

**SCHOOL COMMITTEE AGENDA
MONDAY, JULY 29, 2019**

I. Call to Order

II. Public Comments

III. Review/Approve Minutes

- A. Meeting of June 12, 2019

IV. Information/Discussion Items

- A. School Committee Restructuring
- B. Long Term Capital Requirements Committee Representation
- C. Reflection Activity
- D. Overview of District Visioning for 2019-2020
- E. School Committee Goal Setting

V. Superintendent's Report

VI. Members'/Committee Reports as Needed

VII. Warrants

- A. Payroll Warrant #8919; \$268,846.27
- B. Payroll Warrant #9019; \$239,967.61
- C. Accounts Payable Warrant #8819; \$295,742.87
- D. Accounts Payable Warrant #9319; \$50,299.49
- E. Accounts Payable Warrant #0420; \$35,838.17
- F. Accounts Payable Warrant #0720; \$119,048.50

VIII. Action Items

- A. Vote approval of Chair and Vice Chair
- B. Vote appointment to Long Term Capital Requirements Committee

IX. Citizens' Comments

X. Adjourn to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to open session for the following purpose(s):

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. 30, Section 21 A, consideration of release of executive session minutes from previous meetings.

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Carlisle School Committee

Minutes

June 12, 2019

Carlisle School Community Room, Carlisle Schools, 83 School Street, Carlisle, MA 01741
7:00 PM

Present – School Committee: Melynda Gambino - Chair, Christine Lear, David Model (arrived at 7:23 p.m.), Eva Mostoufi, Sara Wilson.

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

Meeting Documents:

Minutes of 5/8/19	Minutes of 5/16/19	Student Showcase
Superintendent Evaluation	2019-2020 Proposed Meeting Schedule	

I. Call to Order

Chair Melynda Gambino called the meeting to order at 7:02 pm. Ms. Gambino announced that the meeting is being recorded.

II. Public Comment Period

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

III. Review/Approve Minutes

Ms. Lear made a motion to approve the minutes of the meeting of May 8, 2019; Ms. Wilson seconded the motion. All members present voted in favor of the motion and the minutes were approved with minor edits. Ms. Lear made a motion to accept the minutes of May 16, 2019; Ms. Wilson seconded the motion. All members present voted in favor of approving the minutes.

IV. Information/Discussion Items

- A. Student Showcase. Ms. Heigl recognized students for the following sports: Cross Country: Ethan Jina, Nora Molten, Julianne Warner, and Willow Cyr. Field Hockey: Megan Fairbank, Cira Letteri, Isabelle Jaffe, Lydia Karle. Softball: Cira Letteri. She thanked Peter Gambino for helping coach the softball team and Laura Eckler who made sure fields were lined and ready. Recognition for Community Service and 8th grade Health: Julia Smith, Iola Chen, Arianna Mostoufi, Lucy Keene, Liam Graham, Isabelle Jaffe. Ms. Heigl thanked the teachers who open up their classrooms for homework club. Maya Bery recognized the following students for Model UN club, now in its 4th year. MUN has competed at Suffolk Law, Northeastern, Bentley, and Commonwealth School in Boston. The club collaborates with other schools, members become great public

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speakers, and the club keeps winning awards including Best Position papers, Best Negotiators, and Best Delegate. Lucas Lee, Nora Molten, Natalie Dudko, Alexander Sproule, Darian Cosic, Jason Wang, Alexan Rivier, Madeline Ho, Maya Lennox, Maggie Kalkstein, Issy Neal and Haley Hicks were recognized. Ms. Thomforde recognized Maggie Kalkstein and Lucas Lee who presented a PowerPoint on the Band that listed various performances, at Council on Aging, Pep Band at CCHS, CCHS Jazz night, Mechanics Hall, MICCA solo and ensemble festivals. There are 175 students in grades 4-8 in band and chorus. They have won 13 gold, 6 silver, and one bronze medal this year. Natalie Dudko and Madeleine Ho sang a fabulous duet. Ms. Gambino and Mr. O'Shea thanked everyone for their great work this year.

