



Acton-Boxborough Regional
School Committee Workshop

July 16, 2018

5:00 p.m.

Superintendent's Conference Room 13
Administration Building

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) WORKSHOP

Superintendent's Conference Room #13
ABRSD Administration Building

July 16, 2018
5:00 p.m.

AGENDA

1. **Call to Order**
2. **Chairman's Introduction** – *Diane Baum*
3. **Statement of Warrants & Approval of Minutes**
 - 3.1. Meeting on June 21, 2018
4. **Recommendation to Approve Bus Lease between ABRSD and New England Transit Sales, Inc. – VOTE**
5. **ANNUAL WORKSHOP**
Dorothy Presser/MA Association of School Committees (MASC) Field Director
 - 5.1. Roles and Responsibilities of the School Committee and Superintendent
 - 5.2. Review of ABRSC Operating Protocols
 - 5.3. ABRSD Strategic Plan Overview
 - 5.4. School Committee Goals and Next Steps
 - 5.5. 2018-2019 Subcommittee Structure and Assignments
 - 5.5.1. 2017-2018 Subcommittees and Assignments with memo (*6/21/18 meeting*)
 - 5.6. Informal Mentoring for New Members
6. **FYI**
 - 6.1. Minutes from School Committee Workshops on 7/11/17 and 6/29/16
 - 6.2. Related School Committee Policies
 - 6.2.1. School Committee Legal Status, File: BB
 - 6.2.2. School Committee Powers and Duties, File: BBA
 - 6.2.3. School Committee Member Authority, File: BBAA
 - 6.2.4. School Committee Officers, File: BDB
 - 6.2.5. School Committee – Superintendent Relationship, File: BDD
 - 6.2.6. School Committee Policy Development, File: BG
 - 6.2.6.1. Policy Implementation, File: CH
 - 6.2.7. School Committee – Staff Communications, File: BHC, GBD
 - 6.2.8. Use of Electronic Messaging by School Committee Members, File: BHE
 - 6.3. Ethics
 - 6.3.1. State Required Ethics Training (*do every 2 years*) <http://www.mass.gov/ethics>
 - 6.3.2. School Committee Member Ethics Policy, File: BCA
 - 6.3.3. Committee Member Conflict of Interest, File: BCB
 - 6.3.4. Summary of Conflict of Interest Law (*read every year*), *State Ethics Commission*
 - 6.4. Open Meeting Law reference material
<https://www.mass.gov/service-details/open-meeting-law-educational-materials>

6.5. Final 2018-2019 School Calendar

7. Adjourn

Next Meetings:

ABRSC, Thursday, August 23, 7:00 p.m. in the Junior High Library (packet posted August 17)

ABRSC, Thursday, September 6, 7:00 p.m. in the Junior High Library (packet posted August 31)

Posted on July 10, 2018 at 5:00 p.m.

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

Library
R.J. Grey Junior High School

June 21, 2018
7:00 p.m.

Members Present: Diane Baum, Michael Bo, Mary Brolin, Adam Klein, Ginny Kremer (7:05 p.m.), Tessa McKinley, Maya Minkin (7:22 p.m.), Paul Murphy, Angie Tso, Eileen Zhang
Members Absent: Amy Krishnamurthy
Others: Marie Altieri, Dawn Bentley, Deborah Bookis, Bill McAlduff, Beth Petr

1. The ABRSC was called to order at 7:00 p.m. by Chairperson Diane Baum.
2. **Chairperson's Introduction**
 - 2.1. Elementary Student String Ensemble Performance
Mark Hickey presented a group of about 20 elementary school musicians and their teacher Katherine Green, who treated the Committee to several songs. This was done in appreciation to the Committee for their ongoing support of this program that began 3 years ago. Mark was also thanked for his 25 years of dedication to the district and students as he retires at the end of the month.
 - 2.2. Interim Superintendent Bill McAlduff was thanked by the Committee for his experienced and wise leadership this past year.
3. **Staffing Update – Marie Altieri**
Congratulations were extended to the district's 27 retirees, the largest number ever. A party was held last week for all. Marie reviewed the turnover in administration. They have been very busy hiring 35 – 40 new teachers for next year. An in depth staffing report will be provided for the August 23rd School Committee meeting.
4. **Public Participation**
Steve Ballard spoke from the audience and welcomed the new chairperson and incoming superintendent. He asked that they keep in mind the separation of power between the School Committee, principals, administrators and the two Towns' officials as they put together the subcommittees and assignments for the new year.

High School student Michael Cheng, a new representative to the School Committee, thought that the School Committee did a good job given the circumstances. He advocated for a stronger voice for the students in Committee discussions, and asked how progress on Challenge Success would be measured.

Another student representative to the School Committee, Arnav Mehra, introduced himself and said that the third representative will be Betty Markman. Arnav wanted to comment on the 2018-2019 School Improvement Plans but due to time, he chose to address midyear reform and the midyear assignment calendar. He stated that many students during finals week do not get enough sleep, have too much caffeine and are under much stress. He advocated for increasing the study days from 3 to 4 so teachers can review more and it would be a buffer for students. The Chair thanked the students for their input.
5. **Special Education Parent Advisory Council (SEPAC) Update – Amanda Bailey**
Membership recently voted to change their name to SEPAC (from SpEdPAC). Amanda reviewed some of the 2017-2018 goals including their work toward access and inclusion,

more efficient and effective communication, and parent support/education. A followup survey will be done in 2018-2019. The SEPAC newsletters reach 1300 families. New Co-Chair Carrie Weaver will be working with Amanda this year.

6. **New Superintendent's Entry Plan – Peter Light**

Mr. Light presented a broad overview of his entry plan for the ABRSD. The final version will be brought to School Committee at their August meeting. Periodic updates will be given from September - January with a report of entry findings in January 2019. The New Superintendent Induction Program (NSIP) will assist him with his plan. He has enjoyed meeting with many staff members and attending several wonderful events already. Bill McAlduff told the School Committee that completion of this entry plan is some of the most important work that they will do with their new Superintendent.

7. **Preliminary 5 Year Capital Plan DRAFT – Bill McAlduff**

Bill McAlduff was excited to present this report because it outlines how the district will move forward with their 5 Year Capital Plan. Creating this Plan was a goal for the 2017-2018 school year. The Report consisted of a summary of coded projects and costs for each year of the plan, as well as a second document providing details and a description of each project. This work began with the Dore & Whittier Phase I Capital Improvement Plan (CIP) in April 2017 that resulted in a \$14.1 million priority list of capital projects.

Bill emphasized that this is a draft, first look at the plan. The vision is that the internal working group of JD Head, Peter Light, Dave Verdolino and Marie Altieri, plus one elementary principal and a secondary principal, will be the primary group. They will reach out to the Senior Leadership Team (SLT) after reviewing this plan to determine what priorities may need to be changed over the 5 years. They will also see if the bundling of work projects makes sense, as well as the construction sequencing. This will be done during the first part of the summer. Revisions will be shared with the School Committee's Budget/Capital subcommittee. At that point, it would go to the Acton and Boxborough Finance Committees for feedback, and then back to the Budget/Capital subcommittee for further feedback and final changes. At that point, the Budget/ Capital subcommittee would bring their recommendation to the School Committee for final approval. The focus should be on the FY20 year because the capital part of the budget will go through this process annually and will be the next year's capital list approved by the School Committee in the beginning of October and then the School Committee and staff will work on the remaining part of the budget after that capital part is decided on. At that point, they the move on to the FY21 year, etc. to see if priorities have changed. This will involve a lot of processing, discussion, revising, and then adding a fifth year. When the preferred solution for the building project is decided, that will have a large influence on the reviewing of the plan. This process will continue on a yearly basis.

Members thanked Bill and staff for the detailed proposed plan. Initially the cost figure was \$120 million and now it has been reduced to \$14 million. Bill explained that over the past 2 years the staff worked with Dore & Whittier fine-tuning the projects and better understanding them. They created a different classification system. Staff also realized that some of the identified projects could be done in-house and that would save money. There were some pricing concerns that some estimates were too high. Some work was already scheduled and budgeted for, so all of those situations brought the total down from the original \$120 million. Bill suggested that newer Committee members who have detailed questions might want to meet with JD Head for further clarification.

A member suggested that projects that have phasing steps be marked as such. Another member was very appreciative of the report stating that the Committee has asked for

something like this for years. Regarding the accuracy of the numbers, Bill explained that Dore & Whittier was very conservative in their estimates. General costs were based on current times so inflation has to be factored in. Forty five percent of the projects were “soft costs” that were added in. Each year that the Plan goes out, estimates will be reviewed and revised. It was noted that JD Head is also planning to take advantage of the state’s Accelerated Repair Program for some of the work.

8. **FY18 Year End Financial Status Update – Bill McAlduff**

At the last meeting, Dave Verdolino predicted a \$1 million end of year surplus, but after reviewing all the numbers, the figure is now \$1.7 million. Because of a very favorable bid for paving, the district encumbered the \$125,000 in the CIP and the Blanchard paving money as the company can begin by the end of June. Funds for a couple of other pieces of equipment have also been encumbered. Bill McAlduff asked for the Committee’s consensus for the additional paving using FY18 funds of \$50,000. He requested another \$50,450 for the Central Office relocation, mostly related to technology cabling and equipment for the final security plan for the Administration building. These proposed uses would leave approximately \$1.3 million that would go to E&D bringing that balance to \$3.8 million. This percentage would now be 4.2%, close to the maximum of 5%, and would replenish the \$575,000 used for FY18 for the tier 1 bussing and feasibility study.

There was consensus from the Committee that the Administration should proceed with these plans. A member noted that this helps the 2018-2019 budget if unexpected issues come up and it also accelerates our capital work.

9. **School Building Committee Update – Mary Brolin**

9.1. Draft Minutes of meeting on 5/9/18

9.2. Recommendation to Approve Revisions to School Building Committee Membership including Change in Superintendent – **VOTE**

Mary Brolin reviewed the proposed changes to the Building Committee.

Angie Tso moved, Tessa McKinley seconded and it was unanimously,

VOTED: to approve the revisions to the School Building Committee membership

Diane Baum reported that Pam Nourse has been reappointed to another 3 year term on the Minuteman Tech School Committee. Tours are being offered of their new building project. Diane suggested that the Building Committee might contact Ford Spaulding if interested.

