

**SCHOOL COMMITTEE MEETING  
AGENDA  
FRIDAY, JUNE 5, 2020  
8:30-9:45 A.M.**

Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the public will not be allowed to physically access this School Committee meeting. Members of the Public can access this meeting via live stream at:

<https://us02web.zoom.us/j/84601889143?pwd=czMrd0NxcG51NmJGb2dPT0dLZkVLZz09>

Meeting ID: 846 0188 9143

Password: 294622

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 via the chat box. Questions/Comments will be read and answered by the School Committee via live stream.

**I. Call to Order**

Chair announces meeting is being recorded.

**II. Review/Approve Minutes**

- A. Meeting of May 29, 2020

**III. Information/Discussion Items**

- A. 8:35-8:50: Carlisle Historical Commission: Red Brick Building Discussion
- B. 8:50-9:10: Update on School Closure
- C. 9:10-9:20: EDCO Update
- D. 9:20-9:30: Draft School Committee Member Handbook Discussion
- E. 9:30-9:40: Board of Selectmen Proclamation: Class of 2020 Day

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

**V. Warrants**

- A. Payroll Warrant #8520; \$163,970.82
- B. Accounts Payable Warrant #8820; \$50,361.91
- C. Payroll Warrant #8920; \$411,328.14

**VI. Action Items**

**VII. Public Comments**

**VIII. Adjourn Meeting**

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

DRAFT

**Carlisle School Committee**

Minutes

Friday, May 29, 2020

8:30-9:45 a.m.

Remote Meeting Via Zoom

Present Via Zoom – School Committee: Christine Lear - Chair, David Model, Eva Mostoufi, Sara Wilson, Shannon Lavery.

Present Via Zoom – School Administration: James O’Shea, Superintendent; Matt Mehler, Middle School Principal; Dennet Sidell, Elementary Principal; Lori Bruce, Director of Student Support Services; Susan Pray, Business Manager; Nancy Anderson, Assistant to the Superintendent.

Meeting Documents:

|                         |  |  |
|-------------------------|--|--|
| Minutes of May 22, 2020 |  |  |
|-------------------------|--|--|

**Note: Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the public was not allowed to physically access this School Committee meeting. Members of the Public were able to access this meeting via live stream at**

<https://us02web.zoom.us/j/85377174635?pwd=eWY0QklZNllrKzIvK0tPZktubmEyUT09>

Meeting ID: 853 7717 4635

Password: 495434

**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**

Chair Christine Lear called the meeting to order at 8:30 a.m. Ms. Lear announced that the meeting is being recorded.

**II. Review/Approve Minutes**

Ms. Lavery moved to approve the minutes of May 22, 2020; Ms. Mostoufi seconded the motion. There was no discussion. The following votes were taken in roll call: Lear, aye; Lavery, aye; Mostoufi, aye; Wilson aye.

**III. Information/Discussion Items**

- A. Teacher and Student Presentations. Dr. Sidell introduced Megan Cox, the first of two teachers presenting today, noting that the teachers are working hard and being creative every week. Ms. Cox teaches 3<sup>rd</sup> grade, and said that when school was in session, her students would share a high point of their week every Friday. Now, her class has a virtual talent show every week. This platform highlights what makes kids unique, and is an opportunity for students to be interactive and fun. Things kids have displayed include a

science explosion, and dance and piano performances. The students have been very excited to showcase their talents this way. Dr. Sidell then introduced 1<sup>st</sup> grade teacher Shawna Hunt. She said that the teachers and service providers miss their kids a lot, and wanted to reach out to them in a different way, so they created a video, which was shared. The heartfelt emotions of the teachers was evident, as they all said and did something unique to show the kids how proud they are of them, and how much they miss them and love them. Ms. Lear thanked Ms. Cox and Ms. Hunt for sharing, and said that Carlisle teachers amaze us with what you are doing for our children.

- B. Update on School Closure. Mr. O'Shea shared a presentation. Remote learning continues and kids are staying connected. The principals will send out another parent survey this week about remote learning. Student materials have been picked up. Work continues with the LEPC. 8<sup>th</sup> grade graduation is now scheduled for June 17 at 10 a.m. with a rain date of June 19. Dr. Mehler thanked the members of the graduation planning team who have met for the last 5-6 weeks and the 8<sup>th</sup> grade teachers for the thoughtful discussion and brainstorming. It is clear that the 8<sup>th</sup> grade students want to see each other, and everyone wants a graduation that is memorable and safe. The current plan is to hold graduation in cars on a private property. If the two dates don't work out due to rain, the ceremony will be held via Zoom. It was noted that graduation plans will be approved by Linda Fantasia, the Carlisle Health Agent. Dr. Mehler appreciates the efforts to make this occasion special for the graduates, their families and the community. Summer school planning continues. Plan A is to offer in person services to students, allowing for physical distancing with added precautions and enhanced hygiene. This summer plan will also be approved by Linda Fantasia. Mr. O'Shea thanked Chief Sorrows for assisting with the acquisition of Personal Protective Equipment (PPE) for summer school. Plan B would be a remote summer school program providing direct services to students. Summer cleaning continues. Room moves will occur as well. The School will meet with COA and RecCom about using the school building over the summer, and the best way to share the space while ensuring safety for all. Budget discussions continue as well. Town Meeting is planned for Saturday, June 20 on the School plaza. There is a rain date, and if Town Meeting is not able to be held due to rain, the School will adopt the 1/12 budget. The School Committee will continue the discussion with FinCom of utilizing the prepay option. FinCom is developing new budget guidelines, which may mean a 2.9 % reduction in the School budget. The Back to School Task Force (BTSTF) met on Monday. The challenges are complex, and the plan will have to be flexible and adaptable. Public Health becomes the priority. The BTSTF will divide into four working groups focused on Curriculum, District Operations, Resources/Finances and Communications. They are exploring three scenarios: in-person learning, remote learning, and blended learning. It was noted that both reopening scenarios require additional precautions with enhanced hygiene. The School will procure the needed PPE. The group will utilize guidelines from the DESE and the Department of Public Health, and will collaborate with other districts in the area. The plan will be finalized by early August for a September implementation. Mr. O'Shea appreciates the support, patience and understanding expressed by the entire community during these trying times. Ms. Mostoufi asked if FinCom anticipates a drop or a rise in the School's operating cost next year due to COVID-19. Mr. O'Shea understands that there will be additional expenses at the School, but FinCom is asking us for a reduced budget. When the School incurs

additional expenses, FinCom want us to go back to the Town to access reserves. The School would prefer to be able to access prepays to cover costs. Mr. Model added that there is overriding uncertainty; the state aid is unknown as are tax delinquencies. Unemployment in Carlisle is approximately 17% and this uncertainty leads to the Town being careful with expenses. Concord will operate on 1/12 budget until its town meeting in the fall. Carlisle considered that as well, but wanted to have town meeting for other reasons. It was noted that if there is a town meeting, there has to be a budget discussion; FinCom has to come up with a guideline. Currently FinCom is proposing a flat budget (the previously stated 2.9% reduction.) Mr. Model proposed a joint meeting with FinCom meeting before town meeting to resolve some of the finances. Ms. Lear will coordinate the joint meeting for next week, and then there should be more clarity with the budget. Ms. Mostoufi asked if anyone from FinCom is on the BTSTF. Mr. O'Shea answered that we have two BOS members, Kate Reid and Alan Lewis, on the committee but nobody from FinCom. Mr. Model commended everyone for being engaged and collegial through the budget discussions. People realize there is a shared issue, but this is a community with a strong fabric and he's proud to be a Carlislean. Ms. Mostoufi voiced her agreement about the cooperation between departments in town. Mr. O'Shea cited the great work of the LEPC and Chief Fisher to lead these efforts. Ms. Lear noted that in the early stages of the closure, the school offered equipment to the Town and now when the School has needs, people are offering supplies to us. We are very lucky. Ms. Mostoufi asked about the practices that would be in place in the summer program. Mr. O'Shea answered that there will be enhanced hygiene, PPE, all with the Health Agent's approval. Mr. O'Shea noted that it is a benefit with the small number of students attending (approximately 30) so they can spread out very easily. The summer program will also be used to gather data to inform the School reopening in the fall. He thanked Lori Bruce, Lauren Sawyer and Lori Desjardin for all of their hard work and planning. Ms. Lear acknowledged that there is a lot to manage.

- C. Open Space Document and Vote. Ms. Lavery made a motion to accept the Open Space document as written; Ms. Mostoufi seconded the motion. The following votes were taken in roll call:: Lear, aye; Lavery, aye; Model, aye; Mostoufi, aye; Wilson, aye.

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

CCRS: Mr. Model stated that the Region will do a 1/12 budget. Principal Hunter created four task forces with specific agendas for opening school; each school has a task force. People are working hard. Ms. Mostoufi shared that Concord will do a virtual summer program. She added that she will listen to Concord task force meetings and report about what Concord is doing for reopening. She will see if there are places the two towns can cooperate. There will be a car parade for CCHS graduation.

#### **V. Warrants**

There were no warrants.

#### **VI. Action Items**

There were no action items.

#### **VII. Public Comments**

DRAFT

Cynthia Sorn, Rutland Street, asked what guidance will the School get on the legal issues if parents want to keep their kids home in the fall; what will be done if parents or teachers feel uncomfortable coming to school? Mr. O'Shea is not sure when we the School will get guidance, and that is part of why he wants to work collaboratively with other districts. It was asked if a parent is keeping a child home, is the child homeschooled? Mr. O'Shea answered that if there are a significant number of parents who keep kids home, the School has to make a plan. There may be a blended approach, where faculty members who feel uncomfortable coming into the building will be brought together with children who choose to stay at home. There are a variety of scenarios and possibilities to explore. While Carlisle may not have a large number of students in this situation, in conjunction with other surrounding towns, there may be a large number. Is there opportunity to work with other towns toward a solution? There are a lot of questions. Ms. Lear is hoping the State will provide guidelines for these scenarios in June. Ms. Mostoufi said that Concord is looking at early retirement for teachers; as are many districts, because teachers are calculating risk and looking at options. There are no easy answers. She asked if the School has an idea on what the teachers are thinking about this? Mr. O'Shea could not speculate, but will conduct teacher surveys as part of the research on reopening and planning. Ms. Lear thanked Ms. Cox and Ms. Hunt for the phenomenal presentations today. Mr. Model added that the caucus took place and there are three qualified candidates for two openings on the School Committee. He noted at least two of these people were on the call today and extended his thanks to them. He asked Carlisle citizens to vote, which can be done remotely. Please access the Town website for details. Mr. O'Shea extended the invitation to candidates to please talk with him; he is happy to speak on the phone or arrange a Zoom meeting. Carrie Patel, Tophet Road, added that the PTO will host a forum for the School Committee candidates on June 17 from 9-11 a.m. They cannot take questions during the forum, but asked that questions be sent to her in advance of the date. The Zoom details will be on the website and administrators will send it out in their parent communications.

### **VIII. Adjourn Meeting**

Mr. Model made a motion to adjourn the meeting; Ms. Wilson seconded the motion. The following votes were taken in Roll Call: Lear, aye; Lavery, aye; Model, aye; Mostoufi, aye; Wilson, aye. The public meeting was adjourned at 9:36 a.m.

Respectfully submitted,

Nancy Anderson  
Assistant to the Superintendent

Via Email

May 20, 2020

Christine Lear, Chairwoman

83 School Street

Carlisle, MA 01741

To the Members of the School Committee,

As the current stewards of the Red Brick School, we would like to bring to your attention some concerns that we have regarding the proposed replacement windows and original wood floor. The Historical Commission and the Historic Society have agreed to collaborate on preserving some of Carlisle's significant architectural and historical properties. Of primary concern to us is a possible renovation at the Red Brick School – specifically replacement of the original wooden sashes and wooden floor with contemporary building materials. We understand that a quote has been obtained for window replacement at a cost of \$30,000. Both the Commission and Society feel that there is a better solution than wholesale renovation which would aid in effectively repurposing the school without affecting its architectural or historic integrity, or its vernacular charm. As the school borders the historic district, we feel that it is imperative not to compromise this building for utility. To that end, we would like to meet with you at your earliest convenience to discuss possible options.

The Commission and the Society are also working closely with Larry Sorli, a local architect. We know that there are feasible options available which we believe would cost significantly less than the above quote and be more appropriate to this special building which was one of Carlisle's original district schools. Please take a moment to read the brief history and significance of the Red Brick School below.

Sincerely,

Carlisle Historical Commission and Historic Society

Cc: Tim Goddard

## ***Red Brick School 1848***

### ***Brief History and Significance***

The Red Brick School is one of six original district schoolhouses built in Carlisle. Except for the Red Brick School, the original schoolhouses were sold, repurposed, and otherwise lost. The school was built by a local mason (James Warren Wilkins) on land donated by Mr. William Green and remains a rare and relatively well-preserved example of a brick, Greek Revival school. The school has been in continuous use for 172 years and retains its historic appearance and architectural integrity. This includes its original wood floor (now hidden under a rubber floor), movable 6/9 divided sashes, and rustic plank walls.

Additionally, the school meets the ***National Register of Historic Places Criteria for Education and Architecture***. Its period of significance is 1848 (when the school was built) to 1900 (when the school district was consolidated). Greek Revival style architecture was popularized in the 1820s and swept the country as a symbol of republican idealism. Thus, this example reflects the philosophies and practices of Horace Mann who was a lawyer, education reformer, State legislator, and the first Secretary of the Massachusetts Board of Education.

CARLISLE SCHOOL COMMITTEE  
MEMBER HANDBOOK



In Pursuit of Educational Excellence for All Students  
Adopted:



Table of Contents

|    |  |
|----|--|
| 4  | Introduction   |
| 5  | Scope of Authority                                   |
| 6  | Meetings & Agendas                                   |
| 7  | New Members  |
| 8  | Organization of the Committee                        |
| 9  | Professional Development                             |
| 9  | Representative Opportunities                         |
| 10 | Being an Effective Committee Member                  |
| 11 | Roles and Responsibilities of A School Committee     |
| 12 | Superintendent Evaluation                            |
| 13 | Negotiations   |
| 14 | Hiring Responsibilities                              |
| 14 | SubCommittees and Liaisons                           |
| 16 | School Committee Meetings                            |
| 17 | Types of Meetings                                    |
| 17 | Executive Sessions                                   |
| 19 | Preparing for the Meeting                            |
| 19 | Quorum & Voting                                      |
| 20 | Communication  |
| 22 | Resources and References                             |
| 23 | Acronyms   |
| 23 | Glossary   |
| 24 | Characteristics of High Performing School Committees |

## Introduction

Welcome to the Carlisle School Committee. Thank you for serving on the Carlisle School Committee! Your commitment to serve the children of Carlisle is one of the most important responsibilities you can undertake.

In your role as a School Committee member, you will work with the other members of the Committee on a number of complex issues including setting goals and policy, deciding the budget, negotiating contracts, managing the Superintendent, and advocating at the local, state, and federal levels for our students. You are now a leader whose words and decisions will have a lasting effect on our Carlisle community. Central to your success as a member of the Committee is your ability to create and maintain effective working relationships with your fellow Committee members, Superintendent, other administrators and school staff, municipal leaders and staff, parents, students, and the community at large.

It is expected that you will share a commitment with the other Committee members to provide an exceptional educational experience for all students, a willingness to become well-versed in public education and the Carlisle schools, and a sincere desire to be a part of a high-functioning governing body that takes the responsibilities of public service seriously.

You are expected to work with the other Committee members as part of a unified team despite any differences in experience, education, political affiliation, or background. Your commitment and contributions are welcome.

### *Carlisle Public School Vision Statement*

The vision of the Carlisle Public Schools is to inspire intellectual and ethical excellence so our students are prepared to participate with integrity in a global community.

### *Carlisle Public School Mission Statement*

The mission of the Carlisle Public Schools is to provide a collaborative and caring community in which each student is known, understood, and valued so that students can learn to their fullest potential in a safe, inclusive environment with high expectations and clear standards for all.

### *Carlisle Public School Core Values*

Academic Excellence, Creativity, Respect, Responsibility

A fuller expression of these values would include...

- We always look beyond what we now know.
- We constantly work to know more.
- We are respectful toward all in our community.
- We use what we know to help others.

- We take responsibility for ourselves and for others.

## Scope of Authority

### **The School Committee:**

- is responsible for the evaluation of the Superintendent's effectiveness in their leadership over the operations of the district and all other assigned duties.
- will respect the district's chain of command and will expect all others to do the same. In addition, additionally, the single official 'voice' of the School Committee is the Chair or their designee.
- is responsible for exercising co-leadership with the Superintendent in the vision, planning, policy making, evaluation, and advocacy for the mission of continuous improvement of student achievement in the district.
- will advocate on behalf of the students and the district. And will work for the passage of new laws designed to improve student achievement and public schooling, and for the repeal or modification of existing laws that impede this progress.
- is responsible, on a regular basis, to evaluate the success of the district in achieving realistic goals for student achievement.
- members will present themselves in a professional manner that reflects positively on our schools, students, and Carlisle. We will lead by example and model the values enshrined in our schools and demanded of our students and staff.

### **The Superintendent:**

- is responsible for all operations as the Chief Executive.
- is responsible for the day-to-day operations of the district, including oversight of the hiring, professional development, evaluation, and resolution of personnel issues of all district staff, with the few exceptions of senior management noted by Massachusetts General Laws (MGL) that include input from the School Committee.
- will advise the School Committee on operation-related matters as needed.
- is the primary spokesperson for the district.
- is responsible for addressing any important questions and concerns from the school community. These may include issues of curriculum, facilities, personnel, and so

forth. The Superintendent is also responsible to ensure we are aware of their response.

- is expected to represent the staff, having received input from all stakeholders (principals, union leaders, administration, etc.) before presentations to the School Committee for decisions.
- is responsible for exercising co-leadership with the School Committee in the vision, planning, policy making, evaluation, and advocacy for the mission of continuous improvement of student achievement in the district.

## Meetings & Agendas

### School Committee Meetings

A School Committee meeting is a meeting of School Committee members held in public, and not a meeting with the public. Under the Massachusetts Open Meeting Law, these meetings are one of the few formats whereby we can legally deliberate with each other. We therefore need to preserve our ability to speak primarily to each other at these meetings.

Members of the public are encouraged and welcome to attend and/or view the meetings. As per policy and the Chair's prerogative, public comments are invited after the meeting call to order and prior to adjourning each meeting as numerated in each meeting agenda. The Committee will not typically engage in dialogue with the public in order to maintain effective and efficient meetings. However, topics raised by public participants may be placed on subsequent agendas at the discretion of the Chair and Superintendent.

The School Committee Chair will work with the Superintendent to set agendas for each meeting and to plan agenda topics for the upcoming year. The Chair should encourage recommendations for agenda items from other School Committee members and from the public. The content of each meeting agenda will focus and highlight student achievement and be tied to district goals.

Only the Committee as a whole has legal authority; no individual member has authority to take unilateral action. When attending other meetings, members may speak for themselves only and not for the School Committee, except when reporting a decision of the School Committee or otherwise authorized by the Chair. All members agree to support and uphold the decisions of the majority.

School Committee members are required to review agenda materials and, to allow for an informed response, are encouraged to notify the Superintendent and/or the Chair of any questions, concerns, or comments, they may have before the meeting. In the background

materials supplied to the School Committee prior to a meeting, the Administration should include a rationale for any decisions that will come before the School Committee for a vote. When these materials are not provided in a timely manner, we may discuss the issue, but we may postpone any relevant votes until we are ready to review and reflect on the background materials.

SubCommittees will focus on in depth on specific topics and to prepare for any presentations, deliberations, and possible actions by the School Committee.

All members of the Carlisle School Committee will honor the confidentiality of all executive sessions as per Massachusetts General Laws.

School Committee Meetings will abide by Robert's Rules of Order.

### **New Members**

A new member is to be afforded the Committee's and the staff's fullest measures of courtesy and cooperation. Committee and staff shall make every effort to assist the new member to become fully informed about the School Committee's functions, policies, procedures and problems.

Upon election or appointment, the new member needs to be sworn in by the Town Clerk. The Town Clerk will provide information on the on-line Ethics course which needs to be completed within two weeks. After completing the course, a receipt can be printed and brought to the Town Clerk's Office.

New members will meet with the Chairperson, Administrative Assistant, Superintendent of Schools for the primary purpose of introducing the new member to his or her responsibilities, to the Committee's method of operating, and to the district's policies and issues.

Each new School Committee member is required to complete at least eight hours of orientation training within one year of joining the Committee, This orientation shall include a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, the Roles and Responsibilities of School Committee Members, and any other appropriate information.

Massachusetts Association of School Committees (MASC) offers a course titled: "Charting the Course: An Orientation Program for New and Veteran School Leaders". Attendance at the Charting the Course program meets the eight hours orientation requirement for new school Committee members.

The School Committee and Superintendent shall assist each new member with understanding the Committee's functions, policies and procedures. Each new member shall be given access to:

- The School Committee Policy Manual
- The Open Meeting Law
- The Conflict of Interest Regulations
- The District's Budget
- Collective Bargaining Agreements and Contracts
- Student and Staff Handbooks
- Other relevant materials at the discretion of the Committee Chair or Superintendent

These materials can be found on-line or a physical copy can be requested. The Resources & References section at the end of this document contains links to the above materials and more, except for handbooks.

Each new member will receive the Carlisle School Committee Member Handbook and any other materials the Chair and/or Superintendent determine to be necessary.

Each new member should be advised of all memberships and resources available to them as a School Committee member.

### **Organization of the Committee**

The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. They will perform those duties that are consistent with their office and those required by law, state regulations, and this Committee, In carrying out these responsibilities, the Chair will:

- Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee,
- Develop School Committee agendas with the Superintendent.
- Confer with the Superintendent on crucial matters that may occur between Committee meetings.
- Appoint subCommittees, subject to Committee approval.
- Call special meetings of the Committee as found necessary.
- Be the public spokesperson for the Committee at all times except when the chair specifically delegates this responsibility to others.

- Be responsible for the orderly conduct of all Committee meetings.

As the presiding officer at all meetings of the Committee, the Chair will:

- Call the meeting to order at the appointed time.
- Announce the business to come before the Committee in its proper order.
- Enforce the Committee's policies relating to the order of business and the conduct of meetings.
- Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
- Explain the impact of a motion if it is unclear to members.
- Restrict discussion to the question when a motion is before the Committee,
- Answer all parliamentary inquiries.
- Put motions to a vote, stating clearly the vote and result.

The Vice Chair of the School Committee will act in the absence of the Chairperson as the presiding officer of the Committee and will perform other duties as may be delegated or assigned to him/her.

Clerk The Clerk will keep or cause to be kept an accurate journal of all School Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

### **Professional Development**

All members are encouraged to utilize the services and resources that the Massachusetts Association of School Committees (MASC), the National School Board Association (NSBA), and the Department of Elementary and Secondary Education (DESE) provide by attending meetings or workshops specifically designed for school Committee members. The School Committee is committed, both individually and as an organization, to the principles of continuous improvement and ongoing education.

In order for the School Committee to perform as a high-functioning professional organization, all of its members must be well-informed about the Carlisle Schools, Committee governance and educational best practices.

Some opportunities for professional development include:

- MASC Annual Conference in Hyannis during November

- MASC workshops and classes
- National Advocacy Institute programs
- National School Boards Association Conference and Workshops

### **Representative Opportunities**

As a member of the School Committee, you may have the opportunity to represent the Committee at various functions. Unless specifically designated by a vote of the Committee, it is important to remember that you represent only yourself at these functions; you may not speak on behalf of the Committee. Nonetheless, your comportment and comments will reflect upon the Committee as a whole.

These opportunities also offer you a chance to learn and network.

Some of the functions that you may attend as a representative are:

- MASC Day on the Hill
- Suburban Coalition meetings and Legislative Breakfast
- Carlisle Graduation
- Concord Carlisle High School Graduation
- Youth Public Safety Academy sponsored by the Middlesex Sheriff's Office
- PTO events
- Town Meetings

### **Being an Effective Committee Member**

As a Committee member, there are eight key areas of commitment as developed by the National School Boards Association and published in "Key Work of School Boards":

Vision: Establishing a clear vision of student achievement as the top priority of the school board, staff, and community:

1. Standards: Setting clear standards for student performance
2. Assessment: Establishing an assessment process that measures success at regular intervals
3. Accountability: Establishing a strong accountability process
4. Alignment: Aligning resources to focus on students meeting the standards
5. Climate: Creating a positive climate for student success



6. Collaborative Relationships: Building collaborative relationships with political and business leaders, with a focus on developing a consensus for student success as a top community priority
7. Continuous Improvement: Committing to continuous improvement for student achievement
8. School Committees have certain legal, fiduciary and collegial responsibilities. Certain skills and characteristics are required to be present in effective school Committees and Committee members:
  - Be prepared for the meeting. Do your homework, review the agenda in advance and come prepared to the meeting with questions.
  - Focus on the students. Every decision that is made and every action that is taken must serve the best interests of the students.
  - Respect your fellow members. State your opinions, agreements, and disagreements respectfully.
  - Represent the community. Your responsibility is to represent the community as a whole.
  - Monitor, do not manage. Your job is to oversee the strategic direction of the entire district not to manage the operations.

### **Roles and Responsibilities of A School Committee**

Goals The School Committee is a goal-driven body whose ultimate desire is to effectively use its resources to provide the best education possible for our students. It is important that the goals provide the School Committee, the employees of the district, parents, students, community, and any other stakeholders the vision and direction to deliver a great education to our students.

The School Committee uses the District Objectives to provide the broad direction that it is moving the district. These goals will usually take more than one year to accomplish and should take into account the needs of the school system, the District's Mission Statement, and the Guiding Principles. These three elements should be aligned and bound together through the District Objectives.

The Superintendent should create a Strategic Plan to accomplish the District Objectives, and should work with the Committee to ensure the realization of these goals.

Each year, the School Committee and Superintendent will develop annual goals to accomplish the District Objectives. Most of the objectives will become the responsibility of

the Superintendent to implement, which the School Committee will monitor and oversee. Sometimes the implementation of an objective (such as hiring a Superintendent or negotiating contracts with bargaining collectives) will be the responsibility of the Committee, and it is incumbent upon the Chair or their designee to ensure that this goal is accomplished. The School Committee and Superintendent will convene annually at our summer workshop to work together as a team to review the District Objectives, and to develop annual goals.

The budget cycle begins with each department submitting its proposed budget request for the coming fiscal year, usually in the fall. The Business Manager will then review their budget request. The Superintendent receives a draft budget from the Business Office in December. This begins the formal, public portion of the budget process. The Superintendent convenes a Budget Forum in December for the School Committee and identifies, in broad terms, the goals of the upcoming budget. In January, the Superintendent conducts a Budget Workshop for the School Committee. The School Committee holds a public hearing on the draft budget in March, followed by another Budget Workshop for final modifications. The School Committee then adopts the Superintendent's budget for presentation to Town Meeting in April. Prior to Town Meeting, the School Committee will meet with various Town Boards and Committees charged with advising Town Meeting on all Town budgets. These meetings begin as early as January and continue until the start of Town Meeting, usually in April.

#### Sample Budget Calendar (FY 2015)

- October 28 Preliminary Budget Meetings and Document
- November 1 Distribution
- November 15 Preliminary budget requests due from Schools
- November 20 Preliminary budget requests due from Departments
- December 12 Superintendent's Budget Forum
- January 14 Budget Workshop for School Committee
- February 4 Budget presentations at School Committee meeting
- February 25 Budget presentations at School Committee meeting
- March 4 Public Hearing on Budget
- March 11 Budget Workshop for Finance Subcommittee
- March 18 School Committee approves Budget
- April Budget Review with Town Boards and Committees
- April Town Meeting

### **Superintendent Evaluation**

The Superintendent is formally evaluated once a year and may also receive an informal evaluation at six months. The District Objectives are the basis for the review. The annual District Objectives are set each year by the School Committee in partnership with the Superintendent.

Starting in 2012, Massachusetts public school systems introduced a new educator evaluation system for teachers, other full-time professional educators, principals, administrators and

superintendents. The Superintendent is responsible for overseeing the evaluations for the administrators and principals. The School Committee is responsible for evaluating the Superintendent.

Throughout the year, the Superintendent gathers evidence of their performance based upon the annual goals established prior to the start of the school year. Additionally, School Committee members are responsible for gathering information based on their observations, feedback, and other appropriate sources as evidence of the Superintendent's performance including, but not limited to:

- Evidence of instructional leadership and links to student achievement.
- Reports and research prepared by the Superintendent for our review.
- Recommendations from the Superintendent on any range of subjects.
- Personnel recommendations.
- Involvement in the collective bargaining negotiations.
- Advice and counsel to Committee members who seek assistance.
- The quality of the budget proposed by the Superintendent and the appropriate linkages to district goals and needs.
- Fulfillment of professional duties (e.g. presenting the budget in a timely manner; ensuring that all educators have been evaluated as the law requires; filling all necessary positions; etc.).
- Performance at School Committee meetings at which the Superintendent makes recommendations, addresses questions, speaks to the Committee or to the public, and reflects the values of the district.
- Relationship with municipal officials.
- Interaction with the public.
- District morale that can be linked appropriately to the Superintendent's leadership.

In Carlisle, the School Committee begins the Superintendent's formal review process at \_\_\_\_\_. The members of the School Committee will have until \_\_\_\_\_ to write their individual evaluations. These evaluations are then consolidated into a summative evaluation by the Chair or their designee. This should be completed by\_\_\_\_\_.

The summative evaluation is usually offered to the Superintendent and School Committee privately for comments and discussions. At this time, however, substantial changes to the summative evaluation may only occur by discussion at a public meeting. The School Committee must then present the summative evaluation at a public meeting and vote to accept it. If the School Committee does not vote to accept the document, then changes must

be made to the evaluation and the School Committee must vote again. Also in June, the Superintendent is expected to begin discussions of the annual goals for the next year. The goals should be determined over the summer and voted in September.

The mid-term or six month evaluation is done at the behest of the Committee. This does not require any particular form or presentation to the public. It is an opportunity for the School Committee and Superintendent to reflect on the first six months of the evaluation period and make any changes to actions or expectations.

## **Negotiations**

Negotiations are an opportunity for management and labor to meet formally at the start of a contract cycle to discuss any work concerns. If both parties feel heard, the actual contract negotiation will likely end up focusing on only a few contract changes. If not, both parties may become distracted, or focus on other issues other than student achievement. Concluding negotiations fairly and swiftly is always preferable for management and labor.

The role of School Committee by Mass General Law Chapter 150E is to be the legal representative of management. Union negotiations are arguably one of the two most important roles of the School Committee, the other being to select a highly qualified Superintendent. The School Committee must ensure that the management position is understood and fully represented. Management includes the School Committee, Superintendent, Principals, and all other direct managers within the school system.

At most, two Committee members should be on the negotiating team to avoid having a quorum, The Committee should select representative agents who are responsible to understand the School Committee's parameters and to keep the full Committee informed of developments. There should never be any surprises between the agents and the full Committee; if there are, it is the School Committee's responsibility to correct that situation.

Negotiations are typically considered successful if talks conclude quickly and both parties walk away 'equally unhappy.' School Committees must balance the need for speedy contracts with the cost of the contract.

## **School Committee Self-Evaluation**

In order to be a more effective and efficient organization, the School Committee will annually perform a self-evaluation in February and present the results at the first meeting/workshop in March. It will show us what we are doing optimally and what needs improving. We will use the MASC self-evaluation document, and review progress on our annual District Objectives and our protocols. At our annual summer retreat, the School Committee will evaluate our progress in improving performance, and promoting a positive culture that supports our Superintendent, Administrators, Staff, Students, and Parents.

## **Hiring Responsibilities**

The School Committee is responsible for appointing the following personnel:

- Superintendent
- School Business Administrator
- Administrator of Special Education
- School Physicians and/or Registered Nurses
- School Counsel

## **SubCommittees and Liaisons**

SubCommittees are either standing or temporary. The duties of temporary subCommittees shall be outlined at the time of appointment, and the subCommittee shall be considered dissolved when its final report is made and accepted.

### **Finance SubCommittee**

The primary tasks of the Finance SubCommittee's includes discussion of budget reporting formats; in-depth budget discussion; and preparation of Town Meeting budget materials. Administration liaisons to the SubCommittee include the Superintendent, and Business Manager.

### **Policy SubCommittee**

One of the primary tasks of the Carlisle School Committee is to review the policies of the district. The Policy SubCommittee is comprised of two members that work with administration to develop and recommend district policies.

All Carlisle Public School policies are reviewed every three years. The Policy SubCommittee identifies the group of policies to be review, equaling one third of all policies. The SubCommittee, along with the administration and any affiliated department heads, reviews and revises each of the identified policies over a series of meetings. The revised policies are then present to the entire School Committee in a pubic meeting.

When policies are ready for recommendation to the full Committee, it will be discussed over the course of two meetings. This is to ensure that the public has an opportunity to review and comment on the policies. In the first meeting, the Policy SubCommittee convener should discuss the reason for the policy and/or changes. After the full Committee's discussion at the first meeting, the vote may be taken at the second meeting.

If the School Committee does not pass the policy on either vote, the Policy SubCommittee should reconvene to address the School Committee's concerns and return the policy to the full Committee for a first vote.

If a situation arises that is not covered by any policy, the Superintendent has the legal authority to address and resolve the situation as he or she finds necessary. The situation may be referred to the Policy SubCommittee at the next meeting of the full School Committee.

## **Liaisons**

### **SEPAC Liaison**

The school Committee of any city, town, or school district shall establish a parent advisory council on special education. Membership shall be offered to all parents of children with disabilities and other interested parties. The parent advisory council duties shall include but not be limited to: advising the school Committee on matters that pertain to the education and safety of students with disabilities; meeting regularly with school officials to participate in the planning, development and evaluation of the school Committee's special education programs. The parent advisory council shall establish by-laws regarding officers and operational procedures. In the course of its duties under this section, the parent advisory council shall receive assistance from the school Committee without charge, upon reasonable notice, and subject to the availability of staff and resources. Each year, the School Committee appoints a SEPAC Liaison. This committee usually meets monthly, throughout the school year.

### **Municipal Facilities Committee Liaison**

The Carlisle Schools comprise the largest town facility in Carlisle. Both the experience and resources to run this facility can be of use to care and maintenance of other facilities in town. The CPS Facilities Manager sits on this committee, but is not a voting member. One member of the School Committee sits on this committee and is a voting member. This committee meets weekly or every other week, all year round.

### **PTO Liaison**

At this writing the PTO (Parent Teacher Organization) meets monthly. They are responsible for a variety of family centered activities and services including, but not limited to: Kindergarten Bus Chaperones, Lunch & Recess Volunteers, Book Fair, Supply Kit Sale, Summer Camp Fair, Faculty & Staff Grants, movie nights, etc. The SC Liaison attends these meetings, reporting on SC happenings and reporting the PTO happenings to the SC. This role is takes less time than most committees and lasts throughout the school year.

## **School Committee Meetings\***

Schedule of Meetings Regular meetings are usually scheduled the first and third Tuesday of every month from September through June. Meetings normally commence at 7:00 PM if an executive session is scheduled, however, the meeting will commence at 7:30 PM. If the third Tuesday falls during a vacation week, the meeting will be scheduled for the next week.

According to the Town Bylaws, all meetings of all Town boards and Committees, elected and appointed, shall commence no earlier than 7:00 p.m., or no earlier than 6:30 p.m. when Town Meeting is in session except in emergency situations and for executive sessions. This provision shall not apply to any subCommittee, task force or working group of an elected or appointed board, so long as the subCommittee, task force or working group is not comprised of a quorum of members of the elected or appointing board.

\*In March 2020, and the onset of COVID-19, School Committee meetings were moved online and were held every Friday morning to allow the community ample opportunity to witness and interact with the School Committee as it worked with the Superintendent to navigate the unique challenges of the situation. It is assumed that the School Committee will continue to meet more frequently until further notice. May 21, 2020.

Agenda Form at Every school Committee meeting has an agenda that:

- Serves as the steering mechanism for each meeting.
- Enables logical organization and preparation for each meeting.
- Informs Committee members of the items and issues to be discussed.
- Provides guidelines necessary for the conduct of the meeting in an efficient, well-organized, and effective manner.
- Is kept on file, as per law, and can be cited as the record of what transpired.
- Serves as the basis for the preparation of the minutes.
- Allows the superintendent, to assure that items and matters to be reported and acted upon will be brought to the Committee's attention.

The following is the outline of the agenda:

- I. Call to Order
- II. Public Comments
- III. Review/Approval of Minutes
- IV. Student/Faculty Presentation
- V. Information/Discussion Items
- VI. Communication/Correspondence
- VII. Superintendent's Report

- VIII. Warrants
- IX. Action Items
- X. Citizens' Comments
- XI. Adjourn Meeting

The School Committee Chair and Superintendent work together to develop the agenda for each School Committee meeting. The number of items on the agenda needs to be considered as it may adversely affect the length of the meeting. The time needed for each item on the agenda is estimated to ensure a reasonable meeting length with enough time allocated to discuss each item. Ideally, School Committee agendas are designed so that the meeting is dedicated to focused, informed discussion on student achievement, progress towards the educational goals, and priorities of our district. Meeting agendas, along with the necessary documents and materials, are distributed to School Committee members as packets delivered to School Committee members and posted per Open Meeting Law at least 48 hours prior to the meeting. These collective documents referred to as the packet.

### **Types of Meetings**

\*The Carlisle School Committee meets on a regular basis each month. The agenda and packet for each meeting is posted to the town website and is emailed upon request.

\*Since March 2020 and the onset of COVID-19 the Carlisle School Committee has moved their meetings to every Friday at 8:30 am as a Zoom meeting. The login is included in the agenda for members of the public to easily access the meeting.

### **Executive Sessions**

All meetings of the School Committee are open to the public and media. However, the Committee has the right to convene in a closed executive session when allowed by law:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the Committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-
3. union personnel.



4. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
5. The deployment of security personnel or devices.
6. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
7. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the Committee or another party.
8. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
9. To consider and interview applicants for employment by a preliminary screening Committee (The only position that the school Committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.
10. To meet or confer with a mediator with respect to any litigation or public business.
11. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

When meeting in executive session, the Committee should follow these procedures:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in their absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.

The review of executive session minutes shall take place at least as often as annually. Each year, the Chair or their designee will forward the executive session minutes of the previous calendar year to the School Attorney for review by January 31. Upon consideration of the School Attorney's recommendation, the School Committee will vote by March 31 to release

the executive session minutes of the previous calendar year in conformity with Massachusetts General Law.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

### **Preparing for the Meeting**

The line between the Superintendent and the School Committee is clear regarding administration. After setting policy and the District Objectives and high level budget, it is the responsibility of the Superintendent to manage the operations of the district however they believe best for student achievement. The School Committee's role is to monitor the operations of the district.

One of the best ways to monitor is to prepare appropriate questions prior to each School Committee meeting and upon receipt of the final agenda. Like a good interviewer, developing good questions takes time and insight. Within Open Meeting Law, members can confer with each other on the development of questions. Consider questions which are open ended (not easily answered with a yes/no) and lend depth and clarity to the issues.

Some guidelines can be found at [rightquestion.org](http://rightquestion.org) or through the MASC. Both the Superintendent and the School Committee try to not surprise each other during the meeting. Committee members should read all documents in the meeting packet and meet with the Superintendent monthly to share concerns and ideas. By sharing potential questions before hand, each side can be prepared for a constructive discussion during the meeting.

### **Quorum and Voting**

The School Committee members are encouraged to read the law, included in this handbook, in its entirety for a more complete understanding.

The school Committee, as a public body, must provide notice to the public at least 48 hours in advance, except in emergencies, but excluding Saturdays, Sundays, and legal holidays. The agenda for the meeting is sent to the Town Clerk, who posts it on the web and in the Memorial Building where it is conspicuously visible to the public at all hours. As a public body, the School Committee agenda must be legible, easily understandable, and contain the date, time and place of the meeting, and a list of topics as of the time the notice is filed in which the chair reasonably anticipates will be discussed at the meeting.

We are required to create and maintain accurate minutes of all meeting, including executive sessions. Our minutes, exhibits and other materials must be approved in a timely manner and existing minutes must be made available to the public within 10 days or upon request

regardless if they have been approved. However, any documentation involving the performance evaluation of an individual's professional competence, or used in deliberation about employment or appointment of individuals, are not subject to the disclosure requirement of the Open Meeting Law.

**Public Participation at School Committee Meetings** We encourage and welcome the public to attend and/or view the meeting. As per policy and the Chair's prerogative, the public may comment during the first 15 minutes of regular meetings and we will take those comments under advisement. Speakers will be allowed 3 minutes each. We will not typically engage in dialogue with the public in order to maintain effective and efficient meetings. However, topics raised by public participants may be placed on subsequent agendas at the discretion of the Chair and Superintendent.

### **Communication**

As an elected official representing the public schools of Carlisle, each member of School Committee commits to actively seeking input from a variety of stakeholders, to listening carefully to all view points, and to maintaining a broad understanding of the important issues confronting the schools and the town at large. We uphold the value of clear, timely, and honest communication with relevant constituencies. We are eager to hear communal voices and, in turn, we resolve to communicate publicly our decisions, actions, and rationales. Our goal is to maintain an open, two-way system of communication with the community while following the protocols outlined in earlier sections of this handbook. We also commit to ongoing assessment of our communication systems and to continuous improvement.

We will consider and incorporate the input of district staff, when relevant, in our decisions and actions. We will also be mindful of how our decisions affect the work and effectiveness of the staff. The relationship between School Committee and district personnel is indirect, as per our institutional structure. The Superintendent will serve as the liaison between School Committee and district staff. But we may also use surveys, meetings, and other forms of communication to gather and assess feedback from staff.

The schools must create opportunities for stakeholders within, and external to, the system to interact and build relationships. School Committee members are welcome to attend events at the schools as a member of the public. But School Committee members agree to not visit a school in their official role as a member of School Committee without informing the Superintendent and school principal before scheduling the visit. We must remember that we do not have responsibility for the day-to-day operation of the schools. Nor do we have the authority to direct, criticize, or discipline staff members.

It is important for School Committee members to communicate concerns with the Superintendent, who will then take responsibility for any subsequent responses with specific schools and personnel.

The primary objective of the School Committee is to establish policies that ensure the academic achievement of all students. The School Committee benefits from hearing the opinion of students on issues affecting their education and the overall social, intellectual, and extracurricular climate of the schools. Students may address the School Committee by speaking at the beginning of our public meetings, or by asking the principals to invite student representatives to the School Committee. Teachers, principals, and/or other school personnel may also be invited to speak on their behalf. We value the input of our students.

We will ensure that our decisions and actions are performed in a public and transparent manner—with the sole exception of the topics that legally permit and require School Committee to adjourn to executive session. These exceptions aside, the public will always be informed of Committee decisions and the rationale.

Community members and leaders may offer feedback to the School Committee in many ways: asking to speak directly at the beginning of our public meetings, through e-mail and the postal service, phoning the School Committee office, and periodic surveys and other meetings administered by the Committee. We greatly value public input and continuously seek ways of maintaining and improving effective communication.

Carlisle has a rich tradition of service by elected and appointed Committees, boards, officials, administrators and their staff. The School Committee is eager to work together with community leaders in the service of public education. We affirm the importance of maintaining a productive, collegial, and efficient working relationship with all municipal leaders in the pursuit of excellence in our schools. The School Committee will communicate in an open, constructive, and respectful manner with municipal offices and representatives. We may not always agree on our respective priorities. But the School Committee commits to collaboration, to explaining carefully our decisions, and to resolving disagreements in a harmonious and respectful manner. We do not all need to speak with one voice. Indeed, divergence of opinion often leads to productive reflection and innovation. But we are one community.

School Committee members may be called upon formally and informally to represent the district to outside institutions, such as agencies, community organizations, Massachusetts Association of School Committees, and other school systems. In such a capacity, the member will be careful to make certain to represent the School Committee as a whole. Additionally, it is important to report a timely manner to the rest of the Committee and the community during our public meetings on the content of those meetings and future actions.

Members of the community, including parents and students have the right to contact elected officials as unambiguously stated in both the state and federal constitutions. However, School Committee members – like any other elected official – often lack the authority to resolve problems brought to their attention.

Parents frequently raise concerns about the schools to members of the Committee. These concerns may relate to individual school department personnel who are under the authority of the superintendent or principal.

MASC strongly recommends that School Committee members refer parents who pose questions and concerns to the most appropriate school officials, including the superintendent. In personnel matters and many school administrative issues, the School Committee lacks the authority to intervene directly. None the less, parents and the public are likely to follow-up with their elected officials if they are not satisfied. This presents a daunting and sensitive situation.

MASC urges superintendents to follow-up with School Committee members who refer matters and questions to their attention, to acknowledge that they are working on the problem and to provide whatever information is appropriate. Often a simple statement will suffice such as; “I have spoken with Terry Jones, the parent you referred, and I am taking care of the situation.” Or, “I have spoken with Terry Jones and we are working to resolve the problem,”

It is also possible that the Superintendent must respond with, “Thank you for the referral. I am addressing it now, but it is a confidential matter and I cannot discuss it. But be assured, I am giving it my attention.”

## Resources and References

Useful Links The following websites offer information and resources:

- Carlisle Public Schools (CPS) Website: <https://www.carlisle.k12.ma.us>
- Carlisle Public Schools Policy Manual: [https://docs.google.com/document/d/1nRMy2vv-tTDk\\_el\\_Dd5f88SM91UrsutPH8tQiufzPls/edit#](https://docs.google.com/document/d/1nRMy2vv-tTDk_el_Dd5f88SM91UrsutPH8tQiufzPls/edit#)
- Massachusetts Department of Elementary and Secondary Education: [doe.mass.edu](http://doe.mass.edu)
- Harvard Graduate School of Education – Policy & Leadership Site: [gse.harvard.edu/](http://gse.harvard.edu/)
- The Education Cooperative (TEC): [tec-coop.org](http://tec-coop.org)
- Suburban Coalition: [wordpress.com/test-page-1/](http://wordpress.com/test-page-1/)
- Massachusetts Association of School Committees: [masc.org](http://masc.org)
- Open Meeting Law: [mass.gov/ago/government-resources/open-meeting-law](http://mass.gov/ago/government-resources/open-meeting-law)
- Massachusetts Ethics Commission: [mass.gov/ethics](http://mass.gov/ethics)
- Massachusetts General Laws: [malegislature.gov/Laws/GeneralLaws](http://malegislature.gov/Laws/GeneralLaws)
- Massachusetts Budget and Policy Center: [massbudget.org/](http://massbudget.org/)
- Bureau of Special Education Appeals: [mass.gov/anf/hearings-and-appeals/bureau-of-special-education-appeals-bsea/](http://mass.gov/anf/hearings-and-appeals/bureau-of-special-education-appeals-bsea/)

- Massachusetts Association of School Superintendents: [massupt.org/](http://massupt.org/)
- DESE - District Analysis, Review & Assistance Tools (DART): [mas.edu/apa/dart](http://mas.edu/apa/dart)

## Acronyms

AYP – Adequate Yearly Progress

BOE – Board of Education

CPI – Composite Performance Index

CTEi – Center for Technical Education Innovation

DESE – Department of Elementary & Secondary Education

DSAC – District & School Assistance Center

DESE – Massachusetts Department of Elementary & Secondary Education

ELL – English Language Learners

FCCLA – Family Career & Community Leaders of America

FCSN – Federation for Children with Special Needs

FTE – Full-time Equivalent

FY – Fiscal Year

IEP – Individualized Education Program

IDEA – Individuals with Disabilities Education Act

FEF – Carlisle Education Foundation

CPS – Carlisle Public Schools

MASC – Massachusetts Association of School Committees

MCAS – Massachusetts Comprehensive Assessment System

MEO E – Massachusetts Executive Office of Education

MSBA – Massachusetts School Building Authority

MUNIS – Accounting and budgeting software system

NCLB – No Child Left Behind

NEASC – New England Association of Schools and Colleges

N SBA – National School Boards Association

PARCC – Partnership for Assessment of Readiness for College and Careers

RTTT – Race-To-The-Top

SOAR – Superintendent’s Outstanding Achievement Recognition

SOI – Statement of Interest

STEM – Science, Technology, Engineering & Mathematics

## Glossary

*At-large*: a term used to describe an elected official not representing a specific region/area but the area as a whole.

*Bargaining unit*: a group of workers organized to negotiate collectively with the employer on wages, hours, and working conditions.

*By-law*: a rule adopted by an organization (e.g., school council) for managing its internal affairs.

*Collaboration*: the act of working together towards a common goal or set goals.

*Collective bargaining*: negotiation between the representatives of organized workers and their employer to determine wages, hours, and working conditions.

*Consensus*: a view or decision reached by a group as a whole or by majority will.

*Constituent*: a person who authorizes another to act in his or her behalf.

*Education Reform Act*: the 1993 Massachusetts law that establishes public school reform through statewide educational standards and accountability, equitable funding, and innovations such as school councils.

*Ex-officio*: by virtue of office or position.

*Majority rule*: a policy by which decisions binding on a group are made by more than half the votes.

*Needs assessment*: an analysis or evaluation of the needs of students and staff.

*Open meeting law*: the Massachusetts law that requires governmental bodies to conduct their deliberations and decisions-making in public, except in specific limited circumstances.

*Parity*: equality in status and/or number.

*Professional development*: the organized and planned development of a staff member's skills and abilities.

*PTO (Parent Teacher Organization)*: a school based voluntary group of parents and teachers formed to promote mutual understanding and increase the effectiveness of the educational program.

*Quorum*: the minimum number of officers and members of a Committee or an organization who must be present for valid transaction of business.

*School and District Accountability System*: a method of tracking the progress of every school and every district in improving the performance of its students in relation to state standards.

*School governance*: management of the decisions concerning one or more schools.

*School improvement plan*: a written plan to address needs, advance goals, and improve the performance of students in a school. G,L. c. 71, s.59C lists the elements of a school improvement plan.

*Statute*: a law enacted by a legislative body.

*Work-to-rule*: type of job action in which employees in a bargaining unit do not accept any duties or responsibilities outside of their contractual work schedule.

### **Characteristics of High Performing School Committees**

- Strong Superintendent Collaboration – understanding roles and responsibilities; sharing common goals; and establishing a common purpose, sending a consistent message
- Clearly Defined Roles in Promoting Student Achievement – when hiring and evaluating a good superintendent, making budget and fiscal oversight a priority, making policy, in collective bargaining
- Varied, Purposeful Meetings – including meetings built around goals, identifying key data, providing new information, giving useful academic presentations, and in such formats as working sessions and retreats
- Goal Setting – for both long-term and short range district goals and benchmarks along the way
- School Committee Professional Development – including new member orientation, skill building, public policy, emerging hot issues, communications strategies, and the ongoing work to improve student achievement
- Self Governance – wherein board members deal with their outlier member behaviors and where the school Committee promotes the concept of principled dissent and thoughtful debate over argumentativeness and control
- Hiring and Supporting an Effective Superintendent – including giving clear goals, using a good evaluation instrument, and allowing the superintendent to demonstrate how (s)he addresses student achievement
- Routine Use of Data – including working with data rather than anecdotes and incorporating the thoughtful use of information in new areas



## Carlisle School Committee Member Handbook

- Setting Achievement Related Policies – in such areas as class size, curriculum and curriculum milestones, graduation and promotion standards, and other requirements beyond what the law requires
- Shared Leadership Among School CommitteeMembers and Encouraging Leadership Among Superintendent Subordinates
- An Engaged School CommitteeChair – Mentor to superintendent and members, mediator of disputes, community role model and positive image for the community
- Aligned Subcommittees – to coordinate work between meetings and to make good use of member talents in areas like policy making, budgeting, accountability and student achievement, and collective bargaining
- Collective Bargaining for Student Achievement – including teacher evaluation.

The Carlisle School CommitteeMember Handbook w as adopted by The Carlisle School Committee on \_\_\_\_\_. Members of the School Committee are:



Town Administrator  
Tel. (978) 371-6688

# Town of Carlisle

OFFICE OF  
BOARD OF SELECTMEN  
66 Westford Street  
CARLISLE, MASSACHUSETTS 01741  
TEL. 978.369.6136



Fax (978) 318-0098

## Proclamation honoring Carlisle Public School 8<sup>th</sup> Grade Graduation

The end of the eighth-grade year is an exciting time to celebrate the successful completion of middle school and the significant rite of passage into high school. The Board of Selectmen wishes to recognize and honor our eighth-grade students. We applaud their growth and accomplishments and encourage them as they launch into the next phase of their academic careers.

WHEREAS: The 2019-2020 academic year and commencement ceremonies have been suspended due to global coronavirus pandemic, and

WHEREAS: Families, friends, neighbors, and educators should encourage everyone to focus on the achievements of all young people and honor their diligent efforts, and

WHEREAS: The most effective way to honor graduating eighth grade students is to raise awareness of the merits of education and successes through active community involvement by realizing each individual's abilities, contribution, and the significance of education.

NOW, THEREFORE,

The Board of Selectmen, on behalf of the Town of Carlisle, specifically the 8<sup>th</sup> Grade Graduating Class, do hereby proclaim the day of JUNE 18, 2020 as "CLASS OF 2020 DAY" within the Town of Carlisle.

### BOARD OF SELECTMEN

DocuSigned by:

*Katherine J Reid*

Katherine J. Reid, Chair

*Alan Lewis*

Alan Lewis, Vice Chair

*Barbara T. Arnold*

Barbara T. Arnold, Clerk

*Nathan C. Brown*

Nathan C. Brown, Member

*Luke Ascolillo*

Luke R. Ascolillo, Member

DATE: May 26, 2020



05/12/2020 17:46  
1075pris1

Town of Carlisle  
ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrnt

DATE: 05/12/2020 WARRANT: 8520 AMOUNT: \$ 163,970.82

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, Selectman \_\_\_\_\_

·  
Luke R Ascolillo, Selectman \_\_\_\_\_

·  
Nathan Brown, Selectman \_\_\_\_\_

·  
Alan L Lewis, Selectman \_\_\_\_\_

·  
Katherine T Reid, Selectman \_\_\_\_\_

*J* 5/28/2020

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/12/2020 17:46  
1075pris1

Town of Carlisle  
| DETAIL INVOICE LIST

P 2  
| apwarrnt

CASH ACCOUNT: 00000 10200      TREASURER'S CASH      WARRANT: 8520      05/12/2020

| VENDOR                            | G/L ACCOUNTS | R     | PO           | TYPE                  | DUE DATE   | INVOICE/AMOUNT        | DOCUMENT | VOUCHER | CHECK |
|-----------------------------------|--------------|-------|--------------|-----------------------|------------|-----------------------|----------|---------|-------|
| <u>10 National Grid</u>           |              | 00002 | <u>20282</u> | INV                   | 05/12/2020 | <u>49489-10080 10</u> | 93659    |         |       |
| 1 <u>14123</u>                    | <u>55501</u> |       |              | Heating of Gas Heat   |            | 189.49                |          |         |       |
|                                   |              |       |              | Invoice Net           |            | 189.49                |          |         |       |
|                                   |              |       |              | CHECK TOTAL           |            | 189.49                |          |         | _____ |
| <u>10 National Grid</u>           |              | 00002 | <u>20282</u> | INV                   | 05/12/2020 | <u>49489-10040</u>    | 93660    |         |       |
| 1 <u>14123</u>                    | <u>55501</u> |       |              | Heating of Gas Heat   |            | 146.12                |          |         |       |
|                                   |              |       |              | Invoice Net           |            | 146.12                |          |         |       |
| <u>10 National Grid</u>           |              | 00002 | <u>20282</u> | INV                   | 05/12/2020 | <u>49489-10030 10</u> | 93661    |         |       |
| 1 <u>14123</u>                    | <u>55501</u> |       |              | Heating of Gas Heat   |            | 1,138.62              |          |         |       |
|                                   |              |       |              | Invoice Net           |            | 1,138.62              |          |         |       |
|                                   |              |       |              | CHECK TOTAL           |            | 1,284.74              |          |         | _____ |
| <u>62 EDCO COLLABORATIVE</u>      |              | 00000 |              | INV                   | 05/12/2020 | <u>1201849</u>        | 93721    |         |       |
| 1 <u>12103</u>                    | <u>55406</u> |       |              | School Com Membership |            | 9,076.00              |          |         |       |
|                                   |              |       |              | Invoice Net           |            | 9,076.00              |          |         |       |
|                                   |              |       |              | CHECK TOTAL           |            | 9,076.00              |          |         | _____ |
| <u>79 ELIZABETH H. PERRY</u>      |              | 00000 |              | INV                   | 05/12/2020 | <u>01/28/20</u>       | 93993    |         |       |
| 1 <u>12301</u>                    | <u>54270</u> |       |              | REGULAR ED Profession |            | 1,321.56              |          |         |       |
|                                   |              |       |              | Invoice Net           |            | 1,321.56              |          |         |       |
|                                   |              |       |              | CHECK TOTAL           |            | 1,321.56              |          |         | _____ |
| <u>247 EAGLE LEASING COMPANY</u>  |              | 00001 | <u>20546</u> | INV                   | 05/12/2020 | <u>RI2155898</u>      | 93731    |         |       |
| 1 <u>14233</u>                    | <u>52408</u> |       |              | Maintenanc Contracted |            | 119.00                |          |         |       |
|                                   |              |       |              | Invoice Net           |            | 119.00                |          |         |       |
|                                   |              |       |              | CHECK TOTAL           |            | 119.00                |          |         | _____ |
| <u>261 HARPERS PAYROLL SERVIC</u> |              | 00000 |              | INV                   | 05/12/2020 | <u>450554 B</u>       | 94001    |         |       |
| 1 <u>12213</u>                    | <u>54401</u> |       |              | BUSINESS O Office Sup |            | 45.00                 |          |         |       |
|                                   |              |       |              | Invoice Net           |            | 45.00                 |          |         |       |
|                                   |              |       |              | CHECK TOTAL           |            | 45.00                 |          |         | _____ |
| <u>343 W.B. MASON</u>             |              | 00001 | <u>20661</u> | INV                   | 05/12/2020 | <u>210183852</u>      | 93987    |         |       |
| 1 <u>12203</u>                    | <u>54401</u> |       |              | School Adm Office Sup |            | 206.58                |          |         |       |
|                                   |              |       |              | Invoice Net           |            | 206.58                |          |         |       |
| <u>343 W.B. MASON</u>             |              | 00001 | <u>20660</u> | INV                   | 05/12/2020 | <u>210182777</u>      | 93988    |         |       |
| 1 <u>12401</u>                    | <u>54110</u> |       |              | Texts, Reg Texts,supp |            | 223.95                |          |         |       |
|                                   |              |       |              | Invoice Net           |            | 223.95                |          |         |       |
|                                   |              |       |              | CHECK TOTAL           |            | 430.53                |          |         | _____ |
| <u>347 CASE</u>                   |              | 00000 | <u>20358</u> | INV                   | 05/12/2020 | <u>60-0014</u>        | 93732    |         |       |
| 1 <u>13302</u>                    | <u>52408</u> |       |              | SPED Trans Contracted |            | 55,288.00             |          |         |       |
|                                   |              |       |              | Invoice Net           |            | 55,288.00             |          |         |       |
|                                   |              |       |              | CHECK TOTAL           |            | 55,288.00             |          |         | _____ |
| <u>422 Apple, Inc.</u>            |              | 00001 | <u>20654</u> | INV                   | 05/12/2020 | <u>AC05437149</u>     | 93662    |         |       |

