CARLISLE PUBLIC SCHOOLS www.carlisle.k12.ma.us
83 School Street Carlisle, MA 01741 Phone: 978.369.6550 Fax: 978.371-2400
Carlisle Public School, Community Room
7:00 PM

SCHOOL COMMITTEE AGENDA
WEDNESDAY, SEPTEMBER 13, 2017

I. **Call to Order**

II. **Public Comments**

III. **Carlisle School Committee Minutes**
- A. Approve Minutes from June 19, 2017
- B. Review Minutes from July 21, 2017

IV. **Information/Discussion Items**
- A. District Goals for 17-18
- B. Superintendent Goals
- C. Policies to Review
  - a. Acceptable Use
  - b. List of Policies to Review for 2017-2018 School Year
- D. Facility Summer Update
- E. Enrollment Update
- F. Budget Calendar
- G. Legal Counsel
- H. School Committee Facebook Page

V. **Communications/Correspondence**

VI. **Superintendent's Report**

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

VIII. **Action Items**
- A. Vote School Council Policy

IX. **Warrants**
- A. Accounts Payroll Warrant #0618; $191,677.27
- B. Accounts Payable Warrant #0918; $197,357.30
- C. Accounts Payable Warrant #0818; $137,200.79
- D. Accounts Payable Warrant #1118; $198,514.64
- E. Accounts Payable Warrant #1318; $80,011.82
- F. Accounts Payable Warrant #1618; $41,629.08

X. **Other Business**

XI. **Citizens' Comments**

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.

The School Committee encourages citizens to participate by commenting on agenda items.

XIV. 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.

DRAFT

Carlisle School Committee
Minutes
June 19, 2017
Carlisle School Community Room
7:00 PM

Present – School Committee: Melissa McMorrow - Chair, Josh Kablotsky, David Model, Mary Storrs, Christine Lear
Present – School Administration: James O'Shea, Superintendent; Will Verbits, Director of Student Support Services; Susan Pray, Business Manager; Carrie Wilson, Principal; Lori Aquavella, Recording Secretary; Nancy Anderson, Recording Secretary.

Meeting Documents:

Volunteer Hall of Fame	May 10 Draft Minutes	School Improvement Plan
School Committee Goals	Superintendent Evaluation	2017-2018 Meeting Schedule
FY17 Budget Year-end Review	Acceptable Use Policy	School Council Policy
Warrants	Thank you note from Claire Wilcox	

I. Call to Order
Chair Melissa McMorrow called the meeting to order at 7:03pm.

II. Committee Re-organization
Ms. Storrs made a motion to appoint David Model Chair of the Carlisle School Committee. Mr, Kablotsky seconded the motion. Ms. Storrs, Mr. Kablotsky, Ms. McMorrow and Ms. Lear voted in favor of the motion. Mr. Model abstained. Mr. Model accepted the nomination.

Mr. Kablotsky discussed the Concord-Carlisle Regional School Committee reorganization. Ms. McMorrow moved to nominate Ms. Storrs as representative to the CCRSC, Mr. Kablotsky seconded. Ms. Storrs nominated Ms. McMorrow as a second CCRSC representative, Mr. Model seconded. All those present voted in favor of the motion.

Ms. McMorrow made a motion to nominate Nancy Anderson as Recording Secretary. Ms. Storrs seconded, all those present voted in favor of the motion. Ms. McMorrow nominated Ms. Storrs as Vice Chair, Mr. Kablotsky seconded, all those present voted in favor of the motion.

As a future action item, the Committee needs to nominate two people to the CTA Contract Negotiation Team.

III. Volunteer Hall of Fame
Mr. O'Shea recognized Mary Daigle, a community member who has been reading in the classroom, and Bill Fink, a former School Committee member. Mr. O'Shea read a write-up

about each candidate, thanked them for their service to the Carlisle Schools and presented them with gifts.

IV. Public Comments

Mr. Model asked if any members of the public had comments. There were no comments.

V. Review of Minutes

A. Minutes of May 10, 2017

Ms. Storrs made a motion to approve the minutes of the meeting of May 10. Ms. Lear seconded the motion. There are minor grammatical and formatting issues that will be fixed. Mr. Model, Mr. Kablotsky, Ms. McMorrow and Ms. Lear voted in favor of approving the minutes, and Ms. Storrs abstained.

VI. Information/Discussion Items

A. School Improvement Plan/School Council Report and

B. District Goals Report

Goal 1: Provide a Rich Curriculum

Carrie Wilson reported that the Professional Learning Community (PLC) groups continued this year. There's been an interest in co-teaching, social-emotional learning, mindfulness, math, and science. Each staff member chooses a PLC group that is of interest to him or her. Groups met on Early Release days. Achievement of students is related to rich curriculum. There was discussion of Olweus Bullying Prevention Plan; some staff has been trained, and the full staff will be trained. Cafeteria, custodians, and bus drivers will all use the same approach. Challenge Success program was also discussed; it's about a balance of the wellness of a child, and the need to reduce stress. The Everyday Math program is working in K-5. Each week there is a grade level team meeting –to discuss how teachers are meeting the needs of kids, and how teachers are differentiating instruction. There was a no homework pilot in grade 3 this year. There will be homework in grades 5-8. We are looking at the homework policy over the summer. It is hoped parent feedback will be solicited before decisions are made about homework in the fall. Fundations (literacy) program was also piloted this year in Grade 1, and we are looking to move that to grade 2. The Literacy Specialist has been working with K-2 students, but also helping with Tier 2 instruction for older students who are struggling. Ms. Wilson has had discussions with CCHS about foreign language and how we start instruction in our younger grades. We have a language discussion on the horizon for next year. Do we have enough students to support the languages that we offer? Will Latin be considered? Is the way we are teaching children the best way? We will explore how our kids fare in high school with the language training they get. There are staffing implications with any change to language instruction.

Goal 2: Respect for Safe and Healthy Learning Environments

Students are interested in computer and engineering classes. Can we accommodate that in addition to our regular classes? We conducted opioid awareness for students. There is an interest in learning more about cyber safety. How are we measuring the effectiveness of these programs? We will look at initiatives, see where they overlap. Programs start in the younger grades. Mentoring programs have been well received. Outdoor Ed moving to Fall allows for team-

building early in the year. The CSC has a preference for data driven programs and a focus on outcomes.

Goal 3: Technology

Mr. O'Shea reported on technology. The Substitution/Augmentation/Modification/Redefinition (SAMR) technology survey was distributed to faculty recently. Mr. O'Shea wanted to know how the faculty members rated themselves in respect to using technology. iPad initiatives are occurring in grades 3-5. Coding opportunities are offered through STEAM. There is a current transition of school email accounts from Addition Networks to Gmail.

Goal 4: Meet Space Needs/Manage Resources of School

Enrollment is holding steady right now. Class sizes are created with class size guidelines in mind.

