

**SCHOOL COMMITTEE AGENDA  
WEDNESDAY, DECEMBER 11, 2019**

**I. Call to Order**

**II. Public Budget Hearing**

**III. Public Comments**

**IV. Review/Approve Minutes**

- A. Meeting of November 13, 2019
- B. Policy Subcommittee Meeting of November 21, 2019
- C. Special Education Subcommittee Meeting of November 26, 2019

**V. Information/Discussion Items**

- A. Student Engineering Showcase: Egg Zipline Challenge
- B. CEF Grants
- C. Charging Stations Update: Jonathan DeKock
- D. Transition Presentation: Kim Reid and Matt Mehler
- E. Out of State/Overnight Trips
- F. School Choice
- G. Additional Member of Special Education Subcommittee

**VI. Communications/Correspondence**

**VII. Superintendent's Report**

**VIII. Members'/Committee Reports as Needed**

- A. Special Education
- B. Visioning

**IX. Warrants**

- A. Payroll Warrant #3620; \$382,825.41
- B. Accounts Payable Warrant #3820; \$79,437.56

**X. Action Items**

- A. Vote CEF Grants
- B. Vote Additional Member of Special Education Subcommittee

**XI. Citizens' Comments**

**XII. 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.



# Carlisle Public School

FY'21 School Committee Public Budget Hearing Presentation

December 11, 2019

# Budget Goals FY21

- Support/Maintain multi-tiered system of supports for students
  - Reinstitute Math Specialist for Tier 2 support
- Create class sizes which reflect the District's guidelines and foster optimal learning conditions for students.
- Develop a budget which is aligned with School Committee goals and town guidelines

# FY21 Budget Proposal

\$11,896,160 = 2.91% increase



FY11 – FY21 10 Year Average – 2.82%



## Carlisle Public Schools Enrollment Projections for FY21

Grade	Actual Grade Size 18-19	Actual Sections 18-19	Average Class Size 18-19	Projected Grade Size 19-20	Actual Grade Size 19-20	Actual Sections 19-20	Average per section 19-20	Projected Grade size 20-21	Projected Sections 20-21	Average per section 20-21	Guideline
Pre-K	14	1	15	15	14	1	14	15	1	14	<18
K	57	3	19	55-57	52	3	17	55-57	3	18	<18
1st	62	4	16	57-59	62	4	16	55-57	3	18	<18
2nd	62	4	16	62-64	66	4	17	62-64	3	21	<18
Pre-K-2	195	12		189-195	194			191-197			
3rd	62	3	21	62-64	69	4	17	66-68	3	22	<21
4th	64	3	21	62-64	64	3	21	69-71	4	18	<21
5th	76	4	19	64-66	66	3	22	64-66	3	22	Triad
3-5	202	10		188-194	199			199-205			
6th	65	4	17	76-78	77	4	19	66-68	4	18	MS Model
7th	73	4	19	65-67	66	4	17	77-79	4	19	MS Model
8th	73	4	19	73-75	73	4	19	66-68	4	17	MS Model
6-8	211	12		214-220	216			207-213			
Total Pre-K-8	608	34		591-609	609	34		594-612	32 +2		

	FY19 FTE	FY20FTE	FY21FTE
Special Educators	19.8	19.8	19.8
Specialists	15.4	14.2	15.2
<b>TOTAL Contracted FTE</b>	<b>69.2</b>	<b>68</b>	<b>69</b>

# Carlisle Public School FY20 – FY 21 Budget Comparison

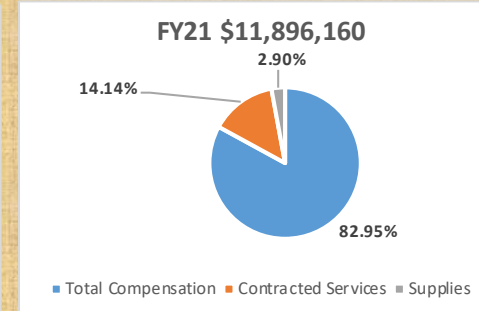
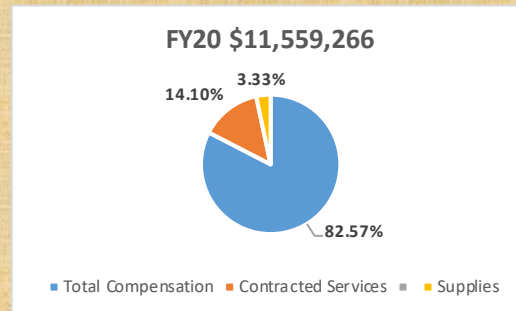
	FY20 Budget	% of Total Budget
<b>Staffing Expense (Compensation)</b>		
Regular Education	\$ 5,498,052	44.7%
Special Education	\$ 2,435,384	19.8%
Student Services	\$ 352,077	2.9%
Administration	\$ 676,045	5.5%
Facilities	\$ 425,630	3.5%
Substitutes/Leave	\$ 140,007	1.1%
Other?	\$ 187,646	1.5%
<b>TOTAL STAFFING</b>	<b>\$ 9,714,841</b>	<b>79.0%</b>
<b>SPED (Non-Staffing)</b>		
OOD Tuition	\$ 672,400	5.5%
Contracted Services	\$ 82,300	0.7%
Transportation (CASE)	\$ 150,576	1.2%
Other?	\$ 33,871	0.3%
<b>TOTAL SPED (NON-STAFFING)</b>	<b>\$ 939,147</b>	<b>7.6%</b>
<b>Facilities</b>		
Electricity	\$ 150,013	
Gas Heat	\$ 77,109	
Water/Waste	\$ 21,100	
Maintenance & Repairs	\$ 185,205	
Other?	\$ 124,071	
<b>TOTAL FACILITIES</b>	<b>\$ 557,498</b>	<b>4.5%</b>
<b>Information Technology (IT)</b>		
Hardware	\$ 51,752	
Software	\$ 50,472	
<b>TOTAL IT</b>	<b>\$ 102,224</b>	<b>0.8%</b>
<b>TRANSPORTATION (BUSES)</b>	<b>\$ 398,520</b>	<b>3.2%</b>
<b>CURRICULUM &amp; MATERIALS</b>	<b>\$ 199,866</b>	<b>1.6%</b>
<b>STAFF TRAINING AND DEVELOPMENT</b>	<b>\$ 70,566</b>	<b>0.6%</b>
<b>EARLY RETIREMENT</b>	<b>\$ 62,344</b>	<b>0.5%</b>
<b>LEGAL</b>	<b>\$ 6,366</b>	<b>0.1%</b>
<b>MISC (TRAVEL, DUES, ETC.)</b>	<b>\$ 66,297</b>	<b>0.5%</b>
<b>Contingency</b>		
SPED?	\$ 163,030	
Subs?	\$ 17,519	
<b>TOTAL CONTINGENCY</b>	<b>\$ 180,549</b>	<b>1.5%</b>
<b>TOTAL BUDGET</b>	<b>\$ 12,298,218</b>	<b>100.0%</b>
<b>Budget Offsets</b>		
Student Fees (Full-day K, MS Bus, etc.)	\$ (201,521.00)	
Grants	\$ (154,300.00)	
Circuit Breaker	\$ (138,371.00)	
Other?	\$ (244,760.00)	
<b>TOTAL OFFSETS</b>	<b>-738952</b>	<b>-6.0%</b>
<b>TOTAL TOWN FUNDED</b>	<b>\$ 11,559,266</b>	<b>94.0%</b>

	FY21 Budget	% of Total Budget	Year over Year % Change
<b>Staffing Expense (Compensation)</b>			
Regular Education	\$ 5,762,915	46.1%	4.82%
Special Education	\$ 2,472,375	19.8%	1.52%
Student Services	\$ 367,821	2.9%	4.47%
Administration	\$ 691,257	5.5%	2.25%
Facilities	\$ 434,142	3.5%	2.00%
Substitutes/Leave	\$ 105,047	0.8%	-24.97%
Other?	\$ 179,158	1.4%	-4.52%
<b>TOTAL STAFFING</b>	<b>\$ 10,012,716</b>	<b>80.0%</b>	
<b>SPED (Non-Staffing)</b>			
OOD Tuition	\$ 589,983	4.7%	-12.26%
Contracted Services	\$ 71,415	0.6%	-13.23%
Transportation (CASE)	\$ 130,000	1.0%	-13.66%
Other?	\$ 33,871	0.3%	0.00%
<b>TOTAL SPED (NON-STAFFING)</b>	<b>\$ 825,269</b>	<b>6.6%</b>	
<b>Facilities</b>			
Electricity	\$ 157,505		4.99%
Gas Heat	\$ 80,964		5.00%
Water/Waste	\$ 22,596		7.09%
Maintenance & Repairs	\$ 188,216		1.63%
Other?	\$ 128,288		3.40%
<b>TOTAL FACILITIES</b>	<b>\$ 577,570</b>	<b>4.6%</b>	
<b>Information Technology (IT)</b>			
Hardware	\$ 46,492		-10.16%
Software	\$ 45,472		-9.91%
<b>TOTAL IT</b>	<b>\$ 91,964</b>	<b>0.7%</b>	
<b>TRANSPORTATION (BUSES)</b>	<b>\$ 420,000</b>	<b>3.4%</b>	5.39%
<b>CURRICULUM &amp; MATERIALS</b>	<b>\$ 199,866</b>	<b>1.6%</b>	0.00%
<b>STAFF TRAINING AND DEVELOPMENT</b>	<b>\$ 70,927</b>	<b>0.6%</b>	0.51%
<b>EARLY RETIREMENT</b>	<b>\$ 59,044</b>	<b>0.5%</b>	-5.29%
<b>LEGAL</b>	<b>\$ 6,684</b>	<b>0.1%</b>	5.00%
<b>MISC (TRAVEL, DUES, ETC.)</b>	<b>\$ 62,620</b>	<b>0.5%</b>	-5.55%
<b>Contingency</b>			
SPED?	\$ 166,000		
Subs?	\$ 18,000		
<b>TOTAL CONTINGENCY</b>	<b>\$ 184,000</b>	<b>1.5%</b>	
<b>TOTAL BUDGET</b>	<b>\$ 12,510,660</b>	<b>100.0%</b>	
<b>Budget Offsets</b>			
Student Fees (Full-day K, MS Bus, etc.)	\$ (181,600.00)		
Grants	\$ (149,900.00)		
Circuit Breaker	\$ (283,000.00)		
Other?	\$ -		
<b>TOTAL OFFSETS</b>	<b>-614500</b>	<b>-4.9%</b>	
<b>TOTAL TOWN FUNDED</b>	<b>\$ 11,896,160</b>	<b>95.1%</b>	<b>2.91%</b>

