



Acton-Boxborough Regional  
School Committee Meeting

March 16, 2017

7:00 p.m. Business Meeting  
7:30 p.m. FY'18 School Choice Hearing  
followed by return to Business Meeting  
9:30 p.m. Executive Session  
*(to follow Business Meeting)*

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING  
(revised 3/15/17 at 2:45 p.m., see change to Executive Session time only)

Library  
R.J. Grey Junior High School

March 16, 2017  
~~6:30 p.m. Executive Session~~  
7:00 p.m. Open Business Meeting  
7:30 p.m. FY18 School Choice Public Hearing  
Followed by return to Business Meeting  
9:30 p.m. Executive Session (approx. following Business Meeting)

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**AGENDA**

1. **ABRSC Call to Order** – *Mary Brolin*
2. **Chairman’s Introduction** – *Mary Brolin*
  - 2.1. Annual Spring Town Elections
    - Acton Election is Tuesday, March 28
    - Boxborough deadline to submit papers is March 28 for Election on May 16
3. **Statement of Warrant**
4. **Approval of Minutes**
  - 4.1. ABRSC Meeting of 2/16/17, 2/2/17 and Budget Saturday on 1/21/17 (*next meeting*)
5. **Public Participation**
6. **ABRHS Students Presentation: Transitioning from Reliance on Bottled/Imported Water** – *ABRHS Students Chantal Raguin and Anna Rychlik*
  - 6.1. Presentation
  - 6.2. Recommendation to Accept Gift of Water Bottle Filler at the Junior High– **VOTE** – *Glenn Brand*
7. **ABRSC SCHOOL CHOICE PUBLIC HEARING (7:30)**
  - 7.1. School Choice Hearing Memo – *Marie Altieri*
  - 7.2. Participation in School Choice Program 2017-2018 –**VOTE** – *Glenn Brand*
8. **RETURN TO BUSINESS MEETING**
9. **ABRSD Director of Finance Decision** - *Glenn Brand*
  - 9.1. Recommendation to Appoint Mr. David A. Verdolino as Director of Finance– **VOTE** – *Glenn Brand*
10. **ABRSD Budget Update** – *Glenn Brand, Clare Jeannotte (if needed)*
11. **Regional Financial Oversight Committee (RFOC) Annual Report per Regional Agreement** – *Mary Brolin, Clare Jeannotte*
  - 11.1. FY16 Per Pupil Expenditures by School (per Regional Agreement Section 11 & App A Section e)
  - 11.2. Tracking of Financial Benefits
  - 11.3. Recommendation to Approve Regional Financial Oversight Committee Statement to be Read at Annual Town Meetings - **VOTE** – *Mary Brolin*
12. **ABRSD Auditor's Agreed Upon Procedures** – *Clare Jeannotte*
  - 12.1. High School Student Activity Funds, 6/30/16

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

- 12.2. School District End of Year Financial Report, 6/30/16
  - 12.3. ABRSD School Activity Programs and Accounts Policies, File: JJ and JJF
13. **Kindergarten Registration Update** – *Marie Altieri*
14. **ABRSD Master Plan / School Building Project Update**
- 14.1. Massachusetts School Business Authority (MSBA) Update – *Glenn Brand*
    - 14.1.1. Slides
    - 14.1.2. Letter and Press Release regarding the C.T. Douglas School, 2/15/17
    - 14.1.3. Initial Compliance Certification – ABRSD/C.T. Douglas Elementary School (due 5-3-17)
  - 14.2. District Master Plan Review Committee (DMPRC) Update – *Mary Brolin, Kristina Rychlik*
    - 14.2.1. Meeting minutes of 3/1/17 and 3/8/17
    - 14.2.2. Public Forum Presentation slides and handouts
    - 14.2.3. Public Forum Flyer
    - 14.2.4. Memo: Douglas and Gates Schools’ Septic Systems Remain in Good Order, *JD Head*
  - 14.3. Recommendation to Authorize the Superintendent to Resubmit to the Massachusetts School Building Authority (MSBA) Statements of Interest (SOIs) for:
    - 14.3.1. The Luther Conant School – **VOTE** – *Glenn Brand*
    - 14.3.2. The Paul P. Gates School – **VOTE** – *Glenn Brand*
15. **Recommendation to Withdraw from MA Electric School Bus Grant Program** – **VOTE** – *Glenn Brand*
- 15.1. Memo from JD Head
16. **Recommendation to Approve JH/HS Early Dismissal Days on FY18 School Calendar for Oct 12, Feb 8 and Mar 29** – Second Read – **VOTE** - *Glenn Brand*
17. **Subcommittee Reports**
- 17.1. Budget – *Maria Neyland (oral)*
  - 17.2. Policy
    - 17.2.1. Studying Controversial/Sensitive Issues, File: IMB - Second Read - **VOTE** - *Brigid Bieber*
    - 17.2.2. School Volunteers, File: IJOC – Second Read – **VOTE** - *Brigid Bieber*
    - 17.2.3. Mission, Vision, Values, File: AD and AD-E – First Read
  - 17.3. Outreach (including PTO Co-chairs) – February 2017 Update - *Kristina Rychlik*
18. **School Committee Member Reports**
- 18.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy, Paul Murphy*
    - 18.1.1. Minutes of 2/16/17 meeting
    - 18.1.2. Materials from 3/9/17 meeting
  - 18.2. Boxborough Leadership Forum (BLF) – *Mary Brolin*
  - 18.3. Health Insurance Trust (HIT) – *Mary Brolin*
  - 18.4. Acton Finance Committee – *Amy Krishnamurthy, Deanne O’Sullivan*
  - 18.5. Acton Board of Selectmen – *Eileen Zhang*
  - 18.6. Boxborough Finance Committee- *Mary Brolin*
  - 18.7. Boxborough Board of Selectmen – *Maria Neyland, Brigid Bieber*
  - 18.8. Minuteman Technical High School (MMT) Update – *Diane Baum*
  - 18.9. Acton Capital Improvement Planning (CIP) Update – *Kristina Rychlik*
  - 18.10. OPEB Trust 3/3/17 Board Meeting Report – *Mary Brolin (oral)*
19. **Recommendation to Accept \$500 Gift from the AB Regional Parent Teacher Student Organization (PTSO) to the R.J. Grey Junior High School** – **VOTE** – *Glenn Brand*

20. **Recommendation to Accept Grant from Exxon Mobil Educational Alliance Math & Science to Gates School – VOTE – Glenn Brand**
21. **Recommendation to Accept Grant from Target Field Trips/Scholarship America to Conant School – VOTE – Glenn Brand**
22. **Recommendation to Accept Gift from ABRHS Track Boosters for Assistant Coach – VOTE – Glenn Brand**
23. **Recommendation to Approve ABRHS Exchange Trip to Spain – VOTE – Glenn Brand**
24. **Superintendent’s Report/Updates – Glenn Brand (oral)**
- 24.1. Gatekeeper Training for School Personnel
25. **FOR YOUR INFORMATION**
- 25.1. Monthly Student Enrollment, 3/1/17
- 25.2. Annual Town Meeting Budget Book
- 25.3. Kid Friendly Movie Night at Acton Town Meeting, 4/3/17 and 4/4/17
- 25.4. 2017 Chair Ceremony Honoring Staff with 20 Years of Service to the District
- 25.5. ABRSD Financial Reports as of 2/28/17
- 25.5.1. Revenue vs Budget
- 25.5.2. Expenses vs Budget
- 25.5.3. Special Revenue
- 25.5.4. Grants
- 25.6. 2016-2017 School Calendar voted 3/1/17 with Revision to 2 March dates & 3 Snow Days
- 25.7. 17<sup>th</sup> Annual Robert Creeley Awards Presentation, March 29, 2017 at 7:30 pm, ABRHS
- 25.8. Acton Candidates’ Night, Wednesday, March 15<sup>th</sup> at 7:00 p.m., Acton Town Hall
- 25.9. Family Learning Series Presentations:
- 25.9.1. April 5, 2017, 7:00 - 8:30 PM  
Presenter: Dr. David Miele  
Topic: *Academic Mindsets: Their Role in Learning, Parenting, and Teaching*  
Audience: Grades PK-12  
Location: RJ Grey Auditorium
- 24.10 Town of Acton Appoints New Police Chief
26. **EXECUTIVE SESSION at 9:30 p.m.** (approximately, to follow Business Meeting)  
To discuss strategy with respect to collective bargaining with the Acton Boxborough Education Association (ABEA)

27. **Adjourn**

**NEXT MEETINGS:**

- Acton Town Meeting begins on Monday, April 3 at 7:00 p.m. in the High School Auditorium
  - Link to the Town Meeting Warrant: [www.acton-ma.gov/warrant](http://www.acton-ma.gov/warrant)
- April 27 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted Mon, April 24)
- Boxborough Town Meeting begins on Monday, May 8
- May 18 - ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted May 12)

# 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



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## Nomination Papers for Town Office are Now Available from the Town Clerk

Posted on: January 12, 2017 - 1:02pm

Nomination papers for Town Office are now available from the Town Clerk. Anyone interested in seeking an elected position with the Town must take out papers. Twenty-five signatures of Boxborough registered voters are required in order to appear on the ballot. The deadline to submit completed nomination papers is Tuesday, March 28, 2017. Please contact the Town Clerk at 978-264-1727 or [emarkiewicz@boxborough-ma.gov](mailto:emarkiewicz@boxborough-ma.gov) if you have any questions.

The following offices will appear on the ballot:

Moderator, one seat, one-year term

Board of Selectmen, two seats, three-year term

Board of Selectmen, one seat, one-year term

Board of Heath, one seat, three-year term

School Committee, two seats, three-year term

Planning Board, two seats, three-year term

Library Board of Trustees, two seats, three-year term

**Source URL:** <http://www.boxborough-ma.gov/home/news/nomination-papers-for-town-office-are-now-available-from-the-town-clerk>



**Acton-Boxborough Regional School District**

16 Charter Road Acton, MA 01720  
978-264-4700 x 3209 fax: 978-264-3340  
[www.abschools.org](http://www.abschools.org)

7.1

**Marie Altieri**  
*Deputy Superintendent*

To: Acton-Boxborough Regional School Committee  
Date: March 16, 2017  
Re: School Choice Hearing

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The Acton-Boxborough Regional Schools last accepted new school choice students in grades 9-12 about ten years ago. Ever since then, the Acton-Boxborough Regional School Committee has only opened up school choice for a limited number of seats at a limited number of grades to accept siblings of school choice students. The Boxborough Public Schools accepted school choice students at Blanchard Elementary School for several years before full regionalization. Since full regionalization, we have only accepted siblings of school choice students at Blanchard as well as the high school. The school choice law requires that preference to any available school choice seats be given to siblings.

Our current school choice enrollment includes:

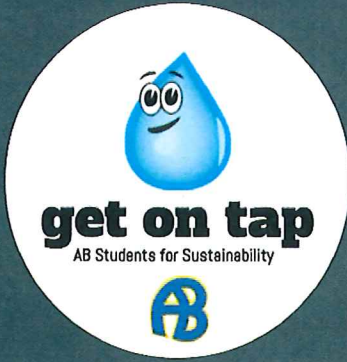
34	Total Students
15	Blanchard
2	R. J. Grey Jr. High
17	Acton-Boxborough Regional High School

The School Committee must vote by May 1 of each year whether or not to accept school choice students for the following school year. Based on space and class size concerns, we are recommending that we continue to open up enough school choice seats to accept siblings of existing school choice students only. There is one sibling of existing school choice students entering kindergarten in the fall of 2017.

**Recommended VOTE for the March 16, 2017 meeting:**

*The Acton-Boxborough Regional School Committee moves continue in the school choice program and limit openings to one seat in Kindergarten for FY18.*

*Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.*



# Get on Tap Policy Proposal



School Committee Meeting: March 16, 2017

Anna Rychlik and Chantal Raguin

Bottle Filling  
Station - Donation

Danny's Place UProject





## Policy Objective:

To enrich student education, the district will promote consumption of local water and minimize importation of resources already available to the community. The district will encourage students to do the same through example and outreach. In establishing these practices, the district aims to guide formation of environmentally, healthfully, and fiscally sound habits.

## Requested Procedures:

**I**

**End district spending on imported water.**

**II**

**Eliminate sale of bottled water on school grounds.**

**III**

**Encourage the use of local water at school sponsored events.**

**IV**

**Equip students and faculty with alternatives to bottled water.**

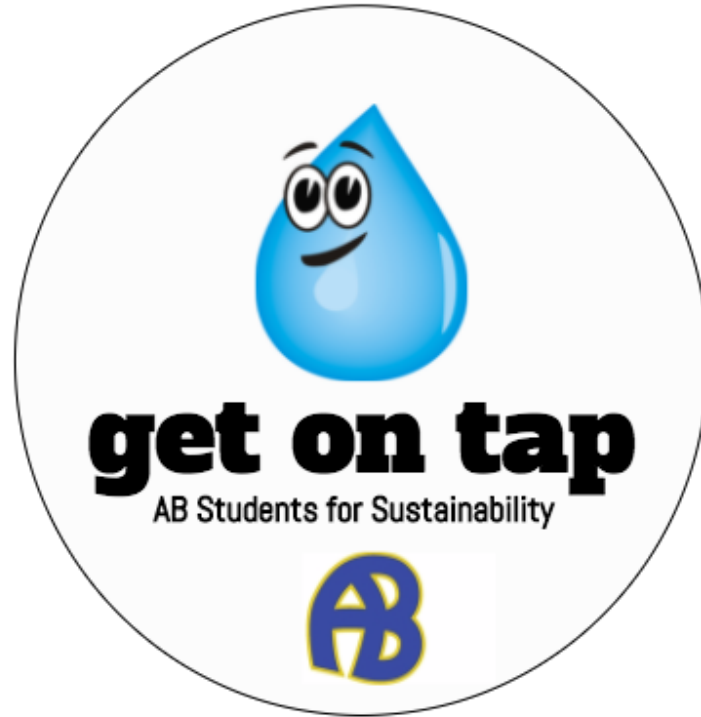
## Intended Results

Health  
Benefits

Financial  
Benefits

Eco  
Benefits

Thank you for your time and consideration!



# **Get on Tap Policy Proposal 2017**

# Get on Tap

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Anna Rychlik and Chantal Raguin  
Acton-Boxborough Regional High School  
Get on Tap Policy Proposal

## Overview

Get On Tap is a student-led movement pledging allegiance to local tap water over single-serve bottled water. As students, we know that school teaches us habit. We learn how to manage our time, pay attention in class, and study well. So why shouldn't we learn to live sustainably?

Buying bottled water is a harmful habit which we no longer need. Get On Tap encourages students to rely on our local water instead, saving our district time and money, and of course, saving our planet too. With these benefits in mind, we hope to institute a permanent transition from bottled to local water.

By requesting policy to meet this goal, we invite the school committee to join our movement. Are you ready to stand up for sustainability? Grab your reusable water bottle and Get On Tap today!

## Data

Relying on bottled water harmfully affects the Acton-Boxborough community in 4 major areas: environmental preservation, community health, district financing, and student lifestyle.

### Environmental Effects

Although the bottled water industry presents itself as environmentally friendly, its product is unsustainable in waste generation, pollution, and resource consumption.

First and foremost, confidence in our recycling process cannot be applied to bottled water. RiverKeeper states that over 85% of empty plastic bottles in the United States are thrown away, making a huge addition to the masses in our overflowing landfills. Lack of

recycling also pollutes of our oceans, as demonstrated by the Great Pacific Garbage Patch.

Regarding air quality, bottled water is equally harmful. Triple Pundit sustainability engineer Pablo Päster calculates that production of a single 1 kg Fiji-brand bottle emitted 562 grams of greenhouse gases. The Intergovernmental Panel on Climate Change concludes that incineration of plastic bottles also releases a host of chemicals, such as CO<sub>2</sub> (carbon dioxide), N<sub>2</sub>O (nitrous oxide), NO<sub>x</sub> (oxides of nitrogen), NH<sub>3</sub> (ammonia) and organic C, measured as total carbon.

Finally, bottled water is waste of finite resources. Live Science estimates that in 2007, 32 million to 54 million barrels of oil were required to meet US bottled water consumption, making bottled water a major contributor to the crisis of oil shortages. Relying on local water would save this fuel for other purposes.

In addition to oil, bottled water wastes water itself. Valley Water estimates that 3 liters of water are consumed just to bottle 1 liter. With droughts in California and across the globe, such practices must be reconsidered.

## Health Effects

Bottled water is not consistently regulated by the FDA. Individual states are accountable for monitoring water both packaged and sold within their borders, but as the National Resource Defense Council reports, 1 in 5 do not. With no requirements to issue contaminant-testing reports, the bottled water industry is left to promote a much safer product than what is actually sold. A 2008 report published by the Environmental Working Group concluded:

*“Our tests strongly indicate that the purity of bottled water cannot be trusted. Given the industry's refusal to make available data to support their claims of superiority, consumer confidence in the purity of bottled water is simply not justified.”*

The study found an average of 8 contaminants per brand in a 10 brand sample of bottle water. 38 different contaminants were identified in total.

Just in 2008, Nestle Pure Life, the brand of water sold in most of our cafeterias, issued a Class II recall of their product in 5 states for possible contamination with diluted cleaning solution. The public was not notified until 3 months after the release, leaving ample time for the toxins to affect consumers.

Furthermore, even the purest of water can be easily contaminated by plastic bottling. On their website, Nestle states that their bottles are made of non-recycled PET #1 plastic, a material linked to a range of health complications. In an article entitled “Polyethylene Terephthalate May Yield Endocrine Disruptors” Leonard Sax of the National Institute of Environmental Health Science concluded the following:

*"The evidence suggests that PET bottles may yield endocrine disruptors under conditions of common use, particularly with prolonged storage and elevated temperature... Because of the widespread use of PET plastic worldwide in containers for water, soda beverages, and condiments, the safety of PET under conditions of common use certainly merits further investigation."*

In the context of our schools, Sax's citation of a 2008 study on phthalates and children's health is particularly alarming. He writes (references excluded):

*"Infants and children may be especially vulnerable to the toxic effects of phthalates. Indeed, legislatures and government agencies in Australia, Canada, the European Union, and the United States have already acted to restrict or prohibit the use of phthalates in consumer products."*

By contrast, filtered tap water shares virtually none of these health risks. Our town's water is heavily regulated by the EPA, and our representatives provide periodic updates on the water quality. All but 1 of our 8 district schools are located in Acton, which issued its latest report in 2015. All tested contaminants were below MCL or AL levels, proving our local water is safe and healthy to drink. We encourage members of the community concerned with local water safety to read this report.

## Financial Effects

On a scale regarding the district budget, bottled water is a waste of money. In 2016, the district spent \$6,844\* taxpayer dollars to fill 5-gallon water dispensers in schools. Because we have an adequate number of water fountains, these dispensers are unnecessary. Their removal will ensure student education receives the most funding possible.

\*according to the annual ABRSD spending report.

The district also spends a significant amount of money on providing bottled water for school-sponsored events. Even though some of these events, such as dances, prohibit unsealed beverages, use of bottled water is still unnecessary. Many reusable alternatives exist to replace the purchase of bottled water, all of them ultimately saving our district money.

Finally, in an attempt to reduce harmful leaching of chemicals from the plastic bottles, our schools must store bottled water in refrigerated areas or vending machines. Energy used to cool these facilities is expensive. Vending machines can cost up to \$700 per year of operation.\* Again, due to the safety of local water, money spent to refrigerate bottled water is simply wasted. To ensure our students' activities and education receive the most funding possible, the district must end unnecessary spending on bottled water.

\*according to ABRSD energy spending report.



## Lifestyle Effects

A 2009 study by the Food And Water Watch found that approximately 48% of all bottled water is derived from tap water. Still, the bottled water industry charges prices over 500 times the cost of tap water, forcing consumers to pay ridiculous rates for an unneeded product. Business Insider reports that Nestle Pure Life, the brand from which our district purchases water, was recently required to change their label in order to clarify that their products come from public water sources. On an individual scale, bottled water is a rip-off to the consumer, not to mention an environmental and health hazard. To foster responsible lifestyle habits in our students, the district must encourage our students to use local water instead.

Though bottled water sales do contribute up to \$28,000 to the Food Services Department budget, this sum is not worth the future of our students. As an educational institution, we must put learning first and make the conscious decision to promote healthy lifestyle choices over profit demands.

This considered, removing \$28,000 from the budget will not be successfully achieved without action to remediate losses. Bottled water, as expressed above, is not a purely profitable product for our district and contributes to overall spending. The use of imported water costs our district upwards of \$7500 per year. Should such practices be ended, this money could be reallocated into the budget of the Food Service Department.

**Students have the ability to make an easy transition from bottled to local water.**

In a survey of 120 randomly selected ABRHS students, 95% already had a reusable water bottle at their disposal. Only 60% of those students, however, used their water bottle at school.

AB students already have the resources to use to local water, they simply require motivation to take advantage of them. It is crucial that we encourage students to utilize available resources instead of contributing to the expenses and threats associated with bottled water.

## Policy

To enrich student education, the district will promote consumption of local water and minimize importation of resources already available to the community. The district will encourage students to do the same through example and outreach. In

establishing these practices, the district aims to guide formation of environmentally, healthfully, and fiscally sound habits.

## **Suggested Procedures**

- I. Eliminate sale of bottled water\* on school grounds
  - A. Set guidelines for Food Service Department
    1. Discontinue sale of bottled water in lunch lines and vending machines
  - B. Set guidelines for school stores
    1. Discontinue sale of bottled water
    2. Encourage sale of reusable bottles
  - C. Set guidelines for vending machines
    1. Discontinue sale of bottled water
  - D. Install additional filler station in junior high cafeteria
    1. Costs covered by grant from U-Project program sponsored by Danny's Place and Facilities Department
- II. End district spending on imported water
  - A. Discontinue purchase of bottled water for school-sponsored events
    1. In cases prohibiting open containers, provide water using beverage dispensers and paper cups.
    2. In cases allowing open containers, encourage attendees to utilize filler stations or water fountains.
  - B. Discontinue use of 5-gallon dispensers in areas within adequate proximity to filler station or water fountain
  - C. Connect remaining 5-gallon dispensers to local water lines
- III. Encourage use of local water at school-sponsored events
  - A. Set guidelines for event donors (parents, clubs, etc.)



1. Refuse donations of bottled water
  2. Suggest donors instead contribute paper cups or provide additional beverage dispensers
- B. Remind event attendees to bring reusable water bottles if event permits

#### IV. Equip students and faculty with alternatives to bottled water

- A. Host promotional week during the spring of 2017 to prepare community for transition
1. Focus on non-monetary donations from local environmental activists and other groups, such as presentations, art, and educational materials
- B. Encourage sale of reusable water bottles in cafeterias and school stores
1. ABRHS has already introduced sale of reusable water bottles in the school store
- C. Install cup dispensers containing compostable paper cups next to all bottle fillers
1. Cost may be covered by pending grant from New England Grassroots Environmental Fund

\*Get On Tap defines bottled water as unflavored water sold in single-serve bottles under 24 fl oz.

## Timeline

### I. Provide School Committee with Proposal

Get On Tap will present briefly at the school committee meeting on March 2nd, 2017 to provide further information regarding our bottle filler donation, the goals of our movement, and the suggested procedures by which these goals may be achieved. Following the presentation, Get On Tap will be prepared to answer any and all questions raised by the school committee.

### II. Host “Get on Tap” Promotional Week

From April 10th to April 13th, Get On Tap will host a promotional week across the school district to ensure a smooth transition from bottled to local water. This

series will include activities such as documentary screenings, guest speaker presentations, and taste-test trials, all aimed to educate the community on the benefits of local water. The week will also promote use of filler stations and water fountains to guarantee awareness of alternatives to bottled water.

### III. Institute Policy by Fall 2017

By August 2017, sale of bottled water will be eliminated on school grounds, including all cafeterias, school stores, and vending machines.

No new district dollars will be spent on imported water.

Donors to school events will be guided to contribute in ways that utilize local water.

The school committee and administrations will support efforts to equip the school community with alternatives to bottled water.

## Conclusion

Transition from bottled to local water will enhance our district by preserving our environment, protecting community health, and reducing district expenses. With policy to promote local water, the district will not only reap these benefits, but pass the value of sustainable habit onto its students, therefore ensuring a cleaner and greener future.

Get On Tap encourages the district to implement proposed policy and procedures by the fall of 2017. We are prepared to lead student efforts in combination with the work of the school committee and the administration. We also invite the community to engage in conversation regarding local water. It is our greatest desire to create change for the district as a whole, and to do so we will remain open to any and all suggestions.



**Acton-Boxborough Regional School District**

**Superintendent's Office**

16 Charter Road  
Acton, MA 01720

**Glenn A. Brand, Ed.D.**

*Superintendent of Schools*

**TO: Acton-Boxborough Regional School Committee Members**  
**FROM: Glenn A. Brand, Ed.D.**  
**Re: Director of Finance**  
**Date: 3/9/2017**

As you know, the District recently conducted a search to find our next *Director of Finance* given the forthcoming departure of Ms. Clare Jeannotte at the end of the current school year. We enlisted the assistance of Dr. Tony Bent of the New England School Development Council (NESDEC) to oversee the search.

I am pleased to be able to share that Mr. David A. Verdolino has accepted my offer to become the District's next *Director of Finance*, effective July 1, 2017, contingent upon the successful appointment by the School Committee.

Below, please find supporting information regarding his background and compensation data.

***Background***

Mr. Verdolino brings extensive experience and a broad knowledge base to the role. He currently serves as the Executive Director of the *Massachusetts Association of School Business Officials* (MASBO) where he has provided leadership for this statewide organization of school business administrators since 2014. Prior to this he served as the longtime Assistant Superintendent of Finance and Administration for the Medway Public Schools (MA) from 1995-2014.

Additional information includes the fact that he has served as a member of the Massachusetts Foundation Budget Review Committee as well as on a joint Foundation Budget/Chapter 70 task force between MASBO and the Massachusetts Association of School Superintendents. Mr. Verdolino holds a Bachelor of Science degree in Business Administration from Clark University.

Mr. Verdolino is also a Certified Public Account, serving in this sector prior to moving into public education, and has retained his certification and affiliation with the Massachusetts Society of Certified Public Accountants.

Feedback gathered throughout the search process pointed to Mr. Verdolino's strong commitment to collaboration, a recognition of the importance of teaming, and his integrity and strong moral character as a leader. He is reported to be a strong educational leader within the context of actively supporting the finances of the district operations while always seeking to strike the balance between being detail-oriented as well as teacher-centered.

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

**WELLNESS - EQUITY - ENGAGEMENT**

Under Massachusetts General Law Chapter 71 Section 59, the Education Reform Act has maintained the appointing authority of the local school committee for a number of positions including the superintendent, assistant/associate superintendent, school business administrator, administrator of special education, school physicians and registered nurses, legal counsel and supervisor of attendance. As such, the Committee holds the authority to appoint the *Director of Finance* within the Acton-Boxborough Regional School District as this position also effectively serves as the “business administrator.”

## Compensation

As it relates to compensation, I have reviewed the available data for related positions across our mutually agreed upon school districts. The salary information below represents, to the best of my knowledge, the respective 2016-17 salary data for the person serving in the role of school business administrator/director of finance within these communities.

In conjunction with this information, I have also referenced the salary range for the Director of Finance established by the School Committee working group in May of 2016, which was between \$130,000 - \$140,000. Based upon this information as well as the experience that Mr. Verdolino possesses, I am suggesting that his salary be set at \$141,500 for the 2017-18 school year.

Additional compensation paid at a per diem rate in support of transition planning, consistent with what the district might do for other such leadership positions, will also be considered prior to his official beginning in July.

<i>District</i>	<i>Operating Budget *</i>	<i>Title</i>	<i>FY17 Salary</i>
Belmont	\$56,228,504	Director of Finance and Administration	\$132,000
Concord / Concord-Carlisle	\$28,109,893	Deputy Superintendent of Finance & Operations	\$189,353
Dedham	\$50,399,818	Assistant Superintendent of Business & Finance	\$132,458
Harvard	\$18,964,550	Interim Business Coordinator (0.6 FTE)	\$550 per day x 3 days per week
Hingham	\$53,492,485	Director of Business & Support Services	\$146,351
Marblehead	\$46,942,856	Business Manager	\$108,150
Sudbury / Lincoln-Sudbury	\$30,429,519	Director of Business & Finance	\$123,500
Westford	\$67,798,032	Director of School Finance	\$118,850

Weston	\$51,693,261	Assistant Superintendent for Finance & Operations	\$150,885
Wilmington	\$54,433,687	Director of Administration & Finance	\$127,100 (FY16)
Winchester	\$58,361,395	Director of Finance	\$135,813
Nashoba	\$51,433,286	Interim Business & Operation Manager	\$100,000
Needham	\$89,453,473	Director of Finance	\$157,705
Reading	\$55,816,801	Director of Finance	\$115,000
Wachusett	\$87,050,803	Director of Business & Finance	\$119,059
Wellesley	\$92,638,100	Assistant Superintendent for Finance & Operations	\$151,228

*\* FY15 Total Expenditure Budget as taken from the Massachusetts Department of Elementary and Secondary Education website.*

**Request**

It is my request that you accept my recommendation to appoint Mr. David Verdolino to the position of Director of Finance, effective July 1, 2017 and to set compensation at \$141,500.

I thank you for your consideration as it relates to this recommendation.

:



**Acton-Boxborough Regional School District**

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

11.1

**Clare L. Jeannotte**  
*Director of Finance*

TO: ABRSD School Committee  
FROM: Clare Jeannotte, Director of Finance  
RE: Calculation of PPE by school FY'16  
DATE: February 21, 2017

Consistent with the Requirements of the Appendix to the Regional Agreement, we have calculated the per school per pupil costs for FY16. This exercise is done and will be reviewed with the Regional Financial Oversight Committee at their meeting on March 2<sup>nd</sup>. The Summary calculation is attached.

**Process - Same as DESE, and consistent with FY15**

- Includes all fund sources: Appropriated, Grants and Special Revenues
- Uses 10/1/15 Sims Enrollment data
- Uses Munis records and End of year report data
- Average Per Pupil Excludes DOE Function codes:
  - 6000 Community Services
  - 7000 Fixed Assets
  - 8000 Debt retirement and Debt service

**Of note:**

- Integrated pre-school reported as separate location; student counts and teaching costs removed from Blanchard and Merriam (consistent with FY15), so Elementary per pupil is K-6 only.
- Districtwide costs evaluated to remove staff and charge to proper schools. (All funds, including School Choice, other revolving, and grants)
- Remaining Districtwide and Central costs allocated pro-rata per pupil to buildings. We have seen a reduction of \$642K in costs charged to District wide accounts.

**Result:**

FY16 PPE for Blanchard calculated at \$14,173, compared to \$14,828 in FY15, a reduction of \$655 or 4.4%. This is \$1,439 or 11.3% higher than the Acton average elementary school at \$12,733 in FY16. The average of Acton elementary schools for FY16 PPE is \$12,733, up \$566 or 4.7% from 12,167 in FY15.

FY15 PPE for Blanchard calculated at \$14,828, compared to \$16,721 in FY14 for Boxborough (as a stand-alone district), a reduction of \$1,893 or 11.3%. This is \$2,661 or 21.9% higher than the Acton average elementary school at \$12,167 in FY15. The average of Acton elementary schools for FY15 PPE is \$12,167 down from \$12,574 for Acton Public Schools in FY14.

*Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.*



## Regionalization Financial Benefits Tracking

# Working Document

## Tracking of Regionalization Staff Savings and Additional Regional Revenue

<b>Regionalization Staff Savings</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>
Eliminate Superintendent Position at Blanchard (Salary)	\$ 164,625	\$ 168,741	\$ 172,959	\$ 177,283
Eliminate Business Manager Position at Blanchard (Salary)	\$ 92,244	\$ 94,550	\$ 96,914	\$ 99,337
Eliminate Business Office Secretary Position at Blanchard (Salary)	\$ 22,846	\$ 23,417	\$ 24,003	\$ 24,603
Eliminate SPED Secretary Position at Blanchard (Salary)	\$ 22,845	\$ 23,416	\$ 24,002	\$ 24,602
Eliminate Contracted Services for SPED Dir at Blanchard	\$ 35,000	\$ 35,875	\$ 36,772	\$ 37,691
Eliminate Asst Principal/Add Principal at Blanchard	\$ (61,453)	\$ (62,989)	\$ (64,564)	\$ (66,178)
Eliminate Clerk/Receptionist Position at Blanchard (Salary)	\$ 36,424	\$ 37,335	\$ 38,268	\$ 39,225
Eliminate Tech Support (Data Entry) Position at Blanchard (Salary)	\$ 25,000	\$ 25,625	\$ 26,266	\$ 26,922
Add 10% Art Teacher Position at Blanchard (Salary)	\$ (7,872)	\$ (8,196)	\$ (8,401)	\$ (8,611)
Eliminate Phys Ed Teacher Position at Blanchard (Salary)	\$ 47,623	\$ 49,585	\$ 50,825	\$ 52,095
Eliminate Cafeteria Manager Position at Blanchard (Salary)	\$ 39,172	\$ 40,151	\$ 41,155	\$ 42,184
Eliminate Blanchard ELL Position/Share 50/50 with Douglas'	\$ 17,500	\$ 17,938	\$ 18,386	\$ 18,846
Eliminate Tech Specialist/Add Part-time Tech Position at Blanchard	\$ 94,600	\$ 97,000	\$ 99,425	\$ 101,911
<b>Total Regionalization Staff Savings</b>	<b>\$ 528,554</b>	<b>\$ 542,447</b>	<b>\$ 556,008</b>	<b>\$ 569,908</b>
<b>Additional Regional Revenue</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>
Lost Chapter 70 Aid due to Regionalization	\$ (156,287)	\$ (160,194)	\$ (164,199)	\$ (168,304)
Additional Grade K-6 Regional Transportation Revenue	\$ 594,309	\$ 671,173	\$ 586,280	\$ 547,827
Additional Regional Bonus Aid	\$ 136,900	\$ 106,520	\$ 71,013	\$ 49,000
<b>Total Additional Regional Revenue</b>	<b>\$ 574,922</b>	<b>\$ 617,499</b>	<b>\$ 493,094</b>	<b>\$ 428,523</b>
<b>Total Financial Benefits without Efficiencies</b>	<b>\$ 1,103,476</b>	<b>\$ 1,159,946</b>	<b>\$ 1,049,102</b>	<b>\$ 998,431</b>



**Regionalization Financial Benefits Tracking**

# Working Document

**Tracking of Efforts to Reduce Per Pupil Cost at Blanchard**

The Regionalization Study Committee identified the need to bring the per pupil cost (PPC) at Blanchard in line with Acton elementary schools. To track efforts in this area, we include efficiencies that have occurred due to regionalization, as well as decreases due to other reasons such as lower enrollment. To conduct a more appropriate analysis, we will also analyze the per pupil costs at each elementary school each year.

<b>Efficiencies Due to Regionalization Contributing to Lower PPC</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>
Eliminate SPED Chairperson Position at Blanchard (Salary) (a)	\$ 52,199	\$ 54,350	\$ 55,708	\$ 57,101
Eliminate Curriculum Specialist Position at Blanchard (Salary) (b)	\$ 77,491	\$ 80,684	\$ 82,701	\$ 84,768
Eliminate Speech & Language Position at Blanchard (Salary) (c)	\$ 52,550	\$ 54,715	\$ 56,083	\$ 57,485
Savings in Health Insurance due to Eliminated Positions (a-c)	\$ 42,604	\$ 46,012	\$ 47,162	\$ 47,162
Share Behavioral Specialist from Blanchard with Douglas (50/50)	\$ 45,500	\$ 46,638	\$ 47,803	\$ 48,999
Reduce/Eliminate Custodian Position at Blanchard (Salary)	\$ 32,683	\$ 67,000	\$ 68,675	\$ 70,392
Move SPED Teacher from Blanchard to Douglas	\$ -	\$ 85,000	\$ 87,125	\$ 89,303
Pathways program	\$ -	\$ -	\$ 412,789	\$ 197,782
<b>Total Savings from Regionalization Efficiencies</b>	<b>\$ 303,026</b>	<b>\$ 434,398</b>	<b>\$ 858,047</b>	<b>\$ 652,992</b>
<b>Other Decreases Contributing to Lower PPC</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>
Eliminate 1st Grade Teacher at Blanchard (Salary) (d)	\$ 50,123	\$ 52,188	\$ 53,493	\$ 54,830
Eliminate 6th Grade Teacher at Blanchard (Salary) (e)	\$ 59,614	\$ 62,070	\$ 63,622	\$ 65,212
Savings in Health Insurance due to Eliminated Positions (d&e)	\$ 32,648	\$ 35,260	\$ 36,142	\$ 36,142
Eliminate 2nd Grade Teacher at Blanchard (Salary) (w/health ins)	\$ -	\$ 85,000	\$ 87,125	\$ 89,303
3 Blanchard retirements at end of 2015 school year.	\$ -	\$ 120,000	\$ 123,000	\$ 126,075
2 Blanchard retirements at end of 2016 school year.	\$ -	\$ -	\$ 80,000	\$ 82,000
1 Blanchard retirement at end of 2017 school year.	\$ -	\$ -	\$ -	\$ 40,000
Additional half day teacher in Kindergarten in FY17				\$ (40,000)
Additional 1st grade teacher in FY18				\$ (54,000)
<b>Total Savings from Other Decreases</b>	<b>\$ 142,385</b>	<b>\$ 354,518</b>	<b>\$ 443,381</b>	<b>\$ 399,562</b>
<b>Total Efforts to Reduce Per Pupil Cost at Blanchard</b>	<b>\$ 445,412</b>	<b>\$ 788,916</b>	<b>\$ 1,301,428</b>	<b>\$ 1,052,554</b>

\* Additional Comments

FY17: Teacher shifted from third grade to a 1st/2nd multi-grade due to increased enrollment (cost neutral). Half Day K teacher added due to increased enrollment. An additional 2nd grade teacher will be added in FY18. Blanchard enrollment in FY16 was 403; FY17 is 412 of which 60 are Acton students.

**Statement from the Acton-Boxborough Regional School District  
Regionalization Financial Oversight Committee**

***March 7, 2017***

The Acton-Boxborough Regional School Committee created a sub-committee in the Fall of 2013 to review the projected financial benefits of Regionalization proposed by the Regional School District Study Committee (RSDSC) and presented to both Town meetings in the Spring of 2013.

The expectation is that the sub-committee will be in existence for five years. It consists of representatives from the Acton and Boxborough Boards of Selectmen and Finance Committees and two School Committee representatives.

After reviewing in detail the average per pupil costs for each elementary school for FY 16 and the projected financial benefits we concluded unanimously that: (1) per pupil costs for Blanchard Elementary School in FY '16 continued to decrease relative to before regionalization. And (2) the projected regionalization savings, cost cutting, and increased Regional transportation aid are accurate and consistent with estimates that were presented at both Acton and Boxborough Town Meetings in the Spring of 2013.

Thank you!



**Acton-Boxborough Regional School District**

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**Clare L. Jeannotte**  
*Director of Finance*

TO: ABRSD School Committee  
Cc: Superintendent Glenn Brand  
JoAnn Campbell, Senior High Principal  
FROM: Clare Jeannotte  
DATE: February 17, 2017  
RE: Student Activity Fund Audit Report

Attached find the report of Powers and Sullivan, CPA's, on Agreed-Upon Procedures in relation to the ABRSD Senior High School Student Activity Funds. During the year \$275,464 was received and \$267,947 was spent, leaving a balance in these funds at June 30, 2016 of \$144,825.

The District has 3 schools with student activity funds and they each must be reviewed at least once every 3 years by an outside auditor, based on a specific set of guidelines issued by DESE.

You will note that this is the first year this work has been performed by our new auditors. The report defines each DESE guideline reviewed and the findings and recommendations. It is not an audit.

The Finance department will work with the High School to develop the necessary resolution to comments identified in the report. They are predominantly in the area of better documentation of policies and procedures, and some additional "housekeeping" votes to bring to the school committee each year.

If you have any questions, please do not hesitate to contact me.

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
REPORT ON APPLYING AGREED-UPON PROCEDURES  
IN RELATION TO THE ACTON-BOXBOROUGH REGIONAL  
HIGH SCHOOL STUDENT ACTIVITY FUNDS**

**YEAR ENDED JUNE 30, 2016**

# Powers & Sullivan, LLC

Certified Public Accountants



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## **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES IN RELATION TO THE ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL STUDENT ACTIVITY FUNDS**

To the Honorable School Committee and  
Management of the Acton-Boxborough Regional School District  
Acton, Massachusetts

We have performed the procedures enumerated in the Massachusetts Department of Elementary and Secondary Education's (DESE) "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds", which were agreed to by the Acton-Boxborough Regional School District (District), solely to assist the District with an evaluation of the systems of internal controls and compliance with the Massachusetts Student Activity Law (Massachusetts General Law [MGL] Chapter 71, Section 47) as related to the Acton-Boxborough Regional High School student activity funds for the period July 1, 2015 through June 30, 2016. The District is responsible for the administration and system of internal controls surrounding the student activity funds. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the Massachusetts Department of Elementary and Secondary Education's "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds" either for the purpose for which this report has been requested or for any other purpose.

We have listed our comments and the corresponding agreed-upon procedures in the accompanying Schedule of Comments.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on cash and student activity balances. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Acton-Boxborough Regional School District and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

February 16, 2017

**SCHEDULE OF STUDENT ACTIVITY BALANCES - CASH BASIS**

JUNE 30, 2016

**ASSETS**

Cash and cash equivalents.....	\$	<u>144,825</u>
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**STUDENT ACTIVITY BALANCES**

AB Gives.....	\$	257
Academic Decathlon.....		7,816
Academic Decathlon National Championship.....		8,242
Amnesty International.....		777
Art Club.....		115
Asha for Education.....		6,946
Best Buddies.....		2,194
BioBuilder.....		122
Class of 2011.....		1,410
Class of 2012.....		3,477
Class of 2013.....		2,912
Class of 2014.....		4,408
Class of 2015.....		7,318
Class of 2016.....		9,536
Class of 2017.....		1,995
Class of 2018.....		291
Class of 2019.....		588
Classics Club.....		1
Common Ground.....		1,048
Envirothon Club.....		95
Finance, Investing, Stocks and History of the Market.....		927
Field Trips.....		769
Field Trips - Chinatown.....		1,190
Field Trips - MCI Shirley.....		542
Field Trips - Regatta NARA Park.....		211
Foreign Exchange.....		5,314
Future Business Leaders of America.....		129
Girl-Up Club.....		987
Idea Lab.....		36
Industrial Arts - Specialty Wood.....		159
Interest Income.....		3,093
Math Team.....		727
MESA.....		343

(Continued)

**SCHEDULE OF ACTIVITIES - CASH BASIS**

YEAR ENDED JUNE 30, 2016

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Receipts:		
Student activities.....	\$	275,464
Disbursements:		
Student activities.....		<u>267,947</u>
Increase (decrease) in student activity balances.....		7,517
STUDENT ACTIVITY BALANCES AT BEGINNING OF YEAR.....		<u>137,308</u>
STUDENT ACTIVITY BALANCES AT END OF YEAR.....	\$	<u><u>144,825</u></u>

**SCHEDULE OF SUPPORT, RECEIPTS AND DISBURSEMENTS - CASH BASIS**

YEAR ENDED JUNE 30, 2016

	Beginning Balances	Receipts	Disbursements	Transfers In (Out)	Receipts Over (Under) Disbursements	Ending Balances
Student Council.....	15,183	4,470	3,241	-	1,229	16,412
Student Council - Efren Najera Fund.....	963	-	-	-	-	963
Veteran's Day Breakfast.....	2,391	3,949	1,170	-	2,779	5,170
Video Game Club.....	-	-	-	80	80	80
Window Seat.....	419	2,239	2,502	-	(263)	156
World Language - Foreign Language Week.....	29	1,170	1,082	-	88	117
World Language - Latin Class.....	38	395	372	-	23	61
World Language - Service Project.....	-	1,183	1,183	-	-	-
World Language - Student Workbooks.....	4,393	-	168	-	(168)	4,225
Yearbook.....	6,818	19,871	15,583	-	4,288	11,106
Youth in Philanthropy.....	3,325	6,619	6,320	-	299	3,624
<b>Totals.....</b>	<b>\$ 137,308</b>	<b>\$ 275,464</b>	<b>\$ 267,947</b>	<b>\$ -</b>	<b>\$ 7,517</b>	<b>\$ 144,825</b>

(Concluded)



**Authorization of Student Activities**DESE Guideline

Although not required, it is good practice for the School Committee to approve each student activity annually. This should be done before the start of the school year unless activities are new and created during the year. The approval should include specific funding sources and objective/mission for each activity.

Agreed Upon Procedure

Obtain a listing of each active student activity and inquire if each student activity has been approved annually by the School Committee or if new, was approved during the year. Evidence should be included in the School Committee minutes through a School Committee vote.

Comment

The School Committee policy indicates, "at the beginning of each school year, the principal shall review the clubs, teams and other organizations officially recognized within his/her school to determine which are functioning and which are inactive." We recommend that these policies be expanded to address that the principal should be reviewing the listing to ensure that there are no ineligible activities listed. Additionally, this listing should be reviewed and approved by the School Committee annually. The process for formally accepting new student activities and for periodically reviewing and approving existing activities would help to prevent the establishment of ineligible activities.

**SECTION II. – STEWARDSHIP AND CUSTODIAL RESPONSIBILITY****Checking Account Balances in Excess of the Maximum**DESE Guideline

Maximum checking account fund levels are established and annually voted on by the School Committee. The Principal may request replenishment of the checking account to the maximum established balance by presentation of a funds request to the District Treasurer, accompanied by invoices or other support for disbursements previously made from the checking account.

Agreed Upon Procedure

Review selected checking account bank statements to determine if checking account balances ever exceed amounts established by the School Committee.

Comment

The School Committee has established a maximum balance for the student activity checking account of \$35,000 for the entire year. In reviewing the checking account bank statements for the fiscal year, we noted that each month exceeded the maximum balance established by School Committee. We recommend that procedures be implemented to ensure that this maximum is not exceeded.

Note - This finding has been addressed by management. In the months subsequent to year end the checking account balance did not exceed this maximum.

**Preparation and Periodic Submission of Financial Reports**DESE Guideline

The School Committee and School Business Administrator should establish periodic reporting timelines. Financial reports should be created and submitted in accordance with those guidelines to the School Committee, School Business Office, District Accountant, District Treasurer, and the individual student activity club advisors.

Agreed Upon Procedure

Through inquiry and analysis, determine if a requirement for the preparation and periodic submission to the School Committee, School Business Office, District Accountant, District Treasurer, and the individual student activity club advisors of financial reports exists; and if such policy is adhered with.

Comment

The current School Committee policy indicates that, "the clerk-custodian will submit an annual financial report to the Superintendent of Schools no later than August 3 of each year for the previous fiscal year. This report will contain a summary by account, of all financial transactions that occurred throughout the year." Throughout our inquiry and analysis we noted that this internal report has not been submitted consistently. We recommend that the School Committee expand the policies to be in compliance with DESE Guidelines to ensure that all individuals involved with student activities are provided with financial reports, and we recommend that procedures be established to ensure compliance with those policies.

**SECTION IV. – REVENUE, RECEIPTS AND DEPOSITS****Develop Revenue, Receipts, and Deposits Policies and Procedures**DESE Guideline

The receipts process is most susceptible to theft and abuse since cash collections for student activities are normally decentralized, and individuals collecting cash are often young students inexperienced with cash handling.

The DESE recommends strict procedures for control of all receipts that should include, the following controls:

- The cash collection and deposit function should be segregated from the accounting and recording function.
- All student organizations receiving monies from any source should turn over such money to the School Principal or the Principal's designee within twenty-four hours from receipt of such funds. (If received on the weekend, then on the first business day after receipt of the funds).
- The School Principal or the Principal's designee should deposit into the agency account all monies received from student activity organizations at a minimum on a weekly basis. Written evidence of receipt should be obtained from the District Treasurer.
- Any monies paid to the school or to a student activity as commissions or revenue sharing belonging to the students and shall be deposited into the student activity agency accounts. Such funds shall be expended for the benefit of the students in accordance with School Committee policies and may not be spent to benefit the staff or to supplement the school budget.

Comments

- For 19 out of the 25 transactions that were selected for testing, we were unable to determine if the funds were for a proper student activity account and if they were deposited into the proper student activities ledger. We were unable to determine this because for those 19 transactions, a school deposit form was not filled out. Therefore, there was no indication or verification from the individual collecting the funds as to what the funds received were for.
- For 24 of the 25 transactions that were selected for testing, we were unable to determine the timing between when the funds were received by the advisor or class officer and when they were turned over to the principal's office. Therefore, we were unable to determine if the funds collected were remitted to the principal's office within twenty-four hours.
- For 1 of the 25 transactions that were selected for testing, we noted that the funds were not remitted to the Treasurer's agency account within one week of the funds being remitted to the principal's office.

**SECTION V. – PURCHASING AND DISBURSEMENTS****School Disbursements**DESE Guideline

MGL 71, Section 47 gives the responsibility for the establishment of student activity accounts to the School Committee and the enforcement of School Committee policies to the School Principals; such is the case with purchasing and disbursements. It is important that disbursement policies are sound, controlled, and designed to benefit only the students.

Agreed Upon Procedures

1. Is the disbursement an appropriate use of student activities monies?
2. Is the disbursement charged against the proper student activity account?

Comments

Out of the 25 transactions selected for testing, 1 was not charged against a proper account. One of the disbursements, made from the investment income account, was to purchase envelopes and checks for student activities. The School Committee policy indicates that interest earned on the Student Activity Agency account shall be distributed annually among the Student Activity Checking Accounts. We recommend that the funds in the interest income account be used in compliance with School Committee policies.

**SECTION VI. – CLASS, INACTIVE ACCOUNTS AND DEFICITS****Graduated Classes**DESE Guideline

It is the DESE's opinion that, because graduates are no longer students, monies for student class grades that have graduated cannot be legally maintained in student activity accounts. The DESE recommends that the School Committee approve a policy that specifies how these funds shall be disposed of upon a class' graduation.

were several student activity funds that have not had any activity for several years. We recommend that the procedures be implemented to ensure that student activity accounts that are inactive be disposed of in compliance with established policies.



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12.2

Clare L. Jeannotte  
Director of Finance

TO: ABRSD School Committee  
Cc: Superintendent Glenn Brand  
Dawn Bentley, Asst. Superintendent for Student Services  
FROM: Clare Jeannotte *Clare*  
DATE: March 8, 2017  
RE: Auditor report on Agreed-Upon Procedures for FY2016 DESE End of Year Financial Report

Attached find the report of Powers and Sullivan, CPA's, on Agreed-Upon Procedures in relation to the FY2016 DESE End of Year Financial Report (EOYR). You will note that this is the first year this work has been performed by our new auditors. The report defines each DESE guideline reviewed and the findings and recommendations. It is not an audit. All amendments to the EOYR required have been filed with DESE.

Regarding the findings listed:

The first finding is simply a clerical error. The department begins this report as soon as year-end is done, but some grants run through 8/31 and this preliminary amount was not re-adjusted.

The second and third findings both relate to the special education transportation reported on Schedule 7. The District's method of allocating special education transportation costs to DESE student age groups is based upon ridership counts. While total costs were correctly reported, the corrections to pupil ridership counts were identified, which impacted allocated costs by area. There is no impact to total amounts.

Again, all amendments to the EOYR required have been filed with DESE.

The Finance department will work with the Student Services and Transportation departments to develop the necessary resolution to comments identified in the report.

If you have any questions, please do not hesitate to contact me.

*Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.*

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

**REPORT ON APPLYING AGREED-UPON PROCEDURES  
OVER COMPLIANCE APPLICABLE TO  
MASSACHUSETTS SCHOOL DISTRICTS'  
END-OF-YEAR FINANCIAL REPORT**

**YEAR ENDED JUNE 30, 2016**

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
REPORT ON APPLYING AGREED-UPON PROCEDURES  
OVER COMPLIANCE APPLICABLE TO  
MASSACHUSETTS SCHOOL DISTRICTS'  
END-OF-YEAR FINANCIAL REPORT  
YEAR ENDED JUNE 30, 2016**

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**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES OVER COMPLIANCE APPLICABLE TO MASSACHUSETTS SCHOOL DISTRICTS' END-OF-YEAR FINANCIAL REPORT**

To the School Committee  
Acton-Boxborough Regional School District

We have performed the procedures specified in the Massachusetts Department of Elementary and Secondary Education's (DESE) Compliance Supplement applicable to Massachusetts School Districts to the End-of-Year Financial Report prepared by the Action-Boxborough Regional School District (District) for the year ended June 30, 2016. We performed these procedures solely to assist the District and the DESE in evaluating the District's assertion that it has complied with the DESE requirements applicable to the preparation and filing of a Massachusetts School Districts' End-of-Year Financial Report. The School District's management is responsible for preparing the End-of-Year Financial Report. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report.

Consequently, we make no representation regarding the sufficiency of the procedures specified in the Massachusetts Department of Elementary and Secondary Education's Compliance Supplement applicable to Massachusetts School Districts End-of-Year Financial Report for the purpose for which this report has been requested or for any other purpose.

We have listed noncompliance with agreed-upon procedures in the accompanying Schedule of Findings.

We were not engaged to and did not perform an examination, the objective of which would be the expression of an opinion on the End-of-Year Financial Report. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the District and the DESE and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

*Powers & Sullivan, LLC*

March 7, 2017



Finding #1 – Specific Requirement #14

Specific requirement #14 requires us to determine the methodology used to allocate and assign special education costs to the placement codes on Schedule 4 and to test the amounts reported using the stated methodology.

While completing this requirement we noted that Line 3930, expenditures from grants and revolving funds, were understated by \$12,492.

An amendment has been filed with the DESE to correct this matter.

Finding #2 – Specific Requirement #15

Specific requirement #15 requires us to determine the methodology used to allocate transportation expenditures on Schedule 7 and verify the accuracy of the allocations. While testing the methodology used to allocate the special education transportation expenditures on Schedule 7 we noted the following variances:

	Per Methodology	Per Sch. 7	Variance
Line 4070, Column 1.....	\$ 6,685	\$ 7,876	\$ 1,191
Line 4070, Column 2.....	1,150	-	(1,150)
Line 4080, Column 1.....	290,372	441,057	150,685
Line 4080, Column 2.....	319,103	252,032	(67,071)
Line 4110, Column 2.....	80,217	94,512	14,295
Line 4120, Column 1.....	42,633	-	(42,633)
Line 4120, Column 2.....	899,156	850,609	(48,547)
Line 4130, Column 2.....	6,685	7,876	1,191
Line 4285, Column 1.....	7,961	-	(7,961)
Total.....	<u>\$ 1,653,962</u>	<u>\$ 1,653,962</u>	<u>\$ -</u>

An amendment has been filed with the DESE to correct this matter.

Finding #3 – Specific Requirement #16

Specific requirement #16 requires us to trace the pupils reported on Schedule 7 to the detailed transportation records and to verify the accuracy and consistency of the amounts reported with the detailed records. While performing this requirement, we noted that the following differences between the pupils reported on the End-of-Year Report and the supporting documentation:

Description	Special Education Ridership						
	Line 4070 Column 6	Line 4070 Column 7	Line 4080 Column 6	Line 4080 Column 7	Line 4120 Column 6	Line 4120 Column 7	Line 4285 Column 6
Number of riders per support.....	38	1	43	31	1	46	4
Number of riders per Schedule 7...	39	0	56	32	0	36	0
Variance.....	<u>-1</u>	<u>1</u>	<u>-13</u>	<u>-1</u>	<u>1</u>	<u>10</u>	<u>4</u>

An amendment has been filed with the DESE to correct this matter.

## **STUDENT ACTIVITY PROGRAMS**

The School Committee recognizes that well-balanced and effectively administered student activity programs will stimulate student growth and development by supplementing and enriching curricular activities. These student activity programs shall provide varied opportunities for students to grow in areas such as leadership, group interaction, individual responsibility and management, project organization and completion, and social development.

Each student activity group shall define itself, its purposes, sources of revenue and anticipate expenditures, if applicable, and shall be approved by the Principal before being permitted to function.

Rules and regulations for administering student activity programs, a uniform system of accounting, a listing of individual responsibilities and provision for access by telephone in case of an emergency shall be detailed in an administrative procedure to accompany this policy.

Within the limit of Massachusetts General Laws, the School Committee may include provision for student activity funds in its General Fund appropriation. Such funds, when appropriated, shall be made available only to organization funds via the method established by the accompanying administrative procedure.

Approved: 5/22/14

## STUDENT ACTIVITY PROGRAMS

### I. DEFINITIONS

- A. Activity Program                      A separate curricular, co-curricular, or extracurricular organization or structure whose written policy and purpose definition has been approved by the Superintendent
- B. Activity Account                      A bookkeeping unit associated with each program for the purpose of recording the income and expense of each activity program
- C. School Activity Fund                      The aggregate of all activity accounts at a given school
- D. Student Activity Checking Account                      An account established for the payment of various student clubs and extracurricular activities
- F. Student Activity Agency Account                      An account established for the deposit of all student activity fees and charges collected from students
- F. Activity Account Sponsor                      An adult, usually a faculty member, assigned to supervise a student activity program. These adults will be appointed by the building principal.
- G. Clerk-Custodian                      The person designated annually by the School Committee to serve as bookkeeper of the student activity fund of a given school
- H. Treasurer                      The person who serves as fiscal officer of the School Committee. This person is responsible for all funds controlled by the School Committee.

### II. RESPONSIBILITIES OF THE BUILDING PRINCIPAL

- A.     Serve as the chief administrator for all activity programs at his/her school, and assumes full responsibility for student activity operations.
- B.     Recommend to the Superintendent new student activity programs which he/she may accept or reject.
- C.     Prepare annual reports as indicated in these procedures.
- D.     Insure that all collections of monies for school activities are deposited promptly.
- E.     Advise District Treasurer, in writing, of the name of the clerk-custodian or of any changes in position of clerk-custodian.

- F. Be completely familiar with Massachusetts General Laws relative to system of accounting for the use of Student Activity Programs.

### III. RESPONSIBILITIES OF THE CLERK-CUSTODIAN

- A. To serve as accountant of the activity fund of the school.
- B. To make sure that an activity account has sufficient balance before authorizing an expenditure.
- C. To insure that all expenditures are proper, as described in this document in Student Activity Guidelines and in the Student Activity Program Purpose, Goals and Proposed Budget Reports.
- D. Prepare all monies for deposit in banks approved by the School Committee.
- E. Maintain accounting and other records relating to receipt and disbursement of activity monies, and prepare annual and monthly financial reports as prescribed in this document.
- F. Have accounting records, receipts, deposit slips and other data relating to the activity fund filed in an orderly manner to provide an audit trail for review at any time.

### IV. RESPONSIBILITIES OF THE ACTIVITY ACCOUNT SPONSOR

- A. Supervise activity program and insure that the purpose and objectives of the program, as defined by the Student Activity Program Purpose, Goals and Proposed Budget Report, are being met.
- B. Make sure that the expenditures from the activity account directly or indirectly benefits those students who are participating in that group organization, in accordance with policies and/or purposes established by said group.
- C. Submit complete and accurate documentation to the clerk-custodian for the purpose of making deposits, incurring obligations, and paying bills.
- D. Bring all potential problems or questions that may arise to the immediate attention of the building principal.
- E. Other responsibilities as assigned or approved by the building principal.

### V. FORMING NEW CLUBS, TEAMS AND OTHER STUDENT ORGANIZATIONS

A new club, team or other student organization may be formed in the following manner:

1. When a group of students want to form a new organization to meet a need not already met by an existing student activity, they must first obtain a faculty sponsor.
2. The faculty sponsor for the interested students OR a faculty member who perceives a need not currently met by an existing activity shall obtain the principal's permission to hold a preliminary meeting.

3. Once the principal's permission is granted, the faculty sponsor shall hold a preliminary meeting for the following purposes:
  - a) to determine student interest
  - b) to draft appropriate guidelines, operating procedures or by-laws.
4. The statement developed under 3b above shall include the following:
  - a) a statement of the purpose (rationale) for which the organization is being formed
  - b) a statement of the type(s) of activities in which the organization will be involved
  - c) an indication of the number of potential participants
  - d) an estimate of expenditures (first year and subsequent years; appropriated and non-appropriated) including transportation and salary factors
  - e) a statement on the availability and use of facilities
  - f) a statement on availability of competition if appropriate
  - g) evidence of parental financial support for startup costs
5. The principal, upon review and acceptance of the proposal, shall recommend recognition be granted and shall submit to the Superintendent of Schools one copy of the proposal and his recommendation for formal recognition.
6. The Superintendent of Schools shall review the proposal and the principals recommendation and make a recommendation to the School Committee concerning approval or disapproval.
7. The Superintendent of Schools shall notify the principal of the Committee's action and reasons for same.

## VI. OPERATION OF EXISTING CLUBS, TEAMS AND OTHER ORGANIZATIONS

### A. Annual Review

1. At the beginning of each school year, the principal shall review the clubs, teams and other organizations officially recognized within his/her school to determine which are functioning and which are inactive. Upon completing his/her survey, the principal shall file with the Assistant Superintendent for Curriculum and Instruction a list of clubs, teams and other organizations active in his/her building.
2. The Assistant Superintendent for Curriculum and Instruction shall compile a system-wide list of student activity groups by school including the number of participants in each group, which he/she shall submit to the Superintendent and to the School Committee for their information.

### B. Use of Facilities

1. Student activity groups which have been recognized as school-sponsored activities shall have the right to use school facilities for the purpose of holding regular meetings and/or competitive events provided that such meetings do not interfere with the normal operation of the school and provided permission has been granted by the building principal.

2. Student activity groups also have the right to, use school facilities free of charge for activities other than regular meetings provided that:
  - a) the activity is a normal or essential part of the organization's function or is related to the purposes for which the group was formed.
  - b) the activity does not interfere with the normal operation of the school
  - c) the primary purpose of the activity is not to make a profit which will benefit any other than the organization
  - d) prior written permission is obtained from the principal of the building involved if the activity/event is to occur during school hours
  - e) the policy of the School Committee regarding use of school facilities is adhered to
3. Access to a telephone within the school facility during a school activity or event shall be provided for emergency purposes. If the telephone is in an area which is ordinarily locked when school is not in session, then a responsible person (e.g., coach or custodian) should be provided with a key to that area.

C. Fund Administration

1. Projects for the raising of money by student activity groups shall be approved by the building principal.
2. Pre-numbered tickets will be used for all events (e.g. athletic, fine arts, etc.) where admission is charged. The counting of all collected money shall be done by personnel not engaged in the collection of these funds and the appropriate cash receipt form must be completed and submitted to the clerk-custodian.
3. All funds generated by a student activity group are to be promptly deposited by the clerk-custodian in the Student Activity Agency Account.
4. In no case shall monies be left overnight in the school except in safes provided for safe keeping of valuables. The clerk-custodian shall make bank deposits on a regular basis.
5. The clerk-custodian shall maintain a cash receipts book and an accounts receivable ledger designating each fund separately
6. Deposit slips shall be forwarded by the clerk-custodian to the Director of Finance/Treasurer indicating which funds are to be credited.
7. Expenditure request forms shall be forwarded to the Director of Finance for his/her approval after the activity sponsor of the class or activity and school principal have approved the form. After the request form is approved, it shall be placed on a regional school warrant for approval by the School Committee and subsequent transfer of funds from the Student Activity Agency Account to the Student Activity Checking Account.
8. The following expenditures are prohibited:
  - a) Periodicals subscribed to for the benefit of an individual
  - b) Lending or advancing money to individuals or agencies

- c) Reimbursement to any individual for the replacement of a personal article which has been lost, destroyed or damaged.
  - d) Dues to a professional organization for the benefit of an individual
9. The completed expenditure request form shall be kept on file in the Central Office by Accounts Payable and a copy shall be sent to the High School bookkeeper.
10. The Director of Finance will reconcile monthly to the clerk-custodian for the student activity checking account. The clerk-custodian will submit an annual financial report to the Superintendent of Schools no later than August 3 of each year for the previous fiscal year. This report will contain a summary by account, of all financial transactions that occurred throughout the year (for example, show beginning year's balance, total of all receipts, total of all transfers in, total of all expenditures, total of all transfers out and year-end balance).

## VII. REQUIRED REPORTS AND STATEMENTS

### A. Student Activity Program Purpose, Goals and Proposed Budget Report

1. This report, prepared on forms provided for this purpose, will consist of two pages. The first page will be for the purpose of defining the organization, and listing the activity program's objectives and goals. The second page will contain an estimated budget.
2. The building principal shall prepare this report annually for each activity program, and also for all new activity programs as they originate. This report shall be submitted to the Superintendent by October 1st.
3. Copies of this report for student activity programs approved by the Superintendent must be transmitted by the Superintendent's Office to the Director of Finance by November 15th of each year.

## VIII. INTEREST

In general, interest earned on investments shall be pro-rated to the proper fund or activity account based upon the percentage of investment of such fund to the overall investment.

## STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47\*, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the District's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount that the Treasurer determines will "secure the Principal's faithful performance of his duties in connection with such account"\*.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm at least every three years.



### **Graduating Class Funds**

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:47

**NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.**

Approved: 6/23/16



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

**Marie Altieri**  
*Deputy Superintendent*

To: Acton-Boxborough Regional School Committee  
From: Marie Altieri, Deputy Superintendent  
Date: March 13, 2017  
Re: Kindergarten Registration

We completed our on-line registration for Kindergarten on March 7, 2017. At this time we have 318 students registered. This compares to a projection of 298. The projection for Boxborough students was 42, and we currently have 59 registered with the hometown guarantee. We also have 19 Acton students who chose Blanchard as their first choice school. We have 255 Acton students registered compared to a projection of 251. We have four students registered as staff/choice.

Through the budget process, we budgeted for one extra elementary classroom section. We did this because our third and fourth grades are slightly above class size guidelines and we knew that last year we had 44 more kindergarten students than projected. We already have 20 more kindergarten students than projected and we generally register 15-20 more between now and September. We did not specify which grade we would allocate the extra section to until we knew how many students we would have at Kindergarten. Now that we know we are over projection, we are recommending that we use the extra budgeted classroom section to add a Kindergarten to Blanchard. Since Blanchard already has 59 Boxborough students with the hometown guarantee, we need to make sure that we have space for any additional Boxborough students who move in and request the hometown guarantee. This will also give us some room to place some of the Acton students who would like to attend Blanchard.

The attached chart shows the enrollment by school as well as all day kindergarten and half day kindergarten requests. We will place an average of 19 students in each classroom. We will hold the lottery in the next week or two. I will give a brief presentation of this information at the School Committee meeting, and I am happy to answer any questions you may have.

*Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.*

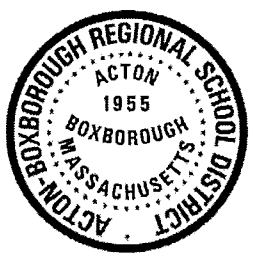
# Kindergarten Registrations 3.13.17

School	Seats	Sections	ADK	HDK	Sibs	ADK Seats	HDK Seats	Total ADK	½ Day	1 <sup>st</sup> choice school requests	Seats Avail/ (Lottery)
Blanchard HTG	70	4	3	1	28 59	52	18	57	21	78	(8)
Conant	57	3	2	1	20	38	18	35	10	45	12
Douglas	39	2	1	1	25	20	19	32	16	48	(8)
Gates	38	2	1	1	21	14	10	24	9	33	5
McCarthy-Towne	57	3	2	1	24	20	12	32	12	44	13
Merriam	58	3	2	1	23	15	31	47	18	65	(7)

Currently: Total 318 Kindergartners (310 students' information so far (out of projected class of 298).

141 siblings registered so far. 3 possible retentions, 5 partial registrations.

Boxborough students: 59 (projection 42) Acton students: 255 (projection 251) Choice/Staff: 4



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

# ABRSD & MSBA Participation: An Overview

**School Committee Presentation**  
**March 16, 2017**

## MSBA's Invitation

- On February 15, 2017 CT Douglas School Statement of Interest invited by the Massachusetts School Building Authority (MSBA) Board of Directors into the Eligibility Period.
- Eligibility Period is a 270 day window of time
- Formalizes the grant approval process and helps the District in a number of ways including:
  - Provides a definitive schedule to complete preliminary requirements
  - Assists with the determination of financial and community readiness
  - Identifies needs for planning and budgeting
- Successful completion of all activities within the Eligibility Period will allow the District to be eligible for MSBA invitation to Feasibility Study

# What is the MSBA

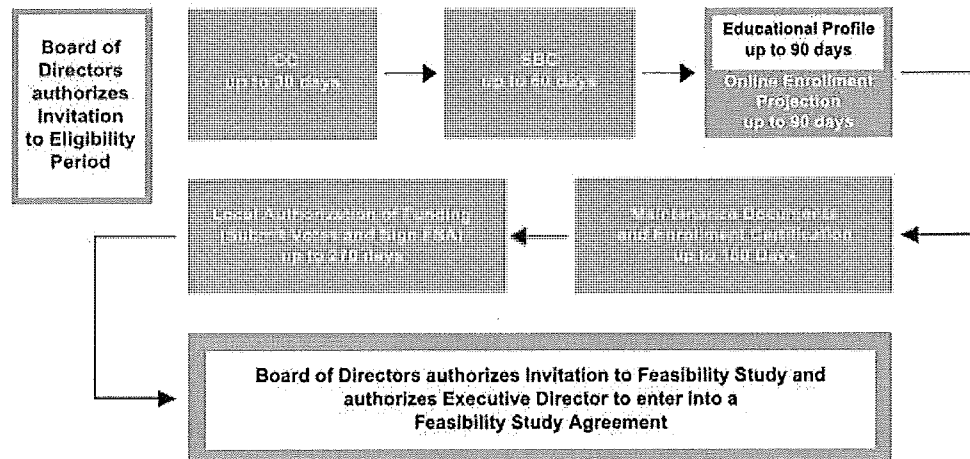
- Massachusetts School Building Authority (MSBA)
- Quasi-independent government authority created in 2004 to replace the former school building assistance program
- MSBA works with local communities to create affordable, sustainable and energy efficient schools
- Overseen by a seven-member board and chaired by the State Treasurer

# Eligibility Period (Module 1)

- The formal beginning of the grant process
- Part of the purpose is to establish for the MSBA the district's readiness to manage and fund a capital project
- Assists districts locally by providing a definitive schedule and identification of needs
- Up to 270 days to complete this module in total
- ABRSD official commencement date is April 3, 2017
- At the conclusion of the 270 days there must be another vote by the MSBA board to approve entering the Feasibility Period (Module 2)

## Eligibility Period

Up to 270 Days



Upon Invite to Eligibility Period, Districts complete defined requirements within the timeframes listed above

## Eligibility Period - Cont.

There are a number of preliminary requirements within this module that include:

- i. The completion of the *Initial Compliance Certification* that outlines the grant program rules
- ii. Formation of a School Building Committee
- iii. Completion of an Education Profile Questionnaire
- iv. Summary of the existing maintenance practices
- v. Certification of enrollment for the proposed project
- vi. Execution of the Feasibility Study Agreement

# Initial Compliance Certification

- Extensive document that includes a total of 34 explicit terms that the District must agree to
- Must be signed by the Superintendent of Schools, the Chief Executive Officer (usually the Superintendent in a regional school district) and the School Committee Chair
- Due within 30 days following the formal commencement of the Eligibility Period in Module 1 – by May 3 for ABRSD
- The School Committee would review this document and authorize the Chair and the Superintendent to sign at the April 27, 2017 School Committee meeting

# School Building Committee

- Must be formed by June 3, 2017
- Opportunity to have both voting and non-voting members
- Diversity can be considered including:
  - People who both support and oppose the building project
  - Local Planning Board members
  - Neighbors
  - Community members with and without children

## Educational Profile Questionnaire

- Due July 1
- This document must capture the essence of the educational program that will be housed in the school
- Should outline the proposed educational facilities, teaching methodology, grade configurations and program offerings
- Important to show evidence that there have been conversations locally with stakeholders to support the submission of this document
- The EPQ and the educational program definition both must be approved by the MSBA Board

## Existing Maintenance Practices

- Documentation must be provided
- Up to 180 days after the commencement period (October 3)
- Critical because it helps to determine incentive points for reimbursement



## Certification of Enrollment

- Enrollment certification due up to 180 days following the commencement of the Eligibility Period
- Two types of enrollment:
  - i. Design Enrollment
  - ii. Study Enrollment
- If you are simply doing one building with no change to configuration, the District will complete a simple design enrollment
- If consideration is being given to consolidation or change in grade configuration the District will complete a study enrollment
- Enrollment will be for a ten-year period

## MSBA Reimbursement Rate

- The base rate for reimbursement is based upon three (3) socio-economic factors
  - i. Community Income Factor
  - ii. Community Wealth Factor
  - iii. Community Poverty Factor
- Ranges from 31% to 80%
- Determining rate is very complex
- Will not be known until the final design is completed & assessed by MSBA

# Next Steps

## ***Initial Compliance Certification***

- Vote of the School Committee to authorize the Chair and the Superintendent to sign - April 27 meeting
- Must be submitted by May 3

## ***Formation of Building Committee***

- Composition and voting/non-voting status finalized at the May 18 School Committee Meeting
- Due to MSBA by June 3

## ***Fall Town Meetings***

- Towns vote in November/December to vote funds for project manager and design



# DISCUSSION AND QUESTIONS

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# Massachusetts School Building Authority

Deborah B. Goldberg  
*Chairman, State Treasurer*

James MacDonald  
*Interim Chief Executive Officer*

John K. McCarthy  
*Executive Director / Deputy CEO*

February 15, 2017

Dr. Glenn A. Brand, Superintendent  
Acton-Boxborough Regional School District  
16 Charter Road  
Acton, MA 01720

Re: Acton-Boxborough Regional School District, CT Douglas Elementary School

Dear Dr. Brand:

I am pleased to report that the Massachusetts School Building Authority (the "MSBA") Board of Directors voted to invite the Statement of Interest (the "SOI") for the Acton-Boxborough Regional School District (the "District") into the MSBA's Eligibility Period. The 270-day Eligibility Period formalizes and streamlines the beginning of the MSBA's grant approval process and benefits the District by providing a definitive schedule for the completion of preliminary requirements, assisting with the determination of financial and community readiness, and identifying needs for planning and budgeting. Successful completion of all activities in the Eligibility Period will allow the District to be eligible for an MSBA invitation to Feasibility Study.

Invitation into the Eligibility Period is *not* an invitation to Feasibility Study. Moving forward in the MSBA's process requires collaboration with the MSBA, and an invitation to Feasibility Study will require a further vote of the MSBA Board of Directors. Communities that "get ahead" of the MSBA without MSBA approval will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA's statute and regulations, which require MSBA partnership and approval at each step of the process.

The District's Eligibility Period will commence on April 3, 2017 and conclude on or before December 29, 2017. During this time, the District must complete the preliminary requirements in accordance with the schedule on page three of this letter. The first item that requires completion by the District is the Initial Compliance Certification, which is attached to this letter.

The ability of the District to complete the preliminary requirements within the 270 days does not guarantee an invitation into the MSBA Capital Pipeline. Further, if the District cannot complete the preliminary requirements within the 270-day Eligibility Period, the MSBA will require the District to withdraw its SOI, and the District will have to re-file an SOI during the next open SOI filing period and/or when the District has the required financial and community support.

Page 2

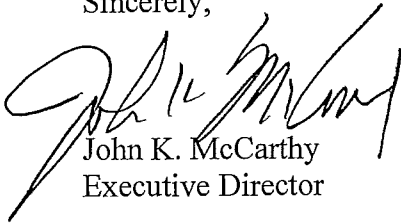
February 15, 2017

Acton-Boxborough Invitation into Eligibility Period Board Action Letter

If the District has concerns about meeting any of the deadlines set forth on page three of this letter, please notify the MSBA in writing on or before April 3, 2017. If you have questions or would like additional information regarding the Eligibility Period, please refer to our website (<http://www.massschoolbuildings.org/building/prerequisites>) and/or contact Katie Loeffler at the MSBA ([Katie.Loeffler@MassSchoolBuildings.org](mailto:Katie.Loeffler@MassSchoolBuildings.org)).

I look forward to continuing to work with you throughout the MSBA's grant program process. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "John K. McCarthy". The signature is fluid and cursive, with a large initial "J" and "M".

John K. McCarthy  
Executive Director

Cc: Legislative Delegation  
Mary Brolin, Chair, Acton-Boxborough Regional School Committee  
File: 10.2 Letters (Region 4)

## Eligibility Period Schedule of Deliverables

### Acton-Boxborough Regional School District CT Douglas Elementary School

MSBA Board of Director Meeting – February 15, 2017

<b>Eligibility Period Commences – April 3, 2017</b>		
MODULE ONE - Eligibility Period		
Deliverable	Days	Due Date and Status
Initial Compliance Certification	30	May 3, 2017 Required
School Building Committee	60	June 2, 2017 Required
Educational Profile Questionnaire	90	July 3, 2017 Required
Online Enrollment Projection	90	July 3, 2017 Required
Enrollment/Certification Executed	180	October 2, 2017 Required
Maintenance and Capital Planning Information	180	October 2, 2017 Required
Local Vote Authorization	270	December 29, 2017 Required
Feasibility Study Agreement	270	December 29, 2017 Required
<b>Eligibility Period Concludes – December 29, 2017</b>		

*Note: If the District has concerns about meeting any of the following deadlines, please let the MSBA know on or before April 3, 2017. The MSBA will require Districts that are unable to complete the preliminary requirements within the timeframes noted for each to withdraw its SOI and reapply when the District has the financial and community support required.*

# Massachusetts School Building Authority

**Deborah B. Goldberg**  
*Chairman, State Treasurer*

**James A. MacDonald**  
*Interim Chief Executive Officer*

**John K. McCarthy**  
*Executive Director / Deputy CEO*

**February 15, 2017**  
**FOR IMMEDIATE RELEASE**

**CONTACT: Maria Puopolo**  
**(617)720-4466**

## **MSBA Invites CT Douglas Elementary School into Eligibility Period**

BOSTON—State Treasurer Deborah B. Goldberg, Chair of the Massachusetts School Building Authority (“MSBA”), and MSBA Executive Director Jack McCarthy announced today that the MSBA Board of Directors voted to invite the CT Douglas Elementary School from the Acton-Boxborough Regional School District into the MSBA’s Eligibility Period. During the 270-day Eligibility Period, the MSBA will work with the Acton-Boxborough School District to determine the District’s financial and community readiness to enter the MSBA Capital Pipeline.

“The Board has voted the CT Douglas Elementary School into the Eligibility Period,” said Treasurer Deborah B. Goldberg. “The MSBA will work collaboratively with local officials to ensure the best outcome for the District’s students.”

The next step is for the District to complete preliminary requirements pertaining to local approval and formation of a local school building committee. Upon timely and successful completion of the Eligibility Period requirements, the District becomes eligible for an invitation into the Feasibility Study phase of the MSBA Capital Pipeline, subject to a vote of the Board of Directors.

“The Eligibility Period is a critical step in the MSBA’s process of evaluating potential work on the CT Douglas Elementary School,” stated Executive Director McCarthy. “We look forward to our continued partnership with the District as it enters the Eligibility Period.”

The MSBA partners with Massachusetts communities to support the design and construction of educationally-appropriate, flexible, sustainable and cost-effective public school facilities. Since its 2004 inception, the Authority has made over 1,750 site visits to more than 250 school districts as part of its due diligence process and has made over \$12.4 billion in reimbursements for school construction projects.

# Massachusetts School Building Authority

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Chairman, State Treasurer

James A. MacDonald  
Interim Chief Executive Officer

John K. McCarthy  
Executive Director / Deputy CEO

## INITIAL COMPLIANCE CERTIFICATION ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT CT DOUGLAS ELEMENTARY SCHOOL

MSBA Project No. 201606000020

*This Initial Compliance Certification ("ICC") must be completed by all Eligible Applicants who have submitted a Statement of Interest to the Massachusetts School Building Authority (the "Authority") and have been invited into the Eligibility Period. The Authority will not consider a District to be eligible for a school building repair, renovation or construction grant until after the District has properly submitted an ICC in the form and manner prescribed by the Authority. Each District shall exercise due diligence in ascertaining and certifying the truth, completeness and accuracy of each of following statements, acknowledgements, certifications, agreements and representations. The Eligible Applicant shall also have a continuing duty throughout the Eligibility Period, a Feasibility Study, and all phases of a Proposed Project or Approved Project to inform the Authority in writing when it becomes aware of information that impairs the truth, completeness or accuracy of any of the following statements, acknowledgements, agreements or representations. The Authority's reference to certain of its regulations, policies, procedures, guidelines and standards in this ICC shall not be construed in any way as a waiver of any of its other regulations, policies, procedures, guidelines, or standards and the Authority's reference to a portion of a regulation, policy, procedure, guideline, or standard, or paraphrasing thereof, shall not be construed as a waiver of the remainder.*

*Unless otherwise specified, all capitalized terms shall have the meanings ascribed to such terms in M.G.L. c. 70B or 963 CMR 2.00 et seq.*

1. The Acton-Boxborough Regional School District ("District") hereby certifies that it shall remain in compliance with, the provisions of M.G.L. c. 70B, Chapter 208 of the Acts of 2004, 963 CMR 2.00 et seq., and all other applicable statutes, rules, policies, procedures, guidelines and standards of the Authority.
2. The District hereby certifies and represents that all meetings of all public bodies in the District that relate in any way to the Proposed Project including, but not limited to, the meetings of the District's school building committee, have been conducted, and shall be conducted, in compliance with the provisions of G.L. c. 30A, §§ 18 – 25, 940 CMR 29.00 et seq., and all other applicable law.
3. The District hereby acknowledges and agrees that the school building renovation and construction grant program established by M.G.L. c. 70B is a discretionary program based on need, as determined by the Authority. The District hereby further acknowledges and agrees that it shall have no entitlement to receive approval or funding

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for a Proposed Project or for any other purpose except at the sole discretion of the Authority.

4. The District hereby agrees to work in collaboration with the Authority in all phases of the process, including at least: (a) identifying perceived deficiencies with school buildings, (b) validating those deficiencies, (c) identifying educationally and financially sound solutions to validated deficiencies, (d) agreeing on a project scope and budget, (e) implementing a solution as agreed upon, and (f) the final project audit and close-out. The District hereby further acknowledges and agrees that, to remain eligible for project approval and potential funding from the Authority, the District must work collaboratively and in cooperation with the Authority through all phases of the Authority's process including, at a minimum, the phases described above, to the satisfaction of the Authority.
5. The District hereby acknowledges and agrees that in order to qualify for any funding from the Authority, the District must comply with M.G.L. c. 70B and 963 CMR 2.00 *et seq.* which require the Authority's collaboration and approval at each step of the school facility grant approval process and further acknowledges and agrees that any actions taken, costs incurred or agreements entered into for the repair, renovation or construction of school facilities without the explicit prior written approval of the Authority shall not be eligible for grant funding.
6. The District hereby certifies, and can demonstrate, that it has expended at least the minimum amount of the District's calculated foundation budget amounts for the purposes of foundation utility and ordinary maintenance expenses and extraordinary maintenance allotment as defined in M.G.L. c. 70, and as required by the provisions of M.G.L. c. 70B, § 8, 963 CMR 2.10(2)(c) & 2.17 , and hereby further acknowledges and agrees that the Authority may not approve any project for any school district that fails to meet such minimum maintenance expenditure requirements.
7. The District hereby certifies that the perceived deficiencies, as set forth in the Statement of Interest submitted to the Authority for this Proposed Project, in whole or in part, are not a result of negligence by the District; are not under warranty with material suppliers or installers; are not the subject of, nor could be the subject of, ongoing litigation by the District or, if so, the District has notified the Authority in writing of such ongoing or potential litigation and has provided and will continue to provide the Authority with information about such ongoing or potential litigation to the satisfaction of the Authority in its sole discretion; are not a result of inadequate routine or capital maintenance by the District; are not covered by available insurance proceeds.
8. The District hereby certifies that, if invited to collaborate with the Authority to conduct a Feasibility Study, it will study and consider all available options for remedying the



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deficiencies asserted in the Statement of Interest, including, to the extent applicable, regionalization or tuition agreements with adjacent school districts, district assignment policies within the school district, rental or acquisition and any necessary rehabilitation or usage modification of any existing building which could be made available for school use.

9. The District hereby acknowledges and agrees that, before the Authority can grant final approval of a Project, the District must vote to authorize and appropriate the full amount of funding for the Proposed Project that is necessary to meet the total project budget as agreed to by the Authority and as described in 963 CMR 2.10 (10)(c) and shall use any standard formats and language established or developed by the Authority to draft warrant articles, motions, orders, votes, and ballot questions related to the funding for the Proposed or Approved Project. The District shall submit its draft language for warrant articles, motions, orders, votes, and ballot questions to Authority for its review prior to its publication or use.
10. The District hereby acknowledges and agrees that, in connection with a Proposed Project or an Approved Project, it shall use any standard forms; standard formats for local votes and approvals; standard contract documents; and any standard contract language and clauses that may be established or developed by the Authority, and as may be amended by the Authority from time to time.
11. The District hereby acknowledges and agrees that it shall submit to the Authority, and shall comply with the terms of, any certifications, statements, forms, affidavits, and agreements that the Authority may require for a Proposed or Approved Project and that any such certifications, statements, forms, affidavits, and agreements shall be completed, duly executed and submitted in a form and manner prescribed by or otherwise acceptable to the Authority.
12. The District hereby acknowledges and agrees that no Total Facilities Grant, or any portion thereof, shall be disbursed by the Authority for a Proposed Project or an Approved Project until after a Feasibility Study Agreement, where required by the Authority, and a Project Funding Agreement, have been executed by duly authorized representatives of both the District and the Authority.
13. The District hereby certifies that it has provided or will provide the Authority with all Audit Materials requested by the Authority in connection with any Assisted Facility including, but not limited to, Prior Grant Projects, Waiting List Projects, and any other school building projects for which the District has received or will receive funding from the Authority or the Commonwealth. The District hereby further acknowledges and agrees that it shall continue to cooperate with the Authority and provide any additional

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documentation or information that may be requested by the Authority in connection with any Assisted Facility.

14. The District hereby certifies that the school building for which it has submitted a Statement of Interest is not a school building that has been the site of an approved school project pursuant to G.L. c. 70B or chapter 645 of the Acts of 1948 within the ten (10) years prior to the Proposed Project's application date, or, in the alternative, that the Proposed Project would be unrelated to such previously approved project in the same school building. The District acknowledges and agrees that only the Authority, in its sole discretion, can make the determination as to whether a Proposed Project is to be deemed unrelated to a previously approved project in the same school building. Any such determination shall be made in writing by the Authority prior to the execution of this ICC.
15. The District hereby certifies that prior to submitting any part of its Application to the Authority, it has not sold, leased, or otherwise removed from service any schoolhouse operated by the District, or portion thereof, within the last ten (10) years, or that, if it has done so, the Authority has determined in writing, pursuant to M.G.L. c. 70B, § 15(c): (1) that the grant sought by the District is not for the purpose of replacing such schoolhouse, or (2) that the need for the Proposed Project could not have been reasonably anticipated at the time that such schoolhouse was sold, leased, or otherwise removed from service. Further, the District acknowledges and agrees that only the Authority, in its sole discretion, can make the determination as to whether a Proposed or Approved Project replaces a schoolhouse that was sold, leased or otherwise removed from service and whether the need for the Proposed Project could not have been reasonably anticipated at that time. Any such determination shall be made in writing by the Authority prior to the execution of this ICC.
16. The District hereby acknowledges and agrees that, if it sells, leases, or otherwise removes from service an Assisted Facility, or portion thereof, that the Authority may stop making grant payments associated with the Assisted Facility, may recapture the financial assistance that the Assisted Facility has received from the Authority or the Commonwealth, and may decline to approve any future grants for the District.
17. The District hereby acknowledges and agrees that, as part of a Feasibility Study where a new school option is among the options that may be studied, the District shall study potential sites for the Proposed Project and hereby acknowledges and agrees that it shall base its site selection for a Proposed or Approved Project on, among other things, cost and environmental factors, including an awareness of soil conditions and their probable effect on foundation and site development costs, transportation effects, dislocation of site occupants and relationship to other community facilities. The District further

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acknowledges and agrees that if the Authority were to approve a project for the District, (a) the Authority will not pay for any costs associated with acquiring the site or remediating the site, and (b) the District shall comply with the Authority's specifications and requirements for the site, including, but not limited to, any applicable site cost regulations, policies, guidelines and standards, and any cap on site costs that the Authority may establish from time to time.

18. The District hereby acknowledges and agrees that throughout the planning and construction of an Approved Project, if such final approval is received from the Authority, the District shall follow procedures and practices satisfactory to the Authority such as will assure maximum attention to the operating and capital cost effects of program and design decisions, materials and systems selections.
19. The District hereby certifies that it is current on any payments that it may owe to the Authority and does not have any outstanding amounts past due to the Authority.
20. The District hereby certifies that it is unaware of any lawsuit filed in a court of law against the Authority to which the District is a party and further certifies that it is unaware of any other lawsuit filed in a court of law against either the Authority or the District in relation to the District's Statement of Interest, Proposed Project, or Approved Project.
21. The District hereby certifies that it has specifically read the provisions of 963 CMR 2:03 (2)(a)-(q) and certifies that it has met or will meet each of the requirements described therein and further acknowledges and agrees that the District's failure to comply with each requirement, as determined by the Authority, may be grounds for, among other things, denial of a Total Facilities Grant, rescission of a Total Facilities Grant already issued, or the suspension, termination, or recoupment of reimbursement payments made by the Authority to the District.
22. The District hereby acknowledges and agrees that if the District and the Authority execute a Feasibility Study Agreement or Project Funding Agreement, the District shall promptly develop, implement and actively pursue a fraud, waste and abuse detection and prevention program in connection with any Proposed Project or Approved Project and develop written procedures to detect and prevent fraud, waste and abuse.
23. The District hereby certifies that the Eligible Applicant or its designee who will be in charge of the procurement for the Proposed or Approved Project is, or will be prior to the procurement of any services for the Proposed Project, duly certified as a Massachusetts Certified Public Purchasing Official ("MCPPO") for design and construction contracting

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in the MCPPO Program administered by the Inspector General of the Commonwealth of Massachusetts.

24. The District hereby acknowledges and agrees that any Approved Project for the construction of a new facility, or for the addition to or renovation of an existing school facility, for which the District is seeking partial funding from the Authority shall have an anticipated useful life of fifty (50) years as a public school in the District as required by 963 CMR 2.03 (2)(b).
25. The District hereby certifies that it has read and understands the provisions of 963 CMR 2.19 and acknowledges and agrees that if the Authority determines that any false or intentionally misleading information or documentation has been provided to the Authority by or on behalf of the District, either in relation to this Initial Compliance Certification or in support of any effort to influence any action by the Authority, or if the District or its agents do any other act affecting the integrity of the Authority's Program, the Authority may suspend or revoke any and all grant payments approved for the District; may recover any previous payments made to the District; and may prohibit the District from receiving a Total Facilities Grant for a period of time to be determined by the Authority.
26. The District hereby acknowledges and agrees that the Authority shall have free access to, and open communication with, any Owner's Project Manager hired by and/or assigned to the Project by the District and that the Authority shall have full and complete access to all information and documentation relating to the Project to the same extent that the District has such access. The District agrees that it shall require any such Owner's Project Manager to fully cooperate with the Authority in all matters related to the Project; to promptly communicate, transmit, and/or make available for inspection and copying any and all information and documentation requested by the Authority; to fully, accurately and promptly complete all forms and writings requested by the Authority; and to give complete, accurate, and prompt responses to any and all questions, inquiries and requests for information posed by the Authority. The District agrees that it shall not in any way, directly or indirectly, limit, obstruct, censor, hinder or otherwise interfere with the free flow of communication and information between the Owner's Project Manager and the Authority in all matters related to the Project and as provided herein; that it shall not suffer the same to occur by the act or omission of any other person or entity; and that it shall not retaliate against the Owner's Project Manager for communicating information to the Authority as provided herein. The District agrees to execute, deliver and/or communicate to the Owner's Project Manager any and all authorizations, approvals, waivers, agreements, directives, and actions that are necessary to fulfill its obligations under this paragraph. The District further agrees that the Authority shall bear no liability whatsoever arising out of the Authority's knowledge or receipt of information

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communicated to the Authority by the Owner's Project Manager and that the District shall remain responsible for the management and completion of the Project.

27. The District hereby acknowledges and agrees that, if the District wishes to utilize an existing District employee as its Owner's Project Manager pursuant to M.G.L. c. 149, § 44A½, the employee shall meet the minimum requirements established by law and any additional requirements that may be established by the Authority. The District further acknowledges and agrees that it shall complete the application form and certification developed by the Authority before the Authority will consider or approve the use of an existing District employee as an Owner's Project Manager.
28. The District acknowledges and agrees that it shall be solely responsible for the timely and effective communication and distribution of all public information about the Proposed Project to the local community including, but not limited to, elected and appointed officials, boards, committees, commissions, agencies, departments, voters, community and neighborhood organizations, advocacy groups, the media, and the general public. The District shall be solely responsible for the timely identification of, and outreach to, all individuals and entities that may have an interest in the Project or that may be affected by the Project and shall be solely responsible for responding to inquiries about local procedures, financing, budgets, site selection, educational programs, historic preservation issues, voter information, and other project-related information to which the District has access in a timely and effective manner. The District further acknowledges and agrees that the Authority shall not bear any responsibility for developing or maintaining community support for the Proposed Project which shall be the sole responsibility of the District.
29. The District acknowledges and agrees that it shall duly appropriate and authorize the full amount of the funding for a Feasibility Study within the timeframe prescribed by the Authority following the vote of the Authority's Board to invite the District into the Eligibility Period.
30. The District acknowledges and agrees that it shall complete, to the Authority's satisfaction, all applicable Eligibility Period prerequisites established by the Authority before the Board of the Authority will invite the District to collaborate with the Authority on a Feasibility Study and the Authority will execute a Feasibility Study Agreement including, but not limited to, the submission of a School Building Committee membership form to the Authority for acceptance; a summary of the District's funding capacity; a summary of the District's existing maintenance practices; a duly executed Design Enrollment Certification for the Proposed Project; a certified copy of the vote authorizing District to enter into and be bound by terms of the Feasibility Study Agreement, where applicable; certified copies of all local funding votes to authorize and

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appropriate funding for the Feasibility Study for the Proposed Project; and a duly executed Feasibility Study Agreement and Legal Counsel Certification, all in the form and manner required by the Authority.

31. The District acknowledges and agrees that it shall complete, to the Authority's satisfaction, all prerequisites established by the Authority before the Board of the Authority will approve a Proposed Project and authorize the Authority to execute a Project Scope and Budget Agreement and/or Project Funding Agreement with the District, including, but not limited to, the submission of a detailed breakdown of total project budget; a detailed project scope description; a duly executed Reimbursement Rate Certification; a project schedule through completion; an estimated project cash flow through completion; project site information; a furnishings, fixtures, and equipment list; a certified copy of the vote authorizing District to enter into and be bound by terms of Project Scope and Budget Agreement and/or Project Funding Agreement, where applicable; certified copies of all local funding votes to authorize and appropriate funding for the Proposed Project; no-action letters from Regional School District member communities, where applicable; and a duly executed Project Scope and Budget Agreement Legal Counsel Certification, in the form and manner required by the Authority.
32. The District acknowledges and agrees that, if the Authority and the District execute a Feasibility Study Agreement, the District shall complete the Feasibility Study to the Authority's satisfaction within one year after the date that the Feasibility Study Agreement is executed.
33. The District acknowledges and agrees that it shall duly execute a Reimbursement Rate Certification which shall be attached to the Project Scope and Budget Agreement ("PSBA") and Project Funding Agreement ("PFA") before either of them, if any, is executed by the Authority. The District further acknowledges and agrees that the Reimbursement Rate Certification attached to the PSBA and PFA, if any, includes any incentive reimbursement points that may be approved by the Authority's Board for an Approved Project and that such incentive reimbursement points are awarded provisionally and must be earned by the District in accordance with the Authority's requirements. In the event that a District fails to meet the Authority's requirements for earning incentive points that have been provisionally awarded by the Authority's Board, the District acknowledges and agrees that the Authority shall adjust the reimbursement rate and Total Facilities Grant accordingly.
34. The District specifically agrees to the provisions of M.G.L. c. 70B, § 9(a)

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35. The District acknowledges and agrees that it shall be subject to the Authority's regulations, policies, procedures, standards and guidelines throughout the Proposed or Approved Project, as they may be amended from time to time.
36. The District certifies that it has exercised due diligence in ascertaining and certifying the truth, completeness, and accuracy of each of the statements, acknowledgements, certifications, agreements and representations contained in this Initial Compliance Certification
37. The District hereby acknowledges and agrees that the Authority reserves the right to modify and supplement the Initial Compliance Certification form at any time and may require the District to complete a revised Initial Compliance Certification.

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

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By:  
Title: Chief Executive Officer  
Date:

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

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By:  
Title: Superintendent of Schools  
Date:

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

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By:  
Title: Chair of the School Committee  
Date:

## ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

## District Master Plan Review Committee (DMPRC) Meeting

## Approved Minutes

Library  
R.J. Grey Junior High School

March 1, 2017  
7:00 p.m.

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*Members Present:* Marie Altieri\*, Peter Berry, Deborah Bookis\*, Mary Brolin, Jason Cole, JD Head\*,  
Melissa Hubbell\*, Jack Kline, Amy Krishnamurthy, Leah Lally, Vanessa Mann\*, Matt  
Mehler, Kathleen Neville, Lynne Newman\*

*Absent:* Glenn Brand\*, Adam Klein, Jon Roland, Kristina Rychlik, Andrew Shen\*, Chris  
Whitbeck\*

*Others:* Beth Petr *\*ex-officio member*

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1. **Called to Order at 7:00 p.m.** – *Mary Brolin, Chair*
2. **Approval of Minutes** – *meeting on 2/15/17 – NEXT MEETING*
3. **Updates on Assignments for Research and Outreach**
  - 3.1. Outreach and Feedback Plan – *Katie Neville, Peter Berry, Kristina Rychlik*

- 3.1.1. Public flyer

Katie Neville did a great draft flyer that members commented on. People need to fill out the form to provide feedback. The group does not want to have an electronic option because it could be submitted multiple times by the same person. Adam has some preschool contacts. Peter will ask the Town of Acton to post it.

- 3.1.2. Presentation slides - *Mary Brolin*

Mary reviewed the slides she created. Members discussed the difficulty of not knowing the exact reimbursement rate for the public discussions. They considered using a 31% base rate. This will not be known until the full amount of a project that is ready to be voted is known. Peter thought it was hard to visualize the slides option description without any school names on it. Amy disagreed and likes no names because it keeps people from getting attached to a school or program name at this stage. Members discussed whether acquiring new property is an option for a building. Marie explained how extensively this has been reviewed in the past by both towns, but this will be confirmed.

The Committee continued to discuss the difficulty of talking about the possible options when there are so many variables that are unknown or that can be changed. There will be a lot of research done on many aspects of the projects as the process moves forward. Marie suggested focusing on the Phase 1 numbers (see slides), and then include the Phase II numbers for discussion. People want all the numbers all at once and at this stage, it is not possible. One definite is that there will remain elementary school options in both towns per the Regional Agreement.

The slides should be concise because the value is in the time for feedback from the audience. Regarding Option 4, slide 20, Marie suggested that the two phases could be flipped for perhaps a better outcome. Mary stated that the group decided last time that that could not be done.

A timeline for upcoming override votes in Acton was briefly discussed. Peter asked the members to keep in mind that Minuteman Tech is on an accelerated rate for construction and they might have their costs for Acton assessment come up at the same time as DMPRC is thinking. There are also Acton Fire Stations coming up for consideration.



The committee discussed possible questions that could be added to the feedback form. They considered whether the form was too detailed to ask people to consider at the end of a presentation. It would be valuable information to gather. Tickets or stickers could be used instead or in addition to gather opinion. Lynn asked what if someone likes the triple school, but we know it cannot be at that location. Mary responded that we would have to say that we don't know the answer, and keep an open mind about the options. The Committee agreed that more time should be spent talking about what the feasibility study actually does.

The big picture boards will be brought to the meetings. The labels on them will be changed. JD will contact Dore & Whittier for them. Mary will edit the slides and the feedback form.

Jon pointed out that the CIP last option takes the district out only 10 years, but others will make us good for 30 years. He feels the visuals are not comparing apples to apples and they should be looking at it as multiple phases for longer term. He suggested adding the lifespan to each option in feedback form. A final step will be added for "Next Steps".

3.1.3. Community feedback form - *Mary Brolin*

3.1.4. Forums / presentations planned and presenters

3.1.5. Publicity

3.2. Frequently Asked Questions –

Kristina will draft responses and get appropriate review/approval. People can send questions to [abuilding@abschools.org](mailto:abuilding@abschools.org) as they come up along the process.

3.3. Educational Research – *Marie Altieri, Deb Bookis, Matt Mehler*

3.3.1. Early Childhood Centers / Group PreKindergarten/Kindergarten Centers

3.3.2. Grades 6-8 Middle School

Research is inconclusive about the pros and cons of an early childhood center. It appears to be a community based decision based on resources, philosophies, etc.

The handout was discussed and a new format was suggested to make it clearer. Beth will assist. This will be brought to the LWV presentation.

#### 4. **Timeline Review**

4.1. Meetings and presentations are on google internal DMPCRC calendar (and posted as required on [www.abschools.org](http://www.abschools.org))

#### 5. **Future Meetings/Presentations:**

5.1. League of Women Voters – Prelim Presentation, Tues, March 7 (*Mary, Kristina, Glenn*)

5.2. Public Forum – Mon, March 13 at 7pm in Jr High Auditorium – (*Kristina*) (THIS WAS LATER POSTPONED to March 29)

5.3. Public Forum – Mon, March 20 at 7pm in Sargeant Library in Boxborough – (*Mary*)

The group will meet on March 8<sup>th</sup> as planned, to flesh out FAQs and confirm changes to the slides. Acton TV may be asked to tape a presentation and/or post info on their site.

The DMPCRC adjourned at 8:55 p.m.

Respectfully submitted,

Beth Petr

List of Documents Used: Agenda, Draft Slides, Matrix of Current Options, Feedback form, Benefits & Challenges of ECC and Middle School options, Flyer,

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

District Master Plan Review Committee (DMPRC) Meeting

DRAFT MINUTES

Classroom #409  
R.J. Grey Junior High School

March 8, 2017  
7:00 p.m.

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*Members Present:* Marie Altieri\*, Deborah Bookis\*, Glenn Brand\*, Mary Brolin, Jason Cole, JD Head\*,  
Melissa Hubbell\*, Adam Klein, Amy Krishnamurthy (7:35 pm), Leah Lally, Kathleen  
Neville, Kristina Rychlik, Andrew Shen\*  
*Absent:* Peter Berry, Jack Kline, Vanessa Mann\*, Matt Mehler, Jon Roland, Lynne Newman\*,  
Chris Whitbeck\*  
*Others:* Beth Petr, Paul Murphy *\*ex-officio member*

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1. **Called to Order at 7:00** – *Mary Brolin, Chair*

2. **Approval of Minutes** – Minutes from 3/1/17 were approved as amended.

3. **Review of First Presentation** – *Mary Brolin, Kristina Rychlik*

The presentation to the Acton Area League of Women Voters on 3/7/16 went well. Jack's color graphic was very helpful, a key to the colors should be added. This handout should be distributed at the beginning of the presentation, before explaining the options. Instead of a handout, a slide will be made for the Early Childhood Center and Middle School benefits and challenges.

Members discussed whether to tape the presentation, post it on Acton TV and allow for electronic feedback. Consensus was to tape a person doing the presentation and allow for electronic feedback. Mary can coordinate a system to ensure we do not get duplicate responses. This would permit people to watch the tv presentation (maybe in groups at someone's home) and then provide feedback. Beth will ask Acton TV about taping.

3.1. Feedback – Members discussed some of the feedback given by the small group of League members. They agreed it may be better to ask "why" someone likes or dislikes options so the characteristics, rather than the specific option, are considered. Asking to "List the 3 most important things about a project" would give a ranked list of what people care about most and what they do not.

The School Committee needs the most specific information and feedback that they can get on the options and characteristics to help them make their decision in June. DMPRC members should not give their opinion or express any preferences on the options when speaking with people, because it can influence the feedback received. Completed feedback forms from presentations will go to Beth. They will be tabulated by Mary when complete.

3.2. Handouts

3.3. Slides

The final slides will be posted to website soon.

4. **Outreach** – *Kristina Rychlik, Katie Neville, Peter Berry*

4.1. Public flyer

4.2. Forums / presentations planned and presenters

4.3. Publicity

Kristina reviewed the outreach plan. The forum flyer and brief description have been emailed to local Boards and Committees of both towns, all school staff, PTO co-chairs, local preschools and many local community organizations and individuals. The Superintendent will be sending it to all school families on

Friday. If anyone has a group that should be added, they should tell Kristina so she can follow up and track the list.

DMPRC members were asked to volunteer to attend the forums. All are welcome. Beth will attend the first two evening presentations and take notes for the minutes. They will be posted meetings of the DMPRC. Members took flyers to post in various locations that Kristina identified.

The flyer will be sent to Amy Bisiewicz to post on the school facebook and others are encouraged to share it. The preschools will be asked if they would like copies of the flyer to post or distribute.

**5. Frequently Asked Questions – Kristina Rychlik**

Questions should be sent to Kristina as they come up. She will draft answers and have the administration confirm and approve them before they are posted to the website or used on a handout.

FAQ: Where are triple schools currently operating? Are there schools with that many students in them?

**6. Upcoming Public Forums:**

- Mon, March 20 at 7:00 pm in Sargent Library in Boxborough (*Mary to present*)
- Wed, March 29 at 7:00 pm in the Jr High Library (*Kristina to present*)
- Wed, April 5 at 12:30 pm – Acton Council on Aging (*Kristina to present*)
- Mon, April 10 at 1:00 pm in Acton Memorial Library (*Amy to present*)
- Wed, April 12 at 7pm in the Jr High Library (Preschool/Kindergarten Focus) (*Amy to present*)
- Tues, April 25 at 1:00 pm in the Sargent Library in Boxborough (*Kristina or Mary to present*)

The DMPRC adjourned at 8:25 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: Agenda, Presentation slides, handouts from 3/7/17, Kristina's outreach plan, calendar

NEXT DMPRC Meetings: Thursday, April 6, Tuesday, May 2 and Wednesday, May 17 at 7p.m.

**SUBCOMMITTEE CHARGE**

*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*

**FOR YOUR INFORMATION**

- All DMPRC members can be reached at [ABBuilding@abschools.org](mailto:ABBuilding@abschools.org)
- School Capital and Space Planning section of ABRSD website:  
<http://www.abschools.org/district/school-capital-and-space-planning>
- Phase II Community Presentation by Dore & Whittier on 12/8/16  
See <http://actontv.org/on-demand/post-video/master-plan-visioning-phase-2-12-8-16>

**NEXT ABRSC MEETINGS** (all at 7:00 p.m. in the Jr High Library)

- March 16 – ABRSC Meeting (packet posted March 10) – SOIs for Gates and Conant voted/resubmitted
- April 27 – ABRSC Meeting (packet posted April 24) –
- May 18 – ABRSC Meeting (packet posted May 12)
- June 8 – ABRSC Meeting – DMPRC Presentation (packet posted June 2)

# Community Input on Building Options

District Master Plan Review Committee  
Acton-Boxborough Regional School District

March to April – 2017



## Today's Presentation

- › Describe background and process
- › Highlight key characteristics of options
- › Describe 7 options
- › Elicit feedback on **options we should eliminate**

## Background and Process



### Phase 1: Site & Building Assessments

- › Contracted with Dore & Whittier to assess existing conditions of ABRSD facilities
- › Assessed 9 facilities
  - Assessed building conditions
  - Identified renovations and improvements for long-term viability of facilities
  - Identified safety concerns
  - Assessed capacity of each facility
- › Resulted in Capital Improvement Plan (CIP)
  - CIP only addresses current conditions
  - \$120 million in needs



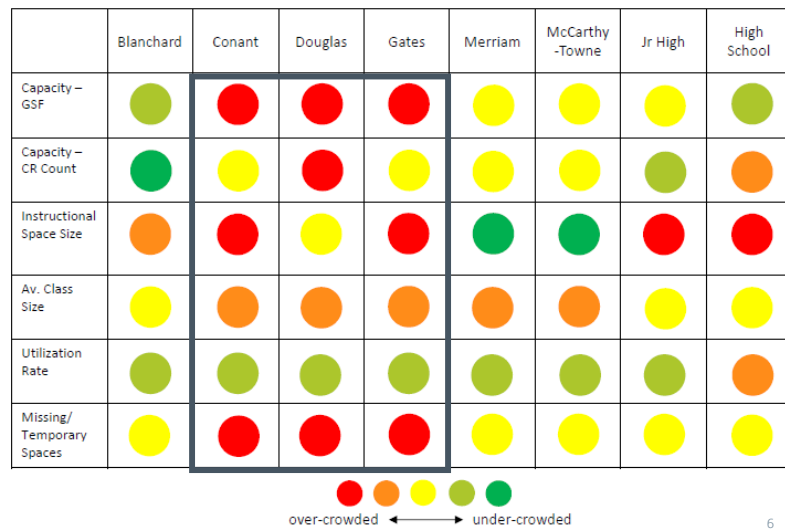
## Most Building Issues at Conant, Douglas and Gates



5



## Most Space Issues at Conant, Douglas and Gates



6



## Phase 2: District Master Plan Study

- › Continued with Dore & Whittier
- › Assessed educational and instructional needs of all facilities
  - MSBA guidelines for space
  - Capacity and utilization
  - Current and future educational needs
- › Involved input of:
  - Principals through workshop
  - Visioning group – 80+ school and community members
- › Resulted in 6 preferred options
  - Impact most buildings and students
  - Input into District Master Plan

7



## Other Key Steps

- › Applied & accepted to MSBA for project involving Douglas
- › By July 2017 let MSBA know which **options off the table**
- › By fall 2017 Towns approve design funds
- › Implement design process with MSBA, building committee and community input
- › Final design completed
- › Town meetings must approve building funds
- › Project moves forward
- › Other phases follow
- › CIP not addressed in new building/renovations take place concurrently

8



## Your Input Tonight

› Which options should be eliminated

~~Option Y~~

› More community input throughout the process

9

## Key Characteristics of Options



10





## Size and Configurations of Schools

### › Size of School

- Single school
- Twin school
- Triple school

### › Grade Configurations

- Early Childhood Center (ECC) – PreK/K
- K-6, 1-6, 1-5
- 6-8, 7-8

11



## Phases, Time to Complete and Costs

### › # of Phases and Time to Complete

- One – about 7 years to completion
- Two – about 14 years to completion
- Three – about 21 years to completion

### › Cost

- Project costs plus remaining CIP costs
- Broad estimates at this time with contingency built in

12



## School Programs and Sites

- › Options focus on Douglas, Conant and Gates schools
  - Twin or triple schools on Gates property
  - Single schools flexible but Douglas is priority
- › Some options reduce # of school programs
  - Will define educational focus of each program in new building(s) thru process
  - School community will be involved in process
  - No decisions yet, part of planning over the next several years

13



## Educational/Instructional Space

- › Overcrowding – addressed in all options except status quo
- › Appropriate instructional space – addressed in all options except status quo
- › Timing by which issues are addressed varies by phases/timing of options

14



## MSBA Funding Options

### › Building/Significant Renovation Funding

- Accepted for Phase 1 Douglas project
- New phases require new applications, may not be accepted
- Only one building project accepted at a time
- Base reimbursement rate starts at 31% -- will know specifics before Towns vote funds

### › MSBA Accelerated Repair Program

- Primarily for repair/replacement of roofs, windows/doors, and/or boilers
- Potential to include other systems
- Accelerated schedule, fast funding, pre-selected consultants


15

## Building/Renovation Options



16

Option 1




## New Twin Elementary, Renovated ECC

New Building(s)	New twin school, renovated ECC
Grades	Elementary: 1-6    ECC: PK-K
School Programs	6 reorganized to 5
Phases/ Timing	2 phases; ≈ 14 years
MSBA	Accepted phase 1, new app phase 2
Lifespan	50 years
Costs	Ph1: \$107 M; Total w/CIP: \$240 M
Potential MSBA \$ (30%-45%)	Ph1: \$32-\$48 M; Total: \$49-\$75 M

17

Option 2




## New Twin School, New Single School

New Building(s)	New twin school, new single school
Grades	Twin: PK-K; 1-6    Elementary: 1-6
School Programs	6 reorganized to 5
Phases/ Timing	2 phases; ≈ 14 years
MSBA	Accepted phase 1, new app phase 2
Lifespan	50 years
Costs	Ph1: \$100 M; Total w/CIP: \$249 M
Potential MSBA \$ (30%-45%)	Ph1: \$30-\$45 M; Total: \$52-\$79 M

18

Option 3




## New Triple School

New Building(s)	New triple school
Grades	PK-K; Elementary: 1-6
School Programs	6 reorganized to 5
Phases/ Timing	1 phase; ≈ 7 years
MSBA	Accepted
Lifespan	50 years
Costs	Ph1: \$159 M; Total w/CIP: \$232 M
Potential MSBA \$ (30%-45%)	Ph1: \$47-\$71 M; Total: \$47-\$71 M

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Option 4




## Renovate Jr High to Middle, New Elementary, Renovated ECC

New Building(s)	Renov Jr High, New ES, Renov ECC
Grades	Jr High: 6-8; Elementary: 1-5; PK-K
School Programs	6 reorganized to 4
Phases/ Timing	3 phases; ≈ 21 years
MSBA	May need all new applications
Lifespan	50 years
Costs	Ph1: \$75 M; Total w/CIP: \$279 M
Potential MSBA \$ (30%-45%)	Ph1: \$22-\$34 M; Total: \$69-\$104 M

20

Option 5




### 3 Significant Elementary Renovations

New Building(s)	3 separate elementary renovations
Grades	Elementary: K-6 PK remains as is
School Programs	6 maintained
Phases/ Timing	3 phases; ≈ 21 years
MSBA	Accepted phase 1, new apps phase 2 & 3
Lifespan	50 years
Costs	Ph1: \$53 M; Total w/CIP: \$280 M
Potential MSBA \$ (30%-45%)	Ph1: \$16-\$24 M; Total: \$56-\$85 M

21

Option 6




### 3 New Elementary Schools, Twin & Single

New Building(s)	Twin Elementary, Single Elementary
Grades	Elementary: K-6 PK remains as is
School Programs	6 maintained
Phases/ Timing	2 phases; ≈ 14 years
MSBA	Accepted phase 1, new app phase 2
Lifespan	50 years
Costs	Ph1: \$100 M; Total w/CIP: \$263 M
Potential MSBA \$ (30%-45%)	Ph1: \$30-\$45 M; Total: \$51-\$77 M

22

Option 7




## Status Quo, Minor Renovations Only

New Building(s)	Minor renovations only
Grades	Elementary: K-6 PK remains as is
School Programs	6 maintained, overcrowding and instructional space needs not addressed
Phases/ Timing	Ongoing, ≈ 20 years
MSBA	Only accelerated repair, many apps
Lifespan	10 years
Costs	Total w/CIP: \$120 M
Potential MSBA \$ (1%-5%)	\$1 M to \$5 M

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# Questions & Feedback



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## Discussion

- › Size of buildings
- › Grade configurations
- › Number of school programs
- › Phases and timing
- › MSBA funding
- › Costs
- › Other

25
















## Next Steps

- › May/June – 2017 -- DMPRC recommends options to move forward; School Committee votes
- › Fall 2017 – concurrent town meetings to vote design funds
- › Implement design process with MSBA, building committee and community input
- › Return to Town Meeting to vote building funds

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# Short List of Master Planning Options

	Phase 1	Phase 2	Phase 3	CIP Only
<b>Option 1</b> PK-K, 1-6, 7-8, 9-12	421 421  Twin Elementary	347  Renovated ECC	N/A	<ul style="list-style-type: none"> <li>• Blanchard</li> <li>• Parker-Damon</li> <li>• RJ Grey</li> <li>• ABRHS</li> </ul>
<b>Option 2</b> PK-K, 1-6, 7-8, 9-12	347 421  Twin Elementary & ECC	421  New Elementary	N/A	<ul style="list-style-type: none"> <li>• Blanchard</li> <li>• Parker-Damon</li> <li>• RJ Grey</li> <li>• ABRHS</li> </ul>
<b>Option 3</b> PK-K, 1-6, 7-8, 9-12	347 421 421  New Triple School	N/A	N/A	<ul style="list-style-type: none"> <li>• Blanchard</li> <li>• Parker-Damon</li> <li>• RJ Grey</li> <li>• ABRHS</li> </ul>
<b>Option 4</b> PK-K, 1-5, 6-8, 9-12	1279  Renovated RJ Grey	425  New Elementary	347  Renovated ECC	<ul style="list-style-type: none"> <li>• Blanchard</li> <li>• Parker-Damon</li> <li>• ABRHS</li> </ul>
<b>Option 5</b> PK, K-6, 7-8, 9-12	382  Renovated Elementary	382  Renovated Elementary	382  Renovated Elementary	<ul style="list-style-type: none"> <li>• Admin</li> <li>• Blanchard</li> <li>• Parker-Damon</li> <li>• RJ Grey</li> <li>• ABRHS</li> </ul>
<b>Option 6</b> PK, K-6, 7-8, 9-12	382 382  Twin Elementary	382  New Elementary	N/A	<ul style="list-style-type: none"> <li>• Admin</li> <li>• Blanchard</li> <li>• Parker-Damon</li> <li>• RJ Grey</li> <li>• ABRHS</li> </ul>

Dear Acton and Boxborough Community Member:

As you may know, the Acton-Boxborough Regional School District (ABRSD) has spent the last eighteen months focused on a capital planning process, which began as an investigation of the existing conditions of our facilities and continued into the development of options to address current and future educational needs. At the end of this work, we will have a detailed and final District Master Plan in place.

The district's most pressing building needs are at the elementary level, and we are now looking to our community for input and feedback on how we might want to move forward.

The School Committee would like to invite members of the public to attend a community forum to share a number of different potential building options and gauge how people feel about them.

They can be described as:

- Either a single school program per building, or multiple school programs per building (e.g., single, double/twin school, or triple school)
- With or without an Early Childhood Center (ECC) (PK-K) option

Yet, they vary in a number of ways:

- The resulting number of school programs and/or buildings that remain
- The grade levels within each school program
- The site location(s)
- The overall project cost and timing
- The other projects that will be done at remaining district buildings

Some of these options may result in a significant change from our current structure, and for that reason, we need to hear how people feel about these potential changes.

Attached is a flyer with details regarding the forums' dates, times and locations. We've also attached a smaller description you may be able to use in an email or newsletter format. Please share this important information with others in any way you are able.

For questions, please email [abbuilding@abschools.org](mailto:abbuilding@abschools.org), or contact Beth Petr, Executive Assistant to the School Committee, at 978-264-3306 or [bpetr@abschools.org](mailto:bpetr@abschools.org).

Many thanks,

Mary Brolin  
Chair, ABRSC and District Master Plan Review Committee

The Acton Boxborough School District is looking for community feedback! The district is beginning an elementary building project and is currently evaluating numerous options:

- Either a single school program per building, or multiple school programs per building (e.g., single, double/twin school, or triple school)
- With or without an Early Childhood Center (ECC) (PK-K) option

These options vary in a number of ways:

- The resulting number of school programs and/or buildings that remain
- The grade levels within each school program
- The site location(s)
- The overall project cost and timing
- The other projects that will be done at remaining district buildings

Some of these options may result in a significant change from our current structure. Please come and share your thoughts! Upcoming forums, hosted by AB School Committee members, include:

- Monday, March 20<sup>th</sup>, 7:00-8:30 p.m., Sargent Memorial Library, Boxborough
- Wednesday, March 29<sup>th</sup>, 7:00-8:30 p.m., RJ Grey Junior High Library
- Monday, April 10<sup>th</sup>, 1:00-2:30 p.m., Acton Memorial Library
- Wednesday, April 12<sup>th</sup>, 7:00-8:30 p.m., RJ Grey Junior High Library (Preschool/Kindergarten focus)
- Tuesday, April 25<sup>th</sup>, 1:00-2:30 p.m., Sargent Memorial Library, Boxborough

For more information visit [abschools.org](http://abschools.org) or email  
[ABbuilding@abschools.org](mailto:ABbuilding@abschools.org)





Our school district has been conditionally accepted for STATE FUNDING for a SCHOOL BUILDING PROJECT.

What might this look like?

New building(s) or renovations?

A single, twin, or triple school?

An early childhood center (Pre-K to K)?

Fewer elementary schools?

Financial impact to Acton and Boxborough?

Acton-Boxborough  
Regional Schools

# DETERMINING THE FUTURE OF OUR DISTRICT



## BUILDING PROJECT: YOUR FEEDBACK NEEDED

Attend an upcoming forum on potential school building options,  
hosted by AB School Committee members

MONDAY, MARCH 20 · 7:00-8:30PM · Sargent Memorial Library · Boxborough

WEDNESDAY, MARCH 29 · 7:00-8:30PM · RJ Grey Junior High Library

MONDAY, APRIL 10 · 1:00-2:30PM · Acton Memorial Library

WEDNESDAY, APRIL 12 · 7:00-8:30 PM · RJ Grey Junior High Library  
(PRESCHOOL/KINDERGARTEN FOCUS)

TUESDAY, APRIL 25 · 1:00-2:30 PM · Sargent Memorial Library · Boxborough

COMING THIS FALL:  
Special Town Meetings  
to approve design funds

For more information visit [abschools.org](http://abschools.org) or email [abbuilding@abschools.org](mailto:abbuilding@abschools.org)



**Acton-Boxborough Regional School District**  
**Facilities and Transportation Office**  
16 Charter Road Acton, MA 01720  
978-264-4700 fax: 978-264-3344  
[www.abschools.org](http://www.abschools.org)



**JD Head**  
*Director of Facilities and Transportation*

To: Superintendent Glenn Brand  
From: JD Head  
Date: March 10, 2017  
RE: Gates School and Douglas School Septic Systems

It has come to the attention of our Department that there may be some concerns regarding the Gates and Douglas School septic systems. I wanted to take this opportunity to share with you that we do not have any concerns regarding the function or integrity of these systems.

Based upon the ongoing maintenance, I have no reason to believe these systems warrant concern, as the systems have shown no signs of failure at any point. In fact we periodically do official Title V inspections on these systems which is a preventative measure that is above and beyond any typical maintenance plan you might see elsewhere. While there is no regulation or code that requires periodic Title V inspections we choose to conduct these inspections to monitor the health of the system. We have Title V reports from 2006 and 2011 indicating perfect health, and another round of inspections scheduled for this coming July. Additionally beyond the periodic Title V inspections, every summer we completely drain down the systems, clean the tanks, and inspect the pumps and other equipment for any signs of concern.

I believe these systems stay in good health in part due to the oversized large design of the original system. These systems were designed to handle much more wastewater flow than they currently receive. This is due to low flow water fixtures in the buildings and the fact that the District moved away from washing dishes and started utilizing disposable products in these buildings nearly 20 years ago. Additionally, the locations include very sandy soils that allow for great leach fields.

**Required Motion Language for 3/16/17 School Committee VOTES to Authorize the Superintendent to Submit Statements of Interest to the MSBA**

**Motion for VOTE #1:**

To authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 16, 2017 for the **Luther Conant School** located at 80 Taylor Road in Acton, MA 01720 which describes and explains the following deficiencies and the priority categories for which an application may be submitted to the Massachusetts School Building Authority in the future

Priority #2 Elimination of existing severe overcrowding:

The Conant school's capacity based on gross square footage and MSBA guidelines is 307 students, compared to 451 students as of 10/1/16.

Priority #5 Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility:

The Conant School was built in 1970 with essentially no renovations, other than roofing in 1986.

Priority #7 Replacement of, or addition to, obsolete buildings in order to provide a full range of programs consistent with state and approved local requirement:

Lack of proper accessibility and space at the Conant School affects programs that may be offered to these students.

; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Acton-Boxborough Regional School District to filing an application for funding with the Massachusetts School Building Authority.

**Motion for VOTE #2:**

To authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 16, 2017 for the **Paul P. Gates School** located at 75 Spruce Street in Acton, MA 01720 which describes and explains the following deficiencies and the priority categories for which an application may be submitted to the Massachusetts School Building Authority in the future

Priority #2 Elimination of existing severe overcrowding:

The Gates school's capacity based on gross square footage and MSBA guidelines is 300 students, compared to 404 students as of 10/1/16.

Priority #5 Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility:

The Gates School was built in 1968 with essentially no renovations, other than roofing in 1986.

Priority #7 Replacement of, or addition to, obsolete buildings in order to provide a full range of programs consistent with state and approved local requirement:

Lack of proper accessibility and space at the Gates School affects programs that may be offered to these students.

*; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Acton-Boxborough Regional School District to filing an application for funding with the Massachusetts School Building Authority.*

See Statements of Interest for  
**Conant and Gates Schools**  
posted separately after the packet

Items on the SOIs that have been updated since the original submission last Spring are highlighted.





15.

**Acton-Boxborough Regional School District**  
**Facilities and Transportation Office**  
16 Charter Road Acton, MA 01720  
978-264-4700 fax: 978-264-3344  
[www.abschools.org](http://www.abschools.org)

**JD Head**  
*Director of Facilities and Transportation*

To: Superintendent Glenn Brand  
From: JD Head  
Date: March 10, 2017  
RE: Recommendation for EV Bus Grant Withdrawal

Last spring, the Acton Boxborough Regional School District (ABRSD) was awarded a grant from the MA Department of Energy Resources (DOER) to participate in the new Vehicle-to-Grid Electric School Bus Pilot Program Grant to provide an electric bus to the District. This was an unusual process, as the District had decided not to participate due to concerns about the funding structure and that our participation could end up requiring ABRSD funds that were not previously budgeted. When DOER mistakenly awarded ABRSD the grant, we met with them about addressing the concerns that prompted ABRSD to originally withdraw and DOER committed to making the necessary changes to the grant to address these concerns. (DOER committed to sending ABRSD \$350,000 upfront for the bus and \$50,000 for the charging equipment.) No funds have been received by the School District to date.

Over the past year, we directed our energy into understanding the EV school bus market, had a bus driven down from Montreal to see it first hand, and made appropriate plans for charging and storage. We also did an evaluation of the viability of putting the bus on one of our school routes and what range the bus would need to make this possible. The base bus has a range of 75 miles with an option to extend the range to 100 miles. The analysis determined that ABRSD cannot use a bus that only has a 75-mile daily range. To make this work we would need the 100-mile range option. At that point ABRSD advertised a public bid for the purchase of the vehicle. The bid came back and the "base" price for the vehicle was \$329,000, with the additional range priced at \$30,000 above base. Significantly, there were several basic school bus safety features and driver operational features that we consider standard that were not included in that base price. These items were listed as additional options and included such things as seat belts, radio wiring, stop arm signs, and other items that we consider to be basic standard items on all buses we purchase at ABRSD.

We contacted DOER and informed them of the bid results and our intention to add the items that ABRSD would require to operate this vehicle daily. DOER informed us that if we wanted the other items, the District would have to pay for them, and instead of the agreed upon \$350,000 for the bus, they would only fund \$329,000 to cover the base bid. We informed them that this was not acceptable to the District.

*Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.*

Our conversations with DOER have continued and it is my opinion that although DOER would like to make this work for us, it will not be in the best interest of the District. Even if the DOER agrees to our requests, we will still have to invest operational funds into radio communication, video receiver and associated cameras, and our GPS receiver. Issues also remain about storage, charging, maintenance and repairs.

Given these significant concerns, I recommend that ABRSD withdraw from the grant process at this time.

Best Regards,

JD Head

Acton-Boxborough Regional School District

**SCHOOL CALENDAR, 2017-2018**

**Bold Underlined Dates = No School Days / ELEMENTARY EARLY DISMISSAL IS EVERY THURSDAY AFTERNOON**

Sept.	M	T	W	T	F
28	29	30	31	<u>1</u>	
<u>4</u>	<u>5</u>	6	7	8	
11	12	13	14	15	
18	19	20	<u>21</u>	22	
25	26	27	28	29	

Teachers' mtgs – Aug 30 & 31  
 Schools Open – Sept 5  
 Labor Day – Sept 1 & 4  
 \*\*7-12 Early Dis for Prof L  
 Rosh Hashana – Sept 21  
 School Days - 18

Jan.	M	T	W	T	F
<u>1</u>	2	3	4	5	
8	9	10	11	12	
<u>15</u>	16	17	18	19	
22	23	24	25	26	
29	30	31			

Schools Open - Jan 2  
 JH Early Dis for Confs –  
 Martin Luther King Day - Jan 15  
 School Days - 21

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

\*Indigenous Peoples' Day – Oct 9  
 School Days – 21

Feb.	M	T	W	T	F
				1	2
5	6	7	8	9	
12	13	14	15	16	
<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	
26	27	28			

\*\*7-12 Early Dis for Prof L. –  
 Presidents' Day - Feb 19  
 Winter Recess - Feb 19-23  
 School Days – 15

Nov.	M	T	W	T	F
			1	2	3
6	<u>7</u>	8	9	<u>10</u>	
13	14	15	16	17	
20	21	22	<u>23</u>	<u>24</u>	
27	28	29	30		

Prof. Day – Nov 7 (no school/students)  
 Veterans Day - Nov 10 due to Sat holiday  
 Half Day – Nov 22  
 Thanksgiving Recess - Nov 23&24  
 School Days - 18

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

HS Late Start **only for students NOT taking MCAS-**  
 Good Friday – March 30  
 School Days - 21

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

Jr High Early Dis for Confs –  
 Winter Recess - Dec. 25 – Jan 1  
 School Days - 16

Apr.	M	T	W	T	F
2	3	4	5	6	
9	10	11	12	13	
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	
23	24	25	26	27	
30					

\*\*7-12 Early Dis for Prof L. –  
 Patriots Day – Apr 16  
 Spring Recess - Apr 16-20  
 School Days - 16

Note: See <http://www.interfaith-calendar.org/2017.htm> for some major religious holidays. Yom Kippur = Saturday, 9/30/17

\* This legal holiday is Columbus Day

\*\* Professional Learning for JH/HS Staff Early Dismiss: **OCT 12, FEB 8, MAR 29??**

No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at <http://abschools.org>  
 Acton Town Meeting begins April 2, 2018. Boxborough Meeting begins May X, 2018.

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

May	M	T	W	T	F
		1	2	3	4
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
<u>28</u>	29	30	31		

HS Late Start **only for students NOT taking MCAS-**  
 Memorial Day - May 28  
 School Days - 22

June	M	T	W	T	F
					1
4	5	6	7	8	
11	12	13	14	15	
<u>18</u>	19	20	21	22	

Graduation – June 1  
 Last day – June 18 (no snow days)  
 (June 25 if 5 snow days used)  
 School Days – 12  
**Total Days = 180**

File: IMB

**TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS****DRAFT**

(Second Read 3/16/17, See separate First Read version 2/2/17)

An important goal of the schools is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To ensure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the School Committee establishes the following guidelines for discussion of controversial issues in the schools.

Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the District.
2. Teachers should present the issues selected without advocating their individual positions on such issues and are encouraged to facilitate a balanced discussion of such issues. Teachers should refrain from using their positions to express partisan points of view.
3. The discussion of these issues in the classroom should be objective and scholarly with emphasis on respectful analysis of differing points of view. Teachers are expected to encourage an environment that is supportive of all views.
4. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer additional expertise or qualifications not available in the schools.
5. In all cases, teachers must obtain the Principal's permission to invite visitors for classroom presentations.

REF: ABRHS Handbook

Distribution of Materials Policy, File: KHBA

Use of School Facilities Policy, File: KF

**STUDYING CONTROVERSIAL/SENSITIVE ISSUES**  
**First Read 2/2/17**

~~The Acton Public Schools and the Acton-Boxborough Regional School District's mission includes preparing students for an evolving global society in the 21st century.~~

~~The instructional programs provides opportunities for students to learn and practice responsible decision-making as they assume the rights, privileges and obligations of citizenship in the American democracy.~~

In preparation for their roles as citizens, students need experiences in dealing with controversial/sensitive issues in the context of their learning environments. Such experiences can be most effective when students are given the opportunity to hear, read, discuss, express and participate in non-threatening and nonjudgmental learning environments.

**Approved:**

17.2.2

File: IJOC

## SCHOOL VOLUNTEERS

First Read 2/16/17

It is the policy of the School Committees to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators. All volunteers who will have unsupervised access to students must have a CORI check completed prior to their volunteer service.

CROSS REF.: ADDA, C.O.R.I. Requirements  
Criminal Offender Record Information ("CORI") Policy ADDA

**Approved:**

**MISSION, VISION, AND VALUES AND GOALS**  
First Read 3/16/17

***Mission***

To develop engaged, well-balanced learners through collaborative, caring relationships

***Vision***

To provide high-quality educational opportunities that inspire a community of learners

***Values***

- 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

In support of the District’s mission, vision, and values, the District has developed a Long Range Strategic Plan (“LRSP”). This LRSP, as updated from time to time, is found as exhibit AD-E1 to policy AD. The LRSP sets forth the District’s goals and the strategies for reaching those goals.

**REF: Long Range Strategic Plan voted 12/1/16** AD-E

APPROVED: XXXX, 11/7/13, 3/7/13



# Acton-Boxborough Regional School District Long-Range Strategic Plan

## **Vision:**

*To provide high-quality educational opportunities that inspire a community of learners*

## **Values:**

- **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

## **Mission:**

*To develop engaged, well-balanced learners through collaborative, caring relationships*





# Acton-Boxborough Regional School District Long-Range Strategic Plan

<b>Goal #1: Understand and respond to our students' social-emotional needs</b>			
<b>Strategic Actions:</b>	<b>Responsible:</b>	<b>Evidence/Measures:</b>	<b>Timeline:</b>
Use information from Challenge Success surveys and research to develop strategies to address concerns that impact learning, wellness, and engagement (i.e. sleep, homework, assessment practices, etc.).	Superintendent, Athletic Director, Principals/Asst. Principals	Final report showing research, consideration of alternative start time options and recommendations to School Committee	2016-17
	Superintendent, Assistant Superintendents, Principals	Written review of current district-wide academic workload and homework practices and set of recommendations	2016-17
	Assistant Superintendents	Family education program that promotes wellness and balance	2016-18, beyond
Review, develop and select instrument(s) and process to capture information about school community climate and culture to use at the school and district level for continuous improvement planning.	Superintendent Wellness Committee, Principals	Selection of an evidence-based tool	2016-17
Administer school culture/climate assessments across the district.	Superintendent Wellness Committee, Principals	Survey tool administered; data generated	2017-18
Create action plans for each school related to culture and climate.		Action plans created	2017-18 beyond



# Acton-Boxborough Regional School District Long-Range Strategic Plan

## Goal #2: Our students will have equitable opportunities and tools to learn.

Strategic Actions:	Responsible:	Evidence/Measures:	Timeline:
Implement the Massachusetts Tiered System of Support framework for school improvement that focuses on system level change across the classroom, school and district.	Dawn, Deb, Principals	• Self-assessment to identify gaps; MTSS learning	2016-17
		• Continued learning, planning, capacity building	2017-18
		• Implementation of a consistent process across the district to identify learning gaps	2018-19
Review funding structures at each level.	Glenn	• Completed outline of funding structures, mechanisms at each level.	2016-17
Conduct an equity audit of the district, looking mindfully at equitable access for historically underserved populations.	Glenn	• Determine tools, questions	2017-18
		• Completed equity audit that includes recommendations and implementation plan	2017-18

## Goal #3: Our students will have access to safe and effective learning environments.

Strategic Actions	Responsible:	Evidence/Measures:	Timeline:
Develop a comprehensive capital and infrastructure improvement plan that spans short, medium and long-term goals.	Glenn	• Short-term capital prioritization list to inform the FY18 budget, including high-value/low-cost items for district-wide infrastructure improvements	2016-17
		• Medium-term capital prioritization list that considers the Existing Conditions Report, District Master Plan	2016-17
		• Committee to utilize the District Master Plan	2016-17



# Acton-Boxborough Regional School District Long-Range Strategic Plan

		<p>to produce a report to identify building options</p> <ul style="list-style-type: none"><li>• Final report presented to School Committee related to building renovation and construction</li></ul>	Spring 2018
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## MISSION, VALUES AND GOALS

### ***Mission***

The Mission of the District is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

### ***Values***

As a community, we value:

- An environment that promotes social development and emotional and physical well-being for the entire school community.
- An excellent academic program that prepares all students to achieve their individual potential.
- Diverse extracurricular opportunities accessible to all students that provide for student growth.
- A community that welcomes and respects the differences among us.
- Literacy, communication and technology skills for life long learning.
- Educational policy and resource decisions informed by research and evidence.

In support of the District's mission and values, the District has developed a Long Range Strategic Plan ("LRSP"). This LRSP, as updated from time to time, is found as exhibit AD-E1 to policy AD. The LRSP sets forth the District's goals and the strategies for reaching those goals.

APPROVED: 11/7/13, 3/7/13

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



**Acton-Boxborough Regional School Committee (ABRSC)  
Monthly Update – February 2017**

*Increasing awareness of and involvement in issues affecting our schools and towns*

The School Committee generally meets the first and third Thursdays of each month in the RJ Grey Junior High Library. Our meetings are open to the public and broadcast on Actontv.org. Our next regularly scheduled meetings are Thursday, March 16<sup>th</sup> and April 27<sup>th</sup> at 7 p.m. (due to Acton Town Meeting starting April 3<sup>rd</sup>). Some of our recent and upcoming discussions include:

***Elementary Thursday Early Release Schedule for Next Year***

- On February 2<sup>nd</sup> a schedule with an elementary early release every Thursday starting September 2017 was approved.
- In addition to these early release days, with teachers required to work every Thursday afternoon, the school day will start 20 minutes earlier every day. Current dismissal times would remain the same.
- See 2017-18 calendar: <http://www.abschools.org/district/calendar>

***FY '18 Budget Update***

- At the Annual School Budget Hearing on February 16<sup>th</sup>, the School Committee voted to approve the \$86 million budget for next year.
- Key areas of interest for this budget include:
  - The need to resurface Leary Field;
  - Additional English language learner and psychologist support at the Elementary level, and a planned expansion of the strings ensemble to 4<sup>th</sup> grade;
  - A restructuring of the Junior High Leadership Team; and
  - The gradual addition of assistant coaches for varsity athletic teams and additional social worker support at the high school.
- Presentation slides and supporting materials can be found at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes>
- The final decision on the school budget is made when citizens vote on their town's assessment at the Acton and Boxborough Town Meetings. Please save the date, depending on your residence: Acton, Monday April 3<sup>rd</sup> and Boxborough, Monday, May 8<sup>th</sup>.

**FOR YOUR CALENDAR:**

**March 16, 2017, 7:00 PM**

Acton Boxborough Regional School Committee Meeting  
Jr High Library

**March 20, 2017, 7:00 – 8:30 PM**

Public Forum for Input on the Potential School Building Options  
Sargent Memorial Library, Boxborough

**Tuesday, March 28<sup>th</sup> - polls open 7AM – 8PM**

Acton Town Elections

**March 29, 2017, 7:00 – 8:30 PM**

Public Forum for Input on the Potential School Building Options  
R.J. Grey Junior High School Library

**April 3, 2017, 7:00 PM** (*Acton Registered Voters*)

Acton Town Meeting begins  
AB Regional High School Auditorium  
Presentation and vote on next year's school budget assessments and other town business  
(Boxborough Town Meeting begins May 8)

**April 5, 2017, 7:00 - 8:30 PM**

Presenter: Dr. David Miele  
Topic: *Academic Mindsets: Their Role in Learning, Parenting, and Teaching*  
Audience: Grades PK-12  
Location: RJ Grey Auditorium

*Earlier School Committee Monthly Updates are available online:*

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

*Any questions? Please contact Kristina Rychlik, [krychlik@abschools.org](mailto:krychlik@abschools.org)*

## **ALG Minutes Feb. 16, 2017**

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

Absent: Margaret Busse

Audience: Clare Jeannotte, Mark Hald & Brian Mc Mullin, Staff; Peter Ashton, Town Moderator, Bonnie Lobel, LWV

Extra Info Spread sheet; graph of certified free cash balances & levy history sheet

Minutes were accepted after corrections

### **2. FY 17 Revenues and expenditures**

SL: We are watching the snow and ice budget. Hopefully we have seen the last snow. Everything else is pretty much as expected.

Marie: Expenses are as expected. In the revenue side we have regional transportation @\$500K to the good.

### **3. Spreadsheet**

SB: The first page is what goes into the warrant. There is still a \$358K plus deficit. Page two has the changes. Health trust \$145k less; Regional district is \$393 less; Minuteman is \$21K more; state aid is \$45 K more. Adding \$800K of reserve use and leaving the tax relief level the same we still have the \$358K deficit. The supplemental page breaks out the reserve use.

Marie: We still have the deficit but need more formal guidelines on the use of the replenishment of the reserves. We need to finalize this model the school committee is starting to work on the FY 20 budget soon.

Paul: I understand the need to split the replenishment but we cannot rely on happy surprises it becomes an expectation; just a conservative budget strategy. We have a true need for the use of the reserves. We just can't count on the replenishment; we need it as a revenue source.

Bart: Do you want it as a break out?

Paul: Show by an asterisk the replenishment.

Janet: There can be an extra sheet just for us. It will be meaningless at town meeting. We need to keep to the standard sheet for town meeting. If the FC wants to say something about the historical use and the use of E&D let them.

Peter B: We should not make it more difficult. It should be reserves versus expenses. We can't even predict the turn backs. Based on the history, it's difficult to predict year-to-year.

Bart: Is anyone for placing the breakout in the warrant?

Doug: For our purposes it's useful. It's a speculative element.

Bart: So I'm hearing an asterisk for their use and leave the presentation as is and not print in the warrant.

\*\*\*It was agreed\*\*\*

Bart: The next thing is the \$358K deficit.

Doug: The FC thinks that in a \$97m budget there is the money to close this gap. So it can be covered by reserves after you cut as much as possible.

Amy: We have cut @\$400K from HIT, CASE salaries and no new personnel. There is no other place to cut this is a really tight budget. There are things we have put off. We can use another \$200K from E&D and the one-time capital expenses are already in the budget. There is still the deficit

Peter B: We have made cuts to eliminate the hiring of a skilled laborer---someone to do carpentry. We think the \$158K can be covered by using the levy.

Marie: I can understand the FC's position. We have already cut a couple of times. We are now at the point of impacting enrollment. The third and fourth graders need to keep the sections. The kindergartens have 44 more kids than expected. The fourth grade now has 26 kids in a class cutting will put us at risk for even larger class sizes.

Bart: There are two proposals: use an additional \$200K from E&D for the school side; and an increase of \$158K from the levy.

Peter B: It's better to use the levy than the reserves.

SB: 1st chart is an analysis of the unused levy capacity. For the past eight years we were allowed, under Prop. 2.5, to tax an extra \$5.2m. The 16 year total of unused levy is nearly \$16m. We have heard from the FC that we should try to use reserves.

The second sheet is a graph of the reserve totals. As you can see the estimates for FY 17 is \$2.4m and FY18 \$2m. The reserves are starting to come down

Peter B: We are losing every year we do not use the whole levy. We are burning through the reserves at @\$1m/year. The town feels that below a certain point the losses to the town are @\$900K and need to be made up.

Doug: We cannot say what the reserves are supposed to be used for. The FC thinks they should be used for things that are not budgeted. We will face hostility when we go for an override if we have not explained to voters what the reserves are for and why they are being taxed.

Bart: I'm not sure what I'm hearing. The SC will use an additional \$200K and the town \$158K



Doug: The FC has made efforts to curb the budgets but they are always being built on the base of the expenses. When we have the cash, we use it. Going from budget to budget is not wise and now that the reserves are coming down we have to be increasingly aware of the voters. The FC will go along with what's been proposed.

Bart: That means the use of the \$200K and the \$158K from the levy?

Doug: It's important that we begin to educate the voters on the meaning and use of the reserves.

Peter B: we will be addressing the exact number...

Marie: I have some hesitation. I'm worried about them lowering our Moody's rating. We are trying to grow our capital and use it for only one-time expenses. Otherwise the costs are put in the operating budget.

To respond to Doug's statement about going from budget to budget: we build our budgets based on actuals. This year HIT has come out to the positive. We used the actual number of subscribers. We have over 1,000 employees we look at what they are paid and then move the numbers forward.

Amy: There are things that we cannot predict. Last year the governor had \$20/pupil. In July, after the budgets were passed it was \$55/pupil.

Bart: is there a consensus?

Paul: For me this is a great disappointment. There is nothing exciting or new. I love to work with the schools to the benefit of the students. Then we have the stark reality of the budget and our aspirations are cut short.

Glenn: I hear your concerns we are looking forward: capital changes; changes in start times. We are on a path of determined innovation in what we have to use.

\*\*\*Bart: consensus \$200K from E&D; \$158K from levy.

Marie: I want to thank the FC for their collaboration, to bridge the gap and make it all work.

## **5. Master Plan**

Glenn: We have been officially invited to the MSBA grant program along with 16 other districts. There were 90 applications. We feel very pleased with this and now we can move forward. The evaluation was on need and the Douglas school stood out as an area of need. This is just step one in a long process. The clock on this process will start on April 3 when the MSBA will send out a press release..

We have a lot of education to do. The reimbursement rate is anywhere between 30-80%. Factors that determine that are community wealth and income; these may change as the project develops. We have to take the master plan options out to the communities for feedback. We will be looking at different building configurations, grade level configurations. The consultant will discuss the problems and scope of the project.

Marie: It's exciting that our project got in on the first round. We hope to go to a fall town meeting for architect funds, design funds and OPM funds (Owner project manager). Then there will be the need for the building funds at a later town meeting.

Amy: The MSBA saw a huge need at the Douglas school. There are serious needs elsewhere that have to be addressed.

Peter B: I agree with the FC's concern about the deferred capital needs. We have a lot of safety issues at the fire stations and we will also be facing the Minuteman capital costs. We need to roll out a phased plan for all the capital costs.

Doug: I've participated in the capital needs study committee. I've had the chance to evaluate the performance of the consultant. I'll give them and the SC Kudos for moving the project along.

Bart: A recap. Its taken six months and volunteers of steel to come up with the necessary compromises for a \$90m budget. In my town where we have a \$3m budget we could not come up with the knowledge and sophistication that I see here.

## **6. Public**

Peter A: I have clearly failed in the role of a facilitator. Bart gets the consensus and deserves the big bucks. There is also the issue of transparency. We have used \$6m in reserves. You have not counted the \$1m that was used at the special fall meeting. I don't know if that should be an asterisk on a tab.

As Town Moderator I want to say that I do not want a fall town meeting in the gym but the auditorium.

There was discussion as the whether the scheduled March 9 meeting was necessary. Marie reminded the group that they needed to take a last look at the ALG spreadsheet before it went into the warrant. The warrant goes to press on March 20.

Adjourned 8:40

Next meeting March 9

Ann Chang

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# TOWN OF ACTON

## Acton Leadership Group

March 9, 2017

7:15 AM

Room 204

Acton Town Hall

### Agenda Topics

1. Approval of Minutes from February 16, 2017 All
  
2. Update on FY 17 Revenues and Expenditures Steve Ledoux  
Glenn Brand
  
3. Reports from Selectmen, School Committee and Finance Committee  
on Consensus Reached on February 16, 2017
  
4. Review of Spreadsheet Steve Barrett  
Marie Altieri
  
5. Public Comment
  
6. Adjourn

Next Meeting TBD

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# Town of Acton Multi-Year Financial Model

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

28-Feb-17

Summary	Tax Recap FY17	Projection FY18	Projection FY19	Projection FY20
<b>Municipal Funding Sources:</b>				
Tax Levy (excluding debt exclusion)	\$ 76,920,952	79,916,557	83,667,378	85,759,062
State Aid	\$ 1,528,090	1,569,399	1,569,399	1,585,093
Local Receipts	\$ 4,840,386	4,935,066	4,935,066	4,984,417
Debt Exclusion	\$ 2,817,959	2,768,612	2,538,007	2,512,627
SBAB Reimbursement	\$ 923,000	923,000	923,000	923,000
Add: Town Reserves	\$ 2,467,969	2,400,000	1,300,000	1,300,000
<b>Acton Total Funding Sources</b>	<b>\$ 89,498,356</b>	<b>92,512,635</b>	<b>94,932,850</b>	<b>97,064,199</b>
<b>Allocation to Budgets</b>				
<b>Municipal Spending</b>	<b>\$ 32,656,604</b>	<b>\$ 33,709,649</b>	<b>\$ 34,889,487</b>	<b>\$ 36,110,619</b>
Percent change year-to-year	2.20%	3.22%	3.50%	3.50%
<b>ABRSD Assessment</b>	<b>\$ 55,547,097</b>	<b>\$ 57,730,056</b>	<b>\$ 61,109,203</b>	<b>\$ 64,027,823</b>
Percent change year-to-year	4.47%	3.93%	5.85%	4.78%
<b>Minuteman Assessment</b>	<b>\$ 997,655</b>	<b>\$ 1,072,929</b>	<b>\$ 1,172,929</b>	<b>\$ 1,272,929</b>
Percent change year-to-year	11.22%	7.55%	9.32%	8.53%
<b>Total Acton Spending</b>	<b>\$ 89,201,356</b>	<b>\$ 92,512,634</b>	<b>\$ 97,171,619</b>	<b>\$ 101,411,371</b>
<b>Net Position</b>	<b>\$ 297,000</b>	<b>\$ 0</b>	<b>\$ (2,238,768)</b>	<b>\$ (4,347,171)</b>

Table 6 Data	FY17 ABRSD Revenues	FY18 ABRSD Revenues	FY19 ABRSD Revenues	FY20 ABRSD Revenues
<b>ABRSD Funding Sources:</b>				
State AID Ch.70	\$ 14,531,276	14,804,931	14,971,546	15,109,271
Transportation	\$ 1,190,000	1,307,373	1,386,201	1,427,787
Regional Bonus Aid & Misc Revenue	\$ 74,000	179,000	124,000	100,000
Charter School Aid	\$ 27,683	25,350	25,004	25,004
Excess & Deficiency	200,000	450,000	200,000	200,000
<b>Total</b>	<b>\$ 16,022,959</b>	<b>\$ 16,766,654</b>	<b>\$ 16,706,751</b>	<b>\$ 16,862,062</b>

<b>Additional OPEB Contribution</b>	<b>\$ 1,400,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>
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Town of Acton - Tax Impact	FY17	FY18	FY19	FY20
Total Valuation ('000s)	\$ 4,230,440	\$ 4,357,354	\$ 4,488,074	\$ 4,622,716
Tax Rate	\$ 19.06	\$ 19.26	\$ 19.87	\$ 20.36
SF Value	\$ 561,186	\$ 578,022	\$ 583,802	\$ 589,640
% Change in SF Value			\$ -	\$ -
SF Tax Bill	\$ 10,697	\$ 11,131	\$ 11,602	\$ 12,002
% Change in SF Tax Bill	3.02%	4.06%	4.23%	3.45%
\$ Change in SF Tax Bill	\$ 313	\$ 434	\$ 471	\$ 400



**Raymond J. Grey Junior High School**  
16 Charter Road, Acton, Massachusetts 01720-2995  
Andrew Shen, Principal

**Acton-Boxborough Regional School District**  
(978) 264-4700 x3303 FAX (978) 264-3343  
**James Marcotte, Assistant Principal**  
**Allison Warren, Assistant Principal**

Date: February 17, 2017  
To: Acton-Boxborough Regional School Committee  
Glenn Brand, Superintendent of Schools  
From: Andrew Shen, RJ Grey Principal  
Re: Gift from ABR - PTSO

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Dear Glenn,

We would like the School Committee to accept a gift of \$500.00 from the ABR-PTSO.  
This gift is given to offset the cost of the annual 8th grade dance in June.

Please let me know if you have any questions.

Regards,

Andrew Shen



**Acton-Boxborough Regional School District**  
75 Spruce St. • Acton, MA 01720  
978-266-2570 • gates.abschools.org

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Lynne Newman  
*Principal*

TO: Glenn Brand, Superintendent of Schools  
FROM: Lynne Newman  
RE: Donation for School Committee Acceptance  
DATE: 2/15/2017

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The Gates School is the recipient the 2016 Exxon Mobil Educational Alliance Math & Science grant of \$500 from the West Acton Mobil Mart.

We would appreciate the Acton-Boxborough Regional School Committee's acceptance of this very generous gift which will be use to support our math and science curriculum.

Thank you.



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

WELLNESS • EQUITY • ENGAGEMENT



*Luther Conant School*

80 Taylor Road

Acton, MA 01720

978-266-2550 [www.conant.abschools.org](http://www.conant.abschools.org)

Damian J. Sugrue Principal ~ Abigail C. Dressler Assistant Principal



21

Date: January 27, 2016

To: Acton-Boxborough Regional School Committee  
Dr. Glenn Brand, Superintendent of Schools

From: Damian Sugrue, Luther Conant School Principal

Re: Gift from Target Field Trips/Scholarship America

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Dear Glenn,

We would like the School Committee to accept a gift of \$700 from Target Field Trips/Scholarship America. This is a special grant that is given in support of the First Grade, Drumlin Farms Organisms Study field trip in May.

Please let me know if you have any questions.

Regards,

Damian Sugrue

Cc: Clare Jeannotte  
Beth Petr  
Melissa Andrew

<h1>Acton-Boxborough Athletics</h1>	<p>Director of Athletics: Steven Martin 36 Charter Road Acton, MA 01720 Phone: 978-264-4700 X:3420 E-Mail: smartin@abschools.org Web: www.abschools.org</p>
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TO: Glenn A. Brand, Superintendent  
FROM: Steve Martin, ABRSD Athletic Director  
RE: Gift from Booster Clubs  
DATE: 3/10/17

I would like to respectfully ask for the School Committee's vote at their meeting on March 16, 2017 to accept a generous gift from our Booster Club:

\$1,000. for a part time Assistant Track Coach

We are very grateful for the ongoing support of our Acton and Boxborough communities, and our Booster Clubs in particular. Please don't hesitate to contact me if you have any questions.

Thank you.



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

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

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

Please TYPE or use COMPUTER FORM

Name of teacher(s): Sinikka Savukoski and Suzanne Hogarty

# of students going: 20 # of chaperones (gender(s)): 2 female, 1 male

Names of chaperones: Sinikka Savukoski, Suzanne Hogarty and most likely Diego Mansilla

Date(s) of trip: 4/13/18-4/27/18 School time involved: 1/2 day April 13,  
Full days April 23-April 27

Purpose of trip/destination and connection to curriculum (if applicable):  
Spanish cultural and linguistic exchange / Spain

Have you taken this trip before? Yes, 2012, 2014, 2016

Are there any special arrangements required (such as extra insurance, ADA accommodations)? If so, explain.  
We will require the parents to buy travel insurance

Cost per Student: (Please describe how the cost is determined.): \$3470 as indicated by Carousel, which will cover ALL travel and accommodation expenses, including food for 2 weeks

Who will pay for the trip? Students and families

Has any fundraising been done? No If so, please describe? N/A

Are any parents driving? No If so, have appropriate insurance forms been filled out? N/A

Have you followed the procedure outlined in Policy IJOA? (See ABRSD School Committee Policies.)  
yes

Other comments:

Approved  Not Approved

Department Leader: *S. Sauer* Date: 1/20/2017

Approved  Not Approved

Dean of Students: *U. Moograd* Date: 2/3/17

Approved  Not Approved

Principal: *J. Am. Can* Date: 2/3/17

Approved  Not Approved

Superintendent: *[Signature]* Date: 3/3/17

Approved  Not Approved

School Committee: \_\_\_\_\_ Date: \_\_\_\_\_

To: Superintendent Glenn Brand and members of the School Committee  
From: Sinikka Savukoski (WL Dept Leader) and Suzanne Hogarty (Spanish teacher)

Dear Superintendent Brand and members of the School Committee,

The World Language department, specifically the Spanish teachers are excited about the opportunity to continue our Spanish exchange next school year (2017-2018) with the El Colegio Británico de Aragón (The British School of Aragón) in Zaragoza, Spain. After wonderful success and enriching experiences from completing 3 exchange trips (2011-2012, 2013-2014, 2015-2016) with the same school, we found El Colegio Británico de Aragón to be a perfect fit for our Acton-Boxborough students and community; while it is smaller than AB, the quality and character of the students is on par with the academic and socio-economic background of our diverse AB population. If you would like more information about this high school, please feel free to consult their website at <http://www.britanico-aragon.edu/>

As was the case with the three previous Spanish exchanges in which we have participated, we anticipate this exchange to be a wonderful educational opportunity for our students. As participants of the exchange, our students will host a Spanish student for two weeks in October 2017, then, they will spend two weeks in Spain in April 2018. Once in Spain, our students will travel immediately to Zaragoza, where they will receive all the benefits of living with a host family, attending classes with their host student, and visiting many tourist and cultural sites in and around the area, including a day trip to Barcelona. At the conclusion of our time abroad, the group will travel to Madrid, where our students will spend three days visiting the main cultural sites and one daytrip to Segovia before returning home. Overall, this cultural and linguistic exchange provides the much necessary real-world exposure to the language, culture and customs that students have been studying for years in their Spanish classes.

There are many linguistic and educational advantages to an exchange. The main goals and reasons for our students to participate in an exchange, as opposed to a travel-focused trip, are that they want to improve their language skills and knowledge of another culture through immersion in the daily life of a Spanish speaking community. Our students will have ample time during the day in school, while on cultural excursions with the group, and in the evenings and on the weekends with their host families to practice Spanish. As language teachers, we realize that cultural understanding and appreciation is developed not only through viewing the major cultural sites, but through the everyday experiences of living in a familial context. This exchange will provide students the opportunity to experience all of this.

In addition to the academic advantages to an exchange, our students will also benefit economically by participating in an exchange versus a travel-focused trip. While we will spend three nights in Madrid at a hotel, ten nights of our trip will be spent with host families in Zaragoza, who will provide not only lodging, but also food. This financial savings will allow more students to be able to participate in the exchange who otherwise might not be able to spend so much time abroad through a school-sponsored trip.

The proposed dates for our travel are April 13-27, 2018, which correspond to our April 201<sup>8</sup> vacation and the week after. Students will miss a half day of school on Friday, April 13 and then five days of school the week after vacation. Students will be responsible for any work that they miss during this time. Our travel abroad will conclude the exchange, as Acton-Boxborough will host El Colegio Británico de

Aragón the beginning of October, 2017 (exact dates are tentatively set at Friday, October 6 until Thursday, October 20, 2017).

As with the three previous exchanges, we will be working intimately with Sue Boswell of Carousel Tours in planning and implementing the exchange. Sue has worked closely with several schools in this area and has a very good sense of our needs in this type of exchange. Since this is the fourth time that we are planning the similar exchange trip with Sue, she is open to our ideas and suggestions for changes and improvements; as such, we have no doubt that this will trip will bring new and exciting opportunities that other exchange trips have not experienced.

We are incredibly delighted and excited to have the opportunity once again to participate in an exchange program with El Colegio Británico de Aragón. Its location in the northeastern part of Spain gives a friendly provincial ambiance, which is conducive to learning about a particular region before branching into a larger cosmopolitan city like Madrid. Students will be able to acclimate to Spanish culture and language with the support and guidance of their host families before we spend our final three days in Madrid, touring the major cultural points of interest.

Using contacts that we made during the 2012,2014 and 2016 exchanges, we have direct links to both El Colegio Británico and to an excellent tour guide in Madrid. Through Sue Boswell and Carousel Tours, we will be provided with additional support, insurances, and guidance. Carousel Tours will also make all travel arrangements, including flights and ground transportation both in the U.S. and Spain. We hope to travel on Iberia, which offers direct Boston to Madrid flights; however, we will not be able to book a definite flight until 11 months prior to departure. While in Spain, our host families will provide meals, including bag lunches for excursions, and costs associated with activities during the homestay. The cost of the program will include entrance fees to all tourist sites in the hosting country, all transportation costs for field trips and cultural events, as well as insurance related to the trip. Participating students and their families are responsible for any additionally discretionary funds, which will vary greatly among individuals.

Based on current pricing from Carousel Tours, we anticipate that the cost of the entire trip for our students will be approximately \$3,370 with 3 chaperones. The third chaperone has not been secured at this time, but we anticipate to bring another colleague from the World Language department.. Along with this letter and the International field trip form, you will find a proposed itinerary for both the Zaragoza and Madrid portions of our stay. Due to the nature of this trip and the size of our host school, we anticipate being able to bring twenty (20) students on this exchange. The three chaperones will be Sinikka Savukoski, Suzanne Hogarty, and a third chaperone to be decided. We would like to bring a male chaperone with us and are awaiting communication from Diego Mansilla, who is currently on a year sabbatical but will be returning for the next school year.

We hope that this trip meets with your approval, for we are very eager to begin our official planning. If you do have any questions or concerns, please feel free to contact us.

Sincerely,  
Sinikka Savukoski  
ssavukoski@abschools.org

Suzanne Hogarty  
shogarty@abschools.org



FOR REVIEW AND APPROVAL ONLY

PLEASE NOTE:

- The price of the trip will change if any of the parameters below are modified.
- If the number of paying travelers drops below 10, then your trip will not qualify for our group rate.

Name of school

Acton Boxborough Regional High School

Destination (\$) Spain

Travel Dates

April 13 – 27

Travel Year 2018

Total Travel Days

22

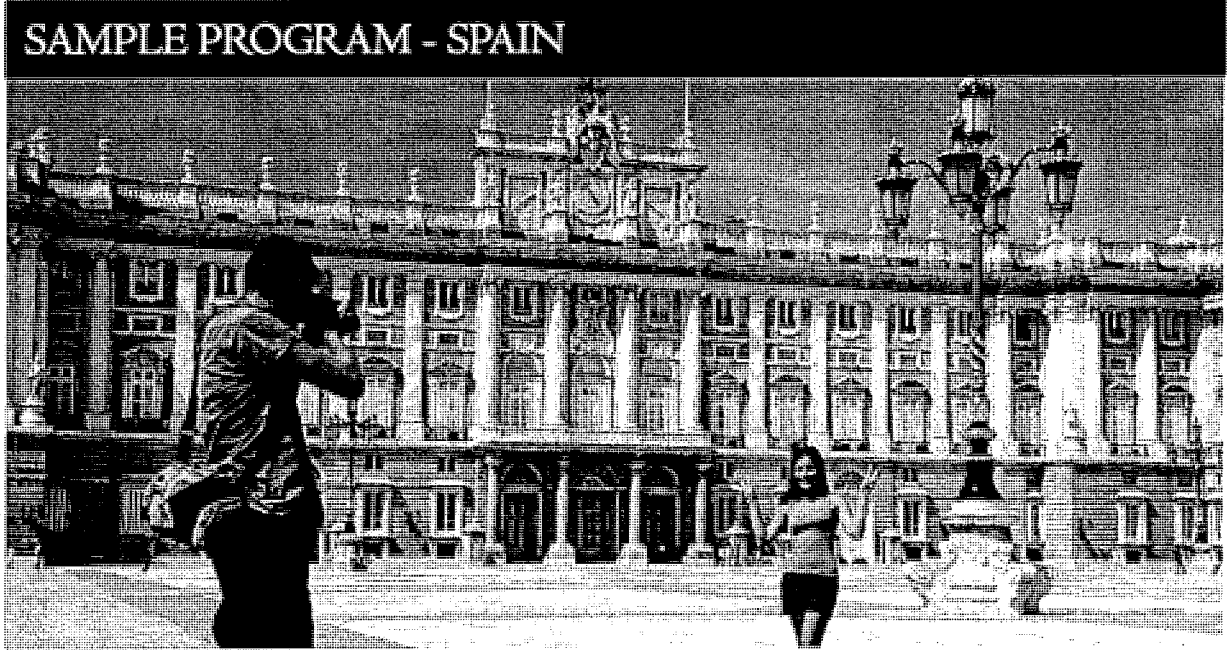
Total Travel Nights 20

Number of Students	Number of Chaperones	Price
25	2	\$3,100.00
25	3	\$3,210.00
20	2	\$3,230.00
20	3	\$3,370.00
15	2	\$3,450.00

Payment Due Date	Amount
February 25, 2017	\$250.00
April 25, 2017	\$1,200.00
September 25, 2017	\$1,200.00
November 25, 2017	Balance

Price Includes	
TRANSPORTATION: - Round trip flights between Spain and the U.S.A. - Round trip airport transfers in the U.S.A. and Spain - All ground transportation	✓
MEALS: - Meals with families - Meals in Madrid	✓
ACCOMMODATIONS: - Homestay with families - Four night stay in Madrid	✓
PERSONNEL: - Tour manager to accompany the group on excursions - Guide in Madrid for three days	✓
ADMISSIONS: - All admissions as specified on final itinerary	✓
All taxes, fees, and tips	✓
Comprehensive Traveler's Health Insurance	✓
Trip cancellation insurance	NOT INCLUDED

\*Price does not include any fuel surcharges or excess baggage if applicable. If this Price Agreement meets your approval, we will send a contract with our terms & conditions. All venues are subject to availability. All payments are non-refundable – trip cancellation insurance is recommended.



APRIL – 2018

SUN	MON	TUE	WED	THU	FRI	SAT
					13 Depart for Spain	14 Arrive in Madrid, transfer to Zaragoza
15 Spend the day with your host family	16 Day in School	17 Tour Zaragoza	18 Visit the Monasterio de Piedra	19 Day trip to Barcelona	20 Day trip to Fuendetodos	21 Spend the day with your host family
22 Spend the day with your host family	23 Tour Madrid	24 Day trip to Segovia	25 Tour Madrid	26 Tour Madrid	27 Depart to home	

