



Acton-Boxborough Regional School  
Committee Meeting

August 24, 2023

7:00 p.m.

Administration Building Auditorium  
15 Charter Road, Acton



## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

<b>MEETING DATE</b>	8-24-23	<b>AGENDA ITEM NUMBER</b>	2.
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<b>AGENDA ITEM TITLE</b>	Chairperson's Welcome
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<b>PRESENTER(S)</b>	Chairperson
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<b>SUMMARY OF TOPIC</b>	<p>The Chair welcomes members and the public to the meeting. The Chair is also required to state if the meeting is being taped. Acton TV tapes and broadcasts most School Committee meetings.</p> <p>Individuals who wish to view the meeting, but do not wish to speak may do so by using the YouTube Link posted on the agenda.</p>
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**WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?**

<input checked="" type="checkbox"/>	No action requested - this is a short update or presentation of information
<input type="checkbox"/>	Request input and questions from the School Committee, but no vote required
<input type="checkbox"/>	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
	<input type="checkbox"/> for the first time, with a request that the School Committee vote at a subsequent meeting or
	<input type="checkbox"/> with the request that the School Committee take action immediately

*If formal action is requested, include a suggested motion or contact Julie LaLumiere.*

<b>APPROX AGENDA TIME</b>	5 min
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<b>FOLLOW-UP</b>	
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*To develop engaged, well-balanced learners through collaborative, caring relationships.*

WELLNESS • EQUITY • ENGAGEMENT



## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

<b>MEETING DATE</b>	8-24-23	<b>AGENDA ITEM NUMBER</b>	2.a
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<b>AGENDA ITEM TITLE</b>	Public Participation
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<b>PRESENTER(S)</b>	Chairperson
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<b>SUMMARY OF TOPIC</b>	Policy <a href="#">BEDH</a> , permits members of the public to speak for up to 3 minutes on items not included on the agenda. Comments regarding items on the agenda would be made during that part of the meeting. The Committee/Administration typically does not respond to comments during public participation.
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<b>SUGGESTED MOTION</b>	
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<b>APPROX. AGENDA TIME</b>	5 min.
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<b>ATTACHMENTS</b>	none
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## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

<b>MEETING DATE</b>	8-24-23	<b>AGENDA ITEM NUMBER</b>	2.b
<b>AGENDA ITEM TITLE</b>	Superintendent's Update		
<b>PRESENTER(S)</b>	Peter Light		
<b>SUMMARY OF TOPIC</b>	Bi-weekly Superintendent's Update. This is brought to the meeting and posted to our website for families and the community the following day.		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
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<input type="checkbox"/>	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
<input type="checkbox"/>	for the first time, with a request that the School Committee vote at a subsequent meeting OR
<input type="checkbox"/>	with the request that the School Committee take action immediately

*If formal action is requested, include a suggested motion or contact Julie LaLumiere.*

<b>SUGGESTED MOTION</b>	
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	5 min.
<b>ATTACHMENTS</b>	Brought to meeting



## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

<b>MEETING DATE</b>	8-24-23	<b>AGENDA ITEM NUMBER</b>	3.a
<b>AGENDA ITEM TITLE</b>	New Business		
<b>PRESENTER(S)</b>	Adam Klein		
<b>SUMMARY OF TOPIC</b>	We ask the Committee to vote to approve the attached FY24 Assignments and Subcommittees list. Additionally we ask the Committee to vote the changes in the OPEB membership as attached.		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
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<b>APPROX AGENDA TIME</b>	5 mins.
<b>FOLLOW-UP</b>	
<b>ATTACHMENTS</b>	FY24 Assignments and Subcommittees, OPEB Memo

# SC Assignments and Subcommittees

## Subcommittees of the School Committee

*The School Committee has established a series of subcommittees relating to matters of governance to the school district. These committees meet to develop and make recommendations back to the full school school committee within their areas of purview.*

Subcommittee	Description	Chair/ Liaison/ Members
Budget Subcommittee  (Monday 2:30 before SC mtg)	The Budget Subcommittee is a standing subcommittee of the school committee. The subcommittee meets bi-weekly during the school year and provides oversight of financial matters of the school district and works with the Superintendent of School to provide guidance in the development of the annual budget proposal. While the budget subcommittee provides guidance in the development of the budget, official authority for the adoption of the budget rests with the full school committee. members of this committee serve as members of the Warrant Signature subcommittee.	Chair: Rebeccah Wilson Liaison: Sheri Matthews Adam Klein Andrew Schwartz Tori Campbell
Policy Subcommittee  (Tues w/out SC mtg)	The Policy Subcommittee is a standing subcommittee of the school committee. The subcommittee meets bi-weekly during the school year and works to develop policies related to the governance of the school district. The subcommittee regularly reviews and revises existing policies and develops new policies. While policy subcommittee makes recommendations regarding policy to the full school committee, authority for adoption of policy rests with the full school committee.	Chair: Liz Fowlks Liaison: Andrew Shen Leela Ramachandran Ginny Kremer Lakshmi Kaja
Warrant Signature Subcommittee	MGL 71:16A allows regional school committees to establish a subcommittee of not less than three members to sign payroll and accounts payable warrants. This group doesn't meet in person. They are responsible for reviewing and approving warrants for payment in a timely manner. This is typically done over e-mail.	Budget Sub Members Liaison: Sheri Matthews

<p><b>Capital Improvement Subcommittee</b></p>	<p>The Capital Improvement Subcommittee is a standing subcommittee of the school committee. The subcommittee is composed of members of the school committee, district administration, and members of each town's finance committee. The subcommittee meets approximately four to five times each year. The subcommittee provides guidance around the prioritization of capital improvements included in the district's annual budget.</p>	<p>Chair: Ben Bloomenthal Liaison: Sheri Matthews Vikram Parik Yanxin Schmidt Liz Fowlks</p>
<p><b>School Building Committee</b>  (First Wed of each month 7:00-8:30 pm)</p>	<p>The School Building Committee was established to oversee the Douglas-Gates-Huebner building project. The committee is required in order to receive MSBA funding. The School Building Committee will continue to meet until the final project audit is submitted to MSBA.</p>	<p>Chair: Mary Brolin Liaison: Peter Light Adam Klein</p>
<p><b>School Resource Officer Subcommittee</b>  (Tues 6:00-7:30 pm/ monthly)</p>	<p>The SRO Subcommittee is an ad-hoc subcommittee established to study and make recommendations about the future of the School Resource Officer (SRO) program. The subcommittee is composed of school committee members, parents, students and school staff and administration.</p>	<p>Chair: Rebecca Wilson Liaison: Peter Light Leela Ramachandran Lakshmi Kaja</p>

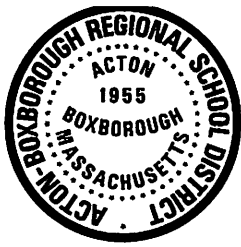
## Liaison Responsibilities of the School Committee

*School Committee members are often asked to serve as liaisons to boards and committees throughout the two communities. Members may have voting rights or serve as liaisons for communication purposes.*

<p>Acton Leadership Group (ALG)</p> <p>(Thurs 12:00/ monthly)</p>	<p>The Acton Leadership Group is a joint advisory board composed of members of the Acton Selectboard, Finance Committee and School Committee and meets monthly during the school year. ALG seeks to develop consensus among the various boards around short and longer-term financial matters as they impact the Town of Acton. Two Acton School Committee Members serve on ALG.</p>	<p>Liaison: Rebeccah Wilson Liaison: Tori Campbell</p>
<p>Acton Select Board Liaison</p>	<p>The Acton Select Board liaison attends Select Board meetings in order to facilitate the exchange of relevant information between the school committee and Acton Select Board. The liaison provides periodic updates to the school committee during meetings on topics of interest.</p>	<p>Ben Bloomenthal</p>
<p>Acton Finance Committee Liaison</p>	<p>The Acton Finance Committee liaison attends Finance Committee meetings in order to facilitate the exchange of relevant information between the school committee and Finance Committee. The liaison provides periodic updates to the school committee during meetings on topics of interest.</p>	<p>Yanxin Schmidt</p>
<p>Boxborough Leadership Forum (BLF)</p>	<p>The Boxborough Leadership forum is a joint board of the Boxborough Selectboard, Finance Committee and School Committee representatives. BLF meets monthly to share information across the three entities. All Boxborough elected school committee members are considered members of BLF.</p>	<p>All Boxborough Members</p>
<p>Boxborough Select Board Liaison</p>	<p>The Boxborough Select Board liaison attends Select Board meetings in order to facilitate the exchange of relevant information between the school committee and Boxborough Select Board. The liaison provides periodic updates to the school committee during meetings on topics of interest.</p>	<p>Liaison: Liz Fowlks Liaison: Lakshmi Kaja</p>
<p>Boxborough Finance Committee Liaison</p>	<p>The Boxborough Finance Committee liaison attends Finance Committee meetings in order to facilitate the exchange of relevant information between the school committee and Finance Committee. The liaison provides periodic updates to the school committee during meetings on topics of interest.</p>	<p>Adam Klein</p>
<p>The Acton Health</p>	<p>HIT allows Acton to self-insure and offer health insurance to its current and retired employees including employees of the Acton- Boxborough Regional School District. One school committee member serves as a voting member of the OPEB Trust.</p>	<p>Liaison: Andrew Schwartz Alternate member: Yanxin Schmidt</p>



<p>Insurance Trust (HIT)</p> <p>(Thurs 8:15-9:45 am/ monthly)</p>	<p><b>The school committee member is a voting member of this committee.</b></p>	
<p>Legislative Liaison</p>	<p>The legislative liaisons are responsible for outreach to the district's elected representatives in both state and federal government around areas in need of advocacy. The liaison provides periodic updates to the school committee during meetings on topics of interest.</p>	<p>Leela Ramachandran Ginny Kremer</p>
<p>OPEB Trust</p>	<p>The district pays into an Other Post Employment Benefits (OPEB) Trust, the funding source for future retiree benefits.</p> <p><b>The school committee chair serves as a voting member of the OPEB Trust.</b></p>	<p>Member: SC Chair</p>
<p>Special Education Parent Advisory Council</p>	<p>The Acton-Boxborough Special Education Parent Advisory Council(SEPAC) advocates and advises the district on matters as they pertain to special education students. One school committee member serves as a non-voting liaison to the SEPAC.</p>	<p>Vikram Parik</p>
<p>Joint Parent Teacher Student Organization (JPTSO) (Mon/ monthly)</p>	<p>The JPTSO is a collaboration among each of the PTO Chairs at the various schools. The group meets monthly to discuss activities related to each of the PTOs and to share best practices with each other. One or two school committee members serve as liaisons to the JPTSO.</p>	<p>Lakshmi Kaja</p>
<p>Danny's Place Youth Services</p>	<p>Danny's Place Youth Services is a community organization working to empower youth through life and leadership skills. A School Committee member may serve on the organization's Advisory Board.</p>	<p>Leela Ramachandran Vikram Parik</p>



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

15 Charter Road Acton, MA 01720

978-264-4700

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

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**To:** Melissa Andrew, District Treasurer  
**From:** Elizabeth Petr, Clerk of the Acton-Boxborough Regional School Committee (ABRSC)  
**Date:** August 24, 2023  
**RE:** Change to Members of the Board of Advisors of the OPEB Trust Fund

Per the Other Post-Employment Benefits (OPES) Trust Fund Agreement approved by the Acton-Boxborough Regional School Committee on 12/16/12, I hereby certify that Superintendent Peter Light has appointed the following members to the Board of Advisors of the ABRSD OPES Trust Fund, following a vote by the School Committee on 8/24/23:

- Sheri Matthews, ABRSD Director of Finance
- Steve Noone, Acton Finance Committee
- Gary Kushner, Boxborough Finance Committee
- Adam Klein, Acton-Boxborough Regional School Committee Chairperson, ex officio

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Elizabeth Petr  
Clerk, ABRSC

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## Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

<b>MEETING DATE</b>	8-24-23	<b>AGENDA ITEM NUMBER</b>	3.b
<b>AGENDA ITEM TITLE</b>	New Business		
<b>PRESENTER(S)</b>	Sheri Matthews		
<b>SUMMARY OF TOPIC</b>	The Director of Finance and Operations will present a preliminary update on the closeout of the FY23 Budget. Additionally, we will present information about an error found in the development of the FY24 budget that will require action by the committee at a subsequent meeting. We are also requesting the committee take its annual vote to set the imprest balance on the student activity accounts as noted in the packet.		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
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<b>APPROX AGENDA TIME</b>	45 mins.
<b>FOLLOW-UP</b>	
<b>ATTACHMENTS</b>	FY2023 Memo, FY2024 Memo, Imprest Balance Memo



# Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720

978-264-4700

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

Sheri-Lynne Matthews

Director of Finance and Operations

To: Superintendent, School Committee  
From: Sheri Matthews  
Re: Financial Report on FY2023 Closeout  
Date: August 24, 2023

The Finance Department is in the middle of our audit to complete the closeout process for FY2023; materials have been submitted to the independent auditors, who were on site last week.

This memo provides a detailed summary of FY2023 operating fund activities (revenue and expenditures, budget versus actual), a preliminary estimate of E&D Reserve as of July 1, 2023, a summary of other reserve positions and revolving accounts, an update of federal grants (including Covid/stimulus awards) and a look-ahead to FY2024.

### I - FY2023 Budget-to-Actual

REVENUES –	Total Appropriated Budget	\$102,899,440
	Less – Budgeted Use of Reserves	<u>(1,500,000)</u>
	Total Budgeted Revenues	\$101,399,440
	Actual Revenues	102,353,787
	<b>Net Revenue Variance</b>	<b>\$ 954,347 (0.94%)</b>

A preliminary yearend revenue summary is included with this report. Significant components of the yearend variance are discussed below. Note that much of this variance information was known, and projected in financial reports, previously during the year just ending.

**1. Chapter 70 (State Education Aid); total FY23 revenue = \$15,641,731; variance \$149,220**

The Student Opportunity Act (SOA) mandated that all districts receive a baseline increase in Chapter 70 Aid (Minimum Aid) of \$30 per student, which the District received in FY23. The budget-to-actual variance represents a difference between the budgeted estimate used during budget development and the actual revenue received from DESE.

**2. Regional Transp. Aid; total FY23 revenue = \$2,204,798; variance \$4,798**

The final state regional transportation aid payment was received on June 30 and represented a total reimbursement rate of 79.5% of eligible transportation costs. When this revenue source is estimated for budgeting purposes, it is too early to know (1) the final total costs of the then current year on which the aid reimbursement will be based, and (2) the final rate approved by the state legislature. The District’s strategy has been to conservatively but realistically budget transportation aid to avoid unpleasant surprises (deficits) and minimize surpluses.

**3. Charter Reimbursement Aid; total FY23 revenue = \$212,263; variance \$112,263**

Reimbursements and assessments relating to the Charter School program are subject to fluctuation during the year, as student data are processed. Reimbursements are intended to phase in the potential cost to districts of students opting for enrollment in charter schools. While A-B received more FY23 Charter Aid than budgeted, this was (as in previous years) offset by an increased assessment; see EXPENDITURES below in this section of the report.

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**4. Medicaid Reimbursement; total FY23 revenue = \$272,724; variance \$72,724**

The federal government significantly changed cost reimbursement guidelines to reflect the impact of the pandemic on providing eligible medical services. Although last year was likely to be a one-year phenomenon, we did still have a positive variance this year. The District estimated \$250K in Medicaid reimbursement in developing its FY24 budget.

**5. Investment Income; total FY23 revenue = \$747,160; variance \$597,160**

As many of you are aware, interest rates went up in FY23, resulting in a surplus. The District estimated \$300K in FY24, which should reasonably be attained.

<b>EXPENDITURES – Total Appropriated Budget</b>	\$102,899,440
Actual Expenditures	101,973,671
Preliminary Encumbrances	762,147
<b>Net Expenditure Variance</b>	<b>\$ 163,622 (0.16%)</b>

Below is a summary of expenditures and variances by Administrative (Budget) code.

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	VARIANCE
01 SCHOOL COM / SUPERINTENDENT	\$ 133,100	\$ -	\$ 133,100	\$ 114,268	\$ 5,600	\$ 13,232
02 TEACHING & LEARNING	\$ 290,500	\$ 283,311	\$ 573,811	\$ 575,402	\$ 117	\$ (1,708)
03 FINANCE	\$ 24,429,258	\$ (55,000)	\$ 24,374,258	\$ 24,144,248	\$ 37,961	\$ 192,049
04 HUMAN RESOURCES	\$ 65,318,523	\$ -	\$ 65,318,523	\$ 65,161,467	\$ 14,465	\$ 142,591
05 SPECIAL EDUCATION	\$ 6,124,083	\$ 56,905	\$ 6,180,988	\$ 5,948,571	\$ 141,459	\$ 90,958
06 EDUCATION TECHNOLOGY	\$ 738,000	\$ 55,000	\$ 793,000	\$ 829,777	\$ 22,826	\$ (59,603)
07 FACILITIES & OPERATIONS	\$ 3,967,126	\$ -	\$ 3,967,126	\$ 3,639,133	\$ 502,328	\$ (174,335)
08 PERFORMING ARTS	\$ 89,487	\$ -	\$ 89,487	\$ 84,252	\$ 3,232	\$ 2,003
09 VISUAL ARTS	\$ 132,958	\$ -	\$ 132,958	\$ 132,728	\$ -	\$ 230
10 DIVERSITY, EQUITY & INCLUSI	\$ 233,000	\$ (198,600)	\$ 34,400	\$ 21,196	\$ -	\$ 13,204
13 ATHLETICS	\$ 116,450	\$ -	\$ 116,450	\$ 216,704	\$ 1,078	\$ (101,332)
15 SENIOR HIGH PRINCIPAL	\$ 520,105	\$ (37,907)	\$ 482,198	\$ 439,827	\$ 22,804	\$ 19,567
16 JUNIOR HIGH PRINCIPAL	\$ 249,516	\$ (15,353)	\$ 234,163	\$ 228,151	\$ 4,491	\$ 1,521
17 BLANCHARD PRINCIPAL	\$ 95,000	\$ (25,352)	\$ 69,648	\$ 69,243	\$ 730	\$ (325)
18 CONANT PRINCIPAL	\$ 83,000	\$ (18,699)	\$ 64,301	\$ 63,483	\$ 70	\$ 748
19 DOUGLAS PRINCIPAL	\$ 81,616	\$ (18,524)	\$ 63,092	\$ 54,270	\$ 794	\$ 8,028
20 GATES PRINCIPAL	\$ 73,876	\$ (11,589)	\$ 62,287	\$ 58,010	\$ 389	\$ 3,888
21 MCCARTHY TOWNE PRINCIPAL	\$ 104,406	\$ (37,403)	\$ 67,003	\$ 59,339	\$ 297	\$ 7,367
22 MERRIAM PRINCIPAL	\$ 87,964	\$ (20,789)	\$ 67,175	\$ 65,144	\$ 1,965	\$ 65
29 NURSING	\$ -	\$ 44,000	\$ 44,000	\$ 39,917	\$ 126	\$ 3,957
39 PHYSICAL ED/ HEALTH ED	\$ 31,472	\$ -	\$ 31,472	\$ 28,540	\$ 1,415	\$ 1,518
<b>Expense Total</b>	<b>\$ 102,899,440</b>	<b>\$ -</b>	<b>\$ 102,899,440</b>	<b>\$ 101,973,671</b>	<b>\$ 762,147</b>	<b>\$ 163,622</b>

<b>GENERAL (OPERATING) FUND SUMMARY -</b>	<b><u>FY23</u></b>	<b><u>FY22</u></b>
FY2023 Revenue and Expenditures:		
Revenue Variance	\$954,347	\$437,215
Expenditure Variance	<u>\$163,622</u>	<u>\$809,627</u>
<b>Net Budget Variance</b>	<b>\$1,117,969</b>	<b>\$1,246,842</b>

**II – Preliminary Estimate of E&D Reserve as of July 1, 2023**

Certified E&D Reserve as of July 1, 2022	\$2,986,634 (2.9%)*
Add – Net FY23 Budget Variance (above)	1,117,969
Add – Net prior year encumbered variance	48,129
Less – Appropriated with FY24 Budget	<u>(1,375,000)</u>
Preliminary E&D as of July 1, 2023	<u>\$2,777,732 (2.6%)*</u>

\* - percentage of subsequent year appropriation (max = 5.0%)

**III – Summary of District Reserve Accounts as of June 30, 2023**

The District’s overall financial position, based on its identified reserve funds as of yearend, remains strong, as evidenced by the following reserve fund summary for FY23:

<u>Fund</u>	<u>Reserve Type</u>	<u>Begin Balance</u>	<u>Net Change**</u>	<u>Ending Balance</u>
1000	Unreserved FB*	\$ 3,056,522	\$(208,902)	\$ 2,847,620
3016	Circuit Breaker	2,603,360	(535,230)	2,068,130
4003	Capital Stabilization	<u>1,044,985</u>	<u>(267,786)</u>	<u>777,199</u>
	Totals (FYI)	\$ 6,704,867	\$(1,011,918)	\$ 5,692,949
	<i>% of Gen. Fund budget</i>	<i>6.5%</i>		<i>5.4%</i>

\* - General Fund Unreserved Fund Balance is the district’s accrual basis reserve, representing the cumulative difference between cash and other assets (including accrued receivables) versus liabilities (including accrued expenses) and other commitments of the general fund. On an accounting basis, it is the starting point from which E&D Reserve is determined, after making the statutory adjustments as discussed above. While “Certified E&D” is the more familiarly-used measure of uncommitted district reserves (just as “Free Cash” is to town reserves), Unreserved Fund Balance offers a more accurate measurement of financial position when presented in the above combined analysis.

\*\* - Net change for each reserve type represents, generally:

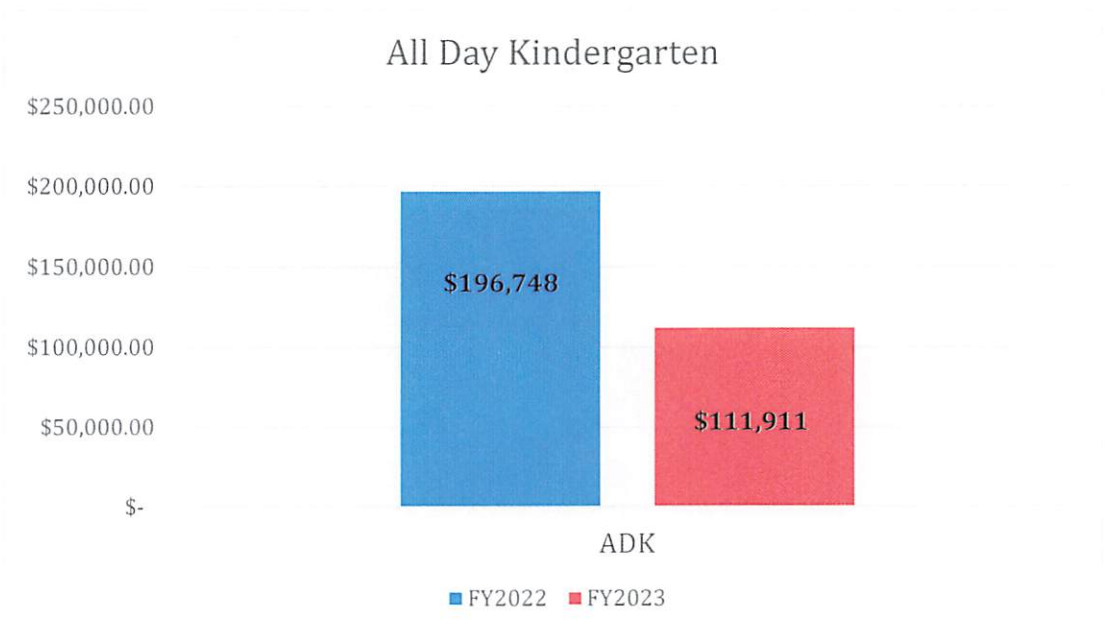
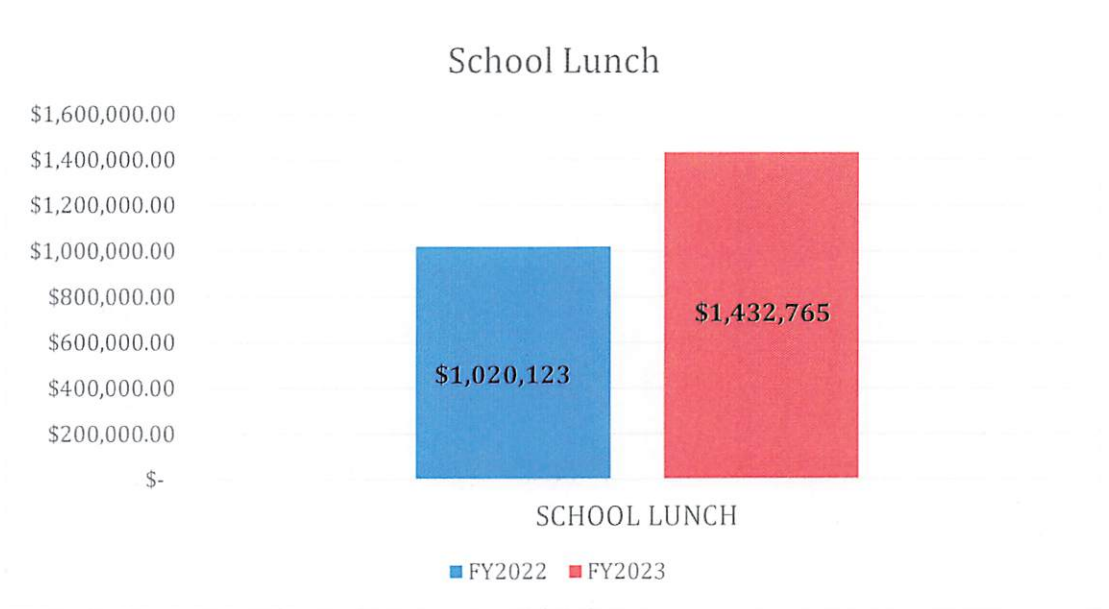
General Fund – Budget variance (\$1,117,969 per previous page) minus \$1,375,000 E&D usage committed to defray FY24 assessments (considered a FY23 transaction).

Circuit Breaker – Used to defray unanticipated personnel budget deficits (special ed assistants) in addition to its budgeted use as a tuition offset.

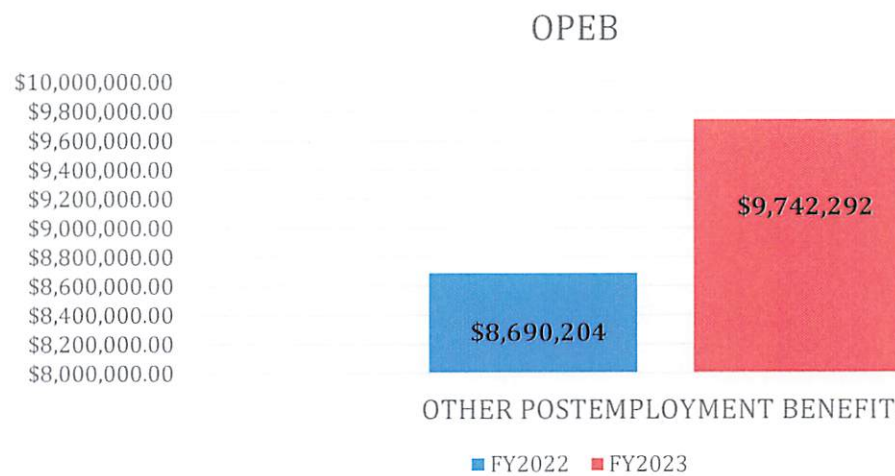
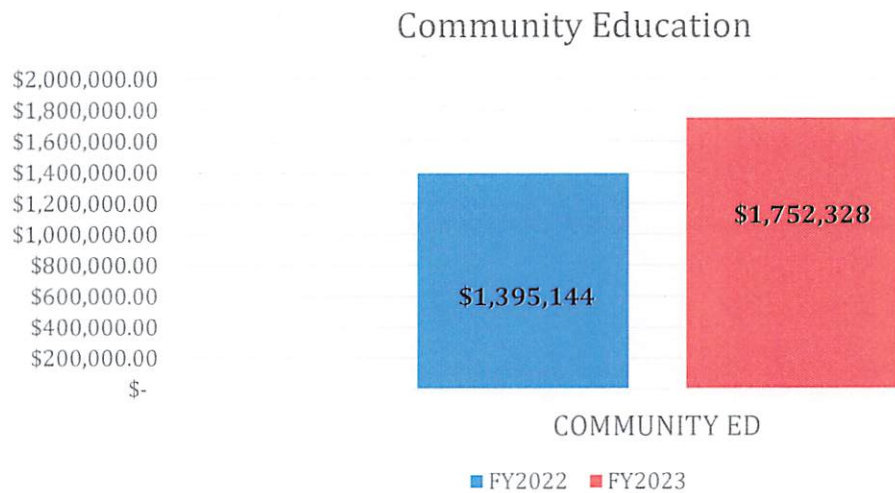
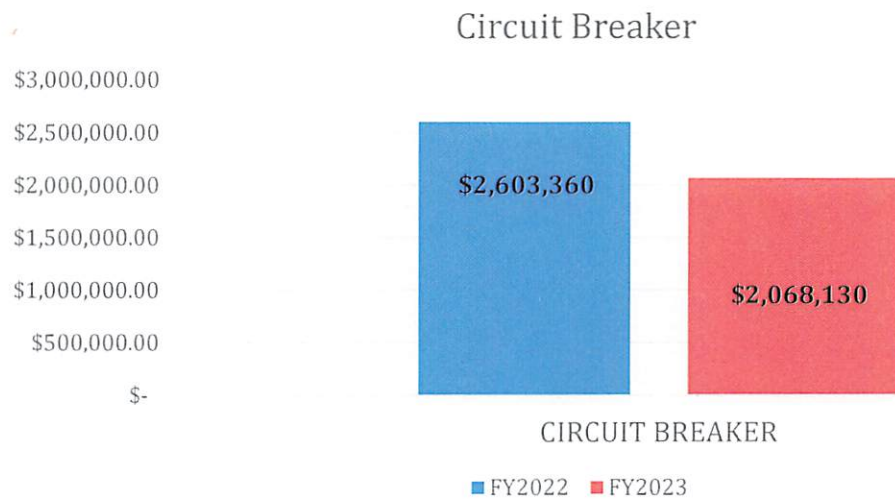
Capital Stabilization – Expended reserve transfer from previous year (\$300,000) as planned.

**IV – Summary of Revolving Fund Accounts as of June 30, 2023**

Below is a summary of revolving account balances as of June 30, 2023.



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**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
FY23 - FY22 Year End Encumbered Balance Comparison**

