

**SCHOOL COMMITTEE MEETING  
AGENDA REVISION 1  
WEDNESDAY, FEBRUARY 3, 2021  
7:00 P.M.  
CARLISLE SCHOOL CAFETERIA  
AND ZOOM REMOTE ACCESS**

In order to adhere to social distancing guidelines, 5 members of the public will be allowed access to this meeting in the cafeteria at the Carlisle School. Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, members of the public who cannot access this meeting in the cafeteria can access it via live stream at:

<https://carlisle-k12-ma-us.zoom.us/j/85364619219?pwd=MDI2Ty81Z0Y5QlJ6TlVxVjM5R2N0UT09>

Meeting ID: 853 6461 9219

Passcode: 886407

(See page 2 for additional access information)

The School Committee reserves the right to implement additional remote participation procedures and will notify the public of these procedures as soon as practicable. Public comments are welcome as per the agenda.

**I. Call to Order**

Chair announces the meeting is being recorded.

**II. Review/Approve Minutes**

A. Meeting of January 20, 2021

**III. Information/Discussion Items**

- A. Student/Faculty Presentation
- B. State and Local COVID Dashboard
- C. School/Superintendent Update
- D. Non-Contractual Handbook
- E. Carlisle Community Engagement

**IV. Members'/Committee Reports as Needed**

**V. Communications/Correspondence**

**VI. Warrants**

- A. Accounts Payable Warrant #4921; \$51,222.02
- B. Payroll Warrant #4721; \$434,668.63

**VII. Action Items**

**VIII. Public Comments**

**IX. Adjourn Meeting**

The agenda items listed are those that the Chair reasonably anticipates will be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. All School Committee meetings may be recorded via audio and video by the School Committee.

**CARLISLE PUBLIC SCHOOLS [www.carlisle.k12.ma.us](http://www.carlisle.k12.ma.us)  
83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400**

Additional Zoom Access Information:

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Meeting ID: 853 6461 9219

Find your local number: <https://carlisle-k12-ma-us.zoom.us/j/85364619219>

The agenda items listed are those that the Chair reasonably anticipates will be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. All School Committee meetings may be recorded via audio and video by the School Committee.

DRAFT

**Carlisle School Committee**  
Minutes  
Wednesday, January 20, 2021  
7:00 p.m.  
Carlisle School Cafeteria  
and Zoom Remote Access

Present– School Committee: Christine Lear - Chair, Amanda Comperchio, Jack Huntress, Eva Mostoufi, Sara Wilson

Present– School Administration: James O’Shea, Superintendent

Present – School Administration via Zoom: Matt Mehler, Middle School Principal; Dennet Sidell, Elementary School Principal; Lori Bruce, Director of Student Support Services; Anne Mahan, Business Manager; Rob Fortado, Supervisor of Buildings and Grounds; Nancy Anderson, Assistant to the Superintendent.

In order to adhere to social distancing guidelines, 5 members of the public were allowed access to this meeting in the cafeteria at the Carlisle School. Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, members of the public who could not access this meeting in the cafeteria were able to access it via live stream at:

<https://carlisle-k12-ma-us.zoom.us/j/82416450344?pwd=c3ZvaHhjalhyb0hqN2ZVb0IwNWxJQT09>

Meeting ID: 824 1645 0344

Passcode: 058808

Public comments were posted via the chat box. Questions/Comments were read and answered by the School Committee via live stream.

### **I. Call to Order**

Ms. Lear called the meeting to order at 7:01p.m. and stated that the meeting was being recorded.

### **II. Review/Approve Minutes**

- A. Meeting of January 6, 2021. Mr. Huntress made a motion to approve the minutes of January 6, 2021; Ms. Comperchio seconded the motion. There was no discussion. The following votes were taken in roll call: Comperchio, aye; Huntress, aye; Lear, aye; Mostoufi, aye; Wilson, aye.

### **III. Information/Discussion Items**

#### **A. Student/Faculty Presentation**

Dr. Mehler said that some eighth grade students will share their experiences regarding civil discourse this evening and their ELA teacher, Marcella Pixley, will share some slides to provide context into the methodology. Dr. Mehler provided some history; the School previously worked with an organization called Facing History and Ourselves, that conducted workshops with middle school teachers about how to lead Civil Discourse topics such as anti-bias and anti-hate. Ms. Pixley began with the topic of how the country witnessed the riots at the Capitol earlier this month; the challenge was how to support kids and make them feel safe. She shared some civil

discourse guidelines that included; what should I do if I disagree, create a contract in the classroom so kids know how to listen to each other, list the rules for civil discourse, speak from your head and your heart, speak for the purpose of being heard, call on someone who has a different opinion than you, seek common ground, find areas where people agree. Then test your understanding of the opposing viewpoint by summarizing, take a deep breath before you react, and be civil kind and empathetic. The following students shared their experiences:

Ada Sprong said that during the classroom discussions, she felt like she was being heard, and felt safe and respected. People were careful not to make generalizations. She knew how the discussion was going to play out because she knows her class and her community. She was pleased with the civil discourse her peers could maintain during the discussion.

Benjamin Pixley started by pointing out that the exercise was a discussion, not a debate, and that pushed people to be respectful. Civil discourse is important to have in any discussion, and added “It’s only when we can discuss with opposing viewpoints can our knowledge grow and adapt.” Everyone came out having heard different sides. Everyone felt supported and accepted. We all came in frightened and confused, and we all came out passionate and knowledgeable.

Nafeesa Hoda shared that as a brown Muslim girl, she was afraid. Once she knew a teacher was in the room, she felt more comfortable. Students feel tension talking about politics, but people discussed passionately. They created a safe environment to talk and listen, it was a powerful privilege.

Wren Worobey shared that on the day she watched the news, she made generalized ideas about the people breaking into the Capitol. She had had debates before, conversations where two people were arguing over each other and couldn’t listen. Some of the things she had said before this conversation were generalizations and wrong. She learned that you can’t put people into two boxes. She thought it was moving they could have this discussion. She said, “It has shaped me as a person to come up with how I see the world.” Mr. Huntress said that adults could take a lot of lessons from these four students. Ms. Mostoufi thanked them for this work. Mr. O’Shea added that he had the opportunity to sit in on some discussion and witnessed the way teachers could create lessons so students could share their thoughts. He said it was impressive, thoughtful and great a representation of our students.; a tribute to the Carlisle students and Marcella Pixley.

- B. State and Local COVID Dashboard. Mr. O’Shea shared that there was one positive COVID case reported this past weekend. As a result, the 6<sup>th</sup> grade is remote through Friday. The Carlisle total positive case count in the last 14 days is 14. As of January 14, 2021, the State test positivity rate is 7.9%. Mr. O’Shea thanked the Fire Department for providing testing. Ms. Lear added her thanks to everyone working to keep people safe.
- C. Pooled Testing. Mr. O’Shea reported that the State rolled out a pooled testing initiative for K-12 schools. This is a way to save on testing resources; it allows you to create a group, conduct one PCR test for the group, and if one result is negative, the they all are negative. If one result is positive, you conduct further tests. Mr. O’Shea attended a webinar last week to learn more about the process. For the initial 6 week period, the State will provide the resources for schools participating in the pooled testing program. You can be involved for this initial 6 weeks and then terminate, or pay for services if you

continue. There is some expectation that districts should provide resources for purchasing these services. He added that Carlisle is on the list. Mr. O'Shea doesn't know the costs or how disruptive this process will be for staff and students. We are eligible to participate in the program because we are in-person. Other details were provided about pooled testing; they mix roughly 10-25 samples or swabs together in a batch or pool, then test the pooled sample with a PCR test. Tests are performed once per week on a short swab and results are available in 24-48 hours. The test can be administered by any trained school staff. Students in certain age groups can take their own samples under supervision. If pooled result is negative, all are presumed negative. If the result is positive, all individuals in the pool are retested individually. Mr. O'Shea will attend another webinar on Friday. Mr. O'Shea noted that there are not many positive COVID cases at the Carlisle School. Ms. Mostoufi added that there was no evidence of any transmission from students. Mr. Huntress asked what participation in the program would do for the School; should we weigh it against other precautions we could take? Are we making students safer from a risk perspective or are there other alternatives? He wants to be aware of the cost of participating in this program for the long term, but he knows families and staff want peace of mind on the topic. Ms. Wilson noted the benefit of finding the asymptomatic people in pooled testing. She added that at CCRSD, they were going to test twice a week. They are looking for consistent testing with a critical mass within a one week cycle. Mr. O'Shea voiced some challenges; how intrusive is the testing? If we go 6 weeks and we don't see cases, is there a value? However, 6 weeks also gets us through the winter period. The vaccine is imminent. He noted that we are still gathering information. He said we will ask our teachers and families, if we offered pooled testing, would you participate? We need consent and people to opt in. Ms. Mostoufi asked what happens with siblings? Ms. Wilson answered that if a child tests positive in a pool, the sibling is not yet a positive case. Mr. Huntress added that if there is testing, and a positive case is found, then an antigen test can be done in 15 minutes. If all antigens come back negative, then all of the participants need PCR testing. Ms. Wilson added that the pool test cost is covered by DESE, as is the rapid antigen follow up, but if there needs to be another PCR test, is that covered? Mr. O'Shea doesn't believe the State would cover that next test. Ms. Wilson said we need to know the economic impact; what would families pay, what would district pay, and what would the Town pay. Ms. Lear asked what if a family did not give permission for their child to participate in this program and the pooled test for that child's classroom came back positive. Catherine Fink, was recognized and clarified that if you had a child that was with a positive case, that child would be considered a close contact and would have to follow protocols. Ms. Sawyer, School Nurse, shared that Carlisle is quarantining entire classrooms as a precaution. Ms. Lear summarized that Mr. O'Shea would reach out and survey families and staff. Mr. O'Shea added that Ms. Sawyer is communicating with other schools about what they are doing about pooled testing. Mr. O'Shea said we will continue to explore this program with no commitment. When asked about cost, Mr. O'Shea said based on initial data, the cost was approximately \$5 per swab, which could total \$40,000-\$50,000 cost for the District. Mr. Huntress volunteered his help with the process. Ms. Mostoufi asked what happens if a test comes back inconclusive. Ms. Fink clarified that if you get an inconclusive result, it is always considered potentially positive and you would have to retest. Then the process would be to test the people in the pool sample with the antigen

test and if that was positive, it would move to PCR testing. Ms. Wilson voiced support for Mr. O'Shea and Ms. Sawyer creating the sample pools if it becomes necessary. Ms. Fink added that there are a limited number of pooled tests available. This will be a sampling. The actual testing takes place at a centralized lab.

