

**SCHOOL COMMITTEE MEETING
AGENDA
REVISION 1
WEDNESDAY, FEBRUARY 24, 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/89594061870?pwd=T1Vyc3laMUJXT0pMODc5a3dSbXpXdz09>

Meeting ID: 895 9406 1870

Passcode: 122564

(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 February 3, 2021
- B. Policy Subcommittee Minutes of February 3, 2021
- C. Policy Subcommittee Minutes of February 12, 2021

III. Information/Discussion Items

- A. FY22 School Budget Hearing
- B. Student/Faculty Presentation
- C. State and Local COVID Dashboard
- D. School/Superintendent Update
- E. EDCO Collaborative Update
- F. Non-Contractual Handbook
- G. Policies
 - 1. A1-School District Legal Status
 - 2. A6-Harassment (formerly Sexual Harassment)
 - 3. B1-School Committee By-Laws
 - 4. B3-Warrant Signature
 - 5. C6-School Council
 - 6. C8-Internet Publication (formerly Web Page Publishing)
 - 7. E3-Life Threatening Allergy
 - 8. F2-Use of Cameras for Safety and Security
 - 9. F5-Pest Management
 - 10. F6-Public Access Defibrillation Program
 - 11. F8-Use of School Facilities
 - 12. F9-Use of School Playing Fields
 - 13. G2-Drug and Alcohol Free Workplace
 - 14. G4-Staff Conduct

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.

15. I1-Access to Digital Resources
16. I2-Animals in School
17. I3-Empowered Digital Use
18. I6-Homework
19. I7-Library Materials Selection (formerly Library Selection)
20. J1-Activity Fee
21. J5-Homeless Students
22. K2-Gifts to and Solicitations By Staff (formerly Gifts and Loans)

IV. Members'/Committee Reports as Needed

V. Communications/Correspondence

VI. Warrants

- A. Accounts Payable Warrant #5221; \$90,427.65
- B. Payroll Warrant #5021; \$394,102.45
- C. Payroll Warrant #5421; \$400,727.73
- D. Accounts Payable Warrant #5621; \$109,001.82

VII. Action Items

- A. Vote Non-Contractual Handbook

VIII. Public Comments

IX. Adjourn Meeting

Additional Zoom Access Information:

One tap mobile

+13017158592,,89594061870# US (Washington DC)

+13126266799,,89594061870# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 895 9406 1870

Find your local number: <https://carlisle-k12-ma-us.zoom.us/j/89594061870>

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 School Committee
Minutes
Wednesday, February 3, 2021
7:00 p.m.
Carlisle School Cafeteria
and Zoom Remote Access

Present– School Committee: Christine Lear - Chair, Jack Huntress, Eva Mostoufi, Sara Wilson
Present School Committee via Zoom: Amanda Comperchio
Present– School Administration: James O’Shea, Superintendent
Present – School Administration via Zoom: Dennet Sidell, Elementary School Principal; Lori Bruce, Director of Student Support Services; Anne Mahan, Business Manager; 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/85364619219?pwd=MDI2Ty81Z0Y5QlJ6TIVxVjM5R2N0UT09>

Meeting ID: 853 6461 9219

Passcode: 886407

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 7:00 p.m. and stated that the meeting was being recorded.

II. Review/Approve Minutes

- A. Meeting of January 20, 2021. Ms. Wilson made a motion to approve the minutes of January 20, 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. There was no student/faculty presentation this evening.
- B. State and Local COVID Dashboard. Mr. O’Shea reported that there was one positive case of COVID in the School community on January 24. The 7th grade class was remote through last Friday. Today we were informed of another positive case but there was no in-school contact tracing. The positive case count in Carlisle in the last 14 days was 14 (as of January 28, 2021.) The State 14 day test positivity rate as of January 28, 2021 was 5.51%. Mr. O’Shea said Carlisle will receive 100 vaccines each week. These will first be given to people age 85 and up, then to citizens aged 75, 65, and then educators. The School signed letters to ask the governor to move educators into Phase 1. Mr. O’Shea

thanked Chief Sorrows and the EMTs for continuing to provide testing to the Carlisle community. Ms. Lear asked about pool testing. Mr. O'Shea reported that the family survey yielded 200 responses, and 64% of school families would have their children participate in pool testing while 36% would not participate. For faculty and staff, there were 65 responses, and 70% said they would participate while 30% said they would not participate. It was noted that positive PCR tests would result in rapid antigen follow up testing. There would be no quarantining until a positive case was confirmed. Ms. Wilson said that Concord did pool testing for all of its faculty last week and all results came back negative. It is reassuring that the precautions being taken are working. Ms. Mostoufi asked if the pool testing would happen after February vacation, and the answer was yes. She noted that if someone has COVID, you can't test them for 9 days because residual parts of the virus remain in their system. Mr. O'Shea noted that people should continue to keep following the established safety precautions and not come to school with cold symptoms.

- C. School/Superintendent Update. Mr. O'Shea said the School met with FinCom on January 25, and there will be a Budget Hearing at the next CSC meeting on February 24. He shared that CPS is a member of the EDCO Collaborative, and EDCO is experiencing financial difficulties and is operating at a deficit. The EDCO Executive Board will make a decision on how member districts will deal with this long term debt. There is an upcoming meeting to discuss this situation with the FinCom liaison, a member of the Select Board and the Town Administrator. 8th grade transition planning is underway. There will be a Chorus and Band sharing evening on February 9. School is closed during February vacation from the 15th-19th. The Calendar Committee drafted a 2021-2022 school calendar that aligns with Concord. We will have another day in March at the beginning of the 3rd trimester, where middle school FCR students can choose to return to in-person instruction.
- D. Non-Contractual Handbook. Mr. O'Shea discussed the changes that were made to this document. Changes included the addition of the new vision and mission, updated language around school closures and cancellations, Columbus Day/Indigenous Peoples Day, and changed language around accountability and procedures. Supplements for paraprofessionals and custodial staff will be distributed to appropriate personnel. The custodial pay discussion will continue. The handbook will be voted on at the next CSC meeting. Ms. Comperchio noted that it is helpful if the CSC reviews this handbook every year. It was noted that the Performance Evaluation document has been updated in the past couple of years. This document was discussed at the Policy Subcommittee meeting and many other policies will be ready for review by the entire CSC in the near future.
- E. Carlisle Community Engagement. Mr. Huntress is building a plan for community engagement. He would like to address issues such as Carlisle citizens not understanding the budget figures and the current cost of education. He would like feedback tonight and over the next couple of weeks. His documents reference concepts such as declining school population and the changing demographics in town. Driving factors of a school budget include costs of educating a child today, and higher expectations of students. There are three categories of citizens in Carlisle; families with kids in the School, who had kids in school in the past, and those with no affiliation with CPS. Example perspectives include a top heavy administration and why costs are up with a decreased school population. Issues that this plan addresses include people's beliefs, a lack of

emotional connection to the School, and the taxpayer amount spent on school not correlating to property value. Hubs of communication were also discussed; people may or may not see School information in the Mosquito. If the CSC took the lead on communication, it could control how, when and what information is communicated from administration. Mr. Huntress said this will be a working document. Ms. Lear asked how this would be done, saying it is a problem across boards in Town. An email can't be sent out to residents every week; information has to be worthwhile and relevant. She asked if there was a way to involve young writers or people from the COA to help communicate to citizens. News on Facebook or news in the Mosquito is not going to reach everyone. Ms. Wilson acknowledged that there are lots of things people didn't understand about School this year. Mr. Huntress added that people in the community didn't realize how unique it was that CPS was open, didn't understand the significance; he would love to find a better way to get that information communicated to people. Ms. Mostoufi said people are busy, and there is a lot of information coming at them. She wondered if connecting with Master Planning might be a way to show the significance of the school and the challenges faced. Ms. Lear said that Master Planning has these same issues; they are also trying to get people to listen. Ms. Lear said that though only 17 people were on the call tonight, she believed it would be wise to keep School Committee meetings public on Zoom in the future. Ms. Comperchio added that having access to the meeting recordings is helpful too. Mr. O'Shea noted the need to generate content for communications that could include the budget, what services look like at CPS, and subjects to engage different groups. Mr. Huntress supports the idea of drawing people into CPS for events such as the spaghetti supper or the cultural festival, or Read Across America, where people see the school and see kids learning and growing. Ms. Wilson asked if we used to have a multigenerational award which would be a great way to connect people of different generations. Ms. Mostoufi added that MASC suggested that CSC members to be present at school events. Ms. Lear thinks members should have nametags when on campus, have their pictures on the website, and show people that CSC members are accessible. Ms. Lear will take pictures of members at the next CSC meeting. Ms. Comperchio supports the idea of student-run articles and also community focused articles; mix it up to keep the interest. Ms. Wilson said at the Region, there are high schoolers at every other meeting to tell the committee what kids are thinking about; they present some highlights as well as concerns to keep the committee informed. Mr. O'Shea thought this was a great idea. If one or two students come to meetings, they can share their experiences. Ms. Wilson added that they then can speak to their peers. Mr. O'Shea will talk with school personnel and identify a couple of students to join the CSC. Ms. Lear suggested a COA representative as well. Ms. Mostoufi noted that participation from parents increased when we have had regular student participation in meetings.

IV. Members'/Committee Reports as Needed

The CSC meeting schedule was discussed. The members had suggested meeting every 3 weeks starting on 2/24. Ms. Wilson said that there might be issues that come up that necessitate scheduling an additional meeting. For now, the next scheduled meetings will be on: February 24, March 17, April 7 and April 28.

Policies and the Budget were discussed earlier in the meeting.

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CCRS: Ms. Wilson reported that the Region had a meeting with the Carlisle FinCom about budget planning. Ms. Mostoufi said they are in the second round of vaccine distribution at the vaccination clinic at CCHS.

Highland Building: Ms. Lear reported that this committee is working hard to find a use for the building. How is that space important to the school? The School owns the land, and the Town owns the building. Ms. Wilson asked if it was possible to get a floorplan with dimensions to understand the numbers. Mr. O'Shea will check with Rob Fortado about this.

Mr. Huntress noted that with Ms. Lear leaving the CSC, there will be an election for a new member to come on board. He added that it will be hard to replace her. Ms. Lear said it's important to consider someone who doesn't have kids in school. She added that it was an incredible and challenging experience this past year. Ms. Wilson asked if there has been any guidance about using Zoom for meetings. Mr. O'Shea has not yet heard any guidance about Zoom meetings moving forward.

V. Communications/Correspondence

Mail was distributed.

VI. Warrants

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

VII. Action Items

There were no action items.

