



Acton-Boxborough Regional  
School Committee Meeting

December 14, 2017

7:00 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library  
R.J. Grey Junior High School

December 14, 2017  
7:00 p.m.

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AGENDA

1. **Call to Order (7:00)**
2. **Chairman's Introduction** – *Amy Krishnamurthy*
3. **Public Participation (7:05)**
4. **Superintendent Search Update** – *Bill McAlduff (7:15)*
  - 4.1. Press Release, 12/5/17
  - 4.2. Announcement Vacancy Letter/Executive Opportunity
  - 4.3. Focus Group Meetings
  - 4.4. Recommendation for Makeup of Screening Committee – **VOTE**
  - 4.5. Draft Minutes of 11/28/17 Superintendent Search Planning Subcommittee Meeting
  - 4.6. <http://www.abschools.org/home/superintendent-search>
5. **School Start Times Final Recommendation – Possible VOTE** – *Bill McAlduff, Marie Altieri (7:40)*
6. **Before & After School Funding – VOTE** – *Bill McAlduff, Marie Altieri (8:20)*
  - 6.1. Memo and Slides
7. **FY19 School Calendar** – Second Read – **VOTE** - *Marie Altieri (8:55)*
  - 7.1. Proposed Calendar
8. **FY19 ABRSD Preliminary Budget Presentation** – *Bill McAlduff, Marie Altieri, Dave Verdolino (9:05)*
  - 8.1. Memo and attachments
  - 8.2. Slides
9. **School Building Committee Update** – *Mary Brolin (9:25)*
  - 9.1. Special 12/4/17 Town Meeting Results
    - 9.1.1. Acton Town Meeting Slides and Handout
    - 9.1.2. Boxborough Town Meeting Slides and Handout
  - 9.2. Next Steps
10. **Subcommittee Reports (9:40)**
  - 10.1. **Budget Subcommittee** – *Brigid Bieber (oral)*
    - 10.1.1. Meeting on 12/8/17
11. **School Committee Member Reports (9:45)**
  - 11.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy, Paul Murphy*
    - 11.1.1. Minutes of 11/30/17 meeting
12. **Consent Agenda (9:50)**
  - 12.1. **Statement of Warrants & Approval of Minutes**
    - 12.1.1. Minutes of 11/20/17 and 11/17/17

- 12.2. **Donations to our Schools – Bill McAlduff**
- 12.2.1. Recommendation to Approve \$5,000 Donation from Littleton Electric Light and Water Department to Blanchard School – **VOTE**
  - 12.2.2. Recommendation to Approve \$1,000 Donation from Dassault Systems Solidworks Corp to Acton-Boxborough Parent Involvement Project (PIP) STEM – **VOTE**
  - 12.2.3. Recommendation to Approve \$2,000 grant donation from the AB Regional PTSO to offset the cost of 7<sup>th</sup> graders’ folders at RJ Grey JHS – **VOTE**

13. **FYI**

- 13.1. Memo: Seal of Biliteracy Signed into MA Law
- 13.2. K. Crosby Wins “Leading by Example Award” from the Executive Office of Energy & Environmental Affairs for promoting clean energy and environmental initiatives
- 13.3. Revised List of ABRSC Subcommittees and Assignments, 11/21/17
- 13.4. December 1, 2017 Enrollment Report and REVISED: Oct 1, 2017 Report
- 13.5. Acton 2018 Town Election Calendar
- 13.6. Family Learning Series - FY18 Calendar of Presentations
- 13.7. Expanding our Notion of Success Newsletter, Dec/Jan
- 13.7.1. <http://abschoolswellness.weebly.com/expanding-our-success-newsletter.html>

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

**Next Meetings:**

**ABRSC, January 11** at 7:00 p.m. in the JH Library  
**ABRSC Budget Saturday, January 27** at 8:30 a.m. in the JH Library

Posted on 12/8/17 at 5:00 p.m.



**Acton-Boxborough Regional School District**

16 Charter Road • Acton, MA 01720

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PRESS RELEASE

12/5/17

**Acton-Boxborough Regional School District  
Superintendent Search Process Underway  
Parents/Guardians and Community Invited to Participate**

The Acton-Boxborough Regional School District has engaged the New England School Development Council (NESDEC) to assist them in the search process for a new Superintendent of Schools.

An integral part of the process involves parent/guardian and community participation in focus groups. The groups are designed to obtain participant input about the attributes, experience and knowledge that the new superintendent should possess. The groups also provide an opportunity for participants to identify immediate tasks which the new superintendent should address.

Focus group sessions for parents, guardians and Acton Boxborough community members will be conducted on **Wednesday, December 13 at 12:30** in the Sargent Library in Boxborough, and on **Monday, December 18 and Wednesday, January 3 at 7:00 p.m.** in the R.J. Grey Junior High School Library. Each group will last approximately 1 – 1 ½ hours.

For more information, please see [www.abschools.org](http://www.abschools.org).

## **EXECUTIVE OPPORTUNITY**

### **SUPERINTENDENT OF SCHOOLS ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT, MA**

Dear Fellow Educator:

The Acton-Boxborough Regional School District invites qualified candidates to apply for the position of Superintendent of Schools.

The Acton-Boxborough Regional School District is a comprehensive, PreK-12 school system serving the communities of Acton and Boxborough, located about 20 miles north-west of Boston. The towns of Acton and Boxborough are deliberate choices for residents and educators seeking the best educational opportunities. The Acton and Boxborough communities strongly support excellence in public education and are truly dedicated to instilling a passion for learning.

The Acton-Boxborough mission is to develop engaged, well-balanced learners through collaborative, caring relationships. The Regional School District prioritizes students' social and emotional well-being while supporting them to excel academically and through extensive and diverse extra-curricular opportunities. Serving approximately 5,700 students, the district is comprised of nine schools: an Early Childhood Program, six elementary schools, one junior high school, and one high school. The FY 2018 school district budget is \$86 million.

The successful candidate must demonstrate strong leadership skills focused upon supporting high student outcomes and educational excellence. This outstanding leader should have a record of successful administrative experience, preferably with regionalized school districts, and be ready to step in as a stabilizing and galvanizing force during a critical period of growth for the District. Candidates should have strong experience in communicating and managing change as AB moves through the process of working with the Massachusetts School Building Authority and other stakeholders on a major infrastructure project as well as ongoing other substantial initiatives. This innovative and dynamic leader must possess strong community outreach and communications skills and enjoy being a visible presence in the schools and communities.

**For additional information about the school district, please refer to the district website at:**

**<http://www.abschools.org/>**

The position offers an opportunity to lead a district that has:

- Highly engaged parents and citizens
- Committed, qualified and experienced staff
- Highly motivated students
- Unique elementary in-district open enrollment program
- Extensive youth wellness education programs & community partnerships
- Over 96% of graduates enroll in four or two year colleges
- Comprehensive PreK-12 program in visual/performing arts, nationally recognized music program
- Extensive inter-scholastic athletic and extracurricular activities programming

**Qualifications:** Licensed as a superintendent of schools in Massachusetts or eligibility for licensure is required; Master's degree required, Doctorate preferred; previous elementary or secondary teaching experience and central office or building based administrative experience required. A commitment to continuing a strong culture of transparency, trust and respect is required. A comprehensive understanding of and proven success in issues relating to special education, school finance, curriculum development, interest-based bargaining, development of a vision that includes technology and partnerships in a progressive school system is expected.

The Acton-Boxborough Regional School Committee will offer a competitive contract, regionally competitive salary commensurate with qualifications and experience, along with a generous benefits package.

The deadline for submitting applications is **January 19, 2018**. Preliminary interviews begin on or about February 1, 2018. The start date for this position is on or around **July 1, 2018**.

**Interested candidates should contact:**

Dr. Sally Dias/Dr. Anthony Bent  
Acton-Boxborough RSD Superintendent Search  
New England School Development Council  
28 Lord Road  
Marlborough, MA 01752

Phone: 508-481-9444; Email: [search@nesdec.org](mailto:search@nesdec.org)

**To access the application, please visit [www.nesdec.org](http://www.nesdec.org)  
([http://www.nesdec.org/executive\\_search/currentsearches.aspx](http://www.nesdec.org/executive_search/currentsearches.aspx))**

I look forward to your application or your nomination of a qualified applicant. All inquiries and nominations are considered confidential and should be made to the NESDEC office. Thank you in advance for your consideration.

Very truly yours,



Arthur L. Bettencourt, Ed.D  
Executive Director

**Superintendent Search Focus Group Meetings**

- Wed, Dec 6**            10:00 for Administrators (SLT)
- 1:30 for Students in HS 115N (Larry Dorey)
- Wed, Dec 13**        **12:30 – 2:00 for Parents/Guardians/Community Members**  
**Sargent Library in Boxborough**
- 2:30 – 3:30 for JH/HS Staff in HS Lecture Hall 218E
- 4:00 – 5:30 for Elementary/Preschool Staff in PDB Cafeteria
- Mon, Dec 18**        **7:00 p.m. for Parents/Guardians/Community Members**  
**Jr High Library**
- Wed, Jan 3**            **7:00 p.m. for Parents/Guardians/Community Members**  
**Jr High Library**

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE**  
**Superintendent Search Planning Subcommittee**  
**DRAFT Minutes**

Superintendent's Conference Room 13  
Administration Building

Tuesday, November 28, 2017  
1:00 p.m.

*Members Present:* Diane Baum, Amy Krishnamurthy, Tessa McKinley  
*Members Absent:* None  
*Others:* Bill McAlduff, Beth Petr, Matt Mallio (Beacon Reporter), members of the public

The meeting was called to order at 1:05 p.m. by Amy Krishnamurthy.

**1. Finalize Announcement Vacancy Letter**

Bill McAlduff reviewed the timeline distributed by NESDEC on 11/20/17 and the decisions made by the School Committee at that meeting. (See minutes of 11/20/17 ABRSC meeting) After some discussion, the subcommittee agreed with the proposed final draft of the letter.

**2. Possible Focus Group Dates**

The subcommittee agreed with the dates and groups recommended, including a 7<sup>th</sup> session in January for anyone who missed the December meetings:

- Wed, Dec 6            10:00 for Administrators (during SLT?)  
                                 2:30 for Students
- Wed, Dec 13        12:30 – 2:00 for Parents/Guardians/Community in the Sargent Library  
                                 2:30 – 3:30 for JH/HS Staff  
                                 4:00 – 5:30 for Elementary/Preschool Staff
- Mon, Dec 18        7:00 p.m. for Parents/Guardians/Community in the Jr High Library
- Thu, Jan 4           7:00 p.m. for Parents/Guardians/Community in the Jr High Library

An online survey of the school and general communities will also be conducted by NESDEC. This will open in mid-December and run for approximately two weeks. Bill will look into how the survey can be translated.

**3. Discussion of Makeup of Superintendent Search Screening Committee**

After discussing the possibilities, it was agreed to recommend the following makeup for the Screening Committee: 3 School Committee members, 2 Principals/Administrators, 2 Teachers, 1 Acton Boxborough Education Association (ABEA) Representative, 3 Parents/Guardians (at least 1 Elementary, 1 Jr High/High School and 1 of these from Boxborough), 2 Community Members (one from each town) and 1 Special Education Parent Advisory Council (SpEdPAC) representative (Preschool is included in this group). This would be 6 community members, 5 staff members, and 3 school committee members which everyone felt was a balanced group of 14. This is the same number of members as the 2013 committee. Bill McAlduff's role was described as being an advisor.

In response to the question of whether someone who has served on a previous search committee could volunteer again, several members replied that that should not be a consideration. ("Why would you not want an experienced member?") Bill said that the School Committee would probably ask the ABEA, SpEdPAC and Senior Leadership Team to recommend their proposed representatives for the Screening Committee and then the Screening Committee would make the decisions about the proposed parent/guardian and community members.



Per the timeline, the School Committee will be asked to vote on the makeup of the Screening Committee at their next meeting on 12/14/17. The call for volunteers will go out on 12/15/17 with a deadline of 1/5/18. The intent is that the School Committee will vote the members of the Screening Committee at their meeting on 1/11/18.

They will also vote to approve the Candidate Profile that will be drafted by NESDEC based on the input gathered from the focus groups and survey.

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used:

Agenda, possible schedule for focus groups, draft vacancy letter dated 11/21/17 with edits from the 11/20/17 ABRSC meeting, timeline distributed by NESDEC at the 11/20/17 ABRSC meeting, 2013 Superintendent Search Committee makeup list



# Acton-Boxborough Regional School District

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## Superintendent Search

The Acton-Boxborough Regional School District has begun the process of searching for a new Superintendent of Schools, and has engaged the services of the New England School Development Council (NESDEC) to assist in this important task.

Dr. Anthony Bent and Dr. Sally Dias, search consultants with NESDEC, will be assisting the School Committee throughout the search process. As part of the process, NESDEC will be conducting a series of focus groups.

Focus groups are an important part of the process because they are designed to obtain the input of teachers, support staff, administrators, School Committee members, parents/guardians and community members about the attributes, experience and knowledge they believe the new superintendent should possess. The focus groups also provide an opportunity for participants to identify immediate tasks upon which the new superintendent should concentrate.

Each focus group session will last approximately 1 – 1½ hours. The schedule is as follows:

<u>Day</u>	<u>Time</u>	<u>Location</u>
Wednesday, Dec. 13	12:30 p.m.	Sargent Memorial Library, Boxborough
Monday, Dec. 18	7:00 p.m.	RJ Grey Junior High School Library
Wednesday, Jan. 3	7:00 p.m.	RJ Grey Junior High School Library

The Acton-Boxborough Regional School District and NESDEC welcome your input and hope that you will be able to participate.

### Additional Information

- [Press Release - Superintendent Search 12-5-17](#)

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To: Acton-Boxborough Regional School Committee

From: Bill McAlduff, Interim Superintendent of Schools  
Marie Altieri, Deputy Superintendent

Date: December 8, 2017

Re: Final Recommendation on Start Times

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As you know, for the past two and a half years the Acton-Boxborough Regional School District (AB) has been working through the details of moving the Jr. High and High School to later start times. The current goal is for a change in start times to become effective starting next September. AB is looking to make this change based on research about adolescent sleep and in response to significant community feedback. In order to make this initiative most effective, AB is also looking at moving the elementary schools to a consistent schedule with single tier elementary busing.

At the October 3, 2017 School Committee meeting you received an update on the progress of the change in school start time initiative. As part of that update you were provided with a lengthy memo that pointed to where individuals could go to view the major reports related to the previous two years of work, as well as a variety of data reporting out the results of numerous surveys, transportation information, additional research etc.

In addition, the administration provided you with a working model of our thinking at that time. The working model was a slight variation on the recommendation that the School Start Time Committee made to the School Committee this past June. That working model was:

Jr. High	8:00 am – 2:36 pm
High School	8:07 am – 2:47 pm
Elementary	8:55 am – 3:25 pm

We also provided at that time a list of considerations we would be reviewing, among others, as we considered a final recommendation:

- Consistency with other districts for extra-curricular activities
- Sharing of fields before darkness

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*Wellness • Equity • Engagement*

- Switching with elementary – buses in the early morning, possibly in the dark
- Older siblings caring for elementary students
- Need to have seven or more minutes between the Jr. High and High School to load and move between the schools

Over the course of the last two months we have held numerous discussions with our Senior Leadership Team (SLT), done a complete review of previous surveys, completed a single tier bus simulation that was conducted last month, reviewed opinions and letters received from a handful of parents, and reviewed after school schedules and some anecdotal information from the high school and junior high school principals.

Before making our final recommendation, we carefully considered an alternative model which starts elementary schools earlier than the junior and senior high schools and starting the high school at 8:30 am.

High School	8:30 am to 3:10 pm
Jr. High	8:39 am to 3:15 pm
Elementary (All)	7:50 am to 2:20 pm

After careful and considered review we believe that this alternative would not be a good working alternative for a wide variety of our AB families and staff. As a result, we are prepared to make a final recommendation for your consideration.

You also understand, based on the work that has been done previously, that elementary level single tier busing is an important factor and we are providing information below that has been previously shared on this topic.

