

Carlisle School Committee

Minutes

Wednesday, September 11, 2019

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, 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:

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|---|----------------------------|----------------------------------|
| Minutes of July 23, 2019 | Minutes of July 29, 2019 | Summer of 2019 Facility Projects |
| Carlisle Public Schools District Objectives | Draft Superintendent Goals | Enrollment Report |

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 minutes of the meeting of July 23, 2019; Ms. Lavery seconded the motion. All members present voted in favor of approving the minutes. Ms. Wilson made a motion to approve the minutes of July 29, 2019; Ms. Mostoufi seconded the motion. All members present voted in favor of approving the minutes.

IV. Information/Discussion Items

- A. Thank you to Melynda Gambino. Ms. Lear thanked Melynda Gambino for her time served on the School Committee. Ms. Gambino spent a year on the Committee, and brought so much to the Committee and the Town of Carlisle. Ms. Lear wished her the best in Concord. Mr. Model added that he worked very closely with Ms. Gambino on a variety of issues. Knowing that the Committee had lost two seasoned members, Ms. Gambino did a great job as chair even though it was for a short period of time. He stated that the Town of Carlisle will miss her and her husband, Peter. It was noted that though

the Committee misses Ms. Gambino, they are very happy with the appointment of Ms. Lavery.

- B. Solar Project Update. Ameresco provided an update about the solar canopies. They have surveyed the wetlands, and are now going for the site plan review. Devina Thakur presented a PowerPoint that summarized details about the project. The canopies will be positioned to get the best sun angle. Ameresco worked with Rob Fortado and assessed the area to make sure the busses had adequate clearance. They shared the following schedule:

C.

| Milestone | Date |
|--|---|
| Submit Site Plan | August 2019 |
| Planning Board Meeting* | September 2019 |
| Planning Board Approval* | October 2019 |
| Apply to SMART Program | October 2019 |
| Geotechnical Study | November 2019 |
| Procurement (Design + Steel Fabrication ~6 months) | November 2019 – April 2020 |
| Ameresco Design Complete** | December 2019 |
| Building Permit Approval | January 2020 |
| Site Mobilization (Sawcut and backfill for conduits) | April 2020 |
| Paving (Remove Islands, Grade, Binder) | June 17 th – 29 th 2020 |
| Site Re-Mobilization (Foundations and Electrical) | July 6 th 2020 |
| Finish Paving (Top coat) | Week of July 13 th 2020 |
| Site Re-Mobilization (Canopy Installation) | Week of July 20 th 2020 |
| Mechanical Completion | August 25 th 2020 |

The schedule indicates that the project should be completed by the end of summer 2020. Jonathan DeKock, 130 Oak Knoll Road, a member of the Solar Working Group and the Energy Task Force, estimates the Town will be in Block 3 of the SMART program. Submission to the SMART program needs to be done after Planning Board approval. The Planning Board might be able to approve the project on September 16 or 30. Mr. DeKock asked the School Committee to voice any concerns about the project. Ms. Mostoufi asked what happens to the panels as snow accumulates. Ms. Thakur said the panels are all tested to accommodate the weight of snow. Mr. DeKock added that rain will come through the break in the panels and snow will not, except when it melts. The DPW has plows that will fit under the canopies. The DPW might have to salt more often due to melting snow. Ameresco's experience is that there is not a lot of negative

feedback about water melting and dripping on kids and adults; the system becomes more difficult to manage if there is a water management system added to it. Mr. DeKock said that drips only will come down, no snow, no icicles. Ms. Mostoufi had concerns about drainage but the paving company will make sure drainage is sufficient. Mr. DeKock asked if the School would be interested in a charging station. Eversource will trench in an interconnection for chargers for free. The Energy Task Force has been trying to find a place for a charging station because they currently have a free charger. Eversource charges for the meter, and there is a need to put a credit card on the charger. Eversource will put constraints on how deep the trench is, and the school can set the rate for charges. Green Community pays for one system with 2 ports. A company could be hired to manage the car charger and the credit cards. The charging station costs roughly \$5000. Mr. DeKock needs a statement from the School Committee that they would like him to pursue this idea with the Energy Task Force. Someone would have to prepay for it then would get reimbursed. There will be a sign that restricts these spots to staff during school hours. The CSC thinks it's a good idea for Mr. DeKock to look into a charging station. The placement will be by the front of the parking area near the gym. Mr. DeKock will gather more information. He confirmed that the cost to the school is just managing the station as time goes on. There were concerns that this project could impact the 2020-2021 school budget. Mr. O'Shea asked for names of companies that would manage the chargers, which cost roughly \$360 per year to manage.

- D. Facilities Update. Mr. O'Shea began by apologizing to the Board of Health, the Recreation Commission and the Community for not sharing information earlier about the hydraulic fluid leak from the broken elevator. He stated that the School knew about the leak in June and had the water tested. At end of July the school received the report back, and at that point the School notified other committees. Rob Fortado gave an update on summer facilities projects. He said the facilities department accomplished a lot in the past couple of months. Four classrooms were re-carpeted, new ceilings were installed in two classrooms, and four ceiling fans were installed in the gym. Rob Fortado and Dan Flannery built a recess shed. Mr. Fortado provided more details about the elevator. After the leak was discovered, seven 55 gallon drums of soil were removed from the site. OMNI environmental group, the school's insurance company's environmental liaison, has been handling water testing. When the test results came back at end of July, the whole school was put on a bottled water order. On August 22, the oil contamination site was treated, and it tested for radon, which was discovered. The system originally designed for the oil safeguards has to be modified to include radon safeguards. Jim O'Shea and Rob Fortado will be meeting with OMNI and DEP tomorrow. The water tanker uses 2 wells, one from Braintree, which just came in testing positive for contaminants. The water provider went to the secondary well in West Bridgewater and it had a posted sign indicating the water had *E.coli* contamination. For tomorrow, the school will continue on the bottled water order. Signs will be posted on water fountains so nobody can access water through them. Because the last water delivery got flagged for contaminants, that water has to be flushed out, but it can be used for flushing toilets. In Mr. Fortado's opinion it was the result of the failing piston that caused the leak of hydraulic fluid. Water at the school is tested once a month. The original engineer who designed the water system in the 80's will be brought in during the testing process. Ms. Lavery asked Mr. Fortado to confirm that there were no risks for the students, which he

did. Mr. Fortado was hoping the schedule for bottled water usage would only last a couple of days. A lot of collaboration is occurring to get a water system designed.

