

**SPECIAL SCHOOL COMMITTEE MEETING  
AGENDA  
FRIDAY, MARCH 27, 2020  
8:30-9:45 A.M.**

**Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the public will not be allowed to physically access this School Committee meeting. Members of the Public can access this meeting via live stream at <https://us04web.zoom.us/j/321756655>**

**Meeting ID: 321 756 655**

**The School Committee reserves the right to implement additional remote participation procedures and will notify the public of these procedures as soon as practicable. Public comments are welcome via the chat box. Questions/Comments will be read and answered by the School Committee via live stream.**

**I. Call to Order**

Chair announces meeting is being recorded.

**II. Review/Approve Minutes**

- A. Meeting of March 11, 2020
- B. Meeting of March 12, 2020
- C. Meeting of March 20, 2020

**III. Information/Discussion Items**

- A. Update on School Closure
- B. Solar Canopy Project Update

**IV. Action Items**

**V. Warrants**

- A. Accounts Payable Warrant #7320; \$88,804.39

**VI. Public Comments**

**VII. 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.

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## Carlisle School Committee

Minutes

Wednesday, March 11, 2020

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 (arrived at 7:03 p.m.), Sara Wilson, Shannon May Lavery (arrived at 7:03 p.m.).

Present – School Administration: James O’Shea, Superintendent; Dennet Sidell, Elementary Principal; Susan Pray, Business Manager; Nancy Anderson, Assistant to the Superintendent.

Meeting Documents:

Draft Minutes of 2-12-20	Draft Minutes of Special Education Subcommittee Meeting 2-25-20	Dog Park Grant Proposal
Recreation Commission 7-Year Action Plan	Energy Task Force Presentation	Budget Update
Proposed 2020-2021 School Calendars (3 Drafts)		

### I. Call to Order

Chair Christine Lear called the meeting to order at 7:02 p.m. 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 February 12, 2020; Ms. Wilson seconded the motion. There was no discussion. All members present voted in favor of approving the minutes. Mr. Model made a motion to approve the Special Education Subcommittee Meeting minutes of February 25, 2020; Ms. Wilson seconded the motion. There was no discussion. All members present voted in favor of approving the minutes.

### IV. Student Athletes.

Samuel Richman and George Joseph talked about being members of the 8<sup>th</sup> grade varsity basketball team. They reported that the team has won more games than in past years. They are happy that the team practices and plays games after school, as opposed to meeting like other clubs during recess, because they enjoy recess. They praised Coach Pires who is not only nice but helps players to get better. Everyone who tried out made the team this year. The team was

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comprised of all 8<sup>th</sup> graders and one sixth grader. Towns Carlisle played include Lincoln, Concord, and Acton-Boxborough. The boys said that basketball is a lot of fun and kids became friends with people they didn't hang around with during school. They play or practice Monday through Thursday during the season. They also have opportunities to do school work at homework club from 2:20-3:00 every day. Practice goes until 4:30. Both boys will try and play basketball in High School. They each play different sports in other seasons outside of school.

## V. Information/Discussion Items

A. New Business Manager Discussion and Vote. In the search for a new Business Manager, with Susan Pray retiring, an interview committee, co-chaired by Jim O'Shea and David Model and comprised of School and Town employees, was established. Anne Mahan emerged as the top candidate. Ms. Mahan works in Shrewsbury, and was going to attend this meeting until this afternoon when complications due to the coronavirus necessitated her staying home. Once the Committee votes, Anne will have a contract. She and Susan Pray will work a few days together in March and April to help with the transition. Ms. Mahan's job starts July 1, 2020. Mr. Model made a motion to approve Ann Mahan as the new Carlisle Business Manager; Ms. Wilson seconded the motion. Mr. Model said Ms. Mahan should have a working session with the School Committee, as it would familiarize Ms. Mahan with the process. All committee members voted in favor of the motion.

### B. Open Space Recreation Discussion

1. Dog Park Grant. Courtney Bittelari and Amy Smack presented. Ms. Bittelari lives on Fiske Street with her family and has been on the RecCom for 2 years. Rec com proposes to apply for a design grant for a dog park to be built at Banta Davis. This would be an off-leash fenced in area. It would be a great place to socialize, as there are over 600 dogs registered in town. The area at Banta Davis has been surveyed, and the location would be behind the softball field. Abutters are a non-issue and there is still plenty of room if the school expands. It was noted that the proposed Community Center location would be near the baseball field, not near the dog park. The grant is from the Stanton Foundation. Stanton is the President of CBS, and he supports canine welfare. There have been 36 grant recipients including Billerica and Chelmsford. The grant covers 100% of the park design. The process includes employing a landscape architect who has built a park before; and if so, the grant will fund 90% of the construction cost. Ms. Bittelari is asking the CSC to write an assurance letter, then RecCom will present to the BOS and Fincom. Ms. Lear questioned the need for a place for dogs to play and thought it would be a burden to the Town to maintain a park. She asked who keeps it clean and who polices it. Ms. Bittelari answered that RecCom could apply for a maintenance plan, similar to the one that Billerica follows, where waste stations and water are provided. Ms. Bittelari will write Committee concerns into the plan. She added that the RecCom would provide trash receptacles and the DPW would empty the waste barrels. RecCom oversees it. Ms. Smack added that this area has already been scoped for building; just a fence and landscaping is needed. There is still additional land for a school expansion, and the dog park could be relocated if the site is needed in the future. Ms. Smack added that there have been a lot of dog waste problems on the playing fields; this is a venue designed for dogs and there might be less waste on fields as a result. Ms. Sorn asked about abutters and Mr. Model said there would have to be written permission from abutters before something was constructed.

2. Seven Year Action Plan. Mr. O'Shea presented. David Freedman had contacted Mr. O'Shea, seeking CSC input about Open Space. So Mr. O'Shea and Ms. Lear drafted a document

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identifying open space at the school, with goals including the installation of a grassy area on the plaza, replacing the castle playground, and renovating Spalding Field. Banta Davis land is also available, and the plan would categorize what is there and the hopes for the future. Mr. O'Shea asked if there was anything to add, please let him know. Ms. Smack from the RecCom further explained this large document, the Open Space and Recreation Plan, asks relevant bodies in town to make goals every 7 years. It becomes a guiding document for all town boards. It is approved and delivered to the state of MA. MA wants communities to plan for our open space and mandates these plans. RecCom works with Master Planning too. Some committees will address items that are also addressed in the Master Plan. Mr. DeKock added that the plan is aspirational and opportunistic, and boards help themselves by putting something forward. Mr. Model feels that renovating Spalding Field should be prioritized. Debbie Bentley, Heald Road, added that the School also has the vegetable garden and tennis courts. Amy said Reccom can share its goals with the CSC.

C. Energy Task Force Presentation. Bob Zogg and Debbie Bentley of ETF presented. Activities to improve energy efficiency over last 10 years through green community grants and incentives have brought in over \$800,000. Carbon emissions are an environmental concern. Carbon emissions are associated with residential vehicles and burning waste. There is a related climate issue; people have 30 years to get back to zero emissions. The Carlisle carbon footprint is 40% larger than the average in Massachusetts. The ETF has a plan "Path to Zero Emissions." The plan includes a conceptual pathway on how to address emissions. It was noted that there is a section in the Master Plan on energy saving. The four pillars of sustainability are: weatherize, electrify, shift to 100% renewable electricity, promote more sustainable behaviors. For the school: how are we going to have an emissions free school? What do we teach our children about the climate crisis? How do we communicate to the community through our students and coordinate with CCHS? This process benefits from hiring a professional Sustainability Director that may do other tasks in a small town like Carlisle. Mr. Zogg added that Concord's Sustainability Director brings in 2-3 times her salary every year (the money brought in by the Director cannot be used to pay her salary). Ms. Mostoufi asked if Carlisle can regionalize with Concord's Sustainability Director. Ms. Bentley answered no, because Concord has different needs. The job is too overwhelming for volunteers. The Master Plan will be complete in August. The ETF hopes to have goals in the Plan about emissions and if so, a warrant article will be proposed next year. Ms. Mostoufi asked where the focus of the plan would be; it was answered that residential is a big problem so the focus would likely be there. Ms. Mostoufi noted that delivery trucks drive seven days a week; to that point, Mr. Zogg added that the goods and services we purchase account for 2/3 of the emissions. Mr. DeKock added that to help address this issue, Amazon is electrifying their vehicles. Educating people about this issue is important. Mr. O'Shea said that there is opportunity through the School's visioning work to address some of these concerns. Mr. O'Shea added that the School can start taking steps now by working with the Visioning Committee and exploring Odden Pool grants to develop related curriculum. There are already valuable practices in place at the school including composting. The School will make this part of the goals. Ms. Lavery thanked the presenters for their important research and for laying the groundwork on a plan moving forward. It was noted that 77% of Carlisle has switched over to green electricity. Eversource is the delivery company and Public Power is supplying the power.

