



Acton-Boxborough Regional  
School Committee Meeting

September 7, 2017

7:00 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Library  
R.J. Grey Junior High School

September 7, 2017  
7:00 p.m.

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AGENDA

1. **Call to Order (7:00)**
2. **Chairman's Introduction** – *Amy Krishnamurthy*
  - 2.1. First Day of School Report – *Bill McAlduff*
  - 2.2. Brief Enrollment Report – *Marie Altieri*
    - 2.2.1. Monthly Enrollment and Grade K-6, September 1, 2017
    - 2.2.2. Monthly Enrollment and Grade K-6, June 1, 2017
3. **Statement of Warrants & Approval of Minutes**
4. **Acton Board of Selectmen Call to Order** – *Janet Adachi*
5. **Vacancy on the Acton-Boxborough Regional School Committee**
  - 5.1. Press Release – Letters of Interest by Tues, Sept 5 at 5:00 p.m.
  - 5.2. Letters of Interest from Candidates (*to be posted Tues, Sept 5 evening*)
  - 5.3. Interviews
  - 5.4. Election to Fill Vacancy on the ABRSC – **ROLL CALL VOTE** (*Acton members only*)
  - 5.5. Unexpired Term Fulfillment Policy, File: BBBE
  - 5.6. Appointment to Fill Vacancy in Town Office, *MA General Laws, Ch. 41, section 11*
6. **Acton Board of Selectmen Adjourn**
7. **Public Participation**
8. **School Building Committee Update** – *Mary Brolin*
  - 8.1. Building Committee Recommendation Regarding Building Option – **Second Read** – **VOTE** (*materials from 8/24/17 SC meeting*)
  - 8.2. FYI
    - 8.2.1. Next Deadline is 10/2/17 for Enrollment/Certification Executed & Maintenance and Capital Planning Information
    - 8.2.2. Special Town Meetings in Acton & Boxborough on 12/4/17
    - 8.2.3. Outreach and Communications
9. **Recommendation to Accept Gift from AB Soccer Boosters** – **VOTE** – *Bill McAlduff*
10. **Subcommittee Reports** – *Amy Krishnamurthy*
11. **School Committee Member Reports** - *Amy Krishnamurthy*
12. **FYI**
  - 12.1. Family Learning Series - FY18 Calendar of Presentations
  - 12.2. FY18 Acton-Boxborough Regional School Committee Meeting Dates

- 12.3. Superintendent's Letter to Staff
- 12.4. FY18 ABRSC Committee Assignments, *approved 8/1/17*
- 12.5. Fall 2017 "Schools Open" and Open House/Back to School Schedule, FY18  
School Calendar
- 12.6. ABRHS and RJGJHS Fall Coaches
- 12.7. FY18 Parent Communication Map

### 13. **Adjourn**

#### **Next Meetings:**

ABRSC, TUESDAY, September 19, 7:00 p.m. in the Junior High Library (packet posted Sept 15)  
ABRSC, October 5, 7:00 p.m. in the Junior High Library (packet posted Sept 29)

Posted on 9/1/17 at 1:15 p.m.

**MONTHLY ENROLLMENT**  
**ACTON-BOXBOROUGH REGIONAL SCHOOLS 2017-2018**

Levels	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1				Mar. 1				Apr. 1							
	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot				
Pre-school	89	21	2	112																																
<b>Total</b>	89	21	2	112																																
K	283	66	5	354				0				0				0				0				0				0				0				
1	296	41	5	342				0				0				0				0				0				0				0				
2	298	63	3	364				0				0				0				0				0				0				0				
3	334	50	5	389				0				0				0				0				0				0				0				
4	361	48	7	416				0				0				0				0				0				0				0				
5	355	59	8	422				0				0				0				0				0				0				0				
6	347	66	8	421				0				0				0				0				0				0				0				
<b>Elem Sub Total</b>	2274	393	41	2708				0				0				0				0				0				0				0				
Other Pre k-6	16	3	3	22				0				0				0				0				0				0				0				
<b>Elem. Total</b>	2290	396	44	2730	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
7	407	71	8	486				0				0				0				0				0				0				0				
8	405	68	5	478				0				0				0				0				0				0				0				
<b>J.H.S. Total</b>	812	139	13	964	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
9	349	76	4	429				0				0				0				0				0				0				0				
10	367	77	7	451				0				0				0				0				0				0				0				
11	415	74	8	497				0				0				0				0				0				0				0				
12	372	81	9	462				0				0				0				0				0				0				0				
9-12 Ungr.	0	0	0	0				0				0				0				0				0				0				0				
P.G.	1	0	1	2				0				0				0				0				0				0				0				
<b>H.S. Total secondary</b>	1504	308	29	1841	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Total</b>	2316	447	42	2805				0				0				0				0				0				0				0				
Other 7-13	58	12	0	70				0				0				0				0				0				0				0				
<b>Reg. Total</b>	2374	459	42	2875	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Pre-school Total</b>	89	21	2	112				0				0				0				0				0				0				0				
<b>Elem Total secondary</b>	2290	396	44	2730				0				0				0				0				0				0				0				
<b>Total</b>	2374	459	42	2875				0				0				0				0				0				0				0				
<b>Grand Total</b>	4753	876	88	5717	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				

A = ACTON      Pre-School = SPED      In D. = In Distric Distribution:  
 B = BOXBOROUGH      P.G. = Post Graduates  
 C = Choice/Staff/Tuition; Ungr. = Ungraded

G. Brand      C. Jeannotte  
 M. Altieri      A. Bisewicz  
 D. Bookis      K. Nelson  
                          E. Weiner  
                          S. Cunningham

All Principals (2)