- B. Introduction and Approval of Lori Bruce as Director of Student Support Services. Ms. Bruce was introduced. It was noted that she has many areas of expertise including Language Based Learning disorders, autism spectrum disorders, and anxiety disorders. She is looking forward to collaborating with the Carlisle administration and staff. Ms. Lear made a motion to approve Ms. Bruce as the Director of Student Support Services; Mr. Model seconded the motion. All members voted in favor of the motion.
- C. Carlisle Education Foundation. Sara Wilson presented. Bids have gone out for work on the performing arts studio. Final bids are due the first week of July. Bids will be reviewed by the school and the architect as a collective process. Mr. Model moved that the School Committee authorize Ms. Pray to sign contracts for the construction of the performing arts studio,; Ms. Lear seconded the motion. All members present voted in favor. Mr. Model asked if the elevator project overlaps this project; and the answer was yes. Mr. O'Shea will make sure those two work groups communicate with each other. The replacement elevator is a 3-4 month process.
- D. Washington D.C. Follow Up. Dr. Mehler presented. There were many 8th grade trips taking place last week. It was a wonderful opportunity, jam packed with activities. The group left Carlisle at 3 a.m. for the airport and the kids were fabulous. The group was at Mt. Vernon at 9 a.m., they toured monuments, memorials, museums, and had fun. The African American museum and Holocaust museum were great. Students also learned a lot. Dr. Mehler recommends flying even though it is more costly; because it is significant to have the extra time in D.C. Dr. Mehler is proposing signing with Capital Tours next year because it's a local company, the hotel is more central, they have a better chaperone ratio and the cost is less expensive. The bus to the airport is not included but would cost \$20 per student to bus to the airport and back. To offset the cost of the trip, the class of 2019 raised money at a car wash and also received a donation from a parent. Dr. Mehler believes the students should provide fundraising to offset costs. His goal is that trip cost is less than \$1000 per student. Ms. Lear appreciated the efforts to reduce the cost of the trip. The students that did not go on the trip to D.C. went to the Edward Kennedy Center for Civics and the Freedom Trail. Ms. Mostoufi heard great feedback, and said the trip was a social experience too. Ms. Gambino proposed holding an event, such as a dance, possibly partnering with the Youth Commission, to raise funds. Dr. Mehler closed with saying how well he got to know the students by going on the trip. Ms. Sorn asked if residents could donate to help fund a trip like this? Ms. Pray said she could set up a mechanism so this could happen.
- E. Middle School Schedule for 2019-2020. Dr. Mehler presented a PowerPoint about the pilot schedule. Dr. Mehler said there is a need to adjust our instructional practices,

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methods and structures to better meet the needs of our students. Included in the schedule are supports for executive functioning, math, anxiety, literacy as well as enrichment opportunities called Flex blocks. All students will receive support or enrichment in Flex blocks, which will take place two times a week in grades 5-8. Band and Chorus have also been incorporated into master schedule. There is a waterfall pattern for Math, Social Studies, Science and English Language Arts. Lunch and recess will take place for 45 minutes. For specials: Health will also be taught in 5th grade, Physical Education will be 2x/week, Art 2x/week, Flex 2x/week. As we try interventions, that data will inform special ed referrals. Also more students will get support. This is a pilot and Dr. Mehler will support teachers throughout the year. Flex blocks will occur at the end of the day. Special ed support happens during world language blocks so there is not a conflict for these students. The schedule maintains collaborative time for faculty members during the day. Dr. Mehler thanked Dr. Sidell for collaborating on the schedule. This is a change for teachers and an opportunity for growth.

