



Acton-Boxborough Regional
School Committee Meeting

May 17, 2018

7:00 p.m. Open Meeting
9:30 p.m. (approx.) Executive Session

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

May 17, 2018
7:00 p.m. Open Meeting
9:30 (approximately) Executive Session

AGENDA – revised*

1. **Call to Order (7:00)**
2. **Chairman’s Introduction – Amy Krishnamurthy**
 - 2.1. Thank you to Bob Evans for serving on the Acton School Committees, School Building Committees and Finance Committee
 - 2.2. Thank you to Brigid Bieber and Katie Neville for serving on the School Committees
 - 2.3. Recommendation to Approve Donation from the Acton Boxborough Student Activities Fund (ABSASF) to the School District – **VOTE**
3. **Public Participation**
4. **Merriam School Presentation – Principal Edward Kaufman (7:20)**
5. **ABRSD Battery Storage Project – JD Head, Kate Crosby (7:50)**
 - 5.1. Memo from 4/26/18 School Committee meeting (*see that meeting for more materials*)
 - 5.2. Recommendation to authorize the Interim Superintendent to enter into a project agreement with EnerNOC – **VOTE**
 - 5.3. Electric Services Agreement between EnerNOC, Inc. and ABRSD*
6. **Single Tier Transportation Update – JD Head (8:05)**
7. **Recommendation to Approve FY19 ABRHS Handbook Changes – First Read – Dean of Students Peter Cavanaugh (8:30)**
8. **ABRSD Budget Update (8:45)**
 - 8.1. FY18 Quarter 3 Report – David Verdolino
 - 8.2. Boxborough Town Meeting (*May 14*) – Brigid Bieber
 - 8.2.1. Presentation Slides
9. **School Building Committee Update – Mary Brolin (9:05)**
 - 9.1. Building Committee meeting on 5/9/18 (*oral*)
 - 9.2. Building Committee meeting minutes of 4/11/18
 - 9.3. Owner’s Project Manager Approval Letter from MSBA to ABRSD, 5/9/18
10. **Subcommittee Reports (9:15)**
 - 10.1. **Budget** - meeting on 5/4/18 (*oral*)
 - 10.2. **Policy**
 - 10.2.1. First Aid, File: EBB – Second Read – **VOTE** - Dawn Bentley
 - 10.2.2. Security Camera Systems, File: EEAEB – First Read – Marie Altieri
11. **School Committee Member Reports (oral) (9:25)**

12. **Consent Agenda – VOTE**

- 12.1. **Statement of Warrants & Approval of Minutes** (4/26/18 & amended 4/12/18)
- 12.2. **High School Field Trip to Norway 2/15/19 – 2/24/19**
- 12.3. **Donations to our Schools – *Bill McAlduff***
 - 12.3.1. MA Academic Decathlon, Inc. donation of \$800. to the ABRHS Academic Decathlon Team
 - 12.3.2. Kbyte.com donation of \$1,900 to the ABRHS Science Team for the National Championship
 - 12.3.3. The Sheth Sangreal Foundation donation of \$15,000. To the ABRHS Academic Decathlon Team

13. **Open Meeting Law Determination Letter** (*received 5/11/18*) (9:30)

14. **Approval of Meeting Minutes -** 8/24/17, 8/1/17, 7/11/17 and 6/30/17 (9:35)

15. **FYI** (9:45)

- 15.1. Memo regarding scheduling School Committee Summer Workshop
- 15.2. Reports from Powers & Sullivan, CPS for year ended June 30, 2017
- 15.3. Schedule for the Last Day of School on Wednesday, June 27, 2018
- 15.4. May 1, 2018 Enrollment Report
- 15.5. MA Dept of Energy Resources Commendation Letter regarding Kate Crosby
- 15.6. US Dept of Ed Secretary DeVos Response to ABRSC Anti-Gun Violence Letter
- 15.7. Thank you to Anthony's Pizza for donation to the ABRHS Badminton Club
- 15.8. Save the Date: District Retirement Celebration on June 14th at 3:15 p.m.

16. **EXECUTIVE SESSION** (9:50)

To be convened under M.G.L. Chapter 30A section 21(a) purpose 7, to comply with or act under the authority of, any general or special law or federal grant-in-aid requirements - M.G.L. Chapter 30A, section 22(f) to consider approval and possible release of executive session minutes from previous meetings on 4/2/18, 3/12/18, 11/16/17, 10/3/17, 8/24/17, 8/1/17, 7/11/17, 6/22/17* and 6/13/17*

17. **Adjourn** (10:05)

Next School Committee Meetings: June 7 and June 21 at 7:00 p.m. in the Jr High Library

Posted 5/11/18 at 6:00 p.m.

Reposted 5/15/18 at 3:30 p.m. to add 5.3 Agreement & 16. Additional Executive Session minutes



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

From 4/26/18
SC meeting
5.1

JD Head
Director of School Operations

April 23, 2018

TO: William McAlduff, Interim Superintendent of Schools
FROM: JD Head, Director of School Operations
RE: **Battery Storage Project Agreement Authorization**

The purpose of this memo is to present the AB School Committee with an opportunity to review the battery storage project schematic, term sheet, and proposed draft agreement. The information here is for review and no action needs to be taken at this time. To move the project forward we would ask that the School Committee take a vote at the May 17th meeting authorizing the District to enter into a project agreement.

Attached with this memo is a press release from the Baker-Polito Administrative offices regarding the grant awards that this project is part of, as well as, the original Project Narrative, a proposed site plan, a finalized term sheet, and a draft agreement. All documents have been reviewed by legal and only some minor language nuances remain to be worked out in the draft agreement itself. These minor items will be resolved prior to the May 17th meeting.

Departmentally we are extremely excited about this opportunity, as battery storage and energy demand curtailment is undoubtedly the direction the industry is going in as it relates to large-scale facility management. This project specifically presents our Department with an opportunity to learn to work with this new technology giving us a competitive advantage in the market place. Most notably to the public at large, this project will require no capital investment from ABRSD at all and will result in minimally \$948,096 in revenue to the District over the ten-year term. Additionally, this project will present the Department with another curricular resource for the work Kate Crosby does with the many students she works with District wide.

Please let me know if there is any additional information I can provide. I would be happy to do a short presentation on the topic if needed. I would also be happy to respond to any questions or comments through appropriate channels at any point leading up to the May 17th meeting.

Respectfully,



JD Head

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

\$1.25 million awarded in state grant funding through ACES program



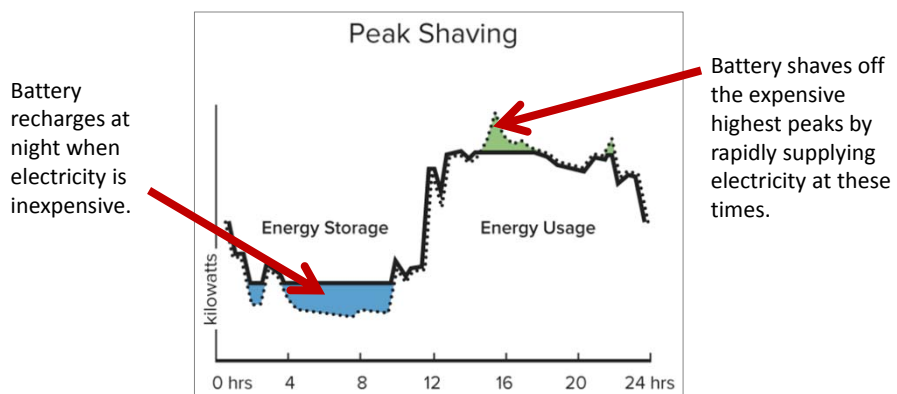
❖ **ABRSD**

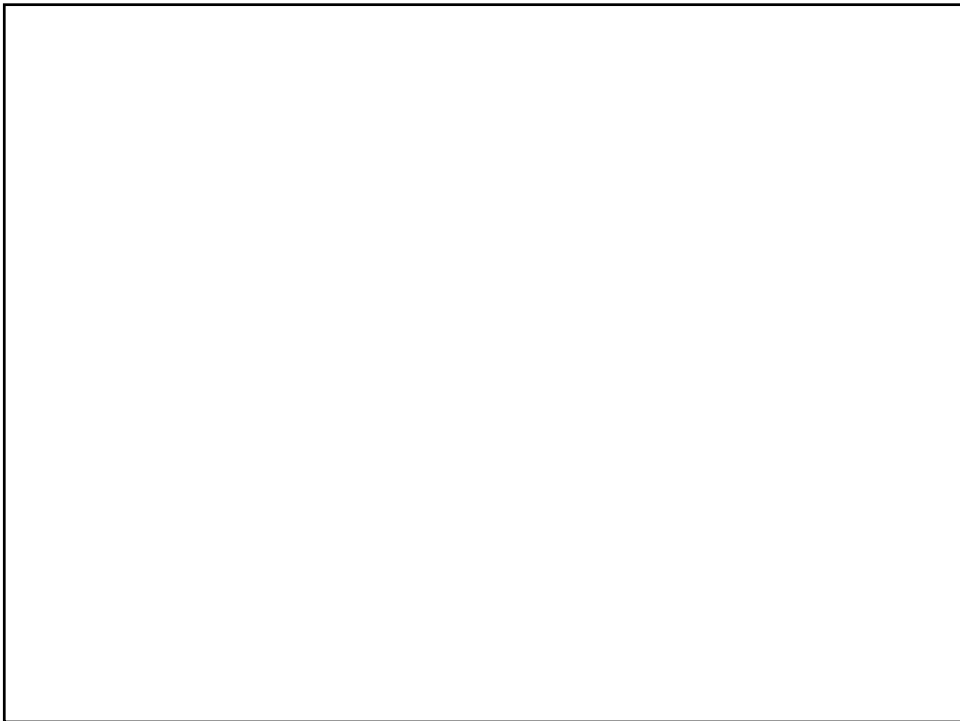
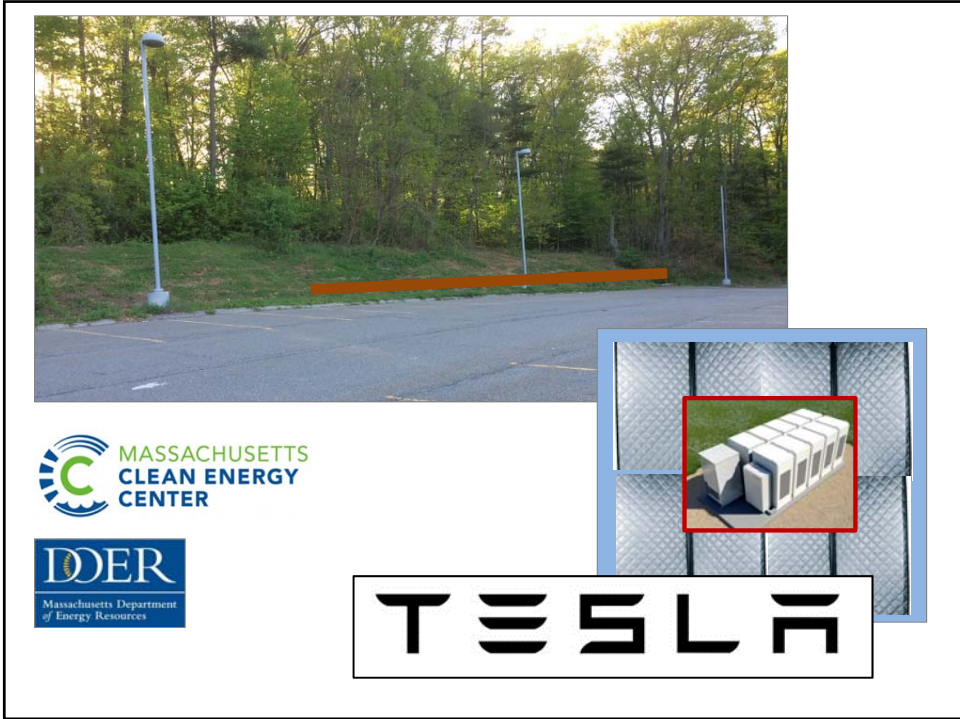
- Hosts array
- Receives a portion of revenue stream

❖ **EnerNOC**

- Handles state grant protocols
- Provides funding for non-grant portion of project
- Manages software, incl. monitoring, deployment of battery, reporting
- Receives balance of revenue stream

- ❖ Revenue is generated through services provided by battery array (for example, peak shaving).
- ❖ Increased storage in MA projected to yield multiple benefits for regional grid, economy, and transition to clean energy.







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6.

JD Head
Director of School Operations

TO: William McAlduff, Interim Superintendent of Schools
FROM: JD Head, Director of School Operations
DATE: May 10, 2018
RE: **Single Tier Transportation Update**

The purpose of this memo is to present the AB School Committee with an update regarding the progress our Transportation Department has made toward implementing a new single elementary tier transportation system for the start of the 2018/2019 school year. As you recall it is imperative to implement these transportation changes to allow for the new school start times for the coming year.

Through last summer and the fall we continued to work with GPI, Inc. to develop safe and efficient bus routes that would accommodate all six elementary schools running concurrently. Our goal was to run a transportation simulation on November 7, 2017 to ground truth, or verify in a real world scenario the functionality of the draft routes.

In running the simulation we were able to identify issues with the draft routes and zero in on appropriate numbers of routes based on our routing parameters. For example, due to “neighborhood bottlenecks” we decided that we needed to go back to combining routes for the Conant School with the Parker Damon Building as we used to do prior to full regionalization. Additionally, we found that we believe the appropriate number of routes to accomplish the task is estimated at 40. Currently we run 32 High School/Jr High routes and 33 Elementary routes on Tier 1 and 33 on Tier 2. We accomplish this with 34 bus drivers and 36 School Buses. To get to where we need to be by September 2018, we will need an additional 10 buses and an additional 8 bus drivers.

We have begun preparations to lease the additional school buses and we have been recruiting bus drivers. We believe our roster for drivers next year is up to 37, which leaves five more to recruit by mid-August. I look forward to presenting this information in greater detail at your meeting on May 17, 2018. Finalizing the routes, recruiting our staff, and getting the additional buses delivered, insured, and tagged will be the primary focus of the Department starting June 28, 2018. Please forward any questions you may have and I will plan to address them in the presentation on the 17th.

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.

TO: Interim Superintendent William McAlduff
FROM: Peter Cavanaugh, ABRHS Dean of Students
RE: Proposed Changes/Edits to the Acton-Boxborough Regional High School Student Handbook for the 2018-2019 School Year
DATE: First Reading at Acton-Boxborough Regional School Committee meeting on 5/17/18 and VOTE at meeting on 6/7/18

7.
5-17-18 Revisions:
1. Page 2, added change #7 (said RJGJH)
2. Page 8, deleted paragraph referring to PreK-3 students

Suggested changes, additions, and/or deletions are underlined, with page number noted. The handbook is found at <http://abrhs.abschools.org/students>

I. SUGGESTED CHANGES/ADDITIONS

1. Translation Information (page 2)

The district will provide translated materials at parent/guardian request when they have indicated on their Home Language Survey that they require translation in order to understand the content of materials. The district will also provide an interpreter at parent/guardian request when they have indicated on their Home Language Survey that they need an interpreter to understand English in a meeting such as a parent-teacher conference.

2. School Committee Representatives (page 12)

Each year up to five students are elected by the student body to serve as student representatives to the Acton-Boxborough Regional School Committee.

3. Physical Education - Requirements (page 16)

Students are required by both state law and local policies to pass physical education in order to graduate. Freshmen must take "Fitness for Living" which combines health and physical education. Sophomores, juniors and seniors must take and pass one semester of Physical education per year. Successful completion of a PE class taken through the ABRHS Summer School prior to a given school year may fulfill the requirements for Grades 10, 11, and 12. Students who take Summer PE must leave the equivalent of a one-semester alternate-day class open on their schedule during the following school year.

4. Scheduling (page 18)

Students who change levels up to five days after Q1 grades will have their average to date raised or lowered by 7 points to conform to the weighted GPA chart for the histogram. If the change is made in the middle of a term, the average to date will be affected in this way. If the change is made at the end of a term, the term average will be affected in this way. In either case, the average prior to the change in level will reflect the

7-point difference. Hence, the end of the year grade reflects the final.


5. Early Finals (page 19)

Students and parents are expected to make every effort to avoid or resolve any conflicts with the final assessment schedule. When planning your summer vacation remember that given snow days, assessments may be postponed within 10 days after the last day of school.

6. Scheduling (page 19)

Students may schedule these hours with a combination of academic courses, directed studies, and designated co-curricular offerings. Note: A student must take at least 4 classes, and a student is not allowed to schedule more than 5 AP courses in one school year. The process begins in early February when the Program of Studies is published on-line through the ABRHS website.

7. The National Honor Society (page 21)

 The ABRHS Chapter of the National Honor Society

8. Interim Reports (page 22)

At the halfway point in the marking term or at any time thereafter, a teacher may issue an interim report. This is to notify you and your parents that the teacher has a significant concern regarding your current performance. You should consider the interim report a warning that your work or your class performance has not been up to the standards set by your teacher, and that you should make every effort to improve. In addition, you are encouraged to meet with your teacher to clarify expectations and schedule extra help. Interim Reports generally indicate that a teacher is concerned about your grades, attendance and/behavior. These are sent home to parents. Teachers will issue an interim report after interim time (one time) if the students grade dips prior to end of term. Whenever possible, teachers are to inform the student first.

9. Test Postponement (page 35)

While teachers encourage students to complete assessments on time, there may be circumstances which warrant postponement. This policy is meant to assist you in balancing academic workload in healthy and responsible ways.

If you have three or more assessments due or taking place in one day, such as tests, papers, projects, labs, performance assessments, or significant announced quizzes, you may be able to request a test or quiz postponement. In making decisions about which test or quiz to postpone, students should make every effort to prioritize taking summative assessments on time. A summative assessment is defined as an end-of-unit assessment such as a major exam in history science or math or a performance assessment in world language or a paper for English. Assignments other than tests and quizzes offer significant preparation time in advance; therefore, only tests and quizzes may be

postponed. Students should be mindful about not postponing the same subject in the event that a student uses the Assessment Postponement Policy more than once throughout the school year. Students should also remember that the policy is designed to balance academic obligations, and extracurricular activities should not factor into the decision.

While students are expected to adhere to this policy, extenuating circumstances will be considered. In such cases, students should plan to discuss their situations with counselors and teachers, and teachers are strongly encouraged to connect with one another to arrive at a reasonable solution.

If you believe that you may need to postpone an assessment, you should inform your teachers as soon as possible - verbally and by following the process outlined below at least 48 hours before the scheduled assessments. Use the following link to access the form required for assessment postponement.

10. Testing After Vacations (page 35)

Homework will not be assigned with the expectation that it be worked on and/or completed during any school vacations. Long-term projects assigned before vacation, tests, and major assessments cannot have a due date of or assigned earlier than the Thursday after vacation or three days after a vacation. Please refer to the Homework and Assessment Policy for more specifics.

11. Fines (page 39)

In the event that students continue to have outstanding fines or other obligations (uniforms not returned, lost books) after the close of the school year, notice of monies owed will be sent with the fourth term report card and the student's schedule for the following year will be withheld until all obligations are met. In addition, no final grade will be given for the course which has the outstanding debt. The administration office is open during the summer for payment of fines.

II. SUGGESTED DELETIONS

1. AB Express (page 1)

The school store is open from 7:00 am to 3:00 pm as both a store and a communication center. Parents needing to get a message to a student can call 978-264-4700 ext. 3484. Packages for students can be dropped off at the School Store counter in the lobby. An AB Express form (available at the counter) should be filled out to leave with the package. School Store volunteers deliver AB Express messages to classrooms during the school day.

2. Technology Access and Use (page 4)

Although access to the Internet is not yet available, students may use personal computers in the library. All AUP guidelines for computer use apply to student owned devices.

3. **Physical Education - Expectations and Attendance (page 16)**

Students who have an excused absence from school or class such as being home sick, field trips and college visits can make up the missed Physical Education class within ten school days.

4. **Physical Education Requirements (page 16)**

Students who fail for the year are encouraged to take physical education during summer school.

This will stay in the handbook.

5. **Midyear and Final Assessments (page 19)**

In full year classes without a midyear assessment, the final assessment will cover all the material in the class and will count as one-fifth (1/5) of the final grade. Final assessments are given in all grades and in all academic subjects during the last four days of the school year (except for English assessments and certain components of World Language assessments, which are given earlier).

Seniors with an A- or better average (i.e. a 90 or higher) for the full year/full semester will be exempt from taking the final assessment in that subject. This exemption does not apply to semester courses. Any student enrolled in a course designated AP and who takes the AP exam will be exempt from the final assessment in that course. Any student in a non-leveled elective course, who takes the AP exam, will be exempted from the final assessment.

6. **Histogram of the Weighted GPA (page 20)**

A histogram is a bar graph representation of the distribution of the weighted grade point averages of the students in your class. A histogram of the weighted GPA distribution will be printed on the second page of your transcript at the end of each school year.

7. **Report Cards (page 22)**

Report cards are issued four times a year. You are given a grade in every subject, along with comments by the teacher. The card does not have to be returned to the school. If there is a mistake on your report card, you should speak with the appropriate teacher and the teacher must submit the appropriate grade change form in order to have the student's permanent record corrected. Report cards for terms 1-3 are given out in advisory, the 4th term report cards are mailed directly to homes.

8. **Midyear and Final Assessments (page 31)**

III. SUGGESTED TECHNICAL/GRAMMATICAL EDITS

1. Midyear and Final Assessments (page 19)

Seniors with an A- or better average (i.e. a 90 or higher) for the full year will be exempt from taking the final assessment in that subject. This exemption does not apply to semester courses. Any student enrolled in a course designated AP and who takes the AP exam will be exempt from the final assessment in that course. Any student in a non-leveled elective course, who takes the AP exam, will be exempted from the final assessment. Taking the AP exam will not exempt a student from any other final except for the ones identified above.

IV. SUGGESTED EXTENSIVE LANGUAGE UPDATES/CHANGES

1. Library and Information Services (pages 3 and 4)

Library and Information Services

The Acton-Boxborough Regional High School library exists to support students and teachers in their learning and teaching, to create lifelong learners by encouraging critical thinking, curiosity and exploration, and to foster a love of reading in all formats. This mission is accomplished by:

* Providing intellectual and physical access to information resources in all formats;

* Providing instruction to foster independence in finding and using information and ideas;

* Collaborating with other educators to develop their own and students' information skills in preparation for college and career pursuits;

* Creating a welcoming and inclusive atmosphere that supports academic inquiry

Reading and Study

Students choose to come to the library to seek assistance, research, study, or read. The library has an excellent collection of young adult materials and we are eager to hear your suggestions for books we should purchase. A detailed explanation of the student circulation policy can be found on the library website.

Hours:

Hours can be found on the library website.

Access during Periods Four through Seven (4-7):

In order to reduce the disruption of students entering and exiting during the lunch periods, library access may be limited during these periods. Students will be admitted to the library to use the Quick Print stations and take pictures of textbooks regardless of the time.

Library Access from Directed Study

21st century learning requires access to the Internet, and computers for word processing and creating presentations. Although space in the library is limited, 9th graders may ask their content area teachers for a pass to the library when necessary in that class to utilize library resources. Students should first check in with their study teachers and have their passes initialed, and then present passes to a librarian and sign-in. There is not a guarantee that the space will allow for all students with passes. Students who do not have access to a computer at home should speak with the librarian, their dean, or counselor to receive an exemption from these guidelines. Study hall teachers are not allowed to write a pass for students to the library.

Technology Access and Use

The library has desktop computers, laptops, chromebooks, kindles, printers, copy machines and a document scanner for student use. There is no charge for printing in black and white or for making copies when documents are course related. All AUP guidelines for computer use apply to student owned devices. The district computers and network are provided as educational tools for students, staff and the community. Class and course work related use of this equipment takes priority and all non-educational use, including exploring web resources of personal interest, is dependent on availability of computers, network capacity, and library staff approval. Games are not allowed on library computers.

Library Writing Center

The Writing Center, located in the library, is open every day during school hours, and after school Mon-Thurs. Tutors are available to assist with writing assignments from any area of the curriculum, and at any stage in the writing process, from brainstorming to final revisions. Tutors will listen to your questions and concerns about your writing and work with you to address them. Students may schedule an appointment by signing up at the Writing Center, or dropping in if there is a tutor available. Students should come with a copy of the assignment and any work they have done so far on the assignment (notes, research, rough draft, etc.) If you are interested in becoming a student tutor, please contact Mrs. McDonald in the library.

Behavioral Guidelines

The library is a community learning space and must serve multiple purposes. All students are expected to conduct themselves with consideration and thoughtfulness for the rights of others and will be treated with dignity and respect by library staff. Students who consistently demonstrate disregard for the library community may have their library privileges revoked for a period of time. Students are not allowed to talk on their cell phones in the library. However, personally owned devices used for communication (including but not limited to cell phones and portable music devices) are permitted

providing they do not distract other patrons. In accordance with school policy, food and covered drink are only allowed in the cafeteria.

2. **Discipline of Students with Disabilities (pages 28 and 29)**

The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline.

In general, students with disabilities who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities. This removal can occur without a prior determination of whether the conduct is a manifestation of the student's disability. Students may be removed for additional periods for up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, as long as the removal does not constitute a "change in placement" as described below.

If the IEP Team, including the parents, determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and parents/guardians consent to a new Individualized Educational Program (IEP). The Team also must conduct a functional behavioral assessment and develop or revise a behavioral plan for the student as necessary.

A suspension of longer than ten (10) school days or a series of shorter term suspensions that constitute a pattern are considered to represent a change in placement. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school. Prior to a suspension that constitutes a change in placement, the student's Team must meet to determine whether the behavior is a manifestation of the student's disability. In making this determination, the Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information provided by the parents, to determine if the conduct was caused by, or had a direct and substantial relationship to the student's disability or was the direct result of any failure by the school to implement the IEP.

Any student who is removed from school for a disciplinary offense for more than ten (10) consecutive days will have an opportunity to receive educational services and make

academic progress during the period of removal under the school-wide education service plan, and will so be informed at the time of the suspension/expulsion. When a student with a disability is excluded from their program for more than ten (10) school days in the school year, the district must provide the student with services to the extent necessary for progress in the general curriculum and/or towards Individualized Education Program (IEP) goals, as determined by the principal in consultation with at least one staff person who is a member of the student's IEP Team.

Paragraph
deleted that
referred to
PreK-3
Students.

In the event a student possesses, uses, sells or solicits a substance or possesses a weapon, or seriously injures an individual at school or a school function, the District may place a student in an interim alternative education setting (IAES) for up to 45 school days. Hearing officers may also order the placement of a student in an appropriate IAES for up to 45 school days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent disagrees with the Team's decision on the manifestation determination or with a decision regarding placement, the parent has a right to request an expedited due process hearing with Bureau of Special Education Appeals. Additional information regarding the procedural protections for special education students can be obtained from the Director of Special Education at 978-264-4700, extension 3265.

Discipline of Students Subject to Section 504 of the Rehabilitation Act

Discipline of students with disabilities under Section 504 of the Rehabilitation Act provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a "significant change in placement" for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student's disability. A significant change of placement results not only from an exclusion for more than 10 consecutive school days, but also from a pattern of shorter suspensions accumulating to more than 10 school days during a school year. Whether a pattern exists must be decided on a case-by case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals with knowledge of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student's disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student's ability to benefit from his/her education. If the conduct is not directly related to the student's disability, the district may discipline the student as it does general education students. Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with

disabilities under Section 504 can be obtained from the Assistant Superintendent for Student Services at 978-264-4700, extension 3265.

Discipline of Students Not Yet Determined Eligible for Special Education

The IDEA protections summarized in this policy for students who are eligible for special education also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the student was eligible for special education before the conduct that precipitated the disciplinary action occurred.

The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by the school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Additional information regarding the procedural protections for students with special education services can be obtained from the Director of Special Education at 978-264-4700, extension 3265.

References: Individuals with Disabilities Education Act (IDEA)

Section 504 of the Rehabilitation Act of 1973

MGL Chapter 71, Section 37H, 37H ½, 37H ¾

**Acton-Boxborough Regional School District
 FY2018 Budget Update - Q3 OVERVIEW
 Presentation to SC May 17, 2018**

FY2018 Projected Financial Results -

Budgeted FY2018 Revenues	\$86,090,491	
Projected FY2018 Revenues	<u>\$86,448,863</u>	\$ 358,372
Budgeted FY2018 Expenditures	\$86,090,491	
Projected FY2018 Expenditures	<u>\$85,387,711</u>	<u>\$ 702,780</u>
Projected Estimated Budget Surplus		v \$ 1,061,152

FY2018 Projected E&D Reserve Analysis -

Beginning E&D Balance, July 1, 2017		\$ 4,008,284	
			4.7%
Transfer to Capital Projects (MSBA Feasibility Study)	\$ (710,000)		
Projected FY2018 Budgeted Surplus (from above)	\$ 1,061,152		^
Budgeted Use in Determining FY2019 Assessments	<u>\$ (775,000)</u>	<u>\$ (423,848)</u>	
Projected E&D Balance, July 1, 2018*		\$ 3,584,436	
			4.0%

* - Subject to yearend closeout process, including unforeseen transactions, and review by Mass DOR.

**Acton-Boxborough Regional School District
 FY2018 Budget Q3 Update - Revenue by Type
 Presentation to SC May 17, 2018**

Source: Munis Budget v. Actual 4/20/2018

ACCOUNT DESCRIPTION	FY2017 FINAL ACTUAL	(B) FY2018 REVISED BUDGET	ACTUAL YTD	(P) PROJECTED	(P) - (B) VARIANCE	% VAR.	(FYI) FY2019 VOTED BUDGET
STATE AID -							
Foundation Aid (Chapter 70)	14,696,071	14,804,931	11,144,520	14,859,361	54,430	0.4%	14,968,061
Regional Transportation (Chapter 71)	1,411,898	1,307,373	688,552	1,307,373	0	0.0%	1,337,757
Regional Bonus Aid	77,640	49,000	43,299	48,299	-701	-1.4%	25,000
Charter School Reimbursement Aid	21,364	25,350	17,669	33,282	7,932	31.3%	32,361
REGIONAL ASSESSMENTS -							
Acton (83.28%)	## 55,547,097	57,730,056	43,297,542	57,730,056	0	0.0%	59,981,958
Boxborough (16.72%)	## 11,503,148	11,593,781	8,695,336	11,593,781	0	0.0%	11,351,355
OTHER REVENUES -							
Medicaid Reimbursement	209,193	100,000	131,972	176,972	76,972	77.0%	150,000
Earnings on Investments	93,344	0	121,278	157,661	157,661	100.0%	100,000
Rental Income	67,500	30,000	55,000	55,000	25,000	83.3%	0
Miscellaneous	33,397	0	37,078	37,078	37,078	100.0%	0
APPROPRIATED FROM E&D	200,000	450,000	450,000	450,000	0	0.0%	775,000
Revenue Total	83,860,653	86,090,491	64,682,246	86,448,863	358,372	0.4%	88,721,492

Notes re Items with changes reported in Q3 -

- Chapter 71 (Regional Trans Aid) Possible increase will be reported by end of June (TBD - not estimated or projected here).
- Medicaid Reimbursement Based on cost reimbursement history and current year filings; continued aggressive reimbursement claims.
- Earnings on Investments Based on current year monthly reports by Treasurer; rate increases during year have been (relatively) significant.
- Miscellaneous Revenue No budget or basis for projection; will adjust projection to YTD actual as received; CASE (rental) income received in full.

Acton-Boxborough Regional School District

FY2018 Budget Update - Expenditures by Type

Presentation to SC May 17, 2018

Source - Munis report Apr 09, 2018; manually entered projected variances from Finance tracking analysis.

<u>ACCOUNT DESCRIPTION</u>	(A) <u>REVISED BUDGET</u>	<u>YTD EXPENDED</u>	<u>ENCUMBERED</u>	(B) <u>YEAREND PROJECTED</u>	(B) - (A) <u>Proj. Budget Variance</u>
01 SALARIES, TEACHING	34,957,155	21,056,922	13,657,459	34,726,969	230,186
02 SALARIES, PRIN/A PRI	2,393,559	1,833,691	576,819	2,410,510	-16,951
03 SALARIES, CNTRL ADMN	1,249,128	1,123,553	340,574	1,465,378	-216,250
04 SALARIES, SUPP STAFF	9,716,262	6,455,110	3,213,708	9,666,408	49,854
05 SALARIES, ATHLETICS	583,202	433,305	59,347	558,440	24,762
06 SALARIES, BUILDINGS	808,007	573,921	179,481	768,548	39,459
07 SALARIES, CUSTODIAL	1,531,398	1,097,802	388,741	1,496,986	34,412
08 SALARIES, HOME INSTR	8,500	856	0	8,500	0
09 SALARIES, MISC PS	1,574,847	1,019,677	486,552	1,559,731	15,116
11 SALARIES, SUBS MISC	73,103	47,341	0	68,075	5,028
12 SALARIES, SUBS INSTR	681,212	434,616	0	737,657	-56,445
13 SALARIES, OVERTIME	233,215	194,833	0	248,779	-15,564
14 STIPENDS, CURR/INSTR	197,000	77,299	5,668	190,768	6,232
<i>Sub-total, Salaries</i>	54,006,588	34,348,926	18,908,349	53,906,749	99,839
15 FRINGES, COURSE REIM	56,000	45,130	0	56,000	0
16 FRINGES, HLTH INSUR	8,385,796	7,352,421	0	8,276,918	108,878
17 FRINGES, H INSUR RET	879,098	744,090	0	889,008	-9,910
18 FRINGES, LIF/DIS INS	42,100	33,584	0	40,373	1,727
19 FRINGES, UNEMPLYMNT	40,000	15,954	0	40,000	0
20 FRINGES, WORKRS COMP	600,000	493,550	0	493,550	106,450
21 FRINGES, MCRS	2,318,753	2,318,753	0	2,318,753	0
22 FRINGES, MEDICARE	825,000	517,209	0	807,802	17,198
23 CONTRIB OPEB TRUST F	900,000	675,000	225,000	900,000	0
<i>Sub-total, Fringes</i>	14,046,747	12,195,691	225,000	13,822,404	224,343
24 INSTRUCT SUPPLIES	1,050,395	813,230	122,511	1,125,233	-74,838
25 INSTRUCT TEXTBOOKS	265,689	169,673	5,483	199,567	66,122
26 INSTRUCTIONAL, LBY	55,628	38,946	14,170	72,923	-17,295
<i>Sub-total, Instructional</i>	1,371,712	1,021,849	142,164	1,397,723	-26,011

Acton-Boxborough Regional School District

FY2018 Budget Update - Expenditures by Type

Presentation to SC May 17, 2018

Source - Munis report Apr 09, 2018; manually entered projected variances from Finance tracking analysis.

<u>ACCOUNT DESCRIPTION</u>	(A) REVISED <u>BUDGET</u>	<u>YTD EXPENDED</u>	<u>ENCUMBERED</u>	(B) YEAREND <u>PROJECTED</u>	(B) - (A) Proj. Budget <u>Variance</u>
27 OTHER, CAP OUTLAY	1,037,150	452,979	30,308	1,032,833	4,317
29 OTHER, DEBT SERVICE	1,903,718	1,928,718	0	1,903,718	0
30 OTHER, PROP/CASUALTY	182,959	113,461	0	113,461	69,498
31 OTHER, MAINT BLDG/GR	759,020	828,198	56,634	1,118,468	-359,448
32 OTHER, MAINT EQUIP	157,343	79,501	5,469	124,759	32,584
37 OTHER, CUSTODL SUPP	157,984	132,325	2,468	161,016	-3,032
42 OTHER, UTILITIES	1,758,200	926,108	0	1,464,502	293,698
44 OTHER, SEWER	304,823	67,411	205,870	273,281	31,542
<i>Sub-total, Facilities</i>	3,137,370	2,033,543	270,441	3,142,026	-4,656
34 OTHER, LEGAL SERVICE	161,350	115,167	14,455	221,632	-60,282
35 OTHER, ADMIN SUPP	1,033,692	761,521	116,656	1,135,895	-102,203
40 OTHER, TRAVEL/CONF	133,303	106,181	13,467	152,630	-19,327
43 OTHER, TELEPHONE	85,751	38,475	16,141	70,715	15,036
<i>Sub-total, Admin</i>	1,252,746	906,177	146,264	1,359,240	-106,494
36 OTHER, ATHLETIC SUPP	67,491	61,328	6,744	68,072	-581
38 OTHER, SPED TRANSP	1,784,024	1,595,465	72,797	1,773,986	10,038
39 OTHER, STUDENT TRANS	887,468	752,489	24,109	914,404	-26,936
41 OTHER, SPED TUITION/	5,483,010	3,864,015	2,134,388	5,130,283	352,727
48 ASSESSMENTS	766,658	474,464	0	599,680	166,978
49 OTHER	1,500	0	0	1,500	0
Grand Totals	86,090,491	59,864,272	21,975,019	85,387,711	702,780

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ACTON/BOXBORO REGIONAL SCHOOLS - LIVE
FY18 YTD BR BY CC

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AS OF 4/9/2018

FOR 2018 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
01 SALARIES, TEACHING	34,957,155	.00	34,957,155.00	21,056,921.99	13,657,459.12	242,773.89	99.3%
02 SALARIES, PRIN/A PRI	2,393,559	.00	2,393,559.00	1,833,690.80	576,818.70	-16,950.50	100.7%
03 SALARIES, CNTRL ADMN	1,249,128	.00	1,249,128.00	1,123,553.15	340,573.64	-214,998.79	117.2%
04 SALARIES, SUPP STAFF	9,744,533	-28,271.00	9,716,262.00	6,455,109.61	3,213,708.09	47,444.30	99.5%
05 SALARIES, ATHLETICS	554,931	28,271.00	583,202.00	433,305.43	59,347.40	90,549.17	84.5%
06 SALARIES, BUILDINGS	808,007	.00	808,007.00	573,920.88	179,480.86	54,605.26	93.2%
07 SALARIES, CUSTODIAL	1,531,398	.00	1,531,398.00	1,097,801.53	388,740.92	44,855.55	97.1%
08 SALARIES, HOME INSTR	8,500	.00	8,500.00	856.48	.00	7,643.52	10.1%
09 SALARIES, MISC PS	1,574,847	.00	1,574,847.00	1,019,676.77	486,551.79	68,618.44	95.6%
11 SALARIES, SUBS MISC	73,103	.00	73,103.00	47,341.27	.00	25,761.73	64.8%
12 SALARIES, SUBS INSTR	681,212	.00	681,212.00	434,616.03	.00	246,595.97	63.8%
13 SALARIES, OVERTIME	233,215	.00	233,215.00	194,833.01	.00	38,381.99	83.5%
14 STIPENDS, CURR/INSTR	197,000	.00	197,000.00	77,298.64	5,668.06	114,033.30	42.1%
15 FRINGES, COURSE REIM	56,000	.00	56,000.00	45,130.00	.00	10,870.00	80.6%
16 FRINGES, HLTH INSUR	8,385,796	.00	8,385,796.00	7,352,421.17	.00	1,033,374.83	87.7%
17 FRINGES, H INSUR RET	879,098	.00	879,098.00	744,089.95	.00	135,008.05	84.6%
18 FRINGES, LIF/DIS INS	42,100	.00	42,100.00	33,583.86	.00	8,516.14	79.8%
19 FRINGES, UNEMPLYMNT	40,000	.00	40,000.00	15,953.60	.00	24,046.40	39.9%
20 FRINGES, WORKRS COMP	600,000	.00	600,000.00	493,550.00	.00	106,450.00	82.3%
21 FRINGES, MCRS	2,318,753	.00	2,318,753.00	2,318,753.00	.00	.00	100.0%
22 FRINGES, MEDICARE	825,000	.00	825,000.00	517,208.69	.00	307,791.31	62.7%
23 CONTRIB OPEB TRUST F	900,000	.00	900,000.00	675,000.00	225,000.00	.00	100.0%
24 INSTRUCT SUPPLIES	1,041,700	7,395.00	1,049,095.00	813,229.82	122,511.05	113,354.13	89.2%
25 INSTRUCT TEXTBOOKS	270,336	-4,647.00	265,689.00	169,672.64	5,483.35	90,533.01	65.9%
26 INSTRUCTIONAL, LBY	55,628	.00	55,628.00	38,945.60	14,169.57	2,512.83	95.5%
27 OTHER, CAP OUTLAY	1,041,198	-2,748.00	1,038,450.00	452,979.38	30,307.85	555,162.77	46.5%
29 OTHER, DEBT SERVICE	1,903,718	.00	1,903,718.00	1,928,717.50	.00	-24,999.50	101.3%
30 OTHER, PROP/CASUALTY	182,959	.00	182,959.00	113,461.00	.00	69,498.00	62.0%
31 OTHER, MAINT BLDG/GR	759,020	.00	759,020.00	828,197.66	56,634.08	-125,811.74	116.6%
32 OTHER, MAINT EQUIP	157,343	.00	157,343.00	79,500.72	5,468.72	72,373.56	54.0%
34 OTHER, LEGAL SERVICE	161,350	.00	161,350.00	115,167.36	14,454.95	31,727.69	80.3%
35 OTHER, ADMIN SUPP	1,038,432	-4,740.00	1,033,692.00	761,520.58	116,655.97	155,515.45	85.0%
36 OTHER, ATHLETIC SUPP	67,491	.00	67,491.00	61,328.39	6,743.63	-581.02	100.9%
37 OTHER, CUSTODL SUPP	157,984	.00	157,984.00	132,324.85	2,467.65	23,191.50	85.3%
38 OTHER, SPED TRANSP	1,784,024	.00	1,784,024.00	1,595,464.69	72,796.91	115,762.40	93.5%
39 OTHER, STUDENT TRANS	887,468	.00	887,468.00	752,488.61	24,108.90	110,870.49	87.5%
40 OTHER, TRAVEL/CONF	128,563	4,740.00	133,303.00	106,181.07	13,467.12	13,654.81	89.8%
41 OTHER, SPED TUITION/	5,483,010	.00	5,483,010.00	3,864,015.49	2,134,388.28	-515,393.77	109.4%
42 OTHER, UTILITIES	1,758,200	.00	1,758,200.00	926,107.96	.00	832,092.04	52.7%
43 OTHER, TELEPHONE	85,751	.00	85,751.00	38,474.79	16,140.97	31,135.24	63.7%
44 OTHER, SEWER	304,823	.00	304,823.00	67,410.99	205,870.33	31,541.68	89.7%
48 ASSESSMENTS	766,658	.00	766,658.00	474,463.99	.00	292,194.01	61.9%
49 OTHER	1,500	.00	1,500.00	.00	.00	1,500.00	.0%
GRAND TOTAL	86,090,491	.00	86,090,491.00	59,864,268.95	21,975,017.91	4,251,204.14	95.1%

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ACTON/BOXBORO REGIONAL SCHOOLS - LIVE
FY18 YTD BR BY ADMIN
AS OF 4/9/2018

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FOR 2018 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
01 SUPERINTENDENT	131,520	.00	131,520.00	128,995.97	2,715.45	-191.42	100.1%
02 ASST SUPT OF TEACH & LEARN	367,400	.00	367,400.00	193,931.89	38,717.31	134,750.80	63.3%
03 FINANCE DIRECTOR	17,322,701	.00	17,322,701.00	14,845,259.29	455,502.27	2,021,939.44	88.3%
04 PERSONNEL / DEPUTY SUPT	53,027,147	15,000.00	53,042,147.00	33,824,835.68	18,695,545.87	521,765.45	99.0%
05 STUDENT SERVICES	8,349,538	.00	8,349,538.00	6,147,150.35	2,399,129.16	-196,741.51	102.4%
06 EDUCATIONAL TECH DIRECTOR	699,190	.00	699,190.00	580,426.12	31,624.97	87,138.91	87.5%
07 FACILITIES DIRECTOR	4,568,469	.00	4,568,469.00	3,070,780.13	113,479.18	1,384,209.69	69.7%
08 MUSIC DIRECTOR	79,540	.00	79,540.00	50,719.13	4,669.31	24,151.56	69.6%
09 ART DIRECTOR	107,116	1,300.00	108,416.00	67,018.07	21,936.24	19,461.69	82.0%
13 ATHLETIC DIRECTOR	82,442	.00	82,442.00	76,306.53	6,797.67	-662.20	100.8%
15 SENIOR HIGH PRINCIPAL	564,428	-16,300.00	548,128.00	284,895.69	113,182.14	150,050.17	72.6%
16 JUNIOR HIGH PRINCIPAL	247,980	.00	247,980.00	181,758.52	50,035.44	16,186.04	93.5%
17 BLANCHARD PRINCIPAL	85,000	.00	85,000.00	48,483.18	11,043.71	25,473.11	70.0%
18 CONANT PRINCIPAL	85,000	.00	85,000.00	63,847.08	2,178.13	18,974.79	77.7%
19 DOUGLAS PRINCIPAL	85,000	.00	85,000.00	75,092.63	4,505.58	5,401.79	93.6%
20 GATES PRINCIPAL	85,000	.00	85,000.00	68,911.26	1,545.16	14,543.58	82.9%
21 MCCARTHY TOWNE PRINCIPAL	85,000	.00	85,000.00	74,053.92	7,267.80	3,678.28	95.7%
22 MERRIAM PRINCIPAL	88,000	.00	88,000.00	61,287.28	12,234.11	14,478.61	83.5%
39 PHYSICAL ED/ HEALTH ED	30,020	.00	30,020.00	20,516.23	2,908.41	6,595.36	78.0%
GRAND TOTAL	86,090,491	.00	86,090,491.00	59,864,268.95	21,975,017.91	4,251,204.14	95.1%

** END OF REPORT - Generated by Wenshu Zhao **

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
3/31/2018**

Operating		Fund Balance 6/30/17	Reverse FY17 Open Enc.	Prepaid Revenue Adj.	Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	Prepaid Revenue Adj.	Munis Balance as of 3/31/2018
LUNCH										
K Nelson	3201 LUNCH	860,900.05	64	-164,701	696,263		1,253,293	1,181,784	-74,105	693,666
SUPERINTENDENT										
B McAlduff	3311 SUPERINTENDENT GIFTS	1,286.00			1,286		1,861	1,271		1,876
DISTRICTWIDE										
B McAlduff	3353 DISTRICT WIDE GIFTS	0.00			0		60,000	60,000		0
CURRICULUM										
D Bookis	3318 PARENT INVOLVEMENT PROJECT	15,216.18			15,216		4,064	3,044		16,236
D Bookis	3323 CURRICULUM GIFT	237.11			237	0	1,350	235		1,352
D Bookis	3419 SCHOOL TO BUSINESS	0.00			0		0	0		0
FINANCE										
D Verdolino	3401 SCHOOL CHOICE	125,195.18			125,195		135,684	125,206		135,674
Marie Altieri	3406 ADK	378,406.32	268		378,674	0	768,901	549,278		598,297
D Verdolino	3016 CIRCUIT BREAKER	1,635,314.00			1,635,314		1,198,660	1,635,314		1,198,660
D Verdolino	3501 INSURANCE REIMB	18,449.81			18,450		9,778	6,580		21,648
FACILITIES										
J D Head	4002 DOUGLAS SCHOOL BUILDING PROJECT	0.00			0	710,000	0	0		710,000
J D Head	3322 ELM ST HOOPS	1,214.00			1,214		0	0		1,214
J D Head	3328 NSTAR POWER DOWN PROJECT	8,521.10			8,521		0	0		8,521
J D Head	3329 FRIENDS OF LOWER FIELDS	30,227.08			30,227		0	14,629		15,598
J D Head	3330 LOWER FIELDS GIFT 2	0.00			0		0	0		0
J D Head	3342 WEST ACTON BOARDWALK	11,072.50			11,073		0	1,215		9,857
J D Head	3418 TRANSPORTATION	0.00			0		20,095	9,541		10,554
J D Head	3332 DAMON PLAYGROUND	143.49			143		0	122		21

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
3/31/2018**

Operating		Fund Balance 6/30/17	Reverse FY17 Open Enc.	Prepaid Revenue Adj.	Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	Prepaid Revenue Adj.	Munis Balance as of 3/31/2018
	COMMUNITY EDUCATION									
E Bettez	3402 COMMUNITY ED	1,300,624.29		50,967	1,351,591	-202,435	1,958,493	1,626,267		1,481,382
E Bettez	3403 USE OF FACILITIES	0.00			0		169,151	313,878		-144,727
E Bettez	3404 DRIVERS' ED	208,990.27			208,990	0	111,669	151,539		169,120
	STUDENT SERVICES									
D Bentley	3428 ODP REVOLVING	82,286.58		14	82,301		53,858	40,771		95,387
J Gibowitz	3429 AD INTEGRATED PRESCHOOL	201,442.23		782	202,224		238,616	182,011		258,829
	3326 MCC BIG YELLOW SCHOOL BUS									
L Dorey	SENIOR HIGH	205.14			205		0	0		205
A Shen	JUNIOR HIGH	0.00			0		200	0		200
D Labb	BLANCHARD	0.00			0		0	0		0
D Sugrue	CONANT	850.00			850		200	0		1,050
C Whitbeck	DOUGLAS	278.75			279		0			279
L Newman	GATES	0.00			0		200	200		0
D Krane	MCCARTHY TOWNE	0.00			0		200	0		200
E Kaufman	MERRIAM	671.00			671		0			671
	3416 LIBRARY REVOLVING									
L Dorey	SENIOR HIGH	4,311.64			4,312		3,000	1,460		5,851
A Shen	JUNIOR HIGH	4,385.71			4,386		2,200	3,338		3,247
D Labb	BLANCHARD	7,003.57			7,004		2,816	843		8,976
D Sugrue	CONANT	3,474.96			3,475		1,800	0		5,275
C Whitbeck	DOUGLAS	441.85			442		1,800	436		1,806
L Newman	GATES	3,653.00			3,653		1,880	1,553		3,981
D Krane	MCCARTHY TOWNE	1,038.02			1,038		1,800	769		2,069
E Kaufman	MERRIAM	1,915.00			1,915		1,824	1,803		1,935

ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
3/31/2018

Operating		Fund Balance 6/30/17	Reverse FY17 Open Enc.	Prepaid Revenue Adj.	Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	Prepaid Revenue Adj.	Munis Balance as of 3/31/2018
SENIOR HIGH										
S Martin	3301 ATHLETIC GIFTS	10,000.00			10,000		0	1,000		9,000
S Martin	3303 ABSAF:SH ATHLETICS	42,000.00			42,000		0	42,000		0
S Martin	3405 ATHLETIC REVG	40,979.84			40,980	0	307,472	245,787		102,664
M Hickey	3302 ABSAF:SH PERFORMING ARTS	7,436.22			7,436		0	0		7,436
L Dorey	3306 SENIOR HIGH GIFTS	10,362.75			10,363		237	963		9,637
L Dorey	3308 SH GIFT:PTSO	5,905.12			5,905		8,350	6,662		7,593
L Dorey	3309 SH GIFT:OTHER	10,173.38			10,173		0	4,084		6,090
L Dorey	3313 ABSAF:SH EXTRACURRICULAR	17,784.58			17,785		0	11,723		6,061
L Dorey	3315 UNITED WAY GIFT	994.95			995		0	995		0
L Dorey	3319 SH: COMMUNITY SERVICE GIFTS	3,899.50			3,900		5,012	2,254		6,657
L Dorey	3320 SH: SPECTRUM	0.00			0		0	0		0
L Dorey	3321 AB FRIENDS OF DRAMA	25.00			25		0	0		25
L Dorey	3412 LOST BOOKS-SENIOR HIGH	29,952.42			29,952		187	203		29,936
L Dorey	3413 PARKING-SENIOR HIGH	11,244.63		666	11,911		39,395	36,901		14,405
L Dorey	3414 SUMMER SCHOOL TUITION	186,426.70		666	187,113		3,434	85,591		104,956
M Hickey	3415 PERFORMING ARTS REV	1,074.61			1,075		23,583	19,228		5,430
L Dorey	3420 EMPORIUM REVOLVING	20,172.57			20,173		32,600	41,199		11,574
L Dorey	3423 SH: PROSCENIUM CIRCUS	53,760.34			53,760	0	64,469	51,277		66,952
L Dorey	3424 SH:COUNSELING/TESTING	26,414.91			26,415		141,804	14,149		154,070
L Dorey	3425 SH CHORUS	12,936.39			12,936	0	14,405	10,940		16,401
JUNIOR HIGH										
A Shen	3305 JUNIOR HIGH GIFTS	14,781.85			14,782		6,750	11,513		10,020
A Shen	3312 ABSAF:JH EXTRACURRICULAR	6,121.45			6,121	0	0	2,869		3,253
A Shen	3314 JOHN LORING MEMORIAL GIFT	0.69			1		0	1		0
A Shen	3317 EDFAAB GIFT - JH	274.38			274		0	102		172
A Shen	3327 DRAGONFLY THEATER	34,627.04			34,627		0	12,672		21,955
A Shen	3411 LOST BOOKS-JUNIOR HIGH	4,978.06			4,978		1,112	258		5,832
A Shen	3421 JH STORE REVOLVING	1,634.94			1,635		6,729	7,469		895
A Shen	3422 JH THEATER REVOLVING	6,052.20		79	6,131	0	26,314	24,785		7,659

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
3/31/2018**

Operating		Fund Balance 6/30/17	Reverse FY17 Open Enc.	Prepaid Revenue Adj.	Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	Prepaid Revenue Adj.	Munis Balance as of 3/31/2018
BLANCHARD										
D Labb	3348 BLANCHARD GIFTS	933.57			7,792	0	15,609	15,609		7,792
D Labb	3408 BLANCHARD AM/PM XD	125,896.05		6,858	125,896		248,316	242,815		131,397
CONANT										
D Sugrue	3334 CONANT PTO	0.00			0	1,136	15,909	16,967		78
D Sugrue	3343 CONANT ENRICHMENT GIFT	15,209.42			15,209	65,749	0	0		80,959
D Sugrue	3349 CONANT GIFTS	1,394.70			1,395		0	0		1,395
DOUGLAS										
C Whitbeck	3335 DOUGLAS PTO	0.00			0		23,854	25,061		-1,207
C Whitbeck	3350 DOUGLAS GIFTS	701.74			702		0	0		702
C Whitbeck	3409 DOUG: DAWN/DUSK	103,497.91		17	103,515		244,159	179,018		168,656
GATES										
L Newman	3336 GATES PTO	0.00			0	716	16,666	15,285		2,096
L Newman	3339 GATES GIFTS	14,590.79			14,591		630	0		15,221
L Newman	3344 GATES ENRICHMENT GIFT	42,048.89			42,049	66,887	1,488	0		110,424
MCCARTHY TOWNE										
D Krane	3337 MCCARTHY PTO	0.00			0	1,660	47,333	51,461		-2,468
D Krane	3340 MCCARTHY TECHN	0.00			0		0	0		0
D Krane	3345 MCT ENRICHMENT GIFT	64,456.78			64,457	66,288	0	7,505		123,240
D Krane	3351 MCCARTHY TOWNE GIFTS	1,785.43			1,785		0	0		1,785
MERRIAM										
E Kaufman	3338 MERRIAM PTO	0.00			0	8,398	58,667	58,311		8,754
E Kaufman	3352 MERRIAM GIFTS	162.11			162		0	162		0
E Kaufman	3410 MERRIAM AM/PM	147,386.65			147,387	-8,398	141,230	153,585		126,634
Total Special Revenue and Revolving Funds		5,985,833.39	60,400		5,881,532	710,000	7,499,105	7,313,490		6,703,042

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
3/31/2018**

Operating	Fund Balance 6/30/17	Reverse FY17 Open Enc.	Prepaid Revenue Adj.	Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	Prepaid Revenue Adj.	Munis Balance as of 3/31/2018
SCHOLARSHIPS									
	5001 SCH:DENNIS M KULSICK - Principal Restricted	11,000.00		11,000					11,000
	5001 SCH:DENNIS M KULSICK - Interest	44.14		44		360	0		404
	5003 SCH:A B JAMBOREE	2,492.77		2,493	0	13	0		2,506
	5004 SCH:KATHERINE KINSLEY	29,402.61		29,403	0	158	0		29,560
	5005 SCH:JAMES E KINSLEY	38,094.64		38,095	0	204	0		38,299
	5006 SCH:AMERICAN LEGION 284 - Principal Restrict	34,000.00		34,000					34,000
	5006 SCH:AMERICAN LEGION 284 - Interest	15,383.82		15,384		258	1,000		14,642
	5008 SCH:J PRENDIVILLE III	10,124.92		10,125		54	0		10,179
	5009 SCH:M&P SMOLTEES	20,065.76		20,066		108	0		20,173
	5010 SCH:J DEBAGGIS	2,986.11		2,986		16	0		3,002
	5011 SCH:R J GREY	13,601.33		13,601		73	0		13,674
	5012 SCH:CHARLES BATTIT	19,672.33		19,672		106	0		19,778
	5013 SCH:J SCOTT	5.60		6	-6	0	0		0
	5014 SCHOLARSHIP:GENERAL	3,372.31		3,372	6	2,520	0		5,898
	5015 FRED S KENNEDY SCHOLARSHIP - Principal Rc	1,400.00		1,400					1,400
	5015 FRED S KENNEDY SCHOLARSHIP - Interest	219.56		220	0	9	0		228
	5016 CHS BRUSIE MEMORIAL SCHOLARSHP	4,085.17		4,085		524	0		4,610
	5017 THOMAS MEAGHER SCHOLARSHIP	4,424.37		4,424		24	0		4,448
	5018 R & E MATUSOW SCHOLARSHIP	5,238.26		5,238	0	270	0		5,508
	5018 R & E MATUSOW SCHOLARSHIP - Principal Res	45,000.00		45,000					45,000
	5020 SANDRA WILENSKY SCHOLARSHIP	1,130.23		1,130		6	0		1,136
	5021 FREDERICK JOYCE MEMORIAL	1,033.87		1,034		106	0		1,140
	5023 ALMA PARKHURST SCHOLARSHIP	14,062.59		14,063		75	0		14,138
D Labb	5024 P HALL SCHOLARSHIP-Principal Restricted	10,000.00		10,000					10,000
	5024 P HALL SCHOLARSHIP-Interest	4,652.32		4,652		325	0		4,978
STUDENT ACTIVITIES									
A Shen	6001 STU ACTIVITY FUND-JH	49,696.15		49,696		71,861	53,603		67,954
L Dorey	6002 STU ACTIVITY FUND-SH	135,879.84		135,880	0	154,024	152,352		137,551
D Labb	6003 STU ACTIVITY FUND-BL	22,860.71		22,861		22,763	16,899		28,725
Total Scholarship & Agency Funds		499,929.41	0	499,929	0	253,856	223,853		529,933
Total All funds		6,485,762.80	60,400	6,381,462	710,000	7,752,962	7,537,343		7,232,975

Acton Boxborough Regional Schools

FY'18 Grants

April 11, 2018

				FY'18 Budget	YTD	Enc	Total	Balance
3001	SPED IDEA # F240		Project Duration 09/01/2017 - 06/30/2018					
FY18	CFDA# 84.027		DAWN BENTLEY					
Revenue								
3001R18	45401	3001R18 45401	REVENUE - FEDERAL - THRU STATE	1,230,188.00	840,071.00	0.00	840,071.00	390,117.00
Expense								
30011801	516011	30011801 516011	SH F240 AIDES/PARAS - SPED	336,708.00	228,456.06	109,367.82	337,823.88	-1,115.88
30011802	516011	30011802 516011	JH F240 AIDES/PARAS - SPED	185,252.00	119,887.26	59,071.76	178,959.02	6,292.98
30011803	516011	30011803 516011	BL F240 AIDES/PARAS - SPED	89,017.00	58,963.96	30,053.17	89,017.13	-0.13
30011804	516011	30011804 516011	CN F240 AIDES/PARAS - SPED	53,935.00	36,858.88	17,075.77	53,934.65	0.35
30011805	516011	30011805 516011	DO F240 AIDES/PARAS - SPED	9,479.00	0.00	0.00	0.00	9,479.00
30011806	516011	30011806 516011	GA F240 AIDES/PARAS - SPED	149,191.00	106,146.43	43,016.01	149,162.44	28.56
30011807	516011	30011807 516011	MCT F240 AIDES/PARAS - SPED	146,296.00	98,873.26	47,422.43	146,295.69	0.31
30011808	516011	30011808 516011	ME F240 AIDES/PARAS - SPED	230,583.00	152,907.28	75,472.31	228,379.59	2,203.41
30011809	516011	30011809 516011	PRESCHOOL AIDES/PARAS - SPED	27,096.00	18,287.44	8,808.30	27,095.74	0.26
30011810	524102	30011810 524051	EVALUATION - INDPDT - SE	2,631.00	0.00	0.00	0.00	2,631.00
	3001		SPED IDEA 240	1,230,188.00	820,380.57	390,287.57	1,210,668.14	19,519.86
3002	TITLE I # F305		Project Duration 08/10/2017 - 06/30/2018					
FY18	CFDA# 84.010		DEB BOOKIS					
Revenue								
3002R18	45401	3002R18 45401	REVENUE - FEDERAL - THRU STATE	120,963.00	87,771.00	0.00	87,771.00	33,192.00
Expense								
30021801	514081	30021801 514081	TEACHER - GATES	22,942.00	14,117.92	8,823.69	22,941.61	0.39
30021802	514081	30021802 514081	TEACHER - McT	21,373.00	13,152.48	8,220.32	21,372.80	0.20
30021803	514081	30021803 514081	TEACHER - JH	21,866.00	13,455.84	8,408.91	21,865.75	0.25
30021804	516001	30021804 516001	JH AIDES/PARAPROFESSIONALS	33,083.00	19,506.03	13,877.27	33,383.30	-300.30
30021805	514002	30021805 514002	ADMINISTRATOR	5,000.00	3,739.50	1,271.42	5,010.92	-10.92
30021806	543035	30021806 543035	OTHER INSTR MATERIAL	593.00	496.00	0.00	496.00	97.00
30021807	524009	30021807 524009	CONTRACTED SERVICES-PD	9,700.00	9,700.00	0.00	9,700.00	0.00
30021808	570031	30021808 570031	MASS TEACHERS RETIREMENT	6,406.00	5,125.00	0.00	5,125.00	1,281.00
	3002		TITLE I	120,963.00	79,292.77	40,602.61	119,895.38	1,067.62
3003	TITLE IVA # F309		Project Duration 09/26/2017 - 06/30/2018					
FY18	CFDA# 84.424		Amy Bisiwicz					
Revenue								
3003R18	45401	3003R18 45401	REVENUE - FEDERAL - THRU STATE	3,644.00	3,644.00	0.00	3,644.00	0.00
Expense								
30031801	524009	30031801 524009	INSTRUCTIONAL CONTRACTED SERVICES	3,644.00	3,644.00	0.00	3,644.00	0.00
	3003		TITLE IVA	3,644.00	3,644.00	0.00	3,644.00	0.00
3006	TITLE IIA:IMPRVG ED QUAL # F140		Project Duration 09/01/2017 - 06/30/2018					
FY18	CFDA# 84.367		DEB BOOKIS					
Revenue								
3006R18	45401	3006R18 45401	REVENUE - FEDERAL - THRU STATE	67,834.00	50,783.00	0.00	50,783.00	17,051.00
Expense								
30061801	514011	30061801 514011	ADMINISTRATOR	5,000.00	3,739.50	1,271.42	5,010.92	-10.92
30061802	524113	30061802 524113	PD - CONSULTANTS	47,500.00	41,434.80	6,065.20	47,500.00	0.00
30061803	543035	30061803 543035	OTHER INSTR MATERIAL	3,884.00	2,315.49	0.00	2,315.49	1,568.51
30061804	524006	30061804 524006	CONF, TRAV, WORKSHOPS	11,000.00	11,000.00	0.00	11,000.00	0.00
30061805	570031	30061805 570031	MASS TEACHERS RETIREMENT	450.00	360.00	0.00	360.00	90.00
	3006		TITLE IIA:IMPRVG ED QUAL	67,834.00	58,849.79	7,336.62	66,186.41	1,647.59
3019	EARLY CHILDHOOD # F262		Project Duration 11/09/17 - 06/30/18					
FY18	CFDA# 84.173		JOE GIBOWICZ					
Revenue								
3019R18	45400	3019R18 45400	REVENUE - FEDERAL - DIRECT	30,104.00	18,062.40	0.00	18,062.40	12,041.60
Expense								
30191801	516011	30191801 516011	AIDES/PARAPROFESSIONALS	30,104.00	17,865.19	12,160.05	30,025.24	78.76
	3019		EARLY CHILDHOOD # F262	30,104.00	17,865.19	12,160.05	30,025.24	78.76
3021	TITLE III ELA # F180		Project Duration 08/15/2017 - 06/30/2018					
FY18	CFDA# 84.365		DAWN BENTLEY					
Revenue								

Acton Boxborough Regional Schools

FY'18 Grants

April 11, 2018



				FY'18				
				Budget	YTD	Enc	Total	Balance
3021R18	45401	3021R18 45401	REVENUE - FEDERAL - THRU STATE	38,420.00	6,324.00	0.00	6,324.00	32,096.00
3021R172	45401	3021R172 45401	FY17 CARRYFORWARD REVENUE	30,020.00	18,449.00	0.00	18,449.00	11,571.00
Expense								
30211801	514064	30211801 514064	FY17 CF TITLE III F180 ELA TEACHER	20,460.00	16,640.00	0.00	16,640.00	3,820.00
30211802	516001	30211802 516001	FY17 CF TITLE III F180 GRANT ELA AIDES / PARAS	7,200.00	7,100.00	0.00	7,100.00	100.00
30211803	524009	30211803 524009	FY17 CF TTL III F180 ELA GRANT CONTRACTED SERVICES	400.00	76.50	0.00	76.50	323.50
30211805	524006	30211805 524006	FY17 CF TITLE III F180 ELA TRAVEL	1,960.00	1,960.00	0.00	1,960.00	0.00
30211806	514064	30211806 514064	TITLE III 180 ELA TEACHER	21,360.00	0.00	0.00	0.00	21,360.00
30211807	516001	30211807 516001	TITLE III 180 GRANT ELA AIDES / PARAS	6,400.00	0.00	0.00	0.00	6,400.00
30211808	524009	30211808 524009	TTL III 180 ELA GRANT CONTRACTED SERVICES	3,000.00	1,700.50	0.00	1,700.50	1,299.50
30211809	524009	30211809 524009	TTL III 180 ELA GRANT PD CONTRACTED SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00
30211810	543035	30211810 543035	TITLE III 180 ELA SUPPLIES	3,160.00	299.02	0.00	299.02	2,860.98
30211811	543014	30211811 543014	TITLE III 180 ELA SOFTWARE LICENSING	900.00	870.00	0.00	870.00	30.00
30211812	524006	30211812 524006	TITLE III 180 ELA TRAVEL	1,600.00	1,355.00	0.00	1,355.00	245.00
	3021		TITLE III ELA	68,440.00	32,001.02	0.00	32,001.02	36,438.98
3022 LOW INCOME EDUCATION ACCESS (LEAP) INCENTIVE GRANT # F231								
CFDA# 84.27A								
Project Duration 12/20/2017 - 06/30/2018								
DAWN BENTLEY								
FY18								
Revenue								
3022R18	45401	3022R18 45401	REVENUE - FEDERAL - THRU STATE	5,000.00	500.00	0.00	500.00	4,500.00
Expense								
30221801	524173	30221801 524173	CONTR SVC - CONSULTANT	5,000.00	0.00	0.00	0.00	5,000.00
	3022	LEAP		5,000.00	0.00	0.00	0.00	5,000.00
3101 ESSENTIAL SCHOOL HEALTH SERVICES # S290								
FY18								
DAWN BENTLEY								
Project Duration 07/01/2017 - 06/30/2018								
Revenue								
3101R18	46000	3101R18 46000	REVENUE - STATE	69,700.00	34,850.00	0.00	34,850.00	34,850.00
Expense								
31011801	514044	31011801 514044	NURSE	44,904.00	28,420.96	17,763.04	46,184.00	-1,280.00
31011802	514705	31011802 514705	NURSE, SUBSTITUTE	11,000.00	3,754.50	0.00	3,754.50	7,245.50
31011801	514913	31011801 514913	STIPEND - R&D	1,200.00	1,200.00	0.00	1,200.00	0.00
31011803	524006	31011803 524006	CONF, TRAV, WORKSHOPS	2,800.00	2,495.00	0.00	2,495.00	305.00
31011803	524113	31011803 524113	WEB CONSULTANT	3,220.00	3,241.05	0.00	3,241.05	-21.05
31011803	524161	31011803 524161	CONTR SVCS - TECHNOLOGY	1,000.00	0.00	0.00	0.00	1,000.00
31011804	543064	31011804 543064	SUPPLIES - OFFICE	800.00	542.99	178.81	721.80	78.20
31011804	543087	31011804 543087	INSTR TECHNOLOGY	4,776.00	1,485.92	2,268.89	3,754.81	1,021.19
	3101		ESSENTIAL SCHOOL HEALTH SVCS	69,700.00	41,140.42	20,210.74	61,351.16	8,348.84
3103 SOLAR OATA								
FY18								
JD HEAD								
Revenue								
3103R15	46000	3103R15 46000	REVENUE - STATE	2,000.00	2,000.00	0.00	2,000.00	0.00
3103R16	46000	3103R16 46000	REVENUE - STATE	5,353.99	5,353.99	0.00	5,353.99	0.00
3103R17	46000	3103R17 46000	REVENUE - STATE	1,356.25	1,356.25	0.00	1,356.25	0.00
3103R18	46000	3103R18 46000	REVENUE - STATE	3,789.76	852.50	0.00	852.50	2,937.26
Expense								
31031501	524113	31031501 524113	PROFESSIONAL SERVICES	12,500.00	9,950.24	0.00	9,950.24	2,549.76
	3103		SOLAR OATA	12,500.00	9,950.24	0.00	9,950.24	2,549.76
3109 UNITED WAY HEALTHY TEEN INITIATIVE								
FY18								
LARRY DOREY								
Revenue								
3109R15	48401	3109R15 48401	GRANTS - PRIVATE	29,740.00	22,000.00		22,000.00	7,740.00
Expense								
310901	524009	310901 524009	CONTRACTED SERVICES	8,000.00	300.00		300.00	7,700.00
310902	543021	310902 543021	SUPPLIES	21,740.00	13,720.33	928.55	14,648.88	7,091.12
	3109		UNITED WAY HEALTHY TEEN INITIATIVE	29,740.00	14,020.33	928.55	14,948.88	14,791.12
3106 TOSHIBA								
FY18								
LARRY DOREY								
Revenue								
3106R18	48400	3106R18 48400	RECEPTS - GIFT	1,000.00	1,000.00		1,000.00	0.00
Expense								
310602	543035	310602 543035	SUPPLIES	1,000.00	258.15		258.15	741.85
	3109		TOSHIBA	1,000.00	258.15	0.00	258.15	741.85

Acton Boxborough Regional Schools

FY'18 Grants

April 11, 2018

				FY'18 Budget	YTD	Enc	Total	Balance
3107	MIJA							
FY17		DAVE VERDOLINO						
Revenue								
3107R17	48401	3107R17 48401	GRANTS - PRIVATE	8,195.00	8,182.80		8,182.80	12.20
Expense								
310701	524124	310701 524124	SECURITY	8,195.00	8,182.80		8,182.80	12.20
	3107		MIJA	8,195.00	8,182.80	0.00	8,182.80	12.20
			FEDERAL GRANT REVENUE	1,522,529.00	1,021,960.40	0.00	1,021,960.40	500,568.60
			STATE GRANT REVENUE	78,410.24	43,560.24	0.00	43,560.24	34,850.00
			PRIVATE / OTHER GRANT REVENUE	38,935.00	31,182.80	0.00	31,182.80	7,752.20
			TOTAL REVENUE	1,639,874.24	1,096,703.44	0.00	1,096,703.44	543,170.80
			FEDERAL GRANT EXPENSES	1,522,529.00	1,008,389.34	450,386.85	1,458,776.19	63,752.81
			STATE GRANT EXPENSES	82,200.00	51,090.66	20,210.74	71,301.40	10,898.60
			PRIVATE / OTHER GRANT EXPENSES	38,935.00	22,461.28	928.55	23,389.83	15,545.17
			TOTAL EXPENSES	1,643,664.00	1,081,941.28	471,526.14	1,553,467.42	90,196.58

 **Boxborough Town Meeting** 
May 2018

Acton-Boxborough Regional School District



ABRSD School Committee Presentation

 **Acton-Boxborough Regional School District** 

School Committee Members

- Diane Baum
- Brigid Bieber
- Mary Brolin
- Ginny Kremer
- Amy Krishnamurthy
- Tessa McKinley
- Maya Minkin
- Paul Murphy
- Kathleen Neville
- Angie Tso
- Eileen Zhang

 **ABRSD Highlights
2018-2019** 

 Acton-Boxborough Regional High School

 Merriam/McCarthy-Towne

 Blanchard

 Admin Building

 Conant

 R.J. Grey Jr. High School

 Gates

 Douglas

 **Our Mission
and Goals** 



Mission

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

Goals



- 1. Understand and respond to our students' social and emotional needs.***
- 2. Our students will have equitable opportunities and tools to learn.***
- 3. Our students will have access to safe and effective learning environments.***

Wellness • Equity • Engagement


ABRSD FY2019 Operating Budget

	FY2018	FY2019
Budget	\$86,090,491	\$88,721,492
Prior Year Budget	\$83,073,204	\$86,090,491
\$ Change from prior year	\$3,017,287	\$2,631,001
% Change from prior year	3.63%	3.06%





Boxborough Assessment

	FY2018	FY2019
Boxborough Assessment	\$11,593,78 1	\$11,351,355
\$ Change from prior year	\$90,633	(\$242,426)
% Change from prior year	+0.79%	-2.09%



Source of Significant Budget Drivers

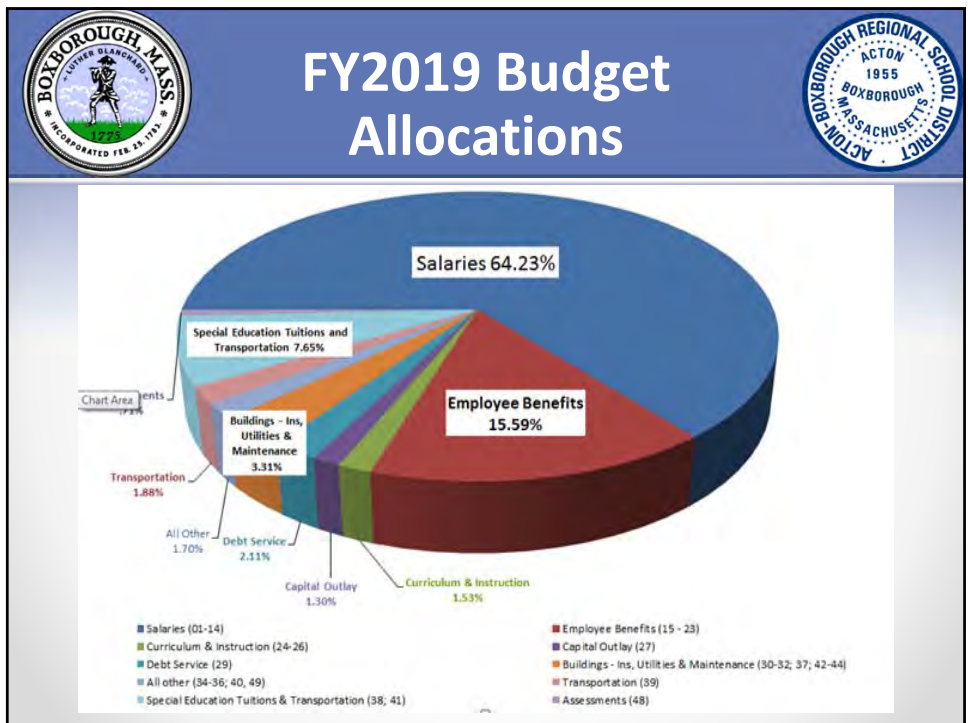


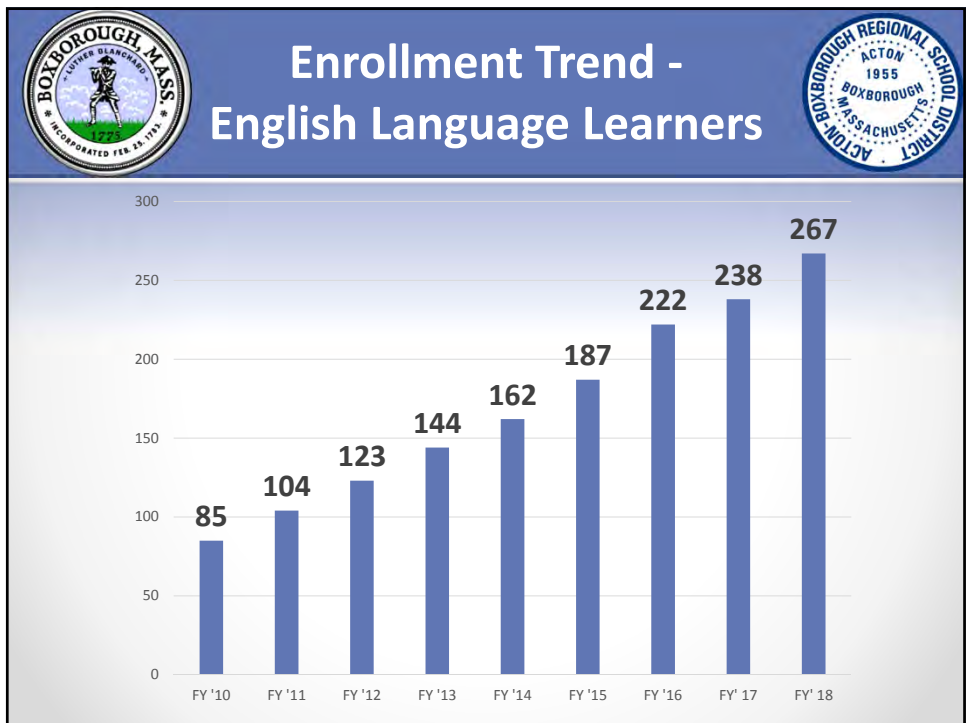
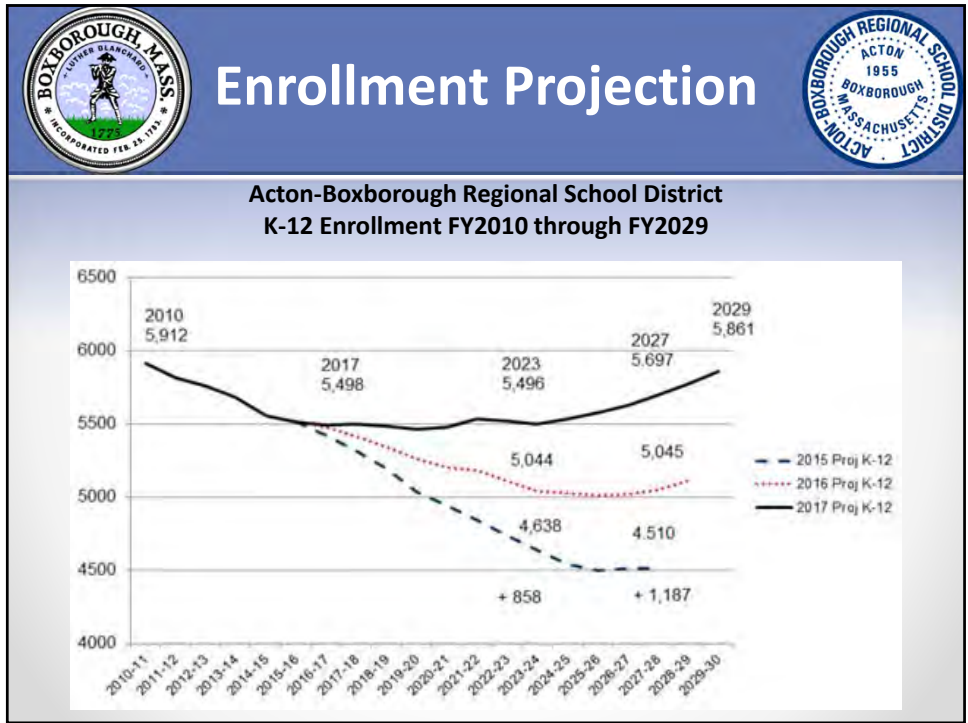
Single-tier Elementary Busing (Start Time Changes)



Health Insurance – 5.0% Rate **Decrease**

Continued Investment in Capital Needs

Classroom and Other Teaching Staff







FY2019 New Staff Requests



Position	FTE
Elementary Classroom Teachers to Address Large Class Sizes	2.0
English Language Education Teacher	1.0
Special Education	1.5
Curriculum Support and Instructional Coaches	2.0
Strings Program - Expand from 0.6 to 1.0	0.4
Net FTE Increase	6.9

Capital Projects Spending

Fiscal Year	Appropriated (rounded \$000s)
FY2015	\$154,000
FY2016	\$195,000
FY2017	\$273,000
FY2018	\$761,000
FY2019*	\$1,000,000



* - FY19 projects address Windows, HVAC, Masonry, HS Auditorium and Cafeteria Upgrades, Flooring, Paving

Past and Future Assessment Trends

Projected Assessments (\$ in millions, rounded)

Year	<u>Σ Assm't</u>	<u>Acton</u>	<u>Boxborough</u>
FY2015	\$60.7	\$50.1	\$10.7
FY2016	\$64.3 (+5.9%)	\$53.2 (+6.2%)	\$11.1 (+4.3%)
FY2017	\$67.1 (+4.3%)	\$55.5 (+4.5%)	\$11.5 (+3.4%)
FY2018	\$69.3 (+3.4%)	\$57.7 (+3.9%)	\$11.6 (+0.8%)
FY2019	\$71.3 (+2.9%)	\$60.0 (+3.9%)	\$11.4 (-2.1%)
FY2020	\$74.5 (+4.4%)	\$62.5 (+4.3%)	\$11.9 (+5.3%)
FY2021	\$77.5 (+4.1%)	\$65.2 (+4.3%)	\$12.3 (+3.3%)
FY2022	\$80.7 (+4.1%)	\$67.5 (+3.6%)	\$13.2 (+6.6%)

E&D History under Full Regionalization

Fiscal Year	Total Regional Budget	E&D Usage	E&D Balance	E&D as a %
FY2015	\$77,100,514	\$300,000	\$1,072,454	1.4%
FY2016	\$80,296,395	\$200,000	\$1,950,365	2.4%
FY2017	\$83,073,204	\$200,000	\$2,738,661	3.3%
FY2018	\$86,090,491	\$200,000 +\$250,000	\$4,008,284* < Leary Field	4.7%
FY2019 Voted	\$88,721,492	\$200,000 +\$575,000	< "annual usage" < single tier busing	TBD

* \$710K committed to MSBA feasibility study by A-B and town meetings.



*Thank you for
supporting our
schools!*

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
School Building Committee (SBC) Approved Minutes

R.J. Grey Library
16 Charter Road, Acton, MA 01720

April 11, 2018
7:00 p.m.

Members Present: Mary Brolin, Amy Krishnamurthy, Dennis Bruce, Bill McAlduff, Marie Altieri (7:05pm), Peter Berry, Jason Cole, Bob Evans, JD Head, Lynne Newman (7:11pm), Katie Raymond, Mac Reid.

Members Absent: Adam Klein, Gary Kushner, Steve Mielke, Maria Neyland, Chris Whitbeck.

Other: Karen Coll, Bill Hart, Dave Verdolino, Member of the public (arrived 7:51pm)

1. Mary Brolin called the meeting to order at 7:02pm.

2. Bill McAlduff moved, Amy Krishnamurthy seconded and the minutes of the February 28, 2018 meeting were unanimously approved. Bill McAlduff moved, Amy Krishnamurthy seconded and the minutes of the March 22, 2018 were unanimously approved. Marie Altieri and Lynne Newman were not present for the vote.

Bob Evans moved, Bill Hart seconded and the minutes of the March 27, 2018 Owner's Project Manager (OPM) Selection Subcommittee meeting were unanimously approved by members of the subcommittee. Bob Evans moved, Bill Hart seconded and the minutes of the April 2, 2018 OPM Selection Subcommittee meeting were unanimously approved by members of the subcommittee. (OPM Selection Subcommittee members present: JD Head, Mary Brolin, Peter Berry, Bob Evans, Bill Hart, Katie Raymond, Dave Verdolino. Members absent: none.)

3. MSBA Update

The school district has submitted Statements of Interest (SOIs) to the MSBA for the Conant and Gates schools. We probably won't hear from MSBA on the status of these applications until 2019. Bill McAlduff commented that it is good practice to keep submitting SOIs as a demonstration that we feel a real need to address the issues at these schools.

4. Selecting the Owner's Project Manager (Module 2)

The OPM Selection Subcommittee reviewed the eight proposals we received. JD Head had created a scoring tool that the subcommittee used to rank each of the applicants and, ultimately, narrow the pool down to four final candidates. Following reference checks and interviews, Skanska USA was selected as the preferred firm. Terms of the contract had previously been approved by the MSBA; JD and Bill McAlduff then negotiated a fee of \$319,200 with the firm to cover their work on the feasibility and schematic design phase of the project

JD sent the packet of materials supporting the selection of Skanska USA as our OPM to the MSBA by the April 11th deadline, with the exception of certified Building Committee meeting minutes from February 28 and March 22 that were approved tonight. MSBA was aware of the delay and agreed to it. The MSBA's OPM Review panel will review the materials at its May 7th meeting, and at least one member of the Building Committee will attend that meeting.

5. Designer Selection (Module 2)

Mary Brolin reviewed a handout with information about the MSBA designer selection process, which had been printed for inclusion in members' Building Committee binders. A 13-member Designer Selection Panel (DSP) will be formed, 10 of whom will be selected by the MSBA. The district will be represented by three members:

- The Superintendent or a designee

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- One representative selected by the School Committee
- One representative selected by the Building Committee

The composition of the DSP is set by the MSBA. While the towns will be funding much of the project, the MSBA will also be contributing significant financial support and their funding is contingent upon projects meeting their guidelines. They will consider weighting the preferences of the district's three members. Mary referred to a handout listing the meeting dates of the MSBA DSP and noted that AB representatives should be aware that they would have to be available to attend some meetings in Boston.

The designer selection process will be similar to the process to select the OPM, with an initial pool of applicants winnowed down by the panel to a smaller number of firms to interview. Interviews of the finalists will be done by the DSP. While the Building Committee can't conduct its own interviews, the applications can be shared with the committee for review, and the committee can make recommendations. The interviews should be completed no later than the DSP's August 21st meeting date. It is unclear whether the vote can take place on the same day as the interviews. If the designer's contract is executed earlier, the feasibility study can begin sooner. Our project can't be put onto the DSP meeting schedule until after the OPM contract has been approved on May 7th but we should then try to get on the schedule for July or early August.

The committee discussed potential nominees to fill the three district spots on the panel. Interim Superintendent Bill McAlduff will be leaving the district this summer and incoming Superintendent Peter Light will be new to the district; although he has worked with the MSBA to build a school before, he won't be familiar with the background behind this project. Bill felt that Marie Altieri is probably be the best choice for this position; in addition to her familiarity with the district and the project, a major component of the feasibility study will be the educational plan, an area in which she has significant expertise.

Members suggested JD as the School Committee's representative. Katie Raymond could be the Building Committee representative; although her expertise is in engineering not architecture, she is comfortable working with architects and willing to fill the role. If new members are added to the Building Committee with architectural experience, they may be able to fill this role. The Building Committee will revisit this issue and vote on a representative at the next meeting on May 9th. Mary will present information at the April 12th School Committee meeting, in preparation for them to vote on a representative at the following meeting.

6. Module 3 – Feasibility Study Key Steps

Mary reviewed the steps of MSBA Module 3, the feasibility study, including the preliminary design program and preferred schematic report, as outlined in the handout. The components include:

- Preliminary Design Program
 - Educational Program
 - Initial Space Summary
 - Evaluation of Existing Conditions
 - Site Development Requirements
 - Preliminary Evaluation of Alternatives
 - Local Actions and Approval Certification
- Preferred Schematic Report
 - Evaluation of Existing Conditions
 - Final Evaluation of Alternatives
 - Preferred Solution
 - Local Actions and Approval Certification

Because Dore & Whittier did so much upfront work, Skanska indicated that we should be able to complete Module 3, the Feasibility Study and Module 4, Development of a Schematic Design in a 15-month timeframe once the designer has been selected.

We will then enter Module 5, Funding the Project, which includes the Project Scope and Budget Agreement as well as the Funding Agreements that defines the funding commitment by the MSBA. The project funding

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agreement will be executed after both the MSBA and the towns have voted to approve funding.

Members discussed the timing of the town votes. Town Meeting votes will be required in both towns as well as separate tax override votes. For a project of this size, time equals money due to inflation, so the earlier we can begin actual construction, the less costly it may be. We should press Skanska to stay on the aggressive schedule they've outlined. The best option would be to hold the votes in the fall of 2019, if possible, which would give us the fall to educate the communities. The Town Meeting votes need to be coordinated to occur simultaneously.

7. Update on School Building Committee Membership

Bill Hart has agreed to join the Building Committee. Mary has also heard of two local architects who may be interested in joining the committee. Mary expects that Steve Mielke will ultimately decide to leave the committee. If that happens and we bring on both architects, total committee membership will be 19 members, with a quorum of 10. Bob noted that we have had difficulties reaching a quorum in the past, so any new members should commit to attending all of the meetings if possible.

In addition to the potential new and departing members, the status of one continuing member has changed: Dennis Bruce is no longer on the School Committee but is remaining as a community representative. All membership changes have to be approved by the MSBA. Bill McAlduff will be leaving the committee when the new Superintendent, Peter Light, comes on board July 1st so it might make sense to make all the changes at once to be effective at that time, especially since the membership was just updated in March. Bill said that we can discuss these transitions with our MSBA liaison.

8. Additional Planning to Move Forward

The Skanska team will come to the next Building Committee meeting, on May 9th. At that time, we should discuss our timeline and the process for moving forward. We want to follow an aggressive schedule but also need to be sure to do thorough due diligence. We can't begin site evaluations until the designer has been selected as this is typically part of their service, and we won't have a final site selection until the preferred schematic report has been accepted by the MSBA. The first component of the feasibility phase, the educational program, will be developed by a working group of educators.

Once some of the site evaluation has begun, perhaps in late summer or early fall, we should update the community on our progress; this will be even more important if the initial site work indicates that the Gates site may not be feasible. We should continue to update the information on our website and to provide information through social media. We will need to clarify which information can be posted to social media.

A member of the public was present but had no questions at this time.

9. The meeting was adjourned at 7:57pm.

Documents Used

MSBA Designer Selection Procedures

MSBA Module 3: Feasibility Study

2018 MSBA Designer Selection Panel Meeting Dates

Next Building Committee Meetings (all in RJ Grey Library unless otherwise noted):

May 9

June 13 (Note: Meeting will be in Superintendent's Conference Room, Admin Building Room 13)

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Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

May 9, 2018

Mr. William McAlduff
Interim Superintendent of Schools
Acton-Boxborough Regional School District
16 Charter Road
Acton, Massachusetts 01720

Re: Acton-Boxborough Regional School District, C.T. Douglas Elementary School, Owner's
Project Manager Approval Letter

Dear Mr. McAlduff:

Pursuant to the provisions of G.L. c. 149, s. 44A ½ and 963 CMR 2.11, the Acton-Boxborough Regional School District (the "District") is required to procure the services of an Owner's Project Manager (the "OPM") for the C.T. Douglas Elementary School project using a qualifications based selection process. As required by 963 CMR 2.11 (3), the District has certified in writing to the Massachusetts School Building Authority (the "MSBA") that it has used a qualifications based selection process that complies with Massachusetts law. Pursuant to 963 CMR 2.11 (2) and G.L. c. 70B, s. 2, the District has requested in writing that the MSBA approve its selection of Skanska USA Building, Inc. as the OPM for the C.T. Douglas Elementary School project.

The MSBA has reviewed the information submitted by the District in support of its selection of Skanska USA Building, Inc. Based upon the information provided by the District, the MSBA hereby approves its selection of Skanska USA Building, Inc. for the C.T. Douglas Elementary School project and to the key personnel and consultants identified by Skanska USA Building, Inc. in the proposal that was submitted to the District and reviewed by the MSBA, and as presented to the MSBA's Owner's Project Manager Review Panel on May 7, 2018. The MSBA's approval is specific to Skanska USA Building, Inc. and to the key personnel identified by Skanska USA Building, Inc. in the proposal that was submitted and reviewed by the MSBA. Pursuant to the provisions of 963 CMR 2.11 (4) and the applicable requirements of any agreements between the MSBA and the District, any change in the OPM or its key personnel, as described in the attached organizational chart, must be approved in writing by the District and the MSBA. The MSBA's approval is also based upon the District's representation that the Eligible Applicant for the District has designated John David Head, Director of School Operations, as the individual who shall have the authority to act on behalf of the Owner, under its contract with the OPM, and who shall be responsible for day-to-day communication between



Page 2

May 9, 2018

Acton-Boxborough Owner's Project Manager Approval Letter

the Owner and the OPM. Any change in this designation must be approved in writing by the MSBA.

Please note the MSBA's approval of the District's selection is subject to the provisions of 963 CMR 2.11 which, among other things, allows the MSBA to rescind its approval and/or to direct the removal of the OPM under certain circumstances. The MSBA retains the right to rescind its approval of the District's selection of Skanska USA Building, Inc. and to deny and/or recoup reimbursement for expenditures or costs related to the OPM services if Skanska USA Building, Inc. does not perform its services to the satisfaction of the MSBA. The MSBA's approval is further subject to the execution of a contract between the District and Skanska USA Building, Inc. in a format that is satisfactory to the MSBA, utilizing any standard contracts, forms, and provisions that the MSBA may require, including the completed MSBA System Access Request form which is described below. Please forward a hard copy and an electronic copy of the fully executed contract between the District and Skanska USA Building, Inc. to Katie DeCristofaro, Capital Program Manager, at the MSBA by May 23, 2018.

It will be the District's responsibility to monitor the performance of Skanska USA Building, Inc. to ensure that they perform their obligations in a satisfactory manner, and to enforce the provisions of its contract with Skanska USA Building, Inc. Among obligations of the OPM that are detailed within the MSBA's standard contract is the requirement for the OPM to submit monthly reports to the MSBA. The District shall verify that the OPM submits its monthly reports on time and in the form and manner determined by the MSBA. OPM Reports shall be submitted to the MSBA by the OPM using the MSBA's online OPM Report System. In order to activate and use this system, the District must complete and submit the attached MSBA System Access Request form. The completed form must be delivered to Katie DeCristofaro, Capital Program Manager, at the MSBA by May 23, 2018.

The District must comply with all provisions of law and all conditions imposed by any agreements executed between the MSBA and the District, including, but not limited to, a Feasibility Study Agreement, a Project Scope and Budget Agreement, and a Project Funding Agreement, related to the provision of services by an OPM. The MSBA maintains its right to withhold reimbursement of costs and expenditures associated with OPM services if the District fails to comply with the applicable terms and conditions of its agreements with the MSBA or any administrative directives issued by the MSBA, now in effect or hereafter promulgated. The MSBA's decision to approve the District's selection of an OPM, to approve changes in the OPM, or its key personnel, or decline to exercise any of its rights in relation to the selection or performance of the OPM, shall not be construed as a waiver of the MSBA's right to review, audit, and disallow costs incurred by the District in relation to OPM services, to withhold reimbursement, or to take any other actions available to the MSBA under the law or under its agreements with the District.

Page 3

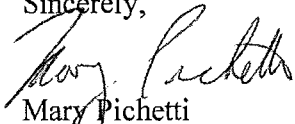
May 9, 2018

Acton-Boxborough Owner's Project Manager Approval Letter

The MSBA shall bear no liability of any kind whatsoever for any claims directly or indirectly occurring out of the MSBA's approval of the District's selection of the OPM, the MSBA's approval or non-approval of changes in the OPM or its key personnel, the MSBA's decision to rescind its approval or to direct the removal of an OPM, or any other alleged acts or omissions on the part of the MSBA related to the selection, performance, acts or omissions of the Owner's Project Manager.

If you have any questions, please do not hesitate to contact me or Brittany Gomes (Brittany.Gomes@MassSchoolBuildings.org) at 617-720-4466.

Sincerely,



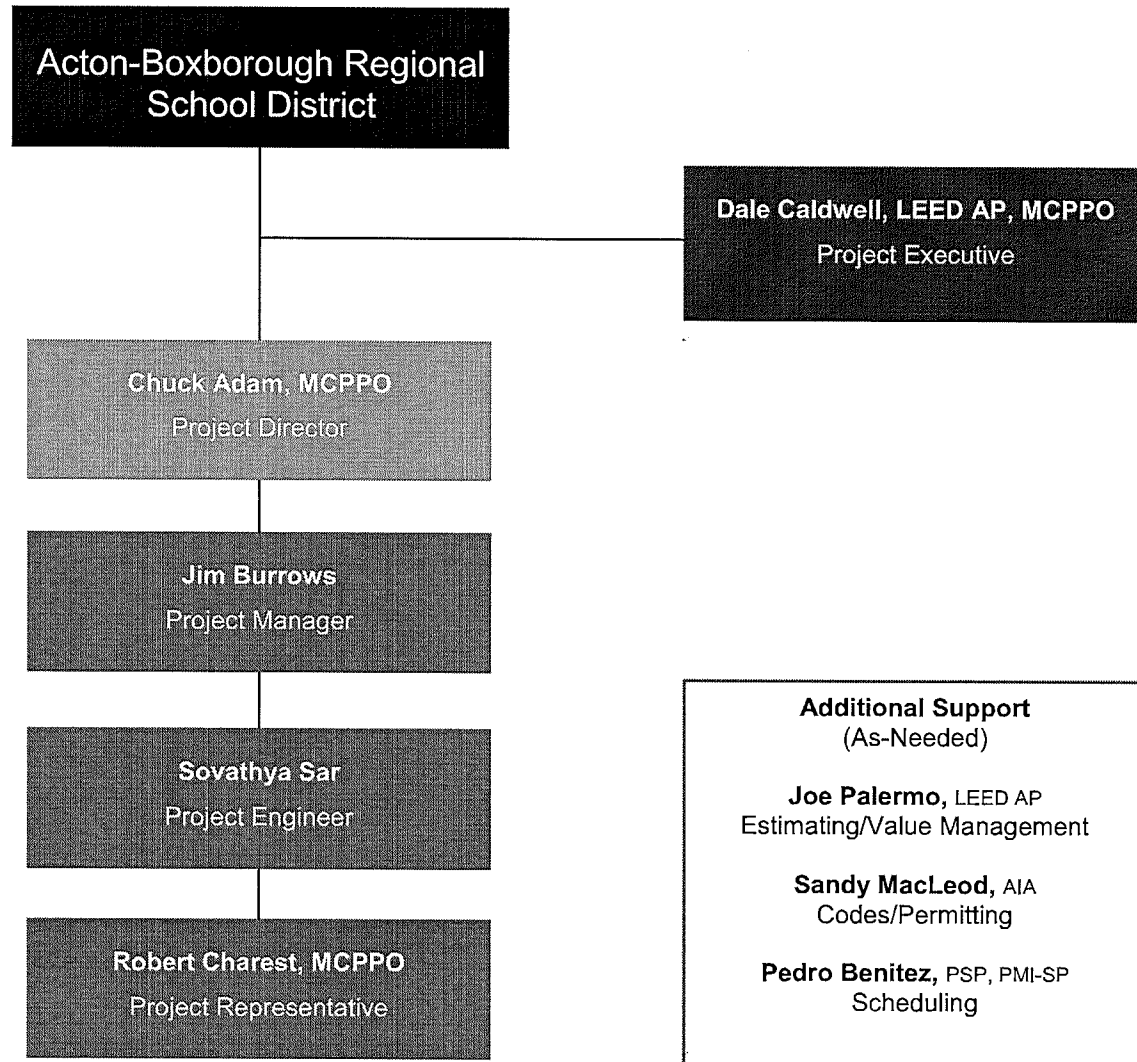
Mary Pichetti
Director of Capital Planning

Attachments:

Skanska USA Building, Inc. Project Team Organizational Chart
OPM System Access Request Form – OPM Report System User

Cc: Legislative Delegation
Katie Green, Chair, Acton Board of Selectmen
Steven L. Ledoux, Acton Town Administrator
Susan Bak, Chair, Boxborough Board of Selectmen
Selina Shaw, Boxborough Town Administrator
Amy Krishnamurthy, Chair, Acton-Boxborough Regional School Committee
Marie Altieri, Deputy Superintendent, Acton-Boxborough Regional School District
J.D. Head, Director of Facilities and Transportation, Acton-Boxborough Regional School District
Dale Caldwell, Owner's Project Manager, Skanska USA Building, Inc.
Chuck Adam, Owner's Project Manager, Skanska USA Building, Inc.
File: 10.2 Letters (Region 4)

5. List ONLY Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



FIRST AID

10.2.1
revised 5-17-18
*
First Read

The District strives to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services.

First aid is defined as the care given to a student who is^{*} experiencing a sudden illness or injury with the intention to save a life, to prevent the worsening of the condition, or to promote recovery. It does not include diagnosis or treatment.

4/26/18

First aid procedures will be in accordance with current best practice and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When an illness or an injury is serious, staff will call emergency medical services (EMS) first. Every effort will be made to contact the parent/guardian as soon as possible after calling EMS.
3. No young child who is ill or injured will be sent home alone at the end of the school day nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be sent home unless it is known that someone is there to receive them.
4. The school nurse, administrator, or staff member in charge shall complete an accident report form when a student is injured in school or at a school-sponsored event.
5. Accident report forms are kept in each school health office and incidents are entered into the student's health record.

Automated External Defibrillators

Automated external defibrillators (AEDs) are placed in each school for use by designated personnel who have been trained in the use of AEDs. The Superintendent or Nurse Leader shall develop guidelines for employees regarding the use of these devices and shall ensure that employees receive training on their proper use and handling. The guidelines shall also specify the placement, security and maintenance as well as recommended use of the AED.

The authorization of AEDs in the District's schools shall not be deemed to create a guarantee or obligation to use the AED in the case of an emergency, nor any expectation that an AED or trained employee will be present and/or able to use an AED in an emergency or any expectation that the AED will operate properly.

REFERENCES: MGL 71:55A and 71:56
ABRSC Policy JLC, Student Health Services and Requirements

Approved: TBD (Spring 2018)

FIRST AID

The District strives to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call 911.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment.

Procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician after calling 911, when appropriate.
3. No young child who is ill or injured will be sent home alone at the end of the school day, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be sent home unless it is known that someone is there to receive him/her.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting the parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will complete a report on an official form providing details about the accident. This will be required for every accident for which first aid is administered.
6. Accident forms are kept in each school health office and incidents are entered into the online health information system.

Automated External Defibrillators

Automated external defibrillators (AEDs) are placed in each school for use by designated personnel who have been trained in the use of AEDs. The Superintendent or designee shall develop guidelines for employees regarding the use of these devices and shall ensure that employees receive training on their proper use and handling. The guidelines shall also specify the placement, security, and maintenance as well as recommended use of the AED.

The authorization of AEDs in the District's schools shall not be deemed to create a guarantee or obligation to use the AED in the case of an emergency nor any expectation that an AED or trained employee will be present and/or able to use an AED in an emergency or any expectation that the AED will operate properly.

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

APPROVED: 11/16/17

SECURITY CAMERA SYSTEMS (DRAFT 5/3/18)**I. PURPOSE**

The Acton Boxborough Regional School District uses video cameras throughout the District for the purpose of enhancing school safety and security, as authorized by the School Committee. The objective is to promote and foster a safe and secure teaching and learning environment for students and staff, to improve public safety for community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only.

II. GENERAL STATEMENT OF POLICY**A. Signage and Notification:**

Appropriate signage will be posted at relevant entrances to school buildings and on school buses that notify students, staff and the general public of the District's use of security cameras. Students will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on school buses and on school grounds. Such notification will include, but not be limited to, student handbooks.

The Acton-Boxborough Regional School District shall ensure that proper procedures are followed regarding the placement, use, viewing, disclosure, retention, disposal and security of video recordings.

Procedures EEAEB-R

Legal References:

Family Educational Rights and Privacy Act

State Laws and Regulations regarding Student Records

Reviewed 6/6/13

Approved 1/15/14

SECURITY CAMERA SYSTEMS (Draft)
Procedures

Camera Placement:

1. The security camera system may be installed in public areas only. These areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby and main entries.
2. Restrooms, changing rooms, nurse's offices and locker rooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. However, this policy does not preclude the District from placing cameras in such areas when there is a reasonable suspicion of activity that violates the law or is a violation of school policy and such a request is made by the building administration.
4. This policy does not prohibit the use of cameras for legitimate educational purposes, including but not limited to student performances.

Use of Video Recordings:

1. The Superintendent or his/her expressly authorized designee shall oversee video surveillance. The Superintendent shall develop procedures for accessing video ~~surveillance information recordings~~. However, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel.
2. Security Camera System will be in operation and may be monitored by school personnel throughout the calendar year.

Data Storage:

1. All video recordings are stored in a secure place to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for no fewer than ~~30-15~~ days (and may be kept longer) and appropriately destroyed/deleted.

~~Video that is used as evidence in a student discipline matter will be considered part of that student's record and will be retained in accordance with student record laws and regulations.~~

2. Information obtained through video surveillance may ~~only~~ be used for training, visitor management, disciplinary investigations, security or law enforcement purposes. No sound is to be monitored or recorded in connection with the video surveillance system.

3. Any video recordings used for security purposes on school buses, in school buildings or grounds are the sole property of the Acton-Boxborough Regional School District. Release of such videos will be made only as permissible pursuant to applicable law and with the permission of the Superintendent or his/her designee.

Family Educational Rights and Privacy Act
State Laws and Regulations regarding Student Records

Reviewed 6/6/13

Approved 1/15/14

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

Library
R.J. Grey Junior High School

April 26, 2018
7:00 p.m.

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Ginny Kremer, Amy Krishnamurthy, Tessa McKinley, Paul Murphy, Kathleen Neville (7:05 p.m.), Angie Tso, Eileen Zhang
Members Absent: Maya Minkin
Others: Marie Altieri, Dawn Bentley, Bill McAlduff, Beth Petr

1. The ABRSC was called to order at 7:00 p.m. by Chairperson Amy Krishnamurthy.
2. **Chairman's Introduction** – *Amy Krishnamurthy*
3. **Public Participation** - none
4. **McCarthy-Towne School Presentation**
Principal David Krane introduced Kari James, Heather Matthews and Heather Wilson who presented on Visual Arts Integration in the classroom. A committee of staff organized the Thursday afternoon Professional Learning sessions this year and David thanked them for an excellent job.

Committee members noted that it is empowering to legitimize individuals' perspectives. This focus is another way that children can experience success who may not find it in other areas. Many issues that come up with an art project are similar to a math or science problem. There is also a lot of sharing that goes on during this work. Diane Baum thanked the McCarthy-Towne community for embracing this integration, which is in such contrast from the standardized testing and asking students do things all the same way. She appreciated the care and commitment that the staff has for it. Brigid agreed adding that so much of what we learn later in life is the importance of working with others and this approach really fosters that at a young age.

5. **Douglas School Presentation** – *Principal Chris Whitbeck*
Dr. Whitbeck introduced Jenna Laranega and Katie Oxnard and spoke about valuing students. Responsive classroom is part of this as well as a focus on "greetings". Exhibitionary learning is a key part of the Douglas curriculum. A question is provided each year for all students. They apply all of their skills to find an answer and then present publicly on it. This takes being brave to explain their work to strangers. Jenna spoke about responsive classroom and the 3 books that were read. Katie spoke about her class' amazing experience with the question, "If the library could talk, what would it say?", soon to be available on YouTube.

Again, the Committee was very impressed with this learning process and described it as "a great aspect of our district". Paul Murphy liked how the students take ownership not just for the learning but for the entire process and include the whole community.

6. **Battery Storage Project Agreement Authorization** – Possible **VOTE** – *JD Head*
Mr. McAlduff said that given the complexity of the questions and responses that this topic generated, he proposed that it be taken up at the next meeting. He reminded the Committee that back on budget Saturday in January, JD Head commented briefly on this project and said there would be a presentation on May 17th when the School Committee would be asked to authorize the Superintendent to enter into an agreement on it.

The Committee was asked to forward questions to Central Office by May 11th so they could be included in the packet for the May 17th meeting. Action is needed by the end of May so work can be done over the summer. The agreement has been shared with the District's insurance provider and there will be some minor changes as a result. Any changes to the 36 page agreement will be posted. A hard copy of some of the questions and answers from Mr. McAlduff and JD Head was on the table for Committee members.

Paul Murphy noted the great work of Energy Manager Kate Crosby explaining the recent Net Metering project, and said if Kate is involved in this project, he is all for it. (She will be with JD at the meeting on the 17th.) Paul had questions about some of the terminology used. It seemed like there are inconsistencies with how the batteries are described (#15 on the list provided).

John Petersen spoke from the audience saying this work is part of a series of important projects taken on by the District's Facilities Department. He noted that the district continues to take a leadership role thanks to JD Head and Kate Crosby and this support is hugely important to the budget. John stated that the reason that EnerNOC reached out to AB for this project was due to our past work on energy conservation.

7. **Boxborough Town Meeting** (*begins May 14 at 7:00 p.m.*) – *Brigid Bieber*
7.1. Boxborough Leadership Forum (BLF) Update – Town Meeting warrants were reviewed.
7.2. Town Meeting Preparations – All Committee members are invited, let Brigid know. Bill McAlduff, Marie Altieri, Dave Verdolino and Peter Light will be there. Brigid explained that the school budget vote is not separate as it is in Acton, it is all voted at once.
8. **2018-2019 School Committee Meeting DRAFT Calendar** – *Amy Krishnamurthy*
The Committee reviewed the proposed dates. March 28 and April 25 were deleted because they have not been needed in the past. It was proposed that the August Business Meeting be set for the Thursday prior to the week that staff return to school so those involved in that meeting can plan for it. Beth will ask the 3 Boxborough candidates about their availability for the July workshop meeting so there could be a date proposed at the next meeting for planning purposes.

9. **Subcommittee Reports**

9.1. **Policy**

- 9.1.1. Discipline of Students with Disabilities, File: JKF – Third Read – **VOTE** -
Dawn Bentley

Mary Brolin moved, Diane Baum seconded and it was unanimously,
VOTED: to approve the Discipline of Students with Disabilities policy JKF.

- 9.1.2. Minutes, File: BEDG – Second Read – **VOTE** – *Diane Baum*

Mary Brolin moved, Brigid Bieber seconded and it was unanimously,
VOTED: to approve the Minutes policy BEDG.

- 9.1.3. Remote Participation, File: BEDJA – Second Read - **VOTE** - *Diane Baum*

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

VOTED: to approve the Remote Participation policy BEDJA.

9.1.4. Research Requests from Outside the District, File: NEW – Second Read – **VOTE** – Diane Baum spoke in Deborah Bookis’ absence. This is a new policy for our district, similar but different from MASC’s File:ILD, which is a policy we do not have. In response to a question, Mr. McAlduff confirmed that there are not privacy concerns. Mary Brolin agreed given that it goes through an Independent Review Board (IRB). See procedures 3b and 4b. Beth will determine the proper file name. Brigid Bieber moved, Diane Baum seconded, and it was unanimously **VOTED**: to approve the new Research Requests from Outside the District policy.

9.1.5. First Aid, File: EBB – First Read – *Dawn Bentley*

Members were asked to send comments/questions to the policy subcommittee prior to the next meeting.

10. School Committee Member Reports

The Health Insurance Trust (HIT) met. Marie Altieri reported that there are some significant changes to our health insurance plans for next year, including the addition of a new plan with a high deductible and HSA plan. It has been very popular so far with Monday being the deadline to enroll.

11. Consent Agenda – **VOTE**

11.1. **Statement of Warrants & Approval of Minutes** (4/2/18 & 4/12/18)

11.2. **Donations to our Schools** – *Bill McAlduff*

11.2.1. AB Travel Basketball Program Donation of 4 Backboards

11.3. **Approval of High School Field Trip** to Greece and Italy, April 2019

Travel Basketball was thanked for another generous donation.

Beth Petr reviewed the proposed changes to the minutes of the meeting on 4/12/18. Ginny Kremer stated that she did not recall hearing some of the words that were proposed to be added. Mr. McAlduff believed that the point was made at the meeting and is included in the memo he provided. In response to a question about the process, Committee members were told that they could either abstain or the minutes could be held until the next meeting, giving time for review of the meeting tape.

Mary Brolin moved to approve the Consent Agenda with modifications to the April 12, 2018 minutes as proposed at the start of the discussion. Katie Neville seconded and the Committee **VOTED** and approved the items.

(YES: Baum, Bieber, Brolin, Krishnamurthy, McKinley, Murphy, Neville, Tso, Zhang ABSTAINED: Kremer)

12. **FYI**

12.1. Family Learning Series - FY18 Calendar of Presentations

12.2. Save the Date: District Retirement Celebration on June 14th at 3:15 p.m.

The ABRSC adjourned at 8:38 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: List of warrants, Questions and Answers re Battery Storage Project/Policies, See agenda

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
MINUTES (voted 4/26/18 but proposed amendment to 9.1 for reconsideration 5/17/18)

12.1.2
(See page 3)

Library
R.J. Grey Junior High School

April 12, 2018
7:00 p.m. Open Meeting
7:30 p.m. FY19 School Choice Program Participation Hearing
7:40 p.m. (approximately) Return to Open Business

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Ginny Kremer, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Kathleen Neville (7:10 p.m.), Angie Tso, Eileen Zhang
Members Absent: Paul Murphy
Others: Marie Altieri, Deborah Bookis, Dawn Bentley, Bill McAlduff, Beth Petr, Dave Verdolino

1. The ABRSC was called to order at 7:00 p.m. by Chairperson Amy Krishnamurthy.
2. **Chairman's Introduction** – *Amy Krishnamurthy*
 - 2.1. Annual Spring Town Elections
 - Welcome to new Acton School Committee Reps: Angie Tso and Ginny Kremer
 - Boxborough Election will be on May 22
3. **Public Participation** -
Corrine Hogseth spoke from the audience advocating for a better contingency plan for next year if there are many snow days, as has happened this year and avoid having school the last week of June.
4. **Conant School Presentation** – *Damian Sugrue, Principal*
Mr. Sugrue focused on the literacy work being done at Conant including their monthly themes and activities in kindergarten, Grade 2 and Grade 6. Brigid Bieber thanked him for the Book Buddies program and how valuable it is to all students.
5. **The School Choice Program PUBLIC HEARING** was called to order at 7:30 p.m. by Amy Krishnamurthy.

FY'19 ABRSD MA DESE School Choice Program Participation Memo

Marie Altieri explained that because the district does not have space to take new choice students, she revised the motion to recommend voting NOT to participate in the School Choice program for next year. She explained that there was one sibling of a current choice student who may have been planning to go to kindergarten in September, but she was now informed that the child will wait one year. At this time, we believe there will be 2 siblings who will request acceptance in September 2019.

6. **The motion to adjourn the PUBLIC HEARING** was made at 7:32 p.m. by Mary Brolin, seconded by Katie Neville and unanimously approved.
7. **FY'19 ABRSD MA DESE School Choice Program Participation - VOTE** – *Marie Altieri*
Brigid Bieber moved that the ABRSC not accept any School Choice students for the school year beginning September 2018. The motion was seconded by Katie Neville.

Bill McAlduff suggested a friendly amendment to the motion to read, "The ABRSC moves to not participate in the school choice program for the 2018-2019 school year."

Brigid Bieber accepted the amendment and Katie Neville seconded it.

The School Committee unanimously,

VOTED and approved the amended motion.

8. **ABRSD School Calendars** – *Bill McAlduff*

8.1. FY19 – Reformatted & Addition of Jr High/High School Early Dismissal Days

8.2. FY18 – Superintendent's Memo re last day of school on June 27, 2018

Bill McAlduff reviewed the slight changes to the voted calendar. The Junior High early release days and MCAS late starts have been added. The month of June was also reformatted to show the full month and be clearer about what can happen if many snow days are used, as has been the case this year. Snow days prior to April 1 must be made up. After that, if 5 days have been used, they do not have to be made up. (See memo)

The Westford School Calendar was provided on the table as an example of how additional religious holidays could be shown (although not as no school days). It was noted that Westford's version is two pages, compared to our one page. Mr. McAlduff also provided information regarding Alternative Student Learning/ Distance Learning used by Westford as another idea. The Committee discussed the memo from Mr. McAlduff in the packet.

It was agreed that, as recommended by the Superintendent, the days for this year would be made up by extending the school year to June 27, 2018.

In response to a question, Mr. McAlduff said that two people responded to his recent memo to families alerting him to what other communities were doing and one family shared that they were in support of his position. He spoke about the difficulty of adding a number of minutes to each day as a way to make up days, as well as the contracts' restrictions. Marie Altieri clarified that there is language in the contracts requiring the April and February vacations and the holidays. A side letter or revision in language in the next negotiations round would be needed for these types of changes.

The Committee asked about surveying families and staff again. Marie said that the last time surveys were done in the Fall of 2016, 77% of staff wanted to keep the vacation schedules. Families were split 50-50. Mary Brolin suggested that they consider making Good Friday an early dismissal day.

Several members liked the format change and wanted no changes for this year. In the future having a program in place that could be utilized if needed (if many snow days) would be valuable. A comment was made that alternative learning can be great but it has to fit in with what teachers want the students to be learning. The Committee's decisions cannot add more work for staff. Alternative Learning also has consider all kinds of learners. Tessa McKinley stressed that continuity of learning is essential and this must be taken into account next time the calendar holidays are discussed due to our increased diversity. Eileen Zhang liked our clear calendar, but found the signs and shapes used by Westford very visual and helpful. They may be better than using colors.

Given the possible interest in Alternative Learning, Mr. McAlduff suggested that the first step be a discussion with the Senior Leadership Team (SLT) and some research (see Jan 5 DESE memo). Following that, a discussion with the ABEA at one of their monthly

meetings in June or so would be important. He felt that this could possibly be an initiative for the early part of next fall.

Mr. McAlduff commented that combining the February and April vacations into one has been an idea for many years across the state. Everywhere he has worked, it has come up but never moved forward. One of the big issues is that a vast majority of staff has school age children and live outside of the district that they work, so their schedules would be out of synch. He doesn't think combining the two weeks is a realistic option until this is taken up by the DESE and it becomes a statewide practice. That is how it has been successful in other states.

Ginny Kremer stated that public participation is asking for a shorter vacation in February or April, not the full week. She asked if that could be discussed. Marie Altieri responded that it was a good collaborative conversation with the unions but only if the state takes it up would they really support it.

The Committee agreed to continue the discussion regarding Good Friday at a future meeting.

9. Superintendent Memo

9.1. Response to Parents' Request for Review of Cul-de-Sac Bus Service

The Superintendent referred to the memo sent to the Committee yesterday in response to some families' concerns. He does not believe that a formal safety assessment as indicated in the memo is necessary at this time. Mr. McAlduff also indicated that with each new year there are some changes to bus routes and location of bus stops as the result of new students in our system. Given that we are moving to elementary level single tier bussing next year it will require a substantial review of routes and subsequently bus stops, both before and after the school year starts. Whenever a question about bus stop safety is raised, either by parents or our own staff, the Transportation Department works with the Acton Police Department's Safety Officer for guidance. He shared a Guide done by the National Center for Safe Routes to School and NHTSA. JD Head will go through this information with staff as they plan the routes next year. ~~He~~ Mr. McAlduff recommends no further action.

Mr. McAlduff said that the policy subcommittee might review the transportation policies related to the Guide and see if it makes sense to include reference to it anywhere.

Parent Jay Simon spoke from the audience. He lives on the road near Strawberry Hill in question. When the changes were made, he contacted the Transportation Office and was frustrated that he got no response for a long time. The parents used this guide when speaking with the Superintendent at their meeting. There are many children involved in this issue and he stated that, "Care must be taken not to place a higher priority over safety for efficiency." He emphasized that the guide includes all of his points.

In response to questions from the Committee about next steps, Mr. McAlduff suggested that the Committee read the guide first and create a list of specific questions. Brigid Bieber asked that when the single tier bussing routes are looked at this information is considered. Mary Brolin noted in reading the article that it talks about the bus backing up near children. If it backs up in this cul de sac, maybe it should be reconsidered.

The policy subcommittee will review these policies and corresponding procedures and report back to the School Committee.

10. **Recommendation to Approve ABRSD Purchase Cards (P-card) – VOTE – Dave Verdolino**

Clare Jeannotte and Glenn Brand discussed this possibility over the past few years and Dave Verdolino feels like it is appropriate at this time for our district. The budget subcommittee talked about it several times, and felt that it gives the district much more control over spending compared to reimbursing staff. Dave explained that once the Committee votes to approve, other procedures will be developed. No cards will be issued for purchasing until all the controls and procedures are in place. There is no cost to the district.

Angie Tso asked if other options like Paypal or other mobil apps were considered. Dave said that the district has an account with Amazon but it is not universally accepted. Currently staff has to front money for a conference on their personal credit card and then be reimbursed. Mary Brolin stated that Brandeis uses these P-Cards and they work very well.

Diane Baum moved, Angie Tso seconded and it was unanimously,
VOTED: to approve the implementation of the AB Procurement Cards.

11. **School Building Committee Update –**

Mary Brolin did this update out of order, before the Choice Hearing.

Mary Brolin will ask the School Committee to vote new members of the School Building Committee in the future, including new Superintendent Peter Light as of July 1, and possibly 2 or 3 others who she is communicating with.

- 11.1. Building Committee Meeting on 3/22/18
- 11.2. Owner’s Project Manager (OPM) Review Subcommittee Meeting on 3/27/18

12. **Town Meeting Updates**

- 12.1. Acton’s meeting began April 2
 - 12.1.1. Presentation Slides
- 12.2. Boxborough’s meeting begins May 14

13. **Kindergarten Registration Update**

Marie Altieri did this update out of order, before the Choice Hearing.

Marie reported that the lottery was done last month placing 309 children in kindergarten. 313 were projected. Only Blanchard had a lottery. Families who chose any of the 5 Acton schools got their first choice. There is a wait list of 15 Acton families requesting Blanchard right now. There is significant interest in All Day Kindergarten. The joint PTO co-chairs had many questions about hybrid classes. Marie explained this history in her memo. Over the years the district has decided not to do hybrids unless required, because it has turned into somewhat of an equity question.

14. **DRAFT 2018-2019 School Committee Meeting Calendar – Amy Krishnamurthy**

The Committee briefly discussed the proposed dates. There was agreement not to conflict with the MASC November meeting. Beth will confirm.

15. **Subcommittee Reports**

- 15.1. **Policy**
 - 15.1.1. Discipline of Students with Disabilities, File: JKF – Second Read – **VOTE** -
Dawn Bentley

Dawn Bentley reported that this policy needed to be revised following advice resulting from the District’s Coordinated Program Review. She had made a revision since the

posting removing language in the draft policy referring to preschoolers because it is not required in the law.

Amanda Bailey spoke as the Chair of the ABSpedPAC. She stated that if the district sends a student home early, it is considered a suspension, so maybe that should be included in the policy. She requested that "ECC" be added in addition to the principal. The Committee discussed these points and agreed to vote at their next meeting.

15.1.2. Minutes, File: BEDG – First Read

15.1.3. Remote Participation, File: BEDJA – First Read

15.1.4. Research Requests from Outside the District, File: NEW – First Read – *D.Bookis*

Comments should go to any member of the policy subcommittee. Mary Brolin commented that more than just the secretary should be included in the Minutes policy.

15.2. **Regional Financial Oversight Committee (RFOC)**

15.2.1. Minutes of meeting on 3/27/18

15.2.2. Recommendation to Dissolve – **VOTE** – *Mary Brolin*

Mary Brolin reported that at their last meeting, there was a recommendation that the committee be dissolved and it was unanimously approved. She referred to the Regional Agreement where it talks about this in appendix A. They feel the public isn't as concerned about this as much now, as the numbers have come closer together and it's not worth the significant time to continue to do the calculations.

Tessa McKinley moved, Brigid Bieber seconded and it was unanimously,
VOTED: to dissolve the Regional Financial Oversight Committee.

16. **School Committee Member Reports** (*oral*)

16.1. Diane Baum reported on her inspiring visit to Minuteman Tech where they laid the top beam of their new building.

16.2. Angie Tso asked if the Regional Agreement would be reviewed next year. Amy Krishnamurthy said that the Committee can decide if we want it looked at next year.

17. **Consent Agenda** – **VOTE**

17.1. **Statement of Warrants & Approval of Minutes** (*minutes next meeting*)

17.2. **Donations to our Schools** – *Bill McAlduff*

17.2.1. Cynthia J. McCarthy and Daniel McCarthy Memorial Fund grant of \$900 to the ABRHS Envirothon Student Activity Club

17.2.2. Boxborough Community Center donation of a piano valued at \$2,500 plus \$1,000 endowment for tuning each year to the Blanchard Memorial School

17.2.3. Blanchard Parents/Teachers/Friends Organization Grant of \$1,096.53 for OT Supplies

Mary Brolin moved, Tessa McKinley seconded and it was unanimously,
VOTED: to approve the consent agenda as proposed.

18. **FYI**

The ABRSC adjourned at 9:05 p.m.

Respectfully submitted,

Beth Petr

List of Documents Used: See agenda

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.

February Vacation 2019 Trip to the Mountains and Capital City of Norway

Name of teacher(s): Patricia Garrison

of students going: 8-12 # of chaperones (gender(s)): At least 2 women and 2 men.

Names of chaperones: Not able to provide all names yet. Patricia Garrison; Richard Garrison;

Date(s) of trip: February 15 (night flight) – February 24, 2019
School Time Involved: No School Time Involved.

Purpose of trip/destination and connection to curriculum (if applicable): The purpose of the trip is to inculcate the spirit, culture, and language of Scandinavia to nordic skiers from Acton-Boxborough Regional High School. Included in the trip is to learn basic Norwegian for greetings and traveling; to experience the ski culture that their sport is based on; to ski the Birkibiener Trail (famous for the escape of the first king of Norway when he was a baby); to visit museums in Oslo (Vikingship Museum, Olso City Hall for Oslo history, the Opera House, an art museum of their choosing; and to finally ski at the famous Holmenkolen from the top of the mountain into Oslo.

Have you taken this trip before? Yes, I have led the trip 4 times.

Are there any special arrangements required (such as extra insurance, ADA accommodations)? If so, explain.
No special arrangements.

Cost per Student: (Please describe how the cost is determined.): \$3,000 per skier.
Air Fare and Trains: Approximately \$1,500 per skier
Condo and Hotel: Approximately \$800
Food costs for Condo and eating out: Approximately \$600
Additional costs are totaled into the extra \$100 leftover from the total of \$3,000.

Who will pay for the trip? Parents and students

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

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

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

Other comments: Attached is the itinerary as planned. If there are minor changes, I will immediately notify Maurin O'Grady.

Approved Not Approved

Department Leader: M O'Grady Date: 5/4/18
 for Steve Martin

Approved Not Approved

Dean of Students: McGee Date: 5/4/18

Approved Not Approved

Principal: [Signature] Date: 5/4/18

Approved Not Approved

Superintendent: [Signature] Date: 5/7/18

_____ Approved _____ Not Approved

School Committee: _____ Date: _____

Revised 6/7/2016

Norway, 2019
February 15 (night of) – February 24, 2019

Goals:

- Learn about the history of Norway, its ski culture, and how skiing ties in with its history.
- Learn about the Winter Olympics history (museum in Lillehammer).
- Learn about the cultural and military history of Oslo, as capital of Norway.
- Learn about famous artists and the Vikings (Viking Museum; Edvard Munch Museum and others)
- Ski in Nordseter/Lillehammer, Norway for 4 days.
- Ski in Oslo at the famous Holmenkolen Ski Area.
- Take a dog sledding ride by trained team of professionals.
- Visit/ sightsee in Lillehammer, sight of the 1994 Olympics.
- Visit/ sightsee/ museum visit in Oslo.
- Show respect for the Norwegian culture, food, customs....behave your best and obey the Coach and chaperones about group rules.
- Rule sheet will be signed by parents and skiers at a meeting prior to leaving US.

Preparation:

- Updated Passports
- Ski equipment [skis, boots, poles, goggles for skiing while snowing]
- Clothing: winter clothing. Nice shirt and pants for eating out. No heels unless you want cold wet feet.
- Medical information
- Extra money for purchases/ dinners out/ emergencies
 - Extra costs: 2 dinners out in Lillehammer. (at least \$100)
 - 2 dinners out in Oslo. (at least \$100)
 - Cabs from Lillehammer to Nordseter(our first home) and back (4 x: about \$30 each trip)
 - Money for museums (to be determined at a group rate, prior to leaving)
 - Any food for snack; clothes; tourist artifacts.

Airline:

Icelandair (see ticket)

Dep. Logan Feb. 15, 2019; depart Rejkavik; ; arrive Oslo Feb. 16

Train to Lillehammer

Stay in Lillehammer(Nordseter) from Feb. 16 – Feb. 21

Feb. 21: train from Lillehammer to Oslo.

Stay in Oslo from Feb. 21 - Feb. 23. Leave the 24th.

Icelandair

Sunday, February 24, 2019

Dep. Oslo; depart Rejkavik; arrive Boston by 7 pm. (see ticket for exact time)

Costs Covered by the \$3,000

Flight

Trains to Lillehammer from airport; from Lillehammer to Oslo; from Oslo to airport.

Condominiums in Nordseter

Food in Nordseter for 3 meals a day other than the 2 nights out.

Hotel in Oslo at the Grand Hotel (very historic and next to Parliament)

Extra costs borne by the traveler separately; not covered in \$3,000 + (approx. \$300)

Dinners out...at least once in Lillehammer; twice in Oslo. Figure between \$40-60 per dinner per person

Cabs: Figure \$120 total.

Deadlines:

Deposit of \$1,000 due by June 2018; submit remainder by to September 1.

Total \$3,000. The cost will vary slightly depending upon uncontrolled variables like flight and food costs.

Itinerary:

Lv. Boston Friday night.

Arrive: Norway Saturday morning.

Train from airport to Lillehammer. Get taxis to Nordseter, about 15 km from Lillehammer.

Nordseter is a quiet ski village surrounded by and intertwined with ski trails from Lillehammer, Susjeon, other towns in the area. It is a Norwegian family resort/area. We do dog sledding, ski from mountain village to mountain village.

Day 1-5: We ski every day except one, when we take a bus into Lillehammer to sightsee and visit the Olympic Museum.

Train from Lillehammer to Oslo..Day 6. Settle into hotel at end of day and find a restaurant.

Day 7: Museums; sightsee. Munch Museum; Viking Ship Museum; City Hall; Old Fort.

Day 8: A) Take train to Holmenkolen...like taking the T to Boston. Ski the world famous ski trails.

This is huge. It is the heart of skiing to Norwegians.

Or

B) Have a guided tour of the old history of the importance of the Oslo waterfront in its historic survival against Sweden and Denmark

Chaperones need to be with each group.

Day 9: Train to Airport and flight home to Boston. Usually arrive 7ish. (pm)

Chaperones:

Leader: Patricia Garrison

Richard Garrison

Chaperones need to be CORI checked prior to trip.

Phones:

Will provide phone #'s prior to leaving.

Communication:

Group meeting in late January.

Will bring a laptop and try to write news every day or every other day.

Rules:

1- Treating everyone respectfully within the group and as a group toward everyone else.

2- Learn some Norwegian!!

3- Staying with the group at all times unless you talk with Coach first, especially when skiing, stay with the group. When it snows, you have difficulty seeing directions in the treeless environment, so stick together.

4-No leaving the condo or hotel without permission.

You must realize, in advance of the trip, that I don't allow groups to leave the hotel to shop alone. We are a group and it is a group trip. It is planned tightly so we can take advantage of what Norway has to offer in those two areas of Lillehammer and Oslo. You may not leave the hotel at all without it being a trip planned or ok'd by me. I reserve rooms in a very nice Oslo hotel, so you must behave accordingly. Be quiet in the hallways and be polite to the staff. This is where we can show Norwegians and other Europeans how polite, respectful, intelligent and great American teenagers are!

Memorandum

To: William McAlduff
 From: Larry Dorey
 Date: 4-20-18
 Re: Donations to benefit SHS SA

by [Signature]

[Signature]

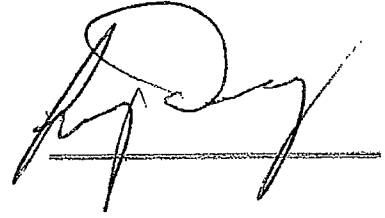
Please present to the School Committee the following donations received:

ABRHS Recipient	Donor	Amount
ABRHS Academic Decathlon Team	Massachusetts Academic Decathlon, Inc. - to be used for team trip to National Championship	\$800.00
ABRHS Science Team	Kbyte.com - to be used for team trip to National Championship	\$1,900.00

12.3.3

of

Memorandum



To: William McAlduff

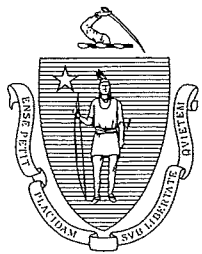
From: Larry Dorey

Date: 5-4-18

Re: The Sheth Sangreal Foundation Donation to ABRHS Academic Decathlon Team

Please present to the School Committee this donation received:

ABRHS Recipient	Donor	Amount
ABRHS – Academic Decathlon Team	The Sheth Sangreal Foundation	\$15,000.00



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

Received
5/11/18

MAURA HEALEY
ATTORNEY GENERAL

TEL: (617) 727-2200
www.mass.gov/ago

May 8, 2018

OML 2018 - 67

Acton-Boxborough Regional School Committee
c/o William H. McAlduff, Jr., Interim Superintendent
16 Charter Road
Acton, MA 01720

RE: Open Meeting Law Complaint

Dear Mr. McAlduff:

This office received a complaint from Steven Ballard on April 11, alleging that the Acton-Boxborough Regional School Committee (the "Committee") violated the Open Meeting Law, G.L. c. 30A, §§ 18-25.¹ The complaint was originally filed with the Committee on or about February 17, and you responded to the complaint, on behalf of the Committee, by letter dated March 16.² In his complaint, Mr. Ballard alleges that that Committee failed to timely create and approve its January 11 meeting minutes.

Following our review, we find that the Committee violated the Open Meeting Law in the manner alleged. In reaching a determination, we reviewed the original complaint, the Committee's response to the complaint, and the complaint filed with our office requesting further review. We also reviewed the notice and minutes of the Committee's March 1 meeting.

FACTS

We find the facts as follows. During its March 1 meeting, the Committee approved its January 11 meeting minutes and also reviewed this complaint. Between its January 11 and March 1 meetings, the Committee had held meetings on January 22; January 27; February 1, February 15; and February 28.

¹ All dates refer to the year 2018, unless otherwise specified.

² We remind the Committee that, absent an extension of time, within 14 business days after receiving a complaint the public body shall review the complaint's allegations; take remedial action, if appropriate; and send to the Attorney General a copy of the complaint and a description of any remedial action taken. G.L. c. 30A, § 23(b); 940 CMR 29.05(5).



DISCUSSION

The Open Meeting Law requires that a public body “create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.” G.L. c. 30A, § 22(a). The meeting minutes must be reviewed and approved in a timely manner. G.L. c. 30A, § 22(c). The Attorney General’s regulations define “timely manner,” as approval “within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay.” See 940 CMR 29.11. The Attorney General continues to encourage that minutes be approved at the next meeting whenever possible. *Id.*; OML 2017-133.³

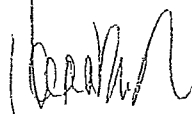
The complaint alleges that the Committee failed to approve its January 11 meeting minutes in a timely manner. In its response, the Committee concedes that it had not timely approved them, in part because of its focus on hiring a new school superintendent. Because the Committee met more than three times within 30 days following its January 11 meeting, it had 30 days, or until February 10, by which to approve those minutes. See 940 CMR 29.11; OML 2018-48. The Committee was not able to provide good cause for the delay. Accordingly, we find that the Committee violated the Open Meeting Law by failing to approve its January 11 meeting minutes in a timely manner.

CONCLUSION

For the reasons stated above, we find that the Committee violated the Open Meeting Law by failing to approve its January 11 meeting minutes in a timely manner. We order the Committee’s immediate and future compliance with the law’s requirements, and we caution that similar future violations could be considered evidence of intent to violate the law.

We now consider the complaint addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with our office or the Committee. Please feel free to contact our office at (617) 963-2540 if you have any questions regarding this letter.

Sincerely,



Hanne Rush
Assistant Attorney General
Division of Open Government

cc: Steven Ballard, Esq.

³ Open Meeting Law determinations may be found at the Attorney General’s website, www.mass.gov/ago/openmeeting.

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
DRAFT Open Meeting Minutes

Library
R.J. Grey Junior High School

August 24, 2017
7:00 p.m. Executive Session
7:15 p.m. (approximately) Open Meeting

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Deanne O'Sullivan (7:10 p.m.)
Members Absent: Tessa McKinley, Eileen Zhang
Others: Marie Altieri (left at 9:40 p.m.), Dawn Bentley, Deborah Bookis, Bill McAlduff, Dave Verdolino

1. The ABRSC was called to order at 7:00 p.m. by Chairperson Amy Krishnamurthy.

2. **EXECUTIVE SESSION**

At 7:01 p.m. Amy Krishnamurthy moved, Mary Brolin seconded and it was unanimously, **VOTED** by roll call: to convene an executive session under M.G.L. Chapter 30A, section 21 (a) purpose 2, to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

(YES: Baum, Bieber, Brolin, Krishnamurthy, Minkin, Murphy, Neville)

Followed by a second reason when

Amy Krishnamurthy moved, Mary Brolin seconded and it was unanimously, **VOTED** by roll call: to convene an executive session under M.G.L. Chapter 30A, section 21 (a) purpose 3, to conduct strategy with respect to litigation. An open meeting may have a detrimental effect on the litigating position of the Board.

(YES: Baum, Bieber, Brolin, Krishnamurthy, Minkin, Murphy, Neville)

The Chair stated that the Committee would return to open meeting at approximately 7:15.

The Committee returned to open meeting at 7:30 p.m.

3. **Chairman's Introduction**

3.1. The Committee welcomed Mr. Bill McAlduff, ABRSD Interim Superintendent.

4. **Recommendation to Approve Interim Superintendent Contract between William H. McAlduff, Jr. and ABRSD - VOTE (brought to meeting)**

Mary Brolin thanked all involved in bringing Mr. McAlduff to AB. She and Paul Murphy were at the negotiating table. Brigid Bieber helped with the Critical Shortage Waiver and Marie Altieri was very helpful with the entire process. The proposed contract includes an annual salary of \$185,000 prorated to \$156,547 for the period August 28, 2017 through June 30, 2018. Mary reviewed the contract and benefits offered, which she described as fairly standard. She welcomed questions or comments.

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

VOTED: to approved the Interim Superintendent Contract between William H. McAlduff and the ABRSD.

5. **Superintendent's Introduction**

Mr. McAlduff thanked all who welcomed him so warmly to the district. He thanked Marie Altieri in particular for her leadership and extraordinary efforts this summer.

6. **Resolution of the Release of Unredacted Executive Session Minutes – Brigid Bieber**

The investigation into the release of the unredacted confidential executive session minutes has been concluded. Brigid Bieber read the memo in the packet.

7. **Vacancy on the School Committee**

7.1. Next Steps

7.2. Unexpired Term Fulfillment Policy, File: BBBE

Since the last meeting, Kristina Rychlik submitted her resignation. Committee members praised Kristina's hard work and dedication to the district. Paul Murphy struggled with understanding the circumstances that led to her resignation and suggested that this be investigated. Brigid Bieber thanked Kristina for her years of dedication to the students and families of the community. Brigid has seldom seen anyone better prepared for meetings or who has had a better understanding of the issues than Kristina. Several members commented that people in the community don't recognize the sacrifices that it takes to work as hard as Kristina has. Brigid stated that it was unfortunate that Kristina felt that she had to resign and she will be greatly missed. Mary Brolin added that she is terribly sad to live in a community that made Kristina feel that she had to resign. The policy for fulfillment of an unexpired term and required memo to the Selectmen were shared. A meeting will be held on September 7th to fill this vacancy per the Press Release.

8. **Statement of Warrants & Approval of Minutes**

8.1. The Chair read the warrants. They were reviewed and signed by the committee members.

8.2. The minutes of 7/26/17 were approved as written.

9. **Public Participation**

A member of the public asked if the Committee would consider opening the tutor database to the substitute teachers. It used to be open to anyone, and it was too much, so it has been open only to teachers and a few students. Marie Altieri said they will look into this. There was a question about the Ethics rules and whether people could have two jobs like this.

10. **FY18 Staffing Update – Marie Altieri**

10.1. New Professional Staff

10.2. Changes in Staff

Marie stated that bringing on new educators is one of the best parts of her job. The list of new staff (32 certified) and their backgrounds is in the packet. Our staff is more mobile than it used to be. Those leaving AB are mostly due to family decisions. Much of the hiring effort happens in April and May. Elementary job openings generate 300-400 applicants per position, down from 700 applicants 5 years ago. Special Education positions are harder to fill with 12-20 applicants and often only 6-8 are fully qualified. English Language Educators (ELE) candidates are also tough to find and the District's need has grown a lot in that area.

11. **ABRSD Budget Update – Dave Verdolino**

11.1. FY17 Financial Status as of June 30, 2017 – Preliminary & Unaudited
FY18 State Budget Update

11.2. ABRSD Financial Reports as of June 30, 2017

- 11.2.1. Revenue vs Budget
 - 11.2.2. Expenses vs Budget
 - 11.2.3. Special Revenue
 - 11.2.4. Grants
- 11.3. FY18 Budget Matters
- 11.4. Presentation Slides

The Committee welcomed new Finance Director Dave Verdolino to his first School Committee meeting. He acknowledged Clare Jeannotte and the Finance Team for helping with the report. The audit was just completed and no significant findings are expected. The final report is expected in September. The District is in a sound financial position.

12. **School Building Committee Update** – *Mary Brolin, Marie Altieri, Jason Cole*

- 12.1. Educational Profile Questionnaire (EPQ) – submitted to MSBA 7/3/17
- 12.2. Online Enrollment Projection – submitted to MSBA 7/3/17
- 12.3. Next Deadline is 10/2/17 for Enrollment/Certification Executed & Maintenance and Capital Planning Information
- 12.4. Special Town Meetings in Acton & Boxborough on 12/4/17
 - 12.4.1. Funding sources
- 12.5. Building Committee Recommendation Regarding Building Option – **First Read**
- 12.6. Timeline and Outreach

Marie Altieri reviewed the memo. Slides will be posted. At this time, the proposed feasibility study will be for a twin school likely on the Gates property with preschool and K-6 on each side. The two options involved whether to include an Early Childhood Center or not in the building but the Building Committee recently voted to not include the Early Childhood Center because it would mean going from 6 school programs to 5. The Building Committee would like the School Committee to vote at their next meeting on September 7 on this decision about only moving forward with one option.

The Building Committee was thanked for meeting over the summer and working so hard to get down to one option for discussion. It will help make it easier to explain to the public heading into the Town Meetings in December for feasibility study and project manager funds. The Committee discussed how the Early Childhood Center was eliminated. Deborah Bookis stated that there was no definitive research on the topic. Teachers supported a Center, however residents did not in the survey that was done. Some members were disappointed but understood the effort that went into making the decision. The Committee will vote on this next month. This information will be shared at the next staff meeting. A significant community outreach process will need to begin that is different from the Building Committee and School Committee efforts. Marie reminded the Committee that there will still be some capital work left to do per the Capital Improvement Plan. Mary Brolin noted that Marie provided extra Enrollment data to MSBA that will be very helpful.

12.7. Building Committee Membership Update

- 12.7.1. Recommendation to Appoint Interim Superintendent Bill McAlduff - **VOTE**
- 12.7.2. Discussion of Building Committee Chairperson and possible **VOTE**
Paul Murphy moved, Brigid Bieber seconded and it was unanimously,
VOTED: to appoint Interim Superintendent Bill McAlduff to the School Building Committee

Due to Kristina Rychlik's resignation, a new Chair must be voted. Diane Baum asked if the Chair has to be a School Committee member. Mary Brolin said that she would

consider chairing as long as the public does not have an issue with a Boxborough resident chairing the Committee for an Acton building. If this becomes difficult, or an Acton resident would like to chair, Mary would be happy to reconsider. Diane Baum asked Marie Altieri if she would consider chairing as she is very knowledgeable and from Acton. Marie felt that it should be a School Committee or community member, although she and the Superintendent will happily support the committee. They considered whether to wait until a new Acton member is added to the Building Committee. It was suggested that they could have Co-Chairs, one from each town.

Brigid Bieber moved, Deanne O'Sullivan seconded and it was unanimously,

VOTED: to appoint Mary Brolin as the Acting Chair of the Building Committee with gratitude.

13. **Consideration of Stipend for Acting Superintendent – VOTE – Brigid Bieber (Marie Altieri left the meeting.)**

Brigid Bieber proposed that Marie Altieri be given a stipend for the period (39 days) that she served as Interim Superintendent. Ms. Bieber explained that during this 39 day period, Ms. Altieri had taken on the responsibilities of the Superintendent in addition to her existing responsibilities as Deputy Superintendent. It seemed only fair that she should be compensated for this additional work and level of responsibility. Ms. Bieber shared a handout with some comparable salary numbers for members to consider. She looked at the differential between Ms. Altieri's current salary and the superintendent's salary as a discussion starting point. This ranged from \$165 - \$134 a day x 39 work days = \$6,435 - \$6,163. She asked for the Committee's thoughts, given the extensive initiatives and work that Ms. Altieri handled during this period without missing a beat. She noted that this became evident to Brigid when she served as Committee Chair for 2 weeks in August while Amy Krishnamurthy was away. Ms. Bieber expressed regret that the Committee did not offer Ms. Altieri a stipend at the outset when she agreed to serve in this role.

The Committee had an extensive discussion about the appropriateness of a stipend and the amount. All members agreed that Marie had done an extraordinary amount of work all summer, and most initially agreed that compensation was warranted. In response to a question, Bill McAlduff stated that giving compensation in this type of situation is very standard practice in his experience. Marie took on all of the responsibilities of the superintendent, "making hundreds of decisions", as well as continuing all of her Deputy Superintendent responsibilities, for 39 days. It was not for a day or two, such as when a superintendent is out ill or on vacation.

Maya Minkin moved to approve the proposed stipend for Ms. Altieri for the Acting Superintendent position for \$6,435.45. Deanne O'Sullivan seconded the motion.

Paul Murphy said it was too low and moved to amend the proposal to read \$20,000 instead of \$6,000 and change. Katie Neville seconded the amended motion.

Maya felt this was too high and asked Bill McAlduff for advice. He replied that there is no standard formula other than the length of time serving in a role. Brigid Bieber stated that \$8,000 would be 5% of her current salary and \$20,000 sounds high to her for 39 days. \$8,000 - \$10,000 sounded reasonable to her.

The Committee **VOTED** Paul's amendment and it failed with 3.5 in favor (Murphy, Neville) and 12 against (Baum, Krishnamurthy, Minkin, O'Sullivan, Bieber, Brolin).

Mary Brolin moved to amend the amount to \$10,000. This was seconded by Paul Murphy.

After discussion, the Committee **VOTED** the amendment to the motion for \$10,000 and it passed with 8 in favor (Murphy, Krishnamurthy, Neville, Brolin, Bieber) and 7.5 against (O'Sullivan, Baum, Minkin).

The Committee then **VOTED** the amended motion to approve a stipend of \$10,000 and it passed with 8 in favor (Murphy, Krishnamurthy, Neville, Brolin, Bieber) and 7.5 against (O'Sullivan, Baum, Minkin).

14. **Subcommittee Reports** - skipped due to time

14.1. Budget – meeting on 7/19/17 – Brigid Bieber (*oral*)

14.2. Policy

14.2.1. 2016-2017 Policy Subcommittee Summary Report – *Brigid Bieber*

15. **School Committee Member Reports** - skipped due to time

16. **Open Meeting Law Complaints Received by the Committee**

16.1.1. From S. Ballard on 8/10/17 re statement read at 7/26/17 SC meeting

16.1.2. From S. Ballard on 8/10/17 re statement sent by chair

16.1.3. From C. Kadlec on 8/14/17 re statement sent by chair on 7/20/17

Amy Krishnamurthy informed the Committee that 3 Open Meeting Law Complaints were recently received. They have been acknowledged and will be responded to by the deadline.

17. **FYI**

17.1. Massachusetts Interlocal Insurance Association (MIIA) Rewards Program

17.2. 2017-2018 Subcommittees and Assignments – voted 8/1/17

17.3. Homework Policy IKB – voted 7/11/17

17.4. FY17 Schools Open, Back to School/Open House Dates, FY18 School Calendar

17.5. FY17 Acton-Boxborough Regional School Committee Meeting Dates

17.6. Family Financial Assistance Letter

17.7. Open Invitation for the Committee

17.7.1. ABRSD Opening Day for All Staff on August 30th at 8:00 a.m. in the High School Auditorium

The ABRSC adjourned at 10:20 p.m.

Respectfully submitted,

Beth Petr

List of Documents Used: List of Warrants, See agenda, Proposed Stipend Handout

Next Meetings:

Staff Opening Day, August 30, 8:00 a.m. in the High School Auditorium

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

ABRSC, TUES, September 19, 7:00 p.m. in the Junior High Library (packet posted Sept 15)

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

Library
R.J. Grey Junior High School

Tuesday, August 1, 2017
6:15 p.m. Open Meeting
10:00 p.m. (approximate) Executive Session

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Deanne O’Sullivan (6:20 p.m.), Tessa McKinley, Paul Murphy, Kathleen Neville, Kristina Rychlik, Eileen Zhang
Members Absent: Amy Krishnamurthy, Maya Minkin
Others: Beth Petr

1. The ABRSC was called to order at 6:17 p.m. by Vice Chair Brigid Bieber who was chairing the meeting in Amy Krishnamurthy’s absence. She announced that the meeting was being taped.
2. **Chairman’s Introduction – *Brigid Bieber***
 - 2.1. Disclosure of Appearance of Conflict of Interest Forms
<http://www.mass.gov/ethics/disclosure-forms/>
Disclosure of Appearance of Conflict of Interest Forms were submitted by Paul Murphy (who also did one for the Interim Superintendent Search Subcommittee), Kristina Rychlik, Brigid Bieber and Mary Brolin, because Marie Altieri was a finalist. Karen Sonner and Dawn Bentley also filed them for the Interim Superintendent Search Subcommittee. Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority Forms were received from David Krane, Karen Sonner, and Dawn Bentley for the Interim Superintendent Search Subcommittee.
3. **Statement of Warrants – Brigid Bieber** read the warrants and they were signed by the Committee. See list.
4. **Interim Superintendent Finalist Interviews – *Brigid Bieber***
Brigid Bieber reviewed the process. School Committee members reviewed the five interview questions and volunteered to ask them. Follow up questions for each candidate may be asked if there is time. Deanne O’Sullivan would be the timekeeper. Each candidate would be given 2 minutes for a final statement.

- 6:30 Interview with Ms. Marie Altieri

Ms. Altieri described herself as a collaborative listener and consensus builder with a varied background of experiences. She has extensive building committee experience from the last projects in the district, as well as knowledge of the budget and school state funding process due to participation with a coalition to increase that funding a few years ago. She has learned a tremendous amount from the three superintendents that she has worked for. She stressed the need for stability right now and noted that there is a great leadership team in place.

Ms. Altieri has been involved in creating two Long Range Strategic Plans for the district and each one took a big step forward to prioritize student wellness and helping kids find balance.

Setting the values of wellness, equity and engagement helps to define success not in just one venue, but in many areas (athletic, performing, etc.) Ms. Altieri spoke about encouraging all young people to find a passion and be excited about learning because this will keep them going once they leave our schools.

Increasing communication with all constituent groups is something that she is very excited about. She spoke about the need to reach out to all groups regularly to keep them informed about what is being done, not just when there is something urgent or needed. This is about building relationships and knowing what each other values. Twitter, facebook, blogs, and newsletters are all mechanisms.

Ms. Altieri referred to the cultural shift within our classrooms and community. Students are much more diverse now with many more English language learners. Teachers and administrators must study these new needs and adjust. AB's revised homework policy is a good example of this.

Assistant funding at the elementary school was given as an example of Ms. Altieri's leadership. She has been involved in the district for about 20 years. Five years ago dialogue began about this topic and she recognized that it is both a detailed issue and a big picture issue. She looked for solutions that would bring people to the table and make it work. Building principals were key and she brought them together to find a solution for all 6 schools, keeping in mind their interests, needs and values. This issue came to the School Committee meeting in June. She has led the district to solutions repeatedly including the Health Insurance Working Group which was a political issue involving 8 unions and much disagreement. This resulted in major cost savings for the town of Acton and the AB schools.

Ms. Altieri noted that the District is doing an equity audit which will lead into MTSS (Multi-tiered System of Support). This will include discussion of equity and cultural and socio economic standing. Regarding the role of transparency and trust building, she said that the district must be as transparent as possible but still protect student and staff rights. She feels that she has built very strong bridges in our community, including serving on the Acton Leadership Group (ALG) for 10-12 years, and successfully negotiating many contracts.

When asked about priority setting, and the many initiatives the district is currently involved in, Ms. Altieri said that timelines and deliverables are needed for the top priorities. The pace of change is critical – not too fast and not too slow. She is committed to implementing the work of the district and the community.

- 7:45 Interview with Mr. Bill McAlduff

Mr. McAlduff also described himself as a collaborative leader who encourages feedback and input from the various constituencies – parents, students, staff and community members, to build consensus around key decisions and recommendations that need to be made. He is not a micro-manager. He lets people do their jobs. He learns something new every day and said that that's what makes his work exciting. Given his varied experience in regional and high performing districts, he believes he has the best background. Although he is technically retired, he feels that AB would be a great opportunity.

Mr. McAlduff manages priority setting and implements change by being honest and open in all communication and dealings. Regarding district priorities, as an interim, he feels it is very

straightforward that the School Committee's priorities for this year are his priorities because the district sets the agenda.

Mr. McAlduff's focus would be on developing strong positive relationships. No matter what the issue, there is always some positive to be viewed. Trust is the key to moving forward. Five years ago, Winchester was opening a new elementary school and a complete elementary redistricting was needed. The majority of parents liked their existing school. He led the redistricting committee for 15 months including many community meetings and 16 redistricting plans that all had issues. Using this open and transparent process, a plan was brought to the School Committee and most parents supported it. The trust and integrity that he brought to this process made the plan work.

At Winchester High School, parents felt that students were under too much stress. They were beginning a new MSBA building project, so Mr. McAlduff created a task force with these parents to address these issues. By resetting the culture of the building, a new strategic plan was developed that drove how the new High School was designed. He was also Interim Superintendent at Dover Sherborn for 2 years during their Challenge Success initiative.

Managing social media is a challenge for school districts although the opportunity it provides to communicate is great. Mr. McAlduff would rely on our leadership and technical staff to advise him on the best use of social media and what is currently available to effectively communicate with the community. He noted that it is important however to realize that sometimes too much communication will cause the community ignore it. When there is an important communication it needs to be paid attention to.

As an interim superintendent, the CEO of the district, Mr. McAlduff said the job is to be sure all of the everyday procedures and requirements are being followed, including compliance and reporting. Everything that normally should be done must get done. Secondly, he would work with all of the key stakeholders to ensure that the interim year is not one where the district stands still. Priorities have been set here and he will not suggest changes simply because it is how another district does things. Once a permanent superintendent is named, an interim must work closely to ensure a smooth transition and that the permanent person is ready to go. If changes are needed during the year, however, the interim should advocate as appropriate, for solutions.

When asked what his biggest challenge at AB would be, Mr. McAlduff replied that anyone would have the challenge of getting up to speed quickly and developing good relationships with the people they have to work with. The upcoming building project has key milestones that the district will need to meet and although he has had significant experience with this, he needs to learn about AB's specific plans. He shared his experience with the Winchester High School project and the King Philip Regional community where an override passed by a large amount. The school start time initiative is something that he has not gone through, although he has been paying close attention to other districts considering this.

5. 9:00 School Committee Discussion and Deliberation

Brigid Bieber thanked the Screening Committee for a great job. Mary Brolin described the very positive reference checks that she and Diane Baum did for both finalists. The summaries were read.

Tessa McKinley summarized the discussion that she had with the Senior Leadership Team regarding the finalists. The conclusion was that both finalists have many strengths.

School Committee members agreed that Ms. Altieri and Mr. McAlduff were both very strong candidates. Comments included:

- An external person could bring an objective view to the anger in the community and new ideas. An internal person would bring familiarity with the system, larger community, politics, initiatives and priorities. Mr. McAlduff could draw on Ms. Altieri if he was in the position.
- Would Ms. Altieri end up doing a lot of the superintendent work if Mr. McAlduff becomes the interim? She has trained two superintendents already.
- There is a great leadership team in place to support whoever is appointed.
- Mr. McAlduff's experience with the MSBA process is very important, although Ms. Altieri has also had significant successful building project experience in our district, and has played a key role on the current Building Committee.
- Is the stability of an internal person and one less transition something to consider with a new Finance Director and new High School Principal in place?
- Communication skills and transparency are crucial.
- One member felt an outsider as an interim could calm the community, but another member felt this was not a compelling enough reason, given Ms. Altieri's experience and strengths. Would hiring her be a risk given that she has never been a superintendent before? On the other hand, she knows our community's expectations exceedingly well.
- One member felt the best way to win approval for the new building project would be with an experienced outsider as superintendent. Bill has this experience. Another member disagreed saying that she would be more confident about success knowing the Marie has been involved and would be leading the district.
- Some committee members expressed fear of losing Ms. Altieri if she were not given the position as she clearly wants to be Superintendent and may go elsewhere. It was agreed that that was not a good reason for making the decision.

Comments from the Public:

Amanda Bailey spoke as the AB Special Education PAC Chair, and noted that she had not heard any mention of students with disabilities or any of their issues. Inclusion takes vision. She emphasized that AB is not a K-12 district, but a preK to age 22. A homeowner spoke asking for "good solid decisions about stability" and saying that these choices have big ramifications and referring to the community's concerns, "we are not going away". Jon Benson stated that the success of prior building projects and overrides has been due to the confidence the community has in the School Committee and that should be kept in mind. This decision is only about an interim superintendent that will work for 10 months for the district. Former School Committee member Xuan Kong urged the Committee to make their decision based on what is right for the district, not what is fair to a candidate. He said that their two main issues are the Building Project and conducting a robust permanent superintendent search.

Deanne O'Sullivan moved to appoint the Acton-Boxborough Regional School District Interim Superintendent, subject to successful contract negotiations and satisfactory results of final background checks, to be William McAlduff. Eileen Zhang seconded the motion.

Tessa McKinley remarked that due to all of the discussion going on on the closed facebook page, she was feeling bullied into making a decision. She stated that Marie Altieri is 100 % qualified to be the Superintendent but Tessa does not want to be the focus of these posts. Brigid Bieber strongly urged members to ignore these comments, and stated that making a School Committee member feel intimidated is not the way to get people to do what you want.

The Committee voted on the motion:

FOR: Deanne O'Sullivan, Diane Baum, Paul Murphy and Eileen Zhang (4 Acton x 2.5 = 10 votes)

AGAINST: Mary Brolin, Tessa McKinley, Brigid Bieber, Katie Neville and Kristina Rychlik (4 Boxborough plus 1 Acton = 4 + 2.5 = 6.5 votes)

The motion was approved. All of the Committee members agreed that they would support Mr. McAlduff as the Interim Superintendent of the District.

BUSINESS

6. **Recommendation to Accept Gift from AB Soccer Boosters – VOTE** (*next meeting*)
7. **Recommendation to Accept Gifts from AB United Way – VOTE**
 - 7.1. To AB Community Education for children's scholarships
Mary Brolin moved, Paul Murphy seconded and it was unanimously,
VOTED: to Accept the Gift from AB United Way with gratitude to Bernadette Keegan and the United Way.
 - 7.2. United Way HealthyTeen Initiative Grant
 - 7.2.1. To AB Community Education Extended Day enhanced programming
Mary Brolin moved, Paul Murphy seconded and it was unanimously,
VOTED: to Accept this Gift from the United Way with gratitude.
 - 7.2.2. To the High School's AB Wellness Initiative : Because You Matter (*accepted 6/22/17*)
8. **Recommendation to Approve FY18 ABRSC Subcommittee Assignments – VOTE**
Diane Baum moved, Mary Brolin seconded and it was unanimously,
VOTED: to Approve FY18 ABRSC Subcommittee Assignments as proposed.
This was based on the discussion held at the meeting on 7/11/17.
9. **Recommendation to Approve Letter of Support for Boxborough MassWorks Grant Application – VOTE** – *Brigid Bieber*
Mary Brolin moved, Paul Murphy seconded and it was unanimously
VOTED: to approve Letter of Support for Boxborough MassWorks Grant Application
10. **Open Meeting Law Complaints – Brigid Bieber**
 - 10.1. From Allen Nitschelm on 7/31/17 re 7/26/17 School Committee meeting
 - 10.2. From Allen Nitschelm on 8/1/17 re 4/26/17 Executive SessionBrigid Bieber read the details of the two Complaints that were received. They have been sent to Counsel for assistance with the response.
11. **FOR YOUR INFORMATION**
 - 11.1. ABR High School Leadership Announcement
 - 11.2. FY17 Schools Open, Back to School/Open House Dates, FY18 School Calendar
 - 11.3. FY17 Acton-Boxborough Regional School Committee Meeting Dates

- 11.4. Family Financial Assistance Letter
- 11.5. Open Invitations for the Committee
 - 11.5.1. New Professional Staff Orientation Lunch on August 23rd at Jr High Cafeteria
 - 11.5.2. ABRSD Opening Day on August 30th at 8:00 a.m. at the High School

12. **EXECUTIVE SESSION**

At 10:48 p.m., Brigid Bieber moved, Mary Brolin seconded and it was, **VOTED** by roll call: that an executive session be convened under M.G.L. Chapter 30A, §21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

(YES: Baum, Bieber, Brolin, O’Sullivan, McKinley, Murphy, Neville, Rychlik, Zhang)

Brigid stated that the Committee would return to Open Meeting for the sole purpose of adjourning.

The ABRSC returned to Open Meeting and adjourned at 11:05 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda, list of warrants

Next Meetings:

ABRSC, Thursday, August 24, 7:00 p.m. in the Junior High Library (packet posted August 18)
ABRSC, Sept 7, 7:00 p.m.

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) WORKSHOP
DRAFT Minutes

Library
R.J. Grey Junior High School

July 11, 2017
6:00 p.m. Dinner
6:30 p.m. Executive Session
7:00 p.m. (approx.) Business Meeting
7:30 p.m. (approx.) Annual Workshop

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Kathleen Neville, Deanne O'Sullivan, Kristina Rychlik, Eileen Zhang

Members Absent: none

Others: Marie Altieri (left at 6:40 p.m. and returned at 7:13 p.m.), Beth Petr, Dorothy Presser (arrived at 7:13 p.m.)

1. The ABRSC was called to order at 6:34 p.m. by Chairperson Amy Krishnamurthy.

2. **EXECUTIVE SESSION**

2.1. At 6:35 p.m., Amy Krishnamurthy moved, Brigid Bieber seconded and it was unanimously,
VOTED by roll call: to convene an executive session under M.G.L. Chapter 30A, §21(a)(3) to consider release of minutes of the executive session held on 5/15/17 for strategy with respect to collective bargaining sessions with representatives of the employees of the Acton Boxborough Regional School District (Acton-Boxborough Education Association, Office Support Association, and American Federation of State, County and Municipal Employees) regarding health insurance benefits. (YES: Baum, Bieber, Brolin, Krishnamurthy, McKinley, Minkin, Murphy, Neville, O'Sullivan, Rychlik, Zhang)

The Chair stated that an open meeting may have a detrimental effect on the bargaining position of the Board.

2.2. Amy Krishnamurthy moved, Brigid Bieber seconded and it was unanimously,
VOTED by roll call: to convene an executive session under M.G.L. Chapter 30A, §21(a)(2) to consider release of minutes of the executive session held on 5/2/17 to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. (YES: Baum, Bieber, Brolin, Krishnamurthy, McKinley, Minkin, Murphy, Neville, O'Sullivan, Rychlik, Zhang)

2.3. Amy Krishnamurthy moved, Brigid Bieber seconded and it was unanimously,
VOTED by roll call: to convene an executive session under M.G.L. Chapter 30A, §21(a)(1) to consider release of minutes of the executive session held on 4/26/17 to consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual. (YES: Baum, Bieber, Brolin, Krishnamurthy, McKinley, Minkin, Murphy, Neville, O'Sullivan, Rychlik, Zhang)

The Chair stated that the Committee would return to open meeting at approximately 7:00 p.m.

The Committee RETURNED TO OPEN MEETING at 7:13 p.m.

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

4. **Statement of Warrants & Approval of Minutes**

4.1. Meeting of 6/22/17

The warrants were reviewed and signed by the Committee.

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

VOTED to accept the minutes of 6/22/17 as amended.

5. **Policy Subcommittee – Third Read – VOTE** – *Brigid Bieber*

5.1. Homework Policy, File: IKB

The Committee discussed the latest revision to the proposed policy. The school handbooks, instead of the policy, can address some of the points being made. It was agreed that a forum for families will be helpful to answer specific questions like the frequency of homework. Marie Altieri said that each school will probably draft their own procedures and the principals can explain this at the forum. Procedures will also be posted on their websites. The district will not write a set of procedures for K-12. Marie emphasized that the whole literacy team worked on this proposed policy for a long time. Maya Minkin added that when the policy subcommittee talked about this policy they wanted to put a stake in the ground and say that for better learning to happen, students should have better balance in their life. Social and emotional wellness is tied in with deeper learning. Mary Brolin felt that the proposal is building on the policy as is done whenever policies are revised. The Committee asked that some of the research be footnoted on the policy, if appropriate.

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

VOTED: to approve the revision to the Homework policy IKB as proposed.

6. **Open Meeting Law Complaint**

Allen Nitschelm submitted a complaint that was received on 6/26/17 regarding the Executive Session minutes of 4/26/17 and 5/2/17. The Administration will work with the Chair to respond.

7. **ANNUAL WORKSHOP**

Dorothy Presser, Field Director for the MA Association of School Committees (MASC) was welcomed as the presenter/facilitator. She noted that she is in her 20th year as a School Committee member in her community as well.

Discussion began with what makes an effective SC member. Ms. Presser referred to The Essential School Board Book by Nancy Walser as an excellent resource. District goals and the Long Range Plan can help to measure a School Committee's success because these are agreed upon for the year. It was noted that in the last revision of the Long Range Strategic Plan, there was no School Committee input and that was a sore point with members. Also the Superintendent's Goals were done in July and the plan was approved in September, so the order was wrong. The Plan should drive the goals. The goals should then drive the work in the key areas of policy, budget, and evaluation. There has to be an understanding and respect

for the roles of the School Committee and the Superintendent, so that committee decisions are supported even if they are not what an individual would have liked.

7.1. Review ABRSC Operating Protocols

Members reviewed the ABRSC operating protocols and talked about Committee concerns.

The Committee discussed how meeting agendas are created. Members liked knowing what is coming up on future agendas, but there has to be some flexibility when things change or come up unexpectedly. There should only be a couple of major items per agenda. They liked the idea of a mid-year review of what has been accomplished and what is coming up for the rest of the year. This is also helpful for the subcommittees to be prepared. Ms. Presser stated that the time to think about planning for the year is after the goals are set. Where are the actions and bench marks that need to be addressed? This also gives staff that will be presenting a heads up.

Committee members should read the packet and be prepared for meetings, although "Preparing is no small feat if you are new". Ask questions before the meeting. Do not talk among each other during the meeting. Keep the addendum to a minimum. Presentations have been too long. Members felt that slides were not needed prior to the meeting if there was a report or memo with the information already provided. Mentoring is key to getting everyone up to speed for good discussions and decision-making.

The constraints of the library meeting room, and the lack of available meeting space, were discussed. The tables and chairs are not always comfortable. Meetings/deliberations are often too long and presenters and committee members need to be more concise. Members need to listen to each other and not repeat points.

Public input and handling it consistently can be problematic. A timer could be used. It is uncomfortable when a member of the public brings up an item not on the agenda, and they are often anxious. One member stated that although the Committee cannot discuss something if it is not on the agenda, the speaker should be acknowledged and thanked and possibly be added to the next agenda. Another member disagreed saying that the public should have their concerns addressed, although sometimes it is not in the School Committee's purview. In that case, someone in Central Office could get back to the speaker. Brigid Bieber noted that there sometimes is a misperception by the public that they can come in and say whatever they like during public participation. The Committee does not have to respond when they are peppered with questions.

Sometimes members talk about their own children, or their particular school, too much, making their comments/concerns too personal. Ms. Presser said that this gives the impression that a member has only one viewpoint.

The Committee talked about subcommittees - how they are formed and the expectations for serving on them. Some members have devoted many hours to subcommittees and some have not. This may be due somewhat to unclear expectations. They may consider adding a policy per the MASC samples (Subcommittees, File: BDE and Advisory Committees, File: BDF) Charges must be defined for each subcommittee. A member stated that she cannot commit to a subcommittee without knowing first when they will meet.

Diane Baum spoke highly of the Board and Administrator publication. The July edition addresses how a group can harness social media as a positive force for being a bridge. Members agreed on the importance of understanding how to appropriately and effectively use social media. The Building Committee now has Twitter and Instagram accounts.

Marie Altieri is a huge believer in professional learning and there are resources that the School Committee can take advantage of. The annual November MASC/MASS conference is excellent and there is a budgetary line item for Committee members to attend. This would require moving the November 2 School Committee meeting.

A member requested that a protocol be added to have a statement read (in a member's absence) during a meeting. She recently learned that it had to go to the chair first.

In order to function as a body, several members stressed that once an agreement is reached by the Committee, all members must support it in public.

Members discussed what they need to start doing, stop doing, and continue doing.

Ms. Presser suggested that members watch a School Committee meeting tape and observe how it progresses. There is a lot of repetition and not moving the meeting along that could be improved. She suggested everyone make a personal list of what they will work on.

7.2. Subcommittee Structure and Assignments – *(vote at future meeting)*

7.2.1. 2016-2017 Subcommittees and Members

Some changes were suggested. It will be reviewed and voted on at next meeting.

7.3. Discussion of Potential School District / School Committee Areas of Focus for 2017 – 2018 – Due to the hour, this item will be taken up at the meeting on August 1st.

7.3.1. Superintendent Search

7.3.2. School Building Projects

7.3.3. School Start Times

7.3.4. High School and Jr High Schedules

7.3.5. Updated Homework Policy/Forum

7.3.6. Challenge Success/Wellness Committee

7.3.7. MTSS

7.3.8. Culture and Climate Survey

7.3.9. Consolidation of Before/After School Funding

7.3.10. New: Long-term Sustainability of Salaries

7.4. Open Meeting Law Q and A at <http://www.mass.gov/ago/government-resources/open-meeting-law/open-meeting-law-mgl-c-30a-18-25.html>

8. **FYI**

The ABRSC adjourned at 11:09 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: See agenda

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

Library
R.J. Grey Junior High School

June 30, 2017
1:00 p.m.

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy (left at 2:50 p.m.), Kathleen Neville, Kristina Rychlik, Eileen Zhang
Members Absent: Deanne O’Sullivan
Others: Beth Petr, members of the public

1. The ABRSC was called to order at 1:04 p.m. by Chairperson Amy Krishnamurthy.

2. Chairperson’s Introduction – Amy Krishnamurthy

2.1. Acting Superintendent is in place as of July 1, 2017

2.2. Purpose for this special meeting

Amy Krishnamurthy stated that the meeting was being taped and broadcast live by Acton TV. She stressed that she wanted to be very clear to the citizens of Acton and Boxborough and the staff of the school district, that the School Committee is 100% committed to an open, honest, fair and transparent process to choose an interim and a permanent superintendent. She stated that the School Committee has made no decisions and they are not locked into any one candidate or individual. As Chair, she will not allow any individuals or groups to try to manipulate the process to influence either for or against any candidate. She said that everyone was there because they are passionately dedicated to our students, school district and towns and asked for a respectful and civil exchange of ideas.

The public was reminded that the 2 minute limit for comments would be strictly followed.

3. Public Participation

A member of the public referred to the events of the past few months and encouraged the Committee to consider what the community wants and how they got to this point. She stated that surveys often go just to school parents but there are many other people’s opinions to also consider.

4. Search Process Questions and Concerns – Amy Krishnamurthy

4.1. From a School Committee Member

An email regarding impropriety in the search process was sent to the Committee by one of its members. The document contained a number of inaccuracies. At the advice of the Massachusetts Association of School Committees (MASC) and the District’s counsel, the Chair decided to publicly explain and correct some of the inaccuracies. The email would be posted with the materials after the meeting.

Diane Baum stated that she wrote the email. She reiterated her comments from previous school committee meetings that she disagrees with spending time and money to search for an interim superintendent if School Committee members feel that there is a very qualified internal candidate. During the 2014 search this person was the number 2 person for the job because the School Committee thought she was outstanding. Diane was concerned now about possible conflicts of interest. Diane’s second question was about the community letters sent to School Committee in support of the internal candidate. Lastly, Diane expressed concern that she felt that the School Committee was trying to take control of the process from the Interim Superintendent Search Subcommittee. She asked why the Committee would question a decision made by the Interim Superintendent Search Subcommittee to make the administrators voting members instead of serving in an advisory role. Diane wanted to protect the process so when it is completed, no one can criticize it.

In response to the addition of a community letter to the meeting materials, the Committee discussed when an item may be added to a posted meeting agenda within the 48 hour requirement. Amy also explained that the ABEA contract required a representative on the search committee and that was added the day of the meeting because that is when she learned about the requirement. Given that the search was in progress, the vote needed to be taken.

Paul Murphy emphatically stated that he does not know who the right person is for this position yet and he intends to go through the process with an open mind.

Kristina Rychlik wanted to correct the comment about Marie Altieri allegedly being involved in the selection process as a possible candidate. Kristina stated that Marie is not part of the search process. She has recused herself when it has come up. Regarding a comment about School Committee members being close friends with Marie, Kristina referenced a January 25, 2014 Beacon article about the last Superintendent decision that mentions members being friends with Marie. Kristina pointed out that the current members that were on the School Committee in 2014 were Paul Murphy, Deanne O'Sullivan, Kristina Rychlik, Brigid Bieber and Mary Brolin, not nine people. Kristina described how many people consider Marie a professional friend, by way of being on community committees, PTO, and School Committee, not necessarily a social friend. She concluded by clarifying that the 3 School Committee members on the 2014 search committee were Kristina, Brigid and Mike Coppolino. Brigid Bieber and Mary Brolin also related how they have worked with Ms. Altieri for many years as School Committee and community members. To remove any doubt, Brigid stated that she has done the Ethics training (as required for all members and staff) and filed a Disclosure of the Appearance of a Conflict of Interest form with the School Committee Secretary.

Katie Neville stressed that committee members need to be mindful of emails that they send, particularly when they contain significant inaccuracies. Eileen Zhang and Paul Murphy described the urgency that surrounded establishing the search subcommittee and moving forward. The language and timeline were drafts and being revised. Paul appreciated when two members of the administrative team offered to help with the search. He apologized to the Acton Boxborough Education Association (ABEA) that he didn't realize their representation was in the contract. Amy asked him to hold this discussion until item 5 on the agenda.

Maya Minkin reminded the School Committee that these issues are messy and in their attempt to be transparent and open, inadvertent mistakes might be made. Kristina Rychlik asked the Committee to better focus on the work ahead, and while they can't control the cyber bullying, they can control comments from each other. To correct the letter, she stated that Marie Altieri received a Masters degree in 2014 from Boston University and her research paper was on Start Times.

Diane stressed that the inaccuracies were not the intent of her letter and that the intent was to emphasize a fair and open process. Amy Krishnamurthy agreed with Diane's comment. Diane will address her inaccuracies in a public document. The Open Meeting Law requirements that must be followed by all members were stressed and resources offered by the Attorney General's office were publicized.

Brigid Bieber stated that all they can do as a School Committee is to do their job as best they can. Their three jobs are Policy, Budget and Hiring the Superintendent. If they make mistakes, they must own up to them. She suggested the process be slowed down although there are so many items on their upcoming workshop list. Another community member wanted them to speed it up. The public needs to realize that half of the public will love what is done and half will hate it.

4.2. From a member of the public

4.3. Open Meeting Law Complaint received 6/29/17

The Committee discussed these two items and whether they should both go directly to school counsel for comment. Mary Brolin felt that the email letter was different from the Open Meeting Law complaint and she didn't want to spend money on legal advice for that one at this time. Members agreed that the points made in

the email could be explained. One consideration was that the meeting on June 22, 2017 was on the last day of school with about one week left in the school year. There were a number of items that they were trying to conclude, making the meeting go late.

A member of the public spoke from the audience to say there are many people in both Acton and Boxborough who think the Committee is doing a good job. She stated that there are currently 1,205 members on the closed facebook page that seems to be attacking the Committee and that is only about 4% of the AB community. She stated that of the 1,205 people, only 57 have posted recently.

Diane Baum said that she is a passive member of the facebook group because she wants to know what people are thinking and it is the Committee's job to cultivate civic engagement. Other committee members stressed that factual accuracy is essential because that is how untruths and rumors get started. Several committee members stated that as a result of some of the facebook members' speculation and comments, their reputations have been attacked and hurt.

Paul Murphy left the meeting at 2:50 p.m. due to another commitment.

Another member of the public came to the meeting to show her support for the School Committee "in the face of these terrible public attacks." She stated that all voices are needed, but to hide behind a keyboard and spread such disrespectful comments and untruths was not right. Another member of the public said that this was happening because of the conditions under which Dr. Brand left and the lack of clear explanations. He encouraged the Committee to support the current Deputy Superintendent as their interim and start building community support for the upcoming Building Projects. A third community member asked the public to be patient with the School Committee because they are an elected representative body. She added that there are plenty of opportunities to engage in civil discourse and no one should hide behind a closed facebook group.

5. Interim Superintendent Search Subcommittee Update

(Chair: Paul Murphy, Diane Baum, Tessa McKinley, Deanne O'Sullivan, Eileen Zhang, Karen Sonner, Dawn Bentley, David Krane)

5.1. Position Posted 6/26/16 – 7/10/17

5.2. Search Timetable – may still be up for discussion

5.3. Possible **VOTE** to add Karen Sonner as the Acton Boxborough Education Association (ABEA)

Representative to the Interim Search Subcommittee and to confirm voting rights (*per Paul*)

Amy Krishnamurthy stated that this item would be to confirm voting rights for all members on the subcommittee. She asked Andrew Shen to describe the 2014 search that he and Brigid Bieber co-chaired. He said the search was to screen the applicants and decide who to pass up for the School Committee to decide on. The practice has been to identify stakeholders who are involved, including School Committee members, administrators, elementary and JH/HS staff, Special Education PAC rep and parents/guardians and they were all voting members. That was for the permanent superintendent search and consistent with other district searches that he has been involved in. Regarding whether or not there is a conflict of interest concern, because these members don't decide on the final person, he does not see it as a conflict. It also assumes people on the search are of integrity and would evaluate objectively. People on the screening committee should have a legitimate voice and be able to vote in Andrew's opinion. There was some concern that Paul Murphy and Deanne O'Sullivan, both members of the search committee, were not there.

A decision on voting members needed to be made before the next subcommittee meeting, although there was a question about how definite the timeline was. Members were mixed about whether to continue on the current pace (vote right away) or slow down and think the issue through again. Katie Neville wanted to firm up the subcommittee so meetings could be scheduled. Mary Brolin suggested voting to add Karen Sonner but postpone the voting rights question. Several members felt strongly that everyone on the search committee should have voting rights. It was not the sense of the Committee to wait until July 11 to vote.

Mike Balulescu, Co-President of ABEA with Karen Sonner, reiterated that having an ABEA member on the subcommittee is per the contract, and it assumes a right to speak up. Delaying the vote creates the impression that the School Committee is not taking this issue seriously in his opinion. He understands the abundance of caution being voiced by Brigid, but stressed that the appointment of this vote of a member is contractual. Making it nonvoting would break long standing tradition with the ABEA.

Diane explained that as a subcommittee, in an open meeting, they made a decision in good faith to make David Krane and Dawn Bentley consulting members only and the two administrators agreed. She was open to discussing whether or not to make everyone a voting member, and acknowledged that the ABEA representative was an oversight. There was still some dissent within the Committee regarding protecting the process, and a concern that Deanne and Paul were missing. Diane and Brigid wanted to delay the decision until July 11.

It was suggested that Karen Sonner could be voted on as a new voting member of the subcommittee and a later vote could be taken on the other two members at the next meeting. The point was made that the Committee needed to let teachers know they are honoring the ABEA contract. Brigid thought this made sense but wanted to be sure the second part was considered again. It was recorded that the two members did not object at the last meeting, but there had been some conversation later. Eileen Zhang agreed. Amy Krishnamurthy advocated strongly for voting them now as voting members.

The Committee briefly discussed that because one staff member works with a possible candidate, it should not disqualify them from objectively serving on the search committee. Kristina Rychlik added that the subcommittee needs someone from the Central Office involved because they know the role and how it functions. She felt the group was a perfect representation for this search subcommittee.

Tessa McKinley **MOVED**: to accept Karen Sonner as a voting member of the Interim Superintendent Search Subcommittee (ISS) and to make the other two members of the ISS voting members as well. Tessa revised her motion to read that all members will be voting members. Katie Neville seconded the revised motion and it was **VOTED** and unanimously approved.

6. Permanent Search Process Update (*note: committee has not formed yet*)

6.1. Call for volunteers will be in late August/early September

Amy Krishnamurthy does not want to reach out for volunteers while many are on vacation so they will wait until after the summer for this step.

The ABRSC adjourned at 4:00 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

NEXT MEETINGS:

Tuesday, July 11 – School Committee Summer Workshop (time and location TBD)

Tuesday, August 1 – School Committee Meeting (7:00 p.m. in the Jr High Library)

Thursday, August 24 – School Committee Meeting (7:00 p.m. in the Jr High Library)

Thursday, September 7 – School Committee Meeting (7:00 p.m. in the Jr High Library)

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

TO: Acton Boxborough Regional School Committee Members

FROM: Beth Petr, Executive Assistant to the School Committee

DATE: May 11, 2018

RE: Annual Summer Workshop

Since your last meeting, I surveyed those of you who will be staying on the Committee regarding your availability for the Annual Summer Workshop. I also asked the 3 candidates from Boxborough who will be voted on at their election on May 22.

The best evening, at this time, would be **Monday, July 16, 2018**. Unfortunately, one member will not be available, although they are a veteran committee member. Of the 15 other evenings that I asked about, one member could also not attend on Tuesday, July 31 however that was a new member. The remaining dates all had 2 or 3 members not available.

If it makes sense, please pencil in Monday, July 16th evening for the workshop and the Committee can confirm that date at the new Boxborough members' first meeting on June 7th.



Acton-Boxborough Regional School District

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

Finance Department
David A. Verdolino, Director
(978) 264-4700
dverdolino@abschools.org

To: School Committee
From: Dave Verdolino
Re: Reports Received
Date: May 17, 2018

Members:

I am in receipt of the following reports by Powers & Sullivan, CPSs –

1. Report on Applying Agreed-Upon Procedures over Compliance Applicable to Massachusetts School Districts' End-of-Year Financial Report
2. Report on Applying Agreed-Upon Procedures in Relation to the R. J. Grey Junior High School Student Activity Funds

Here is a summary of the contents of these reports –

- Both reports cover the year ended June 30, 2017
- The engagements (called “fieldwork”) typically occur well after the auditors’ report on financial statements for the same period; for these two reports, the fieldwork (coinciding with the reports’ effective dates) concluded on February 2 and February 20, respectively.
- Both reports reflect “agreed-upon procedures”, which constitute a level of professional service significantly different from an audit; that distinction is made clear in the reports.
- Report #1 (per above) contains a single “matter” (versus a “finding” - another noteworthy case of semantics) regarding the District’s not charging a restricted indirect cost rate to grants. The engagement partner told me that DESE required that perfunctory language when district’s did not do so (which is not a required protocol).
- Report #2 contains several schedules reflecting the Junior High School’s student activity balances and financial transactions relating to FY2017. Additionally, this report outlines the specific procedures that were undertaken and, in some cases, comments upon suggested recommendations, which we will consider and implement as appropriate.

In summary, I believe both of these reports reflect well upon the individual employees involved, and I have accordingly expressed a “well done” to them. Of particular note is Business Coordinator Tom Blondin, who was the district’s liaison for both engagements.

Please let me know if you have any questions or desire additional information.

Powers & Sullivan, LLC

Certified Public Accountants



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, 2017

**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, 2017**

TABLE OF CONTENTS

	Page
Independent Accountants' report on applying agreed-upon procedures over compliance applicable to Massachusetts School Districts' End-of-Year Financial Report	1
Other Matter	2



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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 Honorable 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, 2017. 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.

The other matter that accompanies this report represents additional information required by the DESE.

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.

February 2, 2018

Other Matter

Indirect Cost Rate

Specific Requirement #12c requires us to determine if the District charged a restricted indirect rate to grants. While completing this requirement, we noted that the District did not charge a restricted indirect rate to grants.

Powers & Sullivan, LLC

Certified Public Accountants



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

YEAR ENDED JUNE 30, 2017

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
REPORT ON APPLYING AGREED-UPON PROCEDURES
IN RELATION TO THE R. J. GREY JUNIOR HIGH SCHOOL
STUDENT ACTIVITY FUNDS

JUNE 30, 2017

TABLE OF CONTENTS

Independent Accountants' Report on Applying Agreed-Upon Procedures	1
Student Activity Schedules	2
Schedule of Student Activity Balances – Cash Basis	3
Schedule of Activities – Cash Basis	4
Schedule of Support, Receipts and Disbursements – Cash Basis	5
Schedule of Comments	6

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES IN RELATION TO THE R.J. GREY JUNIOR 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 R. J. Grey Junior High School student activity funds for the period July 1, 2016 through June 30, 2017. 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 20, 2018



Student Activity Schedules

SCHEDULE OF STUDENT ACTIVITY BALANCES - CASH BASIS

JUNE 30, 2017

ASSETS

CURRENT ASSETS

Cash and cash equivalents.....	\$ <u>71,172</u>
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STUDENT ACTIVITY BALANCES

7 & 8 RJG Funds.....	\$ 1,675
Arts Happening.....	88
ASHA.....	121
Chinese School.....	152
Civics Club & DC Trip.....	14,434
End of the Year Event.....	10,519
Field Trip Excess.....	2,220
7 Gold Field Trips.....	565
7 Green Field Trips.....	259
7 Orange Field Trips.....	57
7 Red Field Trips.....	483
8 Gold Field Trips.....	609
8 Green Field Trips.....	77
8 Orange Field Trips.....	274
8 Red Field Trips.....	745
Challenger Center.....	3,129
S.S Theatre.....	65
Fit Club.....	71
Green Team Club.....	329
Interest and Charges.....	104
MathCounts.....	332
Ski Club.....	6,266
Speech Club.....	3,776
Stage Works (Drama Club).....	3,105
Commissions Received.....	6,000
Student Council.....	7,982
Take Action.....	1,241
Volleyball.....	464
Year Book.....	<u>6,030</u>

TOTAL STUDENT ACTIVITY BALANCES.....	\$ <u>71,172</u>
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SCHEDULE OF ACTIVITIES - CASH BASIS

YEAR ENDED JUNE 30, 2017

Receipts:	
Student activities.....	\$ 129,137
Disbursements:	
Student activities.....	<u>107,172</u>
Increase (decrease) in student activity balances.....	21,965
STUDENT ACTIVITY BALANCES AT BEGINNING OF YEAR.....	<u>49,207</u>
STUDENT ACTIVITY BALANCES AT END OF YEAR.....	<u>\$ 71,172</u>

SCHEDULE OF SUPPORT, RECEIPTS AND DISBURSEMENTS - CASH BASIS

YEAR ENDED JUNE 30, 2017

	Beginning Balances	Receipts	Disbursements	Transfers In (Out)	Receipts Over (Under) Disbursements	Ending Balances
7 & 8 RJG Funds.....	\$ 828	\$ -	\$ 499	\$ 1,346	\$ 847	1,675
7 Orange Fundraising.....	10	300	300	(10)	(10)	-
7 Red Fundraising.....	500	-	-	(500)	(500)	-
Arts Happening.....	58	1,230	1,200	-	30	88
ASHA.....	121	-	-	-	-	121
Blueprint.....	526	-	-	(526)	(526)	-
Chinese School.....	401	-	249	-	(249)	152
Civics Club & DC Trip.....	584	14,250	400	-	13,850	14,434
Coats for Kids.....	250	-	-	(250)	(250)	-
End of the Year Event.....	8,482	31,228	29,191	-	2,037	10,519
Field Trip Excess.....	45	2,220	45	-	2,175	2,220
7 Gold.....	890	2,869	3,194	-	(325)	565
7 Green.....	166	887	794	-	93	259
7 Orange.....	2	45	-	10	55	57
7 Red.....	483	-	-	-	-	483
8 Gold.....	2,351	1,010	2,752	-	(1,742)	609
8 Green.....	36	6,253	6,212	-	41	77
8 Orange.....	652	4,473	4,851	-	(378)	274
8 Red.....	18	2,967	2,240	-	727	745
Challenger Center.....	3,464	11,510	11,846	-	(382)	3,129
S.S Theatre.....	109	2,726	2,770	-	(44)	65
Fit Club.....	126	200	256	-	(56)	71
Girl- Up.....	1,287	-	1,287	-	(1,287)	-
Green Team Club.....	378	-	49	-	(49)	329
Interest and Charges.....	17	108	21	-	87	104
MathCounts.....	600	5,435	5,703	-	(268)	332
PTSO.....	70	-	-	(70)	(70)	-
Ski Club.....	4,530	14,171	12,435	-	1,736	6,266
Ski Trip.....	521	-	521	-	(521)	-
Spanish Club.....	-	2,589	2,589	-	-	-
Speech Club.....	126	7,244	3,693	-	3,651	3,776
Stage Works (Drama Club).....	2,375	1,611	881	-	730	3,105
Bullying.....	23	-	23	-	(23)	-
Commissions Received.....	4,000	2,000	-	-	2,000	6,000
Student Council.....	4,385	9,061	5,454	-	3,597	7,982
Take Action.....	1,319	-	78	-	(78)	1,241
Volleyball.....	464	-	-	-	-	464
Year Book.....	9,011	4,760	7,741	-	(2,981)	6,030
Totals.....	\$ 49,207	\$ 129,137	\$ 107,172	\$ -	\$ 21,965	\$ 71,172

SECTION I - ADMINISTRATION**Review School Committee Policies and Procedures**DESE Guideline

The School Committee should adopt policies and procedures for the creation, operation, control and public reporting of student activity accounts. These policies should be reviewed periodically and amended when necessary. The accounts by statute are the responsibility of the school principal and thus it is the direct responsibility of the principal to ensure that the statute, School Committee policies, and administrative procedures are fully adhered to in all aspects of operating student activity accounts.

Agreed Upon Procedures

1. Inquire and obtain evidence suggesting that policies have been adopted by the School Committee.
2. Review formal policies and procedures and determine if they are effective; consider the following:
 - a. Policies must require adequate internal control to ensure protection of student monies.
 - b. Policies must be complete and satisfy Massachusetts General Law (M.G.L).
 - c. Policies must only govern student activity money and not money that is governed under other MGL.
 - d. Procedures should be developed that support policy and provide for segregation of duties.
 - e. Policies and procedures must be updated when applicable.

Comment

Acton Boxborough Regional School District's School Committee has established policies and procedures related to Student Activity funds to ensure compliance with M.G.L. These policies were voted and approved by the School Committee. We recommend that the policies be updated and expanded to address the following topics:

- The policy does not address how student travel related to student activities should be authorized and accounted for. The DESE Guidelines recommend policies specifically related to student travel to ensure that student activity funds are properly expended and accounted for.

SECTION III. - GENERAL OPERATING PROCEDURES**Bank Reconciliations**DESE Guideline

Bank reconciliations must be done at least quarterly (preferably monthly). A copy of the bank reconciliation should be sent to the School Business Administrator, School Committee, student officers, and District Treasurer. Sign-offs must be performed by preparers and reviewers.

Agreed Upon Procedures

Through inquiry, observations, and review of sample bank reconciliations, determine if bank reconciliations are prepared at least quarterly and sent to the appropriate parties for review; and that signoffs by both preparer and reviewer and are included in the process.

Comments

While bank reconciliations are performed monthly and sent to the Finance Department for review, they are not signed off on by either the preparer or the reviewer. We recommend this practice be put into place.

SECTION IV. – REVENUE, RECEIPTS AND DEPOSITS**School Deposits**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.

Agreed Upon Procedures

Make a sample selection of receipts to test. This sample population should be a representative sample of receipts that are made from the school deposit slips. Upon determination of the samples to be tested, perform the following procedures on each sample:

1. Was a pre-numbered receipt used?
2. Were the funds remitted within twenty-four hours or within the next business day (if a weekend day) to the principal's office?

Comments

- It is in the School Committee policy that pre-numbered receipts be used. When this process is not feasible, the DESE deems it reasonable to have two people count and turnover the cash and sign off on the process. Out of the 25 transactions that were selected for testing, we noted that none of the receipt transactions were supported with a pre-numbered receipt or evidence that two people received, counted, and signed off on the collection of the funds.
- Due to the lack of documentation regarding pre-numbered receipts or another form of documentation regarding when the funds were collected, we were unable to determine the timing between when the funds were collected and when they were turned over to the principal's office for 6 out of the 25 transactions selected for testing.
- For 18 out of 25 of the transactions selected for testing, we were provided with evidence as to when the funds were collected by the advisor; however, these funds were not turned over to the principal's office within 24 hours of being collected.

Office of the Superintendent
Acton-Boxborough Regional Schools
978-264-4700, x 3206

TO: All Staff and Families
FROM: Bill McAlduff, Interim Superintendent of Schools
DATE: May 11, 2018
RE: **DISMISSAL TIMES for LAST DAY of School - Wednesday June 27, 2018**

Dismissal times for Wednesday, June 27, 2018:

10:45 a.m. - Raymond J. Grey Junior High School

10:45 a.m. - Acton-Boxborough Regional High School

12:20 p.m. - Conant, McCarthy-Towne & Merriam Schools (including ½ Day K)

1:00 p.m. - Blanchard, Douglas & Gates Schools (including ½ Day Kindergarten)

11:25 AM - Carol Huebner Early Childhood Program-Boxborough Site

11:30 AM - Carol Huebner Early Childhood Program-Acton Site

For both sites, no PM sessions will be held

On Wednesday, June 27, elementary schools will follow the regular Thursday early dismissal schedule.

The Junior High will have its end of year assembly on June 27 at the High School. Buses will transport Junior High and High School students from the High School at dismissal time on June 27.

In addition, please note that High School students will be dismissed at 10:45 a.m. after final examinations on June 20 through June 26.

Buses will be provided to transport High School students home at 10:45 a.m. on June 20 through June 26.

Lunch will not be available from the High School Cafeteria starting June 20. High School students will need to make a request at the High School Office and lunches will be sent down from the Junior High School.

NOTE: Breakfast and Lunch will be sold daily from 9:00 -11:30 a.m. in the High School Cafeteria again this summer from Thursday, June 28 – Wednesday, August 8 (closed on July 4th). For students who currently receive free or reduced lunch, their eligibility continues through the summer. For more information, contact Food Services Director, Kirsten Nelson at 978-264- 4700 x3221 or knelson@abschools.org.

Actual Acton-Boxborough Grade K-6
May 1, 2018

15.4

Grade	Blanchard			Total	Conant			Total	Douglas			Total	Gates			Total	McCarthy			Total	Merriam			Total	#Sec	Avg. Size			
	ADK	AM			ADK	AM			ADK	AM			ADK	AM			ADK	AM			ADK	AM							
		60	21			41	20			20	19			21	20			40	38			39	20						
K	20	21	19	21	81	20	21	20	61	20	19	39	20	21	41	20	20	19	19	78	21	18	20	59	359	17	21.1		
				15				3				1			1				0				1		21				
Gr. 1		21	20	19	60	19	19	19	57	22	22	44	20	18	20	58	21	22	21	64	21	21	21	63	346	16.5	21.0		
				18				1				0			2				1				1		23				
Gr. 2		21	20	20	62	21	23	44	22	23	22	67	20	22	22	64	23	22	22	67	22	21	23	66	370	16.5	22.4		
				3				1				0			4				3				2		13				
Gr. 3		20	18	18	56	24	23	47	24	24	22	70	23	24	25	72	24	24	24	72	24	24	25	73	390	17	22.9		
				12				1				4			2				3				1		23				
Gr. 4			25	25	50	24	24	25	73	25	24	24	73		25	25	50	25	24	25	74	23	24	24	25	96	416	17	24.5
				5				3				0			0				3				3		14				
Gr. 5		25	23	23	71	24	24	24	25	97	22	25	24	71	24	24	48	23	23	23	69	24	24	24	72	428	18	23.8	
				13				1				0			2				3				2		21				
Gr. 6		25	26	25	76	23	23	23	69	24	24	23	71	23	23	23	69	23	22	23	68	25	22	24	71	424	18	23.6	
				9				2				1			0				3				1		16				
				75				12				6			11				16				11		131				
Total		21	21.7		456	20	22.2		444	19	23.6		448	18	22.3		402	22	22.4		493	22	22.7		500	2733	120	22.8	

75 Acton residents attend school in Boxborough

56 Boxborough residents attend school in Acton

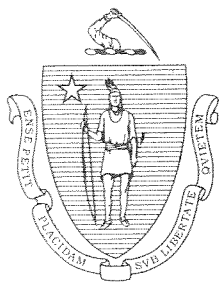
ACTON-BOXBOROUGH REGIONAL SCHOOLS 2017-2018

Levels	Sep. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1				Mar. 1				Apr. 1				May 1							
	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot				
Pre-school	89	21	2	112	84	25	2	111	85	25	2	112	95	27	2	124	95	26	2	123	96	28	2	126	97	28	2	127	101	28	2	131	100	28	2	130				
Preschool Total	89	21	2	112	84	25	2	111	85	25	2	112	95	27	2	124	95	26	2	123	96	28	2	126	97	28	2	127	101	28	2	131	100	28	2	130				
K	283	66	5	354	282	67	3	352	286	66	3	355	286	66	4	356	287	66	4	357	288	66	4	358	286	66	4	356	286	69	4	359	284	71	4	359				
1	296	41	5	342	295	41	7	343	296	41	7	344	295	41	7	343	294	41	7	342	293	42	6	341	295	42	6	343	296	43	6	345	296	44	6	346				
2	298	63	3	364	297	65	3	365	299	65	3	367	298	64	3	365	296	64	3	363	294	67	3	364	294	67	3	364	295	68	3	366	298	69	3	370				
3	334	50	5	389	330	52	6	388	329	52	6	387	328	52	6	386	328	52	6	386	331	53	6	390	330	53	6	389	328	54	6	388	330	54	6	390				
4	361	48	7	416	356	50	9	415	357	50	9	416	358	50	9	417	358	50	9	417	360	50	8	418	360	50	8	418	358	50	8	416	358	50	8	416				
5	355	59	8	422	354	58	8	420	354	59	8	421	356	60	8	424	356	60	8	424	358	62	8	428	358	62	8	428	359	62	8	429	358	62	8	428				
6	347	66	8	421	339	69	12	420	339	69	12	420	340	68	12	420	340	68	12	420	342	67	12	421	341	68	12	421	343	69	12	424	344	68	12	424				
Elem Sub Total	2274	393	41	2708	2253	402	48	2703	2260	402	48	2710	2261	401	49	2711	2259	401	49	2709	2266	407	47	2720	2264	408	47	2719	2265	415	47	2727	2268	418	47	2733				
OOD Pre K-6	16	3	3	22	17	3	0	20	17	3	0	20	17	3	0	20	19	4	0	23	20	4	0	24	20	4	0	24	20	3	0	23	20	4	0	24				
Elem. Total	2290	396	44	2730	2270	405	48	2723	2277	405	48	2730	2278	404	49	2731	2278	405	49	2732	2286	411	47	2744	2284	412	47	2743	2285	418	47	2750	2288	422	47	2757				
7	407	71	8	486	407	72	7	486	410	73	7	490	411	72	7	490	411	69	6	486	411	69	6	486	411	68	6	485	410	68	6	484	411	67	6	484				
8	405	68	5	478	406	67	5	478	405	67	5	477	405	66	5	476	406	65	6	477	406	66	5	477	406	66	5	477	407	67	5	479	408	67	5	480				
J.H.S. Total	812	139	13	964	813	139	12	964	815	140	12	967	816	138	12	966	817	134	12	963	817	135	11	963	817	134	11	962	817	135	11	963	819	134	11	964				
9	349	76	4	429	348	75	4	427	347	75	4	426	348	75	4	427	347	75	4	426	348	74	4	426	348	74	4	426	348	74	4	426	347	74	4	425				
10	367	77	7	451	365	75	7	447	365	76	7	448	364	76	7	447	363	77	7	447	362	76	7	445	361	77	7	445	360	77	7	444	359	77	7	443				
11	415	74	8	497	422	70	9	501	420	70	9	499	421	72	9	502	424	70	9	503	422	70	9	501	425	70	9	504	425	70	9	504	426	70	9	505				
12	372	81	9	462	367	76	9	452	368	76	9	453	367	75	9	451	366	74	10	450	367	74	9	450	366	74	9	449	365	74	9	448	365	74	9	448				
9-12 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P.G.	1	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.S. Total Secondary Total	1504	308	29	1841	1502	296	29	1827	1500	297	29	1826	1500	298	29	1827	1500	296	30	1826	1499	294	29	1822	1500	295	29	1824	1498	295	29	1822	1497	295	29	1821				
2316	447	42	2805	2315	435	41	2791	2315	437	41	2793	2316	436	41	2793	2317	430	42	2789	2316	429	40	2785	2317	429	40	2786	2315	430	40	2785	2316	429	40	2785					
OOD 7-13	58	12	0	70	60	12	0	72	59	12	0	71	59	12	0	71	60	12	0	72	56	11	0	67	55	11	0	66	54	11	0	65	51	10	1	62				
Reg. Total	2374	459	42	2875	2375	447	41	2863	2374	449	41	2864	2375	448	41	2864	2377	442	42	2861	2372	440	40	2852	2372	440	40	2852	2369	441	40	2850	2367	439	41	2847				
Preschool Total	89	21	2	112	84	25	2	111	85	25	2	112	95	27	2	124	95	26	2	123	96	28	2	126	97	28	2	127	101	28	2	131	100	28	2	130				
Elem Total Secondary Total	2290	396	44	2730	2270	405	48	2723	2277	405	48	2730	2278	404	49	2731	2278	405	49	2732	2286	411	47	2744	2284	412	47	2743	2285	418	47	2750	2288	422	47	2757				
Grand Total	4753	876	88	5717	4729	877	91	5697	4736	879	91	5706	4748	879	92	5719	4750	873	93	5716	4658	851	87	5722	4753	880	89	5722	4654	859	87	5731	4655	861	88	5734				

A = ACTON Pre-School In D. = In District Distribution:
 B = BOXBOROUGH P.G. = Post Graduates
 C = Choice/Staff/Tuitic Ungr. = Ungraded

W. McAlduff D. Verdolino All Principals (2)
 M. Altieri A. Bisewicz
 D. Bookis K. Nelson
 D. Bentley J. Nichols/J. LaShombe
 S. Cunningham

Students other than Choice counted under column C.
 Staff Students -
 Tuition In Students -



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
100 CAMBRIDGE STREET, SUITE 1020
BOSTON, MA 02114
Telephone: (617) 626-7300
Facsimile: (617) 727-0030

Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

Matthew A. Beaton
Secretary

Judith F. Judson
Commissioner

April 20, 2018

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

Dear Chairperson Krishnamurthy,

I am writing to offer my congratulations once again on Kate Crosby receiving a 2017 Leading by Example Award. Through your leadership and the ongoing efforts of Kate, the school district has made significant progress in advancing clean energy programs and implementing sustainability practices.

Across the Commonwealth, state and municipal facilities are truly leading by example, whether through the installation of large solar arrays on our buildings, parking lots and landfills, the conversion of old boilers to clean combined heat and power systems, or the deployment of electric vehicle charging stations and purchase of more efficient vehicles. These, and so many other efforts, are making significant contributions to meeting the Commonwealth's greenhouse gas emissions reduction targets and are a big reason why the Commonwealth is seen as a leader in clean energy and has been recognized as the top ranked state in energy efficiency for seven straight years.

These accomplishments are not possible without hard work and strong partnerships, and I commend you and your staff for your commitment and perseverance. I look forward to our continuing collaboration. Do not hesitate to let me know if we can be of any assistance.

Congratulations again on Kate's Leading by Example Award.

Sincerely,

Judith Judson
Commissioner

CC: Eric Hudson, Acton Green Board





UNITED STATES DEPARTMENT OF EDUCATION

WASHINGTON, DC 20202

May 4, 2018

Amy Krishnamurthy
16 Charter Rd.
Acton, MA 01720-2995

Dear Ms. Krishnamurthy:

Thank you for contacting the Department of Education about protecting America's students and securing our schools.

Secretary DeVos believes every student must have access to a safe and nurturing learning environment. Every school and community has unique circumstances, and accordingly, each community should engage in conversations about how to best address and prevent violence locally.

The President has asked Secretary DeVos to lead a Federal Commission on School Safety. The Commission's work will be informed by the input of stakeholders like you, and as the Commission's work proceeds, staff will follow up as appropriate should they have any questions.

Thank you for sharing your ideas and for your help in protecting our nation's students.

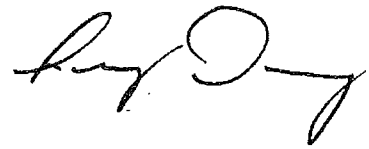
Sincerely,

A handwritten signature in black ink, appearing to read "Kent Talbert".

Kent Talbert

Senior Policy Advisor delegated the duties of the Deputy Secretary

15.7



Memorandum

To: William McAlduff
From: Larry Dorey
Date: 4-20-18
Re: Donations to benefit SHS SA – Badminton Club

Please approve the following donation received:

ABRHS Recipient	Donor	Amount
ABRHS Badminton Club	Anthony's Pizza	\$45.53