

**SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
MINUTES
MONDAY, JANUARY 13, 2025, 12:30 PM
REMOTE MEETING**

Present Via Zoom– School Committee: Brian Waterson, Scott Jamison

Present Via Zoom – School Administration: James O’Shea, Superintendent; 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 Policy Subcommittee Meeting 1-13-25

Time: Jan 13, 2025 12:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/89591819774?pwd=aENi9Vban3rMNKL99RjE9nYXdDjhSo.1>

Meeting ID: 895 9181 9774

Passcode: 484213

I. Call to Order

The meeting was called to order at 12:32 PM.

I. Approval of Meeting Minutes

A motion was made by Mr. Waterson to approve the minutes of the Policy Subcommittee meeting from 12.11.24. The motion was seconded by Mr. Jamison and the minutes were approved.

II. Current CPS Policies for Review 2024-2025

- A6.1 Harassment Policy - After review of the policy the subcommittee recommendation will be to reaffirm the policy with no changes.
- A6.2 Harassment of Students - There was discussion regarding the policy and why it was adopted. Mr. O’Shea is going to reach out to Mahreen Hoda who participated in past meetings when adoption of the policy was discussed. The policy will be revisited at the next meeting.
- K1 Energy Star Compliance - Mr. O’Shea met with Sarah Wasserman, Carlisle Land Use and Sustainability Coordinator, to discuss policy. It was suggested that the policy name be changed to Sustainability Energy Use policy and that additional language be added to the policy. A draft of the policy will be created for review at the next meeting.

II. Review of MASC Updated Policies

- BHE: Use of Electronic Messaging by School Committee Members – The Subcommittee discussed the policy and decided to recommend adding the policy and placing it under Section B Governance and Operation as Policy B4.
- EHAA: District Security Relating to Technology - The Subcommittee discussed the policy and will review it further at the next meeting.
- EHB: Data and Records Retention - After review of the policy the Subcommittee decided that they would recommend adding the third paragraph of this policy to proposed CPS Policy B4 Use Of Electronic Messaging By School Committee Members.
- GBEE: Personnel Use of Technology - Some of the language from this policy is included in CPS Policy I1 Access to Digital Resources. Mr. O’Shea will invite Scott Heffner from

the CPS IT Department to join the meeting to participate in discussion of this and other IT related policies at the next subcommittee meeting.

- IJND: Access to Digital Resources - After review of the policy, the subcommittee determined it would not recommend adopting this policy.
- IJNDB: Use of Technology in Instruction - Following discussion of this policy, it was decided that there would be further review at the next meeting. Also, CPS policies I1 Access to Digital Resources and I3 Empowered Digital Use will be reviewed to determine if they include language related to MASC policy IJNDB.

III. Public Comments

There were no public comments.

IV. Adjourn Meeting

The next meeting of the subcommittee is scheduled for Friday, January 24th at 9:00 AM via Zoom.

A motion was made and the meeting was adjourned at 1:25 PM.

Respectfully submitted,
Mary O'Regan
Assistant to the Superintendent
January 13, 2025

List of Documents Viewed or Reviewed:

A6.1 Harassment Policy

A6.2 Harassment of Students

K1 Energy Star Compliance

MASC Policy BHE: Use of Electronic Messaging by School Committee Members

MASC Policy EHAA: District Security Relating to Technology

MASC Policy EHB: Data and Records Retention

MASC Policy GBEE: Personnel Use of Technology

MASC Policy IJND: Access to Digital Resources

MASC Policy IJNDB: Use of Technology in Instruction