

**ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL SCHOOL  
COMMITTEE MEETINGS** (approved 9/2/10)

Sargent Library  
427 Massachusetts Ave.  
Boxborough

Wednesday, July 28, 2010  
6:00 p.m. Joint Executive Session  
followed by Joint School Committee Workshop  
followed by Joint School Committee Meeting  
followed by Acton-Boxborough Regional SC Meeting  
followed by Acton Public SC Meeting (separate packet)

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*Members present:* Brigid Bieber, Michael Coppolino, Herman Kabakoff, Terry Lindgren, Sharon Smith McManus, Maria Neyland, John Petersen, Bruce Sabot  
*Members absent:* Xuan Kong  
*Others:* Don Aicardi, Marie Altieri, Attorney Peter Ebb (6:00 – 7:50 p.m., Steve Mills, Beth Petr

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The Joint School Committee Meeting was called to order at 6:08 pm. by Brigid Bieber and John Petersen, respective chairs.

**JOINT EXECUTIVE SESSION**

At 6:09 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, Coppolino, Kabakoff, Lindgren, McManus, Neyland, Petersen, Sabot)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the bargaining position of the Board. She said the purpose of the executive session was to discuss contract negotiations with the AEA, OSA and AFSCME unions.

At 6:10 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** (Coppolino, Kabakoff, Lindgren, McManus, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board. He said the purpose of the executive session was to discuss contract negotiations with the AEA, OSA and AFSCME unions.

At 6:11 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 litigation.

**YES** (Bieber, Coppolino, Kabakoff, Lindgren, McManus, Neyland, Petersen, Sabot)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the litigating position of the Board. She said the purpose of the executive session was to discuss a suit filed by a former school employee.

At 6:12 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 litigation.

**YES** (Coppolino, Kabakoff, Lindgren, McManus, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the litigating position of the Board. He said the purpose of the executive session was to discuss a suit filed by a former school employee.

The Executive Session ended at 7:50 p.m.

**JOINT SCHOOL COMMITTEE ANNUAL WORKSHOP (7:55)**

(Marie Altieri and Don Aicardi were not present for the Workshop.)

**1. Annual Agenda**

The Chairs will work with Beth to update this list of upcoming business (particularly VOTES).

**2. List of Committee Assignments**

See Attachment A. The new Director of Curriculum and Director of Educational Technology positions will be added to the Admin Benefits Handbook, page 14, for School Committee to vote on at next meeting. Beth will work with Steve and Marie on this. Beth will see if Herman is required to do the New School Committee member training, given that he was appointed for a term of only 8 months. Steve Mills will get an update on the Corporate Sponsorship activity for the next meeting.

**3. Open Meeting Law Changes - change any current practices?**

Major changes have been made to Postings, Minutes, and Executive Sessions. Most members attended the Acton and Boxborough Open Meeting Law forums. Beth attended both and is comfortable with the changes and asking our attorney, if necessary.

**4. Potential Areas for Committee Work:**

**a. Central Office Reorganization**

John Petersen asked what role the committee would like to play in this process, and how they would like to feed ideas to Steve. Maria and Bruce feel they have no role in how Steve sets up his Central Office, or salaries. Sharon agreed. John agreed but pointed out that CO is different because of School Committee's fiduciary responsibility. Terry said that the Committee needs to understand the job descriptions, but should not be in the role of creating. Mike questioned why we don't have an assistant superintendent and formal chain of command. Steve Mills is completing the most significant work he'll do during his Superintendency by creating his own Administrative team. He is very excited about how it is shaping up. Brigid asked Steve to speak up if School Committee members are going directly to staff for too much information. Steve was asked to give the message to his Central Office staff that it may be OK to say no to a School Committee member if they are asking for too much, given the time constraints the Central Office is working under.

**b. Explore ways to move Hayward Center/other sped programs for long-term savings**

Mike wants to pursue any and all initiatives that might bring programs and kids back into our districts. He would like Liza and Don to consider the return on investment that programs would bring (buy a van?). He does not want this to be a subcommittee.

**c. Increase targeted professional development**

APS and ABRSD are way behind in per pupil expenditures on professional development, an important way to make better teachers. This is a budget discussion item – where on the priority list should targeted professional development be.

**d. Sub-Committee to engage in long term visioning and planning**

The Committee agreed this is valuable, but some members questioned the priority level given all of their other pressing issues. Varying opinions were expressed regarding who is responsible for developing the vision for our schools (Superintendent or School Committee?). The demographics survey data is one tool

that can help guide the vision. Boxborough Schools have their 5 year enrollment plan on their website. The Committee agreed to continue this important discussion at a future meeting. Xuan's original email will be included in the next meeting packet.

