

**SCHOOL COMMITTEE MEETING MINUTES  
WEDNESDAY, MARCH 8, 2023  
7:00 PM  
COMMUNITY ROOM, ROBBINS BUILDING  
AND REMOTE ZOOM ACCESS**

Present – School Committee: Amanda Comperchio, Jack Huntress, Sharon Whitt, Sara Wilson  
Present via Zoom – School Committee: Carrie Patel  
Present – School Administration: James O’Shea, Superintendent; Stephen Connearney, Facilities Director; Mary O’Regan, Assistant to the Superintendent  
Present via Zoom – School Administration: Lori Bruce, Director of Student Services; Matt Mehler, Middle School Principal; Andy Paquette, Business Office; Dennet Sidell, Elementary School Principal

Topic: CSC Meeting

Time: Mar 8, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/82679370589?pwd=VEVtSHhtTklsbXNPdC9JUURNM3YwZz09>

Meeting ID: 826 7937 0589

Passcode: 702489

**I. Call to Order**

Mr. Huntress called the meeting to order at 7:05 PM and announced the meeting was being recorded.

**II. Public Comments** – Public Comments were made by the following individuals

Rachel Freed, 790 Concord Street, Carlisle, MA

Brendan Chetwynd, 161 Summer Street, Maynard, MA

**III. Review/Approve Minutes**

A motion was made by Ms. Comperchio to approve the minutes of the Carlisle School Committee meeting from February 8, 2023. The motion was seconded by Ms. Patel. The motion passed unanimously.

Roll Call Vote: Comperchio, aye; Huntress, aye; Patel, aye; Whitt, aye; Wilson, aye

A motion was made by Ms. Comperchio to approve the minutes of the Carlisle School Committee Special Education Subcommittee from December 1, 2022, December 15, 2022, and January 18, 2023. The motion was seconded by Ms. Patel. The motion passed unanimously.

Roll Call Vote: Comperchio, aye; Huntress, aye; Patel, aye; Whitt, aye; Wilson, aye

**IV. Information/Discussion Items**

A. Carlisle School Committee Goals - There was review of the 22-23 goals and activity related to each goal.

B. Student Reports - Rohan Danker reported that the 7th grade play will be held next week. Following that performance, the Drama Club will be putting on the Wizard of OZ.

Students in grade 7 participated in Challenge Day today. The Book Fair is coming next

week. Penny Wars began today. Ziyao Ma stated that students are anticipating the start of spring sports. Students are also looking forward to students from CCHS visiting to work on Celtics Playbook training.

- C. Capital Planning - Mr. O'Shea gave an overview of the activities surrounding Capital Planning over the past few months noting that focus has been on getting accurate cost estimates for projects as well as researching alternative funding sources. ARPA funding has been approved to cover the cost for installation of a new phone system in the district. A warrant article has been submitted for funding of Corey Auditorium Lighting Project. There was discussion of the possibility of having several of the smaller projects on the Capital Planning Project list completed and paid for out of the FY23 Budget if there are funds available at the end of the fiscal year. Some projects may be able to be covered by ARPA funding. There is a discrepancy between the original quotes and the current estimates for the Wilkins HVAC project. Mr. Behrle outlined the three proposals for the Corey Lighting Project. Work on the warrant article will move forward to finalized the wording and amount. The School Committee will add a meeting later in the month to vote on the endorsement of the article. Another Capital Planning Project discussed was the installation of security cameras in the school buildings. Mr. O'Shea gave an update on the current status of security cameras and outlined what had been discussed and researched regarding security cameras over the past few months. At the next School Committee meeting, to be held prior to the end of the month, a vote surrounding endorsement of installation of security cameras in the school buildings will be included.
- D. 23-24 School Calendar - The Calendar Committee reviewed and discussed the proposed calendar prior to presenting it to the School Committee. There was a brief review of the draft calendar linked to the agenda. It was noted that there were some comments submitted regarding the listing of the October 9, 2023 holiday as Indigenous People's Day/Columbus Day. Members discussed the comments and decided to support the calendar as presented. A vote to approve the 23-24 school calendar will be added to the agenda for the next meeting.
- E. Vocational School Discussion - Mr. Huntress reported that work continues on the document regarding vocational/technical schools. Dates for school tours were discussed and it was determined that tours of two schools will be set up for Wednesday, March 29.
- F. School Choice - A Public Hearing for School Choice will be held at the next meeting and a vote will be held at the April meeting. Committee members noted that their views on School Choice have not changed since last year.
- G. Superintendent Evaluation - There was a review of the draft timeline for the evaluation. Committee members would like to continue to engage faculty and staff in the process.
- H. Community Event - There was discussion of the challenges in drawing community members to an event. Mr. O'Shea suggested the possibility of inviting community members to shadow students to get a first hand experience of what Carlisle Schools are like in 2023. Further research and discussion with Principals will be done over the next few weeks regarding possible Shadow Days this spring.
- I. Committee Transition Planning - Committee members would like to make the transition in the spring with new committee members as smooth as possible. Work will be done regarding transition of roles and onboarding of new members.
- J. Policies for Review - All policies except L3 Remote Learning are the same as presented at the February 8, 2023 School Committee meeting. There was review of the changes made to L3 Remote Learning Policy based on discussion at the February 8, 2023 meeting.

