

**Acton Public, Acton-Boxborough Regional,
Acton-Boxborough Transitional
School Committees**

October 3, 2013

**7:30 p.m. Joint APS/ABR/ABT School Committee
7:45 p.m. AB Transitional (ABT) School Committee
Meetings
in the R.J. Grey Junior High Library**

JOINT ACTON PUBLIC (APSC) and ACTON-BOXBOROUGH REGIONAL (ABRSC) and
ACTON-BOXBOROUGH TRANSITIONAL
SCHOOL COMMITTEE (ABTSC) MEETING

Library
R.J. Grey Junior High School

October 3, 2013
7:30 p.m. Joint APSC/ABRSC/ABTSC Meeting
7:45 p.m. ABTSC Meeting

AGENDA

1. **Call to Order – APSC, ABRSC and ABTSC (7:30)**
2. **Chairmen’s Introduction**
 - Welcome to FY14 Acton-Boxborough High School Representatives: Caroline (Coco) DeFrancesco, Jennie He, Josh Reinstrom, Raymond Yu
3. **Statement of Warrant and Approval of Minutes**
 1. ABRSC and APSC Joint Minutes of 9/10/13 and 9/19/13
4. **Public Participation**
5. **ABRSD* Track Renovation Update – Steve Mills, JD Head (7:35)**
6. **Superintendent’s Security Task Force Update – Steve Mills (oral) (7:40)**
7. **Policy Update (7:45)**
 1. Mission, Values and Goals (File: AD) revision and deletion of School District Goals and Objectives (File: ADA)– **FIRST READING** – *Brigid Bieber*
8. **School Committee Member Reports (oral) (7:50)**
 1. Acton Leadership Group (ALG) –*Dennis Bruce*
 2. Boxborough Leadership Forum (BLF) – *Maria Neyland*
 3. Health Insurance Trust (HIT)– *Kim McOsker*
 4. Other Post Employment Benefits (OPEB) Task Force– *Dennis Bruce*
 5. Acton Finance Committee - *Dennis Bruce*
 6. Acton Board of Selectmen - *Paul Murphy*
 7. Boxborough Finance Committee- *Maria Neyland*
 8. Boxborough Board of Selectmen – *Maria Neyland*

ABRSC and APSC adjourn / ABTSC continues.

9. **ABRSD* Superintendent Search Update – Maria Neyland (7:55)**
 1. Proposed slate for Search Committee – **VOTE** – *brought to meeting*
 2. Search Firms and Interview Schedule - *brought to meeting*
 3. Proposed Search Timeline, 10-3-13
10. **Blanchard School Principal Search Update – Marie Altieri (8:10)**
11. **2014-2015 School Calendar – Steve Mills (8:15)**
 1. Parent/Staff Survey Memo and Results

2. Possible Calendars for next year (*to be voted at 11/7/13 meeting*)
3. Letter from Congregation Beth Elohim Religious School Committee, 9-30-13

12. 2014-2015 Regional School Transportation Report – JD Head (8:30)

13. PreK – 12 Regionalization (9:00)

1. Transitional Administrative Team Weekly Meetings Update – *Steve Mills*
 - i. Letter from Boxborough Teachers, 9/13/13
 - ii. DRAFT Response, 9/27/13
 - iii. Regionalization Savings
2. Transitional Policy Subcommittee Update – *Maria Neyland (oral)*

14. FOR YOUR INFORMATION (9:15)

1. Acton-Boxborough Regional High School
 - i. 2013-2014 School Improvement Plan
 - ii. Discipline Report, 9/30/13
 - iii. Gifts
2. R.J. Grey Junior High School
 - i. 2013-2014 School Improvement Plan
 - ii. Discipline Report, 10/1/13
3. Pupil Services
 - i. English Language Learner (ELL) Student Population 9/1/13
 - ii. English Language Learner (ELL) Student Population 10/1/13
4. Monthly Enrollment 10/1/13 (*next meeting*)
5. Interschool Council Meeting, 9/24/13
6. Regionalization Update – September 2013

15. Adjourn (9:30)

NEXT MEETINGS:

- October 9, 7:00 p.m. ABTSC Meeting - Search Firm Interviews, Junior High Library
- October 10, 7:30 p.m. Boxborough School Committee meeting, Blanchard Library
- October 17, 7:00 p.m. Acton Public School Committee meeting, Junior High Library
- November 7, 7:00 p.m. Joint ABRSC/ABTSC/APSC Meeting, Junior High Library

*Acton-Boxborough Regional School District (ABRSD)

JOINT ACTON PUBLIC (APSC) and ACTON-BOXBOROUGH REGIONAL (ABRSC) and
ACTON-BOXBOROUGH TRANSITIONAL
SCHOOL COMMITTEE (ABTSC) MEETING DRAFT MINUTES

Library
R.J. Grey Junior High School

September 10, 2013
7:30 p.m. Joint APSC/ABRSC Executive Session
7:45 p.m. Joint APSC/ABRSC/ABTSC Open Meeting

Members Present: Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino (7:32),
Kim McOsker, Paul Murphy, Maria Neyland, Deanne O'Sullivan (7:40),
Kristina Rychlik
Members Absent: none
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills,
Beth Petr, approximately 50 students/parents/coaches

The Acton-Boxborough Regional and Acton Public School Committees were called to order at 7:30 p.m. by Maria Neyland and Dennis Bruce, respective Chairs.

1. JOINT SCHOOL COMMITTEE EXECUTIVE SESSION

At 7:31 p.m., it was moved, seconded and unanimously
VOTED by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

(YES – Bieber, Brolin, Bruce, McOsker, Murphy, Neyland, Rychlik)

Maria Neyland declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session.

At 7:31 p.m., it was moved, seconded and unanimously
VOTED by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

(YES - Bruce, McOsker, Murphy, Rychlik)

Dennis Bruce declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session.

At 7:52 p.m., the Committees were polled and voted to go out of Joint Executive Session.

JOINT APSC/ABRSC/ABTSC OPEN BUSINESS MEETING

2. The ABTSC was called to order to begin the Joint Open Meeting at 7:54 p.m. by Chairperson Maria Neyland.

3. Chairmen's Introduction

1. First Day of School Report

Dr. Mills described a very smooth opening to the school year. JD Head reported on the town's water main construction on Hayward Road that has caused some frustration for some families. It will last several weeks. Information was emailed to families and is posted on the school website.

2. MA State Supreme Court Review of Pledge of Allegiance case

Dr. Mills appeared in MA State Supreme Court on September 4th with Attorney Geoffrey Bok as a defendant in this appeal. He said that \$60,000 of taxpayers' money has been

spend on this case over the past three years so far. The Superintendent stated that "It is completely a non issue if a student does not participate in saying the Pledge of Allegiance in our schools." The Court's decision is expected in a few months.

3. Superintendent's Retirement Announcement

Dr. Mills announced that he intends to retire at the end of this school year after 36 years in public education. He is very grateful that he has been trusted as our School Superintendent over the past four years. He wants AB to be able to hire a new Superintendent sooner rather than later for next year. This is a vitally important task.

A Joint School Committee meeting will be held at the APSC meeting next Thursday to begin the search discussion. Maria Neyland asked the Committee members to consider participating on the Search Committee and if interested, contact Dennis Bruce or Maria. An important question will be whether or not to do the search in house or hire a firm to do it for approximately \$10,000 - \$25,000. MASC was used for the 2008 search.

4. Statement of Warrant and Approval of Minutes

APS Warrant #201405 dated 9/3/13 in the amount of \$158,116.62 was signed by the Chair and circulated to the Committee for signatures.

AB Warrant #14-005 dated 9/5/13 in the amount of \$2,967,877.69 and #14-005A dated 9/5/13 in the amount of \$127,911.46 were signed by the Chair and circulated to the Committee for signatures.

The minutes of 8/22/13 were approved by the three School Committees as amended.

5. Public Participation - none

6. PreK – 12 Regionalization

1. Transitional Administrative Team Weekly Meetings Update

Dr. Mills reported that D. Mosche, Tess Summers, Peter Ashton, and JD Head are working on the Intermunicipal Agreement (IMA). Revolving Accounts are included as well as the debt. Boxborough is also working on their IMA. Dr. Mills will bring a list to School Committee of where savings will come from including positions that will be cut.

Marie Altieri outlined the Blanchard Principal search process. Because Dr. Bates is principal and superintendent, a principal will need to be hired for next year. Dr. Mills and Dr. Bates will appoint the finalist, hopefully by December.

This year's vote on the FY15 School Calendar includes reconciling the two calendars of Blanchard and the Acton elementary schools, including early dismissal on Thursday afternoons. JD Head is hopeful that he can get to one tier for all of the elementary schools and one for Junior High and High School. Dr. Mills said that community input is needed, although he and the School Committee will make the decisions. A survey to all staff and parent/guardians will be done regarding religious holidays, starting before or after Labor Day, and early release on Thursday afternoons.

Brigid asked that the survey carefully explain the differences between Acton and Boxborough regarding the early dismissals on Thursdays and having no school on the religious holidays of Good Friday, Rosh Hashanah and Yom Kippur. It was emphasized that the majority survey results may not "rule", but will be part of the information that the Superintendent and School Committee consider. They will also review the information collected around religious holidays in the past. Kristina Rychlik offered to help the Central Office staff put together the survey, as it relates to the outreach committee.

2. Financial Oversight Subcommittee Update

Mike Coppolino reported that the first meeting is tomorrow night. Members include: Vince Amoroso (Boxborough Board of Selectmen), Jim Ham (Boxborough Finance Committee), Bob Evans (Acton Finance Committee), Janet Adachi (Acton Board of Selectmen), Maria Neyland, Mary Brolin and Mike Coppolino.

3. Transitional Policy Subcommittee Update

Maria Neyland, Mary Brolin and Kristina Rychlik met last week. There are 221 policies and procedures to be reviewed to reconcile Blanchard's policies with APS/ABRSD. The Transitional School Committee will vote on the subcommittee's recommendations.