## CPS Budget FY20 / FY21

	FY20 APPROVED		FY21 REQUESTED	
<b>Total Budget</b>	<b>11,559,266</b>	<b>3.24%</b>	<b>11,896,160</b>	<b>2.91%</b>
<b>Compensation</b>				
Admin	676,045		691,257	
Teachers	6,811,766		7,192,516	
NonCon	1,602,823		1,547,597	
<b>Other Compensation</b>				
(Subs,Early Ret, Stipends,PD, Summer, Prof Imp)	454,613		436,584	
<b>Total Compensation</b>	<b>9,545,247</b>		<b>9,867,954</b>	
<b>Remainder</b>	<b>2,014,019</b>		<b>2,028,206</b>	
Contracted Services	1,628,248		1,682,746	
Supplies	385,771		345,460	

	FY20		FY21	
	<b>\$11,559,266</b>		<b>\$11,896,160</b>	
<b>Total Compensation</b>	9,545,247	1.75%	9,867,954	3.38%
<b>Contracted Services</b>	1,628,248	13.23%	1,682,746	3.35%
<b>Supplies</b>	385,771	3.25%	345,460	-10.45%



## DISTRICT COMPARISON FY18

COMMUNITY	Carlisle FY18 (K-8)	Concord FY18 (K-8)	Dover FY18 (K-6)	Lincoln FY18 (K-8)	Sherborn FY18 (K-6)	Sudbury FY18 (K-8)	Bedford FY18 (K-12)	Harvard FY18 (K-12)
Students	629	2149	506	1241	434	2770	2691	1142
General Fund	\$11,779,158	\$43,358,286	\$11,569,480	\$13,418,385	\$7,982,300	\$43,270,051	\$47,182,276	\$16,378,844
Grants, Revolving & Other \$	\$841,758	\$2,731,101	\$596,616	\$15,486,650	\$454,824	\$2,506,067	\$3,682,497	\$4,202,693
Total \$	\$12,620,916	\$46,089,387	\$12,166,096	\$28,905,035	\$8,437,124	\$45,776,118	\$50,864,773	\$20,581,537
PerPupil Cost	\$20,053	\$21,450	\$24,039	\$23,297	\$19,463	\$16,524	\$18,903	\$18,016
Administrative & Instructional Leadership	10.02%	8.02%	10.90%	12.79%	11.95%	10.04%	11.44%	11.75%
Direct Service to Students	57.19%	50.15%	40.61%	46.27%	47.68%	50.34%	46.63%	42.24%
Total SPED Expenses 'FY15**	24.4%	23.5%	37.1%	14.3%	34.2%	22.6%	26.2%	20.9%

\* FY18 Data taken from DESE

\*\*FY15 Sped data most recent, taken from DESE

# FY'21 LTC Proposals

#	Item	AGE	FY 21 \$\$	FY 22 \$\$	FY 23 \$\$	FY 24 \$\$	FY 25 \$\$	FY 26 \$\$	FY 27 \$\$	FY 28 \$\$	FY 29 \$\$	TBD \$\$
1	Technology Replacement		\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
2	Simplex Fire Alarm System System Upgrades; Phase II	1997	\$28,750									
3	Replace Tractor		\$25,764									
4	HVAC											??
5	Replace Truck	1996		\$50,000								
6	Furniture	1997		\$25,000				\$25,000				
7	Interior finishes - Spalding	2012		\$20,000								
8	Corey Bld. - Girls Locker Room - replace lockers	1987		\$27,000								
9	Dining Room Floor Tile	1987			\$40,000							
10	Corey Stage Lighting System Upgrade	1987			\$80,000							
11	Interior finishes - Robbins/Grant	2010			\$15,000							
12	Wastewater Treatment Plant Equipment Replacement	2005				\$100,000	\$100,000					
13	Brick Rehab; flooring,plumbing,HVAC, repairs)	1987				\$100,000						
14	Corey Bld. - Gym -Bleacher upgrades	1987				\$15,000						
15	Replace Corey Lower Level Lobby Tile	1987						\$25,000				
16	Interior finishes - Wilkins	2010							\$20,000			
17	Interior finishes - Corey										\$15,000	
18	Grant Elevator	1987						\$60,000	\$60,000	\$60,000		
19	Telephone System (Merge with Town)	2005							\$50,000			\$50,000
20	Wilkins - window replacement - insulating glass	1963										\$250,000
21	Replace Carlisle Castle Playground	1987										\$200,000
			<b>\$134,514</b>	<b>\$202,000</b>	<b>\$215,000</b>	<b>\$295,000</b>	<b>\$180,000</b>	<b>\$190,000</b>	<b>\$210,000</b>	<b>\$140,000</b>	<b>\$95,000</b>	<b>\$580,000</b>



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## Carlisle School Committee

### Minutes

Wednesday, November 13, 2019

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, Shannon May Lavery. Sara Wilson participated by telephone.

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

#### Meeting Documents:

Policy Sub Minutes 9/18/19	Policy Sub Minutes 10/10/19	Policy Sub Minutes 11/5/19
Minutes 10/16/19	Minutes 10/30/19	CEF Approved Grants
PTO Approved Grants	Photos from Ameresco – Solar Canopy Project	Charging Stations Documentation
School Improvement Plan	Special Education Prioritization Document	FY20 Budget Update
Business Manager Posting		

### I. Call to Order

Chair Christine Lear called the meeting to order at 7:05 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

Ms. Lavery made a motion to approve the September 18, 2019 minutes of the Policy Subcommittee meeting; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. Ms. Lavery made a motion to approve the October 10, 2019 minutes of the Policy Subcommittee meeting; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. Ms. Lavery made a motion to approved the minutes of the November 5, 2019 Policy Subcommittee meeting; Mr. Model seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. Ms. Lavery made a motion to approve the minutes of the October 16, 2019 School Committee meeting; Mr. Model seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. The minutes were approved with minor edits. Ms. Lavery made a motion to approve the minutes of the September 11, 2019 School Committee meeting; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye;



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Lavery, aye. Mr. Model made a motion to approve the minutes of the October 30, 2019 School Committee meeting; Ms. Lavery seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. The minutes were approved with minor edits.

## IV. Information/Discussion Items

- A. 6<sup>th</sup> Grade Student Presentation: Outdoor Ed. Dr. Mehler shared a PowerPoint presentation about the Outdoor Ed experience at Sargent Center in Hancock, NH. He introduced 6<sup>th</sup> graders Josie Troppoli, Hannah Rosado and Adam Synnestvedt who shared some of their Outdoor Ed experiences. The program goals include team building, cooperative learning, and encompass the core values identified as the 4 C's that the 6<sup>th</sup> grade team embraces; cooperation, commitment, communication and care. An example of team building was when all of the students worked together to unload baggage from the bus. Groups had to do a chore every day, such as sweeping or doing dishes. Activities included learning about food and water waste, fire building, shelter building, blacksmithing and making Johnny cakes. One particularly fun activity was when students paddled around a lake looking for clues for a sentence and then had to unscramble the sentence. A class favorite was the high ropes course. Students wrote experiences and feelings in journals and counselors would share them. On the last day, students participated in the Sargent Challenge. The goal was to go through stations with a map and complete a set of challenges. Mr. Model thanked the students, and asked if the students have achieved their ultimate goal of using some of these skills back at school. One student said she has used the skills.
- B. Carlisle Education Foundation (CEF): Approved Grants. In addition to the grants listed, CEF will fund iPads and crayons for elementary art, and \$1500 toward the music workshop. Mr. Model moved to accept, with gratitude, the CEF grants as outlined by Ms. Wilson; Ms. Mostoufi seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Mostoufi, aye; Lavery, aye. Ms. Wilson abstained.
- C. Parent Teacher Organization (PTO) Approved Grants: Carrie Patel, Tophet Road presented the PTO grants, totaling \$3230.16. Ms. Lavery made a motion to accept the PTO grants, Ms. Wilson seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye.
- D. Donated Printer. An Epson printer has been donated to the Preschool. Ms. Mostoufi made a motion to accept the donated printer; Ms. Lavery seconded, the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye.
- E. Ameresco: Update on Solar Canopy Project. Devina Thakur, Associate Project Development Manager presented along with the Project Development Engineer. The equipment pad was moved to the island area, due to setback requirements, to receive site plan approval. The project is in Block 3 on the SMART program; the Town will be paid \$22,5000 in lease payments, and \$11,277 in PILOT (tax) payments per year. Images of the proposed design were shared. Ms. Lear asked about the timeline. Ms. Thakur answered that the next step is a Geotech analysis, where the soil is tested to see what kind of foundation can be installed. The proposed dates for this analysis, which will be done on array 2, are December 10 and 11. Foundations and conduit will be installed during April vacation. The paving contractor will work in July, with the goal of finishing

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construction by the end of August, before school starts. Mr. DeKock, Oak Knoll Road, asked the Committee if the rendering of the drawings is acceptable to the Committee. Mr. Model made a motion to accept the screening plan as presented; Ms. Lavery seconded the motion. The following votes were taken in roll call: Model, aye; Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye.