- a. A2 Nondiscrimination on the Basis of Disability
- b. A7 Safety Program
- c. B2 School Committee Ethics
- d. C1 Administrative Structure
- e. C2 Damage and Vandalism
- f. C3 Distribution of Information
- g. C7 School Visits
- h. C9 Wellness Policy
- i. E1 Communicable Diseases Policy
- j. E4 Medication Administration Policy
- k. E5 School Bus Policy
- l. E6 Athletic Concussion Policy
- m. F1 Buildings and Grounds Safety and Security
- n. F4 No Idling
- o. F7 Tobacco Products on School Premises Prohibited
- p. G3 Emergency Plans
- q. I8 Teaching about Drugs, Alcohol, Tobacco and Controlled Substances
- r. J2 Bullying Prevention
- s. J3 Prohibition of Hazing
- t. J6 Entrance Age
- u. J8 Physical Restraint Policy
- v. J11 Student Welfare
- w. J13 School Attendance
- x. J14 Student Discipline
- y. J16 Student Rights and Responsibilities
- z. J17 Students Transportation by Staff in Private Vehicles
- aa. L1 Pandemic Specific Policy
- bb. L3 Remote Learning Policy
- cc. L4 Remote Learning Addendum
- dd. A8.1 Non-Discrimination Policy Including Harassment and Retaliation
- ee. A8.2 Non-Discrimination Policy Including Definitions and Resources
- ff. J19 Student Dress
- gg. J20 School Choice
- hh. G5 Professional Staff Hiring
- ii. K3 Public Gifts to the Schools

K. Google Drive Resource Directory - Mr. Huntress reviewed what information has been placed in the resource folder noting that these documents are available publicly elsewhere but the goal was to gather information in one place to make it easier for Committee members to access information on specific topics. Documents were included in PDF format to avoid a quorum of members working on a single document at one time.

**V. Communications/Correspondence** – An email to the School Committee from a parent regarding support of vocational schools was shared.

**VI. Superintendent's Update**

Mr. O'Shea reported that Facilities Director Stephen Conneaney just marked his one year anniversary working in the district. ARPA funding has been approved for the installation of a

new telephone system in the district. The PTO sponsored a guest author visit from Josh Funk for students in grades 1, 2 and 3. There are three staff members retiring at the end of the school year: Preschool Lead Teacher Michaela Hardimon, Middle School Art Teacher Courtney Longaker, and Business Office Assistant Nancy Donnelly. Interviews are underway for the Preschool position. Elementary Art Teacher Rachel Levy will be moving up to teach at the Middle School level and a search is underway for a new Elementary Art Teacher. The Business Office Assistant position has just been posted. A celebration for the Middle School Boys Basketball team was held after their undefeated season. Today was Challenge Day for the 7th grade students. The chorus is performing in Lowell tomorrow. The Book Fair will be held next week. Preparations for spring MCAS testing have begun. The 7th grade play, Footloose Jr., will also take place next week. Parent Teacher conferences are scheduled for next Thursday the 23rd, an early release day, and Friday the 24th, no school day. Middle School students are participating in Celtics Playbook training with former CPS students from CCHS.

