

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

School Committee Minutes

Wednesday, January 10, 2024

6:00 PM

Learning Commons

Cohasset Middle and High School

143 Pond Street

Cohasset, MA 02025

Streamed Live on Cohasset 143TV

Zoom (*chat enabled*)

Facebook Cohasset Live Streaming (*watch / listen only*)

In Attendance:

Ted Carr, Secretary

Lance Dial, Chairperson

Paul Kearney

Craig MacLellan, Vice Chairperson

Jennifer Lesky

Also, In Attendance:

Charlie Lankow, Superintendent Student

Advisory Council Liaison

Jim Hardy, MASC Search Consultant

Dr. Michael Palladino, Senior NESDEC Search Associate

Sue Owen, Director of Finance & Operations

Dr. Leslie Scollins, Assistant Superintendent

Dr. Patrick Sullivan, Superintendent

All School Committee Meetings Are Recorded.

AGENDA

Call to Order – Chairman Dial called to order the regular meeting of the Cohasset School Committee for Wednesday, January 10, 2024 at 6:00 PM. The chair addresses members of the school committee who are present to indicate so in **Roll Call: Mr. Kearney- Present; Mr. Carr - Present; Ms. Lesky- Present; Mr. MacLellan- Present; Mr. Dial- Present.**

Pledge of Allegiance

Opening Remarks – The chair notes that today’s school committee meeting has a packed agenda along with a few invited guests. This meeting has some very heavy substance to address with kicking off the actual process of a Superintendent Search Committee, this will be much about the agenda for today. At our last school committee meeting on December 20, 2023, Superintendent Patrick Sullivan accepted a position at the Marshfield Public Schools. Once again, Congratulations Dr. Sullivan, he’ll be missed by us all. The school committee will commence their search to find his successor. Members of the school committee still have day-to-day business running schools, and day-to-day business as a school committee.

Public Comment – No public comment at this time.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Invited Guests

• Superintendent Student Advisory Council (SSAC) Liaison Report (Charlie Lankow)

Charlie Lankow addresses school committee members that somehow, for whatever reason, he seems to end up reporting to them before the quarter ends! First, Charlie would like to report on how school academics have been going. Their first semester ends this month, with finals to schedule in too. Charlie says since his time in high school, this is the first time he can remember having a real final schedule, or midterm schedule for the end of the semester. This is good because it gives students something to build up to and lends some legitimacy to classes. Some of Charlie's AP classes have end of year exams in May and having midterm, students still actually have a lot of studying and work to do. It's a good check-in to kind of see where we're at in the year and see where we need to brush up on things.

Last week CHS had a Pickleball tournament and Charlie, and his partner Emen won! It was nice to see all the different grades there. Charlie says events like this, and the ping pong tournament are great to have, everyone can get together at a time in the Winter when it gets dark early and where people just want to kind of hang out. It's a nice chance for everyone to get together and meet others you've never met before at these kinds of tournaments.

For the senior class specifically is "Credit for Life Fair" that's coming up which is pretty exciting. Charlie attended a senior class meeting a few days ago during utility and this is basically a chance for seniors from what Charlie has gathered to work through some of the "real world," adult businesses, such as budgeting, planning expenditures on how that whole process works. Students actually had to fill out a form before the "Credit for Life Fair" for a potential career students want to do. Students will then play that role with different scenarios and go to different tables with parent volunteers and talk about budgeting, expenditures, etc. Charlie recalls many fun stories from seniors from last year's "Credit for Life Fair" and he's really excited for this. On part of that survey form for student's profession we were asked what seniors wanted from other events or ideas for Senior Spring events and acapella was one which was really exciting to see. Another event was a dance party with Mr. Dykes. Charlie says going way back with his fellow classmates who've been here since kindergarten was one of the biggest fun things Charlie remembers, so they're hoping they can do that.

Dr. Sullivan mentions that last year's panelists "Credit for Life Fair" were connected to Cohasset in various ways with so many different blocks of occupations and they talked about their stories that were very powerful and students gained a lot from this.

School winter sports are doing pretty well. The Wrestling team went to Sandwich today for a meet, hopefully they'll do well, and wish them luck. Charlie is looking forward to January 20th to help out with a Home Wrestling Tournament here to work the score tables and curious to see how that will go.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Invited Guests

• Superintendent Student Advisory Council (SSAC) Liaison Report (Charlie Lankow)

Charlie participates in some of the clubs, one being on the Debate team and the other the Medical Club. The season is in full swing for the Debate team and Charlie expresses how the Debate team is the best club offered here at the high school. Not only is it just a fun time but we really learn so many important life skills such as being under pressure and have judges and opponents you've never seen before. They give you the floor like Charlie is doing now at the school committee meeting and we talk and make an argument on the fly. There will be a meeting tomorrow during utility with the Medical Club to go over body systems and diseases with Mr. Savage, who's a great teacher. This just speaks of the value of having utility overall, because it's not only time for students to see teachers, but to have these clubs it's a great opportunity to meet and it's not too much of a commitment which is good.

The Acapella and the Jazz Band are in full swing too. The band and chorus are preparing to perform at the Senior Center soon which should be exciting, and they're preparing for all the school's concert in March with chorus and band. Charlie's personal favorite is "Mindful Mornings," which has been awesome, it's nice and easy to have a few mindful breaths with some friends before school.