- D. Recreation Commission Use of the Brick Building. Mr. O'Shea stated that the Recreation Commission uses the Brick Building, but the building is under the control of CPS. The windows are being replaced. Ms. Mansfield at the RecCom wants to do additional plumbing and HVAC work that the RecCom will fund. There is currently a signed 3 year agreement between the RecCom and the School, and RecCom would like a 5 year agreement before they invest more money in that space. Mr. O'Shea noted that the School has not had design on that space for a number of years. RecCom programs at the Brick Building support the whole community. Ms. Wilson asked if there were space challenges in School that might warrant School use of the Brick Building. Mr. O'Shea answered that for security reasons we put all students back in the School building. It was noted that the Brick Building may be used for vaccinating faculty and staff. Mr. O'Shea will work with RecCom and move forward extending the lease.
- E. Budget Presentation. Mr. O'Shea and Ms. Mahan presented the budget. The budget was level funded with FY20 for FY21. Reductions made to reach level funding included elimination of placeholders, line item reductions, and less contractual obligations. FY20 actual savings included \$214,000 returned to the Town due to, among other items, reduced transportation costs and reduced stipend pay. Also \$396,000 was used to prepay FY21 expenses. Reopening costs were offset by CARES and ESSER funds received from the state, and these funds were put toward furniture costs, PPE and new positions that had to be created due to remote learning. Budget drivers and considerations include the Mission and Vision of the District, salary increases of a 2.25% COLA (\$171.2K), step/lane increases of 4% (63.1K), other COLA/Steps (\$127K), enrollment/class size considerations, and the technology transfer of \$80,000 from Long Term Capital. It was noted that a large part of the budget is due to contractual agreements. There are also proposed staffing changes including maintaining a 5<sup>th</sup> grade teacher, restructuring a SLP position in Pre-K, hiring a Special Education teacher to support a new sub-separate program, two additional part time paraprofessional positions and maintaining custodial support added this year. There may be an additional elementary school teacher hired to address elementary class sizes and the reinstatement of the math specialist position. The FY22 total budget request is \$12,424,348. This represents a 7.34% increase for this year from last year. Salaries comprise 80.2% of the budget and transportation comprises 4.5%. Enrollment trends are other drivers of the budget. The current enrollment is 599 and the projected enrollment for next year is 609. For grades K-4 next year, it is expected there will be 4 levels at each grade except one grade will have 3 levels. For middle school, there will be 16 sections; a dyad in grade 5 and the continued middle school model in grades 6 through 8. Ms. Mostoufi wanted to point out the funds that were returned to the Town last year. Mr. Huntress added that there are a limited amount of adjustments we can make to the budget due to the contractual obligations, and feels that the proposed staffing can support the student body moving forward. Ms. Lear commended Ms. Bruce for building the special education program to fit the needs of the Carlisle students. Ms. Mostoufi said it is so important to keep students here in the community school; there are important social lessons they learn from being with their

peers, and they don't have to travel to an outside district, and there are many benefits to having the correct supports for those students and families. Mr. O'Shea said the system in place allows us to all benefit. Ms. Mostoufi said we should not lose sight of the fact our students have had some interrupted services; all of our students may need help next year. Mr. O'Shea added that while we do have most of our students here in person, the remote students will return, and we want flexibility with smaller classes to address the challenges to come. Mr. Model was recognized. His advice to the committee was to be clear on the separate issues that are going on, there was able to be a level budget because of the prepay and the current budget has zero prepays. He recognized these were normal increases in running the school, and commended everyone for keeping the school open and running. His advice was to make sure the three pieces are kept in balance; the school voluntarily took away prepay leverage close to 4%, the contractual piece, and the cost of running the school. He supports the budget. Scott Triola from FinCom was recognized, and he is aware of the various factors. He said a big portion of the ask is maintaining services. He clarified that the Town portion of the previous budget was level funded, but there was also funding from DESE and CARES. FinCom recognizes that expenses last year were not flat. He said if Carlisle receives Federal or State aid, it could offset the percent increase. He noted there were no DESE or CARES funds in the budget overview, and asked if this was assuming there would be no additional COVID expenses. Mr. O'Shea answered that this budget assumes we are in a post COVID world. There may be some costs for PPE and hand sanitizer. If the State mandates we offer FCR, that will be an added cost. Mr. Triola suggested adding a slide with current unknowns and to make clear what factors are driving the costs. Mr. O'Shea said we will have a Budget Hearing. The budget will be discussed more at a meeting on Monday. FinCom will listen to the budget requests from all Town departments and then discuss them with the SelectBoard. Guidance will come out from FinCom in mid-February. Mr. Model would like to see feedback from the FinCom and the SelectBoard before the School presents the budget in a Hearing. Mr. Triola said the budget may be revised so people need to remain flexible. Mr. Triola said that CSC support of the proposed budget would be helpful. Mr. Triola will send Mr. O'Shea and Ms. Mahan specific budget questions before the Monday meeting.

- F. School/Superintendent Update. Mr. O'Shea thanked Ms. Pixley and her students for the presentation this evening. He shared that required flu shots are no longer required. There will be a meeting with FinCom on January 25 about the budget. He attended an encouraging meeting with LEPC learning that Carlisle could be getting vaccines shortly. The Brick Building will probably be used as a vaccine site. 8<sup>th</sup> grade transition planning is underway. There is a high school transition webinar tomorrow night; he thanked Ms. Reid, Dr. Mehler and CCHS for pulling the program together. The first meeting of the Calendar Committee is tomorrow. The Policy Subcommittee met today and the Special Education Subcommittee meets on Friday.
- G. Carlisle Community Engagement. This was moved to the next meeting.

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

Policy Subcommittee: Ms. Comperchio shared that the Committee has reviewed all of the policies on this year's list except Sexual Harassment, which will be reviewed at the next meeting. The Committee will have something to present to the entire CSC after that.

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Special Education Subcommittee: Ms. Mostoufi shared that this committee will meet Friday at 7:30 AM.

CCRS: Ms. Wilson said that they are having many conversations about diversity and hiring. The vaccination station at the high school is up and running; first responders in 5 towns have been vaccinated. There is lots of collaboration. The Carlisle School nurses Lauren Sawyer and Lori Desjardin got vaccinated too. There have been cases of COVID in the schools in Concord but no transmissions. Schools are still operating. The numbers are trending down; people are following protocols.

#### **V. Communications/Correspondence**

There were no communications or correspondence.

#### **VI. Warrants**

- A. Accounts Payable Warrant #4621; \$76,066.96
- B. Payroll Warrant #4421; \$359,922.12

#### **VII. Action Items**

There were no action items.

#### **VIII. Public Comments**

There were no public comments.

#### **IX. Adjourn Meeting to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to open session for the following purpose:**

##### **Purpose 3, To discuss strategy with respect to litigation.**

Ms. Comperchio made a motion to adjourn the meeting to executive session with no intent to return to open session for purpose 3, to discuss strategy with respect to litigation; Ms. Mostoufi seconded the motion. There was no discussion. The following votes were taken in Roll Call: Comperchio, aye; Huntress, aye; Lear, aye; Mostoufi, aye; Wilson, aye. The public meeting was adjourned at 9:17 p.m.

Respectfully submitted,

Nancy Anderson  
Assistant to the Superintendent

#### List of Documents Viewed or Reviewed:

Draft Minutes of January 6, 2021

Warrants

Accounts Payable Warrant #4621; \$76,066.96

Payroll Warrant #4421; \$359,922.12

Carlisle Community Engagement

Carlisle School Committee Goals



# CARLISLE PUBLIC SCHOOL



## **Non-Contractual Employee Handbook**

**2020-2021**

Human Resources Office  
83 School Street  
Carlisle, MA 01741  
[www.carlisle.k12.ma.us](http://www.carlisle.k12.ma.us)

## ***NOTICE TO CARLISLE PUBLIC SCHOOL EMPLOYEES***

The goal of this employee handbook is to familiarize you with the school district and some of the benefits that are available to you relative to personnel procedures and practices. It is hoped that you will find the information in this handbook helpful. The contents of this handbook are presented as a matter of information only and as guidance to practices and policies.

The handbook contains current information as of the date of issuance and the information may change from time to time after the handbook is issued. Please be advised that this handbook supersedes all previous handbooks for employees.

The Carlisle School Committee has policies in place which must be reviewed by each employee. Please find the attached link to the school district policy manual:

[https://docs.google.com/document/d/1nRMv2vv-tTDk\\_el\\_Dd5f88SM91UrsutPH8tQiufzPIs/edit](https://docs.google.com/document/d/1nRMv2vv-tTDk_el_Dd5f88SM91UrsutPH8tQiufzPIs/edit)

Please read through the manual and handbook carefully. Both documents contain information and guidelines that are important to your success here.

Please understand that this handbook was established to provide the employee with information, to comply with legal issues and ensure consistency in the system's efforts. With this in place, we can focus our attention on student learning. If you have questions regarding School Committee policies or information contained in this handbook, please contact Human Resources at 978-369-6239, ext. 3120.

This handbook is not to be construed as a promise or contract of any kind between the Carlisle Public School and any employee. The Carlisle Public School retains the right to revise, change, add to, suspend or cancel, in whole or in part, any of the policies contained in this handbook, at any time, without notice or to vary from the term of this handbook in particular circumstances as they may deem appropriate.

The Carlisle Public School reserves the right to terminate any employee whenever such action becomes necessary by reason of shortage of funds, lack of work, reduction/elimination of position, material changes in duties or organization or for any other appropriate reasons. These policies are a guide only, and it is not the intent of the school to grant any employee any contractual commitment, expressed or implied, by its adoption. It is your responsibility to become familiar with and to know all School Committee policies and the information contained in this handbook. The employment relationship between the employee and the Carlisle Public School is at will and may be terminated by either party at any time. This handbook is not a contract.

## TABLE OF CONTENTS

Notice to Carlisle Public School employees; this handbook covers all office, custodial, aides, and kitchen personnel hired on a non-contractual basis. A Non-Contractual Employee is an employee who is not in a collective bargaining agreement or contract with the Town of Carlisle. This policy takes precedence over any and all former statements regarding non-instructional and non-contractual service personnel.

Section I.	General Information of the Carlisle Public School (CPS)	
	A. Vision/Mission Statement	I-1
	B. Portrait of a Graduate	I-1
	C. CPS Buildings	I-1
	D. Directory	I-2
	E. School Calendar	I-3
	F. School Cancellation	I-3
Section II	Human Resources & Payroll	
	A. Human Resources/Payroll Office	II-1
	1. Location and Hours	II-1
	2. Office Responsibilities	II-1
	B. Pay Dates	II-1
	C. Payroll Procedures	II-2
	1. Paperwork Requirements	II-2
	2. Closing of Payroll	II-2
	3. Making changes in benefit coverage	II-2
	D. Direct Deposit	II-2
	E. Employees' Access to their Personnel Records	II-2
Section III	Job Classification, Wage, Performance, and Work Week Information	
	A. Job Classifications	III-1
	B. Wage Rates	III-1
	1. Wage Rates	III-1
	2. Probationary period	III-1
	3. Performance Reviews & Salary Increases	III-2
	C. Work Week & Overtime	III-2
	1. Normal Work week	III-2
	2. Lunch Breaks	III-2
	3. Overtime	III-2
	4. Snow Days	III-3
	5. Delayed Openings	III-3

## Section IV

### Explanation of Benefits

A.	Holidays and Holiday Pay	IV-1
B.	Vacation Time	IV-1
C.	Credited Service	IV-2
D.	Disciplinary Policy & Procedure	IV-2
E.	Grievance Procedure	IV-3
F.	Personal Days	IV-4
G.	Paid Personal Time Off (PTO)	IV-4
H.	Employee Sick Leave & FLMA	IV-5
	1. Family Medical Leave Act (FMLA)	IV-5
	2. Absence for Childbirth	IV-6
	3. Sick Leave	IV-6
I.	Bereavement Leave	IV-7
J.	Leave without Pay	IV-7
K.	Military Leave	IV-7
L.	Jury Duty	IV-7
M.	Worker's Compensation	IV-8
N.	Professional Days	IV-8
O.	Physical Examination	IV-8
P.	C.O.R.I. Checks	IV-8
Q.	Miscellaneous	IV-9

## APPENDIX

1.	Acknowledgement Signature Sheet
2.	Non-Contractual Performance Rubric
3.	Time Sheet
4.	Direct Deposit Form

# **General Information**

## **Section I**

## **VISION & MISSION:**

Carlisle Public Schools cultivate balanced learners who can stand confidently with one foot in the field and the other in the future.

- We create a nurturing and individualized experience for our students and highly value personal relationships.
- We prioritize social-emotional and physical health.
- We include a project-based approach to help students develop their knowledge, skills, and interests.
- We provide multiple ways for students to demonstrate understanding and mastery, deemphasizing state standardized assessments.
- Students engage in the classroom and in the community, with educators, local experts, and Carlisle's natural resources to understand how their studies can be applied to civic life to help solve local and global problems.
- We break down barriers between traditional subjects and create opportunities for students to develop their understanding of the world and extend their perspective and thinking beyond our town borders.

## ***A CPS GRADUATE IS:***

- A resilient and adaptable lifelong learner who is empowered to pursue their interests.
- A self-aware and reflective individual who takes responsibility for their actions, outcomes and learning.
- A caring, kind and engaged global citizen who works to forward identified goals.\*
- A creative and competent problem solver, appreciative of diverse thinking.
- An independent thinker, willing to question the status quo and weigh the evidence.
- An effective communicator & collaborator who can work with diverse teams, listen and articulate thoughts and ideas persuasively.

\*Current goals are aligned with UN Sustainable Development goals.

## **D. The Carlisle Public School Buildings**

State Law prohibits smoking on school property at any time. (In buildings or on the grounds) Smoking, vaping and the use of tobacco products or e-cigarettes shall be prohibited.

**Spalding Building;** Houses the PreK-2 classrooms, Literacy and Math Specialists, as well as School Administration.

**Robbins Building;** this building houses grades 3 & 4, the school library, the technology center, RISE, guidance/psych, Choral Music, Speech and the School Business Office.

**Grant Building;** Includes elementary art, world language, grades 5-6, the Student Support Services Office, the Engineering Room, and the grade 3-5 special education learning center.

**Wilkins Building;** Includes grades 6-8, Middle School Art, and the grade 6-8 special education learning center

**Corey Building;** PE, Music, Central Supply, Food Service, and the Auditorium

## **E. DIRECTORY**

**School District Main Phone Number: 978.369.6550**

### **Administration**

School Superintendent

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p.978.369.6550 ext. 1002

## **F. SCHOOL CALENDAR**

Please visit the school website (<http://www.carlisle.k12.ma.us>) to view the school calendar.

## **G. SCHOOL CLOSURE OR CANCELLATION**

If school is cancelled or delayed, a telephone message will be sent to employees' preferred phone using the One Call automatic notification system. The following radio and TV stations and websites will also have the information:

- WBZ 1030 AM/Channel 4 – <http://www.wbztv.com>
- WHDH Channel 7 – <http://www1.whdh.com>
- WCVB Channel 5 – <http://www.thebostonchannel.com>
- WFXT Fox 25 – <http://www.fox25.com>
- NECN – <http://www.necn.com/weather/school-closings/>



# **Human Resources & Payroll**

## **Section II**

**A. Human Resources / Payroll Office**

1. Location and Hours of Operation. The Human Resource Office of the Carlisle Public School is located at:

Business Office  
Robbins Building  
83 School Street  
Carlisle, MA 01741  
Phone: 978.369.6239  
Fax: 978.369.0764

Regular business hours during the school year are 7:30 a.m. to 3:30 p.m. Regular business hours from the end of the school year until the opening day of school are 8:00 a.m. to 3:30 p.m.

2. Office Responsibilities. The Human Resources Office is the official site of all personnel records for school district employees, past and present. An employee should contact the Human Resources Office with any questions or concerns regarding the following topics: sick leave accumulation and use; accuracy of compensation; clarification of benefits available and entitlement to such benefits; the contents and inspection of personnel records; questions regarding leave, either paid or unpaid; absences for medical or other reasons; and any other matter pertaining to employment issues with the Carlisle Public School.

**B. Pay Dates**

Employees of the Carlisle Public School are paid every other Friday. Persons employed for a shorter period will be paid as required.

## **C. Payroll Procedures**

1. Paperwork Requirements upon Employment. Every new employee of the Carlisle Public School is required to do the following:

1. Have fingerprints done prior to first day of work
2. Complete an IRS W-4 (tax withholding) form
3. Enroll in a retirement system or plan
4. Complete a CORI check authorization form
5. Complete an I-9 form as required by the U.S. Immigration and Naturalization service
6. If being employed in a position requiring a license from the Massachusetts Department of Elementary and Secondary Education, provide a current copy of the license, as appropriate
7. Complete such other paperwork as may be required by the Human Resources Office. All employment packets are found to the right on the Business Office page of the school website.

Only upon completion of required paperwork will an employee be able to continue employment and receive a paycheck.

2. Closing of Payroll. Timesheets and other documentation required to ensure payment must be submitted to Payroll not later than the Wednesday of the week prior to the pay date on which payment is anticipated.

3. Making Changes in Benefit Coverage. Changes in an employee's health, dental, life and other benefits are made through the Human Resource Office.

**Time is of the essence in making such changes.** For example, if an employee needs to add a dependent to her/his health insurance, marries and needs health insurance coverage for her/his new spouse, or loses her/his coverage on another person's insurance and needs to enroll in the Town's health insurance coverage, then this must be done immediately when the benefits change is needed.

## **D. Direct Deposit**

Direct deposit is mandatory for all employees. Please contact the business office for further instruction or complete the form in the Appendix and forward it to the business office assistant.

## **E. Employees' Access to Their Personnel Records**

The personnel records of the Carlisle Public School are maintained in the Business Office, 83 School Street, Carlisle, MA 01741. Any school system employee may view her/his personnel file during regular business hours.

**Job Classifications,  
Wage, Performance  
&  
Work Week Information**

**Section III**

## A. Job Classifications

1. Probationary Employees: are employees who have had less than six months of continuous service. During the probationary period the employee can be released at any time without cause. The probationary period may be extended at the discretion of the Superintendent, or upon recommendation of the employee's supervisor.
2. Regular Employees: are employees who have had six months or more of continuous service. (Middlesex County Retirement pension)

3. Full-time/Full-year Employees: are employees who are scheduled to work at least 35 hours per week for 52 weeks, and will qualify for full benefits. (Middlesex County Retirement pension)

Full-time/School-year Employees: are employees who are scheduled to work at least 35 hours per week for the weeks school is in session (36 weeks), and will qualify for full school year benefits. (Middlesex County Retirement pension)

4. Part-time/Full-year Employees: are employees who are scheduled to work at least 20 hours per week for 52 weeks to qualify for all benefits, pro-rated or otherwise. (Middlesex County Retirement pension)

Part-time/School-year Employees: are employees who are scheduled to work at least 20 hours per week for the weeks school is in session (36 weeks), and will qualify for pro-rated school year benefits. (Middlesex County Retirement pension)

5. Part-time Employees: are employees who are hired as regular or temporary to work **less than** twenty (20) hours per week for any set number of weeks per year. These employees **DO NOT** qualify for or receive any benefits. (OBRA pension)
6. Temporary Employees: A temporary employee is someone whose specified tenure of service is stipulated at time of hire, such as employees who are working on a temporary job or as a substitute. (OBRA pension)

## B. Wage Rates

1. Wage rates: for all job classifications will be established as scale positions by the Carlisle School Committee. New hire placement on scales will be based upon completion of supervisory review.
2. Probationary period: The employees first six months on the job are considered a probationary period. If during or at the conclusion of this probationary period the supervisor decides that the employee is not performing satisfactorily the employee can be terminated without written notice.

3. Performance reviews and salary increases. Regular employees whose performance is satisfactory may advance to the next higher step on the salary schedule on July 1, providing that they have been on active status for at least 10 of the previous 12 months. Any advancement to a higher step on the salary schedule is dependent upon the results of an annual evaluation by the employee's supervisor. Any increase may be withheld by the Superintendent.

All employees will receive an annual review from their direct supervisor. A sample of a performance review form is included in the Appendix. The supervisor and employee may use Carlisle Public Schools' Non-Contractual Performance Evaluation Form or an alternate, mutually agreeable evaluation form.

### **C. Work Week & Overtime**

1. The normal work week for school year full-time staff shall consist of five days of seven hours each, the weeks children are in school. Full year staff work eight hours per / five days per week.
2. A *non-paid* one half hour lunch period shall be scheduled for personnel who work a continuous work day. However, if the job requirement as determined by the employee's supervisor dictates that certain school items must be attended to during the scheduled lunch break, that person will receive compensation for the one-half hour lunch break. Full-time employees whose work day commences at 1:00 p.m. or after will be scheduled for a seven-hour period or more with a dinner break included. Those employees who are scheduled for less than an eight-hour day or for a work year which corresponds to the school year, shall be compensated on an hourly basis applied to the number of hours worked.
3. Overtime.
  - A. Employees are expected to work overtime when called upon to do so by his/her supervisor.
  - B. Time and one half shall be paid for all time worked in excess of forty (40) hours in one week and for all time worked on recognized holidays. No overtime compensation will be paid to an employee unless the supervisor requested, or specifically authorized the employee to work overtime. Part-time employees shall be paid at the overtime rate for all hours worked in excess of forty (40) hours per week.

4. School Closure/Cancellation/Snow Days

- A. If for some unforeseen circumstance school is cancelled or closed, the superintendent or their designee will determine if full year staff need to report to work. If it is determined that full year staff do not need to report, they will be compensated at their normal rate of pay. In some instances school year personnel may be asked to conduct their work remotely.
- B. School year employees are **not** compensated for snow days, as they will be made up at the end of the year.
- C. **Custodial personnel who are required to work on such days will be compensated at the overtime rate.**
  - a. Custodial personnel are required to report to work on “snow days.” These are days when school has been cancelled due to snow. The custodial supervisor will determine hours and assignments of custodians on “snow days.” When custodians work on a snow day, they are compensated at their hourly overtime rate for that day. (Example; if a custodian works 5 hrs. they are compensated for 7.5 hrs.)
  - b. Custodians who do not report for work are not compensated, and are considered to be on leave without pay.

5. Delayed Openings: Currently, DESE regulations allow “delayed opening” school days to count toward the school year. Therefore, all school year employees would be expected to work, and would be compensated for their full day.

# **Explanation of Benefits**

## **Section IV**



**A. Holidays and Holiday Pay**

1. All full year employees, full and part-time full week (5 days), of the Carlisle Public Schools shall receive the following federally identified paid holidays. **Any non-contractual employee who works less than a full five-day week shall have their allowable days pro-rated per time worked.**

Labor Day	New Year's Day
Columbus Day/Indigenous	Martin Luther King Day
People's Day	
Veterans' Day	Presidents' Day
Thanksgiving Day	Patriots' Day
Day After Thanksgiving	Memorial Day
Christmas Day	Independence Day

Holidays outlined above are available for all non-contractual employees who regularly work twenty hours a week or more. All holidays shall be observed on the day established by Massachusetts law or in the case of Patriots' Day, by the School Committee. When a paid holiday falls on a Sunday, it shall be observed on the following Monday. When a paid holiday falls on a Saturday it shall be observed on the Friday before the holiday.

2. School year employees shall receive three (3) paid holidays of their choice from those listed above or other religious holidays. School year employees must notify the supervisor and business office during the week that such a holiday occurs that they wish to be paid for that holiday. Employees will be paid the number hours they normally would be scheduled to work.

**B. Vacation Time**

1. Vacation pay is granted to all full year non-contractual employees who regularly work twenty hours a week or more. An employee will be eligible to use vacation from the end of the probation period. Vacation time will be accrued from the date of employment by the Carlisle Public School.

<b>Vacation Accrual Rates</b>			
<b>Length of Credited Service</b>	<b>Monthly Accrual</b>	<b>Yearly Accrual</b>	<b>Maximum Accrual</b>
0-4 Years	6 2/3 Hours	2 Weeks	20 Days
Beginning 5 <sup>th</sup> – 14 <sup>th</sup> Year	10 Hours	3 Weeks	20 Days
Beginning 15 <sup>th</sup> Year	13.5 Hours	4 Weeks	20 Days

2. An employee who is in paid status for more that ½ of the workdays within a month will accrue vacation hours for the entire month.

3. For the purpose of this section, a full-time employee is one who works 35 hours a week.
4. Each full-year full-time employee regularly scheduled to work less than 35 hours per week shall accrue vacation at a pro-rated monthly rate based upon the portion of the 35-hour work week he/she is regularly scheduled to work.
5. Part-time full-year employees will accrue vacation according to the schedule set forth above with the further modification that the amount of time accrued for such personnel will be multiplied by the percentage of time they are working in an average work week.
6. Vacations will be taken at times mutually agreeable to the employee and the supervisor/administrator.
7. Upon termination of employment, and if appropriate notice was given, an employee will receive payment for up to twenty (20) days' vacation accrued to the effective date of the termination.

### **C. Credited Service**

Credited Services is the length of continuous employment an employee has had with either the Carlisle School System and/or the Town of Carlisle. Credited service will serve as the basis for calculating vacation accrual rates and determining the extent of participation for employee benefits which vary according to length of continuous employment.

### **D. Accountability Policy and Procedures**

1. After the probationary period, discipline or discharge of an employee may not be imposed without cause, as determined by the Employer. Whenever a supervisor determines that an employee's work does not meet expectations or that an employee has engaged in misconduct so as to warrant supervisory action, these circumstances may lead to discipline or discharge of the employee.
2. The following are examples of unsatisfactory work and misconduct.
  - a. Not meeting expectations or inefficiency in performing assigned duties.
  - b. Inability to perform one or more critical elements of the position.
  - c. Refusal to perform a reasonable amount of work, a violation of any reasonable official order or failure to carry out any reasonable directions made by a proper supervisor.
  - d. Habitual tardiness or absence from duty.

- e. Use or possession of illegal narcotics while on duty.
- f. Inappropriate, improper, dangerous, or illegal conduct with children or members of the staff.
- g. Leaving school property without authorization while on duty.
- h. Violation of state mandated policies of the school system. See online staff policies: Staff procedures for Reporting suspected Child Abuse and Neglect, AIDS, Equal Education Opportunity, Policy on Drug Free Workplace, Equal Opportunity Employment, Sexual Harassment Policy, Anti-Hazing Policy, and Tobacco Products.
- i. Fraud (for example: in securing a position or reporting inaccurate hours).
- j. Disclosure of confidential information.
- k. Abuse of sick leave or absence without leave.
- l. Conviction of felony.

### 3. Notice of Supervisory Action or Discharge

Notice of supervisory action or discharge shall be in writing. An employee aggrieved by a supervisor's decision to impose discipline upon or to discharge that employee shall have the right to an appeal as provided by the grievance procedure set out in Section E.

#### **E. Grievance Procedure**

Any employee who is aggrieved by a decision of an immediate supervisor shall have the right to appeal. If the grievance remains unresolved after appeal to the next supervisory level, the aggrieved employee shall provide a written statement of the grievance and the relief desired to the Superintendent of schools for final determination by the Superintendent.

#### **F. Personal Days**

1. Personal leave up to a maximum of three (3) paid days per fiscal year, non-cumulative, may be granted to a permanent employee at the discretion of the superintendent.
2. Personal leave shall be only for personal reasons which cannot be attended to at a time other than when school is in session.
4. Any request for personal time must be entered in the AESOP online absentee system @ <http://www.aesoponline.com>. Please give at least three (3) days' notice. Please be sure to indicate on the website if a substitute is needed.

4. All regular employees over twenty (20) hours per week may receive up to 3 personal days in a year approved by his/her supervisor and the Superintendent of Schools.
5. A less than full week employee shall receive personal days pro-rated according to time worked.
6. Employees who are hired after April 1 of that school year may be granted one (1) day.
7. Such leave may be granted only for a full work day or one-half of a work day as requested and as approved by the immediate supervisor.
8. It is understood that personal days are **not** to be used in lieu of, or in connection with, holiday or vacation time.

**G. Paid Personal Time Off (PTO)**

1. *Coverage.* Permanent part-time employees under the Job Classifications #5, are eligible (i.e. Employees working under twenty (20) hours per week on a regularly scheduled basis). Employees working on an “as needed” irregular basis are not eligible.
2. *Policy.* Part-time employees working under twenty (20) hours per week who have completed one year of employment shall be entitled to paid Personal Time Off (PTO) hours pro-rated as follows: the average number of weekly hours worked during the prior year, divided by five (5), and multiplied by seven (7). For example, an employee working an average of ten (10) hours per week during the prior year shall receive fourteen (14) hours of paid PTO in the following fiscal year. An employee averaging 15 hours per week shall receive twenty-one (21) hours of paid PTO in the next fiscal year.
3. *Use of Paid PTO.*
  - a. Use of PTO hours must be approved by the employee’s department head prior to time taken.
  - b. PTO hours are available as of July 1 and must be used within that fiscal year.
  - c. There is no carryover of PTO hours from year to year.
  - d. There is no cash in lieu of PTO hours.
  - e. PTO hours may be taken in no less than ½ hour increments.

**H. Employee Sick Leave/ FMLA**

- a. Family and Medical Leave Act (F.M.L.A.)

Basic Information. All employees who have worked for the Carlisle Public School for the preceding 12 months and who worked at least 1250 hours for the school system in those preceding 12 months, are entitled to the rights provided under the federal Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, qualified employees are entitled to up to 12 weeks of paid or unpaid leave for certain specified medical situations, either personal or familial, and for certain child-care or adoption situations.

Requesting FMLA Leave. To request a medical leave of absence, send a written request with a doctor's note to your supervisor. The supervisor will forward the request with his or her recommendation to the superintendent for approval. An employee can request leave for one of the following reasons:

- a) The birth, adoption, or placement of a child (foster care) and to care for such child;
- b) The care of the employee's spouse, child, or parent who has a serious health condition;
- c) The employee's own serious health condition.

Further Information. Specific information about the FMLA and employees who are covered by its provisions, may be obtained from the Human Resource office.

b. Absence for Childbirth

An absence associated with pregnancy and childbirth is considered to be a medical absence. An absence associated with pregnancy or childbirth is covered by such paid medical leave provided the employee has sufficient sick leave to cover the absence. If a female employee does not satisfy these eligibility requirements, such female employee, if she has completed the initial probationary period, shall be eligible instead for an eight (8) week maternity leave for the purpose of giving birth or adopting a child, in accordance with Massachusetts law, the Massachusetts Parental Leave Act. Employees on child-bearing leave may apply accumulated sick leave for those days on which they are unable to work as a result of pregnancy or recovery from birth.

c. Sick Leave

Under no circumstances are sick days to be construed as a vested right. The intent of the sick day policy is to provide salary continuation during an employee's reasonable period of absence due to bona fide illness or injury. It is also the intent of this policy to allow employees to take sick time to care for dependents who are ill or injured; in this context, the word dependents is defined by State and Federal tax code. In all cases, a doctor's certificate may be required.

Each regular **full year** employee who works a minimum of 20 hours per week shall accumulate sick leave with pay. Sick leave with pay will be accumulated at the rate of 1.25 day for each month of active employment, for a total of **fifteen (15) days per year**, not to exceed a total accumulation of **one hundred twenty (120) days**. Full year /Part-time will be pro-rated.

School year employees working at least 20 hours per week accumulate sick time with pay, at the rate of 1 day for each full month of active employment for a total of **ten (10) days per year**.

**Certification of Illness:** After a three (3) consecutive day absence or after a series of repeated absences during the years of employment, a department head may request a physician's statement, which certifies the employee's inability to perform normal work duties. Additionally, the department head may arrange for a School-retained physician to examine an employee and submit a medical evaluation.

**I. Bereavement Leave**

Employees shall be entitled to a maximum of three (3) scheduled working days off with pay to be taken within seven (7) consecutive days from the date of a death occurring in the employee's immediate family to attend a funeral and for other personal business caused by a death in the immediate family. Immediate family shall be defined as parent, spouse, child, brother, sister, parent-in-law, son/daughter-in-law, brother/sister-in-law, grandparent or relative residing in the employee's household.

**J. Leave without Pay**

Leave without pay is only for unusual and imperative circumstances and should only be requested on rare occasions and for compelling reasons. Written requests for leave without pay must be made to the appropriate supervisor and require the recommendation of that supervisor with approval from the superintendent.

**K. Military Leave**

Employees in the Federal or State military reserve forces shall be granted a military leave of absence, for a period not to exceed two (2) weeks for each calendar year. Such employees shall be paid in an amount equal to their normal pay (less the amount paid for military service to the Federal or State government).

**L. Jury Duty**

Employees called for jury duty shall be paid for the amount equal to the difference between the compensation paid for the normal working period and the amount paid by the court, excluding allowance for travel. The amount due the employee shall be verified by the Business Manager upon presentation of proper evidence for monies received for jury duty.

**M. Worker's Compensation**

An employee, who by reason of an industrial accident receives statutory compensation (worker's comp), may receive, in addition, the amount necessary to make up his/her regular weekly compensation to the extent of his/her accumulated sick and vacation time applied on a pro-rated basis. Please note that worker's compensation is paid at the rate of 60% of the employee's regular pay and begins after the employee is out five (5) days from the injury. After twenty (20) days the first five are paid also. Worker's compensation is **NOT**

tax free. Report any job-related injury to a supervisor, nurse, or administrator immediately.

#### **N. Professional Days**

Each regular permanent employee may be eligible to apply for two (2) professional days, for the purpose of professional development activities relevant to the employee's work and/or consistent with the professional goals of the employee as determined by the employee's supervisor(s), with the approval of the superintendent.

All professional day requests must be made in writing and approved by the employee's supervisor and the Superintendent. An employee will only be reimbursed for a professional day taken on a scheduled work day. Please be sure to indicate if a substitute is needed. Funding for workshops/conferences is generally not available.

#### **O. Physical Examination**

A physical examination and a doctor's certificate that an employee is capable of performing his/her duties may be required by the employer prior to hiring any employee or prior to an employee returning to work after an illness of three (3) or more consecutive days. The cost of such a physical examination and certificate will be paid by the employer.

#### **P. C.O.R.I. Checks / Fingerprint**

By law, all schools must complete a C.O.R.I. check on all employees. Upon an offer of employment, a request is signed and sent to the Criminal History Systems Board for access to all conviction and pending data. The criminal record check is conducted.

As a new employee of the Carlisle School District, you will be required to have a national criminal background check by submitting your fingerprints before beginning work. Procedures have been established by the Department of Elementary and Secondary Education for taking fingerprints, submitting them to the national database and returning reports to school employers. Your employment in the Carlisle School District is conditional upon completion and assessment of a national criminal background check, in addition to the statewide CORI check.

The following website gives the location and hours of fingerprint centers, and you may go to any convenient location:

<http://www.identogo.com/FP/Massachusetts.aspx>

There is a link on the website listed above to forms and links. If you click on that link, you will see a list of documents with additional information. The document applicable to public schools is SAFIS Registration Guide: Massachusetts Department of Elementary and Secondary Education. The following is a direct link to this guide:

<http://www.11enrollment.com/state/forms/ma/5323798140bf9>.

**The school code for Carlisle is 00510025**, and this code is required in order to register for your appointment. We have found that it is a good idea to take this code with you to the appointment in case it is needed for verification. As long as you use the correct school code, your fingerprint report will be sent directly to the school.

**Q. Miscellaneous**

No employee shall:

- a. Accept gratuities of money or goods having substantial value from any person dealing with the Carlisle Public School system in furnishing supplies, equipment, or services.
- b. Participate as an official representative of the Carlisle Public School system in charity drives, special observances or promotional activities without the express written authorization of the Superintendent.
- c. Accept a “substantial gift” with a value of fifty dollars or more from any parent, relative, or community member. This may have the appearance of conflict of interest.



**Non-Contractual Staff Evaluation  
(Paraprofessional, Office Support, Custodial, Food Service)  
Rubric for Professional Growth**

**Standard 1: Demonstrates Job Knowledge**

Exceeds Standard	Meets Standard	Needs Improvement	Unmet Standards
<p><b>Employee's knowledge of the job duties and procedures is extensive, showing evidence of a continuing search for improved practice and growth.</b></p> <ul style="list-style-type: none"> <li>• Anticipates and acts appropriately on evolving requirements for the position.</li> <li>• Shares knowledge and skills willingly with colleagues.</li> <li>• Fully understands job responsibilities and the relationship to the other functions of the organization and impact on others.</li> <li>• Self-motivated; seeks to gain knowledge of professional skills and best practices.</li> <li>• Always displays competency in job skills and responsibilities</li> </ul>	<p><b>Employee exhibits accurate and current job knowledge, duties and procedures.</b></p> <ul style="list-style-type: none"> <li>• Exhibits working knowledge of job responsibilities and procedures required to perform the job.</li> <li>• Performs job responsibilities independently.</li> <li>• Participates in professional development opportunities; Demonstrates ongoing positive growth.</li> <li>• Engages in effective communication with other at all times.</li> <li>• Exhibits working knowledge of school policy and procedures and consistently follows them.</li> <li>• Aware of resources and applies them appropriately.</li> </ul>	<p><b>Employee's job knowledge represents minimal to basic understanding of duties and procedures.</b></p> <ul style="list-style-type: none"> <li>• Demonstrates only a basic understanding of job duties.</li> <li>• Demonstrates basic skills to perform job duties as assigned with ongoing supervision/guidance.</li> <li>• Demonstrates basic skills to effectively communication with others.</li> <li>• Demonstrates basic understanding of available resources. Asks for clarification when appropriate.</li> <li>• Applies basic understanding of school policies and procedures inconsistently.</li> </ul>	<p><b>Employee displays minimal or insufficient job knowledge or understanding of job duties and procedures.</b></p> <ul style="list-style-type: none"> <li>• Unable to articulate the requirements of the job.</li> <li>• Unable to demonstrate sufficient skills to perform job responsibilities as assigned.</li> <li>• Demonstrates little or no effective communication skills with others (students, colleagues, supervisor or teachers.)</li> <li>• Unable to retain information or processes. Asks the same questions.</li> <li>• Needs continual guidance/supervision to utilize resources.</li> <li>• Does not understand or comply with school policies and procedures.</li> </ul>

**Non-Contractual Staff Evaluation  
(Paraprofessional, Office Support, Custodial, Food Service)  
Rubric for Professional Growth**

<b>Standard 2: Demonstrates Job Competence</b>			
<b>Exceeds Standard</b>	<b>Meets Standard</b>	<b>Needs Improvement</b>	<b>Unmet Standards</b>
<p><b>Exhibits a solid understanding of best practice/expectations in a school environment and seeks to improve upon them.</b></p> <ul style="list-style-type: none"> <li>• Models professional behavior at all times. Willingly shares knowledge with others.</li> <li>• Exudes trust and reliability.</li> <li>• Maintains and practices confidentiality, articulates and intervenes when appropriate.</li> <li>• Initiates requests for tasks above and beyond what is assigned.</li> <li>• Always organizes work, effectively manages tasks, and volunteers/willingly accepts additional tasks.</li> <li>• Always exhibits the ability and/or willingness to follow instructions, policies, procedures and guidelines.</li> <li>• Asks clarifying questions; Makes suggestions that positively contribute to the organization.</li> </ul>	<p><b>Understands and demonstrates consistent job competence and expectations.</b></p> <ul style="list-style-type: none"> <li>• Can articulate and demonstrate professional behavior on a consistent basis.</li> <li>• Understands, maintains and practices confidentiality at all times.</li> <li>• Completes assigned tasks accurately and consistently.</li> <li>• Consistently organizes work, and exhibits effective time management.</li> <li>• Consistently exhibits the ability and/or willingness to follow policies, procedures, instructions and guidelines, seeks assistance on some issues.</li> <li>• Consistently demonstrates flexibility changes.</li> </ul>	<p><b>Understand and demonstrates basic level of competence.</b></p> <ul style="list-style-type: none"> <li>• May be able to articulate expectations regarding professional behavior; but exhibits and models inconsistently behavior.</li> <li>• Can articulate the need to practice confidentiality. Does not practice confidentiality consistently.</li> <li>• Quality and/or quantity level of assigned tasks vary.</li> <li>• Displays inconsistencies in time management and work organization.</li> <li>• Inconsistently follows policies, procedures, instructions and /or guidelines. Seeks assistance regularly</li> <li>• Inconsistently demonstrates flexibility with changes.</li> </ul>	<p><b>Unwilling or unable to display minimal understanding of expectations in the school environment.</b></p> <ul style="list-style-type: none"> <li>• Does not exhibit professional behavior in accordance with school expectations.</li> <li>• Is unable to articulate confidentiality requirements; does not maintain confidentiality.</li> <li>• Assigned tasks are incomplete and/or inaccurate.</li> <li>• Does not organize work and/or manage time effectively.</li> <li>• Does not follow administrator/designee instructions and guidelines.</li> <li>• Is not flexible or open to changes.</li> </ul>

**Non-Contractual Staff Evaluation  
(Paraprofessional, Office Support, Custodial, Food Service)  
Rubric for Professional Growth**

<b>Standard 3: Maintains Effective Working Relationships and Environment</b>			
<b>Exceeds Standard</b>	<b>Meets Standard</b>	<b>Needs Improvement</b>	<b>Unmet Standards</b>
<p><b>Respect and rapport is consistent and modeled for others.</b></p> <ul style="list-style-type: none"> <li>Understands and proactively exhibits sensitivity to the values, culture, and limitations of others. Is able to apply and share this knowledge effectively.</li> <li>Communication is efficient, effective, accurate and collaborative.</li> <li>Always exhibits a considerate, positive attitude; encourages others to engage in these behaviors.</li> <li>Always maintains clear boundaries and limits with others. Helps others to set appropriate boundaries and limits.</li> <li>Interactions are very respectful, reflecting a genuine concern towards individuals.</li> <li>Able to identify and resolve issues before they escalate.</li> <li>Seeks feedback to improve knowledge and skills.</li> <li>Understands and utilizes systems of supervision and seeks information on a consistent basis to enhance practice.</li> </ul>	<p><b>Respect and rapport with others is consistently evident.</b></p> <ul style="list-style-type: none"> <li>Allows for and respects cultures, values and limitations of others.</li> <li>Communication is always efficient, effective and accurate.</li> <li>Consistently exhibits a positive and collaborative attitude, is considerate and models these behaviors with students and staff.</li> <li>Consistently demonstrates clear boundary and limit setting with students and colleagues.</li> <li>Interactions reflect respectful and professional demeanor, are consistent and appropriate.</li> <li>Consistently responds positively and accepts direction and feedback from supervisor/faculty.</li> <li>Can articulate and utilizes systems of supervision consistently.</li> <li>Consistently punctual and reliable.</li> </ul>	<p><b>Respect or rapport with others is evident at times.</b></p> <ul style="list-style-type: none"> <li>Is sensitive to other cultures, values, and limitations at times.</li> <li>Accurate and effective communication is inconsistent.</li> <li>A positive attitude, consideration for others and appropriate behavior modeling for students and staff is inconsistent.</li> <li>Inconsistently sets clear limits and boundaries with students and colleagues.</li> <li>Inconsistently demonstrates ability to resolve problems or manage difficult situations.</li> <li>Interactions are sometimes inappropriate.</li> <li>Responds positively and accepts inconsistently to constructive feedback from others.</li> <li>Exhibits partial understanding of systems and supervisor expectations.</li> <li>Is not consistently punctual and/or reliable.</li> </ul>	<p><b>Exhibits disrespect or lack of rapport with others.</b></p> <ul style="list-style-type: none"> <li>Is unaware of student/staff cultures, values and limitations.</li> <li>Communication is minimal, non-existent or inaccurate. Engages in non-productive dialogue with others.</li> <li>Does not exhibit a positive and collaborative attitude consideration for others.</li> <li>Unable/unwilling to set clear limits and boundaries with others.</li> <li>Unable/unwilling to problem solve or manage a difficult/stressful situation.</li> <li>Unable/ unwilling to accept constructive feedback and implement recommended changes</li> </ul> <p>Demonstrates minimal understanding of operating systems or supervision hierarchy.</p>

**Non-Contractual Staff Evaluation  
(Paraprofessional, Office Support, Custodial, Food Service)  
Rubric for Professional Growth**

**Standard 4: Demonstrates Knowledge of Student Needs**

<b>Exceeds Standard</b>	<b>Meets Standard</b>	<b>Needs Improvement</b>	<b>Unmet Standards</b>
<p><b>Demonstrates a solid knowledge of various learning processes and the impact of needs/limitations on student learning. Consistently applies appropriate strategies.</b></p> <ul style="list-style-type: none"> <li>• Articulates, implements and differentiates assigned students accommodations based on setting and student needs.</li> <li>• Is student centered; Open to making and accepting suggestions for student accommodations based on knowledge of students.</li> <li>• Gets students highly involved in focused work in which they are active learners and problem solvers.</li> <li>• Exhibits a high level of skill regarding a variety of approaches to student learning. Consistently seeks out new skills and approaches to instruction to meet individual student needs.</li> <li>• Takes initiative with teachers and case managers to proactively identify and resolve relevant student issues.</li> <li>• Applies effective emotional/behavioral intervention strategies based on needs of student, environment and/or situation.</li> </ul>	<p><b>Consistently displays knowledge of the learning process and the various needs/limitations of students.</b></p> <ul style="list-style-type: none"> <li>• Can articulate assigned students goals and can implement individualized accommodations based on setting and/or adapt to others.</li> <li>• Effectively applies directions from supervisor/ case manager. Willingly accepts guidance and assistance from others.</li> <li>• Encourages students to actively think about, discuss and use the skills being taught. Skilled at using open ended questions and to create independence. Provides appropriate reinforcement to students.</li> <li>• Demonstrates the use of a variety of approaches to instruction based on student learning style and disability.</li> <li>• Demonstrates and implements a variety of approaches to behavioral intervention and to preserve the emotional needs of students.</li> <li>• Consistently collaborates with teachers and case managers on relevant student issues.</li> </ul>	<p><b>Demonstrates some understanding of the learning process and/or the needs/limitations of students</b></p> <ul style="list-style-type: none"> <li>• Follows general classroom accommodations. Unable to articulate or apply accommodations concept to others or varied settings.</li> <li>• Consistently requests assistance from supervisor/case manager. Inconsistently applies directions provided.</li> <li>• Attempts to engage students in learning provide minimal results. Displays minimal questioning skills and/or ability to create student independence.</li> <li>• Demonstrates a limited number of strategies and approaches to instruction; unable to vary instructional practices based on individual need.</li> <li>• Displays limited understanding of the emotional/behavioral needs of students and/or shows limited ability to utilize intervention strategies.</li> </ul>	<p><b>Exhibits a limited understanding of learning process and/or the needs/limitations of students</b></p> <ul style="list-style-type: none"> <li>• Makes minimal attempt to learn or understand the learning process, assigned students accommodations and/or refuses to follow articulated accommodations.</li> <li>• Does not seek and/or open to guidance or assistance from supervisor/case manager and/or refuses to follow direction given.</li> <li>• Makes minimal attempts to engage student as an active learner; does not encourage independence.</li> <li>• Does not understand the material or approaches to instruction based on individual need.</li> <li>• Demonstrates misperceptions regarding the emotional/behavioral needs of students.</li> <li>• Demonstrates in appropriate behavior (Gets into power struggles, raises voice, utilizes sarcasm, etc.)</li> </ul>

**Non-Contractual Staff Evaluation  
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<b>Standard 5: Actively Participates in Professional Growth and Development</b>			
<b>Exceeds Standard</b>	<b>Meets Standard</b>	<b>Needs Improvement</b>	<b>Unmet Standards</b>
<p><b>Strives to grow professionally through continuous study and participation.</b></p> <ul style="list-style-type: none"> <li>• Models job responsibilities and takes initiative to assist others to apply skills.</li> <li>• Fully participates in in-service programs and professional development opportunities.</li> <li>• Sets goals while anticipating the needs of the organization/ department.</li> <li>• Anticipates new areas for personal and professional growth and seeks training.</li> <li>• Shares knowledge and expertise through training program or other activities for staff.</li> </ul>	<p><b>Understands the need for professional growth and participates in activities.</b></p> <ul style="list-style-type: none"> <li>• Understands job responsibilities consistently applies skills.</li> <li>• Seeks out appropriate training and requests participation.</li> <li>• Actively participates in “in-service” programs.</li> <li>• Sets clear and defined goals consistent with department/district initiatives.</li> <li>• Meets established goals and demonstrates continuous progress towards enhanced practice.</li> </ul>	<p><b>Some progress towards opportunities for professional growth.</b></p> <ul style="list-style-type: none"> <li>• Understands most job responsibilities and applies some acquired skills.</li> <li>• Occasionally participates in formal/informal learning.</li> <li>• Sets and meets some skill development goals.</li> <li>• Takes limited advantage of resources and learning opportunities.</li> </ul>	<p><b>Limited or no progress towards professional growth and development.</b></p> <ul style="list-style-type: none"> <li>• Demonstrates basic work skills; demonstrates rudimentary understanding of the job duties.</li> <li>• Does not participate in any formal or informal learning.</li> <li>• Unable/unwilling to set and meet skill development goals.</li> <li>• Does not use available resources or proactively seek learning opportunities.</li> </ul>

**Non-Contractual Staff Evaluation  
(Paraprofessional, Office Support, Custodial, Food Service)  
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<b>Standard 6: Organizational Requirements</b>			
<b>Exceeds Standard</b>	<b>Meets Standard</b>	<b>Needs Improvement</b>	<b>Unmet Standards</b>
<p><b>Fully understands system needs and structure. Anticipates needs to support a well- functioning organization through continuous monitoring of behaviors and participation.</b></p> <ul style="list-style-type: none"> <li>• Is always punctual and reliable and is seldom absent. Provides advance notice of absences. Willing to stay late or arrive early as requested.</li> <li>• Is fully aware of and follows district policies, procedures and protocols. Anticipates impact of actions and self manages behavior.</li> <li>• Provides organized, thorough paperwork, assignments. Timesheets are accurate, complete and submitted on time.</li> <li>• Sets the standard for proper dress and personal hygiene.</li> <li>• Maintains confidentiality at all times; calls others into question regarding disclosure of potentially confidential information.</li> <li>• Exhibits positive, flexible attitude/actions and models this for others.</li> <li>• Always seeks new and/or improved methods to complete tasks; uses technology as creatively; manages time efficiently</li> </ul>	<p><b>Generally understands system needs and structure. Contribute to a well- functioning organization through monitoring of behaviors and participation.</b></p> <ul style="list-style-type: none"> <li>• Reports to work on time and is ready to assume responsibilities. Demonstrates proper notification and use of leave time.</li> <li>• Is aware of and follows district policies, procedures and protocols.</li> <li>• Completes paperwork, assignments, timesheets accurately and timely.</li> <li>• Maintains proper dress and personal hygiene.</li> <li>• Maintains confidentiality</li> <li>• Exhibits positive, flexible attitude/actions.</li> <li>• Sometimes seeks new and/or improved methods to complete tasks; uses technology as needed.</li> </ul>	<p><b>Rudimentary understanding of system needs and structure. Needs assistance to monitor behaviors and appropriate participation.</b></p> <ul style="list-style-type: none"> <li>• Is inconsistent in attendance and/or is not ready to assume work as scheduled.</li> <li>• May not be aware of and/or does not consistently follows district policies, procedures and protocols.</li> <li>• Is inconsistent in completing paperwork, assignments, time sheets accurately and timely.</li> <li>• Is inconsistent in maintaining proper dress and personal hygiene.</li> <li>• Inconsistently maintains confidentiality expectations.</li> <li>• Inconsistently exhibits positive, flexible attitude/actions.</li> <li>• Seldom seeks new and/or improved methods to complete tasks; uses technology sparingly; has difficulty managing time efficiently</li> </ul>	<p><b>Does not understand system needs and structure. Needs constant assistance to monitor behaviors and appropriate participation.</b></p> <ul style="list-style-type: none"> <li>• Abuses time off benefits and calls in with limited notice and/or lacks required documentation.</li> <li>• Is unaware of and does not follow district policies, procedures and protocols.</li> <li>• Requires follow up to complete paperwork, assignments, timesheets accurately and in a timely manner.</li> <li>• Does not maintain proper dress and personal hygiene.</li> <li>• Does not understand or is unable/unwilling to maintain confidentiality.</li> <li>• Does not exhibit a positive, flexible attitude/actions.</li> <li>• Is unable/unwilling to seeks new and/or improved methods to complete tasks; avoids technology; does not managing time efficiently</li> </ul>

**Non-Contractual Staff Evaluation  
(Paraprofessional, Office Support, Custodial, Food Service)  
Rubric for Professional Growth**



# Carlisle Public Schools

83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400

*Academic Excellence      Creativity      Respect      Responsibility*

## **Performance Evaluation**

<b>Name:</b>		<b>Reviewed By:</b>	
<b>Position:</b>		<b>Date:</b>	

	<i>Exceeds Standard</i>	<i>Meets Standard</i>	<i>Needs Improvement</i>	<i>Unmet Standards</i>
<b>Demonstrates an understanding of job expectations</b>				
<b>Demonstrates collaboration with others</b>				
<b>Demonstrates knowledge of student needs</b>				
<b>Demonstrates a positive rapport with all students</b>				
<b>Actively participates in professional growth &amp; development</b>				
<b>Completes tasks in an organized and timely manner</b>				
<b>Demonstrates professionalism/dependability</b>				

**Comments:**

<b>Supervisor's Signature/Date</b>	<b>Paraprofessional's Signature/Date</b>



# CPS <> Carlisle Community Engagement

## Reach 20-21 Objectives

**Communication Outreach:** The School Committee will develop a detailed plan to drive greater communication and stronger ties to groups in the town that do not have a direct relationship with the school (households without children at CPS). Key elements of the plan will include modes of communication (email, print, Zoom, in person), dissemination paths (various town groups and publications) and suggestions to maintain ongoing relationships between the school and all town residents.

## Summary

At present time, Carlisle is a community that has experienced a 12 year run of declining school population (although it is likely to have bottomed out) driven by several economic factors ('08 recession) and trends of personal choice (staying local/not downsizing). As such, a growing percentage of the population does not have direct ties to CPS yet the majority of their tax bill goes to covering the cost of CPS.

It is our understanding that at the present time, overall the town is in a good position with respect alignment. Some of the factors helping are: IT Coordination - Going well; LEPC Meetings - Jim involved and high frequency creating connections inter-town depts; Rob Fortado - helpful across the board with town and sharing that resource has been impactful.

This document's purpose is to continue to foster alignment between all residents of the town around the vision, purpose and value CPS brings to the entire Carlisle community to minimize a the occurrence where town residents (primarily in Groups B and C as referenced below) do not back financial support for the school.

## Driving Factors

Several conditions have driven this.

1. More parents who had kids in CPS staying in their homes longer as it is more desirable to stay than to downsize
2. Regulation changes at the Federal and State level bringing more cost to education that are not well understood in the community
3. Higher expectations of parents for services to students (higher % of students getting some form of specialized services)
4. [Trend] of fewer children per household?

5. [Trend] of higher percentage of students going to alternative (private, home-based) education.
6. Limited building expansion in the town as fewer home buildable lots available (in combination with #1)

## Categories of citizens

- A. Parents with kids about to be in school, are in school or just left to HS
- B. Parents with kids now several years out of CPS
- C. Individuals and Families that never attended CPS

## Example Perspectives

- “Why do we have such a top heavy administration...is there really need to have?”
  - CONTRARY POV: We would not be open right now if we did not
- “What are we doing spending so much more than we used to?”
  - CONTRARY POV: There is a lot more to educate kids for the 21st century than it used to be (tech, social emotional, global thinker, regulations/requirements ...)
- “How have costs gone up so much when school population has gone down for 10 years”
  - CONTRARY POV:  $\frac{2}{3}$  of budget generally heads to school...somewhat a ratio of overall town spend

## The Issues

1. Lack of direct value (not using facilities)
2. Minimized view of property value (though generally understood)
3. Lack of emotional connection to school
4. Lack of understanding about changes in cost structure to run school

## Hubs of Communication and Organization

Entity	Person	Demographic	<b>Size</b> Small (0-100) Medium (100-500) Large (500+)
League of Women's Voters	Cindy Nock		Small
PTO	Carrie Patel <a href="mailto:carlisleptopresident@gmail.com">carlisleptopresident@gmail.com</a> or CarlislePTOPublicity@gmail.com		
COA	Joan Ingersoll <a href="mailto:Jingersoll@carlislema.gov">Jingersoll@carlislema.gov</a>		Medium
Mosquito	Cynthia Sorn or Betsy Fell (Editor)		Large
Scouting	Eric Evans		Medium
Soccer	Lauree Eckler <a href="mailto:lacameroneckler@comcast.net">lacameroneckler@comcast.net</a>		
Men's Group(s)	Paul Morrison <a href="mailto:Paul.E.Morrison@comcast.net">Paul.E.Morrison@comcast.net</a>		
Library	Martha Feeney-Patten (Director) <a href="mailto:mpatten@gleasonlibrary.org">mpatten@gleasonlibrary.org</a>		
Recreation Dept	Holly Mansfield <a href="mailto:hmansfield@carlislema.gov">hmansfield@carlislema.gov</a>		

Town Employees	Dave Model or Tim Goddard (Town Administrator) tgoddard@carlislema.gov		
CPS			Large
Unitarian Church	Christine Lear or Ann Quenin (Office Administrator) frs@uucarlisle.org		
Congregational Church	<a href="http://knowlovelive.org">knowlovelive.org</a>		
St. Irene's	<a href="http://stirenes.org">stirenes.org</a>		
Ferns	Matt Herwick		
Carlisle Family Connection	<a href="mailto:carlislefamilyconnection@gmail.com">carlislefamilyconnection@gmail.com</a>		

## Locations and Mediums of Information

The following are the places where information is disseminated to the town

- Ferns
- Transfer Station
- Mosquito
- Email
- Postal Service
- Carlisle Parents Group FB page
- Gleason Library
- Town Hall
- Town Email Subscribers
- PTO Monthly Newsletter
- CPS Monthly Newsletter
- Council on Aging Newsletter

# Ways to Create Alignment

The following are suggested ways in which CPS creates alignment with the entire town.

- Communication of what is going on at the school and the impact it is having on the next generation
- Direct value from CPS (e.g. attending school event(s), using facilities)
- Awareness of home price performance connection with school performance

## ACTION PLAN

Idea	Owner	Details

# Carlisle School Committee

## 2020-2021 Goals

### Core Objectives

1. **Budget:** The School Committee will work with the Superintendent and School Business Manager to create a budget for the 2021-2022 academic year that both meets the needs of the Schools and the finances of the Town, and will use all available opportunities to communicate the budget challenges and needs to the community, the Carlisle Finance Committee and the Board of Selectmen. In addition, a budget will be developed in the case that the COVID-19 pandemic continues into the 2021-2022 academic year.
2. **Policy:** As part of an ongoing annual review, The School Committee will review, and adjust as needed, one-third of existing policies to ensure they are current and clear. We will pro-actively use a strong equity lens, and any policies that show bias or do not serve all parties equally will also be adjusted. In addition, particular attention to policy adjustments to be made as necessitated by COVID-19.
3. **Superintendent Evaluation:** The School Committee will work with the Superintendent to create 2020-2021 goals, adopt an evaluation format, and complete a performance review of the Superintendent at the conclusion of the academic year using input from multiple constituents including but not limited to the Principals, Director of Student Services and the School Business Administrator. A notable aspect of the evaluation will focus on the time, leadership and addressed adjustments for COVID-19.
4. **COVID-19 Response:** The School Committee will work in conjunction with the administration to maximize learning while keeping a focus on student and faculty/staff safety.

### Reach 20-21 Objectives

5. **Communication Outreach:** The School Committee will develop a detailed plan to drive greater communication and stronger ties to groups in the town that do not have a direct relationship with the school (households without children at CPS). Key elements of the plan will include modes of communication (email, print, Zoom, in person), dissemination paths (various town groups and publications) and suggestions to maintain ongoing relationships between the school and all town residents.
6. **Special Education** -The School Committee will have regularly scheduled Special Education Subcommittee meetings and work with the Carlisle SEPAC/Director of Student Services to continue collaboration and communication to support our special education students.
7. **Visioning Subcommittee work** - The School Committee, working side by-side with the Superintendent, will work to develop a detailed 5 year plan to execute the statement as brought forth by the Visioning Committee **and** concurrently support the implementation of components of the plan during the 2020-2021 school year.

DATE: 01/19/2021 WARRANT: 4921 AMOUNT: \$ 51,222.02

TO THE TREASURER OF THE TOWN OF CARLISLE  
Pay to each of the persons named below, the sum set  
against their respective names, amounting in the aggregate  
to \_\_\_\_\_ Dollars  
Priscilla Dumka, Town Accountant

Timothy D. Goddard, Chief Procurement Officer

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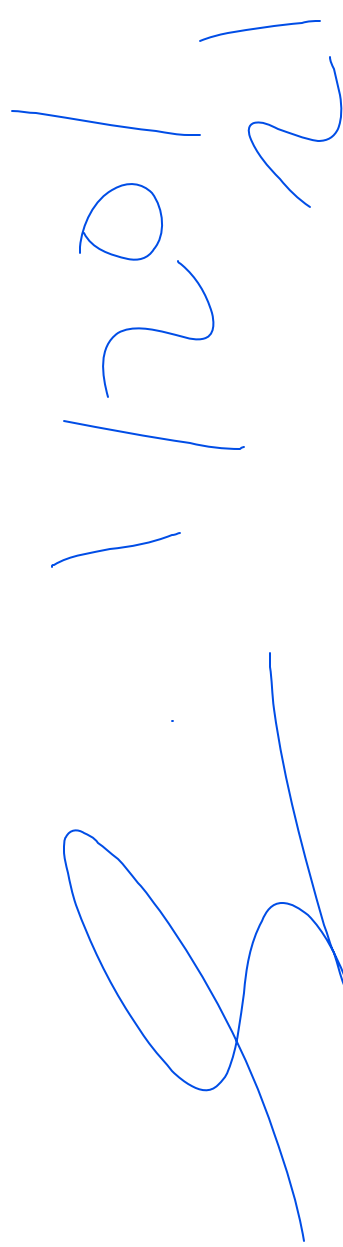
Barbara T Arnold, Selectmen

Luke R Ascolillo, Selectmen

Alan L Lewis, Selectmen

Seth D Model, Selectmen

Katherine T Reid, Selectmen



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Town of Carlisle  
PREPAID INVOICE LIST

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WARRANT: 4921 01/19/2021

VENDOR VENDOR NAME R DOCUMENT PO TYPE DUE DATE AMOUNT VOUCHER CHECK COMMENT

CASH ACCOUNT: 00000 10200

TREASURER'S CASH

1723 commonwealth of 00001 99291

DD 01/19/2021

17.49 1000345

17.49 CASH ACCOUNT 00000 10200 TOTAL



CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 4921 01/19/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
247 EAGLE LEASING COMPANY 1 14223 54408	00000 21414 INV Maintenanc Contracted Invoice Net				01/19/2021	RI2239237 119.00 119.00 CHECK TOTAL	99284		
343 W.B. MASON 1 12213 54401	00001 21404 INV BUSINESS O Office Sup Invoice Net				01/19/2021	216770700 44.06 44.06 CHECK TOTAL	99285		
343 W.B. MASON 1 12213 54401	00001 21405 INV BUSINESS O Office Sup Invoice Net				01/19/2021	216896674 144.99 144.99 CHECK TOTAL	99338		
343 W.B. MASON 1 18000 54900	00001 21254 INV SCHOOL LUN Food & Sup Invoice Net				01/19/2021	216994027 207.63 207.63 CHECK TOTAL	99325		
343 W.B. MASON 1 18000 54900	00001 21426 INV SCHOOL LUN Food & Sup Invoice Net				01/19/2021	214554657 183.80 183.80 CHECK TOTAL	99456		
422 Apple, Inc. 1 30300 58810	00001 21422 INV EDUCATION Capital Invoice Net				01/19/2021	AE17620407 1,000.00 1,000.00 CHECK TOTAL	99451		
510 LABB 1 15102 55410	00000 21211 INV Tuition to Tuition Invoice Net				01/19/2021	1220V33631 5,642.08 5,642.08 CHECK TOTAL	99446		
645 Grainger 1 14223 54408	00001 21073 INV Maintenanc Contracted Invoice Net				01/19/2021	9754243070 241.95 241.95 CHECK TOTAL	99287		
645 Grainger 1 14223 54408	00001 21046 INV Maintenanc Contracted Invoice Net				01/19/2021	9758335468 144.00 144.00 CHECK TOTAL	99288		
850 ACCEPT EDUCATION COLLA 1 12302 52408	00000 21311 INV SPED Contracted Invoice Net				01/19/2021	385.95 21-9584 188.18 188.18 CHECK TOTAL	99289		
1587 MURPHY, HESSE, TOOMEY	00000 21123 INV				01/19/2021	79354 CHECK TOTAL	99290		

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 4921 01/19/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1587 MURPHY, HESSE, TOOMEY	1 12103 52409	School Com		Legal Expe		600.00			
		Invoice Net				600.00			
	1 12103 52409	00000 21123 INV		01/19/2021		79529	99447		
	2 12302 52409	School Com		Legal Expe		300.00			
		SPED		Legal Expe		150.00			
		Invoice Net				450.00			
1587 MURPHY, HESSE, TOOMEY	1 12103 52409	00000 21123 INV		01/19/2021		79528	99448		
	2 12302 52409	School Com		Legal Expe		1,094.00			
		SPED		Legal Expe		1,275.00			
		Invoice Net				1,369.00			
1587 MURPHY, HESSE, TOOMEY	1 12103 52409	00000		INV 01/19/2021		78799	99450		
	2 12302 52409	School Com		Legal Expe		1,595.00			
		SPED		Legal Expe		1,125.00			
		Invoice Net				2,720.00			
		CHECK TOTAL				5,139.00			
2495 ACTON REFRIGERATION, I	1 18000 54900	00000		INV 01/19/2021		56075	99292		
		SCHOOL IUN		Food & Supp		195.00			
		Invoice Net				195.00			
		CHECK TOTAL				195.00			
2513 CYBERCOMM, INC	1 14233 54401	00000 21305 INV		01/19/2021		10100478-1	99293		
		Maintenanc		Supplies		1,387.00			
		Invoice Net				1,387.00			
		CHECK TOTAL				1,387.00			
3991 Andrea Steffek	1 12401 54195	00000		INV 01/19/2021		07/07/2021	99295		
		Texts, Reg		Foreign La		36.00			
		Invoice Net				36.00			
3991 Andrea Steffek	1 28320 55800	00000		INV 01/19/2021		01/07/2021	99453		
		CSA		Other Supp		188.00			
		Invoice Net				188.00			
		CHECK TOTAL				224.00			
4889 Ingram	1 28320 55800	00001 21055 INV		01/19/2021		48687572	99326		
		CSA		Other Supp		18.55			
		Invoice Net				18.55			
		CHECK TOTAL				18.55			
4969 GOVCONNECTION INC	1 12401 54200	00001 21409 INV		01/19/2021		70846684	99340		
		Texts, Reg		Technology		1,492.60			
		Invoice Net				1,492.60			
		CHECK TOTAL				1,492.60			
5859 E. Osterman Gas Servic	1 14113 54403	00000 20286 INV		01/19/2021		5112379	99296		
		CUSTODIAL		WWTF		1,799.66			
		Invoice Net				1,799.66			

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Town of Carlisle  
DETAIL INVOICE LIST

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apwarrrnt

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 4921 01/19/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
5962 Direct Energy Business	1 14123 55501	00001	21096	INV	01/19/2021				
				Heating of Gas Heat					
				Invoice Net					
						1,605.15	99341		
						1,605.15			
				CHECK TOTAL		1,799.66			
6327 SPORTS LEAGUE	1 28316 55800	00000		INV	01/19/2021				
				Athletic A Other Supp					
				Invoice Net					
						150.00	99297		
						150.00			
				CHECK TOTAL		150.00			
6468 New England Ice Cream	1 18000 54900	00000	21116	INV	01/19/2021				
				SCHOOL LUN Food & Sup					
				Invoice Net					
						231.03	99298		
						231.03			
6468 New England Ice Cream	1 18000 54900	00000	21116	INV	01/19/2021				
				SCHOOL LUN Food & Sup					
				Invoice Net					
						231.03	99299		
						231.03			
				CHECK TOTAL		462.06			
6740 Duva Distributors	1 18000 54900	00000	21110	INV	01/19/2021				
				SCHOOL LUN Food & Sup					
				Invoice Net					
						116.48	99300		
						116.48			
				CHECK TOTAL		116.48			
7541 Milestones	1 15102 55410	00000	21214	INV	01/19/2021				
				Tuition to Tuition					
				Invoice Net					
						26854	99301		
						8,314.65			
				CHECK TOTAL		8,314.65			
8578 Konica Minolta B. Solu	1 14233 52408	00000	21146	INV	01/19/2021				
				Maintenanc Contracted					
				Invoice Net					
						36.00	99302		
						36.00			
8578 Konica Minolta B. Solu	1 14233 52408	00000	21146	INV	01/19/2021				
				Maintenanc Contracted					
				Invoice Net					
						67.97	99303		
						67.97			
				CHECK TOTAL		103.97			
8578 Konica Minolta Premier	1 14233 52408	00001	21049	INV	01/19/2021				
				Maintenanc Contracted					
				Invoice Net					
						36.00	99304		
						36.00			
				CHECK TOTAL		36.00			
8588 Dennet Sidel	1 28318 55800	00000		INV	01/19/2021				
				School Gif Other Supp					
				Invoice Net					
						12/18/2020	99305		
						325.18			
				CHECK TOTAL		325.18			

CASH ACCOUNT: 00000 10200 TREASURER'S CASH

WARRANT: 4921 01/19/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
8638 Clark Farm	1 28318 55800	00000	School Gif	INV	01/19/2021	01/05/2021	99306		
			Invoice Net	Other Supp		344.00			
						CHECK TOTAL			344.00
8977 NESTLE PURE LIFE DIREC	1 12301 54401	00000	REGULAR ED	INV	01/19/2021	0010439485772	99307		
			Invoice Net	Office Sup		100.56			
						CHECK TOTAL			100.56
9061 Thurston Foods, Inc.	1 18000 54900	00000	SCHOOL LUN	INV	01/19/2021	392105	99308		
			Invoice Net	Food & Sup		536.48			
						CHECK TOTAL			536.48
9639 EVERSOURCE	1 14113 54403	00002	CUSTODIAL	INV	01/19/2021	27676760013 6	99309		
			Invoice Net	WWTF		409.39			
9639 EVERSOURCE	1 14133 55502	00002	Utility Se	INV	01/19/2021	26191191001 6	99310		
			Invoice Net	Electricit		12,238.05			
						CHECK TOTAL			12,238.05
10299 Deborah Flynn, PT	1 12302 52408	00000	SPED	INV	01/19/2021	December2020	99311		
			Invoice Net	Contracted		540.00			
						CHECK TOTAL			540.00
10385 Tuscan Pizza Company	1 18000 54900	00000	SCHOOL LUN	INV	01/19/2021	87849	99312		
			Invoice Net	Food & Sup		198.00			
						CHECK TOTAL			198.00
11127 LEXIKBET LEARNING LLC	1 12302 52408	00000	SPED	INV	01/19/2021	009	99313		
			Invoice Net	Contracted		54.00			
						CHECK TOTAL			54.00
11223 TSA CONSULTING GROUP I	1 12103 52408	00001	School Com	INV	01/19/2021	61598	99454		
			Invoice Net	Contracted		63.92			
						CHECK TOTAL			63.92
11534 NEXT GEN SUPPLY GROUP	1 14213 54402	00000	MAINTENANC	INV	01/19/2021	248212	99314		
			Invoice Net	Grounds		1,225.00			
11534 NEXT GEN SUPPLY GROUP	00000	00000	21400	INV	01/19/2021	1,225.00	99315		
			Invoice Net			248209			

01/19/2021 08:44  
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Town of Carlisle  
DETAIL INVOICE LIST

P 7  
apwarnt

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 4921 01/19/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1 14233	54401	Maintenanc Invoice Net		Supplies		199.99 199.99 CHECK TOTAL			1,424.99
11626 ZOOM VIDEO COMMUNICATI	58810	00000 21360 INV 01/19/2021 EDUCATION Capital Invoice Net				62343728 180.00 180.00 CHECK TOTAL	99316		
11823 MADELEINE LYDON	55800	00000 Title IV Invoice Net		INV 01/19/2021 Expenses		09/03/2020 775.00 775.00 CHECK TOTAL	99317		
11910 MOBOTOUR LLC	58810	00000 21339 INV 01/19/2021 EDUCATION Capital Invoice Net				Inv-9148 99.00 99.00 CHECK TOTAL	99439		
11914 BETH ARINSBURG-FITZPAT	52408	00000 21307 INV 01/19/2021 SPED Contracted Invoice Net				01/29/2021 2,640.00 2,640.00 CHECK TOTAL	99455		
11918 TAMARA WILLISIE	55800	00000 School Gif Invoice Net		INV 01/19/2021 Other Supp		12/18/20 118.17 118.17 CHECK TOTAL	99318		
11936 CHROMEBOOKPARTS.COM	54200	00000 21392 INV 01/19/2021 Texts, Reg Technology Invoice Net				91732 a 5.00 5.00 CHECK TOTAL	99319		
11947 BEAT BY BEAT PRESS	55800	00000 21393 INV 01/19/2021 Music Other Supp Invoice Net				3813 249.00 249.00 CHECK TOTAL	99320		
11948 SUNSHINE SERVICE INC	52408	00000 21420 INV 01/19/2021 REOPENING Contracted Invoice Net				2725 1,344.00 1,344.00 CHECK TOTAL	99321		
11970 EVERDAY SPEECH LLC	54200	00001 21407 INV 01/19/2021 Title IV Technology Invoice Net				69927 299.99 299.99 CHECK TOTAL	99322		

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 4921 01/19/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
11970 EVERDAY SPEECH LLC	54200	00001	21413	INV	01/19/2021	69987	99323		
1 24398		Title IV		Technology		299.99			
		Invoice Net				299.99			
						CHECK TOTAL		599.98	

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52 INVOICES  
=====  
WARRANT TOTAL 51,204.53  
CASH ACCOUNT BALANCE 16,118,098.46  
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WARRANT: 4921 01/19/2021

FUND ORG	ACCOUNT	AMOUNT	AVAIL BUDGET
001 12103	School Committee 001 -300-250-52408	63.92	-7,798.77
001 12103	School Committee 001 -300-250-52409	3,589.00	-7,798.77
001 12213	BUSINESS OFFICE 001 -300-252-54401	189.05	1,145.67
001 12301	REGULAR ED. PROGRA 001 -300-255-54401	100.56	89,709.32
001 12302	Student Services/S 001 -300-256-52408	3,422.18	127,422.26
001 12302	Student Services/S 001 -300-256-52409	1,550.00	127,422.26
001 12401	Texts, Regular Edu 001 -300-264-54195	36.00	48,085.51
001 12401	Texts, Regular Edu 001 -300-264-54200	1,497.60	48,085.51
001 14113	CUSTODIAL 001 -300-269-54403	2,209.05	13,121.33
001 14123	Heating of Buildin 001 -300-267-55501	1,605.15	9,478.10
001 14133	Utility Services 001 -300-260-55502	12,238.05	22,201.47
001 14213	MAINTENANCE OF GRO 001 -300-266-54402	1,225.00	3,324.20
001 14223	Maintenance of Bui 001 -300-268-54408	504.95	6,311.81
001 14233	Maintenance of Equ 001 -300-210-52408	139.97	4,943.01
001 14233	Maintenance of Equ 001 -300-210-54401	1,586.99	4,943.01
001 15102	Tuition to Mass. S 001 -300-265-55410	13,956.73	-22,935.64
	FUND TOTAL	43,914.20	
CASH ACCOUNT 00000 10200	BALANCE 16,118,098.46		
018 18000	SCHOOL LUNCH 018 -300-000-54900	1,899.45	-155,296.96
	FUND TOTAL	1,899.45	
CASH ACCOUNT 00000 10200	BALANCE 16,118,098.46		
024 24302	COVID REOPENING 024 -300-302-52408	1,344.00	.00
024 24398	Title IV (309) 024 -300-346-54200	599.98	.00
024 24398	Title IV (309) 024 -300-346-55800	775.00	.00
	FUND TOTAL	2,718.98	
CASH ACCOUNT 00000 10200	BALANCE 16,118,098.46		
028 28316	Athletic Account 028 -300-316-55800	150.00	-13,901.16
028 28318	School Gifts 028 -300-318-55800	787.35	-35,330.26
028 28319	Music 028 -300-319-55800	249.00	-10,078.34
028 28320	CSA 028 -300-320-55800	206.55	-3,822.43
	FUND TOTAL	1,392.90	
CASH ACCOUNT 00000 10200	BALANCE 16,118,098.46		
030 30300	EDUCATION 030 -300-300-58810	1,279.00	-29,679.06
	FUND TOTAL	1,279.00	
CASH ACCOUNT 00000 10200	BALANCE 16,118,098.46		

WARRANT: 4921 01/19/2021

FUND ORG ACCOUNT

AMOUNT AVLB BUDGET

FUND ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
WARRANT SUMMARY TOTAL		51,204.53		
GRAND TOTAL		51,222.02		

\*\* END OF REPORT - Generated by Nancy Donnelly \*\*





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Town of Carlisle  
ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrnt

DATE: 01/19/2021 WARRANT: 4721 AMOUNT: \$ 434,668.63

TO THE TREASURER OF THE TOWN OF CARLISLE

Pay to each of the persons named below, the sum set  
against their respective names, amounting in the aggregate  
to \_\_\_\_\_ Dollars

Priscilla Dumka, Town Accountant \_\_\_\_\_

Timothy D. Goddard, Chief Procurement Officer \_\_\_\_\_

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Barbara T Arnold, Selectmen \_\_\_\_\_

Luke R Ascolillo, Selectmen \_\_\_\_\_

Alan L Lewis, Selectmen \_\_\_\_\_

Seth D Model, Selectmen \_\_\_\_\_

Katherine T Reid, Selectmen \_\_\_\_\_

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



01/19/2021 12:05  
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Town of Carlisle  
PREPAID INVOICE LIST

P 2  
apwarrnt

WARRANT: 4721 01/19/2021

VENDOR	VENDOR NAME	R	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	VOUCHER	CHECK	COMMENT	
CASH ACCOUNT: 00000		10200	TREASURER'S CASH								
	<a href="#">482 payroll other g</a>	00000	<a href="#">99328</a>		DD	01/19/2021	5,661.37		1000346		
	INVOICE:										
	<a href="#">482 payroll other g</a>	00000	<a href="#">99329</a>		DD	01/19/2021	18,241.30		1000347		
	INVOICE:										
	<a href="#">482 payroll other g</a>	00000	<a href="#">99330</a>		DD	01/19/2021	179.70		1000348		
	INVOICE:										
	<a href="#">482 payroll other g</a>	00000	<a href="#">99452</a>		DD	01/19/2021	410,586.26		1000349		
	INVOICE:										
							434,668.63	CASH ACCOUNT	00000	10200	TOTAL

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



01/19/2021 12:05  
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| Town of Carlisle  
| DETAIL INVOICE LIST

| P 3  
| apwarrnt

CASH ACCOUNT:

UNDEFINED ACCOUNT.

WARRANT: 4721 01/19/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
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\*\* END OF REPORT - Generated by Priscilla Dumka \*\*