

SCHOOL COMMITTEE AGENDA
WEDNESDAY, FEBRUARY 13, 2019

I. Call to Order

II. Public Comments

III. Review/Approve Minutes

- A. Meeting of January 9, 2019
- B. Negotiating Subcommittee Minutes of 12/6/18 and 1/3/19

IV. Information/Discussion Items

- A. Performing Arts Studio: Project Update and Donor Recognition
- B. Recreation Commission Architectural and Engineering Study of Spalding Field
- C. Community Center Discussion: Banta Davis or Moseley Property
- D. Solar Project Update
- E. Superintendent Goals: Mid-Year Update
- F. EDCO Articles of Agreement
- G. Proposed 2019-2020 School Calendar
- H. Superintendent's Recommendation to Enroll Teachers' Children in Kindergarten 2019
- I. Update on FY19 School Budget
- J. 8 Year Projected Enrollment and Budget
- K. Policy Review
 - a. Use of Cameras for Safety and Security
 - b. Drug and Alcohol Free Workplace
 - c. Domestic Violence Leave
 - d. Equal Opportunity Employment Statement

V. Communications/Correspondence

VI. Superintendent's Report

VII. Members'/Committee Reports as Needed

VIII. Warrants

- A. Payroll Warrant #4819; \$396,626.70
- B. Accounts Payable Warrant #5019; \$72,003.79
- C. Payroll Warrant #5119; \$369,316.21
- D. Accounts Payable Warrant #5319; \$42,576.97

IX. Action Items

- A. Vote Land Use for Solar Project
- B. Vote EDCO Articles of Agreement
- C. Vote 2019-2020 School Calendar
- D. Vote Buildings and Grounds, Safety and Security Policy
- E. Vote Emergency Closings Policy
- F. Vote Facility Naming Policy

X. Citizens' Comments

XI. Adjourn Meeting

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

Purpose 2, To conduct contract negotiations with Superintendent and Business Manager

Purpose 3, To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and

Purpose 7, To comply with, or act under the authority of, any general or special law federal grant-in-aid requirements. Mass. Gen. Laws Ch. 39, 23B (1)-(7). G.L. c. 30A, sec. 22(g), consideration of release of executive session minutes from previous meetings.

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Carlisle School Committee

Minutes

January 9, 2019

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

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

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

Meeting Documents:

Minutes of 12/12/18	Proposed 2019-2020 School Calendar	Buildings and Grounds Safety and Security Policy
MASC Buildings and Grounds Management Policy	Emergency Closings Policy	MASC Emergency Closings Policy
Facility Naming Policy	MASC Naming New Facilities Policy	Carlisle Education Foundation Grants
Bullying Prevention Policy	School Attendance Policy	Non-Discrimination to a Qualified Individual with a Disability Policy

I. Call to Order

Chairman David Model called the meeting to order at 7:01pm.

II. Public Comment Period

Mr. Model welcomed everyone to the meeting, and asked if any members of the public had comments. Camelia Rosca, Brook Street, had six questions for the school committee, including “What is the impact of the teachers’ request on the budget as a dollar figure and as a percentage of the budget?” Mr. Model did not answer the questions at the time but directed Ms. Rosca to the DESE website to gather some information. Mr. Model clarified that any information that is required to be public has been made public by the Carlisle Schools. Ms. Gambino asked Ms. Rosca to contact Mr. O’Shea with specific questions and he would answer them.

III. Review/Approve Minutes

Mr. Kablotsky made a motion to approve the minutes of the meeting of December 12, 2018; Ms. Lear seconded the motion. The minutes will be amended with a minor edit on page 3. All members present voted in favor of approving the amended minutes.

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IV. Information/Discussion Items

A. Tribute to David Flannery

Mr. Flannery was not in attendance. Mr. Model read Mr. Flannery's thank you note to the Committee. Mr. Model read his tribute about Mr. Flannery citing how dedicated and professional Mr. Flannery was during his many years of service to the Town. Mr. Model is confident that Mr. Flannery's legacy will be continued. Everyone should respect the efforts Mr. Flannery made to keep the school clean, comfortable and safe. Ms. Lear added that Mr. Flannery knew so much about the school and the Town and said that he will be missed.

B. Community Center Proposal on Spalding Field

This discussion was tabled for a few minutes until representatives of the associated committees arrived.