**e. Policy Issues (i.e. Early Admission to K, Exchange Students, Field Trips)**

Policies will be a focus for the fall. A new one for Corporate Sponsorships will be needed. Sharon will pull a list together. Religious holiday/calendar issues should be reviewed before doing next year's calendar (January).

**5. School Committee Effectiveness**

**a. Have meetings end by 10p.m.**

The Committee agreed to try to stay on topic and the Chair was asked to control discussion as appropriate. It was requested that joint meetings and presentations be kept to essentials only. More frequent meetings during budget time may be considered.

**b. Improve Committee working together constructively**

Some members felt the Ground Rules and Contributions cards created last year were valuable and should be kept. The Committee represents the community and should exemplify civility at all times. Differences in understanding statements and ideas are to be expected in any group. A key in a disagreement is often a misperception. When starting a debate, the Committee agreed to be very clear about what the SC is being asked to do or decide. It helps to focus on the discussion.

**c. Discuss public perception of School Committee**

The Committee agreed about the importance of respectful behavior and good judgment when it comes to their meetings. The public is relying on them to make important decisions and they agreed that they all take that responsibility very seriously. It was suggested that a group photo be taken and posted on the School Committee website.

**JOINT SC BUSINESS MEETING (9:00)**

**1. CHAIRMAN'S INTRO**

Steve Mills welcomed Herman Kabakoff as our newest School Committee member. Herman was appointed to fill the remaining term of Jonathan Chinitz who resigned in June.

**2. APPROVAL OF JOINT MINUTES of 6/3/10**

The Joint minutes of June 3, 2010 were approved (as written) by the Acton Public and Acton-Boxborough Regional School Committees. Herman Kabakoff abstained from both votes because he was not a member on 6/3/10. Terry Lindgren was not in the room during both votes.

**3. PUBLIC PARTICIPATION – none**

**4. UNFINISHED BUSINESS**

**a. FY '10 and FY'11 Budget Updates – Steve Mills**

Approximately \$225,000 from the region and \$225,000 from the local districts are expected to be turned back. This is better than expected.

**b. Health Insurance Trust (HIT) Update – 6/23/10 meeting**

See Attachment B. Next meeting is August 26, 2010

**5. NEW BUSINESS**

**a. Recommendation to approve TEC Food and Related Products Bid**

Acton-Boxborough Regional School Committee VOTE:

It was moved, seconded and unanimously

**VOTED: to approve the TEC Food and Related Products Bid**

Acton Public School Committee VOTE:

It was moved, seconded and unanimously

**VOTED: to approve the TEC Food and Related Products Bid**

**b. Recommendation to appoint Don Aicardi as Chief Procurement Officer for the Acton Public and Acton-Boxborough Regional School Districts (Chapter 30B, Section 2.**

Acton-Boxborough Regional School Committee VOTE:

It was moved, seconded and unanimously

**VOTED: to appoint Don Aicardi as Chief Procurement Officer for the Acton Public and Acton-Boxborough Regional School Districts (Chapter 30B, Section 2).**

Acton Public School Committee VOTE:

It was moved, seconded and unanimously

**VOTED: to appoint Don Aicardi as Chief Procurement Officer for the Acton Public and Acton-Boxborough Regional School Districts (Chapter 30B, Section 2).**

**6. FYI – Items mentioned or referred to very briefly**

- a. Appointments of Amy Bisiewicz (Director of Educational Technology) and Deborah Bookis (Director of Curriculum and Assessment)  
Steve Mills welcomed Amy, who is new to our schools, and Deb who is in a new position for us. He acknowledged the strength of our new Administrative team.
- b. June 2010 Leadership Institute - Next Steps  
Steve highlighted this event stating that “the product our company delivers is high quality teaching, to every child, in every classroom, every day.”
- c. Acton’s Open Meeting Law Posting Letter dated 7/1/10
- d. Lamplighter – June 2010 is posted at <http://ab.mec.edu/about/publications>
- e. Community Correspondence: Doherty  
This was a request to control the cost of school employee pensions and health plans.
- f. Grant Allocations for 2011
- g. Student Enrollment Update
- h. Monthly Financial Reports: FY’10 AB and APS Object Summary and Sped Programs
- i. ABRHS – i. School Improvement Plan (FY10 and FY11), ii. Theft Report and iii. Discipline Report
- j. RJGJHS – i. School Improvement Plan (FY10 and FY11), ii. Discipline Report
- k. ABRSD R&Ds – RJGJHS, ABRHS, ELA Curriculum Review K-12
- l. ABSAF memo
- m. Gifts from Middlesex Savings Bank (Community Service Day), Mr. and Mrs. Robert Findlen (MAP program) and Mr. Gary Jenkins (ABRHS AV Department)
- n. Updated School Committee Members List
- o. Updated School Committee Meetings 2010-2011 – revised location of 9/16 and 11/18 APS SC meetings and changed 2/24 APS SC meeting to 2/17 due to vacation week.
- p. i. Approved Minutes of 7-12-10 APS SC Meeting with Acton Board of Selectmen, ii. Email from Dennis Bruce, iii. Email from Jesse Liberty
- q. ELL Student Population

