

**Carlisle School Committee  
Minutes  
September 13, 2017  
Carlisle School Community Room  
7:00 PM**

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

Absent: Mary Storrs

Present - School Administration: James O'Shea, Superintendent; Carrie Wilson, Principal; Dennet Sidell, Principal; Will Verbits, Director of Student Support Services; Susan Pray, Business Manager; Nancy Anderson, Assistant to the Superintendent/Recording Secretary.

Meeting Documents:

CSC Minutes from 6-19-17	CSC Minutes from 7-21-17	District Goals 17-18
Acceptable Use Policy (2)	List of Policies for Review 17-18	Facility Summer Update
Enrollment Update	School Committee Facebook Page	

**I. Call to Order**

Chairman David Model called the meeting to order at 7:02 p.m.

**II. Public Comments**

Mr. Model welcomed everyone to the meeting, and asked for public comments. Vanessa Moroney, Bedford Road, had concerns about electronic devices in school, specifically policy. She asked how the school controls and monitors the content being accessed on school owned technology. She asked how the school will make sure her children do not view inappropriate material. Ms. Moroney wants consistency in enforcing rules on the safe use of all technology devices. Ms. Moroney's main concern was the safety and security of our children.

Kathleen McDonald, Nowell Farm Road, voiced concerns about teaching our children how to use technology, and the connection to the Acceptable Use policy. Mr. Model said the PTO is following up with the school administration with concerns about electronic devices in school.

**III. Review of Minutes**

Ms. McMorrow made a motion to approve the minutes of the meeting of June 19; Mr. Kablotsky seconded the motion. All present voted in favor of the motion; the June minutes were approved. Ms. McMorrow made a motion to approve the minutes of July 21; Mr. Kablotsky seconded the motion. All present voted in favor of the motion; the July minutes were approved.

#### **IV. Information/Discussion Items**

##### **A. District Goals for 17-18**

Mr. O'Shea reported he worked with the Administrative Team to identify four major objectives under our District Goals.

1. Provide a Rich, Rigorous and Relevant Curriculum
2. Build a Community of Respect and Inclusion in a Safe and Healthy Learning Environment
3. Ensure Equity and Excellence in Learning
4. Develop the capacity of our professional faculty, staff, and administration to address the challenges of 21<sup>st</sup> century education

Objective 1 focuses on ensuring that our district curriculum continues to be rigorous and relevant. It ensures our curriculums will be reviewed periodically, as part of an ongoing process. It also assures attention to newer fields such as computer science.

Objective 2 is focused on maintaining a safe, healthy and inclusive school community for all. Mr. O'Shea pointed out that this approach is exemplified in our new Olweus program, which is designed to address issues of bullying and develop student self-advocacy skills. The program was kicked off with a whole school assembly, and a school-wide activity using speaking bubbles. Olweus skills posters have also been posted all over the school. Ms. Wilson added that students will realize they are part of a community. Bus drivers and custodians were part of the training. Dr. Sidell pointed out that for staff, there is a common way to intervene if anyone notes an issue with students. We are looking past ourselves to help others. Teachers will have weekly meetings with their classes/homerooms to reinforce these concepts. Objective 2 also assures the district is paying attention to the diverse needs of its diverse community.

Objective 3 focuses on ensuring all student have access to the curriculum and that necessary supports are provided so that every child can achieve success. Mr. Kablotsky pointed out that we should not lose track of the fact that all students benefit from differentiated instruction, struggling students advanced students and all of those in between. What about students who need more challenges? Students should get the support and also be challenged.

Objective 4 focuses on creating opportunities for teachers to access the professional development necessary to meet the growing demands of teaching and to step into leadership roles. The goal is to make sure every teacher has the skills to implement the other three goals. In addition, paraprofessionals want to feel connected and valued.

Mr. Kablotsky noted that professional development for teachers is important, but the school goal is to educate our students. He questioned a goal that is not about students being a priority. Ms. McMorro questioned what was removed from last year's goals. Mr. O'Shea answered that technology, facilities, budget were part of last year's goals. Mr. Model said that Mike Gilbert, our rep from MASC, felt there should only be 3 district goals. Mr. O'Shea will take these comments into consideration and work with the team to refine the goals. The budget will be a factor in refining the goals as well.

## **B. Superintendent Goals**

Mr. O'Shea's Student Learning goal will focus on the implementation of the Olweus program and the introduction of diversity focused instruction.