F. Solar Project Update. Jonathan DeKock from the Solar Working Group presented. Ms. Gambino stated that the transfer station was not a viable location for a solar overlay. Town Counsel suggested we open a new Request for Proposal (RFP) specific to the school parking lot area. They are in process of crafting the new RFP. Ameresco will submit another proposal for this smaller project. There is a need to have approval of the design and final sign off. The Town wants to qualify for 2019 incentives. The timeline for this project is the summer of 2020. The Board of Selectmen agreed that the paving will be deferred until next summer. The paving company will pave next summer at the same price. After a vendor is selected, the Committee will look at the lease and the CSC will sign off on it. Mr. DeKock will present again at the CSC meeting in September or October.

G. Superintendent Evaluation. Mr. Kablotsky, as one of the evaluators, joined the Committee members at the table. Ms. Gambino reviewed Mr. O'Shea's goals and stated the ratings on each. Each member read his or her comments. Mr. O'Shea was given the following ratings:

Step 1: Assessing Progress Toward Goals:

Student Learning Goals: Met (4)

Professional Practice Goals: Significant Progress (1), Met (3)

District Improvement Goals: Met (3), Exceeded (1)

District Planning Goals: Some Progress (1), Significant Progress (2), Met (1)

Step 2: Assessing Performance on Standards:

Standard I: Instructional Leadership: Proficient (4)

Standard II: Management and Operations: Proficient (4)

Standard III: Family and Community Engagement: Proficient (3), Exemplary (1)

Standard IV: Professional Culture: Proficient (4)

Step 3: Rate Overall Summative Performance: Proficient (4)

Step 4: Rate Impact on Student Learning: High (3), No response (1)

Comments included that Mr. O'Shea's leadership instills confidence and optimism, he keeps the big picture in mind, he strives to maintain a positive and cooperative atmosphere, he is dedicated to the school's mission of providing the highest quality education for students, he is collaborative and empowers administration and faculty to

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bring their best ideas forward, and he's a great asset to the district as a competent manager with strong interpersonal skills.

Mr. O'Shea said it was interesting to hear so many positive comments and reflected upon them. He thanked Mr. Kablotsky for keeping him looking forward and into the long term. Mr. O'Shea appreciated all of the thoughtful comments and feedback. Mr. Model stated that he worked closely with Mr. O'Shea in past two years, and said Mr. O'Shea stayed calm and balanced through a very difficult year. Being Superintendent is a big challenge with the needs of students in this high performing district. Mr. Kablotsky wished Mr. O'Shea luck and added he is impressed with Mr. O'Shea's style. Ms. Lear added that Mr. O'Shea has such a great range of skills, and said don't forget who you are as you go forward. Ms. Gambino feels good and comfortable with Mr. O'Shea at the helm. Mr. O'Shea concluded that we still have challenges, including how to meet the needs of our students with the resources we have available.

- H. Municipal Facilities Representative. Mr. Kablotsky's term is ending this fiscal year. He shared that they now have a number of experts on facilities. Mr. Kablotsky's suggestion is to ask Municipal Facilities to re-charter to include a School Committee member on the committee. He would like to see the Energy Task Force and School Committee be represented on Municipal Facilities. The School Committee can recommend anyone they want to be on the committee; the person doesn't have to be a present CSC member. Mr. Model added that there should be responsible standard decisions for school buildings and all buildings across town. Ms. Gambino supported the idea of appointing someone to be a voting member of the Municipal Facilities Committee that would represent the School. Rob Fortado is already attending these meetings, which are held every Tuesday at 8 a.m. Mr. Kablotsky suggested that members talk to friends and neighbors to see who might want to volunteer for this committee to represent the school and the town.
- I. Summer Meeting. The summer meeting will take place on Monday July 29 at 6:00. Mr. Model will take the minutes. This meeting will not be taped. The agenda will consist of goal setting, and be a broadly reflective meeting. A take out dinner will be provided.
- J. 2019-2020 School Committee Proposed Meeting Schedule. A correction to the schedule: The last meeting date is June 10, 2020. Ms. Wilson moved to accept the dates for School Committee meetings for the 2019-2020 school year; Ms. Mostoufi seconded the motion. All members voted in favor. Dorothy Presser from MASC will be invited to the October meeting.

