

## **Carlisle School Committee**

### **Minutes**

June 4, 2008

Robbins Library

7:00 PM

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

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

**Chad Koski called the meeting to order at 7:08 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 May 19, 2008. Dale Ryder seconded the motion. All members voted in favor of approving the minutes.**

**Wendell Sykes made a motion to approve the minutes of the meeting of May 21, 2008. Bill Fink seconded the motion. All members voted in favor of approving the minutes**

### **Communications/Correspondence**

The following items were reviewed:

- Thank you letter to the CSA for the donation of \$25,000
- Thank you letter to Kathy Horan and Lori Desjardin

### **Superintendent's Report**

Superintendent Marie Doyle reported on the following:

- CSA luncheon
- CSA retirement party for Lynn Walker and Daryl Greenwood
- Faculty retirement party for Lynn Walker and Daryl Greenwood

- Field days
- Joyce Mehaffey's visit to school
- End of year events: authors' breakfasts, class plays, class picnics, band and choral concerts

## Administrator Reports

Karen Slack represented the Administrative Team and reported on the following:

- Elementary School leadership assembly
- Summer school plans
- Student principal for a day

## Members'/Committee Reports

Dale Ryder reported on a recent meeting of the regional school committee. The new field at the high school will be named the Doug White field. The fields will be dedicated on June 8<sup>th</sup>. The committee voted to accept two students from Turkmenistan as part of a new program. She noted that she and Mr. Salemy have been asked to be on subcommittees. The Concord School Committee has invited Carlisle teachers to attend a Promethean presentation during July.

Mr. Fink stated that the Highland committee has been asked to form a subcommittee to review and discuss Highland options.

## Information/Discussion Items

- A. **Volunteer Hall of Fame.** Ms. Doyle recognized this year's recipients of the Volunteer Hall of Fame award: Nicole Burkel and Michael Fitzgerald. Their names have been added to the plaque that hangs in the main office of the school. She thanked them for their many years of selfless service to the Carlisle Public School and CCHS. She read tributes to each and recounted their contributions over the years. Ms. Doyle also presented Mr. Fitzgerald with a gift from the School Committee and a citation signed by the selectmen recognizing his many contributions to the School Committee. (Ms. Burkel had received gifts at the May 19<sup>th</sup> meeting.) Mr. Koski added his thanks and stated that he had learned a great deal from both Mr. Fitzgerald and Ms. Burkel in his two years on the committee.
- B. **Student Council Update.** Student Council members, Vera Hansen, Lauren Tierney were present at the meeting, and reported to the School Committee on activities they had sponsored during the school year including: a coat drive

for kids, South Middlesex Opportunity Council fund drive, bake sales to support Student Council activities, secret admirer valentines, a film festival, a talent show, cell phone collection to support the NE Aquarium Right Whale Protection Program, and the inflatable obstacle courses for field day. They sponsored several dances. The Halloween dance included a haunted house for the first time. They then planned a special event for each dance. They stated that overall the year had been a big success. Kim Reid and Tracy Malone, advisors to the group were also present and stated that it was a privilege to work with the students.

C. **School Council Update.** Patrice Hurley introduced the members of the School Council who were present at the meeting: Ann James, Linda Vanaria, Alex Krapf, Kris Tocci, Sandy Kelly, Tracey Sands, and Louis Salemy. Ms. Hurley gave an overview of the council and stated that the group had been meeting monthly and was responsible for writing the School Improvement Plan. She distributed the signatory page showing that all School Council members had signed off on the Plan. Each member reviewed a goal of the School Improvement Plan, which was included in the packet for the meeting. The following were the categories discussed:

- School Climate/Respect
  - Anti-bullying and student leadership activities
- Curriculum and Instruction
  - Serving the needs of both special needs and advanced students
  - Differentiation of instruction
  - World language assessment
  - Writing curriculum review

Mr. Koski thanked the members for their report. Mr. Fink commented on the need for increased time for elementary world language. He asked whether there were plans to increase the instructional time. Ms. Hurley described some of the efforts being done to extend world language without actually increasing teaching time.

Discussion followed regarding the differentiation process. Mr. Koski noted that it's important not to forget the average students, while focusing on advanced and special needs children.

D. **Teacher assignments.** A list of teachers and their assignments for the 08 – 09 school year was reviewed. All positions have been filled with the exception of a fourth grade teacher. All signed contracts have been received.

E. **School Building Committee update/Educational Plan for the Spalding Building.** A School Building Committee subcommittee has been meeting to review and discuss the Educational Plan for the Spalding Building, which is required by the MSBA. The SBC will be meeting again on Sunday, June 8<sup>th</sup> to

continue to work on the document. The full building committee has met with John Ballantine, and he has recommended using an average number of 700 students over the next 10 years. Mr. Fink stated that the SBC is trying to make sure there is a comprehensive list of needs and improvements, in addition to enrollment considerations.

Mr. Sykes noted that the committee has been split into subcommittees because there are so many facets of the project, including the necessity of hiring an owner's project manager.

