

**SCHOOL COMMITTEE MEETING MINUTES
TUESDAY, NOVEMBER 14, 2023
7:00 PM
LIBRARY, ROBBINS BUILDING
AND REMOTE ZOOM ACCESS**

Present – School Committee: Carrie Patel, Julie Viola, Brian Waterson, Sharon Whitt, Sara Wilson
Present – School Administration: James O’Shea, Superintendent; Lori Bruce, Director of Student Services; Mary O’Regan, Assistant to the Superintendent

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: CSC Meeting 11-14-23

Time: Nov 14, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/84186639070?pwd=VUJvWVU4dmorK1JQUVhyQ0p2UIZDZz09>

Meeting ID: 841 8663 9070

Passcode: 085499

I. Call to Order - Ms. Wilson called the meeting to order at 7:01 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 meetings from October 18, 2023. Ms. Patel seconded the motion and the motion passed unanimously.

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

IV. Information/Discussion Items

- A. Student Update - Student Council representatives Tennyson Sprong, Grade 8, Student Council Vice President and Sarah Endo, Grade 7, Student Council President reported out on activities in the schools including the Veterans Lunch held on November 9th, 7th Grade Spaghetti Supper held on October 19th, and the Performing Arts Studio dedication on October 27th. Savoyard will be holding their performances of The Aadams Family this weekend in the school auditorium. The Drama Club will be performing Annie Jr. on December 15th and 16th. Auditions for the 7th grade play will be held after the Thanksgiving break. Student Council is planning an “Anything But a Backpack Day” later in the month. The annual Halloween Parade was held on October 31st. Parent meetings for the 8th Grade Washington DC trip and the French trip to Quebec will be held in the next week. French students recently attended a concert in Lexington. School Psychologist, Ms. Rupprecht is coordinating friendship groups between 8th grade students and kindergarten students.
- B. Superintendent’s Update - Mr. O’Shea thanked all the students involved with the Veterans Day lunch on November 9th. The event was a great success. The Spaghetti Supper, Ancient Grains, was also a wonderful event. The PTO provided the staff with a Thank You Breakfast on October 20th and hung signs with messages of thanks from students and families throughout the cafeteria. PTO Grant review was recently completed. A review of

projects using ARPA funds included the Wilkins HVAC, the Waste Water Make-Up Air Unit, and the Grant Building elevator. The new Business Office Assistant is scheduled to start after the Thanksgiving break. Mr. O'Shea highlighted the events of October 27th which include the dedication of the Performing Arts Studio to William Shaw, a WBYC volunteer thank you celebration held on the plaza, and a vigil on the common sponsored by school & community groups to bring people together in fellowship. A good time was had by both students and staff at the Halloween Parade. Carlisle Police provided staff in the district with Lock-Down training. Work continues around development of the FY25 Budget. The Carlisle Middle School boys Cross Country team won the state meet.

- C. Induction/Mentor Program Presentation - CPS teachers Vanessa Gerade and David Zuckerman discussed the changes to the Induction/Mentor Program and the reasoning behind the changes. All new teachers and long term substitute teachers are participating in the program.
- D. Castle Playground Committee Update - Committee Chair Brian Waterson reviewed the options for resurfacing the plaza. Questions surrounding snow removal, vehicles driving on the new surface, drainage, and maintenance/repair were addressed. The Playground Committee would like to get approval of the plaza resurfacing plan by January if possible.
- E. Full Day Preschool Program Proposal - Lori Bruce, Director of Student Support Services, reviewed a presentation including survey data from families and the financial impact of transitioning to a full day program. A vote regarding the proposal will be scheduled for December 2023 so that the enrollment process for Preschool for next year may begin in January 2024.
- F. PTO Grants - The PTO was pleased to share that six grant applications were submitted and that they are able to fund all six grants. There was review of the grant list.
- G. FY25 Budget Presentation - Mr. O'Shea reviewed the budget presentation and thanked all those involved in pulling information together. He highlighted the key budget drivers and discussed the additional considerations reviewed for the FY25 Budget. Next steps in the process will be holding a Budget Hearing in December followed by a vote by the full school committee.
- H. Inter-District Technology Survey - There was discussion regarding an inter-district survey to find out the feasibility of collaborating with other towns on funding and/or sharing innovation. The hope is to finalize the survey and get it out by the end of the calendar year. Results will be shared with any district who participates.
- I. Special Education Stabilization Fund Discussion - Since the district does not have the option to carry funds over from year to year, there are no funds available should an emergency arise. It has been suggested that the district create a Special Education Stabilization Fund for emergency situations. A fund would need Town Meeting approval. Work would need to be done to determine how to fund the fund as well as how to structure access to the funds. Keeping the deadline for warrant articles in mind, additional research will be done and further discussion will be planned for the next School Committee meeting.

