

**SCHOOL COMMITTEE AGENDA
WEDNESDAY, JANUARY 8, 2020**

- I. Call to Order**
- II. Public Comments**
- III. Review/Approve Minutes**
 - A. Meeting of December 11, 2019
 - B. Special Education Subcommittee Meeting of November 26, 2019
- IV. Information/Discussion Items**
 - A. See Saw Presentation
 - B. Budget Update
 - C. Business Manager Hiring Process
- V. Communications/Correspondence**
- VI. Superintendent's Report**
- VII. Members'/Committee Reports as Needed**
- VIII. Warrants**
 - A. Payroll Warrant #4420; \$378,265.38
 - B. Accounts Payable Warrant #4620; \$50,624.80
 - C. Payroll Warrant #4820; \$368,228.95
- IX. Action Items**
- X. Citizens' Comments**
- XI. Adjourn Meeting**

The agenda items listed are those that the Chair reasonably anticipates will be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. All School Committee meetings may be recorded via audio and video by the School Committee.

DRAFT

Carlisle School Committee

Minutes

December 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 (joined the meeting at 7:11 p.m.), Eva Mostoufi, Sara Wilson, Shannon May Lavery.

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

Meeting Documents:

Budget FY 21	Minutes from 11/13/19	Minutes from Policy Subcommittee meeting on 11/21/19
8 th Grade Egg Zipline	EV Charging Station Notice and Illustrations	8 th Grade Transition to High School
Overnight/Out of State Field Trip Documentation	School Choice Presentation	

I. Call to Order

Chair Christine Lear called the meeting to order at 7:03 p.m.

II. Public Budget Hearing

Ms. Lavery motioned to open the public budget hearing; Ms. Wilson seconded the motion. Mr. O’Shea presented the FY21 school budget. He reviewed the budget goals, discussed class sizes, and noted the School wants to be fiscally responsible. The School is proposing a budget of \$11,896.160 which is a 2.91% increase. It was noted that 83% of the budget is staff compensation. In comparison to other similar towns, Carlisle is in the middle range in per pupil cost and in the highest range in direct service to students. After no comments, Ms. Wilson moved to close the public budget hearing; Mr. Model seconded the motion. The following votes were taken in roll call: Mostoufi, aye; Wilson, aye; Lear, aye; Model, aye; Lavery, aye. The Public Budget hearing was closed at 7:19 p.m.

III. Public Comments

Ms. Lear welcomed everyone to the meeting, and asked if any members of the public had comments. There were no comments.

DRAFT

IV. Review/Approve Minutes

Mr. Model made a motion to approve the minutes of the meeting of November 13, 2019; Ms. Lavery seconded the motion. There was no discussion and all members present voted in favor of approving the minutes. Ms. Wilson made a motion to approve the minutes of the Policy Subcommittee meeting of November 21, 2019; Mr. Model seconded the motion. There was no discussion. All members present voted in favor of approving the minutes.

V. Information/Discussion Items

A. Student Engineering Showcase: Egg Zipline Challenge. Kathy Marsh, 8th grade science teacher, began by saying that the 8th grade was happy to be at the School Committee meeting. Dr. Marsh noted that students spend two weeks covering physical sciences in motion in the engineering room. The goal of this particular project is to design a structure to transport an egg on a zipline and have the egg land in a basket unbroken. Student P.J. Balazy spoke to a PowerPoint presentation, noting details such as the need to slightly change prototypes to make the zipline work better. Student Elizabeth Lear presented next, noting that her group experimented with 6 prototypes. Ms. Lamere, Engineer, shared several actual designs that were very different from each other. Ms. Marsh showed videos of actual zipline demonstrations. In addition, some students created a comic strip, a word puzzle, a rap, a poem or a song to accompany this project based learning activity. Ms. Mostoufi voiced appreciation of the fact that teachers let students have an opportunity to present what they've learned in their own way.

B. CEF Grants. Ms. Wilson, 201 Concord Street, presented. The CEF received one grant for 5 dry erase tables for 2nd grade, then asked if anyone else in the school might want dry erase tables. The CEF received requests for another 34 tables, at an approximate cost of \$15,000, which the CEF agreed to fund.

