

SCHOOL COMMITTEE MEETING MINUTES
WEDNESDAY, May 8, 2024
5:00 PM
LIBRARY, ROBBINS BUILDING
AND REMOTE ZOOM ACCESS

Present – School Committee: Sharon Whitt
Present via Zoom – School Committee: Carrie Patel, Brian Waterson, Sara Wilson
Present – School Administration: James O’Shea, Superintendent; Lori Bruce, Director of Student Support Services; Mary O’Regan, Assistant to the Superintendent
Present via Zoom – School Administration: 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:
Time: May 8, 2024 05:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
<https://carlisle-k12-ma-us.zoom.us/j/89496508424?pwd=VWxNM2J0cEpYTXcwMVhBK1V1TFVwdz09>
Meeting ID: 894 9650 8424
Passcode: 223349

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

- II. Consent Agenda**
 - A. CSC Meeting Minutes 4.10.24
 - B. Warrants
 - a. Accounts Payable Warrant 24SE20; \$55,676.59
 - b. Accounts Payable Warrant 24SE21; \$52,640.03
 - c. Payroll Warrant 24PR20; \$458,445.41
 - d. Payroll Warrant 24PR21; \$396,529.21

Motion to approve the Consent Agenda was made by Mr. Waterson and seconded by Ms. Whitt. The motion passed unanimously.
Roll Call Vote: Patel, aye; Waterson, aye; Whitt, aye; Wilson, aye.

III. Information/Discussion Items

Recognition of outgoing School Committee member Carrie Patel.

- A. [SEL Update](#) - School Psychologists Jeff Hechenbleikner, Katie Rupprecht, and Kim Reid provided an overview of Panorama surveys and how the district has implemented them. They highlighted the Playbook feature that allows teachers to connect easily with resources that are helpful to support students. The psychologists explained that Panorama Survey data is just one data point used among many when looking at the social emotional health of students. This year students in Kindergarten were paired up with 8th

grade students in mini friendship groups. Also this spring the school hosted a Social Emotional Learning Family Night where our students, caregivers, and teachers explored the importance of Social Emotional Learning at school and home. Middle school students completed the Panorama Survey independently and their responses were compared to students in grades 6-12 nationwide. The CPS data was positive as students were rated over the 50% mark in all areas. There was an overview of other surveys that CPS middle students complete and what information that data provides. In grades Kindergarten through 2 teachers ask the students the questions and rate the student. By using the Panorama Surveys over the course of several years it allows the collection of longitudinal data and the ability to track trends. It was also pointed out that data collection is important but there is a strong need to have direct contact with students. Survey data is a snapshot of one moment of time. When asked for feedback regarding Panorama Surveys, staff felt it was a good opportunity to reflect on students and did not look at it as an added task.

- B. FY24 Budget Update - Andy Paquette of TMS noted that we are in the homestretch of the school year and reviewed the memo linked to the agenda. Currently the Business Office is reclassifying expenses and reviewing open purchase orders. At this time there are no areas of concern for the FY25 Budget.
- C. Transportation Contract: Memo Regarding School Bus Bid - Andy Paquette of TMS, explained that the district received one bid submission from Bedford Charter Service. The bid was for a 3-year period. The bid came in higher than expected but there is flexibility in the budget. The process is for the School Committee to accept the bid and then administration is allowed to reach out to the vendor for further discussion. It was noted that the bid was significantly higher than expected as the district budgeted for an 8% increase but the bid came in at a 24% increase. At this time there are no other vendor options. Bedford Charter Service did not explain the increase but speculation is that they are trying to attract and retain drivers in the midst of the driver shortage. There was discussion of the bus routes and what the impact would be of cutting out a route or two. There were several questions surrounding the use of electric buses. There has been research on grants for electric fleets but past discussions indicated that costs for purchasing a new fleet of electric buses would be passed on to the district. Mr. Paquette recommended to the School Committee that they accept the bid.
- D. Special Education Update - Student Support Services Director Lori Bruce reviewed the presentation linked to the agenda. This review compared the number of services students receive and how many services providers it takes to provide these services. Ms. Bruce explained that looking at the bar graph does not provide a complete picture as different students require different levels of services. She also touched upon the need for the district to contract with outside service providers. Data was provided regarding the number of students coming off an IEP. It was noted that there was an error in the presentation data, there were only 11 Initial Evaluations where students were found eligible for an IEP not the 21 listed on the presentation. The factors that impact out of district tuition were discussed. The DESE Office of Public School Monitoring selected areas of special education and civil rights to review in Carlisle this spring. Ms. Bruce was

pleased to report that following the audit there were no corrective action findings. The Student Support Office continues to send out IEP surveys and to seek parent feedback. Ms. Bruce will work to improve participation as well as update the survey. Special Education staff are working to transition to the new IEP format based on changes implemented following the IEP Improvement Project. Staff are also communicating the changes in the IEP format to all families impacted in the district.

