

**Carlisle School Committee**  
Minutes  
May 9, 2018  
Carlisle School Community Room  
7:00 PM

Present – School Committee: David Model - Chair, Josh Kablotsky, Melynda Gambino.  
Present – School Administration: James O’Shea, Superintendent; Carrie Wilson, Principal;  
Dennet Sidell, Principal; Will Verbits, Director of Student Support Services; Susan Pray,  
Business Manager; Nancy Anderson, Assistant to the Superintendent/Recording Secretary.

Meeting Documents:

Minutes from 4-11-18	School Improvement Plan 2018-2019	Superintendent Evaluation Template
Residency Policy Version 1	Residency Policy Version 2	Background Checks Policy
Evaluation Policy	Visitor Policy	

**I. Call to Order**

Acting Chair Jim O’Shea called the meeting to order at 7:06 p.m. Mr. O’Shea asked for nominations for School Committee Chair. Mr. Kablotsky nominated Mr. Model; Ms. Gambino seconded the motion. There was no discussion. All members present voted in favor.

**II. Committee Re-organization/Recognition.**

Mr. Model welcomed Ms. Gambino to the School Committee. Ms. Gambino nominated Mr. Kablotsky to be Vice-Chair of the CSC; Mr. Model seconded the motion. All members present voted in favor. Mr. Kablotsky nominated Ms. Storrs and Ms. Lear to be the Carlisle representatives on the Regional School Committee. Ms. Gambino seconded the motion. All members present voted in favor.

**III. Volunteer Hall of Fame**

Mr. Model recognized Melissa McMorrow who has been a very respected and valued member of the CSC. On behalf of everyone, he thanked her for her tireless advocacy. Mr. O’Shea presented her with gifts. Mr. Kablotsky thanked her as well. Mr. Model recognized Bill Fink, who thanked Ms. McMorrow for her service, patience, being a rational sounding board, providing pro bono legal counsel, and her friendship. Mr. Model read a written statement from Ms. Lear, who thanked Ms. McMorrow and said she would be missed. Mr. Model recognized former CSC member Louis Salemy. He had recruited Ms. McMorrow to the CSC when he was Chair, and always valued her input and thoughtful decision-making. Mr. Model said Ms. McMorrow taught him a lot and had a great institutional memory. He will miss her contributions

and looks forward to their continued friendship. Ms. McMorrow recognized how meaningful it was to have her mentors present. She stated that all CSC members have the community and excellence in education foremost in their mind. She thanked the administrators, Cynthia Sorn and Nancy Anderson, acknowledging a rewarding, challenging and fun year.

#### **IV. Public Comment Period:**

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

#### **V. Information/Discussion Items**

The Background Checks policy was discussed at this point in the meeting because Ms. McMorrow was leading the discussion. Mr. Model recognized Ms. McMorrow of 301 Concord Street. After analyzing the different versions of this policy, Ms. McMorrow recommended that the CSC reaffirm the original policy. One part of it covers state policy and one covers federal policy. MASC recommends that districts include all of that information. The policy will have minor edits, there will not be separations within the policy and the CORI acknowledgment form will be attached.

#### **VI. Review of Minutes**

Mr. Kablotsky made a motion to approve the minutes of the meeting of April 11, 2018; Mr. Model seconded the motion. There was no discussion. Mr. Model and Mr. Kablotsky voted in favor of approving the minutes; Ms. Gambino abstained.

#### **VI. Information/Discussion Items (continued)**

##### A. School Improvement Plan

Dr. Sidell and Ms. Wilson presented. Ms. Wilson stated the School Improvement plan has a focus on professional learning. This includes groups of teachers and faculty that work together on one topic and school-wide initiatives like social emotional work. Shared leadership opportunities are encouraged; for example, hosting student teachers through Lesley University. The Digital Citizenship curriculum is in place; looking to implement it next year. Dr. Sidell explained the work on communication with the Student Advisory Council. Next steps are to take data and make an action plan to make recommendations on how parents get information from teachers and administration. The school is looking at a new Student Information System that can make it easier for some data to be communicated to parents. Mr. Kablotsky would like parents to be able to give input on what they would like in a system; for example, asking parents what they would like to be able to see. There are criteria in place to assess if a student needs Tier II services for grades K-2; assessment criteria for students in grades 3-8 will be developed. Examples of criteria are: classroom work, teacher input, and a benchmark assessment. The Math

Committee will be looking at weaknesses in current programs and how to address them. There will be co-teaching opportunities in grades 3, 4 6 and 7. One model is two teachers, specifically a special educator and a classroom teacher, in a classroom.

The School is building a community of inclusion and connecting children globally. The Olweus anti-bullying program is well underway. Ms. Wilson feels that we've made some headway on bullying reports. Most incidents occur at recess or in the lunchroom. Bullying in the cyber world is not being reported as a big problem at school. What is reported is teasing, bullying or acts of meanness.

Mr. Model stated that as we get better at identifying needs, we find that more kids need support. He asked, "how can we use the staff more effectively?" Mr. Kablotsky asked if there is a range of potential services to be offered; is there a rank order of services to be considered? Mr. Model said if necessary there should be an internal shifting of resources; for example, how does CPS manage if there are more math needs than staff to give services? The CSC wants to see data that drives staffing needs. Mr. Model said the CSC would like to see that data as part of the budget process. Mr. O'Shea clarified that we are trying to support Tier II with the present staff in place.