	Munis Balance 6/30/2022	Munis Balance 6/30/2023	Encumbered Balance FY23 to FY22 Change
<b>FACILITIES</b>			\$ -
4002 DOUGLAS SCHOOL FEASIBILITY STUDY	\$ 56,587.15	\$ 56,587.15	\$ -
4003 CAPITAL STABILIZATION FUND	\$ 1,044,984.61	\$ 777,198.96	\$ (267,785.65)
4004 CAPITAL PROJECTS FUND	\$ 1,164,025.28	\$ 927,255.64	\$ (236,769.64)
4005 DOUGLAS / GATES SCHOOL CONSTRUCTION	\$ 17,037,674.91	\$ 1,043,104.32	\$ (15,994,570.59)
3328 EVERSOURCE POWER DOWN PROJECT	\$ 5,144.00	\$ 5,144.00	\$ -
3329 FRIENDS OF LOWER FIELDS	\$ 0.00	\$ 0.00	\$ -
3342 WEST ACTON BOARDWALK	\$ 9,857.40	\$ 9,857.40	\$ -
3366 WELCOME CENTER		\$ (14,734.91)	\$ (14,734.91)
3418 TRANSPORTATION	\$ 29,421.75	\$ 26,519.25	\$ (2,902.50)
<b>SPECIAL EDUCATION</b>			\$ -
3428 ODP / PACE TUITIONS REVOLVING	\$ 146,700.98	\$ 100,872.93	\$ (45,828.05)
3429 AD INTEGRATED PRESCHOOL	\$ 43,040.01	\$ 91,432.59	\$ 48,392.58
<b>SENIOR HIGH</b>			
SENIOR HIGH GIFTS	\$ 163,722.53	\$ 183,937.08	\$ 20,214.55
<b>PERFORMING ARTS</b>			
PERFORMING ARTS GIFTS	\$ 38,021.25	\$ 48,680.13	\$ 10,658.88
<b>JUNIOR HIGH</b>			\$ -
JUNIOR HIGH GIFTS	\$ 95,673.69	\$ 120,844.11	\$ 25,170.42
<b>BLANCHARD</b>			
BLANCHARD GIFTS	\$ 20,378.61	\$ 20,371.81	\$ (6.80)
<b>CONANT</b>			
CONANT GIFTS	\$ 17,701.90	\$ 12,092.36	\$ (4,560.04)
<b>DOUGLAS</b>			
DOUGLAS GIFTS	\$ 61,234.22	\$ 55,090.57	\$ (6,143.65)
<b>GATES</b>			
GATES GIFTS	\$ 79,503.17	\$ 48,987.41	\$ (30,515.76)
<b>MCCARTHY TOWNE</b>			
MCCARTHY TOWNE GIFTS	\$ 38,411.92	\$ 21,537.79	\$ (16,874.13)
<b>MERRIAM</b>			
MERRIAM GIFTS	\$ 7,422.94	\$ 7,313.36	\$ (109.58)
<b>STUDENT ACTIVITIES</b>			
6001 STU ACTIVITY FUND-JH	\$ 58,525.82	\$ 53,962.48	\$ (4,563.34)
6002 STU ACTIVITY FUND-SH	\$ 120,766.49	\$ 122,024.51	\$ 1,258.02
6003 STU ACTIVITY FUND-BL	\$ 11,293.40	\$ 12,738.92	\$ 1,445.52

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**V – Summary of Grant Accounts as of June 30, 2023**

Below is a summary of grant account balances as of June 30, 2023.

Grant Name	DESE Fund	Closing Date	Total Grant Amount	Revenues			Expenditures		
				Received	Requested	Balance	Expended	Encumbered	Balance
ARPA - American Recovery Plan			\$1,375,000	\$1,375,000	\$0	\$0	\$949,313	\$228	\$425,459
ESSER Accelerating Math		6/30/2023	\$103,202	\$103,202	\$0	\$0	\$103,202	\$0	\$0
ESSER III	119	9/30/2024	\$586,926	\$586,926	\$0	\$0	\$586,926	\$0	\$0
Food Services Grant	722	8/31/2023	\$20,000	\$20,000	\$0	\$0	\$20,000	\$0	\$0
FY23 Early Childhood Grant	262	6/30/2023	\$34,477	\$34,477	\$0	\$0	\$34,477	\$0	\$0
FY23 Sped 94-142 Allocation	240	6/30/2023	\$1,348,333	\$1,348,333	\$0	\$0	\$1,348,333	\$0	\$0
FY23 Title I Grant	305	6/30/2023	\$137,548	\$137,548	\$0	\$0	\$137,548	\$0	\$0
Hate Crimes	794	6/30/2023	\$50,000	\$50,000	\$0	\$0	\$50,000	\$0	\$0
High Quality Instr Materials	185	8/31/2023	\$107,000	\$10,700	\$0	\$96,300	\$3,900	\$5,895	\$97,205
High Quality Instr Materials	719	6/30/2023	\$200,000	\$195,222	\$0	\$4,778	\$195,222	\$0	\$4,778
Teacher Quality (IIA)	140	6/30/2023	\$66,316	\$66,316	\$0	\$0	\$66,316	\$0	\$0
Title III	180	6/30/2023	\$38,490	\$38,490	\$0	\$0	\$38,490	\$0	\$0
Title IV	309	6/30/2023	\$10,000	\$10,000	\$0	\$0	\$10,000	\$0	\$0
			\$4,077,292	\$3,976,214	\$0	\$101,078	\$3,543,727	\$6,123	\$527,442

Lastly, while this is intended to be a preliminary report on FY23 finances, the information contained herein will be augmented as necessary as anticipated events and/or conditions change.



# Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720

978-264-4700

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

Sheri-Lynne Matthews

Director of Finance and Operations

August 22, 2023

To: School Committee and Superintendent Light

Re: FY2024 Budget

The purpose of this memo is to inform the Committee of a FY2024 budget matter that will require School Committee action and a proposed resolution.

### Background

The FY2024 budget includes a line item called “Vacancy Factor”. This line has been used to reduce the budget request in anticipation of personnel savings throughout the upcoming year (unpaid leaves, unfilled vacancies, etc.).

### Discovery

In reviewing the line item budget, I discovered that the vacancy factor (\$425,000) was erroneously double counted, due to the manner in which it was identified in the budget preparation process. As a result, the FY2024 approved budget has a personnel shortfall of \$425,000.

### Proposed Solution

We are proposing to close this budget gap by a combination of reducing personnel expenses and accounting for increases in state revenue since the budget was originally approved. After going through our personnel needs, we identified one position, for which an employee resigned, that need not be replaced. This action resulted in a savings of \$98,173 to the district.

Due to the recently adopted FY2024 Massachusetts State Budget, the district will receive more aid in FY2024 in two categories, as follows:

	Chapter 70 Funding	Regional Transportation
Estimated Revenue		
FY24 Voted AB Budget	\$15,792,511	\$2,241,018
FY24 Final State Budget	\$15,942,931	\$2,573,391
<b>Increase</b>	<b>\$150,420</b>	<b>\$332,373</b>

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The total increased FY24 state aid provides more than enough additional revenue to resolve the above shortfall, after reflecting the budget savings of not replacing a position.

**Recommended School Committee Action**

Under Regional School District regulations, there is a process to follow for amending approved budgets, as follows (under 603 CMR 41.00):

***(5) Amendments to Approved Budgets***

1. *(a) A regional school committee may propose, with a two-thirds vote, an amendment to a previously approved budget. If such amendment results in an increase in the total amount of the budget or an increase in assessment for any member, such amendment shall be submitted to the local appropriating authorities for their approval. The treasurer of the regional school district shall submit the proposed amendment to the members within 7 days from the date of the regional school committee vote. The local appropriating authority [Town Meeting] of every member shall have 45 days from the date of the regional school committee's vote to meet and consider the amendment. The proposed amendment shall be effective if it is approved by two-thirds of the local appropriating authorities and by the local appropriating authority of any member whose assessment is increased.*
  
2. *(b) If a local appropriating authority [Town Meeting] does not vote on the proposed amendment within the 45-day period and that local appropriating authority has previously appropriated funds for its assessment in an amount greater than or equal to the member's assessment for the amended budget, that member shall be deemed to have approved the amended budget.*

Therefore, I recommend that the School Committee votes to amend its budget based on the following summary of changes:

	<b>Estimated Revenue</b>	<b>Budgeted Teacher Salaries</b>	<b>Total District Budget</b>
FY2024 Voted AB Budget	<b>\$18,758,529</b>	<b>\$44,922,797</b>	<b>\$105,897,586</b>
Attrition Savings		(\$98,173)	(\$98,173)
Chapter 70 Increase	\$150,420		
Transportation Aid Increase from total savings of \$332,373	\$176,407		

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Correction of Vacancy Factor duplication		\$425,000	\$425,000
Recommended FY2024 Revised Budget	\$19,085,356	\$45,249,624	\$106,224,413

	Final FY23	Final FY24 <i>(as previously voted)</i>	Revised FY24 Budget
<b>Total Budget Appropriation</b>	<b>\$102,899,440</b>	<b>\$105,897,586</b>	<b>\$106,224,413</b>
Increase from prior year	\$3,180,218	\$2,998,146	\$3,324,973
<b>Percent Increase from prior year</b>	<b>3.19%</b>	<b>2.91%</b>	<b>3.23%</b>
TOTAL Assessments	\$82,946,929	\$85,614,057	\$85,614,057
Acton Assessment	\$69,689,255	\$71,669,758	\$71,669,758
<b>Acton % Change</b>	<b>3.18%</b>	<b>2.84%</b>	<b>2.84%</b>
Boxborough Assessment	\$13,257,674	\$13,944,299	\$13,944,299
<b>Boxborough % Change</b>	<b>4.59%</b>	<b>5.18%</b>	<b>5.18%</b>

**Preventative Solution**

In order to prevent this situation from occurring in the future, we have taken the following steps:

1. We have merged our human resources and financial systems, therefore implementing ‘Position Control’. This means that every permanent position will have an individual position number assigned to it. This will ensure that we are only accounting for the positions we have budgeted for.
2. We performed a line by line analysis and updated salary sheets to better determine future salary needs. We will begin to have monthly meetings between finance and human resources to make sure there are no miscommunications and we all agree to the personnel financial obligations.
3. We began having bi-weekly operations meetings with the following departments: finance, human resources, technology, transportation, food services, community ed, and facilities. This way there is complete transparent communication between departments.

