

Acton Public and Acton-Boxborough Transitional School Committees

September 19 , 2013

7:00 p.m. AB Transitional School Committee meeting

7:30 p.m. APS School Committee meeting

in the R.J. Grey Junior High Library

**ACTON-BOXBOROUGH TRANSITIONAL SCHOOL COMMITTEE (ABTSC) and
ACTON PUBLIC SCHOOL COMMITTEE (APSC) MEETINGS**

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

**September 19, 2013
7:00 p.m. ABTSC Meeting
7:30 p.m. APSC Meeting**

AGENDA

1. **ABTSC CALL TO ORDER** (7:00)
2. **Acton-Boxborough Regional School District Superintendent Search** – *Maria Neyland*
 1. Sample materials from 2008-2009 Superintendent Search
 2. Proposed timeline and committee makeup for 2013-2014 Search
3. **Blanchard School Principal Search Update** – *Marie Altieri*

ABTSC ADJOURNS and APSC CALL TO ORDER (7:30)

4. **CHAIRMAN'S INTRODUCTION**
5. **STATEMENT of WARRANT**
6. **PUBLIC PARTICIPATION**
7. **APSC BUSINESS**
 1. Superintendent's Safety Task Force Update – *Steve Mills (oral)*
 2. Boxborough School Committee (BSC)/APSC Agreement for School Choice Enrollment for 2013-2014 – **VOTE** – *Steve Mills*
 3. Partnership for Assessment of Readiness for College and Careers (PARCC) Field Test – *Deborah Bookis*
 4. School Committee Member Reports (*oral*)
 1. Acton Leadership Group (ALG) – *Dennis Bruce*
 - i. Draft minutes for 9/12/13 meeting
 2. Health Insurance Trust (HIT)– *Kim McOsker*
 3. Other Post Employment Benefits (OPEB) Task Force– *Dennis Bruce*
 4. Acton Finance Committee - *Dennis Bruce*
 5. Acton Board of Selectmen - *Paul Murphy*
 5. Enrollment Report – September 1, 2013 – *Marie Altieri*
8. **FOR YOUR INFORMATION**
 1. Pupil Services
 1. English Language Learner (ELL) Student Population, September 1, 2013
 2. On Team, September 2013
 2. Open Meeting Law Training for all Board and Committee Members, Acton Town Clerk, September 18 or September 25 at 7:00 PM, ABR High School Auditorium
 3. Community Outreach Subcommittee Plan, 9/13/13, *Kristina Rychlik*
 4. School Newsletters

Conant Crier: <http://conant.ab.mec.edu/pto/newsletter.html>
Douglas Digest: <http://douglas.ab.mec.edu/pto/digest.html>
Gates Gazette: <http://gatesschoolpto.org/gazette>
McCarthy-Towne Bulletin: <http://www.mctptso.org/bulletin/>
Merriam Comm News: <http://www.merriampto.org/Merriam>

Carol P. Huebner Preschool:

<http://ab.mec.edu/Preschool/index.htm>

9.

NEXT MEETINGS

- October 3, 7:00 p.m. ABRSC/ABTSC Meeting, R.J. Grey Junior High Library
- October 17, 7:00 p.m. APSC Meeting, R.J. Grey Junior High Library

ADJOURN

Makeup of 2008 Superintendent Search Committee

1 Central Office

3 School Committee

1 Elementary Principal

1 Regional Principal

4 Teachers

4 Parents (One of whom was also a staff member)

2 Community Members (One from each town)

Sample Timeline
and Scope of Work
Superintendent Search Timeline

2008-2009

- September 18th Joint School Committee Meeting 6:30 – 8:00 PM
⇒ Discuss Process and Timeline Conant School
⇒ Review other district's experiences
⇒ Discuss Search Firms
 RFP or Interviews?
⇒ Discuss makeup of the search committee
- September 25th Ask for volunteers for search committee
⇒ Beacon
⇒ PTSO Email Lists
⇒ Staff Emails
- October 6th Joint School Committee Meeting 7:00 – 11:00 PM
⇒ Interview Search Firms R. J. Grey Jr. High
 J. A. Roy Associates
 Hazard, Young & Attea
 Phil Devaux Associates
 MASC
- October 10th Deadline for volunteers for search committee
- October 13th Joint School Committee Meeting 7:30 – 10:30 PM
⇒ Interview Search Firms R. J. Grey Jr. High
 Future Management Systems
 NESDEC
- October 16th Joint School Committee Meeting After Regional Meeting
⇒ Appoint Search Firm Douglas School
 Committee voted unanimously to appoint MASC
⇒ Appoint Search Committee
 The two chairs recommended a slate to the School Committee
- October 29th Search Committee Organizational Meeting 4:00 – 5:30 PM
⇒ Procedures ABRHS Room #115N
⇒ Timeline
⇒ Meeting and Interview Schedule

Sample Timeline and Scope of Work

2008-2009

November 13th Joint School Committee Meeting 6:30 – 7:30 PM
Merriam School

- ⇒ Discuss Superintendent's Compensation
- ⇒ Discuss Superintendent's Qualifications
- ⇒ Charge to Search Committee

December 1st – December 10th Community and Staff Focus Groups
See Focus Group Schedule
Open Posting/ Dec. 1st

December 3rd Search Committee Meeting 4:15 – 5:45 PM
ABRHS Room #115N

- ⇒ View Final Ad and Brochure
- ⇒ Search Process
- ⇒ Question Development

December 17th Search Committee Meeting 4:15 – 5:45 PM
ABRHS Room #115N

- ⇒ Search Process
- ⇒ Question Development

December 8th – January 9th Advertise and invite applicants

January 7th Search Committee Meeting 7:00 PM
Finalize Questions ABRHS Room #115
Prepare for Interviews

January 9th Deadline for Applications
Receive Applications for review p/u at Safety Building

January 14th Search Committee Meeting 7:00 PM
Review Applications ABRHS Room #115N
Determine candidates for interview

Interviews*:

Wed., Jan. 21 st	3:30 – 4:45, 5:00 – 6:15, 6:30 – 7:45
Thurs., Jan. 22 nd	3:30 – 4:45, 5:00 – 6:15, 6:30 – 7:45
Fri. Jan. 23 rd	5:00 – 6:15, 6:30 – 8:00
Mon. Jan. 26 th	5:00 – 6:15, 6:30 – 8:00, **8:15 – 9:30
Tues. Jan. 27 th	5:00 – 6:15, 6:30 – 8:00, **8:15 – 9:30

February 4th Search Committee 5:00 PM
Deliberate and determine Finalist ABRHS Room

Sample Timeline and Scope of Work

2008-2009

*The January and early February search committee meetings will be held in executive session and not be open to the public. The applicant's names will be held confidentially until finalists are determined.

** These times will be held until we determine how many candidates will be interviewed. We will utilize the first 2 interviews per night for the 5 nights prior to using the 3rd slot.

