

Present: Tracey Marano, Chair, CCSC; CSC  
Sharon Whitt, Vice Chair, CCSC  
Alexa Anderson, Chair, CSC; CCSC  
Carrie Rankin, Vice Chair, CSC; CCSC  
Courtland Booth, CSC; CCSC  
Cynthia Rainey, CSC, CCSC (via Zoom)  
Carrie Patel, CCSC (via Zoom)  
Domingos DaRosa, CCRSD METCO Rep  
Ayesha Lawton, CPS METCO Rep

Present from Administration: Dr. Laurie Hunter, Superintendent of Schools, CPS & CCRSD  
Robert Conry, Asst. Supt of Finance & Operations, CPS & CCRSD  
Kristen Anderson, Asst. Supt. of Teaching & Learning, CPS & CCRSD

**I. CALL TO ORDER**

Ms. Marano called the CCSC meeting to order at 6:00 PM, noting that the meeting was being recorded, and Ms. Anderson then called the CSC meeting to order. Roll call attendance was taken: Anderson, aye; Booth, aye; Marano, aye; Patel, aye; Rainey, aye; Rankin, aye; Whitt, aye.

**II. CCHS STUDENT UPDATE**

Student Reps, Harry Crowley, Zariah Alves and Felicity Zhang shared updates from CCHS: students were adjusting to the new policies around phone caddies, attendance, and the new bell schedule; seniors were grateful for the efficient distribution of parking passes, although there were complaints around the lack of transparency with cost; managing the heat was challenging for students during the first few days of school; the fall sports season was off to a great start; rehearsals have started for the fall play *Clue*; guidance counselors were holding seminars for the seniors; and Dr. Kevin Elias would be giving a presentation for Kicks for Cancer.

**III. PUBLIC COMMENT**

None.

**IV. CORRESPONDENCE**

Ms. Marano stated that CSC and CCSC both received one piece of correspondence from a Sudbury resident regarding the posting of School Committee packets. Ms. Marano noted that she spoke with Ms. Presser from MASC about the packets and Ms. Presser said the SC was under no requirement to post information until after discussion was held, noting that the documents weren't public until they've been discussed.

**V. CONSENT AGENDA**

- A. Joint Meeting Minutes 7/20/23
- B. Warrants
  - 1. AP CCRSD
    - a. 1034 8/18/2023 \$539,075.93 b. 1035 8/25/2023 \$382,088.11 c. 1040 8/31/2023 \$69,146.53 d. 1041 9/6/2023 \$85,506.08
  - 2. AP CPS
    - a. 1014 8/31/2023 \$371,929.37
  - 3. Payroll CCRSD
    - a. 8/3/23 \$703,249.51 b. 8/17/23 \$705,684.81 c. 8/31/23 \$891,018.14
  - 4. Payroll CPS
    - a. 8/17/23 \$1,075,274.30 b. 8/31/23 \$1,333,189.18
- C. Second Approval Montreal/Quebec Canada Trip

D. Second Approval Taiwan Trip

Ms. Marano pulled the minutes from 7/20/23 from the consent agenda for some edits to be made. Ms. Rainey noted that she had a question about the warrants not adding up and Ms. Marano stated that she would forward the explanation to Ms. Rainey. A motion was made by Mr. Booth, seconded by Ms. Rankin, to approve the Consent Agenda items B, C & D. Mr. Booth noted that the Taiwan trip did not yet have a vendor selected and Dr. Hunter stated that she would find out the vendor before the next SC meeting. The motion passed by roll call: Anderson, aye (for both); Booth, aye (for both); Marano, aye (for both); Patel, aye; Rainey, aye (for both); Rankin, aye (for both); Whitt, aye.

**VI. SUPERINTENDENT, CHAIRS, AND LIAISONS UPDATE**

Dr. Hunter stated that the start of school had gone well, they were transporting just under 20 of the shelter kids to their school of origin, and there were just over 20 enrolled in the district, mostly kindergarteners at Willard. She stated that they may need additional staff to help assist the kindergarteners. Ms. Marano noted the WBZ report on the homeless shelter.

Ms. Marano stated that she added report requests to the SC schedule. She stated that the town was working on a date for the cell phone tower discussion and that there were some questions from the Finance Committee on facilities fees.

