

Carlisle School Committee

Minutes

Wednesday, November 13, 2019

Carlisle School Community Room, Carlisle Schools, 83 School Street, Carlisle, MA 01741
7:00 PM

Present – School Committee: Christine Lear - Chair, David Model, Eva Mostoufi, Shannon May Lavery. Sara Wilson participated by telephone.

Present – School Administration: James O’Shea, Superintendent; Matt Mehler, Principal; Denet Sidell, Principal; Lori Bruce, Director of Student Support Services; Susan Pray, Business Manager; Nancy Anderson, Assistant to the Superintendent.

Meeting Documents:

Policy Sub Minutes 9/18/19	Policy Sub Minutes 10/10/19	Policy Sub Minutes 11/5/19
Minutes 10/16/19	Minutes 10/30/19	CEF Approved Grants
PTO Approved Grants	Photos from Ameresco – Solar Canopy Project	Charging Stations Documentation
School Improvement Plan	Special Education Prioritization Document	FY20 Budget Update
Business Manager Posting		

I. Call to Order

Chair Christine Lear called the meeting to order at 7:05 p.m. Ms. Lear announced that the meeting is being recorded.

II. Public Comment Period

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

III. Review/Approve Minutes

Ms. Lavery made a motion to approve the September 18, 2019 minutes of the Policy Subcommittee meeting; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. Ms. Lavery made a motion to approve the October 10, 2019 minutes of the Policy Subcommittee meeting; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. Ms. Lavery made a motion to approved the minutes of the November 5, 2019 Policy Subcommittee meeting; Mr. Model seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. Ms. Lavery made a motion to approve the minutes of the October 16, 2019 School Committee meeting; Mr. Model seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. The minutes were approved with minor edits. Ms. Lavery made a motion to approve the minutes of the September 11, 2019 School Committee meeting; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye;

Lavery, aye. Mr. Model made a motion to approve the minutes of the October 30, 2019 School Committee meeting; Ms. Lavery seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. The minutes were approved with minor edits.

IV. Information/Discussion Items

- A. 6th Grade Student Presentation: Outdoor Ed. Dr. Mehler shared a PowerPoint presentation about the Outdoor Ed experience at Sargent Center in Hancock, NH. He introduced 6th graders Josie Troppoli, Hannah Rosado and Adam Synnestvedt who shared some of their Outdoor Ed experiences. The program goals include team building, cooperative learning, and encompass the core values identified as the 4 C's that the 6th grade team embraces; cooperation, commitment, communication and care. An example of team building was when all of the students worked together to unload baggage from the bus. Groups had to do a chore every day, such as sweeping or doing dishes. Activities included learning about food and water waste, fire building, shelter building, blacksmithing and making Johnny cakes. One particularly fun activity was when students paddled around a lake looking for clues for a sentence and then had to unscramble the sentence. A class favorite was the high ropes course. Students wrote experiences and feelings in journals and counselors would share them. On the last day, students participated in the Sargent Challenge. The goal was to go through stations with a map and complete a set of challenges. Mr. Model thanked the students, and asked if the students have achieved their ultimate goal of using some of these skills back at school. One student said she has used the skills.
- B. Carlisle Education Foundation (CEF): Approved Grants. In addition to the grants listed, CEF will fund iPads and crayons for elementary art, and \$1500 toward the music workshop. Mr. Model moved to accept, with gratitude, the CEF grants as outlined by Ms. Wilson; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Mostoufi, aye; Lavery, aye. Ms. Wilson abstained.
- C. Parent Teacher Organization (PTO) Approved Grants: Carrie Patel, Tophet Road presented the PTO grants, totaling \$3230.16. Ms. Lavery made a motion to accept the PTO grants, Ms. Wilson seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye.
- D. Donated Printer. An Epson printer has been donated to the Preschool. Ms. Mostoufi made a motion to accept the donated printer; Ms. Lavery seconded, the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye.
- E. Ameresco: Update on Solar Canopy Project. Devina Thakur, Associate Project Development Manager presented along with the Project Development Engineer. The equipment pad was moved to the island area, due to setback requirements, to receive site plan approval. The project is in Block 3 on the SMART program; the Town will be paid \$22,5000 in lease payments, and \$11,277 in PILOT (tax) payments per year. Images of the proposed design were shared. Ms. Lear asked about the timeline. Ms. Thakur answered that the next step is a Geotech analysis, where the soil is tested to see what kind of foundation can be installed. The proposed dates for this analysis, which will be done on array 2, are December 10 and 11. Foundations and conduit will be installed during April vacation. The paving contractor will work in July, with the goal of finishing

construction by the end of August, before school starts. Mr. DeKock, Oak Knoll Road, asked the Committee if the rendering of the drawings is acceptable to the Committee. Mr. Model made a motion to accept the screening plan as presented; Ms. Lavery seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye.

- F. Update on Charging Stations: Jonathan DeKock, Oak Knoll Road, presented. Eversource has assigned Commonwealth Electric as the contractor. The Green Community will cover the cost of the installation and the Energy Task Force will cover other costs. The Board of Selectmen moved to approve the legal agreement with Eversource, pending Town Counsel approval. Then Eversource needs to approve the plans from Commonwealth Electric. The project timeline is as follows: The area needs to be trenched, conduit installed, with the stations installed, completed and functional by January 31 in order to apply for grants in 2020. However, there is not currently a date on which they are going to trench. If this schedule doesn't happen, there will be need to be another discussion on charging stations after the paving takes place. Ms. Lear asked that if the Committee can do anything to help expedite the project, please let her know. Mr. DeKock said if it all comes together, there will have to be a Committee meeting to approve it.
- G. School Improvement Plan (SIP) 2019-2020. Dr. Mehler and Dr. Sidell presented. The SIP goals are aligned with the District goals. This is a one year plan. Themes are creativity, professional learning, multi-tiered systems of supports, digital citizenship, project-based learning, social emotional learning, equity and access, and the special education program. Indicators of progress include formal data such as MCAS analysis as well as meeting notes, classroom assessments and intervention data. Alignment with District Objective 1 are the SIP goals that include implementation of a research-based curriculum and assessments to ensure that all students develop academic and intellectual skills aligned to grade-level standards. The Benchmark Assessment System (BAS) is a program that was piloted around comprehension last year in 2nd grade. There is a search for a new math program that isn't language based as much as the current Everyday Math program because this circular, spiral program doesn't work for kids who struggle with reading and comprehension. They will do an executive functioning screening this year in PK and K. There was a great response from parents about See-Saw, as there was an opportunity for parents to see what's going on in the classroom. In Middle School there was a universal screening for all students in literacy. The teachers were able to use FLEX blocks to group students for support. The middle school Language Arts department met with Kathi Macklis, Literacy Specialist, who provided training on how to do richer interventions for students. Alignment with District Objective 2 are goals aligning the professional learning for educators to address the needs of all students so that they feel cared for supported, and known. Through Universal Design for Learning (UDL), there are multiple means of introducing material to learners, as well as lessons on how to practice and assess skills. There is an upcoming all day training on UDL on December 11. Ms. Mostoufi asked for an example of how the program works. Dr. Sidell cited the 2nd grade genius hour, where each child chooses a project to do, and plans how to research, document, and present it. Students do different things at the same time; including partner reading and reading with a teacher, with a different focus for each group. This practice uses current resources, includes all students, and the educators get to

know kids and their needs. To improve school climate and safety for all students, and enhance self-advocacy skills, there are We Thinkers, Zones of Regulation, advisories in middle school and Olweus. We did a lot of training with community partners in Carlisle, including the police, library, and Carlisle Kids House. We have posted positive affirmations around the school. Regarding health for all students in grades 5-8, we will work with the teacher to integrate health more systemically. Ms. Mostoufi asked about education regarding vaping. The School is partnering with Emerson Hospital to do a Youth Risk Behavior Survey in the spring and it is felt that the School will gain knowledge on student behaviors through this survey. Aligning with District Objective 3 a goal is to explore alternative models and approaches to optimize special education service delivery. Dr. Mehler, Dr. Sidell and Ms. Bruce are working together and there will be discussions about this over the next several months. Mr. Model asked if we are asking why students are leaving the Carlisle Schools. Dr. Mehler said we can explore exit interviews. He added that we are looking at CCHS and other schools to inform our work, as well as the visioning process, and the experience with the middle school schedule with the new flex blocks. Kim Reid continually shares data from CCHS. Dr. Mehler is meeting with the middle school principal from Concord on Friday. We know that Carlisle students are doing really well at CCHS. Dr. Mehler has data on which students from Carlisle are at which levels of courses. They are comparable with all subjects with the exception of Latin, which is not offered in Carlisle. Ms. Mostoufi shared that CCHS administers assessments, monitors kids and helps with support. CCHS does a good job as well with follow up with parents. Ms. Wilson asked if the High School is capturing data on students that Carlisle might have missed? The thought was to explore the assessments Concord is using. Mr. Model confirmed that our students have the basic skills for high school, but asked how the High School does with helping kids select courses, as this process relies on parents and children and self-awareness. He would appreciate better communication and believes there shouldn't be confusion during the transition to CCHS. Ms. Mostoufi asked if Carlisle can work with Concord earlier in the school year about the transition for students on IEPs. Ms. Bruce answered that parents are asked to work with their children about choosing courses in January, but transition meetings always happen later in the spring. Currently, Jessica Montague (8th grade Special Educator) is drafting a letter to 8th grade families. She is suggesting that as courses are picked for students, parents should keep their child's IEP in mind and ask a lot of questions. Mr. O'Shea said that he and Ms. Bruce can talk with administrators at CCHS and see what we can do to make a smoother transition to High School. In December CCHS does a presentation to 8th grade parents about the transition to High School. Mr. Model suggested Carlisle host the 8th grade parent group here at the school. Ms. Lavery asked how Carlisle kids are doing socially/emotionally? Mr. O'Shea would like to have that conversation, but realizes that a school with students from two different towns looks at students as an aggregate. CCHS is gathering social emotional data from all of the students. Ms. Lavery believes the social emotional piece is a measure of success. Ms. Mostoufi added that the two screeners that are used at the high school are for math/language arts and social emotional. MCAS data was presented by Dr. Mehler and Dr. Sidell. The students took the MCAS 2.0 test in the spring of 2019. Dr. Sidell noted that there was a focus on writing in elementary for the last two years, and there was an increase in the scores in 3rd and 4th grade. It was noted that there is a lot of growth in