C. School Committee Goals Review

Mr. Model proposed that we discuss this at a Summer meeting.

D. Superintendent Evaluation

Mr. O'Shea is meeting with other Superintendents as part of his entry plan, and it is very helpful. Mr. Kablotsky said students have called Mr. O'Shea warm and supportive. Mr. Model read through the evaluation.

The evaluation results are summarized here:

Superintendent's Performance Goals: (ratings: Did Not Meet, Some Progress, Significant Progress, Met, Exceeded)

1. **Professional Practice**: Mr. O'Shea participated in the New Superintendent Induction Program sponsored by the Mass Association of School Superintendents and the Department of Elementary and Secondary Education: **Met**
2. **Student Learning**: Mr. O'Shea stated by the end of the 2016-2017 school year, 85% of students who had not met expectations in math as determined by the 2016 PARCC measurement for 7th grade, will demonstrate proficiency as measured by the 2017 Math MCAS assessment in 8th grade: **Significant Progress**
3. **District Improvement**: Mr. O'Shea listed the following subcategories in this goal:
   a. Provide a Rich Curriculum in Order to Maximize Student Learning: **Met**
   b. Building a Community of Respect in a Safe and Healthy Learning Environment: **Met**
   c. Integrate Technology: **Significant Progress**
   d. Meet Space Needs and Manage the Resources of the Carlisle Public Schools: **Some Progress**

Superintendent's Performance Ratings: (Unsatisfactory, Needs Improvement, Proficient, Exemplary)

Standard I: **Instructional Leadership**: **Proficient**
Standard II: **Management and Operations**: **Proficient**
Standard III: **Family and Community Enga**gement: **Exemplary**
Standard IV: **Professional Culture: Proficient**
Overall Summative Performance: **Proficient**

It was noted that Proficient is a very good score.

E. Proposed School Committee Meeting Schedule 2017-2018

It was proposed that meetings take place on the 2nd Wednesday of each month as they have this past year (except for the final meeting). The Committee considered adding another meeting on November 15 for budget discussions, allowing more opportunities for the community to participate in the budget process. Ms. Pray will come to School Committee in early November with a draft of the budget and the committee will have an opportunity to review it. The CSC wants time to review the budget and discuss it with FinCom. The committee approved the proposed 2017-18 meeting dates with the addition of November 15.

F: Summer Meeting

Ms. Storrs offered to host the summer meeting. Nancy Anderson will coordinate availability among Committee members.

G: FY17 Budget Year End Review

Ms. Pray requested that the School Committee authorize transferring excess funds from the Regular Education budget into Special Education. We do receive Circuit Breaker offset funds through Special Education. The CSC is looking for greater clarity in the budget discussions.

H. Discussion of Student Placement

The Badgley family is moving from Concord to Carlisle. The family had reached out to the Concord Superintendent and Concord School Committee to request that their rising 8th grader be allowed to finish 8th grade in Concord, but was denied by both, upon advice of Counsel. Counsel had advised that there is an option for the Carlisle School Committee to request an exception of the Concord School Committee. The Carlisle School Committee discussed the protocol of discussing an item at one meeting and voting at the next and no motion was made to waive this practice. After some discussion, it was agreed that Mr. Model would reach out to the Chair of the Concord School Committee for a better understanding of the request and the Committee's logic in denying it. Mr. O'Shea indicated that the Badgley family would find another option if the Carlisle School Committee were not willing to make a special request of the Concord School Committee. Any vote would be taken at the Summer meeting in an effort to allow the family to plan accordingly.

VII. Communications/Correspondence

Claire Wilcox's thank you note for her retirement gifts was acknowledged.

VIII. Superintendent's Report.

Superintendent Jim O'Shea reported on the following:

- Staff Summer work proposals
- In-school Memorial Day program
- Five student teachers will be in place next year
- Earlier this year, the CEF took on a feasibility study of the space near the Gym know as the "Mistake Room". There is a $700,000 option for a proposed 2 story space, and another option of a one-story music space for $350,000 for which the CEF would raise funds. Protocol requires that any work on the space and donations must be approved by the CSC. Mr. O'Shea will ask the CEF to come to the CSC in the fall.

- Caring for Carlisle Focus Group
- Panel discussion on diversity at Fenn School
- 8th grade graduation and speakers
- CTA carnival
- 6th grade Afghanistan Project
- 7th grade poetry
- Band and Choral concerts
- Retirement party for six teachers
- End of year programs in Chinese
- 8th grade trips
- Lillian ceremony
- CEF end of year dinner
- 3rd grade plays
- Bus driver appreciation breakfast
- Paraprofessional breakfast
- Move-up day

IX. Members'/Committee Reports

Regional School Committee: Funding to complete the landfill remediation project was approved by Concord voters. Carlisle has already approved this. The CCRSD Teachers' collective bargaining is still underway but there is progress. The new Superintendent starts on July 1.

Carlisle Municipal Facilities Committee: The committee is meeting with architects about proposals for facilities. Mr. Kablotsky might be Chair. The Mosquito provided some detailed information in the recent issue about the committee's work. Facilities include Police, Fire, DPW, and Town Hall.

X. Action Items:

A: Budget Transfers

Mr. Model asked for a motion for the budget realignment. Ms. McMorrow made a motion to approve the Fiscal year 2017 budget realignment with a zero impact to the bottom line budget of $10,629,420, Ms. Storrs seconded the motion. All members present voted in favor of the budget realignment; the motion carried.

B: Vote to Discuss 8th Grade Washington, DC Trip for Spring 2018

Mr. O'Shea said the trip would be planned for next year during school, as opposed to a vacation week; funds would be available so all could participate (subsidized by the 8th Grade PTO fund). CSC policy is to approve the initial planning of out-of-state field trips. Ms. Lear made a motion to approve the planning, Ms. McMorrow seconded it, all present voted in favor; the motion carried.

C: Vote Principal's Children's Attendance at CPS

Mr. Kablotsky made a motion to approve Dr. Sidell's children's attendance at CPS beginning in grades K, 5, and 7 next year. Ms. McMorrow seconded the motion. The Committee discussed that this is a benefit offered to the CTA staff and it would need to be similarly negotiated as part

of Dr. Sidell's contract. Since his contract expires at the end of the 2017-18 school year, this benefit would need to be re-visited at that time. The Committee discussed potential conflicts where an Administrator is also a parent. The Committee also discussed that the contract should state that having Dr. Sidell's children attend CCHS is beyond the purview of the CSC.

Mr. Kablotsky, Ms. McMorrow, Ms. Lear and Mr. Model were in favor; Ms. Storrs was opposed. The motion passed.

D: Vote to Discard Tech Equipment

Ms. McMorrow made a motion to discard tech equipment as reviewed at the prior meeting, seconded by Ms. Lear. Ms. Pray affirmed that we don't have use for any of the equipment. Mr. Model, Ms. Lear, Ms. McMorrow and Mr. Kablotsky voted in favor; Ms. Storrs abstained. The motion passed. Note: The discarded tech equipment from the school is offered to Town Hall. If no one in town claims anything, there is an effort to sell it in a municipal auction site. Any funds made from the sale of equipment go back to the town.

