

Carlisle School Committee
Minutes
November 14, 2018
Carlisle School Community Room
7:00 PM

Present – School Committee: David Model - Chair, Josh Kablotsky, Melynda Gambino. Mary Storrs participated by telephone.

Present – School Administration: James O’Shea, Superintendent; Matt Mehler, Middle School Principal; Dennet Sidell, Elementary Principal; Will Verbits, Director of Student Support Services; Susan Pray, Business Manager; Nancy Anderson, Assistant to the Superintendent.

Meeting Documents:

CSC Minutes of October 10, 2018	PTO Grants	CEF Presentation on Performing Arts Studio
2018 MCAS Presentation	MASC Policy Service	Superintendent Goals
Technology Discard List	Anti-Bullying Policy	MASC Bullying Prevention Policy
Policy on School Attendance	MASC Student Absences	Homework Policy
Residency Policy	Evaluation Policy	

I. Call to Order

Chairman David Model called the meeting to order at 7:04 pm. Mr. Model announced that Ms. Storrs was participating in the meeting by telephone.

II. Public Comments

Mr. Model welcomed everyone to the meeting, and asked if any members of the public had comments. There were no comments.

III. Review of the Minutes

Mr. Kablotsky made a motion to approve the minutes of the meeting of October 10, 2018. Ms. Gambino seconded the motion. A brief discussion followed. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye. All members present voted in favor of approving the minutes, with minor edits.

IV. Information/Discussion Items

- A. PTO Grants. Susan Pray read the PTO grants that were funded, in full and in part. Mr. Model made a motion to accept the PTO grants, Mr. Kablotsky seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.

- B. Proposed Concert Band and Middle School Choir Trip. Kevin Maier and Valerie Thomforde presented. In this proposal, students miss ½ day of school, as it is planned for March 26-27, 2019. The students will work with clinicians, perform as a group as well as listen to the US Army Band perform. Citrus sale funds will help offset the cost. There is an overnight hotel component, with 4 students per room plus rooms for chaperones and bus drivers. Mr. Model asked about why there couldn't be two separate trips without the overnight. Mr. Maier spoke to the bonding experience and the ease of transition if students were all together at night and then in the morning for the next day's activities. The trip starts with an intensive day of focusing on the music with clinicians and then performing the next day. Bonding with band and choir mates for this extended period is ideal. Mr. Kablotsky thanked Mr. Maier and Ms. Thomforde for inspiring the students' interest in and excitement about music. Ms. Storrs asked if the past trips went well, and Mr. Maier confirmed that they did. Mr. Maier shared that a former student said the trip was one of the best and most positive experiences he had had. Kids make connections on these kinds of trips. The CSC will vote on this trip at the December meeting.
- C. CEF presentation on Performing Arts Studio. Sara Wilson and Susie Shaw presented. There is presently insufficient practice space and storage for music classes, lessons and instruments. CEF supports the instrumental band program. There was a Feasibility Study for this space last January. CEF has spoken with administration about doing this project so it could be completed by the start of the 2019-2020 school year. The CEF asked for permission to offer donor recognition in accordance with the facility naming policy. Ms. Gambino voiced that she was happy Mr. Maier was consulted about this project. Ms. Storrs had questions, noting she is a strong supporter of music and band. She asked if Mr. O'Shea had reviewed other options for this space and determined that this was the best use of this space. Mr. O'Shea explained that Health and PE need space as well, but a 2-story structure to accommodate these extra requests was too costly. The proposed space meets the needs of a rehearsal space for a 40-50 piece band. Another question concerned how this construction project was being managed and by whom. Susan Pray explained that TBA Architects of Concord, MA, the designer of the plan, is handling that process. TBA is writing up bid specs that it hopes to present in December to go out to bid in February and March. Mr. O'Shea said he would set up a building committee made up of staff and members of the town. Sarah Wilson confirmed that there is no request for Town or School funding. Justin Humphries from TBA will act as Clerk of the Works. Mr. Kablotsky asked are contractors paid through the School? Yes, the CEF money goes through the School. Sara Wilson added that with the mix of planned fundraising and existing funds, they are comfortable funding this project. Historical projects have been completed in a similar way, for example, the engineering room and the library. Ms. Storrs asked about the status of the elevator, assuming it would receive increased use. Mr. Kablotsky answered that we have put in elevator replacement with the town for years, and have approached FinCom via Long Term Caps who said, ask for money when it breaks. Mr. Kablotsky brought it up with the Board of Selectmen (BOS), and they expect that at some point there will be an emergency request for an elevator and it's on their list. Mr. Kablotsky voiced that the Carlisle School should renew that commitment with the BOS as the committee is changing. Mr. Kablotsky asked that since this project

