



Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720

978-264-4700

www.abschools.org

Acton-Boxborough Regional School Committee Meeting
July 19, 2023 Workshop Agenda at 4:00 pm
Administration Building, Room 3

APPROVED MINUTES

Members Present: Ben Bloomenthal (left at 5:50), Tori Campbell (5:30 via zoom), Liz Fowlks (4:04), Lakshmi Kaja, Adam Klein, Ginny Kremer (7:25), Vikram Parikh (4:04), Leela Ramachandran, Yanxin Schmidt, Rebecca Wilson

Members Absent: Andrew Schwartz

Others: Peter Light, Beth Petr, Andrew Shen

1. **CALL TO ORDER (4:00)**

a. Chairperson's Welcome - *Adam Klein*

The ABRSC was called to order by Chairperson Adam Klein at 4:02 p.m.

2. **ONGOING BUSINESS**

a. Recommendation to Review and Approve results of one-year note bid to fund completion of Boardwalk project- **VOTE** - *Peter Light*

Mr. Light reviewed the recent process. The low bid was 3 ¾%. A motion was prepared by Bond Counsel.

Ben Bloomenthal moved, Leela Ramanchandra seconded and it was unanimously, **VOTED**: to approve the results of the one-year note bid (motion language attached).

b. Consent Agenda/Action Items - **VOTE** - *Adam Klein*

- i. Approval of ABRHS Handbook Changes - Second Read - **VOTE** - *Adam Klein*
- ii. Approval of ABRSC Meeting Minutes of 6/22/23
- iii. Approval of 3D 4K UHD EIZO Monitor donation from Vicarious Surgical
- iv. Approval of \$6,770 Discovery Museum corporate sponsorship payment for FY24 licenses
- v. New School Building Committee membership - **VOTE** - *Adam Klein*

Ben Bloomenthal moved, Rebecca Wilson seconded and it was unanimously, **VOTED**: to approve the consent agenda.

c. Statement of Warrants and Recommendation to Approve - **VOTE** - *Adam Klein*

Rebecca Wilson moved, Liz Fowlks seconded and it was unanimously,
VOTED: to approve the warrants as proposed (see memo).

3. **ANNUAL SUMMER WORKSHOP**
“Responsibilities and Protocols” with MASC Field Director TRACY NOVICK

Adam Klein thanked members for attending and introductions were made. Members shared why they wanted to serve on the Committee. He explained that there are different purposes for the District Goals, Superintendent Goals and School Committee Goals. Goals come out of the District’s Strategic Plan, with updates throughout the year at the School Committee meetings. School Committee goals will be discussed at the workshop in August. It is important to be sure that School Committee goals are in the Committee’s purview. All goals need to align.

Mr. Light is scheduling individual meetings and informal small group conversations with School Committee members to listen to concerns and expectations for the upcoming year. This input will be used for discussion at the next workshop. There will be no discussion of topics that will be coming before the School Committee. Group tours of the schools will be set up if members would like to do that.

Following the workshop, Adam will send out the subcommittee list and ask members to sign up. This can be based either on members’ expertise or desire to learn. The Capital subcommittee will be an important one next year. Many subcommittees meet on zoom and they are all open public meetings.

Tracy Novick presented on the “Roles and Responsibilities” of the Committee with an emphasis on the importance of understanding and respecting the roles of the Committee and the roles of the Superintendent. The Committee is the bridge between the Community and the Superintendent. The Superintendent is the bridge between the Staff and the Committee.

Together they build Community Trust. Discussion included the importance of:

- Setting goals and their alignment
- Creating clear policies that set a framework for the District
- Understanding the Budget - The fiscal oversight of the district is under the purview of the Committee. Money is one of the authorities of the Committee. All funds, regardless of revenue source, must be allocated by the School Committee to be expended. The day-to-day management of the budget, the actual expenditure of funds, and the decision of expenditures within cost centers is under the purview of the superintendent. (slide 15)
- Sorting out roles regarding personnel (slide 18)

Tracy reviewed MASC’s School Committee Member Code of Ethics including members’ relations with the community, with the school administration and with their fellow School Committee members. Members’ first responsibility is to the students. Members should contact

the Superintendent with any request and he will decide which administrator should respond. Being a large committee, it can be difficult if someone is late or has to miss a meeting. If someone is out, it is understood that the Committee might vote without that person. Once the body has decided on an item, it is too late for someone to request that it be discussed again.

The Committee took a break for Dinner 5:45 - 6:45.

The Committee reviewed and discussed their protocols from last year and how they would like to update them for FY24. When final, all members will sign the document, emphasizing that members will hold themselves accountable.

Comments included:

- Protocols should be in priority order, unlike the current format, because often the top items are paid more attention to. Some members did not want the list prioritized.
- Members will revisit the protocols and “call members out” if an issue comes up on an ongoing basis, as needed.
- The word “debate” shouldn’t be used because it implies someone has to be right.
- Members want to recognize that in the interest of transparency and intentional community engagement they need to thoughtfully balance the need to be efficient with discussion time. They want the community to be brought along in the discussion. Some members were frustrated last year when they could not ask all the questions they wanted to during discussion of an item, seeing this as a transparency issue. Members wanted to feel empowered to speak. Adam reminded everyone that Committee meetings are held in public, but are not public meetings.
- Often it is known ahead of time if an agenda item will generate a lot of questions/discussion. It’s important for the Chair to be able to say, “I know we’re running out of time, is this item something we can come back to at the next meeting?” With 11 members, and trying to keep the length of meetings manageable, not everyone is able to speak multiple times at a meeting. Members should pick their priorities. This is a decision making body.
- Members need to come prepared to meetings. Read the packet and previous minutes. Let the Chair know ahead of time if a member has a particular important question for a meeting. Be sure questions are within the School Committee’s purview. Often what gets a meeting schedule off are extensive questions and answers about staff presentations that are meant for FYI. If a point is particularly important to the public, a member can tell Peter and he will see if the information can be included in the presentation.
- Peter suggested that there are three types of listening. 1. You want to win your point. 2. You want to fix a problem. 3. You want to understand. The Committee needs to really listen to understand what the other person is saying. This can help prevent the Committee from coming off as adversarial to the public and to each other. It was agreed that a future meeting will discuss this approach in more detail.
- We have 3 buckets that we’re trying to fit ideas into.

Adam will compile a revised draft for the next workshop meeting on August 22. At that meeting, the Committee will set their own goals and the Superintendent will share a first draft of the District goals. Members were asked to start thinking about the differences between a goal and a protocol. How do we define an efficient meeting? How do we link to the school goals?

Based on feedback from the Committee regarding communication, Peter has asked Chris Horan to do a communications audit, including social media, for the District. This will include some professional development with the leadership team. He will start with branding and how messages should be shaped around that plan.

4. **ADJOURN**

Leela Ramachandran moved, Rebeccah Wilson seconded and it was unanimously, **VOTED by roll call:** to adjourn the workshop at 8:37 p.m.
(YES: Campbell, Fowlks, Kaja, Klein, Parikh, Ramachandran, Schmidt, Wilson)

Respectfully submitted,
Beth Petr

Attached: Motion Language to Approve the Results of One-year Note Bid to Fund
Completion of Boardwalk Project

List of Documents Used: agenda, agenda item summary pages, Note Financing Recommendation Memo from D. Verdolino 7/19/23, Vote language from Bond Counsel, Building Project Debt Status Update Memo from D. Verdolino 6/2/23, Building Project Debt Update Presentation Slides from D. Verdolino 6/8/23, Proposed ABRHS Handbook Changes 2023-2024 - Version 2 Memo from J. Dean 7/13/23, Proposed ABRHS Student Handbook 2023-2024, Draft Minutes of ABRSC meeting on 6/22/23 from B. Petr, Discovery Education Order Form for ABRSD 7/1/23 - 6/30/27, Donation thank you letter from A. Bisiewicz to Vicarious Surgical Company 6/27/23, Revised Acton Boxborough School Building Committee Members 7/1/23, Warrant memo from D. Verdolino 7/14/23, ABRSC FY22 Operating Protocols (voted 10/7/21), "Responsibilities and Protocols" Presentation Slides from T. Novick, MASC

VOTE OF THE SCHOOL COMMITTEE
OF THE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

I, the District Secretary of the Regional School District School Committee (the “Committee”) of the Acton-Boxborough Regional School District, Massachusetts (the “District”), certify that at a meeting of the Committee held July 19, 2023, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Committee in my custody:

Voted: We hereby determine, in accordance with G.L. c.70B, that the cost of the CT Douglas/Paul Gates Elementary School and Carol Huebner Early Childhood Program project authorized by vote of the Committee passed on November 5, 2019 being financed with proceeds of a portion of the Notes defined below, together with all other bonds and notes of the District previously issued to pay costs of this project, does not exceed the portion of the total cost of the project that is not being paid by the school facilities grant and we hereby approve the issuance of notes and bonds to finance this project under G.L. c.70B.

Further Voted: to approve the sale of \$5,000,000 4.25 percent General Obligation Bond Anticipation Notes (the “Notes”) of the District dated July 27, 2023, and payable July 25, 2024, to Piper Sandler & Co. at par and accrued interest, if any, plus a premium of \$24,450.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 28, 2023, and a final Official Statement dated July 11, 2023, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the District Treasurer and the Chair of the Committee be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Notes (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document

by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerks of each of the member towns of Acton and Boxborough (together, the “Town Clerks”) and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal buildings in which the offices of the Town Clerks and the District Secretary are located, or in accordance with an approved alternative method of notice prescribed or approved by the Massachusetts Attorney General as set forth in 940 CMR 29.03(4), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: July 19, 2023

District Secretary

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