

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
MINUTES (approved 6/23/16)

Library
R.J. Grey Junior High School

June 9, 2016
7:00 p.m. Business Meeting
9:30 p.m. Executive Session

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin (7:10 p.m.) , Paul Murphy, Kathleen Neville, Maria Neyland (8:35 p.m.), Deanne O’Sullivan (8:20 p.m.), Kristina Rychlik, Eileen Zhang
Members Absent: none
Others: Marie Altieri, Bonnie Bisbicos, Deborah Bookis, Glenn Brand, Beth Petr

1. Chairperson Mary Brolin called the ABRSC to order at 7:00 p.m.
2. **Statement of Warrant & Approval of Minutes**
 - 2.1. The warrants were read by the Chair (see attachment) and circulated to the Committee for their review and signatures.
 - 2.2. Brigid Bieber moved, Kathleen Neville seconded and it was unanimously,
VOTED: to accept the minutes of the ABRSC Meeting of 5/19/16 as written.
3. **Public Participation** - none
4. **ABRHS Handbook for 2016-2017, Review of Changes - Second Read - VOTE - Maurin O’Grady**
Paul Murphy moved, Brigid Bieber seconded and it was unanimously,
VOTED: to approve the ABRHS Handbook for 2016-2017 as proposed.
5. **Superintendent’s Wellness Advisory Committee Report – Co-Chairs Diana McNicholas, Diane Spring**
Diane Spring (Elementary Nursing Services Chairperson), Kirsty Kerin (Parent volunteer/Sleep Expert), Deb Rimpas (JH Health Teacher) and Kirsten Nelson (Director of Food Services) presented the annual report of the three subcommittees: Medical and Scientific Literature, Surrounding School Communities, and AB Community Stakeholders. The timing of teenage sleep is phase-delayed. The AB High School sleep data is similar to the national high school sleep data in the medical literature. Lack of sleep causes negative health, safety and performance issues. Delaying school start time does not result in later bedtimes in teens. ABRSD starts in the earliest 8% of public schools in MA. Many districts in the country are considering or are in the process of delaying school start times. Our faculty and parents overwhelmingly requested an 8:40 a.m. start time for all schools. The impact on afterschool activities was not considered in this activity but must be part of the discussion. The Advisory Committee concluded that adjusting the school start time to compensate for teen physiology would be beneficial to our students.

The Advisory Committee recommended that: 1. The District solidify the commitment to students’ mental health and wellbeing as part of their district goals. 2. The District move forward with a timeline for actionable steps and recommendations to the School Committee from the Superintendent.

Questions:

When asked why the specific times were chosen for the survey questions, Kirsten Nelson explained that they assumed no changes in our structure, so that dictated these times. It was noted that different times might have shown different results.

Diane Baum asked if elementary school parents were asked if a late start at the High School would be an issue for them, due to some families' used of high school students for childcare. Kirsten said she would look into that and respond back to the members. The Committee did not provide all survey data, just a summary.

The School Committee thanked the Advisory Committee for an excellent and interesting presentation.

6. **Special Education Parent Advisory Committee (SpEdPAC) Presentation** – *Amanda Bailey, Bill Guthlein*
Amanda Bailey recognized and thanked Nancy Sherburne for her many years of leadership of the Special Education Parent Advisory Council. Amanda and Bill Guthlein will continue to chair the group for next year.

Bill presented on the 2015 Parent/Guardian Survey Key Findings stating that overall parents are satisfied. Two questions that the group pays a lot of attention to involve communication. This includes if parents can “Speak freely without negative consequences...” Two schools and the Out of District and Preschool parents appear less satisfied than the other schools according to Bill. It was noted that the Out of District and Preschool parents have very different and unique issues that could make it difficult to accurately measure their satisfaction using the same survey questions as families with children receiving special education services in the mainstream classrooms. The Special Education PAC leadership feels that the Out of District families' concerns warrant attention. The full report will be issued at a later date. Regarding the preschool parents, Amanda said that the survey was done right after the hours were changed. The Early Intervention parents were used to receiving services in their own homes (due to the young age of their children) rooms and coming to the preschool was a big change for them that takes some getting used to.