literacy in 4th grade. Science scores are increasing and the thought is that this is due in part to KnowAtom programming, in grades 3, 4 and 5.

- H. Special Education. Lori Bruce presented, and addressed the prioritization of the recommendations of WestEd report. Ms. Bruce is committed to looking at the current model of one special educator per grade. Some grade levels have high numbers of students on IEPs. Ms. Bruce and Dr. Mehler met with the middle school staff to talk about what is working for them in special education. Ms. Bruce also met with all of the Special Educators. From these meetings, it was decided that the models for middle school and elementary may have to look different. Ms. Bruce and Dr. Sidell will meet in December with the elementary staff to have a similar discussion. Ms. Bruce feels that our staff is talented, interested and certified to work across grade levels. The staff supports this idea. Ms. Bruce said we will take the time to make this change. She also wants to look at what makes sense in co-teaching; a plan moving forward may be to have special educators co-teach in English Language Arts (ELA.) Middle School special educators spend a lot of time supporting students in ELA. Special educators work very collaboratively with teachers. Mr. O'Shea added that he will ensure staff has the training needed to co-teach in a subject area. The plan may include grouping students with needs into two classes. Ms. Lavery asked to clarify the ratings that were written on the presentation, specifically of the 66 recommendations, 16 received a 1 rating. Ms. Bruce answered that those are priorities but added that the implementation would take to the end of 2021. Ms. Bruce is confident about having consistently written IEPs as she has made that a priority this year. Mr. Model expressed gratitude for all of the work Ms. Bruce has done. He asked that the CSC be provided with data, such as MCAS scores, and how specifically to move forward with training and use of paraprofessionals. He asked how the CSC can engage in this process in a useful way. He proposed establishing a subcommittee, instead of asking Ms. Bruce to attend subsequent CSC meeting and report on progress in Special Education. Ms. Bruce felt it would be informative if a CSC member attended the SEPAC meetings. Ms. Mostoufi added that an advisory group would be helpful. Melissa McMorrow, Concord Road, was recognized. She said that this Town is run by volunteers; it has committed parents who want to see the school be the best it can be. She feels volunteers on committees should give the best they can to the students, and also realize the impact of budget on the taxpayers. Mr. Triola, Hart Farm Road, added that we have to move forward in a fiscally responsible way, with a lot of discussion and creativity. Ms. Bruce addressed the spending in Special Education noting there are always anomalies. There is an inherent unpredictability of out-of-district costs. Mr. O'Shea thought a subcommittee of the School Committee would be helpful, so they could ask challenging and difficult questions, then could update the entire Committee monthly. Mr. O'Shea added that there are a lot of recommendations in the WestEd report and the School is looking to address these issues with the current resources. He added that SEPAC can give recommendations.; the next SEPAC meeting is on Tuesday, November 19th. Ms. Mostoufi said that because Special Education is such a big part of the budget, the CSC wants to look into it more thoroughly. Ms. Lear asked for volunteers for the Special Education Subcommittee. Mr. Model moved that we form a subcommittee to liaise with the school on special education and planning, with Mr. Model and Ms. Mostoufi as members; Ms. Lavery seconded the motion. The following votes were taken in roll call: Model, aye; Wilson, aye; Lear, aye; Mostoufi, aye; Lavery, aye.

