



Acton-Boxborough Regional  
School Committee Meeting

October 3, 2017

6:30 p.m. Executive Session  
7:00 p.m. Open Meeting

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Library  
R.J. Grey Junior High School

October 3, 2017  
6:30 p.m. Executive Session  
7:00 p.m. (approximately) Open Meeting

---

AGENDA

1. **Call to Order (6:30)**
2. **Enter Executive Session**  
*Motion: "that an executive session be convened under M.G.L. Chapter 30A, §21(a)(3) to conduct strategy with respect to pending litigation." (An open meeting may have a detrimental effect on the litigating position of the Board.)*
3. **Return to Open Meeting (7:00 approximately)**
4. **Chairman's Introduction – Amy Krishnamurthy**
5. **Statement of Warrants & Approval of Minutes**
  - 5.1. Meeting minutes of 9/19/17
6. **Public Participation**
7. **Permanent Superintendent Search Process – Amy Krishnamurthy (oral)**
8. **Update on School Start Times – Marie Altieri, Bill McAlduff**
9. **ABRSD 2017-2018 Goals – Second Read – VOTE to Accept – Bill McAlduff**
  - 9.1. Slides from 9/19/17 meeting
  - 9.2. Memo with Summary of this year's Work Focus and District Wide Goals Update
10. **School Building Committee Update – Mary Brolin**
  - 10.1. Recommendation to Approve ABRSD Building Project Feasibility Study Proposed Funding in the amount of \$1.3 million (\$710,000 after MSBA reimbursement to come from E&D) - VOTE – Mary Brolin
  - 10.2. Recommendation to Approve Proposed Motion Language for the 12/4/17 Special Town Meetings' School Building Project Feasibility Study warrant article - VOTE- Mary Brolin
  - 10.3. Community Forums
  - 10.4. FYI
    - 10.4.1. Building Committee Draft Minutes of 9/13/17
    - 10.4.2. Special Town Meetings in Acton & Boxborough on Monday, 12/4/17 at 7:00 p.m.
11. **Subcommittee Reports – Amy Krishnamurthy**
  - 11.1. Budget & Policy Subcommittee meetings on 10/11/17

**12. School Committee Member Reports**

- 12.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy*
  - 12.1.1. Meeting materials 9/28/17
- 12.2. Acton Finance Committee – *Dennis Bruce*
  - 12.2.1. Point of View document, 9/28/17

**13. Recommendation to Accept Donation from McCarthy-Towne PTSO for a water bottle filler – VOTE – *Bill McAlduff***

**14. Recommendation to Accept Donation from AB Regional Parent Teacher Student Organization (ABRPTSO) for the William James Interface – VOTE – *Bill McAlduff***

**15. FYI**

- 15.1. Acton Board of Selectmen
  - 15.1.1. Draft New Sustainability Policy (committee comments to K. Green by Oct 20)
- 15.2. All-District Red Cross Fundraising Event, 9/25/17 – 10/10/17
- 15.3. Change to Members of the OPEB Trust Fund Board of Advisors memo
- 15.4. ABCHY and Safety Net combined to form AB Community Resource Network
- 15.5. Family Learning Series - FY18 Calendar of Presentations
  - 15.5.1. Raising Resilient Children in Challenging Times, Robert Evans, Ed.D. Oct 11<sup>th</sup> at 7:00 p.m. in the Jr High Auditorium

**16. Adjourn**

**Next Meetings:**

ABRSC, **October 19**, 7:00 p.m. in the Junior High Library, Topics include: Before & After School Elementary School Funding, Gates School Presentation (packet posted Oct 13)  
Homework Policy Public Forum, **October 24**, 7:00 p.m. in the Junior High Auditorium  
ABRSC, **November 9**, 7:00 p.m. in the Junior High Library, Topics include: Annual Enrollment Presentation, RJG Jr High Presentation (packet posted Nov 3)

Posted on 9/28/17 at 4:00 p.m.

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)  
DRAFT Minutes

Library  
R.J. Grey Junior High School

September 19, 2017  
7:00 p.m.

*Members Present:* Diane Baum, Brigid Bieber, Mary Brolin (7:15 a.m.), Dennis Bruce, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Kathleen Neville, Deanne O’Sullivan, Eileen Zhang

*Members Absent:* none

*Others:* Marie Altieri, Dawn Bentley, Bill McAlduff, Dave Verdolino

1. The ABRSC was called to order at 7:00 p.m. by Chairperson Amy Krishnamurthy.
2. **Chairman’s Introduction – Amy Krishnamurthy**  
Director of Finance Clare Jeannotte was thanked for her 3 years of service to the School District and presented with a clock. Members spoke very highly of Clare’s dedication, particularly as AB began as a PreK-12 Region, and wished her well in her retirement.
3. **Statement of Warrants & Approval of Minutes**
  - 3.1. The meeting minutes of 9/7/17 were approved as written. Dennis Bruce abstained.
  - 3.2. The warrants were reviewed and signed by the Committee. See listing.
4. **Public Participation - none**
5. **Financial Update – Dave Verdolino**
  - 5.1. Excess & Deficiency (E&D) Certification  
E&D has grown by approximately \$1 million each year.
  - 5.2. Annual Recommendation to set the imprest balance of the 3 Student Activity checking accounts for FY18 – **VOTE**  
The High School is requesting an increase in their amount but it is not relevant until later in the year. When asked when the School Committee will be updated on the auditors’ previous recommendations, Dave stated that they are mostly procedural matters. The other elementary schools do not have Student Activity Funds because they are mostly using their PTOs to fund items that Blanchard uses their student activity fund for.  
Paul Murphy moved, Brigid Bieber seconded and it was unanimously,  
**VOTED:** to set the imprest balance of the Student Activity checking accounts for the 2017-2018 school year at the same level as the preceding year, as follows:

Senior High School	\$35,000
Junior High School	\$25,000
Blanchard Elementary	\$ 5,000
6. **ABRSD 2017-2018 Goals – First Read – Bill McAlduff**
  - 6.1. Memo with Summary of this year’s Work Focus and District Wide Goals Update  
The Superintendent walked the Committee through the proposed goals for the school year, to be voted on at the next Committee meeting. Dawn Bentley discussed Goal #2 and referred to Dr. George Batsche’s presentation last year to the School Committee.

Brigid Bieber appreciated knowing when some of these items will be on future School Committee meeting agendas. She asked that future main items be listed with the upcoming meetings dates that appear at the bottom of each agenda.

Dennis Bruce asked about the equity audit and if there are consulting firms that do this because it sounds like a lot of work. Dawn Bentley replied that there are 4 main groups and she has talked to them and has proposals from them. There are also national equity centers and Dawn has connected with our local equity center. They will do a lot of work for no cost and will be a wonderful resource. Dawn is thinking of beginning this at the secondary level. This would start this year with an update to the School Committee by May or June. This is not an issue unique to AB. The question was asked what it means to be culturally proficient. Deborah Bookis explained that they are starting with the leadership of the district to try to understand where they are coming from, and will then move on to work with teachers and students.

There was discussion about whether or not the Massachusetts Every Student Succeeds Act (ESSA) Plan had been approved and whether non-academic indicators can be included. State ESSA plans may include a non-academic indicator. The Massachusetts state plan has not yet been approved.

Mary Brolin appreciated how the goals were presented to the Committee. It still feels like a lot of work for the district but she likes how it is laid out. Eileen Zhang is concerned about MTSS and because we have so many levels of learners. She asked how we would create equity for all of them and would like to see a plan to take care of that. Eileen would like to see some of this detail. She also spoke about the High School learning time and expressed concern about the Junior High students. She would expect close monitoring of these students if this change is made to over 45 – 60 minutes of learning time.

The Superintendent asked members to send him questions and comments that may come up before the next meeting on this topic. He will share them with the administrative staff so they can be addressed at the next meeting prior to the vote.

## 7. **School Building Committee Update** – *Mary Brolin*

### 7.1. Report on meeting held 9/13/17

The summary from Marie Altieri was shared. They discussed the recommendation in depth specifically the amount, to request \$1.2 million. An outreach plan was discussed including the flyer in the packet publicizing the forum dates for the public. The first one is Oct 17 at Douglas. She reminded everyone that school resources cannot be used to advocate a position on a warrant article. If anyone is interested in having someone come to a coffee to provide information on this topic, please contact Karen Coll in the Superintendent's office at [kcoll@abschools.org](mailto:kcoll@abschools.org). Marie Altieri explained that Dave Verdolino spoke with the MSBA about our enrollment information and they said the district could wait for the October 1 enrollment numbers and use those, which is very helpful for the district. The maintenance document is also due to MSBA by Oct 3. All School Committee members were strongly urged to attend at least one of the public forums.

### 7.2. Discussion of replacement School Committee member from Acton – Possible **VOTE**

Diane Baum asked about the outreach planned. Mary Brolin explained that a video would be produced and posted on the website because a similar video received a lot of views for the DMPCRC forums. She emphasized that community members and groups

would be needed to take on this outreach after the Special Town Meeting for the construction funding question. Bill McAlduff agreed with that process.

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

**VOTED:** to add Dennis Bruce to the School Building Committee.

This person would fill the vacancy created by Kristina Rychlik's resignation.

Amy asked Committee members to let Mary know if they plan to attend a forum to avoid a quorum or be sure it is posted.

