

**SCHOOL COMMITTEE MEETING MINUTES
WEDNESDAY, SEPTEMBER 13, 2023
7:00 PM
LIBRARY, ROBBINS BUILDING
AND REMOTE ZOOM ACCESS**

Present – School Committee: Brian Waterson, Sharon Whitt, Sara Wilson
Present via Zoom – School Committee: Carrie Patel, Julie Viola
Present – School Administration: James O’Shea, Superintendent; Lori Bruce, Director of Student Services; Stephen Conneaney, Facilities Director; Matt Mehler, Middle School Principal; Mary O’Regan, Assistant to the Superintendent; Dennet Sidell, Elementary School Principal

Per the governor’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, members of the public can access the meeting via live stream at:

Topic: Carlisle School Committee 9-13-23

Time: Sep 13, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/88574135327?pwd=Q0JZMFZRdUJTVHZIWHU3QzhIZWRFUT09>

Meeting ID: 885 7413 5327

Passcode: 912811

I. Call to Order - Ms. Wilson called the meeting to order at 7:06 PM.

II. Public Comments - There were no public comments.

III. Review/Approve Minutes

A motion was made by Mr. Waterson to approve the minutes of the Carlisle School Committee meeting from July 20, 2023. Ms. Whitt seconded the motion and the motion passed unanimously.

Roll Call Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.

IV. Information/Discussion Items

A. Conversation with Select Board - Select Board members and School Committee members supported finding opportunities to collaborate and work together. The sharing of resources between the town and the school district was discussed and examples of facilities, human resources, and technology were highlighted. The Select Board shared a slide that outlined the alignment of objectives for 2024 in the areas of financial stability, environmental stewardship, connectivity & access, and Carlisle character. Members stated that now that the lines of communication are open, conversations can continue and additional joint meetings may be planned throughout the year.

B. Staffing Update - There was review of the 23-24 New Hire/Transfer List linked to the agenda. Mr. O’Shea noted that the administration did an outstanding job in hiring over the past few months. The 23-24 Full Faculty-Staff List was also linked to the agenda.

- C. Facility Projects Update - Facilities Director Stephen Connearney gave a status update on the following projects: Wilkins HVAC, Grant Elevator, Waste Water Make-Up Air Unit, Kitchen Refrigeration Unit, Internal Security Cameras, Corey Auditorium Lighting, Walkway Lighting, and the Uninterruptible Power Supply (UPS) installation. It was noted that these are the major projects currently being addressed, but that there are many smaller projects underway along with the day-to-day issues that are attended to by the Facilities Department. Collaboration with the town continues regarding the procurement process.
- D. Early Literacy Screening Regulations & Guidance - Elementary Principal Dr. Sidell reviewed the presentation that was linked to the agenda. Dr. Sidell thanked the School Committee members for the funding to hire an additional Tier 2 tutor for FY24 as that has increased the support available to students. There was discussion surrounding the communication with families when reaching out to propose support plans for students. While reviewing the assessment schedule, School Committee members indicated that they would like to have a presentation at an upcoming meeting on student performance data similar to the one given last school year.
- E. Overnight, Out of State Field Trip
- a. Grade 8 Washington, DC Trip 6/5/24-6/7/24 - Dr. Mehler reviewed the presentation linked to the agenda highlighting some of the favorite activities of past trips since there will be minimal changes to the itinerary from past years. There was discussion regarding fundraising for the trip and the suggestion to survey students following the trip to get feedback on their experience. A vote on the trip will be planned for the next School Committee meeting.
 - b. French Field Trip to Quebec City, Canada 4/9/24-4/12/24 - French Teacher Marie-Laure Rivier shared the proposed itinerary for a trip to Quebec. She indicated that there is an additional vendor she is in contact with in hopes of securing a lower rate and greater flexibility with group attendance numbers. The thought is that the Quebec trip would occur every other year, on the off year of the Band/Chorus trip to New York City. Information regarding the new vendor and trip pricing will be sent to School Committee members for review. There were several questions regarding the timing of the trip and the number of school days students would miss. The School Committee will vote on the trip once a vendor has been selected and pricing has been finalized.

A motion was made by Ms. Whitt to address agenda items out of order. The motion was seconded by Ms. Patel and passed by a unanimous roll call vote.

Roll Call Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.

- G. School Improvement Plan - Dr. Mehler and Dr. Sidell presented information on the School Improvement Plan (SIP) and the School Advisory Committee (SAC). It was noted that the new SIP for 23-24 was not presented. There was review of activities from last year as well as items that will be in the SIP for this year. Goals included in the SIP are aligned with the district goals.