will increase the footprint of the School by 1-2%, would the CEF include maintenance costs toward this gift, as this would burden the taxpayers with the ongoing maintenance. Susie Shaw said there will be less of a burden on the auditorium since it will be used less with this new addition. Ms. Storrs asked if this could change morning drop off for band students with big instruments. Mr. O'Shea is taking this opportunity to work instrument drop off in a more efficient way. Mr. Kablotsky encourages personal (family) naming vs. business naming. Ms. Storrs asked Mr. Maier if he thought people might rent this space; he was concerned about maintenance and disruption of the items (such as stored instruments) in the space if others used it. If the space is used by other groups, there would be a strict policy about use. Mr. O'Shea voiced appreciation of all the work from CEF. Mr. Model opened the floor for public comments. Cynthia Sorn, Rutland Street, had a concern with money going from CEF to the School, and asked what happens if the money runs out. It was explained that the money needed is in a bank account, and goes through the business office to make a sequence of gifts. The whole project is 10 weeks long; 2 weeks of demolition and 8 weeks of construction. Mr. Model will run it by town counsel to see what happens if unexpected costs are incurred and money is depleted. Mr. Maier voiced his appreciation of the CEF gift. Mr. Kablotsky made a motion to accept with gratitude the CEF gift to modify the mistake room, subject to town counsel approval, and working out all financial concerns. Ms. Storrs seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.

- D. MCAS Presentation. Matt Mehler and Dennet Sidell presented. This is the school's 2nd year taking this version of MCAS math and language arts in grades 3-8. Science tests are given in grades 5 and 8. All students take computer-based tests in 2019. Dr. Mehler said the School is required to provide this test to our students. The test is correlated with our standards. Dr. Sidell added that principals and teachers are looking at how a whole grade performed as well as individual performances. The results were reviewed. Mr. Kablotsky asked if they saw any correlation between MCAS scores and curriculum? Dr. Mehler answered that the data is reviewed, they look at growth, achievement, patterns, and lower performing students. He noted that the hardest questions for Carlisle students involved written expression and inferencing. Dr. Sidell added that we have been trying to give more Tier II support in grades 3-8 which would help students learn more about the concepts with which they struggle. Mr. Model asked if MCAS is a useful assessment. Dr. Mehler said we try to extract meaning from it. Dr. Sidell added that there are other more useful assessments.
- E. MASC Policy Service. Last month Mike Gilbert presented on the MASC policy service, which includes a policy review process, online access and search capabilities. Mr. Kablotsky believes that the review process is not needed, and we are working toward online access for our policies. Ms. Storrs shared CCRSD does use the MASC service, and she is on a policy subcommittee at the Regional School Committee, which goes through each policy with a MASC representative. Ms. Gambino thinks it's reasonable to keep the process in house. Ms. Storrs added that one of the Carlisle representatives to the RSC can always share feedback from the region on policies. Mr. Model added that it's always useful to look at MASC policy when reviewing a Carlisle policy.

