

M I N U T E S
CARVER SCHOOL COMMITTEE
Monday, AUGUST 20, 2018
7:00 p.m. OPEN MEETING

I
School Committee Present:

James O'Brien
Andrew Soliwoda
Andrew Cardarelli
Stephanie Clougherty

Absent: Gina Marie Hanlon-Cavicchi, Jenna Sweeney

Also Present:

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

Meeting Opened: James O'Brien opened the meeting at 7:03 pm with the Pledge of Allegiance.

- I. **Comments from the General Public:** none
- II. **Comments from the EAPC:** Tom Pinto shared his excitement about the new building and that the EAPC has been working through the summer on teachers and paraprofessional negotiations.
- III. **Update by Student Advisory Council:** Not present.

IV. Approval of Minutes

June 11, 2018 - Regular Session Minutes

Motion: Andrew Soliwoda
Second: Andy Cardarelli
Vote: Unanimous

June 11, 2018 - Executive Session Minutes

Motion: Andrew Soliwoda
Second: Andy Cardarelli
Vote: Unanimous

V. Communications:

Scott Knief welcomed Gina Marie Rush to her first meeting as recording secretary and as the new Administrative Assistant to the Superintendent since July 1, 2018.

VI. Reports from the Superintendent:

- A. **Personnel Updates:** The following new hires were announced: Ann Marie Chiappetta, MHS Sped Para; Christina Robertson, MHS Sped Para; Erica Goodman, MHS Sped Para; Douglas Borsari, MHS Sped Para; Paula Hammond, 7-D Bus Driver;

The following resignations were announced: Tyler Whealan, Athletic Trainer; Janice Santos, MHS Sped Para; Tom Epstein, Bus Driver; Christine Thomas, CES Kindergarten Para; Junie Coelho, MHS Sped Para; Mark Souza, MHS Assistant Principal; Jessica Friberg; Food Services.

Several paraprofessional positions are open as well as the Athletic Trainer position at the Middle High School and the Assistant Principal position at the Middle High School.

Middle High School Asst. Principal interviews will be held this week and the hope is to have someone in place when the students arrive on September 4. The Athletic Trainer interviews will also be held soon and volunteer trainers and EMS have been taking care of the coverage in the meantime.

Andrew Soliwoda inquired as to whether a school committee member could serve on the Middle High School Asst. Principal interview committee. Scott Knief shared it is not a past practice. As Superintendent, Mr. Knief is responsible to make sound judgement when it comes to hiring, etc. He also noted that perhaps there should be a more global view of when and where School Committee members would serve on an interview committee, the need for some consistency, and perhaps a policy moving forward with greater discussion.

Mr. O'Brien mentioned for these reasons and so many more he would like to make reviewing the policy manual a priority.

B. **Grand Opening Ceremony: Scott Knief**

The date of the Grand Opening Ceremony at the Elementary School has been moved to Thurs Sept 20. The demolition of the GJC building took longer than anticipated due to some additional asbestos that was found around the outside of the windows. The reality is we were concerned that the parking lot and entrance and exit roads would not be completed prior to August 29th. They also have just planted grass around the inside of the Fire Loop. In essence we have determined that we do not yet have a finished project and we did not want to have the Grand Opening until we do. The expectation is that the binder for the parking lot and entrance and exit will be completed prior to Sept 4 the first day for students. The School WILL be ready to be open for September 4 for students and once the date is confirmed for the ceremony we will share that with the community.

C. **Drop Off | Pick Up Routes at CES: Ruby Maestas**

Ruby Maestas, Principal of Carver Elementary School shared her presentation in regards to the procedures for drop off and pick up at the new Elementary School. In addition to her presentation she also shared that there would be an officer on duty for a week or two on Route 58 in order to assist with traffic. Administration and staff members will be outside on the school ground along the route and in parking lots to also help direct traffic. Perhaps the biggest change to the new

routes is that the new entrance is the old exit. Scott Knief and Ruby Maestas both shared that a lot of thought has gone into the additional space that will be offered both in the 197 parking spots for staff and parents coming to the school for events, etc. as well as limiting traffic back up on 58 for the community. Ruby also took the opportunity to publicly thank the EMS School for their assistance and support with overflow parking and space in the transition of the new school.