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# Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720

978-264-4700

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

Sheri-Lynne Matthews

Director of Finance and Operations

To: School Committee  
From: Sheri Matthews *SRM*  
Re: Student Activity Account Funds; required annual reauthorization  
Date: August 24, 2023

## **Background**

The District operates Student Activity Funds at three schools, the Senior High, the Junior High, and the Blanchard Memorial. Each site has a checking account under the control of the Principal, pursuant to DESE Policy Guidelines and Massachusetts General Laws (MGL).

Section 47 of MGL Ch. 71 requires that, once the School Committee has accepted the provisions of the law, an agency account is set up by the District Treasurer. These are generally established as an interest-bearing savings account, and, if authorized by the School Committee, a checking account which acts as an imprest (replenishment) account to be administered by the School Principal. This procedure has been followed consistently from year to year by the District.

These funds are subject to a procedures review engagement at least once every three years by an independent accounting firm the most recent engagement was for the year ending June 30, 2022.

Maximum imprest checking account fund levels are established and annually voted on by the School Committee.

## **Recommended VOTE:**

To set the imprest balance of the Student Activities checking accounts for the 2023-2024 school year, consistent with the prior year, as follows:

Senior High School	\$35,000
Junior High School	\$25,000
Blanchard Elementary	\$ 5,000

Thank you for your consideration in this matter.



## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

<b>MEETING DATE</b>	8-24-23	<b>AGENDA ITEM NUMBER</b>	4.a
<b>AGENDA ITEM TITLE</b>	CONSENT AGENDA: Approval of Meeting Minutes, Donations, Annual Authorization		
<b>PRESENTER(S)</b>	Chairperson		
<b>SUMMARY OF TOPIC</b>	Items on the Consent Agenda do not usually require discussion and are approved with one vote. After members are asked if any items should be held out for individual consideration, a motion to approve the consent agenda is made, seconded, and voted on. Any items held from the consent agenda are then discussed and voted on separately.		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
	No action requested - this is a short update or presentation of information
	Request input and questions from the School Committee, but no vote required
<b>X</b>	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
	for the first time, with a request that the School Committee vote at a subsequent meeting OR
<b>X</b>	with the request that the School Committee take action immediately

*If formal action is requested, include a suggested motion or contact Julie LaLumiere.*

<b>SUGGESTED MOTION</b>	"Move that the ABRSC approve the consent agenda as proposed/amended."
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	5 min.
<b>ATTACHMENTS</b>	ABRSD Operating Protocols, Draft minutes, energy fees, grant, Merriam PTO budget



# Acton-Boxborough Regional School Committee FY24 Operating Protocols

*7/19/2024*

As elected members of the Acton-Boxborough Regional School Committee and ambassadors of the District, we are advocates for our schools and supporters of public education. We pledge to conduct our business in a professional, respectful, thoughtful and efficient manner, and commit to the following protocols in our work with the Superintendent, the Staff/Administration and the general public. We will:

## **Support the educational welfare and well-being of ALL students in a positive district climate and culture**

- Prioritize student needs and interests above all else in the decisions we make.
- Foster an environment of inclusion and belonging.
- Commit to the work of being an actively anti-racist community.
- Work from a unified vision which defines success and accountability for the Committee, Superintendent, staff and students.
- Support the Superintendent and staff and hold them accountable for their implementation of policies and operations that are inclusive and equitable.
- Work collaboratively to support the adopted vision and mission of the School District.
- Create policies, develop budgets and ensure administrative accountability to sustain continuous improvement in teaching and learning.

## **Demonstrate professional and collegial relations at all times**

- Empower School Committee members to freely express their opinions, concerns and ideas in a climate of trust and mutual respect, even in times of disagreement.
- Be aware of our own unconscious biases, and actively work to value the diversity of lived perspectives that make up our communities.
- Base our decisions on available facts, vote our convictions, and strive to take anti-racist action.
- Once a decision is made, all members will uphold and support the Committee's decision.
- Recognize that authority rests only with majority decisions of the Committee and make no independent commitments or take any independent actions that may compromise the Committee as a whole.
- Deliberate respectfully, effectively and efficiently so that meeting time is used wisely, being mindful of our large committee.
- Assume that disagreement is not personal and assume good intent.
- Recognize that in the interest of transparency, we will thoughtfully balance the need to be efficient with our desire to create a space for robust discussion.



**Acton-Boxborough Regional  
School Committee FY24  
Operating Protocols**

*7/19/2024*

**Establish and maintain effective communication**

- Come to meetings prepared by reviewing materials thoroughly ahead of the meeting. Direct questions and concerns to the Superintendent and Chairperson ASAP.
- Strive to make our meetings as efficient as possible:
  - Recognize that discussion on certain issues may take more time. The committee should recognize this and decide if the item should move to another meeting.
- Channel requests for information, reports and data through the Superintendent and the Chair not directly to staff. Members recognize that responses to such requests may require staff time and resources.
- Limit the number of agenda items in order to keep meetings to a reasonable time frame.
- We will direct all questions and concerns from parent/guardians to the appropriate person within the district chain of communication via the Parent Communication Map found on [abschools.org](http://abschools.org).
- Our meetings are open to the public, and residents are invited to attend. However, public participation only occurs pursuant to MA General Law School Committee policy BEDH.

All members are familiar with the Committee's Policy Section B: School Board Governance and Operations (posted on [abschools.org](http://abschools.org)) and agree to follow the policies and encourage fellow members to do the same.

Benjamin Bloomenthal

Vikram Parikh

Tori Campbell

Leela Ramachandran

Liz Fowlks, Vice-Chair

Yanxin Schmidt

Lakshmi Kaja

Andrew Schwartz

Adam Klein, Chairperson

Rebeccah Wilson, Vice-Chair

Ginny Kremer

Peter Light, Superintendent of Schools



## Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720  
978-264-4700  
[www.abschools.org](http://www.abschools.org)

Acton-Boxborough Regional School Committee Meeting  
July 19, 2023 Workshop Agenda at 4:00 pm  
Administration Building, Room 3

---

### DRAFT MINUTES

Members Present: Ben Bloomenthal (left at 5:50), Tori Campbell (5:30 via zoom), Liz Fowlks (4:04), Lakshmi Kaja, Adam Klein, Ginny Kremer (7:25), Vikram Parikh (4:04), Leela Ramachandran, Yanxin Schmidt, Rebeccah Wilson

Members Absent: Andrew Schwartz

Others: Peter Light, Beth Petr, Andrew Shen

---

1. **CALL TO ORDER (4:00)**

a. Chairperson's Welcome - *Adam Klein*

The ABRSC was called to order by Chairperson Adam Klein at 4:02 p.m.

2. **ONGOING BUSINESS**

a. Recommendation to Review and Approve results of one-year note bid to fund completion of Boardwalk project- **VOTE** - *Peter Light*

Mr. Light reviewed the recent process. The low bid was 3 ¾%. A motion was prepared by Bond Counsel.

Ben Bloomenthal moved, Leela Ramachandra seconded and it was unanimously, **VOTED**: to approve the results of the one-year note bid (motion language attached).

b. Consent Agenda/Action Items - **VOTE** - *Adam Klein*

- i. Approval of ABRHS Handbook Changes - Second Read - **VOTE** - *Adam Klein*
- ii. Approval of ABRSC Meeting Minutes of 6/22/23
- iii. Approval of 3D 4K UHD EIZO Monitor donation from Vicarious Surgical
- iv. Approval of \$6,770 Discovery Museum corporate sponsorship payment for FY24 licenses
- v. New School Building Committee membership - **VOTE** - *Adam Klein*

Ben Bloomenthal moved, Rebeccah Wilson seconded and it was unanimously, **VOTED**: to approve the consent agenda.

c. Statement of Warrants and Recommendation to Approve - **VOTE** - *Adam Klein*

Rebecca Wilson moved, Liz Fowlks seconded and it was unanimously,  
**VOTED**: to approve the warrants as proposed (see memo).

**3. ANNUAL SUMMER WORKSHOP**  
**“Responsibilities and Protocols” with MASC Field Director TRACY NOVICK**

Adam Klein thanked members for attending and introductions were made. Members shared why they wanted to serve on the Committee. He explained that there are different purposes for the District Goals, Superintendent Goals and School Committee Goals. Goals come out of the District’s Strategic Plan, with updates throughout the year at the School Committee meetings. School Committee goals will be discussed at the workshop in August. It is important to be sure that School Committee goals are in the Committee’s purview. All goals need to align.

Mr. Light is scheduling individual meetings and informal small group conversations with School Committee members to listen to concerns and expectations for the upcoming year. This input will be used for discussion at the next workshop. There will be no discussion of topics that will be coming before the School Committee. Group tours of the schools will be set up if members would like to do that.

Following the workshop, Adam will send out the subcommittee list and ask members to sign up. This can be based either on members’ expertise or desire to learn. The Capital subcommittee will be an important one next year. Many subcommittees meet on zoom and they are all open public meetings.

Tracy Novick presented on the “Roles and Responsibilities” of the Committee with an emphasis on the importance of understanding and respecting the roles of the Committee and the roles of the Superintendent. The Committee is the bridge between the Community and the Superintendent. The Superintendent is the bridge between the Staff and the Committee. Together they build Community Trust. Discussion included the importance of:

- Setting goals and their alignment
- Creating clear policies that set a framework for the District
- Understanding the Budget - The fiscal oversight of the district is under the purview of the Committee. Money is one of the authorities of the Committee. All funds, regardless of revenue source, must be allocated by the School Committee to be expended. The day-to-day management of the budget, the actual expenditure of funds, and the decision of expenditures within cost centers is under the purview of the superintendent. (slide 15)
- Sorting out roles regarding personnel (slide 18)

Tracy reviewed MASC’s School Committee Member Code of Ethics including members’ relations with the community, with the school administration and with their fellow School Committee members. Members’ first responsibility is to the students. Members should contact

the Superintendent with any request and he will decide which administrator should respond. Being a large committee, it can be difficult if someone is late or has to miss a meeting. If someone is out, it is understood that the Committee might vote without that person. Once the body has decided on an item, it is too late for someone to request that it be discussed again.

#### **The Committee took a break for Dinner 5:45 - 6:45.**

The Committee reviewed and discussed their protocols from last year and how they would like to update them for FY24. When final, all members will sign the document, emphasizing that members will hold themselves accountable.

#### **Comments included:**

- Protocols should be in priority order, unlike the current format, because often the top items are paid more attention to. Some members did not want the list prioritized.
- Members will revisit the protocols and “call members out” if an issue comes up on an ongoing basis, as needed.
- The word “debate” shouldn’t be used because it implies someone has to be right.
- Members want to recognize that in the interest of transparency and intentional community engagement they need to thoughtfully balance the need to be efficient with discussion time. They want the community to be brought along in the discussion. Some members were frustrated last year when they could not ask all the questions they wanted to during discussion of an item, seeing this as a transparency issue. Members wanted to feel empowered to speak. Adam reminded everyone that Committee meetings are held in public, but are not public meetings.
- Often it is known ahead of time if an agenda item will generate a lot of questions/discussion. It’s important for the Chair to be able to say, “I know we’re running out of time, is this item something we can come back to at the next meeting?” With 11 members, and trying to keep the length of meetings manageable, not everyone is able to speak multiple times at a meeting. Members should pick their priorities. This is a decision making body.
- Members need to come prepared to meetings. Read the packet and previous minutes. Let the Chair know ahead of time if a member has a particular important question for a meeting. Be sure questions are within the School Committee’s purview. Often what gets a meeting schedule off are extensive questions and answers about staff presentations that are meant for FYI. If a point is particularly important to the public, a member can tell Peter and he will see if the information can be included in the presentation.
- Peter suggested that there are three types of listening. 1. You want to win your point. 2. You want to fix a problem. 3. You want to understand. The Committee needs to really listen to understand what the other person is saying. This can help prevent the Committee from coming off as adversarial to the public and to each other. It was agreed that a future meeting will discuss this approach in more detail.
- We have 3 buckets that we’re trying to fit ideas into.

Adam will compile a revised draft for the next workshop meeting on August 22. At that meeting, the Committee will set their own goals and the Superintendent will share a first draft of the District goals. Members were asked to start thinking about the differences between a goal and a protocol. How do we define an efficient meeting? How do we link to the school goals?

Based on feedback from the Committee regarding communication, Peter has asked Chris Horan to do a communications audit, including social media, for the District. This will include some professional development with the leadership team. He will start with branding and how messages should be shaped around that plan.

#### 4. **ADJOURN**

Leela Ramachandran moved, Rebecca Wilson seconded and it was unanimously, **VOTED by roll call:** to adjourn the workshop at 8:37 p.m.  
(YES: Campbell, Fowlks, Kaja, Klein, Parikh, Ramachandran, Schmidt, Wilson)

Respectfully submitted,  
Beth Petr

Attached: Motion Language to Approve the Results of One-year Note Bid to Fund  
Completion of Boardwalk Project

List of Documents Used: agenda, agenda item summary pages, Note Financing Recommendation Memo from D. Verdolino 7/19/23, Vote language from Bond Counsel, Building Project Debt Status Update Memo from D. Verdolino 6/2/23, Building Project Debt Update Presentation Slides from D. Verdolino 6/8/23, Proposed ABRHS Handbook Changes 2023-2024 - Version 2 Memo from J. Dean 7/13/23, Proposed ABRHS Student Handbook 2023-2024, Draft Minutes of ABRSC meeting on 6/22/23 from B. Petr, Discovery Education Order Form for ABRSD 7/1/23 - 6/30/27, Donation thank you letter from A. Bisiewicz to Vicarious Surgical Company 6/27/23, Revised Acton Boxborough School Building Committee Members 7/1/23, Warrant memo from D. Verdolino 7/14/23, ABRSC FY22 Operating Protocols (voted 10/7/21), "Responsibilities and Protocols" Presentation Slides from T. Novick, MASC

To: Peter Light, Superintendent

From: Erin Bettez, Comm. Ed. Director

RE: Energy Fees – Boardwalk Campus – 2023-2024 School Year

Date: August 9, 2023

As the School Committee worked through an update of the district's use of facilities policy and procedures last year, energy fees at the Boardwalk Campus were left as TBD due to the ongoing construction and the fact that the solar canopy was not in place and historical energy fees could not be determined.

With the building opening up for public use this year, and the solar array not yet constructed, we do need to consider assessing energy fees at the Boardwalk Campus to account for costs incurred by use outside of school hours. It has been suggested that until more data is available, we follow what is in place at Parker Damon. That would be per-space rates and a building max. Please see the pertinent information from the current fee schedule highlighted below:

Energy fees are charged to Class 2 and Class 3 groups for every use as follows:

Classroom/Conference Room	\$5/hour
Small Gym/Cafeteria/Student Center	\$10/hour
Large Gym, Auditorium, Pool	\$15/hour

The hourly energy fee charged for an event will not exceed the amount below (an average annual hourly energy fee for the entire building):

Building	Max Energy Fee
ABRHS	\$105/hour
Administration Building	\$20/hour
Blanchard	\$33/hour
Boardwalk	TBD
Conant	\$20/hour
Parker Damon	\$40/hour

RJ Grey	\$65/hour
---------	-----------

These fees are in the School Committee's Use of Facilities Policy and so any change needs to be voted/approved by them.

Kindly let me know if there is any information you need from me to help facilitate this discussion.



## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

<b>MEETING DATE</b>	08/24/23	<b>AGENDA ITEM NUMBER</b>	
<b>AGENDA ITEM TITLE</b>	Accept Grant Received from Eastern Bank		
<b>PRESENTER(S)</b>	Bernadette Keegan (not present)		
<b>SUMMARY OF TOPIC</b>	Request that the School Committee formally accept a \$2,000 grant. Bernadette Keegan applied for the funds which are being used to provide scholarships to the Summer Day Program.		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
	No action requested - this is a short update or presentation of information
	Request input and questions from the School Committee, but no vote required
<b>X</b>	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
	<input type="checkbox"/> for the first time, with a request that the School Committee vote at a subsequent meeting or
	<b>X</b> with the request that the School Committee take action immediately

***If formal action is requested, include a suggested motion or contact Julie LaLumiere.***

<b>APPROX AGENDA TIME</b>	1 minute
<b>FOLLOW-UP</b>	
<b>ATTACHMENTS</b>	Copy of ACH credit



← Investment Account 31 - USD

Balances as of 07/20/2023 10:44:29  
Transactions As Of 07/20/2023 10:44:47

View Another Account  
[Redacted] - Investment Account - USD

🔄 07/20/2023 10:44 AM

Balance & Transaction Summary

Opening Ledger 0.00 USD    Current Available 0.00 USD    Total Credits (1) 2,000.00 USD    Total Debits (0) 0.00 USD  
[Show details](#)

Filter

Post Date >= Last 7 Days    Amount 2,000.00   

<input type="checkbox"/> All	Post Date	Status	Transaction Description	Transaction Detail	Cust...	Image	Amount	Balance
<input type="checkbox"/>	07/17/2023	Posted	Preauthorized ACH Credit	EASTERN BANK DEPOSIT 230717/			2,000.00	

Viewing 1-1 of 1 records

Display  per page < Page  of 1 >

**Merriam PTO**  
**Projected Spending/ Donations**  
**2023-2024 School Year**

Cultural Experience	\$ 3,000.00 or books for author visits
Field Trip support	\$ 3,500.00 field trip (\$500 @ 7 grades)
Teacher Appreciation	\$ 1,200.00 Fall lunch (In Service day) and coffee truck (after open house night)
Graduation	\$ 1,500.00 yearbook/ teeshirts
Winter Fair	\$ 3,000.00 custodian/ prizes
PTO-Staff Basketball Game	\$ 1,000.00 custodian/supplies



## Acton-Boxborough Regional School Committee

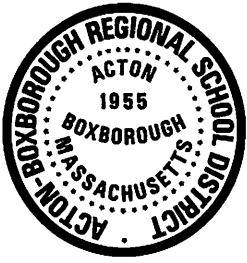
### Meeting Agenda Item Summary

<b>MEETING DATE</b>	8-24-23	<b>AGENDA ITEM NUMBER</b>	4.b
<b>AGENDA ITEM TITLE</b>	Statement of Warrants and Recommendation to Approve		
<b>PRESENTER(S)</b>	Chairperson		
<b>SUMMARY OF TOPIC</b>	Warrants are the listing of all payments made by the school district for the period, including payroll, vendors and others. The School Committee approves these at every meeting.		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
	No action requested - this is a short update or presentation of information
	Request input and questions from the School Committee, but no vote required
<b>X</b>	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
	for the first time, with a request that the School Committee vote at a subsequent meeting OR
<b>X</b>	with the request that the School Committee take action immediately

*If formal action is requested, include a suggested motion or contact Julie LaLumiere.*

<b>SUGGESTED MOTION</b>	See motion in memo in the packet from D. Verdolino
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	2 min
<b>ATTACHMENTS</b>	Summary memo from S. Matthews and posted folder of individual warrants



# Acton-Boxborough Regional School District

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

**Finance Department**  
Sheri Matthews  
Director of Finance & Operations  
(978) 264-4700 x 14101  
smatthews@abschools.org

August 21, 2023

To: School Committee Chair  
From: Sheri Matthews /sm/  
Re: School Committee Agenda - Warrants

Members –

Below please find a summary of warrants for which I am respectfully requesting your consideration and approval at the regular meeting on 8/24/2023.

The Budget Subcommittee has previously reviewed these warrants, for the purpose of check distribution. A majority of the Subcommittee conveyed their approval electronically and the related disbursements have been made. The full School Committee should vote its authorization of these expenditures of budgeted and other funds in its custody. All members have received for each warrant the information provided as shown below, namely:

1. (for vendor warrants, including payroll withholding remittances and student activities)
  - Declining balance register of payments (“Declining Dollar report”)
  - Warrant detail (payments by vendor)
2. (payroll)
  - Payroll warrant summary

As you know, these warrants, formerly provided in paper copy requiring physical signature, are now provided in digital copy with the School Committee meeting packet. A vote on the total memo value of warrants meets MGL guidelines for School Committee approval of warrants.

Thank you for your consideration and cooperation with this request.



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## Recommended Motion Wording

I move that the School Committee vote to approve the below listed warrants totaling \$ \$6,059,885.87.

### AP Vendor warrant(s) as follows -

23-027F	dated	6/30/2023	in the amount of	\$	393,859.15
24-002A	dated	7/20/2023	in the amount of	\$	252,660.98
24-002B	dated	7/27/2023	in the amount of	\$	2,581,392.18
24-003B	dated	8/10/2023	in the amount of	\$	951,158.27

### Payroll Vendor warrant(s) as follows -

24-002PR	dated	7/27/2023	in the amount of	\$	249,909.28
24-003PR	dated	8/10/2023	in the amount of	\$	144,125.21

### Payroll warrant(s) as follows -

P2402	dated	7/24/2023	in the amount of	\$	738,491.61
P2403	dated	8/10/2023	in the amount of	\$	748,289.19



## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

<b>MEETING DATE</b>	8-24-23	<b>AGENDA ITEM NUMBER</b>	FYI
<b>AGENDA ITEM TITLE</b>	For Your Information (FYI)		
<b>PRESENTER(S)</b>	The Chairperson and/or Superintendent may highlight individual items		
<b>SUMMARY OF TOPIC</b>	A variety of items may be found in the FYI: announcements, awards, publicity, reference materials, etc. that do not need discussion.		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
<input checked="" type="checkbox"/>	No action requested - this is a short update or presentation of information
<input type="checkbox"/>	Request input and questions from the School Committee, but no vote required
<input type="checkbox"/>	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
<input type="checkbox"/>	for the first time, with a request that the School Committee vote at a subsequent meeting OR
<input type="checkbox"/>	with the request that the School Committee take action immediately

***If formal action is requested, include a suggested motion or contact Julie LaLumiere.***

<b>SUGGESTED MOTION</b>	
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	
<b>ATTACHMENTS</b>	various



**Acton-Boxborough Regional School District**  
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978-264-4700 x 3209 fax: 978-264-3340  
[www.abschools.org](http://www.abschools.org)

**Steven Martin**  
*Director of Athletics*

To: Tricia Hashem, ABSAF President  
From: Peter Light, Superintendent of Schools  
Steven Martin, Director of Athletics  
George Arsenault, Director of Arts  
James Marcotte, Principal R.J. Grey Junior High  
Joanie Dean, Principal Acton Boxborough Regional High School

Date: August 18, 2023  
Re: ABSAF Support for FY'24

Dear ABSAF Board of Directors,

Thank you very much for everything that you do to support activities and athletics for our ABRSD students. Your creativity and hard work the last few years with the uncertainty of COVID and what that meant for students was truly impressive. We know you will continue to add fundraisers this year and we are here to support you in any way we can.

Thank you for the fundraising and the donation of \$48,000.00 for this coming year and the total contributions you have made in excess of \$683,000 in the past ten years. We continue to be extremely grateful for all of the work that goes into making such a substantial contribution.

Below is a list of how the \$48,000 will be distributed by department and school. This year, some of the items that we will be able to use ABSAF donations for include helping to fund our new Unified Track program at the high school supplies and uniforms; replacing the timing system in the swimming pool, transportation for some of the teams and clubs at both ABRHS and R.J. Grey, and to defray some of the costs of drama productions at both ABRHS and R. J. Grey.

Thank you again for all that you do, and we look forward to our continued collaboration with ABSAF.

Below is a breakdown of the 2023-2024 plans for the use of the ABSAF gift funds:

High School Student Activities Stipends	\$8,500
Junior High Student Activities Stipends	\$3,500
Interscholastic Athletics	\$28,000
Performing Arts	\$ 2,000
Proscenium Circus – High School	<u>\$ 6,000</u>
<b>SUB-TOTAL:</b>	<b>\$48,000</b>

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

*Wellness • Equity • Engagement*