

JOINT SCHOOL COMMITTEE

Concord-Carlisle School Committee
Concord School Committee
Ripley Building
May 28, 2019

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
Eva Mostoufi, CCSC

Absent: Yuval Erlich, CSC, 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. Bout called the CCSC meeting to order at 5:48PM and Mr. Johnston then called the CSC meeting to order, noting that it was not being recorded.

A motion was made by Ms. Bout, for both CSC and CCSC, seconded by Ms. Rainey, for both CSC and CCSC, that the Concord School Committee and Concord-Carlisle Regional School Committee 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 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 for CCSC: Modell, aye; Johnston, aye; Bout, aye; Booth, aye; Rainey, aye; and for CSC: Johnston, aye; Bout, aye; Booth, aye; Rainey, aye.

At 6:37PM, Mr. Johnston called the CCSC meeting back into order and Ms. Bout called the CSC meeting back into order, noting that the meeting was being recorded and broadcast live.

II. PUBLIC COMMENT

None.

III. READING OF THE MINUTES

A. Open Session - 4/23/19 (CSC). A motion was made by Ms. Rainey, for CSC, seconded by Mr. Booth for CSC, to approve the CSC minutes from 4/23/19. The motion was unanimously approved.

B. Executive Session - 7/24/18, 8/30/18, 5/14/19 (CCSC)
9/11/18, 9/25/18, 11/13/18, 12/11/18, 12/18/18, 1/22/19, 2/14/19, 3/12/19, 3/26/19, 4/23/19 (CSC).
A motion was made by Mr. Booth, for CCSC, seconded by Ms. Rainey, for CCSC, to approve the 7/24/18, 8/30/18, 5/14/19 CCSC Executive Session meeting minutes. The motion was unanimously approved.

A motion was made by Ms. Rainey, for CSC, seconded by Mr. Johnston, for CSC, to approve the 9/11/18, 9/25/18, 11/13/18, 12/11/18, 12/18/18, 1/22/19, 2/14/19, 3/12/19, 3/26/19, 4/23/19 CSC Executive Session meeting minutes. The motion was unanimously approved.

IV. RECOGNITIONS

A. Civics Bee Winners. Ms. Bout stated that this was the first time Concord-Carlisle entered into the Civics Bee, noting that they won. Susan Frey, from League of Women Voters, stated that the team consisted of middle school and high school students and several community members. Several of the students were present and noted how they were

able to draw on information they had learned in school and also noted that it was a great community building event. Dr. Hunter noted that one of the students, Gretchen Carr, was the student that Justin Cameron had mentioned at a previous meeting in regards to the Celtics Playbook initiative.

B. Rivers and Revolutions at Willard. Michael Goodwin, Founder of Rivers and Revolutions, stated that he has been involved with the stewardship program at Willard. He stated that the high school students visit Willard 5th grade classrooms and bring the interdisciplinary experiential instructional model and make it appropriate for the 5th graders. He noted that there is learning happening on so many levels. A former 5th grader who participated in the program stated that the program helped him to think about things in a more mindful way, noting what a special experience it was. A high school student stated that her dyslexia diagnosis made school difficult for her and that the program made her find confidence in herself that she was able to turn around and teach the 5th graders. Another high school student stated that he was able to gain confidence in public speaking through the program. Kim Rivers, 5th grade teacher at Willard, stated that she is able to see former students return and teach the 5th graders and vice versa. She stated that the unique partnership has brought the schools together, providing authenticity and connection. Matt Lucey, Willard Principal, stated that he was the facilitator in having the Willard 5th grades partner with Rivers and Revolution and thanked everyone involved.

Mr. Johnston stated that it was amazing to see the program in action. Dr. Hunter stated that they are planning on having all 5th graders at the three elementary schools participate in the fall. Ms. Bout noted how incredible and inspirational the students' stories were. Mr. Booth thanked everyone for attending, noting how empowering they were.