#### **VII. Members'/Committee Reports as Needed**

- A. Regional School Committee - A DEIB meeting was held earlier in the day. A finalist has been selected for the Director of Student Services position. Plans are underway for a Multicultural Fair.
- B. CEF/PTO – The CEF and PTO are working together to put on the “Monte Carlisle” fundraising event scheduled for April 28 at the Westford Regency. The CEF has put the semi-annual grant process back in place following changes in the grant process during the pandemic.
- C. Municipal Facilities Committee (MFC) - Work continues on both the library and police station projects. The collaboration with Facilities Director Stephen Connearney is working well.
- D. Meeting of Committee Chairs - These meetings are held monthly with chairs from committees from both Concord and Carlisle. Mr. Huntress participates in these meetings where each chair gives an update on their committee activities.
- E. Meeting of Local School Committee Chairs - Mr. Huntress has attended these meetings previously where committee activities and best practices are discussed. He plans to attend the next scheduled meeting.
- F. Special Education Subcommittee – A workshop for parents on Basic Rights is planned for March 9.

#### **VIII. Warrants**

- A. Accounts Payable Warrant 23SE17; \$1,157,394.41
- B. Accounts Payable Warrant 23SE18; \$104,618.75
- C. Payroll Warrant 23PR17; \$430,127.57
- D. Payroll Warrant 23PR18; \$395,307.82

#### **IX. Action Items**

- A. Vote to accept the policy revisions and adoptions as presented with the exception of policy L3 Remote Learning Policy  
Motion to accept the policy revisions and adoptions as presented with the exception of policy L3 Remote Learning Policy was made by Ms. Whitt and seconded by Ms. Patel. The motion passed unanimously.  
Roll Call Vote: Comperchio, aye; Huntress, aye; Patel, aye; Whitt, aye; Wilson, aye

**B. Vote to Waive Usual Voting Procedure**

Motion to waive usual procedure and vote at this meeting on the revisions to policy L3 Remote Learning Policy was made by Ms. Wilson and seconded by Ms. Patel. The motion passed unanimously.

Roll Call Vote: Comperchio, aye; Huntress, aye; Patel, aye; Whitt, aye; Wilson, aye

**C. Vote to accept the policy revisions to L3 Remote Learning Policy**

Motion to accept the policy revisions to policy L3 Remote Learning Policy as discussed was made by Ms. Comperchio and seconded by Ms. Patel. The motion passed unanimously.

Roll Call Vote: Comperchio, aye; Huntress, aye; Patel, aye; Whitt, aye; Wilson, aye

**X. Citizen's Comments** – There were no comments.

**XI. Adjournment**

An additional meeting of the School Committee will be scheduled for Tuesday, March 21 at 6:30 PM. This meeting will be a remote meeting with Zoom access.

A motion to adjourn was made by Ms. Whitt. The motion was seconded by Ms. Comperchio. The motion passed unanimously and the meeting adjourned at 9:30 PM.

Roll Call Vote: Comperchio, aye; Huntress, aye; Patel, aye; Whitt, aye; Wilson, aye

Respectfully Submitted

Mary O'Regan

Assistant to the Superintendent

March 8, 2023

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 2.8.23

Special Education Subcommittee Minutes 12.1.22

Special Education Subcommittee Minutes 12.15.22

Special Education Subcommittee Minutes 1.18.23

School Committee Goals 22-23

Corey Auditorium Lighting Project

23-24 CPS School Calendar

Superintendent Evaluation Draft Timeline

CSC Policies

- a. A2 Nondiscrimination on the Basis of Disability
- b. A7 Safety Program
- c. B2 School Committee Ethics
- d. C1 Administrative Structure
- e. C2 Damage and Vandalism
- f. C3 Distribution of Information

- g.** C7 School Visits
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Google Drive Resource Directory

Vocational School Support Email

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