### Single Tier Busing

Single tier busing will move all of the elementary schools to the same schedule. Without single tier busing, the options to move start times are extremely limited. This will have several other benefits for families who have had to deal with alternating elementary school schedules. It will also allow all of our elementary staff to be on the same schedule, which will give us greater access to professional learning opportunities for teachers across all schools. The survey results from the spring survey about start times had extensive feedback about the desire to move to single tier busing.

Single tier busing is estimated to require eleven additional buses. This would increase our current transportation operation from 33 bus routes to 44 bus routes. Transportation is reimbursed by the state, but the reimbursement is given a year after the expenses. This means that the district would have to pay the full costs for the first year and then

access the reimbursement after that going forward. The preliminary estimates to add the eleven buses including the staffing costs would be \$750,000 in the first year and \$372,000 starting in the second year due to reimbursement. The funding includes using \$570,000 from the Regional Excess and Deficiency (E&D) fund in the first year, and increasing the budget by \$180,000 in the first year and \$192,000 in the second year.

**Final Start Time Recommendations:**

- 1. Adopt the same school start times for all six elementary schools by going to a single tier elementary level bus routing system.**
- 2. Adjust the starting times of all schools based on the following model:**

High School	8:07 am to 2:47 pm
Jr. High	8:00 am to 2:36 pm
Elementary (All)	8:50 am to 3:20 pm

The proposed new high school start time represents a significant adjustment to the current start time of 7:23 am. Additional buses that will result from going to single tier elementary busing will, we believe, provide some additional reduction in travel time on the bus for junior and high school students as well. The proposed high school end time of 2:47 pm will pose some challenges for our robust after school programming of student support, co-curricular and extra-curricular activities including athletics, but will be manageable.

In conclusion, shifting the high school and the junior high to later start times, as noted above; and aligning the elementary schools on a single, consistent schedule starting at 8:50 am; will serve to further enhance student wellness PreKindergarten through Grade 12 when considered in conjunction with the other and concomitant initiatives related to student wellness the district has already initiated.

Thank you.

# Start Times

## December 14 Final Recommendation:

HS	8:07 - 2:47	44 Minutes Later
JH	8:00 - 2:36	30 Minutes Later
Elementary	8:50 - 3:20	10 min earlier than late schedule; 30 min later than early sched

## Option reviewed but not recommended:

Elementary	7:50 - 2:20	70 min earlier than late schedule; 30 min earlier than early sched
HS	8:30 - 3:10	62 min later
JH	8:39 - 3:15	64 min later

## Current Schedule:

HS	7:23 - 2:18
JH	7:30 - 2:06
Elem Early	8:20 - 2:50
Elem Late	9:00 - 3:30

## Complications of Later Start Time to Athletics (ABRHS)

- Field Schedule would be compromised; difficulty getting practices completed by 6:00 PM
- Lower Field agreement with Youth Soccer : high school does not have lower fields after 6:00 PM
- Leary Field Schedule after 6:00 PM
  - Monday: Youth Soccer
  - Tuesday: HS Band
  - Wednesday: Pop Warner Football
  - Thursday: HS Band
  - Friday: Youth Lacrosse spring
- Pushing youth sports to later start time and finish times must be considered
- Do to limited fields and lighting, the ability the school has to play back to back games on weekdays would be compromised
  
- Baseball/Softball Community Ed use fields at 6pm for youth and outside organizations.
- Later school end times will result in later game arrivals. Not all schools can accommodate this.
- Early dismissal from school is not sustainable and conflicts with wellness
- The closer end times correspond with higher commuting times, the greater risk for traffic delays and delayed arrival times.
- Contracts with hockey rinks will need to be renegotiated. Limited availability in later afternoon for rink time.
  
- Returning to morning hockey practices defeats our purpose
  
- The later the end time the later athletes will be getting home
  
- Later end times for school will mean later end times to practice which will impact community education access
- Consideration to Dual County league start times - how late are we sending their athletes home?
  
- Current Dual County League late start time is 4:00 which AB could not adhere to

## **ABRHS Clubs & Activities**

- There are currently 69 active extracurricular groups including:
  - Student Interest Clubs
  - Academic Clubs & Teams
  - Publications
  - Fine & Performing Arts
  - Student Government
- There are 83 advisors and co-advisors (including those who advise more than one club)
- Approximately 1,569 students participated last year. (Some students participate in more than one club and that's included in the number.)

## **Things to consider if we have a later start time.**

- Academic Teams will need leave before the end of the school day more frequently than in past years in order to get to their meets and competitions in other districts on time. (similar to athletics?)
- The longer we ask teachers to stay after school, the more we are imposing on their personal lives and this will impact teacher's ability to serve as advisers.
- Many of our advisors are unpaid so we wouldn't want to ask them to stay too much later in the afternoons.
- The later we push out co-curricular activities, the later kids are getting home. This could impose on free time, family time, homework time and then students would need to stay up even later to finish homework.
- Students who need extra help and want to participate in activities will be in conflict.
- We have many kids who participate in more than one activity and this would be more difficult to manage.
- We have many staff members who advise more than one activity and this would be more difficult to manage.



## Junior High Notes for School Start Time Presentation

- Most JH after school clubs and activities meet 15-20 minutes after school is complete, and for approximately one hour. With a current 2:06 dismissal, activities end around 3:30pm. With a 3:06 dismissal, activities would not end until approximately 4:30pm. Club and activity advisors, especially those who do not live nearby, would be challenged by this late of a dismissal due to their own personal/family commitments, commute, and other obligations - I would predict that this would result in fewer staff being able to/interested in taking on these extracurricular programs and responsibilities.
- A significant majority of JH students participate in after school clubs, programs and sports. A few highlights:
  - Spring Track - average of 200+ students
  - Fall Musical, cast and crew - 75 to 85 students
  - Cross Country, Soccer, Field Hockey - 125 to 140 students
  - Math Counts - 85 to 95 students
  - Other clubs and activities average between 5 and 30 student participants each
  - Ski Club - 75 to 100 students
- Athletic programs that share court and field space would be challenged by a 3:06pm release time. Specifically, we have 4 basketball programs (7&8 girls, 7&8 boys) that must share a single gym. This release would result in two teams having practice from 4:30pm to 6:00pm.
- Programs and competitions that involve travel to off-site locations would be challenged in a few ways. A 2:36 dismissal time will already require some maneuvering, an additional 30 minutes may eliminate most options
  - It may result in reduction of time available to engage in the activity (i.e. Ski Club)
  - It may create logistical challenge with arriving on time to games/competitions at schools that have earlier dismissal times and involve a certain amount of travel (i.e. Lexington, Sudbury, Westford - 20-25 minutes by bus); a 3:30 departure would result in a 4:00pm arrival at away games, necessitating a start time closer to 4:30pm
  - Two teams typically travel to the same away site and have back-to-back games, and the first game is usually scheduled at other schools (and ours currently) for 3:30pm
  - I would be opposed to dismissing students on athletic teams early in order to make an away game start time
- With more buses for the morning routes, the routes themselves will not have to be as long, making it potentially possible to push back the earliest/first pick ups on the route.
  - High School students could see close to an hour push back in terms of their morning bus pick up times.
  - This shortening of time between pick up and the start of school can also be assisted by a drop off time at school that is closer to the start of first period.



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

WELLNESS • EQUITY • ENGAGEMENT

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

## Start Times Final Recommendation

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December 14, 2017

## Background, Website and Reports

- <http://www.abschools.org/district/school-start-times>
- Wellness Committee Report June 2016  
Research, sleep
- Single Tier Busing Report April 2017
- Start Time Committee Report June 2017
- Links to research and other schools' work
- School Committee Presentations June and October 2017

ABRSD

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## Start Time Committee Survey

- PreK-12 parents/guardians and staff  
2700 responses
- Four options – two with current busing, two with elementary single tier
- Significant feedback to move to single tier
- 56% preferred 8:00 HS/JH start to 8:30  
(An 8:30 start requires switching with elementary to earlier than HS/JH)
- 72% HS/JH staff preferred 8:00 start to 8:30

ABRSD

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## Single Tier Busing

- Estimated Cost: First Year \$750,000  
Second year and forward: \$372,000  
(after state reimbursement for transportation)
- Possible Funding Model:
 

FY '19: One time use of E&D	\$575,000
Budget Increase:	\$175,000
 FY '20: Budget Increase:	 \$192,000

## Feedback and Considerations

- Met with Principals and Superintendents from several districts who have implemented changes and who are considering changes.
- Ran simulated single-tier busing routes.
- Reviewed research, feedback, surveys, after school schedules, field assignments, etc.

## Models Further Reviewed

### Recommended:

School	Start Time	End Time	Adjustment
High School	8:07	2:47	44 Minutes Later
Jr. High	8:00	2:36	30 Minutes Later
Elementary	8:50	3:20	

### Not Recommended:

School	Start Time	End Time	Adjustment
Elementary	7:50	2:20	
High School	8:30	3:10	67 Minutes Later
Jr. High	8:39	3:15	69 Minutes Later

## Sample Field Schedule

Current Field Schedule:

Time	Activity	Length
2:30 – 4:10	1 <sup>st</sup> Team	1 hour 40 minutes
4:15 – 5:55	2 <sup>nd</sup> Team	1 hour 40 minutes (daily)
6:00 – 9:00	Band (or other group)	3 hours (twice a week)

Field Schedule with High School ending at 2:50:

Time	Activity	Length
3:00 – 4:25	1 <sup>st</sup> Team	1 hour 25 minutes
4:30 – 5:55	2 <sup>nd</sup> Team	1 hour 25 minutes (daily)
6:00 – 9:00	Band (or other group)	3 hours (twice a week)

## Other Districts

High School	Original Start Time	New HS Start	End Time	Year of Change
Sharon	7:25 am	8:05 am	2:40 pm	2011
Ashland	7:30 am	8:20 am	2:45 pm	2017
Concord-Carlisle	7:30 am	8:00 am	2:41 pm	2017
Lincoln-Sudbury		7:50 am	2:39 pm	
Lexington		7:45 am	2:25 pm	
Westford Academy		7:35 am	1:55 pm	
Bedford		7:45 am	2:24 pm	
Weston		7:30 am	2:50 pm	
Wayland		7:30 am	2:15 pm	

## Additional Considerations

- Consistency with other districts for extra-curricular activities
- Sharing of fields before darkness
- Switching with elementary – buses in the early morning, possibly in the dark
- Older siblings caring for elementary students
- We need to have seven minutes between the Jr. High and High School dismissal for students to load buses and to move buses between the schools

## Final Recommendation

	Start	End	Change from current schedule
JH	8:00	2:36	30 min later
HS	8:07	2:47	44 min later
Elementary	8:50	3:20	

## Next Steps

- School Committee Vote
- Announce schedules to families and staff for planning purposes
- Begin developing busing routes for single tier busing
- Develop bids for additional buses and drivers and/or process to hire additional drivers



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[www.abschools.org](http://www.abschools.org)

6.

To: Acton-Boxborough Regional School Committee  
From: Bill McAlduff, Interim Superintendent of Schools  
Marie Altieri, Deputy Superintendent  
Date: December 8, 2017  
Re: Before and After School Funding

At your meeting on December 14, 2017, we will present some brief clarifications to the Elementary Before and After School Funding proposal for a final discussion and action. We have received feedback from staff and parents/guardians from various schools, and we have made some minor adjustments to the implementation plan. The administration would like to move forward with the recommendations that were presented at the June 22, 2017 and the October 19, 2017 School Committee meetings with these minor adjustments.

In Summary:

- Extended day programs will continue to be available in each elementary school building and the Administration building.
- Beginning September 2018, Community Education will administer these programs.
- The programs will operate in the same manner as they are currently running. For example:
  - Douglas Drop-In will be available the way it is now.
  - Staff in each program will be given the opportunity to stay working in their school program.

These changes will enable the district to fund assistants across all elementary classrooms. The recommendation includes:

- The district will pay for 12 hours of classroom assistant staffing for each classroom in grades 1-6 in each school, along with full time kindergarten assistants.
- At each grade level, a school may hire three 12 hour assistants or two 18 hour assistants.





**Acton-Boxborough Regional School District**

**Office of the Superintendent**

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- These district-funded assistants will also provide lunch and recess coverage.
- Schools may continue to provide additional assistant support through PTO donations.
- Total district funding for assistants will grow from \$660,000 to \$1 million.
- Community Ed will pay \$350,000 toward utilities to offset the increase in assistant funding.
- The district will be funding as many assistants as four of the schools have in total now.
- The district will also fund one 19 hour math assistant and one 19 hour reading assistant in each school.

Sample school: 18 classrooms in grades 1-6

18 x 12 = 216 hours classroom assistants  
+ 19 hour math assistant  
+ 19 hour reading assistant

Total = 254 assistant hours funded by the district

Please let us know if you have any questions.

1



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

WELLNESS • EQUITY • ENGAGEMENT

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

## Before and After School Funding

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December 14, 2017

ABRSD

2

## Process and Timeline

- September 2016 – Goal of examining school funding at the elementary level approved by School Committee
- 2016-2017 – Elementary school principals and members of Senior Leadership Team met throughout the year
- June 2017 – Report, included in School Committee packet, describes original goals, strategies and outcomes of evaluation
- October 2017 – Review with School Committee and Public
- October/November 2017 – Further feedback and discussions
- December 2017 – Further details and School Committee Vote

## Before and After School Programs

- Extended day programs will continue to be available in each elementary school building and the Admin building.
- Beginning September 2018, Community Education will administer these programs.
- The programs will operate in the same manner as they are currently running. For example:
  - Douglas Drop-In will be available the way it is now.
  - Staff in each program will be given the opportunity to stay working in their school program.

## Assistant Funding

- The district will pay for 12 hours of classroom assistant staffing for each classroom in grades 1-6 in each school, along with full time kindergarten assistants
- At each grade level, a school may hire three 12 hour assistants or two 18 hour assistants.
- These district-funded assistants will also provide lunch and recess coverage.
- Schools may continue to provide additional assistant support through PTO donations.

**ABRS** 5

## Assistant Funding

- Total district funding for assistants will grow from \$660,000 to \$1 million.
- Community Ed will pay \$350,000 toward utilities to offset the increase in assistant funding.
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 $18 \times 12 = 216$  hours classroom assistants  
 $+ 19$  hour math assistant  
 $+ 19$  hour reading assistant  
 Total = 254 assistant hours funded by district

**ABRS** 6

## School Based Funding for Personnel

2016-2017											
	Lunch/ Recess	Lunch/ Recess Hours	District Funding For Assistants	District Funded Hours	PTO Funds	PTO Funded Hours	Before- After School Funds	Before- After Funded Hours	Total Funding	Total FTE	Total Hours
Blanchard	\$29,259	40.5	\$79,471	114	\$0	0	\$57,620	94	\$166,350	8.3	249
Conant	\$27,600	40.5	\$81,900	116	\$24,711	35	\$44,607	67	\$178,818	8.6	259
Douglas	\$28,082	39	\$83,614	116	\$33,594	42	\$138,694	191	\$283,984	12.9	388
Gates	\$28,373	40.5	\$79,965	111	\$31,130	47	\$31,130	43	\$170,598	8.0	241
McI	\$28,276	38	\$80,475	118	\$72,928	84	\$28,403	38	\$210,082	9.3	278
Merriam	\$26,142	36	\$88,288	127	\$96,354	138	\$97,080	115	\$307,864	13.9	416
<b>Totals:</b>	<b>\$167,732</b>	<b>234.5</b>	<b>\$493,713</b>	<b>701</b>	<b>\$258,717</b>	<b>346</b>	<b>\$397,534</b>	<b>548</b>	<b>\$1,317,696</b>	<b>61</b>	<b>1,829</b>
Ave per school	\$27,955	39	\$82,286	117	\$43,120	58	\$66,256	91	\$219,616	10	305

## Next Steps

- Final decision to move forward
- Community Ed continues to work with each school to plan programs, staffing, space, etc.
- Families can enroll in before and after school extended day in each school in February for September, 2018



## DISCUSSION AND QUESTIONS

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Acton-Boxborough Regional School District  
**DRAFT #1 - SCHOOL CALENDAR, 2018-2019**

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

Sept.	M	T	W	T	F
	27	28	29	30	31
	<b>3</b>	<b>4</b>	5	6	7
	<b>10</b>	11	12	13	14
	17	18	<b>19</b>	<b>20</b>	21
	24	25	26	<b>27</b>	28

Teachers' mtgs – Aug 29 & 30  
 Labor Day – Sept 3  
 Schools Open – Sept 4  
 Rosh Hashana – Sept 10  
 Yom Kippur = Sept 19  
 School Days - 17

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

Schools Open - Jan 2  
 JH Early Release – TBD  
 Martin Luther King Day - Jan 21  
 School Days - 21

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

\*Indigenous Peoples' Day – Oct 8  
 \*\*7-12 Early Release for Prof L. – TBD  
 School Days – 22

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

\*\*7-12 Early Release for Prof L. – TBD  
 Presidents' Day - Feb 18  
 Winter Recess - Feb 18-22  
 School Days – 15

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

Prof. Day – Nov 6 (no school/students)  
 Veterans Day – Nov 12 due to Sun holiday  
 Early Release Day – Nov 21  
 Thanksgiving Recess – Nov 22 & 23  
 School Days - 18

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

HS Late Start **only for students NOT taking MCAS** - TBD  
 School Days - 21

Dec.	M	T	W	T	F
				6	7
	10	11	12	13	14
	17	18	19	20	21
	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

Jr High Early Release for Confs – TBD  
 Winter Recess - Dec. 24 – Jan 1  
 School Days - 15

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

\*\*7-12 Early Release for Prof L. – TBD  
 Patriots Day – Apr 15  
 Spring Recess - Apr 15 - 19  
 School Days - 17

Note: See <http://www.interfaith-calendar.org/2017.htm> for some major religious holidays. Good Friday is April 19.

\* This legal holiday is Columbus Day

\*\* Professional Learning for JH/HS Staff Early Dismissal

No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at <http://abschools.org>  
 Acton Town Meeting begins April 2019. Boxborough Meeting begins May 2019.

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

May	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	<b>27</b>	28	29	<b>30</b>	<b>31</b>

HS Late Start **only for students NOT taking MCAS**- TBD  
 Memorial Day - May 27  
 School Days - 22

June	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	<b>18</b>	19	20	21

Graduation – June 7  
 Last day/Early Rel– June 18 (no snow days)  
 (June 25 if 5 snow days used)  
 School Days – 12  
**Total Days = 180**



**Acton-Boxborough Regional School District  
Superintendent's Office**

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**William H. McAlduff, Jr.**  
*Interim Superintendent of Schools*

TO: Acton-Boxborough Regional School Committee  
FROM: Bill McAlduff  
RE: Superintendent's FY19 Preliminary Budget  
DATE: December 8, 2017

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On December 14<sup>th</sup> I look forward to sharing with you a high level look at the Superintendent's FY19 Preliminary Budget. This is meant to be an overview of key information and components of the annual operating budget. Enclosed in your packet are a number of documents that provide back-up information related to the power point presentation that will be used to highlight the next step in the FY19 Budget Development process.

As you know, this is an extensive process for the School Committee, administration, and staff that starts shortly after school opens in September. Beginning with a thorough review of the previous budget year's outcomes through analysis and review of personnel and program needs; understanding required financial commitments such as contracts and benefits; the identification of any new or desired budget requests; preliminary conversations with the Budget Sub-committee and local officials to the compilation of this work, the Preliminary FY19 Budget starts to take shape.

The presentation of the Superintendent's Preliminary Budget begins a new two month process that will become an iterative and evolving journey which will lead to the School Committee voting a final FY19 Budget on February 15, 2018.



### **FY19 Budget Presentation Schedule:**

Dec. 14, 2017	Budget Presentation #1	Superintendent's FY19 Preliminary Budget
Jan. 11, 2018	Budget Presentation #2	Superintendent's FY19 Recommended Budget V.1
Jan. 27, 2018	Budget Presentation #3	Budget Saturday Superintendent's FY19 Recommended Budget V.2
Feb. 1, 2018	Budget Presentation #4	Superintendent's FY19 Recommended Budget V.3
Feb. 15, 2018	Budget Presentation #5	Public Hearing on Proposed FY19 Budget School Committee Votes on Final FY19 Budget

### **Budget Guidelines:**

At an earlier meeting you were provided a draft copy of proposed FY19 Budget Guidelines consisting of:

- All efforts will be made to secure approval of design funds for the building project and to maximize MSBA reimbursement. Feasibility Study Funds will come from E&D.
- Moving Jr. High and High School to later start times and elementary to single tier busing will be a priority. E&D will be used for the one time funds prior to state transportation reimbursement, and the budget will increase over time to account for the increased cost.
- Short term capital needs will be addressed through annual funding. Medium term capital needs will be addressed by completing some CIP items in each budget for the next 5-7 years.
- All employee contractual obligations will be met. This is the highest year of the three year teachers' contract (2.4% COLA).
- In the fifth fiscal year of the new region, the assessment shift of the savings split between the two towns must be accounted for in the assessments to the two towns. The savings was originally divided giving the majority of the savings to Acton, and it is gradually moving back to the assessment being based on the enrollment from each town.
- The needs of the increased number of English Learners will be addressed through staffing.
- Space will be evaluated to make every attempt to keep classes within class size guidelines.

### **Budget Assumptions: Revenue**

There are a number of key assumptions regarding funding sources included in this budget plan:

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WELLNESS - EQUITY - ENGAGEMENT*



- There will be a minimum increase in Chapter 70 state aid, estimated to be established at \$25 per student, reflecting roughly a 1.3% increase compared to FY18 actual.
- Interest income is based on current year's projected
- Medicaid revenues based on prior three years' actuals
- Federal entitlement grants will be level funded.
- Regional transportation aid will be level funded.
- E&D Usage to consist of:
  - Historical appropriation of \$200K
  - Transition year usage of \$575K for single tier busing

### **Budget Assumptions: Expenditure**

There are a number of budget drivers in the form of expenses around which the FY19 preliminary budget is being built. These operating expenditures are considered as part of this budget and include:

- Salaries to meet all contractual obligations
- Continued OPEB funding at \$900K
- Special Education programming in district where possible
- Health Insurance Premiums (active employees) – currently est. at 0% rate increase
- Number of teaching sections at all grade levels based upon class size guidelines and enrollment projections
- Increase in E&D use of \$575K over historic average
- Capital spending of approximately \$1,000,000

### **Superintendent's FY19 Preliminary Budget Summary**

At this time, this FY19 preliminary budget represents a total increase of 4.0%, or \$3,475,532 in overall expenses from the FY18 approved budget. There are a number of budget drivers that shape this preliminary budget. They include the following:

- Salaries make up 83.5% of the year over year increase although approximately \$350K of those dollars represent the shift of additional classroom assistant funding into the operational budget
- However, the classroom assistant funding is offset by a reduction in the utilities budget line, said offset to be funded by Community Education
- The salary expense also includes a net addition of 4.4 staff FTE's above FY18 staffing level – these positions will improve class sizes to meet School Committee guidelines and address positions deferred from previous years

- Student transportation spending is increasing by \$777K as we go to single tier routing at the elementary level
- Employee related fringe benefits are increasing by \$207K. A \$194K increase in Middlesex County retirement assessment and an \$85K increase in retiree health insurance is offset by a reduction of \$84K in workers compensation insurance. Active employee health insurance premium rates reflect an estimated 0.0% increase
- Capital spending is proposed to be funded at approximately \$1M – this represents an increase from \$273K in FY17 and \$714K in FY18

**Enclosed you will find information on the following:**

1. FY19 Budget Detailed Budget Schedule
2. FY19 Budget Guidelines
3. FY19 Preliminary Budget Summary
4. FY19 Preliminary Revenue Projections
5. Table 6 – Analysis of Assessments
6. Summary sheet of Staffing FTE Adjustments
7. Class section and enrollment planning documents

I look forward to sharing information supporting this preliminary budget at your upcoming meeting on December 14.

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**Acton-Boxborough Regional School District**

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#1

**Acton-Boxborough Regional School District – FY2019 Budget Schedule**

- 10/06/17 FY19 budget instructions and workbooks issued electronically to all administrators
- 10/20/17 All completed capital budgets (Forms B1, B2) turned in to Director of Technology or Director of Facilities as applicable
- 10/31/17 All completed requested operating and capital budgets (spreadsheets and Forms A, B1, B2, C) turned in to Director of Finance
- 11/09/17 School Committee: Enrollment and Class size update  
School Committee discussion of budget schedule and guidelines
- through  
11/30/17 Staffing and salary budget review/update & updated enrollment projections  
Input department budget requests; set personnel, program and capital priorities  
Central Office meetings with administrators about budget requests, as needed
- 12/14/17 School Committee: Budget Presentation #1 (Superintendent Preliminary Budget)  
Preliminary Personnel requests  
FY19 Capital requests and revolving accounts reviewed
- 1/11/18 School Committee: Budget Presentation #2: (Superintendent Recommended Budget)  
Line item detail and preliminary assessment  
Department presentations as necessary
- 1/23/18 Budget Binders Distributed
- 1/27/18 **Budget Saturday** – All day session with school & community leaders; ABRSC preliminary vote
- 2/1/18 School Committee: Superintendent's Final FY19 Budget Recommendation
- 2/15/18 School Committee: Public budget hearing; final vote on FY19 Budget
- 3/15/18 Treasurer Certification of assessments to member towns (within 30 days of SC Vote)
- 4/02/18 Acton Annual Town Meeting begins
- 5/14/18 Boxborough Annual Town Meeting begins

## FY '19 Budget Guidelines

- All efforts will be made to secure approval of design funds for the building project and to maximize MSBA reimbursement. Feasibility Study Funds will come from E&D.
- Moving Jr. High and High School to later start times and elementary to single tier busing will be a priority. E&D will be used for the one time funds prior to state transportation reimbursement, and the budget will increase over time to account for the increased cost.
- Short term capital needs will be addressed through annual funding. Medium term capital needs will be addressed by completing some CIP items in each budget for the next 5-7 years.
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- In the fourth fiscal year of the new region, the assessment shift of the savings split between the two towns must be accounted for in the assessments to the two towns. The savings was originally divided giving the majority of the savings to Acton, and it is gradually moving back to the assessment being based on the enrollment from each town.
- The needs of the increased number of English Learners will be addressed through staffing.
- Space will be evaluated to make every attempt to keep classes within class size guidelines.

**Acton Boxborough Regional School District**  
**FY19 Preliminary Budget Analysis**

Description - Character Code(s) Reference	FY17 Actual	FY18 Final Budget	FY19 Prelim Budget	FY19 v. FY18B	
				\$	%
Salary Expenditures - (01 through 14)	51,656,092	54,006,588	56,910,328	2,903,740	5.4%
Employee Fringe Expenditures - (15 through 23)	13,420,261	14,046,747	14,254,060	207,313	1.5%
Instructional Materials & Services - (24, 25, 26, 35)	2,344,426	2,405,404	2,559,722	154,318	6.4%
Capital Asset Expenditures - (27 through 30)	3,214,112	3,123,827	3,175,018	51,191	1.6%
Operations Expenditures - (31, 32, 37, 42 through 44)	2,914,904	3,223,121	2,780,990	(442,131)	-13.7%
Student Transportation Expenditures - 39	764,856	887,468	1,664,657	777,189	87.6%
Special Education Contracted Services - (38, 41)	7,070,741	7,267,034	7,110,000	(157,034)	-2.2%
Assessments (Choice/Charter; Minuteman) - 48	431,353	766,658	680,000	(86,658)	-11.3%
Other Expenditures - (34, 36, 40, 49)	408,580	363,644	431,248	67,604	18.6%
<b>GRAND TOTAL</b>	<b>82,225,323</b>	<b>86,090,491</b>	<b>89,566,023</b>	<b>3,475,532</b>	<b>4.0%</b>



**Acton Boxborough Regional School District  
FY2019 Preliminary Budget - Revenues and Other Funding Sources**

	<b>FY2017 <u>Actual</u></b>	<b>FY2018 <u>Final Budget</u></b>	<b>SC 11/9/2017 FY2018 <u>Projected</u></b>	<b>Preliminary FY2019 <u>Budget</u></b>	<b>Change (19 v. 18 Bud.)</b>	
					<b><u>\$</u></b>	<b><u>%</u></b>
<b>REVENUES FROM STATE AID:</b>						
Chapter 70 (Foundation Budget) Aid	14,696,071	14,804,931	14,859,361	14,995,436	190,505	1.3%
Regional Transportation Aid	1,411,898	1,307,373	1,307,373	1,307,373	-	0.0%
Regional Bonus Aid	77,640	49,000	49,000	25,000	(24,000)	-49.0%
Charter School Reimbursement	21,364	25,350	33,282	33,282	7,932	31.3%
<b>Total State Aid</b>	<b>16,206,973</b>	<b>16,186,654</b>	<b>16,249,016</b>	<b>16,361,091</b>	<b>174,437</b>	<b>1.1%</b>
<b>REGIONAL ASSESSMENTS:</b>						
Table 6 Assessment - Acton	55,547,097	57,730,056	57,730,056	60,693,989	2,963,933	5.1%
Table 6 Assessment - Boxborough	11,503,148	11,593,781	11,593,781	11,485,942	(107,839)	-0.9%
<b>Total Assessments</b>	<b>67,050,245</b>	<b>69,323,837</b>	<b>69,323,837</b>	<b>72,179,931</b>	<b>2,856,094</b>	<b>4.1%</b>
<b>OTHER REVENUES:</b>						
Earnings on Investments	93,344	-	93,344	100,000	100,000	100.0%
Medicaid Reimbursement	209,193	100,000	150,000	150,000	50,000	50.0%
Miscellaneous	100,897	30,000	38,400	-	(30,000)	-100.0%
<b>Total Other Revenues</b>	<b>403,435</b>	<b>130,000</b>	<b>281,744</b>	<b>250,000</b>	<b>120,000</b>	<b>92.3%</b>
<b>OTHER FUNDING SOURCES:</b>						
Transfer from Reserve (E&D) Fund	200,000	450,000	450,000	775,000	325,000	72.2%
<b>Total Other Funding Sources</b>	<b>200,000</b>	<b>450,000</b>	<b>450,000</b>	<b>775,000</b>	<b>325,000</b>	<b>72.2%</b>
<b>TOTAL REVENUES</b>	<b>83,860,653</b>	<b>86,090,491</b>	<b>86,304,597</b>	<b>89,566,023</b>	<b>3,475,532</b>	<b>4.0%</b>

**ACTON-BOXBOROUGH RSD**  
**Table 6 - FY2019 Preliminary Budget**

%s represent: three-year average of K-12 student enrollment by Town - see Note A  
 three-year average of 7-12 student enrollment by Town - see Note B

	(Preliminary) FY2019	ACTON	BOXBOROUGH
		<< 84.71%	<< 15.29%
		<< 83.80%	<< 16.20%
<b>EXPENDITURES INSIDE DEBT LIMIT:</b>			
OPERATING BUDGET (OMNIBUS)	\$85,586,505	\$72,500,328	\$13,086,177
Add - Selected Components of Operating Budget not Included in Above Amount:			
OPEB TRUST FUND CONTRIBUTION	\$900,000	\$762,390	\$137,610
MINUTEMAN (JHS) ASSESSMENT	\$200,000	\$169,420	\$30,580
LOWER FIELDS CONSTRUCTION DEBT SERVICE - see Note B	\$125,318	\$111,282	\$14,036
CAPITAL OUTLAY - BUILDINGS & GROUNDS	\$982,000	\$831,852	\$150,148
	<u>\$87,793,823</u>	<u>\$74,375,273</u>	<u>\$13,418,550</u>
<b>EXPENDITURES OUTSIDE DEBT LIMIT (AUTHORIZED PRIOR TO FULL REGIONALIZATION):</b>			
CONSTRUCTION DEBT SERVICE (FOR JHS) - see Note B	\$379,320	\$336,836	\$42,484
SH CONSTRUCTION/RENOVATION DEBT SERVICE - see Note B	\$1,392,880	\$1,236,877	\$156,003
	<u>\$1,772,200</u>	<u>\$1,573,714</u>	<u>\$198,486</u>
<b>GROSS DISTRICT BUDGET (ABRSD Appropriation; 4.0% increase from FY2018)</b>	<b>\$89,566,023</b>	<b>\$75,948,987</b>	<b>\$13,617,036</b>
<b>SHARE OF DEBT SERVICE (ELEMENTARY SCHOOLS) PAID BY TOWNS</b>	<b>\$766,951</b>	<b>\$649,684</b>	<b>\$117,267</b>
<b>GROSS BUDGET-TOTAL (Total Regional Expenditures)</b>	<b>\$90,332,974</b>	<b>\$76,598,671</b>	<b>\$13,734,303</b>
<b>REVENUES AND RESERVE USE:</b>			
CHAPTER 70 BASE AID	\$14,995,436	\$12,702,634	\$2,292,802
CHARTER SCHOOL AID	\$33,282	\$28,193	\$5,089
REGIONAL SCHOOL TRANSPORTATION	\$1,307,373	\$1,107,476	\$199,897
REGIONAL BONUS AID AND MISC. REVENUES	\$275,000	\$232,953	\$42,048
TRANSFER FROM RESERVES (Excess & Deficiency)	\$775,000	\$656,503	\$118,498
<b>TOTAL REVENUES AND RESERVE USE</b>	<b>\$17,386,091</b>	<b>\$14,727,758</b>	<b>\$2,658,333</b>
<b>(I) TOWN ASSESSMENTS - BEFORE REGIONAL AGREEMENT APPENDIX A</b>	<b>\$72,946,883</b>	<b>\$61,870,913</b>	<b>\$11,075,970</b>
<b>(II) RESULTING ASSESSMENT PERCENTAGE SHARES - see Note C</b>		<b>84.82%</b>	<b>15.18%</b>

Note A - All budget components (expenditures, revenues and reserves) are allocated to Towns based on the respective three-year average of K-12 enrollment EXCEPT items per Note B (Section 5A, B, C).

