

**SCHOOL COMMITTEE  
POLICY SUBCOMMITTEE MEETING  
MINUTES  
FRIDAY, JANUARY 31, 2025, 9:00 AM**

Present – School Committee: Scott Jamison, Brian Waterson

Present – School Administration: James O’Shea, Superintendent; Mary O’Regan, Assistant to the Superintendent; Scott Heffner, Network Manager

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: Policy Subcommittee Meeting 1-31-25

Time: Jan 31, 2025 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/82744482843?pwd=yAPSzFKagliaplu3NbOjFh2INqhVGS.1>

Meeting ID: 827 4448 2843

Passcode: 055930

**I. Call to Order**

The meeting was called to order at 9:05 AM.

**II. Approval of Meeting Minutes**

A motion was made by Mr. Jamison to approve the minutes of the Policy Subcommittee meeting from 1.24.25. The motion was seconded by Mr. Waterson and the minutes were approved.

**III. Current CPS Policies for Review 2024-2025**

- CPS A6.1 Harassment Policy & A6.2 Harassment of Students - Both policies were adopted in June of 2022. There will be review of the history of these policies and they will be revisited at the next subcommittee meeting.
- K1 Energy Star Compliance - There was review of the revised draft policy. The subcommittee will recommend revising the policy and changing the name from Energy Star Compliance to Sustainable Energy Policy.

**IV. Review of MASC Updated Policies**

- IJNDC Acceptable Use of Digital Resources, JICJ Student Use of Technology in School, KDC Community Use Of Digital Resources - There was discussion surrounding the form that students and parents receive when a student is assigned an iPad. Currently the form is signed once by both students and parents. There will be a shift to have parents sign a document when the student is assigned the iPad and have students sign a form annually. Research will be done to determine if the signature will be obtained digitally or hard copy. Student expectations for technology equipment will be reviewed at the start of each school year. Staff expectations for technology equipment will be incorporated into the start of the year training. These three MASC policies will be compared to CPS policies I1 Access to Digital Resources and I3 Empowered Digital Use to determine if any language from the MASC policies should be incorporated into the CPS policies. These policies will be revisited at the next meeting.
- KDCB District Website And Social Media - There was a brief discussion about social media and all were in agreement that there should be some guidelines for staff regarding

use of social media. CPS policy C8 Internet Publication will be reviewed to possibly incorporate language surrounding use of social media. It was also suggested to change the name of the policy to include social media as well. This policy will be revisited at the next meeting.

- EFC Universal Free School Meals & EFD School Nutrition Program Charge Policy - Subcommittee members questioned if these policies were necessary and if yes, could they be combined into one policy. Further review will be done and these policies will be revisited at the next subcommittee meeting.

**V. Public Comments**

There were no public comments.

**VI. Adjourn Meeting**

The next meeting of the subcommittee is scheduled for Friday, February 7th at 9:00 AM. A motion was made and the meeting was adjourned at 10:06 AM.

Respectfully submitted,  
Mary O'Regan  
Assistant to the Superintendent  
January 31, 2025

List of Documents Viewed or Reviewed:

CPS Policy A6.1 Harassment Policy  
CPS Policy A6.2 Harassment of Students  
CPS Policy K1 Energy Star Compliance  
CPS Policy I1 Access to Digital Resources  
CPS Policy I3 Empowered Digital Use  
CPS Policy C8 Internet Publication  
MASC Policy IJNDC Acceptable Use of Digital Resources  
MASC Policy JICJ Student Use of Technology in School  
MASC Policy KDC Community Use Of Digital Resources  
MASC Policy KDCB District Website And Social Media  
MASC Policy EFC Universal Free School Meals  
MASC Policy EFD School Nutrition Program Charge Policy