E: Vote Policies

Acceptable Use and Student Council Policies will be discussed at the summer meeting.

XI. Warrants

Mr. Model as Chair can't sign warrants, so Ms. Lear was proposed as the designated signatory. Ms. McMorrow made a motion to have Ms. Lear be the CSC designated signatory and Ms. Storrs as the secondary designated signatory. Mr. Model seconded the motion.
All present voted in favor, motion passed.

Payroll Warrant #7517: $367,985.41
Warrant #7817: $112,151.98
Warrant #8117: $21,313.83
Payroll Warrant #7917: 403,980.59
Warrant #8417: $90,231.03
Payroll Warrant #8217: $377,348.84
Warrant # 8617: $200,014.92
Lump Sum Payroll #8517: $609,380.90

Ms. Storrs made a motion to approve the warrants, Mr. Kablotsky seconded the motion. All members present voted in favor.

XII. Other Business

There was no other business.

XIII. Citizen's Comments

There were no citizen's comments.

XIV. Adjourn to Executive Session

Ms. McMorrow made a motion to **adjourn the meeting to Executive Session to discuss contract negotiations with non-union personnel, with no intent to return to Open Session.** Ms. Storrs seconded the motion. All members present voted in favor:

Mr. Model, aye; Ms. McMorrow, aye; Ms. Storrs, aye; Mr. Kablotsky, aye; Ms. Lear, aye.

The Public meeting was adjourned at 10:29 p.m.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent
Recording Secretary

DRAFT

Carlisle School Committee
Minutes
July 21, 2017
Carlisle School Community Room
6:00 PM

Present – School Committee: David Model - Chair, Josh Kablotsky, Melissa McMorrow, Mary Storrs, Christine Lear

Present – School Administration: James O'Shea, Superintendent

I. **Call to Order**
The meeting was called to order by Mr. Model at 6:40 p.m.

II. **Public Comments**
There were no public comments.

III. **Reading of the Minutes of June 19, 2017**
The Chair deferred the discussion of the minutes.

IV. **Information/Discussion Items**

A. School Committee Goals Review

1. Environment: The Carlisle School Committee will support the Superintendent in developing district goals. Mr. O'Shea outlined the development of district goals, which are a work in progress, for the Committee.

a. Assure we have a rich, rigorous, and relevant curriculum – learning appropriate to the time – e.g., coding, examining world languages
b. Building a community of respect and inclusion in a safe and healthy learning environment
c. Equity – access to the curriculum for all students
d. Human Resources – work with faculty and staff to be able to accomplish the goals

2. Communication: Work on developing more effective ways to communicate the work of the Committee
3. Finance:

a. Guide and assist the Superintendent and the Business Manager to develop a budget for the 2018-2019 school year that meets student needs, district goals, and the fiscal responsibilities of the overall Carlisle town budget.
b. Work with the Town Finance Committee, the Board of Selectmen, and other stakeholders to generate support and ensure that the budget is approved by the voters.

4. Contract Negotiations: Facilitate a successful contract negotiation process
5. Facilities: Work with the town's facilities committee to successfully manage school business resources

B. Discussion of Student Placement:

The committee discussed the request from a family moving to Carlisle to have their 8th grade child attend Peabody Middle School in Concord for her 8th grade year. Mr. Model explained the risks as outlined by the Concord School Committee Chair. The Committee did not take any action to request that the student attend school in Concord.

V. Communications/Correspondence

There were no communications or correspondence.

VI. Superintendent's Report

There was an administrative team retreat to conduct an assessment and strategize for the upcoming year. Mr. O'Shea attended the MASS summer conference. Mr. O'Shea announced known staffing changes for the upcoming year.

VII. Members'/Committee Reports as Needed

The Committee decided to move the previously scheduled February 14th meeting to February 7, 2018.

VIII. Action Items

There were no action items.

IX. Warrants

A. Payroll Warrant #8717; $249,734.09
B. Accounts Payable Warrant #8917; $188,161.27
C. Payroll Warrant #0218; $212,618.58
D. Accounts Payable Warrant #9017; $197,632.25
E. Accounts Payable Warrant #0418; $87,466.27

X. Other Business

There was no other business.

XI. Citizens' Comments

The School Committee encourages citizens to participate by commenting on agenda items. There were no citizen comments.

XIV. Adjourn Meeting

Ms. Storrs made a motion to adjourn the meeting, Ms. Lear seconded. All those present voted in favor. The meeting was adjourned at 9:55 p.m.

Respectfully Submitted,

Nancy Anderson
Assistant to the Superintendent
Recording Secretary

Carlisle Public Schools
District Goals
2017 - 2020

Vision Statement
The vision of the Carlisle Public Schools is to inspire intellectual and ethical excellence so our students are prepared to participate with integrity in a global community.

Mission Statement:
The mission of the Carlisle Public Schools is to provide a collaborative and caring community in which each student is known, understood, and valued so that students can learn to their fullest potential in a safe, inclusive environment with high expectations and clear standards for all.

Core Values:

Academic Excellence *Creativity* *Respect*
Responsibility

A fuller expression of these values would include . . .

We always look beyond what we now know.
We constantly work to know more.
We are respectful toward all in our community.
We use what we know to help others.
We take responsibility for ourselves and for others.

It should be understood that the following district strategic objectives will be pursued within the framework of a fiscally responsible budget.

Objective 1: **Provide a Rich, Rigorous and Relevant Curriculum:**
Provide a rich, rigorous, and relevant curriculum, which ensures students develop academic and intellectual skills, along with, the social and emotional competence to be confident, engaged and successful global citizens in the 21st century.

1. Increase student awareness of and responsiveness to the challenges and benefits of digital citizenship.
2. Solidify the presence of Computer Science (coding and programming) within our curriculum.
3. Use technology to broaden student awareness of their world from a global perspective.
4. Evaluate our current world language program and determine the future direction for the program.
5. Review the Social Studies and Math curriculum to ensure alignment with state frameworks and identified local outcomes.

Objective 2: **Build a Community of Respect and Inclusion in a Safe and Healthy Learning environment:**
Build a community of inclusion, which understands accepts and embraces diversity, where all students feel known, cared for, welcome, respected and enjoy their educational experience.

1. Improve school climate for all students and enhance student self-advocacy skills as well as increase their appropriate responses to behaviors which violate our norms, through the introduction and implementation of the Olweus program.
2. Decrease student stress and anxiety through school based initiatives
3. Improve student and family satisfaction with the school dining room experience.
4. Create a school community which demonstrates an awareness and responsiveness to diversity issues, which impact student experiences, through community engagement and the further development of student and faculty awareness of and skills in identifying, discussing, and responding to diversity

Objective 3: **Ensure Equity and Excellence in Learning:**
Ensure that all students have access to high quality content and differentiated instruction that provides for the academic, social and emotional supports required to ensure success for all students.