### 7.3. FYI

7.3.1. Building Committee Minutes of 8/9/17, 7/12/17, 6/14/17

7.3.2. Special Town Meetings in Acton & Boxborough on Monday, 12/4/17 at 7:00 p.m.

7.3.3. Outreach and Communications

7.3.3.1. Flyer for Fall School Open Houses

### 8. **Coordinated Program Review (CPR) Final Report Update** – Dawn Bentley

The final report has been received. Bill McAlduff stated that for a district the size of AB with 5700 students, to be cited on such a few items is reflective of all of the good work being done here. He congratulated the District on such a fine report. Dawn Bentley reviewed the report. The English Language Program review is the biggest area for work and Dawn looks forward to working with our new director, Maryann Young, on this. Mary Brolin noted that more funding is needed in this area.

### 9. **Possible School Committee Workshop** – Amy Krishnamurthy

Because the Committee could not finish the work started at the summer workshop, Amy proposed another workshop, facilitated by Rob Evans. Dennis asked if the unfinished items support the goals for the year, or what were they about. Amy said the bulk of time was spent discussing things the committee wants to stop doing, start doing and continuing doing. Tessa felt it would be helpful to focus on expectations and working together on the goals. Several members suggested some focus on decision-making and reviewing of structures and what School Committees actually need to do. Collaborating as a team is also important. Follow up from Dorothy Presser from the July workshop will be shared with the Committee.

Mary Brolin invited everyone to the two Open Meeting Law trainings being offered by the Town of Boxborough in the next week or two.

### 10. **Subcommittee Reports** – Amy Krishnamurthy

Boxborough Leadership Forum met and discussed the Special Town Meeting in December. It was requested that the school article be the first one on the warrant. The Town is going out to bid on a potential new Hager Well operator. This could involve the school district.

Acton Leadership Group will meet on September 28.

### 11. **School Committee Member Reports** - Amy Krishnamurthy

### 12. **Recommendation to Approve High School Field Trip to Peru 6/27/18 – 7/11/18 – VOTE** – Bill McAlduff

This item was taken out of order after the Chair's introduction because teachers Michael Csorba and Emily Fishkin came to answer questions if they came up.

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

**VOTED:** to approve the High School Field Trip to Peru on 6/27/18 – 7/11/18. (Mary Brolin was not at the meeting yet.)

13. **FYI**

- 13.1. 2017-2018 School Improvement Plans  
Bill McAlduff highlighted this item adding that this year the schools will not specifically present their plans, but they will each present at a meeting about something they wish to share with the School Committee.
- 13.2. ABRSC Meeting Schedule (revised to move 10/5 meeting to Tuesday 10/3 and 11/2 meeting to Thursday 11/9) The permanent superintendent search will be on the agenda for the 10/3 meeting.
- 13.3. ABRSC Members (revised 9/8/17 to include Dennis Bruce)
- 13.4. The Spectrum, ABRHS Newspaper, September 2017 (*brought to meeting*)
- 13.5. Family Learning Series - FY18 Calendar of Presentations
  - 13.5.1. Raising Resilient Children in Challenging Times, Robert Evans, Ed.D. Oct 11<sup>th</sup> at 7:00 p.m. in the Jr High Auditorium

The ABRSC adjourned at 8:50 p.m.

Respectfully submitted,

Beth Petr

List of documents used: see agenda, list of warrants

**Next Meetings:**

ABRSC, Tuesday, October 3, 7:00 p.m. in the Junior High Library, Topics include: Permanent Superintendent Search Process, VOTE on District Goals for FY18 (packet posted Sept 28)

ABRSC, October 19, 7:00 p.m. in the Junior High Library (packet posted Oct 13)

Posted on 9/14/17 at 5:15 p.m.



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

WELLNESS • EQUITY • ENGAGEMENT

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

## Start Times and Single Tier Busing Update

---

October 3, 2017

## Background, Website and Reports

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



ABRSD

3

## Start Time Committee Survey

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

ABRSD

4

## Single Tier Busing

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

FY '19: One time use of E&D	\$570,000
Budget Increase:	\$180,000
 FY '20: Budget Increase:	 \$192,000

ABRSD

5

## Single Tier Busing

- Significant logistical considerations
- Difficult to fully staff current operation
- Bid for additional buses  
Possibly contract part of the operation
- Running models now; preparing bids; meeting with contractors

ABRSD

6

## High School Schedule Survey

- Surveyed students, staff and parents/guardians
- Considered options for possible schedule change. Piloting possible new schedule in March. If there is a change to the high school bell schedule, it will be Sept 2019.
- Included questions about start/end times
- Feedback consistently preferred 8:00 start across all groups

ABRSD

7

## Student Survey

Student Responses		
Answer Options	Response Percent	Response Count
7:50 a.m. - 2:30 p.m.	32.20%	376
8:00 a.m. - 2:40 p.m.	59.00%	688
8:30 a.m. - 3:10 p.m.	39.20%	457
8:50 a.m. - 3:30 p.m.	16.00%	187
	answered question	1167
	skipped question	174

ABRSD

8

## Parent/Guardian Survey

Parent/Guardian Responses		
Answer Options	Response Percent	Response Count
7:50 a.m. - 2:30 p.m.	25.50%	175
8:00 a.m. - 2:40 p.m.	51.70%	354
8:30 a.m. - 3:10 p.m.	45.40%	311
8:50 a.m. - 3:30 p.m.	20.70%	142
	answered question	685
	skipped question	106

ABRSD

9

## Faculty/Staff Survey

Faculty/Staff Responses		
Answer Options	Response Percent	Response Count
7:50 a.m. - 2:30 p.m.	43.50%	47
8:00 a.m. - 2:40 p.m.	64.80%	70
8:30 a.m. - 3:10 p.m.	37.00%	40
8:50 a.m. - 3:30 p.m.	13.00%	14
	answered question	108
	skipped question	15

ABRSD

10

## Other Districts

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

## Additional Considerations

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

## Current Working Model

	Start	End	Change from current schedule
JH	8:00	2:36	30 min later
HS	8:07	2:47	44 min later
Elementary	8:55	3:25	5 minutes earlier than late schedule

## Timeline

Date	Milestone/Target
October 3	School Committee update
October	Bus Bids Model Single Tier Routes
November	Update cost estimates Additional Feedback Finalize recommendations
December 7	Final Recommendation to SC
December 14	School Committee Vote



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

To: Acton-Boxborough Regional School Committee  
From: Bill McAlduff, Interim Superintendent of Schools  
Marie Altieri, Deputy Superintendent  
Date: September 28, 2017  
Re: Update on Start Times

The district is working through the details of moving the Jr. High and High School to later start times starting next September. We are looking to make this change based on research about adolescent sleep and in response to significant community feedback. In order to make this a most effective change, we are also looking at moving the elementary schools to a consistent schedule with single tier elementary busing. We will give you an updated presentation on start times and single tier busing at your meeting on Tuesday October 3, 2017. We will be asking the School Committee to make a final decision about Start Times and Single Tier Busing at your December 14, 2017 School Committee meeting.

**Background, Website, and Reports**

The district has completed three reports that have led to the start time recommendation that was made at the June 22, 2017 School Committee meeting. Enclosed in your packet of materials is an excerpt from the June 22<sup>nd</sup> School Start Time Committee Report. Each of these reports are posted on the school district's page dedicated to information about start times <http://www.abschools.org/district/school-start-times> .

The 2015-2016 ABRSD Wellness Committee Report and Video  
Single Tier Bus Routing Options Report and Slides  
2016-2017 Start Time Committee Report and Slides  
Additional Research, News, Other Communities

**Single Tier Busing**

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

Single tier busing is estimated to require eleven additional buses. This would increase our current transportation operation from 33 bus routes to 44 bus routes. As you know regional transportation costs are partially reimbursed by the state, but reimbursement is received in the year following the year the expense is incurred. This means that the district would have to pay the full costs for the first year and then we would be able to access the reimbursement going forward. The preliminary estimates to add the eleven buses including the staffing costs would be \$750,000 in the first year and \$372,000 starting in the second year due to reimbursement. A possible funding plan could involve using \$570,000 from the Regional Excess and Deficiency (E&D) fund in the first year, and increasing the budget by \$180,000 in the first year and \$192,000 in the second year.



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

### **Start Time Recommendations**

The start time report recommendations are included below. We are working through the logistics of implementation, and there may be some slight shifts to the times. We will likely have a slight gap between the Jr. High and the High School to allow for the buses to move between the schools.

### **From the Start Time Report:**

#### **June 2017 Recommendation:**

After reviewing and discussing the research and the survey results, the *Start Time Committee* makes the following recommendation:

**Move forward exploring the logistical and financial possibility of implementing a change in start times as outlined in Option IV for September 2018.**

The schedules for this option are:

High School	8:00 am to 2:40 pm
Jr. High	8:00 am to 2:36 pm
Elementary (All)	8:40 am to 3:10 pm

#### **June 2017 Conclusion:**

As indicated in the survey results summary, there is broad support for making a change to start times with 84% of respondents indicating “Student health and well-being” and 77% indicating “Impact on student sleep” as the primary reasons. The research done by both the *ABRSD Start Time Committee’s* research subcommittee as well as the 2015-16 *Superintendent’s Wellness Committee* strongly supports a change to later start times for high school and junior high school students. There was also strong support for moving to single-tier elementary busing in the qualitative and quantitative feedback, and 78% of respondents said that they would support a two-tier model by some means.

