

Carlisle School Committee
 Minutes
 September 12, 2018
 Carlisle School Community Room
 7:00 PM

Present – School Committee: David Model - Chair, Christine Lear, Melynda Gambino.
 Present – School Administration: James O’Shea, Superintendent; Matt Mehler, Principal; Dennet Sidell, Principal; David Flannery, Director of Facilities and Grounds; Nancy Anderson, Assistant to the Superintendent/Recording Secretary.

Meeting Documents:

Minutes from 7/16/18	School Committee Goals	Superintendent Goals
District Goals	Enrollment Update	Facility Update
Budget Calendar		

I. Call to Order

Chairman David Model called the meeting to order at 7:00 pm.

II. Public Comment Period

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

III. Review of Minutes

Ms. Gambino made a motion to approve the minutes of the meeting of July 16, 2018. Ms. Lear seconded the motion. All members present voted in favor of approving the minutes.

IV. Information/Discussion Items

- A. **Bay State Textiles** Fundraiser – Rebecca Bromark and Emily Richardson presented on behalf of Bay State Textiles, which takes unwanted textiles. This initiative can be a new revenue stream for the PTO, as it is based on weight. The school receives 5 cents per pound of donated textiles. There are no upfront costs or fees, and no staff monitoring of the boxes. This effort can bring the community together for town wide recycling, as 95% of textiles thrown out can be recycled. Concord and CCHS are on board with same program, and 90 districts in Massachusetts participate. They require a minimum of two boxes in town. Ideally one box would be placed at school and one at the transfer station. Bay State provides weekly pickups. The PTO will provide publicity. Rebecca and Emily will monitor the school bin twice a week. The rebate payments come out regularly.

Some clothing is donated, some repaired, some sold, some repurposed, and some turned into industrial cloth. The dimensions of the pick-up box are 4x4x6 feet and it holds 300-500 pounds of material. Ms. Gambino asked if there are any liability issues. Drivers are CORI checked, the company has been established for 11 years. School Committee supports this venture, as recommended by the Superintendent. No vote is required by the Committee, it is an administrative matter.

B. School Committee Goals

1. Explore restructuring. Two programs will be identified by the end of the school year to explore alternative class models for middle school. Current enrollment figures indicate that elementary grades have roughly 60 students per grade, which, if they hold as the students move into middle school, would mean class sizes of 15 per students in a four-section grade.
2. Communication. Increasing individual teacher communication. Ms. Lear and Ms. Gambino will work together on this.
3. Collaborative District Leadership. The School Committee and Superintendent O'Shea will meet more often. The Committee will vote on these goals at the October meeting.

C. Superintendent Goals

1. Developing a shared view of classroom observations and evaluations. Display motivation and enthusiasm toward staff.
2. Family Engagement in district programming. Parents will have input in important conversations.
3. District Improvement. 75 % of administrative meeting time to be focused on district improvement goals. Mr. Model questioned the need for 75%, said that seemed high and not sure a numeric standard is needed.
4. District Planning. Explore and come up with a few options by end of the 2018-2019 academic year, with the intention of piloting an option in the 2019-2020 academic year.

D. District Strategic Objectives

Objectives remain the same, with updates to some of the sub-components. The school is moving forward with Digital Citizenship curriculum. Technology is being used to broaden student awareness of the world, and get in touch with other countries/communities. The school is evaluating the World Language program and how it will be structured moving forward. Programs in place to decrease student stress and anxiety. Progress has been made on Tier II instruction in Middle School. Paraprofessional training is being continued. Youth Risk Survey will take place this coming year. Parents will be engaged in this process as well.

E. Enrollment

The current enrollment is 608 students, PK-8. The projected enrollment from last year was accurate. Questions were posed including historically, how many students move in to town? People enjoy this town, the school is a private school size, but it's expensive to live here. Ms. Gambino asked if there is any data on students transferring to private schools? It would be interesting to explore trends, e.g. what are the factors behind a decision to opt out of Carlisle Public School? Would knowing this help the school retain students? Gambino referenced the enrollment data over time, specifically, 14 years ago there were over 800 students in school. Jim will gather and share data from past years.

F. Summer Facility Update

David Flannery has been at the school for 50 years counting part time work. Mr. Flannery gave kudos to his summer help, particularly Robin Kepple and two high school students. Work over the summer included: classroom moves and flooring replacements (some dating back to 1987). The only remaining older tile is outside the Art room in Robbins. Ceramic tile was installed in Wilkins bathrooms. Carpet tiles were installed in the Grant Learning center. The gym apparatus was inspected for safety. There are many pending projects including tree work and the additional installation of more handicapped door operators. Mr. Flannery cited the school's use of the Green Communities Grant, which funded replacement of classroom lighting fixtures with high efficiency models. When this project is completed the school will operate with LED lighting and occupancy sensors. These changes continue to reduce our consumption; last year was the lowest consumption in the past ten years. Energy Task Force does a great job. Every dollar you save can go to education. Mr. Model is looking to review the temperature data, and asked for a proposal for a study to figure out the HVAC. Mr. Flannery said the classroom temperature is tracked every 15 minutes. Mr. Model clarified that he is asking for Mr. Flannery to propose a capital project.

G. Budget Calendar

Mr. Model reported a meeting with the Finance Committee representative to the School. Mr. O'Shea has asked other administrators to bring forward upcoming budget challenges that they face; administrators are seeking input from faculty and staff. There will be a preliminary budget presentation to the School Committee Sat the October meeting.