- F. Update on Charging Stations: Jonathan DeKock, Oak Knoll Road, presented. Eversource has assigned Commonwealth Electric as the contractor. The Green Community will cover the cost of the installation and the Energy Task Force will cover other costs. The Board of Selectmen moved to approve the legal agreement with Eversource, pending Town Counsel approval. Then Eversource needs to approve the plans from Commonwealth Electric. The project timeline is as follows: The area needs to be trenched, conduit installed, with the stations installed, completed and functional by January 31 in order to apply for grants in 2020. However, there is not currently a date on which they are going to trench. If this schedule doesn't happen, there will be need to be another discussion on charging stations after the paving takes place. Ms. Lear asked that if the Committee can do anything to help expedite the project, please let her know. Mr. DeKock said if it all comes together, there will have to be a Committee meeting to approve it.
- G. School Improvement Plan (SIP) 2019-2020. Dr. Mehler and Dr. Sidell presented. The SIP goals are aligned with the District goals. This is a one year plan. Themes are creativity, professional learning, multi-tiered systems of supports, digital citizenship, project-based learning, social emotional learning, equity and access, and the special education program. Indicators of progress include formal data such as MCAS analysis as well as meeting notes, classroom assessments and intervention data. Alignment with District Objective 1 are the SIP goals that include implementation of a research-based curriculum and assessments to ensure that all students develop academic and intellectual skills aligned to grade-level standards. The Benchmark Assessment System (BAS) is a program that was piloted around comprehension last year in 2<sup>nd</sup> grade. There is a search for a new math program that isn't language based as much as the current Everyday Math program because this circular, spiral program doesn't work for kids who struggle with reading and comprehension. They will do an executive functioning screening this year in PK and K. There was a great response from parents about See-Saw, as there was an opportunity for parents to see what's going on in the classroom. In Middle School there was a universal screening for all students in literacy. The teachers were able to use FLEX blocks to group students for support. The middle school Language Arts department met with Kathi Macklis, Literacy Specialist, who provided training on how to do richer interventions for students. Alignment with District Objective 2 are goals aligning the professional learning for educators to address the needs of all students so that they feel cared for supported, and known. Through Universal Design for Learning (UDL), there are multiple means of introducing material to learners, as well as lessons on how to practice and assess skills. There is an upcoming all day training on UDL on December 11. Ms. Mostoufi asked for an example of how the program works. Dr. Sidell cited the 2<sup>nd</sup> grade genius hour, where each child chooses a project to do, and plans how to research, document, and present it. Students do different things at the same time; including partner reading and reading with a teacher, with a different focus for each group. This practice uses current resources, includes all students, and the educators get to

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know kids and their needs. To improve school climate and safety for all students, and enhance self-advocacy skills, there are We Thinkers, Zones of Regulation, advisories in middle school and Olweus. We did a lot of training with community partners in Carlisle, including the police, library, and Carlisle Kids House. We have posted positive affirmations around the school. Regarding health for all students in grades 5-8, we will work with the teacher to integrate health more systemically. Ms. Mostoufi asked about education regarding vaping. The School is partnering with Emerson Hospital to do a Youth Risk Behavior Survey in the spring and it is felt that the School will gain knowledge on student behaviors through this survey. Aligning with District Objective 3 a goal is to explore alternative models and approaches to optimize special education service delivery. Dr. Mehler, Dr. Sidell and Ms. Bruce are working together and there will be discussions about this over the next several months. Mr. Model asked if we are asking why students are leaving the Carlisle Schools. Dr. Mehler said we can explore exit interviews. He added that we are looking at CCHS and other schools to inform our work, as well as the visioning process, and the experience with the middle school schedule with the new flex blocks. Kim Reid continually shares data from CCHS. Dr. Mehler is meeting with the middle school principal from Concord on Friday. We know that Carlisle students are doing really well at CCHS. Dr. Mehler has data on which students from Carlisle are at which levels of courses. They are comparable with all subjects with the exception of Latin, which is not offered in Carlisle. Ms. Mostoufi shared that CCHS administers assessments, monitors kids and helps with support. CCHS does a good job as well with follow up with parents. Ms. Wilson asked if the High School is capturing data on students that Carlisle might have missed? The thought was to explore the assessments Concord is using. Mr. Model confirmed that our students have the basic skills for high school, but asked how the High School does with helping kids select courses, as this process relies on parents and children and self-awareness. He would appreciate better communication and believes there shouldn't be confusion during the transition to CCHS. Ms. Mostoufi asked if Carlisle can work with Concord earlier in the school year about the transition for students on IEPs. Ms. Bruce answered that parents are asked to work with their children about choosing courses in January, but transition meetings always happen later in the spring. Currently, Jessica Montague (8<sup>th</sup> grade Special Educator) is drafting a letter to 8<sup>th</sup> grade families. She is suggesting that as courses are picked for students, parents should keep their child's IEP in mind and ask a lot of questions. Mr. O'Shea said that he and Ms. Bruce can talk with administrators at CCHS and see what we can do to make a smoother transition to High School. In December CCHS does a presentation to 8<sup>th</sup> grade parents about the transition to High School. Mr. Model suggested Carlisle host the 8<sup>th</sup> grade parent group here at the school. Ms. Lavery asked how Carlisle kids are doing socially/emotionally? Mr. O'Shea would like to have that conversation, but realizes that a school with students from two different towns looks at students as an aggregate. CCHS is gathering social emotional data from all of the students. Ms. Lavery believes the social emotional piece is a measure of success. Ms. Mostoufi added that the two screeners that are used at the high school are for math/language arts and social emotional. MCAS data was presented by Dr. Mehler and Dr. Sidell. The students took the MCAS 2.0 test in the spring of 2019. Dr. Sidell noted that there was a focus on writing in elementary for the last two years, and there was an increase in the scores in 3<sup>rd</sup> and 4<sup>th</sup> grade. It was noted that there is a lot of growth in

## DRAFT

literacy in 4<sup>th</sup> grade. Science scores are increasing and the thought is that this is due in part to KnowAtom programming, in grades 3, 4 and 5.

- H. Special Education. Lori Bruce presented, and addressed the prioritization of the recommendations of WestEd report. Ms. Bruce is committed to looking at the current model of one special educator per grade. Some grade levels have high numbers of students on IEPs. Ms. Bruce and Dr. Mehler met with the middle school staff to talk about what is working for them in special education. Ms. Bruce also met with all of the Special Educators. From these meetings, it was decided that the models for middle school and elementary may have to look different. Ms. Bruce and Dr. Sidell will meet in December with the elementary staff to have a similar discussion. Ms. Bruce feels that our staff is talented, interested and certified to work across grade levels. The staff supports this idea. Ms. Bruce said we will take the time to make this change. She also wants to look at what makes sense in co-teaching; a plan moving forward may be to have special educators co-teach in English Language Arts (ELA.) Middle School special educators spend a lot of time supporting students in ELA. Special educators work very collaboratively with teachers. Mr. O'Shea added that he will ensure staff has the training needed to co-teach in a subject area. The plan may include grouping students with needs into two classes. Ms. Lavery asked to clarify the ratings that were written on the presentation, specifically of the 66 recommendations, 16 received a 1 rating. Ms. Bruce answered that those are priorities but added that the implementation would take to the end of 2021. Ms. Bruce is confident about having consistently written IEPs as she has made that a priority this year. Mr. Model expressed gratitude for all of the work Ms. Bruce has done. He asked that the CSC be provided with data, such as MCAS scores, and how specifically to move forward with training and use of paraprofessionals. He asked how the CSC can engage in this process in a useful way. He proposed establishing a subcommittee, instead of asking Ms. Bruce to attend subsequent CSC meeting and report on progress in Special Education. Ms. Bruce felt it would be informative if a CSC member attended the SEPAC meetings. Ms. Mostoufi added that an advisory group would be helpful. Melissa McMorro, Concord Road, was recognized. She said that this Town is run by volunteers; it has committed parents who want to see the school be the best it can be. She feels volunteers on committees should give the best they can to the students, and also realize the impact of budget on the taxpayers. Mr. Triola, Hart Farm Road, added that we have to move forward in a fiscally responsible way, with a lot of discussion and creativity. Ms. Bruce addressed the spending in Special Education noting there are always anomalies. There is an inherent unpredictability of out-of-district costs. Mr. O'Shea thought a subcommittee of the School Committee would be helpful, so they could ask challenging and difficult questions, then could update the entire Committee monthly. Mr. O'Shea added that there are a lot of recommendations in the WestEd report and the School is looking to address these issues with the current resources. He added that SEPAC can give recommendations; the next SEPAC meeting is on Tuesday, November 19<sup>th</sup>. Ms. Mostoufi said that because Special Education is such a big part of the budget, the CSC wants to look into it more thoroughly. Ms. Lear asked for volunteers for the Special Education Subcommittee. Mr. Model moved that we form a subcommittee to liaise with the school on special education and planning, with Mr. Model and Ms. Mostoufi as members; Ms. Lavery seconded the motion. The following votes were taken in roll call: Model, aye; Wilson, aye; Lear, aye; Mostoufi, aye; Lavery, aye.