February 5th Search Committee Present Finalist to School Committee

February/March

- ⇒ School Committee Interviews Finalists
- ⇒ Finalists visit Acton/Acton-Boxborough
School Visits
Community Open Meetings

March/April

- ⇒ Public Input
- ⇒ Superintendent Appointed
- ⇒ Negotiate Contract

July

- ⇒ New Superintendent Takes Position

An invitation to apply

Superintendent of Schools

Acton Public Schools

Acton-Boxborough Regional Schools



Visit us at <http://ab.mec.edu>

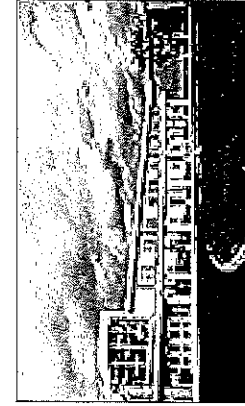
2008-2009

The Acton Public and Acton-Boxborough Regional School Committees seek an experienced leader who will champion the districts' vision for academic excellence, a professional who will promote creative approaches to deal with challenges, and a leader who will collaborate and communicate with all stakeholders. The Superintendent works with a single central office administration to oversee two school districts that serve the Acton and Boxborough communities, with 5,600 students and a combined budget of \$60 million.

QUALITIES & QUALIFICATIONS

The school committees seek a dynamic, energetic individual to assume the leadership of the districts. The following qualities & qualifications are required:

- Certified or ability to become certified as a Superintendent of Schools in Massachusetts
- Master's Degree required; advanced degree preferred
- Teaching and/or administrative experience in an educational setting preferred
- Experienced in managing finances and accountability systems
- Strong community outreach and communication skills
- Demonstrates an inclusive management style which offers access to staff and community



2008-2009

THE COMMUNITIES

Acton (population 21,000) and Boxborough (population 5,100) are suburban communities located about 25 miles northwest of Boston. They retain traditional New England character while providing convenient access to all the resources of the greater Boston area.

THE SCHOOL DISTRICTS

THE ACTON PUBLIC SCHOOL DISTRICT

The Acton Public School District has five elementary schools with an open enrollment policy that allows parents to choose the best placement for their child based on each school's unique educational philosophy.

- Student enrollment 2008-2009 – 2,559
- FY09 Budget – \$24,974,318
- Each school offers grades K-6 – Conant, Douglas, Gates, McCarthy-Towne, Merriam
- School committee – 6 from Acton

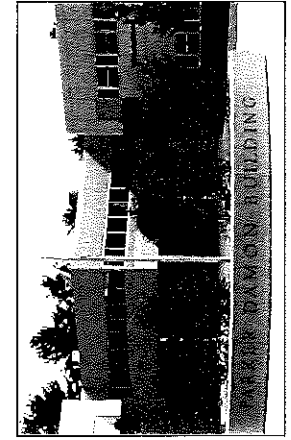
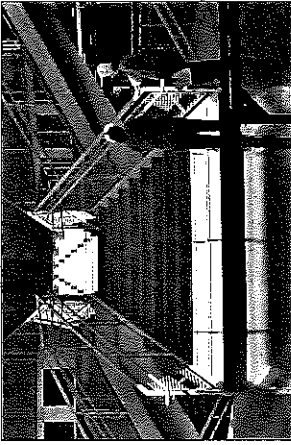
THE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

The Acton-Boxborough Regional School District serves 3,000 students (grades 7-12) from Acton Public Schools' five elementary schools and Boxborough Public School's Blanchard Elementary School. The district has consistently excelled in academics, the performing and visual arts, and athletics.

- RJ Grey Jr. High (grades 7-8 organized in teams) enrollment 2008-2009 – 1,003
- AB Regional High School (grades 9-12) enrollment 2008-2009 – 1,959
- FY09 Budget – \$36,661,413
- School committee – 6 from Acton, 3 from Boxborough



2008-2009



COMPENSATION

The Acton Public and Acton-Boxborough Regional School Committees will negotiate a competitive compensation and benefits agreement with the successful candidate in the range of \$165,000 - \$180,000.

KEY RESPONSIBILITIES

- Work collaboratively to establish positive environments and methodologies which promote learning for all students and staff
- Maintain and nurture a cooperative and productive working relationship with the school committees, staff, students, parents, and town governments in both communities
- Collaborate with key stakeholders to develop and explain budgets
- Ensure strong fiscal accountability through strategic planning, implementation, and oversight
- Lead the districts to achieve continued educational excellence into the future and strategically address future needs

2008-2009

2 of 3

APPLICATION PROCESS

For application forms and further information please contact
Glenn Koocher, Executive Director

Massachusetts Association of School Committees

One McKinley Square, Suite 200, Boston, MA 02109

Phone: (800)392-6023; Fax: (617)742-4125; Cell: (617)733-0497

E-mail: gkoocher@masc.org

Completed applications and information must be received at this location
 or faxed on or before **January 9, 2009** by 5:00 p.m. EST.

The appointment will be made on or about **March 2009** with an
 anticipated starting date of **July 2009**.

TIMELINE 2009

January 9	Deadline for submitting applications
January 14	Semifinalists selected
January 21-January 27	Semifinalists interviewed
February 5	Finalists selected
Feb/March	Finalist interviews/site visits
March	Appointment made
July	Starting date



2008-2009

3 of 3

DISTRICT HIGHLIGHTS

- Faculty, students, parents, and community members are committed to quality education
- Building program is substantially complete, with newly renovated high school, junior high, and elementary building housing two schools
- 100% of faculty "highly qualified" per NCLB
- Average SAT scores for last three years 1,843 (300 points above national average)
- Focus on community service initiatives for all students K-12
- 95 percent of high school graduates attend four-year colleges
- Broad range of athletic program includes state championship teams in three girls' sports last year
- Numerous extracurricular activities including Academic Decathlon team (which has won 16 state titles), Speech and Debate team, and service clubs
- Drama program has captured multiple state and national nominations and awards
- Art program K-12 has won numerous Scholastic Art Awards
- Performance on MCAS tests at all grade levels has been consistently top ten statewide; professional development and extra attention focused on areas for improvement

2008-2009

Superintendent Search Committee
Proposed Makeup
9/17/13

1 Central Office

3 School Committee members

1 Elementary Principal

1 Regional Principal

3 Teachers: 1 Region, 1 Blanchard, 1 Acton Public

3 Parents: 1 Region, 1 Blanchard, 1 Acton Public

2 Community Members (one from each town)

2013-2014 Superintendent Search Timeline

Proposed for School Committee meeting discussion 9-19-13

September (mid-late)

- ⇒ Discuss Process and Timeline
- ⇒ Discuss Search Firms
Interviews?
- ⇒ Discuss makeup of the search committee

September (late)

- ⇒ Ask for volunteers for search committee
 - Beacon
 - Acton Patch
 - PTSO Email Lists
 - Staff Emails