VIII. Public Comments

Carrie Patel, Tophet Road was recognized. She asked if the Town had requested that teachers get vaccines. Carlisle is only getting 100 doses weekly, and they will first be distributed to remaining first responders and people over the age of 80. She sees teachers as first responders. Mr. O'Shea said that initially, through conversations with the LEPC, it was thought there would be a vaccine clinic for our educators. Then 2 weeks ago, the Carlisle Board of Health and the vaccine committee were informed we would get 100 vaccines a week and we would have to work our way through the list of eligible people. Mr. O'Shea noted that the 100 vaccines a week is what all municipalities are receiving and there is no way to circumvent the distribution program. The BOH was encouraged to push harder to no avail.

IX. Adjourn Meeting

Ms. Mostoufi made a motion to adjourn the meeting; Ms. Wilson 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 8:24 p.m.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent

Carlisle School Committee Minutes
Meeting Date: 2/3/21

Approved:

Page 4 of 5
Printed: 2/19/21

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List of Documents Viewed or Reviewed:

Draft Minutes of January 20, 2021

Draft of Non-Contractual Handbook

Warrants

 Accounts Payable Warrant #4921; \$51,222.02

 Payroll Warrant #4721; \$434,668.63

Carlisle Community Engagement

Carlisle School Committee Goals

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Carlisle School Committee
Policy Subcommittee
Minutes
Wednesday, February 3, 2021
8:00 a.m.
Zoom Remote Access

Present – School Committee via Zoom: Christine Lear, Amanda Comperchio

Present – School Administration via Zoom: Jim O’Shea, Superintendent; Lori Bruce, Director of Student Support Services; Nancy Anderson, Assistant to the Superintendent.

Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, members of the public were able to access this meeting via live stream at:

<https://carlisle-k12-ma-us.zoom.us/j/87450464012?pwd=dS9JMXJLM3ZOVFEvU0l6TlJzZ2dHUT09>

Meeting ID: 874 5046 4012

Passcode: 989541

I. Call to Order

The meeting was called to order at 8:01 a.m.

II. Review/Approve Minutes

- A. Meeting of January 20, 2021. The minutes were approved by Ms. Lear and Ms. Comperchio.

III. Policy Review

- A. Sexual Harassment. Ms. Bruce reviewed why our current Sexual Harassment policy needed updating. The State revised its regulations due to a change in legislation. Ms. Bruce, as the Title IX Coordinator for Carlisle, attended a webinar with attorneys and wants to make sure the Carlisle policy met all of the required criteria, and the revised version of the policy now meets the standards according to the State. There is a procedure in place on how Carlisle responds to an allegation of harassment. Ms. Lear questioned if all of the procedural language needs to be in the policy. Ms. Bruce said it provides clarity and she crafted the revision based on information she received from the lawyers. Ms. Comperchio said the MASC version references mostly sexual harassment but other harassment as well, and asked if the Carlisle policy should do the same. Ms. Lear said the document was incredibly useful, and Mr. O’Shea added that it is a guide for the School procedurally, but did not feel all of the language had to be in the policy. He added that it is up to the Districts to put the State guidance in place. Ms. Bruce said it has to be clear to people exactly what will happen when an allegation is brought to Ms. Bruce as the Title IX coordinator. Ms. Comperchio suggested that the CSC adopt the MASC policy and include a link to procedural information. Ms. Lear suggested adding a statement about where the procedural information can be found. Mr. O’Shea supported the idea of adopting the MASC version of

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this policy and using Ms. Bruce's document to conduct the actual investigation. Ms. Bruce said she would revise the language to add additional information on how sexual harassment claims are dealt with at the Carlisle School. Mr. O'Shea summarized that when a complaint is filed, there will be an investigation, continued communication, and a response in a timely fashion. Ms. Lear noted that the MASC policy does not reference adult to adult harassment. Ms. Bruce will build a revised policy based on the MASC Harassment policy and include adult to adult harassment. Ms. Bruce will also insert a link to the Sexual Harassment procedure in her staff training document at the beginning of the school year. She will make sure every employee has access to it. Ms. Bruce will edit the MASC Harassment policy, highlight changes, and it will be available to review at the next Policy Subcommittee meeting.

IV. Public Comments

There were no public comments.

V. Adjourn Meeting

The meeting was adjourned at 8:47 a.m.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent

List of Documents Viewed or Reviewed:

Minutes of January 20, 2021

Policies:

Sexual Harassment

DRAFT

Carlisle School Committee
Policy Subcommittee
Minutes
Friday, February 12, 2021
9:30 a.m.
Zoom Remote Access

Present – School Committee via Zoom: Christine Lear, Amanda Comperchio

Present – School Administration via Zoom: Jim O’Shea, Superintendent; Lori Bruce, Director of Student Support Services; Nancy Anderson, Assistant to the Superintendent.

Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, members of the public were able to access this meeting via live stream at:

<https://carlisle-k12-ma-us.zoom.us/j/82102335817?pwd=dkxKRHZNcnRSZE12eXJKcnhIMENIZz09>

Meeting ID: 821 0233 5817

Passcode: 724535

I. Call to Order

The meeting was called to order at 9:34 a.m.

II. Review/Approve Minutes

- A. Meeting of February 3, 2021. These minutes were tabled for approval at a future meeting.

III. Policy Review

- A. Harassment. Ms. Bruce reviewed her revisions to this policy. Based upon discussion at the last Policy Subcommittee meeting, Ms. Bruce adopted the MASC policy and made some changes to it. Changes included adding employee to employee harassment, and a section on where to access the details of the procedure that takes place should an allegation arise. This policy will be referenced in the student handbook and parents will sign off on it. All legal references were maintained. This will now be called a harassment policy, but the sexual harassment language is included.

IV. Public Comments

There were no public comments.

V. Adjourn Meeting

The meeting was adjourned at 9:47 a.m.

Respectfully submitted,

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Nancy Anderson
Assistant to the Superintendent

List of Documents Viewed or Reviewed:
Minutes of February 3, 2021
Harassment Policy

CARLISLE PUBLIC SCHOOL



Non-Contractual Employee Handbook

2020-2021

Human Resources Office
83 School Street
Carlisle, MA 01741
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

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

James F. O'Shea

jpshea@carlisle.k12.ma.us

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f. 978.402.8699

Assistant to the Superintendent

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Dr. Dennet Sidell, Principal PreK-4

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Rob Fortado Facility Manager

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Richard Price

Custodial/Maintenance Supervisor

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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.

Vacation Accrual Rates			
Length of Credited Service	Monthly Accrual	Yearly Accrual	Maximum Accrual
0-4 Years	6 2/3 Hours	2 Weeks	20 Days
Beginning 5 th – 14 th Year	10 Hours	3 Weeks	20 Days
Beginning 15 th 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>Employee's knowledge of the job duties and procedures is extensive, showing evidence of a continuing search for improved practice and growth.</p> <ul style="list-style-type: none"> • Anticipates and acts appropriately on evolving requirements for the position. • Shares knowledge and skills willingly with colleagues. • Fully understands job responsibilities and the relationship to the other functions of the organization and impact on others. • Self-motivated; seeks to gain knowledge of professional skills and best practices. • Always displays competency in job skills and responsibilities 	<p>Employee exhibits accurate and current job knowledge, duties and procedures.</p> <ul style="list-style-type: none"> • Exhibits working knowledge of job responsibilities and procedures required to perform the job. • Performs job responsibilities independently. • Participates in professional development opportunities; Demonstrates ongoing positive growth. • Engages in effective communication with other at all times. • Exhibits working knowledge of school policy and procedures and consistently follows them. • Aware of resources and applies them appropriately. 	<p>Employee's job knowledge represents minimal to basic understanding of duties and procedures.</p> <ul style="list-style-type: none"> • Demonstrates only a basic understanding of job duties. • Demonstrates basic skills to perform job duties as assigned with ongoing supervision/guidance. • Demonstrates basic skills to effectively communication with others. • Demonstrates basic understanding of available resources. Asks for clarification when appropriate. • Applies basic understanding of school policies and procedures inconsistently. 	<p>Employee displays minimal or insufficient job knowledge or understanding of job duties and procedures.</p> <ul style="list-style-type: none"> • Unable to articulate the requirements of the job. • Unable to demonstrate sufficient skills to perform job responsibilities as assigned. • Demonstrates little or no effective communication skills with others (students, colleagues, supervisor or teachers.) • Unable to retain information or processes. Asks the same questions. • Needs continual guidance/supervision to utilize resources. • Does not understand or comply with school policies and procedures.

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

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

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

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

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

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

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

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

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

**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

Name:		Reviewed By:	
Position:		Date:	

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

Comments:

Supervisor's Signature/Date	Paraprofessional's Signature/Date

**A1-School District Legal Status
(Formerly Policy #01.04.2003)**

The legal basis for public education in the District is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education

Under the General Laws of Massachusetts,

"... Every town shall maintain... a sufficient number of schools for the instruction of all children who may legally attend a public school therein."

The public educational system of the Carlisle Public Schools structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Elementary and Secondary Education. The area served by the Carlisle Public Schools is coterminous with the Town of Carlisle.

The Carlisle School Committee is the governing board of the town's public school system. Although it functions as a duly elected committee of town government, the School Committee has, unlike other town boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees.

HISTORICAL NOTE: Massachusetts has the oldest public school system in the nation. Dating back to 1647, the laws of the Massachusetts Bay Colony required towns to provide for a program of public education.

SOURCE: MASC

Adopted: 11/05/03

Reaffirmed: 11/15/06, 10/14/09,

02/12/13 Revised: 01/11/17

Reaffirmed: 03/17/21

A6-Harassment Policy
(Formerly Policy #07.07.1999)

Harassment of students by other students, employees, vendors, and other 3rd parties will not be tolerated in the Carlisle Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students, faculty, and/or staff are on school grounds, School District property, or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Behavior found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student- to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Employee-to Employee Harassment means conduct of written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or coerce fellow employees.

- Submission to conduct considered unwelcome determined by a reasonable person to be so severe, pervasive, and objectively offensive that it creates an intimidating, hostile, or offensive work environment.

Harassment, as described above, may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through the designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals, these offenses and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute

sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

DUE PROCESS PROTECTIONS

Due process protections include the following:

- 1) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2) A prohibition of the single investigator model, instead requiring a decision -maker separate from the Title IX Coordinator or investigator;
- 3) The clear and convincing evidence or preponderance of the evidence, subject to limitations;
- 4) The opportunity to test the credibility of parties and witnesses through cross examination, subject to "rape shield" protections;
- 5) Written notice of allegations and an equal opportunity to review the evidence;
- 6) Title IX Coordinators , investigators, and decision-makers must be free from bias or conflict of interest;
- 7) Equal opportunity for parties to appeal, where schools offer appeals;
- 8) Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which

the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

Any employee who would like to review specific details and timelines regarding investigations should refer to Carlisle's Sexual Harassment Procedures. Documents can be found in the Business Office, Student Services Office, and linked to the policy in the annual employee policies and procedures training document. All families who would like additional information please contact the Superintendent of Schools or Director of Student Support Services.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Carlisle School District to its students and employees and each parent or guardian. Carlisle District's Title IX Coordinator is the Director of Student Support Services, Lori Bruce, 978-369-3758.

