

**SCHOOL COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 10, 2024
7:00 PM
LIBRARY, ROBBINS BUILDING
AND REMOTE ZOOM ACCESS**

Present – School Committee: Julie Viola, Brian Waterson, Sara Wilson
Present via Zoom – School Committee: Sharon Whitt
Present – School Administration: James O’Shea, Superintendent; Mary O’Regan, Assistant to the Superintendent
Present via Zoom – School Administration: Matthew Mehler, Middle 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: CSC Meeting 1-10-24

Time: Jan 10, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/88345053434?pwd=ZFU5bmpMdURHeHo5RGNkcFBLRWJoUT09>

Meeting ID: 883 4505 3434

Passcode: 336487

I. Call to Order - Ms. Wilson called the meeting to order at 7:02 PM.

II. Consent Agenda

- A. CSC Meeting Minutes 12.11.23
- B. CSC Meeting Minutes 12.12.23
- C. CSC Policy Subcommittee Meeting Minutes 12.13.23
- D. Warrants
 - a. Accounts Payable Warrant 24SE12; \$136,705.11
 - b. Accounts Payable Warrant 24SE13; \$32,503.48
 - c. Payroll Warrant 24PR12; \$436,230.02
 - d. Payroll Warrant 24PR13; \$407,946.87

Motion to approve the Consent Agenda was made by Ms. Viola and seconded by Mr. Waterson. The motion passed unanimously.

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

III. Information/Discussion Items

- A. Superintendent’s Update - Mr. O’Shea reported out on recent activities in the district including middle school parent teacher conferences and elementary professional development on December 14-15, Grade 6 Space Museum, community group visits with the Early Act Club, check-ins with new staff members, internal camera installation, town Residence Services meetings, Corey Auditorium lighting project, and planning with town departments for a June Pride event. He also discussed a meeting held recently with a 4th grade student regarding gluten free options in the cafeteria in response to persuasive essays students wrote in class. There has been a transition in the Business Office with the retirement of Nancy Donnelly and the onboarding of Julia Barry as Business Office Assistant. Staff are working on the district portion of the 2023 Annual Town Report. On

Thursday January 11 middle school students will participate in a Collage Concert at CCHS. Two assemblies are planned for Friday, January 12 in honor of the Martin Luther King Jr. holiday. Monday, January 15 there is no school for the holiday. Students and staff will participate in a Lock-Down drill on Thursday, January 18. The DEICAC is hosting upcoming Listening Sessions in January and February focusing on BIPOC and LGBTQIA+ communities. Mr. O'Shea will attend a breakfast sponsored by the Attorney General's office on January 24. Kindergarten classes have been preparing for their productions of The Mitten planned for the week of January 22. The School Committee will be reporting out on the FY25 Budget at the January 24 Finance Committee meeting. Grade 8 students and families have been invited to attend a meeting regarding the transition to high school on Thursday, January 25. CPS students will be participating in Jr. District Musical Auditions on January 27. Looking forward to February, CPS students and families are participating in planning for a Lunar New Year Celebration taking place at CCHS on February 10.

- B. Student Update - Student Council representative Tennyson Sprong was pleased to report that the basketball season has started and both the boys and girls teams are performing well. Students in Grade 7 continue to rehearse for the 7th Grade play "Newsies." The Drama Club will perform High School Musical Jr. in the spring. A rehearsal for the Collage Concert took place on Tuesday, January 9 which gave students an opportunity to meet students they will be performing with from Concord and CCHS. Students recently took part in a French Food Festival. Early Act Club is holding a clothing drive for Cradles to Crayons. A variety of student clubs continue to meet throughout the school year: Art Club, Writers Guild, Chess Club, Cross Cultural Club, and Pride Club. Students are looking forward to the Multicultural Festival taking place on January 23. The Math League has a meet coming up later in the week. Students were excited about the 2-Hour Delay earlier in the week and there was a brief discussion regarding school start times. School Committee members asked about school lunches and food waste. Everyone was in agreement that it would be beneficial to make school lunches more appealing to reduce the amount of food discarded. It was noted that there has been a positive transition from Student Council Reps reporting out at meetings to being active participants and providing input and suggestions.
- C. School Safety – Mr. O'Shea informed School Committee members that a standing School Safety Committee will be created and it will include representation from school staff, police department, fire department, parents, students and community members. This group will be tasked with review of the crisis response plan as well as to respond, when necessary to crisis situations. Mr. O'Shea will work on next steps to create the committee.
- D. Unified Facilities Department – There was a joint meeting held on December 11, 2023 to discuss the unification of the school and town facilities departments. Mr. O'Shea reviewed draft language for the memorandum of understanding being drafted by school administration and the town administrator.
- E. Preschool Fee – Mr. Waterson reviewed the presentation linked to the agenda with several tuition models for the preschool program over the next few years. It was noted that assumptions were made regarding the class make-up based on data from past years. There was discussion surrounding fees and the overall budget. A vote on tuition fees for the Preschool Program for FY25 will be held later in the meeting.
- F. Inter-District Technology Survey – Mr. O'Shea thanked Ms. Viola and Technology Integration Specialist Nick Greenwood for their work in creating the survey. The survey

has been sent to surrounding school districts and response data will be reviewed at an upcoming School Committee meeting.

