

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)  
Approved Minutes

Library  
R.J. Grey Junior High School

October 4, 2018  
7:00 p.m.

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Members Present: Diane Baum, Michael Bo, Mary Brolin, Adam Klein, Ginny Kremer, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Angie Tso, Eileen Zhang (7:06 p.m.)  
Members Absent: none  
Others: Marie Altieri, Peter Light, Beth Petr, Dave Verdolino

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1. The ABRSC was called to order at 7:00p.m. by Chairperson Diane Baum. She announced that the meeting was being taped by Acton TV.
2. **Chairman's Introduction**  
Diane Baum asked members if they would be interested in discussing possible new seating arrangements for the School Committee meetings. The merits and drawbacks of the current set up came up at the workshop last November with Dr. Rob Evans. There was consensus to add this to a future meeting agenda as well as to consider asking Dr. Evans to return for another discussion.
3. **Public Participation**  
*Per policy BEDH, members of the public may speak for up to 2 minutes on items not included on this agenda. Comments regarding items on the agenda should be made during that part of the meeting. Typically, the Committee/Administration will not respond to comments during public participation.*  
  
Corey Spaulding spoke from the audience and stated that she was recording her comments with the Chairperson's permission. She said that she was at the meeting with her daughter's permission and read a statement regarding significant issues that they had had with a different school district. Ms. Spaulding made a public records request for documents that she stated she would return for in 2 weeks.
4. **Student Representatives' Update**  
Arnav Mehra updated the Committee on current events at the High School. He elaborated on Michael Cheng's previous comments regarding the new start times and how well the students like the change. Members of the athletic community have told him that it has not altered their practice sessions like they were concerned about. Arnav thanked the Committee for supporting the extracurriculars including the new Girls in Science club. He asked for their support of an expansion of the fitness center because many more athletes use it to lift weights because that type of training is so beneficial in all sports. He said that the fitness center is now overcrowded and over used.
5. **Superintendent Evaluation Workshop – Dorothy Presser - MASC Field Director**  
5.1. DESE MA Model System for Educator Evaluation, January 2012  
Part III: Guide to Rubrics and Model Rubrics for Superintendent, Administrator and Teacher

5.1.1. Appendix A. Superintendent Rubric

5.1.2. Appendix B. End-of-Cycle Summative Evaluation Report: Superintendent, Pages B-1 through B-8

Diane Baum read the Evaluation of the Superintendent policy (CBI) and emphasized that evaluating the Superintendent is a major component of the Committee's job. She introduced Ms. Presser and welcomed her back to the district.

The MA Board of Elementary and Secondary Education requires some elements that all districts must include, although not all of the elements have to be used. The three key components are: Five step cycle, Two part tool and Multi-part Rating System. See slides 5-11. A member disliked that "Proficient" was so prominent on the checklist because the visual could influence a member's response. Dorothy said that the checklist does not have to be used, although the rubrics must be.

It was emphasized that when creating the Evaluation Document, the number of elements should be limited to 8-12. There must be a representation of each standard. "Discuss the Artifacts of Evidence" is in red because it is so important. School Committee members will understand that a goal is being met if the Superintendent keeps them informed as the process moves forward.

Developing a year-long agenda is helpful so progress on the goals is visible. Presenting all of the updates at the end of the year makes it very difficult when it is time to evaluate. A 2 year goal is fine, but yearly benchmarks should be established.

Ms. Presser shared different ways that Committees handle new and retiring members when it comes to evaluating the Superintendent. Current AB practice is to have Committee members stepping off complete the evaluation and newly elected members (in the month or two prior to the end of the year) do not participate until the next year. This has worked well.

Ms. Presser noted that a new ruling by the Supreme Judicial Court states that the composite evaluation needs to be released to the School Committee at same time as the public to avoid a deliberation.

The Committee discussed what kind of measurable tools should be used. It was emphasized that the Superintendent and Committee would develop these together. Measurement is not always a number but can be an accomplishment as well. There was consensus that members should go right through the process - work with the Superintendent, align the goals, then talk about what is the evidence. This way Mr. Light knows what is expected and needed. If a survey is called for, then it can be done. A member suggested that all members keep a file throughout the year of evidence so doing the evaluation at the end is easier.