The Superintendent Student Advisory Council met yesterday with Mr. Cordone, their new Food Services Director. His passion for Food Services obviously is that he really loves what he does! Charlie really liked Mr. Cordone's metaphor, "We have to crawl, then walk, then run."

Students have been winding down from their big part on the National Honors Society's Induction Ceremony held in December, sort of a post-induction slowdown where there's not too much happening right now. National Honors Society members are still working hard and chipping away at their service, or their individual service project which is good. Charlie holds an officer position for the National Honors Society where he's responsible for approving signatures obtained on student's service forms.

Last year Charlie talked about the lights in the classrooms which were fixed, that was good, but Charlie just wanted to touch on the classroom's temperature, which he knows has been an issue in the past with the facilities staff. Charlie is actually happy to report that the classroom temperatures have been really good.

Dr. Sullivan says they installed upgrades to the switches, and it's been a lot easier to regulate now.

Mr. Kearney is glad to hear that Charlie and other representatives from the SSAC were able to meet with the new Food Services Director. Thank you, Charlie, good job on the report.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Invited Guests

• Superintendent Student Advisory Council (SSAC) Liaison Report (Charlie Lankow)

Mr. Carr comments great job Charlie and suggests to Charlie maybe he can talk with other fellow classmates about alumni things that generally doesn't happen for a while after graduation. Mr. Carr is curious to know if Charlie and other students have any thoughts or ideas on this. Something that we might be able to consider for our recent graduates that can come back and talk to us at one of the school committee meetings.

Ms. Lesky expresses how Charlie's report is always wonderful and a thorough peek into the life of a student. Charlie mentioned other seminars that seniors might like to have, and she knows that the Roxbury Latin School is involved in the ways schools in Boston do. They have a day or two on life skills such as how to change a tire, or how to fry an egg, all of these critical life skills that students may or may not learn before going off into the "real world." That might be a brainstorm for students and teachers of what they think that students might need to know and being way more independent than usual.

Mr. MacLellan is curious what Charlie's endeavors are for a career after graduation.

Charlie says he's leaning towards math and science and biochemistry is a subject Charlie really likes a lot, maybe something in the medical field, he's not really sure.

Chairman Dial comments excellent presentation as always by Charlie. The chair has no comments, just compliments, thank you.

Invited Guests

• Superintendent Search Process- Presentation from Potential Search Consultants:

➤ Presentation from MASC

The chair would like to give a quick introduction to this item. Superintendent Patrick Sullivan is leaving, and folks are going to hear about this a lot after the meeting. One element of the process is a decision at the school committee level whether or not to engage in a search consultant. This is the process for searching for a Superintendent which can be long and there are experts out there who can guide the school committee through this process. It's not a requirement, it's something the school committee will deliberate on. We have two organizations here at the meeting today who do search and help with certain processes, MASC and NESDEC.

Jim Hardy from MASC has the floor with this being his 101st Superintendent Search since he started in 1996. Mr. Hardy's presentation is on the MASC Field Director's side per se in some of the key challenges that a Superintendent Search entails in some of the key decisions that the school committee is going to have to make as they move through the process and help with the contract services for a Superintendent Search.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Invited Guests

- **Superintendent Search Process- Presentation from Potential Search Consultants:**
 - **Presentation from MASC**

Information was provided in packets to members of the school committee that outlines the nuts and bolts of conducting a Superintendent Search and the many decisions the school committee will have to make along the way for that process. No search will be successful unless you know what you're looking for in candidates. If you have a Search Committee, the School Committee must know they're on the same page looking for someone who's got this skill that gets applied to every aspect of the search from the paper screening to the interviews to the question development and to the final decision making. Developing that profile at the very beginning is really a critical piece that drives the rest of the process. If MASC is hired, they conduct online survey's where people participate, and they typically get 100 times more people who participate in a survey than they ever get in-person for focus groups. Focus groups are broken down into parents, employees, students, the whole bit. The beauty of doing this electronically is MASC can separate all the responses and the school committee can find out the key priorities that parents want, what the key responsibilities employees want, and the key challenges students feel would apply.

The school committee has to take into consideration the fact there is a timeline, and July 1st is not that far away. The other consideration going forward would be the makeup of a search committee. If the school committee chooses to use a search committee, they can get through two steps of the process while maintaining confidentiality. The Trade General does not allow school committees to serve as the search committee. In fact, the search committee can't include a quorum of the school committee and the search committee can't be made up of a majority of school committee members.

On the last page MASC provided to the school committee members a draft based off of more meeting slates to tie some of the decisions the school committee has to make with meetings they may have already posted.

The chair appreciates this information from MASC and for giving the school committee some time and space to read these documents themselves. This is a lot of information and exactly what the school committee had discussed on what we're looking for. It's not necessarily the school committee's day job to go hunt down new Superintendent's. Mr. Hardy gave a nice overview, and an understanding of what MASC capabilities are and how they can help. It's really part of our goal to give us some thinking on that.

Mr. Kearney comments he knows MASC does a wide variety of candidates with professionalism, and really appreciates their organization.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Invited Guests

- **Superintendent Search Process- Presentation from Potential Search Consultants:**
 - **Presentation from NESDEC – New England School Development Council**

Dr. Michael Palladino, Senior NESDEC Search Associate, another search provider, is here to talk about what services NESDEC can provide and how the school committee can go through this process with them. These meetings are for school committee members to know what consultants could do if the school committee decides to engage in a consultant or to do it themselves and to know what's out there if the school committee engaged with NESDEC.

They have a specific timeline with regard to a Superintendent Search Committee and Dr. Palladino gave school committee members a packet on some idea of all the things that need to get done over the course of the Superintendent Search process and if NESDEC is considered this year in early Spring, late Winter, Dr. Palladino suggests the school committee to get started as soon as possible.

NESDEC is a non-profit corporation dedicated to servicing public school districts and Superintendents of Schools. The Scope of Services would be provided by Dr. Michael Palladino, Senior NESDEC Search Associates, and coordinated by Dr. David DeRuosi, Jr., NESDEC Executive Director who would develop a schedule for the Superintendent Search. They have conducted over 600 or more Superintendent Searches over these past few years and also conduct searches for Assistant Superintendent's, Principals, and high level of Executive Director positions. NESDEC has a network in terms of contacts they have throughout New England with their searches. They work with the school committee on designing and developing a search schedule that meets as a committee and/or a liaison. They create a personalized letter that goes out as an advertisement. On NESDEC's website they advertise the vacancy through all of their affiliates and investment organizations and school board association websites. NESDEC is a state, regional, and national search firm. They would also create focus groups and they have an online survey they would use gathering information with regard to what type of person the district is looking for as the next Superintendent of the Cohasset Public Schools.

Chairman Dial thanks Dr. Palladino for coming here and sharing his expertise and all these materials with the school committee today. The chair has one question to ask as we're thinking about the consultant services, obviously that's a decision that's going to end whether to make it solvent or what's called. Based on what the school committee is looking for in the district where we're disregarded how involved we want to escalate members and so on for what the school committee's capabilities are. From Dr. Palladino's perspective, what sort of factors should the school committee consider when evaluating how to choose a consultant. The service between the two is very similar, it's a very complicated process.

Dr. Palladino says it depends on how wide of a search the committee wants to do is an important piece of that.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

School Updates

• **School News (Dr. Patrick Sullivan)**

Dr. Patrick Sullivan mentions that as Charlie Lankow typically does, he always does a fabulous job of summarizing the happenings in the schools from a student's perspective.

Obviously, we're in the storm season. If anybody had any doubt about that over the last couple of weeks surely, we're in it! Dr. Sullivan reports what he has to go through in the process of determining school closures, school delays in his newsletters over these last few weeks. Safety comes first but, if at all possible, he wants a full day of school. Dr. Sullivan understands the burden on families when they receive late notices on any type of delays or cancellations. He takes this very seriously when consulting with safety officials. Cohasset school families should know how very fortunate they are to have wonderful safety officials who are extremely collaborative with him, and they have very good back and forth conversations about making decisions that are best for the kids. Dr. Sullivan does his best and he's very open to thoughts and ideas on what he's doing. Today was a tough one for Dr. Sullivan. It didn't look like such a tremendous storm, but low and behold when he made his first call at 4:45 a.m. in the morning to find out there was a tree down across Pond Street that had severed the power and exposed a rotten utility pole and it was not a situation at 5:00 a.m. in the morning where they were going to get anybody up in a bucket truck because of the damaging winds. Dr. Sullivan had to determine giving a delay so they would have the daylight and the utility crew could get in, and thankfully they cleared it up as quick as possible. Dr. Sullivan would like to thank the whole community for their patience with that. The problem with that is of course it brought us into the high tide zones, it wasn't too severe, but it was something.

Mr. Kearney thanks Dr. Sullivan for the delay notice his family received this morning. That's a challenge and Mr. Kearney appreciates Dr. Sullivan getting up so early and making those decisions. Those are the decisions that a Superintendent has to make, and he once again thanks Dr. Sullivan for making those decisions, because it's not easy.

Teaching and Learning

• **Academic Initiatives / Updates (Dr. Leslie Scollins)**

Earlier in the year, Dr. Scollins had spoken with the Teaching and Learning Alliance (TLA) to do some preschool curriculum development and professional development. The Teaching and Learning Alliance put something together, so Plymouth and Cohasset could collaborate. Dr. Scollins talked with other Superintendents and Assistant Superintendents to keep this alive, and they now have other districts that are joining with Cohasset. We have Cohasset, Plymouth, Duxbury, and Hingham, and this is really exciting. There will be three (3) workshop sessions and within those are either two or three workshops and Dr. Scollins attends when it happens. Dr. Scollins was recently in Marshfield to see what other districts do and it was really interesting and fun to talk to teachers there. One of the things they said as preschool teachers is that they're sometimes left out of professional development, or they're kind of a little separate entity because it's often offered to grades K-12.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Teaching and Learning

• Academic Initiatives / Updates (Dr. Leslie Scollins)

We're always looking for ways we can actually make our curriculum more rigorous and really set these students up for success. There was a lot of work done on that and they'll continue to do that. In the third session which will be in the Spring, they're actually going to build a whole unit together based on all of the information that they've been learning, and they'll be trying out all of these other things. This is really exciting, and Dr. Scollins says they'll continue to do this. The teachers have just been so positive about it and the districts themselves because they've been looking for something. Often the preschool programs are much smaller than other grade levels.

