

**Carlisle School Committee
Minutes
January 24, 2018
Carlisle School Community Room
7:00 PM**

Present – School Committee: David Model - Chair, Melissa McMorrow, Josh Kablotsky, Christine Lear. Mary Storrs arrived at 9:12 p.m.

Present – School Administration: James O’Shea, Superintendent; Carrie Wilson, Middle School Principal; Will Verbits, Director of Student Support Services; Nancy Anderson, Assistant to the Superintendent/Recording Secretary.

Meeting Documents:

Minutes from 12-13-17	FY18-19 Budget Update	SAC Report
District Goals	CSC Goals	Policy on the Protection of Pupil Rights
Emergency Closings Policy	Residency Policy	Naming Rights Policy

I. Call to Order

Chairman David Model called the meeting to order at 7:01 pm. He stated that the Carlisle School Committee meeting of January 10, 2018 was cancelled due to lack of a quorum and this is the rescheduled meeting.

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 Minutes

Ms. McMorrow made a motion to approve the minutes of the meeting of December 13, 2017. Ms. Lear seconded the motion. There was a brief discussion to make minor changes about the proposed solar project at the school. All members present voted in favor of approving the amended minutes.

IV. Information/Discussion Items

A. Discussion on Televising CSC Meetings

Vanessa Moroney (a parent) sent a letter to the CSC recommending that CSC meetings be televised. Sue Pray and Christine Lear volunteered to explore details about implementing this practice. Ms. Lear is a proponent for televising, to enable home access to meetings. Mr.

Kablotsky supports televising public meetings, however he advocates that the meetings themselves should remain on the school campus, and not at Town Hall. Mr. Model is open to the idea but focused on the school and expenditures. Mr. O'Shea thought televising makes sense but might shape deliberation. Mr. O'Shea said if we move forward with televising, the meetings should remain in the school location. Ms. McMorrow shared that the RSC meetings are televised, and it doesn't shape discussion. Ms. McMorrow said that regional funds were used to build the CCTV space, and we should be exploring a solution that recognizes the relative financial contributions. Ms. Lear will research and present a plan. Ms. Wilson was asked her opinion; she didn't feel televising meetings hindered conversations. Mr. Verbits' opinion was solicited as well, and he has never worked in a district where meetings were not televised. He feels it's a positive move; meetings are made available to all citizens who want to stay up to date on school issues. Chair Model recognized Vanessa Moroney, 142 Bedford Road, who stated there are many positive aspects of televising, such as accessibility, transparency, communication and outreach. She feels it's advantageous to be able to see debates and hear conversation, as people don't get the full story through minutes and The Mosquito. The school is largest employer in town, and citizens can understand how and why decisions are made. Ms. Moroney feels that people who attend meetings in town hall often go into other meetings that are occurring at the same time and thinks it's a benefit to have meetings in Town Hall. Mr. Model will wait for Ms. Lear's plan, and Ms. McMorrow added that the Committee should investigate High School students getting community service for helping televise the meetings.

B. 2018-2019 School Calendar

Mr. O'Shea discussed the process of arriving at a new proposed calendar. He convened a committee that met, discussed options, and proposed a pre-Labor Day start to the school year. A Professional day is proposed on November 6. NPEN (Northeast Professional Educators' Network) runs Professional Development programs in Massachusetts on Election Day every year because several schools close that day; with a PD on November 6, more of our educators could attend. The faculty feels August/September days are more valuable instructionally than June dates. The CSC requested feedback from constituents about the school start date. Mr. O'Shea emailed a survey to parents asking if they prefer a pre or post Labor Day start; approximately 30% of respondents preferred a pre-Labor Day start and 69% preferred a post-Labor Day start. Mr. Model asked Ms. Wilson her opinion about when to start the school year and she shared that teachers felt it's problematic to teach at the end of June. Mr. Model asked for parent comments. Sara Wilson, 201 Concord Street, prefers a pre-Labor Day start. Carrie Patel, 36 Log Hill Road, prefers a post-Labor Day start. Vanessa Moroney, 142 Bedford Road, prefers a pre-Labor Day start. Cynthia Sorn, Rutland Street, said years ago school always started after Labor Day, because many camps start on the last week of June. Ms. McMorrow questioned whether to have a Veteran's Day holiday because Veteran's Day is on a weekend. Or can Veteran's day be used as a Professional Day? Does the teacher contract have conference time built in? Concord voted on its calendar last night with an August 29 start date. It was suggested that the Calendar Committee includes parents. Ms. McMorrow advocated for a forum where the school can better explain its rationale for the August start. Mr. O'Shea will reconvene the Calendar Committee and be sure the members are aware of the parents' opinion poll and will share the various opinions and comments. The calendar will be voted on at the February CSC meeting.