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601
Boston, MA 02108.
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02109.
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission,
John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203.

LEGAL REF.: M.G.L. [151B:3A](#)

Title IX of the Education Amendments of 1972

BESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

SOURCE: MASC July 2020

Revised and Reaffirmed: 03/17/21

**B1-School Committee By-Laws
(Formerly Policy #01.03.1997)**

1. School Committee: In accordance with Massachusetts General Laws ("General Laws"), the Carlisle School Committee ("the Committee" or "the School Committee") is the agent of the state and the duly constituted authority of the Town of Carlisle in all matters relating to the operation of the Public Schools.

2. Membership: The membership of the School Committee, terms of office and method of election of members shall be in accordance with the applicable General Laws and bylaws of the Town of Carlisle.

ARTICLE II Powers and Duties

1. General Charge: The Committee shall have general charge of all of the public schools of the Town and shall exercise such other responsibilities as specifically provided by law.

2. Policies: The Committee shall determine policies regarding the program and operation of the schools. In carrying out their responsibilities, the Committee shall act as a legislative body, delegating executive functions to the Superintendent of Schools and his or her staff.

3. Vision and Goals: The Committee shall work with the administration to establish the guiding vision and goals for the schools and to develop a program to implement them.

4. Superintendent: The Committee shall employ a Superintendent, who shall be the chief administrative officer of the schools. The Superintendent shall be certified in the Commonwealth of Massachusetts. When the position of Superintendent is vacant, the Committee shall appoint an Acting Superintendent.

5. Staff: The Committee shall maintain a staff of qualified instructional and non- instructional personnel adequate for the effective operation of the schools.

6. Instructional Services: The Committee shall establish instructional services to help the children and youth of the community in becoming responsible and effective members of our society.

7. Pupil Services: The Committee shall establish appropriate services for the general health, safety, and welfare of the pupils.

8. Public Relations: The Committee shall provide for and assist in communicating with the public regarding the purposes, values, conditions and needs of the schools.

9. Budget: The Committee shall adopt an annual budget which will meet the needs of an effective educational program in the schools.

10. Property and Maintenance: The Committee shall arrange for suitable housing, materials and equipment and maintain them in the best possible order for effective instruction and the health and safety of all persons involved.

11. Quorum: The number of Committee members that constitutes a quorum is 3 members. Unless otherwise required by the General Laws or these bylaws, Committee action requires a majority of the members present at a meeting at which a quorum exists. Presence shall include remote participation to the extent authorized by the Board of Selectmen.

12. Committee Action: The Committee shall take all official action and make all decisions as a unit. An individual member or individual members shall not, unless specifically empowered by vote of the Committee, make any commitment for the Committee or take any action which would be binding on the Committee. The Chair of the Committee serves as the spokesperson for the Committee regarding actions the Committee has taken.

The Committee may, from time to time form ad hoc study or advisory committees for the purpose of studying matters of concern to the Committee and report findings and recommendations to the Committee. Such ad hoc committees may, but need not, include members of the School Committee.

The School Committee may from time to time form a Negotiating Sub-Committee for the purpose of carrying on negotiations with such of its employees as are empowered by the General Laws to engage in collective bargaining regarding wages, hours and conditions of employment. Such Negotiating Sub-Committee shall make periodic progress reports to the School Committee and shall make recommendations to the School Committee regarding the terms of any collective bargaining agreement. Final approval of any collective bargaining agreement shall be the responsibility of the School Committee.

12. Carlisle Public Schools School Committee Member Code of Ethics: Members of the Carlisle School Committee shall abide by the Carlisle Public Schools School Committee Policy Regarding School Committee Ethics.

ARTICLE III Organization

1. Meeting for Election of Officers: At the first regular meeting of the Committee after election, the Committee shall elect a Chair and Vice-Chair of its own membership. The Committee shall appoint a secretary who need not be a member of the Committee.

2. Terms of Office: Officers of the Committee shall hold office until the next annual election of officers.

3. Vacancies: If a vacancy occurs in the School Committee, the vacancy shall be filled according to the provisions of applicable General Laws of the Commonwealth.

4. Officers:

1. Chair: The Chair shall preside at all Committee meetings. The Chair shall act as parliamentarian and be responsible for the appropriate conduct of all meetings. The Chair shall sign legal documents and contracts for the Committee and perform other duties, all as the Committee may determine.
2. Vice-Chair: The Vice-Chair shall serve in the absence of the Chair, and in the performance of this service he shall exercise all the powers of the Chair.
3. Secretary: The secretary shall maintain permanent records of the proceedings of the Committee, an original copy of which will be retained in the Superintendent's office. Minutes will be posted on the school website and sent to the town clerk.

ARTICLE IV Meetings

1. Regular Meetings: A schedule for regular meetings for the upcoming Committee year shall be set by the Committee at the reorganization meeting (the first meeting after Town Election) each year. The time and place may be changed with the consent of the Committee.

2. The Carlisle School Committee will hold all meetings in accordance with Chapter 303: An Act Further Regulating Meetings of Governmental Bodies. (See 2003 Town of Carlisle Committee Handbook.)

3. Order of Business:

I. Call to Order

II. Public Comments

III. Reading of the Minutes

IV. Information/Discussion Items

V. Communication/Correspondence

VI. Superintendent's Report

VII. Members'/Committee Reports

VIII. Action Items

IX. Warrants

X. Other Business

XI. Citizens' Comments on Agenda Items

XII. Adjournment

4. Rules of Order: Robert's Rules of Order shall govern the proceedings of the Committee except when those rules are in conflict with the Committee's approved policies and these bylaws.

5. For all items requiring a vote of the Committee, the Committee shall discuss the item at one meeting and delay the vote until the following regularly scheduled meeting in order to allow for citizen input. This rule may be waived, with the consent of the Committee, for items meriting immediate action.

6. Public Participation in Meetings: The Chair, at his or her discretion may, under the Order of Business (Article IV, item 3 - II) recognize members of the audience who are Carlisle residents or invited guests for the purpose of addressing the Committee. This period will be limited to 15 minutes, with a 3 minute limit per speaker. These time periods may be extended at the Chair's discretion in exceptional circumstances. Subjects raised by the audience will not be formally discussed without being on the agenda in accordance with Article IV item 7. An additional public comment period may, under the Order of Business (Article IV, item 3 - X) recognize members of the audience for the purpose of addressing the Committee on agenda items.

During other portions of the meeting the Chair may, with Committee approval, open a topic to discussion from the audience.

7. Agenda: A preliminary agenda shall be forwarded through the office of the Superintendent to each member of the Committee preferably not later than 48 hours prior to the Committee meeting. Items not appearing on the agenda shall be considered by the Committee only with majority consent of the entire Committee and in compliance with the Open Meeting Law then in effect in the Commonwealth.

Persons not members of the Committee desiring to place subjects on the agenda shall submit these in writing to the Superintendent seven days prior to a regular meeting. Copies of all submitted items shall be sent with the agendas, whether or not the Chair has placed the item on the agenda.

8. Appeals: Any complaint or representation, other than matters of general policy, which any person or persons desire to make about school matters must be presented to the Superintendent of Schools. An appeal from the decision of the Superintendent may be made to the Committee. An appeal to the Committee must be made in writing and signed or the complainant must appear before the Committee in person.

ARTICLE V Amendments

1. These Bylaws may be amended by a vote of the majority of the Committee at a regular or special meeting of the Committee, provided written notice and the text of the particular change proposed has been given to each member at least fourteen days in advance.

2. If any article or section of any article of these Bylaws is declared unconstitutional or illegal by any court, or if disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these Bylaws shall not be affected thereby.

Adopted: 11/18/97

Revised: 06/17/03

Revised: 12/20/06, 2/12/13, 5/10/17

Revised and Reaffirmed: 3/17/21

**B3-Warrant Signature Policy
(Formerly Policy #01.07.2016)**

On November 7, 2016, the Municipal Modernization Act, which changed the signature requirements for bills/warrants became law as follows:

Part 4: Financial Management and Governance Approval of Bills/Warrants (Sections 57-58)

Allows any multi-member boards, committees, and commissions heading departments, including select boards, to designate one of its members to review and approve bills or payment warrants, with a report provided at the next meeting.

Currently, a board or committee heading a department may delegate authority to approve payrolls to a member, with a report to the next meeting of the full committee. Absent a charter or special act, boards and committees currently have to approve bills or payment warrants by majority vote at a meeting subject to the Open Meeting Law.

Based on this Act, the Carlisle School Committee, at its annual re-organization meeting, shall appoint one member as the designated signatory and one member as the alternate signatory for bills/warrants.

A copy of each warrant will be emailed to all committee members for their review. The business manager will include with that email any information thought to be pertinent to any invoice on the warrant. The signatory or alternate will sign the warrant.

At the following school committee meeting the warrants will be on the agenda and kept on records in the minutes signatory will present the warrant with the signed cover sheet so it can be reported to the committee.

LEGAL REF.: Municipal Modernization Act, Part 4, Sections 57-58

Established: 1/11/17

Revised and reaffirmed: 03/17/21

C6-School Council (Formerly Policy #03.01.1998)

Carlisle Public Schools, in compliance with Section 53 of Chapter 71 of the Massachusetts Education Reform Act of 1993, shall form a school council.

Purpose of the Council

The purposes of the School Councils are to:

1. Advise the Principal in the identification of the educational needs of the students;
2. Advise the Principal in the formulation of a school improvement plan based upon schools and system goals; and
3. Participate in a review of the annual school budget proposal.

Membership

The Principals have the responsibility of defining the composition of and forming a School Council pursuant to the requirements stated in M.G.L. 71:59C. The membership of the council shall consist of the following:

- A school Principal who will serve as co-chair
- A minimum of two teachers elected by the professional staff of the school
- A minimum of three parents elected, from among volunteers, by the parents of the school, with the election conducted by the school's parent group in consultation with the Principal. (Note: the number of parent members of the Council must equal the number of professional personnel on the council.)
- At least one person selected by the Principal from interested citizens who do not have a child in the school

When creating the School Council the following tenets will be maintained:

- School Councils should be broadly representative of the racial and ethnic diversity of the school and school community.
- The School Council is considered a municipal agency and its members are considered municipal employees for purposes of the conflict of interest law. (M.G.L.268A)
- Elections will be conducted in a fair and open process with results announced publicly.

Eligibility for Membership

- Parent organization officers and School Committee members are not encouraged to serve as members of the Councils.
- Non-teaching employees of the Carlisle Public Schools may not serve as members of the Councils except for the Principals and teachers mentioned in the previous section.
- Membership shall be consistent with M.G.L. 71:59C.

