

Carlisle School Committee
Minutes
June 7, 2006
Ruth C. Wilkins Library, Robbins Building
7:00 PM

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

Present – School Administration: Marie Doyle, Superintendent; Steven Moore, Business Manager; Stephen Goodwin, Principal; Linda Stapp, Director of Student Support Services; Claire Wilcox, Assistant to the Superintendent.

Nicole Burkel called the meeting to order at 7:05 pm.

Review of minutes

Christy Barbee made a motion to approve the minutes of the meeting of May 17, 2006. Chad Koski seconded the motion. A minor correction was noted, and all members voted in favor of approving the minutes, except Wendell Sykes, who was not present at the meeting and abstained.

Wendell Sykes made a motion to approve the following Executive Session minutes:

**October 19, 2005
November 8, 2005
November 16, 2005
December 22, 2005
January 4, 2006
February 1, 2006
March 1, 2006
May 4, 2006
May 17, 2006**

Christy Barbee seconded the motion and Ms. Barbee, Ms. Burkel, and Mr. Sykes voted in favor of approving the minutes. Chad Koski and Michael Fitzgerald abstained.

Communications/Correspondence

Ms. Doyle reviewed thank you letters she had written to the CEF, CSA, and the 4th grade team.

Superintendent's Report

Marie Doyle reported on the following school events and activities:

- A. CEF and CSA wishing tree items
- B. Fourth Grade Mexican museum
- C. International week
- D. Elementary class plays
- E. CSA luncheon
- F. CSA sponsored reception for retiring teachers and departing administrators
- G. Gene Stamell's third grade salmon project
- H. Civility Day
- I. Spring concerts
- J. Retirement concert for Tom O'Halloran
- K. Eighth grade graduation related events

Members'/Committee Reports

SBC received a letter this week from MSBA with an upgraded review of our buildings. In this draft, the Spalding Building was downgraded to 4.

Mr. Fitzgerald reported that the Regional School Committee met in Carlisle on May 23rd. They discussed the wellness policy and the overrides in Concord, all of which passed. There was also discussion about the buses, several of which need to be replaced.

Information/Discussion Items

- A. School Council Presentation/School Improvement Plan

Steve Goodwin introduced Vera Tice and Deb Butts who are on the School Council and were in attendance at the meeting. He thanked them and the other members of the School Council: Trevor Mundel, Hunter Hutchinson, Shawna Horgan, and Nadine Bishop. Mr. Goodwin then discussed the School Highlights section of the report and summarized the major accomplishments of the year, including benchmark development, math discussions and enhancements, additional after school activities, the addition of Chinese to the World Language program, the school master plan, the successful mentoring program, and the work of the world language task force.

He discussed the teachers' trip to China and the value it has brought to the faculty and to the students. In other professional development areas, he noted the work done by the faculty with Louise Thompson.

He also discussed the upcoming Civility Day and the work done around teasing and bullying this year, including the reading of Schools Where Everyone Belongs. These efforts will continue next year.

Mr. Goodwin then thanked the retiring teachers and stated that their loss will be felt along with that of the departing administrators. Carlisle, however, will continue to be a world-class school.

Mr. Goodwin then asked if School Committee members had any comments or questions. Wendell Sykes stated that we need to make sure our classroom teachers have the skills to cope with outlying students with regard to bullying. He also suggested exit interviews with families who decide that the Carlisle School is not meeting their needs. He would like to have more information about students who decide to attend private schools.

Cynthia Sorn asked for details regarding the configuration of groups for Civility Day. This year the 8th graders have organized the day, with the guidance of the 8th grade team.

Lori Tucker asked about the use of the word “civility” to describe the day. Mr. Goodwin noted that we have started to use the term respect instead and gave some of the history of the day, which is being held for the third time. The intent of the day is to have fun along with fostering respect among all the students.

Alex Krapf asked who wrote the School Improvement Plan document. Mr. Goodwin stated that he wrote it with his knowledge of the school and with input from School Council members. He stated that it might be time to once again review the goals and plans for the School Council and Plan.

Ms. Doyle thanked Mr. Goodwin for his work on the School Improvement Plan, which she said is an excellent document.