## DRAFT

- I. FY20 Budget Update. Sue Pray provided an update. 22% of the operating budget has been spent to date. All payroll lines have been encumbered. The second budget document includes year to date expenditures. Sue will forward this documentation to the FinCom and the BOS.
- J. Business Manager Posting. Mr. O'Shea would like to post the business manager position in the next week or two, with a deadline of the second week in January. This is a CSC hire. It is noted that the Business Manager has to be certified by DESE. There's a licensure program at the Massachusetts Association of School Business Officials (MASBO.) Mr. O'Shea asked Committee members to send him comments about the posting. Ms. Pray will send a job description to Mr. O'Shea as well. Ms. Lavery asked Ms. Pray to provide interview questions. She noted that this is a unique district and it might be beneficial for Ms. Pray to sit on the interview committee. Mr. O'Shea will compile comments and disseminate the posting to the Committee. There are no internal candidates interested in this position.
- K. Visioning. Jim sent out a letter to all parents and community members who had participated in his other visioning sessions. A group agreed to come to the first meeting which is November 20 at 4 p.m.
- L. January School Committee Policy Meeting. Ms. Lear said we have to schedule a meeting to discuss the policies that the Subcommittee has reviewed. Ms. Lear explained that the subcommittee reviewed the Carlisle and MASC versions of each policy and checked legal references. Ms. Wilson suggested that we put a header on each policy to explain the proposed changes; she is happy to do this. Mr. O'Shea, who has attended all subcommittee meetings, will introduce each policy. The CSC Meeting to discuss policies will be on Wednesday, January 22, 2020 at 7:30 a.m.

### V. Communications/Correspondence

The correspondence folder was circulated.

### VI. Superintendent's Report

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

There is a Middle School band concert tomorrow night.

There was a safety training with Chief Fisher in October.

There will be a planned Lockdown Training on Nov 21.

The 7<sup>th</sup> grade is doing an authentic science experiment with Rob Fortado, who has a new cleaning technique that students are testing.

The Corey Elevator is projected to be done in early December.

We have received proposals for replacement of the Grant Elevator.

Engineers have been working on the process for the Water filtration system.

The HVAC study has been completed. Mr. O'Shea will meet with Mr. Fortado about it. Mr. O'Shea will scan the report and send it to Committee members.

FinCom asked the School to take the lead on the phone project. There has been one committee meeting. All town phones will be updated.

The CSC is well represented on the Master Planning Committee. This will also inform the visioning work that is being done at the School.

On October 23-24, Mr. O'Shea and Dr. Mehler attended MassCue. Maya Bery and Anne Spiegel were presenters.

# DRAFT

There is a coat drive coordinated by the 2<sup>nd</sup> and 5<sup>th</sup> grade.

There is a pajama drive as well.

The plan for Snow Days is to use traditional snow days for the first three days; the 4<sup>th</sup> and 5<sup>th</sup> days will be Husky Home Day Learning, then the school will reassess if needed. Currently the last day of School is June 15, 2020.

## VII. Members'/Committee Reports as Needed

Ms. Mostoufi reported on the Region: The next meeting is November 19.

She shared that Richard Sederstrom, who served the Concord Public Schools and CCRSD for 43 years, passed away in October. Expressions of sympathy can be made in his name to the Scholarship Fund of Concord and Carlisle, 34 Walden Street, Unit 217, Concord, MA, 01742, toward the establishment of an endowed scholarship to be awarded to a graduating senior pursuing studies in science. Mr. Model added that the Region is spending time evaluating international trips. Mr. Model wants to ensure that Carlisle out of state and overnight Field Trip procedures are in place including comprehensive waivers, CORI checks for all chaperones, clear insurance coverage and consistent training for teachers.

Ms. Lear reported on Municipal Facilities. Mr. Fortado joins the meetings when he is available.

Ms. Lear reported on the Community Center. The Center has a grant to create a building design.

## VIII. Warrants

A. Payroll Warrant #3420; \$406,665.03

B. Accounts Payable Warrant #3320; \$141,568.09

## IX. Action Items

A. Vote CEF Approved Grants; voted on earlier in the meeting.

B. Vote PTO Approved Grants; voted on earlier in the meeting.

C. Vote Donated Printer; voted on earlier in the meeting.

## X. Citizens' Comments

Carrie Patel, Log Hill Road, asked if the Special Education Subcommittee meeting would be open to others and the answer was yes.

## XI. Adjourn Meeting

Mr. Model made a motion to adjourn the meeting; Ms. Lavery seconded the motion. The following votes were taken in roll call: Model, aye; Wilson, aye; Lear, aye; Mostoufi, aye; Lavery, aye. The public meeting was adjourned at 9:58 p.m.

Respectfully submitted,

Nancy Anderson

Assistant to the Superintendent



**Carlisle School Committee**  
**Policy Subcommittee**  
Minutes  
Thursday, November 21, 2019  
Spalding Conference Room  
Carlisle Schools, 83 School Street, Carlisle, MA 01741  
9:00 a.m.

Present – School Committee: Christine Lear - Chair, Sara Wilson

Present – School Administration: James O’Shea, Superintendent; Nancy Anderson, Assistant to the Superintendent.

Meeting Policies for Review:

Safety Program	Administrative Structure	Damage and Vandalism
Distribution of Information	Wellness	No Idling
Emergency Plans	Home Schooling	Teaching About Drugs, Alcohol and Tobacco
Residency Policy		

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

Chair Christine Lear called the meeting to order at 9:03 a.m.

### **II. Public Comment Period**

There were no comments.

### **III. Review Policies**

The following policies were discussed, and will be reviewed in one or more subsequent School Committee meetings:

- A. Safety Program
- B. Administrative Structure
- C. Damage and Vandalism
- D. Distribution of Information
- E. Wellness
- F. No Idling
- G. Emergency Plans
- H. Home Schooling
- I. Teaching About Drugs, Alcohol and Tobacco
- J. Residency Policy

#### **IV. Policy Review: Unfinished Business**

The following policies, previously discussed, were revisited:

- A. Athletic Concussion Policy
- B. Homeless Student Policy
- C. Homework Policy
- D. Life Threatening Allergy Policy
- E. Policy on Drug and Alcohol Free Workplace

#### **V. Adjourn Meeting**

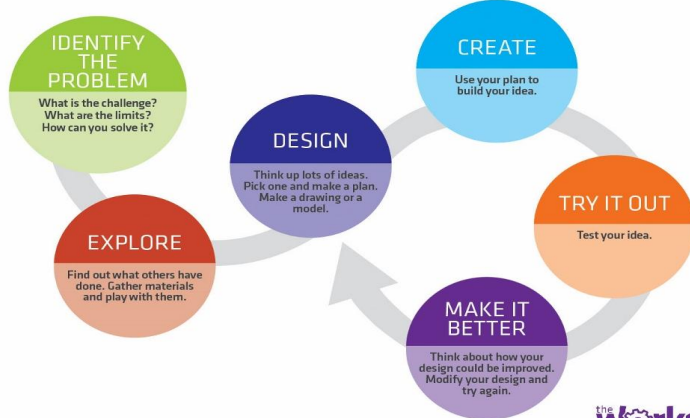
Ms. Lear adjourned the meeting at 10:37 a.m.

Respectfully submitted,

Nancy Anderson  
Assistant to the Superintendent

# The 8th Grade Egg Zipline

## ENGINEERING DESIGN PROCESS



Engineers use the Design Process to create something new or make something better.

Identify the Problem: What is the point of the Egg Zipline?

The point of the Egg Zipline is to work together to make an egg go from the top of the zipline to the bottom and fall into a bowl with bubble wrap. The egg can't break or fall. There are also badges that we can earn in the building process.

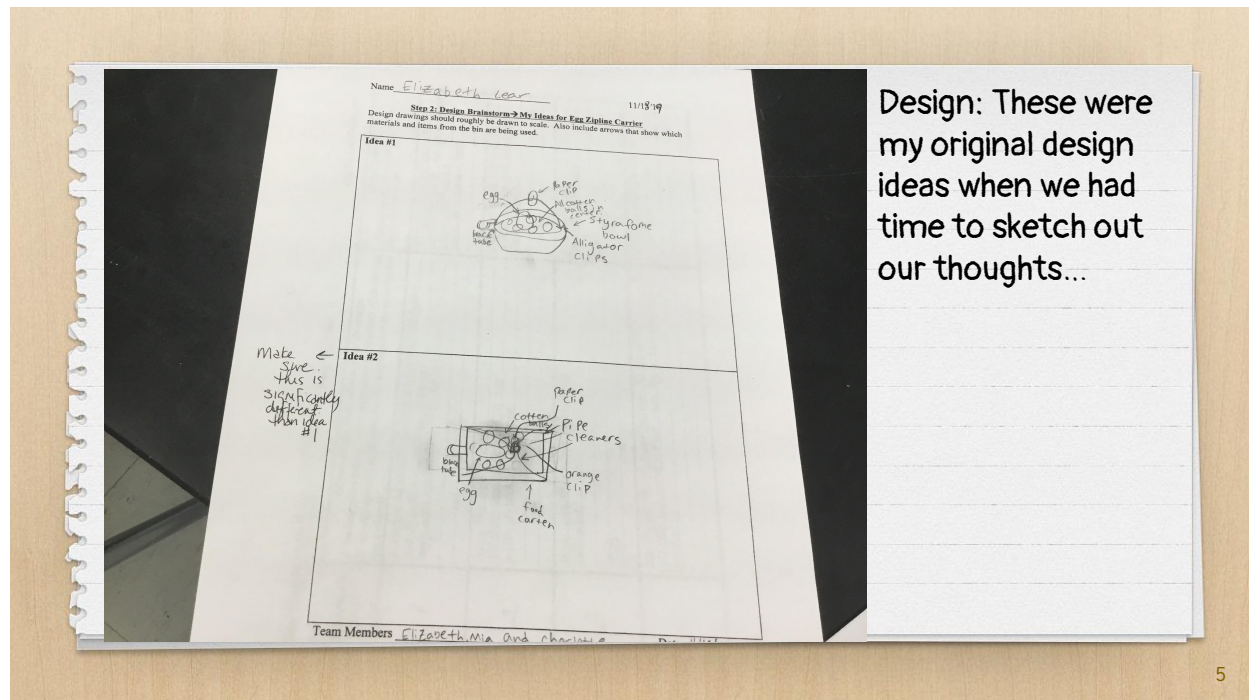
3

Explore: We got lots of different materials and did homework about the masses of eggs.

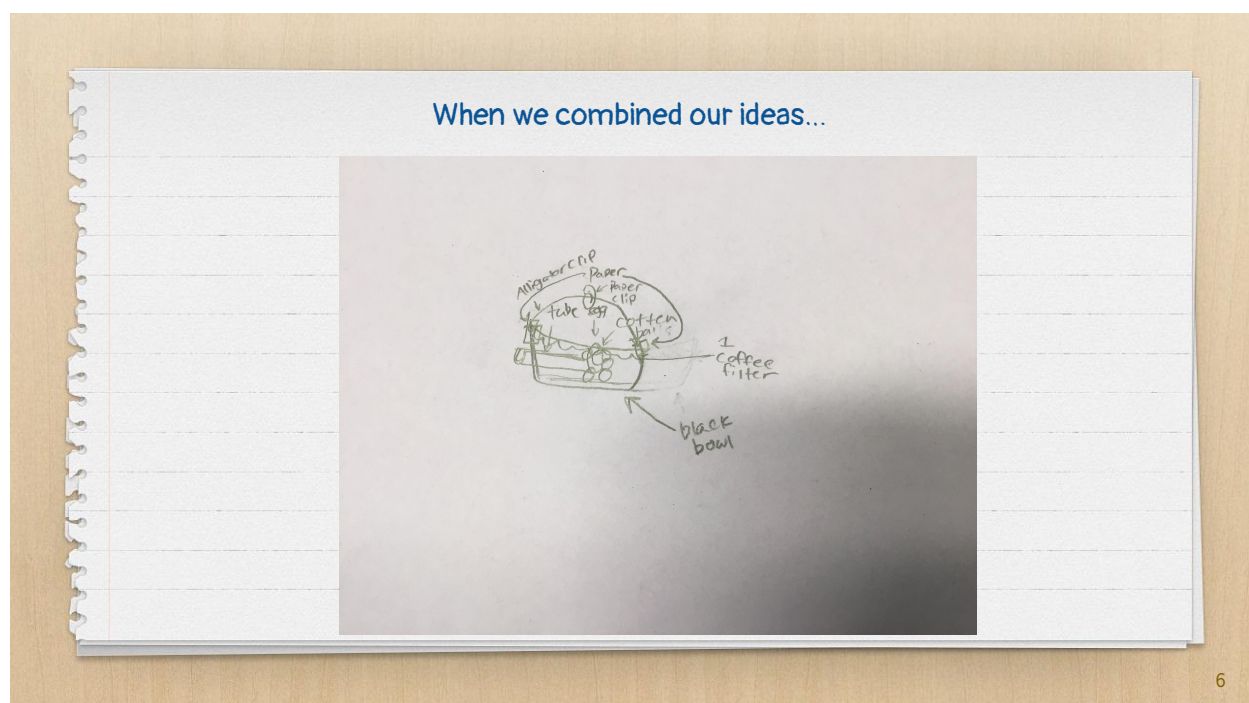
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4





5



6

Class + Table # Table 2 Section 4

Daily Log Notes

Egg Zip Line Challenge!

Prototype # (Date)	Observations That Inform Your Re-design 1. Include descriptions and/or data about performance of carrier/egg were chosen 2. Identify specific problems with the design and/or the materials that were chosen	Design Solution - summarize the key changes in your re-design that you made
1	handle wasn't strong enough, fell apart band wasn't strong enough egg was large, fell off carrier	carrier around carrier popcorn stick handle (stronger) plate under carrier orange clear tape
2	egg fell off a lot cotton balls fell off a lot clip didn't hold/close	rubber band around clip glued down cotton balls as base a "wall"
3	egg wouldn't go in basket wobbled a lot	cut tubing fixed cotton balls
4	sometimes rubber band flew off 10.05 seconds for the egg to go in 3 times	thicker rubber band

Class + Table # 2

Daily Log Notes

Egg Zip Line Challenge!

Prototype # (Date)	Observations That Inform Your Re-design 1. Include descriptions and/or data about performance of carrier/egg were chosen 2. Identify specific problems with the design and/or the materials that were chosen	Design Solution - summarize the key changes in your re-design that you made
5	we stopped it with the string on + it cracked	glued instead of taped sewed in extra glued up corners
6	rubber band wouldn't stay on so carrier kept falling	put 2 clips together on top
7		
8		

eggwards  
contraption

Create/Try it Out/ Make it Better: This was our log of all our prototypes and what we changed and what went wrong...

These were the awards we earned!

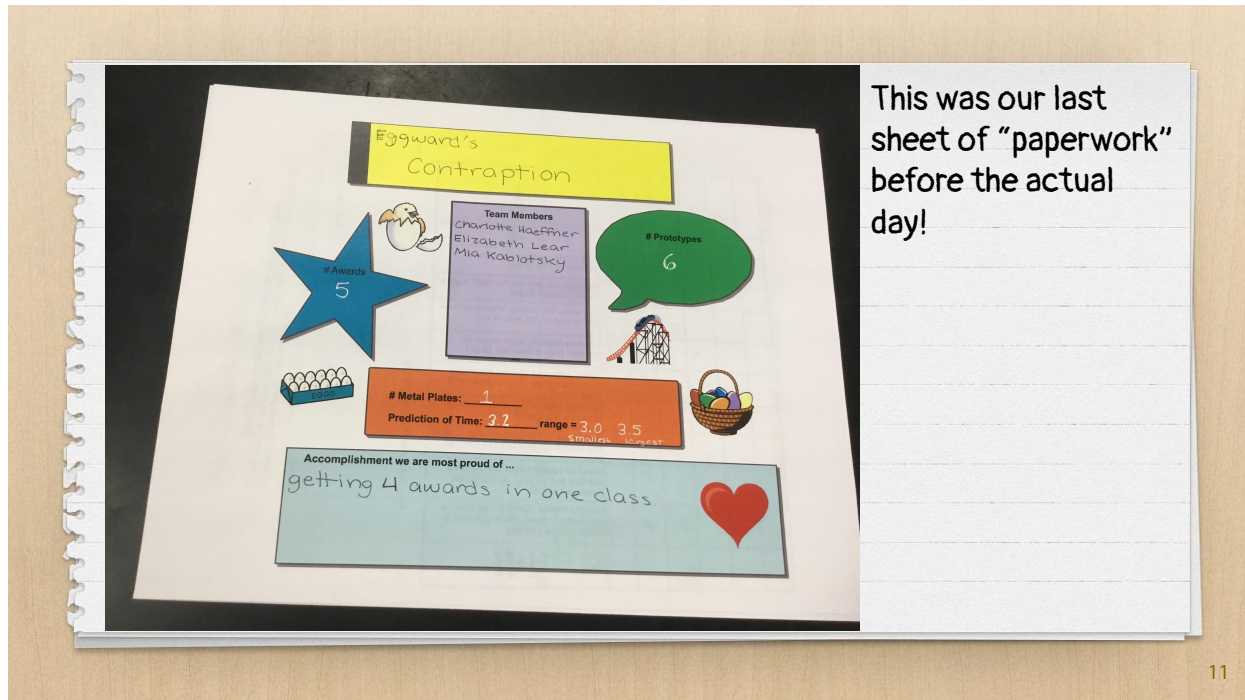
Design Goal (Met 3 times in a row)	Date Achieved	Prototype Number	Award
Center of Mass Master- Egg Carrier Delivers Egg From Top To Bottom of Zipline	11/20/19	3	
Inertia Master- Egg Falls In Basket	11/21/19	4	
Friction Master- Time Top To Bottom is 3 seconds or greater	11/21/19	4	
Weight Master I- Egg Lands in Basket with 1 Metal Plate Added	11/21/19	5	
Weight Master II- Egg Lands in Basket with 2 Metal Plates Added	11/21/19	5	
Total Score (5 7.5 8.5 9.5 10) =			



## Eggs

We didn't get to use a real egg while we tested our designs. We had to use a plastic egg filled with clay until we did the real thing. When it is the real day we get to use a real egg.

The day!



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Team	Students	Ride Name	Time Prediction (s)	Actual Time (s)	Launch Day Score (80 max)	Metal Plates	Tape Left (cm)	Proto #	# Awards Earned
2-4	Elliott, Raymond, Sion, Will	The Mistake	2.6	2.6	60	1	80	20	4
2-1	Alexander, Nate, Riithvik	Your Eggalted Eggcellency	3.8	NA	45	0	90	4	3
2-3	Cira, Isabel, Mia L	Don't Crack	3.5	3.6	45	0	82	5	3
4-5	Ben C, Ben T, Drew	The Trash 3000	3	2.8	40	0	93	12	5
3-5	Bella, Kaitlin, Tara	Humpty Dumpty	3.3	1.8	40	0	100	7	2
2-5	Chris, Darian, George, Noah J	Your Worst Eggenemy	3	2.1	35	0	90	7	2
1-6	Elizabeth H, Mr. C	Shiver-moon	4	2.4	35	0	100	1	1
3-3	Claire, Ethan, Katherine, Owen	The Egg House	3.5	2.4	35	0	100	8	1
1-2	Maddie, Quinn, Sam F	Cotton Egg-spress	2.8	55	20	?	20	10	5
4-2	Charlotte H, Elizabeth L, Mia K	Eggward's Contraption	3.2	2	20	1	100	6	5
4-3	Charlotte D, Lydia, Phoebe	The Deviled Egg	3.2	2.9	20	2	47	14	5
4-4	Brandon, Caleb, Max	Eggzecutioner	3.2	2.1	20	2	96	5	5
1-3	Erik, Jason, Stage, Storey	Comikaze	2.1	3.7	20	?	100	8	4
3-4	Brian, Eddie, Sam R, Thomas	Green Ham and Eggs	1.5	2.5	20	0	53	8	1
3-2	Caroline, PJ, Willow	The Eggos	3.2	1.9	15	2	90	11	4
3-1	Demitri, Ian, Jesse	Rotten Eggs	2.1	NA	15	1	48	4	3
1-5	Alex, Harper, Meleah, Olivia	Eggisaurus	2	4	15	?	65	8	2
2-2	Autumn, Jenny, Sammy, Skye	Egg-mobile	2.4	6	15	0	78	9	2
1-4	Addy, Chloe, Siena, Sydney	Golden Goose	2.2	4.5	12.5	?	90	11	5
4-1	Dylan, Kian, Noah R, Sam	The Fat and the Furious	2.3	2.7	10	2	100	8	5

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## My Experience

I had a amazing time doing the egg zipline! I got put with 2 of my friends and from the start I knew this would be fun. I was looking forward to the egg zipline since I heard about it. When my friends and I worked on the egg zipline we were thinking about what we learned in Science about friction and motion.