- E. District Strategic Objectives. Mr. O'Shea reviewed the objectives. Objective 1: Provide a Rich, Rigorous and Relevant Curriculum. The School has made strides on digital citizenship, computer programming, and using technology to broaden awareness of the global community. The science curriculum is being reviewed this year. Our new entry is to engage the school and the broader Carlisle community in updating our shared vision for our students and our school. Mr. Model asked about the timing of establishing the visioning committee; Mr. O'Shea will look to convene the committee in mid-October. The visioning committee will discuss what skills we want our students to develop as well as the larger school vision. We want to come up with a profile of a graduate. We will also research what other schools have done in this area. Mr. Model stated that we still face the problem of declining enrollment and how to manage a population that has dropped. Objective 2: Build a Community of Respect and Inclusion in a Safe and Healthy Learning Environment. Mr. O'Shea reported that we continue to implement the Olweus program and the School celebrates opportunities for teacher growth. These entries are carried over from last year. Objective 3: Ensure Equity and Excellence in Learning. The School's multi-tiered support system is a primary focus. How do we enhance our classroom instruction to meet needs of all students? Mr. Model asked that Tier 3 goals be included in the multi-tiered support section. Ms. Lavery asked if the vision for the Carlisle Schools aligns with Concord. Mr. O'Shea commented that he has regular conversations with Laurie Hunter, understands the vision in Concord and the Concord and Carlisle visions and goals are similar. The schools will collaborate moving forward. Mr. Model supports working with Concord and helping the Carlisle students transition to High School.
- F. School Committee Goals. The members referenced the preliminary goals listed in the minutes of July 29, 2019. Mr. Model summarized that the summer meeting is more reflective; there was discussion about the School Committee goals and the commonality of the goals. Mr. Model feels budget should always be a CSC goal, and he wants to examine the Special Education program. Ms. Lavery's interest is in what schools should be and the work done by School Advisory Council. She would like to work to help fine tune the school vision. Ms. Wilson added that the budget is fundamental to the operation of the school. She also has interest in looking at the vision of the school. She would like to see Carlisle be leading education innovation. Ms. Mostoufi has a special education goal; she wants to help support the new Director of Student Services and sees the importance of continuity and success in that role as the DSS manages the many needs of special education students. Ms. Mostoufi also has a communication goal. When there is transparent communication with parents and the community, it creates more trust. Ms. Lear's goal is to work on policies and procedures. She added that we have an opportunity to really look at our special education program with a new director and the WestEd report. She added that if there is open communication with everything the school does, more people will understand the School budget. The Committee supports giving some meeting time each month to student presentations and showcasing of their talents. To summarize School Committee goals: Special Education, Innovation/Vision, Budget, and Communication. Ms. Lear will edit these goals.

- G. Superintendent Goals. Mr. O'Shea shared his draft goals for 2019-2020. The first goal is a District Planning Goal, that includes engaging the Carlisle school community and the Carlisle community in the process of updating our vision for students. The Student Development Goals include that the Carlisle Schools continue to prepare all students to be healthy, happy and productive by identifying skills and qualities we desire in our graduates. This second goal also includes a shared and consistent vision of excellence in instructional practices and student achievement. The third goal is District Improvement/Professional Practice which includes developing and maintaining a shared vision, as well as a focus on school improvement with the Administrative team. This includes a focus on our multitiered system of instruction and support. Mr. Model would like the Committee to give feedback and reflect on the Superintendent goals, and questioned if Special Education should be a part of the goals. Each School Committee member will meet with Mr. O'Shea once a month. In summary, the Committee members will review and reflect on all three sets of goals, meet with Mr. O'Shea, then the goals will be reviewed and finalized in October.
- H. Enrollment Update. There are currently 608 students, including 13 preschoolers.
- I. Performing Arts Studio Update. Mr. O'Shea reported that he, Sara Wilson, and Sue Pray met with Justin Humphries from TBA this past week. The bids for the performing arts studio project were very high. Ms. Wilson is going to talk with CEF since CEF is funding the project. The project will go back out to bid. The budget is twice what TBA had originally forecasted, with a very basic, pared down project. Ms. Wilson reported that the group will talk with Mr. Humphries about where savings may be found.
- J. Budget Process/Calendar. Scott Triola, Hart Farm Road, was recognized. The budget letter that is going out will outline the timeline, which is the same as last year. The School will meet with FinCom on October 28 at 7:45. The Board Of Selectmen (BOS) set an earlier deadline of November 15 for warrant submissions. The initial presentation of the budget to CSC will be on October 16. There was a request to provide more visibility into the budget, particularly about the prepayments. It is important to circulate critical budget information to the BOS and FinCom. The school will disseminate budget information and keep the community aware of what is going on at the school.
- K. Massachusetts Association of School Committees (MASC) Fall Conference. Eva Mostoufi will attend the fall conference, which is held November 6-9. If anyone else is interested in attending, please let Mr. O'Shea know.
- L. Special Education Counsel. Last year Special Ed counsel was different than District counsel. Our special ed counsel had a conflict last year and that became a problem. Now, there is an opportunity to use someone from the District counsel firm of Murphy, Hesse, Tuomey and Lehane. Lori Bruce, Ms. Lear and Mr. O'Shea will meet to discuss this. In the past, Mr. O'Shea surveyed other districts to see recommended counsel. Counsel is hired by School Committee.

V. Communications/Correspondence

There were no communications or correspondence.

VI. Superintendent's Report

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

We will put notice out to parents about our bottled water plan. We can cook in our kitchen with bottled water, we will work with Sue Robichaud to make sure she has what she needs.

The opening of school went great; students are energized.

Our new Student Information System, PowerSchool, has been implemented.

We will use a new platform, School Messenger, as our emergency notification system.

Triple E is a serious concern. The School has taken precautions. We re-routed Cross Country away from mosquito ridden areas, and practice is over by 4:30. Competitions will be done by 5:30. All PE will be in the gym, not outside. Dusk to dawn are the most dangerous times; nothing school sponsored is taken place during that time period. We are not a critical risk town. We have a yellowjacket problem, not a mosquito problem. We will continue to monitor the situation. Mosquitos should end at the first full frost.

We haven't received the final draft of the West Ed report. When we received their preliminary report, we shared feedback with them, and they will make some modifications to their report.

We did not make substantive changes in their findings. Mr. O'Shea will share both drafts so people can see the changes we requested.

At the end of June, the commissioner gave notification that at home learning will not continue past this current year. Mr. O'Shea sent out a survey, and many parents, staff and students thought our Husky Home Learning program was a good alternative to adding snow days at the end of June. Currently, Monday, June 15 is our scheduled last day of school. The plan this year is to take 3 traditional snow days, then if there's a 4th, use it as a Husky Home Learning Day.

Mr. Model proposed planning what we should do if there's ever a week or more of snow days.

We should have a conversation about the pros of a pre-Labor day start and days we might use in the calendar for make up snow days.

Budget conversations have started. Oct 8 and 16 will be budget presentations with faculty and staff.

We have launched a new website, after SAC and faculty feedback.

The Teachers' Contract should be finalized by end of the week.

Friday the 13th is the reveal for the 7th grade play.

9/19 and 9/26 are parents' nights.

There is a safety presentation with Chief Fisher on October 2.

A Lockdown drill will take place in November.

VII. Members'/Committee Reports as Needed

Ms. Mostoufi reported on the CCRSD meeting. There was a Forum for Special Education parents hosted by the District. There is a big push for inclusion at the region.

Ms. Lear asked for attendance at the Policy Review Subcommittee meeting on September 18, 2019 at 9:00 a.m. in the Spalding Conference Room. Ms. Anderson will annotate policy changes for these meetings.

Ms. Lear has been attending meetings with Ameresco about the Solar Project at the School. The Committee would like someone to be a representative on the Municipal Facilities Committee, which meets weekly at 8 am on Tuesdays.

VIII. Warrants

- A. Payroll Warrant #1120; \$231,486.07
- B. Accounts Payable Warrant #1320; \$37,945.72
- C. Payroll Warrant #0820; \$224,245.31
- D. Accounts Payable Warrant #1020; \$69,120.02

Two additional warrants were added after the agenda was posted:

- E. Payroll Warrant #1420; \$354,998.12
- F. Accounts Payable Warrant #1620; \$89,456.65

IX. Action Items

The following items were reviewed:

Policy Review Subcommittee will meet on Wednesday, September 18, 2019 at 9:00 in the Spalding Conference room. Ms. Lear invited everyone to the meeting.

X. Citizens' Comments

There were no citizens' comments.

XI. Adjourn Meeting

Mr. Model made a motion to adjourn the meeting; Ms. Wilson seconded the motion. All members in attendance voted in favor of the motion. The public meeting was adjourned at 9:34 p.m.

Respectfully submitted,



Nancy Anderson
Assistant to the Superintendent