

Carlisle School Committee

Minutes

Friday, May 1, 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.

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; Nancy Anderson, Assistant to the Superintendent.

Meeting Documents:

Minutes of April 17, 2020	Joint Meeting with FinCom of April 20, 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/321756655>

Meeting ID: 321 756 655

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 8:35 a.m. Ms. Lear announced that the meeting is being recorded.

II. Review/Approve Minutes

- A. Ms. Wilson moved to approve minutes of April 17, 2020; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Lear, aye; Mostoufi, aye; Wilson aye.
- B. Ms. Wilson moved to approve the minutes of the Joint Meeting with the Finance Committee of April 20, 2020; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Lear, aye; Mostoufi, aye; Wilson, aye.

III. Information/Discussion Items

- A. Update on School Closure. Jim O’Shea introduced Marcella Pixley, 8th grade Language Arts teacher. Darian Cosic, an 8th grader, is working on a passion project of his own choice; writing about living through the pandemic. He shared some of his writing that included keen observations, where he talked about looking more deeply at everyday items. It was a detailed, thoughtful piece. Rachel Levy, K-5 art teacher, was introduced

next. Ms. Levy said this has been a challenging time. She has created many videos for students, and does a live video every other week. Ms. Levy noted that some kids don't have many supplies at home so she has to be creative. She wants all students to participate and feel good. Ms. Levy shared couple of clips from videos she has done. The first theme presented was Art and Science, where students learned about fluid dynamics and created art in a glass. She then shared some of her Snail Collage lesson. Ms. Levy does an art show at the end of each lesson where the students share the work they have done. She is happy because usually in class she doesn't have time for students to share like that. Mr. O'Shea continued with the closure update, and referenced Phase III, which is the span of time from the day after April vacation through the end of the school year. The School is currently making plans to have students pick up their materials. It is noted that pick up times will be staggered and physical distancing will be in place. The School is planning for the summer, but it is difficult to plan in full with such limited information. Mr. O'Shea is putting together a task force of educators, parents and LEPC members to talk about options for reopening school in the fall. With guidance from the State, the School is paying all Out of District tuitions because those schools are providing services to our students. Carlisle is helping to sustain the educational system both public and private. The School staff and families had a well-deserved April vacation. Mr. Model, who had joined the meeting, asked about what the status was on payment to the bus company. Mr. O'Shea shared that a MOA is being developed in regards to the bus company, Bedford Charter. Sue Pray added that the School had adjusted the monthly invoice for April, and people at town hall are following the Massachusetts General Law that says Towns can't pay for goods and services unless they are received. Bedford Charter still has leases to pay for and other expenses; the fear is that if we don't pay, it is not sure what will happen to them. Mr. Model asked about bus drivers, who are not furloughed. He also asked if Bedford Charter received its bank loan. When organizations receive this loan, it starts an 8 week clock where they show their payroll, and their loan is forgiven. The concern is that if Carlisle paid Bedford Charter and then Bedford Charter had their loan forgiven they would in essence be paid twice. Per Susan Pray, "Bedford Charter will guarantee an invoice credit if Carlisle double paid this year." DESE guidance is to pay proportionate; Mass law says don't pay. Mr. Model supported that this issue get resolved legally. Mr. O'Shea noted that Counsel is looking at the MOA document.

- B. Kindergarten and Pre-K Fees. Mr. O'Shea stated that the School charges a fee for Kindergarten and Pre-K students. Currently, we have 47 K and 9 Pre-K students, and families are asking for reimbursement because school is closed. It was noted that these fees are used to offset teacher salaries. Teachers are also providing distance learning to these young students. Mr. Model does not want to deviate from our fee model as the School is still providing services to students; Ms. Wilson and Ms. Lear agreed. Ms. Wilson asked in the case of a hardship, is there an avenue families can go through to receive financial assistance, and the answer is yes. Ms. Lear added that the teachers are doing their best, and we need resources to pay our teachers. She did not support refunding any fees. This will be voted on at the next School Committee meeting.
- C. Student Opportunity Act Plan. Mr. O'Shea explained that the Student Opportunity Act (SOA) is legislation that was passed to bring more chapter 70 funding to municipalities. Through the SOA, the Town of Carlisle was projected to receive about 50,000 in

additional funds. Schools were asked to identify how they would spend the additional funds; specifically, how funding would be used to address student need. It was noted these funds go to the Town. Mr. O'Shea shared his screen, explaining the plan to focus on student subgroups such as students with IEPs and Tier II students, and also all students for literacy instruction. There is demonstrated targeted student support with the continued use of Foundations, our research-based literacy program. Mr. Model was troubled by the mechanics, because the Town is receiving the funds. Mr. O'Shea noted that the Town provides the School with excess funding above the foundation budget, and these Funds go to the municipality. Mr. O'Shea attended multiple meetings about the SOA and noted that all schools have been asked to submit the forms. Mr. Model asked that the communication to the State be very clear. Mr. O'Shea will forward all documentation to the Committee and asked to review the process and vote at the next meeting.

- D. Carlisle Recreation Use of School for the Summer. Ms. Lear said that Carlisle Recreation (RecCom) is hoping to use the school for its summer program. Mr. O'Shea said we are going to have to wait and see what happens next. If we get approval from the Board of Health we would be willing to let our areas be used in a safe way. Everyone needs to understand that the School has its own summer program and may have a broader program which we have to prioritize with all of the work that has to be done to reopen school. That said, if the School can, it is willing to help and support the community and the Recreation Commission. Ms. Lear noted that the school parking lot will be torn up in the summer due to the solar project. Mr. Model added that the School can give RecCom conditional assurance; if the governor gives permission to open the school, we can open it for recreation. Mr. O'Shea needs more information before a decision can be made and suggested the three entities meet and discuss specifics. He added that discussion is all hypothetical at this point. Ms. Mostoufi asked if RecCom has a deadline, and the answer was no, the Director is just looking for information at this time. Mr. O'Shea will reach out to Holly Mansfield, the Director of RecCom.
- E. Memorandum of Agreement (MOA) on the Educator Evaluation Process. Mr. O'Shea stated that the Carlisle teachers are working very hard, and the educator evaluation program is woven into the teachers' contract. Because of the school closure, some criteria on evaluations cannot be met. Mr. O'Shea has worked with Linda Vanaria about what can be done to streamline the evaluation process. Some requirements have been changed; for example, no end of year evidence is due for some staff members and all observations prior to March 13 will suffice, even if criteria is not met. Mr. O'Shea wants to move forward with all of the evaluation minutia and have teachers concentrate on working with students. Ms. Wilson voted to waive the usual practice of discussing an issue at one meeting and voting on it at the next; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Lear, aye; Model, aye; Mostoufi, aye; Wilson, aye. Mr. Model made a motion to accept the Memorandum of Agreement as presented; Ms. Wilson seconded the motion. The following votes were taken in roll call: Lear, aye; Model, aye; Mostoufi, aye; Wilson, aye.
- F. Superintendent Evaluation. Mr. O'Shea discussed the process of completing the yearly Superintendent Evaluation by the School Committee. He shared that the DESE was looking at a new rubric. Previously, the form included standards, indicators and elements. The new rubric just has standards and indicators, and the indicators haven't

changed. The procedure has been that the Superintendent writes an update in a template, then the School Committee members each comment on Superintendent goals and standards, and write an evaluation. Mr. O'Shea proposed that he share an update on his goals next week, then have a 2 week period for the Committee to review the documents and meet with him, submit the completed forms to Ms. Anderson by May 22, then the forms will be compiled and shared by May 29. Ms. Lear supported the timeline. Mr. Model wants to confirm specifically what members are evaluating. Ms. Mostoufi shared that at the Region, members are looking at an overview of the goals that were completed prior to school closing, then what happened after the closure. The Region is not adopting the new rubric because it involves a lot of evidence, is too time consuming, and people are too involved with issues related to the rapidly changing school. MASC has sent out information on evaluating superintendents since the closure that should be referenced. Mr. O'Shea will talk with Laurie Hunter about creating an evaluation document for goals, standards, and an added standard about the school closure. Ms. Mostoufi said that the Committee can evaluate per DESE, where the Superintendent comes up with high level summary of what was done before and after the closure. She suggested each member meet with Mr. O'Shea, ask questions, and then use the former DESE scale, not the new one. She wants to be mindful of Mr. O'Shea's time and doesn't want him chasing evidence. She added that managing the closure has been a huge job. Mr. O'Shea said that he will share the high level summary on May 8, and he will adjust the summary as needed. At that point, the evaluation chart will be distributed to the Committee. Members will have two weeks to process their feedback and submit it to Ms. Anderson to compile for May 29th. Mr. Model asked that the School Committee look at the goals set at the beginning of the year and assess Mr. O'Shea's work before the closure, and then how Mr. O'Shea managed the School after that. It was felt that Superintendents would not be penalized for what wasn't done this year. Mr. Model added that planning for the 2020-2021 school year is very important. The overall objective is to assess how Mr. O'Shea progressed with his goals, how did he react to the challenge of the closure and what goals need to be set to prepare for the challenges coming ahead? Mr. Model added that FinCom needs a 5% cut in the budget, and this is a main piece of the School Committee's job. This committee should weigh in about this before Town elections because this committee has lived through the closure. Mr. O'Shea will draft documents and share with Ms. Lear and Ms. Wilson.

IV. Members'/Committee Reports as Needed

Region: Ms. Mostoufi reported that the Concord curriculum committee has been meeting and shared what Concord teachers are doing. They will coordinate with Kim Reid about student testing for Carlisle 8th graders moving to CCHS. The thought is that the first month back in school will be a review of skills so students are more prepared. Mr. Model added that the Region has two online classes per week per subject. The Region is well funded and students are taking to online learning well.

Municipal Facilities: Ms. Lear reported that all spending is on hold, though the Committee is still planning projects. Rob Fortado continues to help sanitize objects and areas in Town. Ms. Lear also attended a MASC group meeting where other districts talked at length about how they are struggling to feed their kids. The solar project is progressing, and the color of the pillars holding up the panels has to be decided. Mr. Model supports a Carlisle blue color and did not support

white as it would show marks too much. Ms. Mostoufi also wants a color that won't show marks, and agrees blue is a good choice. Ms. Lear will tell Jonathan DeKock to choose blue. Visioning: Mr. O'Shea reported that the Committee is working on documentation.

V. Warrants

- A. Payroll Warrant #8020; \$350,186.23
- B. Accounts Payable Warrant #8220; \$34,293.22
- C. Accounts Payable Warrant #7920; \$47,305.54*

*Town Hall removed the bus bill from this warrant; the adjusted amount is \$16,420.24. The bus bill is being held at Town Hall.

VI. Action Items

There were no action items.

VII. Public Comments

There were no public comments.

VIII. Adjourn Meeting

Mr. Model made a motion to adjourn the meeting; Ms. Mostoufi seconded the motion. The following votes were taken in Roll Call: Lear, aye; Model, aye; Mostoufi, aye. Ms. Wilson had left the meeting. The public meeting was adjourned at 9:46 a.m.

Respectfully submitted,



Nancy Anderson
Assistant to the Superintendent