October (early)

- ⇒ Interview Search Firms

October (mid)

- ⇒ Deadline for volunteers for search committee
- ⇒ Interview Search Firms
- ⇒ Appoint Search Firm
- ⇒ Appoint Search Committee
- Two chairs recommended a slate to the School Committee

October (late) *Search Committee Organizational Meeting*

- ⇒ Procedures
- ⇒ Timeline
- ⇒ Meeting and Interview Schedule

November (late Oct/early Nov)

- ⇒ Discuss Superintendent's Compensation
- ⇒ Discuss Superintendent's Qualifications
- ⇒ Charge to Search Committee

December (early – mid) Community and Staff Focus Groups (see schedule) Open Posting

December (early - mid) *Search Committee Meetings*

- ⇒ View Final Ad and Brochure
- ⇒ Search Process
- ⇒ Question Development

December –January (early) Advertise and invite applicants

January (early) Search Committee Meeting
Finalize Questions
Prepare for Interviews
Deadline for Applications
Receive Applications for Review

January (mid) Search Committee Meeting
Review Applications
Determine candidates for interview

Interviews* (mid/late):

Wed.,	3:30 – 4:45, 5:00- 6:15, 6:30 – 7:45
Thurs.,	3:30 – 4:45, 5:00 – 6:15, 6:30 – 7:45
Fri.	5:00 – 6:15, 6:30 – 8:00
Mon.	5:00 – 6:15, 6:30 – 8:00, **8:15 – 9:30
Tues.	5:00 – 6:15, 6:30 – 8:00, **8:15 – 9:30

February (early) Search Committee
Deliberate Candidates and determine finalist

*The January and early February search committee meetings will be held in executive session and not be open to the public. The applicant's names will be held confidentially until finalists are determined.

** These times will be held until we determine how many candidates will be interviewed. We will utilize the first 2 interviews per night for the 5 nights prior to using the 3rd slot.

February (early) Search Committee Present Finalist to School Committee

February/March

- ⇒ School Committee Interviews Finalists
- ⇒ Finalists visit Acton/Acton-Boxborough
School Visits
Community Open Meetings

March/April

- ⇒ Public Input
- ⇒ Superintendent Appointed
- ⇒ Negotiate Contract

July

New Superintendent Takes Position

Blanchard Principal Search Committee

Facilitator		
Marie Altieri	AB Dir. Of Personnel and Admin Services	maltieri@abschools.org
Staff		
Maribeth Higgins	Dir. of Ext. Day	MHiggins@boxboroughschool.org
Eileen Barnett	Art Teacher	Ebarnett@boxboroughschool.org
Kate McMillan	6 th Grade Teacher	Kmcmillan@boxboroughschool.org
Lauren Grady	2 nd grade Teacher	LGrady@boxboroughschool.org
Patty Harrison	Special Education	Pharrison@boxboroughschool.org
Peggy Harvey	Instructional Tech	PHarvey@boxboroughschool.org
Parents		
Trena M. Minudri	Parent 4 th & K	trena.minudri@us.ibm.com
Jennifer Campbell	Parent 5 th	jennifercampbell@hotmail.com
Ed Stephenson	Parent 4 th	wedstephenson@gmail.com
Kathy Luce	Parent 1 st and 4 th	Kathy_luce@hotmail.com
Community Member		
John Fallon		johnfallon@verizon.net
Chief Warren Ryder	Police Chief	ryder@boxboroughpolice.com
Elementary Principal		
David Krane	McCarthy-Towne Principal	dkrane@abschools.org

Blanchard Principal Search Committee Process and Timeline

The search committee will meet twice monthly from mid-September through mid-November. The interviews will involve four, four hour afternoon/evening meetings in mid-November. Once the committee is formed we will agree on the dates and times that work best for the committee members.

The goal of the search committee will be to gather community input, screen and interview applicants, and recommend 3-4 finalists to Dr. Bates and Dr. Mills.

The search committee will include:

- Marie Altieri (Facilitator) AB Director of Personnel and Admin
- 6 Blanchard Faculty/Staff
- 4 Parents
- 1 Acton Elementary School Principal

Timeline:

Meet with Faculty to review Process and timeline	August 26
Email parents and staff asking for Committee volunteers	Sept 3
Organizational Meeting, Plan Ad	Week of Sept 16
Advertising Boston Globe, Ed Week, Monster.com, boston.com, school spring, k12jobspot, etc.	Sept 29, Oct 6
Application Deadline	October 31
Select Candidates	Week of November 12
Interviews Determine Finalists	Week of Nov 19 November 22
Site Visits	Week of Dec 2 and/or Dec 9
Decision	December 20

September 9, 2013

TO: BOXBOROUGH SCHOOL COMMITTEE

ACTON PUBLIC SCHOOL COMMITTEE

FROM: DR. CURTIS BATES, BOXBOROUGH SUPERINTENDENT

DR. STEPHEN MILLS, ACTON AND ACTON-BOXBOROUGH REGIONAL SUPERINTENDENT

SUBJECT: AGREEMENT FOR SCHOOL CHOICE ENROLLMENT FOR 2013-2014

DATE: SEPTEMBER 11, 2013

This confirms the agreement reached between and among the two school committees referenced above to permit interdistrict enrollment for the 2013-2014 school year. This agreement is designed to further the transition to the new expanded Acton-Boxborough Regional School District scheduled to become effective on July 1, 2014.

Accordingly, the Committees mutually agree that a child residing in Acton and otherwise eligible to enroll in one of the programs in the elementary school there may instead enroll in the Blanchard Memorial School located in Boxborough, subject to space and program availability, with the understanding that the Boxborough Public School District will not charge tuition nor enroll the Acton resident as a School Choice student under the provisions of Mass. Gen. Laws ch. 76, Section 12B. Also, any Acton resident who may move to Boxborough during the 2013-2014 school year may maintain enrollment in their current program in Acton. Likewise, the Committees mutually agree that a child residing in Boxborough and otherwise eligible to enroll in one of the programs in the elementary school there may enroll in any Acton elementary school (Conant, Douglas, Gates, McCarthy-Towne, Merriam) subject to space and program availability, with understanding that the Acton Public Schools will not charge tuition nor enroll the Boxborough resident as a School Choice student under the provisions of Mass. Gen. Laws ch. 76, Section 12B. Also, any Boxborough resident who may move to Acton during the 2013-2014 school year may maintain enrollment in their current program in Boxborough.

It is understood that any parent/guardian who elects to participate in interdistrict enrollment as described above will be responsible for providing all transportation associated with his/her child's school attendance for the 2013-2014 school year.

Acton Public Schools
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720

TO: Dr. Stephen Mills, Superintendent
FROM: Deborah Bookis, Director of Curriculum and Assessment
DATE: 9/12/13
RE: PARCC Field Test

As you know, we were recently informed by DESE that all seven of our schools will take part in the PARCC Field Test (also referred to as the PARCC pilot). The DESE teleconference on Monday afternoon was helpful regarding the testing and technology requirements. Below, please find some highlights from the session and two tables outlining the schools, grades, subjects, and other information regarding each school's participation. I have also attached the Commissioner's PARCC Memos. Please let me know if you have any questions.

Highlights from the Teleconference:

- PBA (Performance-Based Assessment) Administration Dates: March 24-April 11
- EOY (End-of-Year) Administration Dates: May 5-June 6
- No student, school, or district results will be reported. Later this fall, they will inform districts on how accountability will be determined, given that potentially two-thirds of a grade level will not take MCAS in a subject.
- Students who participate in the EOY Component will also take MCAS
- Douglas grade 6 and Conant grade 4 Mathematics will also take MCAS. The testing window for MCAS is May 5-May 20. The testing periods for Mathematics MCAS and the EOY overlap. Students will take MCAS first.
- PARCC recommends 2 hours for each testing session: 2 sessions=4 hours hours, etc.
- A list of available features and accommodations will be provided this fall.
- More information to follow about non-standard accommodations.
- Students taking MCAS-Alt will not participate in the PARCC Field Test.
- Students taking the online mode of administration will have an opportunity to practice with computer-based features prior to the field test. More information to come.
- A computer-based practice test will be made available to all schools late March 2014
- Superintendents can choose to exempt classes that participate in the PBA component from the 2014 MCAS testing requirement in that subject only (students would still take MCAS in the other subject).

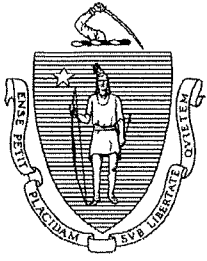
School Participation

The following schools from Acton have been chosen to participate in the 2014 PARCC Field Test:

School Name	Grade/Course	Subject Area	Number of Classes	Mode of Admin.	Component	Number of Sessions ¹
Merriam	3	ELA	2	Online	PBA	3
McCarthy-Towne	6	Mathematics	2	Online	PBA	2
Douglas	6	Mathematics	2	Paper	EOY	2
Gates	4	Mathematics	2	Online	PBA	2
Luther Conant	4	Mathematics	2	Online	EOY	2
Luther Conant	6	Mathematics	2	Online	PBA	2

The following schools from Acton-Boxborough have been chosen to participate in the 2014 PARCC Field Test:

School Name	Grade/Course	Subject Area	Number of Classes	Mode of Admin.	Component	Number of Sessions ¹
Raymond J Grey Junior High	7	ELA	2	Paper	PBA	3
Raymond J Grey Junior High	8	Mathematics	2	Paper	PBA	2
Acton-Boxborough Regional High	Algebra I	Mathematics	2	Paper	EOY	2
Acton-Boxborough Regional High	Geometry	Mathematics	2	Paper	PBA	2
Acton-Boxborough Regional High	11	ELA	4	Paper	PBA	3



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

Mitchell D. Chester, Ed.D
Commissioner

August 23, 2013

Dear Superintendents and Charter School Leaders:

I am writing to you regarding the spring 2014 administration of the Partnership for Assessment of Readiness for College and Careers (PARCC) field test in English language arts/literacy (ELA/L) and mathematics in grades 3-11. Your district has had one or more schools randomly selected to participate in this year's PARCC field test. By September 4, 2013, you will receive an email from Pearson, the testing contractor for the field test, to indicate the schools selected to participate from your district and to provide you with additional details about the test administration.

PARCC's goal in selecting schools and students to participate was to choose a representative sample. For Massachusetts, PARCC has drawn an initial sample that includes roughly two-thirds of public schools statewide (about 1,250 out of more than 1,800 schools). The advantage of this sample size is to enable more schools and students to experience this new testing program while limiting the number of classrooms within each school that will have to participate.

My expectation is that schools selected to participate in the PARCC field test will do so. In extraordinary circumstances where you believe a school selected to participate has a serious impediment to proceeding with the field test – for example, a school that has an accountability level of 4 or 5 – the Department will consider on a case-by-case basis the merits of excluding that individual school from participating. In the event that some schools are excluded from the field test, Pearson may need to select additional replacement schools in Massachusetts not in the original sample.

Why is PARCC Important?

Massachusetts is part of a 20-state consortium that is working to develop next generation assessments that are aligned to the Common Core State Standards¹ and anchored in the knowledge and skills students need to be ready for college and careers. PARCC will help to provide a signal to higher education regarding whether students are on track to enroll in credit-bearing college coursework. PARCC also has the potential to build on the strengths of our current assessment system (MCAS) by adding innovative technology-based items and performance-based tasks that will allow us to assess a broader range of the skills we value and

¹ The Massachusetts Board of Elementary and Secondary Education adopted the Common Core State Standards (with a small number of additional state specific standards) in December 2010.

employers report are necessary to prepare students for success after high school.

A field test is an important milestone in the development of an assessment system. The administration of the PARCC field test this year will help state policymakers across the consortium and the testing contractor understand how test items perform and how well those items measure student performance based on the Common Core State Standards. The field test is an essential step in the development of the operational test, which is scheduled for administration in spring 2015.

PARCC in Spring 2014

In spring 2014, PARCC will administer the field test to approximately 15 percent of the Commonwealth's students enrolled in grades 3-11. To minimize the testing burden on participating schools, the testing contractor will select only a sample of classrooms to participate. Typically, two classrooms per grade/subject in selected grades will participate. For example, we may ask a middle school to administer computer-based tests to two grade 6 English language arts/literacy classrooms and two grade 8 mathematics classrooms.

Please note that no student selected to participate in the spring 2014 PARCC field test will take the entire PARCC test in both English language arts/literacy and mathematics. Most participating students will take only one component – either the performance-based assessment or the end-of-year assessment – in one subject area. This will help schools to manage the testing time required. A smaller number of participating students will take both the performance-based and end-of-year assessments in one subject. Grade 10 students selected to participate will only take the end-of-year assessment.

In addition, while our goal is for all students to take the assessments on the computer in the future, PARCC will offer a paper-and-pencil version of the test in the near term. Accordingly, some schools selected for the field test will participate in computer-based assessments, while others will take paper-and-pencil assessments. We will not ask any participating school to take both versions of the assessments. To preserve the representativeness of the sample, we cannot allow any schools to request a change in the version of the administration for which they are selected.

However, if your school does not presently have the capacity to administer computer-based testing, you will be able to indicate that in a forthcoming online confirmation form provided by the testing contractor.

MCAS Requirement for Students Taking the PARCC Field Test

For those students in grades 3-8 who are selected to take the PARCC performance-based assessment only or both the PARCC performance-based and end-of-year assessments, schools may determine whether or not to exempt them from participating in the spring 2014 MCAS testing in that respective subject only, without penalty. Students in grades 3-8 who are only selected to take the PARCC end-of-year assessment must participate in all MCAS testing, including in that respective subject. We will provide additional details on this school option to exempt certain students from MCAS testing in the coming months.

