

**SCHOOL COMMITTEE AGENDA
WEDNESDAY, JANUARY 9, 2019**

I. Call to Order

II. Public Comments

III. Review/Approve Minutes

- A. Meeting of December 12, 2018

IV. Information/Discussion Items

- A. Tribute to David Flannery
- B. Discussion of Community Center Proposal on Spalding Field/Gale Study
- C. Update on Solar Project
- D. Update on Banta-Davis Trail Change
- E. Proposed 2019-2020 School Calendar
- F. Update on 2019-2020 School Budget
- G. Policy Review
 - a. Buildings and Grounds, Safely and Security
 - b. Emergency Closings
 - c. Facility Naming

V. Communications/Correspondence

VI. Superintendent's Report

VII. Members'/Committee Reports as Needed

VIII. Warrants

IX. Action Items

- A. Vote Carlisle Education Foundation (CEF) Grants
- B. Vote Anti-Bullying
- C. Vote School Attendance
- D. Vote Non-Discrimination to a Qualified Individual with a Disability

X. Citizens' Comments

XI. Adjourn Meeting

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 2, To conduct contract negotiations with Superintendent O'Shea

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 federal grant-in-aid requirements. Mass. Gen. Laws Ch. 39, 23B (1)-(7). G.L. c. 30A, sec. 22(g), consideration of release of executive session minutes from previous meetings.

DRAFT

Carlisle School Committee

Minutes

December 12, 2018

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

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

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

Meeting Documents:

Minutes of November 14, 2018	Trails Committee - Banta Davis Trail Changes	Energy Task Force - Carlisle Municipal Solar Project
Bullying Prevention Policy	Policy on School Attendance	Policy Pertaining to a Qualified Individual with a Disability
Residency Policy		

I. Call to Order

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

II. Public Budget Hearing

Mr. Kablotsky moved to open the budget hearing, Ms. Storrs seconded the motion. The following votes were taken in roll call: Storrs, aye; Gambino, aye; Model, aye; Kablotsky, aye; Lear, aye.

Mr. O’Shea presented the school budget for the fiscal year 2020. He referenced the District Objectives:

1. Provide a rich, rigorous and relevant curriculum. The school’s elementary class sizes are within guidelines, research supports that class size is directly related to student achievement. There are diverse curricular offerings across the K-8 classes, including world languages, engineering, and library/media/coding.
2. Build a community of respect and inclusion in a safe and healthy learning environment. Mr. O’Shea noted multiple school programs that are in place that support students’ social and emotional growth, many of which are run by the school psychologists. There is a Board-Certified Behavior Analyst (BCBA) on staff to provide additional support to students. Our school-wide Olweus (anti-bullying) program continues.
3. Ensure equity and excellence in learning. The Carlisle School has a multi-tiered support service model, tailored to meeting individual needs of students. There is instruction in Tier I (supports all students), Tier II (can include additional instruction by math and

DRAFT

Literacy specialists), and Tier III (Special Education.) We also send some students Out of District (OOD) when a different placement best meets the needs of the students. Carlisle is one of the highest performing districts in the Commonwealth based on test results. Historical and projected enrollment statistics were discussed. This budget is a level service budget proposal, with 34 sections this year and next. There is a 3.79% increase over FY19 for a total of \$11,634,251. Per pupil spending is around \$20,000. Out of District (OOD) costs are significant.

Discussion followed. Mr. Kablotsky asked for the projected enrollment for the next 5-10 years. Mr. O'Shea will work to bring that information to the January meeting. The CSC met with the Finance Committee (FinCom) a few weeks ago about the budget. Ms. Storrs reported that Concord-Carlisle Regional School District voted a budget yesterday that was a 5.63% increase for the Carlisle share. Mr. Kablotsky noted that this is a significant impact to taxpayers in town. Nobody wished to speak in favor or against the budget, but a couple of people offered comments. Chair Model recognized Cheryl Hay, teacher, who asked, "how can you make a budget when there is not a current teacher's contract?" Mr. Model replied that an estimate was made. Camelia Rosca, Brook Street, asked if there was a secondary budget. Mr. Model clarified there is only one budget that is presented with the best estimate of future costs. Mr. Kablotsky added that when the Committee presents a budget, it works to get the support of Selectmen and FinCom, and there is negotiation involved in the process. The school presents what it takes to provide quality services to our students. David Ely, Rutland Street, commented that we need to maximize our investment in the School, it's critical to support our home values. He understands there are limited resources. Mr. Model added that people are welcome to attend the Fincom meeting on Monday night, write letters to Mosquito, go to meetings and advocate for the School, as we are all supporters of the School. Mr. Model asked for a motion to close the Public Budget Hearing. Mr. Kablotsky moved to close the hearing, Ms. Storrs seconded the motion. The following votes were taken in roll call: Storrs, aye; Gambino, aye; Model, aye; Kablotsky, aye; Lear, aye. The Public Budget Hearing was closed.

