

SCHOOL COMMITTEE

OFFICIAL REPORT

Regular Meeting

June 17, 2014

Called for 6:00 PM in the Dr. Henrietta S. Attles Meeting Room, Cambridge Rindge and Latin School, 459 Broadway, Cambridge for the purpose of discussing any and all business that may properly come before the Committee.

Members Present: Ms. Cronin, Mr. Fantini, Ms. Kelly, Mr. Harding, Ms. Nolan, Mr. Osborne, and Mayor Maher

Student School Committee Members: Lucy Sternbach ABSENT; Emily Gray ABSENT

Mayor Maher in the Chair.

A quorum of the School Committee being present, the Chair called the meeting to order at 6:12 PM.

1. Public Comment:

On a motion by Mr. Fantini, seconded by Ms. Nolan, it was voted to suspend the Rules to hear comment on issues not on the Agenda. The Rules having been suspended for the purpose stated, the following individuals were heard:

- Joalyn Viterna, Shady Hill Sq., re FMA cook books
- Liam Greenwell, Lake View Ave., re Register Forum
- Sun Vi Yin, Fresh Pond Place, re Register Forum
- Joshua Nolan, Huron Ave., re Register Forum
- Charlotte Rosenblum, Richdale Ave., re Register Forum
- Diego Lasarte, Kinnaird St., re Register Forum

On a motion by Mr. Harding, seconded by Ms. Kelly, it was voted to close Public Comment.

2. Student School Committee Report: None

3. Presentation of the Records for Approval: None

4. Reconsiderations: None

5. Awaiting Reports:

- Report by fall 2013 on AP program at CRLS (C13-133)(June 4, 2013)

6. Unfinished Business/Calendar:

Discussion took place around **#14-06, Joint Motion by Mr. Harding and Mr. Osborne**, that the Superintendent consult with the high school principal and staff around making a change to college preparatory designation for all classes at CRLS. Further, that any potential change of the course name be implemented by the 2014/15 school year. The Superintendent requested that the deadline be removed. Mr. Harding and Mr. Osborne agreed to Dr. Young's request. It was voted to remove **#14-06** from the Calendar and refer it to the Superintendent as amended.

Members passed over the remaining item: **#13-122, Motion by Mr. Fantini and Mr. Harding** that each of the elementary and middle schools be provided with feedback in the form of a written report, provided by a expert consultant retained under the Request for proposal (RFP) process, as to the progress each school is making towards meeting the data-driven, high-quality improvement strategies as noted in the School Improvement Plans, other guiding documents and indicators as designated by the Superintendent, including parent satisfaction. Further, that the Superintendent shall provide copies of each report to the School Committee as part of its annual review of the School Improvement Plan as required by law. Further, the Superintendent shall provide analysis of the progress or lack thereof student achievement.

7. Superintendent's Report/Presentations/Consent Agenda:

7a. Presentation: None

7b. Innovation Agenda:

Ms. Nolan asked for an update on the math summer program. Dr. Huizenga was heard.

7c. Consent Agenda:

On a motion by Mr. Harding, seconded by Mr. Osborne, it was voted to bring forward for adoption items **#14-86** through **#14-106**. The Chair announced that **#14-86 - #14-89** should be voted separately because they are policies and need to be referred to a second reading. Ms. Cronin removed **#14-87** and **#14-89**. On the following roll call, it was voted to adopt **#14-86** and **#14-88** and move them to a second reading:

Ms. Nolan YEA; Mr. Osborne YEA; Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Mayor Maher YEA.

#14-86, Approval of Revision to Head Lice Policy: that the School Committee approve the revisions to the Head Lice Policy as detailed in the document (first reading).

#14-88, Approval of Revisions to HIV/AIDS Policy: that the School Committee approve the revised HIV/AIDS Policy as described in the document (first reading).

Ms. Nolan removed **#14-94** through **#14-105**. On the following roll call, the following items were adopted:

#14-90, Approval of Revisions to Anti-Bullying Policy: that the School Committee approve the revisions to the Anti-Bullying Policy as detailed in the document (second reading).

#14-91, Approval of Revisions to Anti Bullying Section of the Rights and Responsibilities Handbook: that the School Committee approve the revisions to the Anti-Bullying section of the Rights and Responsibilities Handbook as detailed in the document (second reading).

#14-92, Approval of Policy Governing Fingerprint-Based Criminal History Information (CHRI) Checks Made for Non-Criminal Justice Purposes: that the School Committee approve the Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes as described in the document.

#14-93, Special Needs Contracts for Day and Residential Program Services not available from the Cambridge School Department: that the School Committee award a contract to the institution on the list in an amount not to exceed the shown rate, having been approved by the Operational Services Division of the Commonwealth of Massachusetts, funds to be provided from the General Fund Budget:

1 student	Crotched Mountain Rehabilitation Center	\$29,300.60
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#14-106 Grant Award: that the School Committee accept and approve the grant award in the amount and for the period indicated:

Reimbursement for Kinder. Training, for the period May 15, 2014 to June 30, 2015, in the amount of \$25,200.00. Project/Grant SC14119.

Description: Amendment increasing the grant award accepted and approved by the School Committee on May 20, 2014 (Order #C14-093). With funding from Race-to-the-Top Early Learning Challenge Funds, MA EEC will provide funds to support professional development in the use of Teaching Strategies-GOLD, including substitutes for kindergarten staff to participate in PD during regular school hours.

CPS Target Population: All CPS Kindergarten staff and students.

Outcomes & Measures of Effectiveness: Utilization of the formative assessment tool "Teaching Strategies – Gold" will support improved instruction for kindergarten students.

Ms. Nolan YEA; Mr. Osborne YEA; Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Mayor Maher YEA.

8. School Committee Agenda (Policy Matters/Notifications/Requests for Information):

The following motions were placed on the Calendar:

#14-107, Motion by Mr. Fantini that the School Committee work with the administration to review and improve family engagement.

#14-108, Motion by Ms. Nolan that, whereas it is the duty of the School Committee to set policies for the education of the children in our community; and whereas, the number of documents that require action by local school districts in response to externally imposed mandates and regulations has increased dramatically without a clear positive impact on student learning; and whereas, many of the required actions constitute an unfunded mandate; and whereas, educators in our community and state, including the MASS, have expressed concern about the difficulty of carrying out their responsibilities due to this rising tide of State mandates requiring educators to respond first to bureaucratic requirements rather than classroom instruction; therefore, we call on the State Board of Elementary and Secondary Education and the Legislature to refrain from adding new mandates including new tests and other initiatives and to revisit the mandates already imposed on districts with a view to reducing interference with classroom instruction, thus allowing educators to do their work.

On the following roll call, it was voted to adopt **#14-109, Motion by Mayor Maher** that the School Committee, in accordance with Paragraph 2.B of the Superintendent's employment agreement, hereby notifies the Superintendent that it wishes to enter into negotiations for a successor contract.

Ms. Nolan NAY; Mr. Osborne YEA; Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Mayor Maher YEA.

On the following roll call, it was voted to adopt **#14-110** through **#14-115:** Ms. Nolan YEA; Mr. Osborne YEA; Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Mayor Maher YEA.

#14-110, Motion by Mayor Maher that the School Committee authorizes the retention of the law firm of Deutsch Williams Brooks DeRensis and Holland.

#14-111, Report of the Meeting of the March 26, 2014 Governance Sub-Committee

Governance Sub-Committee Meeting

March 26, 2014

Called for the purpose of discussing the Rules of the School Committee and any other business that may properly come before the Committee

Members Present: Mr. Osborne, Chair; Ms. Cronin (ABSENT), Ms. Kelly

A quorum of the Sub-Committee being present, Mr. Osborne called the meeting to order at 9:35 AM

Mr. Osborne in the Chair

Handouts presented: Rules of the School Committee 2014-2015 (on file in School Committee Office)

The Chair recognized Ms. Berry, Executive Secretary to the School Committee, and asked that she bring the Sub-Committee up to date on specific items which have become problematic. Ms. Berry thanked the Chair for calling the meeting and also requested that Mrs. Martin, Confidential Secretary, be allowed to participate.

Discussion took place around the following sections of the Rules of the School Committee:

Index

The Index was revised to better indicate what is contained in each section of the Rules

Chapter I Organization

Section 3.3. Joint Meeting with City Council

- The first sentence is confusing as it indicates that the School Committee will schedule these joint meetings
- It was agreed to change the language to read: "The Chair of the School Committee will schedule two annual joint meetings with the City Council – a budget meeting held in the spring...in the fall."

Section 5. Office Hours

- Clean-up language: Cambridge Education Association (CEA) in place of Cambridge Teachers Association

Section 7. Sub-Committees

- It was agreed to add language: "The Chair of the Sub-Committee should set the beginning and ending time of the meeting not to exceed 2 hours."
- Notice of sub-committee meetings should state that sub-committee meetings will not be televised and no votes may be taken
- Public comment should not happen at sub-committee meetings; the opportunity for public comment on items discussed at the subcommittee meeting would be at the regular or special meeting at which the item is on the Agenda and may be considered for action by the School Committee of the Whole
- It is helpful to hear public concerns and have a conversation on issues similar to controlled choice or family engagement; how can this be done
- A meeting can be set for public comment on a specific item; need to be precise on the call of the meeting
- Meeting notice should have an indicator so that it is clear to the public that they are welcome to participate or comment on a specific item
- Although all Members are welcome to attend a sub-committee meeting, a quorum for sub-committee meetings is two; therefore, it was agreed to add language that "non sub-committee members cannot participate or deliberate at sub-committee meetings". The rationale is that if non sub-committee members deliberate, the quorum is changed and this would be in violation of the Open Meeting Law. Possibly preface this language by "as per the Open Meeting Law or MASC".
- It was agreed to add language: "Sub-committee meetings cannot be extended since no votes may be taken."

Chapter II Rules of Procedure

Section 1.1. Order of Business

- The current School Committee Agenda is not in sync with the set up of the Minutes
- The Agenda should agree with the way the meeting is being conducted, with the exception that the Chair may suspend the regular order of business by a majority vote
- It was agreed to reverse 8. School Committee Agenda with 9. Non-Consent Agenda and also to reverse 5. Awaiting Reports with 6. Unfinished Business

Section 1.4. Unfinished Business, B. Awaiting Reports

- It should be reinforced that any questions by a member about the timeframe of a response to a report shall be directed to the Superintendent outside regular business meetings

Section 2. Quorum

- It was agreed to add language: "In the absence of the Chair and/or Vice-Chair, any Member can call the meeting to order with the first order of business being to appoint a temporary Chair."

Section 4.1. Starting and Ending Times of Regular Meetings

- The first sentence could be interpreted that the meeting must last until 10 PM. It was agreed to change the language to read: "Regular meetings will begin promptly at 6:00 PM, (assuming a quorum) and will not go beyond 10:00 PM." Leave as is: "Motions to extend the meeting will require two-thirds (2/3) vote."

Section 4.2. Public Comment

- Remove any references to Administrative Assistant to the Superintendent and replace with Executive Secretary to the School Committee
- As a procedural matter, it was discussed that the limit to three (3) minutes per individual for public comment has not been consistent. It needs to be tightened up – has been too liberal.
- Can someone submit a letter and have someone else read the letter; this hasn't been addressed or resolved by any previous Governance Sub-Committee
- Something should be included in the Rules which suggests that for one member of the public for each public comment session, the time is 3 minutes; that precludes the person from yielding their time to someone else. Conversation is needed regarding this.
- It was agreed to revise the second paragraph under Public Comment as follows: "Public comment shall not take place at roundtable meeting, sub-committee meetings, workshops, or public retreats of the School Committee, where no matter being discussed may be finally considered, in that no votes may be taken." The opportunity for the public to comment on items discussed at roundtable meetings, sub-committee meetings, workshops, or public retreats shall be at the regular or special meeting at which the item may be considered for action by the School Committee."

Section 19. Approval of Service Contracts and Travel

- It was discussed whether this section is still relevant and if the list of contracts and/or travel referenced in this section has been forwarded to the School Committee semi-annually

Chapter III, Duties of the Executive Secretary

Section 2. General Duties

- It should be noted in this section that the Minutes are posted on the School Committee website. It was agreed to delete: "send to each school and school building copies of minutes of the School Committee meetings as soon as approval of the minutes by the School Committee becomes final."

Other Matters:

- The Executive Secretary stated that she often receives inquiries from the public wanting to know how to get an item on the School Committee Agenda. She informed the Sub-Committee

Members that she directs anyone inquiring to submit his/her request in writing and then she would forward the request to the Members for consideration in bringing forth a motion. The Superintendent and the Chair set the Agenda, but a member of the public may also approach the Chair to be heard at the Chair's discretion. The Sub-Committee Members agreed that requests should be put in writing to the Executive Secretary who would then forward to the entire Committee.

- The Chair discussed investigating use of electronic format and technology to make communication easier among the Members, administration and the public while still maintaining the integrity of paper that must remain in this office.
 - Ask each Member specifically what would make it easier for them to access things online in a more streamlined way and to communicate with each other
 - Maybe the solution would be an iPad or a tablet for each Member with applications such as FileMaker, Aspen etc.
 - Need to move us forward; reach out to ICTS
- The Executive Secretary asked the Sub-Committee to consider the length of time which the notice, agenda, minutes and video should be posted on the School Committee website.

Next steps: The Executive Secretary will send out a redlined document of the Rules of the School Committee to the Sub-committee members for approval.

Adjourned (10:30 AM)

Adjourned
Judith T. Martin
Confidential Secretary to the School Committee

#14-112 Report of the Meeting of the May 19, 2014 Governance Sub-Committee

Meeting of the Governance Sub-Committee
May 19, 2014

Called for the purpose of discussing the School Committee office staffing.

Members Present: Mr. Osborne, Chair; Ms. Cronin, and Ms. Kelly

Also Present: Mr. Fantini; Ms. Nolan

Mr. Osborne in the Chair

A quorum of the Sub-Committee being present, the Chair called the meeting to order at 9:02 AM.

The Chair turned the meeting over to the Executive Secretary to the School Committee. Ms. Berry reported that she will be retiring as of August 29, 2014, and that it is important to fill her position as soon as possible to ensure a seamless transition in the operation of the School Committee office. Ms. Berry also reported that the current Confidential Secretary to the School Committee, Judith Martin, expressed an interest in becoming the Executive Secretary to the School Committee. Mrs. Martin has been sharing the duties and responsibilities with Ms. Berry since shortly after she was hired. Ms. Berry recommended that, based on Mrs. Martin's qualifications, that the School Committee appoints her as the Executive Secretary to the School Committee. Further, should the School Committee follow Ms. Berry's recommendation that steps be taken to fill the position vacated by Mrs. Martin. Ms. Berry suggested that a replacement be in place by the first week of August, 2014 to ensure proper training has taken place before Ms. Berry's departure, allowing for in depth training for both positions.

Ms. Berry also went on to suggest that, based on the suggested reduced salary for the new Executive Secretary to the School Committee, a stipend be offered, keeping in line with the stipend that is received by the Confidential Secretary.

Discussion took place around the following:

- Is the timeline enough to get the training properly completed
- Does it make sense to look in-house for the Confidential Secretary
- Are there other districts that interface with our software
- Is it more about understanding the operation
- The salary and stipend are an issue for Ms. Allen (Human Resources)
- Essentially, there is some urgency to establish a timeline
- A solid month is reasonable for training
- Perhaps we should do a search
- It makes sense to hire Mrs. Martin; she has proven herself many times
- It is important to be able to relate to the School Committee Members, individually, and collectively
- I have spoken to Mrs. Martin about some of the ideas she has that will best serve the office
- I feel that Ms. Berry has the best interest of the School Committee in mind by recommending Mrs. Martin

The Governance Sub-Committee unanimously agreed to present a motion to the Committee of the Whole to appoint Mrs. Judith T. Martin to the position of Executive Secretary to the School Committee, effective September 1, 2014.

The Chair appointed Vice-Chair Fantini to work with Ms. Allen, Executive Director of Human Resources, to work out the details of the contract for Mrs. Martin.

Adjourned 9:31 AM.

Patricia A. Berry
Executive Secretary to the School Committee

#14-113, Report of the Meeting of the May 28, 2014 School Climate Sub-Committee

School Climate Sub-Committee Meeting
May 28, 2014

Called for the purpose of discussing the code of conduct

Members Present: Ms. Kelly, Chair; Mr. Osborne, Mr. Harding (ABSENT)

A quorum of the Sub-Committee being present, Ms. Kelly called the meeting to order at 2:16 PM.

Also present: Ms. Cronin; Ms. Nolan; Mr. Fantini
Dr. Turk, Deputy Superintendent
Ms. MacDonald, Assistant Superintendent

Ms. Kelly in the Chair

Handouts presented: MMEP Brief/Solutions not suspensions/Ending the discipline gap in Minnesota Public Schools (on file in the School Committee office)

The Chair thanked Dr. Turk and Ms. MacDonald for attending this meeting.

Ms. Kelly stated that discussion would be related to a Motion by the School Committee of the Whole which referred the Code of Conduct to the School Climate Sub-Committee. She outlined the questions to be considered as follows:

- ✓ What would be the process in making changes to the Code of Conduct
- ✓ What community process would we like to have around it
- ✓ How would the process fit in with the overall goals of our School Climate Plan
- ✓ What questions would we like asked to the Principals at their June meeting with Dr. Turk, Dr. Greer and Ms. MacDonald

Ms. Kelly expressed the importance of having input from central administrators, principals, teachers, students and the community as part of the process in making changes to the Code of Conduct.

Ms. MacDonald reported that Principals are interested in engaging in this process specifically for alternatives to suspension of kindergarteners and first graders. She stated that Dr. Turk and Dr. Greer are heading a task force on professional development for social and emotional learning.

Dr. Turk spoke to the goals around school climate and shared that a draft document has been on-going in development throughout the school year with principals and coordinators. Her intent is to use this work for a baseline in moving forward to developing a plan. She mentioned that one paragraph of the draft document in particular speaks to the goal as follows:

“The purpose for the positive classroom management plan is to develop positive ways to maintain safe and orderly learning environments in which instruction takes place smoothly and disruptions are minimized so that student achievement will thrive. The ultimate goal is to teach students self-discipline not conformity to rules in the same manner that academics are taught.”

Discussion took place around the following topics, questions, comments and concerns:

- Desire to move away from suspensions and expulsions
- What is the alternative to suspensions and expulsions, particularly around substance abuse
- Include social workers and out-of-school time programs; everyone needs to be on the same page on expectations and supports
- Have in-school suspension; have a program in school
- Some Members attended a meeting on “Solutions not Suspensions” in February of 2013 which implements “no out of school time ever”
- Aside from academic, there are social and emotional reasons why kids effect a suspension
- Consequence can sometimes be a huge reward to kids; they want to opt out of school
- Need to look at the individual student
- We have been implementing Developmental Design which features “tabbing out” – asking a child to leave classroom
- Staff at upper grade levels are not pleased with Developmental Design; what are other options
- Students know how to regulate their behavior; need environment for teaching and learning to take place both for students and adults
- Need to look at issue of trauma and how we can become more aware of this matter
- Healthy Children’s Task Force works with trauma issues
- Morse School is an example of doing an excellent job using PBIS (Positive Behavior Intervention and Support); this has been in place over the last 3 years
- PBIS has become part of the Morse culture with very clear expectations for conduct; Kennedy/Longfellow started PBIS as a strategy a year ago

The Chair discussed some of the questions to be asked of the principals at the June meeting:

- ✓ Who participates in the disciplinary decisions?
- ✓ How are the decisions made for the procedures they use?

- ✓ What interventions do they use before they move to a process that would lead to a suspension?
- ✓ How are detentions used?
- ✓ Is withholding recess as punishment used?
- ✓ What does it feel like in a school when a model is in place and working?

Ms. Kelly asked that any additional questions for the principals be sent to Dr. Turk. She requested that Dr. Turk report any feedback from the principals at the next meeting of the School Climate Sub-Committee which she hopes to schedule prior to September.

The Chair will propose a community process to be undertaken in making changes to the Code of Conduct.

Adjourned (3:15 pm)

Adjourned
Judith T. Martin
Confidential Secretary to the School Committee

#14-114, Report of the Meeting of the June 3, 2014 Buildings and Grounds Sub-Committee

Called for the purpose of discussing plans for the King Open School and for an update on all schools without air-conditioning

Members Present: Mr. Fantini, Chair; Mr. Harding (ABSENT), Ms. Kelly

Also present: Mr. Maloney, Chief Operating Officer; Mr. Ham, Director of Facilities; Mr. Geary, Project Manager for Facilities; Mr. Tinker, Lead Electrician; and Mr. Maniscalco, Electrical Engineer, Tighe and Bond

A quorum of the Sub-Committee being present, Mr. Fantini called the meeting to order at 4:32 PM.

Mr. Fantini in the Chair.

The Chair turned the meeting over to Mr. Maloney. Mr. Maloney gave a brief history on the issue of excessive heat at the King Open School. The King Open building, which had been inspected several times by City and School department electricians, showed numerous problems caused by being at its maximum electrical service capacity. Through the City's purchasing department, Tighe and Bond, an independent engineering firm was engaged to review the electrical system of the building with the hope of adding 3 additional air-conditioners to what was known as the hottest wing of the building.

Mr. Maloney informed the Sub-Committee that an acceptable solution had been identified by Mr. Tinker, Lead Electrician. Mr. Maloney detailed the solution which involved using 2 circuit openings on the panel board. With those 2 circuit openings, they were able to place two (2) free-standing spot chillers in the hallway of the wing. These spot chillers provide relief and keep the wing cooler. Since this building will be closed permanently in 12 months, putting more money into this building is not recommended. All other options have been discussed.

Mr. Maniscalco, Electrical Engineer at Tighe and Bond, was heard. He broke his findings down into 3 options:

- ✓ Providing wiring for air-conditioning for just those 3 rooms would require revamping of additional panel boards, running new wire feeds and finding/installing new circuit breakers; would be a substantial cost
- ✓ Tapping into the existing switch board which is completely filled; possibly using theater switch downstairs would be a larger cost and also cause loss of theatrical lighting
- ✓ Installing a brand new system would cost approximately \$250,000

The capital process was discussed by Mr. Maloney. He explained that the funding priorities are tied to green energy and the installation of a new boiler at Graham & Parks this year and the Fletcher/Maynard Academy next year. They are in the process of evaluating all school buildings which are not air-conditioned and noted that there would be a capital cost to bring them up to code for sufficient service.

Discussion took place around the following topics, questions, comments and concerns:

- Does the solution of using spot chillers create a safety issue
- How did we obtain these spot chillers
- Spot chillers were refurbished from high school construction project
- Do we have a preventive maintenance program for electrical system
- The EMG Report was done in 2006 by an outside consulting firm to rank all of our buildings and give cost estimates at that time on capital construction
- Comes down to capital funding and how you want to spend your money
- Make decision on priority ranking; focus on buildings not being torn down

- State also ranks buildings; SBA ranked twice and found our buildings in general in solid structural state
- Mr. Fantini, Ms. Kelly and Mr. Harding recently visited King Open building and reports were that chillers are working fine, although a little noisy
- Do we get reimbursement from the State?
- Both King and King Open are 100% locally financed
- State is different in its approach to funding for type of building we want in Cambridge
- King Open state funding rejected again

The Chair asked Mr. Maloney to share future agenda items:

- ✓ Architect selection process King Open/Cambridge Street building will be focus of major work
- ✓ Funding next year for a new green roof with solar panels for Kennedy/Longfellow building
- ✓ New boiler for Graham & Parks this summer along with playground renovation
- ✓ New boiler next year from Fletcher/Maynard Academy
- ✓ Fees for use of our buildings

Mr. Fantini acknowledged Mr. Ham and his team and thanked them for delivering a solution to this problem.

Adjourned (4:58 PM)

Adjourned
Judith T. Martin
Confidential Secretary
to the School Committee

#14-115, Report of the Meeting of the June 10, 2014 Governance Sub-Committee

Called for the purpose of discussing the School Committee office staffing

Members Present: Mr. Osborne, Chair; Ms. Cronin, Ms. Kelly

Also Present: Mr. Fantini, Ms. Berry, Executive Secretary; Ms. Martin, Confidential Secretary

A quorum of the Sub-Committee being present, Mr. Osborne called the meeting to order at 10:00 AM.

Mr. Osborne in the Chair

Handouts presented: Notice of Vacancy, Confidential Secretary, Office of the School Committee (on file in School Committee Office)

In anticipation of Ms. Berry's retirement on August 29th and Ms. Martin moving up to the position of Executive Secretary on September 1st, the Chair asked Ms. Berry for an update on the process and timeline necessary to fill the position being vacated by Ms. Martin as Confidential Secretary in the School Committee Office.

Ms. Berry answered the Members questions and concerns:

- Position will be posted in-house for 10 calendar days beginning June 12th or 13th
- Interviews will be held the week of June 23rd and June 30th
- If there are no qualified in-house candidates, the position will be posted for the public
- To allow for sufficient training, the start date for the Confidential Secretary will be August 4th
- The job description has every requirement needed to operate the office successfully
- It is the Executive Secretary's responsibility to hire School Committee office staff
- The Confidential Secretary must be trained to step in for the Executive Secretary if necessary; this wasn't a requirement in past job descriptions
- Ms. Martin will be part of the interview process

Mr. Osborne stated that other Members have suggested the possibility of making the Confidential Secretary position less than full-time. Ms. Berry responded that at one time the School Committee office was comprised of four staff members and now is reduced to two people. She noted that the School Committee office is open 52 weeks a year to provide the services required by the School Committee Members, School Department staff and the general public. Ms. Berry and Ms. Martin both expressed their concerns of having no back-up office coverage in the event that one of the staff members is on vacation or sick, and the other staff member experiences a personal illness or emergency situation.

Although he feels that the Confidential Secretary job description addresses the area of advancing technology, Mr. Osborne asked that the Executive Secretary keep this option open during the interview process. Ms. Berry agreed that the candidate must be willing to move forward as part of the qualifications for the position.

Ms. Martin answered the Members questions on her experience and responsibilities as Confidential Secretary and how the position has evolved over the last two years.

The Chair suggested that the newly hired Confidential Secretary and an ICTS staff member meet with the Governance Sub-Committee at a future meeting to discuss what the district plans are in the area of social media and the School Committee's role in it.

The Executive Secretary informed the Members that she would keep them apprised of the hiring process. The Members thanked her for her service.

Adjourned (10:25 AM)

Adjourned
Judith T. Martin
Confidential Secretary

Mr. Fantini moved, seconded by Ms. Cronin, for suspension of the Rules for the purpose of moving reconsideration of all voted items. The Rules having been suspended, a motion to reconsider the foregoing votes, hoping the same would not prevail, failed of adoption.

9. Non-Consent Agenda:

#14-87, Approval of Social Media Policy: that the School Committee approve the Social media Policy as detailed in the document (first reading). Ms. Cronin asked if the policy relates to social media sites.

Attorney MacFarlane was heard. On the following roll call, it was voted to move **#14-87** to a (second reading): Ms. Nolan YEA; Mr. Osborne YEA; Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Mayor Maher YEA.

#14-89, Approval of Revisions to Policy and Procedures for the Administration of Prescription Medication and for the Management of Life Threatening Food Allergies in the School Setting: that the School Committee approve the revised Policy and Procedures for the Administration of Prescription Medication and for the Management of Life Threatening Food Allergies in the School Setting as detailed in the document (first reading). Ms. Cronin asked if the policy requests an annual review of student records. Ms. MacFarlane was heard. On the following roll call, it was voted to move **#14-89** to a (second reading): Ms. Nolan YEA; Mr. Osborne YEA; Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Mayor Maher YEA.

Ms. Nolan asked if funding for the contracts listed in items **#14-94** through **#14-104** will come from the current budget or the next. Ms. Spinner was heard. On the following roll call, it was voted to adopt Superintendent' recommendations **#14-94** through **#14-104**: Ms. Nolan YEA; Mr. Osborne YEA; Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Mayor Maher YEA.

#14-94, Contract Award: that the School Committee award a contract to the following vendor for custodial supplies, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

Casey EMI, 8 Panas Rd., Foxborough, for the period July 1, 2014 to June 30, 2015, in the amount of \$400,000.00.

#14-95, Contract Award: that the School Committee award a contract to the following vendor for custodial supplies, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

AmSan, 378 Commercial St., Malden, for the period July 1, 2014 to June 30, 2015, in the amount of \$100,000.00.

#14-96, Contract Award: that the School Committee award a contract to the following vendor for custodial supplies, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

MD Stetson, 92 York Rd., Randolph, for the period July 1, 2014 to June 30, 2015, in the amount of \$300,000.00.

#14-97, Contract Award: that the School Committee award a contract to the following vendor for classroom instructional materials, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

School Specialty, P.O. Box 1579, Appleton, WI, for the period July 1, 2014 to June 30, 2015, in the amount of \$300,000.00.

#14-98, Contract Award: that the School Committee award a contract to the following vendor for computer hardware, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

Apple, Inc., 1 Infinite Loop, Cupertino, CA, for the period July 1, 2014 to June 30, 2015, in the amount of \$257,580.00.

#14-99, Contract Award: that the School Committee award a contract to the following vendor for electrical supplies, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

Granite City Electric, 450 Western Ave., Boston, for the period July 1, 2014 to June 30, 2015, in the amount of \$50,000.00.

#14-100, Contract Award: that the School Committee award a contract to the following vendor for HVAC supplies, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

F.W. Webb, 160 Middlesex Turnpike, Bedford, for the period July 1, 2014 to June 30, 2015, in the amount of \$50,000.00.

#14-101, Contract Award: that the School Committee award a contract to the following vendor for plant operation supplies, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

Home Depot, 15 Dan Road, Canton, for the period July 1, 2014 to June 30, 2015, in the amount of \$100,000.00.

#14-102, Contract Award: that the School Committee award a contract to the following vendor for plant operation supplies, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

Metropolitan Pipe, 303 Binney St., Cambridge, for the period July 1, 2014 to June 30, 2015, in the amount of \$100,000.00.

#14-103, Contract Award: that the School Committee award a contract to the following vendor for plant operation supplies, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

Pasek, 9 West Third St., S. Boston, for the period July 1, 2014 to June 30, 2015, in the amount of \$60,000.00.

#14-104, Contract Award: that the School Committee award a contract to the following vendor for plant operation supplies, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

New England School Services, 98 Hicks Ave., for the period July 1, 2014 to June 30, 2015, in the amount of \$125,000.00.

Ms. Nolan asked how many days of training, the length of the training, how many teachers, and how many students will be covered under **#14-105, Contract Award:** that the School Committee award a contract to the following vendor professional development, funds to be provided from the General Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

Group Dynamics & Strategy Training Associates, Inc., P.O. Box 2605, Windermere, FL, for the period July 1, 2014 to June 30, 2015, in the amount of \$165,000.00.

Dr. Greer was heard. On the following roll call, it was voted to adopt #14-105: Ms. Nolan YEA; Mr. Osborne YEA; Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Mayor Maher YEA.

10. Resolutions (letters of congratulations, letters of condolence):

Members adopted the following: **#14-116, Motion by Ms. Nolan** that whereas, the School District acknowledges the importance of family involvement and the work of parents in our schools, that a letter of appreciation be sent to the parent co-chairs of all School Councils and to the Steering Committee of CSAG for their volunteer service this year.

11. Announcements: The City Council will hold its next two meetings in the Dr. Henrietta Attles meeting room, CRLS. Subsequent meetings will be held at the Cambridge Public Library, main branch. The new locations are due to the renovation of the Sullivan Chamber at City Hall.

12. Late Orders:

Motion by Mr. Harding that the School Committee sends a letter to CRLS Dean of Students, Filomena Silva, wishing her a speedy recovery and good health.

Motion by Ms. Nolan that the School Committee sends a letter of appreciation to Mercedes Wallace for organizing the program held at the Frisoli Youth Center in honor of the late Charlene Holmes.

Motion by Mayor Maher that the School Committee sends a letter of condolence to Kathy Clover for the recent loss of her brother.

On a motion by Mr. Harding, seconded by Mr. Osborne, it was voted to adjourn.

Adjourned: (7:15 PM).

Patricia A. Berry
Executive Secretary to the School Committee