

**CARLISLE SCHOOL COMMITTEE MEETING
MINUTES
WEDNESDAY, SEPTEMBER 11, 2024
6:00 PM
COMMUNITY ROOM, ROBBINS BUILDING
AND REMOTE ZOOM ACCESS**

Present – School Committee: Scott Jamison, Brian Waterson, Sharon Whitt
Present – School Administration: James O’Shea, Superintendent; 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 Meeting 9-11-24

Time: Sep 11, 2024 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/86972122325?pwd=v9A5fXZ4bbwI8GZxqgbLvGog7XGa5L.1>

Meeting ID: 869 7212 2325

Passcode: 731916

I. Call to Order - Ms. Wilson called the meeting to order at 6:03 PM.

II. Consent Agenda (5 minutes)

A. CSC Meeting Minutes 6.25.24

B. CSC Meeting Minutes 7.18.24

C. CSC Meeting Minutes 7.23.24

D. CSC Meeting Minutes 8.15.24

E. Warrants

Accounts Payable Warrant 24SE26; \$71,234.61

Accounts Payable Warrant 24SE27; \$9,773.49

Accounts Payable Warrant 25SE01; \$26,434.17

Accounts Payable Warrant 25SE02; \$61,303.81

Accounts Payable Warrant 25SE03; \$28,735.07

Accounts Payable Warrant 25SE04; \$159,369.84

Payroll Warrant 24PR26; \$310,518.44

Payroll Warrant 25PR01; \$317,892.16

Payroll Warrant 25PR02; \$330,421.49

Payroll Warrant 25PR03; \$328,554.60

Payroll Warrant 25PR04; \$387,529.84

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

Vote: Jamison, aye; Waterson, aye; Whitt

III. Information/Discussion Items

- A. Principal Start of School Update - Dr. Mehler and Dr. Sidell shared a slideshow of photos from the start of the school year. They provided an overview of the first few weeks of school and highlighted some upcoming events.
- B. Student Update - Mr. O'Shea introduced Student Council members Ellie Tsyrukunova and Emily Gibson. The Middle School has changed its schedule for the school year and students are happy to have FLEX classes back. Students like the opportunities that are available in FLEX and do not miss ALEX or DEAR. Emily gave an overview of the clubs being offered at this time. Student Advisory will now be held once or twice a month at lunch with Dr. Mehler to discuss things happening around the school. Fall sports, cross country and field hockey, have started. The Outdoor Education trip is coming up and grade 6 students are excited about it. 8th graders are looking forward to their DC trip at the end of the year. Students are enjoying the food in the cafeteria and feel like there has been an upgrade to the pizza this year.

The committee agreed to address agenda items out of order.

- K. Grade 8 Out of State, Overnight Trip to Washington DC June 4-6, 2025 - Dr. Mehler reviewed the estimated costs and possible itinerary for the trip. He answered questions regarding hotel accommodations and room assignments. Committee Members were encouraged to send any additional questions to Dr. Mehler. A vote on the trip will be scheduled for the next meeting.
- C. Chef LaVon Mitchell, Food Service Director - Mr. O'Shea provided an update on the kitchen. Following the interview process at the end of last year, which included input from a hiring committee, Chef LaVon Mitchell began work in Carlisle in August of 2024. Chef LaVon has been a chef for many years but has not worked in a school setting previously. Chef LaVon is getting support and training from former Kitchen Manager Sue Robichaud and Paul Correnty, a chef who worked in public schools in the area. This year in addition to lunch, there is a breakfast available to students every school day. It is a Grab & Go option prepared by kitchen staff.
- D. Budget Update FY24 & FY25 and FY26 Budget Timeline - As FY24 ended, there were funds still available and the district was aware that transportation costs and out of district tuition costs were going to be higher than expected for FY25. The district reallocated about \$100,000 into revolving accounts to use in FY25. The district also returned \$65,000 to the town. At this time we are beginning planning for FY26 budget. Initial numbers will be reviewed in October and a budget hearing will be scheduled for December of 2024.
- E. Facilities Update - Facilities Director Stephen Conneaney reported that the department has hired one custodian for the school and is in process of hiring a second custodian in the hopes to be fully staffed on the school side. He thanked Dan Flannery and Al Foote

for all their assistance with the town facilities. There was a review of the facility projects at CPS. It was noted that the Wilkins HVAC project is about half way done. Jeremy Behrle was thanked for his ongoing work on the auditorium lighting project. Mr. Connearney stated that the shared Facility Director position is working. It was noted that the school truck was at end of life so the department went through the process to dispose of it and is now looking to potentially purchase a utility vehicle. Work continues on the capital project budget. There was a discussion regarding training for the new lights in the auditorium when the project is finished.

