

Acton Public, Acton-Boxborough Regional School Committees

August 1, 2012 at 7:00 p.m.

**Joint APS/AB School Committee Meeting
followed by AB Regional SC Meeting
followed by Joint SC Executive Session**

at the R.J. Grey Junior High Library

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING**

**Library
R.J. Grey Junior High School**

**Wednesday, August 1, 2012
7:00 p.m. Joint SC Meeting
Followed by ABRSC Meeting
Followed by APS Meeting
Followed by JT SC Executive Session**

AGENDA

- 1.0 **JT SC CALL TO ORDER** (7:00)
- 2.0 **CHAIRMAN'S INTRODUCTION**
- 3.0 **APPROVAL of MINUTES and STATEMENT of WARRANT**
 - 3.1 AB Minutes of: 6/28/12 JT SC Workshop, 6/7/12 JT/AB SC Meeting, 2/2/12 JT/AB SC Meeting, 8/2/11 JT/AB SC Meeting (*addendum*), 6/2/11 JT/AB SC Meeting
 - 3.2 APS Minutes of: 6/28/12 JT SC Workshop, 6/21/12 APS SC Meeting, 6/7/12 JT SC Meeting, 2/2/12 JT SC Meeting, 8/2/11 JT SC Meeting (*addendum*), 6/2/11 JT SC Meeting
 - 3.3 AB/APS Revision: Addition of "List of Documents Used" to 1/24/11 JT SC Negotiations Subcommittee released minutes
- 4.0 **PUBLIC PARTICIPATION** (7:20)
- 5.0 **JOINT SCHOOL COMMITTEE BUSINESS**
 - 5.1 Update on Regionalization Study Committee – *Xuan Kong (oral)* (7:25)
 - 5.2 ALG and Acton FinCom Report – *Xuan Kong, Dennis Bruce* (7:30)
 - 5.2.1 ALG draft minutes of 6/20/12
 - 5.2.2 Next ALG meeting is Aug 9 at 7:30 a.m.
 - 5.3 BLF Report – *Maria Neyland (oral)* (7:35)
 - 5.4 Health Insurance Trust Report – *Kim McOsker* (7:40)
 - 5.4.1 Minutes of 6/29/12 meeting
 - 5.5 Policy Subcommittee Update (7:45)
 - 5.5.1 Student Fees, File: JQ – **FIRST READING** – *Maria Neyland*
 - 5.5.2 Gifts to and Solicitations by Staff, File: GBEC – **FIRST READING** – *Brigid Bieber*
 - 5.6 Staffing Update – *Marie Altieri* (7:55)
 - 5.6.1 FY 13 New Staff
 - 5.6.2 Changes in Staffing
 - 5.6.3 Staff Recruitment Forms (#4)
 - 5.7 FY'12 and FY'13 Budget Update – *Don Aicardi* (8:05)
 - 5.7.1 APS/AB FY'12 Year End Budget Closure, *Don Aicardi (oral)*
 - 5.7.2 APS/AB FY'13 Budget Update, *Don Aicardi (oral)*
 - 5.8 Recommendation to Approve New Bus Lease – **VOTE** - *Don Aicardi, JD Head* (8:15)

APSC is suspended. ABRSC continues.

- 6.0 **ABRSC BUSINESS**
 - 6.1 Update on Lower Fields Project – *Steve Mills* (8:20)
 - 6.1.1 Recommendation to Accept Funds and in-kind contributions from The Friends of Lower Fields (FOLF) – **VOTE** – *Steve Mills*

- 6.1.2 Recommendations to Approve Bids on Bonds – **VOTES*** – *Don Aicardi, Tess Summers*
 - 6.1.2.1 Press Release 7/26/12: Rating by Moody’s and Acceptance of Bids
 - 6.1.2.2 Recommendation to Approve and Confirm the Sale of Series A and Series B General Obligation School Bonds – **VOTE*** – *Tess Summers*
 - 6.1.2.3 Recommendation to ratify, confirm, approve and adopt Notice of Sale and Official Statement – **VOTE*** – *Tess Summers*
 - 6.1.2.4 Recommendation to Authorize the District Treasurer and Chairman of the Committee to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c-12 – **VOTE*** – *Tess Summers*
 - 6.1.2.5 Recommendation to Authorize and Direct the District Treasurer to establish post issuance federal tax compliance procedures – **VOTE*** – *Tess Summers*
 - 6.1.2.6 Recommendation to Authorize the Chairman of the Committee, the District Secretary and the District Treasurer to take any and all actions to carry into effect the provisions of the foregoing votes – **VOTE*** – *Tess Summers*
- 6.1.3 Recommendation to Accept Gift of Scoreboard from Middlesex Savings Bank - **VOTE** – *Steve Mills*
- 6.1.4 FYI: Concession Stand Bricks Fundraiser
- 6.2 Recommendation to Accept Donation to Academic Decathlon Team-**VOTE**-*Steve Mills (8:45)*

APSC reconvenes. Joint School Committee meeting continues.

7.0 **APS BUSINESS** - none

8.0 **FOR YOUR INFORMATION**

8.1 ABRHS

8.1.1 Donations from Donelans’ Supermarkets, The Acton Garden Club, Middlesex Savings Bank, Tyndall Design Group, T.C. Lando’s, Salerno’s Restaurant, and a number of parents to the Science Team Olympiad trip, Windowseat, the Speech and Debate team, Community Service Day, ASHA (ASHA is a school organization raising awareness about South Asian culture), the SHS Learning Center, and the Class of 2012

8.1.2 Discipline Report, 6/21/12

8.2 Food Service Welcome Back to School Letter, *Kirsten Nelson*

8.3 Projected Monthly Enrollment, *Marie Altieri*

8.4 Back to School: FY13 Calendar (5/13/12), Schools Open (6/13/12), Open Houses (6/12/12)

8.5 FY13 School Committee Meeting Calendar, 6/29/12

8.6 FY13 School Committee Subcommittee Assignments

8.7 Medical Emergency Response Plan re Michael’s Law of MA, *Liza Huber*

8.8 Video Monitoring System on School Buses, *JD Head*

9.0 **JOINT SCHOOL COMMITTEE EXECUTIVE SESSION** (9:00)

“to conduct strategy sessions in preparation for negotiations with nonunion personnel”, “to conduct strategy sessions with respect to collective bargaining”, and “to conduct strategy with respect to litigation”

9.1 **VOTES** to Approve and Release Executive Session Minutes

9.2 Negotiations Subcommittee Report

NEXT MEETINGS

- AB Regional SC – Sept 6 at 7:30 p.m. in the RJGJHS Library
- Acton Public SC – Sept 20 at 7:00 p.m. in the RJGJHS Library

ADJOURN (9:20)

**For exact wording of motions please see packet item 6.1.2.*

ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING WORKSHOP
DRAFT Minutes

Blanchard School room 214
Boxborough

June 28, 2012
6:00 p.m.

6:30 p.m. Joint APS/AB SC Workshop Meeting
7:10 p.m. Joint SC Exec Session
Followed by return to Open Joint SC Workshop

Members Present: Brigid Bieber, Dennis Bruce, Michael Coppolino, Xuan Kong, Kim McOsker, Paul Murphy, Maria Neyland,
Members Absent: Deanne O'Sullivan, Bruce Sabot
Others: Don Aicardi, Marie Altieri, Steve Mills, Beth Petr, members of the public

The Acton Public and Acton-Boxborough Regional School Committees were called to order by Kim McOsker and Xuan Kong, respective Chairs, at 6:30 p.m.

1. Statement of Warrant

AB warrant #12-026 dated 6/14/12 in the amount of \$3,653,030.65 and warrant #12-027 dated 6/28/12 in the amount of \$1,383,908.00 was signed by the Chairperson and circulated to the Committee for signatures.

APS warrant #201226 dated 6/26/12 in the amount of \$162,838.74 was signed by the Chairperson and circulated to the Committee for signatures.

2. School Committee Business

2.1.1. AB/APS: Recommendation to Approve Minutes of SC Workshop on 7/26/11

ABRSC VOTE:

Maria Neyland moved, Mike Coppolino seconded and it was unanimously,

VOTED: to approve the minutes of the 7/26/11 Joint School Committee Workshop as written. Paul Murphy abstained because he was not there.

APSC VOTE:

Mike Coppolino moved, Xuan Kong seconded and it was unanimously,

VOTED: to approve the minutes of the 7/26/11 Joint School Committee Workshop as written. Paul Murphy abstained because he was not there.

2.1.2. Recommendation to appoint new Regional School District Study Committee (RSDSC) members

ABRSC VOTE:

Brigid Bieber moved, Maria Neyland seconded and it was unanimously,

VOTED: to appoint the FY13 members of the RSDSC as proposed

2.1.3. Recommendation to Accept Proceeds of Loan from Acton-Boxborough Youth Soccer (ABYS) for Construction of Lower Fields Project

ABRSC VOTE:

Kim McOsker moved, Maria Neyland seconded and it was unanimously:

VOTED: to accept the gift of loan proceeds in the amount of \$1,119,500 from Acton-Boxborough Youth Soccer to be used towards construction of the Lower Fields project.

Don Aicardi stated that this funding must be voted as a gift to be accepted into the gift account. The loan will be repaid through user fees and field rentals.

3. School Committee Policy, Operations, and Organizations

3.1. Policies

3.1.1. Review of SC Member Ethics policy, File: BCA (BP) reminder only

3.1.2. Policy Subcommittee Updates (BB)

The Committee agreed with the prioritized list of policies to be considered and thanked the Subcommittee for their efforts over the past year. The subcommittee has met almost weekly for most of the year.

(Don Aicardi left at 6:40 p.m.)

3.2. Operations

3.2.1. Roles/Responsibilities/Relationships (SM)

Steve Mills reviewed how the Committee and his team work as a group. Steve said that many superintendents have a lot of stress from demanding School Committee members who try to do more than they should. He expects everyone to continue to model good teamwork and leadership. This includes the ability to agree to disagree without being disagreeable, no fingerpointing, and no surprises at meetings. He encouraged people to ask questions ahead of time, giving the administration time for a thoughtful response. If a committee member needs something, they should go to Steve first. If it is a document that is already prepared, Beth or the owner of the document could be asked directly. If new material is requested, the whole Committee should decide if it should be created.

Mike Coppolino stated that if an individual request is made, it should require two or more members' agreement to warrant the effort. The staff must feel comfortable telling Committee members if a request is too complicated or time consuming, or needs to be checked into before committing to doing the work. The Committee recognizes the time and resource constraints of the Administration.

Xuan Kong emphasized that the School Committee is a conduit between the School Administration and the families and community in general. The Parent Communication Map, found under Popular Pages at <http://ab.mec.edu> is an excellent resource. School Committee members should send questions to the Chairs and Steve Mills with a cc to Beth. Ideally, questions about a Thursday night meeting should be submitted by Tuesday.

3.2.2. Communications with PTO (DO)

School Committee packets are posted online the Friday night before each meeting. It was suggested that Deanne O'Sullivan could identify issues of interest to families that could be sent in a news flash to PTOs. When a meeting is over, someone could send a quick summary of votes to the PTOs. Messages could be coordinated with the PTO newsletters. Beth sends the agenda to all PTO co-chairs prior to each meeting. She will include them in the email note when the packet is posted. Principals should be kept in the loop for all communications with the PTOs.

3.2.3. Mentors for new SC members (XK)

It is the collective responsibility of the School Committee to be sure that new members understand protocol, etc. While it is reasonable to assume the chair would take on this responsibility, senior members' help is also valuable, particularly during budget season, negotiations, and executive sessions.

3.2.4. APS SC Meeting Locations (KM)

After input from the principals, PTO co-chairs, and the public, given the technical challenges for the audiovisual at the meetings held at the individual schools, it was decided to have all meetings in the Junior High Library. The Committee would still like to have each principal do an Education Report presentation during the year. Maria Neyland advocated for not doing the workshop in Boxborough due to the complications involved in setting up. This will be considered next year.

3.2.5.FY13 APS/AB SC Meeting Schedules (XK)

The Committee agreed with the FY13 calendar as presented, including Budget Saturday on 1/26/13. Start times will continue to be 7:00 p.m. for APSC and 7:30 p.m. for ABRSC.

3.3. Organizations

3.3.1.Subcommittee Assignments (XK)

Results of a survey given to Committee members asking their preference for subcommittee assignments were reviewed. A detailed memo from the Regional School District Study Committee (RSDSC) proposing their composition and 3 subgroups for FY13 is in the packet. Steve Mills will ask Theresa Watts if CASE permits a School Committee member to be a board member. Beth Petr will confirm if the policy subcommittee can establish their quorum at 2 of the 4 members, instead of the current 3 of the 4 members. The Committee voted on the assignments at the end of the meeting.

JT EXECUTIVE SESSION – to discuss strategy with respect to collective bargaining

At 7:18 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, Bruce, Coppolino, Kong, McOsker, Murphy, Neyland)

Xuan Kong declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session after the executive session.

At 7:19 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 (Bruce, Coppolino, Kong, McOsker, Murphy)

Kim McOsker declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session after the executive session.

At 8:15 p.m., the Committees were polled and voted to go out of Joint Executive Session.

Joint School Committee Open Meeting resumes.

4. Budget/Finances

4.1. School Districts Financial Projections using Acton Finance Committee Long-Range Planning Framework (XK)

Xuan discussed this with Don Aicardi and Steve Mills and they feel this is worthwhile doing this summer. Steve Mills stated that the Acton Finance Committee is trying to be proactive about future budgets, particularly regarding sustainability.

4.2. OPEB (DB)

Dennis Bruce is following the Other Post Employment Benefits (OPEB) issue very closely and urged the Committee to take a leadership position in developing the ultimate strategy in our Acton and Boxborough communities. He volunteered to be the SC representative at the ALG (Acton Leadership Group) OPEB summer task force. The purpose of this task force is to provide recommendations on a long-term strategy of funding OPEB liability prior to the annual budget process. Dennis attended the Town of Acton OPEB meeting on 6/27/12.

4.3. FY2014 Budget Process and Budget Priorities (XK, KM)

The Committee discussed the impact and effectiveness of budgetary decisions and how they affect and/or fulfill the Long Range Strategic Plan. Regarding the Finance Committee's model and how the Committee will respond to it, Xuan said numbers will be run and the School Committee will discuss and evaluate them to prepare for a response. Good questions were asked about what regionalization would do to the ALG model, and about 5 year projected expenditures.

Getting these answers will require significant staff time. It is also the School Committee's responsibility to understand the issues. The Finance Committee model will be a consistent planning tool to see how changes affect the budget for the next 5 years. This will help with deciding how to fund OPEB if the plan for the future is clear. It will also help the Committee decide what their priorities will be in a time appropriate manner, and be a valuable part of the Town Meeting presentations.

The Committee agreed that a plan for OPEB in particular, is needed and will be discussed further. Brigid nominated Dennis to be the SC rep on this subcommittee and Maria seconded. All agreed. It was stated that OPEB is an important long term liability, but it cannot sacrifice the education of the children.

The School Committee agreed that they should provide guidance and control the conversation about the next year's fiscal frameworks now that the Long Range Strategic Plan is in place. Having these discussions early in the year is better. Steve said that November is when budgets talks start. Xuan thinks that September or October or even now is the time for the Committee to start considering the issue. The Committee must have a clear understanding of fee structures and revolving account fund balances.

Mike Coppolino stated that this appears to no longer be a bottom up approach, but more top down with things having already been decided. He urged that requests be fed into this plan so there can be some movement. He agreed that it gives the Committee a great roadmap/continuum now. The Committee agreed to try this budget approach based on the Long Range Strategic Plan.

5. Regionalization

5.1. What other leadership role(s) should ABRSC as a whole take (MN, XK)?

Maria Neyland expressed concern about the amount of factual information that needs to be communicated to the public to help address the many emotional questions people have about possible full regionalization. Many of these questions are not RSDSC issues, but School Committee questions. Examples include: What time would school start? What happens with the half days? What happens with contracts like those for transportation? Steve Mills and Curt Bates were asked to bring this issue to the RSDSC. A key question is, "What will the educational benefit be for each of the concerns as they are answered?" It was noted that the RSDSC handout in the packet begins to address this issue. It was suggested that a list of questions and answers be generated, and added to over time. This could be posted on the

website. It was agreed that there are many questions that need to be answered by the School Committee or the Administrations.

6. School Operations

6.1. FY14 School Calendar Revisited (MC)

Mike Coppolino wanted to know why the decision was made to have school on Good Friday and the Jewish Holidays in FY14. Steve Mills said that he felt that he had misread the vote last year about adopting the calendar. As a result, he asked for School Committee guidance about the religious holidays. He stated, "As a public school we should not be making decisions about people's religious holidays, it should be based on whether the school can be run or not." The Chairs' memo found in the 6/7/12 packet summarized the issue as an operational matter, not a religious matter. The issue was initially presented at the 5/5/12 Joint School Committee meeting with the announcement that a decision would be made at the 6/7/12 meeting.

6.2. Return to Review of Demographic Survey Results (MC)

Mike Coppolino felt that the information from this extensive survey was not fully mined as promised to the public and to the School Committee several years ago. He did not advocate for spending a lot of money on this, but asked if perhaps another group could analyze it. The data can be found at:

Executive Summary (of selected results presented to SC on Jan 28th, 2010)

<http://www.ab.mec.edu/pdf/files/values-interest/Educational%20Values%20Exec%20Summary.pdf>

Presentation by Staff

<http://www.ab.mec.edu/pdf/files/values-interest/Educational%20Values%20and%20Interest%20Presentation.pdf>

It was decided to reach out to local colleges/universities to see if anyone is interested in examining this rich dataset to inform the Committee and the District about our evolving community and student demographics and education values. It was agreed that an unknown person/group could be better than a local volunteer due to possible bias. Andrew Shen is interested in this topic, but may be very busy next year as our new RJGJHS Principal. Mike will draft a letter for Xuan and Kim to sign and send to local business schools.

On a related note, Xuan is in contact with Dr. Yong Zhao about a possible visit to our community in the Fall. His research may be found at <http://zhaolearning.com>

6.3. Ensure that all staff has some special needs training (PM)

Paul Murphy asked if there is training in the professional development budget that gives staff sensitivity to special education students. Liza Huber will prepare a memo about this training. Nancy Sherburn spoke from the audience saying that the SpedPAC has been interested in this for a long time. Teachers who have graduated recently usually have special education training but those who graduated longer ago may not have. This is of particular concern now that teachers have so many students in their classes with so many issues and learning styles.

6.4. Even focus on cost reduction for all goals (PM)

Xuan stated that the Committee discusses and accepts the districtwide goals. If the Superintendent feels some areas need more work than others regarding financial control, that is his responsibility to decide. Xuan said that if this decision affects performance, than in his mind it becomes a School Committee issue. Paul Murphy suggested that Goal 2: *Pupil*

Services - Program Development and Fiscal Accountability should be written differently. Nancy Sherburne spoke from the audience saying that the Sped PAC received a lot of input and anger about the wording of this SMART goal. The other goals were about improving, but this goal was about cutting. She suggested that wording like "find the right number of students" be used instead of "reduce the number of students" with an emphasis on improvement.

6.5. Use of technologies in classrooms and for school-parent communications (DO)
It was suggested that this topic be considered for a future school committee meeting, or mentioned in the Principals' Education Reports next year.

7. Recommendation to Approve 2012-2013 Subcommittee Members

The Acton-Boxborough Regional School Committee and Acton Public School Committee approved the FY13 Committee Assignments as shown in Exhibit A attached.

The Acton-Boxborough Regional School Committee and Acton Public School Committee adjourned at 10:33 p.m.

NEXT MEETING:

JT School Committee on WEDNESDAY, August 1st at 7:30 or 7:00 p.m. in the Jr High Library

Respectfully submitted,
Beth Petr

List of Documents Used:

Agenda

Exhibit A: Acton/Acton-Boxborough Regional School Committees 2012-2013 Committee Assignments

ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING WORKSHOP

Blanchard School Library
Boxborough

June 28, 2012
6:00 p.m.

6:30 p.m. Joint APS/AB SC Workshop Meeting

AGENDA

1. **Call to Order**
2. **Chairmen's Introduction**
3. **Statement of Warrant**
4. **School Committee Business**
 - 4.1. Consent Agenda
 - 4.1.1. AB/APS: Recommendation to Approve Minutes of SC Workshop on 7/26/11 – **VOTE** – *Xuan Kong*
 - 4.1.2. AB: Recommendation to appoint new Regional School District Study Committee (RSDSC) members – **VOTE** – *Xuan Kong*
 - 4.1.3. AB: Recommendation to Accept Proceeds of Loan from Acton-Boxborough Youth Soccer (ABYS) for Construction of Lower Fields Project – **VOTE** – *Steve Mills*

School Committee Annual Workshop

5. **School Committee Policy, Operations, and Organizations**
 - 5.1. Policies
 - 5.1.1. Review of SC Member Ethics policy, File: BCA (BP)
 - 5.1.2. Policy Subcommittee Updates (BB)
 - 5.2. Operations
 - 5.2.1. Roles/Responsibilities/Relationships (SM)
 - 5.2.2. Communications with PTSO (DO)
 - 5.2.3. Mentors for new SC members (XK)
 - 5.2.4. APS SC Meeting Locations (KM)
 - 5.2.5. FY13 APS/AB SC Meeting Schedules (XK)
 - 5.3. Organizations
 - 5.3.1. Subcommittee Assignments (XK)
6. **EXECUTIVE SESSION: "Strategy with Respect to Collective Bargaining" (BB/XK)**
7. **Budget/Finances**
 - 7.1. School Districts Financial Projections using Acton Finance Committee Long-Range Planning Framework (XK)
 - 7.2. OPEB (DB)
 - 7.3. FY2014 Budget Process and Budget Priorities (XK, KM)

8. Regionalization

8.1. What other leadership role(s) should ABRSC as a whole take (MN, XK)?

9. School Operations

9.1. FY14 School Calendar Revisited (MC)

9.2. Return to Review of Demographic Survey Results (MC)

9.3. Ensure that all staff has some special needs training (PM)

9.4. Even focus on cost reduction for all goals (PM)

9.5. Use of technologies in classrooms and for school-parent communications (DO)

10. Other Issues

11. Recommendation to Approve 2012-2013 Subcommittee Members – VOTE – *Xuan Kong*

Adjourn

**Acton Public/Acton-Boxborough Regional School Committees
2012-2013 Committee Assignments**

CASE Board Members	Brigid Bieber (AB), Steve Mills
EDCO Public Policy Liaison	
EDCO School Committee Leadership Liaison	Brigid Bieber (AB)
EDCO Board Member	Brigid Bieber (AB)
Legislative Issues/Ballot Initiative Liaison (for Representative Benson's District)	Maria Neyland (AB)
Legislative Issues/Ballot Initiative Liaison (for Representative Atkins' District)	
Health Insurance Trust Representative	Kim McOsker
Health SAC (Superintendent Advisory Council) Liaison	Mike Coppolino
PTSO Liaison	Deanne O'Sullivan
SpedPAC Liaison	Paul Murphy
AB Warrant Signature Subcommittee	Brigid, Mike, Kim
Lower Fields/Corporate Sponsorship	Brigid Bieber, Dennis Bruce
Policy Subcommittee	Brigid, Maria, Paul, Deanne
AB/APS Negotiations Subcommittee	Maria, Dennis, Kim
Acton Leadership Group (ALG) Representatives	Kim McOsker, Xuan Kong
Acton Board of Selectmen Liaison	Paul Murphy
Acton Finance Committee Liaison	Dennis Bruce
OPEB Task Force	Dennis Bruce
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber, Maria Neyland
Regionalization School District Study Committee (RSDSC)	Xuan Kong

7/23/12

**ACTON PUBLIC SCHOOL COMMITTEE MEETING
Draft Minutes**

Library
R.J. Grey Junior High School

**June 21, 2012
7:00 p.m.**

Members Present: Dennis Bruce, Michael Coppolino, Xuan Kong, Kim McOsker, Paul Murphy, Deanne O'Sullivan
Members Absent: none
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

The Acton Public School Committee was called to order at 7:01 p.m. by Chairperson, Kim McOsker.

STATEMENT OF WARRANT

Warrant #201223 dated 5/15/12 in the amount of \$315,185.60 and #201225 dated 6/12/12 in the amount of \$457,614.36 were signed by the Chair and circulated to the Committee for signatures. (Warrant #201224 was signed at the 6/7/12 meeting.)

APPROVAL OF MINUTES

The minutes of May 17, 2012 were approved as amended.

PUBLIC PARTICIPATION - none

APS SCHOOL COMMITTEE BUSINESS

6.1 Math Curriculum Update

Deborah Bookis introduced Jean Oviatt Rothman, K-6 Math Specialist/Coach who reported on the progress of the first year of this new position. It was agreed that it will be valuable to track students' success over time in relation to assistance provided by the math assistants. A movie was shown highlighting students' and the staff's appreciation for the new math support. The elementary principals spoke enthusiastically about how valuable Jean and the assistants have been this year. Next steps include:

- Continue teacher support around new MA Mathematics Frameworks implementation
- Parent education around new frameworks and best ways to support math instruction
- Increased collaboration with specialists (PE, Music, Art, ELL)

6.2 Special Education Parent Advisory Council (SpED PAC) Spring Presentation

Nancy Sherburne presented on the 2011-12 SpED PAC deliverables: parent handbook, parent/guardian survey analysis, launch of new website, and analysis of 2011 MCAS performance. Concern was expressed over the decline in spending for APS special education services. Bill Guthlein is doing some research on how much APS is spending on special education compared to other districts.

Dr. Mills thanked Nancy and Bill for their dedication and hard work. He cautioned everyone about the difficulties of grouping students and comparing them to other groups. Principals Ed Kaufman from Merriam, David Krane from McCarthy-Towne and Damian Sugrue from Conant spoke in support of what Dr. Mills said. He also emphasized that MCAS is only one datapoint for a student, and more pieces of data are needed for a complete picture, particularly at the elementary level. The Gates and Douglas Schools are not included in this discussion because the number of special education students that they have is too small to be significant, not that they are doing so better than the other schools.

Ed Kaufman explained that teams of teachers look over the individual student data when MCAS results come in. They determine which students need more support. They also look at subgroups to determine who needs more attention. Some of these efforts make a difference more quickly than others. Merriam students will be creating professional notebooks that will show growth in specific language arts skills over the year. Damian Sugrue emphasized that MCAS is only a snapshot of a child. Because the MCAS results do not give timely results for a student, Conant uses many other assessment tools as well. David Krane said one thing all schools are doing is to think of continual improvement for each child. Assessment efforts go on continually and on a continuum.

Dennis Bruce stated that in the last year every time Student Growth Percentile (SGP) comes up it seems to be discounted, he asked what is being used as an internal measurement that might refute this or support this. Liza Huber stated that the schools' top priority for our special education students is achievement. All scores are analyzed very carefully to see where needs exist.

Xuan asked if the District would present the tools that are actually used supporting that MCAS is not the only way to evaluate our students. He stated that the DESE website shows the number of students with IEPs who had accommodations (APS is 30% and state average is 15%). Deb Bookis said Xuan's point was excellent. One reason APS has implemented the benchmarks assessments is because MCAS results come too late. Next year will be the first time that all the schools will have this benchmark data so it will be exciting.

Paul Murphy said that the decrease in spending has been highlighted, but asked if it makes sense that the population has dropped so it is not an issue. Does the trend match the population? Nancy replied that Bill is looking into that question and will be reporting on it. Nancy is encouraged to hear that teams in the schools are looking at the MCAS data. She said that the PAC would like to know from the principals what their sense is of the trends and drops when they see them.

6.3 Acton Health Insurance Trust Report

Kim McOsker reported that the next meeting will be on June 29th.

6.4 FY12 and FY13 Budget

6.4.1 ALG Report

Xuan Kong reported on the meeting on 6/20/12 which was mostly organizational due to the new members. Over the summer, a task force will be formed to look into OPEB.

Funding for future years is not resolved so ALG would like to address this outside of the budget process. Kim McOsker and Janet Adachi are the two new ALG members.

Meetings will be the second Thursday of the month and during the budget season it will also be fourth Thursday morning. In the winter, meetings will be in the evening.

6.4.2 Acton BOS/Finance Committee Reports – *no report*

6.4.3 APS FY12 Year End Review and Expenditure Initiative

Dr. Mills began by saying that the schools are constantly being told they spend too much of reserves, but at the end of the year, they always put money back. Don Aicardi stated that most of the things on this list have been talked about at SC meetings several times before, but not included in the investment budgets. While no votes are necessary, the Committee was asked to give input and affirm the Administration's proposals for year end spending.

Moving forward with the investment budgets, the Administration is being very fiscally conservative:

Current FY12 Year End Estimate: \$361k
Proposed Year End Spending: (\$86k)
\$275 k

The year end balance as a percentage is 1.4% of the \$26.1m budget.

Proposed spending includes:

- | | |
|---|-----------------|
| 1. Conant School basketball court/parking lot expansion | \$40,000 |
| 2. Gates School abatement/floor replacement | \$18,000 |
| 3. Lexia Reading Hardward & Licenses | \$13,000 |
| 4. Parker Damon Building storage space & balcony work | <u>\$15,000</u> |
| | \$86,000 |

6.4.4 APS FY13 Budget: Non-resident Tuition Rates – **VOTE**

Mike Coppolino moved, Xuan Kong seconded and it was unanimously,

VOTED: to set the APS tuition rate for non-resident students at \$11,480 for the 2012-2013 school year.

6.5 Recommendation to Accept Gift from All Day Kindergarten Program to APS - **VOTE**

Xuan Kong moved, Paul Murphy seconded, and it was unanimously,

VOTED: to accept this gift of \$123,500 with gratitude

FOR YOUR INFORMATION

7.1 Pupil Services

7.1.2 Memo re ELL Trends – *Liza Huber*

Mike Coppolino thanked Liza for this valuable memo showing trends over time.

NEXT MEETINGS:

June 28, 6:00 p.m. JT/AB/APS SC workshop at Blanchard School Library, Boxborough

August 1 (Wednesday), 7:30 p.m. JT/AB/APS SC meeting at RJGJHS Library

The meeting was adjourned at 8:51 p.m.

Respectfully submitted,

Beth Petr

List of documents used: agenda attached

ACTON PUBLIC SCHOOL COMMITTEE MEETING

Library
R.J. Grey Junior High School

June 21, 2012
7:00 p.m.

AGENDA

- 1.0 CALL TO ORDER (7:00)
- 2.0 CHAIRPERSON'S INTRODUCTION
- 3.0 STATEMENT OF WARRANT
- 4.0 APPROVAL OF MINUTES
 - 4.1 APS SC May 17, 2012
- 5.0 PUBLIC PARTICIPATION (7:05)
- 6.0 APS SCHOOL COMMITTEE BUSINESS
 - 6.1 Math Curriculum Update – *Jean Oviatt-Rothman* (7:10)
 - 6.2 Special Education Parent Advisory Council (SpED PAC) Presentation – *Nancy Sherburne, Bill Guthlein* (7:25)
 - 6.3 Acton Health Insurance Trust Report – *Kim McOsker* (oral) (7:45)
 - 6.4 FY12 and FY13 Budget – *Steve Mills, Don Aicardi* (7:50)
 - 6.4.1 ALG Report – *Xuan Kong* (oral)
 - 6.4.2 Acton BOS/Finance Committee Reports – *Xuan Kong* (oral)
 - 6.4.3 APS FY12 Year End Review and Expenditure Initiative (8:00)
 - 6.4.4 APS FY13 Budget: Non-resident Tuition Rates – **VOTE** – *Steve Mills* (8:15)
 - 6.5 Recommendation to Accept Gift from All Day Kindergarten Program to APS – **VOTE** – *Steve Mills* (8:20)
- 7.0 FOR YOUR INFORMATION
 - 7.1 Pupil Services
 - 7.1.1 ELL Student Enrollment Reports – June 1
 - 7.1.2 Memo re ELL Trends – *Liza Huber*
 - 7.2 Monthly APS Financial Reports
 - 7.3 Student Enrollment Numbers/Class Size Info – June 1
 - 7.4 School Newsletters

Conant Crier:	http://conant.ab.mec.edu/pto/newsletter.html
Douglas Digest:	http://douglas.ab.mec.edu/pto/digest.html
Gates Gazette:	http://gatesschoolpto.org/gazette
McCarthy-Towne Bulletin:	http://www.mctptso.org/bulletin/
Merriam Comm News:	http://www.merriampto.org/Merriam
Acton Public School Preschool:	http://ab.mec.edu/Preschool/index.htm
- 8.0 NEXT MEETINGS:

June 28, 6:00 p.m. JT/AB/APS SC workshop at Blanchard School Library, Boxborough
August 1 (Wednesday), 7:30 p.m. JT/AB/APS SC meeting at RJGJHS Library
- 9.0 ADJOURN (8:30)

Materials for this meeting are posted at <http://ab.mec.edu/about/meetings.shtml>

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING Draft Minutes**

Library
R.J. Grey Junior High School

June 7, 2012
7:00 p.m. Joint SC Meeting
Including JT SC Executive Session
Followed by ABRSC Meeting

Members Present: Dennis Bruce, Brigid Bieber, Michael Coppolino, Xuan Kong, Kim McOsker, Paul Murphy, Maria Neyland, Deanne O'Sullivan (7:41 p.m.)
Members Absent: Bruce Sabot
Others: Marie Altieri, Don Aicardi, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

ABRSC CALL TO ORDER

Superintendent Stephen Mills called the Acton-Boxborough Regional School Committee (ABRSC) meeting to order at 7:02 p.m.

1. Election of Acton-Boxborough Regional School Committee Officers for 2012-2013

Superintendent Mills opened the floor for nominations.

Michael Coppolino nominated Xuan Kong for Chairperson of the ABRSC for 2012-2013.

It was moved, seconded and unanimously,

VOTED: that Xuan Kong would serve as Chairperson of the ABRSC for 2012-2013

Brigid Bieber nominated Maria Neyland for Vice-Chairperson of the ABRSC for 2012-2013.

It was moved, seconded and unanimously,

VOTED: that Maria Neyland would serve as Vice-Chairperson of the ABRSC for 2012-2013.

Xuan Kong nominated Beth Petr for Secretary of the ABRSC for 2012-2013.

It was moved, seconded and unanimously,

VOTED: that Beth Petr would serve as Secretary of the ABRSC for 2012-2013.

Dr. Mills welcomed and thanked all of the new officers for agreeing to serve.

APSC CALL TO ORDER

Chairperson Kim McOsker called the Acton Public School Committee to order at 7:05 p.m.

JOINT SCHOOL COMMITTEE MEETING BEGINS

CHAIRMAN'S INTRODUCTION

2.1 Thank you to Craig Hardimon, RJGJHS Principal

Dr. Mills thanked Craig Hardimon for his 9 years of service as the Principal of the R.J. Grey Junior High School. Mr. Hardimon will become the Principal of Marlborough High School on July 1st. He was recognized for his enthusiastic embrace of technology and communication with families, as well as his support for special education students at RJG. Dr. Mills described him as someone who models what we would like for middle school students, being a life long learner who will be remembered as a leader. On behalf of the School Committee, Xuan Kong also thanked Craig from a parent point of view and presented him with a clock from the Committee. Craig thanked everyone and said it has been a honor to be part of this community.

2.2 Superintendent's Meeting Summary and Update

Dr. Mills introduced two new pieces found in the packet - a brief description of each agenda business item, and a Superintendent's update highlighting a current major issue or question. He asked if the Committee found these helpful and they said that they did.

Dr. Mills announced that Andrew Shen is new principal at R.J. Grey Junior High School, replacing Craig Hardimon. Jim Marcotte will move from the High School to the Junior High to be the new Assistant Principal, replacing Andrew. Dr. JoAnn Campbell Kilpatrick will return as the new High School Assistant Principal, replacing Jim Marcotte. We look forward to welcoming her back to the District.

APPROVAL of MINUTES and STATEMENT of WARRANT

3.1 The minutes of the 5/3/12 Joint/AB/APS School Committee meeting were approved by both Committees as amended. Michael Coppolino abstained because he was absent.

AB Warrant #12-024 dated 5/17/12 in the amount of \$2,013,861.53 and warrant #12-025 dated 5/31/12 in the amount of \$2,017,212.18 were signed by the Chair and circulated to the ABRSC for signatures.

APS Warrant #201224 dated 5/29/12 in the amount of \$111,022.78 was signed by the Chair and circulated to the APSC for signatures.

PUBLIC PARTICIPATION - none

JOINT SCHOOL COMMITTEE BUSINESS

5.1 Superintendent's Annual Evaluation – **VOTE** - *Xuan Kong*

5.1.1 Annual Consolidated Evaluation of the Superintendent of Schools

5.1.2 School Committee Aggregated Summary (*revised page 7*)

5.1.3 Memo: Aligning SMART Goals with New Standards for Evaluation

Xuan Kong thanked John Petersen and Mike Coppolino for compiling the School Committee members' evaluations. Xuan read the Consolidated Evaluation starting on page 3 of 6. The public was invited to comment at that time but there was no response. Several members of the public responded via email earlier in the process.

ABRSC VOTE:

Brigid Bieber moved, Maria Neyland seconded, and it was unanimously,

VOTED: to approve the Superintendent's FY12 Evaluation as read into the record.

APS VOTE:

Dennis Bruce moved, Mike Coppolino seconded, and it was unanimously,

VOTED: to approve the Superintendent's FY12 Evaluation as read into the record.

Dr. Mills thanked the School Committees for their support and thoroughness. He stated that this evaluation is always a reflection on his whole team, not just himself. He appreciated the Committees' efforts and looks forward to another great year.

JOINT SCHOOL COMMITTEE EXECUTIVE SESSION

At 7:20 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 in preparation for negotiations with nonunion personnel.

YES (Bieber, Bruce, Coppolino, Kong, McOsker, Murphy, Neyland)

Xuan Kong declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session after the executive session.

At 7:21 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 in preparation for negotiations with nonunion personnel.

YES (Bruce, Coppolino, Kong, McOsker, Murphy)

Kim McOsker declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session after the executive session.

The Joint School Committee returned to open session at 7:51 p.m.

5.3 Superintendent's FY13 Contract

Xuan Kong stated that the APSC and ABRSC proposed to extend Dr. Mills' contract with changes to two provisions. The number of vacation days permitted to be carried over would decrease from 40 to 20 days in FY13, and a salary increase of 2% from \$185,000 to \$188,700 for FY13 would be offered to the Superintendent. Copies of a memo written by John Petersen were available and posted online with the meeting materials. The public was asked for comment but there was none.

ABRSC VOTE:

Mike Coppolino moved, Brigid Bieber seconded and it was unanimously,

VOTED: to approve Dr. Stephen Mills' 2012-2014 contract as proposed with a salary for FY13 of \$188,700, resulting in a 2% increase.

APSC VOTE:

Dennis Bruce moved, Xuan Kong seconded and it was unanimously,

VOTED: to approve Dr. Stephen Mills' 2012-2014 contract as proposed with a salary for FY13 of \$188,700, resulting in a 2% increase.

5.4 Special Education Parents Advisory Council (SpEd PAC) Presentation

Nancy Sherburn presented on the FY12 Deliverables: the parent handbook, parent/guardian survey analysis, launch of the SpEd PAC website (www.abspedpac.org), and analysis of 2011 MCAS performance. Positive outcomes include: a partnership between Pupil Services and Community Education – 2012 pilot summer program for Autism Spectrum students with social skills goals, a group to explore how to better integrate regular and special education student progress reporting, and PAC partnership with Acton Recreation to explore offering more special education accessible programs/events in town. Regrets included: cuts in the FY13 budget, long lead time on full implementation of Connections IV program, weak ELA student growth at RJGJHS, some surprise issues (parents learn of changes from students, not direct communication), and concern by some parents about speaking freely.

Xuan thanked Nancy and Bill Guthlein for their dedication to the children. He thanked Liza and her team for working closely with SpEd PAC again this year. He noted that he often observed Liza's staff at SpEdPAC meetings gathering feedback for Pupil Services staff.

Dr. Mills also thanked Bill and Nancy for their thoughtful advocacy. He offered to speak directly at any time with any parent who does not feel they can speak freely about any of their concerns. Mike Coppolino also thanked Nancy and Bill for being such strong advocates for this population. Mike asked Dr. Mills to talk about further vetting of the Connections numbers. He responded that the savings figures being quoted are only projections and speculation, not sure savings. The cost of the staff is correct. Liza was thanked for her valuable OnTeam newsletter.

5.5 FY14 School Calendar: Religious Holidays

Brigid Bieber thanked Xuan and Kim for the memo in the packet and said it was an accurate summary. It says that it is the sense of the Committees that school will be in session beginning in September 2013 on Good Friday, Yom Kippur and Rosh Hashanah, unless the Superintendent determines it cannot be due to the absence of a large number of staff observing the religious holidays of their own faith. Mike stated that he missed the last meeting and wanted to express his opinion by reading a statement. He wanted to be sure the public was aware of the discussion and change. "We should not dictate, but listen to the public." Xuan stated that the Committee is not

changing policy, but giving specific directives to the Superintendent and his team about what conditions the school should remain open or closed. The Committee felt that for FY14, if the Superintendent felt it appropriate, having school open for the religious holidays would be a chance to see how it would work.

Rabbi Lewis Mintz of Congregation Beth Elohim spoke from the public, stating that he has worked with the Acton and Boxborough community for the past 35 years. He said that he was in attendance not in his role of clergyman, but someone who has worked in the community and knows behaviors. He asked the Committee to consider the differences in the nature of the holiday observances and how it would impact on the schools. The first day of Rosh Hashanah and Yom Kippur are not school days every year. Rosh Hashanah impacts the schools because it involves very much being with family and often travel as well as attending synagogue. He used Thanksgiving as another example of when it would not be appropriate to hold school due to the number of absences, saying it is a management decision.

Rabbi Mintz said he has been told that some teachers have been uninformed about the policy regarding observing religious holidays (File: IMD), as well as some who did not follow the policy. He concluded that if the calendar stays as is, it should not be a function of the priority of a holiday, but the nature of the observance. He urged the Committee to make an informed decision. (Note: Packet material on this agenda item, the policy, and the memo from the 5/3/12 meeting were given to Rabbi Mintz and Pastor Knapp, coordinator of the local Faith group prior to 6/7/12.)

The Committee agreed that it is essential that all administration and staff properly follow the policy and procedures for observing religious holidays. Maria Neyland pointed out that it is important that parents/students inform their teachers a week or so in advance of a holiday being observed so they are prepared.

5.6 Update on Regionalization Study Committee (RSDSC)

Mac Reid and Peter Ashton reviewed the Upcoming Regional Agreement Revision Process and Timeline memos. Mary Brolin was also at the meeting. Consensus is one of their most important concerns moving forward. The timeline is predicated on the original members moving forward. Input will begin next week. They want to get a draft out by October so people can react to it. They are still looking at a 2 year process even if all goes as planned.

Brigid thanked the RSDSC for their hard work. She advocated for new members to have voting rights because the current members are so invested in the activity. When adding to Committees, she suggested that members either be from the BOS, FinCom, etc. or their designees. Maria also advocated for new members having full voting rights and allowing designees. The Committee discussed how the new RSDSC should be put together, balancing priorities. Xuan reminded the School Committee that the RSDSC is appointed by the SC. Brigid suggested that members could have equal voting rights, but the quorum could be adjusted. Everyone wants to be heard. Peter Ashton said they could work with a change of the quorum.

The School Committee was in agreement that the original 6 RSDSC members would continue and members would be added from the Acton and Boxborough Finance Committees, Boards of Selectmen and Administration (ex-officio for Administration only). These members would have full voting rights. The School Committee will vote on the new RSDSC members at their next meeting (6/28/12), after receiving a recommendation.

5.7 Teacher Evaluation Pilot

5.7.1 Public Hearing: Change of Evaluation Standards

5.7.2 Recommendation to approve AEA Contract 2012-2013 Side Letter

The whole district will use the new standards a year from now so doing it as a pilot will be helpful. A detailed discussion was held at the last meeting. The Chair asked for further public input but there was none.

ABRSC VOTE:

Mike Coppolino moved, Brigid Bieber seconded, and it was unanimously

VOTED: to approve the proposed AEA contract 2012-2013 Letter of Agreement for the 2012-2013 Teacher Evaluation Pilot, including new Massachusetts standards for educator evaluation.

APSC VOTE:

Dennis Bruce moved, Mike Coppolino seconded and it was unanimously

VOTED: to approve the proposed AEA contract 2012-2013 Letter of Agreement for the 2012-2013 Teacher Evaluation Pilot, including new Massachusetts standards for educator evaluation.

5.8 ALG and Acton FinCom Report

Xuan reported that the Fincom was invited to attend and give input but there was no comment.

5.9 BLF and Boxborough Town Meeting Report

Mary Neyland reported that Boxborough Town Meeting approved the Lower Fields article and continuing the study of Regionalization with Acton.

5.10 Health Insurance Trust Report

Kim McOsker reported on the 5/24/12 HIT Meeting. Bob Evans was voted in as Chair of the Trust and Sharon Summers was voted in as Secretary to serve for FY13. The Trust is now projecting a loss of \$275,000 for the year instead of \$500,000 due to a substantial claims reimbursement. The Cook and Company contract is still being reviewed and will be discussed at the June meeting. Three proposals were received regarding the audit. There was discussion regarding using a support person from the schools to take minutes at the HIT meetings. There was no decision made but upon further discussion with Tess, there might be occasions throughout the year when it may be useful to have someone else taking the minutes.

5.11 Policy Subcommittee Update

5.11.1 Student Conduct File: JIC – SECOND READING

Brigid reported no changes made from the last meeting.

ABRSC VOTE:

Paul Murphy moved, Mike Coppolino seconded and it was unanimously

VOTED: to approve the proposed revision of Student Conduct policy, File: JIC

APSC VOTE:

Mike Coppolino moved, Xuan Kong seconded and it was unanimously,

VOTED: to approve the proposed revision of Student Conduct policy, File: JIC

5.11.2 Assignment of Students from other Schools File: JCAC – SECOND READING

Marie Altieri reported only a minor clerical change from the first meeting.

ABRSC VOTE

Mike Coppolino moved, Paul Murphy seconded and it was unanimously

VOTED: to approve the proposed revision of Assignment of Students from other Schools policy, File: JCAC

APSC VOTE

Paul Murphy moved, Dennis Bruce seconded, and it was unanimously

VOTED: to approve the proposed revision of Assignment of Students from other Schools policy, File: JCAC

5.12 Recommendation to Approve Non-Union Employee Benefits Manuals

Marie Altieri noted that all manuals are posted at <http://ab.mec.edu/hr/hrcontracts.shtm>

There is no change to any of the Non-Union Benefit Manuals, just added the new financial analyst, and 2013. There was consensus that in the future a date change does not require a vote.

ABRSC VOTE:

Dennis Bruce moved, Mike Coppolino seconded and it was unanimously

VOTED: to approve the 2012-2013 Non-Union Employee Benefits Manuals as proposed, including the change of date, addition to the Financial Analyst position, and update of the salary scales.

APSC VOTE:

Paul Murphy moved, Dennis Bruce seconded and it was unanimously

VOTED: to approve the 2012-2013 Non-Union Employee Benefits Manuals as proposed, including the change of date, addition to the Financial Analyst position, and update of the salary scales.

5.13.1 Attorney General's Response (6/1/12) to Open Meeting Law Complaint (4/27/11)

5.13.2 Attorney for ABRSD/APS Peter Ebb's Response (6/6/12) – *Steve Mills*

Dr. Mills reported that the Assistant Attorney General had responded to the Open Meeting Law Complaint dated 4/27/11. The response confirmed the handling of executive session minutes in regard to those that could affect future collective bargaining negotiations. One set of Negotiations Subcommittee minutes were identified as needing more detail. Attorney Peter Ebb responded for the Joint School Committee on 6/6/12.

The Acton Public School Committee adjourned at 9:33 p.m. The ABRSC continued.

ABRSC BUSINESS

6.1 Changes to ABRHS FY13 School Handbook

Dr. Callen reviewed the changes and referred to her comments at the last School Committee meeting regarding Section III, Item 2 on page 3 about level change. She stated that this was requested by students and she will ask the handbook committee to review it.

Maria Neyland moved, Mike Coppolino seconded, and it was unanimously

VOTED: to approve the proposed changes to the ABRHS FY13 Student Handbook.

6.2 FY'12 and FY'13 Budget Update

6.2.1 AB FY'12 Year End Review and Expenditure Initiative, *Don Aicardi*

6.2.2.1 Recommendation to Purchase New Computer Labs, *Amy Bisiewicz*

Don Aicardi presented the FY12 Year End Review. The current FY12 Year End Estimate is \$394,000 after allocating \$275,000 for the Lower Fields Project. The year end balance as a percentage created by recurring sources is 1% of the \$38.5m budget. No vote is required to spend/transfer these funds but the Committee was asked for input and to affirm the proposals. The three choices for expenditures are: E&D, FY13 Capital Request, and OPEB. Don proposed that \$173k flow to E&D from FY12 balances.

It was proposed that \$26,270 be spent on a 280W Industrial Technology Computer Lab Replacement at the High School, and \$44,450 be spent on a Computer Lab Replacement and Library Redesign Material at the Junior High, for a total of \$70,720. There was consensus that these proposals are worthwhile.

Don advocated strongly for the need to think about OPEB in a more coherent way moving forward. If funds exist at the end of every year, this is something that he feels is important to keep contributing to. Brigid's concern is that, without a solid plan with respect to going forward, it is

important that the Committee make a statement about how they are going to address OPEB, not just throw money at it if there's some left at the end of the year. Maria asked if there is a reason that the Committee can't wait until the fall when the numbers are firm. Don replied that there is not a lot of guidance coming from the state on how to do this, but it is possible to wait until E&D is established. Brigid suggested that it be discussed in the next budget cycle and a statement be made then.

Xuan summarized the issue saying that OPEB as presented at the last budget cycle is a huge liability for everyone. In FY13, the Regional SC committed, with other entities, \$500,000 to being funding it. All agree this will not solve the problem. No one knows the best way to address the problem because the liability changes year to year. Xuan thanked Don for proposing a number and said there is no right number. Xuan agrees that internally the Committee needs to develop guidelines for this long term issue. He said it might be worthwhile to wait until the state numbers are finalized. Don could see if in early fall there is a way the SC could transfer money into a trust before E&D is certified.

Mike asked what the down side of waiting would be, and if a danger could be that the number goes over the 5% cap and it may not be able to be put into OPEB later. Don will research this. Dennis asked if there is any downside to putting \$150,000 into OPEB now. John Petersen spoke from the public reminding the Committee that they included money in the ABRSD budget for OPEB. That was different from the Town who funded it from their reserves. He urged the Committee to address the totality of the liability, in concert with the Town and strongly suggested that they not act tonight, because it could be done next year.

Dennis Bruce moved that:

\$150,000 be transferred from the FY12 Acton-Boxborough budget into the Other Post Employment Benefits Liability Trust Fund, as established, as a segregated fund on the books of the Acton-Boxborough Regional School District and be administered in accordance with the requirements of and for the purposes of Section 20 of Chapter 32B, such fund to be in the form of an irrevocable trust or such other form as shall be determined by counsel as appropriate to meet the requirements of MGL Section 20 and of Government Accounting Standards Board Standard.

Mike Coppolino seconded.

Deanne O'Sullivan confirmed that a no vote meant the funds would go to E&D. Xuan emphasized the need for flexibility going forward due to the EDJOBS money that is being applied for FY13. This will not be available in FY14. He encouraged the Committee to defer this decision to a later time. Adopting the motion will decrease flexibility.

The Committee **VOTED** on the motion:

YES: Bruce

NO: Bieber, Coppolino, Kong, McOsker, Murphy, Neyland, O'Sullivan

The motion was defeated.

6.2.3 FY'13 Budget: Tuition Rates

When asked if the Committee could charge a market rate for this type of student, Maria responded that the policy subcommittee reviewed this and laws dictate how much can be charged.

Maria Neyland moved, Brigid Bieber seconded and it was unanimously

VOTED: to approve the administration's recommendation that the tuition rate for non-resident students in the Acton-Boxborough Regional School District be set at \$13,182 for the 2012-2013 school year.

VOTED: to approve the administration's recommendation that the tuition rate for non-resident students in the Acton-Boxborough Regional School District be set at \$13,182 for the 2012-2013 school year.

6.3 Update on Lower Fields Project

Steve Mills gave an update on the work that continues on schedule. Dennis Bruce asked for an update on the revenue. Dave Wilson reported that MPS and NET have been signed and working on others. The Stars only want to commit for a year and lacrosse is multiple years. The skate park has to be closed for a few months during the construction to ensure safety.

Votes to accept the funding gifts from The Friends of Lower Fields (FOLF) and from Acton Boxborough Youth Soccer (ABYS) will take place at the next meeting on 8/1/12.

6.4 Exchange Students Policy File: JFABB

Brigid Bieber reported on a letter received from the Rotary Club requesting consideration of acceptance of a foreign student beyond the three exchange students already accepted for FY13. It was explained to Bob Johnson of the Rotary that three students were accepted and two more are on a wait list at this time. Bob attended the last policy subcommittee meeting where this was discussed. The policy subcommittee may consider distinguishing between nonprofits, those involved with community service, and those who are hosting an AB student in an exchange program at a future meeting for FY14 or beyond.

Consent Calendar:

6.5 Recommendation to Approve Field Trip to Canada

6.6 FY'13 Danny's Place Lease

Maria Neyland moved, Paul Murphy seconded, and it was unanimously
VOTED: to approve the consent calendar items.

Xuan asked Committee members to send workshop agenda items to him and Kim for 6/28/12.

NEXT MEETINGS

June 21, 7:00 pm APS SC Meeting at RJGJHS Library

June 28, 6:00 pm JT SC Annual Workshop at Blanchard School Library

August 1 (Wednesday), 7:00 pm JT/AB/APS SC Meeting, JH Library

The ABRSC meeting was adjourned at 10:42 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: See agenda attached
Statement from Michael Coppolino regarding Religious Holidays on the
School Calendar

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING**

**Library
R.J. Grey Junior High School**

**June 7, 2012
7:00 p.m. Joint SC Meeting
Including JT SC Executive Session
Followed by ABRSC Meeting**

AGENDA with times

- 1.0 **CALL TO ORDER** – AB Regional School Committee (7:00)
 - 1.1 Election of Acton-Boxborough Regional SC Officers for 2012-2013 (Policy BDA, BDB) –
VOTE – *Steve Mills*
 - 1.1.1 Chairperson
 - 1.1.2 Vice Chairperson
 - 1.1.3 Secretary
 - 1.2 **CALL TO ORDER** – Acton Public School Committee
JOINT SCHOOL COMMITTEE MEETING BEGINS
 - 2.0 **CHAIRMAN'S INTRODUCTION**
 - 2.1 Thank you to Craig Hardimon, RJGJHS Principal (7:05)
 - 2.2 Superintendent's Meeting Summary and Update
 - 3.0 **APPROVAL of MINUTES and STATEMENT of WARRANT**
 - 3.1 Minutes of 5/3/12 Joint/AB/APS SC meeting
 - 4.0 **PUBLIC PARTICIPATION**
 - 5.0 **JOINT SCHOOL COMMITTEE BUSINESS**
 - 5.1 Superintendent's Annual Evaluation – **VOTE** - *Xuan Kong* (7:15)
 - 5.1.1 Annual Consolidated Evaluation of the Superintendent of Schools
 - 5.1.2 School Committee Aggregated Summary (*revised page 7*)
 - 5.1.3 Memo: Aligning SMART Goals with New Standards for Evaluation
 - 5.2 **JOINT SCHOOL COMMITTEE EXECUTIVE SESSION** (7:20)
"to conduct strategy in preparation for negotiations with nonunion personnel"
- RETURN TO JOINT SCHOOL COMMITTEE OPEN MEETING**
- 5.3 Superintendent's FY13 Contract – **VOTE** - *Xuan Kong* (7:30)
 - 5.4 Special Education Parents Advisory Council (SpEd PAC) Presentation – *Nancy Sherburn,*
Bill Guthlein (7:35)
 - 5.4.1 Presentation slides
 - 5.4.2 On Team – *Liza Huber*
 - 5.5 FY14 School Calendar: Religious Holidays – *Xuan Kong* (8:05)
 - 5.6 Update on Regionalization Study Committee – *Xuan Kong* (8:15)
 - 5.6.1 Upcoming Regional Agreement Revision Process and Timeline
 - 5.7 Teacher Evaluation Pilot – *Marie Altieri* (8:25)
 - 5.7.1 Public Hearing: Change of Evaluation Standards
 - 5.7.2 Recommendation to approve AEA Contract 2012-2013 Side Letter – **VOTE** –
Marie Altieri
 - 5.7.3 Professional Status for Teachers memo – Marie Altieri

- 5.8 ALG and Acton FinCom Report – *Xuan Kong (oral) (8:35)*
- 5.9 BLF and Boxborough Town Meeting Report – *Maria Neyland (oral)*
- 5.10 Health Insurance Trust Report, *Kim McOsker (oral)*
- 5.11 Policy Subcommittee Update (8:40)
 - 5.11.1 Student Conduct File: JIC – **SECOND READING – VOTE** - *Brigid Bieber*
 - 5.11.2 Assignment of Students from other Schools File: JCAC – **SECOND READING – VOTE** - *Marie Altieri*
- 5.12 Recommendation to Approve Non-Union Employee Benefits Manuals – **VOTE** – *Marie Altieri, manuals are posted at <http://ab.mec.edu/hr/hrcontracts.shtm> (8:50)*
- 5.13.1 Attorney General's Response (6/1/12) to Open Meeting Law Complaint (4/27/11) – *Steve Mills*
- 5.13.2 Attorney for ABRSD/APS Peter Ebb's Response (6/6/12) – *Steve Mills*

APS SC is adjourned. ABRSC continues.

6.0 **ABRSC BUSINESS**

- 6.1 Changes to ABRHS FY13 School Handbook – **VOTE** - *Alix Callen (8:55)*
- 6.2 FY'12 and FY'13 Budget Update – *Steve Mills, Don Aicardi (9:00)*
 - 6.2.1 AB FY'12 Year End Review and Expenditure Initiative, *Don Aicardi*
 - 6.2.2.1 Recommendation to Purchase New Computer Labs, *Amy Bisiewicz*
 - 6.2.2.2 Current and Projected Demands of Computer Labs – *Amy Bisiewicz*
 - 6.2.3 FY'13 Budget: Tuition Rates – **VOTE** – *Don Aicardi*
- 6.3 Update on Lower Fields Project – *Steve Mills (9:15)*
 - 6.3.1 Signed Ground Lease, 5/31/12
 - 6.3.2 Recommendation to Accept Gift from The Friends of Lower Fields (FOLF) – **VOTE** – *Steve Mills (next meeting)*
 - 6.3.3 Recommendation to Accept Gift from Acton Boxborough Youth Soccer (ABYS) – **VOTE** – *Steve Mills (next meeting)*
- 6.4 Exchange Students Policy File: JFABB – *Brigid Bieber (9:25)*
 - 6.4.1 Letter from Rotary Club

Consent Calendar:

- 6.5 Recommendation to Approve Field Trip to Canada – **VOTE** – *Steve Mills*
- 6.6 FY'13 Danny's Place Lease – **VOTE** - *Steve Mills*

7.0 **FOR YOUR INFORMATION** (9:30)

- 7.1 ABRHS
 - 7.1.1 Discipline Report – June 1, 2012
- 7.2 RJ Grey Junior High
 - 7.2.1 Discipline Report – June 1, 2012
- 7.3 Pupil Services
 - 7.3.1 ELL Student Population, June 1, 2012
- 7.4 Monthly ABRSD Financial Reports (*next meeting*)
- 7.5 Art Student Exhibitions in Boston, Boxborough and Acton
- 7.6 Acton Food Pantry letter, Benefit Concert, June 15 at NARA
- 7.7 Pledge case update (if needed) – *Steve Mills*
- 7.8 Monthly Enrollment
- 7.9 Community Correspondence – Religious Holidays, School Lunch Nutrition

8.0 **NEXT MEETINGS** (9:35)

- June 21, 7:00 pm APS SC Meeting at RJGJHS Library
- June 28, 6:00 pm JT SC Annual Workshop at Blanchard School Library
- August 1 (Wednesday), 7:00 pm JT/AB/APS SC Meeting, JH Library

ADJOURN

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
MEETINGS Draft minutes**

Library
R.J. Grey Junior High School

February 2, 2012
7:00 pm Joint SC Meeting Open Budget Hearing
followed by AB SC Meeting
followed by JT and AB SC Executive Session

Members Present: Brigid Bieber, Dennis Bruce, Mike Coppolino (7:05), Xuan Kong, Kim McOsker, Paul Murphy, Maria Neyland, John Petersen, Bruce Sabot
Members Absent: none
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Stephen Mills, Beth Petr

The Acton-Boxborough Regional and the Acton Public School Committees were called to order by John Petersen and Kim McOsker, respective Chairperson and Vice-Chairperson at 7:00 p.m.