- I. FY20 Budget Update. Sue Pray provided an update. 22% of the operating budget has been spent to date. All payroll lines have been encumbered. The second budget document includes year to date expenditures. Sue will forward this documentation to the FinCom and the BOS.
- J. Business Manager Posting. Mr. O'Shea would like to post the business manager position in the next week or two, with a deadline of the second week in January. This is a CSC hire. It is noted that the Business Manager has to be certified by DESE. There's a licensure program at the Massachusetts Association of School Business Officials (MASBO.) Mr. O'Shea asked Committee members to send him comments about the posting. Ms. Pray will send a job description to Mr. O'Shea as well. Ms. Lavery asked Ms. Pray to provide interview questions. She noted that this is a unique district and it might be beneficial for Ms. Pray to sit on the interview committee. Mr. O'Shea will compile comments and disseminate the posting to the Committee. There are no internal candidates interested in this position.
- K. Visioning. Jim sent out a letter to all parents and community members who had participated in his other visioning sessions. A group agreed to come to the first meeting which is November 20 at 4 p.m.
- L. January School Committee Policy Meeting. Ms. Lear said we have to schedule a meeting to discuss the policies that the Subcommittee has reviewed. Ms. Lear explained that the subcommittee reviewed the Carlisle and MASC versions of each policy and checked legal references. Ms. Wilson suggested that we put a header on each policy to explain the proposed changes; she is happy to do this. Mr. O'Shea, who has attended all subcommittee meetings, will introduce each policy. The CSC Meeting to discuss policies will be on Wednesday, January 22, 2020 at 7:30 a.m.

V. Communications/Correspondence

The correspondence folder was circulated.

VI. Superintendent's Report

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

There is a Middle School band concert tomorrow night.

There was a safety training with Chief Fisher in October.

There will be a planned Lockdown Training on Nov 21.

The 7th grade is doing an authentic science experiment with Rob Fortado, who has a new cleaning technique that students are testing.

The Corey Elevator is projected to be done in early December.

We have received proposals for replacement of the Grant Elevator.

Engineers have been working on the process for the Water filtration system.

The HVAC study has been completed. Mr. O'Shea will meet with Mr. Fortado about it. Mr. O'Shea will scan the report and send it to Committee members.

FinCom asked the School to take the lead on the phone project. There has been one committee meeting. All town phones will be updated.

The CSC is well represented on the Master Planning Committee. This will also inform the visioning work that is being done at the School.

On October 23-24, Mr. O'Shea and Dr. Mehler attended MassCue. Maya Bery and Anne Spiegel were presenters.

There is a coat drive coordinated by the 2nd and 5th grade.

There is a pajama drive as well.

The plan for Snow Days is to use traditional snow days for the first three days; the 4th and 5th days will be Husky Home Day Learning, then the school will reassess if needed. Currently the last day of School is June 15, 2020.

VII. Members'/Committee Reports as Needed

Ms. Mostoufi reported on the Region: The next meeting is November 19.

She shared that Richard Sederstrom, who served the Concord Public Schools and CCRSD for 43 years, passed away in October. Expressions of sympathy can be made in his name to the Scholarship Fund of Concord and Carlisle, 34 Walden Street, Unit 217, Concord, MA, 01742, toward the establishment of an endowed scholarship to be awarded to a graduating senior pursuing studies in science. Mr. Model added that the Region is spending time evaluating international trips. Mr. Model wants to ensure that Carlisle out of state and overnight Field Trip procedures are in place including comprehensive waivers, CORI checks for all chaperones, clear insurance coverage and consistent training for teachers.

Ms. Lear reported on Municipal Facilities. Mr. Fortado joins the meetings when he is available.

Ms. Lear reported on the Community Center. The Center has a grant to create a building design.

VIII. Warrants

A. Payroll Warrant #3420; \$406,665.03

B. Accounts Payable Warrant #3320; \$141,568.09

IX. Action Items

A. Vote CEF Approved Grants; voted on earlier in the meeting.

B. Vote PTO Approved Grants; voted on earlier in the meeting.

C. Vote Donated Printer; voted on earlier in the meeting.

X. Citizens' Comments

Carrie Patel, Log Hill Road, asked if the Special Education Subcommittee meeting would be open to others and the answer was yes.

XI. Adjourn Meeting

Mr. Model made a motion to adjourn the meeting; Ms. Lavery seconded the motion. The following votes were taken in roll call: Model, aye; Wilson, aye; Lear, aye; Mostoufi, aye; Lavery, aye. The public meeting was adjourned at 9:58 p.m.

Respectfully submitted,



Nancy Anderson
Assistant to the Superintendent