

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING  
Minutes (Approved 5/19/16)

Library  
R.J. Grey Junior High School

April 28, 2016  
7:00 p.m.

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*Members Present:* Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O’Sullivan, Kristina Rychlik, Eileen Zhang

*Members Absent:* none

*Others:* Marie Altieri, Bonnie Bisbicos, Deborah Bookis, Clare Jeannotte, Glenn Brand, Beth Petr

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Chairwoman Kristina Rychlik called the meeting to order at 7:00 p.m.

**1. Chairman’s Introduction**

1.1. Annual Spring Town Elections (*Acton was 3/29, Boxborough will be 5/16*)

1.1.1. Welcome to Eileen Zhang, new Acton member

Eileen has 3 children in the schools – High School, Junior High and Gates. She has a masters degree in computer science, loves teaching her kids and being involved in the schools. She admires all of the Committee members for devoting their time to our schools and community.

**2. Statement of Warrant & Approval of Minutes**

2.1. Minutes of the ABRSC Meetings on 3/17/16 and 4/7/16 will be done at the next meeting.

2.2. Warrants # 16-021PR dated 4/14/16 in the amount of \$477,376.80, #16-022 dated 4/21/16 in the amount of \$1,710,442.32, #16-022SH dated 4/21/16 in the amount of \$13,755.38, #16-022BL dated 4/21/16 in the amount of \$13,056.00, #16-022PR dated 4/28/16 in the amount of \$887,588.50, #1621-net payroll dated 4/14/16 in the amount of \$2,301,657.10 and #1622-net payroll dated 4/28/16 in the amount of \$2,117,599.15 were signed by the Committee.

**3. Public Participation - none**

**4. ABRSD FY17 Budget and Town Meeting Update– Glenn Brand**

4.1. *Boxborough Town Meeting begins on May 9*

Kristina suggested that all Committee members attend as they did for the Acton Town Meeting.

**5. FY17 Kindergarten Registration Update – Marie Altieri**

Marie Altieri reported that 315 students registered which prompted an extra Kindergarten to be added at Blanchard. The projection was for 284. Mary Ann Ashton is reviewing the projection based on what has happened the past few months. The new online registration process was very successful and Sally Cunningham was thanked for her efforts that made this possible. For next year, the District has gone from 3 Kindergartens to 2 at Douglas but they will be 2 All Day/hybrid classes. Conant will go from 2 Kindergarten classes to 3 next year. For the past 4 years, it has been consistent that 2/3 of our families request All Day Kindergarten and 1/3 prefer Half Day. Four of the schools were oversubscribed this year, which was unusual. Thirty six students got their 5<sup>th</sup> or 6<sup>th</sup> choice. Marie wants to do a survey of families who registered about what made them pick their first choice, and why they picked half day, to see if cost affects their decision.

Maria Neyland thanked Marie for her thorough explanation of this complicated process.

6. **ABRSD FY16 Quarter 3 Report** – *Clare Jeannotte*

6.1. ABRSD Financial Reports as of 3/31/16

- 6.1.1. Revenue vs Budget
- 6.1.2. Expenses vs Budget
- 6.1.3. Special Revenue
- 6.1.4. Grants

6.2. Questions/Comments from Acton and Boxborough Finance Committees

Clare Jeannotte reported that revenue appears to be a positive \$341,916 outlook for FY16 as of 3/31/16. The outlook for FY16 expenses as of Quarter 3 appears to be positive \$318,000. Clare cautioned that while the District is on track to close the year positive, it is not final until June 30. Closing instructions for year end have gone out to department heads.

Maria Neyland asked if the Maintenance, Building Grounds and Equipment line includes overtime. She stated that addressing the pool ceiling seems to be a project, not an emergency, and some of the items should be budgeted for, not be emergency items for next year. (Salaries and overtime are not included in the figures. They are a different character code.)

Clare and Glenn would like to see E&D grow as it would with revenue surplus falling to the E&D account. The Budget Subcommittee will review this and consider if some surplus should be spent on capital items, or maybe reserve some by adding to the circuit breaker line for next year.

Eileen Zhang asked about utility savings and how that might generate more funding. Marie explained that the District has an Energy Advisor and has won awards for being energy conservative.

Kristina Rychlik noted that no one from the finance committees was in attendance at the meeting, but all are welcome to ask questions.

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

- 7.1. Link to materials: <http://www.abschools.org/district/school-capital-and-space-planning>
- 7.2. Massachusetts School Building Authority (MSBA) Statements of Interest Application Update
- 7.3. Phase II: Working Group and Visioning Team Update
- 7.4. Tours of Conant (10am), Douglas (11 am) and Gates (12) Schools on May 2
- 7.5. Capital and School Needs Committee Update (*oral*)

Dr. Brand noted that almost 80 people met for the second Visioning Meeting on 4/28/16. The third and final one will be on September 15. About a dozen local officials plan to tour Conant, Douglas and Gates next week. Evening tours have been requested for those who work during the day, although these were scheduled intentionally when students were there. On June 16, there will be a community forum for Dore and Whittier to update everyone on the work they are doing. Acton TV will tape this. The Capital and School Needs Committee will meet on May 3.

8. **Demographic Survey Update** – *Kristina Rychlik*

Kristina circulated a list of possible survey items and has shared it with the Boston College professors. The School Committee discussed when they thought the survey should be done, including not wanting to overlap with the Calendar and Challenge Success surveys being done this spring. The Wellness Committee survey was just done. The Committee agreed it would be best to survey in the Fall. Kristina will let the Professor Rebecca Lowenhaupt know.

9. **Subcommittee Reports**

- 9.1. Budget – *Maria Neyland*
  - 9.1.1. Meeting on 3/13/16

The last meeting reviewed the payroll warrant process and reviewed the audit services process. Five bids were received and the subcommittee will bring a recommendation to the School Committee in June. They also reviewed the Q3 report that was just presented. Clare Jeannotte will look at the stabilization fund.

9.2. Policy –

9.2.1. **Unexpired Term Fulfillment**, File: BBBE – First Reading – *Brigid Bieber*

9.2.2. **Committee Member Conflict of Interest**, File: BCB – First Reading – *Brigid Bieber*

Brigid stated that this topic is a complicated and important area. The subcommittee tried to make the policy a little more user friendly. The examples included were helpful.

9.2.3. **Teaching About Drugs, Alcohol and Tobacco**, File: IHABA – First Reading – Brigid  
The Committee asked if electronic cigarettes should be included in this policy. The subcommittee discussed this at length and decided to reference the other policies that mentioned these devices. Reference to policy ADC/GBED/JICG “Tobacco Use on School Property/Smoking on School Premise” will be added.

9.2.4. **Use of Weapons as Part of Instruction**, File: IHAMD – First Reading – Brigid

9.2.4.1. Procedures, File: IHAMD-R

9.2.5. **Visitors to the Schools**, File: KI – First Reading – *Amy Krishnamurthy*

9.3. Comparative Communities Study – *Diane Baum*

Diane summarized the last three meetings. Members are asking big questions that they know have complicated answers. They are trying to see what their cohorts are doing that might help our district maximize the effectiveness of our budgeting. They divided up the districts on Peter Ashton’s list and added a few that the state included. DOE spreadsheets for 18 school districts are being used. Maria Neyland asked specifically what districts the group is looking at. Diane will get this information. Some districts were added based on performance. The subcommittee will provide the School Committee with information prior to the summer workshop.

10. **School Committee Member Reports**

10.1. Health Insurance Trust (HIT)– Mary Brolin reported that they met this morning and voted the rates that reflect the 4% increase agreed on earlier. They also voted an RFP regarding a stop loss program.

10.2. Acton Board of Selectmen – New chair is Peter Berry. Janet Adachi is Vice Chair and Katie Green continues as School Committee liaison for next year.

10.2.1. Acton Community member to serve on Town Capital Improvement Planning Committee - Kristina Rychlik is going to ask someone from the school Capital Improvement Committee who is not a School Committee member to join her on this.

10.3. Minuteman Technical High School (MMT) Update – *Diane Baum*  
Diane reported that bonding was approved for MMT at the Acton Town Meeting. Boxborough voted to get out of the Agreement.

11. **Annual Superintendent’s Evaluation Process** – *Kristina Rychlik*

11.1. MA Model System for Educator Evaluation Part VI: Implementation Guide for Superintendent Evaluation

<http://www.doe.mass.edu/edeval/model/PartVI.pdf>

11.2. Appendix A: Superintendent Rubric

<http://www.doe.mass.edu/edeval/model/PartIII AppxA.pdf>

11.3. Appendix B: End-of-Cycle Summative Evaluation Report: Superintendent (*see link above with will be populated with Dr. Brand’s information*)

11.4. Process Overview slides from 10/16/14 SC meeting, *Marie Altieri*

11.5. FY16 Evaluation Timetable

11.6. Superintendent’s Performance Goal – Midcycle Review Memo, Glenn Brand, 2/5/16

11.7. Copy of previous year’s evaluation

11.8. General public request for input on Superintendent's performance – *Kristina Rychlik*  
Kristina reminded the Committee of the dates. She needs all evaluations by June 1<sup>st</sup>. As a new member, Eileen Zhang will not participate but Mike Coppolino will. A public request for feedback was made. Comments should be sent to Kristina with a cc to Beth Petr by June 1<sup>st</sup>.

12. **ABRSC Summer Workshop and FY17 Meeting Schedule Assumptions** – *Kristina Rychlik*

12.1. July Workshop and August Business Meeting?

12.2. Two Business Meetings per month starting in September, except for April and May?

The Committee agreed to keep the same structure. Members will email Beth with their summer plans so she can make a draft for consideration at the next meeting.

13. **Superintendent's Report/Updates** – *Glenn Brand*

13.1. Challenge Success Letter to ABRSD Families

Dr. Brand outlined this exciting new endeavor for the District and the letter that just went out. He and some of the administrators will attend Denise Pope's presentation coming up in Dover.

Dr. Brand informed the Committee about the search for Mary Emmons' replacement. A flyer was distributed about the public forum to meet Ms. Pamela Smith on May 2<sup>nd</sup>. Ms. Smith is the only finalist being presented for the Director of Special Education position. The School Committee will vote on this decision at their next meeting.

The final Interschool Council Meeting for this year will be on Monday night.

14. **FOR YOUR INFORMATION**

The ABRSC adjourned at 8:35 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: See agenda

**NEXT MEETINGS:**

May 9 Boxborough Town Meeting begins, 7:00 p.m. in the Blanchard Gym

May 19 ABRSC Meeting at 7:00 p.m. in the Jr High Library

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

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