**The Acton Public School Committee Meeting was suspended at 9:20.**

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETING (9:20)**

**1. STATEMENT OF WARRANT**

The following warrants were signed by the Chair and circulated to the Committee for approval:  
Warrant #10-026 dated 6/17/10 in the amount of \$4,044,108.59  
Warrant #10-027 dated 6/30/10 in the amount of \$641,970.20  
Warrant #10-028 dated 6/30/10 in the amount of \$213,036.61  
Warrant #11-001 dated 7/1/10 in the amount of \$1,660,426.72  
Warrant #11-002 dated 7/15/10 in the amount of \$814,146.29  
Warrant #11-003 dated 7/29/10 in the amount of \$1,076,663.21

## **2. APPROVAL OF MINUTES**

The AB minutes of June 3, 2010 were approved as written. Herman Kabakoff abstained from the vote because he was not a member on 6/3/10.

## **3. PUBLIC PARTICIPATION – none**

## **4. NEW BUSINESS**

### **a. Recommendation to waive the ABRHS tuition for an exchange student sponsored by the AB Rotary Club's Rotary Essex Student Exchange Program offered by Rotary International for FY 2011**

It was moved, seconded and unanimously

**VOTED:** to waive the ABRHS tuition for an exchange student sponsored by the AB Rotary Club's Rotary Essex Student Exchange Program offered by Rotary International. for FY 2011

Bob Johnson, Rotary Representative for this Program, was in attendance and expressed his appreciation on behalf of the Rotary Club. Several Committee members commented on how valuable these type of exchange programs are to our community. All agreed that a new policy needs to be created for this.

### **b. Recommendation to Approve Field Trip to Washington, D.C. on 4/16/11 – 4/19/11**

It was moved, seconded and unanimously

**VOTED:** to approve the ABRHS field trip to Washington, D.C. on 4/16/11 – 4/19/11

### **c. Recommendation to Approve Field Trip to Merrowvista Education Center in N.H.**

It was moved, seconded and unanimously

**VOTED:** to approve the ABRHS field trip to Merrowvista Education Center in N.H. on 11/17/10 – 11/19/10

### **d. Recommendation to accept gift from the Class of 2010 to SHS**

### **e. Recommendation to accept gift from ABR-PTSO to SHS**

### **f. Recommendation to accept gift from Community Ed. to ABRHS**

It was moved, seconded and unanimously

**VOTED:** to accept the three gifts listed above (d,e,f), with gratitude

The Class of 2010 gift was especially appreciated, given that these students were giving to less fortunate AB students next year and beyond. Beth will total the gifts from FY10 and report back to the Committee. It was agreed that our schools are very fortunate to receive so many generous gifts during the year.

### **g. Staffing**

As of 7/13/10, 13 new professional staff members have been hired at the Junior High and High School. Comment was made that it is essential to hire the best teachers we can find, balancing cost with experience, ability and potential.

**The Acton-Boxborough Regional School Committee adjourned at 9:40 p.m.**

(The Acton Public School Committee resumed.)

Respectfully submitted,  
Beth Petr

**NEXT MEETINGS:**

Sept 2 at 7:30 p.m. at the JHL - AB Regional School Committee Meeting  
Sept 16 at 7:30 p.m. at DOUGLAS – Acton Public School Committee Meeting  
(Note revised location for Sept 16)

Attachment A: 2010-2011 School Committee Assignments  
Attachment B: Health Insurance Trust Update  
Attachment C: Meeting Agenda for 7/28/10 listing documents used

**Acton/Acton-Boxborough Regional School Committees  
2010-2011 Committee Assignments**

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<b>ALG</b>	John/Xuan
<b>BLF</b>	Brigid/Maria
<b>BOS LIAISON</b>	Herman
<b>EDCO</b>	Steve/Xuan
Board	Brigid
Public Policy	Herman
New School Comm.	Brigid
School Comm. Leadership	
<b>FIN COM LIAISON</b>	Sharon/Xuan
<b>HEALTH INSURANCE TRUST</b>	John
<b>HEALTH SAC (Supt's. Advisory Council) LIAISON</b>	Mike
<b>LEGISLATIVE ISSUES/BALLOT INITIATIVE</b>	John
<b>POLICY SUBCOMMITTEE</b>	Brigid/Sharon/Maria
<b>PTSO LIAISON</b>	Xuan
<b>SPED PAC LIAISON</b>	Mike
<b>WARRANT SIGNATURES</b>	Brigid/Xuan/Sharon
<b>NEW: CORPORATE SPONSORSHIP</b>	Alternates: John/Maria Mike/Sharon
<b>NEW: CLASS SIZE SUBCOMMITTEE</b>	Terry
<b>NEW: NEGOTIATIONS SUBCOMMITTEE</b>	Terry/John/Brigid
<b>NEW: COST SAVINGS TASK FORCE SUBCOMMITTEE</b>	Xuan

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8/26/10

7-28-10

SC Meeting

Attachment B.

## Acton Health Insurance Trust Report

John Petersen

The Trust met on June 23<sup>rd</sup> 2010

- On an accrual basis the trust is expected to be break even for FY10.
- Cash Flow Report (end of year) showed a loss of \$110K.
- The trust voted to reinsure with Federal/GWI for a premium of \$402K
  - \$125K deductible
  - \$60K corridor
  - \$235K laser (excludes a pre-existing condition from FY11 reinsure)
- Next Trust Meeting August 26<sup>th</sup> at 9am RJ Grey conference room



**ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL SCHOOL  
COMMITTEE MEETINGS**

Sargent Library  
427 Massachusetts Ave.  
Boxborough

Wednesday, July 28, 2010  
6:00 p.m. Joint Executive Session  
followed by Joint School Committee Workshop  
followed by Joint School Committee Meeting  
followed by Acton-Boxborough Regional SC Meeting  
followed by Acton Public SC Meeting (separate packet)

**AGENDA: Joint Acton Public and Acton-Boxborough Regional School Committee Meeting**

I. CALL TO ORDER (6:00)

II. JOINT EXECUTIVE SESSION – “strategy with respect to collective bargaining”  
and “strategy with respect to litigation”

III. APS/AB JOINT WORKSHOP

1. Annual Agenda (John & Brigid)
2. List of Committee Assignments (Brigid)
3. Open Meeting Law Changes- change any current practices? (Bruce)
4. Potential Areas for Committee Work:
  - a. Central Office Reorganization
  - b. Explore ways to move Hayward Center/other sped programs for long-term savings(Mike)
  - c. Increase targeted professional development (Mike)
  - d. Sub-Committee to engage in long term visioning and planning (Xuan)
  - e. Policy Issues (i.e. Early Admission to K, Exchange Students, Field Trips)
  - f. Other
5. School Committee Effectiveness
  - a. Have meetings end by 10PM (Terry)
  - b. Improve Committee working together constructively (Bruce)
  - c. Discuss public perception of School Committee (Maria)

IV. BUSINESS MEETING (~8:00)

1. CHAIRMAN’S INTRO: Welcome to New Member, Herman Kabakoff
2. APPROVAL OF JOINT MINUTES of 6/3/10 (*addendum*)
3. PUBLIC PARTICIPATION
4. UNFINISHED BUSINESS
  - a. FY '10 and FY'11 Budget Updates
  - b. HIT Update – 6/23/10 meeting (*addendum*)
5. NEW BUSINESS
  - a. Recommendation to approve TEC Food and Related Products Bid – **VOTE** – *Steve Mills*
  - b. Recommendation to appoint Don Aicardi as Chief Procurement Officer for the Acton Public and Acton-Boxborough Regional School Districts (Chapter 30B, Section 2. – **VOTE** – *Steve Mills*)
6. FYI
  - a. Appointments of Amy Bisiewicz (Director of Educational Technology) and Deborah Bookis (Director of Curriculum and Assessment)
  - b. June 2010 Leadership Institute - Next Steps
  - c. Acton’s Open Meeting Law Posting Letter dtd 7/1/10
  - d. Lamplighter – June 2010 (posted at <http://ab.mec.edu/about/publications>)
  - e. Community Correspondence: Doherty
  - f. Grant Allocations for 2011
  - g. Student Enrollment Update
  - h. Monthly Financial Reports: FY’10 AB and APS Object Summary and Sped Programs
  - i. ABRHS – i. School Improvement Plan (FY10 and FY11), ii. Theft Report and iii. Discipline Report

- j. RJGJHS – i. School Improvement Plan (FY10 and FY11), ii. Discipline Report
- k. ABRSD R&Ds – RJGJHS, ABRHS, ELA Curriculum Review K-12
- l. ABSAF memo
- m. Gifts from Middlesex Savings Bank (Community Service Day), Mr. and Mrs. Robert Findlen (MAP program) and Mr. Gary Jenkins (ABRHS AV Department)
- n. Updated School Committee Members List
- o. Updated School Committee Meetings 2010-2011 – revised location of 9/16 and 11/18 APS SC meetings and changed 2/24 APS SC meeting to 2/17 due to vacation week.
- p. i. Approved Minutes of 7-12-10 APS SC Meeting with Acton Board of Selectmen,
  - ii. Email from Dennis Bruce, iii. Email from Jesse Liberty
- q. ELL Student Population

**Acton Public School Committee Meeting is suspended.**

**V. AGENDA: Acton-Boxborough Regional School Committee Meeting (~8:30)**

- 1. STATEMENT OF WARRANT
- 2. APPROVAL OF MINUTES OF 6/3/10 (*addendum*)
- 3. PUBLIC PARTICIPATION
- 4. NEW BUSINESS
  - a. Recommendation to waive the ABRHS tuition for an exchange student sponsored by the AB Rotary Club's Rotary Essex Student Exchange Program offered by Rotary International. for FY 2011 – **VOTE**
  - b. Recommendation to approve field trip to Washington, D.C. on 4/16/11 – 4/19/11 – **VOTE** – *Steve Mills*
  - c. Recommendation to approve field trip to Merrowvista Education Center in N.H. on 11/17/10 – 11/19/10 – **VOTE** – *Steve Mills*
  - d. Recommendation to accept gift from the Class of 2010 to SHS – **VOTE** – *S. Mills*
  - e. Recommendation to accept gift from ABR-PTSO to SHS – **VOTE** – *S. Mills*
  - f. Recommendation to accept gift from Community Ed. to ABRS – **VOTE** – *S. Mills*
  - g. Staffing: i. New Professional Staff, ii. Leaves of Absence/Retirements/Resignations
- 5. ADJOURN

**AGENDA: Acton Public School Committee Meeting (~8:45)**

- I. STATEMENT OF WARRANT
- II. APPROVAL OF MINUTES OF 6/3/10 (*addendum*), 6/17/10 (*addendum*), 7/12/10
- III. PUBLIC PARTICIPATION
- IV. UNFINISHED BUSINESS
  - 1.. Fincom Update
  - 2.. Enrollment Update/Kindergarten status
  - 3. Staffing Update
    - a.. Appointment of Priscilla. Kotyk (Assistant Principal, Conant & Gates)
    - b.. Appointment of Matthew McDowell (Assistant Principal, McT & Merriam),
    - c.. New staff hired
    - d.. Leaves/retirements/resignations
- V. NEW BUSINESS
  - 1. Recommendation to accept gift from Community Ed to Conant School – **VOTE** – *S. Mills*
- VI.. FYI
  - 1.. School Improvement Plans (FY 10 and FY 11)
  - 2.. Updated APS R&Ds,
  - 3.. DESE Letter re meeting the Highly Qualified Teacher Goal
- VII. ADJOURN

*The listing of matters are those reasonably anticipated by the Chairs which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

NEXT MEETINGS:        Sept 2 at 7:30 p.m. at the JHL - AB Regional School Committee Meeting  
                                  Sept 16 at 7:30 p.m. at DOUGLAS – Acton Public School Comm Meeting

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

TO: Acton Public School Committee Members  
Acton-Boxborough Regional School Committee Members

FROM: Stephen Mills

ON: July 28, 2010

RE: **ADDENDUM**

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**JT WORKSHOP:**

- III. 4.a. i. Central Office and Department Organizational Charts**  
**4.a. ii. Central Office Job Descriptions**

**JT BUSINESS MEETING:**

- IV. 2. Approval of Joint minutes of 6/3/10**

**AB MEETING:**

- V. 2. Approval of AB minutes of 6/3/10**

**APS MEETING:**

- II. Approval of APS minutes of 6/3/10 and 6/17/10**