V. Communications/Correspondence

The correspondence folder was circulated.

VI. Superintendent's Report

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

Enrollment Numbers. The current projected enrollment for next year is 608. The 3rd grade sections were increased from 3 to 4 because of the profile of that class and the new student enrollments in that grade. For one year, our math specialist will teach that 4th 3rd grade class. Elevator update: The Corey elevator broke two weeks ago. Mr. O'Shea met with the Board of Selectmen and FinCom last night and they declared this an emergency. It will cost \$185,000 to

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replace the elevator and also test the soil due to hydraulic fluid leaking into the ground. A claim was filed with the insurance company for equipment failure. The Selectmen voted to fund a replacement elevator with next year's money, but money can still be used from the end of this year plus any insurance money that comes in as a result of the claim. This is a 4 month project.

Hiring Update: The following people have been hired for next year:

Health and Wellness/P.E.: Megan Coffey

Special Educator: Laura Marshall

French: Marie Laure Rivier

One special educator maternity leave position

West Ed consulting group came in and reviewed our Special Education program, talked to people, observed and reviewed documents

DC Trip was a success

The Lillian Award was given out. This award recognizes people who are kind and supportive. Students and Faculty nominate one faculty member and one student in grade 5-7 each year. The Superintendent and the Commissioners choose the winner. This year's recipients were Mimi Gleason and Haley Hicks.

Graduation will take place indoors tomorrow. Three School Committee members will participate in the ceremony to shake hands as they all have graduating 8th graders

Many concerts have taken place, as well as the 7th grade lip sync, the Talent Show, and various performances in grades K, 1, 2 and 3

Field days were a success

Kindergarten Screening took place in May

VII. Members'/Committee Reports as Needed

Policy Subcommittee: Ms. Lear shared that she created a document with links to each of our current policies and the corresponding MASC versions of those policies. Ms. Anderson will attend the Policy Subcommittee meetings with a word doc of each policy so edits can be made. Ms. Lear hopes to have 2-3 Subcommittee meetings, review all necessary policies, then present 3-4 at each regular CSC meeting.

Regional Subcommittee: Ms. Mostoufi reported that the Region also went through a West Ed evaluation. They have addressed the areas that needed improvement. They are making systemic changes on how to support students. For example, all high schoolers coming into CCHS are being assessed for areas of need in reading, writing, math, and social emotional. The plan is to provide additional help to these students and then reevaluate them to measure progress. Ms. Mostoufi's goal is to bring CCHS reps to Carlisle to talk to our middle school about the CCHS programs. Mr. O'Shea will follow up on this. idea Concord SEPAC is very active, led by Carol Yelle. Mr. Model said Concord brought in MARS, Mass Association of Regional Schools, and asked about the agreement with Carlisle. The ratios move up and down, how is the best way to handle it. Mr. Model participated in Wayne Davis' discussion about our 3 day Town Meeting. How could we get more town participation? Remote voting is being considered, as well as possibly having a fall meeting. The School has to make a flyer next year to communicate with the town about our budget.

Ms. Gambino reported from the Community Center CHNA group. They have received 3 layouts for a Community Center, pool and associated parking.

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VIII. Warrants

- A. Accounts Payable Warrant #8619; \$148,789.05
- B. Payroll Warrant #8019; \$432,706.28
- C. Payroll Warrant #8419; \$281,892.79

IX. Action Items

There were no action items.

X. Citizens' Comments

There were no citizens' comments.

XI. Adjourn Meeting to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to open session for the following purpose(s):

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. 30, Section 21 A, consideration of approval of executive session minutes from previous meetings.

