

**SCHOOL COMMITTEE MEETING MINUTES
MONDAY, APRIL 10, 2023
7:00 PM
LIBRARY, 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; Mary O’Regan, Assistant to the Superintendent; Dennet Sidell, Elementary School Principal
Present via Zoom – School Administration: Lori Bruce, Director of Student Services; Stephen Conneaney, Facilities Director; Matt Mehler, Middle School Principal; Andy Paquette, Business Office

Topic: Carlisle School Committee Meeting 4-10-23

Time: Apr 10, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/82092505952?pwd=NkJGdHVXNkxIQ2lWbmlQSzVmc3Y4dz09>

Meeting ID: 820 9250 5952

Passcode: 455663

I. Call to Order

Mr. Huntress called the meeting to order at 7:02 PM and announced the meeting was being recorded.

II. Public Comments – There were no public comments.

III. Review/Approve Minutes

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

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

A motion was made by Ms. Whitt to approve the minutes of the Carlisle School Committee meeting from March 21, 2023. The motion was seconded by Ms. Patel. The motion passed.

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

IV. Information/Discussion Items

A. Carlisle School Committee Goals - There was review of the 22-23 goals. Collaboration with town committees and departments was highlighted. There was discussion of providing updates during the next few meetings regarding activities related to School Committee goals.

B. Student Reports - Lily Bromley reported that there was a Hawaiian themed Friday Night Live held last week for Middle School students. The 4th grade won the recent Penny Wars. The 7th grade play, Footloose Jr., was a great success. The Drama Club is preparing for their production of the Wizard of Oz. Ziyao Ma talked about the

Band/Chorus trip to New York City later this week. There is also a Math League Meet later this week as well. Spring sports have begun as well as MCAS testing.

Ms. Wilson joined the meeting.

- C. FY23 Budget Transfer/Update - There was review of the memo dated 4/6/23 that was linked to the agenda. Mr. Paquette stated that to date the district is running close to projections. The district is moving away from prepaying items. It was noted that the Facilities/Maintenance line items were over budget due to the generator repair and rental costs. Research is being done to determine if insurance will cover any of these costs. A vote on a budget transfer will be held until May.
- D. Debrief on Vocational School Visits - On March 29, 2023, Mr. O'Shea and members of the School Committee toured Minuteman High School and Nashoba Technical High School. While reviewing the takeaways from the tours members commented on the level of engagement of students in the schools, the number of students on IEPs or 504 plans, the constant evolution of programs and activities in the schools, the number of programs offered, the hands-on opportunities for students in programs, and the number of career options for students. The cost of a district becoming a member of a technical/vocational school is sizable and the process would take several years. The committee will memorialize the information it has gathered over the past few months regarding vocational and technical schools. It was noted that the School Committee has a voice regarding this topic, but district membership in technical/vocational schools is not in the committee's purview.
- E. School Choice - A vote on School Choice will take place later in the meeting. There was review of policy J20 School Choice that was adopted earlier in the school year.
- F. Wilkins HVAC Update - In early 2019 an HVAC study for the Wilkins building was done and later in the year a report was received that estimated the cost of updating the system would be 2.3 million dollars. This amount exceeded what was available for Capital Projects. In 2022 when Facilities Director Stephen Connearney started in the district, he looked at the project and considered different approaches. Mr. Connearney worked with different vendors and received a lower quote on the project. It was determined that the quote did not include an electrical upgrade and was not based on the public bid process. Mr. Connearney is working with the vendor to adjust the quote. Based on the initial information received the project was thought to be too expensive to undertake, then with new information there was hope that the project could be funded. At this time, it is still unclear if this project will be too expensive to complete. The School Committee will continue to receive updates on the project at future meetings.
- G. Capital Projects Update - There was review of the list of Capital Projects. Several projects have received ARPA funding and additional requests have been made for other projects. Security Camera Installation has been included in the FY24 Capital Projects list and a warrant article has been created for Corey Auditorium Lighting project funding. Should there be any funds remaining in the FY23 budget, they will be used to fund smaller projects on the list.
- H. Sold a Story & Literacy Instruction in Carlisle - Mr. O'Shea discussed how faculty, staff, and School Committee members engaged in conversation surrounding the podcast as a professional development opportunity as well as opening up conversations regarding literacy with SEPAC members and families in the Carlisle community. Dr. Sidell provided

a brief history literacy curriculum in the district and reviewed the changes the district has made over the past year based on what has been learned regarding past practices. It was noted that the podcast focused on school districts that relied on a singular program and that in Carlisle multiple programs are used to find the right fit for supporting each student. Dr. Sidell noted that Dr. Macklis, Literacy Specialist, has been instrumental in bringing programs to the district and staying abreast of best practices in literacy instruction. Prior to the end of the school year, an additional update on literacy instruction in the district will be provided.