Brigid Bieber asked if the Out of District families might be thinking about the schools where their kids were attending, as opposed to ABRSD, when they were answering the questions. Bill said that he had tried to make that clear. Brigid thanked Nancy Sherburne for being a tireless advocate for the kids. Mary Brolin noted that Amanda and Bill are the “model for data driven decisions”. They were thanked for all their efforts again this year as Co-Chairs.

7. **Recommendation to Approve Revision of Use of Facilities Procedures and Fees (File: KF-R) – Second Read – VOTE (due to fees) - *Erin Bettez***
Mary Brolin recused herself from the discussion due to a conflict of interest. Vice-Chair Amy Krishnamurthy ran the meeting for this agenda item.

Brigid Bieber moved, Maria Neyland seconded and it was unanimously,

VOTED: to approve the revision of the Use of Facilities Procedures and Fees (File: KF-R) as proposed.

8. **Recommendation to Approve FY17 Administrators' Benefits Manual – VOTE – *Marie Altieri***

Brigid Bieber moved, Paul Murphy seconded and it was unanimously,

VOTED: to approve the FY17 Administrators' Benefits Manual as proposed.

9. **Recommendation to Approve FY17 Food and Related Products (TEC) Bid – VOTE – *Glenn Brand***

Katie Neville moved, Brigid Bieber seconded and it was unanimously,

VOTED: to approved the FY17 Food and Related Products (TEC) Bid as proposed.

10. **Recommendation to Accept Grant from Danny's Place Youth Services to ABRSD Community Education – VOTE – *Glenn Brand***

Paul Murphy moved, Brigid Bieber seconded and it was,

VOTED: to accept with gratitude the Grant from Danny's Place Youth Services to Community Ed.
Amy Krishnamurthy abstained because she is on the Danny's Place Board.

11. **Recommendation to Accept ABRHS Booster Gifts to Athletic Department – VOTE – *Glenn Brand***

Paul Murphy moved, Brigid Bieber seconded and it was unanimously,

VOTED: to accept with gratitude the Booster Gifts to the High School Athletic Department.

12. Subcommittee Reports

12.1. Budget

Brigid Bieber reported on the meeting held on 6/1/16. FY16 preliminary balances were discussed. Current capital priorities include: concrete at the High School, steps at the Jr High parking lot and a hot water heater at Blanchard. Recommendations will be brought to the School Committee on 6/9 or 6/23. New grants were discussed. Erin Bettez presented proposed changes to fees for facilities rentals.

12.2. Policy

12.2.1. **Basic Instructional Program**, File: IHA – Second Read - **VOTE** – *Katie Neville*

Brigid Bieber moved, Paul Murphy seconded and it was unanimously,

VOTED: to approve the Basic Instructional Program policy as presented.

12.2.2. **School Committee Meetings and Notification**, File: BE – First Read – *Brigid Bieber*

As a regional school district, we may choose an alternative method of posting meetings by posting them on our website instead of at the two Town Halls.

12.2.3. **Empowered Digital Use – Access to Digital Resources**, File: IJND – First Read – *A. Bisiewicz*

12.2.3.1. Empowered Digital Use- FY17 Student Contract, File: IJND-E (exhibit)

12.2.4. Amy Bisiewicz explained that we do not get into too much detail in the policy about what is against the law for students to do. The teachers do cover that kind of thing in the classroom, using the exhibit. The policy emphasizes how the students are using technology. The policy subcommittee can discuss if more examples should be included in the policy. Deanne O’Sullivan stressed that including too much detail in a policy can mean that it needs to be revoted every time technology changes. She felt the proposal was well written. Brigid Bieber suggested adding a statement similar to, “I understand there are laws around technology that I must follow to be safe.” to address some of the Committee members’ concerns. She thanked Amy for her concern for students of all ages when this was being discussed.

12.2.5. **School and District Webpages**, File: IJNDC – First Read – *Amy Bisiewicz*

Amy drew attention to page 2 for the safety precautions. Page 1 is very similar to the current policy. The approval requested from parents/students at the beginning of the year covers this. Comments may be sent to Amy with a cc to Glenn and Mary before the next meeting.

12.2.6. **Student Activity Accounts**, File: JJF – First Read – *Brigid Bieber*

12.2.7. **Regional School District Authorized Signatures**, File: DGA – First Read – *Brigid Bieber*

12.2.8. **Regional School District Bonded Employees and Officers**, File: DH – First Read – *B. Bieber*

12.2.9. **Regional School District Audits**, File: DIE – First Read – *Brigid Bieber*

12.3. Comparative Communities Study – *Diane Baum*

Diane reported on the 6/2/16 meeting. Members have pulled a lot of data. The group plans to report at the summer workshop. She emailed the other districts today for input, asking questions about things like class size ratios and performance, health insurance, transportation, etc. It is complicated because things like job descriptions don’t always line up for comparisons. Athletics and other student activities are being included because AB is high in that area. Paul Murphy missed the last meeting but asked for confirmation that special education costs will not be included now. In response to being asked, Diane said that the subcommittee feels pressed to get their report to School Committee for the summer workshop.

13. School Committee Member Reports

13.1. Acton Leadership Group (ALG) – Kristina Rychlik reported that a meeting date in June is trying to be scheduled. She suggested that the new ALG reps from the School Committee be decided at the next meeting.

13.2. Boxborough Leadership Forum (BLF) – Mary Brolin said that they recapped Annual Town Meeting and how to improve for next year. The Finance Committee’s Capital Plan is not being used by all groups so that is being encouraged.

- 13.3. Acton Finance Committee – Kristina Rychlik reported on the new officers. Margaret Busse is Chair.
- 13.4. Acton Board of Selectmen – Peter Berry is Chair and Katie Green will continue as SC representative. The Acton Community member to serve on the Town Capital Improvement Planning Committee, chosen by School Committee, is not needed. Kristina Rychlik will represent the School Committee.
- 13.5. Minuteman Technical High School (MMT) Update – Diane Baum reported that Belmont rejected the bonding. The Minuteman Superintendent asked the state to extend the deadline, which they did to November. They are trying to find a new proposal that Belmont would be comfortable with.
- 13.6. PTO/PTSO/PTF Co-Chairs– *Deanne O’Sullivan*

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

- 14.1. Spring 2016 Evaluation Timeline
Kristina will send a draft summative evaluation to Committee members for their review next week. The evaluation will be presented at the next meeting.

15. **ABRSC Summer Workshop and FY17 Meeting Schedule** –Second Read – **VOTE** – *Mary Brolin*
Based on members’ schedules, the Workshop will be Wed, June 29 and the Summer Business meeting on Monday, Aug 8, even though one member would miss each of these. Only one or two members said they may try to attend the MASS/MASC conference in November, so it was agreed not to reschedule the first November meeting which conflicts with that event.

Maria Neyland moved, Paul Murphy seconded and it was unanimously,
VOTED: to approve the Summer Workshop and FY17 Meeting schedule as proposed.

The 6/29/16 workshop agenda and packet will be posted the day after the last regular meeting on 6/23/16. As a result, please review the draft agenda and send any additional items for consideration to Mary Brolin and Glenn Brand (cc Beth) by Monday, June 20.

16. **Superintendent’s Report/Updates** – *Glenn Brand*

- 16.1. ABRSD Capital Study Public Forum on June 16 at 7:00 p.m. in the Jr High Library
- 16.2. Ready to Learn Brochure and PreKindergarten Family Letter – *Deb Bookis*
- 16.3. Grant Updates
MA DOER Vehicle-to-Grid Electric School Bus Pilot Program Grant– *JD Head*
MA DESE Digital Connections Partnership Schools Grant– *Amy Bisiewicz*
- 16.4. School Safety Community Presentation, 5/31/16: <http://actontv.org/>

17. **FOR YOUR INFORMATION**

- 17.1. FY17 Discovery Museum Lease
This is the annual agreement between the Museum and the School District, signed by the Superintendent and School Committee Chair. The Committee was comfortable with the lease. There were no changes from previous years.

18. **EXECUTIVE SESSION**

At 9:08 p.m., it was moved (Bieber), seconded (Murphy) and unanimously,
VOTED by roll call: that the **Acton-Boxborough Regional School Committee** go into Executive Session to discuss strategy with respect to collective bargaining with the Office Support Association (OSA), American Federation of State, County and Municipal Employees (AFSCME) and Acton-Boxborough Education Association (ABEA).
(**YES** – Baum, Bieber, Brolin, Krishnamurthy, Minkin, Murphy, Neville, Neyland, O’Sullivan, Rychlik, Zhang)

Mary Brolin stated that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session solely to adjourn.

The ABRSC returned to Open Meeting and adjourned at 10:33 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: See agenda, list of warrants

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