

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

Present – School Committee: Scott Jamison, Brian Waterson  
Present via Zoom – School Committee: Julie Viola, 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; 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 Meeting 12-11-24

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

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/82967190346?pwd=Q1FbiVRTqmYyFTaWNXZaRiMufDjpUL.1>

Meeting ID: 829 6719 0346

Passcode: 076531

**I. Call to Order**

School Committee Vice Chair Wilson called the meeting to order at 6:01 PM and announced the meeting was being recorded.

**II. FY26 Budget Hearing**

FY26 Budget Presentation - A motion was made by Mr. Waterson to open the FY26 Budget Hearing and seconded by Ms. Viola. The motion passed unanimously.  
Roll Call Vote: Jamison, aye; Viola, aye; Waterson, aye; Wilson, aye

Superintendent O’Shea reviewed the budget presentation linked to the agenda. The current version maintains a level service budget with a 4.40% increase over the FY25 budget. There was a brief discussion regarding reimbursement for special education transportation costs from the state. There were no public comments.

A motion was made by Mr. Waterson to close the FY26 Budget Hearing and seconded by Mr. Jamison. The motion passed unanimously.

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

**III. Consent Agenda**

A. CSC Meeting Minutes 11.13.24

B. Warrants

- a. Accounts Payable Warrant 25SE10; \$337,272.76
- b. Accounts Payable Warrant 25SE11; \$91,476.78
- c. Payroll Warrant 25PR10; \$452,434.92
- d. Payroll Warrant 25PR11; \$428,962.40
- e. Payroll Warrant 25PR11A; \$3,187.54

Motion to approve the Consent Agenda with the typographical error correction of “roll call” in the meeting minutes was made by Mr. Waterson and seconded by Mr. Jamison. The motion passed unanimously.

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

#### IV. Information/Discussion Items

- A. Student Update - Student representatives reported out regarding the collaboration between Student Council and Early Act. The Drama Club production of Sound of Music is this week. The 2nd and 5th grade students are currently running a pajama drive. The basketball season has begun. Middle School report cards for the first trimester have been posted. A new Food Service Director, Sara Bardzik, has started. Next week there is a 4th and 5th grade band and choir concert while Advance Band and Choir continue to prepare for their Collage Concert in January. Model UN had a conference in November with several Carlisle students winning awards. Tryouts for the 7th grade play took place last week. There were two presentations in November for students. One on learning disabilities and the other on Minuteman and their history in Carlisle. The Pride Club recently held a craft and bake sale. Writer’s Guild has ongoing meetings during lunch and recess. Middle School parent teacher conferences will be held later this week and students are looking forward to winter break.
- B. SEPAC Update - Almudena Pacheco-Garcia, SEPAC Co-Chair, gave an update on SEPAC activities highlighting the participation of SEPAC members, school personnel and school committee members in the Advancing Parent/Professional Leadership in Education (APPLE) Institute. The goal of this initiative is to support families and district personnel in the adoption of the new IEP form created by DESE. The work has provided SEPAC and district personnel with the opportunity to further develop relationships and maintain open lines of communication.
- C. Superintendent’s Update - Mr. O’Shea reported that long-time cafeteria worker Sara Bardzik has been moved into the Food Service Director position and that she is aware of the expectations of the position and cafeteria. Mr. O’Shea is participating with SEPAC members in the APPLE Institute. The Policy Subcommittee continues to meet and review policies. The Calendar Committee will be meeting next week and hopes to forward a draft calendar for the 25-26 school year to the committee soon. This week there is an early release day on Thursday and no school on Friday. Middle School has parent teacher conferences while Elementary staff have a speaker for professional development to address strategies for staff to use to keep students engaged in learning. The Yellow Tulip Project focusing on eliminating stigmas continues with faculty and staff posters being hung in school prior to winter break. Students will have the opportunity to create posters if they choose to in the new year. The PTO sponsored student presentations on Learning Differences in November. Members of the Carlisle 250 organization provided a presentation to students on the history of Minutemen in Carlisle. Administration has met with the Recreation Commission to start discussing summer programming. The School Start Time Committee continues its research and to meet. In the new year there will be book groups in the district for both staff and parents/guardians on the book *The Anxious Generation*. School tours for the Finance Committee and Select board were held in follow-up to the tour for the School Committee held earlier in the fall. Next week there will be a Solstice Celebration sponsored by the Preschool class, a band and choir concert, and the 6th grade space museum. Mr. O’Shea also congratulated Felicity Daghish on qualifying for the upcoming national cross country meet.

- D. Highland Building Update - In August of 2024 the Select Board asked the School Committee to come up with recommended uses for the Highland Building. School Committee members toured the building in late summer and created a Highland Building Subcommittee which is working to come up with a comprehensive recommendation. The Subcommittee has brought in representation from the Historical Commission and is working on a timeline to solicit community feedback and present at a future School Committee meeting.
- E. Facilities Department Plow Discard - The Facilities Department has a plow that is in good condition but no longer has a vehicle that the plow can be attached to. The department has an opportunity to sell the plow. It was noted that the plow is not part of the snow removal plan for the district. A vote to discard the plow will be held later in the meeting
- F. Carlisle School Committee 2024-2025 Goals - There was a brief review of activity related to the current School Committee goals.

**V. Communications/Correspondence** - There was no communications or correspondence since the last meeting.

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

- A. Regional Committee - The high school parent association would like more Carlisle representation. Future coffee meetings are being scheduled. A large ask for capital projects includes the amenities building at CCHS. Alternative funding sources are being researched as well as community fundraising. There was a very productive meeting held with the Concord Finance Committee surrounding Special Education Programming at CCHS. Work continues on METCO representation.
- B. Policy Subcommittee - The subcommittee met earlier in the day and finished reviewing current policies. A meeting has been scheduled for January to review new and recently updated MASC policies. The plan is to bring the list of recommendations for policy updates to the full committee in early 2025.
- C. Select Board Liaison Update - Carlisle Town Meeting is scheduled for Sunday, May 18, 2025.
- D. Municipal Facilities Update - It was reported that there is an ongoing study for a new DPW building, the Bog House project for propane heat continues, HVAC upgrades for both the Brick Building and Library are planned. Additional projects include bathrooms at town hall and three elevators across town buildings, one in the school.

**VII. Action Items**

- A. Vote to accept the PTO and CEF grants  
A motion to accept the PTO and CEF grants as presented at the November School Committee meeting was made by Ms. Viola and seconded by Mr. Waterson. The motion passed unanimously.  
Roll Call Vote: Jamison, aye; Viola, aye; Waterson, aye; Wilson, aye
- B. Vote to waive usual practice and vote at this meeting regarding the discard of the Facilities Department Plow  
A motion to waive usual practice and vote at this meeting regarding the discard of the Facilities Department Plow was made by Ms. Viola and seconded by Mr. Waterson. The motion passed unanimously.  
Roll Call Vote: Jamison, aye; Viola, aye; Waterson, aye; Wilson, aye
- C. Vote to approve the discard of the Facilities Department Plow  
A motion to approve the discard of Facilities Department Plow was made by Mr.

Jamison and seconded by Mr. Waterson. The motion passed unanimously.  
Roll Call Vote: Jamison, aye; Viola, aye; Waterson, aye; Wilson, aye

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

**IX. Adjournment**

A motion to adjourn was made by Mr. Waterson and seconded by Mr. Jamison.  
The motion passed unanimously and the meeting adjourned at 7:15 PM.  
Roll Call Vote: Jamison, aye; Viola, aye; Waterson, aye; Wilson, aye

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

List of Documents Viewed and/or Reviewed:

FY26 Budget Presentation  
CSC Meeting Minutes 11.13.24  
Accounts Payable Warrant 25SE10; \$337,272.76  
Accounts Payable Warrant 25SE11; \$91,476.78  
Payroll Warrant 25PR10; \$452,434.92  
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Carlisle School Committee 2024-2025 Goals