

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee
Concord School Committee
Ripley Building
July 24, 2018

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

Present from Administration: Dr. Laurie Hunter, Superintendent of Schools, CPS & CCRSD
Jared Stanton, Director of Finance & Operations, CPS & CCRSD

I. CALL TO ORDER

Ms. Boynton called the CSC meeting to order at 5:03 PM. Mr. Grom then called the CCSC meeting to order and noted that they were being recorded. A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Mr. Johnston, for both CSC and CCSC, that the CSC and CCSC 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 5:45 PM. The motion passed by roll call: Johnston, aye (for both); Boynton, aye (for both); Grom, aye (for both); Storrs, aye; Bout, aye (for both); Booth, aye (for both); Lear, aye.

Ms. Boynton called the CSC meeting back into order at 5:45 PM and Mr. Grom called the CCSC meeting back into order and noted that they were being recorded.

II. PUBLIC COMMENTS

None.

III. READING OF THE MINUTES

A. Open Session – Jt. Meeting – 6/26/18. A motion was made by Ms. Boynton, seconded by Mr. Booth, to accept the joint meeting minutes from 6/26/18. Ms. Lear and Ms. Bout abstained from the vote. The motion was approved by the other members.

IV. CHAIRS & LIAISONS REPORT

Mr. Booth stated that the Public Access Advisory Committee met on 2 occasions and are putting together mechanisms to draw public comment/concerns/feedback to learn about public sentiments around public access and how the Town is doing with its relationship with Comcast.

Mr. Johnston stated that the Long Range Plan is complete.

Mr. Grom stated that he attended the Concord Select Board meeting and that a verbal proposal was made by a Fincom member concerning a permanent municipal building committee that would look at town buildings going forward, noting that it could potentially involve K-8 buildings. He noted that there is a Fincom meeting scheduled for Thursday, July 26th, at which they should learn more information. Ms. Bout questioned how this potential committee would interact with a building committee from the schools should an MSBA building project occur. Mr. Grom stated that they should know more once Fincom receives an official proposal.

Mr. Grom stated that the Town of Concord would be starting a search for a new town manager because Chris Whelan's contract is up in June of 2019.

V. CORRESPONDENCE

Dr. Hunter stated that they received 5 responses to the RFP's sent by invitation and 1 response to the public RFP for legal services. She stated that she has phone screenings and reference calls started and would be bringing her recommendation to the August workshop.

VI. NEW BUSINESS

A. Entry Update: Jared Stanton, Director of Finance of Operations. Mr. Stanton shared a summary of what he's been working on since he became Director of Finance and Operations. He stated that they are working on closing out FY18, noting that they estimate E&D to be about \$924K, or about 2.74% for the region. He stated that they hope to raise it to 3% for FY19. He stated that they were able to apply for extraordinary relief on the K-8 side for tuitions and were able to prepay tuitions for this year. Dr. Hunter noted that the prepaids were due to the fact that they froze the budget. Mr. Stanton stated that he attended an EOYR workshop and that there were little to no changes, but noted that they are not allowing any extensions going forward. He stated that he is approving PO's for FY19 and getting an understanding of the budget and payroll process. He stated that he is working on an electronic warrant process and would be presenting it to the SC. He stated that he's met with most principals to review FY19 and FY20 budgets, FY18 actuals and 5-year histories. He stated that he met with Concord Fincom members to discuss timelines and also met with Carlisle's Superintendent James O'Shea and Business Manager Susan Pray. Mr. Stanton also noted that he met with TD Bank, which manages the region's banking.

Mr. Stanton stated that he's been to all of the buildings and has been working on a maintenance list and timeline. He stated that he met with the Board of Health and visited the absorption field at CCHS as well as the parking lot and shed project.

Mr. Stanton stated that they hired Beth Duddy as HR Manager and that they are posting the Assistant Business Manager position. He stated that they would be posting Beth Duddy's prior job as HR Generalist and noted that Ms. Duddy has been doing a great job running the HR office the last few months. Mr. Booth noted that they would be well served with Ms. Duddy as HR Manager, stating that she has proven herself many times over to the school district.

