

Carver Public Schools School Committee Meeting Monday, December 14, 2015

Minutes

Committee Members Present:

Gina Hanlon-Cavicchi
Paula Kibbe
James O'Brien
Andrew Soliwoda
Barry Struski

Administrative Leadership Team:

Elizabeth Sorrell, Superintendent of Schools
Meredith Cargill, Director of Curriculum, Instruction & Technology
Peter Gray, Assistant Superintendent for Business & Finance

7:00 P.M. Gina Marie Hanlon-Cavicchi opened the regular meeting with the Pledge of Allegiance. A moment of silence was observed for the Sandy Hook community.

I. Comments from the General Public: Dick Ward thanked the community for their support of a new elementary school for our children. The schedule is about 2 years and 8 months until students can attend the new school. The Building Committee is committed to continue following the process to its goal. Andrew Soliwoda proposed the following: The Carver School Committee proposes a resolution of thanks to the entire Carver *Community for the vote on December 12, 2015 to support the new Carver Elementary School Building project.* James O'Brien seconds. All in favor.

II. Comments from the EAPC: Donna Ramsay congratulated the district for the successful elementary school vote, for taking on the challenge, working collaboratively for this wonderful accomplishment. She reiterated the teachers will continue to instruct with the same commitment to provide the quality education they have all along as they wait for the new school building.

III. Update by Student Advisory Council & Captain's Council: Noel Walton and Mackenzie Arrigal reported: Student Council and Post Grad program participated in Special Olympic Bocce at Whitman Hanson. On December 2, Student Council and Post Grad program students attended Leadership Summit at Silver Lake for Extraordinary Crusaders and Lakers. Carver is hosting a SEMASC conference on April 13th on early release day.

IV. Approval of Minutes: None at this meeting.

V. Communications:

A. Personnel Updates: New Hires: Alicia Hathaway, Special Ed Para, Carla Jackson, Title I Literacy Para; Shannon Madden, Special Ed Para, Margaret Spada, Title I Literacy Para, and Tracy Melody, Kindergarten Para.

B. Coyote Chronicle: New CES Student Newspaper called Coyote Chronicle has published their first edition at Elementary School. Jane Kent is the advisor to this student club. Contributions are from grade 5 students who work afterschool. There are sections for principal's corner, health info, and happenings at the school from the student's perspective. The goal is to have a monthly edition. Thanks went to Heather Stagnitta, Special Education teacher, Joyce Macrina, paraprofessional and students Emily and Beth Stagnitta. The newspaper will be put up on the school website.

VI. Reports from the Superintendent:

Instructional Leadership Standard I:

Instructional Leadership Goal 1: Provide standards based curriculum and instruction to increase learning, student growth, and achievement as measured by selected state and local assessments.

Management and Operations Standard II:

Management and Operations Goal 2: Maintain current staff and programs while addressing the needs of the school buildings and implementing legal mandates utilizing available resources as measured by current staffing levels and programs, ongoing monitoring of building conditions, and compliance with legal mandates.

A. Physical Restraint Policy Update: Karen Teichert, Director of Special Education, explained as of January 1st the Massachusetts legislature is requiring new regulations for the use of physical restraint in schools as mandated. Terminology changes were explained. A clarification between restraint and time-out was given. Carver has been preparing for these changes in the following ways: a workshop at the annual administrative retreat, our special education director worked with a committee of teachers to revise our procedures and documentation of all restraints in order to meet the new regulations and our attorneys wrote a new school committee policy that complies with the new regulations. Reporting is the major change. Motion to waive two readings and approve the revisions to Restraint Policy JKB made by James O'Brien. Andrew Soliwoda seconds the motion. No discussion. All in favor.

B. Technology Budget: Meredith Cargill presented the needs based budget for technology including the shifting role of EdTech Leadership, impact of budget practices, work completed to date, budget history and building blocks. Also software data, equipment and supplies and contracted services were discussed. Upcoming Trends in EdTech and main IT focal points were also presented. Andrew Soliwoda asked how our educators are learning for the next level of technology. In the summer, the administrative leadership team builds a schedule for professional development days, coaching, training teachers to help staff, and sending teacher leaders to conferences to return and share with staff. Also, Andrew asked about

leasing options for equipment. Some of our desk top equipment is now on a lease program. The entire vision plan will be presented in January.