C. Update on Solar Project

Ms. Gambino reported that the Solar Committee met today, and she had asked the Project Manager from Ameresco, the proposed contractor for the parking lot solar project, to come to this meeting. Ms. Gambino reminded everyone of the original proposal, and noted that changes have been made. One change is that the bus canopy will be bigger. There was an additional proposal of a canopy over the Spalding circle. The proposal also included roof-mounted structures. Ameresco is making use of incentives for the smart program with a goal for construction over the summer. There would need to be a by-law change before construction. They are looking for CSC approval by town meeting in late April. To do that, the Committee would need to have all information by March. Mr. Kablotsky asked if we lease the land to a private entity, are they obligated to maintain it? Jonathan DeKock of the Solar Energy Task Force was recognized and said Ameresco had to maintain it throughout its life. Mr. DeKock also said the structures over the parking areas would include mechanisms for water run-off. In the bus area, they are looking to see the kids don't get dripped on excessively. Due to the structure, snow and ice would run toward the center so it wouldn't land on people going to their cars. Ms. Gambino said that when the original task force investigated this idea, they concluded solar panels were not structurally sound for the flat roofs of the school buildings. Mr. Kablotsky pointed out that for the town vote, the Solar Committee would need to go through reviews from the Board of Selectmen, the Conservation Commission, and possible other committees; the School is only one component. Peter Gambino of the Planning Board was recognized and said that the only bylaw before the Planning Board is site plan review and it requires 2/3 majority vote at town meeting. Rob Jackson from Ameresco and Eric Zimmerman from the Solar Energy Task Force arrived and were introduced. Mr. Jackson was asked how many parking spaces would be gained or lost with the proposal; he has not yet evaluated the parking space impact. Mr. Model asked for a reference from an early customer to understand how the system held up over the years. Mr. Jackson shared that has been involved in solar work for 10 years, and Ameresco has been doing solar since 2001. Mr. Jackson will provide names of customers to the CSC. Ameresco would maintain the structure, and they have long term ownership. Mr. Jackson said that in the bus area, there are 4 supports and the focus would be water management. He discussed

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the structure, saying there is a separation between panels with a Y configuration, which diverts water to the center. The widest column is about a foot. Ms. Gambino shared additional pictures of structures from the engineers. Mr. Model said that we need a commitment that paving is rolled into the contract. There was discussion about the Spalding canopy, and if the School would need to contact abutters. Mr. O'Shea recommended we stay with the main parking lot project and consider the Spalding canopy in the future. There will still be a canopy at the transfer station. Jonathan DeKock said they will hold public hearings with the negotiations team in February. Main issues are water management, landscaping, and parking spots.

D. Proposed Use of Spalding Field for Recreation Center

Peter Best attended representing RecCom. Peter Gambino attended representing Concord Carlisle Youth sports. Mr. Model summarized that the Committee reviewed the Gale study of 2016 about Spalding field. Mr. Kablotsky said that we need to preserve every inch of the playing fields. Ms. Gambino added that the fields are used so often that there is no room for other uses on Spalding field. Ms. Gambino feels that an intergenerational community center is a tremendous asset to Carlisle, but location-wise, not on Spalding field. We can't diminish the resources of our school. Mr. O'Shea shared that he spoke with the Physical Education teachers. They would love the fields repaired but don't want to lose an inch of them. Mr. Gambino shared that he went to RecCom and they agreed to fund a technical study to look into repairing Spalding field. He added that the field can't be expanded; there is a lot of unusable land (wetlands). There is also fill there. Ms. Gambino made a motion that Spalding field be retained for school and town athletics and not as a site for a potential community center; Ms. Lear seconded the motion. Holly Mansfield, RecCom, said that the Spalding conversation came about because of proximity to the school. Ms. Gambino said that there is a possibility that students could be bussed to a Community Center in a different location after school, just as they are bussed to Carlisle Kids House. Ms. Mansfield is grateful for any space open to recreation use. All members present voted in favor of retaining Spalding field for school and town athletics use, rejecting the proposal to build a Community Center on the site. The motion passed.

E. Banta Davis Trail Change

Warren Spence of the Trails Committee attended; he had physically marked the trail change on Banta. The school had contacted the abutters, who were offered to walk the area with the trail change as marked; they have no concerns. Ms. Gambino made a motion for the Trails Committee to move the trail 150 feet; Ms. Lear seconded the motion. All members present voted in favor; the motion passed.

F. Proposed Calendar for 2019-2020

Teachers have not yet voted on the proposed calendar. The CSC will look at it again in February. Mr. Kablotsky brought up that parents surveyed last year supported a post-Labor Day start. MS. Lear was glad the calendar was similar to Concord's with a pre-Labor Day start. Mr. O'Shea spoke with feedback to the gradual start to school, where students become

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acclimated slowly, adding that an early start is more beneficial for instruction. He added that if we are successful with our Husky Home Day Learning program, we can consider an after Labor Day start to school. It was clarified that there are teachers on the calendar committee. Conferences are scheduled for days and evenings. The proposed 2019 – 2020 winter break is the longest, in terms of days off, that we could have. Mr. Model said the CSC will vote on the calendar at the February meeting.

G. Update on 19-20 School Budget

Mr. Model reported that the FinCom reduced the proposed school budget by \$75,000. He also shared that there is a new student to Carlisle with an Out of District placement. These factors put a strain on the budget with a \$175,000 overall impact. The CSC will present info to FinCom on Monday. Ms. Rosca was recognized and she noted there was no budget information in packet. If it's available ahead of the meeting, budget information is included in the packet.