Ms. Anderson stated that the Finance Committee revised the schedule for the guidelines process, noting that they would be having two meetings with FINCOM: October 26<sup>th</sup> and November 16<sup>th</sup>. She stated that the Finance Committee would be looking at several metrics to determine the guidelines, instead of using a high/low approach. Mr. Booth stated that the SC has its first engagement with the budget on October 20<sup>th</sup> before it is sent to FINCOM 48 hours later, noting that he does not consider that an adequate amount of time for the SC to review it. Mr. Booth noted that the increases to Facilities Fees included a report on how the first year went and recommended that FINCOM knows that fees were automatically adjusted for contractual changes each year. Ms. Marano noted that the first year of fees just ended. Ms. Anderson stated that a theme that has been discussed at the monthly Chairs Breakfasts in Concord has been the proposed development in West Concord. She stated that the development would impact the district. Ms. Marano stated that she would forward the SC an invitation for a meeting on inclusion in board and committee work being held Wednesday, from 10:00-11:00 AM. Ms. Marano stated that she and Ms. Anderson would be hosting their first SC Chairs RoundTable the next morning.

**VI. DISCUSSION**

A. Facilities Rental Revolving Fund. Mr. Conry stated that a facilities rental revolving fund would enable CCRSC to place all rental deposits, parking fees and off duty detail into one fund, instead of posting them to miscellaneous revenues. He stated that it would simplify accounting and provide one space to see fees coming in. Mr. Booth stated that he was in favor of establishing a fund, noting that he has yet to see a complete report on the district's revolving funds and non-appropriation accounts in the 5 years he's been on the SC. He asked Mr. Conry when the SC would see a report on the status of the revolving accounts and Mr. Conry stated that he could provide a report at the end of the year. Mr. Booth asked when the end of year would be completed and Mr. Conry stated that it would be completed soon for the region. Ms. Rainey stated that she has never seen the full accounting on the revolving accounts and Dr. Hunter asked her to work through the chairs to explain what she was further looking for in addition to the information being provided. Ms. Marano stated that the information has been provided in previous meetings and that she would forward it to Ms. Rainey.

B. Facilities Updates- Summer Projects. Mr. Conry stated that paving on the access road at CCHS was completed prior to the start of school, noting that striping work would be done over the following weekend. Mr. Conry recognized the town's engineering department, especially Salomon Ybarra, for their help on the project. Mr. Conry also stated that the walkway and parking lot at Ripley was completed. He noted the projects at CCHS led by Russ Hughes, including the update to the guidance office to make it more welcoming, and the work on repurposing the foreign language lab so it could also be used as a computer lab as well. Mr. Conry stated that there were updates to the preschool classrooms as well, which included improvements to the flooring. He stated that there were bids for the Thoreau ERU replacement and an RFP for the existing conditions analysis that would be placed out to bid soon. Ms. Marano thanked Mr. Hughes and Mr. Sciuto, as well as the rest of the maintenance team for all of their hard work.

C. CCHS Campus Completion. Dr. Hunter shared the CCHS campus project history, beginning in 2015 when the new high school building opened, through 2018 when the Campus Advisory Committee determined priority projects: restrooms at football field, solar on roof, parking/paving, track and outdoor classroom/pavilion/greenhouse. Ms. Marano stated that the two priorities that came out of the advisory committee were restrooms and a track. Ms. Marano asked SC members to weigh in. Mr. DaRosa stated that lights were needed, as well as handicap parking at the fields to make them more handicap accessible. Mr. Booth noted that naming it the Campus Competition project implied that it was incomplete and noted that the timing of working on these items was tough since they've incurred a great deal of debt. Ms. Anderson expressed her concern for being out of compliance with the bathroom facilities, noting that it was an inclusion and mobility issue. She stated that she was worried about putting this off year after year. Ms. Rankin stated that they are required to have accessible facilities, also noting that there may be available funding from local organizations for a track. Ms. Rainey noted that there was a bathroom, concessions and storage facility at CCHS prior to the new construction. She stated that no work has been done on a Home Rule petition or working with legislature. Ms. Marano stated that there was no way around the plumbing code. Ms. Anderson stated that she felt 22 bathrooms was not in excess due to the number of people on the campus for various events. Ms. Rainey stated that she has never seen a facility with this number of bathrooms at any area campuses. Ms. Rankin stated that they would reach out to CPC to and CC at Play. Ms. Patel noted her support of pursuing the bathrooms and noted that the track could be built through a fundraising path. Ms. Rainey stated that the storage containers on campus were eyesores, noting that she would like to see them gone as soon as possible. Ms. Marano asked Dr. Hunter to reach out to the track group to see if they would be interested in fundraising.

