

CARVER SCHOOL COMMITTEE

Monday, August 19, 2019

7:00 p.m. OPEN MEETING

Town Hall, 2nd Floor, Meeting Room 1

School Committee Present:

Andrew Cardarelli
Stephanie Clougherty
Jason Greenwood
Andrew Soliwoda

Absent:

James O'Brien

Also Present:

Scott Knief, Superintendent
Brad Brothers, Chief Operations and Finance Officer
Meredith Cargill, Director of Curriculum, Instruction and Technology

Meeting Opened: Andrew Cardarelli opened the meeting at **7:02 p.m.** with the Pledge of Allegiance.

- I. **Comments from the General Public:** None
- II. **Comments from the EAPC:** The EAPC President and Vice President welcomed everyone back for another school year and shared that they have had a busy summer with the "Fund Our Future" campaign and visited the State House each Thursday in support of the MTA campaign. With the passing of an increase in funding to public schools this year, the direct impact for Carver was \$30 per student. The MTA worked for funding in places like Fall River, New Bedford, Lowell and Brockton which received greater funding for their students. This is a one year increase and so the MTA and EAPC is looking forward to working together with school systems to gain more money for schools. They also noted that the Paraprofessionals are looking forward to the new year and have already met to discuss the updates to their evaluation system.
- III. **Update by Student Advisory Council:** None
- IV. **Approval of Minutes**
 - June 10, 2019: Open Session Minutes
 - Motion:** Andrew Soliwoda
 - Second:** Jason Greenwood
 - Vote:** Unanimous
 - February 25, 2019: Executive Session Minutes
 - Motion:** Andrew Soliwoda
 - Second:** Stephanie Clougherty
 - Vote:** Unanimous (Jason Greenwood abstained)
 - March 11, 2019: Executive Session Minutes
 - Motion:** Andrew Soliwoda

Second: Stephanie Clougherty
Vote: Unanimous (Jason Greenwood abstained)

V. Communications

Coordinated Program Review

The Coordinated Program Review, now called Tiered Focused Monitoring (TFM), happens every six years in each district in Massachusetts. It is a DESE review of Special Education, Civil Rights, ELL programs, Title I, Title II and Title IIA. The review for Carver Public Schools will begin on March 16, 2020 and is a two year process. The school administration will offer a more formal presentation as it gets closer to time. Data for this review has already been submitted by staff and administration. The steps to be completed in March is a DESE site visit where they will review the standards, review documents, conduct interviews and offer feedback with regulation compliance.

Board of Health - Mosquito Critical Ban Statement

The Carver Public Schools are complying with the Activities Ban set in place from the Board of Health. The fields are not being used from dusk to dawn. The schools will see a greater effect as they head into the fall with athletics, unless the board of health drops the requirement or the first frost occurs, although the expectation is that the ban will last for some time. With the excitement of using the new field in it's full capacity, it is of course disappointing not to be able to, however no alternative plans have been made yet. The biggest impact will be Friday night football which is likely to reschedule to Saturday mornings and afternoons or even early friday evenings. The shift in schedules will affect the turf revolving account, but as always own sports and kids safety take precedence.

VI. Reports from the Superintendent:

A. Personnel Updates:

Mr. Knief reviewed the following changes in personnel at Carver Public Schools.

New Hire: **Colleen McDonough**, Music Teacher, MHS; **Lindsay Swanton**, .5 PreK Teacher, CES; **Zachary LeBlanc**, Special Ed Teacher, CES; **Kaitlyn Cronin**, Gr. 5 Teacher, CES; **Sean Allaire**, Phys. Ed. Teacher, CES; **Kate Moore**, Reading Teacher/Coach, CES; **Bonnie Moran**, Adjustment Counselor, MHS; **Janie Marois**, Food Service, MHS; **Carol Dwyer**; Custodian, CES; **John Phipps**, Speech & Language Pathologist, CES; **Mary Lemon**, Special Ed. Para, CES; **Diana Dennen**, Special Ed. Para, CES; **Robin McEachern**, PreK Para, CES; **Lydia Stordy**, Kindergarten Para, CES; **Madeline Hennessey**, Kindergarten Para, CES; **Taylor Ferreira**, Special Ed Para, MHS; **Craig Lauzon**, Special Ed. Para, MHS; **Andrew Porter**, Special Ed. Para, MHS; **Sara Mullin**, Special Ed. Para, MHS; **Jessica Janczewski**, Special Ed. Para, CES;

