

**JOINT CARLISLE SCHOOL COMMITTEE AND
TOWN MEETING STUDY COMMITTEE
MINUTES
WEDNESDAY, OCTOBER 9, 2024
6:00 PM
COMMUNITY ROOM, ROBBINS BUILDING
AND REMOTE ZOOM ACCESS**

Present – School Committee: Scott Jamison, Julia 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
Present via Zoom – School Administration: Lori Bruce, Director of Student Support Services; Matt Mehler, Middle School Principal; Dennet Sidell, Elementary 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/Town Meeting Study Committee 10-9-24 Meeting
Time: Oct 9, 2024 06:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
<https://carlisle-k12-ma-us.zoom.us/j/86483333693?pwd=2GIQXK6uWcwZWgflw4aUyC7NGKFRpH.1>
Meeting ID: 864 8333 3693
Passcode: 498066

I. Call to Order - Ms. Whitt called the meeting to order at 6:04 PM.

II. Consent Agenda (5 minutes)

- A. CSC Meeting Minutes 9.11.24
- B. CSC Meeting Minutes 9.16.24
- C. Warrants
 - Accounts Payable Warrant 25SE05; \$169,158.78
 - Accounts Payable Warrant 25SE06; \$193,876.89
 - Payroll Warrant 25PR05; \$437,600.62
 - Payroll Warrant 25PR06; \$447,882.36

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

III. Information/Discussion Items

- A. Student Update - Student Council members Ellie Tsyrcunova and Emily Gibson provided an update. Grade 6 recently attended Outdoor Ed and had a great time. The first Friday Night Live of the year was held on 10/4 and went well. The annual Spaghetti Supper is coming up on 10/24. The 7th grade play for this year was revealed as Alice in Wonderland, Jr. Today was sports picture day for fall sports. Next week there will be a Parent Meeting for the 8th Grade Washington DC Trip hosted by Mr. Kilmartin. Also, 8th

Grade students are beginning to start their civics projects where they can go to community meetings, provide community service, send letters to public officials regarding issues, and other civics related activities. A Halloween Door Decorating Contest is underway. There is currently a mint shortage in Mr. O'Shea's office. Dr. Mehler started a Student Voices Club where students can meet with him and voice any concerns about issues related to the school. The first Model UN Conference of the year was held on 9/28 and went well. Math League has begun and will have its first meet soon. Picture Day is scheduled for 11/5. Yesterday the Cross Country teams, boys and girls, both won their meets. Field hockey lost yesterday and has another game scheduled for tomorrow.

- B. Superintendent's Update - Elementary and Middle School Back to School Nights were held in September. Elementary had a different format this year with students and parents invited to attend. It was well received and the feedback was positive. The district will participate in a DESE targeted review this school year. To date the district has completed the self assessment and submitted it. The onsite visit is scheduled for the week of March 10th. Mr. O'Shea thanked all who participated in the self evaluation. On the September early release day PTO hosted a brunch/lunch for staff. Mr. O'Shea encouraged people to volunteer for PTO, SEPAC and other community groups/committees. Bus evacuation was held in September. Capital planning for FY26 is underway. The School Safety Committee had its first meeting of the year and discussed lockdown and hold in place training as well as swatting incidents and keeping lines of communication open. This year Outdoor Education had more students than in past years who did not attend. There may be a need for more conversation leading up to the event and to dive deeper into why students are not going. Kicks for Cancer celebrated at Carlisle Schools. Mr. O'Shea thanked Sandy Graham for her work on the event. The School Start Time Exploratory Committee is working on a survey. Anyone interested in joining the committee should reach out to Mr. O'Shea. Last weekend the 5th Grade hosted the PTO Softball tournament. On Monday 10/7 meetings for CTA negotiations began. This week at the Administration meeting the DEICAC joined as well as members of the Carlisle 250 Committee. A meeting regarding playground maintenance was held. Trunk or Treat is scheduled for 10/18 on the plaza. The Policy Subcommittee has scheduled several meetings for this fall. Parent Conferences and staff professional development is planned for the early release and no school day on 10/24 and 10/25. The annual Halloween Parade will take place at 10:00 AM 10/31. Picture day is scheduled for 11/5. District website hosting underwent a transition. Facilities continues to work on projects around campus. The auditorium lighting project is on track and should be done by the end of the month. Wilkins HVAC project should be done by the end of October as well. Mock Elections will be held at the middle school. Members of Politics Club going to town hall for a field trip on voting training. The budget proposal for 25-26 will be presented at the November meeting.
- C. Town Meeting Study Committee Discussion - There was review of the slides linked to the agenda. Discussion surrounded how to improve presentations at town meetings, what we can learn from other towns, and increasing communications and communication methods.

The hope is to roll out some changes for the next Town Meeting and everyone was in agreement that it will take some time to implement significant change.