Cohasset also belongs to the Massachusetts Partnerships for Youth program with this being Cohasset's first year as part of this organization. Many of the districts in the state are part of this. It's a nominal fee and within that is an enormous amount of professional development for staff. They're all taking advantage of that. In fact, Barbara Cerwonka, Director of Student Services and Dr. Scollins are actually in a five marginal live course on title 9 coordinators, the law, and all sorts of things which are valuable for Cohasset. They have everything they could possibly imagine including a power professional series that Cohasset offers to their paraprofessionals. They do after school hours and Cohasset is going to compensate them if they want to be part of it because that's one of the things Dr. Scollins hears all the time from ESP's is that they don't have, there's not necessarily dedicated professional development for them outside of what Cohasset offers during the day. One of the things that they have done for the very first time is offering something for families. Dr. Scollins will post this on the school website, and this will be in all of their newsletters.

Dr. Scollins expresses how they need some volunteers for the CHS "Credit for Life Fair" for February 9, 2024. Charlie Lankow gave a really great overview of this, it really does give students a nice taste of what it might be like to be a grown-up, have a job, pay your bills, buy a house, all those big things. The fact that we have so many community members that come in and help really makes a difference because it's a real experience for our students. The panel discussion to echo what Dr. Sullivan said earlier is really lovely because they really are open about where their journey has been, and students can ask questions. Dr. Scollins will post this to the school website, so if folks in our community have some skills, they want to share with our students they can sign up for CHS Credit for Life Fair.

Chairman Dial would like to go back to what Dr. Scollins mentioned earlier to make sure this doesn't go unacknowledged with the PreK professional development program. Dr. Scollins created this to help our district, but it's also helping out the region, beyond Cohasset. Thank you, Dr. Scollins, for all that she's doing, this is fantastic!

Mr. Kearney would like to recap on the "Credit for Life Fair." One of the things that he'd like to explore is Food Services on what they can do. Were we able to talk to our new chef about certain foods we could serve during the event that day. This would be a great way and a great start to cater to that. This is something that the community can be part of and a learning experience for students.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Teaching and Learning

• **Academic Initiatives / Updates (Dr. Leslie Scollins)**

Ms. Lesky has a question about the Math meet and asks if that is the New England Math League or just something teachers have collaboratively put together across the schools.

Mr. MacLellan would like to know who's responsible for going around the PreK issue on professional development and the broadening of the programming. This was made to ensure that they have some professional development and they're able to collaborate with extra districts professional development. This will also help broaden our PreK offerings in general. Mr. MacLellan just wants to remark that one of the things he loves is the fact this was created for a more robust PreK offering. It serves to outfit those students in a much more effective manner as teachers prepare them for kindergarten in grade school. This will assist the district and student achievement in that way. If they start off the right way they're starting from a better foundation. Mr. MacLellan is convinced this will help with the identification of any literacy issues early on. It's something that could be easily bypassed as sounding nice where it's PreK. Mr. MacLellan wants to thank Dr. Scollins, Principal Farrell, Mrs. Cerwonka, and the PreK faculty for bringing this to the district. This is going to improve our district overall and student achievement will improve because of this.

Dr. Scollins says it was Principal Farrell, Barbara Cerwonka, and herself. We were talking about the fact we wanted to make sure preschool teachers have the opportunity to have the same kinds of experiences we were offering for grades K-5 at the elementary level. This is very student-centered and gives teachers a different lens on how to make something rigorous, but still developmentally appropriate.

Budget, Resources and Governance

• **Budget and Finance**

➤ **Capital Budget Discussion**

Both Ms. Susan Owen and Dr. Patrick Sullivan met with the Town Manager and Assistant Town Manager to actually go over and get a preliminary idea or give them an idea of what capitalism looks like from the school administration. Letters were placed to the left of the list to indicate (C) for the Capital and (S) for the Stabilization Fund. They discussed what was originally on the list was the fire alarms for the Middle High School which was estimated up to \$1M dollars. The suggestion now is they're going to conduct an engineering study for the first year for \$175,000 and once that study comes back it will give the Budget and Finance Department a more concrete figure that will be on next year's list upgrading, it's based on timing. They also talked as a group and a sub-committee to start thinking about our school roofs. They're going to apply for the acceleration program for the roofs, but if that doesn't come through where they have to come up with some financing, they want to put aside \$200,000 to put towards a new roof or renovations to the roof. This will increase as they go as completion of the roof gets closer.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Budget, Resources and Governance