Transfer: **Donna Howard**, Custodian from CES, 3rd Shift to MHS, 2nd Shift; **Janet Scarafone**, Food Service Worker to Cook, MHS; **Michael Doyle**, Special Ed. Para to Special Ed. Teacher, CAP; **Christine Thomas**, .5 PreK Teacher to Gr. 4 Teacher, CES; **Eileen McPherson**, Special Ed. Para to Therapy Assistant (RBT), MHS; **Sean Vance**, GAP/MAP Adjustment Counselor to MHS Guidance; **Denise Manning**, PT Special Ed. Para to FT Special Ed Para, CES;

Resignation: **Kimberly Duane**, Adjustment Counselor, MHS; **Jeanne Shaughnessy**, Kindergarten Para, CES; **Gregory Seery**, Special Ed. Para, MHS; **Jessica Rizzuto**, Special Ed. Para, MHS; **Kimberly Mitchell**,

Kindergarten Para, CES; **Caitlyn Tobin**, Kindergarten Para, CES; **Lindsay Gonsalves**, Special Ed. Teacher, CAP; **Colleen McAuliffe**, Special Ed. Para, CES; **Holly Rudnik**, Special Ed Para, MHS; **Caitlyn Tobin**, Kindergarten Para, CES; **Kim Lan Augustine**; Special Ed Para, CES; **Collette Shalhoub**; Special Ed Para, CES; **Julie Wilde**, Special Ed Para, MHS

Many of these changes are reflective of paraprofessionals who left the district due to employment in teaching positions. Although there were many shifts and changes in the personnel this year, it is not indicative of any concern. Mr. Knief plans to invite new teachers for introductions in the fall. The annual Welcome Back Breakfast will take place on Tuesday, August 27, 2019 and training will follow.

B. Educational Blueprint - Scott Knief 2017 Version | 2019 Version

The Educational Blueprint outlines the strategic objectives of the district. The Blueprint has been revised based upon updates and changes to the School Improvement Plans that were reviewed during the June meeting. The Blueprint includes the districts vision statement, core values and key objectives. These items have not changed - our key overarching objectives still are to: Support Safe Schools, Engage the Community, Enhance Teaching and Learning, and Leverage Leadership, Policy and Funding. What has been updated is the initiatives that are happening in the district in support of each of these key strategic objectives. Both the original Blueprint and the Revised version were shared in order to view the changes made. Four things being the drivers of moves made and things done in the district. Changes highlighted were as follows:

- Implement action plan for safe and supportive schools.
- Explore pilot crusader hour concept, which offers an opportunity for students to collaborate with teachers, etc. to gain support.
- Develop culturally responsive communication practices, being thoughtful about how we communicate and work with all students and where they are coming from which goes hand in hand with the safe and supportive schools aspect.
- Marketing plan to celebrate the work of Carver Public Schools.
- Continue to develop career and college readiness programs for students.
- Make fiscal decisions in the best interest of students.

As well as some **changes in language which included:**

- Increase the utilization of technology to promote deeper learning,
- Continue to implement best practices that eliminate barriers to learning,
- Provide professional learning in line with faculty & staff feedback and student needs, including respecting differences; cultural, family, gender, abilities, etc.

C. Safe and Supportive Schools - Meredith Cargill, Ruby Maestas, Michael Martin

CES Presentation

Both the Elementary School and Middle High School have been awarded Safe and Supportive Schools grants to develop a plan to meet the Social Emotional Needs of our students. The DESE defines Safe and Supportive Schools as:

Schools that foster a safe, positive, healthy & inclusive whole-school learning environment that enables students to develop positive relationships with adults and peers, regulate their emotions and behavior, achieve academic and non-academic success in school and maintain physical and

psychological health and well-being; and integrates services and aligns initiatives that promote students' behavioral health, including social and emotional learning, bullying prevention, trauma sensitivity, dropout prevention, truancy reduction, children's mental health, foster care and homeless youth education, inclusion of students with disabilities, positive behavioral approaches that reduce suspensions and expulsions and other similar initiatives.

