

**SPECIAL SCHOOL COMMITTEE MEETING  
AGENDA  
FRIDAY, APRIL 10, 2020  
8:30-9:45 A.M.**

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

Meeting ID: 321 756 655

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

**I. Call to Order**

Chair announces meeting is being recorded.

**II. Review/Approve Minutes**

A. Meeting of April 3, 2020

**III. Information/Discussion Items**

- A. Student Presentations
- B. Update on School Closure
- C. Planning for 2020-2021 School Year
- D. School Choice Discussion

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

**V. Warrants**

- A. Payroll Warrant #7420; \$372,121.63
- B. Accounts Payable Warrant #7620; \$9,022.21

**VI. Public Comments**

**VII. Adjourn Meeting**

The agenda items listed are those that the Chair reasonably anticipates will be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. All School Committee meetings may be recorded via audio and video by the School Committee.

# DRAFT

## Carlisle School Committee

Minutes

April 3, 2020

8:30-9:45 a.m.

Remote Meeting Via Zoom

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

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

Meeting Documents:

Minutes of March 27, 2020		
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**Note: Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the public was not allowed to physically access this School Committee meeting. Members of the Public were able to access this meeting via live stream at**

**<https://us04web.zoom.us/j/321756655> Meeting ID: 321 756 655**

**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

Chair Christine Lear called the meeting to order at 8:32 a.m. Ms. Lear announced that the meeting is being recorded.

### II. Review/Approve Minutes

Ms. Lavery made a motion to approve the minutes of the meetings of March 27, 2020; Ms. Wilson seconded the motion. The following vote was taken in Roll Call: Lear, aye; Model, aye; Lavery, aye; Mostoufi, aye; Wilson aye.

### III. Information/Discussion Items

- A. Update on School Closure. Mr. O’Shea thanked everyone for joining the meeting. He announced updates to the school Zoom platform so now all employees can join staff meetings and security safeguards are in place. He was pleased to announce that the CEF will support the purchase of additional Zoom licenses for all staff. Dr. Mehler shared a video on an example of asynchronous learning that Marcella Pixley created. Pixley cited author and naturalist Annie Dillard, who wrote about trying to understand the world around her. The assignment for students was to go outside and find a place that’s quiet, sit, pay attention, listen to sounds, look at shadows, trees, and birds for 10-15 minutes, then write in a journal. 8<sup>th</sup> grader Noah Rosado shared his writing for this assignment. It

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was a detailed piece noting that upon initial examination, the same species of plants look slightly different than others. He equated it to societal situations using detailed and astute observations and symbolism. The final statement was that everything is more than it seems. People commented on his thoughtful and articulate work. Ms. Gray shared that she had been giving students daily “quick writes” where students receive a menu of writing options to choose from, some serious, some silly. Students can write riddles, poetry, journals, tongue twisters, essays, or something of their own choice. Charlie MacDonald shared a clever riddle and Leah Rotman each shared a detailed journal entry. Dr. Mehler told the students they did a great job, thanked them for joining the meeting, and said that he and the staff miss the kids. Marcella Pixley added that it’s an honor to see what kids are thinking about, and interesting to present them with a new platform. Ms. Gray added that the ELA teachers are fortunate to see such insight from students. Mr. O’Shea then shared a slide presentation. School is still closed through May 4. The building is open Tuesday-Thursday from 8-11a.m. and the office is still conducting business. CCHS is offering takeaway breakfast and lunch. The School is working with the Local Emergency Planning Committee (LEPC) because the health and economic crisis is still looming. There is social distancing in place, and presently, we will keep outdoor facilities open to use in a safe way. Rob Fortado is assisting the Police and Fire with disinfectant. The School has shared technology resources with the community as well. Amy Smack has also connected and shared resources. Ginny Lamere is printing 3D shields in the Engineering room. Everyone is adhering with social and physical distancing in these instances.

