

Carlisle School Committee

Minutes

Friday, June 5, 2020

8:30-9:45 a.m.

Remote Meeting Via Zoom

Present Via Zoom – School Committee: Christine Lear - Chair, David Model, Eva Mostoufi, Sara Wilson, Shannon Lavery.

Present Via Zoom – School Administration: James O’Shea, Superintendent; Matt Mehler, Middle School Principal; Dennet Sidell, Elementary Principal; Lori Bruce, Director of Student Support Services; Susan Pray, Business Manager; Rob Fortado, Supervisor of Buildings and Grounds; Nancy Anderson, Assistant to the Superintendent.

Meeting Documents:

Minutes of May 29, 2020		
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Note: Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the public was not allowed to physically access this School Committee meeting. Members of the Public were able to access this meeting via live stream at:

<https://us02web.zoom.us/j/84601889143?pwd=czMrd0NxcG51NmJGb2dPT0dLZkVLZz09>

Meeting ID: 846 0188 9143

Password: 294622

Public comments were posted via the chat box. Questions/Comments were read and answered by the School Committee via live stream.

I. Call to Order

Chair Christine Lear called the meeting to order at 8:31 a.m. Ms. Lear announced that the meeting is being recorded.

II. Review/Approve Minutes

Ms. Lavery moved to approve the minutes of May 29, 2020; Ms. Wilson seconded the motion. There was no discussion. The following votes were taken in roll call: Lavery, aye; Lear, aye; Mostoufi, aye; Wilson aye.

III. Information/Discussion Items

- A. Carlisle Historical Commission: Red Brick Building Discussion. Kathy Keller and Annette Lee, Co-chairs of the Historical Commission presented. It was felt that there was value to the original historic windows in the Brick Building. Few elements of a building contribute to the character of a building like windows; these have survived for 172 years due to the high quality of the wood. It was noted that the architectural integrity remains

if the window sashes aren't replaced. Modern windows are costly, generally warranted for about 20 years, and are not good for the environment. The building is Greek Revival, built in 1848 and could retain its integrity with some care. The Commission would like the windows restored. It was felt that restoration of the sashes would cost around \$20,000. There is some damage around the windows so some simple carpentry work would be needed as well. Windows could be removed and restored while the storm windows remain on. Tempered glass might be able to be installed to make it safer for children. Ms. Lee said that the Commission is willing to help in whatever way it can. Ms. Keller added that they would work with Larry Sorli, local architect with historic preservation experience, Building Commissioner John Metivier, and Rob Fortado on this project. It would be eligible for Community Preservation Act (CPA) funding. Ms. Wilson asked if the \$20,000 estimate includes CPA funds. Ms. Lee said the exact numbers were unknown. Ms. Keller would like to nominate the building for the National Register of Historic Places. Ms. Wilson asked how restoring the windows would impact that nomination and how long it takes for the nomination to occur adding it would be a nice honor for the town. Ms. Keller answered that windows are considered a character defining feature of buildings, and the nomination process takes a year or more. Ms. Wilson asked the life expectancy of restored windows; Ms. Keller answered that if they are maintained, they could last another 100 years. Ms. Lavery thanked Ms. Keller and Ms. Lee for the research and asked if this project was urgent and how it fits into the Town's facility planning process. Ms. Keller said some of window panes are loose and this is a safety concern for children. They haven't spoken to anyone about town planning. Holly Mansfield of the Recreation Commission asked for the windows because one of the window pieces popped out and it was then repaired. She added that it would increase heat efficiency to have the windows replaced. Rob Fortado, who has put in a lot of effort to get quotes for replacement windows, added that he reached out to six companies but only Pella got back to him with a quote of approximately \$30,000. He agreed that the replacement windows would only last for 20-25 years, and installing them would likely prevent the building from historical recognition. Mr. Fortado would like to see estimates on restoring windows and the necessary carpentry work. Ms. Mostoufi believed that Harvey makes wood windows, and asked if that could be explored. She asked how many original windows are on building and how many have already been replaced, and wanted clarification on the use of the brick building. Ms. Keller answered that 10 windows would be restored and the building is used for children's recreational activities. Ms. Wilson felt the doors were not original; Ms. Keller said they are not. The doors were changed for ADA compliance. Ms. Lavery asked that the Historical Commission make an inquiry to see what the criteria are for meeting historic/landmark status. Ms. Lear asked if historical status would limit functionality of that building; the answer was it would not inhibit what you can do with the space. Mr. Model stated the Town embarked on restoring the Highland Building without a clear purpose, spent \$300,000, and it sits unused. He added that the amount of money to bring Highland to code is prohibitive. The Brick building is used. He said we need a comprehensive plan, including what it takes to bring this building to code. It's important to look at everything; heating, plumbing, insulation, roofing, to understand the true cost. Mr. O'Shea added that the School leases the Brick building to RecCom to use for after school programming. He clarified that RecCom will fund the replacement of windows; there will be no school

