

**Carlisle School Committee**  
Minutes  
October 10, 2018  
Carlisle School Community Room  
7:00 PM

Present – School Committee: David Model - Chair, Josh Kablotsky, Christine Lear, Melynda Gambino.

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

Meeting Documents:

Minutes from 9/12/18	Evaluation Policy	Carlisle School Committee Goals
MASC Proposal for Policy Development	Husky Home Learning Memorandum of Agreement	Superintendent Goals
MASC Policy21 Program Agreement	Husky Home Learning Project Implementation Plan	
Residency Policy	EDCO Articles of Agreement	

**I. Call to Order**

Chairman David Model called the meeting to order at 7:01 pm.

**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. Gambino made a motion to approve the minutes of the meeting of September 12, 2018. Ms. Lear seconded the motion. Ms. Gambino, Mr. Model and Ms. Lear voted in favor of approving the minutes; Mr. Kablotsky abstained. The minutes were approved.

**IV. Information/Discussion Items**

A. Mike Gilbert from the Mass Association of School Committees

Mr. Gilbert is retiring in December. Dorothy Presser will replace him as Field Director. The MASC offers a service to review a school’s existing policies compared with the MASC reference manual, and meld the two together. MASC then works with the School Committee, to review

policies one at a time. It can take 7-8 meetings to get through a school's manual. MASC does the edits. Where there are gaps, it fills in a school's manual with the MASC policies. Some committees let a subcommittee work with MASC on this task. At the end, MASC delivers a paper copy and an electronic copy in Word of each policy. The School Committee Policy manual is a public record; one hard copy must be kept. MASC also offers online hosting; policies are safe and stored elsewhere. Policies are word searchable, and easy to find. Cross references and legal references are linked. People can click on any statute that is referenced. The cost is \$10,500 total over 3 fiscal years. It doesn't take 3 years to review all policies. Online hosting cost for the 1<sup>st</sup> year is \$3500. Any time MASC makes a change, MASC will load it onto the school's manual. Changes are done within 24 hours. For the 2<sup>nd</sup> and subsequent years the cost is \$900 per year for online hosting. There is a fee for this policy service beyond the membership. MASC is nonprofit. Ms. Lear asked what the advantages are of signing up for this service. Mr. Gilbert answered that all policies are reviewed by legal counsel. MASC has a relationship with the attorneys at DESE, so language in policies is aligned with the intent of the law. Mr. Gilbert added that the MASC works with the state department, there is policy visibility and a full review of every policy. Mr. Model stated that for a specific policy question, MASC is a great resource. It takes School Committees longer to review policies. Mr. Kablotsky shared the practice of the CSC reviewing 2-4 policies each month, which Mr. Gilbert said was commendable. Mr. Model asked if we are on this service, what is the review cycle? Mr. Gilbert said that was up to the CSC. The policies must be coded in a system, and available in Microsoft word. The MASC policies are website accessible from all devices. Any member of the community can access the policies. In Massachusetts, 75 districts' policies are available on the MASC website. Mr. Model asked if there would be a specific individual assigned to assist us in this process, and Mr. Gilbert answered it would be Dorothy Presser. Mr. Gilbert added that when MASC does a full policy review, they ask for the District's student handbooks and collective bargaining agreements so language in policy manual matches the language in those documents.

## B. Policies

1. Residency Policy: The MASC policy and Concord's policy were reviewed, along with the proposed Carlisle policy. MASC has a School Admission policy. The proposed policy in the packet was reviewed by the CPS attorney. Mr. Gilbert explained that the MASC policy is a guideline, and gives administration the power to make decisions about specifics and discretion on how to handle individual cases. Mr. O'Shea said the proposed Carlisle policy addresses the school's concerns. Mr. Kablotsky asked if this policy protects us from allegations in the future? Mr. Model answered that we are best served if we have a residency policy with specifics. Mr. Gilbert recommends not quoting statute in the body of the policy, rather he prefers to cite Mass. general laws. It was decided that wording for ejecting a student from school would be changed to "a reasonable amount of time" rather than "immediately." Members will send their proposed changes to this policy. Mr. Gilbert recognized the complex issues schools face because of custody issues. The CSC will revisit this policy next month. The Committee thanked Mr. Gilbert, who left the meeting at 7:46 p.m.