C. Concord Education Fund Grants. Richard Perkins, Co-President of the Concord Ed Fund, and Sean Miller, Concord Ed Fund Grant Community Chair, stated that the Concord Ed Fund is a group of parents that raises money on an annual basis. Mr. Perkins stated that they reach out to teachers to put together grants for educational experiences and then the Concord Ed Fund funds them. He stated that they've approved 18 grants, totaling \$130,000 this year. He thanked the teachers for their time and effort in creating the grants as well as the administration for their support. He presented Mr. Stanton with their check. Mr. Booth asked Mr. Miller to share insight into future fundraising efforts. Mr. Miller stated that they will be having another trivia night in the fall as well as other ongoing events. He thanked the community for supporting the organization as well as Dr. Hunter.

D. CCHS Fencing State Champion. The CCHS Fencing team spoke about their state championship. They thanked the coaches, parents, the administration and Athletic department and then spoke about how the team went from being in the loser's bracket and moved up through spirit and determination to finish as champions. Mr. Johnston noted how grueling the meet is and congratulated the team.

Ms. Bout introduced Ruth Grube, new Director of Student Services, and Naomi Krakow, new Alcott Principal. Dr. Hunter stated that they bring a lot of experience as well as attitude and approach, noting that she's very excited to have them.

A motion was made by Ms. Rainey, seconded by Ms. Bout, to move agenda item X. A. up to this point in the meeting. The motion was unanimously approved.

Vote CCHS Trips. A motion was made by Mr. Booth, seconded by Ms. Bout, to approve the CCHS Wing T Clinic Trip to South Berwick, ME from August 2, 2019 – August 3, 2019 and the Camp Merriwood Team Bonding Trip to Orford, NH from August 30, 2019 – September 1, 2019, with the condition that a signed liability waiver is received from all participants. The motion was unanimously approved.

V. CHAIRS & LIAISONS REPORT

Mr. Johnston stated that the Superintendent evaluation forms are due this evening. Ms. Bout stated that ConcordCAN hosted an event regarding building a sustainable middle school, noting that some of the people involved in the Lexington project shared their experiences. Mr. Johnston noted that Lexington has a website for that specific building project. Dr. Hunter stated that they outlined the action plan for this upcoming year and that she would be sending out a draft to discuss goals and steps. Mr. Booth acknowledged the Rotary and two volunteer groups for the awards night in April. He also noted that the PEG Access Advisory Committee is discussing whether or not the studio will be allowed to enable a citizen by appointment come into the studio for a specific reason before the hour of 2:30 in the afternoon.

Dr. Hunter stated that it is Senior Week at CCHS, noting that they're off to a great start leading to the graduation on Saturday, June 1st. She congratulated all of the graduating seniors.

VI. CORRESPONDENCE

Mr. Johnston stated that he received a letter regarding the status of the landfill area. Ms. Bout stated that they received an invitation to the ConcordCAN event as well as a request from a student to interview one of the SC members.

VII. REPORTS FOR DISCUSSION

A. Curriculum Report of the K-12 Writing Committee. Kristen Herbert, Director of Teaching and Learning, stated that, over the last 2 years, the committee looked into writing between levels. The committee discussed the process of looking into best writing practices horizontally, vertically and in relation to current frameworks. They stated that they found that students needed more time to write, as well as more time to get explicit and timely feedback on their writing. They did find that students in Concord were writing a lot across all of their content areas and receiving timely feedback, but that they could improve upon it. They reviewed different methods and tools used at various levels to help the students in the writing process and how they can make sure the students continue to use the same methods throughout different levels. They stated that they found that there was no evidence of assessment on inquiry skills and that there's little use of ethically crediting sources, noting that they will be able to build formal assessments with their ongoing work. The committee shared an example of writing progression throughout different elementary grade levels. They noted that they need to build the foundation in early grades and then continue by using common language and methods by reviewing rubrics. The committee discussed writing at the high school, stating that they were working on ensuring there is collaboration taking place between the middle school and high school, as well as collaboration between subject areas.