1. Increase the use and effectiveness of Tier II supports as determined by data based progress monitoring systems in grades 3-8
2. Ensure that all students have the opportunity to develop their social emotional intelligence as a consistent part of their educational experience
3. Increase the number of social and emotional group supports available to students in grades 5-8

Objective 4: **Develop the capacity of our professional faculty, staff, and administration to address the challenges of 21st century education:**
Develop and retain talented, dedicated educators and build strong systems of continuous improvement with opportunities for career growth and advancement.

1. Increase professional development opportunities for teachers in order to improve the school experience of our English Language Learners
2. Increase professional development opportunities for teachers in order to ensure effective implementation of our tiered support system.
3. Create professional development opportunities to support paraprofessional effectiveness and connectedness
4. Increase professional development opportunities for faculty and staff to effectively address diversity in the classroom
5. Increase opportunities for teacher leadership and career growth
6. Increase professional development opportunities designed to support the integration of technology into teaching and learning, and to support the use of technology as a tool to connect with classrooms and communities outside of Carlisle.

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

Superintendent Goals 2017-2018 (draft)

Student Learning Goal

School climate is a major contributor to the overall experience of our students and their families. Ensuring that we maintain a caring, kind, and inclusive environment for all students is essential to a positive school climate. My student learning goal for the 2017-2018 school year will focus on the school-wide implementation of the Olweus Anti-bullying Program and the introduction of diversity focused instruction for students in 7th and 8th grade, both of which are designed to positively impact our school climate.

Action Steps

Work with Olweus Committee to coordinate professional development time for faculty and staff.
Assist the Olweus Committee in providing parents and community members with program information.
Monitor program implementation and documentation.
Analyze student survey data to assess progress and impact of Olweus program.
Work with Carrie Wilson and the 8th Grade Team to coordinate diversity workshop for 8th graders in support of the Facing History and Ourselves curriculum.
Work with 7th Grade Team to identify possible curricular connections for anti-bias training.
Coordinate anti-bias training for grade 7.
Facilitate the creation of a new World of Difference extra-curricular program in support of tolerance, inclusion, and acceptance.

Professional Practice Goal

Communication is an integral part of the work of a superintendent. While I worked to be an effective communicator during this past year, I have also identified a number of areas where my communication and engagement could and should be better. This year I will focus on improving my communication with a concentration in three key areas: communication and engagement with the members of the Carlisle School Committee, internal communication with faculty and staff, and my external communication with the broader Carlisle community.

Action Steps

Work more closely with Carlisle School Committee members to ensure their engagement in district projects and initiatives.
Keep School Committee members informed through the use of a weekly communication.
Reach out to school committee members on a quarterly basis in order to ensure opportunities for engagement in the ongoing work of the district.
Work with faculty members through team meetings, grade level meetings, CTA and other small groups to identify more effective means of communication.
Hold monthly Superintendent meetings, which would be optional for teachers and faculty, to share and discuss ongoing district initiatives.
Implement practices to ensure follow-up with parent and constituent inquiries and communications.
Utilize social media and traditional media to communicate the outstanding work of our district to the broader Carlisle community.

Carlisle Public Schools
Acceptable Use Policy
Policy # 09.04.2000, revised 2/9/2011

SUGGESTED DRAFT 9-13-17

PURPOSE

The Carlisle Public School (CPS) offers computing and internet access to its students, faculty, and staff. The primary purpose of the CPS internet service is to support the educational objectives of the CPS and Carlisle's educational community in general.

RULES

Respect: It is expected that CPS network users only communicate in ways that are appropriate, polite and respectful.

Identity theft: Passwords are confidential. Users must:

- keep their passwords secret
- login only to their own accounts
- not view, use, or copy passwords, data, or networks to which they are not authorized
- not pretend to be someone else when sending information over the computer network.

Illegal Use: Users shall not intentionally access, transmit, copy, or create material that is illegal (such as copyrighted material, threatening or obscene material, or material protected by trade secret, stolen materials, or illegal copies of copyrighted works).

Citation: Any material obtained from the internet or email to use in one's own work should be cited and credited by name or electronic address. Information obtained through e-mail or news sources should also be credited according to an accepted scholarly publishing format such as Modern Language Association (MLA).

Cyberbullying: Users must not access, transmit, copy, or create defamatory remarks, sexual or racial slurs, or use obscene or profane language. (Note: use of the same when directed toward another member of the CPS Community, regardless of whether from a personal device or on a non-CPS network, is governed by the [insert Bullying policy ref] Policy.

Commercial purposes: Users may not advertise or sell products or services using the CPS network.

Security: If a user can identify a security problem on the school network or internet, s/he must notify an administrator or teacher.

Pictures/video: No student picture or video shall be posted online if a parent or guardian has submitted a "no media" form for the student.

Integrity and security of all electronic resources: Safeguard the integrity, availability and security of electronic resources by the following:

- Respect and protect the intellectual property of others. Honor the legal rights of software producers, network providers, copyright and license agreements.
- Do not attempt to alter or destroy data of another user on the network or over the internet.

- Do not cause any damage to computers, the network, or any other electronic device. Vandalism could result in financial responsibility for any damages.
- Do not waste resources such as bandwidth, disk space, or printing capacity.

Privacy: All users should respect the privacy of others by not accessing their accounts, emails or files without permission. Copies of all information created, sent or retrieved from school accounts are stored on the computer network's back-up files. In addition, all school email is archived off-site. School Tech Department officials may review files to maintain system integrity, facilitate school business, and comply with legal requests. For this reason, users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent, received or stored on the network and/or on all CPS computers.

Teacher's authority: In all cases, teachers and administrators are the ultimate authorities regarding use of CPS and personal devices while students are in the classroom, on school grounds, or under their supervision (e.g. field trips). Students may not use personal devices if so requested.

Filters: CPS uses network software to filter or block material harmful to children, as required by the Children's Internet Protection Act. Efforts to bypass the filtering system are prohibited and may lead to disciplinary action. Teachers should immediately advise the Tech Department of any inappropriate sites discovered while on the school network.

Teachers, administrators and other school personnel who are using the internet as part of their teaching may request a specific site to be blocked or unblocked.

Consequences: Users who violate the Acceptable Use Policy may be subject to appropriate disciplinary action and/or prosecution.

Disclaimer: The CPS makes no warranties of any kind, whether expressed or implied, for the services it provides. The CPS will not be responsible for any damage suffered including, but not limited to, loss of data, interruption of service, delays, non-deliveries, or mis-deliveries for any reason.

While this policy outlines acceptable use, it does not attempt to articulate all good and bad behaviors by users of this network. The CPS administration reserves the right to change these rules at any time without notice.

