

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
Minutes (approved 9/3/15)

Library
R.J. Grey Junior High School

Monday, August 10, 2015
7:00 p.m.

Members Present: Diane Baum, Mary Brolin, Maya Minkin, Paul Murphy, Kathleen Neville, Deanne O'Sullivan (7:18 p.m.), Kristina Rychlik
Members Absent: Brigid Bieber, Michael Coppolino, Amy Krishnamurthy, Maria Neyland,
Others: Marie Altieri, Bonnie Bisbicos, Deborah Bookis, Glenn Brand, Clare Jeannotte, Beth Petr

The ABRSC was called to order at 7:05 p.m. by Kristina Rychlik, Chairperson.

1. Chairman's Introduction

Dr. Brand welcomed Dr. Marilyn "Bonnie" Bisbicos, Interim Director of Pupil Services. She will be working 4 days a week and has had many years of experience in public schools in the state.

2. Statement of Warrant and Approval of Minutes

- 2.1. Minutes of School Committee Meetings (*next meeting*)
- 2.2. Warrant #16-002A dated 7/28/15 in the amount of \$68,749.62 and #16-003 dated 8/6/15 in the amount of \$2,016,228.93 were circulated and signed by the Committee.

3. MASC District Governance Program Update – Kristina Rychlik

- 3.1. Review of Draft Operating Protocols
- 3.2. Scheduling Upcoming Workshops with Dorothy Presser, MASC

The Committee kicked off the start of this program at their Workshop last month. It is a free program run by the MA Association of School Committees (MASC) to help School Committees work more efficiently and effectively together. Using the notes generated at the workshop, Kristina drafted the Protocols found in the packet. The goal is to vote a final document at the next meeting and post it on the website. Members were invited to send comments to her. Several members noted that they would like meetings to end earlier because it is difficult to have important discussions when it is very late. Dr. Brand stated that he and his staff would try to avoid having addendum items for meetings.

Kristina will schedule the other three workshops with Dorothy Presser. The Committee agreed that September 10th (between School Committee meetings and after Dr. Brand presents his goals) would work for the next one.

4. Confirmation of 2015-2016 Subcommittee Assignments - VOTE – Kristina Rychlik

The Committee discussed the draft list in the packet. Maya Minkin offered to be on EDCO. Kristina Rychlik and Deanne O'Sullivan will share the Acton Finance Committee liaison instead of Mike Coppolino (at his request) for consistency with the SC Budget subcommittee. Diane Baum and Mary Brolin will share the OPEB Task Force. Mary Brolin will join the Budget and Capital Planning Subcommittee.

Mary Brolin moved, Paul Murphy seconded and it was unanimously,
VOTED: to accept the list of ABRSC Subcommittee members and liaisons for FY16 as proposed.

Mike Coppolino will be the liaison for the demographics study that Boston College will assist the District with again. Mary Brolin will also help.

It was suggested that Brigid Bieber be listed as the Committee member liaison to the Boxborough Minuteman Tech Working Group, similar to Acton's group.

5. **Finance Director's Update** – *Clare Jeannotte*

5.1. FY15 and FY16 Status memo

Regarding Year End FY15, it appears that revenues will be \$22,833 favorable to budget. Only \$300,000 of E&D was used to close out the year, as planned. Expenditures are currently .76% favorable to budget. Health insurance for active employees is favorable \$376,000 principally due to a one-time adjustment that was made.

5.2. Recommendation to set the imprest balances of the Student Activities checking accounts for FY16 as proposed – **VOTE**

Clare Jeannotte stated that per state law and DESE procedures, this should be an annual vote by the School Committee. Blanchard School is the only elementary school listed because the Acton elementary schools process these payments thru the PTOs, mainly for field trips.

Paul Murphy moved, Katheen Neville seconded and it was unanimously,

VOTED: to set the imprest balances of the Student Activities checking accounts for FY16 as proposed

5.3. Recommendation to authorize the trade in of the Community Education Driver Education vehicle as proposed – **VOTE**

Per the District's Financial Procedures Manual, the School Committee should vote on the disposal of equipment. Clare Jeannotte suggested that the Policy subcommittee consider adding this issue to the School Committee policy/procedures.

Mary Brolin moved, Katheen Neville seconded and it was unanimously,

VOTED: to authorize the trade in of a 2010 Ford Fusion by the Community Education Department.

6. **Update on Elementary Bus Passes** – *Glenn Brand*

6.1. Memo from the Superintendent to ABRSD Families, 7/28/15

6.2. Policy for 2015-2016, File: EEAAA (voted 6/25/15)

6.3. Policy for 2016-2017, File: EEAAA (voted 6/25/15)

6.4. Procedures, Sample Bus Pass and Parent/Guardian Release Form

Dr. Brand gave a brief update on the changes to the bus pass procedures. The transportation department received hundreds of passes by the August 1 deadline. The Release form was drafted by school counsel and will be completed on powerschool. Feedback on these procedures should go to JD Head or Ed Weiner in Transportation.

7. **Update on Existing Conditions Study**- *Glenn Brand*

The firm of Dore and Whittier was selected for this project and they have been moving forward during the summer when students are not around. Traffic flow and patterns will be studied in the fall once the start of school settles.

8. **Staffing Update** – *Marie Altieri*

8.1. FY16 New Staff

8.2. Changes in Staffing

8.3. Announcements of Appointments of Marilyn Bisbicos and Roberto Soto-Garcia

Thirty certified staff members have been hired for the new year. Fifteen members retired and 19 left the district. Announcements for Marilyn "Bonnie" Bisbicos, Ed.D. (Interim Director of Pupil

Services) and Roberto Soto-Garcia (English Language Learners (ELL) Chairperson/Teacher) were in the packet. The Administration is happy to welcome them both.

9. Recommendation to Approve the Concord Area Special Education (CASE) revised Agreement of May 2015 – VOTE – Glenn Brand

Dr. Brand suggested that the Committee hold on this item until a comparison between the old one agreement and the new one can be provided. It will be on the September 3rd Committee agenda.

10. Subcommittee Updates

10.1. Legislative Issues/Initiatives – Paul Murphy and Kathleen Neville

Paul Murphy and Kathleen Neville spoke about how they would like to move forward. They are planning a meeting with Rep. Jen Benson. Paul read a statement that shared his thoughts about the PARCC Forum that he attended in June. Kristina Rychlik asked the Committee if they wanted to discuss how the Committee feels about PARCC. Kathleen stated that they want to reach out to the elected officials more this year as well as to the communities (once the School Committee updates the new comparative communities list). When asked where the state is on PARCC and what is coming in the fall, Deborah Bookis said that districts have not seen anything since the state report issued last spring. In November DESE will vote whether or not the state will adopt PARCC. 60 – 40% of the district took the PARCC tests vs MCAS last year. When asked if the Administration has a stance, Dr. Brand replied that MASS' position is what superintendents feel is important to assess students, is what should be used. He would be happy to talk about a partnership between the School Committee and the Administration about this topic. Paul Murphy said he is happy to draft a letter from the Committee, or do one on a personal basis. Deborah Bookis reminded the Committee that some parents and students are opting out of taking the tests. The Committee agreed with the Chair that they would like the Superintendent to discuss this with the Administration and then come back to the School Committee for a discussion.

11. School Committee Member Reports

11.1. Acton Leadership Group (ALG) – Kristina Rychlik

Minutes of the 6/18/15 meeting were in the packet. Next meeting is August 20. Kristina and Dr. Brand met with the ALG reps last Friday and talked about a multiboard meeting. The Acton boards are not interested in meeting with the Boxborough boards because it becomes too many people with diverse interests. There are a number of new members who would like to get to know each other. The timing would be in November, after the Special Acton Town Meeting. There was consensus from the School Committee that this meeting is a good idea. Mary Brolin pointed out that last year, a meeting was held without Boxborough. It is the start of the conversation, and helps everyone to hear each other.

12. Superintendent's Report – Glenn Brand

12.1. Update on Play Spaces

This work has started and is a bit behind schedule, because the grant did not cover the total amount so some adjustments had to be made. Deborah Bookis' office will be pursuing Boxborough Community Preservation Act (CPA) money to cover a Blanchard play space.

12.2. Update on Changing Demographics Survey Project

Mike Coppelino has connected with Boston College and confirmed they would like to work on this project. Glenn will connect with the administrators who were involved the last time.

12.3. Preview of FY16 Superintendent's Goals (*oral*)

Dr. Brand wanted to briefly introduce his goals for the new school year. A final presentation will be done at the 9/3/15 SC meeting. The DESE requires all superintendents to have three required goals:

- Professional Practice: New Superintendent Induction Program (NSIP) and Focus on Meeting Management and Productivity
- Student Learning: Pupil Services Department Review
- District Improvement: Developing a New Strategic Plan related to his Entry Plan (which currently ends at the end of this school year), and the Existing Conditions Study.

The Committee was supportive of the outline but asked that Dr. Brand not lose sight of the Mental Health/Wellness goal. Dr. Brand will be getting the Superintendent's Wellness Committee started again in the fall, including the sleep issue. Kristina Rychlik pointed out that the mental health goal was hard to evaluate in the superintendent's performance, because much was being done in the various schools, and did not directly involve the Superintendent. One member suggested that Dr. Brand try to include the mental health issues in his goals, but if they doesn't fit well, he could just keep a focus on them as the year goes on.

13. **FOR YOUR INFORMATION**

- 13.1. Gift of cleaning cloths from TADgreen Inc./e-cloth of Greenland, NH to ABRSD Kindergarten Classes valued at \$260. (*via the Wellness Committee*)
- 13.2. Back to School: FY16 Calendar, Schools Open, Open Houses
- 13.3. MA Department of Energy Resources (DOER) Green Communities Program Grant Award of \$215,000 – Dr. Brand stated that the District is very fortunate to be receiving this grant funding. JD Head and Kate Crosby will present on this at a future meeting.
- 13.4. Open Invitations for the Committee:
 - 13.4.1. New Professional Staff Orientation Lunch, Wed, 8/26/15 at noon, JH cafeteria
 - 13.4.2. Welcome Back Staff Breakfast, Tues, 9/1/15 at 7:30 a.m., HS auditorium lobby

The ABRSC meeting was adjourned at 8:30 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

NEXT MEETINGS:

9/3/15 ABRSC Meeting at 7:00 p.m. in the Jr High Library
9/17/15 ABRSC Meeting at 7:00 p.m. in the Jr High Library