

**Carlisle School Committee Minutes
December 7, 2005
Robbins Library, Carlisle Public School**

Present – School Committee: Nicole Burkel, Vice-Chair; Michael Fitzgerald; Christy Barbee; Wendell Sykes.

Present – School Administrators: Marie Doyle, Superintendent; Stephen Goodwin, Principal; Steven Moore, School Business Manager; Michael Giurlando, Assistant Principal, Linda Stapp, Director of Student Support Services.

Nicole Burkel, Vice-chair, called the meeting to order at 7:05 pm.

Review of Minutes

Michael Fitzgerald made a motion to approve the minutes of November 16, 2005 as amended. Wendell Sykes seconded the motion. Two minor corrections were noted, and all members present voted in favor of the amended minutes.

Communications/Correspondence

Marie Doyle referenced copies of letters to Mrs. Yona Carmichael and to the Mosquito thanking the class of 2005 for the beautiful new school sign.

Superintendent's Report

- A. **CEF Grants.** Ms. Doyle reviewed the grants given to the school this year by the Carlisle Education Foundation. She explained the use of the Rosetta Stone computer program, which allows students to record their voices and track their pronunciation progress over time. She stated that the School is extremely grateful to the CEF for their support.
- B. **Concord-Carlisle T3 Grants.** Teachers submitted several grant proposals, and the School was awarded \$2000 for 4 projects. Stephen Goodwin and Michael Giurlando worked closely with the Concord on these grants.
- C. **CSA Grants.** A list of the CSA projects funded for the year was distributed to members and reviewed by Ms. Doyle. Because of very successful fund raising, CSA was able to support more projects than usual.
- D. **New School Sign.** Ms. Doyle thanked the class of 2005 for the new sign for the School, which is located at the entrance to the main parking lot.
- E. **Primary Source Conference.** Ms. Doyle reviewed the conference, "A Stronger Massachusetts: Connecting Our Schools to the World," which was attended by a team of 8 people from the Carlisle School and the community. It was an interesting and extremely valuable conference. Carlisle is not alone in looking at global issues and elementary world language.
- F. **Furnace Problems.** Ms. Doyle described ongoing problems with the school furnace, which is 40 years old. The school ran out of water one day last week because of a leaky valve on the boiler. We hope to get through the winter with

the existing boiler, but it may need to be replaced. The Finance Committee has been informed about the problem and is aware that the school might require funding to replace it. Mr. Sykes had talked with David Flannery and reviewed the furnace issues. If the main furnace were to break down completely, the second furnace would not be able to heat the whole school. Mr. Fitzgerald suggested that the school get pricing for a new furnace and go to the Finance Committee at this time to ask for replacement. Christy Barbee stated that she would like to see a proposal for a new furnace by the next School Committee meeting. Other members agreed, and Steve Moore will get more information and, if possible, quotes for the next meeting. School Committee members commended David Flannery on his keeping the equipment working for as long and as well as it has. Ms. Barbee stated that we should not wait for a new building but replace the boiler now if necessary.

- G. **World Language Task Force.** Ms. Doyle and Mr. Goodwin have been meeting with teams and discussing how we might fit world language into the curriculum. Ms. Doyle also reviewed progress on benchmarks, and stated that the world language curriculum will be an important part of the benchmark discussion.
- H. **Middle School Task Force.** The committees are continuing to meet and there is no definite model yet.
- I. **Recess/cafeteria.** Mr. Goodwin and Mr. Giurlando have met with students and parent volunteers to improve behaviors during recess and to provide more structure. Volunteers are now better organized; game rooms are open for students who prefer to play board games rather than playing outside; the Castle is staffed on a regular basis.
- J. **Other.** Ms. Doyle reviewed a list of other school activities that have been occurring, including Thanksgiving celebrations in Kindergarten and First Grade, Mr. Stamell's 3rd grade play, the 4th grade trip to the Museum of Fine Arts, authors' breakfasts, bat and owl programs, and band concerts.

Members/Committee Reports

School Building Committee. Christy Barbee reported that the SBC has decided it is necessary to put the issue of the Highland Building before the voters for a decision on what to do with the building. Regarding Highland, the architects stated that the Highland should not be used as classroom space. Mr. Sykes remarked that the Highland Building and the Brick Building should not get in the way of the school building project. It would cost upwards of 2.5 million dollars to upgrade the building and none of the money would be reimbursable by MSBA. Mr. Fitzgerald stated that there is an emotional tie to the building in the community, but that Highland is actually not useful to the school. The best outcome might be for someone to take ownership and move it off the property. The building is taking up very valuable real estate that the school will need. At the next meeting, the School Committee will discuss this further and take a vote about the sense of the committee regarding what to do with Highland. All agreed that it's a beautiful building, but too difficult to work with.

