

## **JOINT SCHOOL COMMITTEE MEETING MINUTES**

Concord-Carlisle School Committee  
Concord School Committee  
August 20, 2024

Present: Julie Viola, Chair; CCSC  
Carrie Rankin, Chair CSC; CCSC  
Cynthia Rainey, CSC; CCSC  
Andrew Herchek, CSC, CCSC  
Tracey Marano, CSC; CCSC  
Brian Waterson, CCSC  
Domingos DaRosa, CCRSD METCO Rep

Absent: Alexa Anderson, Vice Chair CCSC; CSC

Present from Administration: Dr. Laurie Hunter, Superintendent of School, CPS & CCRSD  
Robert Conry, Asst. Supt. of Finance & Operations, CPS & CCRSD  
Shelly Chin, Interim Assistant Superintendent, CPS & CCRSD

### **I. CALL TO ORDER**

Ms. Viola called the Joint Concord-Carlisle School Committee (CCSC) meeting to order, and Ms. Rankin called the Concord School Committee (CSC) to order at 6:01 PM. Roll call attendance was taken: Herchek, present; Marano, present; Rainey, present for both; Rankin, present for both; Viola, present for the region; Waterson, present for the region.

Dr. Hunter acknowledged the recent loss of seventh grader Adrian Soto and expressed condolences to his family on behalf of the school committee and community. A moment of silence was held to honor Adrian.

### **II. CCHS STUDENT UPDATE**

High school committee members Maddie Clancy, Zariah Alves, and Felicity Zhang presented updates on student activities, including sports tryouts, theater auditions, schedule changes, and parking. They discussed goals for the year, including increased student engagement and advocacy for student issues through forums and discussions.

### **III. RECOGNITION OF CCHS DEBATE TEAM**

Ms. Viola recognized the CCHS debate team for their outstanding achievement in the national debate tournament in Iowa. The Debate Coach, Tim Averill, shared details about the team's journey and accomplishments and he thanked students, parents, and school administration for their support. Dr. Hunter was presented with the Concord-Carlisle High School of Honor plaque in recognition of the school's achievement.

### **IV. PUBLIC COMMENT**

Michael Williams expressed his gratitude for the opportunity to discuss the naming of the new middle school Ellen Garrison, and emphasized the importance of creating a safe, inclusive, and equitable learning environment.

## **V. CONSENT AGENDA**

- A. CCHS World Language Surplus Books
- B. \$75.00 Donation for Painting Alcott Basketball Lines
- C. May 13, 2024, CSC Minutes
- D. May 21, 2024, Joint Minutes
- E. June 4, 2024, Joint Minutes
- F. June 10, 2024, Joint Minutes
- G. June 11, 2024, Joint Minutes
- H. June 14, 2024, Joint Minutes
- I. Warrants

Ms. Rankin moved, and the motion was seconded by Ms. Marano to approve the Consent Agenda as presented. Roll call was taken: Herchek, aye for both; Marano, aye for both; Rainey, aye for both; Rankin, aye for both; Viola, aye for the region; Waterson, aye for the region.

## **VI. CORRESPONDENCE**

Ms. Rankin provided an update on correspondence received since the June meeting including, inquiries about the Ellen Garrison building, participation in a race and culture conversation, student attendance from outside of Concord, and direct pay Inflation Reduction Act credits.

## **VII. SUPERINTENDENT, CHAIRS, AND LIAISONS UPDATE**

Dr Hunter met with all members of the administrative team, including the assistant principals and both METCO directors. There will be an announcement soon about an interim METCO director. The district will onboard twenty new teachers before the start of the school year. Through a METCO grant, teacher bias training has been offered to all support staff who want to participate. As of this morning, seventy-five people signed up.

Ms. Rainey shared information about the recent joint meeting with the select board and finance committee to discuss capital planning. She noted during the audit review, there was a discrepancy in warrant reporting and the town auditors requested that the district include invoices with all submitted warrants.

## **VIII. DISCUSSION**

- a. Policy
- b. FY24 CCRSD Budget Transfers
- c. Assistant Superintendent Shelly Chin Entry plan
- d. School Committee Self-Evaluation
- e. Protocols and Practices
- f. Superintendent Goals
- g. School Committee Goals

Ms. Rankin provided an update on the policy subcommittee progress in reviewing and updating school policies. MASC provided a redline copy of changes to be considered and Policy Sections A through I have been reviewed. Ms. Viola noted the committee recommends presenting two or three policies in the consent agenda at each meeting until all policies have been reviewed and updated, where appropriate.

Mr. Conry, Assistant Superintendent of Finance & Operations, presented the FY 24 budget transfers, detailing the district's expenditures and variances from the original budget. The school district faced financial challenges due to increased costs in areas like transportation, athletics, and security. The school district had savings in the teaching and learning budget line item, attributed to unfilled positions and reductions in services. Despite the challenges, the district projected a balance of less than \$100,000, achieved because the district managed to maintain a positive budget balance through financial management and cost-saving measures. The school committee is scheduled to review and approve budget line items quarterly, and the final figures will be confirmed upon their approval.