*Note: Signing the Student Handbook agreement indicates acceptance of this Acceptable Use Policy by parents and students. In addition, for those students receiving CPS iPads for school use, the [insert ref for iPad policy] Policy governs care and use of those devices. *[Note we should cross check to make sure no provisions of the two policies are in conflict.]*

Carlisle Public Schools
Anti-Bullying Policy
Policy #08.13.2010
Adopted 04/07/2010, Revised 2/1/12, 2/11/14

The Carlisle Public Schools will have zero tolerance for bullying. It is the goal of the school to be a safe, effective learning environment, free of bullying or harassment of any kind, for all students. Bullying of any type has no place in a school setting. The Carlisle Public Schools will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the repeated use by one or more students or by a member of the school staff including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extra-curricular activity, or paraprofessional, of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that does one of more of the following:

- Causes physical or emotional harm to the target or damage to the target's property
- Places the target in reasonable fear of harm to him/herself or of damage to his/her property
- Creates a hostile environment at school for the target
- Infringes on the rights of the target at school
- Materially and substantially disrupts the education process or the orderly operation of school

Bullying can create unnecessary and unwarranted attention and anxiety that may affect student self-esteem as well as attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

Every child has the right to feel safe at school. Teachers, administrators and supervisors must take action to ensure that bullying **in any form** will not be tolerated, and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

School staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee. The District will investigate allegations of bullying. Teachers who observe bullying will address and document the behavior, provide consequences, and refer continuing and serious problems to the principal. The principal will immediately investigate all such complaints and provide appropriate consequences, as outlined in the Carlisle School Bullying Prevention and Intervention Plan and the Administrative Response Rubric for Peer Aggression. The Plan applies to students and members of the school staff including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extra-curricular activity, or paraprofessional. In addition, teachers, staff, and principals will work with students to encourage them to report all incidents of bullying they observe as bystanders.

LEGAL REF.:

M.G.L. 269:17, 18, 19

Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

Board of Education 603 CMR 26:00

SOURCE: MASC

Responsible Use Policy

Introduction

The Carlisle Public School (CPS) offers a wide variety of technology resources for its students. The primary purpose of these resources is to support the pursuit of excellence in learning.

By using school devices and technology resources, students are agreeing to follow this Responsible Use Guideline (RUG). The RUG explains how students should act when using school devices or technology resources, but it is not a complete list of how students should responsibly use technology at school or for school-related purposes. There may be instances where students must comply with other school committee policies, as well as state or federal regulations beyond this RUG.

Privacy

Responsible users keep their information private and respect the privacy of others on school devices. This means:

- Keeping your password secret
- Not trying to learn or use other people's account information
- Only logging in to your own account. If you realize someone else is still logged into a device or a website, log them out before continuing.
- Only taking pictures or making audio/video recordings with teacher permission in school or on school-owned devices
- Not posting pictures or videos of other students or staff online

Your personal information and data is kept private from other students; however, your account and its history can be accessed, and deleted items can be restored by teachers, administrators or technology staff.

Responsible Use of Devices

It is expected that all students who use school devices will treat them with respect. This can look like:

- Treating school-owned equipment as valuable and important property
- Keeping school-issued devices in the condition they were received
- Knowing the location of devices you are responsible for at all times
- Using school devices and technology resources only for approved educational purposes
- Keeping iPads in their protective cases
- Carrying a laptop with both hands
- Walking carefully when carrying an iPad or laptop

- Gently removing cords instead of yanking them out
- Unplugging headphones before moving or standing up
- Keeping devices safe by not eating or drinking around them
- Placing devices away from the edge of a table/desk
- Avoiding situations where devices or equipment could be lost, broken, or stolen
- Asking for help when technology does not work properly

Damaging school devices or technology resources may require payment to the school.

When printing:

- Only print what you need to complete your work
- Check which printer you are printing to before pressing the print button
- Collect your work from the printer as quickly as possible
- If your work is not in the printer, ask for help before printing again

Responsible Use of the Internet:

- Respect other people's work and intellectual property by giving credit for content that you use but did not create
- Use the internet only for approved educational activities
- Do not try to bypass, disable, or otherwise get around the school's internet filters
- If you have permission to connect a personal wireless device (cell phones, tablets, e-readers, etc) to the school's internet, you may only connect to the guest network
- If you identify a security problem on the school network, notify a teacher, administrator or technology staff member as soon as possible

Cyberbullying:

Massachusetts has a state law regarding cyber bullying. The law covers cyber bullying that happens during or outside of school, on school or private property, and using school-owned/issued or private devices. Report any incidents of inappropriate online behavior to a teacher or administrator as soon as possible.

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School-owned iPad Guidelines & Agreement

The protocols, procedures and information within this document apply to all school-owned iPads used in the Carlisle Public Schools, including any other device considered by the Administration to come under these guidelines. Teachers may set additional requirements for use in their classrooms.

1. iPad Distribution

Receiving an iPad: Prior to receiving iPads, students must sign and bring to school the Student Pledge as well as the iPad Loan Agreement signed by both student and parent. The iPad Loan Agreement outlines the family's responsibility to protect the school's iPad investment. iPads will be distributed on the first day of school during an "iPad Orientation" to those students who have returned the signed documentation.

Returning iPads: Students are required to return the iPads and the original chargers prior to the end of the school year or earlier, at the school's discretion. If a student transfers out of the Carlisle Public Schools during the school year, even temporarily, the iPad must be returned at that time.

If a student fails to return the iPad at the end of the school year or upon termination of enrollment in Carlisle, student report cards may be withheld. The student's family will be billed for the replacement cost of the iPad.

Furthermore, the student is responsible for any damage to the iPad, consistent with the iPad Loan Agreement, and must return the device and accessories in satisfactory condition. The student's family will be billed for any needed repairs or lost parts, not to exceed replacement costs.

2. iPad Care

Students are responsible for taking care of the iPads assigned to them.

General Care: The bulleted guidelines below should be followed.

- iPads must not be exposed to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time, as extreme heat or cold may cause damage.
- To prevent damage, care must be taken when inserting and removing cords/cables.

- Do not use the iPad in busy places such as buses, gyms and playgrounds.
- Take care not to drop the iPad.

iPads Cases: The case issued with the iPad provides a suitable means for carrying the device and sufficient protection for normal use.

- iPads should remain in the cases at all times.
- iPads and their cases must remain free of any writing, drawings, marks, stickers or labels that are not the property of the Carlisle Public Schools.

Screen Care: iPad screens can be damaged if subjected to rough treatment. The glass is particularly susceptible to damage from excessive pressure.

- Do not sit or lean on the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Use caution when inserting or removing iPads from backpacks.
- Take care not to bump the iPad against lockers, walls, car doors, floors, etc., as this action could crack the screen or render the iPad inoperable.
- Be sure to close the cover, when you have finished using the iPad.