Ms. Barbee noted that parent meetings would be held in January to discuss the planning process. She commented that HMFH is trying to keep school staff focused on their needs, while allowing the architects to determine the best way to use potential new spaces to fill those needs. One area of discussion has been technology and the requirements for technology spaces. The architects have impressed upon the committee the necessity of having a main entrance to the School.

Regional School Committee. Mr. Fitzgerald reported that there was an issue regarding the fencing and signs surrounding the softball field at the high school. A policy was developed that the signs could remain only for 3 years, if permanent or used during games and removed once a game was over.

A second issue addressed by the Regional School Committee was that of surveillance cameras near the locker rooms to help prevent theft. Ms. Burkel added that she had visited the new pool facility with the RSC. She stated that it's a beautiful facility with 4 pools and cardiovascular equipment. The facility is now taking memberships.

Discussion Items

- A. **Recreation Commission/Banta Davis.** Cindy Nock and Norm Lind presented a plan for additional fields and tennis courts on the Banta Davis property. School Committee members reviewed the plan and felt that in general it was a favorable plan and a good use of the land. Ms. Doyle asked where the existing path from the school was shown on the map. Ms. Nock stated that the current path is no longer safe and is under some water. In order to repair the path, significant cost would be involved because of changes in the wetlands regulations. Ms. Doyle stated that this could be important in providing the proper field ratios required by the state for new school building projects, and asked that the cost of repairing the path be included in the budget and plan. Ms. Burkel asked about rest rooms, and Ms. Nock stated that porta-potties would serve for this. Ms. Doyle asked for clarification on the fields and field sizes and whether there would be additional softball fields, stating that it would be ideal if two games could go on at the same time, rather than having to schedule them in tandem. Ms. Nock asked for a letter from the School Committee supporting the project. Ms. Doyle offered to draft a letter for the next meeting. Ms. Nock stated that the plan will be tweaked and that RecCom is in the process of getting input from all town boards and committees. Mr. Fitzgerald asked if there was anything else that might be used instead of chain link to mark off fields. Ms. Nock stated they would look into black fencing with rubberized coating.
- B. **Mentoring Presentation.** Steve Bober, director of the Mentoring Program, gave a brief overview of the program, which serves first and second year teachers by providing them with a mentor for their first year and a guide for their second year. He's very proud of the teacher induction process, and stated that it has been very successful. It's designed to help new teachers become acclimated to the school

and to be successful while understanding the high expectations of the school. Mentors and guides provide professional and instructional support to new teachers. This year there are 7 first year teachers and 12 second year teachers involved in the program. The original intent of the program was to keep new teachers in Carlisle, rather than having them move on to another system within a few years. Out of 23 new teachers in the past 2 years, 19 have stayed in Carlisle, indicative of the program's success. Mr. Bober noted that there would be a Carlisle College course offered this spring to train new mentors. Ms. Doyle commended Mr. Bober on his organization and management of the program and stated that the program is really making a difference in our classrooms.

- C. **Eighth Grade Field Trip.** Steve Goodwin asked the School Committee for permission to plan an 8th grade field trip. Skip Avery and Mr. Goodwin have been meeting with representatives of the 8th grade regarding a trip to Western Massachusetts. They would like the trip to be a combination of educational opportunities and recreational events. It would include a trip to one or more museums, along with outdoor activities, and a trip to Six Flags. The trip is still in the planning stages, but Mr. Goodwin feels it's important to include fun activities along with educational events. This would be a single overnight trip, which works best for the staff. With a trip to Western Massachusetts, the driving time is reduced, and more time can be spent on activities. Ms. Barbee asked if the students were given a voice in where the class would go. Mr. Goodwin stated that there had been other suggestions for destinations including New York City and Washington, DC. He has tried to guide the students to a trip closer to home. Mr. Fitzgerald stated that the trip should have an academic purpose, in addition to being recreational. Ms. Burkel stated that she has a hard time with the school organizing a trip when the students spend the day at Six Flags. She would like to discuss this further at a later School Committee meeting. The committee voted to approve the planning process for the trip. All agreed it should go forward.
- D. **Fiscal 2005 Report.** This item was moved to the next meeting.
- E. **School Building Report.** Ms. Burkel asked Ms. Barbee to elaborate on two issues regarding the report:
1. **Third Gym.** There was discussion as to what this refers to. The need is really for an additional station, which would perhaps not be a full-sized gym. The School currently has a full-sized basketball court and supports two physical education stations. Another gym would be a community asset. Mr. Fitzgerald stated that we should develop the facility around the school's needs, not necessarily around community needs, which would be a secondary benefit.
 2. **Technology/Engineering, Media.** The architects have asked what programs we currently have and what ones we anticipate in the technology/media area. Ms. Doyle described two potential projects: one is the use of cable television equipment that Concord will be giving to us; another is the use of CAD/CAM to design and build equipment.
- F. **Policy Discussion:**
1. **Safe Bus Riding Policy.** This policy was presented for reaffirmation with minor changes in wording. Mr. Sykes asked for clarification

