

JOINT SCHOOL COMMITTEE

Concord-Carlisle School Committee  
Concord School Committee  
Zoom Meeting  
April 16, 2020

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  
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 1:07 PM and Ms. Bout called the CSC meeting to order, noting that the Zoom meeting was being recorded.

A. Executive Session: A motion was made Mr. Booth for both CCSC and CSC, seconded by Ms. Rainey, for CCSC and CSC, for The Concord School Committee and Concord-Carlisle Regional School Committee to enter into Executive Session 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 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 return to Open Session at approximately 1:30 PM. The motion passed by roll call for CCSC: Booth, aye; Model, aye; Johnston, aye; Rainey, aye; Bout, aye; and for CSC: Johnston, aye; Rainey, aye; Booth, aye; Bout, aye

Mr. Johnston called the CCSC meeting back to order at 1:43 PM, noting it was being recorded, and Ms. Bout then called the CSC meeting back to order.

Student Reps, Amy Tedeschi and Linda Xu, stated that teachers have been sticking to the 20 minutes per class per day, noting that the transition to Phase II has been smooth. They noted the stress due to all of the unknowns for the rest of the year. They noted that Student Senate is meeting and planning several projects, like a letter writing campaign to Minute Man Arc and other senior centers and thank you messages to those on the front lines. The students noted the feel of trial and error with teachers and students regarding schedules.

**II. READING OF THE MINUTES**

A. Open Session – Jt. Meeting 2/25/20, 3/10/20, 3/24/20. A motion was made by Mr. Booth, for both CCSC and CSC, seconded by Ms. Rainey, for both CCSC and CSC, to approve the joint meeting minutes of 2/25/20, 3/10/20 and 3/24/20. Mr. Booth noted that, regarding the 2/25/20 minutes, Item V should include the word “first” after the statement about collecting community feedback. Regarding the 3/24/20 minutes, Mr. Booth noted for context that the suggestion he made about teachers creating journals was to advocate that the District is collecting as much data about the efficacy of the new online model. Regarding the 3/10/20 minutes, he stated that he made the motion and Ms. Rainey seconded to move to Executive Session. Ms. Bout noted that the SC needed to determine who made the motion to adjourn after Executive Session on 2/25/20. The motion was approved by roll call, including amendments noted: Bout, aye (for both); Booth, aye (for both); Johnston, aye (for both); Mostoufi, aye; Model, aye.

**III. SUPERINTENDENT REPORT**

Dr. Hunter stated that Phase II of the learning opportunities was rolled out on April 6<sup>th</sup>, noting the major differences of student accountability, credit no entry system and actively reaching out to students if they are not engaged. She stated that teachers are teaching new content at the middle and high school, as appropriate, and at a pace that feels

doable in the remote learning environment. She stated that teachers are presenting new material in science and social studies in the elementary grades and are providing a range of adaptive software that allows kids to progress at their own level. Dr. Hunter noted that all of this is being documented so the curriculum maps will reflect what was provided for new information to help aid in curriculum planning for the 2020-2021 school year.

Dr. Hunter stated that employees are being paid through the closure, noting that transportation and cafeteria employees are engaged in several virtual training sessions and the custodial staff is rotating building checks and are also on call. She stated that student wellness is the top concern, noting that the district is very closely aligned with Challenge Success's recommendations. She stated that the District is staying connected and supportive to families. She noted that the Memorandum of Agreement with the CCTA and CTA is included on the agenda to wrap up the evaluation process. Dr. Hunter stated, regarding innovative pedagogy, teachers are trying many new things and innovative approaches, and utilizing feedback loops with kids.

Regarding inclusion and cultural competency, Dr. Hunter noted that the District is providing technology to elementary families that need it and is also providing food and supports to other organizations for families in need, noting that the Boston families have been a primary focus. She noted that there have been regular trips into the city, from typical level to crisis level supports. Dr. Hunter stated that Ruth Grube, Director of Student Services, and the special education staff meet regularly at the building level. She noted that, although IEP services cannot be replicated, they are being used as a guide. Dr. Hunter noted that teachers are holding office hours at the secondary level and some IEP meetings are being held virtually. She stated that the district is waiting for guidelines from DESE in terms of timelines, noting that there is a backlog of meetings that are not being held. Dr. Hunter stated that Ms. Grube is working on a frequently asked questions document, in conjunction with SEPAC. Dr. Hunter stated that community and collaboration is a priority, noting that the district has received over \$26,000 in private and public funding in food donations. She noted that Gaining Ground reached out to the district to provide produce and that she has been in contact with Emerson Hospital administrators.