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## My Experience continued...

We worked really hard to get all the badges and we... succeeded! We got 1 badge one day and then 4 badges the next! On the day of the "real" egg zipline my group was on prototype 6. When we put our egg on the zipline it went all the way down, but the egg missed the bowl.

These where the results:

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## What I learned from the Egg Zipline.

I learned a lot from the Egg Zipline. I learned how forces play a big part in the zipline with friction, and it helped me connect this experience to other things outside of school.

## Would I recommend this activity?

Absolutely! I loved this activity and it is fun to do and helps connect the science concepts we learned in class. I loved this activity and I think my friend in 7th grade will love it next year.

December 9, 2019

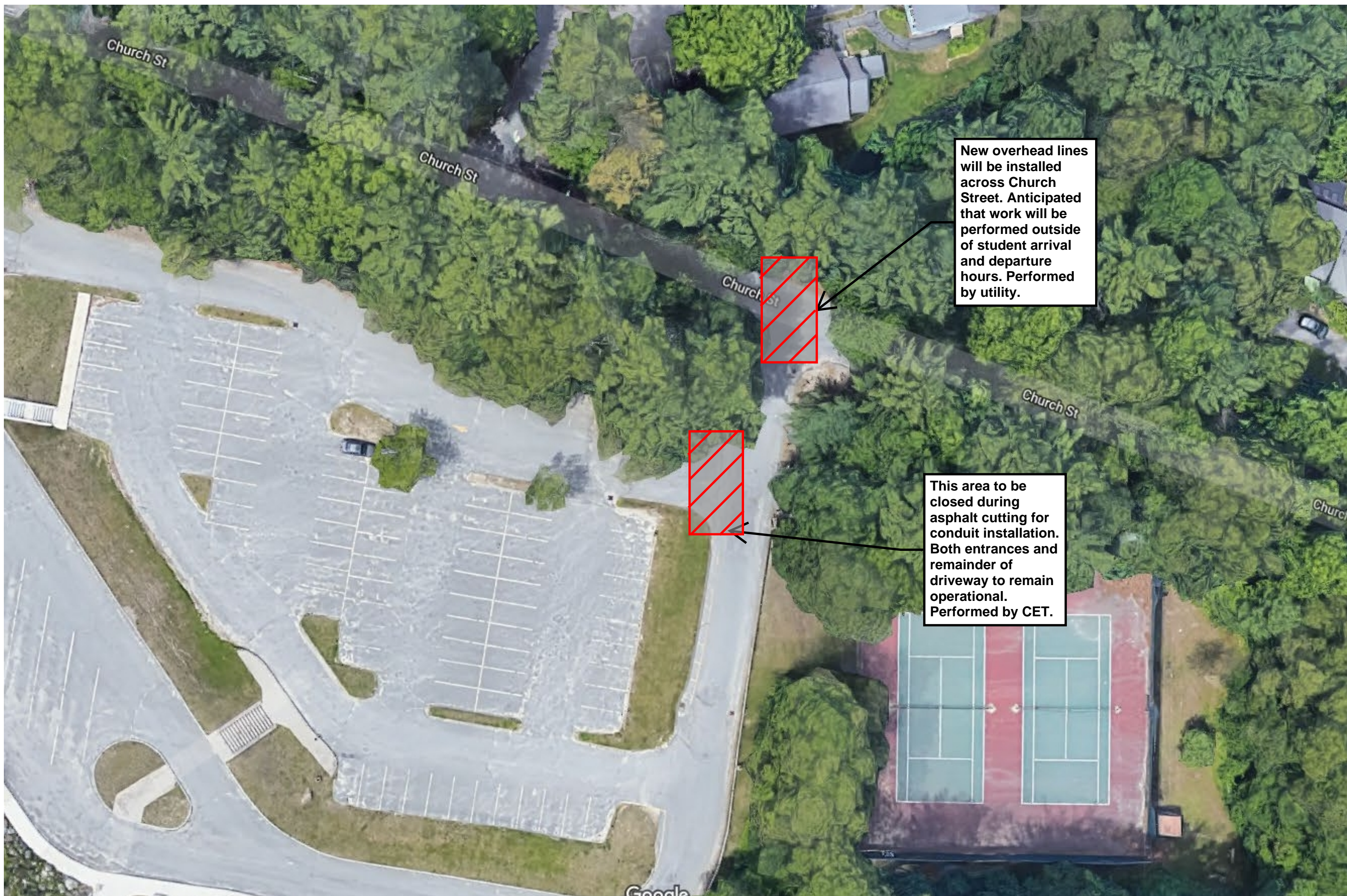
Name  
Town of Carlisle  
Carlisle, MA

#### EV Charging Installation

The following plan will be used in an attempt to minimize impact on school activities during installation of the EV charger. For safety reasons, the eastern parking lot access to Church Street may have to be closed at times during installation of new overhead power lines. It is anticipated this work will commence after student drop off hours and be complete before student departure. Timing to be based off of school operation hours and bus schedule information attached as found on the School Department website and with coordination with school operations officials. After overhead wire installation is complete, north-east parking lot driveway is to be trenched for conduit installation, requiring this area to be closed to traffic. Both entrances to Church Street will remain open during this operation, and every effort will be made to ensure traffic impact in the remainder of the parking lot is minimized. See attached preliminary traffic plan for clarification. This traffic impact mitigation plan is contingent on local and utility ordinances.

Sincerely,  
Michael Horan  
Commonwealth Electrical Technologies, Inc.





New overhead lines will be installed across Church Street. Anticipated that work will be performed outside of student arrival and departure hours. Performed by utility.

This area to be closed during asphalt cutting for conduit installation. Both entrances and remainder of driveway to remain operational. Performed by CET.



Carlisle Public School  
8th grade Transition to High School

Orientation Calendar for the CCHS Freshman Class is shared with the Carlisle and Concord Middle Schools.

Guidance counselors from the Carlisle and Concord middle schools meet with CCHS administrators and guidance counselors to learn guidelines for the year's process of course selection.

Guidance counselors at the Carlisle and Concord middle schools present the course selection process to students.

Parents of 8th grade students from Carlisle and Concord are invited to Concord-Carlisle High School for a presentation of curriculum .

Carlisle 8th grade students are given Aspen accounts. Carlisle and Concord students login to their Aspen accounts, view teacher recommendations, and select courses.

Carlisle and Concord special education students work with their teachers to select appropriate special education courses based upon the goals in their IEPs,

Special education students and their parents participate in an IEP Transition meeting with Carlisle teachers and a member of the CCHS special education department.

Carlisle and Concord 8th grade students visit Concord-Carlisle High School.

Carlisle and Concord 8th grade students receive notification of freshman course schedules available on Aspen. Paper copies of schedules also provided.

The CCHS Arena is the process of course scheduling revisions. Specific dates scheduled for CCHS guidance counselors to visit the Carlisle and Concord middle schools.

CCHS Transition Meeting for parents of Carlisle and Concord 8th grade students

Transitions for students planning to attend a technical high school or private school are individualized.

Students who are home-schooled or who attend private schools are welcome to contact the school to discuss their transition.





# Carlisle Public Schools

## CARLISLE PUBLIC SCHOOL FIELD TRIP REQUEST FORM

*Please Read All Items Carefully*

This form should be filled out and submitted to the principal for approval of all school field trips a minimum of five weeks before the scheduled trip.

TEACHER(S) NAME: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

DATE of FIELD TRIP: \_\_\_\_\_ Grade or Class: \_\_\_\_\_ Total No. of Students: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

Itinerary: \_\_\_\_\_

City or Town: \_\_\_\_\_

DEPARTURE Time: \_\_\_\_\_ RETURN Time: \_\_\_\_\_

ADMISSION Fee: \_\_\_\_\_ ☐ Student Paid: \_\_\_\_\_ or ☐ School Paid: \_\_\_\_\_

Are there any payments (other than transportation) due prior to the trip or on the day of the trip?

If "Yes", please make arrangements now with the Business Office – it takes time to process checks through Town Hall.  
No checks will be released until all funds have been turned in to the Business Office.

TRANSPORTATION: (Check One) ☐ Bus (How many?) \_\_\_\_\_ ☐ Need Handicap Bus? ☐ Need Wheelchair?  
☐ Walking ☐ Need Wheelchair?

CHAPERONES: Check one: ☐ Chaperone List Attached or ☐ No Non-School Employee Chaperones Needed

PAYMENT: All checks must be made payable to the Town of Carlisle.

ROUTE: A bus route for the field trip will be submitted to the office by the teacher prior to departure.