#### B. Review of Carlisle Education Foundation (CEF) Grants

Alison Becker presented. The CEF met in April and reviewed 7 grants. The CEF opted to fund some grants in full and some in part. The grant for teacher to attend the National Conference of Teachers of English (NCTE) was granted \$4337. The grant for the Art Link Cultural Connection, where 3<sup>rd</sup> graders meet with other 3<sup>rd</sup> graders in other countries and do storytelling over video conference was granted \$2295. 2<sup>nd</sup> grade requested dedicated iPads and they were granted \$2792. The grant for the Building Learning Communities workshop, focusing on using technology in education, for Nick Greenwood and 5 other teachers to attend, was granted \$3000. Math Content Coaching, to improve math instruction, was granted \$2375. The Association for Speech and Hearing (ASHA) where the SLPs will attend the national conference in Boston was granted \$2140. The Summer Art Studio, where Rachel Levy requested to attend a summer program after which she can collaborate further with Ginny Lemere and Maya Bery, was granted \$1445. The CEF voted to grant \$18,384 this spring. These grants will be voted on in June. The auction raised a total of \$88,000.

The Committee thanked the CEF for its efforts and generosity.

#### C. 8<sup>th</sup> Grade Washington DC Trip

Mickey Kilmartin presented. Chaperones were Dr. Sidell, Marcella Pixley, Lynne Carmel, Carrie Wilson, and Mickey Kilmartin. World Strides took care of details for the trip and ran a great program. Days were packed with interesting activities. CPS would like to look at going to DC from June 5-7 next year, not over April break. Students and staff would fly down and back. The itinerary can be modified if desired. Teachers saw ties to the curriculum in LA and Social Studies. The students had a great experience. The cost per student was approximately \$1050. World Strides does offer scholarships. If the trip is planned early, students can do fundraising to help offset the cost. One concern is what to do if kids opt out of participating. This will be voted on in June.

#### D. Teacher's Child Attending CPS Next Year

Jim recommends that Tracy Malone's son attend Kindergarten at CPS starting in the 2018-2019 school year. This will be voted on in June.

#### E. Budget Update and Realignment FY18

Sue Pray is requesting that both the discussion and the vote take place at tonight's meeting so town hall can make necessary budget adjustments. She would like to transfer funds from Regular Education, Administration and Operations into Special Education to cover Out of District and contracted services. The total transfer is \$92,000. \$141,000 came in from circuit breaker. As of today, all schools are not identified for Out of District placements for the upcoming school year. Mr. Model said the budget would be discussed again over the summer.

Mr. Kablotsky moved to waive the practice of discussing an item and voting on it at the next meeting, so the CSC can vote on the transfer of funds later in this meeting. Ms. Gambino seconded the motion; all present voted in favor.

#### E. Superintendent Evaluation Planning

Each CSC member will receive a digital evaluation form for Jim, addressing his goals and the 4 DESE superintendent standards. They will also receive the educator evaluation rubric for superintendents. Mr. Model stated that the evaluation must include a professional practice goal but the format can be whatever the Committee decides. Mr. Kablotsky would like to meet with Mr. O'Shea to discuss an evaluation on the evaluation process. Mr. Model asked if the CSC needs to provide structured feedback in order for Mr. O'Shea to do his job better. Is it better to have a structured tool to use for this purpose? Mr. O'Shea reflected that he wants to know where work needs to be done. He has received feedback on his performance from the administrative team. Mr. Model suggested each committee member take the time to meet one on one with Jim in the next couple of weeks to provide input on the evaluation form. He suggested combining the 3 district goals into one. Jim will share an interim performance review on the goals he's accomplished.

#### F. Policies

It was decided to move the Residency Policy discussion to June. The Evaluation Policy has to be slightly revised because the paraprofessional evaluation form has been updated.

### **VII. Communications/Correspondence**

MASC forms were circulated.

### **VIII. Superintendent's Report**

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

- EDCO is conducting executive director search
- CASE Collaborative just hired an executive director

- Math Night was a success
- The future of our World Language program is being explored. Mr. O'Shea will invite the World Language Committee to CSC
- Multicultural festival will be on May 19
- The open teacher positions have been filled, and we are close to hiring new nurse
- Chicka chicka boom boom play in Kindergarten was a success
- Clark Farm trips for several grades
- Early Act had firefighter appreciation luncheon
- 3<sup>rd</sup> grade went to the Old South Meeting house
- Teacher Appreciation Week was celebrated with gifts and meals from Administration
- PTO is hosting the faculty appreciation luncheon next week.

## **IX. Members'/Committee Reports as Needed**

Mr. Model reported that the Carlisle School budget passed at Town Meeting. The Municipal Facilities budget passed as well. There is no longer a CSC representative on the Municipal Facilities Committee.

## **X. Action Items**

Mr. Kablotsky motioned to vote on the CPS Budget Realignment as previously discussed; Ms. Gambino seconded the motion. There was no discussion. All members present voted in favor. Ms. Gambino motioned to accept the Visitor Policy as written; Mr. Kablotsky seconded the motion. There was no discussion. All members present voted in favor.

## **XI. Warrants**

- A. Accounts Payable Warrant #6818; \$65,853.05
- B. Payroll Warrant #6718; \$367,476.09

## **XII. Other Business**

There was no other business.

## **XIII. Citizen's Comments**

Mr. Model recognized Cynthia Sorn, 433 Rutland Street, who asked if Tier II is an unfunded mandate. Mr. O'Shea confirmed that was correct. Mr. Model thanked the Mostoufi family for taping the meeting.

#### **XIV. Adjourn Meeting**

Mr. Kablotsky moved to adjourn the meeting to executive session, with no intent to return to public meeting. Ms. Gambino seconded the motion. The following votes were taken in roll call: Mr. Kablotsky, aye; Mr. Model, aye; Ms. Gambino, aye.

The public meeting was adjourned at 9:20 pm.

Respectfully submitted,

Nancy Anderson  
Assistant to the Superintendent