



Acton-Boxborough Regional
School Committee

July 20, 2021

6:00 p.m. Annual Workshop
8:30 Reorganizational Meeting

Administration Building Auditorium
15 Charter Road, Acton, MA

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
WORKSHOP and REORGANIZATIONAL MEETING AGENDA

Administration Building Auditorium
15 Charter Road, Acton

July 20, 2021
6:00 p.m. Workshop
8:30 p.m. (approx) Reorganizational Meeting

1. **Call to Order (6:00)**
 - a. **Chairperson's Welcome** - *Tessa McKinley*
2. **Annual Summer Workshop with [Rob Evans](#), Ed.D.**
3. **REORGANIZATIONAL BUSINESS (8:30)**
 - a. Consent Agenda - **VOTE** - *Tessa McKinley*
 - i. Approval of Meeting Minutes of 6/17/21
 - ii. Approval of Corrected Meeting Minutes of 6/10/21 (*name added*)
 - b. Recommendation to Approve Revised List of School Building Committee Members - **VOTE** - *Adam Klein*
 - c. Appointments - *Tessa McKinley*
 - i. Recommendation to Appoint Margaret Dennehy as ABRSD Treasurer – **VOTE**
 - ii. Recommendation to Appoint Beth Petr as ABRSC Executive Secretary – **VOTE**
 - iii. Recommendation to Appoint Andrew Shen as ABRSD Records Access Officer - **VOTE**
 - d. Election of Acton-Boxborough Regional School Committee Officers for FY22 - *Peter Light (Terms begin August 1)*
 - i. FYI: School Committee Annual Organizational Meeting policy & procedures BDA and School Committee Officers policy BDB
 - ii. ABRSC Chairperson - **VOTE**
 - iii. ABRSC Vice Chairperson from Acton - **VOTE**
 - iv. Vice Chairperson from Boxborough - **VOTE**
 - e. Statement of Warrants and Recommendation to Approve - **VOTE** - *Tessa McKinley*
4. **Adjourn (9:00)**

Posted on July 16, 2021 at 1:00 p.m.

NEXT MEETINGS:

August 26 and September 9 - ABRSC at 7:00 p.m. in the Admin Building Auditorium

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
MEETING DRAFT MINUTES

Administration Building Auditorium
15 Charter Road, Acton

June 17, 2021
7:00 p.m.

8:15 p.m. Executive Session

To view the meeting virtually (no participation): <https://www.youtube.com/actontv1>

To make a public comment (two options):

1. In-person - please wear a mask if not fully vaccinated
 2. Virtually: https://abschools.zoom.us/webinar/register/WN_3ZFhfv77SoivOYDcFktzRg
(pre-registration required for virtual - must be submitted 24 hours prior to the start of the meeting)
-

Members Present: Diane Baum, Kyra Cook, Adam Klein, Tessa McKinley, John Petersen,
Nora Shine, Angie Tso, Yebin Wang

Members Absent: Evelyn Abayaah-Issah, Amy Krishnamurthy, Ginny Kremer

Others: Marie Altieri, Dawn Bentley, Deborah Bookis, Peter Light, Dave Verdolino

1. Call to Order (7:00)

The ABRSC was called to order at 7:04 p.m. by Chairperson Tessa McKinley.

She stated that the meeting was being conducted as a hybrid with all of the School Committee members in the auditorium (with the exception of Evelyn Abayaah-Issah, Amy Krishnamurthy, and Ginny Kremer who were absent), along with members of the public. The following committee members were in attendance: Diane Baum, Kyra Cook, Adam Klein, John Petersen, Nora Shine, Angie Tso, Yebin Wang and Tessa McKinley.

In an ongoing effort to make meetings as secure as possible, members of the public who wished to comment virtually were asked to register 24 hours prior to the start of the meeting using the link at the top of the agenda. Members attending in person were invited to speak at the public microphone as in the past. To view the meeting virtually the public was asked to use Acton tv's youtube channel (found at the top of the agenda). The Chair stated that the meeting was being recorded and would be posted on Acton TV's website at actontv.org.

a. Chairperson's Welcome - Tessa McKinley

b. Public Participation -

Corinne Hogseth thanked Angie Tso and Diane Baum for their service on the Committee. She criticized the Administration and Committee members for not bringing students back into school sooner after last summer's survey of families. She also voiced frustration with the retirement of the Colonial mascot and the process used to make the decision.

c. Superintendent's Update – Peter Light

- i. Thank You to Kirsten Nelson, Amy French, Jean Tibbetts (*ABRSD Food Services*) and Kathleen Surdan and Nora McMillan (*Neighbor Brigade*)
- ii. Congratulations to our ABRSD Retirees!
- iii. Thank You to ABRSC Members Diane Baum and Angie Tso who are retiring
- iv. Thank You to Tessa McKinley for 2 years of Service as ABRSC Chairperson

2. ONGOING BUSINESS

a. Superintendent's Annual Summative Review - Tessa McKinley

Tessa read the summative review and thanked Mr. Light for his service. Comments from members included:

- The quality of leadership with Peter at the helm, while everyone works together has been remarkable.
- A group is only as good as its Leadership Team and Peter has led us through a “huge number of accomplishments” during this difficult pandemic.
- A theme this year that Peter has nurtured has been “communal empathy” and it allowed us to successfully deal with a lot of “sketchy information” as the pandemic months unfolded.
- Peter’s voluntary leadership role in the termination of EDCO is an excellent example of his passion and ability as a School Superintendent.

Diane Baum moved, John Petersen seconded and it was unanimously,

VOTED: to accept the Annual Summative Review for Superintendent Peter Light dated 6/17/21 as presented.

While Mr. Light appreciated that the Committee needs to speak with one voice, he will be scheduling 1:1 meetings with individual members to review their evaluations to be sure he understands their feedback and hopes for the new school year.

b. **FY22 ABRHS Handbook - Second Read - VOTE – Tessa McKinley**

No feedback was received since the First Read at the last meeting. Maurin O’Grady was thanked for being ready to answer questions.

John Petersen moved, Amy Krishnamurthy seconded, and it was unanimously,

VOTED: to approve the ABRHS Handbook for FY22.

c. **Town Meeting Updates**

Tessa was thanked for doing an excellent ABRSD budget presentation at Boxborough Town Meeting. Acton’s Town Meeting will be June 21.

d. **Health Insurance Trust Update - John Petersen**

Due to a posting problem, the recent meeting had to be postponed to next week. John reported a year end cash flow loss of \$2.5M but due to the healthy balances, this is not a serious issue. Members should however expect increased rates in the future.

e. **Approval of Meeting Minutes of 6/10/21 - VOTE - Tessa McKinley**

Kyra Cook moved, Adam Klein seconded and it was unanimously,

VOTED: to approve the minutes of 6/10/21.

f. **Subcommittee and Member Reports**

- i. Building Committee - *Adam Klein* – nothing new since last week

b. **FYI**

Mr. Light highlighted the FY21 Update on STEAM Goals from Deborah Bookis.

3. **EXECUTIVE SESSION**

At 8:23 p.m. Tessa McKinley moved that an executive session be convened under MGL Chapter 30A section 21(a) purpose 7, to comply with or act under the authority of, any general or special law or federal grant-in-aid requirements - MGL Chapter 30A, section 22(f) to consider approval and possible release of executive session minutes from previous meetings on: May 21, 2020, June 18, 2020, August 5, 2020, October 1, 2020, November 5, 2020, December 3, 2020, January

21, 2021, February 11, 2021, March 11, 2021, April 1, 2021, May 20, 2021. She noted that the Committee would not return to Open Meeting.

The motion was seconded by Adam Klein. The Committee unanimously
VOTED by roll call: to enter the executive session as stated. (YES: Baum, Cook, Klein, McKinley, Petersen, Shine, Tso, Wang)

4. The ABRSC adjourned at 8:43 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

NEXT MEETING: Tuesday, July 20 ABRSC Workshop at 6:00 p.m.

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
CORRECTED DRAFT MINUTES
(*E. Abayaah-Issah added as member present*)

Administration Building Auditorium
15 Charter Road, Acton

June 10, 2021
7:00 p.m.

To view the meeting virtually (no participation): <https://www.youtube.com/actontv1>

To make a public comment (two options):

1. In-person - please wear a mask if not fully vaccinated
 2. Virtually: https://abschools.zoom.us/webinar/register/WN_5TIZ-zBATHmANF2nyzuqmA
(pre-registration required for virtual - must be submitted 24 hours prior to the start of the meeting)
-

Members Present: Evelyn Abayaah-Issah, Diane Baum, Kyra Cook, Adam Klein, Ginny Kremer (7:38 p.m.), Amy Krishnamurthy, Tessa McKinley, John Petersen, Nora Shine, Angie Tso, Yebin Wang

Members Absent: none

Others: Marie Altieri, Dawn Bentley, Deborah Bookis, Peter Light, Beth Petr, Dave Verdolino, Debbie Dixon

1. The ABRSC was called to order at 7:04 p.m. by Chairperson Tessa McKinley.

She stated that the meeting was being conducted remotely via Zoom per Remote Participation policy, BEDJA. The following members were in attendance in the auditorium: Evelyn Abayaah-Issah, Diane Baum, Kyra Cook, Adam Klein, Ginny Kremer (came later), Amy Krishnamurthy, John Petersen, Nora Shine, Angie Tso, Yebin Wang and herself.

In an ongoing effort to make meetings as secure as possible, members of the public were instructed to view the meeting using Acton tv's youtube channel (found at the top of the agenda) or attend in person. Those who wished to comment during the meeting, were asked to register 24 hours prior to the start of the meeting using the link also found at the top of the agenda, or attend in person. The procedures are posted with Public Participation policy BEDH. This meeting was recorded and posted on Acton TV's website at actontv.org.

- a. **Chairperson's Welcome** - *Tessa McKinley*
- b. **ABRHS Student Rep Update** – none
- c. **Public Participation** – *none*
- d. **Superintendent's Update** – *Peter Light*
 - i. Larry Dorey, David Krane and Debbie Dixon were thanked for their years of service to the District and presented with a small token of appreciation.
 - ii. For additional updates from Mr. Light, see <https://sites.google.com/abschools.org/abtransitiontoschool/superintendents-updates>

2. PRESENTATIONS

a. **Special Education Parent Advisory Council (SEPAC) Update**

Amanda Bailey and Carrie Weaver presented the Spring Update. At last night's meeting, Amanda and Abe Gutierrez were elected as Chairs for next year. The SEPAC's mission is "to ensure understanding, respect, support and the appropriate education of all children in our community". Under state law, the SPEDPAC's duties include: "advising the district on matters that pertain to the education and safety of students with disabilities and meeting regularly with school officials to participate in the planning, development and evaluation of the school district's special education programs." Diane Baum was thanked for her "years of dedication to the SEPAC, tireless advocacy around literacy instruction, and on behalf of students with dyslexia."

b. **Diversity, Equity, Inclusion (DEI) Family Advisory**

Dawn Bentley, Lucienne Schmidt (, Maria Veronica Barnes (Curriculum), Nannette Wright (Hiring Practices), Jane Archer (Family Engagement) and Heidi Koelz (Police/District Interactions) presented on the important work done by this impressive new Advisory group. Due to the pandemic, they were forced to take a break just as they were getting started and could only meet virtually. Lucienne thanked all who were involved.

Comments and Questions from the Committee:

- Tessa said that when she and Dawn were asked to share this work at a recent MASC conference, it was remarkable to be able to share all of this impressive work. It made her really proud of the district.
- Especially with Covid, it was amazing that members really dug into the right things.
- In response to a question, Nannette said that in order to hire more people of color, we have to open a wide net to get the qualified people that we are looking for. Advertising in the local area doesn't give you the diversity needed. Sources like the black colleges and other organizations are important.
- How the job description is written is also key. There is a lot of research regarding unintended bias when writing advertisement. A diverse set of thoughts must be used when evaluating an application to ensure no bias.
- Retention is essential. Bringing candidates in the door is the first step, but good onboarding is key so these staff members will encourage their friends.
- The budget reflects our values. Regarding retention, funds should be set aside to support things like transportation and a support system for staff in the future. The affinity group for people of color that was started this year is a great example.
- So much work has been accomplished by this group! Do the group members feel that way? Several members admitted that it was hard to wait for answers sometimes. "You can't just put all the great ideas into play right away." That was a frustration coming from the corporate world to the public school environment.
- Members appreciated the administration's support. While some short term ideas were proposed, it was frustrating that resources were not available for implementation because budgets were done. Programs will need to be reviewed and some things will have to be prioritized and let go to make way for some of the new proposals. Mr. Light agreed that there were many great ideas from this group. A member described it as "very long term work".
- The Advisory Group was very diverse, speaking different languages, but also coming from a number of different educational environments. A key challenge for a lot of immigrant parents is that they don't know who to ask or where to go, when they have a question. "What is the Central Office?" was an example.

- Having served on the School Committee for 6 years, Diane Baum complimented members on “this very strong work” and said that it was an honor to have this presentation from the Group. She noted that a group at DESE recently put out an emergency issue of teacher licenses and because they offered some flexibility the percentage of minority teachers was 9% - a 4 fold increase in who they attracted due to a different approach.
- We all need to become more educated about how our School Resource Officers work. Diane advocated for a Restorative Justice model.
- Regarding the curriculum piece, Deb Bookis reported that the DEI Group proposal was shared with the teachers and they will be considering it this summer. They were very thankful for the work.
- The sub chairs were thanked for their extensive work and excellent presentation, on top of all of their other work and families.
- We know everyone will do some good and bad things. We can’t change history, but we can go forward. How do you teach children this? Maria Veronica replied that critical thinking is involved and having Social Emotional curriculum that allows children to understand that something in history is true but doesn’t have to happen again.

Members of the DEI Advisory Group were thanked again for their impressive work and a very informative presentation.

3. NEW BUSINESS

a. **FY22 ABRHS Handbook - First Read**

Maurin O’Grady reviewed the proposed six changes to the handbook. A member thanked her for removing the PE requirement to change clothes (#5), as it is difficult for some kids. In response to a question, Maurin said that requiring students to wait in the lobby after hours (#4) should not affect traffic in the circle because it is after dismissal. Larry Dorey added that there are some larger handbook items that need to be looked at in the future. Committees will be formed soon to start addressing them. These include the Attendance policy, Assessment, and Discipline. These are items that need to be studied before being addressed. This will be back at the next meeting on June 17 for a vote.

b. **MSBA Statement of Interest (SOI): Conant - VOTE - Peter Light**

This SOI has been submitted annually for the past few years. When Dore and Whittier did their study, Gates and Douglas were highest priority but Conant also had significant needs. The enrollment numbers were updated with minor changes and some of the minor repairs have been done. In past we have submitted Accelerated Repair paperwork for Blanchard but the MSBA is not considering these repairs any more so we will pause on that.

Adam Klein moved, Amy Krishnamurthy seconded and it was unanimously,

VOTED: “Resolved: Having convened in an open meeting on June 10, 2021, prior to the SOI submission closing date, the Acton Boxborough Regional School Committee of Acton and Boxborough, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated June 25, 2021 for the Luther Conant Elementary School located at 80 Taylor Road Acton MA, 01720 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future [Insert a description of the

priority(s) checked off on the Statement of Interest Form and a brief description of the deficiency described therein for each priority] for Priority 2 which is the elimination of existing overcrowding, Priority 5 which is the replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility, and Priority 7 which includes the replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.”

c. **FY22 School Committee Meeting Calendar - VOTE - Tessa McKinley**

Members preferred the evening Budget Meeting, as was done this year, compared to the traditional Budget Saturday. Mr. Light explained that the MASS conference in November, is the best and only real way for School Committee members to have access to professional development for their work.

Adam Klein moved, Ginny Kremer seconded and it was unanimously,

VOTED: to approve the meetings as posted in the packet with the option of an evening Budget meeting.

4. **ONGOING BUSINESS**

a. **Policy - Diane Baum**

i. Evaluation of the Instructional Program, File: IL - Second Read – **VOTE**

No feedback was received on this.

Amy Krishnamurthy moved, Nora Shine seconded and it was unanimously,

VOTED: to approve IL. (Evelyn was briefly out of the room during this vote.)

ii. Public Gifts to the Schools, File: KCD - Second Read – **VOTE**

This draft has gone through several versions and has been shared with many stakeholders, some more than once. It has been well vetted and Diane is very proud of it. She keeps thinking of a triad of the PTOs, Principals and Leadership. They all need to imbed equity conversations in these decisions and this policy will help.

Kyra Cook moved, Amy Krishnamurthy seconded and it was unanimously,

VOTED: to approve the Public Gifts to Schools policy KCD.

iii. Policy Subcommittee FY21 Report

Diane reviewed this year's progress on the policies and thanked all members who participated in the many robust discussions. Equity was the theme of the most significant policies addressed. Diane was thanked for her “heavy lifting” and leadership as chair of this subcommittee.

b. **Town Meeting Updates - John Petersen, Adam Klein**

The slides and message were in the packet. Tessa invited all Committee members to attend both Town Meetings, as was the custom before Covid.

c. **Consent Agenda - VOTE - Tessa McKinley**

i. Approval of Meeting Minutes of 5/20/21

- ii. Recommendation to Approve Gift of \$836.45 from the MA Cultural Council to Blanchard for band equipment
- iii. Recommendation to Approve Gift of \$2,100 from the AB-PTSO and \$4,000 from the Society for Science and the Public (Regeneron Science Talent Search) to the High School

Kyra Cook moved, Diane Baum seconded and it was unanimously.

VOTED: to approve the consent agenda.

d. **Subcommittee and Member Reports**

- i. Building Committee - Adam Klein
At the meeting last night it was reported that the building is relatively on budget and schedule. \$26M of work has been submitted for reimbursement and we've received 49% reimbursement, which is great benefit from the state. A discussion of whether we would need the second borrowing is starting. The Project Manager says it is still too early to decide. It is possible, but there is still a way to go. The School Committee was reminded that the primary decision maker in that case would be the Building Committee.
- ii. Acton Leadership Group - Boxborough Leadership Forum Updates -
John Petersen reported that the Fincom recommended that the ALG Plan be modified regarding the Fire Station by reducing the tax rate and it was agreed.
- iii. Statement of Warrants and Recommendation to Approve - **VOTE** - *T. McKinley*
Tessa McKinley moved, John Petersen seconded and it was unanimously,
VOTED: to approve the warrants, see motion language on memo.
It was agreed that warrants will continue to be approved electronically so members can review them prior to the meetings.

b. **FYI**

Mr. Light congratulated the retirees, adding that the quality of our schools is built on the staff that work with our kids. He is very grateful to all.
He also is working on our second Annual Report to be mailed to all homes this summer. The focus of this Report will be the pandemic. Andrew Shen will coordinate the project.

5. **Adjourned**

At 9:22 p.m. Adam Klein moved, Nora Shine seconded and it was unanimously
VOTED to adjourn the meeting.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

NEXT MEETINGS:

Next Thursday, June 17 ABRSC at 7:00 p.m.

Tuesday, July 20 ABRSC Workshop at 7:00 p.m.

FOR YOUR INFORMATION (FYI)

- a. Boxborough Town Meeting is June 12. Acton Town Meeting is June 21.
- b. Congratulations to our 2021 ABRSD Retirees!
- c. 2021-2022 ABRSD School Calendar (dismissal times updated for JH and HS)

- d. [This Month in the Division of Open Government, May 2021](#) - [Open Meeting Law Guidebook](#)

Acton-Boxborough School Building Committee Members
Pending School Committee Vote July 20, 2021

Acton-Boxborough Regional School District Staff

Peter Light, Superintendent
Marie Altieri, Deputy Superintendent
J.D. Head, Director of Operations
Lynne Newman, Gates Principal
Chris Whitbeck, Douglas Principal

Acton-Boxborough Regional School Committee

Amy Krishnamurthy, Acton
Adam Klein, Boxborough

Town Leaders

Jason Cole, Acton Finance Committee
Gary Kushner, Boxborough Finance Committee

Jennifer Campbell, Boxborough Select Board (*added*)
David Martin, Acton Select Board
~~Maria Neyland, Boxborough Select Board (*designation changed to Community Member*)~~

Community Members

Mary Brolin, Boxborough, Chair
Peter Berry, Acton
Dennis Bruce, Acton
Bob Evans, Acton
Bill Hart, Acton
Maria Neyland, Boxborough (*designation changed from Select Board member*)
Katie Raymond, Acton
Mac Reid, Boxborough

File: BDA - SCHOOL COMMITTEE ANNUAL ORGANIZATIONAL MEETING

Acton-Boxborough Regional School Committee members are elected at each town's annual election. Newly elected School Committee members will begin to serve on the School Committee once they have been sworn in by their respective towns.

At the first regularly scheduled School Committee meeting after all new members have been sworn in, the School Committee shall organize by nominating and voting for officers. The committee shall elect one of its members to be the chairperson, one vice-chairperson from Acton, one vice-chairperson from Boxborough. They shall also vote to appoint a secretary and a Treasurer who do not need to be members of the Committee.

The newly-elected Chairperson and Vice-chairs shall begin their terms on August 1st, at which time the current Chairperson and Vice-chairs' terms shall officially end. The interim period between the annual organizational meeting and August 1st shall be designated as a transitional period.

REF: ABRSD Regional Agreement, effective July 1, 2014

Approved 5/21/15, 5/23/19, 6/4/2020

Acton-Boxborough Regional School District

File: BDA-R - SCHOOL COMMITTEE ANNUAL ORGANIZATIONAL MEETING

1. Nominations

At the first meeting after new members have been sworn in, the Superintendent will open the floor for nominations and invite members to nominate another member or themselves as candidates to serve as the next Chairperson. A second is not needed for a nomination. Once all candidates have been identified, the Superintendent will ask for a motion to declare that nominations are closed.

2. Discussion

At the Superintendent's discretion, each nominee will be given an opportunity to speak to (or decline) their nomination. Members may speak in support of a candidate.

3. Voting

When discussion is complete, the Superintendent will call for a roll call vote. Each member will be polled, and they will vote for one candidate. A candidate must have a majority of weighted votes to be elected. The Candidate with the most weighted votes will be declared the new Chairperson unless no candidate receives a majority vote*. If no one receives a majority vote for the position, additional roll call votes will be taken until someone is elected. Discussion is allowed between each vote.

4. The new Chairperson will follow the same process to elect a Vice-Chairperson from Acton and a Vice-Chairperson from Boxborough.

5. The new Chairperson and Vice-Chairpersons will take office on August 1 per the policy.

6. Per the Regional Agreement, a Secretary and a Treasurer will be appointed by a vote of the Committee.

*A majority vote means that more than half of the weighted votes of those voting approve a motion. More specifically, it means that more than half of the votes cast by persons legally entitled to vote at a properly called meeting with a quorum present approve a motion. Blank ballots or abstentions do not count. By this definition, the weighted votes of those voting - not necessarily those present - determine the majority.

REF: Acton-Boxborough Regional Agreement, effective July 1, 2014

Robert's Rules of Order, Newly Revised, <https://www.kidlink.org/docs/RobertRules/toc.html>

7/1/2020

Acton-Boxborough Regional School District

File: BDB - SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

The chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/She will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the chairperson will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chairperson

The vice-chairs of the Committee will act in the absence of the chairperson as presiding officers of the Committee and will perform such other duties as may be delegated or assigned to them. Each vice-chairperson will support the chairperson in the business of their town.

LEGAL REF.: M.G.L. 71:36

Approved: 5/21/15

Acton-Boxborough Regional School District



Acton-Boxborough Regional School District

15 Charter Road - Acton, MA 01720
www.abschools.org

Finance Department
David A. Verdolino, Director
(978) 264-4700
dverdolino@abschools.org

July 20, 2021

To: School Committee Chair
From: Dave Verdolino /dav/
Re: School Committee Agenda - Warrants

Members –

Below please find a summary of warrants for which I am respectfully requesting your consideration and approval at tonight's regular meeting.

The Warrant Subcommittee has previously reviewed these warrants, for the purpose of check distribution. A majority of the Subcommittee conveyed their approval electronically and the related disbursements have been made. The full School Committee should vote its authorization of these expenditures of budgeted and other funds in its custody. All members have received for each warrant the information provided as shown below, namely:

1. (for vendor warrants, including payroll withholding remittances)
 - Declining balance register of payments ("Declining Dollar report")
 - Warrant detail (payments by vendor)
2. (payroll)
 - Payroll Warrant summary

As you know, these Warrants are customarily provided to you in hard copy format for your review and manual signature. Obtaining your approval in this manner will eliminate the future need to produce what could be many paper reports, all requiring your signatures.

Thank you for your consideration and cooperation with this request.



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Finance Department
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<u>Warrant Type</u>	<u>Date</u>	<u>Warrant #</u>	<u>Amount</u>
PAYROLL	06/17/21	P2126/P2126B	\$ 10,109,117.87
	07/01/21	P2127/P2201	\$ 987,507.47
	07/15/21	P2128/P2202	\$ 694,523.65
VENDOR	06/10/21	21-025 (Vendor)	\$ 774,824.25
	06/17/21	21-026PR (Payroll Deductions)	\$ 3,414,048.23
	06/17/21	21-026A (Vendor)	\$ 109,884.38
	06/24/21	21-026 (Vendor)	\$ 1,455,338.02
	06/24/21	21-026BL (Student Activities)	\$ 1,726.96
	06/24/21	21-026JH (Student Activities)	\$ 6,632.82
	06/24/21	21-026SH (Student Activities)	\$ 19,195.65
	06/30/21	21-027PR (Payroll Deductions)	\$ 113,827.79
	06/30/21	21-027 (Vendor)	\$ 109,282.30
	06/30/21	21-028PR (Payroll Deductions)	\$ 34,207.14
	06/30/21	21-027F (Vendor)	\$ 308,407.32
	07/01/21	22-001A (Vendor)	\$ 4,393,504.28
	07/01/21	22-001PR (Payroll Deductions)	\$ 68,040.49
	07/08/21	22-001 (Vendor)	\$ 738,813.78
	07/15/21	22-002PR (Payroll Deductions)	\$ 114,837.30



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Recommended Motion Wording

I move that the School Committee vote to approve:

Payroll warrant(s) as follows –

Number P2126	dated 6/17/2021	in the amount of \$10,109,117.87;
Number P2127/P2201	dated 7/1/2021	in the amount of \$ 987,507.47;
Number P2128/P2202	dated 7/15/2021	in the amount of \$ 694,523.65;

Payroll deduction warrant(s) as follows –

Number 21-026PR	dated 6/17/2021	in the amount of \$ 3,414,048.23;
Number 21-027PR	dated 6/30/2021	in the amount of \$ 113,827.79;
Number 21-028PR	dated 6/30/2021	in the amount of \$ 34,207.14;
Number 22-001PR	dated 7/1/2021	in the amount of \$ 68,040.49;
Number 22-002PR	dated 7/15/2021	in the amount of \$ 114,837.30;

Vendor warrant(s) as follows –

Number 21-025	dated 6/10/2021	in the amount of \$ 774,824.25;
Number 21-026A	dated 6/17/2021	in the amount of \$ 109,884.38;
Number 21-026	dated 6/24/2021	in the amount of \$ 1,455,338.02;
Number 21-027	dated 6/30/2021	in the amount of \$ 109,282.30;
Number 21-027F	dated 6/30/2021	in the amount of \$ 308,407.32;
Number 22-001A	dated 7/1/2021	in the amount of \$ 4,393,504.28;
Number 22-001	dated 7/8/2021	in the amount of \$ 738,813.78;

Student Activity reimbursement warrant(s) as follows –

Number 21-026BL	dated 6/24/2021	in the amount of \$ 1,726.96;
Number 21-026JH	dated 6/24/2021	in the amount of \$ 6,632.82;
Number 21-026SH	dated 6/24/2021	in the amount of \$ 19,195.65.