- F. Belonging Project Update - The project is based on the Yellow Tulip Project with adjustments to fit the Carlisle community. This is a continuation of the Belonging project from last school year with several groups working together on the initiative. The goal is to help stop stigmas as well as enhance and facilitate conversations to celebrate students. Staff were introduced to the initiative on the first day of the school year during welcoming activities. Principals are working on ways to integrate the project into classrooms. I Am Posters will be created and hung throughout the school. The hope is that staff and community members will participate. This project is evolving as work continues.

- H. Superintendent Goals - Mr. O'Shea shared his draft goals and welcomed committee members to reach out to him with ideas and suggestions regarding the goals. He highlighted recognizing "excellence," the importance of the multi-tiered system of supports, and the continuation of Diversity, Equity, Inclusion and Belonging work. The goals address working with town representatives, such as the Select Board, in the development of an FY25 budget as well as the need to continue to foster collaboration with town departments and committees.

- I. Carlisle School Committee Goals - Due to the length of the meeting, it was decided that a separate meeting would be scheduled to discuss the School Committee goals for the year. Mr. O'Shea will poll members on their availability in order to set a date.

- J. Subcommittee Meeting Dates - There was a link provided on the agenda to the list of subcommittee meeting dates set as of this meeting. It is expected that additional subcommittee meetings will be set throughout the school year as needed.

V. Communications/Correspondence – The School Committee shared an email received from State Representative Simon Cataldo regarding the Corey Auditorium Lighting project.

VI. Superintendent's Update

Mr. O'Shea reported that he has been in direct communication with Carlisle Police and Fire as they meet at the start of each school year. Planning is underway for drills and activities in the district. Weather has been a challenge so far this school year. Last Friday there were issues at dismissal during the storm. Mr. O'Shea thanked all the staff that pitched in when buses were unable to depart at the end of the day as usual. We have also encountered some HVAC challenges. The opening day of school for students went well. For staff activities to kick off the year, DEIB Coordinator Dana Meyer wove in connections to the Belonging Project. Enrollment numbers were shared. Upcoming activities include Back to School Nights for both elementary and middle school, breakfast to thank our substitutes, and 6th Grade Nature's Classroom field trip. David Zuckerman and Vanessa Gerade are the new coordinators for the Induction and Mentor program. With staff members on leave, Dana Meyer stepped into the role of DEIB coordinator. Work will be done to pull together a Technology Instruction Committee. Also a School Safety Committee will be put in place to respond to events as necessary. The committee will meet approximately four times a year and include police, fire, and community representatives. Student clubs and sports are up and running. The hope is to have student representatives in place to report out at the October School Committee meeting.

VII. Members'/Committee Reports as Needed

- A. Regional School Committee - An update on Regional activities will be shared with committee members.
- B. MFC - Activity related to the MFC was addressed previously in the meeting during the Facilities Project Update.

VIII. Warrants

- A. Accounts Payable Warrant 24SE01; \$66,341.21
- B. Accounts Payable Warrant 24SE02; \$115,269.16
- C. Accounts Payable Warrant 24SE03; \$94,951.63
- D. Accounts Payable Warrant 24SE04; \$72,372.68
- E. Payroll Warrant 24PR01; \$303,726.56
- F. Payroll Warrant 24PR02; \$297,780.64
- G. Payroll Warrant 24PR03; \$315,452.45
- H. Payroll Warrant 24PR04; \$387,472.93

IX. Citizen's Comments - Cynthia Sorn, Carlisle

X. Adjournment

A motion to adjourn was made by Ms. Whitt and seconded by Mr. Waterson. The motion passed unanimously and the meeting adjourned at 10:43 PM.

Roll Call Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.

Respectfully Submitted
Mary O'Regan
Assistant to the Superintendent
September 13, 2023

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 7.20.23

[Joint Select Board/School Committee Meeting](#)

New Hire/Transfer Staff List

23-24 Full Staff List

Early Literacy Screening Regulations & Guidance Presentation

Grade 8 Washington, DC Trip 6/5/24-6/7/24 Presentation

French Field Trip to Quebec City, Canada 4/9/24-4/12/24 Presentation

School Improvement Plan Update

Draft Superintendent Goals 23-24

Subcommittee Meeting Schedule

Corey Auditorium Email

Accounts Payable Warrant 24SE01; \$66,341.21

Accounts Payable Warrant 24SE02; \$115,269.16

Accounts Payable Warrant 24SE03; \$94,951.63

Accounts Payable Warrant 24SE04; \$72,372.68

Payroll Warrant 24PR01; \$303,726.56

Payroll Warrant 24PR02; \$297,780.64

Carlisle School Committee Minutes
Meeting Date: 9/13/2023

Approved: 10/18/23

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Payroll Warrant 24PR03; \$315,452.45
Payroll Warrant 24PR04; \$387,472.93