

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**

Mr. Johnston called the CCSC meeting to order at 6:30 PM, noting that it was being recorded. Ms. Bout then called the CSC meeting to order.

**II. PUBLIC COMMENT**

None.

**III. RECOGNITIONS**

A. CCHS Art. Tracie Dunn, Visual Arts Teacher at CCHS, stated that she invited three students from the Art Department because of the quality of their work and the relationships that they have built with each other; by helping, supporting and collaborating with each other. The students shared their 3D Graphics animation portfolios, which demonstrated the progress from their early class projects to more advanced projects. The students shared their inspirations for the projects they created. Ms. Dunn noted how inspiring it has been to see the students working together in a program that they had no experience in prior to this class. Ms. Bout noted how nice it was to see the process and not just the end result.

**IV. READING OF THE MINUTES**

A. Open Session – Joint Meeting 9/24/19. A motion was made by Ms. Rainey, for both CSC and CCSC, seconded by Mr. Erlich, for both CSC and CCSC, to approve the Joint meeting minutes of 9/24/19. The motion was unanimously approved.

**V. CHAIRS & LIAISONS REPORT**

Mr. Johnston stated that the Town of Concord held an Effective Governance Workshop for boards and committees, noting that the SC may be asked next year to present on its role, because it is different from other committees in town.

Ms. Rainey noted that she attended the workshop and highly recommended attending it next year.

**VI. CORRESPONDENCE**

Ms. Bout stated that she received a question regarding the calendar and Dr. Hunter stated that the Calendar Committee will be meeting on November 19<sup>th</sup>, noting that she expects to have a first draft for the first meeting in December. Dr. Hunter stated that she will be attending SEPAC's meeting on Thursday, November 7<sup>th</sup>, with Student Services Director, Ruth Grube. Ms. Mostoufi noted that all of SEPAC's upcoming events are listed on its webpage.

**VII. NEW BUSINESS**

A. Budget Subcommittee Charge. Mr. Johnston stated that the Budget Subcommittee was formed with the goal of reviewing how the budget process is handled and to consider adjustments or changes, noting that it is an opportunity to get another level of detail in the current budget cycle and see how the actuals are progressing. Mr. Johnston noted that it may make sense for the Budget Subcommittee to meet and review the current charge and discuss convening the Subcommittee again. Ms. Bout stated that the Budget Subcommittee had completed the first part of the charge of looking at a new way to do a budget and be more visible, noting that Mr. Stanton's budget process is very clear and transparent. She stated that the Budget Subcommittee accomplished a lot of what it was created to do, noting that she feels it is unnecessary for the Budget Subcommittee to meet as regularly as it had last year. Mr. Booth stated that he sees the Subcommittee as a mechanism whereby a smaller subgroup of the SC can get closer to the budget for purposes of understanding, interpretation and transferring of the knowledge to new members. Mr. Booth stated that the District is in year two of zero based budgeting and will be able to understand from Mr. Stanton what he had learned from the previous year's budget process. Mr. Model stated that he doesn't feel the budget is zero based and Ms. Bout stated that Mr. Stanton and his team did indeed zero out and rebuild from the bottom. Dr. Hunter stated that she and Mr. Stanton would explain the zero based budget process at the next meeting. Mr. Model noted that he didn't feel a Budget Subcommittee was necessary. Ms. Rainey suggested having the Budget Subcommittee meet to discuss this further.

### **VIII. ONGOING BUSINESS**

A. Travel Protocols and Procedure. Ms. Bout stated that the SC had agreed that the goal with travel and trips was to give final approval to the 13 trips that were given initial approval by creating a form that could be sent out to trip leaders providing more detail, thus enabling the SC to determine final approval. Mr. Booth reviewed the information on the form that he and Dr. Hunter worked together to revise. He noted that words around educational value were not included, but outcomes of the trip and how the trip meets school district objectives were. Mr. Booth stated that there was still work to be done around teacher support and guidance, and the inclusion and social equity goals. Mr. Model noted that the preliminary form and final form were close; asking if the intention was to have a gap analysis and Mr. Booth stated that it was, noting that initial approval could be purely conceptual. Mr. Model asked if the idea is for teachers to present trips and Mr. Booth stated that the principal would know the trips intimately and would bring them forward to the Superintendent. Mr. Model asked about training and Dr. Hunter stated that there will be a separate piece highlighting the communication, insurance, and vendors. Mr. Model asked about insurance and Dr. Hunter stated that the District carries a supplemental policy as of late last spring. He then asked what the intention was for this year. Mr. Booth stated that the teachers will bring back their information by December 3<sup>rd</sup> for final approval. Mr. Johnston noted that his thought was to approve the trips as a consent agenda, but that they could have the opportunity to pull out specific trips to discuss, if need be.