H. Policy Review

- a. Buildings and Grounds, Safety and Security. Ms. Gambino liked the MASC policy and asked should we start from the MASC version and tailor it to Carlisle? Mr. Kablotsky asked if can review the Security Camera policy for February, because it relates to Buildings and Grounds. Ms. Gambino will modify the MASC policy and send drafted policy to Nancy Anderson.
- b. Emergency Closings. Ms. Gambino proposed adding personnel to this policy. Mr. O'Shea explained that he sometimes closes school, but year-round staff comes in. We follow internal procedures. It was felt these procedures should not be in the policy.
- c. Facility Naming. Ms. Lear likes the first paragraph of the MASC policy. Mr. Kablotsky likes our policy. Minor edits will be made to the last paragraph.

V. Communications/Correspondence

The Correspondence folder was circulated.

VI. Superintendent's Report

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

3rd grade City-X 3-D showcase

Chorus concerts

Chorus performed at COA

2nd and 5th grade buddies collected a record number of PJs

Early act had a successful fundraiser

Science Bob is coming on January 16

SEPAC is up and running

Chinese New Year on 2/1 in school and 2/2 out of school

Digital Citizenship assembly for grades 5-8 from Middlesex Partnership for Youth – coming up

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VII. Members'/Committee Reports as Needed

Regional School Committee: Ms. Lear reported that the RSC is looking to address the parking issue at the high school. Discussion of the CCHS budget will be part of the FinCom meeting on Monday. Concord FinCom is not pushing back on 5%+ increase in the CCHS school budget.

Long Term Capital Committee: Mr. Kablotsky reported that Long Term Caps hasn't met since the last CSC meeting.

Municipal Facilities: Mr. Kablotsky reported that the MFC has asked the Board of Selectmen to appoint a person as its facilities manager. They have selected an architect for the police station renovation. Underground tanks removed from fire department lot had a lot of contamination. At the DPW, the solar project for the garage roof was abandoned because the building doesn't meet code. The septic system doesn't work and there are limited other places to site it. There will be a study to see if land somewhere else can be used for a solar array.

IX. Warrants

These warrants were provided after the Agenda was posted:

- A. Accounts Payable Warrant #4419; \$86,240.92
- B. Payroll Warrant #4219; \$386,067.25
- C. Accounts Payable Warrant #4719; \$89,227.51
- D. Payroll Warrant #4519; \$344,804.59

X. Action Items

A. Vote Carlisle Education Foundation (CEF) Grants. Mr. Kablotsky made a motion to accept, with gratitude, the CEF grants; Ms. Gambino seconded the motion. All members present voted in favor; the motion passed.

B. Vote Anti-Bullying Policy. Ms. Gambino made a motion to accept the policy; Ms. Lear seconded the motion. Discussion followed. Dr. Mehler was asked about the language, and he said it was in there for a reason. Mr. Kablotsky did not support the policy as it is worded. Ms. Gambino, Mr. Model and Ms. Lear voted in favor; Mr. Kablotsky abstained. The motion passed.

C. Vote School Attendance Policy. The District has a level of expectation for attendance. Professional appointments will be added to the list of excused reasons for absence. Mr. Kablotsky moved to accept policy as amended; Ms. Gambino seconded the motion. All members present voted in favor; the motion passed.

D. Non-Discrimination to a Qualified Individual with a Disability. Mr. Kablotsky made a motion to accept this policy; Ms. Lear seconded the motion. All members present voted in favor; the motion passed.

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XI. Citizen's Comments

Cynthia Sorn, Rutland Street, asked a question about the CEF grants. She said that the CSC voted to accept the grants, including one for Wilson reading training. Is the school supporting supplies in conjunction with Wilson reading program? Mr. O'Shea answered yes.

XIV. Adjourn Meeting

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

Purpose 2, To conduct contract negotiations concerning Superintendent O'Shea

Purpose 3, To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and

Purpose 7, To comply with, or act under the authority of, any general or special law federal grant-in-aid requirements. Mass. Gen. Laws Ch. 39, 23B (1)-(7). G.L. c. 30A, sec. 22(g), consideration of release of executive session minutes from previous meetings.

Mr. Kablotsky made a motion to adjourn to Executive Sessions for the purposes listed above; Ms. Gambino seconded the motion. The following votes were taken by Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Lear, aye.

The public meeting was adjourned at 9:06 pm.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent

**Carlisle School Committee
Negotiating Subcommittee
Minutes**

December 6, 2018

Carlisle School Community Room, Carlisle Schools, 83 School Street, Carlisle, MA 01741
4:00 PM

Present – School Committee: David Model - Chair, Mary Storrs

I. Call to Order

David Model called the meeting to order at 4:00 p.m.

II. David Model asked for a motion to adjourn to Executive Session pursuant to MGL Chapter 30A, Section 21(a)(2) with no intent to return to open session for the following purpose: to conduct a collective bargaining session (Carlisle Teachers' Association). Ms. Storrs made the motion and Mr. Model seconded. There was no discussion. The following votes were taken in roll call: Model, aye; Storrs, aye.