7. APS/AB Educator Evaluation Contract Language Side Letter – APSC/ABRSD RATIFICATION VOTE

Marie Altieri said that they have been working on this language for 2 ½ years. It was piloted last year with a one page side letter and this year the contract language must be submitted to the State. There are many regulations involved. There was a comment period and now the two School Committees are being asked to vote on the longer side letter. The AEA will vote to ratify at their next meeting.

ABRSC VOTE

Mary Brolin moved, Michael Coppolino seconded and it was unanimously,

VOTED: to ratify the APS/AB Educator Evaluation Contract Language dated 9/10/13 as proposed.

APSC VOTE

Paul Murphy moved, Deanne O'Sullivan seconded and it was unanimously

VOTED: to ratify the APS/AB Educator Evaluation Contract Language dated 9/10/13 as proposed.

8. ABRSD Track Renovation Update

Dr. Mills outlined the fundraising effort that is in full force. ABYS has donated \$25,000. The group still needs to raise approximately \$100,000 more to make the target. JD Head needs the full amount to be raised in about a month to make the project bid deadlines. There is a 10-20% cost saving if the project is done now, during the winter, instead of next summer. JD, Steve Desy, Andrew Shen and JoAnn Campbell are discussing the Fall sports calendar and schedules. They are meeting on Friday with the stakeholders. They will probably advertise the job in the next week or so and award the project in about a month. The money must be in hand to make an award even though they are not spending it yet. Kim McOsker saw a track covering to protect the surface when people walk over it. JD will keep this in mind.

9. School Committee Member Reports

1. Acton Leadership Group (ALG)
 - i. Next meeting is 9/12/13
2. Health Insurance Trust (HIT)
 - i. Next meeting is 9/26/13
3. Acton Board of Selectmen

Paul Murphy reported on a lengthy discussion regarding a possible new Senior Center. Interest is being solicited from the public. Dennis Bruce reported on the Selectmen's discussion of combining Acton's polling places. This issue was tabled in the past but the Town Clerk is looking into it again. A meeting has been requested with Steve Mills and Steve Ledoux as well as others involved to try to make the voting process easier. Dennis stated that he and the School Committee will

work with the Town and School Administration on this. Dennis will schedule a meeting with Steve Mills.

10. FY15 Budget Planning Timeline

Don Aicardi emphasized that next year's budget process will be very different from the past. He and his staff are currently working on building a new chart of accounts for the new region. This will be sent to MUNIS for testing and implementation in late October. He expects the first FY15 Budget Presentation to be made to the Transitional School Committee on 12/19/13. Budget Saturday will be January 25, 2014.

11. Recommendation to Accept Gift from the Dan Rinaldi Heart Fund and Monday Night Quarterbacks to fund Assistant Football Coach

ABRSC VOTE

Kim McOsker moved, Brigid Bieber seconded and it was unanimously,
VOTED: to accept this gift with gratitude.

NEXT MEETINGS:

- September 19, 7:00 p.m. Acton Public School Committee meeting, Junior High Library
- October 3, 7:30 p.m. Joint ABRSC/ABTSC Meeting, Junior High Library

The ABRSC, ABTSC and APSC adjourned at 8:55 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

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

Library
R.J. Grey Junior High School

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

Members Present: Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino (7:02), Kim McOsker, Paul Murphy, Maria Neyland, Deanne O'Sullivan (7:02), Kristina Rychlik
Members Absent: none
Others: Don Aicardi (7:30), Marie Altieri (7:30), Deborah Bookis (7:30), Liza Huber (7:30), Steve Mills, Beth Petr

The Acton-Boxborough Transitional School Committee was called to order at 7:00 p.m. by Chairperson Maria Neyland.

2. **Acton-Boxborough Regional School District Superintendent Search**
1. Sample materials from 2008-2009 Superintendent Search
2. Proposed timeline and committee makeup for 2013-2014 Search

Maria Neyland reviewed the materials from the 2008 Superintendent Search. There was a sense that it was a large committee but the process worked well. Kim McOsker emphasized that this process needs community involvement.

Maria stated that having three School Committee members on the Search Committee is important because hiring and evaluating the Superintendent is one of the School Committee's primary responsibilities. Some members could participate in multiple roles. The previous search was facilitated by Marie Altieri. Because there are four staff members who have superintendent certification, Andrew Shen offered to facilitate for this search.

The Committee was comfortable with a Search Committee of 14, as proposed. Brigid noted that if Andrew facilitates he should not have to have another role because it is difficult to do both. Interested Search Committee candidates should email or send a letter to one of the three School Committee chairs: Dennis Bruce, Brigid Bieber or Maria Neyland by October 1st. They should briefly state why they want to participate and describe their experience/qualifications. The request for candidates will be distributed by AB News, PTO lists, Acton and Boxborough Town Halls and other outreach options. As in the past, the Chairs will review the candidates and present a slate to the School Committee to vote on at their October 3rd meeting.

Kim McOsker stated that the Regional parent on the Search Committee should be an Acton parent based on enrollment. Mike Coppolino, Dennis Bruce, Brigid Bieber, and Kristina Rychlik offered to be on the Search Committee. They were asked to email one of the Chairs with their statements.

The Committee discussed the proposed process based on the last search. The number of public forums is decreased. Public forum dates will be publicized as early as possible. The Committee discussed how soon to advertise. The point was made that some high quality superintendents may not know if they will be looking for a job yet. October or November is the most common time for search advertising.

The Committee discussed whether to do the search on their own ("inhouse") or hire a firm. They hired MASC (Massachusetts Association of School Committees) in 2008 after interviewing 5 search firms. The School Committee unanimously agreed to hire a firm to handle the search acknowledging the cost.

The Committee expects that two nights of interviews will be needed to choose a firm. At least four will be interviewed. Beth will do a meeting wizard to identify which nights are best in October, 7:00 – 10:00 p.m.

The Transitional School Committee will vote the search committee at the 10/3/13 meeting.

3. **Blanchard School Principal Search Update** (7:30)

Marie Altieri reported that the search committee met for the first time on 9/19/13. Advertising will begin by the end of next week.

The ABTSC adjourned at 7:37 p.m. and the APSC was called to order at 7:40 p.m..

4. **CHAIRMAN'S INTRODUCTION**

There will be many meetings this year so members need to try to keep them as focused as possible.

5. **STATEMENT of WARRANT**

APS warrant #201406 dated 9/17/13 in the amount of \$633,562.21 was signed by the Chair and circulated to the Committee for signatures.

6. **PUBLIC PARTICIPATION** - none

7. **APSC BUSINESS**

1. Superintendent's Safety Task Force Update

Dr. Mills reported that the Task Force meets quarterly. The first meeting is next Tuesday. Video monitors are operational now in the buildings. The public should know that they are being taped in these areas now. Panic buttons are in place in the school offices. ID badges will be worn by all staff in the next few weeks. At Mike Coppolino's request, the Task Force will revisit the locking of all front doors of the schools. These meetings are always open to the public.

2. Boxborough School Committee (BSC)/APSC Agreement for School Choice Enrollment for 2013-2014 – VOTE

Dr. Mills described this item as common sense and the start of the transition to a fully regional school district. The Committee was asked to review and vote on an agreement allowing families that move between Acton and Boxborough during the FY13 school year, to attend school in either town for FY13 on a space and program available basis with principal's approval. Transportation for FY13 is the responsibility of the family. This is not considered a "choice student" and there is no net cost to either community. Dennis Bruce acknowledged that the Committee does not usually vote on items at the first meeting, but this should be an exception.

APS VOTE:

Paul Murphy moved, Mike Coppolino seconded and it was unanimously,

VOTED: to approve the Agreement for School Choice Enrollment for 2013-2014 dated 9/11/13 found in the packet.

Dennis Bruce will sign as the APSC Chair and Brigid Bieber will sign as BSC Chair.

Dr. Mills stated that JD Head will do a presentation on possible one tier busing for next year at the October meeting. He said that by pooling some items, money could be saved and may allow the District to spend those funds on other important needs.

3. Partnership for Assessment of Readiness for College and Careers (PARCC) Field Test

Dr. Mills shared his frustration that all of our schools have been chosen for this new performance based assessment due to the amount of time more testing takes away from instruction.

Deborah Bookis referred the Committee to her memo and the DESE letter in the packet. A parent letter is ready to go out but she does not know which classes will be selected yet. There is still a lot more guidance to come. She commented that going forward, there will be no more apples to apples comparisons because of all the changes in testing. Kristina Rychlik mentioned an article in the New York Times about parents who are opting out of testing. PARC becomes the test next year and replaces the MCAS.

4. School Committee Member Reports

1. Acton Leadership Group (ALG)
Kim McOsker and Dennis Bruce attended the 9/12/13 meeting. See minutes in packet.
2. Health Insurance Trust (HIT)
HIT will meet on 9/26/13.
3. Other Post Employment Benefits (OPEB) Task Force
The Task Force will meet on the 10/2 or 10/9. Liability has been almost cut in half which is good news. Dennis Bruce stated that more information is coming in October.
4. Acton Finance Committee
Steve Mills is presenting at FinCom next Tuesday. Dennis will attend.

5. Enrollment Report – September 1, 2013

Marie Altieri reported that October 1 is when official enrollment is locked in. The Ashtons will be asked to do the enrollment projections followed by a presentation in November. High School enrollment for the first time is starting to go down slightly. Class sizes are getting better. This is the first time there are no classes with over 25 students ever. There are 288 kindergartners with 21 or 20 in each class. The only grade levels over class size guidelines are 2nd and 3rd grades and that is only slightly right now. Marie said that the District is on target for enrollment right now. Dennis Bruce noted that Gates has one free classroom now which is finally being used as an art room.

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

The Committee adjourned at 8:24 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda



ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

J.D. Head
*Director of Facilities
and Transportation*

*** MEMO ***

TO: Steve Mills

FROM: Erin Bettez and J.D. Head

RE: Dow Track Rehab – Impact on other users

DATE: 9/16/13

Per your request, we are writing this memo to clarify the projected timeline for the Richard Dow Track rehabilitation project and its impact on anticipated use of the both the track and Leary Field.

PROJECTED TIMELINE

Phase 1: November 18 - April 1. The existing track surface will be ground down, Leary Field will be pulled back and new curbing installed where the field surface meets the track, the D-zones will be raised, drainage will be installed at the D-zones, new asphalt will be laid around the track and in the D-zones, and the Leary Field surface reinstalled. *During this time, Leary Field and the Dow Track will be off-limits for use.* Once the asphalt is laid and the field surface reinstalled, the site will be deemed "beneficially useful" and activities can resume.

Phase 2: June 9 – June 30. The new track surface will be applied, it will cure, and it will be painted. *During this time, Leary Field and the Dow Track will be closed and off-limits.*

Due to the timing of the project, impact to regular spring activities will be minimized. However, the timing has been planned to address two important concerns:

- NO FALL SPORTS WILL BE AFFECTED - With a November 18 start date all scheduled football games and any state playoff games for soccer or field hockey are unaffected.

- **GRADUATION WILL NOT BE AFFECTED.** Graduation is scheduled for Friday, June 6, 2014 with rehearsals starting a few days prior. The bid requires the contractor to cease work on the project as of June 3 to allow for set up of the field and graduation rehearsal. What is difficult here is that Phase 2 takes three weeks. So if the contractor gets a late start due to poor spring weather, work can't begin any later than May 13, giving the contractor a small window in the spring.

IMPACT ON USERS

Spring track begins on Leary in mid-to-late March (assuming it is no longer snow covered) as does the HS Lax teams and youth sports leagues (AB Youth Soccer, AB Youth Lacrosse and AB Girls Youth Lacrosse) typically begin their use on April 1. By completing phase 1 by April 1st we minimize the impact to these programs.

To minimize the negative impact on spring users, we have done the following:

Complete Phase 1 as scheduled but push back Phase 2 to the Monday after Graduation – June 9, 2014. Leary Field and the Dow Track would be closed June 9-June 30. Under this schedule (and assuming Phase 1 is completed by April 1st) all spring users can plan their activities knowing they will be able to use Leary Field from April 1 through June 3.

The track teams would have to schedule all away meets for the season – not ideal but they understand the timing of their new facility is requiring flexibility from everyone - but they could practice on the field and track surfaces which would be “beneficially useful” for almost the entire track season.

The youth sports leagues too could schedule their events such that all games/practices after June 8 are moved to other fields or opposing towns. It makes planning for each of these users – all of which donated to the creation of Leary Field - much more palatable.

File: AD,

Deleted: -E1

incorporating AD & ADA (now deleted), LRSP becomes AD-E1

MISSION, VALUES AND GOALS

Deleted: AND

FIRST READING: 10/3/13 APSC/ABRSC/ABTSC

Mission

The Mission of the Districts is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

Values

As a community, we value:

- An environment that promotes social development and emotional and physical well-being for the entire school community.
- An excellent academic program that prepares all students to achieve their individual potential.
- Diverse extracurricular opportunities accessible to all students that provide for student growth.
- A community that welcomes and respects the differences among us.
- Literacy, communication and technology skills for life long learning.
- Educational policy and resource decisions informed by research and evidence.

In support of the Districts' mission and values, the District has developed a Long Range Strategic Plan ("LRSP"). This LRSP, as updated from time to time, is found as exhibit AD-E1 to policy AD. The LRSP sets forth the District's goals and the strategies for reaching those goals.

Deleted: E2

Approved 3/7/13

Acton Public Schools and Acton-Boxborough Regional School District

Proposed Superintendent Search Timeline
Final Draft (10-3-13;Shen)

September, 2013

September 19	SC Meeting	-Discuss process and timeline -Vote on whether to hire a search firm -Vote on profile of the search committee	
September 20	TASK (Petr)	-Publicize search committee profile and invite volunteers to submit letter of interest by Oct. 1	Patch, Beacon, PTSO, AB News (staff), Blanchard
September 23 thru October 2	TASK (Shen)	-Contact search firms and invite them to submit proposals by October 2	

October, 2013

October 2	TASK	-Review submissions for search committee, and identify slate of members; email those who are selected -Review proposals by search firms; select 4 firms to interview; draft memo for SC	
October 3	SC Meeting	-Review and appoint search committee -Review and agree on firms to interview -Confirm interview dates for firms and process	
October 4	TASK (Shen)	- Contact firms selected for interviews and schedule - Contact firms not selected for interviews - Contact search committee members to provide general next steps; discuss new scope of responsibilities and ask for adjusted cost proposals for the 9th	

October 9	SC Meeting*	-Interview 4 search firms, 15 minute presentations, 15 minutes for question and answer - Discuss and vote on search firm	Specially scheduled, 7pm RJG
October 10	TASK	- Finalize and sign contract with search firm	
October 17	SC Meeting* (Firm-skype?)	-Discuss Superintendent compensation -Discuss Superintendent qualification -Identify charge to search committee	Specially scheduled mtg. of Transitional SC before Local
October 24	Search Cmte Mtg (Firm in person)	-Introductory Meeting -Procedures, expectations, timelines -Meeting and interview schedule	With search firm 1.5 hours Location: TBD 4pm to 5:30pm (?)
October 24-30	TASK (Petr/Shen)	-Schedule and advertise focus group times and locations -Advertise website as source of information	Beth Petr assistance
October 30	Search Cmte Mtg (Firm in person)	-View final ad and website/flier -Discuss process for reviewing applications -Begin question development	With search firm 1.5-2 hrs Have website ready 4pm to 6pm(?) TBD

November, 2013

November 1	TASK (Firm remote)	-Launch posting/advertising of Supt. position	Globe, Edweek, etc.
November 4	Focus Group (Firm in person)	AB Staff (2:15); APS Staff (3:30); Acton Community (6pm)	Locations TBD, 60 min each
November 5	Focus Group (Firm in person)	Admin Focus Group (1:30); Blanchard (3:15); Boxborough Community (6pm)	Locations TBD, 60 min each
November 7	SC Meeting (Firm skype?)	-Firm gives general summary of focus groups results -Search Cmte shares update with job ad, website, flier	

November 27-
December 1

THANKSGIVING BREAK

December, 2013

December 3	DEADLINE	Deadline for applications for Supt.	
December 5	Search Cmte Mtg (Firm in person)	-Receive applications -Discuss process for reviewing applications -Discuss results of focus groups -Discuss and develop questions, plan to draft sequence	2.5 hr mtg? Time TBD
December 12	Search Cmte Mtg# (Firm in person)	-Review applications and discuss -Determine candidates for interview	2-3 hr mtg? Time TBD
December 13-18	TASK (Firm remotely)	-Call and schedule interviews with semi-finalists	
December 23- January 1		WINTER BREAK	

January, 2014

January 6	Search Cmte Mtg#	Interviews (3-4 candidates)	3:30 to 8:00pm
January 7	School Cmte Mtg.	Regularly Scheduled Regional SC Meeting (Tues) -General update on search progress	
January 8	Search Cmte Mtg#	Interviews (3-4 candidates)	3:30 to 8:00pm
January 9	Search Cmte Mtg#	Interviews (3-4 candidates)	3:30 to 8:00pm
January 10	Search Cmte Mtg#	Interviews and/or deliberation of candidates (1-2 candidates)	3:30 to 7:30pm
January 15	Search Cmte Mtg#	-Deliberate and determine slate of finalists IF NEEDED	

(if needed)

January 16	SC Meeting*	-Search Committee presents list of finalists	Before APS mtg.; schedule Transition meeting
January 21	Forum Site Visit	Candidate A - Public Form Candidate B - Site Visit (Search Cmte)	Times TBD
January 22	Forum Site Visit	Candidate B - Public Forum Candidate C - Site Visit	Times TBD
January 23	Forum Site Visit	Candidate C - Public Forum Candidate A - Site Visit	Times TBD
January 21-24	TASK (SC)	Public Input and Feedback via email, handouts - Calling references of all candidates (SC members)	
January 25	SC Mtg* (Firm in person)	SATURDAY INTERVIEWS OF THREE FINALISTS -Discussion and vote to select Superintendent -Search Firm calls the finalists	Specially scheduled, TBD
January 27	TASK (Petr)	Release statement about selection	

February, 2014

February 1	Presentation	Budget Saturday Presentation	Shifted from January 25 date
February 6	SC Meeting	SCHOOL COMMITTEE BUDGET VOTE	

* denotes Transitional SC meetings that need to be specially scheduled either on its own, or before/after a local APS or Boxborough meeting

denotes meetings of the search committee that need to be held in executive session to protect confidentiality of applicants

Acton Boxborough Regional Schools

Elementary School Principal Blanchard Memorial School

Boxborough's Blanchard Memorial School is a high achieving Pre-K to grade 6 elementary school with a tradition of excellence in the arts, academics, and inclusive special education. Blanchard is a diverse community of learners, with a committed staff and supportive parent organizations. Blanchard enjoys a strong relationship with the community at large, including parents, residents, businesses, and other public departments.

As of July 1, 2014 Blanchard will merge with the five Acton elementary schools to become part of the Acton-Boxborough Regional School district. We are seeking a dynamic leader to maintain and advocate for Blanchard's traditions and culture through this transition.

Qualifications include:

- Outstanding teaching and administrative performance at the elementary school level.
- Ability to work effectively with a highly-qualified professional staff and an involved community.
- Comprehensive knowledge of curriculum, innovative instruction, professional development, special education, and current educational research and technologies.
- Professional experience with teacher evaluation and supervision.
- Flexible problem-solving, effective communication, and educational vision.
- Master's Degree.
- Must hold or be eligible for Massachusetts Principal Certification.

Please prepare a cover letter, resume, transcripts, copy of professional license(s), and three professional letters of recommendations and apply online by October 25, 2013 to: Marie Altieri, Director of Personnel and Administrative Services, at:
<http://www.applitrack.com/abrhs/onlineapp>.

