

**CARLISLE SCHOOL COMMITTEE MEETING  
MINUTES  
WEDNESDAY, NOVEMBER 13, 2024  
6:00 PM  
COMMUNITY ROOM, ROBBINS BUILDING  
AND REMOTE ZOOM ACCESS**

Present – School Committee: Scott Jamison, Brian Waterson, Sharon Whitt  
Present via Zoom – School Committee: Julia Viola, Sara Wilson  
Present – School Administration: James O’Shea, Superintendent; Lori Bruce, Director of Student Support Services; Matt Mehler, Middle School Principal; Dennet Sidell, Elementary Principal; 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 11-13-24 School Committee Meeting

Time: Nov 13, 2024 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/81293850406?pwd=9ona4UQGpsigEiSwf57ENSS9QIIXiz.1>

Meeting ID: 812 9385 0406

Passcode: 649031

**I. Call to Order**

School Committee Chair Whitt called the meeting to order at 6:02 PM and announced the meeting was being recorded.

**II. Consent Agenda**

A. CSC Meeting Minutes 10.9.24

B. CSC Meeting Minutes 10.23.24

C. Warrants

a. Accounts Payable Warrant 25SE07; \$267,956.89

b. Accounts Payable Warrant 25SE08; \$170,335.82

c. Accounts Payable Warrant 25SE09; \$80,149.65

d. Payroll Warrant 25PR07; \$454,802.39

e. Payroll Warrant 25PR08; \$446,582.90

f. Payroll Warrant 25PR09; \$439,955.92

g. Payroll Warrant 25PR09A; \$2,785.05

h. Payroll Warrant 25PR09B; \$655.01

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

Roll Call Vote: Jamison, aye; Waterson, aye; Whitt, aye; Wilson, aye

**III. Information/Discussion Items**

A. Student Update - The student representatives reported that the cross country state meets went well for both the boys and girls teams. The field hockey team unfortunately did not have a win this fall but they had a lot of fun. Band and choir are preparing for upcoming events and their annual citrus sale is underway. Back in October the 6th Grade students

hosted the annual Spaghetti Supper which was a great success. The 8th Grade Civics projects are underway. There was a Halloween Door Decorating Contest. Student Council is planning Spirit Days for next week. Politics Club member Sid Vikram reported on the student mock election. He explained that the club members learned a lot about voting and ballots. A highlight for the club was a field trip to Town Hall to learn about elections.

- B. Superintendent's Update - Mr. O'Shea reported that the Search Committee is in the process of interviewing for a new Food Service Director. The FY26 Budget will be covered later in the meeting. CTA contract negotiations are currently underway. The district has begun to prepare for the upcoming DESE District Review by gathering documents. The School Start Time Committee sent out a survey and will be meeting later in the month to review survey results. SEPAC brought forward the Apple Program which will start meetings later in the month. Last week a safety training for staff put on by Carlisle PD was held during the early release day. The training and planning for future drills will be discussed at the next School Safety Committee meeting. The Playground Committee is working on the removal of several trees while also looking into replanting. Other activities over the past few weeks included Trunk or Treat on the plaza, fire drills, a PTO grant review meeting, and the annual Halloween parade. Administration and Facilities are working with the Recreation Department around parking near the Highland and Brick Buildings. The DEICAC is hosting a Family Bollywood Dance Party tomorrow night at FRS. The Facilities Department may be coming forward with a request to liquidate a plow in December. In response to questions, Mr. O'Shea stated that there have been no changes to the approach to hiring for the Food Service Director Search Committee as they are not stepping back from expectations.
- C. STEAM Program Update - Dr. Sidell reviewed the slides attached to the agenda and explained how they have been working to expand offerings by bringing in outside companies to run programs. Due to low enrollment several courses did not run this fall but work will continue to provide a variety of courses during the winter and spring terms.
- D. Student Performance Data Presentation - Dr. Mehler and Dr. Sidell reviewed the student performance data highlighted in the presentation linked to the agenda. Discussion included how testing results from students on IEPs impact the overall district results, the number of testing days for students, how to minimize test anxiety, and the benefits/drawbacks of being a small district.
- E. Portrait of a Graduate Review - The district Vision and Mission Statement and the CPS Portrait of a Graduate was shared. When students were asked if they connect with Vision and Mission and Portrait of Graduate they stated they were not familiar with either. There were suggestions to survey grade 8 students to find out if the district is accomplishing its goals, to make an acronym for students to use and become familiar with that aligns with the current Vision and Mission Statement and/or the CPS Portrait of a Graduate, and to give families at kindergarten registration a copy of the district Vision and Mission Statement and the CPS Portrait of a Graduate so they become familiar with it as they start at CPS.

- F. PTO Grant List 24-25 - Lynette Kelleher, PTO President, reported that all grant proposals that were submitted were approved. It was noted that the Elementary and PE grants will be funded by CEF. Moving forward, PTO and CEF will be working together on the grant cycle process. Approximately \$12,000-\$15,000 is budgeted for PTO grants annually. A vote to accept the grants will be held at the next School Committee meeting.
- G. Select Board Liaison/Town Finance Update - Scott Triola joined the meeting and reported on Select Board discussions surrounding FY26 budget goals. He reported that challenges for overall budgeting are being addressed on town-side and not just in the school district. Information from several presentations that are posted on the town website was shared. The draft budget calendar was reviewed and changes to the timeline of budget discussions were noted. The impact of capital projects on the operating budget were discussed. Mr. Triola stated that committees and boards want to keep open the lines of communication and be transparent so that informed decisions can be made around the budget process.  
Sara Wilson left the meeting and Julie Viola joined the meeting
- H. FY26 Budget - Mr. O'Shea thanked those who assisted in gathering budget information and reviewed the presentation. He noted that the district has had the same administrative structure for the last 10 years. It was also pointed out that we are not looking at increasing class sections in FY26. The district has seen a decrease in federal grants while at the same time an increase in transportation costs. The district continues to rely on student fees to offset costs. In the coming weeks administration will research options for cutting the percentage of the budget increase for FY26 and what impacts that may have on student programming. This will be an open and ongoing discussion. There was a suggestion to reach out to local legislators regarding the status of the Student Opportunity Act as it relates to transportation costs and circuit breaker.  
Julie Viola left the meeting.
- I. Goals: Superintendent 24-25 & School Committee 24-25 - Mr. O'Shea let the committee know that he worked with Ms. Viola to adjust his goals to be SMART goals so they are more measurable. The hope is to be able to measure progress more easily and be accountable. The School Committee goals were reformatted to outline member and committee participation as well as to add time frames to each goal. Starting in December, the committee will add the goals as a standing item to meeting agendas so that progress can be monitored and to ensure work is on track.

**IV. Communications/Correspondence** - There was a review of emails sent to the general school committee email address since the last meeting.

**V. Members'/Committee Reports as Needed**

Highland Building - The current plan is to create a timeline and solicit community feedback rather than create a larger committee.

Regional Committee - Recently there was a student data presentation at a Regional Committee meeting. Work continues on capital planning and a campus completion plan that includes an amenities building and track. Alternative funding sources are also being researched.

**VI. Action Items**

- A. Vote on 2024-2025 School Committee Goals  
Motion to approve the 2024-2025 School Committee Goals as presented was made by Mr. Waterson and seconded by Mr. Jamison. The motion passed unanimously.  
Roll Call Vote: Jamison, aye; Waterson, aye; Whit, aye

**VII. Public Comments** - There were no comments.

**VIII. Adjournment to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to Open Session:** (Purpose 3) To discuss strategy with respect to collective bargaining with the Carlisle Teachers' Association

A motion to adjourn to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to Open Session was made by Mr. Waterson and seconded by Mr. Jamison.  
Roll Call Vote: Jamison, aye; Waterson, aye; Whit, aye  
The motion passed unanimously and the meeting adjourned to Executive Session at 8:40 PM.

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

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 10.9.24  
CSC Meeting Minutes 10.23.24  
Accounts Payable Warrant 25SE07; \$267,956.89  
Accounts Payable Warrant 25SE08; \$170,335.82  
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Payroll Warrant 25PR09A; \$2,785.05  
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STEAM Program Update  
Student Performance Data Presentation  
Portrait of a Graduate  
PTO Grant List 2024-2025  
FY26 Budget Presentation  
Superintendent Goals 2024-2025  
School Committee Goals 2024-2025