III. The meeting was adjourned to Executive Session at 4:01 p.m.

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**Carlisle School Committee
Negotiating Subcommittee**

Minutes

January 3, 2019

Carlisle School Community Room, Carlisle Schools, 83 School Street, Carlisle, MA 01741

4:00 PM

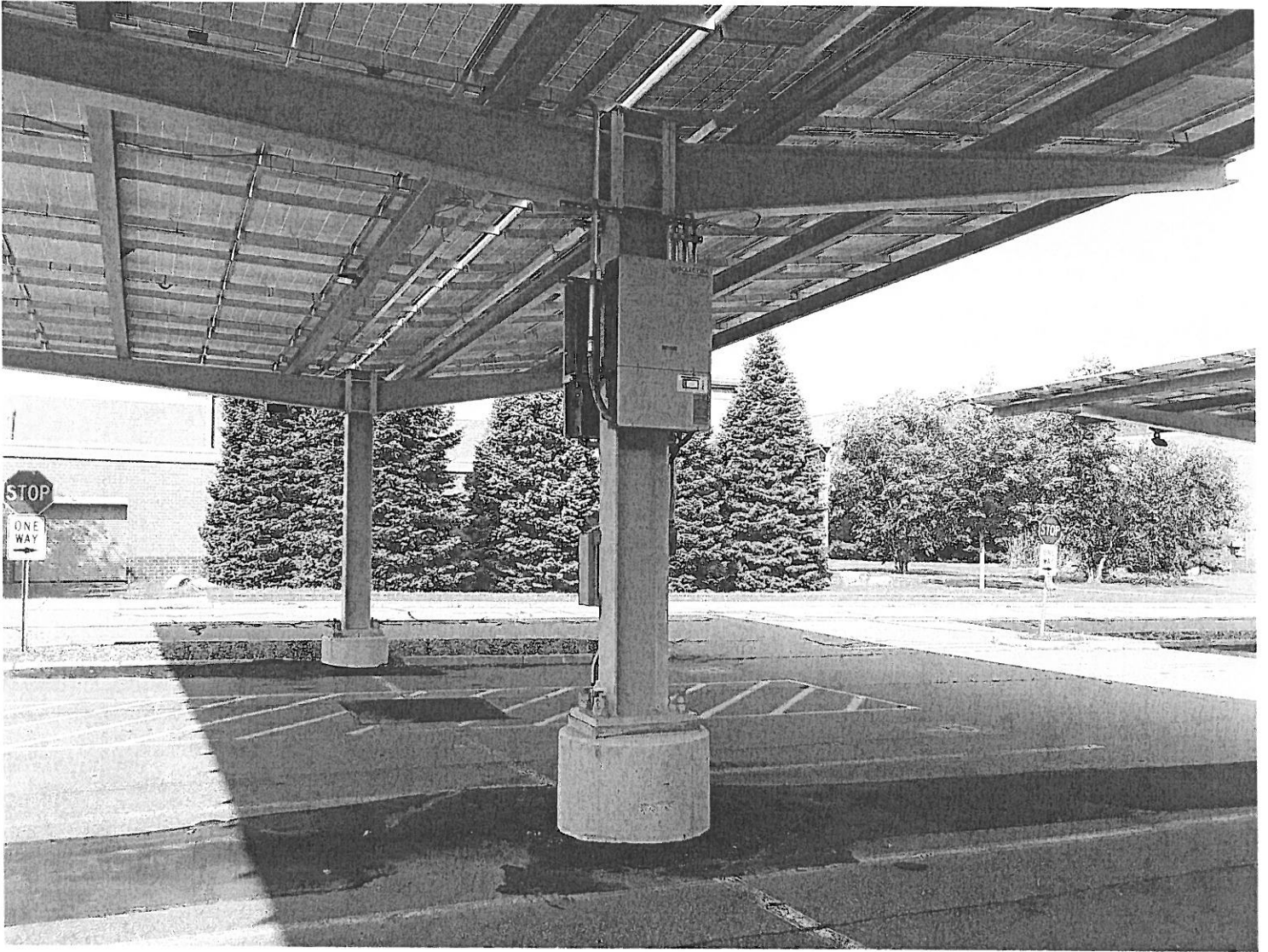
Present – School Committee: David Model - Chair, Mary Storrs