H. Student Handbook

Matt Mehler and Dennet Sidell presented. The handbook was shared with the School Advisory Council (SAC) today. The revision process took five weeks. Dr. Mehler and Dr. Sidell reviewed other school handbooks and talked with other schools. The handbook is condensed and more visually appealing. The six main categories are: About Carlisle Public Schools, Daily Routines, The Whole Child, Communication, Student Code of Conduct and District Policies and Legal Responsibilities. The handbook includes hyperlinks, making it easier to access certain information. The principals will review it

and update it every summer. Olweus Bullying Prevention Rules are in there, as our curriculum overviews. Dr. Mehler created a school committee page with links. The Webmaster will change the links as policies are updated. Ms. Gambino asked if a search feature could be added.

I. Husky Home Day Learning

Mr. O'Shea presented. Mr. O'Shea wanted to develop a plan of home day learning after the nine school cancellations last year. A group of faculty members and administrators met over the summer, and reviewed plans from neighboring towns. The premise is that if there is a school cancellation, students can do work at home so a day does not need to be added to the end of the year. Parents were asked for feedback. The rationale is that the end of June is not optimal learning time for students and absenteeism is high too. The goal is to have a program where assignments will be prepared ahead of time, then be communicated home to students, who can work on or around that snow day. Students will have a week to return assignments. The school wants to publicize it to parents, and possibly implement it on the first snow day this year to see how it works and get feedback. The Department of Elementary and Secondary Education (DESE) set a threshold that 80% of students must participate in order for the day to be counted as a school day for students. It will be counted as a working day for teachers. Once School Committee endorses the plan, DESE accepts it. The paperwork will indicate, among other things, an overview of the plan, why we have it, and frequently asked questions. It will vary for students, with teacher specific assignments. All staff has responsibilities on that day. This website will hold all of the assignments. Once assignments are posted, students can download an assignment and work on it. Some teachers might give hard copies of assignments. There will be a meeting with faculty and parents about this in the next couple of weeks. These assignments are important and the school aims for 80% compliance. Ms. Gambino asked when the parents would be informed about this practice. Principals will address this topic on Parents Nights.

J. Change in Warrant Review Designee

We need a new designee for warrant signature.

V. Communications/Correspondence

- A. Ms. Lear thanked the Mostoufi family for recording the meetings. The CSC sent out a welcome email to parents on the first day of school. Buzz blurbs will go out every month. The CSC is considering hosting a coffee in fall and in the spring. Mr. Model asked Carrie Patel, Chair of the PTO, if CSC could come to a PTO meeting. Ms. Patel invited the School Committee to any of their meetings where administrators also attend for a period of time. Ms. Patel said the beginning of each PTO meeting is open to discuss anything. Mr. Model asked whether PTO would permit the CSC to attend the start of the PTO meetings from time to time. We will post it if several members indicate interest in attending the coffee. Exact dates are to be determined.

- B. Mr. O’Shea is asking for parent input on several topics. The school is hosting a coffee to gather feedback on the new student information system. There was communication from Dr. Mehler on graffiti in one of the bathrooms. Dr. Mehler penned a letter to parents, and spoke with every middle school classroom about who we are and our core values. This speaks to our continued work on inclusion and diversity and acceptance. Ms. Gambino said the letter was great and left no questions.

VI. Superintendent’s Report

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

- “Shout out” to all summer employees
- Welcome to Matt Mehler
- Fire Department inspection
- Fire Drill
- Bus evacuation and safety talk on September 27
- Budget process underway
- Parent nights in September
- Timeline for Facility Director position – want to identify a person by mid-October allowing for some overlap
- Contract negotiations continue

VII. Members’/Committee Reports as Needed

Regional School Committee. Ms. Lear communicated about upcoming coffees. There is a special Town Meeting initiated by Concord. The Carlisle meeting is October 2.

Traffic Advisory Committee. Ms. Gambino shared that the committee is working on grant applications to make improvements in town including adding a sidewalk from East Street to the town center and making rotary modifications including a speed limit change. Three crosswalks are being examined. The town can apply for small town assistance if the population is under 7000. Mr. Model referenced the upcoming town meeting after a warrant was approved in Concord with no opportunity for Carlisle input.

VIII. Action Items

Ms. Lear made a motion for Melynda Gambino to be the new designee for warrant review and signature. Mr. Model seconded the motion. All members present voted in favor.

IX. Warrants

- A. Payroll Warrant #0819; \$241,010.72
- B. Payroll Warrant #0519; \$222,963.51
- C. Accounts Payable Warrant #1319; \$49,400.38
- D. Accounts Payable Warrant #0719; \$145,726.96
- E. Accounts Payable Warrant #1019; \$63,849.35
- F. Payroll Warrant #1419; \$357,124.76
- G. Accounts Payable Warrant #1619; \$28,711.78
- H. Accounts Payable Warrant #1819; \$40,982.47

X. Other Business

XI. Citizen's Comments

Carrie Patel, 36 Log Hill Road, posed a question about restructuring in Middle School. Middle school students have four core subjects. How will restructuring work? Mr. O'Shea will be looking for parent input to this discussion. Mr. Model noted that the quality of education will not be compromised.

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

Purpose 3, To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and
Purpose 7, To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. Mass. Gen. Laws Ch. 39, 23B (1)-(7). G.L. c. 30A, sec. 22(g), consideration of release of executive session minutes from previous meetings.

Ms. Gambino made a motion to adjourn to executive session for purposes 3 and 7, with no intent to return to open session. Ms. Lear seconded the motion.
The following votes were taken in roll call: Gambino, aye; Model, aye; Lear, aye.

The public meeting was adjourned at 9:18 pm.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent