

Present: Wallace Johnston, Chair, CCSC; CSC
David Model, Vice Chair, CCSC
Heather Bout, Chair, CSC; CCSC
Courtland Booth, Vice Chair, CSC; CCSC
Cynthia Rainey, CSC, CCSC
Yuval Erlich, CSC, CCSC
Eva Mostoufi, CCSC

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

PUBLIC HEARING CPS BUDGET FY21

Ms. Bout called the Public Hearing on the CPS Budget FY21 to order at 6:33 PM. Mr. Stanton stated that the District completed a zero-based budget process, reviewing 3-5 years of legal, salaries, class sizes, contracted services, tuitions and all items included in the budget. He stated that the Superintendent's Recommended Budget for FY21 is \$40,782,874, a 3.54% increase, noting that this was a change from the last time he presented the budget, because of an error in a formula, for a difference about \$12,000. He shared the FY21 Budget by 1000 Function. Mr. Stanton stated that large budget drivers included: in-district leadership and administration, instructional leadership, and programs with other districts. He stated that the budget drivers were broken down by 37 different expense types and 16 different salary categories, such as: contingencies, contract services, employee separation, equipment, fees, legal, and teacher longevity. He stated that for something to be considered a budget driver, it needed to have a budget difference from the previous year of over \$60,000. Mr. Stanton reviewed the budget drivers, including: salary-admin, salary-aid, principals/asst. principals, salary-teachers, salary-tutors, special education tuitions and utilities. Mr. Stanton reviewed \$234,574 worth of cost savings, including: decrease in contact services in special education, maintenance, special education transportation and district wide toner contract. He noted that the decrease in salary-clerical was due to a budget correction, not a reduction in FTEs. Mr. Stanton stated that the District is projecting \$394,659 in savings from the early retirement incentive program. He then reviewed the 375.59 FTEs, noting that several categories are split between CPS and CCRSD. Mr. Stanton reviewed the offsets in the revolving accounts and special education tuitions, noting that there were 27 students in FY20 out of district and 20 are projected for FY21. He noted that this number is very fluid.

Mr. Stanton shared data from 13 comparable districts from cleargov.org, including: per pupil expenditures vs. peer groups, instructional services per student, total FTE's vs. peer groups, and student to teacher ratio. He reviewed the budgets for each of the seven budget locations: Preschool, District Wide Elementary, Alcott, Thoreau, Willard, CMS, and District Wide/Ripley. He stated that: the Preschool budget decreased due to the preschool tuition offset; the District Wide Elementary decrease is due to all special education tuitions being moved to District Wide; Alcott, Thoreau and Willard's budgets were increasing, noting the hiring of the Assistant Principals; CMS is increasing, noting the addition of the Team Chair; District Wide Ripley budget increased due to the tuitions and increase in contingency.

Ms. Bout asked Mr. Stanton to clarify the zero-based budget process and Mr. Stanton stated that every line started at zero, from teacher salaries to supplies, utilities, tuitions, and contract services. Ms. Bout noted the huge time commitment of the zero based budget process, thanking Mr. Stanton. Mr. Stanton stated that the CPS budget is about \$97,000 above the FINCOM guideline. Mr. Booth asked to further understand what would be considered for contingency and Mr. Stanton stated tuitions, staffing due to move ins, tutors, and security.

No public questions or comments.

A motion was made by Mr. Johnston, seconded by Ms. Rainey, to close the Public Hearing on the CPS Budget FY21. Mr. Booth noted that Mr. Stanton's presentation would be available on the District website and Ms. Bout noted that the SC would be voting the budget at the next SC meeting. The motion was unanimously approved and the Public Hearing closed at 7:01 PM.

PUBLIC HEARING CCRSD BUDGET FY21

Mr. Johnston called the Public Hearing on the CCRSD Budget FY21 to order at 7:08 PM. Mr. Stanton stated that the CCRSD budget was created through a zero-based budget process, during which legal, salaries, class sizes, contracted services, memberships/fees, professional development, special education and supplies/materials were all reviewed and built from zero up. He stated that the CCRSD FY21 Superintendent's Recommended Budget is \$35,444,885, 2.18% higher than the FY20 School Committee approved budget. He reviewed the budget by DESE 1000 Function. Mr. Stanton reviewed budget drivers, including: in district leadership and administration, instructional leadership and fixed assets, reductions in programs with other districts. He noted that the budget drivers were broken out into 48 different expense categories and 17 different salary categories. He stated that, for something to be considered a budget driver, it had to have a difference of \$60,000 from the previous year. He then reviewed budget drivers, including: salary-guidance, contract services, vehicles/buses, insurance, salary-teachers, salary-tutors, and utilities. He noted that the 7.21% increase in the salary-teachers line was due to steps and lanes. Mr. Stanton reviewed cost savings, including: decreases in charter/school choice assessments, special education tuitions and debt. He stated that the District is projecting \$130,339 in early retirement incentive savings. Mr. Stanton stated that FTE's were broken out into 15 different categories, to include a total of 203.78 FTEs, noting that some categories were split between CPS and CCRSD. He also noted that the Athletic category included coaches. He stated that there is about \$240,000 in offsets in grants/revolving accounts.