CHAIRMAN'S INTRODUCTION

John Petersen stated that two very important discussions will take place at this meeting involving our community – Acton-Boxborough K-12 Possible Regionalization and the accomplishments of the Collaborative Working Group on Health Care Plan Design. He expressed his deepest thanks to all involved in the Health Care proposal. Projected annual savings to the town and schools are more than \$1 million.

STATEMENT of WARRANT

AB warrant #120015 dated 1/12/12 in the amount of \$2,393,580.11 and warrant #12-016 dated 1/26/12 in the amount of \$2,989,325.33 was signed by the Chair and circulated to the Committee for signatures. APS warrant #201215 dated 1/24/12 in the amount of \$528,982.40 was signed by the Chair and circulated to the Committee for signatures.

APPROVAL of MINUTES

The Joint School Committee meeting minutes of January 5, 2012 were approved as amended. The minutes of the Joint School Committee meeting on January 28, 2012 will be voted at the next meeting.

PUBLIC PARTICIPATION - none

JOINT SCHOOL COMMITTEE BUSINESS

6.1 Policy Subcommittee Update

6.1.1 Head Injury Management Policy and Procedures File: JJIF – SECOND READING

Liza Huber presented this new proposed policy again. She said that long term substitutes are trained in concussion management although it is not feasible for all subs to be trained. Awareness about concussion is definitely increasing and that is good. When asked how this policy would affect Community Education (CE) instructors, Liza said that the training is made available to all who instruct/coach for CE. It is not mandatory, but visible. CE Director Erin Bettez said that the League Directors go through the formal training, and they will raise it for their coaches. A direct link is on the CE website. They use the same accident reports as the school staff.

ABRSD VOTE:

Materials for this meeting are posted at <http://ab.mec.edu/about/meetings.shtml>.

It was moved by Xuan Kong, seconded by Mike Coppolino and unanimously,
VOTED: to adopt the Head Injury Management Policy, File: JJIF, as amended in
the first sentence to include Acton Public School staff, families and students.

APSC VOTE:

It was moved by Xuan Kong, seconded by John Petersen and unanimously,
VOTED: to adopt the Head Injury Management Policy, File: JJIF, as amended in
the first sentence to include Acton Public School staff, families and students.

**6.1.2 Use of Electronic Messaging by School Committee Members File: BHE – FIRST
READING**

Brigid said the changes are due to the archiving requirement. School Committee members
will get new AB google email accounts to be used for all Committee business. There can be
no forwarding of the new google email to private email accounts because responses would
not be archived. The new accounts will set up by March 1st.

6.1.3 Home Schooling File: IHBG – This will be reviewed at the next meeting.

6.2 Regional School District Study Committee (RSDSC) Presentation

(Peter Ashton, Mary Brolin, Adria Cohen, Kristin Hilbert, Xuan Kong, Mac Reid)

A summary of interviews on the educational impact of Regionalization with Boxborough and other
RSDSC materials are found at: <https://sites.google.com/site/abregionalstudycmt/>
Mac Reid began the presentation. The RSDSC has an aggressive schedule of meetings to inform the
SC and the community. Eventually, a proposal will go to both Town Meetings and the vote would be
for the committee to come up with a new regional agreement that will then be brought back for a vote
by the two communities a year from now. They are trying to “listen to the info with a neutral ear”
during this process. They understand that it is very important to do outreach in many forms to reach
many different groups of people in various ways. The Superintendent and his staff were thanked for all
the time spent answering questions for the RSDSC.

The Committee agreed that the key question is “What is best for the kids?” One member cautioned that
if the main savings driver is transportation reimbursement, that could be changed by the state. Another
member urged the effort to proceed to Acton and Boxborough Town Meetings and “let the towns
decide”. John stated that for Acton, there is a tremendous organizational benefit to combining districts
and that benefit is hard to capture.

The School Committee instructed the RSDSC to proceed full speed ahead and take the question to both
Town Meetings.

Becky Neville spoke from the audience stating that she wished votes on the School Committee were
the same as on the RSDSC (one person, one vote). She also pointed out that Boxborough will lose lots
of control because 2/3 of the Boxborough budget will be voted as an assessment. She believes that the
only place to cut in the future (for Boxborough) would be first responders, police, fire, etc. with the rest
of the budget tied up in the school assessment. She advocated for going to Town Meeting with the
question, but thinking very hard about giving up so much budgetary control.

6.3 Acton and Boxborough Town Elections – The Acton deadline is Feb 6th

JOINT SCHOOL COMMITTEE OPEN BUDGET HEARING (8:15)

(See 1/28/12 Budget Binder, posted online at <http://ab.mec.edu/about/meetings.shtml>)

6.4 FY’13 Budget Update

6.4.1 Recommendation to Approve FY’13 ABRSD Budget and Assessments – VOTE

Materials for this meeting are posted at <http://ab.mec.edu/about/meetings.shtml>.

Don Aicardi presented the numbers and said that the Regional SC must vote a preliminary number tonight but can revote later to a lower number. The final number is needed in early March. By then the following will be factored in: savings from the bus lease bid, additional electricity savings, and savings from the health insurance design changes (slide 6).

ABRSC VOTE:

Xuan Kong moved, Mike Coppolino seconded and it was unanimously,

VOTED:

recommends that the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2012 through June 30, 2013 be set at \$39,915,260 and that member towns be assessed in accordance with the Education Reform Law and the terms of the Agreement and amendments thereto as follows: Acton \$25,849,330, Boxborough \$6,045,558, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$6,616,437, Anticipated Charter School Aid in the amount of \$39,229, Transportation Aid, Chapter 71, Section 16C in the amount of \$594,048, a transfer from E&D Reserves in the amount of \$770,000, and a transfer from the Junior High School Project Premium on Loan in the amount of \$658.

Gary Kushner, from the Boxborough FinCom had an issue with an amount for the Lower Fields Project cost being included in this budget. He requested that it be taken out and made into a warrant article. John Petersen spoke against doing that and stated that Acton and Boxborough should have a chance to vote on this project at their Town Meetings.

6.5 Other Postemployment Benefits (OPEB)

6.5.1 ABRSC Consideration of OPEB Liabilities - *John Petersen*

6.5.2 Actuarial Valuation and Review of OPEB as of 12/31/10, *Segal Group*

6.5.3 Presentation Slides

6.5.4 Retiree Health Care: The Brick That Broke Municipalities' Backs, *MA Taxpayers Foundation*

6.5.5 State and Local Government Retiree Health Benefits – Liabilities are Largely Unfunded, but Some Governments are Taking Action, Nov 2009, *U.S. Government Accountability Office*

John said that no questions would be taken on this topic because it is informational for this meeting. Don Aicardi presented saying not to focus too much on the numbers at this time because it is complicated and they are changing. Mike thanked Don for the clear explanation. OPEB will be discussed often and in detail in the future.

6.6 ALG Report

Xuan and John reported on the meetings held 1/12/12 and 1/30/12. Some ALG members are concerned that the Regional Budget will use more reserves than agreed upon. ALG is trying to reach consensus on Revenue Assumptions, Reserve Use, and Expense Allocation. The entities were asked to go back to their groups for input. Next meeting is 2/14/12.

Materials for this meeting are posted at <http://ab.mec.edu/about/meetings.shtml>.

3 of 10
26 of 41

6.7 BLF Report

Maria Neyland reported that the last BLF discussed budgets and how Lower Fields was being funded.

6.8 Acton FinCom Report

Steve Mills and Don Aicardi presented the budgets to the Acton Finance Committee. They explained the Long Range Strategic Plan and investment budgets and how they developed. There were many questions about adding to the investment budget in regard to sustainability. This will be a key issue.

6.9 Acton Health Insurance Trust (HIT) Report

6.9.1 FY'10 and FY'11 Financial Statements, Management's Discussion and Analysis and Auditor's Report., *Bill Fraher, CPA (FYI)*

The official report is out. The HIT will meet in 2 weeks to set rates for FY13.

6.10 Health Insurance Working Group Recommendation - **VOTE**

Meeting minutes are found at: <http://www.acton-ma.gov/Archive.aspx?AMID=142&Type=&ADID=>

Materials from the 1/30/12 BOS meeting are posted in the packet. Kim McOske reported that all 8 unions of the town of Acton are in agreement that will result in significant savings. The Acton Board of Selectmen agreed at their meeting and now all members need to ratify it. Several people described the process as "wonderful", to see how the town all came together on this important effort with very impressive results. Marie Altieri reported that the outcome is that all Acton employees will have the same copays, etc. These eight groups represent 1000 employees. These plan design changes will result in \$880,000 savings between Town and school.

Kim McOske moved, and Maria Neyland seconded that,

the Acton-Boxborough Regional School Committee accept the Health Insurance Working Group proposal to increase co-pays effective July 1, 2012, as listed in the attached proposal (dated 1/25/12), and that there will not be further changes to health insurance plans for FY13, FY14 and FY15.

It was clarified that we are in the first year of the three year contract period. Once the employees ratify, the School Committee chairs will sign a side letter particular to each contract. Parallel to that, new plans go out to Harvard and Blue Cross for actuarial work. All go into effect July 1.

A friendly amendment was made and accepted to include school committee packet # 6.10.2 on the proposal referred to in the motion.

When asked how agreeing not to touch anything for the next 3 years would affect the Regionalization Study Committee's work, Marie said that if Regionalization moves forward, all contracts will be re examined. The unions have stated that if something drastic happens during the three years, all parties will sit down and discuss it.

ABRSC VOTE:

The Acton-Boxborough Regional School Committee VOTED unanimously to support the motion as amended.

APSC VOTE:

Kim McOske moved, Paul Murphy seconded and it was unanimously,

VOTED: to accept the Health Insurance Working Group proposal to increase co-pays effective July 1, 2012, as listed in the attached proposal # 6.10.2 (dated 1/25/12), and that there will not be further changes to health insurance plans for FY13, FY14 and FY15.

John Petersen said that he is deeply appreciative of this significant accomplishment and the many hours of work done by the Health Insurance Working Group, particularly Marie Altieri and Kim McOsker. Acton Town Manager, Steve Ledoux, was quoted saying, *"In my 35 years in Municipal Government, I have never seen all town and school employee groups come to an agreement like this and have the same health insurance benefit... I learned something through this process."*

6.11 SMART Goals Update

Dr. Mills highlighted the February updates to the SMART Goals. The Committee asked about the budget process in the future. Xuan Kong stated that it would be helpful for ALG if the Administration had some data for future years to help project expenses going forward. John emphasized that point and expressed concern about what FY14 and 15 look like. Projections are difficult due to the number of assumptions that go into the calculations. Assistant Town Manager John Murray and Don Aicardi will work to help define a common view for FY14 and 15.

The Acton Public School Committee meeting was suspended at 9:36 p.m. ABRSC continued.

AB SCHOOL COMMITTEE BUSINESS

7.1 Lower Fields Project Update

7.1.1 Community Preservation Committee Presentation, 1/26/12

7.1.2 Memo re Allowable Use of CPA Funds for Lower Fields, Stephen Anderson, Acton Town Counsel 1/25/12

Some significant changes have been made this week. Dr. Mills stated that it is in his, and others', best judgment that at this time, the schools' interests are not well served by continuing the request for Community Preservation Committee funds. More numbers will be available at the next meeting, including bond costs. FOLF President Dave Wilson followed Dr. Mills' presentation. He agrees that tenants' length of agreement is very important. Dave said that they are looking for a 7 year term, but are closer to agreeing to a 5 year term.

The Committee was asked for comments. John Petersen stated that the financial risk is outweighed by the highly significant benefits to our core programs – our Physical Education classes, interschool athletics, etc. all benefit. For this reason, he is comfortable funding some of this expense out of the operational budget. With the kind of revenue that could be generated, this is a good risk to him. The tenants who are coming forward are people whom Dave Wilson has had long term relationships with. Mike Coppolino emphasized that the Project could not have gotten close to this stage without the many dedicated FOLF volunteers.

Maria Neyland emphasized that she still needs numbers. She is supportive as long as the numbers bear it out and letters of intent are signed. Paul Murphy said that the Committee just approved a budget that had a 3.7 % drop in a line item for special needs programs. He would like unused money to be spent on kids who might not get to use this field. Liza pointed out that all kids would have a chance to use the fields during the school day. Assuming the numbers work, Brigid thinks this is a terrific plan that will benefit lots of kids, not just varsity athletes. It was the sense of the Committee that they are grateful for the work done and look forward to more information, including financials, at the next meeting.

7.2 Recommendation to Accept Gift from Cambridge Savings Bank to ABRHS - VOTE

It was moved, seconded and unanimously,

VOTED: to accept the gift from Cambridge Savings Bank to ABRHS Community Service Program with gratitude.

FOR YOUR INFORMATION

8.9 Explanation of Additional Athletic Fees

Xuan asked how the actual costs for these programs compare to the fee charged. This discussion needs to include Steve Desy and Alixe Callen. The Committee was asked if more should be charged for some sports based on cost data. Mike asked if the ice hockey coach expenses were correct.

The Acton Public School Committee reconvened at 10:15 p.m. The Joint SC resumed.

JT EXECUTIVE SESSION

At 10:15 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, Bruce, Coppolino, Kong, McOsker, Murphy, Neyland, Petersen, Sabot)

John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session after the executive session only to adjourn.

At 10:15 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 (Bruce, Coppolino, Kong, McOsker, Murphy, Petersen)

Mike Coppolino declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session after the executive session only to adjourn.

At 10:15 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, Bruce, Coppolino, Kong, McOsker, Murphy, Neyland, Petersen, Sabot)

John Petersen declared that an open meeting may have a detrimental effect on the litigating position of the Board and the Committee would return to open session after the executive session only to adjourn.

The Acton Public School Committee adjourned at 10:50 p.m.

The Acton-Boxborough Regional School Committee adjourned at 11:00 p.m.

NEXT MEETINGS:

February 16 – 7:00 pm, Open Budget Hearing (APSC meeting) at RJ Grey JH Library

March 1 – 7:30 pm, ABRSC meeting at RJ Grey JH Library

Respectfully submitted,
Beth Petr

List of Documents Used:

See agenda attached

#6.10.2 Health Insurance Working Group Proposal

Draft Proposal from Health Insurance Working Group

Jan 25, 2012

6.10.2

2/2/12

SC meeting

The Health Insurance Working Group reached unanimous consensus on the following cost saving changes to current health insurance plan design and employee split. This proposal will bring all town and school employees to the same health insurance plan design and cost sharing.

1. Move all remaining employees to 75%/25% for HMOs and 50%/50% for Master Health Plus and PPO (approximate additional cost for family HMO = \$1,800 per year and individual HMO = \$800 per year).

a) Mitigation for new adoptees of reducing the HMO split to 75%-25% split will be:

- 1) 10% of insurance premium per Family and Individual plan in the first year
- 2) \$1200/\$500 in the second year, and
- 3) \$600/\$300 in the third year
 - i. Net savings -- year 1 = \$0;
 - ii. Second year -- Net savings = \$163K
 - iii. Third year -- Net savings \$264
 - iv. Fourth year -- Net Savings \$350K

Saves \$350k (not counting mitigation)

Plus

2. Plan design changes for all employees:

Office Visit Co-Pay \$20

Specialist Office Visit \$35

ER \$100

Hospital \$200

Day Surgery \$100

High Tech Imaging \$100 (CAT/CT/PET Scans)

Rx 10/25/40 for 30 Days

Rx \$20/\$50/\$80 for 90 Days

Saves \$486K

Total Savings before mitigation: \$350K + \$486K = \$836

Total Savings (Town of Acton plus APS) after paying mitigation:

FY '13 \$486K

FY '14 \$649K

FY '15 \$750K

FY '16 \$836K

FY '17 \$836K

Five year average annual savings: \$711K per year.

In Addition, the Regional Schools adopting these changes would result in an additional savings of \$394K in the first year. Total Cost savings per (after mitigation) combining Town of Acton, APS and AB is \$836K + \$394K = \$1.23M

The employees have agreed to ratify these changes by February 10, 2012. They would like the Board of Selectmen and the School Committees to agree that these plans will be in place for at least the next three years without any more proposals for changing health insurance.

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

**Library
R.J. Grey Junior High School**

**February 2, 2012
7:00 pm Joint SC Meeting Open Budget Hearing
followed by AB SC Meeting
followed by JT and AB SC Executive Session**

AGENDA with addendum

- 1.0 JT SC CALL TO ORDER (7:00)
- 2.0 CHAIRMAN'S INTRODUCTION
- 3.0 STATEMENT of WARRANT
- 4.0 APPROVAL of MINUTES
 - 4.1 JT SC meeting, January 5, 2012 (*addendum*)
 - 4.2 JT SC Budget meeting, January 28, 2012 (*next meeting*)
- 5.0 PUBLIC PARTICIPATION
- 6.0 JOINT SCHOOL COMMITTEE BUSINESS (7:10)
 - 6.1 Policy Subcommittee Update (7:10)
 - 6.1.1 New: Head Injury Management Policy and Procedures File: JJIF – SECOND READING - VOTE – *Liza Huber*
 - 6.1.2 Use of Electronic Messaging by School Committee Members File: BHE – FIRST READING – *Brigid Bieber*
 - 6.1.3 Home Schooling File: IHBG – (*next meeting*)
 - 6.2 Regional School District Study Committee (RSDSC) Presentation (7:30)
 - Peter Ashton, Mary Brolin, Adria Cohen, Kristin Hilbert, Xuan Kong, Mac Reid*
 - 6.2.1 Summary of Interviews on Educational Impact of Regionalization with Boxborough (*addendum*)
 - 6.2.2 Presentation slides (*addendum*)
 - 6.2.3 Additional RSDSC materials found at:
<https://sites.google.com/site/abregionalstudycmt/>
 - 6.3 Acton and Boxborough Town Elections – Acton deadline, Feb 6th – *John Petersen (oral)*
- JOINT SCHOOL COMMITTEE OPEN BUDGET HEARING (8:15)**
(Please bring 1/28/12 Budget Binder, posted online at <http://ab.mec.edu/about/meetings.shtml>)
- 6.4 FY'13 Budget Update – *Steve Mills/ Don Aicardi (8:15)*
 - 6.4.1 Recommendation to Approve FY'13 ABRSD Budget and Assessments – VOTE – *Steve Mills (addendum)*
- 6.5 Other Postemployment Benefits (OPEB) – *Don Aicardi, John Petersen (8:30)*
 - 6.5.1 ABRSC Consideration of OPEB Liabilities – *John Petersen*
 - 6.5.2 Actuarial Valuation and Review of OPEB as of 12/31/10, *Segal Group*

- 6.5.3 Presentation Slides *(brought to meeting)*
- 6.5.4 Retiree Health Care: The Brick That Broke Municipalities' Backs, *MA Taxpayers Foundation (addendum)*
- 6.5.5 State and Local Government Retiree Health Benefits – Liabilities are Largely Unfunded, but Some Governments are Taking Action, Nov 2009, *U.S. Government Accountability Office (addendum)*
- 6.6 ALG Report – *John Petersen/Xuan Kong (9:00)*
 - 6.6.1 Draft minutes of 1/12/12 meeting
 - 6.6.2 Meeting materials, 1/30/12 *(addendum)*
- 6.7 BLF Report – *Maria Neyland (oral)*
- 6.8 Acton FinCom Report – *John Petersen/Xuan Kong (9:15)*
- 6.9 Acton Health Insurance Trust (HIT) Report – *John Petersen*
 - 6.9.1 FY'10 and FY'11 Financial Statements, Management's Discussion and Analysis and Auditor's Report., *Bill Fraher, CPA (FYI)*
- 6.10 Health Insurance Working Group Recommendation - **VOTE** – *Kim McOsker, Marie Altieri (9:30)*
 - 6.10.1 Meeting minutes:
<http://www.acton-ma.gov/Archive.aspx?AMID=142&Type=&ADID=>
 - 6.10.2 Memo and Proposal *(addendum)*
 - 6.10.3 Materials from 1/30/12 BOS meeting *(addendum)*
- 6.11 SMART Goals Update – *Steve Mills (9:45)*

APS SC is suspended. AB SC continues.

- 7.0 **AB SCHOOL COMMITTEE BUSINESS (9:50)**
 - 7.1 Lower Fields Project Update – *Steve Mills*
 - 7.1.1 Community Preservation Committee Presentation, 1/26/12
 - 7.1.2 Memo re Allowable Use of CPA Funds for Lower Fields, *Stephen Anderson, Acton Town Counsel 1/25/12*
 - 7.2 Recommendation to Accept Gift from Cambridge Savings Bank to ABRHS Community Service Program – **VOTE** – *Steve Mills*
- 8.0 **FOR YOUR INFORMATION (10:00)**
 - 8.1 ABRHS
 - 8.1.1 Discipline Report, January 2012 *(addendum)*
 - 8.1.2 Donations to the Community Service Program, Class of 2015, "The Window Seat" and ASHA (Student Activity Fund)
 - 8.2 RJ Grey Junior High
 - 8.2.1 Discipline Report, January 2012 *(addendum)*
 - 8.3 Pupil Services
 - 8.3.1. ELL Student Population, January 1, 2012
 - 8.4 Monthly ABRSD Financial Reports *(addendum)*
 - 8.5 ABRSD FY'11 Final Audit Report *(brought to meeting)*
 - 8.6 Monthly Enrollment Report – January 1, 2012
 - 8.7 School to Business Partnership Meeting 1/12/12
 - 8.8 Correspondence from the Community *(additional in addendum)*
 - 8.9 Explanation of Additional Athletic Fees *(addendum)*

APS SC is reconvened. JT SC resumes.

- 9.0 JOINT EXECUTIVE SESSION – strategy with respect to collective bargaining, discussion of possible changes to AEA Coaching and Activity Stipends (Schedule B), possible **VOTE** (10:05)

APS SC adjourns. AB SC continues.

- 10.0 AB SC EXECUTIVE SESSION - strategy with respect to litigation (10:15)

- 11.0 NEXT MEETINGS:

February 16 – 7:00 pm, Open Budget Hearing (APSC meeting) at RJ Grey JH Library
March 1 – 7:30 pm, ABRSC meeting at RJ Grey JH Library

ADJOURN (10:20)

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING Draft Minutes**

Library
R.J. Grey Junior High School

June 2, 2011
7:00 p.m. Joint School Committee Meeting

Members present: Brigid Bieber, Mike Coppolino, Xuan Kong, Kim McOsker, Paul Murphy, Maria Neyland, John Petersen, Bruce Sabot
Members absent: none
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

CALL TO ORDER – Joint School Committee Meeting

The Acton-Boxborough Regional and the Acton Public School Committees were called to order at 7:03 p.m. by Steve Mills and Michael Coppolino respectively.

SUPERINTENDENT'S INTRODUCTION

Election of Acton-Boxborough Regional School Committee Officers, 2011-12

Superintendent Mills opened the floor for nominations for next year's Acton-Boxborough Regional School Committee officers.

It was moved, seconded and

VOTED: that John Petersen serve as Chairperson of the Acton Boxborough Regional School Committee for the 2011-2012 school year. (Neyland and Sabot abstained)

Bruce Sabot asked John how he would represent the Acton Boxborough Regional School Committee, as Chairperson, at the ALG meetings. John said that his primary responsibility would be to defend the bottom line and get the right school budget approved and funded with resources that are consistent with both Acton and Boxborough. He would like the Regional School Committee to agree on a position earlier in the fall next year so the process will be a better one. He also would like the School Committee to agree on a position regarding state aid earlier so the School Committee reps could go into ALG with a voted position. Bruce asked John what he would do to be sure that Boxborough is fairly represented in FY12. John replied that the School Committee has two constituencies – students and citizens. The Committee tries to be sure that each and every child gets the best education possible. The citizen side is more difficult and a discussion about how both communities fund the regional schools is needed.

It was moved, seconded and unanimously:

VOTED: that Xuan Kong serve as Vice-Chairperson of the Acton Boxborough Regional School Committee for the 2011-2012 school year.

Bruce asked Xuan if he was School Committee vice chair and representative to ALG, who would be the primary constituent that he would represent at those meetings. Xuan said it would be the Regional School Committee. Bruce asked what he would do if the ALG wanted the School Committee to adhere to an ALG budget plan. Xuan responded that ALG tries to ensure that Acton's budget and Acton's portion of the Acton Boxborough Regional budget is funded appropriately. Xuan will strive to better communicate what is discussed at ALG and focus on engaging the Regional School Committee on the ALG issues with an effort on supporting both towns.

It was moved, seconded and unanimously:

VOTED: that Beth Petr serve as Secretary of the Acton Boxborough Regional School Committee for the 2011-2012 school year.

Brigid Bieber was presented with flowers and a card for her dedicated efforts as chairperson of the Regional School Committee, the policy subcommittee and negotiations subcommittee.

Letter of Resignation

John Petersen reported that the Acton Public School Committee will meet jointly with the Acton Board of Selectmen on June 6, 2011 to fill the remainder of Terry Lindgren's term. Mike read Terry's letter of resignation and thanked him for his many years of service to our community.

3.0 APPROVAL of MINUTES and STATEMENT of WARRANT

The minutes of the AB and Joint meeting of May 5, 2011 will be reviewed at the next meeting. Warrant #201124 dated 5/31/11 in the amount of \$116,834.56 was signed by the Chair and circulated to the committee for signatures. Warrant #11-024 dated 5/19/11 in the amount of \$2,004,158.16 and warrant #11-025 dated 6/2/11 in the amount of \$1,515,524.16 was signed by the Chair and circulated to the Committee for signatures.

4.0 SUPERINTENDENT'S EVALUATION

Brigid Bieber thanked Dr. Mills for his excellent work and strong leadership on behalf of our students in the 2011-2012 school year. She read the Annual Consolidated Evaluation of the Superintendent of Schools for the record (4.1A).

Dr. Mills thanked the Committee, including former members Sharon McManus and Terry Lindgren, for their efforts. He noted that in addition to inheriting Bill Ryan's cabinet members he was proud of adding new members Deborah Bookis, Donald Aicardi and Amy Bisiewicz. He thanked AEA President Marc Lewis for their excellent working relationship.

The Committee discussed changing the Superintendent's compensation for FY12. Some members felt comparable Superintendents' salary numbers would be helpful. Others felt Dr. Mills had done an excellent job and given that "we view ourselves as a world class school district" our leadership should be compensated accordingly, as appropriate. The sense of the Committee was that a commitment should be made to Dr. Mills based on his excellent performance. Three members felt it was important to keep the contract as simple and transparent as possible. A subcommittee of Xuan Kong, John Petersen and Bruce Sabot agreed to bring a proposal to the School Committees for review and a decision.

Mike Coppelino asked about Open Meeting Law and if the discussion could be held in Executive Session or not. Brigid Bieber read from an MASC Legal Advisory dated 5/5/11 that said "Discussions of salary issues may only occur in executive session as part of a contract negotiation."

5.0 PUBLIC PARTICIPATION - none

6.0 UNFINISHED BUSINESS

6.1 Acton Boxborough Youth Soccer Field Development Proposal

Dr. Mills introduced Dave Wilson, President of ABYS, who outlined an initial proposal to upgrade the lower soccer fields at the High School in a cooperative project with the AB Regional School District, the Town of Acton and ABYS. Acton's Community Preservation Act funding would be applied for. The Superintendent and ABYS were looking for approval from the Committee to continue pursuing this potential project.

Dave Wilson and Bill Mullin, both instrumental with the Leary Field upgrade, have been meeting with Facilities Director JD Head. There are 1700 kids in the ABYS program now. Lacrosse teams are also interested. Dave and Bill presented; see slides and "Assessment and Planning Feasibility Study / Athletic Facility Development, ABRHS". They proposed that ABYS and the Regional School District split the cost of the Engineering survey. They stated that having JD Head as a

Design/Construction Manager is very valuable. This would be the largest single financial donation in the history of the ABRSD.

The Committee discussed how the loans would be paid back. A fund would be started to capitalize replacement of the fields. They discussed who might do the detail work. Scheduling fields could be done by Community Education or ABYS. Dave Wilson suggested that ABYS would schedule the fields. Once the loan is paid off, ABYS would like their down payment back but after that is completed, they would ask for only some preference for use of the fields

Maria asked if the district would be paying for maintenance, like snow removal, during the 7-10 year loan period. Dave said that Leary Field has a maintenance contract. It was agreed that it would not be cleared because it could damage the surface. JD stated that a lot of these details still need to be worked out. JD said the biggest item would be the utilities. Ongoing utilities and similar costs are not included in the current information. Steve Mills said a complex Memorandum of Understanding (MOU) will be agreed on by the schools and ABYS.

Xuan asked how the School District, as owner, would have some control over the fee structure. Dave said, "If you are an Acton or Boxborough youth organization, you will pay the discounted rate. If you are outside the community, you will pay a premium rate. Once the loan is paid off, if you are an Acton or Boxborough youth organization, you will not pay to use the fields. Outsiders will still pay." This is the philosophical idea. Xuan asked if the group could reach out and see what the local organization's "acceptable" costs are.

John Petersen confirmed that the purpose for Dave Wilson and Bill Mullin to attend the meeting was to be sure the ABRSC would theoretically support the project. Maria Neyland needs more details before committing her support. Mike Coppolino felt a little time is needed for the Committee to consider such a major project. The sense of the Committee is that this is a good idea, but if \$125,000 or so a year or so is going to come out of the ABRSD operating budget, the Committee needs to know that. The Committee asked for a clearer handle on the annual numbers.

John Petersen wants to explicitly look at how the District moves people around the fields and access on the campus with the increased use that would result from this project. He is concerned about safety. Brigid urged the Committee to gather the information needed and then make an affirmative decision that this project is something that is important to the school district because it would provide more healthy activities for kids.

6.2 Class Size Task Force

Amy Hedison reported on the Survey results and proposals, emphasizing that they are only suggestions from the Task Force. The single most important recommendation is to increase student – teacher interaction in any way possible. This work relates to the Long Range Strategic Planning effort. Liza Huber stated that this is the first time she has seen the Task Force results and she would like to debrief in a building based way after the survey. When asked which of these suggestions could be considered for the FY13 budget, Steve Mills said that Marie and Liza should work with Amy and a SC rep and some staff to review the results.

6.3 Boxborough Report: Town Meeting and Election Results

Brigid reported that it was a good Town Meeting but low turnout. Budgets passed with no issues. Sense of the meeting votes were taken regarding regionalization and job sharing. Maria Neyland was reelected.

6.4 ALG Report –Xuan Kong reported that the ALG has not met recently.

6.5 Acton FinCom Report

Materials for this meeting are posted at <http://ab.mec.edu/about/meetings.shtml>

Xuan shared slides from Don Aicardi's 5/24/11 presentation to FinCom, and reported on the 5/10/11 meeting. Bill Mullin was elected Chair. The FinCom plans to write a "White Paper" on various financial issues to be used as a guide for the next budget season.

6.6 BLF Report – Maria Neyland reported that the BLF had not met recently.

6.7 FY'12 Budget Update

6.7.1 Proposed ABRSC **VOTE** to reallocate FY'12 funds to 2 FTE personnel

6.7.2 Memo re FY12 Personnel Requests – Liza Huber

Don Aicardi reported that they continue to review final FY12 revenues and revisions to existing FY12 line items. Recent trends affecting the budget all appear to be positive. He reminded the Committee that \$502,300 in E&D funds were used to support the FY12 ABRSD budget.

Dr. Mills recommended that the following be reallocated within the FY12 ABRSD budget:

- For the JH: 1.0 FTE Student Support Professional (SPED/Testing/Reading Support) for \$75,000
- For the HS: 1.0 FTE Student Support Professional (Special Educator/School Psychologist) for \$75,000

Moving beyond the level service funding is possible due in part to the migration in health insurance and favorable utilities figures.

ABRSC VOTE:

It was moved, seconded and

VOTED: to reallocate \$150,000 from within the current FY12 ABRSD budget as currently approved:

FROM: Health insurance: \$89,000
Electricity: \$61,000

TO: Junior High ABRSD salaries \$75,000
Senior High ABRSD salaries \$75,000

(YES: Bieber, Kong, McOsker, Murphy, Neyland, Petersen, Sabot ABSTAINED: Coppolino)

The Committee discussed the need for adding these Student Support Positions at this time. Dr. Mills said it would help with special education case loads. Dr. Callen explained that the numbers in the learning centers of 50 or so students in each center are too high. This position increases parent contact and adult interaction. Bruce stated that our schools do very well for top students and lower special education students. He asked if these new sped positions would affect students "in the middle". Dr. Callen stated that the data does not support that middle students are not happy. Special education case loads at ABRHS for staff are way too high. The NEASC Reports highlighted this need for staff. Liza Huber stated that we are a team and need far more than this support, including additional counseling support. Mike asked who would be serviced by the .8 position at the JH. Craig Hardimon said that they don't have a reading specialist, and they need this for regular education students. MCAS results show that some JH students are struggling with ELA. This is 1/5 of the 1.0 new proposed FTE.

6.8 Health Trust Report

John Petersen reported on the 5/26/11 Meeting. Insurance rates will be voted in June so the trustees intend to set rates in October. June 16 is next meeting.

6.9 Subcommittee Updates

6.9.1 Policy – Brigid Bieber

ABRSC VOTE:

It was moved, seconded and unanimously

VOTED: that Kim McOsker would replace Sharon McManus on the policy subcommittee.

APSC VOTE:

Materials for this meeting are posted at <http://ab.mec.edu/about/meetings.shtml>

It was moved, seconded and unanimously

VOTED: that Kim McOsker would replace Sharon McManus on the policy subcommittee.

Kim will join Brigid Bieber, Maria Neyland and Paul Murphy, as well as staff members. Brigid asked for guidance on prioritizing the list of policies to be reviewed. The draft Corporate Sponsorship policy is almost done. Sharon McManus volunteered to stay involved with this policy as a community volunteer if the Committee approved, which they did. The Committee agreed to discuss Student Travel and expensive field trips in particular at the summer workshop. The Committee prioritized policies to review: Corporate Sponsorship, School Committee Use of Email, Teacher/Coaches Gifts, Use of School Facilities. The policy subcommittee was thanked for their work this past year on: IJOA and IJOA, JFABB, JICFB, JEB, BDA, and AC.

6.9.2 Long-Range Strategic Planning

Dr. Mills reported that the public comment period is completed. Language is being converted to goals now. The next meeting is Monday night. Excellent work is being done.

6.9.3 Cost Savings Task Force

Xuan reported briefly on the Task Force.

6.10 2011-2012 School Calendar correction

It was moved, seconded and unanimously

VOTED: to approve the amended 2011-2012 School Calendar to add April 30th.

6.11 Special Education Parents Advisory Council (SpedPAC) Update

Mike Coppolino reported that at a recent meeting a discount for some Community Education programs was worked out for some children. The new evaluations for staff were discussed. The PAC continues their ongoing interest in developing the Hayward Center.

6.12 Superintendent's Health Advisory Committee Report

Mike Coppolino reported that the PE (Physical Education) Nights have been enthusiastically received by families. The Youth Risk Behavior Survey Results were presented.

6.13 Update on "Pledge of Allegiance" case

Dr. Mills reported that our motion to dismiss the case was denied so it will move forward.

NEW BUSINESS

7.1 Boxborough Regionalization Discussion

Brigid, Bruce and Maria came to the 5/19/11 Acton Public School Committee meeting to share their Boxborough School Committee presentation (4/14/11) and begin the discussion. The Regional SC was asked if they want to set up a subcommittee to study regionalization and review/update our Regional Agreement (Agreement for a Regional School District for the Towns of Acton and Boxborough, approved 3/21/55, last amendment dated 10/5/98). John pointed out that the Committee should be reviewing the Regional Agreement now no matter what. The Study Committee would include not just SC members. Brigid will bring a proposal to the Workshop meeting for the Committee to consider. There was consensus that the APS SC agreed to move forward with studying this issue.

7.2 2011-2012 School Committee Task Assignments

The Committee was asked to review the list so it can be confirmed at the next meeting.

7.3 ABRHS Handbook Changes

Dr. Callen reviewed the proposed amendments to the Student Handbook. A Committee chaired by Susan Atwater Rhodes handles the document. Many of the changes involve technology. Technology is becoming more classroom based. Other changes are around after hours supervision in the building

Materials for this meeting are posted at <http://ab.mec.edu/about/meetings.shtml>

because kids want to be in the school. The Committee asked about student email. Alixe explained that she wants them to become digitally literate, not just consider email a social thing. John asked why the Seniors fee is not listed. This fee is determined by the senior advisors and student government and the fundraising each class has done over the years. Dr. Callen will share the Committee's comments with her Committee. In the future, the Committee requested that they be given changes earlier in the year so there is time for discussion.

It was moved, seconded and unanimously

VOTED: to approve the changes to the 2011-2012 Student Handbook

7.4 Recommendation to Approve ABRHS Trip to France, 4/13/12 – 4/20/12

It was moved, seconded and unanimously

VOTED: to approve the ABRHS Trip to France.

ISSUES FOR THE COMMITTEE

8.1 APS and AB School Committee Meeting Schedule, 2011-2012

Regarding the Summer meeting(s), the Committee decided to have two meetings, a workshop and a separate business meeting. Agenda items should be sent to Beth.

FOR YOUR INFORMATION

9.1 ABRHS

9.1.1 Discipline Report – May 2011

Dr. Callen reported that many students were caught drinking last month. She has really focused on trying to address the drinking issue, including meeting with the seniors, but days later some were caught. Xuan urged the Administration to stay firm about the consequences.

9.4 Curriculum Update

Deborah Bookis was thanked for her excellent work coordinating the June 28 and 29th Annual Summer Leadership Institute for the staff.

NEXT MEETINGS

June 6, at 7:00 pm. Acton Public SC Joint meeting with Acton Board of Selectmen, Town Hall

June 16, 7:30 pm Acton Public School Committee Meeting, Jr High Library

July XXXX 6:00 p.m. JT SC Workshop, Boxborough Sargent Library, followed by ABRSC, followed by Joint meeting, followed by Acton School Committee meeting

The Acton Boxborough Regional School Committee and Acton Public School Committee adjourned at 10:36 p.m.

Respectfully submitted,
Beth Petr

Documents Used: see agenda attached

MASC Legal Advisory, 5/5/11, Subject: Evaluation of Superintendents

Assessment and Planning Feasibility Study / Athletic Facility Development, ABRHS

Prepared by Gale Associates, 6/2/12

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING**

**Library
R.J. Grey Junior High School**

**June 2, 2011
7:00 p.m. Joint School Committee Meeting**

AGENDA with addendum

- 1.0 **CALL TO ORDER** – Joint School Committee
- 2.0 **SUPERINTENDENT'S INTRODUCTION**
 - 2.1 School Committee Annual Organizational Meeting (File: BDA)
 - 2.2 School Committee Officers (File: BDB)
 - 2.3 Election of School Committee Officers, 2011-12
 - 2.3.1 Chairperson
 - 2.3.2 Vice Chairperson
 - 2.3.3 Secretary
 - 2.4 Letter of Resignation
 - Replacement to be elected at APS Joint meeting with BOS, June 6th, *Mike Coppolino*
- 3.0 **APPROVAL of MINUTES and STATEMENT of WARRANT**
 - 3.1 AB and Joint meeting of May 5, 2011 (*brought to meeting*)
- 4.0 **SUPERINTENDENT'S EVALUATION**
 - 4.1 2010-2011 Evaluation (*brought to meeting*)
 - 4.2 Current Superintendent's Contract
 - 4.3 Possible **VOTE** to amend Superintendent's Contract – *Brigid Bieber*
- 5.0 **PUBLIC PARTICIPATION**
- 6.0 **UNFINISHED BUSINESS**
 - 6.1 Acton Boxborough Youth Soccer Field Development Proposal – *Dave Wilson (brought to meeting)*
 - 6.2 Class Size Task Force Presentation - *Amy Hedison*
 - 6.2.1 Survey Results and proposals (*addendum*)
 - 6.3 Boxborough Report: Town Meeting and Election Results, *Brigid Bieber*
 - 6.4 ALG Report – *Xuan Kong (oral)*
 - 6.5 Acton FinCom Report – *Xuan Kong*
 - 6.5.1 Slides from 5/24/11 presentation to FinCom, Don Aicardi
 - 6.6 BLF Report – *Maria Neyland (oral)*
 - 6.7 FY'12 Budget Update – *Steve Mills / Don Aicardi*
 - 6.7.1 Possible **VOTE** to reallocate FY'12 funds to 2 FTE personnel (*addendum*)
 - 6.8 Health Trust Report
 - 6.8.1 5/26/11 Meeting – *John Petersen*
 - 6.9 Subcommittee Updates
 - 6.9.1 Policy – *Brigid Bieber*
 - 6.9.1.1 New Acton member for subcommittee – **VOTE**
 - 6.9.1.2 Prioritization of policies to be reviewed
 - 6.9.2 Long-Range Strategic Planning – *Steve Mills*
 - 6.9.3 Cost Savings Task Force – *Xuan Kong (oral)*
 - 6.10 2011-2012 School Calendar correction – **VOTE** – *Steve Mills (April 30, 2012 missing)*
 - 6.11 Special Education Parents Advisory Council (SpedPAC) Update – *Mike Coppolino (verbal)*

Materials for this meeting are posted on the schools' website at <http://ab.mec.edu/about/meetings.shtml>.

✓ 7 of 8

40 of 41

6.12 Superintendent's Health Advisory Committee Report – *Mike Coppolino (verbal)*

6.13 Update on "Pledge of Allegiance" case – *Steve Mills (verbal)*

7.0 **NEW BUSINESS**

7.1 Boxborough Regionalization Discussion – *Brigid Bieber*

7.1.1 Slides from Boxborough School Committee meeting 4/14/11

7.1.2 Agreement for a Regional School District for the Towns of Acton and Boxborough, approved 3/21/55, last amendment dated 10/5/98

7.2 2011-2012 School Committee Task Assignments (*confirm at summer meeting*)

7.2.1 List from 2010-2011

7.3 ABRHS Handbook Changes – VOTE – Steve Mills

7.4 Recommendation to Approve ABRHS Trip to France, 4/13/12 – 4/20/12 – **VOTE** – *S Mills*

8.0 **ISSUES FOR THE COMMITTEE**

8.1 APS and AB School Committee Meeting Schedule, 2011-2012 – *Brigid Bieber*

8.1.1 Summer meeting date – Workshop included in meeting or separate

8.1.2 Summer meeting agenda items

9.0 **FOR YOUR INFORMATION**

9.1 ABRHS

9.1.1 Discipline Reports – May 2011 (*addendum*)

9.1.2 Gifts from Mr. and Mrs. A. Taylor and Ms. P. Quilty for Class of 2011's Community Service Day (*addendum*)

9.1.3 Gift from Dr. X Liu to support the Science team trip to the National Science Olympiad (*addendum*)

9.2 RJ Grey Junior High

9.2.1 Discipline Reports – May 2011 (*addendum*)

9.3 Pupil Services

9.3.1 ABRSD ELL Student Population, May 2011 (*addendum*)

9.4 Curriculum Update

9.4.1 June 28 and 29th Annual Summer Leadership Institute Agenda

9.5 FY'11 Monthly ABRSD Financial Reports

9.6 All-Staff Retirement Party – June 9, 2011, 3:00-5:00, Wedgewood Pines Country Club, Stow

9.7 Correspondence from the Community

9.7.1 Public Records Request (M.G.L. Chapter 66, Section 10), 4/27/11, A. Nitschelm and C. Kadlec

9.7.2 Open Meeting Law Complaints (2), 4/27/11, A. Nitschelm and C. Kadlec

9.8 Enrollment Report – June 1, 2011 (*addendum*)

9.9 Youth Risk Behavior Survey Presentation, May 11, 2011, *Dr. Carolyn Imperato*

9.10 Open House Dates 2010-2011

9.11 Danny's Place Parent Letter

9.0 **NEXT MEETINGS**

June 6, at 7:00 pm. Acton Public SC Joint meeting with Acton Board of Selectmen, Acton Town Hall

June 16, 7:30 pm APS Meeting, Jr High Library

July XXXX 6:00 p.m. JT SC Workshop, Boxborough Sargent Library, followed by AB Regional School Committee, followed by Joint meeting, followed by Acton School Committee meeting

ADJOURN

ACTON PUBLIC and ACTON BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETINGS Draft Minutes

Library
R.J. Grey Junior High School

Tuesday, August 2, 2011
7:00 p.m. Joint SC Executive Session
7:30 p.m. Joint SC Meeting
Followed by AB SC Meeting
Followed by APS SC Meeting

Members Present: Brigid Bieber, Dennis Bruce, Mike Coppolino, Xuan Kong, Kim McOsker, Paul Murphy, Maria Neyland, John Petersen, Bruce Sabot
Members Absent: none
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

CALL TO ORDER

The AB Regional and Acton Public School Committees were called to order by respective Chairmen, John Petersen and Michael Coppolino at 7:03 p.m.

JOINT EXECUTIVE SESSION

At 7:03 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, Bruce, Coppolino, Kong, McOsker, Murphy, 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 meeting was to review and vote on Executive Session minutes.

At 7:03 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, Bruce, Coppolino, Kong, McOsker, Murphy, 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 meeting was to review and vote on Executive Session minutes.

At 7:04 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 (Bruce, Coppolino, Kong, McOsker, Murphy, 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 meeting was to review and vote on Executive Session minutes.

At 7:04 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: Bruce, Coppolino, Kong, McOsker, Murphy, 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 meeting was to review and vote on Executive Session minutes.

At 7:35 p.m. the Committees returned to the Joint School Committee Open Meeting.

CHAIRMAN'S INTRODUCTION

STATEMENT OF WARRANT AND APPROVAL OF MINUTES

AB warrants #12-001 dated 7/1/11 in the amount of \$1,212,665.36, #12-002 dated 7/14/11 in the amount of \$569,186.31 and #12-003 dated 7/28/11 in the amount of \$965,443.57 were signed by the Chair and circulated to the Committee for signatures.

APS warrants #201201A dated 7/1/11 in the amount of \$238,929.78, #201201 dated 7/12/11 in the amount of \$32,823.20, and #201202 dated 7/26/11 in the amount of \$59,353.81 were signed by the Chair and circulated to the Committee for signatures.

The Joint SC minutes of June 16, 2011 were approved by the ABRSC and APSC as amended. The Joint SC minutes of May 5, 2011 were approved as amended. Dennis Bruce and Paul Murphy abstained from the ABRSC and APSC votes for 5/5/11. Paul was absent and Dennis was not a Committee member at the time.

The minutes of July 26, 2011 (JT SC Workshop), June 2, 2011 (JT/AB/APS), and May 19, 2011 (APS) will be reviewed at the next meeting.

PUBLIC PARTICIPATION - none

UNFINISHED BUSINESS

5.1 Acton Leadership Group (ALG) Report

John Petersen reported on the meeting on 7/20/11. A review was done of the past year. Mike Coppolino "implored" John not to reference "ALG making decisions" because ALG is not charged with making decisions for the constituent organizations. It was requested that ALG minutes be posted on the Town website. Next meeting is September 8th.

5.2 Acton Finance Committee Report

Xuan Kong reported briefly.

5.3 Acton Board of Selectmen Report

Dennis Bruce reported briefly.

5.4 FY'11 Year End and FY'12 Budget Updates

Don Aicardi reported that the FY'11 APS turnback target was \$417,000 however currently the turnback is \$475,000 so that is good news. This is after the commitment to books and technology. At the Region, the number is \$630,000 which is much higher than expected in May. This is very good news for the Regional School Committee. The main reason for this change is that the cost estimates for special education tuition were high. Circuit breaker funding came in higher. Don and Liza analyzed the numbers closely. A full report will be given at the next meeting because they have to physically close the year out and that has not been completed yet. Regarding FY12, Don will provide quarterly financial reports starting next quarter. John Petersen asked for a written year end report from Don including an analysis of variance.

5.5 Health Insurance Trust (HIT) Report

John Petersen reported on the 7/21/11 meeting. The School Committees discussed whether to instruct the HIT to conduct and pay for a study of cost savings that could be achieved by moving to the GIC (Group Insurance Commission, www.mass.gov/gic/).

ABRSC VOTE:

It was moved by Xuan Kong and seconded by Mike Coppolino:

MOTION: that the School Committee requests that the Acton Health Insurance Trustees perform an analysis of the potential savings associated with elimination of the Acton Health Insurance Trust and providing health insurance through the Massachusetts State GIC. We further request that this analysis include a comparison of costs to at least one suburban health insurance group like the Minuteman Nashoba Health Group.

John Petersen stated that the choices were: 1. vacate the trust 2. consider becoming part of a larger but similar group 3. move to GIC. He confirmed that at this time, the Committee was only being asked to approve doing the study, at no cost to the School District.

The motion was VOTED and unanimously approved.

A vote by the Acton Public School Committee was not needed. Next HIT meeting is August 18th.

5.6 Staffing Update

Marie Altieri reported that 24 new Professional Staff have been hired K-12. Leaves of Absence/Retirements/Resignations were in the packet material. Budgeting was done for a Masters level with 4 years of experience, but the list has a variety of levels. There is excitement about the appointments of Jean Oviatt-Rothman as the new Math Curriculum Specialist/Coach and Todd Chicks as the Regional Department Leader for Counseling at ABRHS.

5.7 Student Enrollment Update – Marie Altieri

Fifty new students were placed last week, compared to past years when there have been 100. Currently 295 kindergartners are expected to start in September. There is a 100 student drop when comparing 6th graders and Kindergarten enrollment.

5.8 Cost Savings Task Force Update – none

5.9 Subcommittee Updates

5.9.1 Long Range Strategic Planning (LRSP) Subcommittee update

Dr. Mills reported that his staff are coordinating their goals to the LRSP goals.

5.9.2 Policy Subcommittee

The revised Use of School Facilities (File: KF) will be reviewed at the next meeting.

5.10 Superintendent's Contract

A subcommittee of Bruce Sabot, Xuan Kong and John Petersen reviewed the Superintendent's contract in preparation for the School Committees' open meeting discussion. Several members stated their appreciation for Dr. Mills' efforts saying they were very pleased with his leadership these past 2 years. Xuan noted that compensation is one way to reflect on achievement. John Petersen read the salary history from page 11 of the proposed contract (Dr. Mills was hired on 8/1/09):

Period	Salary (annualized)
8/1/09 – 6/30/10	\$170,000
7/1/10 – 6/30/11	\$170,000
7/1/11 – 6/30/12	\$185,000 (proposed)

John noted that last year school staff did not receive raises. It was proposed and agreed to by the Committees that Dr. Mills should receive an 8.8% increase to \$185,000 for FY12.

ABRSC VOTE:

It was moved, seconded and unanimously

VOTED: to approve the Contract of Employment between the Acton-Boxborough Regional School District Committee and Dr. Stephen Mills as proposed.

APSC VOTE:

It was moved, seconded and unanimously

VOTED: to approve the Contract of Employment between the Acton School Committee and Dr. Stephen Mills as proposed.

Dr. Mills thanked the Committees for the positive evaluation and new contract saying he was delighted to work in this community. The new contract will be posted on the website. Mike Coppolino thanked Dr. Mills for his frankness and leadership over the past two years.

5.11 Friends of Lower Fields (FOLF) Development Proposal Update

Dr. Mills said at the end of the presentation he would hope that the School Committee could agree to support the proposal to continue work on the Lower Fields Development Project. He said that Erin Bettez is ready to help manage the project and eventually the new fields through Community Education. He acknowledged that there is some risk but a lot of potential for benefit down the road for our students and our school district. He thanked the community for the impressive quality of the volunteer efforts.

Dave Wilson, President of Friends of Leary Field now changing to Friends of Lower Fields, began the presentation, "Eight Fields in Two". He is tentatively scheduled to meet with community groups on Aug 10 and needs to be able to say that the SC agrees with the concept, if they do. Referring to the Timetable on slide 3, the next step is to spend \$40,000 for a detailed engineering survey funded by the school, Acton Boxborough Youth Soccer (ABYS) and Lacross. He clarified that the schools would have use of the new fields every day until 6 p.m. If the District prefers, scheduling could transition to Community Education once the loan is paid off.

Don Aicardi presented on Regional Debt: Borrowing and the Cost of Debt Service, based on MGL Ch 44, Sec 7, Clause 25. The total 15 year cost (3.25% interest) is estimated to be \$3,840,287. Per the Regional Agreement, Acton's share would be 79.81% or \$3,064,933 and Boxborough's would be 20.19% or \$775,354. Annually, this would be \$250,000 (principal and interest) with an additional \$52,000 estimated for annual maintenance.

Maria Neyland asked if only part of the cost could be bonded. John Petersen explained that at this stage, the discussion was about a conceptual proposal and many questions still exist. Maria stated that she would like more answers and feels the Regional School Committee should be leading more of the effort than FOLF. Although the volunteers are very much appreciated, the land belongs to the District. Bill Mullin spoke about the Community Preservation Act (CPA) and that it expressly seeks to leverage their funding dollars, if awarded.

The Committee expressed concern about securing funding commitments from other sports organizations. Dave and Bill are very actively working on this. Bill said he has commitments from a few groups and that will increase once some momentum gets going. In response to the Committee's need for more specific numbers and information, Bill said when the CPC document is filed by December 1st, they will have to include the Memorandum of Understanding with those details and many other documents.

John asked Dave if they were looking for potential approval, and the Committee to charge the Superintendent or a subcommittee to draft an MOU for them. Dave said yes. Brigid stated that the Committee can't have details unless they give the Administration and FOLF approval to move forward. She has enough information to do that at this point and called this a "tremendous opportunity that should be jumped on."

Don Armstrong spoke from the AB Lacross Board saying that conceptually they are on board and trying to figure out details between the organizations right now. He's not sure what the level of support for the engineering will be because they are a much smaller group than ABYS.

Amy Burke, Boxborough FinCom member and soccer enthusiast, stated that she is very concerned about spending so much tax money on this when it could be spent on teachers. She said the School Committee is supposed to uphold education. She said the rescheduling of fields is

really a travel team issue, not an issue for the school teams. Dave replied that Athletic Director Steve Desy asked FOLF if they could come together and help with this project.

Maria agrees in concept but is concerned about how the Finance Committees, ALG and BLF will look at the \$214,000 that the School District will be spending on it. She asked if the \$30,000 annual cost would come out of the operating budget, and what would happen if the clubs that sign on can't fulfill their commitment. She really appreciates the effort that has gone into these presentations and the commitment.

Regarding the \$220,000 expense, the School Committee would decide whether to have Dr. Mills take it as a one time capital expense, or as part of his operating budget. John asked if it was the sense of the Committee that it should be considered a one time capital expense, if the Project moves forward. Mike and Kim said yes. John agreed, given it will not put the operating budget at risk.

ABRSC VOTE:

Mike Coppolino moved, it was seconded and,

VOTED: The Acton-Boxborough Regional School Committee:

- supports the concept of creating a new multipurpose recreational space at the area known as the "Lower Fields" as jointly presented by the Administration and the Friends of the Lower Fields (FOLF);
- will review operating, financial and other issues in detail before supporting a final plan; support for the concept should not be misconstrued as support for the final agreements;
- tasks the Superintendent and staff to work with the Friends of Lower Fields (FOLF) to create a Memorandum of Understanding as needed.

(YES: Bieber, Bruce, Coppolino, Kong, McOsker, Murphy, Sabot ABSTAINED: Neyland)

5.12 Consideration of Regionalization with Boxborough School District

Bruce Sabot spoke about Regionalization and how Boxborough is exploring different options to address their drop in enrollment. This is not a process that happens overnight. The goal is to present at the Acton and Boxborough 2012 Town Meetings and get a sense of the towns regarding how they feel about moving forward with this study. If all goes according to the timeline, July 1, 2014 would begin the new fiscal year with a new Acton Boxborough Regional School District, pre-K through grade 12. This Study Committee would also revise the Regional Agreement. Bruce spoke with Christine Lynch at DESE about this.

John Petersen suggested that the proposed motion on 5.12.6 be revised to read "including an expansion of" instead of "to expand". Another suggestion was made to add "or town board member" to the second bullet regarding the composition of the RSDSC.

ABRSC VOTE:

Bruce Sabot moved and Mike Coppolino seconded,

MOTION: *that the Acton-Boxborough Regional School Committee create a Regional School District Study Committee (RSDSC) and charge the RSDSC with researching, evaluating and reporting back to the ABRSC its findings with respect to amending the Regional Agreement between the Towns of Acton and Boxborough including an expansion of the region to include grades pre-K through 12 for the member towns.*

The factors that the RSDSC is charged with researching, evaluating, and reporting on include, but are not limited to the following:

- *Education goals, objectives, and curriculum offerings*
- *School committee membership*
- *Administration of an Expanded District vs. Current Administration*

- Staff
- School buildings: ownership, location and use
- Contracts, liabilities, and assets
- Memberships and affiliations
- Municipal - indirect costs in support of educational services
- Development of district budget
- Apportioning of capital/operating costs
- Transitional period
- State aid

The RSDSC will consist of 3 members from each member town and will be selected by the ABRSC. The composition of the members from each town will be:

- Current school committee member from each town
- Current or previous finance committee member or town board member from each town, or a person with the knowledge and experience to evaluate financial models
- Community Resident (parent of a current student(s) preferred)

The RSDSC will provide monthly status reports to the ABRSC.

When asked why the composition of the Committee was structured as it was, Bruce said that Christine Lynch from DESC said that there are no requirements, but she recommended keeping the size the same including someone who is a current SC member, someone with a financial background, and someone with a community standpoint. Mike Coppolino stated that at the Acton Selectmen meeting recently, they were very interested in this issue and he thinks the SC should run this proposal by both Boards of Selectmen (BOS) before proceeding.

Becky Neville, Boxborough BOS member, stated that she this committee looks fine because big committees can be difficult to manage. The Committee discussed how to fill the new subcommittee. John said that if the ABRSC voted in favor of the motion, they could determine members at a future meeting. This would also give the opportunity to ask for comment from the Selectmen and bring this feedback to the September SC meeting. Brigid stated that the amount of time this will take from both Acton and Boxborough Administration will be considerable and they may need to get some help.

Mike wants to have up to 8 members or so to satisfy his concern for BOS input. Bruce emphasized that it is an ABRSC decision about who they want on the Committee. Xuan felt having a BOS member would help when it comes to the Town Meeting vote. Mike felt very strongly that he would not be fulfilling his role, having just attended the BOS meeting, if he didn't support letting the BOS see the plans before voting on the study committee. Becky Neville didn't think the Boxborough BOS would want a seat on the Committee, but if Acton had one she would expect Boxborough to have one to keep the balance.

The motion was VOTED and approved as proposed. (YES: Bruce, Bieber, Kong, McOsker, Murphy, Neyland, Petersen, Sabot NO: Coppolino).

5.13 Changing Demographics Impacting Education

Liza Huber reported that a Study group was commissioned in 2008. There was a strong response to the survey from parent groups and forums. She asked what direction the SC would like her to take now with this information. Many of the data points are about learning and achievement. She recommended that they take advantage of the opportunity while the data is still good. Liza suggested that she share the survey with the Committee (particularly for those who are new) and either the Committee could identify key points or Liza could choose them. Mike raised the issue because a year and a half ago there was a presentation and he didn't want it to be forgotten. John asked Mike and Liza to meet and bring the key points back to the Committee. Liza will put

materials together and distribute, and specifically ask Paul, Dennis and Kim for their thoughts. The report is on the website, but not all the data is there.

5.14 International Field Trip policy

Mike Coppolino requested this item. It will be considered at a future meeting.

NEW BUSINESS

6.1 School Lunch Rate Change

ABRSC VOTE:

It was moved, seconded and unanimously

VOTED: to accept an increase of .10 cents to the 2011-2012 AB lunch price making it \$2.10 effective August 30, 2011.

APSC VOTE:

It was moved, seconded and unanimously,

VOTED: to accept an increase of .10 cents to the 2011-2012 APS lunch price making it \$2.35, effective August 30, 2011.

The Committee discussed the fund balances. Xuan stated that expenses must be captured in the correct categories so good analysis can be done. The Committee is excited to see how the new Point of Sale System is implemented this year. This will provide better data for future planning.

6.2 2011 Leadership Institute Update re Long Range Strategic Planning

Steve Mills reported that this year's Staff Leadership meeting was titled, "It's STILL All About Instruction and How Do You Know That Students are Learning?" Deborah Bookis described the themes of Assessment and Feedback. Kim Marshall presented on Feedback. Value sheets were used with 5 year goals and 1 year goals.

6.3 FY'13 Budget – Continuation of Discussion from 7/26/11 SC Workshop re ALG

This discussion will take place at a future meeting. It relates to the budget calendar.

JOINT SC FOR YOUR INFORMATION

The Acton Public School Committee was suspended.

AB NEW BUSINESS

8.1 Recommendation to Accept Gift from ABRPTSO to ABRHS

It was moved, seconded and unanimously

VOTED: To accept the gift of \$6,000 from the ABR PTSO to support the enrichment programs at ABRHS.

8.2 Recommendation to Accept Anonymous Donation to ABRHS Music and Choral Programs

It was moved, seconded and unanimously

VOTED: to accept the anonymous donation of \$5000 to the ABRHS Music and Choral Programs with gratitude.

Mark Hickey was thanked for doing a great job with these programs.

8.3 Minute Van Dial-a-Ride

Franny Osman presented on the new MinuteVan Dial-a-Ride program that began in September 2010. This has been funded by Federal Grants and the Town of Acton. Funding is running out and they are requesting financial assistance long enough to get to Town Meeting for a public discussion. The Transportation Advisory Committee (TAC) is requesting 3 months of financial help to provide the service without interruption. Their \$6000 monthly estimate is actually costing about \$7500 per month.

JD Head commented that he is concerned about congestion and supports going green by removing cars from the roads. He hears a lot about the need for late buses for the students. Lisa Franklin, chair of the Acton Commission on Disabilities, spoke about children with disabilities who will never be able to drive, and how valuable it is for them to learn about how to access these services and prepare for independence in their future. Other vans do not accept children. Parents who have disabilities and can't drive their children to activities also rely on the van.

It was the sense of the Committee that while public transportation is needed in both towns, and there are many benefits to the Minute Van service, the Schools do not have extra money available to offer. When asked, Dr. Mills confirmed that something would have to be cut to fund a gift request like this.

Franny confirmed that she just learned that the Town will fund the van for a few more months, so the Committee has time to consider her request and vote at their next meeting in September. Mike asked if the MinuteVan might play a role in the special education transportation issues that will be considered in the future.

Maria does not feel this should be on the Committee's future agenda because it is not budgeted and not on the Committee's list of priorities. She suggested that it be in front of the town, not the schools. Paul prefers to look at it the other way stating that there are students who have a need for transportation that we are not serving. This seems like a nice symbiosis to him. He does see it as a School Committee issue. When asked, Dr. Mills said he would like to review this issue and come back to the Committee with an opinion of whether it is in the scope of the schools at this time or not.

ABRSC FOR YOUR INFORMATION

Acton Boxborough Regional School Committee adjourned and the Acton Public School Committee reconvened at 11:16 p.m.

NEW APS BUSINESS

10.1 Recommendation to Approve Douglas Field Trip to Toronto, Canada, 9/26/11 – 9/28/11

Given the restrictions on an international field trip, and that the parents of the children going on the trip would be chaperoning, the Committee preferred that this not be considered a field trip. No vote was taken.

NEXT MEETINGS

- AB Regional SC Meeting – Thursday, Sept 1, 7:30 p.m. at RJGJHS Library
- Acton Public SC Meeting – Thursday, Sept 15, 7:30 p.m. at Douglas School

The Acton Public School Committee adjourned at 11:20 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda attached

**ACTON PUBLIC and ACTON BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETINGS**

**Library
R.J. Grey Junior High School**

**Tuesday, August 2, 2011
7:00 p.m. Joint SC Executive Session
7:30 p.m. Joint SC Meeting
Followed by AB SC Meeting
Followed by APS SC Meeting**

AGENDA

1. CALL TO ORDER – Joint School Committee
JOINT SC EXECUTIVE SESSION: strategy with respect to minutes that include collective bargaining and litigation
2. CHAIRMAN'S INTRODUCTION
3. STATEMENT OF WARRANT AND APPROVAL OF MINUTES
 - 3.1 May 5, 2011
 - 3.2 May 19, 2011
 - 3.3 June 2, 2011
 - 3.4 June 16, 2011
 - 3.5 July 26, 2011
4. PUBLIC PARTICIPATION
5. UNFINISHED BUSINESS
 - 5.1 Acton Leadership Group (ALG) Report – *John Petersen*
 - 5.1.1 Draft Minutes of 7/20/11
 - 5.2 Acton Finance Committee Report – *Xuan Kong (oral)*
 - 5.3 Acton Board of Selectmen Report – *Dennis Bruce (oral)*
 - 5.4 FY'11 Year End and FY'12 Budget Updates – *Don Aicardi/Steve Mills*
 - 5.5 Health Insurance Trust Report 7/21/11 – *John Petersen*

Possible **VOTE** on instructing HIT to conduct and pay for study of cost savings that could be achieved by moving to GIC
 - 5.6 Staffing Update – *Marie Altieri*
 - 5.6.1 New Professional Staff Hired K-12 2011-2012
 - 5.6.2 APS and ABRSD Teachers & Nurses Scale for 2011-2012 Base Annual Salary Chart
 - 5.6.3 Leaves of Absence/Retirements/Resignations
 - 5.6.4 Staff Recruitment Form 4s with Statements of Philosophy
 - 5.6.5 Appointments of Jean Oviatt-Rothman and Todd Chicko
 - 5.7 Student Enrollment Update – *Marie Altieri*
 - 5.7.1 2011-2012 Student Enrollment including Kindergarten Report, 7/28/11
 - 5.7.2 2010-2011 June Student Enrollment Report
 - 5.8 Cost Savings Task Force Update – *Xuan Kong (oral)*
 - 5.9 Subcommittee Updates
 - 5.9.1 Long Range Strategic Planning Subcommittee update – *Steve Mills (oral)*
 - 5.9.2 Policy Subcommittee – *Brigid Bieber*
 - 5.9.2 Revised Use of School Facilities (File: KF) – **FIRST READING** (addendum)
 - 5.10 Superintendent's Contract - **VOTE** – *John Petersen (addendum)2*

- 5.11 AB Youth Soccer Field Development Proposal Update – Possible **VOTE** – *Steve Mills*
5.11.1 Financial Analysis of Proposal (*addendum*)
5.12 Consideration of Regionalization with Boxborough School District
5.12.1 Administrative Structure Options: Regionalization and Job Sharing presentation by Boxborough School Committee to Acton Board of Selectmen on 7/11/11 – *Bruce Sabot*
5.12.2 Regionalization: 3 School Districts presentation at Joint SC Workshop on 7/26/11- *Bruce Sabot*
5.12.3 Recommendation to form a Regionalization Study Committee –**VOTE** – *John Petersen*
5.12.4 “Studying School Ties with Acton”, Boston.com, 7/21/11
5.13 Changing Demographics Impacting Education – *Michael Coppolino (oral)*
5.14 International Field Trip policy – *Michael Coppolino (oral)*

6. NEW BUSINESS

- 6.1 School Lunch Rate Change – **VOTE** – *Marie Altieri/Don Aicardi*
6.2 2011 Leadership Institute Update re Long Range Strategic Planning – *Steve Mills*
6.3 FY’13 Budget – Continuation of Discussion from 7/26/11 SC Workshop re ALG – *John Petersen*

7. FOR YOUR INFORMATION

- 7.1 School Committee Meetings, 2011-2012
7.2 School Committee Members List, 2011-2012
7.3 Summer *Interaction* is found at <http://comed.ab.mec.edu>
7.4 *Lamplighter* – June 2011 <http://ab.mec.edu/about/publications>
7.5 APS/AB School System’s Profile, 2010-2011
7.6 Appeal of Public Records Request Response, Letter from Secretary of the Commonwealth, Public Records Division, 5/24/11 (*addendum*)
7.7 Grant Allocations 2012 (*addendum*)
7.8 2011-2012 R&Ds: APS, RJGJHS, ABRSD, Pupil Services, APS/AB
7.9 \$63,000 Drop in Electricity Bill, 6/30/11, *Kate Crosby*
7.10 Acton Students All Charged Up About Energy Fair, 6/19/11
7.11 Summary of Acton 2020 Public Forum on June 23, 2011
7.12 Correspondence from the Community
7.12.1 South Korea to throw away schoolbooks by 2015, 7/5/11

Acton Public School Committee is suspended.

8. AB NEW BUSINESS

- 8.1 Recommendation to Accept Gift from ABRPTSO to ABRHS – **VOTE** – *Steve Mills*
8.2 Recommendation to Accept Anonymous Donation to ABRHS Music and Choral Programs – **VOTE** – *Steve Mills*
8.3 Minute Van Dial-a-Ride – Possible **VOTE** on short term funding – *John Petersen/Franny Osman (addendum)*

9. FYI

- 9.1 ABRHS
9.1.1 Discipline Report, 6/21/11
9.1.2 2011 ABRHS Internship Program, *Annie Kingan*
9.1.3 ABRHS Theft Report 2010-2011
9.2 RJGJHS
9.2.1 Discipline Report, 6/6/11
9.3 ABSAF Funding Memo for 2012 3

- 9.4 Thank you from Bay Path College for supporting practicum students
9.5 Thank you from UMass Medical School for supporting Step Ahead Study

Acton Boxborough Regional School Committee adjourns.
Acton Public School Committee reconvenes.

10. NEW APS BUSINESS

- 10.1 Recommendation to Approve Douglas Field Trip to Toronto, Canada, 9/26/11 –
9/28/11 – **VOTE** – *Steve Mills*

11. NEXT MEETINGS

- AB Regional SC Meeting – Thursday, Sept 1, 7:30 p.m. at RJGJHS Library
- Acton Public SC Meeting – Thursday, Sept 15, 7:30 p.m. at Douglas School

12. ADJOURN

Executive Session Minutes of the Negotiating Sub-Committee ("NSC") Mediation
Meeting January 24, 2011 4:00 PM
High School- Conference Room

Present for the NSC: Brigid Bieber, John Petersen, Terry Lindgren, Marie Altieri, John Murray (town of Acton) Peter Ebb (Counsel)
Mediator: Heather Bevilacqua

The AEA presented the NSC with a proposal. The NSC discussed the elements of the proposal and made a counter-offer to the AEA. The AEA was disappointed in the counter offer. The NSC continued to discuss the strategy of the counter-offer.

Brigid Bieber polled the voting members of the NSC to return to open session at 7:30 P.M.: Bieber-yes, Petersen-yes.

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

Added for approval 7/26/12:

List of Documents Used:

1. AEA Proposal
2. Updated Package to AEA, Mediation January 24, 2011
3. Costs of Proposals Jan 24 2011

Received from AEA, 1/26/11

Handwritten 1/26/11

JT. ES.

AEA Proposal - January 24, 2011

A. Health Insurance

1. The employee contribution for Blue Cross Blue Shield Master Health Plus shall increase to 50%, for Blue Cross Blue Shield PPO to 40%, and all other health insurance plans to 25%. This provision is effective the first day of the fiscal year following ratification of the contract, so long as ratification occurs no later than two months prior to the next open enrollment deadline. If ratification occurs later than the aforementioned period, the provision will become effective the first day of the following fiscal year.
2. In the event that employees are transferred to the GIC, or other statewide health insurance plan, all employees covered by this collective bargaining agreement shall pay 15% of health insurance premiums.

B. Longevity

1. EXPERIENCE INCREMENTS. In recognition of service in the Acton and/or Acton-Boxborough School Districts, including authorized paid leaves of absence, teachers shall receive yearly Experience Increments as follows:

<u>Year of Service</u>	<u>% of Bachelor Step 10</u>
10-14	2%
15-24	3%
25 or more	4%

2. The Early Retirement Incentive in Article 7.13 that is received by each teacher will be reduced by the total amount of Experience Increments received.
3. The Early Retirement Incentive as described in Article 7.13 will expire on June 30, 2021.

C. COLA

1. FY 11: 0%
2. FY 12: 2%
3. FY 13: 2%

School Committee Negotiations SubCommittee
Updated Package to AEA
Mediation January 24, 2011

A. Health Insurance

1. The employee contribution for BCBS MHP shall increase to 50%.
BCBS PPO shall increase to 50%
All other plans shall increase to 25%

One time checks of \$1200 for family plan and \$500 indiv plan paid Sept 2011

One time checks of \$600 for family plan and \$300 indiv plan paid Sept 2012

A. Longevity

1. Experience Increments as follows:

Years of Service

10-14	\$ 500
15-24	\$1,000
25 or more	\$1,500

2. The Early Retirement Incentive in Article 7.13 that is received by each teacher will be reduced by the total amount of Experience Increments received.

3. The Early Retirement Incentive as described in Article 7.13 will expire on June 30, 2016.

B. COLA

1. FY '11 0%
2. FY '12 \$750
3. FY '13 \$750

If ratification does not occur by May 1, the parties shall resume negotiations.

47

Costs of Proposals Jan 24 2011

Compared to:	FY '12 Budget about \$32.4M	FY '13 Unsettled Contract about \$33.4M
--------------	--------------------------------	---

SC Nov 22 Mediation Proposal	-\$316	-\$255	*Includes one time costs of \$319 FY '12; \$164 FY '13
------------------------------	--------	--------	--

AEA Jan 24 Mediation Proposal	-\$100	\$327	*No one time costs; all recurring costs
-------------------------------	--------	-------	---

SC Jan 24 Mediation Response	-\$166	-\$114	*Includes one time costs of \$319 FY '12; \$164 FY '13
------------------------------	--------	--------	--

Handout
1/26/11
JT. E.S.

55

ALG Minutes June 20, 2012—draft

Present: Bart Wendell, facilitator; Pam Harting-Barat, Janet Adachi (BoS); Xuan Kong, Kim McOsker; (SC); Mary Ann Ashton, Doug Tindal (FC) Steve Ledoux, Steve Mills, and John Murray (staff) Absent: Don Aicardi, staff.

Audience: Steve Barrett, finance dept; Dick Callendrella, Charlie Kadlec & Bob Ingram, AVG.

Minutes of March 8, 2012 were accepted

ALG Charter & Ground Rules

Bart welcomed everyone to a new year and said that ALG was an advisory group and what was decided by the group in one fiscal year has no bearing on the next. Everyone read the Charter & Rules and Bart asked if there were any changes.

MaryAnn: suggested that under the bullet "Strategic Direction" the 2020 be removed and replaced "long range plans"---since each entity is working on its own long range plan.

J Murray: noted that 2020 was a process rather than a plan where all the members of all the boards met for coordination and that it was radically different from a long range plan which would be difficult to reach a consensus on the three now in progress.

MA: countered that the 2020 process had not met since 2005 and people will think the 2020 refers to the recent long range plan passed at Town Meeting.

Some were not familiar with the "old" 2020 process. Bart explained that it was a role playing exercise where all the members of each board attended and took different roles so they could understand the pressures of their other colleagues. Sometimes the exercise was successful; others it was not.

Bart added that it might be a challenge for the ALG to meld the three long range plans. He asked if there were any problems with the quorum requirements: a member from each board & a staff person. It was noted that the FC did not have a staff person.

Bart then went through the history of the ALG stressing the importance the common agreement/consensus process. "Each member needs to "champion" the agreements made by the ALG before their respective boards. If there is push back, they need to bring that back to the ALG for another iteration. "This board does not rule by fiat as some outsiders think."

Bart continued to add that the definition for consensus is a solution that is in the best interest of the community and everyone agrees to support the decisions. "What happens every year there are agreements early in the process but come February push comes to shove---the budget numbers that looked so good in August develop questions later. What we try to avoid is fireworks at Town Meeting.

Steve M noted that there had been disagreements but the ABRD "had not been bashful about its positions" and eventually there were compromises but we have to be aggressive to get more than level service. "In my experience the process has worked."

3. Update on FY12 Revenues & expenditures & FY 13 revenues

Steve L handed out a chart showing the areas where free cash would/could be replenished---the numbers are not yet audited: FY 12 tax title principal @\$400k; FY 12 tax title interest @\$200k; FY12 ABRSD revised assessment @\$250k; FY 12 APS turn-back @\$300k; and FY 12 Town turn-back @\$125k.

We will replenish what we used at Town Meeting from free cash but not from NESWC. The legislature is now in conference committee to determine the budget (local aid)

There were questions about the small amount of the turnback by the town. SL explained that the excess from the snow & ice account went into the payments for the union contracts. There was also a reduction in Town Counsel costs but an "uptick" in nursing service costs.

4. ALG meeting schedules

The SC would like to have the meetings on days that there are not school committee meetings.

Bart would like to have evening meetings during the snow season---it takes him too long to get to Acton when the roads are not in good condition. He'd rather have the meetings in the evening.

The meetings will be the second Thursday

It was agreed to have the meetings in the winter months Dec. Jan, Feb & March start at 5 PM and finish at 6:30 PM. The others will start at 7:30 AM with a cut-off of at 9 AM. It was also agreed that there will need to be double meetings in the months of Jan, Feb & March

5. Regionalization

Xuan reported that the committee has representatives from the BoS & FC and they are working on an aggressive schedule to bring the issue before the Annual Town Meeting. He will provide the ALG with information on the budget impacts for FY 15. It was suggested that the issue is so important that it needs to have a Town Meeting devoted solely to the subject. Boxboro has asked that the meetings occur on the same evening.

6.OPEB

A working group is being formed. The FC representative will be Steve Noone---he is "spearheading the issue for the FC. Xuan asked that there be discussion on the level of aggressiveness in absolute numbers as well as the rate of increase.

This group will meet during the summer with the objective of bringing a report to the ALG by October. There was additional discussion as to the membership and it was agreed that Don Aicardi would be a member; a representative of HIT; and other staff.

Doug noted that it might be useful to have Segal come back and give an overview of the problem. There is already an OPEB working group in the FC.

Bart asked if the two could be joined or work together. The FC will be doing a lot of the digging and bring their results to the other working group. The meeting will be convened by Steve Noone & will adhere to the OML.

John M noted that there is a state group working on OPEB & he will funnel their info to Acton's OPEB Working Group.

It was agreed that there will not be a meeting in July. Mary Ann & Xuan will present a calendar at the August meeting.

Public comments:

Mr. Kadlec asked if OPEBWG would be following the OML—it will & the meetings will be open to the public.

He restated his position that having public comments at the end of the meeting was not efficient use of time since some public comments could add necessary info to the discussion and clear up some concerns.

The next meeting: August 9th—7:30 AM in 204

Ann Chang

Minutes of the Health Insurance Trustee Meeting
June 29, 2012
8:00 a.m.
JH/CO Conference Room

Members Present: Bob Evans, Kim McOsker, Tess Summers, Mike Gowing and John Murray

Also Present: Ruth Cvitkovich, Pat Haras, Peter Savage, Marie Altieri, and Don Aicardi.

The meeting was called to order at 8:05 by Chairman Evans.

Approval of Minutes: The minutes of the May 24, 2012 meeting were approved as written.

Cash Flow Report: Mr. Savage presented the first monthly cash flow report by carrier and summary for FY13. He noted this is a very preliminary report for July 2012, showing claims paid in May 2012. Mr. Savage noted also that \$1.1 million is due in reinsurance recoveries for FY12. He stated that eight claimants have exceeded the \$110K reinsurance level, and that three is the normal amount of claimants exceeding the threshold. He also noted there are currently fifteen claimants over 50% of the specific reinsurance level. The current projection is a loss of \$1.7 million with \$1.1 million due in reinsurance reimbursement. Mr. Murray noted that expenses were up 12% over the previous year. Ms. Altieri also indicated that subscribers may have gone to the doctor prior to the July 1 change in insurance.

Decision on Audit: Ms. Summers reported that CPA Bill Fraher has reduced the pricing for the audit to \$9,000 per year from \$10,300. On the motion of Mike Gowing, seconded by Tess Summers, it was unanimously VOTED to accept the proposal of Bill Fraher, CPA to perform the audit of the trust. Mr. Fraher has audited the trust since 2004.

Discussion and Vote for Reinsurance: Mr. Savage reported quotes were received from Blue Cross (through Cook & Co) and SLI Brokers. He noted that no commission is received from Cook & Co on the reinsurance contract. (See attached analysis of the quotes.) Mr. Murray suggested the \$110K coverage with the \$120K Aggregating Corridor was the most advantageous. Mr. Savage noted that staying at this level protects the trust as it is hard to go back once a higher specific level is achieved. Mr Savage is awaiting additional information from the companies regarding May claims that were presented to both vendors. After discussion Mr. Murray made a motion, seconded by Ms. Summers to accept the \$110K proposal with the \$120K Aggregating Corridor. This motion was amended by Mr. Gowing to add that if more than \$60K in liability cost were added due to the May claims information, the trustees would go with the \$125K specific reimbursement level. The amended motion was VOTED unanimously.

Vote on contracts: On the motion of Mike Gowing, seconded by Tess Summers, the Cook and Co. contract for Medicare Support for FY13 in the amount of \$4,500 was VOTED unanimously.

On the motion of Mike Gowing, seconded by Kim McOsker, the Cook and Co. contract for FY13 Clerical Support in the amount of \$19,000 was VOTED unanimously, and the contract for FY13 Consulting/Advisory Support in the amount of \$23,000 was VOTED unanimously.

There was discussion of the trust hiring an employee for the clerical support position, and the employee dividing time between Town and School departments. The trustees advised that a minimum of 90 days notice prior to the end of the contract is needed for this discussion.

Annual Plan of Meetings: Chairman Evans reviewed the proposed calendar for FY13. There was discussion on whether an August meeting was needed. Mr. Murray suggested that the trust forward a letter to Board of Selectmen and School Committee regarding the 10-12% increase in expenses as an early warning. The trustees agreed that members would relay this information to their boards, and that it was too early to tell if this trend will continue. Mr. Gowing reported on the AIM Meeting that he attended.

Mr. Murray presented the memo prepared by Town and School staff regarding the Municipal Health Reform Act requirement. This document is being forwarded to the MA Executive Office for Administration and Finance to comply with the new law, and is due by June 30, 2012.

Ruth Cvitkovich asked if all copays for FY13 had been settled. She cited instances where there were variances between Blue Cross and Harvard Pilgrim. Maryann Fleckner and Marie Altieri will resolve this issue and forward a summary of the benefits.

Next Meeting Date: The next meeting was scheduled for July 19 at 8 a.m. at the JH Central Office Conference Room. Acton Town Counsel will attend to review the trust agreement with trustees. Trustees were asked to forward comments on the current health trust agreement to John Murray.

On the motion of Mike Gowing, seconded by Kim McOsker, the meeting was adjourned at 9:15 a.m.

Respectfully submitted,

Sharon Summers, Secretary

File: JQ

~~Student Activity~~ Fees

The School Committees recognize the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge ^(or a charge there to) only upon School Committees' approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who qualify for free/reduced lunch program are exempt from paying fees. However, such students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in the Districts.

Any fee or charge due to any school in the Districts and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the Districts and not to a particular school.

Acton Public Schools and Acton-Boxborough Regional School District

7/24/12

File: JQ

STUDENT FEES, FINES, AND CHARGES

The School Committees recognize the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon School Committees' approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who qualify for free/reduced lunch program are exempt from paying fees. However, such students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in the Districts.

Any fee or charge due to any school in the Districts and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the Districts and not to a particular school.

File: GBEC

GIFTS TO AND SOLICITATIONS BY STAFF
Draft 7/26/12

State Ethics Laws limit the gifts that staff, teachers and coaches are allowed to accept. We do not want staff, teachers or coaches to be put into a position where they cannot or should not accept gifts of value from well-intended, grateful families.

When families, students and others wish to express personal appreciation to a teacher or other staff member, including coaches, the School Committees urge them to find modes of expression that do not involve personal gifts.

Individual Gifts

Gifts from individual families to staff may not exceed \$50 in value for the school year. Public school employees are required to disclose gifts received from individual students, parents, and guardians that are not class gifts.

Group Gifts to Staff

A public school department employee is allowed to accept a personal gift or several gifts during the school year, from a class or a team, with a total value of up to \$150, if the gift is identified only as being from the class/team, and the identity of givers and amounts given are not identified to the recipient. Group gifts are exempt from disclosure because the givers are not identified to the recipient. Under no circumstances should a gift to a staff member exceed \$150.

Gifts to the Classroom or the School

Parents may also give gifts to the classroom or the school in accordance with the rules of the school district.

In keep with this policy, no employee of the School Districts will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment or services to the school system. This restriction does not relate to the acceptance of gifts for the school system, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

Solicitations

In spirit, the School Committees support the many worthwhile charitable drives that take place in the community and are gratified when school employees give them their support. However, the direct solicitation of funds by staff members or students must be held at a minimum.

The solicitation of funds for the United Way will be permitted on an annual basis.

LEGAL REF: M.G.L. 268A; 930 CMR 5.07, et al.
CROSS REFS: KHA, Public Solicitations in the Schools
JP, Student Donations and Gifts

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of personal gifts by school personnel from school suppliers, from parents and/or students can be subject to misinterpretation and a source of embarrassment to the school system and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committees urge them to find modes of expression that do not involve personal gifts, such as classroom gifts. Gifts to staff may not exceed \$50 in value.

In keeping with this policy, no employee of the School Districts will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment, or services to the school system. This restriction does not relate to the acceptance of gifts for the school system, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

Solicitations

In spirit, the School Committees support the many worthwhile charitable drives that take place in the community and are gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time must be held at a minimum. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the School Committees have specifically approved.

The solicitation of funds for the United Way will be permitted on an annual basis.

LEGAL REF.: M.G.L. 268A et al.

CROSS REFS.: KHA, Public Solicitations in the Schools
JP, Student Donations and Gifts

7/27/12

5.6.1

NEW PROFESSIONAL STAFF, K-12
2012-2013

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Sal. Step</u>	<u>FTE</u>
Sara Mann	English Teacher	ABRHS	M1	1.0
Michael Csorba	English Teacher	ABRHS	M1	1.0
Kalie Judd	Physical Ed Teacher	ABRHS	B2	1.0 (1 year)
Cristin Hodgens	English Teacher	ABRHS	M8	1.0
Julia Lawson	English Teacher	ABRHS	B1+15	1.0
Nicole Emby	P.E. Teacher	Douglas	B1	1.0
Kathryn Powell	Spanish Teacher	RJGJHS	M7	1.0
Jillian Gilfoil	Classroom Music Teacher	McT	B2	1.0
Natalia Kaghashvili	ELL Teacher	Gates	M1+30	.4
Katherine Rossignol	.8 Soc St/ .2 Eng Teacher	ABRHS	M1	1.0
Jennifer Gavett	Counselor	ABRHS	M4+15	1.0
Nancy Capalbo	Lead Teacher/Sp Educator	APS Pre	B9+15	1.0
Thomas Blondin	Financial Analyst	CO		1.0
JoAnn Campbell	Assistant Principal	ABRHS		1.0
Daisy Wiggins	Academic Supp Ctr Teacher	ABRHS	M3	1.0
Rebecca Hadfield	½ Day Kindergarten Teacher	Douglas	B5	.5
Katharine Simmons	Sp/Language Specialist	RJGJHS	M5	.4 (1 year)
Katelyn Saaristo	Physics Teacher	ABRHS	B1	1.0 (1 year)
Jill Christensen	World Language Teacher	ABRHS	D8	1.0
Susanna Kittredge	Special Education Teacher	RJGJHS	M1+30	.5 (1 year)
Vanessa Parravano	Italian Teacher	ABRHS	B1	.4 (1 year)

TOTAL: 21 new staff (as of 7/27/12)

TRANSFERS OF PROFESSIONAL STAFF, K-12
2012-2013

<u>Name</u>	<u>New Position (Previous Position)</u>	<u>School</u>
Gabrielle Berberian	JH ASC Teacher (JH Soc. Studies)	RJGJHS
Elizabeth Walker	JH ASC Teacher (HS English)	RJGJHS
Andrew Shen	JH Principal (JH Asst. Principal)	RJGJHS
James Marcotte	JH Asst. Principal (HS Asst. Principal)	RJGJHS
Melissa Dempsey	Student/Faculty Support Coord. (Admin. Asst.)	ABRHS
Mary Ann Mehler	McT Teacher (Conant Teacher)	McT
Amanda Cence	HS Math (JH Math)	ABRHS

**Acton Public Schools
2012-13**

Certified Staff Leaves of Absence

Abigail Johnson
Stephanie Tajima
Kari James

Returning To APS

Melissa Hubbell
MaryAnn Mehler

Certified Staff Not Returning

Jill Gottlieb
Janet Merrigan
Rachel O'Sullivan
Kelly Reed
Laura Prichard

Certified Staff Retirements

Debbie Bennett
Cathy Cherkerzian

**Acton-Boxborough Regional School District
2012-13**

Certified Staff Leaves of Absence

Annmarie Chang
Christine Duncan
Kimberly Landry
Linda Langdon
Parindar Miller
Jane Reynolds

Returning To AB

Lindsay Rosenman

Certified Staff Not Returning

Adriana Buono
Catherine Hammond
Kathleen Hermon
Caitlin Mitchell
Andrew Palmer
Tiffany Petranto

Certified Staff Retirements

Geraldine Atkins
Rebecca Hadden
Jeremiah McDonald

Capalbo, Nancy

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012 **Position:** Lead Teacher/Sp Educator **Location:** PreSchool

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: 159 **# Candidates Interviewed:** 8 **Interviewers:** Carol Huebner, Gay Prosnitz, Catherine Centrella, Julie Sleeper, Bethany Delollis, Kristen Ashburn, Stephen Mills

Recommended Candidate: Nancy Capalbo

Step/Salary: B9+15, \$65,561

Resume: X

Application: X

References Checked: X

<u>College</u>	<u>Degree</u>	<u>Date</u>	<u>Major/Minor</u>
Anna Maria College	Teaching Cert.	2002	Early Childhood Education
Glassboro State College	BA	1986	Communications

Certification Required: Yes

Certified: Yes

Experience

9/2003 to Present	Lead Preschool Teacher, The Woodland School, Westborough, MA
9/2002 to 6/2003	Preschool Child Specific Aid, Parker Rd Preschool – Shrewsbury Public Schools
12/2000 to 6/2002	Classroom Aid, Shrewsbury Public Schools

Philosophy of Education

Nancy Capalbo

My personal philosophy of education is based on a Neo-Piagetian theory that combines the approaches of Piaget and Vygotsky. I agree with Piaget's belief that children develop in stages and they learn by doing. A hands-on approach to learning is definitely preferred. However, I also agree with Vygotsky that children learn best in the zone of proximal development, where teachers support students at a level where they can do a task with help.