regarding when drivers are allowed to leave children at the bus stop without a parent or other adult present. Ms. Doyle and Linda Stapp stated that a parent must meet only Kindergarten students. Bus drivers use their discretion about whether to leave older children if there is no parent or other adult to meet them. Mr. Sykes stated that there should be a formal policy about knowing who is on campus at any time. He suggested that a signboard might be used to provide a visual notice about which Administrators are in the building. Ms. Barbee asked how the drivers know how to handle issues. Ms. Doyle replied that they have a copy of the policy and that Mr. Goodwin and Mr. Giurlando meet with the drivers every year.

2. **Physical Restraint Policy.** The policy has been simplified to describe our procedure rather than re-iterating the law, as was done in the previous version of the policy. Linda Stapp and Mr. Goodwin developed the new policy.

G. **Budget Discussion.** Steven Moore began his budget presentation with a discussion of the operating budget for next year. So far the School is doing better than expected in terms of energy costs. He reviewed the fiscal 2007 proposed budget and noted that we are at the 2.6% FinCom Guideline without including the new teachers' contract, bus contract, all program costs, and new initiatives. He then reviewed the line items of the budget and answered members' questions.

(Michael Fitzgerald left the meeting at 9:10 pm)

Mr. Moore then presented the new initiatives, which may be added into the budget. If these initiatives are approved and added, the total increase would be 3.7% over last year, not including the new contract.

Mr. Moore presented the capital requests for next year. These include the following:

- Robbins Roof Repair -- \$5,000
- Student locker replacement --\$7,000
- Technology replacement cycle/Technology Upgrade -- \$25,000 to \$61,000
- Safety railings for the campus -- \$22,500 to \$50,000
- Science classroom tables -- \$9,240
- Chairs and/or tables for the elementary art room -- \$3,600

Mr. Moore will continue to refine these requests for discussion at the next meeting.

Action Items:

- A. **Vote acceptance of CSA Grant funds. Ms. Barbee made a motion to gratefully accept the Carlisle School Association Grant Funds in the**

amount of \$13,636. Mr. Sykes seconded the motion, and all members present voted in favor.

- B. **Vote acceptance of CEF Grant Funds. Mr. Sykes mad a motion to accept with thanks the Carlisle Education Foundation Grant Funds in the amount of \$18,500. Ms. Barbee seconded the motion, and all members present voted in favor of the motion.**

Citizen Comments.

Kristine Tocci discussed the speech pathologist that came to the School to discuss learning disabilities in the Middle School. Ms. Tocci stated that the meeting went extremely well and asked how the teachers received this. Mr. Bober stated that the teachers thought it was very valuable. Consideration will be given to have the speaker return to talk with the Elementary teachers.

Alex Krapf asked how important technology is in the classroom relative to how expensive it is. Ms. Doyle stated that it's extremely important and that the Carlisle School is lacking compared to other systems. Students must be able to use the equipment in the today's technological environment. Technology is also invaluable in helping special needs students.

Cynthia Sorn asked whether the bus policy had changed regarding the age of children requiring a note for pick-up.

Ms. Sorn also asked when elementary world language would begin. Ms. Doyle stated that 5th grade is exploring starting this in January with the other elementary grades to begin next September. Grades are coming up with suggestions, and they continue to work on this.

Ms. Barbee stated that she appreciated the letter the Administration sent to parents regarding the bus incident early this week, but she felt that the school should have taken action to speak with the students before they went home from school the day after the incident. There should have been an administrative decision to do this.

There was no further business, and **Mr. Sykes made a motion to adjourn to Executive Session to discuss negotiations with no intent to return to a public meeting. Ms. Barbee seconded the motion. The roll call vote follows: Ms. Barbee, yes; Mr. Sykes, yes; Ms. Burkell, yes. The meeting was adjourned at 9:50 pm.**

Respectfully submitted,

Claire M. Wilcox
Assistant to the Superintendent