- E. Student Update - The student vs. teacher volleyball game is scheduled for next week. Early Act Club is having a bake sale, hosting a Friday Night Afternoon for older elementary students, and distributing Carlisle Cares clothing. Students in 7th & 8th grade attended a presentation from Katie Green on internet safety. Students involved with the Student Council had their annual walk to Kimballs. The most recent Friday Night Live (FNL) had a student lead band perform at the event. The mile run has been taking place in PE classes. 8th grade students are participating in a Shakespeare Unit. 7th graders are taking the Math MCAS testing this week. WBYC has a car wash and Ultimate Frisbee Tournament planned in the next week. Field days are scheduled for the end of the month. Grade 8 has STE and Civics MCAS coming up in May. The Drama Club will have an in-school performance of High School Musical Jr. as well as holding several public shows. Career Assemblies for middle school students are ongoing. Grade 8 students are preparing for the end of the year with CIVICS projects, graduation speeches, field trip to CCHS, the DC trip, Writing Treasury Breakfast, and finally the graduation ceremony on June 13th. A Pride Celebration is planned for May 31st. A bulletin board has been put up (by Librarian Maya Bery) to celebrate Asian American and Native Hawaiian/Pacific Islander (AANHPI) Heritage Month. There is also a door decorating contest to highlight AANHPI Heritage Month. There was a brief discussion of the Grade 8 CIVICS project parameters.
- F. Superintendent's Update - MCAS are ongoing and this is the first year for CIVICS testing in grade 8. The School Start Time Exploratory Committee had its first meeting and is now gathering data to analyze. The Dining Room Committee is determining what the district is looking for in our Food Service Program and Director. Members are reaching out to vendors and researching what other districts' Food Service Programs and kitchens are doing and how they are structured. Mr. O'Shea recently gave students in Grade 4, Ms. Katz class, a behind the scenes tour of CPS Facilities operations. Carlisle Youth Commission (CYC) hosted Katie Greer who spoke with students and parents regarding internet safety. April 25th was Kindergarten Information Night for our incoming Kindergarten families. Also on April 25th there was a joint meeting of SESC/SEPAC during which there was a discussion of podcasts on Universal Design for Learning (UDL). The WBYC sponsored an author visit for grade 6 students that included a writing workshop. Route to Sustainability Day was April 27th. The LEPC meeting earlier this week to discuss climate change. On May 1st CPS parent Christine Winders celebrated May Day Lei Day by teaching students to make leis. Staff Summer Day proposals are being reviewed. The School Safety Committee meetings are ongoing. It is Teacher Appreciation Week and PTO has hosted several events including a luncheon earlier

today. Mr. O'Shea thanked Meredith Bielecki and other PTO volunteers who coordinated the lunch. During the lunch the district recognized staff who have been here 20 years and 25 years as well as staff who are retiring at the end of this year. Upcoming events include the WBYC Ultimate Frisbee Tournament, teacher vs. student volleyball game, district retirement party, and various field trips across grade levels.

- G. Superintendent Evaluation: [Superintendent Goal Progress Report](#) - Mr. O'Shea reviewed the presentation, updating the progress surrounding the Superintendent Goals for the year and highlighting the focus indicators that were identified by the School Committee back in the fall. The focus indicators included instructional leadership, data informed decision making, HR resources management and development, engagement, cultural proficiency and continuous learning. Mr. O'Shea also reviewed work done related to the Superintendent Goals set for the 2023-2024 school year and answered questions from members.
- H. Superintendent Evaluation: Timeline - The next step in the process is for members to submit their individual evaluations on May 30th.
- I. Carlisle School Committee 2023-2024 Goals - As the committee begins to wrap up the 23-24 goals, it is time to begin to look ahead to the 24-25 school year.

IV. Communications/Correspondence - The School Committee received emails from students regarding longer lunch and recess periods, homework, and water filters in the school buildings as well as emails regarding the potential installation of a cell tower and solar batteries at CCHS.

V. Members'/Committee Reports as Needed

- A. Regional School Committee - Committee conversations have focused on budgeting and teacher negotiations. Other topics under discussion include the naming of the new middle school and policy review. It was noted that the CCHS network was recently hacked.
- B. MFC - It was reported that the new structure of Stephen Connearney working in the role of Facilities Director for the Town as well as the School District is working well.

VI. Action Items

- A. Vote to Waive Usual Voting Procedure
A motion to waive usual voting procedure and vote at this meeting to accept the transportation bid was made by Mr. Waterson and seconded by Ms. Patel. The motion passed unanimously.
Roll Call Vote: Patel, aye; Waterson, aye; Whitt, aye; Wilson, aye.
- B. Vote to Accept the Transportation Bid Submitted by Bedford Charter Service
A motion to accept the Transportation Bid submitted by Bedford Charter Services was made by Mr. Waterson and seconded by Ms. Patel. The motion passed unanimously.
Roll Call Vote: Patel, aye; Waterson, aye; Whitt, aye; Wilson, aye.
- C. Vote to Approve Overnight, Out of State Field Trip
Motion to approve the Overnight, Out of State Grade 6 Nature's Classroom Trip, September 24-27, 2024 was made by Ms. Patel and seconded by Ms. Whitt
The motion passed unanimously.
Roll Call Vote: Patel, aye; Waterson, aye; Whitt, aye; Wilson, aye.

VII. Public Comments - No public comments

VIII. Adjournment

A motion to adjourn was made by Ms. Patel and seconded by Ms. Wilson. The motion passed unanimously and the meeting adjourned at 7:44 PM.

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

Respectfully Submitted
Mary O'Regan
Assistant to the Superintendent
May 8, 2024

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 4.10.24
Accounts Payable Warrant 24SE20; \$55,676.59
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SEL Update/Panorama Education Presentation
FY24 Budget Update
Memo Regarding School Bus Bid
Special Education Presentation
Superintendent Goal Progress Report
Superintendent Evaluation Draft Timeline