Mr. Booth asked about employee wellness efforts and Dr. Hunter stated that there is a major focus on employee wellness, through regular staff meetings and individual and open communications. Ms. Rainey asked what level of collaboration Dr. Hunter is having with the town of Concord and Carlisle's leadership. Dr. Hunter stated that she is in regular in connection with the Concord town leaders and has been at a couple of the Carlisle meetings, noting that she's been working closely with Jim O'Shea. She noted that she's included on all of the email threads, so she feels very connected and supported by both communities. Ms. Rainey questioned if vehicle access has stopped at the schools and Dr. Hunter noted that the school grounds were closed initially and then there were concerns of groups of people congregating, so the driveways were barriered.

#### **IV. NEW BUSINESS**

A. Status of FY20 Budget. Mr. Stanton shared a summary of the budget, noting that there are a lot of assumptions and the District is waiting for the governor's budget to come out. He stated that the Business Office is currently liquidating as many purchase orders as possible, putting available remaining balances in non-essential lines into a contingency account. Mr. Stanton stated that there is no money in circuit breaker **YEAR??**. Mr. Stanton stated that, on the CCRSD side, he is also keeping track of the revenue, which appears to be coming in higher than anticipated. He stated that E&D is about 4%, noting that the extra revenue will go into E&D.

Mr. Stanton noted that he is even trying to look forward to FY22, noting he feels it may be a struggle. Mr. Model questioned circuit breaker accounts and Mr. Stanton stated that districts are not allowed to carry over more than the allotment that was received the prior year. He noted that excess revenue has to go into E&D. Ms. Mostoufi asked if the school received all of the funds from the state this year and Mr. Stanton stated that 4<sup>th</sup> quarter revenue is not in yet. Dr. Hunter stated that she is not hearing cuts to FY20, noting that all of the discussions so far have been in terms of FY21. Mr. Stanton stated that the Town Meeting is currently scheduled for June 22<sup>nd</sup>, noting that if this is postponed past July 1<sup>st</sup>, the district would be forced into a 1/12 budget. He stated that this would mean a continuation of FY20 until a budget is voted. Dr. Hunter stated that Mr. Stanton and his team have done an amazing job in a short amount of time to get a handle on where the district is, as well as predicting. Ms. Bout stated that Carlisle FINCOM sent communications to the SC, noting that it is looking at FY20 and don't have answers for FY21 yet. Mr. Model noted that Carlisle and Concord are fortunate that citizens have jobs that allow them to work from home,

noting also that the towns are dependent on property taxes. He stated that it's unknown what the state will do in terms of Chapter 70. He stated that Carlisle is looking to see if it can leverage savings that can be offered this year to protect next year's operating budget. Mr. Booth asked Mr. Stanton about 4<sup>th</sup> quarter technology investments with shifting tech needs. Dr. Hunter stated that the District has worked very hard on a sustainable plan to keep technology up to date and maintain modern devices. She stated that the line item will maintain the health of the devices, especially important in this current environment. Dr. Hunter noted that all of the work to get the 5-year cycle back has been validating during this time. Mr. Model noted that there will be an overhang of additional SPED expenses needed because of the shortfall in the service delivery model. Dr. Hunter noted that the District is strategizing compensatory services, when students aren't receiving what they should in their IEPs. She stated that the District is reviewing one student at a time and are actively preparing for the contingencies. Ms. Mostoufi asked if the District is putting money aside for training for special education teachers to be prepared for needs when students return to school. Dr. Hunter stated that the District is focusing on students' mental health needs and helping teachers with this, as well as the academic supports. Dr. Hunter noted that the District is receiving feedback from SEPAC parents on individual student needs. Ms. Bout recommending capturing the silver linings and Dr. Hunter stated that Ms. Hebert and Ms. Grube are maintaining a list of best practices.

B. Plans for Possible Extended Closure. Dr. Hunter stated that there are several variations to when school could reopen. She stated the District is strategizing the cleaning and opening of the buildings should school reopen in the spring. She noted that there are many different discussions around what school would look like, including: kids splitting days and small groups in the cafeteria. She stated that there is an assumption that school will not be reopening in the spring. She noted all the different areas that need to be addressed, including, ensuring students have closure for this year and transition work. Dr. Hunter stated that it will be very beneficial to hear from the state, noting that the state is also working on several different contingency plans as well. She stated that the District is looking into the summer program and making sure there are options there to allow more kids to participate. Dr. Hunter stated that the District is reworking Kindergarten registration and is reworking the hiring process. She stated that Ms. Grube is planning transition meetings from school to school for special education students.

