



Acton-Boxborough Regional
School Committee Meeting

November 9, 2017

7:00 p.m. Open Meeting
Followed by Executive Session

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

November 9, 2017
7:00 p.m.
9:00 p.m. (approximately) Executive Session

REVISED AGENDA

1. **Call to Order** (7:00)
2. **Chairman's Introduction** – *Amy Krishnamurthy*
3. **Statement of Warrants & Approval of Minutes**
 - 3.1. Meeting minutes of 10/30/17
4. **Public Participation**
5. **Presentation: R.J. Grey Junior High School - Principal Andrew Shen** (7:05)
6. **Presentation: Annual Enrollment Presentation & Elementary Class Size Report** – *Marie Altieri* (7:30)
 - 6.1. Ashton Enrollment Projections Slides & Charts
 - 6.2. Elementary Class Size Report Slides
 - 6.3. Elementary Class Size Report Charts
 - 6.4. October 1, 2017 Enrollment Report
 - 6.5. NESDEC Preliminary Projections
 - 6.6. NESDEC Acton and Boxborough Individual Enrollment Data
7. **Presentation: Finance** – *David Verdolino* (8:00)
 - 7.1. Student Activities Funds review and **VOTE** of approval
 - 7.2. Q1 Financial Report
 - 7.3. FY19 Budget Schedule/Timeline and Guidelines
 - 7.4. FY17 End of Year Other Post Employment Benefits (OPEB) Update
8. **School Building Committee Update** – *Mary Brolin* (8:20)
 - 8.1. Community Forums & Slides
 - 8.2. FYI
 - 8.2.1 Draft Minutes of Building Committee Meeting on 10/11/17
 - 8.2.1. Special Town Meetings in Acton & Boxborough on **Monday, 12/4/17** at 7:00 pm
 - 8.2.2. Building Committee's presence on social media – Please share!
 - 8.2.2.1. Twitter - [@_ABSBP](#)
 - 8.2.2.2. Instagram - [abschoolbuildingproject](#)
 - 8.2.2.3. Facebook - [abschoolbuildingproject](#)
9. **Merriam Principal Retirement Announcement & Search Update** – *Marie Altieri* (8:35)
10. **Permanent Superintendent Search Update** – *Amy Krishnamurthy* (oral)
11. **Subcommittee Reports** (8:45)
 - 11.1. **Budget Subcommittee** – *Brigid Bieber*
 - 11.1.1. Minutes of meeting on 7/19/17
 - 11.1.2. Recommendation to Appoint New Member Diane Baum - **VOTE**
 - 11.1.3. Recommendation to Approve Budget Subcommittee Charge - **VOTE**
 - 11.2. **Policy Subcommittee Consent Agenda** – First Read – *Maya Minkin*
 - 11.2.1. Graduation Requirements, File: IKF

- 11.2.2. Personnel Records, File: GBJ
- 11.2.3. Philosophy of Staff Development, File: GCIA
- 11.2.4. Professional Teacher Status, File: GCJ
- 11.2.5. First Aid, File: EBB
- 11.2.6. Programs for Students with Special Education Needs, File: IHB
- 11.2.7. Home or Hospital Instruction, File: IHBF
- 11.2.8. Pregnant/Parenting Students, File: JIE
- 11.2.9. Student Complaints and Grievances, File: JII

- 11.3. Regional Financial Oversight – *Mary Brolin (oral)*
 - 11.3.1. Recommendation to Appoint Amy Krishnamurthy to Vacancy – **VOTE**

- 12. **School Committee Member Reports (9:00)**
 - 12.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy*
 - 12.1.1. Minutes and materials from meeting on 10/26/17

- 13. **Donations to the School District - Bill McAlduff (9:05)**
 - 13.1. Recommendation to Accept \$10,000 Gift from Patriot Swim Club for ABRHS Pool – **VOTE**
 - 13.2. Recommendation to Accept Regional PTSO Grants to the High School – **VOTE**

- 14. **Open Meeting Law Complaint – Bill McAlduff (9:10)**
 - 14.1. S. Ballard on 10/30/17 re Executive Session held on October 19, 2017

- 15. **FYI**
 - 15.1. FY17 End of Year Audit Reports (*For discussion at meeting on 11/16/17*)
 - 15.2. Kindergarten Registration Schedule
 - 15.3. Green Communities Program 20% Reduction Goal Achieved by Acton
 - 15.4. Acton Town Manager Search Committee online survey for community input
 - 15.5. Homework Policy Implementation Information Night Slides, 10/24/17
 - 15.6. Family Learning Series - FY18 Calendar of Presentations
 - 15.7. Expanding our Notion of Success: <https://www.smore.com/8kd2q>
 - 15.8. AG Issues Updated Open Meeting Law regulations, *effective 10/6/17*:
<https://www.mass.gov/service-details/new-open-meeting-law-regulations-effective-october-6-2017>
 - 15.9. Monthly Enrollment, 11/1/17

- 16. **EXECUTIVE SESSION-** *Motion: “that an executive session be convened to approve minutes of 10/19/17 under M.G.L. Chapter 30A, §21(a)(3) to conduct strategy with respect to litigation.” (9:20)*

- 17. **Adjourn (9:25)**

Next Meetings:

- ABRSC, November 16**, 7:00 p.m. in the Junior High Library, Topics include: High School Presentation, Special Education Parent Advisory Council (SpedPAC) Presentation
- ABRSC, November 20**, 7:00 p.m. in the Junior High Library, Superintendent Search Orientation with NESDEC (Search Firm)
- ABRSC, November 30**, 7:00 p.m. in the Junior High Library
- Special Town Meetings** in Acton and Boxborough to vote on approval of School Building Project Feasibility Study funding, **Monday, December 4**, 7:00 p.m.
- ABRSC, December 14**, 7:00 p.m. in the Junior High Library

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

Library
R.J. Grey Junior High School

Monday, October 30, 2017
7:00 p.m.

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Dennis Bruce, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Kathleen Neville, Eileen Zhang
Members Absent: Deanne O’Sullivan
Others: Bill McAlduff, Beth Petr

1. The ABRSC was called to order at 7:00 p.m. by Chairperson Amy Krishnamurthy.

2. **Chairman’s Introduction**

Amy Krishnamurthy shared an invitation from Acton’s Town Manager Search Committee regarding an online community survey to gather input. The deadline is November 10th.

3. **Permanent Superintendent Search / Selecting a Search Firm –**

3.1. Presentation: New England School Development Council (NESDEC)

Mr. McAlduff introduced Executive Director Dr. Arthur Bettencourt.

Dr. Bettencourt explained NESDEC’s services and that he is one member of a 3 person team that would do the AB search if selected. NESDEC is a not-for-profit corporation that has served New England school districts since 1946.

He emphasized that the candidate profile that is developed is what drives the search. They do not do searches outside of New England, although they recruit all over the country. They have a very sophisticated electronic network that is used, as well as their hard copy mailing list. A potential timeline would have applications coming in over the holidays and review beginning in early January.

When asked for his thoughts on internal candidates, Dr. Bettencourt said that if a district has a great person who can do it all and fulfill the leadership needs, they should think seriously about hiring them. If the person may not be totally right and a search is done, it tells people that the district is serious about looking at all candidates on a level playing field.

Regarding experience, Dr. Bettencourt said that they are sometimes seeing principals move into superintendencies without having assistant superintendent experience. Programs are now offered for staff being trained for leadership positions. New candidates often have strengths and skills that search committees decide are worth considering even though they have not been a superintendent before.

Recruiting period is 6-8 weeks typically. Six focus groups seem right for a district like AB, but they could do more or less as directed. Site visits are being used less now. A screening Committee of 12-16 people works well. This would be a balance of parents, teachers, administrators, other stakeholders, municipal officials, and at least 1 or 2 School Committee members. A School Committee member should chair the screening committee. He explained

that the screening committee reviews all of the applications and those that fit the profile get passed on to the School Committee for further consideration with no ranking. The screening committee does not choose the finalists.

Dr. Bettencourt stated that all superintendents with the exception of one have remained in the job for 5 years. He noted that some may have moved due to another NESDEC search after they were hired. NESDEC search consultants run a maximum of 2 searches concurrently.

3.2. Presentation: Hazard, Young, Attea & Associates (HYA)

Mr. McAlduff introduced Brenda Finn and Donald Macrino from HYA. They described HYA as being different from other firms. They are a national company with methods based in research and best practices. Their community engagement process includes an online survey used to identify the goals, needs, and priorities of the school system as well as leadership characteristics desired. An electronic portal would be set up for the district so all documents could be accessed at any time.

Mr. Macrino stated that searches can be contentious. HYA is able to look at all the survey data and narrow candidates down based on the profile developed by the community. This puts emphasis on the community making the decisions not only the School Committee. A list of the best qualified applicants would be created by HYA and provided to the screening committee to move forward to the next step.

In response to questions, Dr. Finn and Mr. Macrino said that the HYA survey is not customizable. It is good practice to ask the same questions in interviews, so that candidates feel they were treated fairly. HYA consultants work on one search at a time.

Regarding HYA's method of taking the first pass on the candidate pool and then sharing only about 6 candidates for evaluation with the search committee, Mr. Macrino said that communities always ask about that and it does work out well. He said that it adds protection to the School Committee because HYA applies the same criteria to each applicant. There can be discussion if the process should be changed although Mr. Macrino did not advise changing it. He urged people to have faith in the integrity of the process.

When asked if having an internal candidate limits external candidates, Dr. Finn said that when she was a superintendent, it would have given her pause if she knew an internal candidate was there. Mr. Macrino said that if there is an internal candidate that is a sure thing, a search firm is not needed. If it is an open honest search, HYA will communicate that. If that is not happening, then HYA and the district will discuss that. Once the desired characteristics are developed, that is what HYA is hired to find. That is their job, whether the person is internal or not.

Mr. Macrino explained that districts do not want a superintendent with strictly business experience and a business model. They have to have a current educational background and current practices with business and communication skills. They have to be comfortable and competent dealing with all levels of the community, including the municipal side. Someone who has an exceptional knowledge of educational business practices is best. An excellent superintendent has to have the big picture but also has to be hands on with the details. They must be engaged with staff and students, and must hire well and work well with an administrative team. They must demand the very best from staff. Regarding experience, Mr. Macrino said that someone who has never been a superintendent may be able to do it because they have learned about the position through other jobs and responsibilities they have had.

Educational credibility can be important. The more experience, depth and understanding, the more credibility the person will have.

4. **Committee Discussion - Possible VOTE**

With both firms having left, Mr. McAlduff invited the Committee to share their thoughts about the process. A vote could be taken if they are ready to decide, or at a future meeting.

The Committee generally agreed that both firms were well qualified although quite different from each other. HYA has a very structured process but they are less engaged in the New England area compared to NESDEC. NESDEC's ability to work with our district and what our community would expect, felt more comfortable to several members.

Several members were drawn to HYA's method due to the protection it seemed to provide for the School Committee from the community. Others agreed but felt it is School Committee's job to find the best superintendent who can last at least 5 years or so. They did not want to give up any control over candidates. They felt that HYA does not know our community like Committee members do and members need to stay engaged along the whole process. HYA's survey did not contain all of the information that may be needed. Members liked that HYA consultants only work on one search at a time, although Dr. Finn has only been with them since 2016 and Mr. Macrino since 2015. The suggested HYA timeline was noted as possibly too long for this process.

The Committee discussed the various costs of each firm. Being a member of NESDEC gives AB a discount on their service.

Dennis Bruce moved to appoint HYA as the search firm to represent the ABRSC. Maya Minkin seconded the motion.

Discussion continued. HYA did the Concord Carlisle and Lexington searches. Although NESDEC is New England based, both firms have national networks to draw from.

A member of the public stated that when comparing HYA's additional cost with additional value, he felt it was not worth the expense. A Committee member agreed. Another Committee member felt that given the importance of this search, the Committee should pay whatever is necessary to do it properly.

Some Committee members expressed concern that HYA's structure leaves the Committee out of the beginning of the selection process and that the community would dislike that lack of transparency. NESDEC seemed to be a better fit in that regard. Other Committee members disagreed and felt HYA would actually be giving more control to the community due to their participation in the survey. Mary Brolin asked about the District's contractual obligations to the ABEA and how that would work with HYA's process. Brigid Bieber reiterated that the ABEA has a contractual right to be on the screening committee. There was a question about whether this would apply if HYA does the screening instead of an initial screening committee.

A Committee member agreed that the community should be engaged in the process as much as possible, but she was concerned that it could be difficult for some of them to evaluate candidates if they were on the screening committee. It was pointed out that NESDEC is a

professional organization with much expertise, just like HYA. NESDEC can give the screening committee more support if they are asked to.

The Committee VOTED the motion: to appoint HYA as the search firm to represent the ABRSC. YES: Bruce, Minkin, Zhang (3 Acton x 2.5 = 7.5 votes) **NO:** Bieber, Brolin, Krishnamurthy, McKinley, Murphy, Neville (2 Acton x 2.5 = 5 plus 4 Boxborough = 9 votes) **ABSTAINED:** Baum The motion failed 7.5 - 9.

Brigid Bieber moved to appoint NESDEC as the search firm for the ABRSC. Paul Murphy seconded the motion.

The Committee VOTED the motion: to appoint NESDEC as the search firm for the ABRSC. YES: Bieber, Brolin, Krishnamurthy, McKinley, Minkin, Murphy, Neville (3 Acton x 2.5 = 7.5 plus 4 Boxborough = 11.5 votes) **NO:** Bruce **ABSTAINED:** Baum, Zhang The motion passed 11.5 – 2.5.

Mr. McAlduff will contact both of the search firms.

Mr. McAlduff has received a number of emails about the Assistant Funding / Before and After School Funding discussion recently and knows there is a lot of confusion. He has decided not bring this question back to the School Committee until December at the earliest so he can take more time to make a strong recommendation that he is comfortable with.

The ABRSC adjourned at 9:58 p.m.

Respectfully submitted,
Beth Petr

List of Documents used: See agenda, handout from NESDEC, handout and slides from HYA

Agenda Posted on 10/26/17 at 1:00 p.m.



Annual School Report

RJ Grey Junior High School
November, 2017



2017-2018 - Some New Terrain

- All new teams in both grades
- New leadership structure and leadership team
- 5 new classroom teachers
 - Full-time ELL teacher
 - Math Assistant/Specialist - supporting 7th grade program and interventions
- New technology: each team (5 teachers) has 2 Chromebook carts

Challenge Success Work

Homework & Workload

- Team homework online calendars

JH School Schedule - Update

- Pause and re-group; challenges experienced
- “Just moving the deck chairs?”
- Do we nibble at the edges or consider sacrificing something valued to introduce a new priority?
- 2-3 year arc



Diversity & Equity Work



Our shared commitment to broadening knowledge of things that will assist us in providing a good experience to all students

- Run parallel to District efforts, equity audit, leadership work
- Student Names - institutional commitment and strategies
- Mindful of translation needs for families (Back to School Night)

Diversity & Equity Work cont'd

- Evening conference this year; late bus (District effort)
- Ongoing professional learning
 - Developing common language and knowledge base
 - Gender Identity (October early release)
- Student Engagement and Support - Common Ground (Student GSA)

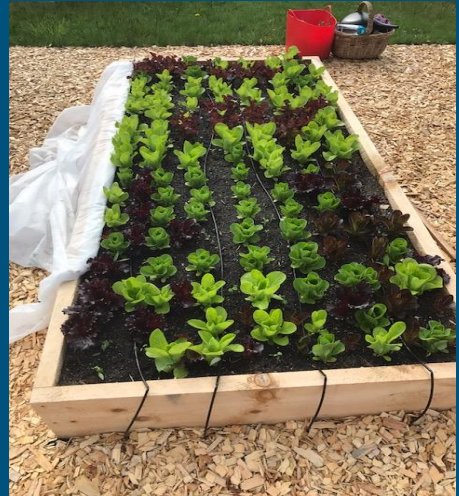
ELL Student Learning and Support

- Increasing ELL staffing from .4 to 1.0 FTE at RJ Grey
- Modifying/enhancing scheduling practices and service delivery for ELL students
- Professional learning of staff
 - November 7 Professional Day focus on ELL instructional strategies
- Related areas of additional professional learning - SIFE
 - Students with Interruptions in Formal Education

Student Engagement & Social/Emotional Health

RJ Grey Garden!

- 8 full beds
- Community Education
- Food services - “farm to table” items in cafeteria
- Cooking Club
- Next: integration of garden into instruction and team activities



Student Engagement & Social/Emotional Health

Washington DC Trip is Back

- 150 students; 15 adults
- Every other year arrangement
- Implement overnight trip protocol developed after first trip in 2015-2016



Student Engagement & Social/Emotional Health

String Ensemble Program - Year II

	2016-2017	2017-2018
Elementary	NA	130
7th Grade	11	22
8th Grade	11	11



On the Horizon

- **School schedule** - return to the process
- Work with Edtech on next chapter for JH re: **technology in classrooms**
- **Student mental health** - ongoing with Student Svcs for acute responses and systemic intervention
- **ELL instruction; SIFE strategies**



Thank You

Questions?



Acton-Boxborough Regional School District
Raymond J. Grey Junior High
16 Charter Road, Acton, MA 01720
(978) 264-4700 x 3303 Fax (978) 264-3343

Andrew Shen, Principal
James Marcotte, Assistant Principal
Allison Warren, Assistant Principal
David Lawrence, Assistant Principal

TO: William McAlduff; Interim Superintendent
FROM: Andrew Shen; Principal, RJ Grey
RE: Junior High Enrollment & Class Size Report
DATE: November 9, 2017

This memo is intended to provide a general overview of class sizes at the Junior High for the current **2017-2018** school year. The information found herein is based on enrollment as of October 1, 2017, and *projected* class and team enrollment is based on the recent enrollment projection report conducted by NESDEC.

The implementation of a team-based model for scheduling and supporting students creates opportunities to offer elements of a “school within a school” experience and the benefits associated with that approach. Please keep in mind that our genuine desire and efforts to have comparable class and team sizes across each grade must naturally be balanced with our commitment to meeting individual needs and choices, and the placement of specialized programs. Leveled math classes, world language choices, and academic services (ELL, Special Education, Academic Support) are significant factors in this process. Some, but not all, of those factors are explored within this memo.

OVERALL ENROLLMENT

Overall enrollment at the Junior High had experienced a steady decline since 2008-2009, when we peaked at 1003 students, and fell to 888 in 2015-2016. For those peak years, the Junior High also had a “half-team” in 7th grade, with approximately 45 students, to help reduce team sizes in that grade. In 2012-2013, the half-team was eliminated with the expectation that enrollment would continue to decline significantly over the next 10 years.

During the past two years, there has been an increase in enrollment, first to 911 students in 2016-2017, **and this year with an enrollment of 964 students, which represents a 5.8% year-to-year increase.** The recent enrollment projection shared by NESDEC predicts that enrollment will experience at best a modest decline over the next five years. Between 2018 and 2023, enrollment predictions are between 882 and 928 students. These updated projections represent a significant shift from those submitted during the last few years for the same time period, where enrollment at RJ Grey was projected to rapidly decline into the low-700s.

	7th Grade	8th Grade	Total Enrollment
2015-2016	445	443	888 (actual)
2016-2017	469	442	911 (actual)
2017-2018	486	478	964 (actual)
2018-2019	434	494	928
2019-2020	447	441	888
2020-2021	449	454	903

TEAM SIZE

As of October 1, **Grade 7** is currently at **486 students**, and **Grade 8** is currently at **478 students**). The below table lists the sizes for all teams. If divided equally, the average team size in Grade 7 would be 121.5 students, and 119.5 students in Grade 8.

7 Gold	120	8 Gold	121
7 Green	122	8 Green	116
7 Orange	124	8 Orange	122
7 Red	120	8 Red	119

For the next three years (including this current year), we anticipate that **Team Size average in Grade 7 will land between 108 and 112 students**, and **Team Sizes in Grade 8 will land between 110 and 124 students**. Within a given year, overall team size will often vary between teams by approximately 5 to 7 students. Variability of team size is often a function of, among other things, world language choices (since French is not offered on every team), and the cohort size of students receiving specialized services assigned to a specific team (for example, ELL students being scheduled on specific teams in both grades).

CLASS SIZE ON TEAMS

Within an individual team, average class sizes are greatly, but not solely, influenced by math levels. Since all other team-based classes (Science, English, Social Studies, World Language) are heterogenous, the enrollment of students (by recommendation and parental override) in the different math levels is a considerable factor in student scheduling. If divided equally into the 5 team classes, average class size this year in both grades would be as follows:

7 Gold	120	24	8 Gold	121	24.2
7 Green	122	24.4	8 Green	116	23.2
7 Orange	124	24.8	8 Orange	122	24.4
7 Red	120	24	8 Red	119	23.8

In a single grade, there are 20 math sections (5 sections for each math teacher, of which there are four). Once the math level enrollments have stabilized (post-override period), we determine how many of the sections are devoted to Math 7 and Math 8, Extended, and (for 8th grade) Algebra I. When deciding on the number of sections to offer at a particular level, a number of factors are incorporated. Three worth noting are:

- A commitment to having, when possible, Math 7 and Math 8-level class sizes be smaller than Extended-level classes, and (in 8th grade) for Extended to be smaller than Algebra I sections
- To anticipate typical movement during the year where students move from Algebra I to Extended, and from Extended to Math 7 and Math 8 (when a student is struggling and a level change is considered an appropriate intervention)
- The need to have enough sections of each level (on each team) to allow for team placement flexibility and honoring other scheduling priorities (i.e. specific academic services, World Language, balancing demographics such as gender and ethnicity)

7th Grade Math Class Distribution, Current/Previous Year Comparison

2016-2017	16-18 Students	19-21 Students	22-24 Students	25-27 Students	28-30 Students	Total	Average
7th Standard	1 section	2 sections	5 sections	0	0	8 sections	22.25
7th AE	0	1 section	10 sections	1 section	0	12 sections	23.3

2017-2018 (current)	16-18 Students	19-21 Students	22-24 Students	25-27 Students	28-30 Students	Total	Average
Math 7*	1 section	5 sections	4 sections	0	0	10 sections	20.9
Extended*	0	0	1 section	5 section	4 sections	10 sections	26.4

* Starting this year, Math course level names were changed. Math 7 is the new name for Standard, Math 7 Extended is the new name for 7th AE

8th Grade Math Class Distribution, Current/Previous Year Comparison

2016-2017	<15 Students	15-19 Students	20-25 Students	26-29 Students	30+ Students	Total	Average
8th Standard	1 section	5 sections	0	0	0	6 sections	15.6
8th AE	0	0	6 sections	1 section	0	7 sections	23
8th Honors	0	0	4 sections	3 sections	0	7 sections	25.4

2017-2018	<15 Students	15-19 Students	20-25 Students	26-29 Students	30+ Students	Total	Average
Math 8*	0	3 sections	3 sections	0	0	6 sections	18.8
Extended*	0	0	6 sections	1 section	0	7 sections	22.9
Algebra I*	0	0	0	6 sections	1 section	7 sections	28

* Starting this year, Math course level names were changed. Math 8 is the new name for Standard, Math 8 Extended is the new name for 8th AE, and Algebra I is the new name for 8th Honors

Because the size of an individual math class may vary quite a bit from the average, this sometimes has a direct impact on the class sizes of the other team-based classes. Additionally, there will always be students who receive Special Education and/or ELL services and would not necessarily be enrolled in one or more of these classes. For example, some Special Education students do not take a World Language and instead meet with their special educator during that time. Below are *examples* from an 8th grade team and a 7th grade team for different periods of the day.