The main entrance will be comprised of two lanes with the left most lane for buses only which will loop around the back of the building for drop off. Bus Drop off only will be around the back of the building - this lane will be for buses and emergency vehicles only. Several staff members will be on duty to assist students as they exit the buses and enter the building. These back entrances to the building will also be staffed. Once the last bus leaves, gates to this drive will be closed so no one can pull around the building during school.

Parents dropping students off will follow in front of the building and let students off in the approximate 25 foot drop off zone. These routes will be clearly marked on the pavement as well as with visible signage.

Parent pick up: "Coyote Car Riders" outlined in presentation

James O'Brien inquired about the YMCA Before and After School Care programs in regards to their new pick up and drop off arrangements. Ruby shared that the Y Program will be set up in the Multipurpose room and parents will park in the main parking lot and enter through the main entrance to drop off their students. This process will be the same for morning and afternoon.

In regards to safety, James O'Brien added that although the building is not yet fully manned, the School Resource Officer (SRO) office will be in the front of the building and everyone entering will pass by. Discussions continue between the school administration and the Police Department on how to set things in place where someone can be there on a regular basis - especially as the SRO serves both the Middle High School and Elementary Campuses. Ruby noted that the Chief has been very supportive of having presence in the schools and plans to have officers utilize the SRO office when they are writing reports, etc. for an additional presence in the building. James O'Brien commended the working relationship between the Chief of Police and Mr. Knief as well as the collaboration among all school administration and Carver Police involvement.

Ruby Maestas also took a moment to discuss what the first day of school would look like at the new building, acknowledging this year is different in the new building without students able to visit prior to school opening to find classrooms, etc. The plan is that administrators will board the buses and greet students, per usual, and talk about the day and the plan to enter the building. Students will enter and go to gathering areas by grade level. They will be introduced to their teacher and then will head off with their teachers and have a day of tours. In addition to classroom teachers and administrations, Kindergarten teachers will also be available as extra hands as their students will not begin until the following week. At which time, parents will be coming in with Kindergarten students as part of their orientation and that will ease their transition and entrance to the new school.

Dates to note for the elementary school: Sept. 4 - 1st day of school, Sept. 5 - 6: Kindergarten screening, Sept 10 - First day of Kindergarten, Sept 11 - 1st and 2nd grade Open House, Sept 12 - 3rd -5th grade Open House. Elementary mailings will go out through the schoolway app one week ahead of time in regards to dates. They can also be found on the event calendar as well as www.carver.org. Bus Routes for both schools are already available online and in the Carver Reporter.

D. Safe & Supportive School Grant: Ruby Maestas, Paula Foley, Meredith Cargill, Tanya Dawson

As part of the Safe and Supportive School grant both a district wide and Elementary School specific action plans were established. The district plan really is an outgrowth of the Elementary plan. Ruby Maestas, Paula Foley and Meredith Cargill will present the action plans.

Safe and Supportive schools does not just speak in terms of security but also for reaching out to students and families about social emotional issues (ie. suicide, self harm, etc.)

Professional Development Vision - Paula Foley, Associate Principal, Carver Elementary

To create a multi-tiered intervention program to improve students' social emotional skills, interpersonal relations with peers and adults and academic growth.

Policies, Procedures and Protocols Vision - Tanya Dawson, Associate Principal, Carver Elementary

To revise current Policies and Procedures to outline procedures that establish a safe, supporting and nurturing school environment for all students and staff.

Collaboration with Families Vision - Ruby Maestas, Principal, Carver Elementary

To cultivate a unified family, school and community partnership.

This part of the plan was put together with the assistance of Deputy Fire Chief, Eric Germaine and School Resource Officer, Fred Melo. Focussing on the slogan created by a team of parents and teachers slogan created: "We are better together" the team has created a multi-step action plan designed to cultivate the partnership between school and families. Items on this list included: a lending library, where information and resources will be easily accessible for cultural, social emotional, and other relevant student topics; and aligning the annual Wellness Fair with Parent Teacher Conferences in October in order to accommodate parent's schedules.