Interim Assistant Superintendent of Teaching & Learning Ms. Shelly Chin presented her 2024-25 Entry Plan and Timeframe which includes implementing student assessments, curriculum, tiered interventions, professional learning, and equity within the student population.

Ms. Viola presented a summary of confirmed committee assignments and liaisons for various organizations, including the Town of Concord. She highlighted the significance of liaisons actively engaging with the community to build strong connections and requested each be prepared to share updates at district meetings.

Ms. Rankin reported on the recent joint meeting with the select board and finance committee to discuss capital planning and the necessity for additional deliberations on the income guideline process.

Dr. Hunter presented a review of her Superintendent Goals. The 2024 goals encompass teaching and learning development; student tracking software tools; teacher professional development; early literacy initiatives; a focus on core content in high school; a teacher-centered culture; effective communication with families, students, and staff; special education classroom enhancements; in-district programming; addressing acute student needs; budgeting and programming strategies; DEI goals from the strategic plan; and a METCO leadership support role. Finance and operations goals include increased collaboration with the town and the development of the new Concord Middle School.

The committee discussed goals for the upcoming year including improving the transition process for students, especially those from CPAC organizations, into the high school; exploring alternative pathways to success for students and provide necessary infrastructure and support; communicating the school's achievements and initiatives to the community; increasing community outreach and communication; setting a DEIB goal for the school committee; collaborating with the select board and finance committee; creating a platform for community members to propose and address issues; promoting innovation, data-driven decision making, and staff development.

**IX. Action Items:**

A. Vote FY24 Budget Transfer

Ms. Marano moved, and the motion was seconded by Ms. Rankin to approve the FY24 Budget Transfer as presented. Roll call was taken: Herchek, aye; Marano, aye; Rainey, aye; Rankin, aye; Viola, aye; Waterson, aye.

B. Vote on Protocols and Practices – this item was tabled for a future discussion.

**X. ADJOURNMENT**

Ms. Viola adjourned the Concord Carlisle Regional School Committee meeting at 8:32 P.M. Ms. Rankin called the Concord School Committee meeting to order at 8:33 P.M.

**XI. DISCUSSION**

Justin Sparks presented a grant proposal application for The Community Preservation Act and the Concord Community Preservation Committee, which has annual funds available for recreation and other needs. Specific items identified on the Thoreau campus for improvement include: a new playground; green space enhancements; blacktop paving; basketball courts; student safety; landscaping and erosion mitigation; parking; and aesthetics. The total cost is just under \$700,000, with \$200,000 potentially coming from the capital fund. This aligns with district strategic plan objective four, innovative environment and aligns with the broader community and recreation goal.

Mr. Conry presented the FY 24 budget transfers for the Concord Public Schools. The district had both increased costs and unexpected savings. Increased expenses included additional staff for the new preschool classroom and maintenance staffing shortages requiring overtime work. Savings resulted from fixed charges, primarily retirement incentives, which offset the increase in expenses. The delayed bus deliveries resulted in lower-than-expected fixed asset costs, and out-of-district tuition expenses increased, but was offset by the circuit breaker relief. The implementation of a spending freeze played a crucial role in mitigating deficits, while the commitment to regular budget monitoring and adjustments avoided unexpected financial surprises. Collaboration with the town and consideration of expenses were key factors in achieving a positive financial outcome. The district projected an FY 24 Budget Transfer of approximately \$6,000.

**XII. ACTION ITEMS:**

A. Vote FY24 Budget Transfer

Ms. Marano moved, and the motion was seconded by Mr. Herchek to approve the FY24 Budget Transfer as presented. Roll call was taken: Herchek, aye; Marano, aye; Rainey, aye; Rankin, aye.

**XIII. ADJOURNMENT**

Ms. Marano moved, and the motion was seconded by Ms. Rankin to enter Executive Session. Roll call was taken: Herchek, aye; Marano, aye; Rainey, aye; Rankin, aye. The meeting was adjourned at 9:04 P.M.

Respectfully submitted,

Barbara Gilmore

*Approved: September 17, 2024*

Abbreviations:

CCHS Concord-Carlisle High School  
CCRSD 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  
COAR Communities Organizing Against Racism  
CPC Community Preservation Committee  
CPS Concord Public Schools  
CSC Concord School Committee  
CTA Concord Teachers Association  
DEIB Diversity, Equity, Inclusion and Belonging  
DHCB Department of Housing and Community Development  
ESSER Elementary and Secondary School Emergency Relief Fund  
FINCOM Finance Committee  
LEAP Learning Executive and Academic Processes  
MTSS Multi-Tiered System of Supports  
PD Professional Development  
SC School Committee  
SEPAC Special Education Parent Advisory Council  
WRAP Writing, Reading, and Academic Processes  
YRBS Youth Risk Behavior Survey