8 Gold	Math	Science	Social St.	English	WORLD LANG	Other (ASC, SPED)
Period 3	26 (Extended)	22	23	24	23/FRENCH	
Period 4	22 (Math 8)	26	26	27	20/SPANISH	
Period 5	30 (Algebra)	24	26	25	16/SPANISH	

7 Green	Math	Science	Social St.	English	WORLD LANG	Other (ASC, SPED)
Period 1	25 (Extended)	24	24	21	26/SPANISH	
Period 3	24 (Math 7)	24	23	25	16/FRENCH	10/LEARNING CTR

EXPLORATORY CLASS SIZE

In both grades we offer four (4) Exploratory classes. In 7th grade, we offer Art 7, Digital Literacy 7, Minuteman Tech 7, and Music. In 8th grade, we offer Art 8, Digital Literacy 8, Drama, and Minuteman Tech 8. Students attend these classes for one-half of the year, every other day (approx. 42 sessions). If one divides an entire team by four, the class sizes for each Exploratory in 7th grade would be between 30 and 31, and between 29 and 31 students for 8th grade Exploratory classes. The *actual* enrollment for these classes will sometimes be lower because a number of students who receive other academic services (ASC and Special Education) will often have those services scheduled instead of an Exploratory class. The next chart highlights the current class size ranges for our Exploratory teachers:

7th Art	24-30	8th Art	25-29
7th Digital Literacy	21-27	8th Digital Literacy	20-30
7th Minuteman Tech	28-31	8th Minuteman Tech	28-30
7th Music	19-27	8th Drama	23-27

Staffing and Services Implications, Part I -- Impact of Current and Projected Enrollment

This is the second consecutive year of an increase in enrollment, an increase that has now exceeded last year's projection by approximately 15 students. To be sure, having team sizes returning to **above the 120 student** range has undoubtedly required teachers to manage all that accompanies a larger overall student load, along with the additional demands that are presented below. Additional analysis of specific student populations, including students receiving special education services, academic support, and English-language support, is included later in this memo.

As predicted, many **Exploratory classes have upwards of 30 students**. Based on previous enrollment projections, we had anticipated that these class size figures would only be an issue for this current year and therefore did not begin any discussion of structural adjustments or changes. New enrollment projections suggest that we may have to contend with these Exploratory class size figures in the future, with some moderate relief during the next few years, and this is a new area of concern for our school. There is no obvious and clear remedy to this particular challenge, as this issue is influenced not only by staffing but also how our schedule is arranged. As our school continues to explore possible scheduling shifts, this enrollment trend will also be a factor that we incorporate into those and other discussions.

In addition to the overall growth of the student population, the **cohort of high-needs students** at the Junior High continues to be a fairly significant percentage of our overall population. While the remainder of this memo will highlight enrollment of students receiving special education services at the Junior High, we also feel compelled to pay attention to our growing population of students accessing the **Academic Support Centers, English Learner support**, and those students who arrive at RJ Grey with significant academic gaps and interruptions in their schooling. As of October 1, our Academic Support Centers (a general education service) currently work with **119 students (12.3% of the student population)**. Within that cohort of students, we continue to encounter a broad range of students who require more global support in terms of school-parent collaboration and assistance, and whose academic preparation is well-below grade level.

With the continued increase of students who are English learners at the elementary level, and throughout the District, the increase in the number of students at the Junior High who require English language education (ELE) services is unsurprising. Along with the overall increase of students who require ELE services, the profile of this cohort continues to include several students who enter the school year at lower levels of the WIDA scale (Levels 1-3). Please see below chart for entering WIDA levels of our Emergent Bilingual students at RJ Grey.

This summer the District approved an expansion of our ELE staffing at the Junior High, where a .4 FTE was increased to a full-time (1.0) ELE teacher position that would provide a level of instructional time and support commensurate with the growth of the cohort and the evolving needs of our students. There has also been a greater frequency of students who are entering RJ Grey who require ELE services and have substantial gaps and prior interruptions to their formal schooling, which compounds the students' needs and requires additional instructional support to remediate those areas of struggle. With a full-time ELE teacher, we are now able to expand the number of instructional periods available during the day, and can now more flexibly schedule students into sections by WIDA level and, when appropriate, increase the instructional time for students to receive other supports.

October 1 Enrollment Data for EL Students at RJ Grey, 2013 to Present

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
EL Student Enrollment at RJG	9	11	7	17	20

PREVIOUS YEAR - 2016-2017 Entering WIDA Levels for Students Receiving ELE Services

	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6
Grade 7	3	4	2	4	--	--
Grade 8	--	--	3	--	1	--

CURRENT YEAR - 2017-2018 Entering WIDA Levels for Students Receiving ELE Services

	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6
Grade 7	0	1	6	2	--	--
Grade 8	3	3	2	3	0	--

Special Education Enrollment Projections for RJ Grey (as of October 1, 2017)

The charts below include a projected enrollment of students with disabilities at RJ Grey for the next three years. These projections are based on October 1, 2017 enrollment reports of students with active Individualized Education Programs (IEPs) at the Junior High, and in grades 4, 5, and 6 within the six elementary schools. The number of RJ Grey students with IEPs represents an increase of 10 students, though is indeed lower than what we projected last year. There was a decrease in the number of students entering 7th grade with IEPs, and eight students currently in 8th grade were dismissed from Special Education during their time in 7th grade. This year's cohort represents a 19% increase from 2014-2015 levels.

Current enrollment projections suggest that we could potentially experience an additional increase in students with IEPs during the next three years. Looking to the elementary classes that will be arriving at the Junior High over the next three years, the Class of 2024 has a modest decrease in the number of students with IEPs compared to last October, though the Class of 2025 has increased to 89 students. Please see the below charts for additional enrollment data, and year-to-year comparisons.

October 1 Enrollment Reports of Students with an IEP - Previous/Current Year Comparison

2016-2017 School Year	Current Grade	Number of Students Currently with IEPs	Notes
Class of 2021	@RJG - 8	65	
Class of 2022	@ RJG - 7	77	
Class of 2023	6	89	
Class of 2024	5	80	
Class of 2025	4	85	

2017-2018 School Year	Current Grade	Number of Students Currently with IEPs	Notes
Class of 2022	@RJG - 8	72	A decrease of 5 students from previous year; 8 students dismissed after 7th grade
Class of 2023	@ RJG - 7	80	A decrease of 9 students from previous year in this class
Class of 2024	6	73	A decrease of 7 students from previous year in this class
Class of 2025	5	89	An increase of 4 students from previous year in this class
Class of 2026	4	80	

**RJ Grey Population of Students with IEPs: Actual and Projected
Current and Previous Year Projections Based on October 1 Enrollment Reports**

Enrollment and Projections Provided in October, 2016

<i>October 1, 2016 Report (current year)</i>	7th Grade	8th Grade	Total	% of total school population	% change of population from previous year
2014-2015	62*	66*	128	14% of 909	
2015-2016	62*	71*	133	15% of 888	+4%
2016-2017	77*	65*	142	15.6% of 911	+7%
2017-2018	89	77	166	17.5% of 950	+17%
2018-2019	80	89	169	18.5% of 914	+1.8%
2019-2020	85	80	165	18.9% of 874	-2.3%

*Actual October 1, 2016 enrollment figures; future enrollment figures (2017-2020) are also based on October 1, 2016 reporting for those classes, and do not represent any anticipated additional increases.

Updated Enrollment and Projections Provided in October, 2017

<i>October 1, 2017 Report (current year)</i>	7th Grade	8th Grade	Total	% of total school population	% change of population from previous year
2015-2016	62*	71*	133	15% of 888	+4%
2016-2017	77*	65*	142	15.6% of 911	+7%
2017-2018	80*	72*	152	15.8% of 964	+7%
2018-2019	73	80	153	16.5% of 928	+0.06%
2019-2020	89	73	162	18.2% of 888	+5.8%
2020-2021	80	89	169	19% of 903	+4.3%

*Actual October 1, 2017 enrollment figures; future enrollment figures (2018-2021) are also based on October 1, 2017 reporting for those classes, and do not represent any anticipated additional increases.

As noted above, I see the above three years-out projections as baseline figures. As evidenced by the change between October 1, 2016 and October 1, 2017 figures, there is typically fluctuation and movement of enrollment because of developments over the course of a single year, and certainly between school years. As the below chart illustrates, there is typically an annual increase in enrollment of students with disabilities because of **newly registered students** who enter with active IEPs or who are evaluated during their first year in Acton-Boxborough. There are also typically students in Grades 4 thru 7, *not* new to A-B, who are **referred by the school for an initial evaluation**, or whose **families request an initial evaluation**, based on a variety of concerns, observations, and experiences that emerge during this period of adolescent development. Those increases are indeed tempered by the **withdrawal of students with IEPs who leave A-B**, as well as **students in 7th grade who are found to no longer be eligible for special education services**. The net change has consistently resulted in an increase in the school's population of students receiving special education

services, beyond the figures shared from October 1 enrollment reports. However, it should be noted that the increase has trended downward over the past five years due in part to fewer students being eligible for special education services, and slightly fewer students being evaluated and qualifying for IEPs during their time at RJ Grey.

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<i>Total Student Enrollment</i>	935	931	911	888	911	964
RJG Students (not new to AB) evaluated and qualified for IEPs	13	12	9	13	8	---
New-to-AB Students coming to RJG with IEPs	6	3	6	5	4	6
New-to-AB Students qualifying for an IEP during year	3	5	3	2	4	---
Students with IEPs withdrew from AB after 6th grade	(3)	(1)	(4)	(7)	(3)	(3)
Students with IEPs withdrew from AB after 7th grade	(1)	(2)	(1)	(5)	(3)	---
Students with IEPs re-evaluated in 7th Grade and no longer eligible (no services in 8th grade)	(5)	(6)	(3)	(3)	(8)	---
<i>Net Change in Special Education Population at RJ Grey from Above Factors</i>	+13	+11	+10	+5	+2	---

Staffing and Service Implications, Part II -- Impact of Current and Anticipated Special Education Enrollment Increase

In anticipation of the current number of students receiving special education services, the School Committee endorsed a budget proposal in FY17 that included two additional full-time teacher positions for our Special Education department. That increase has allowed us to plan and effectively shift to a service model that can absorb a good deal of the increases that we have experienced over the past two years. Specifically, the current staffing model allows us to maintain appropriate caseload sizes for special educators and permit them to provide direct support to the general education classroom teachers. This current staffing level also provides necessary scheduling flexibility that is needed to pursue an equitable distribution of students with IEPs across all teams.

Based on the newly updated enrollment figures, it does not appear that the increased number of students at the Junior High who will likely be receiving special education services will decrease during the timeframe that we originally predicted. Instead, enrollment figures for the current 5th and 6th grade elementary classes suggest that it may be prudent for the Junior High to plan for caseloads that are similar to or even above current figures.

Respectfully Submitted,
 Andrew Shen
 Principal, RJ Grey

2017-2018 Class Size Report

RJ Grey Junior High School
November, 2017

1

Agenda

- Enrollment Overview
 - Team Size and Class Size
 - Math Levels
 - Enrollment Trends within the JH Student Population
- Students Receiving Special Education Services
 - Projections for Next Three years
- Plans and Areas to Monitor

2

Overall Enrollment and Trends

Current Enrollment (October 1, 2017): **964 Students**

- RJ Grey Enrollment had experienced a steady decline since 2008-2009, when enrollment peaked at 1003 students
 - 2014-2015 Enrollment: 909 Students
 - 2015-2016 Enrollment: 888 Students
- Enrollment increase this year ***represents the anticipated peak before a modest decline over next few years***
- We no longer anticipate the substantial enrollment decline previously projected for the Junior High over the next 10 years

3

	7th Grade	8th Grade	Total Enrollment
2015-2016	445	443	888 (actual)
2016-2017	469	442	911 (actual)
2017-2018	486	478	964 (actual)
2018-2019	434	494	928
2019-2020	447	441	888
2020-2021	449	454	903

NESDEC Enrollment Projections for RJ Grey, October 2017

4

Team Size

Grade 7 is currently at **486 students**, and Grade 8 is currently at **478 students**. The below table lists the sizes for all teams. If divided equally, the average team size in Grade 7 would be 121.5 students, and 119.5 students in Grade 8.

Team	# Students	Team	# Students
7 Gold	120	8 Gold	121
7 Green	122	8 Green	116
7 Blue	124	8 Blue	122
7 Red	120	8 Red	119

Class Size and Math Levels/Sections

If divided equally into the 5 team classes, average class size this year would be as follows:

7 Gold	120	24	8 Gold	121	24.2
7 Green	111	24.4	8 Green	116	23.2
7 Blue	124	24.8	8 Blue	122	24.4
7 Red	120	24	8 Red	119	23.8

7th Grade Math Section Distribution

	16-18 Students	19-21 Students	22-24 Students	25-27 Students	28-30 Students	Total	Avg.
Math 7	1 section	5 sections	4 sections	0	0	10 sections	20.9
Extended	0	0	1 section	5 sections	4 sections	10 sections	26.4

7

8th Grade Math Section Distribution

	< 15 Students	15-19 Students	20-25 Students	26-29 Students	30+ Students	Total	Avg
Math 8	0	3 sections	3 sections	0	0	6 sections	18.8
Extended	0	0	6 sections	1 section	0	7 sections	22.9
Alg I	0	0	0	6 sections	1 section	7 sections	28

8

Class Sizes on Teams

Below is an example of class size distribution on a 8th grade team during two periods of the day

8 Gold	Math	Science	Social Studies	English	World Language	Other (ASC, SPED, ELL)
Period 3	26 (Exten)	22	23	24	23/French	
Period 5	22 (Math 8)	26	26	27	20/Spanish	
Period 2	30 (Alg I)	24	26	25	16/Spanish	

9

Exploratory Classes



7th Art	24-30	8th Art	25-29
7th Digital Literacy	21-27	8th Digital Literacy	20-30
7th Minuteman Tech	28-31	8th Drama	28-30
7th Music	19-27	8th Minuteman Tech	23-27

10

Enrollment Trends

- Need time to digest implications of new enrollment projections
 - Enrollment consistently in the mid-900s could present a number of challenges over time regarding class and team size, staffing and space considerations
 - Could current patterns shift again and increase enrollment projections?

11

Academic Support & English Language Learners

Emergent Bilingual (EB) Student Enrollment Year-to-Year

	13-14	14-15	15-16	16-17	17-18
EB Student Enrollment	9	11	7	17	20

WIDA Levels of Current Students Receiving Emergent Bilingual Services

WIDA	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6
Grade 7	0	1	6	2	--	--
Grade 8	3	3	2	3	--	--

12

Enrollment and Staffing - Special Education Services

The following charts show a baseline projected enrollment of students receiving special education services at RJ Grey for the three years following this current year.

They are based on October 1, 2017 enrollment reports of students with active IEPs

13

	Grade	Students Currently with IEPs*	Notes
Class of 2022	8	72	A decrease of 5 from last Oct 1
Class of 2023	7	80	A decrease of 9 from last Oct 1
Class of 2024	6	73	A decrease of 7 from last Oct 1
Class of 2025	5	89	An increase of 4 from last Oct 1
Class of 2026	4	80	

**October 1, 2017 enrollment report ; does not include out-of-district placements or parent-placed students in other schools*

Current Enrollment by Grade of Students with IEPs

14

Current Projections for Enrollment at RJ Grey of Students with IEPs

	7th Grade	8th Grade	Total	% of total school population	% Change of from previous year
2014-2015	62*	66*	128	14% of 909	
2015-2016	62*	71*	133	15% of 888	+4%
2016-2017	77*	65*	142	15.6% of 911	+7%
2017-2018	80*	72*	152	15.6% of 964	+7%
2018-2019	73	80	153	16.5% of 928	+0.06%
2019-2020	89	73	162	18.2% of 888	+5.8%
2020-2021	80	89	169	19% of 903	+4.3%

15

Enrollment of Students with IEPs is Not Static

The previous figures should be seen as baseline figures; we typically experience increases in both grades because of:

- Newly registered students to AB who come with active IEPs
- Newly registered students to AB who undergo an initial evaluation within their first year here
- Current AB students in Grades 4 thru 7 who undergo an initial evaluation and qualify for special education services

16

Preparation for these Shifts

- FY16 Addition of JH Education Team Leader (ETL)
- FY17 Increase of 2.0 FTEs in Special Education Dept. Staffing
 - Prepared to absorb increase in terms of caseload for special educators and equitable distribution by teams
 - Providing special educators additional bandwidth to focus on single grades

17

Areas to Monitor

- Students with non-traditional schooling backgrounds, interruptions in formal education (SIFE), whose preparation is several years below grade level; often also receiving ELL services
- Team sizes
- Class sizes of team classes and Exploratory

18



Thank You

Any Questions?



6. Presentation: Annual Enrollment Presentation & Elementary Class Size Report – Marie Altieri
 - 6.1 Ashton Enrollment Projections Slides & Charts
 - 6.2 Elementary Class Size Report Slides
 - 6.3 Elementary Class Size Report Charts
 - 6.4 October 1, 2017 Enrollment Report
 - 6.5 NESDEC Preliminary Projections
 - 6.6 NESDEC Acton and Boxborough Individual Enrollment Data

These items are posted separately after the packet

on

<http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes>



Acton-Boxborough Regional School District

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

Finance Department
David A. Verdolino, Director
(978) 264-4700
dverdolino@abschools.org

November 2, 2017

To: School Committee
Re: ABRSD Student Activity Funds

Members –

Accompanying this cover memo, please find the authorized student activities (i.e., clubs, events, activities, teams, classes, etc.) as submitted by the principals of each of the following schools:

- A-B Regional High School
- R.J. Grey Junior High School
- Blanchard Elementary School

Consistent with School Committee Policy (JJ-F), I am hereby requesting that you consider taking the following VOTE:

“to approve the accompanying lists of proposed student activity funds for Blanchard Memorial School, R.J. Grey Junior High School and Acton-Boxborough Regional High School, each as recommended by the respective building principals, as the officially recognized clubs, teams and other organized student activities for the 2017-2018 school year.”

For your information, the independent auditors will be conducting a review of the student activity funds for the Junior High School later this year; I will present their reports at that time.

Lastly, you previously voted the authorized imprest (checking account) balances for student activity funds at each of the above schools; next year I will bring both of these matters that require votes to you at the same time.

Thank you for your attention in this matter.

ABRHS - Student Activities
Authorized Clubs for the 2017-2018 School Year
as of July 1, 2017

Student Activity	Faculty Advisor	Purpose	Financially Active in
A Capella Group	Jen Moss	Performing Arts group	
AB Buddies	Tammy Morgan	Student social and game group - associated with Best Buddies	\$\$
Acton-Boxborough Community Outreach (ABCO)	Jodi Chu	Student service group (includes subgroups of Dante and Red Cross)	\$\$
AB Human Rights Club	Kristen Ervick	International Human Rights Interest group	\$\$
AB Wrestling	Maurin O'Grady	Athletic group	\$\$
Academic Decathlon	Andrew Crick	Academic Team	\$\$
Academic Decathlon - National Championship Acct	Andrew Crick	Academic Team - National Championship Account	\$\$
Ambassadors	Shannon Dandridge, Jennier Harris, Glenn Manning	Student Mentor and School Service Program	
American Sign Language	Elizabeth Harvey	Introduction to American Sign Language	
Anime Crew	I'Esha Thomas	Japanese Anime interest group	
Archery Club	David James	Special Interest group	
Art Club	Eliza Greene	Community Service and Art Interest group	\$\$
Art Students	Nat Martin	Philanthropic - students sell art and proceeds are donated to community non-profit organizations	\$\$
Asha for Education	Wioletta Pawlowska	South Asian Culture awareness/philanthropic group - associated with International Asha organization	\$\$
Astronomy Club	David Green	Special Interest group	
Badminton Club	Rixin Li	Special Interest group	
Ballroom Dance Club	TBD	Special Interest group	
BioBulder Club	Aaron Mathieu	Academic Team	\$\$
Charms (Harry Potter Alliance)	Katie Rossignol	Special Interest group	\$\$
Chess Club	Darin Gwin	Special Interest group	
Chinese Culture Club	Rixin Li	Special Interest group	
Chuckle Sandwich	Jessica Harms	Performing Arts group	
Class of 2012	Courtney Carp & Liz Marcotte	Student Government	\$\$
Class of 2013	Maura Champigny & Karin Drowne	Student Government	\$\$
Class of 2014	Amanda Matthews & Mike Romano	Student Government	\$\$
Class of 2015	Nikki Jeannotte & Carolyn Smiley	Student Government	\$\$
Class of 2016	Rick Kilpatrick & Dan Drinkwater	Student Government	\$\$
Class of 2017	Bill Noeth & Susan Root	Student Government	\$\$
Class OF 2018	Michael Csorba & Katelyn Saaristo	Student Government	\$\$
Class OF 2019	Carolyn Smiley	Student Government	\$\$
Class of 2020	Tina Vanasse	Student Government	\$\$
Class of 2021	TBD	Student Government	\$\$
Classics Club	Meredith Morgan	Academic Team	\$\$
Common Ground	Alec Lewis	Special Interest group	\$\$
Crochet Club	Nancy Warner	Special Interest group	\$\$
Eat, Play, Love	Mark Hickey	AB String Chamber Group	
Envirothon Club	Fred Hohn	Academic Team	\$\$
Exercise Science Club	Kerri Chartier	Special Interest group	
Finance, Investing, Stocks and History (F.I.S.H.)	Katie Rossignol	Special Interest group	\$\$
Field Trips	Maurin O'Grady	Student Education and Travel	\$\$
Field Trips - Chinatown	Rixin Li	Student Education and Travel	\$\$
Field Trips - MCI Shirley	Maurin O'Grady	Student Education and Travel	\$\$
Field Trips - Regatta-NARA Park	Ralph Arabian	Student Education and Travel	\$\$
Fire & Rain Club	Deborah Leavitt	Special Interest group	
Foreign Exchange	Larry Dorey	Student Education and Travel	\$\$
French Club	Nicolas Cosseron	Special Interest group	
Future Business Leaders of America (FBLA)	Kay Steeves & Deb Clough	Special Interest group	\$\$

ABRHS - Student Activities
Authorized Clubs for the 2017-2018 School Year
as of July 1, 2017