C. Charging Station Update: Jonathan DeKock. Mr. DeKock reported that the Board of Selectmen supports this project getting done well, and the deadline has been extended to May 31. The plan is to return to the original proposal of wiring underground. The CSC will need to vote on this project at some point in the future. Mr. DeKock said that work will be done in the winter months and trench work will be done in the spring. It is important as April break approaches that there are not collisions between the solar contractor and the charging station contractor. The design will include using a telephone pole across from the exit of school parking lot then laying wire underground to the charging station. Mr. DeKock would like to present the actual detailed plan to CSC, including a statement from the company doing the work that there will be no impact to the school's operation, (busses, parking, etc.). It was felt a lot of work could be done on the weekends. Mr. DeKock will report back to the CSC in January.

D. Transition Presentation: Kim Reid and Matt Mehler. Kim Reid presented. Ms. Reid said that the process starts at CCHS when courses are finalized, and then Concord and Carlisle are invited to CCHS in January. Courses, including electives, are presented, and students are encouraged to have first, second and third choices. Ms. Reid steers students to the CCHS website where all courses are listed. Ms. Reid sends an email to parents about this too. The Carlisle teachers make recommendations on course levels. Everything at this time is about courses, credits and building a schedule for each student; thinking about a 4 year plan building on personal interests and talents. There is a presentation at CCHS every year in January for all 8th grade parents. A Tech person from CCHS comes to Carlisle to help students with their Aspen

DRAFT

(computer) accounts and selecting courses. IEP transition meetings are in the spring. In May, the students visit CCHS. Parents get an email when Aspen is open and parents can see their student schedules. Ms. Reid also provides paper copies. There is opportunity to change courses too. In June there is a CCHS transition meeting for parents, centering on clubs, sports, and the transition process. If students are considering private or tech schools, those meetings are held on an individualized basis. Ms. Reid works with students on self-advocacy. She tells students to speak with high school representatives if they have questions. Mr. Model shared that parents are a bit overwhelmed with the transition process and asked if it would be possible to have a meeting in Carlisle so Carlisle parents could ask questions. He advocated that guidance counselors for students should be set earlier than the start of school, especially for students on IEPs. For transition meetings for students on IEPs, Mr. Model noted that CCHS sends a representative to Carlisle meetings, but it is not necessarily the special education representative the student will work with in ninth grade. He also thought the process of equating services on IEPs from Carlisle to Concord was somewhat disjointed, and questioned if transition meetings in Concord were similar to Carlisle's. Ms. Mostoufi added that when Carlisle students arrive at high school, they are given a lot of information. Ms. Mostoufi welcomes information, but would like to receive it ahead of time and delivered in smaller chunks. Mr. O'Shea talks regularly with Concord Superintendent Laurie Hunter, and Ms. Hunter is open to coming to Carlisle for a meeting. Ms. Lavery added that one of the things that helped her family was a single document that lists all high school courses by year. In reviewing this document, she realized there is not that much choice for courses in freshmen year. Mr. O'Shea said we will work to further improve the transition process. Dr. Mehler thanked Ms. Reid for her leadership in the transition process.

E. Out of State/Overnight Trips. Mr. O'Shea presented a packet of forms that relate to out of state and overnight trips. Ms. Lear suggested that these forms should be available online. Often the point of destination provides its own form, for example, Camp Sargent in New Hampshire for the 6th grade outdoor ed trip. Currently, Dr. Mehler and Ms. Sawyer are creating forms for the Washington D.C. trip. Dr. Mehler stated that he is supervising the 8th grade students on this trip and acts as their guardian. Ms. Lavery encouraged Mr. O'Shea to check with legal counsel about forms and liability for field trips. It was noted that school nurses aren't licensed outside the state of MA to administer medication. There will be specific training for the chaperones on the D.C. trip. Mr. O'Shea summarized that Ms. Sawyer will continue her research on prescribing medications and Mr. O'Shea will talk with legal counsel.