Mr. O'Shea's Professional Practice goal will focus on communication. Mr. O'Shea aims to work more collaboratively with the Carlisle School Committee, and improve communication with faculty, and with the broader community. Mr. O'Shea feels that the town can be proud of the educational experience we are providing our students in Carlisle.

Mr. Model stated that if these goals are accepted, there should be one element per standard that relates to each of Jim's goals and the district goals. Ms. McMorrow would like to come up with a timetable. The CSC and Mr. O'Shea will work together toward the mid-cycle review in January.

## **C: Policies to Review**

Acceptable Use: Mr. Model said there are many issues about this policy. The Committee will discuss it today but not vote on it. Mr. Model noted the change in the use of technology; three years ago it was a very different world and three years from now it will be even more different. Mr. Kablotsky said technology is a tool, and students have to use it appropriately. Technology is in the world; it's in the building and in the classroom, a part of kids' lives and part of society. It's important to teach appropriate use. Ms. McMorrow wants clear rules about policy. Mr. Model noted the difference between using an ipad in school, bringing a home device into school and using our network, and using devices outside school for school related projects.

At what point does using a device interfere with student learning.

Mr. O'Shea expressed that school rules should regulate students' use of technology, as this is too specific for district policies to address. The school rules can give the staff the authority to set limits, enforce appropriate behavior, and give consequences for actions. Ms. McMorrow wants the rules, guidelines and policies to all tie together and be communicated clearly. Mr. O'Shea proposed a succinct policy, guidelines on how to use technology, and rules in our handbook that all align.

Mr. Model recognized a public comment from Ms. Moroney, who was looking for clarification between the policy and the Handbook. Mr. O'Shea clarified that the policy sets guidelines for the district. The Handbook addresses specifics. A further clarification was given about acceptable use guidelines, which are handed to students and pertain to the use of school devices and the Internet at school.

Ms. McMorrow will build on the shorter version of the Acceptable Use Policy.

The School Committee approves the handbook after the School Council does the work on it.

Ms. McDonald asked what is the procedure for handbook development. Ms. Wilson stated that it is more than school advisory council. Mr. Model said the Committee will review the Acceptable Use Policy next month.

## **D. Facility summer update:**

Chiao Bin' Huang's classroom moved to the former Robbins' Teachers' Room. There has been much work on the district phone system, and we are in the process of transitioning to voice over IP, which the district hopes will address the phone issues once and for all. Mr. Kablotsky suggested the school communicate with town hall about phone systems town wide.

#### **E. Enrollment Update:**

Total enrollment as of today is 613 students, up from 590 this time last year. Projected enrollment will be discussed at a future time. Ms. McMorrow requested the enrollment figures be shared in their original form to provide context.

#### **F. Budget:**

The administrators are working with staff to discuss changes and initiatives for the 2018-2019 school that might have budgetary repercussions. Mr. O'Shea hopes to have staff presentation on budget in late September or early October. There is another meeting on September 27 with the internal budget group, Ms. Lear, Mr. Model, Mr. O'Shea and Ms. Pray. On October 4, the group will meet with Scott Triola, our FinCom liaison. At CSC in October, there will be a preliminary presentation of the budget. The internal budget group will take any comments and hold meetings to discuss the comments. The working budget will be presented to the Finance Committee on October 30. Based on the outcome, the final budget presentation to the CSC will be on November 8.

#### **G. Legal Counsel:**

Mr. O'Shea stated that this is a negotiation year, and the aim is to consolidate our legal counsel so that one firm is handling both general counsel and negotiations. Mr. O'Shea surveyed colleagues for attorney recommendations, reviewed several packages, and researched different firms. Part of the vetting process included gaining perspective on how prospective counsel might handle collective bargaining. Ms. McMorrow reviewed proposals as well. The recommendation is that the District sign with Andrew Waugh at Murphy, Hesse, Toomey and Lehane.

Mr. Model noted Attorney Waugh was very qualified and there is no accompanying retainer arrangement.

Mr. O'Shea noted that the counsel that had been used in the past for negotiations is presently unable to handle this duty due to a medical situation. Ms. McMorrow noted that it is not a satisfaction issue that the school is seeking new general counsel.

It was also noted that the District employs a separate firm to handle Special Education matters.