ALL TEACHERS WILL TAKE WITH THEM ON THE FIELD TRIP:

- ☐ A first aid kit and any medication as required by the nurse.
- ☐ A notebook with all signed permission slips for attending students.
- ☐ A cell phone which will be left on for the entire trip.

The signature below indicates that the field trip policy updated 4/11/18 has been reviewed by the teacher signing this request form.

Date: \_\_\_\_\_ Teacher's Signature \_\_\_\_\_

Date: \_\_\_\_\_ Principal's Approval \_\_\_\_\_



# Carlisle Public Schools

## CARLISLE PUBLIC SCHOOLS PARENT'S PERMISSION/RELEASE FORM FOR FIELD TRIP BUS/WALKING

To the parent or guardian of \_\_\_\_\_  
(Name of Student)

A field trip is planned for \_\_\_\_\_ for the pupils of \_\_\_\_\_  
(Full Date) (Class)

to visit \_\_\_\_\_

Transportation will be by: (a) Bus \_\_\_\_\_ (b) Walking \_\_\_\_\_

Student Fee: \_\_\_\_\_ (All checks should be made payable to The Town of Carlisle)

It is expected that each parent or guardian will discuss with his/her child the need for good behavior and cooperation with those in whose custody the child will be while in transit and during the visit, and it should be understood that neither the school district, its teachers, assistants, nor volunteers assume responsibility for damage or injuries that may occur on the field trip.

In the event of an emergency, I authorize the teacher to obtain or provide emergency medical treatment, to include transportation to a medical facility if necessary.

If you give permission for the pupil designated above to go on the field trip and travel as indicated, please fill in both sides of this notice which must be returned to the school by your child.

James F. O'Shea  
Superintendent

\*\*\*\*\*

I, \_\_\_\_\_ give my permission as parent/guardian.  
(Parent/Guardian's Signature)

On field trip day, please contact \_\_\_\_\_ at \_\_\_\_\_  
(Name)  
\_\_\_\_\_ in case of an emergency involving my child.  
(Telephone #)

**A written permission slip/release form is required for all field trips.**

*"Scholarships are available through the Superintendent's Office"*

*Parents will be notified in case of a rain date.*



# Carlisle Public Schools

## PARENT'S PERMISSION/RELEASE FORM FOR FIELD TRIP

*(Please sign and return to your child's teacher.)*

I, the undersigned parent or lawful guardian of \_\_\_\_\_  
(First Name)

\_\_\_\_\_, a minor, do hereby consent to his/her participation in  
(Last Name)

\_\_\_\_\_ a voluntary program offered by the  
(Name of Activity)

Carlisle Public School on \_\_\_\_\_. I do forever RELEASE,  
(Date)

acquit, discharge, and covenant to hold harmless the Carlisle Public Schools and/or Town of Carlisle, its officers, agents, employees and attorneys from any and all actions, causes of action, (and) claims on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which my child and/or I may now or hereafter have as the parents of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after he/she has reached his/her majority resulting from his/her participation in the aforementioned activity sponsored by the Carlisle Public School.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

# Carlisle Public Schools

## Overnight Field Trip Health Form

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Grade \_\_\_\_\_ Homeroom teacher \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Mother/Guardian \_\_\_\_\_ work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Father/Guardian \_\_\_\_\_ work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Students cell phone if applicable: \_\_\_\_\_

Physician Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Dentist Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Health Insurance yes \_\_\_ No \_\_\_ Company and policy # \_\_\_\_\_

*In case of emergency your child will be transported to the nearest emergency care facility*

Please list names of two adults who will assume responsibility if unable to reach parent/guardian

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Allergies: yes \_\_\_ No \_\_\_ If yes please list; \_\_\_\_\_

List any medications your child will be taking on this trip, including dosage and time to be taken:

*No student will be allowed to carry any medication with the exception of a prescribed Epi-pen or prescribed inhaler. All Medication including over the counter medicines must be given to the field trip leader in original bottle along with signed permission and directions from parent/guardian.*

My child has permission to carry his/her Epi-pen Yes \_\_\_ No \_\_\_ N/A \_\_\_

Parent Signature: \_\_\_\_\_

My child has permission to carry his/her prescribed inhaler to use as needed Yes \_\_\_ No \_\_\_ N/A \_\_\_

Parent Signature: \_\_\_\_\_

*In the first aid kit will be acetaminophen and ibuprofen. Nurse or designee will administer these to student as deemed appropriate. Dosage determined by age/weight according to directions. Please sign below.*

My child does \_\_\_ does not \_\_\_ have permission to take appropriate dose of acetaminophen.

Signature \_\_\_\_\_ Date \_\_\_\_\_

My child does \_\_\_ does not \_\_\_ have permission to take the appropriate dose of ibuprofen.

Signature \_\_\_\_\_ Date \_\_\_\_\_

List any health or medical issues/concerns with student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SARGENT CENTER

### HEALTH INFORMATION AND CONSENT FORM FOR SCHOOL PROGRAM

(Page 1 and 2 to be completed by Parent/Guardian. Page 3 to be completed by physician. We suggest retaining a copy of this form for your files, as it cannot be released or used for any other program.)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_ Ht. \_\_\_\_\_ Wt. \_\_\_\_\_

Custodial Parent's/Guardian's Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School attending with: \_\_\_\_\_ Preferred e-mail address \_\_\_\_\_

1<sup>st</sup> Parent Name \_\_\_\_\_ Phone: H (\_\_\_\_) \_\_\_\_\_ Bus. Phone (\_\_\_\_) \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_

2<sup>nd</sup> Parent Name \_\_\_\_\_ Phone: H (\_\_\_\_) \_\_\_\_\_ Bus. Phone (\_\_\_\_) \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_

Please list any additional parent/guardian phone numbers on a separate piece of paper and attach to this form.

Emergency Contact (other than parent) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Child's Doctor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Child's Dentist \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Child's Orthodontist \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Health Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

#### 1. MEDICAL CONSENT: Must be signed by parent/guardian

I consent to and authorize emergency and non-emergency medical care to be provided to my child in the event of a health problem, emergency or injury occurring during my child's attendance at camp. I give my consent and authorization to the camp director or his/her designee to use his/her judgment in seeking medical care for my child. I understand that an attempt will be made to contact me in the event that medical care is needed, and that I am responsible for all medical costs incurred in treating my child\* (See page 2 for information on Nature's Classroom supplemental insurance).

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Optional: If you wish for religious or other reasons, you may indicate your refusal to consent to certain medical care (i.e., blood transfusions), as follows: Notwithstanding the above, I do not consent to the following diagnostic tests or medical treatment for my child: Specify \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

#### 2. WAIVER AND RELEASE: Must be signed by parent/guardian

I wish to enroll my child in the Program/Activity referred to above at Sargent Center, Hancock, New Hampshire. I recognize that some of the activities at Sargent Center involve physical risk, including the risk of serious injury. I hereby agree, on behalf of my child and myself, to assume all of the risks in connection with my child's attendance, including travel, except in the case of gross negligence or willful misconduct. I understand that in the event of an illness or behavioral problem, I may be required to pick up my child. The term Nature's Classroom shall include the corporation and its successors, trustees, officers, agents, representatives, contractors and all persons for whose conduct Nature's Classroom is or could be legally responsible. I agree that the laws of the Commonwealth of Massachusetts shall govern this waiver and release. I affirm that I have read and understood this document.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

#### PROMOTIONAL RELEASE: Must be signed by parent/guardian

I authorize Nature's Classroom to reasonable use of any and all images and statements of/by/about the camper during any part of the Sargent Center experience for promotional purposes.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_



**3. IMPORTANT HEALTH INFORMATION:** (To be completed by parent or guardian). To make your child's stay at Sargent Center as safe and pleasant as possible, please complete in full.

1. Allergies: Food, drug, or other allergies (insect bites, pollen)? \_\_\_\_ If yes, what? \_\_\_\_  
Type of reaction: \_\_\_\_

2. Any existing medical or behavioral conditions (physical, mental or emotional)? \_\_\_\_

3. Is there any factor that makes it advisable for your child to limit program of physical activity, i.e. heart condition, recent fracture, surgery, asthma or fears? \_\_\_\_ If yes, describe? \_\_\_\_

4. Is your family experiencing any stressful situation (such as divorce, serious illness, or death) that might be a concern to your child at this time? \_\_\_\_

5. Dietary needs? (including vegetarian and lactose intolerant) \_\_\_\_

If yes, call the nurse at least one week prior to attendance to discuss special needs (603-525-3311, ext 19).

6. In order to protect your child from possible embarrassment, what would you like Sargent Center staff to know? \_\_\_\_

7. Does your child wet the bed? \_\_\_\_ Walk in his/her sleep? \_\_\_\_

8. Is your child prone to homesickness? \_\_\_\_ If yes, what are the indicators? \_\_\_\_

**4. PERMISSION TO ADMINISTER OVER THE COUNTER MEDICATIONS THROUGH HEALTH CENTER.**

Listed below are medications available at Sargent Center for occasional use as needed. Please check those medications your child may receive and sign on parent/guardian line.