Mr. Model asked if school doesn't reopen before June, is a more robust program being planned for regular education and special education students. Dr. Hunter stated yes, noting that K-5 has always included special education. He asked if Dr. Hunter is considering an online model should social distancing practices still be in effect in the summer and Dr. Hunter stated yes. Mr. Model questioned if the start time of the school year could begin in August and Dr. Hunter stated that a proposal like that would need to come before the SC and the bargaining units, as well as community input. Dr. Hunter stated that she feels more information should be coming from the governor fairly soon.

C. Status of Superintendent Evaluation Process. Ms. Bout stated that she and Ms. Mostoufi would like input from the SC and Dr. Hunter on how to move forward with the evaluation. Ms. Mostoufi noted that the evaluation carries a big load that needs to be prepared, asking the SC and Dr. Hunter how much time it has to devote to this now or would everyone be better served if the evaluation waits. After discussing the pros and cons to completing the evaluation now or at some point in the future, the SC agreed upon discussing this at a future meeting, after more is known from the governor on school opening, and having Ms. Bout and Ms. Mostoufi work on streamlining the process to make it less time consuming for Dr. Hunter. *Mr. Model left the meeting.*

D. School Committee Meeting Schedule. The SC agreed to hold regular school meetings every 2 weeks on Tuesdays at 9:00 AM.

#### **IV. ACTION ITEMS**

A. Vote to Accept Gift Donation from CEF to Fund Video Conferencing Subscription. *Mr. Model returned to the meeting.* Dr. Hunter noted how grateful she was for the support of the CEF, also noting that CEF initiated contact. A motion was made by Ms. Rainey, seconded by Ms. Bout, that the Concord-Carlisle School Committee accept the donation of \$11,930 from the CEF, with gratitude. The motion approved by roll call: Bout, aye; Booth, aye; Rainey, aye; Model, aye; Mostoufi, aye; Johnston, aye.

B. Vote to Approve Memorandum of Agreement with CCTA Regarding Teacher Evaluation Process. A motion was made by Ms. Rainey, seconded by Ms. Bout, that the Concord-Carlisle School Committee approve the

Memorandum of Agreement with the CCTA regarding the 2019-2020 teacher evaluation process. The motion was approved by roll call: Bout, aye; Booth, aye; Rainey, aye; Mostoufi, aye; Model, aye; Johnston, aye.

C. Vote to Approve Memorandum of Agreement with CTA Regarding Teacher Evaluation Process. A motion was made by Ms. Bout, seconded by Mr. Booth, that the Concord-School Committee approve the Memorandum of Agreement with the CTA regarding the 2019-2020 teacher evaluation process. The motion passed by roll call: Johnston, aye; Booth, aye; Rainey, aye; Bout, aye.

Ms. Bout noted that there was a public Zoom meeting with the CMSBC to keep the designer and OPM moving, noting that next public meeting will be April 23<sup>rd</sup> at 7:30 AM via zoom.

Mr. Johnston thanked the SC for being engaged, Dr. Hunter and Mr. Stanton for their work, and the faculty and administration for their support during these exceptional times. Mr. Booth also noted the students and families.

#### **V. Adjournment**

A motion was made by Mr. Booth, for both CSC and CCSC, seconded by Ms. Rainey, for both CSC and CCSC, to adjourn the meeting. The motion was unanimously approved and the CCSC meeting adjourned by roll call at 3:18 PM: Model, aye; Booth, aye; Rainey, aye; Mostoufi, aye; Bout, aye; Johnston, aye.

Respectfully submitted,

Erin E. Higgins

Approved: 5.15.20

#### Abbreviations:

CCHS	Concord-Carlisle High School
CCRS	Concord-Carlisle Regional School District
CCSC	Concord-Carlisle Regional District School Committee
CCTA	Concord-Carlisle Teachers' Association
CMS	Concord Middle School
CMSBC	Concord Middle School Building Committee
CPS	Concord Public Schools
CSC	Concord School Committee
OPM	Owners Project Manager
SC	School Committee