

**Carlisle School Committee**  
Minutes  
February 12, 2018  
Carlisle School Community Room  
7:00 PM

Present – School Committee: David Model - Chair, Melissa McMorrow, Josh Kablotsky, Mary Storrs, Christine Lear.

Present – School Administration: James O’Shea, Superintendent; Will Verbits, Director of Student Support Services; Susan Pray, Business Manager; Nancy Anderson, Assistant to the Superintendent/Recording Secretary.

Meeting Documents:

Minutes from 1-24-18	2018-2019 School Calendar	School Calendar Memo
Mid-year Progress Report on Strategic Objectives and Goals	Superintendent Goals	School Bus Policy
Volunteer Policy	Background Checks Policy	Emergency Closings Policy
Residency Policy	Facility Naming Policy	

**I. Call to Order**

Chairman David Model called the meeting to order at 7:03 pm. He stated that the Carlisle School Committee meeting of February 7, 2018 was cancelled due to a weather emergency 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. Storrs made a motion to approve the minutes of the meeting of January 24; Mr. Kablotsky seconded the motion. Ms. McMorrow asked for some edits. With those minor changes, all members present voted in favor of approving the minutes.

**IV. Information/Discussion Items**

A. 2018-2019 School Calendar

Jim O’Shea reported that the calendar committee reconvened to address comments and questions about the pre- and post-Labor Day start to school. He stated the reasons for the committee supporting a pre-Labor Day start. Chair Model invited Linda Vanaria, a member of the Calendar Committee, to share feedback. She shared that the teachers agree that students are more available for learning in August rather than June. She also shared that there are absences at the

end of June due to students attending camps, and the Middle School and Spalding building get very hot in June. The CTA voted at their February meeting to approve the calendar with the pre-Labor Day start. Ms. McMorrow clarified that the CTA contract requires the calendar to include five professional days-- two before students start, two for parent conferences, one for system goals. It is also a contract requirement to take all federal and state holidays. Mr. Kablotsky said the CSC should consider these factors in establishing future calendars. Ms. Storrs stated that in her 12 years as a CSC member, there has always been a calendar discussion. Mr. Kablotsky is happy to see putting what's best for students at the forefront of decisions and acknowledged that the school is required to have a minimum of school hours, but asked if a longer school day might be best for students. Chair Model said he would take questions from the audience, Alison Becker, 43 Prospect Street, questioned the 4-day Labor Day weekend. Would a 3-day weekend be considered? Ms. McMorrow said historically when there was a post-Labor Day start to school, teachers attended professional days on the Wednesday and Thursday before Labor Day, making it a 4-day weekend. That 4-day weekend practice was continued when the calendar moved to a pre-Labor Day start. Mr. Model said the school should publish the rationale along with the calendar when it is posted on the website.

## B. Budget Update

Susan Pray said there is just under \$30,000 in free cash right now. Mr. Model asked for an update on the present budget at every meeting moving forward. Mr. Model spoke to the 18-19 budget now in process in preparation for Town Meeting. FinCom reduced its "Guideline Budget" for the School by \$50,000. There was an unanticipated retirement, but also notice of an increase in special education costs, that Mr. Model has conveyed to FinCom. Mr. Model continues to educate the Selectmen and FinCom on the inability to predict the special education needs, particularly out of district costs. Mr. Kablotsky asked about prepayment of tuition. Ms. Pray stated that we can pay total tuition in advance to all Collaboratives and can prepay for 3 months with the other schools.

## C. Superintendent Mid-Cycle Review

Mr. O'Shea discussed his Student Learning Goal. Implementing the Olweus program has had an impact on how students and staff work together and helps focus on the social-emotional piece for students. In 8<sup>th</sup> grade, LA and Social Studies classes are weaving diversity into the curriculum. Mr. O'Shea wants the 7<sup>th</sup> grade to make similar curricular connections for anti-bias training. His Professional Practice Goal has a focus on communication. Mr. O'Shea summarized that he Meets with Mr. Model about CSC agendas and wants to work on communication with all CSC members. He is working on communication with parents, wants to communicate about curriculum issues, and hoped to write articles for the Mosquito but learned that the Mosquito staff writes all articles. Mr. Model recognized Betsy Fell, 21 Patten Lane, reporting for the Mosquito, who encouraged Mr. O'Shea to talk to her about ideas for articles. She noted that Mr. O'Shea could write two letters to the editor per year. 30-35 people attended the Parent Olweus night. Ms. McMorrow added that there is value to telling parents about new curriculum being implemented. Committee members offered feedback about Mr. O'Shea. Ms. Lear is glad to hear from him about school issues through e-mail and cited the information about school phone issues as an example. Mr. Kablotsky said Mr. O'Shea is doing a great job and is "just what the

town needed". Mr. Kablotsky acknowledged that Mr. O'Shea communicates often and well, and said it would be a huge benefit to take that practice to the next level and work toward strengthening the relationship between school and community. Mr. Kablotsky stated that Mr. O'Shea should make his priorities clear, acknowledging the need for community support. Ms. Storrs offered positive feedback, and as she does no longer has a child in the Carlisle School, said communication is a way to keep up to date about happenings at the School. Ms. McMorrow shared that Mr. O'Shea presented informative communication about Olweus and noted the great rapport Mr. O'Shea has with students and the community, and how that helps with the school culture. Mr. Model agreed with the comments and encouraged Mr. O'Shea to develop more one on one relationships, echoing Mr. Kablotsky about the value of a larger vision goal and thinking beyond the next 3 years. Mr. Model supports the Superintendent position separate from the Principals to free the Superintendent to engage in dialog with teachers and the community, understanding the vision of educating children in this century. The School has to work toward the goal of providing the best opportunities for children to become fully functioning adults. The CSC thanked Mr. O'Shea.

#### D. Televised Meeting Update

Ms. Lear shared that CCTV will loan the equipment to tape the CSC meetings, but someone needs to operate the camera. Perhaps this could be a volunteer, or someone could be paid to tape the meeting for \$50. Mr. Kablotsky asked if it is the District's responsibility to get our meetings televised, noting that there are requests to televise the CSC meetings. Ms. Lear said the onus is on the CSC to televise our meetings. The CSC needs the Carlisle selectmen to have a verbal agreement about implementing this practice as the contract with CCTV ends in September. Ms. Lear requested Committee backing for televising, and she can possibly set it up for the next meeting. She will find out how to publicize that the meetings will be televised, but for now they will be on-demand from the CCTV website.

#### E. Policies

1. School Bus Policy: Removed wording relative to half-day kindergarten.
2. School Volunteer Policy: At the start of next year, all volunteers will meet with the principal. Should the Field Trip Policy be combined with the Volunteer Policy?
3. Background Checks: MASC recommends both School District policy and DCJIS policy should be included. Licensed staff members get fingerprinted and pay more to get fingerprinted. Mr. Model said there is no reference in the policy to DCJIS, and the DCJIS policy should be referenced. Ms. McMorrow and Mr. Model will review both policies for overlapping information. Mr. Model received notification that next year, 7th graders will get screened for substance abuse, and asked how this would occur. Mr. O'Shea said the school nurse would ask the child questions. He added that the youth risk survey, given in two years, would also give us information about this topic. Mr. Model asked if we need a policy governing the screening. Mr. O'Shea said he would get clarity on this screening from Mass Association of School Superintendents.

## **V. Communications/Correspondence**

The correspondence folder was circulated and included the MASC newsletter.

## **VI. Superintendent's Report**

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

Principal search: 18 members were on the search committee. There were 27 applicants for the position, and the committee interviewed 8, moving forward one candidate. People felt he was outstanding and did not feel comfortable moving any other candidate forward. The finalist is Matthew Mehler, currently an Assistant Principal in Bedford. Mr. O'Shea conducted on-site visit two weeks ago, and students, teachers, and administrators spoke very highly of Mr. Mehler.