Mr. Light explained that as members go through the goals, they will see a narrative reflection that has embedded links to support the goal. This is the same evaluation tool used for principals and staff so he is very familiar with it. That will also help the Committee effectively evaluate his performance over the year. Once the School Committee adopts the district goals, he will share the year-long agenda. The narrative will have links to presentations that members have seen throughout the year. At the end of the year, it will be tied together.

Diane Baum explained that the goals arrive out of the work of the district. The evaluation is a reminder to keep thinking of the district goals throughout the year. Each meeting agenda aligns with the goals.

6. **Statement of Warrants & Approval of Minutes – Diane Baum**

6.1. Meeting minutes of September 20, 2018 – **VOTE**

Paul Murphy moved, Tessa McKinley seconded and it was unanimously, **VOTED**: to approve the minutes as amended.

6.2. Minutes of Protocol Subcommittee meeting on September 17, 2018 – **VOTE**

Amy Krishnamurthy moved, Tessa McKinley seconded and the Committee, **VOTED**: to approve the subcommittee minutes as amended.  
(Adam Klein and Mary Brolin abstained.)

7. **Superintendent’s Update – Peter Light**

Mr. Light described equity work as a slow process that will take years to complete. In response to a question, he stated that AB could be considered on the cutting edge of talking about equity for high performing districts because most of the discussion has been taking place regarding lower performing districts. The commitment of educators at AB to bring this topic to the forefront, given our demographic, was something that attracted Mr. Light to our district. Members were urged to look at the linked information. Dawn Bentley was thanked for her great work.

The Superintendent thanked the Acton Police/Town officials and JD Head for meeting about Sidewalk and Crosswalk Safety. Members appreciated the focus on safety, particularly given the recent student accident and several in previous years. Mr. Light agreed to keep the Committee informed. School officials also met with the Kelley’s Corner group and did a site walk to see where students try to cross the various roads and how they use the sidewalks. Traffic patterns are being reviewed. The Administration wants to work with the Town so steps are planned with kid safety in mind. Members appreciated the MIIA Safety flyer and discussions with students about pedestrian safety. The flyer will be sent home. A member asked if the bus routes could also be sent with the sidewalk information so the sidewalk committee can put all of the information together.

8. **School District 2018-2019 Goals - Second Read – VOTE - Peter Light**

Amy Krishnamurthy moved to approve the School District 2018-2019 Goals. Ginny Kremer seconded the motion and discussion followed.

Members discussed the importance of reviewing the bus ridership data that has been collected since school started. This includes the large number of emails received from families. Several members have heard from community members about their experiences with the new single tier busing system.

Mr. Light explained that at the last School Committee meeting’s First Read, it was clear that there was misunderstanding regarding Goal #1’s Strategic Goal Action. The Action was now broadened because it is a social-emotional goal, not a reading goal. He stated that “dedicated to reading” would also be deleted from the last “Evidence/Measures” item of that goal.

Mr. Light emphasized the importance of taking the time to monitor significant changes, like the new school start times, well. The District is trying not to add additional new work to be sure the desired impact actually happens. He stated that the changes made for the current year

have been so significant that it may look like the Administration is not doing as much this year, but it is not accurate.

Members asked that after a year long study of assessment at the High School, it seemed like they did not hear much about post assessment study and the homework changes. (They felt a lot was reported about the elementary changes.) Mr. Light assured the Committee that they will hear more on this, as well as the schedule changes, when the High School presents to them in November. Surveys will be given to all stakeholder groups and the feedback will be examined and presented as appropriate.

John Petersen spoke from the public, noting that under responsible party, many people are listed. He would expect them to report back on how the work has gone. A supporting document showing the clear division of labor in regard to responsibility would be helpful in his opinion, as well as a definition of deliverables.

The Committee unanimously **VOTED** to approve the School District 2018-2019 Goals.

9. **Subcommittee Reports – Diane Baum**

9.1. Building– *Mary Brolin (meeting on Oct 10)*

Visioning sessions are going on with a wrap up on October 16<sup>th</sup> after the members' school tours. Mary will offer a "Building Committee 101" session for new members to get up to speed on the process.

9.2. Budget – *Amy Krishnamurthy (meeting on Oct 2)*

Dave Verdolino will give a similar "Budget 101" soon for new members. Finding and retaining bus drivers continues to be a challenge. All 3 dispatchers have had to drive every day. A preliminary timeline has been looked at for FY20.

9.3. Policy – *Amy Krishnamurthy (meeting on Oct 3)*

The first meeting was held as an orientation.