B. World Language Report

Mr. Goodwin and Andrea Seddon, elementary Spanish teacher, discussed the plan for world language next year and how it will fit into the curriculum. He distributed a document that summarized the impact of elementary world language on the curriculum. He then highlighted the main ways the curriculum will be changed for each grade level to provide time for world language. In most grades, there will be slight changes in the material covered in class, with some of the work shifted to homework. In second grade, recess will be shortened from 30 to 20 minutes each day. Fourth grade beginning band will be moved from 2:20 once a week to 7:55 one morning a week. Mr. O’Halloran is very supportive of this change, which will actually provide more time for the beginning band.

Andrea Seddon noted that the goal was to work with teachers to help fit Spanish into the curriculum so they reviewed the topics covered in the curriculum to determine the intersecting points. She noted that they want the study of Spanish to be language focused. Spanish will be integrated with social studies but cultural discussions will be language directed.

Ms. Barbee asked for additional detail on the plans for the first grade. Mr. Goodwin stated that supplementary spelling activities will be shifted to homework, rather than all being done in the classroom.

The schedule will include 30 minutes of Spanish once a week for grades K – 1 and 45 minutes once a week for grades 2 - 5.

Mr. Koski asked for clarification regarding the relationship between social studies and Spanish.

Mr. Fitzgerald asked about the teaching of American History in 5th grade. Teacher Deb Butts stated that she thinks this will benefit the American History unit. The role of Spain will be integrated into American History study.

Ms. Seddon then discussed what would be covered in Spanish next year, in response to a question from Mr. Sykes. She talked about some of the ways Spanish will be incorporated. She gave as an example the fact that when geometry is being studied, the Spanish words for the different shapes will be included. The goal is integration, rather than just adding additional studies to the curriculum.

Mr. Fitzgerald asked about the length of recess in other grades besides 2nd. Mr. Goodwin stated that most other grades have about 20 minutes for recess, although this has always been flexible. Mr. Fitzgerald then asked how parents would be informed about the work being moved to homework, rather than covered in class. Mr. Goodwin stated that this is supplementary material and some, not all, of it will be moved to homework. Mr. Fitzgerald stated that parents will need to be made aware of these changes and the school will need to have an effective way to communicate these changes. Mr. Fitzgerald also asked how the change in the beginning band schedule would affect the buses. Mr. Goodwin responded that this will work with the bus schedule and it has worked in the past with other programs.

Mr. Fitzgerald asked what could be accomplished in such a short period of time each week. Ms. Seddon stated that the classes would provide a love of language learning and a foundation for the middle school world language program. It will also help with language skills in general. Other schools have similar programs, with similar amounts of instructional time. Mr. Fitzgerald asked if we were approaching a point at which we might need to lengthen the school day in the future. Ms. Barbee agreed that this would make an excellent

topic for an upcoming meeting, but she stated that the amount of time added would have to be significant to really make a difference.

Liz Gray stated that currently classes are sometimes dismissed before the official end of the school day and that time could be saved by working to the real end of the school day.

Alex Krapf asked if the program would be evaluated for success. Mr. Goodwin responded that this would be a goal of the ongoing world language task force. Mr. Krapf then asked how success would be assessed. Ms. Seddon stated that goals would be set. Mr. Koski asked if there would also be a way to determine whether there is a negative impact in other curriculum areas. Ms. Burkel stated that this would take place at team meetings throughout the year.

Ms. Tucker asked how time would be split between the study of Spanish culture versus language. Ms. Seddon stated that this will vary during the course of the year.

Ms. Doyle suggested that there might be a CSA forum in the fall to discuss the Spanish program with parents.

Ms. Sorn expressed a concern regarding space on the buses for the 4th grade band members.

C. Review Library Policy

Sandy Kelly, school librarian, reviewed changes in the library policy. She has streamlined the policy and updated the language for the current environment. She also discussed some changes in wording to incorporate the school's vision and mission into the policy governing the selection of materials.

Mr. Sykes asked how often a Carlisle library book has been challenged. Ms. Kelly stated that this has not happened since she has been in charge of the library.

D. Review District Report Card

Steve Goodwin reviewed the District Report Card, which is a requirement of the No Child Left Behind Act. The report card is based on MCAS results. The goal is to have all students at a proficiency level of 100 percent by 2014. Carlisle is already in the 90+ percentiles in both mathematics and English language arts. Some states have asked for changes in the way to track adequate yearly progress, and have suggested looking at individual student progress over time.