- F. **District Goals.** All responsible staff members have updated the District Goals with the accomplishments for their areas. Ms. Doyle reviewed the highlights of the report, which will be posted on the school website.
- G. **Summer Curriculum Work.** Ms. Doyle reviewed the spreadsheet that listed the summer work that teachers will be doing during July and August.
- H. **Organizational Review Subcommittee Reports.** Nicole Burkel gave a presentation on the organizational review process. She gave an overview of the process and discussed the recommendations made by John Littleford. She also reported on action plans developed by the subcommittees in four areas:
- Superintendent subcommittee action plans: definition of administrative roles, establishment of a superintendent's advisory group, refine the decision making process
  - Faculty Subcommittee action plans: appreciation, faculty/administration communication, faculty/faculty communication
  - School Committee Subcommittee action plans: new member orientation, mentoring program, increasing SC visibility
  - CTA Subcommittee action plans: facilitate communication and collaboration with administration, work with SC and administration on budget and contractual challenges by emphasizing positive results for the school and for children, increase CTA membership participation in meetings and events

Ms. Burkel thanked the participants in the process and stated that many people had spent a large amount of time involved in the work.

Ms. Ryder asked how the faculty had received the presentation on Tuesday. Ms. Doyle responded that many faculty were somewhat surprised by the report and will need time to process the information.

Mr. Fink asked what the next steps in the process would be. Mr. Koski stated that this has not really been decided, but that there might be an update provided at a School Committee meeting in the fall. Ms. Ryder stated that it would be important for the groups to continue.

- I. **Current year budget update.** Ms. Zimmerman reviewed the status of the current year's budget. A budget update was included in the meeting packet.

Ms. Zimmerman thanked the teachers for their help in managing the budget by ordering supplies in a timely fashion.

- J. **Natural gas discussion, continued.** Ms. Zimmerman continued the discussion from the last meeting relative to finalizing set prices for natural gas for next year. She stated that the increase next year is likely to be \$25,000 to \$30,000 over the current year. The budget as calculated should be able to cover this increase. She noted that this week would not have been a good time to lock in prices, and that she would continue to keep an eye on prices but not lock in any commodity prices at this time.

- K. **Transportation contract.** Ms. Zimmerman discussed the bus contract, which has a potential increase for gasoline and asked whether the student bus fees should be increased. Members discussed this and Ms. Doyle suggested trying to manage this internally and going to the town if necessary if the cost were to increase significantly. Ms. Zimmerman stated that she would be looking for guidance early next year about whether to spread the bus fee across all the grades. She will be working on an RFP for a new bus contract during the summer with the hope of going out to bid by December.

- L. **Summer meeting.** Ms. Wilcox reviewed the vacation schedules she had received from members and recommended that the meeting be held on August 19<sup>th</sup> from 4:00 pm to 8:00 pm.

## Action Items

- A. **Mr. Sykes made a motion to change the required number of signatures from three to two for the summer months. Mr. Fink seconded the motion and all members voted in favor.**
- B. **Mr. Fink made a motion to gratefully accept a \$1000 donation from the Doucette family. Ms. Ryder seconded the motion and all members voted in favor.**

Ms. Doyle stated that she would like to use the donation for either students who can't afford fees or to buy instruments for the music department.

**All members voted in favor of accepting the donation.**

- C. Mr. Fink made a motion to accept the donation from the Krapf family for band and choral evening fees with the requirement that the vote to levy the fees be rescinded by the School Committee in order to accept the donation. Ms. Ryder seconded the motion. All members voted against the motion and it was defeated.**
- D. Mr. Sykes made a motion to approve the Homework Policy as discussed as the previous meeting. Ms. Ryder seconded the motion.**

Mr. Fink stated that he would not want to approve the policy as these are really a set of guidelines, rather than a policy. It was suggested that the teachers are the best people to define this policy. Ms. Doyle asked for guidance from the committee on where to go from here with this policy. Discussions followed among the members. Ms. Doyle suggested that a policy be crafted to direct teacher teams to meet yearly to agree on homework. This policy will be re-considered next year.

**All members voted against the motion.**

- E. Mr. Fink made a motion to approve the Health Policy Manual as reviewed at the meeting of May 21, 2008. Mr. Sykes seconded the motion and all members voted in favor.**
- F. Mr. Sykes made a motion to approve the disposal of surplus technical equipment and books as listed. Ms. Ryder seconded the motion and all members voted in favor.**
- G. Mr. Sykes made a motion to accept with gratitude \$25,001 from the CSA to help restore curriculum items cut from the budget during the budget process. Mr. Fink seconded the motion and all members voted in favor.**

## **Citizens' Comments**

Nicole Burkel of School Street recommended that there be coordination between software tools used in Carlisle and at the High School.

Mr. Krapf of Ice Pond Road stated that he had read an article noting that the MSBA is leaning more toward renovations than new building projects. He further stated that he does not think the MSBA would accept John Ballantine's enrollment projections.

He also asked if there might be a decrease in the number of buses next year.

## **Adjournment**

There was no additional business, and **Mr. Fink made a motion to adjourn the meeting to executive session to discuss a legal/litigation issue. The meeting would not return to open session. Ms. Ryder seconded the motion, and all members present voted in favor as follows: Ms. Ryder, yes; Mr. Salemy, yes; Mr. Koski, yes; Mr. Sykes, yes; Mr. Fink, yes.**

The public meeting was adjourned at pm.

Respectfully submitted,

Claire M. Wilcox  
Assistant to the Superintendent