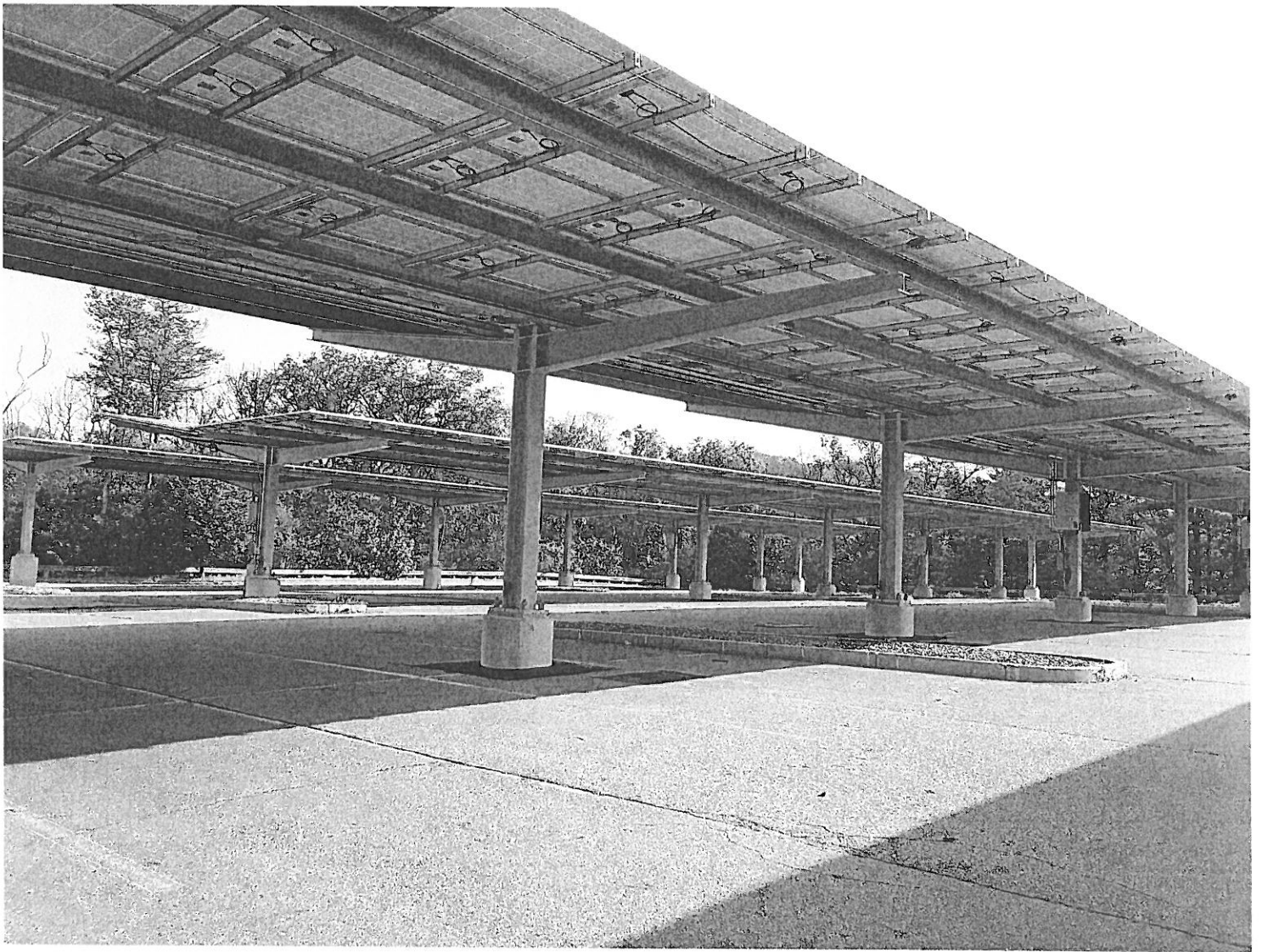
I. Call to Order

David Model called the meeting to order at 4:10 p.m.

II. David Model asked for a motion to adjourn to Executive Session pursuant to MGL Chapter 30A, Section 21(a)(2) with no intent to return to open session for the following purpose: to conduct a collective bargaining session (Carlisle Teachers' Association). Ms. Storrs made the motion and Mr. Model seconded. There was no discussion. The following votes were taken in roll call: Model, aye; Storrs, aye.

III. The meeting was adjourned to Executive Session at 4:11 p.m.







Carlisle Public Schools

83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400

Superintendent Goals 2018-2019 (Update 2/13/19)

Student Development Goal

Ensure a shared vision of excellence in instructional practices and student achievement among our Instructional Leadership Team (Middle School Principal, Elementary Principal, Student Services Director, and Superintendent). This will be measured by a high level of consistency in format, breadth and depth of classroom observation documentation and feedback, and 100% adherence with the Carlisle Educator Evaluation Process.

Action Steps	Progress	Status
<ul style="list-style-type: none">➤ Work with the administrative team to identify educator evaluation responsibilities and develop an evaluation map with benchmarks.➤ Conduct evaluation workshops with administrative team in order to calibrate feedback to support educator development.➤ Use Teachpoint software to track adherence to evaluation timelines.	<p>Members of the administrative team developed an evaluation map and timeline at the start of the year.</p> <p>During the year the administrative team held evaluation calibration sessions where we engaged in observation simulations and discussed outcomes and feedback practices.</p> <p>The Teachpoint software is used to monitor adherence to the educator evaluation timelines, and when necessary, administrative responsibilities are shared in order to ensure that supervisory timelines are met.</p>	<p>At this time, all required observations and formative assessment have been completed.</p>

Family and Community Engagement/Professional Practice Goal

Engage parents, families, and community members in the work of the district by providing opportunities for them to participate in conversations regarding district programming and contemporary educational issues, and by providing opportunities for the community to share feedback and perspectives on key topics on which the district is working. In addition, we will take initial steps to improve family engagement through the selection and successful

implementation of a new Student Information System (SIS) and its associated communication module.

Action Steps	Progress	Status
<ul style="list-style-type: none"> ➤ Parents, families and community members will participate in discussions and share feedback on key topics. 	<p>Over the course of the year, family and community members have been engaged in a variety of key conversations and decisions of the district. This involvement has provided valuable feedback on multiple initiatives including:</p> <ul style="list-style-type: none"> • Alternative structured learning time (Husky Home Learning Days) • The selection of a new student information system, PowerSchool (this will in turn provide additional opportunities for family engagement.) • Development of a new middle school schedule 	<p>Family and community engagement is an ongoing initiative. Other key topics which parents will have the opportunity to discuss and provide feedback on include middle school restructuring (superintendent coffees 2/27 and 2/28) and elementary report card changes.</p>

District Improvement Goal/Professional Practice

Develop a shared vision and focus on school improvement within our administrative team. Communicate district objectives, and actively engage our administrative team in developing, implementing and evaluating district improvement strategies, especially those identified in the District Improvement Plan

Action Steps	Progress	Status
<ul style="list-style-type: none"> ➤ Work with the administrative team to remain focused on the work outlined in our District Improvement Plan ➤ Make progress assessment a regular 	<p>The administration, faculty and staff continue to work on advancing the district initiatives.</p> <ul style="list-style-type: none"> ▪ Provide a Rich, Rigorous and Relevant Curriculum ▪ Digital citizenship curriculum 	<p>We continue to make progress on our district strategic initiatives.</p> <p>We are appreciative of the ongoing dedication and commitment of our faculty as they continually strive for</p>

<p>part of our administrative team meetings.</p>	<ul style="list-style-type: none"> ▪ Internet safety presentation ▪ Inter-school partnerships ▪ Build a Community of Respect and Inclusion in a Safe and Healthy Learning ▪ Olweus ▪ Inspiring Civility Workshop ▪ Mindfulness Workshop ▪ Ensure Equity and Excellence in Learning ▪ EL Workshop ▪ Universal Design for Learning 	<p>professional improvement and growth.</p>
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District Planning Goal

Explore possible models for restructuring resources at the middle school level and seek opportunities to refine processes in grades PreK-8, in order to meet the needs of students while also addressing declining enrollments and budgetary restraints. The goal would be to identify approaches that would have a budgetary impact without compromising quality. The goal would be to identify a number possible options by the end of the 2018-2019 school year with the intention of piloting a component in 2019-2020.

Action Steps	Progress	Status
<ul style="list-style-type: none"> ➤ Work with faculty and staff to understand the challenges of declining enrollment and identify possible middle school models to address this. ➤ Assess the benefits and costs of possible restructuring models. ➤ Engage families and community members in discussion and assessment of 	<p>The administrative team has researched similar sized districts and private schools to identify potential middle school models.</p> <p>The impetus for this restructuring exploration as well as possible models have been discussed with grade level teams.</p> <p>Faculty meeting time has been scheduled for the entire faculty and staff to discuss possible models and their benefits and costs.</p>	<p>The exploration process continues with scheduled meetings. Two major issues identified for further exploration are projected enrollments and the negative implications of losing the traditional middle school model and all that it entails. I will present more information regarding these possible models and implications during the March School Committee meeting.</p>

<p>possible restructuring models.</p> <p>➤ Present possible restructuring options and identified benefits and costs to the School Committee.</p>	<p>Dates have been identified for initial parent and community conversations regarding restructuring (2/27 and 2/28).</p>	
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Draft
 Start Date before Labor Day
 Revised 12-13-18

CARLISLE PUBLIC SCHOOLS
2019 - 2020
SCHOOL CALENDAR

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

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

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

FEBRUARY						
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OCTOBER						
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27	28	29	30	31		

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

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

MARCH						
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29	30	31				

NOVEMBER						
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24	25	26	27	28	29	30

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

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

APRIL						
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DECEMBER						
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29	30	31				

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

MAY
1 MS Interim Reports
12 Early Release
25 Memorial Day

MAY						
S	M	T	W	T	F	S
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31						

JANUARY						
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19	20	21	22	23	24	25
26	27	28	29	30	31	