The *Start Time Committee* recommends the Option IV schedule based on the following:

- This option results in improved school start and end times for all students K-12
- This option allows for significant shifts in start times for both the high school (37 minutes later) and the junior high school (30 minutes later) while avoiding a negative impact on the elementary start/end times
- These times are consistent with other Massachusetts school districts that have moved to a later start time; no district has “flipped” elementary start times to be earlier than the high school start time
- The ending time for the high school (2:40 pm) will not dramatically impact athletics or extracurricular activities
- The options that maintain three-tier busing result in the elementary schools either starting too early (7:30 am) or ending too late (3:50 pm)

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





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

- Moving from three tiers of busing to two has many additional benefits for the elementary schools.
  - Many written comments reported the difficulties of the elementary school schedules switching each year and ending too late on the late schedule
  - Teachers will be available at the same time for meetings and professional learning if all elementary schools are on the same schedule

If two-tier busing is not financially feasible, the *Start Time Committee* believes that only a slight change to the high school start time could be made. If the new high school schedule includes a day which is fifteen minutes shorter, the high school could start fifteen minutes later (7:38 am). The committee believes this slight shift would be preferable to Options I and II, which have the elementary school students starting earlier or ending later than desired.

In conclusion, shifting the high school and the junior high to a later start time of 8:00 am and aligning the elementary schools on a single, consistent schedule starting at 8:40 am would provide benefits to the health and wellness of all students K-12. Before this shift is made, there should be additional community outreach and a more detailed review of impacts on extra-curricular activities and families. The *Start Time Committee* encourages the School Committee to further explore this option with the community and through the budget process.

**High School Schedule Survey**

The high school has been working on possible changes to the bell schedule. Through this process, they surveyed students, parents/guardians, and staff. As part of the survey, they asked questions about the preferred school start and end time. Respondents were allowed to select more than one.

<b>Overall Responses (Students, Parent/Guardian, Faculty/Staff combined)</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
7:50 a.m. - 2:30 p.m.	30.50%	598
8:00 a.m. - 2:40 p.m.	56.70%	1112
8:30 a.m. - 3:10 p.m.	41.30%	809
8:50 a.m. - 3:30 p.m.	17.50%	343
	answered question	1961
	skipped question	295
<b>Student Responses</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
7:50 a.m. - 2:30 p.m.	32.20%	376
8:00 a.m. - 2:40 p.m.	59.00%	688
8:30 a.m. - 3:10 p.m.	39.20%	457
8:50 a.m. - 3:30 p.m.	16.00%	187
	answered question	1167
	skipped question	174



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

<b>Parent/Guardian Responses</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
7:50 a.m. - 2:30 p.m.	25.50%	175
8:00 a.m. - 2:40 p.m.	51.70%	354
8:30 a.m. - 3:10 p.m.	45.40%	311
8:50 a.m. - 3:30 p.m.	20.70%	142
	answered question	685
	skipped question	106
<b>Faculty/Staff Responses</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
7:50 a.m. - 2:30 p.m.	43.50%	47
8:00 a.m. - 2:40 p.m.	64.80%	70
8:30 a.m. - 3:10 p.m.	37.00%	40
8:50 a.m. - 3:30 p.m.	13.00%	14
	answered question	108
	skipped question	15

**Other Districts**

A review of other districts shows that a few districts in Massachusetts have made some progress in moving start times. Some other districts have considered changes, and decided not to make a change due to logistics. Those districts include Natick, Newton, and Dover-Sherborn. Districts actively working towards making a change include Wilmington and Wayland. We have met regularly with Superintendents, Principals, and Athletic Directors from the DCL high schools to work towards a consistent school schedule that would allow for extra-curricular activities to be scheduled in a way that supports all schools in the league. Below is a list of three Massachusetts districts that have made a change to start time, and several districts in the DCL's current schedule.

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



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

### Additional Considerations

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

### Working Model

Given all of these factors, as the administration works through the logistics, we are working with the following model:

**Jr. High            8:00 am – 2:36 pm**

**High School      8:07 am – 2:47 pm**

**Elementary       8:55 am – 3:25 pm**

### Timeline and Milestones

The next page contains a timeline with milestones that will lead to the School Committee making a final decision on December 14, 2017 for implementation in September 2018.




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

## Start Time Implementation Timeline

October 3, 2017	School Committee Update on the status of start times and single tier busing
October 2017	Bid for additional buses for single tier busing Model routes for single tier busing
November 2017	Update cost estimates for busing Finalize recommendation about specific times Additional Community Feedback
December 7, 2017	Final Recommendation to the School Committee
December 14, 2017	Final Vote of the School Committee

1



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

WELLNESS • EQUITY • ENGAGEMENT

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

## ABRSD – District Goals 2017-2018 School Year

---

**ABRSD School Committee Meeting  
September 19, 2017**

ABRSD

2

### Goal #1: Understand and respond to students’ social and emotional needs (on-going and planning)

Develop strategies that positively impact learning, wellness and engagement:

- **Implementation and monitoring of new HW Policy**
  - District-wide HW Information Night (October 24<sup>th</sup>)
  - Document and align practices by school
  - Review Year #1 implementation for potential adjustments

**Goal #1: Understand and respond to students' social and emotional needs  
(on-going and planning)**

- **Continue Family Learning Series Program**
  - 2017-2018 School Year Focus: Building Resilience
- **Continue planning efforts related to possible changes in JH and HS bell schedules**
  - Potential HS pilot (2 weeks) in Spring 2018

**Goal #1: Understand and respond to students' social and emotional needs  
(action to be taken)**

**School Start Times**

- Determine start time changes for schools
- Identify logistical and technical impacts
- Design Implementation Plan
- Update presented to SC (October 3<sup>rd</sup>)

**Goal #2: Our students will have equitable opportunities and tools to learn**  
(on-going and planning)

- **Massachusetts Tiered System of Support**
  - Continue planning, capacity building and professional learning around cultural proficiency
  - Eventual implementation tied to Equity Audit and cultural proficiency work
- **Conduct an Equity Audit**
  - Will also address culture and climate
  - District will work with outside support

**Goal #2: Our students will have equitable opportunities and tools to learn**  
(action to be taken)

- **Funding structures at elementary level**  
(act on previous recommendations)
  - Review recommendations with School Committee for approval effective 2018-19 school year (October 19<sup>th</sup>)
  - Develop plans to centralize before/after school programs under auspices of Community Education for 2018-19
  - Finalize process for re-allocation of funding sources for 2018-19

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

(action to be taken)

**Develop comprehensive short, medium and long term infrastructure improvement plan:**

- **Feasibility Study funding proposal**
  - Building Committee develop community outreach plan
  - Town Meetings on December 4, 2017
- **Capital Improvement Plan**
  - Develop details for scope package projects with funding timelines
  - Design schedule and recommend funding sources for implementation





Acton-Boxborough Regional School District  
Superintendent's Office  
16 Charter Road  
Acton, MA 01720  
978-264-4700 www.abschools.org

9.2

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

TO: Acton-Boxborough Regional School Committee  
FROM: Bill McAlduff  
RE: 2017-2018 School Year Goals

---

Included in your packet of materials are two documents related to the proposed 2017-2018 School Year Goals. The first document is a one page summary representing the focus of our work for the upcoming school year.

The second document, which you have seen before, lays out the three district-wide strategic goals along with a summary of the 2016-2017 year status (in blue) and the specific items identified for action during the 2017-18 school year (and beyond in some cases) identified in red.

At Tuesday's meeting we will speak, in more detail, to these three goals and each of the associated action items. This agenda item is intended to be a first reading. We will also present a more detailed update on "Start Times" status at the following meeting (October 2<sup>nd</sup>) prior to your vote to approve.



## 2017-2018 Goals

**Guiding Question:** *How do we continue to expand our notion of success to prioritize our values of student wellness, equity, and engagement?*

### Goal 1: Understand and respond to our students' social emotional Needs

#### *Challenge Success*

- Definition of success
- Start Times, Single-Tier Busing  
Considering change for September 2018
- Homework Policy Implementation  
Community forum with all Principals October 24 7:00 pm R. J. Grey Jr. High
- Family/Community Engagement (Family Learning Series 2017-18 theme is building resilience)

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

#### *Equity/MTSS*

- Based on the recommendation of the MTSS consultant, implementation of MTSS requires more pre-work related to equity and cultural proficiency
- Equity Audit
- Cultural Proficiency Learning  
Professional Learning for Leadership Team
- Elementary funding- centralize before and after school programs

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

#### *Building Project*

Special Town Meeting to approve funds for feasibility study December 4, 2017

#### *Capital Planning*

## **Timelines**

### **1. Cultural Proficiency Training (SEED) Valerie Glod and Maureen Lin**

Wednesday Oct 25, 2017 Morning SLT Meeting

Wednesday November 15 2:45 pm - 5:45 pm

Wednesday February 7, 2018 Morning SLT Meeting

Wednesday March 21, 2018 2:45 pm to 5:45 pm

Wednesday May 2, 2018 2:45 pm to 5:45 pm

### **2. SLT Team Work John D'Auria**

Five Mondays or Fridays 3 hours

### **3. SLT Meetings**

Wednesdays 8:00 am to 11:00 am



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

## **Vision:**

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

## **Values:**

- **Wellness** - We partner with families to prioritize social emotional wellness, which is necessary for learning and developing resilience
- **Equity** - We ensure all students have equitable access to programs and curricula to reach their potential
- **Engagement** - We provide engaging educational opportunities where students develop passion and joy for learning

## **Mission:**

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



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

## Goal #1: Understand and respond to our students' social-emotional needs

Strategic Actions:	Responsible:	Evidence/Measures:	Timeline:
Use information from Challenge Success surveys and research to develop strategies to address concerns that impact learning, wellness, and engagement (i.e. sleep, homework, assessment practices, etc.).	Superintendent, Athletic Director, Principals/Asst. Principals	Final report showing research, consideration of alternative start time options and recommendations to School Committee <b>(COMPLETED)</b>	2016-17
	Superintendent, Assistant Superintendents, Principals	Written review of current district-wide academic workload and homework practices and set of recommendations <b>(COMPLETED)</b>	2016-17
	Assistant Superintendents	Family education program that promotes wellness and balance <b>(COMPLETED)</b>	2016-17
	Superintendent	Start time committee report to School Committee June 2017. <b>(COMPLETED)</b>	2016-17
	Principals	Each school will document and align HW practices.	2017-18
	Principals, Superintendents	Hold district-wide HW forum.	2017
	Superintendent, Deputy Supt, School Committee, Director of School Operations	Determine start times/implications and design implementation plan.	2017-18
	High School, Junior High, and Central Office Leadership Teams	Professional learning opportunities provided to staff in preparation for possible schedule changes	2017-19
Assistant Superintendents	Family education program that promotes resilience	2017-18	
Review, develop and select instrument(s) and process	Superintendent Wellness	Research around evidence-based tools <b>(COMPLETED)</b>	2016-17



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

to capture information about school community climate and culture to use at the school and district level for continuous improvement planning.	Committee, Principals	<del>Selection of an evidence-based tool</del>	
--	-----------------------	--	--

Goal #2: Our students will have equitable opportunities and tools to learn.			
Strategic Actions:	Responsible:	Evidence/Measures:	Timeline:
Implement the Massachusetts Tiered System of Support framework for school improvement that focuses on system level change across the classroom, school and district.	Assistant Superintendents, Principals	<ul style="list-style-type: none"> <li>Self-assessment to identify gaps; MTSS learning <b>(COMPLETED)</b></li> </ul>	2016-17
		<ul style="list-style-type: none"> <li>Continued learning, planning, capacity building, <b>professional learning for district leadership team</b></li> </ul>	2017-19
		<ul style="list-style-type: none"> <li><del>Implementation of a consistent process across the district to identify learning gaps</del></li> </ul>	2018-19
Review funding structures at each level.	Superintendent	<ul style="list-style-type: none"> <li>Completed outline of funding structures, mechanisms at each level. <b>(COMPLETED)</b></li> </ul>	2016-17
	Superintendent, Principals, Community Ed.	<ul style="list-style-type: none"> <li>Implement recommendations to:               <ul style="list-style-type: none"> <li>Develop plans to centralize before/after school programs under Community Education</li> <li>Centralize before/after school programs.</li> <li>Combine funding sources and re-distribute across schools.</li> </ul> </li> </ul>	2017-18
			2018-19
Conduct an equity audit <b>that includes work around culture and climate of the district,</b> looking mindfully at equitable access for historically underserved populations.	Superintendents, Principals	<ul style="list-style-type: none"> <li>Determine tools, questions</li> </ul>	2017-18
		<ul style="list-style-type: none"> <li>Completed equity audit that includes recommendations and implementation plan</li> </ul>	2017-19



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

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

Strategic Actions	Responsible:	Evidence/Measures:	Timeline:
<p>Develop a comprehensive capital and infrastructure improvement plan that spans short, medium and long-term goals.</p>	<p>Superintendent</p>	<ul style="list-style-type: none"> <li>◆ Short-term capital prioritization list to inform the FY18 budget, including high-value/low-cost items for district-wide infrastructure improvements <b>(COMPLETED)</b></li> <li>◆ Medium-term capital prioritization list that considers the Existing Conditions Report, District Master Plan <b>(COMPLETED)</b></li> <li>◆ Committee to utilize the District Master Plan to produce a report to identify building options <b>(COMPLETED)</b></li> <li>● Final report presented to School Committee related to building renovation and construction <b>(COMPLETED)</b></li> <li>● Proposals for design funds brought to town meetings in both towns and if voted feasibility and design process begins in accordance with MSBA guidelines.</li> <li>● Capital Improvement plan (CIP) list for all facilities will be developed into scope projects with funding timelines. Capital plan will be formalized with annual operating budget funding and medium term project timelines.</li> </ul>	<p>2016-17</p> <p>2016-17</p> <p>2016-17</p> <p>2017-18</p> <p>2017-18</p>

Acton-Boxborough Regional School Committee  
School Building Project  
Special Town Meeting Warrant Article and Motion

FORM OF VOTE FOR REGIONAL SCHOOL COMMITTEE

That the Acton-Boxborough Regional School Committee (the "District") hereby appropriates the amount of \$1,300,000 for the purpose of paying the costs of a feasibility study and schematic design relating to the C. T. Douglas Elementary School Statement of Interest, including all costs incidental or related thereto (the "Study"), said amount to be expended at the direction of the District's School Building Committee. To meet this appropriation, the District is authorized to utilize Certified Excess and Deficiency funds pursuant to Massachusetts General Laws and the Agreement for a Regional School District for the Towns of Acton and Boxborough, Massachusetts (Revised July 1, 2014). The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District; provided further that the amount of the use of Excess and Deficiency Funds pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the District and MSBA.

FORM OF ARTICLE FOR TOWN MEETINGS OF MEMBER TOWNS

To see if the Town will approve the appropriation of \$1,300,00 from Certified Excess and Deficiency funds of the Acton-Boxborough Regional School District, for the purpose of paying the costs of a feasibility study and schematic design relating to the C. T. Douglas Elementary School Statement of Interest, including all costs incidental or related thereto (the "Study"), and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the District's School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Study costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Study shall be as set forth the Feasibility Study Agreement that may be executed between the District and MSBA.



## FORM OF MOTION FOR TOWN MEETINGS OF MEMBER TOWNS

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



ACTON-BOXBOROUGH  
**SCHOOL BUILDING**  
 PROJECT



# SAVE THE DATE

December 4, 2017

**Special Town Meetings 7:00 PM**  
**in Acton and Boxborough**

The purpose of these meetings is to vote on a feasibility study for a proposed new Pre-K - 6 twin elementary school building in partnership with the Massachusetts School Building Authority (MSBA)

*Please attend: 12-4-17, 7PM*  
*-Acton Meeting @ ABRHS*  
*-Boxborough Meeting @ Blanchard Memorial*

*Informational Forums Listed Below*

# DETERMINING THE FUTURE OF OUR SCHOOL DISTRICT

- Tues, Oct 17 @ 7:00pm - Douglas
- Wed, Oct 25 @ 12:00pm - Acton Library
- Thurs, Oct 26 @ 7:00pm - Boxborough Library
- Sat, Oct 28 @ 10:00am - Douglas
- Mon, Nov 6 @ 12:30pm - Acton Senior Center
- Mon, Nov 13 @ 7:00pm - Gates
- Wed, Nov 29 @ 12:00pm - Boxborough Senior/Community Center
- Wed, Nov 29 @ 7:00pm - Conant
- Sat, Dec 2 @ 10:00am - Douglas



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

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

Superintendent's Conference Room, Administration Building  
15 Charter Road, Acton, MA 01720

September 13, 2017  
7:00 p.m.

*Members Present:* Mary Brolin, Amy Krishnamurthy, Bill McAlduff, Marie Altieri, Peter Berry, Jason Cole, Bob Evans, JD Head, Adam Klein, Lynne Newman, Katie Raymond, Mac Reid, Chris Whitbeck.

*Members Absent:* Rob Bukowski, Brian Griffin, Ted Kail, Steve Mielke, Maria Neyland, Damian Sugrue.

*Other:* Dave Verdolino, Karen Coll, members of the public.

1. **Call to Order** – Mary Brolin called the meeting to order at 7:03pm. She introduced Interim Superintendent Bill McAlduff, followed by introductions of all.
2. **Minutes** - Marie Altieri moved, Bill McAlduff second, two abstained, and the minutes of the 8/9/17 were unanimously approved with one amendment.

Approved minutes from the 8/4/17 Working Group meeting were shared with the committee.

### 3. Recommended Option

The building project focus has narrowed from two options to one since the last Building Committee meeting. We are now only considering a twin school with two elementary schools and no separate ECC. This should make the plans clearer to the public, and will also avoid concerns about reducing the number of elementary schools from six to five.

### 4. Update of School Committee Actions

Members reviewed a memo and presentation to the School Committee on 8/24/17, with a good synopsis of the building project and the current option under consideration. The School Committee is supportive of this option, despite some regrets at the loss of an ECC.

### 5. MSBA Update

Nothing has changed in the MSBA process since the last update. EPQ and enrollment data were submitted 7/3/17, and Marie Altieri was told two weeks ago that they had our information and were working on it. Maintenance history and capital data must be sent to MSBA by 10/3/17, and they should get back to us to arrange a meeting with them by that date. District enrollment numbers are higher than projected; we had projected 298 incoming kindergartners and now have 352. Housing sales in both towns have been growing at a rate of about 30% per year. We will have an opportunity to discuss that with MSBA when we meet, and will bring updated enrollment data through either 9/15 or 10/1, depending on the date of the meeting.

### 6. Schedule and Prepare for Special Town Meetings 12/4/17

There are 12 articles on the warrant in Acton at this point, but the committee was told the building project would be first. Votes in both towns need to be concurrent because, if one town votes no before the other town votes, that would negate the second town's vote.

Information about the intent and scope of proposed warrant articles must be submitted to the Boxborough Town Administrator by 9/27/17, with final language due by 10/18 /17. Acton's deadlines are later, with drafts due by 11/6/17 and final language due by 11/13/17. Mary Brolin will ask Selina Shaw to put a placeholder into the warrant for the building project. Someone will need to write the project description that will accompany the warrants.

Final language for the warrant articles will need to be voted by the School Committee at their 10/3/17 meeting. This is an MSBA requirement; they will provide a form and language for the vote, which they must review to be sure it meets their requirements. Dave Verdolino has started working on the language, which is fairly standard, and will have lawyer review it. The regional School Committee counsel could review the language, but will need to know that it has to follow MSBA requirements.

## **7. Outreach Plan**

Mary Brolin has drafted an outreach plan, and Marie Altieri and Karen Coll developed a list of potential forum dates. The first forum will be 10/17/17, which is a little later than we might have preferred but is after the last of the Back to School open houses. Members liked the idea of holding a meeting on 12/2/17, just before the town meetings, especially with a tour of Douglas School.

A video tour of Douglas will be made, but it will not replace live tours. Seeing the building, with its limitations, in person can be quite powerful. The video will be posted on our website, and clips can be pulled from it for presentations.

Members discussed whether all or most of the forums should be held at Douglas and include a tour of the building, but decided that they should be held at a variety of locations, including in Boxborough. A forum at Conant will be added to the list. The date for the staff forum will also be confirmed, and perhaps two sessions will be held back to back to reach staff whose days end early, such as the HS, and those with later end times. Many staff members are town residents, and they also interact with families who may have questions about the building project. The limits on advocacy by staff and School Committee members need to be made clear; once the project moves into the ballot question phase, we will be prohibited from using district resources such as copiers and email for anything other than providing information, such as notification of upcoming meetings. Advocacy activities will have to take place away from school property and without using district resources.

Members will email their availability to help at the forums.

In addition to the community forums, committee members will plan a series of coffees, hopefully in every neighborhood, in late October and early November. Coffees are generally not publicly advertised; typically people invite their friends and neighbors and ask them to invite others. We can use neighborhood email lists to promote them. Other options for holding public events could be:

- True West in West Acton
- A table at the West Acton Oktoberfest on October 14<sup>th</sup>
- Organizations like the Lions and Rotary Clubs and others.
- Preschools such as ITC and the Acton Coop. Some preschools may see our program as a source of competition, so we need to emphasize that we are not planning to expand our preschool, just moving it to a new location.

Several members offered to host coffees or to contact clubs and organizations. Chris Whitbeck will contact the West Acton Village Merchants Association, which is organizing the Oktoberfest. Jason Cole will contact the Acton Coop. Karen will share a Google sign-up sheet.

A small working group should be formed to clarify the information to be presented at these events, and to develop presentation materials.

Prior to her resignation, former committee chair Kristina Rychlik had set up several social media accounts, including Instagram, Facebook and Twitter. The younger families who will be most directly affected by the building project are likely to be active on social media, and the committee may be able to reach them effectively through those venues. The building project also has an extensive section on the district website, but that is fairly static so people don't keep going back to it regularly, and it has so much information that it can be overwhelming. Social media is a way to give a snippet, and then refer people to the website to learn more. JD Head, Chris Whitbeck and others already share a fair amount on social media. Members agreed not to open these outlets up to comments, which someone would have to monitor, but rather to use them just for informational purposes.

Adam Klein will work on developing the social media, with help from others who will provide him with information and messages. Other people will also have to reshare tweets, etc. Adam will report on his progress at the next meeting.

Members reviewed a flyer developed by JD, and made some suggestions about the wording. Once the dates of the public forums are finalized, those will be added, and eventually our social media will be added as well.

Members discussed the dollar amount to be included in the Town Meeting warrant articles. The amount needs to be affordable, but also enough for a thorough feasibility study to avoid the risk of unanticipated problems during the building process. The district would pay 100% of any remediation expenses. If there are funds left over from the feasibility/OPM phase, the excess can be applied to the building phase. While many other districts have requested \$750K - \$1MM to cover the feasibility process, it isn't clear what was included in those projects, and we have identified anticipated expenses in the \$1.3MM - \$1.5Mm range.

Jason Cole moved, JD Head seconded and it was unanimously

**VOTED**: that the school committee allocate \$1.3MM from E&D for the feasibility study, with the expected replenishment from the MSBA.

## **Public Comments**

A member of the public, after reviewing the results of the survey done last spring, asked about the possibility of conducting a follow-up survey now. She wondered whether it would be easier to promote a three-stage project spread out over 21 years than the current two-phase plan. Committee members responded that it was unclear whether the MSBA would offer reimbursement for projects other than the one that has already been approved to cover the Douglas School, and the current approach was felt to be the most equitable way to help the most students in the shortest period of time. Twenty-one years is a very long time to wait.

The community member followed up by asking if the principals would prefer single schools to a twin building. The principals present responded that they were very comfortable with the current option, and that they were excited to move forward. When the public was surveyed about their preferences in the spring, there was very little feedback about the concept of a twin school.

Another member of the public asked if the district had researched the rules and regulations from MSBA, the Mass. Dept. of Environmental Protection, FEMA and other agencies governing construction. He mentioned concerns about flooding and other issues. He had reviewed the D&W preliminary report on the school sites

and noted that the assessment focused primarily on building conditions not site conditions. Katie Raymond is a site civil engineer and agreed there are a number of potential issues on all sites. Superintendent Bill McAlduff noted that the purpose of the feasibility process is to study these issues in much more detail than the building committee has been able to do to this point, and to determine whether the site is workable. Bill said that Acton-Boxborough is actually way ahead of a lot of districts going into the feasibility process. Decisions will be made on an ongoing basis as issues are identified. MSBA is very rigid in working with districts. The proposed budget includes enough funding to evaluate a fallback option if necessary.

## **8. Adjourn**

Mac Reid moved, Jason Cole seconded, and the motion to adjourn was unanimously approved at 8:26pm.

### Documents Used:

- Agenda
- Minutes from 8/9/17 Meeting
- 8/24/17 Memo and Presentation to the School Committee: Building Committee Update
- Special Town Meeting Timeline - Boxborough
- Draft Outreach Plan
- List of Potential Forum Dates
- Draft Flyer: Save the Date for Special Town Meetings

### Next Building Committee Meetings:

- October 11
- November 8
- December 13

## Town of Acton Multi-Year Financial Model

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

29-Jun-17

Summary	Tax Recap FY17	Projection FY18	Projection FY19	Projection FY20
<b>Municipal Funding Sources:</b>				
Tax Levy (excluding debt exclusion)	\$ 76,920,952	79,841,357	83,867,378	85,964,062
State Aid	\$ 1,528,090	1,569,399	1,628,399	1,644,683
Local Receipts	\$ 4,840,386	4,935,066	5,201,104	5,253,115
Debt Exclusion	\$ 2,817,959	2,768,612	2,538,007	2,512,627
SBAB Reimbursement	\$ 923,000	923,000	923,000	923,000
Add: Town Reserves	\$ 2,467,969	2,475,200	1,300,000	1,300,000
<b>Acton Total Funding Sources</b>	<b>\$ 89,498,356</b>	<b>92,512,635</b>	<b>95,457,888</b>	<b>97,597,488</b>
<b><u>Allocation to Budgets</u></b>				
<b>Municipal Spending</b>	<b>\$ 32,656,604</b>	<b>\$ 33,709,649</b>	<b>\$ 34,889,486.72</b>	<b>\$ 36,110,619</b>
Percent change year-to-year	2.20%	3.22%	3.50%	3.50%
<b>ABRSD Assessment</b>	<b>\$ 55,547,097</b>	<b>\$ 57,730,056</b>	<b>\$ 61,109,203</b>	<b>\$ 64,027,823</b>
Percent change year-to-year	4.47%	3.93%	5.85%	4.78%
<b>Minuteman Assessment</b>	<b>\$ 997,655</b>	<b>\$ 1,072,929</b>	<b>\$ 1,424,929</b>	<b>\$ 1,524,929</b>
Percent change year-to-year	11.22%	7.55%	32.81%	7.02%
<b>Total Acton Spending</b>	<b>\$ 89,201,356</b>	<b>\$ 92,512,634</b>	<b>\$ 97,423,619</b>	<b>\$ 101,663,371</b>
<b>Net Position</b>	<b>\$ 297,000</b>	<b>\$ 0</b>	<b>\$ (1,965,730)</b>	<b>\$ (4,065,883)</b>

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

<b>Additional OPEB Contribution</b>	\$ 1,400,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
-------------------------------------	--------------	--------------	--------------	--------------

Town of Acton - Tax Impact	FY17	FY18	FY19	FY20
Total Valuation ('000s)	\$ 4,230,440	\$ 4,357,354	\$ 4,488,074	\$ 4,622,716
Tax Rate	\$ 19.06	\$ 19.24	\$ 19.87	\$ 20.36
SF Value	\$ 561,186	\$ 578,022	\$ 583,802	\$ 589,640
% Change in SF Value			\$ -	\$ -
SF Tax Bill	\$ 10,697	\$ 11,121	\$ 11,602	\$ 12,002
% Change in SF Tax Bill	3.02%	3.96%	4.33%	3.45%
\$ Change in SF Tax Bill	\$ 313	\$ 424	\$ 481	\$ 400

**Reserves**

**A. Beginning Reserve Position**

	For FY16 Use Actual	For FY17 Use Actual	For FY18 Use Actual	For FY19 Use Estimated	For FY20 Use Estimated
Certified Free Cash From Last Fully Completed Fiscal Year	\$9,376	\$7,665	\$4,873	\$3,270	\$2,870
Stabilization		\$2,000	\$2,000	\$2,000	\$2,000
<b>Subtotal Certified Free Cash</b>	<b>\$9,376</b>	<b>\$9,665</b>	<b>\$6,873</b>	<b>\$5,270</b>	<b>\$4,870</b>
NESWC Available Balance	\$1,000	\$0	\$0	\$0	\$0
Acton Portion of Certified E&D from Last Fully Completed Fiscal Year	\$954	\$1,654	\$2,322	\$4,008	\$4,093
<b>Total- Beginning Reserve Position</b>	<b>\$11,331</b>	<b>\$11,319</b>	<b>\$9,195</b>	<b>\$9,278</b>	<b>\$8,963</b>

**B. Actual Annual Use Of Reserves Used In Budget**

	FY16 Actual	FY17 Actual	FY18 Estimated	FY19 Estimated	FY20 Estimated
Certified Free Cash	\$1,641	\$2,467	\$2,475	\$1,300	\$1,300
NESWC	\$1,000	\$0	\$0	\$0	\$0
STM 10/5/2016			\$983		
	\$0	\$0			
NESWC Fund Balance Reserved for Liability Overlay Surplus					
Acton Portion of Certified E&D usage	\$169	\$170	\$170	\$170	\$170
<b>Total- Actual Annual Use of Reserves Used In Budget</b>	<b>\$2,810</b>	<b>\$2,637</b>	<b>\$3,628</b>	<b>\$1,470</b>	<b>\$1,470</b>
<b>Annual Percentage Of Reserves Used to Support Annual Budget</b>	<b>2.95%</b>	<b>2.64%</b>	<b>3.5%</b>		

**C. Assumption of Reserve Replenishment Generated In Prior Fiscal Year**

	(thru June 30, 2015 close)	(thru June 30, 2016 close)	(thru June 30, 2017 close)	(thru June 30, 2018 close)	(thru June 30, 2019 close)
Townwide Fiscal Year Turnbacks & Excess Revenues	\$1,930	\$1,525	\$1,855	\$900	\$900
Stabilization Fund replenishments		\$0			
Town Savings from Reducing Acton Portion for ABRSD By Close of	\$0	\$0	\$0	\$0	\$0
FY12 Tax Title Principal & Interest	\$0	\$0	\$0	\$0	\$0
Unused Warrant Articles, Land Titles	\$0	\$0	\$0	\$0	\$0
NESWC adjustment exclude TSAR from "reserves"	\$0	\$0	\$0	\$0	\$0
NESWC Fund Balance Reserved for Liability	\$0	\$0	\$0	\$0	\$0
Anticipation of Returning Acton Portion of ABRSD E & D By Close	\$0	\$0	\$0	\$0	\$0
ABRSD Fiscal Year Turnbacks-Acton Portion	\$869	\$837	\$1,855	\$254	\$254
<b>Total- Assumption of Reserve Replenishment</b>	<b>\$2,799</b>	<b>\$2,362</b>	<b>\$3,710</b>	<b>\$1,154</b>	<b>\$1,154</b>

**D. Year End Available Balance (A Minus B Plus C)**

	Thru Close of FY15; (Available for FY17)	Thru Close of FY16; (Available for FY18)	Thru Close of FY17; (Available for FY19)	Thru Close of FY18; (Available for FY20)	Thru Close of FY19; (Available for FY21)
Free Cash	\$7,665	\$4,873	\$3,270	\$2,870	\$2,470
Stabilization Fund	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
NESWC	\$0	\$0	\$0	\$0	\$0
E&D Available Balance (EST) Acton portion only	\$1,654	\$2,322	\$4,008	\$4,093	\$4,178
<b>Total-Year End Available Balance</b>	<b>\$11,319</b>	<b>\$9,195</b>	<b>\$9,278</b>	<b>\$8,963</b>	<b>\$8,648</b>
<b>Projected Year End Available Balance As A Percentage of Annual Budget</b>	<b>12.69%</b>	<b>9.94%</b>	<b>9.52%</b>	<b>8.82%</b>	<b>#DIV/0!</b>





*Town of*  
**Acton** *Massachusetts*

## Finance Committee FY19 Point of View

September 2017

1

## Agenda

- State of the Town
- Concerns
- Recommendations
- Key Conclusions

2

## State of the Town: Financial Status

- AAA rated by Moody's and Standard & Poor
  - We can borrow at competitive rates
- Strong tax collection rate
  - People pay taxes on time
- Demographic indicators well above state & county averages

3

## State of the Town: Reserves

- We maintain funds in Reserve (rainy day) for unexpected expenditures
  - Free cash
  - Stabilization fund
  - Unused tax levy
- Reserves helps maintain our AAA rating
  - Allows us to continue to borrow at competitive rates

4

## State of the Town: How We Compare

	<b>Acton Town</b>	Middlesex County	Massachusetts State
Median Family Income <sup>1</sup>	<b>\$152,558</b>	\$85,118	\$68,563
Median Home Value <sup>2</sup>	<b>\$509,500</b>	\$414,600	\$333,100
Unemployment Rate <sup>3</sup>	<b>2%</b>	2.96%	3.4%

Sources:

1. United States Census Bureau. "Income in the Past 12 Months (in 2015 Inflation-Adjusted Dollars)." American FactFinder. October 05, 2010. Accessed September 16, 2017. <https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>
2. U. S. Census Bureau. "QuickFacts." U.S. Census Bureau QuickFacts selected: UNITED STATES. 2016. Accessed September 15, 2017. <https://www.census.gov/quickfacts/table/PST045214/2501700380/accessible>.
3. U.S. Bureau of Labor Statistics. "Unemployment Rate in Middlesex County, MA." FRED Economic Data. August 30, 2017. Accessed September 19, 2017. <https://fred.stlouisfed.org/series/MAMIDD7URN>.

5

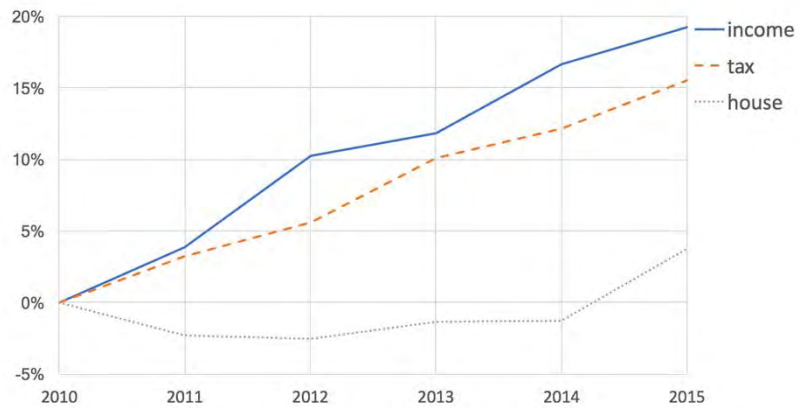
## State of the Town: Tax Rate

- Acton's tax rates holding steady as a percentage of income
  - 5.73% of average family income in 2010
  - 5.55% of average family income in 2015

Equation: average family tax bill ÷ average family income

6

## State of the Town: Affordability



Average Single Family Tax bill has increased by 15.52%  
Average Single Family House Value has increased by 3.81%  
Average Single Family Income has increased 19.27%

7

## Agenda

- State of the Town
- Concerns
- Recommendations
- Key Conclusions

8

## Concerns: Paying the Bills

- Taxation is limited by Proposition 2 ½
- Proposition 2 ½ allows town to tax no more than 2 ½% over previous year's property tax rate (without override vote)
  - Limits our largest source of revenue

9

## Concerns: Compensation Growth

- Compensation is our largest budgetary item
  - 71.60% of next year's town budget will be salary & fringes
  - 79.05% of next year's school budget will be salary & fringes
- Recent history of compensation growth in excess of 4%
- Current compensation rate will exceed taxation capacity within 1-3 years

10

## Concerns: Capital Projects

### 1-3 Years

- Address health and safety issues in school buildings
- Address critical repair issues in town buildings

### 3 - 5 Years

- Ongoing maintenance and repairs as needed

### 5 - 30 Years

- New twin school to replace Pre-K, and two of Gates, Douglas or Conant
- New fire station in North Acton

11

## Concerns: Capital Projects - Schools

- \$4.4 million needed for immediate “health, safety, and welfare”<sup>\*</sup> repairs
  - fire safety measures
  - ventilation systems
  - insulation
  - etc.

<sup>\*</sup>Dore & Whittier, consulting architects, Feb., 2016

12

## Concerns: Capital Projects - Town

- \$2.1 million needed for “critical immediate repairs”<sup>\*</sup> to multiple town facilities
  - Center Fire Station HVAC system
  - Transfer station roof
  - Memorial Library cooling system
  - South Fire Station cooling system
  - DPW building flooring
  - etc.