2. Evaluation Policy: The new evaluation document was referenced.

### C. Improved Communication between Regional School and Carlisle School

Ms. Gambino reported. She referenced the recent warrant articles, and proposed that Carlisle should communicate with Concord about our budget process and expectations for how we would like to be informed and engaged in financial matters impacting our budget. Ms. Lear expressed to RSC that the communication with Carlisle was poor. Two members of the Regional School District and Ms. Lear sat down today and mapped out a communication system. Concord wasn't pleased with rapid movement of those warrants either. RSC is building on a listserv that will go out to the Mosquito and the Concord Journal, and a report will be sent out after every School Committee meeting. The report includes highlights of each meeting and it is posted within a day. The Region will reach out to people to sign up for the listserv. Mr. Model proposed that the RSC liaison should let Carlisle know about important issues. Mr. Kablotsky questioned how the CSC gets information. Mr. Model said it's the judgement of regional reps to report what is relevant. Mr. Kablotsky requested that Concord update Carlisle when important issues come up. Ms. Lear will communicate with the CSC how members can read what's going on in Concord's meetings. The CSC will develop a checklist, which Ms. Gambino will start, on issues that CSC wants to be kept informed about.

Chair Model recognized Scott Triola, Hart Farm Road, asked if Concord is having a representative write a summary of the RSC meeting, can he/she also write a summary for Carlisle?

### D. Husky Home Day Learning (HHDL)

Mr. O'Shea presented. Parents and teachers worked over the summer on a plan to make up days at a time other than the end of June. Parents will be made aware of the HHDL proposal. Teachers and service providers will post something for their students by 9 am. Teachers will have office hours for 2 hours to provide assistance and feedback to students. Paraprofessionals will be able to provide support to students too. Students will have a week to turn in assignments. The plan is to implement the HHDL plan on the first snow day this year. The school will take a week to assess the program. Through implementing this, the school will be able to manage the last day of school. Ideally the goal is to have the HHDL program in place for the first 3 snow days, and have regular snow days (i.e. no school) after that. All teachers will provide students with some work. Specials teachers, SLPs, OTs, school psychologists, the nurse, and paraprofessionals will all work with students to complete assignments. We will survey parents, students, and teachers for feedback. Parents were solicited for feedback and to be on the committee, which included 6-7 parents. Even if homes have no power, students have a week to complete assignments. If teachers don't have power, they email principals so material and procedures are communicated. Following the first day of HHDL, the School will assess the program before it is implemented a second time. DESE told us last year that local schools can decide on a snow day plan. Ms. Gambino thanked everyone for the work that went into this proposal. Ms. Lear noted that participation is needed for the day to count. Students will get the work, do the work, and turn in the work. Mr. Model asked the teachers in attendance for any

comments. Ms. Vanaria spoke in support of the plan. Ms. Gambino clarified that the CSC will assess the program in April.

#### E. EDCO Articles of Agreement

Mr. O'Shea stated that Carlisle is a member of EDCO collaborative. There are updates and amendments to the Collaborative Articles of Agreement. These changes protect existing members. Mr. O'Shea said he needs the CSC to vote on these changes. The language EDCO is suggesting concerns responsibility for debt. Members are obligated for costs, including capital costs proportionately to the type of school system (e.g. K-8) and the total enrollment of the system on October 1 of the prior calendar year. If a member terminates its membership from EDCO, it continues to be liable for its share of debt and other obligations which were incurred at the time, or during the time, of membership. Mr. Kablotsky will review the finances in this agreement.

#### F. Preliminary FY 2020 Budget Presentation

Mr. O'Shea first cited the District Objectives as they relate to the budget. Objective 1: Class size is related to student achievement. Objective 2: RISE, BCBA, school-based programs Objective 3: Multi-tiered support service model, Tier I, II and III and Out of District (OOD) placements. Is it working? Parents report their children are known as individuals at school and that Carlisle is student-centered. Students are happy. Students are achieving and successful. There are fluctuations in enrollment during the school year. Projected enrollment figures were discussed. Projected class sizes are within CPS guidelines. The School is not looking to increase or decrease faculty. The total FY2020 Budget Proposal \$11,635,726 = 3.80% increase over FY19. Net to Town: \$11,610,726 = 3.58% increase over FY19, accounting for a change in method for \$25,000 of maintenance projects.

There was significant discussion over FY19 Out of District (OOD) numbers costs. In FY 2019 the School experienced a 49% increase over what had been budgeted due to unanticipated OOD enrollments. Special Education OOD costs account for a significant percentage of the budget increase; this is a large piece of the budget that is not controllable. Mr. Model explained that DESE "Circuit Breaker" compensates a district for the excess OOD costs for the prior budget year. Therefore, the significant increase in OOD costs will not be reimbursed to the town until the following year.

Mr. Kablotsky expressed concern that Carlisle has a high percentage on cost for services per student chart. There is not a lot of growth in town so there are limits on what people can be taxed. Where do we expect to be in 5-10 years? What is our growth rate? The per student cost is rising and it is prudent to come up with a long-term plan. What can we do to arrest the growth of special education? What are options available to us? Mr. Kablotsky would like to see options presented to the CSC on these questions. He stated that we can't afford this model any more, especially in middle school. Mr. Kablotsky would like to gather data backwards 10 years and forward 10 years.