F. School Choice. Mr. O'Shea presented. He began by saying the CSC usually votes in April or May on whether to participate in school choice. Mr. O'Shea felt it would be prudent to have a discussion now. In the past years, Carlisle School Committee has voted to opt out of school choice. The default is that schools participate. Schools can set the numbers of students and the grade levels that they accept. If you have more students than spaces, the school has a lottery. It was noted that the School taking the choice students is not financially responsible if the student goes out-of-district; that cost is the responsibility of the home district. The District receives \$5,000 per School Choice student. Mr. O'Shea proposed what School Choice could look like in Carlisle. Scenario A is that the enrollment in grade 7 is 68, so we could identify 8 School Choice spots, so the class size increases to 19 (4 classes per grade at 76 students total). This still allows space for a couple of move-ins and remaining at manageable class sizes. There is no need to hire extra faculty and the District receives \$40,000. Scenario B is that our Kindergarten has 45 students, and we accept 9 School Choice students. We receive \$45,000, but it is noted that once students are with us, they are with us until they graduate in 8th grade. We

DRAFT

might have to hire additional teachers if move-ins push the numbers past the recommended class size for grade 2 or 3. Also, once a Carlisle School Choice student graduates from 8th grade, it is noted that Concord is a separate district; we can't force Concord to participate in School Choice and accept those students at CCHS. Transportation is the responsibility of the parents for School Choice students, unless the student is on an IEP and transportation is provided in the IEP. Ms. Lavery questioned if School Choice is actually a revenue generator, since the cost per pupil is higher than \$5,000 in Carlisle. She felt School choice was more of a public service/enriching experience for students. Diversity may or may not be part of a student profile. School Choice is sometimes perceived as a mechanism for diversity, but it is not a guarantee that participation in School Choice will provide Carlisle with more diverse students. Mr. Model noted that because we are at a sub optimal size in middle school, that could be a place to open up School Choice. He questioned if there was a mechanism for CCHS to accept our School Choice kids, as they accept the children of Carlisle teachers. Ms. Lear asked that the Visioning Committee discuss School Choice as well. Ms. Mostoufi recognized that it's never an easy decision to send a child out of his or her community. Mr. O'Shea summarized that there is opportunity on the visioning committee to have both the School Choice discussion and the METCO conversation. All vested members can explore this issue. He added that if Carlisle chooses to pilot School Choice, we would like to start the process earlier, possibly in February. Ms. Sorn, Rutland Road was recognized. Ms. Sorn noted that Districts are responsible for transporting students if Districts participate in the METCO program.

G. Additional Member of Special Education Subcommittee. Mr. O'Shea reported that the Committee is interested in having Linda Vanaria join the Special Education Subcommittee. Mr. Model noted the importance of having regular education teachers be part of the process.

VII. Communications/Correspondence

The communications folder was circulated.

VIII. Superintendent's Report

Superintendent O'Shea reviewed the following:

There was a lovely middle school band concert on November 14.

Productive Visioning Committee meetings were held on November 20 and December 4.

A successful lockdown drill took place on November 21.

Lori Bruce and Jim O'Shea visited CASE classrooms for Carlisle students on November 25.

New middle school report cards were distributed; much work went into creating the new format.

The first snow days were on December 2 and 3.

The School will communicate the Husky Home Day Learning plan with parents.

On December 10, Administration prepared a luncheon for faculty and staff.

The Calendar Committee meets on Monday.

There is a SEPAC meeting next week.

The Drama club production is next week.

The Kindergarten Mitten play is on December 18 and 19.

IX. Members'/Committee Reports

A. Special Education Subcommittee: Ms. Mostoufi reported that the first meeting went well.

The members are planning what the focus will be moving forward. A trip to Nashoba Technical School will be scheduled.

DRAFT

- B. Visioning Committee: Ms. Lavery reported. The Committee has met twice, discussed norm setting, and brainstormed rules on conduct. There were several group exercises that took place, including an evaluation of the current strengths and weaknesses of the school. There was also an exercise to imagine and describe what your ideal school looks like in five years, then look back and describe the school five years prior and describe how you moved from the prior place to the present place. There was lots of enthusiasm; ideas and word clouds were generated. The group created a calendar, roughly meeting the 3rd Wednesday of the month from 4:00-6:00 through the end of the school year. Ms. Lavery will share what the Committee is accomplishing at CSC meetings. The Visioning Committee is looking into the formation of subcommittees, to explore innovation and community outreach. Ms. Lavery asked that the exercise of looking five years ahead and describing what school looks like should include the Board of Selectmen, the Finance Committee and the School Committee. There will be a doodle poll sent with dates for this joint meeting to conduct this exercise. Ms. Lavery summarized that at the end of the year, there will be two deliverables; one is a Visioning statement and the other is a profile of a graduate. She added that is it encouraging to see the high level of enthusiasm, and that Mr. O’Shea is doing a great job with building up a sense of community.
- C. Concord-Carlisle Regional School District: Mr. Model reported that the Region presented its budget, and it is noted that the Carlisle portion has decreased. There is still talk about the parking lot project, and lots of debate about school trips and equity.
- D. Ms. Lear reported that she attended the Superintendent Evaluation workshop. New evaluation benchmarks will be in place next year.