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

Actual Acton-Boxborough Grade K-6  
September 1st 2017

Grade	Blanchard				Total	Conant				Total	Douglas				Total	Gates				Total	McCarthy				Total	Merriam				Incoming	Total	#Sec	Avg. Size
	57 ADK	22 AM				41 ADK	19 AM				20 ADK	18 AM				21 ADK	19 AM				40 ADK	35 AM				41 ADK	20 AM						
<b>K</b>	<b>20</b>	<b>19</b>	<b>18</b>	<b>22</b>	<b>79</b>	<b>20</b>	<b>21</b>	<b>19</b>	<b>60</b>	<b>20</b>	<b>18</b>	<b>38</b>	<b>20</b>	<b>21</b>	<b>41</b>	<b>18</b>	<b>20</b>	<b>20</b>	<b>17</b>	<b>75</b>	<b>20</b>	<b>21</b>	<b>20</b>	<b>61</b>	<b>0</b>	<b>354</b>	<b>16</b>	<b>22.1</b>					
Rm	216	218	221	226	15	1	2	3	2	1	2	0	2	4	1	110	111	112	218	0	131	132	135	1	19								
<b>Gr. 1</b>	<b>21</b>	<b>20</b>	<b>18</b>	<b>59</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>56</b>	<b>22</b>	<b>22</b>	<b>44</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>55</b>	<b>22</b>	<b>22</b>	<b>21</b>	<b>65</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>63</b>	<b>0</b>	<b>342</b>	<b>17</b>	<b>20.1</b>						
Rm	211	213	215	18	4	5	10	0	3	5	0	3	5	6	1	310	311	312	1	133	231	334	1	21									
<b>Gr. 2</b>	<b>21</b>	<b>20</b>	<b>21</b>	<b>62</b>	<b>22</b>	<b>23</b>	<b>45</b>	<b>21</b>	<b>22</b>	<b>21</b>	<b>64</b>	<b>19</b>	<b>22</b>	<b>22</b>	<b>63</b>	<b>22</b>	<b>21</b>	<b>22</b>	<b>65</b>	<b>22</b>	<b>21</b>	<b>22</b>	<b>65</b>	<b>0</b>	<b>364</b>	<b>17</b>	<b>21.4</b>						
Rm	217	219	227	3	6	7	1	6	7	8	0	7	8	10	1	301	302	303	1	223	224	234	1	7									
<b>Gr. 3</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>55</b>	<b>24</b>	<b>24</b>	<b>48</b>	<b>24</b>	<b>24</b>	<b>23</b>	<b>71</b>	<b>24</b>	<b>24</b>	<b>25</b>	<b>73</b>	<b>22</b>	<b>24</b>	<b>24</b>	<b>70</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>72</b>	<b>0</b>	<b>389</b>	<b>17</b>	<b>22.9</b>						
25	229	231	245	13	9	17	1	9	10	11	3	9	18	20	1	313	314	315	2	230	330	331	1	21									
<b>Gr. 4</b>	<b>24</b>	<b>25</b>	<b>49</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>75</b>	<b>24</b>	<b>25</b>	<b>24</b>	<b>73</b>	<b>25</b>	<b>25</b>	<b>50</b>	<b>25</b>	<b>23</b>	<b>25</b>	<b>73</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>96</b>	<b>0</b>	<b>416</b>	<b>17</b>	<b>24.5</b>							
Rm	243	247	5	8	19	20	2	12	13	14	0	15	19	0	213	214	215	2	233	322	323	335	3	12									
<b>Gr. 5</b>	<b>24</b>	<b>23</b>	<b>22</b>	<b>69</b>	<b>24</b>	<b>23</b>	<b>23</b>	<b>93</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>69</b>	<b>24</b>	<b>23</b>	<b>47</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>72</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>72</b>	<b>0</b>	<b>422</b>	<b>18</b>	<b>23.4</b>						
Rm	118	128	130	11	14	15	16	18	0	19	20	21	0	11	17	1	210	211	212	3	232	332	333	1	16								
<b>Gr. 6</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>74</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>68</b>	<b>24</b>	<b>21</b>	<b>23</b>	<b>68</b>	<b>23</b>	<b>23</b>	<b>69</b>	<b>24</b>	<b>23</b>	<b>24</b>	<b>71</b>	<b>24</b>	<b>23</b>	<b>24</b>	<b>71</b>	<b>0</b>	<b>421</b>	<b>18</b>	<b>23.4</b>						
Rm	108	110	112	9	11	12	13	2	15	16	17	1	12	13	14	0	113	114	115	4	235	321	324	0	16								
				74				8				4			5				13				8	112									
<b>Total</b>	<b>20 St Averag</b>	<b>23.5</b>	<b>447</b>	<b>20 Sec.</b>	<b>Averag</b>	<b>22.3</b>	<b>445</b>	<b>20 St Averag</b>	<b>21.4</b>	<b>427</b>	<b>18 St Averag</b>	<b>22.1</b>	<b>398</b>	<b>21 St Averag</b>	<b>23.4</b>	<b>491</b>	<b>23 St Averag</b>	<b>21.7</b>	<b>500</b>	<b>0</b>	<b>2708</b>	<b>120</b>	<b>22.57</b>										

74 Acton residents attend Boxborough

38 Boxborough residents attend school in Acton

Sept Count 9/1/17



Actual Acton-Boxborough Grade K-6  
June 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	19	20	18	65	19	20	22	61	23	23	46	21	21	42	21	22	21	64	21	21	21	63	341	16	21.3			
Other	8			20				0			1			1				2				0		24				
Gr. 1	20	20	10	51	19	20	39	20	20	20	60	19	20	20	59	20	20	20	60	20	19	20	59	328	16.5	19.9		
Other	1			2				1			1			2				0				1		7				
Gr. 2	10	21	21	53	23	22	45	23	23	23	69	24	24	23	71	24	23	24	71	23	24	23	70	379	16.5	23.0		
Other	1			13				1			5			1				2				1		23				
Gr. 3		22	23	45	25	23	25	73	24	24	24	72	25	25	50	22	24	23	69	21	20	20	22	83	392	17	23.1	
			4					2			0				0			2				2		10				
Gr. 4	22	20	20	62	22	22	23	89	23	23	24	70	23	23	46	24	23	23	70	23	25	23	71	408	18	22.7		
			10					0			0				2			3				0		15				
Gr. 5	24	24	23	71	23	22	23	68	23	23	23	69	24	23	24	71	22	22	22	66	22	23	23	68	413	18	22.9	
			8					2			1				0			4				0		15				
Gr. 6	24	23	23	70	26	25	25	76	25	24	25	74	25	25	26	76	26	23	25	74	26	23	25	25	99	469	19	24.7
			9					2			1				1			2				0		15				
			66					8			9				7			15				4		109				
<b>Total</b>	<b>19</b>	<b>21.9</b>	<b>417</b>	<b>20</b>	<b>22.6</b>	<b>451</b>	<b>20</b>	<b>23.0</b>	<b>460</b>	<b>18</b>	<b>23.1</b>	<b>415</b>	<b>21</b>	<b>22.6</b>	<b>474</b>	<b>23</b>	<b>22.3</b>	<b>513</b>	<b>2730</b>	<b>121</b>	<b>22.6</b>							

66 Acton residents attend school in Boxborough

43 Boxborough residents attend school in Acton



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

## Press Release

The Acton members of the Acton-Boxborough Regional School Committee and the Acton Board of Selectmen will meet on September 7 at 7:00 p.m. to fill the school committee vacancy resulting from Kristina Rychlik's resignation. If you would like to be considered for this position, please submit a statement of interest along with a brief description of your qualifications to Beth Petr, School Committee Executive Assistant at [bpetr@abschools.org](mailto:bpetr@abschools.org) or ABRSD Central Office by 5:00 p.m. on September 5, 2017. The term of this appointment will be through the Annual Acton Election on March 27, 2018. Questions should be directed to Amy Krishnamurthy, ABRSC Chair, at [akrishnamurthy@abschools.org](mailto:akrishnamurthy@abschools.org) or Beth at [978-264-3306](tel:978-264-3306).



File: BBBE

### **UNEXPIRED TERM FULFILLMENT**

When a vacancy on the School Committee occurs for any reason, including a failure to elect, the appropriate town's Board of Selectmen and the remaining members of the School Committee Members from that Town share the responsibility for filling it.