All grade 10 students must take the spring 2014 MCAS tests in English language arts and mathematics, and grades 9 and 10 students must take the science and technology/ engineering tests, for the purpose of meeting the state's high school graduation requirement. For those grade 10 students who are selected also to take the PARCC field test, they will only take the end-of-year assessment, which will occur after the conclusion of MCAS testing.

Next Steps for Participating Districts/Schools

By September 4, 2013, Pearson will email you a list of the schools selected to participate from your district, the grade(s)/subject(s), the number of classrooms, the administration mode (computer or paper-and-pencil), and the dates of the spring 2014 testing windows. Pearson will ask you to complete a simple online confirmation form on its website by Wednesday, September 18, 2013 in order to verify the participation of each selected school. The confirmation form will also allow you to indicate any extraordinary circumstances in which you might appeal to the Department on behalf of a school seeking to opt out of the PARCC testing requirement.

As soon as you receive the list of selected schools from Pearson, I encourage you to notify the principals of those schools to inform them of their participation in the spring 2014 PARCC field test.

The Department will hold virtual information sessions for superintendents, district technology directors, and test coordinators to answer your questions about the field test and to review topics such as confirming your schools' participation and reviewing technology requirements for those schools selected for the computer-based testing. The information sessions will take place:

- September 9, 2013 from 10:30 a.m. – 12:00 p.m.
- September 9, 2013 from 3:30 p.m. – 5:00 p.m.
- September 10, 2013 from 10:30 a.m. – 12:00 p.m.
- September 10, 2013 from 3:30 p.m. – 5:00 p.m.

We will provide details on how to register for these sessions shortly. Beginning in the fall, Pearson will conduct regular information sessions for principals to help them prepare for the administration of the field test.

I want to thank you in advance for your cooperation and support. The participation of your schools and students in the field test is critical to our development of a next-generation assessment system to measure the content and skills students will need to succeed as they progress through school and move on to college and a career. For more information on PARCC, visit <http://www.parcconline.org>. If you have any questions, please contact the Department at parcc@doe.mass.edu.

Sincerely,



Mitchell D. Chester, Ed.D.
Commissioner of Elementary and Secondary Education

7.4.1
i

**Acton Leadership Group
Acton Town Hall, Room 204
Draft Minutes: September 12, 2013 Meeting**

Present: Steve Noone, Steve Barrett, Janet Adachi, Steve Ledoux, Mike Gowing, Dennis Bruce, Don Aicardi, Pat Clifford, Steve Mills, Kim McOsker, Bart Wendell, facilitator

Audience: Brian [did not get last name]

Documents: Meeting Agenda, Minutes of August 14, 2013 Meeting, ALG Plan Version 1, and Minuteman Capital Assessment Models

Approve Minutes of August 14, 2013 Meeting

Minutes approved subject to minor changes.

Update on FY13 Revenues & Expenditures and FY14 Revenues (Steve Ledoux, Steve Mills)

S. Ledoux: FY13 revenues are about \$650,000 above expectation due to increases in excise, interest income, permit fees, etc.. Approximately the same amount will be turned back from savings in legal and health insurance expenses. There is nothing unusual to report at this point for FY14 expenses.

S. Mills: For FY13, both districts will turn back some. [did not get numbers]

S. Ledoux: It is too early to say anything about FY14 revenues.

Spreadsheet Format Discussion

S. Noone: Met with S. Barrett and [did not get name] to put together three versions for your input, either now or later. Goal was to remove extraneous lines to incorporate one year of actual data. Version 1 takes out debt entirely. Actual data will be in as a memo item. The bottom half of the first sheet will contain estimates of future years. A major issue will be regionalization. In Version 2, the actuals will be a full column. Version 3 is more analytical and presents graphs at the bottom.

D. Bruce: The revenue and expenses columns go out 5 years: why the difference between 3 years and 5 years?

S. Noone: There is no magic number of years; the 5-year projection is standard with the FinCom.

S. Barrett: Would it help to look at what the format used in the past? A comparison with what has been done in the past may be helpful to assess a new format.

S. Ledoux: How will we handle debt since it does not show up as an expense?

Noone: Debt has never been shown as an expense. School Building [SBAB?] was important previously.

P. Clifford: It may be important at next year's Town Meeting due to the renegotiation of the regionalization agreements. She encouraged the use of the 5-year estimate of revenues and expenses.

M. Gowing: As we regionalize and transfer the debt from one entity to another, the details will need to be shown. All of the rest of the information (tabs) will be behind this summary sheet as in previous years.

J. Adachi: At the Regionalization Refinance Oversight Committee – the public will want to see the savings, and there are concerns about how the savings will be used. There needs to be an explanation of how this will benefit the taxpayers.

Capital Plans (Steve Ledoux, Steve Mills)

S. Ledoux: Staff is putting together FY15 requests, which are due in a couple of weeks. There may be some phases of the Space Needs Study in these requests. One wildcard may be Advanced Life Support capability in the Fire Department. The results of a study will be ready early next week looking at this. Training will be required to bring firefighters from basic level to advanced level. The Police Department may request more officers.

S. Mills: Capital plans were recently suspended. There are on-going needs as buildings age. JD has future vision about expanding Charter Road. Under one regional budget, there are savings projected in transportation. Overall, expenses may be \$150,000 less than if the districts had not regionalized. Inter-municipal agreements will be necessary due to regionalization. Transfer of assets includes buildings and stuff in buildings. Transfer of debt – the towns are not able to transfer debt, but can do reimbursements. The water source under Blanchard School needs to be protected in future documents.

S. Ledoux: The Town may be interested in keeping a parcel of school property on Arlington Street.

P. Clifford: Asked about Chapter 70 funds. Chapter 70 will be down.

S. Noone: Douglas and Conant sit on large pieces of property all of which doesn't necessarily belong to the school district.

Revenue Projections for FY 15 (Steve Barrett, Don Aicardi)

S. Barrett: 80% of revenues come from property taxes, and the collection rate is in the high 90%. 15% of revenue comes from State Aid; at present, the state collections seem to be going OK. One area of higher local revenues may come from the category that includes excise taxes, investments, fees, etc. In FY13, this category is up 15%, amounting to \$150,000 to \$175,000. This increase may be used to alleviate the tax levy.

P. Clifford: When might these extra revenues be able to alleviate the tax levy?

M. Gowing: Regarding State Aid. The sales tax on software may be repealed, and if it does get repealed, transportation costs may rise. This may cause the revenue projections to go down.

Preliminary FinCom Point of View (Pat Clifford, Steve Noone)

P. Clifford: Tuesday was the first of three meetings on the point of view; looking at strategies and what to do with the large reserves. S. Mills will be in next week to present the school side.