C. Central Office & Benefits Budget Presentation: Andrew Soliwoda asked about contracted services for technology, do they go to bid. There is a bid list maintained by the State and we use vendors that meet our needs. Also contracted vendors can be used if their services are under \$10,000. For benefit section review, FICA, retirement/pensions, health and life insurance, workers compensation and unemployment costs were addressed with minimal increases. All components of the budget have been presented. Scott Knief and Peter Gray will present the final school department budget in January. Public posting for fiscal year 2017 budget will be for January 11, 2016.

D. Crisis Communication Plan: Liz Sorrell presented updated information in the event of a crisis through a communication plan as to who receives calls first and appropriate responses through the flow chart. The revised plan ensures the Superintendent as the Public Information Officer. Barry Struski asked what obstacles were present previously. Because the Principal has a primary responsibility of taking care of the students and managing the crisis, the Central office staff being the point of contact for distribution of information is a better use of time and info sharing.

E. MSBA UPDATE – Liz Sorrell stated the total project budget document has been signed off by the Chair of the School Committee, Chair of the Building Committee Chief Executive Officer and Superintendent of Schools and submitted to MSBA for 59.46 reimbursement rate.

F. Building Committee Report: James O'Brien & Andrew Soliwoda were glad to celebrate the vote for the new elementary school but said we still need to remember there is still a big job ahead.

G. Facilities Updates – Peter Gray reported the bids for new septic system were opened on December 1 with 8 contractors bidding on the project. The lowest bidder was McDougall Bros Excavating from Marshfield with a bid of \$227,900. After this work is completed, this will lead us to the decommissioning and reconstruction of the existing waste water treatment plant building for the new use as our grounds maintenance building.

H. Medicare Reimbursement through READS: The Special Education department documents the services from direct claims and administrative activities. Since 2005, we have returned to the town \$704,794 from School Based Medicaid Claims. Barry Struski complimented Karen Teichert and her staff for their diligence in this area.

Family and Community Goal III:

Family and Community Goal 3: Inspire family, community, and schools to partner in support of academic excellence, personal, social, and emotional growth, and school pride as measured by Student achievement data, community attendance at school events, and number of discipline incidences.

A. Report on Winter Wonderland: Ruby Maestas reported on the annual PTO sponsored event held on Saturday, December 12th. Over 200 children participated. There were craft tables, raffle items, baked treats, holiday store, storytelling and Santa arrived by helicopter and was greeted by Mrs. Claus. Teachers and parents were thanked for volunteering their time and talents to this wonderful event. Elementary PTO store will run the School Store after the first of the year during school hours.

B. Upcoming Music Events: The Elementary Concert is December 16th and Middle School Concert on December 17th. Public is encouraged to attend and enjoy all the efforts of our students and staff.

Professional Culture Standard 4:

A. Universal Design for Learning: Presenter Katie Novak will be in the district in January 15, 2016 for a workshop focusing on teacher implementation of Universal Design for Learning (UDL).

IV. Recommendations from the Superintendent:

A. Budget Transfers: Karen Teichert explained why the Special Education expenses are currently over the predicted budget. Five new students moved into the Carver who require out of district placements, and some require additional staffing. The Superintendent is requesting the School Committees permission to transfer \$300,000 from Health Insurance to Special Education Secondary Tuition line item. Barry Struski made a motion to move \$300,000 from account 5200-452-52-2 to account 9400-650-54-2. Paula Kibbe seconds the motion. Discussion: James O'Brien asked if this money is to get through this current year. Yes, the FY17 budget has been built with this current information available. Is there any reimbursement expected from the state from these children? Any money would be a small amount and would not be expected until next school year. Vote is unanimous to approve the transfer.

B. Announcement from the Superintendent: The voting for a new school has passed; the new superintendent and new MHS principal have been hired. As a result, Liz Sorrell has decided to retire on March 1st. Barry Struski said he has enjoyed working with her for all these year and thanked her for all she has done. James O'Brien stated she has done a great job in preparing for the transition and the early spring is a great time to do so. Ms. Sorrell leaves the district with almost 10 years of service and over 45 years in education.

VIII. Reports from School Committee: Paula Kibbe asked about the Most Likely to Succeed documentary and the possibility of bringing it to the staff. Ms. Sorrell said she will look into this topic.

Paula Kibbe made a motion to adjourn. James O'Brien second. Unanimous vote to adjourn at 9:05 p.m.

Respectfully submitted: Anmarie G. Metrano, Recording Secretary