James O'Brien thanked the team for their work of acquiring the grant and all the work done following its acquisition as well. Andrew Soliwoda asked for clarification on which students would the grant and plans impact and benefit most. Ruby and Scott both offered clarification on the subject. The plans established with the Safe and Supportive School Grant would benefit all students and staff. Students are identified under this plan by "Tiers". All students will learn self regulation and relationship skills through responsive classroom (Tier 1) If there are students who are really struggling, data teams will be able to identify students who need additional supports and pair them with a counselor for more direct instruction (Tier 2). Teachers would have additional training in how to teach all kids and identify which students need additional supports. Tier 1 students (85%) all receive curriculum, Tier 2 add additional supports, Tier 3 are students with greater social emotional needs.

Andy Cardarelli shared his suggestion for an overview presentation on social and emotional learning and issues as it is something that has really come to light over the past 10 years or so and he believes there is a large community who is unfamiliar or would benefit and be interested to

learn more. He believes that perhaps this program will also help with bullying issues as well. He inquired although social emotional learning thresholds haven't been established yet, are they in process? Paula Foley shared in response that there is a list of criteria that may change and that it really is individual, based upon each student.

A team comprised of Stephanie Clougherty, Meredith Cargill, Michelle Taylor, and Karen Teichert reviewed data and plans to establish a districtwide action plan. There will be faculty meetings devoted to Social Emotional learning and the district will be offering new PDs in regards to this topic as well using a website created with grade level specific data. In addition, everyone at the Carver Elementary School will attend the Responsive Classroom training. The school department will be writing Step 2 of the grant (Safe and Supportive Schools #2) in October.

E. Professional Development Report Meredith Cargill

The professional development days have been shifted this year to support the opening of the new building. Teachers will have three full days of PD on August 27th, 28th and 29th. There will also be a full PD day on Election Day November 6th. The school department would like to gather feedback from families, and feedback from teachers on how they like the schedule.

The Professional Development Committee (PDC) is a 14 member committee comprised of teachers from the Middle High School and Elementary School as well as administrators from both. As part of the presentation Meredith Cargill reviewed the results of a PD survey that was completed by teachers in the Spring. In regards to Professional Development requests, the 4 Core content area frameworks have changed recently so teachers tend to request PD in their content areas based upon these shifts. Top needs from both campuses in both technology based PD and content based PD were shared in the presentation linked above.

Although they have collected data on the professional development needs of the staff, the PDC does not administer evaluations or assessment following workshops, oftentimes educators will do their own for feedback. It would be a good component for the PDC to add in the future. In regards to follow-up after a presentation/workshop, oftentimes outside presenters will offer their contact information for teachers to reach out for questions or additional clarification. Within the building there are also supports in place for different content areas - for example our Technology staff, Special Education Department, or even teachers who have attended additional outside trainings that are more indepth can offer additional support. Teachers are also paired in each building through our Mentors program, led by Christine Cabral, Paula Shaw and Kelli Dolan. These connections are established upon the arrival of new teachers which fosters a relationship that offers frequent assistance and support.

F. Updates on Track and Field Project at MHS: Scott Knief

Pictures shown (Pictures taken 8/20 12p) The track and field project is moving along on time and on budget with minimal change orders. The current schedule calls for substantial completion of the project by October 3rd. The goal is to have each fall team have an opportunity to play on the field - (Football, Soccer, Field Hockey, Cross Country).

Weekly meetings are held with Scott Knief, Brad Brothers, Dave Siedentopf and Mike Woods in attendance. The in-ground site work is done and they are moving along and now working above ground. The field has been widened due to a full size soccer field as well as football field and the track has been paved.

This facility will have two levels for spectators: The one level below will go right along the track for people to stand. Sod will be laid between staircases leading to the upper level. The second level will house bleachers, as well as an area designated for the concession stand in the future with plumbing, water, slab, electrical, septic, etc. already roughed in. Adding the concession building will be a future discussion but the prep work has been done for it. The Bus loop is also a nice addition in terms of entrance and separation from the parking lot. Plans for an open ceremony for the field will be made.

VII. Recommendations from the Superintendent

A. Bus Driver Bargaining Agreement 2018-2021:

James O'Brien welcomed Carver Selectman's representative Alan Dunham to join the discussion and Scott Knief welcomed Tammy Cornwall, Bus Driver negotiations representative.

An agreement has been met between the bus drivers and the school committee. In comparison to local rates, Carver is slightly above on the 7D drivers and below market average for CDL which is why you see the additional amount listed for CDL. The key components of the agreement are:

Wage Increases (Currently 16 of 22 drivers are CDL drivers)

FY19 - 1% across the board + and additional .25c for CDL Drivers

FY 20 - 1% across the board + and additional .25c for CDL Drivers

FY 21 - 1% across the board + and additional .25c for CDL Drivers

Increase of \$50 in each longevity payment

Minor language changes

Motion: made by Andrew Soliwoda to ratify the Memorandum of Understanding reached between the Bus Drivers Negotiation Sub Committee and the Carver Bus Drivers Union

Second: Stephanie Clougherty

Vote: Unanimous

Alan Dunham commended both committees and shared that as a member of the Board of Selectmen he is happy with changes made and wholeheartedly supports them. Likewise, Mr. O'Brien commended the Bus Drivers Union for negotiations.

B. Elementary Handbook Presentation: Tanya Dawson, Elementary School Assoc. Principal

Mrs. Dawson presented the recent changes made to the Elementary School Handbook for the 2018-2019 school year. The obvious and biggest change is the name, as the Governor John Carver Elementary School and the Erwin K. Washburn Primary School are now identified as one school: Carver Elementary.

The Elementary School Handbook sub-committee looked not at just code of conduct but the language, field trip, electronic devices. Specific changes were outlined in her presentation. In taking a look over these changes, James O'Brien asked for an example of a "device exception" for elementary school students. Ms. Dawson shared that kids who go home alone after school or with medical issues would be allowed to have electronic devices such as phones with them at school and parents can help make us aware that the student has the device and for that reason.

Get statement from Tanya about Safe and Supportive environment in regards to the Code of Conduct

In regards to the code of conduct, not much has changed from last year, but this year there was a

greater focus on “the student” rather than a global approach and restorative practices (making amends for the actions of the behavior). They followed the P.B.I.S. model for general rules.

Motion to approve: Andrew Soliwoda

Second: Stephanie Clougherty

Vote: Unanimous

C. Request to Recycle: Math Books (MHS) & Technology Items:

The math department has requested approval to recycle outdated calculus textbooks and the technology department is requesting the approval of several miscellaneous items to be disposed of. The requested list of items was shared. A vote was required to recycle/dispose of these items.

Motion to approve: Andrew Soliwoda

Second: Andrew Cardarelli

Vote: Unanimous

Discussion was had about how the school makes an effort to repurpose any items before looking to dispose of them and with technology in particular, now that there is a district wide technology department, Stephen Mahoney has made every effort to find other areas where these items can be used before destroying them. Most of these items are outdated or beyond their life. Both the elementary school and town hall have acquired repurposed items. The School Technology committee is mindful of the needs of the Council on Aging as well and is certain to consider them when making decisions.

D. End of Year-FY 18 Final Budget Transfers:

Brad Brothers, Chief Operations & Finance Officer

The end of the year FY18 budget transfer spreadsheet was shared. Most of the transfers were interdepartmental with a few exceptions for instance: savings from transportation was used for technology needs (routers, supplies, etc.) district wide; the minimal spending at the elementary school allowed facilities purchase and replace the bathroom partitions at the Middle High School; supplies and materials extras were wrapped into technology needs for subscriptions; and the district pre-paid special education tuitions with any remaining extras.

Motion to approve: Andrew Soliwoda

Second: Stephanie Clougherty

Vote: Unanimous

E. FY 19 Budget Transfers:

Brad Brothers, Chief Operations & Finance Officer

The FY19 budget transfer spreadsheet was shared. Brad Brothers outlined several of the changes.

Line #170: Voc Aggie Line

This year Carver Public Schools has three (3) students attending Vocational|Agriculture School which was a change from two (2) last year. There will be more movement on this line as the district looks to partner with another school district in order to save cost all around. Maureen Siedentopf, Director of Transportation was commended for her work on this.

Line #174: Insurance for Vehicles:

The line to insure vehicles was changed due to additional costs.