Mr. Stanton stated that \$2,775,850 is budgeted for Special Education tuitions, and \$956,371 in tuition offsets. He stated that there are currently 41 students out of District, noting that the District is projecting 35 students for FY21. He stated that this is a very fluid number. He shared benchmarking data from 11 comparable peer groups, including: per pupil expenditures vs. peer groups, instructional services per student vs. peer groups, total FTEs vs. peer groups, student to teacher ratio, and total teacher per student vs. peer groups.

Mr. Stanton stated that the FY22 OPEB funding amount is subject to change, as a result of the June 30, 2019 valuation. He shared the District's OPEB funding schedule, as of June 30, 2018. He stated that an FY21 contribution of \$548,087 is required to meet the actuarially determined 2038 funded target date. Mr. Stanton stated that health care costs will only slightly increase in FY21 over FY20 budgeted. He stated that debt is going down by approximately \$97,000 in FY21.

Mr. Stanton stated that, unlike the CPS side, CCRSD is responsible for projecting revenue. He stated that the general fund estimated revenue is \$3,831,261. Mr. Stanton stated that, based on the Regional Agreement, assessments are dictated by the October 1 enrollment numbers. He stated that, as of October 1, 2019, Concord had 76.1% of the enrollment share and Carlisle had 23.9%. He stated that the amount above Chapter 70 and local revenue is \$27,192,134, the amount above Chapter 71 reimbursement is \$69,787, and the amount to assess is \$4,351,703.

Mr. Stanton stated that the District doesn't know Carlisle's guideline number, but that the District is currently about \$150,000 below the original guideline set by Concord.

A motion was made by Ms. Rainey, seconded by Ms. Bout, to close the Public Hearing. Mr. Booth commended Dr. Hunter and Mr. Stanton for the budget clarity. The motion was unanimously approved and the CCRSD Budget Public Hearing ended at 7:23 PM.

I. CALL TO ORDER

Mr. Johnston called the CCSC meeting to order at 7:31 PM, noting that it was being recorded. Ms. Bout then called the CSC meeting to order.

Student Rep, Amy Tedeschi, provided updates from the high school: the CCHS Football team beat Bedford at the Thanksgiving football game, Will Chapman won the NXR Northeast championship, winter sports have begun, the

spring musical was just announced - "9 to 5", improv show on Friday (December 13th), iqhFEST auditions are occurring this week, students are under stress due to exams, and the Laramie Project play was amazing.

Dr. Hunter noted the several concerts occurring: the Choral Concert at CMS, Instrumental Groups concert grades 4-8, and annual PRISM concert at CCHS.

II. PUBLIC COMMENT

None.

III. CHAIRS & LIAISONS REPORT

Ms. Mostoufi stated that SEPAC held a Board Meeting in November and that parents were very happy at the level of communication being pushed out to families, including events and things that are happening in SEPAC. She stated that she attended the talk on inclusion and can report on the presentation if any of the SC members were interested. She stated that the next SEPAC meeting is January 23, 2020 at 12:30 PM at the Hunt Recreation Conference Room. Ms. Mostoufi stated that SEPAC has requested that the SC ask more questions on special education at SC meetings.

Ms. Rainey stated that the Sustainable Concord Open House would be December 11th, from 4:30-7:30 PM at the CCHS cafeteria.

Ms. Bout stated that she attended the Finance Subcommittee guidelines meeting and a few SC members attended the Town Meeting Coordination meeting on Saturday, at which a preview of warrant articles was presented. She stated that Mr. Stanton gave a high level presentation on the Districts' numbers. Ms. Bout stated that the League of Women Voters Education Committee is holding a coffee for members in the afternoon on December 11th, noting that members of the CMSBC will be present to discuss the middle school building project.

Mr. Johnston stated that Mr. Stanton also presented to the Carlisle FINCOM, noting that the conversations went well.

Mr. Erlich stated that the Policy Subcommittee would be meeting on December 19th at 9:30AM, noting that the Subcommittee would be discussing the creation of a civil rights/hate crime policy.

IV. CORRESPONDENCE

Mr. Johnston stated that he received an inquiry on the cost to rent the CCHS auditorium.

V. NEW BUSINESS

A. First Reading School Committee Policies

- File: ADC – Tobacco Use on School Premises Prohibited
- File: BDFA – School Councils
- File: GBED – Tobacco Use on School Property by Staff Members Prohibited
- File: JF – School Admissions
- File: JHD – Exclusions & Exemptions from School Attendance
- File: JI – Student Rights & Responsibilities
- File: JICG – Tobacco Use by Students
- File: JICH – Alcohol, Tobacco & Drug Use by Students

Mr. Erlich stated that he wanted to pull out File: JICG from a consent agenda because the Subcommittee suggested removing it from the manual. He then reviewed the change to File: BDFA and Ms. Rainey suggested checking the information on the Department of Education website to make sure they are in compliance. Mr. Erlich noted that the changes in the other policies were wording updates and the addition of cross references, noting the changes didn't include substantial changes.

VI. ONGOING BUSINESS

A. CCRSD Capital Article. Mr. Stanton stated that he reached out to Gale for updated numbers. He stated that Gale is projecting a 7% increase in costs of a parking lot over the last estimate, including a 15% contingency. He

stated that Gale's estimate on the engineering, design, permitting, bidding and construction phase for the new 104 car lot would be going up about 10% from their projections last year. He noted that the District would not have to go out to bid for the design portion. Mr. Stanton stated that, due to the increase in revenue this year, he recommends absorbing the design portion in the general fund, an estimated amount of \$78,190. Dr. Hunter noted that the design would allow the District to engage in the permitting process with the Town of Concord. Mr. Erlich questioned the \$9,400 of "other" in Gale's proposal and Mr. Stanton stated that Gale would handle phases 1-5 as part of its proposal. Dr. Hunter noted that she would be happy to have Gale attend a January meeting to answer questions on specific numbers. Mr. Erlich noted the long list of items that are not included in Gale's estimate on page 8 and questioned the line on mitigation. Dr. Hunter stated that there are many unknown factors due to the water, drainage and impervious surface issues, noting that the SC previously increased the contingency number due to these unknown factors. Mr. Model questioned if the contingency would account for any of these unseen items and Dr. Hunter stated that she feels Gale has budgeted in these factors. Ms. Bout noted that the SC pushed Gale hard last year to give maximum numbers. Mr. Erlich suggested having Gale bring back information on contingencies as early as possible. Mr. Johnston stated that, until the process reaches Phase 3, Gale wouldn't be able to provide this information. Dr. Hunter stated that Gale could attend an upcoming meeting to answer questions.

Mr. Stanton stated that if the District can go out to bid in late winter/early spring, it would receive much better costs than waiting until after Town Meeting. Mr. Johnston stated that he hears from the SC that members are generally in agreement with this and that they would vote on the warrant article and expenditure at the next meeting. Ms. Rainey suggested posting information quickly so the public is aware of the discussion. Mr. Booth noted that the parking lot is one solution toward a multi-faceted issue.

VII. ACTION ITEMS

A. Vote Final Approval CCHS Trips. Dr. Hunter stated that the teachers in charge of the trip to Ecuador are requesting approval that the trip be moved to Q5, due to more interest in this timeframe, versus the original February date. Mr. Johnston suggested a consent agenda and noted that Mr. Erlich would like to pull out the Paris and Ecuador trips. Dr. Hunter noted that she has had conversations and additional supplemental documentation from teachers. A motion was made by Ms. Bout, seconded by Ms. Rainey, to approve the following trips by consent vote: The U.S. High School Nationals, 2020 April Japan Sister-City Delegation, China Exchange Program and Cultural Trip, Outdoor Club – Rumney Rock Climbing, Quebec-Montreal, Central Europe: Poland & Hungary WWII and Cold War, Presidential Traverse – White Mountains, NH, Earth Science Canadian Rockies and Denmark Exchange Program. The motion was unanimously approved.

Mr. Erlich stated that the Ecuador trip was exemplary and included all of the information the SC had requested, commending the trip. Ms. Bout noted that it was an exchange trip and if moved to June, the Ecuador students would come to Concord first.

A motion was made by Ms. Bout, seconded by Mr. Erlich, to approve the Exchange program to Ecuador that includes Ecuadorian students coming to Concord in April and Concord students going to Ecuador in June, approximately June 8-20, depending on Q5 dates, noting the change in date. The motion was unanimously approved.

Mr. Erlich stated that the Paris trip is currently more expensive than previously presented and noted the high number of chaperones. He stated that the vendor has hundreds of negative comments online, especially in dealing with problems that arise. He stated that due to time restrictions, the SC should approve the trip at this time, but suggested having a roll call vote to send a clear message. Ms. Mostoufi noted that Paris is a very tricky and congested city to navigate, noting that it's very easy to separate from a group. She stated that having a high level of chaperones is mandatory in a place like this and chaperones are a safety issue so there are enough to maintain control and safety of students in specific situations. Ms. Rainey stated that it is very late in the process this year to question vendors and that the SC should rely on Dr. Hunter's comfort level with vendors. Mr. Booth stated that fundraising for this trip should be needs based. Ms. Bout stated that the SC should rely on Dr. Hunter and trust her, as well as the teachers, and noted that the SC can't rely on comments online, but with the past relationships with the vendor. She strongly suggested giving final approval to make the trip happen. Mr. Model stated that the SC should approve the trip, but should add vendor qualifications to the process, noting the allegations of a bonus system for teachers should not be

permitted. Mr. Johnston stated that he is confident that Dr. Hunter has had discussions with EF and is comfortable with providing the trip. He cautioned the SC in being too prescriptive. Dr. Hunter stated that EF is the most vetted vendor in the District, noting that she's had conversations with them about incentives, being clear with teachers that they are not to take them. She stated that she's met with the teacher organizing this trip 3 times. She stated that she's doing the best she can to help teachers hear a message of support, but that they are watching comments and how long the approval process has taken, noting concern among the teachers about something they are doing out of a passion for kids, travel and the educational opportunities it can bring, as well as the incredible responsibilities they take on. Dr. Hunter noted that, although it is not the intent of the SC, the teachers are not feeling supported. She noted that the teachers volunteer to do these trips and asked that the SC be careful in the way of unintended messaging. Mr. Erlich stated that he has high appreciation for the teachers, noting that his issue is with the educational value and cost of some of the trips.

A motion was made by Ms. Bout, seconded by Mr. Booth, to approve the trip to Paris, from June 15-21st, 2020. Mr. Erlich abstained from the vote. The motion was approved by the other SC members.

B. Vote Final Approval CMS Band Trip to Quebec. A motion was made by Ms. Rainey, seconded by Mr. Erlich, to approve the CMS Band Trip to Quebec, from May 1st – May 5th, 2020, with the condition that a signed district liability insurance waiver is received from all participants. Mr. Erlich stated that this trip was an example of an exemplary trip procedure. The motion was unanimously approved.

VIII. ADJOURNMENT – CCRSD

A motion was made by Ms. Rainey, seconded by Mr. Booth, to adjourn. The motion was unanimously approved and the CCSC meeting adjourned at 8:51 PM.

IX. ONGOING BUSINESS

A. CMS Building Committee Update. Ms. Bout stated that the CMSBC is very excited to have designer, SMMA, on board, noting that SMMA attended the last meeting. She stated that the subcommittees of the CMSBC have been meeting or will soon be meeting, including: the Finance Subcommittee, Education Subcommittee for educational visioning planning work, and the Communications Subcommittee. Dr. Hunter stated that the Leadership team of the CMSBC will be meeting to do high level discussions of schedule, to bring recommendation to the full committee. She noted that she received word that the District was not invited into this year's MSBA project. Mr. Johnston asked how sustainability was moving forward in the project and Dr. Hunter stated that the goal was to bring on board a design team that had the expertise to know sustainability was a goal from the outset of the project. She stated that the CMSBC feels now that it needs to define the educational goals. Ms. Rainey noted that SMMA's presentation clarified all of this. Ms. Bout noted that the next meeting of the CMSBC would be December 19th at 7:30AM at Ripley.

X. ACTION ITEMS

A. Vote to Approve CPS Capital Plan. A motion was made by Ms. Rainey, seconded by Mr. Johnston, to approve the CPS Capital Plan, as presented by Mr. Stanton. Ms. Rainey suggested listing ERU savings in the presentation. The motion was unanimously approved.

XI. ADJOURNMENT

A motion was made by Mr. Johnston, seconded by Ms. Rainey, to adjourn the meeting. The motion was unanimously approved and the CSC meeting adjourned at 9:04 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 1.7.20

Abbreviations:

CCHS	Concord-Carlisle High School
CCRSD	Concord-Carlisle Regional School District
CCSC	Concord-Carlisle Regional District School Committee
CCTA	Concord-Carlisle Teachers' Association
CMS	Concord Middle School
CMSBC	Concord Middle School Building Committee
COLA	Cost-of-Living Increase
CPS	Concord Public Schools
CSC	Concord School Committee
DESE	Massachusetts Department of Elementary and Secondary Education
E&D	Excess and Deficiency
ERU	Energy Recovery Unit
FINCOM	Finance Committee
FTEs	Full Time Employees
MASC	Massachusetts Association of School Committees
MICCA	Massachusetts Instrumental & Choral Conductors Association
NEASC	New England Association of Schools and Colleges
NRC	Natural Resources Commission
OPM	Owner's Project Manager
PTG	Parent Teacher Group
SC	School Committee
SEPAC	Special Education Parent Advisory Council
SWOT	Strengths, Weaknesses, Opportunities and Threats