The committee shared their recommendations across K-12: provide multiple opportunities to write across the curriculum, increase the amount of time that students spend writing, provide a consistent modelling of writing process with opportunity to receive feedback, develop a coordinated approach to grammar district-wide, provide bridges in writing, use technology to advance writing, more writing, less grading, provide professional training, provide time for cross-discipline groups at elementary, middle and high school and provide training on red-blue-green system.

Ms. Herbert thanked all of the committee members. Mr. Model asked how they would recommend increasing the writing time and Ms. Herbert stated that they look at every schedule and curriculum area and make sure that time is maximized. Ms. Mostoufi asked about the writing skills across high school science and social studies and the committee stated that they were working on a common rubric as a base. Ms. Herbert noted that there were very different expectations across the subjects at the beginning of their work and now they are aligned. Ms. Rainey questioned if the high school has a writing center and the committee stated that they are working on a writing center. Mr. Booth noted that they should also revisit the bridging with Carlisle and Ms. Herbert stated that she is in contact with the middle school teachers in Carlisle.

B. Massachusetts Regional School Committee Association Presentation. Dr. Hunter stated that the school committee of 2018-2019 set a goal of looking into the Regional Agreement and stated that representatives from the MA Regional School Committee Association were present to share what the process and options would be in looking into the Regional Agreement. Dr. Hunter welcomed Steve Hemman and Jay Barry, both from the MARS Consulting Group. Mr. Hemman stated that the District's Agreement was approved in 1957, with amendments in 1974, noting that there have been updates to regulations and laws since 1974 that could be incorporated into a regional agreement. He noted that the agreement was created with a typewriter. He stated that if an amendment is agreed upon, it's put on a warrant and it would need a majority vote at Town Meeting to accept the amended agreement. Mr. Hemman reviewed the procedure to amend, from reviewing the current agreement to seeking final approval from the Commissioner of Education and Mr. Barry noted that the school's attorney would review the agreement prior to submitting to the Department of Education. Mr. Hemman reviewed a possible makeup of the amendment committee, state laws and possibly community relations plans.

Mr. Johnston thanked Mr. Hemman and Mr. Barry for their presentation. Mr. Model asked if they offer guidance as to whether or not it's necessary to amend the agreement and Mr. Hemman stated that they can give recommendations on what needs to be amended or added. Mr. Barry noted that an out of date regional agreement or one that's not in

compliance is still a legal, working agreement. Mr. Model questioned if simply cleaning up the agreement to have it all in one document would count as amending the agreement and Mr. Hemman stated that it wouldn't. Ms. Bout asked them to highlight the points where the region was out of compliance and Mr. Hemman stated that they were not asked to do that. They discussed the committee member representations between both towns. Mr. Model noted the time and cost involved in amending the agreement and questioned what needed amending on the item regarding representation. Ms. Bout noted that they began thinking about the process of looking into the regional agreement with the shift in assessments to each town over the last few years due to enrollment.

Ms. Mostoufi questioned how long the process normally takes and Mr. Barry stated that 1 year is the average timeframe. Dr. Hunter noted that the agreement has been working well for a long time and that the only goal would be to make the agreement better to better serve both communities. Ms. Bout thanked Dr. Hunter for bringing in the MA Association of Regional Schools representatives to help better understand the process. The SC agreed to take some time to determine if they want to move forward with the process.

VIII. NEW BUSINESS

A. FY19 CCRSD Budget Variance. Mr. Stanton shared the FY19 CCRSD monthly budget variance report. He stated that they are in good shape, with approximately \$967,000 unencumbered. He noted that there would be items that would be coming through, and that they would be putting the remaining balance into circuit breaker and paying some special education tuition to collaboratives. He stated that he's confident that they are in good shape and would have a better picture after the final payroll, which is normally their largest.

IX. OLD BUSINESS

A. 2019-2020 School Committee Meeting Schedule. Mr. Johnston stated that they adjusted the prior draft to include both CSC and CCSC meetings. The SC discussed several dates and agreed upon several changes.