D. Update on Charging Station. Jonathan DeKock, Oak Knoll Road, presented. Ryan Fahey and Luis Alegria from Ameresco were also in attendance. Eversource and Ameresco

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came to an agreement that if the charging stations are placed next to the equipment pad, Ameresco will purchase three stations. The stations are in a different location than previously planned but it was determined that they must be close to the transformer. Now the ETF has to write a letter of apology because the green communities grant will not be used for this project. The plan is that the charging stations will be installed this summer along with the solar canopies. There will be a line put in for the installation of another two charging stations in the future. Ameresco needs to adjust their plans for the solar canopies if we go forward with this plan. Construction begins on April 20, so there is still time to change the design plans. Mr. Model moved to waive usual practice of discussing an issue at one meeting and voting on it at the next; Ms. Wilson seconded the motion. All members voted in favor. Mr. Model moved to accept the change in location of the EV charging stations with other associated changes as described; Ms. Lavery seconded the motion. All members present voted in favor. Mr. Model moved to proceed with the project; Ms. Wilson seconded the motion. All members present voted in favor.

E. Budget Update. Ms. Pray gave an update on the budget. The Town will pay a portion of the Special Education transportation cost for a student attending Minuteman Tech. Circuit Breaker funds will be applied to the Tuition line. Purchase orders will be liquidated. Mr. Model suggested the School have a conversation with Fincom about prepayments. This discussion will take place after town meeting, probably in June.

F. 2020-2021 School Calendar Discussion and Vote. Mr. O'Shea summarized the calendar discussion to date. The Calendar Committee, comprised of teachers and administrators, presented Draft 1 of the calendar to the Carlisle Teachers' Association (CTA) and the calendar was endorsed by the CTA. Then the Calendar Committee met with a couple of people from the CSC, where a second (Draft 2) calendar that included more days off on Mondays was proposed. The CTA did not support Draft 2. The major concerns were due to the number of days that school would not be in session on a Monday. The CTA felt that students who received certain services or attended specials on that day would miss a lot of time. Teachers also thought people might extend weekends and not show up for conferences. The Committee met again, came up with Draft 3, that was the Draft 1 calendar with one early release day moving from a Tuesday to a Friday. The thought moving forward is to work on the 2021-2022 calendar sooner. Mr. Model shared that the meeting with School Committee representatives and the Calendar Committee was productive with an honest attempt to understand both sides. Moving forward, attention will be given to students that receive services on early release days. The School Committee feels it is better for families if professional days occur on a Monday or a Friday. There was thought of surveying parents and teachers to ask about what days of the week work best for conference days. Another thought was to come up with a model or two and then survey parents. Ms. Wilson shared that there was bitterness about the last "start of school" survey, where parents supported an after Labor Day start and the Calendar Committee proposed a before Labor Day start; so there is a need for communication of all of the complexities of designing a school calendar. Some ideas were generated including having conferences from 4-6 p.m. and then allowing teachers who stayed for that time period to receive a comp day; or conferences could be spread out over the course of a week at the beginning or end of the day instead of a 2 day option; or early release days could be moved to Thursdays with Fridays as the professional days. Moving forward, a couple of models will be developed then the Calendar Committee will hold a forum where everyone could share opinions. It was felt it was a positive step talking about how to improve the calendar for both parents and teachers. Ms. Wilson moved to accept the Draft 3

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calendar for 2020-2021, Ms. Mostoufi seconded the motion. All members present voted in favor.

