

**SCHOOL COMMITTEE MEETING MINUTES
WEDNESDAY, MARCH 13, 2024
5:00 PM
LIBRARY, ROBBINS BUILDING
AND REMOTE ZOOM ACCESS**

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

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 3-13-24

Time: Mar 13, 2024 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/86214583763?pwd=NkRibHJkbUNCZmlpSFdLanNOa3I4UT09>

Meeting ID: 862 1458 3763

Passcode: 996660

I. Call to Order - Ms. Wilson called the meeting to order at 5:01 PM.

II. Consent Agenda

A. CSC Meeting Minutes 2.7.24

B. Warrants

- a. Accounts Payable Warrant 24SE16; \$130,613.36
- b. Accounts Payable Warrant 24SE17; \$104,988.33
- c. Accounts Payable Warrant 24SE18; \$101,029.35
- d. Payroll Warrant 24PR16; \$439,292.43
- e. Payroll Warrant 24PR17; \$404,477.77
- f. Payroll Warrant 24PR18; \$437,408.81

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

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

III. Information/Discussion Items

- A. Student Update - Students were unavailable to attend the meeting. Mr. O’Shea incorporated topics from the Student Update into the Superintendent Update.
- B. Superintendent’s Update - On Friday, February 10th there were in school performances to celebrate the Lunar New Year and on Saturday, February 11th there was a Lunar New Year celebration at CCHS. Grade 8 students participated in NEAP testing on Monday, February 26th. CPS celebrated Read Across America and on Wednesday, March 6th

members of the community served as guest readers in classrooms. The DEICAC held Listening Sessions for families and Middle School Principal Mehler is beginning to hold Listening Sessions for Middle School students. The 7th Grade play Newsies Jr. is taking place next week. There have been issues with the lighting making it apparent that the Auditorium Lighting project which is underway is greatly needed. There is an early release day on March 21st and no school on March 22nd for Parent-Teacher Conferences. Grade 7 Challenge Day is planned for March 27th. Thank you to the WBYC for financial support for this event. Penny Wars are currently underway. CPS students have participated in two Model UN sessions in the past few weeks and several students have been recognized for their work. Congratulations to the CPS students who participated in the Massachusetts Music Educators Association (MMEA) Junior District Festival. Early Act is selling Carlisle Cares clothing. MCAS testing will start at the end of March. Mr. O'Shea thanked all who helped make the DEICAC Listening Sessions possible. There are several staff who will be retiring at the end of the school year. Steve Melanson will be retiring from the Facilities Staff after 46 years. Liz Gray, Grade 6 ELA teacher, will also be retiring after many years of teaching at CPS as well as having been a student at CPS. Mimi Gleason, Grade 5 teacher is retiring. Sue Robichaud, Food Service Director, will also be leaving after more than 20 years in the district. A committee will be created to explore different approaches to filling the Food Service Director position. On February 27th SEPAC put on an ADA Training that town leadership was invited to attend. Mr. O'Shea thanked members of SEPAC for the session. Also on February 27th the Select Board met and during the meeting there was a review of the Capital Projects list. The district recently underwent a Civil Rights audit from DESE. To date we have received positive feedback regarding the audit. There will be a SEPAC meeting on March 21st (the next joint SESC/SEPAC meeting will be on April 11th.) Last week the PTO sponsored its annual book fair. The School Safety Committee had its first meeting and has its next meeting scheduled for early April. Mr. O'Shea will serve as a judge at an adult Spelling Bee at the Gleason Library on March 15th. On March 28th there will be breakfast and a tour for Carlisle Seniors at CPS. The event has been promoted by the Carlisle Council on Aging. Later in the meeting there will be a vote to increase the daily substitute teacher rate from \$100 per day to \$110 per day. Mr. O'Shea supports this increase and hopes that it may help to attract additional day substitutes to the district.

- C. School Start Time Discussion - This discussion was prompted by comments from the student representatives as well as emails from students sent to the School Committee. There is a lot of information to look into and research. Mr. O'Shea suggested that an exploratory committee be formed. Committee members were in agreement that now would be a good time to start the conversation and form a committee with representation from School Committee, administration, staff, parents and students. Ms. Patel and Mr. Waterson volunteered to serve on the committee. Any recommendations for a possible change to school start times would be for the 2025-2026 school year.
- D. Castle Playground Committee Update - Mr. Waterson provided an update including new signage for the playground, continued research surrounding the plaza resurfacing, options

for a shade structure on the plaza, and the possible addition of a water fountain near the playground.

