

## **Carlisle School Committee**

### **Minutes**

October 1, 2008

Corey Dining Room

7:00 PM

Present – School Committee: Chad Koski, Chair; Wendell Sykes, Vice Chair; Dale Ryder; Bill Fink.

Present – School Administration: Marie Doyle, Superintendent; Heidi Zimmerman, Business Manager; Joyce Mehaffey, Principal; Patrice Hurley, Principal; Karen Slack, Director of Student Support Services; Claire Wilcox, Assistant to the Superintendent.

**Chad Koski called the meeting to order at 7:05 pm.**

### **Public Comment Period**

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

### **Review of minutes**

**Wendell Sykes made a motion to approve the minutes of the meeting of September 17, 2008. Bill Fink seconded the motion. All members voted in favor of approving the minutes.**

### **Administrator Reports**

Middle School Principal Joyce Mehaffey reported on the following:

- Five student generated rules to abide by in the Middle School, which will be posted in all the classrooms

Karen Slack reported on Wellness Committee activities:

- Emphasis this year will be on healthy eating, and during a week in January the committee will encourage eating different colored foods
- Staff will be kept informed about stress relieving workshops

Patrice Hurley reported on the following:

- Mentoring program activities
- Elementary Parents' Night
- Elementary leadership assembly

### **Members'/Committee Reports**

Mr. Sykes reported on a recent School Building Committee meeting, which was the first meeting with the OPM. He noted that the process is moving forward and that it is likely that the committee will ask for a town meeting in January.

## Information/Discussion Items

- A. Concord-Carlisle High School presentation.** Ms. Doyle introduced Concord-Carlisle superintendent Diana Rigby and CCHS principal Peter Badalament, who were present to discuss the readiness of Carlisle students when they get to the region. Ms. Rigby introduced Mike Vela, science department head and John Bookis, math department head. Robert Furey, social studies department head joined the meeting a few minutes later.

Mr. Badalament stated that after looking at several different measures, there is no difference in Concord and Carlisle students.

The department heads added their comments. Mr. Veala reviewed the selection process for freshman honors science and stated that students are placed appropriately and that 49% of Carlisle students are in honors science, similar to 50% of Concord students. He noted that in the past there were some issues, which have been addressed and corrected. He also noted that in the recent past Carlisle students have made up over 50% of the science team, which competes with other schools. Carlisle in general is doing a wonderful job in preparing students for science at the high school.

Mr. Bookis then discussed the math program. He stated that it's new to analyze preparation based on where students were from, and that the math department had not done this in the past. He further stated that students get a fresh start when they enter CCHS, whether they are from Concord, Carlisle, or Boston. After they are placed at the appropriate level, students are evaluated as to their skills. Carlisle students make up 44% of honors math as freshmen. The differences in background are subtle and quickly fade as students are integrated into the high school math program. Carlisle students have done well on the MCAS test, and the department tries to strike a healthy balance between preparing students for MCAS and teaching other topics. It would be difficult to distinguish Carlisle and Concord students.

Robert Furey, Social Studies department head, discussed the social studies program, which has been taught as heterogeneous classes. The department has felt that it is best to teach social studies to the full range of students in a class, regardless of learning ability and whether the students are from Concord, Carlisle, or Boston. He stated that when he asked his department if they noticed any difference between towns, most teachers did not know which students were from which town. All stated that they could see no differences in students based on their town of origin.

Mr. Koski stated that the original reason for the discussion was to determine whether Carlisle students were well prepared, not to compare them with Concord students. He further thanked the CCHS people who had attended the meeting for sharing their comments with the school committee.

- B. Superintendent evaluation process.** Dale Ryder and Bill Fink have met with Ms. Doyle to discuss the evaluation process, and they have been working on a modified procedure.

Mr. Fink stated that he and Ms. Ryder had met several times to discuss the process and would like to meet again before finalizing the changes.

Ms. Ryder stated that 3 key areas were identified as goals:

- Managing the school budget
- Overseeing the building process
- Move to the next steps of the student formative assessment process

Under each area there were several points, and Mr. Fink distributed these goals to the members. There would be a check-in with Ms. Doyle in December with a timetable for a formal evaluation to occur in early May.

In response to a question from Mr. Koski, Mr. Fink stated that the work remaining to be done includes finalizing the timeline and incorporating any feedback from members on the goals.

Mr. Sykes asked how the School Committee would be able to judge the performance of the goals. Ms. Doyle stated that she would be keeping a binder with documentation for each area.

Mr. Koski asked how Ms. Doyle felt about the changes, and she stated that she thinks it is a better process and that she is comfortable with it. Ms. Ryder stated that it is her goal to incorporate the new procedure into the School Committee Handbook. The plan will be finalized at the next meeting.

- C. Policy review.** The following policies were reviewed by the school administrative team on September 15th:

School Visits -- 09.02.1997  
Buildings and Grounds Security -- 06.01.1999  
Emergency Plans -- 07.10.1999  
Emergency Closings -- 07.09.1999

The administrative team recommended that these policies be reaffirmed with no changes. A vote will be taken at the next meeting.

## Communications/Correspondence

The following items were reviewed:

- Thank you letter from Ms. Doyle to Holly Salemy for the CSA luncheon
- Letter from the MSBA approving Deadalus Projects (Sean Fennell) as the OPM for the building project
- EDCO flyer regarding school committee roundtables
- MASS/MASC Joint Conference brochure
- School Committee copy of the proposal to MSBA to continue using HFMH as project architects
- Brochure from CSA fund-raiser, "Through the Doors of Carlisle."
- STEM program brochure
- Division 4/MASC Chapter 70 Planning Meeting announcement
- Announcement regarding MASC sponsored public policy meetings with Mitchell Chester, Educational Commissioner

## Superintendent's Report

Superintendent Marie Doyle reported on the following:

- Strategic Planning Committee plans for the year
- CSA House Tour
- Superintendent Advisory Committee/organizational review
- EDCO and CASE meetings
- STEM and More program and STEM conference
- Parent meetings regarding buses for next year scheduled for 10/21
- Conversations with Sean Fennell, the OPM
- Proposed meetings with the MSBA regarding funding for the project

## Action Items

**Mr. Sykes made a motion to allow the Town of Carlisle to investigate other potential users of the school's wastewater treatment facility. Ms. Ryder seconded the motion.**

There was discussion regarding the usage of the property where the WWTF is located and the ownership of the land. Mr. Koski asked for clarification as to what the town is asking for, and Ms. McKenzie stated that the town would like to go ahead and investigate other potential uses. Mr. Koski stated that he would need more information about the responsibility of the School Committee for the property before giving approval. Ms. McKenzie responded that there are many questions and that the purpose of this is to allow the town to investigate other uses, and that the committee is not being asked to approve other uses at this time.

**All members voted in favor and the motion carried.**

## **Other Business**

The committee discussed whether the next meeting should be held in the Clark Room and televised. Members decided that the change in venue should be postponed to a future meeting.

## **Citizens' Comments**

There were no citizen comments.

## **Adjournment**

There was no additional business, and **Mr. Sykes made a motion to adjourn the meeting and enter executive session to discuss contract negotiations. Mr. Fink seconded the motion, and all members present voted in favor as follows: Mr. Fink, yes; Mr. Sykes, yes; Mr. Koski, yes; Ms. Ryder, yes.**

The public meeting was adjourned at 8:10 pm.

Respectfully submitted,

Claire M. Wilcox  
Assistant to the Superintendent