

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee
Concord School Committee
Ripley Building
September 26, 2017

Present:

Heather Bout, Chair, CSC; CCSC
Johanna Boynton, Vice Chair, CSC; CCSC
Dan Conti, Chair, CCSC; CSC
Robert Grom, Vice Chair, CCSC; CSC
Wallace Johnston, CSC; CCSC
Mary Storrs, CCSC
Melissa McMorrow, CCSC

Present from Administration:

Dr. Laurie Hunter, Superintendent of Schools, CPS & CCRSD
John Flaherty, Deputy Superintendent of Finance & Operations, CPS & CCRSD

I. CALL TO ORDER

The meeting was called to order by Heather Bout, for CSC, and Dan Conti, for CCSC, at 5:44 PM. Both noted that the meeting was being recorded. A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Ms. Boynton, that both committees would enter into Executive Session under 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 6:30 PM. The motion passed by roll call: McMorrow, aye; Johnston, aye (for both); Storrs, aye; Grom, aye (for both); Conti, aye (for both); Bout, aye (for both); Boynton, aye (for both).

The meeting was called back into session by Ms. Bout, for CSC, and Mr. Conti, for CCSC, at 6:30 PM. Ms. Bout noted that they were being recorded.

II. RECOGNITIONS

A. Transportation. Dr. Hunter recognized the hard work of the Transportation Department over the last 3 weeks, noting that they rebuilt the middle and high school routes 3 times since school opened. She stated that they were able to rectify 95% of the issues through brainstorming and creativity, noting that the resolutions came in a timely manner. Ms. Bout echoed Dr. Hunter's thoughts and thanked the Transportation Department as well.

B. Doug Shattuck – MIT-Concord Research Team. Doug Shattuck, Engineering Teacher at CMS, spoke about his involvement with the MIT teacher programs, noting that this is the 2nd year that he and students from CCHS worked on projects at MIT. Students from the program shared their experiences with working on their bioreactor and spider web projects as well as their findings and results. The students thanked Mr. Shattuck for all of his hard work and support on the project and thanked him for the amazing opportunity. Ms. Bout noted that it was an incredible example of the alignment throughout the district.

III. PUBLIC COMMENTS

None.

IV. READING OF THE MINUTES

A. Open Session – Joint Meeting – 8/29, 9/5/17. A motion was made by Ms. Storrs, seconded by Mr. Johnston, to approve the joint meeting minutes from 8/29/17 and 9/5/17. The motion was unanimously approved.

V. CHAIRS & LIAISONS REPORT

Jenny Li, Student SC Representative, stated that the school year has been off to a great start and that everyone is excited for the 2017-18 school year. She stated that the Theatre Department hired a new director, Ms. Tam Johnson, noting that *The Tempest* would be the fall play. She stated that the concert band, rep band and orchestra are preparing for a fall concert in October. Ms. Li stated that there was an activity fair introducing students to the clubs at CC, noting

that there are over 30 different clubs offered. She noted that several of the clubs are fundraising and raising awareness for Hurricanes Harvey and Irma. Ms. Li stated that they would soon be finding out the new Freshman Senate members.

Ariel Waldman, Student SC Representative, stated that the past weekend was the 11th annual Kicks for Cancer event, noting that they've raised over \$300,000 for Dana Farber over the past 10 years. She stated that the football team won the game this past weekend and that she was excited about a field trip to deCordova Museum with her photography class.

Ms. Storrs asked the student representatives how they felt about the late start time and Ms. Waldman stated that it didn't make that much of a difference due to the increased traffic at the hour in the morning. Ms. Li agreed and noted that her bus ride is much longer than last year and is the same length as some of her friends who live in Boston. Dr. Hunter noted that the impact of the traffic was unanticipated and significant. Mr. Conti stated that he was at Kicks for Cancer, noting how fantastic the atmosphere was and what a great community building event it was. He also noted that the next joint meeting would be in Boston in case the student reps were planning on attending.

Ms. Boynton stated the calendar-working group, including she, Mr. Johnston, Dr. Hunter and Ms. Storrs, had a very productive meeting, noting they meet again the following week.

Mr. Johnston stated that the Budget Subcommittee is working on the guidelines with FINCOM. He thanked Dean Banfield for his work in compiling data should "Radar" not be sufficient. Mr. Johnston stated the Budget Subcommittee met with the Administration regarding goals. He stated that Community Ed is looking for members, noting that if anyone is interested in participating, they should contact the Community Ed Director. Mr. Johnston stated that the only potential for solar before the incentive program is over is a small array on Willard. He also noted that the League of Women Voters would be having a forum the following night to speak about Town Meeting and Town Government at 7:00 PM at Trinity Church. Mr. Grom noted that he might attend the forum.

Ms. McMorrow stated that the 1st SEPAC meeting would be this week and that they are looking into a request for a member to participate remotely.

Mr. Conti stated that the SC members and Dr. Hunter met the previous day with the MASC to go over guidelines, protocols and practices.

Ms. Bout stated that she attended the Chairs Breakfast a few weeks ago and that there are 3 Committees in town looking for members: Affordable Housing Task Force, Commission on Disabilities and Public Works. She noted that she and Mr. Johnston attended the EDCO Round Table and that it was a great discussion regarding the Superintendent Review Process. She stated that she met with the representative from the League of Women Voters that runs their Education Committee and that their areas of focus are: budget process, inclusiveness and civics education. Ms. Bout stated that the CMS Facilities Committee is beginning to put together a group to work on middle school visioning. She stated that she attended the Willard Back to School Night as a SC member and received positive feedback.

Mr. Grom stated that he was encouraged to see that 2 of the Superintendent Forums had good turnout. Ms. Bout noted that the METCO event was a great celebration and thanked all involved.

Ms. Bout stated that the next Joint Meeting on October 24th would take place at the New Mission High School in Hyde Park at 6:30 PM. Dr. Hunter noted that the event to honor teachers achieving professional status would be rescheduled to November 14th at 5:30 PM prior to the Concord SC meeting.

VI. SUPERINTENDENT'S REPORT

Dr. Hunter stated that she will have participated in all of the Back to School Nights, except for Alcott due to a meeting conflict. She noted that the forums have exceeded her expectations and that there were common themes emerging. She noted that there would be 2 more forums the following week at Thoreau and Willard at 7:00 PM in the libraries. She stated that she has surveyed the staff regarding what is working and what's not working, noting 107 have responded. She also noted that she has a student survey out as well and that a parent survey would be going out towards the end of the week. Dr. Hunter noted that they are still working on the cultural proficiency conversations and

expect to have the Administrators meet with the consultant on October 10th. She stated that Kelly McCausland would be leading a strategic planning group to align all of the work going on across the schools.

VII. CORRESPONDENCE

Ms. Bout stated that they received an email regarding bussing and several emails that were thankful of all of the work regarding the transportation issues. Mr. Conti stated that he received emails expressing interest in serving on the Campus Advisory Committee.

VII. REPORTS & ISSUES FOR DISCUSSION

A. 2017-2018 CCRSD District Goals. Dr. Hunter noted that the District Goals were in place when she arrived and weren't necessarily how they would be moving forward once the strategic planning piece was in place. She reviewed Goal I of utilizing student work and data to drive targeted innovations and/or adjustments in teaching and learning. She noted that RTI is one of the global themes across all settings. She stated that Goal II was to cultivate positive connections among all community members in order to promote a mindful culture of wellness, responsibility and good citizenship. She stated that the high school's focus will be to look at program evaluations, including: Advisory, SPED services and any item related to climate. She noted that everyone is excited about the Q5 implementation in June and that they are looking at current Mindfulness practices. Dr. Hunter stated that Goal III was to foster a culture of academic engagement, curiosity, honesty and inquiry. She noted the summer reading piece, Challenge Success and homework discussions. Dr. Hunter stated that Goal IV was to generate a culture of sustainability throughout the school community through recycling and continuing partnering with local environmental groups.

B. CCRSD School Committee Goals. Mr. Conti noted that they worked on the SC Goals at the Workshop. Ms. Boynton shared a draft she had created, which included key actions and progress. The SC agreed to review the draft and send any comments to Ms. Boynton.

C. Superintendent Evaluation Process and Goals: Rubric, 5-Step Cycle, Summative Form. Dr. Hunter reviewed the 5-step process, including: self-assessment, goal setting session, plan implementation, January check-in and summative piece at the end of the school year. She stated that she targeted areas through the self-assessment that she would be providing evidence on, including: Instruction Indicator and Evaluation Indicator on Standard I (Instructional Leadership); Environment Indicator and Fiscal Systems Indicator on Standard II (Management and Operations); Engagement Indicator and Communication Indicator on Standard III (Family and Community Engagement); Cultural Proficiency Indicator and Shared Vision Indicator on Standard IV (Professional Culture). Ms. Bout noted that Dr. Hunter was on target with what she chose and Mr. Conti noted how Dr. Hunter embraced this process. Ms. Bout stated that managing conflict has come up over the years. Ms. Boynton agreed and also noted family concerns as well.

Dr. Hunter stated that Superintendents have 3 categories of Goals to report out on: District Improvement, Professional Practice and Student Achievement. She stated that she was hoping to have her entry plan wrapped up by December and noted that the strategic planning consultant has drafted a plan that included timelines. She noted that the consultant was open to any feedback and agreed to follow up with the consultant to get some more information regarding some questions raised. Dr. Hunter stated that mindfulness was another goal and Kelly McCausland was leading the committee, noting that this would be a planning year. Mr. Johnston noted that it would be beneficial to know if the mindfulness was helping the students and Dr. Hunter stated that they would be collecting data. She noted the goal regarding Cultural Proficiency, including practices around religious holidays and accommodations. She reviewed the communication and collaboration goal, noting that this was included as part of her entry plan. Dr. Hunter stated that she has spoken with the leadership team regarding a different approach regarding the budget and making sure it makes good sense. She noted that she's set up budget meetings over the next week to review building numbers and that she will bring the process to the SC in October. Dr. Hunter noted the intervention piece and Innovative STEAM Lab under the student achievement goals.

D. Calendar Changes for 2017-2018. Dr. Hunter stated that CCHS is requesting to reschedule a professional day from June 13th to March 12th. Eric Pohl stated that this change would allow teachers to plan for Q5 or any other curricular needs, noting that the teachers agree that it makes good sense. Ms. Storrs noted that it's important to over communicate this change to families.

A motion was made by Ms. Boynton, seconded by Ms. Bout, to add a vote for this calendar change to the Action Items. The motion was unanimously approved.

E. First Reading – School Committee Policies

- File GCIA – Philosophy of Staff Development
- File GCJ – Professional Teacher Status
- File GCO – Evaluation of Professional Teaching Staff
- File GDO – Evaluation of Support Staff
- File GDQC – Retirement of Support Staff Members
- File GDQD – Suspension and Dismissal of Support Staff Members

Dr. Hunter noted that this is the 1st reading for the SC members and reviewed each policy, indicating whether or not changes were made. She stated that she would bring them back to the SC for the 2nd reading in October.

F. Comprehensive Long Range Plan Committee SWOT Analysis. Ms. Bout stated that the Chairs received the letter from the Comprehensive Long Range Plan Committee regarding the SWOT Analysis over the summer, but mistakenly assumed that they did not need to send separate feedback since they had a member on the committee. She stated that they need to send feedback from the entire committee and that she was hoping they could discuss at tonight's meeting, send her feedback and then she would compile and send to them by their deadline at the end of the week. Mr. Johnston stated that they are using the guidelines prepared by the Comprehensive Long Range Plan Committee using the American Planning Association guidelines. Ms. Boynton stated that she approached it from the three questions asked in the letter and noted how odd it was that the schools weren't mentioned more. The SC discussed and shared different ideas to possibly include in the feedback and agreed to send their ideas to Ms. Bout and Mr. Johnston so they could compile the response to the letter.

IX. ACTION ITEMS

A. Vote to approve rescheduling the June 13th professional day to March 12th. A motion was made by Ms. Boynton, for both CSC and CCSC, to approve rescheduling the June 13th professional day to March 12th for the 2017-2018 CCHS calendar, moving the last day of school one day later. The motion was unanimously approved. Ms. Storrs noted that this needs to be over communicated.