G. Update on Coronavirus. Mr. O'Shea shared that the School is in communication with Linda Fantasia, the Carlisle Public Health Agent, and a town group, including the police chief and the fire chief. Anxiety is growing. We do not have a confirmed or presumptive case of Covid-19 in Carlisle so we are continuing on with life as planned. At the school, hand washing is encouraged. Purell foaming dispensers have been installed around the school. There are new cleaning procedures using disinfecting wash and spray. Tables are cleaned by staff after each lunch. When the Governor declared a state of emergency, it triggered funding but also heightened anxiety. Some schools have already closed. Plans could change quickly. The Commissioner of Education shared that our 185<sup>th</sup> calendar day is our last day of school. In Carlisle that is June 22. The next two days out of school will be straight school cancellation days. If we are at a place where we close school after that, Husky Home Days will be used. It was noted that the daily structure of assignments and continuity will be sacrificed as time in closure goes on. Ms. Lavery asked who makes the call on if school closes. Right now Districts are making the call based on COVID-19 cases. Mr. O'Shea added that what will influence the decision is communication with the Health Agent and communication with the State. Mr. Model said that School Committee makes the call to close school. Mr. O'Shea said that if Carlisle is considering a long term closure, he will convene the Committee. Ms. Lavery asked what the criteria is for closing school; what is socially responsible? It was felt that putting a stop to congregating in large numbers is proactive. Mr. O'Shea wants to do what is right for the Carlisle community. Mr. O'Shea has several meetings tomorrow about this issue, including ones with the department of public health and Town department heads. Upcoming events at the school include the 7<sup>th</sup> grade play and the DC trip. Parents might be surveyed about plans over April break to see if that week in April could be used to make up time lost. Emergency meetings can be called in a crisis situation.

H. School Choice Discussion. The School Choice vote will be on the April agenda. Ms. Mostoufi said that we have a high level of education and caring staff in Carlisle, and people from other districts would be willing to pay for these quality services. Are there other ways to explore bringing out-of-town students to Carlisle and having them pay tuition? Could families pay what it would cost to educate a child here? This is a community that values education, supports innovation in the classroom and the arts, which are luxuries to some people. This could help with enrollment and the budget. How do you communicate this idea? Ms. Wilson will look into this as it is believed this is an acceptable practice. Mr. Model supports this idea as well. We could still have an admissions procedure. Mr. O'Shea will run this idea by Counsel. For School Choice, Mr. Model stated that if the School declines School Choice, the reason would be that the incremental payment to schools for participating does not benefit Carlisle.

## **VI. Communications/Correspondence**

Christine gets MASC emails every day. Members should all be sure they have signed up to receive these emails.

## **VII. Superintendent's Report**

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

There are several health and wellness initiatives in March. The 7<sup>th</sup> grade will be given a Signs of Suicide survey. On April 3, the 8<sup>th</sup> grade will be given SBIRT, a diagnostic tool, where students

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meet with the nurse and are asked questions about drug use. This is used to identify students that need support. There is also a 6<sup>th</sup> and 8<sup>th</sup> grade Youth Risk Behavior Survey.

Administration hosted the COA breakfast last week.

Challenge day with 7<sup>th</sup> grade took place yesterday.

The School Committee policies have been updated on the Website.

Steve Baset, Tim Goddard and Mr. O'Shea met about unifying supplies and services across town.

Rob Fortado and Steve Baset will work on creating an inventory of projects in town, including the HVAC units so there is an understanding when the School goes before Long Term Caps about funding a project.

## VIII. Members'/Committee Reports as Needed

Long Term Caps. Ms. Wilson reported. LTC voted to delay the tractor purchase for the school but agreed to the school fire alarm system. Technology was moved from LTC to the school operating budget. Ms. Wilson is coordinating with Samantha Rottenberg and Alyson Becker about the school mailer that will be sent out right before Town Meeting.

Master planning. Ms. Mostoufi presented. There was a community meeting on March 4<sup>th</sup> that was well attended. There are 9 master plan topics listing aspects of Carlisle such as housing and recreational space. Posters about the topics will be on display in the Library and at Town Hall. Master planning is looking for community comments on how to solve challenges in the Town.