resources used for the project. Ms. Mostoufi agreed that the Committee needs to understand the full picture. Ms. Lear thanked Ms. Keller and Ms. Lee. The Committee asked the Historical Commission to do more research and gather data, and also asked Mr. Fortado to call Harvey to discuss the cost of installing wooden windows. Ms. Mansfield from RecCom added that the Brick building is not only used for recreation programs every day after school but weekends for boy scouts and girl scouts. She noted it is not in the Historic District. Ms. Lear asked the Historic Commission report back to the CSC with more information.

- B. Update on School Closure. Mr. O'Shea noted we are in challenging times. He noted an 8th grade meeting was Zoom bombed yesterday and the incident was quickly addressed. The parent survey on remote learning has been sent. 8th grade graduation is scheduled for June 17 at 10 a.m. with a rain date of June 19. Graduation plans have been approved by the Carlisle Health Agent. There is an end of year car parade being planned for the afternoon of June 19. The School is looking to send rebates of \$100 to each family that paid a bus fee in full this year. This will be considered by the School Committee next week. The School continues to plan for an in-person summer program. Mr. O'Shea is receiving guidance from the Commissioner of Education and is working with the nurses and Lori Bruce. They will meet with the Board of Health on June 10 to seek input and approval of the program. Summer cleaning continues. The solar canopy project is underway. Work on the Performing Arts Studio will begin. Ms. Wilson said that the CEF is excited and people are happy that the Mistake Room will no longer be a mistake. The RecCom wants to have its Summer Fun program on School property and conversations will continue with the Health Agent about this. Town Meeting is scheduled for June 20. The CSC and FinCom had a very productive joint meeting this past Tuesday. The School will be revising its budget proposal and have prepared a level funding budget. The School will identify what the \$340,000 reduction will mean. It was noted that the reduction will not impact class sections. The District will prepay approximately \$250,000 in out of district tuitions. If the Town is unable to hold Town Meeting due to rain, the School will be forced to go with the 1/12 budget which keeps the District at level funding. The second meeting of the Back to School Task Force took place this past week. There are four working groups: Curriculum, District Operations, Resources/Finances and Communication. The State will prescribe 85-90% of reopening protocols including how many students are in a class, when classes are held, how sections are balanced and health protocols. State guidance will be given by June 17. Mr. O'Shea will continue to share information with the community. A question was asked about summer school and Mr. O'Shea noted that eligible students for summer school are students that require summer services as stated on their IEPs. Dr. Mehler added that graduation will be on private property and is car-based. Families are encouraged to be in one car/family unless there is a split household. Dr. Mehler encouraged members of the public to send him an email if they want to attend. Ms. Rosca noted that the School has done an outstanding job in these circumstances.
- C. EDCO Update. Mr. O'Shea shared that Carlisle belongs to two collaboratives, CASE and EDCO. Carlisle houses a CASE classroom and CASE provides transportation for Carlisle out-of-district students. EDCO hosts roundtables, provides professional development and educational programs for students at reduced costs. EDCO offers the IDEAS program that focuses on anti-racism and cultural equity. EDCO meets the needs

