

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee
Concord School Committee
Ripley Building
June 12, 2018

Present: Johanna Boynton, Chair, CSC; CCSC
Wallace Johnston, Vice Chair, CSC; CCSC
Robert Grom, Chair, CCSC; CSC
Heather Bout, CSC; CCSC
Courtland Booth, CSC; CCSC
Christine Lear, CCSC

Absent: Mary Storrs, Vice Chair, 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

Ms. Boynton called the CSC meeting to order at 6:10 PM. A motion was made by Ms. Bout, seconded by Mr. Grom, that the CSC would 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 return to Open Session at approximately 6:30 PM. The motion passed by roll call: Bout, aye; Booth, aye; Grom, aye; Boynton, aye; Johnston, aye.

Mr. Grom called the CCSC into order at 6:20 PM and noted that the meeting was being recorded. A motion was made by Ms. Bout, seconded by Ms. Boynton, that the CCSC would 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 return to Open Session in 15-20 minutes or so. The motion passed by roll call: Johnston, aye; Boynton, aye; Grom, aye; Booth, aye; Bout, aye; Lear, aye.

At 6:36 PM, Ms. Boynton called the CSC back into order and Mr. Grom called the CCSC back into order.

A motion was made by Ms. Bout, seconded by Ms. Boynton, to move the Concord Education Fund 2018 Grant Presentation from the Reports for Discussion section to this point in the meeting. The motion was unanimously approved. Mr. Grom welcomed Jared Stanton, new Director of Finance and Operations, to the meeting and thanked him for coming.

Concord Education Fund 2018 Grant Presentation. Tracey Marano and Sean Miller presented the Concord Education Fund checks for CPS in the amount of \$24,448.90 and CCRSD in the amount of \$106,195.00, for a total of \$130,675.90. Ms. Marano stated that they had several joint grants this year, including mindfulness and cultural diversity. Mr. Miller stated that they had roughly 25 grants. Ms. Bout noted all of the value that Concord Education fund brings to the schools and Mr. Grom stated that it was a great example of volunteerism in the community, noting his appreciation.

II. RECOGNITIONS – Justin Moy. Justin Moy, recent graduating senior of CCHS, shared his experiences at CCHS and CPS. He thanked Jessica Murphy, Director of Special Education, for inviting him to speak at the meeting. He stated that without the strong Special Education department of the District, that he wouldn't have been able to participate in many opportunities over the course of his education in Concord. He shared his experiences from his time spent in the Concord Integrated Preschool through CCHS, noting how the District enabled him to have the same experiences as his able bodied peers. He stated that the schools provided him with physical therapy, occupational therapy and adaptive physical education. He spoke about finding his passion for theatre in the 5th grade and how he was encouraged to participate in many activities and trips. He shared his experiences at CCHS, stating how he travelled to Japan and China, noting that he would not have been able to participate in these experiences if the District had not provided him with an aide. He stated that he volunteered at the Concord Integrated Preschool as part of his 40 hours of community

service requirement, noting how rewarding it was. He stated that he also served on the Student Senate while at CCHS. He thanked the District and the SC for everything and noted that he would be heading to WPI (Worcester Polytechnic Institute) in the fall. Justin stated that he has been involved in the Muscular Dystrophy Association since he was young, noting that he was chosen to be a national ambassador.

Mr. Johnston thanked Justin for the courage he's shown and noted how inspired he is every time he sees him on the stage or around campus. Mr. Booth thanked Justin for sharing his hope in learning and development. Ms. Bout noted what an amazing emissary he is for CPS and CCRSD.

Mike Mastrullo, CCHS Principal, stated that Justin is one of the most amazing students he's encountered as a principal, noting how talented and humble Justin is. Justin stated that he would be studying bioinformatics and computational biology at WPI, with the goal of working with academics and the pharmaceutical industry in trying to cure muscular dystrophy.

Student representative, Ariel Waldmen, stated that today was the last day of finals and noted that Q5 starts tomorrow. She stated that all of the Q5 trips (New Hampshire, Ecuador, Quebec, Germany, Norway) have already left. She stated that the Girls Cross Country Relay Team has made it to the New England championship at UNH, noting that the relay team made top 10. She stated that the Adrian Martinez Classic took place last Thursday. She stated that the Softball Team made it to round 2 of the playoffs and the Girls Lacrosse Team made it to round 3 of the playoffs. She stated that the seniors graduated last Saturday.

III. PUBLIC COMMENTS

1. Emerson Lin, 92 Powers Road, Concord, MA. Emerson Lin, student at CMS, thanked the SC for choosing Mr. Cameron as principal, noting how amazing he is. She stated that Mr. Cameron helped the robotics students by doing fundraisers and by staying past school hours to help them reach their goal.

2. Valerie Tratnyek, 43 Hill Street, Concord, MA. Ms. Tratnyek shared a message she sent to the SC, thanking them for what she considers to be a "turnaround", noting all of the scheduled meetings to inform and serve the communities of Concord, Carlisle and Boston. She congratulated the SC for hiring a new superintendent, noting that Dr. Hunter is a thoughtful and determined problem solver. She noted the willingness to listen and consider multiple views in this administration. She also thanked them for hiring Mike Mastrullo as the CCHS principal, noting that in a short time, he has created a happier climate, noting how well liked he is and genuinely engaged he is with the student body. *[Note: The School Committee does not hire Principals. Mr. Mastrullo was hired by former Superintendent Diana Rigby.]* She offered a sincere thank you to the SC for all of their work.

IV. READING OF THE MINUTES

A. Open Session – Jt. Meeting – 5/7/18, 5/21/18. A motion was made by Ms. Bout, seconded by Mr. Johnston, to approve the joint meeting minutes from 5/7/18 and 5/21/18. Ms. Bout noted edits to both sets of minutes. The motion was unanimously approved, with Ms. Bout's edits.

V. CHAIRS & LIAISONS REPORT

Mr. Johnston stated that the Concord Long Range Plan is almost complete and that a final draft will be available for public viewing. Mr. Grom thanked Mr. Mastrullo and his staff for a flawless CCHS graduation ceremony. He also stated that he attended both Rosebush Ceremonies and noted what a great group of teachers were represented.

VI. SUPERINTENDENT'S REPORT

Dr. Hunter recognized the passing of Betsy Woods, noon aide in the cafeteria at Thoreau for 29 years, after a brief illness. She stated that final large group Strategic Planning meeting took place on Monday, June 11th. She stated that they have solid drafts of objectives and initiatives, noting that the administrators will be meeting with the consultant next week to solidify outcomes. She stated that they also discussed core values, the mission statement and the communication piece. Dr. Hunter stated that she would bring an overview to the June 26th meeting. She stated that the Education Fund has sponsored professional development work next year around cultural proficiency, noting that they will be opening in August with a Pre-K to 12 staff presentation by Dr. Beverly Daniel Tatum, renowned for her work on cultural proficiency. Dr. Hunter stated that they have been working with the elementary schools around mindfulness and are updating the Open Circle material. She noted that she attended Alcott and Thoreau's field days and has been

attending as many events as she can. She stated that she attended the Concord-Carlisle Community Chest's Day of Giving, noting there was a wide representation of the community. Dr. Hunter stated that the STEAM renovation lab is under construction and will open in the fall, noting that CEF is sponsoring the furniture. She stated that the Special Education review draft was received and that they would be providing feedback and edits prior to sharing the report.

VII. REPORTS FOR DISCUSSION

A. CCHS 2017-2018 School Improvement Plan Update. Mr. Mastrullo stated that the 1st Goal was to utilize student work and data to drive targeted innovations and/or adjustments in teaching and learning. He highlighted the student feedback goal, noting that 25 teachers adopted it. He stated that RTI would be implemented next year, noting that all 9th graders will be screened in ELA, math and social/emotional learning. He noted that it would take about 20 minutes per screener. He stated that progress monitoring would occur every 4-6 weeks to identify if strategies were working. He stated that presentation skills were another goal developed by the leadership team, noting that the entire school could benefit from working on presentation skills.