Term of Office

Members of the Councils will serve three-year terms, which will be staggered to provide continuity. When a person resigns, an election will be held to fill the vacancy. The School Committee encourages schools to hold School Council elections prior to the close of school in June.

Meeting Calendar

The first meeting of the Council must take place no later than forty (40) days after the opening day of each school year. Councils meet at least once each quarter. Meetings will be held at the school in an area designated by the Principal in accordance with the Open Meeting Law. The agenda for the meeting will be prepared by the School Council co-chairs.

Meeting Procedures

At the first meeting of the Council a member will be designated to serve as co-chair with the Principal. The meetings are to be conducted in accordance with the requirements of Massachusetts Open Meeting Law and must be posted 48 hours in advance with the Town Clerk. Information about the Open Meeting Law is available from the Superintendent's Assistant or from the Carlisle Town Clerk. The Superintendent, any member of the staff, any parent, any student, or any member of the Council wishing to have an item included on the agenda may request its inclusion to the Principal no later than one week prior to the meeting. Meetings will be conducted in accordance with the prepared agenda, additional items may be added at the discretion of the co-chairs. Minutes of each meeting will be prepared by a member of the Council designated by the co-chairs and include the date, time, place, members present, or absent and action taken at each meeting. Minutes must be filed with the Superintendent of Schools.

Communication

The channel for official Council communication between and among the School Council, the Principal, the Superintendent, and the School Committee is as follows: the School Council (through the Principal) to the Superintendent, the Superintendent to the School Committee. All official council communication between parent and non-parent Council members and the school staff is initiated through the Principal. Visits to the school are arranged with the Principal.

Decision Making

The Council, by law, is to advise and assist the Principal and to serve as a consultant in the formulation of educational goals for the school. Thus the formation of consensus on particular items, rather than votes, would be especially helpful to the Principals.

School Improvement Plan/Education Goals

The School Improvement Plan, which establishes the school's Educational Goals, must be consistent with the educational standards and goals established by the Superintendent and the School Committee, must meet the requirements of the Education Reform Law and is submitted to the Superintendent and School Committee each May or June on a date established by the School Committee. Each School Improvement Plan shall utilize available data to develop a strategic plan addressing the following issues:

- The educational goals for the school consistent with the District Goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
- As assessment of the needs of the school in light of the proposed educational goals.
- The enhancement of parental involvement in the life of the school, safety, and discipline.
- Professional development for school staff and the allocation of professional development funds supported by the district.
- Safety and discipline.
- The maintenance of a welcoming school environment characterized by tolerance and respect for all people.
- Extra-curricular activities.
- The development of means for meeting the diverse learning needs of all students
- And such further subjects as the Principal, in consultation with the School Council, shall consider appropriate, except that:
 - The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy
- It is important that the School Council be aware of certain expectations of the School Committee regarding the school improvement plan. The school improvement plan should:
 - Focus on improvement of student learning
 - Specify expected student outcomes and measurable / observable results within a specified time period.
 - Align with the Mission of the school district and any goals and policies of the school district.
 - Be consistent with state and federal law, school district policy, established curriculum and negotiated agreements.
 - Clearly identify actions to be taken on how changes will be implemented.
 - Include a plan on how to solicit community support for the changes to be developed.
 - Indicate anticipated costs and available funding sources.
 - Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the School Council, and resubmit it for approval.

School Council Resources

The School Committee recognizes the importance of the Council's job and realizes that Council members must be given sufficient supportive information and materials to enable them to operate successfully. In order to facilitate members' efficiency and knowledge, the Committee encourages that Council members be given information pertinent to their schools such as standardized test scores from recent years, school handbooks, budgetary information, the state school profiles, curriculum guides, and any other materials the Principal or Superintendent determines is useful to Council members.

Source: MASC/Bedford Public Schools
Revised 10/20/98, Reviewed 10/05/05
Revised 10/07/09, 01/02/13, 9/13/17
Reaffirmed: 03/17/21

**C8-Website Publication
(formerly Web Page Publishing Policy 06.06.07)**

I. PURPOSE

The School District has established a district-wide website for educational purposes only, in furtherance of the educational mission of the Carlisle School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

II. SUPERVISION AND APPROVAL OF WEB PAGES

The Superintendent will work with the Webmaster to overseeing the school district's website in a manner consistent with this policy and the school district's Responsible Use Guidelines. In collaboration with the Superintendent, the Webmaster will review all links from the district web pages to other sites on the Internet, to ensure that the links are related to the district's educational mission.

Staff members may publish web pages related to their class projects or courses on the school's website. Staff members may not publish or link to personal web pages as part of the school district web site.

III. CONTENT STANDARDS

Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page. All items posted on the district website are considered the intellectual property of the district and shall not be share or reproduced beyond district use. (Amanda is refining this legal language.)

IV. SAFETY PRECAUTIONS

A. In General

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

B. Student photographs

Student photographs may be published only with the written consent of the student's parent or guardian.

Student photographs will not be accompanied by identifying information about the student(s).

C. Student work

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

D. Staff photographs, identifying information and work

Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.

Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

SOURCE: MASC

Established 9/5/01

Revised 06/06/07

Revised and Reaffirmed: 03/17/21

**E3-Life Threatening Allergy
(Formerly Policy #07.01.2003)**

The Carlisle Public Schools are committed to promoting actions, behaviors and learning that create a healthy and safe environment for students and staff with life-threatening allergies. Recognizing the increasing prevalence of life-threatening allergies among school populations, Carlisle Public Schools will maintain a system-wide procedure for addressing life threatening allergies, and work in cooperation with parents, students, and physicians to minimize risks and to provide a safe educational environment for all students and staff.

Pursuant to Massachusetts Department of Public Health regulations, the District shall strive to provide and maintain a safe and secure environment for students with diagnosed life-threatening food allergies. A comprehensive approach to compliance with the policy requires, but is not limited to, a focused effort by parents/guardians, students (when developmentally appropriate), school staff, school physicians and bus/van transportation personnel. The District will support procedures that include, but are not limited to; education, training, emergency plans and procedures.

The major goals of these procedures are to reduce the risk of exposure to allergens that could trigger life-threatening responses during the school day, to educate the community, and to maintain an evidence based response should a life-threatening reaction occur. The health needs and well-being of all children will take place without discrimination or isolation of any child in the school environment and curriculum, and school related programs or activities.

Updated: 5/05/08, 5/02/12, 5/11/16
Revised and Reaffirmed: 03/17/21

**F2-Use of Cameras for Safety and Security
(Formerly Policy #07.20.2016)**

The School Committee authorizes the use of external video cameras on Carlisle School District property to promote the health, welfare and safety of all students, staff and visitors on district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff identified on surveillance cameras in violation of School Committee policies will be subject to appropriate disciplinary action.

A video recording used for security purposes on school property shall be the sole property of the school district. Access to video recordings from security cameras shall be limited to school administrators. Law enforcement and emergency response officials may also be granted access to video recordings or the security system by the Superintendent of Schools or his/her designee. In such instance, the School Committee shall be notified in a timely manner.

The School Committee will be notified prior to the installation of security cameras on school grounds and told of the need for and placement of such cameras.

Source: MASC & Concord Public Schools

Approved: 9/14/16

Reaffirmed: 03/17/21

F5-Pest Management (Formerly Policy #12.18.2001)

The Carlisle Public Schools is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds. The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education, and evaluation. Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

I. OVERVIEW AND GOALS

1. The Carlisle Public Schools shall develop, implement , and maintain an integrated pest management program in accordance with State regulations.
2. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
3. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.

The integrated pest management program shall strive to

1. Reduce any potential human health hazard.
2. Reduce loss or damage to school structures or property.
3. Minimize the risk of pests from spreading in the community.
4. Enhance the quality of facility use for school and community.
5. Minimize health, environmental and economic risks.

II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

1. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
2. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

1. When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff and students and will also be posted in a common area
2. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
3. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be emailed to parents and guardians at least 5 days prior to application and will be posted on the school website.

IV. RECORD-KEEPING

1. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
2. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

V. STAFF RESPONSIBILITIES AND EDUCATION

1. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.

2. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

Adopted 12/18/01

Reviewed 10/05/05, 1/21/09, 03/06/13, 04/12/17

SOURCE: Massachusetts Association of School Committees

LEGAL REF.: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."

Reaffirmed: 03/17/21

F6-Public Access Defibrillation Program Policy
(Formerly Policy #07.17.2006)

Automatic External Defibrillators (AED) will be maintained on the premises of Carlisle Public School. The AED shall be used in emergency situations warranting its use.

The Carlisle School nurse will inform staff of the location of devices at the beginning of each year, and develop procedures for the operation, proper usage, and maintenance of the equipment. The health office will coordinate staff training on a periodic basis for both new staff and as a refresher for staff previously trained.

Adopted 06/07/06, Revised 03/17/10

Reviewed 12/04/13, Revised 02/08/17

Revised and Reaffirmed: 03/17/21

**F8-Use of School Facilities
(Formerly Policy #06.02.1998)**

The Carlisle Public Schools are the caretakers of the educational properties for the Town of Carlisle. Their primary purpose is to provide for the regular school day program and for school-related after-school programs.

The public schools belong to the people who created them by consent and support them by taxation. The Carlisle School Committee desires that other townspeople also enjoy use of the school property when this use does not interfere with educational uses.

The public school property must be used in a responsible manner and preserved and protected for the enjoyment of all. All applicable local, state and federal laws and regulations and all Carlisle School Committee policies must be observed by property users.

The administration shall develop rules, regulations and procedures for the use of school facilities, and shall oversee the management and scheduling of the facilities.

The facilities covered under this policy shall include buildings and grounds.

Established: 06/02/98

Revised: 03/05/2008, 03/07/12, 12/04/13

Reviewed: 03/08/17

Reaffirmed: 03/17/21

**F9-Use of School Playing Fields
(Formerly Policy #06.04.1977)**

In the interest of facilitating the scheduling of use of the school playing fields, the Carlisle School Committee designates to the Carlisle Recreation Commission control over scheduling and use of the playing fields when they are not needed by the schools. In all instances the schools will have priority in the use of the fields.

Adopted: 04/12/77

Reaffirmed: 12/17/03, 10/04/06, 10/07/09, 02/12/13, 03/08/17, 03/17/21

G2-Drug and Alcohol Free Workplace (Formerly Policy #07.06.1997)

In accordance with the Drug-Free Workplace Act of 1988, the Carlisle Public Schools issues the following statement:

It is the policy of the Carlisle Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited while on duty or on school property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the Superintendent of Schools of any drug-related arrests or criminal drug convictions within five (5) days. The Carlisle Public Schools have an obligation to notify the appropriate federal agency within ten (10) days of receiving a notice of conviction. Further, no later than thirty (30) days after notice of a conviction, the Superintendent of Schools will take disciplinary action up to and including a recommendation to the School Committee that the employee be dismissed from employment.

