

**Budget/Management Committee Minutes
Town Hall Council Chambers
November 13, 2023**

Present: Michael Molisse, Chairperson
Maureen Kiely
Greg Shanahan

Absent: Christopher Heffernan, Vice Chairperson
Pascale Burga

Also Present: Brian Smith, Assistant Superintendent

Recording Secretary: Janet P. Murray

Chair Molisse called the Budget/Management Committee meeting to order at 6:53 p.m.

23 128 - Request to Enter into a 5 Year Contract for Teacher Evaluation and Professional Development (PD) Tracking Solution Software

Brian Smith, Assistant Superintendent, appeared before the committee.

Mr. Smith stated that the school department currently has a contract for the teacher evaluation and professional development system that is expiring this year; the cost is roughly \$20,000. This services approximately 800 plus staff which is mostly for the 550 unit A teachers in their evaluation process, goal setting, and evaluations as well as making sure they are being evaluated in line with the Department of Secondary Education (DESE) standards. He added that this system tracks teachers' professional development.

Mr. Smith stated that they had a three-year contract for this service. Given the nature of the service, the ability to do business with a vendor over a five year period could potentially garner a lower cost, but also create consistency. He noted that when there are system changes, over 800 people need to be trained on a new system which is why the request is for a five year contract for the teacher evaluation and professional development.

Chair Molisse asked if the cost factor comes in when going up to five years.

Mr. Smith stated that they are hopeful that when this is put out for an RFP, they will secure a lower price with the longer term. Currently, the contract is roughly \$20,000 a year with 3% escalators.

Councilor Shanahan asked if this applied to the other request this evening.

Mr. Smith stated that it applies to both requests. He continued that if the same vendor is awarded the contract, that is easy. If it is a new vendor, then they would have to build time into the professional development days for training, but that would not incur an additional cost.

Councilor Kiely commented that a five-year contract makes more sense.

Councilor Kiely asked if there was an opportunity to do a five-year contract with the potential for extensions built in.

Mr. Smith stated that they can always look at the potential for going greater than five years, whether it is for this contract or another contract. He noted that they have found that usually three to five years has been beneficial, but certain services might make sense to go for longer terms.

Councilor Kiely stated having extensions as a potential built in does not mean the extension has to happen.

Councilor Kiely made a motion for favorable action to the full Town Council for measure #23 128 which was seconded by Councilor Shanahan. Motion passed 3-0.

23 129 - Request to Enter into a 5 Year Contract for Before and After School Programming for Primary School Students

Mr. Smith pointed out that this is actually a revenue generating contract, which is new. He noted that WeyCare was the before and after school program that was in-house with town staff. He continued that due to the pandemic, the program closed in March of 2020 and there was not a before/after school care program in fiscal 2021 as most of the year was conducted remotely.

Mr. Smith stated that they put out an RFP for the first time for before and after school care; Champions, which is part of KinderCare, won the contract for fiscal years 2022, 2023, and 2024. It is now time to go out for an RFP again. This contract provides a fee to the district and is similar to a rental fee for the space.

Mr. Smith stated that this new RFP would also include the option, if they chose, to provide before and after school care, though probably just after school care, for pre-K as they transition to Abigail Adams. All spaces need to be Early Education and Care (EEC) approved.

Mr. Smith pointed out that when the previous RFP was done, the timing of it, which was late in the spring, created a scramble because once the contract was awarded to Champions, they had to work with the state to get all the spaces approved and certified. This delayed service into the next school year. By getting this RFP out now, and the contract awarded soon, it will allow the spaces to get certified or recertified and to get notice to families so that enrollment happens at the end of this school year for next year.

Mr. Smith stated that they have built up a revolving fund as the WeyCare Fund was decimated. He continued that the fund balance is approximately \$300,000 which can supplement the utility and custodial costs for the spaces being used.

Councilor Kiely made a motion for favorable action to the full Town Council for measure #23 129 which was seconded by Councilor Shanahan. The motion passed 3-0.

At 7:04 p.m., there being no further business, Councilor Kiely made a motion to adjourn which was seconded by Councilor Shanahan. The motion passed 3-0.

Respectfully submitted by Janet P. Murray as Recording Secretary

Approved by Councilor Molisse as Chair of Budget/Management Committee
Voted unanimously on 4 December 2023