- F. Superintendent's Update - Superintendent O'Shea thanked everyone for all their work to prepare for the start of the school year and for the smooth opening. Prior to the start of school there was a school safety meeting with the police and fire departments. The School Safety Committee will meet next week. Agenda items for this meeting will include drills and training for drills in the district. The Board of Health held a meeting regarding the concerns of EEE. Currently there are no school related issues but we will keep monitoring the situation and follow advice from the Board of Health if needed. CPS has been selected by DESE for a District Review. This will be a targeted review focusing on three standards and these standards will be determined by a self assessment review which will be done by CPS staff and community members next week. CTA negotiations will be starting soon. CPS continues to work closely with PTO and the many organizations that fall under the PTO umbrella. Upcoming events include Back to School Open Houses and the 6th Grade Trip to Nature's Classroom. Currently the district still needs to fill the 0.5 FTE Reading teacher position. The job is posted and interviews are ongoing. There was a brief discussion regarding how many school committee members are attending the meeting next week to complete the self assessment for the DESE review and if there is a need to post an agenda for a meeting. Further research will be done and an agenda will be posted if necessary.
- G. Staffing Update: 24-25 New Hire/Transfer List, 24-25 Faculty-Staff List - There was a brief overview of the lists linked to the agenda.
- H. School Committee Goals - The Committee reviewed the list of goals. There was discussion surrounding goals of the committee versus jobs of the committee. Select Board Member Scott Triola joined the discussion as the Select Board liaison to the School Committee. Mr. Triola shared some of the Select Board goals for this year. The process for tracking activity and tasks related to goals was discussed and it was decided that the format of the goals document will be updated.
- I. Subcommittee/Liaison Appointments - Members have volunteered to serve on subcommittees and as liaisons. There will be follow-up with those members not in attendance at this meeting.
- J. Highland Building Discussion - The Select Board would like to find a use for the Highland Building and is asking the School Committee to come up with some recommendations for use of the building. Several items discussed were creating a task force or committee, generating one or several options for use of the building, and considering if there is a better use of the land without the building. The task force would come up with recommendations to bring to the School Committee for consideration and then the School

Committee would determine if they want to bring those recommendations to the Select Board.

Mr. Triola noted that the School Committee may want to put events surrounding the 250th celebration of the battles of Lexington and Concord in April 2025 in Concord on their radar.

- L. Fall 2024 Technology Discard List - Mr. O'Shea reviewed the process of how the district discards out of date and/or unusable devices. There will be a vote regarding discarding the list of items linked to the agenda at the next meeting.

IV. Communications/Correspondence - There was no communication or correspondence.

V. Members'/Committee Reports as Needed

- A. Regional School Committee - The committee had a meeting with CCHS co-principals along with a tour of the school. Work continues on goal setting for the school year and capital planning.

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 PTO Gift of Geodes Tutor Kits was made by Mr. Waterson and seconded by Mr. Jamison. The motion passed unanimously.
Vote: Jamison, aye; Waterson, aye; Whitt, aye
- B. Vote to accept the PTO Gift of Geodes Tutor Kits was made by Mr. Waterson and seconded by Mr. Jamison. The motion passed unanimously.
Vote: Jamison, aye; Waterson, aye; Whitt, 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; Waterson, aye; Whitt

The motion passed unanimously and the meeting adjourned to Executive Session at 8:33 PM.

Respectfully Submitted
Mary O'Regan
Assistant to the Superintendent
September 11, 2024

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 6.25.24

Carlisle School Committee Minutes

Meeting Date: 9/11/24

Approved: 10/9/24

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CSC Meeting Minutes 7.18.24

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[Principal Back to School Update Presentation](#)

Facilities Update

24-25 New Hire/Transfer List

24-25 Faculty-Staff List

Grade 8 Out of State, Overnight Trip to Washington DC June 4-6, 2025

Fall 2024 Technology Discard List