



Acton-Boxborough Regional  
School Committee Meeting

January 12, 2017

6:15 p.m. Executive Session  
7:00 p.m. Business Meeting

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library  
R.J. Grey Junior High School

January 12, 2017  
6:15 p.m. Executive Session  
7:00 p.m. Open Business Meeting

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**AGENDA**

**ABRSC Call to Order** at 6:15 p.m.

**Executive Session:**

*for strategy with respect to collective bargaining with the Acton Boxborough Education Association (ABEA)*

**Return to Open Business Meeting** at 7:00 p.m. (approximately)

1. **Chairman's Introduction** –
  - 1.1. Welcome to the High School Student Representatives - Arnav Mehra, Lee Dong, and Benjamin Lin
  - 1.2. Annual Spring Town Elections
    - Acton deadline to submit papers - February 7
    - Boxborough deadline to submit papers - March 28
2. **Statement of Warrant & Approval of Minutes**
  - 2.1. ABRSC Meetings of 11/17/16, 12/1/16 and 12/15/16
3. **Public Participation**
4. **FY18 Revolving Budgets and Fees (7:10)**
  - 4.1. Food Services – First Read – *Kirsten Nelson*
  - 4.2. Recommendation to Accept Anonymous Donation to Food Services Dept – **VOTE** – *Glenn Brand*
5. **Acton Boxborough Education Association (ABEA) Contract Update – Maria Neyland (7:20)**
  - 5.1. 2017-2018 Elementary Early Release Thursdays – First Read – *(brought to meeting)*
6. **FY18 Budget Pres. #3 - “Superintendent’s Recommended Budget” – Glenn Brand, Clare Jeannotte (7:40)**
  - 6.1. FY18 Superintendent’s Recommended Budget Request
  - 6.2. Director of Finance FY18 Budget Overview Memo
  - 6.3. Budget Line Item Detail *(posted separately)*
    - 6.3.1. FY18 Revenue Summary Report
    - 6.3.2. FY18 Character Code Summary and Detail Reports
  - 6.4. ABRSC FY18 Budget Saturday Agenda – January 21, 2017 8:30 a.m.
7. **Departmental FY18 Budget Presentations (7:50)**
  - 7.1. Student Services – *Dawn Bentley*
    - 7.1.1. Slides
  - 7.2. Educational Technology – *Amy Bisiewicz*
    - 7.2.1. Slides
    - 7.2.2. Technology Planning Committee
  - 7.3. Facilities and Transportation – *JD Head*
    - 7.3.1. Slides

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

**WELLNESS - EQUITY - ENGAGEMENT**

- 7.4. Teaching and Learning – *Deborah Bookis*  
 7.4.1. Slides
8. **MCAS Results Presentation** - *Deborah Bookis, Dawn Bentley (8:35)*  
 8.1. Presentation Slides  
 8.2. MA Association of School Superintendents (MASS) Proposal regarding the State Accountability System
9. **Minuteman Technical High School Update (MMT)** – *Mary Brolin (9:00)*  
 9.1. Intergovernmental Agreement Between MMT and ABRSD – **Second Read** – **VOTE** - *Glenn Brand*
10. **ABRSD Master Plan Update** – *Glenn Brand (9:05)*  
 10.1. District Master Plan Review Committee (DMPRC) Update –*Mary Brolin*  
 10.1.1. Meeting on Tuesday, 1/17/17 at 7:00 p.m. in the Jr High Library  
 10.2. Community Presentation by Dore & Whittier, 12/8/16  
 10.2.1. See <http://actontv.org/on-demand/post-video/master-plan-visioning-phase-2-12-8-16>
11. **Subcommittee Reports (9:15)**  
 11.1. Budget – *12/21/16 and 1/11/17 meetings – Maria Neyland (oral)*  
 11.2. Policy  
 11.2.1. Consent Agenda – Second Read – **VOTE** - *Brigid Bieber*  
 11.2.1.1. Annual Budget, File: DB  
 11.2.1.1.1. Budget – Apportionment of Expenses, File: DB-R (procedures)  
 11.2.1.2. Budget Deadlines and Schedules, File: DBC  
 11.2.1.3. Food Services: Free and Reduced Price, File: EFC  
 11.2.2. Equal Educational Opportunities, File: JB – First Read - *Dawn Bentley*  
 11.3. Outreach (including PTO Co-chairs) – *Kristina Rychlik (oral)*
12. **School Committee Member Reports (9:25)**  
 12.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy, Paul Murphy*  
 12.1.1. Materials from 1/5/17 meeting  
 12.2. Boxborough Leadership Forum (BLF) – *Mary Brolin*  
 12.2.1. ABRSD Capital Planning Update to Boxborough Selectmen & Finance Committee, 12/19/16  
 12.2.2. Boxborough Three-Board Meeting on Wed, February 1, 2017??  
 12.3. Health Insurance Trust (HIT) – *Mary Brolin*  
 12.4. Acton Finance Committee – *Amy Krishnamurthy, Deanne O’Sullivan*  
 12.5. Acton Board of Selectmen – *Eileen Zhang*  
 12.6. Boxborough Finance Committee- *Mary Brolin*  
 12.7. Boxborough Board of Selectmen – *Maria Neyland, Brigid Bieber*  
 12.8. Minuteman Technical High School (MMT) Update – *Diane Baum*  
 12.9. Acton Capital Improvement Planning (CIP) Update – 1/11/17 meeting - *Kristina Rychlik*
13. **2017-2018 School Committee Meetings** – DRAFT – **First Read** – *Mary Brolin (9:35)*
14. **Superintendent’s Report/Updates** – *Glenn Brand (9:45)*  
 14.1. Director of Finance Search Update  
 14.2. School Start Time Committee Memo  
 14.3. Recommendation to Accept \$16,000 Donation from the Friends of the Acton Libraries – **VOTE** -
15. **FOR YOUR INFORMATION** (9:50)  
 15.1. FY18 Kindergarten Registration - Tuesday, **1/10/17** at 7:00 p.m. in the High School Auditorium  
 15.2. Water Quality Testing Letters to Staff and Families (*Gates has not been received yet*)

- 15.3. Letter re ABRSD Coordinated Program Review by the Department of Elementary and Secondary Education, 1/10/17 (*visit is week of February 13, 2017*)
- 15.4. Challenge Success Newsletter, January 2017, <https://www.smore.com/app/pages/preview/jja39>
- 15.5. Concord Area Special Education (CASE) Collaborative Annual Financial Statements for year ending 6/30/16, Auditor's Letter dated 11/30/16, FY16 Annual Report (*posted separately*)
- 15.6. FY18 School Calendar, voted 12/15/16
- 15.7. Discipline Reports – ABRHS and RJGJHS, 1/1/17
- 15.8. Monthly Student Enrollment, 1/6/17
- 15.9. Community Education Interaction Catalogue, Winter 2017, <http://abce.abschools.org/catalog>
- 15.10. **Family Learning Series Presentations:**
  - 15.10.1 January 25, 2017, 7:00 – 8:30 PM with Pamela Katz Ressler  
Topic: *Moving from MindFULL to Mindful*, RJ Grey Auditorium Audience: Grades PK-12
  - 15.10.2 February 6, 2017, 7:00 – 8:30 PM with Dr. Josephine Kim  
Topic: *Let's Talk! Bridging the Cultural Gap Between You and Your Child*,  
ABRHS Auditorium  
Audience: Students in Grades 6-12 and their parent/guardians
  - 15.10.3 February 13, 2017, 7:00 PM with Chris Herren  
Topic: *Rebound: The Chris Herren Story - Basketball, Drugs, Addiction, and the Road Back*, ABRHS Auditorium

16. **Adjourn** (10:00)

**NEXT MEETINGS:**

- January 21 – ABRSC Budget Saturday at 8:30 a.m. in the Jr High Library (material posted January 13)
- February 2 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted January 27)
- February 16 – ABRSD Annual Budget Hearing at 7:00p.m. in the Jr High Library, followed by regular School Committee Meeting (material posted February 10)

**TOWN OF ACTON  
2017 ELECTION CALENDAR**

**Annual Town Election is Tuesday, March 28, 2017**

**Annual Town Meeting is Monday, April 3, 2017**

Last day to obtain nomination papers February 3, 2017

Last day to file nomination papers with Board of Registrars February 7, 2017

Last day to object / withdraw February 23, 2017

Last day to register voters March 8, 2017

Last day to post town warrant March 14, 2017

**TOWN OFFICIALS TO BE ELECTED IN 2017 - TERM OF OFFICE**

**Moderator**

1 Member - 1 year term

**Acton Board of Selectmen**

2 Members - 3 year term

**School Committee**

3 Members - 3 year term

**Trustees Memorial Library**

1 Member - 3 year term

**Acton Housing Authority**

1 Member - 5 years

**Water Supply District of Acton**

1 Clerk - 3 year term

1 Commissioner - 3 year term

**TRUSTEES - TO BE ELECTED AT ANNUAL TOWN MEETING  
MUST BE NOMINATED AT TOWN MEETING**

**Temporary Moderator**

1 Member - 1 year term

**Trustees, West Acton Citizen's Library**

1 Member - 3 year term

**Trustees, Charlotte Goodnow Fund**

2 Members - 3 year term

**Trustees, Elizabeth White Fund**

1 Member- 3 year term

**Trustees, New Fireman's Relief Fund Acton**

1 Member- 3 year term

(Boxborough Town Clerk)

### **Candidate's Check List: Running for Town Office**

Elected Offices include: Board of Selectmen, Board of Health, Library Trustees, Planning Board, School Committee, Town Moderator, Town Clerk and Constable.

#### **How to Get on the Ballot:**

1. Be certain you are a registered voter in Boxborough.
2. Obtain Nomination Papers from the town clerk's office at Boxborough Town Hall.
  - must obtain nomination papers in person
  - verify with clerk the number of signatures required to get on ballot
  - verify submission deadline for completed nomination papers
3. Fill in the top portion of all nomination papers with your name, address, office sought, etc., BEFORE circulating for signatures.
4. Be sure to sign the written acceptance line on at least one nomination paper.
5. Only voters registered in Boxborough are eligible to sign nomination papers.
6. Voters must sign their name and fill in the address where they are registered to vote.
7. Don't miss the deadline date and time for submitting nomination papers to the clerk for certification. The deadlines are shown on each nomination paper. Papers must be physically received and stamped as such by the clerk by the deadline.
8. Submit more than the minimum number of required signatures!

#### **Campaign Finance Law Requirements:**

1. Talk to clerk as soon as you decide to run about Campaign Finance Law requirements, appropriate forms and deadlines.
2. Obtain a copy of the campaign guide for municipal office candidates. This is available from the clerk or online from the Office of Campaign & Political Finance at [http://files.ocpf.us/pdf/guides/muni\\_candidate\\_2012.pdf](http://files.ocpf.us/pdf/guides/muni_candidate_2012.pdf)

For more information on town government and running for office, please contact Liz Markiewicz, the Town Clerk, at 978-264-1727 or [emarkiewicz@boxborough-ma.gov](mailto:emarkiewicz@boxborough-ma.gov).

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

Library  
R.J. Grey Junior High School

December 15, 2016  
7:00 p.m.

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*Members Present:* Diane Baum (7:10 p.m.), Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin (8:10 p.m.), Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O’Sullivan, Kristina Rychlik, Eileen Zhang (7:05 p.m.)

*Members Absent:* none

*Others:* Marie Altieri, Dawn Bentley, Deborah Bookis, Glenn Brand, Clare Jeannotte, Beth Petr, members of the public for the school calendar discussion

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Chair Mary Brolin called the ABRSC to order at 7:00 p.m.

1. **Chairman’s Introduction** – Annual Spring Town Elections  
Paul Murphy may not run for reelection, he is not certain. Amy Krishnamurthy and Maya Minkin plan to run for reelection. Maria Neyland will not run again from Boxborough. The Acton deadline to submit papers is February 7 and Boxborough’s deadline is March 28.
2. **Statement of Warrant & Approval of Minutes**
  - 2.1. Minutes of the ABRSC Meetings of 11/17/16 and 12/1/16 will be reviewed at the next meeting.
  - 2.2. The warrants were reviewed and signed by the Committee members. See attached list.
3. **Public Participation** - none
4. **FY18 Budget Pres. #2- “Superintendent’s Preliminary Budget Request”** – Glenn Brand, Clare Jeannotte, Marie Altieri
  - 4.1. Financial Information
  - 4.2. Capital Requests
  - 4.3. Personnel Requests
  - 4.4. Enrollment, Special Education, English Language Learners
  - 4.5. Presentation Slides

Dr. Brand presented the preliminary budget request representing a total increase of 4.2% (\$3,471,785) in overall expenses from the current FY17 budget. The modest increase in staffing is centered around supporting our more at risk students. This budget incorporates the Minuteman Middle School Program Assessment for the first time.

Marie Altieri will ask the Department of Education how they calculate “economically disadvantaged” vs the “free and reduced lunch” figures. They are similar numbers but different. Referring to slide 33, Dawn Bentley is moving into the ELL Administrative role due to the increase in number of students. This will allow the current Administrator to do more direct service to students. When asked why so many students who need ELL services are at Conant, Marie explained that that was how it worked out as the students arrived and registered. Class sizes and the waiting lists for choices are involved. Marie said the administration is reviewing this process. Assistant Coaches are currently unequally funded by Booster groups and it has become an equity issue because it forces groups to try to raise sometimes large amounts of money. Athletic Director Steve Martin will explain this on Budget Saturday.

Regarding the Debt Service slide (#13), Clare confirmed that it is a continued \$25,000 donation from FOLF. Dr. Brand said that by Budget Saturday, they hoped to have some of the alternative funding

mechanisms for these items. Maria Neyland asked about slide #30 “Students Receiving Special Education Services” and whether the District’s 16.9% of students with disabilities in FY16 was high. Marie replied that the state average is 17.2% so we are just below. There will be a full explanation of this at Budget Saturday, including details on the special education “Out of District” savings if the District is able to keep some students in house with the expansion of the Pathways program. Marie explained that it is more accurate to say the students have been kept “In District”, they just did not have to go out for their services. We may be able to tuition students into this program if there are seats available. Dr. Brand reiterated that Pamela Smith and Dawn Bentley are reviewing all of this and will bring detail to Budget Saturday.

Paul Murphy asked how the circuit breaker and transportation estimates used last year have come in. Clare Jeannotte stated that they came in better than estimated. She has not heard anything to say that the numbers should be decreased for next year, although she likes to be conservative. The Committee commented again on the difficulty of predicting the number of kindergarten students.

Deanne O’Sullivan said that the 6<sup>th</sup> grade is a big class with a significant number of special education students. Marie replied that there is a bubble of students in grades 4-8 coming up with special education service needs and the administration is planning for them.

## 5. **FY18 Revolving Budgets and Fees**

### 5.1. **Consent Agenda - Second Read - VOTE – Mary Brolin**

*Proposed Motion: Move to approve the FY18 Fees as proposed with no change for fees in Athletics and All Day Kindergarten, and an increase of \$240 per year for the All Day Early Childhood Program to \$7,070, an increase of \$120 per year for the Half Day Early Childhood Program to \$3,650 and an increase of \$1,152 per year for the Occupational Development Program (ODP) to \$34,057.*

#### 5.1.1. **Athletics** – Steven Martin

#### 5.1.2. **Carol Huebner Early Childhood Program** – Dawn Bentley

#### 5.1.3. **Occupational Development Program (ODP)** – Dawn Bentley

#### 5.1.4. **All Day Kindergarten** – Marie Altieri

Mary Brolin asked about each item to see if there were any holds by Committee members. There were none. Amy Krishnamurthy moved, Maria Neyland seconded and it was unanimously,

**VOTED:** to approve the FY18 Fees as proposed with no change for fees in Athletics and All Day Kindergarten, and an increase of \$240 per year for the All Day Early Childhood Program to \$7,070, an increase of \$120 per year for the Half Day Early Childhood Program to \$3,650 and an increase of \$1,152 per year for the Occupational Development Program (ODP) to \$34,057.

### 5.2. **Food Services** – (next meeting)

### 5.3. **Community Education** – Erin Bettez

Director Erin Bettez described the goals for Community Education as to improve the financial analyses of the programs and to continue to watch trends and modify offerings to match community interests. Her challenges are that decreased enrollment affects participation and space limits offerings. She is always looking for new ideas, and encouraged folks to give her a call if they have any suggestions.

## 6. **Minuteman Technical High School Update (MMT) – Mary Brolin**

### 6.1. Intergovernmental Agreement Between MMT and ABRSD – **First Read** - Glenn Brand

A revised Agreement was brought to the meeting. Minor changes from Clare Jeannotte, Marie Altieri and Andrew Shen have been incorporated and it was presented to the MMT School Committee but they took no action at their recent meeting. Dr. Brand shared this version with our counsel. His intention is to bring a final version for a vote in January. Diane Baum expressed concern that moving this program from town funding to district funding makes it vulnerable. She emphasized that this program is the exception to “pencil and paper” teaching. She described robust programs like MMT’s as an experience that is not just nice to have, but critical particularly for students who don’t fit the typical model.

Mary Brolin stated that she believes both towns have a strong commitment to this kind of program. Dr. Brand added that there is no intention to discontinue the MMT program at our Junior High. Deanne O’Sullivan feels this change makes the program more secure now. Kristina Rychlik pointed out that by including the cost into the school budget, it will artificially inflate the budget a little so people should be aware. It was suggested that



the item be broken out separately as presented tonight, so people will understand. Deborah Bookis noted that from a teaching and learning perspective, the entire science and engineering strand of learning is taught in this program, making it highly valued by the school system and the teachers. Mary Brolin said that the work with ALG and BLF should emphasize that there should be a corresponding decrease in the two towns' budgets as a result of this change.

7. **Recommendation to Approve FY18 ABRSD School Calendar – *Second Read* – VOTE - Marie Altieri**
  - 7.1. Calendar Survey and Recommendations Memo
  - 7.2. Proposed FY18 School Calendar DRAFT #A (no school on Good Friday & Rosh Hashana)
  - 7.3. Proposed FY18 School Calendar DRAFT #B
  - 7.4. Acton Boxborough Education Association (ABEA) Contract Language
  - 7.5. Massachusetts and Federal Legal Holidays 2017
  - 7.6. Acknowledging Religious Holidays, Policy and Procedures, File: ACD
  - 7.7. Renaming “Columbus Day” to “Indigenous Peoples Day” on 10/9/17 – **Second Read - VOTE**

Mary Brolin thanked the public for the 50+ emails that were received regarding the calendar. All expressed support for continuing to have no school on Good Friday, Rosh Hashana and Yom Kippur (although this is on a Saturday in 2017). Many members of the public were in attendance.

It was the sense of the Committee that the start date for the FY18 school year, should be September 5 for students, as discussed at the last meeting on 12/1/16.

**The Committee discussed whether or not to continue the practice of having no school on Good Friday, and Rosh Hashana.**

Kathleen Neville noted that this discussion has not taken place since regionalization with all 11 School Committee members. Before K-12 regionalization, the Blanchard School held school on these days. She stated that all students are entitled to feel like their holiday is important, and the Committee and Administration can create an environment where all are respected, including the policy currently in place. She advocated support for Option B with no religious holidays off.

Deanne O’Sullivan asked why this issue was up for discussion, stating, “Our calendar represents our community, not the state. Our survey shows 9 – 11% want the holidays off this way. If 15% of our population is asking for something, we should listen to them.” She shared other communities’ religious holidays on their school calendars. She said that as elected officials, Committee members are not supposed to represent their own interests. Diane Baum reminded members that they are charged by the state, to judge the impact on finances and families. The quality of learning should this be a day of school, the number of substitute teachers, and amount of supervision - there are many impacts of holding school on these particular religious holidays. She feels it is inappropriate to keep bringing this issue up.

Brigid Bieber feels that it is important that the Committee discuss this as our community continues to change and evolve. She will support Option A with the religious holidays off, in a practical way. She does not want to create more stress for students and families who want to celebrate their religion and require travel. If more people ask for other days to be recognized, then School Committee needs to consider that.

Amy Krishnamurthy would like to see a calendar that has all of the holidays on there. She is uncomfortable with the constant dismissal of the entire community of Asians, Muslims, etc. She would like a truly inclusive calendar. Maya Minkin agrees, and added that the School Committee has to consider “just about anything” that they receive 50 emails on. Kristina Rychlik emphasized that School Committee members have to represent all families. She talked to many families over the summer and wished that some of them had shared their views now as well. She will support Calendar A because it is what the community is asking for at this time.

Paul Murphy views education as an opportunity or a chance to reflect what is happening in the community. Voting a school calendar is just one way that “we can paint our own canvas”. He supports Calendar A because it is part of our community.

Maria Neyland has supported no religious holidays on the school calendar for 9 years as a School Committee member. She is concerned that a message might be being given that our staff is being difficult about accommodating for students celebrating their religious holidays. That is not true. She will vote no on any calendar that has religious holidays on it. She appreciates this conversation by the Committee.

Eileen Zhang has thought about all of these ideas since the last meeting. She emphasized that the Committee serves our whole community and School Committee members need to know the local community. Her family celebrates their new year but the format and way they celebrate it is different. They do not have to take the day off to celebrate. She is also concerned about how many students and teachers will take off those days. She supports Calendar A.

Mary Brolin agreed that these are difficult discussions but it is part of School Committee members’ jobs. She appreciated the respect shown by everyone.

Many members of the public shared their thoughts including concern about:

- The number of teachers and students who would be out, the cost of subs and the small amount of work that would be done are all significant.
- Stress on students and families to take a day off for religious reasons is very difficult. A parent shared her experience when tests and homework were given on the religious holidays. She suggested that the February vacation be eliminated and more religious holidays be given off for those of other faiths.
- One parent wants as few holidays as possible because they are added somewhere else to make up for it. On Diwali, his children dressed in indian clothes and talked about their culture and holiday to the other kids in school. This was a great experience and more of this could be done.
- The Committee is faced with a choice – to celebrate all religious holidays or none, and they should think creatively about how to create a school calendar and embrace diversity.
- A Jewish community member and Kindergarten parent, is concerned about having school on Rosh Hashana and Yom Kippur and the effect that it may have on those who need to be with their families during the day to celebrate the holiday. These holidays fall in the beginning of the school year when benchmarks are created and everyone is getting to know each other, and kids don’t want to be out and miss anything.
- Local Attorney Rosa Hallowell spoke from the audience regarding “Legal Issues Attendant to ABRSD Rescheduling School on Major Religious Holidays”. She stated that there are practical and ethical reasons on both sides, and reminded the School Committee about the First Amendment when “a burden is placed on someone’s freedom”. She suggested that “a change in schedule and policy is subjected to higher constitutional scrutiny than a consistent policy.” She shared her written remarks with the Chair.
- A recent speaker regarding anxiety in our kids advised that predictability and not forcing them into making unnecessary choices is helpful.
- New York City schools give a number of days off for religious holidays in an effort to be more inclusive.

Rabbi Lewis Mintz appreciated the significant thought that so many School Committee members were giving the discussion. In acknowledging religious holiday policy, he emphasized again, that the different holidays are observed in different ways and the nature of the observance is what should be considered. The Committee agreed that other holidays in our diverse community must be acknowledged by including them as a reference on the calendars. This has been done for a number of years by including the state list with the calendar.

Kathleen Neville **moved that the Committee support Draft 1B (holding school on the 2 holidays) for FY18.** Maria Neyland seconded. It was,

**VOTED:** **YES:** Maria Neyland (B), Kathleen Neville (B), Mary Brolin (B)

**NO:** Paul Murphy (A), Diane Baum (A), Deanne O’Sullivan (A), Maya Minkin (A), Eileen Zhang (A), Brigid Bieber (B) and Kristina Rychlik (A)

**ABSTAINED:** Amy Krishnamurthy (A)

The motion FAILED (6 Acton x 2.5 votes = 15 plus one Boxborough = 16 NO.  
3 Boxborough votes = 3 YES.)

Paul Murphy **moved to approve Draft 1A (no school on the 2 holidays)** and Deanne O’Sullivan seconded.

Kathleen Neville moved to amend the motion on the table to: **to add the following as no-school days: Eid al-Adha, which for 2017-2018 doesn't affect the school calendar as it falls over Labor Day weekend; Diwali which falls on Thursday, October 19, 2018; Lunar New Year, Friday, February 16, 2018; Eastern Orthodox Good Friday, Friday, April 6, 2018; and Eid al-Fitr, Friday, June 15, 2018.**

Amy Krishnamurthy seconded the amendment to the motion.

The Committee discussed the amendment. Paul Murphy was willing to accommodate those holidays but was concerned about the start date. Several members liked the idea of being more inclusive, but questioned whether it was coming from the Committee, as opposed to the community. There was concern about how many days would be added and when the last day of school would be. In response to a question of eliminating the April vacation, Marie Altieri stated that this vacation was in the teachers’ contract. Concern also was expressed about the need to confirm the nature and details of each of these religious holidays before committing to them as non school days for next year. The Superintendent asked for time to consider this before voting.

Kathleen Neville agreed to a friendly amendment to her amendment **to delete the words “to add” and insert “to have the Administration consider adding”.** Amy Krishnamurthy seconded.

The Committee discussed how these additional holidays are observed but members were not sure. When told that New York and New Jersey have some of these as non school days, Diane Baum replied that the Committee’s job is to assess the impact in Acton and Boxborough. There was also reference to a list from MA Association of School Committees (MASC).

A member of the public expressed concern that a School Committee member would make this motion without researching the holidays first. Another member appreciated the amendment’s efforts to be inclusive but was frustrated that it appeared “out of the blue”, without knowing the nature of the holidays and how they are observed.

**The VOTE was taken on the amended motion,** including the friendly amendment:

**YES:** Kathleen Neville (B), Maria Neyland (B), Brigid Bieber (B), Paul Murphy (A), Maya Minkin (A), and Amy Krishnamurthy (A)

**NO:** Diane Baum (A), Deanne O’Sullivan (A), Kristina Rychlik (A), Eileen Zhang (A) and Mary Brolin (B)

The amended motion FAILED (4 Acton x 2.5 votes = 10 plus 1 Boxborough = 11 NO  
3 Acton x 2.5 votes = 7.5 plus 3 Boxborough = 10.5 YES)

**The VOTE was taken on the original motion:**

**YES:** Maya Minkin (A), Deanne O’Sullivan (A), Diane Baum (A), Paul Murphy (A), Mary Brolin (B), Kristina Rychlik (A), Brigid Bieber (B) and Eileen Zhang (A)

**NO:** Maria Neyland (B), Kathleen Neville (B) and Amy Krishnamurthy (A)

**The motion to approve Calendar 1A (no school on the two holidays) PASSED.**

(6 Acton x 2.5 votes = 15 plus 2 Boxborough = 17 YES

1 Acton x 2.5 votes = 2.5 plus 2 Boxborough = 4.5 NO)

**The Committee discussed whether or not to change “Columbus Day” to “Indigenous Peoples Day”.**

Kathleen Neville explained her proposal emphasizing that since 1992, this idea has been spreading across the country, including adoption by the cities of Cambridge, Amherst and Northhampton last year to recognize it as a counter-celebration to Columbus Day. Maria Neyland understood why this was proposed, but disagreed. Mary Brolin was in favor because “many times history is taught incorrectly and this is a beginning”. Deanne O’Sullivan noted that her daughter was aware of this movement because the schools are teaching about it.

Corinne Hogseth spoke from the audience asking for a vote against adoption. Stating that “This is not an issue that has come from the community, per the earlier points regarding the school calendar.”, she questioned why it was being discussed by the School Committee. She pointed out that the United Nations has created an Indigenous Day already.

Mary Brolin asked all those **in favor of changing to Indigenous Peoples Day** to say aye.

The Committee **VOTED**

**YES:** Mary Brolin (B), Kathleen Neville (B), Brigid Bieber (B), Paul Murphy (A), Maya Minkin (A) and Amy Krishnamurthy (A)

**NO:** Deanne O’Sullivan (A), Diane Baum (A), Maria Neyland (B) and Eileen Zhang (A)

**ABSTAINED:** Kristina Rychlik

The motion PASSED (YES: 3 Acton x 2.5 votes = 7.5 plus 3 Boxborough = 10.5 votes

NO: 3 Acton x 2.5 votes – 7.5 plus 1 Boxborough = 8.5 votes)

8. **MCAS Report** – *Deborah Bookis, Dawn Bentley*

Due to the late hour, this information will be shared in a memo at the next School Committee meeting.

9. **ABRSD Master Plan Study Update** – *Glenn Brand*

9.1. Master Plan Study Report Community Presentation on 12/8/16

9.1.1. Presentation slides posted at

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

9.2. Final Report – Phase II: ABRSD Master Plan and Feasibility Study, *Dore & Whittier*

9.2.1. Executive Summary 12/8/16

9.3. Memo: Establishment of “District Master Plan Review Committee (DMPRC)”, *an ABRSC Subcommittee* – **VOTE** – *Mary Brolin*

Dr. Brand reported on Dore and Whittier’s presentation to the community on 12/8/16. The list of 15 options for the District’s consideration has been reduced to 5. Mary Brolin reviewed the memo regarding the new DMPRC. Mary offered to chair the group, and Kathleen Neville, Kristina Rychlik and Amy Krishnamurthy offered to be members. Maya Minkin was also interested but given that meetings will be posted and open to the public, she will attend as a non-member. Four parent/guardians have volunteered and they all have great expertise. It was agreed to include all four (Adam Klein, Jack Kline, Matt Mehler and Jon Roland). Leah Lally, Peter Berry, and Jason Cole volunteered as community members. Jr High Principal Andrew Shen would like to participate as well. If there is an invitation into the MSBA, the group would have to expand as a Building Committee.

Paul Murphy moved, Diane Baum seconded and it was unanimously,  
**VOTED**: to approve the members of the DMPRC as proposed.

#### 10. Subcommittee Reports

- 10.1. Budget – 12/7/16 meeting – Maria Neyland (oral)
- 10.2. Policy – First Readings – Brigid Bieber read through the policies for the First Read.
  - 10.2.1. Annual Budget, File: DB
    - 10.2.1.1. Budget – Apportionment of Expenses, File: DB-R (procedures)
  - 10.2.2. Budget Deadlines and Schedules, File: DBC
  - 10.2.3. Food Services: Free and Reduced Price, File: EFC
- 10.3. Outreach (including PTO Co-chairs) – Kristina Rychlik

#### 11. School Committee Member Reports

- 11.1. Acton Leadership Group (ALG) – Amy Krishnamurthy, Paul Murphy
  - 11.1.1. Minutes of 11/10/16 meeting – revised
  - 11.1.2. Materials and Minutes from 12/8/16 meeting
- 11.2. Acton Finance Committee – Amy Krishnamurthy, Deanne O’Sullivan
  - 11.2.1. Point of View - final version

#### 12. Superintendent’s Report/Updates – Glenn Brand

- 12.1. Water Quality Testing Update (oral)
- 12.2. Director of Finance Search Update  
It is expected that the School Committee will vote a new Director at their meeting on 3/2/17.
- 12.3. EDCO Update 12/8/16

#### 13. **FOR YOUR INFORMATION**

- 13.1. FY18 Kindergarten Registration - Tuesday, **1/10/17** at 7:00 p.m. in the High School Auditorium
- 13.2. [\*Expanding Our Notion of Success\* newsletter](#) , December 2016
- 13.3. Standards Revision – Public Comment Opportunities, 12/1/16 – 2/17/17  
<http://sgiz.mobi/s3/Public-Comment-Draft-ELA-Literacy-Math-Frameworks-2016-2017>
- 13.4. **Family Learning Series Presentations:**
  - 13.4.1. December 14, 2016, 7:00 – 9:00 PM with Presenter: Jessica Minahan  
Topic: **Reducing Anxiety in Students**, RJ Grey Auditorium Audience: Grades PK-12
  - 13.9.2 January 25, 2017, 7:00 – 8:30 PM with Pamela Katz Ressler  
Topic: **Moving from MindFULL to Mindful**, RJ Grey Auditorium Audience: Grades PK-12
- 13.10 Thank you to Lueders Environmental, Inc. for their donation of \$50 for the ABRSD

The ABRSC adjourned at 10:19 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: see agenda and list of warrants

#### **NEXT MEETINGS:**

- January 12 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted January 6)
- January 21 – ABRSC Budget Saturday Meeting in the Jr High Library (material posted January 13)
- February 2 – Annual Budget Hearing at 7:00 p.m. in the Jr High Library (packet posted January 27)

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

Library  
R.J. Grey Junior High School

December 1, 2016  
7:00 p.m.

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*Members Present:* Diane Baum, Brigid Bieber, Mary Brolin, Maya Minkin (7:02 p.m.), Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O'Sullivan, Kristina Rychlik, Eileen Zhang (7:02 p.m.)  
*Members Absent:* Amy Krishnamurthy  
*Others:* Marie Altieri, Dawn Bentley, Deborah Bookis, Glenn Brand, Clare Jeannotte, Beth Petr, many members of the public regarding the school calendar

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**1. Chairman's Introduction**

Chair Mary Brolin called the ABRSC to order at 7:00 p.m.

**2. Statement of Warrant & Approval of Minutes**

- 2.1. ABRSC Meeting minutes of 10/20/16 and 11/3/16 were approved as written by the Committee. Minutes from the meeting on 11/17/16 will be reviewed at the next meeting.
- 2.2. The warrants were reviewed and signed by the Committee members. See attached list.

**3. Public Participation - none**

**4. FY18 Budget Pres. #1- "Setting the Stage/Superintendent's Budget Overview – Drivers & Priorities" – Glenn Brand, Clare Jeannotte**

In response to the significant projected increase in workmen's compensation for FY17 and FY18, Mary Brolin asked if the two towns' workmen's compensation premiums were significantly decreased since regionalization. Clare Jeannotte has been following up on this. Marie Altieri thanked Clare for her efforts to work through this situation. Marie believes the FY15 and FY16 numbers were artificially low and now this could be catching up. There were costs that should have been included this year that were not per Marie. Brigid Bieber asked if that means the District has a problem this year to absorb the FY17 projected amount compared to budget. Clare confirmed that that is true and she is reviewing it. The District may be able to spread it out over a few years, although she would rather not do that. She hopes that health insurance savings may be able to absorb this hit. (See slide 20)

Regarding Slide 11, Clare stated that as of 12/1/16, the E&D amount of \$2.7M was certified and is not an estimate. Dr. Brand thanked Marie for slide 25 showing K-12 Enrollment. Referring to slide 26, they emphasized that there are definitely more students in our schools from economically disadvantaged homes, not just low income, now and the District must address this change. A change in this definition affected the numbers somewhat.

Paul Murphy referred to slide 29 showing Three Year Projections for Budget Annual Growth. He asked if in projecting 2018, 2019 and 2020, after hearing about the increases in Out of District placements, is there any kind of accounting for that kind of phenomenon? Clare responded that this was an outlook based on a lot of assumptions. Some students have moved back into our district, or been able to stay in-district, who may have had to go out of district in the past for their required services. There are also some students that age out during the year. The administration tries to track this closely. Projections for the FY18 budget are based on the FY17 budget. Slide 29 is just a model.

Kristina Rychlik asked what the rationale for the 3 year time frame of \$250,000 short term capital funding increases was. Dr. Brand said there was nothing specific about 3 years, other than full recognition that short

term capital needs are now viewed as a liability and reinvestment in capital needs to be enhanced in a measured way. The \$250,000 figure is an arbitrary number right now and needs to be fully discussed by the School Committee. Kristina stated that given where the District is now with the capital budget and where they need to be, the Committee might consider moving this from 3 to more years. She emphasized that it would be so much better if the District could pay with cash in hand as opposed to bonding. Dr. Brand reminded the Committee that in the next couple of months, they will know if the District is invited into the MSBA process that will determine a lot in this area. Clare confirmed that the suggested increase is \$250,000 per year, going from \$250,000 to \$500,000 to \$750,000 for the 3 years.

Paul Murphy said that after seeing JD Head's Capital Report, he thought there was a priority to, rather than build the budget on assumed numbers, the District should look at JD's spreadsheet and use those numbers (tied to specific projects), not arbitrary numbers like in tonight's document. Dr. Brand responded that this has been a multi-year effort and the intention is to do this in a manageable way. The District can't work with arbitrary numbers, Paul is right, but we are trying to do this in an incremental way that is manageable.

Mary Brolin asked if the Administration has let the Town of Acton know about the cut to their budget regarding Minutemen Technical School, that will come back to them through the assessment. Finance Committee member Steve Noone spoke from the audience saying that they know.

Brigid Bieber summarized that looking at the big budget drivers, aside from capital, there really isn't anything brand new, except for the workmen's compensation issue. The District has to do capital and maintenance work and other issues like OPEB, E&D, etc have to be dealt with, but she asked everyone to keep in mind that there are no new educational initiatives being proposed.

## 5. **FY18 Revolving Budgets and Fees – First Read**

### 5.1. **Athletics** – *Steven Martin – no fee change proposed*

Paul Murphy asked if the drop in participation was across the board. Steve Martin replied that it is a different sport that drops each year, with seemingly no reason to him. Deanne O'Sullivan appreciated that fees will stay the same and asked what Steve's goal for hitting the family max was. He can provide a spreadsheet for that.

### 5.2. **Carole Huebner Preschool (Early Childhood Program)** – *Dawn Bentley - 3.5% increase proposed* This program has not had an increase since FY14. The Committee appreciated the comparison data.

### 5.3. **Occupational Development Program (ODP)** – *Dawn Bentley - 3.5% increase proposed* The proposed increase represents anticipated staff salary increases.

### 5.4. **All Day Kindergarten (ADK)** – *Marie Altieri – no fee change proposed*

All Day Kindergarten was handled by Community Education until this year. It is now handled by the Human Resources department. Marie Altieri explained that complex planning that goes into this program, including anticipating how many families will want All Day Kindergarten and what schools have space for the classes. Flexibility in planning is very important.

Kristina Rychlik noted that ADK expenses now cover 64% of the students. She asked if Marie could extrapolate the cost if the District wanted to do universal Kindergarten for all students. This would be a significant budget addition. Paul Murphy asked the Committee to keep in mind that not all parents want to send their children to kindergarten for a full day. Clare Jeannotte confirmed that the ADK revenue surplus is a special revenue account restricted to the ADK purpose.

## 6. **Class Size and Section Planning Report**

### 6.1. **Elementary Schools** - *Marie Altieri*

Marie Altieri emphasized this is a plan and some numbers may shift based on actual student enrollment. FY17 average class size K-6 is 22.4 students, however the following grades are over Elementary Class Size Policy this year: kindergarten, grade 2, grade 3 and grade 6. Two proposals for next year are to add a 1<sup>st</sup> grade class,

and move the Blanchard ½ Mixed Grade to full 2<sup>nd</sup> and full 3<sup>rd</sup> grade classes. There are space concerns about how to address the large 3<sup>rd</sup> and 4<sup>th</sup> grades.

Diane Baum appreciated the growth per grades data. Marie noted that some of the growth was unusual. Peter Ashton's data re the housing turnover was surprising and that affected this grade information. Our policy has a range of students, due to this kind of thing. Kristina Rychlik stated that it is unfortunate that despite all the work re class size guidelines, we are still above them in four elementary grades. The tag line of declining enrollment is that we need to change this class size problem and our overcrowded schools. Dr. Brand said that the space issue is significant and needs attention. Capital concerns are important, but space for programs is as well. We have an increased number of smaller programs over the years and this requires space. Brigid Bieber asked for the numbers, back to FY07 when there were 36 sections across the schools and class size numbers were higher too. She would find this helpful if it was not too much trouble.

6.2. High School – *JoAnn Campbell, Principal*, Tina Vanasse, ABRHS Data Manager, Larry Dorey, Associate Principal

Deanne O'Sullivan appreciated all the work that went into all of this data. She suggested that doing the averages for the levels as a range instead would be clearer, even though it is shown lower down in the documents. Larry Dorey agreed. He said more than anything, the four 47 minutes lunches really affect class size because it then pushes many kids to periods 1, 2, and 8. Maria Neyland agreed with Deanne's point of class range. The School Committee has to justify not making cuts and they need averages and the ranges. People outside of the school community, who are funding the budgets, need to know this. Larry said that a lot of this is educating parents around course selection as well. Administrators try to predict those changes the best they can, but it is much better to be able to appropriately place students at the beginning. It's just one more piece of this complicated puzzle. The Committee discussed the issues of placements, overrides and expectations. Maria suggested that Challenge Success may help with this. Kristina said that statistics for kids who override and are successful might be helpful to publicize to Junior High families. Larry would include "and what correlates to that success". An example is overriding one class instead of 4 or 5. He stated that it is a good thing to challenge yourself as a student, but it's about balance.

6.3. Junior High – *Andrew Shen, Principal*

RJ Grey enrollment had been declining steadily since 2009-2009 until this year. Currently there are 911 students. Another increase is expected next year, and then another decrease is anticipated. Because of the teaming structure, it is sometimes hard to compare class sizes. Andrew Shen described the changing profile of his students, including those with mental illness, those receiving general education support and the growing Emergent Bilingual students and their levels of need.

7. **Minuteman Technical High School Update (MMT)** – *Mary Brolin*

7.1. Recommendation to Acknowledge the Boxborough Board of Selectmen's Preferred Technical High School Options for Vocational Education for Boxborough Students Commencing with the 2017-2018 school year – **Second Read - VOTE** – *Mary Brolin, Andrew Shen*

Andrew Shen clarified the difference between Acton and Boxborough R.J. Grey Junior High students who are interested in a technical high school because Acton belongs to the MMT region and Boxborough now does not.

Diane Baum moved, Brigid Bieber seconded and it was,

**VOTED:** that the ABRSC acknowledge that the Boxborough Board of Selectmen's preferred technical high school options for vocational education for Boxborough students are Assabet Valley Regional Vocational Technical High School, Minuteman Regional Vocational Technical High School, and Nashoba Valley Regional Technical High School and further that the Acton Boxborough Regional School District will provide information and support the application process for Boxborough students for these three designated schools commencing with the 2016-2017 school year. (Kristina Rychlik abstained.)

7.2. Intergovernmental Agreement Between MMT and ABRSD – *Glenn Brand (next meeting)*



Because the District's counsel has not seen this revised agreement proposal yet, this will be discussed at the next School Committee meeting. MMT has signaled how they want to proceed to ensure the program continues at our Junior High and they have given Dr. Brand the numbers needed for budgeting.

8. **Recommendation to Approve FY18 ABRSD School Calendar – *First Read* – Marie Altieri**

8.1. Calendar Survey and Recommendations Memo

8.1.1. Spring 2016 Survey Results

8.2. Proposed FY18 School Calendar DRAFT #1A (no school on Good Friday & Rosh Hashana) and #1B

8.3. Proposed FY18 School Calendar DRAFT #2A (no school on Good Friday & Rosh Hashana) and #2B

8.4. Acton Boxborough Education Association (ABEA) Contract Language

8.5. Massachusetts and Federal Legal Holidays 2017

8.6. Discussion of "Indigenous Peoples" Day vs. "Columbus Day" on 10/9/17

8.7. Acknowledging Religious Holidays, Policy and Procedures, File: ACD

Marie Altieri reviewed the options. She has a side letter signed by the ABEA if needed. The recommended start date is Option 1. The variations in the two calendars are about the religious holidays. Mary Brolin asked the Committee to consider: 1. Start date 2. Religious holidays 3. Whether or not to change the name of "Columbus Day" to "Indigenous Peoples' Day".

1. Start date

There was much consensus for Option 1 given that it addresses the choppy start to the school year that has been an issue in the past. Kristina Rychlik voiced appreciation for the teachers' flexibility and all of Marie's work.

2. Religious Holidays:

Virtually all School Committee members expressed views on this topic. Comments included:

- There are many different religious holidays that our students and staff celebrate.
- No one is asking for all of the religious holidays off, it depends on the nature of the observance.
- Too much staff would be missing if we had school on Good Friday and the Jewish holiday(s). Not enough substitutes would be available for coverage because they are also observing the holidays. A member felt the School Committee should not let staffing determine how they vote on this.
- If school were held, it would not be a meaningful educational experience due to absences.
- By having school on these days, it levels the playing field for all students.
- Much frustration that this amount of discussion has to occur every year about this topic.
- Several members stated they could relate to both sides of this discussion.
- Several members asked what appropriate ways to acknowledge all of the religious holidays might be. They cannot all be listed on the actual school calendar. A list from the state is currently referenced on our calendar and the list is supposed to be distributed/posted with it.
- The Committee often hears from families who do not want kids to miss a day of school. It's important for students to learn how to advocate for themselves and explain why they are missing.
- Practicing one's faith is part of mental health and wellness.

Marie said that they won't actually know about the staffing level until it happens. If over 100 teachers were out, that would be significant. The Administration would do their best but it would not be a strong educational day. Mary Brolin read comment from Amy Krishnamurthy in her absence.

Rabbi Lewis Mintz from Temple Beth Elohim in Acton spoke from the audience. He appreciated that the Committee was taking this question so seriously. For him the prime issue is not to look upon having no school on Rosh Hashana and Yom Kippur as somehow showing unequal recognition of one faith community over others, or even of the significance of a particular holiday, but rather the nature of the observance of the holiday and the impact it has on the schools. People will make the choice of whether to send their child to school or not, but due to the nature of the observance of certain holidays, they have to be with family and in

temple or church. It has nothing to do with the sanctity. These holidays are observed during the day and therefore do impact the school day. He suggested that if a holiday does not impact school, like Hanukkah or the month of Ramadan, the school does not need to consider it. Rabbi Mintz concluded by suggesting that the administration should publicize the Acknowledging Religious Holidays policy and procedures so all understand it. Another member of the public stated that to have a level field, you would have to go to school on Christmas. He moved to town because Acton gives the Jewish holidays off for his family. He reiterated that the Committee needs to look at the observance level of the holiday because that is what is important in the discussion.

### 3. Indigenous Peoples' Day

Kathleen Neville explained her proposal. Brigid Bieber had not really thought about this before, and said there is a lot of information about it now. Schools and even states are starting to recognize it. She supports this as a good idea. Paul Murphy agreed. Mary Brolin works at Brandeis and this year for the first time they had an indigenous teaching day. It was "incredibly" well received by the students. They are learning more and more about the real history. Some of the details of this resolution are painful, but she supports this change saying that "it opens up opportunity for more education". Diane Baum had never heard of this but learned that the United Nations General Assembly designated August 9<sup>th</sup> as this day. Seattle and Portland have added this to Columbus Day to create a more complete picture, rather than replace "Columbus". Kristina Rychlik stated that it is still called Columbus Day on the Massachusetts Secretary of State's Legal Holiday list, and the Federal list, so we are required to have it off. She suggested that the Committee could still call it something different.

Deanne O'Sullivan asked about the survey results that said that 50% of parents wanted to go from two weeks of school vacation to one week. Due to the issues around testing schedules, the Committee had decided not to discuss this. Marie Altieri added that there is contract language that says staff vacation has to be the February and April weeks. The staff survey said 80% – 20% that they wanted to leave vacations as is.

### 9. **ABRSD Long Range Strategic Plan – Third Read - VOTE – Glenn Brand**

9.1. Memo and Proposed Plan, September 2016 (revised 11/21/16)

9.2. June 2016 Survey Results

9.3. Long Range Strategic Plan 2011 – 2016, updated Spring 2014

Minor edits had been made to the wording since the last meeting. Diane Baum noted that currently only the mission statement appears out in public, not the values and vision. The District has not had a vision but once this is finalized, Dr. Brand will publicize all of it.

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

**VOTED:** to approve the Long Range Strategic Plan.

### 10. **ABRSD Master Plan Study Update – Glenn Brand**

11. Establishment of "District Master Plan Review Committee (DMPRC)" as a School Committee Subcommittee, *see 11/15/16 memo – VOTE*

Dr. Brand proposed this new subcommittee to review the options in the new District Master Plan Report, and provide recommendations to the School Committee by the March 2, 2017 meeting. If the District is invited into the MSBA process, within 60 days a Building Committee will have to be established. If the School Committee decides to put this DMPRC in place, this could become the Building Committee.

Mary Brolin agreed that it is a good idea to have this develop into the Building Committee because there will be a lot of information to process and finding volunteers with architectural/engineering and construction experience could be hard. Kristina Rychlik asked if thought had been given on how to gather input from community members. This will be complicated and cannot all be done using a survey.

Diane Baum moved, Brigid Bieber seconded and it was unanimously,

**VOTED:** to approve the new subcommittee as proposed.

Volunteers will be solicited and it is hoped that membership can be voted on at the next School Committee meeting.

- 11.1. Master Plan Study Report Presentation Flyer – rescheduled from 11/9/16 to **12/8/16** at 7:30 p.m.
- 11.2. Update on Final Report from Dore & Whittier

**12. Recommendation to Approve Gift Agreement between ABYL and ABRSD for an Outdoor "Bounce Back Wall" – VOTE - Glenn Brand**

Mary Brolin asked that “November” be changed to “December” in the first sentence. On page 2, Mary asked for clarification about what happens after 15 years (the “Term of the project”). Brigid reported that JD Head said that the District should take over maintenance on the wall after 15 years. Mary had misunderstood thinking it meant the wall would come down. Eileen Zhang asked if after 15 years, this project could end up like some school playgrounds where parents/PTOs have to take care of it. Mary replied that the cost after 15 years would be minimal per what Brigid said, and it should be in the school budget.

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

**VOTED:** to approve the Gift Agreement between the ABYL and ABRSD as amended.

**13. Recommendation to Approve Donation from Littleton Electric Light Department to Blanchard School – VOTE – Glenn Brand**

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

**VOTED:** to approve the donation from Littleton Electric Light Department with gratitude.

**14. Recommendation to Approve Grant from Massachusetts Interlocal Insurance Agency (MIIA) – VOTE – Glenn Brand**

Paul Murphy moved, Maria Neyland seconded and it was unanimously,

**VOTED:** to approve this grant from the MIIA.

**15. Recommendation to Appoint Beth Petr as ABRSD Public Records Access Officer and Marie Altieri as Records Custodian – VOTE – Mary Brolin**

- 15.1. Updated Public Records Laws, effective 1/1/17 - <https://www.sec.state.ma.us/pre/prenotice.htm>

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

**VOTED:** to appoint Beth Petr as ABRSD Public Records Access Officer and Marie Altieri as Records Custodian.

**16. Subcommittee Reports**

- 16.1. Budget – *11/9/16 meeting – Maria Neyland (oral)*
- 16.2. Policy - *Brigid Bieber - none*
- 16.3. Outreach (including PTO Co-chairs) – *Kristina Rychlik – no meeting*
  - 16.3.1. November 2016 Update

**17. School Committee Member Reports**

- 17.1. Acton Leadership Group (ALG) –
  - 17.1.1. Minutes of 11/10/16 meeting
- 17.2. Acton Board of Selectmen – Eileen Zhang reported that Chair Peter Berry said the community will work with the schools to do whatever they can regarding the recent student tragedies.
- 17.3. Acton Capital Improvement Planning – Kristina Rychlik reported that they are meeting at 7 prior to next Thursday night’s Master Plan Presentation.

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

- 18.1. Director of Finance Search Announcement

Clare Jeannotte has announced her plans to pursue other opportunities at the conclusion of the school year. As ABRSD Director of Finance, Dr. Brand noted that Clare has played a key role in supporting the District and the Finance Department through the regionalization transition, as well as being instrumental

in helping to establish the internal operations of the department for the PreK-12 region. Dr. Brand has engaged the New England Staff Development Council (NESDEC) to help oversee the search for her replacement.

In light of recent vandalism in Harvard, MA, Dr. Brand was asked if he has seen an increase in bullying or that kind of behavior. He has not. There is a public gathering of support on Sunday in Harvard.

**19. FOR YOUR INFORMATION**

**19.1. Family Learning Series Presentations:**

19.1.1. December 1, 2016, 7:00 - 8:30 PM with Presenter: Michelle Icard

Topic: *Middle School Makeover: Improving the Way You and Your Child Experience the Middle School Years*

Location: ABRHS Auditorium Audience: Grades 4-8

19.1.2. December 14, 2016, 7:00 - 8:30 PM with Presenter: Jessica Minahan

Topic: *Reducing Anxiety in Students*

Location: RJ Grey Auditorium Audience: Grades PK-12

The ABRSC adjourned at 10:45 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: See agenda and list of warrants

**NEXT MEETINGS:**

- December 15 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted December 9)
- January 12 – ABRSC Meeting at 7:00p.m. in the Jr High Library (packet posted January 6)
- January 21 – ABRSC Budget Saturday Meeting in the Jr High Library

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

Library  
R.J. Grey Junior High School

November 17, 2016  
7:00 p.m.

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*Members Present:* Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin (7:05 p.m.), Paul Murphy (7:05 p.m.), Kathleen Neville, Maria Neyland, Kristina Rychlik, Eileen Zhang  
*Members Absent:* Deanne O’Sullivan  
*Others:* Marie Altieri, Dawn Bentley, Deborah Bookis, Glenn Brand, Clare Jeannotte, Beth Petr

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1. **Chairman’s Introduction**

Chair Mary Brolin called the ABRSC to order at 7:01 p.m.

2. **Statement of Warrant & Approval of Minutes**

2.1. ABRSC Meetings of 10/20/16 and 11/3/16 (*next meeting*)

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

3. **Public Participation - none**

4. **FY17 School Improvement Plans Presentations**

4.1. *Acton-Boxborough Regional High School –*

Principal JoAnn Campbell presented with Associate Principal Beth Baker, Counseling Department Chair Jen Gabel, teacher Michael Csorba, parent Ken Olson, and students Sela Matarese and Heather Zambarano. Amy Krishnamurthy appreciated that High School Administrators are looking at alternative assessments and considering different learning styles. Eileen Zhang asked about homework. Andrew Shen said that in the Junior High, homework is the same across the wings, with all classes sharing homework online. Eileen commented that in the High School, different teachers give different homework and assessments. For example, in her opinion, the 3 honors classes should give similar homework so it is standard according to the levels. High School teachers also have very different assessments. Brigid Bieber appreciated hearing requests to help with time management, because this has so much to do with the stress. Kristina Rychlik thanked the team for a terrific presentation. She appreciates that they are looking at practices at the High School but also teaching students skills to learn how to deal with the real world. She stated that not all stress is bad and there is stress in the real world that people have to handle. It was noted that if there are fewer assessments, the ones that are used are weighted more.

4.2. *Gates School –*

Principal Lynne Newman and Assistant Principal Priscilla Kotyk presented.

Eileen Zhang said that her children benefited from the structure at Gates and were very well prepared for the Junior High. She hopes that with homework changing now, and the focus on reading, students will still be prepared. She disagrees with no homework, especially at the 6<sup>th</sup> grade level. Lynne Newman replied that the School Council includes a Gates 6<sup>th</sup> grade teacher and they talked a lot about homework. All homework is posted on a shared document so all teachers can see it. The staff was shocked that children reported spending 1 – 4 hours per night on homework in a survey done last year. This year math homework is optional. Teachers are not seeing any decline in achievement with no required math homework, and that was surprising. Teachers want to be sure the rigor is done in the classroom. If students are given rigor via homework done at home, and they need the teacher, they do not do well because they do not have the same support. Kristina Rychlik said that that an example of the schools’ report cards would be helpful. Lynn will share hers.

5. **FY16 ABRSD Auditor Report** – *Clare Jeannotte, Richard Sullivan, Powers & Sullivan*

5.1. Management Letter, 6/30/16

5.2. Report on Examination of Basic Financial Statements for Year Ended 6/30/16

5.3. Reports on Federal Award Programs for Year Ended 6/30/16

Auditor Richard Sullivan presented. Because this was Powers & Sullivan’s first year working for the District, a lot of time was spent talking with staff and learning our systems. He appreciated how cooperative everyone was and felt that the process went very smoothly. The business office was “audit ready” when he came in. Clare Jeannotte and Margaret Dennehy were focused on the questions and issues. Mr. Sullivan reviewed the Basic Financial Statements Report and said budgetarily all was sound. The Report on Federal Awards reviews all federal grants. The ABRSD was determined to be a “low-risk auditee”.

Mr. Sullivan described the Management Letter as always “critically constructed”. While there are no instances of internal control issues, they cited several opportunities for strengthening internal controls and operating efficiency. Two of them are informational – additional Government Accounting Standards Board (GASB) statements for pensions and OPEB are coming. They recommended that an effort be made to synch the two personnel systems currently used by HR and payroll to eliminate some of the manual effort now required. They suggested capital asset accounting could be simplified. Since 2013, more emphasis is on fraud risk assessment, so they recommend that all of their clients look into all of the key elements of their organization where there might be a concern and ask, “Is our risk tolerance acceptable?” A Fraud Risk Assessment Program should be established. The letter recommends monitoring aging outstanding checks, including creating a written policy concerned uncashed checks based on current State laws. Given new Federal grant requirements implemented last year, the District agreed to ensure that grant requirements are properly documented in the District’s procedures manual.

Mr. Richards emphasized that the Committee should be comfortable that his firm looked at the fiscal operations and found a high level of competency. He stated that Director of Finance, Clare Jeannotte, was doing an excellent job as far as the audit areas were concerned. It was his “unqualified opinion” that the Committee should be proud of the results of the audit.

When asked by a Committee member to repeat such a positive comment, Mr. Richard stated, “You are trying to balance the \$80 million in funding that you have, with the services you want to provide. These results mean whomever is putting together the budget, they are nailing it.”

Amy Krishnamurthy moved, Brigid Bieber seconded and it was unanimously,

**VOTED:** to accept the auditor’s FY16 report as presented.

6. **FY17 1<sup>st</sup> Quarter Financial Report** – *Clare Jeannotte*

Overall, revenues are tracking fine against the budget, assuming \$200,000 E&D as voted. A net increase of \$31,358 is expected in grant revenue. As of 10/31/16, 81.4% of budgeted expenditures were expended or encumbered. Clare is watching workers compensation and has some concerns. In response to a question, she said no information has been received yet on savings from the Net Metering Agreement that was signed last year. It is supposed to be built in early spring.

7. **FY18 Budget** – *Glenn Brand, JD Head*

7.1. FY18 Budget Planning Calendar (no changes from previous version)

7.2. Capital Planning

7.2.1. Update Memo from the Superintendent – *Glenn Brand*

7.2.2. ABRSD Capital Requests – *JD Head*

JD Head and Dr. Brand presented on the short term, medium term and long term capital needs that the District has been studying. The District’s Capital Improvement Plan (CIP) has identified over 800 items to be addressed. Some of the items on the CIP Summary Sheet have already been completed. The District

does a lot of regular maintenance that helps with many of these items. The summary breaks down the \$121 million price tag as estimated by Dore & Whittier. On the Solid Projects by Location chart, the Douglas, Gates and Conant expenses (with exception of the Conant corner issue) would not be needed if a building project was done to address those schools.

At this time, JD Head is focused on the FY18 Short List, which does not include Administrator requests. All of these short list items are priority #1. JD mentioned the gym floor at the Junior High as an item that the community has identified as needing replacement, but after inspection, Dore & Whittier listed it as priority 2.

Amy Krishnamurthy is concerned about the surface on Leary Field being beyond its life expectation, and possibly making kids more prone to injury. Maria Neyland asked why Leary Field lights are not on the short list. After last year's inspection of all light poles (after one fell over unexpectedly), she asked about the life expectancy of the poles that remain. JD responded that none showed any signs of immediate rot, but the District was told that it is time to replace them. Ideally he would like to package them together and address but he is not sure where to go with it right now. He is confident that they are safe, although you don't know about how weather can be. Maria is concerned because it is safety issue. Dr. Brand replied that the structural integrity of all of the poles was tested and compared to the other priority items, it was decided not to include it as a priority #1.

Kristina Rychlik was at the Department of Public Works Building recently for a meeting (where buses go for gas) and noted that the space is big enough to bring a large vehicle in. JD agreed to talk to the Town of Acton to see if perhaps a shared agreement could be considered. She appreciates signage on the school campus that is clear and consistent.

Diane Baum asked whether some of the Administration Building renovations could trigger code requirements. JD said the number in the chart is to bring the Admin building up to code. Eileen Zhang asked where playground equipment fit into these categories. JD acknowledged that there has been much talk about this for years and playgrounds often fall into grants, PTOs, volunteers and other funding sources. Due to priorities, and sources, they are typically not a regular budget item. This budget recognizes this liability and has some funding in it, but just for maintenance, not for new structures or improvements. Eileen noted that students play on the playgrounds every day and Conant has been raising money for years for their playground. The Gates student council is raising money to fix their basketball court right now. She wants to see playground equipment inside the budget. JD agreed that it would be wonderful to do that but because there are other funding sources for these kinds of items, the District tends not to budget for them.

8. **Recommendation to Approve FY18 ABRSD School Calendar** –*moved to 12/1/17 meeting– Marie Altieri*
  - 8.1. Calendar Survey and Recommendations Memo
  - 8.2. Proposed FY18 School Calendar DRAFT #1A (unchanged, no school on Good Friday & Rosh Hashana) and #1B (NEW)
  - 8.3. Proposed FY18 School Calendar DRAFT #2A (unchanged, no school on Good Friday & Rosh Hashana) and #2B (NEW)
  - 8.4. Spring 2016 Survey Results
  - 8.5. Acton Boxborough Education Association (ABEA) Contract Language
  - 8.6. Massachusetts and Federal Legal Holidays 2017

Marie Altieri urged the Committee to review the material in the packet and said the ABEA has agreed to a side letter if needed. It was agreed to discuss this item at the next School Committee meeting.

9. **ABRSD Master Plan Study Update** – *Glenn Brand*
  - 9.1. Master Plan Study Report Presentation Flyer – rescheduled from 11/9/16 to **12/8/16** at 7:30 p.m.

9.2. Grade Configuration Memo - Deborah Bookis

The research is not straight forward so it is somewhat limited. She recommended review of Wayland and Weston's reports. There is no universal optimum plan for grade configuration. Mary Brolin noted that the last comment from the visioning group was spot on about 6<sup>th</sup> graders fitting into elementary schools at the start of the year, but shift to junior high mentality about half way through the year. Paul Murphy asked if on page 3 of the memo, those who favor the split and those that do not, be separated out, specifically the 6-8<sup>th</sup> grades. Kristina Rychlik appreciated the articles saying that when people start talking in the community about these options and topics, this research will be needed to explain and "sell" the ideas, if appropriate.

9.3. Updated Working Group Memo – Glenn Brand

Dr. Brand stated that the next stage is "What to do with the final report". If the District is invited in to the MSBA process, (will know by February), we will have until April for clarity regarding which options the community has no interest in pursuing. He proposed an option for how to pull together this new subcommittee and proposed timeline for this next stage. He referred the Committee to the form from the MSBA that outlines how the Building Committee must be formed, when it gets to that stage. It could be a cross over with the Working Group instead of two different groups.

If invited into the MSBA process in February, the District will have to have made a grade configuration decision because if the decision is made to do something outside of the current configuration, that could change the trajectory with the MSBA. An example would be if there was a strong belief in doing a middle school project, and the District had submitted an elementary school project. That would be an issue. Kristina noted that everyone should be aware that the District Master Plan is aggressive, overlaps with the budget, and involves the administration heavily in both. She advocated for one group, not a Working Group and a separate Building Committee.

Mary Brolin feels the proposed March deadline is very aggressive. Dr. Brand explained that this was based on the School Committee meeting calendar. Meetings could be added for more time. The Committee agreed to discuss and decide on the proposed District Master Plan Review Committee (DMPRC) at their next meeting.

9.4. Update on Final Report from Dore & Whittier – *by end of this month or beginning of December.*

9.5. Recent articles in the Press:

9.5.1. *MSBA Officials Visit Douglas Elementary School*, The Beacon, 10/27/16 page A8

9.5.2. *School District Master Plan: A Breakdown*, The Beacon, 11/3/16 page A3

10. **Recommendation to Approve Gift Agreement between Acton Boxborough Youth Lacrosse (ABYL) and ABRSD for an Outdoor "Bounce Back Wall" – VOTE**

Dr. Brand recommended that the Committee pass over this item until the next meeting. He feels the donor and the District are in a place of agreement but the revised Memorandum of Understanding was just received and the Committee needs to see what has changed and needs time to process it. He would like to vote it at the next meeting so work could begin before the winter weather. Mary Brolin noted that in the current proposal, if the agreement were terminated in the first 15 years, ABYL would need to restore the site. She would like that deadline extended to avoid liability to the District.

11. **Recommendation to Approve Gifts from Booster Clubs to ABRHS Athletic Department – VOTE – Glenn Brand**

Paul Murphy moved, Maria Neyland seconded and it was unanimously,

**VOTED:** to approve these gifts from the Booster Clubs

12. **Recommendation to Approve Gifts from Danny's Place Youth Services and AB United Way for the Family Learning Series - Mental Health: Keeping Our Kids Safe Presentation – VOTE – Glenn Brand**



Paul Murphy moved, Brigid Bieber seconded and it was

**VOTED**: to approve the gifts for the Family Learning Series as presented. (Amy Krishnamurthy abstained.)

13. **Recommendation to Approve High School Nordic Ski Team Trip to Quebec – VOTE – Glenn Brand**

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

**VOTED**: to approve the High School Nordic Ski Team Trip.

14. **Recommendation to Acknowledge the Boxborough Board of Selectmen's Preferred Technical High School Options for Vocational Education for Boxborough Students Commencing with the 2017-2018 school year – First Read – Mary Brolin**

Mary explained that the Town of Boxborough will provide transportation to these three schools if students choose them. The DESE requires that the Regional School Committee vote the preferred schools. There were a number of schools considered and three recommended schools were chosen by the Boxborough Board of Selectmen.

15. **Subcommittee Reports**

15.1. Budget – 11/9/16 meeting – Maria Neyland reported on the latest meeting.

15.2. Policy -

15.2.1. Head Injury Management, File: JJIF – Second Read – **VOTE** - Dawn Bentley

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

**VOTED**: to approve the Head Injury Management policy revision as proposed.

15.2.2. Staff Ethics/Conflict of Interest, File: GBEA – Second Read – **VOTE** Marie Altieri

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

**VOTED**: to approve the Staff Ethics policy revision as proposed.

15.2.3. Gifts to and Solicitations by Staff, File: GBEBC – Second Read – **VOTE** - Marie Altieri

Marie intends to distribute this information broadly to families and staff to help them understand the rules around gifts, particularly at this time of year.

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

**VOTED**: to approve the Gifts to and Solicitations by Staff policy revision as proposed.

15.3. Outreach (including PTO Co-chairs) – 11/16/16 meeting - Kristina Rychlik

A survey monkey will be sent to see what people think about the monthly updates. Many of the School Committee liaisons have been asked to come to PTO meetings so outreach developed slides (based on the Acton TriBoard Meeting for them to use. Beth will provide paper copies if that form is better.

Deanne O’Sullivan and Diane Baum met with the PTO cochaIRS. They reviewed the last monthly update, which was very popular.

16. **School Committee Member Reports**

16.1. Acton Leadership Group (ALG) – Amy Krishnamurthy, Paul Murphy

16.1.1. Meeting on 11/10/16

16.1.2. Acton Three-Board Meeting on 11/15/16 – Amy Krishnamurthy

including Acton Finance Committee’s Point of View Document (POV)

16.2. Boxborough Leadership Forum (BLF) – Mary Brolin

BLF would like a TriBoard meeting scheduled.

16.3. Minuteman Technical High School (MMT) Update – Diane Baum

16.3.1. Intergovernmental Agreement Between MMT and ABRSD – Preliminary DRAFT

With Boxborough leaving the MMT District, this program will be funded differently in FY18.

Dr. Brand stated that the intention is to provide this program to all of our students, no matter what town they are from. The assessment will come directly to the District, not the Town as it does now. This would increase our budget but it would be cost neutral to the Town. Clare

Jeannotte suggested that tuition be paid quarterly. On page 1, #1, the word “All” was questioned as not every student participates, although virtually all do. Dr. Brand will share these comments with MMT.

16.4. Acton Capital Improvement Planning (CIP) Update – *Kristina Rychlik*

See comments under Capital discussion. Kristina shared the bucket slide with this group and a general list of the high priority items. She asked the members to look at this posted School Committee packet.

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

17.1. Superintendent’s Wellness Committee & Safety Task Force Updates –

Dr. Brand reported on these groups as well as the new Superintendent’s Council that met that day. Minutes are being taken and will be shared.

17.2. Letter to Commissioner Chester re MCAS 2.0 – Second Read - **VOTE**

Maria Neyland moved, Amy Krishnamurthy seconded and it was unanimously, **VOTED:** to approve and send this letter as presented.

A Committee member asked about the “Start Times” discussion and when it will be brought to the community. Dr. Brand responded that he was given the mandate to bring it forward in the fall. Amy Krishnamurthy voiced frustration that this change may not happen for another year and a half. Kristina Rychlik felt our timeline was very ambitious.

**18. FOR YOUR INFORMATION**

18.1. **Family Learning Series Presentations:**

December 1, 2016, 7:00 - 8:30 PM with Presenter: Michelle Icard

Topic: ***Middle School Makeover: Improving the Way You and Your Child Experience the Middle School Years***

Location: ABRHS Auditorium Audience: Grades 4-8

December 14, 2016, 7:00 - 8:30 PM with Presenter: Jessica Minahan

Topic: ***Reducing Anxiety in Students***

Location: RJ Grey Auditorium Audience: Grades PK-12

The ABRSC adjourned at 9:58 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: see agenda, list of warrants

**NEXT MEETINGS:**

- December 1 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted Mon, November 28)
- December 15 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted December 9)



# FOOD SERVICES DEPARTMENT

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Kirsten Nelson  
Director of Food Services  
School Committee Meeting 1/12/2017

## Mission

- Our mission is to serve high quality, nutritious lunches in a comfortable, welcoming environment in all of our schools.





## Other Services Provided

- Catering for School Events
- Monthly specials such as soups, quiches, breads offered to staff
- Boar's Head deli meat sliced to order for staff on the go!
- Bag lunches for field trips
- Opening Day Cookout for 7<sup>th</sup> grade students



## Mass. Farm to School

- Every year we participate in the Farm to School Program
- These students are husking corn for the menu at Conant



## Food Tastings and TEC Collaborative

- We are part of the TEC Collaborative
- Currently we bid with 92 other school districts
- We conduct taste tests for all of our different items with students



## This is from the USDA Northeast Region "At the Table Newsletter"

- **Acton-Boxborough in Action for school breakfast**
  - “National School Breakfast Week celebrates the fact that a well-balanced breakfast offers an important nutritional foundation and charts the course for a healthier next generation,” said Kurt Messner, acting regional administrator for the Northeast Region.
  - “**This high school is a shining example of how breakfast programs operate throughout our region.**”



## Food Service Website

- Our website can be found at [www.abschools.org](http://www.abschools.org)
- We post our menus
- Information pertaining to free and reduced meal pricing
- Lunch Prices
- SchoolCafe information
- Pictures of lunches, celebrity guest servers, etc.
- The fun times we have with our students in health class to develop recipes



## Point of Sale



- System allows students to pay cash or debit their lunch account
- Parents/guardians can add to their student accounts by cash/check or with a credit card payment through the portal, SchoolCafe.
- Food Services generates weekly emails for all balances below \$5.00 (not including \$0 balances)
- A la carte restrictions are available through SchoolCafe
- **SOMETHING NEW!** A mobile app is now available for parents/guardians through SchoolCafe to make payments and view student purchases
- We are now tracking our inventory and orders through the point of sale system

## Lunch Prices

Year	HS and RJG	Elementary	
2011-2012	\$2.10	\$2.35	POS implemented 10/2011
2012-2013	\$2.20	\$2.50	
2013-2014	\$2.75	\$2.75	Regionalization with Blanchard
2014-2015	\$2.75	\$2.75	
2015-2016	\$2.75	\$2.75	
2016-2017	\$2.75	\$2.75	

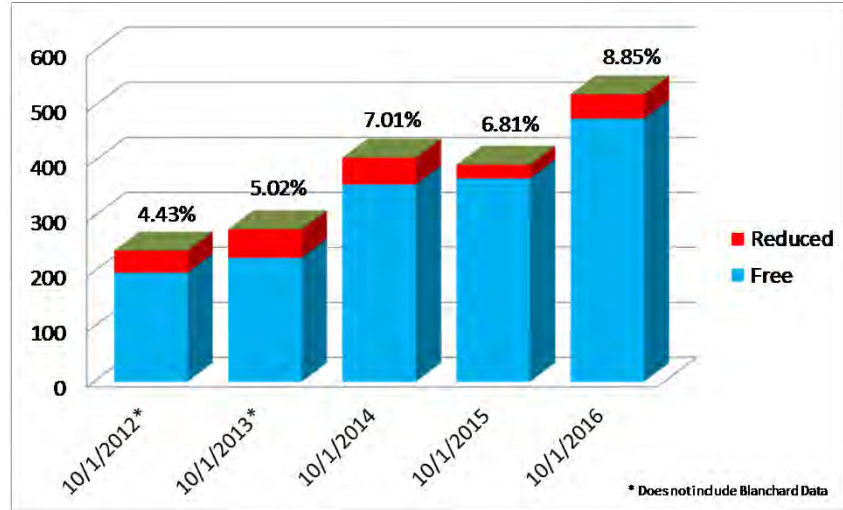
High School has tiered lunch pricing to \$3.75, Junior High has tiered lunch pricing to \$3.50 (Example Smoothie lunch is \$3.25, Salad Lunch is \$ 3.50-\$3.75)

## Paid Lunch Equity

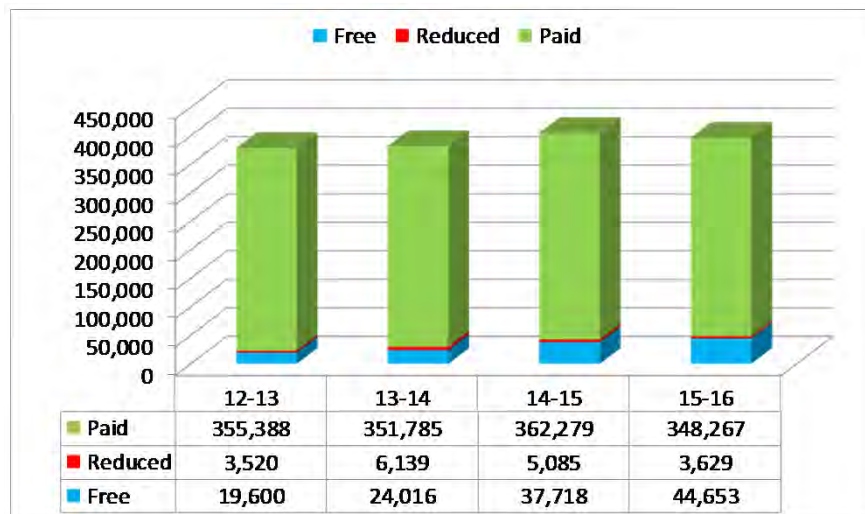
- Each year we need to review our prices to make sure we are in line with the Paid Lunch Equity.
- For FY 2016-17, School Food Authorities which, on a weighted average, charged less than **\$2.78** for paid lunches in SY 2015-16 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account.
- Our average price was \$2.87 in 2015-2016 and is \$2.85 as of this year. The rates for FY2017-2018 have not yet been released.



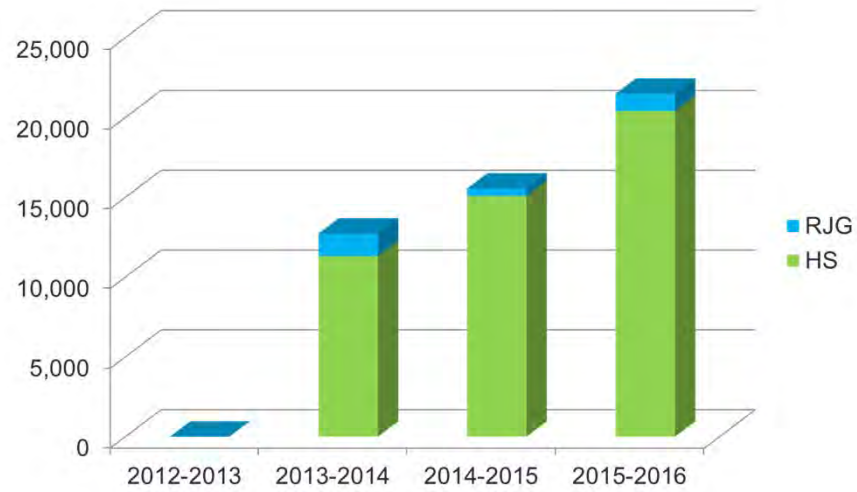
## Student Eligibility



## Lunch Counts



## Breakfast Counts at HS and RJG



## Equipment

Year	Major Equipment Purchases	Major Equipment Repairs
2014-2015 (FY15)	\$24,022	\$14,284
2015-2016 (FY16)	\$7,277	\$23,561
2016-Present (FY17)	\$16,837	\$10,280

## Receipts and Expenses

June 30, 2015

Receipts	\$ 1,729,534.41
Expenses	\$ 1,532,847.47
Fund Balance*	\$ 596,632.08

June 30, 2016

Receipts	\$ 1,808,324.86
Expenses	\$ 1,738,542.02
Fund Balance*	\$ 650,635.91

\*Does not include account prepayments

## Fund Balance

- Our current fund balance as of 12/31/16 is \$643,546.00
- The DESE recommends we have a total of three months operating expenses available in our fund balance which we do have.
- Recommendation: At this time we are recommending no lunch price increase. We will wait to see what the new Paid Lunch Equity Rate will be for the upcoming year and evaluate at that time.

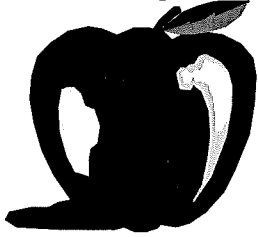
## It takes a Partnership

- Parents/Guardians
- Faculty and Staff
- Our motto is: A well fed child is ready to learn.



**Thank you for letting us serve your children each day!**

Acton-Boxborough Food Services



Serving Education Daily

**Acton-Boxborough Regional School District  
Food Service Department  
16 Charter Road  
Acton, MA 01720-2995  
Phone # 1-978-264-4700x3221  
Fax # 1-978-264-3348  
Kirsten Nelson, Director  
E-Mail: [knelson@abschools.org](mailto:knelson@abschools.org)**

To: Superintendent Glenn Brand  
From: Kirsten Nelson  
Date: 1/6/17  
Re: Request for Vote to Accept a Gift

I am pleased to request a vote of acceptance from the School Committee of a recent gift of \$605.05 from an anonymous donor to the Food Service Department. I am very grateful for this generous support of our program.

Thank you for your consideration.

ABRSD 1



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

WELLNESS • EQUITY • ENGAGEMENT

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

**FY'18 SUPERINTENDENT'S  
RECOMMENDED BUDGET**

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School Committee Meeting  
January 12, 2017

ABRSD 2

## FY18 Budget Process

Dec 1	FY18 Budget Presentation #1 Setting the Stage – Goals and Budget Drivers Class Size Reports – Elementary; Jr. High; ABRHS Revolving Accounts and Fees – All Day K; PreK; ODP, Athletics
Dec 15	FY18 Budget Presentation #2 Superintendent's Preliminary Budget Request Overall Budget and Assessment Increases Revolving Accounts and Fees –Community Ed
Jan 12	FY18 Budget Presentation #3 Superintendent's Recommended Budget Departmental Presentations Revolving Accounts and Fees –School Lunch Detailed Line Item Budget
Jan 21	Budget Saturday and Preliminary Budget Vote
Feb 16	Public Budget Hearing

WELLNESS • EQUITY • ENGAGEMENT

ABRSD 3

## FY'18 Budget – Update 1/12/17

- Packet Contents:
  - Director of Finance FY18 Budget Overview Memo
  - Detail line item budget:
    - FY15 & FY16 Actual
    - FY17 Budget and YTD
    - FY18 Superintendent Recommended Budget
  
- Department FY18 Presentations this evening:
  - Student Services
  - Educational Technology
  - Teaching & Learning
  - Facilities & Transportation

WELLNESS • EQUITY • ENGAGEMENT

ABRSD 4

## Long Range Strategic Plan

<b>VISION</b>	Our vision is to provide high quality educational opportunities that inspire a community of learners.
<b>VALUES</b>	
Wellness	We partner with families to prioritize social emotional wellness, which is necessary for learning and developing resilience
Equity	We ensure all students have equitable access to programs and curricula to reach their potential
Engagement	We provide engaging educational opportunities where students develop passion and joy for learning.
<b>MISSION</b>	Our mission is to develop engaged, well-balanced learners through collaborative, caring relationships.

WELLNESS • EQUITY • ENGAGEMENT

ABRSD 5

## Long Range Strategic Plan - Goals

<b>LRSP Goal #1</b>	Understand and respond to our students' social and emotional needs.
<b>LRSP Goal #2</b>	Our students will have equitable opportunities and tools to learn.
<b>LRSP Goal #3</b>	Our students will have access to safe and effective learning environments.

**WELLNESS • EQUITY • ENGAGEMENT**

ABRSD 6

## Long Range Strategic Plan – Goals = FY18 Budget Priorities

<b>Budget Priority #1</b>	Prioritize the social and emotional learning needs (SEL) of our increasingly diverse and complex student body.
<i>LRSP Goal #1</i>	<i>Understand and respond to our students' social and emotional needs.</i>
<i>LRSP Goal #2</i>	<i>Our students will have equitable opportunities and tools to learn.</i>
<b>Budget Priority #2</b>	Finalize plans and begin implementation of short, medium, and long term capital needs.
<i>LRSP Goal #3</i>	<i>Our students will have access to safe and effective learning environments.</i>

**WELLNESS • EQUITY • ENGAGEMENT**



ABRSD		7
<b>FY18 Budget – Overall Expenditures Increase</b>		
	FY17-FY18 % of Overall Budget Increase	
Total Increase Including Capital and Minuteman	4.25%	
Capital	.6%	
Minuteman	.23%	
<b>Operating Budget Increase</b>	<b>3.42%</b>	
<b>WELLNESS • EQUITY • ENGAGEMENT</b>		

ABRSD		8
<b>FY'18 Recommended Budget Overview (Compared to FY17 Budget)</b>		
•Revenues increasing	\$ 530,692	3.35%
State Aid	\$430,692	
Miscellaneous	\$100,000	
•E&D Usage held steady at	\$200,000	
•Assessments increasing	\$2,996,162	4.47%
• (4.19% without Minuteman)		
•Expense budget increase:	\$3,526,854	
Increase to capital budget		0.60%
Shift of Minuteman program cost from towns budgets		0.23%
Total operating increase		<b>3.42%</b>
Total		4.25%

ABRSD		9
<b>FY'18 Budget –Expenditure Update Changes From Dec 15, 2016 Presentation</b>		
Total Expenditures 12/15/16		\$ 86,544,989
Net Cost increase from budgetary review *		<u>55,069</u>
Superintendent Recommended Budget		<u>\$ 86,600,058</u>
Increase over FY17		4.25%
<i>(Includes Minuteman Tech Program .23%)</i>		
<u>*Net Cost Changes primarily due to:</u>		
Final notification of retirements planned		
Worker Compensation and MCRS reductions		
Special Education tuition budget reviewed		
Staff budget reviewed		
CASE rates received for FY18- to be voted January		
School Choice and Charter School data updated by DESE		

ABRSD		10
<b>FY'18 Budget –status of open items since last School Committee meeting</b>		
<b>Revenues</b>		<b>Expenses</b>
<ul style="list-style-type: none"> <li>• Ch. 70</li> <li>• Rebate for Blanchard Boiler Project</li> <li>• Circuit Breaker review (currently assumed at 68%)</li> <li>• Regional Transportation review (currently assumed at 70%)</li> <li>• Use of E&amp;D (currently at \$200K)</li> </ul>		<ul style="list-style-type: none"> <li>✓ Choice and Charter School Assessments</li> <li>✓ CASE Assessment</li> <li>✓ Special education tuitions</li> <li>• Health Ins Rates voted (5% assumed)</li> <li>✓ Retirements finalized- 5 retirees (12/15 deadline)</li> <li>• OPEB Funding level</li> <li>• Alternative Capital Funding sources</li> </ul>

# Capital "Outlay" Budget Analysis

	FY15	FY16	FY17	FY18
Total CC 27	\$541,629	\$381,459	\$527,059	\$1,050,198
Dept. outlay	<u>\$387,573</u>	<u>\$186,359</u>	<u>\$254,059</u>	<u>\$279,473</u>
Capital	\$154,056	\$195,100	\$273,000	\$770,725
Capital Increase		\$41,044	\$77,900	\$497,725
		26%	40%	182%

# FY18 Capital Budget \$770,725

- Replace Turf Leary Field \$450,000
- Blanchard Boilers & Pumps \$189,750
- Conant Building heaving \$ 75,000
- Facilities Vehicle replacement \$ 55,975

## Minuteman Tech Shift

- Minuteman Tech Assessments to Town of Acton and Town of Boxborough are broken into two pieces:
  1. Assessments for students attending Minuteman Tech
  2. Assessment for Minuteman Tech Science and Technology program at our Jr. High School
- Boxborough withdrew from Minuteman effective FY18
- Town of Acton will continue to be assessed for Acton students attending Minuteman
- Minuteman Science and Technology program will now be assessed to ABRSD – shift of monies previously in the two town budgets (\$190k)

## FY18 Budget – Overall Expenditures Increase

	FY17-FY18 % of Overall Budget Increase
Total Increase Including Capital and Minuteman	4.25%
Capital	.6%
Minuteman	.23%
<b>Operating Budget Increase</b>	<b>3.42%</b>

ABRSD		15
<b>FY'18 Budget – Expenditures Major Drivers</b>		
Line Item Budget Increase	Budget Categories	% of Overall Budget Increase
3.6%	Salaries	2.26%
5.0%	Fringe and related costs	.83%
2.9%	Special Ed Tuition and Transportation	.25%
182%	Capital	.6%
	Minuteman Tech Program Transfer	.23%
	All Other	.08%
		4.25%

ABRSD		16	
<b>FY'18 Recommended Budget – Summary</b>			
	TOTAL	Acton	Boxborough
FY'18 Total expenditures	\$86,600,058	\$73,605,212	\$12,994,846
FY'18 Revenues & E&D	\$16,553,651	\$14,055,705	\$2,497,946
FY'18 Assessment	\$70,046,407	\$58,287,909	\$11,703,430
FY'17 Assessment	\$67,050,245	\$55,547,097	\$11,503,148
FY'18 Assessment Increase	\$2,996,163	\$2,784,438	\$211,728
FY'18 % Assessment Increase	4.47%	5.01%	1.84%
Without MMT Program	4.19%	4.73%	1.56%

ABRSD 17

## FY'18 Preliminary Assessments

Member Town Assessments	FY16	FY17	FY18
Acton % increase	6.2%	4.5%	5.0%
Boxborough % increase	4.3%	3.4%	1.8%
<b>Total %</b>	<b>5.9%</b>	<b>4.3%</b>	<b>4.5%</b>

**WELLNESS • EQUITY • ENGAGEMENT**

ABRSD 18

## Regional Assessment Benefit Shifts

	% Benefit Shares		Recalculated Assessment %'s	
	Acton	Box	Acton	Box
FY 15	80.0%	20.0%	82.43%	17.57%
FY 16	87.5%	12.5%	82.6%	17.40%
FY 17	90.0%	10.0%	82.76%	17.24%
<b>FY 18</b>	<b>82.5%</b>	<b>17.5%</b>	<b>83.24%</b>	<b>16.76%</b>
FY 19	60.0%	40.0%	84.11%	15.89%

FY 20 \$425k Flat reduction in Acton assessment

FY 21 and forward: \$25k Flat reduction in Acton Assessment

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ABRSD 19

### FY18 Regional Agreement Shift

	Acton	Boxborough
Assessment percentage based on enrollment	85.01%	14.99%
Regional Agreement Shift in percentage shares	-1.77%	+1.77%
Actual assessment percentages	83.24%	16.76%
FY18 Dollar Shift	(\$1,255,655)	

WELLNESS • EQUITY • ENGAGEMENT

- ABRSD 20
- ### FY'18 Budget: Next Steps
- **January 21 – Budget Saturday Meeting and Preliminary Vote**
    - 8:30 a.m. in the RJG Junior High Library
  - **February 2 – School Committee Meeting**
  - **February 16 – FY'18 ABRSD Budget Hearing**
    - 7:00 p.m. in the RJG Junior High Library



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

WELLNESS • EQUITY • ENGAGEMENT

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

## FY'18 BUDGET

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## Questions & Discussion



**Acton-Boxborough Regional School District  
Superintendent's FY'18 Recommended Budget  
July 1, 2017 – June 30, 2018**

**Budget Overview**

**Clare Jeannotte  
Director of Finance  
January 6, 2017**

## **FY'18 Budget Overview:**

### **Acknowledgement:**

The budget preparation for the coming fiscal year July 1, 2017 to June 30, 2018 (FY18) has been a collaborative process among the leadership of the District and I wish to recognize the entire School Leadership Team and the members of the finance department for their collaboration, assistance and participation in the process.

### **Introduction:**

The purpose of this memo is to briefly explain the significant changes within budget categories between FY'17 and FY'18.

The District will be entering its' fourth year as a K-12 Region. Accordingly, historic information is presented for FY'15 and FY'16 actual and FY17 budget only, consistent with the operating years for the expanded K-12 regional district.

Please note that throughout this memo I refer to CC as the Character code # being discussed, for ease of reference to the summary in the Expenditure section of the memo.

### **Reclassifications:**

Prior to Fiscal 2017, revenue offsets on the cherry sheet had been shown against revenue in the budget, rather than as costs, consistent with the way they are presented on the State "Cherry Sheet". These include assessments for District students who attend choice or charter schools, and a small special education assessment. However, the state finance regulations require that these costs be reported as expenditures. In order to align our budget presentation with our financial reporting and state regulations, we have reclassified the state assessment amounts to expenditures in the FY'17 budget.

To present a comparable format, I have restated the FY'15 and FY'16 information presented herein to conform. It is important to note that this restatement had zero impact to the town assessments.

### **Highlights:**

- Total Revenues increase 3.35% or \$531K
- Assessments to member towns increase 4.47%, or \$2,996K
- Total Expenditures increase 4.25% or \$3,527K (4.02% before Minuteman)
- Minuteman Regional Assessment shift from towns to region represents \$190K or .23% of the increased expenses. This is a middle school science and technology program that has been in place for years, but was previously funded as part of the Minuteman assessments to the towns.
- Capital budget development has been a significant focus in the past two years and is expected to be a greater fiscal need in the budget in the future. Capital projects budgeted in FY18 total \$770,725, an increase of \$497,725 over the FY17 budget.
- We are in year 4 of the Appendix A calculation method for the member town assessments. The % benefit shares are shifting direction from Acton to Boxborough this year, which results in a larger % increase to the Acton Assessment than the Boxborough assessment when compared to the prior year.

**Revenue & Reserve Use: FY'18 revenues increase \$530,692 or 3.35%, from \$15,822,959 to \$16,253,651.**

<b>Acton Boxborough Regional School District Revenues and Funding Sources</b>						
<b>Superintendent's FY'18 Recommended Budget</b>				<b>1/3/2017</b>		
	<b>FY'15 Actual</b>	<b>FY'16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Budget</b>	<b>Inc (Dec) FY18</b>	<b>% Change</b>
CHAPTER 70 AID	14,254,476	14,393,076	14,531,276	14,833,821	302,545	2.1%
SCHOOL CHOICE ASSESSMENT	(118,465)	(99,055)	-	-	-	
CHARTER SCHOOL ASSESSMENT	(373,438)	(392,870)	-	-	-	
SPECIAL EDUCATION ASSESSMENT	(12,398)	(311)	-	-	-	
REGIONAL TRANSPORTATION	1,353,855	1,430,719	1,190,000	1,345,826	155,826	13.1%
REGIONAL TRANSPORTATION REVOLVING	-	-	-	-	-	
REGIONAL BONUS AID	136,900	106,520	74,000	49,000	(25,000)	-33.8%
CHARTER SCHOOL REIMBURSEMENT	25,810	42,958	27,683	25,004	(2,679)	-9.7%
<b>Total State Aid, Net</b>	<b>15,266,740</b>	<b>15,481,037</b>	<b>15,822,959</b>	<b>16,253,651</b>	<b>430,692</b>	<b>2.72%</b>
EARNINGS ON INVESTMENTS	14,876	28,642	-	-	-	
MISCELL REVENUE	111,831	42,341	-	-	-	
MEDICAID REIMBURSEMENT	48,109	186,762	-	100,000	100,000	
<b>Total Revenues</b>	<b>15,441,556</b>	<b>15,738,782</b>	<b>15,822,959</b>	<b>16,353,651</b>	<b>530,692</b>	<b>3.35%</b>
REGIONAL ASSESSMENT-ACTON	49,690,147	53,171,008	55,547,097	58,331,535	2,784,438	5.01%
REGIONAL ASMNT - BOXBOROUGH	10,594,579	11,120,240	11,503,148	11,714,872	211,724	1.84%
ADDTL MCRC ASSESSMENT-ACTON	384,255	-	-	-	-	
ADDTL MCRC ASMNT - BOXBOROUGH	67,042	-	-	-	-	
<b>Total Assessments</b>	<b>60,736,023</b>	<b>64,291,248</b>	<b>67,050,245</b>	<b>70,046,407</b>	<b>2,996,162</b>	<b>4.47%</b>
PREMIUMS ON LOANS	658	6,868	-	-	-	
TRANSFER FROM E&D	300,000	200,000	200,000	200,000	-	0.00%
<b>TOTAL BUDGET</b>	<b>76,478,237</b>	<b>80,236,897</b>	<b>83,073,204</b>	<b>86,600,058</b>	<b>3,526,854</b>	<b>4.25%</b>
Reclass Revenue offsets to Expenditures	504,301	492,236	-	-	-	
<b>Restated Total Budget</b>	<b>\$76,982,538</b>	<b>\$80,729,133</b>	<b>\$83,073,204</b>	<b>\$86,600,058</b>	<b>\$3,526,854</b>	<b>4.25%</b>

State Aid will not be released until the end of January.

Ch. 70 Aid: The District's primary source of funds, other than the Assessment to Member Towns, comes from Chapter 70 State Aid. Due to the ineligibility for foundation aid or down payment aid, we project only minimum aid increase at \$25 per pupil. This amounts to approximately 1% or \$137K increase over the expected FY17 actual revenue level, and 2.1% or \$302K over the FY17 budget. FY'17 Ch. 70 aid is projected to exceed the budget due to the final aid passed by the legislature at \$55 per pupil, v. budgeted at \$25.

Ch. 71 Regional Transportation Aid: The estimation of what % of our regional transportation expense will be reimbursed is always difficult. For FY15 we were anticipating 86-88% reimbursement, but received only 68%. For FY16 and FY17 we budgeted conservatively, at 65% and 60% respectively, in recognition of the mid-year state budget cuts ("9c cuts") undertaken in both FY15 and FY16 targeting this item. Final FY16 reimbursement was at 73.1% of eligible costs. In light of the increased % received in FY16 and anticipated in FY17, we have budgeted this reimbursement at 70% for FY18. Each 5% difference in reimbursement is approximately \$95K.

Medicaid Reimbursement:

Over the past two years we have received \$48K and \$187K of Medicaid reimbursement. In prior years this was unbudgeted due to a lack of history and trend. The District has been encouraged by this

revenue source and it warrants some budget recognition. As the trend is short and the timeline for receipts uncertain, a conservative \$100K seems appropriate.

Regional Bonus Aid: The District will receive this over a five year period, declining 20% per year, according to statute. The decrease is \$25,000 from \$74,000 in FY17 to \$49,000 in FY'18.

Use of Excess and Deficiency Fund:

The use of reserves from E&D for the FY'18 budget is \$200,000, consistent with FY'16 and FY'17.

The negative outlook from Moody's in August 2015 was directly linked to the low % of E&D (1.4%) and significant reliance on these funds for the recurring operating budget costs in the prior years, causing erosion to unrestricted fund balance. E&D at June 30, 2016 has been certified at \$2,738,661 or 3.3% of budget. This is up from 2.45% in the prior year, and consistent with efforts to minimize use of E&D to sustain the budget.

Management is committed to restoring this important fund within the statutory limits of 5%, and preserving our bond rating.

**Acton-Boxborough Regional Schools**

1/6/2017

FY15 -16 Actual, FY17 Budget, FY18 Recommended Budget

**Acton Boxborough Regional School District**

**FY'18 Superintendent's Recommended Budget**

	FY15 Actual	FY16 Actual	FY17 Revised Budget	FY18		FY18 v. FY17B	
				Prelim Budget		\$	%
Salaries, Teaching - 01	31,837,610	32,527,166	33,992,708	35,078,247	1,085,539	3.2%	
Salaries, Principals - 02	2,135,195	2,170,250	2,237,321	2,393,559	156,238	7.0%	
Salaries, Central Administration - 03	1,135,797	1,127,878	1,187,267	1,249,128	61,861	5.2%	
Salaries, Support Staff - 04	8,573,518	9,029,830	9,319,200	9,706,609	387,409	4.2%	
Salaries, Athletics - 05	495,549	483,412	520,850	554,931	34,081	6.5%	
Salaries, Buildings - 06	752,062	706,266	732,102	808,007	75,905	10.4%	
Salaries, Custodial - 07	1,346,615	1,400,065	1,501,995	1,531,398	29,403	2.0%	
Salaries, Home Instruction - 08	4,020	2,279	8,500	8,500	-	0.0%	
Salaries, Miscellaneous Pupil Services - 09	1,513,304	1,490,306	1,575,266	1,574,623	(643)	0.0%	
Salaries, Subs Miscellaneous - 11	56,375	52,457	66,691	73,103	6,412	9.6%	
Salaries, Subs Instructional - 12	746,767	702,211	671,642	681,212	9,570	1.4%	
Salaries, Overtime - 13	255,418	223,810	232,855	233,215	360	0.2%	
Stipends, Curriculum/Instruction - 14	113,557	161,350	166,000	197,000	31,000	18.7%	
Fringe, Course Reimbursement - 15	40,187	35,867	56,000	56,000	-	0.0%	
Fringe, Health Insurance - 16	7,220,434	8,250,345	8,623,581	8,726,500	102,919	1.2%	
Fringe, Health Insurance, Retiree - 17	780,816	763,386	968,996	912,633	(56,363)	-5.8%	
Fringe, Life/Disability Insurance - 18	47,225	37,404	40,900	42,100	1,200	2.9%	
Fringe, Unemployment Insurance - 19	11,734	40,354	40,000	40,000	-	0.0%	
Fringe, Workers Compensation - 20	272,937	288,016	295,000	600,000	305,000	103.4%	
Fringe, Middlesex County Retirement System - 21	1,756,208	1,961,424	2,086,065	2,318,753	232,688	11.2%	
Fringe, Medicare - 22	732,090	755,496	825,000	825,000	-	0.0%	
Contributions, OPEB Trust Fund - 23	506,000	700,000	800,000	900,000	100,000	12.5%	
Instruction Supplies - 24	990,955	967,299	1,057,992	1,032,900	(25,092)	-2.4%	
Instruction Textbooks - 25	218,991	230,185	280,570	270,336	(10,234)	-3.6%	
Instructional, Library - 26	46,633	52,902	59,678	55,628	(4,050)	-6.8%	
Other, Capital Outlay - 27	710,570	476,816	527,059	1,050,198	523,139	99.3%	
Other, Debt Service - 29	1,822,733	1,895,743	1,934,218	1,903,718	(30,500)	-1.6%	
Other, Property/Casualty - 30	102,627	164,181	110,700	116,235	5,535	5.0%	
Other, Maint Buildings/Grounds - 31	695,109	944,343	732,745	759,020	26,275	3.6%	
Other, Maintenance Equipment - 32	72,857	46,837	119,604	157,343	37,739	31.6%	
Other, Legal Service - 34	257,828	107,228	181,350	161,350	(20,000)	-11.0%	
Other, Admin Supplies - 35	836,575	900,741	917,978	1,038,232	120,254	13.1%	
Other, Athletic Supplies - 36	138,972	103,076	67,491	67,491	-	0.0%	
Other, Custodial Supplies - 37	124,700	162,562	157,984	157,984	-	0.0%	
Other, Spec Ed Transportation - 38	1,487,541	1,619,628	1,826,934	1,836,408	9,474	0.5%	
Other, Student Transportation - 39	892,949	804,619	947,117	954,192	7,075	0.7%	
Other, Travel, Conferences - 40	113,672	107,931	121,934	128,563	6,629	5.4%	
Other, Spec Ed Tuition - 41	5,208,139	6,075,530	5,283,278	5,483,010	199,732	3.8%	
Other, Utilities - 42	1,391,388	1,366,987	1,825,133	1,758,200	(66,933)	-3.7%	
Other, Telephone - 43	83,733	48,211	108,151	85,751	(22,400)	-20.7%	
Other, Sewer - 44	280,548	273,301	287,191	304,823	17,632	6.1%	
Assessments - 48	-	-	576,658	766,658	190,000	32.9%	
Other, - 49	1,405	830	1,500	1,500	-	0.0%	
<b>GRAND TOTAL</b>	<b>75,811,341</b>	<b>79,258,521</b>	<b>83,073,204</b>	<b>86,600,058</b>	<b>3,526,854</b>	<b>4.2%</b>	
reclass revenue offsets-assesments	504,301	492,236	-	-			
<b>Restated Total Expenditures</b>	<b>76,315,642</b>	<b>79,750,757</b>	<b>83,073,204</b>	<b>86,600,058</b>	<b>3,526,854</b>	<b>4.25%</b>	
				<b>MMT</b>	<b>(190,000)</b>	<b>-0.23%</b>	
				<b>without MMT</b>	<b>3,336,854</b>	<b>4.02%</b>	

**Total Expenditures: FY18 expenditures are rising \$3,526,854 or 4.25%, from \$83,073,204 to \$86,600,058.**

A brief description of changes by “character code” rollup follows.

Total Salaries and other compensation (CC 01-14) up \$1,877,135 or 3.6%

- Salaries (01-09) are increasing 3.6% for contractual salaries and hourly employees. Additional detail regarding the cost breakdown will be provided in the Budget Saturday backup material and presentation. Collective bargaining agreements for teachers are settled through FY’17 and are in negotiations. Two smaller units, Office Support and Custodial, expire June 30, 2019.
- Other compensation is for Stipends, Substitutes and Overtime (CC 11-14) The FY18 budget overall is up \$47,342, principally due to trend and the addition of stipends for R&D, summer work and professional development.

Total Fringe Benefits (CC 15-22) increasing \$685,444 or 5%

Fringe benefits as a % of total salaries and other compensation are rising from 25.6% in FY’16 to 26.3% budgeted in FY’17, and 26.7% budgeted in FY18. This is due to the assessment from Middlesex County retirement, OPEB contributions and health insurance costs rising at a faster rate than salaries.

- Health Insurance Active and Retiree (16 and 17) –The FY’18 budget increases 1.2% or \$102,919 for active employees and declines \$56,363 for retirees, and reflects an anticipated 5% rate increase on all plans, calculated based upon our current census, adjusted for anticipated retirements and position changes known. The Health Insurance Trust may determine actual rates at the end of January, which may allow an adjustment in this area. The increase appears lower on the retiree account because the current budget is running favorable.
- Life and Disability (18) – The budget increases \$1,200 or 2.9% based upon current enrollments.
- Unemployment (19) – The budget is level funded at \$40,000. The district self- insures, and based upon current activity, this appears to be reasonable but not excessive.
- Workers Compensation (20) – The budget increase from \$295K to \$600K reflects a convergence of 3 negative factors. The FY17 budget was reduced \$53K to actual trend. The result of the most recent premium audit indicated premiums calculated on understated salary base. Finally, loss ratios have increased, moving us from a discount earned to a penalty adjustment.
- Middlesex County Retirement System (21) –The FY’18 budget is increasing \$232,688 or 11.2%. This is the fixed amount of the new biannual valuation for the FY’18 budget.
- Medicare (22) Level funded at \$825,000

OPEB Trust fund contribution (23) increasing \$100,000 or 12.5%

The District began funding this long term obligation in FY’13 and has increased its contribution annually. The increase from \$800,000 to \$900,000 reflects a continuing commitment by the Administration to funding this obligation by increasing it incrementally in a sustainable manner. This is consistent with the funding commitment communicated to our Bond Rating agency. It continues to be insufficient to retire the OPEB obligation over 30 years. At the last measurement date of 12/31/14 the unfunded liability was \$40 million, and assets in the trust at June 30, 2016 were \$1.9 million.

Instructional Supplies, Textbooks and Library/Media Center Supplies (24, 25, 26) is decreasing \$39,376 or 0.05%

These categories represent \$1,358,864 combined to provide needed educational materials throughout the District.

Capital Outlay (27) is increasing \$523,139, or 99.3%, from \$527,059 to \$1,050,198

What has become clear over the past two years, with the conclusion of the existing conditions facilities study by Dore & Whittier, is that the operating budget needs to continue to increase its commitment to capital needs, with a separate and distinct process and funding for the highest priority short term needs.

This budget category code includes both departmental outlay accounts, to meet ongoing needs for small equipment replacements, and capital improvement plan funds. It has not previously distinguished clearly between "capital improvement budget" and departmental outlay.

Departmental Outlay budget: Departmental outlay accounts were budgeted at \$254,059 in FY17 and \$279,473 in FY18. These amounts fluctuate based on the identified needs of each building administrator and department head.

Capital Improvement budget: The district is following a process to review and evaluate capital requests over \$25K to determine priorities for funding in the upcoming budget year. This threshold of \$25K is an increase over the prior threshold of \$5K, in concert with the auditor recommendation. The projects budgeted for in FY18 include the needed replacement of the Turf on Leary Field, the structural building repairs needed at Conant which was deferred from FY17, the facilities department vehicle replacement plan and the Blanchard boiler replacement project. Combined this represents \$770,725 of the total \$1,050,198.

The FY17 budget, by comparison, included: Blanchard HVAC roof unit, Senior High concrete partial replacement, Conant Structural Building repair, Junior High furnishing and equipment for 2 new learning centers, cyclical carpet replacements at McCarthy Towne.

Debt Service (29) is decreasing \$30,500 or 1.6% to \$1,903,718

In FY'18 the scheduled payments of principal and interest for JHS and SHS debt is decreasing \$27,800 over FY'17 to \$1,816,000. This debt was refinanced in FY'14 resulting in significant savings for the District over the remaining term. In addition, the elementary debt carried by the towns has declined from \$893K in FY17 to \$829K in FY18.

Also budgeted here is the District payment on Lower Field bond for \$112,718. In FY18, we again allocate \$25,000 of this bond payment to the responsibility of Friends of Lower Fields, consistent with the agreement. Further information on the future payments stream for existing debt will be provided with materials for Budget Saturday.

Property/Casualty Insurance (30) Increasing 5% or \$5,535

This account is increasing 5% over FY17, per recommendation of our insurance provider, MIIA. This represents coverage on buildings, and coverage on fleet is carried separately within our Transportation accounts (CC 39).

Maintenance of Buildings & Grounds (31) increasing 3.6%, or \$26,275

Each facility separately accounts for maintenance costs for custodial services, HVAC, building supplies and contract services. The accounts are budgeted as recommended by the Director of Facilities for the preventive maintenance and care of the District's eight buildings and grounds. Changes of note in FY18

include the elimination of the energy consultant saving \$10K, the addition of \$10K to maintain and enhance security, and proper budgeting for the administration building which had no accounts in the chart of accounts as originally established.

Maintenance of Equipment (32) is increasing 31.6% or \$37,739

The District budget of \$157,343 includes the maintenance of copiers, technology, library and media center equipment, music and office equipment. This increase is primarily related to costs for a planned upgrade of switches (Ed Tech).

Legal Services (34) decreasing 11% or \$20,000

The decrease reduces the budget for student services, which was increased \$37,300 in FY17 for specific purpose. The legal services for school committee have been level funded at \$81,350.

Administrative Supplies (35) increasing 13.1% or \$120,254 to \$1,038,232

This category grouping includes many diverse account types, making the title a bit of a misnomer. Largest of these costs relate to annual software licenses for all administrative functions, districtwide instructional training costs, and leased equipment costs, as well as many other areas. Student services are beginning a records scanning project and has budgeted \$50,000 toward this effort.

Athletic Supplies (36) is level funded at \$67,491

Much financing of the athletic program has come from the Athletic fees, but there have been annual deficits. This budget represents only a portion of the total program cost.

Custodial Supplies (37) is level funded at \$157,984

In FY'16 this budget was increased and the FY16 level appears more appropriate and necessary.

Special Ed Transportation (38) increasing 0.5% or \$9,474

A slight decrease in the CASE transportation assessment (\$11K) is offset by \$20,800 additional for contract special transportation for specific students being serviced.

Student Transportation (39) is increasing 0.7% or \$7,075 to \$954,192

The FY18 budget anticipates the replacement of the bus leases for 29 busses of the 36, lot for parking, and property/liability insurance on the fleet. Much of this budget is fixed cost. Diesel Fuel is level funded at \$175,000.

Travel, Conferences (40) is increasing 5.4% or \$6,629 to \$128,563

This category accounts for administrators and school personnel costs for workshops and professional learning.

Special Ed Tuition (41) (net of Circuit Breaker funds) is increasing \$199,732 to \$5,483,010

Tuitions have been projected with the Student Services Department based upon current placements and estimates of pending enrollments, where deemed likely for the upcoming school year. Tuitions at CASE collaborative are projected to rise 4.85%, but are not yet final. Other tuitions are estimated with 1.83% increases, unless other approved rates apply. The total tuitions increase of \$220,732 to \$7,993,010 is



offset by an increase in Circuit Breaker reimbursement of \$21,000 to \$2,510,000. Circuit breaker reimbursement is estimated at 68% reimbursement rate. The District endeavors to leave some funds in the Circuit breaker revolving account at year end as a buffer toward unknowns in the coming year.

Utilities (42) is decreasing 3.7% or \$66,933 to \$1,758,200

The budget for water has increased \$20,000 to include costs for the operation of the Hagar Well for Blanchard. Gas heat is level funded at \$566,000 as the supply rate is fixed. Although favorable in FY16 due to warm weather, reductions are not prudent from the higher actual levels in FY15. The electric budgets rose in FY17 when new rates for electricity effective 12/2015 for one year increased 13% to .07934 per KwHr, plus a new factor for capacity charges. Combined this new rate plan increased the budget for electricity \$211K in FY17 for electricity accounts. The reduction in electric rates when the contract renewed in December 2016 allowed a reduction of \$87K in the electric budget from \$1,235K to 1,148K.

Telephone (43) – Declining 20.7% or 22,400

The district ceased renewals of a service contract provider for telephone system maintenance and now pays time and materials. It has resulted in permanent savings allowing this budget reduction for the second year in a row.

Sewer (44) –Increasing 6.1% from \$287,191 to 304,823

This category includes both the sewer usage charges for the campus buildings in Acton, and the annual payment for avoided sewer construction costs of \$183K through 2030.

Assessments (45) – increase 32.9% or \$190,000 to \$766,658

The increase in this area is entirely for the transfer of cost from the towns to the District for the long-standing Minuteman science and technology program at RJ Grey. The category also includes assessments for District students who attend choice or charter schools, and special education assessment. These numbers are based on DESE data posted in December 2016, but enrollments for Choice and Charter are fluid and could result in different amounts once student placements stabilize next year. Please note that in years prior to FY17 these were budgeted as revenue offsets.

Assessments to Member Towns under Regional Agreement:

The assessment is first calculated under the terms of the Regional Agreement, using the K-12, 3 year enrollment average to allocate between Acton and Boxborough. The only exception to this applies to the allocation of JHS and SHS debt service, which is allocated on a Grade 7-12 enrollment average, with a 5% shift to credit Boxborough. The assessment is next calculated per “Appendix A” of the Regional Agreement, which will run for FY15-FY19. This calculation results in the assessment used for the first five years of the expanded region. Refer to the “Table 6” on the following page for details of this calculation.

**Acton Boxborough Regional School District**  
**Superintendent's Preliminary FY18 Budget-Summary**

**TABLE 6**  
**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**  
**Analysis of Assessments**  
**School Year 2017-2018**

	TOTAL BUDGET 2017-2018	ACTON 84.91% 83.75%	BOXBOROUGH 15.09% 16.25%
<b>EXPENDITURES</b>			
OPERATING BUDGET	\$82,835,615	\$70,335,721	\$12,499,894
OPEB TRUST FUND CONTRIBUTION	\$900,000	\$764,190	\$135,810
MINUTEMAN ASSESSMENT	\$190,000	\$161,329	\$28,671
LOWER FIELDS CONSTRUCTION DEBT SERVICE	\$87,718	\$77,850	\$9,868
CAPITAL OUTLAY - BUILDINGS & GROUNDS	\$770,725	\$654,423	\$116,302
<b>TOTAL INSIDE DEBT LIMIT</b>	<b>\$84,784,058</b>	<b>\$71,993,512</b>	<b>\$12,790,546</b>
<b>EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY REGION):</b>			
CONSTRUCTION DEBT SERVICE (FOR JHS & SHS/AUTHORIZED OUTSIDE PROP 2 1/2)	\$385,720	\$342,327	\$43,394
SH CONSTRUCTION/RENOVATION	\$1,430,280	\$1,269,374	\$160,907
<b>TOTAL OUTSIDE DEBT LIMIT</b>	<b>\$1,816,000</b>	<b>\$1,611,700</b>	<b>\$204,300</b>
<b>GROSS EXPENDITURE BUDGET-PAID BY ABRSD</b>	<b>\$86,600,058</b>	<b>\$73,605,212</b>	<b>\$12,994,846</b>
<b>SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS</b>	<b>829,912</b>	<b>\$704,678</b>	<b>\$125,234</b>
<b>TOTAL REGIONAL DISTRICT EXPENDITURES</b>	<b>\$87,429,970</b>	<b>74,309,890</b>	<b>13,120,080</b>
<b>REVENUES &amp; RESERVE USE</b>			
CHAPTER 70 BASE AID	\$14,833,821	\$12,595,397	\$2,238,424
CHARTER SCHOOL AID	\$25,004	\$21,231	\$3,773
REGIONAL SCHOOL TRANSPORTATION	\$1,345,826	\$1,142,741	\$203,085
REGIONAL BONUS AID & MISC REVENUES	\$149,000	\$126,516	\$22,484
TRANSFER FROM RESERVES (Excess & Deficiency)	\$200,000	\$169,820	\$30,180
<b>TOTAL REVENUES AND RESERVE USE</b>	<b>\$16,553,651</b>	<b>\$14,055,705</b>	<b>\$2,497,946</b>
<b>TOWN ASSESSMENTS- BEFORE APPENDIX A &amp; IMA</b>	<b>\$70,876,319</b>	<b>\$60,254,185</b>	<b>\$10,622,134</b>

**Calculation of Final Assessments Per Appendix A to Regional Agreement - FY18**

Description	TOTAL	ACTON	BOXBOROUGH
Projected Total Benefit Amount	\$1,873,119		
Base Budgets	\$68,102,867	\$56,675,977	\$11,426,890
Benefit Percentage Shares		82.5%	17.5%
Share of Benefits	\$1,873,119	\$1,545,323	\$327,796
Reduce Base Budgets By Benefit Shares	\$66,229,748	\$55,130,654	\$11,099,094
<b>Recalculated Assessment Percentages Based On Benefit Shares Applied To Base Budget</b>	<b>100.00%</b>	<b>83.24%</b>	<b>16.76%</b>
Input Table 6 Result From FY18 Actual Budget (includes elementary debt paid by towns)	\$70,876,319	\$60,254,185	\$10,622,134
Assessment Percentages With Actual Budget		85.01%	14.99%
Shift In Percentage Shares		1.77%	-1.77%
<b>Final Assessment AT FIXED ASSESSMENT % PER APPENDIX A</b>	<b>\$70,876,319</b>	<b>\$58,998,530</b>	<b>\$11,877,788</b>
<b>LESS DEBT PAID DIRECT BY TOWN- PER IMA Section 6</b>	<b>(829,912)</b>	<b>(666,996)</b>	<b>(162,916)</b>
<b>Amount due from each town</b>	<b>\$70,046,407</b>	<b>\$58,331,535</b>	<b>\$11,714,872</b>
<b>FY17 Voted Assessments</b>	<b>\$67,050,245</b>	<b>\$55,547,097</b>	<b>\$11,503,148</b>
<b>increase</b>	<b>2,996,163</b>	<b>2,784,438</b>	<b>211,725</b>
<b>%</b>	<b>4.5%</b>	<b>5.0%</b>	<b>1.8%</b>
	<b>FY18 Shift:</b>	<b>(\$1,255,655)</b>	

Posted Separately

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46 Page 1

Acton Boxborough Regional School District  
 Budget Projection Character Code Detail  
 General Fund  
 FY 2018

1/9/2017  
 3:09:24PM

Salaries, Teaching		2015	2016	2017	2017	2018	2018	2018	\$ Diff	% Chg
ACCOUNT	DESCRIPTION	Actual & Enc	Actual & Enc	Revised Budget	YTD Thru EOM Dec	Finance Total	Superintendent Total	School Comm. Total	2017 Budget	2017 Budget
<b>01 - Salaries, Teaching</b>										
05040111 524025	CO: Cntrd Svcs - Mentor	900	-	-	-	-	-	-	-	- %
14040101 514048	DW: Retirement - Incentive	427,532	522,951	443,181	214,611	215,968	149,503	-	(293,678)	(66.27%)
14040110 514009	DW: Chairperson - Sped	102,044	104,595	107,210	107,210	194,890	194,890	-	87,680	81.78%
14040111 514005	DW: Chairperson -EII	-	-	34,338	34,600	35,646	35,646	-	1,308	3.81%
14040111 514007	DW: Chairperson - Counselor	2,767	4,082	4,132	4,132	4,132	4,132	-	-	- %
14040119 514102	DI: Chairperson - Speech / Lang	-	27,916	36,607	44,810	46,917	46,917	-	10,310	28.16%
14041101 514009	DW: Chairperson - Sped	117,500	-	-	-	-	-	-	-	- %
14041102 514051	DW: Spec - Ood - Sped	100,708	103,213	105,793	105,781	108,426	108,426	-	2,633	2.49%
14041103 514050	DW: Spec - Occupational Therapist	32,731	33,485	36,927	36,927	37,470	37,470	-	543	1.47%
14041103 514053	DW: Spec - Physical Therapist	81,750	83,981	86,240	90,779	92,824	92,824	-	6,584	7.63%
14042701 514029	DW: Music Teacher K-12	8,881	9,465	31,237	9,608	9,751	9,751	-	(21,486)	(68.78%)
14042701 514086	DW: Teacher - Split	-	752	140,000	-	363,750	363,750	-	223,750	159.82%
14042702 514006	DW: Chairperson - Art	62,145	63,976	65,576	65,546	67,184	67,184	-	1,608	2.45%
14042702 514008	DW: Chairperson - Music	61,247	63,055	64,631	64,601	66,216	66,216	-	1,585	2.45%
14042702 514049	DW: Spec - Curriculum	245,398	244,138	263,575	263,606	270,311	270,311	-	6,736	2.56%
14042702 514106	DW: Dw Chairperson -Phys/Health E	-	-	-	4,637	23,163	23,163	-	23,163	- %
15040111 514037	SH: Leader - Dept, Regional -Sh	302,398	310,222	317,921	324,229	324,038	324,038	-	6,117	1.92%
15040112 514037	SH: Leader - Counseling Dept	7,250	7,175	7,175	10,612	10,612	10,612	-	3,437	47.90%
15041101 514022	SH: Counselor	811,696	813,683	873,196	839,376	825,977	825,977	-	(47,219)	(5.41%)
15042701 514021	SH: Coordinator - Work Study	19,340	9,553	34,712	1,450	35,233	35,233	-	521	1.50%
15042701 514057	SH: Teacher - 990	5,301	-	-	-	-	-	-	-	- %
15042701 514058	SH: Teacher - Academic Support	103,989	108,533	114,543	115,548	120,659	120,659	-	6,116	5.34%
15042701 514059	SH: Teacher - Alt Program	216,106	192,487	244,033	194,285	273,535	233,866	-	(10,167)	(4.17%)
15042701 514060	SH: Teacher - Art	307,416	336,280	303,614	311,051	323,030	323,030	-	19,416	6.39%
15042701 514061	SH: Teacher - Business Education	11,126	13,996	21,089	21,205	22,365	22,365	-	1,276	6.05%
15042701 514065	SH: Teacher - English	1,401,184	1,377,005	1,481,129	1,465,141	1,523,339	1,523,339	-	42,210	2.85%
15042701 514067	SH: Teacher - Industrial Arts	147,678	152,554	156,678	159,248	164,777	164,777	-	8,099	5.17%
15042701 514070	SH: Teacher - Math	1,465,477	1,547,243	1,574,764	1,580,322	1,649,600	1,649,600	-	74,836	4.75%
15042701 514071	SH: Teacher - Music	98,994	115,041	118,236	141,856	139,889	139,889	-	21,653	18.31%
15042701 514074	SH: Teacher - Physical Education	360,649	390,083	402,045	373,660	382,413	382,413	-	(19,632)	(4.88%)
15042701 514078	SH: Teacher - Science	1,676,409	1,690,067	1,746,565	1,717,209	1,804,037	1,804,037	-	57,472	3.29%



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## Acton-Boxborough Regional School Committee (ABRSC) FY18 Budget Saturday Meeting Agenda

Library  
R.J. Grey Junior High School

Saturday, January 21, 2017  
8:30 a.m.

*(times are approximate)*

### 8:30 **ABRSC Call to Order and Welcome**

- School Committee Chair's Introduction – *Mary Brolin*
- Superintendent's Introduction - *Glenn Brand*

### 8:40 **Panel 1: Budget Overview**

- A. Superintendent's Overview: Budget and Long-Range Strategic Plan (LRSP) - *Glenn Brand*
  - i. LRSP Goal #1: Understand and respond to our students' social-emotional needs
  - ii. LRSP Goal #2: Our students will have equitable opportunities and tools to learn
  - iii. LRSP Goal #3: Our students will have access to a safe and effective learning environment (capital needs and improvements)
- B. Financial Highlights FY18 Budget - *Clare Jeannotte, Director of Finance*
- C. Staffing, Enrollment, and Elementary Class Sections - *Marie Altieri, Deputy Superintendent*

9:25 Questions

9:50 Break

### 10:00 **Panel 2: Our Current District Priorities**

*Dawn Bentley, Pamela Smith, JoAnn Campbell, Damian Sugrue, Dana Labb*

1. High School Social Workers (1.4 Full Time Equivalent - FTE)
2. Expansion to Pathways Autism Program (1.0 Teacher, 0.2 Speech Language Pathologist)
3. School Psychologist (0.2 Preschool, 0.4 Elementary)
4. Elementary Education Team Leader (ETL 1.0)
5. English Language Education Teacher (1.0 at Conant)

10:45 Questions

11:00 **Panel 3: Additional Position Requests**

*Andrew Shen, Mark Hickey, JD Head, Steven Martin*

1. Conversion of Junior High Department Leaders to Assistant Principal
2. Strings Teacher Expansion (0.2)
3. Groundsperson (1.0)
4. Athletics Addition

11:20 Questions

11:30 Lunch Break

12:00 **Panel 4: Capital Planning**

*JD Head, Glenn Brand, Clare Jeannotte*

- A. Capital Planning: short-term, medium-term, long-term
- B. Update on MA State Building Authority (MSBA) process and timeline for potential building project

12:20 Questions

12:30 **Panel 5: Looking Ahead: Teaching and Learning As We Expand our Notion of Success**

*Deborah Bookis, Dawn Bentley*

- a. Structures - Multi-Tiered System of Supports (MTSS)
- b. Roles - Coaching
- c. Learning Spaces - Capital Plan

12:50 Questions

1:00 **Superintendent's Closing Remarks**

1:10 – 2:30 **School Committee Discussion, Feedback and ABRSC Preliminary FY18 Budget VOTE**

(Per the ABRSD Regional Agreement, "The preliminary budget shall be approved by a majority of the members of the Committee from each member town. " This budget shall be prepared by 1/28/17.)

2:30 Adjourn

***The ABRSC FY18 Annual Budget Hearing will be held Thursday, 2/16/17 at 7:00 p.m. in the R.J. Grey Junior High Library. A final budget will be voted by the Committee by 2/17/17.***

Materials are at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes>

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
FY18 DEPARTMENT/PROGRAM OVERVIEW**

**Department Student Services**

**Administrator Dawn G. Bentley, Ed.D.**

***Organization/Program Description***

The Student Services Department provides leadership for:

- ~ Special education staff who provide direct, consultative, and evaluation services to students in PK-grade 12, including special educators, school psychologists, speech language pathologists, occupational therapists, physical therapists, board certified behavior analysts, teacher assistants, and others
- ~ School counseling program
- ~ Nursing program
- ~ English language education program
- ~ Civil rights education and implementation
- ~ McKinney-Vento Homeless Education Act
- ~ Ongoing professional learning
- ~ Grant management (IDEA, special education program improvement, early childhood, English language education)
- ~ School-based services (Medicaid) billing
- ~ Family and community outreach

***Overview of Budget & Program Priorities for FY18***

For FY18, the Student Services Department has prioritized the following:

- ~ Understand and meet the social and emotional learning needs of our diverse and complex student body
  - Focus on equity, rather than equality, in staffing and deploy employees where they are necessary and required (versus on an ‘equal’ basis)
  - Review staffing levels and models to ensure that we are providing required services in efficient and economical ways
- ~ Ensure all of our students have equitable opportunities and tools to learn
  - Continue to develop and expand special education programs in order to retain students in the district
  - Expand English language education staff to better meet DESE minimum service guidelines
  - Provide professional learning for our elementary leaders and staff to support a shared understanding and common vision for a multi-tiered system of support
- ~ Implement any changes that are required as a result of our February 2017 DESE Coordinated Program Review (CPR) in the following areas: special education, English language education, and civil rights
- ~ Engage in a review of specialized transportation costs, processes, and usage
- ~ Transition to new software (additional PowerSchool modules) for special education IEP and Section 504 plan management

**Changes From FY17 to FY18**

For FY18, the Student Services Department will experience the following budgetary changes:

- ~ Decrease in residential and other collaborative tuitions
- ~ Increase in CASE collaborative and private tuitions, following a large number of students who moved in to the district requiring out-of-district programs and a proposed 4.85% CASE tuition rate increase
- ~ Proposed increased costs related to scanning documents and moving to the special education and Section 504 management software that interfaces with PowerSchool, our existing student management system

**Other Revenue Sources (FY17)**

Other revenue sources that are necessary to support Student Services operationally include the following:

1. Tuition (Carol P. Huebner Integrated Preschool Program, ABRHS Occupational Development Program)
2. Medicaid School-Based Services revenue
3. Grants:
  - a. #240 IDEA Entitlement (\$1,232,975)
  - b. #298 Early Childhood Program Improvement (\$2,250)
  - c. #274 Special Education Program Improvement (\$44,528)
  - d. #262 Early Childhood Special Education Entitlement (\$31,914)
  - e. #183 Title III Formula (37,447)
  - f. #186 Title III Summer (\$959)
  - g. #290 Essential School Health Service (\$69,700)
4. DESE Circuit Breaker tuition reimbursement

**Staffing Summary (from Appropriated Budget)**

Position	FY15 FTE	FY15 Budget	FY16 FTE	FY16 Budget	FY17 FTE	FY17 Budget	FY18 FTE Proposed	FY18 Budget Proposed
Admin & Support	10.00	\$792,812	10.00	\$805,163	11.48	\$976,511	12.00	\$1,102,665
Special Educators	47.90	\$3,708,369	49.50	\$3,923,263	55.50	\$4,312,383	56.50	\$4,584,293
Special Education Assistants	123.22	\$3,319,129	123.85	\$3,466,890	119.39	\$3,371,891	121.92	\$3,495,154
ABA Trainers	17.71	\$682,549	17.71	\$702,426	21.19	\$811,080	23.78	\$821,409
Bus Monitors	1.43	\$25,627	2.03	\$50,144	2.43	\$78,744	1.23	\$60,477
Speech & Language Pathologists	11.90	\$914,177	11.90	\$949,049	12.50	\$994,345	12.65	\$1,076,169
Occupational/Physical Therapists	6.27	\$453,642	6.27	\$474,324	6.57	\$508,073	6.90	\$557,475
English Language Teachers	4.00	\$290,561	5.00	\$356,244	7.00	\$458,179	8.00	\$582,832
Counseling/Psychology	31.25	\$2,446,746	31.65	\$2,559,984	32.25	\$2,642,807	34.90	\$2,898,290
Counseling Support	4.13	\$182,092	4.13	\$187,147	3.93	\$175,313	3.03	\$152,524
Nurses	10.60	\$764,556	10.60	\$790,563	10.60	\$828,052	10.60	\$851,298
	<b>268.41</b>	<b>\$13,580,260</b>	<b>272.64</b>	<b>\$14,265,197</b>	<b>282.84</b>	<b>\$15,157,378</b>	<b>291.51</b>	<b>\$16,182,586</b>

**Proposals for Staffing Increases (FY18)**

<b>Position</b>	<b>Location</b>	<b>Proposed FY18 FTE Increase</b>	<b>Proposed FY18 Budget*</b>
School Psychologist	Douglas/Early Childhood	0.6 (0.4 Douglas, 0.2 Early Childhood)	\$50,000
School Social Worker	ABRHS	2.0 (0.6 existing, 0.4 internal, 1.0 new)	\$75,000
English Language Education Teacher	Conant	1.0	\$55,000
Special Education Teacher	Pathways Autism Program	1.0	\$55,000
Speech Language Pathologist	Pathways Autism Program	0.2	\$10,000
Elementary Team Leader	Elementary	1.0	\$85,000

\*Includes salaries only

**Expense Summary for FY18**

<b>Category</b>	<b>Description</b>	<b>FY17 Amount</b>	<b>FY18 Amount</b>	<b>Change</b>
Special Education Tuition	CASE Collaborative Tuition	\$1,865,093	\$2,049,133	\$184,040
Special Education Tuition	Private Day Tuition	\$3,433,994	\$3,573,428	\$139,434
Special Education Tuition	Residential Tuition	\$1,351,867	\$1,300,712	-\$51,155
Special Education Tuition	Other Collaborative Tuition	\$954,324	\$823,617	-\$130,707
Special Educ. Transportation	CASE Transportation	\$1,536,934	\$1,525,608	\$11,326
Transportation	Medical Aide/Bus Monitor	\$150,000	\$150,000	\$0
Private Transportation	Other Transportation	\$140,000	\$140,000	\$0





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## FY'18 Departmental Budget Presentations

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Acton Boxborough Regional School Committee Meeting  
*January 12, 2017*



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## Student Services Department

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Dr. Dawn Bentley, Assistant Superintendent

## Student Services: Department Overview

Our department provides leadership for:

- Special education programs and services
- School counseling
- Health and nursing
- English language education
- Civil rights education and implementation
- McKinney-Vento Homeless Education Act
- Grant management
- School-based services (Medicaid) billing
- Family and community outreach

## Student Services: FY18 Budget & Program Priorities

*Understand and meet the social and emotional learning needs of our diverse and complex student body:*

- Focus on equity, rather than equality, in staffing and deploy employees where they are necessary and required
- Review staffing levels and models to ensure that we are providing required services in efficient and economical ways

## Student Services: FY18 Budget & Program Priorities

*Ensure all of our students have equitable opportunities and tools to learn*

- Continue to develop and expand special education programs in order to retain students in the district
- Expand English language education staff to better meet DESE minimum service guidelines
- Provide professional learning for our elementary leaders and staff to support a shared understanding and common vision for a multi-tiered system of support

## Student Services: FY18 Budget & Program Priorities

- Implement any changes that are required as a result of our February 2017 DESE Coordinated Program Review in the following areas: special education, English language education, and civil rights
- Engage in a review of specialized transportation costs, processes, and usage
- Transition to new software (additional PowerSchool modules) for special education IEP and Section 504 plan management

## Student Services: FY18 Changes

- Decrease in residential and other collaborative tuitions
- Increase in CASE collaborative and private tuitions
- Proposed increased costs related to scanning documents and moving to special education and Section 504 management software

## Student Services: FY17 Other Revenue Sources

Other revenue sources that are necessary to support Student Services operationally include the following:

- Tuition (Carol Huebner Integrated Preschool, ABRHS Occupational Development)
- Medicaid School-Based Services revenue
- Grants:
  - #240 IDEA Entitlement (\$1,232,975)
  - #298 Early Childhood Program Improvement (\$2,250)
  - #274 Special Education Program Improvement (\$44,528)
  - #262 Early Childhood Special Education Entitlement (\$31,914)
  - #183 Title III Formula (\$37,447)
  - #186 Title III Summer (\$959)
  - #290 Essential School Health Service (\$69,700)
- DESE Circuit Breaker reimbursement

**ABRSD** **9**

### Student Services: Staffing Summary (from Appropriated Budget)

Position	FY15 FTE	FY15 Budget	FY16 FTE	FY16 Budget	FY17 FTE	FY17 Budget	FY18 FTE Proposed	FY18 Budget Proposed
Admin & Support	10.00	\$792,812	10.00	\$805,163	11.48	\$976,511	12.00	\$1,102,665
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Special Education Assistants	123.22	\$3,319,129	123.85	\$3,466,890	119.39	\$3,371,891	121.92	\$3,495,154
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Nurses	10.60	\$764,556	10.60	\$790,563	10.60	\$828,052	10.60	\$851,298
	268.41	\$13,580,260	272.64	\$14,265,197	282.84	\$15,157,378	291.51	\$16,182,586

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**ABRSD** **10**

### Student Services: Expense Summary (from Appropriated Budget)

Category	Description	FY17 Amount	FY18 Amount	Change
Special Education Tuition	CASE Collaborative Tuition	\$1,865,093	\$2,049,133	\$184,040
Special Education Tuition	Private Day Tuition	\$3,433,994	\$3,573,428	\$139,434
Special Education Tuition	Residential Tuition	\$1,351,867	\$1,300,712	-\$51,155
Special Education Tuition	Other Collaborative Tuition	\$954,324	\$823,617	-\$130,707
Special Educ. Transportation	CASE Transportation	\$1,536,934	\$1,525,608	-\$11,326
Transportation	Medical Aide/Bus Monitor	\$150,000	\$150,000	\$0
Private Transportation	Other Transportation	\$140,000	\$140,000	\$0

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**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
FY18 DEPARTMENT/PROGRAM OVERVIEW**

**Department: Educational Technology (EDTech) Administrator: Amy Bisiewicz**

***Organization/Program Description***

The Educational Technology (EDTech) team combines infrastructure, data management, multimedia and desktop support services with on-site technology integration and instruction to meet the technology needs of all members of our learning community in the 21st century. Collaborating district-wide with schools and departments, our educational and administrative goals include the capacity to provide students, teachers, and administration with access to effective technology resources that enhance our teaching & learning environment and support all administrative tasks.

***Overview of Budget & Program Priorities for FY18***

The EDETech FY18 proposed budget of \$699,190 has been grouped into three unique categories. A financial overview of each category is outlined below:

**Operational Services** – FY18 expenses include annual support & maintenance contracts for all technology services, including end point computer management, security, technology service request system, hosted student information system, all networking services, telephone maintenance, data center, district-wide printing costs, communication & notification systems, and webmaster support.

**Administrative & Instructional Hardware/Software** – In FY18, EDETech will continue to add emerging technology resources into our classrooms and schools to support students with real-time access to learning tools. For grades K-3, these technologies include iPad learning centers equipped with apps that support the MA Frameworks curriculum, social and emotional literacy, and provide students with new, authentic ways of demonstrating knowledge. For grades 4-6, classrooms will continue to receive a set of 25 ChromeBooks to support a more personalized approach to learning for our students as they begin to use “G Suite for Education” (formerly known as Google Apps for Education). These tools promote collaboration, communication, and critical thinking skills, provide a mechanism for more immediate feedback from teachers, and support our curriculum, especially in the area of writing. FY18 requests for RJ Grey include funding for one new ChromeBook cart for each team and technology resources for the 7th and 8th grade digital literacy classrooms. High School requests include ChromeBooks for the Science and Counseling departments, 12 MacBook laptops to support students in the Visual Arts department, and Kindle Fire e-Books for the library media center. Other technology needs addressed in the FY18 budget include expanding access to STEM/STEAM resources at our elementary schools through the use of robotics, coding/programming curriculum, and makerspace learning areas. These STEM/STEAM needs were identified through both the FY16 and FY17 Innovative Learning Plan (ILP) teacher cohort. Recognizing the value of supporting the Innovative Learning Program into its 5th year, EDETech will continue to support this initiative in the FY18 budget. Finally, it is expected that EDETech will be taking on the

financial responsibility of managing the online Special Education IEP Case Management system in FY18. As a result a budget requirement from Student Services in the amount of \$31,290 will be included in the EDTech FY18 budget request. This money will be going towards the purchase of a new PowerSchool module that will work seamlessly with our current student information system. This will increase efficiency, improve accuracy, and provide access to real-time data as there will no longer be a need for duplicate data entry into two separate systems.

Other costs associated in this category include the replacement, addition, or repair of computer device hardware and software for staff, students, and administrative offices. EDTech supports a flexible learning environment that includes desktops, laptops, and tablet/mobile devices using Windows, Apple, Chrome, Android, and iOS. All teachers utilize district-issued laptops that fall under a 4 to 5 year replacement cycle to support their instruction. Administrative staff utilizes desktop/laptop devices to meet their needs that are replaced every 5 to 6 years, with desktops lasting up to 8 years. Learning and administrative software expenses include the addition of a new online student registration system and BrainPop/BrainPop Jr subscription for PreK-8. Professional learning expenses include costs for EDTech staff training, technology teacher conferences, and technology-related guest speakers for the Family Learning Series.

**Infrastructure** – FY18 infrastructure costs are associated with maintaining, upgrading, and/or completing special projects that support district-wide operational and teaching & learning goals including support for our data center, our servers, and network components, including fiber, switches, and wireless access points. With the 4 year wireless upgrade project now complete, EDTech will focus FY18 resources on the maintenance of the Cisco network and core infrastructure. In FY18 there will also be a budget transfer from the Finance Department to EDTech in the amount of \$55,100 as financial responsibility for the district-wide phone system is being transferred to the technology group.

### ***Changes In FY18***

*Please identify any changes in terms of increases or decreases for next year*

#### **Operational Services – Increase of \$14,515**

The increase of \$14,515 requested in this category is a result of three factors. First, upon completion of a three year contract with PowerSchool, a slight increase in cost per student must be accounted for. Second, the incoming iPads for student use will need to be licensed with our Casper management program at an additional cost in order to provide them with district-owned learning apps. Finally, the additional access points installed in the final phase of the network upgrade will need to be added to the annual support contract with Aruba.

#### **Administrative & Instructional Hardware/Software - Decrease of \$176**

A slight decrease is expected in FY18 as a result of fewer devices needed to maintain our computer replacement cycle and a reduced amount of additional student devices needed in the classroom as compared to FY17. EDTech has reduced funding to the Innovative Learning Program by 50% as we expect a smaller number of teacher participants in FY18 who will be looking at technology tools that are cheaper in cost. This reduction will offset

the expense of bolstering our district wide STEM/STEAM resources, which will include tools such as robotics, coding/programming devices, and mobile “Makerspace” learning centers. Finally, a budget requirement from Student Services to EDTech in the amount of \$31,290 will occur in FY18 as we will now be financially supporting the Special Education IEP Case Management system in PowerSchool on an annual cost basis of \$17,160. An additional one time setup fee of \$14,130 is included in the \$31,290 for FY18, as well.

**Infrastructure - Increase of \$50,291**

The district-wide wireless upgrade project was completed this summer using a greatly reduced FY17 infrastructure budget due to the district being awarded \$200,000 (in FY17) through the Massachusetts Digital Connections Partnership Schools Grant . This project included the ability to now provide our staff, students, and community with a secure and reliable guest network at all of our buildings. The guest network will provide high school students with the option of using their personal devices to access the internet to support their learning. Along with the guest network, the completion of this project now provides staff, students, and administration with high-capacity, high-speed wireless to support teaching & learning and administrative needs. With the wireless network now complete, it is time to focus on maintaining and/or upgrading our current Cisco network. EDTech has identified 12 network switches that will need to be replaced in FY18. Along with these switches, it is imperative for an emergency power generator to be installed in our junior high MDF closet. This generator will greatly reduce the amount of downtime to mission-critical services, such as our phone and security systems, when power outages occur. Due to the fact that EDTech is now maintaining and supporting the district-wide phone system, financial responsibility of this service will be transferred to EDTech in FY18. As a result, a budget transfer is noted in FY18 in the amount of \$55,100 with funds to be taken out of the Finance Department accounts and placed under EDTech. These funds will be used to maintain our current system while also providing voicemail upgrades at the Douglas and Conant schools.

The recommended FY18 budget of \$699,190 is an increase from the EDTech FY17 budget of \$634,560. However, the increase of \$64, 630 is due to the budget transfers of \$31,290 and \$55,100, which total \$86,390. Without these budget transfers in place for FY18, it is worth noting that the EDTech budget would have seen a reduction in the overall FY18 recommended budget of \$21,760 as compared to FY17.

***Other Revenue Sources***

The Schools and Libraries program, also known as the E-rate program, makes telecommunications and information services more affordable for schools and libraries by providing discounted telecommunications, Internet access, and internal connections to eligible schools and libraries, such as Acton-Boxborough. Although E-rate does not directly impact the Educational Technology budget, the funding that we receive from this program on an annual basis does support the revenue side of the ABRSD overall budget. This source, however, has declined over recent years and very little is expected in FY18.



**Staffing Summary (from Appropriated Budget)**

<i>Position</i>	<i>Location</i>	<i>FY17 FTE</i>	<i>Budget \$</i>	<i>Proposed FY18 FTE</i>	<i>Budget \$</i>	<i>Change in FTE</i>
Admin & Support	District-Wide (ABRHS)	2.0	\$171,736	2.0	\$176,035	0
Instructional Technology (Certified)	District-Wide (ABRHS)	2.0	\$158,075	2.0	\$166,851	0
Instructional Technology (Non-Certified)	School-Based	2.26	\$71,609	2.26	\$73,318	0
Desktop & Network Support	District-Wide (ABRHS)	4.48	\$262,694	4.48	\$269,517	0
Data Managers	District-Wide (ABRHS)	1.60	\$117,662	1.60	\$120,603	0
<b>Totals</b>		<b>12.34</b>	<b>\$781,776</b>	<b>12.34</b>	<b>\$806,324</b>	

**Expense Summary (from Appropriated Budget)**

<i>Category</i>	<i>Description</i>	<i>FY17 Amount</i>	<i>FY18 Proposed</i>	<i>Change FY17 to FY18</i>
Operational Services	Annual maintenance & support, printing, etc. Increase due to new student registration software annual cost	\$194,180	\$208,695	+\$14,515
Hardware/Software for Administrative and Teaching & Learning	Computer replacements, additions, repairs, classroom technology including audio/visual, learning software subscriptions, Robotics/Makerspace ILP pilots	\$360,155	\$359,979	-\$176
Infrastructure/Capital	Data center, network & special projects, including JH generator, central office moves	\$80,225	\$130,516	+\$50,291
	<b>TOTALS</b>	<b>634,560</b>	<b>\$699,190</b>	<b>+\$64,630</b>

January 6, 2017



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

WELLNESS • EQUITY • ENGAGEMENT

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

## Departmental FY'18 Budget Presentations

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Acton Boxborough Regional School Committee Meeting  
January 12, 2017



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## Educational Technology Department

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Amy Bisiewicz, Director of Educational Technology

ABRSD 3

## EDTech Program Description

**Operational Services**

- Infrastructure
- Data Management
- Multi-Media
- Desktop Support
- Print Management

**Instructional Services**

- Technology Integration
- 21st Century Learning
- Online Assessments
- Classroom Technologies

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ABRSD 4

## Budget & Program Priorities for FY18

Operational	Administrative/Instructional Hardware/Software	Infrastructure
<ul style="list-style-type: none"> <li>• Multi-Media</li> <li>• Desktop Support</li> <li>• District-Wide Printers Management</li> </ul> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;"><b>\$208,695</b></p>	<ul style="list-style-type: none"> <li>• iPad Learning Centers in K-3</li> <li>• ChromeBook Carts in 4-6</li> <li>• Learning &amp; Administrative Software</li> <li>• Replacement Cycle</li> </ul> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;"><b>\$359,979</b></p>	<ul style="list-style-type: none"> <li>• Cisco/Aruba Network</li> <li>• Data Center</li> <li>• Fiber/Cabling</li> <li>• Monitoring Tools</li> </ul> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;"><b>\$130,516</b></p>
<b>FY18 Recommended Budget \$699,100</b>		

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## Changes in FY18 - Operational

### Overall increase of \$14,515

- **Increase in Annual Maintenance & Support Contracts**
  - Registration Gateway
  - PowerSchool & PowerSchool Host
- **iPad licensing for additional devices**
- **Increase number of Aruba licenses for access points**

## Changes in FY18 - Hardware/Software

### Overall decrease of \$176

- **Fewer devices needed for Replacement Cycle**
- **Fewer additional classroom devices for students**
  - ChromeBook Carts (ABRHS, Conant, RJ Grey)
  - iPads (Conant/Douglas, 7th/8th Digital Literacy Classrooms)
  - MacBooks (ABRHS Visual Arts)
  - eBooks (ABRHS library media center)
  - STEM/STEAM Resources
    - Coding
    - Robotics
    - Makerspaces
- **50% reduction of funding for ILP**
- **Budget transfer from Student Services to EDTech**
  - **\$31,290**

## Changes in FY18 - Infrastructure

### Overall increase of \$50,291

- **Wireless Project complete**
- **Maintain/Upgrade Cisco Switches**
- **Emergency Power Generator**
- **\$55,100 Budget Transfer from Finance to EDTech**
  - **Phone Maintenance & Support**
  - **VoiceMail Upgrades**

## Other Revenue Sources - eRate

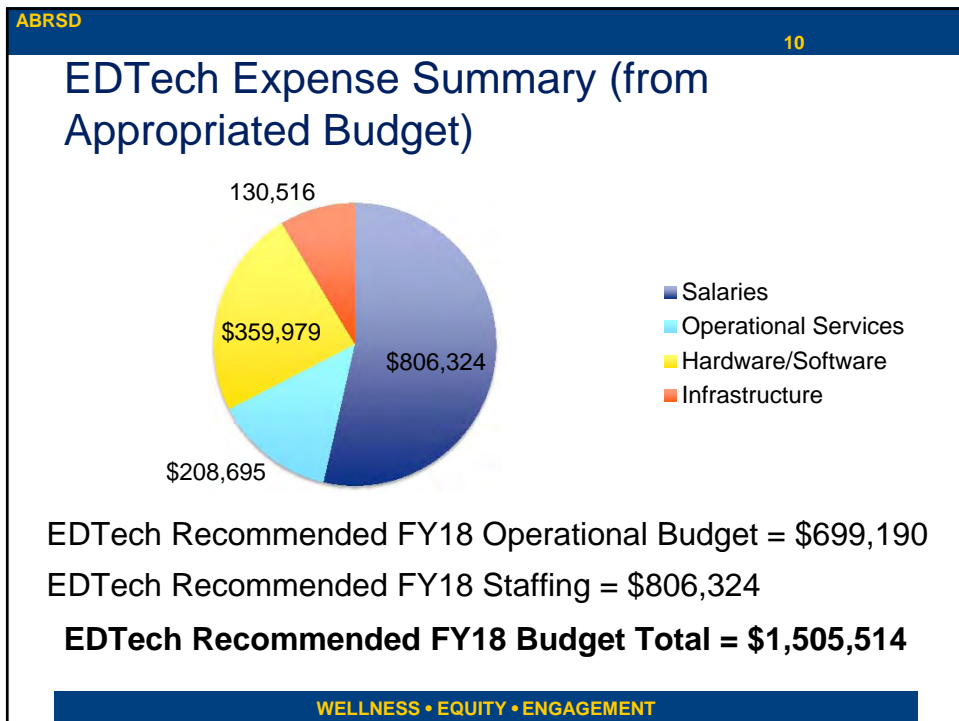
- Federal funding that provides discounted telecommunications, Internet access, and internal connections to eligible schools and libraries, funded by the Universal Service Fund
- Revenue source for ABRSD Budget
- Fluctuates year to year
  - FY16 \$21,920
  - FY17 \$6,335
  - FY18 \$2,064

ABRSD 9

### Staffing Summary (from Appropriated Budget)

Position	Location	FY17 FTE	Budget \$	Proposed FY18 FTE	Budget \$	Change in FTE
Admin & Support	District-Wide (ABRHS)	2.0	\$171,736	2.0	\$176,035	0
Instructional Technology (Certified)	District-Wide (ABRHS)	2.0	\$158,075	2.0	\$166,851	0
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<b>Totals</b>		<b>12.34</b>	<b>\$781,776</b>	<b>12.34</b>	<b>\$806,324</b>	

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ABRSB 11

## Changing Gears...Technology Plan

- New 3 Year Technology Plan SY 2017-2018
  - Technology Planning Committee

*Committee Composition*

Teacher representative Elementary (8) Secondary (6) Educational Technology Staff (5) Parents/guardians (2) Student Elementary - Student Tech Advisory Council Secondary (3)	Building Administrator Elementary (3) Secondary (2) Curriculum Specialist (2) Special Education Staff (1) Librarian (1) Nurse (1) Data Manager (1)
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**Seeking Parent Volunteers!!!**

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ABRSB 12

## Subcommittees

**Learning Subcommittee** - focus on using technology to transform learning experiences with the goal of providing greater equity and accessibility for all students

**Teaching & Professional Learning Subcommittee** – examine current instructional technology program & determine plan to succeed in the 21<sup>st</sup> century

**Leadership/Culture Subcommittee** - examine our current relationship with technology and develop an action plan for creating a culture that accepts and embraces technology

**Productivity Subcommittee** - focus on “the business of learning” and operational technology

**Infrastructure Subcommittee** - building a long term maintenance plan of our current infrastructure

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**Acton-Boxborough Regional School District**  
**Educational Technology Department**  
16 Charter Road • Acton, MA 01720  
978-264-4700 • [www.abschools.org](http://www.abschools.org)

**Amy Bisiewicz, M.Ed.**  
*Director of Educational Technology*

## Acton-Boxborough Regional School District Technology Planning Committee

### A. Overview:

With the start of the new 2017-year now upon us, it is important to recognize the completion of the district's current technology plan and begin the process towards the creation of a new one. With the district's recent launch of the new Long Range Strategic Plan (<http://www.abschools.org/district/mission-and-values>), the timing has never been better to move forward with the creation of a brand new three (3) year technology plan.

The 2011-2016 Educational Technology Plan (<http://bit.ly/2hWx4JC>) was focused on building the foundation and infrastructure needed to support a teaching and learning environment in which all students could use technology to enhance their learning in meaningful ways. Over the course of the last five years, much work has been done to add reliable, service driven technology to our infrastructure and to support the growing needs of education in the 21st century. In order to meet the technology needs of all members of our learning community, the Educational Technology (EDTech) team must combine their support in infrastructure, data management, multimedia and desktop support services with on-site technology integration and instruction.

The composition of a new technology plan will act as the blueprint for identifying the strategies needed to support our schools and administrative offices and provide the vision to help shape the District's success in education for the future. The plan will clarify the technology resources, programs, and leadership needed to achieve our long-term goals. The collaborative work that is necessary to create the new technology plan will be done through the formation of a new committee that will be chaired by the Director of Educational Technology, Amy Bisiewicz.

### B. Technology Planning Committee Composition

The work associated with the *Technology Planning Committee* will be completed with the contribution of many members of our wider school community. The composition of the committee includes the following:

#### *Committee Members*

<ul style="list-style-type: none"><li>• Teacher representative<ul style="list-style-type: none"><li>○ Elementary (8)</li><li>○ Secondary (6)</li></ul></li><li>• Educational Technology Staff (5)</li><li>• Parents/guardians (2)</li><li>• Student<ul style="list-style-type: none"><li>○ Elementary - Student Tech Advisory Council</li><li>○ Secondary (3)</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Building Administrator<ul style="list-style-type: none"><li>○ Elementary (3)</li><li>○ Secondary (2)</li></ul></li><li>• Curriculum Specialist (2)</li><li>• Special Education Staff (1)</li><li>• Librarian (1)</li><li>• Nurse (1)</li><li>• Data Manager (1)</li></ul>
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**C. Schedule**

The committee, as a whole, will plan to meet on the following dates, with all meetings scheduled from 3:30-4:30 p.m.

Thursday, January 19

Thursday, March 2

Thursday, May 4

Additional meeting times will likely be necessary within the four subcommittees and can be arranged at times that are mutually convenient.

**D. Subcommittees**

The work of the committee will be largely completed through five (5) subcommittees

Learning Subcommittee

The charge of this subcommittee will be to set a vision and plan for learning enabled by technology through building on the work of leading education researchers, higher education leaders, nonprofit educational organizations, and ABRSD staff. This group will focus on using technology to transform learning experiences with the goal of providing greater equity and accessibility for all students. Areas addressed through the work of this subcommittee include:

- Evaluate and propose emerging technology trends that engage and empower learning for both general and special education classrooms PreK-12.
- Evaluate, propose, and identify common learning spaces that promote collaborative exploration, creativity, critical thinking skills, and student-centered experiences for all students.
- Identify technology-enabled learning opportunities that build upon or expand our current curriculum programs, supports, and interventions.
- Modify the existing AB digital literacy standards to align with the new MA Digital Literacy and Computer Science frameworks, Common Sense Media digital citizenship standards, and ISTE standards. Define building-based strategies for outreach and communication.

Teaching & Professional Learning Subcommittee

The charge of this subcommittee will be to examine our current instructional technology learning environment and begin planning for the future. The group will look to identify emerging learning technologies that provide more access to curriculum content and explore how these tools impact teacher instruction. This group will look at the current technology skills of our teachers and determine what is needed by educators to succeed in the 21<sup>st</sup> century classroom. The group will identify professional learning opportunities that meet those needs. Other areas addressed through the work of this subcommittee include:

- Identify Professional Learning needs that support technology integration and are based on the current International Society for Technology in Education and National Educational Technology Standards for Teachers.
- Distinguish instructional strategies that help to promote personalized, student-centered learning.

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Leadership/Culture Subcommittee

The charge of this subcommittee will be to examine our learning community's current relationship with technology and to develop an action plan for creating a culture that accepts and embraces technology. This group will work with building leadership to better understand how technology can support the unique educational philosophies of our six elementary schools and meet the unique needs of our secondary school students.

- Create a shared vision for how technology can best meet the needs of all members of our learning community and to develop a plan that translates the vision into action.
- Align technology plan with district's new Long Range Strategic Plan.
- Define methods for annual evaluation of technology plan.

Productivity Subcommittee

This subcommittee will be charged to focus on "the business of learning" and operational technology. Namely, this group will evaluate how technology currently impacts our administrative and service-driven departments (HR, Finance, Food Services, Facilities, Transportation, Community Education) and make recommendations for new technologies that can improve productivity and provide cost-savings.

Embedded in this category will include:

- Identify data silos within current departments and create an action plan that merges databases together.
- Identify and reduce inter-departmental redundancies that impact efficiency and accuracy.

Infrastructure Subcommittee

This subcommittee will focus on the service-driven aspects of the Educational Technology department. It will be charged with building a long term maintenance plan of our current infrastructure and will provide recommendations on staffing to support both administrative and instructional needs.

- Provide a comparable study of nearby school district's technology staffing levels in operational and instructional technology and identify areas of need.
- Provide five (5) year purchasing plan that maintains a robust, reliable, scalable, and flexible infrastructure.
- Clarify technology purchasing across all schools and departments.

1/10/17

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**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
FY18 DEPARTMENT/PROGRAM OVERVIEW**

**Department: Facilities and Transportation**

**Administrator: JD Head**

***Organization/Program Description***

The Facilities and Transportation Department provides several essential functions for ABRSD. Transportation is responsible for the total regular education student transportation operation. This is accomplished with 2 twelve month administrative FTE, 34 bus drivers, and 3.5 crossing guards. The Facilities side of the business is responsible for the daily operation and long-term maintenance and capital planning of 8 buildings and associated properties, approximately 900,000 square feet and 140 acres. There are 44.9 FTE in Facilities, see the staffing summary below. Facilities responsibilities include but are not limited to:

- Managing the carbon footprint of the ABRSD
- Daily custodial support to the 8 ABRSD buildings
- Support for the ABRSD Athletic Department in fields preparation and maintenance
- Snow removal
- Parking lot and roadway care and maintenance
- Capital planning, implementation, and management
- General support to Community Education on nights and weekends

***Overview of Budget & Program Priorities for FY18***

The Facilities and Transportation Department has a proposed FY '18 total budget footprint of \$8,704,097. This footprint is comprised of \$4,068,904 in personnel expenses and \$4,635,193 in operation expenses. The proposed \$4,635,193 in operation expenses represents a 12.3% increase over the FY '17 operating budget. The desire to increase the District capital funding is the root cause of the 12.3% increase. In the FY'18 operating budget, we are requesting an increase in capital spending from the original FY'17 request of \$273,000 to a requested \$770,725 in the proposed FY'18 budget, which is an increase of \$497,725. Aside from capital spending requests there is not much news to report in the operating budget. The Department did request to add slightly to the security line items as pressure continues to grow to add to the ID key card and video monitoring systems at all buildings and maintain the existing structure. Transportation has requested an appropriate increase for the bus purchasing we will be completing this spring heading into the 2017/18 school year, as well as some general inflation in other line items. On the other hand we saw some decreases in the cost of electricity related to continued reductions in consumption and rate structure changes.

The Facilities and Transportation priorities are to maintain our level of service excellence in facilities and support as well as the regular education transportation system. Additionally, in Facilities, the department provided leadership in completing the comprehensive Educational Feasibility Study, which included the Phase I - Existing Conditions Study and Phase II - Educational Visioning and Long Term Planning. Moving

forward the Department is faced with the challenge of itemizing and implementing the capital improvements identified through this process as well as moving the long term educational visioning plan forward.

The Department continues to demonstrate strong leadership in energy efficiency and carbon footprint reduction showing 7 consecutive years of reductions with multiple benefits including reduced costs, learning and leadership opportunities for students, reduced carbon emissions and national and state recognition. Weather normalized energy use has been cut by 39% below our benchmark set in FY2009, including a 39% cut in electricity and a 27% in natural gas use overall. This success is due to major grant-funded lighting and mechanical upgrades, and a focus on energy conservation with strong engagement by staff, faculty and students.

Energy use from Portfolio Manager (no Blanchard)

	Weather Normalized Site Electricity (kWh)	Weather Normalized Site Natural Gas Use (therms)	Weather Normalized Site Energy Use (kBtu)
FY2009	8,027,549	434,649	70,854,875
FY2010	7,667,922	431,642	69,327,124
FY2011	7,148,862	398,197	64,889,539
FY2012	6,375,926	382,993	61,125,099
FY2013	5,898,590	353,042	56,549,808
FY2014	5,397,550	347,278	54,129,943
FY2015	5,224,330	340,823	52,965,532
FY2016	4,909,268	315,947	49,513,300

Delta	39%	27%	30%
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We are also starting to see strong returns at the Blanchard school having taken over the management of the carbon footprint and benchmarking the building in FY'15. The original benchmark score of 21 per EPA portfolio manager jumped to a score of 69 in FY'16.

Property Name	Year Ending	Electricity (kWh) Weather Normalized	Natural Gas Use (therms) Weather Normalized	TOTAL Energy Use (kBtu) Weather Normalized
Blanchard Elementary School	6/30/15	468,595	72,124	8,811,265
Blanchard Elementary School	6/30/16	427,451	43,315	5,789,937
DELTA FY2016 vs FY2015		-9%	-40%	-34%

Solar arrays on the Douglas School, High School, and Junior High School roofs supply 4% of the district's electricity use, and now 80% of the electricity purchased from our electrical generation supplier is certified from renewable sources. The district is actively researching additional opportunities for solar thermal and solar photovoltaic on favorable economic

terms. The district's use of conventional fossil-fuel based electricity has been cut by almost 85% over benchmark given the combination of conservation, efficiency and renewable sources.

A major focus in FY'15 was the implementation of \$197,000 in grant-funded energy efficiency projects awarded to ABRSD through DOER Green Communities state funding and utility incentives (at no cost to our taxpayers). New high efficiency condensing boilers at the RJ Grey Junior High were the most significant project; as a result, gas use at the Junior High dropped 17% last year while usage went up slightly at other buildings. Other projects completed include (1) tying exhaust fans to building management software at RJ Grey Junior High, (2) LED exterior lighting at Conant School, Gates School and Douglas School, and (3) working with granular energy data to boost energy efficiency at ABRHS and RJ Grey Junior High.

In FY'16 the district was awarded an additional \$210,000 in energy efficiency projects after applying for another round of Department of Energy Resources (DOER) Green Communities grant funding and utility incentives. The funded projects include (1) upgrading to LED interior lighting at McCarthy-Towne School, Merriam School, RJ Grey Junior High and the ABRHS pool, (2) improving HVAC efficiency at the Parker Damon Building, (3) improving energy efficiency for the district's main server room, and (4) wifi thermostats for modular classrooms. Implementation of these projects is currently underway.

In FY'17 the district did not have the opportunity to go after any grant funded projects due to availability, but the Department was able to complete a large High School concrete replacement project. Additionally the Department had the opportunity to begin the Massachusetts School Building Authority Statement of Interest process in an attempt to get state sponsored funding to support new building projects or renovations at Douglas, Conant, and Gates. As previously stated the Department also completed the District capital improvement plan and long term educational master plan with the architectural firm, Dore and Whittier.

Compostables and recyclables are captured in several of our cafeterias (and all kitchens) with the active support of students coaching their peers on how to sort their items. This program is in place at ABRHS, McCarthy-Towne School, Merriam School and Conant School. This has led to cost savings and a dramatic reduction in solid waste since compostables and recyclables make up 80% of the waste stream from the cafeterias and kitchens if captured appropriately. In addition, single stream recycling is in place in all of our offices and classrooms with support from student teams.

Student Green Teams are active in all of our schools, promoting energy conservation and/or recycling and composting. We encourage and support the engagement of our students in helping to build a culture of conservation in our schools. Several of our schools were recognized with national and state awards this year for excellence in energy conservation and energy education from the National Energy Education Development Project (NEED).

**Other Revenue Sources**

The Facilities and Transportation Department puts a great deal of effort into seeking grants and implementing special projects supplemented by grants. Over the last six years we have obtained approximately \$950,000 in grants. These projects have been focused on high priority capital projects with efficiency components, like the replacement of the Junior High School boilers in the fall of 2015, or on projects that create efficiencies in other areas that in turn reduce our reoccurring spending in our appropriated budget. An example of a project of this nature would be the 3 large-scale LED lighting retrofits that were just completed at the HS / Junior High / Parker Damon Building. These three projects will reduce electrical spending and reduce our District’s carbon footprint. We will continue to aggressively pursue these sources and systematically implement projects of greatest value, as described above.

**Staffing Summary (Districtwide, including Special Revenues)**

	<i>Position</i>	<i>FY15 FTE</i>	<i>Budget \$</i>	<i>FY16 FTE</i>	<i>Budget \$</i>	<i>FY17 FTE</i>	<i>Budget \$</i>	<i>FY18 FTE</i>	<i>Proposed FY18 Budget</i>
Transportation	Admin & Dispatcher	3.00	\$206,366	3.00	\$210,805	3.00	\$227,425	3.00	\$232,750
	Bus Drivers	<u>36.70</u>	<u>\$1,005,180</u>	<u>36.70</u>	<u>\$1,021,414</u>	<u>36.40</u>	<u>\$1,036,758</u>	<u>36.40</u>	<u>\$1,109,160</u>
		<b>39.70</b>	<b>\$1,211,546</b>	<b>39.70</b>	<b>\$1,232,219</b>	<b>39.40</b>	<b>\$1,264,183</b>	<b>39.40</b>	<b>\$1,341,910</b>
Facilities	Admin & Support	1.00	\$90,025	1.00	\$92,086	1.00	\$94,238	1.00	\$96,223
	Custodians	32.96	\$1,771,004	31.96	\$1,747,212	31.96	\$1,783,828	31.96	\$1,857,990
	Maintenance & Foreman	6.00	\$421,419	6.00	\$429,085	6.00	\$438,584	6.00	\$454,205
	Grounds	2.00	\$122,722	2.00	\$124,653	2.00	\$126,484	3.00	\$197,474
	Security	1.48	\$64,264	1.48	\$65,224	1.48	\$66,285	1.00	\$52,579
	Crossing Guards	<u>3.50</u>	<u>\$63,981</u>	<u>3.50</u>	<u>\$66,252</u>	<u>3.50</u>	<u>\$67,528</u>	<u>3.50</u>	<u>\$68,523</u>
		<b>46.94</b>	<b>\$2,533,415</b>	<b>45.94</b>	<b>\$2,524,512</b>	<b>45.94</b>	<b>\$2,576,947</b>	<b>46.46</b>	<b>\$2,726,994</b>

**Expense Summary (from Appropriated Budget)**

<i>Category</i>	<i>Description</i>	<i>FY17 Budget</i>	<i>FY18 Proposed</i>	<i>Change</i>
Total Operational Budget	Facilities and Transportation	\$4,126,258	\$4,635,193	+12.3% or \$508,935
Drivers				
Capital	Capital Projects	\$273,000	\$770,725	+182% or \$497,725



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

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

## Departmental FY'18 Budget Presentations

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Acton Boxborough Regional School Committee Meeting  
January 12, 2017



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## Facilities and Transportation Department

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JD Head, Director of Facilities and Transportation

## Organization / Program Description

- Transportation is responsible for the total regular education student transportation operation. This is accomplished with 2 twelve month administrative FTE, 34 bus drivers, and 3.5 crossing guards. The Facilities side of the business is responsible for the daily operation and long-term maintenance and capital planning of 8 buildings and associated properties, approximately 900,000 square feet and 140 acres. Currently, there are 45 FTE in Facilities, see the staffing summary below. Facilities responsibilities include but are not limited to:
  - Managing the carbon footprint of the ABRSD (7 consecutive years of reductions)
  - Daily custodial support to the 8 ABRSD buildings
  - Support for the ABRSD Athletic Department in fields preparation and maintenance
  - Snow removal
  - Parking lot and roadway care and maintenance
  - Capital planning, implementation, and management
  - General support to Community Education on nights and weekends
  - Security support

## Budget & Program Priorities for FY18

- The Facilities and Transportation Department has a proposed FY '18 total budget footprint of \$8,704,097.
- This footprint is comprised of \$4,068,904 in personnel expenses and \$4,635,193 in operation expenses.
- The proposed \$4,635,193 in operation expenses represents a 12.3% increase over the FY '17 operating budget.
- The desire to increase the District capital funding is the root cause of the 12.3% increase. In the FY'18 operating budget, we are requesting an increase in capital spending from the original FY'17 request of \$273,000 to a requested \$770,725 in the proposed FY'18 budget, which is an increase of \$497,725.



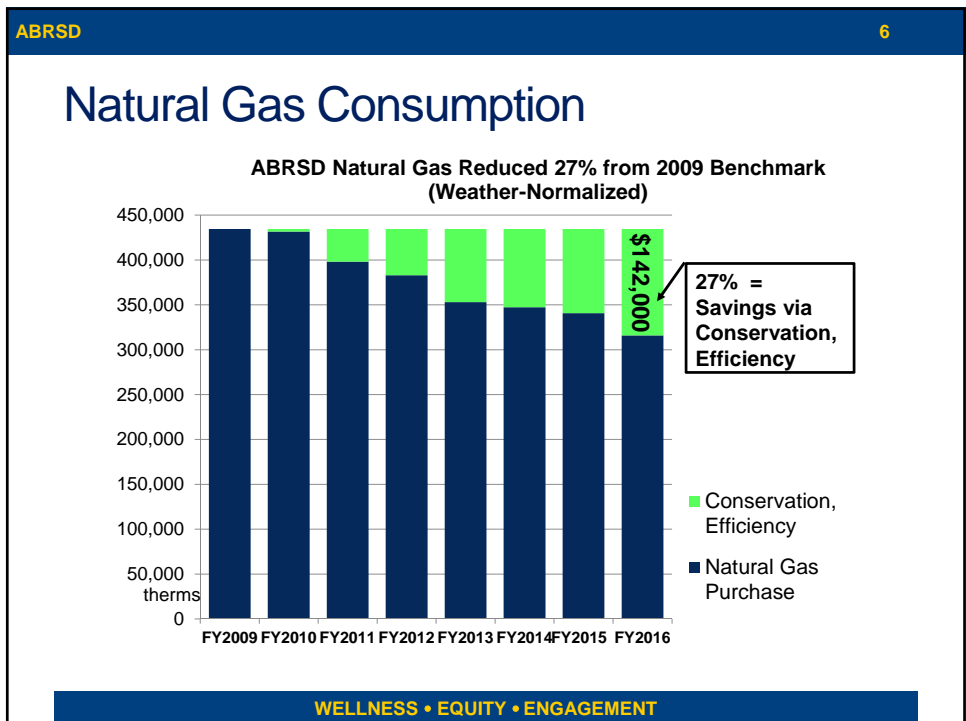
ABRSD 5

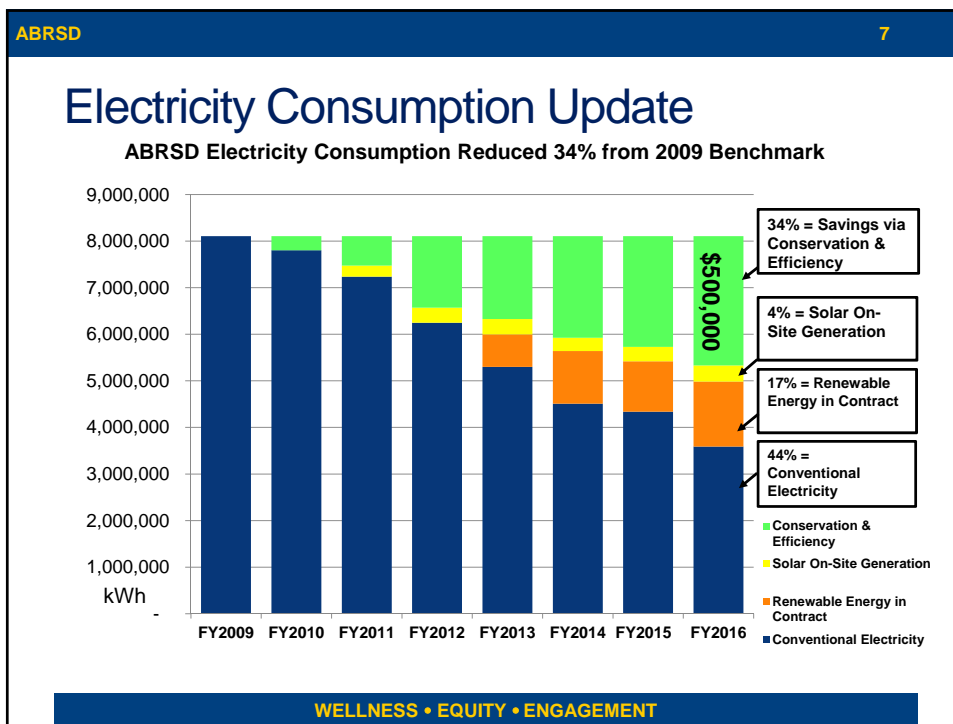
## Changes for FY18

- Increases in capital funding\*
- Groundsperson II personnel request\*
- Reductions in utility expenses

*\*(more specific information will be provided at the Budget Saturday presentation on 1/21/17)*

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**ABRSD** 8

## Blanchard Carbon Footprint Update

**TOTAL ENERGY DATA**  
 -45% drop = FY2016 vs. pre-regionalization total energy use (not weather normalized)  
 -34% drop = FY2016 vs. FY2015 total energy use (weather-normalized)

**ENERGY STAR SCORE (weather-normalized)**  
 21 - FY2015  
 69 - FY2016

**ELECTRICITY**  
 30% drop in electricity use FY2016 vs. pre-regionalization average (not weather normalized but electricity not much affected by weather swings)

**NATURAL GAS**  
 40% drop in natural gas use FY2016 vs. FY2015 (weather-normalized)

**INTERVENTIONS**  
 Low-cost Horizon project to re-establish night-time setback → big drop in gas usage (cost = \$2,425 from AB plus \$2,425 from NGRID incentive)

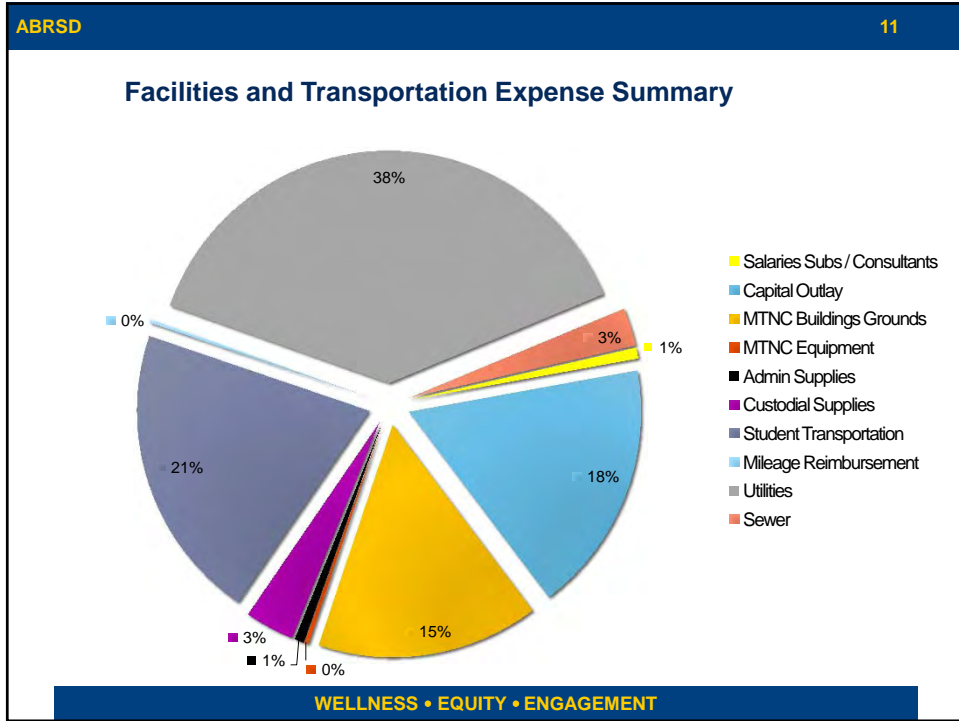
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## Other Revenue Sources

- The Facilities and Transportation Department puts a great deal of effort into seeking grants and implementing special projects supplemented by grants.
- Over the last six years we have obtained approximately \$950,000 in grants. These projects have been focused on high priority capital projects with efficiency components, like the replacement of the Junior High School boilers in the fall of 2015.
- Currently, transportation is working to implement a \$400,000 electric school bus pilot program.

## Staffing Summary (from Appropriated Budget)

	<i>Position</i>	<i>FY18FTE Proposed</i>	<i>Proposed FY18 Budget</i>
Transportation	Admin & Dispatcher	3	\$232,750
	Bus Drivers	<u>36.4</u>	<u>\$1,109,160</u>
		<b>39.4</b>	<b>\$1,341,910</b>
Facilities	Admin & Support	1	\$96,223
	Custodians	31.96	\$1,857,990
	Maintenance & Foreman	6	\$454,205
	Grounds	3	\$197,474
	Security	1	\$52,579
	Crossing Guards	<u>3.5</u>	<u>\$68,523</u>
		<b>46.46</b>	<b>\$2,726,994</b>



**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
FY'18 DEPARTMENT/PROGRAM OVERVIEW**

**Department Teaching and Learning**

**Administrator Deborah Bookis**

***Organization/Program Description***

*Please provide a brief overview of your department/program (i.e. services provided, etc.).*

The Teaching and Learning Department is primarily responsible for the implementation of the MA Curriculum Frameworks throughout the district. This includes supporting educators' delivery and understanding of the standards through collaborative long-range and short-range planning, learning of content, reflection on practice, assessment, and implementation of new practices.

The Department is also responsible for the district's Professional Learning Program, collaborating with district and building leadership for professional days and early releases, as well as the Summer Leadership Retreat and Institute.

Other specific areas of responsibility include:

- ~ Beginning Teachers Support Program
- ~ Title I Grant: Improving the Academic Achievement of the Disadvantaged
- ~ Title II Part A Grant: Improving Educator Quality
- ~ Home Schooling
- ~ Research and Development
- ~ State Standardized Testing
- ~ Educator Evaluation Process
- ~ Collaboration with the Student Services Department Leadership Team
- ~ Collaboration with the Pre-School
- ~ Collaboration with EdTech Department
- ~ Collaboration with district-related and community organizations
- ~ Competitive grants

**Overview of Budget & Program Priorities for FY'18**

Please identify briefly budget/program priorities, concerns, etc. for next year.

Continue Supporting:

- ~ Additional Professional Learning (PL) Day, Elementary Early Release PL Days, Leadership Retreat and workshops
- ~ The teaching of writing throughout the district
- ~ Implementation of Mathematical Practices
- ~ Elementary educators' efforts to implement the Next Generation Science Standards (NGSS)/MA Science Curriculum Framework, which includes hands-on science materials, informational texts, professional learning and assessments.
- ~ Sheltered English Immersion (SEI) graduate level course
- ~ Family Learning Series

New:

- ~ Challenge Success district work
- ~ MTSS Framework implementation

**Changes In FY'18**

*Please identify any changes in terms of increases or decreases for next year*

Instructional/Educational Supplies: Increase by \$2,000 to support PL

Software: Increase by \$400 to cover increased rates

Instructional Dues, Fees and Memberships: Increase by \$200 to cover increased rates

Conferences, travel and workshops: Increase by \$5,300 to cover attendance at the Challenge Success Fall 2017 Conference and increased rates of conferences and workshops

EDCO fees reduced by \$12,410

Training and Education: Increase by \$15,000 (plus EDCO difference of \$12,410) to support District Challenge Success and MTSS work.

Total increase to budget: \$22,900

**Other Revenue Sources**

Briefly review other revenue sources that are necessary to support the operations of your department

- ~ Title I Grant: Improving the Academic Achievement of the Disadvantaged: \$141,495
- ~ Title II Part A Grant: Improving Educator Quality: \$59,794

Title I decreased \$10,745 and Title IIA decreased \$2,319 from FY'16 to FY'17.  
Total decrease: \$13,064

**Staffing Summary (from Appropriated Budget)**

<i>Position</i>	<i>Location</i>	<i>FY17 FTE</i>	<i>Budget \$</i>	<i>Proposed FY18 FTE</i>	<i>Budget \$</i>	<i>Change</i>
Admin & Support	District-wide	2.0 FTE	\$195,210	2.0 FTE	\$199,617	+ \$4,407
Curriculum Specialist/Coaches	District-wide	3.0 FTE	\$263,982	3.0 FTE	\$270,309	+ \$6,327

**Expense Summary (from Appropriated Budget)**

<i>Category</i>	<i>Description</i>	<i>FY17 Amount</i>	<i>FY18 Proposed</i>	<i>Change</i>
Substitutes - PL		\$10,200	\$10,200	+/- \$0
Stipends	R&D, Mentor, Training and Education	\$149,000	\$149,000	+/- \$0
Instructional Supplies	Learning Materials	\$56,000	\$58,000	+ \$2,000
Software	AMC Anywhere	\$4,600	\$5,000	+ \$400
EDCO Fees		\$29,200	\$16,790	- \$12,410
Training and Education		\$89,000	\$116,410	+ \$27,410
Dues/Fees/Memberships		\$1,000	\$1,200	+ \$200
Printing		\$1,000	\$1,000	+/- \$0
Subscriptions		\$800	\$800	+/- \$0
Conferences		\$2,200	\$7,500	+ \$5,300
Travel		\$1,500	\$1,500	+/- \$0
<b>TOTALS</b>		<b>\$344,500</b>	<b>\$367,400</b>	<b>+ \$22,900</b>



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## Departmental FY'18 Budget Presentations

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Acton Boxborough Regional School Committee Meeting  
January 12, 2017



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## Teaching and Learning Department

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Deborah Bookis, Assistant Superintendent for Teaching and Learning



ABRSD 3

## Organization / Program Description

Implementation of MA Curriculum Frameworks	Professional Learning	Other Areas
Educators' understanding & delivery	District Professional Learning Program	Entitlement Grants I & IIA
Short and long-range planning	District Professional Days & early releases	Competitive Grants
Instructional practices	Summer Leadership Retreats & Institutes	Home Schooling
Assessment	Beginning Teachers Support Program	State Standardized Testing
Reflection on practice	Research & Development	Educator Evaluation
		Collaboration with Student Services, EdTech, District & Community Organizations

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ABRSD 4

## Budget & Program Priorities for FY18

**Continued Support of Priorities:**

- Professional Learning (PL) Days, Elementary Early Release PL Days, Leadership Retreat, Institutes and workshops
- The teaching and learning of writing
- Implementation of mathematical practices
- Elementary implementation of the new MA Science, Technology and Engineering (STE) Framework
- Sheltered English Immersion (SEI) graduate course
- Family Learning Series

**New Priorities:**

- Challenge Success District work
- Multi-tiered Support Systems (MTSS)

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## Changes in FY18

**Instructional/Educational Supplies:** Increase \$2,000 to support PL

**Software:** Increase \$400 to cover increased rates

**Instructional Dues, Fees and Memberships:** Increase \$200 to cover increased rates

**Conferences, travel and workshops:** Increase \$5,300 to cover attendance at the Challenge Success Fall 2017 Conference and increased rates of conferences and workshops

**EDCO:** fees reduced by \$12,410 (moved to Training & Education)

**Training and Education:** Increase \$15,000 (plus EDCO difference of \$12,410) to support District Challenge Success and MTSS work.

**Total increase to proposed FY18 budget: \$22,900**

## Other Revenue Sources

**Title I Grant: Improving the Academic Achievement of the Disadvantaged:** \$141,495

**Title II Part A Grant: Improving Educator Quality:** \$59,794

Title I decreased **\$10,745** & Title IIA decreased **\$2,319** from FY'16 to FY'17.

Do not yet know the grant allocations for FY18.

ABRSD 7

## Staffing Summary (from Appropriated Budget)

**Administration and Support: 2.0 FTE**  
 Proposed FY18 \$199,617

- Assistant Superintendent for Teaching and Learning
- Administrative Assistant

**Curriculum Specialists/Coaches: 3.0 FTE**  
 Proposed FY18 \$270,309

- Elementary Science Curriculum Specialist/Coach
- Elementary Mathematics Curriculum Specialist/Coach
- Elementary Literacy and Social Studies Curriculum Specialist/Coach

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ABRSD 8

## Expense Summary (from Appropriated Budget)

Category	Amount
Stipends	\$149,000
Training & Education	\$116,410
Instructional Supplies	\$58,000
Software	\$16,790
EDCO	\$5,000
Conferences	\$7,500
Substitutes - PL	\$10,200

Dues, Memberships & Fees; Printing; Travel and Subscriptions Total: \$4,500

**Total FY18 Proposed Teaching and Learning Budget: \$367,400**

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## ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

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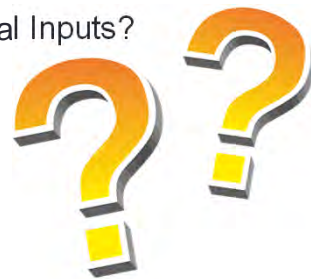
2016 MCAS Report to the School Committee  
December 1, 2016

Deborah Bookis, Assistant Superintendent for Teaching and Learning  
Dawn Bentley, Assistant Superintendent for Student Services



### Guiding Questions

1. What is the context for reviewing the results?
2. What is the *Critical Inputs Framework*?
3. What are the 2016 district results?
4. How are we addressing our Critical Inputs?
5. What is the future of MCAS?



3

## Guiding Questions



1. **What is the context for reviewing the results?**
2. What is the *Critical Inputs Framework*?
3. What are the 2016 district results?
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4

## Context



1. Types and Purpose of Assessment
2. District Guidelines

## Types and Purpose of Assessment



### 1. Diagnostic and Instructional Purposes

- Formative Learning Assessment
- Formative Diagnostic Assessment
- Benchmark or Interim Assessment
- Summative Assessment

### 1. System Monitoring Purposes (Accountability)

- MCAS
- NAEP (National Assessment of Educational Practice)

## Accountability: Progress and Performance Index (PPI)



*100 Point Index assigned to districts, schools and student groups based on progress from one year to the next*

Based on:

- Achievement-CPI (Composite Performance Index)
- Growth/Improvement-SGP (Student Growth Percentile)
- For high schools only-graduation and dropout rates

### State Accountability by District

	Level 1	Level 2
2014	19%	61%
2015	19%	62%
2016	20%	62%

## Accountability



### Acton-Boxborough Regional School District

- Level 2: one or more schools in the district classified as Level 2
- Cumulative PPI for all students is 100 (met/above target)
- Cumulative PPI for High Needs Group is 73 (did not meet target)
  - Economically Disadvantaged Cumulative PPI: N/A
  - EL and Former EL Cumulative PPI: 80 (met target)
  - Students with Disabilities Cumulative PPI: 68 (did not meet target)

## Every Student Succeeds Act (ESSA) and Accountability



### DESE exploring new Accountability Framework under ESSA: Recommendations to discuss

Criteria for success	Proposed measure(s)	Grade span
<i>All students perform well against challenging grade-level expectations</i>	<ul style="list-style-type: none"> <li>▪ Next-generation MCAS results for English language arts, math, science</li> <li>▪ Student growth in ELA &amp; math</li> </ul>	All
<i>All ELLs make progress towards English proficiency</i>	<ul style="list-style-type: none"> <li>▪ ACCESS results</li> </ul>	All
<i>All students graduate from high school</i>	<ul style="list-style-type: none"> <li>▪ 4-year cohort graduation rate</li> <li>▪ 5-year graduation plus still enrolled rate</li> <li>▪ Annual dropout rate</li> </ul>	High school
<i>All students attend school regularly</i>	<ul style="list-style-type: none"> <li>▪ Chronic absenteeism</li> </ul>	All
<i>All students experience a broad &amp; challenging curriculum</i>	<ul style="list-style-type: none"> <li>▪ Access to the arts</li> <li>▪ Access to a well-rounded curriculum</li> <li>▪ Passing all grade 9 courses</li> <li>▪ Access to advanced coursework</li> </ul>	All All High school High school
<i>Schools support all students in attaining these goals</i>	<ul style="list-style-type: none"> <li>▪ School climate survey (under development &amp; testing)</li> </ul>	All

\* DESE Accountability and Assistance Advisory Council Meeting, October 26, 2016

9

## District Guidelines



Standardized tests will only be **used in concert with a diverse set of measures** to capture how well our students are doing at a given time.

10

## Guiding Questions



1. What is the context for reviewing the results?
2. **What is the *Critical Inputs Framework*?**
3. What are the 2016 district results?
4. How are we addressing our Critical Inputs?
5. What is the future of MCAS?



11

## Critical Inputs Framework



1. How well are educators prepared to teach the content and skills?
2. How well are other “systems” structured and supported?
3. To what extent is the school and/or district addressing student needs?
4. How well are families engaged as partners?
5. How well do district and state policies support student learning?

12

## Guiding Questions



1. What is the context for reviewing the results?
2. What is the *Critical Inputs Framework*?
3. **What are the 2016 district results?**
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## ELA Aggregate Student Growth Percentiles (SGP) & Achievement By Grade



Grade	Median SGP	% Proficiency
3	-----	67%
4	51 On Target	78%
5	60 Above Target	87%
6	54 On Target	90%
7	60 Above Target	93%
8	59 On Target	96%
10	57 On Target	98%

SGP	Designation
60+	Above Target
51- 59	On Target
41- 50	Improved But Below Target
31 - 40	No Change
1 - 30	Declined

## ELA SGP District Aggregate & High Needs




Group	Acton-Boxborough
All	57 On Target
High Needs	52 On Target
SwDisabilities	50 Improvement but Below Target
EL & Former EL	62 Above Target
Economically Disadvantaged	52 On Target

SGP	Designation
60+	Above Target
51- 59	On Target
41- 50	Improved But Below Target
31 - 40	No Change
1 - 30	Declined

15

## ELA SGP SwD and Non SwD




Grade	SwD SGP		Non SwD SGP	
4	46.5	Improvement but Below Target	55	On Target
5	43	Improvement but Below Target	65.5	Above Target
6	48	Improvement but Below Target	61	Above Target
7	64	Above Target	60	Above Target
8	61.5	Above Target	58	On Target
10	51.5	On Target	57	On Target

SGP	Designation
60+	Above Target
51-59	On Target
41-50	Improved But Below Target
31-40	No Change
1-30	Declined

16

## SwD ELA SGP by Cohort



	Class of 2016	Class of 2017	Class of 2018	Class of 2019	Class of 2020	Class of 2021	Class of 2022	Class of 2023	Class of 2024
4	48	41	45	34	35.5	34	36	30	46.5
5	52.5	50	55.5	54	54	46	55	43	
6	49	45	53	60	46	55	48		
7	48.5	37	35.5	32	50	64			
8	47.5	50	52	53	61.5				
10	54	53	51.5						

17

## Grade 4 ELA Item Analysis



Item Number	Type	Reporting Category	Standard
7	Open Response	Reading	Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas
15	Multiple Choice	Reading	Analyze how two or more texts address similar themes or topics in order to build knowledge or to compare the approaches the author takes.
18	Open Response	Reading	Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas
29	Open Response	Reading	Analyze how and why individuals, events, and ideas develop and interact over the course of a text. (Not released)
35	Open Response	Reading	Analyze how and why individuals, events, and ideas develop and interact over the course of a text. (Not released)

18

## Mathematics Aggregate Student Growth Percentiles (SGP) & Achievement By Grade



Grade	Median SGP	% Proficiency
3	—	77%
4	66 Above Target	80%
5	67 Above Target	80%
6	73 Above Target	87%
7	58 On Target	85%
8	44 Improvement But Below Target	85%
10	75 Above Target	95%

## Mathematics SGP District Aggregate & High Needs



Group	Acton-Boxborough
All	64 Above Target
High Needs	61 Above Target
Disabilities	58 On Target
EL & Former EL	68 Above Target
Economically Disadvantaged	58 On Target

## Mathematics SGP SwD and Non SwD



Grade	SwD SGP		Non SwD SGP	
4	57	On Target	68	Above Target
5	59	On Target	68.5	Above Target
6	69	Above Target	73	Above Target
7	53	On Target	59	On Target
8	48	Improvement But Below Target	42	Improvement But Below Target
10	70.5	Above Target	75.5	Above Target

## SwD Mathematics SGP by Cohort



	Class of 2016	Class of 2017	Class of 2018	Class of 2019	Class of 2020	Class of 2021	Class of 2022	Class of 2023	Class of 2024
4	53.5	51	52	50.5	32.5	49.5	44	40	57
5	47	37.5	57	48	62	55	50.5	59	
6	58	65	58	65	60.5	57	69		
7	79	63	50	51.5	49	53			
8	38.5	48	44.5	57	48				
10	57	62	70.5						

## District Level Concerns for Students with Disabilities



	2015	2016	2015	2016
<b>Subject</b>	ELA		Math	
<b>Grade</b>	4		4	
<b>SGP</b>	30	46.5	40	57

Class of 2023 Students with Disabilities Subgroup

	2015	2016
<b>Subject</b>	ELA	ELA
<b>Grade</b>	4	5
<b>SGP</b>	30	43

23

## Science Achievement



Grade	District Proficiency	State Proficiency
5	71%	47%
8	77%	41%
10	95%	73%

24

## Guiding Questions



1. What is the context for reviewing the results?
2. What is the *Critical Inputs Framework*?
3. What are the 2016 district results?
4. **How are we addressing our Critical Inputs?**
5. What is the future of MCAS?

25

## Addressing our Critical Inputs



### 1. How well are educators prepared to teach the content and skills?

*And specifically . . .*

**How do we support struggling students to become independent learners?**

*And even more specifically . . .*

**How do we continue to create students' experiences for productive struggle that build on their strengths?**

***Instructional Practices***

26

## Addressing our Critical Inputs



### 2. How well are other “systems” structured and supported?

LRSP Goal #2 Strategic Action

Implement the Massachusetts Tiered System of Support (MTSS) Framework for school improvement that focuses on system level change across the classroom, school and district.

2016-2017 Conduct self-assessment to identify gaps



27

## Addressing our Critical Inputs



### 2. How well are other “systems” structured and supported?

MTSS Self-Assessment Questions in:

- Leadership
- Professional Learning
- Empowering Culture
- Universal Design for Learning (UDL)/Instruction
- Assessments
- Supports and Resources



28

## Addressing our Critical Inputs



### 3. To what extent is the school and/or district addressing student needs?

- Challenge Success high leverage areas (2)
  - Homework
  - Scheduling including start times



- Mental Health Awareness for students and staff
- Good Grief mini-trainings for all staff

## Addressing our Critical Inputs



### 4. How well are families engaged as partners?

- 2016-2017 Family Learning Series (FLS) focused on Wellness
  - Community Partners
- YouTube Channel for FLS Speakers
- AB Wellness website <http://abschoolswellness.weebly.com/>
- Challenge Success Monthly Newsletters
- Increased Availability of Translated Documents
- Continued Distribution of Ready-to-Learn Brochure to Area Pediatricians and Private Pre-Schools

## Addressing our Critical Inputs



### 5. How well do district and state policies and procedures support student learning?

- District MCAS 2.0 letter to MA Commissioner Of Education
- AB Budget Process
- Elimination of summer previewing of courses
- Review of Homework Policy
- DESE ESSA Accountability Advisory Council

31

## Guiding Questions



1. What is the context for reviewing the results?
2. What is the *Critical Inputs Framework*?
3. What are the 2016 district results?
4. How are we addressing our Critical Inputs?
5. **What is the future of MCAS?**

32

## MCAS 2017



### Grades 9-12

- Legacy MCAS
- ELA (March), Mathematics (May), STE (June)
- Remains untimed and Paper-Based Test

### Grades 3-8

- MCAS 2.0
- Testing Period is April 3 – May 26
- Sequence is ELA, Mathematics and the STE
- Grades 4 and 8 Computer-Based Test for ELA and Mathematics
- Grades 3, 5, 6 and 7 Paper-Based Test for ELA and Mathematics
- STE remains Paper-Based
- All are untimed
- Writing in response to text at all grades

## Focus on District Culture



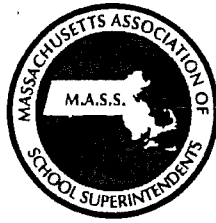
### Culture of Achievement vs Culture of Teaching & Learning

test prep	closing gaps	
kids owning scores	anxiety	
content coverage	burnout	
RTI	fixed mindset	competition
teachers doing	naming & claiming	
summative assessment	low ceiling	
quantitative measures	facts	
playing school	disaggregating data	
deprofessionalization	worksheets	

Thank you!



# Massachusetts Association of School Superintendents, Inc.



The Massachusetts Association of School Superintendents submits the following proposal in order to provide stability and restore some sense of equity with respect to our state accountability system.

1. Over the last three years students in the Commonwealth have taken three different state exams - MCAS, PARCC [paper based], and PARCC [computer based]. Now, two new forms of the state exam (Next-Generation MCAS [paper based] and Next-Generation MCAS [computer based]) will be given in grades 3 through 8 in the spring of 2017. M.A.S.S. understands that the department has done the best it can to crosswalk the scores for these assessments in order to place schools in levels and assign percentile rankings. However, with many different assessment scores comprising districts' four-year accountability calculation the validity of those calculations are very much in question at least by many of us in the field. Furthermore, regardless of the efforts taken to be able to compare scores/growth/achievement levels on the various exams, not every variable has been taken into account.

For example, student performance across the state has demonstrated that students who take the PARCC exam on paper score higher than those who take the PARCC exam on computers. This phenomenon was not unique to Massachusetts as was noted in the February 3, 2016 online version of *Education Week*. In his article "PARCC Scores Lower for Students Who Took Exams on Computers," Benjamin Harold points out the discrepancies that exist with the PARCC assessment. Harold referenced in that piece that the Illinois State Board of Education recently found that 43 percent of students who took the PARCC English/Language Arts exam on paper scored proficient or above compared with 36 percent of students who took the exam online. This finding is consistent with the evidence derived from an analysis of the testing data here in Massachusetts as well.

Although analysis of the testing data has proven this to be true, this discrepancy is not taken into account by the state for purposes of determining accountability and those scores are compared as if they were of equal weight. Furthermore, in the state's own reporting of Grade 3-8 testing scores from Spring 2016, DESE did not release statewide data for ELA or math because they recognized that there was a demographic selection bias when comparing the districts that chose to administer PARCC and those than administered MCAS. If this concern is great enough to prohibit the release of statewide performance data, why should it be used as a baseline to judge schools and districts?

In addition to this discrepancy between paper and computer-based assessment results, at least 40 schools across the state saw their accountability levels negatively impacted due to opt-out students lowering participation rates. Not only do opt-out students impact participation rates, but this has the added effect of lowering performance scores as we have seen that the vast majority of the students that opt-out are higher achieving students. Thus, achievement in those schools is negatively impacted along with participation.

"Opt-out" rates are only part of the problem with creating an equitable means to calculate accountability that incorporates both participation rates and performance in districts across the state. The instability inherent in the lives of many of our students due to influences such as living in a group home, homelessness, challenge of being in DCF custody, transience, serious mental health issues, and trauma in the home all have a detrimental impact upon participation rates and performance.

Furthermore, many of our districts, particularly in urban areas, have seen an influx of refugees and recent immigrant students who are non-English speaking. These students often struggle to perform on our state assessments due to language barriers. The department must consider waiving the state testing requirement for those ELL students for the first three years the student is in our country. Performance and growth of these students can continue to be assessed through the ACCESS test which is more appropriate for that student demographic as it assesses acquisition of English proficiency. It is imperative that as we overhaul our accountability system to align with the new federal requirements and our new exam, we also look to recognize and incorporate these elements that dramatically impact performance in our districts.

**Our reason for pointing out the above concerns is to encourage that, while we finalize both the exam and its impact on our accountability system, the department should temporarily suspend the calculation of accountability ratings and then reset accountability when all districts are administering the Next-Generation MCAS.**

A temporary pause of accountability determinations only makes sense and follows the precedent set when the original MCAS exam was developed and piloted. The development of any new state assessment is a process that comes with difficulties and no assessment is perfect from the start. The State itself has recognized this fact and pushed the administration of the Next-Generation MCAS exam at the high school level back until 2019. It is our assertion that the same process should be followed with the Next-Generation MCAS exam in grades 3 through 8. If the state doesn't believe that the test will be ready as a state assessment for high school performance until 2019, why should schools and districts be held accountable by that assessment prior to that date? This temporary suspension of the calculation of accountability determinations would allow us to work out any problems in the new exam before accountability attaches for our schools and districts.

Once that process is complete the department should then reset accountability determinations for all schools so that any variables, uncertainties, or problems with having multiple state exams figure into the accountability determination is eliminated, once again providing equity between districts. At that point we would have meaningful assessment data, consistent among all schools, and a system that had been vetted and improved through a thoughtful deliberate process.

We recognize that some challenges with respect to identifying and providing support to underperforming districts as well as identifying the districts performing in the lowest 5% to meet the federal ESSA mandate will need to be addressed. We would assert that the state already has the data to identify those districts and that is unlikely to change dramatically over the next couple of years. Furthermore, Massachusetts is the highest performing state in the country. It is time for us to take the lead once again. Even should the federal government not be receptive to a waiver of accountability while we work  
10 implement a new assessment, it is time for our state to take a stand and take the time to get it right rather than just work feverishly to get it done.

Should the Board of Education be unwilling to pause the determination of accountability ratings while we work to implement our new state assessment, then we must at least reset accountability after the spring 2017 administration of Next-Generation MCAS exam. Although resetting the accountability system would preclude using growth as a factor, it is still possible to meet those challenges using the one year of achievement data which would be inherently more reliable than basing determinations on data from the various assessments taken by students over the past three years using multiple testing modes. Growth can once again be factored into the equation in subsequent years.

2. Although it is our strong professional opinion as educators that the calculation of accountability ratings should be temporarily suspended, should the Board of Education be unwilling to take that course of action, M.A.S.S. recommends that the department investigate the development of a calculation to weight the paper vs. computer-based exam scoring for Next-Generation MCAS during this transition from one mode to the other.

This has not been a smooth transition so far. Some districts have made the decision to move immediately to full computer-based testing because, although they know in the short term it will negatively impact their scores compared to those districts that remain with paper-based exams, they feel it will be a benefit in the long run as their students will gain familiarity with that platform. These districts are making a strategic calculation to take a big hit now rather than smaller ones over time so that in upcoming years their scores would be more competitive. This would also have the additional consequence of higher percentile rankings for that district over time as the year with a lower score would be further back in time; thus it would be given less weight under our current system.

Other schools systems, even if they have the capability to take the MCAS 2.0 on computers, are reluctant to make that move before they have to because of the likely negative impact on scores and they want to delay that drop for as long a possible. Still other districts, that have already taken state assessments on computers, have now elected to go back to paper based exams because their scores declined. These choices being made are not educational decisions and they do not essentially affect the delivery of educational services to our students one way or the other. These are strategic gamesmanship decisions and calculations which all superintendents must consider due to the nature of this assessment system being in flux for years. This should not be the case.

3. M.A.S.S. feels compelled to point out that, in looking to mitigate detrimental impact to districts of this system in transition the State's notion of "hold harmless" is not a viable solution to this problem. To say that districts will be "held harmless" really has no meaning for those of us in the field for the following reasons:

a. We are not truly held harmless as, if we continue with the current method of calculating accountability, those scores are still factored into our four-year accountability determination. Consequently, those scores continue to follow (harm) us for 4 years and thus it is simply "harm deferred."

b. Even in the current year we are not "held harmless," The harm is in public perception, not our actual accountability rating. That perception is dramatically shaped by the percentile ranking of a school even more so than the accountability "level". Consequently, since the drop in percentile ranking is still shown on the district profile, even though the district is "held harmless," public perception of the district is harmed.

In summation, M.A.S.S. recommends temporarily suspending the calculation of accountability ratings for schools and districts until 2019 as we transition to the computer based Next-Generation MCAS state assessment. Should the Board of Education elect not to do that then, at a minimum, we need to reset accountability levels after the administration of the Next-Generation MCAS in the spring of 2017 so that all districts have a level playing field with the same assessment. Taking this action would mean that districts truly were held harmless during this transition.

Furthermore, should the Board be unwilling to pause accountability determinations, we ask that the department develop a method to weight computer versus paper based testing as this will add validity to the system and help spur the transition to a fully computer based system by removing districts' incentives to delay. In the end, all that educators are looking for is an accountability system that gives a fair and accurate picture of the health of a district. M.A.S.S. believes that the steps outlined above would certainly help in moving us in a direction that provides greater clarity and equity in our current accountability system.

9.1

\* Same version as  
12/15/16/see 4  
underlined  
changes from  
original  
version

Intergovernmental Agreement  
Between the Minuteman Regional Vocational Technical School District Committee  
And the Acton-Boxborough Regional School Committee

This Intergovernmental Agreement is entered into between the Minuteman Regional Vocational Technical School District Committee ("Minuteman RSC" or "Minuteman") and the Acton-Boxborough Regional School Committee ("Acton-Boxborough RSC" or "Acton-Boxborough").

WHEREAS, the Minuteman RSC is the School Committee established pursuant to Massachusetts law for the Minuteman Regional Vocational Technical School District ("Minuteman"), a Regional Vocational School District presently comprised of 16 member towns, including both the Towns of Acton and Boxborough, and;

WHEREAS, the Acton-Boxborough RSC is the School Committee established pursuant to Massachusetts law for the Acton-Boxborough Regional School District, a K-12 school district comprised of the Towns of Acton and Boxborough, and;

WHEREAS, the Town of Boxborough has taken all necessary steps to effectuate its withdrawal from Minuteman, and said withdrawal will be effective July 1, 2017, after which date Boxborough will no longer be a member of Minuteman, and;

WHEREAS, the Acton-Boxborough RSC and the Minuteman RSC desire to enter into an agreement, to provide for the continued provision by Minuteman of a science and technology outreach program for 7<sup>th</sup> and 8<sup>th</sup> grade students at the RJ Grey Middle School in Acton, a school operated by the Acton-Boxborough RSC, and the terms on which said program will be provided by Minuteman and billed to Acton-Boxborough;

NOW THEREFORE, the Parties hereto hereby agree as follows:

1. Essentially, all students in the 7<sup>th</sup> and 8<sup>th</sup> grade enrolled at the RJ Grey Middle School will participate in an introduction to engineering program, which shall be provided by Minuteman. Minuteman will provide the appropriately licensed teaching staff, supplies, equipment and other resources as required to support one such program at the 7<sup>th</sup> grade level and one such program at the 8<sup>th</sup> grade level. Minuteman will be responsible for all curriculum development, preparation and instruction for the program. Acton-Boxborough will provide a suitable program space to accommodate programs in both grade levels. Supervision and placement of Minuteman teaching staff at RJ Grey for this program will continue to be done in partnership with the RJ Grey principal or his/her designee.
  
2. Minuteman will prepare an annual program budget identifying the costs of the program, including but not limited to, teacher salaries and benefit costs, supplies, equipment, and other course-related costs, and will provide said annual program budget to Acton-Boxborough by December 31 of the preceding school year. Minuteman will keep accurate and comprehensive records of services performed and costs incurred in the operation of the program, and will issue an invoice to Acton-Boxborough by October 1 of each school year for the costs of the program, based upon the annual program budget. This invoice will be for the actual amount, payable by Acton-Boxborough Regional School District in two installments, with half in November, and the second half in February.



3. This Agreement will have an initial term of July 1, 2017 to June 30, 2018, and shall thereafter renew annually for an additional one-year term unless, prior to October 1 of a given year, either School Committee votes to terminate the agreement. In the event that either School Committee so votes to terminate the agreement prior to October 1, and written notice of said vote is delivered to the other party by October 15, this Agreement will terminate effective the following June 30. It is understood that either party may terminate this agreement in the aforementioned manner for any reason.

For the Acton-Boxborough Regional  
School Committee:

For the Minuteman Regional  
School Committee:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Acton Boxborough Regional School Committee**

Acton Boxborough Regional School District  
16 Charter Road  
Acton, MA 01720

**TO: Acton Boxborough Regional School Committee (ABRSC) members**

**FROM: Mary Brolin, Chair**

**DATE: January 6, 2017**

**RE: Kicking off the District Master Plan Review Committee (DMPRC)**

At the School Committee meetings on 12/1/16 and 12/15/16, we established the District Master Plan Review Committee (DMPRC) as a subcommittee of the Acton Boxborough Regional School Committee. The subcommittee's charge is:

To review the District Master Plan as presented to the Community on 12/8/16 by Dore and Whittier, as well as the Phase I Site and Building Assessments Report of 2/4/16, and to recommend to the School Committee which of the various options should be pursued\*.

**The DMPRC will:**

- Review current literature related to middle school grade configuration as well as Early Childhood settings;
- Review the District Master Plan Report and develop a synthesis of the findings and various options to share with the community;
- Gather input from parents/guardians, community members, teachers, administrators and community members

**This process should:**

- Thoroughly review the various options provided;
- Establish a concise summary of the options, the respective implications, financial costs etc. to be shared with stakeholders;
- Design and implement a targeted outreach effort that gathers feedback from constituents regarding the various options proposed;
- Develop a final report to the School Committee that, based upon the feedback and analysis of the various factors to consider, makes specific recommendations to the Committee.

**Members of the DMPRC are:**

Chair: Mary Brolin (also ABRSC Chair)

School Committee Members: Amy Krishnamurthy, Kathleen Neville, Kristina Rychlik

Parents/Guardians: Adam Klein, Jack Kline, Matt Mehler, Jon Roland

Community Members: Peter Berry, Jason Cole, Leah Lally

Ex-officio members include: Marie Altieri (Deputy Superintendent), Deborah Bookis (Assistant Superintendent for Teaching & Learning), JD Head (Director of Facilities & Transportation), two Elementary Principals/Assistant Principals, Andrew Shen ( Junior High Principal), and two Elementary Teachers.

**Proposed Timeline:**

<i>Week of January 16<sup>th</sup></i>	First meeting of DMPRC – set schedule, review Open Meeting Law, review presentation materials from 12/8/16
<i>January – February 2017</i>	DMPRC develops action plan, reviews research, gathers community feedback
<i>March 2, 2017</i>	Report on findings and make recommendations to the School Committee at their 3/2/17 meeting (material for meeting to be posted on Monday, February 27, 2017)

**We want to hear from you!**

All communication with the subcommittee should go to Mary Brolin ([mbrolin@abschools.org](mailto:mbrolin@abschools.org)) with a cc to Beth Petr, Assistant to the School Committee ([bpetr@abschools.org](mailto:bpetr@abschools.org)) for record keeping purposes.

We look forward to hearing the comments, questions and concerns of our Acton and Boxborough community members as we begin this next important phase of our school district’s Capital Plan.

\*This information can be found at <http://www.abschools.org/district/school-capital-and-space-planning>

**ANNUAL BUDGET - DRAFT**  
First Read 12/15/16

Acton-Boxborough Annual Budget

The Acton-Boxborough Regional School District Committee delegates the development of the annual District budget to the Superintendent and his/her designees for the operating and maintenance of the District, and such capital budgets as shall be necessary for the pursuit of the goals of the District and the educational programs proposed and approved by the District School Committee.

Said budget shall conform to the guidelines as set forth by the Legislature in Chapter 71 of the Massachusetts General Laws and directives and regulations as set forth by the Massachusetts Department of Education, and shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the member communities, after the use of any offsetting revenues received from the state.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

The annual budget for each school operated by the District shall be developed with input from the School Council, and shall reflect the priorities established in the Annual School Improvement Plan.

The District Regional Agreement notwithstanding, there shall be no requirement for the annual operation and maintenance budget for the District to be adopted prior to the receipt of funding estimates from the state.

In developing a budget, care shall be taken to make the documents associated with the budget clear and understandable to Finance Committees of member communities and to the general public.

A public information meeting may be held to solicit input from the general public. In accordance with the District Regional Agreement, a public hearing will be held prior to the adoption of the Final Operating and Maintenance Budget by the District School Committee. The District School Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31. The Superintendent and the District School Committee will make every effort to fully inform all member communities and their officials of the budget plans of the District.

The calculation of the member towns' assessments shall be according to the Regional Agreement.

~~Assessments to member communities shall be made in compliance with the foundation budget, which may, in certain instances, differ from the apportionment under the District Agreement. When there is a conflict, state law shall prevail. In assessing for expenditures which are~~

*Acton-Boxborough Regional School District*

~~excluded from the foundation budget, the District Agreement shall determine the apportionment of assessments after the District Committee has applied all applicable state aid.~~

### Acton Public Schools

~~The annual budget is the financial expression of the educational program of the school department, and it mirrors the problems and difficulties that confront the school system.~~

~~The budget is more than a financial instrument, and requires on the part of the Committee, the staff, and the community orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.~~

~~Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.~~

~~The Acton School Committee delegates the development of the annual public school budget to the Superintendent and his/her designees for the operating and maintenance of the public schools, and such capital budgets as shall be necessary for the pursuit of the goals and educational programs proposed and approved by the School Committee.~~

LEGAL REFS.: M.G.L. 71:16B; 71:34; 71:37 and 71:38N  
CMR 41.02

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough  
Budget Deadlines and Schedules Policy, File: DBC

**ANNUAL BUDGET - DRAFT**

First Read 12/15/16

The Acton-Boxborough Regional School Committee delegates the development of the annual District budget to the Superintendent and his/her designees for the operating and maintenance of the District, and such capital budgets as shall be necessary for the pursuit of the goals of the District and the educational programs proposed and approved by the School Committee.

Said budget shall conform to the guidelines as set forth by the Legislature in Chapter 71 of the Massachusetts General Laws and directives and regulations as set forth by the Massachusetts Department of Education, and shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the member communities, after the use of any offsetting revenues received from the state.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

The annual budget for each school operated by the District shall be developed with input from the School Council, and shall reflect the priorities established in the Annual School Improvement Plan.

The District Regional Agreement notwithstanding, there shall be no requirement for the annual operation and maintenance budget for the District to be adopted prior to the receipt of funding estimates from the state.

In developing a budget, care shall be taken to make the documents associated with the budget clear and understandable to Finance Committees of member communities and to the general public.

A public information meeting may be held to solicit input from the general public. In accordance with the District Regional Agreement, a public hearing will be held prior to the adoption of the Final Operating and Maintenance Budget by the School Committee. The School Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31. The Superintendent and the School Committee will make every effort to fully inform all member communities and their officials of the budget plans of the District.

The calculation of the member towns' assessments shall be according to the Regional Agreement.

LEGAL REFS.: M.G.L. 71:16B; 71:34; 71:37 and 71:38N  
CMR 41.02

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough  
Budget Deadlines and Schedules Policy, File: DBC

## BUDGET - APPORTIONMENT OF EXPENSES

The Regional District School Committee shall annually determine the amounts necessary to be raised, after deducting the amount of aid such district is to receive pursuant to ~~section sixteen~~ M.G.L. c 71 s 16B, to maintain and operate the District school or schools during the next fiscal year, ~~and~~ This includes amounts required for payment of debt and interest incurred by the District which will be due in the said year, and shall apportion the amount so determined among the several municipalities in accordance with the terms of the agreement.

The amounts so apportioned for each municipality shall be certified by the Regional School District treasurer to the treasurers of the ~~several municipalities~~ member towns within ten days from the date on which the final annual budget is adopted by a majority vote of the School Committee, but no later than March thirty-first.

The Regional School District treasurer shall include in the certification to each municipality a statement setting forth the amount which the District is to receive under said section sixteen D for the ensuing fiscal year and the proportionate share of such aid for such municipality.

In addition to amounts appropriated for debt service, student transportation, construction costs, capital costs and operating costs, each municipality that belongs in the Regional School District shall annually appropriate for the support of the Regional School District an amount equal to, but not less than, the sum of the minimum required local contribution.

~~Notwithstanding the provisions of the Regional School District agreement, each member municipality shall increase its contribution to the Regional District each year by the amount indicated in that district's share of the municipalities' minimum regional contribution in that fiscal year. Per Section 5.E. of the Regional Agreement, in the event that some provision of applicable law requires some different apportionment of the costs of construction or capital or operating the District than is provided in this section of the Agreement, then insofar as is practical and allowed by the applicable law, in good faith the member towns shall apportion those costs, the division of which is not otherwise controlled by the applicable law, so as to exactly or as nearly as practical achieve the same overall apportionment of total costs in each fiscal year as would otherwise have been achieved by the formulas specified in Section 5, subsections B and C of the Regional Agreement.~~

The District shall appropriate the sum of the minimum regional contributions of its member districts as well as all state school aid received on behalf of member municipalities. The District may choose to spend additional amounts; such decision shall be made and such amounts charged to members according to the District's required agreement.

Except as required by General Law, ~~each~~ the school district may determine how to allocate funds appropriated for the support of public schools without regard to the categories employed in calculating the foundation budget.

LEGAL REF.: M.G.L. 71:16B

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough

**BUDGET DEADLINES AND SCHEDULES**

First Read 12/15/16

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by ~~law and charter~~ the Regional Agreement.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the earliest annual town meeting of either member town. Typically this would be Acton Town Meeting held on the first Monday in April. ~~Dependent on the date thus set, the following will be scheduled:~~

~~Two weeks or more before the annual town meeting—~~

~~Publication of the budget for the meeting, by the Selectmen~~

~~Not less than 30 days before the annual town meeting—~~

~~Finance Committee holds a public hearing on its proposed recommendations for the articles in the budget to be published as above.~~

The Committee should annually, at least 20 days prior to the date on which the final budget is adopted, prepare a preliminary budget. A preliminary budget shall include the amounts necessary to be raised to maintain and operate the Regional Schools during the ensuing fiscal period, and include the amount required for payment of debt and interest incurred by the District which will be due in said fiscal period. All non-recurring expenditures shall be itemized. This preliminary budget shall be itemized in such further detail as the Committee may deem advisable. The preliminary budget shall be approved by a majority of the members of the Committee from each member town. (Regional Agreement, Section 10.A.)

The Committee shall hold a budget hearing annually. Thereafter, the Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business section of the annual town meeting of any member town is to be held, but in no event later than March 31 (provided that said budget need not be adopted earlier than February 1). The final budget shall be adopted pursuant to applicable provisions of law. (Regional Agreement, Section 10.C.)

~~Whatever dates assigned the above, the final date for the submission of the budget to the Selectmen will be arranged cooperatively with the School Committees and Finance Committee. The Selectmen have authority to impose a date as early as December 31.~~

~~In reaching its decision on the budget amount that it will submit to the Selectmen present to the Town Meetings, the School Committees will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.~~

~~Established by law and charter~~

LEGAL REF.: M.G.L. 71:16B; 71:38N  
Acton Town Charter

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough

*Acton-Boxborough Regional School District*



## BUDGET DEADLINES AND SCHEDULES

First Read 12/15/16

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by the Regional Agreement.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the earliest annual town meeting of either member town. Typically, this would be Acton Town Meeting held on the first Monday in April.

The Committee should annually, at least 20 days prior to the date on which the final budget is adopted, prepare a preliminary budget. A preliminary budget shall include the amounts necessary to be raised to maintain and operate the Regional Schools during the ensuing fiscal period, and include the amount required for payment of debt and interest incurred by the District which will be due in said fiscal period. All non-recurring expenditures shall be itemized. This preliminary budget shall be itemized in such further detail as the Committee may deem advisable. The preliminary budget shall be approved by a majority of the members of the Committee from each member town. (Regional Agreement, Section 10.A.)

The Committee shall hold a budget hearing annually. Thereafter, the Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business section of the annual town meeting of any member town is to be held, but in no event later than March 31 (provided that said budget need not be adopted earlier than February 1). The final budget shall be adopted pursuant to applicable provisions of law. (Regional Agreement, Section 10.C.)

In reaching its decision on the budget amount that it will present to the Town Meetings, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

LEGAL REF.: M.G.L. 71:16B; 71:38N

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough

File: EFC

**FOOD SERVICES****FREE AND REDUCED PRICE**

(First Read 12/15/16)

The school district will participate in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

~~In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardians.~~

As required by state and federal regulations, the School Committee will approve a policy statement pertaining to eligibility for ~~free milk, free meals, and reduced price meals.~~ In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child will be denied a meal.

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)  
Child Nutrition Act of 1966, P.L. 89-642, 80 Stat. 885, as amended  
M.G.L. 15:1G; 15:1L; 69:1C; 71:72

File: JB

**EQUAL EDUCATIONAL OPPORTUNITIES**  
(DRAFT FOR 1/11/17 POLICY SUBCOMMITTEE)

In recognition of the diverse characteristics and needs of our students and with the keen desire to be responsive to them, the Acton-Boxborough Regional School Committee will make every reasonable effort to protect the dignity of the students as individuals. They also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry or national or ethnic origin, homelessness ~~sexual orientation~~ or physical and intellectual differences.

To accomplish this, the Committee and the District's staff will make every reasonable effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, ~~or sexual orientation,~~ or homelessness.

This will mean that every student enrolled in the District will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities for which they are eligible.

All implementing provisions issued by the Board of Education and Secondary Education (BESE) in compliance with this law will be followed.

LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Title IX, Education Amendments of 1972  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
~~Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78~~  
~~Board of Education, Chapter 766 Regulations 10/74 — amended through 3/28/78~~  
603 CMR 26:00  
BESE Regulations 603 CMR 26:00  
BESE Regulations 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

Based on MASC version – June 2012  
APPROVED:

# TOWN OF ACTON

## Acton Leadership Group

January 5, 2017

7:15 AM

Room 204

Acton Town Hall

### Agenda Topics

- |    |  |                                |
|----|--|--------------------------------|
| 1. | Approval of Minutes from December 8, 2016                | All                            |
| 2. | Update on FY 17 Revenues and Expenditures                | Steve Ledoux<br>Glenn Brand    |
| 3. | Review of Spreadsheet/ Finalize Revenue Projection FY 18 | Steve Barrett<br>Marie Altieri |
| 4. | Discussion on ALG Plan and Consensus on Its Components   | All                            |
| 5. | Public Comment   |                                |
| 6. | Adjourn  |                                |

Next Meeting January 26, 2017

# Town of Acton Multi-Year Financial Model

Prepared by the Board of Selectmen, School Committee, and Finance Committee

5-Jan-17

Summary	Tax Recap FY16	Tax Recap FY17	Projection FY18	Projection FY19
<b>Municipal Funding Sources:</b>				
Tax Levy (excluding debt exclusion)	\$ 73,348,000	\$ 76,920,952	80,751,100	83,667,378
State Aid	\$ 1,476,000	\$ 1,528,090	1,614,543	1,614,543
Local Receipts	\$ 4,800,000	\$ 4,840,386	4,935,066	4,935,066
Debt Exclusion	\$ 2,835,000	\$ 2,817,959	2,768,612	2,538,007
SBAB Reimbursement	\$ 923,000	\$ 923,000	923,000	923,000
Add: Town Reserves	\$ 2,641,000	\$ 2,467,969	1,600,000	1,300,000
<b>Acton Total Funding Sources</b>	<b>\$ 86,023,000</b>	<b>\$ 89,498,356</b>	<b>92,592,321</b>	<b>94,977,994</b>
<b>Allocation to Budgets</b>				
<b>Municipal Spending</b>	<b>\$ 31,955,000</b>	<b>\$ 32,656,604</b>	<b>\$ 34,135,092</b>	<b>\$ 35,329,820</b>
Percent change year-to-year	2.0%	2.20%	4.53%	3.50%
<b>ABRSD Assessment</b>	<b>\$ 53,171,000</b>	<b>\$ 55,547,097</b>	<b>\$ 58,281,625</b>	<b>\$ 61,020,861</b>
Percent change year-to-year	7.0%	4.47%	4.92%	4.70%
<b>Minuteman Assessment</b>	<b>\$ 897,000</b>	<b>\$ 997,655</b>	<b>\$ 1,052,044</b>	<b>\$ 1,152,044</b>
Percent change year-to-year	18.3%	11.22%	5.45%	9.51%
<b>Total Acton Spending</b>	<b>\$ 86,023,000</b>	<b>\$ 89,201,356</b>	<b>\$ 93,468,761</b>	<b>\$ 97,502,726</b>
<b>Net Position</b>	<b>\$ (0)</b>	<b>\$ 297,000</b>	<b>\$ (876,440)</b>	<b>\$ (2,524,732)</b>

Table 6 Data	Table 6	FY17 ABRSD Revenues	FY18 ABRSD Revenues	FY19 ABRSD Revenues
<b>ABRSD Funding Sources:</b>				
State AID Ch.70	\$ 14,393,376	\$ 14,531,276	14,833,821	14,971,546
Transportation	\$ 1,266,283	\$ 1,190,000	1,345,826	1,386,201
Regional Bonus Aid	\$ 111,200	\$ 74,000	149,000	24,000
Other Revenue	\$ 34,287	\$ 27,683	25,004	25,004
Excess & Deficiency	\$ 200,000	\$ 200,000	200,000	200,000
<b>Total</b>	<b>\$ 16,005,146</b>	<b>\$ 16,022,959</b>	<b>\$ 16,553,651</b>	<b>\$ 16,606,751</b>

<b>Additional OPEB Contribution</b>	<b>\$ 1,249,000</b>	<b>\$ 1,400,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>
-------------------------------------	---------------------	---------------------	---------------------	---------------------

Town of Acton - Tax Impact	FY16	FY17	FY18	FY19
Total Valuation ('000s)	\$ 4,034,183	\$ 4,230,440	\$ 4,357,354	\$ 4,488,074
Tax Rate	\$ 19.23	\$ 19.06	\$ 19.83	\$ 20.27
SF Value	\$ 539,896	\$ 561,186	\$ 566,798	\$ 572,466
% Change in SF Value	2.0%			
SF Tax Bill	\$ 10,384	\$ 10,697	\$ 11,240	\$ 11,603
% Change in SF Tax Bill	2.5%	3.02%	5.07%	3.24%
\$ Change in SF Tax Bill	\$ 257	\$ 313	\$ 543	\$ 364

## **ALG Minutes December 8, 2016**

Present: Bart Wendell, facilitator; Peter Berry & Janet Adachi, BoS; Paul Murphy & Amy Krishnamurthy, SC; Margaret Busse & Doug Tindal, FC; Steve Ledoux, Glenn Brand, Steve Barrett & Marie Altieri, staff.

Audience: Brian Mc Mullin, Mark Hald, Clare Jeannotte, staff; Peter Ashton, temp facilitator and Charlie Kadlec, public.

Extra Info: Town of Acton multi-year financial model aka ALG model: FC final voted POV via email

### **1. Minutes**

Minutes, 11/04 Ok'd

### **2. Update on FY 17 revenues and expenditures**

SL: The annual tax classification hearing resulted in a uniform rate for residential and commercial: Its \$19.06 down from \$19.23. We also have an additional \$200k in new growth in construction. This is good news. Everything else is going pretty much OK. We are watching the ice and snow account.

Glenn: We are progressing as planned. There will be a budget presentation next week. Budget Saturday is Jan. 21.

Doug: Is there a new assessed value and how many homes are there?

SL: Average assessment \$561k for FY 18 \$566k. The average tax bill is \$10,693

### **3. Review of spreadsheet and finalize revenue projections for FY18**

SB: Front page, the change page shows the addition of the \$200k in new growth. The new growth goes into the tax levy so there is a deficit reduction @\$300k. The tax values and impact has the deficit of \$462-\$729k

Margaret: I'm wondering if you can put in for the FC perspective the actual historical numbers.

SB: the actuals are on the tax recap.

It was agreed that there would be a conference call: Steve Barrett, Marie Altieri and Margaret to go over the historical actuals.

Marie: page four has the reserves

SB: reserves tie into certification

Marie: look at the reserve sheet. B is the actual annual use of reserves. Section C this is the replenishment of reserves. Do the math. The use of reserves is transparent. Perhaps we should have net use line.

Margaret: the FC compared these numbers with those that Steve Noone got from the DOR. We think there needs to be a summary sheet where there is a history of what we actually spent.

Doug: I agree, to have the math done will focus on the changes.

#### **4. Recap of tri-board meeting—Margaret, Peter & Amy**

There was general agreement that the social part of the meeting was a success. It was helpful to meet members of the other boards and just hear what others had to say. It was also agreed that the facilitator was “not Bart” and was ineffective which made the discussion part of the meeting not as productive as hoped.

Margaret said she appreciated the feedback on the FC POV that she heard from the other boards. She was frustrated that the “air time” was taken up by a member of her own committee” when she wanted to hear more from the selectmen and school committee.

Peter agreed that the social part was invaluable. He noted that the original plan was to have two meetings: one social; the other working.

Amy: the social interaction will lead to greater trust among the boards.

Bart: what I’m hearing is that it was not an artistic success. Do you have suggestions for next year?

Janet: several years ago the tri-board focused on the big issues that the ALG typically must address-- reserve use, etc. The meeting started out in a big circle followed by break-out groups and then getting back together at the end. That seemed to be a successful format. There was time for socializing at the start.

Bart: would the meeting be more effective after the budgets are formed?

It was agreed that having just a social night would be helpful, followed by one of information exchange.

Marie: Does the spreadsheet reflect the FC POV? If it stays we will have a \$1.2M deficit. There is the number of using \$1.6M in reserves---possible if we use the \$900k turn back the net reserve use would be \$2.4M with the understanding that the \$900k will be replenished.

Margaret: We have not talked about that and have not discussed as to how to get to that level. The BoS needs to be more specific on replenishment: a % amount or dollar amount ensure the replenishment amount.

Marie: We need to do the budgets.

Margaret: We need some specific number; others [on FC] couldn’t count on just one point that’s not in the POV. Each year there has been some replenishment, but we don’t know what level.

Marie: we cannot legally budget for these changes. I'd feel more comfortable if we went back to our boards. The ALG last year had \$1.6M [in reserve use] we assumed that there would be replenishment. Budgets have yet to be produced so this is just a work in progress.

Doug: The longer term view is the 800lb gorilla: \$10M in reserves. The theory goes is that the reserves are declining. We need make sure that we are also taking our capital needs into account. We need clarity on how we will spend the reserves on which capital needs.

Marie: within the next two weeks the budgets will have real numbers and they will be in the plan for the next meeting.

There was some discussion on meeting dates and changing them. It was agreed to keep the Jan 5 date as well as the one for Jan. 26 and Feb. 9. Bart will not be available for all of these dates

## **5. Public Comment**

Charlie noted that he was late and wondered if he'd missed any discussion on the school building projects. The projects will be presented in a public meeting on Wednesday.

It was agreed to put capital plans on the next agenda.

Peter Ashton: It appears that the spreadsheet we are using all the unused levy capacity for FY 18. Is that now the Fincom's position?

Peter B: that should be incorporated as part of the discussion on the spreadsheet.

Bart: I forgot the second half of agenda item 3 which was to finalize projections for FY18

Margaret: the POV is not built into this at all. Our recommended percentages of the budget increases showed a \$1.2M deficit.

SB: That was an illustration of the POV---it's come down by @\$300k

Margaret: Based on the POV --the \$900k deficit was finalized.

Peter B: In the tax levy of \$80M includes the excess levy; there can be changes in the revenue projection, if the FC does not agree to the uses.

Marie: Point is that historically there has been a difference between the POV and the ALG spreadsheet. We did recapture the levy as a placeholder on the spreadsheet. The ALG process is iterative and we have to go through it.

Margaret: With the POV the budgets' increase is 3.3% and not using the \$900k levy capacity

SB: This is our ALG plan. The increase in the town is 3.5% and schools 3.8%

Margaret: Now you are using the \$925k of unused tax levy. The POIV does not include this



SB: the POV requires cuts in spending. The ALG has 4.7%; the POV wants 3.8%

Bart: We are supposed to be discussing revenue projections that are right for the model.

Peter A: town is now at 3.5% and schools 4.7% and keeping the \$900k number.

Marie: we have an agreement to discuss actual budgets not an agreement to use the \$985k

Bart: Is there an agreement on the \$985, is that projection correct? Are these the right figures for the revenue?

SL: You are putting aside the untaxed levy?

Bart: Yes.

Margaret: So we will be assuming the levy will be \$80,972M.

There was some more discussion of what would be on the agenda on the 5<sup>th</sup> and if the meeting would be productive. This meeting will be before the budget Saturdays but after budgets are presented.

Glenn: Since Boxboro has within drawn from Minuteman there was a question about the MM program in the middle school. It will continue with adjustments. The region will be assessed directly for the program and Boxboro will pay its part. We are working on a MOU; it will be @ \$180k.

Janet: MM will not get confused with the ABRS.

Marie: As it shows right now the estimate is \$1.1M and approximately \$190 or \$155 (Acton's share) will move to the AB assessment. This will move onto the spreadsheet.

Bart: There will be a continuing discussion on the 5<sup>th</sup> as to what the word "finalized" means

SL: Budget Saturday for the town is Jan 7 at 8AM in 204.

Charlie: If you intend to tax to the max, make sure the spreadsheet shows that. This would mean a tax increase of 5.07%

SB: Yes.

Charlie: Where does it stand now?

Bart: It's not been finalized.

Adjourned at 8:20.

Next meeting Jan 5<sup>th</sup>

Ann Chang

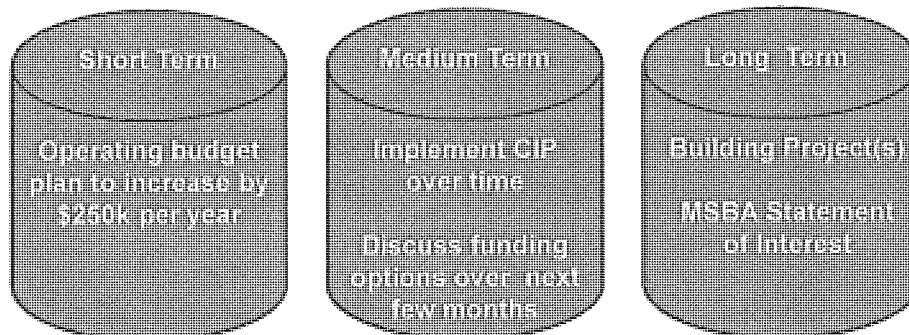


## **ABRSD Capital Planning Update to Boxborough Board of Selectmen and Finance Committee**

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Acton-Boxborough Regional School Committee  
12/19/16

### **District Engaged in Extensive Work on Capital and Infrastructure Planning**



## Long-Term Capital Needs

- Large-scale potential building/ renovation projects
- Options outlined in District Master Plan Study
- Submitted Statements of Interest to the Massachusetts Building Authority
- If accepted, viable options due April 2017; town approval for X fall 2017

Category	Category Description	# of Individual Items	Cost Estimates
In-House	Projects we can tackle with in-house expertise and labor. Costs for items in vary, dependent on equipment and supply costs associated with items; this makes it difficult to estimate potential reductions in cost if done in-house. Costs could be 35% - 45% less the cost estimated	90	\$1,938,930
Preventative Maintenance	Projects in annual budgets as part of operating expenses; work done on quarterly, bi-annual, or annual basis, or as needed	41	\$1,384,421
Completed	Items in this category have been completed since the phase 1 report was completed.	18	\$656,633
Solid Projects	Most relevant necessary projects presented on the CIP list. The project has high merit and the price estimates and descriptions seem to be of high quality after initial analysis	416	\$66,875,400
Pricing Concerns	Projects may be relevant needed CIP projects but pricing seems off, based on district experience. Further price investigation is recommended	9	\$7,817,512
Exploratory	Exploratory projects include "investigations" or "studies" into problems that may or may not exist. Usually associated with HazMat	118	\$11,679,653
Needs Work	Projects need more assessment. In most cases ABRSD and Dore and Whittier need to get together and discuss these projects for clear understanding of the necessity, scope, and estimates	58	\$10,772,932
Unnecessary	Projects unlikely to be addressed given annual budget realities. Largely nice to have rather than need to have items.	81	\$14,142,309
		831	\$115,267,790

## FY'18 Short List and Beyond

Project	Estimate	Project	Estimate
* Blanchard Boiler and Pumps	\$189,750	* Leary Field Turf	\$450,000
* Conant Heaving	\$75,000	* Maintenance Shed Assessment	\$26,000
PDB Hot Water Heater & Piping/ Mixing Valve	\$69,000	ABRHS Auditorium Ceiling and House Lights	\$419,017
Leary Field Lights	\$400,000	Blanchard Domestic Hot Water	\$43,125
PDB Brick Sills Re-point and Flash	\$545,186	HS Pool HVAC	\$330,000
HS Pool Bleachers and Guardrails	\$138,375	Snow load and wood rot repair Blanchard gym RJ Grey	\$61,055
RJ Grey Gym Floor	\$200,000	Campus Master Plan Improvements (sidewalks, signage, roads)	\$1,552,500
ADA Access Leary Field	\$220,000	RJ Grey HVAC Controls	\$86,250
Re-key All Facilities Enhance Locking Abilities	\$420,000	PDB chiller	\$427,500
Blanchard DDC Controls	\$555,000	Blanchard Concrete / Asphalt	\$203,895
Admin Repave Drives	\$82,800	Admin replace walks and front entrance area	\$103,500
Admin Roof	\$1,293,750	Admin ADA Full	\$1,336,025

Items listed above total \$9,227,728

\* Items are also included on the FY'18 project short list

\*\* List purposefully does not include CIP projects from Conant (with the exception of securing the corner of the building as an immediate need), Douglas, or Gates. Projects associated with these buildings will be evaluated once long-term master plan is set.

# **TOWN OF ACTON**

## **Capital Improvement Planning Committee**

Wednesday, January 11, 2017  
Acton Town Hall  
Room 9  
7:00 PM

### MEETING AGENDA ITEMS

1. Call to Order
  2. Approve Meeting Minutes, December 8, 2016
  3. Discussion of Possible Format for Capital Plan
  4. Next Meeting
  5. Adjourn
-

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

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Acton-Boxborough Regional School Committee meetings are usually held on the first and third Thursdays of the month, at 7:00 p.m. in the R.J. Grey Junior High School Library. Materials are usually posted at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes> the Friday night prior to each meeting.

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**Annual Workshop:** July/August 2017  
**Summer Business Meeting:** August 2017

September 7  
 September 14 or Tues, 19 or 28? (Holiday begins Wed evening Sept 20)

October 5  
 October 19

November 2  
 November 16

December 7  
 December 21

January 12  
 January 27 (Sat) **School Committee Budget Saturday**  
*(Preliminary Budget must be prepared at least 20 days prior to final Budget Adoption.)*

February 1  
 February 15 **Open Budget Hearing**-required by law  
*(Final Budget must be adopted not later than 45 days prior to start of Acton Town Meeting, 4/2/18. . 45 days = 2/xx/17)*

March 1  
 March 15  
 March 29 (if needed)

April 26

May 17

June 7  
 June 21

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

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

Acton-Boxborough Regional School District

**SCHOOL CALENDAR, 2017-2018**

**Bold Underlined Dates = No School Days / ELEMENTARY THURSDAY AFTERNOONS are still to be determined**

Sept.	M	T	W	T	F	Teachers' mtgs – Aug 30 & 31	Jan.	M	T	W	T	F		
	28	29	30	31	<u>1</u>	Schools Open – Sept 5		<u>1</u>	2	3	4	5	Schools Open - Jan 2	
	<u>4</u>	<u>5</u>	6	7	8	Labor Day – Sept 1 & 4		8	9	10	11	12	JH Early Dis for Confs –	
	11	12	13	14	15	K-12 Early Dis for Prof L		<u>15</u>	16	17	18	19	Martin Luther King Day - Jan 15	
	18	19	20	<u>21</u>	22	Rosh Hashana – Sept 21		22	23	24	25	26		
	25	26	27	28	29	School Days - 18		29	30	31			School Days - 21	
Oct.	M	T	W	T	F		Feb.	M	T	W	T	F		
	2	3	4	5	6						1	2	*K-12 Early Dis for Prof L. –	
	<u>9</u>	10	11	12	13	Indigenous Peoples' Day – Oct 9		5	6	7	8	9	Presidents' Day - Feb 19	
	16	17	18	19	20			12	13	14	15	16	Winter Recess - Feb 19-23	
	23	24	25	26	27	Elem Early Dis for Confs –		<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	School Days – 15	
	30	31				School Days – 21		26	27	28				
Nov.	M	T	W	T	F	Prof. Day – Nov 7 (no school/students)	Mar.	M	T	W	T	F		
			1	2	3	Elem Early Dis for Confs –					1	2	HS Late Start <b>only for students NOT</b>	
	6	<u>7</u>	8	9	<u>10</u>	Veterans Day - Nov 10 due to Sat holiday		5	6	7	8	9	<b>taking MCAS-</b>	
	13	14	15	16	17	Half Day – Nov 22		12	13	14	15	16	Good Friday – March 30	
	20	21	22	<u>23</u>	<u>24</u>	Thanksgiving Recess - Nov 23&24		19	20	21	22	23	School Days - 21	
	27	28	29	30		School Days - 18		26	27	28	29	<u>30</u>		
Dec.	M	T	W	T	F		Apr.	M	T	W	T	F		
					1	*Elem Early Dis for Prof L. –		2	3	4	5	6	*K-12 Early Dis for Prof L. –	
	4	5	6	7	8	Jr High Early Dis for Confs –		9	10	11	12	13		
	11	12	13	14	15	Winter Recess - Dec. 25 – Jan 1		<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	Patriots Day – Apr 16	
	18	19	20	21	22	School Days - 16		23	24	25	26	27	Spring Recess - Apr 16-20	
	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>			30					School Days - 16	
-----							May	M	T	W	T	F		
Note: See <a href="http://www.interfaith-calendar.org/2017.htm">http://www.interfaith-calendar.org/2017.htm</a> for some major religious holidays. Yom Kippur = Saturday, 9/30/17									1	2	3	4	HS Late Start <b>only for students NOT</b>	
* Professional Learning for Staff Early Dismiss: TO BE DETERMINED								7	8	9	10	11	<b>taking MCAS-</b>	
No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at <a href="http://abschools.org">http://abschools.org</a>								14	15	16	17	18	Memorial Day - May 28	
								21	22	23	24	25	School Days - 22	
								<u>28</u>	29	30	31			
Acton Town Meeting begins April X, 2018. Boxborough Meeting begins May X, 2018.							June	M	T	W	T	F		Graduation – June 1
Acton-Boxborough Regional School Committee Meetings are held twice a month. See <a href="http://www.abschools.org/school-committee">http://www.abschools.org/school-committee</a> for more information.												1	Last day – June 18 (no snow days)	
								4	5	6	7	8	(June 25 if 5 snow days used)	
								11	12	13	14	15	School Days – 12	
								<u>18</u>	19	20	21	22	<b>Total Days = 180</b>	



*New England School Development Council*  
*Celebrating over seventy years of service to education*

## **EXECUTIVE OPPORTUNITY**

### **DIRECTOR OF FINANCE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT, MA**

Dear Fellow Educator:

The Acton-Boxborough Regional School District invites qualified candidates to apply for the position of Director of Finance.

The Acton-Boxborough Regional School District is a comprehensive, PreK-12 school system serving the communities of Acton and Boxborough, and is located about 20 miles north of Boston. The Acton-Boxborough mission is to develop engaged, well-balanced learners through collaborative, caring relationships. The Acton and Boxborough communities strongly support excellence in public education and are truly dedicated to instilling a passion for learning. The district prioritizes students' social and emotional well-being while supporting them to excel academically and through extensive and diverse extra-curricular opportunities. Serving 5,700 students, the district is comprised of nine schools: the Carol Huebner early childhood program, six elementary schools, one junior high school, and one high school. The towns of Acton and Boxborough are deliberate choices for residents and educators seeking the best educational opportunities.

**For additional information about the school district, please refer to the district website at:**

**<http://www.abschools.org/>**

#### **Director of Finance**

The Director of Finance reports to the Superintendent of Schools and is responsible for the development, implementation, supervision, assessment and effectiveness of all financial and business operations, long-range planning, budgeting (both capital and operating), and fund accounting for the Acton-Boxborough Regional School District. In addition, this individual plans and conducts internal audits and assists external auditors and assumes responsibility for the business operations of the school system including but not limited to finance, budgeting, and purchasing. The Director of Finance prepares statistical and narrative reports, including financial statements, for the Superintendent and the School Committee, as well as all state and federal reports.



A Massachusetts School Business Administrator License and a minimum of three years related experience are required. A Bachelor's or Master's Degree in a finance related field is required. The candidate must have strong collaborative and interpersonal skills, and be able to explain and present complex details clearly. This position involves knowledge of the functions and demands of a public educational institution; knowledge of personnel administration; knowledge of state and federal laws and regulations concerning schools and school finance; high standards of ethics, honesty and integrity; the ability to demonstrate flexibility within state statutes, School Committee policy and school system requirements; and superior communication skills. Salary for this position is highly competitive, commensurate with qualifications and experience, along with a generous benefits package.

The deadline for submitting applications is **January 26, 2017**. Interviews will take place in **February 2017**. The start date for this position is **July 1, 2017**.

**Interested candidates should contact:**

Dr. Anthony Bent  
Acton-Boxborough Director of Finance Search  
New England School Development Council  
28 Lord Road  
Marlborough, MA 01752

Phone: 508-481-9444; Email: [search@nesdec.org](mailto:search@nesdec.org)

**To access the application, please visit [www.nesdec.org](http://www.nesdec.org)  
([http://www.nesdec.org/executive\\_search/currentsearches.aspx](http://www.nesdec.org/executive_search/currentsearches.aspx))**

We look forward to your application. In addition, we would appreciate your referral to, or nomination of, individuals who you believe are qualified for this position. All inquiries and nominations are confidential and should be made to the NESDEC office. Thank you in advance for your consideration.

Very truly yours,



Arthur L. Bettencourt, Ed.D  
Executive Director



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

14.2  
 Revised from  
 SC packet

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

## ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT SCHOOL START TIME COMMITTEE

### A. OVERVIEW:

In the fall of 2016, Dr. Brand, Superintendent, committed to further studying the possibility of changing start times in the district. This is in direct response to the *Superintendent's Wellness Committee Report* (viewable [here](#)), delivered to the School Committee and the community last spring, which strongly advocated for a change in school start times at the secondary level in light of the growing research connecting sleep, start times and the health and well-being of adolescents.

In order to facilitate this goal Dr. Brand is forming a *Start Time Committee* that will deliver a report to the School Committee in the spring of 2017, outlining the various options, financial costs and other respective implications of changing start times.

A call for volunteers is going out December 16, 2016, and additional information can be found below.

### B. COMMITTEE COMPOSITION

The work associated with the *School Start Time Committee* will be completed through the contributions of many members of our wider school community. The composition of the committee includes the following:

#### *Committee Members*

<b>Group/Department Represented</b>	<b>Name(s)</b>
Superintendent	Glenn Brand Marie Altieri
School Committee	Deanne O'Sullivan Eileen Zhang
Elementary/Secondary Building Administrators	Damian Sugrue, Conant Matthew McDowell, McT Allison Warren, RJ Grey Larry Dorey, ABRHS
Teachers	Kate Contini, Blanchard Kerri French, Conant Laura Martin, McT Christine Fenian, RJ Grey Bill Noeth, ABRHS David Green, ABRHS
Parents	Tessa McKinley, Blanchard Andrea Keenan, Conant

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

WELLNESS • EQUITY • ENGAGEMENT

	Heather Harer, Douglas Manoj Thadani, Gates Jessica Lubets, McT Michelle Hanlon, RJ Grey
Facilities and Transportation	JD Head Ed Weiner
Community Education	Erin Bettez
Athletics	Steve Martin

### C. SCHEDULE

The committee as a whole will plan to meet on the following dates, with all meetings scheduled from 3:45 – 5:00 p.m.

Tuesday, January 10  
Tuesday, February 7  
Tuesday, March 14  
Tuesday, May 2

Additional meeting times will likely be necessary within the four subcommittees and can be arranged at times that are mutually convenient.

### D. SUBCOMMITTEES

The work of the committee will be largely completed through four (4) subcommittees:

#### Outreach Subcommittee

The charge of this subcommittee will be to plan, develop and oversee the outreach campaign that gathers feedback, opinions and perspectives regarding school start times, proposed models, and limitations that are associated with any proposed changes to our current model. Work included as a part of this will be the analysis and reporting of data.

#### Scenario & Option Development Subcommittee

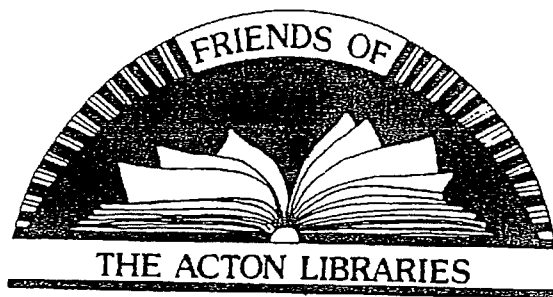
The charge of this subcommittee will be to work closely with the transportation department and our bus analysis consultants to refine start time scenarios and options district-wide. This work will include establishing clear schedules and bus routing-related information, and assembling this information in a clear and coherent way that analyzes comparisons of current and proposed schedules.

#### Research & Education Subcommittee

This subcommittee will be charged with pulling together relevant information of other surrounding school districts and articulating the key issues connected with changing start times.

#### Communications Subcommittee

The charge of this subcommittee will be to develop a communications strategy and platform to disseminate information related to the committee's work. This subcommittee will also focus on assembling the final report to the School Committee.



December 31, 2016

Dr. Glenn Brand

Acton Public and Regional Schools

16 Charter Road

Acton, MA 01720

Dear Dr. Brand:

The Board of the Friends of the Acton Libraries is once again pleased to present you with our annual gifts to the school libraries.

This year we are presenting one check for \$16,000 to the regional school district instead of writing separate checks. We would like to recommend but not require the following distribution:

ABRHS \$3,500

ABJHS \$2,000

Each elementary school \$1,750 (x 6 = \$10,500)

As always, we ask that the funds be used at each librarian's or media specialist's discretion to support print, online, or equipment purchases.

With kind regards,

Paula Walsh, Board Member

Friends of the Acton Libraries

c/o Acton Memorial Library, 486 Main Street, Acton, MA 01720