Mr. Goodwin noted that one reason Carlisle does so well is because we have an excellent school and outstanding support from the community.

Ms. Barbee asked if the special education statistics are similar this year compared with other years. Linda Stapp responded that this is very dependent on the individuals.

Mr. Fitzgerald asked if all teachers in Carlisle are really highly qualified as indicated by the report. Mr. Goodwin stated that one teacher has a waiver, and that this is allowed.

E. 06 Budget Update

Steve Moore reviewed the status of the budget as of May 15th for this fiscal year. His forecast shows that he expects that we will end the year with a small budget surplus of \$41,791. The energy costs were not as high as expected, and we will be able to cover the energy costs without a reserve fund transfer.

F. 07 Budget Re-alignment

Mr. Moore had distributed a copy of the budget allocation submitted to the town for informational purposes. Mr. Fitzgerald asked if the new principal salaries were in line with expectations. Mr. Moore stated that they were.

Mr. Moore then discussed the proposed student fees for next year in advance of the vote to follow.

Mr. Fitzgerald asked if students have ever been unable to participate in sports because of cost. Mr. Moore stated that there are ways to help students who have trouble affording sports.

Mr. Fitzgerald asked about the cross-country team, which brings in a large amount of money and runs at a profit. He questioned whether it is fair for this program to subsidize other programs. Further discussion followed regarding the fairest way to allocate fees and whether different fees should be charged for different sports. Ms. Barbee suggested setting up a fee subcommittee to discuss the issues and adding it to an agenda for next year. Mr. Fitzgerald stated that he would also like to see a family cap on athletics fees.

Mr. Fitzgerald asked why the kindergarten fee has increased so much. Mr. Moore stated that this is due to an additional kindergarten section and the salary involved.

G. Boiler Contract and WWTF Operation Contract Signings

Mr. Moore circulated contracts for the WWTF operations and for the boiler. Ms. Burkel as Chair signed the WWTF contract, and all members signed the contract for the new boiler.

Action Items

A. Wellness Policy Vote

Ms. Barbee made a motion to approve the Wellness Policy as presented at the meeting of May 17th. Mr. Sykes seconded the motion, and all members present voted in favor.

B. Defibrillator Policy Vote

Ms. Barbee made a motion to approve the Defibrillator Policy as presented at the meeting of May 17th. Mr. Sykes seconded the motion and all members present voted in favor.

C. Vote to set fees for 06 – 07 School Year

Mr. Fitzgerald made a motion to set fees for the 06 – 07 school year as follows, with the stipulation that the School Committee review the fee structure during the 06 – 07 school year:

- **\$175 per varsity sport per student and \$85 per junior varsity sport**
- **\$395 for 7th and 8th grade student bus transportation with the family cap set at half price for any student in the same family after the first full fee paying student**
- **\$775 for full day kindergarten**

Ms. Barbee seconded the motion.

Ms. Burkel asked for comments from citizens present at the meeting. Ginny Lamere stated that the bus fee in addition to the varsity sports fee is a double whammy for families.

Brenda Hicks asked for clarification regarding the addition of a Kindergarten section. Ms. Doyle stated that kindergarten enrollment is up to 66 and that the administrative team has discussed the importance of small classes in the early elementary grades.

Ms. Burkel then asked for a vote and all members voted in favor of the motion.

D. Vote to accept link expansion building

Mr. Moore stated that it is a requirement that we accept the building according to state regulations.

Mr. Fitzgerald made a motion to accept the building/project known as the link expansion project from the town of Carlisle for use as a school facility. Mr. Sykes seconded the motion and all members present voted in favor.

Citizens' Comments

Ms. Sorn stated that she did not see an item in the budget for the facilitator to work with the Administrative Team. Mr. Moore stated that it has not yet been decided which line item will cover this.

Adjournment

There was no additional business, and **Mr. Fitzgerald made a motion to adjourn the meeting and enter executive session to discuss a personnel issue. The meeting would not return to public session. Ms. Barbee seconded the motion, and all members present voted in favor: Mr. Fitzgerald, yes; Mr. Koski, yes; Ms. Burkel, yes; Mr. Sykes, yes; Ms. Barbee, yes.**

The public meeting was adjourned at 9:25 pm.

Respectfully submitted,

Claire M. Wilcox
Assistant to the Superintendent