Mr. Model thanked Mr. Erlich for raising the issue of trips, and stated that he feels three components have surfaced as a result of the discussion: 1) the mechanical aspect, as addressed by the forms; 2) academic merit; and 3) an "equity" piece. He stated that it's not fair for the Policy Subcommittee to make policy until the philosophy, most particularly the issue of equal access for all students to participate in trips, is set by the SC, for future trips. Mr. Model further noted that it's also not fair to have teachers responsible for fundraising. He recommended looking into the necessity of international trips and where possible designing trips with the lowest cost to enable more students to consider participation. Mr. Model stated that the SC needs to work on these philosophical issues for the future trips in 2021 and beyond: Ms. Bout stated that this was the SC's plan. She stated that going forward, the SC would have a full discussion of everything that Mr. Model had mentioned. Mr. Johnston noted that Mr. Booth would work on the other pieces discussed and would be bringing information to a future meeting. Mr. Model suggested the possibility of putting placeholder money aside in the FY21 budget for trip subsidies. Mr. Johnston stated that this was a challenging issue that needs more consideration, and recommended changing the current policy first to reflect a practice the SC wants. He stated that the SC needs to have more discussion on the financial equity issue and that the SC is not prepared to propose it for the 2020/21 budget, noting that the SC needs to explore other opportunities. Dr. Hunter stated that the District needs to conduct research, noting that she doesn't think it can fund optional trips. Mr. Booth suggested bringing best practice information from other school districts, noting that this information will greatly inform their decisions. Ms. Mostoufi stated that the SC needs to approve the 13 trips ASAP, noting that the longer the trip companies wait, the more the prices of the trips increase.

A motion was made by Ms. Rainey, for both CSC and CCSC, seconded by Mr. Booth, for both CSC and CCSC, to approve the proposed trip form. Mr. Erlich recommended having a centralized person managing budget funds that are used for trips to ensure the process is transparent, noting that this should happen with this year's trips. Regarding the trip form, Mr. Erlich stated that certain trips will require additional information. Mr. Johnston thanked Mr. Booth for all of his work, and Mr. Erlich for engaging in the process, noting that he's confident the SC and administration will come up with a better approach for FY21 trips and beyond. The motion was unanimously approved.

B. Bus Depot Rent. Mr. Johnston stated that there are discussions around a mechanism for bus depot rent that aren't overly impactful to the budgets for CPS and CCRSD. He stated that it's unlikely that anything would be done for FY21 related to rent.

C. CCRSD Warrant Article. Dr. Hunter stated that Mr. Stanton reached out to Gale, who had done the Feasibility Study at CCHS. Mr. Stanton stated that, in terms of the road in front of the Beede Center, parking spots could not be added to the parking already there without construction. He stated that spots could be made perpendicular if the road to the Beede Center was extended about 10 feet in towards the Beede Center, noting this would cut into impervious surface. He noted that this would yield 30 - 40 spots. Ms. Mostoufi stated that there are no charging stations for cars currently at the high school, noting that this should be a consideration because the Town of Concord is pushing for electric vehicle usage.

Ms. Rainey stated that moving the same article as last year would be a mistake and recommended to delay for a year to engage in more sustainability work around having everyone more tied in to the climate crisis. Mr. Erlich stated that waiting a year will not create a solution and that the SC should find a way to mitigate the parking issue as soon as possible, working with the Sustainability Committee. Ms. Bout noted that she feels the SC needs to weigh these 2 sides, weighing in more on the side of providing parking now to reduce student stress. She noted that the SC wouldn't be moving the same article. Ms. Mostoufi questioned last year's outreach efforts to high school families and Mr. Johnston stated that the SC held many sessions, but that the parking issue was overshadowed by the middle school discussions. Mr. Booth stated that there are long term town objectives and everyday needs of students to consider. Mr. Johnston stated that it was incumbent upon them as a SC to fight for parking, noting that it was the single thing it could do to real effect the stress level at the high school. He noted that, regarding restricted driving, the SC would be trying to impose on students something that it would not impose on themselves as adults. He noted the importance of moving forward with the article. Dr. Hunter stated that she would loop back with Gale and the DPW to tighten up the numbers for draft warrant language. The SC discussed outreach and Dr. Hunter noted that one of the goals of the Sustainability Committee was to survey families and students on transportation and how they are getting to school. She noted that they need to understand the root cause of what's driving the parking issue.