\*LLB Architects, consulting architects, Jun., 2015

13

## Concerns: Land Purchases

- Take a balanced approach to land purchases
  - Purchases incur costs and result in lost tax revenue
  - Purchases for open space limit residential development

14

## Concerns: Reserves

- Without tax override, FY19 Budget likely to deplete Reserves
- In FY19 we are in jeopardy of being below Reserve policy minimum level
- Using Reserves to fund Operating Budget is unsustainable
  - Replenishment is less than budgeted Reserve use

15

## Agenda

- State of the Town
- Concerns
- Recommendations
- Key Conclusions

16



## Recommendations: Reserve Policy

- Adhere to upper and lower thresholds on the Reserves
  - Lower threshold, 5% of *municipal spending*
  - Upper threshold, 3% of *total Acton spending* including the school assessments
- Encourage using Reserves for one-time items
  - Capital needs
  - Emergencies

17

## Recommendations: OPEB

### Other Post-Employment Benefits

*Healthcare, Life Insurance, Deferred Compensation*

- Town: Continue OPEB funding at current levels
  - Acton's funding is a strength, compared to other towns
- School District: Continued emphasis on meeting OPEB obligation

18

## Recommendations: Capital Projects

- Facilities should save money by using in-house resources where possible
- ABRSD should increase Capital Line Item of the Operating Budget
  - Critical in extending useful life of buildings
- Many of the existing identified repairs should be funded as ongoing maintenance
  - Facilities have been under-prioritized in recent years

19

## Recommendations: Capital Projects (cont.)

- Future capital needs must be prioritized before they become critical
  - Board of Selectmen and School Committee should develop a specific, ranked list of the most pressing capital issues
  - If projects can not be funded by Operating Budget, Reserves may be used
- Each year capital needs should be presented to Annual Town Meeting, with supporting detail

20

## Recommendations: Capital Projects (cont.)

- Build new twin school
  - Serves greatest number of students
  - Addresses 2 biggest liabilities (per Dore & Whittier)
- Capital improvements to buildings marked for replacement should be limited to immediate Health & Safety concerns
  - Pre-K and 2 of the elementary schools (Douglas, Gates, Conant)

21

## Recommendations: School Building Committee

- Maximize MSBA\* reimbursement rate
  - Adhere closely to all MSBA requirements
- Strictly adhere to the MSBA guidelines for the new building construction
  - Project should not add elements beyond those agreed upon with MSBA

*\*Massachusetts School Building Authority*

22

## Recommendations: Reserves

- For FY19, we acknowledge the use of Reserves to cover budget shortfall
- In future, Reserves should be used for one time capital projects

23

## Recommendation: Land Purchases

- Provide Finance Committee summary of all town held lands
- Move 53 River St. property to CPA (BoS)
  - Preferred source of funds
- Clearly identify purpose for town's continued ownership

24

## Recommendations: Operating Budget

- For FY19, the Operating Budget should grow by no more than the 3% increase in revenue
- To help balance Operating Budget use 1/3 of the current, unused tax levy capacity
  - This will increase taxes by more than 2.5%, but not require an override

25

## Agenda

- State of the Town
- Conclusions
- Recommendations
- Key Conclusions

26

## Key Conclusions

- Overrides are coming in the next 2-5 years
  - Our capital needs for town and school facilities will require 1 or more overrides in the coming years
  - Without a change in spending, operating overrides may become necessary as well
- Borrowing should happen sooner, not later
  - Costs will likely be higher if we wait
  - Interest rates are currently near historic lows

27

## Appendix A

Acton				
Year	Avg Single Family Value	Average Single Family Tax Bill	Average Family Income	% of Income
2010	\$512,103	\$8,767	\$152,923	5.73%
2011	\$500,492	\$9,049	\$158,874	5.70%
2012	\$499,163	\$9,259	\$168,554	5.49%
2013	\$505,237	\$9,650	\$171,021	5.64%
2014	\$505,494	\$9,832	\$178,362	5.51%
2015	\$531,639	\$10,128	\$182,391	5.55%
2016	\$539,896	\$10,382		
2017	\$561,186	\$10,696		

Source:

Department of Local Services: MA Dept of Revenue. "Municipal Databank." Average Single Family Tax Bill. September 15, 2017. Accessed September 15, 2017. [https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=AverageSingleTaxBill\\_SingleFamTaxBill\\_MAIN](https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=AverageSingleTaxBill_SingleFamTaxBill_MAIN)

United States Census Bureau. "Income in the Past 12 Months (in 2015 Inflation-Adjusted Dollars)." American FactFinder. October 05, 2010. Accessed September 16, 2017. [https://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

28

***McCarthy-Towne School***  
***Acton-Boxborough Regional School District***  
**11 Charter Road, Acton, Massachusetts 01720**  
Telephone: 978 -264-3377, FAX: 978-264-4098

Mr. William McAlduff  
Superintendent of Schools  
16 Charter Road  
Acton Public Schools  
Acton, MA 01720

September 28, 2017

Dear Mr. McAlduff,

On behalf of the McCarthy-Towne PTSO and the McCarthy-Towne Sixth Grade, Class of 2017, please accept this gift of \$811.00 to the Acton Boxborough Regional School District for the funding of the purchase and installation of a water-bottle filler at the McCarthy-Towne School.

Sincerely yours,

David Krane  
Principal  
McCarthy-Towne School



**Acton-Boxborough Regional School District**

15 Charter Road Acton, MA 01720

978-264-4700 www.abschools.org

14.

---

**Dawn G. Bentley, Ed.D.**

*Assistant Superintendent for Student Services*

**Date:** September 20, 2017  
**To:** Acton-Boxborough Regional School Committee  
**From:** Dawn Bentley, Assistant Superintendent for Student Services  
**Re:** ABRPTSO Donation for the William James Interface

We are pleased to inform you that the Acton-Boxborough Regional PTSO has awarded the District with a \$500 grant to support the William James Interface, a referral service for parents, students, educators, and community.

The William James Interface Referral Services (WJIRS) is an initiative of the William James College's Richard and Joan Freedman Center. The service makes available a wide range of valuable resources related to mental health and wellness for the benefit of the general public – children, adults and families – as well as educators and mental health professionals. The annual subscription for the WJIRS is \$12,500.

In addition to maintaining an extensive, frequently updated website of available resources, WJIRS provides a free, confidential mental health and wellness help line Monday through Friday, 9AM-5PM, at 888-244-6843 x1411. This is a free, confidential referral service for our community. Callers are matched with licensed mental health providers that meet the location, insurance, and specialty needs of the caller. Each referral is provided with follow-up assistance.

I respectfully request that you please accept the Acton-Boxborough PTSO's gracious grant in the amount of \$500 to support the continuation of the William James Interface referral service.

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

WELLNESS • EQUITY • ENGAGEMENT





---

## Town-Wide Sustainability Policy

---

Lisa Tomyl <ltomyl@acton-ma.gov>

Thu, Sep 14, 2017 at 3:36 PM

To: All Boards and Committees <AllBoardsandCommittees@acton.local>

Cc: Debra Simes <debra.simes@gmail.com>, Jim Snyder-Grant <jim.snyder.grant@gmail.com>

*Sent on behalf of Katie Green:*

To All Boards and Committees,

As one of our top short-term goals for this fiscal year, the Board of Selectmen is working on putting together a town-wide sustainability policy. Debra Simes and Jim Snyder-Grant of Green Acton did initial research and held initial meetings and brainstorming sessions and created the attached draft policy.

The Board of Selectmen is seeking the input of all interested boards and committees in town prior to discussing the draft at our **October 30th** meeting. If your board or committee would like to supply comments or suggested edits, please email them to Katie Green, [kgreen0528@gmail.com](mailto:kgreen0528@gmail.com), by **Friday, October 20th**. Please only send comments from boards and committees, not as individual members. The Board of Selectmen will discuss the comments at our October 30th meeting and use those to create a second draft. We will seek individual board member and general citizen input on the second draft.

Thank you and we appreciate your time and consideration of this policy.

Best,

Katie Green

Vice-Chairman

Acton Board of Selectmen

<http://www.katiegreenforacton.com>

Regards,

Lisa Tomyl

Executive Assistant

## PROLOGUE

The Town of Acton has a noteworthy history of attention to environmental concerns. Historical efforts (in approximate chronological order) include: the formation of Acton Citizens for Environmental Safety in the late 1970s in response to contamination of Town wells by WR Grace; the work of the Acton Stream Teams and Acton Climate Action Team; the launch of Green Acton as an umbrella, community-based environmental group; the creation of the Town's Green Advisory Board; Acton's becoming one of the earliest Green Communities in the Commonwealth; myriad successful Town proposals for initiatives in energy conservation and efficiency, and solar projects; establishment of an energy coordinator position for the school district; and specific accomplishments, such as Solarize Acton, the solar installation at the Transfer Station, a SMART/PAYT system and Swap Shop for the Transfer Station, and the inclusion of environmental concerns in the Town's most-recent Master Plan, Acton 2020. Town staff, Selectmen, and many residents have, through their work on these initiatives, developed significant knowledge and experience, and have, likewise, contributed to the drafting of this policy.

The policy was conceived and written with the intentions to:

- create a town-wide platform for enactment of practical solutions to environmental and resource problems
- set the stage for continued collaboration between the Town, residents, and state and community partners
- engage all sectors within the Town in achieving sustainability goals
- set out guiding principles for the achievement of environmental solutions, including living within limits, working for equitable access to resources and opportunities, and preserving valued community and natural resources
- aim for the procurement of all energy needs from renewable energy sources
- support a diverse and vibrant local economy that balances fiscal goals with the well-being of people and the planet
- attend to emerging research, ideas, and strategies so that our solutions remain as relevant and forward-looking as possible
- advocate, where appropriate, for actions that align with this policy, including actions on matters that are outside of the direct control of the Town

## PREFACE

The Town of Acton acknowledges that we are facing intertwined environmental crises locally, regionally, and beyond, and that the Town's choices and actions can contribute to these problems, or can be leading examples of ways forward in solving them.