- G. Special Education Stabilization Fund Discussion – Research was done surrounding questions about including a line item in the FY25 budget for the Special Education Stabilization Fund prior to the vote at Town Meeting to create the fund. It was noted that some community members may question the need for creating the fund. The fund would be used as a last resort if the district encountered unforeseen circumstances surrounding special education expenses. At this time the ask would be to create the fund, not to fund it. Next steps will be providing the town with draft warrant language to create the fund.
- H. 24-25 CPS School Calendar – The Calendar Committee provided a draft 24-25 calendar. The draft linked to the agenda was reviewed. The draft calendar will be posted on the district website for community members to review and send questions/comments. A vote on the calendar will be planned for the next school committee meeting.
- I. Policies for Review – The Policy Subcommittee submitted its recommendations for edits and additions to the School Committee policies. School Committee members were asked to review the policy recommendations linked to the agenda, if they had not already done so, and bring any questions or comments to the next meeting.
- J. FY25 CPS Budget Update – The FY25 Budget presented at the December 2023 Budget Hearing has been adjusted and the proposed ask for funding was reduced by \$9,000. The town will be assuming \$10,000 of the Facilities Director salary and \$1,000 will be moved to the Special Education Stabilization Fund. A vote on the FY25 Budget will be held later in the meeting.
- K. Carlisle School Committee 2023-2024 Goals – There was review of the goals for the 23-24 school year and progress that has been made on the goals to date.

IV. Communications/Correspondence – School Committee members received an email with questions regarding the new Concord Middle School that is under construction.

V. Members'/Committee Reports as Needed

- A. SESC – There have been joint meetings with SEPAC held over the past few months. One of the items addressed at these meetings was the request to the Recreation Commission to hold several spots in their summer programming for students attending summer school in the district. Superintendent O’Shea and the Director of Student Services, Lori Bruce, have had meetings with Recreation Commission staff to discuss the request. To date the Recreation Commission has denied the request. This issue is not the purview of the School Committee but conversations will continue. Other SEPAC activities include planning for a Bullying and Upstander training, diversity training for town employees, bringing InclYOUision Sports to Carlisle, and scheduling a Neurodiversity Day in the spring of 2024.
- B. DEICAC – The Crafternoon event held in December was a success. Planning is ongoing for events for the remainder of the school year.
- C. Regional School Committee - Work continues on the FY25 budget as well as discussions regarding solar installation and a cell phone tower on CCHS campus. It was also noted that in a recent presentation on math curriculum given by CCHS staff it was stated that Carlisle students are entering the high school well prepared for math courses.

VI. Action Items

- A. Vote on FY25 CPS Budget
A motion to approve the FY25 Budget as presented at this meeting was made by Mr. Waterson and seconded by Ms. Viola. The motion passed unanimously.
Roll Call Vote: Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.
- B. Vote to endorse language for Warrant for Special Education Stabilization Fund
A motion to endorse language for Warrant for Special Education Stabilization Fund presented was made by Mr. Waterson and seconded by Ms. Viola. The motion passed unanimously.
Roll Call Vote: Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.
- C. Vote on 24-25 Preschool Fees
A motion to approve the tuition rates in Model 2 of the 24-25 Preschool Fees presentation, Full-day tuition rate of \$9,600 and ½-day tuition rate of \$6,200, for the 24-25 school year was made by Ms. Viola and seconded by Ms. Witt. The motion passed unanimously.
Roll Call Vote: Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.
- D. Vote on Facilities Department Discard List 12.7.23
A motion to approve the Facilities Department Discard List from 12.7.23 was made by Ms. Viola and seconded by Ms. Witt. The motion passed unanimously.
Roll Call Vote: Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.

VII. Public Comments

Meredith Bielecki, 45 Ember Lane, Carlisle
Deepa Chungi, 45 Virginia Farme Lane, Carlisle

VIII. Adjournment

A motion to adjourn was made by Mr. Waterson and seconded by Ms. Viola. The motion passed unanimously and the meeting adjourned at 9:29 PM.
Roll Call Vote: Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.

Respectfully Submitted
Mary O'Regan
Assistant to the Superintendent
January 10, 2024

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 12.11.23
CSC Meeting Minutes 12.12.23
CSC Policy Subcommittee Meeting Minutes 12.13.23
Accounts Payable Warrant 24SE12; \$136,705.11
Accounts Payable Warrant 24SE13; \$32,503.48
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Preschool Fee Presentation
24-25 School Calendar
Policy List for Review

- a. B1 School Committee By-Laws
- b. C9 Wellness Policy

- c. F2 Use of Cameras for Safety and Security
- d. I2 Animals in School
- e. J1 Activity Fee
- f. A1 School District Legal Status
- g. B3 Warrant Signature
- h. C6 School Council
- i. C8 Website Publication Policy
- j. E3 Life Threatening Allergy
- k. F5 Pest Management
- l. F6 Public Access Defibrillation Program
- m. F8 Use of School Facilities
- n. F9 Use of School Playing Fields
- o. G4 Staff Conduct
- p. I1 Access to Digital Resources
- q. I3 Empowered Digital Use
- r. I5 Home Schooling Policy
- s. I6 Homework Policy
- t. J5 Homeless Students
- u. K2 Gifts to and Solicitations By Staff
- v. A5 Background Checks
- w. I12 Parental Notification Relative To Sex Education
- x. A8.1 Non-Discrimination Policy Including Harassment and Retaliation