

Carlisle School Committee
 Minutes
 November 8, 2017
 Carlisle School Community Room
 7:00 PM

Present – School Committee: David Model - Chair, Melissa McMorrow, Christine Lear. Josh Kablotsky participated by telephone.

Absent: Mary Storrs

Present – School Administration: James O’Shea, Superintendent; Dennet Sidell, Principal; Susan Pray, Business Manager; Nancy Anderson, Assistant to the Superintendent/Recording Secretary.

Meeting Documents:

Minutes from 10-11-17	Next Generation MCAS Presentation	School Improvement Plan
School Committee Outreach	District Governance Program	Capital Planning
Emergency Closings Policy	Policy Pertaining to Section 504	Empowered Digital Use Policy
Access to Digital Resources Policy	Acceptable Use Policy	Policy on Animals in School
Technology Equipment Discard List	CEF Grants	

I. Call to Order

Chairman David Model could not call the meeting to order since a quorum wasn’t physically present. The Call to Order was delayed until Ms. McMorrow’s arrival at 7:10 p.m .

II. Public Comment Period

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

Ms. McMorrow made a motion to approve the minutes of October 11, 2017. Ms. Lear seconded the motion. All members present voted in favor of approving the minutes.

IV. Information/Discussion Items

- A. Next Generation MCAS Presentation** – Mr. O’Shea reported that MCAS scores were just released and mailed to parents. Carlisle students performed very well, above the state average. This test has a focus on critical thinking, application of knowledge and the ability to make connections between reading and writing. This “Next Generation MCAS” test is more rigorous than the previous versions. Rating categories are: exceeding expectations, meeting expectations, partially meeting expectations and not meeting expectations. Teachers and administrators will analyze the data. Teachers look for areas

for improvement and also to identify students who need additional support. More and more students meet or exceed expectations as they get older. Writing scores are related to reading comprehension as well.

- B. School Improvement Plan** – Dr. Sidell presented. Representing chairs of SAC, Peter Gambino and Carrie Wilson, SAC is working on a survey, gathering information on communication. The survey will examine how parents prefer to get their information and how can the school streamline it to meet their needs. The school is looking at assessments as well as alignment from program to program, so that school programs meet the advanced students’ needs as well as the needs of students who are struggling. Math: K-5 shares a common math program. 6th, 7th and 8th have their own programs. A representative from each grade level meets with Dr. Sidell and Lesley Yanka, the Math Specialist. Programs are built to meet diverse needs, and teachers modify programs with which they work. Social Studies: The school teaches social studies through reading programs at younger grades. There has not been a school-wide focus on the social studies curriculum since 2003 and it is being examined now. Mr. O’Shea has established a Diversity and Equality Committee. There will be a Community Night about Olweus on November 14. Emily King (4th grade teacher) was asked to speak about Olweus in school. She stated said that it’s a curriculum and the students are very engaged. Olweus prompts students to think about others. The school is looking to add Tier 2 support (general education teaching) in grades 3-8. Ms. Wilson will have students in grades 6-8 take the Youth Risk Survey this spring.
- C. School Committee Outreach:** Ms. Lear presented. Ms. Lear wants the community to be more informed about the CSC. CSC members will wear their nametags when they are in school at events or at meetings. CSC will work toward engaging with other groups in town (e.g. Council on Aging). CSC does a good job in interacting with in-town boards. Statements about the CSC will to go out to new families. CSC will communicate with Amy Smack, Registrar, to make sure new families get information. CSC wants to put a subscriber email notification for CSC meetings and access to packets on the website. Biographies of each CSC member will be on the CSC Facebook page.
- D. District Governance Program** – Ms. McMorrow presented. MASC and MASS ran a workshop on this topic; the School Committee and the Superintendent are a Governance Team. There should be an understanding and respect for roles. The focus is that students should thrive. It is possible to post a workshop and the CSC can have informal conversations with parents about the topic that was posted. The school can invite the CSC to the Welcome Coffee for new families, or the CSC can have their own Welcome Coffee.
- E. Capital Planning** – Mr. Model presented. He clarified that the School Budget is the operational budget for the school year. Long Term Capital Planning (LTCP) includes big-ticket items that are not included in the operational budget. Capital appropriations are ongoing; there is no rush to spend fiscal year budgeted funds before they expire. The School can therefore be more methodical on how it uses the Long Term Capital dollars. It can be used for additional Technology needs and Maintenance. Currently there is roughly \$100,000 budgeted in the LTCP budget for technology replacement and building maintenance. There were recent phone upgrades made at the school. It was considered that the school might align with the Town because it is also interested in phone upgrades. David Flannery decides what maintenance projects are done (door replacements, etc.).

Wilkins restroom has the oldest floor on campus. Outside security cameras were installed last year. Looking at making doors handicapped accessible which is a part of safety. Our school must be ADA compliant. On the topic of air conditioning, Mr. O'Shea reported that many times in the spring and fall, the temperature in school rises above an optimal level. In terms of tracking, temperature data more than 60 days old can't be accessed. The school is looking at campus-based chillers as a solution. Fresh air helps learning performances too. Individual air conditioning units are not always effective. There is a need to understand CO2 reading of each classroom; there are monitors to track this. This issue will be studied. Insulating glass is an expenditure item, and should be a factor in heating/cooling.

In discussion, Ms. McMorrow indicated that at the time of Spalding planning, it was known that the Spalding conditioned air requirements would have an impact on Wilkins, but that a line item for Wilkins HVAC upgrade was removed from the Spalding building project to stay within budget. Mr. Model asked Susan Pray, Business Manager, to ask David Flannery to find the initial proposal. The Municipal Facilities Committee also oversees long Term Capital Planning. There is a joint (Municipal Facilities and CSC) meeting on December 12, 2017 at 4:00 p.m.

F. Policies to Review - Mr. Model tabled the discussion of these policies for another meeting.

V. Communications/Correspondence

The MASC bulletin was circulated.

VI. Superintendent's Report

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

- Upcoming School Budget Hearing on December 13.
- School safety – Both fire alarms on October 24 and November were caused by system problems. These occurred at lunch/recess time and students and staff responded extremely well.
- School was closed October 30 due to downed power lines and October 31 because the school lost power. One Call was used to alert families and staff. There is emergency power at the school, but classrooms don't have power and water doesn't work. Corey is functional because of a generator. In Corey, the showers work.
- Chief Fisher conducted Lockdown training with staff on November 7. There will be an upcoming drill with students.
- Toured Banta Davis as a possible safety tower site.
- Toured waste water facility.
- Sent out a diversity/inclusion survey; working toward addressing issues. Will share results with CSC.
- Appreciative of CEF and funding they have given school.
- Voice over IP installed successfully.
- Minuteman Tech came in to present to 8th graders. School will reach out to Nashoba Tech to visit as well.
- Ongoing classroom visits to Clark Farm.

- Halloween parade held on November 1.
- Cross country invitational.
- Valerie Thomforde performed a piano duet with a number of students.
- Challenge Day (2nd year) – many enthusiastic kids who support each other.
- Mr. O’Shea sang with the CCHS chorus on Nov 2.
- Early Act Club communicating with school in Afghanistan.

VII. Members’/Committee Reports as Needed

Regional School Committee: Ms. McMorrow reported that the RSC is still working through the budget process.

EDCO Collaborative: Ms. Lear reported that Ashley Adams is the MTA field representative. Teacher contracts were discussed, as was collaborative negotiation style, where the focus is getting to know the “other side”.

VIII. Action Items

The following items were reviewed:

- A. (moved from last agenda item to first) Susie Shaw presented CEF Grants, for \$14,027. Maya Bery may receive 50 pounds of free books. Children record their own thinking about what they are learning. There is classroom recording equipment to support this effort. Ms. King explained this See Saw process, where there are different recording stations. When students are doing talking and recording, it’s very powerful. NSTA conference, Brad and Ginny will get new ideas. Ms. McMorrow made a motion to accept CEF grants, Ms. Lear seconded the motion. All present voted in favor of accepting CEF grants.
- B. Empowered Digital Use Policy – Mr. O’Shea will redo parts of the policy. Mr. Kablotsky stated that using devices is a privilege, but if technology is tied to curriculum how can teachers take it away from students? However, if a student is using technology equipment improperly, the school can take away the equipment. Once again, the policy will be further reviewed before voting to amend the current policy.
- C. Access to Digital Resources Policy – the heading of the last paragraph will be changed.
- D. Deleting Acceptable Use Policy will be tabled until above policies are finalized.
- E. Ms. McMorrow moved to adopt the Protection of Pupil Rights Policy, Ms. Lear seconded the motion. Discussion followed on deleting the reference at the bottom. Mr. Kablotsky pointed out that this policy says we comply with the law, so why do we need a policy stating so? Mr. Model will speak with the MASC. Ms. McMorrow withdrew her motion to adopt the Protection of Pupil Rights Policy; it will be reconsidered for later deliberation and vote.
- F. Ms. McMorrow moved to adopt the Animals in School policy, Ms. Lear seconded the motion. There was further discussion about this policy and Ms. McMorrow withdrew her motion. Mr. O’Shea and Mr. Model will work on amending this policy.
- G. Vote on Tech Discard List – Ms. McMorrow motioned to discard items on Tech Discard list; Ms. Lear seconded the motion. All present voted in favor of the motion.

IX. Warrants

- A. Accounts Payable Warrant #2818; \$114,020.82
- B. Accounts Payable Warrant #2418; \$365,334.34

C. Fuel Invoice \$ 74.26

X. Other Business

There was no other business.

XI. Citizen's Comments

Cynthia Sorn, Rutland Street, asked if the new policy on Acceptable Use would specify the consequences if the school takes away a device from a student for misuse. Consequences for misusing technology will not be in the policy.

XIV. Adjourn Meeting

There was no additional business. Ms. Lear made a motion to adjourn the meeting. Ms. McMorrow seconded the motion, and all members present voted in favor.

The public meeting was adjourned at 9:37 p.m.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent