

SCHOOL COMMITTEE

(Official Report)

Regular Meeting

April 3, 2012

Called for 6:00 PM in the School Committee Meeting Room, CRLS, 459 Broadway, Cambridge.

Members Present: Mr. Fantini, Mr. Harding, Mr. McGovern, Ms. Nolan, Mr. Osborne, Ms. Turkel,
Mayor Davis

Mayor Davis in the Chair.

Also Present: Student School Committee Members Naomi Tsegaye and Grant Baker

A quorum of the School Committee being present, the Chair called the meeting to order at 6:08 PM.

1. Public Comment

The following individuals were heard:

- Fila Gorip, Cambridge Street, re Amigos
- Dana Ehrlich, Huron Ave., re Amigos
- Elizabeth Hill, Richdale Ave., re Innovation Agenda/Budget

The Chair recognized Vice Mayor E. Denise Simmons.

- Jason Beckfield, Shady Hill Square, re Amigos
- Jacelyn Viterner, Shady Hill Square, re Amigos
- Carolina San Martin, Memorial Drive, re Amigos
- Martin Sanderson, Cogswell Ave., re Amigos
- Mary Waters, Martin Street, re integrity of Lottery
- Beth Truesdale, Ware Street, re Amigos
- Tessa Desmond, Harlow Street, Arlington, re Amigos
- Matt Desmond, Harlow Street, Arlington, re Amigos
- Sandy Gould, re Amigos
- Michele Sprengnether, Chilton Street, re Budget/Amigos
- Vlad Leon, Massachusetts Ave., re Amigos
- Lisa Downing, Hayes Street, re Amigos
- Emily Dexter, Fenno Street, re Budget
- Megan DeMott-Quigley, Fenno., re Budget
- Wendy Henderson, Ellery Place
- Tom Wojciechowski, Columbus Ave., re full-time coaches at Upper Schools
- Penn Low, Perry Street, re Amigos
- Heather Hoffman, Hurley Street, re Amigos/Budget
- Kathy Reddick, Cambridge, NAACP, re Amigos
- Ann McDonald, Columbus Ave., re Budget
- Helen Bryant, Columbia Street, re Amigos
- Lewis Bryant, III, Columbia Street, re Amigos
- Kim Kaufman, Hampshire Street, re Budget
- Evelyn Hurley, Hampshire Street, re Budget
- Bertha Pantosa, re Amigos

On a motion by Mr. Fantini, seconded by Mr. Harding, it was voted to close public comment.

Mr. Fantini moved, seconded by Ms. Turkel, for suspension of the Rules to bring forward **#12-34**, Request for clarification of revised School Committee Policy on kindergarten assignments to the Amigos School for 2012-13; and **#12-38**, Joint motion by Ms. Nolan and Mr. Harding that whereas the number of low income and Spanish speaking students registering for Kindergarten and choosing Amigos increased, and whereas the school is trying to increase their SES and linguistic balance, that any low income students and Spanish speaking students be automatically placed at the top of the waitlist for the Amigos School, until the SES percent is in line with district target and the Spanish/English balance is 50/50 (second reading). Ms. Turkel suggested that since the above matters could lead to a lengthy discussion, that the student School Committee representatives be allowed to give their report first. Mr. Fantini withdrew his motion to suspend.

2. Student School Committee Report:

Ms. Tsegaye reported that the voter registration assembly date is May 4. Local politicians are being contacted. The students are looking forward to the assembly; it is hoped that this will continue in the future. Pennies for Patients exceeded its goal of \$1500.00 by raising \$2000.00. The Academic Challenge was a big success.

Mr. McGovern expressed his concern about the unsupervised military recruiters in the high school. He suggested about unsupervised contact. Ms. Tsegaye will look into the matter and report back to the School Committee. Dr. Young will also review the matter.

On a motion by Mr. Fantini, seconded by Ms. Turkel, it was voted to suspend the Rules to take up **#12-34** and **#12-38**. Discussion took place around **#12-34**. Mayor Davis read the Superintendent's background information (copy on file in the School Committee Office) for the recommendation. Dr. Young explained that he is asking whether or not his recommendation clearly defines the intent of the motion; he is not recommending the background information. He wants to ensure that it is the language the School Committee wants before moving forward. Ms. Nolan and Mr. Harding amended the Superintendent's language (for clarification) as follows: Replace *Bilingual* with **Spanish Speaking** in the document; *English* with **non-Spanish speaking**, and strike the last sentence in Tier 5, *Seats will be held vacant as in other schools until thresholds are met*. On a motion by Mr. Fantini, seconded by Mr. Harding, **#12-34, Request for clarification of revised School Committee Policy on kindergarten assignments to the Amigos School for 2012-13**, was referred to the main motion, **#12-38**, as amended. **#12-38**, Joint motion by Ms. Nolan and Mr. Harding that whereas the number of low income and Spanish speaking students registering for Kindergarten and choosing Amigos increased, and whereas the school is trying to increase their SES and linguistic balance, that any low income students and Spanish speaking students be automatically placed at the top of the waitlist for the Amigos School, until the SES percent is in line with district target and the Spanish/English balance is 50/50 (second round) was brought forward for discussion.

Ms. Nolan was heard in support of the motion. Discussion happened to clarify the intent of the motion makers. The stated and confirmed intent is that seats would not be held empty at Amigos. While empty seats exist at some other schools, no seats will be empty at Amigos as long as there is a waitlist.

The policy as voted would be in effect and applied until a replacement policy is voted. The intent in the motion is for a language balance of 50%/50% for Spanish and non-Spanish speakers. The balance should be as close to 50/50, with a possible band of + or - 5%.

Ms. Turkel addressed the standing policy adopted in November 2011 and offered the following substitute, seconded by Mr. Fantini: *Assignments for the Amigos School will be 60%/40% plus or minus 10% for the 2012-2013 school year. Student language categories would be English or Program Language/Bilingual grouped, there are no separate categories for Program language/Bilingual. In the first round Kindergarten lottery seats will be held to a maximum of 60% English speakers and any open seats will be held through April 30. At that point English speaking students can be admitted from the waitlist up until 70% (60%/40% + or - 10%) is reached. This delay in admitting English speakers over the 60% will allow late registering Program Language speakers to enroll in the program, thus increasing the chances for a strong cohort of Program Language speakers, a factor deemed an important educational aspect of a Two-Way Immersion Program.* On the following roll call, the substitute motion failed of adoption: Mr. Harding NAY, Mr. McGovern NAY, Ms. Nolan NAY, Mr. Osborne NAY, Ms. Turkel YEA, Mr. Fantini YEA, Mayor Davis YEA.

Mr. Fantini in the Chair. Mayor Davis stepped away from the Chair in order to have the opportunity to speak and offer an amendment to **#12-38**, seconded by Mr. Fantini: That the School Committee put off the adoption of this policy until registration in Fall 2012 at which time a comprehensive policy will be passed. Mr. Harding called for a roll call vote. Upon a request from Mayor Davis, Mr. Harding conceded to withdraw the request to call the roll until after she had been given the opportunity to speak to the motion. Mayor Davis was heard. On the following roll call, the motion failed of adoption: Mr. Harding NAY, Mr. McGovern NAY, Ms. Nolan NAY, Mr. Osborne NAY, Ms. Turkel YEA, Mr. Fantini YEA, Mayor Davis YEA.

Mayor Davis in the Chair.

On the following roll call, it was voted to adopt **#12-38**: Mr. Harding YEA, Mr. McGovern YEA, Ms. Nolan YEA, Mr. Osborne YEA, Ms. Turkel NAY, Mr. Fantini NAY, Mayor Davis NAY. Ms. Nolan moved, seconded by Mr. Harding, for suspension of the Rules for the purpose of moving reconsideration of the foregoing vote. The Rules having been suspended, a motion to reconsider the foregoing vote, hoping the same would not prevail, failed of adoption.

The Chair returned to the regular order of business.

3. Presentation of the Records for Approval:

On a motion by Mr. McGovern, seconded by Mr. Harding, it was voted to accept the following Minutes as presented:

- Special Meeting – January 24, 2012
- Regular Meeting – January 17, 2012
- Regular Meeting – February 7, 2012

4. Reconsideration of Votes Taken at Previous Meetings: None

5. Unfinished Business/Calendar:

#12-32, Invoice from artist Roederick Vines for a portrait of Dr. Henrietta Attles (C09-456) (C12-050) was removed from the Calendar and referred to the Superintendent.

6. Superintendent's Report/Presentations/Consent Agenda

6A. Presentation:

6B. Innovation Agenda: World Language

The Chair recognized Dr. Young. The Superintendent said that in the interest of time the Social Science & Science Update, listed on the Agenda, will be presented at another time. Ms. MacDonald was recognized. She walked Members through the *CPS World Language Survey Results, Disaggregate returns by school; data provided by K-12 Insights* (copy on file in the School Committee Office). Ms. MacDonald reported that the survey was given to 1600 families of grades 4-7 students to gauge interest in foreign languages for the Upper Schools. Families were asked to rank their choice of languages taken in CPS. Those languages are Spanish, French, Latin, Italian, Arabic, and Portuguese. The survey could be taken on line, using a paper survey or assistance from *K12 Insights*. Principals at every school did a follow-up to ensure there was an adequate response. The survey was non-binding. It was not meant to have students choose a language, just to show interest. The response was 22%. The results showed the choices of world languages in the following order: Spanish, French, Chinese, Latin, Italian, Arabic and Portuguese. The Administration's recommendation, based on the information, is Spanish and French. The 6th grade program will be an exploratory year. The first trimester is Spanish, 2nd trimester is French. At the end of the 2nd trimester, students will be asked to choose either Spanish or French. Hopefully they will continue their choice in 7th and 8th grades. Current 6th and 7th graders and current 7th and 8th graders will be given a choice of Spanish or French to pursue next year. Putnam Ave. campus will have the same choices and also include the choice of taking Chinese in the 6th, 7th and 8th grades. There will be support in place for Portuguese in the Olá Program.

Mr. Fantini in the Chair.

Discussion took place around the following questions and concerns of the Committee:

- How do you feel about the 22% return rate
- How did the trimester concept come about for World Languages

Mayor Davis in the Chair

- I am concerned about balancing the student/teacher ratio if too many students chose the same language
- What is the goal; how much class time is being offered; when will parents be notified
- The school-by-school survey shows where the digital divide exists
- Are you going to consult with principals regarding the response rate

The Members thanked Ms. MacDonald for an informative presentation.

On a motion by Ms. Nolan, seconded by Mr. McGovern, it was voted to accept the recommendation of the Superintendent to have the World Language Program per the memo of CPS World Language Program.

6C. Consent Agenda

On a motion by Mr. Fantini, seconded by Mr. McGovern, it was voted to bring forward, for discussion, Superintendent's Recommendations **#12-33; #12-35 through #12-37 and #12-45**. Mr. McGovern removed #12-33; Ms. Turkel removed #12-37. On the following roll call vote, the following items were adopted:

#12-35, Special Needs Contracts for Day & Residential Program Services not available from the Cambridge School Department: That the School Committee award contracts to the institutions on the list in amounts not to exceed the shown rates, having been approved by the Operational Services Division of the Commonwealth of Massachusetts, funds to be provided from the General Fund Budget:

1 student Franklin Academy, 106 River Rd., East Haddam, CT

\$66,000.00

#12-36, Contract Award: that the School Committee award a contract to the following vendor for the supply and delivery of produce products for Cambridge Public Schools Food Service, funds to be provided from the Food Service Revolving Fund Budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with:

Costa Fruit & Produce Co., 18 Bunker Hill Industrial Park, Charlestown, for the period April 9, 2012 to June 30, 2012, in the amount of \$67,824.68.

#12-45, Approval of an Early Out Incentive Program Related to Innovation Agenda (Second Round). That the School Committee approve the amendment to the Agreement between the Cambridge Teachers Association for an Early Out Incentive Program Related to the Innovation Agenda.

Mr. Harding YEA; Mr. McGovern YEA; Ms. Nolan YEA; Mr. Osborne YEA; Ms. Turkel YEA; Mr. Fantini YEA; Mayor Davis YEA.

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

8. Non-Consent Agenda

Mr. McGovern was heard in response to delaying adoption of **#12-33, Fiscal Year 2013 Recommended Budget:** that the School Committee receive and approve the FY2013 General Fund Budget of the Cambridge Public Schools in the following Statutory Categories:

Salaries, Wages & Fringe Benefits	\$ 117,927,405.00
Other Ordinary Maintenance	24,654,975.00
Travel & Training	1,141,705.00
Extraordinary Expenditures	<u>1,263,620.00</u>
Total:	\$ 144,987,705.00

He is not opposed to delaying the adoption of the budget if it is done with a purpose. Dr. Young and Barbara Allen were heard. The Superintendent reported that a delay would impede certain administrative functions that need to happen. Ms. Allen said that staffing cannot be done effectively until the budget is adopted by the School Committee.

Ms. Nolan moved, seconded by Mr. McGovern, for suspension of the Rules to bring forward **#12-41, Motion by Ms. Nolan** that whereas the unprecedented changes to the School District for next year are based on District commitment to education of the whole child and will require thoughtful attention to the social-emotional needs of middle grade students, and whereas the School District is grateful for the support of the City for education, and whereas this year the District is projecting a surplus from its operating budget, and that whereas the School District has returned over the last decade millions of dollars in year-end surpluses to the City, that the School District ask the City Council for additional funding of \$300K for next year, to allow the District to hire a full-time guidance counselor in each of the four new middle schools. Further, that if the City does agree to this additional funding that the positions be created to allow the school adjustment counselors in the new middle schools to be full-time. And further, that if the City does not fund these positions that the District is under no obligation to create them. The Rules having been suspended, discussion took place around **#12-41** as it pertained to the budget. Ms. Nolan submitted her motion to determine if it makes sense to ask for additional resources. Mr. Fantini offered a substitute motion, seconded by Mr. Turkel, that the Superintendent take any action he deems appropriate and that the School Committee creates a priority list to be presented to the Superintendent via this motion, and it would be up to the Superintendent to decide if he wants to go to the City Council or the City Manager for additional funds. Dr. Young declared that if the motion passes, he will not go back to the City Manager for additional funds. That should be left up to the School Committee to proceed with and carry out the request.

On a motion by Mr. Osborne, seconded by Mr. McGovern, it was voted to suspend the Rules to extend the meeting to 10:30 PM.

Mr. Fantini withdrew his substitute motion. Ms. Turkel offered a friendly amendment to Mr. Fantini's substitute: That the School Committee develop a priority budget add-back list that would be referred to the Superintendent. Mr. Fantini accepted Ms. Turkel's friendly amendment. On the following roll call, it was voted to adopt Mr. Fantini's substitute motion, as amended: Mr. Harding YEA; Mr. McGovern YEA; Ms. Nolan YEA; Mr. Osborne YEA; Ms. Turkel YEA; Mr. Fantini YEA; Mayor Davis YEA.

The Chair returned to the discussion around **#12-33, Fiscal Year 2013 Recommended Budget**. Members discussed flexibility in the next budget process, public input on developing the budget guidelines, examining how money is being spent to advance the goals of the School Committee, and the citizens and students of Cambridge. On the following roll call, it was voted to adopt Superintendent's Recommendation **#12-133**: Mr. Harding YEA; Mr. McGovern YEA; Ms. Nolan YEA; Mr. Osborne YEA; Ms. Turkel YEA; Mr. Fantini YEA; Mayor Davis YEA. Mr. Fantini moved, seconded by Mr. McGovern, for suspension of the Rules for the purpose of moving reconsideration of the foregoing vote. The Rules having been suspended, a motion to reconsider the foregoing vote, hoping the same would not prevail, failed of adoption.

Ms. Turkel asked the Superintendent to explain the status of the Wrap-Around Zone. Dr. Young was heard. On the following roll call, it was voted to adopt **#12-37, Grant Awards**: that the School Committee accept and approve the Grant Awards in the amounts and for the periods indicated:

1. Academic Support Services, for the period March 8, 2012 to June 30, 2012, in the amount of \$9,332.00. Project/Grant SC12757
Description: These funds will be used to plan and prepare for the 5-week summer Rise Up Program for rising 9th graders; activities will include recruiting staff and students and planning for courses. Program will begin in July and serve approximately 70 rising 9th graders deemed eligible by DESE criteria.
CPS Target Population: Rising 9th graders who scored below proficient in their most recent MCAS in ELA, math, and/or science.
Outcomes & Measures of Effectiveness: As this grant will enable us to recruit students for the summer Rise Up Program, the measure of effectiveness will be the degree to which we meet our enrollment target.
2. Cambridge Partners, for the period April 15, 2012 to June 30, 2012, in the amount of \$60,947.27. Project/Grant SC12895
Description: To enhance and create collaborative partnerships between business, civic, higher education, and community organizations and the Cambridge Public Schools. Funds will be used to support an intern from the Harvard Graduate School of Education Doctor of Education Leadership Program. The intern will take on a one-year project to build strong, well articulated connections between CPS and civic, business, university and community leaders.
CPS Target Population: The entire District will benefit from enhanced community partnerships in multiple ways.
Outcomes & Measures of Effectiveness: The number, breadth, and depth of established relationships by the end of the grant period.
3. Education Jobs Program, for the period March 28, 2012 to June 30, 2012, in the amount of \$9,418.00. Project/Grant AR12883
Description: Balance of Educational Job funds from the US DOE will be used to offset Employee Benefits.

Mr. Harding YEA; Mr. McGovern YEA; Ms. Nolan YEA; Mr. Osborne YEA; Ms. Turkel YEA; Mr. Fantini YEA; Mayor Davis YEA.

On a motion by Mr. Fantini, seconded by Ms. Turkel, it was voted to refer to the Superintendent, with a report back, items **#13-39, Motion by Mr. Fantini and Mr. McGovern** that the Superintendent report back to the School Committee at the next Regular Meeting as to the work being done by each upper school to build community in preparation for September 2012, and progress to date of each upper school, and that the Superintendent offer a plan to help those schools still struggling to come together, and item **#12-40, Motion by Ms. Turkel and Mr. Fantini** that a program to support and educate high school age students with emotional disabilities be developed in district. And, further that a way for students in every grade level at CRLS to have access to the resource room model be designed and implemented. These two strategies will create better services for students and over time save the District expensive out of district tuitions and transportation costs. This is in response to the high number of high school age students attending special education placements outside the District and in response to the report by WestEd reviewing the District's special education services. Sufficient funds will be allocated in the budget for the 2012/13 school year to implement access to the resource room model and to plan for opening in district placement for high school age students with emotional disabilities in the Fall of 2013.

On a motion by Mr. McGovern, seconded by Mr. Fantini, it was voted to accept, as presented the following reports:

Meeting of the Sub-Committee on the Budget (Committee of the Whole)

Tuesday, January 24, 2012

Called for the purpose of a Budget Retreat with a focus on the Innovation Agenda.

Members Present: Mr. Harding, Co-Chair; Mr. McGovern, Co-Chair; Mr. Fantini; Ms. Nolan; Mr. Osborne; Ms. Turkel; Acting Mayor Reeves

Mr. Harding in the Chair

Also Present: Dr. Jeff Young, Superintendent
Dr. Carolyn Turk, Deputy Superintendent
James Maloney, Chief Operating Officer
Claire Spinner, Chief Financial Officer
Aida Ramos, Executive Director, Special Education
Maryann MacDonald, Executive Director, Student Achievement and Curriculum
Barbara Allen, Executive Director, Human Resources
Chris Colbath-Hess, President, CTA

The Chair called the meeting to order at 8:23 PM.

Mr. Harding turned the floor over to Dr. Young. The Superintendent gave Members a brief update on the budget. Dr. Young, Dr. Turk and Mr. Maloney met with the City Manager and his team to discuss what the revenue projections are from the City side as well as our 5-year expenditure projections are going to be. The City Manager is concerned with getting a more definitive answer from the Governor's office as to what the nature of the State budget is going to be. The agreement was that everyone would continue to do the work needed for the potential build-up of the budget and meet again. We are waiting for the allocation figure in order to move forward.

Discussion took place around the following:

- Enrollment analyses to ensure JK-5 have teachers needed
- New budget for 4 new schools
- Staffing for new schools
- Technology
- Libraries

- o Class size
- o There is money to pay for administrative support (full time)
- o I would rather over-staff the Innovation Agenda to ensure its success
- o Library media specialist
- o How do we expect the dollars to drive the achievement
- o How are SIP funds being used
- o There has to be a school-b- school focus on achievement
- o Everything is dependent on dollars received
- o Without the number, we can't respond to the issues
- o Think about Upper Schools having double staffing
- o Need to see implementation plan of SPED review
- o The Committee, as a whole, needs to agree on what it wants from the Superintendent

On a motion by Mr. Fantini, seconded by Mr. Osborne, it was voted to adjourn (9:58 PM).

Adjourned
Patricia A. Berry
Acting Executive Secretary to the School Commit

**Meeting of the Sub-Committee on the Budget (Committee of the Whole)
Tuesday, February 14, 2012**

Called for the purpose of a Budget Retreat with a focus on the Innovation Agenda.

Members Present: Mr. Harding, Co-Chair; Mr. McGovern, Co-Chair; Mr. Fantini; Ms. Nolan;
Mr. Osborne; Ms. Turkel; Acting Mayor Reeves

Mr. McGovern in the Chair

Also Present: Dr. Jeff Young, Superintendent, Dr. Carolyn Turk, Deputy Superintendent
James Maloney, Chief Operating Officer, Claire Spinner, Chief Financial Officer
Aida Ramos, Executive Director, Special Education, Maryann MacDonald, Executive
Director, Student Achievement and Curriculum, Barbara VanSickle, Director, SAA, K-
8/Curriculum, Lori Likis, Chief of Staff

The Chair welcomed Cambridge City Councillor Craig Kelley

A quorum of the Sub-Committee being present, the Chair called the meeting to order at 4:35 PM and turned the meeting over to Ms. Spinner.

Ms. Spinner reviewed the following changes to the Budget Calendar:

- Superintendent Presentation of Proposed Budget – change from March 6 to March 13
- Public Hearing on Budget – change from March 13 to March 20
- (School Committee Vote to Adopt Budget – April 3 – no change)

The Superintendent, Ms. Spinner and Members discussed the **CPS FY 13 Budget Update & Proposed Staffing Upper Schools & JK-5 Schools**, dated February 14, 2012:

- Expenditure & Revenue Projections FY13 "Maintenance of Effort" Budget
- FY13 General Fund Expenditure Projections
- Detail of \$4.1M Salary Increase
- Proposed Instructional Staff at Upper Schools
- Proposed Instructional Staff in JK-5 Schools
- Admin Structure in Buildings with JK-5 & Upper Schools
- Proposed Admin. Structure JK-5 School Buildings & Amigos
- Proposed Library Media, Educational technology & Technical Support- Buildings with JK-5 & Upper Schools
- Proposed Library Media, Educational Technology & Technical Support –JK-5 Schools & Amigos
- Proposed Coaching Model
- Proposed School-Based Coach Allocation

- Discretionary Budget Allocations to Schools

On a motion by Mr. Fantini, seconded by Mr. Osborne, it was voted to adjourn (6:30).

Adjourned
Patricia A. Berry
Acting Executive Secretary to the School Committee

Documents distributed:

CPS FY13 Budget Update & Proposed Staffing Upper Schools and JK-5 Schools
Memo from Robert Healy, City Manager to Superintendent Young re FY13 School Budget

**Meeting of the Sub-Committee on the Budget (Committee of the Whole)
Tuesday, February 23, 2012**

Called for 4:30 – 6:30 PM in the Pearl K. Wise Library, CRLS, 459 Broadway.

Members Present: Mr. Harding, Mr. McGovern, Co-Chairs, Mr. Fantini, Ms. Nolan, Mr. Osborne,
Ms. Turkel, Mayor Henrietta Davis

Richard Harding and Mr. McGovern in the Chair

Also Present: Dr. Young, Superintendent; Dr. Turk, Deputy Superintendent; Claire Spinner, Chief
Financial Officer; James Maloney, Chief Operating Officer

A quorum of the School Committee being present, the Chair called the meeting to order at 4:41 PM.

- There was a discussion of the Budget with Members asking questions. Some of the questions focused on:
 - JK-5 second languages, world languages
 - School improvement monies
 - Guidance Counselors (Superintendent memo to S.C.)
 - Academic Challenge Policy
 - How do you plan on going about Partner's conversations on funding
 - Innovation Agenda – wraparound zone, affected by budget decisions
 - Vocational education (culinary, digital arts)
 - Recruitment for heads of Schools – Silos, Affirmative Action

Meeting adjourned at 6:30 PM

Submitted by Anne McGillicuddy

9. Resolutions

10. Announcements

11. Late Orders:

Mr. Osborne presented the **Report of the Ad-Hoc Committee on the Office of the School Committee, Thursday, March 29, 2012**. After reading the report, Mr. Osborne moved, seconded by Ms. Nolan, it was voted that the report be accepted as presented:

Report of the Ad-Hoc Committee on the Office of the School Committee

Thursday, March 29, 2012

Called for 4:30 PM in the School Committee Meeting Room, 459 Broadway, Cambridge, for the purpose of a discussion on the operation of the School Committee Office.

Members Present: Mr. Harding, Chair; Mr. Fantini; Ms. Nolan; Mr. Osborne

The meeting was called to order at 4:50 PM.

The Acting Executive Secretary to the School Committee asked to be heard. Ms. Berry asked the Members to consider resolving the matter of the office staff first and foremost. She said that the office will function more efficiently having a permanent staff. Ms. Berry is in an acting position and the Confidential Secretary slot is being filled by a temporary person. She would like to see the office become a viable entity that serves the School Committee Members and the community well.

The Members thanked Ms. Berry for her comments and excused her from the meeting.

The following notes were offered by Ms. Nolan:

Discussion took place on the School Committee Office and qualifications and needs of the office. Members discussed the need for technological, data based and web-based skills within the School Committee Office. Members agreed to work in including this skill set in the School Committee Office. The Executive Secretary role should continue. The Interim Executive Secretary has proven herself in the job for a year. There was a unanimous motion to appoint the Interim Executive Secretary as permanent, subject to successful contract negotiations.

A unanimous motion was made to develop a job description for a restructured second staff position in the School Committee Office. Further, that until that job is posted, a temporary staff be continued. Barbara Allen will be included in developing job description. The School Committee, Executive Secretary, Director of Human Resources will be the hiring committee.

Members also voted to ask the Executive Secretary to send information on the ESB to all Members.

Ms. Berry was invited to rejoin the meeting. Ms. Nolan read her notes. Discussion took place around the description of the second staff position. Ms. Berry thanked the Members for their decision.

Adjourned: 5:48 PM.

Patricia A. Berry
Acting Executive Secretary to the School Committee

On a motion by Mr. Osborne, seconded by Mr. Harding, it was voted to suspend the Rules to extend the meeting to 10:35 PM.

On the following roll call, it was voted that the School Committee enter into contract negotiations with Patricia A. Berry for a contract for the position of Executive Secretary to the School Committee: Mr. Harding YEA; Mr. McGovern YEA; Ms. Nolan YEA; Mr. Osborne YEA, Ms. Turkel YEA; Mr. Fantini YEA; Mayor Davis YEA. Ms. Berry thanked the Committee.

Mr. Fantini moved for suspension of the Rules for the purpose of moving reconsideration of the foregoing vote. The Rules having been suspended, a motion to reconsider the foregoing vote, hoping the same would not prevail, failed of adoption.

On a motion by Mr. Fantini, seconded by Mr. McGovern, it was voted to adjourn (10:33 PM).

Respectfully Submitted
Patricia A. Berry
Acting Executive Secretary to the School Committee