C. School Advisory Council (SAC) Report

Ms. Wilson reported that Melynda and Peter Gambino collected the data. The SAC committee gathered data from parents/guardians/staff on effectiveness of home-school communication. Building trust is one reason why we want to do a good job communicating. Communication also increases confidence in the quality of education and increases appreciation for the services provided by the school. There were 128 responses to the survey, most through email. Classroom teacher emails were ranked highest. Parents liked information from the school (extra curricular activities, CSC, PTO, CEF), descriptions of curriculum, and the classroom (things related to their student's progress, assignments) and information about their child's progress. Parents want to know how to best support their children at home. 85% of parents felt well informed. 89% felt the School Closing notification was working well, some would prefer email or text instead of the call. Some teachers give parents a good sense of day-to-day activities in the classroom. 67% of parents think Elementary report card conveys information about child's progress. Middle school report cards need more detailed description in teacher comments. 94% feel administration responds in a timely way when contacted with questions. 96% think their child's classroom teacher responds in a timely way to concerns. The bulk of people think communication frequency is fine or prefer more frequent but briefer communications. To the question "How do you rate the quality of the education your child receives in Carlisle?", 90% rated us 4 or 5 stars. (5 = "best ever").

Another communication item was the school website. Ms. Lear is in the process of updating the CSC part of the website. She is looking to make documents, particularly policies, searchable. We will also have means to email the CSC packet directly to parents who want it. Mr. Kablotsky would like a single sign on for any site he might access at the school.

D. Update on District Goals

Mr. O'Shea reported on District Goals. Under Objective 1, Provide a Rich, Rigorous and Relevant Curriculum; the Digital Citizenship goal is ongoing and making progress. Computer Science is happening in all grades. Maya Bery working with other schools through technology. Nick Greenwood helped our Early Act Club to communicate with students in Afghanistan. World Language committee is meeting about our future programming; World Language programs are shrinking across the state. We are currently reviewing our social studies and math curriculum. Increased PD opportunities in integrating technology into teaching and learning. Under Objective 2, Building a Community of Respect and Inclusion in a Safe and Healthy Learning Environment, Ms. Wilson and Dr. Sidell have fully implemented the Olweus program. In the quest to decrease anxiety among students, Grade 2 is piloting a no homework program this year. Across the grades we are making sure homework has a good purpose. The Diversity Task Force has met, distributed a survey, and is looking to the next steps to keep people engaged and open to all people in community. There is an Encouraging Anti-Racism course through EDCO; the School is paying for teachers to attend. There's a broadening perspective in teachers and students. We have welcomed 4 student teachers so far this year. We are working with parents to enhance the dining experience. Under Objective 3, Ensuring Equity and Excellence in Learning,

we are actively working on Tier II supports in middle school, identifying students and getting them the support they need in literacy or math. Our Social Emotional curriculum is making progress. Our English Language Learner goal needs attention, as we need to provide more professional development (PD) to our faculty in this area. We have implemented a paraprofessional PD program led by Mr. Verbits. Mr. Verbits shared that he had PD this past week, delivered by our School Psychologists, on supporting students through behavior management, specifically, what to do with a child who is dysregulated. There was also crisis prevention training for paraprofessionals. Our BCBA provided the first of four sessions. Paraprofessionals are feeling supported this year.