• **Budget and Finance**

➤ **Capital Budget Discussion**

FY25 DRAFT CAPITAL LIST

Sum of 2025

C	Bus Lease (8 Diesel Buses)	\$	150,000	
C	Electric Bus Lease	\$	25,000	
C	Replacement of Aging Chromebooks (540-3 yr. lease \$143,100)	\$	69,000	
C	Replace all Projectors with Interactive Presentation Equip (46-CHS)	\$	254,908	
C	CMS Enhanced Audio in Classrooms (Lightspeed Redcat)	\$	40,000	
C	Replacement Furniture –Students/Staff (Deer Hill)	\$	35,000	
C	Add Chromebooks (100 - Deer Hill Elementary)	\$	80,000	
C	Indoor Signage in classrooms/hallways (CMHS)	\$	50,000	
C	(2) New Athletic 15 Passenger Vans (48 Month Lease)	\$	31,946	
C	Alumni Field Fence	\$	80,000	
C	Alumni Field Bleachers	\$	<u>100,000</u>	\$ 915,854
S	Fire Alarms (CMHS) Engineering Study	\$	175,000	
S	Osgood School Roof (funding toward roof \$3.5M)	\$	200,000	
S	Finish Retiling all Classrooms (Deer Hill)	\$	300,000	
S	Asphalt Road-Sidewalk Between DHS/JOS Needs to be Resurfaced (DHS)	\$	150,000	
S	Asphalt Road from Pond Street Needs to be Resurfaced (CMHS)	\$	100,000	
S	Replace Sidewalk and Curbing on Entry Road to CMHS (CMHS)	\$	250,000	
S	Extend Sidewalk to Pond Street (CMHS)	\$	75,000	
S	Generator for the Osgood Elementary School	\$	<u>250,000</u>	\$1,500,000

C = Capital

S = Stabilization Fund

The Department of Finance and Operations reached out to the DPW who also had conversations with the Assistant Town Manager, and Chris Senior. The asphalt road and sidewalk between the Deer Hill and Osgood School need to be resurfaced. The asphalt road from Pond Street also needs to be resurfaced. Replacing sidewalk and curbing at the Middle High School and extending sidewalk to Pond Street. All those have been on the list for years and there was always going back and forth if this is the DPW's responsibility, or is this the school's responsibility? The Stabilization Fund is a great way to get these projects done. Brian Joyce has recommended consolidating all of these into one big project with other paving within the town. While we have the contractor here, we can get a better figure on the cost. The Finance and Operations Department are actually waiting for a quote on what it would cost for all of this to be done at one time. It's hopeful we can start the school year next year and have all these paving needs completed. We had a power loss a few weeks ago and we realized that the Stabilization Fund could provide the cost of a new generator at Osgood Elementary, which is an absolute necessity, which was added to this list. The figures to the costs on the list can be adjusted, such as putting money towards a new roof. They could put more into this if the paving project quota comes in less.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Budget, Resources and Governance

• **Budget and Finance**

➤ **Capital Budget Discussion**

The Chair would like to remind members of the school committee that this workshop is on the Budget, not Capital, and he asks the school committee for their views on the Capital list just presented by Ms. Owen.

Mr. Kearney says a lot of this stuff needs to be done, he doesn't see the water hydration stations outside that they talked about. It looks like basically there's no budget and having Cintas come here and change out some sinks that don't properly wash the kid's hands. These are the little things that Mr. Kearney doesn't see on the working Capital list. A generator for \$250,000 could be easily spent tomorrow, it's the little things such as getting lights to work properly in the auditorium. There's no air conditioning in the gym and we need to address these things that need to be done. If we can have Cintas commit to coming here, they would make sure all our first aids kits are fully packed, and defibrillators are taken care of with staff being fully trained in how to use them. There's an opportunity Mr. Kearney sees here that they're not expanding on, that's not a lot of money, like the lights in the student's parking lot don't work. We should have a general fund that's designed to put away money for when these kinds of little things come up. Mr. Kearney asks the Chair if he could bring this up at the sub-committee to have Cintas come in to do all this work.

The Chair states that Mr. Kearney has a good point, and this is something they can raise at the budget and resources sub-committee. The Chair likes this idea if the school committee agrees to include a section of the workshop on our Capital resources. There's one thing that the Chair doesn't see on the FY25 Capital Draft list that our Capital expenses really need to be the acquisition of a thing. We can't just take a Capital request and make it a fund, but it can be something to talk about with budget for a normal operational budget.

Mr. Carr suggests they have a sub-committee meeting before January 22, 2024 to tighten this up a little bit.

Mr. MacLellan has a question he'd like to ask the Chair. To what extent has the School Facilities Committee been involved. They're charged with not only the view and evaluation of whether or not we need replacements in the school buildings, but also maintenance needs. The School Facilities Committee should be involved in conversations, so they're not frustrated. Mr. MacLellan recommends that someone from the sub-committee reach out so that this working FY25 Draft Capital list can be shared with the School Facilities Committee because they'll be concerned especially with the Stabilization Fund appropriations we have estimated and what was proposed here.

REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024

Budget, Resources and Governance

• **Budget and Finance**

➤ **Capital Budget Discussion**

The Chair notes they had Mr. Jason Earls here at a school committee meeting to talk about updates with the school committee and we're still not clear on the relationship between the School Facilities Committee and this School Committee with who's charged with what. It may be worth a joint meeting of these two committees to hash this out to see what the School Facilities Committee should be involved in and what this School Committee should be involved in because the Chair doesn't want to create a situation where we now have multiple layers of reviews with additional steps in our Capital process which is already a compressed timeline which goes through lots of Town Committees and rules. Chairman Dial will reach out to Mr. Jason Earls to get a joint meeting on the books to hash out, because we appreciate their perspectives and their work. The Chair doesn't want the School Facilities to be left out in the cold. We want to make sure that we're doing everything efficiently as we can.

Budget, Resources and Governance

• **Food Service**

Dr. Scollins, Dr. Sullivan and members of the Student Advisory Committee met with Food Service where they created what is called a "SWOT" analysis which is *strengths, weaknesses, opportunities, and threats*, with threats meaning foods we want to avoid. We reviewed everything where Mr. Cordone heard from students about what they and their peers were liking about the new approach. Mr. Cordone was then able to talk about some of his ideas, that Charlie Lankow mentioned earlier about the crawling, the walking, then the running. Mr. Cordone introduced certain items in a way that wasn't overwhelming. Remember one of the threats was don't just wash out everything right away. There are some comforts that people rely on, and Mr. Cordone is doing it in a very systematic way. It was a great meeting and it evolved into an open discussion and the excitement was palpable with the kids talking about some of the foods they were liking. There were a couple of areas of concern for better salads, the kids really enjoy the healthy salad bar. Mr. Cardone talked a lot about efficiency and the services element to it on how to make people feel. The kids were impressed with the upgraded look that our Food Service has to offer.

Mr. Kearney would like to know if the Food Service addressed elementary. He would like to suggest having Mr. Cardone, our new Food Service Director, come to one of the school committee meetings to talk and demonstrate some of these new concepts. Mr. Kearney also sees some opportunities here for Homemaking classes we talked about to incorporate.

The Chair says this is a great success story and asks Dr. Sullivan for his thoughts on whether or not to have Mr. Cardone do a brief presentation on his work with the Food Service at one of our school committee's meetings.

• **Transportation – N/A**

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Community Relations / Communication

• Reports from School Committee Sub-Committees and Liaisons

Chairman Dial is a Legislative Liaison along with Mr. Carr and Mr. Kearney where they have been attempting to have conversations, but they've not been able to connect with Senator O'Connor and his staff to come here and help coordinate an MSBA visit. The Chair is wondering if he could impose on one of the Liaisons to put a torch on that.

Mr. Kearney says it would be a pleasure to do this for the Chair, and he'll do that. Mr. Kearney would also like to suggest we talk about diversity since we haven't hired a person of color in the district. Perhaps Ms. Lesky and himself can talk with the METCO Director because we thought that a former Cohasset student might show interest since this would be a good way where they know about the district. There's a Wellness Committee meeting January 17th to which he's looking forward too. The other suggestion Mr. Kearney has is with Safe Harbors on some feedback he heard. Safe Harbors felt they didn't get enough recommendations when they came here. They somehow thought they were coming here for us to give them recommendations. Mr. Kearney would like to meet with some of the ambassadors because when they mentioned vaping, he wants to make sure that the school committee addresses that and especially underage drinking. Just hearing that kids are getting their stomach pumped, its real, kids are drinking, and it's not good. This is a big concern in the district and as a father of three high school kids, he's very concerned, and concerned for other kids and their future. Having said that, Mr. Kearney would like to have our School Resources Officer Taylor come in as well and talk about teenage drinking at one point and see what we can offer our students and what they want to hear from us for recommendations for them, especially the kids that don't drink.

School Committee Governance

• Superintendent Search Process

- o Formation of Superintendent Search Committee**
- o Discussion of Retention of Search Consultant**
- o Superintendent Job Description**

There are 3 sub items under our Superintendent search process with the first one being the formation of a Superintendent Search Committee. The school committee will have discussions on this and potentially form a Superintendent Search Committee if that's the view of members of the school committee and that's the goal of this discussion. From the Chair's own perspective, he thinks a search committee would be the appropriate step to make sure it helps the burden out there. We also heard from a confidentiality perspective that a search committee of boards for candidates would be a little bit more confidential in their candidacy. The first threshold discussion is there any member of the school committee who takes a view that we do not need or want to form a search committee. Establishing that, we'll start establishing that for the school committee. The second question is what should this search committee look like? The Chair will offer one, having spoken with Vice Chairman MacLellan on a composition. This obviously is a full school committee decision so members can have input that is welcomed and required.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

School Committee Governance

- **Superintendent Search Process**
 - o Formation of Superintendent Search Committee**
 - o Discussion of Retention of Search Consultant**
 - o Superintendent Job Description**

One of the Chair's overarching concerns is timing, we heard from both consultants talk about how this school committee is in a very compressed time period. We want to get a committee that is agile and not too large as to create a situation where we have issues getting quorums or have an inability to make decisions quickly. From the Chair's own perspective that puts a number of around 10 people, or at least that. We do have some eloquent and thoughtful students and obviously it's very impactful for them. The Chair would like to nominate himself and Vice Chair MacLellan as the two school committee members because of the positions they occupy here. The role of this Search Committee is to facilitate the process by which we select a new Superintendent, and the selection will be done by this school committee. The Search Committee would be responsible for interviewing candidates.

Mr. Carr says it doesn't matter if it's an odd number, or even number of people, he does like the number to be smaller than larger. Mr. Carr would like the school committee to consider maybe having a student be involved, an Educator, a person from the community, at least one parent, a Select Board person, perhaps a person from the Teachers Union. Mr. Carr points out that members of this school committee are esteemed colleagues who are excellent at their jobs, but they also have such compassion and ability to relate to the young people we serve. The perspective might be effective for a young person to weigh in their nature of the next Superintendent that's important to them too.

The Chair received a letter from the CTA that are willing to be on a Superintendent Search Committee, which is fantastic. The CTA asked to hold two seats on the Search Committee. One from middle high school age, and one from the elementary grade level which makes sense since those are different jobs, both those representations, would be helpful.

Ms. Lesky says as a school committee we have to be very transparent about why and how we're inviting voices at certain points of the process. We would like a lot of parent participation on this point in the process and this is an opportunity for them to get involved.

The school committee will have a better timeframe at the next school committee meeting of who'll be needed to be appointed for these seats on the Superintendent Search Committee. Given the timeline, there's some key functions MASC would perform for the school committee even if it's not necessarily the substantive work of hiring a Superintendent. Obviously, advertising with their connections where they know how to do this. It's just the administration of the process, collecting the applications, weeding through the applications, keeping them confidential where they need to be.

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

School Committee Governance

- **Superintendent Search Process**
 - o Formation of Superintendent Search Committee**
 - o Discussion of Retention of Search Consultant**
 - o Superintendent Job Description**

Hiring a consultant to work with the school committee would give some beneficial efficiencies tremendously. They heard from 2 consultants today at this meeting and feel they have enough information to engage with one of those two. Building a relationship with the MASC will give some value in addition to just the search. MASC qualifications seem equivalent with their consultant fee costs being less. MASC also designs in terms of their structure within that's an important piece because it's sort of a visual handshake that will be given to candidates that might seem small. This is not part of what the other organization does to things that don't look as pretty, that does say something, whether that's true or not, it's there. The only challenge with MASC is if Mr. Harding is retiring, this school committee will have an unfortunate situation where a candidate is unsuccessful, they'll be picking this up again with someone new. The MASC timeline coincidentally aligns with what the school committee had put together, almost to the day. They also stated they created a survey and their ready to go.

Members of the Cohasset School Committee agree to a proposal to appoint 11 seats on the Superintendent Search Committee that will constitute the following; (2) Teachers, one from Elementary, and one from Middle High; (2) Principals, both from these extremes, one being from the Elementary and the other from Middle High; (2) School Committee members, which would be the Chair and the Vice Chair; (1) student, preferably a junior; (2) parents, with a parent constitution would be ideal, but not bound; (1) SEPAC member from elementary, and the other from Middle High; and (1) Administration Representative to form a Superintendent Search Committee that will constitute the committee with Dr. Sullivan as a non-voting participant.

First, the school committee will solicit letters of intent to look at how these eleven seats will be filled. They'll find out who is interested and look at those at their next school committee meeting. Select from those soft criteria for elementary, middle high, and CPAC who would be the ideal candidate, pending on the student, the teachers, and parents.

The rules of the Search Committee with a quorum would exist with half the committee members that are present, and the charge would be to assist in identifying candidates and recommending a candidate for the Superintendent of Cohasset Public Schools. The Search Committee will present finalists to this school committee for approval with ultimate retention.

The motion was moved by Mr. MacLellan to that effect that was discussed amongst members of the school committee, seconded by Mr. Carr.

Aye – All

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

School Committee Governance

- **Superintendent Search Process**
 - o Formation of Superintendent Search Committee**
 - o Discussion of Retention of Search Consultant**
 - o Superintendent Job Description**

Motion made by Mr. Carr to appoint the Chair of the Cohasset School Committee and the Vice Chair of the Cohasset School Committee as Representative's on the Superintendent Search Committee, seconded by Ms. Lesky.

Aye – All

Motion moved by Mr. Carr to appoint Mr. Craig MacLellan as Chair and Mr. Lance Dial as Vice Chair on the Superintendent Search Committee, seconded by Ms. Lesky.

Aye – All

Motion by Mr. MacLellan of the Cohasset School Committee with all members of the Cohasset School Committee who agree with the consistency of discussing the retention of hiring MASC as their consultant for the Superintendent role, seconded by Mr. Carr.

Aye – All

Both Mr. Dial and Mr. MacLellan put the Superintendent job description together and was reviewed by Dr. Patrick Sullivan as a strawman. This is not to anchor the school committee in any way. They would like feedback from members of the school committee on this. Some of the driving factors in this is a relentless focus on academic achievement, putting students first. One of the things we have with Dr. Sullivan is a great connection with the community and we wanted to make sure this theme was played throughout this job description. Members of this school committee will see a number of references for the job description too. Communication skills is the focus the school committee is striving for and to recognize we're in a district that has been transitioning and improving and they want to continue that improvement. The school committee also has significant operational challenges ahead of them with potential building projects and whatnot.

Ms. Lesky suggests including a district description after the position summary with something along the lines of Cohasset being a small coastal town located approximately 20 miles from Boston. If this is a nationwide search giving some color and clarity to where this wonderful little place is and what it's all about is what makes it special.

Motion made by Vice Chair MacLellan to approve the Superintendent Job Description as presented to the school committee as amended by discussion in particular with Ms. Lesky's excellent comments to the Superintendent Job Description, seconded by Mr. Kearney.

Aye – All

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

School Committee Governance

- **Superintendent Search Process**
 - o Formation of Superintendent Search Committee**
 - o Discussion of Retention of Search Consultant**
 - o Superintendent Job Description**

Mr. MacLellan addresses this is for anyone who may be watching this recording of this meeting who may or may not know this is an unanticipated timeline the school committee developed to get a general concept from the public to help manage the community's expectations in terms of where this process is going, how long this is going to take, what the steps will be. People have been submitting emails and they're anxious to give input to understand how quick this process will be. This was drafted so that the school committee could vote at this meeting as of today for a Superintendent Search Committee on whether for a potential vote partnering with the Superintendent Search Agency. We actually voted on doing that and finalizing the job posting. We voted to create a webpage within the district for the Superintendent search. The school committee will deliver messaging regularly to update folks on where they're at. The school committee will consult with MASC on the development timeline and to have a candidate for the Superintendent role by the April school break.

- **Topics Not Reasonably Anticipated by the Chair** - None
- **Approval of Minutes**** - None
- **Future Agenda Items**

Inviting our new chef from Food Service come and visit the school committee. Reach out to Mr. Jason Earls on either an agenda item or have a joint meeting of the two (2) committees to see how we can work better together. Invite Officer Taylor to come and talk about issues with Safe Harbor. The school committee has the ability to host their next school committee meeting at the Deer Hill School in the new Susan B. McNamara Innovation Commons. Having the school committee visit METCO headquarters to host their 2nd school committee meeting there.

- **Executive Session¹ : #3: To discuss strategy with respect to collective bargaining or to litigation**

The Executive Session has been moved by virtue in advance with the issue at hand is under further discussion at the Administration level and does not need the school committee's attention at this point.

Motion made by Mr. Carr to adjourn the regular meeting of the Cohasset School Committee for January 10, 2024 at 9:35 PM, seconded by Mr. MacLellan.
Aye - All

****Requires Committee Vote / Action**

**REGULAR MEETING OF THE COHASSET SCHOOL COMMITTEE
SCHOOL COMMITTEE MINUTES
01.10.2024**

Documents Used for Meeting

Cohasset Academic Updates with TLA
Massachusetts Partnerships for Youth
FY25 *DRAFT* Capital List

January 10, 2024

Dr. Scollins
Dr. Scollins
Ms. Susan Owen

School Committee Search - Anticipated Timeline Time Period Action Item

December 20, 2023 – January 9, 2024

- Formal announcement of Dr. Sullivan's departure • Preliminary messaging to community
- Develop working draft of superintendent job description
- Create timeline / publish to community • Contact search agencies for prospective presentations to School Committee
- Initial considerations for composition of Superintendent Search Committee (SSC)

January 10, 2024

- School Committee Meeting • Presentations from search agencies • Vote on partial composition of SSC
- Vote on procedure for identifying potential SSC members from the Cohasset community • Vote to create webpage within district website for superintendent search • Finalize and vote on superintendent job description/posting • Potential vote on partnering with a search agency.

January 11, 2024 – February 6, 2024

- Identify members of Cohasset community for SSC • First meeting of SSC • Establish Superintendent Search Webpage
- Publish first Superintendent Search Update on webpage • Job posting broadly published • Applications accepted/collected
- Survey responses collected • Create and Publish Community Survey • Plan Community Focus Groups

February 7, 2024

- School Committee Meeting • Public announcement of SSC members and webpage • Provide updates on interest generated by job posting • Assessment rubric approved • Survey results reported.

February 8, 2024 – February 16, 2024

- SSC continues to accept/review applications • Assessment rubric provided to SSC • Survey results provided to SSC • Elementary and secondary focus group forums held by SSC.

February 17, 2024 – March 5, 2024

- SSC meets in executive session to select candidates for first-round interviews based on applications, survey responses, and focus group input • Candidates are notified, and interviews scheduled • Second public update posted on webpage by SSC.

March 6, 2024

- School Committee Meeting • Public update on progress

March 7, 2024 – March 19, 2024

- SSC conducts preliminary interviews in confidential executive session • Finalists are identified and reported to School Committee
- Finalist interviews are scheduled • Third public update posted on webpage by SSC

March 20, 2024

- School Committee Meeting • Public announcement of finalist candidates • Finalist public interview dates, times, and locations announced • Finalist public forum dates, times, and locations announced.

March 21, 2024 – April 2, 2024

- Finalist public interviews held • Finalist public forums held • Finalist site visits conducted • Fourth SSC update published on webpage.

April 3, 2024

- School Committee Meeting • Selection of successful candidate • Vote to offer successful candidate the position of Superintendent of Schools, subject to contract negotiations.

April 4, 2024 – April 19, 2024 • School Committee negotiates and signs contract with an anticipated start date of July 1, 2024.

- Final update from SSC.

Respectfully submitted,

Kathy Bock

January 20, 2024