Mrs. Maestas and Mr. Martin presented updates as to how these grants we being utilized at each school campus.

The Elementary school received the grant one year ahead and so therefore are a year ahead in implementation and looking forward to a third year with the grant. The Elementary school worked closely with the DESE and had a consultant come and assist in looking at the areas of need. In the fall of 2109 to present they addressed the following 3 areas of need:

- **Prof. Dev. Academic/Non-Academic Supports** lead by Mrs. Foley
 - Conduct needs assessment with staff regarding students' social emotional learning
 - Provide responsive classroom professional development - one day training.
 - Research and select Tier II program
 - Purchase and provide professional development for Tier II program (Second Step)
 - Create and refine referral criteria for Tier II intervention
 - Establish instructional blocks for Tier II
 - Present referral criteria and provide support to instructional staff
 - Conduct data meetings include social emotional in those meetings in addition to math and ela.

- **Policies, Procedures, and Protocols** lead by Mrs. Dawson
 - Review CES current code of conduct
 - Research codes of conduct of various schools
 - Review new PBIS Mission & code of conduct for alignment
 - Research Restorative Justice, Mrs. Dawson is working closely with
 - Survey & discuss w/teachers top 2 priorities in regard to discipline
 - Revise CES code of Conduct

- **Collaboration with Families** lead by Mrs. Maestas
 - Conduct Family survey
 - Partnership w/South Shore Family Network to provide parent mini-workshop classes, going into year two
 - Add parent/family engagement event such as Movie Night
 - Host 2nd Annual Health/Wellness Fair

The Safe and Supportive Schools Grant provided opportunities for meetings, planning, and events to happen outside of school. They are hoping for another \$10,000 awarded for this year, if so Carver would then also become a mentoring school assisting other schools with the use of this grant.

Moving forward with the grant and into the next school year, the elementary school team is looking forward to:

- Results of Tier II student progress

- Family & Community Engagement:
 - Schoolwide Fall Bulb Planting Project
 - Stem Saturday
 - Movie Night during the Winter
 - Continued partnerships with South Shore
- Results from August 2019 new application submittal for additional SSS grant funding from DESE
- School based implementation and mentoring support

Jason Greenwood inquired as to whether or not the school has to report back on the use of the grant to the DESE and Ruby Maestas clarified that with the grant they submit action plans and check-ins on progress. Brad Brothers also noted that these can operate as continuing grants and incentivise by having phase one, analysis and then implementation year.

Mike Martin spearheaded the grant and program implementation at the Middle High School in both his first year and the first year of the grant. In phase one, the Middle High School formulated a school based team of administrators, administrative assistants, teachers, counselors and parents. This team utilized the B.H.P.S. tool which drove them to see where they are in regards to being Safe & Supportive currently. It looked at leadership, professional development resources and services, academic and non-academic programs, etc. The survey was given to the staff and the responses mirrored the smaller group on the needs identified. The Middle High school rated average or below average in regards to being safe and supportive for ALL students and many staff wrestled with some of the more vague questions, for instance, we support many students, but perhaps not every student. There are lots of initiatives they would like to put into place, many of which that will cost money, and changes to administrative or classroom practices that we can implement to make more safe and supportive. One of the ideas brought forward that they are exploring is the “Shadow a Student Challenge” which is a national initiative, where an administrator shadows a student from bus stop to bus stop. This initiative has helped school leaders to see first hand the stress students are under. The thought is to have 10 teachers and cross section the student body and allow them to shadow and report back to understand what the kids face and encounter day to day. Mike Martin shared that it is a powerful exercise and also welcomed school committee members to participate. Other ideas are the “You are important wall” where they will be placing the school photos of students with their name and something poignant and meaningful about each student written by a teacher and posted in the main lobby of the school. Even in a small school system, they are trying to prevent people from falling through the cracks and creating an inclusive environment enriches students' social and emotional well being.