Theft Prevention

- iPad Identification: Student iPads will be labeled in a manner specified by the school. School-owned iPads can be identified by their serial number and a Carlisle School property sticker. These labels are not to be removed or defaced.
- iPads Left Unattended: Any iPad left unattended is in danger of being stolen, misused or damaged. Under no circumstances should iPads be left unattended in areas such as the school grounds, dining room, gym and locker rooms, library, auditorium, classrooms and hallways or anywhere off campus. If an iPad is found, it should be taken to the main office immediately.

3. iPad Use at School

iPads are intended for educational use at school during selected classes. Students are responsible for bringing iPads to those classes, unless specifically instructed not to do so by their teacher.

Students are responsible for bringing the iPads to school each day in a fully charged condition. If students leave the iPads at home or bring them to class uncharged, they are responsible for completing the course work as if the iPad were present. Chronic abusers may find their grades impacted, and the privilege of taking iPads home may be revoked.

Saving to the iPad: Students may save work on the iPad. Storage space will be available on the iPad. However, any stored files may be erased if re-imaging is necessary. Therefore, it is recommended that students save them to their online account or email documents to themselves for backup purposes. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are responsible for providing their own earbuds or headsets.

Students are not allowed to use the iPad for personal entertainment. This includes streaming video, downloading/playing music or playing games during school hours that are not part of a class curriculum.

Network Connectivity: The school makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

4. iPad Use at Home

Students are encouraged to configure the iPads to access the wireless networks in their homes. The school will provide instructions to this end.

Students are responsible for charging the iPad each day at home. The power adapter and USB cable should remain at home. Care should be taken when inserting and removing cables, as the ports can be easily damaged.

Students are strongly encouraged not to allow other people to use the iPad.

5. iPad Software

School-Provided Apps: Apps provided by the Carlisle Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or update software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

Additional Software: Students are NOT allowed to install apps on the iPads.

Inspection: Students may be selected at random at any time to provide the iPads assigned to them for inspection.

Procedure for re-loading software: If technical difficulties occur, the iPad may be restored from a back-up, if available. The school does not assume responsibility for the loss of any documents/files deleted in the re-imaging process.

Software upgrades: Upgraded versions of licensed software/apps are available from time to time. Students may be required to turn in the iPads for periodic updates.

6. Acceptable Use

Acceptable Use of the iPad is governed by the school's Acceptable Use Policy, these iPad Guidelines and the Student Pledge.

Privacy: Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received and/or stored on the school's network or iPads. The Carlisle Public Schools also reserves the right to examine all data sent, received and/or stored on the school's network and iPads. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Electronic communications may be archived.

Content: Unless specifically directed by a teacher to do so, students will not use the iPad for taking pictures of any students or staff. The presence of inappropriate images or language may result in disciplinary action.

Damage: Students are prohibited from damaging or defacing the hardware or accessories.

Jail-breaking: Students are prohibited from altering the operating system or attempting to circumvent the content filter and management system of the iPad.

Syncing: Students are not allowed to sync the iPad to any iTunes account or any computer.

Find my iPad: This tracking feature may be used by the school to locate lost or stolen iPads. It will not be used for any other purpose.

7. iPad Problems

Responsibility: Parents/Students are financially responsible for the replacement or repair costs of the iPad due to theft outside of school, loss, or damage.

Theft: iPads that are stolen must be reported immediately to the main office, and a police report must be filed.

Damage and Repair: iPads that malfunction or are damaged must be immediately reported to the technology office. The school will be responsible for repairing iPads that malfunction. If the school has a loaner iPad available, it may be issued while the damaged one is repaired.

Costs: Students will be held responsible for ALL damage to iPads, including, but not limited to: broken screens, cracked pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the full replacement value may be assessed. Students will also be charged for lost accessories.

iPad # _____

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Carlisle Public Schools

iPad Loan Agreement

Should the iPad or accessories issued to my child be stolen, lost or damaged in any way, I will report it to the school immediately and, in the case of theft or suspected theft, I will file a police report as well.

I will not undertake any repair or replacement myself.

In each case of damage or loss, I agree to pay the portion of the repair or replacement cost, as determined by the Carlisle Public Schools.

STUDENT Name (please print) _____

STUDENT Signature _____

PARENT Name (please print) _____

PARENT Signature _____

Date _____

iPad # _____

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Student Pledge for iPad Use

I will use the iPad issued to me responsibly for school work and will take good care of it as described in this document.

1. I will never let other individuals use the iPad.
2. I will charge the iPad daily.
3. I will follow the policies outlined in the school's iPad Guidelines and Acceptable Use Policy both during school hours and outside the school day.
4. In the case of theft, I will make sure my family files a police report.
5. I know that my family is responsible for paying certain costs, to be determined by the school, associated with each incident of loss and/or damage.
6. I agree to return the iPad and all accessories in good working condition.

I agree to the stipulations set forth above as well as in the Acceptable Use Policy and in the iPad Guidelines.

Student Name (please print) _____

Student Signature _____

Date _____

Carlisle Public Schools
Acceptable Use Policy
Policy #09.04.2000, revised 2/9/2011

SDM Marked 9-6-17

The Carlisle Public School (CPS) offers computing and internet access to its students, faculty, and staff. The primary purpose of the CPS internet service is to support the educational objectives of CPS and Carlisle's educational community in general.

The administration shall manage all school devices and develop rules, regulations and procedures for the acceptable use of school devices and internet access while on school grounds, within the school day, or when under the supervision of CPS teachers and/or administrators (e.g. while on field trips).

Policies for SC Review
September 2017

Policy Type	Number	Policy Name	Date Created	Last Review
Activities	02.02.1999	Field Trip Policy	10/19/98	09/10/14
CSC	01.02.1996	Gift and Loan	03/19/96	01/12/14
Employees	10.02.1997	Evaluation Policy	03/04/97	02/11/14
Enrollment	05.02.1998	Residency	04/19/98	01/08/14
Facility	06.07.2011	Naming Rights	03/02/11	12/10/14
General	09.03.1997	School Volunteer Policy	04/08/97	03/05/14
General	09.06.2003	Background Checks	05/06/03	11/12/14
General	09.07.1997	Policy on School Visits	11/19/75	11/12/14
Health and Safety	07.07.1999	Sexual Harassment Policy	09/21/99	02/11/14
Health and Safety	07.09.1999	Emergency Closings	3/16/99	12/10/14
Health and Safety	07.15.2002	Policy Pertaining to Regulations Known as Section 504, Title VI and Chapter 76, Section 5	03/05/02	02/11/14
Health and Safety	07.18.2011	Animals in School	06/01/11	12/10/14
Students	08.09.2003	Policy on the Protection of Pupil Rights	05/06/03	03/05/14
Students	08.13.2010	Anti-Bullying	04/07/10	02/11/14
Transportation	11.01.2000	School Bus Policy	06/15/93	01/08/14

Carlisle Public Schools
Facility Activity
Summer 2017

2017 Summer Facility Projects

- Several classroom moves were completed.
- A sweep of the buildings was done for any hazardous chemicals, paints or medical waste and other materials were removed from the buildings and disposed of by a licensed contractor.
- Exterior painting of the Brick Building.
- Miscellaneous interior painting including, Wilkins corridor, Robbins Stair 3, Robbins Cross halls – upper & lower.
- Masonry repairs on campus – various areas.
- Game lines and graphics on the plaza were repainted.
- Installation of door hardware in Wilkins.
- Pruning of trees on campus by arborist for safety.
- Corey kitchen floor resurfacing.
- Installation of new kitchen equipment.
- Phone system work

  Integration Partners ran extensive diagnostics, replaced several circuit cards, connectivity cables and upgraded the software. We are now in the process of switching to a new service provider for our phone service.
  In the process of transitioning to VIP

Pending or in progress:

- Repair of the playground "whirl". (merry-go-round)
- Delivery of new tractor.
- Corey kitchen fire suppression system modifications.
- Corey gym equipment inspection.