- F. CPS Topics of interest from RSC. Ms. Gambino reported items of immediate interest include: warrant articles, budget items with a significant impact, 8th to 9th grade transition, personnel changes in Administration. Ms. Storrs spoke that Ms. Lear and she have the best context on what to present to CSC from the Region; in her opinion, there are not many items of interest to the CSC. Ms. Storrs offered that she or Ms. Lear will send an email to the Committee about important RSC issues after each RSC meeting. Mr. Kablotsky asked if the CSC could learn anything from the RSC process, and asked that that topic be included in Topics of Interest. Ms. Gambino would like to have superintendents communicate with each other, as well as Dr. Mehler and the high school principal. Mr. O’Shea added the counselors are in touch throughout the year.
- G. FY20 Budget update. Scott Triola, Hart Farm Road, was recognized and said the FinCom guideline budget will come out the week of Dec 16. His advice to the CSC is to follow the process to vote on the budget in CSC’s December meeting. There will be a public hearing on the budget during the CSC meeting of December 12. Susan Pray reported on the FY 19 budget; there was nothing remarkable at this time. Out of District costs are a concern, but Circuit Breaker funds will help alleviate those costs.
- H. New Facilities Director. Mr. O’Shea reported on the search to replace the “irreplaceable” David Flannery. Robert Fortado, presently the Facility Director in Stoneham, has been hired. Mr. Fortado has a background in engineering as well as multiple certifications. Mr. Fortado will start December 1 and overlap with Mr. Flannery before he leaves at the end of December. Mr. Kablotsky asked if Mr. Fortado might have time to be a part of the Municipal Facilities committee. Mr. Model asked if the Selectmen can appoint an out of town resident to a town committee and the answer is yes, if that person is a town employee.
- I. Superintendent Goals. Mr. O’Shea adjusted his goals per School Committee recommendations. Ms. Storrs and Ms. Gambino each met with Mr. O’Shea last week about his goals.
- J. Discard List. The technology discard list is largely composed of iPads that are no longer functioning. Per Susan Pray, items are offered to town departments, the Council on Aging often takes some, some are offered to teachers at a low cost, some are sold at a low cost. Items have never been offered to students. Camelia Rosca, Brook Street, was recognized. Ms. Rosca offered to be the liaison to donate some items to a charitable organization for refugees.
- K. Policies
- a. Anti-Bullying. Mr. Model had compared the Carlisle School version and the MASC version, and said the goals and language are the same, but there is a long passage on cyber bullying in the MASC version. Mr. Kablotsky asked that we consult counsel on whether we are required to reference current law. Mr. Kablotsky asked where the School reach stops for students on this policy; Mr. O’Shea answered that the School’s

reach can continue if someone is being bullied outside the school and it is brought to school. Mr. O'Shea said we have a responsibility to protect our students. The School has the authority to become involved. Ms. Gambino wants to review the intervention plan. Camelia Rosca, Brook Street, was recognized, and noted a big connection between bullying and school performance. She suggested the School look at the law. Both MASC and the Commonwealth have lawyers, as there have been several cases of lawsuits around bullying. Mr. O'Shea will consolidate the policies and share his version. Mr. Model asked committee members to review the intervention plan on the School website.

- b. School Attendance. Mr. O'Shea voiced that the MASC Policy JH is more direct than the CPS policy and supports that policy as a draft.
- c. Homework. Ms. Gambino said that there are not established consistent practices with homework across the School. Mr. Kablotsky questioned the need of a homework policy? He suggested we inactivate the current policy and create a new one based on SAC. Ms. Mostoufi, North Road, was recognized, and asked if there is an expectation that certain students in certain grades have so much homework. Mr. Model supports inactivating the present homework policy and replacing it with something more useful.

V. Communications/Correspondence

There were no communications or correspondence.

