

Acton-Boxborough Regional
School Committee Meeting

June 22, 2017

6:30 p.m. Executive Session
7:00 p.m. Open Business Meeting

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

June 22, 2017
6:30 p.m. Executive Session
7:00 p.m. (approximate) Open Business Meeting

REVISED AGENDA

1. **ABRSC Call to Order** – Amy Krishnamurthy (6:30)
2. **EXECUTIVE SESSION**
To be convened under M.G.L. Chapter 30A, §21(a)(1) to discuss complaints or charges brought against a public officer, employee, staff member or individual
3. **RETURN TO OPEN MEETING** (7:00 approximately)
4. **Chairman’s Introduction** – Amy Krishnamurthy
5. **Statement of Warrant and Approval of Open Meeting Minutes**
 - 5.1. ABRSC Meetings 6/13/17, 6/8/17, 5/18/17
6. **Public Participation** (10)
7. **Presentation: Special Education Parent Advisory Council Report** – Amanda Bailey, Bill Guthlein (7:15)
8. **Presentation: Governmental Accounting Standards Board (GASB) 45 Results/OPEB Report** – Parker Elmore (7:30)
 - 8.1. Executive Summary and Report
 - 8.2. Presentation Slides
9. **Presentation: Elementary School Funding** – Glenn Brand (7:45)
10. **Presentation: Superintendent’s Safety and Security Task Force Report** – Glenn Brand (8:15)
11. **Presentation Follow Up: School Start Time Committee Report** – Glenn Brand, Marie Altieri (8:25)
 - 11.1. Next Steps Memo (see materials posted for meeting on 6/8/17)
12. **Presentation: Dore & Whittier short/medium term capital report** – JD Head (8:40)
 - 12.1. Memo and Slides
13. **ABRSD Master Plan / School Building Project Update** (8:55)
 - 13.1. District Master Plan Review Committee (DMPRC) (see materials posted for meeting on 6/8/17)
 - 13.1.1. Recommendation to Accept DMPRC Report – **VOTE** – Amy Krishnamurthy
 - 13.1.2. Recommendation to Dissolve the DMPRC – **VOTE** – Amy Krishnamurthy
 - 13.2. Massachusetts School Business Authority (MSBA) Update on Deadlines – Glenn Brand
 - 13.2.1. Educational Profile Questionnaire is due July 3, 2017
 - 13.2.2. Online Enrollment Projection is due July 3, 2017
 - 13.3. ABRSD School Building Committee – Kristina Rychlik
 - 13.3.1. Kick-off Meeting on 6/14/17, Members List

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

- 13.3.2. Recommendation to Appoint Steve Mielke to the School Building Committee as a voting member
– **VOTE**
14. **ABRSD Revised Homework Policy – Second Read – VOTE at July meeting - Deborah Bookis (9:05)**
- 14.1. Proposed Policy, File: IKB
 - 14.2. Current Policy being replaced
 - 14.3. Policy Subcommittee Report, including summary of public input – *Brigid Bieber*
 - 14.4. Challenge Success Newsletter with Homework article
15. **Finance Director Transition – Glenn Brand (9:35)**
- 15.1. Memo
 - 15.2. Recommendation to Appoint Dave Verdolino as Chief Procurement Officer for the ABRSD per Chapter 30B, Section 2 effective 7/1/17 – **VOTE** – *Glenn Brand*
16. **ABRSD Budget Update – Clare Jeannotte (9:40)**
- 16.1. FY17 Year End Financial Status Update
 - 16.2. Monthly Financial Reports as of May 31, 2017
 - 16.2.1. Revenue vs Budget
 - 16.2.2. Expenses vs Budget
 - 16.2.3. Special Revenue
 - 16.2.4. Grants
17. **Kindergarten Update – Marie Altieri (9:45)**
18. **Recommendation to Approve the Health Insurance Working Group Memo of Agreement – VOTE - Marie Altieri**
Proposed Motion: To approve the contractual changes outlined in the Health Insurance Working Group Tentative Agreement from April 2017 for the Acton-Boxborough Education Association, the Acton-Boxborough Office Support Association and AFSCME Massachusetts State Council 93 Local #1703
19. **Subcommittee Reports (9:55)**
- 19.1. Interim Superintendent Search Update
 - 19.1.1. **VOTE** to add members: David Krane, Dawn Bentley and a member from ABEA
 - 19.1.2. Draft Posting Language and Timetable
 - 19.1.3. Letters from the Community: Ashton, Reid
 - 19.2. Policy
 - 19.2.1. Homework Policy, File: IKB – Second Read – Possible **VOTE** - *Brigid Bieber*
 - 19.2.2. Website Accessibility, File: NEW - Second Read – **VOTE** - *Dawn Bentley*
 - 19.3. Outreach (including PTO Co-chairs) – *Kristina Rychlik (oral)*
20. **School Committee Member Reports (10:15)**
- 20.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy, Paul Murphy*
 - 20.2. Boxborough Leadership Forum (BLF) – *Mary Brolin*
 - 20.3. Health Insurance Trust (HIT) – *Mary Brolin*
 - 20.4. Acton Finance Committee – *Amy Krishnamurthy, Deanne O’Sullivan*
 - 20.5. Acton Board of Selectmen – *Eileen Zhang*
 - 20.6. Boxborough Finance Committee- *Mary Brolin*
 - 20.7. Boxborough Board of Selectmen – *Brigid Bieber*
 - 20.8. Minuteman Technical High School (MMT) Update – *Diane Baum*
 - 20.9. Acton Capital Improvement Planning (CIP) Update – *Kristina Rychlik*

21. **Recommendation to Accept \$50,000 Donation from AB Youth Soccer for Leary Field – VOTE – Glenn Brand**
22. **Recommendation to Accept \$15,000 Donation from AB Youth Football for Leary Field – VOTE – Glenn Brand**
23. **Recommendation to Accept Gift of Back Boards from AB Travel Basketball to ABRSD – VOTE – Glenn Brand**
24. **Recommendation to Accept Gifts/Donations to the ABR High School – VOTE – Glenn Brand**
25. **Recommendation to Approve High School Ski Field Trip to Canada – VOTE – Glenn Brand**
26. **FY18 ABRSC Summer Workshop and August Business Meeting– Amy Krishnamurthy**
 - 26.1. FY18 ABRSC Meetings with proposed dates added – Second Read – VOTE
 - 26.1.1. Planning the Annual School Committee Summer Workshop
27. **Superintendent’s Report/Updates – Glenn Brand (oral)**
28. **Recommendation to Accept \$245,497 MA Dept of Energy Resources (DOER) 2017 Competitive Grant to Fund Energy Conservation Efforts (LED interior lighting upgrades) – VOTE – Glenn Brand**
29. **Open Meeting Law Complaint (addendum)**
 - 29.1. A. Kremer – minutes and documents, including executive sessions on 4/26/17 and 5/2/17 and plans for appointing interim and successor superintendents
 - 29.1.1. Complaint Received on 6/16/17
30. **FOR YOUR INFORMATION**
 - 30.1. Gifts and Donations to the ABR High School FY17 (\$500 or less)
 - 30.2. Acton Boxborough Student Activities Fund (ABSASF) Memo
 - 30.3. ACCESS Results and Kindergarten/EL Screening Memos (*next meeting*)
 - 30.4. DESE Report on Review of Fiscal Procedures and Compliance Regarding Grants
 - 30.5. FY18 ABRSC Members and Officers
 - 30.6. Monthly Enrollment, June 1, 2017
 - 30.7. Monthly Emergent Bilingual Student Population by School, June 1, 2017
 - 30.8. Congratulations to our ABRSD Retirees
 - 30.9. Artists Recognition
 - 30.10. Schedule for Last Day of School, Thursday, June 22, 2017
 - 30.11. Schools Open Flyer and Fall 2017 Back to School Nights
 - 30.12. Acton Boxborough Student Activities Fund (ABSASF) Memo (addendum)
31. **Adjourn (10:30)**

NEXT MEETINGS:

- July XX – Annual ABRSC Workshop Meeting
- August XX – ABRSC Meeting at 7:00 p.m in the Jr High Library (material posted Aug XX)
- September 7 – at 7:00 p.m. in the Jr High Library (material posted Sept 1)

Posted on 6/16/17 at 5:15 p.m.
Reposted on 6/20/17 at 4:30 p.m.

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
DRAFT OPEN MEETING MINUTES

Library
R.J. Grey Junior High School

June 13, 2017
6:30 p.m. Executive Session
7:30 p.m. (approx.) Open Meeting

Members Present: Diane Baum, Brigid Bieber, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Kathleen Neville, Deanne O'Sullivan (left at 8:33 p.m. and returned at 9:15 p.m.), Kristina Rychlik, Eileen Zhang (7:27 p.m.)
Members Absent: Mary Brolin
Others: Beth Petr, Attorney Peter Ebb (until 7:50 p.m.)

1. The ABRSC was called to order at 6:35 p.m. by Chairperson Amy Krishnamurthy.

2. **EXECUTIVE SESSION**

At 6:35 p.m. it was moved by Amy Krishnamurthy, seconded by Katie Neville and unanimously **VOTED by roll call:** that the Acton Boxborough Regional School Committee enter executive session under M.G.L. Chapter 30A, §21(a)(1) to discuss complaints or charges brought against a public officer, employee, staff member or individual

(YES – Baum, Bieber, Krishnamurthy, McKinley, Minkin, Murphy, Neville, O'Sullivan, Rychlik)

Amy stated that the Committee will reconvene in Open Meeting at approximately 7:30 p.m.

3. **RETURN TO OPEN MEETING**

The ABRSC returned to open meeting at 7:54 p.m. Amy Krishnamurthy stated that the meeting was being taped for broadcast by Acton TV.

4. **Chairperson's Introduction** – *Amy Krishnamurthy*

Allen Nitschelm read an email sent to the School Committee the night before from 6 members of the public, who had asked for the opportunity prior to the meeting. They outlined 7 requests to the Committee as they try to attract top candidates for the Superintendent Search. They were thanked for their input.

5. **Public Action, if any, in Relation to Immediately Prior Executive Session** (*passed over*)

6. **FYI - Structure of the Current Central Office**

More detail was provided for the current Deputy Superintendent and two Assistant Superintendent positions.

7. **Discussion of an Interim Superintendent vs. a Permanent Superintendent** - **VOTE***

8. **Discussion of an Internal Candidate vs. an External Candidate** – **VOTE***

The Committee discussed the upcoming searches and how to proceed.

The Committee agreed that the permanent search will take too long not to have an interim in place. Brigid Bieber said that the interim would preferably be someone from the outside who is qualified and could at least work part time to help with the work load right now. As previously discussed, their responsibility could be to help with administrative issues as they come up, not necessarily take on the current large initiatives going on in the district, as the deputy and assistant superintendents could probably continue to handle those. Paul Murphy pointed out that this would depend on who the interim is. The Committee agreed that it was most

important to attract the very best candidates possible for the permanent search. Eileen Zhang advocated for starting the permanent search right away, as well as the interim search.

The Committee agreed that a subcommittee should be created to work on the interim search, and that it should be a fairly quick process, abbreviated from a full search. Brigid Bieber asked if the Committee agreed that the interim candidates should be external, not from within the AB District. Eileen asked why they would not consider internal candidates. Paul explained that Marie Altieri is the Deputy Superintendent so by default, she is the Acting Superintendent until an interim is chosen. Paul likes this because Marie thoroughly understands the district.

Rather than have the Committee decide whether to restrict the interim search to external candidates only, it was suggested that an interim search subcommittee be established and charged with making this decision. Paul Murphy, Diane Baum, Deanne O'Sullivan and Tessa McKinley volunteered for the subcommittee.

Although the Committee agreed not to officially start the permanent search right away, they could begin some of the preparations, such as establishing members of that search committee, timeline, materials, etc.

Katie Neville moved to establish a subcommittee to look for an interim superintendent. Paul Murphy seconded. Brigid Bieber asked for clarification of the motion and confirmed that it was to nominate Paul Murphy, Diane Baum, Deanne O'Sullivan and Tessa McKinley to serve on a subcommittee established to look for an interim superintendent. Eileen Zhang volunteered to serve on the subcommittee. Katie accepted a friendly amendment to her motion to include Eileen as a member and it was unanimously,

VOTED: to nominate Paul Murphy, Diane Baum, Deanne O'Sullivan, Tessa McKinley and Eileen Zhang to serve on a subcommittee established to look for an interim superintendent

Paul Murphy stated that they would bring interim superintendent candidates' names before the School Committee for a decision as quickly as can be done appropriately.

The Committee discussed whether to restrict the interim superintendent from applying for the permanent superintendent position. Diane Baum felt that it makes sense that someone would have a leg up if they were the interim so she wants to prevent this by restricting the interim. Katie Neville stated that if the Committee is looking for an external candidate, that might not be such a big deal. Deanne O'Sullivan questioned whether the Committee should limit themselves by saying the interim cannot apply. She noted that considering retired superintendents for the interim, could prevent the issue. Kristina Rychlik does not want to limit the candidate pool. She stated that whomever applies is confidential, and anyone in a district this large should assume that there would be multiple internal candidates. Tessa McKinley and Paul Murphy agreed.

Allen Nitschelm spoke from the audience advocating for prohibiting the interim superintendent from applying for the permanent position because they would "have the inside track" and in his opinion, it would be perceived as biased. He strongly urged the Committee to not allow an interim to apply for the permanent job and to state that on the advertising materials.

(Deanne O'Sullivan left the meeting at 8:33 p.m.)

Steve Ballard spoke from the audience and apologized for the comments he made at the last meeting on 6/8/17. He has given the Chair the name of someone he feels could be a strong interim candidate. Amy will give the name to the subcommittee. He asked the subcommittee not to limit their search to "external vs internal" candidates but to keep their options open.

Seeing no disagreement, Amy Krishnamurthy charged the subcommittee with developing the criteria to use and returning to the School Committee with their recommendations when they were ready. They were asked to report back at the 6/22/17 School Committee meeting on progress, even if it was just that they had a

meeting to begin. The subcommittee was reminded of the Open Meeting Law requirements to post all meetings, record minutes, etc.

9. ABRSD Permanent Superintendent Search

The previous search was done in the late fall, November/December. The one before that ended in January, although that timing was difficult with Budget Saturday in late January. Final interviews could be held after Budget Saturday, which would allow the District to get through the December Town Meetings for the Building Project. If the search is on the late side, good candidates might accept other positions. If a search firm is used, they will have advice on this. There is a lot of prework that needs to be done. Some of the administrative tasks could be done this summer. Public interest is expected to remain high.

They discussed when to establish the permanent superintendent search committee profile and members, and when to consider whether a search firm should be used. They considered if there should be a separate meeting specifically to talk about the permanent search and search committee.

A member of the public asked about the possible financial impact of going through the interim process and permanent search, given the cost last time. She asked where the funds would come out of the existing budget. Amy Krishnamurthy replied that the last search firm cost \$20,000 and there is room for that in the budget if necessary. Brigid Bieber said that they will have to review current salary rates for Superintendents to see that cost. The budget is being reviewed to see what items for next year can be paid for out of this year's final budget to shift some costs.

Steve Ballard stated that the community group wants Rip Martin to be on the Search Committee. He agreed with Rip and Eileen Zhang that the permanent search should start right away.

The Committee agreed that it was premature to discuss whether the interim search members should try to continue on the permanent search committee. This will be part of the summer workshop when subcommittees and members' commitments for the new school year are decided.

Members of the public spoke. They appreciated how thoughtful the SC was being, but felt there should be a sense of urgency to the search to get the right leadership (for the search) started.

A member of the public advocated for an external interim superintendent, because many parts have to come together quickly in the fall. She felt that an external candidate would not be wedded to what was already being done. They could help streamline the process to what was integral to the district. She'd like to see this as part of the charge.

(Deanne O'Sullivan returned at 9:15 pm)

The Committee discussed how to move forward. Paul wanted time to think about the process. Kristina reviewed the last search's makeup, and read the community email requests. She asked if there were other things that the Committee feels are important to include in the permanent search.

Brigid described the last search that had 15 people, including professional staff, principals, 3 school parents, and others. She stated the importance of having professional staff on the committee. She is ok with adding more parents but it is hard to have a larger group of people to schedule around. The number and length of meetings needs to be explained as well as when they would occur. People must understand the time commitment involved and that some meetings cannot be missed.

Last time, the search committee created an online survey for the public, before any of the interviews were done, and this was very valuable. There were also 2 public forums for people to meet with the Search committee so they could hear what the community was thinking and wanted.

One request from the public was that a member of the community be the chair or vice chair. Amy Krishnamurthy was not sure if that was possible, but either way, she felt the School Committee should not abdicate this responsibility because it is such an important part of what the School Committee does. Kristina agreed.

Eileen agreed with Brigid that although lots of parent input is necessary, if there are too many people it's too hard to schedule meetings. She asked if a channel can be established to really connect with the community to hear their requests and questions. Amy pointed out that the outreach subcommittee is appropriate for that purpose.

Diane Baum stressed that the discussion really aligned with "open government". The traditional way to do this is to invite community members onto a committee and then they are disseminators of the information. With this, at every stage there are meaningful steps to move this process along. This search won't look like the traditional search but at the end of the day, she hopes the community and stake holders feel like they've made a meaningful contribution to this process.

Maya Minkin emphasized the need to acknowledge that this is a huge time commitment and give the public a realistic perspective on the expectations. Many meetings would be day time due to staff involvement. Being clear about expectations will allow more people to get involved.

Amy asked if the Committee was prepared to vote or suggest that the Committee follow the same guidelines for the permanent search committee as was done in the past.

Deanne O'Sullivan liked the previous make up, but now that the District is fully regionalized, the group should be a little bigger. The Committee should gather some information from other schools that have gone through a superintendent search process recently and ask about their experiences. A report could be given at the June 22 School Committee meeting. Due to the very full agenda for June 22, Amy said it would have to be a brief and decisive vote at that time.

Diane Baum asked the Committee to consider a different kind of search. She suggested that a pool of people could be identified who are interested in the search and a plan could be made for how they could all participate. It wouldn't have to be the same 25 or 30 people going to all the meetings. Tessa didn't disagree with more community involvement, but she stated that there are a lot of different understandings about what goes on in schools and the more people involved, the more feelings are involved. She stressed that the people who work for the superintendent should have a strong voice in the search committee because they are very aware of what is needed from the inside. Public voice is important but to increase the number by too much will bog things down, in Tessa's opinion.

Kristina Rychlik liked what Diane and Tessa said. She suggested that as part of the interim search committee, they could propose a draft of a different kind of search committee. Amy asked if the interim search committee members would agree to doing that. Paul agreed, but said that the interim position is a different role than the permanent one.

Bill Guthlein spoke from the audience and was on the last search committee. He felt that the search committee should be composed more of community members as opposed to the last time when it was 50-50 staff and community. He felt the paramount voice should be the community's.

Paul Murphy was ok with a larger committee as long as the meetings are mapped out so members can all participate as much as they can, without missing meetings. He asked if every member needs to be at every meeting. Brigid Bieber said that 7 subcommittee meetings were held last time, with each lasting 3-5 hours. At the point that applications are in and everyone gets a copy of all of them, that is when it needs to be decided if everyone needs to look at them all, and how they will be rated/ranked, etc. She questioned how responsibilities

at that critical point would be split, because it's a balancing act. It was important for her to listen to other members' opinions on the applications as they went through them all.

Susri Anuradha spoke from the public and clarified that their email request to have half of the search committee be from the community, did not mean to make it a much bigger committee. Last time of the 14 members total, there were only 5 community members. In response to a question, it was stated that the School Committee votes who will chair the search committee. A member of the public asked that as much thought be given to that decision as will be given to who is on the committee.

Amy Krishnamurthy stated that the search committee and its chair will be taken up at the summer workshop next month. A call will go out for volunteers over the summer or in early September. Brigid suggested that the outreach subcommittee can note in their plans that the search committee will be formed with a broad outline of the time commitment, and invite community members to contact the chair or secretary if they are interested, but not a commitment yet. It was the sense of the committee that this was a good idea.

9.1. Timeline

9.1.1. Review of Previous Search Timeline (Fall 2013-Winter 2014)

9.1.2. Possible Timeline FY18

9.2. Candidate Qualifications

9.3. Establish New Search Process

9.3.1. Charge to the Last Search Committee

9.3.2. Last Search Committee Profile and Committee Members

9.3.3. Should a Search Firm be considered

10. Next Steps

11. Possible VOTE to Employ Deputy Superintendent, Marie Altieri as Acting Superintendent until an Interim or Permanent Superintendent is Employed, effective 7/1/17 – VOTE

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

VOTED: to employ Deputy Superintendent, Marie Altieri as Acting Superintendent until an interim or permanent Superintendent is employed, effective 7/1/17.

12. Recommendation to Authorize the Deputy Superintendent or Acting Superintendent to Approve and Sign District Purchase Orders effective 7/1/17 – VOTE

Paul Murphy moved, Maya Minkin seconded and it was unanimously,

VOTED: to authorize the Deputy Superintendent or Acting Superintendent to approve and sign district purchase orders effective 7/1/17.

Diane Baum confirmed that the interim search committee would find an interim, update the Committee on June 22, and put together a few ideas about a possible profile of the permanent search committee.

The ABRSC adjourned at 10:00 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda, Open Letter to the Acton-Boxborough School Committee dated 6/12/17 from A. Nitschelm, S. Anuradha, S. Ballard, S. Biswas, S. Pepalia, C. Kadlec

*If the School Committee requires more discussion or time, the vote may be postponed and discussion will be continued at a future meeting.

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
DRAFT OPEN Minutes

Library
R.J. Grey Junior High School

June 8, 2017
6:30 p.m. Executive Session
7:00 p.m. (approx.) Open Business Meeting

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Tess McKinley, Deanne O'Sullivan, Kristina Rychlik, Eileen Zhang
Members Absent: none
Others: Marie Altieri (7:22 p.m.), Dawn Bentley (7:22 p.m.), Deborah Bookis (7:22 p.m.), Glenn Brand (7:22 p.m.), Clare Jeannotte (7:22 p.m.), Beth Petr

1. The ABRSC was called to order by Chairperson Amy Krishnamurthy at 6:30 p.m.

2. **EXECUTIVE SESSION**

Amy stated that the Committee needed to enter executive session to review and approve executive session minutes under the same reasons entered for the three sessions.

At 6:30 p.m., it was moved by Amy Krishnamurthy, seconded by Mary Brolin and unanimously, **VOTED** by roll call: that the **Acton-Boxborough Regional School Committee** go into Executive Session *convened under M.G.L. Chapter 30A, §21(a)(3)* 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 to review and approve minutes of 5/15/17, and that an open meeting may have a detrimental effect on the bargaining position of the Board.
(YES – Baum, Bieber, Brolin, Krishnamurthy, McKinley, Minkin, Murphy, Neville, O'Sullivan, Rychlik, Zhang)

At 6:31 p.m., it was moved by Amy Krishnamurthy, seconded by Brigid Bieber and unanimously, **VOTED** by roll call: that the **Acton-Boxborough Regional School Committee** go into Executive Session convened under M.G.L. Chapter 30A, §21(a)(2) to review and approve 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)

At 6:32 p.m., it was moved by Amy Krishnamurthy, seconded by Paul Murphy and unanimously, **VOTED** by roll call: that the **Acton-Boxborough Regional School Committee** go into Executive Session convened under M.G.L. Chapter 30A, §21(a)(1) to review and approve 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)

Amy Krishnamurthy stated that the Open Session will reconvene at the conclusion of the executive session at approximately 7:00 p.m.

3. **The ABRSC Returned to Open Meeting at 7:22p.m.**

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

5. **Recommendation to Accept Donation from Acton Boxborough Student Activities Fund (ABSFAF) – VOTE** – *Glenn Brand*

Dr. Brand welcomed ABSFAF President Heather Harer and the students to the meeting. A check for \$72,000 was presented to the District for next year. Heather said that over the years, ABSFAF has donated over \$600,000 to our schools.

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

VOTED: to accept the ABSFAF donation with gratitude.

6. **Statement of Warrant and Approval of Open Meeting Minutes**

6.1. ABRSC Meetings of 5/30/17, 5/24/17, 5/18/17 (*next meeting*), 5/15/17

The meeting minutes of 5/30/17, 5/24/17 and 5/15/17 were approved as written.

6.2. The warrants were reviewed and signed by the Committee members. See attached list.

7. **Open Meeting Law Complaints Received** – *Beth Petr*

7.1. A. Kenney – requesting open meeting minutes of 4/26/17

7.1.1. Complaint received on 5/26/17

7.1.2. Resolution on 5/26/17

7.1.3. AG Letter of Closure received 5/30/17

7.2. G Silverio – requesting open meeting minutes of 5/2/17

7.2.1. Complaint received on 5/26/17

7.2.2. Partial Resolution on 5/26/17

7.2.3. Proposed Response to Resolve to be sent 6/9/17

8. **Recommendation to ratify, confirm and approve the Separation and Release Agreement between the Acton-Boxborough Regional School Committee and the Superintendent signed by Dr. Mary Brolin and Dr. Glenn Brand on May 17, 2017 – VOTE** – *Amy Krishnamurthy*

This item is a legally required vote in open meeting to ratify the Agreement that was signed.

Brigid Bieber moved, Mary Brolin seconded and it was unanimously,

VOTED: to ratify, confirm and approve the Separation and Release Agreement between the Acton-Boxborough Regional School Committee and the Superintendent signed by Dr. Mary Brolin and Dr. Glenn Brand on May 17, 2017.

9. **Public Participation**

Allen Nitschelm spoke from the audience asking questions about the 2013-2014 Superintendent search process. He noted that Brigid Bieber who is currently on the School Committee was the chair of that search. At that time, he asked Brigid whether other job descriptions were used when creating Acton's. Brigid said that the ad was created by the search firm. No specific degree qualifications were mentioned, although the search in 2009 that resulted in appointing Dr. Mills did specify that a Master's Degree was required with an advanced degree preferred. Allen asked Brigid if a Master's Degree was required for the 2013-2014 search and if not, how many applicants did not have one. Paul Murphy raised a point of order that questions should be directed to the Committee Chair, not individual members. Amy stated that Allen could continue. Brigid replied that she would have to go back to the records to confirm what the subcommittee assumed at that time.

A member of the public asked what the policy regarding responding to emails sent to the Committee was because she had not received any responses over the past couple of weeks. Amy Krishnamurthy said that

typically the Chair tries to respond in 5 days but it depends how complicated the question is. Amy said that she would go back and look for this person's emails and others that have come in and respond.

10. ABRSD Master Plan / School Building Project Update

10.1. **Presentation: District Master Plan Review Committee (DMPRC) Presentation & Recommendation – Mary Brolin, Marie Altieri**

Mary Brolin and Marie Altieri presented the Report and Recommendations. The Committee was reminded that the report is based on the study done by Dore & Whittier that only looked at current sites because it is believed that there are no suitable properties in Acton that could be purchased for a school. A vote on feasibility and design funds will be done at Special Town Meetings in Acton and Boxborough on 12/4/17. Plans may very well change as the feasibility study is done.

The Committee discussed the possible Early Childhood Center (ECC). Marie clarified that this would include all of the preschools and all Kindergartens across the 6 schools. A lot of feedback was received on this and the next few months will be spent exploring the pros and cons of all of the plans. Deanne O'Sullivan wanted to talk about the school start time study regarding young children who she said appear to learn better in the early morning. Marie stated that with an ECC, the district could consider what the best schedule would be for children of that age.

A community member felt that feedback from only 266 people was a low number and expressed caution about making decisions based on it. The Committee described the extensive outreach effort that took place over the past few months in a number of different ways. The topic was considered fairly complicated with all the options offered. Kristina Rychlik described the commitment needed from people to spend 30 minutes watching a presentation and then an hour for the discussion before they filled out the form. Media, social media, and hard copy flyers were used. Moving forward there will be many opportunities for the public to be involved. The School Building Committee will kick off next Wednesday and the public is welcome to attend.

Allen Nitschelm asked about the cost estimate, and stated that people need to know about cost before they express their opinions. He thinks 266 is a low number, and is concerned that input from staff/employees has been mixed with public/taxpayers' comments. He thinks staff should be considered regarding the ECC, but they are not paying for it. Mary Brolin explained that broad costs are included in the presentation but the design and feasibility phase will provide more realistic cost. She said that the online packet has lots of cost data and it is cut by residents and staff. When asked if the recommendation would require an override, Mary said that the design must be completed before it is known if an override will be needed.

Another member of the public described how when a change is made in his work, it is modeled extensively. He strongly encouraged members to look at how changing the plans would change things like people, traffic, buses, kids, etc. He asked what the District plans to do to understand that quantitatively. Mary replied that that is what will be done if the two towns approve the feasibility funding in December. She said that is why they went from 7 options to 2 so during the feasibility study, they could review all of those aspects for 2 plans, not spend more money looking at 7 options. Mary urged the gentleman to stay involved.

Kristina Rychlik described how the experiences the District has had with our current twin school, were used to create a document written by two of our twin school teachers. Some issues with the Parker Damon Building have to do more with that particular design, not necessarily that it is two schools, including dismissal, shared spaces, lunch time, and more.

A member of the public spoke about the frustration she hears from parents about buses and walker status for Kindergarteners and said that these play out for families in a big way. If something comes up land wise, she hopes the building committee would keep that in mind.

Getting people to read their emails and increasing public participation was discussed. Including the video link in an email was suggested. Kristina outlined that school emails to parents were done, social media, The Beacon, Action Unlimited, Community Education catalogue and the Council on Aging were also used.

It was asked how the Committee plans to engage the folks who are not supportive of the options. Marie Altieri stated that the last phase was about getting from 7 options to a more reasonable number to work with. It will be much easier now with the 2 options to get feedback and outreach in next phase. The big question is whether or not an Early Childhood Center should be done. More refined costs will be available by December, but not full design costs. The numbers previously used assumed the District would undertake every task in every building which is why they are so high.

Steve Ballard from the Boxborough Finance Committee and a former teacher at schools that have been through similar changes, was critical of the process so far and used the Boxborough Public Safety Building process as an example.

10.2. Massachusetts School Business Authority (MSBA) Update on Deadlines – *Glenn Brand*
Dr. Brand reviewed the list and stated that the District is on schedule.

10.3. ABRSD School Building Committee (Form submitted to MSBA 6/1/17) – *Kristina Rychlik*
The public was invited to the first meeting on Wednesday night.

11. Presentation: ABRSD Revised Homework Policy – *Deborah Bookis*

Deborah Bookis outlined the process that began in October of last year to reconsider the District's homework policy. Many people have been involved in the draft being proposed, from senior administrators to principals to teachers and the policy subcommittee. This is a First Read for the School Committee and the community.

Diane Baum has reviewed the NES principals' guidelines around homework and she noted that: 1. Homework should not be used as a behavior tool 2. Parents should not help with it. 3. There should be no time restriction on it. Deborah said that the 10 minute per grade rule is not research based. Some kids take more time to do homework, so it needs to be reasonable. Regarding the equity piece about being able to do homework on their own, not all students have help available at home with homework. Deb said that it was a given that homework not be used as a punishment.

Eileen Zhang asked about the reading homework. Deborah said that reading assignments can start in grade 3, and assigned reading will happen so students can then come to class to discuss material. Reading at the end is what considered Choice Reading. We do ask students to do lots of reading. Eileen asked how the data was gathered to make this policy change. She saw the High School students' survey but asked if there is data from the elementary students. Deborah replied that the data is from the Challenge Success survey two years ago. Research was also reviewed and read, and many conversations were held with principals and teachers. Eileen noted that parents' input seemed to be missing from the policy development.

Amy Krishnamurthy stated that comments could be sent to Brigid Bieber or Deb Bookis before the second read and possible vote on June 22.

Eileen Zhang asked why quality and engagement are more important than quantity and achievement. Paul Murphy said that he loves this idea and it reminded him of a Boston Globe article by David McCulloch who listed all of the awards that his famous father had won, but his point was that none of them were things that he actually went after. His dad did something that he loved and received these awards as a result of his passion. Paul felt that it is wrong to dangle awards in front of kids in order to educate them. Eileen asked why these things could not all be combined together. Deborah explained that there is a relationship between them. We do want kids to be engaged internally as well, we just don't want them to focus on how much homework, but on the quality of the homework. The District uses the School Committee policy only as a guide. There has already been a shift in how homework is handled in many of our schools.

Eileen Zhang said that the district needs to think about maximizing all students' potential, at both ends of the learning curve. She asked if there could be consideration of optional homework for some student, perhaps with different speed or perspective. Deborah said that they rely on the professional judgement of our educators to ensure that homework is engaging and appropriate for our students.

Conant School Principal Damian Sugrue added that the younger students' most important job is to get outside, play, spend time with their families, learn to self-regulate and recharge. He stated that if their focus is on homework, they are missing out on something really important. (Eileen clarified that she was talking about High School students.) Damian said that we used to treat 3rd and 4th graders like 7th graders and that was not good. The proposed homework policy is a better match for what students need at that age.

Brigid Bieber appreciated how comprehensive the proposed policy is and how it builds on other district initiatives. She suggested giving more than two weeks for public comment before voting on it so families could talk about it at home. She thanked the administration for the lengthy and thoughtful process.

Deanne O'Sullivan loved the changes for grades 7-12 and how it falls in with the wellness policy. She is in an elementary school with no homework though and some parents are not happy about it. She asked if there will there be some tweaks made. Deborah answered yes, and referred to slide 7 about engagement.

It was agreed that the principals would email their families about the proposed policy and invite them to share their thoughts about it with the School Committee prior to the next meeting.

The Committee discussed how different children are about reading. Some families need the direction from the teachers regarding their kids' free reading because not all kids automatically pick up a book. Leveled reading lists are on the website and teachers can help parents find appropriate books at their children's independent, not instructional, level.

Kristina Rychlik asked about parents giving their children homework and wondered if it has fed into the desire to change the homework policy. She asked if students are getting more stressed because they are getting homework from other sources as well as school.

Deborah was asked if the data from the student survey could be shared with parents. Deb said this homework data was part of the December 2016 Challenge Success newsletter that was sent out. Coordination of homework between different subjects in the High School was mentioned as an issue. Deb was asked how that is addressed and how will it be implemented. Would the teacher or the student be penalized? Deborah said that homework is the work for next year. Electronically administrators will coordinate when tests and projects will be given as well as assessments. There is a revision in the High School handbook next year to move from 3 to 2 tests on the same day as a trigger for allowing one to be rescheduled. It will take time to work through all these changes. The Junior High and High School are also working on different schedules as well.

Acton-Boxborough Regional High School Principal Dr. JoAnn Campbell said that talking about a homework policy is only half of the conversation, the other half is instruction. Math practice and access to technology are important. Some people say if we can't ensure equity we should not have homework.

A parent spoke about her younger children and how they needed to come home and practice to learn. She asked if the teachers would now be doing all that practice with the students, and what would they not be able to do if they are doing this during classroom time. Deborah replied that teachers will use math games and fun and engaging for kids to continue to learn. This parent also stressed that she volunteered in the classroom and asked kids about the book they had read and it was wonderful. She feels like this is really important to find good books and encourage this kind of discussion with children.

A local parent who is also a teacher remarked that she liked how the policy is general but still has guidelines. She encouraged the Administration to test the policy and play with it, to see how the children react to it. In the

school where she teaches, they have no homework for young students and limited homework for older kids. Kids are engaged and invested in their education and are achieving. She noted that older children also need to play.

The Administration was asked how this will be monitored to see if it is successful. Deborah Bookis explained that teachers are always talking with their children and talking to pediatricians and nurses regarding signs of stress. Hopefully these signs will be lessened, but they will watch for them. It's important to incorporate the wellness piece. There are also benchmark reading and math assessments, and the Challenge Success survey can be readministered next year or the next year.

12. **Presentation: School Start Time Committee Report – Glenn Brand, Marie Altieri**

Given the late hour, Dr. Brand and Ms. Altieri went through the slides quickly, but emphasized that there is a lot of data included in the presentation and an extensive report. Marie suggested that people read through it for discussion at a future meeting. Regarding the Recommendation Slide, Option 4 was preferred to Option 3 and improves things for all children K-12. This is just the beginning of the process and recommendations would begin in September 2018. It is important to keep in mind that there are budgetary implications. The District would need 11 additional buses and 11 new drivers. Currently we have 34 drivers and they are hard to find. The District could possibly outsource the additional 11 drivers needed.

Eileen Zhang said that at the April meeting, option 4 was her favorite, but she remembers the concern about the budget and asked if it is possible to implement this in two steps. Eileen suggested starting at 7:50 a.m. with the high school and junior high, and then survey all of Acton and Boxborough residents.

Given the late hour, the Chair asked if the Committee could discuss this at the June 22 meeting. Deanne O'Sullivan expressed concern that June 22 is now the last day of school and not a good time to be asking for community feedback. Brigid Bieber agreed to discuss this on June 22, but asked to let the public in attendance at the meeting speak.

A member of the public stated that she also thinks about the cost savings and mental health benefits. She would like to see a lot more information about that. She has read a lot of research and it all says to start at 8:30 a.m. or later but when she sees the 8:00 time, it sounds like we are doing a half way solution. She asked how the district is balancing that information.

Another member of the public noted the interdependency between this survey initiative and the capital planning survey initiative. He added that the more nodes in the network, the more complications there will be. He asked how the District can arrive at an objective to get clear standard start times with the tradeoff of other factors, and then can add in cost and complexity.

13. **Recommendation to Approve Administrators' Benefits Manual – VOTE – Marie Altieri/Glenn Brand**

Katie Neville moved, Tessa McKinley seconded and it was unanimously,

VOTED: to approve the Administrators' Benefits Manual as proposed.

14. **Recommendation to Approve Next Year's Food & Related Products Bid Award – VOTE – Clare Jeannotte**

Paul Murphy moved, Brigid Bieber seconded and it was unanimously,

VOTED: to approve next year's Food and Related Products Bid Award as presented.

15. **ABRHS Handbook for 2017-2018, Review of Changes – Second Reading – VOTE – Glenn Brand**

Katie Neville moved, Deanne O'Sullivan seconded and it was unanimously,

VOTED: to approve the High School Handbook as presented with updates to be included once the homework policy is voted.

16. **Recommendation to Approve Solar Net Metering Credit Agreement – Second Read – VOTE - JD Head**

10.1 Memo and Proposed Agreement

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

VOTED: to approve the Solar Net Metering Credit Agreement as proposed.

17. **ABRSD Budget Update – Glenn Brand**

17.1. FY17 Year End Financial Status

Katie Neville asked if MSBA money was going to be considered for the Blanchard School boilers. Dr. Brand said that JD Head is looking for a grant to possibly fund those. Mary Brolin and Brigid Bieber supported the projects outlined in the memo and said this is exactly what the District should be doing.

18. **Subcommittee Reports**

18.1. Budget meeting on 5/31/17 – *(next meeting)*

18.2. Policy

18.2.1. Homework Policy, File: IKB – First Read – *Brigid Bieber (see presentation #7.)*

18.2.2. Website Accessibility, File: NEW - First Read – *Dawn Bentley*

Dawn Bentley reviewed the new policy. The District has a due date of June 30th per the resolution agreement to the OCR Complaint that was filed. Much of the language in the proposed policy is from the resolution. A question was asked why only the new and modified material is required to be accessible. Dawn replied that eventually all material on the site will need to be done, but with 600+ website pages currently, the priority is new material. The cost will be approximately \$10,000 – \$15,000 for the initial start. Dawn hopes to have a better estimate in the next few weeks. A request was made to improve the ease for finding material on the site.

18.3. Outreach (including PTO Co-chairs) – *Kristina Rychlik (oral)*

19. **School Committee Member Reports** *(These reports will be given at next meeting due to the time)*

20. **Recommendation to Accept Anonymous \$10,000 Donation to Athletics – VOTE – Glenn Brand**

Diane Baum moved, Mary Brolin seconded and it was unanimously,

VOTED: to accept the anonymous donation to ABRSD Athletics with gratitude.

21. **Recommendation to Accept \$2,889 MassCue Grant Donation to ABRSD Ed Tech Department – VOTE – Glenn Brand**

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

VOTED: to accept the MassCue Grant Donation to the ABRSD Ed Tech Department.

22. **Recommendation to Accept \$1,495 donation from ABRPTSO to the Jr High School – VOTE – Glenn Brand**

Paul Murphy moved, Tessa McKinley seconded and it was unanimously,

VOTED: to accept this donation from the ABRPTSO to the Junior High with gratitude.

23. **FY18 ABRSC Summer Workshop and August Business Meeting– Amy Krishnamurthy (next meeting)**

23.1. FY18 ABRSC Meetings with proposed dates added – Second Read - **VOTE**

24. **Superintendent’s Report/Updates – Glenn Brand**

25. **FOR YOUR INFORMATION**

25.1. Thank you to the Northern District Attorney Marian Ryan’s Office for \$500 donation to ABRHS Project Graduation

25.2. Discipline Reports, 6/1/17, ABRHS and RJG Jr High School

25.3. Announcement of Hiring of Leo Muellner, ABRSD Director of Visual Arts

25.4. Letter to Town of Acton re Inter-Municipal Agreement for Leary Field

25.5. Expanding our Notion of Success, June 2017 <https://www.smores.com/ppt3z>

25.6. Schedule for Last Day of School, Thursday, June 22, 2017

25.7. Statement from Superintendent Brand, 6/6/17

The ABRSC adjourned at 10:35 p.m.

Respectfully submitted,
Beth Petr

List of documents used: See agenda, List of Warrants, Email from E. Jacobson dated 5/31/17

NEXT MEETINGS:

- **NEW: Tuesday, June 13** – ABRSC Meeting (Next Steps for the District) at 7:30 p.m. in the Jr High Library (material to be posted June 9)
- June 22 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted June 16)

DRAFT

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
DRAFT MINUTES

Library
R.J. Grey Junior High School

May 18, 2017
7:00 p.m.

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Tessa McKinley, Paul Murphy, Kathleen Neville, Deanne O'Sullivan, Kristina Rychlik (left at 7:09 p.m. and returned at 8:15 p.m.), Eileen Zhang (7:15 p.m.)

Members Absent: Maya Minkin

Others: Dawn Bentley, Deborah Bookis, Glenn Brand, Beth Petr

1. The ABRSC was called to order at 7:00 p.m. by Superintendent Glenn Brand.
2. **Superintendent's Introduction** – *Glenn Brand*
 - 2.1. Annual Spring Town Elections
 - Boxborough Election Results – congratulations to Katie Neville on her reelection and welcome to our newest Committee member from Boxborough, Tessa McKinley.
 - 2.2. Thank you to FY17 Officers
Brigid Bieber and the Committee thanked Mary Brolin for her leadership as Chair this year. Amy Krishnamurthy and Katie Neville were thanked for their service this year as Acton and Boxborough Vice Chairs.
3. **Election of Acton-Boxborough Regional School Committee Officers for FY18** – *Glenn Brand*
 - 3.1. Chairperson – **VOTE** – *Glenn Brand*

Paul Murphy nominated Amy Krishnamurthy to serve as FY18 ABRSC Chairperson. Brigid Bieber seconded. Diane Baum stated that she could not support the nomination because she does not trust that Amy will represent all of the members, and that she will uphold the ethics and democratic policies. Katie Neville stated that she absolutely supports Amy. She has served with Amy on the budget, policy and negotiations subcommittees. Amy has worked tirelessly building good relationships between the School Committee and community groups, particularly the Acton Leadership Group (ALG). Katie cannot think of a better chairperson.

The motion to elect Amy Krishnamurthy as FY18 ABRSC Chairperson was,
VOTED: and approved
(YES: Bieber, Brolin, Krishnamurthy, McKinley, Murphy, Neville, Rychlik
NO: Baum, O'Sullivan)
 - 3.2. Vice Chairperson(s) – **VOTE** – *Glenn Brand*
Kristina Rychlik nominated Paul Murphy as Vice Chair from Acton. Diane Baum seconded, and it was unanimously,
VOTED: to elect Paul Murphy as Vice Chair from Acton for FY18.
Katie Neville nominated Brigid Bieber as Vice Chair from Boxborough. Mary Brolin seconded and it was unanimously,
VOTED: to elect Brigid Bieber as Vice Chair from Boxborough for FY18.
 - 3.3. Executive Secretary – **VOTE** – *Glenn Brand*
Deanne O'Sullivan nominated Beth Petr as Executive Secretary for FY18, Paul Murphy seconded and it was unanimously,
VOTED: to elect Beth Petr as Executive Secretary for FY18.

- 3.4. FYI: School Committee Annual Meeting Policy, File: BDA
School Committee Officers Policy, File: BDB

Dr. Brand welcomed Amy Krishnamurthy as the new ABRSC Chair to lead the meeting.
(Kristina Rychlik temporarily left the meeting at 7:09 pm.)

Dr. Brand read the mutual statement he issued with the School Committee regarding his resignation. He had shared this earlier in the day with District staff and school families.

4. Statement of Warrant and Approval of Minutes

4.1. The Committee reviewed and signed the warrants. See list attached.

4.2. ABRSC Meetings of 4/27/17 and 2/2/17

Mary Brolin moved, Paul Murphy seconded and the minutes of 4/27/17 and 2/2/17 were approved. Deanne O'Sullivan abstained because she was not at the meeting on 4/27/17. (Eileen Zhang arrived at 7:15 p.m.)

Dr. Brand invited the 3 High School student representatives, Arnav Mehra, Ben Lin and Lee Dong, to come forward. The students spoke briefly about the new proposed change regarding test assessments which Arnav was in favor of, the use of social media, raising money for their class events, and how much the therapy dogs, donuts and hot chocolate that were brought in during some of difficult days last fall was appreciated. The students were thanked for their participation this year.

5. Public Participation

Amy Krishnamurthy welcomed the public to speak but reminded them of the 2 minute limit per person, due to the anticipated length of the meeting.

Members of the public expressed their surprise and frustration about the joint statement they had just received from the Superintendent and the Committee. They asked for specifics about the educational and operational philosophies, as "taxpayers and parents", as well as how the hiring process would be different. The Committee was asked for transparency and parents said that they want to work together with the school and the School Committee. There was concern about how the additional salary payment would be covered in the budget. There have been recent articles about how hard it is to hire school superintendents lately.

A parent who was a former School Board member in VT stated that she supports Dr. Brand's direction particularly addressing suicides, and busy homework that "doesn't do anything for kids in our schools". She agrees with all of the measures currently being taken in the district and wants to know what led to this decision.

Amy stated that there would be a meeting next Wednesday 5/24/17 at 7:30 p.m. to discuss "Next Steps".

One parent asked if High School teachers could be more available to help students with their work. She said that students have to schedule time with teachers during their free period if they need help, and that is not always possible. Often parents need to hire a tutor for their students.

6. Presentation: Superintendent's Wellness Committee Report

6.1. Wellness Policy and Procedures – *Kirsten Nelson, Abigail Dressler (Asst Principal at Conant)*

6.2. School Climate and Culture Subcommittee – *Diane Spring, Rajini Reddy*

Diane Spring, Kirsten Nelson, Abigail Dressler and Rajini Reddy presented. No change was needed for the Wellness policy but they did update the procedures and they are posted on the website. They hope to increase community and staff awareness of the new wellness procedures next year. School culture and climate was an interesting new topic to study.

Diane Baum asked what the School Committee's role was in this area. Diane Spring was not sure who makes the final decision but she said that the Senior Leadership Team would probably form a subcommittee to go further with it. Diane Baum offered to help. Dr. Brand said the Administrative team would bring recommendations to the School Committee about this in the future, particularly involving the survey options.

Mary Brolin asked who would own the raw survey data because she gets nervous if a consultant retires or moves and the district loses that connection. She would prefer if the District owns it so we could do trend analysis in the future. Diane Spring will be sure to ask about that. It was pointed out that Stan Davis only works in English so that might result in hidden costs to translate, if he would permit it.

7. Presentation: Multi-Tiered System of Support (MTSS) Self-Assessment Report

Director of Student Services, Dawn Bentley introduced Dr. George Batsche who is consulting with the District.

Dr. Batsche presented MTSS in the context of the District's Long Range Strategic Plan, Goal 2 that says, "Our students will have equitable opportunities and the tools to learn". He described the approach as "go slow to go fast." This is what integrates and increases efficiency. At AB, the demographic groups who are increasing in the proportion of the district population are also the groups whose performance is the lowest in the district. It is a significant disparity among groups. Dr. Batsche posed the question, "How do you take the resources you have and continue to grow your success?" The goal is not to let students get behind.

Mary Brolin noted the importance of the principals (and teachers) but asked how important is it to bring the parents along? Dr. Batsche said that letting parents know what to expect and ensuring that they understand is very important for success. Paul Murphy worried that some school principals will embrace this and some will think their methods already address the issues. Dr. Batsche said that this is a good worry. Don't wait until it's a problem to address it. School leaders have to all be comfortable with this because others have to follow them. There has to be a lot of trust involved.

Deanne O'Sullivan asked how this factors in with assistants. It helps to allocate the resources based on the needs because you have to use your people strategically. AB's open enrollment seems to be a real strength because it predicts some movement because students move and that means the resources move.

Eileen Zhang liked the presentation and asked for an example of how this will work at the kindergarten level. Dr Batsche said that all kindergarteners would be screened for literacy and engagement within the first 20 days of school. Data would be reported about which students are above and below the risk level. After 20 more days, students who did not do well are reassessed. By October, staff knows which kids are at risk. This screen predicts with 93% accuracy who will have trouble. Skills can be assessed and services can be modified to address those skills quickly. Accelerated groups could also get targeted resources. Dawn Bentley pointed out that the District already screens our Kindergarteners on a variety of measures before they enter school (May) and again in the Fall.

Dr. Batsche said it was evident that AB has many of the components of MTSS already in place, but not in a way that is integrated and connected yet. He also said that services are better given in the general education classroom than to do pull out (of the classroom), if we want success in the mainstream classroom.

Diane Baum agreed with "go slow, go fast" stating that it is important to avoid reaching a capacity that you can't support. When she was reading the report, she was concerned because it feels like we have reached capacity with our ELL instruction. She asked if he were to make a recommendation right now, what would it be? Dr. Batsche said the most important grade level for literacy is kindergarten because students are not behind yet. It is the launching pad.

Dawn Bentley said that the Administration is realizing that if we want to focus as much energy as we want to on Tier 1, then we have to think about the rollout. There is a lot of discussion about how Thursday afternoons will be used next year for professional learning and this will be an important topic. She said the District has work to do culturally about the language we use about kids who struggle. There is also a lot of integration work to do, but the focus next year will be Tier 1 instruction and teachers.

8. **ABRHS Handbook for 2017-2018, Review of Changes – First Reading – ABRHS Dean of Students, Peter Cavanaugh**

Peter Cavanaugh described the proposed changes including #5 regarding test postponement which was mentioned by one of the student reps at the beginning of the meeting. A typo was noted regarding an asterisk that will be corrected.

It was asked if #9 and #10 should be for all students, not just athletes. Regarding the wording “may impact...” A member asked if kids understand what that means because it is vague. Peter said that changing it would impact the investigative process and our Memo of Understanding. There are also a lot of other factors that are taken into account in these situations.

Eileen Zhang asked about #3 High School Transcript. She sees a lot of very valuable things happening in the community that are not included in this list. She asked if other activities and awards could be included on the transcript. Deborah Bookis responded that it would not be appropriate because this is an academic transcript and there are other ways to recognize these types of achievements.

9. **Recommendation to Approve ABRSD Bus Lease between ABRSD and New England Transit Sales, Inc. – VOTE– JD Head**

9.1. Proposed Lease

9.2. Bid from N.E. Transit Sales

Paul Murphy moved, Brigid Bieber seconded and it was unanimously,

VOTED: to approve the proposed bus lease between ABRSD and New England Transit Sales

10. **Recommendation to Approve Solar Net Metering Credit Agreement –First Read – JD Head**

10.1 Memo

10.2 Proposed Agreement

JD Head described a new solar opportunity for the District. Mary Brolin asked why these organizations need a public partner like the schools. JD said it is to get a tax id number. Paul Murphy likes these partnerships and would like to do more of them.

11. **Recommendation to Approve FY18 Education Cooperative (TEC) Bid – VOTE – Glenn Brand**

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

VOTED: to approve FY18 Education Cooperative (TEC) Bid

12. **Recommendation to Approve FY18 Discovery Museum Lease – VOTE – Deb Bookis**

Deborah Bookis explain the new lease. Every year the District receives approximately \$3600 worth of services in exchange for allowing the Museum to use some storage spac.

Paul Murphy moved, Diane Baum seconded and it was unanimously,

VOTED: to approve the FY18 Discovery Museum Lease.

13. **Recommendation to Accept PTSO Gift to McCarthy-Towne School for Art Integration – VOTE -**

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

VOTED: to accept the PTSO Gift to McCarthy-Towne School for Art Integration with gratitude.

14. **ABRSD Budget Update – Glenn Brand**

14.1. Boxborough Town Meeting update – budget approved

- 14.2. Moody's Investors Service Report dated 5/12/17
The District's rating has not changed but the negative outlook has improved. Paul noted that the report says a Aa2 rating, and asked if this is the highest. Dr. Brand will ask Clare Jeannotte.

15. ABRSD Master Plan / School Building Project Update

- 15.1. Massachusetts School Business Authority (MSBA) Update – *Glenn Brand*
The EPQ is due in July and is being worked on. The upcoming enrollment piece is also very important.
- 15.2. District Master Plan Review Committee (DMPRC) Update – *Mary Brolin, Kristina Rychlik*
- 15.2.1. Meeting Minutes of 4/6/17, 3/29/17, 3/8/17, 2/15/17
- 15.2.2. Current Flyer
Mary Brolin reported that a report and recommendations will be brought to June 8 School Committee meeting. Paul Murphy thanked all involved and said that the forum presentations were excellent.
- 15.3. ABRSD Building Committee (due 6/2/17 to MSBA)
- 15.3.1. Recommendation to Approve the Composition and Voting Status of the School Building Committee – Second Read – **VOTE** – *Kristina Rychlik*
Kristina Rychlik agreed to chair the School Building Committee. She explained the list of proposed members' names memo and explained that after the vote, they would be sent to the MSBA.

Paul Murphy moved, Katie Neville seconded and it was unanimously,
VOTED; to approve the Composition and Voting Status of the School Building Committee as proposed.

16. Subcommittee Reports

- 16.1. Budget – *Kristina Rychlik (have not met since last time)*
- 16.2. Policy
- 16.2.1. Memorials Policy (new), File: FFA – Second Read - **VOTE** – *Dawn Bentley*
(Deanne O'Sullivan left at 10:00 p.m.)
Mary Brolin moved, Brigid Bieber seconded and it was unanimously,
VOTED: to approve the new Memorials Policy as proposed.
- 16.2.2. Naming District Facilities (revision), File: FF – Second Read - **VOTE** – *Dawn Bentley*
- 16.2.2.1. With revised procedures, File: FF-R
Mary Brolin moved, Paul Murphy seconded and it was unanimously
VOTED: to approve the Naming District Facilities policy revision as proposed.
- 16.2.3. Sustainability Policy (new) – Second Read – **VOTE** – *Brigid Bieber*
(Due to the late hour, this item was taken out of order. Also, Kristina Rychlik filed a conflict of interest form before the last meeting because her daughter was involved with this policy proposal.)
Diane Baum said she is looking ahead to some procedures that would flow from this policy, she highlighted some of her concerns.

Mary Brolin moved to approve the new Sustainability Policy as proposed.

In response to a question, High School students Anna Rychlik and Chantal Raquin described some of the research they did with the Acton Water Department that contributed to part of this new policy. A member of the public stated that he has concerns about Acton's water quality. JD Head replied that the district tests the water extensively and he believes it is "excellent". Eileen Zhang complimented the girls on their great idea for a project but she also wants to see the sugary drinks go away. Buying a bottle of water is really convenient sometimes, so she will vote no. Brigid Bieber reminded the committee that this policy was not only about bottled water.

Paul Murphy seconded the motion and it was,

VOTED: to approve the new Sustainability policy as proposed.

(YES: Baum, Bieber, Brolin, Krishnamurthy, McKinley, Murphy, Neville, Rychlik NO: Zhang)

16.2.4. Student Activity Accounts, File: JJF – Second Read – **VOTE** – *Brigid Bieber*
Paul Murphy moved, Diane Baum seconded and it was unanimously,
VOTED: to approve the Student Activity Accounts policy revision as proposed.

16.2.5. FYI: Revision of Use of Facilities Procedures, File: KF-R

16.2.6. Homework Policy, File: IKB – *revision coming soon – Brigid Bieber (oral)*
Homework has been discussed a lot and the policy sub will be looking at this at their next meeting.

16.3. Outreach (including PTO Co-chairs) – April 2017 Update - *Kristina Rychlik (next meeting)*
This subcommittee has not met recently. One or two more updates should be coming out.

17. School Committee Member Reports

17.1. Health Insurance Trust (HIT)

Mary Brolin reported that the fund is still looking very favorable. They voted no increase for FY18.

17.2. Acton Board of Selectmen

Eileen Zhang reported that Katie Green will continue to be the School Committee rep.

17.3. Minuteman Technical High School (MMT) Update

Diane Baum reported that for a second year, MMT won a \$490,000 grant to be put toward a program, including girls and STEM.

18. FY18 ABRSC Summer Workshop and August Business Meeting–

18.1. Addition of meeting on Thursday, April 12?

It was the sense of the Committee that adding this meeting was a good idea.

18.2. FY18 ABRSC Meetings with proposed dates added – Second Read - **VOTE**

This will be discussed at the next meeting.

19. Superintendent's Report/Updates – Glenn Brand

19.1. Superintendent's 2016-2017 End of Year Goals Report

Due to the late hour, this will be done at the June 8th School Committee meeting.

19.2. Interschool Council meeting on May 10 (oral)

19.3. Start Time Committee (oral)

A presentation will be done at next meeting on 6/8/17. 2500 responses were received.

19.4. Website Accessibility

19.4.1. Memo

19.4.2. OCR Complaint Letter

19.4.3. Education Week article

Dawn Bentley and Amy Bisiewicz are working on this. They will bring a revision to the policy subcommittee soon. An audit will be completed in about 12-14 months. Dawn mentioned some of the technology that may be used including Chromevox which is a screen reader. One test of accessibility is to try to navigate it just using a keyboard and not a mouse. This is pretty much impossible for most of our web pages. Another large area to upgrade are pictures that don't have tags on them. This will create challenges around training in the future, and there is a large cost to what we will need to do. Dawn explained that money had been put aside for scanning special education documents and some of that will be used. Given that this is a civil rights complaint resolution, it takes priority. The audit alone will cost \$20,000 - \$30,000.

19.5. Central Office Relocation / CASE Colbrook (oral) – *(passed over due to time)*

20. Annual Superintendent's Evaluation Process– *(passed over)*

21. FOR YOUR INFORMATION

21.1. Discipline Reports, 5/1/17

- 21.2. Monthly Student Enrollment, 5/1/17
- 21.3. Emergent Bilingual Student Population by School, 5/1/17
- 21.4. ABRSD Marquee Sign Update Memo, *Erin Bettez*
- 21.5. ABRSD Financial Reports as of 4/30/17
 - 21.5.1. Revenue vs Budget
 - 21.5.2. Expenses vs Budget
 - 21.5.3. Special Revenue
 - 21.5.4. Grants
- 21.6. Challenge Success Newsletter
 - 21.6.1. From ABRSD
 - 21.6.2. From Challenge Success
- 21.7. Schedule for Last Day of School, Thursday, June 22, 2017
- 21.8. Leary Field Project Summer Schedule memo, Erin Bettez, 5/15/17
- 21.9. Family Learning Series Presentations:
 - 21.9.1. May 31, 2017, 7:00 - 8:30 PM
 - Presenter: Dr. Anthony Rao
 - Topic: *Getting to Manhood: Raising Boys to Succeed*
 - Audience: Grades PK-12
 - Location: High School Auditorium

The ABRSC adjourned at 10:20 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda, list of warrants

NEXT MEETINGS:

- NEW: Wednesday, May 24 at 7:30 p.m. in the Jr High Library – “Next Steps”
- June 8 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted June 2)
- June 22 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted June 16)



Updates & Preliminary Mini Survey Findings

SPRING 2017 PRESENTATION TO THE ABRSC

Our Mission

*To ensure understanding, respect, support,
and the appropriate education of all children in our community.*

The Special Education Parent Advisory Council's duties under state law include:

“advising the district on matters that pertain to the education and safety of students with disabilities and meeting regularly with school officials to participate in the planning, development and evaluation of the school district's special education programs.”

- Provide a network for parents and a forum for sharing and discussing interests and concerns
- Maintain dialogue with the broader community
- Collaborate with the school community to improve student outcomes
- Promote and enhance communication between families and administrators

Parent Support & Education

- Cohosted Basic Rights workshop with Student Services and Maynard and Sudbury SEPACs
- Cosponsored with Student Services and ABRSD Jessica Minahan on anxiety and Sarah Ward on executive functioning
- Held monthly parenting support group
- Maintained parent-to-parent listserv & Facebook page
- Fielded dozens of parent information and support requests
- Attended regional workshops and state-level conferences to bring back resources, including:
 - Asperger/Autism Network Annual Connections Conference
 - Federation for Children with Special Needs Visions of Community Conference
 - TASH & MFOFC Partnering with Families Across Cultures
 - Mass Families Organizing for Change Advocacy Bootcamp
 - Mass Families Organizing for Change Family Leadership Series

2017 Mini Survey

- Goal to follow up on certain 2015 parent/guardian survey findings:

Issues with transparency and trust in communication

Trend of increasing positive perception of special education programs and services

Extended School Year (ESY) eligibility and programming concerns

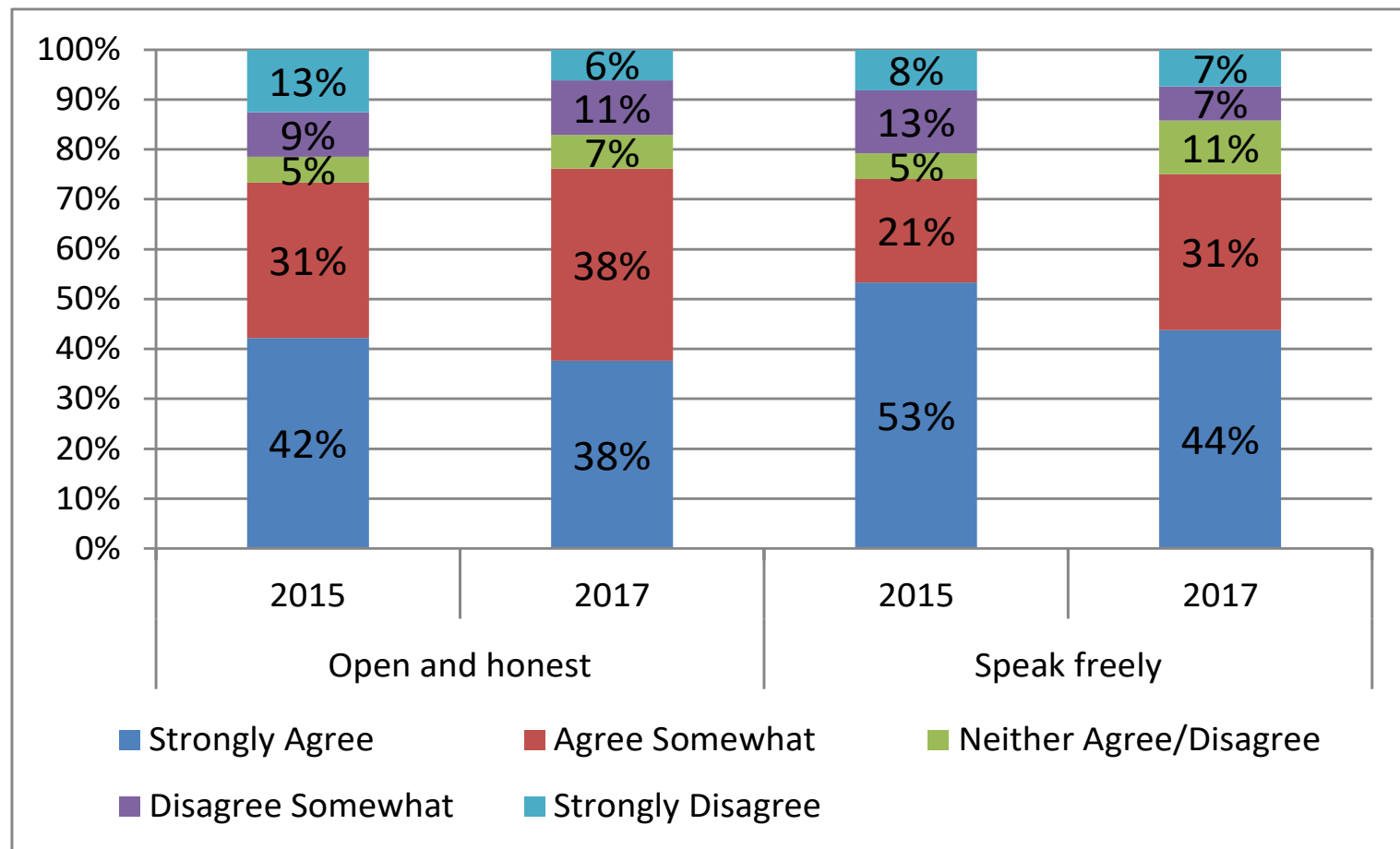
Preschool and Out of District families' perceptions of trust, communication

- 8 questions; 5 mirrored the 2015 survey, 2 demographic, 1 open-ended
- 309 respondents representing 362 students with special education needs or ~39% of ABRSD Students with Disabilities based on the 933 headcount from DESE (10/1/16)
- Up from 135 responses representing ~14% of SwD to the 49-question 2015 survey
- Full report to be published on PAC site

Preliminary Findings – Communication

“I feel that communications from special education administrators to parents are open, honest, and transparent.”

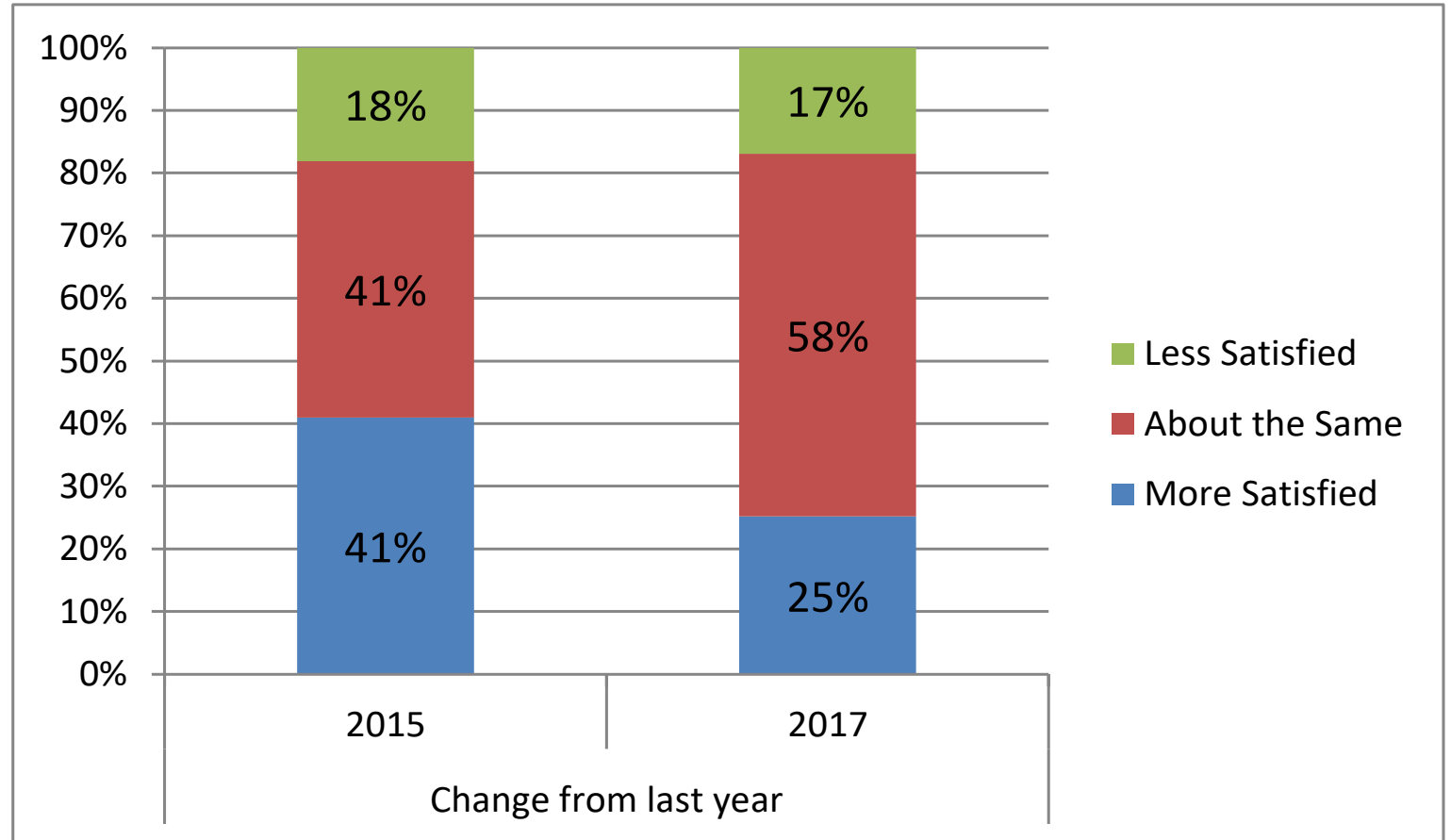
“I feel I can speak freely with district staff and disagree with my child’s special education program or services without negative consequences for me or my child.”



Preliminary Findings – Satisfaction Trend

“Are you more satisfied this school year (2016-2017) than last year (2015-2016)?”

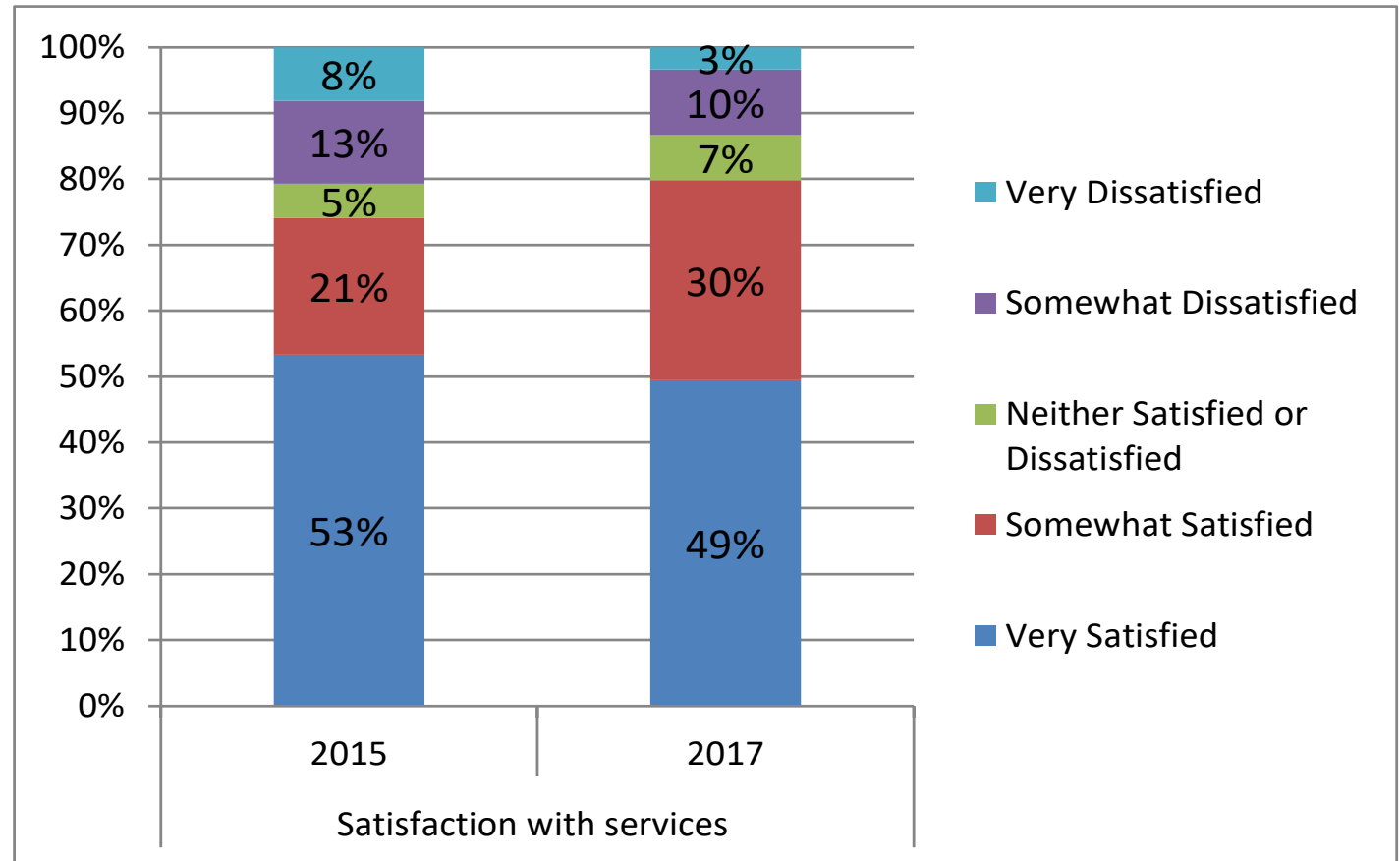
Looking at the trend over several years’ time, fewer people feel less satisfied with an increasing number feeling about the same year to year.



Preliminary Findings – Service Satisfaction

“How satisfied are you with the special education services your child is receiving (school year 2016-2017)?”

Question: Given the 2015 survey findings, are Extended School Year services still an outlier to special education service satisfaction?



What is Extended School Year (ESY)?

"An extended year program may be identified if the student **has demonstrated or is likely to demonstrate** substantial regression in his or her learning skills and/or difficulty in relearning such skills if an extended program is not provided" [603 CMR 28.05(4)(d)1].

ESY is different than summer school and encompasses individualized programming designed to prevent substantial regression or issues with recoupment (> 6 weeks following a break) toward IEP goals and benchmarks.

Why are we asking about ESY?

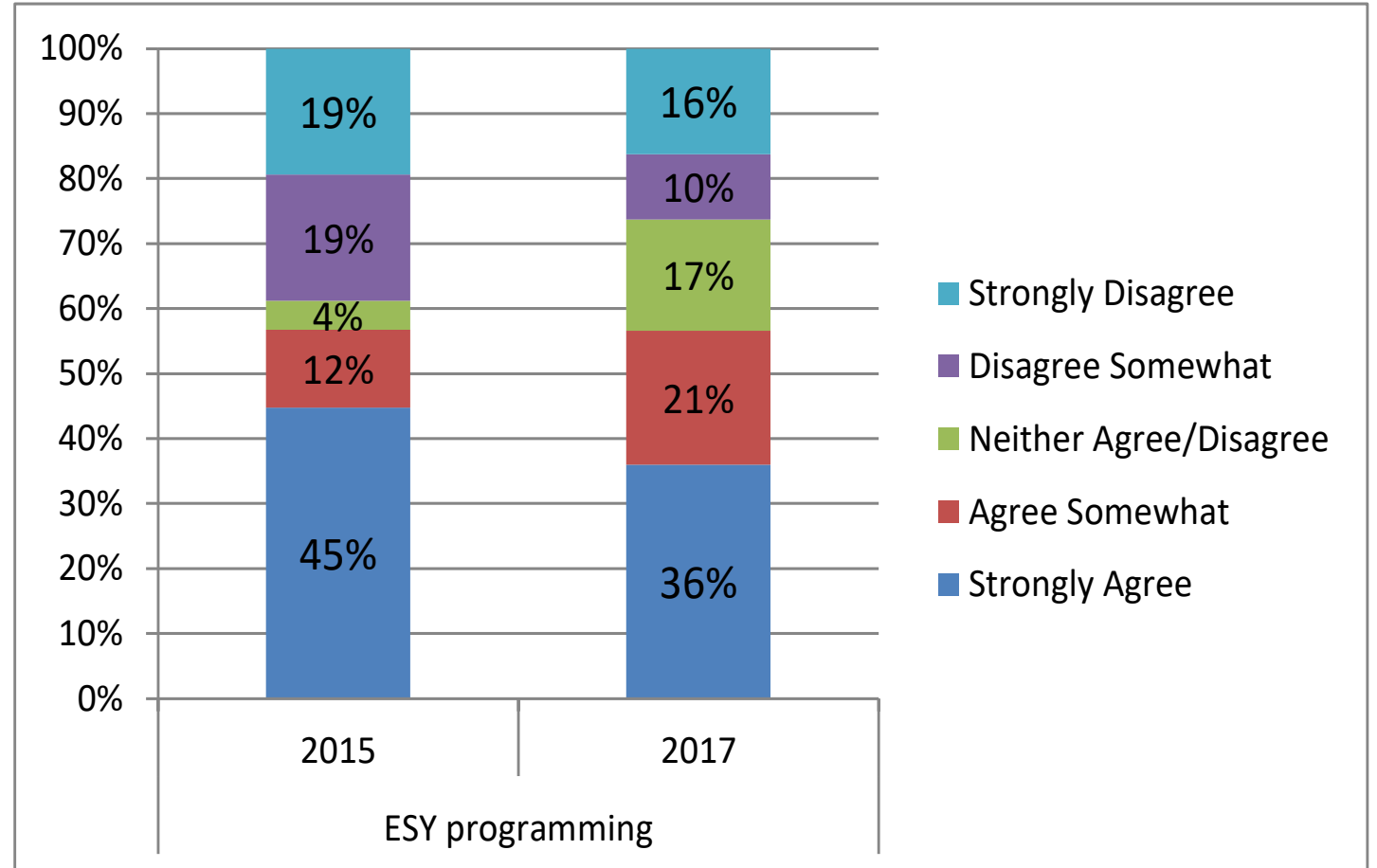
- 2015 finding that ~40% of respondents disagreed their children were being offered appropriate summer programming if they were at risk of regression
- Reports parents were told students had to demonstrate regression to qualify for ESY
- Parent requests for logistical information earlier in the year to assist with planning—Student Services made program dates, days, and times available in February

Preliminary Findings – ESY

“If my child is at risk of regression over the summer due to his/her disability, my child was offered appropriate extended year programming.”

Moved from ~40% disagreement to 26% disagreement as more parents reported neutral opinions

1 in 4 still disagrees



Extended School Year Changes 2016-'17

	2015-2016	2016-2017
SwD on October 1	968	933
ESY Qualified*	296	260
% Qualified	31%	28%

- Preschool summer program reduced by one hour per week
- Junior high & senior high school summer programming reduced to three days per week from four, including Occupational Development Program
- Elementary hours static; ABA programming increased by one hour per week
- Parents expressing concerns about staffing changes from regular school year to summer, timeliness of communication

*ESY stats provided by Student Services 6/16/17

Key Takeaways & Next Steps

- Honest, frequent, positive communication correlates with service and overall satisfaction based on data and open-ended comments (see full report for more information)
- More parents feel comfortable disagreeing with their child's special education team without fear of consequences—14% still fear reprisal
- Through multiple changes to special education administration and department structure, most parents are satisfied
- Extended School Year services remain an outlier to overall service satisfaction

The PAC needs to:

- Work with Student Services to ensure transparency around proposed program changes
- Continue parent education efforts around ESY
- Conduct more frequent mini surveys on specific topics rather than a periodic long-form survey

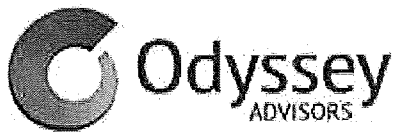
Acknowledgments

We recognize Nancy Sherburne
for over a decade of service to the families of Acton & Boxborough
and for her continued support.

Thanks to Special Education Director Pamela Smith
& Assistant Superintendent of Student Services Dawn Bentley
for their consideration and partnership this year.

Thank you to the ABRSC for your time.

www.abspedpac.org



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8.1

May 25, 2017

~~Personal and Confidential~~

Ms. Clare Jeannotte
Director of Finance
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720

Re: GASB 45 - Summary of Results

Dear Ms. Jeannotte:

The purpose of this letter is to summarize our actuarial valuation of the Acton-Boxborough Regional School District Other Postemployment Benefits Plan (the "Plan") for the fiscal year ending June 30, 2017 in accordance with Statement No. 45 of the Governmental Accounting Standards Board ("GASB 45").

What caused plan liabilities to change from FY 15 to FY 17?

Plan experience was more favorable than expected. This was mainly due to a decrease in premiums for Medicare integrated plans rather than the expected 20% increase. This was somewhat offset by an increase in the number of retirees. The actuarial experience gain is amortized into the annual OPEB costs over a 30-year period. The net impact of plan experience is a decrease in the annual OPEB cost. Please note a change in methodology that the number of actives in this report shows all who are eligible for benefits rather than those who have currently elected coverage (prior valuation).

Over the two year period, the Actuarial Accrued Liability ("AAL") went from \$41,447,171 as of December 31, 2014 to \$44,287,881 as of December 31, 2016 for an increase of \$2,840,710. During that same period the Annual OPEB Cost went from \$4,151,855 to \$3,918,712 for a decrease of \$233,143. As you continue to recognize more of the AAL at the time of adoption of GASB 45 onto your financial statements and factor in plan experience you can expect your OPEB obligation to increase. The District's OPEB obligation increased from \$14,784,634 as of June 30, 2015 to \$19,128,416 as of June 30, 2017 for a total change of \$4,343,782. For a 30-year projection of plan costs and liabilities refer to GASB 45 report, exhibit D.



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Assumption changes

Some key assumptions have changed since the prior valuation, their impact is detailed below.

- ✓ Based on recommendations by PERAC, the mortality table was updated to RP-2000 Mortality Table projected generationally with scale BB and a base year 2009 increasing the disclosed liability by \$3.73 million.
- ✓ GASB 75 will require a change in the actuarial cost method. As such, it has been updated to Entry Age Normal from Projected Unit Credit which increased the disclosed liability by \$5.39 million.

It is important to remember that actuarial assumptions or changes in such do not impact the actual cost of the Plan. Rather, they impact the timing of the recognition of such costs.

Key Drivers of Plan Liabilities

A key driver of plan costs and liabilities is post-age 65 (Medicare Integrated) Plan costs. In the current valuation post-age 65 liabilities represent 72% of the total plan liabilities. Consequently, plan design changes that affect post-65 plan costs will have the most impact of plan liabilities.

The age at which participants retire and the percentage of participants who elect coverage for themselves and/or a spouse are also drivers of liabilities. Unlike a pension plan where a participant receives a reduced benefit for early retirement, a participant in a retiree welfare plan will receive a higher benefit by retiring early (more years of benefits to be received plus more years before Medicare). A key issue to keep in mind is that participant behavior (as far as retirement is concerned) is affected by many factors including the economy, personal health and work satisfaction.



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Change in cost sharing –You are currently charging retirees 50% of premiums. Under Massachusetts law, the maximum allowable contribution rate is 50% - therefore, changing the underlying plan design is currently your only alternative.

Future Healthcare Cost Inflation

The future healthcare cost inflation assumption has a significant impact on plan liabilities. In our report we use a long term 5.00% inflation assumption for healthcare costs. This is based on a 2.75% general inflation assumption plus an additional 2.25% inflation assumption due to increased healthcare utilization. The District's ability to manage future increases in healthcare costs will be a major driver of future plan performance. In the event that healthcare trend rates were 1% higher than forecast and employee contributions were to increase at the forecast rates, the Actuarial Accrued Liability would increase to \$60,493,077 or by 36.6% and the corresponding Normal Cost would increase to \$2,564,196 or by 56.0%. If such healthcare trend rates were 1% less than forecast and employee contributions were to increase at the forecast rate, the Actuarial Accrued Liability would decrease to \$32,037,827 or by 27.7% and the corresponding Normal Cost would decrease to \$1,000,300 or by 39.1%.

Assumptions

The assumptions used in the GASB 45 report for mortality rates, termination rates, and retirement rates mirror the assumptions used by PERAC. The long term healthcare inflation trend assumption is 5.00% as described in the previous paragraph.



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What are some key plan metrics?

While an actuarial valuation under GASB 45 can be very complex with many variables, we find it helpful to look at several key metrics shown below to better allow you to manage your plan.

Representative Plan Statistics

	<u>December 31, 2016</u>	<u>December 31, 2014</u>
Total Accumulated Postretirement Benefit Obligation	44,287,881	41,447,171
Per Eligible Active Plan Participant	41,211	46,958
Per Retiree/Spouse Plan Participant	38,594	47,712
Total Annual Normal Cost (annual benefit accrual)	1,643,379	2,263,015
Per Eligible Active Plan Participant	2,162	3,842
Expected Employer Share of Retiree Costs	1,276,118	1,034,417
Per Retiree/Spouse Plan Participant	3,798	3,579
Unfunded Actuarial Liability as a % of Payroll	86.20%	N/A
Average Annual Medical Plan Premium (Single Coverage)	8,139	7,873
Average Annual Medical Plan Premium (Family Coverage)	24,754	23,800
<u>Projected 2020 Excise Tax Thresholds</u>		
Annual Medical Plan Premium (Single Coverage)	11,850	
Annual Medical Plan Premium (Family Coverage)	30,950	



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Impact of Patient Protection and Affordable Care Act ("PPACA") Excise Tax

Under the Patient Protection and Affordable Care Act ("PPACA"), an excise tax will be imposed for tax years beginning after December 31, 2019 (formerly December 31, 2017, but amended by Consolidated Appropriations Act) for high cost employer sponsored health coverage. The law specifies a 40% excise tax, to be paid by the provider of such coverage, of the excess value beyond a basic dollar amount plus an additional "kicker" for qualified retirees or those engaged in a high risk profession. The projected 2020 threshold amounts are \$11,850 for single coverage and \$30,950 for family coverage and a "kicker" amount of \$1,650 for single coverage and \$3,450 for family coverage.

The excise tax liability will vary significantly over time as it is highly leveraged with the basic threshold amount increased with general CPI and medical costs increasing with medical trend (generally higher). For purposes of the fiscal year ending June 30, 2017, the AAL for the excise tax is \$454,117 and the increase in annual OPEB Cost is \$59,201. Given your premiums through the 2018 fiscal year and the excise tax threshold, your average single premiums are \$3,711 below the excise tax threshold and your average family premiums are \$6,196 below the excise tax threshold. As more regulatory guidance becomes available, the calculation of the excise tax liability will evolve.

Liabilities & Benefit Payments in today's dollars

With the growth of medical care costs over time, the nominal accrued liabilities ("AAL") and benefit payments can appear daunting. However, it is important to remember that a dollar paid in the future is worth less than a dollar paid today. As such, another way to view the projected liabilities and benefit payments is in 2017 dollars so you can compare them to your current budget and ability to pay. As part of our analysis, we have developed projections of plan liabilities & expenses over the next 40 years assuming that the District's benefit eligible active population remains constant (i.e., employees who terminate or retire are replaced). While the full 40 year projection in 2017 dollars is shown in the report, below are some selected years:

Fiscal Year	Number of Retirees, Spouses & Surviving Spouses	Present Value at 2.75% of Total Actuarial Accrued Liability ("AAL")	Present Value at 2.75% of Employer Share of Premiums / Claims including "implicit cost"
2017	336	44,287,881	1,276,118
2022	489	52,054,405	1,763,177
2027	597	59,848,606	2,191,971
2032	677	67,073,351	2,686,979
2037	721	73,500,691	3,110,748
2042	734	80,826,540	3,377,215
2047	737	89,400,847	3,640,149

Looking at these liabilities and expenses over the next 40 years, we would offer the following highlights/observations:

- ✓ The present value of the Plan's AAL will reach their maximum in 2056 at \$110 million (\$316 million in 2056 dollars).
- ✓ The present value of the Plan's benefit payments will reach a peak of \$4.19 million in 2056 (\$12.0 million in 2056 dollars).
- ✓ The Plan will see the number of retirees & beneficiaries receiving benefits increase from 336 to a maximum of 737 in 2045 before beginning to decline.



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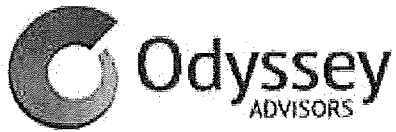
We have an “unfunded liability”. How do we fund it? Can we fund it?

The Plan currently has an unfunded liability of approximately \$42,091,605 and this amount is expected to grow over time in the foreseeable future. While some municipal entities across America have chosen to fund this liability, over 95% are not currently dedicating funding to it. The State of Massachusetts has recently passed legislation allowing municipal entities to establish a trust for Other Postemployment Benefits (“OPEB”) under M.G.L. Chapter 32B, Section 20 for purposes of accumulating assets to pre-fund the liabilities under GASB 45. Acton-Boxborough Regional School District has established an irrevocable trust for the purposes of prefunding liabilities under GASB 45.

Pre-Funding – if you were to elect to “pre-fund” the OPEB expenses each year by contributing the entire Annual Required Contribution, you would be allowed to use a long-term interest rate based on your underlying investment policy. Based on your investment policy, you may be able use a 6.50% discount rate vs. the 5.50% used in our analysis. The impact of such funding would be to reduce disclosed plan liabilities to \$38,425,274 and the annual OPEB Cost to \$3,427,102. This would require additional funding of \$1,869,600 in the first year which will increase by 0.00% per year until the plan reaches full funding. While this does not impact the ultimate cost of the plan, it would reduce disclosed liabilities and expenses.

In this report, we have outlined several options for pre-funding (including pay-as-you-go, funding over 30 years and funding the annual normal cost):

- Pay-as-you-go – pay annual retiree premiums as they come due with little to no funding set aside in a trust.
- 30-year funding – the concept is to contribute to achieve full funding over a 30 year period.
- Funding annual normal cost – the concept is to fund the excess of the normal cost over current year benefit payments. This approach prevents the liability from growing in current dollars.



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Please be aware the options presented represent a sampling of your options. The ultimate choice to fund, not to fund or the level of funding will depend on your circumstances. Should you decide that pre-funding is an appropriate option for you we would be happy to help you design a funding schedule that best fits your needs.

Upcoming Changes

The Governmental Accounting Standards Board ("GASB") issued GASB 75 "*Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*" on June 2, 2015 which will become effective for your 2018 fiscal year. This standard largely mirrors the GASB 68 standard for pension plans. The new standards require increased disclosures and will tie interest rates used in the valuation to the plan's underlying investment and funding policy. This may increase the pressure on many entities to begin funding their OPEB liabilities. For more information, please review our white papers at www.GASB75.com or on our website.

If you or your auditors have questions on this, feel free to give us a call.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Elmore', written in a cursive style.

Parker E. Elmore, ASA, EA, FCA, MAAA
President, CEO & Actuary



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(posted separately after packet)

**Acton-Boxborough Regional School
District Other Postemployment
Benefits Plan**

GASB 45 Actuarial Valuation

as of

December 31, 2016

For the fiscal years ending

June 30, 2017

Delivered May 2017

This item is posted separately after the packet
on

[http://www.abschools.org/school-
committee/meetings-agendas-packets-and-
minutes](http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes)

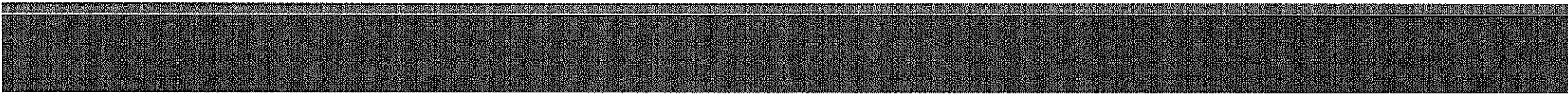


Acton - Boxborough Regional School District



PRESENTATION OF GASB 45 RESULTS

JUNE 22, 2017



Odyssey Advisors

- Actuaries & Management Consultants – founded in 1998
- Provide actuarial consulting & valuation services to over 300 municipal entities including over 250 in Massachusetts including Ashburnham-Westminster RSD, Bridgewater-Raynham RSD & Hamilton-Wenham RSD.
- Offices in Connecticut & Nevada – clients in 37 States & Europe
- Primarily focused on retirement plans
 - Retiree Medical (GASB 45/74/75 & FASB 106)
 - Defined Benefit Plans (GASB 67/68 & FASB 87/88/132/158)
 - Defined Contribution Plans (401(k), 403(b), 457, ESOP, etc.)

The need to prepare for GASB 75 adoption impacts this valuation

- Largely mirrors GASB 67 and 68 for pension plans
- Effective for your 2018 fiscal year
- Change in actuarial cost method will generally increase liabilities with a small decrease in normal cost
- Requires increased disclosure and will tie interest rates used in the valuation to the plan's underlying investment and funding policy
- May pressure entities to adopt formal funding policies

GASB 45 Results

	<u>12/31/2016</u>		<u>12/31/2014</u>
• AAL –	44,287,881	• AAL –	41,447,171
• Assets –	2,196,276	• Assets –	1,177,370
• UAAL –	42,091,605	• UAAL –	40,269,801

- Actuarial Accrued Liability (AAL): The value of the benefits that have been earned by active and retired employees.
- Unfunded Actuarial Accrued Liability (UAAL): The AAL minus any assets

GASB 45 Results

<u>FY 2017</u>		<u>FY 2015</u>	
•Normal Cost –	1,643,379	•Normal Cost –	2,263,015
•Net OPEB Expense –	3,918,712	•Net OPEB Expense –	4,151,855
•Employer Share of Costs –	1,276,118	•Employer Share of Costs –	1,034,417
•Payments to OPEB Trust –	800,000	•Payments to OPEB Trust –	506,000

- Normal Cost: The value of benefits that active employees accrue each year.
- Net OPEB Expense: The annual cost of the OPEB plan on an accrual basis.
- Employer Share of Costs: The employer’s portion of the premiums each year and implicit cost.

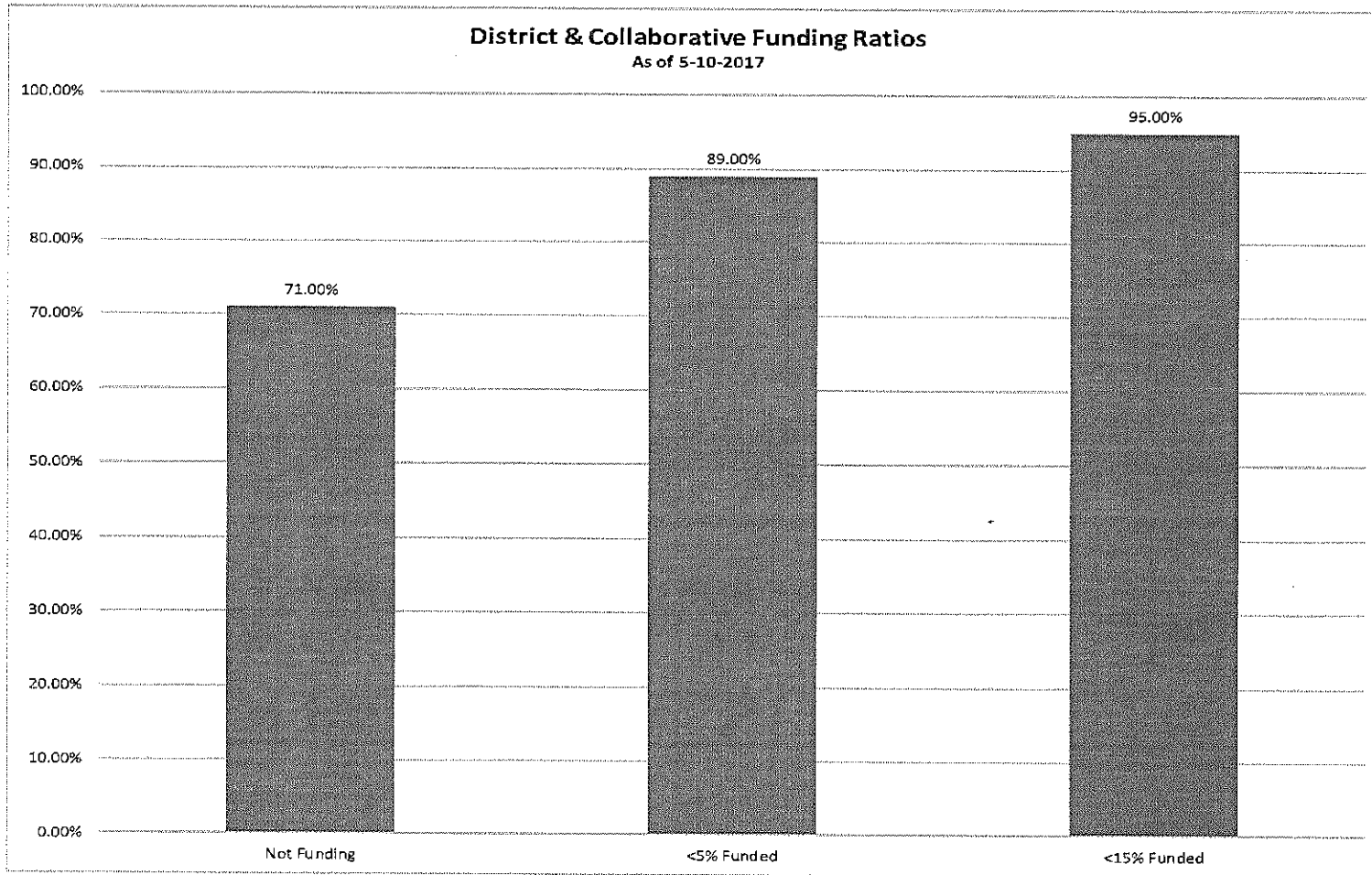
GASB 45 Results

- Actuarial Cost Method
 - Increasing Liabilities by \$5.4 million
- More Conservative Mortality Table (as requested by PERAC)
 - Increasing Liabilities by \$3.7 million
- Decrease in premiums for Medicare Integrated plans
 - Decreasing Liabilities by \$19.0 million

Actuarial Assumptions

- Interest Rate – 5.50% (previously 5.50%)
- Termination Rates
 - Probability of leaving employment each year prior to retirement
- Retirement Rates
 - Percentage of retirement eligible active employees who retire each year
- Election Percentage
 - Percentage of those eligible who elect to receive benefits in retirement
- Healthcare Cost Inflation – 5.00% per year (this may need to be revisited for your next valuation given recent trends)

Funding Comparison to Other Odyssey Clients





Comparison to Other Odyssey Clients

	Discount Rate	Total Annual Normal Cost (annual benefit accrual)	Per Eligible Active Plan Participant	Unfunded Actuarial Liability	Unfunded Actuarial Liability as a % of Payroll	Benefit Payments	Per Covered Retiree	Funded Ratio
Acton-Boxborough Regional School District	5.50%	1,643,379	2,162	42,091,605	86%	1,276,118	3,798	4.96%
Ashburnham-Westminster Regional School District	4.00%	841,566	2,706	17,345,541	103%	395,444	3,784	0.00%
Blackstone-Millville Regional School District	4.00%	772,938	2,806	19,380,421	140%	618,360	3,703	0.00%
Bridgewater-Raynham Regional School District	4.00%	2,290,382	3,895	77,884,617	N/A	3,029,252	5,287	0.03%
Dover-Sherborn Regional School District	4.00%	866,866	4,128	21,042,028	142%	697,123	4,454	0.00%
Hamilton-Wenham Regional School District	3.50%	1,221,307	3,829	25,337,907	137%	694,549	3,734	0.00%
North Middlesex Regional School District	3.50%	1,753,097	4,086	58,851,151	N/A	1,969,130	4,590	0.00%
North River Collaborative	6.75%	138,150	628	567,577	7%	55,800	5,073	69.39%
Old Colony RVTHSD	4.00%	439,111	4,622	12,655,713	N/A	410,376	4,663	0.00%
Massachusetts Average (Odyssey Clients only)	4.00%	792,194	4,164	19,139,501	181%	604,789	4,759	4.14%

Normal Cost per Active Employee

Acton-Boxborough Regional School District Normal Cost per Capita as of December 31, 2016

	ADMN	TCHR	CUST	OFFC	SUPP	TRAN	Total
	Employees	Employees	Employees	Employees	Employees	Employees	
I. Normal Cost	\$ 153,747	\$ 878,880	\$ 83,608	\$ 49,738	\$ 398,720	\$ 78,686	\$1,643,379
II. Eligible Actives	72	413	36	25	184	30	760
III. Normal Cost per Eligible Active [I / II.]	\$ 2,135	\$ 2,128	\$ 2,322	\$ 1,990	\$ 2,167	\$ 2,623	\$ 2,162



Projected Cash Flows: Partial Funding (\$900k per year)

Total Medical & Life Insurance - Partial Funding - 5.50% discount rate									
Fiscal Year		I. Total Actuarial Accrued Liability ("AAL") as of Valuation Date	II. Plan Assets as of Valuation Date	III. Unfunded Accrued Liability ("UAAL") [I. - II.]	IV. Funded Ratio [II. / I.]	V. Normal Cost	VI. Employer Share of Premiums / Claims	VII. Excess Employer Payments (beyond claims)	VIII. Total Employer Contribution [VI. + VII.]
June 30, 2017	December 31, 2016	44,287,881	2,196,276	42,091,605	4.96%	1,643,379	1,276,118	800,000	2,076,118
June 30, 2021	December 31, 2020	56,309,872	6,794,114	49,515,758	12.07%	2,096,160	1,897,307	900,000	2,797,307
June 30, 2026	December 31, 2025	74,400,886	14,596,719	59,804,167	19.62%	2,724,379	2,682,899	900,000	3,582,899
June 30, 2031	December 31, 2030	96,095,949	25,286,965	70,808,984	26.31%	3,412,449	3,768,480	900,000	4,668,480
June 30, 2036	December 31, 2035	120,958,741	39,933,527	81,025,214	33.01%	4,296,382	5,118,601	900,000	6,018,601
June 30, 2041	December 31, 2040	151,981,477	60,000,588	91,980,889	39.48%	5,455,938	6,323,897	900,000	7,223,897
June 30, 2046	December 31, 2045	192,230,942	87,494,200	104,736,742	45.52%	7,020,008	7,874,925	900,000	8,774,925
June 30, 2051	December 31, 2050	245,646,735	123,244,881	122,401,854	50.17%	9,073,421	9,767,075	900,000	10,667,075
June 30, 2056	December 31, 2055	316,897,060	174,144,363	142,752,697	54.95%	11,740,826	12,079,722	900,000	12,979,722



Projected Cash Flows: Fully Fund the Plan over 30 years (increasing contributions by 2.75% per year)

Total Medical & Life Insurance - Funding over 30 years at 6.50% discount rate increasing at 2.75% per year									
Fiscal Year	Valuation Date	I. Total Actuarial Accrued Liability ("AAL") as of Valuation Date	II. Plan Assets as of Valuation Date	III. Unfunded Actuarial Liability ("UAAL") [I. - II.]	IV. Funded Ratio [II. / I.]	V. Normal Cost	VI. Employer Share of Premiums / Claims	VII. Excess Employer Payments (beyond claims)	VIII. Total Employer Contribution [VI. + VII.]
June 30, 2017	December 31, 2016	38,425,274	2,196,276	36,228,998	5.72%	1,291,244	1,276,118	1,434,600	2,710,718
June 30, 2021	December 31, 2020	49,104,487	9,609,836	39,494,651	19.57%	1,650,542	1,897,307	1,599,036	3,496,343
June 30, 2026	December 31, 2025	65,125,449	23,059,210	42,066,239	35.41%	2,144,423	2,682,899	1,831,333	4,514,232
June 30, 2031	December 31, 2030	84,306,495	42,923,198	41,383,297	50.91%	2,676,942	3,768,480	2,097,378	5,865,858
June 30, 2036	December 31, 2035	106,033,516	71,784,546	34,248,970	67.70%	3,361,401	5,118,601	2,402,071	7,520,672
June 30, 2041	December 31, 2040	132,956,890	113,212,167	19,744,723	85.15%	4,259,468	6,323,897	2,751,029	9,074,926
June 30, 2046	December 31, 2045	167,789,122	170,421,760	(2,632,638)	101.57%	5,471,800	7,874,925	(2,632,638)	5,242,287
June 30, 2051	December 31, 2050	213,916,958	216,952,533	(3,035,575)	101.42%	7,062,139	9,767,075	(3,035,575)	6,731,500
June 30, 2056	December 31, 2055	275,406,169	278,689,075	(3,282,906)	101.19%	9,124,197	12,079,722	(3,282,906)	8,796,816

Projected Cash Flows: Fully Fund the Plan over 30 years (level funding)

Total Medical & Life Insurance - Funding over 30 years at 6.50% discount rate increasing at 0.00% per year									
Fiscal Year	Valuation Date	I. Total Actuarial Accrued Liability ("AAL") as of Valuation Date	II. Plan Assets as of Valuation Date	III. Unfunded Accrued Liability ("UAAL") [I. - II.]	IV. Funded Ratio [II. / I.]	V. Normal Cost	VI. Employer Share of Premiums / Claims	VII. Excess Employer Payments (beyond claims)	VIII. Total Employer Contribution [VI. + VII.]
June 30, 2017	December 31, 2016	38,425,274	2,196,276	36,228,998	5.72%	1,291,244	1,276,118	1,869,600	3,145,718
June 30, 2021	December 31, 2020	49,104,487	11,328,662	37,775,825	23.07%	1,650,542	1,897,307	1,869,600	3,766,907
June 30, 2026	December 31, 2025	65,125,449	26,506,589	38,618,860	40.70%	2,144,423	2,682,899	1,869,600	4,552,499
June 30, 2031	December 31, 2030	84,306,495	47,301,665	37,004,830	56.11%	2,676,942	3,768,480	1,869,600	5,638,080
June 30, 2036	December 31, 2035	106,033,516	75,792,722	30,240,794	71.48%	3,361,401	5,118,601	1,869,600	6,988,201
June 30, 2041	December 31, 2040	132,956,890	114,827,939	18,128,951	86.36%	4,259,468	6,323,897	1,869,600	8,193,497
June 30, 2046	December 31, 2045	167,789,122	168,309,569	(520,447)	100.31%	5,471,800	7,874,925	(520,447)	7,354,478
June 30, 2051	December 31, 2050	213,916,958	216,952,533	(3,035,575)	101.42%	7,062,139	9,767,075	(3,035,575)	6,731,500
June 30, 2056	December 31, 2055	275,406,169	278,689,075	(3,282,906)	101.19%	9,124,197	12,079,722	(3,282,906)	8,796,816

Affordable Care Act and Excise Tax (Cadillac Tax)

- Premiums above \$10,200 for Individual plans and \$27,500 (these thresholds will increase annually by CPI) will be taxed at 40% starting in 2020 (previously 2018, but amended by Consolidated Appropriations Act of 2016)
- An analysis conducted by Towers Watson in September 2014 predicted that 48% of firms surveyed are likely to trigger the tax in 2018 and 82% by 2023 with current plan designs.

What Can You Do to Get Ready?

- Talk with you Auditors and Actuaries
- Learn in more depth about upcoming changes through Odyssey's series of white papers at www.gasb75.com

Questions?



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Superintendent's Office
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

9.

Glenn A. Brand, Ed.D.
Superintendent of Schools

To: Acton-Boxborough Regional School Committee
From: Glenn Brand
Date: May 31, 2017
Re: FY17 Superintendent Goal III.C. "Elementary School Funding Report"

In September of 2017, one of the School Committee approved goals for my performance centered around an examination of school funding at the elementary school level. Throughout the course of the 2016-17 school year, I have been meeting with elementary principals as well as members of the senior leadership team to address this goal. Specifically, meetings were held on the following dates:

November 14, 2016
December 16, 2016
February 1, 2017
May 5, 2017

Additional meetings were held with the larger School Leadership Team (SLT) as well as with the Director of Finance, the Deputy Superintendent and the Director of Community Education. The resulting report and recommendations reflect the collective input of these meetings and discussions.

Within the following report you will find:

- A restatement of the original goal including respective strategies and outcomes;
- Review of funding data and findings (including an attached report);
- A position statement jointly developed by all elementary principals and Central Office Administrators;
- Recommendations to respond to the findings.

**Superintendent Performance Goal III.C.
Elementary School Funding Report
May 2017**

Goal Statement Included As Part of Superintendent's Goals

Strategies	Outcomes
<p>I. Review the use of regular education classroom assistants and clarify their role, purpose and appropriate level of distribution across school settings.</p> <p>II. Review funding mechanisms district-wide that provide financial resources to the elementary school level.</p>	<ul style="list-style-type: none"> · A clear district-wide vision of regular education classroom support across all schools in support of teaching and learning. · A coherent set of procedures that establish an appropriate allocation of classroom assistants by building. · An analysis of the funding streams and their contributions to staff and programs. · Recommendations to be considered that respond to any notable inequities that impact teaching and learning services.

A. Overview & Recent History

There is longstanding history regarding the deployment and funding of regular education classroom assistants at the elementary level in the district. There is a rather unique aspect to this staffing model, quite unlike any other in the district for several fundamental reasons:

- There are currently no specific policies or guidelines in place that are used to guide the total number of assistants deployed in each school, at a grade, or identified in support of a particular educational program.
- Funding is supported through a number of funding sources that include the appropriated budget, PTO contributions and Before and After School Programs/Community Education.
- The ABRSD operates a district Community Education program that provides funds for regular education classroom assistants to support the three schools that do not operate their own Before and After School Programs, including Gates, Conant and McCarthy-Towne.
- Blanchard, Merriam and Douglas schools all operate their own Before and After School Programs.

Additional background information also includes the following:

- In 2011, Superintendent Dr. Mills put forth recommendations to the Acton Public School Committee regarding assistant funding. This included a recommendation to increase the appropriated budget share while decreasing the total reliance on PTOs to fund at the same levels they had in the past.
- The goal in 2011 advanced through these adjustments was to “...close the gap between the five schools” and develop a long-term goal “...to have a sustainable model that will provide a standard of up to 15 FTE assistants available to all five schools.”
- Blanchard Elementary School has operated under a different set of circumstances. Specifically:
 - The Boxborough School Committee operated with a policy that did not allow the use of PTF funds to support staff positions;
 - Before and After School Program funds were generally not used for classroom assistants;
 - The appropriated budget funded the deployment of any assistants, as was the case for other positions.

B. Review of Funding Data & Position Statement

Overview:

Unlike other aspects of our operational budget documentation, the financial data that provides a complete picture of school assistant funding has to be manually constructed due to the multiple funding sources that collectively account for approximately \$1.1 million that went towards regular education classroom assistants during the 2016-17 school year. An overview of the financial data is included on the attached document and was developed through the collaboration between the Director of Finance and the Deputy Superintendent overseeing Human Resources. This represents a snapshot of the current fiscal year and similar data has been compiled for the previous fiscal years.

Findings:

The following represents findings from the current fiscal year:

- In 2016-17 the total funding directed towards classroom assistants was almost \$1,150,000.
- ABRSD operating budget provided an average of approximately \$82,000 of classroom assistants in each elementary school amounting to a total average of 117 hours per school, or the equivalent of six part time (19 hour) assistants in FY17.
- The district also provided approximately \$28,000 to each school for lunch/recess monitors. There are on average 40 hours of lunch/recess monitor staffing provided for each school each week, which is a contractual commitment.
- In 2016-17 PTO/PTF funds contributed a wide range of funds from a low of no contributions at Blanchard to just over \$95,000 at Merriam, for a combined total of approximately \$260,000

towards assistants. This translates to a range of between 0 to 138 additional hours of teaching assistants per school.

- The contributions in 2016-17 from Before and After School Programs ranged from just over \$28,000 (38 hours of classroom assistants) to almost \$140,000 (191 hours of classroom assistants) between schools.

Additional findings also include the following:

- The original intent of Dr. Mills' decision in 2011 to increase the appropriated budget to the level it is now was to reduce the reliance on the PTO funding. However, a review of recent funding information points to the fact that the total combined PTO funding levels remain almost at the same levels in FY16 as they were in FY09.
- Given a general commitment to maintain the level of assistant funding, and the fact that the total appropriated budget allocation and PTF available funds remain relatively stable, there is currently an increased reliance and pressure on the District's Community Education Program and Before and After School Programs.

Position Statement:

During the ongoing meetings held throughout the school year with elementary principals and Central Office Administration, including the *Assistant Superintendent for Teaching & Learning*, the *Assistant Superintendent for Student Services* and the *Deputy Superintendent*, there was a thorough review of the financial data. Based upon this review we collectively came to the conclusion captured in the following statement:

“Based upon a comprehensive review of the funding sources for elementary classroom assistants across the district by elementary principals and Central Office Administration, it is agreed that the current funding model represents a structural issue that the district needs to remedy. The current model to fund classroom assistants includes funding sources from: the appropriated budget, Before and After School programs/Community Education, and PTO funds. This current funding model has led to inequity in the personnel resources that support teaching and learning across elementary grades and schools and this needs to be addressed. “

C. Recommendations:

Note: The following recommendations would, if adopted, take effect in the 2018-19 school year.

Recommendation I: Standardizing the assignment of Regular Education Classroom Assistants

- In order to provide support for classrooms and programs, the district would develop a certain level of targeted service in the form of regular education classroom assistants that would be made available to each school based upon the total number of classroom sections. As school sections expand or contract the total allocation will be adjusted accordingly.
- Given the current level of funding, each school would be able to fund a 12 hour assistant in every classroom grades 1-6, as well as one 19 hour math assistant (which is currently funded in the budget). If such a model was adopted this would get us closer to equitable funding for classroom assistants and would provide the following benefits:
 - Every classroom would have a dedicated classroom assistant 12 hours per week
 - These assistants would also provide supervision for lunch and recess for their class
 - The assistant could substitute for the classroom teacher if the teacher was absent
 - The assistant would know the students in that classroom well, which would have benefits at lunch, recess, and when serving as a substitute teacher
 - Reallocate Before and After School funds to a use that is directly tied to the program

Recommendation II: Restructuring of the Community Education Program

The Administration is recommending that we move all of the Before and After School programs to Community Education, with the resulting restructuring leading to an operation that would see the district operating all Before and After School programming. There are considerable benefits to this approach that include:

- Consistency in programming, fees and salaries;
- Creating the possibility for surplus funds available to be reinvested in such things as capital improvements in the district;
- Would fix the current issue that we have with Before and After School funds being used to pay for classroom assistants. Technically, the money that is charged for these programs should be used to pay for the expenses of the program;
- The replacement of the onus of financial responsibility of contributing funds for assistants (approximately \$60,000 per school) could then be redirected to pay annually for utilities and/or custodial costs in each school that are more directly related to running the before and after school programs.

With the target of these funds coming from Community Education going to utilities and custodial costs the district's operating budget could then be reduced by approximately \$60,000 per school. As a result, the district could then increase the district budget for classroom assistants by approximately \$60,000 per school over and above what is currently funded. Those assistants would then be fully in the appropriated budget going forward.

Additional Recommendations:

Additional recommendations at this time also include the following:

I. It seems an important opportunity to develop clear expectations around the respective role and purpose of classroom assistant work in support of teaching and learning and to share this with classroom teachers.

II. Efforts should be made to clarify and agree upon the exact positions that are unique and specific to each school program. Once done, this should assist in helping the community distinguish between those positions that are clearly helping in the service delivery of teaching and learning in classrooms in comparison to those positions specific to the philosophical approach.

III. The conversation around PTO funding contributions towards staff deemed *necessary* to specifically support the particular philosophical approach in each school must continue and relevant policy should be reviewed by the School Committee.

In support of this recommendation I am advocating that the district should continue to allow PTO funding to be used for items that are *unique* to a school philosophy and not currently funded in the budget. Examples of this include the McCarthy-Towne integrated arts assistant and parent involvement coordinator, and some project based learning classroom assistants. To facilitate this, I am recommending that within each particular elementary school program a list of positions that are deemed necessary to support the specific philosophical program is developed and included on a list maintained by the Central Office.

III. The Budget Subcommittee, in conjunction with the School Committee, should continue to review the policies around the contribution of funds to support programs and services from parent teacher organizations.

School Based Funding for Personnel

2016-2017

	Lunch/ Recess	Lunch/ Recess Hours	District Funding For Assistants	District Funded Hours	PTO Funds	PTO Funded Hours	Before- After School Funds	Before- After Funded Hours	Total Funding	Total FTE	Total Hours
Blanchard	\$29,259	40.5	\$79,471	114	\$0	0	\$57,620	94	\$166,350	8.3	249
Conant	\$27,600	40.5	\$81,900	116	\$24,711	35	\$44,607	67	\$178,818	8.6	259
Douglas	\$28,082	39	\$83,614	116	\$33,594	42	\$138,694	191	\$283,984	12.9	388
Gates	\$28,373	40.5	\$79,965	111	\$31,130	47	\$31,130	43	\$170,598	8.0	241
McT	\$28,276	38	\$80,475	118	\$72,928	84	\$28,403	38	\$210,082	9.3	278
Merriam	\$26,142	36	\$88,288	127	\$96,354	138	\$97,080	115	\$307,864	13.9	416
Totals:	\$167,732	234.5	\$493,713	701	\$258,717	346	\$397,534	548	\$1,317,696	61	1,829
Ave per school	\$27,955	39	\$82,286	117	\$43,120	58	\$66,256	91	\$219,616	10	305

School Based Funding for Personnel

	District Funding For Assistants	PTO Funds	Before- After School Funds	Total Funding	District Budget Percent age	PTO Percentag e
FY '09	\$132,581	\$286,180	\$191,549	\$610,310	22%	47%
FY '10	\$135,186	\$313,339	\$231,124	\$679,649	20%	46%
FY '11	\$136,804	\$328,214	\$327,255	\$792,273	17%	41%
FY '12	\$263,330	\$335,513	\$352,902	\$951,745	28%	35%
FY '13	\$371,330	\$245,523	\$316,810	\$933,663	40%	26%
FY '14	\$380,000	\$247,172	\$444,867	\$1,072,039	35%	23%
FY '15	\$475,000	\$244,089	\$497,279	\$1,216,368	39%	20%
FY '16	\$490,382	\$267,045	\$485,197	\$1,242,624	39%	21%
FY '17	\$493,713	\$258,717	\$397,534	\$1,149,964	42%	24%

*Prepared by the
Deputy Superintendent,
Marie Altieri*

1



Our **vision** is to provide high-quality educational opportunities that inspire a community of learners

WELLNESS • EQUITY • ENGAGEMENT

Our **mission** is to develop engaged, well-balanced learners through collaborative, caring relationships

Elementary School Funding

Glenn Brand, Superintendent
 Acton-Boxborough Regional School District
 June 22, 2017

ABRSD

2

Timeline

- September 2016 – Goal of examining school funding at the elementary level approved by School Committee
- 2016-2017 – Elementary school principals and members of Senior Leadership Team met throughout the year
- June 2017 – Report, included in School Committee packet, describes original goals, strategies and outcomes of evaluation

Goal and Strategies

- Review use of regular education classroom assistants
 - Clarify role, purpose, appropriate level of distribution across school settings
- Review funding mechanisms districtwide that provide financial resources to the elementary schools

Outcomes

- Clear districtwide vision of regular education classroom support staff for teaching and learning across all elementary schools
- Coherent set of procedures that establish appropriate allocation of classroom assistants by building
- Analysis of funding streams and their contributions to staff and programs
- Recommendations to be considered that respond to notable inequities impacting teaching and learning services

Elements of Report

- Overview and Recent History
- Review of Funding Data
- Recommendations

Overview and Recent History

- Longstanding history of regular education classroom assistants at elementary level
- Unique aspects to deployment of these resources:
 - No policies or guidelines to determine total numbers
 - A variety of funding sources, including appropriated budget, PTO contributions, Before & After School Programs/Community Education
- In 2011, former Superintendent Mills recommended increasing share of appropriated budget and decreasing reliance on PTO funding
- Blanchard has a different history – staff positions funded only through appropriated budget

Review of Funding Data / Findings

- Financial data compiled manually from a variety of sources
- Total of about \$1.15 MM for regular education classroom assistants in 2016-17
 - Average of about \$82,000 per school from ABRSD operating budget to support equivalent of six (6) positions/school at 19 hours each
 - Range of funds contributed by PTOs/PTFs in 2016-17:
 - \$0 at Blanchard
 - About \$95,000 at Merriam
 - Wide range of funding from Before & After School Programs

School Based Funding for Personnel

2016-2017											
	Lunch/ Recess	Lunch/ Recess Hours	District Funding For Assistants	District Funded Hours	PTO Funds	PTO Funded Hours	Before-After School Funds	Before-After Funded Hours	Total Funding	Total FTE	Total Hours
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McT	\$28,276	38	\$80,475	118	\$72,928	84	\$28,403	38	\$210,082	9.3	278
Merriam	\$26,142	36	\$88,288	127	\$96,354	138	\$97,080	115	\$307,864	13.9	416
Totals:	\$167,732	234.5	\$493,713	701	\$258,717	346	\$397,534	548	\$1,317,696	61	1,829
Ave per school	\$27,955	39	\$82,286	117	\$43,120	58	\$66,256	91	\$219,616	10	305

School Based Funding for Personnel

	District Funding For Assistants	PTO Funds	Before- After School Funds		Total Funding	District Budget Percenta ge	PTO Percentage
FY '09	\$132,581	\$286,180	\$191,549		\$610,310	22%	47%
FY '10	\$135,186	\$313,339	\$231,124		\$679,649	20%	46%
FY '11	\$136,804	\$328,214	\$327,255		\$792,273	17%	41%
FY '12	\$263,330	\$335,513	\$352,902		\$951,745	28%	35%
FY '13	\$371,330	\$245,523	\$316,810		\$933,663	40%	26%
FY '14	\$380,000	\$247,172	\$444,867		\$1,072,039	35%	23%
FY '15	\$475,000	\$244,089	\$497,279		\$1,216,368	39%	20%
FY '16	\$490,382	\$267,045	\$485,197		\$1,242,624	39%	21%
FY '17	\$493,713	\$258,717	\$397,534		\$1,149,964	42%	24%

Position Statement

- Resulted from ongoing meetings held throughout the year with elementary principals and Central Office administration
- Completion of a collective review led to a joint, mutually agreed upon statement

Position Statement

•“Based upon a comprehensive review of the funding sources for elementary classroom assistants across the district by elementary principals and Central Office Administration, it is agreed that the current funding model represents a structural issue that the district needs to remedy. The current model to fund classroom assistants includes funding sources from: the appropriated budget, Before & After School Programs/Community Education, and PTO funds. This current funding model has led to inequity in the personnel resources that support teaching and learning across elementary grades and schools and this needs to be addressed.”

Recommendations

- Recommendations emerged from discussions with elementary principals and Central Office administrators
- If adopted, recommendations would go into effect during the 2018-19 school year

Recommendation I: Standardize Assignment of Regular Education Classroom Assistants

- Targeted level of regular education classroom assistants available to each school based on total number of classroom sections
- Number of assistants to be adjusted as sections expand or contract
- At current funding level, each school could fund one 12-hour assistant in every classroom (Grades 1-6) plus one 19-hour math assistant per school

Recommendation II: Restructure Community Education Program

- Move all Before & After School Programs into Community Education division
- Benefits include:
 - Consistency in programming, fees and salaries
 - Possibility of reinvesting surplus funds into the district
 - Remedies the current issue of using Before & After School Program funds to pay for classroom assistants
 - Funds currently directed toward assistants could be redirected to utilities/custodial expenses, reducing operating budget per school

Additional Recommendations

- Develop clear expectations of role and purpose of classroom assistants; clarify this with classroom teachers
- Clarify and agree upon exact positions unique to each elementary school program
- Continue conversations about PTO funding of staff deemed necessary to support philosophical approach in each school; relevant policy should be reviewed/ developed by School Committee
- Budget Subcommittee and School Committee should continue review of policies for contribution of funds from PTOs to support programs/services



DISCUSSION AND QUESTIONS



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

Glenn A. Brand, Ed.D.
Superintendent of Schools

To: Acton Boxborough Regional School Committee

From: Glenn A. Brand

Date: June 16, 2017

Re: Superintendent's Safety Task Force

The 2016-17 school year in the Acton-Boxborough Regional School District represented an extremely active time-period as it related to safety and security changes throughout the District. At the center of this work again this year was the collective work by members of the Superintendent's Safety & Security Task Force.

The members of this year's Task Force included:

Safety Task Force	
Glenn Brand	Admin - CO
JD Head	Admin - CO
Erin Bettez	Community Ed
Peter Cavanaugh	HS - Admin
Brendan Hearn	HS - Tech
Jim Marcotte	JHS - Admin
Maribeth Higgins	Blanchard Ext Day - Admin
Damian Sugrue	Conant - Admin
Anne Dempsey	Conant - Phys Therapy
Diann Oster	Douglas - Nursing
Victoria Reiersen	Gates - Nursing
Allison Larson	Gates - Speech/Lang
Lynne Newman	Gates - Admin
Matt McDowell	McT - Admin
Juliana Schneider	Merriam - Admin
Betty Mazzone	Merriam - Nursing



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Nancy Capalbo	Preschool - Teacher
Keith Campbell	SRO
Mike Eracleo	SRO
Paul Lesage	Security
Amy Krishnamurthy	SC
Maya Minkin	SC
Maria Neyland	SC

I want to take this opportunity and thank the members of the Task Force for their involvement throughout the course of this year in not only serving as members of the district Task Force but also in serving on their own building-based Safety Committees.

I would like to also take this opportunity and personally extend my thanks to Matt McDowell (Assistant Principal at MCT) and Damian Sugrue (Principal at Conant) for their assistance and leadership in co-chairing the Task Force this year and in assisting with the review of the attached final year-end report.

Please find below key highlights of the related work and developments connected with the work of this committee. As your Superintendent, I believe this work demonstrates a continued commitment of supporting efforts to work towards ensuring the safety and emergency preparedness of our students, staff and community.

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
SUPERINTENDENT'S SAFETY TASK FORCE YEAR-ENDING REPORT
2016-17 SCHOOL YEAR**

ALICE Implementation & Building Access & Door Security

Based upon the respective work and recommendations of the 2015-16 *Superintendent's Safety Task Force* the district implemented the ALICE program that is designed to provide comprehensive preparedness in the event of an intruder. More than 900 schools, businesses, universities and municipalities have adopted the ALICE procedures and ABRSD joined those ranks in the fall of this school year.

Also at the beginning of the current school year Dr. Brand implemented a change to a long standing practice in the district of requiring all exterior doors to be locked at all school buildings. This decision to change to past practice of allowing all front doors to be open to schools was based upon a number of factors including best practices and recommendations from experts in the field as well as consideration of the considerable feedback that was obtained by Dr. Brand from stakeholders throughout the community over the past few years.

Over the past few years, additionally, renewed attention was placed on visitor management protocols in each building to increase safety and awareness.

The attached letter dated August 2016 was sent from Dr. Brand and co-signed by school resource officers from both Acton and Boxborough to parents and guardians about the implementation of the ALICE program as well as an explanation regarding the changed procedures around door security and access to school buildings.

The attached Powerpoint presentation of September 1, 2016 was presented to the School Committee by Dr. Brand regarding school safety and the locking of exterior doors.

2016-17 ABRSD School Safety & Planning

Consistent with the expectations of Dr. Brand the Superintendent's Safety Task Force again this year required all school facilities to have in place a number of different teams and emergency preparation plans so as to be able to respond to an emergency situation.

The teams that Dr. Brand requested be in place included:

- *Crisis Team*
- *Safety Committee*
- *Behavioral Intervention Team*

Additionally, the request was to ensure that each school facility had in place a plan for a “person-in-charge” list documenting the names of those individuals who would serve as part of a succession plan if the school or department leader was out of the building or unavailable.

A copy of those serving as team members for the 2016-17 school year throughout the district is attached.

Safety & Emergency Preparation & Response Manual 2016-17

Based upon the recommendations of the *2015-16 Superintendent's Safety Task Force* the district embarked upon establishing a common preparation and response manual in an effort to help attend to the district-wide needs related to safety, health and the well-being of our students, school personnel and visitors to our schools.

This recommendation emerged from last year's Task Force when it was learned that, for many years, the district had a wide array of procedures and approaches to matters related to school safety. With the understanding that this area is one consistency in practice is required and differences can often be problematic, the Task Force recommended to Dr. Brand that one common set of plans was best.

Thanks to the supportive work of last year's Task Force members, and under the leadership of Damian Sugrue (Principal, Conant Elementary School) and Matt McDowell (Assistant Principal, McCarthy Towne Elementary School), Lynne Newman and Jim Marcotte the 2016-17 ABRSD Safety & Emergency Preparation & Response Manual was completed and distributed district-wide.

Due to the nature of the content and material, only a copy of the front cover and Dr. Brand's opening remarks from the manual are attached herein.

School Safety Audit

The District is deliberately in pursuit of pursuing greater uniformity in relationship to the operational policies and procedures related to school safety and security. Prime examples of this include the ALICE program implementation and building door security.

Based upon the discussions with members of the *Superintendent's Safety Task Force* throughout the course of the year it became apparent that there would be tremendous value to

conduct an 'audit' to further explore similarities and differences from building to building as it relates to a wide-variety of school safety issues.

The audit was constructed through the collaboration of the Task Force members and was completed in the month of May 2017 by Building Safety Committees. Earlier in June the members of the Task Force met to review all of the findings and information collected through the audit process. Based upon the findings the Task Force identified a number of key themes that seemed to be captured in a number of audit report findings. These themes are included below and ultimately represent *areas of focus* and *action steps* for the *2017-18 Superintendent's Safety Task Force*.

2017 Superintendent's Safety Task Force Audit Report Findings **"Findings and Common Themes"**

At the June 8, 2017 *Superintendent's Safety Task Force* meeting the members of the committee collectively reviewed the findings of the independently complete safety audits. While the members recognized that each of the schools identified certain areas that required further exploration the following represent those things that the members of the committee felt to be common themes across the district that appropriately emerge as recommendations.

A. School Interior/Exterior:

- i. *Explore Providing Police Access to Building Cameras* – it is recommended that the District, in consultation with the respective police departments, explore the ability to link the police departments with access to our school and facility cameras. Currently the police do not have access and having such is felt to be advantageous.
- ii. *Explore the Acquisition of Hardware to Lock & Secure Classroom Doors from the Interior* – currently many (if not most) of our classroom doors do not have the ability to be secured/locked from the inside in the event of an emergency that warrants the quick ability to do so. There are mechanisms and door hardware that can provide this ability and it is recommended by the members of the Task Force for the District to develop estimated costs for this hardware to be installed on all doors. A few important points regarding this recommendation: a) given the total cost of this initiative this likely would become a potential capital investment item that might span a number of years to be completed in phases; b) consideration would have to be given to the buildings currently being considered for renovation and construction and, once their future disposition is determined then this would have to be incorporated into a financial plan.
- iii. *Implement the Ability for PA System 'All Calls' Throughout the Entire Interior of the Buildings* – it has been discovered that, while some school PA systems should have the functional ability for any phone to be able to make an 'All Call' using the PA system, not all do. This can be a vital measure in the event of an emergency and as a result it is being

recommended that the District move forward and implement this ability in PA/phone systems that can support this. This evaluation can also include a review of external speakers on the exterior of the building.

Iv. Complete a Campus Evaluation:

That will include, but not limited to:

- *playground fencing evaluation* – comments gathered through the audit process have identified some concerns and gaps in fencing coverage surrounding playgrounds and outdoor space at the elementary schools. While some schools have fences in place providing separation and containment of students other schools do not and/or have gaps in the coverage.
- *Complete and exterior campus signage evaluation* –the audit process and subsequent discussion with members of the Task Force established a recommendation to conduct a thorough review and assessment of the current signage around the exterior of our school buildings. There is noted inconsistency in terms of the presence of some signs and questions regarding the absence of other signage.
- *Complete environmental assessment at all buildings* – there were a number of concerns raised about potential health/safety issues at the exterior of schools that give rise to recommend a full review and assessment.

vii. *Develop a standard for exterior card access readers* – as the school District continues to operate with locked established doors and electronic card access readers it is important that there be some assessment and standard implemented to ensure that each school building has reasonable and equitable access through this method of entry. The purchase and installation of an individual electronic card reader is significant and there are growing demands and requests for the installation of such. Given the high cost, it is going to be important that there is a standard that is established.

B. Subjects and Elements Being Assessed

i. *Develop a plan for delivering training for all new staff district-wide and a review training at the building level for ALICE* - the Task Force recommends that the District bring together all of those staff who were trained as trainers for ALICE over the summer of 2017 to review any future training needs and establish a plan for training all new staff in the fall of 2017.

ii. *Separation of Public Space Assessment* - the Task Force is recommending that the District conduct a review of viable ways to ensure that there is greater separation of public space within buildings.

lii. Review of interior cameras - the Task Force is recommending that the District conduct a thorough review of interior cameras to review position, function etc.

D. Other Area of Concern

i. Training for two-way radios - as the District moves forward with the acquisition of two-way radio devices across all schools and facilities there should be a brief training conducted to ensure that all administrators and key staff know how best to use the units to facilitate communication both within the school and across the District.



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Glenn A. Brand, Ed.D.
Superintendent of Schools

August 2016

Dear Parent(s) and Guardian(s),

As you know, a fundamental responsibility of the Acton-Boxborough School District and the Acton and Boxborough Police Departments is to ensure the safety and well being of everyone in our school community. The Acton-Boxborough Regional School District is updating its District Safety Plan to include two (2) specific changes: i) the introduction of the ALICE program, and ii) a change to our exterior door locking practices. Further information on both items is below.

ALICE

ALICE is an acronym that stands for:

- Alert Get the word out!
- Lockdown Shelter in place when it is appropriate.
- Inform Communicate to allow for the best decision making possible.
- Counter Apply skills to distract, confuse and gain control.
- Evacuate Move students and staff to a safe location.

ALICE training is designed to provide comprehensive preparedness in the event of an intruder. The goal is to utilize infrastructure, technology, and human action to increase overall student and staff safety. Currently, more than nine hundred schools, businesses, universities, hospitals, and municipalities have adopted ALICE procedures.

Last spring, at the conclusion of the work of the Superintendent's *Safety Task Force* for the 2015-16 year, two presentations were made to the community that highlighted the rationale for shifting to this approach. A presentation was made to the School Committee on May 19, followed by a separate community meeting on May 31. The slides used for the presentation, and the video of the actual presentation, can be viewed at <http://www.abschools.org/home/emergency-info>.

During the 2016-17 school year, school personnel, with the support of trained law enforcement, will provide training to staff and students that is based on the most current research in support of the implementation of ALICE. This training will begin with all staff over the course of the first two professional days on August 29 and 30.

A few additional things to note:

- Student training will be completed throughout the district by Friday, October 7. Just prior to the training in each school, the principal will send out a letter to parents/guardians with further information about the training itself.
- The first drills for students will begin the week of October 10. Parents/guardians will receive communication from the school principal on the day of the actual drill that will provide additional information.
- All drills and training will be age appropriate. At this time, there is no plan to have simulated intruders in our buildings while students are learning about ALICE. All learning will be staff-directed and student-centered.
- Parents are welcome to contact one of our School Resource Officers or their school administration with any specific questions or concerns.

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.

Contact information for our School Resource Officers:

Keith Campbell
ABRSD School Resource Officer
Acton Police Department
Email: kcampbell@abschools.org

Michael Eracleo
ABRSD School Resource Officer
Acton Police Department
meracleo@abschools.org

Pat Colburn
Boxborough School Resource Officer
Boxborough Police Department
pcolburn@boxborough-ma.gov

Building Access and Door Security

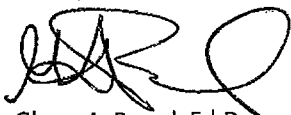
As many of you know, most of our schools currently lock all exterior doors, with the exception of the front door(s), which serves as the main entry point for visitors. Exceptions to this practice include the Blanchard Elementary School in Boxborough, where all exterior doors have been locked since before regionalization, and the high school, where a number of exterior doors are kept open to support the junior and senior privilege of leaving campus during the day.

While we seek to maintain school facilities that are welcoming to our community, this practice of leaving the front doors unlocked has become part of a debate surrounding growing concerns about school security in general. There is a growing belief that, in order to better control entry while monitoring visitors to our facilities, we should lock all exterior doors.

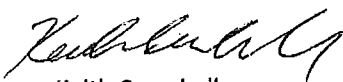
As Superintendent, I have further reviewed this matter, closely studying our building designs and entry areas, as well as best practices and recommendations in the field, including the *2014 Massachusetts School Safety and Security Task Force Report* commissioned by Governor Patrick. After careful consideration, I have decided to put into place a requirement for our district that all exterior doors at all school buildings must be locked while school is in session. The one exception to this will be at the high school, where the intent is to continue to support the 'privilege' system for junior and senior students, allowing them to come and go throughout the day. It should be noted that the high school administration is planning to limit the total number of exterior doors that are open during the regular school day, in conjunction with this change in procedures. Further communication from Dr. Campbell regarding these changes will be forthcoming.

This change in procedure will go into effect **Tuesday, October 4** to allow sufficient time for community notification, for schools to ensure that the technology we already have installed is fully operational, and to provide the time to develop internal procedures at each school facility. As the Superintendent, I also intend to provide additional insight and my underlying rationale for this decision at the next regularly scheduled School Committee meeting on September 1. While we recognize that some might find this decision disappointing, our School Resource Officers and I all believe that it is prudent and an important way to provide one more mechanism for enhancing student, staff and visitor safety in our schools throughout the district.

Sincerely,



Glenn A. Brand, Ed.D.
Superintendent of Schools



Keith Campbell
ABRSD School Resource Officer



Michael Eracleo
ABRSD School Resource Officer



Pat Colburn
Boxborough School Resource Officer



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

School Safety – Locking Exterior Doors

School Committee Meeting
September 1, 2016



All Exterior Doors to All Buildings Will Be Locked, Beginning October 1, 2016

Exception: ABRHS

- Front Door
- Select Additional Doors to Support Junior-Senior Privileges



Rationale

1. Recommendations from the field

1. *2014 Massachusetts School Safety and Security Task Force*
 1. commissioned by Governor Patrick
 2. Input from multiple law enforcement agencies throughout the state
2. Supported by Acton and Boxborough Police



Rationale (2)

2. Structure of our buildings

1. Visibility from front offices (blind spots)
2. Traffic flow near entry and in adjacent hallways



Structure is Already in Place

- Key cards and key card readers
- Cameras at main entrances
- Remote door unlock
- Sign-in systems

<u>Safety Task Force</u>	
Glenn Brand	Admin - CO
JD Head	Admin - CO
Erin Bettez	Community Ed
Peter Cavanaugh	HS - Admin
Brendan Hearn	HS - Tech
Jim Marcotte	JHS - Admin
Maribeth Higgins	Blanchard Ext Day - Admin
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Maya Minkin	SC
Maria Neyland	SC



THE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
SAFETY & EMERGENCY PREPARATION & RESPONSE MANUAL

2016-2017

INTRODUCTION

Dear AB Staff,

Maintaining the safety, health and well-being of our students, school personnel and visitors to our buildings is one of our foremost priorities. As such, it is incumbent upon all of us to ensure that we work closely together to ensure that we have in place appropriate routines, procedures and practices that will help us do all that we can to maintain a safe school environment, while also allowing us to respond in the wake of an incident as efficiently and effectively as we can.

It is clear to me that all of our staff routinely have safety and security in mind when it comes to our students, staff and visitors. However, we have a history here in the district of having individualized plans in each school building. While it is understood that there will always be aspects of any safety and emergency plan that must be customized for each school (i.e. specific evacuation routes), it is important to have terminology, routines and practices throughout the district that, to the extent possible, are the same for everyone. This manual has specifically been compiled in an effort to achieve this goal.

It is essential that all employees of our district are active participants in the process of safety and emergency preparedness, and are ready and able to respond in the event of an emergency situation. This active participation includes three fundamental things:

- i) Regularly reviewing and knowing the information in this district plan as well as the information included within each school's individual plan.
- ii) Being aware of, and vigilant about, potential safety concerns within your environment while bringing such to the attention of the administration.
- iii) Seeking clarification regarding individual responsibilities in the event of an emergency situation with your immediate administrator and/or your school's Safety and Emergency Response Team.

All AB staff should have access to this manual and should have received training in all areas relative to our safety and emergency preparedness. If you know of a staff member who has not had access to training, or is unsure of any responsibilities asked of them related to safety and emergency preparedness, please make certain that they seek further assistance.

Sincerely,

Glenn A. Brand, Ed.D.
Superintendent of Schools

Acton Boxborough
Regional School District



School Safety
Audit Checklist

2016-2017

School Safety Audit Checklist

Date: _____

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of Buildings and Grounds. An element may be in place (check 'Yes'), but at a minimal level (check 'Improve'). If the element is missing, check 'No'. If the school plans to implement this missing criterion or function, check 'implement'.

Yes	Improve	No	Implement	Safety & Security of Building and Grounds
				School Interior
				Security
				School files and records are maintained in locked, vandal proof, fireproof containers or vaults
				Secure storage is available during and after school for valuable items
				There is a control system in place to monitor keys and duplicates
				A record of Fire Inspection by the local or state Fire Office is maintained
				There are written regulations regarding access and control of school personnel using the building after school hours
				One person is designated to perform security checks at the end of the day:
				___ Check that all classrooms and offices are locked
				___ Check all restrooms, locker rooms to assure that no one is hiding there
				___ Check all exterior entrances to assure that they are locked
				___ Check all night lights to assure that they have been turned on
				___ Check the alarm system to assure that is functioning properly
				The telephone numbers of the principal or other designated contact person(s) are provided to the police departments so the police can make contact in the event of a suspicious or emergency situation
				Law enforcement personnel and/or community residents monitor school grounds after school hours
				There is regular maintenance and/or testing of the entire security alarm system at least every six months
				Fire drills are conducted as required by Massachusetts Law

School Safety Audit Checklist

Date: _____

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of Buildings and Grounds. An element may be in place (check 'Yes'), but at a minimal level (check 'Improve'). If the element is missing, check 'No'. If the school plans to implement this missing criterion or function, check 'implement'.

Yes	Improve	No	Implement	Safety & Security of Building and Grounds
				School Interior (Cont.)
				The entrance lobby is visible from the main office
				Visitors are required to sign in
				Proper identification is required of vendors, repairmen, etc.
				Visitors are issued ID cards or badges
				Full and part-time staff, including bus drivers, are issued ID cards or other identification
				Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school
				Students are required to have written permission to leave school during school hours
				Lighting
				The hallways are properly lighted
				Bathrooms are properly lighted
				Stairwells are properly lighted
				Switches and controls are properly located and protected
				Access to electrical panels is restricted
				The possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored
				Doors
				Faculty members have the ability to lock doors from inside the classroom
				Faculty members are required to lock classrooms upon leaving
				Multiple entries to the building are controlled and supervised
				Doors accessing internal courtyards are securely locked
				Mechanical rooms and other hazardous storage areas are kept locked
				The school district maintains a record of all maintenance on doors, windows, lockers, and other areas of the school
				Signage
				Exit signs are clearly visible and pointing in the correct direction
				There is regular maintenance and or testing of exit signs
				Emergency exit plan clearly posted in all rooms and public areas



School Safety Audit Checklist

Date: _____

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of Buildings and Grounds. An element may be in place (check 'Yes'), but at a minimal level (check 'Improve'). If the element is missing, check 'No'. If the school plans to implement this missing criterion or function, check 'implement'.

Yes	Improve	No	Implement	Safety & Security of Building and Grounds
				School Exterior and Play Areas
				Play Areas
				Play areas are fenced
				Good visual surveillance of play equipment is possible
				Vehicular access to play areas is restricted
				Playground equipment has tamper-proof fasteners
				Vehicular and Bicycle Parking
				Visual surveillance of bicycle racks is possible
				Visual surveillance of parking lots from main office is possible
				Driver education vehicles are secure
				Students are issued parking stickers for assigned parking areas
				All areas of school buildings and grounds are accessible to patrolling security vehicles
				Security
				All areas of school buildings and grounds are accessible to patrolling security vehicles
				There is a central alarm system in the school
				High risk areas (office, cafeteria, computer room, music room, shops, labs, etc., are protected by high security locks and an alarm system
				Unused areas of the school can be closed off during after school activities
				There is two-way communication between: <input type="checkbox"/> Classroom and main office <input type="checkbox"/> Duty stations and main office <input type="checkbox"/> Re-locatable classrooms and main office
				Students are restricted from loitering in corridors, hallways, stairwells and restrooms
				Students are issued identification badges
				There are written regulations restricting student access to school grounds and buildings
				There is a schedule for maintenance for checking lights, locks/hardware, storage sheds, portable classrooms
				The school ground is free from graffiti, trash and/or debris



School Safety Audit Checklist

Date: _____

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of Buildings and Grounds. An element may be in place (check 'Yes'), but at a minimal level (check 'Improve'). If the element is missing, check 'No'. If the school plans to implement this missing criterion or function, check 'implement'.

Yes	Improve	No	Implement	
				Safety & Security of Building and Grounds
				School Exterior and Play Areas-Security (Cont.)
				School grounds are fenced
				Gates are secured by good padlock and chains after hours
				Signage
				Drug-free zone signs are posted
				Bus loading and drop-off zones are clearly defined
				Parent drop-off and pick-up areas are clearly defined
				There is only one clearly marked and designated entrance for visitors
				Signs are posted for visitors to report to main office through a <u>designated</u> entrance
				Restricted areas are properly identified
				Landscaping
				Shrubs and foliage are trimmed to allow for good line of sight visual and mechanical (cameras)
				All poisonous shrubs, trees and foliage have been removed
				School Bus Zone
				Access to bus loading areas is restricted to other vehicles during loading/unloading
				Staff are assigned to bus loading/drop-off areas
				Lighting
				There is adequate lighting around the building
				Lighting is provided at entrances and other points of possible intrusion
				Accessible lenses are protected by some unbreakable material
				Directional lights are aimed at the building
				Exterior light fixtures are securely mounted
				Windows and Doors
				Entrances to school property can be observed from the school and are adequately secured after hours
				If campus style, doors are locked when classrooms are vacant
				Ground floor windows: no broken panes and locking hardware in working order
				Basement windows are protected with grill or well cover

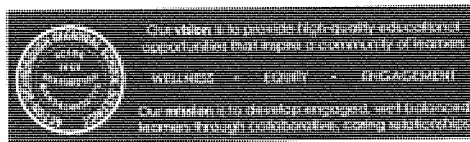


School Safety Audit Checklist

Date: _____

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of Buildings and Grounds. An element may be in place (check 'Yes'), but at a minimal level (check 'Improve'). If the element is missing, check 'No'. If the school plans to implement this missing criterion or function, check 'implement'.

Yes	Improve	No	Implement	Subject and Elements being Assessed
				Role of Law Enforcement
				Incidents of crime that occur on school property or at school-related events are reported to law enforcement
				Law enforcement personnel are an integral part of the school's safety planning process
				The school has developed an effective partnership with local law enforcement
				The school and local law enforcement have developed an agreement of understanding, defining the roles and responsibilities of both
				Law enforcement personnel provide a visible presence on campus during school hours and at school-related events
				Local law enforcement provides after hours patrols of the school site
				Standards for Security Personnel
				This school does employ security personnel
				Pre-employment background checks are conducted for security personnel
				Security personnel have clearly defined roles and responsibilities
				Security personnel are involved in the school's safe school planning process
				Development of Crisis Response Plan
				The school has a Crisis Response Plan
				The school has established a well-coordinated emergency plan with law enforcement and other crisis response agencies
				Categories listed in the plan include, at a minimum, those in the guidelines provided by the Department of Education

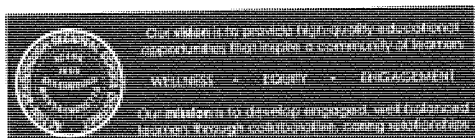


School Safety Audit Checklist

Date: _____

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of Buildings and Grounds. An element may be in place (check 'Yes'), but at a minimal level (check 'Improve'). If the element is missing, check 'No'. If the school plans to implement this missing criterion or function, check 'implement'.

Yes	Improve	No	Implement	Subject and Elements being Assessed
				Staff Development
				<i>The principal and administrative staff maintain a highly visible profile</i>
				<i>Administrators and staff (including security and law enforcement personnel) are trained in conflict resolution methods</i>
				<i>Administrators and staff (including security and law enforcement personnel) are trained in implementation of the Crisis Response Plan</i>
				<i>Administrators and staff are trained in personal safety</i>
				<i>School Resource Officers (law enforcement) receive in-service training for their responsibilities</i>
				<i>School volunteers receive training to perform their duties</i>
				<i>Teachers and staff are made aware of their legal responsibilities for the enforcement of safety rules, policies and state and federal laws</i>
				<i>School safety and violence prevention information is regularly provided as part of a school or system-wide staff development plan</i>
				<i>Staff development opportunities extend to support staff, including cafeteria workers, custodial staff, secretarial staff, and bus drivers</i>
				<i>All staff are trained in visitor management policies and procedures</i>
				Opportunities for Student Involvement
				<i>Students are represented on the School Safety team</i>
				<i>The school provides opportunities for student leadership related to violence prevention and safety issues</i>
				<i>The school provides adequate recognition opportunities for all students</i>
				<i>Students are provided encouragement and support in establishing clubs and programs, etc.</i>
				<i>Students are adequately instructed in their responsibility to avoid becoming victims of violence (i.e., by avoiding high-risk situations, etc.)</i>
				Level of Parent and Community Involvement
				<i>Evidence suggests that the community supports the school's programs and activities that teach safety and non-violence</i>
				<i>School activities, services, and curricula reflect the characteristics of the students and the community</i>
				<i>Parents are an integral part of the school's safety planning and policy making</i>
				<i>Parents are aware of behavioral expectations and are informed of changes in a timely manner</i>



**ABRSD SCHOOL SAFETY & PLANNING INFORMATION
2016-17 SCHOOL YEAR**

Facility	Crisis Team Members		Safety Committee Members		Behavioral Intervention Team Members		PERSON IN-CHARGE TREE	
	Name	Position	Name	Position	Name	Position		
Pre-School	Joe Gibowicz	EC Coordinator	Debbie Sye	PS Office Manager	Shelagh Conway	BCBA	Note: In the event of your absence please designate two-three additional in order who will be in charge. Name Position Shelagh Conway BCBA Julie Pote PK SpEd Tch Bethany DeLollis PK SpEd Tch	
	Shelagh Conway	BCBA	Nancy Capalbo*	PK Special Ed Teacher	Julie Pote	PK Special Ed Teacher		
	Julie Pote	SpEd Teacher	Joe Gibowicz	EC Coordinator	Bethany DeLollis	PK Special Ed Teacher		
	Debbie Sye	PS Office Mgr	Anne Dempsey*	Physical Therapist	Catherine Centrella	PK Special Ed Teacher		

Facility	Crisis Team Members		Safety Committee Members		Behavioral Intervention Team Members		PERSON IN-CHARGE TREE	
	Name	Position	Name	Position	Name	Position		
BLANCHARD ELEMENTARY	Dana Labb	Principal	Kathy Daniel	Nurse	Karen Tower	AP	Note: In the event of your absence please designate two-three additional in order who will be in charge. Name Position Karen Tower AP Gail Walsh Guidance Maribeth Higgins Dir. Ext. Day	
	Karen Tower	AP	Gail Walsh	Guidance	Lynne Tremblay	ECP Teacher		
	Kathy Daniel	Nurse	Dan Ralls	Head Custodian	Jessica Demeo	ECP Para		
	Gail Walsh	Guidance	Karen Tower*	AP	Rob Picca	Para		
	Maribeth Higgins	Dir. Ext. Day	Maribeth Higgins*	Dir. Ext. Day	Maureen Smith	Para		
	Kathy Bower	Executive Asst.	Kathy Bower	Exec. Assit.	Trish Peters	Para		
	Kathryn Donnelly	Psych	Linda VierKant	Cafe Manager	Noah Hill	CASE Teacher		
			Kathryn Donnelly	Psych	Jennifer Hilton	BCBA		
			Kristen Pawl	.5 Office Clerk	Gail Walsh	Guidance		
			Dana Labb*	Principal	Kathryn Donnelly	Psych		

Facility	Crisis Team Members		Safety Committee Members		Behavioral Intervention Team Members		PERSON IN-CHARGE TREE	
	Name	Position	Name	Position	Name	Position		
	Damian Sugrue	Principal	Damian Sugrue*	Principal	Damian Sugrue	Principal	Note: In the event of your absence please designate two-three additional in order who will be in charge.	
	Abigail Dressler	Assist. Principal	Abigail Dressler*	Assist. Principal	Abigail Dressler	Assist. Principal		
	Deb Dawson	Guidance	Deb Dawson	Guidance	Deb Dawson	Guidance		

	Evy Harriot	Psych	Evy Harriot	Psych	Evy Harriot	Psych			
	Ann Lack	Office Manager	Ann Lack	Office Manager	Jana Bardsley	SPED Teacher		Name	Position
CONANT ELEMENTARY	Heather Makris	Nurse	Heather Makris	Nurse	Jennifer Sloan	SPED Teacher		Abigail Dressler	AP
	Michael Eracleo	Safety Officer			Shanon Balunis	SPED Teacher		Deb Dawson	Guidance
					Will Chan	PE			

Facility	Crisis Team Members		Safety Committee Members		Behavioral Intervention Team Members		PERSON IN-CHARGE TREE	
	Name	Position	Name	Position	Name	Position		
	Lynne Newman	Principal	Lynne Newman*	Principal	Lynne Newman	Principal		Note: In the event of your absence
	Priscilla Kotyk	Asst. Principal	Priscilla Kotyk	Asst. Principal	Priscilla Kotyk	Asst. Principal		please designate two-three additional
	Jennifer Burke	Counselor	Jennifer Burke	Counselor	Jennifer Burke	Counselor		in order who will be in charge.
	Diane Springs	Nurse	Diane Springs	Nurse	Johanna Pyle	SpEd		
	Louise Loblundo	Admin Asst	Allison Larson*	Speech & Lang	Molly Meehan	SpEd	Name	Position
GATES ELEMENTARY	Johanna Pyle	SpEd			Jill Reed	PE	Priscilla Kotyk	Asst. Principal
	Michael Eracleo	Safety Officer			Kelli Silk	SpEd	Jennifer Burke	Counselor
					Amy Omo	Rdg		
					Lindsay Ellis	SpEd		

Facility	Crisis Team Members		Safety Committee Members		Behavioral Intervention Team Members		PERSON IN-CHARGE TREE	
	Name	Position	Name	Position	Name	Position		
	Chris Whitbeck	Principals	Chris Whitbeck	Principals	Chris Whitbeck	Principals		Note: In the event of your absence
	Jenna Larrennaga	Assistant Principal	Jenna Larrennaga	Assistant Principal	Jenna Larrennaga	Assistant Principal		please designate two-three additional
	Hilary Bonnell	Counselor	Debbie Kay	Teacher	Hilary Bonnell	Counselor		in order who will be in charge.
	Sharen Crooks	Admin Assistant	Richard Cail	Teacher	Kathleen Ammendol	PE Teacher *Pending Training		
	Melissa Hubbel	Teacher	Amy Park	Parent			Name	Position
DOUGLAS ELEMENTARY	Sally Hunt	Teacher	Catherine Putney	Parent			Jenna Larrennaga	Assistant Principal
			Danxia Kong	Parent			Hilary Bonnell	Counselor
			Laura Schmidt	Parent				

Facility	Crisis Team Members		Safety Committee Members		Behavioral Intervention Team Members		PERSON IN-CHARGE TREE		
	Name	Position	Name	Position	Name	Position			
McCARTHY TOWNE ELEMENTARY	David Krane	Principal	Matthew McDowell*	Asst. Principal, McT	David Krane	Principal	Note: In the event of your absence please designate two-three additional in order who will be in charge.		
	Matthew McDowell	Asst. Principal	Betty Foster*	Nurse	Matthew McDowell	Asst. Principal			
	Kerri Tomlin	Counselor		Teacher	Kerri Tomlin	Counselor			
	Bethay Ahern	SLP	Carol Chytil	Parent	Carolyn Imperato	Psychologist			
	Carolyn Imperato	Psychologist						Name	Position
	Isabel O'Conner	SpEd						Matthew McDowell	Asst. Principal
	Liza Livitsky	SpEd						Allison Leahy	SpEd
	Allison Leahy	SpEd					Carolyn Imperato	Psychologist	

Facility	Crisis Team Members		Safety Committee Members		Behavioral Intervention Team Members		PERSON IN-CHARGE TREE		
	Name	Position	Name	Position	Name	Position			
MERRIAM ELEMENTARY	Ed Kaufmann	Principal	Julianna Schnieder*	Asst. Principal	Ed Kaufmann	Principal	Note: In the event of your absence please designate two-three additional in order who will be in charge.		
	Juliana Schnieder	Asst. Principal	Betty Mazzone*	Nurse	Juliana Schnieder	Asst. Principal			
	Katie Turner	Counselor	Leah Lally	Teacher	Katie Turner	Counselor			
	Carolyn Imperato	Psychologist		Parent	Carolyn Imperato	Psychologist			
	Trish Kaminsky	SLP						Name	Position
	Jen Washburn	SpEd						Juliana Schneider	Assistant Princip
	Beth Taft	SpEd						Carolyn Imperato	School Psycholo
	Kate Shiebler	Teacher						Christy Nealon	Teacher/ Admin
	Tom Sidley	Teacher							

Facility	Crisis Team Members		Safety Committee Members		Behavioral Intervention Team Members		PERSON IN-CHARGE TREE	
	Name	Position	Name	Position	Name	Position		
	Andrew Shen	Principal	Andrew Shen	Principal	Maureen Lin	Special Educator	Note: In the event of your absence please designate two-three additional	
	Jim Marcotte	Asst. Principal	Jim Marcotte*	Asst. Principal	Denis Reedy	Special Educator		

	Allison Warren	Asst. Principal	Allison Warren	Asst. Principal		Kristin Kelley	Special Educator	in order who will be in charge.	
	Caroline O'Brien	Counselor	Caroline O'Brien	Counselor		Beth Thoman	Special Educator	Name	Position
	Cristina Jonson	Psychologist	Cristina Jonson	Psychologist				Jim Marcotte	Asst. Principal
JUNIOR-HIGH	Erin Livie	Nurse	Erin Livie*	Nurse				Allison Warren	Asst. Principal
	Liz Walker	Class Teacher	Liz Walker	Class Teacher					
	Denis Reedy	Special Educator	Denis Reedy	Special Educator					

Facility	Crisis Team Members		Safety Committee Members		Behavioral Intervention Team Members		PERSON IN-CHARGE TREE	
	Name	Position	Name	Position	Name	Position	Name	Position
	JoAnn Campbell	Principal	Pete Cavanaugh*	Dean of Students	Steve Martin	Athletic Director	Note: In the event of your absence	
	Larry Dorey	Assoc Principal	Keith Campbell*	SRO	Maurin O'Grady	Dean of Students	please designate two-three additional	
	Beth Baker	Assoc Principal			Larry Dorey	Associate Principal	in order who will be in charge.	
	Maurin O'Grady	Dean of Students			Lisa Dahill	Special Educator	Name	Position
HIGH SCHOOL	Pete Cavanaugh	Dean of Students					Larry Dorey	Assoc Principal
	Todd Chicko	RDL Counseling					Beth Baker	Assoc Principal
	Diana McNicholas	Nurse					Maurin O'Grady	Dean
	Susan Root	School Psychologist					Peter Cavanaugh	Dean
	Keith Campbell	SRO						

NOTE: * Members of the Superintendent's Safety Task Force



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

11.

Glenn A. Brand, Ed.D.
Superintendent of Schools

To: Acton-Boxborough Regional School Committee
From: Glenn Brand, Superintendent
Marie Altieri, Deputy Superintendent
Date: June 15, 2017
Re: School Start Time Report & Next Steps

As you are aware, the *ABRSD School Start Time Committee* presented their report at your June 8 meeting. This report was delivered in line with the beginning of the year commitment included as part of the Superintendent's goals to provide you with a extensive report that included recommendations related to school start times in the district.

The report is full of information and it is understood that there was not really time to process and discuss the findings and recommendations by members of the Committee. Consequently, we have recommended that additional time be provided as an agenda item at the June 22 meeting to continue this discussion specifically with an eye towards establishing next steps.

With this in mind, what is being proposed is the following as next steps:

- i. Over the next couple of months, the School Committee parents, and community members should continue to review the full report, the data, and the research. This report is available on the District's website at abschools.org.
- ii. During the summer workshop the School Committee should continue discussing next steps and develop a timeline that provides a clear path towards when a decision will be made as well as what, if any, additional information can or should be collected to help support a decision around the issue. As an example, consideration may wish to be given to the forthcoming high school schedule change.
- iii. Based upon the School Committee discussions and respective decisions, the Start Time Committee could be reconvened in the fall to facilitate the gathering of additional data, feedback and outreach.



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

As has always been the recommendation and anticipation of a likely timeline, the School Committee most certainly can further the discussion into the fall. If it is indeed the case that single-tier busing at the elementary level is to be pursued such will need to be incorporated into the planning for the development of the FY19 budget.

This is important work and most certainly relates to our goals for student health and well-being. We hope that this will remain a priority for the Committee within the next few months so that any forthcoming changes can be implemented in the 2018-19 school year.



Acton-Boxborough Regional School District
16 Charter Road Acton, MA 01720
978-264-4700 fax: 978-264-3340
www.abschools.org

12.

JD Head
Director of School Operations

TO: Glenn Brand, Superintendent of Schools
FROM: JD Head, Director of School Operations
DATE: June 20, 2017
RE: **Capital Improvement Plan (CIP) Update and Next Steps**

The purpose of this memo is to update the AB School Committee and stimulate some discussion around next steps as they relate to the current Capital Improvement Plan (CIP). The presentation I am giving at the meeting is included with this memo and was originally delivered to the School Committee's budget subcommittee at their meeting on April 5, 2017. As we prepare to discuss this information I encourage everyone to look past the individual projects and focus more on the larger picture as it relates to funding, timing, and other possible school building projects.

ABRSD now has a comprehensive list of the most important items outside of those critical items associated with the Administration Building, Conant, Douglas, and Gates Schools. As an outcome of the Dore and Whittier Existing Conditions Study, we also know the estimated cost to bring the previously mentioned four buildings up to current code, rehab the mechanical systems, and fix the building envelope. As a result, our million dollar questions are:

- 1.) How does the current MSBA building project work affect the 4 buildings left out?
- 2.) How do we move forward with these identified items in a thoughtful and fiscally responsible way?

We will not know the answer to this first question for another 12 to 15 months. I would encourage the ABRSC to continue to work on resolving question 2 concurrently while we work to answer question 1.

I think we all can agree the approximate \$14,000,000 in critical projects at the High School, R.J. Grey Jr. High, Parker Damon Building, Blanchard School, and associated fields, roads, walkways, and parking lots need to be completed to preserve our investment in these assets. We could continue to go after these items within the operating budget, and at today's capital funding levels, we would complete the list in about 18 years. Another option would be to allocate the funds to do the design work associated with these projects, approximately 10% of the total or \$140,000, and then take these ready to go projects and bid them out in scope packages. This would allow us to then bid the entire \$14,000,000 at one time requiring a bond to complete. Going with the latter creates the need to decide when to allocate the 10% for design and engineering, and then ultimately when to go to our respective Town Meetings and request approval for the total project costs given the other initiatives both Towns and the ABRSD are currently pursuing.

These are the burning questions as they relate to capital. I look forward to discussing them with the Committee.

Best Regards,

JD Head

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.

Acton Boxborough Regional School District
Capital Improvement Plan – Implementation



PROGRESS PRESENTATION

4 April 2017

Agenda

- **Update Since January**
- **CIP Implementation Plan**
 - **Process**
 - **Result**
 - **Schedule/Next Steps**
- **Questions**



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Update on progress – January to April 2017

1. MSBA invited ABRSD to enter into the “Eligibility Phase” for Douglas E.S.
2. Considered potential impact to CIP plan for Douglas, Gates, Conant
3. We took the “Priority-1” projects as a starting point
4. Developed categories as benchmarks
5. Bundled the projects together into “packages”
6. Determined if “packages” will trigger other code required upgrades



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Update on progress – January to April 2017

1. **MSBA invited ABRSD to enter into the “Eligibility Phase” for the Douglas Elementary School project.**
 - What does this mean?
 - What happens next?
 - How does this impact the CIP Plan for the district?



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Update on progress – January to April 2017

2. We took the “1-Priority” projects and further broke down these into three subsets:
 - Critical need
 - High Need
 - Energy Efficiency/Operational Cost Savings



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Considerations for Prioritizing Buildings

- a. Minimize extensive work done at buildings that may be affected by the MSBA study or future decisions by the school district.
- b. Feasibility of extending the life of the building vs. replacement



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Update on progress – January to April 2017

3. Developed the following categories as benchmarks:

Operational Budget

Could be performed by in-house staff easily

Health & Safety

Roofing, Site paving and sidewalks, pedestrian & vehicular safety,
Electrical

Indoor Air Quality

HVAC systems, Roofing, Exterior Envelope

Exceeded Useful Life

Roofing, Exterior Envelope, HVAC, Electrical, Interior, Further Study



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Considerations for “Packaging” Work

- a. District’s ability to self perform work (in house staff).
- b. Package work items together that make financial and construction sequencing sense.
- c. Break scope packages into cost increments that may be reasonably supported by the two Towns.
- d. Package similar sub trade work together across multiple facilities where it makes sense to lower costs.
- e. Investigate code triggers for scope packaged work
- f. Consider construction scheduling during vacation periods to minimize need for temporary facilities.



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Capital Improvement Plan – Considerations

- ❑ Possible Code Triggers:
 - Handicap Accessibility
 - Seismic / Structural Upgrades
 - Fire Protection (Sprinklers)
 - Energy Code



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Capital Improvement Plan – Considerations

- ❑ Accessibility
 - where the cost of the work amounts to **30% or more** of the assessed value of the building then the entire building is required to comply.
 - where the cost of the work amounts to \$100,000 then an accessible entrance and restroom must be provided

CONCLUSION: Only the work being touched will be required to be upgraded; code triggers are not being reached, with the exception of possibly the Admin building – pending decisions

However- the construction cost compared to assessed value is considered **over a 3-year period (back or forward)**



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Capital Improvement Plan – Considerations

Seismic / Structural Upgrades

- if renovations, additions or alterations of an existing building exceed **50% of the aggregate area** of the building then the entire facility must be upgraded to meet current seismic codes.

CONCLUSION: Only localized improvements where needed to accommodate the work will be impacted (i.e. structural support at new HVAC equipment on roof, if necessary)



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Capital Improvement Plan – Considerations

Fire Protection (Sprinklers)

- for major alterations to existing buildings that exceed 7,500 sq.ft. the entire facility must be upgraded to meet current codes.

Both of the following are considered to determine a “major alteration”

- Nature of the Work (ie. if you are removing existing ceilings)
- Scope of the Work (more than 33% of the assessed value)

CONCLUSION: Based on the planned scope, it does not appear that this requirement will be triggered - same 3-year period stipulation applies



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Capital Improvement Plan – Considerations

Energy Code

Any new work shall meet current energy code requirements.

CONCLUSION: No impact or code triggers to other parts of the building



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Capital Improvement Plan – April 2017

SUMMARY	Critical	High Need	Energy Efficiency/ Operational Cost Savings	Subtotal
On Docket- Spring 2017 Town Mtg	\$740,750			\$740,750
Operational Budget				
Roofing	\$139,725	\$106,046	\$1,500	\$247,271
Exterior Envelope	\$1,390,641	\$144,923	\$0	\$1,535,564
Site Paving and Sidewalk	\$694,295	\$360,161	\$0	\$1,054,456
HVAC	\$2,777,550	\$125,210	\$0	\$2,902,760
Electrical	\$909,780	\$6,900	\$595,463	\$1,512,143
Misc. Interior	\$284,625	\$862,500	\$172,500	\$1,319,625
Further Study	\$1,253,925	\$106,519	\$0	\$1,360,444
Pending Decisions	\$12,000	\$0	\$0	\$12,000
SUBTOTAL	\$1,805,445	\$1,328,286	\$363,113	\$3,496,844
	\$10,008,736	\$3,040,546	\$1,132,575	\$14,181,857



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Capital Improvement Plan – April 2017

SUMMARY	ABRHS	RJG	PDB	Blanchard	Douglas*	Gates*	Conant*	Admin**	Maint. Bldg**	Campus	Leary Field	Subtotals
Assessed Building Value	\$29,259,300	\$9,941,100	\$20,000,000	\$4,948,300	\$3,500,000	\$5,400,000	\$5,400,000	\$3,132,200	\$219,800			
30% of Assessed Building Value	\$8,777,790	\$2,982,330	\$6,000,000	\$1,484,490	\$1,050,000	\$1,620,000	\$1,620,000	\$939,660	\$65,940			
Critical Need	\$1,804,176	\$1,086,565	\$907,199	\$1,241,176	\$25,875	\$0	\$0	\$1,898,250	\$352,245	\$1,552,500	\$400k	\$9,267,986
High Need	\$182,419	\$946,335	\$60,075	\$13,196	\$17,250	\$6,900	\$486,085	\$1,328,286	\$0	\$0	\$0	\$3,040,546
Energy Efficiency /Operational Cost Savings		\$185,438	\$41,400	\$43,125	\$1,500	\$316,875	\$181,125	\$363,113	\$0	\$0	\$0	\$1,132,575
Subtotal	\$1,986,595	\$2,218,338	\$1,008,674	\$1,297,498	\$44,625	\$323,775	\$667,210	\$3,589,649	\$352,245	\$1,552,500	\$400k	\$13,441,107
On-Docket - 2017												\$740,750
TOTAL												\$14,181,857

*Many Critical Need/High Need Items have not been included– pending MSBA study
 **Pending outcome of future decisions/study



Acton Boxborough Regional School District
 Capital Improvement Plan - Implementation

Capital Improvement Plan – January, 2016

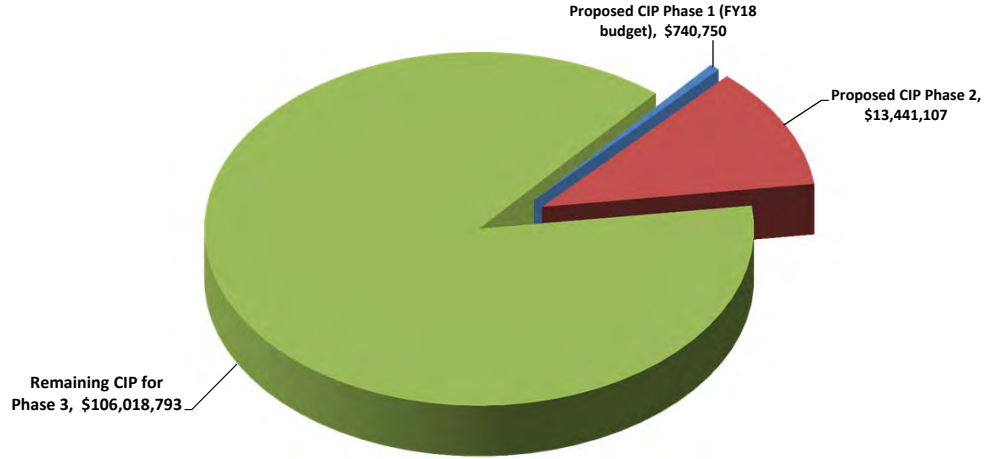
Acton-Boxborough Regional School District Capital Improvements Plan Cost Summary January 15, 2016			
	CIP	Haz Mat	Total
Acton Boxborough Regional HS	\$ 14,067,387	\$ 319,125	\$ 14,386,512
Campus Site and Leary Field	\$ 4,391,250		\$ 4,391,250
RJ Grey Jr HS	\$ 17,744,365	\$ 324,300	\$ 18,068,665
Parker Damon ES	\$ 9,029,801	\$ -	\$ 9,029,801
CT Douglas ES	\$ 16,980,970	\$ 840,248	\$ 17,821,218
Gates ES	\$ 13,578,764	\$ 1,131,773	\$ 14,710,537
Luther Conant ES	\$ 15,953,403	\$ 1,685,670	\$ 17,639,073
Blanchard ES	\$ 7,244,486	\$ 998,775	\$ 8,243,261
Administration Bldg	\$ 12,998,195	\$ 821,100	\$ 13,819,295
Maintenance Building	\$ 2,064,300	\$ 26,738	\$ 2,091,038
Subtotal	\$ 114,052,922	\$ 6,147,728	
		GRAND TOTAL	\$ 120,200,650



Acton Boxborough Regional School District
 Capital Improvement Plan - Implementation

Capital Improvement Plan – Breakdown

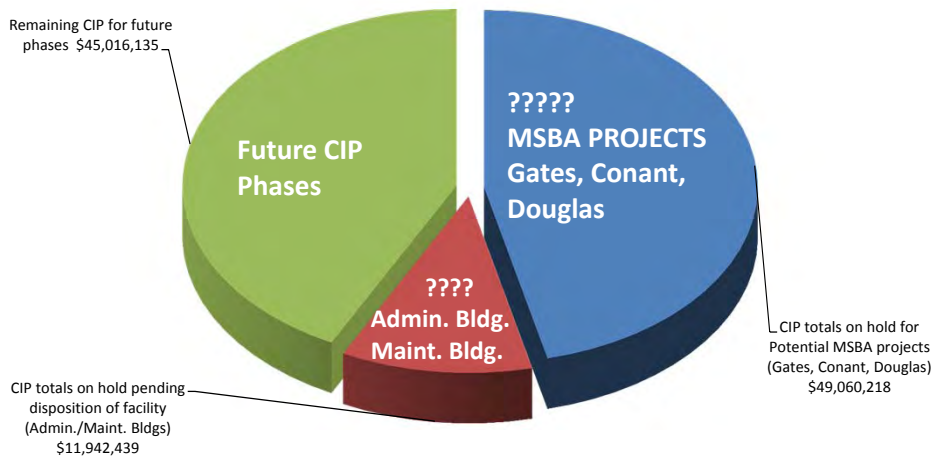
Total CIP Cost: \$120,200,650



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Capital Improvement Plan – Breakdown

Total Remaining CIP Cost after Phase 1 and 2: \$106,018,793



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Capital Improvement Plan – Breakdown

ABRSD Total CIP Costs	Initial CIP Costs/Bldg.	Proposed CIP Phase 1 (FY18 budget)	Proposed CIP Phase 2	Remaining CIP for Phase 3	CIP totals on hold until Potential MSBA projects (C, G, D)	CIP totals on hold pending disposition of facility (Admin/Maint.)	Remaining CIP for future
ABRSD HS	\$ 14,386,512		\$ 1,986,595	\$ 12,399,917			\$ 12,399,917
Campus Site/Leary Field	\$ 4,391,250	\$ 450,000	\$ 1,952,500	\$ 1,988,750			\$ 1,988,750
RJ Grey Jr. HS	\$ 18,068,665		\$ 2,218,338	\$ 15,850,328			\$ 15,850,328
Parker Damon	\$ 9,029,801		\$ 1,008,674	\$ 8,021,127			\$ 8,021,127
CT Douglas	\$ 17,821,218		\$ 44,625	\$ 17,776,593	\$ 17,776,593		
Gates	\$ 14,710,537		\$ 323,775	\$ 14,386,762	\$ 14,386,762		
Conant	\$ 17,639,073	\$ 75,000	\$ 667,210	\$ 16,896,863	\$ 16,896,863		
Blanchard	\$ 8,243,261	\$ 189,750	\$ 1,297,498	\$ 6,756,014			\$ 6,756,014
Admin bldg	\$ 13,819,295		\$ 3,589,649	\$ 10,229,646		\$ 10,229,646	
Maint. bldg	\$ 2,091,038	\$ 26,000	\$ 352,245	\$ 1,712,793		\$ 1,712,793	
Total CIP	\$ 120,200,650	\$ 740,750	\$ 13,441,107	\$ 106,018,793	\$ 49,060,218	\$ 11,942,439	\$ 45,016,135



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

CIP Implementation – Considerations Ahead

1. Project Funding

Option A – **Step 1:** Vote for funding for design/engineering - formal bid documents (Fall). **Step 2:** Go to spring Town Meeting with bids in hand for vote on construction funding

Vs.

Option B - Vote for design and construction funding based on scope package estimate at fall Town Meeting

2. Construction Delivery

- General Contractor (Chapter 149)
- Construction Manager at Risk (Chapter 149A)
- Any project over \$1.5M requires District to hire an Owner's Project Manager (OPM)



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

CIP Implementation Plan – Schedule Overview

1. February, 2017
 - a. Develop scope package options and cost estimates
2. March, 2017
 - a. Prioritize Work and finalize cost allowances
 - b. Review possible code triggers
 - c. Discuss strategy for public informational meetings**
 - d. Consider construction logistics planning**
3. March - April, 2017
 - a. Town Meeting votes for first round of CIP items
 - b. Identify potential financial ‘ceilings’
 - c. Determine timing of bond(s) and future work
4. May - November 2017
 - a. Prepare for potential bond article(s)



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Questions, Comments, Reactions



Acton Boxborough Regional School District
Capital Improvement Plan - Implementation

Acton-Boxborough School Building Committee Members
Effective June 14, 2017

Acton-Boxborough Regional School District Staff

Glenn Brand, Superintendent
Marie Altieri, Deputy Superintendent
J.D. Head, Director of Operations
Lynne Newman, Gates Principal
Damien Sugrue, Conant Principal
Chris Whitbeck, Douglas Principal

Acton-Boxborough Regional School Committee

Mary Brolin, Boxborough
Amy Krishnamurthy, Acton
Kristina Rychlik, Acton

Town Leaders

Jason Cole, Acton Finance Committee
Bob Evans, Acton Finance Committee
Ted Kail, Boxborough Finance Committee

Peter Berry, Acton Board of Selectmen
Maria Neyland, Boxborough Board of Selectmen

Community Members

Rob Bukowski, Acton
Katie Raymond, Acton

Brian Griffin, Boxborough
Steve Mielke, Boxborough
Adam Klein, Boxborough
Mac Reid, Boxborough

Homework Policy

First Read for 6/8/17 SC meeting

14.1

File: IKB

The purpose of homework, when assigned, is to support student engagement in the classroom. The term "homework" refers to an assignment/activity that supplements and/or supports class instruction. Homework should increase in complexity with the maturity of the student. This can be established through activities and assignments that encourage students to investigate for themselves and to work independently as well as with others.

The District also recognizes and supports the need for students and families to have playtime, downtime and family time (PDF). These three "periods of time" promote wellness and balance in our students' lives as well as opportunities to engage in activities that they choose.

One such activity, which abundant research supports, is independent "choice" reading. This kind of reading has been shown to improve student academic and social and emotional learning. Independent reading of student-chosen text, coupled with hearing stories and conversations, are powerful activities students can engage in that foster their growth and well-being. Independent choice reading is highly encouraged and will not be assigned.

To ensure all students have equitable access to programs and curricula, the information for any homework assignment should be clear and specific so that the student can complete the assignment independently. Homework assignments should take into consideration individual student differences, needs and available resources. Furthermore, homework should not require the use of materials not readily available in all homes.

Frequency of homework (Specific implementation can be found in individual school handbooks and/or websites)

Grades K-2: Students will have no homework except for an occasional activity that may include other people.

Grades 3-4: Students will occasionally have an assigned activity.

Grades 5-6: Students may expect homework more frequently, Monday through Thursday.

Grades 7-12: Students should expect homework in one or more subjects nightly.

Vacations K-12

Homework will not be assigned with the expectation that it be worked on and/or completed during any school vacations. Long-term projects assigned before a vacation can not have a due date earlier than the Thursday after a vacation.

Long Weekends K-12

Homework will not be assigned over long weekends, including all holiday and religious long weekends, and those marked by a district-wide closing. When there is no school on Monday, in-class assessments will not be scheduled earlier than the following Wednesday.

Mid-years - high school only

Mid-years - No assessments given or homework during mid-year week, except for homework directly related to exam preparation.

MCAS

Grades 3-8: Nights prior to MCAS testing are homework-free.

High School: Limit homework to twenty minutes per night per course

Religious Holidays

For practices related to religious holidays, please refer to District policy IMD-R located on the district website:

<http://www.abschools.org/school-committee/policies/section-i>

- Currently posted policy - 14.2

File: IKB

HOMEWORK

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class.

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, educational resources, and should be viewed in relationship to the many other learning activities in the life of the student. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them. Homework is not to be used as a form of punishment under any circumstances.

[View this email in your browser](#)

CHALLENGE SUCCESS

Strategies for Healthy, Engaged Kids and Stronger Schools



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Forward

With summer in reach, it's the perfect time to make a pitch for one of our favorite topics, PDF. At Challenge Success, PDF refers to Playtime, Downtime, and Family time, and as you may already know, we're rather serious about it. Simply put, PDF is the antidote to our overscheduled, competitive, and fast-paced culture. Research demonstrates that PDF serves as a powerful protective factor, supporting the health and well-being of adolescents. During the school year it can be challenging to find time for PDF, but summer offers an opportunity to prioritize PDF for *everyone* in the family. Wishing you a relaxing few months filled with PDF!

JOIN US: There is still limited availability for our inaugural **Summer Leadership Seminar** on **July 14th at Stanford University**. This is a new, one-day professional development opportunity for education leaders to discover and engage with our research-based school reform framework. Sessions include: The Well-Balanced Student, Making Homework Work, Design Thinking, and Protocols to Engage Community in School Change. Learn more and enroll [here](#).



JUST ANNOUNCED: We are excited to share that on **Friday, October 20th, Dr. Ken Ginsburg** will be the keynote speaker for two special Challenge Success events. Save the date for our second annual fundraiser luncheon in San Francisco, followed that evening by our biggest parent education event of the year at Stanford University. Check your inbox later this summer for more details.

Congratulations to our 2016-2017 Partner Schools

35 school teams

71% public schools

29% independent schools

Representing 9 states from across the country

As the academic year comes to a close, we celebrate our 2016-2017 partner schools and their efforts to affect positive change for students. By using our **SPACE** framework to implement new initiatives, these schools create a healthier, more balanced, and academically engaging environment for kids while reducing undue stress and overload. School reform can be a daunting task, so we applaud the multi-stakeholder teams of students, teachers, parents, and administrators that work together to address the specific needs of their communities. Thus, it is with deep appreciation and admiration that we share some of the accomplishments of our teams from the past year.

We Hear You: The Importance of Student Voice



Dover-Sherborn High School (Dover, MA)

Challenge Success prioritizes student voice in our model for school improvement, and we encourage schools to host activities that solicit student input when considering new policies. These protocols provide a lens for teachers and administrators to better understand the contributing factors to student stress and disengagement.

- **Fishbowl:** 9 schools hosted student Fishbowl discussions. This is a unique opportunity for teachers and parents to listen in as a small group of students share their perspectives and ideas on issues related to the overall culture at the school.
- **Shadow Day:** 7 schools scheduled Shadow Days. This event allows teachers and administrators to shadow students for an entire day to walk in their shoes and gain a better understanding of the daily experience of attending school. Often, the adults are issued lockers, carry backpacks, and are even assigned homework for the evening.
- **I Wish:** 6 schools implemented an “I Wish” campaign that builds school-wide understanding of the student experience. Students are prompted to complete the sentences: “I wish my parents knew...” and “I wish my teachers knew...”

Homework: Quantity vs. Quality



James Clemens High School &
Liberty Middle School (Madison, AL)

The current debate about homework focuses on quantity, but we believe that the discussion needs to be centered on quality — assigning homework that is engaging and promotes deeper learning. This year, 13 schools revised their policies to make homework more purposeful, meaningful, and developmentally appropriate. Strategies included:

- Providing homework-free holidays and vacations
- Scheduling one school night per quarter without homework
- Limiting or eliminating weekend homework
- Offering flexible homework due dates
- Sponsoring professional development for teachers to learn research-based strategies to create effective homework assignments

How Best to Assess



Punahou School (Honolulu, HI)

As we know, “one size does not fit all,” so we encourage our schools to use multiple forms of assessment. This is a challenging topic for schools to tackle, so we are pleased that **12** of our partner schools explored how best to design assessment and grading practices that help students reach their learning goals. Their work included:

- Ensuring exams are not scheduled the day after vacation or no homework weekends
- Adjusting the grading system to emphasize student growth and mastery of concepts
- Eliminating zero as an option for a grade
- Assessing freshmen, but not giving grades in the first semester

- Reformatting the overall GPA system
- Creating test centers to retake exams

A Saner Schedule



Mira Costa High School (Manhattan Beach, CA)

When thinking about protocols for school reform, revising a school's schedule does not often jump to the top of the list. However, we know that a change in schedule can have substantial impact on engagement, teaching, learning, and sleep. This year **11** schools revised their schedules in the following ways:

- Shifting from a traditional 7 period per day schedule to a block or modified block schedule
- Adding late start days
- Moving first semester finals before the December holiday vacation
- Instituting free-periods for freshmen and sophomores
- Increasing the amount of time for passing periods
- Offering a longer lunch
- Scheduling tutorial periods to create space within the school day for students to get extra support from teachers

Parent Education: Creating Community Buy-In



Wellesley High School (Wellesley, MA)

Communication is often the key to successful school reform. With that, it is essential for parents to know what kids need in order to lead healthy, well-balanced, and engaged lives. This year **11** of our schools worked to develop or expand

parent education programs to highlight the latest research on how to best support student well-being and address student pressure. Strategies included:

- Initiating parent book clubs with titles such as **Overloaded and Underprepared**
- Sponsoring student alumni panel evenings showcasing different paths and careers to success
- Hosting parent education evenings that emphasize finding the right “fit” for college, managing technology, protecting adolescent sleep, and focusing on the whole child rather than just academics

Climate of Care: Why It Matters



Palo Alto High School (Palo Alto, CA)

We know that students can’t be engaged learners, unless they feel safe, connected, and supported. Research has demonstrated that this feeling of connection improves student well-being and academic achievement, as well as perseverance and resilience. Our partner schools implemented structures and tools to create a caring environment where all students feel part of the school community. New initiatives from **14** of our schools included:

- Establishing or expanding advisory programs
- Revising award assemblies to support a broader definition of success
- Eliminating the tradition of publishing a list of college acceptances
- Sponsoring professional development workshops for faculty on student stress and coping strategies
- Creating calm spaces and nap rooms for students who are feeling tired or stressed
- Bringing therapy dogs to campus during finals week
- Surveying students to learn about their level of engagement and ideas for school improvement
- Implementing mindfulness and yoga practices

- Limiting athletic practice to no more than 2 hours per day

**Our schools strive to help kids thrive!
Learn more about our [school program](#).**

We Could Not Have Said It Better ...



Students at Piedmont High School in Northern California reflect on policies implemented via their Challenge Success Team.

At [Challenge Success](#), we believe that our society has become too focused on grades, test scores, and performance, leaving little time for kids to develop the necessary skills needed to become resilient, ethical, and engaged learners. We provide schools and families with the information and strategies they need to create a more balanced and academically fulfilling life for their kids. Learn more about our [impact](#) and how to [support](#) our mission. Challenge Success is a non-profit organization affiliated with the Stanford University Graduate School of Education.

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

15.

Glenn A. Brand, Ed.D.
Superintendent of Schools

To: Members of the ABRSC
From: Glenn A. Brand
Date: June 14, 2017
Re: Transition of the Director of Finance

As you know, the district will embark upon a transition with the Director of Finance position as of July 1, 2017 as Ms. Jeannotte prepares to leave her position and Mr. David Verdolino prepares to join the district.

The transition of a leader within an organization such as ours is an important time period and certainly this holds true for this particular transition as it relates to our financial operations.

In an effort to help ensure that there is a seamless transition of leadership, I am pleased to share with you that Ms. Jeannotte and I have established a plan that will delay her departure from the district until the first of October. From July 1 until that time she will work on a very limited basis, approximately two (2) days per week. This plan will, I believe, provide the district with numerous benefits including:

- The chance for Mr. Verdolino to work with Ms. Jeannotte closely for an extended time period to learn about our entire fiscal operations;
- In this capacity, Ms. Jeannotte will complete a number of critical budgetary year-end closing matters including the filing and certification of the district's *Excess & Deficiency* allocations and preparing the department for the audit scheduled for late August. This approach will not only ensure that the data that Ms. Jeannotte knows well will be accurate but will also allow Mr. Verdolino the opportunity to learn these processes.
- Facilitate the opportunity for Ms. Jeannotte to assist Mr. Verdolino in meeting with key leaders in both towns, and reviewing the effective working relationship that she has enjoyed and how best to support this with Mr. Verdolino.

During this time of transition Ms. Jeannotte will report to the new Director of Finance.

I have shared this plan with the Chair Amy Krishnamurthy and Vice Chair Brigid Bieber in a recent meeting and both conveyed their strong support.

I want to thank Ms. Jeannotte for her willingness to stay on in support of the district and to help facilitate this upcoming transition. Her service to the district and her department throughout the last three years is most certainly commendable and this willingness to help support the incoming Director is another testament to this.

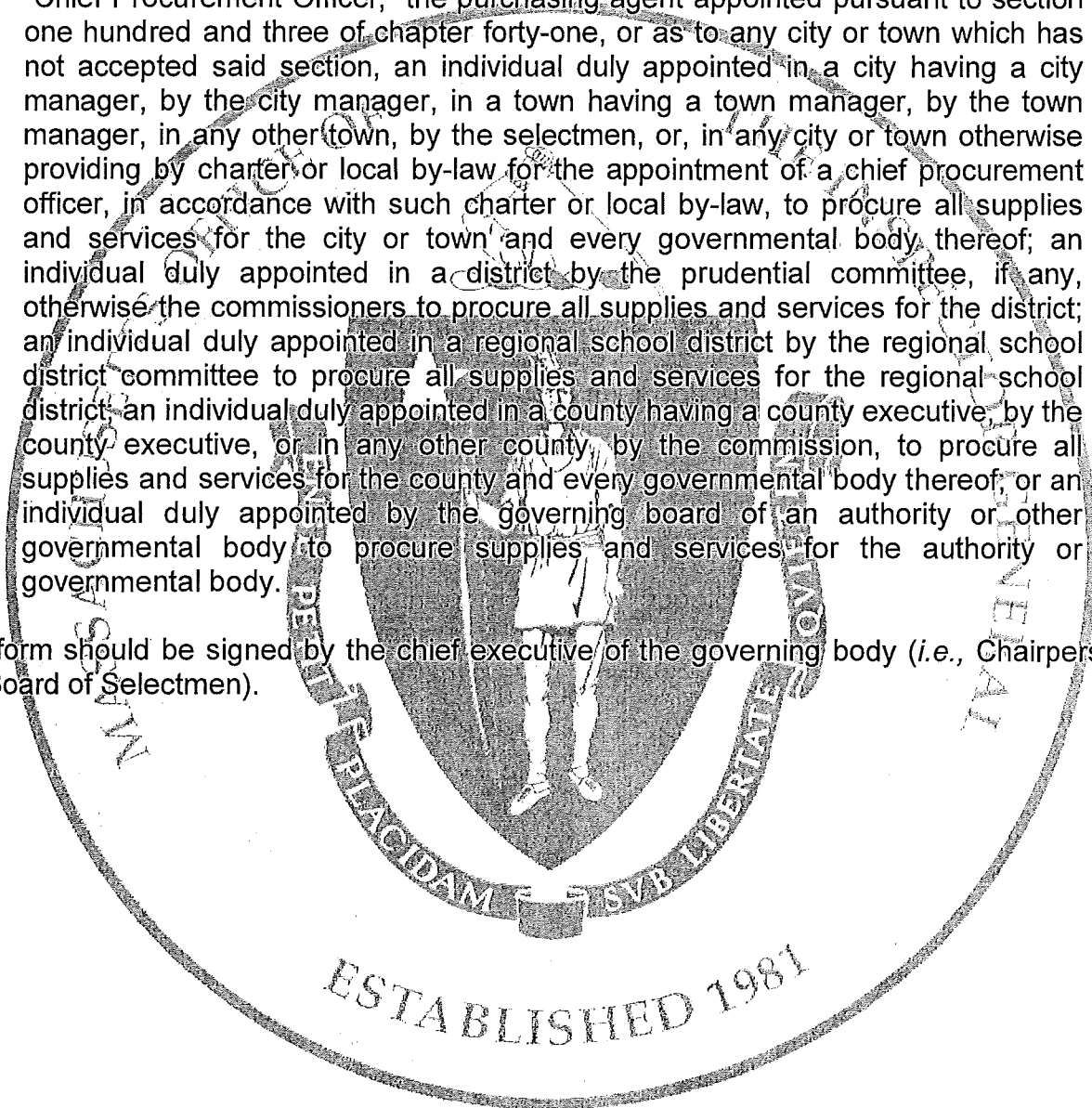
Instructions

Notice of Appointment of Chief Procurement Officer

Please complete the attached "Notice of Appointment of Chief Procurement Officer" form if your jurisdiction has appointed a Chief Procurement Officer (CPO) as defined by the provisions of M.G.L. c. 30B, § 2.

"Chief Procurement Officer," the purchasing agent appointed pursuant to section one hundred and three of chapter forty-one, or as to any city or town which has not accepted said section, an individual duly appointed in a city having a city manager, by the city manager, in a town having a town manager, by the town manager, in any other town, by the selectmen, or, in any city or town otherwise providing by charter or local by-law for the appointment of a chief procurement officer, in accordance with such charter or local by-law, to procure all supplies and services for the city or town and every governmental body thereof; an individual duly appointed in a district by the prudential committee, if any, otherwise the commissioners to procure all supplies and services for the district; an individual duly appointed in a regional school district by the regional school district committee to procure all supplies and services for the regional school district; an individual duly appointed in a county having a county executive, by the county executive, or in any other county, by the commission, to procure all supplies and services for the county and every governmental body thereof, or an individual duly appointed by the governing board of an authority or other governmental body to procure supplies and services for the authority or governmental body.

The form should be signed by the chief executive of the governing body (*i.e.*, Chairperson of the Board of Selectmen).





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

Clare L. Jeannotte
Director of Finance

To: Acton-Boxborough Regional School Committee
 From: Clare Jeannotte, Director of Finance
 Date: June 20, 2017
 Re: FY17 Year-End Financial Status - Update

At the June 8 meeting Glenn informed you of year end planning as documented in the attached memo. The Purpose of this memo is to update you on the status of those plans, and the impact to the FY18 budget.

As you are aware, the objective is to provide capacity in next year's budget to address other capital and operating needs not included in the FY18 budget.

Following is the current status of items listed in the June 1 memo:

<u>Estimated 6/1/17</u>	<u>Revised Cost</u>	<u>18 Budget</u>	<u>Description</u>
\$ 43,000	\$ 42,792	\$ 55,975	Truck replacement
\$ 181,000	\$ 180,709	\$ 189,750	Blanchard boiler parts and equipment
\$ 56,000	\$ 60,401	\$ 27,000	Purchase of 8 Copiers -scheduled to be leased in FY'18 for 3 yrs
\$ 45,000	\$ 52,703	\$ -	District wide 2 way radio purchasing – safety task force
\$ 20,000	\$ 13,515	\$ 13,000	Junior High Generator project – in FY'18 budget at \$20,000 – labor Fy18
\$ 23,000	\$ 23,000	\$ 23,000	*Technology –Grade 3 Chromebooks
\$ 20,000	\$ 20,000	\$ -	*Blanchard “Tot lot” equipment – unsafe equipment removed 2014
\$ 30,000	\$ 16,100	\$ (10,100)	*Munis financial system “Content Manager” for electronic document mgmt.
<u>\$ 418,000</u>	<u>\$ 409,220</u>	<u>\$ 298,625</u>	Total net FY18 savings

*Final pricing in process.

Based upon current information, we anticipate \$298K of FY18 budgetary relief.

FY17 Revenue Update:

Please be advised that the State has issued the final numbers for Regional Transportation, at 73.43% reimbursement. In addition, we received a Medicaid reimbursement of \$80K this week, not built in projection. As a result, the current revenue outlook suggests that favorability will be \$777K for the general fund revenues.



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

Glenn A. Brand, Ed.D.
Superintendent of Schools

To: Acton-Boxborough Regional School Committee
From: Glenn Brand
Date: June 1, 2017
Re: FY17 Year-End Financial Status

As you are aware from the Q3 financial update provided, the projection was that we would end the year with expense favorable to budget by between .5% and 1%, or a range of \$415K to \$830K. In addition, revenues are projected to be favorable over \$600K if all state aid comes in as projected. The most recent outlook continues to support these projections.

During these last few weeks I have also asked members of the administrative team to identify any possible purchases that represent emerging or more pressing needs that would be beneficial to the support of our operations and that were not known at the time of the budget development process. Additionally, I have asked JD Head, Director of Facilities and Transportation, to give consideration to possible FY18 planned capital items that could be purchased before the end of this fiscal year. If such could be accomplished, it would provide capacity in next year's budget to address other capital and operating needs not included in the FY18 budget.

I provide this information to you in an effort to ensure that you are kept fully apprised of our financial efforts and planning. Following is a list of items under consideration (rounded):

- | | | |
|----|-------------------|--|
| 1. | \$ 43,000 | Truck replacement - in FY'18 budget at \$55,975 |
| 2. | \$ 181,000 | Blanchard boiler parts and equipment – in FY'18 budget at \$189,750 |
| 3. | \$ 56,000 | Purchase of 6 Copiers - initially scheduled to be leased in FY'18 for 3 years at about \$24,000 per year |
| 4. | \$ 45,000 | District wide 2 way radio purchasing – safety task force |
| 5. | \$ 20,000 | Junior High Generator project – in FY'18 budget at \$20,000 |
| 6. | \$ 23,000 | Technology –Grade 3 Chromebooks |
| 7. | \$ 20,000 | Blanchard “Tot lot” equipment – unsafe equipment removed 2014 |
| 8. | \$ <u>30,000</u> | Munis financial system “Content Manager” for electronic document management & storage |
| | <u>\$ 418,000</u> | Total under consideration |

The general information below, representing the recommendations of both myself and Ms. Clare Jeannotte, Director of Finance, were discussed with the Budget Subcommittee at our May 31 meeting. Based upon their feedback and support, it is my intention to move forward with this budget plan at this time as outlined.

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ACTON / BOXBOROUGH REGIONAL SCHOOLS
BUDGET V ACTUAL

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FOR 2017 11

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
1000R14 45402 MEDICAID REIMBURSEME	0	.00	.00	-133,295.89	133,295.89	100.0%
1000R14 46801 AID - CHAPTER 70	0	-14,531,276.00	-14,531,276.00	-13,471,398.00	-1,059,878.00	92.7%
1000R14 46804 ASSESSMENT - SCHOOL	0	.00	.00	.00	.00	.0%
1000R14 46805 ASSESSMENT - CHARTER	0	.00	.00	.00	.00	.0%
1000R14 46806 ASSESSMENT - SPECIAL	0	.00	.00	.00	.00	.0%
1000R14 46807 TRANSPORTATION - PUP	0	-1,190,000.00	-1,190,000.00	-672,913.00	-517,087.00	56.5%*
1000R14 46809 REIMBURSEMENT - CHAR	0	-27,683.00	-27,683.00	-19,135.00	-8,548.00	69.1%*
1000R14 46810 DUMMY DESCRIPTION -	0	.00	.00	.00	.00	.0%
1000R14 46811 REGIONAL BONUS AID	0	-74,000.00	-74,000.00	-77,640.00	3,640.00	104.9%
1000R14 47501 ASSESSMENT - RGNL -	0	-55,547,097.00	-55,547,097.00	-50,918,172.25	-4,628,924.75	91.7%
1000R14 47502 ASSESSMENT - RGNL -	0	-11,503,148.00	-11,503,148.00	-10,544,552.37	-958,595.63	91.7%
1000R14 47503 ASSESSMENT-OTHER-ACT	0	.00	.00	.00	.00	.0%
1000R14 47504 ASSESSMENT-OTHER-BOX	0	.00	.00	.00	.00	.0%
1000R14 48200 EARNINGS - ON INVEST	0	.00	.00	-83,953.90	83,953.90	100.0%
1000R14 48403 REVENUE - MISCELLANE	0	.00	.00	-33,364.17	33,364.17	100.0%
1000R14 48404 RENTAL INCOME	0	.00	.00	-67,500.00	67,500.00	100.0%
GRAND TOTAL	0	-82,873,204.00	-82,873,204.00	-76,021,924.58	-6,851,279.42	91.7%

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ACTON / BOXBOROUGH REGIONAL SCHOOLS
BUDGET V ACTUAL

P 1
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FOR 2017 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 SALARIES, TEACHING	33,992,708	.00	33,992,708.00	25,898,168.41	7,872,064.68	222,474.91	99.3%
02 SALARIES, PRIN/A PRI	2,237,321	.00	2,237,321.00	2,070,533.92	181,093.08	-14,306.00	100.6%
03 SALARIES, CNTRL ADMN	1,195,267	-8,000.00	1,187,267.00	1,118,310.71	96,192.52	-27,236.23	102.3%
04 SALARIES, SUPP STAFF	9,311,200	8,000.00	9,319,200.00	7,711,802.99	1,446,046.44	161,350.57	98.3%
05 SALARIES, ATHLETICS	531,828	-10,978.00	520,850.00	488,279.46	17,950.68	14,619.86	97.2%
06 SALARIES, BUILDINGS	732,102	.00	732,102.00	670,194.52	66,111.15	-4,203.67	100.6%
07 SALARIES, CUSTODIAL	1,501,995	.00	1,501,995.00	1,367,610.20	171,476.37	-37,091.57	102.5%
08 SALARIES, HOME INSTR	8,500	.00	8,500.00	2,631.25	.00	5,868.75	31.0%
09 SALARIES, MISC PS	1,575,266	.00	1,575,266.00	1,236,294.81	260,460.21	78,510.98	95.0%
11 SALARIES, SUBS MISC	66,691	.00	66,691.00	65,507.81	.00	1,183.19	98.2%
12 SALARIES, SUBS INSTR	677,142	-5,500.00	671,642.00	525,470.65	.00	146,171.35	78.2%
13 SALARIES, OVERTIME	232,855	.00	232,855.00	209,231.51	.00	23,623.49	89.9%
14 STIPENDS, CURR/INSTR	166,000	.00	166,000.00	124,467.00	2,220.00	39,313.00	76.3%
15 FRINGES, COURSE REIM	56,000	.00	56,000.00	42,778.50	.00	13,221.50	76.4%
16 FRINGES, HLTH INSUR	8,623,581	.00	8,623,581.00	8,327,664.67	.00	295,916.33	96.6%
17 FRINGES, H INSUR RET	968,996	.00	968,996.00	843,849.81	.00	125,146.19	87.1%
18 FRINGES, LIF/DIS INS	40,900	.00	40,900.00	35,029.90	.00	5,870.10	85.6%
19 FRINGES, UNEMPLYMNT	40,000	.00	40,000.00	37,232.54	.00	2,767.46	93.1%
20 FRINGES, WORKRS COMP	295,000	.00	295,000.00	467,026.01	.00	-172,026.01	158.3%
21 FRINGES, MCRS	2,086,065	.00	2,086,065.00	2,086,065.00	.00	.00	100.0%
22 FRINGES, MEDICARE	825,000	.00	825,000.00	663,882.51	.00	161,117.49	80.5%
23 CONTRIB OPEB TRUST F	800,000	.00	800,000.00	600,000.00	.00	200,000.00	75.0%
24 INSTRUCT SUPPLIES	1,048,492	9,500.00	1,057,992.00	923,741.19	147,873.07	-13,622.26	101.3%
25 INSTRUCT TEXTBOOKS	282,570	-2,000.00	280,570.00	142,539.95	96,768.95	41,261.10	85.3%
26 INSTRUCTIONAL, LBY	59,678	.00	59,678.00	42,397.69	9,547.58	7,732.73	87.0%
27 OTHER, CAP OUTLAY	530,059	-3,000.00	527,059.00	682,697.93	138,226.10	-293,865.03	155.8%
29 OTHER, DEBT SERVICE	1,934,218	.00	1,934,218.00	1,959,217.50	.00	-24,999.50	101.3%
30 OTHER, PROP/CASUALTY	110,700	66,724.00	177,424.00	100,634.85	.00	76,789.15	56.7%
31 OTHER, MAINT BLDG/GR	734,745	-2,000.00	732,745.00	788,271.03	107,528.32	-163,054.35	122.3%
32 OTHER, MAINT EQUIP	119,604	.00	119,604.00	34,910.60	23,963.89	60,729.51	49.2%
34 OTHER, LEGAL SERVICE	181,350	.00	181,350.00	117,296.10	35,111.07	28,942.83	84.0%
35 OTHER, ADMIN SUPP	914,051	3,927.00	917,978.00	774,800.84	109,000.26	34,176.90	96.3%
36 OTHER, ATHLETIC SUPP	57,446	10,045.00	67,491.00	55,190.17	1,480.68	10,820.15	84.0%
37 OTHER, CUSTODL SUPP	157,984	.00	157,984.00	123,722.08	4,956.31	29,305.61	81.5%
38 OTHER, SPED TRANSP	1,826,934	.00	1,826,934.00	857,118.84	830,273.77	139,541.39	92.4%
39 OTHER, STUDENT TRANS	947,117	-66,724.00	880,393.00	740,835.73	43,122.97	96,434.30	89.0%
40 OTHER, TRAVEL/CONF	120,034	1,900.00	121,934.00	114,612.01	8,555.00	-1,233.01	101.0%
41 OTHER, SPED TUITION/	5,283,278	.00	5,283,278.00	3,961,575.24	1,561,450.96	-239,748.20	104.5%
42 OTHER, UTILITIES	1,825,133	.00	1,825,133.00	1,225,937.87	21,764.21	577,430.92	68.4%
43 OTHER, TELEPHONE	110,045	-1,894.00	108,151.00	56,612.74	15,889.55	35,648.71	67.0%
44 OTHER, SEWER	287,191	.00	287,191.00	261,860.91	14,771.73	10,558.36	96.3%
48 ASSESSMENTS	576,658	.00	576,658.00	418,354.00	.00	158,304.00	72.5%
49 OTHER	1,500	.00	1,500.00	.00	.00	1,500.00	.0%
GRAND TOTAL	83,073,204	.00	83,073,204.00	67,974,359.45	13,283,899.55	1,814,945.00	97.8%

** END OF REPORT - Generated by THOMAS BLONDIN **

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
5/31/2017**

		Fund Balance 6/30/16	Reverse FY16 Open Enc.	Receipts	Expenses	CASH BAL	Encumber	Balance as of 5/31/17
Operating								
	LUNCH							
K Nelson	3201 LUNCH	804,506.23	1,193.89	1,634,677.25	1,484,720.12	955,657.25	386,658.92	568,998.33
	SUPERINTENDENT							
G Brand	3311 SUPERINTENDENT GIFTS	256.00		50.00	0.00	306.00	0.00	306.00
	DISTRICTWIDE							
G Brand	3353 DISTRICT WIDE GIFTS	0.00	1,669.47	0.00	1,669.47	0.00	0.00	0.00
	CURRICULUM							
D Bookis	3318 PARENT INVOLVEMENT PROJECT	15,323.12	2,500.00	1,223.00	5,036.46	14,009.66	0.00	14,009.66
D Bookis	3323 CURRICULUM GIFT	1,486.11	593.40	2,475.00	3,947.70	606.81	400.00	206.81
D Bookis	3419 SCHOOL TO BUSINESS	(150.00)		150.00	0.00	0.00	0.00	0.00
	FINANCE							
C Jeannotte	3401 SCHOOL CHOICE	115,691.18		166,394.00	151,772.04	130,313.14	69,064.35	61,248.79
Marie Altieri	3406 ADK	86,640.20	9,884.80	953,055.30	630,111.45	541,645.75	183,953.05	357,692.70
C Jeannotte	3016 CIRCUIT BREAKER	998,826.00		1,957,323.00	2,045,250.00	910,899.00	0.00	910,899.00
C Jeannotte	3501 INSURANCE REIMB	17,162.43		10,120.21	8,832.83	18,449.81	0.00	18,449.81
M. Dennehy	9901 TAILINGS	20,423.63		0.00	20,423.63	0.00		0.00
	FACILITIES							
J D Head	3322 ELM ST HOOPS	1,214.00		0.00	0.00	1,214.00	0.00	1,214.00
J D Head	3328 NSTAR POWER DOWN PROJECT	10,535.88		0.00	0.00	10,535.88	0.00	10,535.88
J D Head	3329 FRIENDS OF LOWER FIELDS	43,851.83		0.00	13,624.75	30,227.08	0.00	30,227.08
J D Head	3330 LOWER FIELDS GIFT 2	0.00		0.00	0.00	0.00	0.00	0.00
J D Head	3342 WEST ACTON BOARDWALK	11,072.50		0.00	0.00	11,072.50	0.00	11,072.50
TBD	3418 TRANSPORTATION	0.00		18,900.40	10,000.24	8,900.16	0.00	8,900.16
J D Head	3332 DAMON PLAYGROUND	439.42		0.00	0.00	439.42	295.93	143.49
	COMMUNITY EDUCATION							
E Bettez	3402 COMMUNITY ED	889,154.04	495.61	2,391,890.88	1,720,597.65	1,364,650.73	175,654.05	1,188,996.68
E Bettez	3403 USE OF FACILITIES	0.00		227,803.14	322,505.82	(94,702.68)	28,803.83	(123,506.51)
E Bettez	3404 DRIVERS' ED	243,505.49		182,608.98	185,532.65	240,581.82	37,873.12	202,708.70
	PUPIL SERVICES/SPED							
M Emmons	3428 ODP REVOLVING	67,704.39	160.73	74,810.00	50,680.85	91,994.27	9,234.09	82,760.18
J Gibowitz	3429 AD INTEGRATED PRESCHOOL	114,841.77	243.68	260,275.50	167,013.27	208,347.68	34,206.97	174,140.71
	3326 MCC BIG YELLOW SCHOOL BUS							
J Campbell	SENIOR HIGH	205.14		\$200.00	\$0.00	405.14	200.00	205.14
A Shen	JUNIOR HIGH	0.00		\$0.00	\$0.00	0.00	0.00	0.00
D Labb	BLANCHARD	0.00		\$0.00	\$0.00	0.00	0.00	0.00
D Sugrue	CONANT	650.00		\$200.00	\$0.00	850.00	0.00	850.00
C Whitbeck	DOUGLAS	278.75		\$0.00	\$0.00	278.75		278.75
L Newman	GATES	104.30		\$200.00	\$0.00	304.30	0.00	304.30
D Krane	MCCARTHY TOWNE	0.00		\$200.00	\$0.00	200.00	200.00	0.00
E Kaufman	MERRIAM	671.00		\$0.00	\$0.00	671.00		671.00

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
5/31/2017**

Operating		Fund Balance 6/30/16	Reverse FY16 Open Enc.	Receipts	Expenses	CASH BAL	Encumber	Balance as of 5/31/17
3416 LIBRARY REVOLVING								
J Campbell	SENIOR HIGH	3,580.54		3,700.00	2,917.90	4,362.64	0.00	4,362.64
A Shen	JUNIOR HIGH	5,391.80		2,000.00	2,839.66	4,552.14	0.00	4,552.14
D Labb	BLANCHARD	2,253.57		1,750.00	0.00	4,003.57	0.00	4,003.57
D Sugrue	CONANT	1,524.96		1,950.00	0.00	3,474.96	0.00	3,474.96
C Whitbeck	DOUGLAS	1,108.07		1,750.00	985.63	1,872.44	1,517.73	354.71
L Newman	GATES	3,072.15	753.55	1,750.00	1,439.60	4,136.10	483.57	3,652.53
D Krane	MCCARTHY TOWNE	841.50		1,750.00	1,261.27	1,330.23	305.66	1,024.57
E Kaufman	MERRIAM	801.25	18.64	1,750.00	155.99	2,413.90	516.73	1,897.17
SENIOR HIGH								
S Martin	3301 ATHLETIC GIFTS	3,000.00		0.00	0.00	3,000.00	0.00	3,000.00
S Martin	3303 ABSAF:SH ATHLETICS	50,000.00		0.00	50,000.00	0.00	0.00	0.00
S Martin	3405 ATHLETIC REVG	0.00		477,124.99	374,497.34	102,627.65	17,452.12	85,175.53
M Hickey	3302 ABSAF:SH PERFORMING ARTS	9,282.22		0.00	766.00	8,516.22	3,480.00	5,036.22
J Campbell	3306 SENIOR HIGH GIFTS	8,530.97		331.78	0.00	8,862.75	0.00	8,862.75
J Campbell	3308 SH GIFT:PTSO	5,523.85		9,000.00	7,497.33	7,026.52	1,101.55	5,924.97
J Campbell	3309 SH GIFT:OTHER	11,519.29		92.63	1,638.54	9,973.38	330.99	9,642.39
J Campbell	3313 ABSAF:SH EXTRACURRICULAR	19,618.88	3,079.02	51.80	10,386.35	12,363.35	250.00	12,113.35
J Campbell	3315 UNITED WAY GIFT	994.95		0.00	0.00	994.95	0.00	994.95
J Campbell	3319 SH: COMMUNITY SERVICE GIFTS	4,372.84		4,882.72	5,131.06	4,124.50	102.50	4,022.00
J Campbell	3320 SH: SPECTRUM	98.77		0.00	98.77	0.00	0.00	0.00
J Campbell	3321 AB FRIENDS OF DRAMA	25.00		0.00	0.00	25.00	0.00	25.00
J Campbell	3412 LOST BOOKS-SENIOR HIGH	30,411.72		702.00	1,111.30	30,002.42	2,105.10	27,897.32
J Campbell	3413 PARKING-SENIOR HIGH	6,315.57		52,430.00	46,344.51	12,401.06	8,790.73	3,610.33
J Campbell	3414 SUMMER SCHOOL TUITION	171,127.50		100,500.28	99,815.78	171,812.00	1,206.96	170,605.04
M Hickey	3415 PERFORMING ARTS REV	3,059.20		28,237.68	26,245.63	5,051.25	1,256.64	3,794.61
J Campbell	3420 EMPORIUM REVOLVING	8,946.46	264.71	58,758.51	48,175.61	19,794.07	2,986.18	16,807.89
J Campbell	3423 SH: PROSCENIUM CIRCUS	29,990.54		74,990.00	65,970.69	39,009.85	4,693.49	34,316.36
J Campbell	3424 SH:COUNSELING/TESTING	17,633.12		124,110.25	28,060.69	113,682.68	87,204.70	26,477.98
J Campbell	3425 SH CHORUS	8,541.14		17,834.00	14,174.04	12,201.10	169.27	12,031.83
JUNIOR HIGH								
A Shen	3305 JUNIOR HIGH GIFTS	14,217.19		6,967.00	6,802.89	14,381.30	0.00	14,381.30
A Shen	3312 ABSAF:JH EXTRACURRICULAR	6,010.58		0.00	4,889.13	1,121.45	0.00	1,121.45
A Shen	3314 JOHN LORING MEMORIAL GIFT	2,125.35		5.81	2,125.50	5.66	0.00	5.66
A Shen	3317 EDFAAB GIFT - JH	274.38		0.00	0.00	274.38	0.00	274.38
A Shen	3327 DRAGONFLY THEATER	27,119.14		26,100.00	18,106.44	35,112.70	485.66	34,627.04
A Shen	3411 LOST BOOKS-JUNIOR HIGH	7,986.80		145.00	2,858.22	5,273.58	58.86	5,214.72
A Shen	3421 JH STORE REVOLVING	1,370.89		11,067.00	10,802.95	1,634.94	0.00	1,634.94
A Shen	3422 JH THEATER REVOLVING	4,444.87		23,813.05	20,450.98	7,806.94	1,291.00	6,515.94
BLANCHARD								
D Labb	3348 BLANCHARD GIFTS	11,014.69		5,000.00	3,138.00	12,876.69	0.00	12,876.69
D Labb	3408 BLANCHARD AM/PM XD	166,528.04		256,109.74	274,198.39	148,439.39	36,877.31	111,562.08

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
5/31/2017**

Operating		Fund Balance 6/30/16	Reverse FY16 Open Enc.	Receipts	Expenses	CASH BAL	Encumber	Balance as of 5/31/17
CONANT								
D Sugrue	3334 CONANT PTO	3,937.49		21,062.51	20,770.68	4,229.32	3,436.03	793.29
D Sugrue	3343 CONANT ENRICHMENT GIFT	73,934.46		0.00	41,026.52	57,505.64	4,334.00	53,171.64
D Sugrue	3349 CONANT GIFTS	1,390.70		700.00	696.00	1,394.70	0.00	1,394.70
DOUGLAS								
C Whitbeck	3335 DOUGLAS PTO	2,179.12		21,740.88	29,785.38	(5,865.38)	4,613.10	(10,478.48)
C Whitbeck	3350 DOUGLAS GIFTS	701.74		0.00	0.00	701.74	0.00	701.74
C Whitbeck	3409 DOUG: DAWN/DUSK	64,843.62	18.79	315,366.79	259,771.04	120,458.16	40,365.53	80,092.63
GATES								
L Newman	3336 GATES PTO	6,211.57		16,667.00	26,210.72	(3,332.15)	4,830.61	(8,162.76)
L Newman	3339 GATES GIFTS	14,260.28		2,189.06	1,858.55	14,590.79	0.00	14,590.79
L Newman	3344 GATES ENRICHMENT GIFT	49,262.61		0.00	0.00	76,158.08	0.00	76,158.08
MCCARTHY TOWNE								
D Krane	3337 MCCARTHY PTO	12,800.26		71,000.00	72,467.62	11,332.64	13,311.53	(1,978.89)
D Krane	3340 MCCARTHY TECHN	0.50		0.00	0.50	0.00	0.00	0.00
D Krane	3345 MCT ENRICHMENT GIFT	64,976.48		0.00	4,274.60	83,323.96	1,055.72	82,268.24
D Krane	3351 MCCARTHY TOWNE GIFTS	400.00		1,385.43	0.00	1,785.43	0.00	1,785.43
MERRIAM								
E Kaufman	3338 MERRIAM PTO	9,831.39		60,143.60	80,625.81	(10,650.82)	17,692.78	(28,343.60)
E Kaufman	3352 MERRIAM GIFTS	62.91		79.20	0.00	142.11	0.00	142.11
E Kaufman	3410 MERRIAM AM/PM	130,353.56	94.31	188,079.31	189,777.23	128,749.95	29,030.22	99,719.73
Total Special Revenue and Revolving Funds		4,528,197.89	20,970.60	9,875,624.68	8,681,869.77	5,742,923.40	1,217,880.58	4,525,042.82

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
5/31/2017**

Operating		Fund Balance 6/30/16	Reverse FY16 Open Enc.	Receipts	Expenses	CASH BAL	Encumber	Balance as of 5/31/17
	SCHOLARSHIPS							
	5001 SCH:DENNIS M KULSICK - Principal Restricted	0.00		11,000.00		11,000.00		11,000.00
	5001 SCH:DENNIS M KULSICK - Interest	0.00		1,000.00	1,000.00	0.00	0.00	0.00
	5003 SCH:A B JAMBOREE	2,620.30		12.54	150.00	2,482.84	0.00	2,482.84
	5004 SCH:KATHERINE KINSLEY	29,346.19		140.45	200.00	29,286.64	0.00	29,286.64
	5005 SCH:JAMES E KINSLEY	37,763.85		180.74	0.00	37,944.59	0.00	37,944.59
	5006 SCH:AMERICAN LEGION 284 - Principal Restricted	34,000.00				34,000.00		34,000.00
	5006 SCH:AMERICAN LEGION 284 - Interest	16,950.90		238.03	2,000.00	15,188.93	0.00	15,188.93
	5008 SCH:J PRENDIVILLE III	12,030.00		52.85	1,000.00	11,082.85	0.00	11,082.85
	5009 SCH:M&P SMOLTEES	23,869.44		114.24	4,000.00	19,983.68	0.00	19,983.68
	5010 SCH:J DEBAGGIS	2,960.18		14.16	0.00	2,974.34	0.00	2,974.34
	5011 SCH:R J GREY	13,483.22		64.53	0.00	13,547.75	0.00	13,547.75
	5012 SCH:CHARLES BATTIT	20,297.09		97.15	800.00	19,594.24	0.00	19,594.24
	5013 SCH:J SCOTT	883.00		621.44	1,500.00	4.44	0.00	4.44
	5014 SCHOLARSHIP:GENERAL	1,674.82		4,182.32	2,500.00	3,357.14	0.00	3,357.14
	5015 FRED S KENNEDY SCHOLARSHIP - Principal Restrict	1,400.00				1,400.00		1,400.00
	5015 FRED S KENNEDY SCHOLARSHIP - Interest	404.39		8.64	200.00	213.03	0.00	213.03
	5016 CHS BRUSIE MEMORIAL SCHOLARSHP	2,057.60		4,009.97	2,000.00	4,067.57	0.00	4,067.57
	5017 THOMAS MEAGHER SCHOLARSHIP	4,883.18		23.37	500.00	4,406.55	0.00	4,406.55
	5018 R & E MATUSOW SCHOLARSHIP	5,398.70		241.22	600.00	5,039.92	0.00	5,039.92
	5018 R & E MATUSOW SCHOLARSHIP - Principal Restricted	45,000.00				45,000.00		45,000.00
	5020 SANDRA WILENSKY SCHOLARSHIP	1,617.65		7.74	500.00	1,125.39	0.00	1,125.39
	5021 FREDERICK JOYCE MEMORIAL	2,019.38		9.66	1,000.00	1,029.04	0.00	1,029.04
	5023 ALMA PARKHURST SCHOLARSHIP	16,923.92		81.00	3,000.00	14,004.92	0.00	14,004.92
D Labb	5024 P HALL SCHOLARSHIP-Principal Restricted	10,000.00				10,000.00		10,000.00
	5024 P HALL SCHOLARSHIP-Interest	3,199.68		1,627.34	500.00	4,327.02	0.00	4,327.02
	STUDENT ACTIVITIES							
A Shen	6001 STU ACTIVITY FUND-JH	24,267.70		83,730.33	60,232.31	47,765.72	0.00	47,765.72
J Campbell	6002 STU ACTIVITY FUND-SH	109,829.22		208,133.60	248,195.84	69,766.98	0.00	69,766.98
D Labb	6003 STU ACTIVITY FUND-BL	19,345.13		35,227.63	25,541.55	29,031.21	0.00	29,031.21
	Total Scholarship & Agency Funds	442,225.54	0.00	350,818.95	355,419.70	437,624.79	0.00	437,624.79
	Total All funds	4,970,423.43	20,970.60	10,226,443.63	9,037,289.47	6,180,548.19	1,217,880.58	4,962,667.61

Acton Boxborough Regional Schools								
FY'17 Grants								
May 31, 2017								
				FY'17 Budget	YTD	Enc	Total	Balance
3001	SPED IDEA # F240	Project Duration 09/01/2016 - 06/30/2017						
FY17		DAWN BENTLEY						
Revenue								
3001R17	45401	3001R17 45401	REVENUE - FEDERAL - THRU STATE	1,232,975.00	880,265.00	0.00	880,265.00	352,710.00
Expense								
30011701	516011	30011701 516011	SH F240 AIDES/PARAS - SPED	277,355.00	243,432.50	64,242.24	307,674.74	-30,319.74
30011702	516011	30011702 516011	JH F240 AIDES/PARAS - SPED	187,025.00	148,734.41	34,645.82	183,380.23	3,644.77
30011703	516011	30011703 516011	BL F240 AIDES/PARAS - SPED	122,063.00	95,530.61	23,919.19	119,449.80	2,613.20
30011704	516011	30011704 516011	CN F240 AIDES/PARAS - SPED	30,145.00	28,043.93	7,302.58	35,346.51	-5,201.51
30011705	516011	30011705 516011	DO F240 AIDES/PARAS - SPED	9,575.00	8,011.89	1,185.86	9,197.75	377.25
30011706	516011	30011706 516011	GA F240 AIDES/PARAS - SPED	115,620.00	87,635.46	17,606.54	105,242.00	10,378.00
30011707	516011	30011707 516011	MCT F240 AIDES/PARAS - SPED	157,800.00	124,029.90	24,670.85	148,700.75	9,099.25
30011708	516011	30011708 516011	ME F240 AIDES/PARAS - SPED	272,763.00	222,132.90	46,042.87	268,175.77	4,587.23
30011709	516011	30011709 516011	PRESCHOOL AIDES/PARAS - SPED	27,405.00	22,067.34	4,944.35	27,011.69	393.31
30011710	515013	30011710 515013	BOOKKEEPER	33,224.00	0.00	0.00	0.00	33,224.00
3001		SPED IDEA 240		1,232,975.00	979,618.94	224,560.30	1,204,179.24	28,795.76
3002	TITLE I # F305	Project Duration 09/01/2016 - 06/30/2017						
FY17		DEB BOOKIS						
Revenue								
3002R17	45401	3002R17 45401	REVENUE - FEDERAL - THRU STATE	142,047.00	113,616.00	0.00	113,616.00	28,431.00
Expense								
30021701	514081	30021701 514081	TEACHER - GATES	22,403.00	16,371.35	6,031.53	22,402.88	0.12
30021702	514081	30021702 514081	TEACHER - BLANCHARD	21,401.00	15,639.28	5,761.82	21,401.10	-0.10
30021703	514081	30021703 514081	TEACHER - JH	28,985.00	21,181.20	7,803.55	28,984.75	0.25
30021704	516001	30021704 516001	JH AIDES/PARAPROFESSIONALS	44,383.00	38,853.69	5,941.12	44,794.81	-411.81
30021705	514002	30021705 514002	ADMINISTRATOR	5,000.00	3,887.10	399.72	4,286.82	713.18
30021706	543035	30021706 543035	OTHER INSTR MATERIAL	1,674.00	1,122.00	552.00	1,674.00	0.00
30021707	514700	30021707 514700	PD SUBSTITUTES	5,000.00	5,000.00	0.00	5,000.00	0.00
30021708	524009	30021708 524009	CONTRACTED SERVICES	6,200.00	6,200.00	0.00	6,200.00	0.00
30021709	570031	30021709 570031	MASS TEACHERS RETIREMENT	7,001.00	5,601.00	1,400.00	7,001.00	0.00
3002		TITLE I		142,047.00	113,855.62	27,889.74	141,745.36	301.64
3004	SPED PROGRAM IMPROVEMENT # F274	Project Duration 11/23/2016 - 08/31/2017						
FY17		DAWN BENTLEY						
Revenue								
3004R17	45401	3004R17 45401	REVENUE - FEDERAL - THRU STATE	44,528.00	28,634.00	0.00	28,634.00	15,894.00
Expense								
30041701	514900	30041701 514900	STIPEND	2,718.00	0.00	0.00	0.00	2,718.00
30041702	524006	30041702 524006	CONF, TRAV, WORKSHOPS	11,310.00	6,952.16	35.00	6,987.16	4,322.84
30041702	524134	30041702 524134	SPEAKERS - SPECIAL EDUCATION	3,500.00	0.00	0.00	0.00	3,500.00
30041702	524173	30041702 524173	CONTR SVC - CONSULTANT	27,000.00	20,237.26	500.00	20,737.26	6,262.74
3004		SPED PROGRAM IMPROVEMENT		44,528.00	27,189.42	535.00	27,724.42	16,803.58
3006	TITLE IIA:IMPRVG ED QUAL # F140	Project Duration 09/01/2016 - 06/30/2017						
FY17		DEB BOOKIS						
Revenue								
3006R17	45401	3006R17 45401	REVENUE - FEDERAL - THRU STATE	60,183.00	55,535.00	0.00	55,535.00	4,648.00
Expense								
30061701	514011	30061701 514011	ADMINISTRATOR	5,000.00	3,887.10	399.72	4,286.82	713.18
30061702	524112	30061702 524112	PD - CURRICULUM FRAMEWORKS	8,250.00	8,250.00	0.00	8,250.00	0.00
30061702	524113	30061702 524113	PD - CONSULTANTS	8,000.00	6,000.00	2,000.00	8,000.00	0.00
30061703	514700	30061703 514700	PD SUBSTITUTES	31,500.00	29,672.50	0.00	29,672.50	1,827.50
30061704	543094	30061704 543094	TEXTBOOKS	6,983.00	6,415.72	0.00	6,415.72	567.28
30061705	570031	30061705 570031	MASS TEACHERS RETIREMENT	450.00	360.00	90.00	450.00	0.00
3006		TITLE IIA:IMPRVG ED QUAL		60,183.00	54,585.32	2,489.72	57,075.04	3,107.96
3019	EARLY CHILDHOOD # F262	Project Duration 09/01/2016 - 06/30/2017						
FY17		DAWN BENTLEY						
Revenue								
3019R17	45400	3019R17 45400	REVENUE - FEDERAL - DIRECT	31,914.00	25,528.80	0.00	25,528.80	6,385.20
Expense								
30191701	516011	30191701 516011	AIDES/PARAPROFESSIONALS	31,914.00	24,144.78	6,125.92	30,270.70	1,643.30
3019		EARLY CHILDHOOD # F262		31,914.00	24,144.78	6,125.92	30,270.70	1,643.30
3020	SPED EARLY CHILDHOOD # F298	Project Duration 01/23/2017 - 06/30/2017						
FY17		JOE GIBOWICZ						
Revenue								
3020R17	45400	3020R17 45400	REVENUE - FEDERAL - DIRECT	2,250.00	2,250.00	0.00	2,250.00	0.00
Expense								
30201701	524006	30201701 524006	CONF, TRAV, WORKSHOPS	2,250.00	1,027.00	1,223.00	2,250.00	0.00
3020		SPED EARLY CHILDHOOD # F298		2,250.00	1,027.00	1,223.00	2,250.00	0.00

Acton Boxborough Regional Schools								
FY'17 Grants								
May 31, 2017								
				FY'17 Budget	YTD	Enc	Total	Balance
3021	TITLE III ELA # F180	Project Duration 11/23/2016 - 06/30/2017						
FY17		DAWN BENTLEY						
Revenue								
3021R17	45401	3021R17 45401	REVENUE - FEDERAL - THRU STATE	7,427.00	7,309.00	0.00	7,309.00	118.00
3021R162	45401	3021R162 45401	FY16 CARRYFORWARD REVENUE	5,134.00	3,029.00	0.00	3,029.00	2,105.00
Expense								
30211702	514064	30211702 514064	TITLE III 180 ELA TEACHER	0.00	0.00	0.00	0.00	0.00
30211703	516001	30211703 516001	TITLE III 180 GRANT ELA AIDES / PARAS	0.00	0.00	0.00	0.00	0.00
30211704	524009	30211704 524009	TTL III 180 ELA GRANT CONTRACTED SERVICES	2,000.00	850.00	1,150.00	2,000.00	0.00
30211705	524009	30211705 524009	TTL III 180 ELA GRANT PD CONTRACTED SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00
30211706	543035	30211706 543035	TITLE III 180 ELA SUPPLIES	452.00	0.00	143.32	143.32	308.68
30211707	543014	30211707 543014	TITLE III 180 ELA SOFTWARE LICENSING	2,975.00	2,975.00	0.00	2,975.00	0.00
30211705	524006	30211705 524006	TITLE III 180 ELA TRAVEL	0.00	0.00	0.00	0.00	0.00
30211708	524006	30211708 543035	FY16 CARRYFORWARD TITLE III 180 ELA SUPPLIES	2,000.00	501.94	1,498.06	2,000.00	0.00
30211709	524006	30211709 524006	FY16 CARRYFORWARD TITLE III 180 ELA CONF, TRAVE	3,134.00	1,960.00	89.00	2,049.00	1,085.00
							0.00	0.00
	3021		TITLE III ELA	12,561.00	8,286.94	2,880.38	11,167.32	1,393.68
3022	LOW INCOME EDUCATION ACCESS (LEAP) INCENTIVE GRANT # F231							
FY17		DAWN BENTLEY	Project Duration 04/06/2017 - 08/31/2017					
Revenue								
3022R17	45401	3022R17 45401	REVENUE - FEDERAL - THRU STATE	10,000.00	2,000.00	0.00	2,000.00	8,000.00
Expense								
30221701	524064	30221701 524064	INSTRUCTOR - PROF DEV - SPECIAL EDUCATION	4,000.00	0.00	0.00	0.00	4,000.00
30221701	524134	30221701 524134	SPEAKERS - SPECIAL EDUCATION	5,250.00	0.00	0.00	0.00	5,250.00
30221701	524173	30221701 524173	CONTR SVC - CONSULTANT	750.00	0.00	0.00	0.00	750.00
	3022	LEAP		10,000.00	0.00	0.00	0.00	10,000.00
3101	ESSENTIAL SCHOOL HEALTH SERVICES # S290							
FY17		DAWN BENTLEY	Project Duration 07/01/2016 - 06/30/2017					
Revenue								
3101R17	46000	3101R17 46000	REVENUE - STATE	69,700.00	69,700.00	0.00	69,700.00	0.00
Expense								
31011701	514044	31011701 514044	NURSE	44,904.00	32,079.38	12,824.82	44,904.20	-0.20
31011701	514705	31011701 514705	NURSE, SUBSTITUTE	11,000.00	7,549.20	0.00	7,549.20	3,450.80
31011701	514913	31011701 514913	STIPEND - R&D	1,200.00	1,200.00	0.00	1,200.00	0.00
31011702	524006	31011702 524006	CONF, TRAV, WORKSHOPS	2,800.00	2,410.49	0.00	2,410.49	389.51
31011702	524113	31011702 524113	WEB CONSULTANT	3,220.00	3,220.59	0.00	3,220.59	-0.59
31011702	524161	31011702 524161	CONTR SVCS - TECHNOLOGY	1,000.00	0.00	642.12	642.12	357.88
31011703	543064	31011703 543064	SUPPLIES - OFFICE	800.00	769.96	0.00	769.96	30.04
31011703	543087	31011703 543087	INSTR TECHNOLOGY	4,776.00	3,470.83	1,297.24	4,768.07	7.93
	3101		ESSENTIAL SCHOOL HEALTH SVCS	69,700.00	50,700.45	14,764.18	65,464.63	4,235.37
3103	SOLAR OATA							
FY17		JD HEAD						
Revenue								
3103R15	46000	3103R15 46000	REVENUE - STATE	2,000.00	2,000.00	0.00	2,000.00	0.00
3103R16	46000	3103R16 46000	REVENUE - STATE	10,400.00	5,353.99	0.00	5,353.99	5,046.01
3103R17	46000	3103R17 46000	REVENUE - STATE	100.00	0.00	0.00	0.00	100.00
Expense								
31031501	524113	31031501 524113	PROFESSIONAL SERVICES	12,500.00	8,710.24	0.00	8,710.24	3,789.76
	3103		SOLAR OATA	12,500.00	8,710.24	0.00	8,710.24	3,789.76
3107	MIIA							
FY17		CLARE JEANNOTTE						
Revenue								
3107R17	48401	3107R17 48401	GRANTS - PRIVATE	6,717.00	6,717.20		6,717.20	-0.20
Expense								
310701	524124	310701 524124	SECURITY	6,717.00	6,717.20		6,717.20	-0.20
	3106		MIIA	6,717.00	6,717.20	0.00	6,717.20	-0.20
3108	MASSCUE							
FY17		AMY BISIEWICZ						
Revenue								
3108R17	48401	3108R17 48401	GRANTS - PRIVATE	2,889.00	2,889.00		2,889.00	0.00
Expense								
310801	524124	310801 543088	SECURITY	2,889.00	2,889.00		2,889.00	0.00
	3106		MASSCUE	2,889.00	2,889.00	0.00	2,889.00	0.00



Acton-Boxborough Regional School District
Office of the Deputy Superintendent
16 Charter Road Acton, MA 01720
978-264-4700 x 3209 fax: 978-264-3340
www.abschools.org

Marie Altieri
Deputy Superintendent

To: Acton-Boxborough Regional School Committee
From: Marie Altieri, Deputy Superintendent
Date: June 16, 2017
Re: Kindergarten Update

Based on the discussion at the April 27th School Committee meeting, and the current number of Kindergarten students, we have added an additional Half-Day Kindergarten to the McCarthy-Towne School. McT will now have two All Day Kindergartens and two Half Day Kindergartens. The new Half-Day Kindergarten class will be placed in the former McT computer lab. The McCarthy-Towne and Merriam faculty dining room will have a wall built across the back of the space which will be used as a classroom for the small group programs that are currently in the former McT computer lab. This will still leave a large space for the two schools to use as their faculty dining room. As are result, the multi-purpose room will be able to return to a shared available space for both schools and community education programming. We will have a total of 18 Kindergarten classrooms for next year, 11 of which will be All Day Kindergartens. The seven Half Day Classrooms will all be run in the mornings all year, and there will not be any switching between morning and afternoon Kindergartens.

The new half day Kindergarten is projected to cost approximately \$35,000. We currently have \$80,000 unallocated in the teachers' salary budget for FY18. We will use \$35,000 of this \$80,000 for the new Half Day Kindergarten.

We are watching enrollment projections closely, as this will be the second year in a row that we had a significantly higher Kindergarten enrollment than projected. We will work with both of our enrollment demographers to analyze the situation. Table 1 shows the current enrollment as compared to the projection:

Table 1	Projection	Current Enrollment	Delta
Boxborough	42	61	+19
Acton	251	277	+26
Staff/Other	5	5	0
Total	298	343	+45



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Table 2 shows the classrooms and number of enrolled students by school:

Table 2	Classrooms	ADK Classrooms	Enrolled	ADK Enrolled
Blanchard	4	3	72	52
Conant	3	2	57	37
Douglas	2	1	41	20
Gates	2	1	42	21
McCarthy-Towne	4	2	70	37
Merriam	3	2	61	42
Totals	18	11	343	209

The attached chart shows the K-6 enrollment and class sizes across each school. Please let me know if you have any questions.

Projected Acton-Boxborough Grade K-6
Enrollment 2017-2018

Grade	Blanchard				Total	Conant			Total	Douglas		Total	Gates		Total	McCarthy-Towne				Total	Merriam			Current Total	Incoming Projected	Incoming Registered	Move out 2017	Proj Total	#Sec.	Avg. Size	
	ADK	ADK	ADK	AM		ADK	ADK	AM		ADK	AM		ADK	AM		ADK	AM	ADK	ADK		AM	AM	ADK								ADK
2017-2018 Incoming Gr. K	17	17	18	20	72	18	19	20	57	20	21	41	21	21	42	18	19	17	16	70	21	20	20	61	343	8	2	353	18	19.6	
Gr. 1		19	20	18	57	19	20	22	61	23	23	46	14	13	41	21	22		21	64	21	21	21	63	332	20	6	1	357	17	21.0
Pathways		4	4		20				0			1			1				2				0							24	
Gr. 2		17	17	17	51	19	20	39	20	20	60	19	20	59	20	21		20	61	20	19	20	59	329	6	12	2	345	17	20.3	
Pathways		1			2				1		1			2				0				1								7	
Gr. 3		18	17	18	53	23	22	45	23	23	69	24	23	70	24	23		24	71	23	24	23	70	378	8	4	7	383	17	22.5	
Pathways		1			13				1		5			1				2				1								23	
Gr. 4			22	23	45	25	23	25	73	24	24	72	25	25	50	22	24		23	69	21	20	20	83	392	7	5	3	401	17	23.6
Pathways			4						2		0			0				2				2								10	
Gr. 5		20	22	20	62	22	23	22	89	23	23	70	23	22	45	24	23		23	70	23	25	23	71	407	5	8	4	416	18	23.1
Pathways					10				0		0			2				3				0								15	
Gr. 6		24	23	24	71	23	22	23	68	23	23	69	23	23	70	22	22		22	66	22	23	23	68	412	5	7	6	418	18	23.2
Pathways					8				2		1			0				4				0								15	
Total					68				7		8			7				13				4								94	
Total	21 Sec Averag 19.6				411	20 Sec Avera 21.6			432	19 Avera 22.5		427	18 Averag 20.9		377	21 Average 22.4				471	22 Sec Avera 21.6			475	2593	59	44	23	2652	122	21.7

68 Acton residents attend Boxborough
39 Boxborough residents attend school in Acton

Class Size Guidelines: K 18-20
Gr 1-3 20-22
Gr 4-6 22-24

Rev.6/13/2017

School Committee
June 22, 2017

Health Insurance Working Group
Tentative Agreement Summary April 2017
Subject to ratification of all 8 Unions

1. Changes to Co-Pays Effective July 1, 2018

	Current	New
Office Visit	\$20	\$25
Hospitalization	\$200	\$300

Savings .27%

2. Implement Deductible \$250/\$750 Effective July 1, 2018

Individual plans will have a deductible of \$250. Family plans will have a deductible of \$250 per person in the family not to exceed a total of \$750 per family.

Savings: 3.5%

3. Changes to Prescription Co-Pays Effective July 1, 2019

	Current	New
Prescriptions (30 Day)	\$10/\$25/\$40	\$15/\$30/\$45
Prescriptions (90 Day Mail Order)	\$20/\$50/\$80	\$30/\$60/\$90

Savings 1%

4. Remove Master Health Plus

There are currently a total of 12 people subscribing to MHP – 1 Active and 11 retirees.

Savings will be difficult to estimate since it is such a small pool. Could save 10% of actual claims for the 11 subscribers plus some admin costs.

5. Implement Health Savings Account as an option for employees

\$1,500/\$3,000 Deductible

Savings: 18% premiums savings minus any district contribution towards the HSA

6. No further changes will be made to health insurance until after June 30, 2020

Health Insurance Co-Pays

Copayments:	Current Health Insurance Design	Increased Copayment Health Insurance Design	Decrement / Savings	
Office Visit	\$20	\$25	0.20%	Effective July 1, 2018
Deductible	\$0.00	\$250/\$750	3.50%	Effective July 1, 2018
Specialist Office Visit	\$35	\$35		
Preventative	\$0	\$0		
ER	\$100	\$100		
Hospital	\$200	\$300	0.07%	Effective July 1, 2018
Day Surgery	\$100	\$100		
Imaging	\$100	\$100		
RX 30 Day	\$10/\$25/\$40	\$15/\$30/\$45		Effective July 1, 2019
Mail Order RX	\$20/\$50/\$80	\$30/\$60/\$90	1%	Effective July 1, 2019
		Total:	4.77%	

Health Insurance Working Group Tentative Agreement Savings Estimates

ABRSD

Apr-17

HMOs	# of enrollments	Cost to Employee	Cost to ABRSD	TTL Monthly Cost
Individual Plans	211	\$213	\$640	\$853
Family Plans	408	\$515	\$1,544	\$2,059

per enrollment		
Yearly Cost to Employee	Yearly Cost to ABRSD	Yearly TTL HMO Cost
\$2,558	\$7,675	\$10,234
\$6,178	\$18,533	\$24,710

Est TTL Yearly Cost Employees	Est TTL Yearly Cost ABRSD
\$ 539,822.40	\$ 1,619,467.20
\$ 2,520,460.80	\$ 7,561,382.40
\$ 3,060,283.20	\$ 9,180,849.60

3.77% Savir Schools	2018-2019	\$115,373	\$346,118
1% Savings Schools	2019-2020	\$30,603	\$91,808

Town of Acton

HMOs	# of enrollments	Cost to Employee	Cost to Town	TTL Monthly Cost
Individual Plans	59	\$213	\$640	\$853
Family Plans	119	\$515	\$1,544	\$2,059

per enrollment		
Yearly Cost to Employee	Yearly Cost to ABRSD	Yearly TTL HMO Cost
\$2,558	\$7,675	\$10,234
\$6,178	\$18,533	\$24,710

Est TTL Yearly Cost Employees	Est TTL Yearly Cost ABRSD
\$ 150,945.60	\$ 452,836.80
\$ 735,134.40	\$ 2,205,403.20
\$ 886,080.00	\$ 2,658,240.00

3.77% Savir Town	2018-2019	\$33,405	\$100,216
1% Savings Town	2019-2020	\$8,861	\$26,582
		Employee	Town/School
Total School Savings		\$145,976	\$437,927
Total Town Savings		\$42,266	\$126,798
Total Savings		\$752,966	\$564,725

*Employee savings are premium savings, but the savings will be offset by increased co-pays.

MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN OF ACTON AND
ACTON BOXBOROUGH REGIONAL SCHOOL COMMITTEE
AND
TOWN OF ACTON EMPLOYEE UNIONS AND ACTON BOXBOROUGH
REGIONAL SCHOOL DISTRICT EMPLOYEE UNIONS

WHEREAS, the Town of Acton and the Acton Boxborough Regional School Committee (the "Employers") are public employers as defined in G.L. c.150E providing certain health insurance coverage to its subscribers (i.e., employees, retirees, surviving spouses and dependents); and

WHEREAS, all individual bargaining units (MassCops Local 380, Acton Police Patrol Officers Association, Acton Permanent Firefighters Local #1904, International Brotherhood of Teamsters Local 25, and AFSCME Council #93, Local 1703) of the Town of Acton and all bargaining units (Acton-Boxborough Education Association, Acton-Boxborough Office Support Association and AFSCME Council #93, Local 1703) with members employed by the Acton Boxborough Regional School District have nominated authorized representatives to meet and negotiate with representatives of the Employers, with respect to health insurance coverage; and

WHEREAS, the Employers and the authorized Union representatives (collectively, the "parties") have met and concluded negotiations regarding health insurance benefits for the Employers' subscribers for the two year time period from July 1, 2018 to June 30, 2020; and

WHEREAS, it is the express intent of the parties to create an enforceable, durable, binding agreement for the duration stated herein, subject to the conditions set forth herein.

WHEREAS, the parties agree that all current collective bargaining agreements, and any successor collective bargaining agreements negotiated between any of the Employers and individual bargaining units shall continue in full force and effect, except as expressly modified by this MOA;

NOW, THEREFORE, the parties agree as follows:

1. Effective Date of Agreement:

The terms of this Agreement shall control the terms of health insurance as provided by the Employers to the subscribers referenced above. The Agreement shall be effective only upon ratification and approval by all of the bargaining units of its terms and approval by Steven L. Ledoux, Town Manager of the Town of Acton and the Acton Boxborough Regional School Committee. The Agreement shall be null and void and have no force and effect if all bargaining units and each Employer fail to ratify, approve and execute the Agreement by June 30, 2017.

2. Authority to Negotiate and Amend Collective Bargaining Agreement:

The representatives of the individual bargaining units have been authorized by their respective units to represent and negotiate changes, additions, deletions and amendments to health insurance coverage in all aspects and to the extent that there is any inconsistency between the terms of this Agreement, concerning the various health insurance plans being offered by the Employers and/ or plan design changes within the various plans, and any collective bargaining agreement the terms of this Agreement shall prevail and be deemed to be an amendment to the collective bargaining agreement. The parties agree any collective bargaining agreement negotiated after the effective date of this agreement covering the period through June 30, 2020 shall be superseded by this Agreement.

3. Health Insurance Plan Changes:

The health insurance premiums and co-pays shall remain the same for the period of July 1, 2016 through June 30, 2018 for active employee subscribers.

Effective July 1, 2018,

- i) Master Health Plus shall no longer be offered as a plan by the Employers.
- ii) The Health Plans offered by the Employers will have a deductible of \$250 for individuals and \$750 deductible for family. Under the \$750 family deductible, no individual family member will exceed more than a \$250

deductible.

- iii) The Employers shall offer a high deductible Health Savings Account (HSA) plan. The deductible will be \$1500 for individual and \$3000 for family.

4. Plan Design Changes:

Effective July 1, 2018 the following plan design changes shall be implemented for all subscribers and for all plans:

Copayments:

Office Visit Co-Pay \$25 (OT, PT and Chiropractor will be considered an office visit)

Specialist Office Visit \$35

Preventative Care \$0

ER \$100

Hospital \$300

Day Surgery \$100

High Tech Imaging \$100 (CAT/CT/PET Scans/MRI)

Effective July 1, 2019 the additional changes will be implemented:

Rx \$15/\$30/\$45 for 30 Days

Rx \$30/\$60/\$90 for 90 Days

The above copayments shall remain in effect through June 30, 2020.

- 5. **Signatories:** All signatories hereby affirm that they are authorized to bind their principals and the Union representatives affirm by executing this Agreement that their respective collective bargaining unit has ratified this Agreement.

IN WITNESS WHEREOF the parties have set their hands and seals this _____ day of _____, 2017.

TOWN OF ACTON
TOWN MANAGER

Steven L. Ledoux

ACTON-BOXBOROUGH
REGIONAL
SCHOOL COMMITTEE

Mary F. Bolin
ABRSC Chair

Angela
Negotiations Subcommittee

Mae E. Ryland
Negotiations Subcommittee

Paul W.
Negotiations Subcommittee

TOWN OF ACTON
EMPLOYEE UNIONS:

James Cogan
Mass Cops Local 380

Keith Campbell
Acton Police Patrol Officers Association

Roger Wallace
IBT, Local 25

James Kissane
Acton Permanent Firefighters, Local 1904

Joseph Borey
AFSCME Council #93, Local 1703

ACTON-BOXBOROUGH REGIONAL
SCHOOL DISTRICT UNIONS

Joyce Kelly
Joyce Kelly
Acton-Boxborough Education Association

Ruth Cvitkovich
Ruth Cvitkovich
Acton-Boxborough Office Support
Association

Henry Morris
Henry Morris
AFSCME, Council #93, Local 1703

DRAFT - POSTING LANGUAGE

Superintendent – Interim, Acton-Boxborough Regional School District

The Acton-Boxborough Regional School District is seeking a full-time Interim Superintendent for 2017/18. We are a vibrant, high-performing, recently regionalized school district located in a quiet suburban setting approximately 20 miles west-northwest of Boston, Massachusetts. We serve 5,588 students in 6 open-enrollment elementary schools, one junior high school and one high school with an operating budget of \$86 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 cultivating a culture of transparency, trust and respect
- Strong community outreach and communication skills
- Prior teaching & administrative experience at both the building and district level preferred

Salary commensurate with experience.

Application deadline: July 14th

When the position will begin: August 21, 2017

Application process:

Contact info:

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 ¹	Regular SC Meeting	Discuss draft documents
6/26/17 ²	Place job posting	Target date. Confirm during SC Meeting
7/6/17 ³	ISS Subcommittee meet to review candidate response progress and make adjustments if required.	(optional – independence day week)
7/14/17	Close job posting period	
7/17/17	ISS Subcommittee Meeting (proposed). Review candidates. Select three.	
7/20/17	SC Meeting to discuss short list. Set interview schedule.	
Week of 7/31/17	Conduct interviews	
8/7/17	SC Summer Session – Select candidate	
Week of 8/14/17	Negotiate contract	
8/21/17	Interim Superintendent start date	

Notes:

1. Discuss authorities of subcommittee (conduct interviews)
2. Need to discuss logistics:
 - a. Where to post
 - b. How to track
3. Several candidates have been forwarded to the subcommittee. If these candidates have not responded to posting, subcommittee to follow up with calls.



An Update and Thanks from the School Committee Chairperson

Beth Petr <bpetr@abschools.org>

Wed, Jun 21, 2017 at 5:57 PM

To: All Staff <allstaff@abschools.org>

Cc: Amy Krishnamurthy <akrishnamurthy@abschools.org>

Dear Faculty and Staff of AB,

First of all, ***THANK YOU for all of your hard work during this very busy school year!***

The School Committee and I wanted to update you on what is happening regarding our Superintendent position. As Deputy Superintendent, Marie Altieri will become our Acting Superintendent effective July 1, 2017. She will remain in that position until an Interim Superintendent has been appointed.

The School Committee has established an Interim Superintendent Search Subcommittee and they are working as we speak to identify candidates for the School Committee to vote on. It is hoped that an Interim will be in place by the end of August, but that will depend on the process.

Over the summer, the School Committee will continue their discussions about the hiring process for a permanent Superintendent and plan to call for search committee volunteers in August or early September. It is expected that the permanent Superintendent would begin July 1, 2018.

We will keep you posted on these important developments including how you can share your comments and questions with the Committee as we proceed.

We know that the District has a strong Senior Leadership Team in place and that they will provide stability and leadership through this transition. Thank you for your hard work and dedication on behalf of our students.

Have a wonderful summer!

Amy Krishnamurthy
Acton-Boxborough Regional School Committee
Chairperson



Letter to AB Regional School Committee re. Superintendent Search

1 message

Mary Ann Ashton <mabashton@gmail.com>
To: abrsc@abschools.org

Tue, Jun 13, 2017 at 5:11 PM

June 13, 2017

Dear members of the Acton-Boxborough Regional School Committee,

As you prepare tonight to decide next steps about searching for and hiring the next superintendent for our schools, it seems likely that one of those next steps might be embarking on a search. If you are going to begin a search and discuss providing direction to a search committee and/or consultant, I urge you in the strongest possible terms to keep the list of possible qualifications and credentials as broad and open as possible. As someone who has lived in Acton for nearly 25 years and been a volunteer and strong supporter of the schools for as many years, I believe that the qualities that the community needs in a superintendent can vary over time.

I was a member of the School Committees when a superintendent announced her retirement. We were in the midst of two building projects (Parker Damon Building and RJ Grey renovation) and had lost a vote for an operating override. We knew that we would soon have to make the case with our communities for a renovation of the high school and possibly ask for additional operating funds in the coming years. At that time, we deemed the most important qualities in a superintendent were mastery of financial details of the district, ability to communicate effectively and persuasively with all segments of our communities, and proven leadership and management skills. Our choice at the time was Bill Ryan, who was the business manager for the district and who had been passed over several years previously after serving as an interim. Bill brought a down-to-earth management style and a deep devotion to our communities and the school district to his job, and many community members would argue he was one of the most effective superintendents we've ever seen. Under his leadership, the community supported the high school building project and two successive operating overrides. With other officials, he advocated tirelessly for an increase in state funding for education. He hired and mentored many principals and district leaders as the existing school leadership retired.

As a community member I served on the superintendent search committee in 2009-2010, which resulted in the hiring of Dr. Steven Mills. The brochure that we crafted then provides a good overview of the necessary qualities, in my opinion. I would argue that "strong community outreach and communication skills" is still one of the most important characteristics, and believe that any new superintendent, to be successful in all the many initiatives underway, needs to be able to advocate for what is needed with all segments of the community, including parents, staff, and those without children in the school district. I also do not believe that a doctorate, or any other single measure, is the best gauge of someone's ability to lead or to provide a vision to the schools and ensure that the vision is supported throughout our communities.

In the end, the type of robust search process which our district is known for will allow staff, parents, and community members to select whichever candidates from the pool can best lead our district. In the end it will be up to you, the Regional School Committee, to choose which ONE is the best fit for our district, and you can weigh which factors are the most important. If you think that the candidate with classroom experience is the best fit, then you can decide that then as the School Committee did when they selected Dr. Brand. But don't make your criteria so limiting such that an outstanding leader such as Bill Ryan would not have a chance to be interviewed by the search committee.

Finally, because I have sat in your (sometimes uncomfortable) chairs, I appreciate the difficult decisions you face. We, the citizens of Acton and Boxborough, have elected you to be our representatives in your three tasks of setting and

6/16/2017

Acton-Boxborough Regional School District Mail - Letter to AB Regional School Committee re. Superintendent Search

adapting policy, developing a thoughtful budget that is consistent with our fiscal realities, and hiring and overseeing the superintendent. You have my empathy and support in this often daunting task.

Mary Ann Ashton

Acton, MA

Amy Krishnamurthy, Chair
Acton-Boxborough Regional School Committee
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720

June 22, 2017

Dear Ms. Krishnamurthy and Members of the Regional School Committee,

I am writing to recommend that the Regional School Committee make a decision at this time to appoint Marie Altieri as the Superintendent of Schools. There is precedence for this action as the Committee appointed Bill Ryan in 2000 without any formal process because it was clear that he was the best person for the job. That turned out to be an excellent decision as Bill was an excellent Superintendent for nine years from 2000-9.

Marie Altieri is well known to the staff, to the Committee and to the community. As you know, she served seven years on the Committee including as Chair. She was on the Building Committee from 1998 to 2005. She has been the Deputy Superintendent for ten years. I worked as an administrator in the district when she was on the Committee and can attest to the fact that staff and administrators found her to be a wise and thoughtful leader and someone who participated in discussions and made decisions in the best interests of the students and the district.

You may not know that as a member of the Committee, Marie led a statewide movement to restructure the Chapter 70 Aide formula. As a result of her leadership, the formula was amended to be more fair and to the advantage of our district. That effort took intelligence, perseverance, and leadership skills beyond the Acton-Boxborough Regional School District.

As a thirty-year member of the Acton-Boxborough communities, both as a school administrator and a resident of Boxborough, I have recently been approached by many friends and fellow citizens asking me what is happening in the school district with the School Committee and the Superintendent. In addition to a great concern about potentially paying two superintendent salaries, there is also great concern about the reputation and instability of the district. As a person fiercely proud of the district, I too am concerned about these issues.

The Committee can solve community and staff concerns by immediately appointing Marie Altieri as the next Superintendent of the Acton-Boxborough Regional School District. It would solve financial concerns by not having to pay two superintendents in FY18. I assume that eventually her current position would be filled or perhaps additional Central Office reorganization would take place which would have a positive impact on the budget.

Appointing Marie Altieri immediately as the next Superintendent would also solve the instability factor. She is well respected by the staff and community and, I assume, by the Committee. She has been a major player in the Central Office for ten years and has a well-earned positive reputation among her peers and the staff.

I would like to provide an example of the kind of person and administrator she is. Two summers ago, I took two of my grandchildren to Fleura Field in Boxborough. There I met Dawn Griffin Bentley with her two young children. I had not seen her since she was at ABRHS and in the band with my two daughters. My wife and I were very involved as chaperones and therefore got to know Dawn as a talented young lady and trumpet player. While catching up with Dawn, I found that she had a Doctorate and was a full-time special education administrator in a large county in Michigan. I told her that there was an opening at ABRSD and that she should apply. If I could get in touch with Marie Altieri, would she be able to talk with her?

This occurred on July 3, 2015. I called Marie in the early afternoon and she got right back to me. She said if Dawn could meet with her by 4:30 PM that day (the day before the July 4th holiday) she would meet with her. Marie also told me that if Dawn could not make arrangements that soon, she (Marie) would come in to her office on July 4th to meet with her. That is commitment to her job and to the district.

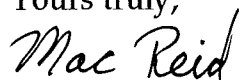
The rest of the story is that Marie stayed in touch with Dawn Bentley throughout the first half of that school year (2015-6) and, eventually, included Dawn in the recruitment process. Dawn became the number one candidate for the position and she began her new role in the ABRSD on July 1, 2016 and has been an excellent addition.

You have an excellent candidate for Superintendent of Schools in your midst. She is intelligent, a hard worker, wise, personable, well respected, knows the district in and out, and is known to the Committee, the administration, the staff, and the community. Her appointment would solve the financial and instability issues that we all know are being discussed throughout our two communities. You could spend all next school year doing an expensive and time-consuming search and not get anyone with a better ability to meet the needs of being Superintendent in the Acton-Boxborough School District than you have right here. I urge you to consider immediately appointing Marie Altieri as the next Superintendent of Schools.

For those of you who do not know me, I was the first Director of Personnel in the district from 1984 to 1993. I then served as the Principal of the RJ Grey JHS from 1993-2003. I followed this with the opportunity to be the Interim Superintendent/Principal in Boxborough and then a five-year tenure as Superintendent in Shirley while the Shirley schools were regionalizing with Ayer. I treasure my twenty years working in the district and continue to want the best for the students and the communities. Most recently, I co-chaired the Regional Study Committee with Peter Ashton which resulted in the PK – 12 Acton-Boxborough Regional School District. My commitment to the District continues with my current participation on the Regional Building Committee.

Thank you for your consideration of appointing Marie Altieri as the next Superintendent of Schools.

Yours truly,



Malcolm P. Reid
140 Flagg Hill Road
Boxborough, MA 01719

DRAFT DISTRICT WEBSITE ACCESSIBILITY: PLAN FOR NEW CONTENT

Federal and state law, as well as School Committee policy, prohibit the discrimination against persons with disabilities who wish to access Acton-Boxborough Regional School District programs and services. This access includes information contained on the ABRSD's website.

To the extent that it does not create an undue burden or fundamentally alter the content, the ABRSD will take steps to ensure that the District's website and content are as equally accessible to persons with and without disabilities. These efforts should ensure that people with and without disabilities:

1. Are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe, with substantially equivalent ease of use.
2. Are not excluded from participation in, or denied the benefits of, or otherwise subject to discrimination in any ABRSD program, service, or activity delivered online.
3. Receive effective communication of the ABRSD's programs, services, and activities delivered online.

Standards for Accessibility

The accessibility and functionality of the ABRSD's website and other public ABRSD online content shall be measured according to the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content. Both WCAG and WAI-ARIA are guidelines to make website content more accessible to all users, particularly individuals who have vision, hearing, cognitive, physical or communication disabilities. More information about WCAG and WAI-ARIA can be found at <https://www.w3.org/WAI>. Following these recommendations will also often make website content more accessible to users in general.

Therefore, the ABRSD is committed to ensuring the following:

1. Accessibility of the website for students, parents, and members of the community with disabilities.
2. New and modified content on the District's website conforms to industry standards W3C WAI's Web Content Accessibility Guideline (WCAG) 2.0.
3. That all new, newly-added, or modified online content and functionality will be accessible to people with disabilities as measured by conformance to the Benchmarks for Measuring Accessibility.
4. The District has procedures whereby students, parents, and members of the public may present a complaint related to the accessibility of any official District web presence developed, maintained or offered by the District.

References:

Policy IJND – Empowered Digital Use – Access to Digital Resources
Policy IJNDC – School and District Web Pages
Policy AC – Nondiscrimination
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Massachusetts Civil Rights Act (MCRA)

Adopted June XX, 2017

DRAFT DISTRICT WEBSITE ACCESSIBILITY NOTICE

Students, parents, or members of the public may present a complaint related to the accessibility of any official web presence that the Acton-Boxborough Regional School District develops, maintains, or offers. To facilitate this, the following Notice will be posted on the ABRSD website and linked from every District web page and all subordinate pages:

Federal and state law, as well as School Committee policy, prohibit discrimination against persons with disabilities who wish to access ABRSD programs and services, including information contained on the ABRSD's website.

To the extent that such does not create an undue burden or fundamentally alter the content, the ABRSD will take steps to ensure that the District's websites and content are as equally accessible to persons with and without disabilities.

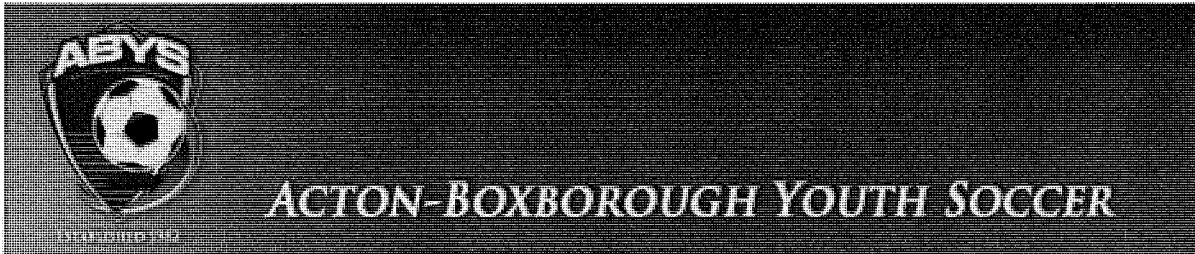
These efforts should ensure that people with and without disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe, with substantially equivalent ease of use; and that persons with disabilities are not excluded from participation in, or denied the benefits of, or otherwise subject to discrimination in any ABRSD program, service, or activity delivered online and that they received effective communication of the ABRSD's programs, services, and activities delivered online.

A number of documents on the ABRSD website are created in portable document format (PDF). In order to ensure access to PDF files, download the latest version of Adobe Reader, a free download from [the Adobe website](#).

If you need assistance to access materials on the ABRSD website, please contact one of the District's Website Accessibility Coordinators:

Director of Educational Technology
35 Charter Rd.
Acton, MA 01720
(978) 264-4700 x3451
abisiewicz@abschools.org

Assistant Superintendent for Student Services
15 Charter Rd.
Acton, MA 01720
(978) 264-4700 x3265
dbentley@abschools.org



June 19, 2017

Acton Boxborough Youth Soccer
P.O. Box 745
Acton, MA 01720

To the Members of the Acton-Boxborough School Committee:

On December 19th, 2016, the Acton-Boxborough Youth Soccer Board of Directors voted to gift \$50,000.00 from its field development fund for the resurfacing of Leary Field.

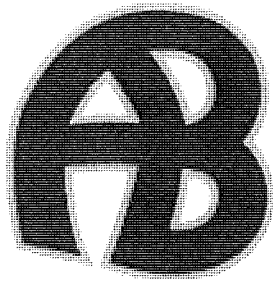
ABYS has appreciated the opportunity to use Leary Field since 2004, and with this gift hopes to work with the Acton Boxborough Regional School District to schedule time on Leary Field into the future.

We hope you agree to accept our gift.

Sincerely,

A handwritten signature in black ink, appearing to read 'Fred Dushin', with a stylized flourish at the end.

Fred Dushin
ABYS President



Acton-Boxborough Youth Football, Inc.

June 16, 2017

Dr. Glenn Brand & J.D. Head
Acton Boxborough Regional School District
16 Charter Rd
Acton, MA 01720

Dear Dr. Brand & Mr. Head,

On May 15, 2017, the Acton Boxborough Pop Warner Board voted and approved a donation in the amount of \$15,000 to the Leary Field turf project. We are happy to contribute again to this community asset and look forward to the turf being installed this summer. Please accept this donation from our program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Rupley', with a large, sweeping flourish extending to the right.

Matt Rupley
ABPW President



Acton-Boxborough Travel Basketball Program
 P. O. Box 2795
 Acton, Massachusetts 01720

June 16, 2017

Members of the School Committee:

The Board of Directors of the Acton-Boxborough Travel Basketball Program would like to donate and install four new glass backboards (including padding) and rims on the side baskets at the Jr. High gymnasium. As part of our operating philosophy, we make every attempt possible to reinvest proceeds into the community specifically to improve the basketball experience for town residents of all ages and levels. Among projects we have partially or fully funded are the Elm Street outdoor courts, glass backboards in the HS Lower Gym, scoreboard replacement in the Jr. High gym, and donations to the HS basketball boosters program.

Having spoken to basketball enthusiasts of all levels in the community, we can speak unequivocally that this upgrade is something that people have wanted to see happen for some time.

Ideally this project would be completed in late July or early August when school is not in session. We have secured a vendor who can supply the equipment and a different company who is able to handle the installation. The approximate total value of this donation including installation costs is \$4900.

Kind regards –
 Josh Hammer

Donald F. Biggs
Co-President

David M. Poplyk
Co-President

Robert A. Jackson
First Vice President

William Reynolds
Second Vice President

Joshua P. Hammer
Executive Director

Joseph C. McDonald, Jr.
General Director

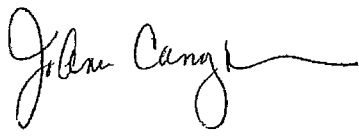
Joseph E. O'Brien
General Director

Mark L. Scheier
General Counsel

MEMORANDUM

Memorandum

To: Glenn Brand
 From: JoAnn Campbell
 Date: June 15, 2017
 Re: Donations



Please present this list of gifts and donations received by ABRHS for FY17 to the School Committee for acceptance:

ABRHS Recipient	Donor	Amount
ABRHS – Community Service	Lieberman/Wates family, ABRHS Student Council and Nikopoulos Insurance Agency donations	\$535
ABRHS – Science Team	Trotter Capital Management	\$720
ABRHS – Window Seat	Grant from ABRHS – PTSO	\$750
ABRHS – ASHA Club	Calcutta Club USA, LLC	\$781
ABRHS – General Gifts	Wang/Yang Family	\$1,000
ABRHS – Science Team	Fun Learning Place Corp.	\$1,000
ABRHS – Speech & Debate	Breakaway Team LLC	\$1,000
ABRHS – Proscenium Circus	ABRHS Friends of Drama	\$1,500
ABRHS – Wellness Committee	AB – United Way – Wellness Grant	\$11,000
ABRHS – Academic Decathlon	Sangreal Foundation donation	\$12,000

**Acton-Boxborough Regional School District
Acton-Boxborough Regional High School**

OVERNIGHT, INTERNATIONAL and/or OUT-OF-STATE FIELD TRIP REQUEST
(Submit for Superintendent and School Committee approval)

- The first step in this process is to meet with department leader and Dean to go over initial planning details.
- Please file request form at least 4 weeks in advance of 1-3 day trips.
- Please file request form at least 3 months in advance of advance trips longer than 3 days and/or trips with per student cost greater than \$500.
- Please attach an itinerary, if available.

Please TYPE or use COMPUTER FORM

Name of teacher(s): Patricia Garrison

School: Acton Boxborough Regional High School

of students going: 20-24 # of chaperones (gender(s)): 4 men/ 4 women

Names of chaperones: Ben Lieberman; Gil Watt; Moe Benson; Richard Garrison; Pam Nelson; Jess Janus; Kathy Watt; Mrs. Veo. Chaperones are required to drive skier back and forth to ski are; shop for food; prepare healthy meals; and help with organizing the trip into Quebec.

Dates of trip: 12/26-12/31/17 School time involved: No school time involved. Vacation week.

Purpose of trip/destination and connection to curriculum (if applicable):

AB Nordic Ski Team Quebec Training Camp 2017

This Training Camp is carefully monitored, well-grounded nutritionally, and a camp of professionally coached nordic ski sessions developed with the skier's' expertise in mind. Each athlete writes 2 goals prior to the trip and we discuss the effects of the Camp on the last night. It dovetails perfectly with the beginning of the League racing season that begins the first week of January. We race every winter whether there is snow or not. The Weston Ski Track (now Leo J Martin Ski Track) makes snow for 11 high school competitive ski teams. AB regularly places in the top 3 each season and has placed in the top 5 at the end of season Massachusetts Ski Championships (out of 18 teams). We value this time in Quebec as a kick-start to the season with excellent team bonding. Quebec is a great opportunity for the skiers to prepare for the rigors on the racing season.

Have you taken this trip before? Yes, at least 6 times...every year at the same time.

Are there any special arrangements required (such as extra insurance, ADA accommodations)? If so, explain.

Cost per Student: (Please describe how the cost is determined.): \$450.00

Who will pay for the trip? Parents and students.

Has any fundraising been done? No, but we have a boosters club which could provide money if a student needs financial assistance. If so, please describe?

Are any parents driving? Yes, with the appropriate insurance forms completed and CORI checked prior to the trip. If so, have appropriate insurance forms been filled out? Forms will be completed by November 25, 2017.

Have you followed the procedure outlined in Policy IJOA? (See ABRSD School Committee Policies.)
Yes, I have read and followed the procedure outlined in Policy IJOA.

Other comments:

Approved Not Approved

Department Leader: [Signature] Date: 6/1/17

Approved Not Approved

Dean of Students: [Signature] Date: 6/1/17

[Signature] Approved Not Approved

6/1/17

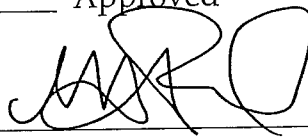
- Other comments:

Approved

Not Approved

See previous page
Principal

Date

Approved


Superintendent

Not Approved

6/7/17
Date

FOR INTERNATIONAL TRIPS ONLY:

School Committee

Date

AB Nordic Ski Team
QUEBEC TRAINING CAMP 2017 Mt. Ste. Anne, Quebec

Information

AB Nordic Ski Team has been training at Mt. Ste. Anne for many years. Every December vacation, the day after Christmas, we all pack the vans/cars and drive to Quebec for a great training camp that starts on Dec. 26 and ends on Dec. 31. Two - three condos are rented each winter. Adult chaperones supervise each condo with specific guidelines needed for skier safety.

The schedule is packed for optimal training, and we have mandatory nap/sleep times. Skiers are not able to go away from the group without a chaperone. The weather is almost always colder than in Massachusetts, so you need to be prepared for the Quebec cold. We eat well...no soda and not much juice. This year, I'll add some nutritional information about sugar :) We don't allow electronic games...we all get together to have good fun playing word games or card games. The camp is good skiing/training, good eating, and meeting other serious racers from Canada and the U.S. It includes a visit to Quebec City to the visit to The Museum of Civilization or the Museum of French Americans or Chutes Montmorency, a beautiful waterfall between our condo and Quebec City. We also eat at a French restaurant. Old Quebec City is especially beautiful during this time of year! The skiers have a great time even though they are exhausted upon their return.

The most important aspect of the training program is that it prepares you for your first races of the season at the beginning of January. Without this training camp, you are expecting your bodies to perform at race pace when you are not really ready. We ski A LOT each day and this is a perfect beginning to a ski season, unless you can get in consistent skiing earlier than this date. It is always better to train like this than not to train.

A schedule will be emailed later. This will give you more detailed information. The cost will be approximately \$450 per person. This includes rental of the condos, transportation to and from Quebec, and some food for the skiers. If this presents a problem, please see me.

A check is needed to have a firm place for the trip.

Needed: passports and signed authorization forms that I will explain in our meeting prior to leaving.

Questions: Email or phone pgxcnordic@gmail.com

Cell: 978--844--3695

Coach Pat Garrison

AB Nordic Ski Team Annual Quebec Ski Trip

Daily Detailed Training Schedule 2016

12/26-12/31

During last week of school: Wax your skis with blue wax. Remember to scrape it off and brush it off. Captains are responsible for organizing assistant cooking crews and cleaning up after every meal. The chaperones are not responsible for picking up after anyone. Communal area is to be kept free of clutter...everything is put away in rooms before leaving for the day. Training program subject to change.

Every day: Leave condo in the AM by 8:15
Leave Chalet by noon
Leave condo in the PM by 1:30
Leave chalet by 4 pm.

For skiers who are experienced...the goal is to ski slowly and not stop...SLOWLY. We will work in intervals and a race later in the training schedule.

I will alternate classic and skate depending upon need for this year's racing. If you want to ski classic, please tell me.

Tuesday (26th): Leave Coach's house by 8:30 am. You may drop off your ski bags the day before if that helps. Skis must already be waxed. We will let you know which home to drop off your bags or bring them to Coach's house the day before.

Tuesday: arrive at separate condos. Dinner together every night.

Wednesday (27th)

AM: V1 Skate drills- Focus: equal weight and force for each ski (video)
: correct hand placement and reinforce timing
: downhill skills (snowplow or tuck and corners)

- #1: no poles
- #2: one pole
- #3: coming down on one side.
- #4: work on downhill skills

PM: Ski for 1.5-2 hours focusing on drills from the morning.

After dinner: We will talk about balance, correct body posture.

Thursday (28th)

AM: V2 alternate Skate drills – Focus: weight transfer, high hands, difference between V1 and V2 alt.

- #1: no poles with long glide with approp. timing...balance
try to ski out to each side...warmup
- #2: V2 alt. tempo with no poles
coming up on one side
- #3: put poles together with timing.
- #4: frog hop for fun.

V2 Skate drills – focus: weight transfer, balance, high hands

- #1: double pole in between each skate...double-double pole
- #2: keep tips out
- #3: start with double poling and then skate
- #4: V2 hop...double hop
- #5: think of side to side motion for V2

PM: V2 alt., V2, and V1 ski together and do not leave anyone alone. Tell adults and coaches which trails you are going to take.

Friday (29th)

Time Trial in the morning.

Video

In Quebec City in PM. Visit Quebec Museum; walk the walled city; learn some history of the area.

Saturday (30th)

AM: Review of all techniques; video

- #1: ski in groups, stopping every once in awhile to discuss technique
- #2: Buy last minute things from the shop....hat??

PM: Ski for 1.5 hours without stopping...can you do it??

Ski and have fun for last day of Quebec skiing!

Movie night after packing and picking up.

Sunday (31st)

Drive home.

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
MEETINGS
2017-2018**

Acton-Boxborough Regional School Committee meetings are usually held on the first and third Thursdays of the month, at 7:00 p.m. in the R.J. Grey Junior High School Library.

Materials are posted at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes> usually on the Friday night prior to each meeting. Meeting agendas are posted at least 48 hours prior at www.abschools.org

Annual Workshop: Tuesday, July 11

Summer Business Meetings: Tuesday, August 1 & Thursday, August 24

September 7

September 19 (TUESDAY, due to no school on Thursday, September 21)

October 5

October 19

November 2

November 16

November 30 (prep for 12/4/17 Town Meetings to vote on Building Project)

December 7 14

December 21

January 11

January 27 (Sat) **School Committee Budget Saturday**

(Preliminary Budget must be prepared at least 20 days prior to final Budget Adoption.)

February 1

February 15 **Open Budget Hearing**-required by law

(Final Budget must be adopted not later than 45 days prior to start of Acton Town Meeting, 4/2/18. . 45 days = 2/xx/17)

March 1

March 15

March 29 (if needed)

April 12

April 26

May 17

June 7

June 21

Note: Acton Town Meeting begins April 2, 2018. Boxborough Town Meeting begins May X, 2018.

Voted 2/2/17, **EXCEPT those in yellow**

<http://www.abschools.org/school-committee>



Acton-Boxborough Regional School District
16 Charter Road Acton, MA 01720
978-264-4700 fax: 978-264-3340
www.abschools.org

28.

JD Head
Director of School Operations

TO: Glenn Brand, Superintendent of Schools
FROM: JD Head, Director of School Operations
DATE: June 20, 2017
RE: **Latest DOER Green Communities Grant Funding Announced 6/19/17**

The purpose of this memo is to update the Acton-Boxborough Regional School Committee on a new grant opportunity made available through the participation of the Town of Acton in the Massachusetts Department of Energy Resources (DOER) Green Communities Program. The ABRSD Facilities Department applied for and received a \$245,000 grant to complete LED interior lighting upgrades announced at a reception held at the State House yesterday evening.

This program has been very lucrative for the District. Since we began to participate in the program we have received \$761,077 in funding for various capital projects that have the added benefit of reducing the District's energy consumption. Most of our projects over the years have related to HVAC mechanical and controls projects, building envelope sealing, and general lighting upgrades.

It is important to note that the past projects all supported our capital improvement plan, prior to the latest iteration prepared for the District in partnership with Dore and Whittier. Keeping with this strategic path in identifying capital projects that are grant worthy and support District long term financial goals, the \$245,000 in lighting upgrades approved in this round all support projects identified in our current District Capital Improvement Plan. Completing this project will also have a positive impact on our annual operational spending by reducing our overall electricity consumption. I would like to publicly thank Kate Crosby for her efforts in pursuing this opportunity. Kate's work with the Town of Acton Green Advisory Board has made much of this work and past projects possible.

Our department is requesting a vote by the School Committee to accept this grant award. Thank you for your time and consideration.

Best Regards,

JD Head

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.



CHARLIE BAKER
GOVERNOR

For Immediate Release - June 19, 2017

KARYN POLITO
LIEUTENANT GOVERNOR

Baker-Polito Administration Awards Over \$14 Million in Green Communities Grants

MATTHEW A. BEATON
SECRETARY

72 Communities Receive Grants for Clean Energy Projects

JUDITH JUDSON
DOER COMMISSIONER

BOSTON – June 19, 2017 – The Baker-Polito Administration today awarded \$14,043,257 in Green Communities competitive grants to 72 municipalities across Massachusetts to fund clean energy projects. With today's announcement, the largest in the program's seven year history, the Department of Energy Resources (DOER) has awarded over \$80 million to Green Communities grants since the program's inception. [185 Massachusetts cities and towns](#) have currently earned the Green Communities designation.

Media Contact

Kevin O'Shea - 857-321-0862 or
Kevin.O'Shea@state.ma.us

"Today's grant announcement is the largest award in the Green Communities program history and represents our Administration's commitment to supporting clean energy efforts for our partners in cities and towns across Massachusetts," said Governor Charlie Baker. "The projects funded by these grants will allow cities and towns across the Commonwealth to reinvest their energy savings in vital public services like schools, public safety, and local infrastructure."

"As we work to meet our ambitious energy and emission reduction goals, the Green Communities program gives our municipal partners the resources they need to continue building upon the substantial energy progress each city and town has already made," said Lieutenant Governor Karyn Polito. "We look forward to the continued success in energy innovation these grants will ensure across the Commonwealth."

Under the Green Communities Act, cities and towns must meet [five criteria](#) to be designated a Green Community and receive funding. The grants provide financial support for energy efficiency and renewable energy projects that further the designated communities' clean energy goals. This sixth annual round of DOER Green Communities competitive grants is awarded to existing Green Communities that have successfully invested their initial designation grants and previous competitive grant awards. Grants are capped at \$250,000 per municipality.

"DOER's Green Communities program works with cities and towns from North Adams to Provincetown in an effort to fund programs that put Massachusetts on the forefront of clean energy innovation," said Energy and Environmental Affairs Secretary Matthew Beaton. "The Baker-Polito Administration is committed to giving our municipal partners the tools they need to find clean energy solutions that reduce long-term energy costs and strengthen local economies."

"The efforts of the 72 communities receiving over \$14 million today are important as we work to meet the greenhouse gas emission reduction goals set forth under the Global Warming Solutions Act," said Department of Energy Resources Commissioner Judith Judson. "These grants represent another milestone for both the communities and the Commonwealth as we continue to work collaboratively to build a clean, resilient, and affordable energy future."

The grants announced today fund a range of projects from ventilation system upgrades and high efficiency lighting to installation of insulation and energy management systems at municipal buildings and facilities. Also included are projects to install LED streetlights, oil-to-gas heating system conversions, electric vehicles, and electric vehicles charging stations.

Municipality Grants

Acton	\$245,497	Harvard	\$249,972	Pepperell	\$250,000
Acushnet	\$135,665	Hatfield	\$66,216	Rockland	\$250,000
Amesbury	\$250,000	Holland	\$150,085	Salem	\$237,399
Andover	\$156,440	Holliston	\$247,228	Saugus	\$242,903
Arlington	\$179,698	Hopkinton	\$224,812	Scituate	\$246,733
Ashburnham	\$217,300	Kingston	\$250,000	Sherborn	\$39,120
Ashby	\$100,981	Lakeville	\$247,500	Somerville	\$250,000
Auburn	\$213,804	Lenox	\$245,189	Sudbury	\$250,000
Barre	\$116,199	Leverett	\$68,437	Sunderland	\$129,805
Belchertown	\$195,358	Lexington	\$168,132	Sutton	\$204,888
Belmont	\$250,000	Littleton	\$250,000	Swampscott	\$241,287
Beverly	\$250,000	Manchester	\$155,981	Tewksbury	\$209,790
Bridgewater	\$175,895	Mashpee	\$98,932	Truro	\$109,736
Brookline	\$233,247	Maynard	\$250,000	Tyngsborough	\$250,000
Buckland	\$74,439	Medford	\$235,935	Wayland	\$250,000
Cambridge	\$250,000	Melrose	\$217,484	Wellfleet	\$120,423
Chelmsford	\$199,330	Mendon	\$89,579	Westford	\$250,000
Cohasset	\$177,400	Milton	\$246,645	West Newbury	\$133,154
Easton	\$127,456	Monson	\$249,886	Westwood	\$183,136

Essex	\$176,145	Montague	\$168,610	Weymouth	\$250,000
Gloucester	\$207,443	Natick	\$159,162	Whately	\$164,310
Greenfield	\$224,610	Newton	\$196,157	Whitman	\$197,408
Hanover	\$226,772	Northampton	\$247,507	Winchester	\$236,050
Hardwick	\$116,592	Palmer	\$113,395	Woburn	\$250,000

For additional information on awarded projects and funding amounts, please click [here](#).

"Massachusetts leads the nation in protecting our environment and working towards a clean and sustainable future by reducing our energy consumption and cutting greenhouse gas emissions," said **Senate President Stan Rosenberg (D-Amherst)**. "Green Communities Competitive Grants help us achieve our energy goals and continue to lead the nation in energy efficiency and renewable energy."

"Leadership and action at the municipal level are essential to our state's success in conserving resources and capturing renewable energy," said **Senate Minority Leader Bruce Tarr (R-Gloucester)**. "The awarded cities and towns are making an important commitment to our future by becoming Green Communities, and receiving significant grant funding to propel initiatives that work for people in each town and will make a difference for our Commonwealth."

"In order to meet the legal requirements of the Global Warming Solutions Act, we must make energy efficiency a pillar of our emissions reductions plans on both local and state levels," said **Senate President Pro Tempore Marc R. Pacheco (D-Taunton)**, **founding chair of the Senate Committee on Global Warming and Climate Change**. "Our Green Communities have embraced a clean energy future by leading the way in best sustainability practices. I look forward to seeing the good that these grants will do for our economy and environment."

"As the United States falters on the global stage in climate leadership, local communities continue to demonstrate their resolve to cut greenhouse gas emissions," said **House Majority Leader Ronald Mariano (D-Quincy)**. "The Green Communities Act is just one example of how Massachusetts is contributing to climate solutions, and I commend the Town of Weymouth for its strong commitment to this global cause."

"I would like to thank the Baker-Polito administration for dedicating key funding to empower cities and towns to reduce their energy use and embrace a clean energy future," said **State Representative Thomas A. Golden, Jr. (D-Lowell)**, **Chairman of the Joint Committee on Telecommunications, Utilities, and Energy**. "The town of Chelmsford deserves recognition for its efforts and for receiving its fifth Green Communities grant, totaling over \$930,000 in investments to the community since the start of the program."

"Its selection as a recipient of a Green Communities grant is a great accomplishment for the Town of Manchester-by-the-Sea, and the continued support for its efforts to lower energy consumption and reduce emissions, would not be possible without the generosity of the Baker-Polito Administration," said **State Representative Bradford R. Hill (R-Ipswich)**.

All Green Communities commit to reducing municipal energy consumption by 20 percent over five years. These commitments amount to collective savings of 2,534,787 MMBtu, energy use equivalent to heating and powering nearly 20,000 homes, and reducing greenhouse gas (GHG) emissions by 233,640 tons, equivalent to taking over 45,000 cars off the road.

Click [here](#) for more information on DOER's Green Communities program. The grants are funded through proceeds from Alternative Compliance Payments under the Massachusetts Renewable Portfolio Standard.

###

Led by Commissioner Judith Judson, the Massachusetts Department of Energy Resources (DOER) develops and implements policies and programs aimed at ensuring the adequacy, security, diversity, and cost-effectiveness of the Commonwealth's energy supply to create a clean, affordable and resilient energy future. To that end, DOER strives to ensure deployment of all cost-effective energy efficiency, maximize development of clean energy resources, create and implement energy strategies to assure reliable supplies and improve the cost of clean energy relative to fossil-fuel based generation and support Massachusetts' clean energy companies and spur Massachusetts' clean energy employment. DOER is an agency of the Executive Office of Energy and Environmental Affairs (EEA).

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Mass. Department of Energy Resources'
2017 Competitive Grant Awards

Municipality	Grant Award	Region	Description of Projects Funded
Acton	\$245,497	Central	Acton's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Parker Damon Building, Acton-Boxborough Regional High School, and RJ Grey Junior High School. The energy conservation measures funded by this grant are interior LED lighting retrofits
Acushnet	\$135,665	Southeast	Acushnet's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Town Hall, the EMA Building, Fire Station #1, Fire Station #2, Golf Course Maintenance Building, and town wide streetlights .The energy conservation measures funded by this grant are: weatherization and insulation, LED lighting upgrades, oil to natural gas burner fuel conversion, and LED. Conversion of streetlights
Amesbury	\$250,000	Northeast	Amesbury's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Amesbury High School, Middle School, and Cashman Elementary School. The energy conservation measures funded by this grant are: weatherization, HVAC controls upgrades, transformer upgrades, and installation of variable frequency drive pumps
Andover	\$156,440	Northeast	Andover's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Doherty Middle School, Sanborn Elementary School, and the High School's Collins Center for the Performing Arts. The energy conservation measures funded by this grant are smart LED retrofits and LED theatrical lighting and controls
Arlington	\$179,698	Northeast	Arlington's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town vehicle fleet, Brackett School, Dallin School, Ottoson School, and Stevens Memorial Library. The energy conservation measures funded by this grant are: LED lighting upgrades, gym air handler variable frequency drive and controls, and purchase of electric vehicles.
Ashburnham	\$217,300	Central	Ashburnham's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Stevens Memorial Library. The energy conservation measures funded by this grant are installation of heat pumps, an oil to electric fuel conversion
Ashby	\$100,981	Central	Ashby's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Town Hall and the Public Library. The energy conservation measures funded by this grant are: high efficiency boilers and programmable thermostats.
Auburn	\$213,804	Central	Auburn's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Auburn High School, Bryn Mawr Elementary School, and the Public Library. The energy conservation measures funded by this grant are: lighting upgrade, retro-commissioning, steam trap replacement, and building automation system and rooftop unit CO2 controls
Barre	\$116,199	Central	Barre's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Town Offices, Town Hall, Public Library, Station #1, Station #2, Senior Center, Well #3, and Dept of Public Works. The energy conservation measures funded by this grant are: energy savings lighting improvements and grant management assistance
Belchertown	\$195,358	Western	Belchertown's 2017 Competitive Grant will be used to fund energy conservation measures in fifteen municipal facilities. The energy conservation measures funded by this grant are: LED lighting conversions
Belmont	\$250,000	Northeast	Belmont's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Burbank School, Butler School, and the Public Library. The energy conservation measures funded by this grant are: boiler replacements, retro-commissioning controls, and weatherization
Beverly	\$250,000	Northeast	Beverly's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town wide streetlights .The energy conservation measures funded by this grant are a streetlight LED retrofit
Bridgewater	\$175,895	Southeast	Bridgewater's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Town Hall, Olde Scotland Links Golf Course, Dept of Public Works/Highway, Public Library, and Senior Center .The energy conservation measures funded by this grant are: programmable thermostats, weatherization, variable frequency drives on pumps, energy management system upgrades, destratification fans, and hot water boiler replacement

Mass. Department of Energy Resources'
2017 Competitive Grant Awards

Municipality	Grant Award	Region	Description of Projects Funded
Brookline	\$233,247	Northeast	Brookline's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Coolidge Corner and Putterham Library branches, Baker School, Heather School, Brookline High School, town wide streetlights, and town vehicle fleet. The energy conservation measures funded by this grant are: lighting lamp and ballast retrofits, kitchen exhaust upgrades, electric vehicle charging stations, and LED streetlight conversion
Buckland	\$74,439	Western	Buckland's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Police Station. The energy conservation measures funded by this grant are: Interior LED lighting, mechanical weatherization, and weatherization.
Cambridge	\$250,000	Northeast	Cambridge's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Lombardi Building and vehicle fleet. The energy conservation measures funded by this grant are: air handling unit replacement and expanded building management system controls, and vehicle hybrid retrofits
Chelmsford	\$199,330	Northeast	Chelmsford's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Chelmsford High School, Senior Center, and Police Station. The energy conservation measures funded by this grant are: building energy analytics software, LED lighting retrofit, and retro-commissioning
Cohasset	\$177,400	Southeast	Cohasset's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Cohasset Middle-High School, Deer Hill Elementary School, and Police-Fire Station. The energy conservation measures funded by this grant are: building optimization, demand control ventilation update, and efficient motors and variable frequency drives
Easton	\$127,456	Southeast	Easton's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Fire Station # 1, Fire Station #2, and multiple town buildings. The energy conservation measures funded by this grant are: refrigeration efficiency upgrades, hot water heater replacement, and boiler replacement
Essex	\$176,145	Northeast	Essex's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Essex Elementary School. The energy conservation measures funded by this grant are: lighting upgrade, building automation system baseline, and steam trap replacement
Gloucester	\$207,443	Northeast	Gloucester's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Gloucester High School, O'Maley Middle School, and Beeman Elementary School. The energy conservation measures funded by this grant are: retro-commissioning and energy management system
Greenfield	\$224,610	Western	Greenfield's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Town Hall, Greenfield Middle School, and Four Corners School. The energy conservation measures funded by this grant are: heating and air conditioning system upgrades and rooftop unit replacements
Hanover	\$226,772	Southeast	Hanover's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Salmond School, Hanover Middle School, Hanover High School, JC Library, Police Station, and Fire Headquarters. The energy conservation measures funded by this grant are: interior storms windows, LED lighting retrofit, retro-commissioning, energy analytics, and grant management assistance
Hardwick	\$116,592	Western	Hardwick's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town vehicle fleet, Municipal Building, Paige Memorial Library, Recycling Center, Building Dept, new Police Station, and Hardwick Elementary School. The energy conservation measures funded by this grant are: pipe insulation, temperature controls, weatherization, electric vehicle purchase, electric vehicle charging stations, and grant management assistance
Harvard	\$249,972	Central	Harvard's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Bromfield School, Harvard Schools Complex and Library. The energy conservation measures funded by this grant are: lighting upgrades, weatherization, building automation system programming, energy monitoring software, retro-commissioning and grant management assistance

Mass. Department of Energy Resources'
2017 Competitive Grant Awards

Municipality	Grant Award	Region	Description of Projects Funded
Hatfield	\$66,216	Western	Hatfield's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Hatfield Elementary School, Smith Academy High School, Public Library, WWTP Office, and Fire Dept. The energy conservation measures funded by this grant are: LED lighting upgrades, weatherization, and grant management assistance
Holland	\$150,085	Western	Holland's 2017 Competitive Grant will be used to fund energy conservation measures in multiple municipal facilities including Holland Grammar School. The energy conservation measures funded by this grant are: LED lighting retrofits and outreach and grant management assistance
Holliston	\$247,228	Central	Holliston's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town vehicle fleet, Town Hall, Senior Center, and Public Library. The energy conservation measures funded by this grant are: thermostat, energy management systems, weatherization, lighting upgrades, electric vehicle purchase, and grant management assistance
Hopkinton	\$224,812	Central	Hopkinton's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Hopkins Elementary School. The energy conservation measures funded by this grant are: variable frequency drives, LED lighting upgrade, and energy management system upgrade
Kingston	\$250,000	Southeast	Kingston's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Kingston Intermediate School. The energy conservation measures funded by this grant are: energy management system and variable frequency drives
Lakeville	\$247,500	Southeast	Lakeville's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Assawompset Elementary School. The energy conservation measures funded by this grant are: lighting upgrades and controls, thermostats, rooftop unit controls, building management system, insulation, boiler controls, refrigeration controls, weatherization, and grant management assistance
Lenox	\$245,189	Western	Lenox's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities - Memorial Middle and High School. The energy conservation measures funded by this grant are: unit ventilator controls upgrade, boiler plant controls upgrade, air handling unit controls upgrade, and balancing of HVAC system
Leverett	\$68,437	Western	Leverett's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Public Library, Public Safety Complex, and Leverett Elementary School. The energy conservation measures funded by this grant are: LED lighting upgrades and grant management assistance
Lexington	\$168,132	Northeast	Lexington's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Community Center, Public Works, Bridge School, Diamond School, Harrington School, Hastings School, and Lexington High School. The energy conservation measures funded by this grant are: interior lighting upgrades, exterior school streetlights, and boiler jacket upgrade
Littleton	\$250,000	Central	Littleton's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town wide streetlights, Spectacle Pond Water Treatment Plant, and Littleton High School. The energy conservation measures funded by this grant are: LED streetlight conversion, variable frequency drives on pumps, and exterior lighting upgrade
Manchester-by-the-Sea	\$155,981	Northeast	Manchester-By-The-Sea's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town wide streetlights, town vehicle fleet, Fire Dept, and Fire Station. The energy conservation measures funded by this grant are: LED streetlight conversion, plug-in hybrid vehicle purchase, and electric vehicle charging stations
Mashpee	\$98,932	Southeast	Mashpee's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Quashnet School and KC Coombs School. The energy conservation measures funded by this grant are: interior LED lighting retrofit
Maynard	\$250,000	Central	Maynard's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Fowler School, Fire Dept, Town Hall, Police Station, and Waste Water Treatment Plant. The energy conservation measures funded by this grant are: boiler replacement, boiler jacket, and lighting retrofits

Mass. Department of Energy Resources
2017 Competitive Grant Awards

Municipality	Grant Award	Region	Description of Projects Funded
Medford	\$235,935	Northeast	Medford's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including city wide streetlights, Brooks School, Columbus School, and Roberts School. The energy conservation measures funded by this grant are: LED streetlight conversion, cafeteria lighting upgrades, building operator training and grant management assistance
Melrose	\$217,484	Northeast	Melrose's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including vehicle fleet, Melrose Middle and High Schools, Senior Center, Lincoln Elementary School. The energy conservation measures funded by this grant are: electric vehicle purchase, retro-commissioning, HVAC upgrades, and energy management system upgrades
Mendon	\$89,579	Central	Mendon's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Town Hall, Fire Station, Highway Dept, new Library, and Parks Dept restrooms. The energy conservation measures funded by this grant are: lighting upgrades, lighting controls, destratification fans, and grant management assistance
Milton	\$246,645	Northeast	Milton's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Cunningham Collicott School, Glover School, Milton High School, Town Hall, Public Works, Police, and East Milton Fire Station. The energy conservation measures funded by this grant are: energy management system upgrade, energy analytic software, gym and interior lighting upgrades, and boiler jacket
Monson	\$249,886	Western	Monson's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Quarry Hill Community School, Highway Garage, Monson High School, Monson Middle School, Senior Center, Fire Station, and Free Library. The energy conservation measures funded by this grant are: weatherization, exterior lighting upgrades, and gym and interior lighting upgrades
Montague	\$168,610	Western	Montague's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Sheffield School, Shea Theater, and Carnegie Library. The energy conservation measures funded by this grant are: recommissioning pumps, lighting controls, replace rooftop units, HVAC ductwork replacement, and furnace and AC system upgrade with oil to propane fuel conversion
Natick	\$159,162	Northeast	Natick's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town vehicle fleet, Morse Institute, East School, Memorial Elementary School, and Senior Center. The energy conservation measures funded by this grant are: HVAC occupancy sensors, motor replacements, interior and exterior LED lighting retrofit, hot water heat pump, electric vehicle charging station, and hybrid vehicle upfit
Newton	\$196,157	Northeast	Newton's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Franklin Elementary School, Underwood Elementary School, Williams Elementary School, and Memorial Spaulding School. The energy conservation measures funded by this grant are: interior LED lighting and controls, exterior LED lighting retrofits
Northampton	\$247,507	Western	Northampton's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Northampton High School, Leeds Elementary School, JFK Middle School, Ryan Road Elementary School, Jackson St Elementary School, and Smith Vocational and Agricultural High School. The energy conservation measures funded by this grant are: exterior LED lighting retrofits
Palmer	\$113,395	Western	Palmer's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town vehicle fleet. The energy conservation measures funded by this grant are: electric vehicle purchases and electric vehicle charging stations
Pepperell	\$250,000	Central	Pepperell's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Lawrence Library, Nissitissit Middle School, Public Safety Complex, Community Center, and Highway Dept. The energy conservation measures funded by this grant are: interior and exterior LED lighting retrofits, furnace and AC upgrade with oil to electric fuel conversion, weatherization, and grant management assistance

Mass. Department of Energy Resources
2017 Competitive Grant Awards

Municipality	Grant Award	Region	Description of Projects Funded
Rockland	\$250,000	Southeast	Rockland's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Rockland Middle-High School, Waste Water Treatment Plant, Youth Commission, Esten School, Highway Dept, and Public Library. The energy conservation measures funded by this grant are: refrigeration control upgrade, retro-commissioning, boiler replacement, lighting upgrades, and grant management assistance
Salem	\$237,399	Northeast	Salem's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Nathaniel Bowditch Elementary School, Bates Elementary School, Witchcraft Heights Elementary School, Carlton innovation School, Collins Middle School, and Collins Cover Park. The energy conservation measures funded by this grant are: interior lighting upgrades, exterior lighting upgrades, and decorative streetlights along bike path
Saugus	\$242,903	Northeast	Saugus's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Public Safety Building and Public Library. The energy conservation measures funded by this grant are: interior LED lighting retrofits, exterior LED lighting retrofits, commissioning, efficient motors, energy management system upgrade, and rooftop unit replacement
Scituate	\$246,733	Southeast	Scituate's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Scituate High School, Jenkins Elementary School, Hatherly Elementary School, Gates Intermediate School, and Fire Station. The energy conservation measures funded by this grant are: interior LED lighting retrofits, hot water heater replacement, and boiler replacement
Sherborn	\$39,120	Northeast	Sherborn's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Police Station. The energy conservation measures funded by this grant are: furnace and AC replacement and energy management system
Somerville	\$250,000	Northeast	Somerville's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including vehicle fleet, City Hall, Fire Headquarters, West Somerville School, and outdoor locations. The energy conservation measures funded by this grant are: lighting and controls upgrades and electric vehicle charging stations
Sudbury	\$250,000	Northeast	Sudbury's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town vehicle fleet, Curtis Middle School, Haynes School, Loring School, Nixon School, Noyes School, Atkinson Pool, Lincoln Sudbury High School, Dept of Public Works, and Goodnow Library. The energy conservation measures funded by this grant are: interior LED lighting retrofits, refrigeration controls upgrade, weatherization, electric vehicle purchase, electric vehicle charging station, and direct digital controls upgrade
Sunderland	\$129,805	Western	Sunderland's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Sunderland Elementary School, Town Offices, and Public Safety Complex. The energy conservation measures funded by this grant are: digital control ventilation upgrades, insulation, window inserts, and energy recovery unit
Sutton	\$204,888	Central	Sutton's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town vehicle fleet and Early Learning Center. The energy conservation measures funded by this grant are: boiler replacement and electric vehicle purchase
Swampscott	\$241,287	Northeast	Swampscott's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Clarke School, Swampscott High School, Public Library, Police Station, and Town Hall. The energy conservation measures funded by this grant are: interior and exterior LED lighting upgrades
Tewksbury	\$209,790	Northeast	Tewksbury's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town vehicle fleet, North Street Fire, Senior Center, and Police Station. The energy conservation measures funded by this grant are: electric vehicle purchase, lighting upgrades, variable frequency drives, and boiler replacement
Truro	\$109,736	Southeast	Truro's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Safety Facility. The energy conservation measures funded by this grant are: thermostats, demand control ventilation, fan coil unit replacements, pump controls, insulation, infrared heaters, and air handling unit replacement

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Municipality	Grant Award	Region	Description of Projects Funded
Tyngsborough	\$250,000	Northeast	Tyngsborough's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Tyngsborough Elementary School and Old Town Hall. The energy conservation measures funded by this grant are: interior LED lighting upgrade, variable frequency drives and direct digital control upgrade
Wayland	\$250,000	Northeast	Wayland's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town wide streetlights, town vehicle fleet, and Town Building. The energy conservation measures funded by this grant are: town wide LED streetlight conversion, lighting upgrade, electric vehicle purchases, hybrid plug-in vehicle purchase and retrofit, electric vehicle charging station
Wellfleet	\$120,423	Southeast	Wellfleet's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Police Station. The energy conservation measures funded by this grant are: insulation, interior and exterior lighting upgrades and lighting controls
West Newbury	\$250,000	Northeast	West Newbury's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Water Dept, Senior Center, Blanchard School, and Westford Academy. The energy conservation measures funded by this grant are: interior LED lighting retrofits and energy management system upgrade
Westford	\$133,154	Northeast	Westford's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Page Elementary School, Public Safety Building, Dept of Public Works, and Recreation Pool. The energy conservation measures funded by this grant are: lighting upgrades
Westwood	\$183,136	Northeast	Westwood's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Westwood High School, Recreation Pool, and Martha Jones Elementary School. The energy conservation measures funded by this grant are: interior LED lighting retrofits, variable frequency drives, and building controls system upgrade
Weymouth	\$250,000	Southeast	Weymouth's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Johnson School, North Branch Library, School Administration Building, Teen Center, Town Hall Annex, and Winter St Water Treatment Plant. The energy conservation measures funded by this grant are: interior LED lighting retrofits and weatherization
Whately	\$164,310	Western	Whately's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Town Hall. The energy conservation measures funded by this grant are: HVAC equipment upgrade, building envelope improvements, and interior lighting retrofit
Whitman	\$197,408	Southeast	Whitman's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including Dept of Public Works, Police Station, Whitman Middle School, Fire Dept, Public Library, and Town Hall. The energy conservation measures funded by this grant are: interior LED lighting retrofits, steamer kettle, boiler replacement, energy management system, and convector valve control
Winchester	\$236,050	Northeast	Winchester's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including town vehicle fleet, Public Safety Building, Lincoln Elementary School, Parkhurst School, Winchester High School. The energy conservation measures funded by this grant are: insulation, energy management system upgrade and retro-commissioning, interior LED lighting retrofit and lighting sensors, and electric vehicle charging station
Woburn	\$250,000	Northeast	Woburn's 2017 Competitive Grant will be used to fund energy conservation measures in municipal facilities including vehicle fleet, City Hall, Joyce Middle School, JFK Middle School, Dept of Public Works, Horn Pond Water Treatment Plant, and Shamrock Elementary School. The energy conservation measures funded by this grant are: insulation and retro-commissioning, interior and exterior LED lighting retrofits, thermostats, HVAC retro-commissioning, electric vehicle purchase, and electric vehicle charging station



The Commonwealth of Massachusetts
Office of the Attorney General
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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.



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: Ginny Last Name: Kremer and concerned citizens

Address: 18 Deacon Hunt Drive

City: Acton State: MA Zip Code: 01720

Phone Number: +1 (617) 312-2323 Ext. _____

Email: KremerLaw@Outlook.com

Organization or Media Affiliation (if any): with 35 concerned citizens

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): Action Boxborough Regional School Committee

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

Date of alleged violation: unknown

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.

On 4/24/17, the Committee held an executive session, the Agenda stated: "to be convened under M.G.L. Chapter 30A, §21(a)(1) to consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual." On information, at that Executive Session, the Superintendent, Dr. Glen Brand, was presented with a Separation and Release Agreement ("the Agreement"). That Agreement provided in relevant part that Dr. Brand would "resign" effective June 30, 2017, but that he would continue to receive his annual salary of \$192,816 for the next fiscal year, less any money he earns by engaging in "remunerative work" as an "educational professional." Pursuant to the Agreement, the parties would make a "mutual statement to the community," which was set forth as Attachment B to the Agreement.

On 5/2/17, the Committee held another executive session, the Agenda stated "to be convened under M.G.L. Chapter 30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel." This executive session pertained to the "resignation" of Dr. Brand.

During this period of time, Committee agendas for upcoming meetings contained items related to the upcoming evaluation process for Dr. Brand, including a 6/1/17, deadline for the submission of public comments. There was no indication to the community that any termination/resignation of the Superintendent was contemplated.

On 5/18/17, via email, the community received the statement contained in the Agreement: the "Committee and Dr. Glen Brand have met to discuss their educational and operational philosophies and have concluded that, in these important matters, their views and interests are not aligned. As a result, after an open and honest exchange of these views, the parties have concluded their interests are best served by concluding the day to day employment relationship as of June 30, 2017."

Prior to issuing that statement, there was no Committee meeting that contained any agenda item regarding any discussion of the parties' "educational or operational philosophies" or the alignment thereof. Thus the community was not a party to the "open and honest exchange of these views." Clearly, any discussion of these matters is not a valid topic for Executive Session, and are outside both purpose of (a)(1)&(a)(2). To the extent these discussions took place behind closed doors, the Committee violated the OML. Additionally, other meetings of the Committee (or some sub-committee subject to the OML) may have violated the law, based on the Agreement being executed on 5/7/17, and stating Dr. Brand's acknowledgment that he had the Agreement for 21 days "before executing it." Thus, prior to 4/26 the Committee had met and directed the District's legal counsel to draft the Agreement behind closed doors.

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.

1. Identify and provide minutes of (and any documents pertaining to) all deliberations that occurred prior to 4/26/17 concerning:
(a) the potential resignation/termination of Dr. Brand, including any meetings at which the parties' educational and operational philosophies and alignment thereof were discussed; and (b) any and all plans for appointing an interim and successor superintendent.

2. Release the minutes (redacted if necessary) of the executive sessions referenced.

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.

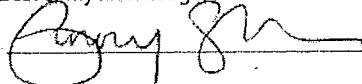
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

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: _____

June 16, 2017

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:

Concerned Acton & Boxborough Citizens also signing this Complaint:

Brad Kremer

Carien Veldpape & Christopher Heithoff

Kristen Rivard

Jennifer & Noah Nelson

Brooke Guild

Laurie Withington

Michelle Baytarian

Susan Paradiso

Michelle Caterina

Amy Smalarz

Orissa & George Lawrence

Sarah Clark

Dennis Burianek

Mira & John Greenland

Jill Davis

Laura & Richard Kreiger

Adam White

Elizabeth Johnson

Kat Hudson

Amy Barber

Margaret Busse

Michelle Gimelberg

Deb O'Connell & Dan Brunelle

Titus Kao

Corrine Hogseth

Jennifer Izzo

Memorandum

To: Glenn Brand
 From: JoAnn Campbell
 Date: June 15, 2017
 Re: Donations

JoAnn Campbell

Please accept this list of gifts and donations received by ABRHS for FY17:

ABRHS Recipient	Donor	Amount
ABRHS – Window Seat	Acton Pharmacy	\$25
ABRHS – Window Seat	LeLyonnais, Inc.	\$25
ABRHS – Window Seat	Yu/Yin Family	\$30
ABRHS – Window Seat	Amir/Lin Family	\$40
ABRHS – Window Seat	Turner/Davidson Family	\$50
ABRHS – Community Service	Community Donations	\$75
ABRHS – Community Service	Melillo Family	\$100
ABRHS – Science Team	Yang Family	\$100
ABRHS – Window Seat	Celegi	\$100
ABRHS – Window Seat	Joseph Family	\$100
ABRHS – Community Service	Sullivan and Dresser families	\$125
ABRHS – Proscenium Circus	Educational grant	\$200
ABRHS – Community Service	Collins Family	\$250
ABRHS – Science Team	PIP Grant	\$250
ABRHS – Window Seat	Salerno's Restaurant	\$250
ABRHS – Youth in Philanthropy	Sorrento's	\$250
ABRHS – Window Seat	MA Cultural Council	\$340
ABRHS – Science Team	Hologic/MA Science Olympiad grant	\$400
ABRHS – Community Service	Salerno's Restaurant	\$500
ABRHS – Spectrum	AB Cultural Council grant	\$500
ABRHS – Window Seat	AB Cultural Council grant	\$500

Office of the Superintendent
Acton-Boxborough Regional Schools
978-264-4700, x3211

To: Heather Harer, FY17 ABSAF President
Linda Ahern, FY18 ABSAF President
From: Dr. Glenn Brand and Marie Altieri
Date: 6/19/2017
Re: ABSAF Support for FY'18

Thank you very much for ABSAF's donation of \$72,000 for the 2017 – 2018 school year. We are so grateful for the Acton Boxborough Student Activity Fund's continued support of our students and programs.

Below is a breakdown of the 2017-2018 plan for use of the ABSAF gift funds.

FY '18 High School Student Activities Stipends	\$13,000
FY '18 Junior High Student Activities Stipends	\$ 5,000
FY '18 Interscholastic Athletics	\$42,000
Performing Arts (FY '18)	\$ 3,000
Proscenium Circus – High School	<u>\$ 9,000</u>
TOTAL:	\$72,000

Cc: J. Campbell
A. Shen
S. Martin
M. Hickey
C. Jeannotte
D. Verdolino



The Commonwealth of Massachusetts
Department of Elementary and Secondary Education

75 Pleasant Street
Malden, Massachusetts 02148-5023

Telephone: (781) 338-3000

May 5, 2017

Glenn Brand
Superintendent
Acton-Boxborough Public School District
16 Charter Rd
Acton, MA 01720

Dear Superintendent Brand:

On February 16, 2017 your District took part in the Massachusetts Department of Elementary and Secondary Education (ESE) reviews of the districts' fiscal procedures as well as a fiscal year 2016 review of the financial compliance for the Improving Educator Quality Grant (Funds 140) and LEP Support grant (Fund 180).

Enclosed, please find the final executive summary generated as a result of the fiscal review performed and your response to the fiscal observations made during the review. Included in the report were questioned costs in the total amount of \$900.00. This amount is to be remitted to the Department payable to the Commonwealth of Massachusetts, by May 22, 2017.

The Department of Elementary and Secondary Education would like to thank you and your staff for your cooperation and participation in our fiscal review program. Should you have any questions, please call me at 781-338-6537 or email me at mfernandez@doe.mass.edu.

Sincerely,

A handwritten signature in cursive script that reads "Maria Fernandez".

Maria Fernandez, Supervising Auditor
Audit and Compliance Unit
Massachusetts Department of Elementary and Secondary Education

Copy: Clare Jeannotte, Director of Finance

Executive Summary

The Audit and Compliance Unit of the Massachusetts Department of Elementary and Secondary Education performed a fiscal review of the Acton-Boxborough Public School District in conjunction with the Department of Elementary and Secondary Education, Program Quality Assurance Unit's Coordinated Program Review. The fiscal review was conducted on February 16, 2017.

We have performed the procedures enumerated below primarily to gain a knowledge and understanding of the District's fiscal policies and procedures, per the Single Audit (A133) direct fiscal sub recipient monitoring requirement. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been prepared or for any other purpose.

Specifically, for purposes of this report, we have performed the following procedures and noted the indicated observations:

- A. Interviewed and documented conversation with the School's Director of Finance. Interview was conducted to gain an understanding of the policies and procedures in place. Areas documented included, but were not limited to Accounts Payable, Accounts Receivable, Payroll, and General Ledger Accounting. On February 16, 2017 the ESE Audit and Compliance Unit Auditor met with the following individuals:
 - Clare Jeannotte, Director of Finance
 - Thomas Blondin, District Accountant

- B. Obtained and retained examples of the policies and procedures in place to corroborate the assertions made by the above individuals, but were not tested for accuracy or effectiveness. Items obtained for the review's work papers included but are not limited to:
 - Budget Process
 - Chart of Accounts
 - Time and Attendance Reports
 - Employee Certifications
 - Financial Records
 - Signed Warrant Cover Pages

Based on the individual interviews and the corroborating evidence provided, we feel comfortable that there are policies and procedures in place.

Observations of the districts' fiscal procedure

Acton-Boxborough Public School District has set up their Chart of Accounts to reflect the Department of Elementary and Secondary Education's expenditure classifications. This set up allows the School District to meet reporting requirements more efficiently and eliminates the need for a crosswalk.

District's Response: The district concurs with the observation.

The District has a number of best practices being performed and documented in their Manual of Financial Procedures. However, during our review we became aware that the District does not have any written procedures on the petty cash process. We recommend that the District incorporate the petty cash process in their Manual of Financial Procedures.

District's Response: We are enclosing the section from our manual of Financial Procedures that documents our petty cash procedures.

ESE Response: We concur that the provided copy of the District's "Manual of Financial Procedures" documents the petty cash procedures.

In addition, the District does not have a procedure in place to ensure that the procurement of goods and services are not made from vendors that have been suspended or debarred. We recommended that the Districts include in their Manual of Financial Procedures a prohibition of conducting transactions with parties that have been suspended or debarred as required by OMB Circular A -133.

District's Response: The district concurs with the observation.

Observations of the districts' financial compliance for the period 09/01/2015 through 06/30/2016 for Improving Educator Quality Grant (Funds 140)

As stated by the ESE website for Title II, Part A: Improving Educator Quality , "A school district may use funds for training , recruiting, and retaining high quality educators, including teachers, administrators, and paraprofessionals. Funds must be supplement and not supplant non-federal funds that would otherwise be used for activities authorized under this subpart."

Trace Final Report Information to Grantee Accounting Records

Procedures:

The information reported to the Department on their Final Financial Report (FR-1) was reviewed. The expended line item amounts reported on the FR-1 were traced to the District's detailed general ledgers. Specific line items were verified to ensure that expenditure of funds for each line item corresponds to the description budgeted for that line item.

Observations:

Line item amounts and account descriptions for expenditures submitted on the FR1 accurately reflected the School District's detailed general ledger amounts and account descriptions.

District's Response: The district concurs with the observation.

Sample Review of General Ledger Expenditures

Procedures

In order to obtain reasonable assurance that the Acton-Boxborough Public School District is adhering to the purpose of the federal grant, we reviewed and selected a judgmental sample of the general ledger expenditures for the District totaling \$61,915.00, for the period 09/01/2015 through 06/30/2016. To verify the propriety and allowability of these transactions, testing consisted of reviewing the expenditures to verify expenditures were reasonable, allowable under federal and state guidelines, adequately supported, authorized and expended during the grant's project period.

Observations

We acquired the Improving Educator Quality Grant (Fund140) general ledgers transactions for the district; and the applicable supporting documentation for the period ending June 30, 2016. All sampled expenditures tested and reviewed proved to be for professional development training classes for teachers as well as necessary, reasonable and allowable costs to the program.

District's Response: The district concurs with the observation.

Observations of the districts' financial compliance for the period 02/18/2016 through 08/31/2016 for English Language Acquisition and Academic Achievement Program for Limited English Proficient Students (Fund Code 180/184)

LEAs must use Title III funds to increase the English proficiency of limited English proficient (LEP) students by providing high-quality language instructions educational programs. These programs must also provide high quality professional development to teachers, principals, administrators and other school personnel to assist school districts in teaching English to LEP students. Additionally, the Title III funds can be used to implement an effective means of outreach to parents of LEP children to inform parents about how they can be active participants in assisting their children to learn English. Website at <http://www.doe.mass.edu/ell/>

Trace Final Report Information to Grantee Accounting Records

Procedures:

The information reported to the Department on their Final Financial Report (FR-1) was reviewed. The expended line item amounts reported on the FR-1 were traced to the District's detailed general ledgers. Specific line items were verified to ensure that expenditure of funds for each line item corresponds to the description budgeted for that line item.

Observations:

Line item amounts and account descriptions for expenditures submitted on the FR1 accurately reflected the School District's detailed general ledger amounts and account descriptions.

District's Response: The district concurs with the observation.

Sample Review of General Ledger Expenditures

Procedures:

We reviewed a sample of general ledger expenditures to verify the propriety and allowability of these transactions, testing consisted of reviewing the expenditures to verify all expenditures were reasonable, allowable under federal and state guidelines, adequately supported, authorized and during the period of availability.

Observation:

Contractual Services expenditures totaling \$ 900.00 reported on the FR-1 for grant 180-124, occurred on 01/04 2016 until 02/12/16; prior to the grant's 02/18/16 commencement project date. This amount is considered disallowed.

- *District's Response: These funds were clearly identified as being to pay for services incurred during the 2015-16 school year. We believe the Department's delayed approval date of 02/18/16 was due to the multiple requests of the District to file the paper work regarding the unspent funds, amendment and original grant in a matter that would comply with the grant requirements. We do have regular and routine procedures to ensure grant funds are not spent before approval, but in this case, the Interim Student Services Director at the time was told, upon submission on 1/7/16, that she was approved*

to spend. We would appreciate your consideration of these facts and request you remove this finding.

- *ESE Response: After reviewing the documentation received, and reviewing correspondences (copies of emails obtained from Title III) between the District and Title III; we find the expenditure is not within the approved period of availability of the grant. The expenditures are for 01/14/2016 until 02/12/16; prior to the grant's 02/18/16 commencement project date. Question cost stands.*

Recommendation:

We recommend the school district implement internal control policies and procedures surrounding grant monitoring and cash management. These policies and procedures should include, correctly charging of grant expenditures and obligations incurred are made within the period of availability (project duration) as stated in the grant award notice.

Conclusions:

We were not engaged to, and did not perform an audit or examination, the objective of which would be the expression of an opinion on the internal control structure as a whole. Accordingly, we do not express such an opinion. Had we been required to perform additional procedures, matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Massachusetts Department of Elementary and Secondary Education and the Acton-Boxborough Public School District and should not be used for any other purpose.

Copy: Acton-Boxborough Public School District CPR Fiscal File



Acton-Boxborough Regional School District
 16 Charter Road
 Acton, MA 01720
 978-264-4700
<http://www.abschools.org/school-committee>



30.5

**SCHOOL COMMITTEE MEMBERS
 2017 - 2018**

Diane Baum	Acton	dbaum@abschools.org	April 2018
Brigid O. Bieber **	Boxborough	bbieber@abschools.org	May 2018
Mary Brolin	Boxborough	mbrolin@abschools.org	May 2019
Amy Krishnamurthy*	Acton	akrishnamurthy@abschools.org	April 2020
Tessa McKinley	Boxborough	tmckinley@abschools.org	May 2020
Maya Minkin	Acton	mminkin@abschools.org	April 2020
Paul Murphy**	Acton	pmurphy@abschools.org	April 2020
Kathleen Neville	Boxborough	kneville@abschools.org	May 2020
Deanne O'Sullivan	Acton	dosullivan@abschools.org	April 2018
Kristina Rychlik	Acton	krychlik@abschools.org	April 2019
Eileen Zhang	Acton	ezhang@abschools.org	April 2019

The Committee may be emailed at abrsc@abschools.org. These emails will also be received by the Superintendent and the Committee Secretary, Beth Petr. Beth may be reached at 978-264-3306 or bpetr@abschools.org.

*Chairperson

** Vice-Chair

Actual Acton-Boxborough Grade K-6
June 1st, 2017

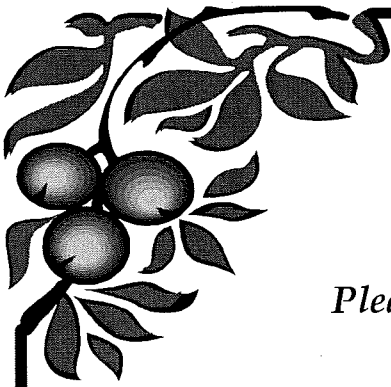
Grade	Blanchard			Total	Conant			Total	Douglas			Total	Gates			Total	McCarthy			Total	Merriam			Total	#Sec	Avg. Size			
	ADK	AM			ADK	AM			ADK	AM			ADK	AM			ADK	AM			ADK	AM							
	47	18			39	22			31	15			21	21			43	21			42	21							
K	19	20	18	65	19	20	22	61	23	23	46		21	21	42	21	22	21	64		21	21	21	63	341	16	21.3		
Other	8			20				0			1				1				2				0		24				
Gr. 1	20	20	10	51	19	20	39		20	20	20	60	19	20	20	59	20	20	20	60		20	19	20	59	328	16.5	19.9	
Other	1			2				1			1				2				0				1		7				
Gr. 2	10	21	21	53	23	22	45		23	23	23	69	24	24	23	71	24	23	24	71		23	24	23	70	379	16.5	23.0	
Other	1			13				1			5				1				2				1		23				
Gr. 3		22	23	45	25	23	25	73	24	24	24	72		25	25	50	22	24	23	69	21	20	20	22	83	392	17	23.1	
				4				2			0				0				2				2		10				
Gr. 4	22	20	20	62	22	22	22	23	89	23	23	24	70		23	23	46	24	23	23	70		23	25	23	71	408	18	22.7
				10				0			0				2					3				0		15			
Gr. 5	24	24	23	71	23	22	23	68	23	23	23	69	24	23	24	71	22	22	22	66		22	23	23	68	413	18	22.9	
				8				2			1				0				4				0		15				
Gr. 6	24	23	23	70	26	25	25	76	25	24	25	74	25	25	26	76	26	23	25	74	26	23	25	25	99	469	19	24.7	
				9				2			1				1				2				0		15				
				66				8			9				7				15				4		109				
Total	19	21.9		417	20	22.6		451	20	23.0		460	18	23.1		415	21	22.6		474	23	22.3		513	2730	121	22.6		

66 Acton residents attend school in Boxborough

43 Boxborough residents attend school in Acton

**MONTHLY REPORTING OF
EMERGENT BILINGUAL STUDENT POPULATION BY SCHOOL**
Acton-Boxborough Regional School District
June 1, 2017

Category	Total as of 5/1/2017	Additions	Subtractions	Total as of 6/1/2017
ABRHS	22	0	-1	21
Blanchard	14	+1	0	15
Conant	63	0	-1	62
Douglas	36	0	-2	34
Gates	43	0	0	43
McCarthy-Towne	37	0	-3	34
Merriam	25	0	-1	24
RJG JHS	16	+1	0	17
TOTAL	256	+2	-8	250

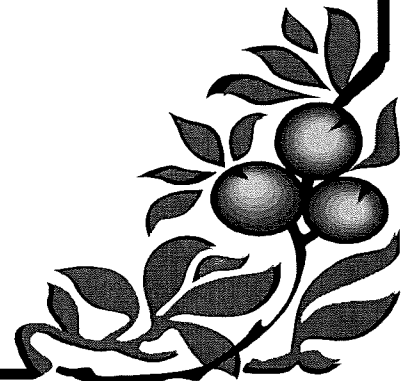


*Please join us in congratulating the following
Acton-Boxborough Regional
staff members
on their retirement*

*Vanessa Banyas
Nick Colaianni
Barbara Fleming
Joan Hilton
Patricia Lynch
Robin O'Clair
Mary Sperazzo
Astrid Trostorff
Diana Woodruff*

*Scott Biron
Karen Flaherty
Robert French
Fay Kulik
William Maver
John Pacelli
Cheryl Tremblay
Ed Weiner
Sandra Erickson*

We wish them all the best, wherever life may take them.



Congratulations Artists!

Congratulations to AB student Bryce Yao whose still life painting was included in an exhibit of student artwork in the gallery at Congresswoman Niki Tsongas' Lowell District Office as part of the 2017 Congressional Art Competition. Each participating student received a Certificate of Congressional Recognition at the opening reception in May where Bryce and his mother had the opportunity to meet Congresswoman Tsongas.

Digital photographs by Melissa Hayes, Art Educator at Conant School, and Diana Woodruff, K-12 Visual Arts Director, have been selected for the annual summer juried exhibit, "Art Educators of Massachusetts". This exhibit is open to the public through September 15, 2017.

Hours: 9:00 a.m. - 5:00 p.m, Monday through Friday
(Closed Holidays and Weekends)

Massachusetts State Transportation Building, Second Floor Atrium Gallery, Boston

Office of the Superintendent
Acton-Boxborough Regional Schools
978-264-4700, x 3206

TO: All Staff and Families
FROM: Glenn Brand, Superintendent of Schools
ON: May 12, 2017
RE: **DISMISSAL TIMES for LAST DAY of SCHOOL - Thursday, June 22, 2017**

Dismissal times for Thursday, June 22, 2017:

10:45 a.m. - Raymond J. Grey Junior High School

10:45 a.m. - Acton-Boxborough Regional High School

12:20 p.m. - Blanchard, Douglas and Gates Schools

1:00 p.m. - Conant, McCarthy-Towne and Merriam Schools

11:30 AM - Carol Huebner Early Childhood Program-Acton Site

11:35 AM - Carol Huebner Early Childhood Program-Boxborough Site

For both sites, no PM sessions will be held

On Thursday, June 22, elementary schools will follow the regular Thursday early dismissal schedule.

The Junior High will have its end of year assembly on June 22 at the High School. Buses will transport Junior High and High School students from the High School at dismissal time on June 22.

In addition, please note that High School students will be dismissed at 10:45 a.m. after final examinations on June 16 through June 21.

Buses will be provided to transport High School students home at 10:45 a.m. on June 16 through June 21.

Lunch will not be available from the High School Cafeteria starting June 16. High School students will need to make a request at the High School Office and lunches will be sent down from the Junior High School.

NOTE: Breakfast and Lunch will be sold daily from 9:00 -11:30 a.m. in the High School Cafeteria again this summer from Monday, June 26 - Friday, August 4 (closed on July 4th). For students who currently receive free or reduced lunch, their eligibility continues through the summer. For more information, contact Food Services Director, Kirsten Nelson at 978-264- 4700 x3221 or knelson@abschools.org.

Acton-Boxborough Regional School District

3a.11

SCHOOLS OPEN

Tuesday September 5, 2017

*With the exception of

8th, 10th, 11th, & 12th graders, who start on Wednesday September 6, 2017

HIGH SCHOOL: 7:23 a.m. - 2:18 p.m.

JUNIOR HIGH: 7:30 a.m. - 2:06 p.m.

BLANCHARD, DOUGLAS & GATES

All-Day K and Grades 1-6:

9:00 a.m. – 3:30 p.m.

(Thursdays – 1:00 p.m. dismissal)

Half Day Kindergarten

AM Session: 9:00 a.m. – 12 noon

(Thursday Schedule 9:00 a.m. – 1:00 p.m.)

PM Session: 12:50 p.m. – 3:30 p.m.

(No PM session on Thursdays)

CONANT, McCARTHY-TOWNE, MERRIAM

All-Day K and Grades 1-6:

8:20 a.m. – 2:50 p.m.

(Thursdays - 12:20 p.m. dismissal)

Half Day Kindergarten

AM Session: 8:20 a.m. – 11:20 a.m.

(Thursday Schedule 8:20 a.m. - 12:20 p.m.)

PM Session – 12:10 p.m. - 2:50 p.m.

(No PM Sessions on Thursdays)

Elementary School Lunch Price: \$2.75

Junior High/ High School Price: \$2.75

Lunch, includes fruit, vegetable, milk

Milk only: \$.50

For more information, see the Food Services website at:

<http://www.abschools.org/departments/food-services/lunch-menus>

*** Direct Phone Numbers ***

Blanchard: 978-263-4569

Douglas: 978-266-2560

McCarthy-Towne: 978-264-3377

All other schools: 978-264-4700

Conant: 978-266-2550

Gates: 978-266-2570

Merriam: 978-264-3371

Open House Dates - Fall 2017 2/15/17

Blanchard

September 26

6:00-8:00pm

Conant

September 18

7:00-8:00pm - Grades K - 3

September 19

7:00-8:00pm - Grades 4 - 6

Douglas

September 12

6:00-6:45pm - Grades 3 & 4

7:00-7:45pm - Grades 5 & 6

September 19

6:00-6:45pm - All Kindergartens

7:00-7:45 pm - Grades 1& 2

Gates

September 26

6:00-6:45pm - Grade 6

7:00-7:45pm - All Kindergartens &
Grade 3

September 27

6:00-6:45pm - Grades 2 & 4

7:00-7:45pm - Grades 1 & 5

McCarthy-Towne

September 12

6:00pm

Merriam

September 26

6:00pm - Kindergarten

7:00pm - Grades 1 - 6

Junior High

September 28 at 7:00pm

High School

October 5 at 6:50pm