Note B - Expenditures for debt service (issuances prior to full regionalization) are allocated to Towns based on a three-year average of grade 7-12, MINUS 5% (Boxborough) or PLUS 5% (Acton) (Section 5C).

Note C - Transitional rules (per Regional Agreement, Appendix A) for apportionment of district costs between Towns apply for fiscal years 2015 through 2021 (Section 5D); see resulting calculations, next page.



**ACTON-BOXBOROUGH RSD**  
**Table 6 - FY2019 Preliminary Budget**  
(Continued)

**Calculation of Final Assessments Per Appendix A to Revised Regional Agreement**  
All parenthetical references are to Regional Agreement, Appendix A

Description	(Preliminary) FY2019	ACTON	BOXBOROUGH
<b>APPENDIX A CALCULATIONS (FY2015-2021):</b>			
(a) BASE BUDGETS (individually fixed by FY per Section 2)	\$69,670,702	\$58,148,708	\$11,521,994
Less -			
(b) PROJECTED BENEFITS (fixed amount for FY15-19 per Section 1)	<u>\$1,873,119</u>		
(c) PERCENTAGE SHARES (varying percentages fixed by FY per Section 3)		60.0%	40.0%
(d) = [(b) times (c)] BENEFIT ALLOCATION TO TOWNS (per Section 4a.)		<u>\$1,123,871</u>	<u>\$749,248</u>
(e) = [(a) minus (b) or (d)] RECALCULATED BASE BUDGET (per Section 4b.)	\$67,797,583	\$57,024,837	\$10,772,746
<b>(III) RECALCULATED BASE BUDGET ALLOCATION (per Section 4c)</b>	100.00%	84.11%	15.89%
<b>COMPARISON OF COST ALLOCATION METHODS:</b>			
(II above) ASSESSMENT PERCENTAGE SHARES, per previous page		84.82%	15.18%
(IV) = [(III) minus (II)] PROPORTIONAL ASSESSMENT SHIFT		-0.71%	0.71%
<b>FINAL ASSESSMENT CALCULATION:</b>			
(I above) TOWN ASSESSMENTS BEFORE APPENDIX A - see Note D	\$72,946,883	\$61,870,913	\$11,075,970
(V) = [(I) times (IV)] DIFFERENCE RESULTING FROM APPENDIX A - see Note E	FY19 Shift>>>	<u>-\$514,978</u>	<u>\$514,978</u>
(I) minus (IV) <b>FINAL ASSESSMENT PER APPENDIX A</b>	\$72,946,883	\$61,355,935	\$11,590,948
Less -			
CREDIT FOR DEBT SERVICE PAID FROM TOWN BUDGETS	<u>(\$766,951)</u>	<u>(\$661,946)</u>	<u>(\$105,006)</u>
<b>NET ASSESSMENT AMOUNT DUE FROM BOTH TOWNS</b>	<u>\$72,179,932</u>	<u>\$60,693,989</u>	<u>\$11,485,942</u>
<b>ANALYSIS OF CHANGE IN ASSESSMENT:</b>			
PRIOR YEAR VOTED ASSESSMENT	\$69,323,837	\$57,730,056	\$11,593,781
CURRENT YEAR ASSESSMENT	<u>\$72,179,932</u>	<u>\$60,693,989</u>	<u>\$11,485,942</u>
INCREASE (\$)	\$2,856,095	\$2,963,933	-\$107,839
INCREASE (%)	4.1%	5.1%	-0.9%

**Note D** - Amount includes allocation of elementary schools' debt service paid by each Town, consistent with prior years..

**Note E** - For FY2020 and 2021, this method of reallocating the regional assessment is replaced with a fixed dollar adjustment of \$425,000 and \$25,000, respectively (decrease to Acton, increase to Boxborough).



Staffing FTE Adjustments						
Position	FTE	Salary		Position Reduced	FTE	Salary
Add 4th Grade Conant	1	\$55,000				
Add 5th Grade McT	1	\$55,000		Reduce 2nd Grade Douglas	1	\$55,000
Keep 3rd 5th Grade at Blanchard	1	\$55,000		Reduce 1st Grade Gates	1	\$55,000
Move Blanchard fourth K to 1st Grade and keep 4 sections of K	1	\$55,000				
Elementary Literacy/Social Studies Specialist/Coach	1	\$65,000				
English Language Teacher (Gates)	1	\$55,000		Reduce 1 Special Ed Asst	1	\$30,000
McCarthy-Towne Learning Center (Completion of multi-year plan)	1	\$55,000		Reduce 1 Special Ed Asst	1	\$30,000
Conant Learning Center/Special Ed Team Chairperson	1	\$65,000		Reduce 1 Special Ed Asst	1	\$30,000
Complete 1.0 String position - 3rd year of phase in	0.4	\$30,000				
Athletics Assistant Coaches		\$27,000				
6-8 STEM Curriculum Coach	1	\$65,000				
Additions	9.4	\$582,000		Reductions	5	\$200,000
Net FTE Adjustments	4.4	\$382,000				
Health Insurance (3 fam/2 ind)	5	\$80,000				
Total Salaries and Health Ins		\$462,000				

12/6/2017

**Tentative Plan for 2018-2019 Classroom Sections**  
**Based on Enrollment Projections**  
**Sections may shift depending on actual students enrolled**

**2017-2018**

	Blanchard	Conant	Douglas	Gates	McT	Merriam	Total	Students	Ave Class Size
K	4	3	2	2	4	3	18	353	19.6
1	3	3	2	3	3	3	17	343	20.2
2	3	2	3	3	3	3	17	367	21.6
3	3	2	3	3	3	3	17	388	22.8
4	2	3	3	2	3	4	17	415	24.4
5	3	4	3	2	3	3	18	420	23.3
6	3	3	3	3	3	3	18	420	23.3
	21	20	19	18	22	22	122	2706	22.2

**2018-2019**

	Blanchard	Conant	Douglas	Gates	McT	Merriam	Total	Students	Ave Class Size
K	4	3	2	2	3	3	17	313	18.4
1	4	3	2	2	4	3	18	381	21.2
2	3	3	2	3	3	3	17	371	21.8
3	3	2	3	3	3	3	17	389	22.9
4	3	3	3	3	3	3	18	403	22.4
5	3	3	3	2	4	4	19	422	22.2
6	3	4	3	2	3	3	18	433	24.1
	23	21	18	17	23	22	124	2712	21.8

Add and delete sections as classrooms move through the school

Add one class at 4th grade and two classes at 5th grade to address class sizes

Net Increase = 2 classes

12/6/2017

## Acton-Boxborough Elementary Enrollment and Class Size History and Projections FY '18 - FY '20

2017-2018									2018-2019							2019-2020						
	Oct 1 Proj	Oct 1 Actual	Choice & Staff	Total Enrolled Oct 1	Diff from Project	Sections	Class Size	Yr to Yr Chnge		Oct 1 Proj	Choice & Staff	Total Project Oct 1	Sections	Class Size	Yr to Yr Chnge		Oct 1 Proj	Choice & Staff	Total Enrolled Oct 1	Sections	Class Size	Yr to Yr Chnge
K	298	349	3	352	54	18	19.6	22	K	309	4	313	17	18.4	-39	K	341	4	345	18	19.2	32
1	362	336	7	343	-19	17	20.2	19	1	378	3	381	18	21.2	38	1	334	4	338	17	19.9	-43
2	338	364	3	367	29	17	21.6	-5	2	364	7	371	17	21.8	4	2	409	3	412	18	22.9	41
3	393	382	6	388	-5	17	22.8	-9	3	384	5	389	17	22.9	1	3	386	7	393	17	23.1	4
4	406	406	9	415	9	17	24.4	3	4	397	6	403	18	22.4	-12	4	399	5	404	17	23.8	1
5	417	412	8	420	3	18	23.3	6	5	413	9	422	19	22.2	2	5	404	6	410	18	22.8	-12
6	425	408	12	420	-5	18	23.3	-46	6	425	8	433	18	24.1	13	6	426	9	435	19	22.9	2
	2639	2657	48	2705	66	122	22.2	-10		2670	42	2712	124	21.8	7		2699	38	2737	124	22.1	25

Nov 2017



Actual Acton-Boxborough Grade K-6  
Dec 1st, 2017

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									
K	20	19	17	22	78	20	21	20	61	20	18	38	19	21	40	19	20	20	20	79	20	20	20	60	356	17	20.9				
					16				3											0				1		21					
Gr. 1		21	20	18	59		19	19	56		22	22	44	19	19	20	58		21	22	21	64		20	21	21	62	348	15.5	22.1	
					18				0															1		21					
Gr. 2		21	19	21	61		22	23	45	22	22	21	65	21	22	22	65		22	22	22	66		21	20	22	63	365	16.5	22.1	
					3				0															2		9					
Gr. 3		19	18	18	55		24	23	47	24	24	23	71	24	24	25	73		22	24	24	70		24	24	22	70	386	17	22.7	
					11				1				3				1							3		1	20				
Gr. 4			25	25	50		24	24	25	73	24	25	24	73		25	25	50		25	24	25	74	24	24	24	25	97	417	17	24.5
					4				3				0											2		3	12				
Gr. 5		25	23	23	71	24	23	24	24	95	23	23	23	69		24	23	47		24	22	24	70		24	24	24	72	424	18	23.6
					13				1				0				1							3		1	19				
Gr. 6		23	26	25	74		22	23	23	68	24	22	23	69	23	23	23	69		23	23	24	70		24	22	24	70	420	18	23.3
					8				2				1				0							4		1	16				
					73				10				4				6							15		10	118				
<b>Total</b>	<b>18</b>	<b>24.9</b>			<b>448</b>	<b>19</b>	<b>23.4</b>		<b>445</b>	<b>19</b>	<b>22.6</b>		<b>429</b>	<b>18</b>	<b>22.3</b>		<b>402</b>	<b>22</b>	<b>22.4</b>		<b>493</b>	<b>22</b>	<b>22.5</b>		<b>494</b>	<b>2711</b>	<b>119</b>	<b>22.8</b>			

73 Acton residents attend school in Boxborough

45 Boxborough residents attend school in Acton

### 2017-18 English Learner Numbers by Grade and by Level

School	Grade	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Total
Blanchard	K	2	1	0	1	0	0	4
	1	3	0	1	0	0	0	4
	2	2	1	1	0	0	0	4
	3	2	0	0	0	0	0	2
	4	0	0	0	0	0	0	0
	5	0	0	2	1	0	0	3
	6	0	1	0	0	0	0	1
	<b>TOTAL:</b>	<b>9</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>18</b>
Conant	K	4	1	11	0	0	0	16
	1	3	1	6	2	0	0	12
	2	1	2	4	0	0	0	7
	3	0	0	6	4	0	0	10
	4	0	0	5	1	0	0	6
	5	0	0	2	2	0	0	4
	6	0	0	0	0	0	0	0
	<b>TOTAL:</b>	<b>8</b>	<b>4</b>	<b>34</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>55</b>
Douglas	K	2	0	1	1	0	0	4
	1	3	0	0	0	0	0	3
	2	1	1	7	1	0	0	10
	3	0	0	1	0	0	0	1
	4	1	1	2	0	0	0	4
	5	0	0	1	0	0	0	1
	6	1	0	0	0	2	0	3
	<b>TOTAL:</b>	<b>8</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>26</b>
Gates	K	0	0	2	7	5	0	14
	1	6	3	3	0	0	0	12
	2	2	0	10	1	2	0	15
	3	0	2	3	1	2	0	8
	4	0	0	4	3	0	0	7
	5	0	0	2	1	0	0	3
	6	0	0	1	1	0	0	2
	<b>TOTAL:</b>	<b>8</b>	<b>5</b>	<b>25</b>	<b>14</b>	<b>9</b>	<b>0</b>	<b>61</b>
McT	K	4	1	1	2	0	0	8
	1	3	1	0	0	0	0	4
	2	0	1	3	1	0	0	5
	3	3	2	1	1	0	0	7
	4	0	0	3	1	0	0	4
	5	1	0	1	1	0	0	3
	6	2	1	0	0	0	0	3
	<b>TOTAL:</b>	<b>13</b>	<b>6</b>	<b>9</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>34</b>
Merriam	K	1	2	2	0	0	0	5
	1	3	1	1	0	0	0	5
	2	1	1	3	0	0	0	5
	3	2	0	1	0	0	0	3
	4	2	0	6	1	2	0	11
	5	0	0	0	1	0	0	1
	6	1	1	0	1	1	0	4
	<b>TOTAL:</b>	<b>10</b>	<b>5</b>	<b>13</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>34</b>
RJGJHS	7	0	1	5	2	0	0	8
	8	3	3	2	2	1	0	10
		<b>TOTAL:</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>0</b>
ABRHS	9	0	1	1	3	0	0	5
	10	1	0	1	2	0	0	4
	11	1	1	3	0	0	0	5
	12	0	0	0	0	0	0	0
		<b>TOTAL:</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>
	<b>LEVEL TOTAL:</b>	<b>61</b>	<b>31</b>	<b>109</b>	<b>45</b>	<b>15</b>	<b>0</b>	<b>260</b>
<b>TOTAL:</b>								<b>260</b>

15 of 15  
~~10 of 12~~



# ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

## FY19 SUPERINTENDENT'S PRELIMINARY BUDGET

School Committee Meeting  
December 14, 2017

2

### FY19 Budget - Presentation Schedule

- |         |  |
|---------|--|
| Dec. 14 | FY19 Budget Presentation #1<br>Superintendent's Preliminary Budget<br>Overall Budget and Assessment Increases                                      |
| Jan. 11 | FY19 Budget Presentation #2<br>Superintendent's Recommended Budget<br>- Athletics<br>- Community Ed<br>- School Lunch<br>Detailed Line Item Budget |
| Jan. 27 | Budget Saturday  |
| Feb.1   | FY19 Budget Presentation #4<br>SC Preliminary Budget Updates   |

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## Budget Dates - Regional Agreement

### Town Meetings:

Acton - April 2, 2018

Boxborough - May 14, 2018

(Budget vote deadlines count backwards from the earliest Town Meeting)

### Preliminary SC Budget: Vote

January 27, 2018 (Budget Saturday)

25 Days before final budget deadline

(Vote is majority of members from each town)

### Final SC Budget: Vote

February 15, 2018 (Public Hearing)

45 Days before earliest Town Meeting

(Vote is 2/3 majority of weighted votes of full committee)

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## Budget Guidelines for FY19

- All efforts will be made to secure approval of design funds for the building project and to maximize MSBA reimbursement. AB's share of the Feasibility Study will come from E&D.
- Moving Jr. High and High School to later start times and elementary to single tier busing will be a priority. E&D will be used for the one time funds prior to state transportation reimbursement(FY20). The budget will increase over time to account for the increased cost.
- Short term capital needs will be addressed through annual funding. Medium term capital needs will be addressed by completing some CIP items in each budget for the next 5-7 years.
- All employee contractual obligations will be met. This is the highest year of the three year teachers' contract (2.4% COLA).

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## Budget Guidelines for FY19

- In the fifth fiscal year of the new region, the assessment shift of the savings split between the two towns must be accounted for in the assessments to the two towns. The savings was originally divided giving the majority of the savings to Acton, and it is gradually moving back to the assessment being based on the enrollment from each town.
- The needs of the increased number of English Learners will be addressed through staffing.
- Space will be evaluated to make every attempt to keep classes within class size guidelines.

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## FY19 Budget Assumptions: Revenues

### Projected Funding Sources:

The FY19 preliminary budget is built around the following assumptions of funding sources:

- Minimum increases in Chapter 70 state aid (\$25/pupil)
- Chapter 71 (transportation aid) level funded in dollars over FY18
- Interest income based on current yr. projected
- Medicaid revenues based on 3 yr. actual
- E & D usage consists of:
  - Historical appropriation - \$200K
  - Transition yr. use of \$575K for single tier busing



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## **FY19 Budget Assumptions: Expenses**

- Salaries to meet all contractual obligations
- Continued OPEB funding at \$900K (no increase)
- Special Education programming in district where possible
- Health Insurance Premiums – currently estimated at 0% rate increase
- Number of teaching sections at all grade levels based upon class size guidelines and enrollment projections

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## **FY19 Budget Assumptions: Expenses**

- Single Tier Busing at \$775K (offset by one-time \$575K use of E&D)
- Additional 4.4 (net) staff FTE at \$462K
- Shift in classroom assistant funding to the operating budget (offset by reduction in utilities budget)
- Circuit Breaker reimbursement level funded in dollars compared to FY18
- Capital spending of approximately \$1,000,000

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<b>FY'19 Preliminary Budget</b>			
Proposed Budget			
<b>FY18</b>	<b>\$86,090,491</b>		
<b>FY19</b>	<b>\$89,566,023</b>	<b>+ \$ 3,475,532</b>	<b>+ 4.0%</b>

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<b>FY19 Preliminary Assessment - Summary</b>			
	TOTAL	Acton	Boxborough
FY'19 Assessment	\$72,179,932	\$60,693,989	\$11,485,942
FY'18 Assessment	\$69,323,837	\$57,730,056	\$11,593,781
FY'19 Assessment Increase	\$2,856,095	\$2,963,933	(\$107,839)
FY'19 % Assessment Increase	4.1%	5.1%	(0.9%)

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## FY19 Revenues - Detail

Acton Boxborough Regional School District						
FY2019 Preliminary Budget - Revenues and Other Funding Sources						
	FY2017	FY2018	SC 11/9/2017	Preliminary	Change (19 v. 18 Bud.)	
	Actual	Final Budget	Projected	Budget	\$	%
<b>REVENUES FROM STATE AID:</b>						
Chapter 70 (Foundation Budget) Aid	14,696,071	14,804,931	14,859,361	14,995,436	190,505	1.3%
Regional Transportation Aid	1,411,898	1,307,373	1,307,373	1,307,373	-	0.0%
Regional Bonus Aid	77,640	49,000	49,000	25,000	(24,000)	-49.0%
Charter School Reimbursement	21,364	25,350	33,282	33,282	7,932	31.3%
<b>Total State Aid</b>	<b>16,206,973</b>	<b>16,186,654</b>	<b>16,249,016</b>	<b>16,361,091</b>	<b>174,437</b>	<b>1.1%</b>
<b>REGIONAL ASSESSMENTS:</b>						
Table 6 Assessment - Acton	55,547,097	57,730,056	57,730,056	60,693,989	2,963,933	5.1%
Table 6 Assessment - Boxborough	11,503,148	11,593,781	11,593,781	11,485,942	(107,839)	-0.9%
<b>Total Assessments</b>	<b>67,050,245</b>	<b>69,323,837</b>	<b>69,323,837</b>	<b>72,179,931</b>	<b>2,856,094</b>	<b>4.1%</b>
<b>OTHER REVENUES:</b>						
Earnings on Investments	93,344	-	93,344	100,000	100,000	100.0%
Medicaid Reimbursement	209,193	100,000	150,000	150,000	50,000	50.0%
Miscellaneous	100,897	30,000	38,400	-	(30,000)	-100.0%
<b>Total Other Revenues</b>	<b>403,435</b>	<b>130,000</b>	<b>281,744</b>	<b>250,000</b>	<b>120,000</b>	<b>92.3%</b>
<b>OTHER FUNDING SOURCES:</b>						
Transfer from Reserve (E&D) Fund	200,000	450,000	450,000	775,000	325,000	72.2%
<b>Total Other Funding Sources</b>	<b>200,000</b>	<b>450,000</b>	<b>450,000</b>	<b>775,000</b>	<b>325,000</b>	<b>72.2%</b>
<b>TOTAL REVENUES</b>	<b>83,860,653</b>	<b>86,090,491</b>	<b>86,304,597</b>	<b>89,566,023</b>	<b>3,475,532</b>	<b>4.0%</b>

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## FY'19 Preliminary Budget - Overview

Acton Boxborough Regional School District					
FY19 Preliminary Budget Analysis					
Description - Character Code(s) Reference	FY17	FY18	FY19	FY19 v. FY18B	
	Actual	Final Budget	Prelim Budget	\$	%
Salary Expenditures - (01 through 14)	51,656,092	54,006,588	56,910,328	2,903,740	5.4%
Employee Fringe Expenditures - (15 through 23)	13,420,261	14,046,747	14,254,060	207,313	1.5%
Instructional Materials & Services - (24, 25, 26, 35)	2,344,426	2,405,404	2,559,722	154,318	6.4%
Capital Asset Expenditures - (27 through 30)	3,214,112	3,123,827	3,175,018	51,191	1.6%
Operations Expenditures - (31, 32, 37, 42 through 44)	2,914,904	3,223,121	2,780,990	(442,131)	-13.7%
Student Transportation Expenditures - 39	764,856	887,468	1,664,657	777,189	87.6%
Special Education Contracted Services - (38, 41)	7,070,741	7,267,034	7,110,000	(157,034)	-2.2%
Assessments (Choice/Charter; Minuteman) - 48	431,353	766,658	680,000	(86,658)	-11.3%
Other Expenditures - (34, 36, 40, 49)	408,580	363,644	431,248	67,604	18.6%
<b>GRAND TOTAL</b>	<b>82,225,323</b>	<b>86,090,491</b>	<b>89,566,023</b>	<b>3,475,532</b>	<b>4.0%</b>

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## FY 19 Preliminary Salaries

- Overall, salaries are increasing 5.4%  
This includes some new staff
- Second year of new 3 year Teachers Contract
- Third year of Office Support and Custodian Contracts

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## FY19 Preliminary Salaries

	<u>COLA</u>	<u>Steps</u>	<u>Total</u>
• ABEA (Teachers)	2.40%	2.0%	4.40%
• Custodians	1.75%	1.0%	2.75%
• Office Support	1.75%	1.0%	2.75%
• Support Staff	2.00%	0.5%	2.50%

FY19 Staffing: Preliminary FTE Adjustments						
Staffing FTE Adjustments						
Position	FTE	Salary	Position Reduced	FTE	Salary	
Add 4th Grade Conant	1	\$55,000				
Add 5th Grade McT	1	\$55,000	Reduce 2nd Grade Douglas	1	\$55,000	
Keep 3rd 5th Grade at Blanchard	1	\$55,000	Reduce 1st Grade Gates	1	\$55,000	
Move Blanchard fourth K to 1st Grade and keep 4 sections of K	1	\$55,000				
Elementary Literacy/Social Studies Specialist/Coach	1	\$65,000				
English Language Teacher (Gates)	1	\$55,000	Reduce 1 Special Ed Asst	1	\$30,000	
McCarthy-Towne Learning Center (Completion of multi-year plan)	1	\$55,000	Reduce 1 Special Ed Asst	1	\$30,000	
Conant Learning Center/Special Ed Team Chairperson	1	\$65,000	Reduce 1 Special Ed Asst	1	\$30,000	
Complete 1.0 String position - 3rd year of phase in	0.4	\$30,000				
Athletics Assistant Coaches		\$27,000				
6-8 STEM Curriculum Coach	1	\$65,000				
<b>Additions</b>	<b>9.4</b>	<b>\$582,000</b>	<b>Reductions</b>	<b>5</b>	<b>\$200,000</b>	
<b>Net FTE Adjustments</b>	<b>4.4</b>	<b>\$382,000</b>				
Health Insurance (3 fam/2 ind)	5	\$80,000				
<b>Total Salaries and Health Ins</b>		<b>\$462,000</b>				

16

## FY19 Preliminary Transportation

FY19 vs. FY18

Student Transportation                      **+ \$777K**

(Single tier busing at elementary level)

17

## FY19 Preliminary School Operations

FY19 vs. FY18

Maintenance - Bldgs/Grounds	+ \$ 62K
Maintenance - Equipment	- \$ 29K
Custodial Supplies	- \$ 3K
Sewer	- \$ 18K
Utilities	<u>- \$ 454K</u>
	<b>- \$ 441K</b>

18

## FY19 Preliminary Capital

FY19 vs. FY18

Capital Spending      **+ \$ 286K**

---

	FY17	FY18	FY19
Capital Spending	\$273K	\$714K	\$1M

## FY19 Preliminary Fringe Benefits

FY19 vs. FY18

Employee Fringe Benefits      **+ \$207K**


FY'18 Budget

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Questions & Discussion

9.1.1  
11/29/17  
Acton

ABRSD 1




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

WELLNESS • EQUITY • ENGAGEMENT

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

Article 1  
Acton-Boxborough Regional School District  
Building Project: Feasibility Study, Preliminary  
Design and Owner's Project Manager Funds

Acton Special Town Meeting  
December 4, 2017



ABRSD 2

Article 1 - Acton-Boxborough Regional School District Building Project:  
Feasibility Study, Preliminary Design and Owner's Project Manager Funds  
(Majority vote)

Move that the Town hereby approves the appropriation of \$1,300,000 from Certified Excess and Deficiency funds of the Acton-Boxborough Regional School District for the purpose of paying the costs of a feasibility study and schematic design relating to the C. T. Douglas Elementary School Statement of Interest, including the payment of all costs incidental or related thereto (the "Study"), and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the District's School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Study costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA for the Study shall be as set forth the Feasibility Study Agreement that may be executed between the District and MSBA.

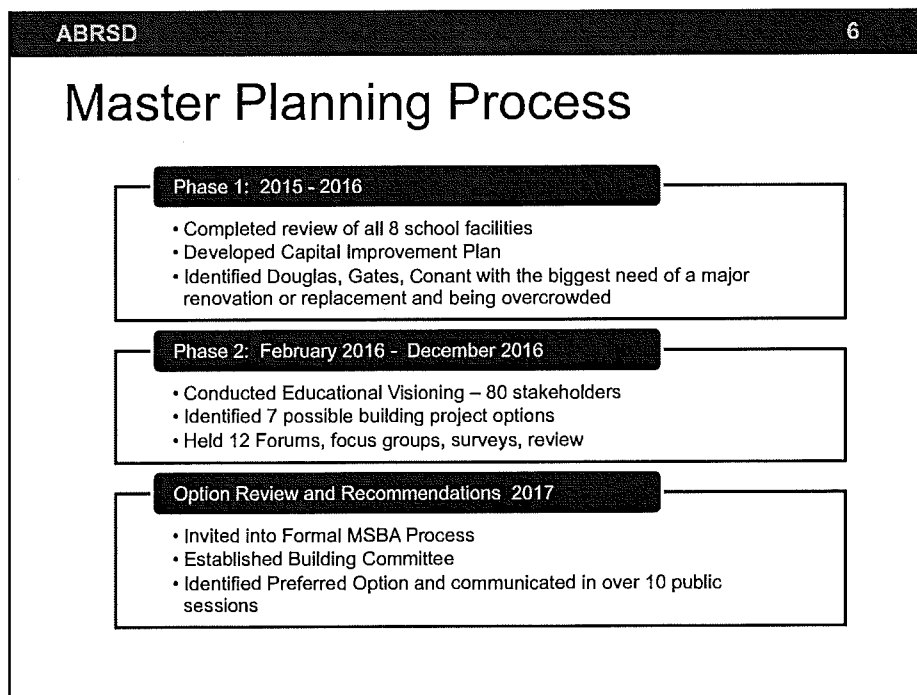
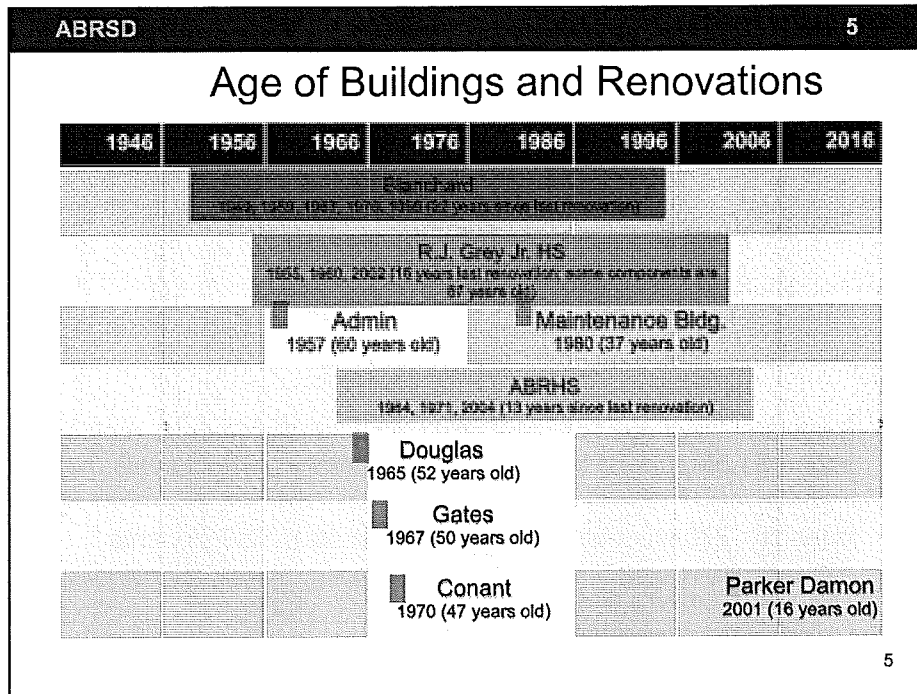


## Douglas School Video Tour



## What Are We Asking For?

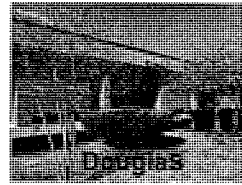
- Vote whether to appropriate funds for the feasibility study, designer services and an owner's project manager
- Total Cost = **\$1.3M**
- MSBA will reimburse **45.3%** of these costs = **\$590,000**
- Acton-Boxborough Regional School District is responsible for **\$710,000**
- Money will come from the district's E&D reserves fund
- Tonight's Vote **will not** increase costs/taxes to either town



ABRSD

7

## Douglas: Space & Facilities

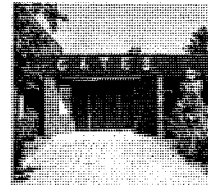


- Built in 1965; Roof replaced but otherwise no major renovations
- Two Story Building; Not Accessible  
Students & staff in wheelchairs & equipment on wheels have to go outside, around building to change floors
- Modulars; have aged out and need to come off-line or be replaced soon - \$1.5M to \$2M to replace not included in project costs
- Capacity: 270 students – Need space for 500 - 550 students
  - Have 20 classrooms; Need 21 – 24 K-6 classrooms + 6 additional classrooms for Special Ed, Art & Music
  - Has no small group instructional spaces

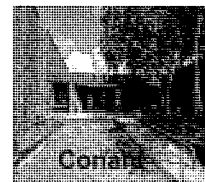
ABRSD

8

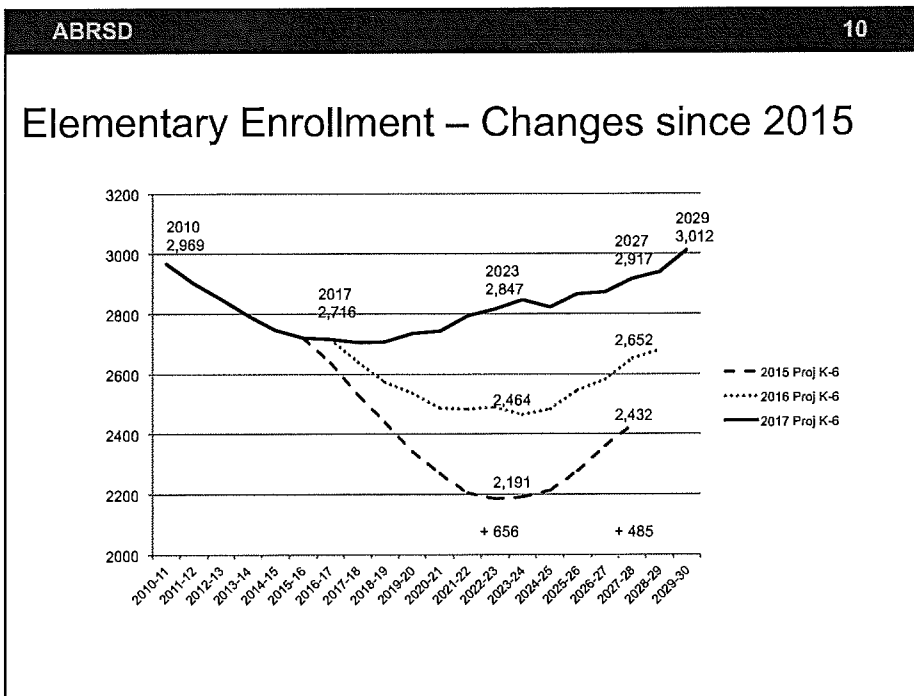
## Gates/Conant: Space and Facilities

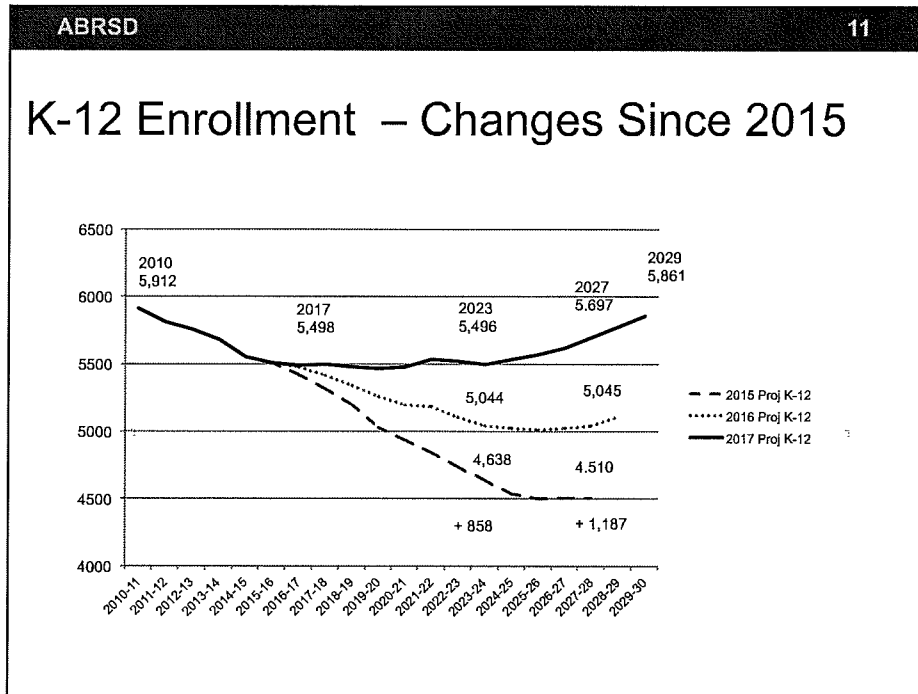


- Built; Gates 1967 & Conant 1970 with no major renovations
- Each has 3 - 4 large special education programs in one open classroom
- Capacity; 300 students each – Need space for 500 – 550
  - Have 20 classrooms; Need 21 – 24 K-6 classrooms + 6 additional classrooms for Special Ed, Art & Music
  - Has no small group instructional spaces
  - Each currently serving 55-60 English Learners in small offices & hallways



ABRSD		9		
Square Footage and Capacity				
	Sq. Ft	Capacity	2017-18 Enrollment	Over/(Under) Capacity
Douglas	48k	270	427	157
Gates	55k	300	402	102
Conant	55k	307	442	135
Blanchard	71k	434	448	14
Merriam	70k	483	499	16
McCarthy-Towne	70k	483	487	4
<b>Total</b>	<b>369k</b>	<b>2,277</b>	<b>2,705</b>	<b>428</b>





- ABRSD 12
- ### Demographic Changes/Changes in Education
- 280 English Learners – need space to work with small groups
  - Classrooms to keep high needs students in-district
  - Need small group spaces for;
    - Speech/Language
    - Occupational/Physical Therapy
    - Reading Support
    - Counseling
    - Psychology
  - 10% of our students are economically disadvantaged

## What will the \$1.3M be used for?

- **Owner's Project Manager**
  - Represents the district throughout the process
  
- **Architectural Fees**
  - Schematic design of the new school and site detailed cost estimate
  - Used for final project agreement with MSBA for reimbursement
  
- **Civil-Site Analysis**
  - Wetlands and Boundaries
  - Geotechnical Analysis
  - Traffic
  
- **Any unused funds can be rolled into project**

## Preferred Option

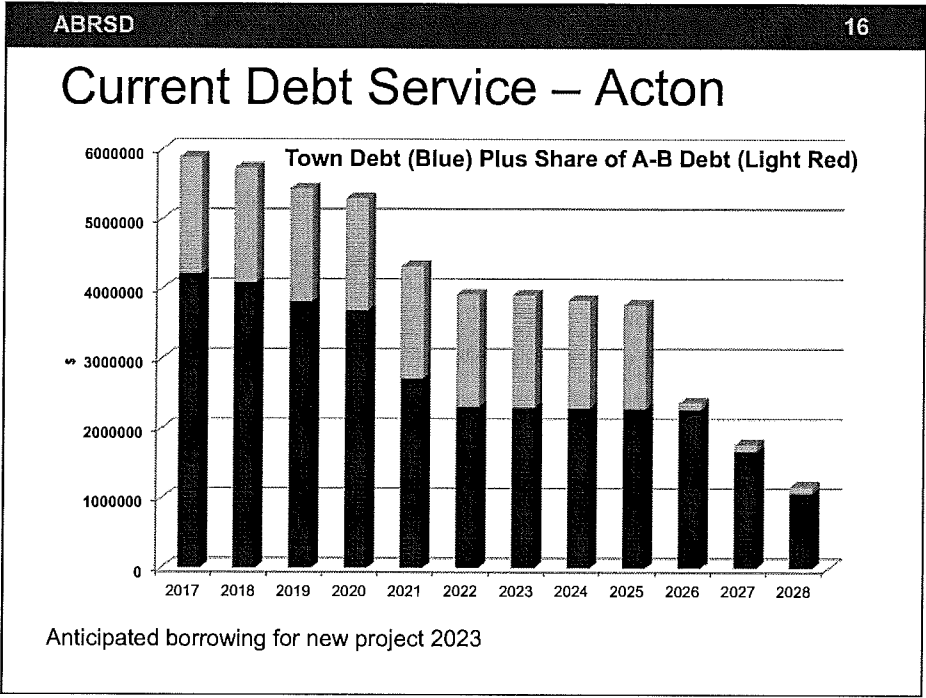
- A Twin School for two PreK-6 Elementary Schools
  
- The Gates and Douglas property would be treated as a campus
  - School would be built on the Gates site
  - Parking and playgrounds would be built on the Douglas site
  - A new walkable/plowable bridge would connect the two sites
  - Construction can take place while school is in session
  
- The Gates property is the likely site; We will explore Conant or other possible sites as needed

ABRSD 15

### Estimated Project Cost

- Dore and Whittier Estimated Cost: **\$100M - \$120M**
- MSBA Reimbursement 40% - 45% **\$40M - \$54M**
- Estimated AB Share **\$55M - \$72M**
- Estimated Acton Share\*: **\$45M - \$60M**
- Estimated Boxborough Share\*: **\$10M - \$12M**

\*The AB Regional Agreement specifies that Acton and Boxborough each pay a share proportional to the number of students enrolled in the district from each town. Currently enrollment is approximately 85% Acton and 15% Boxborough



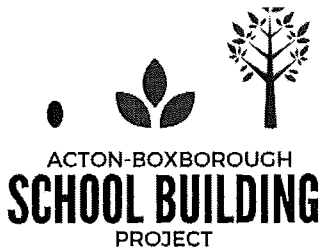
ABRSD		17
New Building vs Repairs		
	New Twin Building	Repairs and ADA Compliance
Total Cost	\$ 110,000,000	\$ 39,000,000
Estimated MSBA Reimbursement (45%)	\$ 49,500,000	\$ 0
Net Cost	\$ 60,500,000	\$ 39,000,000
Boxborough Share	\$ 9,075,000	\$ 5,850,000
Acton Share	\$ 51,425,000	\$ 33,150,000
Approximate Life Span	50 years	10 years
	Addresses Deficiencies	Addresses Deficiencies
	Addresses Space Needs	Does Not Address Space Needs

ABRSD		18
What Are We Asking For?		
<ul style="list-style-type: none"> <li>▪ Vote whether to appropriate funds for the feasibility study, designer services and an owner's project manager</li> <li>▪ Total Cost = <b>\$1.3M</b></li> <li>▪ MSBA will reimburse <b>45.3%</b> of these costs = <b>\$590,000</b></li> <li>▪ Acton-Boxborough Regional School District is responsible for <b>\$710,000</b></li> <li>▪ Money will come from the district's E&amp;D reserves fund</li> <li>▪ Tonight's Vote <b>will not</b> increase costs/taxes to either town</li> </ul>		



Article 1 - Acton-Boxborough Regional School District Building Project:  
Feasibility Study, Preliminary Design and Owner's Project Manager Funds  
(Majority vote)

Move that the Town hereby approves the appropriation of \$1,300,000 from Certified Excess and Deficiency funds of the Acton-Boxborough Regional School District for the purpose of paying the costs of a feasibility study and schematic design relating to the C. T. Douglas Elementary School Statement of Interest, including the payment of all costs incidental or related thereto (the "Study"), and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the District's School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Study costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA for the Study shall be as set forth the Feasibility Study Agreement that may be executed between the District and MSBA.



-Acton

## **The Acton-Boxborough Regional School District School Building Project**

### **What is the December 4<sup>th</sup> Vote on Article 1, the Feasibility Study, Preliminary Design and Owner's Project Manager Funds All About?**

1. The ABRSD has engaged in an extensive assessment and planning process and identified many capital needs across the district, with the greatest need at Douglas, Gates and Conant.
2. The district has involved the community in a widespread visioning process and review of many options, leading to a preferred option: Twin School with Two Pre-K to 6 Elementary Schools.
3. The new schools can also help with the overflow of students from all elementary schools.
4. The district was accepted into the Massachusetts School Building Authority's (MSBA) program which brings about 45% reimbursement – significantly reducing the costs to ABRSD and the taxpayers of Acton and Boxborough.
5. If we were only to do repairs and ADA compliance, the cost would be about \$39 million (\$33 million from Acton and \$6 million from Boxborough) to address only ADA compliance and code issues and no improvements to space or educational facilities. Estimated lifespan is only 10 years.
6. By partnering with MSBA on a new twin school, the net costs to the district are estimated at approximately \$60 million (\$51 million from Acton and \$9 million from Boxborough) with both space and educational improvements. Estimated Lifespan is 50 years.
7. On December 4<sup>th</sup> we are requesting funds for the feasibility study, preliminary design and Owner's Project Manager to oversee the work. Of the \$1.3 million requested, the district will pay only \$710K using existing reserve funds, MSBA will pay the balance. This requires no new taxes.
8. The district has an excellent opportunity to make significant improvements to its facilities in a cost effective manner, by leveraging MSBA support.

**William McAlduff, Interim Superintendent of Schools**  
**Message Regarding December 4, 2017 Special Town Meeting Warrant Article #1**  
**December 4, 2017**

Dear Parents/Guardians and Community Members,

As the communities of Acton and Boxborough meet this evening to consider, among other items, the funding of a Feasibility Study proposed by the Acton-Boxborough Regional School District, I want to share some additional details. First, I apologize for not being present tonight. I am actually in attendance at Boxborough's Special Town Meeting. Representing the school administration in Acton tonight are Marie Altieri, our Deputy Superintendent, and J.D.Head, our Director of Operations. Both are Acton residents.

As most of you are aware, the Massachusetts School Building Authority (MSBA) has agreed to partner with the Acton-Boxborough Regional School District in conducting the Feasibility Study. The MSBA is the state agency that is responsible (by state statute) for assisting school districts across the state by sharing state financial resources and school construction expertise for the purpose of improving school facilities through the building of new schools, remodeling, renovations, additions, etc.

The Feasibility Study will investigate a number of options to determine the best and most cost effective building project that will address the overcrowded elementary schools, as well as to address aging infrastructure systems and inadequate instructional learning spaces. Throughout the Feasibility Study process the Massachusetts School Building Authority (MSBA) will provide oversight. The MSBA will have final approval on the hiring of the Owner's Project Manager (OPM) and the selection of the architectural firm. The Building Committee, working with the OPM and architect, will work directly with MSBA in following all of their Feasibility Study protocols.

The state's share of the cost of a Feasibility Study, and ultimately the cost of an agreed upon school construction project, is also governed by state law. In the case of our school district's proposed Feasibility Study, the MSBA will contribute 45.3% of the \$1.3M estimated cost. Upon completion of the Feasibility Study and an agreement with MSBA on the most cost effective option for the district's proposed building project, MSBA will commit a similar percentage share, again based on state law and MSBA rules and regulations.

A no vote on funding the Feasibility Study will take AB out of the MSBA eligibility pipeline. MSBA wants to partner with municipalities and school districts that they believe are serious about going through their process. It will likely take many years to be invited back into MSBA eligibility. Meanwhile our students cannot wait many years for our communities to address the serious overcrowding and facility deficiency issues plaguing our school district today.

As a reminder, the only decision that Town Meeting is being asked to make tonight is the funding for the cost of the Feasibility Study. The district's share of this funding will come from the Acton-Boxborough Regional School District's Excess and Deficiency account. This appropriation does not increase property taxes for residents of Acton or Boxborough. Tonight's vote is the first step in the process of securing tens of millions of dollars of state funding for a future AB elementary school building project.

A yes vote starts us down this important path forward.

Thank you for your attendance at tonight's meeting.

*Boxborough*



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

WELLNESS • EQUITY • ENGAGEMENT

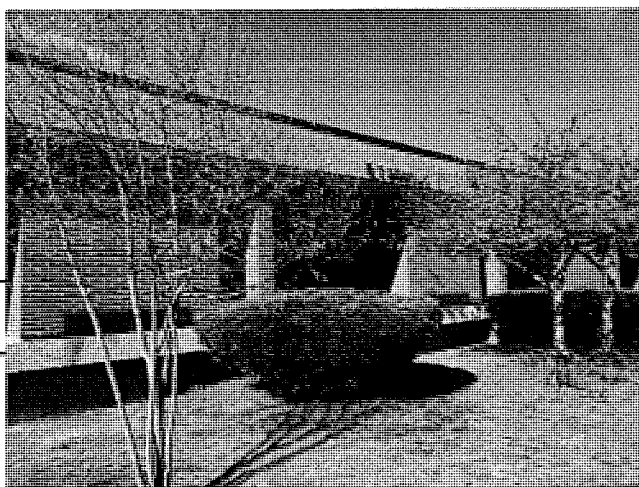
Our **mission** is to develop engaged, well-balanced learners through collaborative, caring relationships

Article 1  
Acton-Boxborough Regional School District  
Building Project: Feasibility Study, Preliminary  
Design and Owner's Project Manager Funds

Boxborough  
Special Town Meeting  
December 4, 2017



Douglas School Video Tour



## What Are We Asking For?

- Vote whether to appropriate funds for the feasibility study, designer services and an owner's project manager
- Total Cost = **\$1.3M**
- MSBA will reimburse **45.3%** of these costs = **\$590,000**
- Acton-Boxborough Regional School District is responsible for **\$710,000**
- Money will come from the district's E&D reserves fund
- Tonight's Vote **will not** increase costs/taxes to either town

## Engaged in Two-Year Master Planning Process

### Phase 1 2015-2016

- Completed review of all 8 school facilities
- Developed Capital Improvement plan
- Identified Douglas, Gates, Conant in need of renovation/replacement and overcrowded

### Phase 2 Feb 2016 - Dec 2016


- Conducted Educational Visioning – 80 stakeholders
- Identified 7 possible building project options
- Held 12 Forums, focus groups, surveys, review

### Option review and recommendations 2017

- Invited into Formal MSBA Process
- Established Building Committee
- Identified Preferred Option

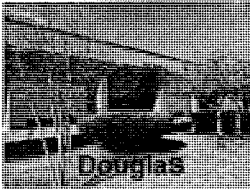
### Age of Buildings and Renovations

1946	1956	1966	1976	1986	1996	2006	2016
		Blanchard 1949, 1950, 1957, 1970, 1995 (22 years since last renovation)					
		R.J. Gray Jr. HS 1955, 1960, 2002 (15 yrs last reno. some components are 57 yrs old)					
		Admin 1957 (60 years old)		Maint. Bldg 1980 (37 years old)			
			ABRHS 1964, 1971, 2004 (13 yrs since last reno)				
			Douglas 1965 (52 years old)				
			Gates 1967 (50 years old)				
			Conant 1970 (47 years old)			Parker Damon 2001 (16 yrs old)	

 Acton Boxborough Regional School District  
Site and Building Assessment

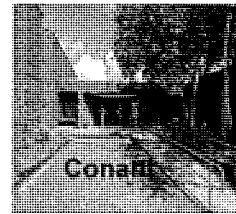
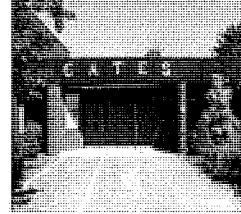
## Douglas Space & Facilities

- Built in 1965; roof replaced but otherwise no major renovations
- Two story building – not accessible  
Students & staff in wheelchairs & equipment on wheels have to go outside, around building to change floors
- Modularity have aged out and need to come off-line or be replaced soon - \$1.5M to \$2M to replace not included in project costs
- Capacity=270 students – Need space for 500-550 students
  - Have 20 classrooms; Need 21-24 K-6 classrooms + 6 additional classrooms for Special Ed, Art, Music
  - Has no small group instructional spaces



## Gates/Conant Space and Facilities

- Built in 1967 (Gates) and 1970 (Conant)  
No major renovations
- Each has 3 - 4 large special education programs in one open classroom
- Capacity= 300 students each – Need space for 500-550
  - Have 20 classrooms; Need 21-24 K-6 classrooms + 6 additional classrooms for Special Ed; Art & Music
  - No small group instructional spaces
  - Each currently serving 55-60 English Learners in small offices & hallways



## Early Childhood Program

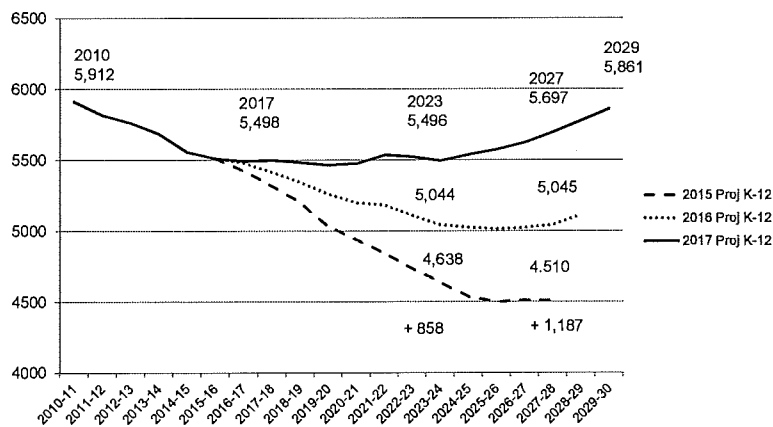
- Required program to serve special ed students ages 3-5 plus tuition students
- Currently have 115 student in 5 classrooms in Acton and 2 classrooms in Boxborough
- The Acton classrooms are in the Administration Building built in 1957 – formerly Merriam School; Merriam vacated to move to the new twin school in 2002
- Not accessible; some classrooms downstairs. No other students or programs. No access to art, music or P.E.



## Square Footage and Capacity

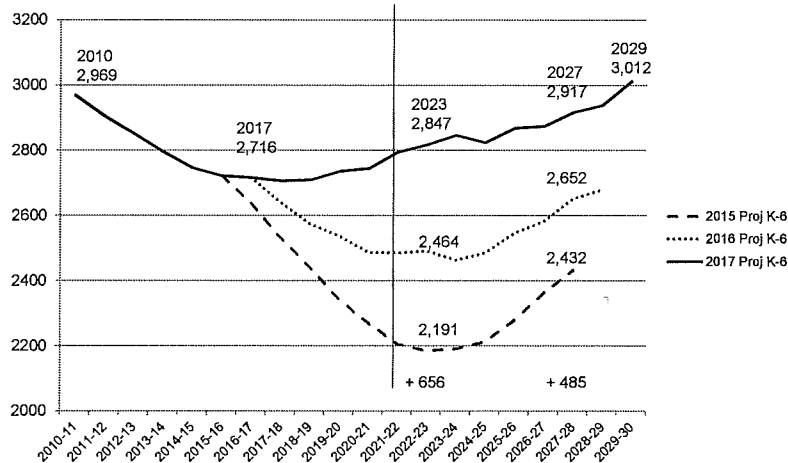
	Sq Ft	Capacity	2017-18 Enrollment	Over/(Under) Capacity
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Blanchard	71k	434	448	14
Merriam	70k	483	499	16
McCarthy-Twne	70k	483	487	4
<b>Total</b>	<b>369k</b>	<b>2,277</b>	<b>2,705</b>	<b>428</b>

## K-12 Enrollment – Changes Since 2015





## Elementary Enrollment – Changes since 2015



## Demographic Changes

- 280 English Learners – need space to work with small groups
- Classrooms to keep high needs students in-district
- Need small group spaces for  
Speech/Language, Occupational Therapy, Physical Therapy, Reading Support, Counseling, Psychology
- 10% of our students are economically disadvantaged
- Working families need before and after school care

## What will the \$1.3M be used for?

- **Owner's Project Manager**
  - Represents the district throughout the process
  
- **Preliminary Design – Architectural Fees**
  - Schematic design of the new school and site detailed cost estimate
  - Used for final project agreement with MSBA for reimbursement
  
- **Feasibility Study**
  - Detailed site-civil analysis
  - Wetlands delineation
  - Traffic studies
  - Site contingency
  
- **Any unused funds can be rolled into project**

## Preferred Option

- A Twin School for two PreK-6 Elementary Schools
  
- The Gates and Douglas property would be treated as a campus
  - School would be built on the Gates site
  - Parking and playgrounds would be built on the Douglas site
  - A new walkable/plowable bridge would connect the two sites
  - Construction can take place while school is in session
  
- The Gates property is the likely site; We will explore Conant or other possible sites as needed

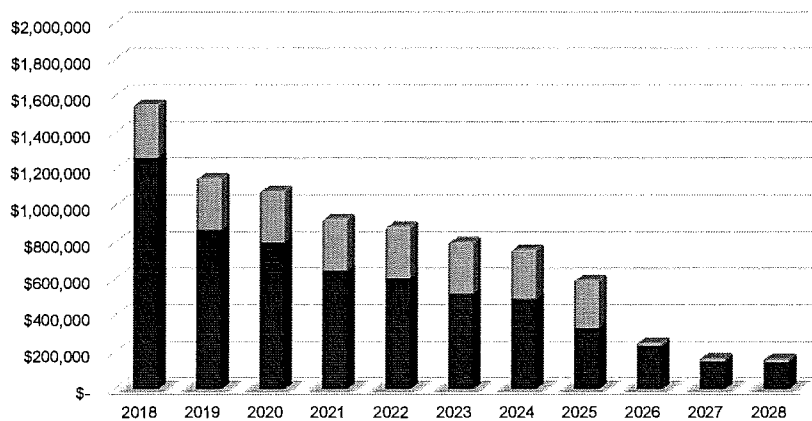
## Estimated Project Cost

- Dore and Whittier Estimated Cost: **\$100M - \$120M**
- MSBA Reimbursement 40% - 45% **\$40M - \$54M**
- Estimated AB Share **\$55M - \$72M**
- Estimated Acton Share\*: **\$45M - \$60M**
- Estimated Boxborough Share\*: **\$10M - \$12M**

\*The AB Regional Agreement specifies that Acton and Boxborough each pay a share proportional to the number of students enrolled in the district from each town. Currently enrollment is approximately 85% Acton and 15% Boxborough

## Current Debt Service – Boxborough

Town Debt (blue) Plus Share of AB Debt (light red)



Anticipated borrowing for new project 2023

## New Building vs Repairs

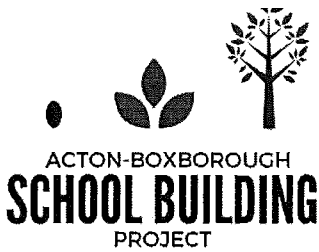
	New Twin Building	Repairs and ADA Compliance
Total Cost	\$ 110,000,000	\$ 39,000,000
Estimated MSBA Reimbursement (45%)	\$ 49,500,000	\$ -
Net Cost	\$ 60,500,000	\$ 39,000,000
Boxborough Share	\$ 9,075,000	\$ 5,850,000
Acton Share	\$ 51,425,000	\$ 33,150,000
Approximate Life Span	50 Years	10 Years
	Addresses Deficiencies	Addresses Deficiencies
	Addresses Space Needs	Does Not Address Space Needs

## What Are We Asking For?

- Vote whether to appropriate funds for the feasibility study, designer services and an owner's project manager
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Please Support the Feasibility  
Study, Preliminary Design and  
Owner's Project Manager Funds





- Boxborough

## **The Acton-Boxborough Regional School District School Building Project**

### **What is the December 4<sup>th</sup> Vote on Feasibility Study, Preliminary Design and Owner's Project Manager Funds All About?**

1. The ABRSD has engaged in an extensive assessment and planning process and identified many capital needs across the district, with the greatest need at Douglas, Gates and Conant.
2. The district has involved the community in a widespread visioning process and review of the options leading – Preferred option: Twin School with Two Pre-K to 6 Elementary Schools.
3. Boxborough students will be able to access the new schools for Pre-K through sixth grade.
4. The new schools can also help with the overflow of students from all elementary schools.
5. The district was accepted into the Massachusetts School Building Authority's (MSBA) program which brings about 45% reimbursement – significantly reducing the costs to ABRSD and the taxpayers of Acton and Boxborough.
6. If we were only to do repairs and ADA compliance, the cost would be about \$39 million (\$33 million from Acton and \$6 million from Boxborough) to address only ADA compliance and code issues and no improvements to space or educational facilities.
7. By partnering with MSBA on a new twin school, the net costs to the district would be about \$60 million (\$51 million from Acton and \$9 million from Boxborough) with a fifty-year lifespan and both space and educational improvements.
8. Boxborough pays approximately 15% of capital improvements, even when those improvements are made at Blanchard. For recent and upcoming capital improvements at Blanchard, Boxborough will pay \$237K of \$1.6 million in costs.
9. On December 4<sup>th</sup> we are requesting funds for the feasibility study, preliminary design and Owner's Project Manager to oversee the work. Of the \$1.3 million requested, the district will pay only \$720K using existing reserve funds, MSBA will pay the balance. This requires no new taxes.
10. The district has an excellent opportunity to make significant improvements to its facilities with MSBA support.

**William McAlduff, Interim Superintendent of Schools**  
**Message Regarding December 4, 2017 Special Town Meeting Warrant Article #1**  
**December 4, 2017**

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The state's share of the cost of a Feasibility Study, and ultimately the cost of an agreed upon school construction project, is also governed by state law. In the case of our school district's proposed Feasibility Study, the MSBA will contribute 45.3% of the \$1.3M estimated cost. Upon completion of the Feasibility Study and an agreement with MSBA on the most cost effective option for the district's proposed building project, MSBA will commit a similar percentage share, again based on state law and MSBA rules and regulations.

A no vote on funding the Feasibility Study will take AB out of the MSBA eligibility pipeline. MSBA wants to partner with municipalities and school districts that they believe are serious about going through their process. It will likely take many years to be invited back into MSBA eligibility. Meanwhile our students cannot wait many years for our communities to address the serious overcrowding and facility deficiency issues plaguing our school district today.

As a reminder, the only decision that Town Meeting is being asked to make tonight is the funding for the cost of the Feasibility Study. The district's share of this funding will come from the Acton-Boxborough Regional School District's Excess and Deficiency account. This appropriation does not increase property taxes for residents of Acton or Boxborough. Tonight's vote is the first step in the process of securing tens of millions of dollars of state funding for a future AB elementary school building project.

A yes vote starts us down this important path forward.

Thank you for your attendance at tonight's meeting.

## **ALG Minutes November 30, 2017**

Present: Bart Wendell, facilitator; Katie Green & Janet Adachi, BoS; Paul Murphy & Amy Krishnamurthy, SC; Jason Cole, FC; Steve Ledoux, Bill McAlduff, Steve Barrett & Marie Altieri, staff. Absent: Steve Noone, FC.

Audience: Brian McMullen, Asst. Assessor; Mark Hald, Asst. Town Manager & Dave Verdolino, School Finance Director.

Extra info: ALG spreadsheet

Minutes: accepted pending comment from Steve Noone (did so)

### **2. Update of FY 18 Revenues and expenditures**

SL: nothing too notable. New growth numbers are \$4-\$5K less than estimated.

Bill: For revenues we are \$214 favorable to the budget; Ch. 70 has \$10 additional per pupil; we are favorable in investment and Medicaid reimbursement. On expenses side we are the same place we were a few weeks ago we are looking at the utilities and fine tuning salaries.

Janet: what proportion of the people are on Medicaid?

Bill: we are using Pioneer Valley to take care of the paper work so the reimbursements are based on data.

Marie: for the lunch program we have crossed the 10%v threshold and Gates has 15%. This is higher than other towns. Our low income group is growing the United Way report said the level is 20%.

SL: we have a social worker full time now. She works with Rachel [at United Way] The group AB Cares is getting administrative support from the town.

Paul: This year its 10%; last year 7% and a few years ago it was only 2%.

Katie: how do you classify "disadvantaged"? Some districts are at 80%

Paul: the change has shifted value [for the calculation of disadvantaged] but there has been a definite change in the past few years.

### **3. Spreadsheet**

SB: we are in a holding pattern; waiting for the town operating budget and the school assessment.



We have been working on the concept of reserve replenishment the average has been @ \$3m. We have been spending @\$2.4m annually and been replenished by \$3m. ALG has said to put in \$2m. That has changed from \$1.3-\$2.4. We usually have our discussion about reserves in Jan

Janet: the idea that there is a healthy RR rather than have the doom and gloom—it's good to hear that there is still replenishment.

Paul: we always head the doom and gloom from Doug Tindal and Steve Noone..

Bart: we shouldn't accuse people who are not here to defend themselves.

Jason: This is all good so long as the turn backs occur. We are assuming a \$2.5-\$3m RR but we also have guesses on a 3% increases on the raw budget.

Katie: we have been really conservative in our budgets and I'm glad to see the turn backs. Historically it's been closer to the \$3m than the \$1. If the money does not come in for some years we still can manage.

Jason: It's good to have the reserve replenishment. For the past six years we have under spent by about \$1m. But we are also very good in over asking.

Janet: The FC members always say we are over taxing on the town side. The Town manager has had very good budgets with a conservative element which is far better than asking for a STM mid-year for more money. I think we have good protection for the town. We do make adjustments but I'm happy to have the reserve buffer.

Jason: I'm glad to see that you did go back for a number of years but there are only 1-2 at \$3m. We could get a couple of bad years. I think we need to be careful.

Paul: for us it's a different process. We can never be sure of our state reimbursements like transportation or the SPED circuit. If we get 9C budget cuts it's a very unhappy surprise. We have been doing Medicaid at \$100K when actually it's \$200K.

Katie: it would be great to say we are over budgeting and in different areas where we are over spending. We come in within 1% of our budgets which gives us very little wiggle room.

Marie: we are close to the revenue side. The median for the past three years is \$150K. There are so many things that can change the balance: changes in health care costs; changes in the number of kids; a big snow storm...we ask that people not to push to spend every line item at the end of the year.

There was a discussion of budgeting exactly for specific items, the disasters that can occur when the conditions, such as state aid snow storms have in changing those numbers and the importance of budget Saturday.

The philosophy for budgeting: each year every budget is like a snow flake, none are the same.

The discussion then turned on the need for a December ALG meeting. It was determined that neither the town nor the school budgets would be ready. It was agreed to meet again on Jan. 4<sup>th</sup>.

**Public comment---there was no public**

Amy asked everyone to go to Dec 4 STM. Katie announced that the summaries in the warrant have been translated into Chinese, Portuguese and Spanish

Adjourned 8:15

Ann Chang

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

Library  
R.J. Grey Junior High School

Monday, November 20, 2017  
7:00 p.m.

*Members Present:* Diane Baum, Brigid Bieber, Mary Brolin, Dennis Bruce, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Kathleen Neville, Deanne O'Sullivan (7:14 p.m.), Eileen Zhang  
*Members Absent:* none  
*Others:* Bill McAlduff, Beth Petr, Tony Bent (NESDEC), Sally Dias (NESDEC)

1. The ABRSC was called to order by Chairperson Amy Krishnamurthy at 7:05 p.m.
2. **Recommendation to Approve Agreement Between the New England School Development Council (NESDEC) and the ABRSD for Superintendent Search Consulting Services – VOTE – Bill McAlduff**
  - 2.1. Agreement from NESDEC

Mary Brolin moved, Paul Murphy seconded and it was unanimously,  
**VOTED:** to approve the Agreement between NESDEC and the ABRSD for Superintendent Search Consulting Services.

3. **ABRSD Superintendent Search Orientation – NESDEC**
  - 3.1. Orientation Overview Memo

Sally Diaz reviewed the material in the NESDEC folder provided. Superintendent McAlduff and Beth Petr will be the liaisons for the School Committee with NESDEC. Particular attention was paid to the proposed timeline. In response to a question about why the Screening Committee would be confirmed after the Needs Assessment, Sally said this committee could be put together at any time. The proposed timeline has the Needs Assessment being done in December/January and Screening Committee selected in January with their first meeting on January 25, 2018. The new Superintendent would be selected in February/March. It was noted that Budget Saturday is January 27, 2018.

**Screening Committee:**

It was agreed that thought needs to be given to the makeup of the Screening Committee. This group will work with NESDEC and review all of the resumes. The Screening Committee should be decided sooner rather than later because acting as a subcommittee, they can make recommendations to the School Committee.

The time commitment for serving on the screening committee would include 2 mandatory workshops for orientation. There would be approximately 6 night meetings to interview about 9 candidates in 3 interview nights plus a night to narrow the list and send 3-5 finalists to the School Committee. Members may attend focus group sessions, but are not required to. The Screening Committee is a subcommittee of the School Committee and subject to the Open Meeting Law.

Amy Krishnamurthy asked if any members were interested in serving on the subcommittee that would become the Screening Committee. Amy, Tessa McKinley and Diane Baum said that they were.

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

**VOTED:** to appoint Amy Krishnamurthy, Tessa McKinley and Diane Baum to be School Committee representatives on the Screening Committee and to do any sub work for the School Committee that may be needed.

**Advertising:**

Sally said that NESDEC knows the network and will work on the advertising. Candidate pools for superintendents are smaller than they used to be because the jobs are more complicated than in the past. Tony stated that it is very much a 2-way street when interviewing good candidates - they are also interviewing the District. NESDEC facilitates that process but the School Committee makes the decisions.

Bill McAlduff recommended authorizing NESDEC to do some of the fee based advertising with both online components (see page 7 of the Agreement).

Diane Baum moved, Paul Murphy seconded and it was unanimously,

**VOTED:** that NESDEC place an advertisement in “Top School Jobs”, the online advertising service of Education Week that would run for approximately 30 days at an additional cost of \$395 and in addition an announcement in the “Job Bulletin” section of the American Association of School Administrators (AASA) website that would run for approximately 30 days at an additional cost of \$410.

**Focus Groups:**

Focus groups should begin soon. Concern was expressed about doing them in December when people are busy, but also doing a community survey, as has been done in the past, would help address this. Sally stated that NESDEC can do the survey and it is valuable. They would provide a link that can be posted on our website.

The Committee discussed doing the focus groups in December with perhaps one or two in January. They discussed how many groups to do. The Agreement includes up to 6, but NESDEC could do more if requested.

Brigid Bieber explained that in the past two searches, the focus groups were a chance for people not involved in other ways to give input. All of the input is put together to create the profile and the screening committee uses this profile to assess the applications and develop interview questions. Mary Brolin stated that she does a lot of focus groups and noted that for some groups, only people in that group should be included because “outsiders” could sway some input. For example, she suggested that teachers should have only NESDEC staff at their focus group, and she felt the same for the Administration group.

**Mary Brolin suggested that they do one elementary teachers/staff focus group and one secondary teachers/staff group. The elementary one should be in West Acton or Boxborough. There should be an administrative group, one student (High School) group and one parent/community group in Acton and one parent/community group in Boxborough.**

Dennis Bruce stated that of these 6 groups, half are school staff. He advocated for more community groups. Bill McAlduff explained that the staff is really one group, just splitting it into two for convenience and timing due to school schedules. Sally reminded the Committee that a lot of input will come from the survey.

If only two community groups are done, one must be day and one evening. Participation in the online survey must be widely published. Town boards will be invited to the community groups.

NESDEC can contact any particularly important members if desired. The Town of Acton just invited the School Committee to their community sessions so the Committee should do the same.

Paul Murphy asked members to raise their hands if they felt another parent group should be added to make 7 group meetings based on Dennis' comment. Members did not support that idea. Bill McAlduff felt Mary's suggestion was a good one.

Paul Murphy moved, Maya Minkin seconded and it was unanimously

**VOTED:** to approve Mary's suggestion for the number and make up of the focus groups.

**Announcement Letter:**

Bill McAlduff asked if the Committee wanted to approve the draft Announcement Letter that was emailed to members (and brought to the meeting) subject to the honors section being completed by staff.

Dennis Bruce asked about the "minimum requirements" regarding the qualifications and if they are hard and fast for the search committee. Sally stated that "minimum means minimum" in the Letter. NESDEC will not bring an application forward to the screening committee if one of the minimums is not met. She added that this makes it important to use "preferred", not required or minimum, if there is any leeway. It is important not to cut out someone who may be terrific, but slightly low in one area. Tony urged the Committee to stay as flexible as possible at this stage. Mary Brolin agreed that the Committee should cast a wide net, go through all of the information from the focus groups and survey, etc. and then be picky about candidates.

Eileen Zhang disagreed and wanted to keep some minimum requirements. Tessa McKinley felt ok saying something is required but without a number of years attached. Mary Brolin was comfortable saying that teaching/admin experience was required, or with a number of years preferred. Brigid Bieber agreed with Mary and asked if either central office or building based management experience would broaden or narrow the request.

There was general consensus to go with a minimum of 5 years of administration and teaching preferred. After more discussion, it was agreed to keep the wording broad because the School Committee can decide later if they want to require something.

It was suggested that the screening committee be charged with finalizing the wording.

Katie Neville moved, Tessa McKinley seconded and it was unanimously,

**VOTED:** to approve the Vacancy Announcement Letter with the edits made tonight, along with allowing the School Committee representatives flexibility to finalize the other language.

**Disclosure Forms:**

Mary Brolin suggested that members review the form included in the NESDEC material.

It was announced that the ABRSC meeting scheduled for November 30, 2017 was not needed.

The ABRSC adjourned at 9:00 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: Agenda, Proposed NESDEC Agreement, Orientation Overview Memo (B. McAlduff), Draft Announcement Letter dated 11/19/17, Folder of NESDEC materials

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

Meeting Room  
Sargent Memorial Library  
427 Massachusetts Ave.  
Boxborough, MA 01719

November 17, 2017  
8:30 a.m.

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*Members Present:* Diane Baum, Brigid Bieber, Dennis Bruce, Amy Krishnamurthy (8:48 a.m.), Tessa McKinley, Maya Minkin, Paul Murphy, Kathleen Neville, Deanne O’Sullivan, Eileen Zhang  
*Members Absent:* Mary Brolin  
*Others:* Rob Evans, Bill McAlduff, Beth Petr

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The ABRSC was called to order at 8:38 a.m. by Vice Chairperson, Brigid Bieber.

**Workshop with Facilitator Dr. Rob Evans**

The workshop began with introductions and everyone sharing a story about a teacher or staff member that they had when they were young that made a lasting impression on them. The Committee enjoying learning more about each other.

The goal of the workshop was to strengthen the School Committee’s working processes and relationships and continue some of the work done at their July workshop. Dr. Evans asked members to think about how the Committee functions – how meetings go, how members participate and respond to each other, and about the Committee’s effectiveness (what it accomplishes) and its efficiency (the time and energy required to make good decisions).

Dr. Evans noted the large size of the School Committee with 11 members and how it adds complexity to their work. It is harder to get to know everyone and as a result opinions and decisions can feel more personal than they should.

**Committee strengths: What goes well?**

The Committee is an intelligent, committed, caring group of volunteers.

**What doesn’t go well? What gets in the way?**

Sometimes there is too much material in the packet and/or members have not read all of the material before a meeting. More clarity may be needed at times about the role of a School Committee member. Coming to consensus and making decisions effectively and efficiently can be difficult sometimes. Sometimes opinion is split between veteran and newer members, or Acton and Boxborough members, and that can feel divisive. Everyone must be heard.

**What would help – steps to improve the Committee’s functioning and decision-making?**

- More mentoring and learning from each other
- A balance of veteran and new members on subcommittees
- Meeting packets should be as concise as possible, with addenda only if critical. Members must come prepared to meetings.
- All members should pay attention to suggested times on the agenda to avoid excessively long meetings

- Listen to each other so questions are not repeated, consider only one comment per issue per member, submit questions to the Superintendent prior to the meeting
- If a subcommittee presents a recommendation, the Committee should not try to revisit it all over again.
- Consider a different seating arrangement so that members are more focused on listening to each other. Perhaps have administrators sit behind the members' table or to the side.
- Given the four significant initiatives for the current year (New Superintendent, Building Project, Assistant Funding, Start Times), several members advocated for not adding anything else new for this year. Additional items should be on the agenda for next summer's annual workshop.

The Committee discussed various ways to deal with "Public Participation" given their policy and past practice. Dr. Evans explained that a typical School Committee meeting is a "meeting held in public", as opposed to an "open public meeting" or a "public conversation". The Committee has to be able to get their work done in the allotted meeting time. The Chair must control this and may request that only new comments be made, or only people who have not spoken already be given time, if the meeting is running late. A point was made that welcoming community members to school committee meetings has always been a priority at AB.

The Committee agreed that it had been a valuable morning. They will review how they are doing in a few months. Dr. Evans offered to return at that time, if they would like him to.

The ABRSC adjourned at 11:28 a.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: agenda



Acton-Boxborough Regional School District  
**Blanchard Memorial School**  
493 Massachusetts Avenue  
Boxborough, MA 01719  
978-263-4569 <http://blanchard.abschools.org>

12.2.1

**Mr. Dana Labb**  
*Principal*

TO: Bill McAlduff, Superintendent of Schools  
FROM: Dana Labb, Principal  
DATE: 12/8/17  
RE: Donation from Littleton Electric Light and Water Department

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The Blanchard Memorial School has been notified that our recent proposal has been approved by the Board of Littleton Electric Light and Water Department in the amount of \$5,000.

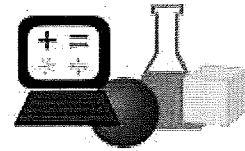
We ask that you and the Acton-Boxborough Regional School Committee please approve this generous donation which will be used to purchase approximately twenty-five (25) Chromebooks and one (1) cart to house Chromebooks. The cart provides efficient charging, physical protection in instructional areas and security outside of regular school hours. This technology will greatly enhance learning for our students.

We are extremely grateful to the Littleton Electric Light and Water Department for their continued support of our school.

Thank you.



**AB PIP STEM**  
**www.actonpip.org**



TO: Bill McAlduff, Superintendent of Schools  
FROM: Dewi Win and Karen Pierce. AB PIP co-chairs  
DATE: 12/7/17  
RE: Donation from Dassault Systemes Solidworks

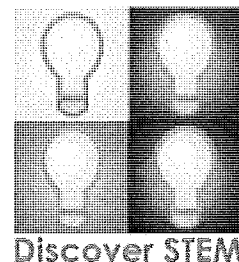
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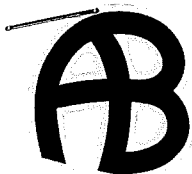
AB PIP STEM has been notified that Dassault Systemes Solidworks has donated \$1,000 toward DiscoverSTEM 2017. We ask that you and the Acton-Boxborough Regional School Committee please approve this generous donation, which will be used to cover our expenses for hosting this year's DiscoverSTEM, which took place on November 5, 2017. Over 45 STEM exhibitors acted as mentors to approximately 70 students who volunteered to help the exhibitors describe their STEM products, ideas, and career paths. We estimated 250+ guests attended the event, (For a recap, please visit [actonpip.org](http://actonpip.org).)

All monies donated to AB PIP STEM are used to support community K-12 family STEM events, which are free to all guests. We also provide scholarships to graduating seniors who have volunteered the most during their junior and high school years..

We are extremely grateful to Dassault Systemes Solidworks for their continued support of AB PIP STEM.

Thank you.  
Dewi Win and Karen Pierce  
AB PIP STEM co-chairs





**Raymond J. Grey Junior High School**  
16 Charter Road, Acton, Massachusetts 01720-2995  
(978) 264-4700 x3303 FAX (978) 264-3343  
**Andrew Shen, Principal**

**Acton-Boxborough Regional School District**  
**James Marcotte, Assistant Principal**  
**Allison Warren, Assistant Principal**  
**David Lawrence, Assistant Principal**

Date: December 4, 2017  
To: Acton-Boxborough Regional School Committee  
William McAlduff, Superintendent of Schools  
From: Andrew Shen, RJ Grey Principal  
Re: Gift from ABRPTSO

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Dear Bill,

We would like the School Committee to accept a grant of 2,000.00 from the ABRPTSO. This grant is given to offset the cost of the 7th grade student folders for the 2017-2018 school year.

Please let me know if you have any questions.

Regards,

Andrew Shen