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

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

JUNE						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30				

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

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

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

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

Carlisle Public School Budgetary / Enrollment Projections

2019-2027

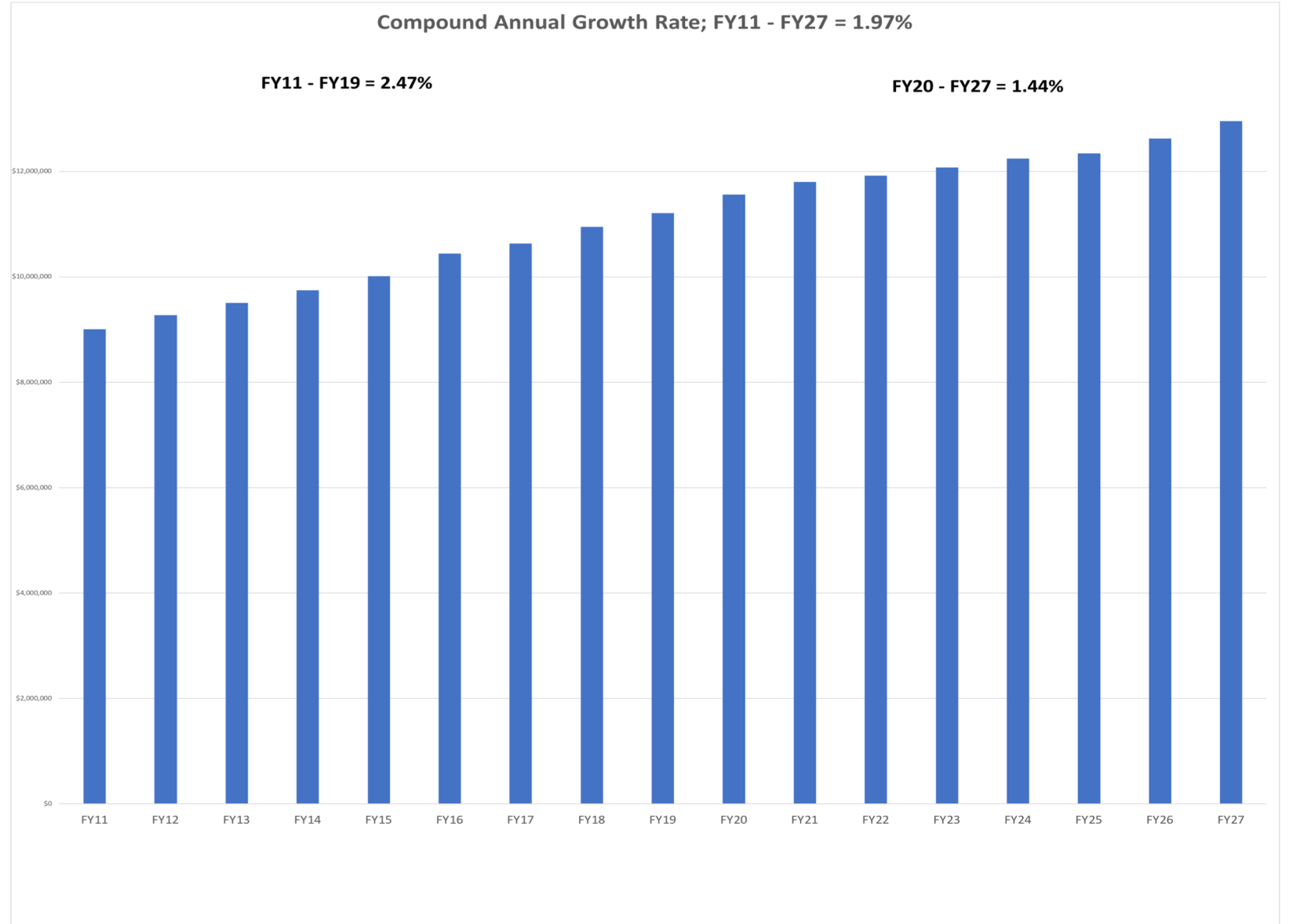
NESDEC 2014
NESDEC 2018
District 2019

Enrollment
Projections



FY19- FY27 Budget Projections

CAGR



Use of Cameras for Safety and Security Policy

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Policy Number 07.20.2016
Approved 9/14/16

The School Committee authorizes the use of external video cameras on Carlisle School District property to promote the health, welfare and safety of all students, staff and visitors on district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The district shall notify staff and students through the student/parent handbook that video surveillance may occur on district property. Signs are also posted around the building informing people of video surveillance.

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Students or staff identified on surveillance cameras in violation of School Committee policies will be subject to appropriate disciplinary action, and may be subject to criminal prosecution.

A video recording used for security purposes on school property shall be the sole property of the school district. Access to video recordings from security cameras shall be limited to school administrators. Law enforcement and emergency response officials may also be granted access to video recordings or the security system by the Superintendent of Schools or his/her designee. In such instance, the School Committee shall be notified in a timely manner.

The School Committee will be notified prior to the installation of security cameras on school grounds and told of the need for and placement of such cameras.

Source: MASC & Concord Public Schools



File: ECAF - SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC

Adopted: August 2015

Carlisle Public Schools
Policy on a Drug and Alcohol Free Workplace
Policy #07.06.1997
11/18/1997
Reaffirmed 10-20-2004, 11-07-2007, 12-01-2010, 3-5-14

In accordance with the Drug-Free Workplace Act of 1988, the Carlisle Public Schools issues the following statement:

It is the policy of the Carlisle Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited while on duty or on school property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the Superintendent of Schools of any drug-related arrests or criminal drug convictions within five (5) days. The Carlisle Public Schools have an obligation to notify the appropriate federal agency within ten (10) days of receiving a notice of conviction. Further, no later than thirty (30) days after notice of a conviction, the Superintendent of Schools will take disciplinary action up to and including a recommendation to the School Committee that the employee be dismissed from employment.

Further, in accordance with state mandate, the following is the policy of the Carlisle Public Schools.

The Carlisle School Committee will not tolerate supplying, selling, possessing, using, or being under the influence of illicit or illegal substances anywhere on school property or at school sponsored activities for students. This includes alcoholic beverages, the illegal use of prescription drugs, and the possession of drug paraphernalia. Such behavior will require disciplinary action. It is not only personally detrimental, but is destructive to the safe, productive environment, which is critical in the operation of our schools.

