

**Acton
School Committee Meeting**

July 12, 2007

6:30 p.m.

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

ACTON PUBLIC SCHOOL COMMITTEE MEETING

Library
R.J. Grey Junior High School

July 12, 2007
6:30 p.m.

AGENDA

- I. CALL TO ORDER
- II. CHAIRPERSON'S INTRODUCTION
- III. STATEMENT OF WARRANT and APPROVAL OF MINUTES OF JUNE 21, 2007
- IV. PUBLIC PARTICIPATION
- V. UNFINISHED BUSINESS
 1. ALG Discussion – *J. Chinitz*
 - Draft ALG Minutes, 6/21/07 meeting
 2. Kindergarten Enrollment Update (oral) – *Marie Altieri*
- VI. NEW BUSINESS
 1. Recommendation to Accept Conant School PTO Donation – **VOTE** – *Bill Ryan*
 2. Recommendation to Approve Food and Related Products Bids Awards – **VOTE** – *Bill Ryan*
- VII. FOR YOUR INFORMATION
 1. FY'07 Financial Reports - Object Summary and Special Education (*will be brought to meeting*)
- VIII. ISSUES FOR THE COMMITTEE
- IX. EXECUTIVE SESSION (*if needed*)
- X. NEXT MEETING: **August 2, 6:30 pm – Regular APS meeting, JH Library**
- XI. ADJOURNMENT

ACTON SCHOOL COMMITTEE MEETING MINUTES

Library
R.J. Grey Junior High School

June 21, 2007
8:15 p.m.

Members Present: Jonathan Chinitz, Michael Coppolino, Heather Harer, Xuan Kong
Sharon Smith McManus, John Ryder
Also Present: William Ryan, George Frost, Susan Horn, Elizabeth Huber,
citizens and press

The meeting was called to order at 8:15 p.m. by Chairperson Jonathan Chinitz.

SUPERINTENDENT'S INTRODUCTION

Superintendent Bill Ryan introduced Christine Price, new Conant Principal. The Committee introduced themselves, and welcomed Chris to the school's administrative team.

STATEMENT OF WARRANT

Warrant #2007-23 in the amount of \$115,990.80 was signed by the chairperson and circulated to the rest of the Committee for signatures.

APPROVAL OF MINUTES

The minutes of May 17, 2007 were approved as written.

PUBLIC PARTICIPATION - None

UNFINISHED BUSINESS

1. ALG Report

- Sharon McManus reported on the initial organizational ALG meeting held this week with the new board representatives. They discussed the ALG charter and ground rules, and decided to focus on two goals this coming year - 1) communication between boards, and 2) a multi-year financial plan. They will also work on the calendar. Next ALG meeting is July 16, 7:30 am at Town Hall. Bart Wendell will continue to facilitate the meetings. Jonathan Chinitz asked that the School Committee give thought to the role of ALG. John Ryder reminded the Committee that the capital plan is on the table, and said he hopes they can hit the September guideline.

2. Health Insurance Trust Report

- John Ryder reported that the Trust met yesterday, and voted for reinsurance. Many bids were received. The news is good re: trust balance and goals. Tess Summers reported that 27 members have moved out of MasterHealth Plus. The Trust meets again in September.

3. FY'07 Budget

- Bill Ryan referred to the monthly object budget reports in the packet. We are close to the last payroll. There will be some additional health insurance charges, but they will be small. The biggest item is \$70K encumbered for June utility bills. Any additional funds will be closed out to free cash to the town, but it will not be a large number. By July 15 we will have pretty final FY'07 numbers.

4. FY'08 Budget

- Bill Ryan reported that we are now approving POs for FY'08.

5. Douglas School Modular Update

- George Frost reported that site work will begin today or tomorrow. Paving will begin next week. Everything seems to be on schedule for the modulars to be ready for school in September.

6. Kindergarten Enrollment Update

- George Frost said he has placed 295 Kindergarten students to date. Peter Ashton's enrollment projection is 309. George was happy to report that only seven students are on the waiting list; all others are in their first choice school. This is a wonderful placement result. A large All-Day K wait list is still troubling. Thirteen are on the waiting list for Gates, 13 for Douglas, 14 for Merriam, 6 at Conant, 2 at McT. There is obviously a need out there we are not meeting.

NEW BUSINESS**1. School Council Improvement Plans**

- Bill Ryan referred to the School Improvement Plans included in the packet. If school committee members have input, he would be happy to share with the principals. Michael Coppelino suggested that the plans be edited more carefully, and that it would be nice to have one goal that is measurable. Bill Ryan said he would share these comments/suggestions with the principals.

2. Staffing Update

- George Frost reported that we have hired 32 new professional staff, K-12 (20 at the region, 10 at APS, 2 both systems). We have about four more to go at APS, and about four more teachers at AB. We expect a total of about 40 new professional staff this fall, which is about 10% of the total.

FOR YOUR INFORMATION

- The Superintendent referred to several items.

**NEXT MEETINGS: July 11, Jt. SC Workshop - 6 pm, Sargent Library, Boxborough
July 12 - Regular APS meeting, 6:30 pm - JH Library**

The meeting was adjourned at 8:51 p.m.

Respectfully submitted,
Sarah T. Lawton, Secretary

Draft

ALG Minutes 06/21/07

Present: Bart Wendell, facilitator; Pat Clifford & Steve Noone, FC; Jon Chinitz & Sharon McManus, SC; Dore Hunter & Lauren Rosenzweig, BoS; Staff: Bill Ryan, Marie Altieri. John Murray & Steve Barrett.

Observers: Jo Ann Berry, LWV

I. General Discussion of Organizational Matters

Bart announced that the first ALG meeting of the season was devoted to the setting of the ALG Ground Rules & Charter.

Agreement is necessary to help the “creative tension” that will develop as we move forward. Members were presented with copies of the Charter & Ground Rules for 2002-03 but Bart said that this group need not be tied to the past.

Dore presented the changes proposed by the BoS for the coming year (see attachment) that he said made the language clearer.

Pat C.: Number 1 under ALG Charter “creation of a budget proposal” did not have members of the FC involved [the budgets were being presented by the FC & BoS] and she wanted to know the “intention behind it”

Marie: said that it was rewritten from the former charter to make it clearer.

John M. added that it was his understanding that the entities did not get into the specifics but stuck to the general allocations.

Bart: the GR are agreed to by the group for each year

Jon: “It has been my observation that in the past two years there has been a kink in the process” around communication. It has not been at its best between [among] the boards, although well intentioned---aspects have been overly complicated. I would like to present [the Charter & GR to the SC first and see if they are amenable [to the changes]---I think they [the SC] will agree. A lot of the GR from Dore...I think the financial sharing model has hamstrung both of us [BoS & SC] and forced us to make decisions and impacts on the model as a whole.

Dore: it is important for the BoS to have a discussion of the consensus reached here. We cannot have outside groups come in [to the ALG] having reached a consensus outside the process and expecting it to be accepted [by the whole ALG]

The BoS also want to have a “keeper of the spreadsheets”

Pat: the FC had the luxury of meeting before the ALG & so discussed the materials. The FC’s specific concerns are: sub groups are not an effective asset; the ALG needs to set a calendar now looking toward Town Meeting---the FC looked at Feb as a month for extra meetings so we would not get backed up to Town Meeting.

Lauren: I agree. We need to set the benchmarks and when the meetings get closer [together] we have to make sure there is better communication back to the boards & the ALG has time to listen to the input from the boards.

Bart: normally communication back to the boards has been the responsibility of the people here. The minutes are distributed in draft form to all members & each is supposed to check for accuracies & then get back to Ann

Dore: the BoS did not get as much info from the ALG as it should. I agree we should schedule more meetings than we think we need---it's easier to cancel than to find another time.

Bart: is everyone OK with that proposal?

Bill: I think it makes sense that we get back [to Ann] within 48 hours with corrections---so there is a short as possible window for the misinformation to be corrected.

Bart: then we approve the minutes at the next meeting....

Marie: we do not need the final [accepted minutes] after the 48 hours we can send out to the board---the SC did include drafts [of the minutes] and it helped with the communication with the ALG.

Bart: so we have the 48 hours for corrections.....

Pat: it can be marked "Draft for Distribution" after the 48 hours

Jon: I am working on a calendar all five bodies on an annual time line---BoS; SC; FC; ALG & HIT (Health Insurance Trust)---where they overlap and interact and the impact on the budget process for the SC. We are going to have a summit in three weeks I hope to get approval there & then bring it back here.

Pat: the FC has a calendar in place....we will reserve the right to take issue with the plotting...

Dore: there is the question of the minutes and also who will keep the master spreadsheet as it exists at the end of the meetings, who will be in charge of reissuing it with the changes [made at the ALG meeting]

Jon: as a practical matter there is more than one spreadsheet---we need to fix the process of feeding the spreadsheets into one and they need to be linked. We need to have the spreadsheets before the ALG meeting & they need to be locked by the author. They need to be loaded in a public location with "work in progress" attached.

Bart: Concerns?

John: the Town Clerk gets the minutes & spreadsheets

Pat: It is a lot harder, despite Jon's agility, to make the multiple websites available to the public without context---it is a leap of faith [on our part] to put the spreadsheet out to the public without context & hope for the best.

Jon: there should be one source for the document & at the end [of the meeting] that should be filed with the Town Clerk

Bart: are there suggestions for a context paragraph?

Marie: we need to revisit this discussion---putting the spreadsheet on the website [may not be helpful] for people who have not been through the process [ALG discussion]

Lauren: some of us are not as financially agile as others---we need a workshop for the newer members so we can go through [the spreadsheet] line by line.

John: we may just want one website---with a link to the ALG page and the minutes will be the context.

****AGREED with John

Bart: What should we do with Dore's proposition [corrections & changes to the Charter & GR]?

Sharon: We spent a lot of time on [wordsmithing] the 2006/07. I am concerned that we will not use it

Dore: We have objections---we do not want to see the use of substitutes [to reach a quorum]—having different people at different meetings---loss of continuity

Lauren: we did not have the 2006/07 Charter; we think the first paragraph should be included it's an explanation of what the ALG is ---we did not mean to omit the statement--keep it underneath & be more specific

The paragraph to be added underneath the first para of the 2006/07

“While members of the ALG agree to both report and recommend the conclusions of the ALG to their boards, the ALG acts in an advisory capacity only. The Selectmen and members of the School and Finance Committees continue to hold their own decision-making authorities.”

Dore: we have not documented particular rules—the agreement made about windfalls—it needs to be written so all understand.

Bart: scheduled train wreck---not written—not an agreement---agreements are not binding on next board...

Dore: there should be no room for misunderstanding....

Marie: it was an effort [the 2006/07 GR & Charter] to simplify ...

Word-smithing continued: rather than saying: “the primary goal” it was changed to “there are two goals” thus changing “a secondary goal”

John did not want a school rep to be from Boxboro: Marie said it should be up to the board; Steve N said “advisory” should be in the ground rules & questioned the use of advisory as opposed to compulsory.

Bart: we work with verbal agreements that are not compulsory but are advisory...ALG's compulsory part is that the reps go back to their boards and in a good faith effort champion [the ALG's consensus] for consideration.

Marie: do we need a new paragraph saying that if the board votes differently from the ALG that they come back...

Sharon: in the past we have not spent a lot of time on this

Dore: the 06 and 03 were meant for different results...

Lauren: we are not voting we are agreeing by consensus

Bill: Bart said to champion the cause in good conscience ...

Bart: what shall we do?---realize we do not vote?

Sharon: fully represent & review does not mean you [the ALG rep] is tied to a vote [at their board] If there is new information—in light of new information---that's why we said “fully represent”

Pat: When Jon was FC rep—he knows how difficult it was to bring back the ALG consensus & get “hammered” then take back the FC's iteration to the ALG, take it back again to the ALG...it's an organic process to create a consensus---I don't think we should struggle now on how to vote

Lauren: we bring it [the ALG consensus] back & forth & then we get down to the nitty-gritty of Town Meeting—I think we have to be aware how dicey it can be when we think we have a plan that everyone supports & we are still going back & forth

Dore: the consensus at the ALG---if new facts come---it only makes sense that the ALG will revisit the consensus.

Bart: are we saying the same thing---the one piece I hear is timely & full disclosures of what and why—a different vote is the real cause for dissension

Bill: someone is constantly going back..

John: it's an iterative process—[if there is disagreement] on a board take a consensus & bring it back here

Bart: so are we going to encourage boards to take a consensus & bring it back here?
(Although no one said anything there was not a call for agreement)

Jon: I'd like to nail down the meeting schedule---it would be helpful for me to meet Friday AM

Bart: previously we have allowed substitutions when there is not a quorum.

Sharon: there will still be staff & one board member...

Dore: I just hope we don't find out at 7:05 that there will not be a quorum. If we cannot make it, we should let the Town Manager know.

Bart: will the Town Manager still be the convener?

*****Yes.

Is the facilitator part of the quorum?

****Facilitator will not be part of the quorum

Bart: when shall we meet---Friday 7:30-9

Dore: I have a problem in the summer meeting on a Friday

Steve N.: I have a standing executive meeting at my work every Friday....

Jon: what about Monday?

John: I do not want an ALG on the same day ?? as a BoS meeting

Bart: will there be problems with legal holidays on Mondays?

*****Agreement: Monday 7:30-9; John will do a calendar for the ALG & BoS meetings and draft an ALG calendar

***** Agreement: Next meetings July 16 & August 13

Bart: shall we schedule the double meetings now?

Bill: we will need them for Jan Feb & March

Pat: when is the budget workshop?

Lauren: will Fall Town Meeting be an issue?

Marie: will there be a State of the Town?

Dore: we have not picked a date for a Fall Town meeting—it depends on design of the fire station

Sharon: shall we put down both a Fall Town Meeting & State of the Town.

Dore: If we have a Fall Town meeting, we will not have a State of the Town

Bill: as a practical issue: when you decide call Community Ed—they can put it in their calendar

****Agreement: double sessions for Jan, Feb & March

Sharon: we will take last year's decisions & Dore's suggestions & bring them back

Bart: that will be on the agenda for next time

Pat: I would like to say that the rumors that the FC does not support the ALG are just that-rumors. We think the ALG is an asset to the Town—it just needs to be centered & focused.

Lauren: shall we talk about the resolutions [against] the ALG

Bart: we are neither a cult nor a shadow government

Marie: setting the agenda---it is practically set at the previous meeting---but it would be helpful if it were sent out a week before so we can add suggestions for the other

Bart: so it will be constructed & sent out for other suggestions & modifications?

(There seemed to be general agreement)

Dore: It would be helpful to have the handouts as well.

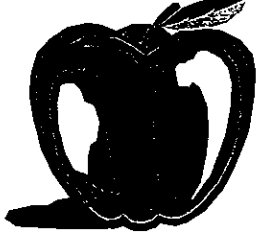
Adjourned @ 9 AM

Ann Chang

Conant School PTO 2007-2008 BUDGET

<u>Name of Expense</u>	<u>Amount</u>
Assemblies (cultural)	3,000.00
Author Program	1,800.00
Back to School Picnic	250.00
Games Day	150.00
Gardening	175.00
Hospitality	100.00
Library (book donations and repair)	400.00
Luther Bear (supplies)	75.00
Muffins with Mom/Donuts with Dad Breakfast	500.00
Naturalist/Nature Walk Program (supplies)	200.00
Playground/Recess Equipment & Supplies	200.00
PTO Expenses and Programs	450.00
PTO Paper Usage	350.00
Reunion Party (graduates)	125.00
Copy Machine(lease\$143/copies\$85/month)	2,800.00
Risograph Supplies	800.00
Safe Arrival Phone Line	430.00
Sixth Grade Account	1,000.00
Staff Thank You Luncheon	400.00
Principal's Fund/scholarships	500.00
Summer Reading Program (key chain reward)	200.00
Taxes (Accountant Fee)	250.00
Taxes (State Fee)	35.00
Teacher Supplies	4,200.00
Staff - Media Assistant	6,152.00
Staff - Recess Monitor	6,216.00
Staff - Reading and Math Assistants	37,897.00
Total:	<u><u>\$68,655.00</u></u>

Acton-Boxborough Food Services



Serving Education Daily

**Acton Public Schools
Acton-Boxborough Regional School District
Food Service Department
16 Charter Road
Acton, MA 01720-2995
Phone # 1-978-264-4700x3221
Fax # 1-978-263-8409
Kirsten Nelson, Director**

TO: William Ryan
FROM: Kirsten Nelson
DATE: June 13, 2007
RE: Recommendation to Award Food and Related Products Bids

The Acton Public Schools and the Acton-Boxborough Regional School District participated with The Education Cooperative (TEC) in the following bid categories:

- 1) Paper Products
- 2) Groceries
- 3) Ice Cream
- 4) Vending
- 5) Healthy Snack Products
- 6) Bread Products
- 7) Milk

The bids were opened on April 26, 2007 and the following vendors were approved on low bid, appearance and being responsive to the bid by the Food Service Directors at their May 16, 2007 meeting.

- | | |
|---------------------------|---|
| 1) Paper Products | Mansfield Paper Co. |
| 2) Groceries | Costa Fruit & Produce Company
Thurston Foods |
| 3) Ice Cream | New England Ice Cream |
| 4) Vending | Coca-Cola
New England Ice Cream |
| 5) Healthy Snack Products | Costa Fruit & Produce Company |
| 6) Bread Products | LaMarca Bakery |