A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Ms. Rainey, for both CSC and CCSC, to vote the 2019-2020 SC meeting schedule included in the agenda and add July 23, 2019 and August 20, 2019 as joint meetings and move the May 26, 2020 meeting to May 19, 2020. The motion was unanimously approved.

B. School Committee Representatives and Liaisons. The SC discussed representatives and liaisons to the following groups, agreeing upon:

1. Adult & Community Education Liaison – Eva Mostoufi
2. EDCO Advisory Board – Heather Bout, EDCO Board of Directors – Dr. Laurie Hunter
3. Concord Finance Committee Observer – Cynthia Rainey, Yuval Erlich
4. Concord Select Board Meeting Observer – rotate between members
5. Carlisle BOS/Finance Observer - David Model, as needed
6. PEG Advisory Board – Wallace Johnston
7. Policy Subcommittee– Court Booth, Yuval Erlich, Eva Mostoufi (amended to David Model)
8. Financial Audit Advisory Committee – Court Booth
9. LWV Education Committee – Heather Bout
10. SEPAC (Special Education Parent Advisory Council) – Eva Mostoufi, Cynthia Rainey
11. CMS Building Committee - Court Booth and Heather Bout
12. Budget Subcommittee (2 Concord, 1 Carlisle) – Cynthia Rainey, David Model, Court Booth, Wallace Johnston
13. Sustainability Committee – Cynthia Rainey
14. Safety Committee – Yuval Erlich

The SC discussed the Recreation Commission, Climate Action Advisory Board and METCO, agreeing to keep an eye on their agendas. The SC decided to determine METCO representatives once the new parent group is organized, and Dr. Hunter stated that Andrew Nyamekye suggested having a member of the METCO parent group observe the SC.

X. ACTION ITEMS

A. Vote CCHS Trips. *Voted on earlier in the meeting.*

B. Vote School Committee Liaisons and Representatives Assignments. A motion was made by Mr. Johnston, for both CSC and CCSC, seconded by Ms. Rainey, for both CSC and CCSC, to accept the slate of liaisons as discussed and amended. The motion was unanimously approved.

C. Vote the contract for Director of Student Services. A motion was made by Mr. Johnston, for CSC and CCSC, seconded by Ms. Rainey, for both CSC and CCSC, to approve the contract for Ruth Grube, Director of Student Services. The motion was unanimously approved.

D. Vote CCHS Tutor Contract for 2019-2022. A motion was made by Ms. Bout, for CCSC, seconded by Mr. Booth, for CCSC, to approve the CCHS Tutor Contract for 2019-2022. The motion was unanimously approved.

XI. ADJOURNMENT CONCORD-CARLISLE SCHOOL COMMITTEE

A motion was made by Ms. Bout, seconded by Mr. Booth, to adjourn the CCSC meeting. The motion was unanimously approved and the CCSC meeting adjourned at 10:03PM.

CONCORD SCHOOL COMMITTEE

XII. OLD BUSINESS

A. CMS Building Project Update. Ms. Bout stated that the Concord Select Board nominated 6 of the 7 at large members for the Building Committee. She stated that the election is June 4th and that they would be having one last information session on Thursday evening at Peabody at 7:15PM. Ms. Bout thanked Mr. Booth and Ms. Rainey for all of their help communicating the information session.

B. FY19 CPS Budget Variance. Mr. Stanton shared the FY19 CPS Budget Variance report, noting that they were in very good shape. He stated that should be able to prepay some tuitions and put monies back into circuit breaker, noting that they will be having things come through in the next month or so that haven't yet been encumbered.

XIII. ADJOURNMENT

A motion was made by Ms. Rainey, seconded by Mr. Johnston, to adjourn the CSC meeting. The motion was unanimously approved and the CSC meeting adjourned at 10:12PM.

Respectfully submitted,

Erin E. Higgins
Approved 8/20/19

Abbreviations:

- ACLU American Civil Liberties Union
- ADL Anti-Defamation League
- 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
OPM	Owner's Project Manager
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