

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETINGS Minutes** (approved 10/7/10)

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

**September 2, 2010
7:00 p.m. Joint Executive Session
7:30 p.m. Joint School Committee Meeting
Followed by Acton-Boxborough Regional SC Meeting**

Members present: Brigid Bieber, Mike Coppolino, Herman Kabakoff, Sharon Smith McManus, Maria Neyland, John Petersen
Members absent: Xuan Kong, Terry Lindgren, Bruce Sabot
Others: Marie Altieri, Steve Mills, Beth Petr

The Joint School Committee was called to order at 7:00 p.m. by Brigid Bieber and John Petersen, respective chairs.

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, Coppolino, Kabakoff, McManus, Neyland, Petersen)

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 discuss contract negotiations with the AEA, OSA and AFSCME unions, and that the Open Meeting would reconvene at approximately 7:30 p.m..

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 (Coppolino, Kabakoff, McManus, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board. He said the meeting was to discuss contract negotiations with the AEA, OSA and AFSCME unions, and that the Open Meeting would reconvene at approximately 7:30 p.m..

At 7:40 p.m., the Committees were polled and voted to go out of Joint Executive Session.

JOINT OPEN MEETING

CHAIRMAN'S INTRO

- 1. Citation from the House of Representatives to Acton and Acton-Boxborough Public Schools**
Representatives Cory Atkins and Jennifer Benson and Senator James Eldridge presented our schools with a citation "in Recognition of Being Rated the Second Best Small City School System in the Country by *Great Schools*". They thanked the Superintendent, the School Committees, and the voters and supporters of the overrides that have contributed to the schools' success. Rep Jen Benson thanked the Boxborough community. Brigid accepted the award with gratitude.
- 2. First Day of School Report**
Steve Mills said it had been a very successful first day of school, despite the heat being problematic in some of the buildings. He received very positive feedback regarding the benefits of the new Freshmen Orientation Day. He commented on the impressiveness of the large number of staff who have been working in our schools for 30 or more years, as noted in his Opening Day speech. One

School Committee member said that the Superintendent gave the finest convocation speech he had ever heard. Many staff members said it was very inspiring.

APPROVAL OF MINUTES

The Joint minutes of July 28, 2010 were unanimously approved as written. The Regional minutes of July 28, 2010 were also approved unanimously. Beth Petr will total the gifts from last year for the next meeting.

UNFINISHED BUSINESS

1. Update on Collective Bargaining

Brigid Bieber reported on the salary and health insurance changes in the proposed Agreements (Appendix A.) This information will be posted on the school website if approved.

Allen Nitschelm spoke from the public and asked for the percentage increase over the three years. Brigid Bieber said that the aggregate increase for AFSCME involves 36 employees, whose average salary is \$20 - 29 per hour. The total change over three years is \$210,000 translating to an increase of 9.09% including health insurance increases. John Petersen reported that through these negotiations, the Committee was able to achieve three very significant structural changes:

1. The health insurance premium contribution is moved from 85% employer:15% employee paid to 75% employer:25% employee paid;
2. A favorable shift away from the more expensive MasterHealth Plus plan is encouraged; and
3. Longevity payments will end, accruing no further liability on this item.

Acton-Boxborough Regional School Committee:

It was moved, seconded and unanimously

VOTED: to approve the proposed Agreement with the American Federation of State, County and Municipal Employees (AFSCME)

Acton Public School Committee:

It was moved, seconded and unanimously

VOTED: to approve the proposed Agreement with the American Federation of State, County and Municipal Employees (AFSCME)

Sharon McManus moved that the proposed agreement with OSA be approved.

Allen Nitschelm asked for the percentage increase over the three years. Brigid said that there are 30 people in this union being paid \$16 – 24 per hour. This percentage is slightly higher than the AFSCME numbers because in addition to the structural changes accomplished in this Agreement, we also needed to move certain positions into different grades. John Petersen further explained the history of the formation of this union and the adjustments made to the positions and grades. Allen Nitschelm then asked if the Town Manager is supposed to be voting on these matters. Brigid Bieber responded that the Town Manager has the right to vote and that he has been invited to all meetings. Furthermore, all Committee meetings are posted at the Town Halls.