Mr. Mastrullo stated that Goal 2 was to cultivate positive connections among all community members in order to promote a mindful culture of wellness, responsibility and good citizenship. He stated that the Special Education model has been challenging to meet the needs of all students, noting that there wasn't enough face time with case managers. He stated that study skills in the current model are focused on homework triage, noting that the homework load is heavy. He noted that the current model over relies on tutors. He stated that the current model is assigned by grade level and next year would be a cohort model, noting that students will be grouped by strengths and deficits, allowing teachers to support in a more specialized way. He noted examples of such cohort models, including: social, communication, executive functioning, social/emotional learning and reading/writing skills. Mr. Mastrullo noted that the trips that occur during Q5 are not Q5 trips, but trips that are occurring during Q5. He stated that Q5 starts tomorrow, June 13th, noting all of the planning and work that has gone into it. He stated that there are 76 courses being offered.

Mr. Mastrullo stated that Goal 3 was to foster a culture of academic engagement, curiosity, honesty and inquiry. He stated that they are focusing on a reading culture and have provided students and staff with book recommendations to read over the summer. He stated that Challenge Success looks to teach students how to reduce and manage stress. He stated that the 3 focal areas this year are: homework, engagement and extracurricular activities. He stated that they provided students with a time management resource to look at when picking their schedules to allow them to make an informed decision. He also stated that they sent letters to coaches with guidelines of how long practices could be. He stated that they are not giving homework over vacations and are coordinating assessment days around the end of quarters/semesters to avoid several tests at the same time.

Mr. Mastrullo stated that Goal 4 was a culture of sustainability throughout the school community. He noted the Carpool to School Week, the recycling effort currently occurring at the school and partnerships with local community groups.

Mr. Mastrullo stated that they are looking forward to early release days next year, noting that there will be 4 early release days. He shared the professional development work and the paths that were developed: implementing the SPED report, instructional methods/best practices, social/emotional learning and interdisciplinary work. He noted that cultural competency would be imbedded into each path.

Ms. Bout noted the amount of growth enrichment happening at CCHS. Mr. Mastrullo noted how important the collaboration has been, not only by department, but also across department. He stated that it is a culture where student voice is encouraged.

VIII. CORRESPONDENCE

Mr. Grom stated that he received an email from Partners for a Campus Track, a group in favor of a track at CCHS.

IX. OLD BUSINESS

A. Superintendent Evaluation Self-Assessment. Dr. Hunter shared her self-assessment with updates and additional references to evidence under each standard and each goal. Ms. Bout thanked Dr. Hunter for providing all of the information.

B. Legal Request for Proposals Update and Review Process. Dr. Hunter stated that after surveying other districts, there are 4 firms being used extensively by multiple districts. She stated that the RFP has gone out to 6 firms total, the 4 used by other districts as well as the 2 currently being utilized. She questioned if the SC wanted a broader band of feedback before making a decision. Mr. Johnston stated that opening it up to more firms would be beneficial. Ms. Bout agreed with Mr. Johnston, noting that they would know they've done their due diligence. Dr. Hunter recommended extending the current deadline of June 15th to July 1st.

C. Budget Subcommittee. Mr. Grom stated that they have had a budget subcommittee for a year that has been focused primarily on benchmarking. Mr. Johnston suggested that Vice Chairs work with the Finance Director on the budget development and that the Budget Subcommittee could be more focused on current year budget issues/developments that need to be addressed. Ms. Bout stated that she thinks it makes sense to have the Vice Chairs more involved in the budget process and that part of the charge for the Budget Subcommittee should include looking at the process of creating the budget, at least for the 1st year. Ms. Boynton stated that she feels like they may be complicating the process and noted her concern for keeping communications open between all involved. Mr. Johnston stated that there may be more work next year with the new Finance Director and noted that he doesn't feel that updates to the SC from the Budget Subcommittee would be hugely time consuming.