Line #236: Insurance property and liability

This item jumped up \$30,000 last year, however the quote didn't drop the two existing elementary buildings so this resulted in an unexpected cost savings which will cover any additional raised costs for the district.

The line item for DESE is set aside as they are planning and preparing ahead of time.

Motion to approve: Andrew Soliwoda

Second: Andrew Cardarelli

Vote: Unanimous

F. First Reading of: Policy BGE and Policy KG | KGR

The Policy Subcommittee met in early August and approved the following two policies be moved forward to the full committee for a first reading. The Policy Sub-Committee is meeting again on Thursday August 30th to discuss some additional policies that members of the Committee have asked us to take a look at.

Policy BGE: Policy Dissemination:

The revised policy is linked above. The intention of the revision is to make a clear statement that School Committee policies will be made available to the public. The school district plans on digitizing the policy manual and having it available on the district's website. Beyond the publicizing of the entire policy manual, they also plan to highlight some key policies - for example this policy stating that all district policies will be made available to the public. No action was required on this item. It will be brought to the September meeting for a vote. There was some discussion upon the specific language in regards to the vehicle in which it's shared - as the best method may change.

Policy KG | KGR: Community Use of School Facilities original policy | proposed revisions:

Linked above is our current Community Use of School Facilities Policies. Brad Brothers headed up a group of administrators and teachers that met multiple times through the past year to review these policies. The proposal put forward from this committee combines the two into one policy which is linked above.

There are four major changes in the proposed policy. First, the school district would begin to charge local community groups a small fee for the use of the fields and building space. Under the current policy local community members only have to pay a custodial fee and/or a security fee based upon the needs of their request. Second, the school district would require that there always be a custodian/security present for any group to use the building, including on weekends. We would no longer charge a separate fee for the custodian and/or security; it would be all covered under the building use fee when applicable. Third, the fee on weekends would be different than during the week based on no custodians scheduled for weekends. Finally, the overall fee structure has increased for use of all spaces.

This is a detailed proposal change that we will fully review during the meeting. No action is required. This will go before the committee for a second reading in September.

Brad Brothers shared that the focus of the committee was on how they could look at this policy with the climate of the times and really make certain the school is safe and secure at all times. They believe having a staff member on site at all times is a way to make sure that doors would be locked, etc. and would be the point person for all users. proposed costs are still less than most of the surrounding towns. Any fees for field maintenance, for example, will go into a revolving

account in order to take care of fields and specifically funds for future repairs that can be utilized rather than turning to the town to finance the whole project again.

Stephanie Clougherty asked for clarification on whether the schools currently require police details for events. Mr. Knief confirmed that they do and it is usually at the discretion of administration and the organizers. It is not a current policy - although it is in the proposed policy as an option that the school can choose to enforce.

Discussion continued in regards to how the school facilities, specifically the new spaces (elementary and track and field) would be shared or reserved by the community and how to efficiently monitor proper use and care. James O'Brien suggested that it may be beneficial to outline such things in the policy and in regards to self-monitoring as well. Andrew Solivoda asked Brad Brothers to look into how other towns regulate and handle these times of issues for the next reading of this policy. It was agreed that there is a need to make sure security is in place while being fiscally responsible as well and that the school committee has a responsibility to the town to share these facilities and establish the proper policies to do so.

VIII. Reports from the School Committee:

Andrew Soliwoda:

This year will be quite an amazing thing to watch our teachers and staff and teachers enter this building that the community came together and supported. We are very excited. This will not be a seamless process but bare with us.

Stephanie Clougherty:

I agree, Mrs. Maestas will be sending info out early with lots of information. Look out for that. She shared lots with us together - talk to your kids about the plan and get them ready.

Andrew Cardarelli: Kids, enjoy your school year!

James O'Brien: Teachers - I would like to offer you the best wishes on the opening and the year! Kids, you're off to school in the best way!

Motion to adjourn: Andrew Soliwoda

Second: Andrew Cardarelli

Vote: Unanimous

Meeting Adjourned at 9:20p

Minutes respectfully submitted by: Gina Marie Rush

**NEXT REGULAR MEETING:
Monday, SEPTEMBER 10, 2018
7:00 p.m. OPEN MEETING**