Student engagement and distance learning was discussed. Administration made the determination to move forward with curriculum in what is called Phase 2 on Monday, April 6. It was noted that there is still focus on social and emotional needs of students. Families have been encouraged to reach out to principals if students need technology devices. Other inequities like educational supports for students will exist; challenges become greater and the School will continue to address them. For younger students this phase is an increased demand on parents. How does this economic and health crisis impact a student’s access to curriculum as families deal with all of these issues? It’s important to stay flexible. Teachers and staff will get feedback, make adjustments, and move forward. Dennet reported that the teachers and staff have worked hard and are in a great routine. It was felt that families will not notice a major change because of all the work that has already been done. The activities presented will be able to be done throughout the day, not at a set time. There will be more live sessions in phase 2. Teachers will not overload students; they will strive at keeping a balance. There have been many thoughtful conversations with faculty. Starting Sunday, April 5, at 8:00 p.m. parents can go online to see the next day’s activities. There is also an effort to reduce the number of emails parents are receiving. Parents will receive one email Sunday night with Zoom meetings for the week. There will be two or three academic areas with one or two specialists on the weekly schedule. On Monday, they will receive a communication from Mr. O’Shea, on Friday communications from Dr. Sidell and Dr. Mehler will be sent. Dr. Mehler shared that he has virtual faculty meetings each week, where teachers share what works and doesn’t work. It was noted that certain things don’t translate well to a Zoom platform. It is always noted that remote learning can’t replicate classroom teaching. In Phase 2, teachers will use the phrase “required” with students. Everyone is conscious of

## DRAFT

the increased screen time. There is a lot of project-based learning happening. There is a focus on critical thinking skills. It is important to have flexibility with deadlines. The DESE recommends meaningful and productive learning for about half of a regular school day, with a focus on the morning time. They recommend classes about 20 minutes in length, with a goal of independent work. It is also important that students make time each day for physical activities, engage in enrichment activities like music, art and band, and safely engage in outside world as much as possible. Balance is important. Also starting April 6, students will receive either a Pass or Incomplete for grades. Mr. O'Shea said we will all learn from this. Ms. Bruce added that her staff is going above and beyond. Special educators started right away reaching out to students and utilizing various platforms to see what works for supporting them. Her staff has done some heartwarming things such as making videos, mailing packets with work, and sending birthday videos. She noted these were amazing and talented people. Special education and general education are working collaboratively. Special education has been included in schedules. The special educator sends communications talking about expectations for children. Progress notes were completed when the closure started. Everyone is doing the best they can. Mr. O'Shea said this is a testament to the Carlisle faculty and staff. He has heard from many parents who are appreciative of this effort.

Mr. O'Shea shared the plan for April vacation. He knows teams have been doing what's best for our students, and gave kudos to everyone for being collaborative. Over April vacation, the faculty and staff will prepare enrichment activities for students, but also take a breath and reenergize. This time can be used for students to catch up if needed. In other business the 8<sup>th</sup> grade DC trip is cancelled. Kim Reid is still working with CCHS on student schedules and getting needed supports in place. The school is planning for summer programming to offer educational services for all students. The School is looking at funds from the operating budget to see what kind of program we can build. Mr. O'Shea appreciates the ongoing support and patience from everyone during this time. Ms. Mostoufi appreciates what the school is doing to keep kids engaged. She asked if students would have opportunities to connect with psychologists if needs arise during April vacation. Mr. O'Shea will talk with staff about this to see what supports can be put in place. Mr. O'Shea believes everyone would benefit from a healthy break from this stressful time. He added that he is communicating with other districts on what is successful, sharing helpful information and the staff will continue to modify lessons as necessary. He said there is great work taking place.

**VI. Public Comments.** Kathy MacDonald expressed thanks for all of the amazing work being done by teachers and administrators. Lee Stevens asked about summer programming. Mr. O'Shea said we presently offer a summer program for kids on IEPs so kids don't regress. As another summer program is designed, it would be available to all K-7 students. The focus would be on core content. It would not be mandatory but an option families could take advantage of for all students. Cynthia Sorn, asked if this closure continues through the summer, will the teachers be offering the same supports through the summer months? Mr. O'Shea we are venturing through an unfamiliar world. Right now, once we are through the end of school, we know we are offering a separate stand-alone summer program. If this crisis continues through the summer, more discussions will take place. But right now, he is not making any decision before its time.