CCRS D. Mr. Model presented. There is still debate over the parking lot. All school trips in Concord have been cancelled.

Visioning. Ms. Lavery presented. There was a Research and Innovation subcommittee meeting today. The committee reviewed slides and had discussions. There is lots of overlap with the master plan. The vision statement and profile of a graduate drafts are being created.

## IX. Warrants

- A. Payroll Warrant #6120; \$394,629.40
- B. Accounts Payable Warrant #6320; \$39,293.72
- C. Payroll Warrant #6820; \$361,935.02
- D. Accounts Payable Warrant #6920; \$48,359.87

## X. Action Items

There were no action items.

## XI. Citizens' Comments

There were no citizens' comments.

## XII. Adjourn Meeting

Mr. Model made a motion to adjourn the meeting; Ms. Mostoufi seconded the motion. All members present voted in favor. The public meeting was adjourned at 9:49 p.m.

Respectfully submitted,

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Nancy Anderson  
Assistant to the Superintendent

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## Carlisle School Committee Emergency Joint Meeting with Board of Health

Minutes

March 12, 2020

Carlisle School Corey Dining Room, Carlisle Schools, 83 School Street, Carlisle, MA 01741  
6:00 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; Dennet Sidell, Principal; Lori Bruce, Director of Student Support Services; Nancy Anderson, Assistant to the Superintendent.

### **I. Call to Order**

Chair Christine Lear called the meeting to order at 6:03 p.m. Ms. Lear announced that the meeting is being live streamed on Facebook.

### **II. Information/Discussion Items.**

Coronavirus (COVID-19) Discussion. Mr. O’Shea has attended numerous meetings about the coronavirus. It is clear that this crisis has to be addressed in a way that no other situation has in the past. Considering many factors including Department of Public Health (DPH) recommendations, conversations with Mass Superintendents, other school districts, town leaders, and representatives at the state level, Mr. O’Shea’s priority is to think about what’s best for the community; children, parents, staff, and citizens of Carlisle. The thought is to close school for students as of tonight through Friday, March 20. This is an initial phase and there is a high probability this closure will be extended. At this point, Mr. O’Shea will reassess the situation by Wednesday at the latest, and inform everyone by Thursday if the plan will be changed. Mr. O’Shea will communicate to parents tonight about the plan. The building will continue to be cleaned and the faculty will be in tomorrow at 9 a.m. to create educational plans for students. Husky Home Day Learning is already established, and this distance learning plan will be modified as needed. It is a fluid situation on when we bring students back; because when we close the doors, we are not sure what the criteria is for reentry. Mr. O’Shea will continue to work with the DPH and our local health agent to guide us moving forward. It is difficult to make a long term plan at this point in time. It is confirmed that there are currently no presumptive or confirmed cases of COVID-19 in Carlisle. Mr. O’Shea was asked if we will encourage social isolation and answered yes. Mr. Model asked to hear guidance from Linda Fantasia, the Carlisle Health Agent. She does have a full board in attendance, from the Board of Health (BOH): Todd Thorsen, Cathy Galligan, Donna Margolies, Tony Mariano and Lee Storrs. She speaks for the board and supports what the school is doing. The Town Hall and Library are both closing as well. Carlisle is being proactive and this will have an impact on protecting public health. Mr. Model asked what the mechanism is if someone learns he or she had contact with someone who has tested positive for the virus. Ms. Fantasia answered that she would get a call if there was either a confirmed case by the CDC via a lab test or a presumptive case. MAVEN (Massachusetts Virtual Epidemiological Network – a web-based disease surveillance and case management system) or our public health nurse would do a follow up. The BOH would make

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sure the person maintained isolation. If someone suspects he or she has a case, it is a voluntary notification to the BOH. People would be advised to take their temperature and watch for symptoms. People wondered if that protocol was known in the Town. If someone is under self-quarantine, what about the other family members? The BOH would ask to isolate the other family members; use common sense. It was asked if non-contractual school employees would be compensated during the school closure. Mr. O'Shea answered yes to this question, adding that depending on a person's role, he or she might be asked to do other tasks during the closure. Mr. O'Shea added that he wants to keep people whole and paying them is the right thing to do. Mr. O'Shea acknowledged that anxiety levels are elevated. As the School moves forward, there will be conditions in place to address continued health concerns. People feel that townspeople are confused about where they can access information about the coronavirus and procedures. Ms. Lavery said that the Mosquito can help communicate news. Kate Reid from the Board of Selectmen added that there is a Town website. Police can send emergency notifications to the town. It was asked if there was thought of cancelling April vacation or extending the school year to make up for this time out of school. Mr. O'Shea answered that at this time, there have not been conversations about cancelling April vacation. It has been determined that Carlisle will not be in session after the 185<sup>th</sup> day of the school calendar, which is June 22. Mr. O'Shea acknowledged that the closure does leave us with a deficit in education and we are taking it one week at a time. There is some home learning, and there are inequities, but it's the plan right now. Mr. O'Shea said that the home learning for students would start next Tuesday, March 17<sup>th</sup>. He added that this is uncharted water. Mr. O'Shea may set up intermittent times for staff to come in and grab supplies. He will attend an Emergency Response Team meeting Monday. Tony Mariano, from the BOH, added that it is important we be cognizant of the long-term decisions we make, as this situation could continue for awhile. People brainstormed ideas for communication to the community and ideas included a community Facebook page and a community brochure that included links about symptoms. It was felt that parents running a new Facebook page could create hysteria, as would the delivery of flyers. In context of preventing the spread of germs it was felt there should not be a brochure. Catherine Fink shared that the Town of Concord has been using Town Hall and the police department to disseminate information as it has to come from an official source. Social media sites are not official. Mr. Model suggested that people access the official sites to learn information. Ms. Mostoufi added that the Superintendent needs accurate data to communicate, and questioned what has BOH has done to quarantine the elderly and sick. Linda Fantasia answered that the BOH took immediate steps with the elderly, including cancelling their programs, sending the public health nurse to Benfield farms, and speaking with management companies of the elderly housing facilities to ramp up cleaning. They are working on a procedure to get food to the elderly. Ms. Fink asked there was anything people can do to help. Mr. O'Shea appreciates the offer and will let the community know. It was suggested that the Carlisle website post help needed announcements so citizens can help. It's important to respect privacy. The BOH cautioned that people still have to be careful about moving around too much; if people get too helpful, the town doesn't isolate. The citizens of Carlisle can sign up on the Town website to receive email from Town committees. In his communication, Mr. O'Shea will ask parents and guardians if there are ongoing needs that the school fulfills, please reach out to the designated person at the school to ask questions.

### **III. Citizens' Comments**

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Kate Reid said they might be relaxing the rules on open meeting.

## **XI. Adjourn Meeting**

Ms. Lear said that the Town website is a great resource, that citizens can email School Committee members with questions, and people should sign up for breaking news from the Mosquito. Ms. Moroney reported that 60 people have been watching this gathering on Facebook. Mr. Model made a motion to adjourn the meeting; Ms. Lavery seconded the motion. All members present voted in favor. The public meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Nancy Anderson  
Assistant to the Superintendent

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## Carlisle School Committee

Minutes

March 20, 2020

8:30-9:45 a.m.

Remote Meeting Via Zoom

Present – School Committee: Christine Lear - Chair, David Model, Eva Mostoufi, Sara Wilson, Shannon May Lavery.

Present – 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; Rob Fortado, Supervisor of Buildings and Grounds; Nancy Anderson, Assistant to the Superintendent.

**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://zoom.us/j/357585508> Meeting ID: 357 585 508**

**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

Ms. Lear called the meeting to order at 8:30 a.m. and announced that the meeting was being recorded.