Student Activity	Faculty Advisor	Purpose	Financially Active In
Table Top Games Club	Kirk Marshall	Board and card games	
Girl-Up Club	Kristen Ervick	International humanitarian/leadership group	\$\$
Hip Hop Dance Club	TBA	Special Interest group	
Idea Lab	Sue Nugent	Technology interests and skills	\$\$
Industrial Arts - Specialty Wood	Ralph Arabian	Specialty products for projects	\$\$
Interact Club	Carrie Deblols-Mellos	Service and social club - associated with Rotary	\$\$
Interest Income	Larry Dorey	Student Activity - Cash Account	\$\$
Juggling/Yoyo Club	TBA	Special Interest group	
Korean Culture Club	Hye Dragone	Special Interest group	
Math Team	Bill Noeth	Academic Team	\$\$
MIT Launch	Sara Mann	Special interest group	\$\$
Mock Trial Team	Christy McKellips & Ronna Berman	Academic Team	\$\$
Music Community Service Club	Mark Hickey	Performing Arts group	
National Honor Society	Bill Noeth & Mary Price-Maddox	National student organization	\$\$
Ocean Bowl Team	Mike Romano & Nancy Young	Academic Team	\$\$
ODP Biscuits	Tammy Morgan	Entrepreneurial and Student Education - ABRHS ODP program makes dog biscuits and sells them.	\$\$
Outdoor Club	Susan Bohmiller	Special Interest group	\$\$
Peer Leaders Against Destructive Decisions (PLADD)	Susan Bohmiller	Special interest group	\$\$
Ping Pong Club	Nicolas Cosseron	Special Interest group	
Proscenium Circus	Jessica Harms	ABRHS Theatre Guild	\$\$
Quiz Bowl Team	Susan Bohmiller & Ronna Berman	Academic Team	\$\$
Radio Station (WHAB)	Dan Drinkwater	ABRHS Radio Station	\$\$
Recycling Group	Cynthia Kelly	Special Interest group	
Resource Force	Kate Crosby	Power Down Project and other Sustainability concerns	\$\$
Reverse Engineers	Ralph Arabian	Special Interest group	\$\$
Science Team	Brian Dempsey	Academic Team	\$\$
Spanish Club	Suzanne Hogarty	Special Interest group	
Spectrum	Genevieve Hammond	School Publication	\$\$
Speech & Debate	Sue Hennessey & Josh Mishrikey	Academic Team	\$\$
Student Council	Jen Harris & Abigail Buffam	Student Government	\$\$
Student Council - Efron Najera Fund	Jen Harris & Abigail Buffam	Student Government - special memorial fund	\$\$
TGIF Video Game Club	Elizabeth Warren & Judith Smith-Prather	Student social and game group	\$\$
Triple H Club	Daisy Wiggins	Homework, Help and Hangout	
Veteran's Day Breakfast	Mary Price-Maddox	Philanthropic/Community Service - Veteran's Day Recognition (associated with National Honor Society)	\$\$
Video & Film Club	Nat Martin	Special Interest group	
Wellness Club	Kaitlyn Saaristo	Special Interest group	
Window Seat	Anna Secino	School Publication	\$\$
Winter Color Guard	Mark Hickey	Performing Arts group	
World Language - Foreign Language Week	Sinikka Gary	Student Education	\$\$
World Language - Latin Class	Meredith Morgan	Student Education	\$\$
World Language - Service Project	Sinikka Gary	Student Education and Community Service	\$\$
World Language - Student Workbooks	Sinikka Gary	Student Education	\$\$
Yearbook	Genevieve Hammond	School Publication	\$\$
Young Democrats	Courtney Carp	Special Interest group	
Young Republicans	Janet Maxwell	Special Interest group	
Youth In Philanthropy	Sue Nugent	Philanthropic - associated with AB United Way	\$\$

2017-2018 RJ Grey Clubs, Events, Activities & Sports Teams

	Clubs, Events, Activities	Advisor(s)
1	Anime Club	Sara O'Neal
2	BAA Race	Jon Duclos, Will Edmonds, Deb Rimpas
3	Badminton Club	Charlie Watkins
4	Basketball/Open Gym	Debbie Ahl
5	Book Club	Jocelyn Charpentier
6	Civics Club/DC Trip	Marc Lewis
7	Common Ground	Gabby Berberian, Marc Lewis
8	Cooking club	Deb Rimpas, Jean Tibbetts
9	EmpowHer	Jennifer Vacca, Kristin Kelley, Margaret Kelley
10	Engineering club	Andrew Patenaude, Charlie Watkins
11	Fit Club	Shane Lazar
12	French Club	Florence Giffix
13	Green Team Club	Jeanne Bouchard (Goulet)
14	Jazz Band	Mark Hickey
15	Magic cards & Games Clubs	Kate Ingles, Kristin Kelley
16	MathCounts Club	Phil Stameris, Sara O'Neal
17	Model UN	Kellie Carter
18	Musical (See Stageworks)	Cheryl Carter Miller, Chris Charig
19	Origami Club	Rebecca Mazonson
20	Ping Pong Club	Brenna Watson
21	Recycle Club	Andrew Patenaude
22	Select Choir	Chris Charig
23	Ski Club	Lynne Kondracki, Kate Licari, Will Edmonds, Pat Loria, Lana Paone
24	Spanish Club	Erin McGovern
25	Speech & Debate Club	Spencer Harvey, Valery Glod, Jean Tibbetts
26	Stageworks (formerly Drama)	Cheryl Carter Miller, Bethany Dunakin, Andrew Patenaude
27	Student Council	Debbie Ahl
28	Take Action! Club	Marc Lewis
29	Trivia Event	Mike Balulescu, Jen Vacca, Spencer Harvey
30	Variety Show	Kate Licari, Denise Roadman
31	Volleyball Clinic	Sue Ropiak, Tina Hamilton
32	Yearbook	Vicki Weeks
33	Yoga Club	Pam Vlahakis
	Sport	Advisor(s)
1	Baseball 7th & 8th	TBD
2	Basketball 7th & 8th Boys	TBD
3	Basketball 7th & 8th Girls	7th - Shelly Visalli, 8th - Jon Duclos
4	Cheerleading	Linda Vitum
5	Cross Country	Elizabeth Muff, Deb Rimpas, Julie Donovan (HS Staff)
6	Field Hockey 7th	Maura Champigny
7	Field Hockey 8th	Eileen Flannery

2017-2018 RJ Grey Clubs, Events, Activities & Sports Teams

8	Soccer - Boys	Will Edmonds
9	Soccer - Girls	Jon Duclos
10	Softball 7 & 8	Shelly Visalli
11	Spring Track 7th & 8th	MaryPrice Maddox (Head coach)

Blanchard Memorial School
Student Activity Funds
June 30, 2017

Student Activity	Purpose	Prelim 6/30/17	Final 6/30/17
Class of 2017	Class field trips	\$ 3,565.77	\$ 2,775.77
Class of 2018	Class field trips	\$ (503.23)	\$ -
Class of 2019	Class field trips	\$ 258.35	\$ 258.35
Class of 2020	Class field trips	\$ (25.65)	\$ -
Class of 2021	Class field trips	\$ (274.45)	\$ -
Class of 2022	Class field trips	\$ 20.25	\$ 20.25
Class of 2023	Class field trips	-	\$ -
Class of 2024	Class field trips	-	\$ -
Interest Account	Principal discretion	\$ 1,023.07	\$ 1,023.07
Miscellaneous Accounts	Principal discretion	\$ 21,792.35	\$ 20,989.02
TOTAL		\$ 25,856.46	\$ 25,066.46

STUDENT ACTIVITY PROGRAMS

The School Committee recognizes that well-balanced and effectively administered student activity programs will stimulate student growth and development by supplementing and enriching curricular activities. These student activity programs shall provide varied opportunities for students to grow in areas such as leadership, group interaction, individual responsibility and management, project organization and completion, and social development.

Each student activity group shall define itself, its purposes, sources of revenue and anticipate expenditures, if applicable, and shall be approved by the Principal before being permitted to function.

Rules and regulations for administering student activity programs, a uniform system of accounting, a listing of individual responsibilities and provision for access by telephone in case of an emergency shall be detailed in an administrative procedure to accompany this policy.

Within the limit of Massachusetts General Laws, the School Committee may include provision for student activity funds in its General Fund appropriation. Such funds, when appropriated, shall be made available only to organization funds via the method established by the accompanying administrative procedure.

Approved: 5/22/14

STUDENT ACTIVITY PROGRAMS

I. DEFINITIONS

- A. Activity Program A separate curricular, co-curricular, or extracurricular organization or structure whose written policy and purpose definition has been approved by the Superintendent
- B. Activity Account A bookkeeping unit associated with each program for the purpose of recording the income and expense of each activity program
- C. School Activity Fund The aggregate of all activity accounts at a given school
- D. Student Activity Checking Account An account established for the payment of various student clubs and extracurricular activities
- F. Student Activity Agency Account An account established for the deposit of all student activity fees and charges collected from students
- F. Activity Account Sponsor An adult, usually a faculty member, assigned to supervise a student activity program. These adults will be appointed by the building principal.
- G. Clerk-Custodian The person designated annually by the School Committee to serve as bookkeeper of the student activity fund of a given school
- H. Treasurer The person who serves as fiscal officer of the School Committee. This person is responsible for all funds controlled by the School Committee.

II. RESPONSIBILITIES OF THE BUILDING PRINCIPAL

- A. Serve as the chief administrator for all activity programs at his/her school, and assumes full responsibility for student activity operations.
- B. Recommend to the Superintendent new student activity programs which he/she may accept or reject.
- C. Prepare annual reports as indicated in these procedures.
- D. Insure that all collections of monies for school activities are deposited promptly.
- E. Advise District Treasurer, in writing, of the name of the clerk-custodian or of any changes in position of clerk-custodian.

- F. Be completely familiar with Massachusetts General Laws relative to system of accounting for the use of Student Activity Programs.

III. RESPONSIBILITIES OF THE CLERK-CUSTODIAN

- A. To serve as accountant of the activity fund of the school.
- B. To make sure that an activity account has sufficient balance before authorizing an expenditure.
- C. To ensure that all expenditures are proper, as described in this document, and in DESE Guidelines and in the Student Activity Program Purpose, Goals and Proposed Budget Reports (VII).
- D. Prepare all monies for deposit in banks approved by the School Committee.
- E. Maintain accounting and other records relating to receipt and disbursement of activity monies, and prepare annual and monthly financial reports as prescribed in this document.
- F. Have accounting records, receipts, deposit slips and other data relating to the activity fund filed in an orderly manner to provide an audit trail for review at any time.

IV. RESPONSIBILITIES OF THE ACTIVITY ACCOUNT SPONSOR

- A. Supervise activity program and insure that the purpose and objectives of the program, as defined by the Student Activity Program Purpose, Goals and Proposed Budget Report, (as defined in Section VII) are being met.
- B. Make sure that the expenditures from the activity account directly or indirectly benefits those students who are participating in that group organization, in accordance with policies and/or purposes established by said group.
- C. Submit complete and accurate documentation to the clerk-custodian for the purpose of making deposits, incurring obligations, and paying bills.
- D. Bring all potential problems or questions that may arise to the immediate attention of the building principal.
- E. Other responsibilities as assigned or approved by the building principal.

V. FORMING NEW CLUBS, TEAMS AND OTHER STUDENT ORGANIZATIONS

A new club, team or other student organization may be formed in the following manner:

- I. When a group of students want to form a new organization to meet a need not already met by an existing student activity, they must first obtain a faculty sponsor.

2. The faculty sponsor for the interested students OR a faculty member who perceives a need not currently met by an existing activity shall obtain the principal's permission to hold a preliminary meeting.
3. Once the principal's permission is granted, the faculty sponsor shall hold a preliminary meeting for the following purposes:
 - a) to determine student interest
 - b) to draft appropriate guidelines, operating procedures or by-laws.
4. The statement developed under 3b above shall include the following:
 - a) a statement of the purpose (rationale) for which the organization is being formed
 - b) a statement of the type(s) of activities in which the organization will be involved
 - c) an indication of the number of potential participants
 - d) an estimate of expenditures (first year and subsequent years; appropriated and non-appropriated) including transportation and salary factors
 - e) a statement on the availability and use of facilities
 - f) a statement on availability of competition if appropriate
5. The principal, upon review and acceptance of the proposal, shall recommend recognition be granted and shall submit to the Superintendent of Schools one copy of the proposal and his recommendation for formal recognition.
6. The Superintendent of Schools shall review the proposal and the principal's recommendation and make a recommendation to the School Committee concerning approval or disapproval.
7. The Superintendent of Schools shall notify the principal of the Committee's action and reasons for same.

VI. OPERATION OF EXISTING CLUBS, TEAMS AND OTHER ORGANIZATIONS

A. Annual Review

1. For each school with an authorized Student Activity Fund, by August 1 each year, the principal shall review the clubs, teams and other organizations officially recognized within his/her school to determine which are functioning, which are inactive, and ensure that there are no ineligible activities listed. Upon completing his/her survey, the principal shall file with the Superintendent and Director of Finance a list of clubs, teams and other organizations active in his/her building.
2. The Superintendent shall provide this to the School Committee each August to VOTE for approval of officially recognized clubs, teams and other organized, and recommend the amount to be established as the maximum balance in the checking account at each school for the coming fiscal year, and the use of interest earnings.

B. Use of Facilities

1. Student activity groups which have been recognized as school-sponsored activities shall have the right to use school facilities for the purpose of holding regular meetings and/or competitive events provided that such meetings do not interfere with the

normal operation of the school and provided permission has been granted by the building principal.

2. Student activity groups also have the right to use school facilities free of charge for activities other than regular meetings provided that:
 - a) the activity is a normal or essential part of the organization's function or is related to the purposes for which the group was formed.
 - b) the activity does not interfere with the normal operation of the school
 - c) the primary purpose of the activity is not to make a profit which will benefit any other than the organization
 - d) prior written permission is obtained from the principal of the building involved if the activity/event is to occur during school hours
 - e) the policy of the School Committee regarding use of school facilities is adhered to
3. Access to a telephone within the school facility during a school activity or event shall be provided for emergency purposes. If the telephone is in an area which is ordinarily locked when school is not in session, then a responsible person (e.g., coach or custodian) should be provided with a key to that area.

C. Fund Administration

1. Projects for the raising of money by student activity groups shall be approved by the building principal.
2. Pre-numbered tickets will be used for all events (e.g. athletic, fine arts, etc.) where admission is charged. The counting of all collected money shall be done by personnel not engaged in the collection of these funds and the appropriate cash receipt form must be completed and submitted to the clerk-custodian.
3. All funds generated by a student activity group are to be turned in to the clerk-custodian within 24 hours of receipt, and be promptly deposited, at least weekly, by the clerk-custodian in the Student Activity Agency Account.
4. In no case shall monies be left overnight in the school except in safes provided for safe keeping of valuables. The clerk-custodian shall make bank deposits on a regular basis. Under no circumstances shall student activity monies be taken home overnight.
5. Expenditure request forms shall be forwarded to the Director of Finance for his/her approval after the activity sponsor of the class or activity and school principal have approved the form. After the request form is approved, it shall be placed on a regional school warrant for approval by the School Committee and subsequent transfer of funds from the Student Activity Agency Account to the Student Activity Checking Account. . The completed expenditure request form shall be kept on file in the high school and a summary copy shall be retained in Central Office by Accounts Payable.

The following expenditures are prohibited:

- a) Periodicals subscribed to for the benefit of an individual
- b) Lending or advancing money to individuals or agencies
- c) Reimbursement to any individual for the replacement of a personal article which has been lost, destroyed or damaged.
- d) Dues to a professional organization for the benefit of an individual

6. The Director of Finance should establish periodic reporting timelines. Financial reports should be created and submitted in accordance with those guidelines to the School Committee, School Business Office, Treasurer and the individual student activity class/club advisors;

- a. Bank reconciliations must be done at least quarterly (preferably monthly). A copy of the bank reconciliation should be sent to the District Accountant and District Treasurer. Sign-offs must be performed by preparers and reviewers.
- b. The clerk-custodian shall maintain a cash receipts book.
- c. Aggregate subsidiary account balances should be reconciled no less than quarterly to the total control account.
- d. The School Principal or designee shall maintain individual subsidiary accounts by program within the student activity control account. This will allow proper matching of program expenditures against revenues that are collected for that purpose as well as allow for the efficient determination of the program balance.
- e. Total control account balances should be reconciled no less than quarterly to the aggregate total of the School Principal's reconciled checking account and the agency account maintained by the Treasurer.
- f. The Director of Finance or District Accountant will reconcile monthly to the clerk-custodian for the student activity checking account.

7. Annual reports:

The Principal will submit an annual financial report to the Superintendent of Schools no later than August 1 of each year for the previous fiscal year. This report will contain a summary by account, of all financial transactions that occurred throughout the year (for example, show beginning year's balance, total of all receipts, total of all transfers in, total of all expenditures, total of all transfers out and year-end balance).

8. Commissions and revenue sharing receipts:

Any monies paid to the school or to a student activity as commissions, or revenue sharing belong to the students and shall be deposited into the student activity agency account. Such funds shall be expended for the benefit of the students, for students in need, deficit resolution, or to pay for expenses associated with fund operations, such as software and supplies, and may not be spent to benefit the staff or to supplement the school budget. The school principal shall approve the use of these funds in accordance with this policy.

9. Deficit Balances:

Individual activity accounts should not be permitted to be in a deficit position because such a position becomes a liability to other individual activities or possibly to future classes. The School Committee shall require resolution of deficit balances annually prior to fiscal year end.

Possible remedial action could include funding from the following sources:

- a. School Committee appropriation;

- b. Accumulated investment earnings;
- c. Surpluses of inactive accounts;
- d. Gift from an activity with a surplus balance through approval of the advisor; or
- e. Any other legal means.

10. Inactive Accounts:

Any student activity inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following actions in order to be closed:

- a. Written notification by the advisor or student officer to the School Principal or other authorized administrator that the activity will cease to be a viable account. If an advisor or student officer is not available, such discontinuance shall be by vote of the School Committee.
- b. All assets of the recognized student activity shall be identified and stated in writing.
- c. Any disposition of assets of an inactive recognized student activity shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals.

VII. CREATION OF NEW STUDENT ACTIVITY PROGRAM

New Student Activity Program Request: Purpose, Goals and Proposed Budget Report:

- 1. This report, prepared on forms provided for this purpose, will consist of two pages. The first page will be for the purpose of defining the organization, and listing the activity program's objectives and goals. The second page will contain an estimated budget.
- 2. The building principal shall prepare this report for all new activity programs as they originate. This report shall be submitted to the Superintendent for approval and to the School Committee for a vote of approval.

VIII. INTEREST

Interest earned by such Student Activity Agency Account shall be retained by the fund and the school committee shall determine for what purpose such earnings may be used.

Reviewed and Revised 3/22/17

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the interest bearing Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the District's annual audit. Interest earned by the student activity agency account shall be retained by the student activity fund. The use of the aggregate earnings shall be at the discretion of the School Committee for the benefit of the students.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount that the Treasurer determines will "secure the Principal's faithful performance of his duties in connection with such account".
5. Shall annually, prior to the start of each school year, vote:
 - a. to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account,
 - b. to reauthorize the list of officially recognized clubs, teams and other organized activities.
6. The School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm at least every three years.

Inactive Accounts

Any student activity inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall be investigated and recommended for disposition to the School Committee.

Any disposition of assets of an inactive recognized student activity shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals.

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 2017, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than five years from the date of graduation. It is the responsibility of the class officers to vote prior to the graduation date their choice of how the funds will be utilized. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed in accordance with the voted instructions of the Class. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account by December 31 following five years after their graduation, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:47

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.

Approved: 6/23/16, 5/18/17

Acton-Boxborough Regional School District

7.2 / Q1

**Acton-Boxborough Regional School District
FY2018 Budget Update - OVERVIEW
Presentation to SC November 9, 2017**

(amounts in \$000s)

Budgeted FY2018 Revenues	\$ 86,090.5	
Projected FY2018 Revenues	\$ 86,304.6	\$ 214.1
Budgeted FY2018 Expenditures	\$ 86,090.5	
Projected FY2018 Expenditures	\$ 85,696.0	<u>\$ 394.5</u>
Projected Estimated Budget Surplus		\$ 608.6

Note 1 - It's early.

Note 2 - Minimal risk for revenue projections.

Note 3 - This estimated budget surplus (see Note 1) approximates the planned use of E&D for MSBA Feasibility Study.

**Acton-Boxborough Regional School District
 FY2018 Budget Update - Revenue by Type
 Presentation to SC November 9, 2017**

ACCOUNT DESCRIPTION	REVISED BUDGET	As of 11/9/17 PROJECTED	ACTUAL YTD	REM. REVENUE	(FYI) % COLL
MEDICAID REIMBURSEMENT	100,000	150,000	23,944	126,056	16%
AID - CHAPTER 70	14,804,931	14,859,361	3,714,840	11,144,521	25%
TRANSPORTATION - PUPIL REIMBURSEMENT - CHARTER SCHOOL	1,307,373	1,307,373	0	1,307,373	0%
REGIONAL BONUS AID	25,350	33,282	8,309	24,973	25%
ASSESSMENT - RGNL - ACTON	49,000	49,000	0	49,000	0%
ASSESSMENT - RGNL - BOXBOROUGH	57,730,056	57,730,056	14,432,514	43,297,542	25%
EARNINGS - ON INVESTMENTS	11,593,781	11,593,781	2,898,447	8,695,334	25%
REVENUE - MISCELLANEOUS	0	93,344	28,508	64,836	31%
RENTAL INCOME	0	8,400	8,400	0	100%
APPROPRIATED FROM E&D (See Note)	30,000	30,000	0	30,000	0%
	450,000	450,000	450,000	0	100%
Revenue Total	86,090,491	86,304,597	21,564,962	64,739,635	25%
Projected Variance		214,106			

Notes re:

Medicaid Reimbursement	Based on cost reimbursement history and current year filings.
Chapter 70; Charter Reimb. Aid	Based on final state budget; Ch. 70 primarily due to increase in Minimum (per pupil) Aid.
Earnings on Investments	Based on prior year experience and current year monthly reports by Treasurer.
Miscellaneous Revenue	No budget or basis for projection; will adjust projection to YTD actual as received.
Appropriated from E&D	Does not reflect anticipated use of E&D to fund MSBA Feasibility Study (est. \$710,000)

Acton-Boxborough Regional School District

FY2018 Budget Update - Expenditures by Type

Presentation to SC November 9, 2017

Source - Munis report Nov 1, 2017; manually entered projected variances where applicable.

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	AVAILABLE BUDGET	Projected Variance
01 SALARIES, TEACHING	34,957,155	3,019,030	31,605,473	332,652	
02 SALARIES, PRIN/A PRI	2,393,559	640,102	1,770,407	-16,951	
03 SALARIES, CNTRL ADMIN	1,249,128	405,105	1,040,910	-196,888	
04 SALARIES, SUPP STAFF	9,716,262	1,248,312	8,039,850	428,100	
05 SALARIES, ATHLETICS	583,202	116,469	234,982	231,751	
06 SALARIES, BUILDINGS	808,007	200,474	516,551	90,982	
07 SALARIES, CUSTODIAL	1,531,398	327,128	1,129,207	75,063	
08 SALARIES, HOME INSTR	8,500	0	0	8,500	
09 SALARIES, MISC PS	1,574,847	337,420	973,744	263,683	
11 SALARIES, SUBS MISC	73,103	23,141	0	49,962	
12 SALARIES, SUBS INSTR	681,212	36,525	28,233	616,454	
13 SALARIES, OVERTIME	233,215	60,106	0	173,109	
14 STIPENDS, CURR/INSTR	197,000	39,818	3,316	153,866	
<i>Sub-total, Salaries</i>	54,006,588	6,453,631	45,342,673	2,210,284	-80,000
15 FRINGES, COURSE REIM	56,000	16,914	4,295	34,791	
16 FRINGES, HLTH INSUR	8,385,796	2,318,694	0	6,067,102	
17 FRINGES, H INSUR RET	879,098	218,426	0	660,672	
18 FRINGES, LIF/DIS INS	42,100	13,070	0	29,030	
19 FRINGES, UNEMPLYMNT	40,000	11,554	0	28,446	
20 FRINGES, WORKRS COMP	600,000	453,550	0	146,450	
21 FRINGES, MCRS	2,318,753	2,318,753	0	0	
22 FRINGES, MEDICARE	825,000	100,206	0	724,794	
23 CONTRIB OPEB TRUST F	900,000	225,000	0	675,000	
<i>Sub-total, Fringes</i>	14,046,747	5,676,167	4,295	8,366,285	10,000
24 INSTRUCT SUPPLIES	1,041,700	359,390	239,297	443,013	
25 INSTRUCT TEXTBOOKS	270,336	62,960	58,223	149,153	
26 INSTRUCTIONAL, LBY	55,628	15,443	10,089	30,096	
<i>Sub-total, Instructional</i>	1,367,664	437,793	307,609	622,262	10,000

Acton-Boxborough Regional School District

FY2018 Budget Update - Expenditures by Type

Presentation to SC November 9, 2017

Source - Munis report Nov 1, 2017; manually entered projected variances where applicable.