Mr. Model asked Scott Triola, Hart Farm Road, if Fincom looks forward to project costs. Mr. Triola said they ask for 3 years out. Data projections are only projections; there are trends in

departments, but often difficult to assess. It was thought to put a target at what a sustainable increase is. Mr. O'Shea clarified that there are no preconceived conclusions about school models. Mr. Model stated we must look at how to best meet the needs of students. Mr. Kablotsky was interested in what steps other districts have taken to control special education spending. Mr. Model asked for teacher comments; there were none.

## **V. Communications/Correspondence**

There were no communications or correspondence to share.

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

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

Middle school and elementary parent nights; faculty and staff did a great job

Facility director search is underway; interviews will take place on Monday and Tuesday

PowerSchool did a presentation to our school as a possible new Student Information System

Outdoor Ed is happening now

Kindergarten had a visit from Eric Carle museum

Field hockey and Cross-Country teams are competing

5<sup>th</sup> grade turtle project

Spaghetti supper in October

Halloween parade at the end of the month

Mr. O'Shea sent in his application to be on the Master Planning Advisory Committee

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

Regional School Committee: Ms. Lear reported that the warrant issue was resolved. Concord is going to zero based budgeting, where they start at zero and build up the budget. Anyone who has anything to do with the budget is involved in the process. Chair Model recognized Scott Triola, Hart Farm Road. Mr. Triola shared that zero-based budgeting has been suggested for the town of Carlisle or parts of the town as well. He explained that looking at total budget costs, salaries and people are the largest cost, then health care, which leaves only about 10% of the total amount to work with. Ms. Lear said there's been a positive buy-in across the district to zero-based budgeting.

Municipal Facilities Committee (MFC): Mr. Kablotsky reported. Money has been appropriated, and must be used soon, for an architectural study design for the police station. The design will include a meeting room and increased accessibility. A small amount of money has been appropriated for the school and the library. The next study will be on library review of systems, and inventory of assets. Mr. Kablotsky proposed a joint committee meeting between the Selectmen and CSC. MFC is a facilities expert but has no authority over schools. Mr. Model will coordinate a meeting with the selectmen. What is facilities' role in school, what is committee's representation on that committee? There is money available for maintenance repairs in town but there is not a project manager. Upcoming school projects include the solar

project at school and the challenge of cooling the air in the Wilkins building. Projects such as a new telephone system and paving the school parking lot could be tied to the town.

### **VIII. Action Items**

The following items were reviewed:

- A. Vote CPS handbook: Ms. Gambino made a motion to adopt the student handbook, Ms. Lear seconded the motion. All members present voted in favor; the motion passed.
- B. CSC goals: Ms. Gambino made a motion to adopt the CSC goals, Ms. Lear seconded the motion. All members present voted in favor, the motion passed.
- C. Superintendent goals: Ms. Lear made a motion to accept the superintendent goals. It was decided that the goals warrant further discussion so this item will be tabled until November.
- D. HHL D Pilot: Ms. Lear made a motion to accept the HHL D pilot program, Ms. Gambino seconded the motion. Ms. Gambino asked for clarification about the paraprofessionals being in school at the end of the school year if this program was in place. Mr. O'Shea clarified that the HHDL days count as one of the days for paras, who work 180 days per year. We would not end up with no paras here toward end of school. All members present voted in favor of the motion, so the HHL D pilot program can be implemented. Mr. Model said the CSC will reevaluate it in April. After the first HHL D is held, Mr. O'Shea will bring data to the following CSC meeting.

### **IX. Warrants**

- A. Payroll Warrant #1919; \$364,922.77
- B. Accounts Payable Warrant #2119; \$114,937.21
- C. Accounts Payable Warrant #2419; \$41,067.17
- D. Payroll Warrant #2219; \$374,103.24

### **X. Other Business**

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

There were no citizen comments.

### **XIV. Adjourn to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to open session, for the following purposes:**

**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; and

**Purpose 7**, To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. Mass. Gen. Laws Ch. 39, 23B (1)-(7). G.L. c. 30A, sec. 22(g), consideration of approval of executive session minutes from previous meetings.

Mr. Kablotsky made a motion to adjourn to Executive Session for Purposes 3 and 7, Ms. Gambino seconded the motion. The following votes were taken in roll call:

Gambino, aye; Model, aye; Lear, aye; Kablotsky, aye.

The public meeting was adjourned at 9:51 pm.

Respectfully submitted,

Nancy Anderson  
Assistant to the Superintendent