

**ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE**  
**MEETING Minutes** (approved 8/22/13)

**Library**  
**R.J. Grey Junior High School**

**June 20, 2013**  
**7:00 p.m. Joint APSC and ABRSC Open Meeting**  
**7:15 p.m. Joint APSC and ABRSC Executive Session**  
**7:30 p.m. Joint APSC and ABRSC Open Meeting**  
**8:15 Acton Public School Committee Meeting (following Joint)**

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*Members Present:* Mary Brolin, Dennis Bruce, Michael Coppolino, Paul Murphy, Kim McOsker, Maria Neyland, Deanne O’Sullivan (left at 8:35 p.m.), Kristina Rychlik  
*Members Absent:* Brigid Bieber  
*Others:* Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr, Acton Human Resources Director Marianne Fleckner

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The Acton Public School Committee and Acton-Boxborough Regional School Committee were called to order at 7:00 p.m. by respective Chairmen Dennis Bruce and Maria Neyland.

**1.1 Superintendent’s Annual Evaluation**

Kim McOsker read the consolidated evaluation for Superintendent Stephen Mills. She thanked Dr. Mills for all of the important work done this year.

**ABRSC VOTE:**

Michael Coppolino moved, Paul Murphy seconded and it was unanimously,  
**VOTED:** to approve the Superintendent’s Annual Evaluation as read into the record.

**APSC VOTE:**

Paul Murphy moved, Michael Coppolino seconded and it was unanimously,  
**VOTED:** to approve the Superintendent’s Annual Evaluation as read into the record.

Kristina Rychlik abstained from both votes because she joined the School Committees in April 2013. Dr. Mills thanked the School Committees for their efforts over the past year and looks forward to FY14.

**JOINT SC EXECUTIVE SESSION**

At 7:15 p.m., it was moved, seconded and unanimously  
**VOTED** by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

(YES – Brolin, Bruce, Coppolino, McOsker, Murphy, Neyland, O’Sullivan, Rychlik)

Maria Neyland declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session.

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**VOTED** by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

(YES - Bruce, Coppolino, McOsker, Murphy, O’Sullivan, Rychlik)

Dennis Bruce declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session.

At 7:16 p.m., it was moved, seconded and unanimously  
**VOTED** by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session (Joint School Committee) to conduct strategy sessions in preparation for negotiations with nonunion personnel.

(YES – Brolin, Bruce, Coppolino, McOsker, Murphy, Neyland, O’Sullivan, Rychlik)

Maria Neyland declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session.

At 7:16 p.m., it was moved, seconded and unanimously

**VOTED** by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to conduct strategy sessions in preparation for negotiations with nonunion personnel.

(YES - Bruce, Coppelino, McOsker, Murphy, O'Sullivan, Rychlik)

Dennis Bruce declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session.

At 7:35 p.m. the Committees were polled and voted to go out of Joint Executive Session.

## **JOINT SCHOOL COMMITTEE OPEN MEETING**

### **CHAIRMEN'S INTRODUCTION**

#### **4.1 Visual Arts Department Presentation**

Director Diana Woodruff presented on her recent trip to India for the National Art Education Association's International Research Program. The delegations' research goals included Teacher Training, Instruction, Content and Assessment.

### **APPROVAL of MINUTES and STATEMENT of WARRANT**

AB warrant #13-026 dated 6/13/13 in the amount of \$1,792,374.06 was signed by the Chair and circulated to the Committee for signatures.

The following meeting minutes were approved: APS minutes of 5/16/13, ABRSC minutes of 5/31/13 and APS minutes of 6/3/13 (pre Special Town Meeting).

### **PUBLIC PARTICIPATION** - none

## **JOINT SCHOOL COMMITTEE BUSINESS**

### **7.1 Superintendent's FY14 Contract**

Based on the annual evaluation previously discussed by the Committees, Dr. Mills' contract was reviewed. See <http://ab.mec.edu/hr/hrcontracts.shtml> for existing contracts.

#### **ABRSC VOTE:**

Paul Murphy moved, Dennis Bruce seconded and it was unanimously,

**VOTED:** to approve the Superintendent's FY14 Contract as proposed with a salary of \$192,474 resulting in a 2% increase.

Kristina Rychlik abstained.

#### **APSC VOTE:**

Paul Murphy moved, Michael Coppelino seconded and it was unanimously,

**VOTED:** to approve the Superintendent's FY14 Contract as proposed with a salary of \$192,474 resulting in a 2% increase.

Kristina Rychlik abstained.

Mike stated for the record that this is not two salaries of that amount, but \$192,474 total for the year. Dr. Mills thanked the Committees for his new contract.

### **7.2 Regionalization Update**

The Agreement for a Regional School District for the Towns of Acton and Boxborough MA, as voted at Town Meetings on 6/3/13, was sent to the DESE with the appropriate signatures for final approval. Steve Mills thanked the School Committees for their support and hard work. He recently went to the Blanchard School with Maria Neyland and enjoyed meeting many of the staff. He emphasized that there will be six great schools now for elementary families to choose from.

### **7.3 ABRSC Recommendation to Approve FY14 Danny's Place Lease**

Liza Huber reviewed her memo in the packet, recognizing the 10 year anniversary of Danny's death and how generous his parents have been in support of our young people. She outlined the need for space and her discussion with Cindy McCarthy about looking for alternative space for Danny's Place as they grow and consider new programming ideas. Several committee members commented on how their children have enjoyed the Center.

#### **ABRSC VOTE:**

Mike Coppolino moved, Mary Brolin seconded, and it was unanimously,  
**VOTED:** To approve the FY14 Danny's Place lease as proposed.

### **7.4 ABRSC/APSC Recommendation to Approve OSA Contract**

Acton Town Manager Steve Ledoux asked HR Director Marianne Fleckner to attend the meeting and vote in his place. Marie Altieri reviewed the proposed contracts for OSA and AFSCME. For each contract, a complete legal review was done. A crosswalk of changes for each contract is in the packet.

#### **ABRSC VOTE:**

Mary Brolin moved, Michael Coppolino seconded and it was unanimously,  
**VOTED:** to approve the new Office Support Association (OSA) Contract.

#### **APSC VOTE:**

Paul Murphy moved, Michael Coppolino seconded, and it was unanimously,  
**VOTED:** to approve the new Office Support Association (OSA) Contract.

### **7.5 ABRSC/APSC Recommendation to Approve AFSCME Contract**

Marie thanked the employees from OSA and AFSCME for their support and willingness of everyone to work together so well.

#### **ABRSC VOTE:**

Mary Brolin moved, Paul Murphy seconded and it was unanimously,  
**VOTED:** to approve the new American Federation of State, County and Municipal Employees (AFSCME) Contract.

#### **APSC VOTE:**

Paul Murphy moved, Mike Coppolino seconded and it was unanimously,  
**VOTED:** to approve the new American Federation of State, County and Municipal Employees (AFSCME) Contract.

Marianne Fleckner left the meeting after the vote.

### **7.6 Policy Subcommittee Update**

#### **7.6.1 Wellness Policy revision, File: ADF - FIRST READING**

Liza Huber explained the proposed modified Wellness policy in response to new state regulations calling for a district based, instead of building based, wellness committee. At Dr. Mills' request, Julie Towell has led this new Committee. See packet for report. The modification is a restatement of the state requirements. The second reading will be at the 8/22/13 School Committee meeting.

#### **7.6.2 Family and Medical Leave revision, File: GCCC/GDCC, SECOND READING**

Marie Altieri reviewed the proposed policy change, based on revised laws.

#### **ABRSC VOTE:**

Dennis Bruce moved, Mike Coppolino seconded and it was unanimously  
**VOTED:** to approve the revised policy as proposed.

#### **APS VOTE:**

Kim McOsker moved, Paul Murphy seconded and it was unanimously,  
**VOTED:** to approve the revised policy as proposed.

#### **7.6.3 Small Necessities Leave, File: GCCCA/GDCCA, SECOND READING**

Marie explained that the districts currently have this available for employees through personal days, but it is now a law that a policy must exist to cover it.

**ABRSC VOTE:**

Dennis Bruce moved, Mary Brolin seconded, and it was unanimously,

**VOTED:** to approve the new policy as proposed.

**APSC VOTE:**

Kim McOsker moved, Paul Murphy seconded and it was unanimously,

**VOTED:** to approve the new policy as proposed.

**7.7 Recommendation to Approve FY14 Discovery Museum License Agreement**

Dr. Mills reviewed the FY14 Discovery Museum License Agreement.

**ABRSC VOTE:**

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

**VOTED:** to approve the FY14 License as proposed.

**7.8 Consent Calendar:**

**ABRSC VOTE:**

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

**VOTED:** to accept gifts with gratitude from Brian Sheth, Henry and Carol Lukas and the Massachusetts Science Olympiad to ABRHS

Dr. Alixe Callen thanked the School Committee for their support over the years and the gift of the clock that they presented to her at the last meeting.

The Acton-Boxborough Regional School Committee adjourned at 8:35 p.m. *APSC Meeting continued.*

**ACTON PUBLIC SCHOOL COMMITTEE BUSINESS**

**8.1 APS FY'13 Year End Review and Expenditure Initiative**

8.1.2 Letter from Acton Finance Committee dated 5/30/13

Don Aicardi presented stating that at this time, the current FY13 Year End Estimate is \$349,000. He asked the Committee to consider whether they wanted to purchase on a priority basis requests not included in the FY14 budget, or allow unexpended APS balances to become part of the certification of municipal free cash. No vote is needed but a sense of the Committee was requested.

- \$90,000 has already been committed for safety/security equipment per the Safety Task Force recommendations outlined at the 4/10/13 meeting.
- \$24,000 is strongly recommended for Reading and Writing Units of Study for all 5 elementary schools (\$15,000) and carpet for rooms at Gates (\$9,000).
- \$60,920 is partially recommended for desk, chair and table replacement at Gates, Douglas and Conant

This totals \$174,920 from FY13 year end capacity. If used, this would leave \$175,000 to turn back to the Town. The final FY14 ALG plan assumed that \$250,000 would be turned back from the municipal and schools combined. The Town has not stated their estimate yet.

Dennis Bruce stated that his children go to Gates School, in the interest of full disclosure.

Deborah Bookis explained the reading/writing materials being considered will give a good foundation, and there will not be other books that the District is required to buy. A lot of site based materials are also used. There will be follow up professional development. Administrators want to commit to this material to give staff the "unit of study" that they feel is needed for the two types of writing required of our students. Several Committee members acknowledged the need for this expenditure.

There were mixed comments about the furniture. Mike Coppolino stated that if furniture is no longer appropriate, it should be in the budget going forward. If something is a safety issue it should definitely be addressed. Paul Murphy stated that because the furniture has been on the list for more than a year, it should be replaced without making principals ask repeatedly. Pictures of some Gates desks with significant rust were circulated.

Kim McOsker emphasized that the Committee looks for non recurring items to spend year end funds on. This request is not unreasonable to her and she supports the recommendations. Mike suggested that the Gates expenses be funded with year end money and “Before and After School” program funding at Douglas be used to cover any Douglas classrooms that are used for those programs that have issues.

Dennis Bruce will respond to the Finance Committee letter dated 5/30/13.

**8.2 Recommendation to Approve FY’14 Nonresident Tuition Charges – VOTE**

This is similar to the ABRSC vote. Much of the information in Don’s memo is on the DESE website. It was moved, seconded and unanimously

**VOTED:** to approve the FY14 APS nonresident tuition charge as proposed.

**8.3 Motion: to Recommendation to Approve FY’14 Preschool Tuition Rate – VOTE**

Liza explained that there are two distinct rates for our preschool, one for students who are typically developing and one for those who receive special education services. When the program began in 1994, it was not fully enrolled so they considered accepting out of town students using this formula. But in the past 8 years, this has been a very small number of students because many schools have their own programs now. The nonresident rate proposed for FY14 is \$11,682.

Kim McOsker moved, Paul Murphy seconded and it was unanimously,

**VOTED:** to approve the FY14 Preschool tuition rate as proposed.

**8.4 Recommendation to accept Community Education funding for McCarthy Towne School**

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

**VOTED:** to accept Community Education funding to pay for expenses of the McCarthy-Towne School associated with operating the building in which before school enrichment programs are run as proposed.

**8.5 Recommendation to accept Community Education funding for Acton Elementary Schools’ expenses associated with buildings used by Community Ed programs**

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

**VOTED:** to accept Community Education funding for Acton’s five elementary schools’ expenses associated with operating the buildings in which extended day and before/after school programs are run as proposed.

**8.6 Recommendation to accept Community Education funding to support Kindergarten Assistants**

Paul Murphy moved to accept Community Education funding to support the All Day Kindergarten Program school facilities as proposed. Michael Coppolino seconded.

Mike asked if “to support the school facilities” means that it is for facilities or assistants. Don Aicardi clarified that this funding will pay for staff. Mike asked that the wording be clearer and not say facilities.

Kim McOsker moved to amend the motion to read “to accept Community Education funding to support kindergarten assistants as proposed.” Mike Coppolino seconded the amendment and it was unanimously,

**VOTED:** to amend the motion as proposed.

The Committee then unanimously,

**VOTED:** to accept Community Education funding to support kindergarten assistants as proposed.

The Committee requested that the memo dated 6/13/13 be rewritten to be clearer.

**8.7 School Committee Member Reports**

Don presented to the Finance Committee and Marie attended to answer questions about the new contracts. The sense was that the \$250,000 budgeted to replenish free cash (from municipal and schools) should be attainable. Paul Murphy reported that the Board of Selectmen may schedule a Fall special town meeting.

### **FOR YOUR INFORMATION**

The Douglas PTO sent a letter to the Beacon explaining that they did not sign a pro-regionalization letter that was published due to their bylaws not permitting endorsement of any political issues.

Dr. Mills highlighted Chris Whitbeck's letter in the packet describing how Douglas will address the surplus funds from their Before/After School Program. More assistants will be hired for the program, a discount will be given to preregistered children, and some money will be spent on capital items to benefit children in the program. While this equipment will be used by the program, Douglas students will also benefit. The decrease in what Douglas charges for their program will bring it more in line with what Community Education charges. Mike Coppolino has trouble with increasing staffing with this money.

### **9.12 Community Correspondence**

In reference to "Union Contracts" emails to the Committee from Charlie Kadlec and Allen Nitschelm on 6/17/13, Mike Coppolino asked if it is clear to Charlie and Allen that there are groundrules set that are a legal agreement that have to be abided by. Dennis Bruce said that there will more correspondence to them on this issue.

### **APS WARRANT**

APS warrant #201325 dated 6/11/13 in the amount of \$161,408.84 was signed by the Chairman and circulated to the Committee members for signatures.

### **NEXT MEETINGS**

- July 9, 6:00 p.m. JT SC Workshop, RJG Jr High Library (Business starts at 6:30)
- August 22, 7:00 p.m. JT/AB/APS SC Meeting, RJG Jr High Library

The Acton Public School Committee adjourned at 9:38 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: see agenda