

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING Minutes** (approved 8/1/12)

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

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)*

- 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**

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- 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