

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

June 30, 2017
1:00 p.m.

REVISED AGENDA

1. **ABRSC Call to Order** – *Amy Krishnamurthy (1:00)*
2. **Chairperson’s Introduction** – *Amy Krishnamurthy*
 - 2.1. Acting Superintendent is in place as of July 1, 2017
 - 2.2. Purpose for this special meeting
3. **Public Participation**
4. **Search Process Questions and Concerns** – *Amy Krishnamurthy (1:15)*
 - 4.1. From a School Committee Member
 - 4.2. From a member of the public
 - 4.3. **Open Meeting Law Complaint received 6/29/17**
5. **Interim Superintendent Search Subcommittee Update (2:30)**

(Chair: Paul Murphy, Diane Baum, Tessa McKinley, Deanne O’Sullivan, Eileen Zhang, Karen Sonner, Dawn Bentley, David Krane)

 - 5.1. Position Posted 6/26/16 – 7/10/17
 - 5.2. Search Timetable
 - 5.3. Possible **VOTE** to add Karen Sonner as the Acton Boxborough Education Association (ABEA) Representative to the Interim Search Subcommittee and to confirm voting rights (*requested by Subcommittee Chair Paul Murphy*)
6. **Permanent Search Process Update (note: committee has not formed yet) (2:55)**
 - 6.1. Call for volunteers will be in late August/early September
7. **Adjourn (3:00)**

Posted 6/28/17 at 12:15 p.m., Reposted 6/29/17 at 2:15 p.m. for 4.3 (highlighted)

NOTE: In Massachusetts, the School Committee hires the Superintendent, Deputy Superintendent and Assistant Superintendents.

NEXT MEETINGS:

Tuesday, July 11 – School Committee Summer Workshop (time and location TBD)
Tuesday, August 1 – School Committee Meeting (7:00 p.m. in the Jr High Library)
Thursday, August 24 – School Committee Meeting (7:00 p.m. in the Jr High Library)
Thursday, September 7 – School Committee Meeting (7:00 p.m. in the Jr High Library)

At ABRSD, our mission is to develop engaged, well-balanced learners through collaborative, caring relationships.
WELLNESS - EQUITY - ENGAGEMENT



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Allen Last Name: Nitschelm

Address: 9 Marian Rd.

City: Acton State: MA Zip Code: 01720

Phone Number: 9786214207 Ext. _____

Email: allen@thehomesteader.com

Organization or Media Affiliation (if any): Acton Forum

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?
(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Acton-Boxborough Regional School Committee

Specific person(s), if any, you allege committed the violation: _____

Date of alleged violation: 6/22/17

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The Acton-Boxborough Regional School Committee held a posted School Committee meeting on June 22, 2017, and released three versions of its meeting agenda. The final version was released on June 22, at 2:06 pm, with the following email note: "We have a very full agenda for tonight's meeting. I just reposted the materials with the addendum inserted, including a couple of pieces were added in the last 24 hours (not agenda items but materials)." The subject matter of this email was "Tonight's SC meeting materials."

However, the final agenda contained an important and substantial change: It included a vote to add three new subcommittee members to the Interim Search Committee (the "Subcommittee"), which had been created and staffed by five School Committee volunteers at the previous SC meeting.

This substantial change to the agenda was not properly noted as to the date and time, which is required by the Open Meeting Laws. (The third notice says it is a reposting dated 6/20/17 at 4:30 pm, the same date and time as the second agenda.) It is clearly wrong because it mentions letters from the community, one of which was dated June 22, which was one of the "pieces" that were added to the posted materials.

Not giving proper 48-hour prior notice of an important vote, and in fact only four-and-a-half hours before the start of the meeting, and the misleading characterization of the changes to the agenda in the email, are violations of the Open Meeting Law. Members of the public were not informed that this vote would be taking place and when one audience member objected at the microphone during the meeting, he was cut off by the Chairperson.

The School Committee proceeded to discuss and vote to add new Subcommittee members, and did so at 11 pm, after most of the audience had left.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

The 6/22/17 vote to expand the Subcommittee must be voided and revoted by the School Committee with proper, forty-eight-hour notice given to the public. At that time, members of the public may have further questions and comments about the Subcommittee's composition, proposed new members, and voting rights.

No newly voted-in member(s) should be seated on the Subcommittee until this issue has been resolved. The work of the Subcommittee may continue with the original five SC members.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____

Date: 6/29/17

For Use By Public Body

For Use By AGO

Date Received by Public Body

Date Received by AGO



The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
 - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body AND to the municipal clerk.
 - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
 - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the Attorney General a copy of the complaint and a description of any action the public body has taken to address it. At the same time, the body must send the complainant a copy of its response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at openmeeting@state.ma.us.

Openings as of 6/26/2017***Superintendent of Schools - Interim*****JobID: 2164****Position Type:**

Administration/Superintendent of Schools

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[Email To A Friend](#)[Print Version](#)**Date Posted:**

6/26/2017

Location:

Acton-Boxborough Regional Schools

Date Available:

August, 2017

Closing Date:

07/10/2017

Salary: Commensurate with experience

Description: The Acton-Boxborough Regional School District is seeking an Interim Superintendent for the 2017/18 school year. We are a vibrant, high-performing, regionalized school district located in a quiet suburban setting approximately 20 miles west-northwest of Boston, Massachusetts. We serve 5,700 students in 6 open-enrollment elementary schools, one junior high school, one high school and an early childhood program with an operating budget of approximately \$89 million. We are seeking an outstanding leader with a record of successful administrative experience, preferably with regionalized school districts, who will be a stabilizing and galvanizing force during a critical period in our growth. We are looking for candidates with experience in communicating and managing change as we move through the process of working with the Massachusetts School Building Authority and other stakeholders on a major infrastructure project and on ongoing initiatives. Please see attachment for additional information.

Qualifications:

- Superintendent licensure required
- Effective in building a culture of transparency, trust and respect
- Strong community outreach and communication skills
- Prior teaching and administrative experience, preferably at both the building and district level

Application Procedure:

Please send resume and cover letter to:

Email: bpetr@abschools.org

Mail: Beth Petr

Acton Boxborough Regional School District/Central Office

16 Charter Road

Acton, MA 01720

For more information please email or call Beth Petr at (978) 264-3306

Attachment(s):

- o [ABRSD Interim Superintendent Posting.pdf](#)

FMLA regulations require all employers to post the updated FMLA notice.

Powered by AppliTrack, a product of Aspex Solutions.



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

Superintendent of Schools – Interim

Acton-Boxborough Regional School District

The Acton-Boxborough Regional School District is seeking an Interim Superintendent for the 2017/18 school year. We are a vibrant, high-performing, regionalized school district located in a quiet suburban setting approximately 20 miles west-northwest of Boston, Massachusetts. We serve 5,700 students in 6 open-enrollment elementary schools, one junior high school, one high school and an early childhood program with an operating budget of approximately \$89 million. We are seeking an outstanding leader with a record of successful administrative experience, preferably with regionalized school districts, who will be a stabilizing and galvanizing force during a critical period in our growth. We are looking for candidates with experience in communicating and managing change as we move through the process of working with the Massachusetts School Building Authority and other stakeholders on a major infrastructure project and on ongoing initiatives.

Qualities and Qualification:

- Superintendent licensure required
- Effective in building a culture of transparency, trust and respect
- Strong community outreach and communication skills
- Prior teaching and administrative experience, preferably at both the building and district level

Salary commensurate with experience.

Application deadline: July 10, 2017

When the position will begin: August 2017

Please send resume and cover letter to: BPetr@abschools.org

Or: Beth Petr, ABRSD Central Office, 16 Charter Road, Acton, MA 01720

For more information, please email or call Beth Petr at 978-264-3306.

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WELLNESS • EQUITY • ENGAGEMENT

Draft Interim Superintendent Search Timeline

Date	Description	Status
6/20/17	The Sub Committee Kick-off	Complete
6/21/17	Draft a task timeline for SC input on 6/22/17	Draft ready for review
6/21/17	Draft the interim superintendent job posting language for SC input on 6/22/17	Draft ready for review
6/22/17	Regular SC Meeting	Discuss draft documents
6/26/17	Place job posting	Target date. Confirm during SC Meeting
7/7/17	ISS Subcommittee meet to review candidate response progress and make adjustments if required.	(optional – independence day week)
7/10/17	Close job posting / ISS Subcomm Meeting to review applications	
7/13/17	ISS Subcommittee Meeting to interview candidates in ES.	
7/17/17	ISS Subcommittee Meeting to interview candidates in ES. Select three.	
7/20/17	SC Meeting for status update. Finalists named. Set interview schedule.	
Week of 7/31/17	Conduct site visits and reference calls	
8/7/17	SC public interviews of finalists – Select candidate	
Week of 8/14/17	Negotiate contract	
8/21/17	Interim Superintendent start date	