D. Budget Process. Dr. Hunter shared the budget goals, including: meeting student needs, complying with the law, meeting contractual requirements, furthering strategic plan goals, and preserving fiscal responsibility to each community. She then reviewed the zero based budgeting process: start from zero, rebuild lines every year, review past 3 years of spending, incorporate current data, realize savings and increased costs, and allow for little contingency. She reviewed the enrollment, salaries, and special education budget drivers. Dr. Hunter reviewed the budget process, stating that principals review the non-salary lines within their schools, central office leaders review non salary lines in their department, reductions or increases are made to the lines, the Business Office prepares salaries then reviewed by principals and/or central office to determine FTE count and identify need, Administrators submit draft budgets that are reviewed by the Central Office team, requests are approved or eliminated by Superintendent and the overall budget is compiled by the Assistant Superintendent.

Mr. Conry reviewed the budget timeline, noting that the process was starting next Monday with zero based budget packets being sent out and that the budgets would be due back on October 15th from principals and administrators. He stated that the recommended budget would be presented to the SC at the November 21<sup>st</sup> meeting. He noted that the Chapter 70 information comes out in late January from the state of MA. He stated that they were hoping to have a budget book completed by February 15<sup>th</sup>.

Ms. Rankin and the SC discussed the format of the upcoming SC budget meetings, agreeing on a 5:00 PM start time prior to a 6:30 start time for the SC meeting. Ms. Rankin stated that the meetings would be held in person, but would be accessible via Zoom and also recorded. She stated that the meetings would be held: October 24, November 7, and November 21<sup>st</sup> for the SC and October 26<sup>th</sup> and November 16<sup>th</sup> with FINCOM.

E. Negotiations Timeline (CTA, CCTA, CPS and CCHS Building Service Workers). Ms. Marano stated that Ms. Anderson and Mr. Booth were on the CTA bargaining; and Ms. Whitt, Ms. Rankin, and herself on the CCTA bargaining. Ms. Marano asked members interested in bargaining with the CPS and CCHS Building Service workers to email her. Dr. Hunter encouraged the SC to start bargaining earlier because of the size of the bargaining units and the SC agreed that it made sense to start bargaining sooner rather than later.

## **VII. ACTION ITEMS**

A. Vote to Approve Facilities Rental Revolving Fund. A motion was made by Mr. Booth, for CCSC, seconded by Ms. Anderson, for CCSC, to approve the establishment of a Facilities Rental revolving account for the purpose of recording revenue and expenses associated with facility use charges, in accordance with MGL c. 71, § 71E, to be effective July 2, 2023 for accounting purposes. The motion passed by roll call: Anderson, aye; Booth, aye; Marano, aye; Patel, aye; Rainey, aye; Rankin, aye; Whitt, aye.

Dr. Hunter stated that Passports was the name of the company being used for the Taiwan Trip and that the cell service listening session has been scheduled for October 19<sup>th</sup>, from 5:00-7:00 PM.

**VIII. ADJOURNMENT**

Ms. Marano adjourned the CCSC meeting at 8:28 PM and Ms. Anderson then adjourned the CSC meeting.

Respectfully submitted,

Erin E. Higgins

Approved: 10.10.23

Abbreviations:

AMP	Association of Music Parents
CCHS	Concord-Carlisle High School
CCRS	Concord-Carlisle Regional School District
CCSC	Concord-Carlisle Regional District School Committee
CCTA	Concord-Carlisle Teachers' Association
CEF	Concord Education Fund
CMS	Concord Middle School
CMSBC	Concord Middle School Building Committee
CPS	Concord Public Schools
CSC	Concord School Committee
CTA	Concord Teachers Association
DEIB	Diversity, Equity, Inclusion and Belonging
FINCOM	Finance Committee
PD	Professional Development
RF	Radio Frequency
SC	School Committee
SEPAC	Special Education Parent Advisory Council