

Carlisle School Committee

Minutes

Wednesday, February 12, 2020

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 (arrived at 7:23 p.m.), Sara Wilson, Shannon May Lavery.

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

Meeting Documents:

12/19/19 Special Education Subcommittee Minutes	1/8/20 Meeting Minutes	1/22/20 Meeting Minutes
1/27/20 Special Education Subcommittee Minutes	METCO Presentation	Budget YTD and Forecast
Superintendent Goals	Draft #1 and #2 of 2020-2021 School Calendar	CASE Collaborative Agreement
Policy List		

I. Call to Order

Chair Christine Lear called the meeting to order at 7:01 pm. 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

Mr. Model made a motion to approve the Special Education Subcommittee minutes of December 19, 2019 and January 27, 2020; Ms. Lavery seconded the motion. All members present voted in favor of approving both sets of minutes. Ms. Wilson made a motion to approve the minutes of the meeting of January 8, 2020; Mr. Model seconded the motion. All members present voted in favor of approving the minutes. Ms. Lavery made a motion to approve the minutes of January 22, 2020; Mr. Model seconded the motion. All members present voted in favor of approving the minutes.

IV. Student Council Representatives.

Jason Wang, 8th grader and Secretary of Student Council, presented an update. There has been a pizza sale on every Early Release Tuesday; also whoopie pies are for sale. Student Council has raised about \$800 to date. Proceeds will purchase a bouncy house for field day in June. The Open Pantry food drive started in January, and donation bins are filled to the brim. Jason thanked all of the staff for their support, especially Mr. O'Shea, Ms. Reid, Dr. Mehler, and Ms. Malone. Jason added that he is looking forward to high school next year. Ms. Lavery commended him on a great presentation with no notes.

V. Information/Discussion Items

1. Update on Charging Station. Jonathan DeKock, representing the Energy Task Force (ETF), presented. Eversource has not yet given final plans to the ETF. While processes are in the works, there is nothing to vote on at the present time. Mr. DeKock's concern is that the Green Community Grant expires on May 31. If a plan from Eversource is received, he would like to request a special meeting of the CSC to vote on it. The Committee agreed to this request. Mr. DeKock believes the entire project could be completed in a month and a half.
2. METCO Presentation. Jim O'Shea presented an overview of Metropolitan Council for Educational Opportunities (METCO.) Mr. O'Shea explained that visioning work with the community has been ongoing this year, and he has also met several times with the Master Planning Committee. During these conversations, the idea of Carlisle participating in the METCO program emerged, as constituents are exploring the idea of a more diverse and inclusive school community. Currently, 38 school districts participate in METCO. Boston and Springfield are the feeding districts, with a population of students interested in attending school in other communities. Mr. Model questioned if there could be other nearby communities, such as Lowell, that could be sending districts. Benefits to the program include creating an environment where students can be integrated academically and socially. Challenges include families accessing school resources. Mr. Model asked about student experiences; Mr. O'Shea answered that experiences were overall positive. Anecdotal data seems to show participating students from Boston have more academic success the longer they are in the METCO program; there also seem to be more educational gaps in their experience if they start the program in later years. It does seem that students who are in the program persist in it. Dr. Mehler, who worked in Districts that participated in METCO (Lexington and Bedford), shared that his student experiences were successful and multi-generational. It was noted there is a waiting list for the program. Dr. Mehler also shared that John Sills, Superintendent of Bedford, created a video on the METCO program in Bedford. Mr. O'Shea noted the positive impact to all students impacted by the program. Ms. Lavery, who grew up in a METCO district, agreed. Ms. Bruce lives in a METCO district and shared that her sons had a deeper understanding of various lifestyles, and one friend in the METCO program said that METCO saved his life. The State funds approximately 75% of the cost; providing districts with approximately \$5000 per student, a portion of funding for transportation, and a possible increase in Chapter 70 funds. There is an application pool because METCO students have to be residents of Boston or Springfield, and the priority of placement is based upon ethnicity; not economic diversity. The commutes for METCO students can be upwards of an hour or more. Dr. Mehler shared that breakfast was

provided to the METCO population of students in Bedford. Sometimes families host METCO students so the students don't have the long bus rides during the school week. If it is determined that a METCO student requires an Out of District placement, it is the home district's, not the receiving district's, responsibility. Mr. DeKock, 130 Oak Knoll, shared that Fenn runs a similar program where they bus children from Boston, and noted that many students read or work on the bus ride. There will often be monitors on the bus because of the length of the ride. Boston parents are responsible for getting their child to a central location to meet the bus. Mr. O'Shea said that the host school can determine how many slots are available. The host school works with the program to determine the appropriate cohort size of students, which could vary year to year. Siblings of participants get priority for placement. Cynthia Sorn, Rutland Street, asked about special education services for METCO students. Ms. Bruce answered that the School would service students with special needs as long as those services are in place for Carlisle students, so students attending in Carlisle would have access to a speech language pathologist, occupational therapist, physical therapist, special educator and school psychologist. If it was determined that the School could not service the student, the student would have to be placed elsewhere and that would be the responsibility of the home district. Mr. Model noted that participating in METCO is a big commitment and fraught with economic impact. Ms. Lavery noted that we value diversity. Mr. O'Shea has given an overview of both School Choice and METCO to the School Committee; it was felt that diversity would be achieved more through METCO than School Choice. Mr. Model noted a cost to the district for each program and reiterated the idea of reaching out to other nearby communities to achieve diversity. Mr. O'Shea will reach out to the state to see if other cities might be considered as feeding districts for the METCO program. He will also reach out to a METCO coordinator to help determine the time frame for participation in the program.

3. Budget Update. Susan Pray shared that per the FinCom suggestion, the special education Out of District cost is now listed in separate line items. Circuit breaker funds are included in the budget. The Town funded the elevator repair.
4. Budget Mailer Review. Ms. Pray stated that the document is a draft and is still being updated. She shared that Kevin Maier received a cultural council grant, and the District received Title I funds this year. Title I funds both math and literacy programs. The mailer will be received by community members a couple of days before Town Meeting.
5. District Goals/Superintendent Goals Update. Mr. O'Shea presented. Goal #1, the District Planning Goal, centers around the visioning work that is being done. The Visioning Committee is comprised of 28 people, including faculty, staff, parents, students, community members, and town officials. There is a high level of interest and enthusiasm in this work. Mr. O'Shea has engaged the community and gathered information about the future of education in Carlisle. The Committee is looking to synthesize information in March. Ms. Lavery, heading the Innovation and Best Practices subcommittee, added that 8-10 people will create a one page summary of Committee findings. Multiple Visioning resources will be available on the shared drive, including research-based best practices and articles. The next meeting is on March 11, and at that point, the Committee will have created a document to share with the CSC. Goal 2, Student Development Goal, includes creating the Portrait of a Graduate. This will be created collaboratively with the Visioning Committee. Goal 3, District Improvement and

Professional Practice, applies to the Administrative Team. Mr. O'Shea wants to ensure there is a shared understanding of instructional expectations and best practices to support consistency in evaluations. He strives to maintain expectations and consistency as administrators support teachers. Goal 4, District Improvement Goals, involves continued progress in tiered supports. There have been opportunities for Professional Development in this area, including the Tara Trainor Universal Design for Learning (UDL) workshop. UDL is being used in Elementary School and Flex Blocks are used in Middle School. There are now universal screeners in middle school to help identify students who need support. Dr. Mehler's work is continuing; he is exploring how to make modifications to improve the middle school schedule for next year. Supports for students continue to be enhanced through Lori Bruce's entrance plan. She has reviewed the WestEd report, and is helping her faculty and staff explore Professional Development to help them continue to expand their repertoire of strategies to meet the diverse needs of students. Mr. Model asked how efficacy of the support is assessed. Star Renaissance (reading comprehension) and Aleks (math) assessments are done three times a year for every student in middle school. The Administrators analyze data to see who is struggling, and explore deeper as to why. General education teachers are teaching Tier II and are also collecting data. Dr. Mehler further explained that through these assessments, students were identified for targeted intervention. Teachers then supplemented instruction in areas of need, and a second round of data was collected in January to assess progress. With elementary, students are identified through the Child Study Team. Teachers and staff are educated on what to look for in terms of warning signs that children are struggling. Ms. Bruce added that Dr. Sidell meets with his staff to talk about methodology, if lessons are going too fast, and if the spiral math program is working. Dr. Sidell and Ms. Bruce work together. Ms. Wilson asked if groups of students were struggling, could it be due to a teaching issue? It was shared that the data is analyzed for trends and when trends were noted they were looked into. This could be a result of many variables and sometimes it is the curriculum or areas of concentration in a particular class or by a particular teacher. Sometimes lower performance could be due to the cohort having a high population of students with certain educational needs. Mr. O'Shea shared that administration also looks at MCAS performance, where data over the years for the same class can be seen. The New York Times article in 2017 was cited, as it centered on a way to measure student success based on student growth; the article showed Carlisle was doing extremely well in this area. Ms. Mostoufi asked if teachers have the flexibility to adjust the curriculum after looking at this data. Dr. Mehler answered yes; teachers reflect on data and make changes in their instructional approach. MCAS is aligned with state standards to make sure everyone is teaching to those standards. Goal 5, Supporting the new Director of Student Support Services, is going well. Ms. Bruce feels and appreciates the support.

6. 2020-2021 School Calendar Presentation. This discussion was tabled to March.
7. CASE Agreement. Mr. O'Shea affirmed that Carlisle is a member of EDCO Collaborative and CASE Collaborative. EDCO recently rewrote bylaws addressing the issue of districts leaving the collaborative; and CASE is doing the same. Now if districts want to step away from using CASE transportation, they need to give two years' notice, where previously six months' notice was sufficient. This change helps districts to plan their budget.

8. Policy Discussion. Ms. Lear thanked Ms. Wilson and Ms. Anderson for their help with the policies. Mr. Model moved to accept all 29 policies listed; Ms. Lavery seconded the motion. There was no discussion. Mr. O'Shea read the following policies:

1. A2-Nondiscrimination on the Basis of Disability
2. A3-Equal Educational Opportunity
3. A6-Sexual Harassment
4. A7-Safety Program
5. B2-School Committee Ethics
6. C1-Administrative Structure
7. C2-Damage and Vandalism
8. C3-Distribution of Information
9. C7-School Visits
10. C9-Wellness Policy
11. E1-Communicable Diseases Policy
12. E4-Medication Administration Policy
13. E6-Athletic Concussion Policy
14. F1-Buildings and Grounds Safety and Security
15. F4-No Idling
16. F7-Tobacco Products on School Premises Prohibited
17. G3-Emergency Plans
18. I5-Home Schooling Policy
19. I8-Teaching about Drugs, Alcohol, Tobacco and Controlled Substances
20. J2- Bullying Prevention
21. J3-Prohibition of Hazing
22. J6-Entrance Age
23. J8-Physical Restraint Policy
24. J11-Student Welfare
25. J12-Residency Policy
26. J13-School Attendance
27. J14-Student Discipline
28. J16-Student Rights and Responsibilities
29. J17-Student Transportation by Staff in Private Vehicles

All members present voted in favor of approving these policies.

VI. Communications/Correspondence

There was no correspondence.

VII. Superintendent's Report

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

Thanks to everyone on the search committee for the new Business Manager. Anne Mahan is the finalist. Anne will attend the March CSC meeting.

Per the Student Opportunity Act, the Town will receive \$20,000 in additional Chapter 70 funds. Cyber Security Awareness training has started.

Lori Hunter and her high school team hosted an 8th grade transition night; and received great feedback from Carlisle.

Mr. O'Shea has met with Tim Goddard and discussed how the School can continue to share resources with the Town.

Next week is school vacation.

There is a joint meeting with SEPAC and the Special Education Subcommittee on February 25.

There is a COA breakfast with the Administrative team in March.

Mr. O'Shea met with Kate Reid about intergenerational opportunities at the school. The school is looking to the community to find citizens with expertise in some areas, and exploring how we can bring people together to help support student learning and intergenerational activities.

VIII. Members'/Committee Reports as Needed

CCRSD. Ms. Mostoufi presented about the Region. The transition meeting on January 21 in Carlisle was received very well. The focus on wellness and mental health of students will continue through many programs at CCHS. After the recent suicide in Concord, a large counselor team was established, support systems were put in place, and students who needed check-ins were identified. The Center for Parents and Teachers brought in speakers. There was also a discussion on the purchase of electric busses, and purchasing 3 busses for the region. Mr. Model noted that electric busses are subsidized. There is a new program at CCHS for students aged 18-22. It's a transition from Pathways, where students participate in social activities, acquire jobs, practice life skills, and transition to living independently.

Master Planning. Ms. Mostoufi shared that Master Planning in Carlisle is looking for the following information from the School:

- Demographics (METCO and School Choice)
- Facilities planning
- Municipal finance (more information on school spending)
- Carlisle character and culture
- Sustainability

Mr. O'Shea will create a document to share with the CSC. Mr. Model suggested that Master Planning come to a CSC meeting to discuss these information points. Mr. O'Shea and Ms. Mostoufi will meet with Janne Corneil to get clarity on what information Master Planning needs. The Special Education Subcommittee has met and is working with Lori Bruce. Members are reaching out to surrounding communities to get a better understanding of what other towns are doing in Special Education.

IX. Warrants

The following warrants were approved:

1. Accounts Payable Warrant #5020; \$239,843.29
2. Accounts Payable Warrant #5420; \$71,623.02
3. Payroll Warrant #5220; \$388,879.77
4. Payroll Warrant #5720; \$381,130.15
5. Accounts Payable Warrant #5920; \$131,870.25

X. Action Items

- A. The policy vote took place at the end of the policy discussion.

XI. Citizens' Comments

Cynthia Sorn, Rutland Street, asked the name of the new Business Manager; which is Anne Mahan. Mr. O'Shea noted that the School is still finalizing Ms. Mahan's contract, which will state "Pending School Committee Approval." Mr. O'Shea will share the contract with the Committee. The CSC can vote on the contract and Ms. Mahan's appointment as Business Manager at the March meeting.

XII. Adjourn Meeting

Mr. Model made a motion to adjourn the meeting; Ms. Mostoufi seconded the motion. All members present voted in favor. The public meeting was adjourned at 9:12 p.m.

Respectfully submitted,

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

Nancy Anderson
Assistant to the Superintendent