As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within one month after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the Board of Selectmen and remaining School Committee Members from that Town will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

LEGAL REF.: M.G.L. 41:11

Approved 5/19/16

**Part I** ADMINISTRATION OF THE GOVERNMENT

**Title VII** CITIES, TOWNS AND DISTRICTS

**Chapter 41** OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

**Section 11** APPOINTMENT TO FILL VACANCY IN TOWN OFFICE

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.



*Acton-Boxborough Regional School District*  
*Office of the Deputy Superintendent*  
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**Marie Altieri**  
*Deputy Superintendent*

To: Acton-Boxborough Regional School Committee  
 From: Marie Altieri, Deputy Superintendent  
 Date: August 18, 2017  
 Re: Building Committee Update

### **Master Planning Background and Building Project Options**

The Acton-Boxborough Regional School District Master Planning process started with **Phase I** in September 2015 which included a full evaluation of all district facilities conducted by Dore and Whittier. A capital improvement plan (CIP) was completed, which identified Douglas, Conant and Gates as the schools that are the most overcrowded and the most in need of repair. Each of these schools is about 50 years old, and they have not had any major renovations. In April 2016 the district submitted statements of interest to the MSBA for these three elementary schools, identifying Douglas as the highest priority for renovation or replacement.

**Phase II** continued throughout 2016 with an educational visioning process. Visioning included 80 teachers, parents, principals, community members and students participating in three full day sessions to review all of the data and explore educational planning for future facilities. There were also several meetings with small groups, including Principals, to explore possibilities for specific schools. This process developed seven possible options for the school district master plan.

The District Master Planning Review Committee (**DMPRC**) was formed to bring those seven options to the community for feedback in an effort to identify options that could be eliminated to move towards a single solution to bring to the two communities for approval. In February 2017 the MSBA voted to approve ABRSD for a building project to include the Douglas School. There were only 17 projects approved out of 87 proposals. The DMPRC held 12 public forums to present the options and to gather feedback. These forums served as focus groups with discussions about the pros and cons of each of the options. A video was also created so that community members who could not attend a forum could view the information from home and provide feedback. The feedback consistently identified 2-3 of the options as the preferred options with some suggestions for modifications.

The DMPRC made a recommendation to the School Committee in June that recommended a twin school with two possible grade configuration options. One option is a twin school with a K-6 elementary school on each side with space built in for PreK classrooms. The second option is a twin elementary school with a PreK-K Early Childhood Center on one side and a 1-6 elementary school on the other side. Dore and Whittier's high-level study identified the Gates property as the most feasible location using the Douglas property for parking and playgrounds with a walking bridge connecting them. The Conant property might also be considered, but there would need to be additional phasing to move the students into the new twin school during construction. A twin school is preferred because the MSBA will only provide reimbursement for one project over a five-to-seven year period of time, and a twin school will provide space and updated facilities for two schools at once.

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

*Wellness • Equity • Engagement*



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The **Building Committee** was formed in June 2017 in line with MSBA requirements. The Building Committee met throughout the summer, along with the Building Committee working group which has been meeting every two weeks. The Building Committee has stayed on target with each of the MSBA deliverables. We have also reviewed funding options for the feasibility phase of the project which will go to Special Town Meetings in Acton and Boxborough on December 4, 2017. The Building Committee has further explored the pros and cons of the two building project options. We will review those options at the August 24, 2017 School Committee meeting with recommendations for the committee's consideration.

**MSBA Update**

We completed the July 3 submission of the Educational Profile Questionnaire (EPQ) and the Enrollment Data Submission to the MSBA. Thanks to Deb Bookis, JD Head, Dawn Bentley and Amy Bisiewicz for their work on the EPQ, which is attached to this memo. The EPQ notifies the MSBA that the preferred option is to build a twin school, likely to be built on the Gates property, although we will continue to evaluate the Conant property and other possible properties. We told them that there are two potential grade configurations for the twin school - either two K-6 elementary schools or one elementary school and an Early Childhood Center.

The enrollment submission involved inputting data regarding Acton and Boxborough enrollment history, housing sales, building permits and births. Given our recent increases in enrollment, we provided more recent enrollment data than requested and spoke with MSBA about considering these figures in the enrollment estimates. The MSBA will review all the data we submitted and work with us between now and October to determine the enrollment for the new building.

**Feasibility Study Costs and Funding Sources**

The Building Committee reviewed several comparable sized building projects, and we believe that the amount of money that we need to request at the December town meeting would be in the following range:

Cost of Owner's Project Manager and Feasibility Study Fees:	\$1.3M - \$1.5M
MSBA reimbursement at 45.3%:	\$590k - \$680k
Acton-Boxborough costs:	\$710k - \$820k

After reviewing ABRSD reserves, with the Excess and Deficiency Fund (E&D) estimated to be at about \$4 million, we are recommending that the School Committee use E&D funds to pay for the AB share of the OPM and feasibility study fees. This would require a majority vote at the Acton and Boxborough December 4, 2017 Special Town Meetings.

This material will be presented to the School Committee on August 24, 2017 with hopes that you will vote a final project recommendation at the September 7, 2017 School Committee meeting. There will be community outreach from September through November in preparation for the December 4 town meetings. We will be happy to answer any questions.

Sincerely,

Marie Altieri  
 Deputy Superintendent



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

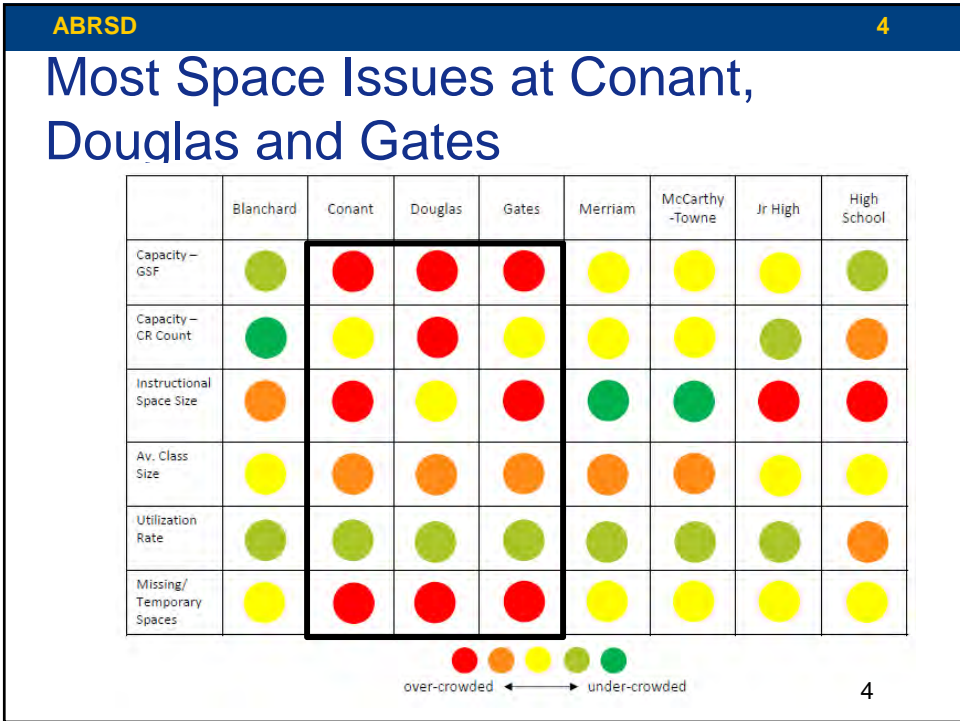
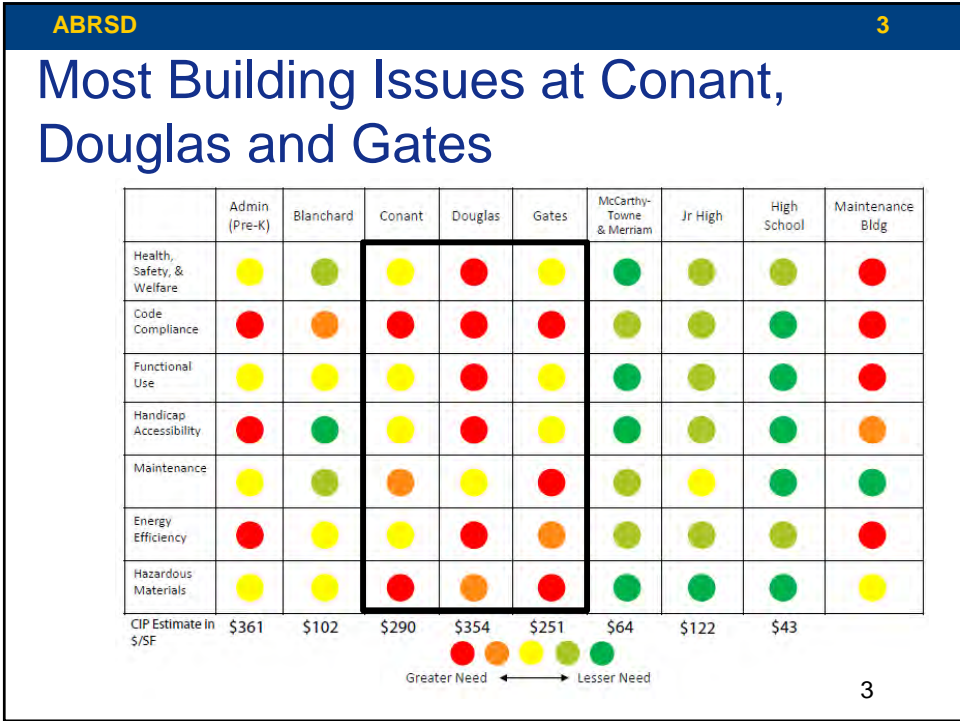
## Building Committee Update

### AB Regional School Committee Meeting

August 24, 2017

## Master Planning Process

- Phase I – Sept 2015 – Feb 2016  
Facilities Review- Capital Improvement Plan  
Assessed 9 school facilities for all capital needs
- Phase II – Feb 2016 – Dec 2016  
Educational Visioning  
80+ Teachers, parents, principals, community members and students. Three full day sessions plus school groups  
Developed seven possible options
- MSBA – Voted to accept ABRSD and the Douglas School as a reimbursable project Feb 2017. Douglas was one of 17 projects accepted out of 87 proposals.
- District Master Planning Review Committee (DMPRC)  
January – June 2017  
Reviewed the seven options, held 12 forums/focus groups to discuss pros and cons and solicit feedback. Created video for additional outreach and feedback.
- Building Committee June 2017 through completion of the building project.



## MSBA Process

- Feb 2017 – AB Accepted into program
- April 3, 2017 – Jan 3, 2018 Eligibility Period  
Total 270 Days = 9 Months
- June 3, 2017 Building Committee Appointed
- July 3, 2017 – Submission of Educational Profile  
Questionnaire and Enrollment Data
- October 3, 2017 Meet with MSBA to finalize enrollment for  
project.
- December 4 – Two Town Meetings  
Vote to Approve Project

5

## Project Description

- Twin School  
MSBA will only reimburse for one project at a  
time. This will allow two schools to be updated  
in the first phase.
- Likely on the Gates property. Will confirm  
during feasibility study. Will also review Conant  
property.
- The twin school will also include space for  
preschool classrooms.

6

## Project Options

- The DMPRC recommended two possible options to the SC in June.
- A twin school with a K-6 elementary school on each side plus classrooms for the preschool.
- A twin school with an Early Childhood Center (ECC) with all of the district PreK and K classrooms on one side and a 1-6 Elementary school on the other side.

7

## Project Options

- The feedback about the ECC was mixed.
- The option with the ECC would mean that we would move from six elementary schools to five elementary schools with a sixth school that is the ECC.
- Moving from six schools to five would involve combining two school programs into one.

8



## Building Committee Recommendation

- The Building Committee reviewed and further defined the details of the two options through meetings in June, July and August.
- The Building Committee voted at the August 9 meeting to recommend that the School Committee eliminate the ECC option and to move forward with a Twin School with two K-6 Elementary Schools.
- The Building Committee would like the SC to consider this option for a vote at the September 7 SC meeting.

9

## Project Description

- A twin school for two K-6 elementary schools
- The Gates property is the most likely site. We will continue to explore Conant or other possible sites.
- The Gates and Douglas property would be treated as a campus. The building would be built on the Gates side. Parking and playgrounds would be built on the Douglas site. A better walkable bridge would connect the two sites.
- Douglas would move into one side of the new school, and Gates would move into the second side.

10

## Project Description

- 21 classrooms would be built for Douglas and 21 classrooms would be built for Gates. They would each have room for a three section school.
- Eight (8) preschool classrooms would be built along with support services such as speech and language, occupational therapy, physical therapy, etc.
- Preschool students would also have access to art, music, and phys ed in one of the elementary schools.
- Estimated Cost: \$123 million  
MSBA reimbursement 40% - 45% \$49m - \$55m  
Acton Cost: \$58m - \$63m Boxborough Cost: \$10m – 11m

## December 4 Town Meetings

- To approve funds for the feasibility study and an owner's project manager (OPM)
- Estimated Cost = \$1.3M
- MSBA will reimburse 45.3% of these costs = \$590,000
- Acton-Boxborough is responsible for \$710,000
- Recommending use of E&D reserves to fund AB's share.
- If approved by both towns, move into module 2 feasibility study. If not approved, we need to start over with an MSBA statement of interest.

## Timeline and Next Steps:

- Consider the project recommendation for a Sept 7 vote
- Feedback on use of E&D to fund feasibility & OPM
- Community Outreach  
The district is creating a video of Douglas, Gates, Conant and the preschool
- Feasibility 12-18 months Jan 2018 – Spring 2019
- Town Meeting Vote and Capital Override Vote in both towns to fund construction Mid to late 2019
- If approved – construction 2019 – 2021 (estimated)

13

## Additional Capital Needs

- Renovation of Conant – possibly next MSBA request in 2021
- Remainder of Capital Improvement Plan needs  
District has reviewed and prioritized \$14 million – \$20 million for HS, JH, Blanchard, Parker Damon, Admin.  
Fund through bonded capital request.

14



## DISCUSSION AND QUESTIONS

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# Acton-Boxborough Athletics

Director of Athletics: Steven Martin  
36 Charter Road  
Acton, MA 01720  
Phone: 978-264-4700 X:3420  
E-Mail: smartin@abschools.org  
Web: www.abschools.org

TO: Superintendent Bill McAlduff  
FROM: Steve Martin, ABRSD Athletic Director  
RE: Soccer Boosters Donation of a Sound System  
DATE: 9/1/2017

I would like to respectfully ask for the School Committee's vote at their next meeting to accept a very generous gift from the AB Soccer Boosters with assistance from AB Youth Soccer and the Boys and Girls High School Lax teams:

The group would like to donate a sound system installed at the lower fields for use by the high school. The 6 high school soccer teams and 5 high school lacrosse teams will all be able to use this item. The cost of the project is estimated to be just under \$15,000.

We are very grateful for the ongoing support of our Acton and Boxborough community. Please don't hesitate to contact me if you have any questions.

Thank you.

Steven Martin  
Director of Athletics



# 2017-2018 ABRSD Family Learning Series

## Building Resilience: Mindset, Mindfulness & Movement

For PreK-12 parents/caregivers and community members



Resilient Schools: Helping School Communities Manage Stress and Learn Lifelong Resiliency Skills

**Rana Chudnofsky, Ed.M.**

9.12.17 ABRHS Auditorium 7-8:30PM



**Robert Evans, Ed.D.**

Executive Director  
The Human Relations Service  
Wellesley, MA

Raising Resilient Children in Challenging Times

**Robert Evans, Ed.D**

10.11.17 JH Auditorium 7-8:30 PM



*Steven F. Layne*



What Parents and Caregivers Can Do to Nurture Lifetime Readers

**Steven Layne, Ed.D**

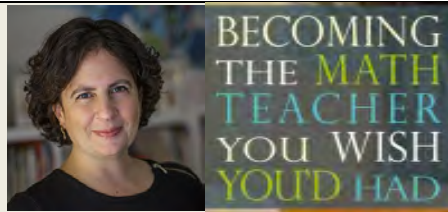
11.7.17 ABRHS Auditorium 7-8:30 PM



REBOUND: The Chris Herren Story

**Chris Herren**

11.20.17 ABRHS Auditorium 7-8:30 PM



Mathematics and Mindset

**Tracy Johnston Zager**

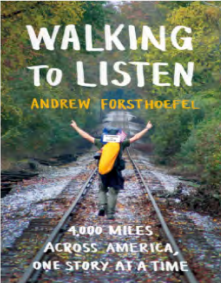
12.14.17 ABRHS Auditorium 7-8:30 PM



Attunement & Somatic Regulation: A Body Based Approach Toward Increasing Understanding & Resilience

**Heather Finn, LICSW**

2.6.18 ABRHS Auditorium 7-8:30 PM



The Missing Medicine: Listening as a Practice in Healing & Transformation

**Andrew Forsthoefel**

Students grades 9-12 welcome to attend  
3.7.18 JH Auditorium 7-8:30 PM



**DR. ANTHONY RAO**

Movement

**Anthony Rao, PhD**

4.10.18 ABRHS Auditorium 7-8:30 PM



Perfectionism

**Lisa Coyne, PhD**

May TBD ABRHS Auditorium 7-8:30 PM  
Students grades 6-12 welcome to attend

Supported by the ABRSD, ABRSD PTOs, PTF, and PTSOs, AB Special Education Parent Advisory Council, Danny's Place Youth Services, and AB United Way

Please visit <http://www.abschools.org/families/family-learning> for more information and to confirm locations.



# Acton-Boxborough Regional School District 2017-2018 Family Learning Series

## Resilient Schools: Helping School Communities Manage Stress & Learn Lifelong Resiliency Skills

Learn the essential tools to build resilience, improve health and quality of life, while helping support your children and teens to learn and practice their own resiliency building skills. Learn about the connection between stress and physical or emotional concerns. Practice techniques to elicit the relaxation response to stay cool in stressful situations!

### Rana Chudnofsky, Ed.M

Rana Chudnofsky has served as Director of the Resilient Youth Program at the Benson Henry Institute for Mind Body Medicine at Massachusetts General Hospital since 2006. She specializes in teaching relaxation techniques and cognitive strategies at clinical treatment centers, schools and universities. She received her training in Biofeedback from Boston Behavioral Medicine and her EdM from Harvard University.



**SEPTEMBER 12**

7:00-8:30 PM

ABRHS AUDITORIUM



**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE  
MEETINGS  
2017-2018**

Acton-Boxborough Regional School Committee meetings are usually held on the first and third Thursdays of the month, at 7:00 p.m. in the R.J. Grey Junior High School Library.  
Materials are posted at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes> usually on the Friday night prior to each meeting. Meeting agendas are posted at least 48 hours prior to [www.abschools.org](http://www.abschools.org)

**Annual Workshop:** Tuesday, July 11

**Summer Business Meetings:** Tuesday, August 1 & Thursday, August 24

September 7

September 19 (TUESDAY, due to no school on Thursday, September 21)

October 5

October 19

November 2

November 16

November 30 (*prep for 12/4/17 Town Meetings to vote on Building Project*)

December 14

December 21

January 11

January 27 (Sat) **School Committee Budget Saturday**

*(Preliminary Budget must be prepared at least 20 days prior to final Budget Adoption.)*

February 1

February 15

**Open Budget Hearing**-required by law

*(Final Budget must be adopted not later than 45 days prior to start of Acton Town Meeting, 4/2/18. . 45 days = 2/xx/17)*

March 1

March 15

March 29 (if needed)

April 12

April 26

May 17

June 7

June 21

**Note:** Acton Town Meeting begins April 2, 2018. Boxborough Town Meeting begins May 14, 2018.

*Voted 6/22/17*

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





**Acton-Boxborough Regional School District**  
**Superintendent's Office**  
 16 Charter Road  
 Acton, MA 01720  
 978-264-4700 [www.abschools.org](http://www.abschools.org)

**William McAlduff**  
*Interim Superintendent of Schools*

August 16, 2017

Dear Colleagues,

I am pleased to be corresponding with you for the first time as Interim Superintendent. I hope you are enjoying the summer respite and have had the occasion to spend some time vacationing, relaxing, and resting with family and friends! For all of us the summer is an important time to do all the things mentioned above but also the opportunity to reflect, plan and recommit to the important work we engage in throughout the school year.

With that in mind I want you to know how excited I am for this opportunity and that I very much look forward to working with you throughout the 2017-2018 school year. My number one priority as Interim Superintendent is to work collaboratively with all of our stakeholders: school committee, administrators, professional and support staffs, students, and parents to ensure that we have a productive school year for all.

Much work has been accomplished this summer, be it: staff hiring, school building/grounds maintenance and improvements, staff development, and curriculum planning. This work continues over the course of the next few weeks and will serve us well in beginning the school year on a positive and optimistic note. Our Central Office team will give you an update on this important work at our meeting on August 30<sup>th</sup>.