Carlisle Public Schools
Enrollment
2017-2018

Grade	Actual Grade sizes 17 - 18	Sections 17 - 18	Avg Class Size 17 - 18	Guideline
Numbers do not include out of district students				
Pre-K	15	1	15	
Kindergarten	63	4	16	
First	57	3	19	
Second	60	4	15	
Pre-K - 2	**195**	**12**	**16**	**18 or fewer**
Third	59	3	20	
Fourth	75	4	19	
Fifth	65	4	16	
3 - 5	**199**	**11**	**18**	**18 - 21**
Sixth	70	4	17	
Seventh	73	4	18	
Eighth	76	4	19	
6 - 8	**219**	**12**	**18**	**21 - 25**
Total (Pre-K-8)	**613**	**35**	**18**	

Thank you for 'friending' the Carlisle School Committee Facebook page. As you know, this is a closed page meaning that only members of the Carlisle, Massachusetts community will be accepted into the group. Additionally, this is a way for you to receive general meeting and agenda notices from the School Committee. Due to Massachusetts Open Meeting Law rules, issues under the purview of the Carlisle School Committee cannot be 'discussed' or 'deliberated' in this forum, therefore this page is not set up to accept comments. If you have questions or concerns about the Carlisle School Committee please use this email address, schoolcommittee@carlisle.k12.ma.us or mail your concerns to Carlisle School Committee, % Carlisle Public School, 83 School Street, Carlisle, MA 01741.

Who is the Carlisle School Committee?
The Carlisle School Committee is composed of five members, elected through a town-wide election. Each member serves a three year term. The chairperson and vice chairperson of the Committee are voted on by the current members of the committee at the first regular meeting after the town-wide election. The committee also selects two members to serve on the Concord-Carlisle Regional School Committee that includes Concord and Carlisle and governs the Concord-Carlisle Regional High School.

All Carlisle School Committee meetings are open to the public, observe Massachusetts Open Meeting Law and are posted on the school committee page of the Carlisle School website. Agendas are available on the same webpage, and are generally available at least 48 hours prior to the meeting. Agendas also are available at Carlisle Town Hall at least 48 hours prior to a meeting. Similarly, approved minutes are posted on the school committee page of the Carlisle School website.

Carlisle School Committee Duties
It is the duty of the school committee to see that it is well operated, not to operate the school. The Committee concerns itself primarily with broad questions of policy and budget matters rather than with administrative details. Generally speaking, the duties of the Carlisle School Committee are as follows:

- Hire and supervise the Superintendent
- Hire the following: special education director, school physician, nurses, attendance officer and chief procurement officer
- Develop, review and approve the school budget, and monitor expenditures throughout the year
- Review all school policies on a rotating basis or as needed

All members of the Carlisle community are encouraged to contact the School Committee with questions or concerns. If you are not familiar with someone currently on the School Committee, simply use this email address, schoolcommittee@carlisle.k12.ma.us. Your questions will be answered as soon as possible by the Chair of the Committee. If the School Committee is not the agent to address your concern, we will direct you to the appropriate resource. You might also consider clicking through to the School Committee pages on the school website to review older agendas and minutes, read the policy manual or learn a bit more about the Carlisle School Committee.

Carlisle School Committee Meeting Schedule
The Carlisle School Committee generally meets on the second Wednesday of each month at 7:00 pm in the Community Room in the Robbins Building at CPS. Meetings are posted at Town Hall and, typically, on the CPS website, and the School Committee Facebook page. Agendas are developed by the Superintendent and School Committee Chair, and approved by the Chair. Members of the community may request subjects for the agenda can submit them, in writing, to the Superintendent seven days prior to a regularly scheduled meeting.
Standard Meeting Agenda

The committee uses the following general order for meetings, with public comments early in the meeting for the convenience of those who wish to speak with the committee. Visitors are most welcome and are encouraged to stay at the meeting as long as their schedule allows.

- Call to Order

I. Public Comments
III. Reading of the Minutes
IV. Information/Discussion Items
V. Communication/Correspondence
VI. Superintendent's Report
VII. Members'/Committee Reports
VIII. Action Items
IX. Warrants
X. Other Business
IX. Citizens' Comments on Agenda Items
XI. Adjournment

Except as noted below.

Executive Sessions
Periodically, the Committee may enter into private or executive sessions upon a vote of the members present and voting, for consideration of certain matters specified in law (including but not limited to certain personnel issues, contracts to be negotiated, collective bargaining, security systems, and legal advice or pending litigation). The committee must first be in open session to call an executive session. At the time the executive session is called, the purpose for the session and whether the public meeting will reconvene must be stated. All votes taken in executive session must be by roll call.

School Committee General Calendar of Events
The following is the general calendar that the Carlisle School Committee follows. This is an outline that serves as a general guide, not a mandated schedule. Please find the actual meeting dates for the 2017-18 academic year on the CPS website and/or at the end of the suggested calendar.

September
- Begin developing the next year's budget with Superintendent and School Business Manager
- Develop and finalize School Committee goals for this academic year
- Work with Superintendent to set Professional Practice and student learning goals for evaluation process
- Determine schedule for review of policies

October
- Continue budget development
- Review designated policies

November
- Present budget to the Carlisle Finance Committee in mid-November, including presentation to Long-Term Capital Requirements Committee for capital requests
- Review and vote to accept/decline PTO Faculty & Staff Grants
- Review designated policies

December

- Continue budget process
- Review designated policies

January
- Continue budget process
- Special budget meeting as needed
- School calendar to be presented to School Committee prior to February 1
- School Committee chairperson must submit annual report to Town;

February
- School choice hearing
- Review designated policies

March
- Review Town Meeting warrant articles and consider whether or not any should be considered by School Committee - Should School Committee should take a position?
- Review designated policies

April
- Finalize budget; review any unexpected budget items with Superintendent
- Review designated policies

May
- School Advisory Council must report to School Committee by June
- Review superintendent request for salary adjustments to non-contractual employees
- Review designated policies

June
- Vote to reorganize committee and welcome new School Committee member(s) after town election
- Present Superintendent evaluation
- Set calendar of meetings for upcoming year
- Review designated policies

July
- Possible summer workshop/ goals setting meeting/ interesting speaker

Schedule School Committee Meeting Dates and Time

Note the following scheduled School Committee meetings for the 2017-18 academic year. Additional meetings or changes in this schedule will be posted as soon as possible on the Carlisle School website, Town Hall and on the School Committee Facebook page. Every effort will be made to keep this schedule. The Carlisle School Committee generally meets on the **second Wednesday of each month at 7:00 pm in the Community Room in the Robbins Building at CPS**.

