

From the Office of the Executive Secretary to the School Committee

School Committee - Regular Meeting

September 17, 2024 at 6:00 p.m.

Held in and broadcast from the Dr. Henrietta S. Attles Meeting Room, Cambridge Rindge, and Latin School, 459 Broadway, Cambridge. To sign up to call in using the ZOOM app on your computer or mobile device: visit www.cpsd.us/school_committee/virtual

Regular Meetings will be live-streamed at www.cpsd.us and broadcast on Cambridge Educational Access TV (CEATV) Channel 26, as usual.

AGENDA

- 1 Public Comment (3 minutes)**
- 2. Student School Committee Report:**
- 3. Presentation of Records for Approval: None**
- 4. Reconsiderations: None**
- 5. Unfinished Business/Calendar:**

**#24-100 Meeting Registration – Motion by Member Rachel
May 7, 2024**

WHEREAS: School Committee [policy ABA](#) notes the Committee’s commitment to seeking and encouraging public participation in the body’s decision-making processes; and
WHEREAS: The body’s Rules do not specify when meeting registration opens to the public, but past practice has been two days before the meeting; and
WHEREAS: The Committee intends to remove barriers to participation; now, therefore be it
RESOLVED: That meeting registration and public comment sign-up will be available to all members of the public beginning at the time a meeting is officially noticed with an agenda or designated purpose.

REVISED September 10, 2024

WHEREAS: School Committee [policy ABA](#) notes the Committee’s commitment to seeking and encouraging public participation in the body’s decision-making processes; and
WHEREAS: The body’s Rules do not specify when meeting registration opens to the public, but past practice has been two days before the meeting; and
WHEREAS: The Committee intends to remove barriers to participation; now, therefore be it
RESOLVED: That registration and public comment sign-up for regular Committee meetings will be open to the public when the agenda is posted; and be it further
RESOLVED: That sign-up for subcommittee meetings will begin when a meeting is officially noticed with an agenda/designated purpose or two weeks before the subcommittee meeting, whichever is later.

**Late Order 2024 Superintendent Search Timeline
Joint Motion by Member Rojas and Member Rachel
June 17, 2024**

REVISED September 17, 2024

#24-227 Joint Motion by Member Rojas, Member Rachel and Member David

That the School Committee discuss the following and other timeline options for the Superintendent Search

CPSD Superintendent Search 2024-2025

Timeline - By when to target making a job offer	Pros	Cons
By Dec 2024	<ul style="list-style-type: none"> - In line with Mass Association of School Committees (MASC) recommendation - Take advantage of larger pool of candidates 	<ul style="list-style-type: none"> - Less time for community input and development of job description
By April 2025	<ul style="list-style-type: none"> - Allow focus on starting school year well - Provide more time for community input and development of job description 	<ul style="list-style-type: none"> - Challenge of having a smaller pool of candidates
By Dec 2025	<ul style="list-style-type: none"> - Modified MASC recommendation - Take advantage of larger pool of candidates - Provide more time for community input and development of job description 	<ul style="list-style-type: none"> - Longer period for interim superintendent OR - Need for 2nd interim superintendent - Possible delays in hiring other leadership positions

Attachments:

- Model Timeline from Mass Association of School Committee’s “A Vacancy in the Superintendency, Key Decisions for School Committees Planning for a Transition”
- Timeline for Dr. Salim’s hire
- Timeline for Dr. Young’s hire
- Mayor’s Communication re: Plan of Work for Superintendent Search, September 10, 2024

Model Timeline from Mass Association of School Committee's "A Vacancy in the Superintendency, Key Decisions for School Committees Planning for a Transition"

DRAFT SEARCH TIMELINE SUPERINTENDENT SEARCH - Model Timeline

This timeline can take from 2-5 months depending the level of "process" and the size of the search committee. It is important to be flexible, allowing sufficient time to make up for unanticipated delays. The most likely delays would be on the search committee end because of the number of potential member schedule conflicts. A, earlier start date, such as over the summer, allows more time to plan, recruit, and interview. A late start will still work well if the school committee expedites the process. A very late start (March/April) would require expediting the process and imposing sharp deadlines.

October 1 – 15, 2023	School Committee receives preliminary documents, approves draft timeline, sets focus group meetings, makes decisions about recruiting search committee, etc. Search Committee Appointed and Orientation (Set Fixed Date) Focus surveys planned and on-line survey developed; materials development completed and ready for distribution
October 15	Advertisements/E-Mail and General Mail distribution of materials. Also, distribution of search information to recruitment networks. Materials mailed and distributed. Candidate recruitment is ongoing.
By November 19	Focus Groups will take place Search Committee will organize to prepare for screening of candidates, scheduling of interviews, and preparation of questions.
November 30, 2023	Deadline Set for Filing Applications (3:00 p.m. EST via mail, e-mail, fax or personal delivery to search coordinator)
Immediately After Deadline	Applications are compiled and prepared for the Search Committee to review during school vacation. Review begins immediately. Search Committee begins initial screening, selection and initial interviews. Process culminates with recommendations to the School Committee.
Week of December 10	School Committee receives report and recommended finalists. Interviews candidates, conducts site visits, and other due diligence steps are scheduled.
December 12-19, 2023	School Committee interviews finalists are completed. Site visits take place.
Mid-January, 2024	School Committee makes hiring decision.
July 1, 2024 or Sooner	Superintendent takes office <u>or before if so needed and negotiated.</u>

Timeline for Dr. Salim's Hire

Superintendent Search 2015-2016: Dr. Kenneth Salim	
DATE	MEETING/ACTION ITEM/ANNOUNCEMENT
April 7, 2015	SC selects Executive Director of HR (Barbara Allen) official Superintendent Search Liaison Designee (Order C15-091)
April 7, 2015	Supt. Search Ad Hoc Subcommittee be comprised of the Committee of the Whole (Order C15-090)
April 7, 2015	Draft Supt. Search Timeline (Order C15-089)
April 7, 2015	SC Special Meeting Minutes: Discuss Supt. Search Timeline
April 28, 2015	SC Special Meeting Minutes: Review & Approval of RFP for Search Firm
May 21, 2015	Request for RFPs Supt. Search Firm
June 9, 2015	SC Special Meeting/Exec. Session Minutes: Evaluate Search Firm Proposals
June 16, 2015	SC establish Special Meeting schedule with Exec. Search Firm (Order C15-196)
June 16, 2015	Executive Search Contract Awarded to Hazard, Young, Attea Associated (HYA) (Order C15-165)
July 1, 2015	Planning Meeting with HYA (HYA Binder located in SC Office)
July 1, 2015	SC Special Meeting Minutes: Meeting with Hazard, Young, Attea & Associates (HYA) Search Firm
July 14, 2015	Framework with Updated Search Timeline (Order C15-207)
July 14, 2015	SC Special Meeting Minutes: Discuss Supt. Search Interview Committee Make Up
July 28, 2015	Amended Composition of Supt. Search Interview Committee to included 3 SC members (Order C15-208)er C15-208)
August 20, 2015	Supt. Search Community Survey from Barbara Allen
August 26, 2015	HYA Leadership Profile Meeting Schedule
August 26, 2015	Supt. Search Focus Group & Community Forum Schedule
September 9, 2015	Public-facing Schedule of Community Meetings from Barbara Allen
September 16, 2015	Leadership Profile Report from HYA
September 16, 2015	SC Special Meeting Minutes: Meet with HYA to discuss Leadership Profile Report
October 1, 2015	Supt. Search Interview Committee Listing
October 13, 2015	Press Release of Supt. Finalists
October 14, 2015	Final Candidates Itinerary
October 15, 2015	SC Special Meeting Minutes: Community Forum/Town Hall to meet the Supt. Final Candidates
October 16, 2015	Draft Interview Questions for Finalists
October 16, 2015	SC Special Meeting Minutes: SC Interviews with Final Candidates
October 22, 2015	Supt. Site Visit Protocols
October 27, 2015	SC appoints Dr. Salim as Supt. contingent on reaching negotiated agreement (Order C15-329)
October 27, 2015	SC Special Meeting: Consider Appointment of Supt. (Vote taken to appoint Dr. Salim.)
December 15, 2015	Executive Session Meeting Minutes - Negotiating Contract and Vote
December 15, 2015	Regular Meeting Minutes - Vote to Approve Contract
December 15, 2015	Consider Adoption of Dr. Kenneth Salim Contract (Order C15-290)
January 5, 2016	Dr. Salim contract ratified (Order C16-009)
January 12, 2016	Ad Hoc Subcommittee Transition Planning Meeting: Dr. Salim's Learning-based Entry Plan
March 24, 2016	Ad Hoc Subcommittee Transition Planning Meeting: Discuss Transition Planning for Dr. Salim
June 13, 2016	Ad Hoc Subcommittee Transition Planning Meeting: Review & Monitor Dr. Salim's Onboarding Plan
July 1, 2016	Dr. Salim begins at CPSD
September 22, 2016	Ad Hoc Subcommittee Transition Planning Meeting: Prioritize Short-Term Issues for Dr. Salim
January 12, 2017	Ad Hoc Subcommittee Transition Planning Meeting: Review Findings from Supt. Listening/Observing Tours

Timeline for Dr. Young’s hire

Superintendent Search 2008-2009: Dr. Jeffrey Young	
DATE	MEETING/ACTION ITEM/ANNOUNCEMENT
July 15, 2008	SC Meeting Minutes: Glenn Koocher (MASC) Presentation re: Search Process
July 31, 2008	Special Meeting Minutes: Discuss Process of Supt. Search
July 31, 2008	SC authorize School Dept. to draft RFP for Search Firm (Order C08-291)
August 12, 2008	Ad Hoc Subcomm Supt. Search Minutes: Establish Calendar for Supt. Search
September 8, 2008	Memo from City Manager: Procurement Process for Search Firm
September 9, 2008	Ad Hoc Subcomm Supt. Search Minutes: Supt. Search Timeline
September 16, 2008	Draft Supt. Search Timeline by Barbara Allen
November 8, 2008	Search Process and Timeline by Ray & Associates (search firm)
November 18, 2008	Search Firm Contract Awarded to Ray & Associates (Order C08-438)
November 18, 2008	Consultant’s Contacts: HR Director Allen and SC members Mayor Simmons & Schuster (Order C08-485)
December 1, 2008	Supt. Search Advertising Opportunities (undated)
December 1, 2008	Supt. Search Advertising Flyer (undated)
December 1, 2008	Suggested Interview Questions (undated)
December 1, 2008	Evaluation Process of Candidates by Ray & Associates (undated)
December 11, 2008	Supt Search Update Memo from Barbara Allen
January 9, 2009	Supt. Job Description
February 10, 2009	Ad Hoc Subcomm Supt Search Minutes: Update on Supt. Search
March 11, 2009	Ad Hoc Subcomm Supt Search Minutes: Preliminary Screening of Candidates
March 19, 2009	Ad Hoc Subcomm Supt Search Minutes: Preliminary Screening of Candidates
March 20, 2009	Ad Hoc Subcomm Supt Search Minutes: Preliminary Screening of Candidates
March 30, 2009	Special Meeting Minutes: Town Hall to Meet Supt. Finalists
March 31, 2009	Special Meeting Minutes: Interviewing Finalists
April 7, 2009	SC Offer Supt. Position to Dr. Jeffrey Young (C09-097)
April 23, 2009	Ad-hoc Committee Created to Assist with Supt. Transition Plan (C09-123)

Mayor’s Commuication re: Plan of Work for Superintendent Search, September 10, 2024

September 10, 2024

Re: School Committee Plan of Work for Superintendent Search

Dear Members of the School Committee,

As we move forward with the search for our next permanent School Superintendent, I want to outline a clear process to ensure a thorough, collaborative, and focused effort. Our commitment to selecting the right leader for Cambridge Public Schools is critical, and this Plan of Work is designed to guide us in that effort. Below, please see my proposed plan that includes the following key steps:

School Committee Visioning Session

The School Committee shall engage in a visioning session to align our goals for the Superintendent role. This will take place at a retreat on September 26th at a location to be determined in order to dive deeper into discussions about the leadership qualities and priorities we wish to emphasize moving forward.

Guidance on the Search Process

In October, we shall meet with Glenn Koocher for an in-depth session on best practices for conducting an effective Superintendent search. This session will provide valuable insights on the search process structure and help us refine our approach.

Diversity, Equity, and Inclusion (DEI) Focus

DEI training for the School Committee will be essential to ensure that equity and inclusivity are at the forefront of our search. This will reinforce our commitment to finding a leader who can uphold these principles in Cambridge Public Schools.

Implementation of the Superintendent Search

Following these preparatory steps, we will then move into the implementation phase, ensuring that all key considerations, including our district’s needs and the leadership qualities we have identified, remain central to the search process.

I believe that this plan shall help guide us toward selecting the best candidate for the role, and I look forward to discussing this with you during the School Committee meeting on September 10. I thank you for your ongoing dedication to this critical work.

#24-206 Recommendation: Approval of Non-Discrimination on the Basis of Sex-Title IX Policy (Second Reading)

#24-207 Recommendation: Approval of Revisions to Sexual Misconduct-Title IX Policy (Second Reading)

6. Awaiting Reports: None

7. 7a. Superintendent’s Update:

Brief comments on the district's leadership team organization for the 2024 - 2025 school year.

7b. Presentations:

Overview of the capital improvements that were completed.....David Murphy
during the summer of 2024 and offer brief comments on the Interim Superintendent
analysis provided by the pending long-term facilities condition Vedad Konjic
assessment detailing composite scores with respect to Director of Facilities
infrastructure challenges across the Cambridge Public Schools.

7c. CPS District Plan: None

7d. Consent Agenda:

#24-228 Recommendation: Approval of Private School-NuVu Innovation School

#24-229 Recommendation: Day & Residential Program Services not Available from the Cambridge School Department

#24-230 Recommendation: Contract Award: Christopher Vick: College Preparation

#24-231 Recommendation: Contract Award: Upstander Project: Professional Development

- #24-232** Recommendation: Gifts/Miscellaneous Receipts
- #24-233** Recommendation: Grant Award: FY25 Ms. Hibbs Grant (SC25166)
- #24-234** Recommendation: Grant Award: FY2025 McKinney-Vento Homeless Education Grant (SC25707)

8. Non-Consent Agenda:

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

#24-235 Teaching Local History – Motion by Mayor Simmons

WHEREAS: There has been significant discussion around the importance of ensuring that young people in Cambridge are educated about the history of their city; and

WHEREAS: Many students may not be familiar with the rich history of Cambridge, as this subject is not currently part of the general school curriculum; and

WHEREAS: Incorporating local history into the curriculum would provide students with a deeper understanding of their community, its development, and its cultural and historical significance; now therefore be it

ORDERED: That the School Committee City go on record in urging that a course on Cambridge history, potentially through the History Department, be offered to CPSD students as either an elective or as an extra-curricular part of the curriculum; and be it further

ORDERED: That the Superintendent of Cambridge Public Schools work with the School Committee to explore the steps necessary to implement this course and to report back on how and when this might be implemented.

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

#24-236 Passing of Rita Grassi – Resolution by Mayor Simmons

WHEREAS: The School Committee was deeply saddened to learn of the passing of Rita Grassi on September 10, 2024; and

WHEREAS: Rita Grassi was born to the late Manfredi Grassi and Mary A. (Pasquariello) Grassi, and was sister to Mary, Anthony, and former School Committee Member Joseph Grassi; and

WHEREAS: Rita Grassi was a graduate of St. Joseph's High School in Somerville and the Wilfred Hairdressing Academy, and she would go on to have a distinguished career, starting as a Senior Fraud Investigator at the Bank of New England, then as a receptionist at Kaufman Inc., and most recently she served for many, many years as Committee Receptionist for the Massachusetts House of Representatives, where she assisted in preparing legislation and responding to constituent inquiries until her retirement in September 2023; and

WHEREAS: Despite her health issues, Rita Grassi was known for her loving, caring, and generous nature, she maintained a positive spirit and welcomed all who came into her life, leaving a lasting impact on her family, friends, and community; and

WHEREAS: In addition to her siblings, Rita Grassi leaves behind her niece Kristen and her husband William Rollins, her nephew Matthew and his wife Rebeca, her nephew Michael and his wife Bridget, Anthony David Grassi, Montserrat Quintero, and Stephanie Mary Grassi, her great-niece and nephews Madison, Mason, Carter, and Teddy, her godchildren Matthew and Anthony Grassi and Elizabeth Ciampa, and her memory shall be forever cherished by them all; now therefore be it

RESOLVED: That the School Committee go on record extending its deepest condolences to the Grassi Family for their tremendous loss; and be it further

RESOLVED: That the School Committee Clerk be and hereby is requested to forward a suitably engrossed copy of this resolution to Joe Grassi and the entire Grassi Family on behalf of the entire School Committee.

11. **Announcements:**
12. **Late Orders:** None
13. **Communications and Reports from City Officers:** None