Carlisle connection, create opportunities to connect with stakeholders without children in school, provide opportunities for community members to participate and experience the schools and implement the school subscriber list.

Dr. Hunter stated that she is very open to feedback. Ms. Bout noted Dr. Hunter had to work between fitting things into the rubric and also their strategic plan. Mr. Erlich noted that it would be great if they could coordinate community service through Minuteman Arc and Dr. Hunter stated that there are multiple avenues they will be discussing. Mr. Booth thanked Dr. Hunter for her genuine request for dialogue and the committee discussed tools for assessing and measuring progress.

B. Overview of 2019-2020 CCHS Trips. Ms. Bout thanked Dr. Hunter and the teachers for gathering all of the information. Dr. Hunter stated that there is work to be done on the trips, including: logistical and policy related pieces, as well as equity discussions around trip costs. She stated that the CCHS administration currently doesn't have a systemic way of doing it, and they want to be sure the trips don't become a source of not including kids, but of enriching and creating opportunities. She stated that there are trips that the CCHS staff would like to lead this year and/or trips for which plans need to be made this year for next year. She stated that the CCHS administration hasn't

had a discussion of how they will be making changes, noting that it's hard to stop midstream and revert to an as yet un-defined process, also noting that none of this has been communicated to teachers, who are trying to put forward well intentioned, enriching opportunities for kids. Dr. Hunter stated that the teachers were hoping on forward direction so they could begin planning and fundraising. She shared an overview of the trips, noting that the Q5 trips that were included were a very small snapshot of the expansive and extensive offerings of Q5. She stated that the teachers are ensuring that there is equal access to all students, noting the Sharon Young Scholarship Fund that was created last year. Dr. Hunter suggested focusing on the current trips and having a stand-alone discussion in October as a committee on how they would like to handle the process going forward.

Mr. Booth noted that these trips only represent a fraction of the total trips, also noting the policy of giving initial approval to begin trip planning and then giving final approval after more information is received. The committee discussed the field trip policy and how to ensure that fundraising occurs. Ms. Bout read aloud a letter she received regarding the field trips to be approved, which shared concern over inadvertently fostering greater inequality in the community with the more costly trip opportunities. She stated that she wholeheartedly agreed with the letter and confirmed that equity and access are an important part of inclusion and should be part of the discussion. Ms. Mostoufi shared her views about the importance of travel, but voiced her concern about the price range. Ms. Rainey voiced concern about the stress on families that the price of international trips is causing. Mr. Erlich emphasized the importance of travel and praised the teachers for their extraordinary work and effort putting the trips together, but voiced his concern about the price and equitable access. Dr. Hunter stated that the District doesn't have a systemic means for grants and subsidies, noting that it is left to the individual teacher to decide how and if it is going to happen. Ms. Bout confirmed that this question was brought up every time in the past when approval of trips was brought before the committee and while not a full solution, the first step is the Sharon Young Fund. Dr. Hunter confirmed her discomfort with the question of accessibility as well as the fact this question was brought up many times in the past and stated that it should be discussed and solved but, while sharing the School Committee's concerns, she requested approval this year as they are in the middle of the process. She recommended that the School Committee approve these trips and start a larger conversation in October. Mr. Erlich expressed his concern about the School Committee and Administration not following up on the concerns that are being brought up in every such vote in the past, reading from past minutes. He expressed his concerns about the stress caused to many families around the community because of the expectations of teens and the high price tags. Mr. Erlich noted his legal concerns in approving the trips without following the current policy and suggested they approve those trips that followed the two step policy and ask for more details on the rest of the trips. Dr. Hunter stated that there is always a liability concern with trips, both in and out of the United States. Mr. Booth expressed his concerns about missing school days on some of the trips. Dr. Hunter stated that this concern has been brought up before and should be part of the future big picture conversation. Mr. Erlich suggested that the School Committee vote on the 13 trips separately and while giving immediate approval to some, ask for more details about some others in order to comply with the district policy. Mr. Model suggested that they ask for further details and a standard form. He also suggested a standard metric and uniformity in the presentation, all to be brought up for a future meeting to vote. Ms. Bout stated that she believed they received enough information and suggested a vote to approve all trips.

