

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

MANAGEMENT LETTER

JUNE 30, 2017

Powers & Sullivan, LLC

Certified Public Accountants



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The Honorable School Committee
Acton-Boxborough Regional School District
Acton, Massachusetts

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Acton-Boxborough Regional School District (District) as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

However, during our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various District personnel, and will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

The District's written responses to the matters identified in our audit have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management of the Acton-Boxborough Regional School District, and is not intended to be and should not be used by anyone other than these specified parties.

September 20, 2017

**ACTON-BOXBOROUGH
REGIONAL SCHOOL DISTRICT**

REPORTS ON FEDERAL AWARD PROGRAMS

YEAR ENDED JUNE 30, 2017

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
REPORTS ON FEDERAL AWARD PROGRAMS
YEAR ENDED JUNE 30, 2017

TABLE OF CONTENTS

	PAGE
Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with <i>Government Auditing Standards</i>	1
Report on compliance for each major federal program; report on internal control over compliance; and report on schedule of expenditures of federal awards required by Uniform Guidance	3
Schedule of expenditures of federal awards	5
Notes to schedule of expenditures of federal awards	6
Schedule of findings and questioned costs	7

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

**REPORT ON EXAMINATION OF
BASIC FINANCIAL STATEMENTS**

YEAR ENDED JUNE 30, 2017

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

TABLE OF CONTENTS

Independent Auditor's Report.....	1
Management's Discussion and Analysis	3
Basic Financial Statements	9
Statement of Net Position.....	11
Statement of Activities	12
Governmental funds – balance sheet	14
Reconciliation of the governmental funds balance sheet total fund balances to the statement of net position....	15
Governmental funds – statement of revenues, expenditures and changes in fund balances	16
Reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities	17
Fiduciary funds – statement of fiduciary net position	18
Fiduciary funds – statement of changes in fiduciary net position.....	19
Notes to basic financial statements.....	20
Required Supplementary Information.....	46
General fund budgetary comparison schedule	47
Schedule of revenues, expenditures and changes in fund balance – general fund – budget and actual.....	48
Pensions Plan Schedules.....	50
Schedule of the District's proportionate share of the net pension liability.....	51
Schedule of contributions	52
Schedule of the special funding amounts.....	53
Other Postemployment Benefits.....	54
Schedule of Changes in the District's Net OPEB Liability and Related Ratios	55
Schedule of District Contributions	56
Schedule of Investment Returns	57
Other postemployment benefit plan funding progress	58
Other postemployment benefit plan actuarial methods and assumptions	59
Notes to required supplementary information	60

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**ACTON-BOXBOROUGH REGIONAL SCHOOLS
2018-2019 KINDERGARTEN REGISTRATION SCHEDULE**

The following are important dates for parents/guardians of children who will be entering Kindergarten in September 2018 (5 years old on or before September 1, 2018). See also: <http://www.abschools.org/families/student-registration>
GENERAL MEETING

Our Superintendent, Deputy Superintendent, Assistant Superintendent of Student Services, Assistant Superintendent of Teaching and Learning, Principals, Community Education Director, Registrar, Kindergarten staff and School Nurse will be on hand to answer questions.

**Monday, January 8, 2018 at 7:00 p.m., High School Auditorium
(Snow date January 9, 2018 7:00 p.m., High School Auditorium)**

PRIOR TO PRE-REGISTRATION: Sign up now at <http://www.abschools.org/home/kindergarten-registration> to receive updates on kindergarten registration and to let us know about potential siblings and All Day Kindergarten requests.

SCHOOL TOURS

All schools will be open for tours on the following dates: January 16, January 26, February 12 and February 16. Please call individual schools after January 3, 2018 to reserve tour times. You may reserve more than one tour per day. (Please note these are the only available days for tours.)

If school is canceled or delayed on a tour day, parents should call to reschedule.

Tour hours for Blanchard, Douglas, Gates: 9:30-10:45 a.m. and 1:45-3 p.m.

Tour hours for Conant, McCarthy-Towne & Merriam: 9:00 – 10:30 a.m. and 12:30 – 2:00 p.m.

Please do not bring young children with you on the tour.

PARENT INFORMATION EVENING MEETINGS

Tuesday, January 16, 7:00 p.m. @ Conant - Cafetorium

Tuesday, January 23, 7:00 p.m. @ Douglas – Cafetorium

Tuesday, January 30, 7:00 p.m. @ McCarthy-Towne - Cafetorium

Tuesday, February 6, 7:00 p.m. @ Merriam - Cafetorium

Tuesday February 13, 7:00 p.m. @ Gates- Cafetorium

Tuesday, February 27, 7:00 p.m. @ Blanchard - Cafetorium

** In case of snow, ANY postponed evening meeting will be held the next evening: Wednesday*

KINDERGARTEN ONLINE PRE-REGISTRATION OPENS JAN. 10th & CLOSES MARCH 1st.

(Be sure to register to be included in the Kindergarten Lottery.)

Go to <http://www.abschools.org/home/kindergarten-registration> January 10th, 2018 to pre-register.

SIBLINGS and WALKERS WITH PRIORITY ADMISSION STATUS

The families who are eligible, or who believe they may be eligible for priority admission status include siblings of current students, students who live in Boxborough who wish to attend Blanchard and walkers. (Students who live within a safe mile walk.) Please be sure to check your priority admission status.

NEW FAMILIES

New families, without siblings in the schools, are required to complete the online pre-registration submitting all documentation online: Your child's original birth certificate/passport, most recent physical examination & immunization record, Copy of your Government issued Photo ID and Proof of Residency to include a copy of the Purchase & Sale Agreement or Lease and Utility Bill.

REGISTRATION PROCESS FOR COMMUNITY ED EXTENDED DAY PROGRAM GRADES K-6

Registration forms for new families will be accepted on a space-available basis beginning January 22, 2018.

Community Education offers an Extended Day program, K-6th grade, in 3 locations serving all 6 of our district elementary schools: the Administration Building, the Conant School and the Gates School.

For those children enrolled in a Kindergarten half day program in any of our 6 district elementary schools, we offer an enriched program for the other half of the school day at the Administration site and busing from each school is provided to the program. Tours are available by appointment at any one of our 3 sites. The Administration Building will host an Open House on Monday, February 12th from 6:00-7:00pm. Children are welcome! For more information and to book a tour, please call Kate Murray at 978-264-4700, ext. 3984.

OTHER IMPORTANT DATES

End March/April -School Placement & All-Day Kindergarten Lotteries held (as necessary). Notification email sent out.
May 15 – All Day K non-refundable deposit due.

May 31 - Parent-released/teacher-completed Pre-K Assessment Form due at Registrar's Office..

July 3 - (Approx. date) Schools assign students to either AM or PM sessions and notify Transportation Office.

July 31 - Children's medical forms (complete immunization history, physical exam completed after 1/1/18) due at school nurse's office. Bus forms to the Transportation office by August 1st

August 1 - September tuition for children registered in All-Day K due at the A-B Schools.

All registration information is located at: <http://www.abschools.org/home/kindergarten-registration> (Rev. 10.30.17)



Fwd: Green Communities 20% Reduction Goal Achieved

John David Head <jdhead@abschools.org>
To: Beth Petr <bpetr@abschools.org>

Mon, Oct 30, 2017 at 3:28 PM

press release FYI

----- Forwarded message -----

From: **Bissetta, Joanne (ENE)** <Joanne.Bissetta@massmail.state.ma.us>

Date: Mon, Oct 30, 2017 at 1:44 PM

Subject: Green Communities 20% Reduction Goal Achieved

To: "manager@acton-ma.gov" <manager@acton-ma.gov>, "bos@acton-ma.gov" <bos@acton-ma.gov>

Cc: "jdhead@abschools.org" <jdhead@abschools.org>, "kcrosby@abschools.org" <kcrosby@abschools.org>,

"aristine@acton-ma.gov" <aristine@acton-ma.gov>, "Brown, Kelly (ENE)" <kelly.brown@state.ma.us>

Dear Town Manager Ledoux,

I'm pleased to inform you that your town has achieved a major milestone in the Green Communities Program: reducing Acton's energy consumption by at least 20 percent after five years or more as a Green Community. Based on the town's energy consumption data for FY2016, Acton reduced its energy use by 26 percent (20 percent weather-normalized) from its FY2009 baseline year.

This achievement reflects the hard work and tireless efforts your community has exhibited in investing in energy upgrades at municipal facilities and the continued commitment to remaining active in the Green Communities Program. Meeting the 20 percent energy reduction goal is proof of Acton's position as an energy leader in Massachusetts.

DOER has prepared a certificate signed by Governor Charlie Baker, Lt. Governor Karyn Polito, Secretary Matthew Beaton, and Commissioner Judith Judson acknowledging this accomplishment. The certificate can be presented to the town at an upcoming board of selectmen meeting by Kelly Brown, your Regional Coordinator. Or if you prefer, it can be mailed to you. Please let me know your preference.

Best wishes, and thank you for your continued support!

-- Joanne

Joanne Bissetta, Acting Director, Green Communities Division

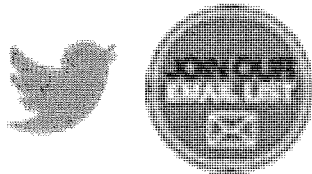
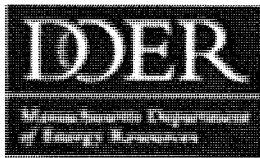
Massachusetts Department of Energy Resources

100 Cambridge Street #1020

Boston, MA 02108

Phone: 617-626-7832

cell: 617-823-4029



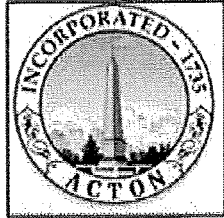
Creating a Clean, Affordable and Resilient Energy Future for the Commonwealth

--
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Twitter [@abfacilities](https://twitter.com/abfacilities)



Acton Town Manager Search Online Survey

Wed, Nov 1, 2017 at 11:08 AM



Town Manager Search Committee

Town of Acton, MA

Our current Town Manager will be retiring in June 2018. The Town Manager is responsible for the management of all Town departments and oversees all budgetary, financial, and personnel administration activities of the Town.

The Town Manager Search Committee values community input in the search process. Thanks to all who came to our forum on October 26th and gave us suggestions/input on this very important search. For those of you who missed the forum, but would like to send us feed back, we have an **online survey which will be open until Friday, November 10th**. We would like to hear from you about what you view as the major issues and challenges the Town of Acton is facing, as well as the personal attributes, leadership qualities, and other relevant experience our next Town Manager should possess.

Please follow the link for the survey: www.acton-ma.gov/tmss

In addition to this survey, you may provide additional feedback via email to TMSC@acton-ma.gov.



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

Homework Policy

Deborah Bookis, Assistant Superintendent for Teaching and Learning

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Why a new Homework Policy?

ABRSD Mission

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



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Why a new Homework Policy?

Ready to Learn Survey, 2016

- *Anxiety/Stress Management*
- *Self-regulation*
- *Conflict Resolution*

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Why a new Homework Policy?

Student School Stress & Academic Worries	6-8	9-12
Often or always stressed by schoolwork	43%	78%
Schoolwork often or always kept them from having time with family and friends	34%	60%
Schoolwork often or always kept them from getting enough sleep	31%	67%
Felt forced to drop an activity because of the amount of schoolwork they have	34%	54%

Source: Stanford Survey of Adolescent Student Experiences, spring 2016

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Why a new Homework Policy?

Students' Perceptions of Effective School Changes

*Approximately 75% of students 9-12 and 60% of students 6-8 responded that improving the coordination among teachers **around homework load** and **coordinating or changing the test or exam schedule** would be quite or very effective.*

Source: *Stanford Survey of Adolescent Student Experiences, spring 2016*

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Homework Policy Review Process

October 2016 School Leadership Team & District Leadership Team

- Read research; reported on homework at each school; analyzed Challenge Success student surveys

February/March 2017 Planning Group

- Reviewed Leadership feedback for patterns and themes
- Identified further readings for Leadership; wrote first draft

March/April 2017

- Revised drafts multiple times; updated reports of homework in schools

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Homework Policy Review Process

May/June 2017 School Committee Policy Subcommittee

- Reviewed timeline and draft
- Discussed process for community feedback

May/June 2017 School Committee Meetings

- Announced draft to be read at June meetings
- Draft presentation; requested community feedback
- Draft emailed to all families
- Feedback shared and discussed

July 2017 School Committee Meeting

- Voted new homework policy 7.11.17

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Homework Policy



Support student engagement in the classroom

District Core Value - Engagement

We provide engaging educational opportunities where students develop passion and joy for learning

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Homework Policy



Social-emotional wellness and balance in the lives of our students leads to better learning.

Better balance also allows students to engage in activities of their choice.

District Core Value - Wellness

We partner with families to prioritize social emotional wellness, which is necessary for learning and developing resilience

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Homework Policy



Information for any homework assignment should be clear and specific so that the student can complete the assignment independently.

Homework assignments should take into consideration individual student differences, needs and available resources.

District Core Value - Equity

We ensure all students have equitable access to programs and curricula to reach their potential

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Homework Policy Foundation



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Frequency of Homework

Provides district-wide parameters

Supports professional decision-making of our educators who will use the **intent** of homework as their guide.

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Frequency of Homework

Grades K-2: Students will have no homework except for an occasional activity that may include other people.

Grades 3-4: Students will occasionally have an assigned activity.

Grades 5-6: Students may expect homework more frequently, Monday through Thursday.

Grades 7-12: Students should expect homework in one or more subjects nightly.

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Vacations and Long Weekends

Vacations and Long Weekends will be homework free.

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Mid-Years, MCAS & Religious Holidays

Mid-years - high school only

MCAS testing

Religious Holidays

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Independent Choice Reading

Independent

Reading is not connected to any specific school curriculum, nor are students required to take any actions because they've engaged in the reading

Choice

Students to choose to read whatever interests them

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Independent Choice Reading

Goals

- grow students' intrinsic motivation to read without prompting, to read for the sheer pleasure and joy of it, to read to enter into new worlds because they choose to do so.
- partner with families to create environments for and a disposition toward reading that instills a lifelong love of reading

WELLNESS

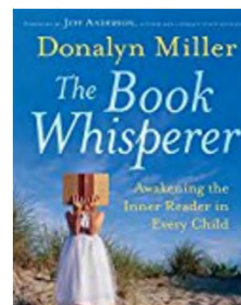
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Independent Choice Reading

What can families and caretakers do?

- Model the pleasure of reading
- Read with, next to and aloud to children
- Create reading time and space in your home/environment
- Read together at the same time
- Talk to children about what you're reading (in developmentally appropriate ways) and about what they are reading
- Take children to the library



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Independent Choice Reading

What are schools and the district doing?

Tweet from @BookChook

So perhaps our discussion should not be how do we hold kids accountable for their outside reading, but instead how do we create passionate reading environments in our schools?

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Independent Choice Reading

What are schools and the district doing?

Resources

- Supporting purchases for classroom libraries

Family Learning Series

- *Engaging Read-Alouds* with Pam Allyn (2015)
- *Why Summer Reading?* with Pam Allyn (2016)
- *What Parents and Caregivers Can Do to Nurture Lifetime Readers* with Dr. Steven Layne **November 7th!**

"THERE'S NO SUCH THING AS A KID WHO HATES READING. THERE ARE KIDS WHO LOVE READING, AND KIDS WHO ARE READING THE WRONG BOOKS."
JAMES PATTERSON

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Independent Choice Reading

Collaborations

- HGSE Saul Zaentz Early Childhood Initiative - PUP - only district in MA

Professional Learning

- Research Practice Seminars: Cultivating Lifelong Readers
 - The Book Whisperer*, by Donalyn Miller
 - Reading in the Wild*, by Donalyn Miller
 - In Defense of Read Aloud*, by Steven Layne (PL Day workshops)
 - Igniting a Passion for Reading*, by Steven Layne (PL Day workshops)
- Workshops with Literacy Consultants

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Independent Choice Reading



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Assigned Reading

We will continue to assign reading, and may even include **choice** within these assignments, for many reasons, including but not limited:

- to prepare for a class discussion
- to learn content
- to study for an assessment
- to answer questions about a book
- to journal about a book
- to complete a project connected to the reading

The difference is that this reading is intentional for some *other action* back in the classroom.

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An elementary teacher writes . . .

*I encourage kids to choose **what they want** to read. I **model** my reading life. I spend my **time talking** individually with students about books they are reading and learn how to support their literacy development by using these books as my teaching tools. I model how loving books and stories **helps understand** science, social studies, and math. I demonstrate how reading makes me **curious** and then how reading supports the pursuit of answers to my curiosities. I create **a place** where readers in our classroom community know what books fit them best. I model **emotions and making connections** using books my students love. We talk about reading goals, plans, and our reading lives.*

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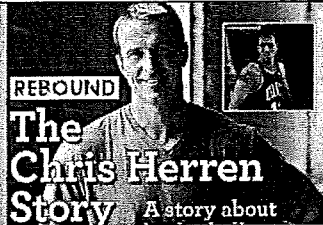







2017-2018 ABRSD Family Learning Series

Building Resilience: Mindset, Mindfulness & Movement

For parents/caregivers and community members

 <p>BENSON-HENRY INSTITUTE</p> <p>Resilient Schools: Helping School Communities Manage Stress and Learn Lifelong Resiliency Skills</p> <p>Rana Chudnofsky, Ed.M.</p> <p>9.12.17 ABRHS Auditorium 7-8:30PM</p>	 <p>Robert Evans, Ed.D.</p> <p>Executive Director The Human Relations Service Wellesley, MA</p> <p>Raising Resilient Children in Challenging Times</p> <p>Robert Evans, Ed.D</p> <p>10.11.17 JH Auditorium 7-8:30 PM</p>	 <p>STEVEN LAYNE</p> <p>What Parents and Caregivers Can Do to Nurture Lifetime Readers</p> <p>Steven Layne, Ed.D</p> <p>11.7.17 ABRHS Auditorium 7-8:30 PM</p>
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 <p>REBOUND</p> <p>The Chris Herren Story A story about</p> <p>REBOUND: The Chris Herren Story</p> <p>Chris Herren</p> <p>11.20.17 ABRHS Auditorium 7-8:30 PM</p>	 <p>BECOMING THE MATH TEACHER YOU WISH YOU'D HAD</p> <p>Mathematics and Mindset</p> <p>Tracy Johnston Zager</p> <p>12.14.17 ABRHS Auditorium 7-8:30 PM</p>	 <p>TRAUMA CENTER All Justice Resource Institute</p> <p>Attunement & Somatic Regulation: A Body Based Approach Toward Increasing Understanding & Resilience</p> <p>Heather Finn, LICSW</p> <p>2.6.18 ABRHS Auditorium 7-8:30 PM</p>
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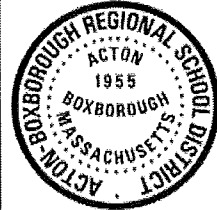
 <p>WALKING TO LISTEN ANDREW FORSTHOEFEL</p> <p>4000 MILES ACROSS AMERICA ONE STORY AT A TIME</p> <p>The Missing Medicine: Listening as a Practice in Healing & Transformation</p> <p>Andrew Forsthofel</p> <p>Students grades 9-12 welcome to attend</p> <p>3.7.18 JH Auditorium 7-8:30 PM</p>	 <p>DR. ANTHONY RAO</p> <p>Movement</p> <p>Anthony Rao, PhD</p> <p>4.10.18 ABRHS Auditorium 7-8:30 PM</p>	 <p>McLean HOSPITAL HARVARD MEDICAL SCHOOL AFFILIATE</p> <p>Perfectionism</p> <p>Lisa Coyne, PhD</p> <p>May TBD ABRHS Auditorium 7-8:30 PM Students grades 6-12 welcome to attend</p>
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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.

Expanding Our Notion of Success

A-B Challenge Success Newsletter - October-November 2017



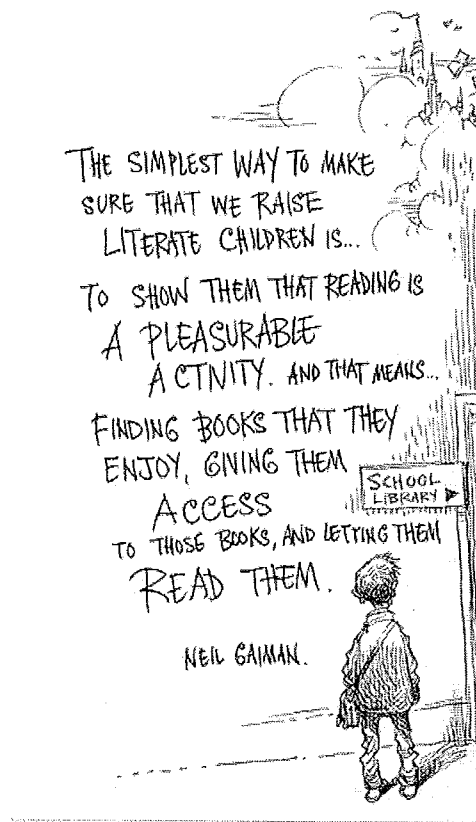
Our **vision** is to provide high-quality educational opportunities that inspire a community of learners

WELLNESS • EQUITY • ENGAGEMENT

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

Google Translate

¿Necesita esto en otro idioma? Precisa disto em outro idioma? 需要其他语言版本? Нужно это на другом языке?



How Families Nurture Lifelong Readers

Our October-November newsletter focuses on supporting our students to be lifelong readers. Author Donalyn Miller shares [Eight Ways for Parents and Teachers to Foster Wild and Lifelong Reading Habits](#), which we encourage you to check out.

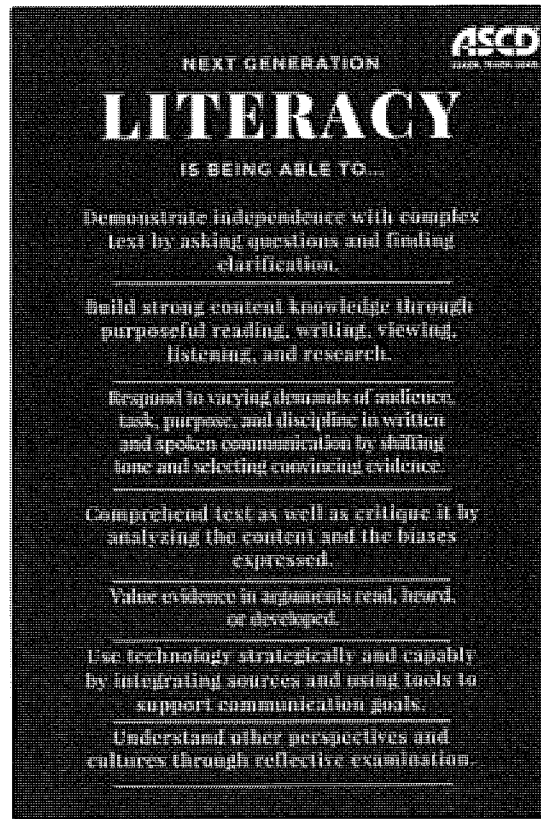
Additionally, the District's revised homework policy speaks to independent and choice reading and the role our families play in developing lifelong readers:

Research supports independent choice reading as a powerful tool for learning and well-being. When students read for pleasure and hear conversations relating to text, they engage in deep learning. Such powerful activities foster profound academic growth and well-being, according to research. Independent choice reading happens best when schools and families partner together. Encouraging students to be self-motivated readers does not solely rest on the District, but also on families. The District strives to help students become independent readers alongside families.

Families play an important role by creating environments that nurture the desire and motivation to read for pleasure. Because research shows that intrinsic motivation is most effective in fostering a lifelong love of reading, the District will not assign independent choice reading.

Yours is a critical role in supporting our children to be lifelong readers!

What Does Literacy Look Like for Students Today?



What IS Independent Choice Reading?

We want to partner with you as a family to encourage your child to be lifelong readers through independent choice reading (sometimes called "pleasure reading"), which has two distinct aspects:

- **Independent** reading is not connected to any specific school curriculum, nor are students required to take any actions because they've engaged in the reading (such as filling in a reading log).
- **Choice** means allowing students to choose whatever interests them.

Our goals include working together with you to create an environment for and a disposition toward reading that instills a lifelong love of reading in each student. There are many ways to do this - read with and aloud to your child, read next to your child, create time and space for reading, read as a family, talk about what your child has read, and model the pleasure of reading.

We will continue to assign reading, and may even include choice within these assignments, for many reasons - to prepare for a class discussion, to learn content, to study for an assessment, to answer questions about a book, to journal about a book, or to complete a project connected to the reading - **the difference is that this reading is intentional for some other action back in the classroom.**

Children, Teens & Reading

Statistics Show:

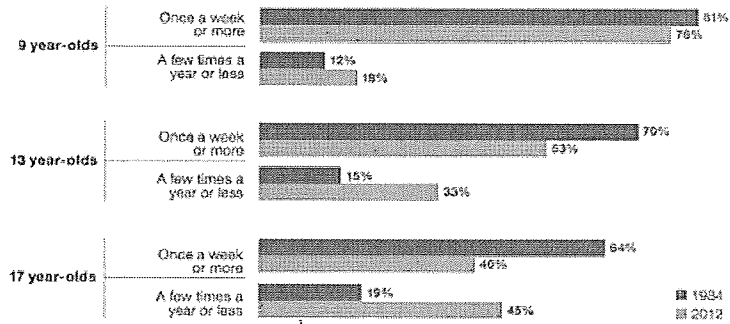
- Kids read for fun less and less as they get older, with 45% of 17-year-olds saying they read by choice only once or twice a year.
- Reading rates decline as kids get older, but they've also dropped off significantly in the past 30 years. In 1984, 8% of 13-year-olds and 9% of 17-year-olds said they "never" or "hardly

ever" read for pleasure. In 2014, that number had almost tripled, to 22% and 27%. Girls also tend to read more than boys, as 18% of boys say they read daily, while 30% of girls do.

- Parents are also reading to their kids less than ever. In 1999, children ages 2 to 7 were read to for an average of 45 minutes per day. In 2013, that number had dropped to an average of just over 30 minutes per day.

A Common Sense Media Brief, 2014

Change in frequency of reading, 1984-2012:

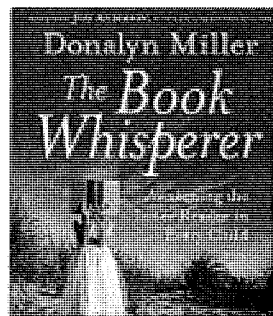


Source: National Center for Education Statistics, 2013.

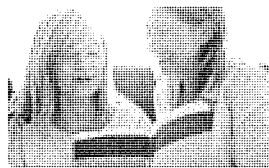
Frequency of reading for fun, by age, over time:

Percent who read for fun:	9-year-olds			13-year-olds			17-year-olds		
	1984	2004	2012	1984	2004	2012	1984	2004	2012
Almost every day	53%	54%	53%	35%	30%	27%	31%	22%	19%
1-2 times a week	28%	26%	23%	35%	34%	26%	33%	30%	21%
1-2 times a month	7%	7%	7%	14%	15%	14%	17%	15%	18%
A few times a year	3%	5%	7%	7%	9%	11%	10%	14%	18%
Never/hardly ever	9%	8%	11%	8%	13%	22%	9%	10%	27%

Source: National Center for Education Statistics, 2005 & 2013.



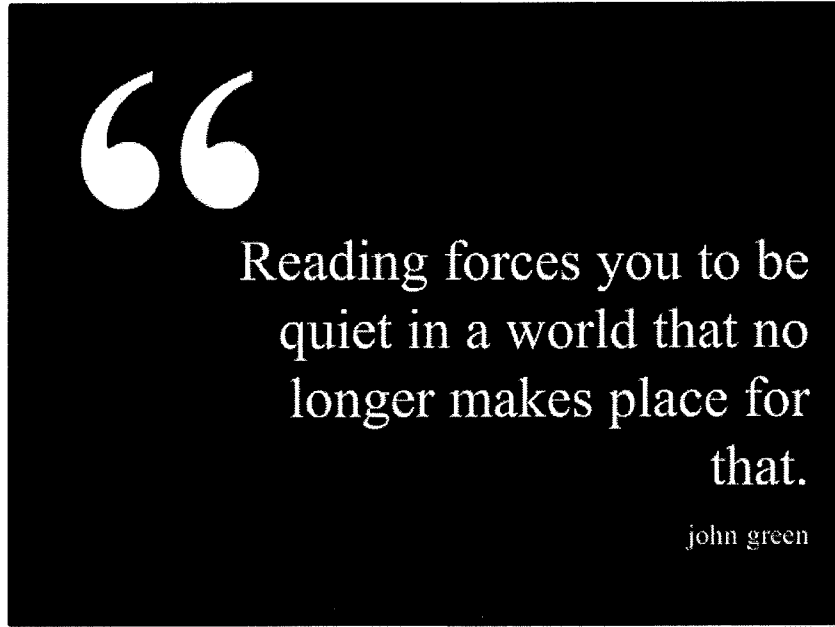
Donalyn Miller
[The Book Whisperer: Awakening the Inner Reader in Every Child](#)



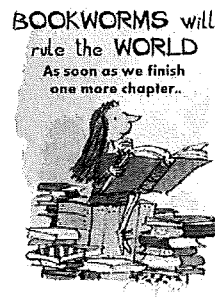
Regan McMahon
[Ten Reasons You Should Read Aloud to Big Kids, Too](#)



Jacqueline Egli
[Instilling a Love of Reading: What Every Teacher and Parent Should Know](#)



AB Elementary Literacy Links (Thanks to Sharon Ryan!)



AB Elementary Litera...

sites.google.com

November Family Learning Series Event

Dr. Steven Layne: What Parents and
 Caregivers Can Do to Nurture Lifetime
 Readers

When

Tuesday, Nov. 7th, 7-8:30pm

[Get Directions](#)

Where

ABRHS Auditorium

More information

In an age where children have far more choices of what to do with their time than they once did, what can parents do to instill a love of reading? How can you keep those same kids reading throughout the grades, and how do you reignite interest in reading for a child who seems to have forgotten all about books? These questions and more are addressed with practical suggestions and solutions in this parent/caregiver education workshop.



Dr. Steven Layne

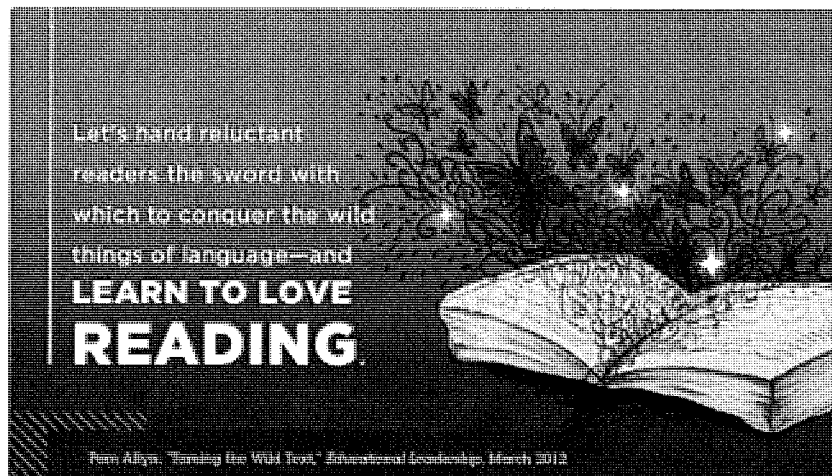
@StevenLayne

Dr. Steven L. Layne serves as full time Professor of Literacy Education at Judson University in Elgin, IL. His vast array of experience working at multiple grade levels in the public schools allows him a unique camaraderie with teachers and librarians and his award-winning books for children and young adults add another appealing element to his dynamic presentations. He is a frequent keynote speaker at large conferences and gatherings of literacy educators and librarians throughout the world. In addition, Steve continues to do a few school appearances each year as a guest author and provides professional learning for schools throughout the nation.

Steve has been honored with numerous awards for his work as an educator and researcher. In 2001, he received one of the Milken Foundation's National Awards for Teaching Excellence in the amount of \$25,000.00. He was also named to the 2001 All-Teacher Team by USA TODAY newspaper and was chosen as the Edwin A. Hoey Award Winner for U. S. Outstanding Teacher at the junior high level by NCTE in 2001. Steve was the 2000 ICARE for Reading Award winner and the 1999 Reading Teacher of the Year in Illinois. In addition, his doctoral dissertation research garnered the Outstanding Researcher Award from Northern Illinois University's College of Education Alumni Council as well as the Winn Research Award given by the State of Illinois Association for Supervision and Curriculum Development in 1997.

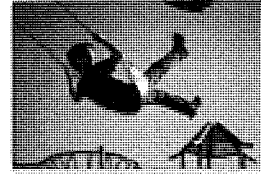
Steve's interest in state and community literacy organizations has led to active leadership positions on the boards of the Northern Illinois Reading Council and Literacy Volunteers of America's Fox Valley Affiliate. He has also served as a reader for the Rebecca Caudill Young Reader Award Committee and been active in the DuPage Literacy Roundtable. Steve has been a member of several committees for the Illinois Reading Council throughout his involvement with the organization and currently serves as its past president.

stevelayne.com/



A-B Wellness Website

Over the last few years, our district has engaged in work in the area of health and well-being for all members of our learning community, including social emotional learning (SEL).



We are excited to launch a website with a variety of resources for families, teachers, students, and the greater learning community: <http://abschoolswellness.weebly.com>. Here you will find a variety of pages and resources to support our mission to develop engaged, well-balanced learners through collaborative, caring relationships.



Partnership with Stanford University's Challenge Success Organization

Facebook @chalsuccess

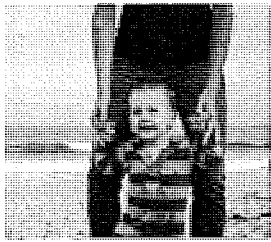
In the spring of 2016, ABRSD entered into a partnership with Challenge Success, out of Stanford University. Challenge Success aims to "provide schools and families with the information and strategies they need to create a more balanced and academically fulfilling life for their kids." The team at Challenge Success partners with educators, parents, and students to implement best practices and policies in areas such as assessment, homework, and schedule.

Stanford University, Stanford, ... challengesuccess.org

Challenge Success Mantra

At Challenge Success, we believe that our society has become too focused on grades, test scores, and performance, leaving little time for kids to develop the necessary skills to become resilient, ethical, and motivated learners. We provide families and schools with the practical, research-based tools they need to create a more balanced and academically fulfilling life for kids. After all, success is measured over the course of a lifetime, not at the end of a semester.

"Our current fast-paced, high-pressure culture works against much of what we know about healthy child development... our largely singular focus on academic achievement has resulted in a lack of attention to other components of a successful life - the ability to be independent, adaptable, ethical, and engaged critical thinkers." (Pope, et al., 2015)



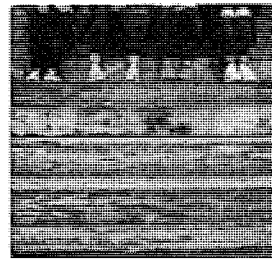
AB Wellness Website

<http://abschoolswellness.weebly.com>



Challenge Success

<http://www.challengesuccess.org>



District and Community Happenings

<http://abschoolswellness.weebly.com/do.html>

Aa Aa Aa

High Contrast Mode

Explanations for the Attorney General's Revisions to
the Open Meeting Law Regulations, 940 CMR 29.00-29.11

September 25, 2017

The Attorney General has promulgated revisions to the Open Meeting Law regulations in an effort to help members of public bodies and the public better understand the requirements of the Open Meeting Law and to update the regulations to conform with guidance issued by the Attorney General. These revisions become effective on **October 6, 2017**. Below is a summary of the material revisions to each section of the regulations and an explanation of why the revisions were made.

29.01: Purpose, Scope and Other General Provisions

There are no revisions to this section.

29.02: Definitions

A revision to this section removes the definition of the Open Meeting Law Advisory Commission because the Commission is not otherwise referenced in these regulations, making this definition unnecessary. This section also adds definitions for regional and county public bodies to clarify their jurisdiction. State and local public body jurisdictions are generally understood and thus are not defined here.

In the definition of intentional violation, a revision removes a phrase that offers a defense to the imposition of an intentional violation where a public body reasonably relied on the advice of counsel. Language describing a defense to the imposition of a fine where a public body reasonably relied on the advice of counsel now appears in section 29.07, the section describing penalties.

29.03: Notice Posting Requirements

A significant revision in this section removes the various alternative notice posting options for local public bodies and offer a single alternative to the bulletin board: a website. Few, if any, municipalities have adopted alternatives other than the municipal website. Another significant revision clarifies that the chief executive officer of a municipality must make the decision to adopt an alternative notice posting method for the municipality. The Attorney General has received numerous requests from municipalities seeking guidance as to who has the authority to adopt alternative notice posting methods. This language clarifies that authority.

The Attorney General often receives questions about the effect on meeting notices when a website becomes unavailable for public bodies that have adopted a website for posting notices. An addition here offers a balanced approach to give a public body or a municipality a short window of time to restore website access before requiring public bodies to cancel their meetings and post new notices.

Additional language requires the date and time that notices are amended to be recorded on or with the notice, which conforms with guidance provided in the Attorney General's Open Meeting Law determinations.

29.04: Certification

Most of the revisions here reorganize the section to make it easier to follow. A significant revision requires that new public body members receive a copy of each determination by the Attorney General that the public body violated the Open Meeting Law, over the prior five years. This requirement will ensure that new public body members are aware of their public body's history of compliance with the law and any orders that the Attorney General may have issued, thus reducing the risk of repeat violations and intentional violations. Additional language offers guidance in response to questions the Attorney General regularly receives regarding certification.

29.05: Complaints

A significant revision creates an option for public bodies to request mediation with a complainant who has filed five or more complaints within the prior 12 months. This option is for public bodies that respond to frequent complaints from the same complainants and may assist in resolving ongoing conflicts. If the public body requests mediation and the complainant fails to participate, then the Attorney General may decline to review the complaint.

Another revision clarifies that public bodies must meet to review Open Meeting Law complaints. This requirement has been made clear in the Attorney General's determinations. Also, in this section is a clarification that complainants must file complaints with the Attorney General within 90 days of an alleged violation or reasonable discovery of the alleged violation. Currently, the regulations do not account for reasonable discovery. Finally, the changes remove language and subsections that are not relevant, or are rarely, if ever, invoked.

29.06: Investigation

A revision in this section clarifies that, while the Attorney General will generally not disclose information provided by the subject of a complaint in the course of an investigation, the Attorney General may reveal such information in a written determination where necessary to resolve the complaint. The Attorney General will continue to maintain the confidentiality of executive session minutes and documents where the public body has not yet publicly released the executive session minutes.

29.07: Resolution

The most significant revision in this section removes the requirement that the Attorney General resolve complaints after a hearing before issuing orders of nullification and reinstatement of an employee. This means that the Attorney General may order nullification of an action taken by a public body in violation of the Open Meeting Law, or order the reinstatement of an employee, without the necessity of a hearing before an administrative law judge. This allows the Attorney

General to issue such orders sooner, avoiding harm to those who rely on a public body's action that would otherwise be nullified many months later. A public body still has the right to appeal the Attorney General's order within 21 days.

Another revision clarifies that, while the Attorney General may fine a public body for an intentional violation of the Open Meeting Law, a fine will not be imposed where the public body acted in good faith compliance with advice of counsel. This is a requirement in the Open Meeting Law itself.

A significant revision to this section requires public bodies that receive an order from the Attorney General to certify in writing to the Attorney General its compliance with the order within 30 days. Typical orders requiring written certification include approval and release of meeting minutes and attendance at a training. No such certification is required for orders of immediate and future compliance. This requirement will help the Attorney General ensure that public bodies comply with her orders. This section also clarifies that the Attorney General does not resolve complaints by telephone.

29.08: Advisory Opinions

The Attorney General has never invoked this section, and by policy, does not issue Open Meeting Law advisory opinions. Rather, the Attorney General provides written guidance on common concerns available on the Frequently Asked Questions pages at the Attorney General's website. The update to this section reflects that practice.

29.09: Other Enforcement Actions

There are no revisions to this section.

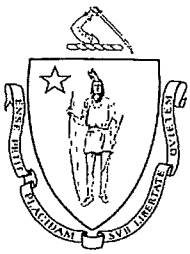
29.10: Remote Participation

The most significant revision to this section replaces the five permissible reasons for remote participation with the sole requirement that, to participate in a meeting remotely, physical attendance at the meeting be unreasonably difficult. This single standard should help public body members and the public understand when it is appropriate to participate remotely. The five permissible reasons currently provided in the regulations add another level of administration to remote participation procedures. Another revision reflects a recently adopted amendment to the Open Meeting Law that applies to local commissions on disability.

29.11: Meeting Minutes

This revision adds a new section describing public bodies' obligations to approve both open and executive session meeting minutes. It also provides guidance by addressing the meaning of "timely manner" for the approval of minutes. The Open Meeting Law requires public bodies to approve meeting minutes in a timely manner. Public bodies that approve meeting minutes within the next three meetings, or 30 days, whichever occurs latest, will have approved minutes in a timely manner. While this timeframe is not a rigid requirement, as a public body may show

good cause for further delay, it should help encourage public bodies to develop a schedule for prompt creation and approval of meeting minutes.



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www.mass.gov/ago

Open Meeting Law FAQs:
Deliberation and Electronic Communications

May a public body member communicate with other public body members over email?

Yes, but only in limited circumstances. A member of a public body may email other public body members on matters within jurisdiction of a public body so long as the email does not reach a quorum of the public body. Communications between and among a quorum of a public body on matters within the jurisdiction of the public body must occur during a noticed meeting. G.L. c. 30A, §§ 18, 20. A public body member may lawfully email a quorum of the public body only to discuss scheduling a meeting, distribute a meeting agenda, or to distribute reports or documents to be discussed at a meeting, provided that no opinion of a member of the public body is expressed. See G.L. c. 30A, § 18.

May members of a public body communicate with the public through social media platforms such as Facebook, Twitter, and webpages?

Yes, members of public bodies may communicate with members of the public through any social media platform. However, members of public bodies must be careful not to engage in deliberation with the other members of the public body through such communications. If a member of a public body communicates directly with a quorum of the public body over social media platforms such as Facebook or Twitter, that communication may violate the Open Meeting Law. Public body members should proceed with caution when communicating via these platforms.

May a members of a public body participate in a listserv?

It depends. A listserv is an electronic mailing list. A member of a public body may subscribe to a listserv. However, where a quorum of the members of a public body subscribe to a listserv, the public body risks unlawful deliberation. Where a quorum of the members of a public body belong to a listserv, public body members cannot participate in discussions which involve subject matter within the jurisdiction of the public body without engaging in unlawful deliberation. Therefore, we recommend that public body members use caution when joining or participating in listservs in which subject matters within the jurisdiction of their public body may be discussed.

May members of public bodies who are physically present at a meeting use electronic messaging, such as text messaging or email, to communicate with members of the public during that meeting?

The Open Meeting Law does not address this issue. The Open Meeting Law encourages government transparency; however, the best practice is for public body members to avoid the use of electronic devices during meetings to discuss matters within the jurisdiction of the public body if those electronic communications are not shared with members of the public attending the meeting.

May members of public bodies who are physically present at a meeting use electronic messaging, such as text messaging or email, to communicate with other public body members during that meeting?

With a few exceptions, any use of electronic messaging by public body members to communicate with a quorum of public body members, during or outside of a meeting, may constitute private deliberation, which is prohibited by the Open Meeting Law. Electronic messaging during a meeting by less than a quorum of the public body's members, while not directly prohibited by the Open Meeting Law, is discouraged if those electronic communications are not shared at the meeting with the members of the public who are present. Note that members of public bodies may not use electronic messaging, such as email or text messaging, to participate remotely in meetings at which they are not physically present. Such remote participation must occur in accordance with the Attorney General's regulations found at 940 CMR 29.10.

Open Meeting Law Guide



COMMONWEALTH OF MASSACHUSETTS

OFFICE OF ATTORNEY GENERAL

MAURA HEALEY

OCTOBER 6, 2017

Dear Massachusetts Residents:

One of the most important functions of the Attorney General's Office is to promote openness and transparency in government. Every resident of Massachusetts should be able to access and understand the reasoning behind the government policy decisions that affect our lives. My office is working to achieve that goal through fair and consistent enforcement of the Open Meeting Law, along with robust educational outreach about the law's requirements.

The Open Meeting Law requires that most meetings of public bodies be held in public, and it establishes rules that public bodies must follow in the creation and maintenance of records relating to those meetings. Our office is dedicated to providing educational materials, outreach and training sessions to ensure that members of public bodies and citizens understand their rights and responsibilities under the law.

Whether you are a town clerk or town manager, a member of a public body, or a concerned citizen, I want to thank you for taking the time to understand the Open Meeting Law. If you would like additional guidance on the law, I encourage you to contact my Division of Open Government at (617) 963-2540 or visit our website at www.mass.gov/ago/openmeeting for more information.

Sincerely,

A handwritten signature in black ink, appearing to read "Ma Healey". The signature is fluid and cursive, with a large initial "M" and a stylized "H".

Maura Healey
Massachusetts Attorney General

TABLE OF CONTENTS

Contents

Overview.....	1
Certification	1
Meetings of Public Bodies	2
What constitutes a public body?.....	2
What constitutes a deliberation?.....	3
Notice	5
Executive Session.....	8
The Ten Purposes for Executive Session	8
Remote Participation.....	13
Public Participation.....	15
Minutes.....	16
Open Session Meeting Records.....	16
Executive Session Meeting Records	17
Open Meeting Law Complaints	17
Open Meeting Law complaint procedure.....	18
Will the Attorney General’s Office provide training on the Open Meeting Law?.....	20
Contacting the Attorney General	21

Attorney General's Open Meeting Law Guide

Overview

Purpose of the Law

The purpose of the Open Meeting Law is to ensure transparency in the deliberations on which public policy is based. Because the democratic process depends on the public having knowledge about the considerations underlying governmental action, the Open Meeting Law requires, with some exceptions, that meetings of public bodies be open to the public. It also seeks to balance the public's interest in witnessing the deliberations of public officials with the government's need to manage its operations efficiently.

Attorney General's Authority

The Open Meeting Law was revised as part of the 2009 Ethics Reform Bill, and now centralizes responsibility for statewide enforcement of the law in the Attorney General's Office. G.L. c. 30A, § 19(a). To help public bodies understand and comply with the law, the Attorney General has created the Division of Open Government. The Division of Open Government provides training, responds to inquiries, investigates complaints, and when necessary, makes findings and orders remedial action to address violations of the law. The purpose of this Guide is to inform elected and appointed members of public bodies, as well as the interested public, of the basic requirements of the law.

Certification

Within two weeks of a member's election or appointment or the taking of the oath of office, whichever occurs later, all members of public bodies must complete the attached Certificate of Receipt of Open Meeting Law Materials certifying that they have received these materials, and that they understand the requirements of the Open Meeting Law and the consequences of violating it. The certification must be retained where the public body maintains its official records. All public body members should familiarize themselves with the Open Meeting Law, the Attorney General's regulations, this Guide, and Open Meeting Law determinations issued to the member's public body within the last five years in which the Attorney General found a violation of the law.

In the event a Certificate has not yet been completed by a presently serving member of a public body, the member should complete and submit the Certificate at the earliest opportunity to be considered in compliance with the law. A public body

member must sign a new Certificate upon reelection or reappointment to the public body but need not sign a Certificate when joining a subcommittee.

Open Meeting Law Website

This Guide is intended to be a clear and concise explanation of the Open Meeting Law's requirements. The complete law, as well as the Attorney General's regulations, training materials, and determinations and declinations as to complaints can be found on the Attorney General's Open Meeting website, www.mass.gov/ago/openmeeting. Members of public bodies, other local and state government officials, and the public are encouraged to visit the website regularly for updates on the law and the Attorney General's interpretations of it.

Meetings of Public Bodies

What meetings are covered by the Open Meeting Law?

With certain exceptions, all meetings of a public body must be open to the public. A meeting is generally defined as "a deliberation by a public body with respect to any matter within the body's jurisdiction." As explained more fully below, a deliberation is a communication between or among members of a public body.

These four questions will help determine whether a communication constitutes a meeting subject to the law:

- 1) is the communication between or among members of a **public body**;
- 2) if so, does the communication constitute a **deliberation**;
- 3) does the communication involve a matter within the body's **jurisdiction**; and
- 4) if so, does the communication fall within an **exception** listed in the law?

What constitutes a public body?

While there is no comprehensive list of public bodies, any multi-member board, commission, committee or subcommittee within the executive or legislative branches¹ of state government, or within any county, district, city, region or town, if established to serve a public purpose, is subject to the law. The law includes any multi-member body created to advise or make recommendations to a public body, and also includes the governing board of any local housing or redevelopment authority, and the governing board or body of any authority established by the Legislature to serve a public purpose. The law excludes the Legislature and its committees, bodies of the judicial branch, and

¹Although the Legislature itself is not a public body subject to the Open Meeting Law, certain legislative commissions must follow the Law's requirements.

bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer.

Boards of selectmen and school committees (including those of charter schools) are certainly subject to the Open Meeting Law, as are subcommittees of public bodies, regardless of whether their role is decision-making or advisory. Individual government officials, such as a town manager or police chief, and members of their staff are not subject to the law, and so they may meet with one another to discuss public business without needing to comply with Open Meeting Law requirements. This exception for individual officials to the general Open Meeting Law does not apply where such officials are serving as members of a multiple-member public body that is subject to the law.

Bodies appointed by a public official solely for the purpose of advising the official on a decision that individual could make alone are not public bodies subject to the Open Meeting Law. For example, a school superintendent appoints a five-member advisory body to assist her in nominating candidates for school principal, a task the superintendent could perform herself. That advisory body would not be subject to the Open Meeting Law.²

What constitutes a deliberation?

The Open Meeting Law defines deliberation as “an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction.” Distribution of a meeting agenda, scheduling or procedural information, or reports or documents that may be discussed at a meeting is often helpful to public body members when preparing for upcoming meetings. These types of communications generally will not constitute deliberation, provided that, when these materials are distributed, no member of the public body expresses an opinion on matters within the body’s jurisdiction. Additionally, certain communications that may otherwise be considered deliberation are specifically exempt by statute from the definition of deliberation (for example, discussion of the recess and continuance of a Town Meeting pursuant to G.L. c. 39, § 10A(a) is not deliberation).

To be a deliberation, the communication must involve a quorum of the public body. A quorum is usually a simple majority of the members of a public body. Thus, a communication among less than a quorum of the members of a public body will not be a deliberation, unless there are multiple communications among the members of the public body that together constitute communication among a quorum of members. Courts have held that the Open Meeting Law applies when members of a public body communicate in a serial manner in order to evade the application of the law.

² See Connelly v. School Committee of Hanover, 409 Mass. 232 (1991).

Note that the expression of an opinion on matters within the body's jurisdiction to a quorum of a public body is a deliberation, even if no other public body member responds. For example, if a member of a public body sends an email to a quorum of a public body expressing her opinion on a matter that could come before that body, this communication violates the law even if none of the recipients responds.

What matters are within the jurisdiction of the public body?

The Open Meeting Law applies only to the discussion of any "matter within the body's jurisdiction." The law does not specifically define "jurisdiction." As a general rule, any matter of public business on which a quorum of the public body may make a decision or recommendation is considered a matter within the jurisdiction of the public body. Certain discussions regarding procedural or administrative matters may also relate to public business within a body's jurisdiction, such as where the discussion involves the organization and leadership of the public body, committee assignments, or rules or bylaws for the body. Statements made for political purposes, such as where a public body's members characterize their own past achievements, generally are not considered communications on public business within the jurisdiction of the public body.

What are the exceptions to the definition of a meeting?

There are five exceptions to the definition of a meeting under the Open Meeting Law.

1. Members of a public body may conduct an on-site inspection of a project or program; however, they may not deliberate at such gatherings;
2. Members of a public body may attend a conference, training program or event; however, they may not deliberate at such gatherings;
3. Members of a public body may attend a meeting of another public body provided that they communicate only by open participation; however, they may not deliberate at such gatherings;
4. Meetings of quasi-judicial boards or commissions held solely to make decisions in an adjudicatory proceeding are not subject to the Open Meeting Law; and
5. Town Meetings, which are subject to other legal requirements, are not governed by the Open Meeting Law. See, e.g. G.L. c. 39, §§ 9, 10 (establishing procedures for Town Meeting).

The Attorney General interprets the exemption for "quasi-judicial boards or commissions" to apply only to certain state "quasi-judicial" bodies and a very limited number of public bodies at other levels of government whose proceedings are specifically defined as "agencies" for purposes of G.L. c. 30A.

We have received several inquiries about the exception for Town Meeting and whether it applies to meetings outside of a Town Meeting session by Town Meeting members or Town Meeting committees or to deliberation by members of a public body – such as a board of selectmen – during a session of Town Meeting. The Attorney General interprets this exemption to mean that the Open Meeting Law does not reach any aspect of Town Meeting. Therefore, the Attorney General will not investigate complaints alleging violations in these situations. Note, however, that this is a matter of interpretation and future Attorneys General may choose to apply the law in such situations.

Notice

What are the requirements for posting notice of meetings?

Except in cases of emergency, a public body must provide the public with notice of its meeting 48 hours in advance, excluding Saturdays, Sundays, and legal holidays. Notice of emergency meetings must be posted as soon as reasonably possible prior to the meeting. Also note that other laws, such as those governing procedures for public hearings, may require additional notice.

What are the requirements for filing and posting meeting notices for local public bodies?

For local public bodies, meeting notices must be filed with the municipal clerk with enough time to permit posting of the notice at least 48 hours in advance of the public meeting. Notices may be posted on a bulletin board, in a loose-leaf binder, or on an electronic display (e.g. television, computer monitor, or an electronic bulletin board), provided that the notice is conspicuously visible to the public at all hours in, on, or near the municipal building in which the clerk's office is located. In the event that meeting notices posted in the municipal building are not visible to the public at all hours, then the municipality must either post notices on the outside of the building or adopt the municipal website as the official method of notice posting.

Prior to utilizing the municipal website, the Chief Executive Officer of the municipality must authorize or vote to adopt such website as the official method of posting notice. The clerk of the municipality must inform the Division of Open Government of its notice posting method and must inform the Division of any future changes to that posting method. Public bodies must consistently use the most current notice posting method on file with the Division. A description of the website, including directions on how to locate notices on the website, must also be posted on or adjacent to the main and handicapped accessible entrances to the building where the clerk's office is located. Note that meeting notices must still be available in or around the

clerk's office so that members of the public may view the notices during normal business hours.

What are the requirements for posting notices for regional, district, county and state public bodies?

For regional or district public bodies and regional school districts, meeting notices must be filed and posted in the same manner required of local public bodies in each of the communities within the region or district. As an alternative method of notice, a regional or district public body may post a meeting notice on the regional or district public body's website. The regional school district committee must file and post notice of the website address, as well as directions on how to locate notices on the website, in each city and town within the region or district. A copy of the notice must be filed and kept by the chair of the public body or the chair's designee.

County public bodies must file meeting notices in the office of the county commissioners and post notice of the meeting in a manner conspicuously visible to the public at all hours at a place or places designated by the county commissioners for notice postings. As an alternative method of notice, a county public body may post notice of meetings on the county public body's website. The county public body must file and post notice of the website address, as well as directions on how to locate notices on the website, in the office of the county commissioners. A copy of the notice shall be filed and kept by the chair of the county public body or the chair's designee.

State public bodies must post meeting notices on the website of the public body or its parent agency. The chair of a state public body must notify the Attorney General in writing of the specific webpage location where notices will be posted and of any subsequent changes to that posting location. A copy of each meeting notice must also be sent to the Secretary of State's Regulations Division and should be forwarded to the Executive Office of Administration and Finance, which maintains a listing of state public body meetings.

Where a public body adopts a website as the official method of posting notices, it must make every effort to ensure that the website is accessible at all hours. If a website becomes inaccessible within 48 hours of a meeting, not including Saturdays, Sundays or legal holidays, the website must be restored within six business hours of the discovery. If the website is not restored within six business hours, the public body must re-post notice of its meeting to another date and time, in accordance with the requirements of the Open Meeting Law.

A note about accessibility

Public bodies are subject to all applicable state and federal laws that govern accessibility for persons with disabilities. These laws include the Americans with

Disabilities Act, the federal Rehabilitation Act of 1973, and state constitutional provisions. For instance, public bodies that adopt website posting as an alternative method of notice must ensure that the website is readily accessible to people with disabilities, including individuals who use screen readers. All open meetings of public bodies must be accessible to persons with disabilities. Meeting locations must be accessible by wheelchair, without the need for special assistance. Also sign language interpreters for deaf or hearing-impaired persons must be provided, subject to reasonable advance notice.³ The Attorney General's Disability Rights Project is available to answer questions about accessibility and may be reached at (617) 963-2939.

What information must meeting notices contain?

Meeting notices must be posted in a legible, easily understandable format; contain the date, time, and place of the meeting; and list all topics that the chair reasonably anticipates, 48 hours in advance, will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. Where there are no anticipated topics for discussion in open session other than the procedural requirements for convening an executive session, the public body should list "open session" as a topic, in addition to the executive session, so the public is aware that it has the opportunity to attend and learn the basis for the executive session.

Meeting notices must also indicate the date and time that the notice was posted, either on the notice itself or in a document or website accompanying the notice. If a notice is revised, the revised notice must also conspicuously record both the date and time the original notice was posted as well as the date and time the last revision was posted. Recording the date and time enables the public to observe that public bodies are complying with the Open Meeting Law's notice requirements without requiring constant vigilance. Additionally, in the event of a complaint, it provides the Attorney General with evidence of compliance with those requirements.

If a discussion topic is proposed after a meeting notice is posted, and it was not reasonably anticipated by the chair more than 48 hours before the meeting, the public body should update its posting to provide the public with as much notice as possible of what subjects will be discussed during the meeting. Although a public body may consider a topic that was not listed in the meeting notice if it was not anticipated, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if the topic was not listed in the meeting notice.

³ The Massachusetts Commission for the Deaf and Hard of Hearing will assist with arrangements for a sign language interpreter. The Commission may be reached at 617-740-1600 VOICE and 617-740-1700 TTY.

Executive Session

When can a public body meet in executive session?

While all meetings of public bodies must be open to the public, certain topics may be discussed in executive, or closed, session. Before going into an executive session, the chair of the public body must first:

- Convene in open session;
- State the reason for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
- State whether the public body will reconvene in open session at the end of the executive session; and
- Take a roll call vote of the body to enter executive session.

Where a public body member is participating in an executive session remotely, the member must state at the start of the executive session that no other person is present or able to hear the discussion at the remote location. The public body may authorize, by a simple majority vote, the presence and participation of other individuals at the remote participant's location.

While in executive session, the public body must keep accurate records, all votes taken must be recorded by roll call, and the public body may only discuss matters for which the executive session was called.

The Ten Purposes for Executive Session

The law states ten specific purposes for which an executive session may be held, and emphasizes that these are the only reasons for which a public body may enter executive session.

The ten purposes for which a public body may vote to hold an executive session are:

- 1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties.**

This purpose is designed to protect the rights and reputation of individuals. Nevertheless, where a public body is discussing an employee evaluation, considering applicants for a position, or discussing the qualifications of any individual, these discussions should be held in open session to the extent that the discussion deals with issues other than the reputation, character, health, or any complaints or charges against the individual. An executive session called for this purpose triggers certain rights for the individual who is the subject of the discussion. The individual has the right to be present, though he or she may choose not to attend. The individual who is the subject of the discussion may also choose to have the discussion in an open meeting, and that choice takes precedence over the right of the public body to go into executive session.

While the imposition of disciplinary sanctions by a public body on an individual fits within this purpose, this purpose does not apply if, for example, the public body is deciding whether to lay off a large number of employees because of budgetary constraints.

2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;

Generally, a public body must identify the specific non-union personnel or collective bargaining unit with which it is negotiating before entering into executive session under Purpose 2. A public body may withhold the identity of the non-union personnel or bargaining unit if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.

While a public body may agree on terms with individual non-union personnel in executive session, the final vote to execute such agreements must be taken by the public body in open session. In contrast, a public body may approve final terms and execute a collective bargaining agreement in executive session, but should promptly disclose the agreement in open session following its execution.

Collective Bargaining Sessions: These include not only the bargaining sessions, but also include grievance hearings that are required by a collective bargaining agreement.

- 3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;**

Generally, a public body must identify the collective bargaining unit with which it is negotiating or the litigation matter it is discussing before entering into executive session under Purpose 3. A public body may withhold the identity of the collective bargaining unit or name of the litigation matter if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.

Collective Bargaining Strategy: Discussions with respect to collective bargaining strategy include discussion of proposals for wage and benefit packages or working conditions for union employees. The public body, if challenged, has the burden of proving that an open meeting might have a detrimental effect on its bargaining position. The showing that must be made is that an open discussion may have a detrimental effect on the collective bargaining process; the body is not required to demonstrate a definite harm that would have arisen. At the time the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session may be detrimental to the public body's bargaining or litigating position.

Litigation Strategy: Discussions concerning strategy with respect to ongoing litigation obviously fit within this purpose but only if an open meeting may have a detrimental effect on the litigating position of the public body. Discussions relating to potential litigation are not covered by this exemption unless that litigation is clearly and imminently threatened or otherwise demonstrably likely. That a person is represented by counsel and supports a position adverse to the public body's does not by itself mean that litigation is imminently threatened or likely. Nor does the fact that a newspaper reports a party has threatened to sue necessarily mean imminent litigation.

Note: For the reasons discussed above, a public body's discussions with its counsel do not automatically fall under this or any other purpose for holding an executive session.

- 4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;**
- 5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;**

This purpose permits an executive session to investigate charges of criminal misconduct and to consider the filing of criminal complaints. Thus, it primarily involves discussions that would precede the formal criminal process in court. Purpose 1 is related, in that it permits an executive session to discuss certain complaints or charges, which may include criminal complaints or charges, but only those that have already been brought. However, Purpose 1 confers certain rights of participation on the individual involved, as well as the right for the individual to insist that the discussion occur in open session. Purpose 5 does not require that the same rights be given to the person who is the subject of a criminal complaint. To the limited extent that there is overlap between Purposes 1 and 5, a public body has discretion to choose which purpose to invoke when going into executive session.

6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

Generally, a public body must identify the specific piece of property it plans to discuss before entering into executive session under Purpose 6. A public body may withhold the identity of the property if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.

Under this purpose, as with the collective bargaining and litigation purpose, an executive session may be held only where an open meeting may have a detrimental impact on the body's negotiating position with a third party. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session may be detrimental to the public body's negotiating position.

7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;

There may be provisions in state statutes or federal grants that require or specifically allow a public body to consider a particular issue in a closed session. Before entering executive session under this purpose, the public body must cite the specific law or federal grant-in-aid requirement that necessitates confidentiality. A public body may withhold that information only if publicly disclosing it would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the

inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.

- 8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;**

This purpose permits a hiring subcommittee of a public body or a preliminary screening committee to conduct the initial screening process in executive session. This purpose does not apply to any stage in the hiring process after the screening committee or subcommittee votes to recommend candidates to its parent body. It may, however, include a review of résumés and multiple rounds of interviews by the screening committee aimed at narrowing the group of applicants down to finalists. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session will be detrimental to the public body's ability to attract qualified applicants for the position. If the public body opts to convene a preliminary screening committee, the committee must contain less than a quorum of the members of the parent public body. The committee may also contain members who are not members of the parent public body.

Note that a public body is not required to create a preliminary screening committee to consider or interview applicants. However, if the body chooses to conduct the review of applicants itself, it may not do so in executive session.

- 9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:**

- (i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and

- (ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session.

- 10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided:**

- in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164;
- in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164; or
- in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164;
- when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

Remote Participation

May a member of a public body participate remotely?

The Attorney General's Regulations, 940 CMR 29.10, permit remote participation in certain circumstances. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

Note that the Attorney General's regulations enable members of public bodies to participate remotely if the practice has been properly adopted, but do not require that a public body permit members of the public to participate remotely. If a public body chooses to allow individuals who are not members of the public body to participate remotely in a meeting, it may do so without following the Open Meeting Law's remote participation procedures.

How can the practice of remote participation be adopted?

Remote participation may be used during a meeting of a public body if it has first been adopted by the chief executive officer of the municipality for local public bodies, the county commissioners for county public bodies, or by a majority vote of the public body for retirement boards, district, regional and state public bodies. The chief executive officer may be the board of selectmen, the city council, or the mayor, depending on the municipality. See G.L. c. 4, § 7.

If the chief executive officer in a municipality authorizes remote participation, that authorization applies to all public bodies in the municipality. 940 CMR 29.10(2)(a). However, the chief executive officer determines the amount and source of payment for any costs associated with remote participation and may decide to fund the practice only

for certain public bodies. See 940 CMR 29.10(6)(e). In addition, the chief executive officer can authorize public bodies in that municipality to "opt out" of the practice altogether. See 940 CMR 29.10(8).

Note about Local Commissions on Disability: Local commissions on disability may decide by majority vote of the commissioners at a regular meeting to permit remote participation during a specific meeting or during all commission meetings. G.L. c. 30A, § 20(e). Adoption by the municipal adopting authority is not required.

What are the permissible reasons for remote participation?

Once remote participation is adopted, any member of a public body may participate remotely only if physical attendance would be unreasonably difficult.

What are the acceptable means of remote participation?

Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Text messaging, instant messaging, email and web chat without audio are not acceptable methods of remote participation. Note that accommodations must be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

What are the minimum requirements for remote participation?

Any public body using remote participation during a meeting must ensure that the following minimum requirements are met:

1. A quorum of the body, including the chair or, in the chair's absence, the person chairing the meeting, must be physically present at the meeting location;
2. Members of a public body who participate remotely and all persons present at the meeting location must be clearly audible to each other; and
3. All votes taken during a meeting in which a member participates remotely must be by roll call vote.

What procedures must be followed if remote participation is used at a meeting?

At the start of any meeting during which a member of a public body will participate remotely, the chair must announce the name of any member who is participating remotely; such information must also be recorded in the meeting minutes. The chair's statement does not need to contain any detail about the reason for the member's remote participation.

Members of public bodies who participate remotely may vote and shall not be deemed absent for purposes of G.L. c. 39, § 23D. In addition, members who participate remotely may participate in executive sessions but must state at the start of any such session that no other person is present or able to hear the discussion at the remote location, unless the public body has approved the presence of that individual.

If technical difficulties arise as a result of utilizing remote participation, the chair (or, in the chair's absence, person chairing the meeting) may decide how to address the situation. Public bodies are encouraged, whenever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If a remote participant is disconnected from the meeting, the minutes must note that fact and the time at which the disconnection occurred.

Public Participation

What public participation in meetings must be allowed?

Under the Open Meeting Law, the public is permitted to attend meetings of public bodies but is excluded from an executive session that is called for a valid purpose listed in the law. While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the chair. An individual may not disrupt a meeting of a public body, and at the request of the chair, all members of the public shall be silent. If, after clear warning, a person continues to be disruptive, the chair may order the person to leave the meeting. If the person does not leave, the chair may authorize a constable or other officer to remove the person. Although public participation is entirely within the chair's discretion, the Attorney General encourages public bodies to allow as much public participation as time permits.

Any member of the public may make an audio or video recording of an open session of a public meeting. A member of the public who wishes to record a meeting must first notify the chair and must comply with reasonable requirements regarding audio or video equipment established by the chair so as not to interfere with the meeting. The chair is required to inform other attendees of any such recording at the beginning of the meeting. If someone arrives after the meeting has begun and wishes to record a meeting, that person should attempt to notify the chair prior to beginning recording, ideally in a manner that does not significantly disrupt the meeting in progress (such as passing a note for the chair to the board administrator or secretary). The chair should endeavor to acknowledge such attempts at notification and announce the fact of any recording to those in attendance.

Minutes

What records of public meetings must be kept?

Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner, must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

While the minutes must include a summary of the discussions on each subject, a transcript is not required. No vote taken by a public body, either in an open or in an executive session, shall be by secret ballot. All votes taken in executive session must be by roll call and the results recorded in the minutes. While public bodies must identify in the minutes all documents and exhibits used at a meeting and must retain them in accordance with the Secretary of the Commonwealth's records retention schedule, these documents and exhibits needn't be attached to or physically stored with the minutes.

Minutes, and all documents and exhibits used, are public records and a part of the official record of the meeting. Records may be subject to disclosure under either the Open Meeting Law or Public Records Law. The State and Municipal Record Retention Schedules are available through the Secretary of the Commonwealth's website at: <http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm>.

Open Session Meeting Records

The Open Meeting Law requires public bodies to create and approve minutes in a timely manner. A "timely manner" is considered to be within the next three public body meetings or 30 days from the date of the meeting, whichever is later, unless the public body can show good cause for further delay. The Attorney General encourages minutes to be approved at a public body's next meeting whenever possible. The law requires that existing minutes be made available to the public within ten days of a request, whether they have been approved or remain in draft form. Materials or other exhibits used by the public body in an open meeting must also be made available to the public within ten days of a request.

There are two exemptions to the open session records disclosure requirement:
1) materials (other than those that were created by members of the public body for the

purpose of the evaluation) used in a performance evaluation of an individual bearing on his professional competence, and 2) materials (other than any résumé submitted by an applicant, which is subject to disclosure) used in deliberations about employment or appointment of individuals, including applications and supporting materials. Documents created by members of the public body for the purpose of performing an evaluation are subject to disclosure. This applies to both individual evaluations and evaluation compilations, provided the documents were created by members of the public body for the purpose of the evaluation.

Executive Session Meeting Records

Public bodies are not required to disclose the minutes, notes, or other materials used in an executive session if the disclosure of these records may defeat the lawful purposes of the executive session. Once disclosure would no longer defeat the purposes of the executive session, however, minutes and other records from that executive session must be disclosed unless they fall within an exemption to the Public Records Law, G.L. c. 4, § 7, cl. 26, or the attorney-client privilege applies. Public bodies are also required to periodically review their executive session minutes to determine whether continued non-disclosure is warranted. These determinations must be included in the minutes of the body's next meeting.

A public body must respond to a request to inspect or copy executive session minutes within ten days of the request. If the public body has determined, prior to the request, that the requested executive session minutes may be released, it must make those minutes available to the requestor at that time. If the body previously determined that executive session minutes should remain confidential because publication would defeat the lawful purposes of the executive session, it should respond by stating the reason the minutes continue to be withheld. And if, at the time of a request, the public body has not conducted a review of the minutes to determine whether continued nondisclosure is warranted, the body must perform such a review and release the minutes, if appropriate, no later than its next meeting or within 30 days, whichever occurs first. In such circumstances, the body should still respond to the request within ten days, notifying the requestor that it is conducting this review.

Open Meeting Law Complaints

What is the Attorney General's role in enforcing the Open Meeting Law?

The Attorney General's Division of Open Government is responsible for enforcing the Open Meeting Law. The Attorney General has the authority to receive and investigate complaints, bring enforcement actions, issue advisory opinions, and promulgate regulations.

The Division of Open Government regularly seeks feedback from the public on ways in which it can better support public bodies to help them comply with the law's requirements. The Division of Open Government offers periodic online and in-person training on the Open Meeting Law and will respond to requests for guidance and information from public bodies and the public.

The Division of Open Government will take complaints from members of the public and will work with public bodies to resolve problems. While any member of the public may file a complaint with a public body alleging a violation of the Open Meeting Law, a public body need not, and the Division of Open Government will not, investigate anonymous complaints.

What is the Open Meeting Law complaint procedure?

Step 1. Filing a Complaint with the Public Body

Individuals who allege a violation of the Open Meeting Law must first file a complaint **with the public body** alleged to have violated the OML. The complaint must be filed within 30 days of the date of the violation, or the date the complainant could reasonably have known of the violation. The complaint must be filed on a Complaint Form available on the Attorney General's website, www.mass.gov/ago/openmeeting. When filing a complaint with a local public body, the complainant must also file a copy of the complaint with the municipal clerk.

Step 2. The Public Body's Response

Upon receipt, the chair of the public body should distribute copies of the complaint to the members of the public body for their review. The public body has 14 business days from the date of receipt to meet to review the complainant's allegations, take remedial action if appropriate, notify the complainant of the remedial action, and forward a copy of the complaint and description of the remedial action taken to the complainant. The public body must simultaneously notify the Attorney General that it has responded to the complainant and provide the Attorney General with a copy of the response and a description of any remedial action taken. While the public body may delegate responsibility for responding to the complaint to counsel or another individual, it must first meet to do so. A public body is not required to respond to unsigned complaints or complaints not made on the Attorney General's complaint form.

The public body may request additional information from the complainant within seven business days of receiving the complaint. The complainant then has ten business days to respond; the public body will then have an additional ten business days after receiving the complainant's response to review the complaint and take remedial action. The public body may also request an extension of time to respond to the

complaint. A request for an extension should be made within 14 business days of receipt of the complaint by the public body. The request for an extension should be made in writing to the Division of Open Government and should include a copy of the complaint and state the reason for the requested extension.

Step 3. Filing a Complaint with the Attorney General's Office

A complaint is ripe for review by the Attorney General 30 days after the complaint is filed with the public body. This 30-day period is intended to provide a reasonable opportunity for the complainant and the public body to resolve the initial complaint. It is important to note that complaints are **not** automatically treated as filed for review by the Attorney General upon filing with the public body. A complainant who has filed a complaint with a public body and seeks further review by the Division of Open Government must file the complaint with the Attorney General after the 30-day local review period has elapsed but before 90 days have passed since the date of the violation or the date that the violation was reasonably discoverable.

When filing the complaint with the Attorney General, the complainant must include a copy of the original complaint and may include any other materials the complainant feels are relevant, including an explanation of why the complainant is not satisfied with the response of the public body. Note, however, that the Attorney General will not review allegations that were not raised in the initial complaint filed with the public body. Under most circumstances, complaints filed with the Attorney General, and any documents submitted with the complaint, will be considered a public record and will be made available to anyone upon request.

The Attorney General will review the complaint and any remedial action taken by the public body. The Attorney General may request additional information from both the complainant and the public body. The Attorney General will seek to resolve complaints in a reasonable period of time, generally within 90 days of the complaint becoming ripe for review by our office. The Attorney General may decline to investigate a complaint that is filed with our office more than 90 days after the date of the alleged violation.

May a public body request mediation to resolve a complaint?

If a complainant files five complaints with the same public body or within the same municipality within 12 months, the public body may request mediation upon the fifth or subsequent complaint in order to resolve the complaint. The public body must request mediation prior to, or with, its response to the complaint, and will assume the expense of such mediation. If the parties cannot come to an agreement after mediation, the public body will have ten business days to respond to the complaint and its resolution will proceed in the normal course.

Mediation may occur in open session or in executive session under Purpose 9. In addition, a public body may designate a representative to participate on behalf of the public body. If mediation does not resolve the complaint to each party's satisfaction, the complainant may file the complaint with the Attorney General. The complaint must be filed within 30 days of the last joint meeting with the mediator.

The mediator will be chosen by the Attorney General. If the complainant declines to participate in mediation after a request by the public body, the Attorney General may decline to review a complaint thereafter filed with our office. A public body may always request mediation to resolve a complaint, but only mediation requested upon a fifth or subsequent complaint triggers the requirement that the complainant participate in the mediation before the Attorney General will review the complaint.

Any written agreement reached in mediation must be disclosed at the public body's next meeting following execution of the agreement and will become a public record.

When is a violation of the law considered "intentional"?

Upon finding a violation of the Open Meeting Law, the Attorney General may impose a civil penalty upon a public body of not more than \$1,000 for each intentional violation. G.L. c. 30A, § 23(c)(4). An "intentional violation" is an act or omission by a public body or public body member in knowing violation of the Open Meeting Law. G.L. c. 30A, § 18. In determining whether a violation was intentional, the Attorney General will consider, among other things, whether the public body or public body member 1) acted with specific intent to violate the law; 2) acted with deliberate ignorance of the law's requirements; or 3) had been previously informed by a court decision or advised by the Attorney General that the conduct at issue violated the Open Meeting Law. 940 CMR 29.02. If a public body or public body member made a good faith attempt at compliance with the law but was reasonably mistaken about its requirements, its conduct will not be considered an intentional violation of the Law. G.L. c. 30A, § 23(g); 940 CMR 29.02. A fine will not be imposed where a public body or public body member acted in good faith compliance with the advice of the public body's legal counsel. G.L. 30A, § 23(g); 940 CMR 29.07.

Will the Attorney General's Office provide training on the Open Meeting Law?

The Open Meeting Law directs the Attorney General to create educational materials and provide training to public bodies to foster awareness of and compliance with the Open Meeting Law. The Attorney General has established an Open Meeting

Law website, www.mass.gov/ago/openmeeting, on which government officials and members of public bodies can find the statute, regulations, FAQs, training materials, the Attorney General's determination letters resolving complaints, and other resources. The Attorney General offers periodic webinars and in-person regional training events for members of the public and public bodies, in addition to offering a free online training video.

Contacting the Attorney General

If you have any questions about the Open Meeting Law or anything contained in this guide, please contact the Attorney General's Division of Open Government. The Attorney General also welcomes any comments, feedback, or suggestions you may have about the Open Meeting Law or this guide.

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ACTON-BOXBOROUGH REGIONAL SCHOOLS 2017-2018

Levels	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 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
Pre-school	89	21	2	112	84	25	2	111	85	25	2	112												
Preschool Total	89	21	2	112	84	25	2	111	85	25	2	112												
K	283	66	5	354	282	67	3	352	286	66	3	355	0			0	0			0	0			0
1	296	41	5	342	295	41	7	343	296	41	7	344	0			0	0			0	0			0
2	298	63	3	364	297	65	3	365	299	65	3	367	0			0	0			0	0			0
3	334	50	5	389	330	52	6	388	329	52	6	387	0			0	0			0	0			0
4	361	48	7	416	356	50	9	415	357	50	9	416	0			0	0			0	0			0
5	355	59	8	422	354	58	8	420	354	59	8	421	0			0	0			0	0			0
6	347	66	8	421	339	69	12	420	339	69	12	420	0			0	0			0	0			0
Elem Sub Total	2274	393	41	2708	2253	402	48	2703	2260	402	48	2710												
OOD Pre k-6	16	3	3	22	17	3	0	20	17	3	0	20	0			0	0			0	0			0
Elem. Total	2290	396	44	2730	2270	405	48	2723	2277	405	48	2730	0	0	0	0	0	0	0	0	0	0	0	0
7	407	71	8	486	407	72	7	486	410	73	7	490	0			0	0			0	0			0
8	405	68	5	478	406	67	5	478	405	67	5	477	0			0	0			0	0			0
J.H.S. Total	812	139	13	964	813	139	12	964	815	140	12	967	0	0	0	0	0	0	0	0	0	0	0	0
9	349	76	4	429	348	75	4	427	347	75	4	426	0			0	0			0	0			0
10	367	77	7	451	365	75	7	447	365	76	7	448	0			0	0			0	0			0
11	415	74	8	497	422	70	9	501	420	70	9	499	0			0	0			0	0			0
12	372	81	9	462	367	76	9	452	368	76	9	453	0			0	0			0	0			0
9-12 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0			0	0			0
P.G.	1	0	1	2	0	0	0	0	0	0	0	0	0			0	0			0	0			0
H.S. Total Secondary Total	1504	308	29	1841	1502	296	29	1827	1500	297	29	1826	0	0	0	0	0	0	0	0	0	0	0	0
OOD 7-13	58	12	0	70	60	12	0	72	59	12	0	71	0			0	0			0	0			0
Reg. Total	2374	459	42	2875	2375	447	41	2863	2374	449	41	2864	0	0	0	0	0	0	0	0	0	0	0	0
Preschool Total	89	21	2	112	84	25	2	111	85	25	2	112												
Elem Total Secondary Total	2290	396	44	2730	2270	405	48	2723	2277	405	48	2730	0			0	0			0	0			0
Grand Total	4753	876	88	5717	4729	877	91	5697	4736	879	89	5706	0	0	0	0	0	0	0	0	0	0	0	0

A = ACTON Pre-School In D. = In District Distribution: W. McAlduff D. Verdolino All Principals (2)
 B = BOXBOROUGH P.G. = Post Graduates M. Altieri A. Bisewicz
 C = Choice/Staff/Tuition Ungr. = Ungraded D. Bookis K. Nelson
 J. Nichols/J. LaShombe
 S. Cunningham

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

Actual Acton-Boxborough Grade K-6
November 1, 2017

Grade	Blanchard					Conant					Douglas					Gates					McCarthy					Merriam					Total	#Sec.	Avg. Size
	ADK	21 AM			Total	ADK	19 AM			Total	ADK	18 AM			Total	ADK	19 AM			Total	ADK	38 AM			Total	ADK	20 AM			Total			
K	20	19	18	21	78	20	21	19	60	20	18	38	19	21	40	19	21	20	19	79	20	20	20	60	355	18	19.7						
Rm	216	218	221	226	16	1	2	3	3	1	2	0	2	4	1	110	111	112	218	0	131	132	135	1	21								
Gr. 1	21	20	18	59	19	19	18	56	22	22	44	19	19	20	58	21	22	21	64	21	21	21	63	344	17	20.2							
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									
Gr. 2	21	20	21	62	22	23	45	22	22	21	65	21	22	22	65	22	22	22	66	21	21	22	64	367	17	21.6							
Rm	217	219	227	3	6	7	0	6	7	8	0	7	8	10	2	301	302	303	2	223	224	234	2	9									
Gr. 3	18	18	19	55	24	23	47	24	24	23	71	24	24	25	73	22	24	24	70	24	24	23	71	387	17	22.8							
25	229	231	245	11	9	17	1	9	10	11	3	9	18	20	1	313	314	315	3	230	330	331	1	20									
Gr. 4	25	25	50	24	24	25	73	24	25	24	73	25	25	50	25	24	25	74	24	24	24	24	96	416	17	24.5							
Rm	243	247	4	8	19	20	3	12	13	14	0	15	19	0	213	214	215	2	233	322	323	335	3	12									
Gr. 5	24	23	23	70	24	23	23	93	23	23	23	69	24	23	47	24	22	24	70	24	24	24	72	421	18	23.4							
Rm	118	128	130	13	14	15	16	18	1	19	20	21	0	11	17	1	210	211	212	3	232	332	333	1	19								
Gr. 6	23	26	25	74	22	23	23	68	24	22	23	69	23	23	23	69	23	23	24	70	24	22	24	70	420	18	23.3						
Rm	108	110	112	7	11	12	13	2	15	16	17	1	12	13	14	0	113	114	115	4	235	321	324	1	15								
				72				10				4				6				15				10	117								
Total	21 Sec. Averag 21.3 448					20 Sec. Averag 22.1 442					19 Sec. Averag 22.6 429					18 Sec. Averag 22.3 402					22 Sec. Averag 22.4 493					22 Sec. Averag 22.5 496					2710	122	22.21

72 Acton residents attend Boxborough

45 Boxborough residents attend school in Acton

Count 11/1/17