- E. FY25 Capital Projects - Facilities Director Stephen Connearney reviewed projects the Facilities Department has been working on and/or identified as future projects in need of attention. Projects included updates to the security alarm panels to cut down on the number of false alarms, drainage issues with the Wilkins Courtyard, cleaning of the soffits in the Wilkins Building, and repairs to the concrete in the front walkway. The FY25 Capital Projects list includes potential repairs or replacement to the tanks in the Wastewater Treatment facility.
- F. Budget Update - The original budget that the district submitted for FY25 had a 3.68% increase over the FY24 budget. The Finance Committee and Select Board asked all town departments, including the school district, to keep budget requests for FY25 at or below a 3% increase which would be a reduction of \$85,437. After review of the budget, four areas were identified to reduce the budget: 1) Reduce the facility maintenance line item by \$30,000 as it has been increased for FY25, 2) Utilize existing funds from the school lunch revolving account to reduce the cost to the town of the school operations by \$40,000, 3) Utilize \$12,000 in projected additional review from the increase in preschool tuition, and 4) Reduce the Business Office expenditures by \$5,000 by waiving the end of year compliance audit for FY25. Mr. Paquette clarified the state regulation regarding waiving of the audit. It was also noted that the district has agreed to include an additional cost of \$475 in the FY25 budget to cover the annual kitchen inspection at the request of the Board of Health.
- G. Special Education Stabilization Fund - Following initial discussions regarding the fund, there has been a request to withdraw the warrant article. The town has assured the school district they will cover any unexpected out of district expenses.
- H. School Choice Discussion - A hearing on School Choice will be held at the next school committee meeting. Ms. Wilson will share information with committee members regarding past discussions and votes on School Choice.
- I. Inter-District Technology Survey - A presentation on the survey results from surrounding districts was reviewed. Further research will be done regarding grant opportunities through different sources.
- J. Field Trip Audit - Elementary Principal Dr. Sidell and Middle School Principal Dr. Mehler reviewed the presentation linked to the agenda. A link to the presentation will be added to the school website.
- K. Policies for Review - There were no questions or concerns regarding the policies linked to the agenda. A vote will be held later in the meeting on the proposed policy revisions and additions recommended by the Policy Subcommittee.
 - 1. B1 School Committee By-Laws
 - 2. C9 Wellness Policy
 - 3. F2 Use of Cameras for Safety and Security
 - 4. I2 Animals in School
 - 5. J1 Activity Fee

6. A1 School District Legal Status
 7. B3 Warrant Signature
 8. C6 School Council
 9. C8 Website Publication Policy
 10. E3 Life Threatening Allergy
 11. F5 Pest Management
 12. F6 Public Access Defibrillation Program
 13. F8 Use of School Facilities
 14. F9 Use of School Playing Fields
 15. G4 Staff Conduct
 16. I1 Access to Digital Resources
 17. I3 Empowered Digital Use
 18. I5 Home Schooling Policy
 19. I6 Homework Policy
 20. J5 Homeless Students
 21. K2 Gifts to and Solicitations By Staff
 22. A5 Background Checks
 23. I12 Parental Notification Relative To Sex Education
 24. A8.1 Non-Discrimination Policy Including Harassment and Retaliation
- L. Carlisle School Committee 2023-2024 Goals - Several committee members attended the ADA Training held on February 27th. There was discussion regarding other topics that could be addressed as community wide professional development opportunities. At the next School Committee meeting there will be discussion regarding the year end Superintendent's Evaluation.
- M. Carlisle School Committee Meeting Schedule for April & May 2024 - Dates for the April 2024 and May 2024 meetings were discussed. Meetings will be held in the Library in the Robbins building on Wednesday, April 10th at 5:00 PM and Wednesday, May 8th at 5:00 PM.
- IV. Communications/Correspondence** – School Committee members received an email from a student regarding student start times.

V. Members'/Committee Reports as Needed

- A. Regional School Committee - Discussions are ongoing regarding the FY25 Budget and funding for the Amenities Building. On Tuesday, March 12th members of the Regional School Committee took a bus into Boston and met at METCO offices.
- B. School Committee Chairs Meeting - The next meeting of local School Committee chairs will be held on April 3, 2024.

VI. Action Items

A. Vote on FY25 Budget

A motion to adopt the FY25 Budget adjustments as presented was made by Mr. Waterson and seconded by Ms. Whitt.

The motion passed unanimously.

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

B. Vote on Special Education Stabilization Fund

A motion to withdraw the request for Special Education Stabilization Fund warrant was made by Ms. Patel and seconded by Ms. Whitt.

It was noted that this topic is tabled for the year, but may be revisited by the School Committee in the future.

The motion passed unanimously.

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

C. Vote to accept the policy revisions and adoptions recommended by the Policy Subcommittee

A motion to accept the policy revisions and adoptions recommended by the Policy Subcommittee was made by Ms. Patel and seconded by Ms. Viola.

The motion passed unanimously.

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

D. Vote to waive usual voting procedure and vote on daily substitute pay at this meeting

A motion to waive usual voting practice and vote on daily substitute pay at this meeting was made by Ms. Patel and seconded by Mr. Waterson.

The motion passed unanimously.

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

E. Vote to increase the rate of daily substitute pay from \$100 per day to \$110 per day

A motion to increase the rate of daily substitute pay from \$100 per day to \$110 per day effective immediately was made by Ms. Patel and seconded by Mr. Waterson.

The motion passed unanimously.

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

VII. Public Comments - There were no public comments.

VIII. Adjournment

A motion to adjourn was made by Ms. Patel and seconded by Ms. Whitt. The motion passed unanimously and the meeting adjourned at 7:22 PM.

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

Respectfully Submitted
Mary O'Regan
Assistant to the Superintendent
March 13, 2024

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 2.7.24

Accounts Payable Warrant 24SE16; \$130,613.36

Accounts Payable Warrant 24SE17; \$104,988.33

Accounts Payable Warrant 24SE18; \$101,029.35

Payroll Warrant 24PR16; \$439,292.43

Payroll Warrant 24PR17; \$404,477.77

Payroll Warrant 24PR18; \$437,408.81

[Castle Playground Committee Update](#)

[Inter-District Technology Survey](#)

[Field Trip Audit](#)

Policies for Review