Attachment B

Citizen School Transportation Committee

Established by the Concord Special Town Meeting on April 24, 2012

Mission

Town Meeting, in creating this Committee, expressed an intent "to search diligently for ways to maintain the existing Bus Transportation Department."

Responsibility

The Committee will be asked to examine a number of issues, including but not necessarily limited to the following. After a complete review of these issues, the Committee is asked to present its report by July 17, 2012 to the Concord Public Schools Committee and the Concord-Carlisle Regional School Committee, summarizing their findings and providing recommendations.

- Consider safety issues.
- Prepare a detailed analysis comparing costs associated with an in-house bus service with an outsourced one.
- Consider the value of such intangibles as (a) widespread community trust in present system; (b) confidence in local administrators, bus drivers and mechanics who know the Town well and can respond quickly in unusual circumstances.
- Identify potential sites on School-owned property, Town-owned property, or privately owned property within Concord or contiguous towns where the bus transportation activities might be relocated, and estimate the cost.
- Hold at least one public hearing to solicit comments from the public and confer with School officials.
- Write a Report with recommendations to the Concord Public Schools Committee and the Concord-Carlisle Regional School Committee.

Suggested Timetable

July 2, 2012	Issue draft report/ recommendations for public review
July 9, 2012	Hold a public hearing on recommendations
July 17, 2012	Present report to CPS and CCRHS Committees

Membership Requirements and expectations

Members will be appointed (four by the Moderator and three by the Concord-Carlisle Regional School Committee) for a term of three months to expire on July 31, 2012. The Committee should complete its business by July 31, 2012, subject to extension at the discretion of the appointing authorities.

OTHER CONSIDERATIONS

The Committee shall elect a chair and a committee clerk, who will be responsible for maintaining the record of the committee's discussions, votes, and actions.

All meetings will be conducted in conformance with the Open Meeting Law, including the proper notice and posting of meetings, and all records will be maintained in conformance with the Public Records Law.

Public discussion is expected to take place before recommendations are presented to the Concord Public Schools Committee and the Concord-Carlisle Regional School Committee.

Requests for staff assistance or operating expenses will be made in compliance with the following regulations:

KDB PUBLIC'S RIGHT TO KNOW

http://policy.ctspublish.com/concord-carlisle-masc/lpext.dll/Infobase/heading%20200289.htm/heading%20300300.htm?f=templates&fn=document-frame.htm&2.0#JD_KDB

KLK RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

http://policy.ctspublish.com/concord-carlisle-masc/lpext.dll/Infobase/heading%20200289.htm/heading%20300315.htm?f=templates&fn=document-frame.htm&2.0#JD_KLK

Town of Concord, APP # 6, Staff Communications with Boards

http://www.concordma.gov/pages/ConcordMA_TownManager/policies/APP6_Staff%20Communications%20with%20Boards.pdf

PUBLIC'S RIGHT TO KNOW

As a governmental body, the School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make reasonable effort to disseminate information. Requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator will keep parents and others in the particular school's community informed about the school's program and activities.

LEGAL REFS.: M.G.L. 4:7; 66:10; 39:23B

CROSS REFS.: BEDG, Minutes
GBJ, Personnel Records
JRA, Student Records

RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

The School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.

It is School Committee policy that administration inform elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.

Effective Date: 10/31/78
Revised: 06/99

Town of Concord

APP # 6
Staff Communications with Boards

I. When a member of a board or committee requests information on behalf of the committee from a staff member, the information should be provided and the department head should be made aware of the request. If the information is in a written form, cc: should be made to the Town Manager and department head.

2. When a department wishes to initiate an action before the Board of Selectmen, a memorandum should be addressed to the Town Manager, requesting the item be put on the Board's agenda.

3. If a department head feels that compliance with a board or committee member's request raises concerns or should not be granted for some reason, the department head should consult with the Town Manager.

(The above procedures do not apply to any communications between Committees, Boards, and the Board of Selectmen.)

Distribution: All Department Heads
Committee Chairs