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	AVAILABLE BUDGET	Projected Variance
27 OTHER, CAP OUTLAY	1,041,198	344,776	69,851	626,571	100,000
29 OTHER, DEBT SERVICE	1,903,718	337,534	0	1,566,184	0
30 OTHER, PROP/CASUALTY	182,959	113,461	0	69,498	0
31 OTHER, MAINT BLDG/GR	759,020	254,971	131,950	372,099	
32 OTHER, MAINT EQUIP	157,343	14,698	12,636	130,009	
37 OTHER, CUSTODL SUPP	157,984	34,533	67,380	56,071	
42 OTHER, UTILITIES	1,758,200	136,917	0	1,621,283	
44 OTHER, SEWER	304,823	14,980	74,901	214,942	
<i>Sub-total, Facilities</i>	3,137,370	456,100	286,867	2,394,404	100,000
34 OTHER, LEGAL SERVICE	161,350	25,083	44,990	91,278	-85,000
35 OTHER, ADMIN SUPP	1,033,692	310,749	277,804	445,140	
40 OTHER, TRAVEL/CONF	133,303	37,291	24,031	71,982	
43 OTHER, TELEPHONE	85,751	4,992	37,282	43,476	
<i>Sub-total, Admin</i>	1,252,746	353,032	339,117	560,597	10,000
36 OTHER, ATHLETIC SUPP	67,491	27,516	1,185	38,790	0
38 OTHER, SPED TRANSP	1,784,024	748,680	820,235	215,109	0
39 OTHER, STUDENT TRANS	887,468	517,882	56,649	312,937	0
41 OTHER, SPED TUITION/	5,483,010	772,003	6,789,670	-2,078,663	250,000
48 ASSESSMENTS	766,658	113,310	0	653,348	79,462
49 OTHER	1,500	0	0	1,500	0
Grand Totals	86,090,491	16,376,967	54,063,141	15,650,384	394,462

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
9/30/2017**

Operating		Fund Balance 6/30/17	Reverse FY17 Open Enc.	Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	CASH BAL
	LUNCH							
K Nelson	3201 LUNCH	860,900.05	64.01	860,964.06	0.00	247,403.03	174,445.56	933,921.53
	SUPERINTENDENT							
B McAlduff	3311 SUPERINTENDENT GIFTS	1,286.00		1,286.00		0.00	65.00	1,221.00
	DISTRICTWIDE							
B McAlduff	3353 DISTRICT WIDE GIFTS	0.00		0.00		680.99	0.00	680.99
	CURRICULUM							
D Bookis	3318 PARENT INVOLVEMENT PROJECT	15,216.16		15,216.16		1,712.50	0.00	15,928.68
D Bookis	3323 CURRICULUM GIFT	237.11		237.11	0.00	0.00	0.00	237.11
D Bookis	3419 SCHOOL TO BUSINESS	0.00		0.00		0.00	0.00	0.00
	FINANCE							
D Verdolino	3401 SCHOOL CHOICE	125,195.18		125,195.18		53,798.00	16,694.12	162,297.06
Marie Altieri	3406 ADK	378,406.32	267.71	378,674.03	0.00	249,587.00	69,444.27	558,816.76
D Verdolino	3016 CIRCUIT BREAKER	1,635,314.00		1,635,314.00		0.00	0.00	1,635,314.00
D Verdolino	3501 INSURANCE REIMB	18,449.81		18,449.81		0.00	0.00	18,449.81
	FACILITIES							
J D Head	3322 ELM ST HOOPS	1,214.00		1,214.00		0.00	0.00	1,214.00
J D Head	3328 NSTAR POWER DOWN PROJECT	8,521.10		8,521.10		0.00	0.00	8,521.10
J D Head	3329 FRIENDS OF LOWER FIELDS	30,227.08		30,227.08		0.00	8,880.00	21,347.08
J D Head	3330 LOWER FIELDS GIFT 2	0.00		0.00		0.00	0.00	0.00
J D Head	3342 WEST ACTON BOARDWALK	11,072.50		11,072.50		0.00	0.00	11,072.50
J D Head	3418 TRANSPORTATION	0.00		0.00		2,477.70	1,346.13	1,131.57
J D Head	3332 DAMON PLAYGROUND	143.49		143.49		0.00	0.00	143.49
	COMMUNITY EDUCATION							
E Beltez	3402 COMMUNITY ED	1,300,624.29	50,966.96	1,351,591.25	(202,435.38)	708,862.36	594,048.76	1,263,969.47
E Beltez	3403 USE OF FACILITIES	0.00		0.00		87,845.41	80,750.99	7,094.42
E Beltez	3404 DRIVERS' ED	208,990.27		208,990.27	0.00	32,731.26	61,643.72	180,077.81
	STUDENT SERVICES							
D Bentley	3428 ODP REVOLVING	82,286.58	14.02	82,300.60		16,452.50	4,840.37	93,912.73
J Gibowitz	3429 AD INTEGRATED PRESCHOOL	201,442.23	781.83	202,224.06		70,296.50	37,014.59	235,505.97
	3326 MCC BIG YELLOW SCHOOL BUS							
L Dorey	SENIOR HIGH	205.14		205.14		\$0.00	\$0.00	205.14
A Shen	JUNIOR HIGH	0.00		0.00		\$0.00	\$0.00	0.00
D Labb	BLANCHARD	0.00		0.00		\$0.00	\$0.00	0.00
D Sugrue	CONANT	850.00		850.00		\$0.00	\$0.00	850.00
C Whitbeck	DOUGLAS	278.75		278.75		\$0.00	\$0.00	278.75
L Newman	GATES	0.00		0.00		\$0.00	\$0.00	0.00
D Krane	MCCARTHY TOWNE	0.00		0.00		\$0.00	\$0.00	0.00
E Kaufman	MERRIAM	671.00		671.00		\$0.00	\$0.00	671.00
	3416 LIBRARY REVOLVING							
L Dorey	SENIOR HIGH	4,311.64		4,311.64		0.00	200.00	4,111.64
A Shen	JUNIOR HIGH	4,385.71		4,385.71		0.00	700.00	3,685.71
D Labb	BLANCHARD	7,003.57		7,003.57		0.00	843.11	6,160.46
D Sugrue	CONANT	3,474.96		3,474.96		0.00	0.00	3,474.96
C Whitbeck	DOUGLAS	441.85		441.85		0.00	0.00	441.85
L Newman	GATES	3,653.00		3,653.00		80.26	700.00	3,033.26
D Krane	MCCARTHY TOWNE	1,038.02		1,038.02		0.00	246.99	791.03
E Kaufman	MERRIAM	1,915.00		1,915.00		0.00	0.00	1,915.00

ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
9/30/2017

Operating		Fund Balance 6/30/17	Reverse FY17 Open Enc.	Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	CASH BAL
SENIOR HIGH								
S Martin	3301 ATHLETIC GIFTS	10,000.00		10,000.00		0.00	0.00	10,000.00
S Martin	3303 ABSAF:SH ATHLETICS	42,000.00		42,000.00		0.00	0.00	42,000.00
S Martin	3405 ATHLETIC REVG	40,979.84		40,979.84	0.00	143,905.79	46,516.66	138,368.97
M Hickey	3302 ABSAF:SH PERFORMING ARTS	7,436.22		7,436.22		0.00	0.00	7,436.22
L Dorey	3306 SENIOR HIGH GIFTS	10,362.75		10,362.75		236.55	962.56	9,636.74
L Dorey	3308 SH GIFT:PTSO	5,905.12		5,905.12		0.00	2,500.00	3,405.12
L Dorey	3309 SH GIFT:OTHER	10,173.38		10,173.38		0.00	4,083.63	6,089.75
L Dorey	3313 ABSAF:SH EXTRACURRICULAR	17,784.58		17,784.58		0.00	500.00	17,284.58
L Dorey	3315 UNITED WAY GIFT	994.95		994.95		0.00	994.94	0.01
L Dorey	3319 SH: COMMUNITY SERVICE GIFTS	3,899.50		3,899.50		0.00	0.00	3,899.50
L Dorey	3320 SH: SPECTRUM	0.00		0.00		0.00	0.00	0.00
L Dorey	3321 AB FRIENDS OF DRAMA	25.00		25.00		0.00	0.00	25.00
L Dorey	3412 LOST BOOKS-SENIOR HIGH	29,952.42		29,952.42		0.00	0.00	29,952.42
L Dorey	3413 PARKING-SENIOR HIGH	11,244.63	666.00	11,910.63		33,400.00	4,364.57	40,946.06
L Dorey	3414 SUMMER SCHOOL TUITION	186,426.70	686.13	187,112.83		1,894.47	84,465.99	104,541.31
M Hickey	3415 PERFORMING ARTS REV	1,074.61		1,074.61		10,030.00	1,275.52	9,829.09
L Dorey	3420 EMPORIUM REVOLVING	20,172.57		20,172.57		0.00	11,046.97	9,125.60
L Dorey	3423 SH: PROSCENIUM CIRCUS	53,760.34		53,760.34	0.00	100.00	741.54	53,118.80
L Dorey	3424 SH:COUNSELING/TESTING	26,414.91		26,414.91		432.00	3,000.00	23,846.91
L Dorey	3425 SH CHORUS	12,936.39		12,936.39	0.00	0.00	389.27	12,547.12
JUNIOR HIGH								
A Shen	3305 JUNIOR HIGH GIFTS	14,781.85		14,781.85		0.00	10,378.78	4,403.07
A Shen	3312 ABSAF:JH EXTRACURRICULAR	6,121.45		6,121.45	0.00	0.00	0.00	6,121.45
A Shen	3314 JOHN LORING MEMORIAL GIFT	0.69		0.69		0.00	0.00	0.69
A Shen	3317 EDFEAB GIFT - JH	274.38		274.38		0.00	0.00	274.38
A Shen	3327 DRAGONFLY THEATER	34,627.04		34,627.04		0.00	8,932.10	25,694.94
A Shen	3411 LOST BOOKS-JUNIOR HIGH	4,978.06		4,978.06		941.00	0.00	5,919.06
A Shen	3421 JH STORE REVOLVING	1,634.94		1,634.94		5,281.00	5,756.45	1,159.49
A Shen	3422 JH THEATER REVOLVING	6,052.20	78.50	6,130.70	0.00	0.00	0.00	6,130.70
BLANCHARD								
D Labb	3348 BLANCHARD GIFTS	933.57	6,858.00	7,791.57	0.00	6,858.00	6,858.00	7,791.57
D Labb	3408 BLANCHARD AM/PM XD	125,896.05		125,896.05		43,073.05	46,771.29	122,197.81
CONANT								
D Sugrue	3334 CONANT PTO	0.00		0.00	1,135.78	0.00	2,612.46	(1,476.68)
D Sugrue	3343 CONANT ENRICHMENT GIFT	15,209.42		15,209.42	65,749.14	0.00	0.00	80,958.56
D Sugrue	3349 CONANT GIFTS	1,394.70		1,394.70		0.00	0.00	1,394.70
DOUGLAS								
C Whitbeck	3335 DOUGLAS PTO	0.00		0.00		0.00	1,973.72	(1,973.72)
C Whitbeck	3350 DOUGLAS GIFTS	701.74		701.74		0.00	0.00	701.74
C Whitbeck	3409 DOUG: DAWN/DUSK	103,497.91	16.89	103,514.80		54,449.35	32,345.86	125,618.39
GATES								
L Newman	3336 GATES PTO	0.00		0.00	715.57	0.00	1,715.78	(1,000.21)
L Newman	3339 GATES GIFTS	14,590.79		14,590.79		0.00	0.00	14,590.79
L Newman	3344 GATES ENRICHMENT GIFT	42,048.89		42,048.89	66,886.55	0.00	0.00	108,935.44

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
9/30/2017**

Operating		Fund Balance 6/30/17	Reverse FY17 Open Enc.	Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	CASH BAL
MCCARTHY TOWNE								
D Krane	3337 MCCARTHY PTO	0.00		0.00	1,660.15	0.00	6,449.69	(4,789.54)
D Krane	3340 MCCARTHY TECHN	0.00		0.00		0.00	0.00	0.00
D Krane	3345 MCT ENRICHMENT GIFT	64,456.78		64,456.78	66,288.19	0.00	0.00	130,744.97
D Krane	3351 MCCARTHY TOWNE GIFTS	1,785.43		1,785.43		0.00	0.00	1,785.43
MERRIAM								
E Kaufman	3338 MERRIAM PTO	0.00		0.00	8,398.32	0.00	7,123.91	1,274.41
E Kaufman	3352 MERRIAM GIFTS	162.11		162.11		0.00	0.00	162.11
E Kaufman	3410 MERRIAM AM/PM	147,386.65		147,386.65	(8,398.32)	17,018.75	17,044.30	138,962.78
Total Special Revenue and Revolving Funds		5,985,833.39	60,400.15	6,046,233.54	(0.00)	1,789,545.47	1,360,667.60	6,475,111.41
SCHOLARSHIPS								
	5001 SCH:DENNIS M KULSICK - Principal Restricted	11,000.00		11,000.00				11,000.00
	5001 SCH:DENNIS M KULSICK - Interest	44.14		44.14		7.29	0.00	51.43
	5003 SCH:A B JAMBOREE	2,492.77		2,492.77	0.00	1.63	0.00	2,494.40
	5004 SCH:KATHERINE KINSLEY	29,402.61		29,402.61	0.00	19.40	0.00	29,422.01
	5005 SCH:JAMES E KINSLEY	38,094.64		38,094.64	0.00	25.14	0.00	38,119.78
	5006 SCH:AMERICAN LEGION 284 - Principal Restricted	34,000.00		34,000.00				34,000.00
	5006 SCH:AMERICAN LEGION 284 - Interest	15,383.82		15,383.82		30.67	1,000.00	14,414.49
	5008 SCH:J PRENDIVILLE III	10,124.92		10,124.92		6.68	0.00	10,131.60
	5009 SCH:M&P SMOLTEES	20,065.76		20,065.76		13.24	0.00	20,079.00
	5010 SCH:J DEBAGGIS	2,986.11		2,986.11		1.97	0.00	2,988.08
	5011 SCH:R J GREY	13,601.33		13,601.33		8.99	0.00	13,610.32
	5012 SCH:CHARLES BATTIT	19,672.33		19,672.33		12.98	0.00	19,685.31
	5013 SCH:J SCOTT	5.60		5.60	0.00	0.00	0.00	5.60
	5014 SCHOLARSHIP:GENERAL	3,372.31		3,372.31	0.00	2.23	0.00	3,374.54
	5015 FRED S KENNEDY SCHOLARSHIP - Principal Restrict	1,400.00		1,400.00				1,400.00
	5015 FRED S KENNEDY SCHOLARSHIP - Interest	219.56		219.56	0.00	1.07	0.00	220.63
	5016 CHS BRUSIE MEMORIAL SCHOLARSHIP	4,085.17		4,085.17		502.80	0.00	4,587.97
	5017 THOMAS MEAGHER SCHOLARSHIP	4,424.37		4,424.37		2.93	0.00	4,427.30
	5018 R & E MATUSOW SCHOLARSHIP	5,238.26		5,238.26	0.00	33.16	0.00	5,271.42
	5018 R & E MATUSOW SCHOLARSHIP - Principal Restricted	45,000.00		45,000.00				45,000.00
	5020 SANDRA WILENSKY SCHOLARSHIP	1,130.23		1,130.23		0.75	0.00	1,130.98
	5021 FREDERICK JOYCE MEMORIAL	1,033.87		1,033.87		0.69	0.00	1,034.55
	5023 ALMA PARKHURST SCHOLARSHIP	14,062.59		14,062.59		9.28	0.00	14,071.87
D Labb	5024 P HALL SCHOLARSHIP-Principal Restricted	10,000.00		10,000.00				10,000.00
	5024 P HALL SCHOLARSHIP-Interest	4,652.32		4,652.32		0.00	0.00	4,652.32
STUDENT ACTIVITIES								
A Shen	6001 STU ACTIVITY FUND-JH	49,696.15		49,696.15		6,394.48	0.00	56,090.63
J Campbell	6002 STU ACTIVITY FUND-SH	135,879.84		135,879.84	0.00	6,766.75	44,157.20	98,489.39
D Labb	6003 STU ACTIVITY FUND-BL	22,860.71		22,860.71		10.80	10,489.83	12,381.68
Total Scholarship & Agency Funds		499,929.41	0.00	499,929.41	0.00	13,852.92	55,647.03	458,135.30
Total All funds		6,485,762.80	60,400.15	6,546,162.95	(0.00)	1,803,398.39	1,416,314.63	6,933,246.71

Acton Boxborough Regional Schools

FY'18 Grants

September 30, 2017

				FY'18				
				Budget	YTD	Enc	Total	Balance
3001	SPED IDEA # F240	Project Duration 09/01/2017 - 06/30/2018						
FY18	CFDA# 84.027	DAWN BENTLEY						
Revenue								
3001R18	45401	3001R18 45401	REVENUE - FEDERAL - THRU STATE	1,230,188.00	123,018.00	0.00	123,018.00	1,107,170.00
Expense								
30011801	516011	30011801 516011	SH F240 AIDES/PARAS - SPED	336,708.00	22,819.85	314,013.51	336,833.36	-125.36
30011802	516011	30011802 516011	JH F240 AIDES/PARAS - SPED	185,252.00	12,411.06	172,841.17	185,252.23	-0.23
30011803	516011	30011803 516011	BL F240 AIDES/PARAS - SPED	89,017.00	5,903.39	83,113.74	89,017.13	-0.13
30011804	516011	30011804 516011	CN F240 AIDES/PARAS - SPED	63,935.00	3,854.98	50,079.87	63,934.65	0.35
30011805	516011	30011805 516011	DO F240 AIDES/PARAS - SPED	9,479.00	624.23	8,854.48	9,478.71	0.29
30011806	516011	30011806 516011	GA F240 AIDES/PARAS - SPED	149,191.00	9,266.50	139,924.23	149,190.73	0.27
30011807	516011	30011807 516011	MCT F240 AIDES/PARAS - SPED	146,296.00	10,198.05	136,097.64	146,295.69	0.31
30011808	516011	30011808 516011	ME F240 AIDES/PARAS - SPED	230,583.00	14,999.25	215,583.72	230,582.97	0.03
30011809	516011	30011809 516011	PRESCHOOL AIDES/PARAS - SPED	27,096.00	1,771.61	25,324.13	27,096.74	0.26
30011810	524102	30011810 524051	EVALUATION - INDPDT - SE	2,631.00	0.00	0.00	0.00	2,631.00
3001			SPED IDEA 240	1,230,188.00	81,848.92	1,146,832.29	1,227,681.21	2,506.79
3002	TITLE I # F305	Project Duration 08/10/2017 - 06/30/2018						
FY18	CFDA# 84.010	DEB BOOKIS						
Revenue								
3002R18	45401	3002R18 45401	REVENUE - FEDERAL - THRU STATE	120,963.00	12,096.00	0.00	12,096.00	108,867.00
Expense								
30021801	514081	30021801 514081	TEACHER - GATES	22,942.00	1,764.74	21,176.86	22,941.60	0.40
30021802	514081	30021802 514081	TEACHER - MGT	21,373.00	0.00	0.00	0.00	21,373.00
30021803	514081	30021803 514081	TEACHER - JH	21,866.00	1,681.98	20,183.77	21,865.75	0.25
30021804	516001	30021804 516001	JH AIDES/PARAPROFESSIONALS	33,083.00	2,633.64	30,749.66	33,383.30	-300.30
30021805	514002	30021805 514002	ADMINISTRATOR	5,000.00	249.30	4,761.61	5,010.91	-10.91
30021806	543035	30021806 543035	OTHER INSTR MATERIAL	693.00	0.00	196.00	196.00	397.00
30021807	524009	30021807 524009	CONTRACTED SERVICES-PD	9,700.00	0.00	0.00	0.00	9,700.00
30021808	570031	30021808 570031	MASS TEACHERS RETIREMENT	6,406.00	0.00	0.00	0.00	6,406.00
3002			TITLE I	120,963.00	6,329.66	77,067.90	83,397.56	37,565.44
3003	TITLE IVA # F309	Project Duration 09/26/2017 - 06/30/2018						
FY18	CFDA# 84.424	DEB BOOKIS						
Revenue								
3003R18	45401	3003R18 45401	REVENUE - FEDERAL - THRU STATE	3,644.00	0.00	0.00	0.00	3,644.00
Expense								
30031801	524009	30031801 524009	INSTRUCTIONAL CONTRACTED SERVICES	3,644.00	0.00	0.00	0.00	3,644.00
3003			TITLE IVA	3,644.00	0.00	0.00	0.00	3,644.00
3006	TITLE IIA:IMPRVG ED QUAL # F140	Project Duration 09/01/2017 - 06/30/2018						
FY18	CFDA# 84.367	DEB BOOKIS						
Revenue								
3006R18	45401	3006R18 45401	REVENUE - FEDERAL - THRU STATE	67,834.00	6,783.00	0.00	6,783.00	61,051.00
Expense								
30061801	514011	30061801 514011	ADMINISTRATOR	5,000.00	249.30	4,761.61	5,010.91	-10.91
30061802	524113	30061802 524113	PD - CONSULTANTS	47,500.00	0.00	17,448.80	17,448.80	30,051.20
30061803	543035	30061803 543035	OTHER INSTR MATERIAL	3,884.00	0.00	0.00	0.00	3,884.00
30061804	524006	30061804 524006	CONF, TRAV, WORKSHOPS	11,000.00	0.00	275.50	275.50	10,724.50
30061805	570031	30061805 570031	MASS TEACHERS RETIREMENT	450.00	0.00	0.00	0.00	450.00
3006			TITLE IIA:IMPRVG ED QUAL	67,834.00	249.30	22,485.91	22,735.21	45,098.79
3021	TITLE III ELA # F180	Project Duration 08/15/2017 - 06/30/2018						
FY18	CFDA# 84.365	DAWN BENTLEY						
Revenue								
3021R18	45401	3021R18 45401	REVENUE - FEDERAL - THRU STATE	38,420.00	3,842.00	0.00	3,842.00	34,578.00
3021R172	45401	3021R172 45401	FY17 CARRYFORWARD REVENUE	30,020.00	0.00	0.00	0.00	30,020.00
Expense								
30211801	514064	30211801 514064	FY17 CF TITLE III F180 ELA TEACHER	20,460.00	16,640.00	0.00	16,640.00	3,820.00
30211802	516001	30211802 516001	FY17 CF TITLE III F180 GRANT ELA AIDES / PARAS	7,200.00	7,100.00	0.00	7,100.00	100.00
30211803	524009	30211803 524009	FY17 CF TTL III F180 ELA GRANT CONTRACTED SERVICES	400.00	0.00	0.00	0.00	400.00
30211804	524006	30211804 524006	FY17 CF TITLE III F180 ELA TRAVEL	1,960.00	0.00	0.00	0.00	1,960.00
30211806	514064	30211806 514064	TITLE III 180 ELA TEACHER	21,360.00	0.00	0.00	0.00	21,360.00
30211807	516001	30211807 516001	TITLE III 180 GRANT ELA AIDES / PARAS	6,400.00	0.00	0.00	0.00	6,400.00
30211808	524009	30211808 524009	TTL III 180 ELA GRANT CONTRACTED SERVICES	3,000.00	0.00	0.00	0.00	3,000.00
30211809	524009	30211809 524009	TTL III 180 ELA GRANT PD CONTRACTED SERVICES	2,000.00	0.00	0.00	0.00	2,000.00

Acton Boxborough Regional Schools

FY'18 Grants

September 30, 2017

				FY'18	YTD	Enc	Total	Balance
				Budget				
30211810	543035	30211810 543035	TITLE III 180 ELA SUPPLIES	3,180.00	0.00	0.00	0.00	3,180.00
30211811	543014	30211811 543014	TITLE III 180 ELA SOFTWARE LICENSING	900.00	870.00	0.00	870.00	30.00
30211812	524006	30211812 524006	TITLE III 180 ELA TRAVEL	1,600.00	0.00	0.00	0.00	1,600.00
	3021		TITLE III ELA	68,440.00	24,810.00	0.00	24,810.00	43,830.00
3101	ESSENTIAL SCHOOL HEALTH SERVICES # S290							
FY18	DAWN BENTLEY		Project Duration 07/01/2017 - 06/30/2018					
Revenue								
3101R18	46000	3101R18 46000	REVENUE - STATE	69,700.00	0.00	0.00	0.00	69,700.00
Expense								
31011801	514044	31011801 514044	NURSE	44,904.00	3,552.62	42,631.38	46,184.00	-1,280.00
31011802	514705	31011802 514705	NURSE, SUBSTITUTE	11,000.00	200.00	0.00	200.00	10,800.00
31011801	514913	31011801 514913	STIPEND - R&D	1,200.00	0.00	0.00	0.00	1,200.00
31011803	524006	31011803 524006	CONF, TRAV, WORKSHOPS	2,800.00	0.00	0.00	0.00	2,800.00
31011803	524113	31011803 524113	WEB CONSULTANT	3,220.00	3,241.05	0.00	3,241.05	-21.05
31011803	524161	31011803 524161	CONTR SVCS - TECHNOLOGY	1,000.00	0.00	0.00	0.00	1,000.00
31011804	543064	31011804 543064	SUPPLIES - OFFICE	800.00	0.00	0.00	0.00	800.00
31011804	543087	31011804 543087	INSTR TECHNOLOGY	4,776.00	967.00	0.00	967.00	3,809.00
	3101		ESSENTIAL SCHOOL HEALTH SVCS	68,700.00	7,960.67	42,631.38	60,592.05	18,107.95
3103	SOLAR OATA							
FY18	JD HEAD							
Revenue								
3103R15	46000	3103R15 46000	REVENUE - STATE	2,000.00	2,000.00	0.00	2,000.00	0.00
3103R16	46000	3103R16 46000	REVENUE - STATE	5,353.99	5,353.99	0.00	5,353.99	0.00
3103R17	46000	3103R17 46000	REVENUE - STATE	1,356.25	1,356.25	0.00	1,356.25	0.00
3103R18	46000	3103R18 46000	REVENUE - STATE	3,789.78	852.50	0.00	852.50	2,937.28
Expense								
31031501	524113	31031501 524113	PROFESSIONAL SERVICES	12,500.00	9,950.24	0.00	9,950.24	2,549.76
	3103		SOLAR OATA	12,500.00	9,950.24	0.00	9,950.24	2,549.76
3109	UNITED WAY HEALTHY TEEN INITIATIVE							
FY18	JOANNE CAMPBELL							
Revenue								
3109R15	48401	3109R15 48401	GRANTS - PRIVATE	29,740.00	11,000.00		11,000.00	18,740.00
Expense								
310901	524009	310901 524009	CONTRACTED SERVICES	8,000.00			0.00	8,000.00
310902	543021	310902 543021	SUPPLIES	21,740.00	10,394.44	1,749.02	12,143.46	9,596.54
	3109		UNITED WAY HEALTHY TEEN INITIATIVE	29,740.00	10,394.44	1,749.02	12,143.46	17,596.54
TOTAL REVENUE				1,557,155.24	161,607.24	0.00	161,607.24	1,395,548.00
TOTAL EXPENSES				1,487,425.00	113,037.88	1,245,386.10	1,358,423.98	129,001.02
FEDERAL GRANT REVENUE				1,449,005.00	141,897.00	0.00	141,897.00	1,307,108.00
STATE GRANT REVENUE				78,410.24	8,710.24	0.00	8,710.24	69,700.00
PRIVATE / OTHER GRANT REVENUE				29,740.00	11,000.00	0.00	11,000.00	18,740.00
FEDERAL GRANT EXPENSES				1,487,425.00	113,037.88	1,245,386.10	1,358,423.98	129,001.02
STATE GRANT EXPENSES				82,200.00	17,910.91	42,631.38	60,542.29	21,657.71
PRIVATE / OTHER GRANT EXPENSES				29,740.00	10,394.44	1,749.02	12,143.46	17,596.54
TOTAL EXPENSES				1,599,365.00	141,343.23	1,289,766.50	1,431,109.73	168,255.27

Acton Boxborough Regional Schools

FY'18 Grants

September 30, 2017

				FY'18 Budget	YTD	Enc	Total	Balance
3001	SPED IDEA # F240	Project Duration 09/01/2017 - 06/30/2018						
FY18	CFDA# 84.027	DAWN BENTLEY						
Revenue								
3001R18	45401	3001R18 45401	REVENUE - FEDERAL - THRU STATE	1,230,188.00	123,018.00	0.00	123,018.00	1,107,170.00
Expense								
30011801	516011	30011801 516011	SH F240 AIDES/PARAS - SPED	336,708.00	22,819.85	314,013.51	336,833.36	-125.36
30011802	516011	30011802 516011	JH F240 AIDES/PARAS - SPED	185,252.00	12,411.06	172,841.17	185,252.23	-0.23
30011803	516011	30011803 516011	BL F240 AIDES/PARAS - SPED	89,017.00	5,903.39	83,113.74	89,017.13	-0.13
30011804	516011	30011804 516011	DN F240 AIDES/PARAS - SPED	63,935.00	3,854.98	50,079.67	63,934.65	0.35
30011805	516011	30011805 516011	CO F240 AIDES/PARAS - SPED	9,479.00	624.23	8,854.48	9,478.71	0.29
30011806	516011	30011806 516011	GA F240 AIDES/PARAS - SPED	149,191.00	9,286.50	139,924.23	149,190.73	0.27
30011807	516011	30011807 516011	MCT F240 AIDES/PARAS - SPED	146,296.00	10,198.05	136,097.64	146,295.69	0.31
30011808	516011	30011808 516011	ME F240 AIDES/PARAS - SPED	230,583.00	14,999.25	215,583.72	230,582.97	0.03
30011809	516011	30011809 516011	PRESCHOOL AIDES/PARAS - SPED	27,096.00	1,771.61	25,324.13	27,096.74	0.26
30011810	524102	30011810 524051	EVALUATION - INDPDT - SE	2,631.00	0.00	0.00	0.00	2,631.00
3001		SPED IDEA 240		1,230,188.00	81,848.92	1,146,832.29	1,227,681.21	2,506.79
3002	TITLE I # F306	Project Duration 08/10/2017 - 06/30/2018						
FY18	CFDA# 84.010	DEB BOOKIS						
Revenue								
3002R18	45401	3002R18 45401	REVENUE - FEDERAL - THRU STATE	120,963.00	12,096.00	0.00	12,096.00	108,867.00
Expense								
30021801	514081	30021801 514081	TEACHER - GATES	22,942.00	1,764.74	21,176.86	22,941.60	0.40
30021802	514081	30021802 514081	TEACHER - McT	21,373.00	0.00	0.00	0.00	21,373.00
30021803	514081	30021803 514081	TEACHER - JH	21,866.00	1,681.98	20,183.77	21,855.75	0.25
30021804	516001	30021804 516001	JH AIDES/PARAPROFESSIONALS	33,083.00	2,633.64	30,749.66	33,383.30	-300.30
30021805	514002	30021805 514002	ADMINISTRATOR	5,000.00	249.30	4,751.51	5,010.91	-10.91
30021806	543035	30021806 543035	OTHER INSTR MATERIAL	693.00	0.00	196.00	196.00	397.00
30021807	524009	30021807 524009	CONTRACTED SERVICES-PD	9,700.00	0.00	0.00	0.00	9,700.00
30021808	570031	30021808 570031	MASS TEACHERS RETIREMENT	6,406.00	0.00	0.00	0.00	6,406.00
3002		TITLE I		120,963.00	6,329.66	77,067.90	83,397.56	37,565.44
3003	TITLE IVA # F309	Project Duration 09/26/2017 - 06/30/2018						
FY18	CFDA# 84.424	DEB BOOKIS						
Revenue								
3003R18	45401	3003R18 45401	REVENUE - FEDERAL - THRU STATE	3,644.00	0.00	0.00	0.00	3,644.00
Expense								
30031801	524009	30031801 524009	INSTRUCTIONAL CONTRACTED SERVICES	3,644.00	0.00	0.00	0.00	3,644.00
3003		TITLE IVA		3,644.00	0.00	0.00	0.00	3,644.00
3006	TITLE IIA:IMPRVG ED QUAL # F140	Project Duration 09/01/2017 - 06/30/2018						
FY18	CFDA# 84.367	DEB BOOKIS						
Revenue								
3006R18	45401	3006R18 45401	REVENUE - FEDERAL - THRU STATE	67,834.00	6,783.00	0.00	6,783.00	61,051.00
Expense								
30061801	514011	30061801 514011	ADMINISTRATOR	5,000.00	249.30	4,751.51	5,010.91	-10.91
30061802	524113	30061802 524113	PD - CONSULTANTS	47,500.00	0.00	17,448.80	17,448.80	30,051.20
30061803	543035	30061803 543035	OTHER INSTR MATERIAL	3,884.00	0.00	0.00	0.00	3,884.00
30061804	524006	30061804 524006	CONF, TRAV, WORKSHOPS	11,000.00	0.00	275.50	275.50	10,724.50
30061805	570031	30061805 570031	MASS TEACHERS RETIREMENT	450.00	0.00	0.00	0.00	450.00
3006		TITLE IIA:IMPRVG ED QUAL		67,834.00	249.30	22,485.91	22,735.21	45,098.79
3021	TITLE III ELA # F180	Project Duration 08/15/2017 - 06/30/2018						
FY18	CFDA# 84.365	DAWN BENTLEY						
Revenue								
3021R18	45401	3021R18 45401	REVENUE - FEDERAL - THRU STATE	38,420.00	3,842.00	0.00	3,842.00	34,578.00
3021R172	45401	3021R172 45401	FY17 CARRYFORWARD REVENUE	30,020.00	0.00	0.00	0.00	30,020.00
Expense								
30211801	514064	30211801 514064	FY17 CF TITLE III F180 ELA TEACHER	20,460.00	16,640.00	0.00	16,640.00	3,820.00
30211802	516001	30211802 516001	FY17 CF TITLE III F180 GRANT ELA AIDES / PARAS	7,200.00	7,100.00	0.00	7,100.00	100.00
30211803	524009	30211803 524009	FY17 CF TTL III F180 ELA GRANT CONTRACTED SERVICES	400.00	0.00	0.00	0.00	400.00
30211804	524006	30211804 524006	FY17 CF TITLE III F180 ELA TRAVEL	1,960.00	0.00	0.00	0.00	1,960.00
30211806	514064	30211806 514064	TITLE III 180 ELA TEACHER	21,360.00	0.00	0.00	0.00	21,360.00
30211807	516001	30211807 516001	TITLE III 180 GRANT ELA AIDES / PARAS	6,400.00	0.00	0.00	0.00	6,400.00
30211808	524009	30211808 524009	TTL III 180 ELA GRANT CONTRACTED SERVICES	3,000.00	0.00	0.00	0.00	3,000.00
30211809	524009	30211809 524009	TTL III 180 ELA GRANT PD CONTRACTED SERVICES	2,000.00	0.00	0.00	0.00	2,000.00

Acton Boxborough Regional Schools

FY'18 Grants

September 30, 2017

				FY'18				
				Budget	YTD	Enc	Total	Balance
30211810	543035	30211810 543035	TITLE III 180 ELA SUPPLIES	3,160.00	0.00	0.00	0.00	3,160.00
30211811	543014	30211811 543014	TITLE III 180 ELA SOFTWARE LICENSING	900.00	870.00	0.00	870.00	30.00
30211812	524006	30211812 524006	TITLE III 180 ELA TRAVEL	1,600.00	0.00	0.00	0.00	1,600.00
	3021		TITLE III ELA	68,440.00	24,810.00	0.00	24,810.00	43,830.00
3101	ESSENTIAL SCHOOL HEALTH SERVICES # 5290							
FY18	DAWN BENTLEY		Project Duration 07/01/2017 - 06/30/2018					
Revenue								
3101R18	46000	3101R18 46000	REVENUE - STATE	69,700.00	0.00	0.00	0.00	69,700.00
Expense								
31011801	514044	31011801 514044	NURSE	44,904.00	3,552.62	42,631.38	46,184.00	-1,280.00
31011802	514705	31011802 514705	NURSE, SUBSTITUTE	11,000.00	200.00	0.00	200.00	10,800.00
31011801	514913	31011801 514913	STIPEND - R&D	1,200.00	0.00	0.00	0.00	1,200.00
31011803	524006	31011803 524006	CONF, TRAV, WORKSHOPS	2,800.00	0.00	0.00	0.00	2,800.00
31011803	524113	31011803 524113	WEB CONSULTANT	3,220.00	3,241.05	0.00	3,241.05	-21.05
31011803	524161	31011803 524161	CONTR SVCS - TECHNOLOGY	1,000.00	0.00	0.00	0.00	1,000.00
31011804	543064	31011804 543064	SUPPLIES - OFFICE	800.00	0.00	0.00	0.00	800.00
31011804	543087	31011804 543087	INSTR TECHNOLOGY	4,776.00	967.00	0.00	967.00	3,809.00
	3101		ESSENTIAL SCHOOL HEALTH SVCS	69,700.00	7,960.67	42,631.38	50,592.05	19,107.95
3103	SOLAR OATA							
FY18	JD HEAD							
Revenue								
3103R15	46000	3103R15 46000	REVENUE - STATE	2,000.00	2,000.00	0.00	2,000.00	0.00
3103R16	46000	3103R16 46000	REVENUE - STATE	5,353.99	5,353.99	0.00	5,353.99	0.00
3103R17	46000	3103R17 46000	REVENUE - STATE	1,356.25	1,356.25	0.00	1,356.25	0.00
3103R18	46000	3103R18 46000	REVENUE - STATE	3,789.78	852.50	0.00	852.50	2,937.28
Expense								
31031501	524113	31031501 524113	PROFESSIONAL SERVICES	12,500.00	9,950.24	0.00	9,950.24	2,549.76
	3103		SOLAR OATA	12,500.00	9,950.24	0.00	9,950.24	2,549.76
3109	UNITED WAY HEALTHY TEEN INITIATIVE							
FY18	JOANNE CAMPBELL							
Revenue								
3109R15	48401	3109R15 48401	GRANTS - PRIVATE	29,740.00	11,000.00		11,000.00	18,740.00
Expense								
310901	524009	310901 524009	CONTRACTED SERVICES	8,000.00			0.00	8,000.00
310902	543021	310902 543021	SUPPLIES	21,740.00	10,394.44	1,749.02	12,143.46	9,596.54
	3109		UNITED WAY HEALTHY TEEN INITIATIVE	29,740.00	10,394.44	1,749.02	12,143.46	17,596.54
			FEDERAL GRANT REVENUE	1,449,005.00	141,897.00	0.00	141,897.00	1,307,108.00
			STATE GRANT REVENUE	78,410.24	8,710.24	0.00	8,710.24	69,700.00
			PRIVATE / OTHER GRANT REVENUE	29,740.00	11,000.00	0.00	11,000.00	18,740.00
			TOTAL REVENUE	1,557,155.24	161,607.24	0.00	161,607.24	1,395,548.00
			FEDERAL GRANT EXPENSES	1,487,425.00	113,037.88	1,245,386.10	1,358,423.98	129,001.02
			STATE GRANT EXPENSES	82,200.00	17,910.91	42,631.38	60,542.29	21,657.71
			PRIVATE / OTHER GRANT EXPENSES	29,740.00	10,394.44	1,749.02	12,143.46	17,596.54
			TOTAL EXPENSES	1,599,365.00	141,343.23	1,289,766.50	1,431,109.73	166,255.27



Acton-Boxborough Regional School District

16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

7.3

Acton-Boxborough Regional School District – FY2019 Budget Schedule

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



Acton-Boxborough Regional School District

16 Charter Road

Acton, MA 01720

978-264-4700 www.abschools.org

Acton-Boxborough Regional School District – FY2019 Budget Guidelines

(DRAFT)

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



ANNUAL REVIEW
2017

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
16 CHARTER ROAD
ACTON, MA 01720

370 MAIN STREET, SUITE 1000, WORCESTER, MA 01608 | 508.753.8807 | 800.440.8807 | WWW.BARTANDCO.COM

SECURITIES AND ADVISORY SERVICES OFFERED THROUGH COMMONWEALTH FINANCIAL NETWORK®, MEMBER FINRA/SIPC, A REGISTERED INVESTMENT ADVISER.



Bartholomew & Company, Inc.
Thomas J. Bartholomew AIF®
800.440.8807
tom@bartandco.com

Portfolio Review

As of Friday, June 30, 2017

Acton-Boxborough Regional School District OPEB Trust UA (xxxx3563) - PPS Custom NFS

ACCOUNTS INCLUDED IN YOUR PORTFOLIO	VALUE ON 6/30/2017
Acton-Boxborough Regional School District OPEB Trust UA (xxxx3563) - PPS Custom NFS	\$2,948,221.58
Total	\$2,948,221.58

*This report is incomplete without the accompanying disclosure page.
Securities offered through Commonwealth Financial Network®.*

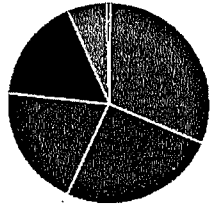
Portfolio Allocation

Fiscal Year End &
Prior Fiscal Year End

Acton-Boxborough Regional School District OPEB Trust UA (xxxx3563) - PPS Custom NFS

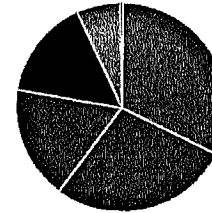
Asset Class (Primary) Allocation

As of 6/30/2017



Asset Class (Primary)	Value (\$)	(%)
Domestic Equity	917,914.56	31.13
Domestic Bond	747,865.97	25.37
Alternative	585,252.82	19.85
International Equity	494,980.03	16.79
International Bond	187,385.13	6.36
Cash and Equivalents	14,823.06	0.50
Total	\$2,948,221.58	100%

As of 6/30/2016



Asset Class (Primary)	Value (\$)	(%)
Domestic Equity	633,032.69	32.20
Domestic Bond	544,183.78	27.68
Alternative	347,260.30	17.66
International Equity	301,664.30	15.34
International Bond	132,219.74	6.73
Cash and Equivalents	7,647.36	0.39
Total	\$1,966,008.18	100%

Holdings by Asset Class (Primary)

As of 6/30/2017

	Value (\$)	Pct. Assets (%)	Current Yld/Dist Rate (%)*	Est. Annual Income (\$)
Domestic Equity	917,914.56	31.13	1.55	14,234.78
Domestic Bond	747,865.97	25.37	4.06	30,369.86
Alternative	585,252.82	19.85	1.81	10,605.82
International Equity	494,980.03	16.79	1.12	5,530.18
International Bond	187,385.13	6.36	.94	1,753.61
Cash and Equivalents	14,823.06	.50	.01	1.48
Total Portfolio	\$2,948,221.58	100%	2.12%	\$62,495.73

As of 6/30/2016

	Value (\$)	Pct. Assets (%)	Current Yld/Dist Rate (%)*	Est. Annual Income (\$)
Domestic Equity	633,032.69	32.20	1.55	9,832.51
Domestic Bond	544,183.78	27.68	3.79	20,606.23
Alternative	347,260.30	17.66	2.08	7,219.61
International Equity	301,664.30	15.34	.62	1,878.59
International Bond	132,219.74	6.73	1.88	2,486.11
Cash and Equivalents	7,647.36	.39	.01	.76
Total Portfolio	\$1,966,008.18	100%	2.14%	\$42,023.81

This report is incomplete without the accompanying disclosure page.

Historical Market Value and Performance Summary

As of 6/30/2017

Since Inception &
Fiscal Year-to-Date

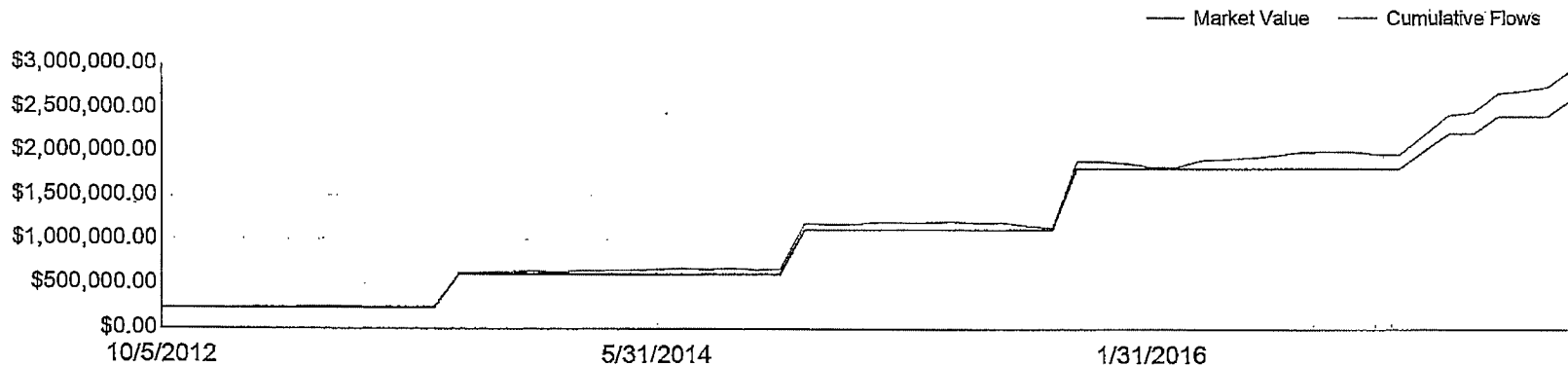
Acton-Boxborough Regional School District OPEB Trust UA (xxxx3563) - PPS Custom NFS

10/05/2012 To 06/30/2017 Activity Summary

Beginning Balance (10/05/2012)	\$0.00
Contributions	\$2,618,000.00
Withdrawals	\$29,487.42
Realized Gain / Loss	(\$15,649.20)
Unrealized Gain / Loss	\$119,564.85
Interest	\$0.00
Dividend / Cap Gains	\$255,793.35
Ending Balance (06/30/2017)	\$2,948,221.58
Total Gain / Loss After Fees	\$330,221.58
TWR for 10/06/2012 to 06/30/2017	26.86
TWR (Annualized)	5.15

07/01/2016 To 06/30/2017 Activity Summary

Beginning Balance (07/01/2016)	\$1,966,008.18
Contributions	\$800,000.00
Withdrawals	\$11,075.63
Realized Gain / Loss	\$22,681.08
Unrealized Gain / Loss	\$92,297.15
Interest	\$0.00
Dividend / Cap Gains	\$78,310.80
Ending Balance (06/30/2017)	\$2,948,221.58
Total Gain / Loss After Fees	\$182,213.40
TWR for 07/01/2016 to 06/30/2017	7.75
TWR (Annualized)	



This report is incomplete without the accompanying disclosure page.

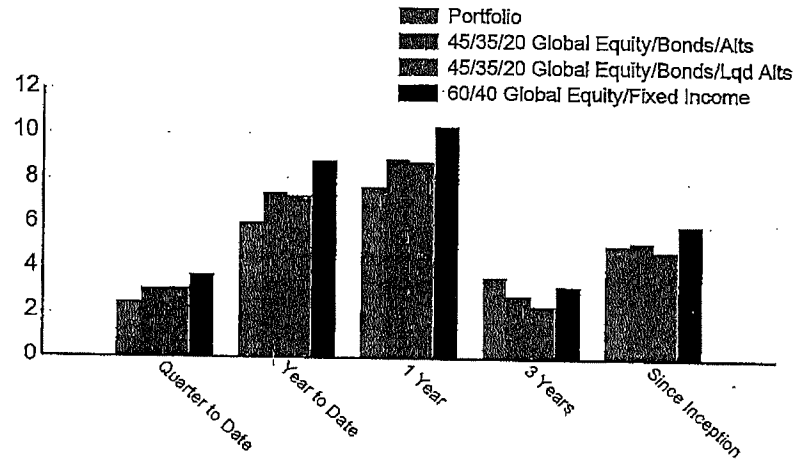
Performance Summary with Account Detail

As of 6/30/2017

Fiscal Year End

Acton-Boxborough Regional School District OPEB Trust UA (xxxx3563) - PPS Custom NFS

Annualized Portfolio Rates of Return



Rates of Return

Portfolio vs. benchmarks	Inception Date	Annualized returns(%)					Since Inception (%)
		QTD (%)	YTD (%)	1 Year (%)	3 Year (%)	5 Year (%)	
Your Portfolio	10/06/2012	2.47	6.10	7.75	3.69		5.15
45/35/20 Global Equity/Bonds/Alts	10/06/2012	3.08	7.48	8.95	2.87		5.29
45/35/20 Global Equity/Bonds/Lqd Alts	10/06/2012	3.10	7.34	8.84	2.39		4.87
60/40 Global Equity/Fixed Income	10/06/2012	3.73	8.84	10.36	3.27		6.03

Rates of return by account

Acton-Boxborough Regional School District OPEB Trust UA (xxxx3563) - PPS Custom NFS	Inception Date	Annualized returns(%)					Since Inception (%)
		QTD (%)	YTD (%)	1 year (%)	3 year (%)	5 year (%)	
	10/06/2012	2.47	6.10	7.75	3.69		5.15

Note: Returns are time-weighted and annualized for any period greater than one year. This report is incomplete without the accompanying disclosure page.

Performance History

From 1/1/1900 to 6/30/2017

Since Inception
as of Fiscal Year End

Acton-Boxborough Regional School District OPEB Trust UA (xxxx3563) - PPS Custom NFS

<u>From</u>	<u>To</u>	<u>Time Weighted Return (%)</u>						
		Portfolio Return	45/35/20 Global Equity/Bonds/Alts	45/35/20 Global Equity/Bonds/Lqd Alts	60/40 Global Equity/Fixed Income	MSCI AC World	Bloomberg Barclays Global Aggregate Bond Index	HFRI Fund of Funds Composite
Yearly								
10/06/2012	12/31/2012	1.59	0.69	0.55	0.59	1.32	-0.56	1.32
01/01/2013	12/31/2013	6.64	10.98	10.49	12.42	23.44	-2.60	8.96
01/01/2014	12/31/2014	4.32	3.12	2.30	3.18	4.71	0.59	3.37
01/01/2015	12/31/2015	-0.54	-1.72	-2.42	-2.10	-1.84	-3.15	-0.27
01/01/2016	12/31/2016	6.37	4.86	5.23	6.13	8.49	2.09	0.51
01/01/2017	06/30/2017	6.10	7.48	7.34	8.84	11.82	4.41	3.21
Total		26.86	27.64	25.27	31.94	55.93	0.57	18.06
Annualized		5.15	5.29	4.87	6.03	9.84	0.12	3.57

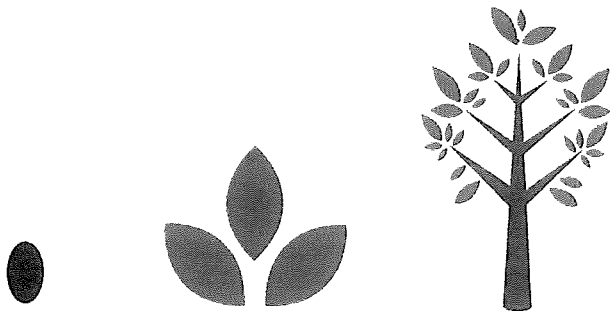
Performance Change in Market Value

From 10/05/2012 to 9/30/2017

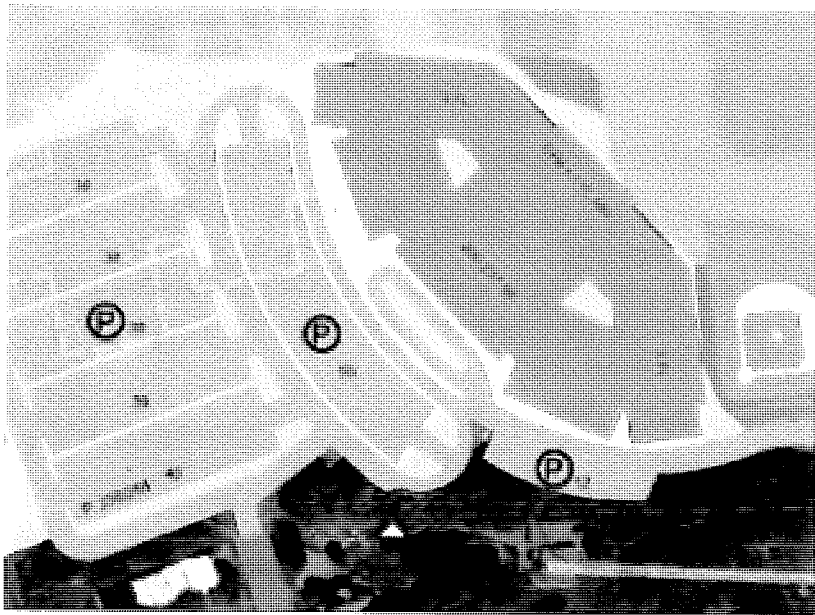
Acton-Boxborough Regional School District OPEB Trust UA (xxxx3563) - PPS Custom NFS

Beginning Balance (10/05/2012)	\$0.00
Contributions	\$2,843,000.00
Withdrawals	\$0.00
Realized Gain / Loss	(\$11,008.60)
Unrealized Gain / Loss	\$176,355.32
Interest	\$0.00
Dividend / Cap Gains	\$268,829.61
Management Fees	\$33,172.70
Ending Balance (09/30/2017)	\$3,244,003.63
Total Gain / Loss After Fees	\$401,003.63
TWR for 10/06/2012 to 09/30/2017	29.76
TWR (Annualized)	5.36

Note: Returns greater than 1 year are annualized
This report is incomplete without the accompanying disclosure page.



ACTON-BOXBOROUGH SCHOOL BUILDING PROJECT



SAVE THE DATE

December 4, 2017

Special Town Meetings 7:00 PM
in Acton and Boxborough

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

Please attend: 12-4-17, 7PM

-Acton Meeting @ ABRHS

-Boxborough Meeting @

Blanchard Memorial

Informational Forums Listed Below

BUILDING THE FUTURE OF OUR SCHOOL DISTRICT



@_ABSBP



@abschoolbuildingproject



Acton-Boxborough School Building Project

Tues, Oct 17 @ 7:00pm - Douglas

Wed, Oct 25 @ 12:00pm - Acton Library

Thurs, Oct 26 @ 7:00pm - Boxborough Library

Sat, Oct 28 @ 10:00am - Douglas

Mon, Nov 6 @ 12:30pm - Acton Senior Center

Mon, Nov 13 @ 7:00pm - Gates

Wed, Nov 29 @ 12:00pm - Boxborough
Senior/Community Center

Wed, Nov 29 @ 7:00pm - Conant

Sat, Dec 2 @ 10:00am - Douglas



For more information visit abschools.org or email abbuilding@abschools.org

The Acton-Boxborough Regional School Building Project

The Need...

The district underwent a two year Master Planning process which identified capital needs for all eight schools. Built between 1965 and 1970, the Gates, Conant, and Douglas buildings were determined to be the schools most in need of repair and the most overcrowded. The district submitted a request to the Massachusetts School Building Authority (MSBA), and was one of only 17 districts in the state approved for reimbursement out of 87 that applied. The MSBA agreed that the schools are significantly overcrowded and that the facilities must be updated. On February 15, 2017, Douglas was approved by the MSBA for invitation into the "Eligibility Period" for an elementary school building project. The district has planned a solution which will replace both Douglas and Gates and the district's preschool program.

Built in 1965, Douglas School issues include...

- Americans with Disabilities Act (ADA) non-compliance
 - The entire lower level is only accessible through an exterior ramp
 - Doorways lack the required clearance
- Douglas was designed for 270 students and currently serves 429 students.
 - Special education programs share a temporary modular classroom which can only be accessed through the cafeteria,
 - Student services (English language learning, occupational therapy, physical therapy, reading support, etc) are provided in the hallways and cafeteria,
 - "Temporary" modulars, purchased to provide much needed space, have long surpassed their useful life.

The Plan...

The proposed plan is to build a twin elementary school to replace the Douglas and Gates elementary schools, which are 50+ years old and have never been renovated. Space in the new twin school will also be built for the district preschool, which is currently located in the 60-year old district Administration Building.

The preferred location of the new twin school would be on the Gates property with Conant as a possible alternative site. It will be built next to the existing school which will continue operating during construction. If it is built on the Gates site, the old Douglas and Gates buildings will be removed to make room for parking and playgrounds. The Douglas and Gates property will be treated as a single campus with a walkway between them.

The Vote...

On **December 4, 2017, 7:00 pm**, Acton and Boxborough voters will be asked to approve funds to conduct a Feasibility Study for the new school. The cost of the study will be \$1.3 million. The MSBA will reimburse 45.3%, or \$590,000. If the Town Meetings approve the feasibility funds, the remaining \$710,000 will be paid using the existing School District Reserve Fund.

The feasibility study is expected to last 18 months. The result will be a selected site, plan for the twin school, and a solid cost estimate to bring to the two communities for approval in 2019.

Full Project cost estimate ranges:

- Estimated range: \$100 to \$120 million
- State reimbursement estimated at 40% - 45% (\$40 to \$54 million)
 - Estimated Acton share: \$45 to \$60 million
 - Estimated Boxborough share: \$10 to \$12 million

To learn more about the proposed school building project, please attend an informational forum, or see website: www.abschools.org.

Please attend Town Meeting on December 4, 2017 at 7:00 pm!



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

School Building Project Presentation

Fall 2017



School Building Project

- Dec 4 Town Meetings in Acton and Boxborough to request funds for a feasibility study for a school building project
- Two-year Master Planning process resulted in a recommendation to build a twin school to replace two elementary schools and the Acton preschool
- AB has been was one of 17 projects invited into the state eligibility period for a school building project to include the Douglas elementary school (out of 87 applicants)
- Presentation will review process to date, facility and space needs, timelines, and cost estimates

ABRSD **3**

Master Planning Process

Phase 1 2015-2016

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

Phase 2 Feb 2016 - Dec 2016

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

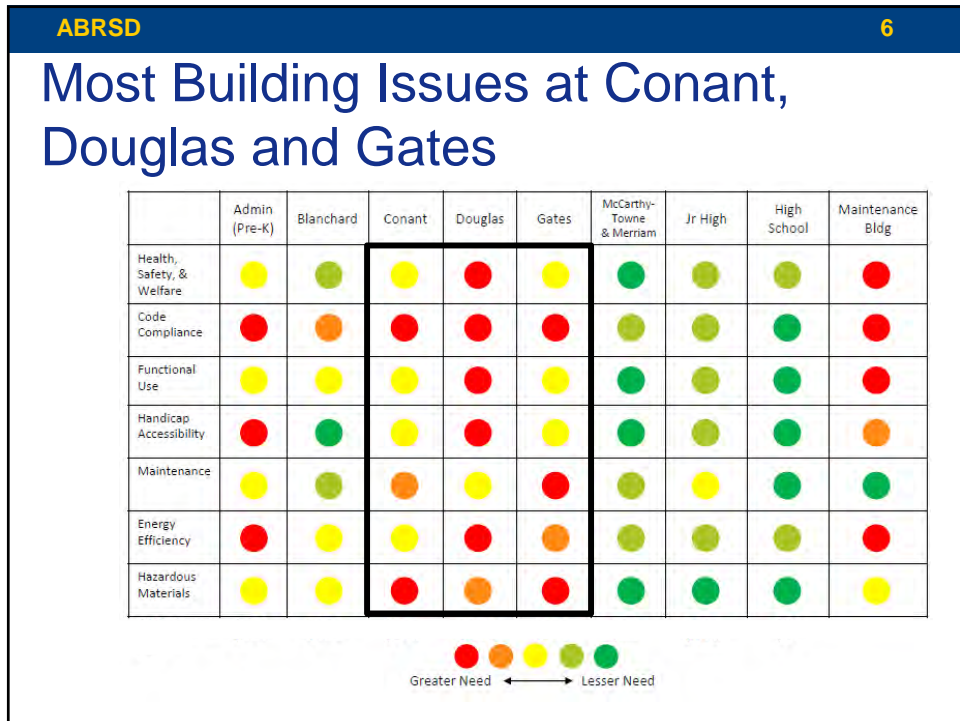
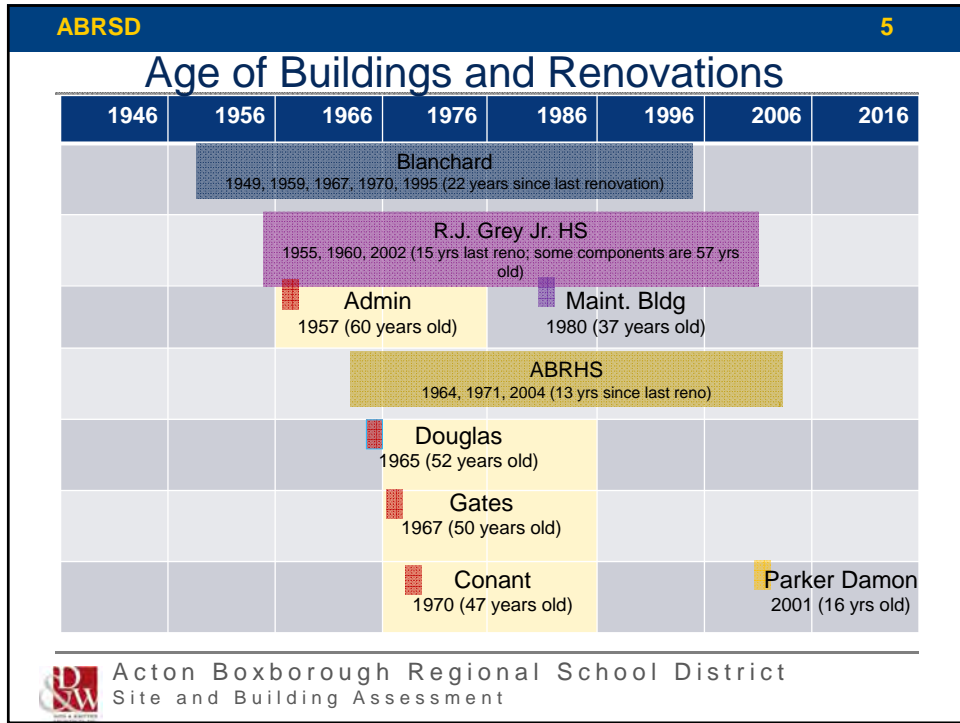
Option review and recommendations 2017

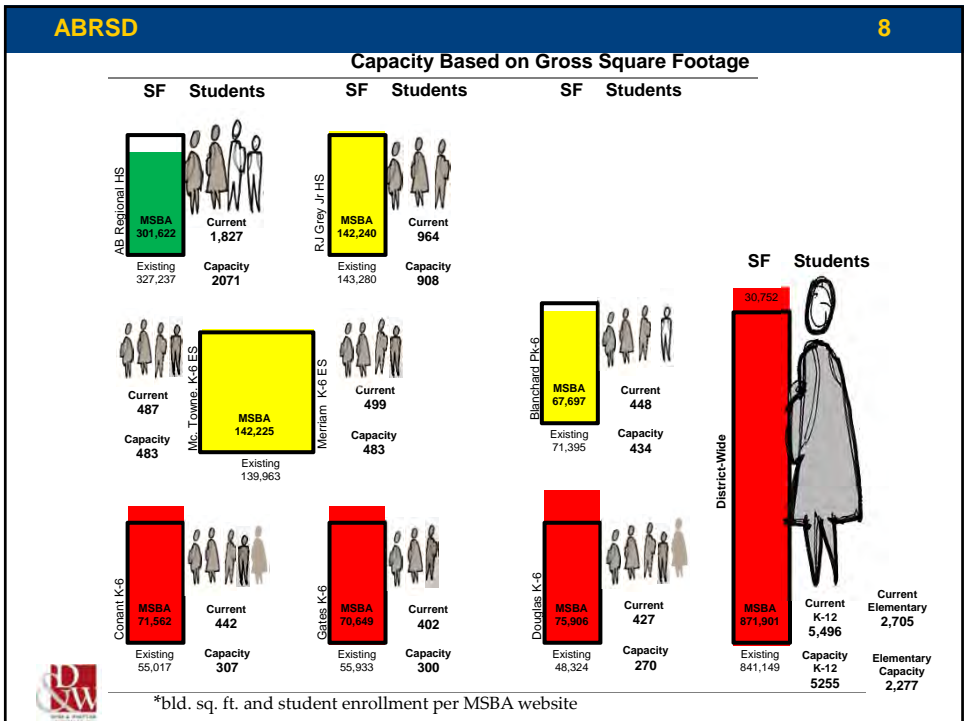
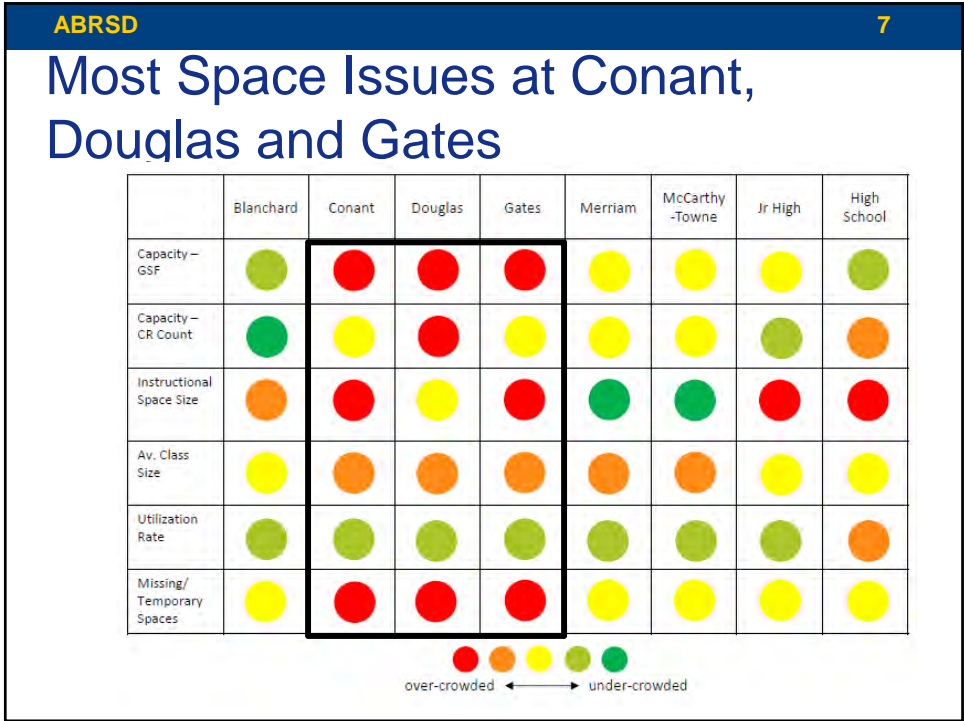
- Invited into Formal MSBA Process
- Established Building Committee
- Identified Preferred Option

ABRSD **4**

School Buildings Evaluated

 R.J. Grey Jr. High School	 Parker Damon	 Blanchard
 Acton-Boxborough Regional High School	 Admin Building	 Conant
	 Gates	 Douglas





ABRSD **9**

Enrollment Update

	2014-15	2015-16	2016-17	2017-18
K Proj	317	312	286	298
K Actual	321	299	330	353
Over Proj	+4	-13	+44	+55
Housing Sales Acton	310	400	514	326 (Jan-Sept)
Housing Sales Boxborough	85	114	116	101 (Jan-Sept)

ABRSD **10**

Douglas Space and Facilities Issues

- 5 Modulars/Temporary Classrooms
 - “New” double modular is 11 years old
 - 3 old modulars are 21 years old
 - Would cost \$1.5M - \$2M to replace – not included in building project estimates

Modular A
5 Separate Programs
Three Special Ed Learning
Centers, English Learners and
Writing Support

Students need to walk through the
cafeteria to get to the modular

Modular B
Art Classroom
Need to carry materials out
of the modular down the hall
to the sink to clean them

Modular C
Music Classroom

Modular D
Library

Modular E
Breakout space for library
Extended Day

ABRSD

11

Douglas Space & Facilities



- Built in 1965; roof replaced but otherwise no major renovations
- Two story building – not accessible
Students & staff in wheelchairs & equipment on wheels have to go outside, around building to change floors
- Modularity have aged out and need to come off-line or be replaced soon - \$1.5M to \$2M to replace not included in project costs
- Capacity=270 students – Need space for 450-500 students
Has 18 classrooms – Need 21 K-6 classrooms, 4 Special Ed, Art, Music; Has no small group instructional spaces

ABRSD

12

Gates/Conant Space and Facilities



- Built in 1967 (Gates) and 1970 (Conant)
No major renovations
- Each has 3 - 4 large special education programs in one open classroom
- Capacity= 300 students each – Need space for 450-500
Have 20 classrooms Need 21 K-6 classrooms; 4 Special Ed; Art & Music; No small group instructional spaces
- Each currently serving 55-60 English Learners in small groups in small offices

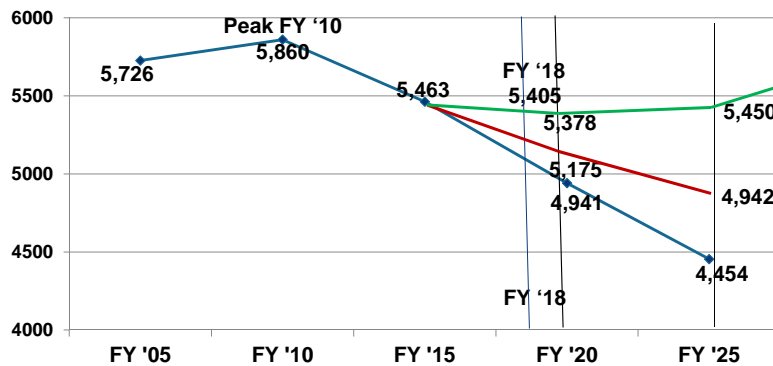


Early Childhood Program

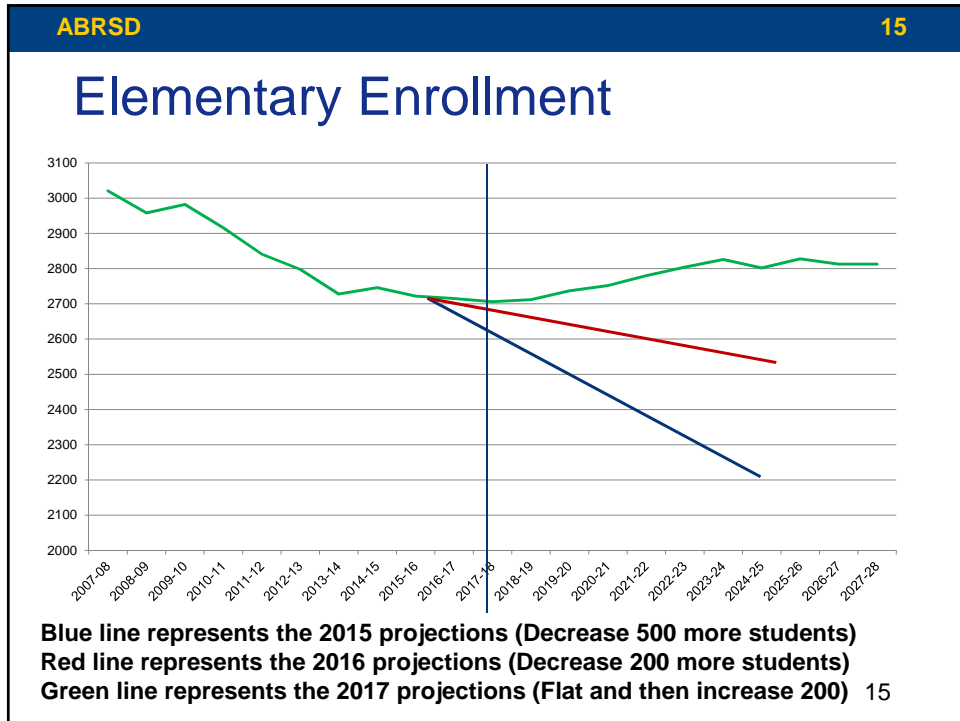


- Required program to serve special ed students ages 3-5 plus tuition students
- Currently have 115 student in 5 classrooms in Acton and 2 classrooms in Boxborough
- The Acton classrooms are in the Administration Building built in 1957 – formerly Merriam School; Merriam vacated to move to the new twin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

Acton-Boxborough Regional School District
K-12 Enrollment FY '05 - FY '25



Blue line represents the 2015 projections (Decrease 1,000 students)
 Red line represents the 2016 projections (Decrease 500 students)
 Green line represents the 2017 projections (Flat and then increase 100)



ABRSD **16**

Square Footage and Capacity

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

Demographic Changes

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

Preferred Option

- A twin school for two PreK-6 elementary schools
- The Gates property is the likely site; We will explore Conant or other possible sites as needed
- The Gates and Douglas property would be treated as a campus
 - School would be built on the Gates site
 - Parking and playgrounds would be built on the Douglas site
 - A better walkable bridge would connect the two sites
 - Construction can take place while school is in session
 - Once complete, Douglas and Gates would be torn down for parking and playgrounds
- Douglas would move into one side of the new school, and Gates would move into the other side

Project Description

- Each school would have enough classrooms to support 3 classrooms at each grade level including:
 - 21 K-6 Classrooms
 - Art and Music Classrooms
 - Special Education Classrooms
 - Small group instructional spaces (English language, reading, counseling, speech and language, OT/PT)

- 8 preschool classrooms would be built with support services for preschool special education students such as speech and language, occupational, and physical therapy

- Preschool students would also have access to art, music, and physical education in the elementary schools

Twin School on Gates Property

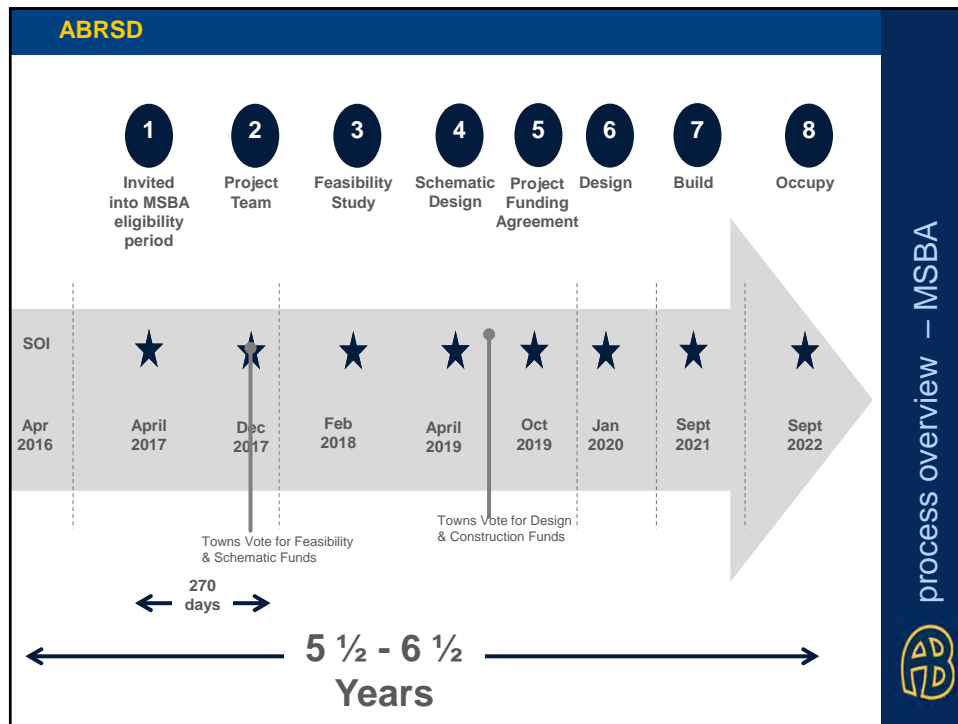


Benefits of a new school

- Provides space for overflow from all schools
- Gates and Douglas could grow back to three-section schools
- Appropriate educational spaces – English learners, special education, art, music, library, etc.
- Would not need to spend money to replace old modular or make repairs
- Takes advantage of state reimbursement and low interest rates

Additional Capital Planning

- MSBA will only reimburse one project at a time. This allows us to solve the issues of two elementary schools and the preschool with one approved reimbursable project (the Douglas “Statement of Interest”)
- District can submit request for Conant renovation/ replacement when this project is complete
- District will continue to complete capital projects from Capital Improvement Plan for Blanchard, Merriam, McCarthy-Towne, Jr. High and High School; \$14 million in capital projects identified to be completed over the next 5-7 years



ABRSD 24

December 4 Town Meetings

- Vote whether to approve funds for the feasibility study, designer services and an owner’s project manager (OPM)
- Cost = \$1.3M
- MSBA will reimburse 45.3% of these costs = \$590,000
- Acton-Boxborough is responsible for \$710,000
- Money will come from the district’s E&D reserves fund; This is similar to a town’s free cash and will not increase costs/taxes to either town

What will the \$1.3M be used for?

- Site-Civil Analysis
 - Wetlands and boundaries
 - Ledge
 - Traffic

- Architectural Fees
 - Schematic design of the new school and site
 - Detailed cost estimate – used for final project agreement with MSBA for reimbursement

- Owner's Project Manager
 - Represents the district throughout the process

- Any unused funds can be rolled into project

Project Cost

Dore and Whittier Estimated Cost: \$100M - \$120M

MSBA reimbursement 40% - 45% \$40M - \$54M

Estimated AB Share \$55M - \$72M

Estimated Acton Share*: \$45M - \$60M

Estimated Boxborough Share*: \$10M - \$12M

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

ABRSD **27**

How much would it cost to just repair the buildings?

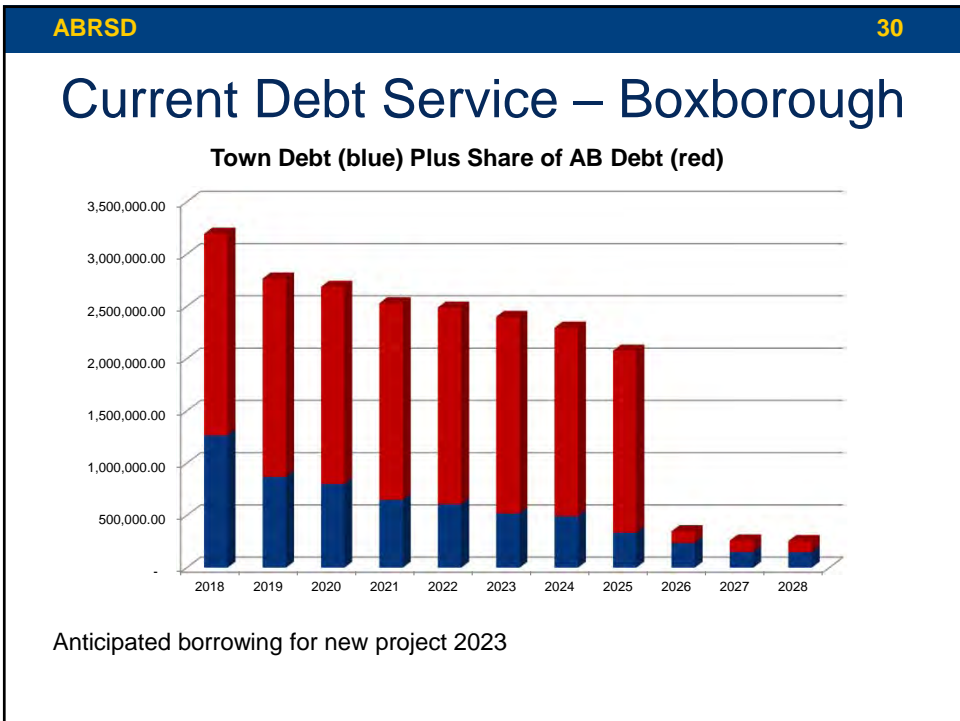
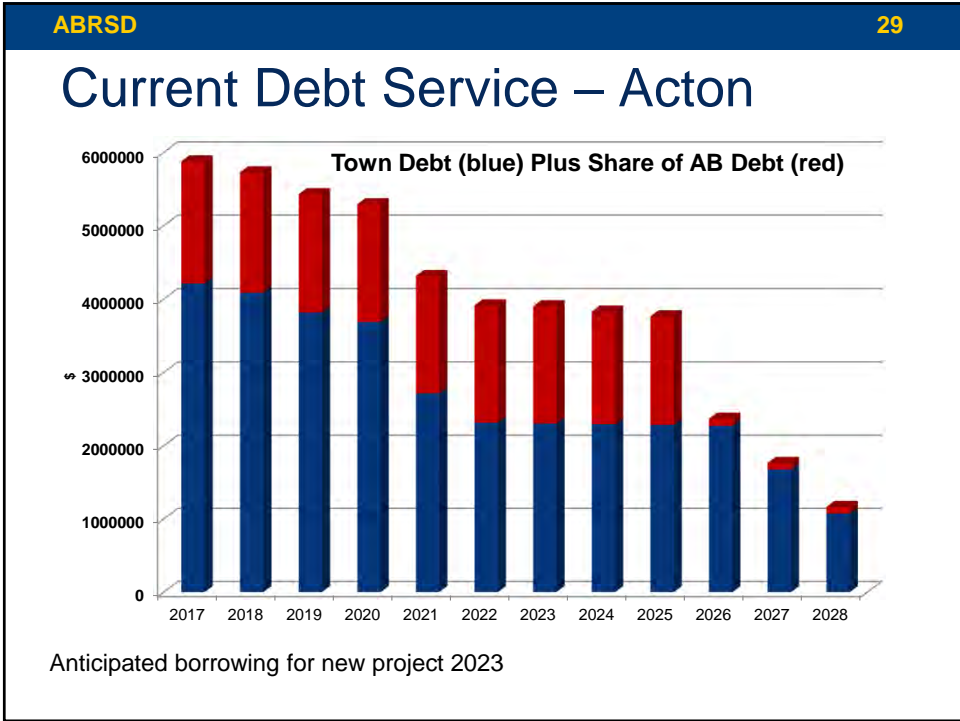
- The MSBA timeline says we need a positive vote in both towns by December 2017. If we don't, we start over with the MSBA approval process and submit a new statement of interest
- If we can't secure approval for a new building with MSBA reimbursement of 40% - 45%, we will have to complete the capital improvement plan (CIP) repairs with only district money – 10 year lifespan, no additional space

CIP Douglas	\$18M	Modulars for Douglas	\$2M
CIP Gates	\$15M	Modulars for Gates	\$1M
CIP PreK/Admin Building	\$13M		
- \$40 - \$45 million to update facilities to ten year life without additional space or partner for reimbursement. Douglas modulars will have to be replaced soon - could leak anytime
- \$55M - \$72M we will have a new building (50 year lifespan) with adequate space for our students

ABRSD **28**

New Building vs Repairs

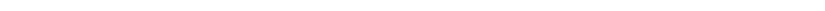
	New Twin Building	Repairs and ADA Compliance
Total Cost	\$ 110,000,000	\$ 39,000,000
Estimated MSBA Reimbursement (45%)	\$ 49,500,000	\$ -
Net Cost	\$ 60,500,000	\$ 39,000,000
Boxborough Share	\$ 9,075,000	\$ 5,850,000
Acton Share	\$ 51,425,000	\$ 33,150,000
	50 year life span	10 year life span
	Addresses deficiencies	Addresses deficiencies
	Addresses space needs	Does not address space needs



Please Vote on December 4th



DISCUSSION AND QUESTIONS



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

RJ Grey Junior High School Library
16 Charter Road, Acton, MA 01720

October 11, 2017
7:00 p.m.

Members Present: Mary Brolin, Amy Krishnamurthy, Bill McAlduff, Marie Altieri, Bob Evans, JD Head, Adam Klein, Lynne Newman, Katie Raymond, Mac Reid, Damian Sugrue, Chris Whitbeck.

Members Absent: Peter Berry, Dennis Bruce, Rob Bukowski, Jason Cole, Brian Griffin, Ted Kail, Steve Mielke, Maria Neyland.

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

1. **Call to Order** – Mary Brolin called the meeting to order at 7:05pm.
2. **Minutes** – Mac Reid moved, Amy Krishnamurthy seconded, and the minutes of the 9/13/17 Building Committee meeting were unanimously approved. Approved minutes from the 9/11/17 SBC Working Group Meeting were shared with the committee.

3. Update of School Committee Actions

The School Committee voted to appropriate \$1.3MM for the feasibility study and design process, as well as the wording of the article to be included in the Town Meeting warrants. The MSBA is very specific about the wording of these items,

4. MSBA Update

Our maintenance history and capital data have been submitted to the MSBA; we may be able to get additional reimbursement points based on this information. Bill McAlduff explained that all districts start with a base reimbursement rate of 31%, but there are a number of ways that can generate extra points for higher reimbursement rates:

- Socioeconomic factors
 - Community Income Factor (per capita income relative to the statewide average)
 - Community Property Wealth Factor (per capita property valuations relative to the statewide average)
 - Community Poverty Factor (proportion of low-income students relative to the statewide average)
- Incentive Points
 - Newly formed regional school districts. Our district was formed in July 2014; we will need to determine how recently a district needs to be formed to qualify for these points.
 - High-efficiency green school program
 - Best practices for routine and capital maintenance
 - Overlay zoning, which is not applicable to Acton-Boxborough
 - Renovation or re-use of existing facilities (physical structure only)
 - Establishment of a maintenance trust (a very high standard)
 - The Model School program

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

WELLNESS - EQUITY - ENGAGEMENT

There are also two approaches to working with contractors on a project:

- Design-Bid-Build
- Construction Manager at Risk, which would bring in the construction manager at an earlier point in the process

OPMs and designers should be familiar with the incentive opportunities. The committee will explore the incentive opportunities as well as the two options for working with contractors at a later time.

Marie Altieri said that MSBA had agreed to accept our updated enrollment numbers, which were much higher than projections, and to extend the October 3rd deadline until we could provide them with our 10/1 enrollment data. Marie asked both NESDEC and the Ashtons to update their projections. Marie expects to meet with the MSBA within a few weeks.

The differences from our earlier projections are significant. Last year, enrollment had been projected to go down by 500 students over the next 10 years; now enrollment is projected to go up by 100 students over that time period. The primary factor behind this demographic shift is a significant increase in housing sales in both towns. Some town leaders have described this remarkable change as a 'watershed moment.'

Members noted that a number of factors were combining to create an increased urgency to address our school buildings, including the aging of the facilities, the lack of overall space, and the lack of space that is appropriate for current and anticipated educational needs. Some of our buildings are not in compliance with DESE guidelines.

5. Outreach Plan

Mary will make a presentation to the Boxborough Board of Selectmen on October 16th; they will vote on the proposal that night. Information was presented to the Acton Finance Committee on October 10th and will be presented to the Boxborough Finance Committee on October 17th.

The first community forum is Tuesday October 17th. The forums held at elementary schools will begin with a tour, followed by a brief 15-20 minute presentation. There will be time for questions, perhaps handled by a panel of committee representatives. A tour sheet will be developed so that, if there is more than one group, the tours will be consistent. The presentation and flow can be adjusted over time as we see what types of questions come up. Bill, Marie and JD Head will go to as many of the forums as possible.

Marie is working on the presentation for the forums and will have a draft ready soon. She showed the debt service slide to the Acton FinComm and found it a very effective graphic, showing the debt decreasing and then dropping off in 2026. The FinComm asked a number of questions about whether Boxborough residents would be as committed to supporting this project as Acton residents. Members agreed that the Acton and Boxborough debt service schedule slides should be shown in both towns. We will also develop a slide on capital investment at Blanchard, showing both past and anticipated future investment.

JD is working with Dan Drinkwater at the high school to develop a video. The goal is to show the general conditions of Douglas, with shots from the roof so the full property can be seen including pedestrian access, safety, traffic flow, and accessibility. They filmed storage areas, crowded classrooms, the art modular, and the library, and will add the cafeteria. JD will draft an outline of the narration, then send it to Chris Whitbeck, who can add anecdotes such as the teacher on crutches who was unable to access the bathroom, as well as a brief introduction. The video needs to stand alone so that it can be posted to the website.

Oktoberfest will be on Saturday, October 14th. We will have a table and hand out flyers. We can advocate for people to come to the information sessions or Special Town Meetings, but members were reminded that

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

they cannot advocate for the building project in any venue for which district funds have been used, including Oktoberfest. Coffees will not begin until after the first community forum on October 17th. They will include handouts of the presentation and a general overview, followed by a Q&A session.

Marie is developing an information sheet about the project for the back of the community forum flyers. JD will add the social media addresses to the front. We need 300 paper copies of the flyer for Oktoberfest and will send it electronically to families before the first community forum. Beth Petr will send the flyer out to the groups she sent information to prior to the DMPRC forums last spring.

Adam Klein has brought the social media sites live, and has already received questions. The sites have reached 1,500 people within a week. Clips from prior presentations and other documents are being shared, and people are directed to the website for more complete information, including an FAQ section. Adam and Katie Raymond will monitor the sites to be sure we are responsive to questions, although not all questions need to be answered in that format; we can say that we will be answering them in the forums. The goal of the social media is to motivate people to go to a forum and then to go to the special town meetings.

6. Prepare for Special Town Meetings 12/4/17

Both town meetings have big agendas; Acton is planning on two nights. There are a number of controversial issues on the warrants.

Katie has approached a Douglas parent, who has agreed to work on a GOTV (get out the vote) committee. This will be important both for the 12/4 town meetings and for the next phase of approving funds for construction. At the forums, we should keep an eye out for people who seem interested in getting involved, especially Douglas and Gates families. Chris will start having conversations with some families as well. It will also be important to reach out to Boxborough residents, possibly through the Blanchard PTF.

7. Adjourn – Before adjourning, the community members present were asked if they had questions or comments, but they did not. Amy Krishnamurthy moved, Mac Reid seconded, and the meeting was adjourned at 8:41pm.

Respectfully submitted,
Karen Coll

Documents Used:

- Agenda
- Minutes from 9/13/17 Meeting
- Language for Special Town Meeting Warrant Article and Motion, School Committee Vote
- Flyer: Special Town Meetings and Community Forum Dates
- Signup Sheet to Present/Attend Public Forums and Other Informational Events

Next Building Committee Meetings:

- November 8
- December 13
- January 9 (Note: Tuesday)
- February 14
- March 14
- April 11



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

9.

Marie Altieri
Deputy Superintendent

To: Acton-Boxborough Regional School Committee
From: Marie Altieri, Deputy Superintendent
Date: November 6, 2017
Re: Merriam Principal Retirement and Hiring Process

Ed Kaufman has announced to his faculty and parent community that he will be retiring as principal of the Merriam School at the end of the 2017-2018 school year. Ed has been a member of the Merriam faculty for 23 years, serving as a fifth and sixth grade teacher for thirteen years and as principal for the last ten years. Ed's background includes many years as a counselor at Harvard University, elementary and middle school teaching in Vermont, and teaching psychology and education courses at Cambridge College. We wish Ed and his family all the best as he transitions to his well-earned retirement.

We are starting the search process to find the next principal for the Merriam School. On the next page you will see a letter that has gone to the Merriam faculty and parents that includes the timeline. We will form a committee of faculty, staff, and parents who will represent the Merriam Community during the process. The charge of the search committee will include:

- Determine qualities most important to the Merriam community
- Review applicants and select candidates for interviews
- Develop questions for interviews
- Interview 8-10 candidates
- Determine finalists to recommend to the Superintendent
- Coordinate site visits for the finalists to visit Merriam

The committee will be formed in November and the position will be advertised in December. Interviews will take place in January with finalists visiting AB and Merriam at the end of January. A final appointment should be made in mid-February. Principal Kaufman will be able to work with the new principal on the transition throughout the spring. The new principal will start on July 1, 2018.



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

Dear Merriam Staff and Parents,

As you know, Ed Kaufman has announced his decision to retire at the end of this school year after ten years as Principal and thirteen years as a teacher at Merriam. We wish Ed all the best as he transitions to retirement. It is time to form the Merriam Principal Search Committee. The committee will be made up of faculty/staff members, parents, one principal from another school and myself as a facilitator. The job of the committee will be to solicit input from the community, attract applicants, review applications, and interview candidates in an effort to select finalists. The committee will recommend the finalists to Superintendent Bill McAlduff, who will make the final decision after site visits and reference checks. The timeline of the search process is listed below. In order to make sure that committee members are available for the meetings, I have included a preliminary meeting schedule. The regular meetings will take place at Merriam on Wednesday afternoons from 3:15 to 5:00. The days of the interviews will have longer meetings. If you are available for these meetings, and would like to volunteer for this committee, please send an email to Marie Altieri at maltieri@abschools by **November 15, 2017**.

November 29 3:15 to 5:00	Organizational Meeting; Process and Timeline; Develop Ad
December 10, 2017 through January 4, 2018	Post Advertisement Schoolspring, Boston.com, Monster.com, educational websites
December 13 3:15 to 5:00	Discuss qualities of Merriam principal Begin to develop interview questions
January 3 , 3:15 to 5:00	Develop questions; Finalize criteria and interview process
January 4 - 9	Committee members review applications
January 10 3:15 – 6:00	Review applications, select candidates to interview
January 16, 17, 18 3:15 – 7:00	Interviews and selection of finalists
January 22 3:15 – 6:00	Backup date if needed for additional interviews and decisions
Week of January 29	Finalists visit AB and Merriam Mid-February Final Decision

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

Acton Boxborough Regional School Committee
Budget Subcommittee Meeting
July 19, 2017
Minutes (approved 10/11/17)

Members present: Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Katie Neville
(8:40 am)

Members not present: Deanne O'Sullivan

Other School Committee Members: Kristina Rychlik

Administrators in attendance: Marie Altieri, Clare Jeannotte, David Verdolino

The meeting was called to order at 7:35 am.

Reorganize

Mary Brolin moved, Amy Krishnamurthy seconded and it was unanimously voted that Brigid Bieber would chair the ABRSC Budget Subcommittee for fiscal year 2017-2018. Mary Brolin will take minutes.

Minutes

Minutes for May 31, 2017 were unanimously approved.

FY17 Close

Clare provided a handout of the draft ABRSD FY '17 quarterly budget update. Revenues were approximately \$787,000 favorable as regional transportation reimbursement was higher than budgeted, as were interest earnings and rental income from CASE. Expenses were slightly under budget (within 1.5%). Clare reported that some capital expenses planned for FY '18 were accelerated as there were funds in the FY '17 budget. This will relieve some pressure from unexpected expenses in FY '18. E&D will be healthy in the \$4 million range. Our cap is about \$4.3 million, 5% of the budget.

