



Acton-Boxborough Regional
School Committee Meeting

August 8, 2016

7:00 p.m.

Followed by Executive Session

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

Monday, August 8, 2016
7:00 p.m. Open Meeting
Followed by Executive Session

AGENDA

1. **Chairman's Introduction (7:00)**
 - 1.1. Welcome to Assistant Superintendent for Student Services, Dr. Dawn Bentley
 - 1.2. ABRSD Alternative Posting Letter and Confirmation
2. **Statement of Warrant & Approval of Minutes**
 - 2.1. Workshop on 6/29/16
 - 2.2. ABRSC Meeting of 6/23/16 (*next meeting*)
3. **Public Participation**
4. **Enrollment Planning for the Capital Master Plan – Dore & Whittier (7:10)**
 - 4.1. Master Plan Enrollment Recommendations and slides
 - 4.2. Historical Enrollment
5. **ABRSD Athletic Department Financial Update – Athletic Director Steve Martin (7:30)**
6. **Recommendation to Approve FY17 ABRSC Goals – VOTE – Mary Brolin (7:40)**
7. **FY17 Staffing Update – Marie Altieri (8:00)**
 - 7.1. New Professional Staff
 - 7.2. Changes in Staff
8. **ABRSD FY16/17 Budget Updates– Clare Jeannotte (8:05)**
 - 8.1. FY16 End of Year Update
 - 8.1.1. Financial Status
 - 8.1.2. End of FY16 Budget Planning
 - 8.2. FY17 Budget Update
 - 8.2.1. MA DOR Notice to Regional School Districts of Estimated Receipts
 - 8.3. Hager Well
9. **Annual Recommendation to set the imprest balance of the 3 Student Activity checking accounts for FY17 – VOTE – Clare Jeannotte (8:20)**
10. **Recommendation to accept the MA DOER Vehicle-to-Grid Electric School Bus Pilot Program Grant – VOTE - Glenn Brand**
11. **Recommendation to accept the MA DESE Digital Connections Partnership Schools Grant – VOTE - Glenn Brand**
12. **FY17 Student Representatives to the ABRSC – Glenn Brand (8:25)**
 - 12.1. Student Involvement in Decision-making Policy, File: JIB
13. **Discussion of Email regarding Lifting the Charter School Cap in MA – Mary Brolin (8:30)**

14. **Subcommittee Reports (8:35)**

- 14.1. Budget – *Maria Neyland (oral)*
- 14.2. Policy
 - 14.2.1. FY16 Summary Report
- 14.3. Comparative Communities Study – *Diane Baum (at 9/1/16 meeting)*
- 14.4. Recommendation to Approve FY17 ABRSC Subcommittee/Other Assignments – **VOTE** – *Mary Brolin*

15. **School Committee Member Reports (8:45)**

- 15.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy, Paul Murphy*
 - 15.1.1. Meeting on 6/30/16, including minutes of meeting on 2/25/16
- 15.2. Boxborough Leadership Forum (BLF) – *Mary Brolin*
 - 15.2.1. Draft Letter of Support for Boxborough MassWorks Grant
- 15.3. Health Insurance Trust (HIT)– *Mary Brolin*
- 15.4. Acton Finance Committee – *Kristina Rychlik, Deanne O’Sullivan*
- 15.5. Acton Board of Selectmen –
 - 15.5.1. Acton Capital Improvement Planning Committee members
- 15.6. Boxborough Finance Committee- *Mary Brolin*
- 15.7. Boxborough Board of Selectmen – *Maria Neyland, Brigid Bieber*
- 15.8. Minuteman Technical High School (MMT) Update – *Diane Baum*
 - 15.8.1. MMT District Ballot Vote – Tuesday, September 20, 2016 from 12-8 p.m. at the Jr High (*Acton registered voters only*)
- 15.9. PTO/PTSO/PTF Co-Chairs– *Deanne O’Sullivan*

16. **Superintendent’s Report/Updates – Glenn Brand (8:55)**

17. **FOR YOUR INFORMATION**

- 17.1. FY17 Schools Open, Back to School/Open House Dates, FY17 School Calendar
- 17.2. FY17 Acton-Boxborough Regional School Committee Meeting Dates
- 17.3. Discipline Reports, June 2016, ABRHS and RJGJHS
- 17.4. Family Financial Aid Letter
- 17.5. Parent/Student Notification of Policies Regarding Substance Use Prevention and the Dangers of Abuse per MA General Laws Chapter 71, section 96
 - 17.5.1. Teaching about Alcohol, Tobacco and Other Drugs, File: IHAMB
 - 17.5.2. Alcohol, Tobacco and Other Drug Use by Students Prohibited, File: JICH
 - 17.5.3. Drug-Free Workplace, File: GBEC
- 17.6. Community Education Extended Day Programs Licensure memo
- 17.7. Open Invitations for the Committee
 - 17.7.1. New Professional Staff Orientation Lunch on August 24, 2016 at Jr High Cafeteria
 - 17.7.2. ABRSD Opening Day on August 29, 2016 at 8:00 a.m. in the High School Auditorium

18. **EXECUTIVE SESSION** (9:00 - approximately)

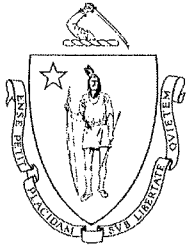
For strategy with respect to collective bargaining with the Office Support Association (OSA), American Federation of State, County and Municipal Employees (AFSCME) and the Acton Boxborough Education Association (ABEA)

19. **Adjourn**

NEXT MEETINGS:

September 1 - ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted August 26)

September 15 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted September 9)



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

MAURA HEALEY
ATTORNEY GENERAL

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

July 8, 2016

Beth Petr, Executive Assistant
Acton-Boxborough Regional School Committee
16 Charter Road
Acton, MA 01720

Dear Ms. Petr:

We are in receipt of your correspondence dated July 6, 2016, in which the Acton-Boxborough Regional School Committee notifies our office of the adoption of an alternative meeting notice posting method. The Attorney General's regulations allow for a public body to adopt an alternative posting method as set forth in 940 CMR 29.03(6), upon notification of the Attorney General of the adoption of such method.

Thank you for contacting our office. If you have any further questions regarding the Open Meeting Law, please do not hesitate to let us know.

Sincerely,

Bongani T. Jeranyama
Paralegal
Division of Open Government



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

June 30, 2016

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

Cc: ABRSD School Committee Members, ABRSD Central Office Administration
RE: Notification of Adoption of the Alternative Method of Posting Public Meeting Notices

To Whom It May Concern:

Please accept this letter as written notice of adoption of the alternative method of posting public meeting notices for the Acton-Boxborough Regional School District.

The Acton-Boxborough Regional School District intends to post all public meeting notices on the Acton-Boxborough Regional School District website at www.abschools.org in accordance with Open Meeting Law, M.G.L. c. 30A, §§ 18-25, specifically 940 CMR 29.00: Open Meetings, 29.03, Notice Posting Requirements, Section 4 (a) and (b) below. This alternative method will be effective July 1, 2016 in accordance with ABRSD policy BE.

(4) Requirements Specific to Regional School Districts.

(a) The secretary of the regional school district committee shall be considered to be its clerk. The clerk of the regional school district shall file notice with the municipal clerk of each city and town within such district and each such municipal clerk shall post the notice in the manner prescribed for local public bodies in that city or town.

(b) As an alternative method of notice, a regional school district committee may post a meeting notice on the regional school district's website. A copy of the notice shall be filed and kept by the secretary of the regional school district committee or the secretary's designee

A copy of this letter will be sent to your office as a follow up. If you have any questions about this notification, please contact me at 978-264-4700 ext 3206. Thank you.

Sincerely,

Beth Petr

Executive Assistant to the Acton-Boxborough Regional School Committee

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 COMMITTEE (ABRSC) WORKSHOP
DRAFT MINUTES

Library
R.J. Grey Junior High School

Wednesday, June 29, 2016
6:00 p.m. Dinner
6:30 p.m. School Committee Workshop

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin (6:45), Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O'Sullivan (6:50), Kristina Rychlik, Eileen Zhang
Members Absent: none
Others: Glenn Brand, Beth Petr

The ABRSC was called to order at 6:30 p.m. by Chairperson Mary Brolin.

1. Statement of Warrants

The warrants were read by the Chairperson (see attachment) and circulated to the Committee for their review and signatures.

2. Recommendation to Accept Grant from the Acton Boxborough United Way (ABUW) to A-B Community Education Summer Day Program – VOTE – Glenn Brand

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

VOTED: to accept the grant from ABUW to the AB Community Education Summer Day Program.

3. Policy Subcommittee – Consent Agenda (8 policies) – Second Read – VOTE – Brigid Bieber

3.1. Prohibition of Harassment, File: ACAB, JBA, GBA

3.2. Evaluation of the Superintendent, File: CBI

3.3. Staff Conduct, File: GBEB

3.4. Fingerprint-Based Criminal History Record Information Checks, File: ADDB

3.5. Drug Free Workplace, File: GBEC

3.6. Administration of Medication to Students, File: JLCD

3.7. Alcohol, Tobacco and Drug Use by Students Prohibited, File: JICH

3.8. Retirement of Facilities, File: FCB –HOLD

Mary Brolin read the names of the policies and a Hold was requested for Retirement of Facilities, File: FCB.

Maria Neyland moved, Amy Krishnamurthy seconded and it was unanimously,

VOTED: to approve the consent agenda of 7 policies as proposed.

Regarding the Retirement of Facilities policy, Kristina Rychlik asked why the last sentence in the second paragraph was deleted. Brigid Bieber said that it is redundant with the sentence before it so it is not needed.

Maria Neyland moved, Katie Neville seconded and it was unanimously,

VOTED: to accept the Retirement of Facilities policy as proposed.

4. Review of Last Year's Workshop

The Committee briefly reviewed the minutes of the School Committee Workshop on 7/22/15.

5. Discussion of Potential School Committee Areas of Focus for 2016-2017

Mary Brolin began the discussion by stating that the objective for the workshop was to agree on overall goals for the School Committee for the new year. She reminded Committee members that the workshop was not to resolve or work on these issues, just to consider whether they should be part of the goals.

5.1. FY16 Goals (How did we do?) – *Mary Brolin*

5.1.1. Professional Practice Goal #1

Kristina Rychlik was thanked for her commitment last year to having the Committee complete the MASC's District Governance Program. This goal was fully achieved and it was agreed that the Program made the Committee more efficient and effective.

5.1.2. District Improvement Goal #1

The Committee felt they did well in beginning to address capital needs of the District and will add to this goal for the new year. Clear and consistent communication to the public will be key to success. It was suggested that "talking points" be distributed to Committee members as important issues come up.

5.1.3. District Improvement Goal #2

Community engagement was addressed through a revision of the School Committee section of the website and the PTO Co-chairs meetings, but more could always be done. There was some confusion about roles/expectations for the SC liaisons to the schools. Combining the Outreach subcommittee and the PTO Co-chairs activity might be beneficial. Distributing meeting agendas sooner would be helpful. The Committee considered the value of having principals attend School Committee meetings, given all of the other demands on their time. Outreach is an important goal to continue working on, particularly around the Capital and Wellness topics.

5.1.4. Student Learning Goal #1

The Committee felt this goal was met fairly well although the new Long Range Strategic Plan is needed.

5.2. Preliminary Superintendent's FY17 Goals – *Glenn Brand*

Dr. Brand reviewed his preliminary plans for FY17 goals and welcomed comments from the Committee.

Diane Baum wondered why the child study team's involvement in the Student Learning Goal last year was not included again. Dr. Brand has just received the end of year report from the child study team, and will be sharing it with the Committee soon. With Dawn Bentley and Pam Smith starting next week, he will have members of the two working groups present the findings to Dawn and Pam and see how they want to proceed. He did not include this item in his preliminary goals because he intends to include it in the work of the leadership team. Several members agreed that they hope there will be follow up on this item this year.

Mary Brolin asked where the Capital Study work is included. She is concerned that if Dr. Brand adds all of these pieces to last year's goals, there will be too much to accomplish successfully. Mary asked the Superintendent to consider, "To what end? If you collect all of this data, what will you do with it?"

Kristina Rychlik advocated for increased focus on the needs of the Junior High and High School. She agrees with Dr. Brand's focus but feels much of the past 3 years has been on elementary school issues. Amy Krishnamurthy would like to see Wellness goals, including the school start time discussion. Mary Brolin noted that "School Climate" could include Wellness.

Brigid Bieber noted that there are many questions and items being discussed that would go into the Long Range Strategic Plan (LRSP). Although that document is not complete yet, it would be the guiding document for much of what was being discussed.

The Committee discussed how the culture affects learning. Dr. Brand plans to do an Administration survey and broaden it to the entire community. He envisions the development of a survey tool that will be used in all of our schools with a report at the end for all families, staff and School Committee to view. Mary Brolin stressed that the survey needs to lead to an action, not just a gathering of data. Maria Neyland spoke strongly in favor of a survey like this because it would give families a voice. She also asked that students be included in the survey, and not just the usual student groups. The Committee agreed that culture does affect learning.

Dr. Brand believes that by the end of next school year, the survey could be done and the data gathered. Paul Murphy stressed that he really wants the next phase to be implementation of the results, not just a gathering of data. He would like a goal that continues for two years, if that is what it takes to complete.

Maria Neyland spoke in favor of a goal that helps to “manage” the six elementary schools, given the diversity among them. Kristina Rychlik said that it would be easy to expand this District Improvement goal to include the Junior High and High School. Mary Brolin noted that this document will be converted into SMART Goals in the future.

5.3. Demographic Survey/Educational Values Update – *Kristina Rychlik*

3 years ago, Mike Coppolino wanted to redo this survey but there was not enough time. This was at the same time as the bus passing changes were being discussed and many parents spoke up about their expectations of the district. Boston College provided the draft in the packet material based on the last discussions. Kristina feels it is “bland” and is unsure the administration will get what they are looking for the way it is proposed. It does not hit on some of the main issues of concern last year.

The Committee considered whether to wait until the LRSP is completed to be sure the Plan coincides with the survey. Eileen Zhang would really like this survey to be done. She considers most of the points to be excellent and they could help make some policy changes for our community and schools. Deanne O’Sullivan would like the survey to be more specific. She wants to be able to answer it based on various ages of children.

It is possible that the tool that Dr. Brand referred to, could be linked to this one. The Committee must be aware of the timing of all of the surveys being planned. The end goal is to support the School Committee in outreach and communication and revising future policies. The original survey confirmed that student stress should be a focus and that was helpful.

5.4. Comparative Communities Subcommittee Report – *Diane Baum*

Mike Coppolino’s idea of looking at similar high performing communities that spend less than AB was the original focus. Diane feels that much of the information available is too detailed to use and she asked for guidance from the Committee. Mary Brolin suggested that the data could go to the budget subcommittee and that could wrap up this subcommittee. Alternatively, Diane could present a report to School Committee in the fall, after the subcommittee members have collected and analyzed their data.

A number of issues make comparing this data difficult, including how school choice makes our transportation very expensive. Kristina Rychlik emphasized that the Committee knows

and understands this aspect of our district. She suggested that the out of district transportation costs could be more valuable to look at. Mary Brolin reminded the Committee that the purpose is to think about how to use this discussion to create a goal around the topic, or not.

5.5. New District Strategic Plan Process Update –*Glenn Brand*

Almost 400 responses to the recent survey were received. Dr. Brand is engaging the District Leadership Team in analyzing the results. Social and emotional wellness continues to be a concern. The next step is to ask how these issues percolate to the teachers at the various school levels and through the subjects. Dr. Brand invited School Committee members to attend the Leadership Institute on August 10th and 11th to be part of that discussion. He will share the agenda with them when it is final.

Deborah Bookis, Sinnika Garry and Lynn Laramie have been helping Dr. Brand with updating the Long Range Strategic Plan. He will be expanding this planning group to include the school communities and wider community this fall. Dr. Brand confirmed that the School Committee will not have the LRSP to guide them in creating their goals this year.

5.6. Recommendation from Wellness Committee – School Start Times – *Glenn Brand (see presentation at ABRSC meeting on 6/9/16)*

Three reports came out of these 3 subgroups. Kirsty Kerrin will bring them together in one document. Dr. Brand asked for the School Committee's thoughts on this topic so he can decide on the next step.

5.7. ABRSD Capital Planning Effort

<http://www.abschools.org/district/school-capital-and-space-planning>

Dr. Brand appreciated the comments on the importance of clear communication around the Capital Planning Effort. Not much new is happening at this time. The groups are continuing to work, with Dore and Whittier honing in on the enrollment projections done by NESDEC and the Ashtons. The priority is Phase 1 of the project and the Capital Improvement Plan. With JD Head and the Working Group, priorities are being identified and will be part of the FY18 budget process. A strategy will then be needed to address a multi-year plan. Although, the full study will not be done until November, the Capital Improvement Plan must be created. The Future School Needs group will meet in late July.

5.8. Elementary School Per Pupil Costs – *Mary Brolin*

5.8.1. Regional Financial Oversight Committee Analysis

Mary Brolin will provide the correct table to replace the one in the packet. It might have only gone out to the Budget Subcommittee. The Committee discussed the disparity that can be created when some schools have their own after school programs. Mary Brolin noted that this topic is within School Committee's purview of budget and policy. Paul Murphy stated that Dr. Mills had addressed some of this issue, but only partially.

5.9. Preliminary FY17 ABRSC Goals – *Mary Brolin (SEE FY16 GOALS)*

Mary asked the Committee to consider how they work together and if there were any suggestions for how they can work more effectively. It was suggested that perhaps members could all read and discuss a specific book, or that a speaker could be found for a specific topic.

District Improvement Goals:

Mary Brolin advocated for keeping the capital needs and community engagement goals for FY17. It was suggested that capital needs should be included every year, as part of the School Committee and Superintendent's responsibilities. Mary agreed but explained that the Committee does not seem to have this area down well enough so that it is routinized. Some

items in this category will be routine and some will be special projects. A comment was made that the District needs to change people's attitudes around capital needs planning and that it may not be a goal. Maria Neyland pointed out that the District now has a plan and fine tuning it should be an ongoing job. Getting the report in November is a goal that will be done. Deanne O'Sullivan asked for milestones in this area to help reach the goals.

Capital Needs could be considered both Outreach and Budget, or it could be its own goal. Capital has been on the front burner for one year. Paul Murphy noted that there is a formula that districts should be setting aside a percentage for capital needs and AB has not done this.

The Committee agreed that the same budget goal would be included with the addition of, "... to support the long range Capital plans of the District."

Some members want a community education goal (see District Goal #2) that includes engaging the community around capital planning. Examples would include: ALICE training, handbooks, and revisiting some of previous goals, such as front door locks on the school buildings.

Regarding the demographic survey, the Committee felt if they could look at the data that results and make it useable, than it could be part of a goal. If it was not usable, it could be ok not to include it. Brigid Bieber felt it could come off as a goal and an action plan could be to complete the survey, and then use the results to inform the goal setting instead.

Regarding the Comparative Community work, it was agreed that it should go to Budget Subcommittee at this time.

Amy Krishnamurthy advocated that Wellness is important enough that it should be a measureable goal for the School Committee. The Committee discussed how this would fall under the Outreach subcommittee. For any decisions, such as changing school start times, coordinated outreach would be essential to success. Maria Neyland agreed that discussion and decisionmaking needs to be done concurrently with outreach, as was done during regionalization. Talking points need to be consistent and clear for all members.

Brigid Bieber noted that school start times are getting a lot of press statewide. There is opportunity for the District to be a leader and do outreach to other communities. This Wellness piece will go under Community Outreach working with the Administration.

When asked where the elementary school budget piece fits in the School Committee goals, Kristina Rychlik suggested that the Superintendent could handle this and address all of the various pieces including technology, curriculum and fundraising. Mary Brolin stated that at some point, there is a role for the budget and policy subcommittees to be involved but perhaps it is not the time to make this a Committee goal yet. Maria Neyland felt that it is important for the Committee to support Dr. Brand and his efforts around this. She advocated for it to be a district-wide activity. Because it encroaches on budget and policy, she would like to see it somewhere in a goal or be a goal. Thus, the SC will have a goal that supports the Superintendent with appropriate policy and budget work as he clarifies the organizational structure of the District's schools.

6. **2016-2017 Subcommittee Structure and Assignments** – *Mary Brolin (vote at next meeting)*
 - 6.1. 2015-2016 Subcommittees and Members
 - 6.2. Draft ideas for 2016-2017

The Committee discussed membership of the subcommittees and assignments to other positions. It was agreed that the PTSO Liaisons could be moved under the Community

Outreach Subcommittee. The Legislative Issues subcommittee was more clearly defined as a support for issues that the School Committee wants to focus on, not an effort to find more opportunities for the Committee to consider. The Boxborough BOS Vocational Education Advisory Committee is no longer active.

7. School Committee Business Items

7.1. New State Public Records Laws, effective 1/1/17

<https://www.sec.state.ma.us/pre/prenotice.htm>

Beth Petr asked the Committee to review the update from the State found in the packet.

7.2. abrsc@abschools.org -

Dr. Brand asked if the School Committee email shell should include the Deputy/Assistant Superintendents and Finance Director, in addition to Superintendent and Executive Assistant (who are currently included). This could facilitate answering questions from the public. Originally, these administrators were included but they were removed about 6 years ago at the Committee's request. The Committee discussed concern that the public would think they are emailing the School Committee, when in fact they are also emailing the Superintendent and other Administrators, even if an explanation is added to the website. Maria Neyland, Brigid Bieber, Kristina Rychlik and Maya Minkin advocated for not revising the email shell and the Committee agreed. The Chair and Superintendent will continue to forward emails to Administrators as appropriate.

7.3. Student Involvement in Decision-making Policy, File: JIB

Dr. Brand spoke to Dr. Campbell about her thoughts regarding the High School student representatives to the School Committee. In the past, the Superintendent and sometimes the School Committee Chairperson would meet with the students the week of the first meeting of each month to discuss the agenda. Students would attend meetings once a month. Maya Minkin expressed interest in meeting with the students. (She is also the SC liaison to the High School.) This item will be on the August meeting agenda. Reference to M.G.L. 71:38M was made.

8. FYI

8.1. Ethics

8.1.1. State Required Ethics Training <http://www.mass.gov/ethics>

8.1.2. School Committee Member Ethics Policy, File: BCA

8.2. Committee Member Conflict of Interest Policy, File: BCB

8.3. School Committee – Staff Communications Policy, File: BHC, GBD

The ABRSC adjourned at 9:45 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda, list of warrants

Next Meetings:

ABRSC, Monday, August 8, 7:00 p.m. in the Junior High Library (packet posted August 2)

ABRSC, Thursday, September 1, 7:00 p.m. in the Junior High Library (packet posted August 26)



41

Acton-Boxborough Regional School District
Personnel Office
 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: August 2, 2016
 Re: Master Plan Enrollment Recommendations

Dore and Whittier is coming to the August 8 School Committee meeting to discuss enrollment projections for the Master Plan. They have been using the Ashton Enrollment projections from November, 2015 and the NESDEC enrollment projections from May, 2016. The NESDEC projection came out higher for two reasons:

1. The real estate market over the last six months has seen an increase, which has resulted in more housing turnovers and more students enrolling.
2. NESDEC used our current choice students and increased them over time to a total of 170.

The Ashtons worked with NESDEC and Dore and Whittier, and they have agreed on the attached enrollment projection which NESDEC provided on July 14, 2016. This projection accounts for the increase in real estate turnovers, but it does not include choice students.

You will see in the attached projection that the elementary schools continue to gradually decrease until 2027, and then we anticipate it beginning to increase again. The MSBA process will only allow us to project out ten years, and they will use a ten year average as the enrollment for which we can submit a building project for reimbursement. The average of the ten years is included in the chart below.

NESDEC July 14 th Projection	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021	2021- 2022	2022- 2023	2023- 2024	2024- 2025	2025- 2026	10 Year Average
K-6 Projection	2,722	2,694	2,629	2,566	2,531	2,495	2,448	2,445	2,402	2,410	2,453	2,527
7-8 Projection	888	919	935	902	860	856	863	836	844	834	748	862
9-12 Projection	1,902	1,871	1,863	1,887	1,877	1,874	1,848	1,810	1,775	1,743	1,759	1,837

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

Personnel Office

16 Charter Road Acton, MA 01720
978-264-4700 x 3209 fax: 978-264-3340
www.abschools.org

Based on the ten year average, the project that we submit to the MSBA would need to provide space in our elementary schools for 2,527 students, even though we project that 5-10 years later we would need space for 2,700 – 3,000 students.

Dore and Whittier will make a presentation and they will be available for any questions.

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

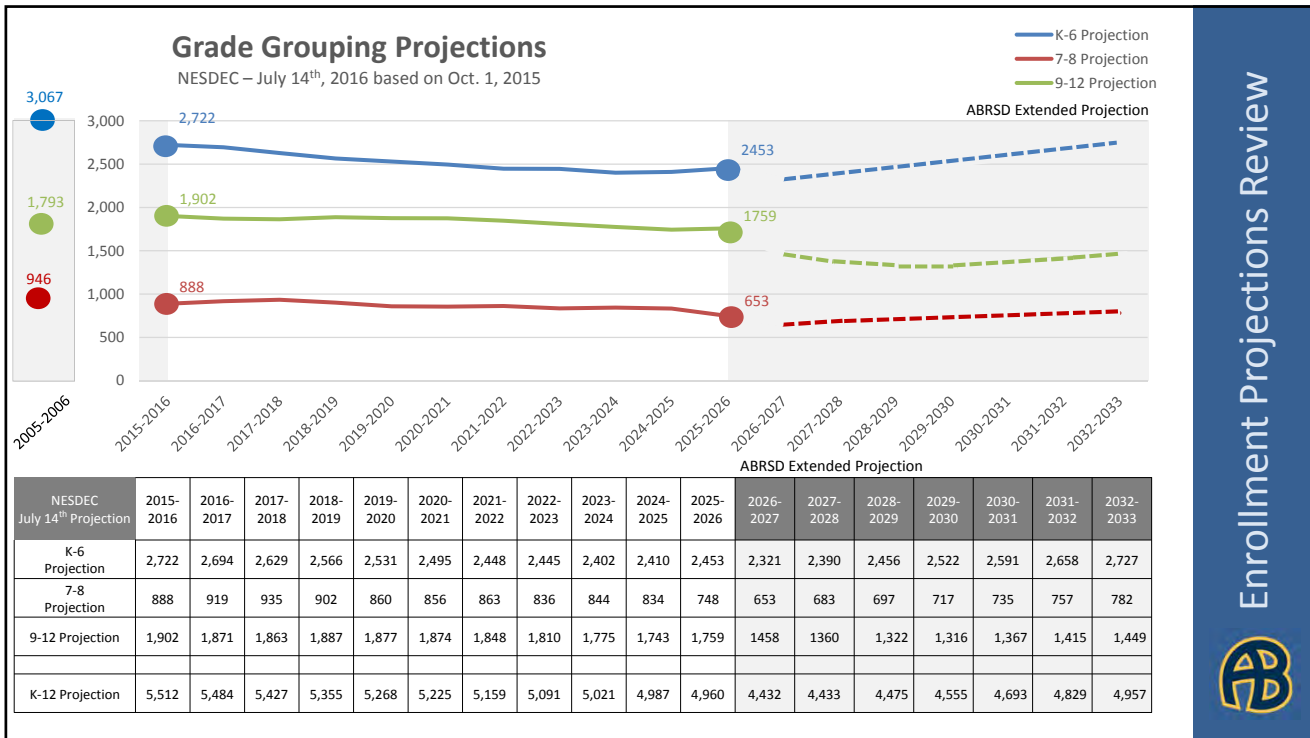
Master Plan Visioning Process – Phase II



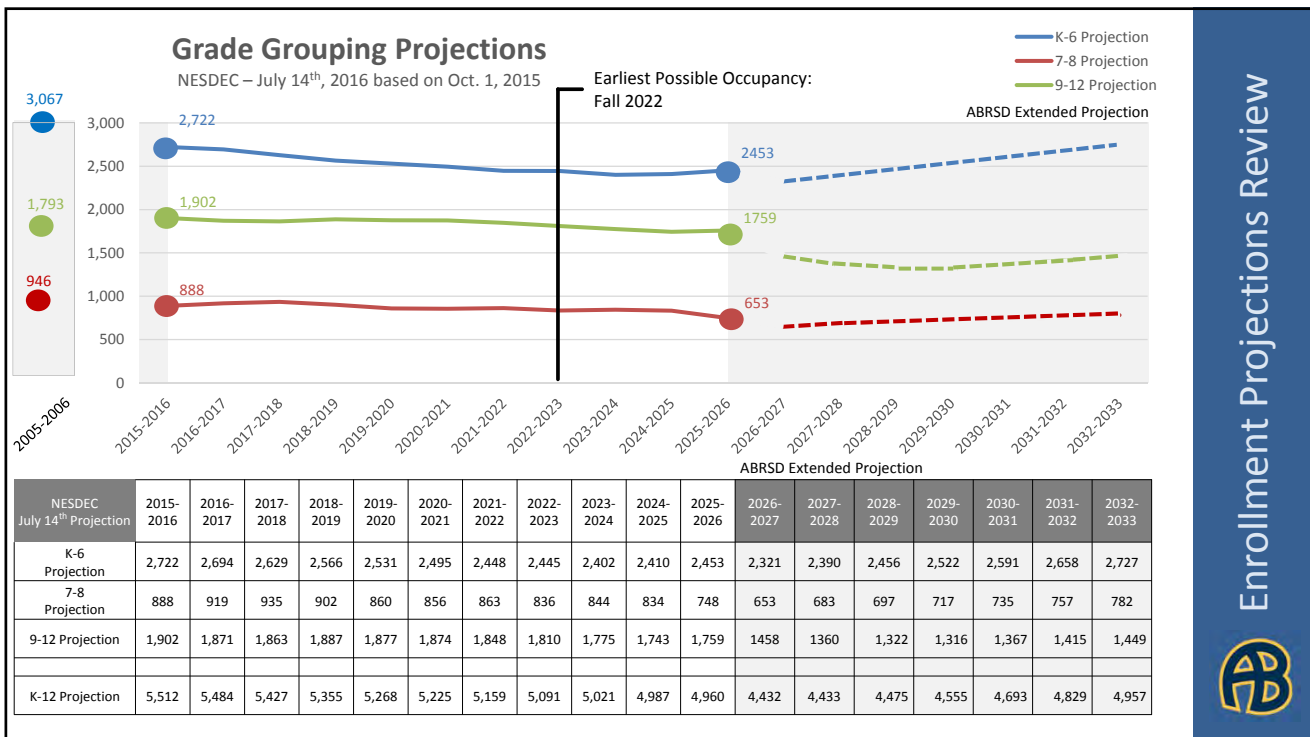
School Committee Update – August 8th, 2016



- Revised Enrollment Projections
- Revised Enrollment Targets

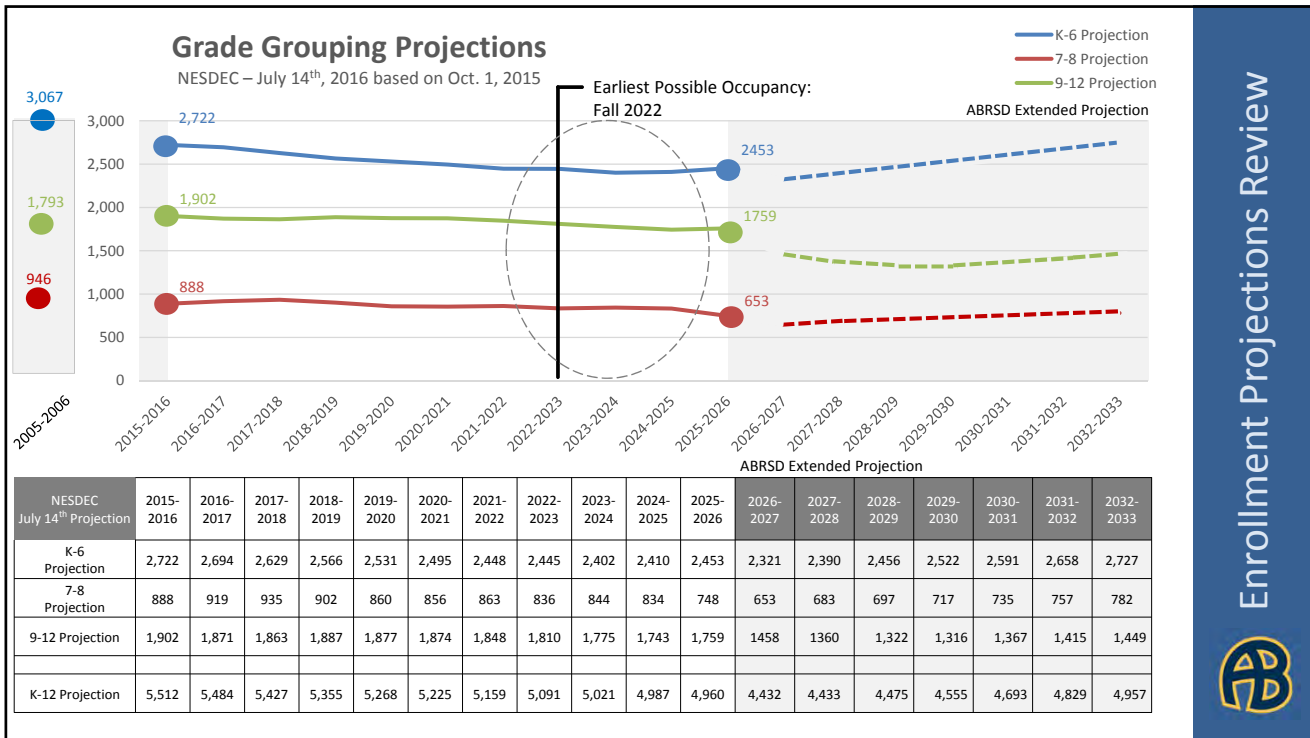


Enrollment Projections Review

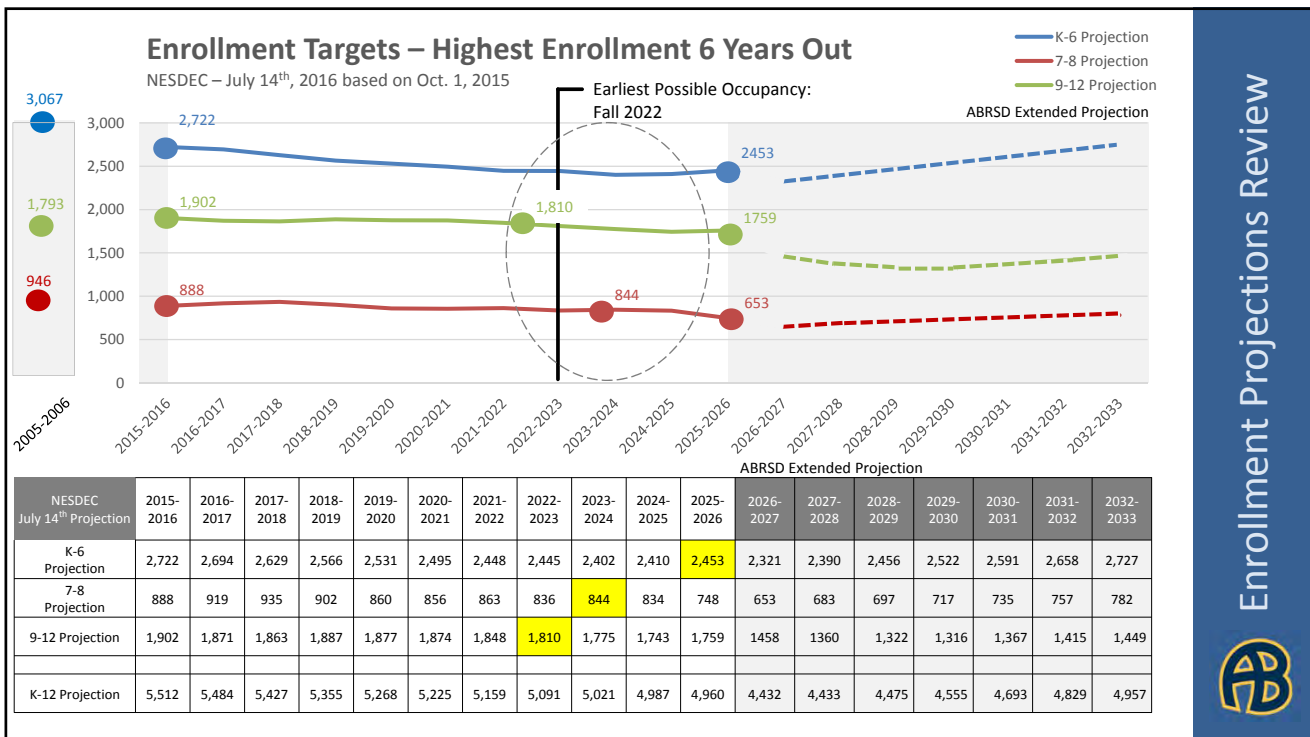


Enrollment Projections Review



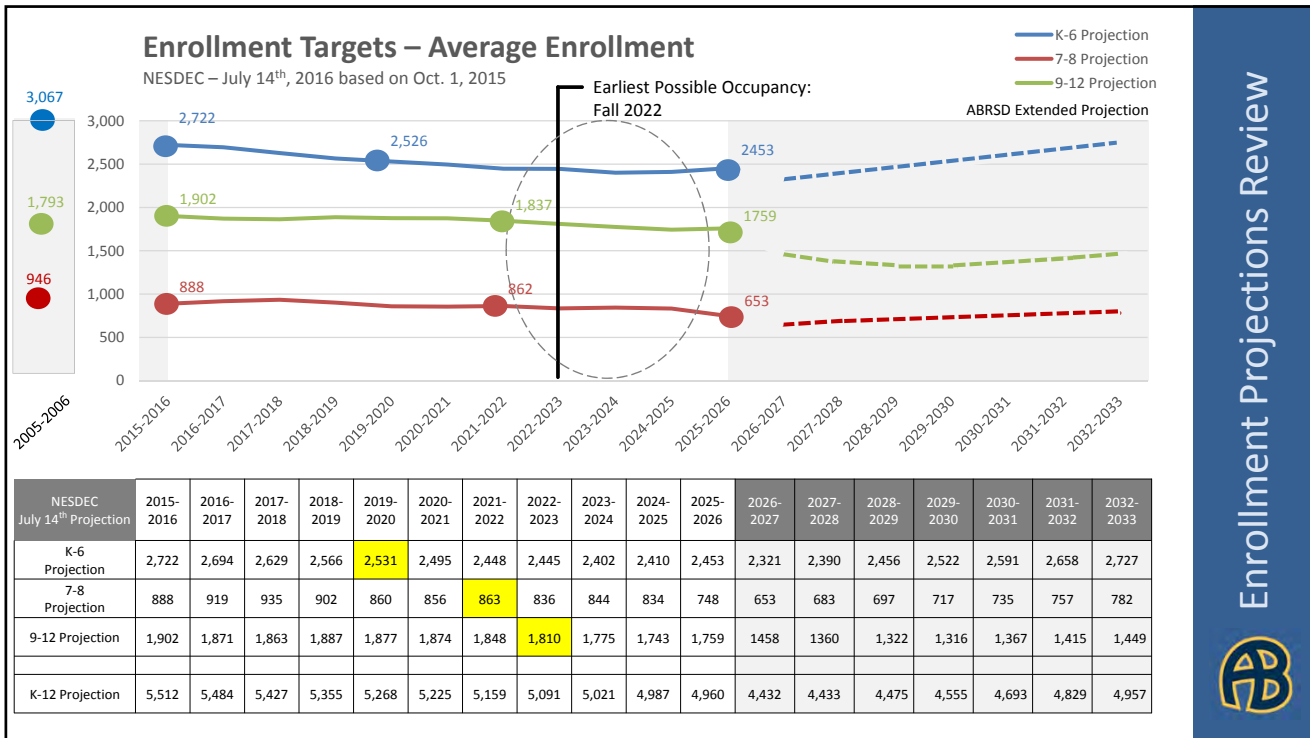


Enrollment Projections Review



Enrollment Projections Review





Enrollment Projections Review



next
steps

- **8.8.16 School Committee Presentation to Set Enrollment Targets**
 - Enrollment Projection Reconciliation
- **8.9.16 Working Group @ 10:30-12:30**
 - Overview of Options w/ Revised Enrollments
 - Application of Evaluation Criteria...Creation of Preliminary Short List
- **8.25.16 Working Group @10:30 AM – 12:30 PM**
 - Review of Site Test Fits
 - Review of Preliminary Cost Estimates
- **9.8.16 Working Group @ 10:30 AM – 12:30 PM**
 - Review Agenda, Presentation, and Exercises for Visioning Session #3
- **9.15.16 @ 9:00 AM – 3:00 PM Visioning Session #3**
 - Review Options with Visioning Group



Acton-Boxborough, MA Historical Enrollment

School District: Acton-Boxborough, MA DESE data and birth revision

7/14/2016

Note: For the three most recent school years, PK-12 data includes School Choice, and matches the DESE website for October 1 enrollments

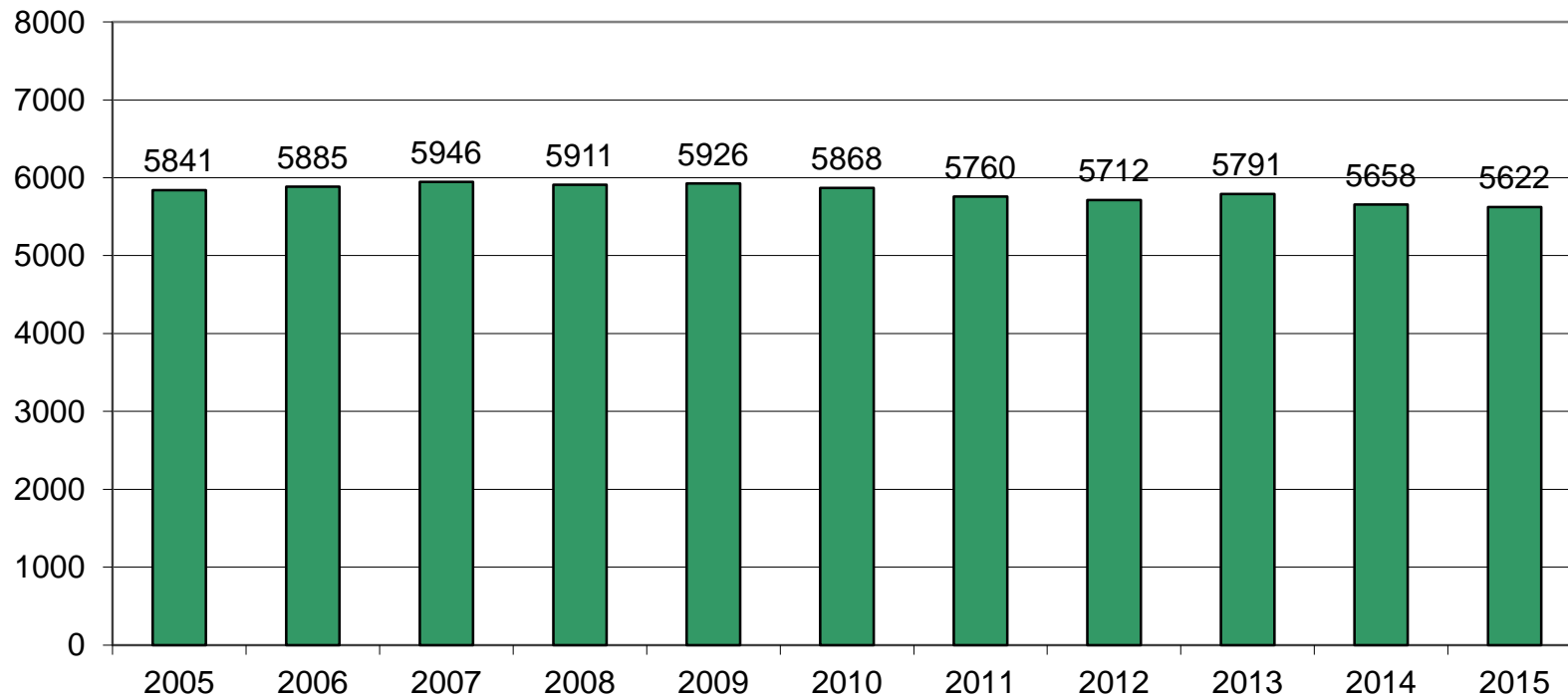
Historical Enrollment By Grade																			
Birth Year	Births	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2000	308	2005-06	35	375	426	426	447	476	459	458	494	452	471	452	442	428	0	5806	5841
2001	337	2006-07	47	365	382	447	443	451	482	477	473	508	445	468	465	432	0	5838	5885
2002	303	2007-08	76	346	390	409	461	462	461	492	485	473	507	445	472	467	0	5870	5946
2003	266	2008-09	60	359	383	408	420	451	476	461	501	500	472	510	442	468	0	5851	5911
2004	291	2009-10	66	379	392	409	424	433	465	480	470	502	499	470	499	438	0	5860	5926
2005	255	2010-11	48	368	401	408	405	437	433	464	464	476	510	491	467	496	0	5820	5868
2006	242	2011-12	48	345	382	407	417	411	441	438	462	479	463	524	486	457	0	5712	5760
2007	238	2012-13	47	310	364	399	435	417	419	454	449	468	479	466	526	479	0	5665	5712
2008	218	2013-14	105	327	358	382	433	439	428	429	467	463	475	486	482	517	0	5686	5791
2009	218	2014-15	102	320	347	367	395	440	441	436	428	479	457	479	486	481	0	5556	5658
2010	217	2015-16	110	299	357	371	393	405	444	453	445	443	488	456	478	480	0	5512	5622

Historical Enrollment in Grade Combinations									
Year	PK-6	K-5	K-6	K-8	5-8	6-8	7-8	7-12	9-12
2005-06	3102	2609	3067	4013	1863	1404	946	2739	1793
2006-07	3094	2570	3047	4028	1940	1458	981	2791	1810
2007-08	3097	2529	3021	3979	1911	1450	958	2849	1891
2008-09	3018	2497	2958	3959	1938	1462	1001	2893	1892
2009-10	3048	2502	2982	3954	1917	1452	972	2878	1906
2010-11	2964	2452	2916	3856	1837	1404	940	2904	1964
2011-12	2889	2403	2841	3782	1820	1379	941	2871	1930
2012-13	2845	2344	2798	3715	1790	1371	917	2867	1950
2013-14	2901	2367	2796	3726	1787	1359	930	2890	1960
2014-15	2848	2310	2746	3707	1785	1341	888	2790	1902
2015-16	2832	2269	2722	3610	1785	1341	888	2790	1902

Historical Percentage Changes			
Year	K-12	Diff.	%
2005-06	5806	0	0.0%
2006-07	5838	32	0.6%
2007-08	5870	32	0.5%
2008-09	5851	-19	-0.3%
2009-10	5860	9	0.2%
2010-11	5820	-40	-0.7%
2011-12	5712	-108	-1.9%
2012-13	5665	-47	-0.8%
2013-14	5686	21	0.4%
2014-15	5556	-130	-2.3%
2015-16	5512	-44	-0.8%
Change		-294	-5.1%

Acton-Boxborough, MA Historical Enrollment

PK-12, 2005-2015



Acton-Boxborough, MA Projected Enrollment

School District: **Acton-Boxborough, MA DESE data and birth revision**

7/14/2016

Note: This projection recognizes current in-migration including Kindergarten and elementary children...and contributing to birth uptick beginning by 2017

Enrollment Projections By Grade*																				
Birth Year	Births		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2010	217		2015-16	110	299	357	371	393	405	444	453	445	443	488	456	478	480	0	5512	5622
2011	198		2016-17	110	329	332	374	395	400	410	454	460	459	446	491	461	473	0	5484	5594
2012	195		2017-18	111	291	365	348	398	402	405	420	461	474	462	449	496	456	0	5427	5538
2013	180		2018-19	111	265	323	382	370	405	407	414	427	475	477	465	454	491	0	5355	5466
2014	198		2019-20	112	291	294	338	406	376	410	416	420	440	478	480	470	449	0	5268	5380
2015	198	(est.)	2020-21	112	291	323	308	359	413	381	420	423	433	443	481	485	465	0	5225	5337
2016	194	(est.)	2021-22	113	285	323	338	328	365	419	390	427	436	436	446	486	480	0	5159	5272
2017	203	(est.)	2022-23	113	298	317	338	359	334	370	429	396	440	439	439	451	481	0	5091	5204
2018	203	(est.)	2023-24	114	298	331	332	359	365	338	379	436	408	443	442	444	446	0	5021	5135
2019	203	(est.)	2024-25	114	298	331	347	353	365	370	346	385	449	411	446	447	439	0	4987	5101
2020	203	(est.)	2025-26	115	298	331	347	369	359	370	379	351	397	452	414	451	442	0	4960	5075

*Projections should be updated on an annual basis; in order to forecast accurately it will be important for the next two-three years to track the number of new families moving into the two towns.

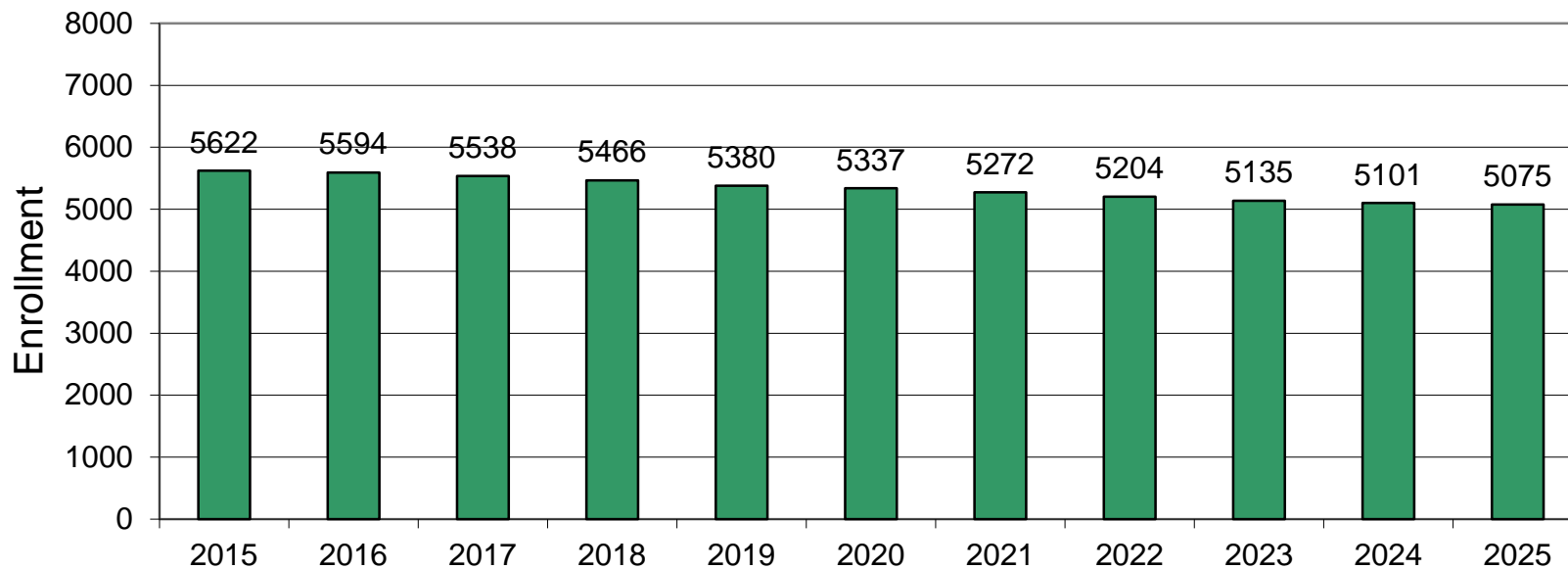
Based on an estimate of births
Based on children already born
Based on students already enrolled

Projected Enrollment in Grade Combinations*									
Year	PK-6	K-5	K-6	K-8	5-8	6-8	7-8	7-12	9-12
2015-16	2832	2269	2722	3610	1785	1341	888	2790	1902
2016-17	2804	2240	2694	3613	1783	1373	919	2790	1871
2017-18	2740	2209	2629	3564	1760	1355	935	2798	1863
2018-19	2677	2152	2566	3468	1723	1316	902	2789	1887
2019-20	2643	2115	2531	3391	1686	1276	860	2737	1877
2020-21	2607	2075	2495	3351	1657	1276	856	2730	1874
2021-22	2561	2058	2448	3311	1672	1253	863	2711	1848
2022-23	2558	2016	2445	3281	1635	1265	836	2646	1810
2023-24	2516	2023	2402	3246	1561	1223	844	2619	1775
2024-25	2524	2064	2410	3244	1550	1180	834	2577	1743
2025-26	2568	2074	2453	3201	1497	1127	748	2507	1759

Projected Percentage Changes			
Year	K-12	Diff.	%
2015-16	5512	0	0.0%
2016-17	5484	-28	-0.5%
2017-18	5427	-57	-1.0%
2018-19	5355	-72	-1.3%
2019-20	5268	-87	-1.6%
2020-21	5225	-43	-0.8%
2021-22	5159	-66	-1.3%
2022-23	5091	-68	-1.3%
2023-24	5021	-70	-1.4%
2024-25	4987	-34	-0.7%
2025-26	4960	-27	-0.5%
Change		-552	-10.0%

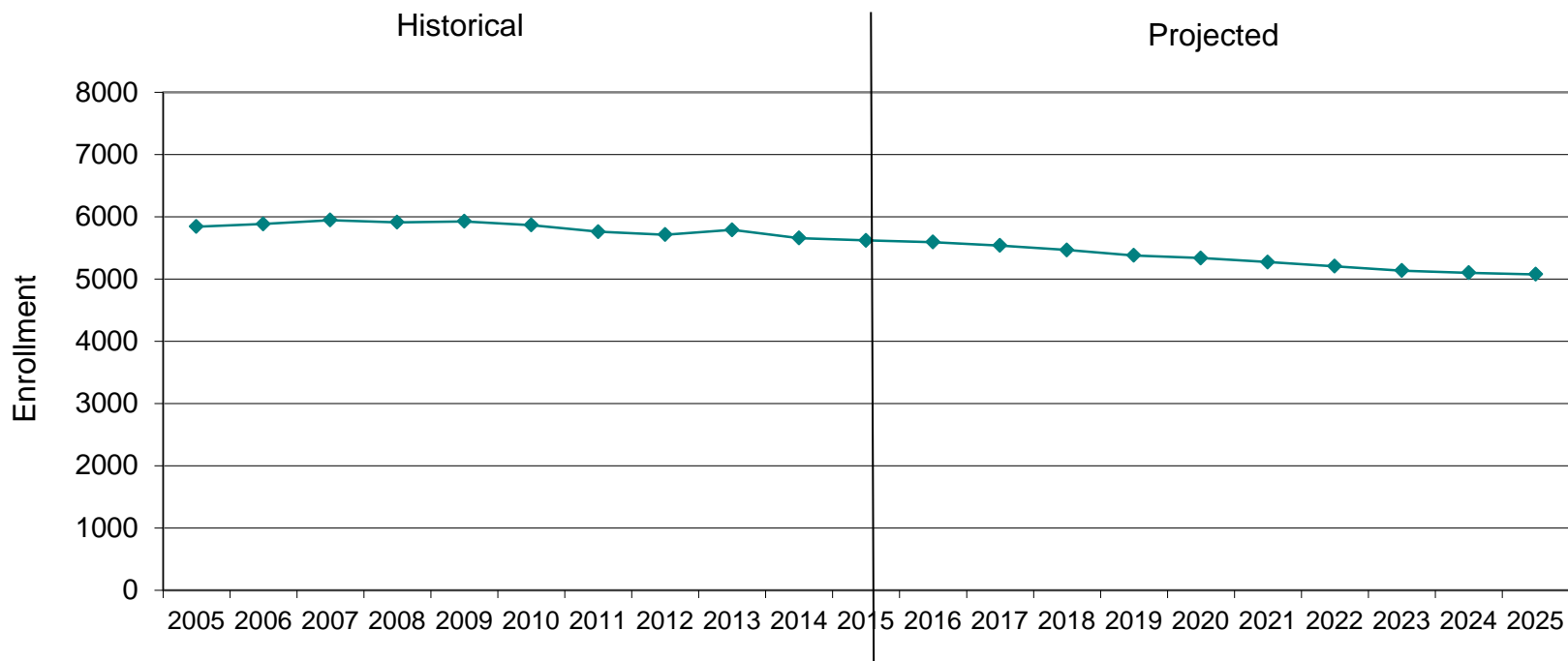
Acton-Boxborough, MA Projected Enrollment

PK-12 TO 2025 Based On Data Through School Year 2015-16

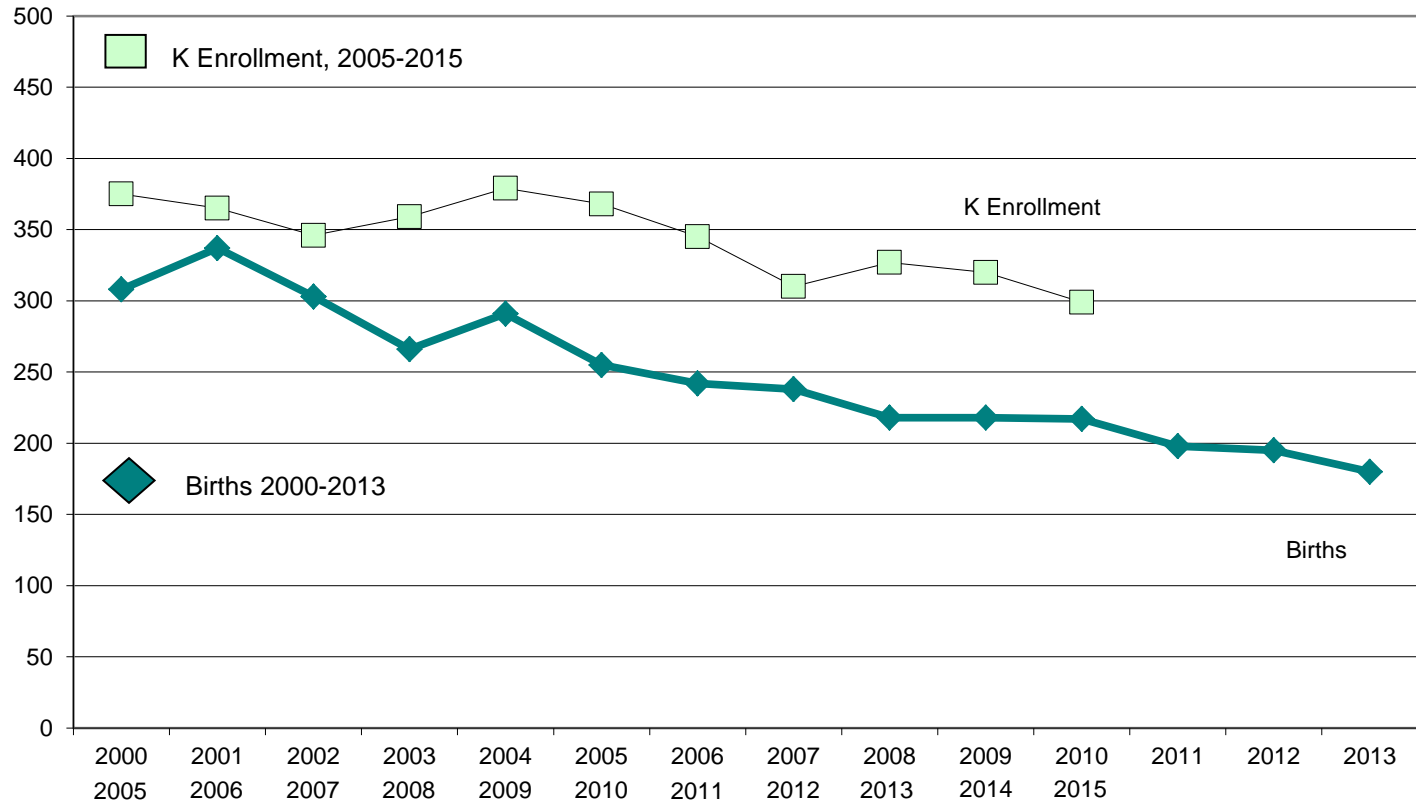


Acton-Boxborough, MA Historical & Projected Enrollment

PK-12, 2005-2025



Acton-Boxborough, MA Birth-to-Kindergarten Relationship



Acton-Boxborough, MA Additional Data

Building Permits Issued		
Year	Single-Family	Multi-Units
2005	74	0
2011	64	0
2012	59	0
2013	88	10
2014	91	8
2015	55A - 11B	4A - 244B

Enrollment History		
Year	Voc-Tech 9-12 Total	Non-Public K-12 Total
2005-06	44	n/a
2011-12	n/a	231
2012-13	30	n/a
2013-14	29	n/a
2014-15	n/a	185
2015-16	38	n/a

Source: HUD and Building Department
2016 to March 31 = 7A SF; 1B SF

Residents in Non-Public Independent and Parochial Schools (General Education)														
Enrollments as of Oct. 1	K	1	2	3	4	5	6	7	8	9	10	11	12	K-12 TOTAL
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

K-12 Home-Schooled Students	
2015	23

K-12 Residents "Choiced-out" or in Charter or Magnet Schools	
2015	31

K-12 Special Education Outplaced Students	
2015	19

K-12 Choiced-In, Tuitioned-In, & Other Non-Residents	
2015	38

The above data were used to assist in the preparation of the enrollment projections. If additional demographic work is needed, please contact our office.

Acton-Boxborough Regional
School District

Athletic Department 2015-2016 year in review

Steve Martin
Director of Athletics
August 8th 2016

2

View as of 9/1/15

- Gate receipts from FY11 to FY 15 decreased from \$73,905 to \$43,144, a difference of (-\$30,761)
- ABSAF funding had increased from \$44,000 to \$46,000 in FY16
- Gifts decreased from \$25,386 to \$4,352
- Athletic Fees Collected dropped from \$372,157 to \$329,786

FY'16 - Revenues

- Gate receipts from FY15 to FY 16 increased from \$43,144 to \$55,679
- ABSAF funding increased from \$46,000 to \$50,000 in FY17 (Used money to purchase Junior High Uniforms in Soccer and Field Hockey)
- Gifts increased from \$4,352 to \$22,510
- Athletic Fees increased from \$329,786 to \$344,649

FY'16 Cost Saving/Revenue Generating Attempts

- Custodial Staff
 - Football cut from 2 to 1
- Event Staff
 - Closed Gates
 - Use of salary staff
- Waivers-60 fewer waivers this year
- Police-decreased one per game
- Prices- student pricing for all grade school students
- Supplies cut 20% for non track sports
- JV/V Track-Saved bus for away meets
- State Track Meet Host-amazing event but lost money

What could have been...

\$63,393 FY 15 Deficit

\$20,910 102 fewer students participating

\$2,036 increase to salaries

- With no changes to program the deficit could have been approximately \$86,000.
- This level of deficit would have been in line with the growing deficit of the past three years.

Back in November Early Outlook for FY16

- With continual decline in participation trends, expected that the department would end with a deficit similar to FY15 exceeding approximately \$60,000
- Expected outcome at that time was that the deficit does not increase as it has the past four years

Summary Highlights of FY'16 vs. FY'15

- Revenue was up \$50,557
- \$22,510 of that was gifts for certain items
- There were 102 fewer students with expected decrease of \$20,910 in revenue
- Waivers decreased \$12,300 (60 fewer) 72 Total
- Gate receipts were up \$12,535

FY 16 Actual Numbers

- This year the deficit was -\$9,321.
- Over last year this was a savings of \$54,072.
- This was a savings of \$77,018 over the early projection if nothing changed over last year's spending/revenue generation.

	FY 15 Actual	FY 16 Actual	FY 17 Projected:
ABSASF	41,000.00	46,000.00	50,000.00
Gate	43,144.39	55,679.84	47,000.00
Fees (with \$45 increase)	329,786.00	344,649.50	400,000.00
Gifts	4,352.25	22,510.08	2,000.00
Appropriated	577,961.00	587,065.00	603,003.00
Total Revenue	996,243.64	1,055,904.42	1,102,003.00
Salary Appropriated	495,548.67	483,412.26	488,246.38
Operating Appropriated	149,805.07	111,918.60	114,756.62
Salary Revolving	203,606.86	212,652.95	214,779.48
Operating revolving	169,927.78	203,331.47	213,500.00
Revolving Officials	40,748.00	53,910.00	54,988.20
Total Expenses	1,059,636.38	1,065,225.28	1,086,270.68
End of year Balance	(63,392.74)	(9,320.86)	15,732.32

Future Program Investments

- Uniforms (ideally would be investing \$10 - 15,000 per year for replacement)
- Varsity Assistant Coaches for all sports
- Equipment Needs coming up in the near future
 - Pole Vault Pit \$17,000
 - Wrestling Mats \$10,000
 - Scoreboards in Field House/30 Sec clock- \$14,500
 - Gymnastics Spring Floor \$6,000
 - Soccer Goals \$4,500
 - Lacrosse Goals \$750-Purchased with help from boosters

In Closing

- Increasing fee to \$250 for FY17 remains important to assist with supporting a balanced budget for two reasons:
 - i. Continual trend of contending with declining enrollment/participation
 - ii. Reinvestment in program equipment replacement and staff
- Analysis of expenses and revenue will continue to be necessary

ABRSC 2016-2017 DRAFT Goals
(following discussion at workshop on 6/29/16)

Professional Practice Goal #1

Participate in a Webinar or training on a key issue for the School Committee such as data-driven decision making or creating a strong communications plan to improve the efficiency and effectiveness of our committee.

Actions planned:

- Identify an appropriate Webinar or training.
- Schedule a time for all members to attend the Webinar or training.
- Discuss the learning from the Webinar or training as a group.

District Improvement Goal #1

Improve community engagement to help inform SC decision-making while also helping the community understand our issues and the rationale behind decisions made.

Actions planned:

- Coordinate information for PTO's, PTSO's and PTF's with other outreach work.
- Create and implement outreach strategies for:
 - Capital planning,
 - Findings from the Wellness Committee on school start times and next steps,
 - Supporting the Superintendent in assessing the culture and climate of our school communities,
 - Safety task force recommendations, and
 - Other important areas for SC communication with the community, such as budget information.

District Improvement Goal #2

Support the Superintendent with appropriate policy and budget work as he clarifies the organizational structure of the District's schools.

Actions planned:

- Review policies in light of Superintendent's assessment and findings to determine if any need modification.

- Assess budget and spending data at school level, where appropriate, to support Superintendent's assessment and make recommendations for changes if needed.

Student Learning Goal #1

Create, support and promote a FY '18 budget that supports the needs of all students, while also continuing the process of engaging in longer-range budget planning to support the district's long-range capital and operational goals.

Actions planned:

- Continue to work with the detailed capital planning information from Dore and Whittier and better understand short- and long-term capital needs.
- Communicate budget priorities and information to the Finance Committees of each town and the larger communities by making information available on the website, using appropriate listservs, holding meetings, and using media effectively.
- Continue to use the Budget Subcommittee to preview budget issues and guide the process of budget development.



7.1

Acton-Boxborough Regional School District
Personnel Office
 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: July 29, 2016
 Re: Staffing Report – New Staff and Staff Leaving the District

Attached you will find our annual summer staffing report. I'm pleased to report that we have hired thirty-three high quality new professional staff. The average salary for our new staff is \$57,370, which compares to \$59,000 last year. We budgeted \$54,000 for teachers, and \$70,000 for Psychologists, Reading Specialists, and Librarians. In total, the salaries for our new teachers fit within the existing FY17 budget.

After the list of new staff, you will also see a summary of each of our new teachers, as well as a list of teachers retiring, leaving the district, taking a leave of absence and returning from a leave of absence. For some historical perspective, of our 450 teachers, the number of staff changes in the last three years are as follows:

Professional Staff	2015	2016	2017
Retirements	16	15	13
Leaving the district (in addition to retirees)	12	19	14
Taking a one year leave of absence	8	6	5
Returning from a one year leave of absence	3	2	3
Newly hired professional	29	30	33

You can see that the numbers have been fairly consistent. The most common reasons for teachers to leave our district are retirement and changes in family circumstances. Glenn and I have met with each of the new teachers. We would be happy to answer any questions you may have.

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.

2016 – 2017 New Professional Staff

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Sal Step</u>	<u>FTE</u>
Administration				
Dawn Bentley	Assistant Superintendent for Student Services	Systemwide		1.0
Pamela Smith	Director of Student Services	Systemwide		1.0
Teachers				
Penny McCabe	2 nd Grade Teacher	Blanchard	M5	1.0
Jill Krysil	1 st Grade Teacher	Blanchard	M4	1.0
Kathryn Donnelly	Psychologist	Blanchard	M4 + 30	1.0
Irene Incutto	Half Day Kindergarten	Blanchard	M12 + 30	0.5
Nia Benoit	Speech Language Therapist	Blanchard	M12 + 60	0.3
Kelsea Boucher	Special Educator	Blanchard	M1	1.0
Jenna Zarnary	4 th Grade Teacher	Conant	M1	1.0
Nancy Auger	4 th Grade Teacher	Conant	B1 + 36	1.0
Ann Brazinski	Kindergarten Teacher (1 yr.)	Conant	M1	0.5
Harvest Stephenson	ELL Teacher	Douglas	M6	1.0
Gregory Wadsworth	Psychologist	Gates	M5 + 30	1.0
Allison Bullock	4 th Grade Teacher	McCarthy-Towne	M6	1.0
Ashley Bock	ELL Teacher	McCarthy-Towne	M5	1.0
Kasey Conway	Special Educator	McCarthy-Towne	M1	1.0
Vanetta Porth	Kindergarten Teacher	Merriam	B3	0.5
Jasmin Washington	3 rd Grade Teacher (1 yr.)	Merriam	M3	1.0
Danielle Healy	Reading Specialist	Merriam	M10	1.0
Alexander Paul	Social Studies	RJ Grey	M1	1.0
Melissa Przygoda	Spanish Teacher	RJ Grey	M11 + 45	1.0
Brenna Sacra	Physical Education	RJ Grey	M4	1.0
Jocelyn Charpentier	Librarian/Media	RJ Grey	M4	1.0
Jillian Cannon	Special Educator	RJ Grey	M4	1.0
Margaret Kelley	English Teacher	RJ Grey	M4	1.0
Kimberly Montilli	Special Educator	RJ Grey	B8	1.0
Cathryn Gallant	Special Educator	ABRHS	M1	1.0
Lauren Doscher	English Teacher	ABRHS	B1 + 15	1.0
David Brusie	English Teacher (1 yr.)	ABRHS	M1	1.0
Kelly Antonuccio	Earth Science	ABRHS	M7	1.0
So Hyun Kong	Art Teacher (1 yr.)	ABRHS	M1	1.0
Katherine Greene	Strings Teacher	ABRHS	M5	0.4
Andrea Scott	Special Educator (1 yr.)	ABRHS	M1	1.0

**Biographies for New Certified Staff
2016 - 2017**

Blanchard

Penny McCabe – Grade 2 Teacher

Penny McCabe has a Master in Early Childhood Education and Creative Arts in Learning from Lesley University and a Bachelor of Science in Early Childhood Education from Fitchburg State College. She has a Massachusetts Professional Certification in Early Childhood (PreK-3). Since 2013 she has been the Reading Assistant at Gates Elementary School. Penny has previously taught k/1, 2/3, 3/4 multi-age looping classrooms in Amesbury where she was also the Program and Curriculum Coordinator for grades K-5 for three years.

Jill Krysil – Grade 1 Teacher

Jill Krysil has a Master of Art in Elementary Early Education from Smith College and a Bachelor of Arts in Spanish with a minor in Education from University of Massachusetts Amherst. She holds a Massachusetts Elementary Teaching License (1-6), Early Childhood; Students with and with Disabilities (PreK-2), Shelter English Immersion and is EEC Toddler certified teacher. Jill had previously taught grade 1 in Turners Falls for three years before traveling to Spain to spend the 2015-2016 school year as a Language Ambassador for the Spanish Ministry of Education in Xinco de Limia.

Kathryn Donnelly - Psychologist

Kathryn Donnelly has a Master in Arts in Education and Educational Specialist (EdS) from Tufts University and a Bachelor of Arts in Psychology from SUNY New Paltz. She has a Massachusetts School Psychologist and National Certification in School Psychology (NCPS). Kathryn has been a School Psychologist at the New Bedford Public Schools since 2014. She has a strong background in Positive Behavior Interventions and Support (PBIS) and Second Step.

Irene Incutto – Half-Day Kindergarten Teacher

Irene Incutto has been a kindergarten teacher in Newton since 2006. Prior to that, she was a literacy specialist in Newton for 5 years. Irene has her Massachusetts certification in Early Childhood K-2 as well as Elementary 1-6 and is SEI endorsed. Irene has a Master of Arts in Counseling Psychology and a Bachelor of Science in Early Education, both received from Framingham State University.

Nia Benoit – Speech Language Therapist

Nia Benoit has a Master of Science in Speech and Language Pathology from Boston University and a Bachelor of Arts in Communication Disorders from University of Vermont. She has a professional certification in Speech Language and Hearing Disorders (All Levels). Nia has spent the last twelve years in Sudbury and Wellesley School Districts.

Kelsea Boucher – Special Educator

Kelsea Boucher has her Massachusetts license in Moderate Disabilities (PreK – 8) and Elementary Education (1-6). Kelsea has a Master of Education from Fitchburg State University and a Bachelor of Science Psychology from University of Massachusetts – Amherst. Kelsea has been a long-term substitute special education teacher in the CASE Collaborative Program.

Conant School

Jenna Zmary- Grade 4 Teacher

Jenna Zmary just spent this past school year as an assistant in one of our kindergarten classrooms. She joined us after graduating from Lasell College in Newton with both her bachelors' and masters' degrees. She holds several certifications from the DESE including Elementary Education, Special Education and Sheltered English Emersion. She is a dynamic educator who will rein a great deal of creativity to our 4th Grade at Conant.

Nancy Auger – Grade 4 Teacher

Nancy Auger has served at Conant as a long-term substitute in several grade levels and most recently as an assistant in our Connections program. In each position, Nancy showed she was more than ready for her own classroom. Nancy has a bachelor's degree in elementary liberal studies with a post baccalaureate certificate in elementary education from Framingham State University with a master's in literacy from Lesley University. She joins Jenna as a new member of the fourth grade team.

Ann Brazinski – Kindergarten Teacher (1 yr.)

Ann Brazinski joins our Kindergarten team this year to teach a one year half day kindergarten class. She holds a Bachelor of Science-Biology degree from Syracuse University and a Master of Science-Biology degree from George Mason University. She also holds a DESE license for early childhood education. Most recently, Ann worked as a Kindergarten assistant in Westford. We all welcome Ann to the Kindergarten team.

Douglas School

Harvest Stephenson – ELL Teacher

Harvest joins the Douglas School as an ELE teacher bringing four years of experience as a teacher in Malden, Brooklyn and Denver. Harvest has her BA in Geography from Middlebury College and her MA TESOL from - Saint Michael's College. Harvest is passionate about service learning and has led service-learning trips for high school students to the Dominican Republic to raise cross-cultural awareness and inspire young people to engage in community service. She also designed a service-learning project for 2nd grade students in New Mexico to raise awareness of the need to reduce, reuse and recycle in our daily lives.

Gates School

Gregory Wadsworth - School Psychologist

Gregory Wadsworth will be joining the Gates staff in the upcoming school year. Mr. Wadsworth received his Bachelor of Arts degree from the University of Richmond and his Master of Arts and Educational Specialist degrees in School Psychology from Tufts University. Mr. Wadsworth completed his practicum experience in Newton Public Schools and his internship in the Lexington Public Schools. For the past three years Mr. Wadsworth has worked at the Thomas Prince School (K – 8) in the Wachusett Regional School District.

McCarthy-Towne School

Alison Bullock - Grade 4 Teacher

Alison Bullock is a veteran teacher with several years of teaching experience, most recently as a fourth grade teacher in Maynard, MA. She has a Master of Arts from Teachers College in New York and an undergraduate degree from Boston College.

Ashley Bock - ELL Teacher

Ashley Bock is joining our faculty as a teacher of English Language Learners. She has a Master of Education in the teaching of English Language Learners and she has an undergraduate degree with a split major of English and Spanish. Both degrees are from Merrimack College in North Andover. Ashley is an experienced teacher of English Language Learners, having spent the past four years in the Haverhill Public Schools in this capacity.

Kasey Conway – Special Educator

Kasey Conway joins our faculty as a Special Educator. She brings her experience from the Concord Public Schools where she supported staff and teachers in a variety of Special Education support positions. Kasey has an undergraduate degree from Bentley and Master of Special Education from Lasell College.

Merriam School

Vanetta Porth – Half-Day Kindergarten Teacher

Vanetta Porth is a new half-day kindergarten teacher at Merriam School. Most recently, she taught kindergarten in Linwood, New Hampshire. Netta is excited to be teaching at Merriam and among other things, enjoys incorporating music and dance in her work with her students.

Jasmin Washington – Grade 3 Teacher (1 yr.)

Jasmin Washington will be teaching third grade at Merriam next year. Most recently, Jasmin taught third grade in Emerson, New Jersey. Jasmin is delighted to be returning to her home state of Massachusetts, as she grew up in Waltham. She loves teaching all subjects to her students, and in addition to her classroom teaching Jasmin has been a gymnastics instructor for a number of years.

Danielle Healy – Reading Specialist

Danielle Healy is the new Reading Specialist at Merriam School. She was a primary grade teacher in Dracut for the past eight years. Danielle was selected to be a member of the Dracut Literacy Steering Committee and the Curriculum Development Team, and was a tremendous resource to her colleagues there around any issues related to reading and writing.

R.J. Grey Junior High School

Alexander Paul – Social Studies Teacher

Alexander Paul is joining RJ Grey as the newest member of the 7th grade Social Studies team. Mr. Paul earned a Bachelor of Arts in Anthropology from St. Lawrence University, and a Master of Arts in Social Studies Education from Columbia University Teacher's College. Most recently, Alex completed a long-term substitute position at RJ Grey, and will now be filling that position on a permanent basis. Prior to RJ Grey, he was a substitute teacher in Dover-Sherborn and the Brookline Public Schools. Mr. Paul has studied abroad in China, and can speak Mandarin Chinese.

Melissa Przygoda - Spanish Teacher

Mrs. Melissa Przygoda joins the Junior High World Language department, and will be teaching 7th grade Spanish. Melissa has both a BA and M.Ed. from Providence College, and a M.Ed. from Suffolk University. She has most recently taught in the Milton Public Schools, first at their middle school for five years, and most recently at their high school. Prior to Milton, Melissa taught at Bishop Connolly High School.

Brenna Sacra - Physical Education Teacher

Ms. Brenna Sacra joins the Junior High as a Physical Education teacher. A 2006 graduate of Acton-Boxborough, Ms. Sacra earned a B.A. from Syracuse University, and a Master's in Health Promotion and Education from the University of Utah. She has most recently served for the past three years as a Wellness Teacher at Silver Lake Regional High School. Brenna has coached several sports program, including Junior Varsity Field Hockey and Freshman Lacrosse at Silver Lake, and been involved with programs and workshops that address various topics related to nutrition, mental health, body image and eating disorders.

Jocelyn Charpentier - Librarian/Media Specialist

Mrs. Jocelyn Charpentier joins the Junior High as the new Librarian/Media Specialist. Relocating from New York, Jocelyn has most recently served for the past 2.5 years as the Senior Librarian for Young Adults at the Brooklyn Public Library. Prior to that position, she was a Librarian for Metropolitan College of New York, and ITT Technical Institute. Since 2015, she has been a book reviewer for the *School Library Journal*, reviewing books for middle grades and young adults. Earlier in her career, Mrs. Charpentier was a middle school Language Arts teacher in Charlotte, North Carolina. She holds a B.A. from the University of Rhode Island, and a Master of Library and Information Sciences from Simmons College.

Jillian Cannon – Special Educator

Jillian Cannon is joining RJ Grey as a Special Education teacher. Prior to RJ Grey, Jill was most recently a Special Educator with the Englewood Cliffs School District in New Jersey, and the David Drive Middle School in Cary, North Carolina. A graduate of Acton-Boxborough, Ms. Cannon is returning to the area where she had also held special educator positions with the CASE Collaborative, and was a teaching assistant at ABRHS. She has a Bachelor's degree from Union College, and a Masters in Special Education from UMASS-Boston.

Margaret Kelley - English Teacher

Ms. Margaret Kelley joins the Junior High English Department. Since 2013, Ms. Kelley has taught 8th grade English at Kennedy Middle School in Waltham. She has also practicum teaching experiences at Boston Green Academy and Brookline High School. Ms. Kelley earned a BA in English and French Comparative Literature from Mt. Holyoke College, and a Masters in Teaching from Boston University.

Kimberly Montilli – Special Educator

Kimberly Montilli is joining RJ Grey as a Special Education teacher. Most recently, Ms. Montilli has been a Special Education teacher with the MSAD 51 School District in Cumberland Center, Maine. She is now returning with her family to Massachusetts, where she previously held Special Education teaching positions in both the Stoughton and Wachusett Regional Schools. Kim's professional background also includes work as an ABA teaching assistant with Melmark New England and Franciscan Hospital for Children in Boston. Ms. Montilli has a Bachelor's degree in Special Education from Bowling Green State University in Ohio.

Acton Boxborough Regional High School

Cathryn Gallant – Special Educator

Cathryn Gallant earned a Master of Education degree from American International College majoring in moderate disabilities and received a Bachelor of Arts degree from Bentley University. Cathryn has worked as a Special Education Assistant in the Acton Boxborough Regional High School since 2010.

Lauren Doscher – English Teacher

Lauren Doscher graduated from Gonzaga University in Spokane Washington and majored in English Literature and Religious Studies. Lauren earned her Master of Arts in English and Curriculum and Instruction from Boston College Lynch School of Education in July of 2016, and completed her student teaching at Lexington High School this past spring. While at Gonzaga, Lauren co-founded the university's chapter of She's the First, a national organization sponsoring the cost of tuition for girls attending secondary schools in low-income countries. She has been involved in additional community service initiatives.

David Brusie - English Teacher (1 yr.)

David Brusie, an AB alum, earned a Bachelor of Arts in English from Bates College, and went on to have a career in writing, writing for *The Beacon*, *The Boston Globe*, *The Boston Herald* and other local publications. David also worked for The Massachusetts Teachers' Retirement System as a Senior Communication Specialist/Writer before returning to school to become a teacher. After finishing a yearlong student teaching internship at Belmont High School, David earned a Master of Arts in Teaching from Simmons College in June of 2016.

Kelly Antonuccio – Earth Science Teacher

Kelly received her undergraduate degree in Environmental Soil Science with a minor in Geology from University of Missouri. She did her Masters in teaching at Simmons. Kelly has been teaching at the Advanced Math and Science Academy Charter School

(AMSA) in Marlborough for the past six years. While there she taught Physics at multiple levels, developed and taught courses in GIS/Field Studies and Sustainable Environmental Science. She has authored and coauthored several papers on her work at AMSA around the concept of fostering student independence and scientific investigation as critical components of a high school education. In addition, Kelly did Global Studies Field work in Costa Rica, and more recently working at MIT's Haystack Observatory on a grant from NSF.

So Hyun Kong – Art Teacher (1 yr.)

So Hyun Kong will be filling the one-year leave position in the Visual Arts Department at the high school. She will be teaching all the Ceramics classes and a section of Drawing and Painting. So Hyun has a BFA in Art Craft from Kon-kuk University in Seoul, Korea, and Master of Arts in Studio Teaching from Boston University. She did her student teaching at Belmont High School, and has been a long-term art sub at Belmont High, as well as a long-term art sub at Wilmington High School. So Hyun has been a Visual Arts instructor at Belmont Hill Summer School since 2014. She was a teaching assistant in Ceramics at BU, has taught at Arterlier Sun, Seoul, and was an Assistant to the Curator at Park Ryu Sook Gallery in Seoul. She has exhibited her work in Boston, Seoul and Venice, Italy.

Katherine Greene – Strings Teacher

Katherine Greene holds both a Bachelor of Arts in Music (2008) and a Master of Education - Magna Cum Laude (2009), from the University of New Hampshire, Durham, NH. Her experience includes the Wellesley Public Schools (2011 - 2015) teaching elementary strings, elementary classroom music and also high school orchestra (2013 - 2015). She served as a behavioral assistant at the Brookside Elementary School in Milford (2010 - 2011). And she worked as a substitute teacher in Bellingham between 2006 - 2010. We feel Katherine has an excellent background for this position and look forward to working with her to get our new string program off to a good start.

Andrea Scott – Special Educator (1 yr.)

Andrea Scott has been a Special Education Assistant in our programs since 2011 and has worked in Learning Centers and Specialized Programs at RJGJHS as well as ABRHS. She earned her MA Special Education certification in 2011 for grades PreK-8 and then added grades 9-12 to her certification in 2015. Andrea has been a valuable member of our department, having acted as a long-term substitute for several Special Educators while they were on maternity leave. She has shown a tremendous ability to connect with our teenagers and has built strong relationships with our classroom teachers. Her calm, patient manner is appreciated by everyone who works with her and has helped add to the success of so many of our students.

**Acton-Boxborough Regional Schools
Staffing Changes
2016-17**

Certified Staff Leaves of Absence

Katilyn Burgoyne	HS English
Laurie Burns	HS Art
Myrna Gutfreund	Merriam All Day Kindergarten
Diego Mansilla	HS World Language
Amanda Matthews	HS World Language

Certified Staff Returning

Adrienne Calotta	HS World Language
Jillian MacLean	Gates Grade 1
Heather Ryder	Gates Grade 4

Certified Staff Not Returning

Kerry Cusick	Merriam Reading
John Davis	HS Special Educator
Charles Donovan	JH Social Studies
Christine Garcia	Blanchard Psychologist
Karyn Healey	Conant Grade 3
Meghan Kayser	Gates Kindergarten
Minjung Kim	HS English
Kevin O'Grady	HS Earth Science
Laura Sikalis	JH PE
Chelsea Stetson	Gates Grade 5
Mary Clare Stevens	JH Psychologist
Suzanne Szwarczewicz	Merriam ELL
Caitlin Walsh	McCarthy-Towne Grade 5
David Wilson	JH World Language

Certified Staff Retirements

Maria Anthony	HS English
Kerry Byrne	JH Special Educator
Mary Cole	Conant Grade 4
Robin Crown	JH World Language
Nancy Ferraro	Gates Psychologist
Mark Foley	Conant Grade 5
Julia Geran	Blanchard Grade 1
Robin Kynoch	McCarthy-Towne Grade 3
Jean MacDonald	JH Technology
Elizabeth Mackay	HS Art
Cynthia Plunkett	Blanchard Grade 2
Linda Roy	McCarthy-Towne Special Educator
Donna Taylor	Gates Grade 1

Transfers within School District

Susan Ervais-Bohmiller
HS Special Educator to HS Educational Team Leader

David James
McT PE Tchr to HS PE Tchr

Thomas Kamataris
HS PE Tchr to McT PE Tchr

AnneMarie Gaebel
JH Math to HS Math

Susan Ropiak
HS Math to JH Math

Ann Corkery
Douglas Grade 5 to Conant Grade 5

Diana Woodruff
From Douglas Art to HS Art

Anne Doble
From Merriam Grade 4 to Curriculum Specialist



Acton-Boxborough Regional School District

16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

TO: Superintendent Glenn Brand
ABRSD School Committee
FROM: Clare Jeannotte, Director of Finance
RE: FY'16 Financial Status as of June 30, 2016 Preliminary & Unaudited
DATE: August 2, 2016

Attached please find the following preliminary reports for the District as of June 30, 2016:

- FY16 Appropriated Budget v. Actual (Expenditures and Revenues)
- FY16 Special Revenue, Revolving and Gift Funds
- FY16 Grant Funds

Appropriated budget:

Revenues:

Please see attached revenue summary. General Fund revenues, net of State assessments for Choice and Charter, in FY16 were \$80,030,030. This exceeded the budget of \$79,542,356 by \$487,674, and is 5% above the FY15 total \$76,177,297. Net State Aid, net, was favorable to budget \$229,930, principally due to regional transportation reimbursement coming in at a reimbursement rate of 73%, compared to 65% assumed for the budget (favorable \$164,436). Offsets to State Aid include the School Choice and Charter assessments, which were \$54,277 favorable. Voted use of E&D was \$200,000, compared to \$500,000 in FY15, later reduced to \$300,000 in FY15. Other Revenues of \$257,745 included Medicaid Reimbursement of \$186,762, (including a Q4 receipt of \$71,210 not anticipated), and Interest income of \$28,642 and other miscellaneous of \$42,341. The increase in Medicaid from the prior year represents increased claim and collection activity over FY15. Assessments from member towns were on budget at \$64,291,248.

Expenditures:

Overview:

Please see the preliminary summary by character code attached. General fund expenditures of \$79,226,320 are currently \$523,563, or 0.66% favorable to the budget of \$79,749,882. By comparison, FY15 expenses were \$643,782 favorable to budget, or 0.84%.

Consistent with prior projections and the 3rd quarter report, budget savings, principally in salaries accounts, retiree health insurance, Medicare tax and workers compensation were more than sufficient to offset the above budget spending required in other areas.

The budget assumed using \$2,353,596 of circuit breaker funds for Special Ed tuitions in FY16. We will apply a lesser amount in FY16 in order to maximize the carryforward to FY17. This is to accommodate the budget need for the Senior High concrete project which is being implemented entirely in FY17.

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

16 Charter Road

Acton, MA 01720

978-264-4700 www.abschools.org

Accordingly, administration will transfer \$238,000 into the Capital budget, which coupled with the reallocated capital budget, will fund the full Concrete project in FY17. All work is being performed after July 1.

Salaries & Stipends (01-14):

Overall, Salaries and Stipends of \$50,053,841 were 2.2% higher in aggregate than FY15. The FY16 actual spending was favorable to budget 1.4%. About half of this is in the Teaching salary category, due to hiring savings and savings for staff on long term leaves, offset slightly in substitutes hired at lower rates. Overall spending on Support Staff was below budget 1.6%, although exceeded FY15 actual by 5.3%. Custodial staff costs were 2% higher than FY15, but savings of \$97K v. budget reflect allocation to other funds. Finally, we realized some favorability in overtime.

It is helpful that the "vacancy factor" in this budget was set at \$275,000, down from the unachievable target in the FY15 budget of \$425,000, which was a driver in FY15 salaries and stipends exceeding budget.

All Fringes (15-23):

Overall, Fringe benefit costs of \$12,822,126 were 12.8% higher, in aggregate, than FY15. (The economic increase was slightly less, since FY15 was reduced due to a one-time credit of approximately \$400K to the health insurance accounts.) The FY16 actual spending was favorable to budget 2.7%, or 350,710. Health insurance for both Retirees and Actives are favorable to budget. Active employees are favorable \$24K, or .3%, and retirees are favorable \$164K, or 17.7%, due to EGWP adoption resulting in lower rates than budgeted. The OPEB contributions of \$700,000 and MCRS assessment of \$1,961,424 have both been funded at budgeted levels.

Unemployment costs exceeded budget by \$15,354 or 61%. As a reimbursable employer we can incur late claims which impact this estimate. Worker Comp and Medicare are both favorable to budget, \$60,396 and \$97,189 respectively. Actual spending in FY16 grew 5.5% for Worker Comp and 2.3% for Medicare. These budget levels have been reduced to more reflect actual trend in FY17.

Instructional Supplies, Books & Library (24-26):

Overall spending in FY16 was \$1,250,386, consistent with FY15 at \$1,256,578. During the year as we project spending, we assume these categories will be fully spent. In FY16 these areas ended favorable to budget \$223,834. Some of these savings are offset by decisions to spend these funds in other categories by Principals.

Capital Outlay (27) and Debt (29):

Actual spending in FY16 of \$476,816 exceeded budget of \$381,459 by \$95,357, or 25%. A full analysis of items in this category will be provided in the future, as it is reviewed for proper classification. Projects

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

16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

undertaken in this account include last summer preparations for the start of the school year (tile replacements at McCarthy Towne and Conant, carpet replacement, new restroom partitions at Gates, and the wireless access point project at the High School and elementary schools).

Debt is \$25K favorable to budget, reflecting a contribution from FOLF. This annual contribution has been anticipated in the FY17 budget.

Maintenance, Building & Grounds, and Equipment (31, 32):

Overall, FY16 costs of \$991,179 were 29.1% higher, in aggregate, than FY15 at \$767,966. The FY16 actual spending was unfavorable to budget 15.3%, or \$131,849. This group of accounts was budgeted at \$775K in FY15 and 859K in FY16.

Detailed analysis, now that two fiscal years as an expanded region are available, are providing indication that the FY16 overrun is due to certain accounts being under budgeted for routine maintenance needs, and other unplanned emergency events. The Director of Facilities, like all Administrators, has the ability to overspend certain lines if needed, as long as the entire Facility budget is not overspent. This enables response to emergency needs. The total spending for the Facility and Transportation Administrator was favorable to budget \$340,205 in FY15 (8.4%) and \$207,110 (6.1%) in FY16.

Similar to capital outlay, much of this work occurs in the summer in preparation for the school year. In addition to normal summer building maintenance, the high school pool ceiling was painted, and an emergency Blanchard HVAC repair was implemented. Storm damage to the Admin building roof and a sewer pipe break created an overrun of \$16K. The District has encumbered unbudgeted costs of \$47K for the maximum responsibility toward the ongoing maintenance and monitoring of the Hagar well and septic systems in Boxborough, under the intermunicipal agreement. Evaluation of this cost is ongoing and will be addressed separately on the agenda.

Legal Services (34):

This includes professional fees for general and special education legal costs. Overall, FY16 costs of \$107,228 were favorable to budget 15.3%, or \$42,772. Spending in FY15 (\$257,828) contained costs related to some unanticipated events which are settled. This group of accounts was budgeted at \$128,650 in FY15 and increased to \$150,000 in FY16.

Admin Supplies (35):

This category includes more than administrative costs and more than supplies. It is a bit of a "catch all", including many categories. FY16 spending of \$900,741 is \$70,980 above budget, and \$64,166 above FY15 spending level. Rising costs in this area will be scrutinized in the FY18 budget preparation, particularly for software maintenance, and contract services, including independent evaluations, to ensure proper budgeting.

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

16 Charter Road
 Acton, MA 01720
 978-264-4700 www.abschools.org

Athletic Supplies (36):

In FY16 the deficit in the Athletic revolving account closed to the general fund was reduced, resulting in a lower budget overrun in the appropriated budget in FY16 (\$36,474) than in FY15 (\$ 71,470). The Administrator in this area has prepared a presentation on the agenda for further details.

Transportation (Special Ed) (38):

Special Ed Transportation of \$1,619,628 exceeded budget by \$90,981 due to students requiring specialized transportation requirements that were not identified as requiring service when the FY16 budget was developed.

Special education transportation consists of the fixed rate CASE Collaborative assessment of \$1,403,798 and special contract services, due to more medically fragile students with specialized transportation requirements. The FY16 cost of \$215,830 for private transportation (contract services and bus monitors) exceeded the \$125,000 budget for the year, and is increased 46% from \$146,950 actual spending in FY'15. This budget is difficult to predict a year in advance.

Special Education out of district tuitions (41):

Total Special Ed tuitions are funded through the appropriated budget and the Circuit breaker special revenue fund, and include day and residential placements at public, private and collaborative settings. The budget for this area is developed based on known caseloads nearly a year prior to the actuals.

The chart below summarizes FY15 and FY16 costs and funding sources.

	<u>15 Budget</u>	<u>15 Actual</u>	<u>16 Budget</u>	<u>16 Actual</u>	<u>Budget Variance</u>
<u>Special Education Tuitions:</u>					
Tuition cost	6,971,028	7,053,489	7,623,547	7,840,727	(217,180)
Funded by Circuit Breaker	(1,757,514)	(1,845,350)	(2,353,596)	(1,765,197)	(588,399)
Funded by Appropriation	5,213,514	5,208,139	5,269,951	6,075,530	(805,579)
<u>Circuit Breaker Fund:</u>					
Beginning Balance		88,196		331,453	
Revenues received		2,088,607		2,432,570	
Expense paid		(1,845,350)		(1,765,197)	
Ending Balance		331,453		998,826	
% reimbursed by State		73.5%		74.1%	

It is important to note that in FY15, a one-time CASE credit of \$459K provided relief from what would otherwise have been significantly (8.7%) over budget. Accordingly, the increase in spending between the two years is also impacted by the one-time credit. In FY16, a deliberate decision to retain a larger

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

16 Charter Road

Acton, MA 01720

978-264-4700 www.abschools.org

balance in Circuit breaker funds was made, based on known needs in FY17. The state allows retention of up to one year of revenues, for one year.

Utilities, Telephone & Sewer (42-44):

FY16 costs for these 3 accounts were \$1,688,498, down from FY15 actual costs of \$1,755,670, due principally to the mild winter. Utilities were favorable to budget \$263,512, principally in gas heat and electric, offset by slight unfavorable costs for water. Sewer costs of \$273,301 principally include the annual payment to the Town of Acton for the Sewer implementation on campus of \$183,400, and other usage bills. Telephone is favorable \$ 76,434 as maintenance costs anticipated when the service contract was eliminated did not materialize to the extent budgeted.

Revolving and Special Revenue Accounts – See Attached

These accounts include funds authorized to support both school operations, gift funds restricted to specific purposes imposed by the donor, and funds for which the school district is a fiduciary agent only, including scholarships and student activity funds.

Grant Funds– See Attached

Federal grant funds run through 8/31/16 and accordingly spending is not complete for some of those at this time.

Please note that this analysis is being prepared based upon preliminary and unaudited data to provide you with a timely status of fiscal year end. The audit is scheduled for the end of August and over the next few weeks additional, routine work in closing the books may result in additional closing entries. A final update will be provided after the audit concludes.

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.

ABRSD FY'16 PRELIMINARY FINANCIAL REPORT

Clare Jeannotte
Director of Finance
School Committee
8/8/16

Other Available Information

- 08/8/16 In tonight's packet for FY16
 - Detailed memo
 - Revenue Summary
 - Special Revenue and Grant Funds Annual recap
- All Data is based on preliminary 6/30/16 close; Final adjustments and work ongoing during August.
- Final report on Fy16 after Audit completed – est. October

“We are not closed ‘til we close”

- Balance sheet and other account reconciliations
- Student activity funds to reconcile
- Special Revenue deficits to resolve and/or fund
- Reporting classifications and analysis completion
- Audit completion

General Fund FY’16 PRELIMINARY

• Revenues	Exceed budget	\$ 487,674	(0.6%)
• Expenditures	Below budget	\$ <u>523,563</u>	(0.66% of budget)
• Increase Fund Balance		\$ 1,011,237	

Revenue Highlights:

* Increase in Fund balance not necessarily same as Increase to E&D

* State Aid, net of state assessed charges, favorable \$229,930 (1.5%). Principal cause is Regional transportation at 73% reimbursement, v. 65% budget (\$164,436)

* Other revenues favorable \$257,745

- ✓ Medicaid up from \$48K FY15 to \$186K FY16
- ✓ Interest \$28,642 (Up from \$14,876 FY15)
- ✓ Other Miscellaneous, including E Rate \$42,341 (Down from \$111,831 FY15)

*Expenditures:

- ✓ Favorable Salaries, Fringe benefits, Legal expenses and Instructional, Utilities and regular transportation
- ✓ Lesser Deficit in Athletic Revolving
- ✓ Overruns in Sped Transportation, Out of district Tuitions (See chart-C/B impact), Capital Outlay, “Admin Supplies” and

FY'16 & 17 Budgets– Revenue Update

Acton Boxborough Regional School District Revenues and Funding Sources	PRELIMINARY DRAFT - 7/28/16					August 8, 2016	
	FY15 Actual	FY16 Budget	FY16 YTD 6/30/16	FY16 Favorable (Unfavorable)	FY17 Budget VOTED	FY17 Projection CLI	FY17 Fav (Unfav)
CHAPTER 70 AID	14,254,476	14,393,376	14,393,076	(300)	14,531,276	14,696,071	164,795
REGIONAL TRANSPORTATION	1,353,855	1,266,283	1,430,719	164,436	1,190,000	1,390,338	200,338
REGIONAL TRANSPORTATION REVOLVING	-	-	-	-	-	-	-
REGIONAL BONUS AID	136,900	111,200	106,520	(4,680)	74,000	74,000	-
CHARTER SCHOOL REIMBURSEMENT	25,810	26,761	42,958	16,197	27,683	25,004	(2,679)
Total State Aid	15,771,041	15,797,620	15,973,273	175,653	15,822,959	16,185,413	362,454
SCHOOL CHOICE ASSESSMENT	(118,465)	(103,099)	(99,055)	4,044	(120,000)	(99,055)	20,945
CHARTER SCHOOL ASSESSMENT	(373,438)	(430,739)	(392,870)	37,869	(443,983)	(382,504)	61,479
SPECIAL EDUCATION ASSESSMENT	(12,398)	(12,675)	(311)	12,364	(12,675)	(324)	12,351
Total State Aid Offsets	(504,301)	(546,513)	(492,236)	54,277	(576,658)	(481,883)	94,775
Net State Aid	15,266,740	15,251,107	15,481,037	229,930	15,246,301	15,703,530	457,229
EARNINGS ON INVESTMENTS	14,876	-	28,642	28,642	-	25,000	25,000
MISCELL REVENUE	111,831	-	42,341	42,341	-	-	-
MEDICAID REIMBURSEMENT	48,109	-	186,762	186,762	-	150,000	150,000
Other Revenues	174,816	-	257,745	257,745	-	175,000	175,000
Total Revenues	15,441,556	15,251,107	15,738,782	487,675	15,246,301	15,878,530	632,229
REGIONAL ASSESSMENT-ACTON	49,690,147	53,171,009	53,171,008	(1)	55,547,097	55,547,097	-
REGIONAL ASMNT - BOXBOROUGH	10,594,579	11,120,240	11,120,240	(0)	11,503,148	11,503,148	-
ADDTL MCRS ASSESSMENT-ACTON	384,255	-	-	-	-	-	-
ADDTL MCRS ASMNT - BOXBOROUGH	67,042	-	-	-	-	-	-
Total Assessments	60,736,023	64,291,249	64,291,248	(1)	67,050,245	67,050,245	-
PREMIUMS ON LOANS	658	7,526	6,868	(658)	-	-	-
TRANSFER FROM E&D	300,000	200,000	200,000	-	200,000	200,000	-
TOTAL FUNDING SOURCES	76,478,237	79,749,882	80,236,897	487,015	82,496,546	83,128,775	632,229

Excess & Deficiency

- Certified 6/30/14 \$1,072,454 1.4%
- Certified 6/30/15 \$1,950,365 2.45%

(6/30/16 Balance Sheet to Submit by 10/31/16 for review and Certification by State)

**Healthy and needed growth of Fund Balance-
Statutory Limit = \$5% of \$83,426,767 = \$4,171,338**

Guiding Strategies:

1. Increase E&D via excess revenues
2. Retain some Circuit Breaker Funds for unanticipated Special Ed Costs in FY17
3. Capital Related Priorities : Security at Administration Building and Concrete Project at Senior High School

Concrete Project

- Bid and award Spring 2016
- Contract Total \$373,000
- Work began July 2016 = FY17 Project
- Funding:

• FY17 available in Capital budget –initial budget	\$ 25,000
• Reallocated: Dore & Whittier funds	\$ 70,000
• Reallocated: Conant Building heaving remediation	\$ 75,000
• Reallocated: New SHS boiler need	<u>\$ (35,000)</u>
Available for Capital	\$ 135,000
Budget transfer FY17 (next slide)	<u>\$ 238,000</u>
Total Contract	<u>\$ 373,000</u>

FY'16 Circuit Breaker Funds

Circuit breaker:	
Bal 6/30/15	331,453
Revenues FY16	2,432,570
Tuitions paid FY16	(1,765,197)
Prelim bal 6/30/16	998,826
Budgeted revenue FY17 (@68%)	2,489,000
Budgeted expense FY17	(2,489,000)
Cover FY17 Projected Shortfall Sped Tuitior	(400,000)
Cover transfer to Capital Bud FY17 (concre	(238,000)
Projected balance 6/30/17	360,826

Questions?

**ACTON/BOXBOROUGH REGIONAL PUBLIC SCHOOLS
FY16 BUDGET STATUS REPORT - PRELIMINARY AT 6/30/16**

8/2/2016

	FY15 Revised Budget	FY15 Actual Exp + Enc.	FY16 Budget Original	FY16 Budget Adjustments	FY16 Budget Current	FY16 Year End Projected Expenses	FY16 % Committed	FY16 Year End Projected Balance
Salaries, Teaching 01	\$31,924,482	\$31,837,610	\$33,078,855	-\$199,203	\$32,879,652	\$32,530,253	98.9%	\$349,399
Salaries, Principals 02	\$2,109,446	\$2,135,195	\$2,188,065	\$0	\$2,188,065	\$2,170,250	99.2%	\$17,815
Salaries, Central Administration 03	\$1,048,045	\$1,135,797	\$1,068,125	\$60,094	\$1,128,219	\$1,127,878	100.0%	\$341
Salaries, Support Staff 04	\$8,469,123	\$8,573,518	\$9,040,355	\$139,109	\$9,179,464	\$9,029,830	98.4%	\$149,634
Salaries, Athletics 05	\$497,703	\$495,549	\$520,643	-\$14,836	\$505,807	\$483,412	95.6%	\$22,395
Salaries, Buildings 06	\$709,164	\$752,062	\$719,691	\$0	\$719,691	\$706,266	98.1%	\$13,425
Salaries, Custodial 07	\$1,495,839	\$1,346,615	\$1,471,234	\$0	\$1,471,234	\$1,373,538	93.4%	\$97,696
Salaries, Home Instruction 08	\$17,044	\$4,020	\$20,000	\$0	\$20,000	\$2,279	11.4%	\$17,722
Salaries, Miscellaneous Pupil Services 09	\$1,411,089	\$1,513,304	\$1,499,675	\$0	\$1,499,675	\$1,490,306	99.4%	\$9,369
Salaries, Subs Miscellaneous 11	\$186,093	\$147,373	\$222,781	\$0	\$222,781	\$146,428	65.7%	\$76,353
Salaries, Subs Instructional 12	\$524,516	\$655,768	\$530,508	\$0	\$530,508	\$608,241	114.7%	(\$77,733)
Salaries, Overtime 13	\$242,855	\$255,418	\$242,855	\$0	\$242,855	\$223,810	92.2%	\$19,045
Stipends, Curriculum/Instruction 14	\$112,211	\$113,557	\$168,283	\$5,475	\$173,758	\$161,350	92.9%	\$12,408
Fringe, Course Reimbursement 15	\$56,000	\$40,187	\$56,000	\$0	\$56,000	\$35,867	64.0%	\$20,133
Fringe, Health Insurance 16	\$7,595,271	\$7,220,434	\$8,343,695	-\$70,000	\$8,273,695	\$8,249,769	99.7%	\$23,926
Fringe, Health Insurance, Retiree 17	\$904,093	\$780,816	\$924,241	\$0	\$924,241	\$760,416	82.3%	\$163,825
Fringe, Life/Disability Insurance 18	\$28,583	\$47,225	\$38,000	\$0	\$38,000	\$37,404	98.4%	\$596
Fringe, Unemployment Insurance 19	\$25,000	\$11,734	\$25,000	\$0	\$25,000	\$40,354	161.4%	(\$15,354)
Fringe, Workers Compensation 20	\$339,446	\$272,937	\$348,412	\$0	\$348,412	\$288,016	82.7%	\$60,396
Fringe, Middlesex County Retirement System 21	\$1,756,208	\$1,756,208	\$1,961,424	\$0	\$1,961,424	\$1,961,424	100.0%	\$0
Fringe, Medicare 22	\$817,453	\$732,090	\$846,064	\$0	\$846,064	\$748,875	88.5%	\$97,189
Contributions, OPEB Trust Fund 23	\$506,000	\$506,000	\$700,000	\$0	\$700,000	\$700,000	100.0%	\$0
Instruction Supplies 24	\$941,664	\$990,955	\$1,116,075	\$20,000	\$1,136,075	\$967,299	85.1%	\$168,776
Instruction Textbooks 25	\$282,195	\$218,991	\$278,710	\$0	\$278,710	\$230,185	82.6%	\$48,525
Instructional, Library 26	\$57,725	\$46,633	\$59,435	\$0	\$59,435	\$52,902	89.0%	\$6,533
Other, Capital Outlay 27	\$541,629	\$710,570	\$335,459	\$46,000	\$381,459	\$476,816	125.0%	(\$95,357)
Other, Debt Service 29	\$1,847,734	\$1,822,733	\$1,920,743	\$0	\$1,920,743	\$1,895,743	98.7%	\$25,001
Other, Property/Casualty 30	\$98,924	\$102,627	\$106,369	\$0	\$106,369	\$164,181	154.4%	(\$57,812)
Other, Maint Buildings/Grounds 31	\$582,748	\$695,109	\$715,048	\$2,812	\$717,860	\$944,343	131.5%	(\$226,483)
Other, Maintenance Equipment 32	\$192,906	\$72,857	\$146,470	-\$5,000	\$141,470	\$46,837	33.1%	\$94,633
Other, Legal Service 34	\$128,650	\$257,828	\$150,000	\$0	\$150,000	\$107,228	71.5%	\$42,772
Other, Admin Supplies 35	\$816,320	\$836,575	\$808,198	\$21,563	\$829,761	\$900,741	108.6%	(\$70,980)
Other, Athletic Supplies 36	\$67,502	\$138,972	\$53,666	\$12,936	\$66,602	\$103,076	154.8%	(\$36,474)
Other, Custodial Supplies 37	\$145,984	\$124,700	\$157,984	\$0	\$157,984	\$162,562	102.9%	(\$4,578)
Other, Sped Transportation 38	\$1,340,411	\$1,487,541	\$1,528,647	\$0	\$1,528,647	\$1,619,628	106.0%	(\$90,981)
Other, Student Transportation 39	\$1,165,457	\$892,949	\$938,300	-\$1,450	\$936,850	\$804,619	85.9%	\$132,231
Other, Travel, Conferences 40	\$90,149	\$113,672	\$89,186	\$1,900	\$91,086	\$107,931	118.5%	(\$16,845)
Other, Sped Tuition 41	\$5,213,514	\$5,208,139	\$5,269,951	\$0	\$5,269,951	\$6,075,530	115.3%	(\$805,579)
Other, Utilities 42	\$1,730,472	\$1,391,388	\$1,630,499	\$0	\$1,630,499	\$1,366,987	83.8%	\$263,512
Other, Telephone 43	\$148,285	\$83,733	\$144,045	-\$19,400	\$124,645	\$48,211	38.7%	\$76,434
Other, Sewer 44	\$287,191	\$280,548	\$287,191	\$0	\$287,191	\$273,301	95.2%	\$13,890
Other, - 49	\$0	\$1,405	\$0	\$0	\$0	\$2,235	#DIV/0!	(\$2,235)
GRAND TOTAL	\$76,455,123	\$75,811,341	\$79,749,882	\$0	\$79,749,882	\$79,226,319	99.3%	\$523,563
		0.84%						0.66%

Acton Boxborough Regional School District Revenues and Funding Sources				FY'16 Actual	7/29/2016
		FY'15 Actual	FY'16 Budget	Actual 7/29/16	Fav (Unfav) FY16
CHAPTER 70 AID	14,254,476	14,393,376	14,393,076	(300)	
SCHOOL CHOICE ASSESSMENT	(118,465)	(103,099)	(99,055)	4,044	
CHARTER SCHOOL ASSESSMENT	(373,438)	(430,739)	(392,870)	37,869	
SPECIAL EDUCATION ASSESSMENT	(12,398)	(12,675)	(311)	12,364	
REGIONAL TRANSPORTATION	1,353,855	1,266,283	1,430,719	164,436	
REGIONAL TRANSPORTATION REVOLVING	-	-	-	-	
REGIONAL BONUS AID	136,900	111,200	106,520	(4,680)	
CHARTER SCHOOL REIMBURSEMENT	25,810	26,761	42,958	16,197	
Total State Aid, Net	15,266,740	15,251,107	15,481,037	229,930	
EARNINGS ON INVESTMENTS	14,876	-	28,642	28,642	
MISCELL REVENUE	111,831	-	42,341	42,341	
MEDICAID REIMBURSEMENT	48,109	-	186,762	186,762	
Other Revenues	174,816	-	257,745	257,745	
REGIONAL ASSESSEMENT-ACTON	49,690,147	53,171,009	53,171,008	(1)	
REGIONAL ASMNT - BOXBOROUGH	10,594,579	11,120,240	11,120,240	-	
ADDTL MCRS ASSESSEMENT-ACTON	384,255	-	-	-	
ADDTL MCRS ASMNT - BOXBOROUGH	67,042	-	-	-	
Total Assessments	60,736,023	64,291,249	64,291,248	(1)	
TOTAL REVENUES	76,177,579	79,542,356	80,030,030	487,674	

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
6/30/16 PRELIMINARY**

		Fund Balance						Balance as of
		7/1/2015	Adjustments	Receipts	Expenses	CASH BAL	Encumber	6/30/16
Operating								
LUNCH								
Nelson	3201 LUNCH	731,040.72	4,876.56	1,809,729.95	1,738,542.02	807,105.21	1,193.89	805,911.32
SUPERINTENDENT								
Brand	3311 SUPERINTENDENT GIFTS	0.00		256.00	0.00	256.00	0.00	256.00
DISTRICTWIDE								
Brand	3353 DISTRICT WIDE GIFTS	1,273.47		396.00	0.00	1,669.47	1,669.47	0.00
CURRICULUM								
Bookis	3318 PARENT INVOLVEMENT PROJECT	20,088.91		7,126.00	9,391.79	17,823.12	2,500.00	15,323.12
Bookis	3323 CURRICULUM GIFT	229.51	(150.00)	2,000.00	0.00	2,079.51	593.40	1,486.11
Bookis	3331 TEACHING AMERICAN HISTORY	0.00		0.00	0.00	0.00	0.00	0.00
Bookis	3419 SCHOOL TO BUSINESS	0.00		1,350.00	1,500.00	(150.00)	0.00	(150.00)
FINANCE								
C Jeannotte	3401 SCHOOL CHOICE	180,965.18		224,191.00	289,465.00	115,691.18	0.00	115,691.18
C Jeannotte	3406 ADK	0.00		96,525.00	0.00	96,525.00	9,884.80	86,640.20
C Jeannotte	3016 CIRCUIT BREAKER	331,453.00		2,432,570.00	1,765,197.00	998,826.00		998,826.00
C Jeannotte	3417 TELEPHONE REVOLVING	12,954.37		0.00	12,954.37	0.00	0.00	0.00
C Jeannotte	3501 INSURANCE REIMB	16,180.34		69,832.31	68,850.22	17,162.43	0.00	17,162.43
C Jeannotte	3502 VENDOR RECOVERY	0.00		0.00	0.00	0.00	0.00	0.00
C Jeannotte	3503 VANDALISM REIMB	0.00		0.00	0.00	0.00	0.00	0.00
M. Dennehy	9901 TAILINGS	24,091.93			3,668.30	20,423.63		20,423.63
FACILITIES								
D Head	3322 ELM ST HOOPS	1,214.00		0.00	0.00	1,214.00	0.00	1,214.00
D Head	3324 SOLAR PANEL PROJECT	1,555.75		0.00	1,555.75	0.00	0.00	0.00
D Head	3328 NSTAR POWER DOWN PROJECT	13,479.07		0.00	2,943.19	10,535.88	0.00	10,535.88
D Head	3329 FRIENDS OF LOWER FIELDS	58,406.94		20,000.00	34,555.11	43,851.83	0.00	43,851.83
D Head	3330 LOWER FIELDS GIFT 2	0.00		25,000.00	25,000.00	0.00	0.00	0.00
D Head	3342 WEST ACTON BOARDWALK	11,072.50		0.00	0.00	11,072.50	0.00	11,072.50
D Head	3347 DOW TRACK	0.00		0.00	0.00	0.00	0.00	0.00
TBD	3418 TRANSPORTATION	0.00		0.00	0.00	0.00	0.00	0.00
D Head	3332 DAMON PLAYGROUND	855.15		0.00	415.73	439.42	0.00	439.42
D Head	4001 LOWER FIELDS CONSTRUCTION	0.00		0.00	0.00	0.00	0.00	0.00

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
6/30/16 PRELIMINARY**

		Fund Balance 7/1/2015	Adjustments	Receipts	Expenses	CASH BAL	Encumber	Balance as of 6/30/16
Operating								
COMMUNITY EDUCATION								
Bettez	3402 COMMUNITY ED	728,793.98	316.00	2,938,823.77	2,804,811.21	863,122.54	495.61	862,626.93
	Comm Ed- Blanchard ADK	0.00				0.00		0.00
Bettez	3403 USE OF FACILITIES	0.00		281,945.57	281,945.57	0.00	0.00	0.00
Bettez	3404 DRIVERS' ED	267,425.17	(2,404.40)	167,200.79	188,716.07	243,505.49	0.00	243,505.49
PUPIL SERVICES/SPED								
Gibowitz	3427 BL INTEGRATED PRESCHOOL	32,713.75		0.00	32,713.75	0.00	0.00	0.00
Emmons	3428 ODP REVOLVING	52,402.98		72,241.80	56,779.66	67,865.12	160.73	67,704.39
Gibowitz	3429 AD INTEGRATED PRESCHOOL	100,450.42		277,338.08	262,703.05	115,085.45	243.68	114,841.77
3326 MCC BIG YELLOW SCHOOL BUS								
Campbell	SENIOR HIGH	205.14		-	-	205.14	0.00	205.14
Shen	JUNIOR HIGH	0.00		-	-	0.00	0.00	0.00
Labb	BLANCHARD	0.00		-	-	0.00	0.00	0.00
Sugrue	CONANT	650.00		200.00	200.00	650.00	0.00	650.00
Whitbeck	DOUGLAS	278.75		-	-	278.75		278.75
Newman	GATES	104.30		200.00	200.00	104.30	0.00	104.30
Krane	MCCARTHY TOWNE	0.00		200.00	200.00	0.00	0.00	0.00
Kaufman	MERRIAM	671.00		-	-	671.00		671.00
3416 LIBRARY REVOLVING								
Campbell	SENIOR HIGH	2,918.54		3,400.00	2,738.00	3,580.54	0.00	3,580.54
Shen	JUNIOR HIGH	6,943.41		1,800.00	3,351.61	5,391.80	0.00	5,391.80
Labb	BLANCHARD	1,750.00		1,650.00	1,146.43	2,253.57	0.00	2,253.57
Sugrue	CONANT	624.96		1,650.00	750.00	1,524.96	0.00	1,524.96
Whitbeck	DOUGLAS	1,739.24		1,650.00	2,281.17	1,108.07	0.00	1,108.07
Newman	GATES	3,782.36		1,688.00	1,644.66	3,825.70	753.55	3,072.15
Krane	MCCARTHY TOWNE	1,746.35		1,650.00	2,554.85	841.50	0.00	841.50
Kaufman	MERRIAM	1,186.56		1,650.00	2,016.67	819.89	18.64	801.25

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
6/30/16 PRELIMINARY**

Operating		Fund Balance 7/1/2015	Adjustments	Receipts	Expenses	CASH BAL	Encumber	Balance as of 6/30/16
	SENIOR HIGH							
Desy	3301 ATHLETIC GIFTS	4,000.00		14,596.50	15,596.50	3,000.00	0.00	3,000.00
Desy	3303 ABSAF:SH ATHLETICS	0.00		96,000.00	46,000.00	50,000.00	0.00	50,000.00
Desy	3405 ATHLETIC REVG	0.00	55.00	408,297.92	408,297.92	0.00	0.00	0.00
Hickey	3302 ABSAF:SH PERFORMING ARTS	4,695.17		8,000.00	3,412.95	9,282.22	0.00	9,282.22
Hickey	3304 ABSAF:BAND UNIFORMS	0.00		0.00	0.00	0.00	0.00	0.00
Campbell	3306 SENIOR HIGH GIFTS	6,601.44		2,000.00	70.47	8,530.97	0.00	8,530.97
Campbell	3307 SH GIFT:GAZEBO	0.00		0.00	0.00	0.00	0.00	0.00
Campbell	3308 SH GIFT:PTSO	6,162.99		6,100.00	6,739.14	5,523.85	0.00	5,523.85
Campbell	3309 SH GIFT:OTHER	10,996.99		530.61	8.31	11,519.29	0.00	11,519.29
Campbell	3310 SH GIFT:ABSAF	0.00		0.00	0.00	0.00	0.00	0.00
Campbell	3313 ABSAF:SH EXTRACURRICULAR	3,298.11		32,000.00	9,513.21	25,784.90	3,079.02	22,705.88
Campbell	3315 UNITED WAY GIFT	994.95		0.00	0.00	994.95	0.00	994.95
Campbell	3319 SH: COMMUNITY SERVICE GIFTS	3,296.38		6,180.34	5,103.88	4,372.84	0.00	4,372.84
Campbell	3320 SH: SPECTRUM	88.77		10.00	0.00	98.77	0.00	98.77
Campbell	3321 AB FRIENDS OF DRAMA	25.00		0.00	0.00	25.00	0.00	25.00
Campbell	3325 NSTA TOYOTA TAPESTRY	0.00		0.00	0.00	0.00	0.00	0.00
Campbell	3412 LOST BOOKS-SENIOR HIGH	24,305.26		6,976.00	869.54	30,411.72	0.00	30,411.72
Campbell	3413 PARKING-SENIOR HIGH	8,549.36		52,530.00	54,763.79	6,315.57	0.00	6,315.57
Campbell	3414 SUMMER SCHOOL TUITION	175,037.80		126,768.43	130,678.73	171,127.50	0.00	171,127.50
Campbell	3415 PERFORMING ARTS REV	3,799.73		34,370.46	35,110.99	3,059.20	0.00	3,059.20
Campbell	3420 EMPORIUM REVOLVING	10,052.23		76,159.35	77,000.41	9,211.17	264.71	8,946.46
Campbell	3423 SH: PROSCENIUM CIRCUS	4,274.54	(28.75)	79,767.79	54,023.04	29,990.54	0.00	29,990.54
Campbell	3424 SH:COUNSELING/TESTING	6,057.89		130,919.78	119,344.55	17,633.12	0.00	17,633.12
Campbell	3425 SH CHORUS	3,307.01	215.96	23,002.00	17,983.83	8,541.14	0.00	8,541.14
Campbell	3430 SWAP TUITION	0.00		0.00	0.00	0.00	0.00	0.00
	JUNIOR HIGH							
A Shen	3305 JUNIOR HIGH GIFTS	16,748.19		9,633.31	12,164.31	14,217.19	0.00	14,217.19
A Shen	3312 ABSAF:JH EXTRACURRICULAR	864.26	(1,170.00)	11,990.00	5,673.68	6,010.58	0.00	6,010.58
A Shen	3314 JOHN LORING MEMORIAL GIFT	4,647.82		3.53	2,526.00	2,125.35	0.00	2,125.35
A Shen	3316 PROJECT WELLNESS JH	2,030.00		0.00	2,030.00	0.00	0.00	0.00
A Shen	3317 EDFAAB GIFT - JH	274.38		0.00	0.00	274.38	0.00	274.38
A Shen	3327 DRAGONFLY THEATER	18,087.14		25,000.00	15,968.00	27,119.14	0.00	27,119.14
A Shen	3411 LOST BOOKS-JUNIOR HIGH	6,918.93		1,579.00	511.13	7,986.80	0.00	7,986.80
A Shen	3421 JH STORE REVOLVING	485.54		10,901.00	10,015.65	1,370.89	0.00	1,370.89
A Shen	3422 JH THEATER REVOLVING	1,660.29	1,170.00	25,853.50	24,238.92	4,444.87	0.00	4,444.87

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
6/30/16 PRELIMINARY**

Operating		Fund Balance 7/1/2015	Adjustments	Receipts	Expenses	CASH BAL	Encumber	Balance as of 6/30/16
	BLANCHARD							
Labb	3333 BLANCHARD PTO	0.00		0.00	0.00	0.00	0.00	0.00
Labb	3348 BLANCHARD GIFTS	3,084.69		13,000.00	5,070.00	11,014.69	0.00	11,014.69
Labb	3408 BLANCHARD AM/PM XD	221,135.52		229,807.33	284,414.81	166,528.04	0.00	166,528.04
	CONANT							
Sugrue	3334 CONANT PTO	1,501.13		25,000.00	22,563.64	3,937.49	0.00	3,937.49
Sugrue	3343 CONANT ENRICHMENT GIFT	109,422.39		51,720.38	87,208.31	73,934.46	0.00	73,934.46
Sugrue	3349 CONANT GIFTS	1,394.20		700.00	703.50	1,390.70	0.00	1,390.70
	DOUGLAS							
Whitbeck	3335 DOUGLAS PTO	7,754.87		41,082.13	46,657.88	2,179.12	0.00	2,179.12
Whitbeck	3350 DOUGLAS GIFTS	701.74		0.00	0.00	701.74	0.00	701.74
Whitbeck	3409 DOUG: DAWN/DUSK	106,049.02		368,668.53	409,855.14	64,862.41	18.79	64,843.62
	GATES							
Newman	3336 GATES PTO	4,251.57		20,000.00	18,040.00	6,211.57	0.00	6,211.57
Newman	3339 GATES GIFTS	12,103.08		2,201.20	44.00	14,260.28	0.00	14,260.28
Newman	3344 GATES ENRICHMENT GIFT	15,348.02		54,560.80	20,646.21	49,262.61	0.00	49,262.61
	MCCARTHY TOWNE							
Krane	3337 MCCARTHY PTO	4,959.18		71,000.00	63,158.92	12,800.26	0.00	12,800.26
Krane	3340 MCCARTHY TECHN	0.50		0.00	0.00	0.50	0.00	0.50
Krane	3345 MCT ENRICHMENT GIFT	36,571.28		62,017.19	33,611.99	64,976.48	0.00	64,976.48
Krane	3351 MCCARTHY TOWNE GIFTS	400.00		0.00	0.00	400.00	0.00	400.00
Krane	MCT Music Gift	0.00				0.00		0.00
	MERRIAM							
Kaufman	3338 MERRIAM PTO	12,807.71		90,000.00	92,976.32	9,831.39	0.00	9,831.39
Kaufman	3346 MERRIAM OPEN CIRCLE	0.00		0.00	0.00	0.00	0.00	0.00
Kaufman	3352 MERRIAM GIFTS	62.91		0.00	0.00	62.91	0.00	62.91
Kaufman	3410 MERRIAM AM/PM	143,153.20		197,485.35	210,190.68	130,447.87	94.31	130,353.56
	2642 Merriam Handshake Project	0.00				0.00		0.00
Total Special Revenue and Revolving Funds		3,617,208.93	2,880.37	10,858,621.70	9,951,577.53	4,527,133.47	20,970.60	4,506,162.87

ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
6/30/16 PRELIMINARY

Operating	Fund Balance 7/1/2015	Adjustments	Receipts	Expenses	CASH BAL	Encumber	Balance as of 6/30/16
SCHOLARSHIPS							
5001 SCH:DENNIS M KULSICK	0.00		0.00	0.00	0.00	0.00	0.00
5002 SCH:ANDREW GRATZ	0.00		0.00	0.00	0.00	0.00	0.00
5003 SCH:A B JAMBOREE	2,757.97	(4.00)	16.33	150.00	2,620.30	0.00	2,620.30
5004 SCH:KATHERINE KINSLEY	28,966.03	399.95	180.21	200.00	29,346.19	0.00	29,346.19
5005 SCH:JAMES E KINSLEY	37,533.03	0.00	230.82	0.00	37,763.85	0.00	37,763.85
5006 SCH:AMERICAN LEGION 284	52,636.44		314.46	2,000.00	50,950.90	0.00	50,950.90
5007 SCH:BRODY PEER LDRSHIP	0.00		0.00	0.00	0.00	0.00	0.00
5008 SCH:J PRENDIVILLE III	12,954.51		75.49	1,000.00	12,030.00	0.00	12,030.00
5009 SCH:M&P SMOLTEES	27,707.34		162.10	4,000.00	23,869.44	0.00	23,869.44
5010 SCH:J DEBAGGIS	2,942.47		17.71	0.00	2,960.18	0.00	2,960.18
5011 SCH:R J GREY	13,900.39		82.83	500.00	13,483.22	0.00	13,483.22
5012 SCH:CHARLES BATTIT	20,973.92		123.17	800.00	20,297.09	0.00	20,297.09
5013 SCH:J SCOTT	(122.27)	1,000.00	5.27	0.00	883.00	0.00	883.00
5014 SCHOLARSHIP:GENERAL	1,861.67	(600.00)	2,513.15	2,100.00	1,674.82	0.00	1,674.82
5015 FRED S KENNEDY SCHOLARSHIP	2,193.21	(200.00)	13.85	202.67	1,804.39	0.00	1,804.39
5016 CHS BRUSIE MEMORIAL SCHOLARSHIP	2,869.60		1,188.00	2,000.00	2,057.60	0.00	2,057.60
5017 THOMAS MEAGHER SCHOLARSHIP	5,351.84		31.34	500.00	4,883.18	0.00	4,883.18
5018 R & E MATUSOW SCHOLARSHIP	50,103.16	(0.24)	357.22	61.44	50,398.70	0.00	50,398.70
5019 R BARTOLOMEO SCHOLARSHIP	0.00		0.00	0.00	0.00	0.00	0.00
5020 SANDRA WILENSKY SCHOLARSHIP	2,105.87		11.78	500.00	1,617.65	0.00	1,617.65
5021 FREDERICK JOYCE MEMORIAL	3,003.13		16.25	1,000.00	2,019.38	0.00	2,019.38
5022 DOW SCHOLARSHIP	0.00		0.00	0.00	0.00	0.00	0.00
5023 ALMA PARKHURST SCHOLARSHIP	19,810.09		113.83	3,000.00	16,923.92	0.00	16,923.92
5024 P HALL SCHOLARSHIP-Principal	10,000.00		73.78	0.00	10,073.78	0.00	10,073.78
5024 P HALL SCHOLARSHIP-Interest	3,125.90				3,125.90		3,125.90
STUDENT ACTIVITIES							
Shen 6001 STU ACTIVITY FUND-JH	36,373.25		113,377.53	125,483.08	24,267.70	0.00	24,267.70
Campbell 6002 STU ACTIVITY FUND-SH	84,798.51	13.78	287,043.12	262,026.19	109,829.22	0.00	109,829.22
Labb 6003 STU ACTIVITY FUND-BL	18,039.02		31,459.09	30,152.98	19,345.13	0.00	19,345.13
Total Scholarship & Agency Funds							
	439,885.08	609.49	437,407.33	435,676.36	442,225.54	0.00	442,225.54
Total All funds							
	4,057,094.01	3,489.86	11,296,029.03	10,387,253.89	4,969,359.01	20,970.60	4,948,388.41

Acton Boxborough Regional Schools
FY'16 Grants
June 30, 2016 Preliminary

			FY'16					
			Budget	YTD	Enc	Total	Balance	
3004 SPED PROGRAM IMPROVEMENT # F274								
FY16								
Revenue								
3004R16 45401	3004R16 45401	REVENUE - FEDERAL - THRU STATE	47,528.00	33,326.00	0.00	33,326.00	14,202.00	
Expense								
30041601 514900	30041601 514900	STIPEND	2,500.00	0.00	0.00	0.00	2,500.00	
30041602 524006	30041602 524006	CONF, TRAV, WORKSHOPS	5,028.00	2,751.00	0.00	2,751.00	2,277.00	
30041602 524030	30041602 524030	CNTRD SVCS - SPEC - SPED	3,500.00	1,000.00	0.00	1,000.00	2,500.00	
30041602 524064	30041602 524064	INSTRUCTOR - PROF DEV - SPED	2,000.00	0.00	0.00	0.00	2,000.00	
30041602 524134	30041602 524134	SPEAKERS - SPED	10,000.00	2,500.00	0.00	2,500.00	7,500.00	
30041602 524173	30041602 524173	CONTR SVC - CONSULTANT	12,000.00	8,200.00	0.00	8,200.00	3,800.00	
30041602 525014	30041602 525014	SUBS - CONTRACTED SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	
30041603 543045	30041603 543045	SUPPLIES - EXPENDABLE	11,000.00	2,633.31	2,069.35	4,702.66	6,297.34	
3004 SPED PROGRAM IMPROVEMENT			47,528.00	17,084.31	2,069.35	19,153.66	28,374.34	
							12,679.00	
							15,695.34	
3006 TITLE IIA:IMPRVG ED QUAL # F140								
FY16								
Revenue								
3006R16 45401	3006R16 45401	REVENUE - FEDERAL - THRU STATE	62,113.00	61,543.00	0.00	61,543.00	570.00	
Expense								
30061601 514011	30061601 514011	ADMINISTRATOR	5,000.00	5,000.00	0.00	5,000.00	0.00	
30061602 524006	30061602 524006	CONFERENCES	5,015.00	5,015.00	0.00	5,015.00	0.00	
30061602 524112	30061602 524112	PD - CURRICULUM FRAMEWORKS	19,127.00	19,480.00	198.00	19,678.00	-551.00	
30061602 524113	30061602 524113	PD - CONSULTANTS	3,000.00	0.00	0.00	0.00	3,000.00	
30061603 514700	30061603 514700	PD SUBSTITUTES	24,970.00	27,970.00	0.00	27,970.00	-3,000.00	
30061604 543094	30061604 543094	TEXTS, SOFTWARE, MEDIA MATER	4,000.00	4,000.00	0.00	4,000.00	0.00	
30061605 570031	30061605 570031	MASS TEACHERS RETIREMENT	450.00	450.00	0.00	450.00	0.00	
30061602 524009	30061602 524009	FY15 CARRYFORWARD CONTRACTED SERVICES	551.00	0.00	0.00	0.00	551.00	
3006			62,113.00	61,915.00	198.00	62,113.00	0.00	
3019 EARLY CHILDHOOD # F262								
FY16								
Revenue								
3019R16 45400	3019R16 45400	REVENUE - FEDERAL - DIRECT	31,011.00	31,011.00	0.00	31,011.00	0.00	
Expense								
30191601 516011	30191601 516011	AIDES/PARAPROFESSIONALS	31,011.00	31,011.00	0.00	31,011.00	0.00	
3019			31,011.00	31,011.00	0.00	31,011.00	0.00	
3020 SPED EARLY CHILDHOOD # F298								
FY16								
Revenue								
3020R16 45400	3020R16 45400	REVENUE - FEDERAL - DIRECT	3,000.00	3,000.00	0.00	3,000.00	0.00	
Expense								
30201601 524113	30201601 524113	CONSULTANTS	3,000.00	3,000.00	0.00	3,000.00	0.00	
3020			3,000.00	3,000.00	0.00	3,000.00	0.00	
3021 TITLE III ELA # F180								
FY16								
Revenue								
3021R16 45401	3021R16 45401	REVENUE - FEDERAL - THRU STATE	3,969.00	3,969.00	0.00	3,969.00	0.00	
3021R161 45401	3021R161 45401	REVENUE - FEDERAL - THRU STATE	35,081.00	5,847.00	0.00	5,847.00	29,234.00	
Expense								
30211603 514064	30211603 514064	FY16 TITLE III 180 ELA TEACHER	16,358.00	7,375.00	4,000.00	11,375.00	4,983.00	
30211604 516001	30211604 516001	FY16 TITLE III 180 GRANT ELA AIDES / PARAS	4,800.00	2,400.00	800.00	3,200.00	1,600.00	
30211605 524009	30211605 524009	FY16 TTL III 180 ELA GRANT CONTRACTED SERVICES	9,100.00	4,900.00	2,000.00	6,900.00	2,200.00	
30211606 543035	30211606 543035	FY16 TITLE 3 180 ELA SUPPLIES	3,263.00	2,839.11	233.37	3,072.48	190.52	
30211607 524006	30211607 524006	FY16 TITLE III 180 ELA TRAVEL	560.00	560.00	0.00	560.00	0.00	
30211608 524131	30211608 524131	FY16 TITLE III 180 ELA OTHER SOFTWARE LICENSE	1,000.00			0.00	1,000.00	
30211601 514064	30211601 514064	FY15 CARRY-FORWARD SUMMER TEACHER	3,822.00	1,760.00	0.00	1,760.00	2,062.00	
30211602 543045	30211602 543045	FY15 CARRY-FORWARD EXPENDABLE SUPPLIES	147.00	102.74	0.00	102.74	44.26	
3021			39,050.00	19,936.85	7,033.37	26,970.22	12,079.78	
3015 ACADEMIC SUPPORT # S632								
FY16								
Revenue								
3015R16 46000	3015R16 46000	REVENUE - STATE	5,400.00	5,400.00	0.00	5,400.00	0.00	
Expense								
30151601 514917	30151601 514917	STIPENDS - TUTORS	5,065.00	5,125.00	0.00	5,125.00	-60.00	
30151603 543045	30151603 543045	SUPPLIES - EXPENDABLE	335.00	275.00	0.00	275.00	60.00	
30151602 524012	30151602 524012	CONTRACTED SERVICES - BUS DRIVER	0.00	0.00	0.00	0.00	0.00	
3015			5,400.00	5,400.00	0.00	5,400.00	0.00	

Acton Boxborough Regional Schools

FY'16 Grants

June 30, 2016 Preliminary

				FY'16 Budget	YTD	Enc	Total	Balance
3101 ESSENTIAL SCHOOL HEALTH SERVICES # 06/30/2016 end								
FY16								
Revenue								
3101R16	46000	3101R16 46000	REVENUE - STATE	69,700.00	69,700.00	0.00	69,700.00	0.00
Expense								
31011601	514044	31011601 514044	NURSE	41,989.00	41,990.00	0.00	41,990.00	-1.00
31011601	514705	31011601 514705	NURSE, SUBSTITUTE	11,000.00	11,710.00	0.00	11,710.00	-710.00
31011601	514913	31011601 514913	STIPEND - R&D	1,200.00	1,200.00	0.00	1,200.00	0.00
31011602	524006	31011602 524006	CONF, TRAV, WORKSHOPS	2,600.00	2,816.00	0.00	2,816.00	-216.00
31011602	524113	31011602 524113	WEB CONSULTANT	2,873.00	3,137.00	0.00	3,137.00	-264.00
31011602	524161	31011602 524161	CONTR SVCS - TECHNOLOGY	1,000.00	450.44	0.00	450.44	549.56
31011603	543064	31011603 543064	SUPPLIES - OFFICE	800.00	769.98	0.00	769.98	30.02
31011603	543087	31011603 543087	INSTR TECHNOLOGY	8,238.00	7,626.58	0.00	7,626.58	611.42
	3101		ESSENTIAL SCHOOL HEALTH SVCS	69,700.00	69,700.00	0.00	69,700.00	0.00
3103 SOLAR OATA								
FY15								
Revenue								
3103R15	46000	3103R15 46000	REVENUE - STATE	2,000.00	2,000.00		2,000.00	0.00
3103R16	46000	3103R16 46000	REVENUE - STATE	10,400.00	5,353.99		5,353.99	5,046.01
3103R17	46000	3103R17 46000	REVENUE - STATE	100.00			0.00	100.00
Expense								
31031501	524113	31031501 524113	PROFESSIONAL SERVICES	12,500.00	7,353.99	0.00	7,353.99	5,146.01
	3103		SOLAR OATA	12,500.00	7,353.99	0.00	7,353.99	5,146.01
3104 CPC NATURE PLAYSACES								
FY16								
Revenue								
3104R16	48401	3104R16 48401	GRANTS - PRIVATE	120,000.00	80,163.75		80,163.75	39,836.25
Expense								
310401	524009	310401 524009	CNTRD SVCS	12,000.00	13,695.00		13,695.00	-1,695.00
310401	524062	310401 524062	GENERAL CONTRACTOR	108,000.00	98,300.00		98,300.00	9,700.00
310401	587014	310401 587014	OUTLAY/RPLMT EQUIP - GROUNDS	0.00	6,750.00	1,255.00	8,005.00	-8,005.00
	3104		CPC NATURE	120,000.00	118,745.00	1,255.00	120,000.00	0.00

NOTICE TO REGIONAL SCHOOL DISTRICTS
OF ESTIMATED RECEIPTS
General Laws, Chapter 58, Section 25A

Acton Boxborough
Regional School List

A. EDUCATION

Distributions and Reimbursements

Chapter 70	14,696,071
Charter School Tuition Reimbursement	25,004
Regional School Transportation	1,390,338

Offset Items - Reserve for Direct Expenditure:

School Choice Receiving Tuition	221,722
---------------------------------	---------

TOTAL ESTIMATED RECEIPTS: **16,333,135**

Estimated Charges:

Special Education	324
School Choice Sending Tuition	99,055
Charter School Sending Tuition	382,504

TOTAL ESTIMATED CHARGES: **481,883**

B. TOTAL RECEIPTS, NET OF ESTIMATED CHARGES: **15,851,252**

Acton-Boxborough Regional School District

Office of Facilities and Transportation

16 Charter Road

Acton, MA 01720

www.abschools.org

TO: Acton-Boxborough Regional School Committee Members
FROM: JD Head
DATE: 8/2/16
RE: ABRSD Intermunicipal Agreement and Boxborough's Hager Well

As you are most likely aware, the Blanchard Memorial School receives domestic water from the Hager Well in Boxborough. The Hager Well is a public water supply system that is shared by the Sargent Memorial Library, the School, and the Boxborough Public Safety infrastructure across Route 111. In the spring of 2005, the Blanchard Memorial School entered into an agreement with "*WHITEWATER*", a division of RH White Companies, Inc. This agreement includes management of the water system as well as the wastewater or septic system, which is also a shared municipal system.

The details of these two shared systems, the well and the septic, were agreed to during the School District Regionalization process. The Intermunicipal Agreement (IMA) between ABRSD and the Town of Boxborough grants the Town the authority to maintain both systems and states that the expenses would be split based on use. Currently that arrangement requires ABRSD to pay a pro-rata share based on water usage meter reads (78% in fiscal '15 and '16) of all expenses related to the overall maintenance and operations of the water and the wastewater systems.

ABRSD is proposing that we have our legal team review the IMA to better define exactly what overall maintenance and operations means, and where the rights of easement for the Town begin and end. We believe that some efficiencies can be found in the systems' operation and suggest that the third party management of the systems should be put back out to competitive bid. Based on the last two years, if status quo was to remain, ABRSD would face expenses in the range of \$20,000 per year related to these two systems. To put that into context, ABRSD expenses related to water and wastewater at the Acton-Boxborough Regional High School total about \$10,000 per year.

It seems that the School District is paying premium pricing for these services and it would be reasonable at this time to test the market to see if other companies can do better than Whitewater in terms of price and performance.

Hager Well Expenses

	Electric				Other Maintenance				Total Invoice\$	
	Date pd	Amt	meter date	Monthly Maintenance Contract	Payt dates	Municipal & Blanchard Maintenance	Blanchard Only Maintenance			
FY15	Jul-14	121.92	6/23-7/24/14	Jul-14	640.82	7/29/2014	74.25	435.88	510.13	Standard Anlysis (Specifically Blanchard \$214.44+21.44) + Flushing Labor \$200
	Aug-14	125.05	8/21/2014	Aug-14	640.82	8/19/2014	4,351.89		4,351.89	EJ Prescott - Meters
	Sep-14	196.44	9/25/2014	Sep-14	640.82	9/2/2014	4,043.94	235.88	4,279.82	Pump not working/Water delivery, Standard Anlysis (Specifically Blanchard \$214.44+21.44)
	Oct-14	156.18	10/22/2014	Oct-14	640.82	10/28/2014	5,975.00		5,975.00	Sontag Pump
	Nov-14	191.61	11/20/2014	Nov-14	640.82		602.20	235.88	838.08	Standard Anlysis (Specifically Blanchard \$214.44+21.44)
	Dec-14	255.31	12/18/2014	Dec-14	640.82	11/4/2014	117.70	235.88	353.58	Standard Anlysis (Specifically Blanchard \$214.44+21.44)
	Jan-15	446.40	1/26/2015	Jan-15	640.82	11/18/2014	333.65		333.65	Whitewater
	Feb-15	398.02	2/23/2015	Feb-15	640.82	12/23/2014	570.41	3,825.56	4,395.97	Standard Anlysis (Specifically Blanchard \$218.60+21.86) + Pump Replacement \$1500 Labor & 2085.10 Pumps
	Mar-15	329.26	3/24/2015	Mar-15	640.82	1/6/2015	20.00		20.00	State Annual
	Apr-15	285.48	4/27/2015	Apr-15	640.82	1/27/2015	40.05	640.96	681.01	Standard Anlysis (Specifically Blanchard \$218.60+21.86) + Pump Consult \$400.50
	May-15	141.48	5/21/2015	May-15	640.82	2/17/2015	115.61	240.46	356.07	Standard Anlysis (Specifically Blanchard \$218.60+21.86)
	Jun-15	161.95	6/24/2015	Jun-15	653.64	4/7/2015	-	240.46	240.46	Standard Anlysis (Specifically Blanchard \$218.60+21.86)
						4/28/2015	214.21	360.69	574.90	Standard Anlysis (Specifically Blanchard \$218.60+21.86 & 109.30+10.93)
						6/9/2015	615.00	320.46	935.46	Standard Anlysis (Specifically Blanchard \$218.60+21.86) + Uranium Eval \$80
FY15 Totals:		2,809.10			7,702.66		17,073.91	6,772.11		
School Share @ 78%		2,191.10			6,008.07		13,317.65	6,772.11		
		78%								
									28,288.93	Net Due for Water Usage Pursuant to Section 1 G 2 b of IMA

Hager Well Expenses

	Electric				Other Maintenance				
	Date pd	Amt	meter date	Monthly Maintenance Contract	Municipal & Blanchard Maintenance	Blanchard Only Maintenance	Total Invoices\$		
FY16	Jul-15	92.97	6/24-7/27/15	Jul-15 653.64	9/1/2015	-	240.46	240.46	Standard Analysis (Specifically Stated Blanchard)
	Aug-15	96.91	7/27-8/24	Aug-15 653.64	9/22/2015	30.36	120.23	150.59	Standard Analysis (Specifically Blanchard \$109.30+10.93)
	Sep-15	96.91	8/24-9/28	Sep-15 653.64		1,094.13		1,094.13	NE Instrument - Light Probe
	Oct-15	119.78	9/28-10/26	Oct-15 653.64	10/27/2015	592.50		592.50	NE Instrument - Thermal Pen Recorder
	Nov-15	206.15	10/26-11/23	Nov-15 653.64		11.55	240.46	252.01	Standard Analysis (Specifically Blanchard \$218.60+21.86)
	Dec-15	223.07	11/23-12/23	Dec-15 653.64	12/8/2015	189.30		189.30	Whitewater
	Jan-16	320.92	1/25/2016	Jan-16 653.64	12/22/2015	20.00		20.00	State Annual
	Feb-16	359.94	2/23/2016	Feb-16 653.64	1/12/2016	395.90	2,430.50	2,826.40	Whitewater Pumps
	Mar-16	273.33	3/28/2016	Mar-16 653.64	1/26/2016	80.00		80.00	Whitewater (Library)
	Apr-16	251.13	4/26/2016	Apr-16 653.64	3/1/2016	11.28		11.28	Acton Hardware - Filter
	May-16	175.77	5/26/2016	May-16 653.64	3/1/2016	-	488.74	488.74	Whitewater -Parts Silo Flushing, Timer Relays
	Jun-16	102.77	6/23/2016	Jun-16 666.71	4/5/2016	240.00	100.00	340.00	DEP Meeting
					5/10/2016	2,041.10		2,041.10	Standard Analysis
					6/8/2016	42.33	627.75	670.08	Septic Pump & labor
FY16 Totals:				2,319.65	7,856.75	4,748.45	4,248.14		
School Share @ 75%				1,739.74	5,892.56	3,561.34	4,248.14		
								Year To Date below	
								15,441.78	Net Due for Water Usage Pursuant to Section 1 G 2 b of IMA
FY16 Estimated End of Year @ 75%				131.25	-	3,750.00			
								3,881.25	Uranium Remediation Testing Phase
								19,323.03	Total Estimate FY16



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

9.0

Clare L. Jeannotte
Director of Finance

TO: Acton-Boxborough Regional School Committee
FROM: Clare Jeannotte
RE: Student Activity Fund Annual Reauthorization
DATE: August 2, 2016

The District operates Student Activity Funds at three schools, the Senior High, the Junior High and Blanchard Memorial. Each site has a checking account under the control of the Principal.

Background:

Pursuant to ESE Policy Guidelines or MGL Requirements:

Section 47 of MGL Ch. 71 requires that once the School Committee has accepted the provisions of the law, an agency account is set up by the District Treasurer. These are generally established as an interest bearing savings account, and, if authorized by the School Committee, a checking account which acts as an imprest (replenishment) account to be administered by the School Principal.

Maximum checking account fund levels are established and annually voted on by the School Committee.

These funds are audited annually by the independent auditor.

Requested VOTE:

To set the imprest balance of the Student Activity checking accounts for the 2016-2017 school year as follows:

Senior High School	\$35,000
Junior High School	\$25,000
Blanchard Elementary	\$ 5,000

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.

Superintendent's Office

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

To: Acton-Boxborough Regional School Committee
 From: Glenn A. Brand
 Date: 08/02/16
 Re: Seeking VOTE of Acceptance of Competitive Grants/MA DOER Vehicle-to-Grid Electric School Bus Pilot Program Grant and MA DESE Digital Connections Partnership Schools Grant

Within school districts across the Commonwealth, there are generally two (2) forms of grants that provide additional resources or assets to districts: i) *Entitlement Grants* - such as those associated with state and federal programs and are based upon a range of factors; ii) *Competitive Grants* - those that are not based upon entitlement factors but rather involve the district, school or individual entity applying for funds or resources that in some way contribute to the overall operations of a program, school or department in the school district.

Given the nexus between the School Committee's oversight of the operating budget (i.e. specifically Policy DDA - *Providing Funds For The Schools (outside the appropriated budget)*) as well as the authority over policy (i.e. Policy BG - *School Committee Policy Development*), it is my belief that competitive grants with a total value of over \$500 should be brought forth for the Superintendent's approval as well as the School Committee's acceptance. This process can help ensure that any commitment to outside funding sources maintains that the totality of the grant, including alignment with the values of the district, our established policies and procedures as well as an understanding of any future financial obligations to the district, are completely open, transparent and widely understood.

At your regularly scheduled meeting on June 9, 2016, you received more complete information regarding these two grants. (See memos in packet.) In addition to the value of the grant awards, these represent substantial commitments of the district and, as such, I am seeking your vote of approval to formally accept the following grants:

- i. *MA DOER Vehicle-to-Grid Electric School Bus Pilot Program Grant*
- ii. *MA DESE Digital Connections Partnership Schools Grant*



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



16.3.2
6/9/16
sc

Amy Bisiewicz

Director of Educational Technology

ph: 978-264-4700

fax: 978-264-3340

abisiewicz@abschools.org

To: Glenn Brand, Superintendent of Schools

From: Amy Bisiewicz, Director of Educational Technology

Date: 6/3/2016

Re: ABRSD Awarded MA DESE Digital Connections Partnership Schools Grant

I am pleased to announce that the Acton-Boxborough Regional School District (ABRSD) has recently been awarded a Digital Connections Partnership Schools Grant. This grant, which was introduced by the Massachusetts Department of Elementary & Secondary Education last year, is a competitive, matching state grant program designed to support schools in the Commonwealth with costly infrastructure projects that bolster wireless networks and support 21st century learning. Details of our schools that will be impacted by this grant are as follows:

Acton-Boxborough Regional High School: Purchase and install 7 high speed, high capacity wireless access points (Aruba 215 Model) using new Cat6 cabling. Relocate 22 existing access points into the classrooms.

RJ Grey Junior High: Purchase and install 24 high speed, high capacity wireless access points (Aruba 215 Model) using new Cat6 cabling. Relocate 7 existing access points into the classrooms. Provide and install 3 (PoE) Cisco switches in aging network closet.

Blanchard Memorial: Purchase and install 31 high speed, high capacity wireless access points (Aruba 215 Model) using new Cat6 cabling. Provide and install 7 (PoE) Cisco switches that will provide a 10GB uplink to JH MDF.

McCarthy-Towne/Merriam: Purchase and install 24 high speed, high capacity wireless access points (Aruba 215 Model) using new Cat6 cabling. Relocate 17 existing access points into the classrooms. Provide and install a 12 strand SM fiber cable between Parker Damon Building and Jr High MDF.

The total cost of these combined projects is \$200,000.

As the state will pay for the entire amount of this project, the Acton-Boxborough Regional School District is obligated to purchase devices and/or professional development in the amount of 40% of the total cost as part of our local match. Because these expenditures were included in the FY17 EDTech budget, the District will be able to provide evidence that \$80,000 will be spent on the purchase of additional student devices such as chrome-books and tablets, staff laptops, and various technology resources intended to enhance 21st century learning within the Acton-Boxborough learning community.



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

16.3.1
6/9/16 SE

J.D. Head

Director of Facilities & Transportation

TO: Acton-Boxborough Regional School Committee Members
FROM: J.D. Head
DATE: 6/7/16
RE: MA DOER Vehicle-to-Grid Electric School Bus Pilot Program Grant
<http://www.mass.gov/eea/pr-2016/electric-school-bus-grants-to-four-schools.html>

Several months ago, the State distributed a solicitation from the Department of Energy Resources (DOER) in collaboration with the Department of Elementary and Secondary Education (DESE) to see if School Districts that run their own transportation system would be interested in receiving a free EV bus and charging station as part of a grant process.

After communications with the State, we determined that the funding structure for this grant would be difficult for our School District to manage financially next year and after consulting with Dr. Brand and his Administrative team, it was decided to inform the State that we were not interested in pursuing this pilot program at the time.

Last month, the DOER notified the District that they would award us the grant and would change the funding structure to accommodate ABRSD's needs. Specifically, the State agreed to simplify the funding structure and grant the District the funds upfront for the equipment. We expect to see a scope of work and draft contract agreement from the State next week.

Assuming the scope and contract agreement are satisfactory, the District will receive an EV 73 passenger school bus and an EV charging station that will be installed at Conant. The vehicle will be the property of the District indefinitely, and we will not have to pay back any funds to the State. The additional costs will be modest and include the outfitting of the bus with such standard equipment as a radio, camera and other operating equipment consistent with our other buses.

ABRSD transportation is excited about the possibility of adding another bus to the fleet and looks forward to participating in this pilot program using new energy efficient equipment.

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.

File: JIB

STUDENT INVOLVEMENT IN DECISION-MAKING

As appropriate to the age of students, class or school organizations and school government organizations, such as student councils, may be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee

As required by state law, the Acton-Boxborough Regional School Committee will meet at least once every other month during the school year with the student advisory committee or designee, which is composed of five students elected by the high school student body. The members of the student advisory committee shall be ex-officio nonvoting members of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.

LEGAL REF.: M.G.L. 71:38M

CROSS REF.: BDF, Advisory Committees to the School Committee

Approved: 5/22/14

PART I ADMINISTRATION OF THE GOVERNMENT**TITLE XII** EDUCATION**CHAPTER 71** PUBLIC SCHOOLS**Section 38M** Student advisory committees

Section 38M. School committees of cities, towns and regional school districts shall meet at least once every other month, during the months school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school or high schools in each city, town or regional school district.

The members of such student advisory committees shall, by majority vote prior to the first day of June in each year elect from their number a chairperson who shall serve for a term of one year. Said chairperson shall be an ex-officio, nonvoting member of the school committee, without the right to attend executive sessions unless such right is expressly granted by the individual school committee. Said chairperson shall be subject to all school committee rules and regulations and shall serve without compensation.



Beth Petr <bpetr@abschools.org>

Fwd: SOPS

Mary Brolin <mbrolin@abschools.org>

Sun, Jul 31, 2016 at 5:01 PM

To: Beth Petr <bpetr@abschools.org>

Hi Beth,

Could you include the e-mail message below and the attachment in our packet for Aug 8th and add it to the agenda, maybe right before subcommittee reports.

Thanks!

Mary

----- Forwarded message -----

From: **Tania Jaime** <taniajaime3@gmail.com>

Date: Thu, Jul 21, 2016 at 1:12 PM

Subject: SOPS

To: bbieber@abschools.org, kneville@abschools.org, mneyland@abschools.org, mbrolin@abschools.org

Hello ,

My name is Tania Jaime and I am organizer with Save Our Public Schools, a grassroots organization of families, parents, educators, taxpayers and students in opposition to the ballot question #2 that will lift the charter school cap in Massachusetts.

We have been reaching out to school committee members across the commonwealth to gauge their thoughts on the issue. Our campaign has been building out a field program in your area to get the word out to voters about the charter school issue of lifting the cap and potential effects charter funding may have on traditional public schools.

Over 30 school committees have passed unanimous resolutions in favor of keeping the cap.

We wanted to know if Acton and Boxborough would be interested in passing the resolution.

We can send you some information to keep you updated on our work.

In addition to the resolution that has been making the round across the commonwealth.


Take Care,

Tania Jaime

www.saveourpublicschoolsma.com

--

 Mary Brolin
 Acton-Boxborough Regional School Committee

 **resolution_against_lifting_the_cap.docx**

Resolution Against Lifting the Cap on Commonwealth Charter Schools

WHEREAS, free public schools available to all students regardless of income, ability, need or English language proficiency are foundational to our democracy; and

WHEREAS, all of our students deserve high-quality public schools that teach the whole child, providing enrichment and addressing social and emotional needs in addition to core academic subjects; and

WHEREAS, local accountability for our public schools is necessary to ensure that schools are responsive to the needs of their communities; and

WHEREAS, [NAME DISTRICT] is losing [GIVE DOLLAR AMOUNT FROM CHART] to Commonwealth charter schools and public school districts across the state are losing more than \$408 million this year alone — a loss of funds that is undermining the ability of districts to provide all students with the educational services to which they are entitled; and

WHEREAS, Commonwealth charter schools are often approved over the objections of a majority of community residents and their elected officials and are not accountable to local elected officials once they are approved; and

WHEREAS, Commonwealth charter schools often fail to serve the same proportion of special needs students, low-income students and English language learners as the districts from which they receive students and often use high suspension rates to drive out students they don't want to serve; and

WHEREAS, the Commonwealth charter school system is creating separate and unequal opportunities for success; and

WHEREAS, lifting the cap on charter schools would greatly worsen the problems listed above and lead to a costly and divisive two-track school system;

THEREFORE, be it resolved that the [NAME OF SCHOOL COMMITTEE] opposes lifting the cap on Commonwealth charter schools.

For additional information and resources, visit massteacher.org/charterschools.

2015 – 2016 Policy Subcommittee Report

1. **Special Education Parent Advisory Council**, File: BDFB-R - revision to procedures only 11/5/15
2. **Acknowledging Religious Holidays**, File: ACD-R – revision to procedures only 11/5/15
3. **School Councils**, File: BDFA – approved 12/3/15
 - a. Procedures: School Improvement Plan, BDFA-R-1, Submission and Approval of the School Improvement Plan, BDFA-R-2, Conduct of School Council Business, BDFA-E-3
4. **New School Committee Member Orientation**, File: BIA – approved 12/3/15
5. **Minutes**, File: BEDG – approved 2/4/16
6. **Physical Restraint of Students**, File: JKAA – approved 3/3/16
 - a. Procedures
7. **Public’s Right to Know**, File: KDB – approved 3/17/16
8. **School Committee Legal Status**, File: BB - approved 3/17/16
9. **Unexpired Term Fulfillment**, File: BBBE – approved 5/19/16
10. **Committee Member Conflict of Interest**, File: BCB – approved 5/19/16
11. **Teaching About Drugs, Alcohol and Tobacco**, File: IHABA – approved 5/19/16
12. **Use of Weapons as Part of Instruction**, File: IHAMD – approved 5/19/16
 - a. Procedures, File: IHAMD-R
13. **Visitors to the Schools**, File: KI - approved 5/19/16
 - a. Guidelines for Observations Requested by Parents/Guardians and/or Parent/Guardian Designees, File: KI-R, Spring 2015
14. **Basic Instructional Program**, File: IHA – approved 6/9/15
15. **School Committee Meetings and Notification**, File: BE – approved 6/23/16
16. **Empowered Digital Use – Access to Digital Resources**, File: IJND – approved 6/23/16
 - a. Empowered Digital Use- FY17 Student Contract, File: IJND-E (exhibit) approved 6/23/16
17. **School and District Webpages**, File: IJNDC – approved 6/23/16
18. **Student Activity Accounts**, File: JF – approved 6/23/16
19. **Regional School District Authorized Signatures**, File: DGA – approved 6/23/16
20. **Regional School District Bonded Employees and Officers**, File: DH – approved 6/23/16
21. **Regional School District Audits**, File: DIE - approved 6/23/16
22. **Prohibition of Harassment**, File: ACAB, JBA, GBA- approved 6/29/16
23. **Evaluation of the Superintendent**, File: CBI – approved 6/29/16
24. **Staff Conduct**, File: GBEB – approved 6/29/16
25. **Fingerprint-Based Criminal History Record Information Checks (CHRI)**, File: ADDB – approved 6/29/16
26. **Drug Free Workplace**, File: GBEC – approved 6/29/16
27. **Administration of Medication to Students**, File: JLCD – approved 6/29/16
28. **Alcohol, Tobacco and Drug Use by Students Prohibited**, File: JICH – approved 6/29/16
29. **Retirement of Facilities**, File: FCB - approved 6/29/16

DRAFT ABRSC 2016-2017 Subcommittees & Assignments

Voted: _____

CASE Board Member	Glenn Brand
EDCO School Committee Leadership Liaison/Round Table	Diane Baum, Eileen Zhang
EDCO Board Member (voting member)	Glenn Brand
EDCO Advisory Member (non voting member)	Diane Baum
Legislative Issues & Initiatives Subcommittee (for Rep. Atkins'/Rep. Benson's/Sen. Eldridge's Districts)	Paul Murphy, Katie Neville
Health Insurance Trust Representative	Mary Brolin
Superintendent's Wellness Task Force/Advisory Comm	Katie Neville, XXXX
Superintendent's Safety Task Force	Maria Neyland, Maya Minkin, , Amy K.
Community Outreach/ PTSO Liaison	Kristina Rychlik, Kathleen Neville, Deanne O'Sullivan, Diane Baum, Eileen Zhang
SpedPAC Liaison	, Diane Baum, Katie Neville
Warrant Signature Subcommittee	Deanne O'Sullivan, Paul Murphy, Kristina Rychlik, Maria Neyland, Mary B, Amy K.
Policy Subcommittee	Brigid Bieber, Maria Neyland, Amy Krishnamurthy, Maya Minkin, Katie Neville
Negotiations Subcommittee	Maria Neyland, Amy Krishnamurthy, Paul Murphy
Acton Leadership Group (ALG) Representatives	Amy Krishnamurthy, Paul Murphy
Acton Board of Selectmen Liaison	Paul Murphy, Eileen Zhang
Acton Finance Committee Liaison	, Deanne O'Sullivan, Amy K
OPEB Task Force	Diane Baum, Mary Brolin
OPEB Trust Fund Board of Advisors	ABRSC Chair, Mary Brolin
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber, Mary Brolin, Maria Neyland, Kathleen Neville
Boxborough Board of Selectmen Liaison	Maria Neyland, Brigid Bieber
Boxborough Finance Committee Liaison	Mary Brolin
Regionalization Financial Oversight Committee	Chair Mary Brolin, Kristina Rychlik
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy
Budget and Capital Planning Subcommittee	Brigid Bieber, Deanne O'Sullivan, Chair Maria Neyland, Kristina Rychlik, Mary Brolin, Amy K
MMT Liaison/SC rep to Acton MMT Working Group	Diane Baum
Future School Needs and Planning	Paul Murphy, Maria, Neyland, Kristina Rychlik
Capital Working Group	Brigid Bieber, Amy Krishnamurthy, Maya Minkin
Town of Acton Capital Improvement Planning Comm	Kristina Rychlik

ABRSC 2015-2016-2016-2017 Subcommittees & Assignments (Workshop 6/29/16)

CASE Board Member	Glenn Brand
EDCO School Committee Leadership Liaison/Round Table	<u>Diane Baum, Eileen Zhang</u>
EDCO Board Member <u>(voting member)</u>	Glenn Brand
EDCO Advisory Member <u>(non voting member)</u>	Maya Minkin <u>Diane Baum</u>
Legislative Issues & Initiatives Subcommittee (for Rep. Atkins'/Rep. Benson's/Sen. Eldridge's Districts)	Paul Murphy, Katie Neville
Health Insurance Trust Representative	Mary Brolin
Superintendent's Wellness Task Force/Advisory Comm	Deanne O, Amy K <u>Katie Neville, XXXX</u>
Superintendent's Safety Task Force	Maria Neyland, Maya Minkin, Deanne O, Amy K.
Community Outreach/ <u>PTSO Liaison</u>	Kristina Rychlik, Mary Brolin, Kathleen Neville, <u>Deanne O'Sullivan, Diane Baum, Eileen Zhang</u>
SpedPAC Liaison	Paul Murphy, Diane Baum, <u>Katie Neville</u>
Warrant Signature Subcommittee	Brigid Bieber, Deanne O'Sullivan, Paul Murphy, Kristina Rychlik, Maria Neyland, <u>Mary B, Amy K.</u>
Policy Subcommittee	Brigid Bieber, Maria Neyland, Amy Krishnamurthy, Maya Minkin, Katie Neville
Negotiations Subcommittee	Maria Neyland, Amy Krishnamurthy, Paul Murphy
Acton Leadership Group (ALG) Representatives	Kristina Rychlik <u>Amy Krishnamurthy, Paul Murphy</u>
Acton Board of Selectmen Liaison	Paul Murphy, <u>Eileen Zhang</u>
Acton Finance Committee Liaison	Kristina Rychlik, Deanne O'Sullivan, <u>Amy K</u>
OPEB Task Force	Diane Baum, Mary Brolin
OPEB Trust Fund Board of Advisors	ABRSC Chair, Kristina Rychlik Mary Brolin
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber, Mary Brolin, Maria Neyland, Kathleen Neville
Boxborough Board of Selectmen Liaison	Maria Neyland, Brigid Bieber
Boxborough Finance Committee Liaison	Mary Brolin
Regionalization Financial Oversight Committee	Chair Mary Brolin, <u>Kristina Rychlik</u>
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy
Budget and Capital Planning Subcommittee	Brigid Bieber, Deanne O'Sullivan, Chair Maria Neyland, Kristina Rychlik, Mary Brolin, <u>Amy K</u>
MMT Liaison/SC rep to Acton MMT Working Group	Diane Baum
<u>Future School Needs and Planning</u>	<u>Paul Murphy, Maria, Neyland, Kristina Rychlik</u>
<u>Capital Working Group</u>	<u>Brigid Bieber, Amy Krishnamurthy, Maya Minkin</u>
<u>Town of Acton Capital Improvement Planning Comm</u>	<u>Kristina Rychlik</u>



Acton Leadership Group Meeting

June 30, 2016

7:30 AM

Room 204

Acton Town Hall

Bart Wendell Facilitating

Agenda Topics

Comments

1. Introduction of Members and Review of ALG Charter and Ground Rules	All / Bart Wendell
2. Approval of Meeting Minutes, February 25, 2016	All
3. Update of FY16 Revenues and Expenditures	Steve Ledoux Glenn Brand
4. Review of Spreadsheet	Steve Barrett Marie Altieri
5. Discussion of Meeting Schedule	All
6. Public Comment	
7. Adjourn	

ALG Minutes, Feb. 25 2016

Present: Bart Wendell, facilitator; Kristina Rychlik & Paul Murphy, SC; Margaret Busse & Mike Majors, FC; Katie Green & Peter Berry, BoS; Steve Ledoux, Glenn Brand, Marie Altieri & Steve Barrett, staff

Audience: Janet Adachi & Franny Osmond, BoS; Brian McMullen & Clare Jeannotte, staff; Peter Ashton, Charlie Kadlec & Bob Ingram.

Extra Info: FY15 Municipal Reserve replenishment; MV Excise tax amounts in ALG plan: six year data on MV Excise tax; new ALG plan; FC FY 17 budget plan; poster for baby sitting at town meeting

Minutes accepted

2. Nothing to report on update for FY 16

3 & 4 Spreadsheet and discussion of reserves [during the course of the discussion it was noted that these two agenda items were melding into one]

Steve B: After last meeting we had a \$293k positive position with the tax levy reduced by \$603k. At Margaret's request, I have developed the sheet for municipal reserve replenishment. The sub total is \$1.9m. The breakdown is: FY 15 turn-back \$197k; Closed encumbrances/articles \$428k; DOR free cash, statutory adjustment; FY 15 Miscellaneous revenue \$259k; FY 15 MV exercise greater than budgeted \$232k; FY15 local receipts greater than budgeted \$352k; FY15 Transfers (Nursing/COA close outs) \$111k.

SB: The Miscellaneous revenue, excise tax and local receipts can't be budgeted higher based on DOR regulations. The closed encumbrances can vary greatly; we have a list of the articles and how much has been used and if the articles may be closed. There is also the action of repurposing some of the articles which has to be passed by Town Meeting. The Nursing/COA is one-time revenue from the close out of the enterprise funds.

Steve also showed the variations in the MV excise taxes: FY15 \$3,231,930; FY14 \$3,003,229; FY 13 \$2,714,651; FY 12 \$2,559,200; FY 11 \$2,599,291; FY10 \$2,514,503. To date this year the amount is \$2,717,000 and another payment is expected. The estimates for the excise tax being carried in the ALG plan: FY 16 \$3,100,000; FY 17 \$3,223,000; FY 18 \$3,287,000; FY 19 \$3,353,000.

Steve L: people are buying cars now but the tax depreciates quickly and people do not buy new cars every year. So it's best to be conservative.

SB: any time after June 30 we are allowed to run a deficit in some accounts while we wait for the state reimbursement. This has happened in the rail trails where we have to wait for the state and federal reimbursements. It also happens under CH 90 (highway) where we have to wait for the state payments. We cannot get paid unless we first spend the money.

Margaret thanked Steve for his work and taking the mystique out of how funds are replenished. Is there a way to take a ten year average of the replenishment numbers to see if there is logic or a trend? Even though there are variables, we can take into account recessions, there must be some methodology.

SB: there was a working group on the reserves tab. We took a three-year average and came out with \$2M

Kristina (looking at the replenishment sheet) we can't plan on the last four—it's not level every year and the numbers can be quite different.

SB: there is a portion we can plan for

Margaret: what level can we put out for next year? We started with \$250k then it went to \$600k and now its \$900k

SB: we don't do close outs every year. It is higher this year. The bottom three is a reflection of the economy.

Marie: we may not get what we need with a 10-year average. Remember there has been a close-out of NESWC. There is the Ch. 70 money that was increasing but now is flat. We also had the Federal stimulus monies that we no longer have; we didn't spend it all in one year but spread it out. Keep in mind that we used \$2.6M but we have \$1.9M replenishment for a net use of reserves of \$700k.

Katie: before the region, the APS monies came back into reserves. Now they go into E&D. A 10-year look back trying to factor in the APS numbers would really complicate things

Margaret: There should be an adjustment. Marie is saying it's Ok to use the \$2.6M because we got the \$1.9M. I'm not sure if the 10-year average is the right thing to do, I'll have to think about it. Perhaps we can do the average leaving out the unpredictable. Let's budget so we will know the numbers

SB: it's taken me 20 years to get my mind around this whole thing. We need to recognize the management team has kept us going with these very complex issues in municipal finance.

Bart: Is everyone all right with the numbers: The \$2.6M and the replenishment numbers?

Katie: The FC voted on Tuesday and now we have another plan.

Mike: I originally submitted (the FY17 budget plan handed out as extra info). But then withdrew the plan. We did put out what the FC was thinking and given direction.

Katie: you may or may not have discussed this on Tuesday but regardless it is not compatible with the ALG plan.

Mike: we had a lively discussion we identified the SC savings and the issue of reserve (use). We want to limit reserve use to \$1.3 which being realistic will cause net positive to go negative. We by continual cost cutting and lessen the use of want to get away from the dependency on reserves and come up with a structurally balanced budget. We should address the negative net position by cost cutting and revenue enhancement.

Katie: The Town cut \$200k and used the \$985 to the tax levy. This was agreed to on Monday. The board (BoS) is comfortable with \$125 health care savings. There is a general sense that we could move that up to \$200k. We did not talk about limiting the reserve use to \$1.3M in the out years.

Peter went through the FC percentage numbers in the reserves tab and noted that the level in FY 18 is 6.4% and does not fall below the [DOR] recommended 5% level.

Katie: why are you only using the town's \$900k for replenishment and not using the school's E&D?

Marie: I have been trying to understand why the percentages from the FC are lower than the ALG plan. I think we need to include E&D in reserves because the reserves percentage is a percentage of all expenses including the regional assessment. It does not make sense to include it as an expense and not as a revenue source.

Marie: the ALG plan in FY 19 has the level at 4.55% and this is a very conservative budget---but then I read in the FC statement that it falls to 3%. We have has a conversation about taking E&D out of reserves; so you are left with the town budget while 2/3s is the AB assessment. So you have to do free cash as a percentage of the town's budget.

Katie: why not include both (E&D & Towns Free cash) ---we are not using the \$2M in reserves to balance the town budget.

Paul: are there two separate spreadsheets?

Katie: the FC proposal cuts the town spending by \$200k.

Paul: I think the FC needs a third point: the reserves have not been depleted

Steve L: Sudbury uses almost all of their reserves.

Bart: Two questions: there are questions about this AM's document from the FC; is this separate from the original agreement?

Katie: There is a tacit agreement that we can reduce \$200k, but using only \$1.3M in FY 18 & 19 will result in larger deficits which we have not discussed.

Kristina: There are a number of things: the FC has one set of assumptions while the ALG is using another. Why the use of \$1.3M in the future; I wonder how the FC is projecting the reserves and does not seem to project the replenishments. There is the challenge to the school committee of recent realities and I'm wondering if we could come out somewhere in the middle.

Bart: What does that middle look like?

Kristina The \$1.3M is too low. Maybe it could be OK if we have more replenishment0---that means more that the \$900k.

Margaret: I'm comfortable using the E&D as part of the reserves the rating agencies look at both the schools and the town.

SB: The rating agencies look to the long term. They are not interested in the percentage being five or ten. In the conference call they look at per capita income; the ability of the town to repay; at the deferential in the demographics. They don't add up the E&D and free cash. They are more interested in our collection rates which are at 99.9%---that really carries the day. They look at the overall valuation and the SF tax rate.

Margaret: when they look at overall reserves, do they just look at the Town?

SB: They do compute free cash [which includes stability funds] and divide that by spending.

Margaret: the schools have had a negative outlook which has caused a scare. We need to know the terms of their evaluation: whether they just look at town's reserves or the overall. This gets us back to the mystic around reserves. We have never used the [total in the budget] amount of reserves. I share the FC's concern that we are over budgeting in order to be conservative. Being too conservative is one dimension of conservative budgeting..

Katie: look at the replenishment sheet. How can you say that a return of less than \$200k on a budget of \$30M is over budgeting? There are other areas that are not spent so we have the range of \$2.5M - \$1.3M. There is the problem where we cannot show a revenue increase [by DOR's regulations or because we just do not know]

Bart: are people OK with the \$1.3M for now?

PB: I'm not comfortable that we cannot come to a consensus

Mike: our focus has been on the use and level of reserves. But the more important is the tax bill and I have great concerns for FY 17.

Katie: we have put budget savings in to lower the tax rate.

Bart: can we get an agreement on the \$1.3 for today and not for the future?

Katie asked Steve B. to show the "live spread sheet"

Marie: If we move the reserve use to \$1.3M it basically means that we will be showing higher deficits in FY 18 & FY1.

Steve showed the living spreadsheet, which showed what Marie predicted.

There was a suggestion that the decrease be more gradual starting with \$1.9M for FY 18 and \$1.3M for FY 19. The concern was the recapturing of the "lost" levy would cause too great increases in the tax rate where a gradual approach would be the better course.

Paul questioned the origin of the \$1.3M number again reiterating his position that the FC was just talking about numbers and was ignoring the services and needs that these numbers covered. He added that the budget was so tight that "we are setting ourselves up for a surprise---one tragedy. He was opposed to using the \$1.3M number.

Katie reiterated the BoS position that they could cut the \$200k but not the \$1.3 figure. That would mean a cut in services.

Bart: is there an agreement that show the use of the \$1.3M in the outlying years along with the deficits?

Marie: we may be sending the wrong sort of message we do not want to dis incentivize people from doing turn backs.

Margaret: we need to see the delta between replenishments and the reserves. There is good news that there were turn backs. The FC wants to retain 5% level and not over tax the people. Our board wants a broad brush approach to reduce overall spending and reduce costs to taxpayers. We don't want to be aggressive in the use of reserves. We feel it's not appropriate to use the reserves while taxing to the maximum percentage.

Katie and Kristina agree to take the numbers back to their respective boards.

Margaret: the \$1.3M was to be the start of a conversation.

Bart: question on the table: is it worth taking this back to the boards and seriously considering the compromises being asked by the FC?

Mike: \$1.9Mv\$1.3M---no issue

There is the press of time. The SC will have a meeting on March 3. The warrant needs to go to press on March 15 (the week of) the next ALG is March 10.

Bart: so the final decision will have to be made then.

7. Baby sitting

Kristina has arranged for free babysitting during Town Meeting. She asked that the ad flyer be printed in the Town Warrant.

Steve L: agreed

6. Public

Charlie Kadlec: Don't be concerned about FY 18 & 19. Only the three boards are interested in this, no one at Town Meeting cares. The thing you need to put on the spreadsheet is the effect on the taxes.

Next meeting is March 10

Adjourned 9 AM

Ann Chang

DRAFT FOR DISCUSSION

August 8, 2016

MassWorks Infrastructure Program
Executive Office of Housing and Economic Development
1 Ashburton Place, Room 2101
Boston, MA 02108

Re: Boxborough 2016 MassWorks Infrastructure Program Grant Application

To Whom It May Concern:

The Acton-Boxborough Regional School Committee unanimously endorses the Town of Boxborough's application to the MassWorks Infrastructure Program for a sidewalk extension along Route 111 from the Sargent Memorial Library to Liberty Square Road. The safety of our children is paramount and the thought that a child has to walk on such a busy, narrow state road (Route 111) where cars and trucks drive upwards of 50 MPH is extremely scary.

Both the Blanchard Memorial School and the Sargent Memorial Library are located on Route 111 adjacent to one another, but there is no pedestrian pathway providing access to them from the east. As a result, students and adults are required to walk with great caution along the side of the road to reach the library. To make matters worse, over this stretch of Route 111 there is a stream crossing with guardrails on either side of the roadway which forces pedestrians and cyclists into the travel lanes. This increases the danger of everyone using the roadway. Route 111 is heavily traveled by cars and trucks because it is the main corridor from Route 2 in Acton to Interstate 495 at the west end of Boxborough. As mentioned above, many vehicles exceed the speed limit which raises concerns for everyone's safety.

The request to extend the Route 111 sidewalk further to the east makes perfect sense as it will designate a separate pathway for pedestrians and cyclists. This will create a safe passage from the vehicles traveling along Route 111 as well as from the streams below. Everyone's safety: pedestrians, cyclists, and vehicle operators would be greatly improved with the implementation of this sidewalk extension.

On behalf of the Acton-Boxborough Regional School Committee, I respectfully request that you fulfill the Town of Boxborough's grant application request for funding to extend the Route 111 sidewalk further to the east. If the School Committee can be of any further assistance please do not hesitate to contact us via our School Secretary Kathleen Bower at 978-263-4569.

Thank you for your time and consideration.

Sincerely,

Mary Brolin, Chair
Acton-Boxborough Regional School Committee

Open House Dates - Fall 2016 6/15/16

Blanchard

September 20

6:00-6:45 PM - Grades PreK - 2

7:00-7:45 PM - Grades 3 - 6

Conant

September 14

7:00-8:00 pm - Grades 4 - 6

September 13

7:00-8:00 pm - Grades K - 3

Douglas

September 6

6:00-6:45pm - Grades 3 & 4

7:00-7:45pm - Grades 5 & 6

September 13

6:00-6:45pm - All Kindergartens

7:00-7:45pm - Grades 1 & 2

Gates

September 27

6:00-6:45pm - AMK, ADK & Grade
3

7:00-7:45pm - Grades 2 & 6

September 28

6:00-6:45pm - Grades 1 & 5

7:00-7:45pm - Grade 4

McCarthy-Towne

September 13

6:00pm

Merriam

September 27

6:00pm - Kindergarten

7:00pm - Grades 1 - 6

Junior High

September 22 at 7:00 pm

High School

September 29 at 6:50 pm

Acton-Boxborough Regional School District

SCHOOLS OPEN

**Note changes in Elementary Schedules

Wednesday, August 31, 2016*

* With the exception of

8th, 10th, 11th, & 12th graders, who start on Thursday, September 1, 2016

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

8:40 a.m. - 2:50 p.m.

(1st & 3rd Thursdays - 12:20 p.m. dismissal)

Kindergarten

AM Session - 8:40 a.m. - 11:20 a.m.

(1st & 3rd Thursday Schedule 8:40 a.m. - 12:20 p.m.)

CONANT, McCARTHY-TOWNE, MERRIAM

All-Day K and Grades 1-6

9:20 a.m. - 3:30 p.m.

(1st & 3rd Thursdays - 1:00 p.m. dismissal)

Kindergarten

AM Session - 9:20 a.m. - 12 noon

(1st & 3rd Thursday Schedule 9:20 a.m. - 1:00 p.m.)

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

Conant: 978-266-2550

Douglas: 978-266-2560

Gates: 978-266-2570

McCarthy-Towne: 978-264-3377

Merriam: 978-264-3371

All other schools: 978-264-4700

7/11/16

Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2016-2017
Bold Underlined Dates = No School Days

Elementary Schools will dismiss early on the 1st and 3rd Thursdays of each month, except 9/1/16

Sept.	M	T	W	T	F
29	30	31	1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

Teachers' mtgs. – Aug 29 & 30
 Schools Open – Aug 31
 Labor Day – Sept 2 & 5
 *K-12 Early Dis for Prof L. Sept 22
 School Days - 21

Jan.	M	T	W	T	F
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Schools Open - Jan 3
 JH Early Dis for Confs – Jan 5
 Martin Luther King Day - Jan 16
 Kindergarten Change-over - TBD
 School Days - 20

Oct.	M	T	W	T	F
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

NO SCHOOL – OCT 11
 Rosh Hashanah – Oct 3
 Columbus Day – Oct 10
 Yom Kippur – Oct 12
 Elem Early Dis for Confs – Oct 27
 School Days – 17

Feb.	M	T	W	T	F
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28				

*K-12 Early Dis for Prof L. – Feb 2
 Presidents' Day - Feb 20
 Winter Recess - Feb 20-24
 School Days – 15

Nov.	M	T	W	T	F
		1	2	3	4
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

Prof. Day - Nov. 8 (no school/students)
 Elem Early Dis for Confs – Nov 10
 Veterans Day - Nov 11
 Half Day – Nov 23
 Thanksgiving Recess - Nov 24 & 25
 School Days - 18

Mar.	M	T	W	T	F
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

HS Late Start **only for students NOT taking MCAS**-March TBD
 School Days - 23

Dec.	M	T	W	T	F
				1	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

*Elem Early Dis for Prof L. – Dec 15
 Jr High Early Dis for Confs – Dec 15 & 20
 Winter Recess - Dec. 26 – Jan 2
 School Days - 17

Apr.	M	T	W	T	F
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

*K-12 Early Dis for Prof L. – Apr 6
 Good Friday – April 14
 Patriots Day – Apr 17
 Spring Recess - Apr 17-21
 School Days - 14

Note: See attached DESE list for some major religious holidays.

* Professional Learning for Staff Early Dismiss: Sept 22, Dec 15(elem), Feb 2, Apr 6

No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at <http://abschools.org>

Acton Town Meeting begins April X, 2017. Boxborough Meeting begins May X, 2017.

Acton-Boxborough Regional School Committee Meetings are held twice a month. See <http://www.abschools.org/school-committee> for more information.

May	M	T	W	T	F
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

HS Late Start **only for students NOT taking MCAS**-May TBD
 Memorial Day - May 29
 School Days - 22

June	M	T	W	T	F
				1	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	

Graduation – June 2
 Last day – June 19 (no snow days)
 (June 26 if 5 snow days used)
 School Days – 13
Total Days = 180

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
MEETINGS
2016-2017**

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 usually posted at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes> the Friday night prior to each meeting.

Annual Workshop: Wednesday, June 29 at 6:30 p.m.

Summer Business Meeting: Monday, August 8 at 7:00 p.m.

September 1
September 15

October 6
October 20

November 3
November 17

December 1
December 15

January 12
January 21 (Sat) **School Committee Budget Saturday** – 9 am – 2 pm
(Preliminary Budget must be prepared at least 20 days prior to final Budget Adoption.)

February 2
February 16 **Open Budget Hearing**-required by law
(Final Budget must be adopted not later than 45 days prior to start of Acton Town Meeting, 4/3/17. 45 days = 2/17/16)

March 2
March 16

April 27

May 18

June 8
June 22

Note: Acton Town Meeting begins April 3, 2017. Boxborough Town Meeting begins May 8, 2017.
Voted 6/9/16

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

To: Glenn Brand
 From: Larry Dorey
 Re: Discipline Report for June, 2016
 Date: 6/22/2016

There were 16 discipline referrals to the administration during the month of June, 2016. This total is up from 11 last year. 2 students were suspended this month, while 3 students were suspended during June, 2015

Suspensions for June, 2016

Infraction	2012	2013	2014	2015	2016
Abusive Language				1	
Computer Use			1		
Drug Distribution		1			
Insubordination	1				2
Threatening				2	
Truancy Issues			1		
Total	23	1	2	3	2

A list of all infractions for the month of June, 2016 appears on the backside of this page.

c: JoAnn Campbell

Other Infractions for June, 2016

Infraction	2012	2013	2014	2015	2016
Abusive Language				1	
Academic Integrity					4
Bus Discipline Issues					
C.H. Alcohol	2				
Computer Use Violation			1		
Disrespectful Behavior				4	2
Disruptive/Uncooperative Behav.	22	1	9		
Drug Distribution		1			
Forgery		1			
Harassment	1			1	4
Insubordination	1				2
Leaving School Grounds					
Other	1	1			2
Out of School Issue					
Physical Aggression					1
Tardy to School		2		1	1
Teasing					
Threatening		1		2	
Truancy			1	2	
Total	27	7	11	11	16

R.J. Grey Junior High School

To: Dr. Glenn Brand
 From: Allison Warren and Jim Marcotte
 Re: Discipline Report for June 2016
 Date: June 29, 2016

There were 14 discipline referrals/concerns (including requests from teachers for assistance) reported to the Administration during the month of June.

	<u>Jun-12</u>	<u>Jun-13</u>	<u>Jun-14</u>	<u>Jun-15</u>	<u>Jun-16</u>
<i>Total Discipline Referrals Reported</i>	8	13	12	10	14

	<u>Jun-12</u>	<u>Jun-13</u>	<u>Jun-14</u>	<u>Jun-15</u>	<u>Jun-16</u>
Total Suspensions	0	4	1	2	0
Drug-related incident					
Fighting					
Harassment (non-sexual)					
Inappropriate/disruptive/ disrespectful behavior		2		1	
Non-compliance with school rules					
Physical aggression				1	
Possession/sale of illegal substance					
Sexual harassment			1		
Stealing		2			
Threatening					
Truancy					

	<u>Jun-12</u>	<u>Jun-13</u>	<u>Jun-14</u>	<u>Jun-15</u>	<u>Jun-16</u>
Total Other Infractions	8	9	11	8	14
Abusive language/profanity		2			
Bus discipline					
Academic integrity	1		1	1	2
Class/school truancies					1
Computer violation				1	1
Dangerous behavior					
Defacing property/vandalism					
Disruptive behavior (classroom, cafeteria, hallway)	5	3	6	2	7
Fighting					

Harassment (non-sexual)/bullying/teasing			1		
Non-compliance with school rules	1	4		1	1
Out of school issue					
Physical aggression					
Sexual harassment					
Stealing				1	
Threatening					
Uncooperative/disrespectful behavior	1		3	2	2

The referrals/concerns generally were quickly resolved and no further intervention was required.



August 2016

174

Dear Parents and Guardians:

From time to time, families may face financial difficulties, and school related dues and fees can compound family stressors. If your family is experiencing a financial hardship, you or your child can make a request for assistance. Once you contact a member of the school staff, listed below you will be given information and be asked to fill out an "Application for Financial Assistance" form for various types of financial relief.

Category	Area of Need	Types of Assistance:			Forms/ Information available from:
		Reduced	Free	Waived	
Lunch	Lunch	x	x		Principal, Assistant Principal, School Secretary, Counselor, Food Service Director
Tuition	All-Day Kindergarten	x		x	Principal, School Secretary, Counselor
	Acton Public Schools Preschool	x		x	Early Childhood Coordinator, Classroom Teacher
	Community Ed. Extended Day and/or Preschool program	x			Principal, Assistant Principal, School Secretary, Counselor, Community Education
	Summer school	x		x	Principal, Assistant Principal, School Secretary, Counselor
Fees	Elementary schools' before- and after-school programs	x		x	Principal, School Secretary, Counselor
	Music programs	x		x	Music Director, Principal, Assistant Principal, School Secretary, Counselor
	Inter-scholastic athletics	x		x	Coach/Athletic Director, Principal, Assistant Principal, School Secretary, Counselor
	Field trips, school-sponsored events, Project Wellness, & Senior Dues	x	x		Principal, Assistant Principal, School Secretary, Counselor
	PSAT, SAT I/II, AP exams, and college applications*	x		x	Counselor, Assistant Principal
Tickets	Special events			x	Principal, Assistant Principal, School Secretary, Counselor
Scholarship	Local needs-based college scholarship awards	Partial Scholarship			Counselor, Assistant Principal

* Note: These supports are offered by the testing companies and by some colleges – not by the public schools.

Both Acton and Boxborough have Community Services Coordinators, who can connect you with additional services:

Acton: Laura Ducharme Phone: 978-929-6651 Email: lducharme@acton-ma.gov
Boxborough: Laura Abraham Phone: 978-264-1730 Email: LAbraham@boxborough-ma.gov

The Acton Food Pantry is also a resource for town residents, accessible by calling 978-635-9295. For those who may already be receiving subsidized housing, additional supports are available through the Acton Housing Authority at 978-263-5339.

Finally, further information on school or community services or assistance can be just a phone call away by dialing the Pupil Services Office at 978-264-4700 x3265. All information is kept confidential.

Sincerely,

Dawn G. Bentley, Ed.D.
Assistant Superintendent for Student Services

File: IHAMB

TEACHING ABOUT ALCOHOL, TOBACCO, AND OTHER DRUGS

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and other drug prevention education programs in grades K-12.

The alcohol, tobacco, and other drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and other drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or other drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and other drug use among children and youth.
- To increase students' understanding of the legal implications as well as the social, physical, emotional and psychological impacts of alcohol, tobacco, and other drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and other drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent or designee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L. 71:1 ;71:96

CROSS REFS: GBEC, Drug Free Workplace Policy
 JICH, Drug and Alcohol Use by Students
 ADC/GBED/JICG, Tobacco Use on School Property/Smoking on School Premise

Approved: 5/19/16

File: JICH

ALCOHOL, TOBACCO, AND OTHER DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or other drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.: M.G.L.71:2A; 71:96; 272:40A

CROSS REFS.: Teaching About Alcohol, Tobacco and Drugs Policy, File; IHAMB
Drug Free Workplace Policy, File: GBEC
Tobacco Use on School Property Policy, File: ADC/GBED/JICG

APPROVED: 6/29/16

File: GBEC

DRUG-FREE WORKPLACE

The Acton-Boxborough Regional School Committee recognizes the importance of maintaining a workplace which is drug- and alcohol-free to enhance the welfare of employees and students. Under the Drug-Free Workplace Act, the Acton- Boxborough Regional School District is required to certify that it maintains a drug-free workplace as a condition of receiving federal grants and contracts. The requirements of this law give the Acton-Boxborough Regional School District the opportunity to reaffirm the following policy and its commitment to a workplace free of drugs and alcohol.

It is the policy of the Acton-Boxborough Regional School District to prohibit the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance or the possession, use, purchase, sale or other transfer of alcohol by any employee while on School premises or while performing any job-related activity, whether on or off School premises. Employees are also prohibited from reporting for work or performing any job related activities, on or off school premises, while under the influence of alcohol or any illegal controlled substances. An employee who violates this policy is subject to disciplinary action, up to and including dismissal.

For purposes of this policy the term "controlled substance" is defined as a narcotic, hallucinogen or any other drug listed on Schedules I through V of the federal Controlled Substances Act. An "illegal" controlled substance is defined as any drug that cannot be legally obtained or that, although available legally, has been obtained illegally.

This policy does not prohibit use or possession of a drug prescribed for the employee by a licensed physician and used in a therapeutic dosage in accordance with the physician's instruction; however, employees are required to disclose to the Superintendent the use of any prescribed drug that may impair the employee's ability to perform his/her job safely and effectively.

It is a condition of employment that each employee abides by this policy and notifies the Superintendent of Schools of any criminal drug conviction for (or plea of no contest to) a violation occurring in the workplace or while performing any job-related activity within five (5) days of such a conviction or plea. The Acton-Boxborough Regional School District has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days after notice of conviction, the Superintendent of Schools will take disciplinary action up to and including termination.

WHERE CAN EMPLOYEES GO FOR HELP

If employees need assistance with a drug or alcohol problem and have a private doctor, it is recommended that they seek assistance through their doctor. They may also receive information through the District Employee Assistance Program (EAP).

The Acton-Boxborough Regional School District has collected information from various drug assistance and/or rehabilitation programs. This information is available from the High School Counseling Department, (978) 264-4700.

For more information, please feel free to contact the Human Resources Department at (978) 264-4700.

LEGAL REFERENCE: The Drug-Free Workplace Act of 1988

CROSS REFERENCES: Teaching about Alcohol, Tobacco & Other Drugs Policy File: IHAMB
Drug and Alcohol Use by Students Policy File: JICH
Tobacco Use on School Property Policy File: ADC, GBED, JICG

Approved: 3/20/14, Revised 6/29/16



Acton-Boxborough Regional School District
Community Education
15 Charter Road, Acton, MA 01720
978-266-2525 fax: 978-266-2540
www.abce.abschools.org



17.6

Erin O'Brien Bettez, Director
ebettez@abschools.org

To: Glenn Brand, Superintendent
From: Erin Bettez, Director *EB*
Kate Murray, Extended Day Coordinator *KM*
Date: June 29, 2016
RE: Extended Day Programs - Licensure

In light of the recent questions that came up in the context of our district's bus pass policy, which allows children to bus pass to a "licensed childcare provider," we wanted to clarify the status of the Community Education Extended Day programs at the Administration Building, Gates, and Conant.

When most people think of a "licensed child care center" they are thinking of private centers that receive this designation from the Department of Early Education and Care (the EEC).

The Extended School Services Law (Massachusetts General Laws Chapter 71, Section 26 A-B) permits *local school committees*, upon approval of the city council or selectmen, to establish and maintain school-age child care programs. Our programs fall under this Department of Elementary and Secondary Education (DESE) provision, and we are considered a "Public School Operated School-Age Child Care Program" operating under the supervision of the Acton-Boxborough Regional School Committee. We have a fairly dated letter documenting this, written by former Superintendent William Ryan, and given the interest in this topic we intend to update that letter prior to the start of the next school year.

The most important thing to note is that, although we are technically exempt from licensure, Community Ed. Extended Day adheres to all of the standards that are required of licensed childcare centers. In fact, our careful attention to every requirement enables us to participate in the Child Care Financial Assistance (CCFA) program, administered by the EEC. Through this program, qualifying families pay a reduced fee for childcare and Extended Day is reimbursed for their care. Our program is reviewed annually to verify that we continue to meet this program's high standards and our efforts enable many families each year to send their children to our terrific programs.

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.