I look forward to greeting you all at our Opening Day coffee and welcoming remarks on the morning of Wednesday, August 30<sup>th</sup> at the Acton-Boxborough Regional High School. Please arrive between 7:30 and 8:00 am. The schedules for August 30<sup>th</sup> and 31<sup>st</sup> are attached. Until then, enjoy the remaining days of summer!

Sincerely,

Bill McAlduff,  
 Interim Superintendent of Schools

**Acton-Boxborough Regional School Committee 2017-2018**  
**Subcommittees & Assignments**  
(voted 8/1/17)

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**ASSIGNMENTS:**

CASE Board Member	Superintendent
EDCO School Committee Leadership Liaison/Round Table	Diane Baum, Eileen Zhang
EDCO Board Member (voting member)	Superintendent
EDCO Advisory Member (non-voting member)	Diane Baum
Superintendent's Wellness Task Force/Advisory Comm	Brigid Bieber, Tessa McKinley
Superintendent's Safety Task Force	Maya Minkin, Brigid Bieber
Health Insurance Trust Representative	Mary Brolin
PTSO Liaison Coordinator	Deanne O'Sullivan, Diane Baum, Tessa McKinley
Special Education Parent Advisory Comm Liaison	Diane Baum, Maya Minkin
Acton Leadership Group (ALG) Representatives	Amy Krishnamurthy, Paul Murphy
Acton Board of Selectmen Liaison	Eileen Zhang, Paul Murphy
Acton Finance Committee Liaison	Deanne O'Sullivan, Amy Krishnamurthy
OPEB Trust Fund Board of Advisors	ABRSC Chairperson, Amy Krishnamurthy
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber, Mary Brolin, Tessa McKinley, Katie Neville
Boxborough Board of Selectmen Liaison	Brigid Bieber
Boxborough Finance Committee Liaison	Mary Brolin, Brigid Bieber
MMT Liaison/SC rep to Acton MMT Working Group	Diane Baum
Town of Acton Capital Improvement Planning Comm	<del>Kristina Ryehlik</del>
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy

**SUBCOMMITTEES:**

Budget and Capital Planning Subcommittee	Brigid Bieber (Chair), Deanne O'Sullivan, Mary Brolin, Amy Krishnamurthy, Katie Neville
Policy Subcommittee	Maya Minkin (chair), Kathleen Neville, Tessa McKinley, Diane Baum, Eileen Zhang
Regionalization Financial Oversight Committee (2 more yrs)	Mary Brolin, <del>Kristina Ryehlik</del>
Warrant Signature Subcommittee	Deanne O'Sullivan, Paul Murphy, Maya Minkin, Mary Brolin, Amy Krishnamurthy
Start Time Committee	Deanne O'Sullivan, Diane Baum, Eileen Zhang, Tessa McKinley

Interim Superintendent Search Subcommittee

Paul Murphy (Chair), Diane Baum, Deanne O'Sullivan,  
Eileen Zhang, Tessa McKinley

Permanent Superintendent Search Subcommittee

TBD

School Building Committee (subcommittee)

~~Kristina Rychlik~~, Amy Krishnamurthy, Mary Brolin  
(Acting Chair)

# Acton-Boxborough Regional School District

12.5

## SCHOOLS OPEN

Tuesday September 5, 2017

\*With the exception of

8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> graders, who start on Wednesday September 6, 2017

HIGH SCHOOL: 7:23 a.m. - 2:18 p.m.

JUNIOR HIGH: 7:30 a.m. - 2:06 p.m.

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## BLANCHARD, DOUGLAS & GATES

All-Day K and Grades 1-6:

9:00 a.m. – 3:30 p.m.

(Thursdays – 1:00 p.m. dismissal)

Half Day Kindergarten

AM Session: 9:00 a.m. – 12 noon

(Thursday Schedule 9:00 a.m. – 1:00 p.m.)

PM Session: 12:50 p.m. – 3:30 p.m.

(No PM session on Thursdays)

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## CONANT, McCARTHY-TOWNE, MERRIAM

All-Day K and Grades 1-6:

8:20 a.m. – 2:50 p.m.

(Thursdays - 12:20 p.m. dismissal)

Half Day Kindergarten

AM Session: 8:20 a.m. – 11:20 a.m.

(Thursday Schedule 8:20 a.m. - 12:20 p.m.)

PM Session – 12:10 p.m. - 2:50 p.m.

(No PM Sessions on Thursdays)

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Elementary School Lunch Price: \$2.75

Junior High/ High School Price: \$2.75

Lunch, includes fruit, vegetable, milk

Milk only: \$.50

For more information, see the Food Services website at:

<http://www.abschools.org/departments/food-services/lunch-menus>

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\*\*\* Direct Phone Numbers \*\*\*

Blanchard: 978-263-4569

Douglas: 978-266-2560

McCarthy-Towne: 978-264-3377

All other schools: 978-264-4700

Conant: 978-266-2550

Gates: 978-266-2570

Merriam: 978-264-3371

# Open House Dates - Fall 2017 2/15/17

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**Blanchard**

September 26

6:00-8:00pm

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**Conant**

September 18

7:00-8:00pm - Grades K - 3

September 19

7:00-8:00pm - Grades 4 - 6

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**Douglas**

September 12

6:00-6:45pm - Grades 3 & 4

7:00-7:45pm - Grades 5 & 6

September 19

6:00-6:45pm - All Kindergartens

7:00-7:45 pm - Grades 1 & 2

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**Gates**

September 26

6:00-6:45pm - Grade 6

7:00-7:45pm - All Kindergartens &  
Grade 3

September 27

6:00-6:45pm - Grades 2 & 4

7:00-7:45pm - Grades 1 & 5

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**McCarthy-Towne**

September 12

6:00pm

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**Merriam**

September 26

6:00pm - Kindergarten

7:00pm - Grades 1 - 6

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**Junior High**

September 28 at 7:00pm

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**High School**

October 5 at 6:50pm

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Acton-Boxborough Regional School District  
**SCHOOL CALENDAR, 2017-2018**

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

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

Teachers' mtgs – Aug 30 & 31  
 Schools Open – Sept 5  
 Labor Day – Sept 1 & 4  
 Rosh Hashana – Sept 21  
 School Days - 18

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

\*Indigenous Peoples' Day – Oct 9  
 \*\*7-12 Early Dis for Prof L. – Oct 12  
 School Days – 21

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

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

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

Jr High Early Dis for Confs – 14, 19  
 Winter Recess - Dec. 25 – Jan 1  
 School Days - 16

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

Schools Open - Jan 2  
 JH Early Dis – 5 (confs are Jan 4)  
 Martin Luther King Day - Jan 15  
 School Days - 21

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

\*\*7-12 Early Dis for Prof L. – Feb 8  
 Presidents' Day - Feb 19  
 Winter Recess - Feb 19-23  
 School Days – 15

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

HS Late Start **only for students NOT taking MCAS** - Mar 27, 28, 29  
 Good Friday – March 30  
 School Days - 21

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

\*\*7-12 Early Dis for Prof L. – Apr 5  
 Patriots Day – Apr 16  
 Spring Recess - Apr 16-20  
 School Days - 16

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

HS Late Start **only for students NOT taking MCAS**- May 23 and 24  
 Memorial Day - May 28  
 School Days - 22

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

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

Note: See <http://www.interfaith-calendar.org/2017.htm> for some major religious holidays. Yom Kippur = Saturday, 9/30/17  
 \* This legal holiday is Columbus Day  
 \*\* Professional Learning for JH/HS Staff Early 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 2, 2018. Boxborough Meeting begins May 14, 2018.

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

## 2017 Fall Coaches

Jessica Sand	Cheerleading	4	Head Cheer
Lisa Owens	Cross Country	4	Head Girls XC
Tim Malloy	Cross Country	4	Head Boys XC
Mae Shoemaker	Varsity Field Hockey	4	Head FH
Emily Cunningham	JV Field Hockey	4	Asst. FH
Mary Mathews	Freshman Field Hockey	4	Asst. FH
Tim Bassett	Varsity Football	4	Head Football
Jason Brady	Asst. Football	4	Asst. Football
John Flannery	Asst. Football	4	Asst. Football
Ryan Barry	Asst. Football Coach	4	Asst. Football
Mike Tobin	Freshman Football	4	Asst. Football
MJ Wagner	Golf	4	Head Golf
Elizabeth Muff	JHS X-Country	4	JHSXC
Julie Donovan	Asst. JHS X-Country	4	JHS Asst. XC
Deb Rimpus	Asst. JHS X-Country	4	JHS Asst. XC
Maura Champigny	7th Grade Field Hockey	4	JHS Asst
Eileen Flannery	8th Grade Field Hockey	4	JHS Asst
Will Edmonds	JH Boys Soccer	3	Head Coach
Jon Duclos	JH Grade Girls Soccer	4	JHS Soccer
David Baumritter	Varsity Boys Soccer	4	Var. Soccer
Kirk Marshall	Freshman Boys Soccer	4	Asst. Soccer
Tony Ammendolia	JV Boys Soccer	4	Asst. Soccer
Lee Billiard	Varsity Girls Soccer	4	Head Soccer
Tom Sandock	JV Girls Soccer	4	JHS Asst. Soc
Lauren Doscher	Freshman Girls Soccer	1	Asst. Soccer
Jeff Johnson	Girls Swim	4	Head Swim
Kristi Picolli	Diving Coach	4	Asst. Swim
Darren Gwin	Volleyball	4	Head Volleyball
Caroline O'Malley	Asst. Volleyball	4	Asst. Volleyball



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
16 Charter Road, Acton, MA 01720  
[www.abschools.org](http://www.abschools.org)

Tele: (978) 264-4700  
Fax: (978) 264-3340

**PARENT COMMUNICATION MAP**  
**2017-2018**

August 2017

Dear Acton and Boxborough Parents/Guardians,

Effective communication is an essential aspect of any organization. Given the complexity of a large school district such as ours that includes multiple stakeholders (students, parents/guardians and community members), this is especially true. This *Parent Communication Map* has been designed as a tool to help guide you to the information that you need to effectively resolve concerns related to a wide-range of aspects of our school system.

At any given point in a school year, parents/guardians may find themselves in a position where they have questions or concerns about a particular issue or assistance is required to resolve a problem. This *Parent Communication Map* has been designed to assist by categorizing a wide array of issues and then identifying initial points of contact within the school system. If the desired information has not been obtained, or the issue has not been resolved through this initial contact, then the attached map identifies the “referral” for the next step the parents/guardians may pursue.

I recognize that one of the most common areas to prompt inquiry is related to a student’s progress and experience in a particular classroom. Please note that such inquiries should always be directed to the classroom teacher. As a general rule, while administrators will certainly respond to questions, parents/guardians will be directed back to the classroom teacher as a first step in the process with the belief that most situations can be resolved first at this level of contact.

In addition to the points-of-contact outlined within this map, please remember that the Acton-Boxborough Regional School District website ([www.abschools.org](http://www.abschools.org)) contains extensive school and program information that is often helpful in answering questions.

If you have further suggestions regarding this *Parent Communication Map*, or how communication in general can be improved in our district, please do not hesitate to let me know.

I want to wish you and your child an enriching and successful experience in the school year ahead.

Sincerely,

William McAlduff  
Interim Superintendent

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

WELLNESS • EQUITY • ENGAGEMENT



**ELEMENTARY SCHOOLS**

<b>NATURE OF CONCERN</b>	<b>CATEGORY</b>	<b>INITIAL CONTACT</b>	<b>SECONDARY CONTACT</b>
<b>Policy</b>	Schoolwide	Principal	Superintendent
<b>Student Registration</b>	School Registration and Placement	Registrar	Deputy Superintendent
	Classroom Placement	Principal	
<b>Student Records</b>	Content/Availability	Counselor	Counseling Chairperson Special Education Coordinator/Team Leader
	Special Education Records		
<b>Transfers</b>	Within School District (Not Out of District)	Principal/Registrar	Deputy Superintendent
<b>Transportation</b>	Busing/Crossing Guards	Principal	Transportation Manager/Director of School Operations
<b>Teaching/ Instruction</b>	Performance	Teacher	Principal
<b>Student Progress</b>	Academic Progress	Teacher	Principal
	Social Development	Teacher/Counselor	Principal
<b>Discipline</b>	Classroom	Teacher	Principal
	Lunchroom	Teacher	Principal
	Playground/Recess	Teacher	Principal
<b>Curriculum</b>	Content	Teacher	Principal/Specialist/Department Head Specialist/Assistant Superintendent for Teaching and Learning Principal/ Assistant Superintendent for Teaching and Learning
	Content/Policy	Special Subject Teacher	
	Policy	Teacher	
<b>Learning Concerns</b>	Regular Education/ Learning Concerns	Counselor/Special Educator	Counseling Chairperson/Special Education Coordinator/Team Leader
	Preschool Screening	Early Childhood Coordinator	Director of Special Education
	Specialized Transportation	Special Educator	Special Education Coordinator/ Team Leader
	Kindergarten Screening	Kindergarten Teacher	Principal/Special Education Coordinator/ Team Leader
<b>Counseling</b>	Program/Performance	Counselor	Principal/Counseling Chairperson
<b>Instrumental Music</b>	In-school Lessons	Instrumental Music Specialist	Director of Performing Arts
<b>Extended Day Opportunities</b>	Programs	Community Education	Extended Day Coordinator
	Registration Information		
<b>Health</b>	Medical Issues	School Nurse	Chairperson of Nursing
<b>On-line Emergency Card</b>	School-related	Principal	Information Management Specialist

## SECONDARY SCHOOLS

<b>NATURE OF CONCERN</b>	<b>CATEGORY</b>	<b>INITIAL CONTACT</b>	<b>SECONDARY CONTACT</b>
<b>Student Registration</b>	School-related	Registrar in School Counseling Office	Principal
<b>Policy</b>	School-related	Principal	Superintendent
<b>Administrative Decision</b>	School-related	Principal	
<b>Discipline</b>	School-related (including attendance and tardiness)	<b>HS:</b> Dean of Students → Associate Principal // <b>JHS:</b> Assistant Principal	Principal
<b>Transportation</b>	Regular  Special Needs	<b>HS:</b> Dean of Students → Associate Principal // <b>JHS:</b> Assistant Principal Counselor/Special Educator	Transportation Manager/Director of School Operations  Special Education Team Leader/ Director of Special Education
<b>Personal or school-related issues that may impact educational performance</b>	Counseling	<b>HS:</b> Counselor → Dean of Students → Associate Principal  <b>JHS:</b> Counselor or Assistant Principal	Counseling Department Chairperson/ Special Education Team Leader  Principal
<b>Student Records</b>	Content/Availability Special Education Records	Counselor	Counseling Chairperson Special Education Team Leader
<b>Student Progress</b>	Classroom issues: grades/academic concerns; pupil/teacher relationships	Classroom Teacher	Counselor/Department Leader Assistant or Associate Principal/ Principal
<b>Scheduling</b>	Placement/programs: schedules, placement, college/postgraduate admissions, career planning	Counselor	Counseling Department Chairperson Assistant or Associate Principal/ Principal
<b>Learning Concerns</b>	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chair/ Special Education Team Leader
<b>Curriculum: course content</b> <b>Placement: policy information and advice</b> <b>Approval for credit</b>	Departmental	RDL (Regional Department Leader) JHDL (Junior High Department Leader)	Assistant Superintendent for Teaching and Learning
<b>Health</b>	Medical Issues	School Nurse	Chairperson of Nursing
<b>Athletics</b>	Schedules Team Activities	Coach	Athletic Director
<b>Teaching and Learning</b>	Systemwide	Assistant Superintendent for Teaching and Learning	Superintendent
<b>Home/Hospital Programming</b>	Systemwide	Counselor/Special Educator	Counseling Department Chairperson Director of Special Education
<b>Online Emergency Card</b>	School-related	Principal	Information Management Specialist

Any concern should be directed first to the teacher, counselor or principal, using the charts provided inside. Should further information and assistance be needed, the following directory may be used. Call (978) 264-4700 to reach all departments.

### ELEMENTARY CONTACTS

#### LEVEL I

Curriculum Specialists: Heather Haines – Mathematics; Peggy Harvey – PK-12 Instructional Technology; Connie Long – Elementary Library/Media; Jean Oviatt-Rothman – Science; Sharon Ryan – Literacy/Social Studies

#### SPECIAL SUBJECTS

Reading Specialists: Sandy Baron, Kerry Cusick, Amy Omo, Danielle Healy, Maureen O'Brien, Noel Powers, Renee Luttati  
Art Teachers: Eileen Barnett, Melissa Hayes, Celia Knight, Anne Kress, Heidi Kupferman, Beth Warner  
Music Teachers: Peter Broggi, Margie Callaghan, Jillian Gilfoil, Chris Porth, Kerrin Stewart, Kim Ward  
Physical Education Teachers: Kathleen Ammendolia, William Chan, Robert Guilmette, Peter Knowles, Mary O'Brien, Jill Reed  
Special Education Staff: Check with each building

#### LEVEL II – BUILDING LEADERS

Blanchard School Principal: Dana Labb  
Blanchard School Assistant Principal: Karen Tower  
Conant School Principal: Damian Sugrue  
Conant School Assistant Principal: Abigail Dressler  
Douglas School Principal: Christopher Whitbeck  
Douglas School Assistant Principal: Jenna Larrenaga  
Gates School Principal: Lynne Newman  
Gates School Assistant Principal: Priscilla Kotyk  
McCarthy-Towne School Principal: David Krane  
McCarthy-Towne School Assistant Principal: Matt McDowell  
Merriam School Principal: Ed Kaufman  
Merriam School Assistant Principal: Juliana Schneider

#### LEVEL II – PROGRAM MANAGERS

Title I Coordinator: Deborah Bookis, Assistant Superintendent for Teaching and Learning  
Counseling/Psychological Services: Hilary Bonnell, Chairperson  
Special Education Director: Pam Smith  
Special Education Coordinator: Lynne Laramie (Blanchard, Conant, Gates)  
Special Education Team Leader: Molly Norton (McCarthy-Towne, Merriam, Douglas)  
Preschool Services: Joseph Gibowicz, Early Childhood Coordinator  
English Language Services, PK-12: Maryann Young, ELE Chair.  
Nursing Services: Diane Spring, Chairperson  
Visual Arts: Leo Muellner, Director  
Performing Arts: Mark Hickey, Director  
Physical Education/Health: David James, Director  
Out-of-District Coordinators: Matthew Kidder, Lynne Laramie

### SECONDARY CONTACTS

#### LEVEL I

#### Regional Department Leaders (RDL) at the High School

English Language Arts RDL: Dianne Telicki  
Mathematics RDL: Bill Noeth  
Science RDL: David Baumritter  
Social Studies RDL: David Green  
World Languages RDL: Sinikka Savukoski

#### Junior High Department Coordinators

English Language Arts: Christine Bryan  
Mathematics: Lisa Nichols  
Science: Elizabeth Broadwater  
Social Studies: Kellie Carter  
World Languages: Jean Diesso

#### LEVEL II : BUILDING LEADERS

Interim High School Principal: Larry Dorey  
High School Associate Principal: Beth Baker  
Interim High School Associate Principal: Maurin O'Grady  
High School Dean: Peter Cavanaugh  
Interim High School Dean: Michael Csorba  
Junior High School Principal: Andrew Shen  
Junior High School Asst. Principal: David Lawrence  
Junior High School Asst. Principal: Jim Marcotte  
Junior High School Asst. Principal: Allison Warren

#### LEVEL II – PROGRAM MANAGERS

Title I Coordinator: Deborah Bookis, Assistant Superintendent for Teaching and Learning  
Counseling/Psychological Services: Todd Chicko, Chairperson  
Psychological Services: Susan Root, STAR Coord./Chairperson  
English Language Services, PK-12: Maryann Young, ELE Chair.  
ABRHS Special Education Team Leader: Susan Bohmiller  
RJGrey Special Education Team Leader: Tara Kirousis  
Nursing Services: Diana McNicholas, Chairperson  
Visual Arts: Leo Muellner, Director  
Music/Performing Arts: Mark Hickey, Director  
PK-12 Instructional Technology: Peggy Harvey, Specialist  
Physical Education/Health: David James, Director  
Athletics: Steve Martin, Director  
Summer School: Maurin O'Grady, Director  
Out-of-District Coordinators: Matthew Kidder, Lynne Laramie

#### LEVEL III

Marie Altieri, Deputy Superintendent  
Deborah E. Bookis, Assistant Superintendent for Teaching and Learning  
Dawn G. Bentley, Ed.D., Assistant Superintendent for Student Services  
David Verdolino, Director of Finance  
Amy Bisiewicz, Director of Educational Technology

Pam Smith, Director of Special Education, PK-12  
Kirsten Nelson, Coordinator of Food Services  
John D. Head, Director of School Operations  
Erin Bettez, Director of Community Education  
Marty Finnegan, CASE Transportation Administrator

Bill McAlduff, Interim Superintendent of Schools  
Email address: [wmcalduff@abschools.org](mailto:wmcalduff@abschools.org)