

**Minutes**

PRESENT:

Ms. Betsy Bilodeau  
Ms. Nicole Burkel  
Mr. Michael Fitzgerald  
Ms. Jan McGinn  
Ms. Rebecca Shannon  
Mr. Patrick Sinnott  
Mr. Jerry Wedge

PRESENT FROM ADMINISTRATION:

Dr. Brenda Finn, Superintendent  
Mr. John Flaherty  
Ms. Diana Rigby

ABSENT

I CALL TO ORDER AND GREETING

The meeting returned to open session and was called by Mr. Sinnott and Mr. Wedge at 6:30 p.m.

Mr. Dulong introduced the members of the Student Advisory Council, Leigh Davis, Hannah Braaten, Pami Anderson, Charles Holleman, Thomas Schnitzer and Eugene Han. Dr. Finn welcomed the students and thanked them for coming.

Ms. Davis stated it has been a successful start to the year, there is an issue regarding the junior parking permits. Only 30 have been issued and there are many open spots in the parking lot. Ms. Anderson suggested making the parking lottery more of a privilege than random a lottery.

Mr. Schnitzer stated he feels the departments at CCHS are understaffed. He stated his English classes are larger than ever. There are 28 students in his English class and 26 in history.

Ms. Braaten stated there has been some technical difficulty with the ActivBoards in class.

Mr. Schnitzer asked when the high school feasibility study was going to be brought to the town this year. He was told it is not, he asked if the I building could be used due to space issues.

## II READING OF THE MINUTES

A MOTION was made by Ms. McGinn and seconded by Ms. Shannon to accept the minutes from the CSC meeting held September 13, 2005. Ms. Bilodeau made several revisions to the minutes; the secretary noted the revisions and the MOTION were voted:

Aye: Bilodeau, McGinn, Shannon, Wedge

Abstain: Sinnott

A MOTION was made by Mr. Fitzgerald and seconded by Ms. Burke for CCSC and a MOTION was made by Ms. McGinn and seconded by Ms. Bilodeau for CSC to approve the minutes from the Joint School Committee meeting held August 23, 2005. Mr. Flaherty made a revision to a MOTION on page 2. The revision was noted and the MOTION was voted:

Aye: Fitzgerald, McGinn, Shannon, Sinnott, Wedge

Abstain: Bilodeau, Burke

A MOTION was made by Mr. Fitzgerald and seconded by Ms. Burkel for CCSC and a MOTION was made by Ms. McGinn and seconded by Ms. Bilodeau for CSC to approve the minutes from the Joint School Committee workshop held August 4, 2005. The MOTION was unanimously approved.

A MOTION was made by Mr. Fitzgerald and seconded by Ms. Burkel and a MOTION was made by Ms. McGinn and seconded by Ms. Bilodeau for CSC to approve the minutes from the Joint Coordination meeting held August 10, 2005. The MOTION was unanimously approved.

## IV RECOGNITIONS

Mr. Dulong recognized Tom Keane. Mr. Keane was awarded a grant for \$1,000 for his work with special education children. During the presentation, a parent in the audience matched the grant 100%.

Mr. Dulong recognized Dave Nurenberg in publishing a science-fiction novel. He is the advisor to the science-fiction club and an English teacher at the high school.

Mr. Dulong also recognized the Information Technology staff. All the issues related to the ActivBoards have been corrected. Gene Warfield has been overseeing the project; the staff has been doing the work of 2-3 people each.

Ms. Bilodeau stated there were hundreds of computers to deal with this summer. It was extraordinary to see how much was being done. Ms. McGinn stated the teachers deserve kudos for being so invested in learning the ActivBoards so quickly.

## V ACTION ITEMS

A. Ratification of the proposed 2005-08 Contract between Concord School Committee/Concord-Carlisle School Committee and Concord-Carlisle Support Staff Association

Dr. Finn stated a lot of work has been done between the Concord and Concord-Carlisle School Committees and the Support Staff Association to prepare for the ratification of the contract.

A MOTION was made by Ms. Bilodeau and seconded by Ms. Shannon to ratify the proposed 2005-08 contract between Concord-Carlisle School Committee and the Concord-Carlisle Support Staff Association.