## **IX. ACTION ITEMS**

A. Vote to Approve School Committee Goals. Ms. Bout shared the updated SC Goals document. A motion was made by Ms. Rainey, for both CSC and CCSC, seconded by Mr. Booth, for both CSC and CCSC, to approve the School Committee Goals. The motion was unanimously approved. The SC agreed to edit the document and change the "review trip approval process" to "establish overnight trip policy and practice" and move to the 2019-2020 goals. Ms. Rainey withdrew her motion and moved to approve the SC Goals, as edited, for both CSC and CCSC, seconded by Mr. Booth, for both CSC and CCSC. The motion was unanimously approved.

B. Vote to Approve OPEB Trustee. Mr. Stanton stated that the former Assistant Deputy Superintendent of Finance was the former trustee of the OPEB trust and recommended that the trustee be the Director of Finance and Operations. He stated that the region voted to establish the trust in 2014 and shared the portfolio, investments, expense ratios, and account balance. Mr. Model questioned if there was a committee handling the investments and Mr. Stanton stated that there was not a committee overseeing investments, noting that they were mirroring Concord's decisions. Mr. Johnston stated that the Town of Concord has an Investment Committee, noting that any public trust in Concord that has an investment strategy is put together by the Investment Committee. Mr. Model noted that the Town of Carlisle also has an Investment Committee, noting that it's a regional school system and from a process standpoint, the District should have an independent committee to review and make sure things are in alignment. A motion was made by Mr. Booth, for CCSC, seconded by Ms. Bout, for CCSC, to appoint the Director of Finance and

Operations as the trustee for the OPEB fund, in the form currently of VantageCare Retirement Health Savings Program. The motion was unanimously approved.

**X. ADJOURNMENT- CCRSD**

A motion was made by Mr. Model, seconded by Ms. Rainey, to adjourn the CCSC meeting. The motion was unanimously approved and the CCSC meeting adjourned at 8:34 PM.

**XI. NEW BUSINESS**

A. CPS Capital Plan. Dr. Hunter stated that she and Mr. Stanton approached the plan differently by frontloading one project instead of parceling out. Mr. Stanton stated that the administration would like to get the ERUs (Energy Recovery Units) done at Thoreau and Alcott in the first 2 years, noting that the cost will not be known until the first one is completed. He reviewed the plan, noting the safety for Peabody and Sanborn and A/C chiller replacement at Willard. He noted that for FY22, there is potential carpet replacement, RTU replacement and boiler exhaust at Willard. Russ Hughes, Facilities Manager, stated that he spoke with engineers regarding the ERU's, and the engineers stated that the ERUs at Alcott had to be replaced, but those at the other schools could be refurbished or have specific components replaced. Mr. Hughes noted that the A/C chiller at Willard is a two stage chiller and only one stage is working. Mr. Erlich noted his concern over refurbishing and retrofitting over buying new and Mr. Hughes stated that facilities is looking at each unit on a case to case basis.

**XII. ONGOING BUSINESS**

A. Concord Middle School Building Update. Ms. Bout noted that there will be updates sent out after each Concord Middle School Building Committee meeting. She stated that the Design Subcommittee has narrowed down the designers to five, noting that interviews will be held Wednesday, November 6<sup>th</sup> starting at 9:00 AM in Conference Room 4 at Ripley. She noted that the public may observe the interviews, but could not comment or ask questions, due to consistency. Mr. Booth stated that the interviews would be conducted by the Design Subcommittee of six members, noting that the subcommittee does not have a stock set of questions, since they will be responding to the designers' presentations. He stated that the subcommittee would be bringing forward a recommendation as well as an alternate to the full Building Committee on Thursday, November 7<sup>th</sup>. Mr. Booth noted that the interviews would be recorded, but would not be live.

Ms. Bout stated that the Sustainability Subcommittee gave an educational presentation on sustainability and building design to the full Building Committee. She noted that the Committee spoke about community engagement, noting that the hope is to make it as transparent as possible and to send out information as proactively as possible. She stated that an update will be created after each meeting and be shared out to multiple groups in town, urging any town group to reach out if they would like to be included on the subscriber list. She noted that the Building Committee will hold future coffees.

**XIII. ADJOURNMENT**

A motion was made by Ms. Rainey, seconded by Mr. Johnston, to adjourn the meeting. The motion was unanimously approved and the CSC meeting adjourned at 8:55 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 11.19.19

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
DPW	Department of Public Works
E&D	Excess and Deficiency
ERU	Energy Recovery Unit
FINCOM	Finance Committee
MASC	Massachusetts Association of School Committees
MICCA	Massachusetts Instrumental & Choral Conductors Association
NEASC	New England Association of Schools and Colleges
NRC	Natural Resources Commission
OPM	Owner's Project Manager
PTG	Parent Teacher Group
SC	School Committee
SEPAC	Special Education Parent Advisory Council