S. Noone: This discussion included mention of an under-ride – not taxing to the levy limit.

Minuteman Capital (Steve Ledoux)

S. Ledoux: Should the Minuteman rep have a seat at ALG? S. Ledoux has acted as the rep. Since there is a lot going on with Minuteman right now, it might be worthwhile to invite Nancy Banks, the Minuteman rep, to the ALG meeting when Minuteman is on the agenda.

B. Wendell: In the past, Dore Hunter was the Minuteman rep and attended the ALG meetings

P. Clifford: In support of asking N. Banks to attend. The more expertise on this the better; it also provides an avenue for communication.

M. Gowing: N. Banks can contact the ALG in case there is anything that needs to be on the ALG agenda.

All agreed to extend the invitation to N. Banks.

S. Ledoux: Capital Assessment Models. Town Managers are looking at a fairer way to assess capital. Spreadsheet shows two models. The first model has been voted by Minuteman and is recommended to towns. Assessments: decrease capital contribution (8%) and kept 4-year rolling average. Minimum of 5 students. This will have to be incorporated in a revised regional agreement.

Attached is an intergovernmental agreement for non-member municipalities. This agreement includes a "facilities fee" that non-member municipalities pay for capital costs. If not paid, students could not attend Minuteman.

This revised agreement takes a unanimous vote across all member communities, which are quite varied. The agreement is a work in progress.

P. Clifford: What is the time frame? S. Ledoux: not known.

P. Clifford: The revised assessment may be ready for voting in FY15 but probably not the capital.

M. Gowing: Capital improvements to go ahead for the students of member towns and/or non-member town students.

S. Noone: Is this the only option?

S. Ledoux: Many options are being discussed.

S. Noone: Where would non-member town students go if Minuteman does not accept them?

S. Mills: Vocational school facilities just not available in all schools, as they used to be.

Discuss Acton and Boxborough Joint Boards Meeting (Steve Mills)

S. Mills: Joint board meeting last year in the library was useful. Regionalizations may be a topic for the joint meetings.

J. Adachi: Enjoyed the joint meeting in the library and found it useful to have everyone at the table.

S. Noone: This was FinCom's idea.

P. Clifford: When we suggest things like this, the first question is what are we going to do? Make a substantive agenda.

B. Wendell: What is the next step?

S. Mills: Will take it to school committee

Public Comment

None

Adjourned at 8:30 am

The next meeting will be on October 10, 2013 at 7:30 am in Room 204.

Suzanne Shanahan
Recorder

MONTHLY ENROLLMENT
ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOLS
2013-2014 ACADEMIC YEAR

Levels	Sept. 1			Oct. 1			Nov. 1			Dec. 1			Jan. 1			Feb. 1			Mar. 1			Apr. 1			May 1			Jun 1		
	A	B(1)	Tot	A	B(1)	Tot	A	B(1)	Tot	A	B(1)	Tot	A	B(1)	Tot	A	B(1)	Tot	A	B(1)	Tot	A	B(1)	Tot	A	B(1)	Tot	A	B(1)	Tot
K	281	39	7 288																											
1	302	51	6 308																											
2	316	60	6 322																											
3	366	59	8 374																											
4	373	57	7 380																											
5	355	71	2 357																											
6	358	71	2 360																											
In D.Pre-sch. Clm	55	22	0 55																											
In D.Pre-sch. Int	0	2	0 0																											
OOD Pre-sch	2	2	0 2																											
O.D. SPED K-6	22	7	0 22																											
A.P.S. Total	2430	441	38 2468	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0
7	391	71	7 469																											
8	374	77	9 460																											
J.H.S. Total	765	148	16 929	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0
9	398	71	9 478																											
10	403	72	9 484																											
11	396	78	8 482																											
12	411	108	5 524																											
9-12 Ungr.	0	0	0 0																											
P.G.	0	0	0 0																											
H.S. Total	1608	329	31 1968	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0
Total JHS & HS	2373	477	47 2897	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0
O.D. SPED 7-12	43	8	0 51																											
Reg. Total	2416	485	47 2948	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0
A.P.S. Total	2430	441	38 2468	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0
Reg. Total	2416	485	47 2948	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0
Grand Total	4846	485	85 5416	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0	0	0	0 0

A = ACTON
 B = BOXBOROUGH
 C = Choice/Staff/Tuition In
 Pre-School = SPED
 P.G. = Post Graduates
 Ungr. = Ungraded
 O.D. = SPED Out of District
 In D. = In District
 Distribution:
 S. Mills
 M. Altieri
 D. Bookis
 L. Huber
 D. Aicardi
 A. Bisewicz
 K. Nelson
 E. Weiner
 R. Cvrtkovich
 C. Bates
 All Principals (2)

Students other than Choice counted under column C:
 Staff Students -
 Tuition In Students -
 Sped Tuition In Students

7.5

Actual
Acton Public Schools
2013-2014
September 1, 2013

Grade YOG	Conant			Total	Douglas			Total	Gates			Total	McCarthy-Iowne					Total	Merriam					Total	#Sec.	Avg. S
	CAD	CAM	CPM	2#	DAD1	DAD2	DAM	1#	GAD	GAM	1#	Case +	TAD1	TAD2	TAM	113#	MAD	MAM	MPM	1#	7#					
K-26	20	21	21	62	20	21	20	61	21	20	41	Case +	22	21	21	64	20	20	21	61	288	14	20.6			
	Rm 3	4	5	1#	3	4	5	2#	3	5		310	311	312	112#	224	234	323	1#	6#						
Gr. 1-25	21	22	22	65	22	22	23	67	22	22	44	Case +	23	22	23	68	21	22	22	65	308	14	22.0			
	Rm 5	7	8		6	7	8	3#	6	10		301	302	303	111#	135	231	334	2#	6#						
Gr. 2-24	22	22	20	64	22	21	20	63	21	21	63	Case +	23	22	22	67	22	22	22	66	322	15	21.5			
	Rm 9	10	20		9	10	11	2#	17	9	2#	313	314	315	142#	133	321	332	4#	8#						
Gr. 3-23	24	24	23	71	23	24	23	70	23	23	70	Case +	24	25	26	75	23	23	23	92	374	16	23.4			
	Rm 17	18	19	1#	12	13	14	2#	18	19	20	Case +	213	214	215	133#	233	230	330	331	7#					
Gr. 4-22	24	24	24	72	25	24	23	72	25	23	72	Case +	26	23	24	73	23	23	24	94	380	16	23.8			
	Rm 14	15	16		19	20	21	1#	13	15	16	Case +	210	211	212	131	223	235	335	1#	2#					
Gr. 5-21	24	24	24	72	23	25	25	73	23	24	71	Case +	24	27	24	75	23	23	23	69	357	15	23.8			
	Rm 11	12	13		15	16	17	14	11	12	14	Case +	113	114	115	1#	232	324	333	1#	2#					
Gr. 6-20	23	24	24	71	24	23	24	71	24	24	72	Case +	24	24	25	73	24	24	25	73	360	15	24.0			
	Total Staff			4#			4#	8#				Case +	113	Average(23.8	499	12#			10#	38#						
Total	21 Sec.	Average	22.7	477	21 Sec.	Average	22.7	477	19 Sec.	Average	22.8	433	21 Sec.	Average	23.0	482	23 Sec.	Average	22.6	520	2389	105	22.8			
	Range	20	24		20	25			20	25			21	25			20	25			20	25				

ALL DAY K - CAD, DAD1, DAD2, GAD, TAD1, TAD2, and MAD

ENROLLMENT CHANGE

FY'13 - FY'14

	Sep-12	Sep-13	Delta
APS	2500	2468	-32
JHS	936	929	-7
SHS	1993	1968	-25
AB Sped	54	51	-3
	5483	5416	-67
Blanchard	432	441	9

**MONTHLY REPORTING OF
ELL STUDENT POPULATION**

Acton Public Schools
September 13, 2013

Category	Total as of 6/30/2013	Additions	Subtractions	Total as of 9/13/2013
Conant	40			42
Douglas	25			23
Gates	14			11
McCarthy-Towne	34			40
Merriam	23			19
APS TOTAL	136			135



September 2013

Dear Parents/Guardians,

Summertime is almost over as we begin our 2013 – 2014 school year. The break often serves as a time for relaxation, new learning experiences and a time to anticipate your child's learning over the next school year. We have done the same at the schools.

We continue to make our highest priority in special education, learning and achievement in a safe, friendly and interactive environment where there is ample opportunity to explore new learning concepts and figure out what pathways make sense for student learning.

Over the last several years, Pupil Services wrote several communiqués on achievement, which helped catapult our efforts in instruction and evaluation. From our August 2010 OnTeam Newsletter, we wrote:

In May 2010 we wrote a working paper on achievement entitled – **The Road to Success: Optimal Student Achievement, A Design, Universal in Scope and Individual in Approach to All Learners.** We emphasized in that paper that students' success is based upon setting achievement as a top priority, creating an environment that is conducive to learning, executing the integrated Commonwealth's frameworks and standards, delivering solid instruction, and measuring that instruction for growth.

Complementing these ideas, direction, and vision for all children to meet their potential, is the question that you and I ask all the time: "How do we measure growth?"

The Commonwealth of Massachusetts has dedicated many years to assessing, comparing, and analyzing growth of student learning through adoption of national Common Core standards and consequently, we have worked closely with the Department of Elementary and Secondary Education (DESE) to ensure that our standards are aligned. DESE has measured growth through MCAS (Massachusetts Comprehensive Assessment System) and have analyzed findings every year. Perhaps you have seen the results through the effective and tireless efforts of our Special Education Parent Advisory Council and the Boston Globe.

However, there will be a shift in the measurement process as the Commonwealth, along with twenty-two other states, has adopted an innovative, yet rigorous and comprehensive assessment system for English language arts (ELA/literacy) and math (*PARCC: The Partnership for Assessment of Readiness for Colleges and Careers*). Although being piloted this school year*, the assessments will be initiated in school year 2014-15 school year. These assessments will emphasize (and measure) students' ability to think and apply their knowledge, answer different types of questions, and students will actually be required to document their work and explain their reasoning to the questions asked. Emphases will be on critical-thinking, problem solving and reasoning.

***A field test in English Language Arts/Literacy and mathematics will be given to more than 1.35 million students across 14 participating PARCC member states. Massachusetts will participate with approximately 15% of the statewide enrollment in grades 3-11 as a sampling. Selected school districts are being notified.**

The following information below (sample item; access to accommodations) is credited to material written by PARCC (www.parcconline.org) where you can find more details regarding these assessments.

SAMPLE ITEM

Part A
A farmer plants $\frac{3}{4}$ of the field with soybeans.
Drag the soybean to the field as many times as needed to show the fraction of the field that is planted with soybeans.

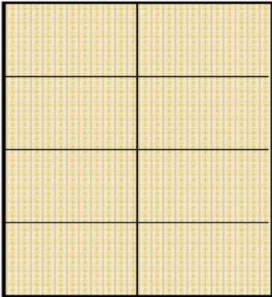
Part B
Type a fraction different than $\frac{3}{4}$ in the boxes that also represents the fractional part of the farmer's field that is planted with soybeans.


3
4

=

Explain why the two fractions above are equal.

Farmer's Field





Soybean

This sample test item (grade 3) has more than one possible solution. Unlike traditional multiple choice, guessing the correct answer or using a strategy to eliminate choices is difficult. Students can also create a visual representation even though a computer scores the task.

The accessibility and accommodation manual (1st edition, Summer 2013; expect several iterations based upon initial research, field testing [Spring 2014] and proposed administration [2014-15 school year]) details three ways in which PARCC's computer-delivered assessments are designed to provide students with **increased access** to the assessments:

Features for All Students: Features for all students, which will be embedded through the PARCC online delivery platform, or part of the PARCC assessment administration.

Accessibility Features for All Students (identified in advance): Features available to all students but provided to students who have a need identified ahead of the PARCC assessment.

Accommodations: Supports for students with disabilities, English learners, and English learners with disabilities that increase access while maintaining a valid and reliable score.

Historically, MCAS with its underpinnings of the Massachusetts Curriculum Frameworks, tested and measured skills that schools and parents expected students to learn in school. But, PARCC uses benchmarks that will accurately predict a student's chance of succeeding beyond high school either at college or in the work place.

Our teachers will be able to determine whether each student is learning ("on target") or needs extra help. At a more systemic level, teachers will examine instructional support and best practices in instruction.

This newsletter is designed to give you a vision of what will be happening in measurement and evaluation over the next couple of school years so that students can participate more equitably in the general education curriculum. As mentioned in the OnTeam Newsletter, October 2008, we summarized a report from the National Center for Learning Disabilities (NCLD) – "The more the school included the students in the regular education classes and offered support within the classroom, the higher the scores, as measured by their respective States' high-stake testing." We look forward to the robust and comprehensive assessment system through PARCC.

Both school and home will be learning about these assessments together and as more information is available, I will address it through additional bulletins, newsletter and communiqués. It's a very exciting and stimulating time for the schools. Let's learn together. Welcome back.

Liza

Additional resources:

www.parcconline.org

School district material; Pupil Services:

OnTeam, (October 2008)

**The Road to Success: Optimal Student Achievement
A Design, Universal in Scope and Individual in Approach for All
Learners** (May 2010)

OnTeam, (August 2010)



Co-Chair: Nancy Sherburne (978) 635-0968 nsherburne@mindspring.com

Co-Chair: Bill Guthlein (978) 263-0610 william.guthlein@verizon.net

AB SpEd PAC Website <http://www.abspedpac.org>



8.2

SAVE THE DATE

Mary deAlderete <mdealderete@acton-ma.gov>

Tue, Aug 6, 2013 at 10:36 AM

Reply-To: Clerk Department <Clerk@acton-ma.gov>

To: All Boards and Committees <AllBoardsandCommittees@acton.local>

Cc: Eva Szkaradek <eszkaradek@acton-ma.gov>, Katelyn Huffman <khuffman@acton-ma.gov>, Nina Pickering Cook <npickeringcook@andersonkreiger.com>, Stephen Anderson <sanderson@andersonkreiger.com>

To All,

Town Counsel has prepared an updated Open Meeting Law Training Session and attendance is **MANDATORY** for **ALL** Board and Committee members.

Two sessions will be offered for your convenience.

You may choose to attend either **Wednesday, September 18th** or **Wednesday, September 25th** starting at 7:00 PM to approximately 9:00 PM in the Acton Boxborough High School Auditorium.

If you have specific OML questions or topics that you would like us cover in this training, please let us know so that we may include them.

Please RSVP the Clerk's Office as soon as possible to let us know your choice of evening.

Best regards,

Mary de Alderete

Asst. Town Clerk

Memorandum

To: Members of the Acton Public School Committee (APSC), Boxborough School Committee, Acton-Boxborough Regional School Committee (ABRSC), Acton-Boxborough Transitional School Committee and School Administration
 From: Kristina Rychlik
 Re: Community Outreach Subcommittee Plan
 Date: September 13, 2013

Background/Overview: At our July 9th Joint School Committee (SC) Workshop, the ABRSC and APSC agreed to form a new subcommittee for the year 2013-14 in charge of Community Outreach. Following an intensive few months of working within the towns of Acton and Boxborough to promote Expanded Regionalization, the group collectively believes that a continued effort to actively communicate with the public will yield numerous benefits. Specifically, we feel that community input was instrumental in developing a workable plan for Expanded Regionalization and that community involvement should continue during this transitional year before the new region is fully implemented on July 1, 2014. Ongoing active communication regarding issues not specific to Regionalization implementation should also yield benefits.

At our 8/22/13 subcommittee meeting, we discussed the pros and cons of limiting this expanded outreach effort to just issues related to expanded regionalization, or to communicate more broadly regarding all SC issues. We felt it might be easier to maintain interest if effort was focused on regionalization only, but that most likely, we'd end up with overlap with and interest in ongoing issues. Perhaps it makes sense to focus on the transition with additional highlights of interest? TBD.

During our 9/2/13 meeting, Dr. Mills agreed that a focus on regionalization efforts and other highlights (ex: track project updates) makes sense.

Objective: To increase community engagement in SC issues, initiatives and decision-making in order to more effectively fulfill our mission and better serve the residents of the towns of Acton and Boxborough.

Ideas: Before we met as a subcommittee, I agreed to put down some initial thoughts into words to begin our discussions. Our ultimate could have involved all, some or none of these ideas, but I thought I would put ideas down as a starting point to finalizing a plan. These ideas included:

- Expanding Schools' School Committee Representative role
 - Currently, each school is supposed to have a SC Representative position, tasked with attending the SC meetings appropriate to their school and communicating relevant information to their communities. In recent years this position has remained largely unfilled, with PTO

Chairs getting involved during particularly controversial or otherwise important times, but with inconsistent involvement during much of the school year. I'd like to communicate via the PTO Co-chairs the importance of this role and try to revive it in a workable way. Perhaps the elementary schools could share the effort, sending two representatives to every third meeting and sharing notes/thoughts about the issues discussed, and the JH/HS could likewise split the effort on a 50:50 basis.

At our 8/22/13 subcommittee meeting, we decided it would make most sense to meet with all the PTO co-chairs, making sure the Blanchard PTF co-chairs are invited, and have them jointly come up with a way to best revive interest in the role and make it workable for the schools.

During our 9/2/13 meeting, Dr. Mills agreed that proceeding this way made sense.

This topic will be on the agenda for the first of 6 of these meetings, date tbd.

- Convene a one-year community transitional regionalization working group
 - I envision a group with representatives from all ages/life stages, including families with very young children, preschool families, and families with children currently enrolled in our elementary, junior high and high schools. In addition, people with a family history in the schools, as well as other interested individuals, would be welcomed. Perhaps a group of 8-10 individuals active in their respective communities could be convened, with informal discussions held on a monthly basis to both disseminate information and gather ideas/opinions.

At our 8/22/13 subcommittee meeting, we discussed that this could be a very valuable idea but that as SC members we would be limited to discussing things from a policy and budget perspective, and that the community is often going to be interested in the procedural aspects of decisions. We discussed the idea that perhaps this group be something that Steve be involved in as a joint effort, but are sensitive to the number of ongoing meetings he already has. Perhaps there is an existing group that could be the basis for this group, and others could join (? Interschool Council), or some other way of doing this?

During our 9/2 meeting, Dr. Mills agreed to expand the Interschool Council to include preschool representation from Acton and Boxborough as well as representation from Boxborough. Kristina or another SC member will attend these meetings, they will occur more frequently, perhaps every other month, or 6x per year, up from quarterly as they are now.

- Monthly update

- At our July workshop Mike mentioned a monthly newsletter written by the SC; this (or something similar, an email blast perhaps) may be worth reviving, either as part of one of the abovementioned efforts or on it's own. It could be circulated for publication in the PTO newsletters, Staff emails, Beacon/Patch/Acton Life, neighborhood emails/newsletters, etc.

At our 8/22/13 subcommittee meeting, we discussed that Curt Bates does a monthly SC update in his principal letter. Perhaps we could/should do one monthly update to go to all PTOs, Chatter, Patch, Beacon, Acton Life, etc. The goal here is not to recreate our minutes but rather to translate information from our meetings for more mainstream consumption.

During our 9/2/13 meeting, Dr. Mills agreed this is a good idea, and Kristina will work to produce this content with input from the SC.

- Establish/Maintain a Social Media Presence:
 - At my MASC training in May, a number of the SC members from other towns spoke positively about their use of social media, primarily Facebook, to communicate with the public. While there are likely pros and cons to such an approach, it was used during the spring efforts for Regionalization to an overall positive effect. If done and monitored properly, this may prove an efficient communication tool.

At our 8/22/13 subcommittee meeting we discussed some issues related to using facebook and other social media in light of the Open Meeting Law. Kristina will contact MASC and other districts using social media for guidance/lessons learned in this area. If we move forward in this area, Amy Bisiewicz will be contacted for her expertise.

During our 9/2/13 meeting, Dr. Mills agreed that finding out more about how other school districts use social media would be a good first step.

- Fine-tune Expanded Regionalization outreach plan
 - In the case of another large initiative such as Expanded Regionalization, I'd like to review and analyze what we did for outreach for this issue, what worked, what didn't, and what we should do differently, with the ultimate goal of having a turnkey plan updated and ready to be used when needed.

At our 8/22/13 subcommittee meeting it was decided that Kristina would do this.