The committee agreed to address agenda items out of order

- J. Route to Sustainability Day, April 22, 2023 - Christina Christodouloupoulos and Launa Zimmaro provided an overview of events planned for Earth Day. There are over 60 exhibitors expected to attend and they will be located throughout the downtown area. All are encouraged to participate.
- L. Castle Playground Committee Update - Committee Chair Brian Waterson reviewed the presentation linked to the agenda. The outdoor classroom build will be primarily done by staff from Play by Design. A build date has yet to be determined. Details and cost estimates regarding the surface of the plaza are still being worked out. The Playground Committee will bring finalized plans to the School Committee for approval. Pre-orders for the Anthology Project publication on the playground build are currently being taken.
- I. Superintendent Evaluation - There was a review of the timeline for the evaluation. Committee members were asked to reach out to Mr. Huntress with regard to which staff members they would like to meet with during the evaluation process.
- K. Committee Transition Planning - Current School Committee members would like to make the transition as seamless as possible for new members once elected. There was a brief discussion regarding the timeline of elections and seating the Carlisle School Committee as well as appointing representation to the Regional School Committee.

V. Communications/Correspondence – There were no communications or correspondence.

VI. Superintendent's Update

Mr. O'Shea provided a staffing update as searches continue to fill openings for the Elementary Art teacher, Grade 3 classroom teacher, and the Assistant to the Business Manager. The School District section of the 2022 Annual Town Report was submitted. The Residential Services meetings are inviting additional committees and organizations to participate to expand and build community. Route to Sustainability events will take place in Carlisle on April 22. Middle School Band and Chorus members will be traveling to New York City this week. Students are enjoying the start of spring sports. All are encouraged to attend the joint CEF/PTO event on Friday, April 28 at the Westford Regency, "Monte Carlisle" Night.

VII. Members'/Committee Reports as Needed

- A. Regional School Committee - Coffee Chats are planned in Carlisle and Boston in the coming weeks. A Regional School Committee meeting will be held in Boston. Work continues on the FY24 Budget. There is an upcoming forum on mental health encouraging students to have a better work-life balance. CCHS is holding a parent lecture series.

- B. Municipal Facilities Committee (MFC) - Work continues on town projects.
- C. 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. The meetings are generally one hour in length with a fast format.
- D. Meeting of Local School Committee Chairs - Mr. Huntress shared that he has found it helpful to hear about different approaches that districts employ on various topics.
- E. 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.

VIII. Warrants

- A. Accounts Payable Warrant 23SE19; \$162,346.46
- B. Accounts Payable Warrant 23SE20; \$139,107.09
- C. Payroll Warrant 23PR19; \$427,239.85
- D. Payroll Warrant 23PR20; \$419,985.75

IX. Action Items

- A. Vote not to participate in School Choice for the 2023-2024 School Year

A motion that Carlisle School District does not participate in School Choice for the 2023-2024 school year 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

X. Citizen’s Comments – There were no comments.

XI. Adjournment

A motion to adjourn was made by Ms. Whitt and was seconded by Ms. Comperchio. The motion passed unanimously and the meeting adjourned at 9:26 PM.

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

Respectfully Submitted
Mary O’Regan
Assistant to the Superintendent
April 10, 2023

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 3.8.23
CSC Meeting Minutes 3.21.23
School Committee Goals 22-23
FY23 Budget Transfer/Update
CSC Policy J20 School Choice
Superintendent Evaluation Draft Timeline
Castle Playground Update
Accounts Payable Warrant 23SE19; \$162,346.46
Accounts Payable Warrant 23SE20; \$139,107.09
Payroll Warrant 23PR19; \$427,239.85
Payroll Warrant 23PR20; \$419,985.75