Wednesday, September 13, 2017
Wednesday, October 11, 2017
Wednesday, November 8, 2017
Wednesday, November 15, 2017
Wednesday, December 13, 2017
Wednesday, January 10, 2018
Wednesday, February 7, 2018
Wednesday, March 14, 2018
Wednesday, April 11, 2018
Wednesday, May 9, 2018
Wednesday, June 13, 2018

Committee Membership

Member	Title/Role	Term Expires
David Model	Chairperson	2020
Christine Lear		2020
Josh Kablotsky		2019
Melissa McMorrow	Regional School Representative	2018
Mary Storrs	Vice Chairperson/Regional School Representative	2019

Carlisle Public Schools
School Council Policy
Policy #03.01.1998
Revised 10/20/98, Reviewed 10/05/05
Revised 10/07/09, 1/2/2013

Carlisle Public Schools, in compliance with Section 53 of Chapter 71 of the Massachusetts Education Reform Act of 1993, shall form a school council.

Purpose of the Council

The purposes of the School Council are to:

1. Advise the Principals in the identification of the educational needs of the students;
2. Advise the Principals in the formulation of a school improvement plan based upon schools and system goals; and
3. Participate in a review of the annual school budget proposal.

Membership

The Principals have the responsibility of defining the composition of and forming the School Council pursuant to the requirements stated in M.G.L. 71:59C. The membership of the council shall consist of the following:

- A school Principal who will serve as co-chair
- A minimum of two teachers elected by the professional staff of the school
- A minimum of three parents elected, from among volunteers, by the parents of the school, with the election conducted by the school's parent group in consultation with the Principal. (Note: the number of parent members of the Council must equal the number of professional personnel on the council.)
- At least one person selected by the Principals from interested citizens who do not have a child in the school

When creating the School Council the following tenets will be maintained:

- The School Council should be broadly representative of the racial and ethnic diversity of the school and school community.
- The School Council is considered a municipal agency and its members are considered municipal employees for purposes of the conflict of interest law. (M.G.L.268A)
- Elections will be conducted in a fair and open process with results announced publicly.

Eligibility for Membership

- Parent organization officers and School Committee members are not encouraged to serve as members of the Council.
- Non-teaching employees of the Carlisle Public Schools may not serve as members of the Council except for the Principals and teachers mentioned in the previous section.
- Membership shall be consistent with M.G.L. 71:59C.

Term of Office

Members of the Council will serve three-year terms, which will be staggered to provide continuity. When a person resigns, an election will be held to fill the vacancy. The School Committee encourages schools to hold School Council elections prior to the close of school in June.

Meeting Calendar

The first meeting of the Council must take place no later than forty (40) days after the opening day of each school year. Councils meet at least once each quarter. Meetings will be held at the school in an area designated by the Principal in accordance with the Open Meeting Law. The agenda for the meeting will be prepared by the School Council co-chairs.

Meeting Procedures

At the first meeting of the Council a member will be designated to serve as co-chair with the Principal. The meetings are to be conducted in accordance with the requirements of Massachusetts Open Meeting Law and must be posted 48 hours in advance with the Town Clerk. Information about the Open Meeting Law is available from the Superintendent's Assistant or from the Carlisle Town Clerk. The Superintendent, any member of the staff, any parent, any student, or any member of the Council wishing to have an item included on the agenda may request its inclusion to the Principal no later than one week prior to the meeting. Meetings will be conducted in accordance with the prepared agenda; additional items may be added at the discretion of the co-chairs. Minutes of each meeting will be prepared by a member of the Council designated by the co-chairs and include the date, time, place, members present, or absent and action taken at each meeting. Minutes must be filed with the Superintendent of Schools.

Communication

The channel for official Council communication between and among the School Council, the Principal, the Superintendent, and the School Committee is as follows: the School Council (through the Principals) to the Superintendent, the Superintendent to the School Committee. All official council communication between parent and non-parent Council members and the school staff is initiated through the Principal. Visits to the school are arranged with the Principal.

Decision Making

The Council, by law, is to advise and assist the Principals and to serve as a consultant in the formulation of educational goals for the school. Thus the formation of consensus on particular items, rather than votes, would be especially helpful to the Principals.

School Improvement Plan/Education Goals

The School Improvement Plan, which establishes the school's Educational Goals, must be consistent with the educational standards and goals established by the Superintendent and the School Committee, must meet the requirements of the Education Reform Law and is submitted to the Superintendent and School Committee each May or June on a date established by the School Committee. Each School Improvement Plan shall utilize available data to develop a strategic plan addressing the following issues:

- The educational goals for the school consistent with the District Goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
- As assessment of the needs of the school in light of the proposed educational goals.
- The enhancement of parental involvement in the life of the school, safety, and discipline.
- Professional development for school staff and the allocation of professional development funds supported by the district.
- Safety and discipline.
- The maintenance of a welcoming school environment characterized by tolerance and respect for all people.
- Extra-curricular activities.
- The development of means for meeting the diverse learning needs of all students
- And such further subjects as the Principal, in consultation with the School Council, shall consider appropriate, except that:

    - The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
    - The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy

- It is important that the School Council be aware of certain expectations of the School Committee regarding the school improvement plan. The school improvement plan should:

    - Focus on improvement of student learning
    - Specify expected student outcomes and measurable / observable results within a specified time period.
    - Align with the Mission of the school district and any goals and policies of the school district.
    - Be consistent with state and federal law, school district policy, established curriculum and negotiated agreements.
    - Clearly identify actions to be taken on how changes will be implemented.
    - Include a plan on how to solicit community support for the changes to be developed.
    - Indicate anticipated costs and available funding sources.
    - Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the School Council, and resubmit it for approval.

School Council Resources

The School Committee recognizes the importance of the Council's job and realizes that Council members must be given sufficient supportive information and materials to enable them to operate successfully. In order to facilitate members' efficiency and knowledge, the Committee encourages that Council members be given information pertinent to their schools such as standardized test scores from recent years, school handbooks, budgetary information, the state school profiles, curriculum guides, and any other materials the Principals or Superintendent determines is useful to Council members.

Source: MASC/Bedford Public Schools