

**SCHOOL COMMITTEE MEETING
MINUTES
WEDNESDAY, JULY 21, 2021
9:00 A.M.
CARLISLE SCHOOL CAFETERIA
AND ZOOM REMOTE ACCESS**

Present– School Committee: Amanda Comperchio, Jack Huntress, Eva Mostoufi, Sara Wilson
Present – School Committee via Zoom: Carrie Patel
Present– School Administration: James O’Shea, Superintendent; Lori Bruce, Director of Student Support Services; Mary O’Regan, Assistant to the Superintendent
Present – School Administration via Zoom: Rob Fortado, Facilities Manager

In order to adhere to social distancing guidelines, members of the public will be allowed access to this meeting in the cafeteria at the Carlisle School. Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, members of the public who cannot access this meeting in the cafeteria can access it via live stream at:

Topic: CSC 7-21-21
Time: Jul 21, 2021 9:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://carlisle-k12-ma-us.zoom.us/j/85244154697?pwd=MGcxbjArbEFzak9vaVYxU2w3UWtsZz09>

Meeting ID: 852 4415 4697
Passcode: 901326

I. Call to Order

Mr. O’Shea called the meeting to order at 9:03 A.M. and announced that the meeting was being recorded.

II. Committee Reorganization

Mr. O’Shea stated that the first Carlisle School Committee (CSC) after the Town Election calls for Committee Reorganization and requested a motion to seat the School Committee Members. Ms. Wilson moved to recognize Amanda Comperchio, Jack Huntress, Eva Mostoufi, Carrie Patel and Sara Wilson as members of the CSC and Mr. Huntress seconded. The motion passed with a roll call vote: Comperchio, aye; Huntress, aye; Mostoufi, aye; Patel, aye; Wilson, aye.

Ms. Wilson made a motion to appoint Mr. Huntress as Chair of the CSC for the 2021-2022 year. Ms. Comperchio seconded the motion. The motion passed with a roll call vote: Comperchio, aye; Huntress, aye; Mostoufi, aye; Patel, aye; Wilson, aye. Mr. Huntress was given the gavel.

Ms. Wilson made a motion to appoint Ms. Comperchio as Vice Chair of the CSC for the 2021-2022 year. Ms. Mostoufi seconded the motion. The motion passed with a roll call vote: Comperchio, aye; Huntress, aye; Mostoufi, aye; Patel, aye; Wilson, aye.

Ms. Comperchio made a motion to appoint Ms. O’Regan as Recording Secretary of the CSC for the 2021-2022 year. Ms. Moon seconded the motion. The motion passed with a roll call vote: Comperchio, aye; Huntress, aye; Mostoufi, aye; Patel, aye; Wilson, aye.

Ms. Comperchio made a motion to appoint Mr. O’Shea as Treasurer of the CSC for the 2021-2022. Ms. Mostoufi seconded the motion. The motion passed with a roll call vote: Comperchio, aye; Huntress, aye; Mostoufi, aye; Patel, aye; Wilson, aye. It was noted that should a Business Manager be hired, this appointment would be revisited.

Ms. Comperchio made a motion to appoint Ms. Wilson and Ms. Mostoufi to the Concord-Carlisle Regional School Committee for the 2021-2022 year. Ms. Patel seconded the motion. The motion passed with a roll call vote: Comperchio, aye; Huntress, aye; Mostoufi, aye; Patel, aye; Wilson, aye.

Ms. Comperchio made a motion to appoint Mr. O'Shea as EDCO Board and Advisory Board Member for 2021-2022. Ms. Moon seconded the motion. The motion passed with a roll call vote: Comperchio, aye; Huntress, aye; Mostoufi, aye; Patel, aye; Wilson, aye.

Appointments to the CSC Subcommittees will be made at a later date. These appointments do not require a committee vote.

III. Review/Approve Minutes

A. Meeting of June 9, 2021

B. Special Ed Subcommittee Meeting of May 11, 2021

Ms. Wilson made a motion to approve the minutes of the June 9, 2021 School Committee Meeting and the May 11, 2021 Special Education Subcommittee meeting. Ms. Comperchio seconded the motion. The motion passed with a roll call vote: Comperchio, aye; Huntress, aye; Mostoufi, aye; Patel, aye; Wilson, aye.

IV. Information/Discussion Items

A. 2020-2021 Year in Review: The committee reflected on several questions.

- a.** What aspects of the Committee's work do you think we did well last year? Remained in-person for the entire year, put students' need first, frequent meetings to stay on top of changes and needs, collaborated with all stakeholders, committee stayed consistent and productive, flexibility in making room for changes and adjustments, listened to the community, created a supportive and positive culture, communication with the community
- b.** What surprised you the most about the past year? Did not need to transition to remote for any period of time, sense of community and cooperation from community members with and without students in the district, how well the committee functioned, culture of putting students first
- c.** As a committee member, parent or community member what aspects of the work of the committee or district did you think would benefit from attention from the committee? There was a tremendous amount of work that was addressed in 2020-2021 but there is still the necessity to address and support the current needs of students and faculty as a result of the pandemic, work on community outreach and connecting with the community
- d.** What do you see as important areas of focus for the committee/district for the next year and into the future? Some items did not get addressed to due to needs of the pandemic, focus on portrait of a graduate, strategic plan, community outreach and engagement, master plan, technology uses, as well as increase incorporation of diversity, equity and inclusion

B. 2021-2022 School Year Opening

Mr. O'Shea noted that at the time of the meeting there were no COVID restrictions in place and that the district is moving forward with opening plans. The new teacher mentoring program will begin on August 25th. Teachers return on August 30th and students on September 1st. There will be no remote option this year. Students will return to pre-pandemic schedules. Lunch will continue to be free for the upcoming year. Mr. O'Shea recognized that some families will have concerns with students under 12 years of age unable to be vaccinated. A communication will be sent to families within the next week regarding school opening plans. Discussion regarding the return to school plans included how to handle families' concerns and anxiety about coming back to school in person with no precautions in place. Mr. O'Shea stated that many of the strategies that were in place last year will continue such as hand washing and air filtration. It was noted that some

families made choices last year that impacted enrollment. Enrollment figures for 2021-2022 will be reported at the August 18th meeting.

C. Special Education Update

At the end of the 2020-2021 school year SEPAC sent a letter to district administration. In response to that letter leadership met with the members of SEPAC to discuss improving relationships as well as communication protocols. The Special Education Subcommittee also met with SEPAC to focus on approaching concerns productively. Ms. Comperchio reviewed the 2020-201 Special Education Subcommittee report. Mr. O'Shea stated that in the coming year the hope is to find more opportunities for the Special Education Subcommittee to meet with SEPAC and to encourage more communication. It was also noted that some members of the Carlisle community have concerns regarding the financial impact of the Special Education Department to the district and town. There is a need to bring awareness to the community that the needs of students have changed and that staff work to meet these needs in efficient ways with no waste. Special Education also supports the general education population. Work will continue on how to communicate what is happening in Special Education to a larger audience.

D. Superintendent's Update

Mr. O'Shea stated that a Facilities Department update will occur later in the meeting. At the August 18th CSC meeting a personnel update will be provided. The Business Manager position has not been filled to date. Anne Mahan is still working on a part-time basis and discussions continue with The Management Solution (TMS) regarding providing business consulting services to fill the gap until the position is filled. The Highland Building Committee received approval to spend \$6,000.00 to research and study options for future use of the building. Summer professional development day topics include social emotional needs, anti-biased/anti-racist work and project-based learning. Six staff members, including Mr. O'Shea, participated in an IDEAS program entitled "Anti- Racist Decision-Making Strategies for School Leaders." Mr. O'Shea recently attended the Massachusetts Association of School Superintendents conference. The Administrative Team held a 2-day in-house retreat in July.

E. Facilities Update

Mr. Fortado stated that the facilities staff has been focused on cleaning classrooms and floors. A new full-time staff member has been added to the custodial staff and is fitting in well. Work will be done in the next few days to tie in the solar canopy. The awnings in the outside entryways will be repainted. Mr. Fortado reviewed a Water System Update. Core America performed a Custodial Assessment for the district earlier this year. Mr. Fortado shared the assessment results with the committee. As part of the results Core America recommended the hiring of an additional full-time custodian which has been done. When asked what we are doing to train the custodial staff, Mr. Fortado stated that staff complete on-line and vendor trainings regularly. The new hire has a training plan and is working alongside other employees to learn systems. When asked about challenges to the Facilities Department, Mr. Fortado indicated that he was pleased with what the department had been accomplishing while understaffed and hopes to exceed expectations now that an additional staff member has been hired. The Carlisle Municipal Facilities Committee has been exploring the possibility of moving IT under Facilities. This model raises some concerns. Mr. O'Shea tries to attend the committee meetings but it may be helpful to have a CSC member attend meetings as well. Former CSC member Ms. Lear was a member of this committee. The CSC may need to make a new appointment.

F. Carlisle Community Engagement

A document outlining the initiatives for improving community engagement was shared. The proposed fall and spring meetings will be held in-person and via Zoom. Outreach will focus on groups without students currently in the school system.

G. Topics for 2021-2022 School Committee

Topics will be discussed at the August 18th meeting.

H. Summer Meeting Schedule

The next meeting will be held on Wednesday, August 18th at 9:00 AM with the same format.

V. Members'/Committee Reports as Needed

No reports were presented.

VI. Communications/Correspondence

There were no communications.

VII. Warrants

- A. Accounts Payable Warrant #8421; \$46,373.71
- B. Payroll Warrant #8621; \$298,100.80
- C. Payroll Warrant #8521; \$515,515.35
- D. Accounts Payable Warrant #8821; \$103,377.21
- E. Accounts Payable Warrant #9021; \$35,078.92
- F. Accounts Payable Warrant #9221; \$27,522.83
- G. Accounts Payable Warrant #0422; \$77,901.32
- H. Payroll Warrant #0222; \$497,514.55

VIII. Action Items

A. Vote Revised Superintendent Evaluation

A motion was made by Ms. Mostoufi to approve the revised Superintendent Evaluation and seconded by Ms. Patel. The motion passed with a roll call vote: Comperchio, aye; Huntress, aye; Mostoufi, aye; Patel, aye; Wilson, aye.

IX. Public Comments

Mr. O'Shea noted that three questions were posed in the Zoom chat.

X. Adjourn Meeting

A motion was made by Ms. Mostoufi to adjourn the meeting. The motion was seconded by Ms. Wilson. The motion passed with a roll call vote: Comperchio, aye; Huntress, aye; Mostoufi, aye; Patel, aye; Wilson, aye. The meeting was adjourned at 11:22 AM.

List of Documents Viewed or Reviewed:

Committee Reorganization Memo dated July 21, 2021
Draft Minutes of June 9, 2021 School Committee meeting
Draft Minutes of the May 11, 2021 Special Education Subcommittee meeting
Special Education Subcommittee 2020-2021 Report
Water System Update
Carlisle Community Engagement Overview
Warrants
Accounts Payable Warrant #8421; \$46,373.71
Payroll Warrant #8621; \$298,100.80
Payroll Warrant #8521; \$515,515.35
Accounts Payable Warrant #8821; \$103,377.21
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