Dr. Hunter stated that there are two layers: 1) the internal workings of how the budget will be developed and pivotal points that the SC would need to be involved in and 2) the front facing part of the dynamic between both towns finance committees and how messages will be delivered. She noted that it's up to the SC whether or not there's overlap between the SC and the Budget Subcommittee. Ms. Bout agreed that there's value in spreading out the work, but not if it creates extra work and communication challenges.

Mr. Johnston stated that he and Ms. Bout would work on the Budget Subcommittee charge.

D. CCHS Laptop Program. Dr. Hunter stated that they have been looking at the technology at CMS and CCHS. She stated that at CMS, there is a 1:1 program in which the District funds the laptops and owns them throughout the 3 years. She stated that at CCHS, that is not the case, and that it is a combination of: borrowing, leasing to own or bringing your own. Dr. Hunter stated that the combination has proven to be very challenging, especially the lease to buy. She stated that they work with an outside vendor to do the finance piece (bookkeeping), noting that they find themselves in the collection business. She stated that there have been challenges with the vendor, and that the relationship is no longer available. She noted that there were originally 160 families in the incoming class when lease to buy was originally rolled out, and that last year, it dropped to 40 families.

Dr. Hunter stated that the line item on the high school's budget is \$380,000. She recommended moving away from the outright purchase option and move into a lease mode in which they pay over the course of three years and then own the machines after buying them for \$1.00 from Apple, and then the machines become capital assets. She noted that this would allow them to always have up to date machines for staff and students. Dr. Hunter also noted that they have been looking into whether or not they need to maintain all of the desktops throughout the District, since staff have laptops. She noted that removing the desktops from the replacement cycle would be a cost savings.

Dr. Hunter recommended: 1) phasing out the lease to buy program at CCHS 2) leasing the machines and then owning them all for the incoming freshman class over 3 years and 3) using \$111,000 of the \$380,000 to fund the lease for the upcoming freshman class. Mr. Flaherty noted that they would need to maintain the \$380,000 in the budget. He noted that the \$111,000 lease payment would provide 300 machines for the incoming freshman class and if they bought them outright, the \$111,000 would only provide for the cost of 100 machines. Mr. Johnston asked what the budget line item would look like in 3 years time and Mr. Flaherty stated that it would be at \$500,000. Dr. Hunter stated that she would provide more detail regarding the cost scenarios and that she would not put the survey out based on the SC's support.

E. CCHS Campus: Parking Update, Drainage on Lower Field, Campus Advisory Committee. Ms. Boynton stated that the entire CCHS campus is in the groundwater conservancy district, which triggers the need for special permits

and the involvement of town departments. She stated that when the new high school was built, they wanted to reduce the impervious surface on the campus, noting that the maximum impervious surface that can be on the campus is 15%. She stated that the old high school was 20.25%. She stated that the old student parking lot (site of the capped landfill) was calculated in the percentage. She stated that if they increase the percentage of impervious surface, it would be concerning. She noted that if they put parking on the capped landfill site, it would not increase the impervious surface, but if they placed parking somewhere else, it would increase it. Ms. Boynton stated that they would need to apply for an amendment for a special permit if they wanted to add a parking lot or track. She stated that this involves an initial meeting with the idea that goes to the planning board and would trigger an initial meeting of all of the boards involved. She noted that each department would have specific concerns regarding what was being added. Ms. Boynton noted that there is no such thing as temporary parking because they would have to go through all of these steps. Ms. Boynton stated that when the new high school project and CC at Play project were happening, the drainage at the lower field issue was raised. She noted that there were several outstanding issues from that time that still need to be addressed.