As teachers, we must consider children's development on many levels, including, socio-emotionally, intellectually and physically.

One of the most important jobs we have as teachers is to support a healthy socio-emotional development in each child. We must help each child feel confident in his own abilities and proud of himself and his culture. If a child feels capable, often he is capable. Unfortunately, a child with low self-esteem may be afraid to try new things due to a fear of failure, thus missing out on the opportunity to learn. We must help each child to feel that he is part of a special group of friends that understand and respect each other.

For children to develop intellectually, we must constantly expand their frame of reference. We must provide a rich environment for hands on learning through developmentally appropriate activities that encourage exploration, observation and an opportunity to make choices. Children who are actively engaged are much more likely to gain a deeper understanding. Additionally, adults should use appropriate patterns of speech in order for children to learn proper grammar and pronunciation and to expand upon their growing vocabularies.

Children's physical growth can be affected by many factors, including proper nutrition, general health and environmental factors. All programs should include activities designed to promote both gross motor and fine motor development. A screening process can determine possible disabilities or developmental delays. Accommodations or modifications should be used whenever necessary to ensure that every child is able to access the curriculum.

Obviously, teachers must always consider the basic needs of all children, including physiological, safety, belonging and self-esteem. However, we must also consider a child's needs as an individual. We must consider a child's cultural background, past experiences, level of development and areas of interest when planning appropriate activities for that child. The challenge is to teach a group of children, while still addressing the needs of each individual student.

Parents and teachers need open lines of communication, especially when the teacher's culture differs from that of the family. Although each child's cultural background should be recognized, a child's culture should not be treated as a special event. Rather the cultural aspect should be recognized and continuously reflected in the curriculum. Various volunteer opportunities should be available for parents. Clearly, parental involvement in the education process is highly desirable.

Christensen, Jill

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012 **Position:** World Language Teacher **Location:** Senior 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: 9 **# Candidates Interviewed:** 9 **Interviewers:** Claire Dix, Alixe Callen, Deborah Leavitt, Nicolas Cosseron, Patty Braunegg, Stephen Mills

Recommended Candidate: Jill Christensen

Step/Salary: D8, \$72,080

Resume: X

Application: X

References Checked: X

<u>College</u>	<u>Degree</u>	<u>Date</u>	<u>Major/Minor</u>
University of Salamanca, Spain	MA	4/2008	Spanish
Harvard University	MA	6/1998	Slavic Linguistics
Harvard University	PhD	11/1994	Slavic Linguistics
Brigham Young University	BA	4/1985	Russian & Intl. Relations

Certification Required: Yes

Certified: Yes

Experience

1/2009 to 6/2010	Adjunct Spanish Professor, Northampton Community College, Bethlehem, PA
9/2003 to 11/2008	World Language Teacher, Newton South High School, Newton, MA
9/2001 to 6/2003	World Language Teacher, Chenery Middle School, Belmont, MA
9/1987 to 6/1997	Russian and Polish Teacher, Harvard University, Cambridge, MA

Philosophy of Education

Jill Christensen

(pending – recently hired)

Csorba, Michael

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012 **Position:** English Teacher **Location** High School

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: 280 **# Candidates Interviewed:** 16 **Interviewers:** Diane Telicki, Carol Smiley, Peter Cavanagh, Alixe Callen, Stephen Mills

Recommended Candidate: Michael Csorba **Step/Salary:** M1, \$48,172

Resume: X **Application:** X **References Checked:** X

<u>College</u>	<u>Degree</u>	<u>Date</u>	<u>Major/Minor</u>
Boston College	MAT	5/2011	Secondary Education: Teacher of English
Fairfield University	BA	5/2009	English

Certification Required: Yes **Certified:** Yes

Experience
8/2009 to Present English Teacher, Central High School, Boston, MA

Philosophy of Education

Michael Csorba

Schools are the foundation of our society. Now, more than ever, schools are essential to creating and nurturing a culture of independent and innovative thinkers who are prepared to interact with and work toward a just and thriving society.

Students already come to the classroom with myriad backgrounds and experiences that inform how and what they learn. Diversity comes in many forms; however, students' uniquely personal experiences and backgrounds are a point of diversity that must be acknowledged, affirmed, and accessed to create educational opportunities. Students in my classroom have the authority to use and build upon their current knowledge in order to create new knowledge and come to new understanding. This is accomplished through: cooperative learning where students work together to make meaning from literary texts; differentiated instruction that is tailored to students' individual needs; Socratic seminars and philosophical discussions where students have the opportunity to hear from and learn from one another; and direct instruction to convey essential information as a reference for students' study and research.

Teachers come to the classroom as co-learners. In addition to modeling critical thinking, reading and writing skills, I strive to model life-long learning. I utilize various forms of formative and summative assessments not only to determine what students have learned and how they apply what they have learned, but also to inform my teaching practices. In order for students to feel comfortable participating and working together, the classroom needs to be a safe-space for them to engage with the curriculum and with one another.

Schools are communities within themselves, but they are also an integral part of the town or city community which they serve. Through communities of inquiry and practice teachers work together to develop curriculum and lesson plans and share information and strategies for classroom management and differentiated instruction.

Emby, Nicole

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012 **Position:** Physical Education Teacher **Location:** Douglas

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: 131 **# Candidates Interviewed:** 8 **Interviewers:** David James, Richard Cail, Hillary Bonnell, Mary O'Brien, Chris Whitbeck, Thais Savage, Stephen Mills

Recommended Candidate: Nicole Emby

Step/Salary: B1, \$44,732

Resume: X

Application: X

References Checked: X

College

Springfield College

Degree

BS

Date

5/30/2012

Major/Minor

Physical Education

Certification Required: Yes

Certified: Yes

Experience

6/2011 to 8/2011

Camp Counselor, Kent County YMCA, Warwick, RI

6/2003 to 8/2008

Gymnastics Coach, Cranston, RI

Philosophy of Education

Nicole Emby

I believe that physical education plays a crucial role in developing a student's awareness in regards to leading a physical, social, emotional, intellectual, and healthy lifestyle. I strongly believe that healthy habits are learned at a young age and that physical education plays a crucial role in setting these students on a path towards a better quality of life. Every student should be able to take this knowledge and apply it to all aspects of their lives for the rest of their lives. My goal as a teacher is to provide a quality physical education program that will increase physical competence, self-responsibility, and enjoyment of physical activity so that my students can be physically active for a lifetime.

I believe that it is my responsibility to create an environment that my students feel comfortable, safe, and that will allow them to work to their fullest potential. By designing extensions and modifications both up and down, the physical education environment becomes comfortable and welcoming. Lessons will progress from simple to complex, allowing students to learn skills gradually and appropriately. Keeping in mind that each individual student has different needs, my lessons will be carefully constructed and constantly evolving to meet the needs of each student.

I do not believe that physical education should serve solely as a way to get students into perfect physical shape, I believe that its main purpose is to introduce healthy habits and exercise from a young age, increasing the likelihood of students performing physical activity for the rest of their lives. Physical education has more to offer than just the teaching of various sports, movement concepts, and skill themes; it's about introducing exercise as enjoyable and easily accessible!

Gavett, Jennifer

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012

Position: Counselor

Location: High School

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: 320 **# Candidates Interviewed:** 7 **Interviewers:** Susan Root, Jodi Chu, Stephen Hitzrot, Wioletta Pawlowska, Jen Gabel, Alixe Callen, Liza Huber, Stephen Mills

Recommended Candidate: Jennifer Gavett

Step/Salary: M4+15, \$55,355

Resume: X

Application: X

References Checked: X

College

University at SUNY, Albany
Siena College

Degree

MS & CAS
BA

Date

12/18/2008
5/30/2008

Major/Minor

Psychology
School Counseling

Certification Required: Yes

Certified: Yes

Experience

8/2010 to Present	Guidance Counselor, Wayland High School, Wayland, MA
6/2009 to 8/2010	Transitions Program Coordinator and Counselor, Wayland HS, Wayland, MA
2/2009 to 6/2009	Teacher's Assistant, Wayland High School, Wayland, MA
1/2008 to 12/2008	School Counselor Intern, Shenendehow High School, Clifton Park, NY
1/2006 to 4/2006	Intern, Simon's House Adolescent Psychiatric Inpatient Unit, London, England

Philosophy of Education

Jennifer Gavett

My philosophy of education is deeply rooted in supporting the student not only academically, but also socially, emotionally, and physically. I strongly believe I am in a unique position to connect and develop relationships with students. As a counselor I truly value my position as a positive influence, and more importantly, as an advocate in their lives. By developing a trusting relationship with students and being a mentor, I am better able to support them in all areas of their lives.

Collectively, as educators, we have a responsibility to work together to create a sense of community that supports and fosters students' academic and personal growth. It is our role to reach a diverse student body to help them find their own personal strengths and success at school. Not only is it important to work together within the school, but incorporating parents and the larger community is essential and can provide a well-rounded support system for our students. If there are students that do not feel a connection to any adult on campus, it is our responsibility to create that connection. To help students find success and work to their full potential, it is important to foster an environment where students can feel safe taking risks.

The educational world is constantly changing. In recent years, for example, education has and continues to change drastically with the commitment to incorporate technology into a school's day-to-day activities. As an educator, it is imperative to continuously learn and grow professionally to stay up-to-date not only in the education world, but in the world of a student. While we may change our teaching techniques, the methods we communicate with students and families, what never changes is the special position we have in students' lives and the chance we have to be a powerful and positive role model.

Gilfoil, Jillian

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012

Position: Music Teacher

Location: McCarthy-Towne

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: 87 **# Candidates Interviewed:** 12 **Interviewers:** David Krane, Matthew McDowell, Vanessa Bergman, Robyn Kynoch, Kim Ward, Chris Porth, Mark Hickey, Stephen Mills

Recommended Candidate: Jillian Gilfoil

Step/Salary: B2, \$46,740

Resume: X

Application: X

References Checked: X

College

UMass, Amherst

Degree

BA

Date

2/1/2011

Major/Minor

Music

Certification Required: Yes

Certified: Yes

Experience

9/2012 to 6/2012

Music Teacher, Falmouth Public Schools, Falmouth, MA

2/2011 to 5/2011

Interim Band Director, Gateway Regional School District, Huntington, MA

1/2011 to 2/2011

Substitute, Longmeadow Public Schools, Longmeadow, MA

5/2010 to 2/2011

Private Music Teacher, Falcetti Music, Springfield, MA

Philosophy of Music Education

Jillian Gilfoil

Music is sound that is organized in time. It is singing, moving, reading, creating, listening and performing. According to the music educator and scholar Zoltan Kodály, music begins with singing. The human voice is the most natural instrument that anyone can possess and acts as a powerful means of musical expression.

In my classroom students will experience music in many different ways. In the beginning stages of musical development, I stress the importance of singing by using silly songs, fun games, theatrical skits, and meaningful movement. My first goal is for the students to have fun in a safe and encouraging environment. Next, I hope for them to develop an individual singing voice. I believe everyone is capable of singing and it is my job to get my students to discover this possibility. As students gain confidence in their singing voices, I begin to add new concepts to the pot. A sprinkle of rhythm, a dash of form, and a spoonful of melody.

With each musical ingredient I allow the students to taste what they have created. Every concept is first introduced unconsciously. With hints, clues, and carefully planned questions concepts are brought into consciousness. Through preparation, practice, and performance it is developed at each successive level in a multitude of creative ways to reach the different learners in my classroom. This new idea is discovered through songs, in reading, listening, creating, and performing.

I believe in having students take charge of their education. I plant the seed, but they make it grow. This discovery process allows my classroom to be exciting, entertaining, and magical. But it also creates a thirst for learning. It encourages students to ask questions and find answers. Being a music educator is not merely about creating an understanding and appreciation for the arts. It is about creating life long learners.

Hadfield, Rebecca

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012 **Position:** ½ Day Kindergarten Teacher **Location:** Douglas

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: 31 **# Candidates Interviewed:** 8 **Interviewers:** Chris Whitbeck, Kathleen Smith, Liz Fitzpatrick, Hilary Bonnell, Stephen Mills

Recommended Candidate: Rebecca Hadfield **Step/Salary:** .5(B5), \$26,740

Resume: X **Application:** X **References Checked:** X

<u>College</u>	<u>Degree</u>	<u>Date</u>	<u>Major/Minor</u>
Bridgewater State College	Early Childhood Ed	5/19/2007	BS

Certification Required: Yes

Certified: Yes

Experience

9/1/2011 to Present	Kindergarten Head Teacher, Arlington Children's Center, Arlington, MA
9/1/2007 to 8/31/2012	Kindergarten Teacher, Arlington Children's Center, Arlington, MA

Philosophy of Education

Rebecca Hadfield

As an educator I find value and importance in offering a creative, safe, and nurturing environment in which children can enjoy growing and learning. Establishing a sense of community both inside and outside of the classroom is essential to creating this environment. Children are taught to respect and value one another for their differences and uniqueness. Families are kept informed and up-to-date through classroom newsletters and I encourage parents to become involved in hopes to broaden my sense of community for the class.

I believe that each child is an eager and capable learner. With that said, I also believe that each child has their own way of learning. It is my job as a teacher to create an atmosphere that takes each child's interests into account. Children should be exposed to a balanced, enriched, and diverse curriculum based on age appropriate social and cognitive skills. Resources outside of the classroom should be taken advantage of to help further engage the children and enrich in-class learning. A lesson should be taught in multiple ways, using a variety of methods and manipulatives so that each learner has the chance and opportunity to master a new concept or skill.

In my classroom, children will learn to value communication and problem solving skills with one another. I will facilitate students undergoing personal problems or differences to help build a deeper understanding of verbal cues and body language. Respect and safety are a top priority in my classroom. I believe in positive reinforcement and consistency. Good-natured and reasonable attention will be given to each child's individual needs. My goal as a teacher is for my students to learn and gain responsibility, self-confidence, and find delight in learning through a sense of community, with a focus on both individual learning styles and interpersonal skills.

Hodgens, Cristin

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012 **Position:** English Teacher **Location** High School

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: 280 **# Candidates Interviewed:** 16 **Interviewers:** Dianne Telicki,
Kristin Penta, Andrew Crick, Alixe Callen, Stephen Mills

Recommended Candidate: Cristin Hodgens **Step/Salary:** M8, \$65,583

Resume: X **Application:** X **References Checked:** X

<u>College</u>	<u>Degree</u>	<u>Date</u>	<u>Major/Minor</u>
Brown University	MAT	5/2005	English Education
Harvard University	BA	6/2001	History & Literature

Certification Required: Yes **Certified:** Yes

Experience

8/2005 to 6/2012	English Teacher, Saline Area Schools, Saline, MI
9/2004 to 12/2004	Writing Fellow, Brown University, Providence, RI
2001 to 2003	Research Assistant, The Harvard Study of Writing, Harvard College, Cambridge, MA

Philosophy of Education

Cristin Hodgens

Thank you to Mrs. Dianne Telicki, Dr. Alixe Callen, and Dr. Stephen Mills for the opportunity to teach at Acton-Boxborough Regional High School. As I prepare to join your English Department in August, I am excited to share some of my thoughts about education.

In the broadest terms, education is a guiding force in a democracy because students are future leaders and voters. They will find new cures in the lab and consider new zoning proposals at town meeting. As an English teacher, my job is to help create informed citizens who can communicate ideas effectively. Specifically, I have found that my students get the most out of English Education when they are challenged to develop crucial writing skills, particularly in longer, thesis-driven essays.

Learning to write well can be intimidating, so as an English teacher, it is especially important to be open-minded and empathetic. My primary role is to be welcoming, reflective, and open to new ideas. Day in and day out, I find that the literature my students and I read presents incredible role models. Ideally, my students and I use literature as a kind of mirror that we hold up to ourselves in continually developing ethical standards and attunements. Truman Capote's *A Christmas Memory* and Harper Lee's *To Kill a Mockingbird* are remarkable in this reflective way.

Being an English teacher is one of the best jobs in the world. I get to help my students make their mark by figuring out who they are and what matters to them, oftentimes through writing. I am thrilled to be able to join your academic community later this year. Thank you once again.

Judd, Kalie

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012 **Position:** Physical Education Teacher **Location:** High School

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: 6 **# Candidates Interviewed:** 1 **Interviewers:** Susan Atwater-Rhodes (This is a one yr position, and Kali was the long term sub for this position last year.) , Stephen Mills

Recommended Candidate: Kalie Judd

Step/Salary: B2, \$46,740

Resume: X

Application: X

References Checked: X

College
Plymouth State University

Degree
BS

Date
5/22/2010

Major/Minor
Physical Education

Certification Required: Yes

Certified: Yes

Experience

1/2012 to 6/2012	Long Term Physical Education Teacher, ABRHS, Acton, MA
8/2010 to 6/2011	High School Wellness Teacher, Lincoln Sudbury HS, Sudbury, MA
2010 to Present	Fitness Center Supervisor, Lincoln Sudbury HS, Sudbury, MA
2007 to Present	Camp Counselor/Site Coordinator, City of Peabody, Parks & Rec.

Philosophy of Education

Kali Judd

As a Physical Education Teacher, it is my hope to educate my students into making choices to lead to a healthy lifestyle. There are a variety of activities that can be used to teach and inform students on making healthy choices. As students get older, it is imperative that they understand how their bodies work and what options they have to stay active. By offering different courses, the students are able to make choices of which class they are interested in taking. In today's society, obesity and healthy eating are constantly being discussed, and as an educator, it is my job to help my students understand the facts so that they can make an educated decision.

I always want my students to get the most out of their experience in physical education. In order to ensure that this can happen, it is important for me, as their teacher, to understand that every student starts off at a different level, and each student learns in a different way. One of the most important philosophies I use is to meet every student where he or she is at, and look for improvements from there. If a certain student is not being challenged enough, it is my job to raise the bar for them. If another student is struggling, I need to introduce the material to them in a different light. Using a variety of teaching styles helps my students see the same information in different contexts.

It is my hope that each student leaves my class with knowledge that can help lead to healthier life choices.

Kaghashvili, Natalia

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012

Position: ELL Teacher

Location: APS

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: 8 **# Candidates Interviewed:** 8 **Interviewers:** Suzanne Szwarcewicz, Priscilla Kotyk, Theresa Laquerre, Liza Huber, Lynne Newman, Stephen Mills

Recommended Candidate: Natalia, Kaghashvili

Step/Salary: .4(M1 plus 30), \$20,572

Resume: x

Application: x

References Checked: x

<u>College</u>	<u>Degree</u>	<u>Date</u>	<u>Major/Minor</u>
University of NH	MA	12/2001	English & Linguistics
Vladimir State Pedagogical Univ	MA	1998	Foreign Language
Vladimir State Pedagogical Univ	BA	1997	Foreign Language

Certification Required: Yes

Certified: Yes

Experience

8/2009 to Present	Teacher, School of Russian Language, Literature and Arts, Nashua, NH
3/2012 to Present	Online Language Instructor, Transparent Language, Inc., Nashua, NH
2/2011 to 11/2011	Content Specialist, Transparent Language, Inc., Nashua, NH
1/2007 to 5/2008	Russian Language Instructor, University of NH, Durham, NH

Philosophy of Education

Natalia Kaghashvili

My teaching philosophy has been shaped up by my education, my teaching experience, and my personal experience as a bilingual university student and as a parent of two bilingual children.

I believe that teaching ELL/ESL students requires...

patience.

I strongly believe that with patience and the right approach all children can progress in their academic development and achieve their individual goals. As a teacher, I make sure that every child gets the support he/she needs to succeed. I patiently help my students towards their success in learning the English language and reaching their full potential in all content areas.

respect towards the students' cultures and languages.

I believe that it is very important to learn about our students' cultural, social, and linguistic experiences and incorporate this knowledge into our teaching practices. The more we know about our ELL/ESL students' cultural and linguistic backgrounds, the better equipped we are to provide our students with the right linguistic and academic support.

emotional support and motivation.

ELL/ESL students need lots of emotional support in the process of learning a new language and adapting to a new culture. As a teacher, I do my best to create an inclusive and supportive environment where every child feels safe and comfortable. I model an enthusiastic attitude towards learning and do my best to inspire and motivate my students. Every child's success is acknowledged and celebrated.

open communication between teachers, school administration, and parents.

I keep the communication open with other teachers, school administration, and parents; I share my concerns and welcome any suggestions. I believe that communication and collaboration between teachers, administrators, and families are essential for achieving success in the English academic environment.

Kittredge, Susanna

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012 **Position:** Special Education 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: 30 **# Candidates Interviewed:** 6 **Interviewers:** Kerry Byrne,
Mary Emmons, Andrew Shen,
Stephen Mills

Recommended Candidate: Susanna Kittredge **Step/Salary:** .5(M1+30), \$25,716

Resume: X **Application:** X **References Checked:** X

<u>College</u>	<u>Degree</u>	<u>Date</u>	<u>Major/Minor</u>
Northeastern University	MAT	1/2012	Special Education
San Francisco University	MFA	5/2007	Creative Writing
Oberlin College	BA	5/1998	English

Certification Required: Yes

Certified: Yes

Experience

2012 school year	System-wide substitute, Boston Public Schools, Boston, MA
2011 to 2012	Student Teacher, Special Education, Tobin School , Boston, MA
2010 to 2011	Learning Center Aide, Brown Middle School, Newton, MA

Philosophy of Education

Susanna Kittredge

(pending - recently hired)

Lawson, Julia

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012

Position: English Teacher

Location: High School

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: 280 **# Candidates Interviewed:** 16 **Interviewers:** Dianne Telicki, Jim Marcotte, Andrew Crick (Julia was a long term English sub during the 2011/2012 school year.) , Stephen Mills

Recommended Candidate: Julia Lawson

Step/Salary: B1 +15, \$45,732

Resume: X

Application: X

References Checked: X

<u>College</u>	<u>Degree</u>	<u>Date</u>	<u>Major/Minor</u>
Colby College	BA	5/2007	English
Boston Academy of English	TEFL Cert	8/2007	English as a Second Language

Certification Required: Yes

Certified: Yes

Experience

1/2012 to 6/2012	English Teacher (long term sub), ABRHS, Acton, MA
9/2007 to 8/2011	ESL Teacher, Boston Academy of English, Boston, MA
2/2008 to 3/2009	EFL Teacher, Ing'l's Empresarial, San Jose, Costa Rica

Philosophy of Education

Julia Lawson

I believe that the primary purpose of education is to help the youth of today grow into informed, contributing, and happy citizens of tomorrow. Our job as educators is to help students develop the skills they need to successfully approach life. Not only must we teach engaging and relevant lessons, but we must also promote such skills as critical thinking, problem solving, and creativity. In today's ever-changing world, these skills are more important than ever. As one teacher told me, "Our students should be producers of knowledge, not just consumers."

In order to achieve these goals, a student-centered learning environment is essential. It is not enough for teachers to impart their knowledge for students to remember. Rather, the teacher must act as a guide through the learning process, facilitating students' growth as critical thinkers and creators of knowledge. Such classrooms can also have a huge impact in setting students up to be life-long learners.

Another important benefit of the student-centered classroom is that individuals will not fall through the cracks. Only in this setting can teachers differentiate instruction according to the unique needs and strengths of each student, providing materials at varying levels of difficulty or for multiple intelligences. In this way, each individual has the opportunity to reach his or her potential.

Above all, my philosophy of education revolves around knowing the students. This does not just mean knowing their abilities in the classroom, but also knowing who they are as people, what their backgrounds are, what they like and dislike. When teachers take the time to get to know their students, students feel valued and are more willing to participate, take risks, and learn. In such an environment, our young people can learn the skills needed for a successful future.

Mann, Sara

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012

Position: English Teacher

Location: High School

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: 280

Candidates Interviewed: 16

Interviewers: Dianne Telicki,
Michelle Fox, Katilyn Crowley, Alixe Callen, Stephen Mills

Recommended Candidate: Sara Mann

Step/Salary: M1, \$48,172

Resume: X

Application: X

References Checked: X

College

Brown University

Brown University

Degree

MAT

BA

Date

5/2012

5/2010

Major/Minor

Secondary English Education

English Literature

Certification Required: Yes

Certified: Yes

Experience

1/2012 to 5/2012

Writing Center Associate, Brown University, Providence, RI

6/2010 to 6/2011

Group Leader, School Age Program, East End House, Cambridge, MA

9/2007 to 5/2010

Writing Fellow, Brown University, Providence, RI

Philosophy of Education

Sara Mann

I believe that learning to analyze literature through close reading and purposeful writing enables students to find meaning in the “texts” of their lives: in interactions with friends, in media and advertising, and even in nature. I want my students to develop confidence in their voices as interpreters in order to apply their skills to the experiences they encounter both inside and outside the classroom.

My classes center on exploration of themes and critical questions through journaling, student-led discussion, writers’ workshops and thoughtful revision. I work to build relationships with my students through individual conferences and written feedback. Similarly, by encouraging classroom discussion and peer review, I focus on helping students create a productive, supportive classroom community in which each member is appreciated for his or her unique perspective. I am greatly looking forward to working with the 9th and 11th grade students at AB.

Parravano, Vanessa

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012

Position: Italian Teacher

Location Senior 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: 5 **#Candidates Interviewed:** 5 **Interviewers:** Claire Dix,
Deborah Leavitt, Nicolas Cosseron, Patricia Braunegg, Alixe Callen, Stephen Mills

Recommended Candidate: Vanessa Parravano

Step/Salary: .4 (B1), \$17,893

Resume: X

Application: X

References Checked: X

College

Boston College

Degree

BA

Date

5/2011

Major/Minor

Romance Languages/Italian

Certification Required: Yes

Certified: Pending

Experience

10/2011 to Present	Italian Instructor, Pirandello Italian Language School, Boston, MA
9/2011 to Present	Teaching Fellow, Boston College, Chestnut Hill, MA
1/2011 to Present	Writing Fellow, Boston College, Chestnut Hill, MA
9/2007 to 5/2011	Italian Instructor, Dante Alighieri Society, Cambridge, MA
1/2009 to Present	Italian Instructor, Cambridge Center for Adult Ed., Cambridge, MA

Philosophy of Education

Vanessa Parravano

(pending – recently hired)

Powell, Kathryn

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012

Position: Spanish 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: 47 **# Candidates Interviewed:** 7
Pam Reeves, Andrew Shen, Robin Crown, Stephen Mills

Interviewers: Craig Hardimon,

Recommended Candidate: Kathryn Powell

Step/Salary: M7, \$62,913

Resume: X

Application: X

References Checked: X

College

Middlebury College
Dickson College

Degree

MA
BA

Date

7/2007
5/1997

Major/Minor

Spanish
International Studies

Certification Required: Yes

Certified: Yes

Experience

8/2007 to 6/2012	Spanish Teacher, Prospect Hill Academy, Cambridge, MA
8/2001 to 6/2007	Spanish Teacher, Cambridge Friends School, Cambridge, MA
8/1999 to 6/2001	Spanish Teacher, Mystic Valley Charter School, Malden, MA

Philosophy of Education

Kathryn Powell

I believe that true education is about providing students with the tools that they need to explore and learn about the world independently, rather than depending on adults as the source of all knowledge. In a fast-paced and constantly changing world, confronting new challenges is a part of the every-day work experience of many Americans, and so we need to empower students to handle these challenges. As an educator, I want students to leave my classroom confident that they not only can speak Spanish, but also can explore the world on their own. I believe it is my job is to provide a safe, supportive environment where students take initiative to direct their own learning, be active learners and reflect on how they learn.

I believe a key component to helping students be motivated and independent is providing students with the opportunity to be self-reflective and build an identity as an academic student. I ask students throughout the year to reflect on the challenges and successes that they face in and outside the classroom. I find that the more familiar students are with their own learning style, the more capable they are of tackling new challenges successfully. This is important for all students, but it is especially important for students with learning disabilities, who often can get caught in a cycle of shame and embarrassment about the struggles that they face in school. By verbalizing strengths and weaknesses, students are able to strategize best on how to improve their performance and to recognize the talents they possess. I often provide students with the opportunity to redo assignments, so that they can put the strategies to use and experience what it is like to overcome adversity. This builds their confidence and makes them more likely to face new challenges head on.

I bring this belief to life through the structure of my Spanish lessons. My lessons are student-centered, prompting students to spend most of class time speaking Spanish with their peers through completing a task or communication activity. The brief time that students spend in whole group instruction is to give students the vocabulary, grammar and other tools needed to complete the communication tasks that dominate our class time. In order to facilitate this structure, students are asked to depend on each other as resources whether it be for translation or an idea on how to complete a task. Consequently, students come to see their role in the classroom to be both learner and teacher.

However, encouraging students to be independent, self-advocating learners goes beyond merely speaking Spanish in my classroom, to encompass connections between their lives and the larger world. Students are often required to compare cultural norms and traditions with their own norms and traditions. Rather than merely presenting information about a different culture, I ask students to be cultural detectives. Students are asked to examine cultural evidence and determine what that cultural evidence tells us about that specific culture. For example, in one lesson students determine common characteristics of houses in Spain by viewing pictures of a real estate website in Valencia, Spain. They then use their list of characteristics to compare their own houses with the houses they saw in Valencia, Spain. As a result students are involved in the higher level thinking skills of determining similarities and differences as they speak Spanish. Additionally, students often this process allows students to see that culture is often complicated and cannot always be broken down into simple categories.

My focus on developing creative, independent and collaborative learners stems from my creation of a class culture that is positive, supportive and encourages risk-taking. This risk

taking is as vital in a successful second-language classroom as it is in the larger world. Students must take the risk of speaking in front of their peers and making mistakes in order to learn Spanish. By creating norms together and learning about each other the class can become more of a team working together to learn Spanish. I support them to bring this positive energy, solution-oriented learning and supportive collaboration out into their lives beyond the door of my classroom.

Rossignol, Katherine

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012 **Position:** .8 Social Studies/.2 English **Location:** High School

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: 38 **# Candidates Interviewed:** 1 **Interviewers:** Pamela Lynne, majority of Social Studies Dept staff, Alixe Callen (Katherine was a long term sub for multiple history positions in the 2011/2012 school year.), Stephen Mills

Recommended Candidate: Katherine Rossignol

Step/Salary: M1, 48,172

Resume: X

Application: X

References Checked: X

<u>College</u>	<u>Degree</u>	<u>Date</u>	<u>Major/Minor</u>
University of New Hampshire	M.Ed	5/2010	Secondary Education
University of New Hampshire	BA	5/2009	History

Certification Required: Yes

Certified: Yes

Experience

2011/2012	Social Studies Teacher (Long Term & Daily Substitute), ABRHS, Acton, MA
9/2009 to 4/2010	Teacher Intern, Marshwood High School, South Berwick, ME

Philosophy of Education

Katherine Rossignol

My teaching philosophy is rooted in my firm desire to help others learn and a passion for history and literature. These two ideas are at the core of my teaching philosophy.

The first component of my teaching philosophy is to have open, working relationships with my students. I want to get to know my students as learners and as individuals. Each student brings different strengths, weaknesses, and experiences to the class and it is important for teachers to recognize those differences. Knowing how each student learns can be of significant value when I plan lessons. Working with students and helping them to succeed are the primary reasons why I became a teacher.

While the first component focuses on the interactions between teachers and students, the second component of my teaching philosophy embraces the learning content. I believe in creating empathy for the content so that my students can see how passionate I am about history and literature. The study of history and literature is a window into the past and I want my students to feel connected to what they are learning. Empathy is also a double-edged sword because it allows you to see not only the good, but also the tragedies. However, it also makes room for different views and ideas to come through in a unit, which makes the content more meaningful and relevant for the students.

The students and the content are at the heart of my teaching philosophy. I want to help students succeed not only in my classroom, but in others as well. I know that most students are not as passionate about history and literature as I am. However, I hope that they see my passion and try to find it in their own lives.

Saaristo, Katelyn

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012

Position: Physics Teacher

Location Senior 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:** 5 **Interviewers:** David Palmer, Kevin O'Grady, David McClung, Betsy Parker, Stephen Mills

Recommended Candidate: Katelyn Saaristo

Step/Salary: B1, \$44,732

Resume: X

Application: X

References Checked: X

College

University of Vermont

Degree

BA

Date

5/2011

Major/Minor

Biology

Certification Required: Yes

Certified: Pending

Experience

5/2011 to 6/2011

Long-term substitute chemistry teacher, Acton-Boxborough Regional HS

2010 to 2012

Tutor, ABRHS Star Tutor Program

2008 to 2012

Tutor, Acton-Boxborough Summer School

Philosophy of Education

Katelyn Saaristo

I aim to design my lessons and teach in a style that will facilitate maximum learning and understanding, so that the entire class can move forward as a whole, rather than teaching to cater to the fastest learners. My approach to teaching is highly interactive. While teaching a lesson in front of the class, I make sure to thoroughly explain a process, and then I engage students to help me explain it again, or I have them guide me through a practice problem on the board. In doing so, I can reinforce their understanding and ensure that their focus is on the lesson. Whenever possible, I explain a process in various ways to account for different learning styles.

Respect between each person in the classroom is essential for everyone's success, and I will hold myself accountable for being prepared as much as I expect my students to be. I establish open communication, and I welcome feedback from students, which I take into consideration when I plan lessons and how to run my classroom.

I believe that the passion of a teacher for his or her subject is tangible to the students, and if paired with effective teaching methods, that passion can be transferred to the students as well.

Because high school adolescents are going through a period of maturing and discovering who they are, I think the role and influence of a teacher extends far beyond just the lessons taught in the classroom. The teacher should provide support to students in their general lives in addition to their academic ones. This can occur on a personal level in different ways; the teacher can show encouragement through positive reinforcements of behavior and achievements, and the teacher can make his or herself available to students as a mentor or a positive adult figure that they can talk to. Teachers should also show support for the school and the activities the students participate in, which will build a sense of community between them.

Simmons, Katherine

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012

Position: Speech Language
Pathologist

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: 4 **# Candidates Interviewed:** 3 **Interviewers:** Karoly Baglio, Shauna Wilkinson, Andrew Shen, Mary Emmons, (Liza Huber had interviewed in the past and recommended) , Stephen Mills

Recommended Candidate: Katharine Simmons

Step/Salary: .4(M5), \$22,808

Resume: X

Application: X

References Checked: X

College

UNC, Chapel Hill

Lehigh University

Degree

MS

BA

Date

1994

1990

Major/Minor

Speech Pathology

Psychology

Certification Required: Yes

Certified: Pending

Experience

9/2001 – Present

President, Language Leaps, Acton, MA

6/1996 – 4/1999

Senior Speech-Language Pathologist, Vencor Corp., Lowell, MA

2/1995 – 6/1996

Senior Speech-Language Pathologist, Treyburn Rehabilitation and Nursing Center, Durham, NC

12/1992 – 12/1994

Research Assistant, Duke Child Development Unit, Duke Medical Center, Durham, NC

Philosophy of Education

Katharine Simmons

(pending – recently hired)

Wiggins, Daisy

**Acton Public Schools
Acton-Boxborough Regional Schools**

School Committee Staff Recruitment Form (#4)

Date: 8/27/2012 **Position:** Academic Support Center Teacher **Location** High School

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: 43 **# Candidates Interviewed:** 7 **Interviewers:** Beth Baker,
Larry Dorey, Susan Bohmiller, Susan Nugent, Susan Root, Mary Goodwin (parent) , Stephen
Mills

Recommended Candidate: Daisy Wiggins

Step/Salary: M3, \$52,199

Resume: X

Application: X

References Checked: X

<u>College</u>	<u>Degree</u>	<u>Date</u>	<u>Major/Minor</u>
Northeastern University	MAT	2010	Secondary Education
Barnard College of Columbia University	BA	2007	Psychology

Certification Required: Yes

Certified: Yes

Experience

9/2010 to Present	7 th Grade ELA teacher, Florence Sawyer School, Bolton, MA
1/2010 to 6/2010	Long-term Substitute, 8 th grade English, The Bromfield School, Harvard, MA
1/2009 to 12/2009	Student Teacher, Acton-Boxborough Regional High School

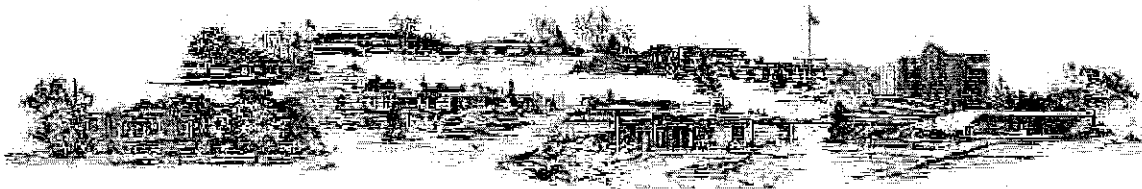
Philosophy of Education

Daisy Wiggins

In his book, *A Letter to Teachers*, Vito Perrone writes: "We often speak about children and young people in our society as 'the future.' What do we imply by such a belief? Preservation or change? Ensuring that children and young people can live in the world as it is, or ensuring the skills, knowledge, and dispositions that will enable them to change the world, to construct on their terms new possibilities?" As an educator, I believe it is imperative to prepare students for life beyond the classroom. Learning is a life-long process, much of which takes place after the classroom is left behind. Thus, it is critical that the classroom provide the foundation for this on-going process.

Educational institutions should expose students to a range of teaching methods and encourage students to identify those methods that provide for them the greatest degree of success. Thus, a student might be exposed to different approaches to solving math problems, and then selects the method that makes the most sense to him or her. Allowing students some control over and choice in their learning will insure that they themselves become invested in what they are doing. Additionally, students should learn the value of self-assessment and should learn to ask: "How am I doing? What could I improve on? How could changing my behavior benefit me?" In this way students become invested in the process and feels some responsibility for the outcome. This approach to learning (How do I learn best? Am I using the right tools for the job? How can I improve?) is the foundation of critical thinking and problem solving. And it is this ability that will in fact provide for life-long learning,

In addition to academic preparation, emotional support is an essential component of education. I firmly believe that a student has the greatest chance of fulfilling his or her potential in a nurturing academic environment. A trusting and positive relationship between teacher and student promotes that student's self-confidence and self-esteem and ultimately his or her success. Therefore, a positive educational experience depends upon a personal investment of a teacher in his or her students.



ACTON PUBLIC SCHOOLS / ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
 96 Hayward Road, Acton, Massachusetts 01720-2995 • (978) 264-4700 • Fax: (978) 266-2523

Interoffice Memorandum

To: Acton-Boxborough Regional School Committee & Acton Public School Committee
 From: J.D. Head, Director of Facilities; Don Aicardi, Director of Finance *DA*
 Date: 7/27/2012
 CC: Dr. Stephen Mills

In 2007, a five-year lease was approved by the Acton-Boxborough Regional School Committee for the leasing of buses.

Since the former lease has now expired, we are requesting that the Acton-Boxborough Regional School Committee vote to approve a new lease of buses. A vote is required in order to authorize the lease. This proposal recommends entering into a new five-year lease for thirty buses. While the lease is with the Acton-Boxborough School District, a portion of the lease will be charged, as before, to the Acton Public Schools. For that reason, we are also asking for a vote of the Acton Public School committee at this time.

Per the normal public procurement practice, a Request for Proposal was published to solicit quotes from vendors. Three vendors attended a pre-bid meeting in January, 2012; and two vendors submitted proposals two weeks later. New England Transit was selected. Since that time, we have been working through all the financial leasing details with the vendor. A list of equipment and the final five-year financial lease schedule has been attached. Funds to pay for the first year of this lease have been included in both FY13 budgets which have been approved by both the Acton and Boxborough Town Meetings.

Enclosures:

Exhibit Equipment Description
 Exhibit A-1 Installment Payment Schedule

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT, MA**EXHIBIT A-1****INSTALLMENT PAYMENT SCHEDULE**

Payment No.	Due Date	Payment Amount	Interest	Principal	Purchase Price
Commencement date	07/02/2012				2,446,540.00
1	08/01/2012	358,028.61	5,699.78	352,328.83	2,098,525.20
2	08/01/2013	358,028.61	58,547.36	299,481.25	1,797,852.43
3	08/01/2014	358,028.61	50,174.83	307,853.78	1,488,961.82
4	08/01/2015	358,028.61	41,568.24	316,460.37	1,171,628.77
5	08/01/2016	358,028.61	32,721.03	325,307.58	845,622.53
6	08/01/2017	868,734.67	23,626.48	845,108.19	0.00
Grand Totals		2,658,877.72	212,337.72	2,446,540.00	

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT, MA

EXHIBIT 1

EQUIPMENT DESCRIPTION

Quantity	Description	Model No.	Serial No./VIN No.
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E24D1157862
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E26D1157863
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E28D1157864
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E2XD1157865
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E21D1157866
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E23D1157867
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E25D1157868
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E27D1157869
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E23D1157870
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E25D1157871
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E27D1157872
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E29D1157873
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E20D1157874
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E22D1157875
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E24D1157876
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E26D1157877
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E28D1157878
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E2XD1157879
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E26D1157880
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E28D1157881
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E2XD1157882
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E21D1157883
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E23D1157884
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E25D1157885
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E20D1157860
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E22D1157861
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E21D1160153
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E23D1160154
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E25D1160155
ONE	NEW THOMAS SCHOOL BUS	TBD	1T88T9E24D1157862



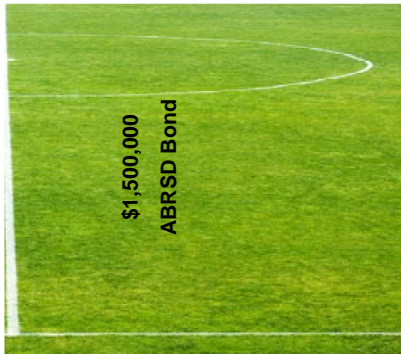
Multi-Purpose Recreational Complex at the Lower Fields

Bond Bid Acceptance
August 1, 2012

Lower Fields Recreational Complex - \$3 million

- \$1 million** contribution from FOLF/Acton-Boxborough Youth Soccer (private loan)
- \$275,000** from operating funds from FY'12 ABRSD budget
- \$225,000** contributed by members of FOLF (ABYS, A-B Pop Warner & Cheering, Acton-Boxborough Youth Lacrosse and A-B Girls Youth Lacrosse)
- \$1.5 million** in proceeds from a bond to be issued by ABRSD

Lower Fields Recreational Complex - \$3 million



Lower Fields Recreational Complex Development Plan Update of \$1.5m Borrowing Milestones

Acton Town Meeting Approval	April 3, 2012
Boxborough Town Meeting Approval	May 15, 2012
Moody's Rating Phone Call	July 20, 2012
Moody's Publishing of Bond Rating	July 24, 2012
Bond Sale	July 26, 2012
ABRSC Acceptance of Bond Bids	August 1, 2012
EST-Wiring of Borrowed Funds into Capital Account	August 8, 2012

Lower Fields Recreational Complex Tonight's Vote

Tonight's motion for the vote was prepared by our bond counsel, Mr. Rick Manley, of Edwards Wildman

Moody's ABRSD 2007 Bond Rating: **Aa3**

Moody's ABRSD 2012 Bond Rating: **Aa2**

Lower Fields Recreational Complex Tonight's Vote

"Aa" - Issuers or issues rated Aa demonstrate very strong creditworthiness relative to other U.S. municipal or tax-exempt issuers or issues.

- *Sizable, stable tax base and favorable demographics with low unemployment
- *Satisfactory financial position with adequate reserves
- *Manageable debt burden supported by rapid payout
- *Lack of future borrowing plans as "positive credit factors"

Lower Fields Recreational Complex Tonight's Vote

Moody's Best Quality

Aaa

High Quality

Aa1

Aa2

Aa3

Upper Medium Grade

A1

A2

A3

Medium Grade

Baa1

Baa2

Baa3

Lower Fields Recreational Complex Tonight's Vote

Bond counsel opined that because of the split in percentage of usage between public and private use of the fields that the bond sale would have to be split proportionately between taxable and tax exempt bonds.

We received 1 (one) bid proposal for the \$450,000 General Obligation Taxable School Bonds.

We received 3 (three) bid proposals for \$1,050,000 General Obligation Tax Exempt School Bonds.

Lower Fields Recreational Complex Tonight's Vote

For each of the two bids, bid proposals have been listed by Total Interest Costs (TIC) from highest interest cost to lowest.

Tonight, the ABRSC must vote to accept "the lowest" TIC amount for each bond.

1.819% TIC for \$450,000 by Roosevelt & Cross
2.032% TIC for \$1,050,000 by Roosevelt & Cross

Lower Fields Recreational Complex Tonight's Vote

Once approved, and all paperwork completed, \$1.5 million will be wired into a separate "capital account" and expenses related to the project will be charged directly to that capital account.

Therefore, expenses will be segregated from the FY13 ABRSD operating budget.

Debt service repayment will be included in future operating budgets.


Lower Fields Recreational Complex Tonight's Vote



Thank you. We will be happy to answer any questions.



TO: Dr. Stephen Mills

FROM: Erin Bettez, Director of Community Education; Don Aicardi, Director of Finance 

RE: Acceptance of Friends of Lower Fields funds for the Lower Fields Project

DATE: July 27, 2012

As spelled out in the Memorandum of Understanding between the Friends of Lower Fields and the Acton-Boxborough Regional School District, the Friends of Lower Fields are contributing the following:

Acton-Boxborough Youth Soccer: \$139,393

AB Girls Youth Lacrosse: \$8,000

AB Boys Youth Lacrosse: \$15,000

AB Pop Warner: \$2,500

AB Soccer Boosters \$10,000

For a total contribution of \$174,893.

These funds will be used to help construct the project and will be repaid to the organizations once the bank loan taken out by Acton-Boxborough Youth Soccer has been repaid as spelled out in the Memorandum of Understanding. A-B Community Education recommends that the Acton-Boxborough Regional School District vote to accept these funds.

Also, the various youth programs have paid \$26,614 toward initial pre-design and design expenses. Acton-Boxborough Youth Soccer has contributed \$25,607 worth of soccer goals. This \$52,221, when combined with the \$174,893 funds outlined above, equals \$227,114 of youth program contributions to date. A-B Community Education recommends that the Acton-Boxborough Regional School District vote to accept this contribution as part of the youth program contributions towards the Lower Fields project as outlined in the Memorandum of Understanding.

MOTION:

Moved, that the Committee, accept the following amounts, from the following sources, to be paid to the District in one or more payments, to be expended for the purpose of completion of the construction of the Lower Fields athletic fields, and to be subject to the provisions of the Memorandum of Understanding including, without limitation, any rights which the payers may have to recover funds from user fees up to the amounts so paid.

Acton-Boxborough Youth Soccer: \$139,393

AB Girls Youth Lacrosse: \$8,000

AB Boys Youth Lacrosse: \$15,000

AB Pop Warner: \$2,500

AB Soccer Boosters \$10,000

For a total contribution of \$174,893;

And further

Moved, that the Committee, accept the following, in-kind contributions, from the following sources, to be expended for the purpose of completion of the construction of the Lower Fields athletic fields, and to be subject to the provisions of the Memorandum of Understanding including, without limitation, any rights which the payers may have to recover funds from user fees up to the amounts so paid.

Acton-Boxborough Youth Soccer: \$13,701 (Pre-Design and Design)

Acton-Boxborough Youth Soccer: \$6,413 (Design)

AB Girls Youth Lacrosse: \$2,000 (Design)

AB Boys Youth Lacrosse: \$4,000 (Design)

AB Pop Warner: \$500 (Design)

Acton-Boxborough Youth Soccer: \$25,607 (Soccer Goal Purchase)

For a total contribution of \$52,221.

July 26, 2012

For Immediate Release**For Further Information, Contact:**

Sharon Summers, Treasurer
16 Charter Road
Acton, MA 01720
Tel: (978) 264-4700

**Acton-Boxborough Regional School District, MA \$450,000 General
Obligation Taxable School Bonds, Series A Net 1.819% and \$1,050,000
General Obligation Tax-Exempt School Bonds, Series B Net 2.032%**

Sharon Summers, District Treasurer, received competitive bids from bond underwriters on Thursday, July 26, 2012, for \$450,000 General Obligation Taxable School Bonds, Series A and \$1,050,000 General Obligation Tax-Exempt School Bonds, Series B. Roosevelt & Cross Inc. was the purchaser of both the Series A and Series B Bonds with average interest rates of 1.819% and 2.032%, respectively. The District received 1 bid on the Series A Bonds and 3 bids on the Series B Bonds. Proceeds from both series of bonds will be used to finance renovations and improvements to outdoor recreational and athletic fields.

Prior to the sale, Moody's Investors Service, a municipal credit rating agency, assigned a rating of 'Aa2' to the District's long-term debt. The agency cited the District's sizeable, stable tax base and favorable demographic profile with low unemployment, satisfactory financial position with adequate reserves and manageable debt burden supported by rapid payout and lack of future borrowing plans as positive credit factors.

The bids for both series of bonds were accepted at the office of the District's Financial Advisor, First Southwest Company, at 54 Canal Street in Boston, Massachusetts.

-end-

6.1.2 Motions for Bond Votes:**6.1.2.2 Recommendation to Approve and Confirm the Sale of Series A and Series B General Obligation School Bonds – VOTE – Tess Summers***Motion:*

That the sale of the District's \$450,000 General Obligation School Bonds, Series A (Subject to Federal and State Income Taxation), dated August 8, 2012 (the "Series A Bonds"), to Roosevelt & Cross, Inc., at the price of \$465,255.00, and the District's \$1,050,000 General Obligation School Bonds, Series B of the District, dated August 8, 2012 (the "Series B Bonds") to Roosevelt & Cross, Inc., at the price of \$1,051,430.10, is hereby approved and confirmed. The Series A Bonds and the Series B Bonds (together, the "Bonds") shall each be payable on August 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

\$450,000 General Obligation School Bonds, Series A
(Subject to Federal and Massachusetts Income Taxation)

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2013	\$90,000	3.00%	2016	\$90,000	3.00%
2014	90,000	3.00	2017	90,000	3.00
2015	90,000	3.00			

\$1,050,000 General Obligation School Bonds, Series B

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2018	\$105,000	2.00%	2023	\$105,000	2.00%
2019	105,000	2.00	2024	105,000	2.00
2020	105,000	2.00	2025	105,000	2.00
2021	105,000	2.00	2026	105,000	2.10
2022	105,000	2.00	2027	105,000	2.25

-end of motion-

PROPOSAL FOR BONDS

Sharon Summers, District Treasurer
 Acton-Boxborough Regional School District, Massachusetts
 c/o First Southwest Company
 54 Canal Street, 3rd Floor
 Boston, Massachusetts 02114

July 26, 2012

Dear Ms. Summers,

For \$450,000 Acton-Boxborough Regional School District, Massachusetts, General Obligation School Bonds, Series A (Subject to Federal and Massachusetts Income Taxation) as further described in your Notice of Sale dated July 19, 2012, which Notice of Sale is hereby made a part of this proposal, we bid.....and accrued interest to date of delivery for each \$100 par value of bonds, bearing interest at the rate or rates per annum as follows:

Year	Rate
2013	3-%
2014	3-%
2015	3-%
2016	3-%
2017	3-%

The undersigned hereby acknowledges receipt of the Preliminary Official Statement referred to in the aforementioned Notice of Sale.

INSURED BY:

TOTAL PREMIUM:

N/A
\$15,255.00

ROOSEVELT & CROSS, INC
 Syndicate Manager
55 Broadway, M.I. NY 10006
 Syndicate Manager Address
 Telephone: 212-742-2295
 Fax: 212-509-7908

The following is our computation of the net interest cost and percent true interest cost calculated in accordance with the Notice of Sale, is for informational purposes only, and is subject to verification prior to award.

Gross Interest Cost \$ 10,232.50
 Underwriter's Premium \$ 15,255.00
 Net Interest Cost \$ 24,987.50
 Percent True Interest Cost 1.819450
 (four decimals)

First Southwest Company would be pleased to assist you in entering your bid on these Bonds if you will mail or fax your signed bid form in advance and telephone figures about one-half hour before the time of sale. The District and First Southwest Company are not responsible for errors in bids submitted in this manner.

TELEPHONE (617) 618-4400
 FAX (617) 619-4411
 FIRST SOUTHWEST COMPANY

11:05:40 a.m. EDT

[Upcoming Calendar](#)[Overview](#)[Compare](#)[Summary](#)**Bid Results****Acton-Boxborough Reg SD
\$1,050,000 General Obligation School Bonds, Series B**

The following bids were submitted using **PARITY**[®] and displayed ranked by lowest TIC.
Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
<input checked="" type="checkbox"/> Reoffering	Roosevelt & Cross, Inc.	2.032866
<input type="checkbox"/>	Robert W. Baird & Co., Inc.	2.043339
<input type="checkbox"/>	Fidelity Capital Markets	2.157153

*Awarding the Bonds to a specific bidder will provide you with the Reoffering Prices and Yields.

© 1981-2002 i-Deal LLC. All rights reserved. [Trademarks](#)

6.1.2.3 Recommendation to ratify, confirm, approve and adopt Notice of Sale and Official Statement – VOTE – Tess Summers

Motion:

that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated July 19, 2012, and a final Official Statement dated July 26, 2012 (the "Official Statement"), each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

6.1.2.4 Recommendation to Authorize the District Treasurer and Chairman of the Committee to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c-12 – VOTE – Tess Summers

Motion:

that the District Treasurer and the Chairman of the Committee be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

6.1.2.5 Recommendation to Authorize and Direct the District Treasurer to establish post issuance federal tax compliance procedures – VOTE* – Tess Summers

Motion:

that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

6.1.2.6 Recommendation to Authorize the Chairman of the Committee, the District Secretary and the District Treasurer to take any and all actions to carry into effect the provisions of the foregoing votes – VOTE* – Tess Summers

Motion:

that the Chairman of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

-end-

TO: Dr. Stephen Mills

FROM: Erin Bettez, Director of Community Education

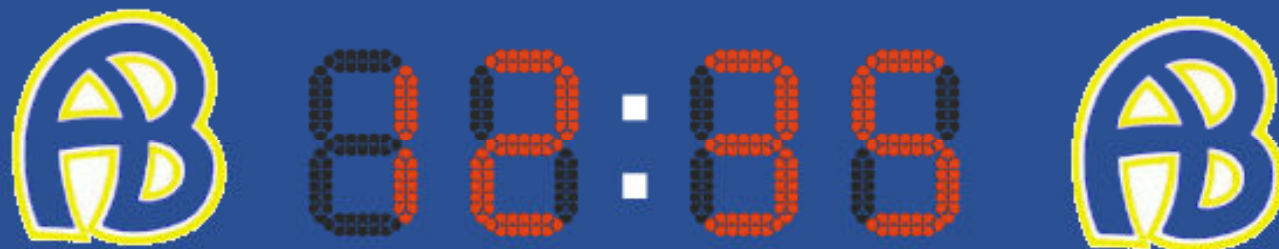
RE: Acceptance of scoreboard gift from Middlesex Savings Bank

DATE: July 27, 2012

As they have graciously done in the past, Middlesex Savings Bank has offered to donate a scoreboard to the Lower Fields Project. Make and model type specifics have been included with this memo. The price proposal is included as well. You will notice the total value of the gift with installation is \$15,395. It is also important to note that the color rendering is a draft. If approved, we will take ownership of the board in time for the fall sports season.

the A-B Community Education Department recommends that you accept this donation from Middlesex Savings Bank.

HOME OF THE COLONIALS



DAKTRONICS

HOME



8
HALF

GUEST



Middlesex Savings Bank

Do not use this rendering for ad copy approval. The mascots and fonts depicted here are for conception only. They do not meet the requirement needed by our copy management.

Acton-Boxboro Acton, MA

06-27-12 - Copyright © 2012 Daktronics, Inc.

THE DETAILS AND EXPRESSIONS SHOWN ARE CONFIDENTIAL AND PROPRIETARY. DO NOT REPRODUCE BY ANY MEANS WITHOUT THE EXPRESSED WRITTEN CONSENT OF DAKTRONICS INC.

DAKTRONICS

Scoreboard Enterprises Inc.

SALES - INSTALLATION - SERVICE

274 Fruit Street
508-339-8113

Mansfield, MA 02048
Fax 508-339-0184

Quote #071812

July 18, 2012

Acton-Boxboro Reg. H.S.
36 Charter Rd.
Acton, MA 01720

RE: Daktronics® Soccer Scoreboard

EQUIPMENT

One (1) Daktronics® Model SO-2918-11/21 Red or Amber LED Soccer Scoreboard (5'H x 10'W), to include the following:

- One (1) RC-100 Hand Held Wireless Remote Control
- One (1) RC-100 Carrying Case
- One (1) "Team Name" in place of "HOME"
- Two (2) Corner/Logo Panels
- One (1) Scoreboard Border stripe
- Five (5) Year Gold® standard warranty
- Scoreboard painted to a color choice
- Shipping (4-6 weeks)

EQUIPMENT PRICE...\$6,400.00 (includes shipping)

INSTALLATION – steel structure/mount scoreboard

- Crane rental
- Backhoe rental
- Provide stamp steel structure drawing (6 copies based on IBC 2009)
- Excavate four (4) footing holes at desired location per structure drawings
- Provide and pour concrete for two (2) scoreboards per structural drawings
- Provide, mount, and level two four (4) painted steel "I" beams per structural drawings
- Mount and level two (2) new Daktronics® Model SO-2918-11/21 scoreboard
- Mount and level four (4) Sponsor/ID Panels
- Provide and install manufacture recommended disconnect.
- Calibrate radio frequencies
- Test all functions
- Provide Owner Operator Training

INSTALLATION PRICE...\$8,995.00

EXCLUSIONS

- Scoreboard Enterprises, Inc. is not responsible for unforeseen obstructions while excavating i.e., rock, ledge, water, pipe
- Scoreboard Enterprises, Inc is not responsible for returning surfaces disturbed by construction to landscape quality
- Scoreboard Enterprises, Inc. is not responsible for removal of excavated earth
- Scoreboard Enterprises, Inc. is not responsible for any permits if necessary for the installation
- Scoreboard Enterprises, Inc. requires full access to the installation site for the duration of the installation, including crane and concrete truck access

If you have any questions or require additional information, please contact me. Thank you for your consideration.

Sincerely,

Mark C. Hurley

Mark Hurley

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

TO: Acton Public and Acton-Boxborough Regional School Committees
FROM: Steve Mills
DATE: 7/25/12
RE: Update on Friends of Lower Fields (FOLF) Fundraising

You may have seen publicity recently from FOLF encouraging the public to purchase a brick by the concession area to support the Lower Fields Project.

As you know, the School Committee has repeatedly voted their support of this cooperative effort with FOLF. I approve any particular fundraising drives that the group undertakes. This memo is to inform you that I have given FOLF permission to sell these bricks as part of the overall project. I executed a very successful campaign like this in Worcester and several other groups in town have done so as well. I plan to purchase a brick myself.

**Friends of Lower Field Order Form**

The Lower Fields Project is a Public/Private Partnership to build a \$3 million multi-purpose recreational complex on the central campus of the Acton-Boxborough Regional School District. It will consist of two 110 x 70 yard lighted infill turf fields and one smaller grass field, handicap access, parking, bathrooms and concessions on the lower fields adjacent to the TJ O'Grady Skate Park off Hayward Road. The rental income from the project will eventually pay for the entire project and then be an income generator for our school district. Please feel free to follow us on (once in Facebook, type in "Friends of Lower Fields" - Facebook <https://www.facebook.com/groups/friendsoflowerfield/> or twitter (@abfacilities) over the summer for updates and pictures of the project. Once the Concession facility is constructed FOLF will work with JD Head (AB- Coordinator of Facilities and Transportation) and team to determine the "BEST" location of the FOLF Supporters "Brick" pathway.

View AB Concession Stand

All text is case sensitive and centered automatically on the bricks and tiles. Please use the spaces provided below for your message and note that characters include letters, numbers, spaces and punctuation.

4x8 Brick \$100.00

Brick includes up to 3 lines of text, 20 characters/line

Line 1
 Line 2
 Line 3

Quantity

1

[Add to Cart](#)

I would also like to order a 1 1/2" x 3" replica mini-brick for an additional \$15.00

1 1/2" x 3" Brick \$15.00

Brick includes up to 3 lines of text, 20 characters/line

Line 1
 Line 2
 Line 3

Quantity

1

[Add to Cart](#)

[Click here for order Form](#)

I would like to donate to Friends of the Lower Fields in the Amount of:

[Add to Cart](#)

Friends of the Lower Fields, reserves the right of refusal of any order found to be inappropriate or in violation of Friend of the Lower Fields policies, directives or guidelines.

ABOUT US**ABOUT BMI****PRESS RELEASES****NEWS****PROJECTS NEAR YOU****FAQ'S****TESTIMONIALS****PRODUCTS****PRODUCT OVERVIEW****ENGRAVED BRICKS****ENGRAVED TILES****ARRAYS & MULTIS****PROGRAM ENHANCERS****CLIPART GRAPHICS****BRICK & TILE COLORS****INSTALLATION IDEAS****BRICK & TILE PATTERNS****FUNDRAISING****DONOR RECOGNITION****CHARITABLE ORGANIZATIONS****CLUBS****HOSPITALS****MEMORIALS****MUSEUMS****PARKS & RECREATION****RELIGIOUS ORGANIZATIONS****SCHOOLS & UNIVERSITIES****SPORTS TEAMS****ZOOS****ENGRAVING METHODS**

2 of 5

Acton-Boxborough "Friends of Lower Fields"

"BRICKS for FOLF"

Individual Order Form
"First 300 Bricks @ \$100 each"

PLEASE PRINT ALL INFORMATION

Purchaser's Name _____

Address _____

City _____ State _____ Zip _____

Phone (HOME) _____ (Mobile) _____

E-mail _____

Please check brick selection

_____ 4" x 8" brick -- \$100 (3 Lines-20 Characters each line)

_____ Mini-replica of ordered brick -- \$15. Great stocking stuffer or gift idea!
(Must be purchased with 4 x 8 brick)

_____ Sorry, no thanks on the brick, but here is my donation for the FOLF Fund:
\$ _____ (check enclosed)

Please make check payable to: FOLF 2012 BRICK Fund
Mail form and payment to: Tim Kelly, Treasurer AB FOLF
5 Wheeler Lane
Acton, MA 01720

Questions: ABlowerfields@gmail.com or [friendsoflowerfield@groups.facebook.com](https://www.facebook.com/groups/friendsoflowerfield/)

FOLF 2012 CREATE ACTIVE RECREATION SPACE

Broad Benefit

*For Youth Sports

*for School interscholastic, intramural, fitness and casual users

*For the whole Community

SAFE ENVIRONMENT
VERSATILE SPACE
COST EFFECTIVE

Complete Ordering Instructions on back of form

4" x 8" Brick

PRINT EXACTLY what is to appear on brick.

3 lines with 20 spaces per line – this includes blank spaces and punctuation!

4" x 8" Brick PRINT EXACTLY what is to appear on brick.

3 lines with 20 spaces per line – this includes blank spaces and punctuation!

4" x 8" Brick PRINT EXACTLY what is to appear on brick.

3 lines with 20 spaces per line – this includes blank spaces and punctuation!

4" x 8" Brick

PRINT EXACTLY what is to appear on brick.

3 lines with 20 spaces per line – this includes blank spaces and punctuation!

4" x 8" Brick PRINT EXACTLY what is to appear on brick.

3 lines with 20 spaces per line – this includes blank spaces and punctuation!

6.2

**ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 CHARTER RD.
ACTON, MA 01720**

To: Stephen Mills
cc: Andy Crick
From: Alixe Callen
Subject: Donation
Date: June 1, 2012

We have received a donation to the Academic Decathlon team from Henry and Carol Lukas in the amount of \$1,000.

We would appreciate it if you and the School Committee would approve this generous donation, which will be used to support the team's participation in the national competition.

Thank you.

**ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 CHARTER RD.
ACTON, MA 01720**

To: Stephen Mills
cc: Brian Dempsey
From: Alixe Callen
Subject: Donation Received
Date: June 1, 2012

Michael Conwill and Christine MacDonald have donated \$100. to the Science team. The funds will be used to support the team's participation at the Science Olympiad.

Please approve the donation.

Thank you.

**ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 CHARTER RD.
ACTON, MA 01720**

To: Stephen Mills
cc: Brian Dempsey
From: Alixe Callen
Subject: Donation Received
Date: June 1, 2012

Donelans Supermarkets has donated \$50. to the Science Olympiad. We ask that you approve the donation.

Thank you.

**ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 CHARTER RD.
ACTON, MA 01720**

To: Stephen Mills
cc: Maria Anthony
From: Alixe Callen
Subject: Donation Received
Date: June 1, 2012

Our student publication Windowseat has received a donation from Matthew and Carolyn Sager in the amount of \$25.

Please approve their donation.

Thank you.

**ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 CHARTER RD.
ACTON, MA 01720**

To: Stephen Mills
cc: Michelle Fox
From: Alixe Callen
Subject: Donation Received
Date: June 1, 2012

We have received a donation to the Speech and Debate team from Jin Hwan Lee and Myongsoon Choi in the amount of \$200.

Please accept their donation.

Thank you.

**ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 CHARTER RD.
ACTON, MA 01720**

To: Stephen Mills
cc: Kay Steeves
From: Alixe Callen
Subject: Donations Received
Date: June 1, 2012

We have received the following donations in support of Community Service Day:

Patricia Quilty	\$ 25.
Thelma Panetta	25.
Charles & Carol Bull	50.
Michael & Mary Specht	50.
The Acton Garden Club	250.
Middlesex Savings Bank	250.
Tyndall Design Group	350.

We would appreciate it if you will approve these donations.

Thank you.

**ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 CHARTER RD.
ACTON, MA 01720**

To: Stephen Mills
cc: Cathy Hammond
From: Alixe Callen
Subject: Donation Received
Date: June 1, 2012

We have received a donation to ASHA from Dr. Ravindra Kumar and Sandhya Gupta in the amount of \$100.

Please accept their donation

**ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 CHARTER RD.
ACTON, MA 01720**

To: Stephen Mills
cc: Judy Smith-Prather
From: Alixe Callen
Subject: Gift
Date: June 25, 2012

We have received a \$400 check from Sam and Dorothy Wade for the SHS Learning Center.

It will be deposited into Fund 3305 – SH Gifts.

**ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 CHARTER RD.
ACTON, MA 01720**

To: Stephen Mills
cc: Courtney Carp
Liz Marcotte
From: Alixe Callen
Subject: Donations Received
Date: June 1, 2012

The following have made donations to the Class of 2012:

T. C. Lando's	\$ 50.
Salerno's Restaurant	\$200.

We would appreciate it if you will accept their donations.

Thank you.

To: Stephen Mills
From: Larry Dorey
Re: Discipline Report for
Date: 6/21/2012

There were 27 discipline referrals to the administration during the month of June. This total is up from 17 last year. 23 students were suspended this month, while 0 students were suspended during June, 2012

Suspensions

Infraction	2008	2009	2010	2011	2012
Abusive Language		1			
Disruptive/Uncooperative Behavior					22
Drug Possession			1		
Fighting			2		
Harassment		1	1		
Insubordination					1
Truancy Issues	1				
Total	1	2	4	0	23

A list of all infractions for the month of June appears on the backside of this page.

c: Alixe Callen

Other Infractions

Infraction	2008	2009	2010	2011	2012
Abusive Language		1		1	
Abusive Language			1		
Academic Integrity		6		5	
Bus Discipline Issues		4		2	
C.H. Alcohol				1	2
Computer use Violation	1				
Disrespectful Behavior		1			
Disruptive/Uncooperative Behavior	4	4	1		22
Drug Paraphernalia			1		
Drug Possession			1		
Fighting			2		
Harassment		1	1		1
Insubordination					1
Leaving School Grounds		2		2	
Non Compliance w/school rules	7	1			
Other		2		1	1
Out of School Issue		1			
Teasing				2	
Truancy	2	2		3	
Vandalism	1				
Total	15	25	8	17	27



Food Service Department

Welcome back to school! Acton Public Schools lunch price \$2.50, Acton-Boxborough Regional Schools lunches start at \$2.20, tiered pricing to \$3.10. All lunches include an entrée, choice of milk, fruit, and vegetable. If a student wants to purchase a la carte milk it is available for \$.50.

The Food Service Department now offers an online application for free or reduced lunches. This will help families expedite the application process. Printed forms are still available and will be sent home the first day of school. For more information: <http://www.ab.mec.edu/departments/food/foodapplication.shtml>

The Acton-Boxborough Regional Schools and Acton Elementary Schools use a pre-payment system for all school meal and cafeteria purchases. I would like to take a moment to introduce the ParentOnline system and familiarize you with the services that are provided. Each student has their own lunch account which is accessed by using their school assigned Lunch ID number. **ALL** students enter the number into the PIN pad located at each register to purchase their food. Younger students will receive help with this from food service staff members in the beginning. Please note that if a student forgets their ID number we can access it through a search at the register. However, this will slow the process so we encourage students to know their Lunch ID number. Students Lunch IDs will remain the same for the entire time in the Acton and Acton-Boxborough Regional School system.

If you do not have your child's lunch ID, please log into the PowerSchool Parent Portal (available in mid August) <https://absis.ab.mec.edu/public/>. For High School and Elementary schools, login and choose **My Class Schedule Page** link. Lunch ID for the Junior High can be found on the **Team Assignment** link in PowerSchool.

To pre-pay money to your children's lunch account, you can either send in cash/check to your school's cafeteria manager OR log into ParentOnline and use a credit card. To ensure proper credit when paying by cash or check, please include student's first name, last name and Lunch ID on the memo line of the check and please attach the appropriate form. All forms can be found on the Food Services Website at:

<http://ab.mec.edu/departments/food/foodprepay.shtml>. If your student is in the Elementary schools please make the check payable to Acton Public Food Services Dept. If your student is in the Regional Schools, please make the check payable to the ABRS Food Services Dept. **Please note that if you have more than one student in the school system, you will need to submit separate checks, one for any student in the elementary schools and one for any student in the Regional schools.** Checks can be given to a teacher or a cashier at any of the elementary schools or left in a lockbox just outside the cafeteria at the Junior High and High School.

To prepay to your student's account by credit card, please create an account on the ParentOnline system which can be found at www.parentonline.net. (Please note that there is a \$1.75 fee for each credit card transaction processed through ParentOnline.) With ParentOnline, you can set-up reminders when your balance is low, automatically add money to your student's accounts and manage their a la carte purchases.

If you have any further questions, please call the Food Service department at 978-264-4700 x3221 or email us at lunchonline@abschools.org. We look forward to serving your child a healthy lunch at school.

Sincerely,

Kirsten Nelson, Director of Food Services

Staff Children
Case []

Projected
Acton Public Schools
2012 - 2013
7/26/12

7/26/12
1:46 PM

CAD, DAD, DBD, GAD, TAD, and MAD
- ALL DAY PROGRAMS

Grade YOG		Conant			Douglas			Total			Gates			Total			McCarthy-Towne						Merriam						Incom	Total	#Sec.	Avg. Siz
Rm	CAD	CB	CC	2#	Total	DAD	DBD	DC			GAD	G8				TAD	TB	TC				MAD	MB	MC	1#		New	6#				
K-25	21	19	18	58	59	19	19	21			20	20				19	21	21				20	19	19	58	0		276	14	19.7		
	4	5				3	4	5	1	3	8					113	311	312				231	321	334	3#			7#				
																Case +	22	21	22													
Gr. 1-24	21	21	22	64	64	21	21	22			20	21	21	62		21	21	21				21	21	21	63	0		316	15	21.1		
	6	7	8			6	7	8	5	6	10					114	301	302				224	234	322	323	4#		8#				
																Case +	23	25	25													
Gr. 2-23	22	23	23	68	69	23	23	23			22	22	23	67		23	23	23				22	22	22	23	89	0		362	16	22.6	
	9	10	17	1#	1#	9	10	11	7	9	17					212	213	314				230	330	331	1#			7#				
																Case +	25	23	24													
Gr. 3-22	24	24	25	73	73	24	24	25			24	24	24	72		23	23	24				23	23	23	24	93	0		381	16	23.8	
		19	20				12	13	14	18	19	20	1#			115	210	310				222	233	332	1#		2#					
Gr. 4-21	24	24	24	72	73	24	24	25			23	24	24	71		23	24	24								72	0		359	15	23.9	
	14	15	16			19	20	21	14	15	16					211	303	313				232	324	333	1#		2#					
																Case +	25	23	25													
Gr. 5-20	24	24	24	72	71	23	24	24			24	24	25	73		23	23	23				24	24	24	72	0		357	15	23.8		
	11	12	13			15	16	17	11	12	13	1#				112	214	215				223	235	335	4#		5#					
Gr. 6-19	25	25	26	76	77	25	26	26			25	26	26	77		26	26	26				25	25	26	76	0		384	15	25.6		
					1#								7#												15#		37#					
										Case+						[17]	Average	23.7	498													
Total	21 Sec.	Average	23.0	483	486	21 Sec.	Average	23.1	20 Sec.	Average	23.1		462		21 Sec.	Average	22.9				23 Sec.	Average	22.7		523	0		2435	106	23.0		
	Range	18	26			19	26		20	26					19	26					19	26					18	26				

8.3

Acton Public Schools
Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2012-2013
Bold Underlined Dates = No School Days

Approved 12/15/11
JH/HS Early/Late Days approved 5/3/12

Aug.	M	T	W	T	F
Sept.	27	28	29	30	<u>31</u>
	<u>3</u>	4	5	6	7
	10	11	12	13	14
	<u>17</u>	18	19	20	21
	24	25	<u>26</u>	27	28

Teachers' mtg. – Aug. 27
Schools Open – Aug. 28
No School – Aug. 31
Labor Day - Sept. 3

Rosh Hashanah – Sept. 17
Yom Kippur– Sept. 26
School Days - 20

Oct.	M	T	W	T	F
	1	2	3	4	5
	<u>8</u>	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

JH and HS Late Start – Oct. 1**
Columbus Day - Oct. 8
Elem Early Dismissal – Oct. 30*
School Days - 22

Nov.	M	T	W	T	F
				1	2
	5	<u>6</u>	7	8	9
	<u>12</u>	13	14	15	16
	19	20	21	<u>22</u>	<u>23</u>
	26	27	28	29	30

Prof. Day - Nov. 6 (no school/students)
Elem Early Dismissal – Nov. 14*
Veterans Day - Nov. 11 (holiday-Nov 12)
Half Day - Nov. 21
Thanksgiving Recess - Nov. 22-23
School Days - 18

Dec.	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
	<u>31</u>				

Jr. High. Early Dis. - Dec. 13* & 18*

Winter Recess - Dec. 24 - Jan. 1
School Days - 15

* Parent/Guardian Conferences
** Professional Learning for Staff

No School and Delayed Opening Announcements air on: <http://ab.mec.edu>
TV Channels 4, 5, & 7 and radio stations WBZ, WEIM
Delayed Opening - delayed starting time.
School Committee Meetings:
A-B Regional -1st Thursday, JHS Library - 7:30 PM;
APS Local - 3rd Thursday, JHS Library - 7:30 PM (exceptions: Oct.-Mar. @ Elem. Schools). Check website postings as locations may change.

Jan.	M	T	W	T	F
		<u>1</u>	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	<u>21</u>	22	23	24	25
	28	29	30	31	

Schools Open - Jan. 2
JH* AND HS** Early Dis. - Jan. 3
Martin Luther King Day - Jan. 21
Kindergarten Change-over - Jan. 22
School Days - 21

Feb.	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
	25	26	27	28	

JH** AND HS** Late Start – Feb. 11
Presidents' Day - Feb. 18
Winter Recess - Feb. 18-22

School Days - 15

Mar.	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	<u>29</u>

Good Friday – Mar. 29
School Days - 20

Apr.	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
	22	23	24	25	26
	29	30			

JH** AND HS** Late Start – Apr. 9
Spring Recess - Apr. 15 - 19
Patriots Day – Apr. 15
School Days - 17

May	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	<u>27</u>	28	29	30	31

Memorial Day - May 27
School Days - 22

June	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

Graduation – June 7
Last day – June 14 - 21
(depending on snow days)
School Days - 10
Total Days = 180 - 185

SCHOOLS OPEN

Tuesday, August 28, 2012*

* With the exception of
8th, 10th, 11th, & 12th graders, who start on Wednesday, August 29th

Acton-Boxborough Regional Schools

HIGH SCHOOL 7:23 a.m. - 2:18 p.m.

JUNIOR HIGH 7:30 a.m. - 2:06 p.m.

Acton Public Schools

DOUGLAS & GATES

8:30 a.m. - 2:45 p.m.

(Thursdays - 12:15 p.m. dismissal)

Kindergarten

AM Session (M,T,W,F) - 8:30 a.m. - 11:15 a.m.

(Thursday schedule - 8:30 a.m. - 12:15 p.m.)

PM Session - 12 noon - 2:45 p.m.

(No PM session on Thursdays)

CONANT, McCARTHY-TOWNE, MERRIAM

9:15 a.m. - 3:30 p.m.

(Thursdays - 1:00 p.m. dismissal)

Kindergarten

AM Session (M,T,W,F) - 9:15 a.m. - 12 noon

(Thursday schedule - 9:15 a.m. - 1:00 p.m.)

PM Session - 12:45 p.m. - 3:30 p.m.

(No PM session on Thursdays)

Acton School Lunch Price: \$2.50

Acton-Boxborough School Lunch Price: \$2.35

Milk only: \$.50

*****Direct Phone Numbers*****

Conant: 978-266-2550 Douglas: 978-266-2560 Gates: 978-266-2570
McCarthy-Towne: 978-264-3377 Merriam: 978-264-3371 Other Schools: 978-264-4700

6/13/12

Open House Dates - Fall 2012 6/12/12

=====

CONANT - Sept. 18, 7-8 pm, gr. 4-6
Sept. 19, 7-8 pm, gr. K-3

DOUGLAS - Sept. 12

6-6:45 pm - Grades 3 & 4

7-7:45 pm - Grades 5 & 6

Sept. 19

6-6:45 pm - All Kindergartens

7-7:45 pm - Grades 1 & 2

GATES - Sept. 18

6:00-6:45 pm - P.M. Kindergarten, Grade 2

7:00-7:45 pm - A.M. Kinder., Grades 3 & 4

Sept. 19

6:00-6:45 pm - A.D. Kindergarten, Grade 1

7:00-7:45 pm - Grades 5 & 6

McTOWNE - Sept. 19, 6:00 p.m.

MERRIAM - Sept. 11, 7:00 p.m.

JUNIOR HIGH - Sept. 27, 7:00 p.m.

HIGH SCHOOL - October 3, 6:50 p.m.

**ACTON and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETINGS
2012-2013**

Meetings are held in the R.J. Grey Junior High School Library unless otherwise indicated.
 Acton-Boxborough Regional School Committee meetings are usually held on the first Thursday of the month;
 Acton Public School Committee meetings are usually held on the third Thursday.
 ABRSC Meetings start at 7:30 p.m., APSC Meetings start at 7:00 p.m. unless otherwise noted.
 All materials are posted at <http://ab.mec.edu/about/meetings>.

June 28 (Thur)	Joint School Committee Annual Workshop - 6 pm, Blanchard School Library, Boxborough
August 1 (Wed)	Acton-Boxborough Regional School Committee, followed by Acton School Committee Meetings
September 6	Acton-Boxborough Regional School Committee
September 20	Acton School Committee
October 4	Acton-Boxborough Regional School Committee Meeting
October 18	Acton School Committee
November 1	Acton-Boxborough Regional School Committee
November 15	Acton School Committee
December 6	Acton-Boxborough Regional School Committee
December 20	Acton School Committee
January 8 (Tues)	Acton-Boxborough Regional School Committee
January 17	Acton School Committee
January 26 (Sat)	Joint School Committee Budget Saturday – 9 am – 2 pm
February 7	Acton-Boxborough Regional School Committee (open budget hearing-required by law)
February 14	Acton School Committee (open budget hearing-required by law)
March 7	Acton-Boxborough Regional School Committee
March 21	Acton School Committee
March 28	Joint School Committee Meeting (serves as April meetings)
May 2	Acton-Boxborough Regional School Committee
May 16	Acton School Committee
June 6	Acton-Boxborough Regional School Committee
June 20	Acton School Committee

Note: Acton Town Meeting is the first week of April. Boxborough Town Meeting is mid-May.
 6/29/12 <http://ab.mec.edu/about/schoolcommittee>

**Acton Public/Acton-Boxborough Regional School Committees
2012-2013 Committee Assignments**

CASE Board Members	Brigid Bieber (AB), Steve Mills
EDCO Public Policy Liaison	
EDCO School Committee Leadership Liaison	Brigid Bieber (AB)
EDCO Board Member	Brigid Bieber (AB)
Legislative Issues/Ballot Initiative Liaison (for Representative Benson's District)	Maria Neyland (AB)
Legislative Issues/Ballot Initiative Liaison (for Representative Atkins' District)	
Health Insurance Trust Representative	Kim McOsker
Health SAC (Superintendent Advisory Council) Liaison	Mike Coppolino
PTSO Liaison	Deanne O'Sullivan
SpedPAC Liaison	Paul Murphy
AB Warrant Signature Subcommittee	Brigid, Mike, Kim
Lower Fields/Corporate Sponsorship	Brigid Bieber, Dennis Bruce
Policy Subcommittee	Brigid, Maria, Paul, Deanne
AB/APS Negotiations Subcommittee	Maria, Dennis, Kim
Acton Leadership Group (ALG) Representatives	Kim McOsker, Xuan Kong
Acton Board of Selectmen Liaison	Paul Murphy
Acton Finance Committee Liaison	Dennis Bruce
OPEB Task Force	Dennis Bruce
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber, Maria Neyland
Regionalization School District Study Committee (RSDSC)	Xuan Kong

7/23/12

**Director of Pupil Services
Acton Public Schools
Acton-Boxborough Regional School District
(978) 264-4700 x 3265**

TO: Dr. Stephen Mills, Superintendent
FROM: Liza Huber
DATE: 7/25/12
RE: Medical Emergency Response Planning

On April 18, 2012 Governor Patrick signed Senate Bill 2132, "An Act Relative to Medical Emergency Response Plans for Schools." This new statute requires that all schools develop efficient written medical response plans to be better prepared to respond to life-threatening emergencies. This legislation, also known as Massachusetts' "Michael's Law" was filed in response to a 2010 tragic incident involving Sutton High School sophomore Michael Ellsesser, who died after suffering cardiac arrest while playing high school football. Specifically, schools are now required to have a written medical emergency response plan with certain required elements to be included. These Plans are to be developed in consultation with the school nurse, school athletic team physicians, coaches, trainers and the local emergency medical services agencies.

Currently, the Acton and Acton-Boxborough Schools have building based Emergency Response Plans as well as policies EBC and JLC. These policies – policy EBC: Emergency Plans and policy JLC: Student Health Services and Requirements will require modifications to meet the requirements of the new statute, including an update of legal references. Specifically, the modified policies will ensure that the Medical Emergency Response Plans will be developed and put in place, in addition to our existing Emergency Response Plans. The statute further requires that each school submit their plan to DESE by September 1, 2012 and every three years thereafter. Full implementation of Michael's Law must be in place by July 1, 2013, allowing the District some time for modifying the existing policies as needed.

Meanwhile, DESE is currently working on a model plan for Districts to consider, not yet available. As such, the Acton and Acton-Boxborough Schools will submit a Plan to DESE in a timely fashion (draft attached) but fully expect to revise the Plan in accordance with whatever template is provided.

**Acton Public Schools
Acton-Boxborough Regional School District**

Medical Emergency Response Plan

DRAFT 7/25/12

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will continue to develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters. In consultation with school nurses, school physicians, athletic coaches, trainers, and local Emergency Medical Services agencies, an Emergency Medical Response Plan will exist for each school in the district.

Plans shall be submitted at least every three years and will be updated in the case of new construction or other physical changes to the school campus.

Further elements shall include:

1. Rapid Communication System

Specific initial responses to a crisis will depend upon the nature of the crisis and initial responses may vary. In responding to any crisis, faculty and staff must immediately assess the situation and take any action necessary to address any imminent or immediate threat to the physical safety and well-being of members of the school community. In some emergency situations, as in sheltering in place or with the failure of telephone communication, the supervising adults who are present must take immediate responsibility and independent action.

EMS should be notified in the following cases: Fire/smoke in buildings or buses, bomb scare, intruder alerts/shelter in-place, medical emergencies, missing student, natural disasters, hazardous material exposure potential, civil disturbances.

2. EMS Response Time

A determination of EMS response times to any location on the campus is required. A determination of EMS response time can be arrived at by examining the locations of fire departments in our town. There are three fire stations within 1 mile of all our schools and the neighboring Boxborough Fire Department is within 3 miles of the central campus serving as back up. Through experience with prior emergency situations, the EMS response time is generally under 5 minutes.

3. Emergency Contact List

A list of relevant contacts with telephone numbers and a protocol undictaing when each person should be called, including names of experts to help with post-event support is required. The school districts have a written chain of command with relevant contact information. Protocol is specified as to when each person should to be called. In emergencies requiring post-event support, individual schools in our district have specific resources that they utilize (ie. School psychologists, physicians, “Good Grief Program”, “Emerson Pediatric Intervention Team” etc.)

4. Directing EMS Personnel

A method to efficiently direct EMS personnel to any location on campus, including the location of possible rescue equipment is required. During the initial contacting of EMS, they will be directed to the specific location of the emergency and administrative support will be utilized to direct them upon their arrival.

5. Injury Prevention/Monitoring

Safety precautions to prevent injuries in classrooms, on the playground, and on the school campus are required. Buildings are monitored for potential safety concerns by administrative and custodial staff. Accident reports are generated when appropriate, shared with administrative staff and kept on file.

6. CPR/AED/First Aid

A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers and other school staff is required. Curently, classes are offered to train staff through our Professional Learning Department. The athletic director is responsible for ensuring that coaches and athletic trainers are CPR/First Aid trained. Middle school students have the opportunity to be trained in CPR.

7. Location of AEDs

All Acton and Acton-Boxborough Schools possess Automated External Defibrillators (AEDs). All AEDs are wall-mounted in fixed cabinets in the lobby of each school. They can be removed from these cabinets and deployed to the location needed. The nurses maintain lists of staff trained in the use of the AED.

Building principals continue to meet all requirements for conducting fire drills and Emergency Response drills to give students and staff practice in moving to designated areas under emergency conditions.

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building Principals will meet all requirements for conducting fire drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

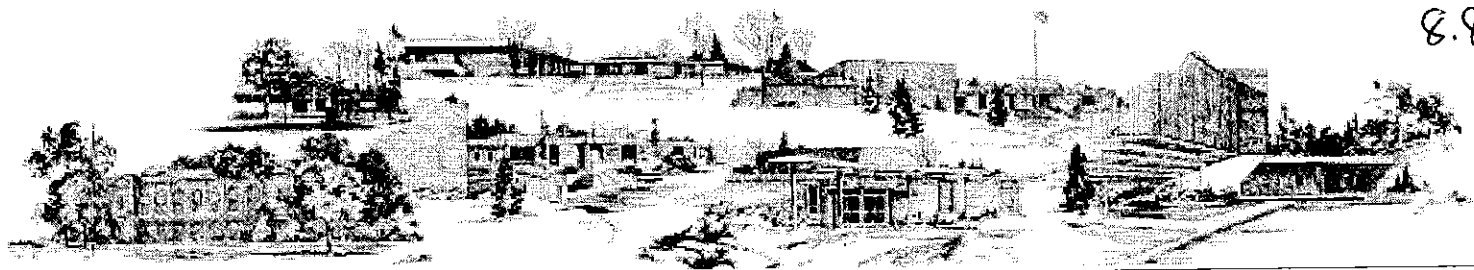
CROSS REF.: EBCD, Emergency Closings

STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The Districts recognize that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The Districts shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.



8.8

**ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

J.D. Head
*Director of Facilities
and Transportation*

TO: Dr. Stephen Mills

FROM: JD Head

RE: Bus video cameras

DATE: July 27, 2012

The purpose of this memo is to inform the APS and AB Regional School Committees of the details surrounding the SEON video monitoring system that will be found on all of the new school buses when school opens next month. Information from the manufacturer may be found at the following link, <http://www.seon.com/solutions/school-bus.html>.

Please note that we are referring to the 30 school buses leased by APS and ABRSD. Boxborough students transported by Dee Bus may not be on buses with a video monitoring system.

Our buses include the 4 camera system which will be extremely beneficial in creating a safer experience for all our ridership and our drivers. The cameras are positioned such that one camera faces the open road looking forward, the second faces the driver looking downward towards the bus door, the third picks up the front half of the bus seats and the fourth captures the rear half of the bus seating. Attached is a "screenshot" image to put it in perspective. All media generated by the system will be handled with extreme respect and care.

We are preparing a one page summary of the system, the mechanics behind the system, and our procedures for maintaining appropriate handling and custody of all of the media generated. We plan to send this information to all parents before school starts through their respective schools. We will also post this information on the website when we post the bus routes in August.

Please do not hesitate to contact me with any questions, concerns, or suggestions with regards to this video monitoring system.