- J. Carlisle School Committee 2023-2024 Goals - The Committee discussed which focus indicators to address during the evaluation process for the superintendent for the 2023-2024 school year. The committee agreed upon the following indicators:

Superintendent's Performance Rating for Standard I: Instructional Leadership

I-B. Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.

I-E. Data-Informed Decision Making: Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.

Superintendent's Performance Rating for Standard II: Management & Operations

II-B. Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.

Superintendent's Performance Rating for Standard III:
Family and Community Engagement

III-A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.

Superintendent's Performance Rating for Standard IV: Professional Culture

IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.

IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.

- V. **Communications/Correspondence** – The School Committee received an email regarding the proposed cell phone tower at Concord-Carlisle Regional High School.

VI. Members'/Committee Reports as Needed

- A. Regional School Committee - The committee has received a lot of feedback regarding the proposed cell tower. The project has not yet been finalized. Warrant language regarding the Amenities Building has been shared. The committee recently had presentations regarding MCAS data and a special education update. CCHS students attended a golf tournament in Connecticut. The FY25 budget is still being discussed and finalized.
- B. MFC - Work continues on a shared Facilities Department and Director. A meeting between the MFC and the School Committee will be set up to discuss the process.

VII. Warrants

- A. Accounts Payable Warrant 24SE08; \$158,193.51
- B. Accounts Payable Warrant 24SE09; \$116,521.81
- C. Payroll Warrant 24PR08; \$425,901.63
- D. Payroll Warrant 24PR09; \$458,392.33

VIII. Action Items

- A. Vote on Fall 2023 Technology Discard List
A motion to approve the Fall 2023 Technology Discard List was made by Ms. Patel and seconded by Ms. Whitt. The motion passed unanimously.
Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.
- B. Vote to Adopt Consent Agenda Practice
A motion to adopt use of Consent Agenda in School Committee agendas moving forward was made by Ms. Patel and seconded by Mr. Waterson. The motion passed unanimously.
Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.
- C. Vote to Waive Usual Voting Procedure
A motion to waive usual voting procedure and vote at this meeting on the approval of the PTO Grants was made by Ms. Patel and seconded by Ms. Whitt. The motion passed unanimously.
Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.
- D. Vote to Approve acceptance of PTO Grants
A motion to approve the acceptance of PTO Grants was made by Mr. Waterson and seconded by Ms. Whitt. The motion passed unanimously.
Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.

IX. Public Comments - Cynthia Sorn, 433 Rutland Street, Carlisle

X. Adjournment

- A motion to adjourn was made by Ms. Wilson and seconded by Ms. Viola. The motion passed unanimously and the meeting adjourned at 9:55 PM.
Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.

Respectfully Submitted
Mary O'Regan
Assistant to the Superintendent
November 14, 2023

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 10.18.23

Induction/Mentor Program Presentation

[Castle Playground Update](#)

[Full Day Preschool Program Proposal](#)

PTO Grants

[FY25 Budget Presentation](#)

[Superintendent Evaluation 23-24](#)

Accounts Payable Warrant 24SE08; \$158,193.51

Accounts Payable Warrant 24SE09; \$116,521.81

Payroll Warrant 24PR08; \$425,901.63

Payroll Warrant 24PR09; \$458,392.33

Fall 2023 Technology Discard List