Acton-Boxborough Regional School Committee:

It was moved, seconded and unanimously

VOTED: to approve the proposed Agreement with the Office Support Association (OSA)

Acton Public School Committee:

It was moved, seconded and unanimously

VOTED: to approve the proposed Agreement with the Office Support Association (OSA)

Brigid Bieber read a statement announcing settlement of three-year contracts with the American Federation of State, County and Municipal Employees (AFSCME) and the Office Support

Association (OSA) unions (Appendix B). She thanked everyone who represented these organizations and their commitment to our schools.

2. Revision to Admin Benefits Manual

Recommendation to Approve Change to List of Administrative Positions on page 14, article 14.1 of the APS and ABRSD Administrators' Benefits Manual dated July 1, 2010:

- from "Assistant Superintendent for Curriculum, Instruction, and Community Education" to "Director of Curriculum and Assessment" and
- from "Director of I.T. & Instructional Technology to Director of Educational Technology"

Acton-Boxborough Regional School Committee:

It was moved, seconded and unanimously

VOTED: to approve the proposed Change to List of Administrative Positions on page 14, article 14.1 of the APS and ABRSD Administrators' Benefits Manual dated July 1, 2010

Acton Public School Committee:

It was moved, seconded and unanimously

VOTED: to approve the proposed Change to List of Administrative Positions on page 14, article 14.1 of the APS and ABRSD Administrators' Benefits Manual dated July 1, 2010

STATEMENT OF WARRANT

APS Warrant #2011-03 dated 8/10/10 in the amount of \$171,583.26 and APS warrant #2011-04 dated 8/24/10 in the amount of \$351,946.17 were signed by the chairperson and circulated to the rest of the Committee for signatures.

The Acton Public School Committee was suspended at 8:15 p.m.

AB REGIONAL MEETING

STATEMENT OF WARRANT

Warrant #11-004 dated 8/12/10 in the amount of \$861,079.55 and warrant #11-005 dated 8/26/10 in the amount of \$878,657.53 were signed by the chairperson and circulated to the rest of the Committee for signatures.

PUBLIC PARTICIPATION - none

UNFINISHED BUSINESS

1. FY'10 Final Budgets

Steve Mills reported that the year end balances were not significantly different than the balances reported to the School Committees in July. There is a slight decrease of \$3,200.54 in the APS year end balance. He said that the Level 5 cuts from last year were layoffs that we didn't have to do, but that may be necessary for FY12. He commented that 6:1 is the DESE ratio of students to computers and that we are way behind in that area. Steve thanked Don Aicardi for his hard work on closing out the books with Tess Summers. Herman Kabakoff said that despite the bottom line being nothing short of remarkable, he asked how budgeting was done for utilities and health insurance, given the savings we ended up with in those line items. He also asked if the Committee typically discusses end of year savings and how they would be handled. John Petersen felt that detailed budget decisions should not be made by the School Committee, but instead the Superintendent should manage the budget. Mike Coppolino agreed. Brigid Bieber suggested that an agenda item for a Spring meeting be: "End of year funding and thoughts for the Superintendent and staff regarding spending it."

2. FY'11 Budget

Steve Mills discussed the new EdJobs funding. With the September 30, 2012 deadline to utilize it, he said it is a way to save and be prepared for the tight budgets coming up. Don Aicardi said that targeted language is used so this money cannot be spent outside of the classroom. John Petersen cautioned the Committee to be careful when allocating the money, because he felt that when the appropriated budget does not go far enough to pay for costs, we often burden our school families with the difference. Heman Kabakoff asked if the EdJobs money should be considered under the “waterfall” allocation proposal that the Committee discussed last February.

Steve Mills reported that progress on the Corporate Sponsorship program slowed over the summer. Steve Desy and Nick Finamore have created a sample brochure. ABSAF and the subcommittee will be meeting soon to talk about what they’re going to charge.

3. ALG/FinCom Update

John Petersen reported that the Superintendent will pick an administrator to attend, since there is no Assistant Superintendent. The Town Manager will do the same. This was a change to the ALG charter. Next meeting will look at a new format for the ALG spreadsheet.

Maria Neyland reported that the Boxborough Leadership Forum (BLF) met a couple of weeks ago and discussed budget timeline.

4. Health Insurance Trust (HIT) Update

John Petersen reported on the 8/26/10 meeting. This year in particular there has been a lot of movement in plans due to new incentives. This might make cash flows look unusual compared to other years. We may need to look closely when we do the budget for next year.