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/12/2020 17:46  
1075pris1

Town of Carlisle  
| DETAIL INVOICE LIST

P 3  
| apwarrnt

CASH ACCOUNT: 00000 10200      TREASURER'S CASH      WARRANT: 8520      05/12/2020

| VENDOR  | G/L ACCOUNTS                                  | R     | PO                    | TYPE        | DUE DATE   | INVOICE/AMOUNT             | DOCUMENT | VOUCHER | CHECK |
|---|---|-------|-----------------------|-------------|------------|----------------------------|----------|---------|-------|
|   | 1 <a href="#">12401</a> <a href="#">54200</a> |       |                       | Texts, Reg  | Technology | 4,194.00                   |          |         |       |
|   |   |       |                       | Invoice Net |            | 4,194.00                   |          |         |       |
| <a href="#">422 Apple, Inc.</a>                 | 1 <a href="#">01209</a> <a href="#">58590</a> | 00001 | <a href="#">20648</a> | INV         | 05/12/2020 | <a href="#">AC03488547</a> | 93663    |         |       |
|   |   |       |                       | SCHOOL ART  | Technology | 1,035.00                   |          |         |       |
|   |   |       |                       | Invoice Net |            | 1,035.00                   |          |         |       |
| <a href="#">422 Apple, Inc.</a>                 | 1 <a href="#">12401</a> <a href="#">54200</a> | 00001 | <a href="#">20654</a> | INV         | 05/12/2020 | <a href="#">AC07539451</a> | 93733    |         |       |
|   |   |       |                       | Texts, Reg  | Technology | 207.00                     |          |         |       |
|   |   |       |                       | Invoice Net |            | 207.00                     |          |         |       |
|   |   |       |                       | CHECK TOTAL |            | 5,436.00                   |          |         | _____ |
| <a href="#">1432 LANDMARK SCHOOL</a>            | 1 <a href="#">15102</a> <a href="#">55410</a> | 00001 | <a href="#">20305</a> | INV         | 05/12/2020 | <a href="#">25752</a>      | 93981    |         |       |
|   |   |       |                       | Tuition to  | Tuition    | 6,230.20                   |          |         |       |
|   |   |       |                       | Invoice Net |            | 6,230.20                   |          |         |       |
|   |   |       |                       | CHECK TOTAL |            | 6,230.20                   |          |         | _____ |
| <a href="#">1587 MURPHY, HESSE, TOOMEY</a>      | 1 <a href="#">12103</a> <a href="#">52409</a> | 00000 | <a href="#">20315</a> | INV         | 05/12/2020 | <a href="#">76534</a>      | 93722    |         |       |
|   |   |       |                       | School Com  | Legal Expe | 122.50                     |          |         |       |
|   |   |       |                       | Invoice Net |            | 122.50                     |          |         |       |
|   |   |       |                       | CHECK TOTAL |            | 122.50                     |          |         | _____ |
| <a href="#">1825 TOREKU TRACTOR &amp; EQUIP</a> | 1 <a href="#">14233</a> <a href="#">52408</a> | 00000 | <a href="#">20578</a> | INV         | 05/12/2020 | <a href="#">117531</a>     | 93664    |         |       |
|   |   |       |                       | Maintenanc  | Contracted | 25.06                      |          |         |       |
|   |   |       |                       | Invoice Net |            | 25.06                      |          |         |       |
|   |   |       |                       | CHECK TOTAL |            | 25.06                      |          |         | _____ |
| <a href="#">2975 SHERWIN WILLIAMS</a>           | 1 <a href="#">14223</a> <a href="#">54408</a> | 00000 | <a href="#">20657</a> | INV         | 05/12/2020 | <a href="#">8103-9</a>     | 93665    |         |       |
|   |   |       |                       | Maintenanc  | Contracted | 159.88                     |          |         |       |
|   |   |       |                       | Invoice Net |            | 159.88                     |          |         |       |
| <a href="#">2975 SHERWIN WILLIAMS</a>           | 1 <a href="#">14223</a> <a href="#">54408</a> | 00000 | <a href="#">20657</a> | INV         | 05/12/2020 | <a href="#">7981-9</a>     | 93667    |         |       |
|   |   |       |                       | Maintenanc  | Contracted | 427.13                     |          |         |       |
|   |   |       |                       | Invoice Net |            | 427.13                     |          |         |       |
| <a href="#">2975 SHERWIN WILLIAMS</a>           | 1 <a href="#">14223</a> <a href="#">54408</a> | 00000 |                       | CRM         | 05/12/2020 | <a href="#">8104-7</a>     | 93668    |         |       |
|   |   |       |                       | Maintenanc  | Contracted | -51.52                     |          |         |       |
|   |   |       |                       | Invoice Net |            | -51.52                     |          |         |       |
|   |   |       |                       | CHECK TOTAL |            | 535.49                     |          |         | _____ |
| <a href="#">3305 Heather White</a>              | 1 <a href="#">12301</a> <a href="#">54270</a> | 00000 |                       | INV         | 05/12/2020 | <a href="#">01/29/20</a>   | 93994    |         |       |
|   |   |       |                       | REGULAR ED  | Profession | 229.76                     |          |         |       |
|   |   |       |                       | Invoice Net |            | 229.76                     |          |         |       |
|   |   |       |                       | CHECK TOTAL |            | 229.76                     |          |         | _____ |
| <a href="#">3566 Jennifer Rowland</a>           | 1 <a href="#">12301</a> <a href="#">54270</a> | 00000 |                       | INV         | 05/12/2020 | <a href="#">1028</a>       | 93989    |         |       |
|   |   |       |                       | REGULAR ED  | Profession | 100.00                     |          |         |       |
|   |   |       |                       | Invoice Net |            | 100.00                     |          |         |       |
|   |   |       |                       | CHECK TOTAL |            | 100.00                     |          |         | _____ |
| <a href="#">3583 Elizabeth Gray</a>             |   | 00000 |                       | INV         | 05/12/2020 | <a href="#">10/22</a>      | 93996    |         |       |

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/12/2020 17:46  
1075pris1

Town of Carlisle  
| DETAIL INVOICE LIST

P 4  
apwarrnt

CASH ACCOUNT: 00000 10200

TREASURER'S CASH

WARRANT: 8520 05/12/2020

| VENDOR               | G/L ACCOUNTS                                  | R | PO    | TYPE                  | DUE DATE       | INVOICE/AMOUNT            | DOCUMENT | VOUCHER   | CHECK |
|----------------------|---|---|-------|-----------------------|----------------|---------------------------|----------|-----------|-------|
|                      | 1 <a href="#">12301</a> <a href="#">54270</a> |   |       | REGULAR ED            | Profession     | 564.18                    |          |           |       |
|                      |   |   |       | Invoice Net           |                | 564.18                    |          |           |       |
|                      |   |   |       |                       |                | CHECK TOTAL               |          | 564.18    | _____ |
| <a href="#">3620</a> | <a href="#">Sandy Graham</a>                  |   | 00001 | INV                   | 05/12/2020     | <a href="#">01/02/20a</a> | 93997    |           |       |
|                      | 1 <a href="#">12301</a> <a href="#">54270</a> |   |       | REGULAR ED            | Profession     | 175.06                    |          |           |       |
|                      |   |   |       | Invoice Net           |                | 175.06                    |          |           |       |
|                      |   |   |       |                       |                | CHECK TOTAL               |          | 175.06    | _____ |
| <a href="#">3866</a> | <a href="#">Associated Elevator Co</a>        |   | 00001 | <a href="#">20641</a> | INV 05/12/2020 | <a href="#">254483</a>    | 93669    |           |       |
|                      | 1 <a href="#">14233</a> <a href="#">52408</a> |   |       | Maintenanc            | Contracted     | 440.00                    |          |           |       |
|                      |   |   |       | Invoice Net           |                | 440.00                    |          |           |       |
| <a href="#">3866</a> | <a href="#">Associated Elevator Co</a>        |   | 00001 | <a href="#">20651</a> | INV 05/12/2020 | <a href="#">254482</a>    | 93670    |           |       |
|                      | 1 <a href="#">14233</a> <a href="#">52408</a> |   |       | Maintenanc            | Contracted     | 756.88                    |          |           |       |
|                      |   |   |       | Invoice Net           |                | 756.88                    |          |           |       |
|                      |   |   |       |                       |                | CHECK TOTAL               |          | 1,196.88  | _____ |
| <a href="#">4309</a> | <a href="#">NASHOBA LEARNING GROUP</a>        |   | 00000 | <a href="#">20304</a> | INV 05/12/2020 | <a href="#">018346</a>    | 93982    |           |       |
|                      | 1 <a href="#">15102</a> <a href="#">55410</a> |   |       | Tuition to            | Tuition        | 10,300.00                 |          |           |       |
|                      |   |   |       | Invoice Net           |                | 10,300.00                 |          |           |       |
| <a href="#">4309</a> | <a href="#">NASHOBA LEARNING GROUP</a>        |   | 00000 | <a href="#">20304</a> | INV 05/12/2020 | <a href="#">018515</a>    | 93983    |           |       |
|                      | 1 <a href="#">15102</a> <a href="#">55410</a> |   |       | Tuition to            | Tuition        | 8,240.00                  |          |           |       |
|                      |   |   |       | Invoice Net           |                | 8,240.00                  |          |           |       |
| <a href="#">4309</a> | <a href="#">NASHOBA LEARNING GROUP</a>        |   | 00000 | <a href="#">20304</a> | INV 05/12/2020 | <a href="#">018691</a>    | 93984    |           |       |
|                      | 1 <a href="#">15102</a> <a href="#">55410</a> |   |       | Tuition to            | Tuition        | 9,785.00                  |          |           |       |
|                      |   |   |       | Invoice Net           |                | 9,785.00                  |          |           |       |
|                      |   |   |       |                       |                | CHECK TOTAL               |          | 28,325.00 | _____ |
| <a href="#">4969</a> | <a href="#">GOVCONNECTION INC</a>             |   | 00001 | <a href="#">20655</a> | INV 05/12/2020 | <a href="#">57672752</a>  | 93671    |           |       |
|                      | 1 <a href="#">12401</a> <a href="#">54200</a> |   |       | Texts, Reg            | Technology     | 965.68                    |          |           |       |
|                      |   |   |       | Invoice Net           |                | 965.68                    |          |           |       |
| <a href="#">4969</a> | <a href="#">GOVCONNECTION INC</a>             |   | 00001 | <a href="#">20656</a> | INV 05/12/2020 | <a href="#">57683779</a>  | 93672    |           |       |
|                      | 1 <a href="#">12401</a> <a href="#">54200</a> |   |       | Texts, Reg            | Technology     | 348.66                    |          |           |       |
|                      |   |   |       | Invoice Net           |                | 348.66                    |          |           |       |
| <a href="#">4969</a> | <a href="#">GOVCONNECTION INC</a>             |   | 00001 | <a href="#">20649</a> | INV 05/12/2020 | <a href="#">57665981</a>  | 93673    |           |       |
|                      | 1 <a href="#">12401</a> <a href="#">54200</a> |   |       | Texts, Reg            | Technology     | 72.19                     |          |           |       |
|                      |   |   |       | Invoice Net           |                | 72.19                     |          |           |       |
| <a href="#">4969</a> | <a href="#">GOVCONNECTION INC</a>             |   | 00001 | <a href="#">20647</a> | INV 05/12/2020 | <a href="#">57655686</a>  | 93674    |           |       |
|                      | 1 <a href="#">12401</a> <a href="#">54200</a> |   |       | Texts, Reg            | Technology     | 3,350.60                  |          |           |       |
|                      |   |   |       | Invoice Net           |                | 3,350.60                  |          |           |       |
| <a href="#">4969</a> | <a href="#">GOVCONNECTION INC</a>             |   | 00001 | <a href="#">20656</a> | INV 05/12/2020 | <a href="#">57688022</a>  | 93990    |           |       |
|                      | 1 <a href="#">12401</a> <a href="#">54200</a> |   |       | Texts, Reg            | Technology     | 2,064.29                  |          |           |       |
|                      |   |   |       | Invoice Net           |                | 2,064.29                  |          |           |       |
|                      |   |   |       |                       |                | CHECK TOTAL               |          | 6,801.42  | _____ |
| <a href="#">5053</a> | <a href="#">PAURAVI TEABO</a>                 |   | 00000 |                       | INV 05/12/2020 | <a href="#">1</a>         | 93675    |           |       |
|                      | 1 <a href="#">18000</a> <a href="#">54900</a> |   |       | SCHOOL LUN            | Food & Sup     | 15.50                     |          |           |       |
|                      |   |   |       | Invoice Net           |                | 15.50                     |          |           |       |

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/12/2020 17:46  
1075pris1

Town of Carlisle  
| DETAIL INVOICE LIST

P 5  
| apwarrnt

CASH ACCOUNT: 00000 10200      TREASURER'S CASH      WARRANT: 8520      05/12/2020

| VENDOR  | G/L ACCOUNTS | R     | PO                    | TYPE        | DUE DATE   | INVOICE/AMOUNT                    | DOCUMENT | VOUCHER | CHECK |
|---|--------------|-------|-----------------------|-------------|------------|-----------------------------------|----------|---------|-------|
|   |              |       |                       |             |            | CHECK TOTAL                       | 15.50    |         | _____ |
| <a href="#">5213 Susan Robichaud</a>            |              | 00000 |                       | INV         | 05/12/2020 | <a href="#">5/11/20</a>           | 93980    |         |       |
| 1 <a href="#">18000</a> <a href="#">54900</a>   |              |       | SCHOOL LUN            | Food & Sup  |            | 116.98                            |          |         |       |
|   |              |       |                       | Invoice Net |            | 116.98                            |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                       | 116.98   |         | _____ |
| <a href="#">5257 Republic Services #095</a>     |              | 00001 | <a href="#">20257</a> | INV         | 05/12/2020 | <a href="#">0095-001487917</a>    | 93676    |         |       |
| 1 <a href="#">14113</a> <a href="#">55505</a>   |              |       | CUSTODIAL             | Waste Disp  |            | 217.00                            |          |         |       |
|   |              |       |                       | Invoice Net |            | 217.00                            |          |         |       |
| <a href="#">5257 Republic Services #095</a>     |              | 00001 | <a href="#">20257</a> | INV         | 05/12/2020 | <a href="#">0095-001487915 11</a> | 93677    |         |       |
| 1 <a href="#">14113</a> <a href="#">55505</a>   |              |       | CUSTODIAL             | Waste Disp  |            | 283.37                            |          |         |       |
|   |              |       |                       | Invoice Net |            | 283.37                            |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                       | 500.37   |         | _____ |
| <a href="#">5561 Weston &amp; Sampson Servi</a> |              | 00001 | <a href="#">20294</a> | INV         | 05/12/2020 | <a href="#">5201542</a>           | 93678    |         |       |
| 1 <a href="#">14113</a> <a href="#">54403</a>   |              |       | CUSTODIAL             | WWTF        |            | 3,887.40                          |          |         |       |
|   |              |       |                       | Invoice Net |            | 3,887.40                          |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                       | 3,887.40 |         | _____ |
| <a href="#">5906 EMCOR Services</a>             |              | 00001 | <a href="#">20659</a> | INV         | 05/12/2020 | <a href="#">151055510</a>         | 93680    |         |       |
| 1 <a href="#">14223</a> <a href="#">54408</a>   |              |       | Maintenanc            | Contracted  |            | 2,117.25                          |          |         |       |
|   |              |       |                       | Invoice Net |            | 2,117.25                          |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                       | 2,117.25 |         | _____ |
| <a href="#">5962 Direct Energy Business</a>     |              | 00002 | <a href="#">20273</a> | INV         | 05/12/2020 | <a href="#">HS01828922</a>        | 93679    |         |       |
| 1 <a href="#">14123</a> <a href="#">55501</a>   |              |       | Heating of            | Gas Heat    |            | 28.88                             |          |         |       |
|   |              |       |                       | Invoice Net |            | 28.88                             |          |         |       |
| <a href="#">5962 Direct Energy Business</a>     |              | 00002 | <a href="#">20273</a> | INV         | 05/12/2020 | <a href="#">HS01828205</a>        | 93681    |         |       |
| 1 <a href="#">14123</a> <a href="#">55501</a>   |              |       | Heating of            | Gas Heat    |            | 1,749.44                          |          |         |       |
|   |              |       |                       | Invoice Net |            | 1,749.44                          |          |         |       |
| <a href="#">5962 Direct Energy Business</a>     |              | 00002 | <a href="#">20273</a> | INV         | 05/12/2020 | <a href="#">HS01828204 10</a>     | 93682    |         |       |
| 1 <a href="#">14123</a> <a href="#">55501</a>   |              |       | Heating of            | Gas Heat    |            | 97.77                             |          |         |       |
|   |              |       |                       | Invoice Net |            | 97.77                             |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                       | 1,876.09 |         | _____ |
| <a href="#">6594 MICHELLE SMALL</a>             |              | 00000 |                       | INV         | 05/12/2020 | <a href="#">2</a>                 | 93683    |         |       |
| 1 <a href="#">18000</a> <a href="#">54900</a>   |              |       | SCHOOL LUN            | Food & Sup  |            | 21.50                             |          |         |       |
|   |              |       |                       | Invoice Net |            | 21.50                             |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                       | 21.50    |         | _____ |
| <a href="#">7130 PHYLLIS BEWICK</a>             |              | 00000 | <a href="#">20360</a> | INV         | 05/12/2020 | <a href="#">April</a>             | 93684    |         |       |
| 1 <a href="#">15102</a> <a href="#">55410</a>   |              |       | Tuition to            | Tuition     |            | 4,725.00                          |          |         |       |
|   |              |       |                       | Invoice Net |            | 4,725.00                          |          |         |       |
| <a href="#">7130 PHYLLIS BEWICK</a>             |              | 00000 |                       | INV         | 05/12/2020 | <a href="#">3</a>                 | 93685    |         |       |
| 1 <a href="#">18000</a> <a href="#">54900</a>   |              |       | SCHOOL LUN            | Food & Sup  |            | 16.00                             |          |         |       |
|   |              |       |                       | Invoice Net |            | 16.00                             |          |         |       |