B. Vote to approve the Secretaries' Successor Collective Bargaining Agreement. A motion was made by Ms. Boynton, for both CSC and CCSC, seconded by Mr. Johnston, to approve the Secretaries' Three Year Successor Collective Bargaining Agreement for 2017-2020. The motion was unanimously approved.

C. Vote to approve CCHS Geology Field Trip to Maine. A motion was made by Ms. Boynton, seconded by Ms. Storrs, to approve the CCHS geology field trip to Maine with the condition that we receive a signed district liability insurance waiver (MIIA) from all participants. The motion was unanimously approved.

D. Vote to approve Q5 Trip Proposals. A motion was made by Ms. Boynton, seconded by Ms. Bout, to approve the following Q5 Trip Proposals: WWII Tour of Central/Eastern Europe, Quebec Region, Ecuador Exchange 2018, The Fjord and Glacier of Norway by foot, bike and sea kayak, Presidential Traverse and Geology of Maine Coast (not a Q5 trip). Ms. Storrs questioned the cost of the trips and Ms. McMorrow asked if there was any financial support for the trips. Dr. Hunter stated that she would loop back with Mr. Mastrullo and find out about financial support. She also noted that Mr. Mastrullo noted that the trips were trips occurring during Q5, not Q5 trips. Mr. Johnston stated that they should look at affordability of the trips moving forward. Dr. Hunter stated that she would follow up with Mr. Mastrullo on the financial support aspects. The motion was unanimously approved.

E. Vote to approve membership for the Campus Advisory Committee. A motion was made by Mr. Grom, seconded by Ms. Storrs, to approve the membership of the Campus Advisory Committee, consisting of the following individuals:

Mary Storrs, Regional SC member
Robert Grom, Regional SC member

Michael Mastrullo, CCHS Principal or designee
Laurie Hunter, Superintendent
John Flaherty, Deputy Superintendent of Finance and Operations or designee
Brian Schlegel, Facilities Manager
Barry Haley, CCHS Athletic Director
Mary McCabe, CCHS teacher
Ryan Kane, Recreation Director, Town of Concord
Concord Recreation Commission member or designee
2 CCHS students (to be named later)
Kay Upham, community member residing near CCHS campus
Susan Ludi Blevins, community member from Carlisle
Kathleen Ogden Fasser, community member from Concord
John Boynton, community member from Concord

Mr. Conti thanked all of those that showed interest, but were not selected. Mr. Grom stated that the 1st meeting was October 17th at 5:00 PM and the 2nd would be November 21st at 5:00 PM. He noted that they were hoping to hold the meetings at the high school.

IX. OLD BUSINESS

A. Transportation and Facilities Update. Mr. Flaherty stated that the electric bus charger at the bus depot is not operational. He noted that they would like to support some events with the electric bus and they are trying to work that out. He stated that they are working on the STEAM lab and the planning for the Thoreau sidewalk improvements.

X. ADJOURNMENT

A motion was made by Ms. Boynton, for both CSC and CCSC, seconded by Ms. Bout, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:05 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 11/14/17

Abbreviations:

ACLU	American Civil Liberties Union
CASE	Cooperative Association for Special Education
CSC	Concord School Committee
CCSC	Concord-Carlisle Regional District School Committee
CPA	Community Preservation Act
CPC	Community Preservation Committee
CPS	Concord Public Schools
CCRS	Concord-Carlisle Regional School District
CCHS	Concord-Carlisle High School
CHPS	The Collaborative for High Performance Schools
CSEC	Comprehensive Sustainable Energy Committee
CPW	Concord Public Works
CTA	Concord Teachers Association
DESE	Department of Elementary & Secondary Education
ELA	English Language Arts
FAAC	Financial Audit Advisory Committee
FINCOM	Finance Committee
MASC	Massachusetts Association of School Committees
MIAA	Massachusetts Interscholastic Athletic Association
NEASC	New England Association of Schools and Colleges

OPEB	Other Post-Employment Benefits
RTI	Response to Intervention
SEPAC	Special Education Advisory Council
SOI	Statement of Interest
SPED	Special Education
SWOT	Strengths, Weakness, Opportunities, Threats
YRBS	Youth Risk Behavior Survey