Further, in accordance with state mandate, the following is the policy of the Carlisle Public Schools.

The Carlisle School Committee will not tolerate supplying, selling, possessing, using, or being under the influence of illicit or illegal substances anywhere on school property or at school sponsored activities for students. This includes alcoholic beverages, the illegal use of prescription drugs, and the possession of drug paraphernalia. Such behavior will require disciplinary action. It is not only personally detrimental, but is destructive to the safe, productive environment, which is critical in the operation of our schools.

School personnel have a responsibility to take action regarding substance abuse in the school community, including faculty, staff, students, and families. The school health curriculum is intended to deter student use of illegal drugs, including alcoholic beverages, and to help students who seek and need assistance with drug/alcohol related problems. Programs for education, prevention, identification, intervention, and referral are within the scope of services provided or endorsed. It is the Carlisle Schools policy to take action that deters such behavior and rehabilitates those who seek assistance.

Established 11/18/97

Reaffirmed: 10/20/04, 11/07/07, 12/01/10, 03/05/14, 03/17/21

G4-Staff Conduct
(Formerly Policy #10.05.2008)

All staff members have a responsibility to familiarize themselves with and abide by the laws of the Commonwealth as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students. Staff members are responsible for using social media appropriately.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern and conduct becoming of a professional, including but not limited to respecting confidentiality.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Respectful interactions with students, colleagues and other constituents.
2. Faithfulness and promptness in attendance at work.
3. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students.
4. Diligence in submitting required reports promptly at the times specified.
5. Care and protection of school property.
6. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students.

LEGAL REFS.: M.G.L. 71:37H; 264:11; 264:14
Source: Massachusetts Association of School Committees
Concord Public Schools
Approved: 11/5/08, reviewed 01/04/12, revised 12/09/15
Reaffirmed: 03/17/21

11-Access to Digital Resources (Formerly Policy #11.08.2017B)

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

Safety Procedures and Guidelines

The Superintendent, in conjunction with the Director of Technology/Network Manager, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student digital device use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);

Safety and security of minors when they are using digital tools and communications;

Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;

Unauthorized disclosure, use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

Responsible Use Guidelines

All students and faculty must agree to and sign a Responsible Use Guidelines form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology/Network Manager with a written request.

Employee Use

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

Community Use

On recommendation of the Superintendent in conjunction with the Director of Technology/Network Manager, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to, and must accept the district's Access to Digital Resources Policy before accessing the district network.

Disregard of Rules and Responsibility for Damages

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to modification or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care.

SOURCE: MASC

LEGAL REFS: 47 USC § 254

Note: FCC regulations that went into effect April 20, 2001, implementing The Children's Internet Protection Act (47 U.S.C. § 254) require each school/district to certify compliance with certain policy requirements in order to maintain eligibility for Internet access discounts and other services provided by the federal government.

Adopted: 12/13/2017

Revised and Reaffirmed: 03/17/21

I2-Animals in School Policy (Formerly Policy #07.18.2011)

The Carlisle Public School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

No animal shall be brought to school without prior permission of the building Principal.

School Principals, in consultation with the School nurses, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

Educational Program

Use of animals to achieve specific curriculum objectives may be allowed by the Principal provided student health and safety are not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to conditions established by the Principal to protect the health and well-being of students.

Service Animals (Guide or Assistance Dogs)

The Carlisle School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a "service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability". The regulations further state that "a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse OR DUCK by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability".

The District shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the dog shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the dog will be required to remove the service animal from District premises immediately.

If any student or staff member assigned to the classroom in which an service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom assignment. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the students.

When a student will be accompanied by a service animal at school or in other District facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures as needed to accommodate a student's use of an assistance dog in District facilities and on school transportation vehicles.

Source: MASC

Established 06/01/11, Reaffirmed 12/10/14, Revised 12/13/17

Revised and Reaffirmed: 03/17/21

I3-Empowered Digital Use (Formerly Policy #11.08.2017A)

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the District provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

Digital devices, software, and networks shall be used in school for educational purposes and activities.

An individual's personal information (such as full names, personal identification numbers, personal address and phone numbers, and user IDs) and that of others shall be kept private.

Individuals will show respect for themselves and others when using technology including social media.

Users shall give acknowledgement to others for their ideas and work.

Users shall report inappropriate use of technology immediately.

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

SOURCE: MASC

Adopted: 12/13/2017

Revised and Reaffirmed: 03/17/21

I6-Homework Policy
(Formerly Policy #08.10.2004)

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Homework is a learning activity that should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that the teacher and/or the student can establish a pattern of meaningful homework. The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them.

The amount of homework assigned to students at the Carlisle Public School should be set by the grade level teams at the beginning of each school year in consultation with the principal. Each team will issue in writing his/her homework guidelines to parents and students at the beginning of the year.

There are many other learning activities in the life of a student besides homework. Things such as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning homework assignments.

Adopted 08/10/04
Revised 5/11/09
Reviewed 02/12/13
Reaffirmed: 03/17/21

I7-Library Materials Selection Policy (Formerly Policy # 04.03.2001)

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library.

Gifts of library books will be accepted in keeping with the above policy on selection.

Concerns about library books will be handled in line with concerns about instructional materials.

SOURCE: MASC

LEGAL REF.: 603 CMR [26:05](#)

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

Adopted: 12/04/01

Revised: 06/07/06, 03/10/10, 06/17/15

Revised and Reaffirmed: 03/17/21

J1-Activity Fee Policy
Policy# 02.01.2000

The Carlisle Public Schools make every effort to provide an excellent educational program to the students of Carlisle. There are some activities that are considered outside the required educational program. The Commonwealth of Massachusetts Department of Education Legal Department Advisory states that:

Certain provisions of the General Laws do authorize School Committees to charge fees for participation in particular programs. Moreover, reasonable fees may be charged to those students who can afford to pay for their participation in extracurricular activities.

Fees for extracurricular supplies or activities are permissible when the amount of the fee is reasonable, only participating students are charged, there is no sanction for nonpayment, and students financially unable to pay are exempted.

In the alternative, an organization such as the Parent Teacher Organization or a booster club could donate funds to be used for activity fees.

At its discretion, the Carlisle Public Schools under the jurisdiction of the Carlisle School Committee may institute such fees, as it deems appropriate and necessary. Consideration will be given for families in need of financial support.

Source: Commonwealth of Massachusetts Department of Education Legal Department Advisory

Adopted: 6-20-2000

Revised: 11/16/05, 10/14/09

Reviewed: 01/02/13, 05/08/17

Revised and Reaffirmed: 03/17/21

**J5-Homeless Students
(Formerly Policy #08.12.2007)**

As required by law, the district will work with homeless children and youth and unaccompanied youth 1 (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, school nutrition programs, summer programming and extracurricular activities.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

Students Remaining in Schools of Origin

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e. the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term "school of origin" shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the district. The district will transport students who are sheltered or temporarily residing within the district to the students' school of origin. For homeless students attending a school of origin located outside the district in which the student is sheltered or temporarily residing, the district in which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

Students Enrolling in District Where Sheltered or Temporarily Residing

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

Dispute Resolution

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand, ² the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education ³. During the pendency of any such appeal, the student should remain enrolled in the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link: <http://www.doe.mass.edu/mv/haa/mckinney-vento.docx>

Homeless Liaison

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing

affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in locations such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure district staff receive professional development and other support on issues involving homeless students.

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

SOURCE: MASC October 2019

Reviewed 10/02/07, 11/03/10, 11/06/13. 04/12/17

Revised and Reaffirmed: 03/17/21

K2-Gifts To and Solicitations By Staff (Formerly Policy #01.02.1996)

Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc.), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents/guardians and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable

purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

SOURCE: MASC December 2012

Legal Ref: M.G.L. [268A:3](#); [268A:23](#); 930 CMR [5.00](#)

CROSS REFS.: [KHA](#), Public Solicitations in the Schools

Adopted: 03/19/96

Revised: 10/17/00, Reviewed 10/05/05, Revised 12/17/08, Reaffirmed 12/07/11

Updated and Reaffirmed: 11/12/14

Revised and Reaffirmed: 03/17/21

DATE: 02/01/2021 WARRANT: 5221 AMOUNT: \$ 90,427.65

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

Barbara T Arnold, Selectmen

Luke R Ascolillo, Selectmen

Alan L Lewis, Selectmen

Seth D Model, Selectmen

Katherine T Reid, Selectmen

82/1/1
2021

CASH ACCOUNT: 00000 10200 TREASURER'S CASH

WARRANT: 5221 02/01/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1 VERIZON 1 14133	55503	00007	21083	INV Telephone	02/01/2021	978-371-7391 24.62 24.62	99581		
				Invoice Net		CHECK TOTAL 24.62			
1 VERIZON 1 14133	55503	00007	21083	INV Telephone	02/01/2021	978-369-0590 215.20 215.20	99582		
1 VERIZON 1 14113	54403	00007	21118	INV WWTF	02/01/2021	978-369-2153 114.28 114.28	99583		
1 VERIZON 1 14133	55503	00007	21083	INV Telephone	02/01/2021	978-369-1874 56.80 56.80	99584		
1 VERIZON 1 14133	55503	00007	21083	INV Telephone	02/01/2021	978-287-0307 144.46 144.46	99585		
				Invoice Net		CHECK TOTAL 530.74			
1 VERIZON 1 14133	55503	00010	21083	INV Telephone	02/01/2021	07018861 .62 .62	99586		
				Invoice Net		CHECK TOTAL .62			
21 Carlisle Mosquito 1 12302	52409	00001		INV Legal Expe	02/01/2021	6067 287.50 287.50	99587		
				Invoice Net		CHECK TOTAL 287.50			
343 W.B. MASON 1 18000	54900	00001	21426	INV Food & Sup	02/01/2021	217300063 203.88 203.88	99588		
				Invoice Net		CHECK TOTAL 203.88			
343 W.B. MASON 1 18000	54900	00001	21426	INV Food & Sup	02/01/2021	217300255 88.20 88.20	99589		
				Invoice Net		CHECK TOTAL 88.20			
343 W.B. MASON 1 12203	54401	00001	21416	INV Office Sup	02/01/2021	217106346 16.61 16.61	99590		
				Invoice Net		CHECK TOTAL 16.61			
347 CASE 1 12302	52408	00000		INV Contracted	02/01/2021	21-MF-0004 5,000.00 5,000.00	99711		