Dr. Hunter stated that she's been working with high school administrators on short-term parking. She stated that there are 184 legal spots and that 210 spaces were needed this year for seniors and noted that this is where the Beede Center arrangement came into play. She noted that 2/3 of the graduating class were looking for parking. She recommended the following: 1) line and number the spots along the Beede road (50-60 spaces) 2) assign spots to seniors 3) number and assign numbers to juniors by lottery (25 -30 spaces). She noted that they would no longer be using the Beede Center lot for parking. Ms. Boynton stated that they need to craft the message so families are able to get ready and manage expectations.

Dr. Hunter stated that the drainage issue on the lower softball and baseball field is a remaining item from the CC at Play project. She stated that she received a memo on May 9th from the NRC stating that there was an agreement saying that certain remediations would take place and that the last remediation was removal and relaying of the drainage pipe along the lower part of the field. She noted that the memo came with a corrective action plan due May 31st and that they met with the NRC and have worked with CC at Play on a cost estimate, which is \$20,000 plus a design cost of \$6,700. Dr. Hunter stated that she hasn't had an engineer yet feel that this would remediate the problem. She noted that the NRC has said they would sign off if this remediation occurs, but noted how wary she was with the cost and uncertainty of the outcome.

Mr. Grom stated that the parking and track are 2 of the 5 preferred projects and are potentially in conflict with each other. He stated that he was in favor of creating a campus subcommittee. Ms. Boynton stated that they need to take care of the outstanding issues on campus. Mr. Johnston stated that there are different levels of timeliness and that the drainage piece needs to be resolved. He noted that the subcommittee could manage long term planning pieces of the campus. Mr. Grom stated that he feels there should be 4-5 SC members on a subcommittee that would work through the summer to ensure they have a potential warrant article ready for October. He noted that he would work on the subcommittee charge.

X. ACTION ITEMS

A. Vote to accept donations to support Ripley Drinking Fountain. A motion was made by Ms. Bout, seconded by Mr. Booth, to accept donations to support the Ripley Drinking Fountain in the amount of \$325. The motion was unanimously approved, with thanks.

B. Vote to approve CCHS Girls Varsity Soccer Trip to NH. A motion was made by Ms. Bout, seconded by Ms. Boynton, to approve the CCHS Girls Varsity Soccer team bonding trip to Oxford, NH on August 31 to September 2, 2018 with the condition that a signed district liability insurance waiver (MIIA) is received from all participants. The motion was unanimously approved.

C. Vote to approve School Committee Policies

- File EFD – Meal Charge Policy
- File IJND – Access to Digital Resources
- File IJNDB – Empowered Digital Use Policy
- File IJNDC – Internet Publication
- File IJOA – Field Trips

- File IJOB – Community Resources Persons/Speakers
- File IJOC – School Volunteers
- File IK – Student Progress Reports to Parents/Guardians
- File IKE – Promotion and Retention of Students
- File ILD – Student Submission to Educational Surveys and Research
- File IMG – Animals in School or on School Grounds
- File JICH – Alcohol, Tobacco, and Drug Use by Students Prohibited
- File GBEBD – Online Fundraising and Solicitations - Crowd funding

Dr. Hunter noted an edit to File IJNDC. A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Ms. Boynton, for both CSC and CCSC, to approve the above school policies, as edited. The motion was unanimously approved.

A motion was made by Ms. Bout, seconded by Ms. Boynton, to adjourn the CCSC portion of the meeting. The motion was unanimously approved and the CCSC meeting adjourned at 8:57 PM.

CPS

XI. REPORTS FOR DISCUSSION

A. K5 Handbook First Draft. Sharon Young, Principal of Alcott, shared a list of changes to the K5 Handbook, noting that most of the changes were cleanup. She noted that there would be 1 handbook for all 3 elementary schools.

A motion was made by Ms. Bout, seconded by Mr. Johnston, to approve the new K5 Handbook as presented. The motion was unanimously approved.