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Ms. Lavery expressed gratitude to the faculty and staff. She added that having teachers and students share today was fantastic and she would love to see that continue. She also thanked Mr. O'Shea for his comprehensive overview. She looks forward to seeing the documentation of this effort. Ms. Lear echoed the gratitude.

## **VII. Adjourn Meeting**

Ms. Mostoufi made a motion to adjourn the meeting; Ms. Lavery seconded the motion. The following votes were taken in Roll Call: Lear, aye; Wilson, aye; Mostoufi, aye; Lavery, aye. Mr. Model had left the meeting. The public meeting was adjourned 9:36 a.m.

Respectfully submitted,

Nancy Anderson  
Assistant to the Superintendent



03/27/2020 11:09  
1075pris1

Town of Carlisle  
ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrnt

DATE: 03/27/2020 WARRANT: 7420 AMOUNT: \$ 372,121.63

TO THE TREASURER OF THE TOWN OF CARLISLE

Pay to each of the persons named below, the sum set  
against their respective names, amounting in the aggregate  
to \_\_\_\_\_ Dollars

Priscilla Dumka, Town Accountant \_\_\_\_\_

·  
Timothy D. Goddard, Chief Procurement Officer \_\_\_\_\_

·  
·

Barbara T Arnold, Selectman \_\_\_\_\_

·  
Luke R Ascolillo, Selectman \_\_\_\_\_

·  
Nathan Brown, Selectman \_\_\_\_\_

·  
Alan L Lewis, Selectman \_\_\_\_\_

·  
Katherine T Reid, Selectman \_\_\_\_\_

*Si* 4/2/2020



03/27/2020 11:09  
1075pris1

Town of Carlisle  
PREPAID INVOICE LIST

P 2  
apwarrnt

WARRANT: 7420 03/27/2020

VENDOR	VENDOR NAME	R	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	VOUCHER	CHECK	COMMENT	
CASH ACCOUNT: 00000		10200	TREASURER'S CASH								
	<a href="#">482 payroll other g</a>	00000	<a href="#">93006</a>	<a href="#">20297</a>	DD	03/27/2020	355,506.75		1000102	Instructional Salaries	
	INVOICE:										
	<a href="#">482 payroll other g</a>	00000	<a href="#">93007</a>		DD	03/27/2020	5,566.02		1000103		
	INVOICE:										
	<a href="#">482 payroll other g</a>	00000	<a href="#">93008</a>		DD	03/27/2020	9,280.00		1000104		
	INVOICE:										
	<a href="#">482 payroll other g</a>	00000	<a href="#">93009</a>		DD	03/27/2020	1,768.86		1000105		
	INVOICE:										
							372,121.63	CASH ACCOUNT	00000	10200	TOTAL



03/27/2020 11:09  
1075pris1

| Town of Carlisle  
| DETAIL INVOICE LIST

| P 3  
| apwarrnt

CASH ACCOUNT:

UNDEFINED ACCOUNT.

WARRANT: 7420 03/27/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
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\*\* END OF REPORT - Generated by Priscilla Dumka \*\*



DATE: 04/06/2020      WARRANT: 7620      AMOUNT: \$ 9,022.21

TO THE TREASURER OF THE TOWN OF CARLISLE  
Pay to each of the persons named below, the sum set  
against their respective names, amounting in the aggregate  
to \_\_\_\_\_ Dollars  
Priscilla Dumka, Town Accountant

- Timothy D. Goddard, Chief Procurement Officer \_\_\_\_\_
- . . .
- Barbara T Arnold, Selectman \_\_\_\_\_
- Juke R Ascolillo, Selectman \_\_\_\_\_
- Nathan Brown, Selectman \_\_\_\_\_
- Alan L Lewis, Selectman \_\_\_\_\_
- Katherine T Reid, Selectman \_\_\_\_\_