A MOTION was made by Ms. Bilodeau and seconded by Ms. Shannon to ratify the proposed 2005-08 contract between the Concord School Committee and the Concord Support Staff Association.

Ms. McClausland stated the members began working together in May. She thanked the members of the Support Staff Association. The agreement meets the needs of the association and the committee. Mr. Wedge stated working with this group was fantastic.

The MOTIONS were voted and unanimously approved.

B. Vote to accept CCHS Feasibility Study Report prepared by SMMA

A MOTION was made by Mr. Fitzgerald and seconded by Ms. Burkel for CCSC to accept the report of the CCHS Feasibility Study Committee as prepared by SMMA with gratitude.

Mr. Fitzgerald asked if correspondence could be sent to committee members thanking them for their time and effort. Mr. Wedge stated the committee has not been disbanded yet. Mr. Flaherty stated this was a great, professional and focused group to work with.

Ms. Bilodeau stated earlier minutes stated AC was in the cost estimates in all but the gym. Could that be looked into?

The MOTION was voted and unanimously approved.

C. Vote to Accept District Goals

Dr. Finn stated the district goals were discussed at the retreat this summer. Also attached FYI are the administrative team goals, their focus is on teaching and learning.

A MOTION was made by Ms. McGinn and seconded by Ms. Shannon to accept the District Goals for 2005-06 for CCSC. The MOTION was unanimously approved.

A MOTION was made by Ms. Bilodeau and seconded by Ms. Shannon to accept the District Goals for 2005-06 for CSC. The MOTION was unanimously approved.

D. First Reading: Student Allergy Policy

A MOTION was made by Ms. Bilodeau and seconded by Ms. McGinn for CCSC and a MOTION was made by Ms. Shannon and seconded by Ms. McGinn for CSC to accept the First Reading of the Student Allergy Policy as described in Attachment D.

Ms. Rigby stated the DOE published a list of life threatening allergies and the increasing number of incidences of them. The guidelines have been reviewed by the school nurses and doctor and a policy has been established to minimize the risk. Mr. Sinnott thanked the administration for taking this issue very seriously.

The MOTION was voted and unanimously approved.

First Reading: Kindergarten Entrance Age

A MOTION was made by Mr. Sinnott and seconded by Ms. McGinn for CSC to accept the First Reading of the Kindergarten Entrance Age Policy.

Dr. Finn stated the language was vague in the previous version. This version is clearer regarding students who transfer into CPS. The language had been advised by MASC. There could be many variations of situations, this language addresses more than the old policy.

The MOTION was voted and unanimously approved.

First Reading: Bus Driver Training

A MOTION was made by Ms. Bilodeau and seconded by Mr. Wedge for CCSC and a MOTION was made by Mr. Sinnott and seconded by Ms. Bilodeau for CSC to accept the First Reading of the Bus Driver Training policy.

Mr. Flaherty stated the language was modified in order to be in accordance with employee rights. The MOTION was voted and unanimously approved.

E. Final Reading & Approval of Policy Manual

Dr. Finn stated the policy manual committee met on a regular basis, they reviewed the policy manual section by section and developed and updated a new policy manual.

A MOTION was made by Ms. McGinn and seconded by Ms. Bilodeau for CCSC and a MOTION was made by Ms. Bilodeau and seconded by Ms. Shannon for CSC to approve the Policy Manual Revision.

Mr. Fitzgerald extended gratitude to the committee and the administration for their work on this project. Ms. Bilodeau stated having the expertise of professional help was invaluable. It led to a much better product. Mr. Sinnott congratulated Dr. Finn for spearheading this as one of her first endeavors.

The MOTION was voted and unanimously approved.

Ms. Bilodeau stated a standing policy committee who meets twice a year to go through sections periodically would be beneficial.

F. Vote on 2005 MASC Resolutions

A MOTION was made by Ms. Shannon and seconded by Mr. Fitzgerald for CCSC and a MOTION was made by Ms. McGinn and seconded by Ms. Bilodeau for CSC to accept all 12 resolutions at the meeting.

