

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING  
Minutes (approved 6/9/16)

Library  
R.J. Grey Junior High School

May 19, 2016  
7:00 p.m.

---

*Members Present:* Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin, Kathleen Neville, Maria Neyland, Deanne O'Sullivan, Kristina Rychlik, Eileen Zhang  
*Members Absent:* Paul Murphy  
*Others:* Marie Altieri, Bonnie Bisbicos, Deborah Bookis, Glenn Brand, Beth Petr

---

1. The Superintendent called the ABRSC to order at 7:05 p.m.
2. **Superintendent's Introduction**
  - 2.1. Boxborough Town Election Update –Mary Brolin was reelected to the School Committee.
  - 2.2. Thank you to FY16 Chairwoman Kristina Rychlik and Vice-Chairs Mary Brolin & Paul Murphy
3. **Election of Acton-Boxborough Regional School Committee Officers for FY17 – Glenn Brand**
  - 3.1. Chairperson – **VOTE** – Glenn Brand  
Maria Neyland moved, Brigid Bieber seconded and it was unanimously,  
**VOTED:** that Mary Brolin serve as the FY17 Chairperson of the ABRSC.
  - 3.2. Vice Chairperson(s) – **VOTE** – Glenn Brand  
Maria Neyland moved, Deanne O'Sullivan seconded and it was unanimously,  
**VOTED:** that Amy Krishnamurthy serve as the FY17 ABRSC Vice-President from Acton  
Brigid Bieber moved, Mary Brolin seconded and it was unanimously,  
**VOTED:** that Kathleen Neville serve as the FY17 ABRSC Vice-President from Boxborough.
  - 3.3. Executive Secretary – **VOTE** – Glenn Brand  
Amy Krishnamurthy moved, Mary Brolin seconded and it was unanimously,  
**VOTED:** that Beth Petr serve as the FY17 ABRSC Executive Secretary.
  - 3.4. FYI: School Committee Annual Meeting Policy, File: BDA  
School Committee Officers Policy, File: BDB
4. **Recommendation to Accept \$87,000 Donation from Acton Boxborough Student Activities Fund (ABSASF) for FY17 – VOTE – Glenn Brand**  
ABSASF President Heather Harer and student members of the group presented the annual ABSASF gift.  
Maria Neyland moved, Kathleen Neville seconded and it was unanimously,  
**VOTED:** to accept a donation of \$87,000 from ABSASF with gratitude.
5. **Statement of Warrant & Approval of Minutes – Mary Brolin**
  - 5.1. ABRSC Meetings of 4/28/16, 4/7/16 and 3/17/16  
See attached list of warrants that were read and signed by the Committee.  
Kathleen Neville moved, Brigid Bieber seconded and it unanimously,  
**VOTED:** to approve the minutes of the three meetings as written.
6. **Public Participation - none**
7. **ABRSD Safety and Security Planning – Glenn Brand with School Resource Officer Detective Keith Campbell and Jr High Assistant Principal Jim Marcotte**

7.1. Alternative Lock Down Presentation – ALICE (Alert, Lockdown, Inform, Counter, Evacuate)  
7.2. Community Meeting regarding ALICE Training, May 31 at 7:00 p.m. in the Jr High Library  
Dr. Brand thanked Detective Campbell, as well as Acton Detective Mike Eracleo, Boxborough Officer Pat Colburn and Jr High AP Jim Marcotte for their work on the Alternative Lockdown Subcommittee of the Superintendent’s Safety Task Force, and for their recommendation that the District adopt the ALICE Protocol for the 2016-2017 school year. Representatives from each school will be trained at the end of May. Staff in all schools will be trained starting in August and students will be appropriately trained in the Fall of 2016.

Dr. Brand described the presentation as a first glance at this important new program for the District. He welcomed families to attend the Forum on May 31<sup>st</sup> to learn more.

8. **ABRHS Handbook for 2016-2017, Review of Changes – First Reading – Maurin O’Grady**  
High School Dean of Students Maurin O’Grady said that after numerous changes in previous years, there are only three small changes for next year and several technical/grammatical edits. Changes involve senior internships and midyear and final exams. The new midyear format trial was successful.

9. **Recommendation to Approve Revision of Use of Facilities Procedures and Fees (File: KF-R) – First Read (due to fees) - Erin Bettez**  
Mary Brolin and Deanne O’Sullivan recused themselves due to conflicts of interest and left the room during the discussion. Amy Krishnamurthy ran this item of business in Mary’s absence.

Erin Bettez spoke about the new energy fees being proposed for the Use of Facilities Procedures, File: KF-R. JD Head and Kate Crosby provided valuable data about our energy costs and other communities do charge these types of fees as part of their rental agreements. Erin explained that if a building being rented was being turned on specifically for a group, (the school district would not have had heat, light, etc. on), it may be appropriate for these groups to be charged for this fee, essentially a “weekend utility fee”. (High School rentals will not be part of this because the building is always in use. Erin and her department have spent the last year allowing users to consider this possibility. She said there were also a few other small fee charges because the basic rental fees have not changed in 5 years. She emphasized that the District wants to be as clear as possible about all of this. It is expected that this will be voted on at the next School Committee meeting. Rental fee increases would be effective July 1, 2017. Procedural changes go into effect July 1, 2016.

In response to questions, Erin emphasized that a fair decision will be made if more than one group is renting space in a building at the same time. Currently administrators are shared proportionately if two groups are in a building. The same will be done for the energy fee. The attempt is to mitigate the expense on the district in a transparent and reasonable way. Maya Minkin pointed out that with the focus on energy, it might be worth adding some specific detail to the custodian’s duties when they are working a rental event (shutting off lights, etc.).

10. **ABRSD FY17 Budget and Town Meeting Update– Glenn Brand**  
Boxborough’s Town Meeting was held on May 9 and the FY17 School budget passed unanimously. Mary Brolin thanked all of the School Committee members for attending.

11. **Recommendation to Approve EDCO Collaborative Articles of Agreement, dated 5/19/16, as amended by a vote of the EDCO Collaborative Board of Directors on 4/28/16 – VOTE – Glenn Brand (due to Wellesley Public Schools withdrawal)**

11.1. EDCO Collaborative Articles of Agreement Amendment Summary Memo

11.2. EDCO Collaborative Articles of Agreement dated 5/19/16 as amended to be approved  
Brigid Bieber moved, Kristina Rychlik seconded and it was unanimously,

**VOTED:** to approve the EDCO Collaborative Articles of Agreement as presented.

12. **ABRSD Transportation Update – JD Head, Ed Weiner**

12.1. Elementary Bus Passes Policy and Procedures, File: EEAAA and EEAAA-R

12.2. Community Correspondence

Eileen Zhang stated that she had a conflict of interest so she left the School Committee table and sat in the audience (as a parent of a current student) for this discussion.

JD Head reviewed the policy changes that were voted last Spring, emphasizing the ones that would go into effect for the 2016 – 2017 school year. These two changes are that students must be in Grade 2 or older to use the one day bus pass privilege, and stops will only be made on a permanent basis at licensed childcare facilities.

JD and Transportation Director, Ed Weiner answered questions. Ed explained that they try to anticipate how many requests there will be for the “full” buses. Sometimes there are seating issues if too many kids request the same bus on a particular day. We do not have a policy that says how many passes can be requested for a bus because it depends on the size of the kids and how many will fit (3 vs 2 kids to a seat). JD was thanked for the detailed presentation. Dr. Brand said that a reminder letter to parents will go out next week stating that permanent pass requests are due by August 1<sup>st</sup>.

**Public Comment:**

There were a number of parents in the audience. One person asked why is her son’s established enrichment program is not eligible for bus passing, just because it is not daycare. JD responded that the District had to draw the line somewhere and because childcare is a required, licensed service, it is clearer than other businesses that may be considered. Another parent stated that bus passing has been in place for our district for a long time and asked why it had to be stopped now. JD explained that student safety is the District’s primary focus, as well as the ability to effectively manage the transportation system given the resources available. The parent felt that there are only minor changes to the temporary bus passes but major changes to the permanent passes. It was asked why the Community Education program is not listed on the state website. Erin Bettez explained that the District’s program meets all of the licensing requirements but is exempt because it is part of the school district.

Mary Brolin reiterated that the Committee is not revisiting the policy, just reminding people of the changes that were voted on for next year.

13. **Update on ABRSD Drinking Water Safety – JD Head**

Due to recent concerns in the general media, JD Head reported that the ABRSD water has just been tested and is clean and absent of any levels of lead or copper that warrant concern per the MA Department of Environmental Protection. The Acton Water District tests their wells 3 times a week and the Hager Well in Boxborough (which provides domestic tap water) is tested on a full scale schedule. The Acton Water District can provide specific information about their resources. JD has applied for a free technical assistance program being offered by the State.

14. **Recommendation to Approve FY17 Education Cooperative (TEC) Bid – VOTE – Glenn Brand**

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

**VOTED:** to approve the FY17 TEC Bid as proposed.

15. **ABRSD Administrator Salaries Review and Recommendation to Approve – VOTE – Glenn Brand, Marie Altieri**

In response to a desire for clear parameters around desired ranges for administrative compensation, the Budget Subcommittee agreed to have Dr. Brand meet with Kristina Rychlik, Brigid Bieber and Marie Altieri to research this topic. Brigid explained how the group reviewed the data. Not all of the positions were comparable due to different scopes of responsibilities, and other factors. Mary Brolin explained that because there is a position being offered (Director of Special Education), a vote of

approval was requested at the meeting. Kristina stated that the group or a similar one will meet every two years to review this data.

Krisina Rychlik moved, Diane Baum seconded and it was unanimously,  
**VOTED:** to approve the Administrator Salary Ranges as proposed.

**16. Recommendation to Appoint Ms. Pamela Smith as Director of Special Education effective 7/1/16 – VOTE – Glenn Brand**

Dr. Brand believes Ms. Smith will be a wonderful fit with our District.

Amy Krishnamurthy moved, Maria Neyland seconded and it was unanimously,

**VOTED:** to appoint Ms. Pamela Smith as the Director of Special Education as proposed.

**17. ABRSD Capital Study Update – Glenn Brand**

17.1. Link to materials: <http://www.abschools.org/district/school-capital-and-space-planning>

17.2. Phase II: “Educational Visioning & Master Plan Development”

17.3. Special Purpose Stabilization Funds Memo, Feb 2016, *MA Dept of Revenue*

17.4. Capital and School Needs Committee Update (*oral*)

17.5. ABRSD Capital Study Public Forum on June 16 at 7:00 p.m. in the Jr High Library

Dr. Brand reviewed the memo in the packet and information about the Special Purpose Stabilization Funds. He encouraged the public to attend the Public Forum on June 16<sup>th</sup>.

**18. Recommendation to Approve ABRSD Auditor for FY16 – VOTE – Glenn Brand**

Maria Neyland moved, Amy Krishnamurthy seconded and it was unanimously,

**VOTED:** to enter into an Engagement Letter for the District audit services with Powers and Sullivan, LLC, Certified Public Accountants, for the services required for the 3 fiscal years ending June 30, 2016 – 2018, with an option to extend for two additional years.

**19. Recommendation to Approve ABRHS Field Trips – VOTE – Glenn Brand**

19.1. Nordic Ski Team trip to Quebec 12/26/16 – 12/31/16

19.2. French Exchange trip to Quebec during April vacation 2017

Brigid Bieber moved, Maya Minkin seconded and it was unanimously,

**VOTED:** To approve the two High School field trips as proposed.

Brigid thanked the teachers and sponsors of the trips saying that it is a huge responsibility and creates a great experience for our students.

**20. Subcommittee Reports**

20.1.1. Budget – Maria Neyland reported on the meetings held on 4/13/16 and 5/4/15.

20.2. Policy –

20.2.1. **Unexpired Term Fulfillment**, File: BBBE – Second Reading – **VOTE**

Amy Krishnamurthy moved, Maria Neyland seconded and it was unanimously,

**VOTED:** to approve this policy as proposed.

20.2.2. **Committee Member Conflict of Interest**, File: BCB – Second Reading – **VOTE**

Maria Neyland moved, Amy Krishnamurthy seconded and it was unanimously,

**VOTED:** to approve this policy as proposed.

Maria asked that Committee members receive a copy of this policy every year at their workshop.

20.2.3. **Teaching About Drugs, Alcohol and Tobacco**, File: IHAMA – Second Reading – **VOTE**

Maria Neyland moved, Kathleen Neville seconded and it was unanimously,

**VOTED:** to approve this policy as amended to insert “other” before the word drug.

20.2.4. **Use of Weapons as Part of Instruction**, File: IHAMD – Second Reading – **VOTE**

20.2.4.1. Procedures, File: IHAMD-R

Maria Neyland moved, Amy Krishnamurthy seconded and it was unanimously,

**VOTED:** to approve this policy as proposed.

20.2.5. **Visitors to the Schools**, File: KI – Second Reading – **VOTE**

20.2.5.1. Revised policy with changes to First Read to be consistent with Guidelines

20.2.5.2. Guidelines for Observations Requested by Parents/Guardians and/or Parent/Guardian Designees, File: KI-R, Spring 2015

Amy Krishnamurthy explained that the policy subcommittee received input from the Special Education Parent Advisory Council (SpedPAC) on the first draft and the group has replied back that they were very pleased with the proposed changes.

Kathleen Neville moved, Maria Neyland seconded and it was unanimously, **VOTED**: to approve this policy as amended.

20.2.6. **Basic Instructional Program, File: IHA** – First Reading – *Kathleen Neville*

Kathleen explained that the revisions bring the policy more in line with current practices.

20.3. Comparative Communities Study – *Diane Baum*

20.3.1. Draft minutes of meeting on 4/26/16

Diane reported on the last meeting. They are trying to narrow the scope and plan to meet two more times before the School Committee summer meeting. Lexington is the only town the subcommittee will include that is not on Peter Ashton's list. Kristina asked why special education costs will not be examined because they are specifically what the School Committee was expecting. Diane reported that the subcommittee thought this would be too complex. Kristina thinks if the focus is just on salary and compensation, the District already collects a lot of that information. Diane replied that they will talk to Marie Altieri to figure out how to not duplicate what is already being done. The subcommittee wants to get staffing lists and look into overstaffing possibilities, but they are confirming details. Maria Neyland asked if Diane meant union and non union staff. Diane said yes. Maria cautioned the subcommittee that the contracts are all big pieces and the group needs to take that into account. They involve insurance benefits and professional development for example in addition to salary.

21. **School Committee Member Reports**

21.1. Acton Board of Selectmen –

21.1.1. Acton Community member to serve on Town Capital Improvement Planning Committee  
Kristina Rychlik reported that she has someone in mind but they have not confirmed yet.

21.2. Minuteman Technical High School (MMT) Update – *Diane Baum*

On May 4<sup>th</sup>, Belmont did not approve funding for the building project and unanimity is required. There may need to be a district wide referendum.

21.3. PTO/PTSO/PTF Co-Chairs– *Deanne O'Sullivan*

The group met on Monday. They have questions about field trips and year end class trips, and scholarships for those activities.

22. **Annual Superintendent's Evaluation Process** – *Kristina Rychlik*

22.1. Report on FY16 Goals – *Glenn Brand*

22.2. Staff Survey Results Memo (*brought to meeting*)

22.3. Spring 2016 Evaluation Timeline (*FY16 members only*)

22.4. Evaluation Form (*FY16 members only*)

22.5. Second Invitation for Public Comment by June 1 to Kristina Rychlik, cc to [BPetr@abschools.org](mailto:BPetr@abschools.org)

Dr. Brand presented his End of Year Goal Review.

Kristina Rychlik has met individually with all of Glenn's direct reports. She will provide her summary of their input to the Committee next week and it will be included in the next meeting packet. Mary urged the Committee members to respect the timeline and send their evaluations to Kristina by the June 1 deadline.

23. **ABRSC Summer Workshop and FY17 Meeting Schedule –First Reading–** *Mary Brolin*

23.1. DRAFT FY17 ABRSC Meeting Schedule

The Committee discussed whether the Annual Workshop and summer business meeting could be combined into one evening. They decided it needed to be two meetings. Beth will ask how many members would plan to attend the MASC/MASS meeting the first week of November to see if the Committee should consider holding their first November meeting on a different date to avoid the conflict.

24. **Superintendent’s Report/Updates**

Dr. Brand reported that Dover Sherburn School District recently held a Challenge Success presentation that he, Deborah Bookis and Paul Murphy attended. It was very inspiring. The Interschool Council met recently and has next year’s meeting dates set. Dr. Brand announced that the Central Office will begin their move to the Administration Building this summer with the Superintendent’s Office, Marie Altieri, Deborah Bookis, Marlene Dow, Karen Coll, Anne Vlajinac and Beth Petr moving in July. The rest of the Central Office will follow by the end of FY2017. This is to give the Jr High School more instructional space for 2016-2017.

The ABRSC adjourned at 9:37 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: see agenda, list of warrants

**NEXT MEETINGS:**

June 9            ABRSC Meeting at 7:00 p.m. in the Jr High Library  
June 23          ABRSC Meeting at 7:00 p.m. in the Jr High Library