VI. Superintendent's Report

Highlights of Superintendent Jim O'Shea's report included:

- Thanks to PTO and CEF for the grants
- Outdoor Ed was a success
- Door Decorating was very festive
- 5th and 2nd grade pajama drive is in progress
- Professional development: NPEN conference and Mindfulness
- EDCO articles of agreement. Mr. Kablotsky reported that EDCO assets exceed debt. In terms of our liability, we are part of EDCO and our financial exposure is minimal.

Mr. Kablotsky moved to accept and endorse the EDCO articles of agreement as amended. Ms. Gambino seconded the motion. The following votes were taken in roll call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, abstain.

VII. Members'/Committee Reports as Needed

- A. RSC. Ms. Storrs reported that the budget is high, between a 3 ½ and 5-ish percent increase in District budget over last year. The main drivers are staffing. The District is talking to FINCOM and BOS about this. Concord FinCom guideline to the Region is 4.27%.

- B. Long Term Caps. Mr. Kablotsky presented. Two capital projects of note are the School parking lot and solar project. Mr. Model said Carlisle's Energy Task Force (ETF) will propose a few different sites for the solar project including two School sites; the parking lot and the slope on the way to Spalding field. The next time money is given out from the state for such a project will be January 2020, but a plan needs to be submitted by September 2019. ETF will present to CSC in December. COA got a Community Health Needs Assessment (CHNA) grant on a feasibility study for a community center. COA likes the Goff property, but are looking at other sites. COA and RecCom will come to CSC to present in December. COA and other groups are using the Highland building for storage. It's the town's building but the School's land. Facilities committee will get a quote on sprinklers for that building due to its proximity to the Robbins building.

VIII. Warrants

- A. Accounts Payable Warrant #2819; \$51,018.82
- B. Payroll Warrant #2619; \$367,667.62
- C. Accounts Payable Warrant #3219; \$103,957.09
- D. Additional Accounts Payable Warrant Signed yesterday: #3519; \$98,412.63
- E. Additional Payroll Warrant Signed yesterday: #3319; \$377,431.43

IX. Action Items

- A. Vote Residency Policy. Ms. Gambino made a motion to approve the Residency Policy; Mr. Kablotsky seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.
- B. Vote Evaluation Policy. Ms. Gambino made a motion to approve the Evaluation Policy; Mr. Kablotsky seconded the motion. There was a discussion about the need to review the non-contractual handbook. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.
- C. Superintendent Goals. Ms. Gambino made a motion to approve the Superintendent Goals; Mr. Kablotsky seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.
- D. Discard List. Mr. Kablotsky made a motion to waive the usual practice of discussing an item at one meeting and voting on it at the next meeting in order to proceed with a vote about the Discard List. Ms. Gambino seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye. Mr. Kablotsky made a motion to authorize the Discard List, Ms. Gambino seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.

X. Other Business

There was no other business.

XI. Citizen's Comments

Cynthia Sorn, Rutland Street, never saw any documentation about a proposed community center on Spalding Field, only on Banta Davis land. Mr. Model confirmed that he received an email about Spalding as a possible site. Mr. Model will reach out to Jerry Lerman, Chair of COA, about this.

Camelia Rosca, Brook Street, voiced her congratulations to teachers on the great MCAS results. She feels Carlisle teachers that do an exceptional job, and feels privileged that her children have their teachers and the teachers were an asset to the School. She asked if the CSC was able to comment about negotiations and Mr. Model said he could not comment at this time. She asked if the teacher salaries were posted as she hasn't seen them. Mr. Model and Mr. Kablotsky said that the Department of Elementary and Secondary Education (DESE) posts this information and asked her to look at the DESE website.

XII. Adjourn to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to open session for the following purposes:

Purpose 3, 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

Purpose 7, To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. Mass. Gen. Laws Ch. 39, 23B (1)-(7). G.L. c. 30A, sec. 22(g), consideration of release of executive session minutes from previous meetings.

Mr. Kablotsky moved to adjourn to Executive Session for purposes 3 and 7, and read the purposes listed above; Ms. Gambino seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.

The public meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent