

**JOINT  
ACTON/ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETING  
MINUTES (Approved 10/1/09)**

Library  
R.J. Grey Junior High School

August 27, 2009  
7:00 pm

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<i>Members Present:</i>	Sharon Smith McManus, Xuan Kong, Terry Lindgren, Brigid Bieber, Maria Neyland, Michael Coppelino, John Peterson , Jonathan Chinitz
<i>Members Absent:</i>	Bruce Sabot
<i>Also Present:</i>	Marie Altieri, Steve Mills, Beth Petr

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The meeting was called to order at 7:05 p.m. by Sharon McManus and Xuan Kong, respective Committee Chairs.

AB Warrant #10-004 in the amount of \$1,475,128.79 and Warrant #10-005 in the amount of \$704,381.28 were signed by the Chairperson and circulated to the rest of the committee for signatures.

APS Warrant #2010-3 in the amount of \$514,513.51 and Warrant #2010-4 in the amount of \$127,216.89 were signed by the Chairperson and circulated to the rest of the committee for signatures.

Sharon McManus distributed the meeting ground rules that the Committee agreed on at their July 1 workshop.

### **JULY 1 WORKSHOP FOLLOW-UP**

#### **Committee Assignments:**

Some changes were made to the draft done in July. Mike said that the SPED financial task force had completed their work. Terry asked for a Boxborough FinCom Liaison. Brigid and Maria agreed to share that role. See attached Appendix A.

#### **Liaison Assignments:**

This was suggested to improve School Committee and Central Office working relationship. One or two liaisons would be identified for each functional area so they could talk to Central Office before the meetings to educate both SC and CO, and help both to avoid surprises at meetings. Acton FinCom uses this model. These would be "Ad hoc" roles to help with legwork, not official decision-making roles. The consensus was to try this on an as needed basis.

#### **Suggestions to Improve School Committee Meetings:**

Xuan, Sharon, and Steve identified a list to start with. See attached Appendix B.

Changing the timing of packet distribution so members receive it before the weekend would be beneficial. Some members feel more should be posted online and less distributed via paper. A suggestion was made to have the FYI offered only online. It was

agreed to consider this again next month. Steve noted that Worcester's packet went out the Friday before the meeting.

Terry asked if warrants could not be done at the meetings because it is distracting to have everyone passing them around and trying to read them during discussion. Meaningful issues should be addressed first.

Brigid & Maria: can't be there at 7:00 pm. Could local meetings start at 7:00 and the Joint or AB meetings start at 7:30? When there are Education Reports could agendas be shorter? Do a Consent Agenda. Beth will find the list of annual topics from last year's meetings.

Addendums should be posted and tell SC when it's done.

### **Prioritization of Issues and Tasks for the Committee [2009-2010]:**

See attached Appendix C.

### **NEW BUSINESS**

#### **2. FINCOM Presentation 9-3-09**

Steve said there is a \$600,000 budget problem for this current year, per the ALG (meeting coming up next Wednesday). FinCom point of view is different and they will present at the SC meeting on 9-3-09. A member noted that there is real urgency in the budget process right now.

At 8:33pm, the Acton-Boxborough Regional School Committee was polled and voted unanimously to go into Executive Session (Joint School Committee) according to Chapter 39 Section 23A Paragraph 3, "To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body."

At 8:34pm, the Acton Public School Committee was polled and voted unanimously to go into Executive Session (Joint School Committee) according to Chapter 39 Section 23A Paragraph 3, "To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body."

At 11:08pm, the Joint meeting resumed.

The Acton-Boxborough Regional School Committee Meeting adjourned at 11:09pm.  
The Acton Public School Committee Meeting adjourned at 11:09pm.

Respectfully submitted,  
Beth Petr  
Secretary

**F I N A L**  
**Appendix A.**

**Acton/Acton-Boxborough Regional School Committees**  
**2009-2010 Committee Assignments**

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<b>ALG</b>	Sharon/Xuan
<b>BLF</b>	Brigid/Maria
<b>ACTON BOS LIAISON</b>	Terry Lindgren
<b>EDCO</b>	
Board	Steve/Sharon
Public Policy	Brigid
School Comm. Leadership	Brigid/Sharon
<b>ACTON FIN COM LIAISON</b>	Sharon/Xuan
<b>BOXBOROUGH FIN COM LIAISON</b>	Brigid/Maria
<b>HEALTH INSURANCE TRUST</b>	John
<b>HEALTH SAC (Supt's. Advisory Council) LIAISON</b>	Jonathan/Bruce
<b>LEGISLATIVE ADVISORY GROUPS</b>	Brigid/Terry/John
<b>POLICY SUBCOMMITTEE</b>	Brigid/Sharon/Marie
<b>PTSO LIAISON</b>	Xuan
<b>SPED PAC LIAISON</b>	Mike
<b>WARRANT SIGNATURES</b>	Brigid/Xuan/Sharon Alternates: John, Maria,

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## FINAL Appendix B.

### Acton/Acton-Boxborough Regional School Committees 2009-2010 Improvement Goals for SC Meetings

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- ABRHS, RJGrey – Schedule quarterly updates (10 minutes each) instead of annual education report
- Education Reports –
  - start at 7:00pm
  - be specific about times
  - restate the topics
  - assumes members will commit to attend
- Meeting Packets –
  - Make packets available on Friday before a meeting instead of Monday
  - Make “For Your Information” material available online only - links included on agenda
  - Offer “online only” packets to SC members as requested
  - Post addendums online and inform SC members when available
- Include suggested “draft motions” for agenda items
- Schedule important topics early in the meeting
- Create consent agenda – items will be read separately, but voted together
- Schedule pre-meeting activities (tours, performances, etc) – committee members need to commit to attend as a matter of respect
- Create “annual” list of meetings with major business topics – build this over the year and review at the Summer 2010 Workshop
- Warrants
  - investigate the ability to review electronic version beforehand
  - send electronic notice to the whole committee when it’s ready for members who want to come in to review and sign it

## FINAL Appendix C.

### Acton/Acton-Boxborough Regional School Committees 2009-2010 Issues and Tasks for the Committees Bucket Assignments

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✓ **Committee of the Whole**

(‘Must-have’ issues of particular import and complexity that also may be unusually divisive)

- Contract negotiations
- Changing demographics
- Long range plan

✓ **Subcommittee or Task**

(Agreement on need for deliberation, to be preceded by a subcommittee or member study and recommendation)

- Negotiations Subcommittee (Brigid, Terry, John) – *subcommittee*
- Best practices of other school districts (Mike, Brigid) – *task*
- Regionalization Acton K-12 (Jonathan) – *task*
- Administrators Benefits Manual, create Article 13 list of the positions that are covered by the manual going forward (Xuan, Maria) – *task*

✓ **Park or Study Subcommittee**

(Non-urgent issues or issues of interest to one or several individual members - no action implied)

- Revise and update website
  - Staff compensation (non-union) – *park until FY11*
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