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/12/2020 17:46  
1075pris1

Town of Carlisle  
| DETAIL INVOICE LIST

P 6  
| apwarrnt

CASH ACCOUNT: 00000 10200      TREASURER'S CASH      WARRANT: 8520      05/12/2020

| VENDOR                                      | G/L ACCOUNTS                  | R           | PO                    | TYPE       | DUE DATE   | INVOICE/AMOUNT               | DOCUMENT | VOUCHER | CHECK |
|---|-------------------------------|-------------|-----------------------|------------|------------|------------------------------|----------|---------|-------|
|   |                               |             |                       |            |            | CHECK TOTAL                  |          |         | _____ |
| <a href="#">7147 CYNARA WU</a>              | <a href="#">1 18000 54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">4</a>            |          |         |       |
|   |                               | SCHOOL LUN  |                       | Food & Sup |            | 11.25                        | 93686    |         |       |
|   |                               | Invoice Net |                       |            |            | 11.25                        |          |         |       |
|   |                               |             |                       |            |            | CHECK TOTAL                  | 11.25    |         | _____ |
| <a href="#">7320 SHEILA HEEN</a>            | <a href="#">1 18000 54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">4</a>            |          |         |       |
|   |                               | SCHOOL LUN  |                       | Food & Sup |            | 137.50                       | 93687    |         |       |
|   |                               | Invoice Net |                       |            |            | 137.50                       |          |         |       |
|   |                               |             |                       |            |            | CHECK TOTAL                  | 137.50   |         | _____ |
| <a href="#">7541 Milestones</a>             | <a href="#">1 15102 55410</a> | 00000       | <a href="#">20299</a> | INV        | 05/12/2020 | <a href="#">2619-R</a>       |          |         |       |
|   |                               | Tuition to  |                       | Tuition    |            | 8,560.20                     | 93690    |         |       |
|   |                               | Invoice Net |                       |            |            | 8,560.20                     |          |         |       |
|   |                               |             |                       |            |            | CHECK TOTAL                  | 8,560.20 |         | _____ |
| <a href="#">7660 REBECCA BESTHOFF</a>       | <a href="#">1 18000 54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">5</a>            |          |         |       |
|   |                               | SCHOOL LUN  |                       | Food & Sup |            | 19.00                        | 93691    |         |       |
|   |                               | Invoice Net |                       |            |            | 19.00                        |          |         |       |
|   |                               |             |                       |            |            | CHECK TOTAL                  | 19.00    |         | _____ |
| <a href="#">7711 MARY AHN</a>               | <a href="#">1 18000 54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">6</a>            |          |         |       |
|   |                               | SCHOOL LUN  |                       | Food & Sup |            | 51.30                        | 93692    |         |       |
|   |                               | Invoice Net |                       |            |            | 51.30                        |          |         |       |
|   |                               |             |                       |            |            | CHECK TOTAL                  | 51.30    |         | _____ |
| <a href="#">8047 JUTAMAS SHAUGHNESSY</a>    | <a href="#">1 18000 54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">7</a>            |          |         |       |
|   |                               | SCHOOL LUN  |                       | Food & Sup |            | 12.50                        | 93693    |         |       |
|   |                               | Invoice Net |                       |            |            | 12.50                        |          |         |       |
|   |                               |             |                       |            |            | CHECK TOTAL                  | 12.50    |         | _____ |
| <a href="#">8555 DIANA RODGERS</a>          | <a href="#">1 18000 54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">8</a>            |          |         |       |
|   |                               | SCHOOL LUN  |                       | Food & Sup |            | 31.00                        | 93694    |         |       |
|   |                               | Invoice Net |                       |            |            | 31.00                        |          |         |       |
|   |                               |             |                       |            |            | CHECK TOTAL                  | 31.00    |         | _____ |
| <a href="#">8557 LIYING SONG</a>            | <a href="#">1 18000 54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">9</a>            |          |         |       |
|   |                               | SCHOOL LUN  |                       | Food & Sup |            | 21.00                        | 93695    |         |       |
|   |                               | Invoice Net |                       |            |            | 21.00                        |          |         |       |
|   |                               |             |                       |            |            | CHECK TOTAL                  | 21.00    |         | _____ |
| <a href="#">8578 Konica Minolta Premier</a> | <a href="#">1 14233 52408</a> | 00001       | <a href="#">20344</a> | INV        | 05/12/2020 | <a href="#">265893332</a>    |          |         |       |
|   |                               | Maintenanc  |                       | Contracted |            | 36.00                        | 93696    |         |       |
|   |                               | Invoice Net |                       |            |            | 36.00                        |          |         |       |
| <a href="#">8578 Konica Minolta Premier</a> | <a href="#">1 14233 52408</a> | 00001       | <a href="#">20343</a> | INV        | 05/12/2020 | <a href="#">35375522 #12</a> |          |         |       |
|   |                               | Maintenanc  |                       | Contracted |            | 268.80                       | 93697    |         |       |
|   |                               | Invoice Net |                       |            |            | 268.80                       |          |         |       |



MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/12/2020 17:46  
1075pris1

Town of Carlisle  
| DETAIL INVOICE LIST

P 7  
| apwarrnt

CASH ACCOUNT: 00000 10200      TREASURER'S CASH      WARRANT: 8520      05/12/2020

| VENDOR  | G/L ACCOUNTS                                  | R           | PO                    | TYPE       | DUE DATE   | INVOICE/AMOUNT   | DOCUMENT | VOUCHER | CHECK |
|---|---|-------------|-----------------------|------------|------------|--|----------|---------|-------|
| <a href="#">8578</a> <a href="#">Konica Minolta Premier</a> | 1 <a href="#">14233</a> <a href="#">52408</a> | 00001       | <a href="#">20343</a> | INV        | 05/12/2020 | <a href="#">35410688</a> <a href="#">11</a><br>1,183.40<br>1,183.40<br>CHECK TOTAL | 93734    |         | _____ |
|   |   | Maintenanc  |                       | Contracted |            |  |          |         |       |
|   |   | Invoice Net |                       |            |            |  | 1,488.20 |         |       |
| <a href="#">8588</a> <a href="#">Dennet Sidell</a>          | 1 <a href="#">12203</a> <a href="#">54401</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">08/07/20</a><br>54.00<br>54.00<br>CHECK TOTAL                          | 93979    |         | _____ |
|   |   | School Adm  |                       | Office Sup |            |  | 54.00    |         |       |
|   |   | Invoice Net |                       |            |            |  |          |         |       |
|   |   |             |                       |            |            |  | 54.00    |         |       |
| <a href="#">8737</a> <a href="#">CHRISTINE LEAR</a>         | 1 <a href="#">18000</a> <a href="#">54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">10</a><br>31.50<br>31.50<br>CHECK TOTAL                                | 93698    |         | _____ |
|   |   | SCHOOL LUN  |                       | Food & Sup |            |  | 31.50    |         |       |
|   |   | Invoice Net |                       |            |            |  |          |         |       |
|   |   |             |                       |            |            |  | 31.50    |         |       |
| <a href="#">8738</a> <a href="#">EMILY DIROCCO</a>          | 1 <a href="#">18000</a> <a href="#">54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">11</a><br>47.00<br>47.00<br>CHECK TOTAL                                | 93699    |         | _____ |
|   |   | SCHOOL LUN  |                       | Food & Sup |            |  | 47.00    |         |       |
|   |   | Invoice Net |                       |            |            |  |          |         |       |
|   |   |             |                       |            |            |  | 47.00    |         |       |
| <a href="#">8805</a> <a href="#">RACHEL REYNOLDS</a>        | 1 <a href="#">18000</a> <a href="#">54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">12</a><br>16.25<br>16.25<br>CHECK TOTAL                                | 93700    |         | _____ |
|   |   | SCHOOL LUN  |                       | Food & Sup |            |  | 16.25    |         |       |
|   |   | Invoice Net |                       |            |            |  |          |         |       |
|   |   |             |                       |            |            |  | 16.25    |         |       |
| <a href="#">8847</a> <a href="#">BARRY JOSEPH M</a>         | 1 <a href="#">18000</a> <a href="#">54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">13</a><br>25.50<br>25.50<br>CHECK TOTAL                                | 93701    |         | _____ |
|   |   | SCHOOL LUN  |                       | Food & Sup |            |  | 25.50    |         |       |
|   |   | Invoice Net |                       |            |            |  |          |         |       |
|   |   |             |                       |            |            |  | 25.50    |         |       |
| <a href="#">9038</a> <a href="#">CARDOOS, RYAN J</a>        | 1 <a href="#">18000</a> <a href="#">54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">14</a><br>68.50<br>68.50<br>CHECK TOTAL                                | 93702    |         | _____ |
|   |   | SCHOOL LUN  |                       | Food & Sup |            |  | 68.50    |         |       |
|   |   | Invoice Net |                       |            |            |  |          |         |       |
|   |   |             |                       |            |            |  | 68.50    |         |       |
| <a href="#">9097</a> <a href="#">Maya Bery</a>              | 1 <a href="#">12301</a> <a href="#">54270</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">11/16</a><br>495.76<br>495.76<br>CHECK TOTAL                           | 93995    |         | _____ |
|   |   | REGULAR ED  |                       | Profession |            |  | 495.76   |         |       |
|   |   | Invoice Net |                       |            |            |  |          |         |       |
|   |   |             |                       |            |            |  | 495.76   |         |       |
| <a href="#">9223</a> <a href="#">ZHAN, QIAO</a>             | 1 <a href="#">18000</a> <a href="#">54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">15</a><br>68.25<br>68.25<br>CHECK TOTAL                                | 93703    |         | _____ |
|   |   | SCHOOL LUN  |                       | Food & Sup |            |  | 68.25    |         |       |
|   |   | Invoice Net |                       |            |            |  |          |         |       |
|   |   |             |                       |            |            |  | 68.25    |         |       |
| <a href="#">9460</a> <a href="#">CHRISTIAN POTTER-KABLO</a> | 1 <a href="#">18000</a> <a href="#">54900</a> | 00000       |                       | INV        | 05/12/2020 | <a href="#">16</a><br>91.00<br>91.00   | 93704    |         | _____ |
|   |   | SCHOOL LUN  |                       | Food & Sup |            |  | 91.00    |         |       |
|   |   | Invoice Net |                       |            |            |  |          |         |       |
|   |   |             |                       |            |            |  | 91.00    |         |       |

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/12/2020 17:46  
1075pris1

Town of Carlisle  
| DETAIL INVOICE LIST

P 8  
| apwarrnt

CASH ACCOUNT: 00000 10200      TREASURER'S CASH      WARRANT: 8520      05/12/2020

| VENDOR   | G/L ACCOUNTS                                  | R     | PO                    | TYPE                  | DUE DATE   | INVOICE/AMOUNT                   | DOCUMENT | VOUCHER | CHECK |
|--|---|-------|-----------------------|-----------------------|------------|----------------------------------|----------|---------|-------|
|  |   |       |                       |                       |            | CHECK TOTAL                      | 91.00    |         | _____ |
| <a href="#">9639</a> <a href="#">EVERSOURCE</a>              |   | 00001 | <a href="#">20309</a> | INV                   | 05/12/2020 | <a href="#">27676760013</a> 10   | 93735    |         |       |
|  | 1 <a href="#">14113</a> <a href="#">54403</a> |       |                       | CUSTODIAL WWTF        |            | 471.61                           |          |         |       |
|  |   |       |                       | Invoice Net           |            | 471.61                           |          |         |       |
| <a href="#">9639</a> <a href="#">EVERSOURCE</a>              |   | 00001 | <a href="#">20272</a> | INV                   | 05/12/2020 | <a href="#">2619 119 1001</a> 10 | 93991    |         |       |
|  | 1 <a href="#">14133</a> <a href="#">55502</a> |       |                       | Utility Se Electricit |            | 7,057.30                         |          |         |       |
|  |   |       |                       | Invoice Net           |            | 7,057.30                         |          |         |       |
|  |   |       |                       | CHECK TOTAL           |            | 7,528.91                         |          |         | _____ |
| <a href="#">9698</a> <a href="#">Jeff Hechenbleikner</a>     |   | 00000 |                       | INV                   | 05/12/2020 | <a href="#">06/05/18</a>         | 93998    |         |       |
|  | 1 <a href="#">12301</a> <a href="#">54270</a> |       |                       | REGULAR ED Profession |            | 68.76                            |          |         |       |
|  |   |       |                       | Invoice Net           |            | 68.76                            |          |         |       |
|  |   |       |                       | CHECK TOTAL           |            | 68.76                            |          |         | _____ |
| <a href="#">9775</a> <a href="#">COLETTI PETER</a>           |   | 00000 |                       | INV                   | 05/12/2020 | <a href="#">17</a>               | 93705    |         |       |
|  | 1 <a href="#">18000</a> <a href="#">54900</a> |       |                       | SCHOOL LUN Food & Sup |            | 37.75                            |          |         |       |
|  |   |       |                       | Invoice Net           |            | 37.75                            |          |         |       |
|  |   |       |                       | CHECK TOTAL           |            | 37.75                            |          |         | _____ |
| <a href="#">10095</a> <a href="#">CYR, KRISTOPHER B</a>      |   | 00000 |                       | INV                   | 05/12/2020 | <a href="#">18</a>               | 93706    |         |       |
|  | 1 <a href="#">18000</a> <a href="#">54900</a> |       |                       | SCHOOL LUN Food & Sup |            | 18.50                            |          |         |       |
|  |   |       |                       | Invoice Net           |            | 18.50                            |          |         |       |
|  |   |       |                       | CHECK TOTAL           |            | 18.50                            |          |         | _____ |
| <a href="#">10128</a> <a href="#">ACKERMAN, CAROLE L</a>     |   | 00000 |                       | INV                   | 05/12/2020 | <a href="#">19</a>               | 93707    |         |       |
|  | 1 <a href="#">18000</a> <a href="#">54900</a> |       |                       | SCHOOL LUN Food & Sup |            | 13.50                            |          |         |       |
|  |   |       |                       | Invoice Net           |            | 13.50                            |          |         |       |
|  |   |       |                       | CHECK TOTAL           |            | 13.50                            |          |         | _____ |
| <a href="#">10299</a> <a href="#">Deborah Flynn, PT</a>      |   | 00000 | <a href="#">20478</a> | INV                   | 05/12/2020 | <a href="#">March</a>            | 93708    |         |       |
|  | 1 <a href="#">12302</a> <a href="#">52408</a> |       |                       | SPED Contracted       |            | 360.00                           |          |         |       |
|  |   |       |                       | Invoice Net           |            | 360.00                           |          |         |       |
|  |   |       |                       | CHECK TOTAL           |            | 360.00                           |          |         | _____ |
| <a href="#">10521</a> <a href="#">FIELDING CHRISTOPHER</a>   |   | 00000 |                       | INV                   | 05/12/2020 | <a href="#">20</a>               | 93709    |         |       |
|  | 1 <a href="#">18000</a> <a href="#">54900</a> |       |                       | SCHOOL LUN Food & Sup |            | 12.25                            |          |         |       |
|  |   |       |                       | Invoice Net           |            | 12.25                            |          |         |       |
|  |   |       |                       | CHECK TOTAL           |            | 12.25                            |          |         | _____ |
| <a href="#">10697</a> <a href="#">NEXVORTEX INC</a>          |   | 00000 | <a href="#">20311</a> | INV                   | 05/12/2020 | <a href="#">768838</a>           | 93710    |         |       |
|  | 1 <a href="#">14133</a> <a href="#">55503</a> |       |                       | Utility Se Telephone  |            | 544.83                           |          |         |       |
|  |   |       |                       | Invoice Net           |            | 544.83                           |          |         |       |
|  |   |       |                       | CHECK TOTAL           |            | 544.83                           |          |         | _____ |
| <a href="#">10889</a> <a href="#">BECKLEY, KRISTINA SUSA</a> |   | 00000 |                       | INV                   | 05/12/2020 | <a href="#">21</a>               | 93711    |         |       |
|  | 1 <a href="#">18000</a> <a href="#">54900</a> |       |                       | SCHOOL LUN Food & Sup |            | 28.25                            |          |         |       |
|  |   |       |                       | Invoice Net           |            | 28.25                            |          |         |       |

# MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/12/2020 17:46  
1075pris1

Town of Carlisle  
| DETAIL INVOICE LIST

P 9  
| apwarrnt

CASH ACCOUNT: 00000 10200      TREASURER'S CASH      WARRANT: 8520      05/12/2020

| VENDOR  | G/L ACCOUNTS | R     | PO                    | TYPE        | DUE DATE   | INVOICE/AMOUNT                     | DOCUMENT | VOUCHER | CHECK |
|---|--------------|-------|-----------------------|-------------|------------|------------------------------------|----------|---------|-------|
|   |              |       |                       |             |            | CHECK TOTAL                        | 28.25    |         | _____ |
| <a href="#">11003 ANNE SPIEGEL</a>            |              | 00000 |                       | INV         | 05/12/2020 | <a href="#">01/03/20</a>           | 93999    |         |       |
| 1 <a href="#">12301</a> <a href="#">54270</a> |              |       |                       | REGULAR ED  | Profession | 1,614.91                           |          |         |       |
|   |              |       |                       | Invoice Net |            | 1,614.91                           |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                        | 1,614.91 |         | _____ |
| <a href="#">11035 FINGADO, JENNIFER A</a>     |              | 00000 |                       | INV         | 05/12/2020 | <a href="#">22</a>                 | 93712    |         |       |
| 1 <a href="#">18000</a> <a href="#">54900</a> |              |       |                       | SCHOOL LUN  | Food & Sup | 64.50                              |          |         |       |
|   |              |       |                       | Invoice Net |            | 64.50                              |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                        | 64.50    |         | _____ |
| <a href="#">11223 TSA CONSULTING GROUP I</a>  |              | 00000 | <a href="#">20313</a> | INV         | 05/12/2020 | <a href="#">51012</a>              | 93723    |         |       |
| 1 <a href="#">12103</a> <a href="#">52408</a> |              |       |                       | School Com  | Contracted | 65.80                              |          |         |       |
|   |              |       |                       | Invoice Net |            | 65.80                              |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                        | 65.80    |         | _____ |
| <a href="#">11289 THE HOME DEPOT PRO</a>      |              | 00000 |                       | INV         | 05/12/2020 | <a href="#">548608025</a>          | 93986    |         |       |
| 1 <a href="#">28313</a> <a href="#">55800</a> |              |       |                       | Ed. Use of  | Other Supp | 82.50                              |          |         |       |
|   |              |       |                       | Invoice Net |            | 82.50                              |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                        | 82.50    |         | _____ |
| <a href="#">11402 NORTHEAST BEHAVIORAL H</a>  |              | 00000 | <a href="#">20307</a> | INV         | 05/12/2020 | <a href="#">047933</a>             | 93985    |         |       |
| 1 <a href="#">15102</a> <a href="#">55410</a> |              |       |                       | Tuition to  | Tuition    | 5,706.22                           |          |         |       |
|   |              |       |                       | Invoice Net |            | 5,706.22                           |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                        | 5,706.22 |         | _____ |
| <a href="#">11426 KAREN WALSH</a>             |              | 00000 | <a href="#">20499</a> | INV         | 05/12/2020 | <a href="#">April</a>              | 93724    |         |       |
| 1 <a href="#">12302</a> <a href="#">52408</a> |              |       |                       | SPED        | Contracted | 840.00                             |          |         |       |
|   |              |       |                       | Invoice Net |            | 840.00                             |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                        | 840.00   |         | _____ |
| <a href="#">11467 KATIE CASAZZA</a>           |              | 00000 |                       | INV         | 05/12/2020 | <a href="#">05/14/19</a>           | 94000    |         |       |
| 1 <a href="#">12301</a> <a href="#">54270</a> |              |       |                       | REGULAR ED  | Profession | 3,511.76                           |          |         |       |
|   |              |       |                       | Invoice Net |            | 3,511.76                           |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                        | 3,511.76 |         | _____ |
| <a href="#">11472 MAXWELL'S</a>               |              | 00000 | <a href="#">20658</a> | INV         | 05/12/2020 | <a href="#">Glenn's Den - 1157</a> | 93736    |         |       |
| 1 <a href="#">14213</a> <a href="#">54402</a> |              |       |                       | MAINTENANC  | Grounds    | 159.80                             |          |         |       |
|   |              |       |                       | Invoice Net |            | 159.80                             |          |         |       |
|   |              |       |                       |             |            | CHECK TOTAL                        | 159.80   |         | _____ |
| <a href="#">11534 NEXT GEN SUPPLY GROUP</a>   |              | 00000 | <a href="#">20627</a> | INV         | 05/12/2020 | <a href="#">210822A</a>            | 93713    |         |       |
| 1 <a href="#">14113</a> <a href="#">54401</a> |              |       |                       | CUSTODIAL   | Office sup | 212.26                             |          |         |       |
|   |              |       |                       | Invoice Net |            | 212.26                             |          |         |       |
| <a href="#">11534 NEXT GEN SUPPLY GROUP</a>   |              | 00000 | <a href="#">20580</a> | INV         | 05/12/2020 | <a href="#">212233</a>             | 93714    |         |       |
| 1 <a href="#">28313</a> <a href="#">55800</a> |              |       |                       | Ed. Use of  | Other Supp | 153.00                             |          |         |       |
|   |              |       |                       | Invoice Net |            | 153.00                             |          |         |       |

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/12/2020 17:46  
1075pris1

Town of Carlisle  
| DETAIL INVOICE LIST

P 10  
| apwarrnt

CASH ACCOUNT: 00000 10200      TREASURER'S CASH      WARRANT: 8520      05/12/2020

| VENDOR  | G/L ACCOUNTS                                  | R     | PO                    | TYPE | DUE DATE   | INVOICE/AMOUNT   | DOCUMENT | VOUCHER    | CHECK      |
|---|---|-------|-----------------------|------|------------|--|----------|------------|------------|
| <a href="#">11534</a> <a href="#">NEXT GEN SUPPLY GROUP</a> | <a href="#">1 28313</a> <a href="#">54900</a> | 00000 | <a href="#">20580</a> | INV  | 05/12/2020 | <a href="#">212233-01</a><br>612.00<br>612.00<br>Invoice Net                   | 93992    |            |            |
|   |   |       |                       |      |            | CHECK TOTAL  |          | 977.26     | _____      |
| <a href="#">11633</a> <a href="#">SKYE KANE</a>             | <a href="#">1 18000</a> <a href="#">54900</a> | 00000 |                       | INV  | 05/12/2020 | <a href="#">22</a><br>50.00<br>50.00<br>SCHOOL LUN Food & Sup<br>Invoice Net   | 93715    |            |            |
|   |   |       |                       |      |            | CHECK TOTAL  |          | 50.00      | _____      |
| <a href="#">11634</a> <a href="#">RITVIK GADDAM</a>         | <a href="#">1 18000</a> <a href="#">54900</a> | 00000 |                       | INV  | 05/12/2020 | <a href="#">23</a><br>99.75<br>99.75<br>SCHOOL LUN Food & Sup<br>Invoice Net   | 93716    |            |            |
|   |   |       |                       |      |            | CHECK TOTAL  |          | 99.75      | _____      |
| <a href="#">11635</a> <a href="#">WILLIAM WOOD</a>          | <a href="#">1 18000</a> <a href="#">54900</a> | 00000 |                       | INV  | 05/12/2020 | <a href="#">24</a><br>43.50<br>43.50<br>SCHOOL LUN Food & Sup<br>Invoice Net   | 93717    |            |            |
|   |   |       |                       |      |            | CHECK TOTAL  |          | 43.50      | _____      |
| <a href="#">11636</a> <a href="#">RAYMOND CHAN</a>          | <a href="#">1 18000</a> <a href="#">54900</a> | 00000 |                       | INV  | 05/12/2020 | <a href="#">25</a><br>27.75<br>27.75<br>SCHOOL LUN Food & Sup<br>Invoice Net   | 93718    |            |            |
|   |   |       |                       |      |            | CHECK TOTAL  |          | 27.75      | _____      |
| <a href="#">11637</a> <a href="#">SYDNEY TRUITT</a>         | <a href="#">1 18000</a> <a href="#">54900</a> | 00000 |                       | INV  | 05/12/2020 | <a href="#">26</a><br>23.00<br>23.00<br>SCHOOL LUN Food & Sup<br>Invoice Net   | 93719    |            |            |
|   |   |       |                       |      |            | CHECK TOTAL  |          | 23.00      | _____      |
| <a href="#">11638</a> <a href="#">MAYUMI ENDO</a>           | <a href="#">1 28318</a> <a href="#">54900</a> | 00000 |                       | INV  | 05/12/2020 | <a href="#">2459</a><br>89.65<br>89.65<br>School Gif Other Supp<br>Invoice Net | 93720    |            |            |
|   |   |       |                       |      |            | CHECK TOTAL  |          | 89.65      | _____      |
| =====   |   |       |                       |      |            |  |          |            |            |
| 92 INVOICES   |   |       |                       |      |            | WARRANT TOTAL  |          | 163,970.82 | 163,970.82 |
| =====   |   |       |                       |      |            |  |          |            |            |

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/12/2020 17:46  
1075pris1

|Town of Carlisle  
| WARRANT SUMMARY

|P 11  
|apwarrnt

WARRANT: 8520 05/12/2020

| FUND  | ORG   | ACCOUNT            | AMOUNT             | AVLB                   | BUDGET                |             |
|-------|-------|--------------------|--------------------|------------------------|-----------------------|-------------|
| 001   | 01209 | SCHOOL ARTICLES    | 001 -300-209-58590 | Technology Replacement | 1,035.00              | 65,605.83   |
| 001   | 12103 | School Committee   | 001 -300-250-52408 | Contracted Services    | 65.80                 | -5,365.89   |
| 001   | 12103 | School Committee   | 001 -300-250-52409 | Legal Expense          | 122.50                | -5,365.89   |
| 001   | 12103 | School Committee   | 001 -300-250-55406 | Memberships            | 9,076.00              | -5,365.89   |
| 001   | 12203 | School Administrat | 001 -300-200-54401 | Office Supplies        | 260.58                | 23,874.31   |
| 001   | 12213 | BUSINESS OFFICE    | 001 -300-252-54401 | Office Supplies        | 45.00                 | 9,738.50    |
| 001   | 12301 | REGULAR ED. PROGRA | 001 -300-255-54270 | Professional Dev.      | 8,081.75              | 124,880.67  |
| 001   | 12302 | Student Services/S | 001 -300-256-52408 | Contracted Services    | 1,200.00              | 38,465.24   |
| 001   | 12401 | Texts, Regular Edu | 001 -300-264-54110 | Texts, supplies, K-5   | 223.95                | 94,844.25   |
| 001   | 12401 | Texts, Regular Edu | 001 -300-264-54200 | Technology             | 11,202.42             | 94,844.25   |
| 001   | 13302 | SPED Transportatio | 001 -300-205-52408 | Contracted Services    | 55,288.00             | 292.00      |
| 001   | 14113 | CUSTODIAL          | 001 -300-269-54401 | Office supplies        | 212.26                | 11,054.73   |
| 001   | 14113 | CUSTODIAL          | 001 -300-269-54403 | WWTF                   | 4,359.01              | 11,054.73   |
| 001   | 14113 | CUSTODIAL          | 001 -300-269-55505 | Waste Disposal         | 500.37                | 11,054.73   |
| 001   | 14123 | Heating of Buildin | 001 -300-267-55501 | Gas Heat               | 3,350.32              | 13,118.86   |
| 001   | 14133 | Utility Services   | 001 -300-260-55502 | Electricity            | 7,057.30              | 15,739.33   |
| 001   | 14133 | Utility Services   | 001 -300-260-55503 | Telephone              | 544.83                | 15,739.33   |
| 001   | 14213 | MAINTENANCE OF GRO | 001 -300-266-54402 | Grounds                | 159.80                | 3,324.20    |
| 001   | 14223 | Maintenance of Bui | 001 -300-268-54408 | Contracted Services    | 2,652.74              | 29,580.53   |
| 001   | 14233 | Maintenance of Equ | 001 -300-210-52408 | Contracted Services    | 2,829.14              | -11,548.29  |
| 001   | 15102 | Tuition to Mass. S | 001 -300-265-55410 | Tuition                | 53,546.62             | 179,338.58  |
|       |       |                    |                    | FUND TOTAL             | 161,813.39            |             |
| 018   | 18000 | SCHOOL LUNCH       | 018 -300-000-54900 | Food & Supplies        | 1,220.28              | -138,314.22 |
|       |       |                    |                    | FUND TOTAL             | 1,220.28              |             |
| 028   | 28313 | Ed. Use of School  | 028 -300-313-55800 | Other Supplies         | 847.50                | -4,870.50   |
| 028   | 28318 | School Gifts       | 028 -300-318-55800 | Other Supplies         | 89.65                 | -35,130.78  |
|       |       |                    |                    | FUND TOTAL             | 937.15                |             |
| ===== |       |                    |                    |                        | WARRANT SUMMARY TOTAL | 163,970.82  |
| ===== |       |                    |                    |                        | GRAND TOTAL           | 163,970.82  |
| ===== |       |                    |                    |                        |                       |             |

\*\* END OF REPORT - Generated by Priscilla Dumka \*\*

DATE: 05/26/2020      WARRANT: 8820      AMOUNT: \$ 50,361.91

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 \_\_\_\_\_

.  
. .

