

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETING**  
**MINUTES** (approved 1/5/12)

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

**September 1, 2011**  
**7:30 p.m.**

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*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

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**CALL TO ORDER**

The AB Regional School Committee was called to order by the Chair, John Petersen, at 7:33 p.m.

**CHAIRMAN'S INTRO**

Dr. Mills reported on a successful opening day of school, although it was not the best due to many weather related power outages and consequently some bus delays. The school administration felt it was important to assist the community so free showers were offered at the High School as well as dinner two nights in the cafeteria. These were very well received. 135 people arrived for the first dinner and 125 for the second one. Everyone's patience was appreciated.

John Petersen described Dr. Mills' opening day presentation to staff and the risk taking that the Superintendent modeled by ending the presentation with his banjo playing. AEA President Marc Lewis' talk was very well received. It was noted that individuals can do good things, but groups can do great things. Mike Coppolino said it was a wonderful example of what leadership should be.

**STATEMENT OF WARRANT**

Warrant #12-004 dated 8/11/11 in the amount of \$728,753.48 and warrant #12-005 dated 8/25/11 in the amount of \$1,261,151.04 were signed by the chair and circulated for signatures.

**APPROVAL OF MINUTES**

Minutes will be reviewed at the next meeting.

**PUBLIC PARTICIPATION** - none

**SCHOOL COMMITTEE BUSINESS**

**6.1 Budget**

- 6.1.1 Closing out FY11 budget
- 6.1.2 FY12 budget
- 6.1.3 Planning for FY13 budget

Don Aicardi summarized his FY11 Status Report. The year ended with a \$660,282.38 positive fund balance. Due to some final financial transactions that were completed after the close of the fiscal year, this is slightly higher than the estimated \$634,000 reported to the Committee on August 2. Don will get back to the Regional School Committee with options for how to address going over the cap. A new Table 6 could be voted at the next School Committee meeting. This was a budget that he was not part of creating, so he learned a lot as he went through the final status. He thanked his finance team for their support during his first year.

Mike Coppolino said that Liza Huber and JD Head are meeting to talk about CASE transportation costs and consider possible alternatives. Dr. Mills said that the Committee could expect an update on this next month.

One change for the FY12 budget process this year will be quarterly basis reports. The first quarter will end in October with a report the first week of November.

Don has already begun planning for FY13. A more realistic and aggressive reporting system is being planned. All level service information from department heads is due by the first week of October. This will establish a baseline. Three weeks later administrators will send additional requests. The team will spend November considering what proposals should be included in next year's budget.

Dr. Mills talked about the Long Range Strategic Planning (LRSP) process and his three goals: people (increased staffing), technology and professional development. It is not as simple as hiring more teachers because there are no classrooms to put them in. Adult contact is key, not necessarily teachers. We are in year one of the 5 year plan and have asked for level service already for FY13. Dr. Mills plans to ask for that plus 2% in the budget for next year. He will advocate for adding some professional development time and increases in technology and personnel over the next few years.

Mike Coppolino restated that he thought value 2 (academics) should be first in the LRSP, ahead of the other values. He emphasized that even a 2% increase needs to be grounded and justified.

John Petersen concluded that one issue last year was that numbers were very far apart from the start of the year to the finish, and it is much easier if the process can start as close to the ending point as possible.

## **6.2 Health Insurance Trust (HIT) Update**

John Petersen reported that the balance is still in good shape although it is confusing due to large enrollment changes. The contract for the Segal Study (\$32,000) to compare the performance of the HIT to the GIC and to the plan design for the Minuteman Nashoba Health Care Group was signed. The study will be completed in September. September 29 is the next HIT meeting.

## **6.3 Regionalization Update**

Bruce Sabot described the call for volunteers for the new Regional School District Study Committee (RSDSC). A flyer is out, posted online and in the Beacon. Names must be submitted by September 9. Volunteers should have a strong background in finance/education/community service and be prepared to make a serious time commitment to this working group. Bruce will set up a meeting prior to the October meeting so candidates can be reviewed and the committee announced at the October School Committee meeting.

## **6.4 Subcommittee Updates**

### **6.4.1 Policy Revision: Use of Facilities – FIRST READING**

The policy subcommittee met four times on this important revision. The original policy is much longer and the subcommittee felt the policy should be a statement and the issues should be addressed in the procedures. Draft procedures will be presented at the next School Committee meeting. Brigid Bieber noted that two citizens met with the subcommittee to give input on their experiences using the school facilities for their tennis programs. The Acton Boxborough Travel Basketball (ABYS) board members also provided input because they are a long time, major user of our schools' gym space.

### **6.4.2 New Policy: Corporate Sponsorship/Advertising in Schools**

Steve Mills said there is a group ready to work on the corporate sponsorship efforts. Tamara Dukes is ready to contact some of the clients that ABRHS does business with. She has been given a \$2000 stipend and she will get 5% of what she brings in. She understands that we cannot promote religious or political views, alcohol, or similar items. Mike Coppolino asked that a subcommittee of whomever was involved in these kinds of activities in the past be made aware of what Steve is planning. Steve Mills agreed that all should be kept in the loop, including the folks at ABSAF. Steve will be sure that Steve Desy has informed them.

### 6.4.3 Long Range Strategic Plan (LRSP)

Addressed earlier, see budget discussion. Steve Mills said that when the LRSP is final, the School Committee will be asked to approve it. Kim McOsker agreed with Mike that the academic items should be top priority.

## 6.5 SMART (Specific, Measurable, Attainable, Related to Student Academic Outcomes, Time-bound) Goals 2010-2011 (final)

Steve Mills reviewed the final status of last year's SMART goals. He highlighted Deborah Bookis' work with the Teacher-to-Teacher Initiative and professional development. The Finance goal was also achieved due to Don Aicardi's successful year. Marie Altieri deserves a tremendous amount of credit for achieving the three successful union agreements, addressed in Goal 4 regarding Human Resources. JD Head and the Facilities department enjoyed huge financial success that translated into more textbooks and technology for students. Regarding Technology, Amy Bisiewicz submitted and updated a 3 year Technology Plan resulting in many new resources including smartboards. This has led to an incredible uptake in service delivery to teachers. Community Education has also benefited from Amy's technical assistance resulting in Erin Bettez meeting her goal. Steve Mills thanked RJGJHS math teacher, Phil Stameris, specifically for his work on successfully achieving the MCAS AYP goal.

Xuan Kong asked if data had been collected for a bullying baseline. Liza Huber reported that it had and the numbers are light as expected. The staff is looking much closer at peer conflict because one time conflicts are most common. They are addressing both issues concurrently. Annual trainings are scheduled for early fall. Liza said that building principals are responsible for these numbers and that they are double checked.

## 6.6 Initial MCAS Results

Deborah Bookis reported that the official MCAS information is embargoed until next month. Generally, it appears that results are good. Deborah recognized math teacher, Phil Stameris for his work as well as the staff and administration for their coordinated efforts. She will present results at next month's meeting.

## 6.7 Food Service News

### 6.7.1 Pricing Update

### 6.7.2 Point of Sale System Transition

John Petersen thanked Food Services Director Kirsten Nelson and ABRHS Cafeteria Manager Heidi Conley and her staff for their efforts this week serving the community dinners. The Food Services website at <http://ab.mec.edu/departments/food/food.shtml> has a wealth of information for families. On 8/2/11, the School Committees voted a \$.10 increase in lunch prices due to a federal reimbursement requirement. A new automated Point of Sale System starts October 7 in all of our schools. Every child will have a 4 digit code (found on the families' powerschool page) to use to purchase lunch. Parents/Guardians will add money via the website. Many schools use this system very successfully. A week before going live, families can go on the website to add money to their account. When an account goes below a certain amount, the parent gets an email. All Back to School Nights will have a food services table to explain and answer questions.

## **FOR YOUR INFORMATION**

An Open Meeting Law Training Session will be offered on September 15<sup>th</sup> by the Town of Acton.

### 7.1.1 Broadcast Studio Update

Acton Community Access Television (ACAT) has moved from the High School to their new studio. The School Committee authorized \$30,000 of new equipment to supplement what ACAT donated to the school program. John thanked Brendan Hearn and Alixe Callen for the recent tour of the studio. Additional capital requests for more equipment are expected.

### 7.1.2 School Improvement Plans FY12

The High School and Junior High Schools' School Improvement Plans are aligned with the district goals. MASC and MASS disagree over whether School Committees need to approve School Improvement Plans. One committee member expressed concern that the goals were not measurable enough.

#### 7.2.1 Back to School Letter to Parents/Students

The Committee was struck by the cost (often up to \$100) and quantity of various materials that families are expected to provide for their children as they go back to school. One member asked why the lists can't be posted earlier in the summer. Another suggested one list for all students and not allow teachers to request such a variety of specific items. The Committee felt there must be a more cost effective way to handle school supplies.

#### 7.3 Minute Van Funding Update – Data re Student Use

Dr. Mills does not believe this would be appropriate for the School Committee to fund, despite it being a very worthy activity.

#### 7.5 Solar Photovoltaic Production FY11

Dr. Mills highlighted Kate Crosby's work and said that it is absolutely decreasing our utility bills.

#### 7.8 Parent Communication Map: <http://ab.mec.edu/pdffiles/ParentCommunicationMap.pdf>\*

John Petersen recommended that people get acquainted with this valuable resource.

#### 7.9 Fall Athletics Coaches

Mike Coppolino pointed out a serious incident approximately five years ago where a participant was injured and no assistant coach was available. He asked that the administration be extremely thoughtful about providing assistant coaches, especially in the contact sports.

This was the first School Committee meeting where members had no paper packets. Laptops and iPads were used to view the material posted on the website at <http://ab.mec.edu/about/meetings.shtml>. Members were generally pleased with the change.

**NEXT MEETINGS:**     September 15 – 7:30 pm, DOUGLAS School, APS Meeting  
                                  October 6 - 7:30 pm, JH Library, ABRSC Meeting

The meeting was adjourned at 9:23 p.m.

Respectfully submitted,  
Beth Petr

List of documents used: see agenda attached

# ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETING

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R.J. Grey Junior High School

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## AGENDA with addendum

1. CALL TO ORDER
2. CHAIRMAN'S INTRO  
First Day of School Report – *Steve Mills*
  - 1.1 Welcome Back Letter to All Staff from the Superintendent\*
  - 1.2 Staff Opening Day presentation slides 8/29/11\* (*addendum*)
3. STATEMENT OF WARRANT
4. APPROVAL OF MINUTES (*next meeting*)
5. PUBLIC PARTICIPATION
6. SCHOOL COMMITTEE BUSINESS (7:45)
  - 6.1 Budget – *Don Aicardi*
    - 6.1.1 Closing out FY11 budget\* (*addendum*)
    - 6.1.2 FY12 budget
    - 6.1.3 Planning for FY13 budget
  - 6.2 Health Insurance Trust (HIT) Update – *John Petersen*\* (8:05)
    - 6.2.1 YTD performance
    - 6.2.2 Calendar
    - 6.2.3 Segal Study
  - 6.3 Regionalization Update – *Bruce Sabot* (8:15)
    - 6.3.1 Study Committee Call for Volunteers\*
  - 6.4 Subcommittee Updates (8:20)
    - 6.4.1 Policy Revision: Use of Facilities – **FIRST READING** – *Brigid Bieber*\* (8:20)
    - 6.4.2 Policy Revision: Corporate Sponsorship – *Steve Mills* (8:30)
    - 6.4.3 Long Range Strategic Planning – *Steve Mills*\* (8:35)
  - 6.5 SMART Goals 2010-2011 (final) – *Steve Mills*\* (8:40)
  - 6.6 Initial MCAS Results – *Deb Bookis* (8:45)
  - 6.7 Food Service News – *Marie Altieri*\* (8:50)
    - 6.7.1 Pricing Update
    - 6.7.2 Point of Sale System Transition
7. FOR YOUR INFORMATION (8:55)
  - 7.1 ABRHS
    - 7.1.1 Broadcast Studio update\*
    - 7.1.2 School Improvement Plan FY12\*
  - 7.2 RJ Grey Junior High
    - 7.2.1 Back to School Letter to Parents/Students
      - 7.2.1.1 7<sup>th</sup> Grade packet\*
      - 7.2.1.2 8<sup>th</sup> Grade packet\*
    - 7.2.2 School Improvement Plan\*
  - 7.3 Minute Van Funding Update – Data re Student Use\* (*addendum*)
  - 7.4 Pupil Services – On Team September 2011\*
  - 7.5 Solar Photovoltaic Production FY11, *Kate Crosby*\*
  - 7.6 Interaction – Fall 2011 : <http://comed.ab.mec.edu>

- 7.7 The Lamplighter – September 2011 : [http://ab.mec.edu/about/publications\\*](http://ab.mec.edu/about/publications*)
- 7.8 Parent Communication Map: [http://ab.mec.edu/pdffiles/ParentCommunicationMap.pdf\\*](http://ab.mec.edu/pdffiles/ParentCommunicationMap.pdf*)
- 7.9 Fall Athletics Coaches\*
  - AB Athletics Schedule is at:  
<http://www.highschoolsports.net/school/Acton-Boxborough-Regional-HS-Acton-MA>
- 7.10 For your calendars <http://ab.mec.edu/about/calendars>
  - 7.10.1 Schools Open\*
  - 7.10.2 Open House Dates\*
  - 7.10.3 School Calendar 2011-2012\*

- 8. NEXT MEETINGS:           September 15 – 7:30 pm, DOUGLAS School, APS Meeting  
  October 6 - 7:30 pm, JH Library, ABRSC Meeting

ADJOURN (9:05)

\* see document in meeting packet