III. Public Comment Period

Mr. Model asked if any members of the public had comments. There were no comments.

IV. Review/Approve Minutes

Ms. Storrs made a motion to approve the minutes of the meeting of November 14, 2018. Ms. Gambino seconded the motion. All members present voted in favor of approving the minutes, with minor edits.

V. Information/Discussion Items

- A. Carlisle Education Foundation (CEF) Fall Grants. Susie Shaw, co-chair of CEF presented. The CEF received 6 grant proposals and committed to funding 4 grants. Rachel Levy and Courtney Longaker will attend the Art Educators convention in March of 2019 for \$1233.94. Kathi Macklis and other educators will receive funding for training in Wilson Reading in the amount of \$6094.00. Michaela Hardimon attended the

DRAFT

NAEYC (preschool) conference in November for \$1425.00. Meghan Cox will attend the Ron Clark Academy in July of 2019 for \$1254.00. The Board appreciates these training opportunities for teachers. Teachers will attend these trainings and return to school to share what they learned with their colleagues. Mr. Kablotsky asked how the funding for teacher training has been spent. Mr. O'Shea will gather this information. Mr. Kablotsky asked what the CSC acceptance of the grant implies to the School if the School is buying the kits to go along with the teacher training in Wilson reading? Susie Shaw asked the CSC to contact the CEF if paying for the kits becomes a hardship.

- B. Update on Performing Arts Studio. The CSC is satisfied that the CEF will fund this project and is not incurring any financial liability for the Town.
- C. The tribute to David Flannery was tabled, as Mr. Flannery was not in attendance. Mr. O'Shea introduced Rob Fortado, the new Facilities Director, and welcomed him to the community.
- D. Carlisle Recreation Committee/Council on Aging Community Center Proposal. David Freedman, David Kline, Peter Best, Holly Mansfield, and Linda Fantasia were all in attendance. Mr. Freedman spoke and said they are considering using Spalding Field as a possible site for a community center. The Moseley land on 338 Bedford Road is also an option for a site, but is a longer walk for students. The Recreation Committee has limited grant funding for a feasibility study, but doesn't want to spend money on a site that would be a "non-starter". Abacus, the company conducting the study, is comfortable looking at two sites. Mr. Model is concerned that Spalding is wet, and extensive engineering studies would be needed to prepare the site for a structure. It is, however, a prime location. Ms. Storrs added that there was talk years ago about putting a school there and the Mosquito called the land "marshland." So, should Abacus even bother looking at this site? One part of the feasibility study is the square footage of the proposed building. Mr. Kablotsky cited the advantages to having a community center close to the School, but he also said the School uses Spalding field for physical education classes and playing fields. Can we keep the same area of playing fields if a structure was built on Spalding? Right now, the front of Spalding is usable for some sports, but other areas are considered unsafe. Ms. Gambino said that when students are signed up for after school programs, such as Carlisle Kids' House, they go by bus. If a structure was built on the Moseley land off Bedford Road, could they be transported there by bus? She added that right now, the PE classes need Spalding Field for classes, but also School teams, baseball fields, softball fields, town athletics CCYB, and CCYS all use it. The proximity to School makes it more important for School use. Holly Mansfield from the Recreation Commission said that RecCom holds classes in the Brick building after school, and she could expand such programs if there was a Community Center. David Freedman said that if the Town built a community center there, the back of Spalding would be still available for playing fields. It's several acres of land. Margaret Heigl, the School's Athletic Director, was recognized and added that there was a study done five years ago about the usage of the field. The School's PE and sports programs rely on Spalding Field, as do Town programs in both Carlisle and Concord. She suggested people review the previous study, which said in part that the entire field needs to be ripped apart and

DRAFT

redone in order to provide a safe playing surface. She likes the idea of a turf field. Ms. Gambino encouraged bringing this under the master planning process. David Freedman reiterated that the feasibility study will be done in the next 6 months, and asked if they should or should not move forward looking at Spalding Field as a site for the structure. David Kline added that it's a small amount of money for a study, and asked if the School needs all three acres of Spalding? The committee will be sent a copy of the study done five years ago by Gale Associates to gather more information.

- E. Carlisle Trails Committee – Changes to Banta-Davis Trail. Warren Spence, Carroll Drive, Trails Committee, presented. The Committee proposes moving 150 feet of the trail into the woods, so the entire trail is off of the playing fields. Ms. Gambino asked if the Trails Committee will do work, and it will. Mr. Kablotsky asked if there was any down side to this proposal and the answer was no. Mr. Model said the CSC will consider holding a hearing to invite the abutters to make sure they have no issues with this change.
- F. Carlisle Energy Task Force (CETF) Solar Project. Bob Clark, CETF and Solar project and Bill Risso, CETF were in attendance. Robert Jackson and a team from Ameresco (the 3rd party vendor) attended as well. Mr. Clark reported that the Solar Working group recommended Ameresco as the vendor because of its qualifications. They are proposing a canopy project for the School parking lot and the transfer station. It was determined that the solar ground mount was too environmentally impactful. There will be a representative from the CSC on the Solar Committee. Mr. Kablotsky asked if the contracts for the DPW and School canopy are separate. Mr. Clark said yes, but they have the same developer. Bob Clark cited the advantages to the project including covered parking, reduced sun and snow exposure, revenue to the School and the town. The canopies would be owned by Ameresco. Mr. Clark asked Ameresco representatives to attend tonight to answer questions. Mr. Kablotsky asked if this project includes paving? Robert Jackson of Ameresco answered that no it does not; the project assumes we use the existing site, but he will look at the paving. Ms. Storrs asked if Ameresco anticipates cutting down any trees, and the answer was no. Typically, there are drive through spaces in the parking area. Mr. Clark said they are looking for approval to move forward with the project, and for someone from CSC to be involved in negotiations and to be on the solar committee. Melynda Gambino was appointed to act as CSC representative on the solar negotiating committee. Mr. Jackson said the possible start date would be summer of 2019. Susan Pray asked if there will be a loss of parking spaces due to the structure. Mr. Jackson thought there would not be because compact cars would fit in spaces where poles are. David Freedman added that there would have to be an amendment to the by-laws to create a solar structure on School property.
- G. FY19 Budget Update – Susan Pray, gave an update on the current year budget. From July to now, about 33% of the budget has been spent. We are over budget with the Out of District budget but we anticipate coming back into budget when we receive Circuit Breaker funds. The overage in Facilities is because Rob Fortado, the new director, is shadowing David Flannery. In January, we will go out to bid for a new transportation contract.

DRAFT

H. Policies

- a. Discussion of Future Review Process. The list of policies the CSC has approved this year to date, as well as others up for review, was distributed. For the balance of the year, Jim, David and Nancy will pick policies for upcoming meetings. Starting in the fall of 2019, members will have a complete list of policies to be reviewed at the start of the year. Ms. Storrs mentioned that in the past, similar policies were reviewed at the same time.
- b. Anti-Bullying. Mr. O'Shea discussed MASC policy and our existing policy. Our newly proposed policy, based largely on the MASC policy, is aligned with state regulations. Policies should always be cross referenced. Ms. Gambino noted that the Intervention Plan (referenced in this policy) is on the website; Mr. O'Shea said it will be reviewed by SAC and then put before CSC for review. As a point of clarification, Detective Drew Corwin is our School Resource officer.
- c. School Attendance. Mr. O'Shea thinks it's prudent to adopt the MASC policy on attendance. Our present procedure is, if the School hasn't been notified in the case of a child absence on any given day, the parents are contacted. Minor edits will be made to this policy to reflect our practice.
- d. Non-Discrimination to a Qualified Individual with a Disability. The only change is that Concord should not be referenced.
- e. Residency. After consultation with the attorney, it was decided that the practice of allowing children of faculty members to attend the School would be added to this policy. Mr. Kablotsky asked if we have any faculty children in grade 3 or 4 next year and the answer is yes. Mr. Model said that CSC can still approve a teacher's request for his/her child to attend school in Carlisle.