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 5221 02/01/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
347 CASE	1 13302	00000		INV	02/01/2021	60-0004A	99712		
				SPED Trans	Contracted	57,744.63			
				Invoice Net		57,744.63			
				CHECK TOTAL		62,744.63			
645 Grainger	1 14223	00001	21073	INV	02/01/2021	9766443296	99591		
				Maintenanc	Contracted	87.38			
				Invoice Net		87.38			
645 Grainger	1 14223	00001	21046	INV	02/01/2021	9763370450	99593		
				Maintenanc	Contracted	19.50			
				Invoice Net		19.50			
				CHECK TOTAL		106.88			
801 M.A.S.S.	1 12203	00000		INV	02/01/2021	MidW2021	99629		
				School Adm	Travel, Co	100.00			
				Invoice Net		100.00			
				CHECK TOTAL		100.00			
874 MMEA-ED	1 28319	00001		INV	02/01/2021	01/19/21	99592		
				Music	Other Supp	180.00			
				Invoice Net		180.00			
				CHECK TOTAL		180.00			
984 VERIZON WIRELESS	1 14133	00001	21082	INV	02/01/2021	9870780614	99594		
				Utility Se	Telephone	124.47			
				Invoice Net		124.47			
				CHECK TOTAL		124.47			
1000 ANDOVER BOOKSTORE	1 24398	00000	21406	INV	02/01/2021	480	99595		
				Title IV	Expenses	540.00			
				Invoice Net		540.00			
				CHECK TOTAL		540.00			
1140 ECOLAB	1 18000	00000	21111	INV	02/01/2021	6259494466	99631		
				SCHOOL LUN	Food & Sup	427.16			
				Invoice Net		427.16			
				CHECK TOTAL		427.16			
1432 LANDMARK SCHOOL	1 15102	00001	21213	INV	02/01/2021	33978	99623		
				Tuition to	Tuition	5,119.68			
				Invoice Net		5,119.68			
1432 LANDMARK SCHOOL	1 15102	00001	21213	INV	02/01/2021	34449	99624		
				Tuition to	Tuition	5,119.68			
				Invoice Net		5,119.68			
				CHECK TOTAL		10,239.36			
1587 MURPHY, HESSE, TOOMEY		00000		INV	02/01/2021	79594	99630		

CASH ACCOUNT: 0000 10200 TREASURER'S CASH

WARRANT: 5221 02/01/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1 12302	52409	SPED		Legal Expe		125.00			
		Invoice Net				125.00			
		CHECK TOTAL				125.00			
3443 Coting School, Inc.	52408	00000	21389	INV	02/01/2021	18715	99625		
1 12302		SPED		Contracted		400.00			
		Invoice Net				400.00			
		CHECK TOTAL				400.00			
4889 Ingram	55800	00001	21321	INV	02/01/2021	50942973	99637		
1 28318		School Gif		Other Supp		162.57			
		Invoice Net				162.57			
		CHECK TOTAL				162.57			
4937 CXtec	54200	00001	21418	INV	02/01/2021	7072925	99598		
1 12401		Texts, Reg		Technology		412.73			
		Invoice Net				412.73			
4937 CXtec	54200	00001	21418	INV	02/01/2021	7072655	99599		
1 12401		Texts, Reg		Technology		324.21			
		Invoice Net				324.21			
		CHECK TOTAL				324.21			
4937 CXtec	54200	00001	21418	INV	02/01/2021	7073637	99600		
1 12401		Texts, Reg		Technology		415.00			
		Invoice Net				415.00			
		CHECK TOTAL				415.00			
		CHECK TOTAL				1,151.94			
5213 Susan Robichaud	54900	00000		INV	02/01/2021	01/15/2020 1	99601		
1 18000		SCHOOL LUN		Food & Sup		169.32			
		Invoice Net				169.32			
		CHECK TOTAL				169.32			
5405 April (Adams) Colson	54401	00000		INV	02/01/2021	01/24/21	99632		
1 12302		SPED		Supplies		12.46			
		Invoice Net				12.46			
		CHECK TOTAL				12.46			
5406 TRACY MALONE	54271	00000		INV	02/01/2021	10/08/2020	99633		
1 12302		SPED		ProfDv		285.71			
		Invoice Net				285.71			
		CHECK TOTAL				285.71			
		CHECK TOTAL				285.71			
6468 New England Ice Cream	54900	00000	21116	INV	02/01/2021	5542101507	99602		
1 18000		SCHOOL LUN		Food & Sup		169.45			
		Invoice Net				169.45			
6468 New England Ice Cream	54900	00000	21116	INV	02/01/2021	5542102208	99603		
1 18000		SCHOOL LUN		Food & Sup		231.17			
		Invoice Net				231.17			
		CHECK TOTAL				231.17			
6468 New England Ice Cream	54900	00000	21116	INV	02/01/2021	5542102209	99604		

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 5221 02/01/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1 18000	54900		SCHOOL LUN	Food & Sup		81.00			
			Invoice Net			81.00			
			CHECK TOTAL			481.62			
6489 Mindwing Concpets, Inc	54401	00000	21423	INV	02/01/2021	10378	99605		
1 12302	54401	SPED	supplies			109.95			
			Invoice Net			109.95			
			CHECK TOTAL			109.95			
6740 Duva Distributors	54900	00000	21110	INV	02/01/2021	28026583	99609		
1 18000	54900	SCHOOL LUN	Food & Sup			65.44			
			Invoice Net			65.44			
			CHECK TOTAL			28026680	99634		
6740 Duva Distributors	54900	00000	21110	INV	02/01/2021	23.58			
1 18000	54900	SCHOOL LUN	Food & Sup			23.58			
			Invoice Net			23.58			
			CHECK TOTAL			89.02			
7116 Norel Service Company,	54403	00000	21429	INV	02/01/2021	64742	99610		
1 14113	54403	CUSTODIAL	WWTF			505.00			
			Invoice Net			505.00			
			CHECK TOTAL			505.00			
7343 SMALL WATER SYSTEMS SE	55504	00000	21440	INV	02/01/2021	21-0328	99626		
1 14133	55504	Utility Se	Water			150.00			
			Invoice Net			150.00			
			CHECK TOTAL			150.00			
8251 New England Cooling To	52408	00000	21439	INV	02/01/2021	6045	99627		
1 14233	52408	Maintenanc	Contracted			217.50			
			Invoice Net			217.50			
			CHECK TOTAL			217.50			
8578 Konica Minolta Premier	52408	00001	21146	INV	02/01/2021	37075871	99698		
1 14233	52408	Maintenanc	Contracted			268.80			
			Invoice Net			268.80			
			CHECK TOTAL			268.80			
8706 David French Music Com	58500	00000	21369	INV	02/01/2021	3510	99606		
1 24302	58500	REOPENING	Additional			2,651.70			
			Invoice Net			2,651.70			
			CHECK TOTAL			2,651.70			
8761 American Alarm and Com	54408	00000	21077	INV	02/01/2021	1090102	99611		
1 14223	54408	Maintenanc	Contracted			1,787.28			
			Invoice Net			1,787.28			
			CHECK TOTAL			1,787.28			

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 5221 02/01/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
9061 Thurston Foods, Inc.	1 18000 54900	00000	21114	INV	02/01/2021	395750	99607		
			SCHOOL LUN	Food & Sup		582.96			
			Invoice Net			582.96			
9061 Thurston Foods, Inc.	1 18000 54900	00000	21114	CRM	02/01/2021	932105C	99608		
			SCHOOL LUN	Food & Sup		-59.44			
			Invoice Net			-59.44			
9061 Thurston Foods, Inc.	1 18000 54900	00000	21114	CRM	02/01/2021	395750C	99635		
			SCHOOL LUN	Food & Sup		-12.67			
			Invoice Net			-12.67			
			CHECK TOTAL			510.85			
9933 Pearson (Clinical)	1 12801 54401	00000	21390	INV	02/01/2021	12291589	99612		
			School Psc	Supplies		215.00			
			Invoice Net			215.00			
			CHECK TOTAL			215.00			
10385 Tuscan Pizza Company	1 18000 54900	00000	21117	INV	02/01/2021	87884	99636		
			SCHOOL LUN	Food & Sup		297.00			
			Invoice Net			297.00			
			CHECK TOTAL			297.00			
10432 Challenge Day	1 89202 25500	00000		INV	02/01/2021	15739 B	99613		
			STUDENT AC	SAF		1,837.50			
			Invoice Net			1,837.50			
			CHECK TOTAL			1,837.50			
11408 MATT MEHLER	1 12203 54401	00000		INV	02/01/2021	01/19/2021	99614		
			School Adm	Office Sup		60.00			
			Invoice Net			60.00			
			CHECK TOTAL			60.00			
11450 GORDON FOOD SERVICE IN	1 18000 54900	00000	21387	INV	02/01/2021	207467812	99615		
			SCHOOL LUN	Food & Sup		255.85			
			Invoice Net			255.85			
			CHECK TOTAL			255.85			
11534 NEXT GEN SUPPLY GROUP	1 14233 54401	00000	21400	INV	02/01/2021	248209-01	99616		
			Maintenanc	Supplies		53.34			
			Invoice Net			53.34			
11534 NEXT GEN SUPPLY GROUP	1 14233 54401	00000	21400	INV	02/01/2021	248209-02	99617		
			Maintenanc	Supplies		110.00			
			Invoice Net			110.00			
11534 NEXT GEN SUPPLY GROUP	1 14113 54401	00000	21078	INV	02/01/2021	246489-01	99618		
			CUSTODIAL	Office sup		274.80			
			Invoice Net			274.80			
			CHECK TOTAL			438.14			

01/29/2021 16:55
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Town of Carlisle
DETAIL INVOICE LIST

P 7
apwarrrnt

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 5221 02/01/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
11914 BETH ARINSBURG-FITZPAT	00000	SPED	21307	INV Contracted	02/01/2021	40	99713		
1 12302 52408		Invoice Net				2,550.00			
						2,550.00			
						CHECK TOTAL			
						2,550.00			
11978 EASYKEYS.COM INC	00000	Maintenanc	21433	INV Supplies	02/01/2021	4705639	99620		
1 14233 54401		Invoice Net				80.77			
						80.77			
						CHECK TOTAL			
						80.77			

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55 INVOICES

WARRANT TOTAL 90,427.65

CASH ACCOUNT BALANCE 16,116,920.60

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WARRANT: 5221 02/01/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
001 12203	School Administrat 001 300-200-54401	76.61	21,199.87	21,199.87
001 12203	School Administrat 001 300-200-55407	100.00	21,199.87	21,199.87
001 12302	Student Services/S 001 300-256-52408	7,950.00	127,422.26	127,422.26
001 12302	Student Services/S 001 300-256-52409	412.50	127,422.26	127,422.26
001 12302	Student Services/S 001 300-256-54271	285.71	127,422.26	127,422.26
001 12302	Student Services/S 001 300-256-54401	122.41	127,422.26	127,422.26
001 12401	Texts, Regular Edu 001 300-264-54200	1,151.94	48,085.51	48,085.51
001 12801	School Psychologis 001 300-262-54401	215.00	-1,387.53	-1,387.53
001 13302	SPED Transportatio 001 300-205-52408	57,744.63	-149,708.00	-149,708.00
001 14113	CUSTODIAL 001 300-269-54401	274.80	13,121.33	13,121.33
001 14113	CUSTODIAL 001 300-269-54403	619.28	13,121.33	13,121.33
001 14133	Utility Services 001 300-260-55503	566.17	22,201.47	22,201.47
001 14133	Utility Services 001 300-260-55504	150.00	6,311.81	6,311.81
001 14223	Maintenance of Bui 001 300-268-54408	1,894.16	22,201.47	22,201.47
001 14233	Maintenance of Equ 001 300-210-52408	486.30	4,943.01	4,943.01
001 14233	Maintenance of Equ 001 300-210-54401	244.11	4,943.01	4,943.01
001 15102	Tuition to Mass. S 001 300-265-55410	10,239.36	-22,935.64	-22,935.64
	FUND TOTAL	82,532.98		
CASH ACCOUNT 0000 10200	BALANCE 16,116,920.60			
018 18000	SCHOOL LUNCH 018 300-000-54900	2,522.90	-155,296.96	-155,296.96
	FUND TOTAL	2,522.90		
CASH ACCOUNT 0000 10200	BALANCE 16,116,920.60			
024 24302	COVID REOPENING 024 300-302-58500	2,651.70		
024 24398	Title IV (309) 024 300-346-55800	540.00		
	FUND TOTAL	3,191.70		
CASH ACCOUNT 0000 10200	BALANCE 16,116,920.60			
028 28318	School Gifts 028 300-318-55800	162.57	-35,330.26	-35,330.26
028 28319	Music 028 300-319-55800	180.00	-10,078.34	-10,078.34
	FUND TOTAL	342.57		
CASH ACCOUNT 0000 10200	BALANCE 16,116,920.60			
089 89202	STUDENT ACTIVITY A 089 201-200-25500	1,837.50		
	FUND TOTAL	1,837.50		
CASH ACCOUNT 0000 10200	BALANCE 16,116,920.60			

WARRANT:	5221	02/01/2021	ACCOUNT	AMOUNT	AYLB BUDGET
FUND ORG					
=====					
WARRANT SUMMARY TOTAL				90,427.65	
=====					
GRAND TOTAL				90,427.65	
=====					

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



01/29/2021 14:53
1075pris1

Town of Carlisle
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 01/29/2021 WARRANT: 5021 AMOUNT: \$ 394,102.45

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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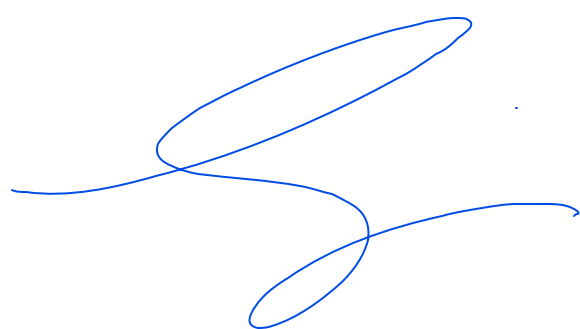
Barbara T Arnold, Selectmen _____

· Luke R Ascolillo, Selectmen _____

· Alan L Lewis, Selectmen _____

· Seth D Model, Selectmen _____

· Katherine T Reid, Selectmen _____

 2/1/2021



01/29/2021 14:53
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Town of Carlisle
PREPAID INVOICE LIST

P 2
apwarrnt

WARRANT: 5021 01/29/2021

VENDOR	VENDOR NAME	R	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	VOUCHER	CHECK	COMMENT	
CASH ACCOUNT: 00000		10200	TREASURER'S CASH								
	482 payroll other g	00000	99639		DD	01/29/2021	371,153.26		1000358		
	INVOICE:										
	482 payroll other g	00000	99640		DD	01/29/2021	4,474.74		1000359		
	INVOICE:										
	482 payroll other g	00000	99641		DD	01/29/2021	18,474.45		1000360		
	INVOICE:										
							394,102.45	CASH ACCOUNT	00000	10200	TOTAL



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| Town of Carlisle
| DETAIL INVOICE LIST

| P 3
| apwarrnt

CASH ACCOUNT:

UNDEFINED ACCOUNT.

WARRANT: 5021 01/29/2021

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 **



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Town of Carlisle
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 02/12/2021 WARRANT: 5421 AMOUNT: \$ 400,727.73

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 _____

·
·

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

P 2
apwarrnt

WARRANT: 5421 02/12/2021

VENDOR	VENDOR NAME	R	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	VOUCHER	CHECK	COMMENT	
CASH ACCOUNT: 00000		10200	TREASURER'S CASH								
	482 payroll other g	00000	100008		DD	02/12/2021	376,594.21		1000371		
	INVOICE:										
	482 payroll other g	00000	100009		DD	02/12/2021	4,335.33		1000372		
	INVOICE:										
	482 payroll other g	00000	100010		DD	02/12/2021	19,798.19		1000373		
	INVOICE:										
							400,727.73	CASH ACCOUNT	00000	10200	TOTAL

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



02/12/2021 13:41
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| Town of Carlisle
| DETAIL INVOICE LIST

| P 3
| apwarrnt

CASH ACCOUNT:

UNDEFINED ACCOUNT.

WARRANT: 5421 02/12/2021

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 **

DATE: 02/12/2021 WARRANT: 5621 AMOUNT: \$ 109,001.82

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 _____
- . _____
- . _____
- . _____
- Barbara T Arnold, Selectmen _____
- Juke R Ascolillo, Selectmen _____
- Alan L Lewis, Selectmen _____
- Seth D Model, Selectmen _____
- Katherine T Reid, Selectmen _____

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2021

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Town of Carlisle
PREPAID INVOICE LIST

P 2
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WARRANT: 5621 02/12/2021

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

CASH ACCOUNT: 00000 10200 TREASURER'S CASH

1723 commonwealth of 00001 99894

DD 02/16/2021 16.96 1000370

16.96 CASH ACCOUNT 00000 10200 TOTAL

CASH ACCOUNT: 00000		10200		TREASURER'S CASH		WARRANT: 5621		02/12/2021	
VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
10 National Grid	55501	00002	21036	INV	02/16/2021	49489-10040	7	99885	
1 14123				Gas Heat		154.00			
				Invoice Net		154.00			
				CHECK TOTAL		154.00			
10 National Grid	55501	00002	21036	INV	02/16/2021	49489-10080	7	99886	
1 14123				Heating of Gas Heat		194.43			
				Invoice Net		194.43			
10 National Grid	55501	00002	21036	INV	02/16/2021	49489-10030	7	99887	
1 14123				Heating of Gas Heat		3,455.51			
				Invoice Net		3,455.51			
				CHECK TOTAL		3,649.94			
39 BEDFORD CHARTER SERVIC	52408	00000	21143	INV	02/16/2021	3258		99888	
1 13301				Student Ac Transporta		45,372.00			
				Invoice Net		45,372.00			
				CHECK TOTAL		45,372.00			
147 MASBO	55406	00000	21443	INV	02/16/2021	200010498		99889	
1 12203				School Adm Membership		120.00			
				Invoice Net		120.00			
				CHECK TOTAL		120.00			
247 EAGLE LEASING COMPANY	54408	00001	21086	INV	02/16/2021	R12249905		99890	
1 14223				Maintenance Contracted		119.00			
				Invoice Net		119.00			
				CHECK TOTAL		119.00			
604 SCHOLASTIC INC.	55800	00000	21395	INV	02/16/2021	63127826		99892	
1 28320				Other Supp		563.66			
				Invoice Net		563.66			
				CHECK TOTAL		563.66			
608 SCHOOL SPECIALTY	54220	00001	21182	INV	02/16/2021	208126867284		99893	
1 12301				REGULAR ED Art suppli		685.60			
				Invoice Net		685.60			
				CHECK TOTAL		685.60			
1206 CULLEN HEATING SERVICE	54408	00000	21094	INV	02/12/2021	12702		99935	
1 14223				Maintenanc Contracted		1,500.00			
				Invoice Net		1,500.00			
				CHECK TOTAL		1,500.00			
1825 TOREKU TRACTOR & EQUIP	52408	00000	21442	INV	02/16/2021	129468		99932	
1 14233				Maintenanc Contracted		1,307.15			
				Invoice Net		1,307.15			
1825 TOREKU TRACTOR & EQUIP	54408	00000	21442	INV	02/16/2021	129470		99933	
1 14223				Maintenanc Contracted		1,307.15			
				Invoice Net		1,307.15			
				CHECK TOTAL		1,500.00			

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Town of Carlisle
DETAIL INVOICE LIST

P 4
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CASH ACCOUNT: 0000 10200 TREASURER'S CASH WARRANT: 5621 02/12/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	14233 52408	Maintenanc Invoice Net		Contracted		1,200.00 1,200.00 CHECK TOTAL			
3120 NANCY ANDERSON	52408	00000		INV	02/16/2021	01/11/21	99896		
1	28318 55800	School Gif Invoice Net		Other Supp		13.68 13.68 Petty Cash 2021			
3120 NANCY ANDERSON	52408	00000		INV	02/16/2021	8.40	99897		
1	12203 53410	School Adm SPED		Postage Supplies		24.30 35.00			
2	12302 54401	CUSTODIAL School Gif		Office sup Other Supp		280.00 347.70			
3	14113 54401	School Gif Invoice Net							
4	28318 55800	School Gif Invoice Net							
						CHECK TOTAL	361.38		
3424 Perkins School for the	52408	00000	21384	INV	02/16/2021	082555	99943		
1	12302 52408	SPED Invoice Net		Contracted		132.00 132.00			
						CHECK TOTAL	132.00		
3433 COMMONWEALTH OF MASSAC	52408	00004	21093	INV	02/16/2021	146620	99898		
1	14233 52408	Maintenanc Invoice Net		Contracted		100.00 100.00			
						CHECK TOTAL	100.00		
4889 Ingram	55800	00001	21323	INV	02/16/2021	51143377	99899		
1	28318 55800	School Gif Invoice Net		Other Supp		174.88 174.88			
4889 Ingram	55800	00001	21323	INV	02/16/2021	51230841	99930		
1	28318 55800	School Gif Invoice Net		Other Supp		93.60 93.60			
						CHECK TOTAL	268.48		
5213 Susan Robichaud	54900	00000		INV	02/16/2021	02/01/2021	99900		
1	18000 54900	SCHOOL LUN Invoice Net		Food & Sup		96.32 96.32			
						CHECK TOTAL	96.32		
5257 Republic Services #095	55505	00001	21039	INV	02/16/2021	0095-001569005	99901		
1	14113 55505	CUSTODIAL Invoice Net		Waste Disp		295.64 295.64			
5257 Republic Services #095	55505	00001	21039	INV	02/16/2021	0095-001569006	99902		
1	14113 55505	CUSTODIAL Invoice Net		Waste Disp		217.00 217.00			
						CHECK TOTAL	512.64		
5859 E. Osterman Gas Servic	00001	21101	INV	02/16/2021		6005352	99904		

02/12/2021 11:25 | Town of Carlisle
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CASH ACCOUNT: 00000		10200		TREASURER'S CASH		WARRANT: 5621		02/12/2021	
VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1 14113	54403	CUSTODIAL Invoice Net	WWTF			2,969.88 2,969.88 CHECK TOTAL			
5962 Direct Energy Business	1 14123 55501	00002 Heating of Gas Heat Invoice Net	21096 INV	02/16/2021		HS12286056 2,509.70 2,509.70 CHECK TOTAL	99905		
5962 Direct Energy Business	1 14123 55501	00002 Heating of Gas Heat Invoice Net	21096 INV	02/16/2021		HS12276615 82.80 82.80 CHECK TOTAL	99906		
5962 Direct Energy Business	1 14123 55501	00002 Heating of Gas Heat Invoice Net	21096 INV	02/16/2021		HS12276616 5,197.85 5,197.85 CHECK TOTAL	99907		
5962 Direct Energy Business	1 14123 55501	00002 Heating of Gas Heat Invoice Net	21096 INV	02/16/2021		HS12277427 24.48 24.48 CHECK TOTAL	99909		
6468 New England Ice Cream	1 18000 54900	00000 SCHOOL LUN Food & Sup Invoice Net	21116 INV	02/16/2021		554203604 107.87 107.87 5542102901 215.60 215.60 CHECK TOTAL	99910 99911		
6740 Duva Distributors	1 18000 54900	00000 SCHOOL LUN Food & Sup Invoice Net	21110 INV	02/16/2021		28026836 61.33 61.33 28026971 38.33 38.33 CHECK TOTAL	99912 99913		
7343 SMALL WATER SYSTEMS SE	1 14133 55504	00000 Utility Se water Invoice Net	21038 INV	02/16/2021		21-0060 4,441.00 4,441.00 CHECK TOTAL	99914		
7541 Milestones	1 15102 55410	00000 Tuition to Tuition Invoice Net	21214 INV	02/16/2021		26943 12,749.13 12,749.13 CHECK TOTAL	99915		

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Tomn of Carlisle
DETAIL INVOICE LIST

P 6
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CASH ACCOUNT: 00000 10200 TREASURER'S CASH

WARRANT: 5621 02/12/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
8578 Konica Minolta Premier	1 14233 52408	00001	21049	INV Contracted	02/16/2021	37140244	99916		
		Maintenanc				1,183.40			
		Invoice Net				1,183.40			
8578 Konica Minolta Premier	1 14233 52408	00001	21146	INV Contracted	02/16/2021	21146	99917		
		Maintenanc				36.00			
		Invoice Net				36.00			
		CHECK TOTAL				1,219.40			
8579 Lightspeed Technologie	1 12401 54200	00000	21432	INV Technology	02/16/2021	132474	99946		
		Texts, Reg				2,072.00			
		Invoice Net				2,072.00			
		CHECK TOTAL				2,072.00			
8977 NESTLE PURE LIFE DIREC	1 12301 54401	00000	21333	INV Office Sup	02/12/2021	0439485772	99936		
	2 14113 54401	REGULAR ED				46.09			
		CUSTODIAL				150.84			
		Invoice Net				196.93			
		CHECK TOTAL				196.93			
9061 Thurston Foods, Inc.	1 18000 54900	00000	21114	INV Food & Sup	02/16/2021	400147	99918		
		SCHOOL LUN				1,188.13			
		Invoice Net				1,188.13			
		CHECK TOTAL				1,188.13			
9533 Viking Controls	1 14223 54408	00000	21033	INV Contracted	02/12/2021	23317	99937		
		Maintenanc				1,250.00			
		Invoice Net				1,250.00			
		CHECK TOTAL				1,250.00			
9639 EVERSOURCE	1 14113 54403	00002	21100	INV WWTF	02/16/2021	27676760013	99931		
		CUSTODIAL				437.96			
		Invoice Net				437.96			
9639 EVERSOURCE	1 14133 55502	00002	21099	INV Electricit	02/16/2021	26191191001	99945		
		Utility Se				12,676.82			
		Invoice Net				12,676.82			
		CHECK TOTAL				13,114.78			
9645 A1 Datashred, LLC	1 12301 54110	00000	21137	INV General Su	02/16/2021	13419020421	99919		
		REGULAR ED				60.00			
		Invoice Net				60.00			
		CHECK TOTAL				60.00			
10299 Deborah Flynn, PT	1 12302 52408	00000	21346	INV Contracted	02/16/2021	January	99944		
		SPED				450.00			
		Invoice Net				450.00			
		CHECK TOTAL				60.00			

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Town of Carlisle
DETAIL INVOICE LIST

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CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 5621 02/12/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
10697 NEXVORTEX INC	1 14133 55503	00000	21121	INV	02/16/2021	827748	99920		
			Utility Se	Telephone		577.82			
			Invoice Net			577.82			
						CHECK TOTAL			450.00
11203 ROBERT FORTADO	1 12203 55406	00000		INV	02/21/2021	394.00	99921		
			School Adm	Membership		394.00			
			Invoice Net			394.00			
						CHECK TOTAL			394.00
11289 THE HOME DEPOT PRO	1 14223 54408	00000	21448	INV	02/16/2021	595952094	99925		
			Maintenanc	Contracted		82.25			
			Invoice Net			82.25			
11289 THE HOME DEPOT PRO	1 14223 54408	00000	21448	INV	02/16/2021	597308683	99926		
			Maintenanc	Contracted		42.48			
			Invoice Net			42.48			
11289 THE HOME DEPOT PRO	1 14223 54408	00000	21448	INV	02/16/2021	595952086	99927		
			Maintenanc	Contracted		54.60			
			Invoice Net			54.60			
11289 THE HOME DEPOT PRO	1 14113 54401	00000	21399	INV	02/12/2021	598598951	99938		
			CUSTODIAL	Office sup		1,079.66			
			Invoice Net			1,079.66			
11289 THE HOME DEPOT PRO	1 14113 54401	00000	21399	INV	02/12/2021	598598969	99941		
			CUSTODIAL	Office sup		342.24			
			Invoice Net			342.24			
						CHECK TOTAL			1,601.23
11426 KAREN WALSH	1 12302 52408	00000	21314	INV	02/12/2021	January	99942		
			SPED	Contracted		645.00			
			Invoice Net			645.00			
						CHECK TOTAL			645.00
11626 ZOOM VIDEO COMMUNICATI	1 30300 58810	00000	21360	INV	02/16/2021	68080443	99934		
			EDUCATION	Capital		180.00			
			Invoice Net			180.00			
						CHECK TOTAL			180.00
11936 CHROMEBOOKPARTS.COM	1 12401 54200	00000	21427	INV	02/16/2021	96851	99922		
			Texts, Reg	Technology		124.95			
			Invoice Net			124.95			
						CHECK TOTAL			124.95
11981 RAINBOW RESOURCE CENTE	1 28320 55800	00000	21436	INV	02/16/2021	3297794	99923		
			CSA	Other Supp		491.79			
			Invoice Net			491.79			

02/12/2021 11:25
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Town of Carlisle
DETAIL INVOICE LIST

P 8
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CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 5621 02/12/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
11982	HALF-PINT KIDS INC	00000	21437	INV	02/16/2021				
	1 28320	CSA		Other Supp			99924		
				Invoice Net		491.79			
						CHECK TOTAL			
11989	LERNER PUBLISHING GROU	00000		INV	02/16/2021				
	1 12503	School Lib		Supplies			99928		
		Invoice Net				381.80			
11989	LERNER PUBLISHING GROU	00000		INV	02/16/2021				
	1 12503	School Lib		Supplies			99929		
		Invoice Net				13.49			
						CHECK TOTAL			
						395.29			

55 INVOICES
WARRANT TOTAL 108,984.86
CASH ACCOUNT BALANCE 16,116,920.60

WARRANT: 5621		02/12/2021			
FUND ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
001 12203	School Administrat	001 -300-200-53410	8.40	21,199.87	
001 12203	School Administrat	001 -300-200-55406	514.00	21,199.87	
001 12301	REGULAR ED. PROGRA	001 -300-255-54110	60.00	89,709.32	
001 12301	REGULAR ED. PROGRA	001 -300-255-54220	685.60	89,709.32	
001 12301	REGULAR ED. PROGRA	001 -300-255-54401	46.09	89,709.32	
001 12302	Student Services/S	001 -300-256-52408	1,227.00	127,422.26	
001 12302	Student Services/S	001 -300-256-54401	24.30	127,422.26	
001 12401	Texts, Regular Edu	001 -300-264-54200	2,196.95	48,085.51	
001 12503	School Library	001 -300-270-54402	395.29	1,232.52	
001 13301	Student Activities	001 -300-258-52408	45,372.00	28,008.09	
001 14113	CUSTODIAL	001 -300-269-54401	1,607.74	13,121.33	
001 14113	CUSTODIAL	001 -300-269-54403	3,407.84	13,121.33	
001 14113	CUSTODIAL	001 -300-269-55505	512.64	13,121.33	
001 14123	Heating of Buildin	001 -300-267-55501	11,618.77	9,478.10	
001 14133	Utility Services	001 -300-260-55502	12,676.82	22,201.47	
001 14133	Utility Services	001 -300-260-55503	577.82	22,201.47	
001 14133	Utility Services	001 -300-260-55504	4,441.00	22,201.47	
001 14223	Maintenance of Bui	001 -300-268-54408	3,048.33	6,311.81	
001 14233	Maintenance of Equ	001 -300-210-52408	3,826.55	4,943.01	
001 15102	Tuition to Mass. S	001 -300-265-55410	12,749.13	-22,935.64	
CASH ACCOUNT 00000 10200		BALANCE 16,116,920.60	104,996.27		
018 18000	SCHOOL LUNCH	018 -300-000-54900	1,707.58	-155,296.96	
CASH ACCOUNT 00000 10200		BALANCE 16,116,920.60	1,707.58		
028 28318	School Gifts	028 -300-318-55800	562.16	-35,330.26	
028 28320	CSA	028 -300-320-55800	1,538.85	-3,822.43	
CASH ACCOUNT 00000 10200		BALANCE 16,116,920.60	2,101.01		
030 30300	EDUCATION	030 -300-300-58810	180.00	-30,174.06	
CASH ACCOUNT 00000 10200		BALANCE 16,116,920.60	180.00		

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WARRANT SUMMARY TOTAL 108,984.86

GRAND TOTAL 109,001.82

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Town of Carlisle
WARRANT LIST BY VOUCHER

P 10
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WARRANT: 5621 02/12/2021

VOUCHER VENDOR VENDOR NAME DOCUMENT PO TYPE DUE DATE AMOUNT COMMENT

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