- D. School Classroom & Program Tour Debrief - School Committee asked to have a tour of the schools and programs at the start of the year. On 10/2 a guided tour took place with the Principals and Director of Student Support Services. School Committee members felt the tour was eye opening. They found it interesting how spaces are being used and are now aware of challenges the district is facing with regard to space limitations. It was noted that there is a stark difference between classrooms for some grades. There was a suggestion to invite the town Select Board and Finance Committee for the same tour to better understand the space issues. Mr. O'Shea will work to identify another date to offer another tour.
- E. Superintendent Goals 24-25 - Mr. O'Shea reviewed the draft goals linked to the agenda. There is a STEM based goal and he noted that the district hopes to expand the STEM offerings. Another goal is to continue the DEIB work that has been taking place in the district over the past several years. There was a suggestion to use data from the youth risk behavior survey to drill down into the belonging questions. One goal is to focus on the higher performing students in the district as MCAS data shows a decrease in number of students with results in exceeding range. Mr. O'Shea will focus on onboarding the new Food Service Director as well as supporting, encouraging and modeling excellence in the district. There will be work on curriculum review for bias. With regard to town collaboration there will be a focus on shared technology support this year. There was a question regarding how the district looks at curriculum and software and do we ask if they are assessed for biases. Mr. O'Shea will review the goals and consider how to move towards SMART Goals. It was noted that there may be families who are struggling with the costs of trips and activities but don't feel comfortable coming forward. There was a brief discussion surrounding costs associated with activities in each grade. Mr. O'Shea noted that there was a presentation that shared that data given previously and he would locate and share the presentation with current School Committee members. After School activities do have costs associated with them and the district does have scholarships available. There was a suggestion to ask families to donate extra for trips and activities to cover scholarship costs if they are able.
- F. Superintendent Evaluation 24-25: Draft Timeline, Draft Evaluation - Following review of the timeline and the evaluation from last year, the Committee decided to keep the same focus indicators used in 23-24.

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.

- G. School Committee Goals 24-25 - There was a brief review of the discussion from the September meeting. There was a suggestion to combine some goals as well as align goals with the Superintendent's Goals. Members decided to add an additional remote meeting to the schedule prior to the November meeting to focus on committee goals for the year.

- IV. Communications/Correspondence** - The School Committee received three emails in recent weeks.

V. Members'/Committee Reports as Needed

- A. Finance - Mr. Waterson indicated that the Select board would like to collaborate on the FY26 budgeting process. Select Board member and School Committee liaison, Scott Triola would like to join an upcoming School Committee meeting. The Finance Committee does not have any guidance with regard to budgeting to date.
- B. Regional School Committee - Regional Committee put out a memo in an effort to explain out of district tuition costs as tuition costs are going up at a high rate, state reimbursements are lower, and both are impacting the budget. The Regional Committee continues to work on goals. The hope is to plan a coffee with 7th & 8th grade parents from Carlisle and include a Q & A about their expectations for CCHS. Capital planning includes a 5 year plan with the amenities building and track project. There was a rich conversation on the youth risk survey results.
- C. SESC/SEPAC - No meetings have taken place this year to date.
- D. Negotiations - The first meeting was held to determine the schedule of meetings and the meeting norms.
- E. Policy Subcommittee - Has scheduled several dates to meet over the next few months.

VI. Action Items

- A. Vote on Out of State, Overnight Field Trip to Washington DC for Grade 8 scheduled for June 4-6, 2025
Motion to approve the Out of State, Overnight Field Trip to Washington DC for Grade 8 scheduled for June 4-6, 2025 was made by Mr. Waterson and seconded by Ms. Viola. The motion passed unanimously.
Vote: Jamison, aye; Viola, aye; Waterson, aye; Whitt, aye
- B. Vote on Fall 2024 Technology Discard List
Motion to approve the Fall 2024 Technology Discard List was made by Ms. Viola and seconded by Mr. Waterson. The motion passed unanimously.
Vote: Jamison, aye; Viola, aye; Waterson, aye; Whit, aye

VII. Public Comments - There were no public 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; Viola, aye; Waterson, aye; Whit, aye
The motion passed unanimously and the meeting adjourned to Executive Session at 8:22 PM.

Respectfully Submitted
Mary O'Regan
Assistant to the Superintendent
October 9, 2024

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 9.11.24
CSC Meeting Minutes 9.16.24
Accounts Payable Warrant 25SE05; \$169,158.78
Accounts Payable Warrant 25SE06; \$193,876.89
Payroll Warrant 25PR05; \$437,600.62
Payroll Warrant 25PR06; \$447,882.36
Town Meeting Study Committee Presentation
Superintendent Goals 24-25
Superintendent Evaluation 24-25 Draft Timeline
Superintendent Evaluation 24-25 Draft Evaluation
Grade 8 Out of State, Overnight Trip to Washington DC June 4-6, 2025
Fall 2024 Technology Discard List