Ms. Lear made a motion to adjourn the meeting; Mr. Model seconded the motion. All members present voted in favor and the meeting was adjourned at 10:50 p.m.. (There was no move to Executive Session.)

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent

Prompts for Reflection Activity
Carlisle School Committee
July 29, 2019

- 1) *What aspects of the Committee's work do you think we did well last year? or another way to put it might be, What aspects of the work of the Committee/District this past year are you most proud of?*
- 2) *What surprised you the most about the work of the Committee/District this past year? or What aspect of the work of the Committee did you find most interesting this past year?*
- 3) *As a Committee member, parent or community member what aspects of the work of the Committee or the District did you think would benefit from more attention from the Committee? or What aspects of the work of the Committee would you have liked to have seen more time focused on?*
- 4) *What do you see as important areas of focus for the Committee/District for the next year and into the future?*

These prompts can be responded to from the perspective of a Committee member or from the perspective of a parent or community member.

Setting and Monitoring District Goals: The School Committee's Role

Planning for Success: Advancing Our Current Planning Practices to Achieve Our Vision of Success

Under state law, School Committees are responsible for approving district goals in Massachusetts. School Committees are also responsible for evaluating Superintendents annually, under the state's Educator Evaluation System. School Committees must evaluate the Superintendent on at least two goals: one professional practice goal and one student learning goal. The state's model system also recommends that School Committees and Superintendents set two to four district improvement goals. The student learning and district improvement goals should mirror, and fully align with, the strategic objectives and outcomes of the District Plan. The Superintendent and School Committee may choose to set multi-year goals for the Superintendent's evaluation, also in alignment with the District Plan.

The School Committee's role in approving and monitoring the Superintendent's evaluation goals provides the Committee with an important tool in setting and achieving district goals. The School Committee monitors progress toward attainment of evaluation goals through the Superintendent's Annual Plan, which identifies the key actions, timelines, and benchmarks for each goal set, and the Superintendent's reports of progress. Similarly, the School Committee may monitor progress toward attainment of all other district goals through the District Action Plan's implementation benchmarks, and the Superintendent's reports of progress. The Committee's plan for progress monitoring may provide the structure for the School Committee's work and year-long calendar.

Interested School Committees may consider setting professional practice goal(s) of their own, for the Committee as a whole. Professional practice goals are designed to increase capacity and effectiveness, as individuals define the skills, knowledge, or practices they will develop. School Committees may also consider setting additional goals for the Committee as a whole that will support the Superintendent in achieving district goals.

Monitoring Goal Alignment



One District...One Coherent Set of Focused Goals

The School Committee, in its "big picture" oversight role, is best positioned to safeguard the district's focus by monitoring goal coherence in the midst of what can otherwise become a proliferation of district goals and strategies. Effective district planning and execution is built on a clear, consistent, shared, and achievable vision for the district and its future. Three to five strategic objectives, the key levers for improvement, are recommended to support district focus.

Any School Committee "overarching goals," Superintendent evaluation goals, district budget goals, and School Improvement Plan goals must be fully aligned with the strategic objectives and outcomes of the District Plan, the district's official roadmap for improvement. These district goal setting documents should be monitored and updated, as necessary, to ensure coherence and reflect the district's current realities and priorities. Planning for improvement is a continuous process, and the District Plan is a living document that should reflect that process.

School Committee: Educator Evaluation and District Planning



Educator Evaluation Connects the District Plan to the Classroom

The Educator Evaluation System is the process that links each classroom to the district's vision for all students. From the Superintendent, to School Administrators, to individual teachers and specialized instructional support...all individual and team goals stem from the district's goals and work to support their achievement. In return, Educator Evaluation feedback, ratings, and progress toward goals—including District Determined Measures—provide important data that inform district and school planning. The Educator Evaluation System creates coherence in planning across the district and provides critical leverage for achieving plans—from the Superintendent to the Instructional Leadership Team to the classroom.

Achieving the District Vision through Backwards Design

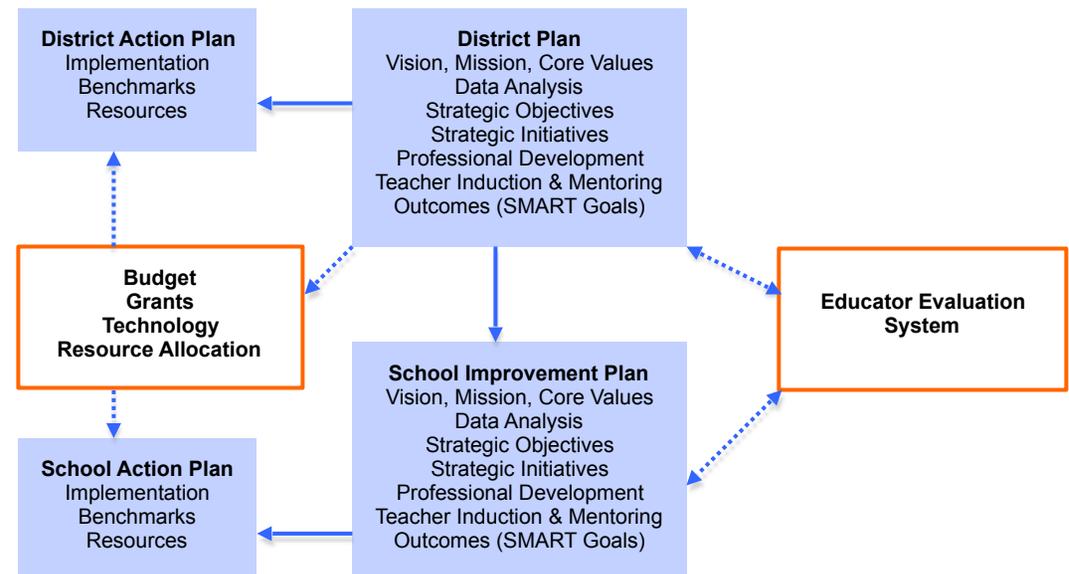
The District Plan articulates the district vision, strategy for achieving it, and planned outcomes for students—the district's SMART goals. The district backward designs its work from these outcomes, using the District Plan to drive goal setting for School Improvement Plans, evaluation for all educators, the district budget, technology, and grant and resource allocation. All educators—administrators, teachers, and specialized instructional support—have the opportunity to play an indispensable role in this design process by setting student learning and professional practice goals that develop their practice and capacity, as individuals and teams, to support the district strategy for success.

The District Plan: Connecting Existing District Systems to Create Coherence

Academic Plans Currently Required

Massachusetts' legislation requires the following five types of academic plans:

1. District Improvement Plan (3 years)
2. District Action Plan (annual)
3. School Improvement Plan (annual)
4. Individual Professional Development Plan (5 years)
5. Educator Plan (30 days to 2 years)



School Committee Goals 2018-2019

Explore Restructuring

With the Carlisle School enrollment projected to be declining at the middle school level for the foreseeable future, and with the financial pressures from the town, the School committee would like to explore possible models for restructuring resources and refining processes in order to meet the needs of students while staying within the existing budgetary restraints. Our goal would be to have two or more possible options identified by the end of the 2018-2019 school year with the intention of piloting a component in 2019-2020.

Communication

The School Committee would like to focus on improving communication among district constituents and further engage members of the broader Carlisle Community. Strategies for meeting this goal could include acting upon the School Advisory Council's survey and recommendations, increasing individual teacher communication with families, and broadening family and community engagement and dialogue.

Collaborative District Leadership

With the purpose of further strengthening the collaboration between the School Committee and the Superintendent of Schools, the Committee members are committed to collaborating more closely with the Superintendent on a one to one basis with more frequency.