For headache/minor pain:

\_\_\_\_ Tylenol (acetaminophen)

\_\_\_\_ Advil (ibuprofen)

For stomach/bowel upset

\_\_\_\_ Tums

\_\_\_\_ Maalox

\_\_\_\_ Pepto Bismol

\_\_\_\_ Milk of Magnesia

For cold/allergy symptoms:

\_\_\_\_ Sudafed

\_\_\_\_ Benedryl (diphenhydramine)

\_\_\_\_ Claritin (loratadine)

\_\_\_\_ Robitussin cough syrup

\_\_\_\_ Throat Lozenges

For Poison Ivy:

\_\_\_\_ Zanol

\_\_\_\_ Buji Wash

\_\_\_\_ Calamine or Calagel Lotion

Other topical products:

\_\_\_\_ Insect Repellent

\_\_\_\_ Sunscreen

\_\_\_\_ Hydrocortisone Ointment

\_\_\_\_ Benadryl Anti-itch Gel

\_\_\_\_ Aloe Vera

Does your child swallow pills? \_\_\_\_

I authorize the camp nurse or designee to assess the need for and appropriately administer the above checked medications.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**5. IF YOUR CHILD IS BRINGING NON-PRESCRIPTION (over the counter) MEDICATION TO CAMP, PLEASE COMPLETE AND SIGN THIS SECTION. MEDICATIONS MUST BE IN ORIGINAL CONTAINERS. SARGENT CENTER IS FORBIDDEN BY STATE LICENSING LAW TO DISPENSE MEDICATIONS THAT ARE NOT IN THEIR ORIGINAL CONTAINERS.**

Medication Name: \_\_\_\_\_ Reason for administration \_\_\_\_\_

Complete directions for administration \_\_\_\_\_

Medication Name: \_\_\_\_\_ Reason for administration \_\_\_\_\_

Complete directions for administration \_\_\_\_\_

The above information and directions for administration of all medications is complete and correct. I authorize the camp nurse or his/her designee to use his/her discretion in giving the above medications as indicated.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

page 2

**SUPPLEMENTAL INSURANCE:** Any person participating in Sargent Center programs is covered by the Sargent Center Accident Policy. This SUPPLEMENTAL POLICY covers only accidental injury occurring in the course of attendance at the center. The policy provides EXCESS coverage in the form of blanket accident medical reimbursement with a deductible of \$250 and/or any other valid and collectible insurance coverage. The amount of the EXCESS medical reimbursement coverage is \$25,000. Also included is a \$10,000 accidental death benefit; a \$1,000 dental benefit and \$35,000 Paralysis and Coma benefit-all of the forementioned are EXCESS coverages.

## SARGENT CENTER HEALTH MEMORANDUM

(This form or its equivalent must be completed by a physician or nurse practitioner)

New Hampshire State law recommends any child attending camp will have had a physical examination within two years of attending camp. Physician's orders for prescription drugs to be taken at camp must be written within the current year.

Name of Child \_\_\_\_\_ was examined on the following date \_\_\_\_\_.

In addition, the health history and immunization records have been reviewed.

Any existing medical condition (chronic or recurring illnesses?) \_\_\_\_\_

### Health History (Please check all that apply)

_____ Allergies:	
_____ Drug (specify) _____	_____ Type of reaction _____
_____ Food (specify) _____	_____ Type of reaction _____
_____ Environmental (specify) _____	_____ Type of reaction _____
_____ Asthma (Type) _____	_____ Well controlled? _____
_____ ADD or ADHD _____	_____ Well controlled? _____
_____ Mood or mental health disorder _____	_____ Well controlled? _____
_____ Diabetes (age of onset) _____	_____ Well controlled? _____
_____ Heart Condition (specify) _____	_____ Any limitations? _____
_____ Seizure Disorder (type) _____	_____ Well controlled? _____

Are there any factors which would preclude this child from participating fully, including a high ropes course, in the Sargent Center program? ( ) Yes ( ) No Specify activities to be limited: \_\_\_\_\_

### EXCEPTION, COMMENTS, CONCERNS SPECIAL PROBLEMS, ETC.

Date of most recent exam \_\_\_\_\_ Last Tetanus Toxoid Immunization \_\_\_\_\_

Immunizations: \_\_\_\_\_ copy attached or \_\_\_\_\_ verified up-to-date.

Physician's Signature \_\_\_\_\_ MD Phone ( ) \_\_\_\_\_

Print/Stamp Name \_\_\_\_\_

### PHYSICIAN ORDERS FOR PRESCRIPTION MEDICATION

(Must be completed and signed by physician in order for Sargent Center to give medications)

**MEDICATIONS MUST BE IN ORIGINAL CONTAINER. THE DIRECTIONS ON THE CONTAINER MUST MATCH THE PHYSICIAN'S WRITTEN ORDERS. A WRITTEN ORDER SIGNED BY THE PHYSICIAN MUST BE RECEIVED TO AUTHORIZE ANY CHANGE IN DIRECTIONS.**

Is this child on any prescription medications? ( ) Yes ( ) No

1. Medication and dosage \_\_\_\_\_ Times of administration \_\_\_\_\_

Reason to administer \_\_\_\_\_

2. Medication and dosage \_\_\_\_\_ Times of administration \_\_\_\_\_

Reason to administer \_\_\_\_\_

3. Medication and dosage \_\_\_\_\_ Times of administration \_\_\_\_\_

Reason to administer \_\_\_\_\_

Physician's Signature \_\_\_\_\_ MD Phone ( ) \_\_\_\_\_

# Carlisle Public Schools

## Overnight Field Trip Health Form

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Grade \_\_\_\_\_ Homeroom teacher \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Student's cell phone (if applicable): \_\_\_\_\_  
Physician Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Dentist Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Health Insurance Yes \_\_\_ No \_\_\_ Company and policy # \_\_\_\_\_

*In case of emergency, your child will be transported to the nearest emergency care facility*

Please list names of two adults who will assume responsibility if unable to reach a parent/guardian

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**\*Health History:** Please note any of the following conditions, which apply to your child:

Allergies: Yes \_\_\_ No \_\_\_ If yes, please list: \_\_\_\_\_  
Epinephrine prescribed: Yes \_\_\_ No \_\_\_ \*If prescribed, be sure to list under medications below

Asthma: Y N	Emotional/Anxiety: Y N	Migraine Headaches: Y N
Diabetes: Y N	Seizure: Y N	Concussion: Y N
Heart Condition: Y N	Muscular/Skeletal: Y N	Other: _____
Seizure disorder: Y N	ADHD: Y N	

Date of most recent TETANUS SHOT: \_\_\_\_\_ Please list any medical restrictions or limitations to your child's physical activities: \_\_\_\_\_

**NOTE: All medication**, both prescription and non-prescription (ibuprofen, acetaminophen, etc.), that is to be administered to your child (or self-administered), must be authorized by the student's physician in the Physician's Written Orders below.

**Physician's Written Orders:** The following section of this form is to be completed by the student's physician. Please include **ALL** medications including prescription and/or non-prescription medication that will be **NECESSARY** for the student to **self administer** during the course of the field trip (dates) \_\_\_\_\_ to \_\_\_\_\_. Please include medication name, dosage, frequency and time to be given.

<u>Medication</u>	<u>Dosage</u>	<u>Frequency</u>	<u>Route</u>	<u>Time(s) to be given</u>
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Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Physician approves the student to self administer the listed medications.

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby give my child permission to self administer the above prescription or non-prescription medication in the manner directed by the licensed provider.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

School nurse approves the student to self administer the listed medications.

Nurse Signature \_\_\_\_\_ Date \_\_\_\_\_

## Field Trip Health Form

Please understand that preparing for such a trip involves time, effort and thought to ensure that your child(ren) remain safe and that the health and medication needs are met and medications are safely administered. All Medication, with the exception of a prescribed Epi-pen or prescribed inhaler, will be given to the field trip leader in the original bottle along with signed permission and directions from parent/guardian and physician. Over-the-counter medications such as acetaminophen, ibuprofen, or allergy medication must have a written order by a provider.

The Commonwealth of Massachusetts requires that all students who need prescription and non-prescription medication during school hours or during school functions (Field Trips) on a daily or as needed basis must do the following:

1. Present a written medication order signed by the physician.
2. Present a written consent signed by the parent or legal guardian.
3. Bring the medication in the original labeled prescription bottle (Note: the pharmacy will provide a second bottle for school if you ask).
4. Parents must supply all non-prescription medication in the ORIGINAL container. These medications must have a written physician's order.
5. All medications must be brought to the Health Office in an advance (2-3 days prior to field trip date) by an adult.
6. Please provide only the exact amount of medication necessary for the duration of the trip.

If you have any questions, concerns or updates regarding your child, please feel free to contact the Health Office. Thank you for your attention and cooperation.

Sincerely,

Lauren Sawyer RN MSN  
School Nurse  
Carlisle Public School  
978-371-7075

# School Choice

Carlisle Public Schools

December 11, 2019

# School Choice

- ▶ School Choice
  - ▶ In place since 1991
  - ▶ Allows for the enrollment of students in districts other than where the student resides
- ▶ School Committee annual vote
  - ▶ The question of participation
  - ▶ Identifying school choice slots
  - ▶ Advertising open slots
- ▶ Student Selection Process
  - ▶ No selection process
  - ▶ Randomly selected
- ▶ Financing School Choice
  - ▶ \$5,000 per choice student
  - ▶ Additional increment for special education
  - ▶ Cost for students placed out of district

# School Choice Scenarios

## Scenario A

Enrollment in Grade 7 for 2020-2021 looks to be 68 students

Average class size would be 17 students

We identify 8 school choice spots

Average class size would increase to 19 students

No increase in faculty necessary

District would receive \$35,000, not including any special education costs, in FY21 and then again in FY22.



# School Choice Scenarios

## Scenario B

Enrollment in K for 2020-2021 looks to be 45 students

Average class size would be 15 students

We identify 9 school choice spots

Average class size would increase to 18 students

No increase in faculty necessary

District would receive \$40,000, not including any special education costs, in FY21 and then into the future.

In 2021, however, 6 students move in to 1<sup>st</sup> grade. Average class size goes up to 20. We may need to open another section. We receive \$40,000, but need to pay \$77,000 for additional section teacher.

# Questions?

Resources MA DESE <http://www.doe.mass.edu/lawsregs/advisory/2019-0423glc76s12b.html>

FAQ resource available on the website