5. Staffing Update

Marie Altieri reported on the New Teacher Orientation held on 8/25/10 and how well it went. The list of New Professional Staff includes 22 teachers and 4 administrators. Six of our 22 new staff are AB graduates and some have had kids come through the system. Mike Coppolino asked if there are any trends when exit interviews are done. Marie said that most people are retiring or not being reappointed. John pointed out that receiving 103 and 120 applicants for two positions would indicate that we are a desirable place to work.

6. Finalize School Committee Assignments

The 2010-2011 School Committee Assignments were agreed on. Xuan Kong’s suggestion for a Long-term Vision and Planning Subcommittee will be considered at the next meeting

7. Request to Rename ABRHS Track in honor of Dick Dow

Steve Desy, ABRSD Athletic Director, shared a letter from Ray Gallant, President of The Colonial Club requesting that the Track be named in honor of Dick Dow, former teacher and track coach. The “Naming School Facilities” School Committee Policy (File : FF) and Procedures (File: FF-R) were discussed. A screening committee headed up by Steve Desy will be formed and will bring a recommendation to next School Committee meeting. The screening committee will ask the public for any suggestions they have for renaming the track.

NEW BUSINESS

1. SMART Goals 2010-2011

Steve Mills said that all of the goals work toward high quality instruction for every child, in every classroom, every day. Steve and his administrative team expect to be held accountable to these goals. Several Committee members expressed appreciation for the format of the SMART goals and stressed the importance of stating goals clearly. They asked that measurable goals be as quantitative as possible so success can be determined. The Superintendent said that the consistent message from all of the staff on Monday was clear – “It’s all about instruction for the children.”

2. Schedule next executive session

Beth will schedule an executive session for AEA contract negotiation strategy for next week.

3. Discussion of MASC (Mass. Assoc. of School Committees) Annual Dues

Brigid Bieber reported that the annual MASC dues is \$5,133 for the region. The Committee agreed to renew this year.

4. Late Field Trip Approval

A late Field Trip Approval Form was received on 9/2/10. The Committee decided to consider it at their next meeting.

FOR YOUR INFORMATION

1. ABRHS Info

- a. Discipline Report: 2009-2010 Summary
- b. Student Assistance Team (SAT) Summary 2009-2010

2. RJGrey Info

- a. Back to School Letters to Parents/Students
- b. Discipline Report: 2009-2010 Summary

3. MCAS AYP Update

- a. Parent/Guardian Letters to McCarthy-Towne and RJGJHS
- b. Pupil Services Response to Anticipated MCAS Results
- c. Special Education Parent Advisory Council (SpedPAC) Letter

McCarthy-Towne and RJ Grey Junior High have been designated as Schools in Need of Improvement. As required, letters were sent out to families in those schools. Steve Mills stated that while accountability is certainly important, having our schools designated as Needs Improvement is misleading. There is so much evidence and data that our schools are overall doing very well. We need to be sure we have statistical significance when using this kind of data and making statements. Nancy Sherburne spoke from the public for AB SpedPAC. The PAC feels that the numbers don't show that we do that well for all special education students. She asked that this be discussed at next month's School Committee meeting.

4. Pupil Services – On Team September 2010 and Hold the Date: Oct 29th

5. The Beacon, 8/26/10, “Some seek to limit where sex offenders live, work”

6. Enrollment Update

7. Interaction – Fall 2010 : <http://comed.ab.mec.edu>

8. the Lamplighter – September 2010 : <http://ab.mec.edu/about/publications>

9. Parent Communication Map: <http://ab.mec.edu/pdffiles/ParentCommunicationMap.pdf>

10. Fall Athletics Coaches - AB Athletics Schedule is at:

<http://www.highschoolsports.net/school/Acton-Boxborough-Regional-HS-Acton-MA>

11. Communications from the Community:

- a. “Economy Caught in Depression, Not Recession” from C. Seward
- b. “Better Sleep Leads to Better Grades” from T. Toups

12. For your calendars <http://ab.mec.edu/about/calendars>

- a. Schools Open
- b. Open House Dates
- c. School Calendar 2010-2011, revised 5/6/10

JOINT EXECUTIVE SESSION

At 9:36 p.m., it was moved, seconded and unanimously

VOTED by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.
YES (Bieber, Coppolino, Kabakoff, McManus, Neyland, Petersen)

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 discuss contract negotiations and that the Open Meeting would reconvene to adjourn only.

At 9:36 p.m., it was moved, seconded and unanimously

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

This was done after John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board. He said the meeting was to discuss contract negotiations and that the Open Meeting would reconvene to adjourn only.

At 9:55 p.m., the Committees were polled and voted to go out of Joint Executive Session and adjourned.

NEXT MEETINGS: September 16 – 7:30 pm, DOUGLAS School, APS Meeting
 October 7 - 7:30 pm, JH Library, ABRSC Meeting

Respectfully submitted,
Beth Petr

**OSA AFSCME and Hourly Staff
Salary and Health Insurance Changes
FY '11 – FY '13**

A. COLA

FY '11	No Salary Increase
FY '12	\$1.00 per hour for all hourly employees
FY '13	\$1.10 per hour for all hourly employees

B. Health Insurance

Employees will increase their contribution for health insurance from 15% to 25%, effective July 1, 2010.

Effective July 1, **2011**, employees who subscribe to Blue Cross Blue Shield Master Health Plus or Blue Care Elect PPO will increase their contribution to 50% of the cost of the premium.

To help offset the increased cost of health insurance, the School Committee will provide a one time reimbursement each September for three years according to the schedule below for active employees who were enrolled in a district sponsored health plan on June 30, 2010 and who continue to be enrolled in a district sponsored health plan in September of the specified year.

September 2010:	10% of the actual cost of the plan in which the employee is enrolled.
September 2011:	\$1200 for employees enrolled in a family plan \$500 for employees enrolled in an individual plan
September 2012:	\$600 for employees enrolled in a family plan \$300 for employees enrolled in an individual plan

C. Severance for OSA and AFSCME Employees

Delete Severance from the Contract

In exchange for deleting this provision from the Contract, all current OSA and AFSCME employees who have five (5) or more full years with the school district (s) as of June 30, 2010 will receive a payout in accordance with the severance article as written:

All OSA and AFSCME employees who have five (5) or more full years with the school district(s) as of June 30, 2010 will receive \$50 for each full year of service. If the OSA or AFSCME employee is over age 50 on June 30, 2010, they will receive a check for \$100 for each full year of service.

Statement read by Brigid Bieber at 9-2-10 AB/JT School Committee meeting:

The Acton-Boxborough Regional and Acton Public School Committees are pleased to announce settlement of three - year contracts with the American Federation of State, County and Municipal Employees (which represents, the Custodians among others “AFSCME”) and Office Support Association (“OSA”), two of the three school unions. We appreciate the hard work and commitment of all of the individuals represented by AFSCME and OSA. These outstanding school Districts that our children and our communities have come to enjoy and from which we all benefit, are only possible through the exceptional efforts of each school employee.

We would like to thank the Association representatives and each and every person represented by these organizations for their willingness to “come to the table” in a spirit of cooperation so that we could reach these three year agreements in a very uncertain economic environment. We believe each of the new Contracts between the ABRSD/APS and AFSCME and between ABRSD/APS and OSA balance the needs of the Districts for long-term, structural changes in compensation and benefits while meeting the needs of our employees for fair and competitive total compensation packages.

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

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

**September 2, 2010
7:00 p.m. Joint Executive Session
7:30 p.m. Joint School Committee Meeting
Followed by Acton-Boxborough Regional SC Meeting**