**Intertwined environmental crises** include: climate change and its many impacts, dwindling supplies of potable water, the loss of habitat for diverse species, and the production and accumulation of unusable and/or toxic materials and products. These problems reinforce each other in complex ways, and have their origins in the deeply held human habit of seeking only short-term and local gains. Dealing with them must be done thoughtfully, and with both humility and a willingness to learn.

**Sustainability** means allowing the needs of the present to be met in ways that don't eclipse the same for future generations.

**A comprehensive approach to sustainability** includes the use of methods, systems, and materials that won't deplete resources or harm natural cycles, and ensuring equitable access to resources and opportunities.

**A successful sustainability strategy** will include influencing all stakeholders — community members, organizations, businesses, institutions, and other governmental entities.

## **POLICY**

Every official action of the Town of Acton, including policies, budgets, bylaws, and purchasing decisions, will move us away from our intertwined environmental crises and toward sustainability. Recognizing the responsibility to be robust and effective in implementing solutions, the Board of Selectmen of the Town of Acton establishes the following Policy on Sustainability:

1. Annually, the Town Manager (or the Manager's designee), will present to the Board of Selectmen (BoS) a report on efforts made during the past year to move Acton toward greater sustainability, and on plans for the year ahead. These proposals for upcoming projects might include bylaw changes, education campaigns, or administrative policy changes.
2. Development of sustainability plans, projects, and initiatives should involve the Board of Selectmen, Town Manager and staff, and relevant Town committees and community groups, where appropriate.
3. The BoS will hold one or more public hearings for review of and comment on these plans.
4. Evaluation of projects should include:
  - a. financial analysis of capital-intensive projects that compares the long-term costs of taking the action vs. those of failing to take the action
  - b. net greenhouse emissions impacts of major projects, but with awareness that climate impacts represent only one aspect of the issues we are facing
  - c. the impacts on populations that are relatively disadvantaged
5. Projects that take measurements and/or use data for long-range planning (in areas for which data are then insufficient to inform policy direction fully) should have priority in the early years of this policy's tenure. As these measurements and planning are completed, specific measurable goals should be agreed to by the Town.
6. Each of the interlocking environmental problems should have some attention each year.
7. This policy should be reviewed by the Board of Selectmen, Town Manager and other staff, and community stakeholders at least once every five years, as new facts, analyses, and understandings emerge.

## SUSTAINABILITY POLICY

The Acton-Boxborough Regional School District values sustainability and is committed to practices that support a healthy environment for present and future generations. The District will prioritize conservation of resources, carbon neutrality and environmental stewardship in concert with fiscal responsibility, health, and safety including:

- **Energy Conservation:** The District will seek out opportunities for energy conservation, energy efficiency, and deployment of renewable energy technologies to capture both cost savings and reduced carbon emissions for the District.
- **High Performance School Buildings:** The District will provide a healthy and safe environment for students and staff to support high-quality educational opportunities through best practices in management of high performance buildings, including protection of indoor air quality (IAQ), green cleaning, and integrated pest management (IPM).
- **Education & Engagement:** The District will, where appropriate and where there are natural connections, cultivate an understanding of the importance of environmentally sustainable practices, in units of study and courses, as well as through extracurricular organizations, clubs and teams.
- **Resource Conservation:** The District will promote resource conservation and efficient use of resources, including waste reduction for water, food, paper and other resources. The District will establish business procedures that give priority to environmentally preferable products and practices, and that consider environmental and social costs as well as short-term prices.
- **Local Resources:** The District will promote consumption of local water and other goods, minimizing the importation of resources already available to the community. The District will encourage students to do the same through example and outreach.

APPROVED: 5/18/17



**Acton-Boxborough Regional School District**

# All-District Fund Raising Event

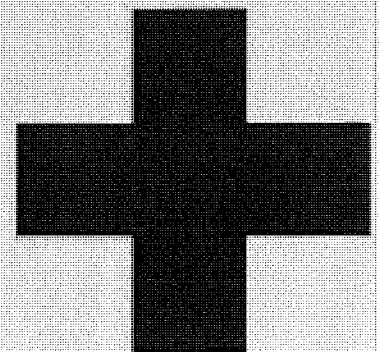
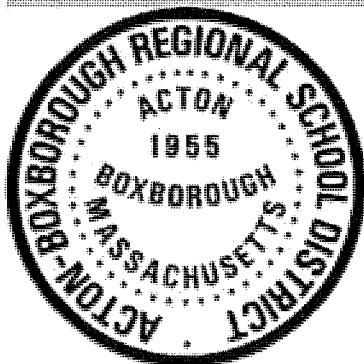
All regional schools, programs and administrative offices will have collection boxes accepting cash and checks made payable to:  
**American Red Cross.**

All donations will be combined and a check will be issued on behalf of the district to disaster relief.

**Monday, September 25, 2017- Tuesday, October 10, 2017**

## Helping People Affected By Natural Disasters

As a community of educators committed to providing students with opportunities to exhibit empathy and compassion for others, we are united in this effort to respond to the recent hurricanes and crises to support those suffering. We hope our effort will provide comfort and refuge in the event of future catastrophes.





*Acton-Boxborough Regional School District*  
*Superintendent's Office*  
16 Charter Road  
Acton, MA 01720  
978-264-4700 www.abschools.org

TO: Margaret Dennehy, District Treasurer  
FROM: Elizabeth Petr, Clerk of the Acton-Boxborough Regional School Committee (ABRSC)  
RE: Change to Members of the Board of Advisors of the OPEB Trust Fund  
DATE: 9/20/17

Per the Other Post –Employment Benefits (OPEB) Trust Fund Agreement approved by the Acton-Boxborough Regional School Committee on 12/6/12, I hereby certify that Superintendent William H. McAlduff has appointed the following members to the Board of Advisors of the ABRSD OPEB Trust Fund:

- David Verdolino, ABRSD Director of Finance
- Steve Noone, Acton Finance Committee
- Gary Kushner, Boxborough Finance Committee
- Amy Krishnamurthy, Acton-Boxborough Regional School Committee Chairperson, ex officio

Elizabeth Petr  
Clerk, ABRSC

**Acton-Boxboro Coalition for Healthy Youth****September 14, 2017**

ABCHY Coalition Members,

Welcome to a new school year! We are emailing to inform you about a decision that has been made with regard to ABCHY. It probably comes as no surprise that interest in the meetings has diminished significantly over the last two years. However, the end of the year survey indicated that a small group of individuals found the meetings useful and/or helpful.

After much thought and consideration, it was decided that ABCHY and Safety Net would join and form a new group - the **Acton Boxborough Community Resource Network (ABCRN)**. This new coalition will meet four times a year and will be co-facilitated by Laura Ducharme (Town of Acton - Social Worker) and Katherine Lee (Danny's Place Youth Services). The purpose of the group will be to allow human service professionals from Acton & Boxborough to connect and share resources.

Please join us for the first meeting of ABCRN on Thursday, September 28th at 10 AM at Acton Memorial Library (1st floor conference room). The other three meetings will be held on November 30, February 8, and April 26 in the same location. Feel free to invite professional colleagues to join our group. Please RSVP to Katherine (via this email address) so that we know how many people to expect.

If you have any questions, please feel free to contact Katherine, Laura or Cindy. Looking forward to seeing all of you soon.

Cindy McCarthy  
Executive Director  
Danny's Place Youth Services

Katherine Lee  
Program Manager  
Danny's Place Youth Services

Acton-Boxborough Regional School District

2017-2018 Family Learning Series

for PreK-12 Parents, Caregivers and Community Members

# Raising Resilient Children in Challenging Times

All parents want their children to become resilient and confident. But in a fast-changing world it is difficult to know when to push children, when to protect them, when to let them learn the vital life lessons that come from facing challenge and disappointment. How can parents strike a good balance that promotes real resilience in both young children and teenagers? Robert Evans will offer concrete suggestions for managing this key dilemma.

**OCTOBER 11, 2017**

**7:00-8:30 PM**

**RJ Grey Auditorium**

**Robert Evans, Ed.D.**



Dr. Evans is a clinical and organizational psychologist and the Executive Director of The Human Relations Service in Wellesley, Massachusetts. A former high school and pre-school teacher, and a former child and family therapist, he has worked with schools and families for thirty years. He has consulted to over 1,700 schools around the country. His presentations are known for their lively wit and plain talk. He is the author of many articles and three books, including *Family Matters: How Schools Can Cope with The Crisis in Childrearing*.

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://abschools.org/families/family-learning> for more information and to confirm locations.  
PosterMyWall.com





# 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**

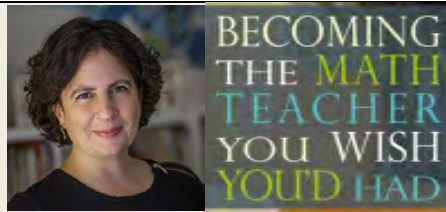
11.7.17 ABRHS Auditorium 7-8:30 PM



REBOUND: The Chris Herren Story

**Chris Herren**

11.20.17 ABRHS Auditorium 7-8:30 PM



Mathematics and Mindset

**Tracy Johnston Zager**

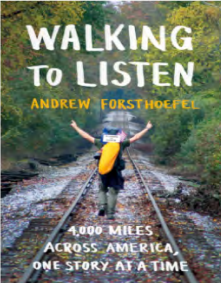
12.14.17 ABRHS Auditorium 7-8:30 PM



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.