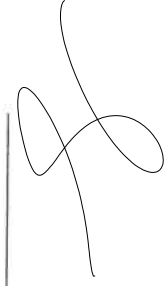
Barbara T Arnold, Selectman \_\_\_\_\_

Luke R Ascolillo, Selectman \_\_\_\_\_

Nathan Brown, Selectman \_\_\_\_\_

Alan L Lewis, Selectman \_\_\_\_\_

Katherine T Reid, Selectman \_\_\_\_\_

5/28/20  
2020  


CASH ACCOUNT: 00000 10200      TREASURER'S CASH      WARRANT: 8820      05/26/2020

| VENDOR                    | G/L ACCOUNTS | R     | PO    | TYPE           | DUE DATE   | INVOICE/AMOUNT  | DOCUMENT | VOUCHER | CHECK     |
|---------------------------|--------------|-------|-------|----------------|------------|-----------------|----------|---------|-----------|
| 1 VERIZON                 | 55503        | 00007 | 20292 | INV Telephone  | 05/26/2020 | 351449098000189 | 11       | 94038   |           |
| 1 14133                   |              |       |       | Utility Se     |            | 140.02          |          |         |           |
|                           |              |       |       | Invoice Net    |            | 140.02          |          |         |           |
|                           |              |       |       |                |            | CHECK TOTAL     |          |         | 140.02    |
| 1 VERIZON                 | 54403        | 00007 | 20310 | INV WWTF       | 05/21/2020 | May 14th 10     |          | 94054   |           |
| 1 14113                   |              |       |       | CUSTODIAL      |            | 117.22          |          |         |           |
|                           |              |       |       | Invoice Net    |            | 117.22          |          |         |           |
| 1 VERIZON                 | 55503        | 00007 | 20292 | INV Telephone  | 05/21/2020 | May 14 9        |          | 94055   |           |
| 1 14133                   |              |       |       | Utility Se     |            | 55.50           |          |         |           |
|                           |              |       |       | Invoice Net    |            | 55.50           |          |         |           |
| 1 VERIZON                 | 55503        | 00007 | 20292 | INV Telephone  | 05/21/2020 | May 14th 10     |          | 94056   |           |
| 1 14133                   |              |       |       | Utility Se     |            | 26.19           |          |         |           |
|                           |              |       |       | Invoice Net    |            | 26.19           |          |         |           |
| 1 VERIZON                 | 55503        | 00007 | 20292 | INV Telephone  | 05/21/2020 | May 14 11       |          | 94057   |           |
| 1 14133                   |              |       |       | Utility Se     |            | 211.95          |          |         |           |
|                           |              |       |       | Invoice Net    |            | 211.95          |          |         |           |
|                           |              |       |       |                |            | CHECK TOTAL     |          |         | 410.86    |
| 247 EAGLE LEASING COMPANY | 52408        | 00000 | 20546 | INV Contracted | 05/21/2020 | RI2160880       |          | 94058   |           |
| 1 14233                   |              |       |       | Maintenanc     |            | 119.00          |          |         |           |
|                           |              |       |       | Invoice Net    |            | 119.00          |          |         |           |
|                           |              |       |       |                |            | CHECK TOTAL     |          |         | 119.00    |
| 422 Apple, Inc.           | 58590        | 00001 | 20665 | INV Technology | 05/26/2020 | AC11411266      |          | 94039   |           |
| 1 01209                   |              |       |       | SCHOOL ART     |            | 3,741.50        |          |         |           |
| 2 12401                   |              |       |       | Texts, Reg     |            | 452.50          |          |         |           |
|                           |              |       |       | Technology     |            | 4,194.00        |          |         |           |
|                           |              |       |       | Invoice Net    |            |                 |          |         |           |
| 422 Apple, Inc.           | 58590        | 00001 | 20665 | INV Technology | 05/26/2020 | AC11423156      |          | 94040   |           |
| 1 01209                   |              |       |       | SCHOOL ART     |            | 28,850.78       |          |         |           |
| 2 12401                   |              |       |       | Texts, Reg     |            | 3,489.22        |          |         |           |
|                           |              |       |       | Technology     |            | 32,340.00       |          |         |           |
|                           |              |       |       | Invoice Net    |            |                 |          |         |           |
|                           |              |       |       |                |            | CHECK TOTAL     |          |         | 36,534.00 |
| 984 VERIZON WIRELESS      | 55503        | 00001 | 20312 | INV Telephone  | 05/26/2020 | 9854139056      |          | 94041   |           |
| 1 14133                   |              |       |       | Utility Se     |            | 459.97          |          |         |           |
|                           |              |       |       | Invoice Net    |            | 459.97          |          |         |           |
|                           |              |       |       |                |            | CHECK TOTAL     |          |         | 459.97    |
| 1544 HERFF JONES          | 54401        | 00001 | 20596 | INV Supplies   | 05/26/2020 | 778058          |          | 94042   |           |
| 1 13523                   |              |       |       | Student AC     |            | 580.27          |          |         |           |
|                           |              |       |       | Invoice Net    |            | 580.27          |          |         |           |
|                           |              |       |       |                |            | CHECK TOTAL     |          |         | 580.27    |
| 2975 SHERWIN WILLIAMS     | 58579        | 00000 | 20672 | INV Maintenanc | 05/26/2020 | 8484-3          |          | 94043   |           |
| 1 01209                   |              |       |       | SCHOOL ART     |            | 119.01          |          |         |           |
|                           |              |       |       | Invoice Net    |            | 119.01          |          |         |           |

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 8820 05/26/2020

| VENDOR                       | G/L ACCOUNTS    | R | PO    | TYPE       | DUE DATE   | INVOICE/AMOUNT | DOCUMENT | VOUCHER | CHECK |
|------------------------------|-----------------|---|-------|------------|------------|----------------|----------|---------|-------|
| 3424 Perkins School for the  | 00000 20501 INV |   | 20501 | INV        | 05/26/2020 |                |          |         |       |
| 1 12302 52408                | SPED            |   |       | Contracted |            |                | 94044    |         |       |
|                              | Invoice Net     |   |       |            |            | 119.01         |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
|                              |                 |   |       |            |            | 076568         |          |         |       |
|                              |                 |   |       |            |            | 165.00         |          |         |       |
|                              |                 |   |       |            |            | 165.00         |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
| 3443 Cotting School, Inc.    | 00000 20553 INV |   | 20553 | INV        | 05/21/2020 |                |          |         |       |
| 1 12302 52408                | SPED            |   |       | Contracted |            |                | 94059    |         |       |
|                              | Invoice Net     |   |       |            |            | 165.00         |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
|                              |                 |   |       |            |            | 0000017912     |          |         |       |
|                              |                 |   |       |            |            | 1,860.00       |          |         |       |
|                              |                 |   |       |            |            | 1,860.00       |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
|                              |                 |   |       |            |            | 1,860.00       |          |         |       |
| 5407 Rachel Dayson Levy      | 00000           |   |       | INV        | 05/26/2020 |                |          |         |       |
| 1 12301 54270                | REGULAR ED      |   |       | Profession |            |                | 94045    |         |       |
|                              | Invoice Net     |   |       |            |            | 520.00         |          |         |       |
|                              |                 |   |       |            |            | 520.00         |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
|                              |                 |   |       |            |            | 520.00         |          |         |       |
| 5962 Direct Energy Business  | 00002 20273 INV |   | 20273 | INV        | 05/26/2020 |                |          |         |       |
| 1 14123 55501                | Heating of      |   |       | Gas Heat   |            |                | 94047    |         |       |
|                              | Invoice Net     |   |       |            |            | 1,976.13       |          |         |       |
|                              |                 |   |       |            |            | 1,976.13       |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
|                              |                 |   |       |            |            | 1,976.13       |          |         |       |
| 9403 etfile                  | 00000 20332 INV |   | 20332 | INV        | 05/26/2020 |                |          |         |       |
| 1 12401 54200                | Texts, Reg      |   |       | Technology |            |                | 94048    |         |       |
|                              | Invoice Net     |   |       |            |            | 85838          |          |         |       |
|                              |                 |   |       |            |            | 1,500.00       |          |         |       |
|                              |                 |   |       |            |            | 1,500.00       |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
|                              |                 |   |       |            |            | 1,500.00       |          |         |       |
| 10780 ACCESS-IT SOFTWARE LTD | 00000 20377 INV |   | 20377 | INV        | 05/26/2020 |                |          |         |       |
| 1 12503 54402                | School Lib      |   |       | Supplies   |            |                | 94049    |         |       |
|                              | Invoice Net     |   |       |            |            | 5053140        |          |         |       |
|                              |                 |   |       |            |            | 775.00         |          |         |       |
|                              |                 |   |       |            |            | 775.00         |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
|                              |                 |   |       |            |            | 775.00         |          |         |       |
| 10969 JOHNSON CONTROLS FIRE  | 00000           |   |       | INV        | 05/26/2020 |                |          |         |       |
| 1 01209 58579                | SCHOOL, ART     |   |       | Maintenanc |            |                | 94050    |         |       |
|                              | Invoice Net     |   |       |            |            | 86728370       |          |         |       |
|                              |                 |   |       |            |            | 1,238.97       |          |         |       |
|                              |                 |   |       |            |            | 1,238.97       |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
|                              |                 |   |       |            |            | 1,238.97       |          |         |       |
| 11223 TSA CONSULTING GROUP I | 00000           |   |       | INV        | 05/26/2020 |                |          |         |       |
| 1 12103 52408                | School Com      |   |       | Contracted |            |                | 94051    |         |       |
|                              | Invoice Net     |   |       |            |            | 52225          |          |         |       |
|                              |                 |   |       |            |            | 67.68          |          |         |       |
|                              |                 |   |       |            |            | 67.68          |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
|                              |                 |   |       |            |            | 67.68          |          |         |       |
| 11690 BOOK RACK ARLINGTON    | 00000 20379 INV |   | 20379 | INV        | 05/21/2020 |                |          |         |       |
| 1 12503 54402                | School Lib      |   |       | Supplies   |            |                | 94060    |         |       |
|                              | Invoice Net     |   |       |            |            | 1047           |          |         |       |
|                              |                 |   |       |            |            | 668.00         |          |         |       |
|                              |                 |   |       |            |            | 668.00         |          |         |       |
|                              |                 |   |       |            |            | CHECK TOTAL    |          |         |       |
|                              |                 |   |       |            |            | 668.00         |          |         |       |



05/21/2020 11:52  
1075nancyd

Town of Carlisle  
DETAIL INVOICE LIST

CASH ACCOUNT: 00000 10200 TREASURER'S CASH WARRANT: 8820 05/26/2020

| VENDOR               | G/L ACCOUNTS         | R           | PO         | TYPE | DUE DATE   | INVOICE/AMOUNT | DOCUMENT | VOUCHER | CHECK |
|----------------------|----------------------|-------------|------------|------|------------|----------------|----------|---------|-------|
| 11691                | CONTRACT PAPER GROUP | 00000       | 20670      | INV  | 05/26/2020 | 43007782201    | 94052    |         |       |
|                      | 1 12301 54110        | REGULAR ED  | General Su |      |            | 3,138.00       |          |         |       |
|                      |                      | Invoice Net |            |      |            | 3,138.00       |          |         |       |
|                      |                      |             |            |      |            | CHECK TOTAL    |          |         |       |
| 11694                | LOUIS J PEARLSTEIN   | 00000       |            | INV  | 05/26/2020 | 2010           | 94053    |         |       |
|                      | 1 28316 55800        | Athletic A  | Other Supp |      |            | 90.00          |          |         |       |
|                      |                      | Invoice Net |            |      |            | 90.00          |          |         |       |
|                      |                      |             |            |      |            | CHECK TOTAL    |          |         |       |
| =====                |                      |             |            |      |            | 50,361.91      |          |         |       |
| 22 INVOICES          |                      |             |            |      |            | 50,361.91      |          |         |       |
| =====                |                      |             |            |      |            | 17,642,861.84  |          |         |       |
| =====                |                      |             |            |      |            |                |          |         |       |
| WARRANT TOTAL        |                      |             |            |      |            | 50,361.91      |          |         |       |
| CASH ACCOUNT BALANCE |                      |             |            |      |            | 17,642,861.84  |          |         |       |
| =====                |                      |             |            |      |            |                |          |         |       |
| =====                |                      |             |            |      |            |                |          |         |       |

WARRANT: 8820 05/26/2020

| FUND ORG                | ACCOUNT                               | AMOUNT                | AVLIB | BUDGET     |
|-------------------------|---------------------------------------|-----------------------|-------|------------|
| 001 01209               | SCHOOL ARTICLES 001 -300-209-58579    | 1,357.98              |       | 63,866.86  |
| 001 01209               | SCHOOL ARTICLES 001 -300-209-58590    | 32,592.28             |       | 63,866.86  |
| 001 12103               | School Committee 001 -300-250-52408   | 67.68                 |       | -4,733.57  |
| 001 12301               | REGULAR ED. PROGRA 001 -300-255-54110 | 3,138.00              |       | 124,043.48 |
| 001 12301               | REGULAR ED. PROGRA 001 -300-255-54270 | 520.00                |       | 124,043.48 |
| 001 12302               | Student Services/S 001 -300-256-52408 | 2,025.00              |       | 35,849.30  |
| 001 12401               | Texts, Regular Edu 001 -300-264-54200 | 5,441.72              |       | 94,210.22  |
| 001 12503               | School Library 001 -300-270-54402     | 1,443.00              |       | 1,148.49   |
| 001 13523               | Student Activities 001 -300-257-54401 | 580.27                |       | 1,073.87   |
| 001 14113               | CUSTODIAL 001 -300-269-54403          | 117.22                |       | 11,329.73  |
| 001 14123               | Heating of Buildin 001 -300-267-55501 | 1,976.13              |       | 11,491.75  |
| 001 14133               | Utility Services 001 -300-260-55503   | 893.63                |       | 16,562.68  |
| 001 14233               | Maintenance of Equ 001 -300-210-52408 | 119.00                |       | 855.48     |
|                         | FUND TOTAL                            | 50,271.91             |       |            |
| CASH ACCOUNT 0000 10200 | BALANCE 17,642,861.84                 |                       |       |            |
| 028 28316               | Athletic Account 028 -300-316-55800   | 90.00                 |       | -13,901.16 |
|                         | FUND TOTAL                            | 90.00                 |       |            |
| CASH ACCOUNT 0000 10200 | BALANCE 17,642,861.84                 |                       |       |            |
| =====                   |                                       |                       |       |            |
|                         |                                       | WARRANT SUMMARY TOTAL |       |            |
|                         |                                       | 50,361.91             |       |            |
| =====                   |                                       |                       |       |            |
|                         |                                       | GRAND TOTAL           |       |            |
|                         |                                       | 50,361.91             |       |            |
| =====                   |                                       |                       |       |            |

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



05/26/2020 13:59  
1075pris1

Town of Carlisle  
ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrnt

DATE: 05/26/2020 WARRANT: 8920 AMOUNT: \$ 411,328.14

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, Selectman \_\_\_\_\_

·  
Luke R Ascolillo, Selectman \_\_\_\_\_

·  
Nathan Brown, Selectman \_\_\_\_\_

·  
Alan L Lewis, Selectman \_\_\_\_\_

·  
Katherine T Reid, Selectman \_\_\_\_\_

*[Handwritten signature]* 5/28/  
2020



05/26/2020 13:59  
1075pris1

Town of Carlisle  
PREPAID INVOICE LIST

P 2  
apwarrnt

WARRANT: 8920 05/26/2020

| VENDOR              | VENDOR NAME                         | R     | DOCUMENT              | PO                    | TYPE | DUE DATE   | AMOUNT     | VOUCHER      | CHECK   | COMMENT                |       |
|---------------------|-------------------------------------|-------|-----------------------|-----------------------|------|------------|------------|--------------|---------|------------------------|-------|
| CASH ACCOUNT: 00000 |                                     | 10200 | TREASURER'S CASH      |                       |      |            |            |              |         |                        |       |
|                     | <a href="#">482 payroll other g</a> | 00000 | <a href="#">94061</a> | <a href="#">20297</a> | DD   | 05/22/2020 | 347,279.68 |              | 1000148 | Instructional Salaries |       |
|                     | INVOICE:                            |       |                       |                       |      |            |            |              |         |                        |       |
|                     | <a href="#">482 payroll other g</a> | 00000 | <a href="#">94062</a> |                       | DD   | 05/22/2020 | 28,322.37  |              | 1000149 |                        |       |
|                     | INVOICE:                            |       |                       |                       |      |            |            |              |         |                        |       |
|                     | <a href="#">482 payroll other g</a> | 00000 | <a href="#">94063</a> |                       | DD   | 05/22/2020 | 5,579.08   |              | 1000150 |                        |       |
|                     | INVOICE:                            |       |                       |                       |      |            |            |              |         |                        |       |
|                     | <a href="#">482 payroll other g</a> | 00000 | <a href="#">94065</a> |                       | DD   | 05/22/2020 | 28,127.05  |              | 1000151 |                        |       |
|                     | INVOICE:                            |       |                       |                       |      |            |            |              |         |                        |       |
|                     | <a href="#">482 payroll other g</a> | 00000 | <a href="#">94066</a> |                       | DD   | 05/22/2020 | 2,019.96   |              | 1000152 |                        |       |
|                     | INVOICE:                            |       |                       |                       |      |            |            |              |         |                        |       |
|                     |                                     |       |                       |                       |      |            | 411,328.14 | CASH ACCOUNT | 00000   | 10200                  | TOTAL |

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/26/2020 13:59  
1075pris1

| Town of Carlisle  
| DETAIL INVOICE LIST

| P 3  
| apwarrnt

CASH ACCOUNT:

UNDEFINED ACCOUNT.

WARRANT: 8920 05/26/2020

---

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | INVOICE/AMOUNT | DOCUMENT | VOUCHER | CHECK |
|--------|--------------|---|----|------|----------|----------------|----------|---------|-------|
|--------|--------------|---|----|------|----------|----------------|----------|---------|-------|

---

\*\* END OF REPORT - Generated by Priscilla Dumka \*\*