9.4. Capital Planning *(meeting on Oct 10)*

Mr. Light reported that the first meeting is prior to the upcoming Building Committee meeting. Jason Cole and Gary Kushner are the Acton and Boxborough reps respectively. Skanska has been contracted to review the draft plan, pricing, packaging of plan to maximize bid capacity, and help us develop it into a 5 year plan, as well as address a gap in the work. Hiring this professional advisor will be very beneficial.

10. **School Committee Member Reports – Diane Baum**

10.1. Acton Leadership Group (ALG)

Paul Murphy reported that Fincom came out with a Point of View (POV) draft.

10.2. Boxborough Leadership Forum (BLF)

Mary Brolin reported that the Town's budget schedule is set including Jan 5 for a Boxborough Budget Saturday and Feb 2 for a Capital Saturday.

10.3. PTSO Co-Chairs meeting

Tessa McKinley reported that there are many new members. They will meet on the first Monday of every month.

10.4. Legislative Liaison

Ginny Kremer met with Senator James Eldridge and he updated her on the foundation budget and work that was not completed by the end of the fiscal year. The foundation amendment was to incorporate a joint commission to try to get state funding to more realistic levels for English Language Learners (ELL), Circuit Breaker and high needs individuals. Governor Baker added an amendment to the civics bill for the 7<sup>th</sup> graders.

11. **FYI**

11.1. Memorandum of Understanding Between ABRSD and the Police Departments Regarding the School Resource/Liaison Officer Program including Appendix A “Role of the Office of the Middlesex District Attorney”, Policy Exhibits KLGA-E

Mr. Light explained that the Attorney General’s office adopted a new template for this year. In response to question, he said that the Student Resource Officers (SROs) are paid for by the police department. Boxborough does not have a specific officer assigned to the schools. Acton has 3 officers assigned to the District.

11.2. Don’t Worry Alone: Stories of Hope – Community Art Show & Sources of Hope, Oct 24<sup>th</sup>, 6:30 – 8:30 p.m. The Gallery at Villageworks, AB Cares – The Superintendent highlighted this important presentation.

11.3. Alarming Dangers in School Zones flyer from MIAA (*MIAA*) (See Superintendent’s Update earlier in the meeting.)

The ABRSC was adjourned at 8:34 p.m.

Respectfully submitted,

Beth Petr

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

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**LIST OF DOCUMENTS USED**

- 5. Superintendent Evaluation Workshop – Dorothy Presser – MASC Field Director**
  - 5.1 DESE MA Model System for Educator Evaluation, January 2012  
Part III: Guide to Rubrics and Model Rubrics for Superintendent, Administrator and Teacher
    - 5.1.1. Appendix A. Superintendent Rubric
    - 5.1.2. Appendix B. End-of-Cycle Summative Evaluation Report: Superintendent, Pages B-1 through B-8
- 6. Statement of Warrants & Approval of Minutes – Diane Baum**
  - 6.1. Meeting minutes of September 20, 2018 – **VOTE**
  - 6.2. Minutes of Protocol Subcommittee meeting on September 17, 2018 – **VOTE**
- 7. Superintendent’s Update – Peter Light**
- 8. School District 2018-2019 Goals - Second Read – **VOTE** - Peter Light**
  - 8.1. Memo
  - 8.2. Revised Goals from First Read on 9/20/18
- 10. School Committee Member Reports – Diane Baum**
  - 10.1. Acton Leadership Group (ALG) – meeting on 9/27/18
  - 10.2. Boxborough Leadership Forum (BLF) – meeting on 9/26/18
- 11. **FYI****
  - 11.1. Memorandum of Understanding Between ABRSD and the Police Departments Regarding the School Resource/Liaison Officer Program including Appendix A “Role of the Office of the Middlesex District Attorney”, PolicyExhibits KLG A-E
    - 11.1.1. Acton
    - 11.1.2. Boxborough
  - 11.2. Student Enrollment Update, 9/15/18
  - 11.3. Updated FY19 ABRSC Subcommittees and Assignments, 9/20/18
  - 11.4. Don’t Worry Alone: Stories of Hope – Community Art Show & Sources of Hope, Oct 24<sup>th</sup>, 6:30 – 8:30 p.m. The Gallery at Villageworks, AB Cares
  - 11.5. Alarming Dangers in School Zones flyer from MIIA