



Acton-Boxborough Regional
School Committee Meeting

September 17, 2015

7:00 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

September 17, 2015
7:00 p.m.

AGENDA

1. **Call to Order** (7:00)
2. **Chairman's Introduction**
3. **Statement of Warrant and Approval of Minutes**
 - 3.1. Minutes of Meetings on 9/3/15 and 4/30/15
4. **Public Participation**
5. **National Art Education Research Delegation to Finland Overview** – *Diana Woodruff* (7:10)
6. **Existing Conditions Study Update** – *Dore and Whittier, JD Head* (7:20)
 - 6.1. Press Release
 - 6.2. Presentation slides
7. **United Way Community Needs Assessment Presentation** – *Rachel Sagan, Patty Higgins* (7:40)
<http://abuw.org/attachments/category/12/ABUW%20CNA%20-%20Executive%20Summary%20-%20Full%20-%202015-06-02%20FINAL.pdf>
8. **FY16 Superintendent Goals** – Second Read – VOTE - *Glenn Brand*
9. **Central Office Restructuring Proposal** – Second Read - VOTE – *Glenn Brand*
10. **MASC District Governance Program Update** – *Kristina Rychlik*
 - 10.1. Review of ABRSC 2015 - 2016 Operating Protocols – VOTE - *Kristina Rychlik*
11. **Demographic Survey – Next Steps** – *Glenn Brand, Mike Coppolino (oral)*
12. **Recommendation to Appoint Melissa Andrew as ABRSD Assistant Treasurer per M.G.L. Ch. 71, Section 16A.** – VOTE – *Glenn Brand (oral)*
13. **School Committee Member Reports**
 - 13.1. Acton Leadership Group (ALG) – *Kristina Rychlik, Paul Murphy*
 - 13.2. Boxborough Leadership Forum (BLF) – *Maria Neyland*
 - 13.3. Health Insurance Trust (HIT)– *Mary Brolin*
 - 13.4. Acton Finance Committee – *Kristina Rychlik, Deanne O'Sullivan*
 - 13.5. Acton Board of Selectmen – *Mike Coppolino, Paul Murphy*
 - 13.6. Boxborough Finance Committee- *Mary Brolin*
 - 13.7. Boxborough Board of Selectmen – *Maria Neyland, Brigid Bieber*
 - 13.8. Minuteman Tech Update – *Diane Baum*
 - 13.8.1. Letter from MMT re clarification of Building Project, 8/28/15
 - 13.9. Danny's Place Youth Services Update – *Amy Krishnamurthy*
See <http://dannys-place.org/>

14. **Superintendent's Report – Glenn Brand**

- 14.1. School Committee Liaisons for each School

15. **FOR YOUR INFORMATION**

- 15.1. From the Office of Curriculum and Assessment
15.1.1. Summer Professional Development Report
15.1.2. August 31st Professional Development Report
15.1.3. Ready to Learn: Survey for Local Pediatricians

16. **Adjourn**

NEXT MEETINGS:

Oct 1	ABRSC Meeting	7:00 p.m. in Jr High Library
Oct 15	ABRSC Meeting	7:00 p.m. in Jr High Library
Oct 22	ABRSC Governance Workshop	7:00 p.m. in Jr High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
Draft Minutes

Library
R.J. Grey Junior High School

September 3, 2015
7:00 p.m.

Members Present: Diane Baum, Mary Brolin, Michael Coppolino, Maya Minkin, Paul Murphy, Kathleen Neville, Maria Neyland, Kristina Rychlik
Members Absent: Brigid Bieber, Amy Krishnamurthy, Deanne O'Sullivan
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

- 1.1. First Day of School – Glenn Brand reported that the buildings are in terrific shape thanks to our custodial staff and everyone got off to a good start. Staff began on Monday with a building based first day of professional development, then again on Tuesday for the kick off in the High School Auditorium, followed by respective meetings.
- 1.2. Dr. Brand introduced Dr. Tom Kingston, his new New Superintendent Induction Program Mentor/Coach. He looks forward to working with Dr. Kingston in this second year of the three year program.

2. Statement of Warrant and Approval of Minutes

- 2.1. Warrant #16-004 dated 8/20/15 in the amount of \$1,851,150.45 and #16-005 dated 9/3/15 in the amount of \$3,333,922.14 were signed by the Committee.
- 2.2. Minutes of the School Committee Workshop on 7/22/15 and meetings on 6/25/15 and 8/10/15 were approved as amended. Minutes of the meeting on 4/30/15 will be reviewed at the next meeting.

3. Public Participation - none

4. FY16 Superintendent Goals – First Read - Glenn Brand

Dr. Brand reviewed his proposed goals for the year. Mike Coppolino asked if the student learning goal (#3) should be more measureable regarding actual student achievement. Bill Guthlein asked if it could focus more on student learning. Mary Brolin referred to Goal #5 and asked what was meant by understanding the capital and building related needs “within the district and at the municipal/town level”. Dr. Brand said it referenced town access to campuses as a whole.

Kristina Rychlik liked the goals and asked the Superintendent how he planned to create the new Long Range Strategic Plan. Dr. Brand said that he has started with the District Leadership Team where they are focusing on the Entry Plan. This will involve the faculty and staff, followed by the community as a whole. He is committed to having a Plan that is achievable. He recognizes that some of the items in the Entry Plan do not need to be formalized in the Long Range Plan; he and his team will just do them. The school councils and PTOs will also be asked for input and feedback as the work unfolds. The School Committee will also be involved in the process. Some of the items in the current plan, also showed up in the Entry Plan so they will be included. Dr. Brand feels the focus should be narrower than the current plan so it is doable.

These goals will be voted on at the next meeting.

5. Central Office Restructuring Proposal - VOTE – Glenn Brand

Currently the Administrative Assistant to the Superintendent and the Secretary to the School Committee are a shared position amounting to 1.0 FTE with responsibilities split approximately half time for each position. After a year as Superintendent, Dr. Brand firmly believes these roles are understaffed and has concerns that the ability to fully support the necessary functions for the School Committee and the Office of the Superintendent is being compromised. This is due to a combination of factors including: increased expectations for communication (email, newsletters, website, etc), increasing need to review and revise School Committee policies, and changes in the Public Records, Reporting and Open Meeting Laws. Dr. Brand proposed two changes: 1. The current Administrative Assistant /Secretary would transition to a new Executive Assistant to the School Committee (1.0 FTE) position, to be funded through reallocation of existing resources that fund the current split position. 2. A new Administrative Assistant to the Superintendent and Director of Finance position (1.0) be created and funded with salary savings from several sources for FY16. It would then be in the proposed FY17 budget.

The School Committee is discussing this because they vote to appoint the Secretary to the School Committee. Dr. Brand stated that Framingham, Brookline and Lexington all have full time support for their School Committees. Mike Coppolino favored making this decision at the next meeting, as typically votes that involve funding are discussed at two meetings. He suggested that the position be part time at first to be sure there is enough work for a full time position. Mary Brolin asked that the position be reevaluated at the end of the year to ensure it needs to be full time next year. The Superintendent voiced concern about how the Central Office departments are being supported, given some of the piecemeal solutions that have been put in place over the years in an effort to control cost. It was suggested that the two town's Finance Committees be told about the proposal because it is outside of the budget process. A point was made that positions are added during the year (when new students move in, or special needs services are required, for example) and it is not discussed. Mike Coppolino will survey some of the comparative communities (as described by Peter Ashton) to see how they handle this position (School Committee support) and the salary levels. Maria Neyland was in strong support of this proposal, given the year she was chairwoman. She reminded the Committee that they manage a \$70 million budget with many hours of meetings that need to be handled properly. Marie Altieri stated that the work of the School Committee has grown tremendously in recent years and that a Public Records Officer would soon be required. It was the sense of the Committee to make this decision at their next meeting. *(Beth Petr left the room for this discussion.)*

6. Finance Department Update – Clare Jeannotte

6.1. ABRSD Actuarial Valuation and Review of OPEB as of 12/31/14 Report, *Segal Consulting*
Based on this report, there was an unfunded liability of \$40,269,801 on 12/31/14. Clare reported that a meeting was held with a representative from Segal to initially review the report. Mary Brolin attended. Steve Noone spoke from the Acton Finance Committee about the “normal cost”, the amount needed to put aside for your current employees’ future cost. A strategy has been to fund some percentage of the “normal cost”. He stated that this report is only slightly better than the last report from a few years ago.

6.2. Moody’s Bond Rating Review Report, issued on 8/21/15
Moody’s assigned a “negative outlook” but affirmed the Aa2 rating due to limited financial flexibility resulting from three consecutive years of material fund balance declines. Clare Jeannotte reported that this has no impact on issued debt and Moody’s will look at the district again in 18 – 24 months. Several members expressed disappointment in this ratings report. The money is all within the district, but what moved to OPEB (a restricted account) does not get included in the Moody’s review. The Committee agreed that they must be strategic to look at all

of the pots of money and whether they are restricted or not, especially if the district plans to go for bonding in the future. Clare stated that Moody's was interested to know if we have a fund balance policy, which we do not. She said that the district has great practices but they are not memorialized in policies. Mary Brolin stated that Clare and her team's presentation and explanations may have convinced the representatives not to downgrade the district. In conclusion, Clare said that the budget subcommittee is reviewing all of this and creating a budget calendar with budget assumptions.

7. Staffing and Enrollment Update – Marie Altieri

- 7.1. 2015-2016 New Professional Staff (updated)
- 7.2. Agenda from Orientation held 8/26/15
- 7.3. 9/1/15 Enrollment Report
- 7.4. Update on Blanchard Kindergarten and Grade 1
 - 7.4.1. Letter sent to families

Marie Altieri reported that 33 teachers and 110 support staff have been hired with an average salary of \$57,000 which is approximately a 5M level. Budgeting is done for 3M but 8 – 10 veteran teachers have left since the budget process and they have been replaced by lower level staff. New teacher orientation was last Wednesday. The district is now fully staffed for professional staff, with the exception of a couple of assistants.

There are several other areas of concern.

Boxborough has two Kindergarten sections and two 1st and 2nd grade sections with just a few more students than can comfortably fit in those grades, but not enough for another full section. There are 24 students in each first grade and 22 in each second grade. The administration is trying to mitigate that, including sending a letter to parents. Some of the Kindergarten students are half day, so there are 23 students in the morning, but only 16 or 17 kids in the afternoon section of the day. Second and third grades are above the Class Size Guidelines and Marie and her staff are watching them. The home town guarantee has created some of this. Regarding cross town attendance, 44 Acton children attend Blanchard and 24 children from Boxborough go to Acton. This helps the numbers but makes transportation very complicated.

Mike Coppolino asked about the additional full time staff and support staff. With 35 new staff added, he asked what the net was. Marie replied that she thinks it is flat because almost all new staff replaced people who left.

8. Standardized Testing Update – Glenn Brand

- 8.1. Citizens' Petition Sent to Acton Town Manager 8/13/15
- 8.2. Resolution Calling for a Moratorium on High-Stakes Standardized Tests, *Worcester School Committee*
- 8.3. Conditions and Considerations for a New Generation of Student Assessment in MA, Position Paper from the MA Association of School Superintendents (MASS)

Dr. Brand updated the committee. It was pointed out that Blanchard students and some of the Acton elementary students did take PARCC last year but they did not get results, so it is difficult to know if anything was learned from the experience. Mary Brolin and Mike Coppolino are very frustrated that the Common Core and PARCC/MCAS are being rolled together as both bad. Mike's biggest complaint is that the DESE is not being forthcoming with the data. He urged DESE to show the public the data and prove scientifically that PARCC is a good thing. He thinks the Common Core standards are fine.

Deb Bookis stated that the Common Core has been a good chance to reflect on our practice. She doesn't think we have issues with Common Core at this time because in Massachusetts, we don't

have the prescriptives that some states have. She mentioned House Bill 340 that is currently on the books for discussion by the Legislature. Kristina Rychlik reminded the Committee that Mr. Smyers emailed his petition and is open for feedback on it. A decision is being made soon if the Acton Special Town Meeting in November will happen. This obviously focuses on only one town in our District so it is an awkward position to be in.

9. **Recommendation to Approve Revisions to CASE Agreement – VOTE – Glenn Brand**

Dr. Brand said that primarily the changes are to move the document in compliance with some requirements from DESE.

Diane Baum moved, Paul Murphy seconded and it was unanimously,

VOTED: to approve the revisions to the CASE Agreement as proposed.

10. **Recommendation to Approve First Amendment to the Memorandum of Understanding (MOU) with Town of Boxborough – VOTE – Glenn Brand**

10.1. Draft Amendment to the Memorandum of Understanding (reviewed by ABRSD Counsel)
Dr. Brand stated that both towns' counsels have reviewed the document. Kristina Rychlik asked why the district is just creating this amendment for Boxborough, but realized that when she compared the two MOUS, they are very different. The Committee asked why the hourly overtime rate is used. Clare Jeannotte explained that Boxborough staff would only work for the school district after their normal work hours, so this is correct. She said the same is true for Acton workers. We may or may not need to address this with an amendment with Acton.

Paul Murphy moved, Mary Brolin seconded and it was unanimously,

VOTED: to approve the Amendment to the MOU with Boxborough as proposed.

11. **Recommendation to Approve Letter of Support for Boxborough's MassWorks Grant for sidewalk extension along route 111 – VOTE – Glenn Brand**

Paul Murphy moved, Mike Coppolino seconded and it was unanimously,

VOTED: to approve this letter of support as proposed.

12. **Recommendation to Approve FY16 Calendar Late Start for ABRHS students not taking the PSAT on 10/14/15 – VOTE – Glenn Brand**

About 500 students participate in this testing. This year it will only be available to take during the school day. The Administration recommends it be taken on a school day. New England was the only place that did not administer the PSAT during a school day. This may be a one time trial.

Mike Coppolino asked if there are any alternatives that could be considered. He stated that looking at all of the delayed starts in a year, really adds up. There have had several conversations about other options. They also have to cancel classes during this time, so instruction would be missed if we don't do a late start. Mary Brolin mentioned that it is critical to have a good testing environment. She wondered if online classes could be considered for the kids who are not in school, even during snow days.

Paul Murphy moved, Mary Brolin seconded and it was unanimously,

VOTED: to approve the recommendation as proposed.

13. **MASC District Governance Program Update – Kristina Rychlik**

13.1. Review of ABRSC 2015 - 2016 Operating Protocols – Second Read (to be voted at Workshop on 9/10/15) - Kristina Rychlik

Kristina included feedback from Paul Murphy and Diane Baum in this draft. Committee members had no comments. Diane Baum asked about the Mission Statement and the point was made that the goal was to modify the operating protocol. Diane had just come from the EDCO School Committee member Orientation where they stressed that School Committee should focus on the education of all

students. Diane felt that this is not included in the mission statement, although “all students” is included in the third paragraph. Diane will forward more specific suggestions.

Workshop #2 will be Thursday night 9/10 with Dorothy Presser. Committee members were asked to think about how they can support Glenn’s goals prior to the meeting. (Mary Brolin cannot attend and Maria Neyland may not be able to.)

14. **School Committee Member Reports**

14.1. Acton Leadership Group (ALG) – *Kristina Rychlik*

A 3 Board Meeting will be scheduled for the end of October. Beth will begin scheduling. Clare Jeannotte, Marie Altieri and Steve Barrett have been working hard on simplifying the spreadsheet.

14.2. Minuteman Tech Update – *Diane Baum*

The Beacon reported that Vince Amoroso is running to represent Boxborough. They are meeting on Sept 8.

15. **Superintendent’s Report – Glenn Brand**

15.1. Bus Pass/Transportation Update

315 permanent bus passes have been submitted for this year. 44 are Acton to Boxborough and 31 are Boxborough to Acton. This has created a lot of complexity for the transportation office.

15.2. Memo: School Committee Liaisons for each School

Dr. Brand wants to bring this back to the School Committee to provide more connection with the schools. He hopes that School Committee members will volunteer to fill these roles. He prefers that liaisons not chose a school that they have a child at. Members voiced their preferences. Dr. Brand will assign accordingly.

Dr. Brand reported on a bus incident yesterday in Boxborough. Five students were on the bus but there were no injuries. He will review our protocols about how parents are contacted.

It was also reported that a wooden light pole fell on Leary Field due to its age and has been replaced. JD Head is looking into the integrity of the other poles. Mike Coppolino emphasized that Leary Field is used every day and this testing needs to be done immediately, or perhaps kids should be kept off of the area as a safety concern. Maria Neyland was there when it happened and agrees that it needs to be addressed sooner rather than later.

16. **FOR YOUR INFORMATION**

16.1. Principals’ Back to School Letters to Families - highlighted

16.2. Parent Communication Map - highlighted

16.3. Financial Difficulties Letter to Families - highlighted

16.4. ABSAF Support for FY16 Memo – highlighted by the Superintendent for their continued generous support of \$80,000 this year

16.5. ABRSD 2015-2016 Family Learning Series –highlighted – Deb Bookis was thanked for these exciting events/activities targeted to families. Flyers will be translated.

The ABRSC adjourned at 9:55 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
Draft Minutes

Library
R.J. Grey Junior High School

April 30, 2015
7:00 p.m. ABRSC School Choice Public Hearing
7:15 p.m. ABRSC Business Meeting
Followed by ABRSC Executive Session

- Members Present:* Diane Baum, Brigid Bieber, Mary Brolin, Michael Coppolino, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O’Sullivan, Kristina Rychlik
- Members Absent:* none
- Others:* Marie Altieri, Deborah Bookis, Glenn Brand, Beth Petr

The ABRSC was called to order at 7:00 p.m. by Kristina Rychlik, Chairperson.

1. **Chairman’s Introduction**
Kristina Rychlik welcomed the new Acton School Committee member, Diane Baum.
2. **The ABRSD SCHOOL CHOICE PUBLIC HEARING** was called to order at 7:05 p.m.
 1. Enrollment Update: Kindergarten Lottery and Possible School Choice Options
 2. School Choice Hearing Memo, 4/24/15
 3. Participation in School Choice Program 2015-2016 –**VOTE** – *Glenn Brand*

Marie Altieri began by stating that the School Choice hearing is a legal requirement per MA General Law Chapter 76, Section 12B. She presented on enrollment and stated that 70% of our families requested all day kindergarten. This is a big increase. She also noted that at this time, there appears to be 44 students in next year’s kindergarten at Blanchard and this will grow when they move to first grade. The Committee discussed how to balance the class sizes at all of the elementary schools, particularly given that families are entitled to attend a school in the town they live in. If more Boxborough families register at this grade level, they are entitled to attend Blanchard.

Roger Hatch (at DESE) has confirmed that the district cannot specify that we will only accept siblings, but can specify how many seats and at what grades they will be at. Dana Labb explained the planning that would have to go on. He feels that it is a little late to ask families to change their plans about schools. He would love to welcome more students to Blanchard but needs time to prepare for them. Deanne O’Sullivan pointed out that if something is not done, Boxborough would have 20 students per kindergarten class with a possibility of going to 22 or more. Marie stated that, although this would be a big change at Blanchard, Acton has had classes of higher than this over the years.

Marie said that the Administration’s preference is to offer one seat in 9th grade or to advertise that the district might take students in kindergarten now because once school ends it will be too late. She does not want School Committee to consider adding another kindergarten at this time. That decision could be made at the June 11 meeting, if necessary. The Committee discussed many options. Maria Neyland stated that this is not the first time that Blanchard has had 20 kids in a class. Every time the Boxborough School Committee voted for choice though, they never had to add a teacher and always agreed to fill empty spaces only, not add staff. Regarding the High

School, she noted that as choice students are brought in, they will end up at the High School and may take away opportunities for local students. She wants just one seat open in 9th grade. Mary Brolin agreed with Maria, but stated that the conversation now is when is the tipping point because the numbers were going down at Blanchard, but with this scenario, they will eventually go up. The Committee agreed that this was a bigger conversation than just kindergarten.

Kristina Rychlik agreed about the complexities, noting the hybrid model at Conant and Blanchard, the increasing demand for all day kindergarten, the half day curriculum, what is best for children and what is feasible financially. She suggested considering the hybrid model as a pilot and planing a discussion about it this summer. Paul Murphy agreed.

Deborah Bookis explained that a group of our educators (called "Ready to Learn") has been convened to explore these topics more fully. They will come back to the School Committee with their results to help in decisionmaking. Glenn pointed out that JD Head and the Space Committee are also looking at the practical aspect of all day kindergarten and its programming.

There was no comment from the public.

Paul Murphy moved, Kathleen Neville seconded and it was unanimously, **VOTED:** to continue in the School Choice program and limit openings to one seat in 9th grade at the Acton-Boxborough Regional High School for FY16.

3. ABRSC BUSINESS MEETING

4. Statement of Warrant and Approval of Minutes

1. The minutes of the meeting on 3/30/15 were approved.
2. Warrant #15-020 dated 4/2/15 in the amount of \$3,172,434.29, #15-021 dated 4/16/15 in the amount of \$3,219,455.37 and #15-022 dated 4/30/15 in the amount of \$3,271,631.27 were signed by the Committee.

5. Public Participation - none

6. Acton and Boxborough Local Election/Town Meeting Updates – Kristina Rychlik

1. Acton Town Meeting slides, 4/6/15
2. Statement read at Acton Town Meeting from the Regional Financial Oversight Committee (RFOC) by Mike Coppelino
3. Boxborough Town Meeting begins on May 11 – all SC members will attend and Brigid will present the budget.

Mike Coppelino reviewed the RFOC statement that was read at the Acton Town Meeting. He will read the same statement at Boxborough Town Meeting. This subcommittee meets for five years, so they will continue. Kristina Rychlik reported that almost 20 kids used the babysitting for the first night of Town Meeting and just a couple of them used it the second night. It is recommended that this service continue next year.

7. Leadership Update – Glenn Brand

1. Recommendation to Approve ABRSD Director of Finance and Business Manager – Clare Jeannotte was not at the meeting due to a conflict. It was a year ago that she was voted in as interim Business Manager. Brigid Bieber said that she is thrilled that Clare will stay with the district and that she has done a great job. Kristina and Mike agreed enthusiastically.

Brigid Bieber moved, Mike Coppolino seconded and it was unanimously,
VOTED: to approve Clare Jeannotte as the ABRSD Director of Finance and
Business Manager.

2. Pupil Services Director memo, 4/7/15
Glenn Brand described his difficult decision to look for an interim Pupil Services Director for next year. He will lead a new search in the fall for a permanent person. He noted that between 10 – 12 searches for similar positions are taking place now, so we are late. Glenn recommends Mary Emmons as the dedicated Director of Special Education, a new requirement due to full regionalization. Glenn will provide a job description for this position at the next meeting. Paul Murphy appreciated the step back in the process because he felt like it had been rushed.
3. Special Education Leadership and Supervision Restructuring Proposal, 4/21/15
Because full regionalization meant the district had more than 4000 students, this new position became required per MA General Law. Glenn reviewed the chart on the last page about how the restructuring would change, noting that 7.0 FTEs are in the roles currently, and this proposal is still 7.0 FTE with some different tasks. Two benefits are:
1. Transitional coordination at the High School
2. Educational team leadership at the Junior High and High School. Increased transitional coordination involves the ODP program, including a plan for 3 or 4 Out of District students to be brought in next year. There is a growth in this program.

Mike Coppolino stated that the majority of this proposal is excellent but he questioned the need for the transition coordinator. He asked what percentage increase in the students would require this. Dr. Brand thought 10 – 12 more students have been added, and it does not feel like the current level of support is correct for what is needed now. He will provide a job description at the next meeting. Paul Murphy noted that last year there was concern about the caseloads of the Special Education coordinators specifically in grades 6-8 with 120 cases for one person. He hopes this issue is addressed now and relief is given to those coordinators. Dr. Campbell, Mr. Shen, Ms. Emmons and Marie Altieri have all been involved in this discussion with the Superintendent.

Dr. Brand explained that the Educational Team Leader (ETL) at the JH was a new position in the FY16 Budget as a 1.0. The change here since the budget was approved is .6 FTE to a 1.0 FTE at the High School. This is done by leveraging funds resulting from the retirement of a staff member.

Nancy Sherburne spoke from the audience. The Special Education Parent Advisory Committee (SpEd PAC) is happy that the district has made a plan for the prek-12 Coordinator with a district this size and the creativity used to make it happen. There are still some parent questions about what level positions require search committees compared to when they are appointed. Marie Altieri considers it as someone in the 7-12 coordinator position is being transitioned to a PreK-12 position. A job description for the 7-12 coordinator will be provided at the next meeting. Marie said that the Administration is hoping this change will improve the building based consistency of services. Before regionalization, there were two districts and two people coordinating them. This change will be evaluated over the year to see how well it is working.

4. Recommendation to Approve PreK – 12 Special Education Administrator – **VOTE**
This appointment is done by the School Committee.

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

VOTED: to appoint Mary Emmons as the Director of PreK – 12 Special Education.

The Superintendent thanked Mary Emmons for all of her hard work as the Acting Director of Pupil Services this past year.

8. Annual Superintendent's Evaluation Process – Kristina Rychlik

1. Memo with links
2. Slides from presentation on 10/16/14
3. Spring 2015 timeline (FY15 Committee members only)

Public comment on the Superintendent's performance may be sent to Kristina Rychlik by June 1st.

9. ABRSD FY15/16 Budget Updates– Glenn Brand

Dr. Brand reported that the anticipated revenue and expenses have not changed since the last meeting. Ending the year is expected to be very tight with a shortfall of \$100,000 approximately. Spending has been controlled. The amount of E and D of \$300,000 will be preserved, also we have more money in circuit breaker than budgeted for. This can be rolled over into the next fiscal year as a budget tool. The Quarter 3 Update for FY15 will be at the next meeting. Regarding FY16, Dr. Brand said that Rep. Benson has been working on the regional bonus aid of \$111,000 that was cancelled and now it looks like it might be back in.

10. Recommendation to Approve FY16 Education Cooperative (TEC) Bid – VOTE – Glenn Brand
(next meeting)

11. Subcommittee Updates

1. Outreach –

Kristina Rychlik described the communications done this year. The monthly updates last year were mainly done for regionalization. Kristina thanked Kathleen Neville for her work on the revamped website. Kathleen reviewed the model. A number of School Committee members have submitted photos and bios.

2. Policy –

i. Bullying Prevention and Intervention, File: JICFB – SECOND READING - VOTE

1. Proposed policy
2. Current policy and Current Plan/Procedures, File: JICFB-R

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

VOTED: to approve the revised Bullying Prevention and Intervention policy as proposed.

ii. Small Necessities Leave Act, File: GCCCA/GDCCA – FIRST READING

iii. Family and Medical Leave, File: GCCC/GDCC – FIRST READING

Marie Altieri noted that these policies were written a year ago and the change is to remove "Acton Public Schools" from it. A member requested that "son or daughter" be changed to "child".

iv. School Committee Annual Organizational Meeting, File: BDA – FIRST READING

It was suggested that "and elections" be added at the end of the first sentence.

v. School Committee Officers, File: BDB - FIRST READING

vi. Elementary Bus Passes, File: EEAAA Discussion of policy and procedures -

Maria Neyland spoke for the policy subcommittee asking the School Committee to specify what information they wanted the Administration to provide for the next School Committee meeting. It is important that there be time for the issues to be considered, a proposal be created, and the public to give input before any vote is taken.

The Committee requested the number of children who participate in bus passing and some detail of the subsets around passes being used for playdates to homes, daycares and businesses. This would include the cost administratively in dollars and time for bus passes, and the amount of time children who are not bus passing have to be on the bus because of the passes. Most important is a legal opinion on the bus passing service particularly passing to businesses from a child's school. Dr. Brand will have this information for the next meeting on May 21.

3. **Budget – VOTE** on new subcommittee member to replace Dennis Bruce
The next budget subcommittee meeting is May 6 at 7:45 a.m. for the budget process post mortem.

Paul Murphy moved, Mike Coppolino seconded and it was unanimously,
VOTED: that Deanne O'Sullivan replace Dennis Bruce on the subcommittee through the end of June.

12. School Committee Member Reports *(oral)*

1. Boxborough Leadership Forum (BLF) – Brigid Bieber reported that BLF met last night and went through the warrant for Town Meeting.
2. Health Insurance Trust (HIT)– Mary Brolin reported that HIT voted final rates and some contracts.
3. Acton Finance Committee – Kristina Rychlik will present on May 26 with the Q3 report
4. Acton Board of Selectmen - Paul Murphy reported that Katie Green is new BOS Chair. BOS is looking for suggestions on the job description for the new position of Land Use Director.
5. Acton-Boxborough SpedPAC – Paul Murphy reported that the group met a couple of weeks ago, and they appreciate the care that the district is taking with the job searches. Some members participated in the APPL institute with Mary Emmons and Glenn Brand. They will develop a team action plan for coordination between the PAC and the Administration.

13. Superintendent's Report

Dr. Brand reported that the new ABCconnector newsletter was just distributed electronically. He hopes to do this 4 or 5 times a year. Amy Bisiewicz and her department are revamping the website and hope to have it completed by early June. Tomorrow is Senior Community Service Day.

14. FY16 School Committee Meetings – *Kristina Rychlik*

1. Workshop in July?
2. Business Meeting in August?
3. Twice monthly starting in September, one in April and one in May?

The Committee agreed they want to do their workshop in July, a business meeting in August and continue the twice monthly meetings with only one in April and one in May.

15. Recommendation to Accept Proposed Gift of Blanchard School Playground Swing Set from the Blanchard Parent-Teacher-Friends (PTF) Organization – VOTE – *Glenn Brand*

Release of liability was a condition of this grant and why it is being voted tonight by the Committee. Paul Murphy moved, Mike Coppolino seconded and it was unanimously,

VOTED: to accept the proposed gift of the Blanchard School playground swing set from the Blanchard Parent-Teacher-Friends (PTF) Organization with gratitude.

16. FOR YOUR INFORMATION

ABRSC EXECUTIVE SESSION at 9:01 p.m.

At 9:01 p.m., Kristina Rychlik moved and Brigid Bieber seconded to enter executive session “pursuant to MGL chapter 30A, section 21 (a)(7), to comply with, or act under the authority of, any general or special law. This is to comply with the Massachusetts Right of Privacy Law (MGL chapter 214, section 1B) and the Massachusetts Public Records Law (MGL chapter 4, section 7 (26)(c).” to approve minutes. An open meeting may have a detrimental effect on the Board. The Committee voted by roll call: YES: Baum, Bieber, Brolin, Coppolino, Krishnamurthy, Minkin, Murphy, Neville, Neyland, O’Sullivan, Rychlik.

Kristina Rychlik moved and Brigid Bieber seconded to enter executive session for strategy with respect to collective bargaining. An open meeting could be detrimental to the bargaining position of the Committee. The Committee voted by roll call: YES: Baum, Bieber, Brolin, Coppolino, Krishnamurthy, Minkin, Murphy, Neville, Neyland, O’Sullivan, Rychlik. The Chair stated that the Committee would return to open meeting for the sole purpose of adjourning.

The ABRSC was adjourned at 10:14 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

NAEA RESEARCH DELEGATION

FINLAND

November 2014



Acton-Boxborough Regional School District
Superintendent's Office
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

6.1

Glenn A. Brand, Ed.D.
Superintendent of Schools

PRESS RELEASE 9/11/15

The Acton-Boxborough Regional School District (ABRSD) operates eight buildings throughout both towns serving a student population of approximately 5,800 students in PreKindergarten through grade 12. During the budget process last year attention was drawn to the need for a comprehensive understanding of the maintenance and infrastructure improvements required throughout the district, in order to develop a sound long-term capital investment plan.

After an extensive interview process, the District hired *Dore & Whittier Architects* of Newburyport to complete phase one of an anticipated two-phase study. This first phase will include a comprehensive study of our campuses, buildings and educational needs throughout the district and will include the following:

1. **Site & Building Assessment Report with Recommendations** including:
 - a. Traffic and pedestrian circulation as well as site drainage
 - b. HVAC, electrical, plumbing systems
 - c. Security and access controls
 - d. Americans with Disabilities Act (ADA) compliance
 - e. Life safety and building code compliance
 - f. Condition of exterior and interior walls, windows, doors, roofing, flooring, etc.
2. **Development of Capital Improvement Plan with Cost Estimates** based on the findings of the study
3. **A Written Report** that includes all of the information noted above that can be used for short and long term capital planning purposes
4. **Presentation of findings to the School Committee and the communities of Acton and Boxborough**

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

The timeline for Phase I of the study includes the following:

June 2015:

- Hire Architect and review project scope and schedule

Summer 2015:

- Perform Site & Building Assessment

October 2015:

- Develop Capital Improvement Needs
- Site & Building Assessment Report presented
- Cost estimating begins

November 2015:

- Finalize cost estimates
- Cost Estimate Report presented to the School Committee and community

December 2015:

- Submit draft report for review

January 2015:

- Finalize report
- Hold Public Informational Meetings

The second phase of the study, examining the educational spaces of our district including consideration of enrollment projections, is anticipated to be included as a request within the FY17 budget process.

The Administration desires public review and involvement throughout the course of both phases of the study. In support of this pursuit, Dr. Glenn Brand, Superintendent of Schools, is proposing to launch a Future School Needs Committee that aims to bring together interested community members and town leaders from both Acton and Boxborough. Please watch for further information regarding how you can become involved in this process coming soon.

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

Acton-Boxborough Regional School District

Site and Building Assessment Overview





l e a d e r s h i p t e a m

w h o w e a r e

- 60+ person architectural firm
- 20+ year history
- specialize in public school work
- expertise in master planning





s t u d y p r o c e s s

Phase 1 – district wide site and building assessments

- investigate maintenance and infrastructure needs
- develop immediate, 5, 10 and 15 year capital improvement plan for each building and site
- create database that identifies and quantifies all major building systems
- identify capacities of existing schools compared to future enrollment forecasts and current state regulations
- prioritize necessary improvements with line item cost estimates

Phase 2 – educational planning/visioning (contingent on funding in FY17)

- identify PK-12 educational model for 21st century education
- identify how current building configurations relate to desired model
- develop options/costs to meet long term planning needs of educational model

designer selection



designer interviews
6/22/15

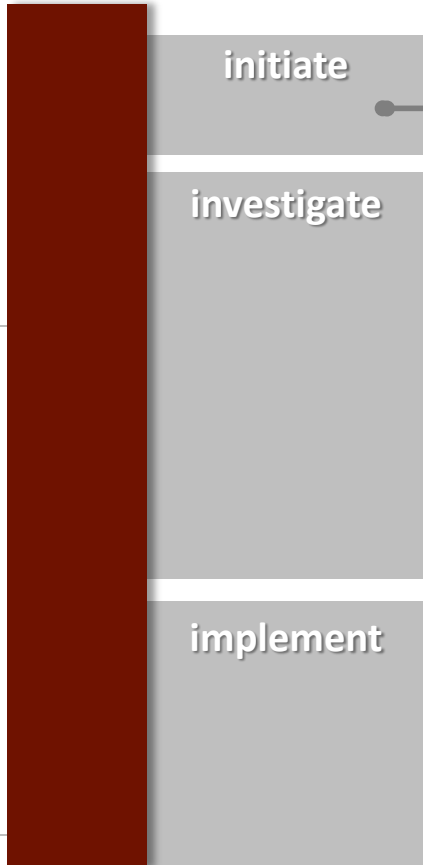
contract execution

kick-off meeting

- goals & objectives
- refine schedule
- communication protocol

gather existing documentation/reports

p r o c e s s



phase 1 – existing conditions

phase 2 – programs/masterplan

public outreach & education

MSBA statement of interest



designer selection



designer interviews
6/11/15

p r o c e s s

Phase 1 – existing conditions

initiate

investigate

implement

facility/site assessments

- physical site and building investigations
- develop existing condition assessment reports
- capacity analysis
- presentation of findings

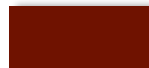
capital improvement plan (CIP)

- immediate needs
- short term needs
- long term needs
- presentation of findings

phase 2 – programs/masterplan



public outreach & education



MSBA statement of interest



designer selection



designer interviews
6/11/15

initiate

investigate

implement

process

Phase 1 – existing conditions

prioritize needs

- health, safety, welfare
- code compliance
- functionality of buildings
- accessibility
- maintenance
- energy efficiency
- hazardous materials

cost estimates and phasing impacts

facility management software??

presentation of findings

final report

phase 2 – programs/masterplan



public outreach & education



MSBA statement of interest



CIP - PRIORITIZING EXAMPLE

1. Health, Safety and Welfare

- Potential Indoor Air Quality
- Poor Electrical Devices
- Structural Issues of Concern
- Life Safety Concerns
- Poor Site Circulation

2. Code Compliance

- Issues not in compliance with CURRENT Codes

3. Functional Use of Building

- Programmatic / space analysis of existing facilities done on a **limited basis**

4. Handicap Accessibility

- Accessibility to the building and site per ADA & MAAB requirements

5. Maintenance

- Deterioration of fixtures, finishes, and building systems

6. Energy Efficiency

- Mechanical, Electrical & Plumbing Systems
- Building Envelope

7. Hazardous Materials

- Materials in poor condition or that need to be abated or removed per code
- Materials that need to be abated at the time of renovation or demolition

CAPACITY ASSESSMENT

MSBA Guidelines Comparison: READING THE GRAPHICS

RED

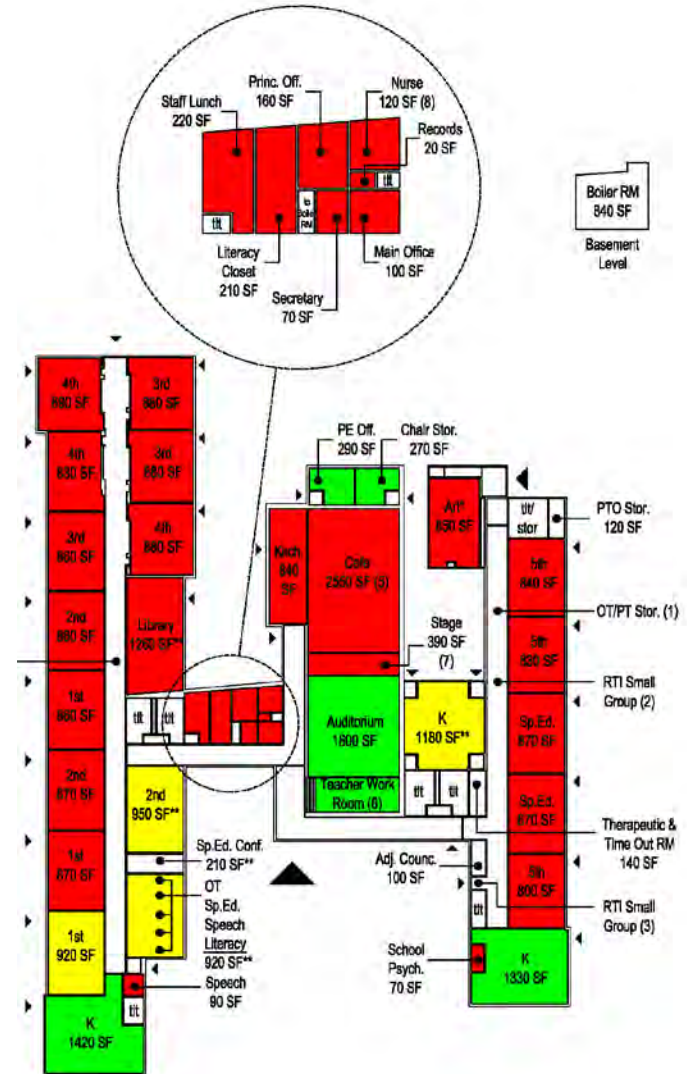
- Classrooms: < MSBA Minimum
- Other: < 90% MSBA Guideline

YELLOW

- Classrooms: Within MSBA Range
- Other: Between 90% and 110% of MSBA Guideline

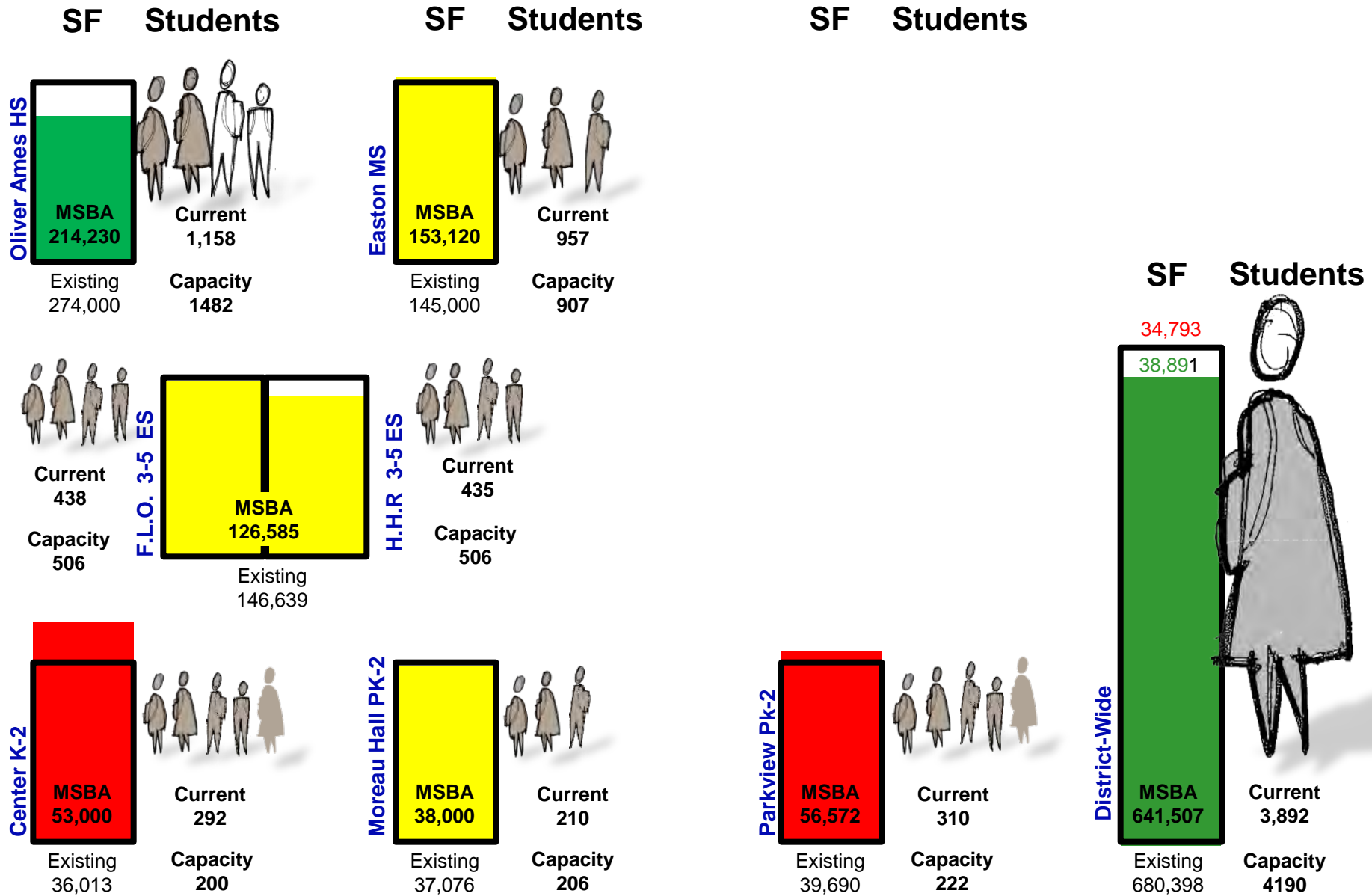
GREEN

- Classrooms: > MSBA Range
- Other: > 110% of MSBA Guideline



CAPACITY

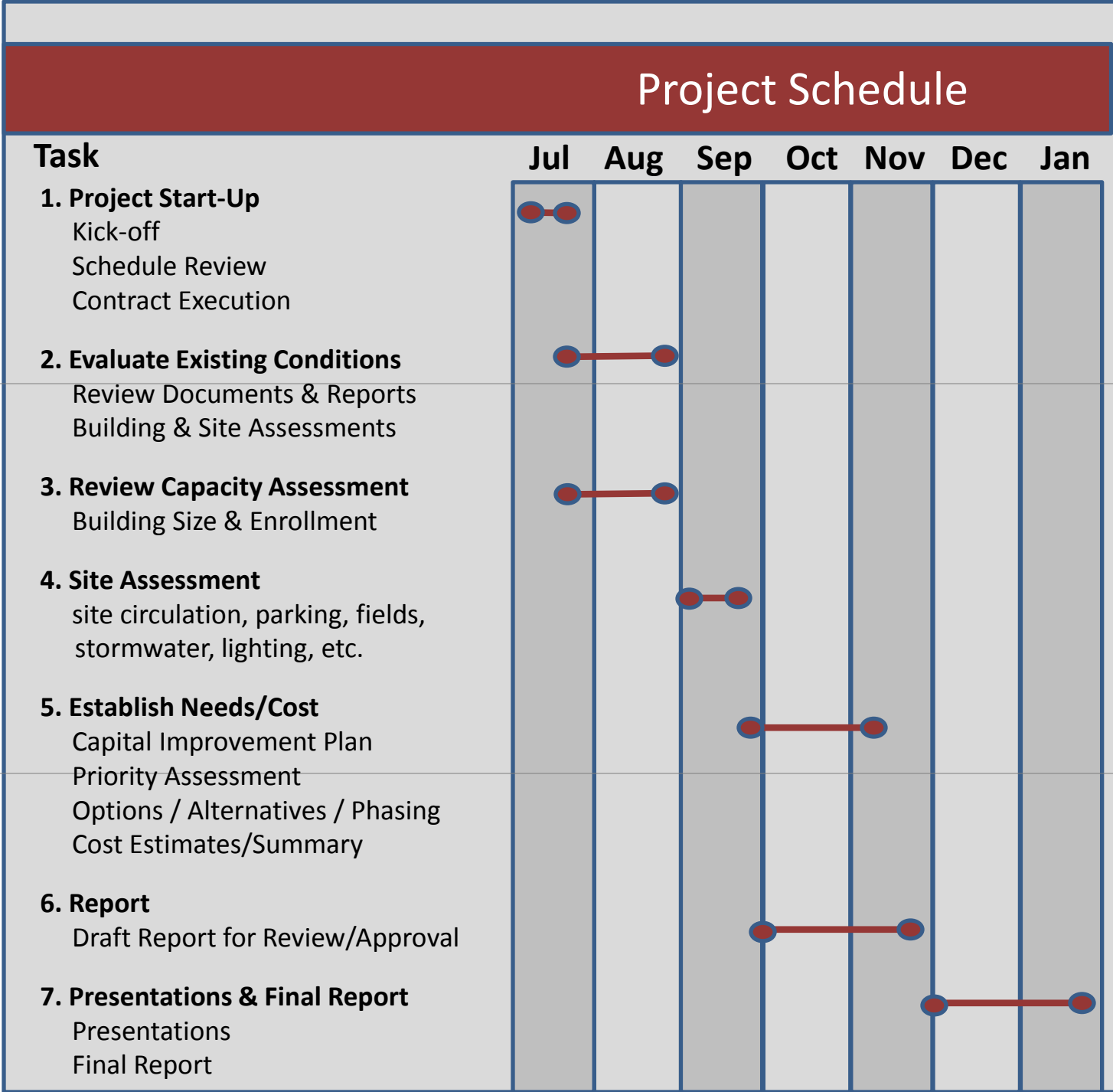
Based on Gross Square Footage



*bld. sq. ft. and enrollment per district information

Phase I Work Plan

Tasks and Schedule





Acton-Boxborough
United Way



Local Dollars for
Local Impact

ABUW COMMUNITY NEEDS ASSESSMENT

EXECUTIVE SUMMARY

JUNE 2015



CONTENTS

1. Overview and Introduction
2. Themes and Trends
3. Major Insights by Population Group

EXECUTIVE SUMMARY

PURPOSE OF THIS STUDY

- The Acton-Boxborough United Way has conducted a Community Needs Assessment in order to provide insight into the most pressing human service needs in our community, including those that are 'under the radar' and may not be the most widely recognized

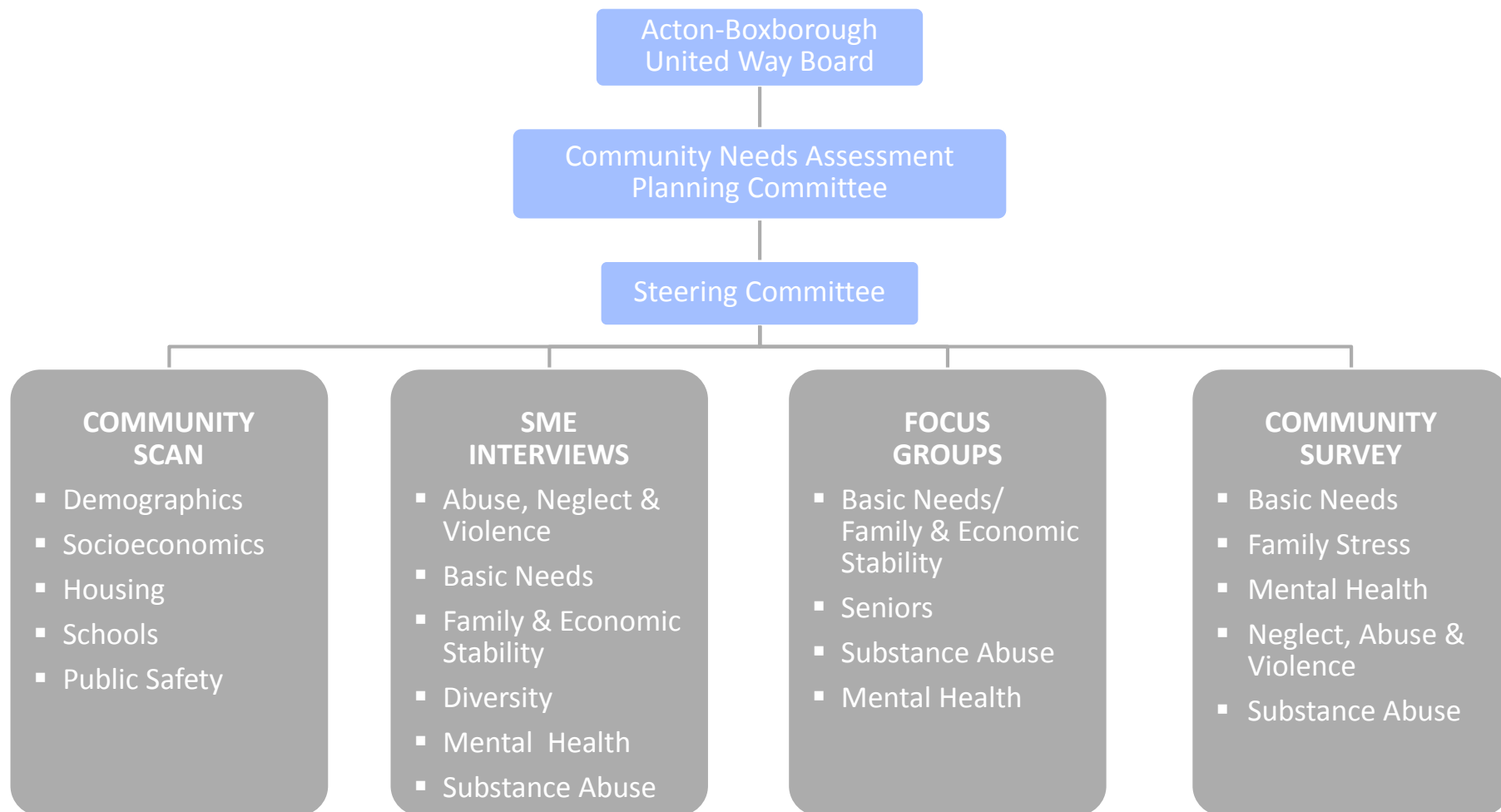
- ABUW encourages use of this study by our community:
 - ABUW will use this document to **inform our grant making, programmatic, and community activities**, to encourage collaboration around critical issues, and to consider appropriate strategic directions
 - Service providers and Town officials may **identify services** that need to be better publicized, new services that could be developed, and **opportunities for collaboration**
 - Residents should know that if you are struggling, **you are not alone**. Many community resources are available to you - the ABUW and many agencies are here to help
 - The broader community can **learn more about the very real challenges facing many of us**. The needs of our neighbors are often unnoticed or unrecognized. With awareness, we can build an even more compassionate and responsive community

- While the study is intended to highlight gaps and inadequacies, there is much to celebrate, including the **dedicated, competent and caring professionals and volunteers** who are committed to providing residents with the help they need

- To view the full report, please visit: <http://abuw.org/attachments/category/12/ABUW-CNA-2015.pdf>

EXECUTIVE SUMMARY

PROJECT STRUCTURE



EXECUTIVE SUMMARY

METHODOLOGY

- The Community Needs Assessment (CNA) was designed to identify the most pressing human service needs in Acton and Boxborough and the service network available to address those needs. Our comprehensive approach was designed to collect as much data and feedback as possible from multiple sources and perspectives

- Our Methodology:
 - **Formed Steering Committee** – 20 community leaders served as an advisory group and informational resource
 - **Focused our study** – With informed input from the steering committee, six service categories were explored: Abuse/Neglect /Violence, Basic Needs, Family and Economic Stability, Diversity, Mental Health, Substance Abuse; within four population groups: Children, Youth and Young Adults, Adults, and Seniors
 - **Community Scan** – Quantitative, replicable, mostly publicly available data in five categories: Demographics, Socioeconomics, Housing Statistics, Schools, Public Safety
 - **Interviews** – Qualitative discussions with select **Subject Matter Experts** (SMEs). ABUW conducted 19 interviews with 35 SME's
 - **Focus Groups** – Four topics were further investigated: Basic Needs/Family & Economic Stability, Mental Health, Substance Abuse, and Seniors. We gathered 24 local and state service providers to participate in these facilitated discussions
 - **Community Survey** – 658 Acton and Boxborough residents completed the on-line survey, a statistically relevant sample of the population. The survey was available in four languages and special efforts were made to include low-income residents

EXECUTIVE SUMMARY

PROJECT TEAM

- Community Needs Assessment Planning Committee
 - Patty Higgins - Community Needs Assessment Chair, ABUW Board
 - Alan Berko - Community Volunteer
 - Rachel Sagan - ABUW Executive Director
 - Ebit Speers - ABUW President

- Carlisle & Company Consultants
 - Ann Budner, Principal, Non-Profit Practice
 - Michael Lohfink, Principal
 - Stephen Murdock, Associate
 - Joy Sun, Associate

EXECUTIVE SUMMARY

THANK YOU

- ABUW wishes to thank the nearly 100 professionals, human service providers and volunteers who helped in the creation of the Community Needs Assessment
 - With the exception of Steering Committee members, whose names follow this page, individuals are listed in the relevant sections of the full report

- Successful completion of the CNA would not have been possible without:
 - The Steering Committee's guidance, leadership, and provision of valuable data
 - The professionals and experts in the human service arena who participated in interviews and focus groups
 - Group facilitators and note takers
 - Survey translators
 - Volunteers and organization staff who helped with distribution and survey completion
 - Survey distribution assistance from the Acton-Boxborough school administrators and the towns of Acton and Boxborough
 - Use of the Acton Police Department's meeting rooms

EXECUTIVE SUMMARY

STEERING COMMITTEE MEMBERS (1 OF 2)

Name	Title	Organization
1. Marie Altieri	Director Personal & Admin. Services	AB Regional School District
2. Andy Armstrong	Senior Minister	Acton Congregational Church
3. Mary Ann Ashton	Co-Chair	League of Women Voters
4. Jennifer Benson	State Representative	MA House of Representatives
5. Jarod Bloom	Partner	Sechrest & Bloom LLC
6. Kelley Cronin	Executive Director	Acton Housing Authority
7. Laura Ducharme	Community Resource Coordinator	Town of Acton
8. Les Fox	Selectman	Town of Boxborough
9. Katie Green	Selectman	Town of Acton
10. Bernadette Keegan	Program Administrator	AB Community Education
11. Marge Kennedy	Social Policy Chair	League of Women Voters
...		

EXECUTIVE SUMMARY

STEERING COMMITTEE MEMBERS (2 OF 2)

Name	Title	Organization
...		
12. Carrie Leggett	Social Worker	Acton Medical Associates
13. James MacRae	Veteran's Affairs Officer	Town of Acton
14. Elizabeth Markiewicz	Town Clerk	Town of Boxborough, ABUW Board of Directors
15. Cindy McCarthy	President	Danny's Place Youth Services
16. Lynne Osborn	Community Volunteer	English at Large, Acton Friends of COA
17. Carolyn Randolph	Outreach Committee	AB United Way
18. Warren Ryder	Chief of Police	Town of Boxborough
19. Michael Tobia	Chairman	Mt. Calvary Community Supper
20. Julie Towell	Pupil Services Liaison	AB Regional School District
21. Frank J. Widmayer III	Chief of Police	Town of Acton

EXECUTIVE SUMMARY

CONTENT

1. Overview and Introduction
2. Themes and Trends
3. Major Insights by Population Group

EXECUTIVE SUMMARY

THEMES – A CHANGING COMMUNITY

- A decade and a half into the 21st century, Acton and Boxborough are becoming more diverse, older, more expensive, better educated, and economically strong for many, but not all residents
 - The population has increased only modestly since 2000, but notable shifts indicate significant changes and challenges for meeting the human service needs of our towns
-
- The Acton and Boxborough communities are diverse
 - We are getting older
 - We are more educated
 - The top income level is better paid, with fewer middle income earners
 - Housing is more expensive
 - Our towns are economically strong overall, yet with vulnerable populations
 - Vulnerable residents include:
 - Senior citizens
 - At-risk teens
 - Young adults
 - Disabled residents
 - Veterans
 - Low-income adults and families
 - Limited-English speaking families
 - Highly mobile families

EXECUTIVE SUMMARY

THEMES – INFRASTRUCTURE ISSUES

- Infrastructure limitations are a significant and integral aspect of the findings in this report
- Barriers make it even more difficult to access services when residents need help

Housing

- Inadequate supply of affordable, handicapped accessible, and assisted housing
- Shelter is a struggle for vulnerable individuals and families, seniors aging in place, and the disabled

Transportation

- Residents without access to a car or who lack the ability to drive are less able to access services

Public Schools

- Increasing numbers of special needs children, more financially stressed families, more diversity
- Substance abuse and prevention, cyber bullying, mental health concerns complicate learning environment

Public Safety

- Substance abuse, especially opiate addiction and overdoses, mental illness, domestic violence and financial scams are prominent and daily public safety concerns

EXECUTIVE SUMMARY

THEMES – COMMON CHALLENGES ACROSS AGE GROUPS

- Multiple age groups reported similar challenges

Stress is a Big Concern

- When residents were asked about their greatest concerns, stress on young adults, children, and adults/parents were first, third and fourth respectively
- Paying for higher education was the second greatest concern

Isolation, Lack of Connection

- Isolation can be physical, emotional and social, and can be experienced at all age levels
- Isolation and disconnection lead to a host of other problems

Lack of Information

- Though the existing network is deep and broad in most areas, both residents and service providers expressed the need for more timely and comprehensive information about available services, and help accessing them

Difficulty Seeking Help

- Residents don't seek help when they need it due to stigma or shame, cultural barriers, fear of losing independence, not knowing where to turn, or/and difficulty navigating the system

EXECUTIVE SUMMARY

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1. Overview and Introduction
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3. Major Insights by Population Group

EXECUTIVE SUMMARY

CHILDREN – GENERAL FINDINGS

- In this study, we consider children to be from birth through elementary school age
- Birth rates nearly halved in Acton and dropped by a third in Boxborough from 2000 to 2013
- School age numbers have declined steadily since 2011, but more students now require special education services



Primary Areas of Concern

Challenges at school

- Increased special needs
- Language/cultural considerations

Technology concerns

- Managing negative exposure
- Can be source of stress for both children and parents
- Stress from technology is the 8th highest ranked concern for residents

Child care challenges

- Working poor and single parents
- Special needs children

Barriers to Accessing Help

Parental perplexity

- Lack of parenting support and education
- Emerging risks change quickly

Insufficient, poorly funded services

- Lack of affordable, high quality child care options
- Lack of pediatric medication providers, including child psychiatrists

Dual language learners

- Can have trouble accessing social services
- Can find it hard to get involved in school and community activities

EXECUTIVE SUMMARY

CHILDREN – SPECIFIC FINDINGS

Challenges at School

Increasing special needs

- More children with ADD/ADHD
- More anxiety diagnoses
- More Autism Spectrum Disorders

Language/cultural considerations

- More elementary age English Language Learners (ELL)
 - Over 6% in Acton, nearly 3% in Boxborough
- Asians comprise about 1/3 of the elementary students

Technology Concerns

24/7 availability

- Can lead to incessant social pressure
- Exposure to constant media influences, cyber risks, and bullying, even for young children

Can be invasive and isolating

- Increasingly younger children have Internet access
- Parents unsure how to stay connected with children, manage their exposure and protect from cyber risks

Child Care Challenges

Child Care Voucher program

- Long waits for limited spaces
- Insufficient aid

Before and after school care

- Enrollment in high demand
- For disabled children, programs are expensive and underfunded

Affordable summer camperships

- Crucial for working families
- Scholarship requests up

Lack of transportation

- Greatly impacts child care access

Limited affordable options

- Unlicensed in-home care
- More grandparents watching young children

EXECUTIVE SUMMARY

TEENS – GENERAL FINDINGS

- In this study, we consider teens to be in grades 7-12
- Student populations have declined 7.9% at the junior high and 1.7% at the high school since 2008
- High stress and unhealthy coping are common concerns in this age population

Primary Areas of Concern

High stress levels

- Multiple sources of stress
- Ranked as top concern among residents
- Over half of residents don't know or are unsure where to find help

Mental health

- Increase in referrals
- Teen resilience declining
- Bullying is a persistent concern

Substance abuse

- Alcohol
- Cannabis
- Opioids/Heroin (see Adults – Findings)

Barriers to Accessing Help

Limited support and education for parents

- Hard to keep up with emerging risks
- Isolated, especially when in crisis

Limited mental health and substance abuse services

- Lack of psychiatrists and therapists to treat adolescents; long wait lists
- Lack of affordable treatment, especially inpatient and post crisis
- Insurance cost containment measures

Easy availability of alcohol, substances, less aversion to “hard” drugs



EXECUTIVE SUMMARY

TEENS – SPECIFIC FINDINGS

High Stress Levels

Multiple sources

- Academic, peer, extra-curricular
- Parental and family expectations, bi-cultural considerations
- Material (e.g., expensive technology, tutors)
- Social media

Teens may cope with stress in unhealthy ways

Substance Abuse

Alcohol and underage drinking

- Binge drinking called “epidemic”
- Flavored liquors appeal to underage drinkers
- A top concern for residents

Cannabis

- Decriminalized in MA
- Unregulated, more potent than in past
- Arriving by mail from legalized states

Opiate addiction (see Adults – Findings)

Mental Health

Increase in referrals and diagnoses

- ABRHS psych hospitalizations doubled last year, on track to exceed that number in 2014/15
- Over half of MSPP referrals in first six months were for teens
- Anxiety, depression disorders, self-injury (e.g., cutting), eating disorders, suicidal thoughts

Teen resilience and parenting issues

- Teens less able to handle stress and disappointment
- Parents often unwilling to allow child’s failure/mistakes
- Parents struggle to keep pace with quickly changing risks and help children build resilience

Bullying

- Invasive, non-stop nature of on-line bullying
- Easy escalation into crisis

EXECUTIVE SUMMARY

ADULTS – GENERAL FINDINGS

- In this study, we consider adults to be ages 18-64
- Special consideration is given to young adults in this section, considered to be ages 18-25
- Although legally adults, young adults are often still supported financially by and living with their families



Primary Areas of Concern

Substance abuse

- Opiates/heroin abuse top concern with professionals
- Overdoses increasing
- Treatment difficult and limited

Mental health

- Rise in involuntary psychiatric hospitalizations
- Anxiety and depression are among residents' top 10 concerns

Young adults, ages 18 to 25

- Difficult to reach and assess
- Especially vulnerable to substance abuse
- Few services or institutions that serve this population specifically

Barriers to Accessing Help

Personal reasons

- Shame, stigma, fear of consequences
- Denial by abusers and family
- Distorted thinking is part of addiction

Lack of services

- Financially strapped facilities
- Relapses rarely covered by insurance
- Inadequate number of in-patient beds
- Inadequate non-emergency, preventive, and affordable care for ongoing issues

Specific to young adults

- Age group can lack strong connections, relationships
- Parents can't access their child's health records without their child's consent

EXECUTIVE SUMMARY

ADULTS – SPECIFIC FINDINGS

Substance Abuse

Opiates an acute problem

- Quick escalation from prescription opiates (painkillers, Oxycontin, Percocet) to heroin addiction
- Heroin is cheaper and readily available
- Formerly urban problem now in suburbs
- Alarming spike in occurrence

Overdoses (OD's)

- Caused by illegal and prescription drugs, often opiates
- Adults over age 25 have overdosed most, some intentionally
- Since January 2012, 40 Acton OD calls resulting in 5 deaths
- Since 2012, 7 non-fatal Boxborough OD's

Treatment

- 30-40% of hospital inpatients are substance abusers with mental health issues
- Typically 3-7 days in the hospital to detox only
- Patients released with little community or home support

Mental Health

- Spike in involuntary psychiatric hospitalizations
 - Frequent repeat hospitalizations
 - Patients released without sufficient follow-up help
 - Police are starting to partner with mental health experts
- Adult stress is a top concern of residents

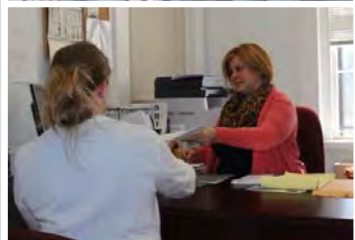
Young Adults, Ages 18-25

- High school graduates not in college and/or unemployed are disconnected from services
- High risk group
 - Drug dealers target this age group, not necessarily those in college
 - 10 Acton overdoses for this age group since 2012
 - Population is difficult for service providers to reach
 - HIPAA rules prevent parents from obtaining a child's medical records or from directing their care after the age of 18, except in certain situations

EXECUTIVE SUMMARY

FAMILIES – GENERAL FINDINGS

- Like the towns' general populations, families are now more diverse in terms of culture, language, and make-up
- Economically vulnerable families comprise over 1/5 of our population, despite the two towns' increasing wealth



Primary Areas of Concern

High stress

- Higher education costs and other financial concerns
 - Residents rank higher education costs as their second greatest concern
- Intergenerational concerns

Vulnerable families

- Housing, rent, food, other monthly bills are particular concerns for these residents
- Veterans
- Mobile and economically unstable families
- Domestic violence rates remain significant

Barriers to Accessing Help

Red tape and bureaucracy

- Difficulty navigating state/federal regulations
- Complex laws and aid requirements

Limited availability

- Housing
- Transportation – most difficult for vulnerable families without a car
- Child care (see Children – Findings)

Cultural challenges

- Multiple languages and cultures
- Service provision more difficult

Financial woes

- High portion of income spent on housing
- Difficulty planning for long-term needs like higher education

EXECUTIVE SUMMARY

FAMILIES – SPECIFIC FINDINGS

Sources and Effects of Stress

Financial stresses

- High cost of living, higher education/debt
- Working two jobs to make ends meet

Intergenerational concerns

- Caring for children and aging parents, “sandwich generation,” ranked as fourth highest source of stress among residents
- “Boomerang” children, living at home into 20’s

Vulnerable Family Issues (1)

Veterans

- Increasingly asking for help with basic needs

Mobile and economically unstable families

- Children less ready to enter school
- Schools spend more time case managing

Domestic violence

- Over 200 Acton cases in 2014, 30 Boxborough cases in 2013

Vulnerable Family Issues (2)

Difficulty meeting basic needs

- Financial challenges
 - 20+% of households earn less than \$50k per year
- Housing challenges
 - Median house price 2-3x national average
 - Lack of affordable rental housing/greater percent of income covering rent
 - 3 year wait list for 2-bedroom Acton Housing Authority unit
 - 22.8% of Acton households qualify for state-aided housing
- Transportation challenges
 - Impede access to high quality food, medical care, social services, community and family supports, employment, school involvement
- Food and necessity challenges
 - Food insecurity
 - Trading off necessities due to finances
 - Free and reduced lunches have tripled in elementary schools since 2009

EXECUTIVE SUMMARY

SENIORS – GENERAL FINDINGS

- In this study, we consider seniors to be ages 65 and older
- From 2000 to 2013, the Acton senior population rose 49% and the Boxborough senior population rose 152%. Most are “aging in place”
- Seniors are one of the population groups in both towns with the highest rate of poverty

Primary Areas of Concern

Infrastructure issues

- Housing
- Transportation

Health issues

- Physical
- Mental/emotional

Safety issues

- Frauds/scams
- Hoarding

Financial issues

- Fixed and low income
- Services unaffordable

Barriers to Accessing Help

Limited housing

- AHA has a 4 year wait list for senior units
- More supportive housing options needed

Financial management services

- Very limited services
- Unaffordable on fixed income

Services inflexible

- Meals on Wheels, home care and nursing programs often time limited
- Insurance coverage is spotty
- Medicare pays only for strict definition of medical necessity
- Seniors also reluctant to ask for reduced rates



EXECUTIVE SUMMARY

SENIORS – SPECIFIC FINDINGS

Infrastructure Issues

Housing options and supports very limited

- Needed for aging-in-place, independence
- Very few affordable at-home service options

Transportation very limited

- Not flexible, requires advance reservations
- Limited assistance for disabled
- Limited access for out-of-town appointments
- Acton recently approved fixed route van service
- Boxborough COA offers volunteer drivers

Health Issues

Medical complications

- Memory loss/dementia
- Medication management

Depression and isolation

- Contributor to self-neglect, hoarding
- Alcoholism, overuse of pain meds a concern
- Caretaker-spouses profoundly affected

Reluctance to seek help

- Cannot force help if senior is mentally competent

Safety Issues

Scams increasingly victimize seniors

- Lower computer literacy a factor
- Banks, outside helpers identify victims, alert police

Hoarding increasingly recognized as a problem

- Denial is typical; health and safety issue
- Service providers do not have a protocol to deal with it

Financial Issues

Low and fixed incomes

- Housing and food a frequent struggle
- Seniors represent a large portion of food pantry and community supper attendees

Support services not affordable

- Help is needed with home chores, paperwork, paying bills, and adult day care



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Superintendent's Office
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

8.0

Glenn A. Brand, Ed.D.
Superintendent of Schools

To: Acton-Boxborough Regional School Committee Members

From: Glenn A. Brand

Date: 9/11/15

Re: FY16 Superintendent's Revised Performance Goals

Please find attached a revised copy of my proposed FY16 performance goals. All of the goals remain consistent and unchanged from the first draft, which was presented to you at your September 3rd meeting, with the exception of my student learning goal. Based on some of the feedback obtained regarding this goal, I have decided to revise elements of this proposal. The changes attempt to more specifically focus the area of examination surrounding the support for student services as it relates directly to the activity at the building level for both regular and special education students.

It is my belief that the positioning of this goal remains aligned with the spirit and expectations of the educator evaluation system in its ability to be specific, measurable and related to student learning at the level that I can directly impact the work of the district. The focus here relates to identifying the current activity in our schools around systems of support for our students with an outcome that will be directly related to, and in support of, the learning of students in our school system.

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**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
SUPERINTENDENT PERFORMANCE GOALS
2015-16 SCHOOL YEAR
GLENN A. BRAND**

GOAL STATEMENT	STRATEGIES	TIMELINE
<p><u>Professional Practice Goal#1:</u></p> <p><i>MASS/DESE New Superintendent Induction Program (NSIP) - during the 2015-16 school year I will participate in year two of the three year NSIP program.</i></p>	<ul style="list-style-type: none"> i. Attend all content days over the course of the school year and complete all assignments. ii. Complete as many 'coaching' days/sessions as possible with Dr. Kingston. iii. Apply and institute as many tools and strategies to my work here in the ABRSD. 	<p>Ongoing</p>
<p><u>Professional Practice Goal#2:</u></p> <p><i>Meeting Management & Productivity – during the course of the upcoming school year I will work towards improving my direct efforts in maximizing productivity of leadership team meetings through focusing on meeting planning, execution and follow-up strategies.</i></p>	<ul style="list-style-type: none"> i. Explore various management and leadership readings to learn about strategies associated with highly effective meeting management. ii. Introduce and explore the use of various strategies within meetings. iii. Create an online portal that allows for the collection of relevant meeting agendas, minutes and action plans. iv. Gather feedback at both the midway and end of the year to help inform the overall degree of success. 	<p>Ongoing</p>
<p><u>Student Learning Goal:</u></p> <p><i>Student Support Services –in conjunction with the Interim Director of Pupil Services, Director of Special Education & Director of Curriculum & Assessment I will coordinate a review of our district's student support service practices across each of our schools related to the services students PreK-12 receive in both our regular and special educational settings. Using the framework of the Massachusetts Tiered System of Supports (MTSS) this review will more closely examine</i></p>	<p>Develop an ad hoc committee to:</p> <ul style="list-style-type: none"> i. Develop a methodology for assessing the current supports and interventions in the district in our schools. ii. Study and review the current state of curriculum accommodation planning and identify recommendations for improvements. iii. Gather and examine current data with our TATs including a focus on their strengths, weaknesses and overall satisfaction. iv. Develop an effective way in which to understand the 	<p>Committee Formed By October 1</p> <p>Review Completed By January 30</p> <p>Report and recommendations completed by end of March</p>

<p>the following:</p> <ul style="list-style-type: none"> • The current approaches taken to the modification of the curriculum within the regular education setting including a focus on the use of the district and school curriculum accommodation plan (s); • A review of the strengths, weaknesses and overall satisfaction with our teacher-assistance teams (TATs); • The district's current capacity for supporting inclusionary practices of students with specialized needs within the regular educational setting. 	<p>state of inclusionary practices throughout the district and what is needed in order to further support the inclusion of students with specialized needs in the regular educational setting.</p>	
<p><u>District Improvement Goal #1</u></p> <p><i>District Strategic Plan</i> - by the end of the current school year I will oversee the development of a new strategic plan for the district that clearly sets out our priorities for the next three years.</p>	<ol style="list-style-type: none"> Continue to work with the District Leadership Team (DLT) on identifying emergent priorities from the Superintendent's Entry Plan Report. Develop a plan to engage first the faculty and staff and then the broader community in the vetting process of identifying priorities. Hold a variety of community forums that allow for input into the priorities and emerging strategic objectives. Construct the district's new strategic plan that includes expectations around district & school alignment, strategic initiatives and forms of measurement and evaluation. 	<p>Priorities Established with Leadership Team By End of October</p> <p>Faculty/Staff Engagement November</p> <p>Community Forums November/December</p> <p>Strategic Plan Completed By May 1</p>
<p><u>District Improvement Goal #2</u></p> <p><i>Focus on Future School Needs</i> – Establish a transparent process that helps identify and creates a</p>	<ol style="list-style-type: none"> Form an inter-town and school district committee that will become the Future School Needs Committee. Arrange for a number of presentations from the 	<p>Call for Volunteers Late September & committee formed by first of October</p>

<p>broader understanding of the short and long-term capital and building-related needs both within the district and at the municipal/town level.</p>	<p>firm completing the district's Existing Conditions Study at both School Committee and other community-based meetings.</p> <p>iii. Establish a specific section on the district's website that provides for the collection of information related to this area.</p>	<p>Presentations throughout the late fall and winter</p> <p>Final report presented in January with community forums thereafter</p>
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9.0

Glenn A. Brand, Ed.D.
Superintendent of Schools

To: Acton-Boxborough Regional School Committee
From: Glenn A. Brand
Date: August 28, 2015
Re: Central Office Restructuring Proposal

I am writing with regards to the position of Administrative Assistant to the Superintendent (hereafter referred to as the Administrative Assistant) and Secretary to the School Committee (hereafter referred to as Secretary). As this proposal affects you as a Committee and the Office of Superintendent, I am seeking your approval for a proposed restructuring to this role.

Currently, the above position is a shared position amounting to a 1.0 FTE. While there is not a specific breakdown or allocation that is intended to fulfill service to either the Administrative Assistant role or that of the Secretary role, it seems appropriate to suggest that the responsibilities are intended to be split with approximately half the time in service of both roles.

After a year in my role here in the district, and observing the current demands and expectations that are placed on this position, I firmly believe that the responsibilities for each of these roles is understaffed.

Background:

This position has remained in its current form of sharing responsibilities for the two areas of support to the Superintendent and School Committee for many years. Over time, the responsibilities for this position have greatly expanded including additional timely communication to the community via emails, newsletters and a dynamic website, as well as significant changes in state laws regarding reporting requirements and Open Meeting Laws. Also, due to growing demands in other areas, this support has spilled over into other parts of the Central Office. For example, currently the position assists the Director of Finance due to the fact that there is no dedicated support for that office. Although on paper there is supposed to be a 0.25 FTE allocated to administrative support to the Director of Finance, this has not been a reality due to the demands of the other responsibilities of Central Office. In addition, the position is responsible for all public records requests and the updating and maintenance of all School Committee policies by active participation in the policy subcommittee. Collectively, this amounts to the current position being split in many directions with a workload that far exceeds its capacity. This is problematic for the organization in that it compromises the ability to fully support the necessary functions for the School Committee as well as the Office of the Superintendent.

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As a result, I am recommending that the district re-structure these positions as outlined below. If supported, it will be important to review these staffing patterns and allocations later in the year to determine if the staffing is at the appropriate level.

Recommendation I: Executive Assistant to the School Committee

I am recommending that the School Committee approve the transition of the current Administrative Assistant to the Superintendent of Schools and Secretary to the School Committee to a position entitled *Executive Assistant to the School Committee*. This would be a 1.0 FTE position and work under the general direction of the Superintendent in collaboration with the Chair of the School Committee. Given the current personnel, I would recommend that Ms. Beth Petr transition from her current role to this position.

General Purpose: The Executive Assistant to the School Committee will serve to perform the duties and responsibilities in support of the School Committee and the governance of the Acton-Boxborough Regional School District.

Funding: This position would be funded through the reallocation of existing resources that fund the current position of Administrative Assistant to the Superintendent and Secretary to the School Committee.

Essential Duties & Responsibilities:

- i) *General Assistance to the Committee* – this position will assist the Committee in maintaining their operating policies, preparing and distributing all agendas and maintaining the Committee’s public presence including oversight of the Committee’s portion of the website.
- ii) *Recording Secretary for the School Committee* – this position will include the responsibility of attending the regular and special meetings of the Committee. In this role these tasks would include preparing and distributing postings, agendas, materials, minutes, records and follow-up actions. Posting subcommittee meetings and maintaining minutes of those meetings is also included.
- iii) *Liaison to the School Committee* – responds to inquiries directed to the Committee from the general public, other State agencies, municipal governments, Town departments and boards. Also works closely with the Administrative Assistant to the Superintendent & Director of Finance in the collection of materials for the School Committee’s packets.
- iv) *Keeper of the Records* – in the role of Executive Assistant this position will serve as the designated Secretary to the School Committee and Keeper of the Records. In this capacity, the Executive Assistant will also act on behalf of the Committee to comply with the requirements of Massachusetts Open Meeting Law and maintain records and process public record requests.

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Recommendation II: Administrative Assistant to the Superintendent of Schools & Director of Finance

I am recommending that the School Committee approve the creation of a position entitled *Administrative Assistant to the Superintendent of Schools* (Superintendent) and *Director of Finance* (Director). This would be a newly created 1.0 FTE position.

General Purpose: Under the direction of the Superintendent and Director of Finance, the Administrative Assistant will provide confidential secretarial and administrative support services.

Funding: For the FY16 fiscal year, funding will come through the salary savings from several different sources. This includes savings from the part-time (0.8 FTE) status of the Interim Director of Pupil Services (\$20,000) as well as savings from some veteran staff who left the district and were replaced with lower salaried staff (\$30,000).

Essential Duties & Responsibilities:

- i) *General Assistance to the Superintendent & Director -*
 - Assists with and or attends to administrative details and operations that flow through the Offices of the Superintendent & Director
 - Maintains and regulates appointment calendars and arranges and schedules meetings for the Superintendent & Director including committee meetings
 - Assist with creating memos, reports and presentations
 - Serves to assist in the communication efforts of the Superintendent both throughout the district as well as to the communities
 - Fields calls, inquiries and correspondence and assists in the management and routing of these
 - Manages the Superintendent & Finance department portion of the website
 - Assists in the planning and organizing of special events, assignments and related duties as assigned.

- ii) *Liaison to the Executive Assistant to the School Committee –*
 - Works closely with the Executive Assistant to the School Committee in collecting and providing materials for the School Committee's packets on behalf of the Office of the Superintendent.

I appreciate your consideration of this proposal and respectfully ask for your support.

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Acton-Boxborough Regional School Committee
Operating Protocols Draft 9/10/15

The Acton-Boxborough Regional School Committee recognizes the importance of our work to our students, families, staff and the communities of Acton and Boxborough. We strive to advocate for the Acton-Boxborough Public Schools and the support of public education, and view our roles as ambassadors of the District. Thus, we have formally established the following operating protocols to follow in our dealings with the Superintendent, Staff/Administration, and the general public.

The School Committee has established policies in the areas of School Committee Powers and Duties (BBA), School Committee-Superintendent Relationship (BDD), School Committee-Staff Communications (BHC), School Committee Member Ethics (BCA) and School Committee Member Authority (BBAA)¹. These outline the expected and appropriate roles of the School Committee and highlight duties, responsibilities and, importantly, the limits of those responsibilities in carrying out our work. All members shall be familiar with these policies and follow them while encouraging their fellow members to do the same.

The School Committee has high expectations for behavior at its meetings, in order to conduct our business in a professional, respectful, thoughtful and efficient manner.

We believe that School Committee members should be empowered to freely express their opinions, concerns and ideas in a climate of trust and mutual respect. While we don't expect to always agree, we do expect that we should always acknowledge the value of each individual member's contributions and work to disagree without being disagreeable. Effective yet efficient debate by members will help us to use our meeting time wisely.

We agree that individual School Committee members have no independent authority, only the committee as a whole has authority. When representing the Committee at meetings of other boards or groups, individual members must speak as individuals except when reporting a decision of the majority of the Committee.

The School Committee welcomes respectful, thoughtful input from the public in shaping Committee decisions; however, while our meetings are open to the public; they are not public meetings. Public participation is subject to Chapter 30A section 20g of the Massachusetts General Law and our School Committee Policy BEDH. We expect the public to follow our policy on public participation and allow the Chair the authority to enforce this policy.

¹ The letters in parentheses reference school committee policies available online at abschools.org.

Matters of concern by parents and guardians should be addressed by following the Parent Communication Map available at abschools.org. Town or community concerns that are within our purview will be addressed when appropriate and necessary, but not prematurely.

We strive to make our meetings as efficient as possible (beginning no earlier than 7:00 p.m. and ending no later than 10:00 p.m.) in order to be sensitive to the time commitments of staff, committee members and of the public. This may entail:

- Adding meetings in order to address topics requiring lengthy discussion;
- Limiting the number of agenda items at a particular meeting;
- Delaying discussion on certain issues;
- Discouraging the use of the addendum to our meeting packets for more than short, routine matters or minor updates.

We aim to avoid surprises at our meetings and will work to maintain focus on our goals and priorities. Questions and concerns should be communicated as early as possible before a meeting. Except in emergency situations, the School Committee will refrain from addressing issues that have not been previously brought to the attention of the Chair and/or Superintendent.



MINUTEMAN
A REVOLUTION IN LEARNING

13.8.1

August 28, 2015

Ms. Katie Green
Board of Selectmen
472 Main Street
Acton, MA 01720

Dear Chairman Green and Members of the Board:

I am writing to clarify what appears to be some confusion or misunderstanding about plans for a new Minuteman High School which were unanimously endorsed by the Massachusetts School Building Authority (MSBA) on August 6. I am addressing comments first reported in the Concord Journal on August 3 in an article titled "Minuteman school fight hits Sudbury" and reprinted the following day in the MetroWest Daily News in an article re-titled "Sudbury finds some allies in Minuteman school fight." The article, written by Brittney McNamara, reported on a district-wide meeting hosted by the Sudbury Board of Selectmen.

While I applaud the spirit of Selectman Len Simon's declaration to find a common path forward for the building project, I am compelled to provide some clarification regarding several critical aspects of the discussion:

School Size

It appears that some town officials are still unclear about why we are proposing to build a new school with a design enrollment of 628 students. The number is based on data that was discussed at multiple public meetings. We came to the number, over time, based on our comprehensive review of enrollment trends, labor market data on occupational demand, the specific needs of the career programs we are offering, and input from our member towns, among other factors. In our expert opinion, 628 is also the smallest sized school that allows us to retain the quality of education our communities expect. This size will result in a lower per student operating cost. Further, MSBA's staff and board of directors have indicated that a school of 600 students is the **smallest** they would commit state funds to.

For those seeking a more detailed answer, we have prepared a two-page document outlining how we reached 628. That document can be found on the School Building Committee page under "Latest Updates." See <http://minutemanschoolbuilding.org/>

Out-of-District Students

Minuteman High School has a long, rich history of welcoming students from outside the 16-town district. Benefits of welcoming out-of-district students include: a contribution to operating costs through out-of-district tuition, improved student diversity, and allowing the school to offer a wider range of career paths and electives. For a period in the 1990s, more than 60% of the school's student body came from outside the district. This past year, we were at 43%.

Since I arrived at Minuteman eight (8) years ago, we have been hearing concerns from officials in our member towns that Minuteman was relying too heavily on out-of-district students at the same time the Commissioner of Education was reducing out-of-district tuition rates. We listened and responded. As a direct result, we reduced the size of the planned school, downsized enrollment to 628 students, and initiated plans to more effectively recruit within the district's 16 towns. We conservatively project that more than 500 of the 628 students will be from within the district within a few years of the project's completion.

Change in Regulations

At the same time we were downsizing the school, we were working with the Department of Elementary and Secondary Education (DESE) to allow a capital fee be imposed on towns sending out-of-district students. I personally advocated for this change. Up until now, non-member communities paid the state-established tuition fee only, but they were not responsible for paying a share of capital construction costs for the new school. The Minuteman School Committee and I agreed with member town officials that that placed an unfair burden on taxpayers in our member towns. This concern has been fully addressed.

On February 23, 2015, the Board of Elementary and Secondary Education approved revised Chapter 74 regulations. These regulations include a provision allowing a capital fee be added to the base tuition rate set by DESE. Putting it bluntly, non-member communities no longer get a "free ride" when it comes to capital expenditures.

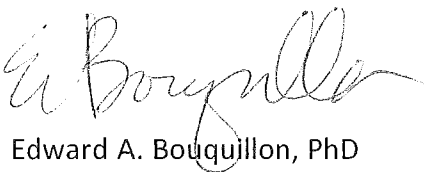
Minuteman's Involvement Moving Ahead

Minuteman would like to be included in future discussions with select boards so that we can discuss the facts and keep misinformation to an absolute minimum. In this regard, Minuteman School Committee chair Jeffrey Stulin and School Building Committee chair Ford Spalding will be in touch soon to inform you of meetings they are arranging to discuss the project and seek your input.

Over the next ten (10) weeks, I will be concentrating my efforts on the design phase of the project and will be meeting with students, parents, staff, business people, and community leaders. I personally welcome the input of all community members, including members of your Board, in providing productive ideas to our Design Team.

Thank you for your support of Minuteman High School and our students.

Very truly,



Edward A. Bouquillon, PhD
Superintendent-Director

cc: Town Administrators/Managers
School Committee Chair ✓
Minuteman School Committee Members



**Pathways to
Success**

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Interest Exploration

Self Discovery

Grade 9-12

Build Your Future

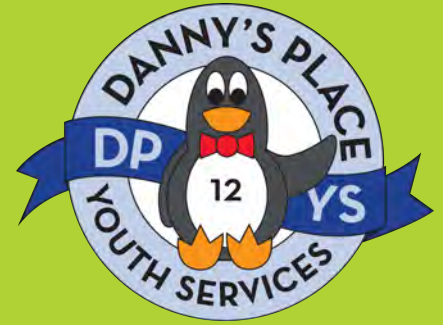
choices...careers...connections

Mondays 6:30-8:00pm

Oct. 5, 10; Nov. 2, 16, 30; Dec. 12; Jan. 5, 25, Feb. 8, 22, Mar. 7, 21, April 4, 25
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14.1

Glenn A. Brand, Ed.D.
Superintendent of Schools

To: Acton-Boxborough Regional School Committee Members
Date: September 11, 2015
Re: School Committee Liaisons to Individual Schools

In an effort to expand the connections between our schools, the School Committee and our communities, I would like to revisit a previous structure that was in place in the district a few years ago that included School Committee liaisons "assigned" to each school.

Overview:

The ABRSD will have one School Committee member for each school as well as the pre-school, with the exception of the high school which will have two. The SC Chair will not serve as a liaison. The purpose of this liaison is to serve as a representative from the School Committee to each school and its community.

Appointment:

The School Committee shall establish a liaison for each school through a discussion at a public meeting and a vote of appointment. A liaison cannot be appointed to a school at which they currently have a child enrolled. The appointment would be for a one-year term. Based on discussion at the meeting on 9/3/15, I would like to suggest the following liaisons:

Blanchard – Maria Neyland	Conant – Deanne O'Sullivan
Douglas – Mike Coppolino	Gates – Kathleen Neville
McCarthy-Towne – Mary Brolin	Merriam – Paul Murphy
Huebner Preschool – Brigid Bieber	RJGJHS – Diane Baum
ABRHS – Amy Krishnamurthy and Maya Minkin	

Responsibilities:

- Meet with the building principal /Director of Pre-School minimally two times per year. This meeting would serve to allow the School Committee member the opportunity to learn about the various programs and services offered in the school.
- Connect with the PTO and School Councils at each school and offer to attend meetings to provide district updates.
- Attend school events as practicable to represent the School Committee.
- Report at School Committee meetings periodically about news, events or activities at the school.

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