



Acton-Boxborough Regional
School Committee Meeting

November 20, 2014

7:00 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

November 20, 2014
7:00 p.m.

AGENDA

1. **Call to Order** (7:00)
2. **Chairman's Introduction** – Student Leaders from ABRHS Chorus
3. **Statement of Warrant and Approval of Minutes** (7:10)
 - 3.1. Minutes of School Committee Meetings
 - 3.1.1. 9/4/14, 9/18/14, 10/16/14 (*next meeting*)
 - 3.1.2. 10/9/14 and 11/6/14
4. **Public Participation**
5. **FY16 School Calendar Discussion** – SECOND READING – **POSSIBLE VOTE** - *Glenn Brand* (7:15)
 - 5.1. Memo for Second Reading
 - 5.2. Proposed Draft #1- Schools Open 9/2/15 (before Labor Day, same as 11/6/14 SC version)
 - 5.3. Proposed Draft #3 – Schools Open 8/31/15 (New version)
 - 5.4. Current FY15 School Calendar, fyi
6. **Disciplinary Literacy Presentation** – *Beth Baker and Allison Warren* (7:30)
7. **Special Education Parent Advisory Council (SpEd PAC) Presentation** – *Amanda Bailey, Bill Guthlein* (7:50)
8. **Finance Department Update** – *Clare Jeannotte* (8:05)
 - 8.1. FY'15 Financial Report, 10/31/14
9. **Lower Fields Annual Meeting Report** – *Erin Bettez* (8:20)
 - 9.1. Memo
 - 9.2. Slides
10. **FY15 Superintendent and District Goals** – SECOND READ – **VOTE** - *Glenn Brand* (8:35)
11. **Subcommittee Updates** (8:40)
 - 11.1. **Outreach** – *Kristina Rychlik* (*oral*)
 - 11.2. **Budget** – first meeting to be 12/10/14 - *Kristina Rychlik* (*oral*)
 - 11.3. **Policy**
 - 11.3.1. Consent Agenda #7 – **FIRST READ** – *Maria Neyland*
 - 11.3.1.1. Use of School Facilities, File: KF
 - 11.3.1.2. Homeschooling, File: IHBG
 - 11.3.2. Public Participation at School Committee Meetings, File: BEDH (new) – **SECOND READ** – **VOTE** - *Maria Neyland*
 - 11.3.3. Criminal Offender Record Information (CORI), File: ADDA (new) – **SECOND READ** – **VOTE** - *Marie Altieri*

- 11.3.4. Fingerprint-Based Criminal History Record Information (CHRI) Checks, File: ADDB (new)) – **SECOND READ – VOTE** - Marie Altieri
- 11.3.5. Elementary Class Size Guidelines, File: IIBA – **FIRST READ** – Marie Altieri
 - 11.3.5.1. Memo with Class Size Options Chart
 - 11.3.5.2. Proposed New Policy
 - 11.3.5.3. Former Acton and Boxborough Policies

12. School Committee Member Reports (9:00)

- 12.1. Acton Leadership Group (ALG) – *Kristina Rychlik*
 - 12.1.1. Materials from 11/20/14 meeting
 - 12.1.2. Acton Finance Committee Point of View for 11/20/14
- 12.2. Boxborough Leadership Forum (BLF) – *Maria Neyland*
- 12.3. Health Insurance Trust (HIT)– *Mary Brolin*
- 12.4. Other Post Employment Benefits (OPEB) Task Force– *Dennis Bruce*
- 12.5. Acton Finance Committee - *Dennis Bruce*
- 12.6. Acton Board of Selectmen - *Paul Murphy*
- 12.7. Acton-Boxborough SpedPAC – *Paul Murphy*
- 12.8. Boxborough Finance Committee- *Maria Neyland*
- 12.9. Boxborough Board of Selectmen – *Brigid Bieber*
- 12.10. Joint PTO/PTSO/PTF Co-Chairs – *Deanne O’Sullivan*

13. Superintendent’s Report – Glenn Brand (9:10)

- 13.1. Update on District Committees
 - 13.1.1.1. District Safety & Emergency, chaired by the Superintendent
 - 13.1.1.2. Superintendent’s Safety Task Force, chaired by the Superintendent
 - 13.1.1.3. Anti-Bullying & Harassment Review, chaired by Todd Chicko & Priscilla Kotyk
 - 13.1.1.4. School Wellness Advisory, chaired by Diana McNicholas & Diane Spring
 - 13.1.1.5. School Start Times Study Group

14. FOR YOUR INFORMATION (9:20)

- 14.1. Junior High Discipline Report, *October 2014*
- 14.2. Professional Day memo, 11/4/14 – *Deborah Bookis*
- 14.3. Kindergarten Registration Flyer – (*revised in addendum*)
- 14.4. Dismissal Schedule for 11/26/14
- 14.5. Acton Community Preservation Committee (CPC) Proposal for Nature Play Spaces Construction
- 14.6. Acton Housing Association Meeting and Survey
- 14.7. Educator Evaluation Ratings Memo

ADJOURN (9:30)

NEXT MEETINGS:

12/4/14 and 12/18/14, **ABRSC** Meetings, 7:00 p.m. Junior High Library
 1/8/15 and 1/22/15, **ABRSC** Meetings, 7:00 p.m. Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
Draft Minutes (Open Meeting part of Executive Session)

Superintendent's Conference Room
R.J. Grey Junior High School

October 9, 2014
6:30 p.m.

Members Present: Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Katie Neville, Maria Neyland, Deanne O'Sullivan, Kristina Rychlik

Members Absent: none

Others: Marie Altieri, Glenn Brand, Beth Petr, Atty Kimberly Rozak of Mirick O'Connell

The ABRSC was called to order at 6:34 p.m. by Chairwoman Kristina Rychlik.

1. ENTER EXECUTIVE SESSION

At 6:35 p.m., it was moved, seconded and unanimously, **VOTED** by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session, pursuant to MGL chapter 30A, section 21 (a)(7), to comply with, or act under the authority of, any general or special law. This is to comply with the Massachusetts Right of Privacy Law (MGL chapter 214, section 1B) and the Massachusetts Public Records Law (MGL chapter 4, section 7 (26)(c)).

(YES – Bieber, Brolin, Bruce, Coppolino, Krishnamurthy, Minkin, Murphy, Neville, Neyland, O'Sullivan, Rychlik)

Kristina Rychlik stated that an open meeting may have a detrimental effect on the position of the Board and the Committee would return to open session only to adjourn.

2. ADJOURN EXECUTIVE SESSION

At 7:10 p.m. the ABRSC was polled to go out of Executive Session and adjourned.

Respectfully submitted,
Beth Petr

List of Documents Used for Open Meeting: Agenda

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
Draft Minutes

Library
R.J. Grey Junior High School

November 6, 2014
6:45 p.m. Executive Session
7:00 p.m. Open Meeting

Members Present: Brigid Bieber, Mary Brolin, Michael Coppolino, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O’Sullivan, Kristina Rychlik
Members Absent: Dennis Bruce
Others: Marie Altieri, Deborah Bookis, Glenn Brand, Clare Jeannotte, Beth Petr

Chairperson Kristina Rychlik called the Acton-Boxborough Regional School Committee to order at 6:45 p.m.

1. **ENTER EXECUTIVE SESSION**

At 6:45 p.m., it was moved, seconded and unanimously,

VOTED by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session to discuss strategy with respect to collective bargaining.

(**YES** – Bieber, Brolin, Coppolino, Krishnamurthy, Minkin, Murphy, Neville, Neyland, O’Sullivan, Rychlik)

Kristina Rychlik stated that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session.

At 7:04 p.m. the ABRSC was polled to go out of Executive Session.

2. **RETURN TO OPEN MEETING**

3. **Chairman’s Introduction**

4. **Statement of Warrant and Approval of Minutes**

4.1. Minutes of School Committee Meetings

4.1.1. The minutes of the “3 Board Meeting” on 10/28/14 (3 Board Meeting) were approved.

4.1.2. Remaining minutes would be considered at the next meeting.

5. **Public Participation - none**

6. **Annual Enrollment Projections Presentation**

Mary Ann and Peter Ashton presented student enrollment projections for our District for the 18th year. Enrollment trend continues to decline. They do not include choice students so their figures are sometimes slightly different from other projections. They have a very small error rate of less than 0.5% for difference between projection and actual for last year. Birth projections have been revised downward again. This is one of the most significant changes from last year. Regional elementary enrollment drops by about 550 students between now and 2022, then increases by about 100 students by 2026. The Jr High and High Schools continue to drop with a total decline of 740 students between

now and 2026. (Jr High drops to about 625 students in 2025 and High School to 1400 by 2026.) The Superintendent and Chairperson thanked the Ashtons for their valuable information.

Mike Coppelino asked how the Administration ensures that our students actually live in Acton and Boxborough. Marie Altieri explained that three types of proof of residency are required to register. If there is a question about residency at any time, it is pursued. The policy subcommittee will be reviewing this policy. Similar communities like Lexington and Newton are being looked at for best practices. Parents have been required to withdraw their children if they do not live here.

7. FY16 School Calendar Discussion – FIRST READING

7.1. Memo with policy IC/ICA

7.2. Proposed Draft #1- Schools Open 9/2/15 (before Labor Day), 3 religious holidays off

7.3. Proposed Draft #2 – Schools Open 9/8/15 (after Labor Day), 3 religious holidays off

7.4. Current FY15 School Calendar, fyi

Mr. Brand stated that the primary purpose at this meeting is to gather public opinion as a First Reading. Important school calendar considerations are: how religious holidays are handled, whether to start before or after Labor Day, and how late in June the last day of school falls. No change is being proposed next year regarding not having school on the 3 religious holidays of Rosh Hashanah, Yom Kippur and Good Friday.

The Acton-Boxborough Education Association (ABEA) surveyed their members and they were not in favor of teachers coming two days prior to Labor Day and students starting after Labor Day. Consequently, Draft 2 is not being recommended. The ABEA and the Administration recommend Draft 1 (Staff has professional development on 8/31 and 9/1. Students in K-7 and 9 begin 9/2 and all grades attend on 9/3. No school would be held on Friday, 9/4 (per ABEA contract) and Monday, 9/7 (Labor Day).

Some Committee members expressed concern about going too late in the year. Draft 1 would end on June 20 (with no snow days). They asked if there are other options. Concern was also expressed about the smoothness of the start of school for students. It was asked if two vacation weeks could be consolidated into one. The ABEA contract states that two weeks of vacation will be given in February and April. Another option is backing this up even further in August.

Marie Altieri suggested that another possibility may be to consider having two professional development days the week before and students could start August 31st. This would require ABEA and Administrative feedback. It was agreed that changing vacations is an important conversation that requires lots of public input and it is too late for next year. Brigid Bieber spoke in favor of Draft 1 and is not concerned about ending on June 20. FY15's last day is June 19.

The Superintendent will bring an earlier start proposal to the next meeting after talking with ABEA and Administration. He hopes to present two options and have the Committee vote a decision at the next meeting.

8. Single Tier Elementary Busing Presentation

JD Head began by stating that the information presented last year on this topic was very preliminary. Now that full regionalization has begun, he has had a chance to look more fully into the issues. He was clear that it would be difficult to find the number of licensed bus drivers needed to make the one tier elementary school transportation work, and to secure the number of buses needed, but if the School Committee is fully committed to this model, he would make it happen. JD and Glenn Brand

emphasized that if that were the case, there is a significant budgetary component that would have to be included in the budget going forward.

The Committee asked about regional transportation reimbursement and how transportation for students who walk is handled. JD explained that they schedule busing for all students, because due to school choice, there are very few students that live very close to the schools they attend. The Committee agreed that the current handling of bus passes needs to be reviewed and revised as it is causing a significant amount of additional work for school staff and drivers to ensure students' safety.

The Committee asked JD to look into outsourcing the transportation service. This was done 9 years ago and there was not much response. JD will try again, which will require some minimal legal fees. It was emphasized that JD runs a huge operation, with many hidden costs and labor hours. Paul Murphy said that at a recent Acton BOS meeting, reps from Concord talked about the Knox Trail property. There was talk about a possible partnership for storing buses. JD said there is not currently so much an issue of too many students on the buses, but where they live compared to their school and how much travel time is required. Geography is an issue. Kristina Rychlik stated that this is confirmation that doing 2 tiers in the past has been saving the District money. She said, "This one tier plan is a huge cost without a lot of direct educational benefit." She questioned whether maybe the school start time committee might find more educational benefits to justify further consideration of the issue.

JD emphasized the shortage of licensed bus drivers. He feels some current drivers will leave if the one tier model is adopted because it will be a reduction in hours for some drivers. Kristina confirmed that the Committee wants to maintain the current transportation model and get a bid for both single tier and the current model for future consideration.

9. **MCAS Report** – *Deborah Bookis*

- 9.1. Presentation slides (*revised from original packet*)
- 9.2. MA DESE 2014 School Accountability Determinations slides
- 9.3. *Fewer Mass. Schools Earn Top State Rating*, Boston Globe, 9/29/14
- 9.4. *Competency Determination Decision for the Class of 2019*, DESE, 6/13/14
- 9.5. Spring 2014 MCAS results posted at:
<http://www.abschools.org/departments/curriculum/assessment>

Deborah Bookis began stating that regarding PARCC results, it is impossible to compare MCAS results from last year to other years because so many students took PARCC and it skews the comparisons. She emphasized again that multiple measures are used for our educators' ratings, making it difficult to understand why the state wants to only use one measure. For the next three years, it is to be expected that what we teach our students in science will not be aligned with the testing required. No results will be provided for PARCC tests, which was explained from the beginning. Deborah said that many people are frustrated about the lack of information being shared, including those in the curriculum group at EDCO.

Challenge areas will be addressed using personnel, structures and resources, curriculum development and professional learning. This is particularly true in the writing open response questions tests where attention is needed.

10. **Finance Department Update** – *Clare Jeannotte*

10.1. FY15 Update

Work is still being done with the new MUNIS chart of accounts and finalizing numbers that will allow Clare to bring a clear report to the next School Committee meeting.

The FY'14 audit will be signed off shortly and the auditor will present results next month.

10.1.1. Recommendation to Approve Revision to Table 6 – **VOTE**

Clare reviewed the need to revise Table 6 due to the final voted state budget and the Middlesex Retirement Assessment.

1. \$392,649 increase from mostly regional school transportation
2. Agreements from each of the Towns to have each pay a portion of their Middlesex Retirement Assessment but the budget was not actually changed to reflect this. \$1.3 million was the original figure, but that amount had to be \$451,000 greater. This assessment does not change for either town. Clare spoke to Tess Summers, the two Towns' accountants and Don Aicardi on this and they are all in agreement.

The initial budget intended to take \$500,000 from E and D. This revision reduces the reliance on E and D to \$300,000 and puts the difference into a hedge for transportation reimbursement.

Brigid Bieber moved, Mike Coppolino seconded and it was unanimously,

VOTED: that the total adjusted appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2014 through June 30, 2015 be set at \$76,455,123 and that member towns be assessed in accordance with the Education Reform Law and the terms of the Agreement and amendments thereto as follows: Acton \$49,690,145, Boxborough \$10,594,577, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$13,609,085, Anticipated Charter School Aid in the amount of \$133,282, Anticipated Regional Bonus Aid in the amount of \$139,000, Transportation Aid, Chapter 71, Section 16C in the amount of \$1,729,727, an anticipated transfer to the Regional School Transportation Reimbursement Fund in the amount of \$192,649, and Transition Year Middlesex Retirement reimbursement from Acton of \$384,255 and from Boxborough of \$67,042, a transfer from E&D Reserves in the amount of \$300,000, and a transfer from the Junior High School Project Premium on Loan in the amount of \$658.

11. **OPEB Trust Fund Annual Meeting Report**

11.1. OPEB Trust Agreement, 12/6/12

11.2. FY14 Portfolio Review, 6/30/14

Kristina Rychlik gave a brief update.

12. **FY15 Superintendent and District Goals – FIRST READ**

The Superintendent reviewed his goals for the year. He asked for School Committee and community feedback and would ask for a vote of approval at the next meeting.

Mary Brolin noted with appreciation that one of the goals focuses on mental health and wellness, but asked how Mr. Brand could be evaluated on that item. She said that it will be incumbent on the Superintendent to show evidence that he has been successful on this point.

13. **Subcommittee Updates**

13.1. **Outreach** – *Kristina Rychlik*

The group met this morning, and will have a draft mission statement for the Committee to consider.

13.2. **Policy**

13.2.1. Consent Agenda #7 – **FIRST READ** – Maria Neyland (*to be done at next meeting*)

13.2.2. **Public Participation at School Committee Meetings**, File: BEDH (new) – **FIRST READ**

Comments should be sent to Beth by next Wednesday's policy meeting. One member felt a 2 minute limit was too short, but it was emphasized that the Chair can permit speakers more time if appropriate.

13.2.3. **Criminal Offender Record Information (CORI)**, File: ADDA (new) – **FIRST READ**
Marie Altieri stated that this is really no change from the current policy.

13.2.4. **Fingerprint-Based Criminal History Record Information (CHRI) Checks**, File: ADDB (new)) – **FIRST READ**

Marie Altieri stated that all employees, age 18 and up, are required to be fingerprinted, but not volunteers. Procedurally, the Administration is wondering if contractors should be included in the requirement but they continue to discuss that. Employees pay for this activity.

13.3. **Regionalization Financial Oversight**

Mike Coppelino gave a summary of the meeting on 10/23/14. All agreed the Middlesex Retirement item is a big bump in the budget and the importance of the public understanding this.

13.4. **Establish Budget Subcommittee members -VOTE**

Kristina Rychlik explained that the intent is to meet with Glenn Brand and Clare Jeannotte every other week, proposing Wednesdays 8 – 9 a.m.

Mike Coppelino moved, Mary Brolin seconded and it was unanimously,

VOTED that Brigid Bieber, Maria Neyland, Dennis Bruce, Paul Murphy and Kristina Rychlik be members of the new Budget Subcommittee.

14. **School Committee Member Reports**

14.1. Acton Leadership Group (ALG) – *Kristina Rychlik* – next meeting is Nov 13

14.2. Boxborough Leadership Forum (BLF) – *Maria Neyland* - next meeting is Dec 3

14.3. Health Insurance Trust (HIT)– *Mary Brolin*

Treasurer's reports differ significantly from Cook and Company's numbers. This will be researched. It could be due to married couple employees. Now estimated at 6% based on historic trend.

14.4. Acton Finance Committee – *Kristina Rychlik*

Acton Fincom is reaching out to PTOs and other groups such as the Senior Center.

Kristina asked if School Committee members would like to sign up to attend some of the meetings to hear what is being discussed. Deanne O'Sullivan offered to do any of them.

14.5. Acton Board of Selectmen - *Paul Murphy*

Special Town Meeting will be held on Nov 12 re: Nursing Service, zoning, Knox Trail.

14.6. Acton-Boxborough SpedPAC – *Paul Murphy*

SPedPac has met several times and is working to have their School Committee policy and procedures updated. They are looking at surveys from previous years, and are advocating for teachers to sign off on students' IEPs.

14.7. Boxborough Board of Selectmen – *Brigid Bieber*

The Fiber Optics issue came up again and needs to be addressed.

14.8. Three Board Meeting - Acton Selectmen, Finance Committee and ABRSC on 10/28/14 –

Kristina Rychlik reported that this meeting focused on long range planning and getting to know the other Boards' members. It was arranged by the Finance Committee.

14.9. Boxborough Master Plan Update – *Maria Neyland*

A public forum will be held on Nov 19 at Boxborough Town Hall.

Paul Murphy reported on Rep. Cory Atkins' recent forum. She found Bill Guthlein's Population Trends Report very interesting. Paul proposed writing a letter from the School Committee

requesting the state to change the 71B circuit breaker formula. Rep. Atkins said if there is going to be any change, now is the time to get a letter out. Mike Coppolino asked if it should be shared with EDCO or CASE as well. Brigid Bieber offered to help circulate it to EDCO. Paul will send draft letter to Kristina who will receive comments from Committee members.

15. **Recommendation to Approve Field Trip to Quebec – VOTE - Glenn Brand**

Brigid Bieber moved, Maria Neyland seconded and it was unanimously,

VOTED: to approve the ski trip to Quebec over vacation.

16. **Superintendent's Report – Glenn Brand**

16.1. Update on District Committees

16.1.1.1. District Safety & Emergency, chaired by the Superintendent

16.1.1.2. Superintendent's Safety Task Force, chaired by the Superintendent

16.1.1.3. Anti-Bullying & Harassment Review, chaired by Todd Chicko & Priscilla Kotyk

16.1.1.4. School Wellness Advisory, chaired by Diana McNicholas & Diane Spring

Mr. Brand reviewed the four district committees. Membership is being confirmed now. He said that the school start time group would be also be forming and report back to the Committee.

17. **FOR YOUR INFORMATION**

The Superintendent highlighted the “No School, Delayed Opening & Emergency Release Procedures memo to families” in the packet.

He continues meeting with community members and groups and asked people to fill out his brief Entry Plan survey found at: <https://www.surveymonkey.com/s/superentry>

The ABRSC adjourned at 10:15 p.m.

NEXT MEETINGS:

11/20/14 and 12/4/14, ABRSC Meetings, 7:00 p.m. Junior High Library

The Committee will start regular meetings at 7:00 p.m. now.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

Office of the Superintendent
Acton-Boxborough Regional School District
(978) 264-4700 x 3206
www.abschools.org

To: Acton-Boxborough Regional School Committee members
From: Glenn A. Brand
Date: 11/14/2014
Re: 2015-16 School Year Calendar – Second Reading

At your November 6th meeting I presented two (2) possible calendar scenarios for the 2015-16 school year for consideration. As you will recall, the Administration subsequently removed from consideration Option #2 based upon the feedback received from the Acton-Boxborough Education Association (ABEA) that emerged between the time the information was put together and the meeting.

Based on the discussion that ensued that evening, along with the fact that we clearly only had one option remaining for your consideration, the Administration has moved forward and constructed another option (Option #3).

A description of each option is as follows:

Option 1:

- August 31 & September 1 - Teacher Professional Days
- September 2 - First Day for Students (except for Gr. 8/10/11/12 who start on September 3)
- No school on September 4

Option 3 :

- August 27 and August 28 - Teacher Professional Days
- August 31 - First Day for Students (except for Gr. 8/10/11/12 who start on September 1)
- No school on September 4

Additional factors to consider include the following:

Feedback from the ABEA – working in partnership with the Association leadership, the membership was surveyed in an effort to gauge their opinions regarding the

above options. There is a total membership of 425 and 254 members (or 60%) cast a vote with 180 members (71%) in favor of Option 1. Option 1 does not need a side letter, but Option 3 would have required the Association to sign a side letter of agreement.

Impact on Athletics – the issue of the school calendar and connection between the start of school and athletics has been raised. Based upon the feedback from our Athletic Director, neither of the above options pose a difficulty in terms of the athletic program. It should also be noted that even with an earlier official start to the calendar and school year (i.e. Option 3) the MIAA guidelines specify that teams cannot begin practices/tryouts any earlier than August 27, 2015 (except for football which is allowed to begin three days earlier).

Based upon a consideration of all of the information, the Administration could have supported both options. However, based upon the feedback of the members of the Association, it would be my recommendation to support Option #1.

Acton-Boxborough Regional School District
DRAFT #1 SCHOOL CALENDAR, 2015-2016
Bold Underlined Dates = No School Days

*Parent/Guardian Conferences
** Professional Learning for Staff

ABRSD Elementary Schools dismiss early on the 1st and 3rd Thursdays of each month.

Month	M	T	W	T	F	Notes
Sept.	<u>31</u>	<u>1</u>	<u>2</u>	3	<u>4</u>	Teachers' mtgs. - 8/31 & 9/1 Labor Day - Sept 4 & 7 Schools Open - Sept 2 Rosh Hashanah - Sept 14 Yom Kippur - Sept 23 School Days - 17
Oct.				1	2	**JH and HS Early Dis - Oct Columbus Day - Oct. 12 *Elem Early Dismissal - Oct School Days - 21
Nov.		<u>3</u>	4	5	6	**Prof. Day - Nov. 3 (no school/students) Veterans Day - Nov. 11 Half Day - Nov. 25 Thanksgiving Recess - Nov. 26,27 School Days - 17
Dec.		1	2	3	4	*Jr. High - Early Dis - Dec Winter Recess - Dec. 24 - Jan. 3 School Days - 17
Jan.					<u>1</u>	Schools Open - Jan. 4 ** JH Early Dis. - Jan Martin Luther King Day - Jan. 18 Kindergarten Change-over - Jan. 25 School Days - 19
Feb.					<u>5</u>	**JH and HS Early Dis - Feb Presidents' Day - Feb. 15 Winter Recess - Feb. 15-19 School Days - 16
Mar.					<u>25</u>	Good Friday - Mar 25 School Days - 22
Apr.					<u>1</u>	**JH and HS Early Dis - Apr Spring Recess - April 18-22 Patriots Day - April 18 School Days - 16
May					<u>30</u>	Memorial Day - May 30 School Days - 21
June					<u>3</u>	Graduation - June 3 Last day - June 20 (plus one for each unscheduled no school day) School Days - 14

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

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, 2016.
Boxborough Town Meeting begins May X, 2016.

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

Total Days = 180

Acton-Boxborough Regional School District
DRAFT #3 SCHOOL CALENDAR, 2015-2016
Bold Underlined Dates = No School Days

*Parent/Guardian Conferences
** Professional Learning for Staff

ABRSD Elementary Schools dismiss early on the 1st and 3rd Thursdays of each month.

Sept.	24	25	26	27	28
	M	T	W	T	F
	31	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

Teachers' mtgs. – Aug 27 & 28
 Labor Day – Sept 4 & 7
 Schools Open – Aug 31
 Rosh Hashanah – Sept 14
 Yom Kippur – Sept 23
 School Days - 19

Jan.	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

Schools Open - Jan. 4
 ** JH Early Dis. – Jan
 Martin Luther King Day - Jan. 18
 Kindergarten Change-over - Jan. 25
 School Days - 19

Oct.	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

**JH and HS Early Dis – Oct
 Columbus Day - Oct. 12
 *Elem Early Dismissal – Oct
 School Days - 21

Feb.	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				

**JH and HS Early Dis – Feb
 Presidents' Day - Feb. 15
 Winter Recess - Feb. 15-19
 School Days – 16

Nov.	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				

**Prof. Day - Nov. 3 (no school/students)
 Veterans Day - Nov. 11
 Half Day - Nov. 25
 Thanksgiving Recess - Nov. 26, 27
 School Days - 17

Mar.	M	T	W	T	F
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

Good Friday – Mar 25
 School Days - 22

Dec.	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	31	

*Jr. High Early Dis – Dec
 Winter Recess - Dec. 24 – Jan. 3
 School Days – 17

Apr.	M	T	W	T	F
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

**JH and HS Early Dis – Apr
 Spring Recess - April 18-22
 Patriots Day – April 18
 School Days - 16

May	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			

Memorial Day - May 30
 School Days - 21

June	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	

Graduation – June 3
 Last day – June 16
 (plus one for each unscheduled no school day)
 School Days - 12

Total Days = 180

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

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, 2016.
Boxborough Town Meeting begins May X, 2016.

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

October 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30	31	
2	3	4	5	6	7	8

Holiday Observances in Massachusetts

(Statewide Legal Holidays are in Bold)

This list includes statewide legal holidays (in **bold**) and some major religious holidays. It does not include all religious holidays observed by every faith. State and federal law require schools to make reasonable accommodation to the religious needs of students and employees. For information on other religious holidays observed by members of religions represented in your school community, please see <http://www.interfaithcalendar.org/> or contact local clergy. School vacations are determined by school districts and charter schools. Please contact the local school administration office for details. Contact information can be found at [Massachusetts Schools and Districts](#).

	2014-2015 School Yr.	2015-2016 School Yr.	2016-2017 School Yr.
Eid al-Fitr**	Tues., July 29	Sat., July 18	Thurs., July 7
Labor Day	Mon., Sept. 1	Mon., Sept. 7	Mon., Sept. 5
Rosh Hashanah*	Sept. 25-Sept. 26	Sept. 14-Sept. 15	Oct.3-Oct. 4
Yom Kippur*	Sat., Oct. 4	Wed., Sept. 23	Wed., Oct. 12
Sukkot*	Thurs., Oct. 9	Mon., Sept. 28	Mon., Oct. 17
Columbus Day	Mon., Oct. 13	Mon., Oct. 12	Mon., Oct. 10
Ramadan**	June 29-July 28	June 18-July 17	June 6-July 5
Veterans' Day	Tues., Nov. 11	Wed., Nov. 11	Fri., Nov. 11
Diwali	Thurs., Oct. 23	Wed., Nov. 11	Sun., Oct. 30
Thanksgiving	Thurs., Nov. 27	Thurs., Nov. 26	Thurs., Nov. 24
Eid al-Adha**	Sun., Oct. 5	Wed., Sept. 23	Tues., Sept. 13
Chanukah*	Wed., Dec. 17	Mon., Dec. 7	Sun., Dec. 25
Christmas Day	Thurs., Dec. 25	Fri., Dec. 25	Sun. Dec. 25
Kwanzaa	Fri., Dec. 26	Sat., Dec. 26	Mon., Dec. 26
New Year's Day	Thurs., Jan. 1	Fri., Jan. 1	Sun., Jan. 1
Martin Luther King, Jr. Day	Mon., Jan. 19	Mon., Jan. 18	Mon., Jan. 16
Presidents' Day	Mon., Feb. 16	Mon., Feb. 15	Mon., Feb. 20
Chinese New Year	Thurs., Feb. 19	Tues., Mar. 8	Sat., Jan. 28
Ash Wednesday	Wed., Feb. 18	Wed., Feb 10	Wed., Mar. 1
Vernal Equinox	Fri., Mar. 20	Sun., Mar. 20	Mon., Mar. 20
Evacuation Day***	Tues., Mar. 17	Thurs., Mar. 17	Fri., Mar. 17
Palm Sunday	Sun. Mar. 29	Sun., Mar. 20	Sun., April 9
Passover *	Sat. April 4	Sat., April 23	Mon., April 10
Good Friday	Fri., April 3	Fri., Mar. 25	Fri., April 14
Easter	Sun., April 5	Sun., Mar. 27	Sun., April 16
Orthodox Good Friday	Fri., April 10	Fri., April 29	Fri., April 14
Orthodox Easter	Sun., April 12	Sun., May 1	Sun., April 16
Patriots' Day	Mon., April 20	Mon., April 18	Mon., April 17
Memorial Day	Mon., May 25	Mon., May 30	Mon., May 29
Shavuot*	Sun., May 24	Sun., June 12	Tues., May 30

Bunker Hill Day****

Wed., June 17

Fri., June 17

Sat., June 17

Independence Day

Sat., July 4

Mon., July 4

Tues., July 4

*

All Jewish holidays begin at sundown on the evening prior to the day of the holiday. In addition to dates noted, observant Jews celebrate the second, seventh and eighth days of Passover; the second, eighth and ninth days of Sukkot; and two days of Shavuot. Mass. Lawyers Diary and Manual.

**

Due to the lunar calendar, these are only approximate dates.

Previous legal holiday in Suffolk County

*Massachusetts Department of
Elementary & Secondary Education*

This is our CURRENT year calendar!

Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2014-2015
Bold Underlined Dates = No School Days

***Parent/Guardian Conferences**
**** Professional Learning for Staff**

5.4

Starting this year, ABRSD Elementary Schools will dismiss early on the 1st and 3rd Thursdays of each month.

Sept.	M	T	W	T	F		Jan.	M	T	W	T	F		
	<u>1</u>	2	3	4	5	Labor Day – Sept 1						<u>1</u>	<u>2</u>	Schools Open - Jan. 5
	8	9	10	11	12	Teachers' mtg. – Sept 2		5	6	7	8	9		** JH Early Dis. – Jan 8
	15	16	17	<u>18</u>	19	Schools Open – Sept 3		12	13	14	<u>15</u>	<u>16</u>		**Prof. Day – Jan 16 (no school/students)
	22	23	24	<u>25</u>	26	Rosh Hashanah – Sept 25		<u>19</u>	20	21	22	23		Martin Luther King Day - Jan. 19
	29	30				School Days - 19		26	27	28	29	30		Kindergarten Change-over - Jan. 26
														School Days - 18
Oct.	M	T	W	T	F		Feb.	M	T	W	T	F		
			1	2	3	**JH and HS Early Dis – Oct 2		2	3	4	<u>5</u>	6		**JH and HS Early Dis – Feb 5
	6	7	8	9	10	Columbus Day - Oct. 13		9	10	11	12	13		Presidents' Day - Feb. 16
	<u>13</u>	14	15	<u>16</u>	17	*Elem Early Dismissal – Oct 22 & 28		<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>		Winter Recess - Feb. 16-20
	20	21	22	23	24	School Days -22		23	24	25	26	27		School Days - 15
	27	28	29	30	31									
Nov.	M	T	W	T	F		Mar.	M	T	W	T	F		
						**Prof. Day - Nov. 4 (no school/students)		2	3	4	<u>5</u>	6		HS Late Start only for students NOT taking MCAS –Mar 24, 25, 26
	3	<u>4</u>	5	6	7	Veterans Day - Nov. 11		9	10	11	12	13		
	10	<u>11</u>	12	13	14	Half Day - Nov. 26		16	17	18	<u>19</u>	20		
	17	18	19	<u>20</u>	21	Thanksgiving Recess - Nov. 27-28		23	24	25	26	27		School Days - 22
	24	25	26	<u>27</u>	<u>28</u>	School Days - 16		30	31					
Dec.	M	T	W	T	F		Apr.	M	T	W	T	F		
	1	2	3	4	5					1	2	<u>3</u>		**JH and HS Early Dis – Apr 2
	8	9	10	11	12	*Jr. High. Early Dis – Dec 11&16		6	7	8	9	10		Good Friday – April 3
	15	16	17	<u>18</u>	19	Winter Recess - Dec. 24 - Jan. 4		13	14	15	16	17		Spring Recess - April 20-24
	22	23	<u>24</u>	<u>25</u>	<u>26</u>	School Days - 17		<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>		Patriots Day – April 20
	<u>29</u>	<u>30</u>	<u>31</u>					27	28	29	30			School Days - 16
							May	M	T	W	T	F		
												1		HS Late Start only for students NOT taking MCAS – May 12, 13
								4	5	6	7	8		Memorial Day - May 25
								11	12	13	14	15		School Days - 20
								18	19	20	21	22		
								<u>25</u>	26	27	28	29		
							June	M	T	W	T	F		
								1	2	3	4	5		Graduation – June 5
								8	9	10	11	12		Last day – June 19
								15	16	17	<u>18</u>	19		(plus one for each unscheduled no school day)
								22	23	24	25	26		School Days - 15
								29	30					Total Days = 180

Note: Yom Kippur is Saturday, October 4, 2014. See DESE list attached.

No School and Delayed Opening Announcements air on: <http://ab.mec.edu>, TV Channels 4, 5, and 7 and radio stations WBZ and WEIM

Acton Town Meeting begins April 6, 2015.

Boxborough Town Meeting begins May 11, 2015.

Monthly Acton-Boxborough Regional School Committee Meetings are held. See <http://ab.mec.edu/about/meetings.shtml> for more information.

Approved by School Committee 11/7/13 and 6/5/14, revised for HS MCAS in March & May

10/15/14

School Committee Presentation

Beth Baker & Allison Warren

Disciplinary Literacy

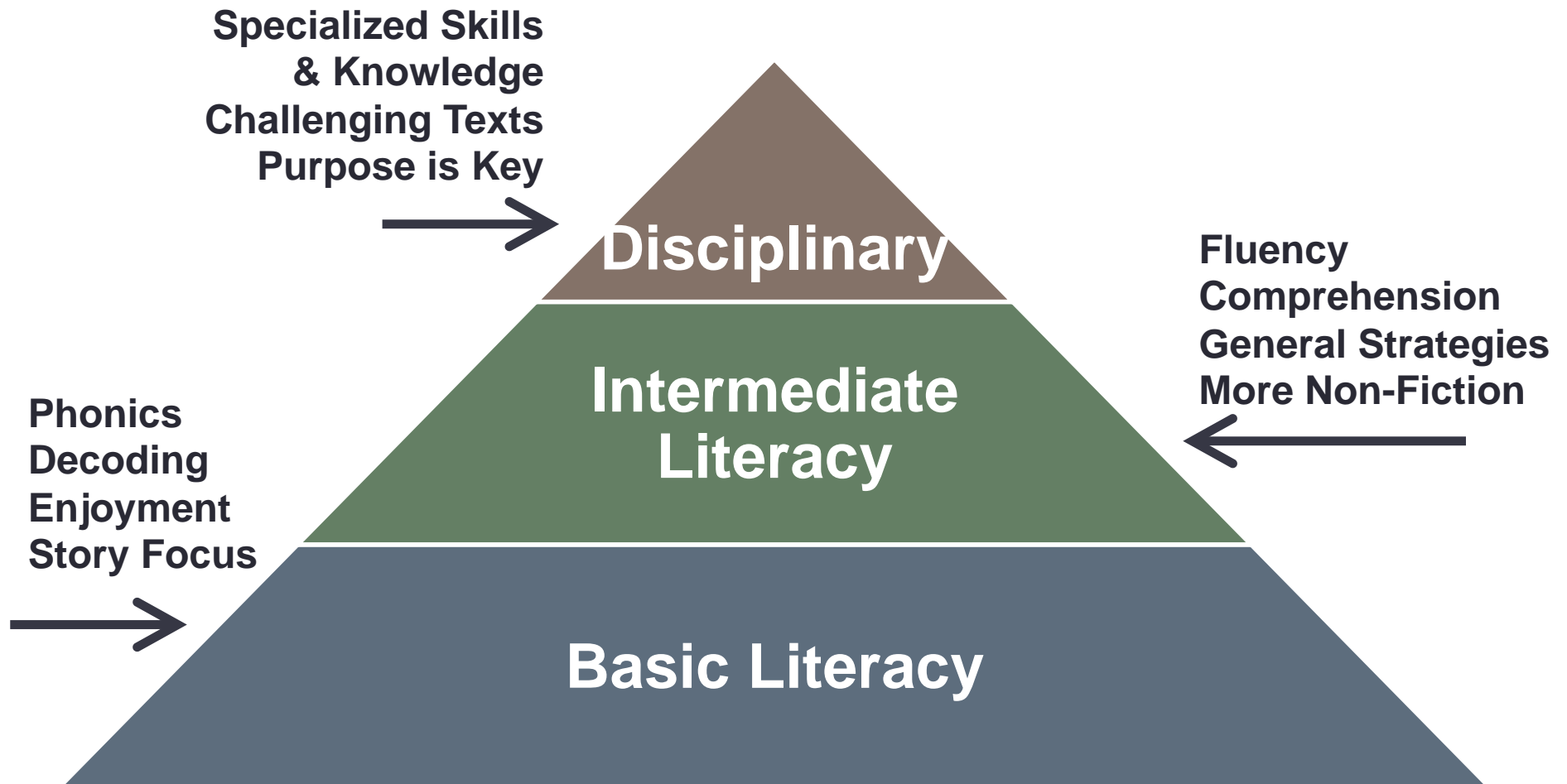
November 20, 2014

Slides adapted from Jacy Ippolito's DESE Presentation on October 27, 2014

Disciplinary Literacy

Students develop disciplinary literacy by learning about the core ideas and concepts of a discipline while learning to investigate, reason and write in that discipline.

Disciplinary Literacy



Adapted from Shanahan & Shanahan, 2008, p. 44.

Ozymandias

Percy Bysshe Shelley

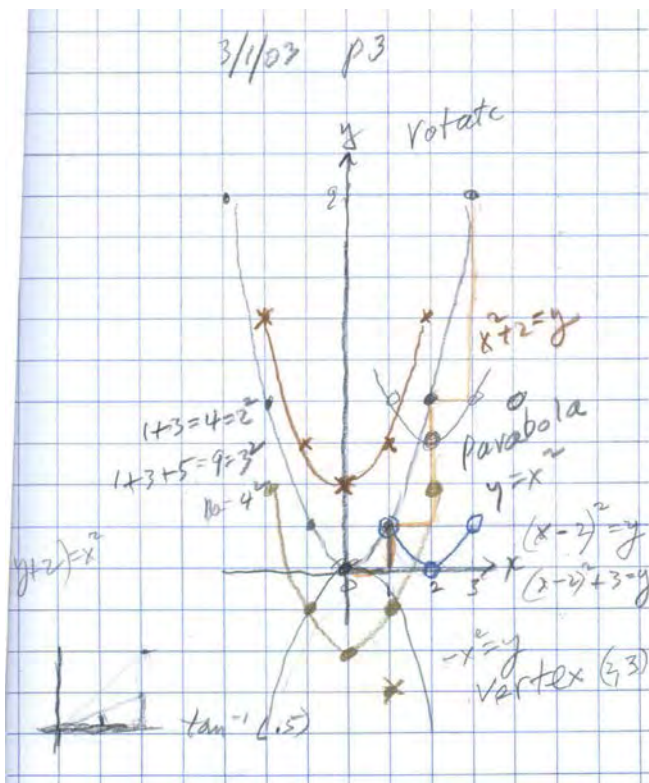
I met a traveler from an antique land
Who said: Two vast and trunkless legs of stone
Stand in the desert. Near them, on the sand,
Half sunk, a shattered visage lies, whose frown,
And wrinkled lip, and sneer of cold command,
Tell that its sculptor well those passions read,
Which yet survive, stamped on these lifeless things,
The hand that mocked them, and the heart that fed,
And on the pedestal these words appear:
"My name is Ozymandias, King of Kings:
Look upon my works, ye Mighty, and despair!"
Nothing beside remains. Round the decay
Of that colossal wreck, boundless and bare
The lone and level sands stretch far away.



←This is what we usually think of as “literacy” ...

But what other literacies, and disciplines must we consider?

What other habits of mind and ways of working must we model and encourage for students to fearlessly engage with the following...



Note1 - Windows Journal

File Edit View Insert Actions Tools Help

Area under the curve between
 $f(x) = 2x - 1$ and the x-axis over
 the interval $[1, 4]$

$(0, -1)$

$(1, 1)$

$(4, 7)$

$$A = \int_1^4 (2x - 1) dx = \left(\frac{2x^2}{2} - x \right) \Big|_1^4 = (x^2 - x) \Big|_1^4$$

$$= f(4) - f(1) = [4^2 - 4] - [1^2 - 1] = 12 - 0 = 12$$

Square units

$$A = \int_a^b f(x) dx, [a, b]$$

$$= F(b) - F(a)$$

1/1

start Internet Explorer Note1 - Windows Jou... 4:18 PM

We the People of the United States, in order to secure domestic Tranquillity, provide for the common Defence, promote the general Welfare, and secure our Liberties, do hereby ordain and establish this Constitution for the United States of America.

Article I.

Section 1. All legislative Powers herein granted shall be vested in a Congress of Representatives.

Section 2. The House of Representatives shall be composed of Members in each State shall have Qualifications requisite for Electors of the most numerous Branch in each State. No Person shall be a Representative who shall not have attained to the Age of twenty five Years, seven Years, and seven Days, and who, when elected, shall not, when elected, be an Inhabitant of that State in which he shall be chosen. Representatives and direct Taxes shall be apportioned among the several States which shall be determined by adding to the whole Number of free Persons, three fifths of all other Persons. The actual Enumeration shall be made within every subsequent Term of ten Years, in such Manner as they shall direct. The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at least one Representative, and the Electors in each State shall have the Qualification requisite for Electors in that State. When vacancies happen in the Representation from any State, the State in which they happen shall choose new Representatives. The House of Representatives shall choose their Speaker and other Officers, and shall have the sole Power of Impeachment.

IN CONGRESS, JULY 4, 1776.

A DECLARATION

BY THE REPRESENTATIVES OF THE UNITED STATES OF AMERICA, IN GENERAL CONGRESS ASSEMBLED.

WHEN in the Course of human Events, it becomes necessary for one People to dissolve the Political Bonds which have connected them with another, and to assume among the Powers of the Earth, the separate and equal Station to which the Laws of Nature and of Nature's God entitle them, a decent Respect to the Opinions of Mankind requires that they should declare the causes which impel them to the Separation.

We hold these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the Pursuit of Happiness—That to secure these Rights, Governments are instituted among Men, deriving their just Powers from the Consent of the Governed, that whenever any Form of Government becomes destructive of these Ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its Foundation on such Principles, and organizing its Powers in such Form, as to them shall seem most likely to effect their Safety and Happiness. Prudence, indeed, will dictate that Governments long established should not be changed for light and transient Causes; and accordingly all Experiences have shewn, that Mankind are more disposed to suffer, while Evils are sufferable, than to right themselves by abolishing the Forms to which they are accustomed. But when a long Train of Abuses and Usurpations, pursuing invariably the same Object, evinces a Design to reduce them under absolute Despotism, it is their Right, it is their Duty, to throw off such Government, and to provide new Guards for their future Security. Such has been the patient Sufferance of these Colonies; and such is now the Necessity which constrains them to alter their former Systems of Government. The History of the present King of Great-Britain is a History of repeated Injuries and Usurpations, all having in direct Object the Establishment of an absolute Tyranny over these States. To prove this, let Facts be submitted to a candid World.

He has refused his Assent to Laws, the most wholesome and necessary for the public Good.

He has forbidden his Governors to pass Laws of immediate and pressing Importance, unless suspended in their Operation till his Assent should be obtained; and when so suspended, he has utterly neglected to attend to them.

He has refused to pass other Laws for the Accommodation of large Districts of People, unless those People would relinquish the Right of Representation in the Legislature, a right inestimable to them, and formidable to Tyrants only.

He has called together Legislative Bodies at Places unusual, uncomfortable, and distant from the Depository of their public Records, for the sole Purpose of fatiguing them into Compliance with his Measures.

He has dissolved Representative Houses repeatedly, for opposing with manly Firmness his Invasions on the Rights of the People.

He has refused for a long Time, after such Dissolutions, to cause others to be elected; whereby the Legislative Powers, incapable of Annihilation, have returned to the People at large for their exercise; the State remaining in the mean Time exposed to all the Dangers of Invasion from without, and Convulsions within.

He has endeavoured to prevent the Population of these States; for that Purpose obstructing the Laws for Naturalization of Foreigners; refusing to pass others to encourage their Migrations hither, and raising the Conditions of new Appropriations of Lands.

He has obstructed the Administration of Justice, by refusing his Assent to Laws for establishing Judiciary Powers.

He has made Judges dependent on his Will alone, for the Tenure of their Offices, and the Amount and Payment of their Salaries.

He has treated a Militia of new Officers, and sent hither Swarms of Officers to harass our People, and eat out their Substance.

He has kept among us, in Times of Peace, Standing Armies, without the Consent of our Legislatures.

He has attempted to render the Military independent of and superior to the Civil Power.

He has combined with others to subject us to a Jurisdiction foreign to our Constitution, and unacknowledged by our Laws; giving his Assent to their Acts of pretended Legislation:

For quartering large Bodies of Armed Troops among us;

For protecting them, by a mock Trial, from Punishment for any Murders which they should commit on the Inhabitants of these States;

For cutting off our Trade with all Parts of the World;

For imposing Taxes on us without our Consent;

For depriving us, in many Cases, of the Benefits of Trial by Jury;

For transporting us beyond Seas to be tried for pretended Offences;

For abolishing the free System of English Laws in a neighbouring Province, establishing therein an arbitrary Government, and enlarging its Boundaries, so as to render it at once an Example and fit Instrument for introducing the same absolute Rule into these Colonies;

For taking away our Charters, abolishing our most valuable Laws, and altering fundamentally the Forms of our Governments;

For suspending our own Legislatures, and declaring us out of his Protection and waging War against us;









For abolishing Government here, by declaring us out of his Protection and waging War against us;

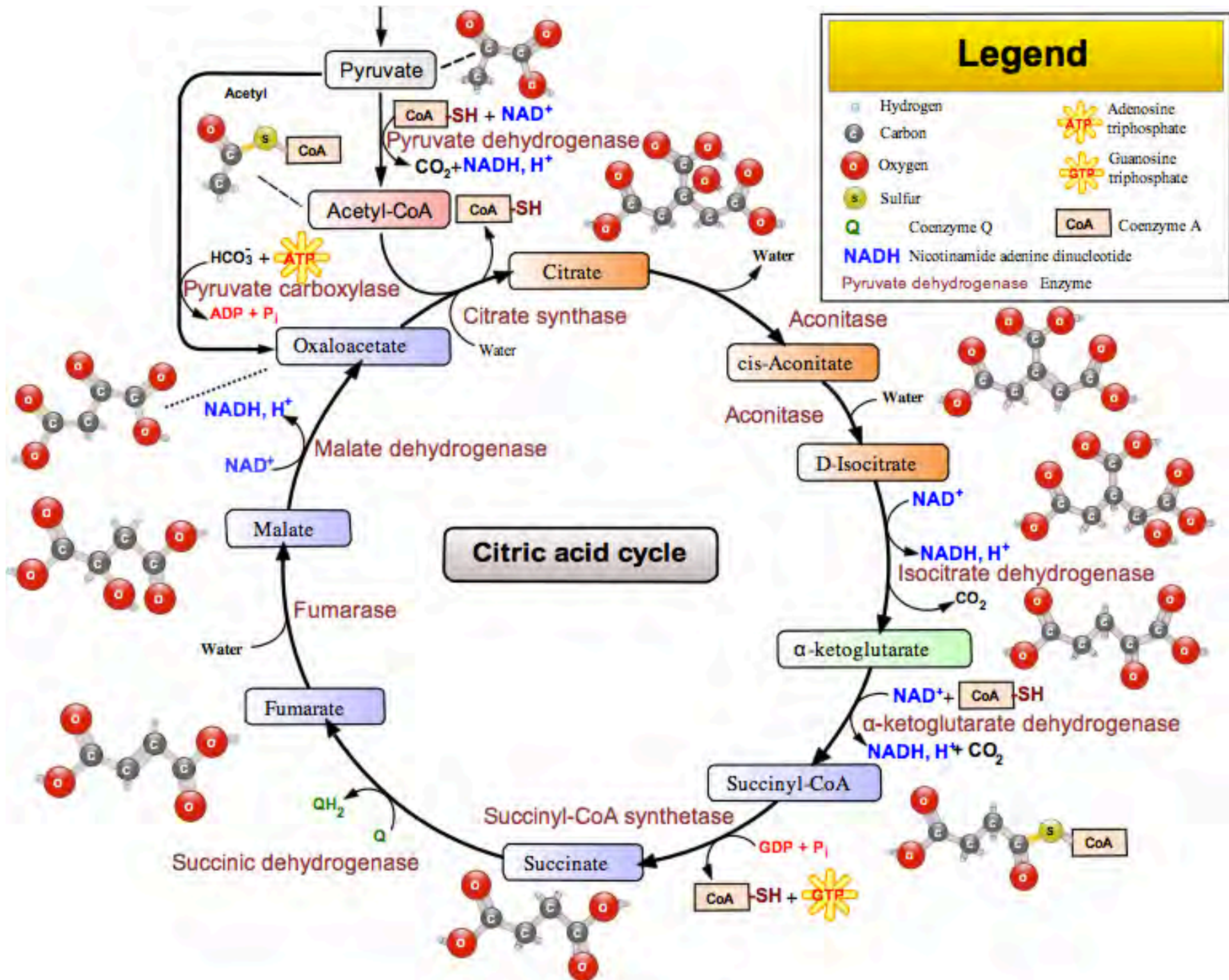
He has plundered our Seas, ravaged our Coasts, burnt our Towns, and destroyed the Lives of our People.

He is, at this Time, transporting large Armies of foreign Mercenaries to complete the Works of Death, Desolation, and Tyranny, already begun with the Concurrence of Cruelty and Perfidy, already paralleled in the most barbarous Age, and totally unworthy the Head of a civilized Nation.

He has constrained our fellow Citizens taken Captive on the high Seas to bear Arms against their Country, to become the Executioners of their Friends and

Legend

	Hydrogen		Adenosine triphosphate
	Carbon		Guanosine triphosphate
	Oxygen		Coenzyme A
	Sulfur		
	Coenzyme Q		
NADH	Nicotinamide adenine dinucleotide		
	Pyruvate dehydrogenase		Enzyme



1) What are the “core concepts, big ideas, & driving questions ” you want students to consider when they read in your content-area?



2) What elements/ideas/formats do you want them to pay attention to in text?

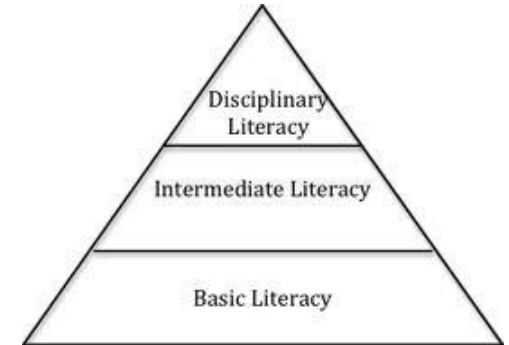
**Reading like a
mathematician,
scientist,
historian, critic**

3) What are the most common “ways of working”? How will students typically learn the big ideas, core concepts, etc.?

4) What makes reading like a _____ difficult? And how can we help students meet these challenges?

Enacting Disciplinary Literacy?

If we already knew how to model the ways that novices become experts in the disciplines and navigate the continuum of basic  intermediate  to disciplinary literacy skills, then we would be doing it!



Teachers need ongoing, supportive professional learning to unearth, model, and assess this work within and across disciplines!

Disciplinary Literacy Network

- 30 teachers – Junior High and High School
- 2 years
- Science, Social Studies, English, Academic Support and Special Education
- AdLit Consultants
- Develop a knowledge base for how to implement in the classroom and school
- Staff commitment to this work – 7 full days of professional development, continuous work on inquiry projects, and beginning to observe each other's literacy work in the classroom

Junior High Initiatives 2014-2015

- **Writer's Workshop - 7th grade Social Studies and English**
- Word Walls - Academic Support Centers, Learning Centers
- Word Generation (5 words a week across all disciplines)
- "Writing in the Humanities" website - 7th Grade Social Studies
- **Discussion Groups - 7th and 8th Grade Science**
- Digital Literacy - Developing lessons for skills around evaluating websites and using different digital tools to support this skill to be introduced school wide
- Creating a list of best practices around engaging digital texts (plan to survey Social Studies and Science faculty)
- Academic Discussions - 7th Grade English

High School Initiatives 2014-2015

- Sustained Silent Reading and Choice Reading - 9-12 English and 9-11 Social Studies
- Book Recommendation Bulletin Boards - 9-12 English
- **Text engagement strategies – 9-12 English**
- **Tier 2 Vocabulary Instruction - 9-11 Social Studies**
- **Text Sets - 9th and 10th grade English**
- Thematically Based Units and The Writing Process - Social Studies Alternative Programs
- Word Generation - English Alternative Programs
- Writing to learn strategies - Science

Where we are going this year?

- Common Core
- Instructional Rounds
- Action Research
- Developing Teacher Leaders
- Inviting math into the work
- Teacher leaders sharing work during ½ day professional development
- Teacher leaders, along with Sharon Ryan, present on academic conversations to staff

Aspirations for Next Year

- Start 2nd cohort of teachers
- Expand pilot programs to reach beyond individual classrooms and teams
- Cohort 1 teachers will work with AdLit consultants to lead the professional development with new cohort

Highlights/Successes

- Group is more informed about literacy across disciplines and how they play a part in it.
- **Science and Social Studies teachers are stepping out of their comfort zone and trying to engage students in text in different ways.**
- **Teams are coordinating their vocabulary instruction across disciplines**
- We are asking questions about literacy that we never would have before. For instance, what does it mean to be digitally literate and our responsibility to create best practices around this. (search engines, evaluation websites, how to engage in digital texts for learning)
- High School Social Studies and English Departments are using significant amounts of their Professional Learning time to learn more about supporting students literacy development.
- High School Science is beginning to examine what literacy practices look like for students in science and what is already being done to support students in this area.
- **There is growing excitement for inviting the whole school into this work.**

Challenges/Questions

- How do we make this work meaningful for all disciplines?
- **How to invite the entire school into this work?**
- **How do we sustain this work?**
- How do we make this a part of the school culture?
- Time

Any Questions?



2014 ACTON-BOXBOROUGH MCAS HIGHLIGHTS

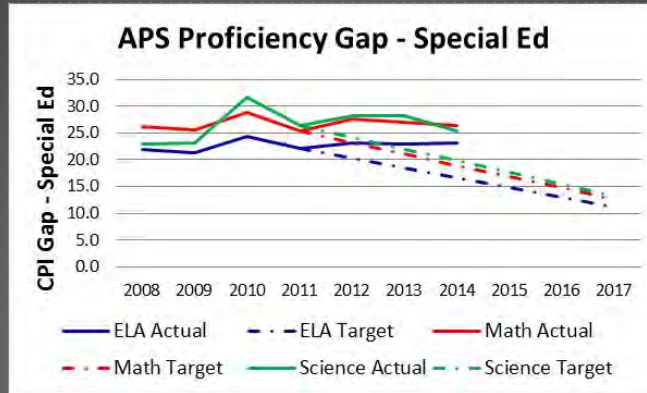
Presented by
Bill Guthlein & Amanda Bailey
November 20, 2014

MCAS HIGHLIGHTS FOR A-B SPECIAL EDUCATION STUDENTS

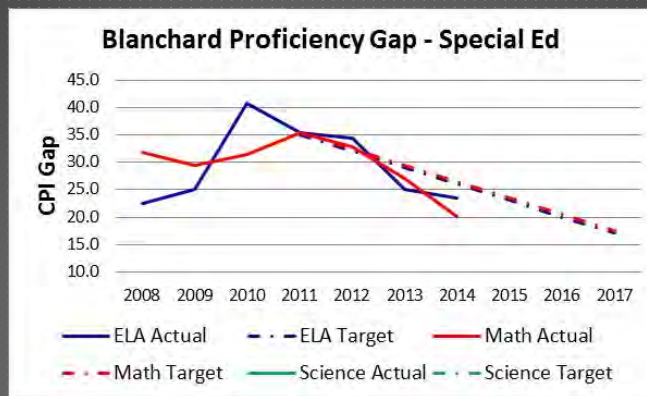
- ▶ The proficiency gap is flat or widening for special education students at APS & R. J. Grey, not closing per state MCAS targets for 2017.
- ▶ The state requires a minimum Student Growth Percentile (SGP) of 51 to receive a passing grade in the accountability formula and recommends an SGP range of 51-59 to meet 2017 goals.*
- ▶ 4th grade ELA student growth for special education students has been at or below the state average for the last four years.
- ▶ 7th grade ELA student growth for special education students has been at or below the state average for three years in a row.

* Note that a 51 SGP may not necessarily close the proficiency gap for any group during a particular time period.

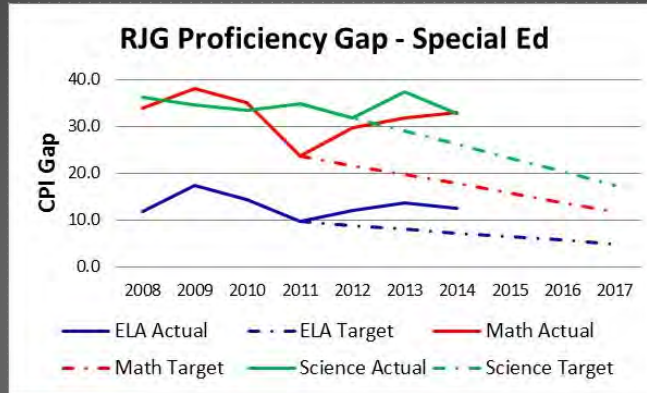
APS PROFICIENCY GAP CLOSURE NOT ON TARGET FOR 2017



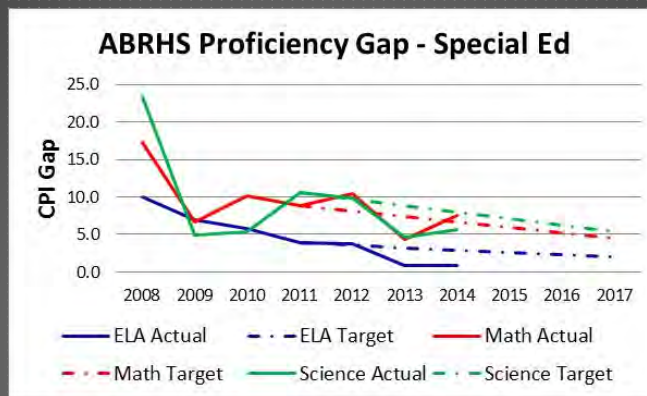
BLANCHARD PROFICIENCY GAP CLOSURE ON TARGET FOR 2017



R. J. GREY PROFICIENCY GAP CLOSURE NOT ON TARGET FOR 2017



ABRHS PROFICIENCY GAP CLOSURE ON TARGET FOR 2017 EXCEPT FOR MATH



4TH GRADE ELA STUDENT GROWTH

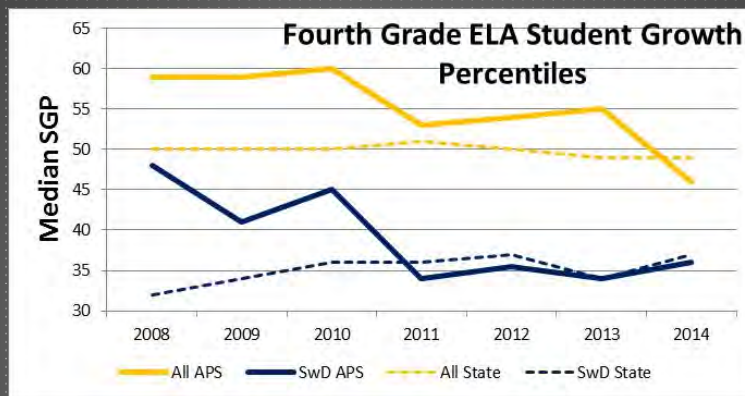
- ▶ APS 4th grade special education ELA student growth has been at or below the state average for the last four years.
- ▶ In 2014, this cohort represents 74 students with disabilities, which is 20% of the aggregate population.

ENGLISH LANGUAGE ARTS
4th Grade Special Education Subgroup
Comparison of District Student Growth Percentiles

Class Year	Acton	Concord	Lexington	Westford	State
2016	48	53	40	48	32
2017	41	44	55	49.5	34
2018	45	56	46	39	36
2019	34	37	49	36.5	36
2020	35.5	46	45.5	32	37
2021	34	41	46	39	34
2022	36	58	53	31.5	37
Average	39.1	47.9	47.8	39.4	35.1

■ = 2014 MCAS Results

4TH GRADE ELA STUDENT GROWTH – APS VS. STATE AVERAGE



7TH GRADE ELA STUDENT GROWTH

- ▶ AB 7th grade special education ELA student growth has been well below the state average and peer communities for the last three years.
- ▶ In 2014, this cohort represents 77 students with disabilities, which is 16% of the aggregate population

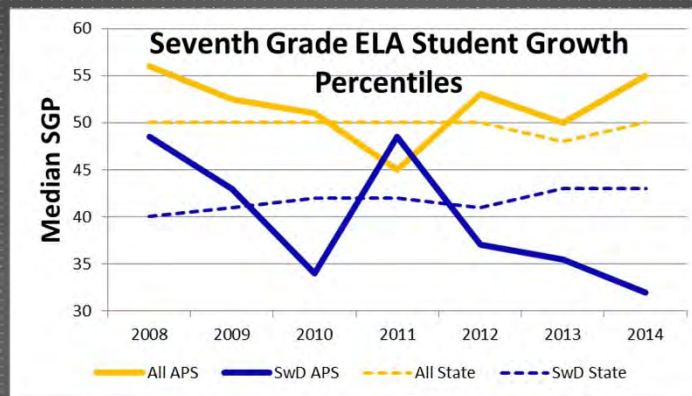
**ENGLISH LANGUAGE ARTS
7th Grade Special Education Subgroup
Comparison of District Student Growth Percentiles**

Class Year	A-B	Concord	Lexington	Westford	State
2013	48.5	48.5	55	62	40
2014	43	46.5	52	69	41
2015	34	45	64.5	46	42
2016	48.5	48	62	64	42
2017	37	53	51.5	39	41
2018	35.5*	52	53	40	43
2019	32	51	63	44	43
Average	40.5	49.1	57.3	52.0	41.7

■ = 2014 MCAS Results

*Note: For RJ Grey only (excluding out-of-district) SGP in 2013 is 37.

7TH GRADE ELA STUDENT GROWTH – R. J. GREY VS. STATE AVERAGE



DISTRICT INTERVENTIONS TO IMPROVE STUDENT PERFORMANCE

- ▶ Over the last 3-4 years, the district has implemented many good curriculum changes, identified reading comprehension and writing as areas of focus for staff development, and added important personnel (e.g., dedicated Math and ELA curriculum specialists) to improve student outcomes across the district. The aggregate student population has responded well to these interventions and student gains are reflected in annual MCAS performance – see R. J. Grey's strong aggregate growth.
- ▶ Unfortunately, with the exception of 2011 when targeted interventions (co-taught Math, special education staff training, increased services) were implemented to support students with special needs at R. J. Grey, the special education subgroup of students does not appear to have benefited significantly from the changes adopted across the district.

QUESTIONS

- ▶ Have we done targeted MCAS analysis of special education students to identify individual and collective group needs/areas of academic difficulty? Do we understand what is driving our low 4th and 7th grade special education student performance?
- ▶ Are we structured to support High Needs students effectively in this district?
- ▶ Are we staffed adequately to support the dramatically increasing number of special education and other High Needs students?
- ▶ Are we staffed appropriately to allow for successful implementation of research-based best practices in special education (e.g., push-in service delivery, professional collaboration/shared planning time, co-taught curriculum)?
- ▶ Do we provide adequate special education related professional development to all staff working with this student population?

DESIRED OUTCOMES

- ▶ We'd like the district to fully commit to closing the proficiency gap 50% by 2017 for special education students in keeping with state targets.
- ▶ We'd like the district to establish a concrete, targeted plan to improve special education student performance particularly at the 4th and 7th grade levels this year.
- ▶ We'd like to request that the district share its formative assessment results with parents throughout the year and in summary form with the AB SpEd PAC and School Committee to provide additional data points regarding student growth and achievement within the district.

ADDENDUM

- ▶ We've included four slides that give additional detail about proficiency gap assessment for Blanchard, APS, R. J. Grey, and ABRHS. *

* Please note in multiple instances we "Met Goal" based on exemptions, not on actual performance improvement for this population of students.

PROFICIENCY GAP DATA AT BLANCHARD

2014 Narrowing Gap?	<u>ELA</u>	<u>Math</u>	<u>Science</u>
On Target?	Yes	Yes	n.a.
Within 1.25 points?	Yes	Yes	n.a.
Percentile in group	84	91	n.a.
Exempt (90+)?	No	Yes	n.a.
Met Proficiency Target	PASS	PASS	n.a.
SGP on target or above (51+)	n.a.	n.a.	n.a.
Extra Credit	Yes	Yes	n.a.
Overall: Met gap goal in ELA and Math.			
Subgroup too small for Science and SGP data.			

PROFICIENCY GAP DATA FOR APS

2014 Narrowing Gap?	<u>ELA</u>	<u>Math</u>	<u>Science</u>
On Target?	No	No	No
Bonus on 1.25 test?	No	No	No
Percentile in group	76	93	90
Exempt (90+)?	No	Yes	Yes
Met Proficiency Target	FAIL	PASS	PASS
SGP on target or above (51+)	No	Yes	Yes
Extra Credit	No	No	No
Overall: Special education subgroup missed 2014 goal.			
Math and Science passed based on 90%tile test.			

PROFICIENCY GAP DATA FOR R. J. GREY

2014 Narrowing Gap?	<u>ELA</u>	<u>Math</u>	<u>Science</u>
On Target?	No	No	No
Within 1.25 points?	No	No	No
Percentile in group	98	91	87
Exempt (90+)?	Yes	Yes	No
Met Proficiency Target	PASS	PASS	FAIL
SGP on target or above (51+)	Yes	Yes	n/a
Extra Credit	Yes	Yes	Yes

Overall: 2014 passed while missing gap in all subjects.
Extra credit and 90% exemption offset gap deficit.

PROFICIENCY GAP DATA FOR ABRHS

2014 Narrowing Gap?	<u>ELA</u>	<u>Math</u>	<u>Science</u>
On Target?	Yes	No	Yes
Within 1.25 points?	Yes	No	Yes
Percentile in group	97	94	98
Exempt (90+)?	Yes	Yes	Yes
Met Proficiency Target	PASS	PASS	PASS
SGP on target or above (51+)	Yes	Yes	n/a
Extra Credit	Yes	No	Yes

Overall: Special education subgroup met goal for 2014 and cumulative 4 year period.



Acton-Boxborough Regional School District
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Clare L. Jeannotte
Director of Finance

TO: Superintendent Glenn Brand
 ABRSD School Committee

FROM: Clare Jeannotte, Interim Director of Finance *Clare*

RE: FY'15 Financial Status as of October 31, 2014

DATE: November 18, 2014

I am pleased to provide a report on the status of the Acton Boxborough Regional School District to you. As of October 31, we are two months into the school year and four months into the fiscal year. To set the stage for this report I would point out the following:

The prior year budget process produced the first K-12 fully regionalized budget, in tandem with a complete revision to the chart of accounts. As we "road test" both of these changes, we find adjustments to the budget categories are sometimes required to align intent with proper codes. In addition, the transition of all the APS and Boxborough actuals into this account structure has had a few bumps in the road. Accordingly, this report, normally done as of September 30th, was delayed a month.

Attached is a summary of expenditures by character code. As of October 31, 2014 the District has spent \$22,953,320, or 30% of the adjusted budget of \$76,455,123. Encumbrances of \$41,159,974 have been recorded, representing major budget commitments. This results in a balance of \$12,341,919 unencumbered at October 31.

At this point we have assessed major budget drivers representing 89% of the operating budget and are projecting some areas of concern, discussed on the following page, with some mitigating factors to relieve them.

Budget Drivers:	FY15 Revised Budget	FY15 YTD Expenses	FY15 Encumbrances	FY15 Available Budget
All Salaries & Stipends (01-14)	48,796,845	11,312,063	36,138,107	1,346,675
All Fringe (15-22)	11,530,729	4,863,100	15,753	6,651,877
Other, Legal Service - 34	128,650	17,318	64,275	47,057
Other, Sped Transportation - 38	1,340,411	681,258	773,681	(114,528)
Other, Student Transportation - 39	1,165,457	622,295	43,598	499,565
Other, Sped Tuition - 41	5,213,514	2,378,897	3,478,107	(643,490)
Total Evaluated	68,175,606	19,874,929	40,513,521	7,787,156
% Evaluated	89.2%	86.6%	98.4%	63.1%

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.



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Salaries & Stipends:

Early projections indicate that we may be unfavorable to budget, conservatively, up to \$350,000 for the year. While projections and "standard" payroll levels have settled down by the second month of the school year, there is a historic unreliability to the early projections for this area. Changes can occur as the year goes on not only due to staffing changes, but also overtime management and verification of charges to proper budget funding sources. This process is ongoing as we are now looking more closely at costs to be funded by grants and other funding sources. Also of note is the \$425,000 vacancy factor assumed in the FY'15 budget, which is getting more difficult to ensure achieving.

All Fringe:

Current projections indicate some favorability may occur in the Retiree health care account (\$100,000) based on current enrollment levels annualized. Health insurance for active employees, which also included an offsetting vacancy factor of \$191,000 in the budget, appears to be on target to budget at this early date.

Other, Legal Services:

The budget of \$128,650 is for standard levels of special education and general legal services. The current balance reflects a full encumbrance at budget levels for special education, but no encumbrance for general services. Based upon current personnel matters and special education matters, we anticipate this account may run over budget up to \$80,000. This will evolve.

Transportation (Special Ed and Regular Ed):

Special education transportation, consisting of the fixed rate CASE Collaborative assessment and special contract services, is currently encumbered to run over budget approximately \$115,000 due to more students with specialized transportation requirements than in prior years.

Special Education out of district tuitions:

The budget for this area is developed based on known caseloads nearly a year prior to the actuals. It is also shown net of amounts anticipated for "Circuit Breaker" reimbursement from the State, also calculated quite early in the process, and assigned an estimated reimbursement rate.

This year, we are seeing projected tuitions, before Circuit Breaker is applied, of \$7.5 million, compared to a budget of \$6.9 million. Circuit breaker assumed for the budget of \$1,757,154 is scheduled to come in \$287,128 higher, at \$2,044,282. On a net basis this is resulting in an unfavorable projection of \$326,600, if the entire amount is received and utilized for Circuit Breaker reimbursement.

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There is a unique, one-time mitigating factor that will resolve this problem. In FY'15 CASE Collaborative was required to develop a new billing methodology, which will result in the refund of an allocation of the accumulated fund balance to its member districts. ABRSD is scheduled to receive a credit of \$459,310. However, the billing is now based on current year placements and tuition rates, with additional billing possible for certain "a la carte" service levels. We are continuing to meet monthly to update this important budget area with the Pupil Services department.

ACTON/BOXBOROUGH REGIONAL PUBLIC SCHOOLS

cl 11/18/14

FY15 BUDGET STATUS REPORT as of October 31, 2014

Description & Character Code #	FY15 Total Budget	FY15 Budget Adjustments	FY15 Revised Budget	FY15 YTD Expenses	FY15 Encumbrances	FY15 Available Budget	% of FY15 Committed
Salaries, Teaching - 01	31,882,520	46,887	31,929,407	6,618,501	25,252,253	58,653	99.82%
Salaries, Principals - 02	2,109,446	-	2,109,446	736,102	1,398,593	(25,249)	101.20%
Salaries, Central Administration - 03	1,048,045	-	1,048,045	358,795	680,108	9,142	99.13%
Salaries, Support Staff - 04	8,456,458	-	8,456,458	1,996,455	6,432,595	27,409	99.68%
Salaries, Athletics - 05	514,614	-	514,614	111,062	193,628	209,924	59.21%
Salaries, Buildings - 06	564,570	144,594	709,164	264,201	405,545	39,417	94.44%
Salaries, Custodial - 07	1,640,433	(144,594)	1,495,839	468,360	964,169	63,310	95.77%
Salaries, Home Instruction - 08	17,044	-	17,044	438	-	16,607	2.57%
Salaries, Miscellaneous Pupil Services - 09	1,456,651	(45,562)	1,411,089	503,585	807,283	100,222	92.90%
Salaries, Subs Miscellaneous - 11	186,093	-	186,093	35,140	841	150,112	19.34%
Salaries, Subs Instructional - 12	524,516	-	524,516	90,802	-	433,714	17.31%
Salaries, Overtime - 13	242,855	-	242,855	109,908	-	132,947	45.26%
Stipends, Curriculum/Instruction - 14	152,275	-	152,275	18,715	3,092	130,468	14.32%
Fringe, Course Reimbursement - 15	56,000	-	56,000	22,632	-	33,368	40.41%
Fringe, Health Insurance - 16	7,600,159	-	7,600,159	2,358,420	-	5,241,739	31.03%
Fringe, Health Insurance, Retiree - 17	905,443	-	905,443	268,013	638	636,793	29.67%
Fringe, Life/Disability Insurance - 18	31,020	-	31,020	11,845	15,115	4,060	86.91%
Fringe, Unemployment Insurance - 19	25,000	-	25,000	7,142	-	17,858	28.57%
Fringe, Workers Compensation - 20	339,446	-	339,446	265,172	-	74,274	78.12%
Fringe, Middlesex County Retirement System - 21	1,304,911	-	1,304,911	1,756,208	-	(451,297)	134.58%
Fringe, Medicare - 22	817,453	-	817,453	173,669	-	643,784	21.25%
Contributions, OPEB Trust Fund - 23	506,000	-	506,000	506,000	-	-	100.00%
Instruction Supplies - 24	822,909	40,730	863,639	522,523	139,048	202,068	76.60%
Instruction Textbooks - 25	340,613	(58,803)	281,810	122,440	8,998	150,373	46.64%
Instructional, Library - 26	58,924	(1,699)	57,225	16,712	7,387	33,126	42.11%
Other, Capital Outlay - 27	646,166	(20,873)	625,293	334,469	86,888	203,936	67.39%
Other, Debt Service - 29	1,847,734	-	1,847,734	280,487	-	1,567,247	15.18%
Other, Property/Casualty - 30	98,924	-	98,924	102,277	-	(3,353)	103.39%
Other, Maint Buildings/Grounds - 31	580,248	2,000	582,248	256,237	101,241	224,770	61.40%
Other, Maintenance Equipment - 32	211,406	(1,000)	210,406	34,719	7,077	168,610	19.86%
Other, Legal Service - 34	128,650	-	128,650	17,318	64,275	47,057	63.42%
Other, Admin Supplies - 35	744,274	14,550	758,824	471,894	133,473	153,456	79.78%
Other, Athletic Supplies - 36	53,666	-	53,666	22,524	5,218	25,924	51.69%
Other, Custodial Supplies - 37	145,984	-	145,984	86,967	4,616	54,401	62.73%
Other, Sped Transportation - 38	1,340,411	-	1,340,411	681,258	773,681	(114,528)	108.54%
Other, Student Transportation - 39	1,165,457	-	1,165,457	622,295	43,598	499,565	57.14%
Other, Travel, Conferences - 40	58,046	23,770	81,816	24,814	36,901	20,101	75.43%
Other, Sped Tuition - 41	5,213,514	-	5,213,514	2,378,897	3,478,107	(643,490)	112.34%
Other, Utilities - 42	1,730,472	-	1,730,472	230,016	3,091	1,497,365	13.47%
Other, Telephone - 43	148,285	-	148,285	41,935	39,654	66,696	55.02%
Other, Sewer - 44	287,191	-	287,191	24,287	72,861	190,043	33.83%
GRAND TOTAL at 10/31/14	76,003,826	-	76,003,826	22,953,230	41,159,974	11,890,622	84.36%
(21) Voted budget adjustment 11/6/14-Middlesex Retirement		451,297	451,297			451,297	
Revised Totals	76,003,826	451,297	76,455,123	22,953,230	41,159,974	12,341,919	

Acton-Boxborough Community Education***** MEMO *****

TO: ABRSD School Committee
FROM: Erin Bettez
RE: Lower Fields Committee Annual Meeting
DATE: October 24, 2014

On October 23, 2014, the Lower Fields Committee (established in the Memorandum of Understanding that governs the Lower Fields) convened for its second annual meeting. In attendance were: Glenn Brand, Clare Jeannotte, JD Head, Steve Desy, Erin Bettez, Bobby Glenn (representing the school district); Torri Horovitz (Pop Warner Rep.), Brian Cotter (AB Lax Rep.), Chris Habersaat (ABYS President), Jen Orcutt (AB Girls Lax President), Dave Scheuer (ABYS Rep. and FOLF Scheduler), Dave Wilson and Chip Orcutt (FOLF). The Lower Fields Committee oversees the operations and governance of the facility.

Capital Projects

JD Head provided the following updates:

COMPLETED

- Auxiliary lot was recently striped and additional paving/painting done to create a safe walking zone for people using the back lot.
- Bricks purchased by donors have been installed by a local teen as his Eagle Scout project.
- Signage has been put in place.

IN PROCESS

- Work has begun on the goal pockets, noted as a priority at last year's meeting.
- Solar lights for back lot are not looking like the most prudent option and the plan now is to install flood lights. This will be done by the district electrician once he has finished installing the Junior High's new boiler.

Financial Report

- Tim Kelly prepared a brief financial report showing: FY14 expenses and revenues; the current balance on FOLF's loan; and, a three year report of revenues as of 10/31 each year as well as year end revenues (projected for FY15). The overall financial picture is good, with FOLF paying its loan off as planned, FOLF's contingency account fully funded, and a consistent rental picture. One small issue is that the FY15 year end projection for rental revenues is \$233,841, about \$15K below last year's actual revenues. This is explained by the fact that the FC Stars have traditionally rented approximately \$20K worth of time during the winter but they have not yet booked space for this winter as they are building their own fields and don't know when that facility will be completed. If the Stars do not need the fields, FOLF will seek out other renters and anticipate that there is demand for the fields.
- The MOU for this project lays out priorities for FOLF's rental revenue as follows:
 1. FOLF pays its bank loan
 2. FOLF pays \$20K per year towards maintenance costs.
 3. FOLF funds a contingency plan up to \$115K
 4. FOLF pays up to \$25K towards the district's bond fees.
 5. FOLF reimburses Youth Programs for their capital contributions to the project.

At this time, FOLF is fully caught up through item three and has sufficient additional monies on hand to cover item four. However, there was a discussion as to whether the ABRSD would prefer that FOLF use that money to pay its loan down earlier. This would likely mean an earlier pay off of the loan and transfer of the facility to the district and would save money overall as the percentage rate for the FOLF loan is higher than that of the bond financing. The Committee is seeking the School Committee's opinion on this proposal.

Ground Lease

The key anchor tenants (MPS and NEP) are now in their third year of five year contracts. The length of those contracts was set to match the term of the ground lease between the ABRSD and FOLF. Five years was the maximum length of time the district could legally enter into such an agreement. With several new turf facilities in construction in the area, FOLF is seeking to extend its leases with the anchor tenants to ensure a steady revenue stream through May of 2019. This would require an amendment of the ground lease. The Committee agreed this is an important action item as the multi-year anchor tenants contribute roughly 75% of the annual revenues to the project, and recommends we explore an extension with School Committee and legal counsel.

Scheduling Issues

District staff (Comm. Ed. and Facilities) rely on the Google calendar set up by FOLF to know when users will be at the fields. Snack Shack operations and facility clean up (costs borne by Community Ed.) are scheduled based upon this rental schedule. Since the facility opened, there have been a number of dates when the calendar shows renters are booked but no one shows. This is difficult for the district as Snack Shack staff have been scheduled to work and are entitled to be paid and perishable supplies have been purchased. It is also difficult on facilities staff who plan their weekend around when they need to come in and clean. In some cases, weekend trips have been cancelled to cover a weekend when the field ends up not being used or when one cleaning would suffice, or an employee comes in to clean at 10:00 PM when scheduled use should be ending and could have done so several hours earlier had the schedule been accurate. In addition, the lights may be on for hours for groups that are not coming to use their field time, another expense to the district. Comm. Ed. has sought contact information for rental groups so that we can proactively reach out to them to confirm their reservations. FOLF indicated that NEP posts its weekend use on its website so that is another resource that can be checked in advance.

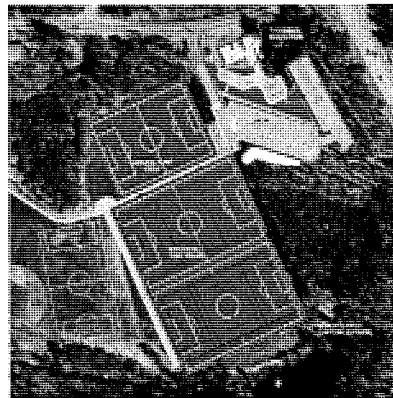
NBC Story on Carcinogens and Artificial Turf

NBC recently ran a story suggesting that the black crumbs used in artificial turf fields, which are often made from pulverized tires, contain high levels of dangerous substances (e.g. mercury, lead, benzene, and arsenic) along with several other chemicals, heavy metals and carcinogens. This issue has been around for some time and was well known to the District and to FOLF. As a result, the Lower Fields specified that infill crumb rubber meet all EPA standards. Given the ongoing concern from some members of the community, it was decided that we should get an environmental analysis done. JD Head will arrange for this. The estimated cost is likely in the \$5K range.

Wish List

Users of the fields would love to see a sound system and some sort of stands/seating. These would be nice improvements but are not up for consideration by the Committee at this time.

Lower Fields
Annual Report
2014



Reservations/Bookings

**Both fields nearly fully booked
Fall and Spring**

- **Weekday Evenings 6-9 PM**
- **Saturdays 7 AM-9 PM**
- **Sundays 9 AM-8 PM**

Improvements

- *Back lot paved, striped*
- *Donor pavers laid by Eagle Scout*
- *Signage installed*
- *Grooming Machine purchased*
- **TBD**
 - Goal Pockets – in process now
 - Lighting for back lot

Rental Income (gross)

FY13: \$222,034.59

FY14: \$237,357.50

FY15 to date: \$236,611.50

Concessions Stand

Expenses: \$18,252.70

Food/Drink Revenues: \$9,746.40

Ad Sales: \$3,750

FY14 Final: (\$4,756.30)

Status of ABYS \$1.1M loan

10-year loan

Current balance: \$917,917.80 (9/30/14)

On track to be paid off early.

**LF Committee Seeking
School Committee Input**

- * Ground Lease Extension**
- * Use of “surplus” revenue**




Ground Lease – Extend 2 years

Anchor Tenants account for 75% of revenue stream. Two of those Tenants are in year 3 of 5-year leases. Another Anchor Tenant is in year 1 of a 2-year lease. With more turf facilities coming on line, FOLF would like to secure those anchor tenants as long as possible.

To do so requires extension of the Ground Lease (original term was 60 months), as FOLF can't enter into agreements beyond the length of it. We are now in year 3 of that 5-year agreement. Hence, FOLF is seeking to extend the Ground Lease for another two years (24 months).

Use of "surplus" Revenue

MOU for Lower Fields lists priorities for use of rental revenue:

1. FOLF pays its Bank Loan 
2. FOLF contributes \$20K annually to maintenance 
3. FOLF establishes a contingency fund of \$115K 
4. FOLF pays up to \$25K towards ABRSD bond fees
5. FOLF reimburses Youth Programs for their capital contributions.

Concerns re Artificial Turf Fields

- Ongoing discussion regarding potential health hazards
- Some other fields were found to have excessive amounts of heavy metals and carcinogens in the infill black rubber crumbs
- *This issue was known by us when we built our new fields.* Specs required infill materials to meet all EPA standards. MSDS indicate standards have been met, but we are seeking environmental testing to confirm.



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10.0

Glenn A. Brand
Superintendent of Schools

To: Members of the Acton-Boxborough Regional School Committee
From: Glenn A. Brand
Date: November 4, 2014
Re: Superintendent's Performance Goals

Throughout the state of Massachusetts all professional/certified staff are required to be evaluated under the Department of Elementary and Secondary Education (DESE)'s model system for educator evaluation. This includes the position of school superintendent and it is with this requirement in which I submit to you the attached proposed goals for my evaluation for the 2014-15 school year.

I have incorporated the administrative priorities that have been identified for the year into these goals and provide these for your consideration and hopeful vote my professional practice, student learning and district improvement goals.

It will be my intention to provide you with an update of my progress later in the school year on these goals. In the spring you will be required to develop a final evaluation that reflects, in part, my progress on these goal areas.

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

SUPERINTENDENT'S PERFORMANCE GOALS 2014-15

I. Professional Practice Goal

By May of 2015 the district will have broad agreement across stakeholders and constituent groups regarding three critical areas: i) the district's most critical needs; ii) the specific strategies and goals that will address these needs most effectively and; iii) the measures that will be used to measure and assess progress.

Strategies

The following will serve as the key actions that will facilitate the above goal:

- By the summer of 2014 present to the School Committee a written Entry Plan that outlines the variety of strategies that will be used to facilitate the entry plan phase.
- By late December/early January present a preliminary report of the findings that: i) synthesize evidence obtained through the entry meetings and information gathering process; ii) identify strengths and attributes of the school system along with the challenges that the district faces and the critical areas where attention should be directed and; iii) establishes next steps in the entry process including the identification of the goals and strategies that will address these needs.
- By March present a proposal of goals and strategies that will advance the district.
- By late April/May secure community and stakeholder feedback through collaboration with the School Committee and solidify district improvement goals.

Benchmarks/Evidence

- Presentations presented on schedule with a comprehensive report that is completed.
- District improvement goals established along with specific measures identified.

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.

II. Professional Practice Goal

Participate fully and complete the first year of the *New Superintendent Induction Program* while developing skills in strategy development and instructional leadership.

Strategies

The following will serve as the key actions that will facilitate the above goal:

- Attend eight daylong 'classroom' sessions.
- Complete all assignments.
- Consult with my assigned coach monthly.

Benchmarks/Evidence

- Documentation of attendance and contact with assigned coach.
- Rubric rating on each assignment that demonstrates proficiency.

III. Student Learning Goal

Ensure that student learning throughout the district is supported and maximized through the successful implementation of a comprehensive leadership model that includes re-modeling the leadership team within the district and the re-design of summer and in-year professional development opportunities for instructional leaders.

Strategies

The following will serve as the key actions that will facilitate the above goal:

- Establish clear leadership team structures at the district level that include principals and cabinet members as well as all of the wider district leadership members.
- Develop a calendar for the 2015-16 school year that clearly establishes a consistent meeting schedule that allows leaders throughout the district to come together in support of the district's work. This will include a summer meeting calendar.
- Gather and review feedback regarding the Thursday professional release days.

Benchmarks/Evidence

- Formalize the leadership structure for the district.
- Produce a meeting calendar that provides an overview of leadership teams and meeting expectations.

IV. District Goal

1. *Mental Health and Wellness*

Ensure that student well-being is at the center of all of our structures, strategies and procedures while maintaining our academic learning goals.

Strategies

From the L-R Strategic Plan (2014-15)

- Continue enhancing social-emotional curricula for Pre-K through grade 12 with implementation to be defined by each school and its constituents.
- Continue to adapt facilities and equipment for use by students with disabilities and provide opportunities for this population to participate in activities with peers.
- Continue to assess the effectiveness of the new Student Support Team (SST) model at ABRHS and modify where necessary.
- Use INTERFACE and evaluate if it provides support to counselors in terms of service and therapeutic referrals.
- Design Elementary Nature Play Spaces and explore funding sources

Benchmarks/Evidence

- Further articulation of the district's social-emotional curricula for the district will be evident and made widely available.
- All elementary schools will have plans established that establish nature play spaces.

2. *Regionalization*

Solidify Acton-Boxborough as a unified PreK-12 district in the minds of the community, staff, parents and students.

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.

Strategies

- Provide opportunities for teachers to observe colleagues across the district in similar grade levels or positions.
- Support collaboration with caseload educators and facilitate discussions across the district to further define staffing and student needs for each of the buildings.
- Provide opportunities for staff to engage in discussions related to transition from the elementary to the JHS for all students.
- Make sure programs(like peer mentors from the high school) are active within the Blanchard school.
- Meet with Blanchard staff to gather feedback about successes and concerns.

Benchmarks/Evidence

- Staff will recognize and be able to express the similarities and differences between the elementary schools.
- Caseload educators will be able to implement processes established related to special education and counseling/ psychological services.

TO: Acton-Boxborough Regional School Committee (ABRSC) members
FROM: Beth Petr, Secretary to the School Committee
DATE: November 14, 2014
RE: PreK – Grade 12 ABRSD policies – Consent Agenda #7

The following policies have been reviewed by the ABRSC Policy Subcommittee and are submitted for a First Reading at the 11/20/14 School Committee meeting:

1. Use of School Facilities, File: KF (procedures are revised and posted)
2. Homeschooling, File: IHBG (procedures to be revised, not urgent)

Current ABRSD policies are found at <http://www.abschools.org/school-committee/policies>

File: KF

USE OF SCHOOL FACILITIES

The Acton-Boxborough Regional and ~~Acton Public School~~ Districts ~~are~~ is the caretakers of the District's^s properties and facilities for the towns of Acton and Boxborough. The School Committees ~~are~~ is pleased to have public facilities enjoyed by Acton and Boxborough community members when the property is not in use by the schools.

The Superintendent's office, through Community Education, shall schedule and manage the use of the District's^s properties according to the procedures attached to this policy as they may be amended from time to time.

approved by ABRSC 10/6/11, APSC 11/17/11

~~Acton Public Schools and Acton-Boxborough Regional School District~~

File: KF-R

USE OF SCHOOL FACILITIES PROCEDURES

Revised 12/7/11, 7/5/12, 3/13/14, 7/1/14

A variety of school facilities are available for rental by school and community groups and individuals. Acton-Boxborough Community Education will schedule all school facilities week days after 5:00 p.m., on weekends and holidays. Facility usage at other times is based on availability and is at the discretion of the building principal. Applications for facility rental should be made no later than *two weeks* in advance of the requested date. Applications for facility rental may be obtained at the Community Education Office in the Administration Building, 15 Charter Road in Acton. The phone number is (978) 266-2525. The application can be downloaded from the A-B Community Ed. website: <http://comed.ab.mec.edu>.

All in-school groups will have until July 31st to make requests for the next school year. As of August 1st, non-school groups may request rentals on a first come, first served basis. Rentals of school district grass fields occur two times per year. Tennis Court rentals occur once per year. Please see page 5 for more information. The ABRSD buildings are not available for use over summer vacation.

Please note: School activities supersede all other rentals. Renters may be bumped at the last minute if the school needs a space that has been rented. Every effort will be made to find the user a similar space or reschedule the event for another date.

CLASSIFICATIONS

Rental fees are based on user classification as follows:

CLASS 1 - School and Municipal Groups

- Events authorized and signed by a school faculty member
- Events for varsity sports and parent booster groups
- Community Education programs
- Recognized School related organizations, such as ABSAF, SADD, etc.
- Town of Acton and Town of Boxborough departments, boards and committees

Class 1 users do not pay rental fees, only costs of personnel who work at the event (e.g. senior administrator, custodians, facilities staff, A/V staff, kitchen staff).

CLASS 2 - Community Service Organizations

This class represents Acton-Boxborough groups/individuals whose main purpose is social, educational, cultural or recreational and NOT business related. Examples include social clubs and youth and adult sport groups. Scout groups are charged \$10 a year for regular weekly meetings but assessed Class 2 fees for special events such as a Pinewood Derby.

FEES: Rental fees will be charged for all events, in accordance with the district's published fees. A deposit is required at the time of application and is non-refundable unless the request for school facilities is denied. Class 2 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

CLASS 3 - Events for Personal or Commercial Benefit of an Organization or Individual

Groups in this category include condominium associations, businesses, private tutors and all others utilizing the buildings for personal or commercial benefit.

FEES: Rental fees will be charged for all events, in accordance with the district's published fees. A deposit is required at the time of application and is non-refundable unless the request for school facilities is denied. Class 3 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

FREQUENT USER DISCOUNT

Rental fees of users who rent school facilities 15-25 times per school year will be reduced by 10%.

Rental fees of users who rent school facilities 26+ times per school year will be reduced by 20%.

There are no discounts for personnel costs (senior administrator/custodial/facilities/kitchen/AV) associated with rentals.

FACILITY USE AND REGULATION

IMPORTANT NOTICES:

PARKER DAMON BUILDING and ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL:
You may not bring latex products of any kind into these buildings (e.g. latex balloons or gloves).

RAYMOND J. GREY JUNIOR HIGH: **You may not bring citrus products of any kind into this building.**

In order to reduce the risk of allergic reactions, users are asked to not bring any of the following into the school buildings: peanuts, tree nuts, milk, dairy products, eggs, soy, wheat, fish and shellfish.

SUPERVISION

The applicant is held responsible for the preservation of order and the protection of school property. When attendance or other conditions require the use of police, firemen or parking attendants, the user shall assume full responsibility for their assignments and pay for their services.

In the case of large events (i.e. ones that use more than 50% of a school building) the district may require that a **Senior School District Administrator** be present to ensure that the facility is well managed, organizers and attendees have a positive and safe experience, and the facility is left in appropriate

condition for a smooth transition to school activities to follow. Costs for this Senior Administrator will be charged to the user. If the event is a school function, such as an Ice Cream Social, and a Senior Administrator will be present, he or she may volunteer to oversee the event and no charges will be assessed. If two or more groups are renting a school and their activities together require a Senior Administrator, the cost will be divided between the groups.

RESTRICTIONS

Renting groups shall be responsible for enforcing the following restrictions:

a. Smoking: Smoking is NOT permitted in any school building or on school grounds.

b. Intoxicants: Alcoholic beverages are forbidden on school property at all times.

c. Food or Beverage: Food or beverage may not be served in any area outside the cafeteria. Groups of 25 or more serving food in the cafeteria will be required to have a custodian. Community Education, in consultation with Facilities staff, will make the final determination as to the need for a custodian. Groups serving food must obtain a temporary food service permit from the Board of Health. Groups utilizing the kitchen for any reason other than using the sink to draw water, must have a kitchen supervisor.

d. Care of Property/Decorations: The renting organization shall be liable for any damages to school property occurring at the time of rental and as a result of the rental. Plans for mounting decorations must be approved in advance by the building principal. Tape may be used as long as it does not damage school property and that it is removed by the user at the completion of the activity. No scenery or props belonging to the users may be stored in school buildings. Wax is not to be applied to floors. Furniture or equipment may not be removed and should be replaced to its original location at the completion of the activity.

e. Fire Prevention: All local and state fire safety regulations will be observed. No open flames may be used. All materials used for decorations must be approved in advanced by school officials and the fire chief. Electric fixtures, line extensions, equipment, and appliances may be connected under the direct supervision of a custodian only.

f. Use of Facilities: Rental use will be limited to the facilities and equipment specified in the usage agreement and will, under no circumstances, extend to other rooms, areas or use of equipment. Groups using the school facilities will not be permitted to promote or manage any form of chance, gambling, lotteries, raffles, bingo or other unlawful activities. Groups of children or minors shall NOT have access or use of facilities unless accompanied by an adult supervisor. The school system will remain impartial toward programs of a political nature and strive to give equal opportunity for use of school property to all political parties. School buildings will not be available for private functions such as birthday parties, family events, celebrations, individual recitals, dinners, etc.

g. Keys: Keys will not be issued to any group/individual. A custodian will be assigned (minimum 3 hours) to open and secure the building when the building is not usually open.

h. Concessions: The right of concession and sale of food and drink remains with the school and control rests with school officials. Organizations using the school cafeteria and kitchen facilities for the service or sale of food to the general public must receive a temporary food service permit from the Acton Board of Health.

i. Dances: Dances will be limited to the High School lower gym and to the school cafeterias. Proper footwear must be used for all activities in the gym.

All programs, performances and usage of the school buildings must conclude before 11:00 p.m. Events which would end later than 11:00 p.m. (e.g. Project Graduation) may occur at the discretion of the Superintendent and the Community Education Director.

LIABILITY FOR INJURY AND RECOVERY OF DAMAGES

The user agrees to save and hold harmless the Acton-Boxborough Regional School District and agrees to assume responsibility for all liabilities arising from incident to the use, it being understood and agreed that the School District assumes no obligations respecting the use of such premises. Depending upon the size and scope of a particular event, the renter(s) will be required to provide a Certificate of Insurance affording the following coverages:

- General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Acton-Boxborough Regional School District should be named as an Additional Insured Party.
- Workers' Compensation Insurance as required by law.
- Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Acton-Boxborough Regional School District should be named as an Additional Insured Party.

USE OF CAFETERIA/KITCHEN

Groups using the kitchen areas for anything more than the acquisition of water must employ a kitchen manager at the rate of \$40/hour. Kitchen equipment will not be available for use by renting groups.

USE OF GYMNASIUMS

Groups/individuals renting the gymnasiums must wear sneakers and conduct athletic activities in a safe and supervised manner.

USE OF THE SWIMMING POOL

The High School pool may be rented to a group of 15 to 50 people. A pool supervisor and/or one currently certified lifeguard will be required for each group of 15-25 people. A pool supervisor and/or two lifeguards will be required for groups of 26-50 people. Lifeguards must be members of the current pool staff or be approved by the pool manager. Supervisor and Lifeguard fees will be charged to the user group. A custodian will be required for any group using the High School pool.

USE OF GRASS FIELDS

Field requests are submitted to Community Ed. in January for spring and summer use and in July for fall use.

USE OF ED LEARY FIELD

All requests for Ed Leary Field usage must be approved by the Community Education Director. All approved evening events must conclude by 10:00 p.m. and the sound system turned off. Stadium lights must be turned off by 10:30 p.m. and the parking lot cleared at that time. An event may go beyond that time in the event of overtime. There is a \$30/hour charge for the lights as well as custodial overtime fees if lights are needed on the weekend or on a holiday.

USE OF TENNIS COURTS

Given the heavy use of district courts by our schools and members of the Acton-Boxborough community, a limited number of rental hours are available. These hours occur for 10 weeks in the spring (from April through mid-June) and the fall (September through mid-November). The schedule of available hours is posted on the A-B Community Ed. website (<http://abce.abschools.org>). Interested parties should submit a request for use of tennis courts to Community Education by January 15.

USE OF AUDIO VISUAL EQUIPMENT

Renting groups should indicate the need for audiovisual equipment on the application form. For events to be held at Acton-Boxborough Regional High School, contact Brendan Hearn at (978) 264-4700 x3425 or bhearn@abschools.org. For events to be held at Raymond J. Grey Junior High, contact Jeanne Goulet at (978) 264-4700 x 3395 or jgoulet@abschools.org.

CANCELLATION OF EVENTS

In the event that school is canceled due to inclement weather or other emergencies, outside rentals will also be canceled. Renters will be notified by the Community Education office if this has occurred,

SPECIAL EVENTS

Occasionally, requests for large group activities or activities of an unusual nature may necessitate specific precautionary measures before permission is granted. In order to protect the health and safety of participants as well as protect school property, activities where attendance is expected to exceed 500 are required to hire a police officer. Proof of adequate insurance may also be required. The following procedure will be followed before the use of facility request is approved where extenuating circumstances would cause danger to persons or property:

- a. A representative of the renting group will submit an application to Community Education. A meeting may be necessary to clarify the request.
- b. The reservation is contingent upon:

1. Written approval from the Acton Board of Selectmen that the police and fire protection will be adequate.
2. The Superintendent is satisfied that the insurance coverage is adequate.
3. The School Committee approves with a majority vote.

The use of school facilities is a privilege. Acton-Boxborough Community Education and the Acton-Boxborough Regional School Committee reserve the right to deny or restrict usage of the school facilities.

PAYMENT OF FEES

Class 2 and Class 3 users will pay a deposit at the time of application. All other costs are billed to the user after the event. Checks should be made payable to: "**Acton-Boxborough Community Education**" and sent to:

Acton-Boxborough Community Education
Administration Building
15 Charter Road
Acton, MA 01720

Use of Facilities Fees
As of 7/5/12

Class	Deposit	Classroom	Gym, Cafeteria (no kitchen), Auditorium	Conf. Rm or Library	Ed Leary Field	Tennis Courts	HS Pool	Custodian	Kitchen Staff	A/V Staff	A/V Equip.	Senior Administrator
1	NONE	No fee	No fee	No fee	No fee	No fee	No fee	\$48/hr/ Mon-Sat \$58/hr Sun/Holiday	\$40/hr supervisor \$35/hr staffer	\$30/hr supervisor \$15/hr student	No Fee	\$75/hour
2	\$25	\$25/use	\$50/use	\$50/use	\$200/use plus \$30/hr lights	\$8/use	\$50/use	Same as above	Same as above	Same as above	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use	\$75/hour

Use of Facilities Fees
As of 7/5/12

Class	Deposit	Classroom	Any Cafeteria (no kitchen)	Elementary Library	Elementary Gym	Elementary Kitchen	JH/HS Library	JH Gym	JH/HS Auditorium	JH/HS Kitchen	Senior Administrator
3	\$50	\$25/hr	\$75/hr	\$50/hr	\$100/hour	\$75/hr	\$75/hr	\$100/hr	\$200/hr (+ \$300 deposit)	\$40/hr supervisor \$35/hr Staffer	\$75/hour
Class	HS Lower Gym	HS Upper Gym	Tennis Courts	HS Pool	Ed Leary Field	Custodian	Kitchen Staff	A/V Staff	A/V Equip.		
3	\$100/hr	\$150/hr	\$12/hr	\$100/hr	\$250/hr plus \$30/hr Lights	\$48/hr/ Mon-Sat \$58/hr Sun/Holiday	\$40/hr supervisor \$35/hr Staffer	\$30/hr supervisor \$15/hr Student	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use		

File: IHBG

HOME SCHOOLING

Chapter 76, Section 1 of the Massachusetts General Laws, states that:

Every child. . .shall. . .attend [a public or private].. school ... but such attendance shall not be required ... of a child who is being otherwise instructed in a manner approved in advance by the superintendent or the school committee....

The ~~Aeton Public Schools and Acton-Boxborough Regional School Districts~~ recognizes the right of parents/guardians to educate their children at home as an alternative to public school enrollment.

Parents/guardians who wish to home school their children should review the ~~District's~~ Home Education Administrative Procedure, as well as the ~~District's~~ "Instructions for Submitting a Proposal for Home Education." These documents are available from the Superintendent's Office.

Parents/guardians bear the responsibility of demonstrating that their home education proposal will provide their child with instruction that is equal to public schooling in its "thoroughness and efficiency, and in the progress made therein." Care and Protection of Charles, 399 Mass. 324, 337-338 (1987). To determine whether the proposed plan meets this standard, the ~~Aeton Public Schools and the Acton-Boxborough Regional School Districts~~ requires that parents/guardians complete a proposal for home education and submit it for the Superintendent's consideration.

Parents/guardians planning to educate their child at home must notify the Superintendent of Schools before removing their child from public school. The home education program cannot begin unless and until the Superintendent or designee approves the parents'/guardians' home education proposal. Consequently, the ~~School Districts~~ urges parents/guardians who wish to home school their children to submit their home education proposals no later than August of the fall in which home schooling is to begin.

Approved:

Acton Boxborough Regional School District

11.3.2

File: BEDH

SECOND READ
FIRST READ 11/6/14

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public, except for "Executive Sessions" which will be held as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee welcomes citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the public's ideas .

In order that all citizens who wish to be heard before the Committee have the opportunity to speak and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures have been adopted by the Committee:

1. ~~At the start of~~ each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chairperson shall determine the length of the public participation segment.
2. Each speaker will be allowed two (2) minutes to present his/her statement. The presiding Chairperson may permit extension of this time limit.
3. Topics for discussion are not limited to those items listed on the School Committee meeting agenda for that evening. However, items not on the agenda must be brought up during public participation portion of the meeting. Due to the requirements of Open Meeting Law, the School Committee may not be able to respond to items brought up during public participation.
4. All remarks will be addressed through the Chairperson of the meeting.
5. Speakers may offer such objective feedback regarding school operations and programs as concern them, but in public session the Committee will not hear personal complaints regarding school personnel nor against any member of the school community. Staff and student confidentiality must be preserved. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving District personnel.
6. Written comments that would exceed two (2) spoken minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time. Letters or emails addressed to the School Committee will be shared with the Committee members and will be responded to by either the Committee Chair, Vice Chair or appropriate administrator. Emails to the Committee are considered public as defined by Mass General Law.

Public Participation is not a discussion, debate, or dialogue between or among citizens and the School Committee. Rather it is intended to offer citizens an opportunity to express their opinion on issues of School Committee business. While the Committee and /or administrators will not typically respond to citizen comments or questions posed during Public Participation, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if he/she deems it readily available. expedient will be helpful. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.

11.3.3

File: ADDA

**CRIMINAL OFFENDER RECORD INFORMATION
("CORI")**

Pursuant to M.G.L. c. 71, §38R, the the Acton-Boxborough Regional School Committee adopts the following policy with regard to criminal offender record information (CORI).

Such information will be obtained for all current and prospective employees, volunteers, school transportation providers and others who may have direct and unmonitored contact with children.

For the purposes of this policy, "direct and unmonitored contact with children" shall mean contact with a child when no other CORI cleared employee is present.

LEGAL REF.: M.G.L.71:38R, 151B, 276, §.100A, St.2002, c.385
MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law

CRIMINAL OFFENDER RECORD INFORMATION (CORI) PROCEDURES

1. Applicants for employment, current school employees, volunteers, and contractors, who may have direct and unmonitored contact with students, including contract school bus/van drivers will be required to complete a request form.
 2. The Superintendent's Office will forward a request for CORI data to the Criminal History Systems Bureau for all applicants under consideration for employment, for all current employees for whom the School Department has no CORI data or whose current CORI data is approaching three years of age, as well as volunteers and contract school bus/van drivers.
 3. Once received, the CORI Report will be reviewed by the Superintendent of Schools and/or Director of Personnel and Administrative Services, and/or the appropriate Building Principal or Department Head.
 4. The School District will review and act on CORI information on a case-by-case basis. In determining what, if any, actions may be appropriate in response to a positive CORI report, the District may take into account the number, nature and severity of the offense(s), the age of the employee, applicant, volunteer, contractor or contract driver at the time the offense(s) occurred, the length of time since the offense(s) occurred, any rehabilitation undergone, the nature of the position held or applied for, and such other factors as the Districts may determine to be appropriate. Prior to taking any adverse action on the basis of a CORI report, the District will disclose the results of the report to the employee/applicant/volunteer/contractor/contract driver, and afford an opportunity to respond to it.
-
5. The Superintendent's Office will maintain a secure file of completed CORI Request Forms and will periodically, but not less than every three years, obtain an updated CORI Report for each employee, volunteer and contract school/van driver. CORI Reports will be kept in a secure central file (separate from other personnel files), and will be destroyed after three years.
 6. The School Department shall not disseminate or use any CORI data other than to further the protection of children.

File: ADDB

FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION (CHRI) CHECKS POLICY

Pursuant to M.G.L. c. 71, §38R, the Acton-Boxborough Regional School Committees adopt the following policy with regard to Fingerprint-Based Criminal History Record Information (CHRI) Checks.

It shall be the policy of the school district that, as required by law, to ~~obtain~~ require a state and national fingerprint criminal background check to determine the suitability of full or part time current and prospective school employees age eighteen (18) and older, who may have direct and unmonitored contact with children.

The school committee shall only obtain a fingerprint background check for current and prospective employees for whom the school committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the school committee shall review the results of the national criminal history check.

The superintendent shall also obtain a state and national fingerprint background check for any individual who regularly provides school related transportation to children.

The fee charged by the fingerprint provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a CORI or fingerprinting suitability determination by the school or district is present. This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the district practices and procedures will be followed.

LEGAL REF.: M.G.L.71:38R, 151B, 276, §.100A, St.2002, c.385
MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb 17, 2003)

Acton-Boxborough Regional School District

FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION (CHRI) PROCEDURES

Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

Such information will be obtained for all current and prospective employees including school transportation providers and others who may have direct and unmonitored contact with children.

For the purposes of this policy, "direct and unmonitored contact with children" shall mean contact with a child when no other CORI cleared employee is present.

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the office of the superintendent. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the district will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

Determining Suitability

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district.

A record of the suitability determination will be retained. The following information will be included in the determination:

- The name and date of birth of the employee or applicant;
- The date on which the school employer received the national criminal history check results; and,
- The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

Relying on Previous Suitability Determination.

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

The suitability determination was made within the last seven years; and

The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either

The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

Provide the individual with a copy of his/her CHRI used in making the adverse decision;
Provide the individual with a copy of this CHRI Policy;
Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

Subject Name;
Subject Date of Birth;
Date and Time of the dissemination;

Name of the individual to whom the information was provided;
Name of the agency for which the requestor works;
Contact information for the requestor; and
The specific reason for the request.

Reporting to Commissioner of Elementary and Secondary Education

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

LEGAL REF.: M.G.L.71:38R, 151B, 276, §.100A, St.2002, c.385
MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb 17, 2003)



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

11.3.5.1

Marie Altieri

Director of Personnel and Administrative Services

To: Acton-Boxborough Regional School Committee
Date: November 20, 2014
Re: Class Size Guidelines Recommendation

After discussions with the School Committee last year and feedback from your summer workshop, the administration went back and revisited the discussion about the district's class size guidelines. We have reviewed the research and had good discussions with the Principals and the Cabinet. We came up with two new models to look at, and we are recommending the option on the attached page called the "range option." We believe that this will allow us to provide a reasonable range of class sizes that honor the research and respect the practicalities of students moving through the system where there are incremental increases from Kindergarten through grade 6. We brought this recommendation to the policy subcommittee, and we are prepared to present the attached proposed policy for your discussion and approval.

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.

Class Size Guidelines Options

Recommended Number of Students per Classroom

Grades	Option 1 Acton Policy	Option 2 Boxborough Policy	Option 3	Option 4	Hybrid Option	Range Option*
K	22	20	20	18	19	18-20
1	22	20	22	20	20	20-22
2	22	22	22	22	21	20-22
3	22	22	22	22	22	20-22
4	25	22	24	22	22	22-24
5	25	24	24	24	24	22-24
6	25	24	24	24	24	22-24

*The range option is the administration's recommended option

November 20, 2014

Proposed - FIRST READ 11-20-14

File: IIBA

ELEMENTARY CLASS SIZE GUIDELINES

The School Committee has a commitment to provide the highest quality education for our children. The Committee recognizes that desirable class sizes are a necessary part of the growth and development of the individual student. Therefore, the committee recommends that elementary classes are kept within the following ranges. Attainment of the desirable maximum number of students in each classroom shall, however, be dependent on the practicalities with which the Committee and the Administration must deal.

Students will be placed in schools with an attempt to balance class sizes across the district. Principals will determine class placement within each school.

Elementary class sizes will be reported to the committee monthly.

Class size ranges:

Kindergarten	18-20 students
Grades 1-3	20-22 students
Grades 4-6	22-24 students

11.3.5.3

File: IIBA

ELEMENTARY CLASS SIZE

The School Committee has a commitment to provide the highest quality education for our children. The Committee recognizes that appropriate class sizes are a necessary part of the growth and development of the individual student. Therefore, the size of elementary classes, particularly in grades Kindergarten - 3, should be 22 or lower wherever possible, with classes larger than 25 viewed as undesirable in any grade. Attainment of the desirable maximum number of pupils per teacher shall, however, be dependent on the practicalities with which the Committee must deal.

The Superintendent of Schools is delegated the responsibility to develop and promulgate the administrative procedures required to implement this policy.

File: IIBA

ELEMENTARY CLASS SIZE

The School Committee has a commitment to provide the highest quality education for our children. The Committee recognizes that desirable class sizes are a necessary part of the growth and development of the individual student. Therefore, the desirable number of students per class should be as follows, whenever possible:

Grades K-1: 20 students

Grades 2, 3, & 4: 22 students

Grades 5 & 6: 24 students

Attainment of the desirable maximum number of pupils per teacher shall, however, be dependent on the practicalities with which the Committee must deal.

The Superintendent/Curriculum Director is delegated the responsibility to develop and promulgate the administrative procedures required to implement this policy.



Approved by the Boxborough School Committee: 4/12/11



Acton Leadership Group Meeting

November 20, 2014

7:30 AM

Francis Falkner Hearing Room 204

Bart Wendell Facilitating

Agenda Topics		
		<u>Comments</u>
1. Approval of October 9, 2014 meeting minutes	All	
2. Update of FY15 Revenues and Expenditures	Steve Ledoux Glenn Brand	
3. Finance Committee Point of View	Steve Noone	
4. Debrief on 3 Board Meeting and Finance Committee Long Range Plans	All	
5. Preliminary Consensus : a) Revenue Projections b) Use of Reserves c) Levy Capacity d) Split Allocation	All	
6. Other Post Employment Benefits (OPEB) Recommendations	All	
7. Review Spreadsheet	Steve Barrett Marie Altieri	
8. Update on Minuteman Capital	Mike Majors	
9. Public Comment		
10. Adjourn, Next Meeting December 11, 2014		

ALG Minutes October 9, 2014

Present: Bart Wendell, facilitator; Katie Green & Mike Gowing, BoS; Kristina Rychlik & Dennis Bruce, SC; Steve Noone & Mike Majors, FC; Glenn Brand, Steve Ledoux, Steve Barrett & Marie Altieri staff.

Audience: Peter Berry & Janet Adachi, BoS; Brian McMullen & Clare Jeannotte, Staff; Peter Ashton & Charlie Kadlec.

Extra Information: suggested budget calendar; Multi-year financial model; ALG calendar

Minutes were accepted.

2. Update of FY 15

S. Ledoux: we expect the certification of free cash to come in this week. Nothing much else is happening.

G. Brand: we are expecting the end of the year audit in the next couple of weeks. We will have a turn back from APS and BA of approx. \$30k each. Ch. 70 seems to be 1% higher than expected and there is a slight, but as yet unknown increase in the circuit breaker funds

3. FY 16 Allocations

Steve Barrett went through the changes to the model noting that the end product was a document that could be taken to Annual Town Meeting

Using FY 15 as the starting point, the model has added a FY 18 column; right now the levy is taxed to the full 2.5% amount (the ALG will discuss any changes) ; 75% of the total revenue comes from the levy; changes have been made in abatement funds due to the expected re-evaluation cases.

The town has not proposed any changes in new growth over what's allowed by the DOR.

Minor changes: State aid is estimated at \$14M; regional revenue to increase by 1%; town side by 1%. State revenues are 15% of total revenues and to be on the conservative side the increase to date is only 1%.

Local receipts: last year motor vehicle excise was estimated at \$2.6M and came in at \$3M; FY 16 est. is \$3M which is an increase from the prior base. Fees have adjusted up \$175k; investment actuals \$190k and have been dropped to \$100k

Marie: Ch. 70 will drop due to enrollment drop; we will be held harmless getting \$25/student; will reserve use be a flat \$2M or not? We need to change the model because AOPS has been subsumed into ABR. We should consider modifying the model to reflect the change.

Bart: are there any problems with changing the model? ***Agreement, by silence

Bart is there an agreement with the changes outlined?

S. Ledoux: it's premature to have an agreement; we are just starting our budget work

S. Noone: for now. These issues will be discussed at the all-board meeting on the 21st.

There was some discussion on the House I, the Governor's budget. Katie noted that it was not due until the end of February but it was "soft" numbers and the real budget was that produced by the House. However, the Acton model uses the governor's budget as the starting point.

Bart: is there agreement on Local receipts? (Yes)*** Are you OK with the fee estimate? Yes****; investments (drop of \$20k) yes***; overlay charges yes***; school committee's reduction of Ch. 70, yes ***; use of reserves \$2,619m.

S. Noone: for now the reserves are matched to expenses.

Bart: anything else?

S. Ledoux: there will be a STM on Nov. 12 on Acton Nursing services. One scenario is to roll the enterprise fund into the general fund with estimates of \$250k. This revenue should be reserved and not subject to the split. We should have that discussion in November.

Mike: we continue to show annual OPEB costs rising; the Segal report capped it at \$1.4m; I'm not sure it makes sense to increase it.

Bart: should we leave it at \$1.4M?

S. Noone: the state legislature took no action on the proposal for OPEB changes. We do not have any new information. We should stick with \$1.4/\$1.7M and not move to \$2.3M.

Dennis: we will have a new report in the spring when we will get the real costs.

Bart: are we OK with \$1.4M; \$1.4M and \$1.7M***it was agreed to use the numbers as a placeholder.

Katie: I see the three board meeting as a means for increasing communication. The format of the information is based on a five-year plan in a broad scope with a fill in the blanks. Our

budget is not developed that way and this does not end in an assessment. The discussion (on the 21st) should be the budget assumption drivers.

S. Noone: your concern is procedural. This is a template which asks to look at assumptions in the long term. We are not asking to do the budget by 10/21. We will just be going after the budget drivers. We know the cost sharing with Boxboro to 20/20 and can get to the assessments. The question is how much the numbers will increase; not to hold to the numbers. The purpose of the meeting is how to solve the (shortfall) problem not to get to an assessment. Looking at these numbers we have a problem; we can assume a 1% increase for the next five years; precision is not the point.

Kristina: it does help to know what we can comfortably share. We have to tell the school committee.

Dennis: this will provide enough backup to run the meeting.

4. Override

Bart: are there plans for one?

The choices are: yes, no, maybe or you've got you've to be kidding. ***NO

5. Allocation/ split

S. Barrett: FY 15 38.3% town/61.7% schools

Bart: for a number of years the split debate started upfront and caused tension. What do we do for this year?

Dennis: what is it that we end up splitting?

S. Barrett: revenues and some budget expenses

S. Ledoux: we will know better in a month, we have just started our two-day budget review.

Glen: we are also just starting our budget review

Marie: the most important thing is to put the assessment into the model early

S. Noone: it is no longer as important as it used to be

Marie: there are a lot of new numbers. We should leave the allocations as they are now and just watch them.

6. STM

S. Ledoux: the STM is to address the Acton Nursing service. There are five articles and a citizen's petition. 1. Is to keep it going for the fiscal year 2. Is to shut it down and keep the public health component and provide for a navigator 3. close it down 4. Close the enterprise fund as of June 30/15. If the first passes coupled with the closing of the enterprise fund, there will be a cash flow into the general fund for FY 15.

In addition there are three articles dealing with the police withdrawing from Civil Service. In the negotiations there is an exchange for the change by having the town pay for the educational costs formally paid by the state (the Town to fund the entire costs of the Quinn bill). Then there are some zoning articles.

Bart: comments, suggestions?

Kristina: a parents group had free babysitting last year and paid for the cost of the license for showing a movie. Can this information be put into the warrant and when does it need to be in?

S.L: we have to post the warrant on Oct 29th which means it needs to go to the printer by the 24th.

7. ALG calendar

SL: we have not heard from Minuteman as yet, so we will keep those dates open.

Bart: is there agreement with the calendar? ***yes

8. Facilitator for Jan - March

A facilitator will be needed while Bart is away in January and March

SL I asked folks who have been through this process and came up with four: Peter Ashton, Xuan Kong, Walter Foster and Lauren Rosenzweig-Morton. In the past we have changed the winter meeting times from 7:20 AM to 5:30 PM. Walter said he could not make the evening times. I contacted Walter in Philadelphia where he was working at the time.

S.N: I have a vote of confidence for Walter.

Dennis: we cannot have a consensus if one is not with the rest

SN: the job also has a shadow aspect so the person has to come to the present meetings.

Kristina: Peter is already here he is acting in the shadow capacity. I think we should ask him.

Katie: I agree with Kristina. The meetings in Jan can change in time

Bart: we did the time change for my benefit because of the snow.

Mike: I think there is a general consensus of having the meetings in the AM

Bart: two people have been nominated. How do you decide?

Dennis: by poll

Bart: there are more in favor of Peter than otherwise---there are objections. When I first started there were objections to by the second year they came back to me because they thought a person with familiarity of the town would be better.

SN: I have no objection per se but there has been a lot of divisiveness around the school budgets and Peter is closely identified with one side while I'm on the other.

Dennis: I can understand your point, but I too am associated with the "other side" and using your criteria, I should not be here either. We members have more influence than the facilitator. Peter's job is just to move us along he has no voice or vote. But he does have an understanding of all the issues.

SN: I like Peter. I've never known him not to have an opinion. What's wrong with the other three?

Bart: If you felt Peter, or any other facilitator, were trying to sway the discussion in here that could be addressed. My concerns are the discussions that will go on outside this room.

SN: in the end it can get pretty tense

Katie: my vote would have been for Peter (but since we need a consensus) there are other good candidates. Lauren managed a very divisive board of selectmen. There were serious issues in keeping the board together. She would be good in the role of a facilitator.

SN: It's true she did have a divisive board. I have no problems with Lauren.

Bart: so we do not have a consensus on Peter. Do we have one on Lauren? Have we agreed that shadowing is important?

Katie: if Walter travels, that may be a problem.

***It was agreed to ask Lauren and if she is not available to do the shadowing, to ask Walter.

9. Public Comment

Mr. Kadlec noted that the table was not in its proper position. Some members had their backs to the audience. SL: explained that the table's formation was changed last night.

Adjourned 9:10

Next meeting is November 20th, 7:30 AM

Ann Chang

Town of Acton Multi-Year Financial Model

Prepared for Annual Town Meeting by Board of Selectmen, School Committee and Finance Committee

11/19/2014

Town of Acton Revenues		FY15	FY16	FY17	FY18
		Town Meeting			
A. Revenues (GROSS)					
Tax Levy (excluding debt exclusion)		\$70,905	\$74,305	\$76,855	\$79,418
State Aid		\$13,865	\$14,004	\$14,160	\$14,515
Local Receipts		\$4,170	\$4,550	\$4,639	\$4,730
Debt Exclusion		\$2,947	\$2,911	\$2,852	\$2,831
SBAB Reimbursement		\$923	\$923	\$923	\$923
Total Revenues (including debt)		\$92,811	\$96,693	\$99,430	\$102,415
B. Debt Exclusion Debt Service					
APS School Debt Exclusion		\$611	\$588	\$559	\$552
Public Safety Facility Debt Exclusion		\$451	\$434	\$423	\$411
Municipal Debt Exclusion		\$230	\$222	\$201	\$185
JHS/SHS Debt Exclusion		\$1,655	\$1,667	\$1,670	\$1,682
SBAB Reimbursement-Parker/Damon		\$923	\$923	\$923	\$923
Total Debt Exclusion/SBAB		\$3,870	\$3,834	\$3,775	\$3,754
C. Available Town Revenues (NET) (A - B)		\$88,941	\$92,859	\$95,654	\$98,662
Town of Acton Expenditures					
Total Acton Municipal Allocation		\$29,126	\$30,113	\$31,164	\$31,164
Percentage change year-to-year		3.9%	3.00%	3.00%	3.00%
Acton Portion of Annual ABRSD Budget		\$62,573	\$64,729	\$67,167	\$67,167
Final Assessment Shift Per Appendix A of Regional Agreement		(\$1,067)	(\$1,420)	(\$1,649)	(\$1,649)
Total Acton Contribution To ABRSD Budget		\$61,381	\$63,715	\$66,039	\$66,266
Percentage change year-to-year		4.78%	3.80%	3.65%	0.34%
Total Minuteman Allocation		\$758	\$781	\$806	\$831
Annual Minuteman Allocation					
Acton Share of Trade Hall Remediation Project					
Percentage change year-to-year		-8.26%	3.09%	3.13%	3.13%
D. Town of Acton Expenditures (NET)		\$91,265	\$94,609	\$98,009	\$98,261
E. Subtotal Town of Acton Projected Balance		(\$2,325)	(\$1,750)	(\$2,355)	\$401
F. Appropriation of Reserves (TOTAL)		\$2,325	\$2,619	\$3,299	\$1,387
G. Total Town of Acton Projected Balance		\$0	\$869	\$944	\$1,788
(*) Annual Contributions Towards Long Term OPEB Liability		\$1,100	\$1,400	\$1,700	\$2,300
Town of Acton - Tax Impact					
Existing Valuation ('000s)		\$3,742,176	\$3,846,049	\$3,884,509	\$3,846,049
New Growth value ('000s)		\$37,269	\$45,626	\$31,217	\$29,226
Total Valuation ('000s)		\$3,779,445	\$3,891,675	\$3,915,726	\$3,875,275
Tax Rate		\$19.73	\$20.02	\$20.52	\$22.02
% Change in Tax Rate		1.40%	1.50%	2.50%	2.98%
SF Value		\$515,604	\$520,546	\$520,546	\$520,546
% Change in SF Value		2.00%	0.96%	0.00%	0.00%
SF Tax Bill		\$10,171	\$10,422	\$10,682	\$11,463
% Change in SF Tax Bill		3.43%	2.47%	2.50%	2.98%
\$ Change in SF Tax Bill		\$337.23	\$251.27	\$260.53	\$331.40
(*) OPEB Contributions included in Budgets above					

Town of Acton Finance Committee

FY2016 Finance Committee Point of View With Respect to the 2015-2016 Budget Planning Process

As in previous years, the Finance Committee offers this memorandum to describe the Town of Acton Finance Committee's Point of View ("POV") with respect to planning for the FY2016 Town and School Budgets. The POV connects with the Long Range Financial Planning model to demonstrate the trends and forecasts that we see. As with prior Fincom Points of View, we invite comments back from the relevant operating boards and administrators, as well as from members of the public.

A General Overview

The Town of Acton is in strong financial condition, as manifested by its AAA bond ratings and standard reserves in excess of 10% of total current budget, significantly above the DoR recommended 5% level.

The national economy continues to improve slowly, and unemployment is declining while household incomes are now holding ground against inflation. Foreign affairs are much more volatile than a year ago, so confidence of economic stability is harder to predict. An example of the unpredictable economic cross currents, at this writing, is that energy prices are actually declining even as multi-dimensional conflict Mideast is surging. Heightened volatility requires more risk management of cash flow.

The local economy is steady with lower than average state unemployment rates in Acton and an improving housing market. Simply put, residential home equity values are trending positively. On the flip side of this upward trend is continuing stagnation in wage growth, which, for all but the most wealthy has been lagging inflation.

The taxpayers of the Town of Acton have supported our annual budgets over the last 6 years, during the Great Recession and the slow recovery. Given continued very low inflation, low energy costs, declining enrollment in the schools, sturdy labor negotiations, more controlled OPEB liability projections, substantial municipal turnbacks and stronger than anticipated marginal fee income, the Finance Committee believes the opportunity exists to provide high quality services, as demanded by our citizens, while also planning for a medium term, multi-year pattern of tax increases below the 2.5% gateway level, for the benefit of our tax paying citizenry.

Broad Theme Given our Strong Financial Picture

Given the strong financial picture, the broad theme for this year is to strongly consider cautious set asides of reserves coupled with the lower tax increases for our citizens. Included in this program would be:

- Include lower tax increase, as mentioned above.
- Additional tax relief programs for senior citizen taxpayers.
- Bump up again the OPEB contribution to \$1.4mm, but level off at that amount
- Examine and determine the value of a stabilization fund
- Suggest formation of a formal Capital Planning Committee, to plan for future capital expenses, both maintenance and new.
 - Included in the scope of this committee would be a thorough tracking of all the town's physical assets to include factors such as forecasts of increasing repair and maintenance costs on older assets, remaining useful lives on building components, and estimated replacement costs.

Revenues

Over the last several years, revenue growth has been steady (largely based on the certainty of residential tax collections) and strong. The offset to this strength is that the sources of marginal, non-tax revenue have been varied and changing year to year. It appears that marginal revenue volatility is lessening and that the trend is now positive.

We expect that state aid will continue along at previous years' pace; the Governor and the Legislature have consistently demonstrated a commitment to maintain Chapter 70 Education aid to cities and towns, but Acton's own declining enrollment may result in a decrease in expected aid. We assume that total state revenues will increase at a 1% rate over the current year.

Motor vehicle excise taxes have been trending at a steady rate of increase for the last several years. Quite simply, more people are buying new cars. We plan for a higher 4% increase for FY15 in these revenues. The Board of Selectmen is encouraged to review fees routinely and ensure that they are matched with expenses. We project a slightly higher 2.5% increase in fee revenues, and no increase in interest income.

As always, the need to support existing services should be balanced with the needs of the taxpayer. As noted above, we have an opportunity to continue our plan of a medium term, multi-year program of not raising the property tax level up to the gateway value of 2.5%. We suggest a projected 1.5% to 2% percent increase in the levy for FY16, extending at this rate of increase for the subsequent three fiscal years after FY 16.

Expenses

Several of the Schools' and Town's collective bargaining units have contracts that end at the end of FY15; thus the operating units have entered into labor negotiations that may have an

effect upon the subsequent fiscal year. (Please see Exhibit A: "Status of Labor Contracts in the Town of Acton and Acton Boxborough Regional School District.") This is a major variable, but early indications are that the totality is expected to be lower than the inflation level CPI number. Health insurance remains a volatile expense item, and our 10% projection last year was lowered to 8%. We feel comfortable with 6% at this early date, lessening in the outer years, simply by a movement to the mean. The schools have benefited from a very high reimbursement rate on the Special Education Circuit Breaker for the last several years, so we have assumed a smaller rate of increase (7%). Management efforts by all operating entities are expected to continue to hold utility increases in the 2.5% range; we have several long term contracts, which do not garner a cash benefit when short term prices decline.

Reserve Use

Turnbacks from the prior budget cycle continue to be a pattern. The Town side itself turned back approximately \$975k at the end of FY14. Free cash for the Town of Acton as of July 1, 2014 is expected to be certified at \$9.345 million, and the Acton-Boxborough Regional School District Excess & Deficiency account is expected to be certified at a lower amount of approximately \$1.1mm (resulting in Acton's "share" being roughly \$880k). These substantial reserves ensure that there is no need for an operating override for the next budget cycle (FY15), and indeed, confirms the prudence of a multi-year program of tax relief. Despite these healthy reserves, the Fincom urges the operating entities to develop budgets that rely on only a conservative amount of these funds to balance. For this year, our long range plan contemplates the use of \$2.6 million of reserves (inclusive of OPEB funding.)

It is important to look at Net use of reserves, which is the amount of reserves less the amount of turnbacks. Over the last 5 years, the Net use of reserves has always been significantly below the gross number. Given the Region's decreased turnback and tightened municipal budgets, the potential exists that turnbacks will not be nearly as robust as in recent years.

Level Service Budgeting

All operating entities have become accustomed for several years to plan for "level service" budgets. All have expressed the concern that there are priorities that need to be addressed. The Fincom urges the operating entities to only undertake new programs and initiatives where either there is a new revenue source identified to support this activity, or there is some current service that can be discontinued or otherwise economized to accommodate these services. In particular, we do not support additional hiring without offsetting expense reductions.

OPEB

The OPEB Working Group continues to focus on this important expense. Last year, we recommended \$1.1mm of annual OPEB Trust contributions with increments of \$300k per year going forward. The consensus of the OPEB Working Group is to set aside \$1.4mm for FY16 and

stop the \$300K escalation per year for FY17 through FY21. This use of funds aligns with our strategy of taking cautious steps to formally set aside funds for future expense.

Stabilization Fund

FinCom should determine by January 10, 2015, whether to recommend to 2015 Annual Town Meeting substantially changing the use and future of the Stabilization Fund. To do so, FinCom will form a Fincom subgroup to make a recommendation to FinCom by December 1, to be shared with other boards, once FinCom consensus is achieved. Funds for Stabilization would be sourced from reserves.

The 1945 statute that initially authorized cities and towns to establish a stabilization fund restricted the use of any fund balance to capital expenditures. In 1991, permitted uses were expanded to include any lawful purpose, but funds could still not be reserved for a specific purpose. However, with the adoption of legislative amendments in 2003 to M.G.L. Ch. 40 s.5B municipalities can now create multiple stabilization funds, assign a different purpose to each and take advantage of a new funding option. Please see Exhibit B for a bit more discussion on Stabilization Funds.

Long Range Financial Planning Tool

Attached is the summary page for our five-year plan using these assumptions, and a detailed page of our assumptions. The full model is available.

Exhibit A

Note: As of this writing (10/31/14), FinCom has not been able to obtain a written update of this table from staff, although the update has been requested.

Status of Labor Contracts in the Town of Acton and Acton Boxborough Regional School District

No.	Bargaining Unit	Description	No. of Employees	Contracted through date
<i>Town of Acton Bargaining Units</i>				
1	Dispatch	Dispatchers	10	June 30, 2015
2	Patrol	Patrol Police Officers	26	June 30, 2015
3	Superiors	Superior Police Officers	8	June 30, 2015
4	AFSCME	Municipal Properties, Highway, Cemetery	27	June 30, 2015
5	Fire	Firefighters	40	June 30, 2016
<i>Acton Boxborough Regional School District Bargaining Units</i>				
1	ABEA	Acton Education Association Teachers, Counselors, Nurses	464	June 30, 2017
2	Office Support	Office Support Association	38	June 30, 2016
3	AFSCME	Custodians, Maintenance	43	June 30, 2016

Exhibit B

Stabilization Fund Background

Special Purpose Stabilization Funds: A Long-Term Planning Tool

The 1945 statute that initially authorized cities and towns to establish a stabilization fund restricted the use of any fund balance to capital expenditures. In 1991, permitted uses were expanded to include any lawful purpose, but funds could still not be reserved for a specific purpose. However, with the adoption of legislative amendments in 2003 to M.G.L. Ch. 40 s.5B municipalities can now create multiple stabilization funds, assign a different purpose to each and take advantage of a new funding option.

As a result, at a time when cities and towns are faulted for operating in perpetual crisis mode, for allowing municipal assets to deteriorate, and for general short-sightedness, a special purpose stabilization fund can be an effective planning tool.

A fund might be established, for instance, to pay solely for the maintenance and repair of municipal buildings. Another might be created to supplement state highway funds, received under Chapter 90, and to cover the cost of an on-going street improvement program. A stabilization fund might be set-up to finance a government-wide vehicle replacement program. For example, if a community anticipated the need to purchase a \$400,000 fire truck in five years, it could reserve \$80,000 a year in a special purpose stabilization fund, and retain interest earned. In the past, municipalities would need state approval of special legislation to set -up such a reserve.

A special purpose stabilization fund:

- Encourages a community to think long-term. Programs to replace vehicles, maintain buildings and improve roads require an evaluation of all assets, formulation of a replacement or repair schedule, and calculation of long-term projected costs;
- Helps a community save money. Rather than pay cash, if the \$400,000 purchase price of fire truck were borrowed over 15 years, interest payments could add around \$150,000 to the total cost, depending on interest rates. Even if this additional cost would have a nominal tax rate impact, it can instead be a savings or expended elsewhere;
- Helps a community manage debt. A plan to accumulate cash over time and pay outright for a moderate-range capital expenditure helps preserve debt capacity for major, high-dollar purchases or projects. An approach that balances debt with pay-as-you-go practices, and protects against unforeseen costs is viewed in a positive light by credit rating agencies.
- Builds resident confidence in government. Special purpose stabilization funds directly address resident concerns and provide assurance that money appropriated for a particular purpose will be used for that purpose and will not be diverted.

Creation of the special purpose stabilization fund, and an appropriation to the fund, requires a two-thirds vote of a city council, town meeting or district prudential (or similar) committee. The vote must clearly define the purpose of each fund established. Now, under the new law, creating and appropriating to a general stabilization fund also requires two thirds vote.

There are two options for building balances in a special purpose stabilization fund. One is the traditional appropriation in a budget line-item, or in an article, from within the levy or from other general fund revenues. Balances can also be transferred-in from other existing accounts. A second, new funding option is referred to as an override, but in fact, has characteristics of both a Proposition 2½ override and exclusion. Like an override, additional tax revenue can be raised year-after-year without town-wide or city-wide referendum votes beyond the year of inception.

However, like an exclusion under Proposition 2½, the levy limit increase need not be permanent. Solely through the action each year of the selectmen, or city council, it can be continued, lowered or deferred entirely and resumed in a later year. In any event, each year, the amount available increases by 2½ percent.

Option 1

The additional levy capacity that can be appropriated, or raised, by the override increases by 2½ percent each year. After the first year, the selectmen or city council may appropriate less than the originally approved amount. However, the lower amount then becomes the maximum that can be raised in subsequent years, plus 2½ percent annual escalations. A higher amount can only be raised with voter approval of another referendum. A year, or years, can be skipped. The selectmen, or city council, can choose not to appropriate to the stabilization fund through an override in any year. They can then, in later years, resume the override. However, the new allowed amount that can be raised would be the last amount raised plus 2½ percent.

Option 2

For example, town meeting and town voters approve a \$100,000 override for a capital project stabilization fund in FY2008. In FY2009, \$102,500 ($1.025 \times \$100,000$) is available for "appropriation" and that entire amount is "appropriated." For FY2010, \$105,062 ($1.025 \times \$102,500$) is available, but only \$80,000 is "appropriated." The amount available in FY2011 now becomes \$82,000 ($1.025 \times \$80,000$), but the selectmen choose to make no appropriation. The amount available in FY2012 is \$82,000 ($1.025 \times$ last appropriation made, *i.e.*, \$80,000).

Ultimately, special purpose stabilization funds are most effective as a revenue source, or savings account, for anticipated expenditures. They work best when used to build moderate balances and to pay mid-level expenditures that the community will eventually have to make, like building maintenance, road repairs and vehicle purchases.

Building stabilization balances through an override unquestionably involves an increase to the tax levy but, as important, special purpose stabilization funds provide a response to resident concerns about the absence of long-term planning in municipal government. If considered thoughtfully and implemented prudently, they offer a vehicle that can help a community think and act in a forward looking manner, and effectively plan for future costs.

For more information, please see the DOR Information Guideline Release (IGR) 04-201.

Scenario: Fincom FY16 POV

	FY14	FY15	FY16	FY17	FY18	FY19	FY20
	RECAP per ALG	ALG Town Warrant 03-07-2014					
Revenues							
Tax Levy (excluding debt)	68,616	70,906	74,030	76,151	78,314	80,520	82,770
State Aid	12,734	13,865	14,004	14,144	14,285	14,428	14,572
Local Receipts	3,821	4,170	4,313	4,462	4,616	4,775	4,941
Debt Exclusion + SBAB reimburse	3,904	3,870	3,834	3,775	3,753	3,567	2,083
Override	0	0	0	0	0	0	0
Total Revenues (including debt)	89,075	92,810	96,181	98,531	100,968	103,291	104,366
Use of Reserves							
Available Revenues - including Use of Reserves, Less Debt Exclusion, SBAB	1,919	2,325	2,392	3,016	5,285	6,428	7,197
	87,090	91,266	94,739	97,772	102,500	106,151	109,480
Expenses							
Salaries							
Salaries - Police	3,165	3,545	3,616	3,688	3,762	3,837	3,914
Salaries - Fire	2,494	2,579	2,631	2,684	2,737	2,792	2,848
Salaries - Other Municipal	6,889	7,204	7,348	7,495	7,645	7,798	7,954
Salaries - Teaching	26,775	26,825	27,495	28,183	28,887	29,609	30,350
Salaries - Other Education	11,659	14,142	14,496	14,858	15,230	15,610	16,001
Health Insurance	10,267	11,149	11,818	12,527	13,278	14,075	14,920
Minuteman	687	758	781	804	828	853	879
Fringes Other (incl Pension)	4,951	5,394	5,556	5,722	5,894	6,071	6,253
Capital and One-Time Expenses	2,647	2,366	2,437	2,510	2,586	2,663	2,743
Included Debt Service	658	743	743	743	743	743	743
SPED Tuition & Transportation	5,331	5,503	5,889	6,301	6,742	7,214	7,719
Other Student Transportation	842	1,032	1,058	1,085	1,112	1,140	1,168
Utilities, Gas & Diesel	2,708	2,321	2,379	2,438	2,499	2,562	2,626
All Other	8,330	7,670	8,512	8,682	8,856	9,033	9,214
OPEB	(314)	1,100	1,400	1,400	1,400	1,400	1,400
Total without Excluded Debt	87,090	92,332	96,159	99,121	102,200	105,401	108,730
% Increase		6.02%	4.14%	3.08%	3.11%	3.13%	3.16%
Cost Reduction*		(1,067)	(1,420)	(1,649)	0		
Service Delivery Increases							
Capital Plans	0	0	0	300	300	750	750
Net Position	0	0	0	0	0	0	0
Tax Impact - Average SF Home							
Tax Rate	\$19.45	\$19.48	\$19.72	\$19.69	\$19.68	\$19.62	\$19.48
Tax Bill for Average SF Home	\$9,832	\$10,042	\$10,373	\$10,565	\$10,766	\$10,949	\$11,089
% Change		2.14%	3.29%	1.85%	1.90%	1.71%	1.27%
\$ Change		\$210	\$331	\$192	\$201	\$184	\$139

***Cost Reduction" numbers for FY15 is the regionalization shift of benefits for Acton as stated in Appendix A of the revised Regional Agreement, dated June 2013. FY16 and FY17 are ABRSD projections from ALG Final worksheet, as contained in Annual TM warrant April 2014.

**Included in above totals.

Assumptions

	Decisions		
	FY16 Fincom	FY15 ALG	
Revenues	LRFP	Consensus	
Tax Levy			
Annual Increase	2.0%	2.5%	
New Growth	0.0%	-13.8%	ALG assumes drops \$100 FY16, then flat
Overlay	0.0%	-7.1%	ALG assumes drops \$50 FY16, then flat
State Aid			
Cherry Sheet	1.0%	2.5%	
Regional Revenue (Acton Share)	1.0%	2.5%	
Local Receipts			
Excise Taxes	4.0%	2.0%	
Fees	2.5%	2.0%	
Interest Income	0.0%	0.0%	

	Decisions		
	FY16 Fincom	FY15 ALG	
Expenses	LRFP	Consensus	
Salaries			
Salaries - Police	2.0%	3.0%	
Salaries - Fire	2.0%	3.0%	
Salaries - Other Municipal	2.0%	3.0%	
Salaries - Teaching	2.5%	3.0%	
Salaries - Other Education	2.5%	3.0%	
Health Insurance***	6.0%	3.0%	
Minuteman	3.0%		
Fringes Other (incl Pension)	3.0%	3.0%	
Capital and One-Time Expenses	3.0%	3.0%	
Included Debt Service		3.0%	
SPED Tuition & Transportation	7.0%	3.0%	
Other Student Transportation	2.5%	3.0%	
Utilities, Gas & Diesel	2.5%	3.0%	
All Other	2.0%	3.0%	
OPEB	1,400	1,400	Split \$532 for Muni, \$868 for ABRSD

(Estimated by Fincom through FY13 actuals)

		AB	APS	MUNI
Salaries				
Salaries - Police	Year to year increase from FY09-FY14			3.53%
Salaries - Fire	Year to year increase from FY09-FY14			-1.49%
Salaries - Other Municipal	Year to year increase from FY09-FY14			6.18%
Salaries - Teaching	Year to year increase from FY07-FY13	5.00%	3.84%	
Salaries - Other Education	Year to year increase from FY07-FY13	4.45%	5.82%	
Health Insurance	Year to year increase from FY07-FY14	0.56%	-0.57%	2.16%
Fringes Other (incl Pension)	Year to year increase from FY07-FY14	5.58%	17.43%	5.01%
Capital and One-Time Expenses	Year to year increase from FY07-FY14	16.51%	14.38%	16.78%
Included Debt Service	Year to year increase from FY09-FY14			16.78%
SPED Tuition & Transportation	Year to year increase from FY07-FY13	2.93%	4.43%	
Other Student Transportation	Year to year increase from FY07-FY13	7.41%	5.54%	
Utilities, Gas & Diesel	Year to year increase from FY07-FY14	0.00%	-0.52%	6.47%
All Other	Year to year increase from FY07-FY14	-1.11%	4.84%	-0.46%

DRAFT

Representative Cory Atkins
Room 195
State House
Boston, MA 02133

RE: Population Trends of High Needs Students.

Dear State Representative Atkins:

We are following up on a brief discussion that was had during your municipal planning meeting that was held on October 31, 2014. During that meeting, a member of the Acton-Boxborough Regional School Committee provided you with a copy of a report on population trends in the Acton-Boxborough Regional School District.

The report entitled "Special Education Population Trends" was conducted by the Co-Chair of the Acton-Boxborough Regional Special Education Parent Advisory Committee (SpEd PAC). All data used in this analysis comes from the Massachusetts Department of Elementary and Secondary Education (DESE). A hard copy was given to Mr. Putnam, your Staff Director, during the meeting, and an electronic version was later sent.

The report provides an historical review of trends in population of three "high needs" groups – Special Education, English Language learners, and Low Income.

To summarize the key points, in the past 10 years,

- the number of students receiving special education services has increased by 17.2%,
- The number of students classified as Low Income has increased by 79%, and,
- The number of students in the English Language Learner (ELL) grouping has increased by 212%

Overall enrollment increase, however, in the same period was only 0.8%. This means that these high needs groups are a higher proportion of the overall enrollment than they were 10 years ago.

Over the past 3 years, the trends are even more dramatic. The past 3 years account for over 75% of the high needs increase, while the overall enrollment has declined by over 3%.

These data are consistent with anecdotal reports from school committees in Chelmsford and Concord. These data are also consistent with national trends: With respect to autism, the Centers for Disease Control and Prevention (CDC) released, on March 27, 2014, new data on the prevalence of autism in the United

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States. This surveillance study identified 1 in 68 children as having autism spectrum disorder (ASD). In 2004, that incidence rate, according to CDC data, was 1 in 125.

To serve these needs and reduce cost, the district has created in-district programs to keep students in their communities. However, the programs are at a point where they can no longer accommodate some of the students that may qualify for the type of services available in-district.

We are seeking some relief to effectively accommodate these trends. In particular we would like the legislature to revise the Chapter 71B formula. The formula is currently allows for reimbursement of 75% of costs that exceed 4 times the state average per pupil spending.

We would like for the formula to be adjusted to better keep up with the trends that we are experiencing. We suggest, at a minimum, that the reimbursement be structured to allow for 80% of the costs that exceed 3 times the state average per pupil spending.

Given that these trends are pervasive across the Commonwealth, we would like the Commonwealth to share some of the cost so that all districts may provide the resources to serve these populations.

We would like an opportunity to meet with you to discuss details, implication and consequences of these trends and will be contacting your office in the next few weeks. If you have any questions, please feel free to contact any of the school committee chairs below.

Sincerely,

Kristina Rychlik,
Acton-Boxborough Regional School Committee Chair

Mike Rigney
Chelmsford Scholl Committee Chair

Wallace Johnston
Concord School Committee Chair

DRAFT

Representative Jennifer E. Benson
Room 236
State House
Boston, MA 02133

RE: Population Trends of High Needs Students.

Dear State Representative Benson:

We are following up on a brief discussion you had with Mr. Murphy, a member of the Acton-Boxborough Regional School Committee. In that meeting, Mr. Murphy provided you with a copy of a report on population trends in the Acton-Boxborough Regional School District.

The report entitled "Special Education Population Trends" was conducted by the Co-Chair of the Acton-Boxborough Regional Special Education Parent Advisory Committee (SpEd PAC). All data used in this analysis comes from the Massachusetts Department of Elementary and Secondary Education (DESE).

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We would like an opportunity to meet with you to discuss details, implication and consequences of these trends and will be contacting your office in the next few weeks. If you have any questions, please feel free to contact any of the school committee chairs below.

Sincerely,

Kristina Rychlik,
Acton-Boxborough Regional School Committee Chair

To: Acton-Boxborough Regional School Committee members
From: Glenn Brand
Date: 10/31/14
RE: FY15 District-wide Committees

I am in the process of establishing the following committees for FY15, and will report back to you with a status update next month:

1. ANTI-BULLYING & HARASSMENT REVIEW COMMITTEE

In accordance with M.G.L. Chapter 71, Section 370 each school district is required to regularly update its bullying prevention and intervention plan through consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. This process is to culminate in a public comment period. This Committee will be co-chaired by Todd Chicko (Secondary Counseling and Psychological Services chair) and Priscilla Kotyk (Assistant Principal at Gates). Meetings will be monthly.

The purpose of the ABRSD Anti-Bullying & Harassment Committee is to:

- Review our current plan to ensure that it aligns with state and federal mandates.
- Review current policies and practices throughout all of our schools and Pre-School including procedures to report bullying; procedures to respond to and investigate reports of bullying and retaliation; the range of disciplinary actions that shall be taken along with the strategies for protecting individuals from bullying and harassment.
- Reviewing and identifying future needs around professional development for faculty and staff.
- Identify parent/guardian and community outreach regarding the plan or relative prevention curriculums.

This committee will consist of several School Counselors, Parent/Guardians and Teachers, as well as an Elementary School Principal/Assistant Principal, and a Secondary School Principal/Assistant Principal.

2. SCHOOL WELLNESS ADVISORY COMMITTEE

The Acton-Boxborough Regional School District is committed to providing a school environment that enhances the learning and development of lifelong wellness practices. In support of this commitment the Superintendent each year appoints members representing constituent groups from both the school district and community to serve on the *School Wellness Advisory Committee*. This Committee will be co-chaired by Diana McNicholas (Secondary Nursing Services Chair) and Diane Spring (Elementary Nursing Services Chair).

The Committee will meet at least four times during the year and develop an action plan of priorities

around helping create and maintain a school environment that enhances the learning and development of lifelong wellness practices.

This Committee will consist of a variety of members including several Parents/Guardians, Community Reps and High School Students, as well as various faculty and staff members, our School Physician and a School Committee member (Kathleen Neville).

3. SUPERINTENDENT'S SAFETY TASK FORCE

The purpose of the Superintendent's Safety Task Force will be to work collaboratively with the Superintendent and engage the communities of Acton and Boxborough and the school district regarding issues related to school safety and security. The Task Force will be advised by the District's Safety and Emergency Committee and will:

- Gather data from the community regarding issues or concerns related to school safety and security.
- Facilitate communication between the administration and parents/guardians regarding proposed changes to policies or procedures.
- Identify specific goals or recommendations for the administration which pertain to school safety and security.

This Task Force will meet approximately four times per year and will include the Superintendent, Director of Facilities and Transportation, School Committee members (Maria Neyland, Maya Minkin and Deanne O'Sullivan), Police Representatives * and several Parents/Guardians*.

4. DISTRICT SAFETY & EMERGENCY COMMITTEE

The purpose of the District's Safety and Emergency Committee is to work collaboratively to coordinate the planning, preparedness and response to issues of safety and security of our students and staff within the District. This Committee advises the Superintendent's Safety Task Force and is chaired by the Superintendent. It is expected to meet monthly.

This committee will:

- Review current policies, practices and procedures throughout all of our eight schools and our Pre-School.
- Thoroughly review and assess our District's alignment with the recent *July 2014 Massachusetts Task Force Report on School Safety and Security* that ensures that we are well positioned to *Prevent, Prepare, Respond* to school safety and security issues.
- Establish recommendations to improve or enhance our safety and emergency readiness.

This Committee will consist of: the Superintendent, Director of Facilities & Transportation, one Elementary School Principal/ Assistant Principal, one Secondary School Principal/ Assistant Principal, Two School Resource Officers and a Faculty/Staff Representative from each of our 8 schools' safety/emergency crisis team.

*from Acton and Boxborough

Office of the Superintendent
 Acton-Boxborough Regional School District
 (978) 264-4700 x 3206
www.abschools.org

To: Members of the Acton-Boxborough Regional School Community
From: Glenn A. Brand, Superintendent
Date: 11/18/14
Re: School Start Time Study Group

In the summer of 2014, at the School Committee Summer Workshop the Administration was asked to explore the issue related to school start times. Shifting school start times, which generally includes middle and high school students moving the start of their school day from earlier to later, is one that is garnering wide-spread attention as it relates to adolescent health and well-being.

Upon initial discussions with the District Administrative team, it is clear that there is widespread support philosophically as to the possible benefits. At the same time, it is also understood that there are significant ramifications for students, our school system and its operations, our parents/guardians and the wider communities that we serve, which must be examined prior to any significant change to our current school start and end times.

As the Superintendent, I am proposing that a study group be formed to more thoroughly research and explore this issue as it relates to broader issues that may be associated with student health and welfare. Understanding to what end a perceived problem currently exists will be important, alongside a review of the research, the experiences of other school communities who have also explored the issue, and the opportunity to develop clarity around the implications of embarking upon such a change will be critical. I anticipate that this study group will include community forums, surveys and discussions throughout the process that ultimately may lead to a recommendation to the School Committee.

School Start Time Study Group

It is important that we have constituents from each level of our school system. As a result, I am initially proposing the following 22-member study group:

Teacher Representatives (8) – one from each school community
 Parent/Guardian Representatives (8) – one from each School Council *(or designee)*
 School Committee Members (2) – one from Acton and one from Boxborough
 Building Administrators (2) – one from the elementary and one from the secondary
 Central Office Administrator (1)
 Superintendent of Schools

Meetings of the group as a whole will be monthly with the understanding that an increase in frequency might be necessary as the work proceeds. This study will culminate in a report and recommendation to the School Committee.

Finally, I want to reiterate the important fact that the Acton-Boxborough Regional School District is not committed to changing our school start times for the foreseeable future. It is, however, my recommendation that this study group conduct the necessary research, consider the implications at stake for such changes and engage with our learning community to determine if adjusting our current start and end times is what would be deemed best for the Acton and Boxborough school communities.