### II. Information/Discussion Items

- A. Update on School Closure. Mr. O’Shea shared a PowerPoint update. Governor Baker has extended the school closure through April 7. Things are changing hour by hour. The Local Emergency Planning Committee (LEPC) is meeting every other day. CCHS is offering a take away breakfast and lunch from 8:30-11 each weekday. The last day of school in Carlisle will be June 22 regardless of how long the school closure is. The custodial staff is working full time. The office staff is maintaining 8 a.m. – 11 a.m. office hours and conducting necessary business. The Administrative Team has been using Zoom to meet. Everyone is adhering to recommendations on social distancing. The faculty is designing and sharing lessons to keep students engaged and connected with school. The school will keep evaluating and adjusting what teachers and staff are doing. SeeSaw and Schoology are being utilized. Dr. Mehler gave an update. Middle School teachers, in addition to designing and sharing lessons with students, have been inputting grades for the second trimester. Report cards will be sent home today. There have been multiple Google plus hangouts with staff. All students in grades 5-8 have Gmail accounts to ease communication. Teachers are posting enrichment activities and specialists post activities on the day of the week a student would meet with him or her. Specific examples of activities include: Liz Gray had an optional google meeting with students, and 8<sup>th</sup> grade science students have been encouraged to go outside to see what plants are growing; they

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have been taking pictures, sketching, and shared a google slide to post online. These are all hands on, engaging activities. Enrichment resources have also been posted. Dr. Sidell and Dr. Mehler will be creating a survey to parents to see how things are going for families. People are mindful of the stressful times in which we find ourselves. Teachers are creative; these are excellent opportunities for project based learning. Ms. Wilson asked if there was a mechanism to send report cards electronically. Dr. Mehler will consult with the technology department about this. Parents do have the ability to look in the parent portal for grades. Dr. Sidell gave an update. He had a zoom meeting with principals from other districts, and noted that Carlisle is ahead of a lot of districts in terms of disseminating information and enrichment activities to students and families. It helped to have had practice with Husky Home Day, but also, the teachers worked together as teams and for week one, things went smoothly. Activities for School Closure and See Saw are ways the elementary school is communicating. Specialists are posting an activity every day. One teacher might do a read aloud for a whole grade level. For most elementary students, it's an hour-hour and half of work each day, and it doesn't have to be done all at once. Students are making videos and sending them back to teachers. Dr. Sidell acknowledged that it is difficult for children and parents to be online. But this is a great start. The Department of Elementary and Secondary Education (DESE) has provided guidelines for teachers to give feedback on student work but not grades. This process is helping to foster a lifelong love of learning and creativity. Ms. Mostoufi asked if any new material was being introduced. Dr. Sidell answered that the goal is to maintain student skills and keep them strong. Mr. Model asked about assignments for students to turn back in. Dr. Sidell sees student writing, but this is optional work. Dr. Sidell added that the school wants to not overwhelm households. Ms. Lavery thanked Dr. Sidell, Dr. Mehler, the faculty and staff for their work. She asked how frequently administrators have meetings with staff about what worked and what didn't. There will be weekly meetings with staff via zoom. Ms. Bruce shared that the special education staff has been working to connect with students on IEPs. The resources provided have been vast and varied, from staff creating student check ins to zoom interactions with kids. Therapists have posted office hours for families. There has also been work on summer planning. Ms. Bruce shared that with school closed through April 7, 20 team meetings will have been missed. Ms. Bruce has offered those families online IEP meetings, where draft IEPs would be shared and the whole team would be on Zoom. If meetings don't take place this way, Ms. Bruce will figure out how to best make up the meetings. Ms. Mostoufi asked if children on IEPs were missing some one on one instruction, would the focus of the summer program change to be more instructional versus just maintaining skills? Ms. Bruce shared that the goal is to have a robust and fulfilling summer program. Mr. Model asked that if school is not reopened, would the summer program be even more robust? Ms. Bruce said that if the program were to be expanded to more hours, it would impact the budget. Mr. Model advocates to put pedagogical needs first adding that summer may become the new spring semester. Ms. Mostoufi wondered how students are coping with these new practices. Ms. Bruce answered that it is week one; teachers have contacted families and connected with them. Ms. Bruce also met with the executive board of SEPAC this week and received positive feedback about the current practices. Mr. O'Shea returned to his presentation and said that he is planning for an extended closure. Mr. O'Shea will continue to compensate employees through this school year. The school is also in conversation with our bus

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company, Bedford Charter, and wants to maintain its positive relationship. Mr. O'Shea added that to reopen school, he would first have to hear from the governor that it's all right to open schools, then it becomes a local decision. Mr. O'Shea will make sure the Carlisle Health Agent is involved in this decision. A question was asked that if school is in session by April 14, would classes be held during April vacation? Mr. O'Shea answered that it would be challenging to have classes then. He considered instead what a summer program might look like if the closure extended beyond 3 weeks. Mr. O'Shea would have to ensure that students all had access to any offered summer sessions. He is also looking at the time implications. He summarized that there are lots of decisions to be made, and he is looking to work collaboratively to make sure we are doing the best for all involved. Mr. O'Shea was grateful for the patience, support and understanding expressed by the entire school community. Ms. Lear added that she is so impressed by what faculty and staff has done. The following questions were posed. What about Kindergarten registration? Mr. O'Shea answered that Amy Smack will be communicating with all incoming Kindergarten families. How can we make up all this missing work? Mr. O'Shea answered that we are looking to make sure all students can be supported, but will have conversations if the closure extends, particularly about what the summer term would look like. When will the 2020-2021 calendar be finalized? The School Committee has had conversations about the calendar and will continue the discussion. (It was noted after the meeting that the School Committee had, in fact, voted to approve the 2020-2021 School Calendar at the March 11, 2020 meeting). Mr. O'Shea added that Ms. Bruce has been working on developing a more robust summer program, she will work out the nuances. If it is determined that a summer session is needed for all students, that will mean a great deal of faculty and staff working. Will community members be utilized in any way? Mr. O'Shea may reach out to the community for additional support. He added that many people are sharing ideas and offering their services. Mr. Model said that what we are doing is the Carlisle way. The school is the largest employer in town, he looks at this as an opportunity for the entire school to reach out and offer support to families with no children in the school system. Seniors are especially vulnerable. He stated that it's a great time to remind people how important the school is to the community. He asked if we could show leadership and provide innovative ways to offer assistance to community members. There was a question about if the DESE has provided any information how the closure impacts MCAS testing. Mr. O'Shea answered that 10<sup>th</sup> grade testing has been postponed. Right now just the time frames for grades 3-8 have been postponed. They need a supportive gesture from the federal government before the state can change rules since state testing is federally mandated. Information is still coming, and no tests have been cancelled yet.

- B. Compensation for Contracted and Hourly Employees. Mr. O'Shea stated that these are unprecedented times. He supports keeping the faculty whole during the 19-20 school year. It has been recommended through counsel that we put this to School Committee for a vote. We want to support our people as our staff is being asked to work. It's important for us to be a community. Mr. Model agreed and added that we have a responsibility to the community and the economy. Ms. Vanaria thanked everyone for their work in the past week; administration, staff and the school committee for holding the meeting. Right now, 63 people are in attendance at this meeting.

### III. Action Items

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- A. Vote Compensation for Contracted and Hourly Employees. Mr. Model motioned to waive the usual practice of discussing an issue at one meeting and voting on it at the next meeting; Ms. Mostoufi seconded the motion. All members voted in favor. Ms. Mostoufi made a motion to pay all employees through the end of the 2019-2020 school year, Ms. Wilson seconded the motion. All members voted in favor.

## IV. Public Comments

Ms. Bruce asked for a list of items that the COA needs during this time; she will contact paraprofessionals to help make that happen. Mr. O'Shea will make connections about this at the LEPC meeting today. The Committee was asked if an 8:30 a.m. Friday meeting next week would work for all members. It was noted that there were 78 people in attendance at the height of this meeting. Susan Pray commented that she is overwhelmed by what the Carlisle staff is doing in relation to other communities. Ms. Lear added that it is not a surprise, but it is amazing. Melissa McMorro asked the Committee to do a roll call vote during Zoom meetings. This will be the practice moving forward. Dr. Mehler said that the president of Mass General Hospital made a plea for 3D printers to print various resources they need; and asked if that something Carlisle could help with. We will look into downloading the plans and donating these items to MGH. The Carlisle School will do what it can to help this global pandemic.

## V. Adjourn Meeting

Mr. Model made a motion to adjourn the meeting; Ms. Lavery seconded the motion. The following votes were taken in roll call: Lear, aye; Model, aye, Mostoufi, aye; Lavery, aye, Wilson, aye. The meeting was adjourned at 9:38 a.m.

Respectfully submitted,

Nancy Anderson  
Assistant to the Superintendent