Mr. Kablotsky moved to waive the usual practice to discuss an issue and vote on it at the next meeting. Mr. Model seconded the motion. All present voted in favor of the motion.

Mr. Model moved to appoint Andrew Waugh as The Carlisle School Committee/Carlisle Public School Legal Counsel. Mr. Kablotsky seconded the motion. All present voted in favor of the motion.

#### **H. Facebook Page:**

Ms. Lear stated that she will set up a Facebook Page for the School Committee. General information will be posted there, including the agendas for meetings. The page will not be designed to accept comments.

Ms. McMorrow excused herself from the meeting at 8:40 p.m.

Ms. Lear will look into posting information on the School Committee page on the website as well.

#### **V. Communication:**

Mr. Model was asked if the School Committee wants a table at Elementary Parents' Night. Ms. Lear volunteered to sit at the table. Mr. Model asked for parent feedback about this idea. Ms. Moroney said the night is jam packed with activities already. Ms. Lear said she would represent the CSC at a table at Elementary Parents Night.

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

Highlights of Mr. O'Shea's report are:

The impressive work carried out by the summer staff to complete the tasks necessary for a smooth opening to school

The outstanding conditions of the buildings, which are clean and orderly

The successful convocation, and opening day activities that included an educational and fun staff scavenger hunt, school based meetings, and Olweus training.

Students had a positive start to the school year and they looked happy to be back in school

PTO hosted a well-attended Newcomer's Coffee, at which they welcomed Laurie Hunter, the new Superintendent of Schools in Concord.

The appreciation to Laurie Hunter and the Concord Public Schools for including our Carlisle Kindergarteners in a fun first day of school ritual. All kindergarteners were given an over sized t-shirt with the words "CC Class of 2030", and parents were encouraged to take a picture of their children wearing the same shirt on the first day of school each year. Yet another example of an initiative to help Carlisle and Concord families feel connected prior to high school.

There was a whole school assembly to introduce the Olweus program to students. It was an engaging and fun assembly with entertainment for all.

There are a number of new initiatives in the Dining Room, including a new menu for October

The school has an engaged and thoughtful parent group discussing the topic of diversity and acceptance in our community.

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

##### **Municipal Facilities Committee:**

Mr. Kablotsky reported that the committee is meeting twice a month, working to set up a facilities department with Todd Smith, the Finn Comm liaison. The committee has taken tours of facilities in town. The hope is the school will accept a proposal for shared facilities director with the town. The proposal would have the facilities director working .8 for the district and .2 for the town. David Flannery would likely hold this position. The Carlisle School District would cover the cost of .8 of the position, and the town would be responsible for the cost of .2 of the position. This would make it budget neutral for the District. The Town is looking to start July 1 2018.

##### **EDCO**

Ms. Lear attended EDCO meeting. Area school committees come together, meet six times per year. Ms. Lear will attend regularly and Mr. Model will attend if available. Mr. Model

addressed that Hanscom built a new all green Middle School with a great use of space, and is building an Elementary School.

### **VIII. Action Items**

Vote School Council Policy:

Mr. Kablotsky moved to approve the School Council Policy. Ms. Lear seconded the All present voted in favor; the motion passed.

### **IX. Warrants**

Ms. Pray reported that in past years in June we voted to appoint a person as the designated treasurer of Carlisle Public School District. This practice did not happen at the June meeting. Mr. Kablotsky moved to waive usual practice to discuss an issue and vote on it at the next meeting. Ms. Lear seconded the motion. All present voted in favor of the motion.

### **X. Other Business**

Mr. Kablotsky moved to appoint Susan Pray as treasurer of the Carlisle Public School District. Ms. Lear seconded the motion. All present voted in favor of the motion.

The Business Manager will be added to the appointing list for June. Mr. Model asked Ms. Pray to look up the rule on the length of time her appointment is valid for.

### **XI. Citizens' Comments.**

Ms. Moroney commented on the "family" that has been created in school for her children. She spoke positively about the older students working with the younger students, specifically our buddy system.

### **XIV. Adjournment**

There was no additional business. Mr. Kablotsky made a motion to adjourn the meeting. Ms. Lear seconded the motion, and all members present voted in favor. The motion passed.

**The public meeting was adjourned at 9:15 p.m.**

**Respectfully submitted,**

**Nancy Anderson  
Assistant to the Superintendent  
Recording Secretary**