

JOINT SCHOOL COMMITTEE MEETING MINUTES

Concord-Carlisle School Committee  
Concord School Committee  
Ripley Conf. Room 4 & Zoom  
August 15, 2023

Present: Tracey Marano, Chair, CCSC; CSC  
Sharon Whitt, Vice Chair, CCSC  
Alexa Anderson, Chair, CSC; CCSC  
Carrie Rankin, Vice Chair, CSC; CCSC  
Courtland Booth, CSC; CCSC  
Cynthia Rainey, CSC, CCSC  
Carrie Patel, CCSC (via Zoom)

Absent: Domingos DaRosa, CCRSD METCO Rep  
Ayesha Lawton, CPS METCO Rep

Present from Administration: Dr. Laurie Hunter, Superintendent of Schools, CPS & CCRSD  
Robert Conry, Asst. Supt of Finance & Operations, CPS & CCRSD  
Kristen Anderson, Asst. Supt. of Teaching & Learning, CPS & CCRSD

**I. CALL TO ORDER**

Ms. Marano called the CCSC meeting to order at 6:01 PM and Ms. Anderson then called the CSC meeting to order. Roll call attendance was taken: Anderson, aye; Booth, aye; Marano, aye; Rainey, aye; Rankin, aye; Whitt, aye; Patel, aye.

**II. PUBLIC COMMENT**

None.

**III. CORRESPONDENCE**

Ms. Marano stated that CCSC received four pieces of correspondence from the same individual regarding: the cell phone tower, AED machines, and Wi-Fi upgrades. Ms. Anderson stated that CSC received some of these pieces of correspondence as well.

**IV. CONSENT AGENDA**

- A. Staff Child Request
- B. School Committee minutes 6/20/23
- C. Donation from CC Community Chest
- D. Donation from United Woman's Club of Concord
- E. Donation from Concord AMP

Mr. Booth asked to remove the Staff Child Request from the consent agenda. Ms. Marano thanked CC Community Chest, United Woman's Club of Concord and Concord AMP for their donations. A motion was made by Ms. Anderson, seconded by Ms. Rankin, to approve items B, C, D, and E on the consent agenda. The motion was approved by roll call: Anderson, aye (for both); Booth, aye (for both); Marano, aye (for both); Patel, aye; Rainey, aye (for both); Rankin, aye (for both); Whitt, aye.

Mr. Booth asked where the numbers for overall staff students stood and if there were any concerns with class sizes. Dr. Hunter stated that the number was around 100 and that class sizes were holding nicely. A motion was made by Mr. Booth, seconded by Ms. Rainey, to approve item A on the consent agenda. The motion was approved by roll call: Anderson, aye (for both); Booth, aye (for both); Marano, aye (for both); Patel, aye; Rainey, aye (for both); Rankin, aye (for both); Whitt, aye.

**V. SUPERINTENDENT AND CHAIRS UPDATE**

Ms. Marano stated that all SC documents/agenda packets could be found in the SC drive. Ms. Rainey reminded Ms. Marano of the three-day policy, noting that the SC should have all attachments by Thursday afternoons. Ms. Marano

shared an overview of the SC schedule for the year, including annual business and topics to be discussed. Ms. Marano asked members to let her know if they were interested in attending the MASC Conference.

Ms. Anderson stated that there were firmer estimates on homeless shelter transportation in excess of \$200,000. She noted the formal memo alerting the Finance Committee and town offices of these estimates, suggesting using free cash as an offset because the reimbursement schedule presented a big challenge. Ms. Anderson stated that, regarding town bylaws, the district would have to have a warrant article to allocate that free cash because it would not see any money until after town meeting in the spring. She stated that the SC would be discussing this issue at an upcoming meeting.

Dr. Hunter stated that the middle school project was moving along nicely and there were safety plans in place for the return of the kids. She noted that the high school road repaving was underway, noting that substantial completion was expected by the end of the following week. She stated that there were several other smaller projects that have had substantial impact, including a wall coming down in the CCHS Guidance suite, the removal of a temporary wall at Ripley and sidewalk and parking lot work at Ripley. She stated that hiring was in good shape for professional staff, but support staff (tutors and assistants) had been challenging. Dr. Hunter noted that the new leaders were having a great start.