VI. Communications/Correspondence

There was an email from Recreation Committee - would the committee approve the installation of an ice rink on Spalding Field? Mr. Kablotsky asked if there was another site for the rink. It has been at Kimball's in the past, but incurred damage there. Mr. O'Shea will talk to the RecCom and Mr. Fortado. The Committee authorized Mr. O'Shea to make the decision, noting he should get information on Town liability if there were any injuries. The Committee asked Mr. O'Shea to check the Town's insurance. There were also concerns expressed about potential damage to the grass, as these fields are used by students in Physical Education.

VII. Superintendent's Report

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

Multiple performances in recent days including band, duets concert, chorus, jazz and pop choir
First drama performance is Friday at 7 p.m.
The School is preparing for HVAC study
Begun transition to PowerSchool SIS
Curriculum enrichment programs
Calendar committee has met

DRAFT

Administration luncheon was held yesterday and mid-year retirees were recognized: Frances Ingram, David Flannery and Danny Flannery

VIII. Members'/Committee Reports as Needed

Regional School Committee. Ms. Storrs reported that the main topic was the budget. She shared the Concord School calendar. Mr. Kablotsky asked what Carlisle's percentage of allocation was, and how that's expected to change. Ms. Storrs answered that the Carlisle share is 25 percent now, and it's not expected to change.

Long term Capital Committee. Mr. Kablotsky reported that there are requests for a chipper and a bucket truck. He asked Sue Pray if the costs for the alarm system project at the School, along with the carpeting and ceiling tiles project, can be spread out over 2 years. Mr. Kablotsky wants concrete bids on projects. Sue Pray lets the town know when School projects are completed.

Municipal Facilities. Mr. Kablotsky reported that the Committee is working on hiring a part-time facilities manager. There is a final interview with a candidate on Thursday. An architect has been selected for the police station renovation.

Ms. Gambino reported that the Master Planning Advisory Committee has met. About 40 people attended the last meeting.

EDCO Collaborative. Mr. Model said the presenter was Wakefield Superintendent Doug Lyons, who spoke about best practices in Snow Day learning. He said to think about how kids learn outside of school, which they do in a lot of different ways. The Wakefield program is empowering students pre-K through 12 to make decisions themselves, and encouraging different ways of learning.

IX. Warrants

A. Accounts Payable Warrant #3819; \$20,651.66

B. Payroll Warrant #3619; \$372,263.43

Note: Two additional warrants were signed on December 10, 2018:

Payroll Warrant #3919; \$378,278.60 and Accounts Payable Warrant #4119; \$71,734.26

X. Action Items

A. Vote School Budget. Ms. Storrs made a motion to approve the FY2020 budget for \$11,634,251. Mr. Kablotsky seconded the motion. All members present voted in favor; the motion carried.

B. Vote Proposed Concert Band and Middle School Choir Trip. Ms. Storrs made a motion to accept the trip; Ms. Gambino seconded the motion. All members present voted in favor; the motion carried.

C. Vote Anti-Bullying Policy was tabled for future discussion.

D. Vote School Attendance Policy was tabled for future discussion.

DRAFT

E. Vote Amended Residency Policy. Mr. Kablotsky motioned to accept the amended Residency Policy; Ms. Gambino seconded the motion. All members present voted in favor; the motion carried.

XI. Citizen's Comments

Camelia Rosca, Brook Street, asked whether there is an impact analysis to include teachers' demands in the School budget. Mr. Model said the School takes our best analysis of upcoming expenses and uses best practice to formulate a budget. Mr. Model supports Mr. Kablotsky's statement about future analysis of enrollment data. The School population has decreased, but Carlisle still has an amazing school.