Some initiatives have already been put into practice. The P.B.I.S. team has begun a “check in and check out” program for students who were falling off, pairing these students with selected staff they connected with and then had them check in and check out with them through positive interactions each day. The Middle High School also offered additional support in transitions for students and will be hosting a Grade 9 freshman orientation day, as they enter into a pivotal year. This will be taking place on Wednesday, August 28th where students will not only gather information but work on team building as well.

Mr. Cardarelli thanked both school administrators for sharing their plans and asked if they would share their progress with the school committee halfway through the year.

D. Fields Update

At the Elementary School the fields are still the responsibility of Central Nurseries, the contractor for the project, until November 15, 2019. They are currently cutting and fertilizing the fields. They will be re-seeding the last week in August and will continue maintenance, fertilization and cutting through the fall. The fields are irrigated and the irrigation system is in use. The town is holding funds until fields are at level agreed upon. The building subcommittee still meets bi-weekly to stay on every part of the project. In addition to the fields, the electric sign board went up and the berm was redone over the past weekend. The berm was not part of the original project as the tree line was intended to remain, but two winters ago a third of the trees were lost during those heavy winter storms and then they realized that the row was sparse and there was a concern for the other trees to fall over time. The new plan was made to cut the pines down and build a berm and include plantings to create a barrier with Route 58. That was outside of the scope of the project and an agreement was made with Robert B. Auer to complete that piece. It has been delayed due to relational issues with the two contractors CTA and RBA.

Very few items are left to be done at the Elementary School, but the biggest, certainly, is the reseeded of the fields. The landscape architect would like for replanting to be done in October in order for it to be properly planted. Most importantly, Superintendent, Scott Knief wanted the committee to know the team is still working and all of the loose ends will be taken care of, while the majority of the project is complete, there are still items to be addressed.

At the Middle High School, there is currently an outside vendor doing the fertilization for all fields, as there is not enough manpower to do it all in house and the town and school would also need additional licensing to drop fertilizer, etc. This piece is town is managed, as with the Purchase Street fields and the King Street field. Cost wise, it is part of the line item that was shuffled over. The fields are in operation with the exception of the upper Pond Street field. There is irrigation installed on the baseball diamond, Pond Street field and inside the fence of the football field. The wells are in place for the other fields, but lines will need to be installed in order to irrigate the remainder of the fields, which will have capital discussion amongst the committee and the town to decide where the priority lies. The restoration plan for the fields is on hold until the elementary fields are up and in use before putting additional fields out of commission for restoration at the Middle High School.

E. School Shield Grant

Last year SRO Wall approached the Middle High School administration about a grant opportunity through Motorola for all new radios in the district. Motorola actually assists School Districts in applying for grants that will help secure radios. Last year, with the assistance of a grant writer, we applied for the NRA School Shield Grant. We were notified over the summer that we received a grant in the amount of \$22,499 to purchase all new radios for the district. With the grant funds we will have 64 (32 at each school) new radios district wide. 4 of the radios (2 at each Building) will be Police radios in which we will be able to directly communicate with the Carver Police through their radio system. This new radios will greatly upgrade the safety and security at each facility. The new radios will be in place for the first day of school. The current radios could be shotty in service on occasion and there was

not enough for staff who should have one such as administrators, counselors, P.E. staff, crisis teams, special ed programs, cafeteria monitors, and other teachers bringing their students out of the building. Scott Knief thanked Mike Schultz. for the work he did in order to acquire this grant.

VII. Recommendations from Superintendent

A. Wellness Policy

The district's Wellness Policy is required to be periodically reviewed and updated by the Wellness Committee and approved by the School Committee. Last year Mike Schultz, who originally chaired the Wellness Committee when the plan was first adopted, reformed the Wellness Committee to review and recommend revisions to the current policy. The Policy was originally approved in 2006 and then revised in 2013. The members of the Wellness Committee included teachers, administrators, the Director of Food Services, staff and parents. The proposed changes to the Policy were reviewed and approved the Policy Sub-Committee in June. A lot of the changes reflect social emotional wellness in addition to physical fitness and healthy habits physically as well as a clarification that all fundraising meet standards and therefore not allow food to be sold during the school day.

Motion made to waive the second reading and adopt the revised Wellness Policy as presented this evening: Andrew Soliwoda

Seconded: Stephanie Cloughrty

Vote: Unanimous

Mike Schultz shared that the group wanted to take it a step further in regards to the policy and a website has been created to extend the wellness policy items. The wellness website will include "FAQs" and "How To's" for families and students to promote wellness as a way of life. The Elementary school will also be hosting the Wellness Fair once again on August 30th during the "Find your Classroom" Day for students and families.

B. High School Handbook - Michael Martin

Mike Martin presented the proposed revision to the High School handbook for the 2019-2020 school year. The biggest changes reflected were over-hauls in language as encouraged and recommended by the Safe & Supportive Schools group who looked at the handbook language all year. The changes trade the many zero tolerance policies and heavy punishments for minor infractions to less punitive verbiage and consequences. The example of tardiness was used showing the change in detentions to consequences that reflected check-ins, etc. under the new PBIS initiative. They would also eliminate exclusions for tardiness.

Jason Greenwood inquired if there would be any "excused" tardies. Mike Martin explained that the state data looks only at hard data and not consequential. 95% tardies are between 5 and 10 mins late, often times, the seniors stop for coffee, etc. These kinds of changes will be reviewed with students at the grade level meetings which will take place the first full week of school.

Motion to approve the proposed revisions to HS Handbook: Jason Greenwood

Seconded: Andrew Soliwoda

Vote: Unanimous.

C. **FY 20 School Year Calendar Revision**

There has been one revision to the FY20 calendar since it was approved last year. The early release day in March for parent teacher conferences was moved from Thursday, March 16th to Thursday, March 23rd. When Mrs. Maestas established the terms for the Elementary School it was determined that the last day of Term 2 would be March 18. Moving the half-day to March 23rd will allow teachers to review the report card as part of the conferences.

Motion to approve the changes to the 2019-2020 school year calendar: Andrew Soliwoda

Seconded: Jason Greenwood

Vote: Unanimous

D. **Request to Recycle:**

World Language Textbooks

TA list of outdated or damaged items was shared with the committee. The World Language Department has made a request to recycle the list of outdated textbooks. The school department has tried to resale them and found there is no market for them.

Motion to approve the recycling of the world language textbooks: Andrew Soliwoda

Seconded: Jason Greenwood

Vote: Unanimous

Technology Items

A list of outdated or damaged items was shared with the committee. The Technology Department has made a request to recycle the list of outdated or damaged items.

Motion to approve the recycling of the technology items: Andrew Soliwoda

Seconded: Jason Greenwood

Vote: Unanimous

E. **End of Year-FY19 Final Budget Transfers** - Brad Brothers

Closing out FY19, Brad Brothers reviewed several lines for the school committee.

- Home instructional strategies was original budgeted for home tutoring or MCAS help. The remainder of this line was rolled over into special education shortfall. Although there was balance is leftover, it has helped to cover other costs.
- Classroom aides \$13,000 savings from both staffing needs and due to the special education grant which came in higher than expected.
- Math textbooks saw a \$19,000 shortfall but all text and general supplies were covered
- DW Software Services reflects a savings of \$29,000. The DESE is drilling in on where technology money is being spent from so on Line 2 and Line 81: Both of these were overspent due to classifications required by DESE codes.

- Spec. Contracted Service and Homeless showed a savings as well and as always there were lots of transfers back and forth. The P.O. is kept open for the whole year. \$11,000 savings was transferred into the overage on special education tuitions.
- Facilities Series was a grant total of \$4,000, and a savings of \$78,000 at CES with no money being spent on repairs or utility lines. These savings was transferred into the Special Education line item which meant that there was no need to use reserve account from town this year.
- Secondary tuitions had an increase resulting in a \$207,000 overage, but it was offset.

Any additional funds will leave a reserve balance of our own for next year and will return \$5,700 to the town that went unspent.

Andrew Cardarelli inquired why Line 89 was overspent by \$32,500. That line was the Family Support Program we partner with READS and it would be paid out of school choice funds, but the school was able to pay out of budget, however there wasn't money specifically designated for that set in the line item for that item.

Motion made to approve budget transfers: Andrew Soliwoda

Seconded: Jason Greenwood

Vote: Unanimous

F. P-Card Approval

Not all vendors that the district work with accept purchase orders. At times staff are required to pay for items on a personal credit card and then be reimbursed. All of these types of purchases currently require prior approval from an administrator. If the district was to open a P-Card account they could make these purchases and remove the reimbursement process. It would also allow for the district to better track purchases of this type because it would all come in on one invoice. The Massachusetts Association of School Business Officials (MASBO) has connected with the Illinois Association of School Business Officials (IASBO) who recommended this program through the Bank of Montreal, which they currently utilize in their school systems. The school committee would approve how many cards the district acquires as well as approving any policy or procedure manual for their use. Larger districts have given each department head their own card to use with limited funds for their department to use, however for the first year, the school district would be seeking approval for one card to be used by for Brad Brothers, Chief Operations and Finance Officer and Superintendent, Scott Knief. Mr. Brothers and Mr. Knief believe the utilization of the P-Card, which would work like a credit card, would eliminate any delays in processing payments and paperwork from the current multi-step process needed to pay for events, field trips, etc. It was proposed that Mr. Knief and Mr. Brothers trial this program for a year, after which time the committee can revisit and establish protocol and procedures districtwide. The monies spent would all follow current procedure with association to a line item currently in place to bill it to. Following an inquiry from Mr. Greenwood about any issues dealing with a bank that is outside of the country, Mr. Brothers shared that the MASBO has done their due diligence including communications with the IASBO who is already using this program. Carver, as with other districts, would fall under the MASBO's umbrella. Under the Bank of Montreal's rebate program, the MASBO will take the rewards and rebates and distribute back to districts at a percentage equivalent to the

spending per district. Chair, Andrew Cardarelli requested the ability to review monthly reports on purchases at the school committee meetings.

Motion made to authorize the Director of Operations and Finance to enter into an agreement with the Bank of Montreal for purchasing cards in the amount of \$40,000.: Andrew Soliwoda

Seconded: Jason Greenwood

Vote:

Andrew Cardarelli, Chairperson: **Yes**

Andrew Soliwoda, Vice Chairperson: **Yes**

Jason Greenwood, Recording Secretary: **Yes**

Stephanie Clougherty: **Yes**

Unanimous 4 - 0

VIII. Reports from the School Committee

Andrew Cardarelli: Wishing everyone a good start to the school year, and reminded students that summer isn't over yet and enjoy the rest of it as best as you can!

Andrew Soliwoda: Faculty, staff, kids - welcome back and have a great start to the school year. Enjoy labor day weekend!

Stephanie Clougherty: Have a safe and successful back to school time. Urged the community to please have patience with school busses - please don't pass, it's dangerous!

Jason Greenwood: Excited to hear about the new volleyball team and is looking forward to hearing updates on that.

In closing Mr. Knief added that the Finance Committee is meeting on Thursday at 7:00 p.m. as part of the sustainability committee and the school committee would need to send an additional representative. The Joint meeting of the Select Board and the School Committee has been scheduled for Thursday, August 26, 2019.

Motion to adjourn: Andrew Soliwoda

Seconded: Stephanie Clougherty

Roll Call Vote:

Andrew Cardarelli, Chairperson: **Yes**

Andrew Soliwoda, Vice Chairperson: **Yes**

Jason Greenwood: **Yes**

Stephanie Clougherty: **Yes**

Motion Approved: 4 to 0

Meeting Adjourned at 8:50

Minutes respectfully recorded and submitted by: Gina Marie Rush