## **VI. DISCUSSION**

A. Superintendent's Goals. Dr. Hunter shared highlights of her goals, noting the intentional priority on her student-learning goal. She then shared priorities within the student learning goal: looking at MCAS recovery data points and supporting progress on improving them; providing deeper learning, higher student engagement and active learning; prioritizing wellbeing and social emotional learning; looking across special education programs and defining what the inclusion model was. She stated that the homeless shelter was part of her professional practice goal, noting that it was still a significant part of her work. She highlighted DEIB, Restorative Justice, the incidence reporting system, partnerships with METCO, budget building, capital needs and the new middle school.

B. School Committee Self Evaluation. Ms. Anderson shared the data from the SC self-evaluation, noting that the SC had made tangible improvements to the items that the MASC felt were measures of a high functioning SC. Mr. Booth suggested that the SC plan how to maintain the successes they have had going forward.

C. School Committee Practices and Protocols. The SC discussed the suggestions made by members to the practices, including the length and frequency of liaison reports.

D. School Committee Goal Setting. The SC reviewed the goals document, including possible report/data requests. Dr. Hunter stated that she would discuss the report/data requests with Administration.

E. Budget and Policy Workshop Schedule. Ms. Rankin shared the schedule for upcoming budget meetings, including workshops prior to School Committee meetings and joint meetings with the Finance Committee. Mr. Booth asked if the SC could build the budget book creation into the calendar. Ms. Marano stated that the Business Office was committed to creating a budget book this year and was determining the best format. Mr. Booth asked if the SC would work with Administration on the way information would be presented to the community. Ms. Marano stated that the Business Office had always created the budget book, noting that she would like to give them room to create it. Dr. Hunter stated that the way the budget book was created in the past was very time consuming for so many people in the Business Office. Ms. Marano noted that the SC needed to be cognizant of the fact that there was still some hiring to do in the Business Office. Mr. Conry asked that suggestions on the creation of the book be sent to the Chairs. Ms. Anderson noted that there was no broad consensus of what should be included in the budget book. Ms. Rainey asked that the SC see the data prior to the meeting with the Finance Committee.

Ms. Whitt stated that there were three policy meetings scheduled prior to SC meetings at 5:00 PM.

F. Cell Tower and Campus Security Updates. Ms. Marano stated that the cell tower discussion would be held on August 22<sup>nd</sup>. She stated that there had been no movement on a cell tower at the high school, noting that the SC was working closely with the town. Dr. Hunter stated that there was one blue light in as a starting point and noted that they have made a lot of progress in pushing the Wi-Fi out on campus.

G. CCHS Campus Completion. Ms. Marano stated that there was an ADA compliance issue at Memorial Stadium, noting that handicap accessible porta potties would be delivered the following week. She stated that the CCHS campus completion, including possible bathrooms, amenities building and concession stand, would be on upcoming agendas going forward. She stated that they would like to continue discussions on improvement of the campus. Dr. Hunter stated that there has been a lot of homework done on the campus, recommending the SC use this information to update the campus plan. She also noted that the turf needed to be included in a full campus improvement discussion.

H. Beede Center Signage. Ms. Marano stated that Anna McKeown from the Beede Center had requested to put Beede Center signage at both entrances of the high school. Ms. Marano shared signage guidelines from the town bylaw. The SC discussed the high school signs and possible placement of the Beede sign. The SC told Dr. Hunter to convey to Ms. McKeown that they understand the need for the sign, but they need to review the bylaw further before making a decision.

I. Draft Student Handbooks 1. K-5, 2. CMS, 3. CCHS. Dr. Hunter stated that the handbook changes were broadly the same: 1) making sure the discipline language reflected the restorative justice requirements in MA Law and 2) making sure they all reflect the same policy changes. Mr. Booth noted some changes in staff names that needed to be made and asked to review corrected copies before approving. Ms. Rainey noted that there was no mention of cameras on buses in the policies. She also suggested calling out Narcan specifically at the high school. She noted that Your Voice Matters was no longer used at CMS. She also recommended having an online spot for bullying and harassment reporting.

**VII. ADJOURNMENT**

Ms. Marano adjourned the meeting adjourned at 8:24 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 9.26.23

Abbreviations:

- AMP Association of Music Parents
- CCHS Concord-Carlisle High School
- CCRSD Concord-Carlisle Regional School District
- CCSC Concord-Carlisle Regional District School Committee
- CCTA Concord-Carlisle Teachers' Association
- CEF Concord Education Fund
- CMS Concord Middle School
- CMSBC Concord Middle School Building Committee
- CPS Concord Public Schools
- CSC Concord School Committee
- CTA Concord Teachers Association
- DEIB Diversity, Equity, Inclusion and Belonging
- FINCOM Finance Committee
- PD Professional Development
- SC School Committee
- SEPAC Special Education Parent Advisory Council