XIV. Adjourn Meeting

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 release of executive session minutes from previous meetings.

Ms. Storrs made a motion to adjourn to executive session for the purposes listed above, with no intent to return to open session. Ms. Lear seconded the motion. The following votes were taken in Roll Call: Storrs, aye; Gambino, aye; Model, aye; Kablotsky, aye; Lear, aye.

The public meeting was adjourned at 9:38 p.m.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent

Draft
 Start Date before Labor Day
 Revised 12-13-18

CARLISLE PUBLIC SCHOOLS
2019 - 2020
SCHOOL CALENDAR

AUGUST/SEPTEMBER						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AUGUST/SEPTEMBER
28 First Day - Grades 1 - 8
29 K Walk-through.
30 & 2 Holiday Weekend
3 K First Day; PK Orientation
4 PK First Day
17 Early Release
19 MS Parents' Night
26 Elementary Parents' Night

FEBRUARY
4 Early Release
17 Presidents' Day
17-21 February Recess
24 Classes Resume

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER
14 Columbus Day
18 MS Interim Reports
22 Early Release
22 Spaghetti Supper
23 Prof. Day Parent Confs.

MARCH
3 Early Release
24 Early Release
25 Prof. Day Parent Confs.

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER
11 Veterans Day
27 Half Day
28-29 Thanksgiving Recess

APRIL
14 Early Release
20 Patriots' Day
20-24 April Recess
27 Classes Resume

APRIL						
S	M	T	W	T	F	S
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER
10 Early Release
11 Prof. Day Parent Confs.
23-Jan 1 Holiday Recess

MAY
1 MS Interim Reports
12 Early Release
25 Memorial Day

MAY						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY
1 New Year's Holiday
2 Classes Resume
20 Martin Luther King Day
21 Early Release
24 MS Interim Reports

JUNE
2 Early Release
15 Last Day of School 1/2 day
16-22 Snow day make-up days

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Aug 26 & 27 - Professional Days - Opening Mtgs for Staff
 August 28 - First Day of School Grades 1-8

Hours: Pre-School: M - F 8:45 - 11:45
 Hours: Gr. K - 4, 8:45 - 3:05. Early Release 12:30.
 Hours: Grades 5 - 8, 7:50 - 2:22. Early Release 11:51

 Holiday/Recess
 Half Day
 Professional Development
 Days/Conf. - No School

If your family's observance of a religious holiday will affect your child's ability to meet school expectations, please contact your child's teacher to make accommodations.

Carlisle Public Schools
BUILDINGS AND GROUNDS SAFETY & SECURITY
06.01.1999
Reaffirmed 03-02-2005, 10-15-2008, 11-02-11, 11/12/14

Public school buildings and grounds are one of the greatest investments of Carlisle. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation.

(Adopted 3-16-99)



File: EC - BUILDINGS AND GROUNDS MANAGEMENT

The School Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. They will work with other municipal departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the separate schools, the building administrator will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. [71:68](#)

NOTE: State law (M.G.L. [71:16](#)) gives regional school districts the power to acquire property and construct buildings. Therefore, the content of this policy might be slightly different for such a district.

Carlisle Public Schools
EMERGENCY CLOSINGS
07.09.1999

Reaffirmed 03-02-2005, 10/15/08, 12/7/11, 12/10/14

The superintendent may close the schools, delay the opening or dismiss early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel.

In making the decision to close schools, the superintendent will consider those factors relating to the fundamental concern for the safety and health of the children.

These may include:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The superintendent will weigh these factors and take action to close the schools if necessary. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings.

(Adopted 3-16-99)



File: EBCD - EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principle ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents/guardians and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

SOURCE: MASC

LEGAL REFS.: M.G.L. [71:4](#); [71:4A](#)

Carlisle Public Schools
Facility Naming Policy
#06.07.2010

Last Review: March 2, 2011, Reaffirmed 12-10-14

The Carlisle School Committee has the authority to name newly constructed schools as well as rename existing facilities, including rooms or areas within existing school buildings and athletics fields. Further the School Committee or its designee must approve the design, wording and placement for plaques, signs, or memorials associated with the naming.