CEF: Susie Shaw and Allison Becker presented. The CEF has funded a renovation feasibility study of the Corey Lower Level (often referred to as the "Mistake Room"). Two options were identified, and there is thought to move forward with the plan to relocating the instrumental music program space. This would open up space on stage for a drama program. Mr. Kablotsky voiced a couple of concerns; the first is how does increasing the square footage of the school affect future funding, and how does this additional space impact existing custodial coverage? Mr. O'Shea plans to work with David Flannery moving forward.

There was a successful Mitten Play in each Kindergarten Class.

The Beelzebubs, an improv group from Tufts, performed for the entire school, and was very well received.

Annawon Weeden came to 3<sup>rd</sup> grade to present on Native American history and culture. Shakespeare and Company is coming Friday.

A Chinese New Year celebration will be also be held on Friday.

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

Regional School Committee. Ms. McMorrow and Mr. O'Shea participated in a Strategic Planning meeting in Concord; there will be a process to develop district goals. There was a lot of student participation. Planning will help with Carlisle students syncing up with Concord students as they move onto the high school. Ms. Storrs will chair the Campus Advisory Committee meeting tomorrow at Fern's. There is debate over the landfill and they are soliciting public feedback. She is also attending Mentors' Training, where they discuss dating violence, and other serious topics, encouraging healthy discussion. They are considering offering the program in 8<sup>th</sup> grade. Students will be trained in understanding the culture of how men and women talk about each other. It's the Mentors in Violence Prevention Club (MVP Club) headed by Nancy Slocum.

Long Term Capital Requirements Committee: Mr. Kablotsky reported that there is a request from the Conservation Commission for funds for a well. Mr. Kablotsky committee asked to move \$25 K from long-term capital to the operating budget.

Facilities: They are considering a separate warrant article for facilities project management; funds would be allocated to different departments.

Website Update: Ms. Lear is still working with Nick Greenwood on the website. She asked for CSC biographies and pictures. If CSC members haven't already given these to Nancy Anderson, please do.

### **VIII. Action Items**

- A. Ms. Storrs made a motion to approve the 2018-2019 school calendar; Ms. Lear seconded the motion. Ms. McMorrow thinks it's important that the letter explaining the rationale be attached to the calendar. The calendar and letter will be put on the website. The CSC would like to see a first draft of a calendar for next year in November. Ms. Storrs, Ms. McMorrow, Mr. Model and Ms. Lear voted in favor; Mr. Kablotsky abstained. The motion carried.
- B. Ms. Storrs made a motion to approve the Emergency Closings policy; Ms. McMorrow seconded the motion. All present voted in favor, the motion carried.
- C. Ms. Storrs made a motion to approve the Residency Policy and then withdrew her motion. This policy is tabled while more information is gathered. Mr. O'Shea will contact Andy Waugh about the wording.
- D. Ms. Storrs made a motion to approve the Facility Naming Rights Policy; Ms. McMorrow seconded the motion. Ms. McMorrow added that if the CEF is considering fundraising, they should consider offering plaques with people's names. All present voted in favor, the motion carried.

### **IX. Warrants**

- A. Payroll Warrant #4818; \$369,643.44
- B. Accounts Payable Warrant #50181 \$136,054.54
- C. Accounts Payable Warrant #5218; \$42,236.12

### **X. Other Business**

There was no other business.

### **XI. Citizen's Comments**

There were no citizen comments.

**XIV. Adjourn Meeting, with no intent to return to the public meeting, to Executive Session, Purpose 1, to discuss the reputation, character, physical condition or mental health, rather than professional competence, or an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual; Purpose 2, to conduct strategy sessions in preparation for negotiations with the Elementary Principal or to conduct collective bargaining sessions or contract negotiations**

**with nonunion personnel; and Purpose 3, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body.** Ms. Storrs made a motion to adjourn the meeting, Ms. McMorrow seconded, and the following votes were taken in roll call:

**Roll call vote:**

**Storrs: Aye**

**McMorrow: Aye**

**Model: Aye**

**Kablotsky: Aye**

**Lear: Aye**

The public meeting was adjourned at 8:48 pm.

Respectfully submitted,

Nancy Anderson  
Assistant to the Superintendent