*[Handwritten signature]*  
4/7/2020

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 7620 04/06/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
10 National Grid	1 14123 55501	00002	20282	INV	04/02/2020	49489-10030 1,554.69 1,554.69 CHECK TOTAL	93085		
124 SUSAN PRAY	1 12203 53410	00000		INV	04/02/2020	03/31/2020 240.00 240.00 CHECK TOTAL	93070		
226 HOME DEPOT	1 28313 55800	00000	20579	INV	04/02/2020	541095246 32.04 32.04 CHECK TOTAL	93071		
404 BSN	1 12301 54205	00001	20601	INV	04/02/2020	2060100 264.41 264.41 CHECK TOTAL	93072		
643 THE EDUCATION COOPERAT	1 18000 54900	00000		INV	04/02/2020	031485 500.00 500.00 CHECK TOTAL	93073		
3645 CDW GOVERNMENT INC	1 01209 58578	00000	20626	INV	04/02/2020	XJR7442 799.00 799.00 CHECK TOTAL	93074		
5523 CLM Group, Inc./Mealt	1 18000 54900	00001		INV	04/02/2020	6428 549.00 549.00 CHECK TOTAL	93075		
5962 Direct Energy Business	1 14123 55501	00002	20273	INV	04/02/2020	HS01776611 95.39 95.39 CHECK TOTAL	93076		
5962 Direct Energy Business	1 14123 55501	00002	20273	INV	04/02/2020	HS01776612 2,488.06 2,488.06 CHECK TOTAL	93077		
5962 Direct Energy Business	1 14123 55501	00002	20273	INV	04/02/2020	HS01777400 17.65 17.65 CHECK TOTAL	93078		
6252 Scholastic		00001	20618	INV	04/02/2020	21274367	93079		

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 7620 04/06/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	12401 54160			Texts, Reg Invoice Net	Language A	37.06 37.06 CHECK TOTAL		37.06	
7334	GreatAmerica Leasing C 1 14233 52408	00001	20342	INV Contracted	04/02/2020	26702033 171.57 171.57 CHECK TOTAL	93080		
8578	Konica Minolta Premier 1 14233 52408	00001	20343	INV Contracted	04/02/2020	35178308 268.80 268.80 CHECK TOTAL	93081		
9467	CliftonLarsonAllen LLP 1 12103 52408	00002		School Com Invoice Net	INV 04/02/2020	2417333 1,000.00 1,000.00 CHECK TOTAL	93086		
9910	Learning A-Z 1 12401 54110	00001	20636	INV Texts, supp	04/02/2020	2243837 124.94 124.94 CHECK TOTAL	93082	1,000.00	
10697	NEXVORTEX INC 1 14133 55503	00000	20311	INV Telephone	04/02/2020	Mar 2020 549.78 549.78 CHECK TOTAL	93083	124.94	
11534	NEXT GEN SUPPLY GROUP 1 14113 54401	00000	20627	INV Office sup	04/02/2020	210822 329.82 329.82 CHECK TOTAL	93084	549.78	
17 INVOICES						9,022.21		329.82	
WARRANT TOTAL						9,022.21			
CASH ACCOUNT BALANCE						14,309,835.32			

WARRANT: 7620 04/06/2020

FUND ORG	ACCOUNT	AMOUNT	AVL B BUDGET
001 01209	SCHOOL ARTICLES	799.00	71,268.11
001 12103	School Committee	1,000.00	5,622.61
001 12203	School Administrat	240.00	24,310.91
001 12301	REGULAR ED. PROGRA	264.41	172,738.85
001 12401	Texts, Regular Edu	124.94	117,180.59
001 12401	Texts, Regular Edu	37.06	117,180.59
001 14113	CUSTODIAL	329.82	15,298.23
001 14123	Heating of Buildin	4,155.79	1,834.00
001 14133	Utility Services	549.78	-7,686.07
001 14233	Maintenance of Equ	440.37	-10,657.47
FUND TOTAL			
CASH ACCOUNT 00000 10200	BALANCE 14,309,835.32	7,941.17	
018 18000	SCHOOL LUNCH	1,049.00	-145,552.95
FUND TOTAL			
CASH ACCOUNT 00000 10200	BALANCE 14,309,835.32	1,049.00	
028 28313	Ed. Use of School	32.04	-5,400.00
FUND TOTAL			
CASH ACCOUNT 00000 10200	BALANCE 14,309,835.32	32.04	
WARRANT SUMMARY TOTAL			
		9,022.21	
GRAND TOTAL			
		9,022.21	

\*\* END OF REPORT - Generated by Nancy Donnelly \*\*