VII. OLD BUSINESS

A. Budget Subcommittee Formation. The SC reviewed the proposed charge of the Budget Subcommittee and discussed wording changes/edits and the general understanding of the committee's role in the budget. Dr. Hunter noted that there would be several layers in the budget process in which the budget subcommittee would come into play. A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Mr. Booth, for both CSC and CCSC that a Budget Subcommittee be formed according to the updated charge discussed at this meeting, until the end of the 2019 Concord and Carlisle town meetings. The motion was unanimously approved.

A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Mr. Johnston, for both CSC and CCSC, to seat Mr. Johnston, Ms. Bout and Ms. Lear on the Budget Subcommittee. The motion was unanimously approved, with thanks.

B. CCHS Master Plan Subcommittee Formation. Mr. Grom stated that the formation of a CCHS Master Plan Subcommittee is very important, especially with the parking situation and the possibility of a special town meeting in Concord in October. Ms. Boynton shared a draft of the charge she had created. The SC discussed the need for short term planning work that would occur with the warrants as well as future priorities. Tom McKean, Chair Concord Select Board, noted that the warrant may close mid August. Mr. Johnston noted that they would need to approve the warrant articles. Dr. Hunter noted that her vision for the special town meeting was to pursue the drainpipe and lower field as well as a study. The SC discussed changes/edits to the proposed charge.

Ms. Bout suggested creating a subcommittee of a few SC members due to the timeframe and urgency of the warrants. Ms. Storrs, Ms. Boynton and Mr. Grom shared their interest in being on the subcommittee and discussed possible dates to meet. The SC agreed upon the name of CCHS Campus Oversight Subcommittee as the name of the subcommittee.

A motion was made by Ms. Storrs, seconded by Ms. Bout, to establish the CCHS Campus Oversight Subcommittee with the charge as edited. The motion was unanimously approved.

A motion was made by Ms. Bout, seconded by Mr. Johnston, to nominate Ms. Storrs, Mr. Grom and Ms. Boynton to the CCHS Campus Oversight Subcommittee. The motion was unanimously approved.

VIII. ACTION ITEMS

A. Vote to accept donation from the Ruetters Family Charitable Foundation. A motion was made by Ms. Storrs, seconded by Ms. Bout, to accept a gift in the amount of \$20,000 to the CCHS Ruetters Enrichment Series Fund, with gratitude. The motion was unanimously approved.

B. Vote to accept donations to support Ripley Drinking Fountain. A motion was made by Ms. Storrs, seconded by Ms. Bout, to accept donations to support Ripley Drinking Foundation in the amount of \$122. Dr. Hunter noted that there has been great community effort to fund a sustainable drinking fountain at Ripley. The motion was unanimously approved.

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

D. Vote to accept gift to CCHS. A motion was made by Ms. Storrs, seconded by Ms. Bout, to accept a gift with gratitude in the amount of \$300 to the Lighthouse Program at CCHS. The motion was unanimously approved.

E. Vote to accept CC at Play gift of shed on CCHS Campus. A motion was made by Ms. Storrs, seconded by Ms. Bout, to accept a CC at Play gift of a storage shed on CCHS Campus. Dr. Hunter stated that this has been a longstanding unfinished piece of the CC at Play project. She noted that the Planning Board may need to review the plans due to the amount of impervious surface since it is a little larger than the original plan, but recommended a vote of approval pending the building permit. Russell Dion, Vice President CC at Play, stated that the storage shed would be built on the same site as the permitted plan, noting that the shed itself is smaller than previously planned, but that the total impervious surface may indeed be larger. He stated that the building would be 1,100 square foot wood frame structure, with an electric panel for lighting and also charging equipment. Ms. Storrs noted her concern for having a building that is unsecured on campus. Dr. Hunter stated that they would look into ways of securing the building. Ms. Boynton noted that if the building is constructed during school time, parking might be tight. Mr. Dion noted that they've reached out to Mr. Mastrullo regarding parking during construction. The SC thanked Mr. Dion for all of CC at Play's work with the storage shed. Mr. Booth questioned what he telecommunication ability in the building would be and Mr. Dion stated that they have not planned for any, but that they have spoken with Mr. Schlegel about providing additional electrical service to the building based on needs identified. The motion was unanimously approved.

IX. ADJOURNMENT

A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Ms. Boynton, for both CSC and CCSC, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 7:36 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 9/25/18

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
CCRSD	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
EOYR	End of the Year
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