CARLISLE PUBLIC SCHOOLS www.carlisle.k12.ma.us
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CARLISLE SCHOOL COMMITTEE MEETING
MINUTES
WEDNESDAY, MARCH 11, 2026
6:00 PM
COMMUNITY ROOM, ROBBINS BUILDING
AND REMOTE ZOOM ACCESS

Present – School Committee: Lynette Kelleher, Scott Jamison, James Steele, Brian Waterson, Sharon Whitt
Present – School Administration: James O'Shea, Superintendent; Mary O'Regan, Assistant to the Superintendent
Present via Zoom – School Administration: Deb Bookis, Interim Assistant Principal; Val Gransewicz, Director of Student Support Services; Dennet Sidell, Elementary Principal

Pursuant to Governor Healey's approved legislation, H. 62, a bill extending authorizations for all local boards, commissions, and committees to hold public meetings remotely or in a hybrid format Extended Timeline, amending Section 30A of Chapter 20 of the Acts of 2021, most recently amended by Section 40 of Chapter 2 of the Acts of 2023, and replacing the current expiration date of "March 31, 2025" with "June 30, 2027." Therefore, this meeting of the Carlisle School Committee is being conducted via remote participation in order to ensure public access to the deliberations of the Carlisle School Committee. Members of the public can access the meeting via live stream at:
Topic: CSC 3-11-26
Time: Mar 11, 2026 06:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://carlisle-k12-ma-us.zoom.us/j/84053477121?pwd=a7UaLcPoOwHQajSSb7uz3YK2UZGT0N.1
Meeting ID: 840 5347 7121
Passcode: 439998

I. Call to Order - School Committee Chair Waterson called the School Committee meeting to order at 6:01 PM and announced the meeting was being recorded.

II. Public School Choice Hearing - A motion to open the Hearing on Public School Choice was made by Mr. Steele and seconded by Ms. Whitt. The motion passed unanimously.
Roll Call Vote: Jamison, aye; Kelleher, aye; Steele, aye; Waterson, aye; Whitt, aye

There were no public comments.

A motion to close the Hearing on Public School Choice was made by Mr. Steele and seconded by Ms. Kelleher. The motion passed unanimously.
Roll Call Vote: Jamison, aye; Kelleher, aye; Steele, aye; Waterson, aye; Whitt, aye

III. Public Comments - There were no public comments.

IV. Consent Agenda
A. CSC Meeting Minutes 2.11.26
B. Warrants
   a. Accounts Payable Warrant 26SE16;$27,737.24
   b. Accounts Payable Warrant 26SE17;$201,186.20
   c. Payroll Warrant 26PR16; $484,114.46
   d. Payroll Warrant 26PR17; $440,095.59
C. Staff Request to Enroll Child at CPS

Motion to approve the Consent Agenda was made by Mr. Jamison and seconded by Mr. Steele. The motion passed unanimously.
Vote: Jamison, aye; Kelleher, aye; Steele, aye; Waterson, aye; Whitt, aye

V. Information/Discussion Items

A. Student Update - Student Representative Ms. Svatek provided an overview of upcoming school activities, including the Grade 7 production of *Willy Wonka Jr.*, upcoming parent-teacher conferences with an early release day on March 19 and no school on Friday, March 20, and the Drama Club's production of *A Midsummer Night's Dream*. She also shared that four CPS students recently participated in an MVP Program training at CCHS, and that CPS students took part in Junior Districts earlier in the month. The Grade 8 graduation ceremony has been scheduled for Thursday, June 18. Additionally, middle school students have begun serving as lunch buddies for younger students, providing opportunities to act as role models while building connections across grade levels.

B. Superintendent's Update - Mr. O'Shea recognized Band Teacher Kevin Maier and Choral Director Erin Lane for their support of CPS students participating in Junior Districts. The PTO Book Fair is taking place this week. The middle school marking term concluded today, and report cards will be available for review next week in advance of parent-teacher conferences. MCAS testing is scheduled to begin at the end of the month. The Youth Risk Behavior Survey is being administered this week to students in Grades 6 and 8. Upcoming events include the French and Spanish trips in the coming weeks. PE teacher Lynne Carmel is leading efforts to expand unified sports programs. Finally, with the hope of no further snow days, a graduation date has been set.

C. Budget

   a. FY26 Budget Transfer Request - With the transition to hiring a vendor to provide custodial services, there is a need to move funds from the custodial salaries budget line item to custodial contracted services line item.

   b. Transportation Revolving Fund - Due to increasing costs, especially fuel costs, it was suggested to make a request that at town meeting the amount that can be spent out of the Transportation Revolving Fund be raised from $60,000 to $80,000.

   c. FY27 Budget Update - The Carlisle Finance Committee (FinCom) requested that the district reduce its FY27 budget proposal. One option discussed was reducing the budget by $125,000 through the removal of the current Out-of-District contingency fund. FinCom indicated that, should additional funding be needed for Out-of-District tuition, the town would provide the necessary resources. There was discussion regarding the process for requesting such funding and potential concerns with how it would function in practice. It was noted that if the request process proves to be ineffective, the contingency could be reinstated in future budget cycles.
   Discussion regarding moving Facilities Budget to the town will be held at the April meeting.

The Committee agreed to address agenda items out of order.

L. School Committee Meeting Schedule - Due to the upcoming French and Spanish trips, it was suggested to move the April School Committee meeting to April 8, 2026. All members in agreement and the meeting date will be changed.

D. PTO Update - PTO Co-Presidents Meredith Bielecki and Kaitlin Waterson presented the slides linked to the agenda walking through how the PTO supports the school. They reviewed the mission and purpose of the PTO. They also reminded families that the PTO is open to all parents and guardians with no membership fee. PTO hosts monthly meetings via zoom, supports curriculum enrichment, provides faculty grants, coordinates teacher appreciation week, and more. The PTO is co-sponsoring a fundraiser with CEF scheduled for May 9th, a Back to the 80's Prom.

E. Carlisle School District Student Opportunity Act (SOA) - Interim Assistant Principal Dr. Bookis and Student Support Director Ms. Gransewicz reviewed the memo linked to the agenda. DESE requires School Committee approval for submission of the SOA plan even though the district will not receive any funding related to the plan. Work is also being done on the SOA progress report. The goal is to submit the SOA prior to April 1st and the progress report on April 1. A vote on the SOA plan will be held later in the meeting.

F. Youth Risk Behavior Survey - The district is part of a consortium of schools that work with Emerson College to conduct the Youth Risk Behavior Survey to 6th and 8th grade students every other year. The survey data is aggregated to get a sense of how Carlisle students are performing as well as trend analysis. Mr. O'Shea discussed some of the trends from the 2024 survey data. Parents may opt their student out if they so choose. It was noted that the data includes information from questions regarding students having a trusted adult. CPS staff are working on an initiative to identify students who don't have strong connections to an adult in the district to address that issue.

G. Strategic Planning/Superintendent Succession Planning - The next Strategic Planning meeting is scheduled for March 12 at 4:00 PM and work will be done to identify common themes across the SWOT survey as well as obstacles and challenges. Mr. Waterson recapped the last meeting. It was noted that there was a strong turnout with the added benefit of students participation. The theme of one-school continues to come up during discussions. At this time there is a need to plan for Mr. O'Shea's departure. The Superintendent's position was posted and approximately 20 applications were submitted. There were candidates with Superintendent experience and several candidates who had aspirations to become a Superintendent. There is still the question of what the administrative model will look like moving forward. The School Committee needed to determine next steps. If an Interim Superintendent is put in place it would allow time to plan for future years, develop a Search Committee to determine what is needed long term, and complete the Strategic Planning process. If there is posting for Interim Superintendent, Mr. Waterson will reach out to current applicants to explain the shift and invite them to apply to the Interim Superintendent position. There was discussion about publicizing the search and the role of the School Committee in the hiring process. The two options are moving forward with the search for a permanent Superintendent or pivot hiring an Interim Superintendent. Committee members agreed that moving to an Interim Superintendent search would be the preferred option at this time. A Search Committee needs to be formed. Mr. Waterson will reach out to groups in the effort to have representation from different stakeholders on the Search Committee.

H. Policies for Review - Policies remained the same since the last meeting. There were no questions or comments regarding the policies.
   a. A2 Nondiscrimination on the Basis of Disability
   b. A8.2 Non-Discrimination Policy Including Definitions and Resources
   c. B2 School Committee Ethics
   d. C1 Administrative Structure
   e. C2 Damage and Vandalism
   f. C3 Distribution of Information
   g. C7 School Visits
   h. E1 Communicable Diseases Policy
   i. E4 Medication Administration Policy
   j. E5 School Bus
   k. E6 Athletic Concussion Policy
   l. F1 Buildings and Grounds Safety and Security
   m. F4 No Idling
   n. F7 Tobacco Products on School Premises Prohibited
   o. G3 Emergency Plans
   p. G5 Professional Staff Hiring
   q. I8 Teaching about Drugs, Alcohol, Tobacco and Controlled Substances
   r. I11 Remote Learning Policy
   s. J2 Bullying Prevention
   t. J3 Prohibition of Hazing
   u. J6 Entrance Age
   v. J8 Physical Restraint Policy
   w. J11 Student Welfare
   x. J12 Residency and School Admission Policy
   y. J13 School Attendance
   z. J14 Student Discipline
   aa. J16 Student Rights and Responsibilities
   bb. J17 Students Transportation by Staff in Private Vehicles
   cc. J19 Student Dress
   dd. J20 School Choice
   ee. K3 Public Gifts to the Schools
   ff. K2 Gifts to and Solicitations By Staff

I. Town Trust Fund Working Group - Mr. Waterson provided additional information regarding the trust funds discussed at the February 11 School Committee meeting and shared a spreadsheet outlining the current funds. One option discussed was consolidating all school-related funds into a single scholarship fund to better support students. There was also discussion around potential scholarship models, including how eligibility would be defined and how awards would be administered. It was suggested to reach out to CCHS to determine whether they have a Scholarship Committee that could offer guidance. At present, all trust funds remain under the town's discretion. Mr. Waterson indicated that he has sufficient information to report back to the trust fund working group.

J. Bus Transportation to After School Programs - The district currently provides transportation at no cost for students attending the Carlisle Kids House and Clark Farm after-school programs. Over the past two years, a limited number of seats have been made available for the Clark Farm program based on bus capacity. As Clark Farm's enrollment continues to grow, the organization has requested additional seats for the upcoming school year. It was noted that many districts charge private organizations for transportation services from public schools, and there was brief discussion about

potentially exploring this approach in the future. At this time, it was decided to maintain the current practice of providing transportation at no cost for the upcoming school year. The number of available seats will continue to be determined based on student enrollment, bus assignments, and overall bus capacity.

K. School Committee Goals 25-26 - Review of activity related to current goals.

VI. Communications/Correspondence - The committee received emails related to the superintendent transition, the Carlisle Route to Sustainability Day event, and National School Breakfast Week.

VII. Members'/Committee Reports as Needed

A. SESC - Joint meetings with SEPAC continue. SEPAC Co-Chair Almudena Pacheco-Garcia has stepped down. Mr. O'Shea thanked her for her time and service to the committee. The Extended School Year (ESY) Program is partnering with Tibernook Nature Program to offer an extended day option. The cost of the program will be covered by the districts for students who qualify for ESY extended day and additional spots in the program will be offered to families on a pay as you go basis.

B. Regional Committee - The most recent Region Committee meeting was held in Boston and the METCO Coordinator joined the meeting. Work continues on the FY27 Budget.

VIII. Action Items

A. Vote on participation in School Choice for the 2026-2027 School Year
A motion that Carlisle School District does not participate in School Choice for the 2026-2027 school year was made by Mr. Jamison and seconded by Ms. Kelleher. The motion passed unanimously.
Vote: Jamison, aye; Kelleher, aye; Steele, aye; Waterson, aye; Whitt, aye

B. Vote to waive usual practice and vote at this meeting to approve the FY26 Budget Transfer of $33,900 from the Custodial Services account to the Custodial Contracted Services account, to increase in the expenditure limit for the Transportation Revolving fund from $60,000 to $80,000, and to approve the Carlisle School District Student Opportunity Act.
A motion was made by Mr. Jamison to waive usual practice and vote at this meeting to approve the FY26 Budget Transfer of $33,900 from the Custodial Services account to the Custodial Contracted Services account, to increase in the expenditure limit for the Transportation Revolving fund from $60,000 to $80,000, and to approve the Carlisle School District Student Opportunity Act. The motion was seconded by Mr. Steele. The motion passed unanimously.
Vote: Jamison, aye; Kelleher, aye; Steele, aye; Waterson, aye; Whitt, aye

C. Vote on FY26 Budget Transfer of $33,900 from the Custodial Salaries account to the Custodial Contracted Services account.
A motion to approve a FY26 Budget Transfer of $33,900 from the Custodial Salaries account to the Custodial Contracted Services account was made by Mr. Jamison and seconded by Ms. Whitt. The motion passed unanimously.
Vote: Jamison, aye; Kelleher, aye; Steele, aye; Waterson, aye; Whitt, aye

D. Vote to recommend an increase in the expenditure limit for the Transportation Revolving fund from $60,000 to $80,000.
A motion to approve the recommendation for an increase in the expenditure limit for the Transportation Revolving fund from $60,000 to $80,000 was made by Mr. Jamison and seconded by Mr. Steele. The motion passed unanimously.
Vote: Jamison, aye; Kelleher, aye; Steele, aye; Waterson, aye; Whitt, aye

E. Vote to revise the FY27 Budget
A motion to approve the revision of the FY27 budget to remove the $125,000 out of district contingency line item, provided that a written agreement is established with FinCom to allow access to these reserve funds if needed was made by Mr. Jamison and seconded by Ms. Kelleher. The motion passed unanimously.
Vote: Jamison, aye; Kelleher, aye; Steele, aye; Waterson, aye; Whitt, aye

F. Vote to approve the Carlisle School District Student Opportunity Act
A motion to approve the Carlisle School District Student Opportunity Act was made by Mr. Jamison and seconded by Mr. Steele. The motion passed unanimously.
Vote: Jamison, aye; Kelleher, aye; Steele, aye; Waterson, aye; Whitt, aye

G. Vote to approve the policy revisions and adoptions recommended by the Policy Subcommittee
A motion to approve the policy revisions and adoptions recommended by the Policy Subcommittee was made by Mr. Jamison and seconded by Mr. Steele. The motion passed unanimously.
Vote: Jamison, aye; Kelleher, aye; Steele, aye; Waterson, aye; Whitt, aye

IX. Public Comments - There were no public comments.

X. Adjournment to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to Open Session: (Purpose 2) To conduct strategy sessions in preparation for negotiations with nonunion personnel (Administrators)

A motion to adjourn to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to Open Session: (Purpose 2) To conduct strategy sessions in preparation for negotiations with nonunion personnel (Administrators) was made by Mr. Steele and seconded by Mr. Jamison.
The motion passed unanimously and the meeting adjourned to Executive Session at 8:52 PM.
Roll Call Vote: Kelleher, aye; Jamison, aye; Steele, aye; Waterson, aye; Whitt, aye.

Respectfully Submitted
Mary O'Regan
Assistant to the Superintendent
March 11, 2026

List of Documents Viewed and/or Reviewed:
CSC Meeting Minutes 2.11.26
Accounts Payable Warrant 26SE16;$27,737.24
Accounts Payable Warrant 26SE17;$201,186.20
Payroll Warrant 26PR16; $484,114.46
Payroll Warrant 26PR17; $440,095.59
Budget Transfer & Transportation Revolving Fund Memo
Carlisle Student Opportunity Act
Youth Risk Behavior Survey Presentation
Policies for Review
- A2 Nondiscrimination on the Basis of Disability
- A8.2 Non-Discrimination Policy Including Definitions and Resources
- B2 School Committee Ethics
- C1 Administrative Structure

C2 Damage and Vandalism
C3 Distribution of Information
C7 School Visits
E1 Communicable Diseases Policy
E4 Medication Administration Policy
E5 School Bus
E6 Athletic Concussion Policy
F1 Buildings and Grounds Safety and Security
F4 No Idling
F7 Tobacco Products on School Premises Prohibited
G3 Emergency Plans
G5 Professional Staff Hiring
I8 Teaching about Drugs, Alcohol, Tobacco and Controlled Substances
I11 Remote Learning Policy
J2 Bullying Prevention
J3 Prohibition of Hazing
J6 Entrance Age
J8 Physical Restraint Policy
J11 Student Welfare
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J13 School Attendance
J14 Student Discipline
J16 Student Rights and Responsibilities
J17 Students Transportation by Staff in Private Vehicles
J19 Student Dress
J20 School Choice
K3 Public Gifts to the Schools
K2 Gifts to and Solicitations By Staff

Trust Fund Document

School Committee Goals 25-26 Tracking Sheet