10. **FY19 School Improvement Plans – Bill McAlduff**

10.1. Memo Regarding Superintendent’s Approval of Improvement Plans

10.2. School Improvement Plans from the 8 Schools

10.3. FYI: School Councils Policy File: BDFA

10.3.1. Procedures: School Improvement Plan, File: BDFA-R-1

10.3.2. Submission and Approval of the School Improvement Plan, File: BDFA-R-2

10.3.3. Conduct of School Council Business, File: BDFA-R-3

Bill McAlduff is reviewing the plans and will send the School Committee a memo regarding the approval process next week. Plans must be approved by July 1. He asked for comments to be sent to him by the end of the weekend. He provided copies of the policy and procedures because he is going to recommend to Peter Light a different process for developing the School Improvement Plans. For example, Bill thought it may be helpful for the Superintendent to discuss with the Senior Leadership Team (principals) what the statutory process for developing the plans is and the school council’s role in it including best practices. The Plans should be unique to each school but there should be overlap with the district goals.

Bill recommended that the policy subcommittee review the policy and procedures this fall, in time for the next year's process. In the last year and a half, the statutory language has changed, and this was the third change since the statute was created in 1993. At that time, the School Committee was given authority to approve the plans, then it was changed to the superintendent, which is what our current policy says. In 2016, the language was changed again, still giving approval authority to the superintendent, but after consultation with the School Committee.

11. School Committee Workshop Update – Diane Baum

- 11.1. Monday, July 16th at 5:00 p.m. in the Jr High Library with MASC Field Director Dorothy Presser

12. Subcommittee Reports

- 12.1. Policy Subcommittee FY18 Report – *Maya Minkin*

The Committee was referred to the annual report in the packet.

- 12.2. Mary Brolin reported on the Health Insurance Trust meeting held that morning. She has replaced Bob Evans, who retired, as the new Chair. They have had great success in enrolling members in the new HSA plan. The school side had 109 families and 33 individuals. The Town of Acton side had 40 families and 11 individuals. Premium savings will be \$388,000 for this year as a result. This was much more than expected for the first year. Marie Altieri was thanked for heading up this successful outreach effort.

- 12.3. 2018 – 2019 Subcommittee Assignments

- 12.3.1. Memo from Chair Regarding Process

- 12.3.2. List of 2017-2018 Subcommittee Assignments

Diane Baum asked members to review this information carefully. She will be assigning roles at the workshop and the Committee will vote them at their meeting in August. Contact Diane if anyone has questions. Members should email Diane with their interests by July 2 with a cc to Beth.

13. School Committee Member Reports

- 13.1. Acton Leadership Group (ALG)

- 13.1.1. Representatives for Meeting on June 28 at 7:30 AM in Acton Town Hall

- 13.1.2. FYI: ALG Charter and Ground Rules

Diane Baum explained that for the meeting on June 28th, typically the chair and Acton vice chair are members, so Diane and Paul Murphy will attend the meetings.

14. Consent Agenda – VOTE

- 14.1. **Statement of Warrants and Approval of Minutes of 6/7/18**

Diane Baum read the warrants for the record.

The minutes of the meeting on 6/7/18 were held from the Consent Agenda.

- 14.2. **Donations to our Schools**

- 14.2.1. Open Door Theater gift of replacing and upgrading lighting equipment in the Jr High Auditorium, valued at \$13,000.

- 14.2.2. AB Regional PTSO gift of \$1,025. to support ongoing student wellness activities at R.J. Grey Jr High

- 14.2.3. AB Regional PTSO gift of \$500. to help defray costs of the 9th Grade dance (DIANE READ 8th GRAD

- 14.2.4. Eastern Bank Charitable Foundation grant of \$1,000. to enhance summer and schoolyear enrichment programming during Extended Hours at Community Education

- 14.2.5. AB Softball Boosters gift of \$1500. to help fund an assistant coach at the High School

Paul Murphy moved, Ginny Kremer seconded and it was unanimously,
VOTED: to approve the consent agenda donations with gratitude to all of the donors.

The draft minutes of the meeting on 6/7/18 were reviewed including several amendments of additional comments that were offered.

Mary Brolin moved, Ginny Kremer seconded and it was unanimously,
VOTED: to approve the minutes as amended.

15. **FYI**

- 15.1. Challenge Success Newsletter:
<http://abschoolswellness.weebly.com/challenge-success.html>
- 15.2. Coordinated Program Review (CPR) Update Memo
- 15.3. AB Cares Coalition Resource Cards
- 15.4. This Month in the Division of Open Government:
<https://www.mass.gov/service-details/open-meeting-law-educational-materials>
- 15.5. June 1, 2018 Student Enrollment
- 15.6. Schedule for the Last Day of School on Wednesday, June 27, 2018
- 15.7. Schedule for the 2018 – 2019 School Year
- 15.8. Fall 2018 Schools Open House Schedule
- 15.9. FY19 School Committee Members and Officers
- 15.10. ***Best Wishes and Thank You to Additional Retirees***: Acton Town Manager Steve Ledoux, Boxborough Town Administrator Selina Shaw, Acton Library Director Marcia Rich and Boxborough Library Director Maureen Strapko. Welcome to their new counterparts: John Mangiaratti, Ryan Ferrara, Danielle Savin and Peishan Bartley!

16. **Year End Slide Show**

Marie Altieri shared a wonderful presentation of the school year's highlights.

As the meeting was concluding, Eileen Zhang expressed frustration that members did not have time to express their opinions on the School Improvement Plans at the meeting, although she understands that comments may be sent to the Superintendent. She also really wants the students to be heard from this year.

The ABRSC adjourned at 9:20 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: list of warrants, see agenda



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

Acton-Boxborough Regional School Committee

Operating Protocols

voted 9/17/15

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.

¹ The letters in parentheses reference school committee policies available online at <http://www.abschools.org/school-committee/policies> .

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.

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.

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 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.

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.

5.2
7/16/18
workshop

Melrose School Committee/Superintendent Operating Protocols: 2016

As elected members of the Melrose School Committee, we, including the Superintendent, accept the high honor and trust that has been placed in us to ensure that the students of the district receive the best education possible. In accepting this role, we hold the pursuit of that goal as our sacred duty. To that end, we hereby commit to the following in the conduct of our business. We will:

Support the educational welfare and well being of all students

- Establish a vision, create policies, and assure accountability to sustain continuous improvement in teaching and learning, leaving the day-to-day operations to the Superintendent and staff.
- Represent the needs, interests, and achievement of all students in the district and place these above all else in the decisions we make.
- Clearly define success and accountability for the Committee, Superintendent, staff, and students.

Demonstrate professional and collegial relations with one another

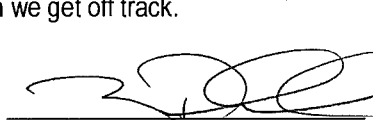
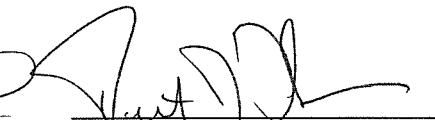
- Maintain trust and mutual respect between and among Committee members, the Superintendent, and the administration by treating everyone with dignity and respect, even in times of disagreement.
- Base our decisions on available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the Committee once a decision is made.
- Recognize that authority rests only with majority decisions of the Committee and make no independent commitments or take any independent actions that may compromise the Committee as a whole.
- Agree that our positions will not be used for personal or partisan gain.
- Acknowledge that a Committee meeting is a business meeting held in public – not a public meeting. We will make every effort to ensure that meetings are effective and efficient.
- Respect the leadership roles of the Committee Chair and Superintendent.

Dedicate ourselves to establishing and maintaining effective communication

- Channel requests for information, reports, and data through the Superintendent and the Chair rather than directly to staff. The Superintendent will ensure that each member has equal access to this information in a timely manner. Share information to the extent possible.
- Recognize the importance of proactive communication and agree that there will be no surprises. If Committee members have questions or concerns, they agree to contact the Superintendent well in advance of a meeting.
- Maintain the confidentiality of privileged information and respect the Open Meeting Law.
- Refer constituent concerns and complaints to the appropriate person within the district chain of communication.
- Recognize the importance of working collaboratively with city officials to improve our schools and actively seek ways to enlist their support for our efforts.
- Recognize the importance of honoring our norms and beliefs and agree to take responsibility for respectfully reminding one another when we get off track.


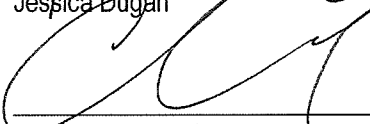


Christine Casatelli

Lizbeth DeSelm

Mayor Robert Dolan


Margaret Driscoll
Jessica Dugan
Jaime McAllister-Grande
Edward O'Connell

Board Member Code of Ethics

As a member of the board team, I will:

- Act in a manner that is consistent with the mission, vision and values of the organization.
- Keep confidential matters confidential.
- Support the actions of the board of directors, even when my position is in the minority.
- Listen carefully to my board colleagues and the administrator.
- Respect the opinions of others.
- Respect and support the majority decisions of this board.
- Recognize that all authority is vested in the full board only when it meets in legal session.
- Be well-informed of developments relevant to the issues that come before the board.
- Prepare and actively participate in board and committee meetings.
- Attempt to interpret the needs of those we serve at this organization, and interpret the actions of the nonprofit to those we serve.
- Refer complaints to the proper level of the organization's chain of command.
- Recognize that my job is to ensure that the nonprofit is well-managed, not to manage the organization.
- Represent everyone who this nonprofit serves, and not a particular interest group.
- Understand that I am a trustee of this organization and do my best to ensure that it is well-maintained, has sound finances and is always operating in the best interest of those we serve.
- Work to learn to do my job effectively.
- Declare conflicts of interest between my personal life and my position on the board, and abstain from voting when appropriate.
- Commit to my administrator, and recognize that we have given him or her the authority to hire, manage and supervise, evaluate and fire staff when necessary.
- Never exclude the administrator from meetings of the board.

As a board member, I will not:

- Criticize fellow board members or their opinions publicly, in or out of the boardroom.
- Use the nonprofit's property, services, equipment or staff for my own personal gain, or the benefit of my friends, family or business interests or acquaintances.
- Discuss confidential proceedings of the board outside of the boardroom.
- Promise how I will vote on an issue before a board meeting.
- Interfere with the duties of the administrator, or undermine his or her authority with staff members.

Signature _____

Date ■ _____



Acton-Boxborough Regional School District Long-Range Strategic Plan

Vision:

To provide high-quality educational opportunities that inspire a community of learners

Values:

- **Wellness** - We partner with families to prioritize social emotional wellness, which is necessary for learning and developing resilience
- **Equity** - We ensure all students have equitable access to programs and curricula to reach their potential
- **Engagement** - We provide engaging educational opportunities where students develop passion and joy for learning

Mission:

To develop engaged, well-balanced learners through collaborative, caring relationships

Goals:

1. Understand and respond to our students' social-emotional needs
2. Our students will have equitable opportunities and tools to learn.
3. Our students will have access to safe and effective learning environments.

Acton-Boxborough Regional School District

Long Range Strategic Plan

2015-2016 District Leadership Team Process (DLT)
Principals, Central Office, High School and Jr. High Department Leaders, Special Education and Student Services Coordinators and Chairpersons

School Committee Approved December 1, 2016 (3rd Read)

Followed the process used by Steve Jobs with Apple

WHY Are we here? VISION

To provide high-quality educational opportunities that inspire a community of learners

WHAT Do we want to accomplish MISSION

To develop engaged, well-balanced learners through collaborative, caring, relationships

How Can we accomplish it? VALUES

Wellness

Equity

Engagement

Goals – Develop 3 overarching goals by which we can accomplish our Vision, Mission, and Values

Strategic Actions – The year-to-year actions we will complete to accomplish the goals



Acton-Boxborough Regional School District Long-Range Strategic Plan Progress Update: 2017-2018 Evidence and Measures

Goal #1: Understand and respond to our students' social-emotional needs

Strategic Action: Use information from Challenge Success surveys and research to develop strategies to address concerns that impact learning, wellness, and engagement (i.e. sleep, homework, assessment practices, etc.).

Start Times and Single-Tier Busing: The Start Time Committee reported to School Committee June 2017 with a recommendation to review start time options that would provide a later start for high school and junior high students that would begin in September 2018. The Administration reviewed options throughout the fall with a recommendation of options to the School Committee and the community in October (*Start Times Report, 10-2017*). After further review and input from the School Committee and the community, a final recommendation was made and adopted in January 2018. The recommendation moves the start of school for ABRHS from 7:23 am to 8:07 (44 minutes later). R. J. Grey Jr. High will move from a 7:30 am start to 8:00 am (30 minutes later). The elementary schools will move to a single-tier busing schedule. All elementary schools will start at 8:50 and end at 3:20. This provides the added benefit of avoiding elementary schedules that alternate from early to late or late to early each year. Altogether, later schedules for adolescents and a single schedule for elementary students will provide significant wellness benefits, better schedules for working families, and more opportunities across the district for shared professional learning. All schools have planned for implementation in September 2018. Each school will collect qualitative and quantitative data over the next three years related to attendance, tardiness, performance, and social emotional wellness.

Homework Policy and Implementation: Throughout the 2016-2017 school year, the principals and central office leaders worked through changes to the homework policy that would be consistent with recommendations from Challenge Success and current research. Updating ABRSD's homework policies and practices was one of three major recommendations based on the student data from the 2016 Challenge Success Survey. The School Committee Policy Subcommittee and the School Committee considered several policy updates during the Spring of 2017. The School Committee held a public feedback period, summarized the feedback, and reported it publicly during these meetings before voting to accept the policy in July 2017. Each principal provided school-specific information at a public homework information night on October 24, 2017 (*10-24-18 HW Info Night Flyer 10-24-17 Presentation*). Throughout the 2017-18 school year, each building implemented the new homework policy. In May 2018, each building leader provided a written update about their school's implementation (*Building HW Updates*).

Family Education Program: The *2017-18 ABRSD Family Learning Series* offered eight evenings for families and community members to learn about Building Resilience with connections to mindset, mindfulness and movement. Parent and Community Engagement was the second of three major recommendations from Challenge Success based on 2016 student survey data. Six *Expanding Our Notion of Success newsletters* also focused on ways to build resilience, as well as other topics aligned with our mission, vision, and values. Newsletters were shared with the entire district community. The high school received a *Healthy Teen Initiative grant* from the Acton-Boxborough United Way that allowed the high school to create and provide each student with a customized Wellness Planner with tools, strategies, reflection questions, and quotes to encourage wellness and balance, along with a wellness bag that included items that can be used to encourage wellness and balance. Through this generous grant, the high school also facilitated two monthly wellness workshops, one on mindfulness and the second on life balance, and also provided four lesson plans to advisory teachers related to wellness (*ABUW Midyear Report*).

School Schedules: The third and final significant recommendation from Challenge Success based on our 2016 student survey data was to examine the high school and the junior high schedules. Since 2016, R. J. Grey and ABRHS have had gone through extensive processes to review and consider updates to their schedules. The junior high and high school have also offered staff various professional learning opportunities in preparation for possible schedule changes, and these opportunities will continue in 2018-2019. The high school piloted some components of a modified block schedule change for two weeks in March of 2018, followed with student and staff surveys. The high school will review feedback and consider options going forward. The junior high has considered several small and large changes to the schedule within the context of their teaming model. Updates on this work from both schools are included in the attached document summarizing homework, workload, and schedules (*May 2018 School Schedule Updates*).



Acton-Boxborough Regional School District

Long-Range Strategic Plan

Progress Update: 2017-2018 Evidence and Measures

Goal #2: Our students will have equitable opportunities and tools to learn.

Strategic Action: Conduct an equity audit of the district, looking mindfully at equitable access for historically underserved populations; Lay groundwork to implement the Massachusetts Tiered System of Support framework for school improvement that focuses on system level change across the classroom, school and district.

Data Inquiry Work with Mid-Atlantic Equity Consortium (MAEC): During the 2017-18 school year, the District engaged in a partnership with MAEC (<https://maec.org/>) to begin examining equity in the district. We are piloting WestEd's Data Inquiry Toolkit entitled *Powerful Outcomes for All Students: A Toolkit for Exploring Equity Issues and Solutions* as part of our process. The focus of this project will be to explore - with an equity lens - how practices or procedures starting from elementary school may lead to disparate outcomes for students in junior high or high school. Possible outcomes may include academic achievement, access to advanced courses or participation in extracurricular activities, to name a few. For this work, the AB data inquiry team generated specific questions about the problem statement, identified data needed to answer the questions, and engaged in multiple data inquiry cycles. This will be a complex, multi-year project (*Data Inquiry Team Calendar*).

DCAP Revision: This year, a group of educators from every building across the district met to help revise our existing Districtwide Curriculum Accommodation Plan (DCAP). A DCAP is intended to ensure that teachers make every effort to meet students' needs in general education by analyzing and accommodating diverse learning styles and needs.

Senior Leadership Team Cultural Proficiency Workshop with SEED: The National SEED (Seeking Educational Equity & Diversity) ProjectSM is professional learning that creates conversations to drive change toward greater equity and diversity. In July 2017, two teachers attended the weeklong SEED train-the-trainer seminar, which prepared them to return and facilitate ongoing SEED sessions within the District. Throughout the 2017-18 school year, our two SEED trainers led 18 hours of professional learning with our School Leadership Team (SLT) and also at the junior high school that included personal reflection, listening to others' voices, and learning that supported SLT members in understanding and acknowledging systems of oppression, power, and privilege. With this collective knowledge, SLT began to examine structures within the district through an equity lens.

Professional Learning: During the 2017-2018 school year, all elementary schools had an early release each Thursday. On these Thursdays, elementary educators across the system held parent conferences and engaged in a variety of building-based learning opportunities as well as district-wide elementary *professional learning opportunities* which aligned with the District's core values of wellness, equity and engagement.

Strategic Action: Review funding structures at each level.

Centralize Before/After School Programs and Funding: During the 2017-18 school year, Principals and Central Office Administrators collaborated to implement plans to centralize before/after school programs under Community Education in an effort to provide more equity in staffing and instructional services across all elementary schools. Presentations and recommendations were made to the School Committee in June 2017 and December 2017 (*5-31-17 Report, 6-22-17 Presentation*). Beginning in September 2018, each elementary school will receive district-budgeted funding for 12 hours of classroom assistants in each classroom. All Extended Day programs will be folded under the central administration of Community Education, which will pay for utilities. Funds currently earmarked in the district budget for utilities will be moved to the district budget for classroom assistants, which will provide a cost-neutral solution for equal funding of classroom assistants across all six elementary schools.



Acton-Boxborough Regional School District Long-Range Strategic Plan *Progress Update: 2017-2018 Evidence and Measures*

Goal #3: Our students will have access to safe and effective learning environments.

Strategic Action: Develop a comprehensive capital and infrastructure improvement plan that spans short, medium and long-term goals.

Five Year Capital Plan: The Dore and Whittier phase I Capital Improvement plan (CIP) was reviewed and developed into a \$14.4 million *priority list of capital projects in April 2017*. In 2017-2018, the capital list was further reviewed and developed into priority capital projects to be included in the FY19 budget. The school district capital budget has increased from \$150,000 to \$1,000,000 annually over the last three years. The remaining items in the \$14.4 million priority list will be further developed into a five year capital plan, which we will present at the June 21, 2018 School Committee meeting.

Building Project: We formed a *Building Committee* in the summer of 2017 and finalized recommendations for a preferred project to bring to Acton and Boxborough for the December 4, 2017 special Town Meetings. The committee submitted enrollment data, educational program information, and maintenance reports to the Massachusetts School Building Authority (MSBA) in July 2017. School leaders and MSBA engaged in an extensive process to review enrollment based on significant increases in housing turnover and enrollment projections. This process resulted in the approval of a design enrollment for a single school (650 students), or a double elementary school of up to 1,015 students. The district held twelve community forums throughout the fall of 2017, with the process culminating in near unanimous votes in both towns to fund the feasibility design phase of a new elementary school. Skanska has been hired as the Project Manager, and a Request for Design Services Proposal has been distributed to hire an architect. The district is scheduled to meet with the MSBA to review proposals in July 2018.

Challenge Success

Dr. Denise Pope from Stanford University – Provides families and schools with the practical research-based tools they need to create a more balanced and academically fulfilling life for kids.

Spring 2016 – Extensive survey of all students in grades 6-12. Denise Pope and her team analyzed the data, held several teleconferences with district leaders, and formulated data reports for students in grades 6-8 and 9-12.

Summer 2016 – Principals and Central Office Leaders (SLT) studied data reports and spent Leadership Retreat reviewing data and discussed outcomes. Denise Pope teleconference working with SLT and determining top three recommendations of work that the district could do to improve learning by improving student balance and wellness.

Three High Impact Changes –

- Homework and Workload
- School Schedules and Start Times
- Parent Education and Engagement

2016-2017

- Family Learning Series Focused on the Well Balanced Student and Mental Health and Wellness
- Denise Pope comes to AB and provides professional learning for staff on the November Professional Day and presents to parents that evening.
- Jr. High and High School Teachers and Administrators shadow a student for a day and share experience with department and faculty
- Monthly Challenge Success newsletters. Includes release of data from surveys over time.
- Start time committee; HS/JH scheduling work; Family Learning Series; Homework Policy
- New Homework Policy voted July 2017

2017-2018

- Assistant Superintendents attend fall Challenge Success Conference; District assigned coach from Challenge Success who worked with the district 4-5 times throughout the year.
- Beginning of implementation of homework policy. Homework forum for parents in October. Schools work through the policy throughout the year, provide homework status update in May.
- Finalize start time recommendations – School Committee votes new schedule in December. High School moves 44 minutes later; Jr. High moves 30 minutes later; Elementary Schools move from two separate schedules that alternate each year to a single elementary schedule with single tier busing.
- High School pilots new schedule for two weeks in March. Feedback was gathered from students and staff about the pilot schedule.
- High School team of teachers, students, and administrators attended the Challenge Success Spring Conference day in Dover in May.
- Family Learning Series based on Resiliency

2018-2019

- Implement new start times and single tier busing
- High School review feedback and explore schedule changes
- Further implementation of homework policy
- Follow-up student survey grades 6-12 in Spring 2019. Three year lookback and comparison of data from 2016.
- Equity Audit data and Youth Risk Behavior survey data compared to Challenge Success data for patterns and themes
- Family Learning Series developed for more conversation and discussions among parents
- Mechanisms developed for more student voice



7/16/18
SC workshop
D. Presse
5.4

Social Media for School Committee members

The MASC Code of Ethics states a member stays “well informed concerning the duties of a Committee member on both a local and state level.” Social media can be another tool for carrying out this part of your position.

The following guidelines are suggested to inform your use of social media:

Use social media as a communication tool.

As a well-informed school committee member, you’re constantly in communication about your district: gathering information to inform decisions, delivering information to inform constituents. Much of that communication now takes place online. You certainly may use social media as a means of communication as a member of a school committee.

Be clear that you communicate only as an individual.

In Massachusetts, school committee members individually have no authority to speak on behalf of the district or of the committee unless specifically designated to do so. Be sure that it is clear in statements online and elsewhere that you speak only as an individual.

Avoid violating the Open Meeting Law.

Recall that the Open Meeting Law (M.G.L. Ch. 30A, §§ 18-25) applies to any quorum of a body deliberating about any matter under their jurisdiction.

Online, this can be as innocuous as a post from a single committee member expressing a view regarding an upcoming decision which is then “liked” by a majority of other members of the committee. While you may well be connected through social media to other members of your committee, be very cautious in your interactions with other members of your committee.

Keep your deliberations within the meeting.

Remember that the MASC Code of Ethics for members states “a member should not make statements or promises of how he/she will vote on matters that will come before the Committee.” Your decision should be made as a result of meeting deliberation. Avoid posting content that indicates that you have already formed an opinion ahead of a deliberation at a meeting.

Make your decisions within the meeting.

While you may use social media as one way of gathering input for upcoming decisions, you have a responsibility as a committee member to make your decisions based on information given to you for your deliberation. A committee member should not make decisions based on social media popularity.

Direct complaints or concerns to the appropriate channels.

Just as you would with a phone call or a conversation in person, ensure that complaints and concerns are directed through the chain of command to the appropriate person in the administration.

Share public information through social media.

Sharing information about your district is a valuable function of social media. Invite the public to upcoming district events; share information about public hearings; link to the district budget. Let the community know about decisions the committee has made. Use visuals—photos, charts, graphs—to make your news go viral. Be clear in your sharing of information that you do so as a single committee member; you are not the official keeper of records.

Keep privileged information private.

Information shared within executive session needs to be kept private unless and until it is reviewed and released as part of the minutes of the session per M.G.L. Ch. 30A, §22f.

Observe other applicable laws and regulations around the sharing of information.

Be certain to observe all other applicable laws, such as those surrounding student privacy. This applies not only to information about students, but also to their images. Be sure that public sharing of photos of students are covered by district release.

Consider the permanence of posting.

Remember that nothing ever disappears online; postings can be cached or captured by screenshot. Likewise, whatever privacy setting you've chosen, a screenshot can take anything public. Do not post anything on social media that is not appropriate to have publicly shared.

Stay with facts.

Should you see incorrect information in a post and have public district information that is correct, link to it in the comments. Do not, however, get into an extended back-and-forth, as those rarely lead to any place productive. The “turn off notifications” setting can be very useful here.

Stay professional.

Never, never post in anger. Ever.

Don't get personal in your remarks, whatever the provocation.

Be aware of recent federal court rulings regarding social media as a “designated public forum.”

There have been several recent rulings in federal court that elected officials may not within a public forum block those with whom they disagree politically. This is still a developing area legally. Every member must balance this with the respect for the administration, the community, and other members which are the MASC Code of Ethics; abuse of others within your own posts should not be allowed.

Ensure you abide by your district's technology use policy if using district equipment.

If you have been issued a district phone, laptop, or tablet, be certain you adhere to use as directed by policy.

Be timely and truthful.

Both make you an excellent and trusted resource online, extending your service as a member of the school committee online.

Acton-Boxborough Regional School Committee

Acton-Boxborough Regional School District

15 Charter Road

Acton, MA 01720

TO: Acton-Boxborough Regional School Committee Members
 FROM: Diane Baum, ABRSC Chairperson
 DATE: 6/19/18
 RE: ABRSC Subcommittees and Liaison Assignments for 2018-2019

Your packet contains a list of the subcommittees and liaison assignments from 2017-2018. The names of School Committee members who have left the Committee are crossed out, so you can see where those needs are. All School Committee members are expected to serve in at least one of these roles.

If you are currently listed as a liaison or subcommittee member and wish to end that commitment, please let me know.

If you are interested in a particular liaison assignment or subcommittee, even if it looks like it does not have an opening, please let me know. If you are expressing an interest, please also let me know if you are available for meetings during the day, or only in the early morning (before 8:00) or evening. Typically, it is not decided when a subcommittee will meet until members are confirmed.

Please let me know your interest by Monday, July 2nd and cc Beth.

After everyone has responded, I will review your input and bring a draft list of assignments to the Summer Workshop on July 16th for discussion. This will be followed by a vote of the School Committee at our August 23rd School Committee meeting.

The tables below provide additional information (including time commitments) concerning subcommittees & selected liaison assignments:

Subcommittees:	Additional Information/Time Commitment:
Budget/Capital Planning	Meets twice a month, typically in the early morning, starting in Sept./Oct.
Policy	Meets twice a month, starting in Sept./Oct.
School Building	This Committee is not open for new members at this time.
Warrant Signatures	This Subcommittee is for members who are available during the day and are able to physically stop by the Finance Department to sign warrants.
Negotiations (to be formed in November)	This Subcommittee will negotiate contracts with the Office Support (OSA) & Custodial (AFSCME) unions this Winter/Spring and begin preparations for negotiations with the teachers' union (ABEA) the following year. During active negotiations, this Subcommittee meets every week or two until contracts are settled.

Liaison Assignments:	Additional Information/Time Commitment:
EDCO (Educational Collaborative) School Committee Leadership Roundtable	<p>This is a great opportunity to network and exchange ideas on a variety of topics with School Committee members from EDCO's 16 member districts: Acton-Boxborough, Concord, Carlisle & Concord-Carlisle, Lincoln, Sudbury & Lincoln-Sudbury, Arlington, Bedford, Belmont, Brookline, Lexington, Newton, Waltham, Watertown & Weston.</p> <p>Each school year, EDCO hosts 6 roundtables which take place on the second Wednesday of the month from 9:30-11:00 a.m. during Oct., Nov., Jan., Feb., March & April. All roundtables are held at the McSwiney Center for Professional Learning in Billerica.</p>
SEPAC (Special Education Parent Advisory Council)	<p>SEPAC is charged with advising the School Committee on matters pertaining to the education and safety of students with disabilities. They also meet regularly with school officials to participate in the planning, development, and evaluation of special education programs and provide programming, outreach and support to parents/guardians.</p> <p>Meetings have typically been held monthly on Wednesdays at 7:30 p.m. in the R.J. Grey library.</p>
Joint PTO/PTF/PTSO Roundtable	<p>Monthly roundtable discussions take place October-June and are typically on the first Monday of the month at 7:30 p.m. at ABRHS.</p>
MMT (Minuteman Regional Technical Vocational High School)	<p>The MMT liaison keeps the School Committee apprised of the goings-on at the Technical High School and meets as-needed with members of the MMT Working Group which include the Acton Rep on the MMT School Committee and representatives from Acton's Board of Selectmen and Finance Committee.</p>
BOS (Boards of Selectmen) and Finance Committees	<p>Both Towns' Boards of Selectmen meet bimonthly on Mondays at 7:00 p.m. in their respective Town Halls. Please visit the Town websites for more detailed information.</p> <p>Acton's Finance Committee meets bimonthly on Tuesdays at 7:30 p.m., and Boxborough's Finance Committee meets monthly (June through December) & weekly (January through May) at their respective Town Halls. Please visit the Town websites for more detailed information.</p>
Legislative	<p>The legislative liaison(s) keep apprised of current pertinent legal advisories, rulings and legislative initiatives at the state level through a variety of sources including but not limited to MASC, our state reps and (in)formal political action networks. Liaisons report on an as-needed basis to the School Committee.</p>

Please feel free to contact me with any further questions.

Acton-Boxborough Regional School Committee 2017-2018
Subcommittees & Assignments
(voted 8/1/17, revised 11/21/17)

ASSIGNMENTS:

CASE Board Member	Superintendent
EDCO School Committee Leadership Liaison/Round Table	Diane Baum, Eileen Zhang
EDCO Board Member (voting member)	Superintendent
EDCO Advisory Member (non-voting member)	Diane Baum
Superintendent's Wellness Task Force/Advisory Comm	Brigid Bieber , Tessa McKinley
Superintendent's Safety Task Force	Maya Minkin, Brigid Bieber
Health Insurance Trust Representative	Mary Brolin
PTSO Liaison Coordinator	Deanne O'Sullivan , Diane Baum, Tessa McKinley
Special Education Parent Advisory Comm Liaison	Diane Baum, Maya Minkin
Acton Leadership Group (ALG) Representatives	Amy Krishnamurthy, Paul Murphy
Acton Board of Selectmen Liaison	Eileen Zhang, Paul Murphy
Acton Finance Committee Liaison	Deanne O'Sullivan , Amy Krishnamurthy
OPEB Trust Fund Board of Advisors	ABRSC Chairperson, Amy Krishnamurthy
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber , Mary Brolin, Tessa McKinley, Katie Neville
Boxborough Board of Selectmen Liaison	Brigid Bieber
Boxborough Finance Committee Liaison	Mary Brolin, Brigid Bieber
MMT Liaison/SC rep to Acton MMT Working Group	Diane Baum
Town of Acton Capital Improvement Planning Comm	Amy Krishnamurthy
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy

SUBCOMMITTEES:

Budget and Capital Planning Subcommittee	Brigid Bieber (Chair) , Deanne O'Sullivan , Mary Brolin, Amy Krishnamurthy, Katie Neville , Diane Baum
Negotiations Subcommittee	Amy Krishnamurthy, Paul Murphy
Policy Subcommittee	Maya Minkin (chair), Kathleen Neville , Tessa McKinley, Diane Baum, Eileen Zhang
School Building Committee (subcommittee)	Mary Brolin (Chair), Amy Krishnamurthy
Warrant Signature Subcommittee	Deanne O'Sullivan , Paul Murphy, Maya Minkin, Mary Brolin, Amy Krishnamurthy

For Your Information

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) WORKSHOP
Approved Minutes

Library
R.J. Grey Junior High School

July 11, 2017
6:00 p.m. Dinner
6:30 p.m. Executive Session
7:00 p.m. (approx.) Business Meeting
7:30 p.m. (approx.) Annual Workshop

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Kathleen Neville, Deanne O’Sullivan, Kristina Rychlik, Eileen Zhang
Members Absent: none
Others: Marie Altieri (left at 6:40 p.m. and returned at 7:13 p.m.), Beth Petr, Dorothy Presser (arrived at 7:13 p.m.)

1. The ABRSC was called to order at 6:34 p.m. by Chairperson Amy Krishnamurthy.

2. **EXECUTIVE SESSION**

2.1. At 6:35 p.m., Amy Krishnamurthy moved, Brigid Bieber seconded and it was unanimously,
VOTED by roll call: to convene an executive session under M.G.L. Chapter 30A, §21(a)(3) to consider release of minutes of the executive session held on 5/15/17 for strategy with respect to collective bargaining sessions with representatives of the employees of the Acton Boxborough Regional School District (Acton-Boxborough Education Association, Office Support Association, and American Federation of State, County and Municipal Employees) regarding health insurance benefits. (YES: Baum, Bieber, Brolin, Krishnamurthy, McKinley, Minkin, Murphy, Neville, O’Sullivan, Rychlik, Zhang)

The Chair stated that an open meeting may have a detrimental effect on the bargaining position of the Board.

2.2. Amy Krishnamurthy moved, Brigid Bieber seconded and it was unanimously,
VOTED by roll call: to convene an executive session under M.G.L. Chapter 30A, §21(a)(2) to consider release of minutes of the executive session held on 5/2/17 to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. (YES: Baum, Bieber, Brolin, Krishnamurthy, McKinley, Minkin, Murphy, Neville, O’Sullivan, Rychlik, Zhang)

2.3. Amy Krishnamurthy moved, Brigid Bieber seconded and it was unanimously,
VOTED by roll call: to convene an executive session under M.G.L. Chapter 30A, §21(a)(1) to consider release of minutes of the executive session held on 4/26/17 to consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual. (YES: Baum, Bieber, Brolin, Krishnamurthy, McKinley, Minkin, Murphy, Neville, O’Sullivan, Rychlik, Zhang)

The Chair stated that the Committee would return to open meeting at approximately 7:00 p.m.

The Committee RETURNED TO OPEN MEETING at 7:13 p.m.

3. **Chairman's Introduction** – *Amy Krishnamurthy*

4. **Statement of Warrants & Approval of Minutes**

4.1. Meeting of 6/22/17

The warrants were reviewed and signed by the Committee.

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

VOTED to accept the minutes of 6/22/17 as amended.

5. **Policy Subcommittee – Third Read – VOTE** – *Brigid Bieber*

5.1. Homework Policy, File: IKB

The Committee discussed the latest revision to the proposed policy. The school handbooks, instead of the policy, can address some of the points being made. It was agreed that a forum for families will be helpful to answer specific questions like the frequency of homework. Marie Altieri said that each school will probably draft their own procedures and the principals can explain this at the forum. Procedures will also be posted on their websites. The district will not write a set of procedures for K-12. Marie emphasized that the whole literacy team worked on this proposed policy for a long time. Maya Minkin added that when the policy subcommittee talked about this policy they wanted to put a stake in the ground and say that for better learning to happen, students should have better balance in their life. Social and emotional wellness is tied in with deeper learning. Mary Brolin felt that the proposal is building on the policy as is done whenever policies are revised. The Committee asked that some of the research be footnoted on the policy, if appropriate.

Paul Murphy moved, Kristina Rychlik seconded and it was unanimously,

VOTED: to approve the revision to the Homework policy IKB as proposed.

6. **Open Meeting Law Complaint**

Allen Nitschelm submitted a complaint that was received on 6/26/17 regarding the Executive Session minutes of 4/26/17 and 5/2/17. The Administration will work with the Chair to respond.

7. **ANNUAL WORKSHOP**

Dorothy Presser, Field Director for the MA Association of School Committees (MASC) was welcomed as the presenter/facilitator. She noted that she is in her 20th year as a School Committee member in her community as well.

Discussion began with what makes an effective SC member. Ms. Presser referred to The Essential School Board Book by Nancy Walser as an excellent resource. District goals and the Long Range Plan can help to measure a School Committee's success because these are agreed upon for the year. It was noted that in the last revision of the Long Range Strategic Plan, there was no School Committee input and that was a sore point with members. Also the Superintendent's Goals were done in July and the plan was approved in September, so the order was wrong. The Plan should drive the goals. The goals should then drive the work in the key areas of policy, budget, and evaluation. There has to be an understanding and respect

for the roles of the School Committee and the Superintendent, so that committee decisions are supported even if they are not what an individual would have liked.

7.1. Review ABRSC Operating Protocols

Members reviewed the ABRSC operating protocols and talked about Committee concerns.

The Committee discussed how meeting agendas are created. Members liked knowing what is coming up on future agendas, but there has to be some flexibility when things change or come up unexpectedly. There should only be a couple of major items per agenda. They liked the idea of a mid-year review of what has been accomplished and what is coming up for the rest of the year. This is also helpful for the subcommittees to be prepared. Ms. Presser stated that the time to think about planning for the year is after the goals are set. Where are the actions and bench marks that need to be addressed? This also gives staff that will be presenting a heads up.

Committee members should read the packet and be prepared for meetings, although "Preparing is no small feat if you are new". Ask questions before the meeting. Do not talk among each other during the meeting. Keep the addendum to a minimum. Presentations have been too long. Members felt that slides were not needed prior to the meeting if there was a report or memo with the information already provided. Mentoring is key to getting everyone up to speed for good discussions and decision-making.

The constraints of the library meeting room, and the lack of available meeting space, were discussed. The tables and chairs are not always comfortable. Meetings/deliberations are often too long and presenters and committee members need to be more concise. Members need to listen to each other and not repeat points.

Public input and handling it consistently can be problematic. A timer could be used. It is uncomfortable when a member of the public brings up an item not on the agenda, and they are often anxious. One member stated that although the Committee cannot discuss something if it is not on the agenda, the speaker should be acknowledged and thanked and possibly be added to the next agenda. Another member disagreed saying that the public should have their concerns addressed, although sometimes it is not in the School Committee's purview. In that case, someone in Central Office could get back to the speaker. Brigid Bieber noted that there sometimes a misperception by the public that they can come in and say whatever they like during public participation. The Committee does not have to respond when they are peppered with questions.

Sometimes members talk about their own children, or their particular school, too much, making their comments/concerns too personal. Ms. Presser said that this gives the impression that a member has only one viewpoint.

The Committee talked about subcommittees - how they are formed and the expectations for serving on them. Some members have devoted many hours to subcommittees and some have not. This may be due somewhat to unclear expectations. They may consider adding a policy per the MASC samples (Subcommittees, File: BDE and Advisory Committees, File: BDF) Charges must be defined for each subcommittee. A member stated that she cannot commit to a subcommittee without knowing first when they will meet.

Diane Baum spoke highly of the Board and Administrator publication. The July edition addresses how a group can harness social media as a positive force for being a bridge. Members agreed on the importance of understanding how to appropriately and effectively use social media. The Building Committee now has Twitter and Instagram accounts.

Marie Altieri is a huge believer in professional learning and there are resources that the School Committee can take advantage of. The annual November MASC/MASS conference is excellent and there is a budgetary line item for Committee members to attend. This would require moving the November 2 School Committee meeting.

A member requested that a protocol be added to have a statement read (in a member's absence) during a meeting. She recently learned that it had to go to the chair first.

In order to function as a body, several members stressed that once an agreement is reached by the Committee, all members must support it in public.

Members discussed what they need to start doing, stop doing, and continue doing.

Ms. Presser suggested that members watch a School Committee meeting tape and observe how it progresses. There is a lot of repetition and not moving the meeting along that could be improved. She suggested everyone make a personal list of what they will work on.

7.2. Subcommittee Structure and Assignments – *(vote at future meeting)*

7.2.1. 2016-2017 Subcommittees and Members

Some changes were suggested. It will be reviewed and voted on at next meeting.

7.3. Discussion of Potential School District / School Committee Areas of Focus for 2017 – 2018 – Due to the hour, this item will be taken up at the meeting on August 1st.

7.3.1. Superintendent Search

7.3.2. School Building Projects

7.3.3. School Start Times

7.3.4. High School and Jr High Schedules

7.3.5. Updated Homework Policy/Forum

7.3.6. Challenge Success/Wellness Committee

7.3.7. MTSS

7.3.8. Culture and Climate Survey

7.3.9. Consolidation of Before/After School Funding

7.3.10. New: Long-term Sustainability of Salaries

7.4. Open Meeting Law Q and A at <http://www.mass.gov/ago/government-resources/open-meeting-law/open-meeting-law-mgl-c-30a-18-25.html>

8. FYI

The ABRSC adjourned at 11:09 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: See agenda

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) WORKSHOP
MINUTES (approved 8/8/16)

Library
R.J. Grey Junior High School

Wednesday, June 29, 2016
6:00 p.m. Dinner
6:30 p.m. School Committee Workshop

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin (6:45), Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O'Sullivan (6:50), Kristina Rychlik, Eileen Zhang
Members Absent: none
Others: Glenn Brand, Beth Petr

The ABRSC was called to order at 6:30 p.m. by Chairperson Mary Brolin.

1. Statement of Warrants

The warrants were read by the Chairperson (see attachment) and circulated to the Committee for their review and signatures.

2. Recommendation to Accept Grant from the Acton Boxborough United Way (ABUW) to A-B Community Education Summer Day Program – VOTE – Glenn Brand

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

VOTED: to accept the grant from ABUW to the AB Community Education Summer Day Program.

3. Policy Subcommittee – Consent Agenda (8 policies) – Second Read – VOTE – Brigid Bieber

3.1. Prohibition of Harassment, File: ACAB, JBA, GBA

3.2. Evaluation of the Superintendent, File: CBI

3.3. Staff Conduct, File: GBEB

3.4. Fingerprint-Based Criminal History Record Information Checks, File: ADDB

3.5. Drug Free Workplace, File: GBEC

3.6. Administration of Medication to Students, File: JLCD

3.7. Alcohol, Tobacco and Drug Use by Students Prohibited, File: JICH

3.8. Retirement of Facilities, File: FCB –HOLD

Mary Brolin read the names of the policies and a Hold was requested for Retirement of Facilities, File: FCB.

Maria Neyland moved, Amy Krishnamurthy seconded and it was unanimously,

VOTED: to approve the consent agenda of 7 policies as proposed.

Regarding the Retirement of Facilities policy, Kristina Rychlik asked why the last sentence in the second paragraph was deleted. Brigid Bieber said that it is redundant with the sentence before it so it is not needed.

Maria Neyland moved, Katie Neville seconded and it was unanimously,

VOTED: to accept the Retirement of Facilities policy as proposed.

4. Review of Last Year's Workshop

The Committee briefly reviewed the minutes of the School Committee Workshop on 7/22/15.

5. Discussion of Potential School Committee Areas of Focus for 2016-2017

Mary Brolin began the discussion by stating that the objective for the workshop was to agree on overall goals for the School Committee for the new year. She reminded Committee members that the workshop was not to resolve or work on these issues, just to consider whether they should be part of the goals.

5.1. FY16 Goals (How did we do?) – *Mary Brolin*

5.1.1. Professional Practice Goal #1

Kristina Rychlik was thanked for her commitment last year to having the Committee complete the MASCS's District Governance Program. This goal was fully achieved and it was agreed that the Program made the Committee more efficient and effective.

5.1.2. District Improvement Goal #1

The Committee felt they did well in beginning to address capital needs of the District and will add to this goal for the new year. Clear and consistent communication to the public will be key to success. It was suggested that "talking points" be distributed to Committee members as important issues come up.

5.1.3. District Improvement Goal #2

Community engagement was addressed through a revision of the School Committee section of the website and the PTO Co-chairs meetings, but more could always be done. There was some confusion about roles/expectations for the SC liaisons to the schools. Combining the Outreach subcommittee and the PTO Co-chairs activity might be beneficial. Distributing meeting agendas sooner would be helpful. The Committee considered the value of having principals attend School Committee meetings, given all of the other demands on their time. Outreach is an important goal to continue working on, particularly around the Capital and Wellness topics.

5.1.4. Student Learning Goal #1

The Committee felt this goal was met fairly well although the new Long Range Strategic Plan is needed.

5.2. Preliminary Superintendent's FY17 Goals – *Glenn Brand*

Dr. Brand reviewed his preliminary plans for FY17 goals and welcomed comments from the Committee.

Diane Baum wondered why the child study team's involvement in the Student Learning Goal last year was not included again. Dr. Brand has just received the end of year report from the child study team, and will be sharing it with the Committee soon. With Dawn Bentley and Pam Smith starting next week, he will have members of the two working groups present the findings to Dawn and Pam and see how they want to proceed. He did not include this item in his preliminary goals because he intends to include it in the work of the leadership team. Several members agreed that they hope there will be follow up on this item this year.

Mary Brolin asked where the Capital Study work is included. She is concerned that if Dr. Brand adds all of these pieces to last year's goals, there will be too much to accomplish successfully. Mary asked the Superintendent to consider, "To what end? If you collect all of this data, what will you do with it?"

Kristina Rychlik advocated for increased focus on the needs of the Junior High and High School. She agrees with Dr. Brand's focus but feels much of the past 3 years has been on elementary school issues. Amy Krishnamurthy would like to see Wellness goals, including the school start time discussion. Mary Brolin noted that "School Climate" could include Wellness.

Brigid Bieber noted that there are many questions and items being discussed that would go into the Long Range Strategic Plan (LRSP). Although that document is not complete yet, it would be the guiding document for much of what was being discussed.

The Committee discussed how the culture affects learning. Dr. Brand plans to do an Administration survey and broaden it to the entire community. He envisions the development of a survey tool that will be used in all of our schools with a report at the end for all families, staff and School Committee to view. Mary Brolin stressed that the survey needs to lead to an action, not just a gathering of data. Maria Neyland spoke strongly in favor of a survey like this because it would give families a voice. She also asked that students be included in the survey, and not just the usual student groups. The Committee agreed that culture does affect learning.

Dr. Brand believes that by the end of next school year, the survey could be done and the data gathered. Paul Murphy stressed that he really wants the next phase to be implementation of the results, not just a gathering of data. He would like a goal that continues for two years, if that is what it takes to complete.

Maria Neyland spoke in favor of a goal that helps to “manage” the six elementary schools, given the diversity among them. Kristina Rychlik said that it would be easy to expand this District Improvement goal to include the Junior High and High School. Mary Brolin noted that this document will be converted into SMART Goals in the future.

5.3. Demographic Survey/Educational Values Update – *Kristina Rychlik*

3 years ago, Mike Coppolino wanted to redo this survey but there was not enough time. This was at the same time as the bus passing changes were being discussed and many parents spoke up about their expectations of the district. Boston College provided the draft in the packet material based on the last discussions. Kristina feels it is “bland” and is unsure the administration will get what they are looking for the way it is proposed. It does not hit on some of the main issues of concern last year.

The Committee considered whether to wait until the LRSP is completed to be sure the Plan coincides with the survey. Eileen Zhang would really like this survey to be done. She considers most of the points to be excellent and they could help make some policy changes for our community and schools. Deanne O’Sullivan would like the survey to be more specific. She wants to be able to answer it based on various ages of children.

It is possible that the tool that Dr. Brand referred to, could be linked to this one. The Committee must be aware of the timing of all of the surveys being planned. The end goal is to support the School Committee in outreach and communication and revising future policies. The original survey confirmed that student stress should be a focus and that was helpful.

5.4. Comparative Communities Subcommittee Report – *Diane Baum*

Mike Coppolino’s idea of looking at similar high performing communities that spend less than AB was the original focus. Diane feels that much of the information available is too detailed to use and she asked for guidance from the Committee. Mary Brolin suggested that the data could go to the budget subcommittee and that could wrap up this subcommittee. Alternatively, Diane could present a report to School Committee in the fall, after the subcommittee members have collected and analyzed their data.

A number of issues make comparing this data difficult, including how school choice makes our transportation very expensive. Kristina Rychlik emphasized that the Committee knows

and understands this aspect of our district. She suggested that the out of district transportation costs could be more valuable to look at. Mary Brolin reminded the Committee that the purpose is to think about how to use this discussion to create a goal around the topic, or not.

5.5. New District Strategic Plan Process Update –*Glenn Brand*

Almost 400 responses to the recent survey were received. Dr. Brand is engaging the District Leadership Team in analyzing the results. Social and emotional wellness continues to be a concern. The next step is to ask how these issues percolate to the teachers at the various school levels and through the subjects. Dr. Brand invited School Committee members to attend the Leadership Institute on August 10th and 11th to be part of that discussion. He will share the agenda with them when it is final.

Deborah Bookis, Sinnika Garry and Lynn Laramie have been helping Dr. Brand with updating the Long Range Strategic Plan. He will be expanding this planning group to include the school communities and wider community this fall. Dr. Brand confirmed that the School Committee will not have the LRSP to guide them in creating their goals this year.

5.6. Recommendation from Wellness Committee – School Start Times – *Glenn Brand (see presentation at ABRSC meeting on 6/9/16)*

Three reports came out of these 3 subgroups. Kirsty Kerrin will bring them together in one document. Dr. Brand asked for the School Committee's thoughts on this topic so he can decide on the next step.

5.7. ABRSD Capital Planning Effort

<http://www.abschools.org/district/school-capital-and-space-planning>

Dr. Brand appreciated the comments on the importance of clear communication around the Capital Planning Effort. Not much new is happening at this time. The groups are continuing to work, with Dore and Whittier honing in on the enrollment projections done by NESDEC and the Ashtons. The priority is Phase 1 of the project and the Capital Improvement Plan. With JD Head and the Working Group, priorities are being identified and will be part of the FY18 budget process. A strategy will then be needed to address a multi-year plan. Although, the full study will not be done until November, the Capital Improvement Plan must be created. The Future School Needs group will meet in late July.

5.8. Elementary School Per Pupil Costs – *Mary Brolin*

5.8.1. Regional Financial Oversight Committee Analysis

Mary Brolin will provide the correct table to replace the one in the packet. It might have only gone out to the Budget Subcommittee. The Committee discussed the disparity that can be created when some schools have their own after school programs. Mary Brolin noted that this topic is within School Committee's purview of budget and policy. Paul Murphy believed that Dr. Mills had addressed this issue during his tenure. Other members felt he had only partially addressed the topic.

5.9. Preliminary FY17 ABRSC Goals – *Mary Brolin (SEE FY16 GOALS)*

Mary asked the Committee to consider how they work together and if there were any suggestions for how they can work more effectively. It was suggested that perhaps members could all read and discuss a specific book, or that a speaker could be found for a specific topic.

District Improvement Goals:

Mary Brolin advocated for keeping the capital needs and community engagement goals for FY17. It was suggested that capital needs should be included every year, as part of the School Committee and Superintendent's responsibilities. Mary agreed but explained that the

Committee does not seem to have this area down well enough so that it is routinized. Some items in this category will be routine and some will be special projects. A comment was made that the District needs to change people's attitudes around capital needs planning and that it may not be a goal. Maria Neyland pointed out that the District now has a plan and fine tuning it should be an ongoing job. Getting the report in November is a goal that will be done. Deanne O'Sullivan asked for milestones in this area to help reach the goals.

Capital Needs could be considered both Outreach and Budget, or it could be its own goal. Capital has been on the front burner for one year. Paul Murphy noted that there is a formula that districts should be setting aside a percentage for capital needs and AB has not done this.

The Committee agreed that the same budget goal would be included with the addition of, "... to support the long range Capital plans of the District."

Some members want a community education goal (see District Goal #2) that includes engaging the community around capital planning. Examples would include: ALICE training, handbooks, and revisiting some of previous goals, such as front door locks on the school buildings.

Regarding the demographic survey, the Committee felt if they could look at the data that results and make it useable, than it could be part of a goal. If it was not usable, it could be ok not to include it. Brigid Bieber felt it could come off as a goal and an action plan could be to complete the survey, and then use the results to inform the goal setting instead.

Regarding the Comparative Community work, it was agreed that it should go to Budget Subcommittee at this time.

Amy Krishnamurthy advocated that Wellness is important enough that it should be a measureable goal for the School Committee. The Committee discussed how this would fall under the Outreach subcommittee. For any decisions, such as changing school start times, coordinated outreach would be essential to success. Maria Neyland agreed that discussion and decisionmaking needs to be done concurrently with outreach, as was done during regionalization. Talking points need to be consistent and clear for all members.

Brigid Bieber noted that school start times are getting a lot of press statewide. There is opportunity for the District to be a leader and do outreach to other communities. This Wellness piece will go under Community Outreach working with the Administration.

When asked where the elementary school budget piece fits in the School Committee goals, Kristina Rychlik suggested that the Superintendent could handle this and address all of the various pieces including technology, curriculum and fundraising. Mary Brolin stated that at some point, there is a role for the budget and policy subcommittees to be involved but perhaps it is not the time to make this a Committee goal yet. Maria Neyland felt that it is important for the Committee to support Dr. Brand and his efforts around this. She advocated for it to be a district-wide activity. Because it encroaches on budget and policy, she would like to see it somewhere in a goal or be a goal. Thus, the SC will have a goal that supports the Superintendent with appropriate policy and budget work as he clarifies the organizational structure of the District's schools.

6. **2016-2017 Subcommittee Structure and Assignments** – *Mary Brolin (vote at next meeting)*
 - 6.1. 2015-2016 Subcommittees and Members
 - 6.2. Draft ideas for 2016-2017

The Committee discussed membership of the subcommittees and assignments to other positions. It was agreed that the PTSO Liaisons could be moved under the Community Outreach Subcommittee. The Legislative Issues subcommittee was more clearly defined as a support for issues that the School Committee wants to focus on, not an effort to find more opportunities for the Committee to consider. The Boxborough BOS Vocational Education Advisory Committee is no longer active.

7. School Committee Business Items

7.1. New State Public Records Laws, effective 1/1/17

<https://www.sec.state.ma.us/pre/prenotice.htm>

Beth Petr asked the Committee to review the update from the State found in the packet.

7.2. abrsc@abschools.org -

Dr. Brand asked if the School Committee email shell should include the Deputy/Assistant Superintendents and Finance Director, in addition to Superintendent and Executive Assistant (who are currently included). This could facilitate answering questions from the public. Originally, these administrators were included but they were removed about 6 years ago at the Committee's request. The Committee discussed concern that the public would think they are emailing the School Committee, when in fact they are also emailing the Superintendent and other Administrators, even if an explanation is added to the website. Maria Neyland, Brigid Bieber, Kristina Rychlik and Maya Minkin advocated for not revising the email shell and the Committee agreed. The Chair and Superintendent will continue to forward emails to Administrators as appropriate.

7.3. Student Involvement in Decision-making Policy, File: JIB

Dr. Brand spoke to Dr. Campbell about her thoughts regarding the High School student representatives to the School Committee. In the past, the Superintendent and sometimes the School Committee Chairperson would meet with the students the week of the first meeting of each month to discuss the agenda. Students would attend meetings once a month. Maya Minkin expressed interest in meeting with the students. (She is also the SC liaison to the High School.) This item will be on the August meeting agenda. Reference to M.G.L. 71:38M was made.

8. FYI

8.1. Ethics

8.1.1. State Required Ethics Training <http://www.mass.gov/ethics>

8.1.2. School Committee Member Ethics Policy, File: BCA

8.2. Committee Member Conflict of Interest Policy, File: BCB

8.3. School Committee – Staff Communications Policy, File: BHC, GBD

The ABRSC adjourned at 9:45 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda, list of warrants

Next Meetings:

ABRSC, Monday, August 8, 7:00 p.m. in the Junior High Library (packet posted August 2)

ABRSC, Thursday, September 1, 7:00 p.m. in the Junior High Library (packet posted August 26)

File: BB

SCHOOL COMMITTEE LEGAL STATUS

The School Committee is the governing board of the Acton-Boxborough Regional School District. Although the Committee functions as a duly elected committee of local government(s), Massachusetts General Laws state that each public school system will be governed by a school committee.

The School Committee possesses all powers and duties conferred upon it by state law. The Committee alone may determine policies, approve a budget, and employ a Superintendent to implement their directions for the education of the children of the Acton-Boxborough Regional School District.

Members of the School Committee shall have no authority over school affairs as individuals. They shall have authority, within the General Laws, over school affairs when they serve as a legal body.

Regional school districts are created in accordance with state law and the Regional Agreement approved by the member towns. The Acton-Boxborough Regional School Committee consists of eleven members, seven from the Town of Acton and four from the Town of Boxborough. At the annual town elections, the Town of Acton shall elect two or three members to the Committee, and the Town of Boxborough shall elect one or two members to the Committee, each to serve three-year terms.

LEGAL REFS.:	M.G.L. 41:1, and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees
	M.G.L. 71:14B, 71:16A
CROSS REFS.:	AA, School District Legal Status
	AA-E Regional Agreement between the towns of Acton & Boxborough, MA
	BBA, School Committee Powers and Duties

Approved: 3/17/16

File: BBA

SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its direction for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping themselves and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

LEGAL REF.: M.G.L. 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

CROSS REF.: BB, School Committee Legal Status

Approved 11/21/13

File: BBAA

SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of these School Committees and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect his/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.

Approved 11/21/13

Acton-Boxborough Regional School District

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

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

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

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

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

Duties of the Vice-Chairperson

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

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

Approved: 5/21/15

File: BDD**SCHOOL COMMITTEE - SUPERINTENDENT RELATIONSHIP**

The Committee will leave to the Superintendent all matters of decision and administration that come within his/her scope as executive officer or as professional leader of the school district. While the Committee reserves the right to make the ultimate decision of all matters concerning general policy or expenditures of funds, they will normally proceed in these areas after receiving recommendations from their executive officer. Further:

1. The Superintendent will ask for guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

Approved 11/21/13

File: BG**SCHOOL COMMITTEE POLICY DEVELOPMENT**

According to Chapter 71, Section 37, the School Committee “shall establish educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the Board of Education.”

Policies and/or revisions may be proposed by any member of the Committee, any member of the public and any member of the staff. The Superintendent shall have the responsibility of recommending policies for adoption and/or revisions of existing policies. These policies shall be in the form of general principles and statements of intent. The Superintendent is responsible for developing the procedures to ensure implementation of the School Committee policies.

The School Committee shall have two readings of any proposed policy/revision to allow for input from interested parties. A vote shall be taken on the second reading. Only under emergency conditions will a policy be adopted on the first reading.

The Committee shall periodically review policies to maintain their timeliness and relevance.

Policies will be available to the public by being posted on the District website.

CROSS REFS.: BGF, Suspension of Policies
CH, Policy Implementation

Approved: 12/12/13

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through regulations, the policies established by the School Committee.

The policies developed by the Committee and the regulations developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all District employees and students will comply with them.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and regulations and for seeing that they are implemented in the spirit intended.

CROSS REFS.: BG, School Committee Policy Development
BGF, Suspension of Policies

Approved on: 12/12/13

File: BHC (also GBD)

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

The School Committee wishes to maintain open channels of communication with the staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

Approved on: 12/12/13.

File: BHE

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee Members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), Internet web forums and Internet chat rooms.

Under the Open Meeting Law, deliberations by a quorum of members constitute a meeting. Deliberation is defined as movement toward a decision, including, but not limited to, the sharing of an opinion regarding business over which the Committees have supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records and therefore are subject to the record retention requirements of that law. Accordingly, in order to be sure e-mail communications between and among School Committee members are captured and retained through the Districts' electronic archiving system:

- The District will establish individual e-mail accounts for each school committee member;
- School Committee members will make every effort to utilize the District e-mail address exclusively for sending and receiving any and all school committee related communications including, but not limited to, communications to and from other school committee members, members of the District's staff and administration and members of the public; and
- Effective 3/15/12, School Committee Members will not forward their District e-mail to any other third party e-mail accounts, as this may impact the Districts' ability to capture School Committee related e-mails for record retention purposes.
- In any case where it is impractical or impossible for a School Committee member to utilize their District e-mail address to send an e-mail, and the member utilizes a private e-mail account, the School Committee Member will provide an electronic copy of the School Committee related e-mail to the District e-mail "shell address" as soon as practical.

LEGAL REF.: M.G.L. 4:7; 39-23A, 23B; 66:10

Revised 3/1/12

Approved on: 12/12/13

File: BCA

SCHOOL COMMITTEE MEMBER ETHICS
(Massachusetts Association of School Committees Code of Ethics)

Preamble

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee member in his/her relations with his/her community should:

1. Realize that his/her primary responsibility is to the children.
2. Recognize that his/her basic function is to be policy making and not administrative.
3. Remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that he/she represents the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her Committee activities.

A School Committee member in his/her relations with his/her school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in his/her relations with his/her fellow Committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.
2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.

File: BCA

4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own Committee or from members of other Committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

SOURCE: Massachusetts Association of School Committees, 5/22/64

Approved 11/21/13

2 of 2

File: BCB

COMMITTEE MEMBER CONFLICT OF INTEREST

The conduct of School Committee members where a possible conflict of interest exists is regulated by Chapter 268A of the Massachusetts General Laws. The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees (defined to include School Committee members) may do on the job, after hours, and after leaving public service.

Each year, School Committee members must be given a summary of the conflict of interest law prepared by the State Ethics Commission and every two years, they must complete an online training program prepared by the Commission.

It is incumbent upon the School Committee Members to be familiar with the conflict of interest laws. Questions regarding the laws and how they are applied should be directed to the Massachusetts State Ethics Commission.

Some examples of situations in which conflicts of interest arise:

1. A member of the School Committee member's immediate family is an employee of the school district

In general, if a member of the School Committee is a member of the immediate family (the member's spouse and their parents, children, brothers and sisters) of a person in the employ of the schools, the member of the School Committee may not participate in any way in a matter which may affect the financial interest (wages, hours or conditions of employment) of such employee of the schools, except that the member of the School Committee may vote on a consolidated budget which includes an appropriation for salaries or other benefits for the group to which the member of the immediate family belongs so long as the School Committee member has no participation of any kind in the discussion or approval of that portion of the budget.

The School Committee member may vote on other line items that do not affect the financial interest of a family member and the whole budget, including salaries, once the following procedure has been followed: the board must identify the budget line item that includes the family member's salary and vote on it separately. The School Committee member must abstain from the line item's discussion and vote. After all such conflicts are dealt with through this line item procedure, the board may then vote on the budget as a whole package, with all members participating in the final vote to approve the "bottom line."

Further, a member of the School Committee may not participate in a grievance proceeding affecting a member of the immediate family, negotiations concerning employees in the bargaining unit which represents a family member, executive sessions concerning negotiating

strategies with that particular unit, or other matter directly affecting or involving the member of the immediate family who is an employee of the schools.

Finally, the member of the School Committee should leave the room whenever an issue involving a member of the immediate family arises.

Reference is made to Graham v. McGrail, 370 Mass. 133 (1976), for guidance with respect to the conduct of a School Committee member, a member of whose immediate family is employed by the school system.

2. A School Committee Member's child is on a sports team and the School Committee is voting on fees which affect that sports team

The Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure.

3. A School Committee Member is a Board Member or employee of an organization that rents space from the District

A School Committee member may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a **business organization of which he is a director, officer, trustee, or employee has a financial interest**. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

CROSS REFS: BCA, School Committee Member Ethics
 BIA, New School Committee Member Orientation

Approved: 5/19/16



Summary of the Conflict of Interest Law for Municipal Employees

All municipal employees must be provided with this summary of the conflict of interest law annually.

All city and town employees must be provided with this Summary of the Conflict of Interest Law for Municipal Employees within 30 days of hire or election, and then annually. All city and town employees are then required to acknowledge in writing that they received the summary.

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them.

This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts. Town meeting members and charter commission members are not municipal employees under the conflict of interest law.

II. On-the-job restrictions.

(a) Bribes. Asking for and taking bribes is prohibited. (See Section 2)

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official

position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

Example of violation : A town administrator accepts reduced rental payments from developers.

Example of violation : A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.

Regulatory exemptions . There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions permitting giving and receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

Example where there is no violation : A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

Example where there is no violation : A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

(c) Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth \$50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth \$50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

Example of violation : A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

Example of violation : A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

Example of violation : A mayor avoids a speeding ticket by asking the police officer who stops him, "Do you know who I am?" and showing his municipal I.D.

(d) Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you

are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

Example of violation : A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

Example of violation : A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.

Example : A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Example where there is no violation : An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed

him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

Regulatory exemptions. In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks' election-related functions are extensively regulated by other laws. There is also an exemption permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission's website.

Example where there is no violation: A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shellfishing. The Advisory Board is required to have members who are currently commercial fishermen. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen, but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

(e) False claims. Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more, or cause another person to do so.

Example of violation : A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation : A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior to the meeting at which the application will be considered. There is no violation of Sec. 23(b)(3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example : A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

Example of violation : A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

Example of violation : A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

Example : A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example : A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

(c) Inside track. Being paid by your city or town, directly or indirectly, under

some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an "inside track" to further financial opportunities.

Example of violation : Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

Example of violation : A selectman buys a surplus truck from the town DPW.

Example of violation : A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation : A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission's Legal Division for advice about a specific situation.

IV. After you leave municipal employment. (See Section 18)

(a) Forever ban. After you leave your municipal job, you may never work for

anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

Example of violation : A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

(b) One year cooling-off period. For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

Example : An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

(c) Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

Example : While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

Example : A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

* * * * *

This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, <http://www.mass.gov/ethics> contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via our website, by telephone, or by letter. Our contact information is at the top of this document.

Version 7: Revised November 14, 2016

Acknowledgement of Receipt of Summary of the Conflict of Interest Law for Municipal Employees

I, (print your first and last name): _____ ,

an employee at

(name of your municipal agency or department): _____ ,

hereby acknowledge that I received a copy of the summary of the conflict of interest law

for municipal employees, revised November 14, 2016,

Signature

Date

Municipal employees should complete the acknowledgment of receipt and return it to the individual who provided them with a copy of the summary. Alternatively, municipal employees may send an email acknowledging receipt of the summary to the individual who provided them with a copy of it.

CONTACT

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[directions](#) ➔

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 **Fax**

(617) 723-5851

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Acton-Boxborough Regional School District

SCHOOL CALENDAR, 2018-2019

Bold BOXED Dates = No School Days / ELEMENTARY EARLY DISMISSAL IS EVERY THURSDAY AFTERNOON

Sept.	M	T	W	T	F
	27	28	29	30	31
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

Teachers' meetings – Aug 29 & 30
 Labor Day – Sept 3
 Schools Open – Sept 4
 Rosh Hashana – Sept 10
 Yom Kippur = Sept 19
 School Days - 17

Jan.	M	T	W	T	F
	31	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

Schools Open - Jan 2
 JH Early Release – Jan 4
 Martin Luther King Day - Jan 21
 School Days - 21

Oct.	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

Columbus Day – Oct 8
 **7-12 Early Release for Prof L. – Oct 4
 School Days – 22

Feb.	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	

**7-12 Early Release for Prof L. – Feb 7
 Presidents' Day - Feb 18
 Winter Recess - Feb 18-22
 School Days – 15

Nov.	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Prof. Day – Nov 6 (no school/students)
 Veterans Day – Nov 12 due to Sun holiday
 Early Release Day – Nov 21
 Thanksgiving Recess – Nov 22 & 23
 School Days - 18

Mar.	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

HS Late Start **only for students NOT taking MCAS** – Mar 26 & 27
 School Days - 21

Dec.	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

Jr High Early Release Confs – Dec 13&18
 Winter Recess - Dec. 24 – Jan 1
 School Days - 15

Apr.	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

**7-12 Early Release for Prof L. – Apr 4
 Patriots Day – Apr 15
 Spring Recess - Apr 15 - 19
 School Days - 17

Some major religious and cultural holidays are found on page 2 and underlined here.
 Good Friday is April 19 during the school break.

** Professional Learning for JH/HS Staff Early Dismissal

No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at <http://abschools.org>
 Acton Town Meeting begins April 1, 2019. Boxborough Meeting begins May 13, 2019.

Acton-Boxborough Regional School Committee Meetings are usually held twice a month. See <http://www.abschools.org/school-committee> for more information.

May	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

HS Late Start **only for students NOT taking MCAS**- May 21 & 22
 Memorial Day - May 27
 School Days - 22

June	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26*	27*	28*

Graduation – June 7
 Last day/Early Rel– June 18 (180 days)
 Last day if 5 snow days– June 25 (185 days)
 *School could be extended to June 28 if >5 days
 School Days – 12
Total Days = 180

Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2018-2019

Major Religious and Cultural Holidays

(some are school days, some are not)

August 22	Eid al-Adha
September 10-11	Rosh Hashanah
September 19	Yom Kippur
November 7	Diwali begins
December 3-10	Chanuka begins
December 25	Christmas
December 26-Jan 1	Kwanzaa
February 5	Lunar New Year
April 19	Good Friday
April 20-27	Passover
April 21	Easter
May 5 – June 4	Ramadan
June 5	Eid al-Fitr

The observance of both Jewish and Muslim holidays begins at sundown of the preceding day. Please see policy IMD (School Ceremonies and Religious Holiday Observances) and policy ACD (Acknowledging Religious Holidays) on the school website for more information at: <http://www.abschools.org/school-committee/policies>

2018 - 2019 School Start Times

Carol Huebner Early Childhood Programs:

Monday – Thursday
Morning Session 8:30 – 11:15 am
Afternoon Session 12:15 – 3:00 pm
All-Day Session 8:30 am – 3:00 pm

All Elementary Schools:

8:50 am – 3:20 pm
Thursdays 12:50 pm dismissal

Secondary Schools:

AB Regional High School 8:07 am – 2:47 pm
R.J. Grey Junior High School 8:00 am – 2:36 pm

Direct School Phone Numbers:

Blanchard: 978-263-4569
Conant: 978-266-2550
Douglas: 978-266-2560
Gates: 978-266-2570
McCarthy-Towne: 978-264-3377
Merriam: 978-264-3371
All Other Schools: 978-264-4700