Eric Pohl, CCHS Spanish teacher and President of the CCTA, shared his 23 years of experience of trips at CCHS. He agreed that the school needs to address the accessibility issue, and also provide a mechanism to apply for financial aid. He noted that his view is that the School Committee is overwhelmingly supportive of the travel initiatives. He confirmed that regarding accessibility and subsidies there are no guidelines or process and that the question rests with the individual teacher. He stated that he believes there should be more clarity, process and systemic mechanism.

Ms. Bout stated that they will discuss the big picture in the next meeting. The committee discussed giving initial approval, having Dr. Hunter speak with legal counsel and also bring more detailed information on the trips. Mr. Model stated that the School Committee should send a message that there is committee oversight and requested more rigor and details from the teachers who need to "sell" the trip to the School Committee.

A motion was made by Mr. Booth, seconded by Ms. Bout, to give initial approval for the 13 CCHS out of state trips for the 2019-2021 period, with the condition that a signed district liability insurance waiver (MIIA) is received from all participants. Dr. Hunter confirmed that with this initial approval, the teachers could begin planning. The committee

agreed to send Dr. Hunter specific questions for her to ask legal counsel. Mr. Model, Ms. Mostoufi, Ms. Bout, Mr. Booth, and Ms. Rainey were in favor of the motion and Mr. Erlich was opposed.

Mr. Model suggested dropping the new business items due to the late hour and agreed to discuss the school committee goals after taking a short recess. The committee agreed to move the regional agreement discussion as well.

## **IX. ONGOING BUSINESS**

A. 2019-2020 School Committee Goals. Ms. Bout reviewed the current draft of goals based on feedback from the September 10<sup>th</sup> meeting, noting that their goals should mirror the district priorities from the Strategic Plan. The committee discussed the list of goals, categorized under yearly responsibilities, 2019-2020 goals, areas of focus, reports desired and housekeeping. The committee discussed which categories the goals were listed under and made changes where necessary. Ms. Bout stated that she would send the updated list out.

## **XI. ACTION ITEMS**

A. Vote to approve CCHS overnight trips. *Previously voted under Reports for Discussion Item B.*

B. Vote to surplus Science books at CCHS. A motion was made by Mr. Booth, seconded by Ms. Rainey, to surplus Science high school text books as outlined by Michael Vella. The motion was unanimously approved.

C. Vote to approve revised amendment to PEG TV Studio Agreement. A motion was made by Mr. Booth, seconded by Ms. Rainey, to approve the revised amendment to the PEG TV Studio Use Agreement with the Town of Concord, as indicated. Dr. Hunter noted that the revision is regarding security. The committee noted that there should be acronyms provided and a wording change. The motion was unanimously approved, as amended.

A motion was made by Ms. Bout, seconded by Mr. Booth, to adjourn the CCSC meeting. The motion was unanimously approved and the CCSC meeting adjourned at 10:08 PM.

D. Vote to approve CMS Band Trip (CSC). A motion was made by Mr. Booth, seconded by Ms. Rainey, to give initial approval for the CMS Select Ensembles & French Dept. Canada Performance trip to Quebec City and Montreal, Canada from 5/1/20 – 5/5/20, with the condition that a signed district liability insurance waiver (MIIA) is received from all participants. Mr. Erlich noted that there is no transparency or mechanism for financial aid. Dr. Hunter stated that there is a Concord Music Association group that is currently fundraising and Ms. Bout noted that she's invited them to a future meeting. Mr. Booth stated that this trip didn't feel as elective to him as the high school trips, noting that there are more social consequences for those students who aren't able to attend. A vote was taken by roll call: Ms. Rainey, aye; Mr. Erlich, abstained; Mr. Booth, nay; Bout, aye. The vote passed.

## **XII. Adjournment**

A motion was made by Mr. Erlich, seconded by Mr. Booth, to adjourn. The motion was unanimously approved and the meeting adjourned at 10:25 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 11/5/19

Abbreviations:

CCHS	Concord-Carlisle High School
CCRSD	Concord-Carlisle Regional School District

CCSC	Concord-Carlisle Regional District School Committee
CCTA	Concord-Carlisle Teachers' Association
CMS	Concord Middle School
CPS	Concord Public Schools
CSC	Concord School Committee
DESE	Massachusetts Department of Elementary and Secondary Education
E&D	Excess and Deficiency
MASC	Massachusetts Association of School Committees
MICCA	Massachusetts Instrumental & Choral Conductors Association
NEASC	New England Association of Schools and Colleges
OPM	Owner's Project Manager
PTG	Parent Teacher Group