This 210 day position includes a competitive salary and benefits and will be available July 1, 2014. The Superintendent reserves the right to waive or add qualifications and to re-advertise. An equal opportunity employer.

www.ab.mec.edu

Office of the Superintendent
Acton Public Schools
Acton-Boxborough Regional School District
(978) 264-4700 x 3211
<http://ab.mec.edu>

TO: Acton-Boxborough Transitional School Committees
FROM: Steve Mills
DATE: 9/27/13 (*revised 10-3-13*)
RE: Calendar and Thursday afternoon survey results

Enclosed please find the results of this year's survey regarding the school calendar. This year we also added a question about Thursday afternoon early release days for the parents/guardians. While you are free to interpret the data, I am glad to share my conclusions in a simple format.

As in recent surveys, there was a very high participation rate among parents/guardians and staff. More than 2100 parents/guardians of the approximately 6000 students in the three school districts, and about 550 of our 800 staff members responded. I believe that to be a significant sample. Very similar to past surveys, 210 parents stated that they would keep their children out of school on Rosh Hashanah and Yom Kippur. This number represents about 10% of the people who completed the survey question. The response was a little larger for Good Friday. Approximately 320 parents stated that their child would miss school on that day, about 15% of the 2074 people who answered that question.

Regarding whether to start school before or after Labor Day, about 30% prefer to start before Labor Day and 30% after Labor Day. What is most notable is that 40% selected the third answer to start school after Labor Day when Labor Day falls on the 1st, 2nd or 3rd of September and before Labor Day on other years. Consequently about 70% of the respondents selected after Labor Day for next year's calendar.

For that reason, I intend to present two options for the School Committee to consider for 2014-2015, both starting after Labor Day. Option A includes Rosh Hashanah and Good Friday as no school days as is the current practice in Acton. (Yom Kippur is on a Saturday in 2014.) Option B calendar is to attend school on those two days. Principals will continue to be sure that their families and staff are aware of our policy and procedures for students and staff who observe a religious holiday on a school day.

Finally, on the parent response to the question about Thursday afternoons, parents and guardians responded almost 3 to 1 in favor of the current Boxborough practice of having one early release day a month for professional development.

I would like to thank the following people who helped me create this survey: Marie Altieri, Amy Bisiewicz, Mary Brolin, Kate McMillan, Beth Petr, Kristina Rychlik and Andrew Shen.

9/26/13

Fall 2013 Parent/Guardian School Calendar Survey SurveyMonkey



1. Please check each school/program that your children currently attend:

	Response Percent	Response Count
ABRHS <input type="checkbox"/>	39.5%	842
R.J. Grey <input type="checkbox"/>	26.6%	568
Conant <input type="checkbox"/>	13.3%	284
Douglas <input type="checkbox"/>	12.1%	259
Blanchard <input type="checkbox"/>	9.3%	199
Merriam <input type="checkbox"/>	13.2%	282
McCarthy-Towne <input type="checkbox"/>	10.6%	227
Gates <input type="checkbox"/>	9.7%	207
Carol Huebner PreK <input type="checkbox"/>	1.0%	21
Blanchard Early Childhood Program (ECP) <input type="checkbox"/>	0.4%	8
answered question		2,134
skipped question		0



2. If school were held on Rosh Hashanah, would you keep your students out of school?:

	Response Percent	Response Count
Yes <input type="checkbox"/>	10.2%	210
No <input type="checkbox"/>	89.8%	1,857
answered question		2,067
skipped question		67



3. If school were held on Yom Kippur, would you keep your students out of school?

	Response Percent	Response Count
Yes 	10.3%	212
No 	89.7%	1,848
answered question		2,060
skipped question		74

4. If school were held on Good Friday, would you keep your students out of school?

	Response Percent	Response Count
Yes 	15.4%	320
No 	84.6%	1,754
answered question		2,074
skipped question		60

5. Is there another traditional school day that your student would take off for religious reasons?

	Response Percent	Response Count
Yes 	9.4%	193
No 	90.6%	1,850
answered question		2,043
skipped question		91

6. If yes, please specify the Religious Holiday

	Response Count
	203
answered question	203
skipped question	1,931

7. Please use this area to provide more details, if needed...

	Response Count
	190
answered question	190
skipped question	1,944

8. When do you prefer to start school?

	Response Percent	Response Count
Before Labor Day every year	29.7%	604
After Labor Day every year	29.4%	598
After Labor Day when Labor Day falls on the 1st, 2nd, or 3rd of September and before Labor Day all other years	41.0%	834
answered question		2,036
skipped question		98

9. Please use this area to provide more details, as needed

**Response
Count**

228

answered question 228

skipped question 1,906

10. Which of these options would you prefer as we move forward to a combined region?

**Response
Percent Response
Count**

Early release every Thursday
including some optional
professional development for
teachers



18.6% 380

Early release one Thursday per
month for teachers' required
professional
development/school meetings



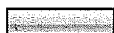
53.1% 1,083

No Opinion



11.3% 231

Not Applicable



17.0% 346

answered question 2,040

skipped question 94

11. Please use this area to provide more details, as needed

**Response
Count**

269

answered question 269

skipped question 1,865

Elementary School Responses- Early Release Days

Fall 2013 Parent/Guardian School Calendar Survey SurveyMonkey

Which of these options would you prefer as we move forward to a combined region?

Please check each school/program that your children currently attend:

	Conant	Douglas	Merriam	McCarthy-Towne	Gates	Response Totals	Blanchard School
Early release every Thursday including some optional professional development for teachers	20.6% (56)	29.1% (72)	26.8% (73)	26.8% (57)	24.6% (49)	25.6% (305)	6.8% (13)
Early release one Thursday per month for teachers' required professional development/school meetings	65.8% (179)	56.3% (139)	61.0% (166)	62.4% (133)	65.3% (130)	62.0% (739)	84.7% (161)
No Opinion	11.4% (31)	13.0% (32)	9.6% (26)	7.5% (16)	8.0% (16)	10.2% (121)	7.4% (14)
Not Applicable	2.2% (6)	1.6% (4)	2.6% (7)	3.3% (7)	2.0% (4)	2.3% (27)	1.1% (2)
answered question	272	247	272	213	199	1,192	190
skipped question						57	9

9/26/13

Fall 2013 School Calendar Survey for Staff



1. Please select the school at which you work:

		Response Percent	Response Count
ABRHS	<input type="checkbox"/>	28.6%	159
R.J. Grey	<input type="checkbox"/>	14.4%	80
Blanchard	<input type="checkbox"/>	7.4%	41
Conant	<input type="checkbox"/>	8.1%	45
Douglas	<input type="checkbox"/>	7.9%	44
Gates	<input type="checkbox"/>	8.3%	46
McT	<input type="checkbox"/>	7.9%	44
Merriam	<input type="checkbox"/>	8.3%	46
District Wide/Central Office	<input type="checkbox"/>	4.1%	23
Multi-School Staff	<input type="checkbox"/>	3.1%	17
Blanchard's Early Childhood Program (ECP)	<input type="checkbox"/>	0.4%	2
Carol Huebner PreK	<input type="checkbox"/>	1.4%	8
answered question			555
skipped question			0

2. My Position is:



		Response Percent	Response Count
Certified Staff member who requires a sub (Teacher, Nurse, Special Educator, etc.)	<input type="checkbox"/>	53.9%	299
Certified Staff member who does not require a sub (Admin, Counseling, etc.)	<input type="checkbox"/>	15.3%	85
Support Staff member who requires a sub (Bus Driver, Special Ed Assistant)	<input type="checkbox"/>	13.5%	75
Support Staff member who does not require a sub (Classroom Assistants, Office Support, etc)	<input type="checkbox"/>	14.2%	79
Other (No sub required)	<input type="checkbox"/>	3.1%	17
answered question			555
skipped question			0

3. Would you request a Religious Day Off on Rosh Hashanah?

		Response Percent	Response Count
Yes	<input type="checkbox"/>	9.8%	53
No	<input type="checkbox"/>	90.2%	490
answered question			543
skipped question			12

33
teachers

4. Would you request a Religious Day Off on Yom Kippur?

	Response Percent	Response Count
Yes 	9.8%	53
No 	90.2%	489
answered question		542
skipped question		13


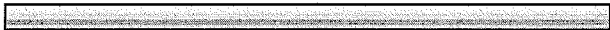
33
teachers

5. Would you request a Religious Day Off on Good Friday?

	Response Percent	Response Count
Yes 	33.0%	180
No 	67.0%	366
answered question		546
skipped question		9

102
teachers

6. Is there another traditional school day that you would take off for religious reasons?

	Response Percent	Response Count
Yes 	3.0%	16
No 	97.0%	522
answered question		538
skipped question		17

7. If yes, please specify the Religious Holiday

	Response Count
	17
answered question	17
skipped question	538

8. Please use this area to add comments or details, as needed

	Response Count
	45
answered question	45
skipped question	510

9. When do you prefer to start school?

	Response Percent	Response Count
Before Labor Day every year	35.8%	194
After Labor Day every year	21.8%	118
After Labor Day when Labor Day falls on the 1st, 2nd, or 3rd of September and before Labor Day all other years	42.4%	230
answered question		542
skipped question		13

10. Please use this area to add comments or details, as needed

**Response
Count**

64

answered question 64

skipped question 491

	M	T	W	T	F	S	S
Sept.	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

	M	T	W	T	F	S	S
Oct.			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

Labor Day – Sept 1
Teachers' mtg. – Sept 2
Schools Open – Sept 3
Rosh Hashanah – Sept 25
School Days - 19

Jan.	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Schools Open - Jan. 5
****JH AND HS Early Dis**
Martin Luther King Day
Kindergarten Change-
School Days - 19

Oct.	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	<u>13</u>	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

Columbus Day - Oct. 13
*Elem Early Dismissal -
School Days -22

Feb.	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
	23	24	25	26	27

****JH AND HS Late Start –
Presidents' Day - Feb. 16
Winter Recess - Feb. 16-20
School Days - 15**

Nov.	M	T	W	T	F
	3	<u>4</u>	5	6	7
	10	<u>11</u>	12	13	14
	17	18	19	20	21
	24	25	26	27	28

- **Prof. Day - Nov. 4 (no school/students)
- *Elem Early Dismissal –
- Veterans Day - Nov. 11
- Half Day - Nov. 26
- Thanksgiving Recess - Nov. 27-28
- School Days - 16

Mar.	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

School Days - 22

Dec.	M	T	W	T	F
					5
	1	2	3	4	
	8	9	10	11	12
	15	16	17	18	19
	22	23	<u>24</u>	<u>25</u>	<u>26</u>
	29	30	31		

*Jr. High. Early Dis –
Winter Recess - Dec. 24 – Jan. 4
School Days - 17

Apr.	M	T	W	T	F	
			1	2	<u>3</u>	**JH AND HS Late Start –
	6	7	8	9	10	Good Friday – April 3
	13	14	15	16	17	Spring Recess - April 20-24
	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	Patriots Day – April 20
	27	28	29	30		School Days - 16

****JH AND HS Late Start –
Good Friday – April 3
Spring Recess - April 20-2
Patriots Day – April 20
School Days - 16**

Note: Yom Kippur is Saturday, October 4, 2014.

No School and Delayed Opening Announcements air on: <http://ab.mec.edu>,
TV Channels 4, 5, and 7 and radio stations WBZ and WEIM

Monthly Acton-Boxborough Regional School Committee Meetings are held:
<http://ab.mec.edu/about/meetings.shtml> for more information.

May	M	T	W	T	F	S
					1	2
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30

Memorial Day - May 25
School Days - 20

June	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

Graduation – June 5
Last day – June 18
(plus one for each unscheduled no school day)
School Days - 14
Total Days = 180

Total Days = 180

[illegible]

Congregation Beth Elohim
Religious School Committee
133 Prospect Street
Acton, MA 01720

September 30, 2013

Dr. S. Mills, Superintendent
Acton-Boxborough Regional School Committee Members

Via electronic mail

Re: 2014-2015 School Calendar

Dear Dr. Mills and Acton-Boxborough Regional School Committee members,

Last year we wrote you to request the reversal of the initially recommended 2013-2014 school calendar, which had removed the Jewish High Holy Days (Rosh Hashanah and Yom Kippur) as official days off. Subsequently, we were pleased to learn that the School Committee voted to reverse this recommendation and to keep the High Holy Days as official days off. Based on the recent survey and agenda item 11 for the "Joint Acton Public (APSC) and Acton-Boxborough Regional (ABRSC) and Acton-Boxborough Transitional School Committee (ABTSC) Meeting" we learned that this topic is being considered once again.

We are writing you to share our concern about the possibility of these High Holy Days being removed as days off from the future Acton-Boxborough School Calendars. Our concerns can be summarized in the following three areas.

- (1) Without a doubt there is a strong Jewish fabric in the Acton community. This is currently not only demonstrated by the fact that schools are off during these important days, but also in the many other ways that the non-Jewish members of the community show their respect. This "Jewishness" of our community is often stated as an important reason Jewish families move to Acton. While the demographics of our community are changing, the Jewish community remains strong and significant.
- (2) While in principle the sanctity of the High Holy Days ought not to be a determining factor as it relates to the calendar, the nature of student (and faculty) observance of these days absolutely should. Writing to you from the perspective of the Jewish community, the High Holy Days are different from many other holidays. These Holy Days traditionally require people to be in a place of worship for much of the day and often require travel to be with family. Combining school with observance of the religious aspect of these days therefore becomes impossible. The academic pressures - especially for those in ABRHS and the Jr. High - are significant. We are, therefore, extremely concerned that the academic pressure associated with falling behind in school work will impact the decisions students will make - and that students will choose to go to school rather than joining with family for the important observance of these High Holy Days. We do not believe that this is a situation we should put our children/students in - especially not since the district has proven year after year it can manage its calendar with the inclusion/observance of these days off.
- (3) We understand that in other communities where the High Holy Days are regular school days, teachers are instructed not to give homework/tests on or right after these days. Unfortunately, based on experiences of many families/ students in the community, these instructions are regularly not followed. For example, many families shared with us that, contrary to instructions, certain teachers handed out homework for the next school day during the High Holy Days. One

family shared with us that a couple of years ago in Boxborough in sixth grade, ironically, culture presentations were being presented during one of the High Holy Days. In addition, by having school on the High Holy Days, the absence of the Jewish students will clearly emphasize their cultural difference from the rest of the school population - this is not a situation all students are comfortable with.

We strongly hope you will decide to have the Jewish High Holy Days as days off on the calendar. We encourage you to decide this not only for the upcoming school year but also for the future.

Respectfully,
Congregation Beth Elohim Religious School Committee

A handwritten signature in black ink, appearing to read 'David Leers', is written over a faint, rectangular grid background.

David Leers
Chair



2014-15 School Calendar

Wed, Oct 2, 2013 at 10:53 PM

To: "abrsc@abschools.org" <abrsc@abschools.org>

Cc:

I am shocked...and frankly, annoyed, that we are still discussing the school calendar and whether or not we should eliminate the observance of the high holy days of the Jewish faith. We have rehashed this over and over again and it's to the point where it is hard not to feel disrespected by the school committee and those in support of this change. We are just so disappointed as we chose to move to Acton because they embraced the Jewish community. This constant "issue" has unfortunately altered our opinion of the kind of town we thought we chose to raise our family in.

You have provided no valid reasons in the past to keep school open those days. What has changed that we are having this discussion...Again?!?!?

What is the value of the education the students who remain in school those days? There are no tests or assessments those days. To me it will be treated as a check mark to say another day has been complete. The students who attend school will be gaining nothing.

What is the value of the education and support when you have to bring in a large population of substitute teachers to cover for the observant faculty and staff that day? Will you even be able to get enough coverage?

You argue the contingency who would observe such holidays has decreased in Acton. Well, this year is a record year for the incoming Kindergarten class at Beth Elohim and from what I hear membership at Kerem Shalom is growing rapidly as well.

A change of this magnitude would effect the future diversity and population of this community as it would deter new observant Jewish families from choosing to live here. When a decision like this overturns a tradition that you have had for so long, potential new families would not feel welcome here. You will be making a very distinct and clear statement by removing the observance of these holidays.

Please consider an end to this topic as the change yields a negative outcome for all involved. If you do decide to keep bringing this up year after year, know that it will not wear us down and you will continue to hear from us on this "issue" as we have a strong track record of fighting to overcome adversity.

Kindly,



ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

J.D. Head
*Director of Facilities
and Transportation*

*** MEMO ***

TO: Acton Boxborough Transitional School Committee
FROM: J.D. Head, Director of Facilities and Transportation
RE: Regional School Transportation 2014 – 2015 School year
DATE: 9/25/13

At the October 3rd meeting I will be presenting my early findings as it relates to regular education student transportation for the coming 2014 – 2015 school year. To date I have been asked to build a new system that would incorporate all six district elementary schools running on one specific schedule concurrently. I have also been directed to try and do this using only the funds that we are currently expending across all three districts for transportation. I believe it will be possible to build a system under these parameters and I believe it could be a better, more efficient transportation system.

There will be pros and cons associated with going in this direction depending on individual perspective and needs and I will try and highlight these. We will discuss issues around ridership and bus passenger loads and the need to increase numbers of individuals assigned to elementary bus routes. We will discuss bus passes (a single day change event) and permanent bus changes and how these items will be affected by a single tier system. We will discuss what future bus stops might look like and the frequency of these stops. I will also provide detailed analysis that focuses on the expenses and how exactly we plan to do this while keeping the operation "cost neutral."

In the end I will be looking for suggestions related to the future of the operation and / or affirmation that we are going down a path that the committee and community at large would like us to continue down.

To: Dr. Stephen Mills, Dr. Curtis Bates, Ms. Marie Altieri, Boxborough School Committee, Acton School Committee, Acton-Boxborough School Committee, and Transitional Regional School Committee

From: Boxborough Teachers Association

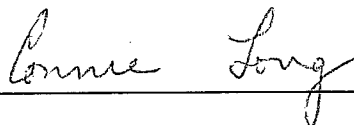
Date: September 13, 2013

Re: Personnel Concerns in Regionalizing

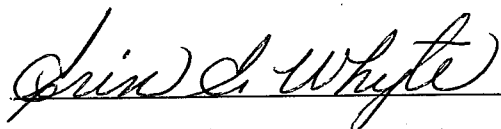
As you well know, the Boxborough and Acton school systems are in the process of regionalizing. Over the next year, there will be much discussion about how to do this and many decisions will have to be made. The Boxborough Teachers Association understands this is a large, complicated task. We would appreciate you taking into consideration our thoughts on this. Because Boxborough will be dealing with the most changes, there is a perception that current Boxborough employees will be losing jobs as positions are eliminated here or merged into the new regional school system. We would like you to consider these employees for like positions in the new regional school system as jobs shift. Many of the Boxborough employees have expertise in their current jobs along with many years of experience. Their long-standing commitment to the Boxborough school system has benefitted the students, the community, as well as the region as our students arrive at RJ Grey Junior High well prepared and ready to learn. We understand that positions will be eliminated or altered. We ask that you are equitable in your decision-making process and consider which employees currently employed in the 3 districts, Acton, Boxborough, and Acton-Boxborough, should fill the needs for the new region based on expertise and longevity. Thank you for considering our thoughts on this matter.