Mr. Sinnott stated he found all resolutions reasonable.

The MOTION was voted and unanimously approved.

G. Vote to accept donation from Tom Keane

A MOTION was made by Ms. Bilodeau and seconded by Ms. McGinn for CCSC to accept a donation of \$2,000 to the Concord-Carlisle Regional School District for the purpose of supplementing professional development for the special education tutoring staff. The MOTION was voted and unanimously approved and Mr. Keane was thanked with great gratitude for this donation.

H. Vote to accept photography equipment

A MOTION was made by Mr. Fitzgerald and seconded by Ms. Bilodeau for CCSC to accept a donation of \$3,900 worth of photography equipment from Mr. Seymour Edelberg in Concord. The MOTION was unanimously approved and Mr. Edelberg was thanked with great gratitude for this donation.

I. MOTION to approve payment of CASE tuitions

A MOTION was made by Ms. Bilodeau and seconded by Mr. Sinnott for CSC to allow, as appropriate, prepayment of up to three months, of FY06 CAE Collaborative tuitions with FY05 funds.

Mr. Flaherty stated a similar motion was made for CCSC. This is within the law and is appropriate. The MOTION was voted and unanimously approved.

VI REPORTS AND ISSUES FOR DISCUSSION

A. CPS & CCHS Emergency Response Plan

Detective Scott Camilleri stated he has met with schools to discuss emergencies where police, fire department and EMS will respond to the building quickly. There are Go Bags for every classroom containing first aid kits, games, puzzles, and binders containing red/green cards.

Dr. Finn stated Detective Camilleri has been wonderful to work with. He started the process last year and worked to keep principals on tract. He has been flexible and agreeable and she thanked him for his leadership and drive.

#### B. Facilities Overview

Mr. Anderson stated he came on board July 1, in the middle of the busiest time of the year for maintenance work. He stated the staff is excellent and very dedicated; they helped out as much as they could.

Mr. Anderson presented the completed renovations lists for the high school, middle schools, and elementary schools. He also presented information on on-going renovations in progress at Alcott, Willard and Ripley as well as upcoming projects.

Dr. Finn thanked Mr. Anderson for his leadership and hard work and thanked Jim Bozok for being present at the meeting.

#### C. Human Resources Status Report

Ms. McClausland presented the demographics of new teacher and support staff hires for CPS and CCHS. She also presented the separations for each area as well. She stated she is in the process of an exit interview pilot program. This will give more answers as to why people leave. Typical reasons are better opportunities, family reasons, or relocation. We will look at the exit interviews over time to look for areas to improve in retention.

Ms. Burkel asked about new teacher mentoring. Ms. McClausland stated there is a 3-year induction program, the first year the teacher is paired with a mentor.

Ms. McClausland stated the Employee Assistance Program was approved in the spring. The wellness corporation used provides many services for staff of Concord and Concord-Carlisle school systems. Staff may have up to three visits per year with a licensed social worker, debt counseling, and legal counseling; there is also a referral service for elder and child care services.

Ms. McClausland stated the Human Resources Department is also moving toward an on-line resume database. This will make the task of sorting resumes for different positions much easier. Mr. Wedge asked if there was any way to make one resume stand out from the rest. Ms. McClausland stated they will be sorted by key words, so not until they see the actual resume.

#### D. METCO Grant for 2005-06

Ms. Rigby introduced Norma Dinnall, Coordinator of the METCO program, and stated there are many changes in what the program looks like at the elementary, middle and high school level.

Ms. Dinnall stated METCO has been in Concord for almost 40 years. This year there are 189 students participating in METCO in Concord. Additional funds are providing after-care for 11 Kindergarten students and a middle school writing skills program. A new counselor has been hired at the middle school level and a bus monitor/tutor is being sought for high school.

They are looking to recruit more males in order to have a better balance. She stated we continue to accept kindergarteners every year. Something we need to do to maintain the balance is to replace kids who leave the program. We currently take kids as they enter Kindergarten, 6<sup>th</sup> grade and 9<sup>th</sup> grade.

Mr. Sinnott stated the School Committee has enthusiastically supported the METCO program, it is great for both communities and we benefit a great deal.

Mr. Fitzgerald asked if social dynamics were a reason students didn't return. Ms. Dinnall stated students had been counseled and said it wasn't working. Usually students don't return because the family moves out of Boston. She stated the Boston family needs a relationship with a Concord family in order to provide some sort of networking.

Ms. Shannon asked if the racial climate is positive. Ms. Dinnall stated kids know if there is an issue with race, they are to report it. This is stuff kids face in Boston, they work through it if it is addressed.

E. Opening of School: Enrollment numbers for CCHS

Mr. Dulong stated the report was a draft from that day on the new software package. He stated that last spring he thought the enrollment would be 1280. Within 3 weeks, 45 kids withdrew from CCHS. Students either moved out of town or went to private school. The student/teacher ratios are the same, there are individual pockets of large classes.

Mr. Fitzgerald asked where so many Carlisle 8<sup>th</sup> graders went. Why did they choose private school. Mr. Dulong stated families pick private usually because of smaller class sizes and a smaller school overall.

F. School Committee volunteers for 2006-07 School Committee Calendar Committee

Mr. Wedge stated he is happy to continue with this. Ms. Shannon stated will continue as well.

G. Discussion of CCHS Feasibility Study Report and recommended actions in preparation for future School Committee vote

Dr. Finn stated the high school feasibility committee has not disbanded, a subgroup of this committee would be great because of their expertise. Ms. Burkel stated we need to go back further to show the towns how we came to the different

figures. Mr. Fitzgerald stated if you go back to 2000, it was a \$12M project. We need to look at each of the 3 studies and make logical explanations for all of it.

Ms. McGinn is working with the town Finance Director to look at the cost of the high school, cost of Willard and tax impacts. What are we buying and how long are we buying it for. Capital plans have been based on a new Willard, if that is not the case, the plans will look different. For this exercise, we need to look at Willard as a semi-permanent basis.

Ms. Bilodeau suggested doing the same for the high school. She stated we need to make clear to taxpayers, the old infrastructure, the heating, and conditions for students. We can't say for one building go one way and for another building go another way. The School Committee needs to vocalize identified issues that will not be addressed.

Dr. Finn stated a meeting will be coordinated for next week.

#### VIII SUPERINTENDENT'S REPORT

##### A. October 26-28, 2005: MASC/MASS Annual Joint Conference 2005

This is the last time we meet before the conference.

##### B. PTG/PAC/CSA Members 2005-06

This is an FYI.

##### C. Joint Coordination Meeting: September 22, 2005

A meeting was held with Finance Committee and Board of Selectmen to work on issues.

##### D. MA Ethics Commission Workshop conducted @ Ripley on September 14, 2005

This was an FYI.

#### IX CITIZENS' COMMENTS

Adelaide Walton asked related to the system goals, where is the School Committee goal of appreciation of human differences is. She asked when and why this was dropped. In terms of staff hiring, there doesn't seem to be much diversity.

Ms. Bilodeau stated the goals were streamlined. A commitment to appreciating human differences is part of the philosophy, it's something the School Committee always tries to do. There are a lot of things that happen year after year and are just not listed on the goal page. Dr. Finn stated the spirit is embodied in the mission statement. Mr. Dulong stated it is always a challenge to attract minorities who want to work in Concord. This year there was a strong candidate who preferred a city environment. There are staff of Venezuela, Puerto Rico, Asian-American and bi-cultural descent.

Walter Berg, of the audience, stated he attended the meeting when METCO was first proposed, is pleased to see how it has flourished.

Jenny Lomore, of the audience, asked if the allergy policy would move toward nut-free schools across the district. Students with life-threatening illnesses are identified in classrooms. The policy does not state schools will be nut-free.

X ADJOURNMENT

A MOTION was made by Mr. Fitzgerald and seconded by Ms. McGinn for CCSC and a MOTION was made by Ms. Bilodeau and seconded by Ms. McGinn for CSC to adjourn the Joint School Committee meeting at 9:45 p.m. The MOTION was unanimously approved.

Respectfully submitted,

Laura O'Sullivan

APPROVED: 10/25/05