

**Carlisle School Committee
Special Education Subcommittee**

Minutes

Friday, February 26, 2021

7:30 a.m.

Zoom Remote Access

Present – School Committee via Zoom: Amanda Comperchio, Eva Mostoufi

Present – School Administration/Personnel via Zoom: Jim O’Shea, Superintendent; Lori Bruce, Director of Student Support Services; Linda Vanaria, Teacher and CTA President; Nancy Anderson, Assistant to the Superintendent.

Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, members of the public were able to access this meeting via live stream at:

<https://carlisle-k12-ma-us.zoom.us/j/84324622834?pwd=STI2OHVYWmhPZ21aa3FONzJLWmU2dz09>

Meeting ID: 843 2462 2834

Passcode: 373572

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

The meeting was called to order at 7:35 a.m.

II. Approve Minutes

Ms. Comperchio made a motion to approved minutes from January 22, 2021; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Comperchio, aye; Mostoufi, aye.

III. DESE Review

Ms. Bruce provided an update on the DESE review. Last year, she wrote procedures, uploaded them to DESE website, and all of the Carlisle paperwork was submitted. DESE contacted Carlisle in the fall and needed new documentation, so more paperwork was uploaded. She noted that all of the paperwork she has uploaded has passed. Now the DESE review continues with interviews of SEPAC members, the Director of Special Education, the Civil Rights Coordinator, Superintendent, and parents. DESE representatives also visit the school and conduct a records review. DESE wants to check that school districts abide by uploaded paperwork (policies and procedures) by checking records and talking to people onsite. Ms. Bruce reported that Carlisle is in the final stages of the review and things look good. She just surveyed parents about the IEP process. Ms. Bruce also provides family emails to the DESE and they send their own survey to Carlisle families. Questions may include asking about adhering to timelines, if people had the chance to contribute to the conversation about the IEP, and did people receive adequate notice about meetings. Ms. Comperchio shared that the survey from the DESE was short and easy. Ms. Bruce said it is all about compliance. She reported that the School gets results within 30 days of the exit interview. The report that the school receives is a public document. Ms. Bruce is

happy to present the final document at a School Committee meeting. Ms. Mostoufi asked what was the frequency of DESE reviews. Ms. Bruce shared that it used to be every 6 years with a mid-cycle review done at the 3 year mark. It was changed in 2019 so currently there is a review every 3 years with a different focus. This year, the focus was all of Special Education and some Civil Rights. In 2022, the focus will be on civil rights. Also, an ELL review is done every 3 years. For the ELL review, which is separate from the Special Education review, the final interviews were done on Tuesday. Mr. O’Shea will get a report next week. Ms. Bruce is aware of one issue in ELL; not all Carlisle teachers are Sheltered English Immersion (SEI) endorsed. The State mandated that all core academic teachers take a course or a test to get SEI endorsed, which shows they have enough knowledge to teach English as a second language. Mr. O’Shea said all of the review information can be shared at a CSC meeting. Ms. Bruce shared that there are levels associated with a review and Carlisle is in Tier I which is the best. Ms. Mostoufi asked if there were any specific questions related to COVID in the DESE review. Ms. Bruce answered that in December, the DESE asked for paperwork on how Carlisle handled COVID. Carlisle did extremely well with our response, which included how we did remote instruction, how we handled summer programming, and how we transitioned from hybrid to in-person learning.

II. Post IEP Survey

Ms. Bruce shared details about the IEP survey that she developed. Survey questions included asking what grade the student was in, if this was the first IEP meeting, if interactions during the meeting were respectful, if parents were encouraged to participate in the meeting, if there was clear communication, if services are inclusive as much as possible, if goals are ambitious, and to identify team members who have been supportive. There was a section for additional comments and the person’s name was optional. Ms. Bruce noted that whenever there is a complicated IEP, the school psychologist or Ms. Bruce calls the parents before the IEP meeting to discuss concerns. Mr. O’Shea suggested adding the question “Were you satisfied with the IEP process?” Ms. Bruce will add a rating scale for how satisfied families were with the IEP process. Ms. Bruce said she could start giving out this survey as soon as it is finalized. IEPs are usually sent within 5 days after the meeting. Ms. Bruce would ask Ms. Aquavella to then send the survey to families. Ms. Mostoufi said the survey was very comprehensive. It will be finalized at the next subcommittee meeting.

III. Subcommittee Goals

Mr. O’Shea reviewed the goals: 1. To provide a venue for open and honest communication and discussion among District constituent groups including staff, parents, and School Committee members as it pertains to special education services and programs in Carlisle; 2. Create opportunities for School Committee members to gain insights, provide feedback, and question more deeply special education programming and planning, in an environment more appropriate for the nature of the discussion and the size of our school community; 3. Support our special education students, families and faculty through the ongoing engagement of the School Committee with the Special Education Department; 4. Monitor the work, progress and needs of the Special Education Department, in order to be better able to serve as advocates for students, families and the Department. Ms. Comperchio supported the goals but would like them to be more specific and measurable Smart Goals. Ms. Bruce felt goal numbers 2 and 4 could be combined into one goal, and supported that conversations take place in a subcommittee meeting

because the School is so small. Mr. O’Shea said there are some overarching goals, but the committee could also have specific goals for this year, such as how students are supported through the pandemic, and identifying ways for parent feedback. Ms. Mostoufi would like to align the subcommittee goals with the CSC communication goal. She would like to add strategic thinking about the programs that we offer, how the needs of students continue to change, and how we can support teachers and families. Mr. O’Shea will write these as smart goals. We will identify goals for this year and move forward with the other goals because this subcommittee will continue to meet next year. The CSC can provide feedback and give this subcommittee topics to consider. Ms. Mostoufi added that it’s beneficial for CSC members to understand the changing needs of students, and the need to move or hire teachers, and other challenges in Special Education.

VI. Programming

Ms. Bruce discussed designing service delivery and classroom placement. She said that in May, she meets with her team and IEP students are placed first. That information is then forwarded to the principals. It was noted that parents are asked for input about their child’s placement and that is also considered. Ms. Mostoufi knows a lot of time and thought goes into placement and it’s important to let the rest of the community know that too. Mr. O’Shea referenced the communication goal and asked how best to communicate this information to the community. Ms. Mostoufi said that discussing it once a year at a CSC meeting would be helpful. Mr. O’Shea added that if it was communicated at a CSC meeting it would reach a broader audience and answer questions. We can document and share important things that are happening in special education. Ms. Bruce added that she will continue to monitor parent communication and engagement. She restructured how special educators are used and students are making more progress. She will give an end of year summary to the CSC. Ms. Mostoufi asked if Ms. Bruce could talk about how redesigning reading instruction has supported student learning. Ms. Bruce said she has more data, and it is showing more progress; students with dyslexia are making effective progress. Ms. Bruce added that it is helpful to be focused on a specific methodology in a presentation. In summary, Mr. O’Shea will work on developing smart goals with Ms. Bruce and Ms. Comperchio, and will reflect on past goals as well. He added that this information is significant in budget conversations. Ms. Bruce will add the last question to the IEP survey and will send it to the group, share it with her staff, and then it can start to be sent to parents. Ms. Bruce will also ask SEPAC for feedback on the survey.

VII. Public Comments

There were no public comments.

VIII. Adjourn Meeting

Ms. Comperchio made a motion to adjourn the meeting; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Comperchio, aye; Mostoufi, aye. The meeting was adjourned at 8:21 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Nancy Anderson". The signature is written in a cursive, flowing style.

Nancy Anderson
Assistant to the Superintendent