FY18 Budget Update

Clare provided a handout of the FY '18 "Cherry Sheets" and the FY '18 estimated receipts. In FY '18 we are estimating unbudgeted expenses of approximately \$200K due to the transition of the Superintendent and legal fees. In this fiscal year, we will also discuss costs related to changing the bus schedule from a two-tier elementary bussing schedule to a one-tier elementary bussing schedule. The costs for this would affect the FY '19 budget, but needs to be discussed in FY '18 to be included in the FY '19 budget process.

Options for Funding Design/OPM for the School Building Project

The School Building Committee has been discussing a request of \$1.3 to \$1.5 million for the feasibility study and OPM funds. If the request is for \$1.3 million, MSBA will reimburse 45.3%, which totals \$590K, so the District would need to cover the balance of \$710K.

The group discussed using E&D to cover the \$710K. This is advantageous because we would need a majority vote at Special Town Meeting rather than a 2/3 vote. But also because if we were to fund it through assessments to the Town, Appendix A is still in effect which would change the proportional distribution of costs across the two towns. The subcommittee agreed to bring this recommendation to the School Committee.

Acton Leadership Group (ALG) 6/29/17 Update

At the last ALG meeting the group discussed that Acton has spent too much out of free cash. They want to minimize the use of free cash to balance the operating budget.

The meeting was adjourned at 8:55 a.m.

Documents used:

- Agenda posted 7/12/17 at 5:30 pm
- FY 17 Draft Budget Quarterly Update
- FY 18 Cherry Sheet and Estimated Receipts

Acton Boxborough Regional School Committee

Acton-Boxborough Regional School District

16 Charter Road

Acton, MA 01720

978-264-3306

www.abschools.org

TO: Acton Boxborough Regional School Committee Members

FROM: Brigid Bieber, Budget Subcommittee Chair

DATE: 11/2/17

RE: Charge for the Budget Subcommittee

At our last School Committee meeting it was noted that when the Budget Subcommittee was established, a formal charge was not given. At the subcommittee meeting held on 10/11/17, members discussed this and agreed to propose the following charge to the School Committee:

The Budget Subcommittee:

- Works with the Superintendent to develop and present a formal budget to the full School Committee,
- Reviews current year budget and makes recommendations as necessary,
- Performs a preliminary review of capital requests, and
- Examines programs, fees and other items that affect the budget.

We ask the School Committee to vote to approve this charge for the Budget Subcommittee.

Thank you.

File: IKF

GRADUATION REQUIREMENTS

All Acton-Boxborough Regional High School students must meet the following minimum requirements to graduate and receive a diploma:

Passing grades in:

- Four years of English
- Three years of social studies (one of which must be U.S. History)
- Two years of science (one of which must be biology)
- Two years of mathematics
- Fitness for Living (1 year alternate days)
This course includes two terms of Health Education and two terms of physical education.
- Three semesters of physical education over the next three years (10, 11 & 12)
- Academic elective requirement - one additional year of English, social studies, math or science, or a third year of a world language.
- One semester of Communication Arts, Industrial Arts, Performing Arts or Visual Arts, beginning with the Class of 2016.

All students must take and pass the Massachusetts Comprehensive Assessment System (MCAS) tests in order to qualify for a high school diploma. These tests are given at the high school beginning in the spring of sophomore year. Thereafter, they are administered at least twice a year.

All students new to the state of Massachusetts should contact their counselor as soon as possible for additional information and to be sure that they are signed up to take the MCAS tests at the next appropriate administration.

Credit Requirements

One hundred credits are required for graduation.

Revised 5/3/12

FIRST AID

~~The District and its schools attempt~~strives to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call 911~~the school physician~~.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. ~~Any care beyond first aid will not be given.~~

~~At each school,~~ procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately after calling 911, when appropriate.
3. No young child who is ill or injured will be sent home alone at the end of the school day, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be ~~taken sent~~ home unless it is known that someone is there to receive him/her.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting the parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will ~~make out~~complete a report on an official form providing details about the accident. This will be required for every accident for which first aid is ~~given~~administered.
6. ~~All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the appropriate School Committee.~~ Accident forms are kept in each school health office and incidents are entered into the online health information system.

Automated External Defibrillators

~~The School Committee authorizes the placement of automated external defibrillators (AEDs) at designated~~ are placed in each school sites for use by designated personnel who have ~~volunteered to receive training~~been trained in the use of AEDs. The Superintendent or designee shall develop guidelines for employees regarding the use of these devices and shall ensure that employees receive training on their proper use and handling. The guidelines shall also specify the placement, security, and maintenance as well as recommended use of the AED.

The authorization of AEDs in the District's schools shall not be deemed to create a guarantee or obligation to use the AED in the case of an emergency nor any expectation that an AED or trained employee will be present and/or able to use an AED in an emergency or any expectation that the AED will operate properly.

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

| ~~Approved by the Acton-Boxborough Transitional School Committee: INSERT DATE.~~

First Read
11/9/17

File: GBJ

PERSONNEL RECORDS

Information about employees is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon request, to review the contents of his/her own personnel file. Such review will occur within the Central Office.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the employee and will become part of the employee's personnel file. Further, no negative comment will be placed in an employee's file unless it is signed by the person making the comment and the employee is informed of the comment and afforded the opportunity to include his/her written response in the file.

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247
Title IV, as amended
88 Stat. 571-574 (20 U.S.C. 1232g) and regulations
M.G.L. 4:7; 71:42C
Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: KDB, Public's Right to Know

Approved:

Acton Public Schools and Acton-Boxborough Regional School District

First Read
11/9/17

File: GCIA

PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the job performance of their assigned duties and supervisors' assistance will be encouraged for all staff members.

Opportunities for professional growth will be provided through such means as and may include the following:

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without outside the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Unpaid leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.

The Superintendent will have the authority to approve or deny released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

First Read
11/9/17

File: GCJ

PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served in the School District for three consecutive years shall be entitled to professional teacher status. The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base ~~his~~ these decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he or she is not legally qualified.

Established by law and Committee policy

LEGAL REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

Approved:

Acton Public Schools and Acton-Boxborough Regional School District

PROGRAMS FOR STUDENTS WITH SPECIAL EDUCATION NEEDS

The goal of the Acton-Boxborough Regional School District's special education programming is to provide a free, appropriate public education in the least restrictive environment to students who are determined to be eligible for special education and/or related services under state and federal laws.

The requirements of the Individuals with Disabilities Education Improvement Act, Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws Chapter 71B (often referred to as Chapter 766), and the regulations implementing these statutes, will be followed in the identification of children aged 3 through 21 years of age with special disabilities needs, in referrals for evaluation, in developing an individualized education plan program, and in assessing the student's educational progress.

The Acton-Boxborough Regional School District will work with parents/guardians in designing and providing programs and services to children with special needs. Parents/Guardians will be informed, and conferred with, whenever a child is referred for evaluation. In the event of a disagreement concerning eligibility, services, placement, or evaluation, the parents/guardians will be afforded all rights and protections under both state and federal law.

Legal Refs.: Individuals with Disabilities Education Improvement Act
Section 504 of the Rehabilitation Act of 1973
Massachusetts General Laws Ch. 71B (often referred to as Chapter 766)
603 C.M.R. 28.00 *et seq.*

Approved:

HOME OR HOSPITAL INSTRUCTION

First Read 11/9/17

Upon receipt of a written order by the student's physician (using the Dept. of Education form), verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in the hospital for medical reasons and for a period of not less than fourteen school days in any school year, the principal or designee shall arrange for provision of educational services in the home or hospital. The services shall be provided with sufficient frequency to allow the student to continue his or her educational program, so long as the services do not interfere with the medical needs of the student. The principal shall coordinate the services with the ~~Administrator for Special Education~~ Student Services Department for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for special education services, and the services include services on the student's IEP.

The Massachusetts Department of Education has published a Question and Answer Guide on the Implementation of Educational Services in the Home or Hospital. A copy of this guide is available at the Pupil Services Office, 15 Charter Road, Acton, MA or via the Internet at: http://www.doe.mass.edu/pqa/ta/hhep_qa.html.

Legal Refs.: 603 CMR 28.03(3)(c) and 28.04(4).

Approved:

PREGNANT/PARENTING STUDENTS

First Read 11/9/17

Pregnant and parenting students have a right to equal educational opportunities and their rights are fully protected by a federal law known as Title IX. The Acton-Boxborough Regional School District encourages any students who may be pregnant or who are parenting a child to inform their school counselor, the school nurse, or another appropriate school official, who will assist them and who will help ensure that they have full access to the same academic and extracurricular programs available to all students.

Should a physician deem it inadvisable for a pregnant student to attend school for an extended period of time, all services granted to home bound students under School Committee policies shall be made available.

| REF: Programs for Students with Special Education Needs, File: IHB

Approved 3/22/12

First Read
11/9/17

File: JII

STUDENT COMPLAINTS AND GRIEVANCES

The School Committees recognizes that there may be conditions in the school system(s) that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and members of the school community. We embrace an "open door" policy in the public school system.

The traditional "open door" policy in the public school system will be continued.

Students--and their parents and/or guardians--who believe that the students have received unfair treatment in the form of disciplinary action will have the right to appeal. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, grievances or appeals procedures will begin with the authority imposing the penalty (for example, Principal or teacher, as described in the Communication Map) and may ultimately be referred/appealed to the Principal or Superintendent and on to the School Committee.

LEGAL REF.: M.G.L. 76:17

REF: ABRSD Communications Map

Acton-Boxborough Regional School District

Formatted: Font 12 pt, Bold, Italic
Formatted: Tab stops: 1.57", left + Not at 3" 4.6"

Town of Acton Multi-Year Financial Model

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

26-Oct-17

Summary	Tax Recap FY17	Projection FY18	Projection FY19	Projection FY20
Municipal Funding Sources:				
Tax Levy (excluding debt exclusion)	\$ 76,920,952	79,841,357	83,867,378	85,964,062
State Aid	\$ 1,528,090	1,569,399	1,628,399	1,644,683
Local Receipts	\$ 4,840,386	4,935,066	5,201,104	5,253,115
Debt Exclusion	\$ 2,817,959	2,768,612	2,538,007	2,512,627
SBAB Reimbursement	\$ 923,000	923,000	923,000	923,000
Add: Town Reserves	\$ 2,467,969	2,475,200	1,300,000	1,300,000
Acton Total Funding Sources	\$ 89,498,356	92,512,635	95,457,888	97,597,488
<u>Allocation to Budgets</u>				
Municipal Spending	\$ 32,656,604	\$ 33,709,649	\$ 34,889,487	\$ 36,110,619
Percent change year-to-year	2.20%	3.22%	3.50%	3.50%
ABRSD Assessment	\$ 55,547,097	\$ 57,730,056	\$ 61,109,203	\$ 64,027,823
Percent change year-to-year	4.47%	3.93%	5.85%	4.78%
Minuteman Operating Budget	\$ 997,655	\$ 1,072,929	\$ 1,127,998	\$ 1,227,998
Minuteman Building Project Debt			\$ 190,000	\$ 296,296
Total Minuteman Assessment	\$ 997,655	\$ 1,072,929	\$ 1,317,998	\$ 1,524,294
Percent change year-to-year	11.22%	7.55%	22.84%	15.65%
Total Acton Spending	\$ 89,201,356	\$ 92,512,634	\$ 97,316,688	\$ 101,366,440
Net Position	\$ 297,000	\$ 0	\$ (1,858,799)	\$ (3,768,952)

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

Additional OPEB Contribution	\$ 1,400,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
-------------------------------------	---------------------	---------------------	---------------------	---------------------

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

ALG Minutes October 26, 2017

Present: Bart Wendell, facilitator; Janet Adachi & Katie Green, BoS; Amy Krishnamurthy, SC; Steve Noone & Jason Cole, FC; Bill McAlduff, Marie Altieri & Steve Barrett, staff. Absent: Paul Murphy, SC; Steve Ledoux, staff. Audience: Mark Hald, Asst. Town Manager, Brian Mc Mullen, Asst. Assessor, Pater Ashton, Town Moderator & Dave Verdolino, School Finance Director.

Extra info: spreadsheet; reserve replenishments; Minuteman assessment; free cash certification and AB selected analysis of E&D.

Minutes accepted with correction

2. Update of FY 18 revenues and expenses

Bill: The first ¼ looks favorable without spending capital. We have a \$220K increase; we have an unfavorable in salaries; utilities are favorable by @1\$100K; we are projecting a \$2-300K favorable.

SB: revenues keep coming with our 99.5% in collection. We have no issues with revenues. We have a one-time collection of permit fee from Insulet. We are waiting for the snow and ice expenditures. So far it is smooth sailing.

3. Certification of free cash

SB: This used to be a two-page report and now it's a stack of papers. It's \$3.862m. The DOR has its own way of looking at receivables like the Bruce Freeman rail trail: enterprise funds have decent revenues; ambulance fund will need a \$200K subsidy; In the fire department we went to advance life support system and have a couple of month' data so far. We are hoping for additional revenue.

Jason: you have the certification but what's the \$300K more

SB: BFRT is waiting for money from the state. Certification is not a simple calculation.

Jason: So you are on the conservative side? The \$3-\$3.5 came in at \$3.8 generally speaking that's 10% over what you are telling us.

SB: I never estimate free cash before certification because of the rules of the DOR.

4. Spreadsheet

SB: I've given you only a two page hand-out; pages where there has been some activity. The biggest change is in Minuteman operating and projected debt. There is a \$245,070 difference or 22.84% increase. I have put the MM data into the ALG model.

5. Preliminary consensus on revenues

SB: The big thing in the model is we are taxing to the max and recovering the unused levy capacity. We have the one-time permit fee \$450K from Insulet.

Marie: Ch70 used to be huge swing and a big part of our planning. It no longer is. We have put in \$20/student. WE may be able to put in \$25/student. Last year we got \$55/pupil.

Katie: what about transportation. I remember that this has been a reimbursement problem.

Marie: In FY 18 we got 70% of the cost in FY 16 we got 16%. We have put the 70% back in the budget.

Bart: Do we have a preliminary consensus on revenues?

SN: the FC does not favor using all of the intake which is about \$900K. We would like to see \$300K used.

Janet: doesn't that draw more heavily on reserves?

SN: yes. We favor an increase in the \$1.3m number to \$4m for FY 19 and FY20 \$5m. We do not have adequate reserves absent \$4m in replenishment. WE have a concern that at the same town meeting asking fir school bonding we will have a town operating budget override. That will put us in jeopardy of 1 or 2 failing.

Katie: hopefully we can use increase in the levy and come in at a 3.5% and the schools come in less. We will have to watch the one-time fees.

***It was agreed to do the budget reviews at the January meeting. Meanwhile the FC's position will be taken "under advisement"

SN: we need a consensus on everything: unused tax levy and use of reserves.

6. Presentation of reserve replenishment

SB: Handout FY15 \$2,799; FY 16 \$2,362; FY 17 \$3,907. That makes a three-year average of \$3,023.

Marie: We will have more information nest time. We are looking back to FT 12. The turn backs have averaged \$3m for the last six years. We have consistently put \$2.3m into the budget. The reserves have gone from \$11m-\$9m. We spent \$2m and \$880K on land purchases. Free cash as been reduced by the \$200K in the stabilization fund. That means we have spent \$3.6; \$3.2 and \$3.8 over the past three years.

Katie: That's very helpful to see what's going into reserves. It helps with our understanding of spending and expenses. It's great to see the increase in revenues due to under-spending and wondering if we are over estimating expenses.

Janet: Paul has been asking for this information and the trends in replenishment. If we can see a pattern, that would be good. It would be helpful to know the cause whether it's over estimating or getting unexpected revenues.

SB: The ALG plan is for a \$100m corporation and to not spend 1% of the revenues, that's a very good record. The DOR encourages reserve replacement.

Marie: where reserves come from is helpful. There are three big areas: salaries; health insurance and utilities. Salaries may be \$400-500k roughly, but remember we have 1,000 employees. We have a \$65m budget; people leave; others come in at a lower rate, it's fluid. Right now we have a negative \$80K.

Health insurance is positive. Last year we had a \$250K increase. Remember that 10 people can cause a \$200K swing. Right now we have @ 750 on health insurance. For utilities we are doing conservation and green efforts to reduce the costs.

SN: We looked at the issue of \$1.3m as 1% of the operating budget. Work needs to be done on the increase or reserve use in FY19. It's all well and good to say it's going to be replenished or saying that there is \$4.2m in reserves we didn't use. It's good to have the replenishment but where is the transparency?

SB: State law used to require the appropriation be higher to pay for all goods and services, even from the reserves.

SN: That's why the \$1.3m needs to be in the budget maybe the state is going heavy on reserves we use \$3.5m now, we cannot appropriate for FY 20

Katie: we need to refigure the \$1.3m and put in (the ALG model) the reserve use and fully explain it. But we have to make sure we do not increase the tax rate more than we need to.

SN: one year's actuals will not make the point we need to make.

***Bart: so we agree that we need more transparency?

Janet: we need to get people to understand especially those who say we are over-taxing.

Marie: The ALG working model is not the DOR submission. We need to estimate the replenishment. The reason for the big deficit in the out years. We should try for a five-six year average.

Jason: sounds like reserves are replenished by turn backs. The problem is what happens when we don't have turn backs and no reserves?

SB: There is no correlation between turn backs and reserve use. We have the budget vs. actuals; we have never used all the reserves in one year

SN: The ALG spreadsheet is a device of our own invention to come before town meeting. If we get too hung up, we'll make mistakes and not see what's really happening.

Marie: we use it to mitigate risk for one-time items. We used E&D for the Leary field. Other capital projects will not get done. At least we did not have to lay off staff.

Bart: Reserve replenishment will be on agenda

AMY: FYI there are forum on the school building project. We have the support of both the Boxboro selectmen and FC.

SN: we voted this week to support the project.

Katie: we have yet to discuss it.

SN: FYI there us a meeting with the committee for the Town Manager selection tonight.

7. Public Comment

None

Adjourned: 8:35 Next meeting November 30

Ann Chang



Acton-Boxborough Regional School District
16 Charter Road Acton, MA 01720
978-264-4700 fax: 978-264-3340
www.abschools.org

13.

JD Head
Director of School Operations

TO: William McAlduff, Interim Superintendent of Schools
FROM: JD Head, Director of School Operations
DATE: November 2, 2017
RE: **Gift Acceptance for Patriots Swim Club (PSC) Donation**

The purpose of this memo is to request the AB School Committee's vote of acceptance of a very generous gift of \$10,000 from the Patriots Swim Club. The intention of this gift is to offset some of the costs incurred by the District this summer when we installed a much needed new Ultraviolet (UV) pool sanitizer.

This summer during our annual 2-week pool shutdown period we were replacing the large pool filtration system due to corrosion, an unrelated project. Given the work related to the larger project was happening, we found this to be a perfect opportunity to install an Ultraviolet sanitizer that would remove the combined chlorines from our pool water as the water cycles through this system. This non-chemical process uses germicidal UV light rays to sanitize water, air and surfaces that may be contaminated. Ultraviolet pool sanitizers emit a high intensity germicidal light ray that alters or disrupts the DNA or RNA of targeted organisms. The highly concentrated electromagnetic energy also destroys organic matter, eliminating the formation of dangerous chlorine by-products.

The system carried an expense of approximately \$21,000. The Patriots Swim Club has offered to reimburse the District \$10,000 related to those expenses. I am pleased to report the system has been up and running for several weeks and all reports are that the air quality has been significantly improved.

I am very grateful for the years of support the District has received from the Patriot Swim Club and respectfully request the School Committee's vote to accept their generous gift.

Best Regards,

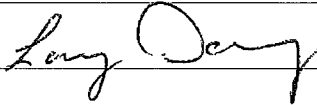
JD Head

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

Memorandum

To: William McAlduff

From: Larry Dorey



Date: 11-2-17

Re: PTSO Grants to ABRHS

Please present to the School Committee this list of gifts and donations received from AB PTSO:

ABRHS Recipient	Donor	Amount
ABRHS – grant for Wellness Initiative	ABR – PTSO	\$2,000
ABRHS – grant for Student Leadership Workshops and Career Speaker programs	ABR – PTSO	\$1,000
ABRHS – Window Seat	ABR – PTSO	\$800



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

14.1

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Steven Last Name: Ballard

Address: Law Offices of Steven Ballard, 354 Washington Street, Suite 323

City: Wellesley State: MA Zip Code: 02481

Phone Number: +1 (781) 591-2750 Ext. _____

Email: sballard@stevenballard.com

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Acton-Boxborough Regional School Committee

Specific person(s), if any, you allege committed the violation: Chair Amy Krishnamurthy

Date of alleged violation: Oct 19, 2017

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The Acton-Boxborough Regional School Committee violated the Open Meeting Law with respect to its Executive Session meeting on October 19, 2017 ("ES") by: 1) Improperly posting outside the 48-hour notice requirement when the requisite emergency did not exist, failing to allege that any emergency required such late notice or to describe such emergency. The improper notice was a posting of a revised agenda at 2:30 PM before the duly scheduled 7 PM Open Meeting, to add the ES at 9:25 PM. G.L. c.30A §18. 2) Such notice and the announcement by the Chair in the meeting were insufficiently specific as to the alleged purpose of meeting; entire language of Purpose 3 was quoted without even indicating whether it was allegedly with respect to collective bargaining or litigation. It was in fact allegedly the latter, yet they further failed to state (allege) whether it was regarding pending litigation or imminent litigation. (In fact it was neither.) 3) The ES was for the ostensible secret purpose of discussing a request for retractions of the School Committee and Chair of their false statements about citizens; such request was clearly and explicitly made pursuant to Massachusetts defamation law, to timely protect interest in such claims if and when necessary two ore more years down the road before expiration of relevant statutes of limitation, and only if and when there were then still damages and actions were necessary/viable. There was neither pending litigation nor imminent litigation justifying the ES. 4) The complainant was informed by telephone around 4 PM, immediately prior to the duly scheduled Open Meeting, that an "emergency" ES had just been posted for that evening, and that it would concern issues involving request for retractions which directly related to Complainant's two Open Meeting Law Complaints for violations on July 23 and July 25-6 and for which he had deadlines of October 21 and October 24 for filing his complaints with the AGO. 5) If reliable evidence - through minutes, records and otherwise - of what happened in the ES surfaces through an investigation - additional violations will likely become apparent. 6) The Committee has violated the OML not so long ago. OML 2015-170 (violation found for failing to state proper purpose for executive session and cautioning that any future violation may be evidence of an intentional violation). Furthermore, many members of that former committee now serve on the current one, including the current chair, and these new violations thus should be deemed intentional, even if the facts did not otherwise compel such a conclusion. District Attorney for N. Dist. v. School Comm. of Wayland, 455 Mass. at 561 (2009); McRea v. Flaherty, 71 Mass.App.Ct 637 (2008). G.L. c. 30 A, Sections 18, 20(b), 21(b)(3), 22(f), 23(c). 940 CMR 29.02 and 29.03 (1)(b). OML 2015-170, 2014-141, 2014-42, 2014-30, 2014-17, 2013-163, 2013-41, 2012-118, 2011-44, 2011-32, 2011-30, 2011-15, 2011-9.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

The Committee should immediately, within one week of the filing of this Complaint, provide both the AG and the relevant individual(s) whose alleged "litigation" was discussed with un-redacted minutes and all documents used in the executive session. The Committee should negotiate with the relevant individual(s) to take corrective actions, with participation of the AG, which should assess fines of \$1000 for each intentional violation and order other corrective actions as appropriate.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Steven R. Ballard

Date: October 28, 2017

For Use by Public Body	For Use by AGO
Date Received by Public Body:	Date Received by AGO: