

*Office of the Superintendent*  
Acton Public Schools  
Acton-Boxborough Regional School District  
<http://ab.mec.edu>  
(978) 264-4700 x 3211

TO: Acton Public School Committee Members  
Acton-Boxborough Regional School Committee Members

FROM: Stephen Mills

ON: September 2, 2010

RE: **ADDENDUM**

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**JOINT OPEN MEETING:**

IV. Approval of Minutes of 7/28/10

**AB MEETING:**

**VIII. UNFINISHED BUSINESS**

- 5. Staffing Update – *Marie Altieri*
  - c. Information about New Teachers – revised page

**IX. NEW BUSINESS**

- 1. SMART Goals – *Steve Mills*
  - revised Goal #6 Facilities: Strategies, Measurable Outcomes, Progress
  - revised Goal #8 Community Education: Strategies, Measurable Outcomes
- 2. Discussion of MASC (Mass. Assoc. of School Committees) Annual Dues –  
*Brigid Bieber*

**X. FOR YOUR INFORMATION**

- 2. R.J. Grey Info
  - b. Discipline Report : 2009-2010 Summary
- 6. Enrollment Update – September 2010

**ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL SCHOOL  
COMMITTEE MEETINGS - DRAFT MINUTES**

Sargent Library  
427 Massachusetts Ave.  
Boxborough

Wednesday, July 28, 2010  
6:00 p.m. Joint Executive Session  
followed by Joint School Committee Workshop  
followed by Joint School Committee Meeting  
followed by Acton-Boxborough Regional SC Meeting  
followed by Acton Public SC Meeting (separate packet)

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<i>Members present:</i>	Brigid Bieber, Michael Coppolino, Herman Kabakoff, Terry Lindgren, Sharon Smith McManus, Maria Neyland, John Petersen, Bruce Sabot
<i>Members absent:</i>	Xuan Kong
<i>Others:</i>	Don Aicardi, Marie Altieri, Attorney Peter Ebb (6:00 – 7:50 p.m., Steve Mills, Beth Petr

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The Joint School Committee Meeting was called to order at 6:08 pm. by Brigid Bieber and John Petersen, respective chairs.

**JOINT EXECUTIVE SESSION**

At 6:09 p.m., it was moved, seconded and unanimously

**VOTED by role call:** that the **Acton-Boxborough Regional School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

**YES** (Bieber, Coppolino, Kabakoff, Lindgren, McManus, Neyland, Petersen, Sabot)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the bargaining position of the Board. She said the purpose of the executive session was to discuss contract negotiations with the AEA, OSA and AFSCME unions.

At 6:10 p.m., it was moved, seconded and unanimously

**VOTED by role call:** that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

**YES** (Coppolino, Kabakoff, Lindgren, McManus, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board. He said the purpose of the executive session was to discuss contract negotiations with the AEA, OSA and AFSCME unions.

At 6:11 p.m., it was moved, seconded and unanimously

**VOTED by role call:** that the **Acton-Boxborough Regional School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to litigation.

**YES** (Bieber, Coppolino, Kabakoff, Lindgren, McManus, Neyland, Petersen, Sabot)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the litigating position of the Board. She said the purpose of the executive session was to discuss a suit filed by a former school employee.

At 6:12 p.m., it was moved, seconded and unanimously

**VOTED by role call:** that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to litigation.  
**YES** (Coppolino, Kabakoff, Lindgren, McManus, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the litigating position of the Board. He said the purpose of the executive session was to discuss a suit filed by a former school employee.

The Executive Session ended at 7:50 p.m.

**JOINT SCHOOL COMMITTEE ANNUAL WORKSHOP (7:55)**

(Marie Altieri and Don Aicardi were not present for the Workshop.)

**1. Annual Agenda**

The Chairs will work with Beth to update this list of upcoming business (particularly VOTES).

**2. List of Committee Assignments**

See Attachment A. The new Director of Curriculum and Director of Educational Technology positions will be added to the Admin Benefits Handbook, page 14, for School Committee to vote on at next meeting. Beth will work with Steve and Marie on this. Beth will see if Herman is required to do the New School Committee member training, given that he was appointed for a term of only 8 months. Steve Mills will get an update on the Corporate Sponsorship activity for the next meeting.

**3. Open Meeting Law Changes - change any current practices?**

Major changes have been made to Postings, Minutes, and Executive Sessions. Most members attended the Acton and Boxborough Open Meeting Law forums. Beth attended both and is comfortable with the changes and asking our attorney, if necessary.

**4. Potential Areas for Committee Work:**

**a. Central Office Reorganization**

John Petersen asked what role the committee would like to play in this process, and how they would like to feed ideas to Steve. Maria and Bruce feel they have no role in how Steve sets up his Central Office, or salaries. Sharon agreed. John agreed but pointed out that CO is different because of School Committee's fiduciary responsibility. Terry said that the Committee needs to understand the job descriptions, but should not be in the role of creating. Mike questioned why we don't have an assistant superintendent and formal chain of command. Steve Mills is completing the most significant work he'll do during his Superintendency by creating his own Administrative team. He is very excited about how it is shaping up. Brigid asked Steve to speak up if School Committee members are going directly to staff for too much information. Steve was asked to give the message to his Central Office staff that it may be OK to say no to a School Committee member if they are asking for too much, given the time constraints the Central Office is working under.

**b. Explore ways to move Hayward Center/other sped programs for long-term savings**

Mike wants to pursue any and all initiatives that might bring programs and kids back into our districts. He would like Liza and Don to consider the return on investment that programs would bring (buy a van?). He does not want this to be a subcommittee.

**c. Increase targeted professional development**

APS and ABRSD are way behind in per pupil expenditures on professional development, an important way to make better teachers. This is a budget discussion item – where on the priority list should targeted professional development be.

**d. Sub-Committee to engage in long term visioning and planning**

The Committee agreed this is valuable, but some members questioned the priority level given all of their other pressing issues. Varying opinions were expressed regarding who is responsible for developing the vision for our schools (Superintendent or School Committee?). The demographics survey data is one tool that can help guide the vision. Boxborough Schools have their 5 year enrollment plan on their website. The Committee agreed to continue this important discussion at a future meeting. Xuan's original email will be included in the next meeting packet.

**e. Policy Issues (i.e. Early Admission to K, Exchange Students, Field Trips)**

Policies will be a focus for the fall. A new one for Corporate Sponsorships will be needed. Sharon will pull a list together. Religious holiday/calendar issues should be reviewed before doing next year's calendar (January).

**5. School Committee Effectiveness**

**a. Have meetings end by 10p.m.**

The Committee agreed to try to stay on topic and the Chair was asked to control discussion as appropriate. It was requested that joint meetings and presentations be kept to essentials only. More frequent meetings during budget time may be considered.

**b. Improve Committee working together constructively**

Some members felt the Ground Rules and Contributions cards created last year were valuable and should be kept. The Committee represents the community and should exemplify civility at all times. Differences in understanding statements and ideas are to be expected in any group. A key in a disagreement is often a misperception. When starting a debate, the Committee agreed to be very clear about what the SC is being asked to do or decide. It helps to focus on the discussion.

**c. Discuss public perception of School Committee**

The Committee agreed about the importance of respectful behavior and good judgment when it comes to their meetings. The public is relying on them to make important decisions and they agreed that they all take that responsibility very seriously. It was suggested that a group photo be taken and posted on the School Committee website.

**JOINT SC BUSINESS MEETING (9:00)**

**1. CHAIRMAN'S INTRO**

Steve Mills welcomed Herman Kabakoff as our newest School Committee member. Herman was appointed to fill the remaining term of Jonathan Chinitz who resigned in June.

**2. APPROVAL OF JOINT MINUTES of 6/3/10**

The Joint minutes of June 3, 2010 were approved (as written) by the Acton Public and Acton-Boxborough Regional School Committees. Herman Kabakoff abstained from both votes because he was not a member on 6/3/10. Terry Lindgren was not in the room during both votes.

**3. PUBLIC PARTICIPATION – none**

**4. UNFINISHED BUSINESS**

**a. FY '10 and FY'11 Budget Updates – Steve Mills**

Approximately \$225,000 from the region and \$225,000 from the local districts are expected to be turned back. This is better than expected.

**b. Health Insurance Trust (HIT) Update – 6/23/10 meeting**

See Attachment B. Next meeting is August 26, 2010

**5. NEW BUSINESS**

**a. Recommendation to approve TEC Food and Related Products Bid**

Acton-Boxborough Regional School Committee VOTE:

It was moved, seconded and unanimously

**VOTED: to approve the TEC Food and Related Products Bid**

Acton Public School Committee VOTE:

It was moved, seconded and unanimously

**VOTED: to approve the TEC Food and Related Products Bid**

**b. Recommendation to appoint Don Aicardi as Chief Procurement Officer for the Acton Public and Acton-Boxborough Regional School Districts (Chapter 30B, Section 2).**

Acton-Boxborough Regional School Committee VOTE:

It was moved, seconded and unanimously

**VOTED: to appoint Don Aicardi as Chief Procurement Officer for the Acton Public and Acton-Boxborough Regional School Districts (Chapter 30B, Section 2).**

Acton Public School Committee VOTE:

It was moved, seconded and unanimously

**VOTED: to appoint Don Aicardi as Chief Procurement Officer for the Acton Public and Acton-Boxborough Regional School Districts (Chapter 30B, Section 2).**

**6. FYI – Items mentioned or referred to very briefly**

- a. Appointments of Amy Bisiewicz (Director of Educational Technology) and Deborah Bookis (Director of Curriculum and Assessment)  
Steve Mills welcomed Amy, who is new to our schools, and Deb who is in a new position for us. He acknowledged the strength of our new Administrative team.
- b. June 2010 Leadership Institute - Next Steps  
Steve highlighted this event stating that “the product our company delivers is high quality teaching, to every child, in every classroom, every day.”
- c. Acton’s Open Meeting Law Posting Letter dated 7/1/10
- d. Lamplighter – June 2010 is posted at <http://ab.mec.edu/about/publications>
- e. Community Correspondence: Doherty  
This was a request to control the cost of school employee pensions and health plans.
- f. Grant Allocations for 2011
- g. Student Enrollment Update
- h. Monthly Financial Reports: FY’10 AB and APS Object Summary and Sped Programs
- i. ABRHS – i. School Improvement Plan (FY10 and FY11), ii. Theft Report and iii. Discipline Report
- j. RJGJHS – i. School Improvement Plan (FY10 and FY11), ii. Discipline Report
- k. ABRSD R&Ds – RJGJHS, ABRHS, ELA Curriculum Review K-12
- l. ABSAF memo
- m. Gifts from Middlesex Savings Bank (Community Service Day), Mr. and Mrs. Robert Findlen (MAP program) and Mr. Gary Jenkins (ABRHS AV Department)
- n. Updated School Committee Members List
- o. Updated School Committee Meetings 2010-2011 – revised location of 9/16 and 11/18 APS SC meetings and changed 2/24 APS SC meeting to 2/17 due to vacation week.
- p. i. Approved Minutes of 7-12-10 APS SC Meeting with Acton Board of Selectmen,  
ii. Email from Dennis Bruce, iii. Email from Jesse Liberty
- q. ELL Student Population

**The Acton Public School Committee Meeting was suspended at 9:20.**

## **ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETING (9:20)**

### **1. STATEMENT OF WARRANT**

The following warrants were signed by the Chair and circulated to the Committee for approval:

Warrant #10-026 dated 6/17/10 in the amount of \$4,044,108.59

Warrant #10-027 dated 6/30/10 in the amount of \$641,970.20

Warrant #10-028 dated 6/30/10 in the amount of \$213,036.61

Warrant #11-001 dated 7/1/10 in the amount of \$1,660,426.72

Warrant #11-002 dated 7/15/10 in the amount of \$814,146.29

Warrant #11-003 dated 7/29/10 in the amount of \$1,076,663.21

### **2. APPROVAL OF MINUTES**

The AB minutes of June 3, 2010 were approved as written. Herman Kabakoff abstained from the vote because he was not a member on 6/3/10.

### **3. PUBLIC PARTICIPATION – none**

### **4. NEW BUSINESS**

#### **a. Recommendation to waive the ABRHS tuition for an exchange student sponsored by the AB Rotary Club's Rotary Essex Student Exchange Program offered by Rotary International for FY 2011**

It was moved, seconded and unanimously

**VOTED:** to waive the ABRHS tuition for an exchange student sponsored by the AB Rotary Club's Rotary Essex Student Exchange Program offered by Rotary International. for FY 2011

Bob Johnson, Rotary Representative for this Program, was in attendance and expressed his appreciation on behalf of the Rotary Club. Several Committee members commented on how valuable these type of exchange programs are to our community. All agreed that a new policy needs to be created for this.

#### **b. Recommendation to Approve Field Trip to Washington, D.C. on 4/16/11 – 4/19/11**

It was moved, seconded and unanimously

**VOTED:** to approve the ABRHS field trip to Washington, D.C. on 4/16/11 – 4/19/11

#### **c. Recommendation to Approve Field Trip to Merrowvista Education Center in N.H.**

It was moved, seconded and unanimously

**VOTED:** to approve the ABRHS field trip to Merrowvista Education Center in N.H. on 11/17/10 – 11/19/10

#### **d. Recommendation to accept gift from the Class of 2010 to SHS**

#### **e. Recommendation to accept gift from ABR-PTSO to SHS**

#### **f. Recommendation to accept gift from Community Ed. to ABRHS**

It was moved, seconded and unanimously

**VOTED:** to accept the three gifts listed above (d,e,f), with gratitude

The Class of 2010 gift was especially appreciated, given that these students were giving to less fortunate AB students next year and beyond. Beth will total the gifts from FY10 and report back to the Committee. It was agreed that our schools are very fortunate to receive so many generous gifts during the year.

**g. Staffing**

As of 7/13/10, 13 new professional staff members have been hired at the Junior High and High School. Comment was made that it is essential to hire the best teachers we can find, balancing cost with experience, ability and potential.

**The Acton-Boxborough Regional School Committee adjourned at 9:40 p.m.**  
(The Acton Public School Committee resumed.)

Respectfully submitted,  
Beth Petr

**NEXT MEETINGS:**

Sept 2 at 7:30 p.m. at the JHL - AB Regional School Committee Meeting

Sept 16 at 7:30 p.m. at DOUGLAS – Acton Public School Committee Meeting

(Note revised location for Sept 16)

Attachment A: 2010-2011 School Committee Assignments

Attachment B: Health Insurance Trust Update

Attachment C: Meeting Agenda for 7/28/10 listing documents used

## Acton/Acton-Boxborough Regional School Committees 2010-2011 Committee Assignments

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<b>ALG</b>	John/Xuan
<b>BLF</b>	Brigid/Maria
<b>BOS LIAISON</b>	Herman
<b>EDCO</b>	
Board	Steve/Xuan
Public Policy	Brigid
New School Comm.	Herman
School Comm. Leadership	Brigid
<b>FIN COM LIAISON</b>	Sharon/Xuan
<b>HEALTH INSURANCE TRUST</b>	John
<b>HEALTH SAC (Supt's. Advisory Council) LIAISON</b>	Mike
<b>LEGISLATIVE ISSUES/BALLOT INITIATIVE</b>	John
<b>POLICY SUBCOMMITTEE</b>	Brigid/Sharon/Maria
<b>PTSO LIAISON</b>	Xuan
<b>SPED PAC LIAISON</b>	Mike
<b>WARRANT SIGNATURES</b>	Brigid/Xuan/Sharon
<b>NEW: CORPORATE SPONSORSHIP</b>	Alternates: John/Maria Mike/Sharon
<b>NEW: CLASS SIZE SUBCOMMITTEE</b>	Terry
<b>NEW: NEGOTIATIONS SUBCOMMITTEE</b>	Terry/John/Brigid
<b>NEW: COST SAVINGS TASK FORCE SUBCOMMITTEE</b>	Xuan

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8/26/10

7-28-10

SC Meeting

Attachment B.

## **Acton Health Insurance Trust Report**

John Petersen

The Trust met on June 23<sup>rd</sup> 2010

- On an accrual basis the trust is expected to be break even for FY10.
- Cash Flow Report (end of year) showed a loss of \$110K.
- The trust voted to reinsure with Federal/GWI for a premium of \$402K
  - \$125K deductible
  - \$60K corridor
  - \$235K laser (excludes a pre-existing condition from FY11 reinsure)
- Next Trust Meeting August 26<sup>th</sup> at 9am RJ Grey conference room

**ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL SCHOOL  
COMMITTEE MEETINGS**

Sargent Library  
427 Massachusetts Ave.  
Boxborough

Wednesday, July 28, 2010  
6:00 p.m. Joint Executive Session  
followed by Joint School Committee Workshop  
followed by Joint School Committee Meeting  
followed by Acton-Boxborough Regional SC Meeting  
followed by Acton Public SC Meeting (separate packet)

**AGENDA: Joint Acton Public and Acton-Boxborough Regional School Committee Meeting**

**I. CALL TO ORDER (6:00)**

**II. JOINT EXECUTIVE SESSION – “strategy with respect to collective bargaining”  
and “strategy with respect to litigation”**

**III. APS/AB JOINT WORKSHOP**

1. Annual Agenda (John & Brigid)
2. List of Committee Assignments (Brigid)
3. Open Meeting Law Changes- change any current practices? (Bruce)
4. Potential Areas for Committee Work:
  - a. Central Office Reorganization
  - b. Explore ways to move Hayward Center/other sped programs for long-term savings (Mike)
  - c. Increase targeted professional development (Mike)
  - d. Sub-Committee to engage in long term visioning and planning (Xuan)
  - e. Policy Issues (i.e. Early Admission to K, Exchange Students, Field Trips)
  - f. Other
5. School Committee Effectiveness
  - a. Have meetings end by 10PM (Terry)
  - b. Improve Committee working together constructively (Bruce)
  - c. Discuss public perception of School Committee (Maria)

**IV. BUSINESS MEETING (~8:00)**

1. CHAIRMAN'S INTRO: Welcome to New Member, Herman Kabakoff
2. APPROVAL OF JOINT MINUTES of 6/3/10 (*addendum*)
3. PUBLIC PARTICIPATION
4. UNFINISHED BUSINESS
  - a. FY '10 and FY'11 Budget Updates
  - b. HIT Update – 6/23/10 meeting (*addendum*)
5. NEW BUSINESS
  - a. Recommendation to approve TEC Food and Related Products Bid – **VOTE** – *Steve Mills*
  - b. Recommendation to appoint Don Aicardi as Chief Procurement Officer for the Acton Public and Acton-Boxborough Regional School Districts (Chapter 30B, Section 2. – **VOTE** – *Steve Mills*)
6. FYI
  - a. Appointments of Amy Bisiewicz (Director of Educational Technology) and Deborah Bookis (Director of Curriculum and Assessment)
  - b. June 2010 Leadership Institute - Next Steps
  - c. Acton's Open Meeting Law Posting Letter dtd 7/1/10
  - d. Lamplighter – June 2010 (posted at <http://ab.mec.edu/about/publications>)
  - e. Community Correspondence: Doherty
  - f. Grant Allocations for 2011
  - g. Student Enrollment Update
  - h. Monthly Financial Reports: FY'10 AB and APS Object Summary and Sped Programs
  - i. ABRHS – i. School Improvement Plan (FY10 and FY11), ii. Theft Report and  
iii. Discipline Report

- j. RJGJHS – i. School Improvement Plan (FY10 and FY11), ii. Discipline Report
- k. ABRSD R&Ds – RJGJHS, ABRHS, ELA Curriculum Review K-12
- l. ABSAF memo
- m. Gifts from Middlesex Savings Bank (Community Service Day), Mr. and Mrs. Robert Findlen (MAP program) and Mr. Gary Jenkins (ABRHS AV Department)
- n. Updated School Committee Members List
- o. Updated School Committee Meetings 2010-2011 – revised location of 9/16 and 11/18 APS SC meetings and changed 2/24 APS SC meeting to 2/17 due to vacation week.
- p. i. Approved Minutes of 7-12-10 APS SC Meeting with Acton Board of Selectmen,  
ii. Email from Dennis Bruce, iii. Email from Jesse Liberty
- q. ELL Student Population

**Acton Public School Committee Meeting is suspended.**

**V. AGENDA: Acton-Boxborough Regional School Committee Meeting (~8:30)**

- 1. STATEMENT OF WARRANT
- 2. APPROVAL OF MINUTES OF 6/3/10 (*addendum*)
- 3. PUBLIC PARTICIPATION
- 4. NEW BUSINESS
  - a. Recommendation to waive the ABRHS tuition for an exchange student sponsored by the AB Rotary Club's Rotary Essex Student Exchange Program offered by Rotary International. for FY 2011 – **VOTE**
  - b. Recommendation to approve field trip to Washington, D.C. on 4/16/11 – 4/19/11 – **VOTE** – *Steve Mills*
  - c. Recommendation to approve field trip to Merrowvista Education Center in N.H. on 11/17/10 – 11/19/10 – **VOTE** – *Steve Mills*
  - d. Recommendation to accept gift from the Class of 2010 to SHS – **VOTE** – *S. Mills*
  - e. Recommendation to accept gift from ABR-PTSO to SHS – **VOTE** – *S. Mills*
  - f. Recommendation to accept gift from Community Ed. to ABRHS – **VOTE** – *S. Mills*
  - g. Staffing: i. New Professional Staff, ii. Leaves of Absence/Retirements/Resignations
- 5. ADJOURN

**AGENDA: Acton Public School Committee Meeting (~8:45)**

- I. STATEMENT OF WARRANT
- II. APPROVAL OF MINUTES OF 6/3/10 (*addendum*), 6/17/10 (*addendum*), 7/12/10
- III. PUBLIC PARTICIPATION
- IV. UNFINISHED BUSINESS
  - 1.. Fincom Update
  - 2.. Enrollment Update/Kindergarten status
  - 3. Staffing Update
    - a.. Appointment of Priscilla. Kotyk (Assistant Principal, Conant & Gates)
    - b.. Appointment of Matthew McDowell (Assistant Principal, McT & Merriam),
    - c.. New staff hired
    - d.. Leaves/retirements/resignations
- V. NEW BUSINESS
  - 1. Recommendation to accept gift from Community Ed to Conant School – **VOTE** – *S. Mills*
- VI. FYI
  - 1.. School Improvement Plans (FY 10 and FY 11)
  - 2.. Updated APS R&Ds,
  - 3.. DESE Letter re meeting the Highly Qualified Teacher Goal
- VII. ADJOURN

*The listing of matters are those reasonably anticipated by the Chairs which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

NEXT MEETINGS:      Sept 2 at 7:30 p.m. at the JHL - AB Regional School Committee Meeting  
                               Sept 16 at 7:30 p.m. at DOUGLAS – Acton Public School Comm Meeting

*Office of the Superintendent*  
Acton Public Schools  
Acton-Boxborough Regional School District  
<http://ab.mec.edu>  
(978) 264-4700 x 3211

TO: Acton Public School Committee Members  
Acton-Boxborough Regional School Committee Members

FROM: Stephen Mills

ON: July 28, 2010

RE: **ADDENDUM**

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**JT WORKSHOP:**

- III. 4.a. i. Central Office and Department Organizational Charts**  
**4.a. ii. Central Office Job Descriptions**

**JT BUSINESS MEETING:**

- IV. 2. Approval of Joint minutes of 6/3/10**

**AB MEETING:**

- V. 2. Approval of AB minutes of 6/3/10**

**APS MEETING:**

- II. Approval of APS minutes of 6/3/10 and 6/17/10**

Haskin, Sara

Revised

**Acton Public Schools**  
**Acton-Boxborough Regional Schools**  
*School Committee Staff Recruitment Form (#4)*

Date: 8/13/10

Position: Art Teacher

Location: Junior High

Qualifications: Massachusetts certification and successful supervised experience within the last five years as a teacher, student teacher, intern or apprentice in this discipline.

Posted: Yes

Advertised: Yes

#Applicants: 18

# Candidates Interviewed: 6

Interviewers: Stephen Mills,  
Craig Hardimon, Diana Woodruff

Recommended Candidate: Sara Haskin

Step/Salary: M 4, \$52,591

Resume: X

Application: X

References Checked: X

College

Degree

Date

Major/Minor

University of Wisconsin

M.A.Ed.

2007

Art Education

University of Vermont

B.S.

1998

Art Education

Certification Required: Yes

Visual Art (5-12)

Certified: Yes

Experience:

2001-Present: Head Art Teacher, Dearborn Academy, Arlington, MA  
Summers 06/07: Program Director, Polliwog Creative Arts Camp, Newton, MA  
2000-2001: DeCordova Museum, Lincoln, MA

S.M.A.R.T. Goals 2010-2011

(8/31/10)

Due Dates: 8/27/10 DRAFT  
Mid year update: 2/11  
Final Update: 6/11

**S**pecific  
**M**easurable  
**A**ttainable  
**R**elated to Student Academic Outcomes  
**T**ime-bound

Goal #1. District-wide: Supporting High Quality Instruction in every school, every classroom, every day					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress
All schools in Acton and Acton-Boxborough provide learning environments in which students are empowered to apply what they've learned, to think critically, to communicate their ideas and to assess their learning. These skills and the content standards are taught through a variety of instructional materials and strategies. To those ends, we are committed to assessing the alignment of standards, articulating effective instructional practices, and providing our staff with a vibrant professional development program. In addition, developing a district-wide curricular plan creates an opportunity for coordinated intra- and inter- district efforts and curricular discussions.	<div>a. Implement the priority "next steps" of the Leadership Institute, "It's All About Instruction" and the ways in which leadership supports effective instruction.</div> <div>b. Convene a <i>Teaching and Learning Committee</i> representative of the grades and departments K-12.</div> <div>c. Assess the current status of literacy in the district; (standards, curriculum, assessments, instructional practices, family and community involvement)</div>	By June 2011	Superintendent, Director of Curriculum and Assessment	<div>1. The successful completion of the priority next steps of the Leadership Institute</div> <div>2. A written District Literacy Plan to be implemented and evaluated in the following two school years</div> <div>3. Documented and shared updates to our K-12 ELA benchmarks</div> <div>4. A summary of the evaluation of and recommendations for the professional development program</div>	

	<ul style="list-style-type: none"> <li>d. Develop a Literacy Plan to be implemented the following academic year.</li> <li>e. Align ELA curricular standards with common core standards and identify what students will know and be able to do at the end of each grade level</li> <li>f. Begin process to identify power standards and areas that need additional resources and/or professional development based on research of instructional practices</li> <li>g. Evaluate the structure and offerings of our professional development program to determine if it meets the needs of the districts', schools', and staffs' goals.</li> </ul>				
<b>Goal #2.</b> <b>District-wide: Bullying Prevention and Intervention</b>					
<b>Statement of Purpose</b>	<b>Strategies</b>	<b>Timeline: Date task will be completed</b>	<b>Lead Parties</b>	<b>Measurable Outcomes</b>	<b>Progress</b>
Bullying Prevention and Intervention Task Force members agree that all schools in Acton and Boxborough must include a bullying prevention approach that is proactive and educational. Moreover, research indicates that creating a supportive school climate is the most important step in preventing incidences of bullying, teasing, and harassment. This approach includes five specific components: a commitment to a pro-social curriculum and/or program that promotes positive peer relationships, annual discussion of the Bullying Prevention and Intervention Policy with students and staff, adequate supervision of students to address bullying prevention and intervention, on-going training and support of teachers and school staff in the use of proactive and effective strategies for responding to bullying, and supporting bystanders and victims, and finally, systematic evaluation of the overall bullying prevention and intervention approaches used by the school. The school committee is now reviewing a revised bullying prevention policy and related procedures that include methods for responding to the bully/perpetrator, the victim/target and any bystanders/observers.	<ul style="list-style-type: none"> <li>a. Continue to provide training for school staff, with regards to promoting safe schools and recognizing the signs of harassment and bullying and promoting a concurrent response for the perpetrator, victim and bystanders.</li> <li>b. Continue to provide training for school staff regarding internet safety.</li> <li>c. Community Symposium in partnership with outside agencies (CAFY, ABCHY, etc.) focused on bullying prevention.</li> <li>d. Develop a multifaceted and systemic approach that includes:               <ul style="list-style-type: none"> <li>(1) Developing a common language for recognizing harassment and bullying issues/incidents.</li> <li>(2) Educating and empowering students while involving them in prevention activities through specific programming and training.</li> <li>(3) Involving parents/guardians in anti-harassment and bullying efforts.</li> </ul> </li> </ul>	By January 2011	Superintendent, Building Principals, Director of Pupil Services	<ul style="list-style-type: none"> <li>1. Operationalize procedures for recognizing, investigating, reporting, and responding to bullying issues and incidents; development of record keeping procedures for effective intervention and responses to incidents of bullying, teasing, and harassment; document reductions in bullying incidents.</li> <li>2. Document reductions of violations of internet improprieties.</li> <li>3. List common definitions and language and prevention activities.</li> </ul>	

<b>Goal #3.</b> <b>Pupil Services (with a focus on Achievement)</b>					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress
<p>Pupil Services places the highest value on student achievement and respects that each child has a unique set of skills for learning. That said, the community must have its administrators and faculty committed to the principle of high standards for achievement and engage students in dynamic, creative ways to encourage a thirst for learning. Pupil Services sets achievement as that top priority, creates an environment that is conducive to learning, executes the integrated Commonwealth's frameworks and standards, delivers solid instruction and measures and evaluates that growth across curriculum lines.</p>	<ol style="list-style-type: none"> <li>Evaluate student needs through Child Study Team and Student Assistance Team monitoring.</li> <li>Create an environment for more integration into regular education classes.</li> <li>Enhance efforts for regular education initiatives including professional development on differentiated instruction, literacy development, and strategies for learning.</li> <li>Examine and highlight "pull aside" models within regular education (separating regular education students by skill and providing small group, short term tutorials) that are connected to the curriculum being taught.</li> <li>Examine and highlight "pull out" models within special education (a special education model for small group instruction outside the classroom) with an earlier return to the regular education classroom.</li> <li>Develop opportunities for teachers to define, share and redirect learning strategies (focused; intentional).</li> </ol>	<p>By June 2011</p>	<p>Superintendent, Director of Pupil Services</p>	<p>What effect did the aforementioned strategies have on achievement?</p> <ol style="list-style-type: none"> <li>Randomly observe the child study teams to ensure that student needs and subsequent subscribed learning strategies are rapid, efficient, and effective.</li> <li>Examine two factors: the number of students affected by the CST and number of referrals to special education and the number of student IEPs that shifted to more integration during school year 10-11, including out-of-district.</li> <li>In developing the needs of the professional and support staff, focused development on learning strategies for literacy and math is emphasized. A compilation of focused (intentional) workshops that target students' needs will be documented.</li> <li>Teacher input from special and regular education teachers and the success of students' performance will be documented through a random sampling of those who participated in these models.</li> <li>See above.</li> <li>Summarize and document efforts and results from co-planning opportunities for teachers, including specialists and clinicians.</li> </ol>	
<b>Goal #4.</b> <b>Review and Refine the District's Financial Plan to Meet Federal, State and local funding sources, while meeting the needs of all students.</b>					

<b>Statement of Purpose</b>	<b>Strategies</b>	<b>Timeline: Date task will be completed</b>	<b>Lead Parties</b>	<b>Measurable Outcomes</b>	<b>Progress</b>
The community places a high value on the preservation of an excellent education for its students and highly involved citizenry. In light of the current economic picture, identifying new sources of revenue, reviewing personnel needs and costs, as well as actively engaging in community forums and discussions will be required to manage what can only be described as a fiscal crisis for our schools. State revenues will be volatile as we proceed with budgetary planning and we anticipate that 9c cuts within the current fiscal year will impact FY12 projections.	<ul style="list-style-type: none"> <li>a. Define budget assumptions for FY12. Prepare budget calendar.</li> <li>b. Identify specific FY12 budget projections.</li> <li>c. Re-evaluate school choice opportunities.</li> <li>d. Continue an active partnership with the Acton Leadership Group (ALG) and the Boxborough Leadership Forum (BLF).</li> <li>e. Facilitate a process that seeks input from the community, district staff and faculty, Board of Selectmen, and the Finance Committees of Acton and Boxborough.</li> <li>f. Identify long-range needs and develop a rational capital management program.</li> <li>g. Monitor and evaluate use of ARRA funds, Chapter 70 and IDEA related.</li> </ul>	Ongoing through the fiscal year	Superintendent, Director of Finance	<ul style="list-style-type: none"> <li>1. Prioritize personnel needs and costs as well as curriculum/program needs.</li> <li>2. Consider structural re-organization and/or cost cutting or cost savings options for district personnel and programs</li> <li>3. Reduce the price per therm of natural gas by 5% for budget savings.</li> <li>4. Visit each school to learn how to maximize dollars in order to meet instructional goals.</li> <li>5. Prepare balanced budgets for approval by both town meetings that promote instructional goals.</li> <li>6. Perform monthly review of budget status throughout the fiscal year.</li> </ul>	
<b>Goal #5. Supporting Faculty and Staff</b>					
<b>Statement of Purpose</b>	<b>Strategies</b>	<b>Timeline: Date task will be completed</b>	<b>Lead Parties</b>	<b>Measurable Outcomes</b>	<b>Progress</b>
We actively promote collaborative relationships among staff and administration and the community. In addition, we are committed to initiating working partnerships with the Town, the business community, neighboring school districts, and organizations. Within this partnership, we view the classroom as the heart of the school system. To provide an appropriate learning environment in the classroom, we are committed to recruiting and retaining outstanding teachers, and providing those teachers with supervisory and evaluation procedures that are collegial, supportive and accountable.	<ul style="list-style-type: none"> <li>a. Ensure that the faculty and staff are of high quality and are mentored, supervised and supported to perform at the highest professional level.</li> <li>b. Continue to develop a strong and experienced leadership team amidst significant retirements over the last three years.</li> <li>c. Complete Negotiations with the Acton Education Association, Office Support Association and AFSCME;</li> <li>d. Support high quality instruction in every classroom, every period of every day.</li> <li>e. Reduce duplication of work/systems through improved automation of electronic programs.</li> </ul>	By June 2011	Superintendent, Director of Personnel	<ul style="list-style-type: none"> <li>1. Continue to maintain 100% highly qualified professional teaching staff as determined by the DESE through NCLB.</li> <li>2. The successful completion of contract negotiations, resulting in contracts for 2010-2013 that fit within available revenues.</li> <li>3. Ongoing support and mentoring of five new administrators that were hired and began new roles in the summer of 2010.</li> <li>4. Support high quality instruction by increasing opportunities for administrators and teachers to observe instruction, including walk - throughs, peer observations and informal observations.</li> <li>5. Facilitate a complete review and update of the districts' teacher evaluation tool through an inclusive</li> </ul>	

				process. 6. Continue to automate personnel functions including the rollout of Munis Employee Self-Service. Review and update systems to consolidate personnel and finance functions wherever possible.	
<b>Goal #6.</b> <b>Establish a supporting role for the Facilities Department to integrate into curriculum development and outstanding instruction.</b>					
<b>Statement of Purpose</b>	<b>Strategies</b>	<b>Timeline: Date task will be completed</b>	<b>Lead Parties</b>	<b>Measurable Outcomes</b>	<b>Progress</b>
Utilize the Facilities Department and resources to continue to and become more integrated in the Districts' over arching goal of supporting high level instruction, excellence in curriculum development, and a complete high level educational experience for all stakeholders.	<ul style="list-style-type: none"> <li>a. Establishment of an official energy conservation and education curriculum supporting all schools and grade levels using grant funding to get the program off the ground.</li> <li>b. Make the Director of Facilities available minimally once per academic year to each school building in a basic substitute capacity. To better familiarize the department with the issues facing teachers in the school buildings and to better understand the level of instruction we currently deliver. Also, this gives the teacher being substituted for the availability to take part in their own professional development opportunities.</li> </ul>	To be completed by June 2011	Superintendent, Director of Facilities	<ul style="list-style-type: none"> <li>1. Reduction in overall district energy consumption by 3% across APS / ABRSD from established baseline.</li> <li>2. By June 2011 substituting by the Director of Facilities should have occurred in seven of seven district school buildings.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• 0/7 or 0%</li> </ul>
<b>Goal #7.</b> <b>Leverage technology to effectively support educational and operational goals.</b>					
<b>Statement of Purpose</b>	<b>Strategies</b>	<b>Timeline: Date task will be completed</b>	<b>Lead Parties</b>	<b>Measurable Outcomes</b>	<b>Progress</b>
The district recognizes and values the importance of technology in our schools and administrative offices. The Educational Technology (EdTECH) department will build the foundation, vision, and district capacity needed to leverage the power of technology as a tool to enhance instruction, engage student learning, improve operational efficiencies, and inform decision making.	<ul style="list-style-type: none"> <li>a. Unite the TII and IT departments under one umbrella, the EdTECH department</li> <li>b. Support high quality instruction in every classroom, every period of every day.</li> <li>c. Provide high quality, service-oriented technology support to schools and central offices.</li> <li>d. Increase online communication and</li> </ul>	By June 2011	Director of Technology	<ul style="list-style-type: none"> <li>1. Increase joint collaboration and communication through weekly meetings of both units (TII/IT) and bi-weekly meetings with both units together.</li> <li>2. Perform school visits to meet with principals and teachers on a monthly basis.</li> </ul>	

	e. collaboration. Maintain infrastructure to ensure delivery and maximum uptime of services with an eye towards cost-efficiencies			3. Roll-out of new service request system with online knowledgebase for self-help, reducing service requests. Must first identify baseline statistics. 4. Upgrade district website incorporating web analytics to collect data on visits and visitor behaviors. 5. Perform needed server and network upgrades in hardware and software	
<b>Goal #8.</b> <b>Community Education: Improve Use of Facilities Reservation Process</b>					
<b>Statement of Purpose</b>	Strategies	<b>Timeline:</b> <b>Date task will be completed</b>	<b>Lead Parties</b>	<b>Measurable Outcomes</b>	<b>Progress</b>
Our school buildings are a valuable resource for the greater community. Community Ed. processes more than two thousand requests for space each school year including a significant number from non-school groups. The current process requires all requests to be submitted on paper. It is inefficient and time-consuming for users, for Community Ed, and for school district staff.	a. Explore online reservation system options. b. Seek system that allows approved permits to be circulated electronically, reducing paper.	FY11 with roll out of new process for 11-12 school year	Director of Community Education, CE staffer overseeing Use of Facilities	1. Use of Facilities space reservation process is done online.	

**R.J. Grey**  
**2009-2010 Discipline Infractions Summary**  
*Craig Hardimon, Principal*

**Discipline Infractions (Grades 7 and 8 combined)**

The number of documented discipline infractions leading to suspension increased from 41 during the 2008-2009 school year to 57 during the 2009-2010 school year. This represents a 39% increase in suspendable discipline infractions over the previous year.

The number of disciplinary infractions leading to more general school consequences decreased from 360 during the 2008-2009 school year to 330 during the 2009-2010 school year. This represents a 8% decrease in discipline infractions over the previous year and a significant decrease over five years.

**Disciplinary Infractions Themes by Subtype**

The following page documents a year to year comparison of the junior high's most typical disciplinary infractions; Suspension and "Other Infractions" data respectively. In addition, themes for the 2009-2010 school year are outlined below:

- Disruptive behavior and non-compliance with school rules continue to account for the majority of infractions (70%). These behaviors might include dress code violations, cell phone/texting in school, disrespectful behavior with teachers, etc.
- The behavior of 30 students (3% of the total school population) led to the 57 reported suspensions.
- 80% of students suspended had multiple infractions.
- There were 2 incidents of Sexual Harassment reported in 2009-2010. This number is down from the three incidents reported in 2008 and four (4) students reported for the two years prior; 2006 and 2007.
- There has been an increase in reporting of incidents related to academic integrity. This is due to a building wide focus on improving awareness and consistent reporting.
- While the high school contends with alcohol and drug related infractions (chemical health violations), the junior high is more likely to have behavior related to academic integrity, physical aggression (threatening, fighting, etc.) or defacement of property. That said, one student was suspended for a drug-related incident; possession of marijuana found during a locker search.
- There were no Weapons infractions.

Disciplinary Infractions by Subtype					
	School Year				
	2005	2006	2007	2008	2009
	611	653	489	401	387
<b>Total Suspensions</b>	31	43	32	41	57
drug-related incident	0	3	0	1	1
fighting	7	3	1	5	7
harassment (non-sexual)	0	4	5	6	9
disruptive behavior (classroom, cafeteria, hallway)	2	2	8	3	16
non-compliance with school rules	9	7	1	5	0
physical aggression	8	16	11	12	12
sexual harassment	1	4	4	3	2
stealing	2	1	1	0	2
threatening	2	2	0	3	8
vandalism	0	1	1	3	0
<b>Total Other Infractions</b>	580	610	457	360	330
abusive language/profanity	8	18	4	3	6
alcohol	0	0	0	0	0
bus discipline	22	18	12	14	1
Academic integrity	23	2	6	4	14
class/school truancies	33	29	43	16	19
computer violation	13	4	1	1	1
defacing property/vandalism	67	40	26	11	13
disruptive behavior (classroom, cafeteria, hallway)	333	353	235	191	155
harassment (non-sexual)	12	26	35	28	16
non-compliance with school rules	60	98	59	78	77
out of school issue	0	0	0	4	0
physical aggression	3	16	23	7	7
sexual harassment	0	1	10	3	3
stealing	2	2	0	0	0
tardy to class	2	0	0	0	16
threatening	2	1	3	0	2
other	0	2	0	0	0

### Next Steps

- Analyze data to determine potential grade by grade differences in behavior.
- Define bullying behaviors for disciplinary referrals.
- Continue to address social curriculums and social coaching or harassment/bullying/teasing.

**MONTHLY ENROLLMENT**  
**ACTON PUBLIC SCHOOLS**  
**ACTON-BOXBOROUGH REGIONAL SCHOOLS**  
**2010-2011 ACADEMIC YEAR**

Levels	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1				Mar. 1				Apr. 1				May 1				Jun 1			
	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot								
K	318	0	8	326					0				0								0				0				0											
1	347	0	7	354					0				0								0				0				0											
2	344	0	2	346					0				0								0				0				0											
3	343	0	2	345					0				0								0				0				0											
4	370	0	5	375					0				0								0				0				0											
5	362	0	3	365					0				0								0				0				0											
6	393	0	1	394					0				0								0				0				0											
K-6 Ungr.	0	0	0	0					0				0								0				0				0											
In D. Pre-sch.	40	0	0	40					0				0								0				0				0											
O.D. Pre-sch.	8	0	0	8					0				0								0				0				0											
O.D. SPED K-6	13	0	0	13					0				0								0				0				0											
A.P.S. Total	2538	0	28	2566					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
7	400	73	8	481					0				0								0				0				0											
8	401	76	5	482					0				0								0				0				0											
J.H.S. Total	801	149	13	963					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
9	416	110	3	529					0				0								0				0				0											
10	394	100	6	500					0				0								0				0				0											
11	381	93	6	480					0				0								0				0				0											
12	385	117	12	514					0				0								0				0				0											
9-12 Ungr.	0	0	0	0					0				0								0				0				0											
P.G.	0	0	0	0					0				0								0				0				0											
H.S. Total	1576	420	27	2023					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Total JHS & HS	2377	569	40	2986					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
O.D. SPED 7-12	43	10	0	53																	0				0				0											
Reg. Total	2420	579	40	3039					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
A.P.S. Total	2538	0	28	2566					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Reg. Total	2420	579	40	3039					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Grand Total	4958	579	68	5605					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								

All Principals (2)

C. Bates

D. Aicardi  
A. Bisewicz  
K. Nelson  
K. Trahan

S. Mills  
M. Altieri  
S. Horn  
L. Huber

Distribution:

In D. = In District

Pre-School = SPED  
P.G. = Post Graduates  
Ungr. = Ungraded  
O.D. = SPED Out of District

A = ACTON  
B = BOXBOROUGH  
C = Choice/Staff/Tuition In

Students other than Choice counted under column C:

Staff Students -

Tuition In Students -

Sped Tuition in Students

# Staff Children  
Case[ ]  
CAD, DAD, GAD, TAD, and MAD - ALL DAY PROGRAMS

Actual  
Acton Public Schools  
2010 - 2011  
September 1, 2010

9/2/2010  
3:30 PM

Grade	YOG	Conant			Total	Douglas			Total	Gates			Total	McCarthy-Towne				Total	Merriam					Total	#Sec.	Avg. S
	Rm	CAD	CB	CC		DAD	DB	DC		GAD	GB	GC	2#		TAD	TB	TC	[3] 2#	MAD	MB	MC	MC2	4#	8#		
K-23		21	20	21	62	21	19	21	61	21	21	20	62	Case +	22	22	20	64	21	19	20	20	80	326	16	20.4
	Rm 3	4	6	1#		3	4	5	1#	1	3	8	1#		113	311	312	[2] 3#	323	234	322	224	1#	7#		
Gr. 1-22		22	23	23	68	23	22	22	67	22	22	22	66	Case +	21	24	22	67	21	22	22	22	88	354	16	22.1
	Rm 5	7	8			6	7	8		5	6	10	1#		114	301	302	[1]		231	321	135	1#	2#		
Gr. 2-21		23	24	22	69	23	23	23	69	23	23	23	69		22	24	25	71		22	23	23	68	346	15	23.1
	Rm 9	10	17			9	10	11		7	9	17			212	213	314	[2] 1#		222	233	332	1#	2#		
Gr. 3-20		24	23	22	69	22	23	24	69	23	24	24	71	Case +	26	23	23	72		22	22	22	66	345	15	23.0
	Rm 18	19	20			12	13	14		18	19	20	1#		115	210	310	[0]		330	331	230	4#	5#		
Gr. 4-19		25	25	24	74	25	25	25	75	25	26	25	76	Case +	26	25	24	75		25	25	25	75	375	15	25.0
	Rm 14	15	16			19	20	21	1#	14	15	16			211	303	313	[4]		223	335	235	2#	3#		
Gr. 5-18		24	24	24	72	25	24	25	74	24	25	24	73	Case +	25	26	27	78		25	24	24	72	365	15	24.3
	Rm 11	12	13			15	16	17		11	12	13			112	214	215		333	324	232	335	1#	1#		
Gr. 6-17		25	25	24	74	25	24	25	74	24	25	24	73		25	25	25	75	24	24	25	25	98	394	16	24.6
Total Staff		1#				2#				5#				6#					14#					28#		
														Case+ [12] Average 24.0 503												
Total		21 Sct. Avera 23.2			488	21 Sct. Avera 23.3			489	21 Sct. Avera 23.3			490	21 Sct. Avera 23.4				491	24 Sct. Avera 22.8				547	2505 108 23.2		
Range		20 25				19 25				20 26				19 26					19 25					19 26		