of underserved groups, offering 45 day assessments for students in 3rd grade and up. However, EDCO had financial inconsistencies and a big financial issue; it was working at a significant deficit for this year that deficit was passed on to members. The Carlisle share was \$9000 this past year. Carlisle pays approximately \$7000 per year in membership. The Board of Directors questioned the viability of EDCO. It was noted that millions of dollars of liability would remain if EDCO closed its doors; it would be a significant cost to members. A couple of districts have taken votes to remove themselves. At a meeting yesterday, there was a vote to end EDCO. EDCO leadership projected their budget for next year and are looking to operate in the black. The pandemic had a negative impact on EDCO this year. But Districts will be looking for additional support for students in the fall. A vote to remove a district from EDCO doesn't take effect until July 1 of following year. The Carlisle plan is to stay the course and have EDCO supports in place for staff and students. Ms. Mostoufi asked what it would cost us if we removed ourselves and EDCO folded. Mr. O'Shea said the liability would be over 5 million dollars and our portion would be significant. It was noted that Carlisle still carries that liability even if we remove ourselves from EDCO. If districts leave, EDCO becomes less viable. It was acknowledged that there was financial mismanagement. We now have confidence in the current EDCO leadership and would like to see them address the outstanding liabilities. Mr. Model questioned the leadership but Mr. O'Shea clarified that there is now a new business manager. Mr. Model asked if the board has taken a more active role so that moving forward, we are not increasing our liability. Mr. Model proposed that they establish a smaller subset of the board that is willing to put in extra time to provide oversight. Mr. O'Shea said the board consists of approximately 15 members and there is a subset finance committee that participates in finance meetings, and that information is shared with the entire board. Mr. O'Shea said the board is confident that the EDCO leadership will properly address finances, and we are better served as a District to remain as members and support EDCO. Concord opted out partly because they are trying to create more internal services, partly due to their concern about the deficit this year, and the uncertainties for next year. Ms. Bruce voiced support for EDCO, the roundtables, and the teacher trainings. Mr. Model said that they offered good School Committee training. Ms. Mostoufi asked if they were responsive to needs of a small district member like Carlisle. Mr. O'Shea answered that EDCO does not deal differently with the various sized districts; they are responsive, they create new programs, they fill in needs. Camelia Rosca, Brook Street, was recognized and voiced that she was sorry to hear about the EDCO financial difficulties and asked if we currently had students at EDCO. Mr. O'Shea said that there are no Carlisle students that attend currently. Ms. Rosca said she would be happy to assist the finance subcommittee as she has a background in finance.

- D. Draft School Committee Member Handbook. Ms. Lear felt that a reference guide for School Committee members would be useful. She drafted this document from the Town of Framingham and added MASC information. Mr. Model said that CSC members have a School Committee policy on bylaws and felt a lot of information was covered in that and similar existing policies. Ms. Anderson will review the relevant policies. Ms. Lear felt as a new member, she didn't have anything to reference and would have liked to receive a document. Mr. Model referenced the training that is required by all new CSC members. He is concerned with the high turnover on the Committee, noting that two of

five members is significant. He agreed that there is a need for continuity and training. His idea was to give guidance to the two new members by setting up an informal network to answer questions and provide information. Ms. Lavery would have appreciated a document at the start of her term on the Committee as well. She recommended finding a different source of training for the new members. She would propose a PowerPoint document with narration about 15 minutes in length; CSC alumni could review it. Ms. Lavery appreciates the efforts to create some documentation for committee members.

- E. Board of Selectmen Proclamation: Class of 2020 Day. Mr. O'Shea read the proclamation from the Board of Selectmen honoring Carlisle 8th grade graduates. Mr. O'Shea will send it to Dr. Sidell and Dr. Mehler who will send it out to their parents in their weekly communications; Mr. O'Shea will send it out on Monday.

IV. Members'/Committee Reports as Needed.

Visioning: Ms. Lavery reported that she and Mr. O'Shea met to finalize the wording on the Portrait of a Graduate and the vision statement for the school. There is one more group meeting and then the documents will be shared with the School Committee.

CCRS: Mr. Model reported that Concord School Committee meets every week. Concord is slowly opening facilities. Concord will move forward with a 1/12 budget. There is a low level of teacher negotiations occurring in Concord.

V. Warrants

- A. Payroll Warrant #8520; \$163,970.82
- B. Accounts Payable Warrant #8820; \$50,361.91
- C. Payroll Warrant #8920; \$411,328.14

VI. Action Items

There were no action items.

VII. Public Comments

Carrie Patel, Tophet Road, mentioned the CSC candidates forum will take place on June 17 . Details will be on the PTO website and will also be sent to administrators. People should send questions to Ms. Patel. She is working with the League of Women voters to reach the whole community. She asked citizens to please vote on June 30. Information is available at: Carlislemapto.org Mr. Model asked if there would be in-person voting and Ms. Patel did not know. Voting by mail has been advertised and there is a postcard being sent to all households about voting. Mr. Model said that School Committee is a contested race; it's important to get informed about the candidates and vote. Ms. Mostoufi appreciates people stepping up to run for these positions.

VIII. Adjourn Meeting

Ms. Mostoufi made a motion to adjourn the meeting; Mr. Model seconded the motion. The following votes were taken in Roll Call: Lavery, aye; Lear, aye; Model, aye; Mostoufi, aye; Wilson, aye. The public meeting was adjourned at 10:12 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Nancy Anderson".

Nancy Anderson
Assistant to the Superintendent