X. Warrants

- A. Payroll Warrant #3620; \$382,825.41
- B. Accounts Payable Warrant #3820; \$79,437.56
- C. An Additional Accounts Payable Warrant was received on December 11, 2019; #4220; \$50,551.32

XI. Action Items

- A. Vote CEF Grants. Ms. Mostoufi made a motion to accept the CEF grants; Ms. Lavery seconded the motion. With gratitude, all members present voted in favor of the motion and accepted the grants.
- B. Vote Additional Member of Special Education Subcommittee. Mr. Model moved to add Ms. Vanaria to the Special Education Subcommittee; Ms. Wilson seconded the motion. All members present voted in favor.

XII. Citizens’ Comments

There were no citizens’ comments.

XIII. Adjourn Meeting

Mr. Model made a motion to adjourn the meeting; Ms. Lavery seconded the motion. All members present voted in favor of the motion.

DRAFT

The public meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent

Carlisle School Committee
Policy Subcommittee
Minutes
Tuesday, November 26, 2019
Spalding Conference Room
Carlisle Schools, 83 School Street, Carlisle, MA 01741
8:00 a.m.

Present – School Committee: David Model, Eva Mostoufi

Present – School Administration: James O’Shea, Superintendent; Lori Bruce, Director of Student Support Services; Nancy Anderson, Assistant to the Superintendent.

I. Call to Order

The meeting was to called to order at 8:20 a.m.

II. Public Comment Period

There were no comments.

III. Discussion

A. Recommendations from WestEd Report

The implementation of recommendations from the WestEd report are already starting to take place but it is noted that this is a long range plan. The Committee will explore what changes Concord implemented in the first year after the WestEd report was completed for the Concord District. Ms. Bruce discussed procedures for student assessment, and clarified that her attention/observation might be sought if staff has concerns about a specific student. Often the child will be referred to the Child Study Team. The Speech and Language Pathologist might observe the child, the Special Educator might observe the child; Carlisle takes a multi-disciplinary approach to assessing students. Mr. Model and Ms. Mostoufi feel that students with language based disabilities might have to be serviced in different ways. Critical thinking and strategic approaches are needed in early grades to help students that have problems with literacy. It was noted that literacy spans more than language arts classes; it’s important to teach every subject with a sensitivity toward students that struggle with literacy. Mr. Model stated the role of School Committee is to make sure practices are data driven, analytical and strive toward improvement. Ms. Bruce shared that Foundations is a great system to have in place for all students. Universal Design Learning is training teachers to work with all tiers of students. The goal is to provide students with skills and mechanics to be successful. Ms. Mostoufi believes there is a way to teach every student, no matter what disability he or she may have including slow processing speed and memory issues. Ms. Bruce added that our present staff has the skills to work with the students that struggle with literacy. Mr. O’Shea summarized that Ms. Bruce, with support of the Administrative team, has bundled together themes of WestEd report and is formulating steps to deal with them. Mr. Model feels everyone is on the same page with the necessity for a plan moving forward.

- B. Timeline and Goals.
- C. Process and protocols for subcommittee work.
- D. Schedule of Meetings. The Committee planned the next meeting for Friday, December 13, 2019 at 8:00 a.m. Ms. Anderson will book the room. Mr. Model and Ms. Mostoufi will review the Special Education report and identify areas on which to focus. They will get this prioritized information to Mr. O’Shea by December 4, and Mr. O’Shea will cross-reference this with the Concord WestEd report.

IV. Adjourn Meeting

The meeting was adjourned at 9:17 a.m.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent

Draft Business Director Search Timeline

December-January 6, 2020	Post position
January 8	Determine School Committee Co-chair for search
January 9	Identify Interview Committee
January 14-16	Review Applications and Identify Candidates to Interview
January 21-22	Conduct Initial Interviews
Jan. 22 - Feb. 5	Second Interviews for preferred candidates
Feb. 6 - Feb. 14	Background and reference checks on preferred candidates
March 11	School Committee announces new Business Director