Facilities (e.g., schools, buildings, rooms, major equipment, athletic fields) may be named after notable persons, entities, geographical locations, or geographical landmarks. When considering the naming or renaming of a facility or space to honor an entity or an individual, preference is to be given to those who have had a substantial impact upon education in Carlisle, which may include individuals or entities that have made a financial contribution to the support of the school district. However, this should not preclude consideration of other persons of local, state, national, or international achievement. The naming of a building or room after a particular entity or individual gives no particular rights to that entity or individual.

Naming or renaming a facility to recognize an individual currently employed by the Town of Carlisle shall not be considered during the individual's term of employment. School Committee members may not initiate a naming request during their term of office or for one year after leaving office.

Members of the community (including, but not limited to, community organizations and individuals) who wish to have the School Committee consider naming or renaming a facility should make their request in writing to the Chairman of the committee. The School Committee as a whole will discuss the naming request and vote on the request at a meeting subsequent to the discussion.



File: FF - NAMING NEW FACILITIES

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name for a school, a portion of a school, or a portion of school grounds. Whenever possible, the wishes of the community, including parents/guardians and students, should be considered in naming school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at the next available School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee Chair. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council and PTA/PTO in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

Following the submission of a naming request, the School Committee Chair will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.

SOURCE: MASC August 2016

CEF GRANTS FALL 2018

Yes	No	Grant Writer	Grant Name	Amount	Funded	Date of use	Follow up
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rachel Levy/Courtney Longaker	Art Educators Convention	\$1233.94	\$1233.94	March 2019	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Macklis	Wilson Reading System	\$7581.00	\$6094.00	Current	Malone to use PD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michaela Hardimon	NAEYC Conference	\$1425.00	\$1425.00	November 2018	Asked to use PD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meaghan Cox	Ron Clark Academy	\$1254.00	\$1254.00	Jul 1, 2019	Asked to use PD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cynthia Samuels	Camp Yes And	\$7050.00	\$0.00		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dan Hunt	AV Equipment	\$100000.00	\$0.00		
				Total Funded	\$10006.94		

DRAFT

Carlisle Public Schools Bullying Prevention Policy Policy #08.13.2010, Revised 1-9-19

The Carlisle Public Schools are committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another

DRAFT

person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At school functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Carlisle Public Schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Carlisle Public Schools if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or

DRAFT

- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development and maintenance of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or his/her designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

DRAFT

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

DRAFT

Target Assistance

The Carlisle Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 8 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Carlisle Public Schools website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR [26:00](#)

M.G.L. [71:37O](#); [265:43](#), [43A](#); [268:13B](#); [269:14A](#)

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

DRAFT

CROSS REFS.: [AC](#), Nondiscrimination

ACAB, Sexual Harassment

[JBA](#), Student-to-Student Harassment

[JICFA](#), Prohibition of Hazing

[JK](#), Student Discipline Regulations

SOURCE: MASC August 2013

DRAFT

Carlisle Public Schools
Policy on School Attendance
#08.02.1980
Revised 1/9/19

Regular and punctual school attendance is essential for success in school. The Carlisle School Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of religious holidays or cultural observances.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his/her character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide an explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program

Each Principal or designee will make every effort to notify a student's parent/guardian in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

SOURCE: MASC

LEGAL REFS.: M.G.L. [76:1](#); [76:1B](#); [76:16](#); [76:18](#); [76:20](#)

**Non-Discrimination to a Qualified Individual with a Disability
Policy Pertaining to A Qualified Individual with a Disability
(Formerly Policy Pertaining to Regulations Known as Section 504, Title VI,
and Chapter 76, Section 5)
Policy #07.15.2002**

**Adopted 03/05/2002
Revised 10/18/06, Reviewed 04/2/14,
1/9/19**

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals

with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified person with disabilities solely on the basis of handicap is unfair; and
2. To the extent possible, qualified persons with disabilities should be in the mainstream of life in the school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

LEGAL REFS.: Rehabilitation Act of 1973, Section 504
 Education for All Handicapped Children Act of 1975
 M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)
 Title II, Americans with Disabilities Act of 1992

Board of Education Chapter 766 Regulations, adopted
10/74, as amended through 3/28/78

SOURCE: Massachusetts Association of School Committees