School personnel have a responsibility to take action regarding substance abuse in the school community, including faculty, staff, students, and families. The school health curriculum is intended to deter student use of illegal drugs, including alcoholic beverages, and to help students who seek and need assistance with drug/alcohol related problems. Programs for education, prevention, identification, intervention, and referral are within the scope of services provided or endorsed. It is the Carlisle Schools policy to take action that deters such behavior and rehabilitates those who seek assistance.



File: GBEC - DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

SOURCE: MASC March 2016

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: [IHAMB](#), Teaching about Alcohol, Tobacco and Drugs

[JICH](#), Drug and Alcohol Use by Students

Carlisle Public Schools
Domestic Violence Leave Policy
Policy #10.06.2014
April 8, 2015

It shall be the policy of the Carlisle school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

- (i) the employee, or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling , victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

An employee seeking such leave shall exhaust all vacation and personal leave prior to requesting or taking domestic violence leave. The employer shall have the sole discretion to determine whether any additional domestic violence leave shall be paid or unpaid.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing any one of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;
- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;
- (4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
- (5) medical documentation of treatment as a result of the abusive behavior;
- (6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;
- (7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be

known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

Legal Reference: M.G.L. 149:52E; Section 10 Chapter 260 of the Acts of 2014

Source: MASC



File: GBGE - DOMESTIC VIOLENCE LEAVE POLICY

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12-month period. In order to be eligible for said leave:

- (i) the employee, or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists, the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing anyone of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;
- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;
- (4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt; or has been convicted of, or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
- (5) medical documentation of treatment as a result of the abusive behavior;
- (6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;
- (7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that they deem appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, they shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', 'abusive behavior', 'domestic violence', 'employees' and 'family members' may be found in the laws referenced below.

SOURCE: MASC October 2014

LEGAL REF.:: M.G.L. [149:52E](#); Section 10

Chapter 260 of the Acts of 2014

NOTE: The School Committee should seek the advice of counsel, deliberate, and determine whether or not to change the following language in the first paragraph as the School Committee, in consultation with the Superintendent, may choose to 1) make this type of leave paid or unpaid, and 2) make an employee exhaust other leave options or not:

"The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement."

Additionally, the statute does not require that employers with less than 50 employees provide this leave.

Carlisle Public Schools
Equal Opportunity Employment Statement
Policy # 10.01.1999
9-21-99
Reaffirmed 10-20-2004, 10/17/2007, Revised 1/5/2011, 12/5/2012
Reaffirmed 11/4/15

The Carlisle Public Schools is an Affirmative Action/Equal Opportunity Employer. The Carlisle Public Schools does not discriminate on the basis of race, color, religion, sex, age, gender identity, sexual orientation, national origin, genetic information, ancestry, disability, military or veteran's status, pregnancy or pregnancy related condition in any phase of the employment process from the initial application for employment, up to and including the retention, promotion, termination/discharge of employees from the Carlisle Public Schools.

The Carlisle Public Schools through the appropriate administrator pursuant to their responsibilities under the Education Reform Act and various state statutes, shall examine all its employment procedures and policies to ensure that they do not, purposely or inadvertently, discriminate against any person on the grounds of race, color, religion, sex, age, gender identity, sexual orientation, national origin, genetic information, ancestry, disability, military or veteran's status, pregnancy or pregnancy related condition in any phase of the employment process from the initial application for employment, up to and including the retention, promotion, termination/discharge of employees from the Carlisle Public Schools.

This responsibility to examine all procedures and policies to ensure that they do not have the effect of discriminating shall be the responsibility of the Superintendent and members of the administrative team.

Legal Reference: M.G.L 151B:4; BESE Regulations 603 CMR 26:00



File: GBA - EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

SOURCE: MASC March 2018

LEGAL REF.: M.G.L. [151B:4](#);

BESE Regulations 603 CMR [26:00](#)

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

NOTE: Although it is not usually necessary to have a policy that simply restates existing law, in this case it is important to reaffirm the School Committee's commitment to equal opportunity and to remind the hiring authorities in the District that many considerations other than District educational goals are factors to be considered.

This is also the category in which to include an affirmative action policy and plans. Details of the affirmative action plan could follow the Committee's policy as a School Committee-approved procedure. The cross references are to related statements in this manual.

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

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

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The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. The Superintendent will oversee the Facilities Manager and work with other municipal departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings, systems and grounds. This will include protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Facilities Manager will be responsible for implementing the maintenance plan. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

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

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

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

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

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**Carlisle Public Schools
EMERGENCY CLOSINGS**

07.09.1999

Reaffirmed 03/02/05, 10/15/08, 12/7/11, 12/10/14,

Amended 2/13/19

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

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

These may include:

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

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

(Adopted 3-16-99)

Carlisle Public Schools
Facility Naming Policy
#06.07.2010

Last Review: March 2, 2011, Reaffirmed 12-10-14, Amended 2/13/19

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

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

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

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