B. K-5 2017-2018 School Improvement Plan Updates. Sharon Young, Principal of Alcott, Angel Charles, Principal of Thoreau, and Matt Lucey, Principal of Willard, presented the K-5 2017-2018 School Improvement Plan updates. Ms. Young stated that they have common assessments as well as a comprehensive RTI program, noting that they were all expanding their Tier 1 services. She stated that they would also be expanding the Tier 2 and 3 services as well to meet the needs of their students, especially high needs. She stated that they meet every 6-8 weeks to discuss students in need of extra support, develop a plan and then implement the plan. She stated that they meet again 6-8 weeks later to review progress. Ms. Young stated that they are sharing best practices among the three of them as well as teachers district wide. Mr. Lucey stated that they are gathering data on interventions to ensure that progress is being made. He noted that sharing information between schools has been very beneficial. Ms. Young noted that the needs of students are different, and that they are trying to create a menu of services.

Ms. Charles stated that they have implemented many new materials this year, including: a comprehensive health curriculum, science curriculum, and the Lucy Calkins units of study. She noted that the 5th grade and some 4th grade students have visited the STEAM lab.

Mr. Lucey stated that each school has tiered levels for social/emotional behavioral support. He noted that they are using: Open Circle, Lunch Bunches, Social Thinking and Zones of Regulation. He noted that there are school wide behavior systems, which reward positive actions, such as: Give a Hoot, 3 B's and Recess Rock star.

Ms. Young stated that they are targeting interventions for high needs students to ensure they are as close as possible to end of year benchmarks.

Ms. Charles stated that the supervisor evaluation system in place is tremendously cumbersome and time consuming, noting that each principal has between 35-45 evaluations to complete. She stated that they would be able to do a more effective job if they could decrease the number of evaluations. She noted that these evaluations do not include noon aides, support staff, tutors and custodians. Dr. Hunter stated that the regulations require a joint labor management team be in place to maintain an ongoing review of deadlines. She noted that she has spoken with the CTA about getting that up and running in the fall. She stated that they also need to look at the leadership structure at the elementary schools.

Mr. Lucey stated that they are looking forward to technology planning and the overall 5-year plan. Ms. Charles stated that they have been participating in the strategic planning process at the elementary level. She noted how helpful it has been in getting the three principals together.

XII. ACTION ITEMS

A. Vote to surplus books at Alcott Library. A motion was made by Ms. Bout, seconded by Mr. Johnston, to surplus books at the Alcott Library. The motion was unanimously approved.

B. Vote to accept proposed improvements to Alcott Garden. A motion was made by Ms. Bout, seconded by Mr. Johnston, to accept proposed improvements to Alcott Garden. The motion was unanimously approved.

C. Vote to accept gift CMS playground equipment. *Motion to be voted at the June 26th meeting.* Justin Cameron, CMS Principal, shared pictures of playground equipment to be placed at Peabody and Sanborn, noting that they are moveable if needed. Ms. Boynton noted what a wonderful addition the structures are to CMS.

XIII. ADJOURNMENT

A motion was made by Mr. Johnston, seconded by Ms. Bout, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 9:35 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 6/26/18

Abbreviations:

ACLU	American Civil Liberties Union
CASE	Cooperative Association for Special Education
CEF	Concord Education Fund
CSC	Concord School Committee
CCSC	Concord-Carlisle Regional District School Committee
CMLP	Concord Municipal Light Plant
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
FCCPF	Friends of Concord Carlisle Playing Fields
GASB	Governmental Accounting Standards Firm
MAAB	Massachusetts Architectural Access Board
MASC	Massachusetts Association of School Committees
MIAA	Massachusetts Interscholastic Athletic Association
NEASC	New England Association of Schools and Colleges
NESDEC	The New England School Development Council
NFPA	National Fire Protection Association
OPEB	Other Post-Employment Benefits

PEG	Public Education Government
RTI	Response to Intervention
SEPAC	Special Education Parent Advisory Council
SOI	Statement of Interest
SPED	Special Education
SWOT	Strengths, Weakness, Opportunities, Threats
YRBS	Youth Risk Behavior Survey