E. CSC Goals

Mr. Model summarized the School Committee goals, which are:

1. Support District Goals – the following was added: Continuously monitor multi-year trends, both internally and in comparison to comparable school districts in the commonwealth, to support and encourage effective use of resources.
2. Communication outreach
3. Guide and assist in developing the school budget

Ms. McMorrow made a motion to accept the goals; Ms. Lear seconded the motion. All members present voted in favor of accepting the goals.

F. Budget Update

Mr. Model reported that the Finance Committee's 2019 Guideline Budget included a \$50,000 cut to the proposed Scholl's proposed budget. Mr. Model accepted the cut, but told both FinCom and the Board of Selectmen that the proposed Guideline budget will strip the small contingency for an additional Out-of-District placement of a Special Education student, and should we have additional special education expenses next year, we might ask the Town to fund the shortfall. Further conversation will take place in the February CSC meeting.

G. Policies

1. Protection on the Policy of Pupil Rights: Ms. McMorrow made a motion to approve this policy, Mr. Kablotsky seconded the motion. All present voted in favor.
2. Emergency Closings will change the wording from parents to guardians.
3. Residency policy: Mr. O'Shea stated that residency in the policy is defined as living 4 nights a week in Carlisle. Mr. Kablotsky suggested modifying the language to say 50% of the time and would support a half time description. Mr. O'Shea will consult with School Counsel about this change.
4. Facility Naming Policy; amended to Chair not Chairman.

V. Communications/Correspondence

Mr. O'Shea passed around the Correspondence folder, which included a holiday card from the attorney.

VI. Superintendent's Report

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

Principal search: There were 27 candidates. An 18-member committee identified 8 candidates to interview. The committee is identifying the best prospects.

Interim progress reports were delayed until this past Monday due to the snow day.

Mary Storrs arrived at 9:12.

On the January Professional day, teachers visited other districts to see different practices, some on Tier II instruction.

The Kindergarten screening is scheduled for May 1 – we will not have Kindergarten on that day Ms. McMorrow questioned if we could explore Blizzard Bags. Is there a way to have students do something on a snow day to have it count as a day. Mr. O'Shea investigated it, ran it by Ms. Wilson and Dr. Sidell, and thought the criteria seemed impossible to fulfill

VII. Members'/Committee Reports

Regional School Committee. Ms. McMorrow stated that the \$863,000 budget gap has been reduced by \$45,000 with early retirement incentives. Concord Fincom meeting is tomorrow night and the Budget Hearing is on February 27th. At this time, the School Committee will present a budget to Concord town meeting and FinCom will present another.

EDCO Collaborative. Ms. Lear reported that there was a Mass Association of Business Officers presentation.

Long term caps: Mr. Kablotsky stated that the committee voted on everything but the facility business; there is still discussion about the Facility Manager. Mr. Model and Mr. O'Shea may attend one of these meetings to give input about the Facility Manager position. There is an interest that the \$25,000 for extraordinary maintenance in Long Term Caps should be put in the operating budget starting with the FY 2020 budget year. He will discuss it with Sue Pray. Upcoming projects include removal of tanks at the fire station and work at the police station.

VIII. Action Items

The Protection of Pupil Rights policy was previously discussed and voted.

IX. Warrants

- A. Accounts Payable Warrant #4018; 51,063.01
- B. Accounts Payable Warrant #4318; \$56,255.74

- C. Accounts Payable Warrant #4118; 358,392.56
- D. Payroll Warrant #4518; \$368,619.67
- E. Accounts Payable Warrant #4718; \$51,031.30

X. Other Business

There was no other business.

XI. Citizen's Comments

Cynthia Sorn, Rutland Street, questioned the purpose of Kindergarten screening. If it's not required, why does the School screen children?

XIV. Adjourn Meeting to Executive Session, Purpose 2, to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel with no intent to return to open meeting. Mr. Kablotsky made a motion to adjourn to Executive Session, Ms. Storrs seconded the motion, and the following votes were taken in roll call vote:
McMorrow, aye, Storrs, aye; Model, aye; Kablotsky, aye; Lear, aye.

The public meeting was adjourned at 9:32 pm.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent