

CARVER SCHOOL COMMITTEE

Thursday, September 12, 2019

7:00 p.m. OPEN MEETING

Town Hall, 2nd Floor, Meeting Room 1

School Committee Present:

Andrew Cardarelli
Stephanie Clougherty
Jason Greenwood
James O'Brien
Andrew Soliwoda

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 **7:00p.m.** with the Pledge of Allegiance. Recognition postponed until next meeting -- unable to attend.

- I. **Comments from the General Public:** None
- II. **Comments from the EAPC:** EAPC President, Tom Pinto reported that it has been a good start to the school year and that the EAPC will continue to encourage legislation for more funding for public schools.
- III. **Update by Student Advisory Council:**

Student Council Representatives: Morgan Campbell President & Vice President, Jenna DeLuca
The main goal for the Student Council this year is to fundraise in order to support and host successful student events. To date they have had two donation driven car washes, as well as acquiring sponsorship from local companies. They continue to seek opportunities to serve in the community inside and outside of school and volunteered at the annual firefighter clambake over the summer. In regards to service in school, they began school on a positive note and decorated the school with signs and welcomed back each student with a star with their name on it in the cafeteria. They encouraged students to complete flashcards with their personal goals for the year and displayed them for inspiration in the bulletin boards in the cafeteria. On the first Thursday of school, they gifted each teacher with goodie bags to welcome them back to school and also rewarded students in PBIS fashion with a drawing for gift cards to dunkin donuts comprised of students who were not on the tardy list the first week of school.

Captain's Council Representatives: Hannah Marino, Jared Millman, Mya Magnussen, Cross Country Captains:
This fall there are over 170 students participating in athletics. Students are excited at the opportunity to play on the new turf field all season and thanked the town of Carver for the updates and additions to the facilities, including batting cages, a new Cross Country course, fields, etc. The captains also thanked the groundskeepers for their work in maintaining the fields and grounds. They reported that this year the Carver community will be able to live stream sports games through the MIAA website, and are excited about the new option for viewing.

IV. Approval of Minutes

August 19, 2019: Open Session Minutes

Motion: Andrew Soliwoda

Second: Stephanie Clougherty

Vote: Unanimous (James O'Brien abstained)

September 4, 2019: Open Session Minutes

Motion: Andrew Soliwoda

Second: James O'Brien

Vote: Unanimous

V. Communications: None

VI. Reports from the Superintendent:

A. Personnel Updates:

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

New Hire: **Jillian Griffin**, Music Teacher, MHS; **Taylor Jesse**, Bus Driver, **Bernadette Coyne**, Special Ed. Para, MHS; **Amy ten Berge**, Special Ed. Para, CES; **Sarah Comperchio**, Behavioral Assistant, Districtwide; **Rick Lemon**, Bus Driver; **Janet Scarafone**, LT Sub Bus Monitor; **Barbara Lagerquist**, Bus Monitor;

Resignation: **Colleen McDonough**, Music Teacher, MHS; **Cassandra Moran**, Behavioral Assistant, Districtwide; **Wendy Pasolini**, Bus Driver

B. [Civics Curriculum Update](#) - Brian Lamoureux, MHS Social Studies/History Department Chair

The state has revised the curriculum for the teaching of Social Studies to require the teaching of Civics at the Middle and High School levels, including a Civics based project at each level. The Primary purpose: prepare students to have the knowledge and skills to become thoughtful and active participants in a democratic society and a complex world as the future of democracy depends on our students' development of knowledge, skills, and dispositions that will enable them to embrace democracy's potential, while recognizing its challenges and inherent dilemmas. Social Studies Department Chair, Brian Lamoureux presented how the school has aligned curriculum with the standards and the Civics based projects that will be implemented at the Middle High School that follow under the History and Social Science Practice standards.

Mr. Lamoureux reviewed the ways that the history and social studies department are already integrating this curriculum and showed examples of Mr. Tresca's US History students creating classroom guidelines in the style of the constitution and an AP history class simulating a court case. There has been a recent addition of a Grade 8 Civics course which overlaps into US History I with additions like the development of the government, which has been always been taught but now it includes emphasis and chapters on state and local governments and freedom of the press, as well. Embedding these civics

standards with various levels helps students to make connections.

Moving forward the Middle High School history and social studies department plans to integrate the civics curriculum by engaging grade 7 in an editorial website which challenges them to point/counterpoint discussions and writing; registering grade 10 students in a nationwide Student CAM competition; giving any student 16 years or older the ability to pre-register to vote in class while learning about elections and voting; and sociology students will take the citizenship test. On September 17, Constitution Day, teachers will be breaking down the constitution in all classes, and there will be announcements and focus around the constitution schoolwide at the beginning of each day that week. In addition, five middle high school seniors will be attending the James Otis lecture series in Boston the following week.

C. Opening Week P.D Days

Superintendent Scott Knief presented a brief review of the professional development (P.D.) opportunities that teachers and staff had prior to the opening of school (listed below). This is the second year of frontloading the P.D. days and this years professional development days were well received by staff and administration received positive feedback districtwide.

■ **Tuesday, August 27**

- Opening day Breakfast DW - welcome to all staff
- **CES:** PreK-2 - Bridges in Math training
Grades 3-5 Teaming Planning Time
- **MHS:** Schoolwide reflections
 - schoolwide improvements
 - climate and culture -- why?:
 - CTE Pathways
 - Policy and procedures

■ **Wednesday, August 28**

- Classroom SetUp (*mandated by contract that teachers have this time to prepare*)
- Tom Murray Presentations:
 - Tom Murray is the author of a book titled “Learning Transformed” which was the basis of the Administrative Leadership Team’s retreat this year and is the founder of an organization called “Future Ready Schools.” It was originally scheduled to be a districtwide presentation, however Mr. Murray preferred to break down into both buildings in order to work in smaller groups and cater his presentation to the varied needs of elementary and middle school. He left staff with an inspiration piece of “why do we do this” which left them with a refocus on purpose. His presentations were well received with a lot of positive feedback. In fact, the district is sending 9 people up to the “Future Ready Schools” training in Manchester, NH on September 24th.
- Full Day of Training for Paraprofessionals
- **MHS:** Freshman Orientation

- Roughly 65 incoming freshman participated and finished the orientation with a cookout sponsored by Carver Police department
- **MHS:** Department meetings
- **Thursday, August 29**
 - **CES:** Strand Kick Off:
 - At CES there will be various strands of P.D, being offered that will continue throughout the year. Teachers can choose the area they want to work on: Bridges, Integrating Technology, Science and History, S.E.L. Toolkit, Supporting student Reading, etc.
 - **CES:** Faculty meeting and BB
 - **MHS:** Classroom set-up
Schoolwide goals
School Improvement plan
Faculty BBQ / Cornhole tournament
- **Friday, August 30**
 - The 2nd Annual Wellness Fair was hosted at CES which coincided with “Find your Classroom Day” and saw a large turnout.

In addition to these Professional Development days prior to the start of school there was also a 2 day mentor training for new teachers prior to school start. As a part of the mentor training each year, former teacher and community member, Roger Shores, leads a bus tour of Carver for the new teachers. Mr. Knief took the opportunity to thank Mr. Shores for volunteering his time and talents to show our new teachers the Carver community each year.

Overall Mr. Kneif reported it was an outstanding opening to the school year.

D. [Student Exit Data](#)

For the past year Carver Public Schools have been asking parents to complete an exit survey when they leave in grades 5-12 for any reason. 56 families have completed the survey for the current school year. Mr. Knief reviewed a chart of where these students are attending and also shared a graph identifying the students reasons for enrolling in another school. It is a voluntary survey which reflected the top reasons for the migration was Vocational, Moving, Curriculum/Programming. Big picture it directs the schools back to the need to expand curriculum and vocational opportunities in the building. Mr. Knief noted that it’s something the school needs to look at and are already. There are some students who find a perfect match at a full vocational school, although there are some programs Carver could offer that would better suit all students. Mr. Knief met with the Superintendent of Old Colony several times last year and they are interested in supporting the pathways endeavors in certain areas like Bio-Tech, which is not offered at Old Colony nor do they plan to offer it. The conversations have been had to make sure they are not competing interests, but rather working together for complementing programs. One of the only overlap is culinary, as it’s already been an established part of our curriculum and offerings at Carver Middle High School.

Mr. Greenwood inquired if there is a similar version of this survey for staff when they exit. While there is not one currently as staff turnover has been fairly low in the past, Mr. Knief agreed it wouldn't be a bad idea to implement one.

E. **Superintendent's 2019-2020 Goals**

As Mr. Knief is entering the 4th year as Superintendent, the Committee only has to complete a summative evaluation for him every other year. This year, he will only have a formative evaluation which will be based upon a review of his goals which were shared as follows for review and approval.

- **Professional Practice Goal:** In order to foster effective relationships with the community, I will work with the Administrative Leadership Team and teachers to improve communication and effectively market the Carver Public Schools as measured by increased communication initiatives, sharing of district events and celebrations, and a parental survey.
 - **Key Actions:**
 - Daily “tweet” about what is happening in Carver.
 - Development of regular communication tools at both the Elementary School and Middle High School
 - Sharing upcoming school events at School Committee meetings
 - Investigate the implementation of a new student information system.
 - Parental Survey

- **District Improvement Goal:** In order to ensure that the district has an evaluation system that supports administrators and paraprofessionals in improving their overall performance. I will organize a team of administrators and paraprofessionals to review, and as appropriate revise, the paraprofessional evaluation system as measured by the creation of a revised evaluation system for paraprofessionals in the Carver Public Schools.
 - **Key Actions:**
 - By October 15, 2019 a team of paraprofessionals and administrators will be formed.
 - The team will meet regularly throughout the school year to develop revisions
 - By June 1st of 2020 revisions will be completed and approved for implementation during the 2020-2021 school year.

- **Student Learning Goal:** In order to develop student's self-awareness and self-management skills to improve academic outcomes, I will organize a Social Emotional Learning team in the district. The team will work in coordination with building based Safe and Supportive School teams to develop programs to assist students social emotional learning skills as measured by completion of the Research for Better Teaching SEL course, review of the programs that were implemented and through Professional develop opportunities offered to teachers in social emotional learning.
 - **Key Actions:**
 - Completion of RBT SEL course.

- Enhancement of PBIS model throughout the district.
- Provide teachers with professional development in Calm Classroom.
- Evaluation of Social Emotional Learning Programs throughout the district.
- Evaluation implementation of SEL resource site for teachers.

Motion made to approve the Superintendent's goals: James O'Brien

Seconded: Andrew Soliwoda

Vote: Unanimous

Discussion was had among the members about where the Superintendent should fall within the evaluation system and whether or not the committee can approve goals if it is unclear if he is on a one or two year cycle. This would have been established following his evaluation in March. Mr. Knief added that his understanding all along was that Superintendents had to be evaluated every year and was just recently made aware that he would follow a formative and summative cycle similar to the administrators on a building level. He asked the committee if they felt comfortable establishing if he would be on a 1 or 2 year plan that evening, and secondly that it would be fine with him if they deferred the approval of goals if they wanted time to think on it.

James O'Brien shared with the group that placement on a two-year cycle is giving a level of respect and that Mr. Knief has been evaluated every year for 3 years and never has given a reason for concern or rated below a satisfactory level. An evaluation every two years would offer respect to his person, his title and his time.

Mr. Greenwood shared his viewpoint that an evaluation each year gives the opportunity for growth and continual feedback.

Motion made to put the Superintendent on a two year plan: James O'Brien

Seconded: Andrew Soliwoda

Vote:

Andrew Cardarelli **Yes**

Stephanie Clougherty **Yes**

Jason Greenwood **No**

James O'Brien **Yes**

Andrew Soliwoda **Yes**

Motion Approved: 4 - 1

F. **Middle High Course Enrollment**

The master schedule for the Middle High School which lists all classes students are enrolled in, including internships and online courses was shared with the Committee. The schedule reflected some enrollment figures that were low because of an Honors and College Prep course that run together at the same time. More specifically the schedule was shown to review the current enrollment in Art and French courses.

- All of the Art courses are semester courses. This semester the High School Art teacher has a total of 65 students enrolled. Next semester she is currently scheduled to have 70 students for a total of 135 students for the year. These numbers are a lot larger than predicted and Mr. Knief shared that there are two changes that have been made that have led to the large increase in participation:
 - the offering of a Graphic Design course for the first time with 53 students enrolled,
 - a change in building schedule so that students will take PE for half the year all four years of high school. This has opened up electives for 9th and 10th graders.
- We have 55 students taking French currently and the French teacher is also teaching “Intro to Languages” to students in the 7th grade.

G. **Upcoming Events**

A calendar of upcoming events was shared with the Committee for September and October. Andrew Soliwoda also highlighted and applauded the Carver Middle High School Administrative team for their work on the “Carver Chronicles” weekly newsletter, communication on twitter and for the monitor displays in the lobbies.

VII. **Recommendations from Superintendent**

A. **Fuel Efficient Vehicle Policy**

As part of the Green Communities Act approved last year at Town Meeting, the School Committee needs to adopt a fuel efficient vehicle policy. Brad Brothers reviewed what vehicles this effects that the school currently owns. There is only one that is already compliant and busses are exempt from the policy. The Policy Sub-Committee meet on Tuesday, August 26, 2019 and approved the policy. Having a green community allows the town to acquire different grants.

Motion made to waive the second reading and adopt the Fuel Efficient Vehicle Policy as stated this evening: Andrew Soliwoda

Seconded: James O’Brien

Vote: Unanimous

B. **Budget Transfers** Brad Brothers

Mr. Brothers presented roughly \$100,000 in surplus from various areas. The FY20 budget transfers represent all teaching positions and athletic department reorganization. There are still vacant para positions but this will result in a small savings once all positions are filled. For teaching staff there was roughly \$80,000 in salary savings based on replacement levels of new staff. This will certainly help the budget moving forward. Once the first bill comes in with new hires added, the number for health insurance will need to be adjusted, although Mr. Brothers doesn’t see this as a major issue based on the staff who left that carried health insurance.

The Athletic Director restructure ended up saving approximately \$60,000 in total and the Committee already agreed to moving a large piece of the funds at a prior meeting. There was also a significant savings in workers comp and vehicle insurance which is based on claim history. This is another item which will help the budgets moving forward if we have minimal claims.

In regards to outside enrollment costs, we had one student also withdraw from one of the vocational/Aggie schools which isn't included in this transfer, as a student on a waitlist may be added from Carver. If the savings is realized, Mr. Brothers will be certain to note it in the next request for transfers.

After covering some small shortfalls in various accounts in the year, there is \$95,000 in "unallocated funds" at this time. Mr. Brothers recommended moving these funds to the vocational/aggie line as a placeholder. There is also one student who has had a placement change for Out of District placement so that line is trending at deficit and the additional funds may need to be moved to cover these fees.

Motion to approve the proposed FY20 budget transfers: Andrew Soliwoda

Seconded: Jason Greenwood

Vote: Unanimous

C. **Field Trips**

[Grade 11 – Salem MA and Salem NH, October 4, 2019](#)

[Grade 7 – English Classes to Trinity Rep Theatre, Dec. 2019](#)

[Grade 7 – Six Flags New England, Agawam, MA, October 18, 2019](#)

[Grade 7 & 8 – LazerGate Lock-In, Fall River, MA, March 20, 2020](#)

Motion to approve the field trips presented for approval: Andrew Soliwoda

Seconded: James O'Brien

Vote: Unanimous

VIII. **Reports from the School Committee**

Andrew Cardarelli: Welcomed everyone back to school, all staff and students, it's a great exciting year with lots of changes and achievement. On a community level, there will be a food drive for Shane Gives Thanks Food Pantry with a free concert by the Dixieland Jazz Band on Sunday, October 13, 2019 from 12:00 p.m. Food or cash donations are welcomed.

Motion to adjourn: Andrew Soliwoda

Seconded: James O'Brien

Roll Call Vote:

Andrew Cardarelli, Chairperson: **Yes**

Andrew Soliwoda, Vice Chairperson: **Yes**

Jason Greenwood: **Yes**

Stephanie Clougherty: **Yes**

James O'Brien: **Yes**

Motion Approved: 5 to 0

Meeting Adjourned at 8:29

Minutes respectfully recorded and submitted by: Gina Marie Rush