

Carlisle School Committee

Minutes

March 27, 2019

Carlisle School Community Room, Carlisle Schools, 83 School Street, Carlisle, MA 01741
8:30 AM

Present – School Committee: David Model - Chair, Josh Kablotsky, Christine Lear
Present – School Administration: James O’Shea, Superintendent; Nancy Anderson, Assistant to the Superintendent.

Meeting Documents:

Director of Student Support Services Search Timeline	Director of Student Support Services Job Description	Director SSS Job Posting
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I. Call to Order

Chairman David Model called the meeting to order at 8:35 a.m.

II. Public Comment Period

Mr. Model welcomed everyone to the meeting, and asked if any members of the public had comments. There were no comments.

III. Information/Discussion Items

A. Director of Student Support Services Position/Plan

Mr. O’Shea presented. The timeline has been established for looking for a Director of Student Support Services. The School has a job description and a job posting. Officially, it is the School Committee’s hire, but it can designate the Superintendent to run the process. Mr. Model voiced concern over the fact the last two people in this position have only lasted three years each. Mr. Kablotsky has concern that this position is one of the most important in the district, with an increasing amount being spent on the special education budget. This population of students need services to succeed. It behooves us to figure out how to do it better. Ms. Lear agreed that it’s an important role but is not sure if a different process would have weeded out the issues. Mr. O’Shea clarified that the job posting was not the same as the job description, which is a list of duties and responsibilities. He said the job expectations are embedded in the posting. Mr. O’Shea clarified that posting the job description is not how a job is presented in education. Mr. Model felt the standard should be to put the job description in the posting. He voiced the larger question of whether we should have the Director chairing all IEP meetings. Moving forward it might be better if that task was designated to or shared with others. Mr. Kablotsky said it’s important to identify the priorities of the job. Mr. Model sees the need to think about what we are seeking to do in the district; this is a difficult mission and an opportunity. Mr. Kablotsky added that this position must lead a model of how we deliver special education services. It’s an opportunity to pull the current model apart and examine it. We need someone to develop a

model for delivering services, with the ability to drive and negotiate. This needs to be a collaborative process where multiple people participate and drive the process. Mr. O'Shea will work with faculty and staff to rework the job description. Mr. Kablotsky said to find the best person and build the job around him/her, prioritize what is the most important qualification? The candidate needs to have vision. It's more important to get it right than get it fast. Mr. O'Shea will have parent and faculty forums, and ask for input in the next couple of weeks and report back to CSC in April. The potential people on the search committee will include 2 people from the School Committee, 3 faculty, 2 students, 3 administrators, and 2 parents and possibly one or two others. Mr. O'Shea will ask for volunteers. Mr. Model clarified that the CSC has given Mr. O'Shea direction for this process. Mr. Kablotsky said it is important to figure out which traits you want in a candidate.

IV. Citizens' Comments

Cynthia Sorn of Rutland Street said the job posting is boring and needs to be exciting. She thought a wise course of action was to hire a good person and also hire a consultant. She noted the start date for the new hire is July 1. Mr. Kablotsky felt that consultants often they tell you what you already know but they are outsiders, so the message is viewed differently. Cyndi Samuels (CPS special educator) stated that it's important to have regular education staff as well as special education staff on the committee. She also noted that we have had consultants in the past and they have presented new information. Susan Pray agreed that we have an aggressive timeline, but this is the window where people are looking for jobs. Mr. Kablotsky questioned if the candidate should be hired for one year or three years. Carol Yelle of Cross Street agreed with Cyndi about the need to include both regular and special educators on the search committee and added that both elementary and middle school have to be represented as well with staff and parents. She thanked everyone for the great conversation. It was noted there are no internal candidates for this position. Sue Ross (CPS OT specialist) asked if the candidate search could extend outside Massachusetts, and it was confirmed that the posting extends to other states. Ms. Yelle noted that it shows faculty and staff commitment to students by being at this meeting. Ms. Samuels asked for qualifications on people who could chair IEP meetings. Mr. O'Shea said that the person must be able to allocate District resources. Ms. Sorn added that in other districts, Principals chair IEP meetings. Mr. O'Shea said a special education liaison could be designated to chair meetings and it is rare that a Director chairs them all.

V. Adjourn Meeting

Mr. Kablotsky motioned to adjourn the meeting; Ms. Lear seconded the motion. There was no move to Executive Session. All members present voted in favor. The meeting was adjourned at 9:17 a.m.

Respectfully submitted,



Nancy Anderson
Assistant to the Superintendent