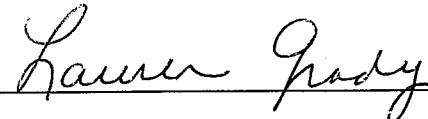
Sandra Baron, Co-President



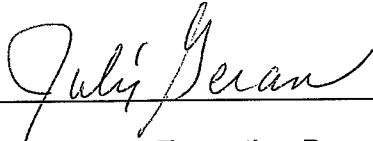
Connie Long, Secretary



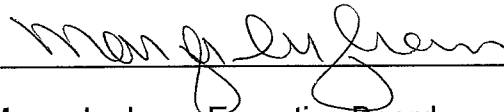
Erin Whyte, Co-President



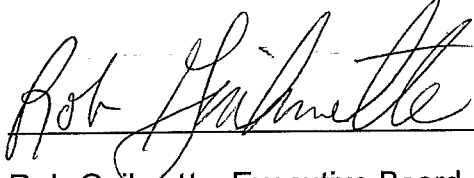
Lauren Grady, Treasurer




Julie Geran, Executive Board Member



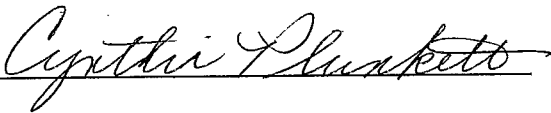
Marga Ingham, Executive Board Member



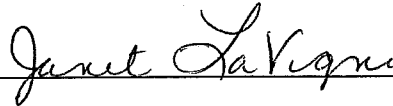
Rob Guilmette, Executive Board Member



Kristen Kilcommins, Executive Board Member



Cynthia Plunkett, Executive Board Member



Janet LaVigne, Executive Board Member

cc: Marc Lewis

13.1.22

***Acton-Boxborough Regional Schools
Office of the Superintendent***

TO: Boxborough Teachers' Association

FROM: Dr. Stephen Mills, Superintendent Acton Public and Acton-Boxborough Regional Schools
Dr. Curtis Bates, Superintendent Boxborough Public Schools
Ms. Marie Altieri, APS/ABRSD Director of Personnel and Administrative Services
Boxborough School Committee
Acton Public School Committee
Acton-Boxborough Regional School Committee
Acton-Boxborough Transitional School Committee

DATE: September 27, 2013

SUBJECT: Personnel Concerns in Regionalizing

Thank you for the letter outlining your concerns related to personnel changes with regionalization. First of all, we are all looking forward to the Boxborough staff joining the Acton-Boxborough Regional School District. We strongly believe that this will be a positive and beneficial partnership for the children of Acton and Boxborough for many years to come. We understand that the transition is creating some anxiety for the Blanchard Staff, and that there will be many changes. Dr. Mills and Dr. Bates have been meeting weekly with an administrative team to work through implementation plans. They are trying to balance all of the competing priorities. Dr. Bates and Dr. Mills have tried to communicate decisions along the way as quickly and clearly as possible. To that end, we have asked Marie Altieri, our Director of Personnel and Administrative Services, to begin to meet with the BTA Co-Presidents informally to review your concerns and to work through issues as they arise. She will also be able to explain our thinking around personnel planning. You are also welcome to participate in the FY15 budget process, attend the Saturday budget workshop on January 25, 2014 (9:00 a.m. in the RJGJHS library), and anything else that would help to include you in our planning for the newly expanded Region. Thanks again for your letter, and we look forward to working with you.

Acton-Boxborough Regional Schools
Office of the Superintendent

TO: Acton Boxborough Transitional School Committee
DATE: September 27, 2013
FROM: Dr. Stephen Mills, Superintendent
SUBJECT: Regionalization Savings

The Regional Study Committee estimated almost one million dollars in savings due to the expansion of the Acton-Boxborough Regional School District to include the Acton Public and Boxborough Public School Districts. An Administrative Transition Team has been meeting each week to work through the implementation plans for the expanded Region. Attached you will see two documents. The first is the Regional Study Committee's estimates for savings. Those estimates include slightly over \$400,000 of personnel savings. The second document outlines the Administration's plans for achieving the personnel savings. Please let me know if you have any questions.

Estimated Financial Benefits of Regionalization

Direct Benefits:	5 year Average	Year 1
Additional transportation aid	\$ 565,000	\$ 535,179
Reduction in ch 70 aid	\$ (165,000)	\$ (156,287)
Administrative personnel cost savings	\$ 475,000	\$ 402,050
Bonus regional aid	\$ 70,000	\$ 139,100
Contract savings	\$ 22,500	\$ 21,917
Town Hall savings	\$ 67,654	\$ 64,021
Loss in Boxborough Choice Revenue	\$ (20,000)	\$ (20,000)
TOTAL DIRECT	\$ 1,015,154	\$ 985,980
Boxborough Efficiencies		
Teacher retirements	\$ 250,000	
Purchase of supplies, utilities, etc.	\$ 139,000	
Extended day	\$ 50,000	
All-day K	\$ 20,000	
Reduction in specialists	\$ 57,000	
Reduce classrooms or add students	\$ 330,000	
Shared costs of ELA specialist, Librarian, Technology Integration specialist	\$ 195,000	
TOTAL BOXBOROUGH EFFICIENCIES	\$ 1,041,000	\$ 299,029 *
GRAND TOTAL	\$ 2,056,154	\$ 1,285,009
Shift of Retirees from APS/BPS to Municipal	\$ 597,612	\$ 572,000

Notes:

The direct financial benefits are firm and can be expected to be realized. Some such as transportation aid have been estimated applying conservative (low) estimates of the reimbursement rate. retirees costs to the respective municipal budgets.

The school will realize an additional savings by shifting existing APS/BPS

The Boxborough efficiencies can be expected to be realized as the costs at each school are brought in line with one another and as additional students migrate to Blanchard. These savings may not all be realized initially but the plan is for them to be realized by the end of the first five years. These will require more careful scrutiny by the School administration and committee.

The first year savings from the Boxborough efficiencies were not broken down by category, but are estimated in total in the model and are part of the cost sharing formula

Regionalization Personnel Savings

The regionalization planning included an estimated \$402,000 in personnel savings. Below is an outline of the personnel changes and savings that currently add up to \$419,000.

- I. Administrative Positions \$230,000
- Boxborough Public Schools (BPS) currently has a Principal/Superintendent, a Business Manager and a full time Assistant Principal. In the new region, AB Central Office will be responsible for the Boxborough Superintendent, Finance Director, and Special Education Director responsibilities, a new Principal will be hired, and the full time Assistant Principal will be moved to a half time position.
- * Superintendent /Principal to Principal \$54,000
 - * Business Manager \$92,000
 - * Assistant Principal (Full time to half time) \$49,000
 - * Special Education Director Contract \$35,000
 - Total Administrative Savings: \$230,000
- II. Clerical Positions \$110,000
- The new region will include a full time Administrative Assistant and a 19 hour Administrative Assistant for the Blanchard Memorial School. This is consistent with the Acton Elementary Schools. Student Registration and Central Office clerical support will be added to current staff at the AB Central Office. The newly created data entry position at BPS will not be hired.
- * BPS Central Office Clerical Support \$ 85,000
 - * Data Entry Position \$ 25,000
 - Total Clerical Savings: \$110,000
- III. Food Services \$39,000
- The BPS Director of Food Services Position will become the Blanchard Cafeteria Manager. The Blanchard Cafeteria Manager salary will be paid for by school lunch fees instead of the budget.
- IV. Specials \$40,000
- Blanchard will move to a full time Art, Music and P.E. teacher.

Total Savings: \$419,000

**School Improvement Plan
Acton-Boxborough Regional High School
2013-2014**

The timeline for each of these goals is the 2013-2014 school year. We expect to revisit and revise this plan in spring 2014. The ABRHS School Council will oversee progress towards the goals.

Goal 1: We will continue with the implementation of our advisory program.

Background and Rationale: Over the past five years, we have spent significant time and resources researching and addressing the issue of stress amongst our students. As we have done so, we have learned that we need to do more to help students build connections with adults here in the building. As evidenced by the Youth Risk Behavior Survey and the 2009 NEASC survey, 25-35% of our students report that they do not have a strong connection with an adult here at the high school. Research indicates that providing students with those connections will increase their achievement motivation, academic attainment, and social and emotional health.

After two years of researching and planning by a faculty committee, we implemented our advisory program in 2012. Our next step is to refine the program based on feedback gathered this spring. A team will work together this spring and summer to examine the feedback and make adjustments accordingly. Potential areas of focus could include schedule, support for advisors, and anti-bullying curriculum.

Strategies:

- Committee will meet this spring to review feedback and make recommendations to the administration.
- If necessary, time will be scheduled for the Committee to meet during the summer to develop and/or revise materials.
- The anti-bullying curriculum committee will meet and revise the materials for next year's extended advisories focused on implementing the state mandated anti-bullying curriculum.

Outcomes:

- As a result of our advisory program, we hope to increase and improve the number of students reporting that they have a strong connection with an adult here at the high school.

Timeline:

- Amendments will be made this spring and summer, for implementation next fall.

Responsible Parties:

- Advisory Committee, overseen by administration

Evaluation:

- Faculty Survey
- Youth Risk Behavior Survey
- Senior Survey

Goal 2: Continuing our focus on instruction and assessment, departments will continue to work on and refine their course-based learning goals, rubrics, and common assessments.

Background and Rationale: Over the course of the past school year, the faculty has been developing learning goals and associated rubrics for each of the courses offered at the high school. The next step will be to develop common assessments. The goal of the common assessments will be for teachers to have a vehicle by which they can assess their progress towards the learning goals both on an individual and a department level.

This work is being done to meet the demands of the new state-mandated supervision and evaluation process, the expectations of NEASC, and also to reflect the Common Core.

Strategies:

- Departments will be provided the time necessary to continue with this task.
- Resources (human and print) will be available to departments as necessary.

Outcomes:

- Every course will have at least two common assessments in place for the 2014-2015 school year.

Timeline:

- This work will continue over the course of the next two years, with particular time set aside during professional days.

Responsible Parties:

- Administration and department leaders, with input from faculty, will plan professional development day activities.

Evaluation:

- Faculty survey
- Student achievement data will be collected and reviewed.

Goal 3: Educate the school community about the new administrative team by making visible the new members of the team and by creating a culture where all five team members play an active and visible role in school and community events, programming, and decision-making.

Background and Rationale: To better serve the needs of our students and the Acton-Boxborough learning and teaching community, we will introduce a new leadership structure consisting of a principal, two associate principals, and two deans of students. Over the course of the 2013-2014 school year, we will use various communication channels, forums, meetings, and events to

introduce the community to the members of this new leadership structure as well as to clarify roles and responsibilities.

Strategies:

- Presence of administrative team at back to school night, 9th grade parents nights, school-wide events, athletic events, and extra-curricular activities.
- Administrators will regularly visit classrooms throughout the school year.
- Members of the administrative team will communicate regularly to parents/guardians, faculty & staff, and students throughout the school year.

Outcomes:

- Members of the school community will be familiar with all five members of the high school administrative team and will feel a consistent presence at school-related events and activities.
- Communication from the administrative team will be consistent, clear, and will help the school community to feel connected and informed.

Timeline:

- The 2013-2014 school year.

Responsible Parties:

- Members of the administrative team

Evaluation:

- Faculty survey
- Input from PTSO, School Council, and other groups with parent/guardian participation

**Acton-Boxborough Regional High School
School Council Membership 2013-2014**

JoAnn Campbell, Ed.D. Co-Chair ABRHS (Principal)

Archana Gupta Co-Chair (Parent)

Steve Martin ABRHS (Admin.)

Todd Chicko ABRHS (Counseling)

Janet Maxwell ABRHS (Teacher)

Eleni Kakaliou ABRHS (Teacher)

Jen Gabel ABRHS (Counselor)

Jill Christensen ABRHS (Teacher)

Michael Csorba ABRHS (Teacher)

Rev. Holgie Choi (Youth Minister)

Kristin Grip (Parent)

Anne Sullivan Soydan (Parent)

Kathleen McDonagh (Parent)

Jackie Travers (Parent)

Annalise McDonald (Student)

Elizabeth Sirois (Student)

Hannah Hwang (Student)

Adin Bohmiller (Student)

Elizabeth Curtis (Student)

Dan Soar (Student)

9/23/2013

To: Stephen Mills
 From: Larry Dorey
 Re: Discipline Report for
 Date: 9/30/2013

There were 29 discipline referrals to the administration during the month of September, 2013. This total is up from 22 last year. 5 students were suspended this month, while 1 student was suspended during September, 2012

Suspensions for September, 2013

Infraction	2009	2010	2011	2012	2013
Abusive/Obscene Language					
Alcohol Possession/Use		6	2		2
Drug Possession/Use	1	5	1		
Drug Paraphernalia		1			
Fighting		3			2
Harassment		1	1		
Leaving		2	1		
Noncompliance w/school rules		1			
Physical Assault			1	1	
Threatening		1			
Truancy Issues		2	1		
Vandalism		1			1
Total	1	23	7	1	5

A list of all infractions for the month of September, 2013 appears on the backside of this page.

c: JoAnn Campbell

Other Infractions for September, 2013

Infraction	2009	2010	2011	2012	2013
Abusive/Obscene Language			2		
Alcohol Possession/Use		6	2		2
Bus Discipline Issue		2			
Chem H-Alcohol		4	6		
Computer Use Violation					6
Disrespectful	1				1
Disruptv./Uncoop/Behav.	2	1	1	2	
Drug Paraphernalia		1			
Drug Possession/Use	1	5	1		
Fighting		3			2
Harassment	1	3	1		
Leaving School Grounds	3	14	2	6	4
Non compliance w/school rules	1	1			
Other		4	6	1	
Out-of-School Issue				1	2
Parking Violations	4			1	
Physical Aggression		1	3	1	2
Physical Assault			1		
Tardy	1	1		1	
Teasing			4	1	
Threatening		2			
Truancy	2	3	5	8	5
Vandalism		1			5
Total	16	52	32	22	29

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 Charter Rd.
Acton, MA 01720

To: Stephen Mills
From: JoAnn Campbell
cc: Melissa Dempsey
Date: September 17, 2013
Subject: Donation from TD Bank

TD Bank has made a charitable gift to ABRHS, in support of Community Service Day t-shirts, in the amount of \$250.00 that will be deposited in Fund 3328, Community Service Gifts.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 Charter Rd.
Acton, MA 01720

To: Stephen Mills
From: JoAnn Campbell
cc: Melissa Dempsey
Date: September 17, 2013
Subject: Donation

Please accept a donation from Ying-Nan and Lungturn Chen in the amount of \$50.00 and a matching donation through them from Novartis in the amount of \$50.00 which will support the Community Service Program.

The funds will be deposited into Fund 3328, SHS Community Service Gifts.

Thank you.

Raymond J. Grey Junior High School

School Improvement Plan

2013 - 2014

Raymond J. Grey Junior High School
16 Charter Road
Acton, Massachusetts
Principal: Andrew Shen

School Council Members (2013-2014)

Jim Kirkman, parent
Beth Davis, parent
Lesley Ochlis, parent
Lauren Gilmna, parent
Charles Donovan, teacher
Spencer Harvey, teacher

Goal 1: In the area of curriculum and instruction, we will develop and finalize learning goals and common assessments that reflect our school's vision and learning priorities, while also meeting the DESE's expectations regarding District Determined Measures

Background: During the 2011-2012 school year, departments and staff members engaged in the development of learning goals for courses at the junior high, with an eye towards developing common assessments. Additionally, the new evaluation system requires that each school create common measures across grade levels and subject areas (DDMs) that will be a source of evidence to inform the evaluation of individual educators. By February 2014, Districts must report a final plan for determining impact ratings for all educators by the end of 2105-2016 based on the identified DDMs.

Alignment with District Long Range Strategic Plan: This is in direct alignment with **Goal 2** of the Long Range Strategic Plan in its focus on developing a rigorous and meaningful curriculum.

Strategies:

- Departments will be provided the time necessary to continue developing assessments that meet the goal. We will be committing a significant portion of professional learning time to this endeavor
- Providing building leaders and department heads with the necessary training and background information during the summer to support their work with teachers and departments during the school year (at Summer Institute, summer department leader meeting)
- Providing staff with a simple and applicable "translation" of the DDM requirements and expectations established by the DESE. Remove for staff the "noise" and provide clear articulation and guidance for how to navigate this task
- Providing teachers with a broad range of samples and options for common assessments that meet our needs and expectations
- Working with department leaders and the Curriculum Office throughout the year to establish benchmarks for work that needs to be completed, and opportunities to pilot and experiment with various options

Outcomes:

- Each course will have established the requisite number of district-determined measures that meet the guidelines and requirements established by the DESE while also reflecting the learning priorities of the school and District
- Each teacher will have piloted a version of their respective DDMs to develop greater comfort with the exercise, and to make any necessary adjustments before implementation in 2014-2015
- Teachers will have a clear understanding of the role that DDMs could play in their individual evaluation

Timeline:

- Summer preparation work with leaders on expectations and guidelines involving DDMs
- Developing presentations to share with staff within the first 2 months of the school year that effectively explains and describes the scope and aspects of DDMs
- Have final plans submitted to the DESE by February 2014

(Goal 1 Continued)

Responsible Parties:

- Principal, Andrew Shen; and Assistant Principals Allison Warren and James Marcotte
- Department leaders
- Office of Curriculum & Instruction

Evaluation:

- Feedback from staff about the explanation provided about DDMs and the support provided in developing the common measures
- Approval of our plan by the DESE
- Implementation of DDMs in 2014-2015 and the type of student learning data that is collected through the common measure

Goal 2: Continue to enhance and develop academic supports for students who would benefit from additional intervention and/or supervision in order to experience academic success (continuation from 2012-2013).

Background: As a school, and by many different measures, we continue to provide an educational experience that supports a high level of academic achievement reached by many of our students. To be sure, it is crucial that we continue to preserve aspects of RJ Grey that support this level of academic achievement. In addition, we feel an obligation to pay increased attention to the needs of RJ Grey students who continue to struggle academically. There will always be students who may not experience immediate academic success at RJ Grey (and for whom special education is not necessarily the appropriate remedy), and we are committed to expanding the number and scope of interventions that we provide for them. Furthermore, we have students who experience serious interruptions to their academic work and would benefit from additional supports. Some examples of “interruptions” include the increased frequency of students diagnosed with concussions, long-term illnesses, and struggles with anxiety and school refusal.

Over the past three years, we have created a Grey Block math program, added a Reading teacher and program, and established two Academic Support Centers, one for each grade. We will continue enhancing and improving those supports, and also develop other interventions that can support students in situations that are both short and long-term.

Alignment with District Long Range Strategic Plan: This particular goal addresses the District’s **mission** to prepare all students to attain their full potential, and supports our work related to **Goal 2** of the Long Range Strategic Plan, which focuses on providing students with the knowledge, and intellectual and reflective skills needed to be successful in their academic work and beyond.

Strategies:

- Provide support and resources for Year II of new ASC model
- Provide additional time and financial support for collaboration between the ASC and other academic supports, such as Reading, Grey Block Math, ELL, and the Library/Media Center
- Improve the MCAS Math tutoring curriculum to align with the needs of our students, and provide consistency across all of the tutoring groups
- Provide more professional learning opportunities for teachers on how to use technology (including but not limited to AB Schools) to support struggling students via programs such as Assistments, Lexia, and Google Docs
- Provide more access to technology and other digital learning and teaching tools to programs that support struggling students (Learning Centers, ASC, etc.)
- Develop strategies and protocols for supporting teachers, students, and families in developing a recovery plan for students who suffer head injuries (i.e. concussions)
- Implement a daily silent reading period (20 minutes) to create more time for students to practice and engage in independent reading, and to encourage greater comfort with reading
- Continue working with staff on establishing additional classroom based interventions that can be provided to struggling students

Outcomes:

- There will be increased collaboration between academic support programs within the school
- There will be increased collaboration and dialogue between support programs and classroom

teachers on various strategies and interventions that can be implemented within the classroom

and for various assignments that can benefit struggling students

- When appropriate, we expect to provide a number of intervention strategies to struggling students before possibly referring them for evaluation
- Greater integration and utilization of technology by classroom teachers and academic support teachers in their work with struggling students

Timeline:

- Work on concussion protocol will take place in Summer 2013
- Providing support to the ASCs and learning centers is ongoing
- Providing access to technology and other digital devices to learning centers and ASCs will be complete by the start of the school year
- Developing more dialogue amongst staff about additional classroom interventions is ongoing and may include all-staff meetings
- MCAS math tutoring curriculum will be available to tutors by the start of the tutoring session (March, 2014)

Responsible Parties:

- Principal, Andrew Shen
- Assistant Principals Allison Warren and James Marcotte

Evaluation:

- Feedback from tutors about MCAS math curriculum, and MCAS results from the cohort of students
- Feedback from students and families about impact of supports on their academic success
- Evaluation of strategies utilizing technology and digital devices - frequency of use, and effectiveness of use
- Frequency of collaboration between academic support staff with each other, and with classroom teachers

Goal 3: We will continue the process of fully implementing the new educator evaluation program and implement adjustments and changes identified during the 2012-2013 pilot

Background: In 2013-2014, Acton-Boxborough will be required to implement the new teacher evaluation process as articulated by the Department of Elementary and Secondary Education. A district-wide task force worked with Central Office to develop a pilot program for 2012-2013. The pilot program generated a great deal of information and feedback, which has now led to adjustments that should be implemented in this first formal year of the new evaluation system. Adjustments need to be made for both the educators being evaluated, and for those staff members who serve as evaluators.

Alignment with District Long Range Strategic Plan: This is directly aligned with **Goal 3** in its attention to providing supervision, evaluation and a systemic, focused plan for professional growth that improves student experiences. The strategies for next year connect directly to the Long Range Strategic Plan's commitment to implementing a new educator evaluation system, and offering rigorous professional learning opportunities that emphasize collaboration amongst educators.

Strategies:

- Provide summer training for evaluators, including overview of Teachpoint software
- Implement recommended adjustments pertaining to specific areas including but not limited to streamlining of goal-setting process and strategies for BDLs to visit different class periods
- Develop additional methods of effectively working with non-building based evaluators (Counseling and Special Education) to successfully meet evaluation requirements for staff members in those departments
- Continue to develop clear documentation that provides staff with "translation" of evaluation system requirements and steps. Provide useful interpretation and explanation of various elements of the new system
- Continue to work with evaluators to compare and contrast evaluation techniques and expectations, and work to better calibrate those elements across all evaluators -- especially as it pertains to how each individual understands the notions of "exemplary" and "needs improvement" as ratings
- Work with mentoring program and department leaders to provide guidance to new teachers on the evaluation system (i.e. goal setting process, understanding the rubrics, etc.)

Outcome:

- Identification of a leadership and supervision model that can meet the demands and expectations of the new evaluation process
- Identification of practices and strategies that empower teachers to engage with the evaluation process in a meaningful and fair manner
- Greater comfort and consistency within and amongst evaluators regarding evaluation process and practices
- Continued development of strategies and adjustments that can be implemented in future years to improve and enhance the evaluation process

Timeline:

- Summer training and meetings will take place by the end of August
- Implementation of adjustments is ongoing and will take place throughout the year

(Goal 3 Continued)

Responsible Parties:

- Principal, Andrew Shen; and Assistant Principals Allison Warren and James Marcotte
- Building department leaders
- Central Office; and Teacher Evaluation Task Force members

Evaluation:

- Feedback from educators who are in the 2013-2014 cohort -- professional staff and non-professional staff
- Feedback from evaluators on effectiveness of new strategies for supporting their growth and development as evaluators
- Reviewing observation and evaluation results to identify patterns of consistency or inconsistency, and a more shared understanding of what “needs improvement” and “exemplary” represents within each standard

R.J. Grey Junior High School

To: Steve Mills
 From: Allison Warren and James Marcotte
 Re: Discipline Report for September 2013
 Date: October 1, 2013

There were 8 discipline referrals/concerns (including requests from teachers for assistance) reported to the Administration during the month of September. There was 1 suspension this past month.

	<u>Sep-08</u>	<u>Sep-09</u>	<u>Sep-10</u>	<u>Sep-11</u>	<u>Sep-12</u>	<u>Sep-13</u>
<i>Total Discipline Referrals Reported</i>	21	19	14	13	15	8

	<u>Sep-08</u>	<u>Sep-09</u>	<u>Sep-10</u>	<u>Sep-11</u>	<u>Sep-12</u>	<u>Sep-13</u>
Total Suspensions	1	1	6	1	5	1
Disrespectful /inappropriate/disruptive behavior				1	3	
Drug-related incident	1				2	
Fighting			2			
Physical aggression		1	1			1
Threatening			3			
Truancy Issues						

	<u>Sep-08</u>	<u>Sep-09</u>	<u>Sep-10</u>	<u>Sep-11</u>	<u>Sep-12</u>	<u>Sep-13</u>
Total Other Infractions	20	18	25	12	12	7
Abusive language/profanity		1			1	
Bus discipline	3				1	
Class/school truancies	3					
Disruptive behavior (classroom, cafeteria, hallway)	13	13	19		3	1
Disruptive/Uncooperative Behavior	1	1		8		1
Harassment/bullying/teasing		1			2	
Non-compliance with school rules		2	4	3	2	5
Physical aggression				1	1	
Teasing			2			
Threatening						
Vandalism						

The referrals/concerns generally were quickly resolved and no further intervention was required.

ELL STUDENT POPULATION
Acton-Boxborough Regional School District
September 1, 2013

Category	Total as of 6/30/2013	Additions	Subtractions	Current Total as of 9/1/2013
RJG JHS	9	0	0	6
ABRHS	10	0	0	14
ABRSD TOTALS	19	0	0	20

ELL STUDENT POPULATION
 Acton-Boxborough Regional School District
 October 1, 2013

Category	Total as of 9/1/2013	Additions	Subtractions	Current Total as of 10/1/2013
RJG JHS	6	+3	0	9
ABRHS	14	0	0	14
ABRSD TOTALS	20	0	0	23

Office of the Superintendent
Acton Public Schools
Acton-Boxborough Regional School District
Acton, MA 01720

INTERSCHOOL COUNCIL MEETING

Tuesday, September 24, 2013

6:15 – 7:15 p.m.

R.J. Grey Junior High School Library

AGENDA

1. Welcome
2. Retirement
 - Volunteer by Oct 1 for Search Committee
3. Transition to AB Regional School District (ABRSD)
4. Superintendent's Safety and Security Task Force Update
5. ABRSD Track Project Update

**Acton Boxborough Regional School Committee (ABRSC) and Acton
Boxborough Transitional School Committee (ABTSC)
Regionalization Update
September 2013**

The 2013-14 school year is what the School Committees in both Acton and Boxborough are calling a "transitional year", the year in which all the planning related to expanding our school district to include both Acton and Boxborough from Pre-K through grade 12 will occur. In order to keep both parents and other community members informed, the ABRSC and ABTSC has begun a monthly update of the issues being addressed that relate to this transition. If you have any comments or concerns regarding this update, please contact Kristina Rychlik at krychlik@abschools.org.

Transportation Update

JD Head, our Director of Facilities and Transportation, is working on a new transportation plan for next year. We are hoping to be able to transition the elementary schools to a "one-tier" schedule, meaning that all elementary schools in Acton and Boxborough would begin and end at the same time. If this were indeed doable, Acton elementary schools would no longer alternate as they do now on the current early/late schedule system. JD will be presenting this plan to the Regional School Committee at our meeting on October 3rd.

Intermunicipal Agreements

Both Acton and Boxborough have established groups to work with Superintendent Stephen Mills to develop intermunicipal agreements (IMAs) between the towns of Acton and Boxborough that relate to ownership of the school buildings and related issues. They are creating a legal document that specifies what the new district owns in terms of buildings, properties, assets, revolving accounts and how the current debt will be handled. For example, they will discuss access to Regional facilities for Town business such as Town Meetings and septic and other property issues. The groups negotiating for each town include Board of Selectmen, Board of Finance and School Committee members, as well as town officials and other community members as appropriate. The IMAs will be required by law when the full region is in effect on July 1, 2014.

Principal Search Process/Blanchard Elementary

Currently, Dr. Curtis Bates serves as both the Superintendent of Boxborough and the Principal of the Blanchard School. When the districts are fully regionalized, we will only require a principal at Blanchard, and the search has begun for a candidate to fill that position. The search committee will be facilitated by Marie Altieri, Director of Personnel and Administration for the Acton-Boxborough Regional School District, and includes six members of the Blanchard faculty and staff, four Blanchard parents and one Acton Elementary School Principal. Their hope is to make a decision by late December.

Calendar Review Process

As there are currently differences between the Acton and Boxborough school calendars, the School Committee has begun the process of evaluating our options for reconciling those differences, particularly in the area of religious holidays, start date for the first day of school, and Thursday schedule. An email survey was sent to parents via the school principals on Friday, September 20th, with responses due by 5 p.m. on Thursday, September 26th. Survey results will be discussed at the October 3rd Regional School Committee meeting, and the calendar will be voted on at the November 7th Regional School Committee meeting.

Financial Oversight Subcommittee Update

The ABRSC has convened a Financial Oversight Subcommittee. This subcommittee includes a Board of Selectmen, Finance Committee and Regional School Committee member from each town, as well as the Chair of the ABRSC. The subcommittee will convene four to five times per year to monitor the actual ABRSD budget relative to the projected financial benefits projected by the regional study committee. Their aim is to encourage the administration to take advantage of all identified financial benefits, look for additional efficiencies, and compile information on the financial benefits and efficiencies to share with the ABRSC, Boards of Selectmen, Finance Committees and community members.

Other News

ABRSD Superintendent Search Committee Update

Our School Superintendent, Dr. Stephen Mills, recently announced his retirement planned for the end of this school year. The School Committee has begun the process to find a new Superintendent and is looking for a few volunteers for the Search Committee. The Transitional School Committee has decided that the make up of the ABRSD Superintendent Search Committee will include:

- 1 Central Office member
- 3 School Committee members
- 1 Elementary Principal
- 1 Regional Principal
- 3 Teachers: 1 Region, 1 Blanchard, and 1 Acton Public
- 3 Parents: 1 Region, 1 Blanchard, and 1 Acton Public
- 2 Community members (one from each town)

If you are interested in serving on this Committee, please email a **brief statement** describing your background and why you would like to participate to one of the following:

- Maria Neyland, AB Regional School Committee Chair at mneyland@abschools.org
- Dennis Bruce, Acton Public School Committee Chair at dbruce@abschools.org
- Brigid Bieber, Boxborough School Committee Chair at bbieber@abschools.org

This important commitment will require a significant number of late afternoon/evening meetings from late October through February. **Emails must be received by noon on October 1st.**