AGENDA with Addendum

- I. CALL TO ORDER (7:00)
- II. JOINT EXECUTIVE SESSION – strategy with respect to collective bargaining, re OSA, AFSCME and AEA contracts
- Joint Open Meeting resumes (7:30)**
- III. CHAIRMAN’S INTRO
1. Presentation by Rep. Cory Atkins, Rep. Jen Benson and Sen. James Eldridge to our schools
 2. First Day of School Report (oral) – Steve Mills
 - a. Welcome Back Letter to All Staff from the Superintendent
- IV. APPROVAL OF MINUTES OF 7/28/10 (addendum)
- V. UNFINISHED BUSINESS
4. Update on Collective Bargaining
 - a. Consider **VOTE** to approve Agreement with AFSCME
 - b. Consider **VOTE** to approve Agreement with OSA
 5. Revision to Admin Benefits Manual
Recommendation to Approve Change to List of Administrative Positions on page 14, article 14.1 of the APS and ABRSD Administrators’ Benefits Manual dated July 1, 2010:
 - from “Assistant Superintendent for Curriculum, Instruction, and Community Education” to “Director of Curriculum and Assessment” and
 - from “Director of I.T. & Instructional Technology to Director of Educational Technology”**VOTE** – Steve Mills
 - a. Page 14 of Manual, current
 - b. Page 14 of Manual, proposed
- APS Meeting adjourns and AB Regional Meeting continues (8:00)**
- VI. STATEMENT OF WARRANT
- VII. PUBLIC PARTICIPATION
- VIII. UNFINISHED BUSINESS
1. FY’10 Final Budgets – Steve Mills/Don Aicardi
 - a. Closing out fiscal 2010 budget
 - b. FY10 Final Object Reports
 2. FY’11 Budget – Steve Mills/Don Aicardi
 - a. Memo re New Educational Funding – Don Aicardi
 - b. Update on Corporate Sponsorship (oral) – Steve Mills
 6. ALG/FinCom Update
 - a. Minutes of 3/10
 - b. Packet from 8/17/10 ALG meeting
 - c. Draft minutes of 8/17/10

7. Health Insurance Trust (HIT) Update – 8/26/10 meeting
8. Staffing Update – *Marie Altieri*
 - a. New Teacher Orientation 8/25/10 Update (oral)
 - b. List of New Professional Staff
 - c. Information about New Teachers (*one revised page in addendum*)
 - d. Leaves of Absence, Resignations, Retirements
6. Finalize School Committee Assignments
 - a. 2010-2011 Assignments
 - b. Suggestions for Long-term Vision and Planning – Xuan Kong
7. Request to Rename ABRHS Track in honor of Dick Dow
 - a. Letter from Ray Gallant, President, The Colonial Club
 - b. Memo from Steve Desy, ABRSD Athletic Director
 - c. “Naming School Facilities” - School Committee Policy (File : FF)
 - d. “Naming School Facilities” Procedures (File: FF-R)

IX. NEW BUSINESS (9:00)

4. SMART Goals 2010-2011 – Steve Mills
 - o *Revision of Goals #6 Facilities and #8 Community Ed in addendum*
5. Schedule next executive session – Brigid Bieber
6. Discussion of MASC (Mass. Assoc. of School Committees) Annual Dues – Brigid Bieber

X.. FOR YOUR INFORMATION

13. ABRHS Info

- a. Discipline Report: 2009-2010 Summary
- b. Student Assistance Team (SAT) Summary 2009-2010

14. RJGrey Info

- c. Back to School Letter to Parents/Students
 - i. 7th Grade packet
 - ii. 8th Grade packet
- d. Discipline Report: 2009-2010 Summary (*addendum*)

15. MCAS AYP Update

- a. Parent/Guardian Letters to McCarthy-Towne and RJGJHS
- b. Pupil Services Response to Anticipated MCAS Results
- c. Special Education Parent Advisory Council (SpedPAC) Letter

16. Pupil Services – On Team September 2010 and Hold the Date: Oct 29th

17. The Beacon, 8/26/10, “Some seek to limit where sex offenders live, work”

18. Enrollment Update (*addendum*)

19. Interaction – Fall 2010 : <http://comed.ab.mec.edu>

20. the Lamplighter – September 2010 : <http://ab.mec.edu/about/publications>

21. Parent Communication Map: <http://ab.mec.edu/pdf/files/ParentCommunicationMap.pdf>

22. Fall Athletics Coaches

AB Athletics Schedule is at:

<http://www.highschoolsports.net/school/Acton-Boxborough-Regional-HS-Acton-MA>

23. Communications from the Community:

- a. “Economy Caught in Depression, Not Recession” from C. Seward
- b. “Better Sleep Leads to Better Grades” from T. Toups

24. For your calendars <http://ab.mec.edu/about/calendars>

- a. Schools Open
- b. Open House Dates
- c. School Calendar 2010-2011, revised 5/6/10

XI. EXECUTIVE SESSION (*if needed*)

- XII. NEXT MEETINGS: September 16 – 7:30 pm, DOUGLAS School, APS Meeting
October 7 - 7:30 pm, JH Library, ABRSC Meeting

XIII. ADJOURN (9:30)