



Acton-Boxborough Regional
School Committee Meeting

August 23, 2018

7:00 p.m.
followed by
9:00 p.m. Executive Session (approximately)

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Library
R.J. Grey Junior High School

August 23, 2018
7:00 p.m.
~~9:00 p.m. (approximately) Executive Session~~

REVISED AGENDA (added items 11.3, 11.4 and 11.5)

1. **Call to Order (7:00)**
2. **Chairman's Introduction**
3. **Superintendent's Report (7:05)**
 - 3.1. Entry Plan Update
4. **Statement of Warrants & Approval of Minutes (7:10)**
 - 4.1. Minutes of July 16, 2018 Workshop Meeting
5. **Public Participation**

Per policy BEDH, members of the public may speak for up to 2 minutes on items not included on this agenda. Typically, the Committee/Administration will not respond to comments during public participation.
6. **FY19 Staffing Report – New Staff – Marie Altieri (7:15)**
7. **Transportation Update – JD Head (7:35)**
 - 7.1. Superintendent's Transportation Letter
 - 7.2. Frequently Asked Questions
8. **Capital Projects Update – JD Head (oral) (7:55)**
9. **ABRSD Budget Update – Dave Verdolino (8:05)**
 - 9.1. FY18 Financial Status as of June 30, 2018 – Preliminary & Unaudited
 - 9.1.1. Revenue vs Budget
 - 9.1.2. Expenses vs Budget
 - 9.1.3. Special Revenue
 - 9.1.4. Grants
 - 9.2. FY19 Budget Update
 - 9.2.1. FY19 State Budget
 - 9.3. Annual Recommendation to set the imprest balance of the 3 Student Activity checking accounts for FY19 – **VOTE**
10. **Subcommittee Reports (8:25)**
 - 10.1. Recommendation to Approve FY19 Assignments and Subcommittee Members – **VOTE** – Paul Murphy
 - 10.2. School Committee Operating Protocol Subcommittee Update – Peter Light (oral)
11. **School Building Committee Update – Mary Brolin (8:30)**
 - 11.1. Designer Selection Update

- 11.2. Building Committee Membership Update
 - 11.2.1. Recommendation to Add Maya Minkin as a New Member - **VOTE**
- 11.3. Determination by the School Committee of Building Committee Member's Disclosure of Financial Interest as Required by M.G.L. c. 268A, S.19 – **VOTE** - *Peter Light*
- 11.4. Feasibility Study and Schematic Design Proposal from Arrowstreet, 8/20/18
- 11.5. Building Committee Minutes of Meeting on 7/2/18

12. School Committee Member Reports (8:50)

- 12.1. Acton Leadership Group (ALG) – *Diane Baum, Paul Murphy*
 - 12.1.1. DRAFT Minutes of June 28, 2018 (next meeting is September 26th)

13. Recommendation to Accept Gifts to the School District – VOTE (8:55)

- 13.1. \$5,250 from Acton-Boxborough United Way for scholarships to Community Education's Summer Day Program
- 13.2. \$4,000 from Danny's Place Youth Services for Community Education's Leader-in-Training Program

14. FYI

- 14.1. Superintendent's Welcome Letter to Families, *August 2018*
- 14.2. FY19 Schools Open, Back to School/Open House Dates, FY19 School Calendar
- 14.3. 2018-2019 Parent Communication Map
- 14.4. Family Financial Assistance Letter
- 14.5. FY19 Acton-Boxborough Regional School Committee Meeting Dates
- 14.6. Change to Members of the Board of Advisors of the Other Post Employment Benefits (OPEB) Trust Fund
- 14.7. Department of Energy Resources (DOER) Green Communities Division Grant Award to the Town of Acton and the Acton-Boxborough Regional School District
- 14.8. Superintendent's Approval of FY19 School Improvement Plans memo
- 14.9. Boxborough Special Town Meeting on September 5, 2018
- 14.10. Invitation for the Committee: ABRSD Opening Day for All Staff, Wednesday, August 29th at 8:00 a.m. in the High School Auditorium
- 14.11. Meet Acton's New Town Manager, John Mangiaratti, and School Superintendent, Peter Light, September 13 at 7:00 p.m. in the Acton Town Hall, sponsored by the League of Women Voters - Acton Area
- 14.12. Meet Boxborough's New Town Administrator, Ryan Ferrara, and School Superintendent, Peter Light, October 3 at 7:00 p.m. in the Boxborough Library, sponsored by the League of Women Voters - Acton Area

- ~~15. **EXECUTIVE SESSION** (9:00 approximately) Cancelled at the meeting
Motion: "that an executive session be convened under M.G.L. Chapter 30A, §21(a)(3) to conduct strategy with respect to litigation." An open meeting may have a detrimental effect on the litigating position of the Board.~~

16. Adjourn (9:10)

Next Meetings:

- ABRSC, September 6, 7:00 p.m. in the Junior High Library (packet posted Aug 31)
- ABRSC, September 20, 7:00 p.m. in the Junior High Library (packet posted Sept 14)

Posted on 8/17/18 at 5:00 p.m. Reposted on 8/21/18 at 5:00 p.m. to add items 11.3, 11.4 and 11.5.



Acton-Boxborough Regional School District

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

Peter J. Light
Superintendent of Schools

Superintendent's Update August 23, 2018

New Website

You may have noticed that A-B has a new website! I would like to take this opportunity to thank Amy Bisiewicz for her work in getting this up and running. It was an enormous undertaking to migrate the previous website into the new format. The work included the efforts of numerous staff across all schools and at the district level. In the coming weeks and months, we will continue to evaluate the new format and the accessibility of information so that we can make sure the site is responsive to the needs of the community. We encourage you to take a look at www.abschools.org.

Beginning of Year Family Communication

We recently initiated a series of communications with families in order to provide them with information relative to the start of the school year. This began with an introductory letter from me, followed by information about changes to our school bus transportation. The information included an overview of the changes, as well as a Frequently Asked Questions (FAQ) document. We also released bus route information via Powerschool on Monday, August 20th. In the coming days and weeks families will receive school-specific information regarding the opening of school including student schedules and class placements.

Massachusetts Primary Election September 4, 2018

The Massachusetts Primary Election is scheduled for Tuesday, September 4th, which is also our first day of school. As in the past, our Junior High and Conant School will be used as Acton voting sites. We anticipate that this could be a challenging day from a traffic-management perspective given normal first day of school traffic, the election, and new bus traffic patterns associated with the start time changes and single-tier bus service. We have met with Acton Police representatives to develop plans to ensure the smoothest possible experience for students, families and community members. We have also been in contact with Acton officials and our administrators will continue to communicate with police and town officials until the first day of school. We ask for everyone's patience and attention to new traffic patterns especially on the first day.

Central Administration Office Move

We have moved! As you know, for the past few years, the Central Administration has been located in various buildings across campus. This summer, space in the Administration Building underwent

Developing engaged, well-balanced learners through collaborative, caring relationships.



renovations to allow the entire district administrative staff to become centrally located. All district offices are now located at 15 Charter Road in the Administration Building. When you enter the building, community education is now to the left and district offices are now located on the right-hand side, upper level of the building.

Although much of the work is complete, there is still finishing work underway that will likely continue into mid-September. Once everything is done, we plan to host an informal open house so faculty, staff and school committee members can stop by and see the new space. Thank you to Finance Director Dave Verdolino and all of the facilities staff for making this happen.

Facilities Thank You!

While J.D. Head will be presenting in more depth regarding the Capital Improvements made across the schools at the school committee meeting, I want to recognize and thank J.D. and his entire staff for the tremendous work that has been accomplished this summer. It is an extraordinary undertaking to manage almost \$1M in capital improvements while simultaneously making sure all schools are thoroughly cleaned and ready to open.

Senior Leadership Team/ District Leadership Team Retreat

The Senior Leadership Team (SLT), which consists of Principals and District Administrators participated in the annual retreat held at Endicott College on August 1st and 2nd. This was a wonderful two days of professional learning for the group and our work focused on examining equity data for students in our district. This work will inform next steps in our equity goal included in the Long Range Strategic Plan. The retreat was also an opportunity for me to introduce myself formally to the team and for the group to reflect on its practices over the last year and look ahead into the coming year.

We held a follow-up retreat day on August 8th, but expanded the group to include assistant principals and department leaders from across the district. This day provided an opportunity for those administrators who had not previously participated in the Seeking Educational Equity and Diversity (S.E.E.D.) Training to begin this work, and the remaining team met to discuss topics which included the implementation of the single tier bussing service and later start times. Additionally, we discussed how we can continue the district's work around equity in light of the hate-incident on the high school campus in June. Finally, we discussed the student death by suicide this summer, plans to continue to support students, staff, and families as they return to school, and strategies to work with our community-based organizations to continue this discussion with families.

I would like to thank Marie Altieri, Deborah Bookis and Dawn Bentley for the tremendous work they did throughout the Spring and Summer in order to plan an effective retreat.

Fostering Racial Justice Group

On July 18th, our School Committee Chairperson Diane Baum, Marie Altieri and I met with the Fostering Racial Justice Group at the Boxborough Community Center as part of a forum to discuss strategies the district uses to support inclusive practices and eliminate bias in our schools. The forum was held in response to a hate-incident that occurred on the high school campus in June and another bias-based incident from earlier in the school year. This was a wonderful opportunity to hear from community members and also share information about practices currently in place. In particular, we were able to highlight the S.E.E.D training the administration has completed and the goal to train all district faculty within three years. We also discussed a variety of clubs and activities at the high school, the seventh grade social studies curricular focus on examining bias in history, and examples of literature at various grade levels that support this goal. We agreed to continue these discussions with the group about ways we can partner to support this important work.

Entry Plan

I am pleased to provide you with the final copy of my entry plan into the A-B Schools. You may recall that I presented an overview of this plan at the June 21st School Committee Meeting. The plan consists of three phases. The first phase allows me to learn about the unique history and culture of A-B and also hear from stakeholders with regard to their perspectives on the strengths, opportunities and challenges facing the schools. The second phase of the plan focuses on me verifying and interpreting trends and patterns in the data in order to develop a formal report of entry findings. The final phase of the plan includes working with the leadership team and school committee around key ideas in the report of entry findings to inform the future growth and development of the District's Strategic Plan.



"Leadership and learning are indispensable to each other." - John Fitzgerald Kennedy

Superintendent's Entry Plan

July, 2018

I am excited and honored to present this entry plan to the Acton and Boxborough communities. In the brief time I have come to know the communities, I have been immediately struck by the obvious passion for education and deep sense of pride in the public schools.

The purpose of this entry plan is to continue to learn about the District through the collective lenses of the students, families, administrators, faculty and staff, as well as the individuals and organizations who make up the broader Acton and Boxborough communities. This plan will allow me to more deeply understand the history, traditions, and unique culture of the school community and begin to establish a deep sense of trust with you. This process will also help me to understand the unique strengths and opportunities within the district, as well as its challenges; and to give voice to stakeholders in shaping the future of the Acton-Boxborough Schools. I hope you are able to attend some of the various meetings that will take place over the coming months to share your perspective with me!

Sincerely,

Peter Light
Superintendent of Schools



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Overview:

The entry plan consists of three phases: I. Listening and Learning; II. Sense-making, Confirming and Reporting Findings; and III. Developing a Strategy for Improvement. I anticipate that the plan, in its entirety, will span my first year as your Superintendent.

Phase I: Listening & Learning, consists of meetings with stakeholders individually and in groups, observations of classroom practices, a review of selected District documents and data, and attendance at a variety of school and community events.

Phase II: Confirming and Reporting Findings, includes an analysis of the patterns and trends that arise from Phase I, an opportunity to seek feedback from people knowledgeable of the District to confirm assumptions, and developing a Report of Entry Findings that will be presented publicly.

Finally, Phase III: Developing a Strategy for Improvement, includes working with the Administrative Team and School Committee to utilize the input from stakeholders during Phase I, the findings from Phase II, and the collective skill, historical context and expertise of the team to inform and continue to grow the district's Long Range Strategic Plan.



Pre-Entry Transition Activities:

Between April 2018 and June 2018, I had an opportunity to engage in a series of transition activities that provided me with important perspectives with regard to the District and its work. These activities included individual meetings with each school committee member, the Interim Superintendent, each of the various central office administrators, and the leadership of the Acton-Boxborough Education Association. Additionally, I had an opportunity to observe both school committee and building committee meetings, attend the Annual Town Meetings in both Acton and Boxborough, and attend events in the communities, including a performance of Proscenium Circus, and Boxborough's Fifer's Day.



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Phase I: Listening and Learning (July - Nov. '18)

The focus of this first phase of my entry plan is to continue to learn about the Acton-Boxborough School Community from a variety of perspectives. This learning will take place through four primary lenses: individual and group meetings with stakeholders, observations of classroom practices at each school, analysis of school and district document and data, and attendance at school and community events.

Stakeholder Meetings

While there may be some specific questions for each group, the key questions I will ask are purposefully broad:

- ★ What are you most proud of in the AB Schools that you hope is maintained?
- ★ What do you see as opportunities for growth for the schools over the next few years?
- ★ What challenges do you foresee for our schools in the coming years?
- ★ What expectations do you have for me as superintendent?
- ★ How can I help you in your work?

Planned Meetings:

I plan to meet with stakeholders in either individual or group meetings based on the make-up of the group. These meetings will begin with those stakeholders who work most closely with the Superintendent, and continue to expand in scope progressively to include the broader community.

July - August	September - November
<ul style="list-style-type: none"> ● Principals ● Assistant Principals & Department Heads ● Acton Town Manager ● Boxborough Town Administrator ● Police & Fire Chiefs in each community ● DPW Directors in each community ● Chairs of Boards of Selectmen in each community ● Town Moderators in each community 	<ul style="list-style-type: none"> ● Student Groups at schools ● Faculty & Staff at each school ● Family forums at each school ● SEPAC Representatives ● Members of the Acton Leadership Group ● Members of the Boxborough Leadership Forum ● Senior Centers in each community ● Leadership from Faith and/or Cultural Organizations ● Leadership from Community Organizations ● Open Community Forum ● Other individuals and groups TBD

Observations of Classroom Practice

One of the most important lenses with which to understand the work of the District is through observations of student learning and instructional practices. It is of particular importance to me to understand the "Choice" model for schools, how each of the different school cultures has evolved, and how the individual



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cultures of the schools contribute to the overall culture of the district and impact teaching and learning for students.

Over the course of my first year, I will visit schools on a monthly basis to have an opportunity to meet with Principals and to spend time in classrooms with teachers and students.

Document and Data Analysis

Another important part of confirming perceptions of the district, is to analyze selected data sources. In order to gain an understanding of the District through this lens, I will review the following documents and data:

- District Long Range Strategic Plan & School Improvement Plans
- District Regional Agreement
- School Committee Policy Manual
- Budget Documents
- Bargaining Contracts
- Capital Improvement Plan
- Enrollment Studies and Projections
- Student Performance Data, including, but not limited to MCAS, SAT/PSAT and AP Data
- Equity Data
- Wellness Data such as Youth Risk Behavior Surveys, Challenge Success Survey Data
- Curriculum Documents
- Technology Plan
- District Coordinated Program Review Documents
- District and School Curriculum Accommodation Plans, MTSS Plans
- ELE Program Evaluation
- District Professional Learning Plan
- NEASC Evaluations
- School Handbooks
- Other documents, TBD

Phase II: Sense-making, Confirming and Reporting Findings (Dec. '18 - Jan. '19)

After gathering a wealth of information, it is important for me to take time to make sense of this information, confirm its accuracy, and report the findings of my entry plan publicly to the school committee.

Sense-Making and Confirming Hypotheses

As part of the process of understanding the information that I have gathered, I will look for patterns and trends in the information and seek to understand how stakeholders consistently view the District. I will also identify those areas where impressions of and experiences with the District are inconsistent among stakeholders.



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Subsequently, I will meet with school and district administrators and other key stakeholders to share these initial impressions and seek feedback that will allow me to confirm, revise, or reject my initial hypotheses.

Report of Entry Findings

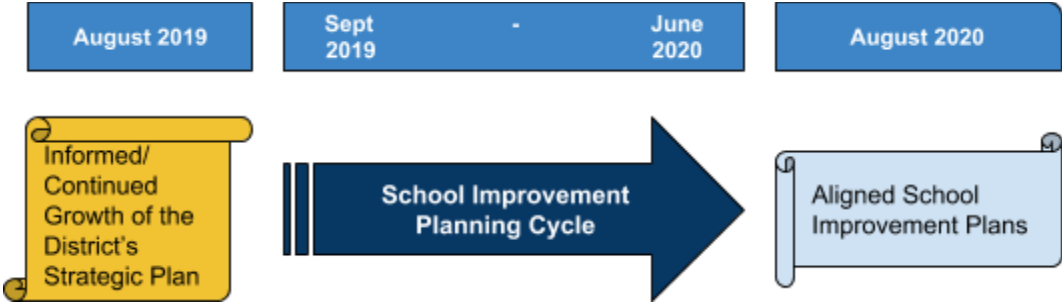
After incorporating input from key stakeholders with regard to my impressions of the District, I will develop them into a Report of Entry Findings that articulates my conclusions about the strengths of the District and its opportunities for growth, as well as challenges the District faces or will face in the coming years. This Report of Entry Findings will be presented publicly to the school committee and be made available to the broader community. I anticipate presenting this report to the school committee in mid to late January 2019.

Phase III: Developing a Strategy for Improvement (Feb. -Aug. '19)

The final phase of the Superintendent's Entry Plan consists of working with the Leadership Team to use information from the Report of Entry Findings as well as key District data and information regarding past and current goals included in the Long Range Strategic Plan to further develop the District's Strategy for Improvement or Long Range Strategic Plan. The Strategy for Improvement will likely continue the work of the district, but utilize feedback from stakeholders to take advantage of new opportunities for growth, and/or address challenges identified through the entry process. Once complete, the revised District Strategy will be presented to the school committee for approval, likely in September 2019.

Beyond the District Strategy

Understanding that the school improvement cycle in Acton-Boxborough is a year long process that engages the work of school councils at each school, it should be understood that while the District Strategy for Improvement is anticipated to be adopted by the school committee in early Fall 2019, individual schools may work throughout the 2019-20 school year to align their work with the District Strategic Objectives and Initiatives. School Improvement Plans developed by school councils which will be developed by June 2020, and subsequently approved by the Superintendent and presented to the school committee for review will reflect the District Strategy.



ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) WORKSHOP
Draft Minutes

Superintendent's Conference Room #13
ABRSD Administration Building

July 16, 2018
5:00 p.m.

Members Present: Diane Baum, Michael Bo (5:30 p.m.), Mary Brolin, Adam Klein, Ginny Kremer (5:20 p.m., left at 9:15 p.m.), Amy Krishnamurthy, Tessa McKinley, Paul Murphy, Angie Tso, Eileen Zhang
Members Absent: Maya Minkin
Others: Peter Light, Marie Altieri, Beth Petr, Student Representative Michael Cheng, Amanda Bailey

1. The ABRSC was called to order at 5:05 p.m. by Diane Baum, ABRSC Chair.
2. **Chairman's Introduction** – *Diane Baum*
The Committee took a few minutes to remember the tragic passing of an AB student last week. The compassionate and timely response of the district staff was noted and appreciated. A moment of silence was observed in memory of the young man.
3. **Statement of Warrants & Approval of Minutes**
 - 3.1. Meeting on June 21, 2018
Mary Brolin moved, Amy Krishnamurthy seconded and it was unanimously,
VOTED: to approve the minutes of June 21, 2018 as amended.
4. **Recommendation to Approve Bus Lease between ABRSD and New England Transit Sales, Inc.** – **VOTE** – *Peter Light*
Mr. Light explained that two bids were received on the 5 year lease of 10 new buses needed for the transition to single tier elementary school transportation for 2018-2019. New England Transit, Inc was the lowest qualified bidder at \$12,900. per bus. Last year it was thought that 11 buses would be needed, but now it is only 10. The salaries for the additional drivers are included in next year's budget.

Paul Murphy moved, Mary Brolin seconded and the Committee,
VOTED: to authorize the ABRSD to enter into the proposed bus lease for 10 additional school buses. (All members in favor with exception of Michael Bo who abstained.)
5. **ANNUAL WORKSHOP**
Dorothy Presser/MA Association of School Committees (MASC) Field Director

Dorothy Presser invited the members and others to introduce themselves and describe why members wanted to serve on the Committee and what their legacy would be. She noted the rich discussion of the various perspectives and motivations mentioned at the conclusion.

5.1.1. Roles and Responsibilities of the School Committee and Superintendent
The Committee discussed the attributes and practices of effective school committees positively influencing student achievement. It was agreed that there should be “no surprises” at meetings, meaning that everyone has been provided with the same information

so that they are prepared to deliberate as a cohesive team. It is the expectation that members will talk to the Superintendent if they have significant questions or concerns about agenda topics. Each committee member must respect the fact that they are one of 11 members when expecting action on something. Trust and respect between the Committee and Superintendent is essential.

Good SMART goals are helpful because they have measurements. It is important that all members understand the goals and what they mean.

Committee members were asked to consider the Edmund Burke quote: "Your representative owes you, not his industry only, but judgement; and he betrays, instead of serving you, if he sacrifices it to your opinion" and discussed the idea of using good judgement in governance even when public opinion is not in agreement. If you believe something is right, you have to stick with it. Just because some people are loud, doesn't mean it is the majority's opinion. The analogy of a tree with 11 branches was suggested. The Committee is one tree that provides the roots and growth plan for all of the trees in the forest that is the Community.

A member stated that data is very important, both qualitative and quantitative, to show how decisions are made and supported. There are a variety of sources of data, including all of our communities, the many surveys, advice from our members, etc. Dorothy suggested that for every decision, members ask themselves, "How will this decision impact the students that I serve?"

An exercise was done where members were presented with various scenarios and were asked to decide whether, in their individual judgement, the School Committee was appropriately overseeing, overstepping, or if they were not sure. Dorothy encouraged members to think about why they were responding to scenarios the way they were. Members commented that different responses are perhaps rooted in philosophical and/or cultural perspectives that individuals bring to bear on the issues that School Committees are asked to consider. People have differing stories.

A discussion about overstepping continued as members addressed the power dynamic of a School Committee member bringing an idea to the Superintendent with the implicit or explicit expectation that the Superintendent would act on it. If the member brings an idea to the Superintendent but states clearly "Ignore this if you wish.", then it could be alright. If not, the superintendent may feel pressure. The same dynamic could exist when a School Committee member speaks directly to a staff member.

Individuals have no authority as a School Committee member outside of a meeting. Policy level questions/issues are the School Committee's purview. Deliberating on the procedural level of issues is not appropriate. Policy is the what/why and procedures are the how.

Once a vote has been taken, all members must support the decision and refrain from preventing its implementation.

Members had a lively discussion about evolving social media and the important role that it now plays in reaching stakeholders. Members brainstormed about ways to officially correct inaccuracies that end up in the public conversation, especially on Facebook. Members acknowledged that, depending on the specific issue the response from the Committee and District Central Office may differ. A community engagement strategy is something that the Committee needs to address.

5.2. Review of ABRSC Operating Protocols

Members reviewed the protocols and considered how/if they might be changed. An example from Melrose and a Board set of norms were handed out. A comment was made that ours was cumbersome because there are many policies in it that have to be looked up. It should be easier to refer to.

Members liked the Melrose example because it was clear and task oriented. There was an inward sense of a meeting protocol. Ours was more outward focused.

Dorothy asked, "Is there a way to look at the agenda items and see how each gets us closer to our values and goals?" Peter offered that some Committees read the vision and values before each meeting. Members liked the idea of everyone signing the protocols.

Diane confirmed that there was consensus that the protocols should be updated. A subcommittee will review the materials and prepared a draft similar to the Melrose format for a future School Committee meeting. Tessa McKinley, Eileen Zhang, Amy Krishnamurthy, Angie Tso, and Ginny Kremer volunteered. The Superintendent will join them. Beth will reformat the current protocols for the subcommittee to start with.

5.3. ABRSD Strategic Plan Overview – *Marie Altieri*

Marie reviewed the Plan and the 2015-2016 process done by the 45 member District Leadership Team (DLT). The 2011 task force was much more community oriented, compared to the FY16 work which was a more internal/educator driven process. The Equity Audit being done by the MidAtlantic Equity Consortium (MAEC) will provide the District with a vast amount of detailed data points regarding how students are doing by disability, by school, etc. The School Committee will hear more about this after the data equity audit is completed in the next 3-5 months. Marie reviewed the Seeking Educational Equity & Diversity (SEED) Project. The District is training trainers now. More information will be brought to the Committee soon. Marie concluded that the 2018-2019 Strategic Actions are being worked on and will come to the School Committee in late October.

5.4. School Committee Goals and Next Steps

Typically the School Committee would do their annual goals now, but with Peter Light just starting, he will be doing his goals soon, and then the Committee will do their goals. The Superintendent's goals should be the District Improvement Goals plus his own. The School Committee's goals are things within the Committee's purview, related but different, from the District goals. Dorothy Presser noted that the Long Range Strategic Plan was great because it is always looking out to the next 2-3 years.

The Committee was cautioned not to set too many goals. Dorothy suggested that the Superintendent have about 5 goals. It was also agreed that the Committee should receive update reports throughout the year, not all at the end. This organization also helps with evaluating the superintendent at the end of the year.

A new member asked for clarification of the School Committee's vision. She felt that different members have different perspectives on the vision. A member also asked how we look at each school's results and understand them, given our focus on Challenge Success. Marie Altieri said that a district survey will be done this year regarding Challenge Success.

A question was asked about measuring the MCAS results and how the data should be considered. Diane Baum said that she and Eileen had discussed with former Superintendent Bill McAlduff how to best frame presentations of the vast amount of MCAS data provided by DESE so that the public is able to see how cohorts of students are doing over time as they move from our 6 elementary schools through high school. Diane said that this is an appropriate discussion to continue with the Superintendent.

A member asked about the High School schedule because she felt that feedback about the pilot schedule was not provided. Diane asked her to hold the question for a future meeting or ask the superintendent. This topic will be on an agenda in the fall.

5.5. 2018-2019 Subcommittee Structure and Assignments

5.5.1. 2017-2018 Subcommittees and Assignments with memo (6/21/18 meeting)

Based on members' responses to the discussion at the 6/21/18 School Committee meeting, Diane shared a suggested draft of subcommittee assignments. More volunteers than could be used were received for the Policy and Budget subcommittees. Splitting the Budget and Capital Planning Subcommittee into two subcommittees was considered. The Superintendent will discuss this with his administrators.

Mary Brolin talked about the Health Insurance Trust (HIT) and raised the issue of changing the Trust because that is what defines the members. Currently, it is Mary Brolin and Margaret Dennehy (ABRSD part-time Treasurer). There are three town of Acton members to two ABRSD members but now with regionalization, the membership should be more balanced, in Mary's opinion. Instead of requiring the Treasurer to be a member, the Trust could say a designee from the School Superintendent. Mary wants to come off in a year so it would be helpful for someone to shadow her although not be a voting member. Changing the membership makeup would require a vote of Acton Board of Selectmen. Deputy Superintendent Marie Altieri and Director of Finance Dave Verdolino attend, although there are only five voting members.

5.6. Informal Mentoring for New Members

Diane Baum suggested that this might be helpful for new members. Members agreed to the following mentors for new members:

Adam Klein – Mary Brolin
Angie Tso – Amy Krishnamurthy
Michael Bo – Paul Murphy
Ginny Kremer – Diane Baum

Members were reminded to be especially careful about following the Open Meeting Law protocol. Mentoring should be about process, history and the members' roles, not for deliberation on issues.

6. FYI

Peter is scheduling school tours for the fall and spring. A workshop on Superintendent Evaluation would be helpful for the Committee. Attending an Open Meeting Law webinar, or bringing in our district counsel to discuss it would also be valuable.

As Peter works on developing the new relationship with the Committee, he asked that members go to him first with questions or concerns, not directly to district/school staff, and then he will refer them to others as appropriate. Dorothy reinforced that the Superintendent needs to know

what questions are being asked and information being given to do a good job. This helps him understand the scope of things.

Copies of the Challenge Success book, Overloaded and Underprepared, Strategies for Stronger Schools and Healthy, Successful Kids by Denise Pope will be given to members who need one.

The ABRSC adjourned at 9:35 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: See agenda, Slides from Dorothy Presser

File: BEDH

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public, except for "Executive Sessions" which will be held as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee welcomes citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the public's ideas .

In order that all citizens who wish to be heard before the Committee have the opportunity to speak and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures have been adopted by the Committee:

1. At each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chairperson shall determine the length of the public participation segment.
2. Each speaker will be allowed two (2) minutes to present his/her statement. The presiding Chairperson may permit extension of this time limit.
3. Topics for discussion are not limited to those items listed on the School Committee meeting agenda for that evening. However, items not on the agenda must be brought up during public participation portion of the meeting. Due to the requirements of Open Meeting Law, the School Committee may not be able to respond to items brought up during public participation.
4. All remarks will be addressed through the Chairperson of the meeting.
5. Speakers may offer such objective feedback regarding school operations and programs as concern them, but in public session the Committee will not hear personal complaints regarding school personnel nor against any member of the school community. Staff and student confidentiality must be preserved. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving District personnel.
6. Written comments that would exceed two (2) spoken minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time. Letters or emails addressed to the School Committee will be shared with the Committee members and will be responded to by either the Committee Chair, Vice Chair or appropriate administrator. Emails to the Committee are considered public as defined by Mass General Law.

Public Participation is not a discussion, debate, or dialogue between or among citizens and the School Committee. Rather it is intended to offer citizens an opportunity to express their opinion on issues of School Committee business. While the Committee and /or administrators will not typically respond to citizen comments or questions posed during Public Participation, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if he/she deems it readily available. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.

Approved: 11/20/14



Acton-Boxborough Regional School District
Office of the Deputy Superintendent
16 Charter Road Acton, MA 01720
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Marie Altieri
Deputy Superintendent

To: Acton-Boxborough Regional School Committee
From: Marie Altieri, Deputy Superintendent
Date: August 15, 2018
Re: Staffing Report – New Staff and Staff Leaving the District

Attached you will find our annual summer staffing report. This has been the highest hiring year in at least 15 years. I'm pleased to report that we have hired fifty-four high quality new professional staff (47 new teachers and 7 administrators) with 2-3 more to go. Attached you will see a brief summary of each teacher's background, and a list of teachers and administrators who left the district or moved schools or departments. With a staff of over 1,000 employees, we find that there are many changes each year. In addition to these 54 teachers and administrators, we have hired over 100 support staff (Bus Drivers, Cafeteria Staff, Special Ed Assistants, Classroom Assistants, Custodians, etc.), with many more to come in the next couple of weeks.

When we budget for new positions or to replace retirees, we budget for a teacher with three years of experience and a Master's degree (M3 = \$56,199). While our teachers range from first year to many years, the average salary for our new staff is \$63,177. Several of the new teachers are replacing teachers who left after the budget season. In those cases, the full salary of the teacher who left the district is in the budget. Because of this, in total, the salaries for our new teachers fit within the existing FY19 budget.

For some historical perspective, of our 450 teachers, the number of staff changes in the last three years are as follows:

Professional Staff (Teachers and Administrators)	2015	2016	2017	2018
Retirements	16	15	13	18
Leaving the district (in addition to retirees)	12	19	14	22
Taking a one year leave of absence	8	6	5	5
Returning from a one year leave of absence	3	2	3	4
Newly hired professional staff	29	30	33	54



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The majority of teachers leaving our district are leaving because of retirement and changes in family circumstances. Some elementary schools had to reduce classrooms, and others added classrooms. This resulted in some transfers between schools or positions. Peter and/or Bill and I have met with each of the new teachers. I would like to thank the Principals and Department Leaders for all their incredibly hard work in leading hiring processes and securing such qualified candidates. Our new teacher orientation is Wednesday August 23 and Thursday August 24. This will include time with their mentors, curriculum coordinators, department leaders and central office leaders and principals. We are excited to start our work with our newest educators.

We would be happy to answer any questions you may have.

Thank you,

Marie Altieri
Deputy Superintendent

2018 – 2019 New Professional Staff

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Sal Step</u>	<u>FTE</u>
<u>Administrators</u>				
Peter Light	Superintendent	District		1.0
Juliana Schneider	Principal	Merriam		1.0
Bryant Amitrano	Assistant Principal	Merriam		1.0
Leigh Whiting-Jones	Assistant Principal	Blanchard		1.0
George Arsenaault	Dir. of Performing Arts	District		1.0
Fred Hohn	Interim Dean	ABRHS		1.0
Barbara Maglione	Special Educ. IEP Chair	Blanchard, Conant		1.0
<u>Teachers</u>				
Dora Sanchez	3-6 Lit./S.S. Coordinator	District	M12 + 15	1.0
Alanna House	Speech Language.	Preschool	M12	0.6
Rebecca Piersma	Special Education	Preschool	M2	1.0
Erin Barrell	Special Education	Blanchard	M12 + 15	1.0
Erin Burke	6th Grade Math	Blanchard	B1	1.0
Kyle Puzikov	5th Grade	Blanchard	M6	1.0
Jamie Rickenbach	1 st Grade	Blanchard	M5	1.0
Margretta Venuti	English Language Educ.	Blanchard	M10	0.4
Veronica Contreras	½ Day Kindergarten	Conant	B1	0.6
Lindsay Entwistle	Special Education	Conant	M1	1.0
Jamie Solitro	6th Grade (1 yr)	Conant	M6	1.0
Carol Lenson	Special Education	Conant	M5	1.0
Lars Henke	5 th Grade	Douglas	B1 + 36	1.0
Anne Marie Savello	Special Education	Douglas	M1	1.0
Laura Schmidt	English Language Educ. (1 yr)	Douglas	M5	1.0
Stacey Smith	Reading (1 yr)	Douglas	M11 + 15	0.4
Marlee Cassell	Music	Merriam	B3	1.0
Chelsea Medvedeff	Special Education	Merriam	M4 + 15	1.0
Caroline McCarthy	½ Day Kindergarten	Merriam	M1	0.6
Allyson Simes	Visual Arts	Merriam	M8	1.0
Jocelyn Hotte	5 th Grade	McTowne	M3	1.0
Meaghan Power	4 th Grade	McTowne	M3	1.0
Dana Roy	½ Day Kindergarten	McTowne	M3	0.6
Emma Twitchell	Special Education	McTowne	M1	1.0
Jillian Wigmore	Special Education	McTowne	M7	1.0
Christine Wysokowski	Music	McTowne	M12	1.0
Kelly Conklin	English	RJ Grey	M4	1.0
Andrea Henry	Special Education (1 yr)	RJ Grey	M4	1.0
Keiran Joshi	8 th Grade Math	RJ Grey	M11	1.0
Anastasia Koulpoulos	Science	RJ Grey	M1	1.0
Patrick McClellan	Social Studies	RJ Grey	B2 + 15	1.0
Kristan-Smith Park	ASC (1 yr)	RJ Grey	M11	0.2
Susan Susman	Digital Literacy (1 yr.)	RJ Grey	B4 + 36	1.0
Colleen Thomas	Special Education	RJ Grey	M6	1.0

7/12/2018

Lauren Weitz	Physical Education	RJ Grey	M1	1.0
Anthony Zeese	Social Studies	RJ Grey	B6	1.0
Joshua Fischel	HS English	ABRHS	M10	1.0
Catherine Foster	French	ABRHS	M12 + 45	1.0
Michael Grimes	Special Education	ABRHS	M12	1.0
Lea Hanko	English	ABRHS	M6	1.0
Robin Hermans	French	ABRHS	M9 + 45	0.4
Kelly Hoogeboom	Math	ABRHS	B6 + 15	1.0
Katherine Houle	English	ABRHS	M7	1.0
Thornton Kline III	Industrial Technology	ABRHS	D7	1.0
Megan McGrath	Social Studies	ABRHS	B2	1.0
Kelley Smolinski	English	ABRHS	M5	1.0
Timothy Vaillancourt	Earth Science (1 yr)	ABRHS	M8	1.0

**Acton-Boxborough Regional Schools
Staffing Changes
2018-19**

Certified Staff Leaves of Absence

Jillian Cannon	JH Special Educator
Louisa Latham	JH Technology
Glenn Manning	HS English
Maureen O'Brien	Douglas Reading (.5 FTE)
Harvest Stephenson	Douglas ELL

Certified Staff Returning

Myrna Gutfreund	Merriam Grade 3
Diego Mansilla	HS Spanish (.6 FTE)
Michael Romano	HS Biology
Heather Ryder	Gates Grade 4

Certified Staff Not Returning

Ralph Arabian	HS Industrial Arts
Cheryl Beaudoin	McT Kindergarten
Katilyn Burgoyne	HS English
Peter Cavanaugh	HS Dean
Nicholas Champagne	JH Special Educator
Susan Dalton	HS Reading
Anne Doble	Blanchard Grade 5
Lauren Doscher	HS English
Karen Dwyer-Tower	Blanchard Assistant Principal
Jillian Falvo	McT Music
Charles Fidler	HS Physics
Katrina Forde	HS English
Elizabeth Geller	McT Kindergarten
Amanda Matthews	HS Spanish
Fawn Miller	Blanchard Special Educator
Margaret Norton	Educational Team Leader
Tiffany Pellegrini	HS History
Denis Reedy	JH Special Educator
Elizabeth Rooney	HS English
Brenna Watson	JH Physical Education
Vicki Weeks	JH English
Alyson Whatcott	Merriam Grade 2

Certified Staff Retirements

Lynne Bover	JH Social Studies
Cheryl Carter-Miller	JH Drama
Mary-Frances Doiron	JH Science
Joan Fenster	HS Math
Mark Hickey	Director of Fine Art
Edward Kaufman	Merriam Principal
Anne Kress	Merriam Art
Janet Lavigne	Blanchard Grade 6
Deborah Leavitt	HS French
Rena Linnell	Douglas Special Educator
Renee Luttati	Conant Reading
Cynthia Mate	Preschool Speech Language
Thomas Mutschler	HS Math
Christopher Porth	Merriam Music
Judith Smith-Prather	HS Special Educator
Beth Tafler	Merriam Special Educator
Jane Tibbetts	Conant Special Educator
Kathleen Tulp	Conant Grade 2

Transfers within School District

Frederick Hohn
From HS Biology to HS Dean

Jasmin Washington
Merriam Grade 3 to Blanchard Grade 4

Carolyn Smiley
From HS English to HS ASC

Katherine Kennedy
From HS English to HS Senior Seminar

Liza Levitsky
From McT Special Educator to JH Special Educator

Bethany Dunakin
From JH English to JH Drama

Pamela Spencer
From Conant Kindergarten to Conant Grade 2

Lindsay Hussey
From Gates Grade 4 to Gates ELL

Anne Marie Mercadante-Pastor
From Conant Grade 4 to Conant Reading

Jillian MacLean
From Gates Grade 1 to McT Grade 1

New Certified Staff
2018-2019

Dora Sanchez - 3-6 Literacy/Social Studies Coordinator - District

Dora will be joining the District as the 3-6 Literacy and Social Studies Curriculum Coordinator. Her most recent experience was in the Chicago Public Schools as an Area Lead Literacy Teacher and Multi-Tiered System of Support Coordinator. Dora has also been a Reading Specialist and Elementary Classroom Teacher in her seventeen years in Chicago. She has extensive experience coaching educators, leading professional learning workshops, and curriculum development and mapping. Dora holds a BA in Elementary Education and an M.Ed in Reading.

Alanna House - Speech Language - Preschool

Alanna House received her Master's in Communication Sciences in December 2006. During the 2017-18 school year she worked as a speech/language pathologist for the Sudbury Public Schools. The majority of her professional career has been spent with LABB Collaborative, where she worked for over eight years. She has experience with assistive technology and helped create and maintain a variety of low to high technology communication devices to support student communication needs. She is a skilled speech/language therapist who has provided speech/language therapy for students with mild to profound developmental delays.

Rebecca Piersma - Special Education Teacher - Preschool

Rebecca Piersma worked as a special education teacher for Groton Dunstable Regional School District at the Boutwell Early Childhood Center during the 2017-18 school year. Prior to her year at GDRSD, she spent 6 years supporting students as an Applied Behavior Analysis Trainer in Acton-Boxborough's Carol Huebner Early Childhood Program. Rebecca is creative, supportive and organized and a strong collaborator with both staff and parents.

Erin Barrell - Special Education Teacher - Blanchard

Erin holds a professional license in moderate disabilities (PK-8) and is certified in the Wilson Reading Program. Additionally, Erin holds a Master in Elementary Education from Lesley University and a Bachelor of Arts degree in Communication disorders from

the University of Massachusetts, Amherst. All of Erin's references shared extremely positive feedback about Erin's work ethic and skills as an educator.

Erin Burke - 6th Grade Math Teacher - Blanchard

Erin has her Massachusetts Elementary License (1-6). Erin earned a Bachelor of Arts in Elementary Education and American Studies from Saint Michael's College. She is currently in her first year of teaching at Mystic Valley Regional Charter School. She recently completed her first year of teaching at Mystic Valley Regional Charter School and received excellent recommendations from former colleagues.

Kyle Puzikov - 5th Grade Teacher - Blanchard

Kyle has her Massachusetts Elementary License (1-6), Reading Specialist License (K-12) and English as a Second Language Licensee (K-6) and is SEI endorsed and TELL certified. Kyle holds a Master of Education degree in Literacy and Reading Specialist and a Bachelor of Arts degree in Elementary Education and American History from Boston College.

Jamie Rickenbach - 1st Grade Teacher - Blanchard

Jamie has her Massachusetts Teacher Certification in K-5 and is SEI endorsed. Jamie holds a Master Degree in Early Childhood Education with and with disabilities from Lesley University and a Bachelor Degree in Psychology from the University of Massachusetts, Amherst. Jamie previously worked in both Acton and Boxborough elementary schools.

Margretta Venuti - EL Teacher - Blanchard

Margretta (Gretta) Venuti earned a Bachelor's degree in Psychology from Merrimack College and a Masters degree in early childhood education from Wheelock College. She served as an elementary educator in Bedford for a number of years, a stay-at-home mom while her children were young, and she has recently completed a few long-term sub positions at Gates Elementary and in Bedford. Last year, Gretta completed an internship/maternity leave position as an EL teacher in Bedford, where she will tell you that she finally "found her passion." We are excited to welcome Gretta as an English language educator at Blanchard Memorial School.

Veronica Contreras - ½ Day Kindergarten Teacher - Conant

Veronica has done a great job as the K assistant. She is a natural with children. I've seen her help students in crisis many times be able to de-stress and continue with their day in a positive manner. She is strong with management and a very positive presence in the building.

Lindsay Entwistle - Conant - Special Education

Lindsay will be joining Conant as our new Grade 4 - 6 Connections teacher. She holds a BA in Early Childhood Education and Psychology from Umass Amherst and a Masters from Umass Boston in Special Education. She has previously worked as a special education paraprofessional and a member of the summer school staff in Brookline.

Jamie Solitro - 6th Grade Teacher (1 yr) - Conant

Jamie is moving from her role as our Mathematics Assistant to take our one year Grade 6 Teaching position. She holds a BA in Liberal Studies/Education from Anna Maria College and an M.Ed. from Framingham State. Before coming to Conant, Jamie taught at the Page Hilltop School in Ayer.

Larz Henke - 5th Grade Teacher - Douglas

As a Masters student at Brandeis University, Larz Henke is currently finishing a second student teaching assignment at the Tobin School in Cambridge to complete a Massachusetts Certificate in Teaching Moderate Disabilities. This is in addition to having completed his student teaching in 5th grade at the Stanley Elementary School, Waltham, MA. While Larz is only just completing his student teaching, he is a seasoned teacher having taught English in Thailand for one year and English at Phechela Primary School in Lesotho Africa for another year. His written and phone references are exemplary including a discussion with a 5th grade teacher from whom Larz did not have a written reference. She described him as, "The best student teacher we have ever had." The administration in Waltham describes Larz as self reflective, asking great questions about how to improve his practice and very collaborative.

Anne Marie Savello - Special Education Teacher - Douglas

Anne Marie Savello is a newly Licensed Special Education Teacher who completed a student teaching at Douglas School this Winter/Spring. She worked with Betsy Johnston and had an impressive way of working with students and staff. Of our interviews she was the most qualified and had the most experience teaching , leading IEP meetings and writing IEPs. Her tenure was outstanding and matched well with references that spoke of her initiative and excellent work with students and parents.

Laura Schmidt - ½ Day Kindergarten Teacher - Douglas

Laura Schmidt has been the long term sub for Harvest Stephenson since March of 2018. She worked with Harvest to make a smooth transition and took over her caseload of students. Laura seamlessly transitioned with students and teachers and has continued a program of excellence at Douglas School. She participates in staff meetings and professional development and has become a great addition to the Douglas Staff. We are looking forward to Laura continuing in this position as Harvest Stephenson extends her leave of absence.

Stacey Smith - Reading Teacher (1 yr) - Douglas

Stacey Smith has been a Reading Specialist Assistant/Interventionist at Merriam Elementary School for three years.. She has invaluable experience in the process of reading instruction and the many strategies and programs which support student growth and achievement in reading. She is also currently enrolled in a CAGS Reading Specialist program with American International College and has completed one year of the program. Stacey expects to have her Reading Specialist license in the spring of 2019. Stacey has 10 years experience as a High School English teacher and has worked as a tutor as well. Her love of children shines through in an interview and her philosophy of working with struggling students and teachers fits nicely with the Douglas philosophy.

Marlee Cassell - Music Teacher - Merriam

Marlee Cassel taught music in a small district in Kewanee, Il. In this position she taught music in grades K - 12. This was her first position coming out of college. After two very successful years here she married and moved to Massachusetts where she got a job working as a special ed assistant in the Bedford Public Schools. She has done excellent work in Bedford this year, but is pursuing her passion of teaching music. We think she is an excellent fit for the Merriam classroom music position.

Chelsea Medvedeff - Special Education Teacher - Merriam

We welcome Chelsea Medvedeff as the primary resource room teacher for Merriam School. For the past three years, Chelsea has been working at ACCEPT Education Collaborative located in Natick. Within this placement, she has worked with primary students from kindergarten through third grade. Most recently she helped launch a kindergarten classroom. Chelsea has extensive training with Safety Care protocols, testing, running team meetings and previously worked as an ABA tutor. Chelsea has

supported children during the school day, as well as provided therapies for children within the home setting. She has experience developing curriculum and looks forward to joining our community.

Caroline McCarthy - ½ Day Kindergarten Teacher - Merriam

Caroline McCarthy has worked in the Wayland Public Schools for the last six years. She began as a special education teaching assistant within a kindergarten classroom and moved into many roles within her school, supporting children in the primary grades. Most recently, Caroline taught first grade as a long-term substitute in her school. Caroline has worked hard to establish warm and meaningful relationships with her students, their families and colleagues.

Allyson Simes - Visual Arts Teacher - Merriam

Allyson comes to us with a diverse range of experiences in the visual arts world. She taught middle and high school visual arts for seven years in the Randolph Public schools, has worked in museum education at the Museum of Fine Arts and the Institute of Contemporary Art, and most recently was the Education and Programs Director at the Concord Center for the Visual Arts. Allyson also cofounded her own fashion line--False Prophet Clothing, and is an active painter and photographer. She earned a BFA at Montserrat College of Art, and her masters in art education from SMFA. Alysson is really excited about making the transition to elementary education, which was the original vision she had of herself as an arts educator.

Jocelyn Hotte - Fifth Grade Teacher - McTowne

Jocelyn was most recently part of the Fairhaven Public Schools, where she was a Fourth Grade teacher. Her undergraduate degree is from Bridgewater State University, and her Masters Degree is from Simmons College.

Meghan Power - Fourth Grade Teacher - McTowne

Meaghan will be joining the McT Fourth Grade Team from the Greenfield Public Schools in Greenfield, MA., where she has been a Second Grade teacher. She received her undergraduate degree from Russell Sage College and her graduate degree from Sage Graduate School

Dana Roy - ½ Day Kindergarten Teacher - McTowne

Dana has been a Long Term Sub in Half-Day Kindergarten for the latter half of the past school year. She has been a Classroom Assistant at Merriam and a Second Grade teacher in Fitchburg. She received both her undergraduate and her graduate degrees from Fitchburg State University.

Emma Twitchell - Special Education Teacher (1 yr) - McTowne

Emma spent the past academic year as a 1:1 Special Education Assistant in a Third Grade classroom at McCarthy-Towne. She earned both her undergraduate degree and her Master of Arts in Special Education from Assumption College.

Jillian Wigmore - Special Education Teacher - McTowne

Jillian comes to us from the Falls Church, VA, public schools, where she was a Special Education Teacher. She received her undergraduate degree from Bridgewater State College and her Special Education graduate degree from the University of Phoenix.

Christine Wysokowski - Music Teacher - McTowne

Christine has been most recently the Music Teacher and the Fourth and Fifth Grade Chorus Director in the Maynard Public Schools. She received her undergraduate degree from UMass, Amherst, and her Master of Music Education from Gordon College.

Kelly Conklin - English Teacher - RJ Grey

Kelly is a 7th grade English teacher joining RJ Grey this year. Prior to joining RJ Grey Kelly held English teaching positions in the Maynard, and in Newton, where she also spent time as a Behavior Specialist. She has a Bachelor's degree from the University of New Hampshire, and a Master's Degree from Lesley University.

Andrea Henry - RJ Grey - Special Educator (1 yr)

Andrea is joining RJ Grey as a Special Educator. Prior to joining the Junior High, Andrea was most recently a special educator at Rumney Marsh Academy in Revere for the past two years, and also served as a special educator at the Kennedy Middle School in Natick. An A-B graduate, Andrea received a Bachelor's degree from James Madison University and a Master's in Special Education from Cambridge College.

Kieran Joshi - 8th Grade Math - RJ Grey

Kieran is joining RJ Grey as an 8th grade Math teacher. Kieran spent 10 years as a Math teacher at Curtis Middle School in Sudbury before moving abroad with her family for

several years. Kieran also spent several years as a member of the Peace Corps. She has a Bachelor's from Kalamazoo College and a Master's Degree from Boston University.

Anastasia Koulopoulos - Science Teacher - RJ Grey

Anastasia will be joining RJ Grey as a 7th grade Science teacher. Anastasia recently completed a Master of Arts program from Ithaca College, where she also received a Bachelor's of Science in Biology, with a minor in Deaf Studies. Earlier this year she completed student teaching assignments in Elmira and Lansing, New York.

Patrick McClellan - Social Studies Teacher - RJ Grey

Patrick will be joining RJ Grey as an 8th grade Social Studies teacher. Prior to RJ Grey Patrick was an Arts & Humanities teacher at the Francis Parker Charter School for three years. Patrick has also been actively involved in coaching and leadership roles for youth soccer programs in the area. He earned a Bachelor's Degree from Gordon College, and completing a Master's program from St. Joseph's College.

Kristan Smith-Park - Academic Support Center Teacher - RJ Grey

Kristan Smith-Park is currently a program assistant in our Academic Support Center. This coming year, she will also serve part-time as a lead teacher in the Academic Support to complement a part-time schedule for another lead teacher. Kristan has been in our ASC for the past three years, and was also a Math Assistant at Douglas School for four years. Prior to her time in A-B, Kristan held English teaching positions in Boston, Concord-Carlisle, and Falls Church, Virginia. She has a B.A. from Union College, and a Master's from Harvard Graduate School of Education.

Susan Susman - Digital Literacy (1 yr) - RJ Grey

Sue will be serving as the Digital Literacy teacher for 8th grade this coming year. Prior to RJ Grey Sue served as an Instructional Technology teacher in Tewksbury and Lexington. She has a Bachelor's degree from Kean University, and has completed graduate work at Lesley University.

Colleen Thomas - Special Education Teacher - RJ Grey

Colleen is joining RJ Grey as a Special Education teacher for the new STEP program. For the past five years Colleen was a Lead Special Education teacher with the CASE Collaborative at their program based in Littleton Middle School. She has previously worked in Acton-Boxborough as an ABA therapist. Colleen has a Bachelor's degree from UMASS Amherst, and a Master's degree from Simmons.

Lauren Weitz - Physical Education Teacher - RJ Grey

Lauren Weitz is joining RJ Grey as a Physical Education teacher. Prior to RJ Grey, Lauren was a Physical Education teacher with the Salem Public Schools. She also has worked in area public schools as a paraprofessional, supporting various special education programs. She is also a stable manager and a riding instructor at the Flying Change Stables in Chelmsford. Lauren earned her Bachelor's from Fitchburg State University and a Master's in Physical Education from Bridgewater State University.

Anthony Zeese

Anthony will be joining RJ Grey as a 7th grade Social Studies teacher. Anthony's most recent teaching experience was at Jack Jouett Middle School in Charlottesville, Virginia, where he was a Social Studies teacher for three years. Prior to that, Anthony was a middle school teacher in Gary, Indiana and during both roles has also coached basketball, advised the Debate team, and completed professional training in culturally responsive teaching and responsive classroom strategies. Anthony has a Bachelor's Degree from Indiana University.

Joshua Fischel comes to AB from the Shady Hill School in Cambridge, where he taught sixth grade Gradehead, a humanities class. He began his teaching career as a high school English teacher at St. Mark's in Southbridge. Josh has worked at the Steppingstone Foundation in Boston and has written for *The New York Times* and various college alumni magazines. Josh and his family reside in Acton. He is currently the clerk for the Town of Acton Economic Committee.

Cathy Foster - French Teacher - ABRHS

Cathy Foster graduated with a BA in French from Stonehill College and a Masters from Tufts. Cathy returns to AB to teach French in our high school World Languages department after 6 years teaching at Newton South. She looks forward to sharing her passion for travel with her students as well as creating a student centered cooperative learning environment for her students.

Michael Grimes - Special Education Teacher - ABRHS

Michael Grimes has been the Athletic Director for the Ashland School District for the past several years. Prior to that he was a Special Educator in Natick for over ten years, most recently heading up the high school alternative program. Throughout his 20 years as an educator, he has worked with students of all different ages and disabilities including traumatic brain injuries, developmental delays, and autism. Michael comes to us with a

plethora of skills that will add tremendously to the Special Education department and the high school community.

Lea Hanko - English Teacher - ABRHS

Lea is originally from Shelton, Connecticut. Last year, Lea worked at Lincoln-Sudbury High School teaching ninth grade English and upper grade English electives. Before moving to Massachusetts, Lea taught at Shelton High School, where she also did her student teaching. While at Shelton High School, Lea was awarded the Golden Apple Award for being a new teacher of distinction.

Robin Hermans - French Teacher - ABRHS

Robin Hermans graduated with a BA from Wellesley. She also holds a Masters degree from Boston University and Sacred Heart University in Connecticut. Robin recently taught French at Groton-Dunstable and The Bromfield School and will join the high school World Languages department to teach 2 sections of French. Robin is passionate about creating an immersion classroom and teaching with authentic materials.

Kelly Hoogenboom - Math Teacher - ABRHS

Kelly earned a BS in Mathematics from University of Massachusetts, Amherst in 2006 and is in a Masters Program at University of Massachusetts, Lowell, which she will complete in December 2018. She was selected based on her strong academic background in mathematics and documented success in previous positions teaching SHS and JHS mathematics, as well as her potential to eventually teach higher level courses. She will be teaching Algebra and Geometry at the high school. She has 6 years teaching experience as per her resume (from 2006-2012) and has been home with small children primarily since then, although much of this semester she has been covering a long term sub position at the Danvers Middle School.

Katherine Houle - English Teacher - ABRHS

Katherine Houle has been teaching English at the McCarthy Middle School in Chelmsford. Katherine began her teaching career at Lowell Catholic High School and then taught at Chelmsford High School. When not in the classroom, Katherine enjoys spending time with her family and her two young daughters.

Thornton Kline III - Industrial Technology - ABRHS

(Jack) Thornton Kline was hired last year as a permanent sub to fill a vacancy in the Industrial Technology Department at the high school. Jack has since been hired as the permanent instructor in this role. Jack lives in Acton with his family. He served on the R.J.Grey JRHS School Council in past years. Jack has also been a woodworking teacher for the Acton-Boxborough Regional Community Education program. Since 2007, Jack worked as a self employed furniture maker and architectural millwright. Jack earned his Ph.D. in Chinese Philosophy at Stanford University and has additional degrees from the University of Chicago and Dartmouth. Jack has a wealth of teaching experience at several prestigious colleges and universities where much of his focus has been in philosophy and Asian Studies.

Megan McGrath - History Teacher - ABRHS

Megan McGrath joins us after teaching both Social Studies and Special Education at Simsbury High School in Connecticut. She completed her Bachelors in Science in both Secondary Education and Special Education at University of Vermont in 2016. Megan's positive energy, care for kids, academic ability, and truly stunning maturity were evident very quickly after we met her. She will be teaching United States history I and II to sophomores and juniors this upcoming year, and we are very excited to welcome her

Kelley Smolinski Davis - English Teacher - ABRHS

Kelley comes to AB from Athol-Royalston Regional High School. She has experience teaching both traditional high school English classes and classes in Athol's alternative high school. Kelley has coached middle school and varsity girls' soccer teams as well as the girls' and boys' indoor track teams.

Timothy Vallencourt - Earth Science Teacher (1 yr.) - ABRHS

Tim is an experienced earth science teacher who is passionate and enthusiastic about earth science. He also has experience with oceanography and environmental science. He likes to have students by connecting the course content to current events when possible. He has taught at AMSA and most recently in Hopedale.



Acton-Boxborough Regional School District

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Peter J. Light
Superintendent of Schools

Transportation Update - August 2018

August 16, 2018

ABRSD Families,

The purpose of this communication is to provide you with information regarding school bus service changes that have gone into effect for the 2018-19 school year.

As you are aware, a significant goal of the school district over the last several years has been to support student wellness by studying school start times. The district convened a task force to study school start times, conducted considerable research and sought feedback from families in order to inform the decision. The research gathered and feedback from families strongly supported later start times for secondary students. A concern of elementary parents was that continuing two tiers of bus service, coupled with later start times for secondary students, would result in elementary students returning home past 5:00 p.m. Additionally, having "two-tiers" of elementary start times caused elementary schools to rotate annually between an earlier and later schedules which was not ideal. We are happy that we have been able to move students in grades 7-12 to later start times, and that all elementary schools will be on one schedule. All research shows that later start times will improve wellness and learning for secondary students, and having all elementary schools on one consistent schedule can have a great benefit for families.

The three year effort to study start times resulted in changes that are being implemented this fall, most significantly for high school and middle school students. In addition, the district was able to address elementary family concerns around two start times and keep a reasonable return time, by implementing a "single-tier" start for all elementary schools.

It is important for all families to know that all students will be on a new and different schedule this year, and that bus pick-up and drop-off times and the location of bus stops will be different. For this reason, please review the attached schedule and look up the new bus routes that will be posted next week.

In order to implement these changes in a safe, yet cost-effective manner, the district has made some notable changes to the transportation system including:

Developing engaged, well-balanced learners through collaborative, caring relationships.



- Adding additional bus routes to the elementary school “tier”
- Maximizing ridership on school busses to ensure efficient and cost-effective operation
- Consolidating some bus stops and prioritizing route efficiency to reduce the total time students spend on busses each day

You likely have questions about how these changes will impact your child and your family. We have included a [“Frequently Asked Questions” \(FAQ\)](#) document with this letter in order to provide you with the most up-to-date information regarding school bus transportation.

Our transportation department has been working diligently to plan for the implementation of these changes. This has entailed hiring and training additional drivers, reviewing bus routes and stops individually for each of our 5000+ students, and conducting “test runs” of the bus service to ensure our transition is as smooth as possible.

Even with thorough preparation, we anticipate that there may be some unanticipated issues that will need to be resolved during the first days and weeks of the school year. We are committed to working with you, our families, in order to resolve issues as quickly as possible and to be as responsive as possible to the needs of our students and families.

The attached “FAQ” document will provide you with additional details about what to expect from the transportation changes, and who to contact in order to have issues resolved in the most efficient manner. I ask that you review this document prior to bus routes being released on Monday, August 20th.

Finally, I want to take this opportunity to thank our Transportation Department staff for the tremendous effort they have put forth in making these significant changes and keeping student safety and well-being at the forefront of their decision making. Their commitment to reducing overall ride time for student while maximizing the efficiency of the bus service will have a positive impact on our students.

Thank you for your understanding and we are committed to working with you to make this transition as smooth as possible.

Sincerely,

Peter Light
Superintendent of Schools



2018-19 Acton-Boxborough Regional School District

Junior High and High School Schedule

SCHOOLS OPEN: Tuesday, September 4, 2018*

*With the exception of 8th, 10th, 11th, & 12th graders, who start Wednesday September 5, 2018

JUNIOR HIGH: 8:00-2:36 p.m.

HIGH SCHOOL: 8:07-2:47 p.m.



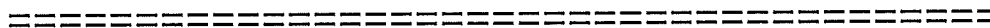
Elementary School Schedule

SCHOOLS OPEN: Tuesday, September 4, 2018

All-Day K and Grades 1-6: 8:50-a.m. – 3:20 p.m.

(Thursdays – 12:50 p.m. dismissal) Half-Day Kindergarten

AM Session: 8:50 a.m. – 11:50 a.m. (Thursday Schedule 8:50 a.m. – 12:50 p.m.)



Carol Huebner Early Childhood Programs Schedule

SCHOOLS OPEN: Thursday, September 6, 2018

Monday - Thursday

Morning Session 8:30 - 11:15 AM

Afternoon Session 12:15 - 3:00 PM

All-Day Session 8:30 - 3:00 PM



Lunch Prices

\$2.75 (includes fruit, vegetable, milk) Milk only: \$.50

For more information, see the Food Services website at:

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



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

Blanchard: 978-263-4569

Douglas: 978-266-2560

McCarthy-Towne: 978-264-3377

All other schools: 978-264-4700

Conant: 978-266-2550

Gates: 978-266-2570

Merriam: 978-264-3371

Acton-Boxborough Regional School District Transportation Department

Frequently Asked Questions Fall 2018



We hope this information is helpful in assisting our families as we transition into the new transportation system at the Acton-Boxborough Regional School District (ABRSD). For further clarification on these topics, or any other questions, please call the Department at 978-264-3328 or go to the Transportation section of our school website at <https://www.abschools.org/cms/One.aspx?portalId=216111&pageId=6075119>.

When will the school bus routes be posted?

We plan to post the new school bus routes on August 20th. Routes can be viewed using our infofinder tool (<http://www.infofinder.com/ifi/?cid=ARS5OMB7LJU3>), or on our school website (see above).

Will I have the same bus number and same bus driver as in past years?

Most families will experience a change in bus numbers and bus drivers. All routes have changed and these 40 new routes (a route consists of one HS/JrH run coupled with one elementary run) were put out to bid to all drivers using a seniority preference model to determine choice. It will be important that you review the new information for this school year.

Will the bus routes be longer?

Most students will experience more time on the bus, although we are still operating under a “not to exceed 45 minutes” bus ride time. In order to minimize bus ride time as much as possible, we have worked to create consolidated routes and bus stops that are safe and efficient. Please note bus ride time does not include the time it may take for a student to exit the school and load onto the bus.

Is there assigned seating on the school bus?

Seating on the bus is assigned by age / grade level with the youngest students taking the seats in the front of the bus and older students moving towards the rear of the bus. The seating is color coded to allow for simple visual recognition for all students.

What are the expectations for student behavior while riding the bus?

In general, all students are expected to board the bus and sit in an appropriate seat. Students are expected to remain seated at all times, facing forward and speaking quietly only to other

Developing engaged, well-balanced learners through collaborative, caring relationships.

students who are next to them. For a complete list of rider expectations please see our Transportation website at the address above.

Do I need to be at the bus stop with my Kindergarten student?

The expectation is that Kindergarten students will be escorted to and from the bus stop by a parent / guardian or other responsible party. For grades 1 and 2, bus drivers expect to see a responsible party within the line of sight of the driver. Grades 3-6 will be released at the appropriate stop by drivers at all times, unless parents / guardians express concerns to the Transportation Department regarding their individual situations. Parents / guardians of Grade 1 and 2 students can also send a request in writing to the Transportation Department authorizing the release of their students without having a responsible party in the driver's line of sight. Parents / guardians are responsible for students' behavior while waiting at the bus stop.

Will my bus stop change?

In order to reduce the total amount of time that students are on the bus, we have identified safe areas where school bus stop consolidation was feasible. There is a strong possibility that your school bus stop will change this year. This year there will be more safe bus stops that multiple families will walk to as a group to be picked up at one time.

How does the school district evaluate a school bus stop for safety?

The ABRSD Transportation Department evaluates every proposed school bus stop for safety. The Department considers if the bus stop needs to be driver door side or not. We evaluate the walk to the bus stop, and the proposed areas where students will stand and wait. The Department contacts the Acton Police Department Safety Officer or the Boxborough Police Department if there are any safety questions to get their professional opinion.

How do I request an evaluation if I do not agree that my bus stop is safe?

A request to re-evaluate your bus stop location may be emailed to us at ABRSDtransportationbusstopeval@abschools.org. ABRSD Transportation has a long standing practice working with the local police departments to provide independent 3rd party evaluation of a potential school bus stop. Your request will be reviewed as quickly as possible and an explanation of the process and determination will be provided to you.

Can I request a bus pass for my student to take an alternative bus?

We try our very best to accommodate parent / guardian requests for one day bus passes as well as permanent bus pass changes. Procedures can be found on the Transportation website (see above). Obviously, bus seats must be held for those students going from school to home on their own assigned bus. We cannot accept bus passes from students who do not live on the specific bus route if there are not enough safe seats.

Who do I contact if I have concerns about student behavior on the bus?

Please contact the Transportation Department at 978-264-3328 or the Principal of your school to voice your concerns.

Who do I contact if I have concerns about my school bus driver?

Please contact the Transportation Department at 978-264-3328.

My child said there are more students on the bus this year compared to past years. Is this true?

Bus routes have been safely created to maximize efficiency and bus capacity and utilization. The transportation department expects to see higher ridership counts (more students) on all of the elementary school bus routes.

Who do I contact to inquire about “lost and found” items on the school bus?

Please contact the Transportation Department at 978-264-3328 and select the lost and found voicemail box. Community members could also send an email to ABRSDtransportationlostandfound@abschools.org.

When does my child need to be at the bus stop?

We ask families to be at the bus stop 10 minutes prior to the posted arrival time. If the bus is late, we ask families to stay at least 10 minutes after the posted time. Schedules will be more erratic the first couple of weeks of school but it will normalize and bus stop times will become more consistent as the school year progresses.

How do I know it is safe for my child to approach the bus?

We teach and use the “Thumbs Up” protocol which can be found on the Transportation website (see above).

What can I do to prepare my child for the bus ride?

Please review the Thumbs Up procedures with your child, as well as all of our student behavior expectations, your bus route and bus stop information.

The Transportation Department staff wish all families a great start to the new school year!

J.D. Head
Director of School Operations

Janis Nichols and Jennifer LaShombe
Transportation Co-Managers

Acton-Boxborough Regional School District

Single Tier Elementary Transportation Update 8/23/2018



Ready or not...

- Buses have been purchased, numbered, inspected and registered.
- Still trending under the budgeted sum of \$750,000 for implementation.
- Routes have been created and published for the community.
- Driver hiring is progressing.
 - 36 licensed drivers on staff with 1 coming tomorrow for CORI
 - 4 in various stages of training
 - Could run the system tomorrow if we had to using subs and retirees
- Focus on communication and transparency
 - Letter From Peter
 - FAQ doc
 - Website redesign

Safety and Training

- Working very closely with schools to implement new practices related to ridership safety and behavior
- Drivers going through de-escalation training throughout month of September
- Constant focus on route safety and bus stop safety

Bus Stop Safety Evaluation

- Created a new process for community members interested in requesting a bus stop safety evaluation ABRSDtransportationbusstopeval@abschools.org
- Created a Google form as an evaluation tool in an attempt to provide more clarity and transparency to the process
<https://docs.google.com/forms/d/1smTloxvrHBOJZaXaDUdYu1TkRtITeXXN5FV8508XuPM/edit>
- Evaluation forms completed by Director and/or Acton / Boxborough Police Safety Officer
- 47 requests have come in to date

Questions?



Acton-Boxborough Regional School District

Capital Project Update 8/23/2018



FY'19 Capital Projects

Location	Project	Original Budget	% Complete
Leary Field	Light Replacement	\$450,000	20% current due to be complete 9/14
High School	Auditorium Ceiling	\$325,000	100%
PDB	Brick Sills	\$175,000	100%
High School	Paving	\$125,000	100%
High School	Commons C	\$100,000	80%
RJ Grey	Wood Rot	\$70,000	0%
Blanchard	Parking Overflow	\$65,000	100%

FY'19 Capital Projects Con't

Location	Project	Original Budget	% Complete
Blanchard	DDC Controls Design	\$25,000	25%
RJ Grey	Café Acoustical	\$39,000	100%
PDB	Flooring	\$24,500	100%
Conant	Front Office	\$20,000	70%
RJ Grey	PA System	\$7,000	100%
Conant	Kiln	\$5,000	100%
Admin Building	Moves / Reno		65%



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 Committee FY2018 Yearend Financial Update

August 23, 2018

Big Picture – Overall FY2018 Summary

Yearend Budget Variances by Year:

	FY2018	FY2017
Revenues *	\$ 558,641 0.6% of budget	\$ 787,449 0.9%
Expenditures	\$ 1,129,213 1.3% of budget	\$ 847,881 1.0%
Net Surplus	\$ 1,687,854	\$ 1,635,330

* Does not include possible *additional* increase in regional transportation aid and Circuit Breaker per Governor's supplemental budget request for *last year's budget* (FY2018).

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FY2018 Highlights – Revenues

Revenue categories with significant budget variances:

	FY2018 - Budget	Actual	Variance	FY2017 Variance
Foundation Aid	14,804,931	14,859,361	54,430	164,795
Transportation Aid	1,307,373	1,403,006	95,633	221,898
Medicaid Reimb.	100,000	274,691	174,691	209,193
Investment Earnings	-	195,668	195,668	93,344
Total Revenues	86,090,491	86,648,133	557,641	787,449
			0.6%	0.9%

ABRSD

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FY2018 Highlights – Expenditures

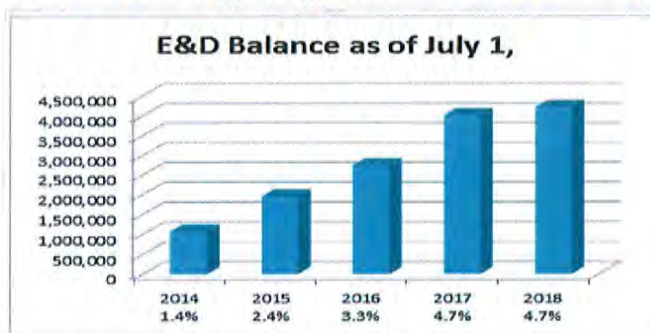
Expenditure categories with significant budget variances:

	FY2018 - Budget	Actual	Variance	FY2017 Variance
Salaries	54,006,588	53,646,895	359,693	556,305
Fringes	14,046,747	13,798,385	248,362	443,071
Instructional	1,371,712	1,552,788	(181,076)	(94,632)
Maintenance	916,363	1,203,794	(287,431)	(209,510)
Tuitions, incl. CB	7,993,010	7,626,301	366,709	(136,926)
Transportation	2,671,492	2,520,385	151,107	291,934
Utilities	1,758,200	1,368,243	389,957	364,864
Assessments	766,658	606,062	160,596	145,305
Total Expenditures	86,090,491	84,961,278	1,129,213	787,449
			-1.3%	-1.0%

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FY2018 Highlights – E&D Fund



FY18 Activity- MSBA Feasibility Study (Dec., 2017)	(710,000)
FY2018 Budget Surplus (unaudited)	1,686,854
Budgeted to defray FY2019 Assessments	<u>(775,000)</u>

• **Estimated E&D July 1, 2018*** (4.7%) **\$4,210,138**

* Note - Statutory E&D Limit (5.0% of budget \$88,721,492) = **\$4,436,075**

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FY2018 Highlights – Other Funds

Total FY18 Expenditures:

Revolving Funds	\$10,616,331 (FY17 \$10,036,243)
Grant Funds	\$ 1,602,609 (FY17 \$1,595,991)

No negative fund balances as of 6/30/18

Douglas Building Project Fund established (\$710K E&D xfer)

Community Ed. to subsidize Leary Field lighting project





School Lunch to subsidize HS Dining Commons upgrade

Final grant reports will be filed on schedule with DESE

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Guiding FY2018 Budget Strategies (FYI)

1. Increase E&D via excess revenues 
2. Retain some FY17 Circuit Breaker funds –
for unanticipated Special Ed Costs in FY18 
3. Address Capital Related Priorities –
FY18 approved Capital Budget 
MSBA building feasibility study 


FY2018 Operating Budget = \$86,090,491 (3.6% increase)

FY2019 Operating Budget = \$88,721,492 (3.06% increase)

ABRSD

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FY2019 Budget - Preliminary Views

1. Cherry Sheet (Final State Budget): 

Ch. 70 Foundation Aid	\$ 54K
Regional Transportation Aid	\$194K
2. Other Revenues (1/2 of 1% of total budget):

Medicaid Reimbursement (projected \$200K)	\$ 50K
Investment Earnings (projected \$200K)	\$100K
3. Accelerated CIP exps. to FY2018 \$157K
4. Change to HSA (employee health ins.) \$ TBD
5. What else? (n/a yet; the year is young) \$ TBD

**Acton-Boxborough Regional School District
 FY2018 Budget Update - Q4 OVERVIEW
 Presentation to SC August 23, 2018**

xxx = Q3 report info
Variance

FY2018 Projected Financial Results -

Budgeted FY2018 Revenues	\$86,090,491	
Projected FY2018 Revenues (per Q3 report)	86,446,863	356,372
Projected FY2018 Revenues ("Final")*	<u>\$86,648,133</u>	\$ 557,641
Budgeted FY2018 Expenditures	\$86,090,491	
Projected FY2018 Revenues (per Q3 report)	85,387,711	702,780
Projected FY2018 Expenditures ("Final")*	<u>\$84,961,278</u>	<u>\$ 1,129,213</u>
Projected Estimated Budget Surplus		v \$ 1,686,854

FY2018 Projected E&D Reserve Analysis -

Beginning E&D Balance, July 1, 2017		<u>Fund Balance</u>	\$ 4,008,284
Transactions impacting E&D:			
Transfer to Capital Projects (MSBA Feasibility Study)	% of district budget		4.7%
Projected FY2018 Budgeted Surplus (from above)			\$ (710,000)
Budgeted Use in Determining FY2019 Assessments			\$ 1,686,854
			<u>\$ (775,000)</u>
Projected E&D Balance, July 1, 2018*			\$ 4,210,138
	% of district budget		4.7%

* - Subject to yearend closeout process, annual financial audit and review by Mass DOR.

**Acton-Boxborough Regional School District
 FY2018 Budget Q4 Update - Revenue by Type
 Presentation to SC August 23, 2018**

Source: Munis Budget v. Actual (date)

ACCOUNT DESCRIPTION	FY2017	(A) FY2018	(P) Q3 PROJECTED	(B) FINAL ACTUAL	(See Notes) (B) - (P) SIGNIFICANT	(A) - (B) BUDGET	% VAR.
	FINAL ACTUAL	REVISED BUDGET			Q3-Q4 VARIANCE	VARIANCE	
STATE AID -							
Foundation Aid (Chapter 70)	14,696,071	14,804,931	14,859,361	14,859,361		54,430	0.4%
Regional Transportation (Chapter 71)	1,411,898	1,307,373	1,307,373	1,403,006	95,633	95,633	7.3%
Regional Bonus Aid	77,640	49,000	48,299	52,691		3,691	7.5%
Charter School Reimbursement Aid	<u>21,364</u>	<u>25,350</u>	<u>33,282</u>	<u>20,538</u>		<u>-4,812</u>	-19.0%
	16,206,973	16,186,654	16,248,315	16,335,596		148,942	
REGIONAL ASSESSMENTS -							
Acton	55,547,097	57,730,056	57,730,056	57,730,056		0	0.0%
	<i>82.84%</i>			<i>83.28%</i>			
Boxborough	<u>11,503,148</u>	<u>11,593,781</u>	<u>11,593,781</u>	<u>11,593,781</u>		<u>0</u>	0.0%
	<i>17.16%</i>			<i>16.72%</i>			
	67,050,245	69,323,837	69,323,837	69,323,837		0	
OTHER REVENUES -							
Medicaid Reimbursement	209,193	100,000	176,972	274,691	97,719	174,691	174.7%
Earnings on Investments	93,344	0	157,661	195,668	38,007	195,668	100.0%
Rental Income	67,500	30,000	55,000	55,000		25,000	83.3%
Miscellaneous	<u>33,397</u>	<u>0</u>	<u>37,078</u>	<u>13,340</u>	-23,738	<u>13,340</u>	100.0%
	403,434	130,000	426,711	538,699		408,699	
APPROPRIATED FROM E&D	200,000	450,000	450,000	450,000		0	0.0%
Revenue Total	83,860,654	86,090,491	86,448,863	86,648,133		557,641	0.6%

Notes re Items with changes reported in Q4 -

Chapter 71 (Regional Trans Aid)	Legislature set "final" reimbursement rate at 71.3%.
Medicaid Reimbursement	Unusually large reimbursement received in June.
Earnings on Investments	Total investment earnings track changes in rates from FY2017 through FY2018.
Miscellaneous	After account analysis, certain transactions were reclassified as expenditure reductions (e.g., energy rebates).

Acton-Boxborough Regional School District

FY2018 Budget Q4 Update - Expenditures by Type

Presentation to SC August 23, 2018

Source - Munis budget to actual (date)

ACCOUNT DESCRIPTION	FY2017 FINAL ACTUAL	(A) FY2018 BUDGET	(P) Q3 PROJECTED	(B) FINAL ACTUAL (EXP + ENC)	Variance = fav/(unfav)	
					(See Notes) (B) - (P) SIGNIFICANT Q3-Q4 VAR.	(B) - (A) BUDGET VARIANCE
01 SALARIES, TEACHING	33,752,551	34,957,155	34,726,969	34,684,015	42,954	273,140
02 SALARIES, PRIN/A PRI	2,254,377	2,393,559	2,410,510	2,410,510	0	(16,951)
03 SALARIES, CNTRL ADMN	1,216,510	1,249,128	1,465,378	1,467,558	-2,180	(218,430)
04 SALARIES, SUPP STAFF	9,124,786	9,716,262	9,666,408	9,638,298	28,110	77,964
05 SALARIES, ATHLETICS	506,230	583,202	558,440	558,340	100	24,862
06 SALARIES, BUILDINGS	741,109	808,007	768,548	755,248	13,300	52,759
07 SALARIES, CUSTODIAL	1,502,839	1,531,398	1,496,986	1,465,529	31,457	65,869
08 SALARIES, HOME INSTR	2,631	8,500	8,500	956	7,544	7,544
09 SALARIES, MISC PS	1,465,165	1,574,847	1,559,731	1,496,979	62,752	77,868
11 SALARIES, SUBS MISC	81,705	73,103	68,075	58,880	9,195	14,223
12 SALARIES, SUBS INSTR	651,697	681,212	737,657	743,352	-5,695	(62,140)
13 SALARIES, OVERTIME	226,583	233,215	248,779	251,526	-2,747	(18,311)
14 STIPENDS, CURR/INSTR	129,909	197,000	190,768	115,704	75,064	81,296
<i>Sub-total, Salaries</i>	51,656,092	54,006,588	53,906,749	53,646,895	259,854	359,693
15 FRINGES, COURSE REIM	45,424	56,000	56,000	57,827	-1,827	(1,827)
16 FRINGES, HLTH INSUR	8,300,141	8,385,796	8,276,918	8,254,205	22,713	131,591
17 FRINGES, H INSUR RET	849,365	879,098	889,008	889,010	-2	(9,912)
18 FRINGES, LIF/DIS INS	35,030	42,100	40,373	40,375	-2	1,725
19 FRINGES, UNEMPLYMNT	37,233	40,000	40,000	31,674	8,326	8,326
20 FRINGES, WORKRS COMP	451,026	600,000	493,550	493,550	0	106,450
21 FRINGES, MCRS	2,086,065	2,318,753	2,318,753	2,318,753	0	-
22 FRINGES, MEDICARE	815,978	825,000	807,802	812,991	-5,189	12,009
23 CONTRIB OPEB TRUST F	800,000	900,000	900,000	900,000	0	-
<i>Sub-total, Fringes</i>	13,420,262	14,046,747	13,822,404	13,798,385	24,019	248,362
24 INSTRUCT SUPPLIES	1,152,624	1,050,395	1,125,233	1,258,900	-133,667	(208,505)
25 INSTRUCT TEXTBOOKS	237,261	265,689	199,567	239,975	-40,408	25,714
26 INSTRUCTIONAL, LBY	52,446	55,628	72,923	53,913	19,010	1,715
<i>Sub-total, Instructional</i>	1,442,331	1,371,712	1,397,723	1,552,788	-155,065	(181,076)
27 OTHER, CAP OUTLAY	1,163,259	1,037,150	1,032,833	1,033,987	-1,154	3,163
29 OTHER, DEBT SERVICE	1,934,217	1,903,718	1,903,718	1,903,717	1	1
30 OTHER, PROP/CASUALTY	116,635	182,959	113,461	129,979	-16,518	52,980
31 OTHER, MAINT BLDG/GR	942,255	759,020	1,118,468	1,112,124	6,344	(353,104)
32 OTHER, MAINT EQUIP	46,172	157,343	124,759	91,670	33,089	65,673
37 OTHER, CUSTODL SUPP	124,880	157,984	161,016	148,460	12,556	9,524
42 OTHER, UTILITIES	1,460,269	1,758,200	1,464,502	1,368,243	96,259	389,957
44 OTHER, SEWER	277,576	304,823	273,281	273,281	0	31,542
<i>Sub-total, Facilities</i>	2,851,152	3,137,370	3,142,026	2,993,778	148,248	143,592

Acton-Boxborough Regional School District

FY2018 Budget Q4 Update - Expenditures by Type

Presentation to SC August 23, 2018

Source - Munis budget to actual (date)

ACCOUNT DESCRIPTION	FY2017 FINAL ACTUAL	(A) FY2018 BUDGET	(P) Q3 PROJECTED	(B) FINAL ACTUAL (EXP + ENC)	Variance = fav/(unfav)	
					(B) - (P) SIGNIFICANT Q3-Q4 VAR.	(B) - (A) BUDGET VARIANCE
34 OTHER, LEGAL SERVICE	219,991	161,350	221,632	148,124	73,508	13,226
35 OTHER, ADMIN SUPP	902,095	1,033,692	1,135,895	990,929	144,966	42,763
40 OTHER, TRAVEL/CONF	128,753	133,303	152,630	150,587	2,043	(17,284)
43 OTHER, TELEPHONE	63,751	85,751	70,715	52,923	17,792	32,828
<i>Sub-total, Admin</i>	1,094,599	1,252,746	1,359,240	1,194,439	164,801	58,307
36 OTHER, ATHLETIC SUPP	59,888	67,491	68,072	66,230	1,842	1,261
38 OTHER, SPED TRANSP	1,650,537	1,784,024	1,773,986	1,701,945	72,041	82,079
39 OTHER, STUDENT TRANS	764,856	887,468	914,404	818,440	95,964	69,028
41 OTHER, SPED TUITION/	5,420,204	5,483,010	5,130,283	5,366,301	-236,018	116,709
48 ASSESSMENTS	431,353	766,658	599,680	606,062	-6,382	160,596
49 OTHER	-52	1,500	1,500	208	1,292	1,292
Grand Totals	82,225,324	86,090,491	85,387,711	84,961,278	426,433	1,129,213

Notes to Expenditure Status Update

Salaries	Typically throughout the year, projections are based primarily on encumbered salaries; by yearend, and especially during the final month, encumbrances are released, resulting in a significant budgetary variance. Finance and Human Resources are working together to identify ways to improve the projection process to better evaluate interim estimates.
Instructional Supplies Admin Supplies	These two categories had an insignificant combined variance in Q4. Admin Supplies includes instructional and general supplies under the purview of building and department administrators, which is why combining these line items for analysis purposes is appropriate.
Facilities Telephone SPED Transp Student Trans	Similar to the explanation for Salaries (above), during the year, projections for these categories of expenditures rely largely on encumbered amounts, and also default (e.g., in the absence of encumbrances) to budgeted amounts for many line items. Finance staff has discussed this and will be trying to improve how projection estimates are developed, as well as moving toward more comprehensive use of encumbrances.
Legal Services	Projections were based on actual experience (based on monthly invoices received); the district experienced a decrease in use of legal services as the year concluded.
Special Ed Tuition	Projections for expenditures in this category are based on student-by-student analysis of out-of-district placements and related encumbrances. Due to the magnitude of costs associated with many placements, there is often volatility with projected costs which is captured in interim financial reports. The significant change in Q4 from Q3 was caused by



Acton-Boxborough Regional School District

16 Charter Road
Acton, MA 01720

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TO: ABRSD School Committee
FROM: Dave Verdolino, Director of Finance 
RE: FY2018 Expenditures, Analysis of Significant Variances
DATE: August 23, 2018

This report is being prepared based upon preliminary and unaudited data to provide you with a timely projection of fiscal year end. The audit is scheduled for the end of August and over the next few weeks additional, routine work in closing the books may result in additional adjusting entries. However, we do not anticipate that any such additional entries will materially impact the accompanying information.

Salaries & Stipends (01-14): Total Budget \$54,006,588; Actual \$53,646,895; Variance \$359,693 (0.7%)
Compared with FY2017, total salaries ran favorable to budget by virtually the same amount (both 1.1% of budget) when adjusted for the contractual buyout of the previous superintendent in FY2018.

In the case of Teachers (CC 01), Support Staff (04), Pupil Services (09) and Instructional Stipends (14), budget estimates for these groups of employees were overly conservative in both years. Teachers and Support Staff, by far the largest two line items in this category, are budgeted to include a "vacancy factor" representing a historically-based estimate of the likely cost savings from employee turnover. This "vacancy factor" was reduced several years ago in order to hedge against the rising cost of hiring experienced teachers to cover attrition of instructional staff. Administration will be reviewing recent years' data to determine whether to increase the "vacancy factor" in next year's budget (Note – this will have the effect of lowering the total budget request), an outcome which seems appropriate based on FY2017 and FY2018 results.

All Fringes (15-23): Total Budget \$14,046,747; Actual \$13,798,385; Variance \$248,362 (1.8%)
Two line items accounted for the variance in this category, Health Insurance (16) and Workers Comp (20).

Health Insurance for employees is a difficult cost to estimate, due to the unpredictability of employees' decisions regarding their insurance eligibility, that of their partners, and other factors. Similarly, because of that unpredictability, the district has prudently budgeted conservatively for the last two fiscal years; and expects to run a favorable variance in FY2019 as well, although for a different reason. Specifically, we experienced a very strong enrollment for the newly-offered Health Savings Account (HSA) plan, which will save both employees and the district significantly in FY2019. The FY2019 budget could not have anticipated such strong enrollment; but the plan's economics, and an outstanding effort toward providing employees comparative information, were persuasive.

Workers Compensation costs moderated after an unusual situation during FY2017, which resulted in that year's expenditure running \$156K over budget. That year, the district faced a large audit adjustment relating to the previous use of incorrect data by the insurers. The audit adjustment was prorated over two years, which helped to modify its effect. But significantly, in discussions with our insurer, our human resources staff has done an outstanding job of closing claims during the past two years, resulting in a lowering of key underwriting rates, and a structural reduction in overall costs.

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.



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Instructional Supplies (24): Budget \$1,050,395; Actual \$1,258,900; Variance (\$208,505) (-19.9%)

Budgetary control (i.e., avoidance of overspending budgets) is maintained on the basis of administrative cost centers (i.e., building principals, department heads, etc.), not character codes (the format of this report). Some of the variance shown in Instructional Supplies is offset by budget surpluses in CC 25 (Textbooks), CC 26 (Library) and CC 35 (Admin Supplies). The remaining variance is attributed to advance procurement of copying/duplicating equipment (scheduled replacement for summer of 2018) and certain technology equipment.

Capital Outlay (27): Budget \$1,037,150; Actual \$1,033,987; Variance \$3,163 (0.3%)

Parity in budget and actual Capital Outlay expenditures is a function of similarly occurring strategic decisions in each of the last two years. At the end of FY2017, the district chose to accelerate certain capital projects scheduled for undertaking in the summer, totaling over \$300K. That strategy was effectively repeated in FY2018 – throughout the FY2019 budget process, Superintendent McAlduff's Capital Improvement Program (CIP) presentation itemized two projects (totaling \$325K), to be begun and charged to FY2018, that otherwise would have been part of the FY2019 CIP agenda.

Property/Casualty Insurance (30): Budget \$182,959; Actual \$129,979; Variance \$52,980 (29.0%)

There has been substantial variability in this cost center over the past few years that has made aligning budget with actual costs somewhat difficult, due to claims experience (which prospectively affects premiums). In FY2016, a premium spike resulted in a \$60K unfavorable budget variance for the year, and led to significant budget increases during the next two years. In FY2018, the premium moderated, resulting in the large favorable variance for the past year.

Note that in FY2019, the budget for this cost center was reduced to \$152,000, which approximates the preliminary premium notice received from the district's insurer.

Maintenance of Buildings & Grounds and Equipment (31-32): Budget \$916,363; Actual \$1,203,794; Variance \$287,431 (-31.4%)

As cited in this report last year, these cost centers, particularly Buildings & Grounds (CC 31) has been historically under-budgeted. Expenditures have been steadily increasing over the last five years, primarily due to significantly increasing costs of outside contractors and greater attention to preventative maintenance by the district.

In anticipation of the upcoming budget process for FY2020, Finance and Operations staff will take a more thorough look at historical data to better align maintenance needs with estimated costs. Fortunately, due to historically over-budgeting utility costs (see next item), from a budgetary planning standpoint it is likely to be achieved by re-allocating the combined expenditures from these two cost centers and not require additional funds to better align future budget and actual maintenance spending.

Utilities (42): Budget \$1,758,200; Actual \$1,368,243; Variance \$389,957 (22.2%)

Each year from FY2015 through 2018, the district has enjoyed a positive budgetary variance in this cost center of over \$300K. As pointed out in this report last year, from the experience of my predecessor, the combined variance for Maintenance and Utilities has been minimal.

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Looking solely at Utilities, the district has done a tremendous job of minimizing costs through supply (rate) management, efficiency upgrades, reaping the rewards of energy consciousness, and obtaining available energy-reduction incentive opportunities. From a budgetary basis, the district will budget less in FY2019 (\$1,654K) than it did in FY2015 (\$1,730K). Nevertheless, there is more to be done to more closely match budget requests with actual needs in the area of utility costs, as discussed above.

Legal Services (34): Budget \$161,350; Actual \$148,124; Variance \$13,226 (8.2%)

During the first half of FY2018, this cost center was projected to greatly exceed budget, based on monthly invoices from district counsel, primarily the result of frequent public information requests. The need for legal services waned during the second half of the year to a more "normal" level, resulting in a much smaller variance (and a positive one at that) than had been previously forecast.

SPED Transportation (38): Budget \$1,784,024; Actual \$1,701,945; Variance \$82,079 (4.6%)

Special needs transportation is provided primarily through contractual agreement with CASE Collaborative. The positive variance is the result of releasing encumbered funds near the end of the year which had been provided based on student enrollment and caseload. Note that this cost center is not affected by Circuit Breaker funding, which does not reimburse districts for transportation costs.

Student Transportation (39): Budget \$887,468; Actual \$818,440; Variance \$69,028 (7.8%)

An analysis of regular transportation costs (excluding personnel, which is captured in Support Staff Salaries (CC 04) reveals that the budgetary variance was almost exclusively due to maintenance line items included within this cost center. It is reasonable to assume that this positive variance is another factor contributing to the larger negative variance in CC 31 (see above).

SPED Tuition (41): Budget (net of CB, see below) \$5,483,010; Actual \$5,366,301; Variance \$116,709 (2.1%)

Out-of-district tuition costs are one of the most volatile, and hence least predictable, for a public school district. The net variance in this cost center would have been \$250K higher without strategic use of available Circuit Breaker reserve funds. The district spent \$250K less than originally budgeted from CB reserve, as shown in this analysis (amounts in \$000s):

	<u>Actual</u>	<u>Projected</u>
CB Reserve balance, July 1, 2017	\$1,635	
State reimbursements, FY2018	\$2,651*	\$2,400 (preliminary est. by DESE)
Expenditures from CB, FY2018	(2,263)	(2,510) variance = \$247K
CB Reserve balance, July 1, 2018	\$2,024	

*Gov. Baker filed a supplemental budget request (which is pending) that would further add to this total.

The impact on district-funded tuition from CB management is shown as follows (amounts in \$000s):

SPED Tuition (CC 41) FY2018 budget, gross costs	\$7,993
Less – funded by CB Reserve	<u>-2,263</u>
Balance budgeted in operating fund	\$5,730
Actual funded by operating fund	<u>-5,366</u>
Variance, regardless of funding source	\$ 364

This bulk of this variance relates to a single student whose family moved out of the district very early in the year, which was reported to the SC via interim financial reports.

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ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
6/30/2018

Operating		Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	Prepaid Revenue Adj.	Munis Balance as of 6/30/2018	Encumber	Encumbered Balance as of 6/30/18
	LUNCH								
K Nelson	3201 LUNCH	696,262.86		1,728,584.93	1,745,732.04	925.23	680,040.98	73.08	679,967.90
	SUPERINTENDENT								
P Light	3311 SUPERINTENDENT GIFTS	1,286.00		3,454.00	2,864.00		1,676.00	0.00	1,876.00
	DISTRICTWIDE								
P Light	3353 DISTRICT WIDE GIFTS	0.00		60,000.00	60,000.00		0.00	0.00	0.00
	CURRICULUM								
D Bookis	3318 PARENT INVOLVEMENT PROJECT	15,216.18		4,063.50	4,580.15		14,699.53	0.00	14,699.53
D Bookis	3323 CURRICULUM GIFT	237.11	0.00	1,350.00	235.00		1,352.11	0.00	1,352.11
D Bookis	3419 SCHOOL TO BUSINESS	0.00		0.00	0.00		0.00	0.00	0.00
	FINANCE								
D Verdolino	3401 SCHOOL CHOICE	125,195.18		160,587.00	217,022.17		68,760.01	0.00	68,760.01
Marie Altieri	3406 ADK	378,674.03	0.00	816,487.77	856,738.66		338,423.14	0.00	338,423.14
D Verdolino	3016 CIRCUIT BREAKER	1,635,314.00		2,651,404.00	2,262,996.16		2,023,721.84	0.00	2,023,721.84
D Verdolino	3501 INSURANCE REIMB	18,449.81		12,835.33	10,974.31		20,310.83	0.00	20,310.83
	FACILITIES								
J D Head	4002 DOUGLAS SCHOOL BUILDING PROJECT	0.00	710,000.00	0.00	10,065.00		699,935.00	74.99	699,860.01
J D Head	3322 ELM ST HOOPS	1,214.00		0.00	0.00		1,214.00	0.00	1,214.00
J D Head	3328 NSTAR POWER DOWN PROJECT	8,521.10		0.00	1,097.37		7,423.73	0.00	7,423.73
J D Head	3329 FRIENDS OF LOWER FIELDS	30,227.08		20,000.00	14,629.21		35,597.87	0.00	35,597.87
J D Head	3330 LOWER FIELDS GIFT 2	0.00		25,000.00	25,000.00		0.00	0.00	0.00
J D Head	3342 WEST ACTON BOARDWALK	11,072.50		0.00	1,215.10		9,857.40	0.00	9,857.40
J D Head	3418 TRANSPORTATION	0.00		0.00	0.00		0.00	0.00	0.00
J D Head	3332 DAMON PLAYGROUND	143.49		0.00	122.15		21.34	0.00	21.34

ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
6/30/2018

Operating		Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	Prepaid Revenue Adj.	Munis Balance as of 6/30/2018	Encumber	Encumbered Balance as of 6/30/18
COMMUNITY EDUCATION									
E Bettez	3402 COMMUNITY ED	1,351,591.25	(202,435.36)	2,779,510.35	2,352,990.50		1,575,675.72	180,520.49	1,395,155.23
E Bettez	3403 USE OF FACILITIES	0.00		242,536.68	242,536.68		0.00	0.00	0.00
E Bettez	3404 DRIVERS' ED	208,990.27	0.00	165,553.68	202,591.88		171,952.07	0.00	171,952.07
E Bettez	3407 EXTENDED DAY PROGRAMS	0.00	0.00	0.00	0.00		0.00	0.00	0.00
STUDENT SERVICES									
D Bentley	3428 ODP REVOLVING	82,300.60		103,215.00	64,339.00		121,176.60	0.00	121,176.60
J Gibowitz	3429 AD INTEGRATED PRESCHOOL	202,224.06		294,440.31	266,854.65		229,809.72	220.06	229,589.66
3326 MCC BIG YELLOW SCHOOL BUS									
L Dorey	SENIOR HIGH	205.14		\$200.00	\$320.00		85.14	0.00	85.14
A Shen	JUNIOR HIGH	0.00		\$200.00	\$0.00		200.00	0.00	200.00
D Labb	BLANCHARD	0.00		\$0.00	\$0.00		0.00	0.00	0.00
D Sugrue	CONANT	850.00		\$200.00	\$0.00		1,050.00	0.00	1,050.00
C Whitbeck	DOUGLAS	278.75		\$0.00			278.75		278.75
L Newman	GATES	0.00		\$200.00	\$200.00		0.00	0.00	0.00
D Krane	MCCARTHY TOWNE	0.00		\$200.00	\$200.00		0.00	0.00	0.00
J Schneider	MERRIAM	671.00		\$0.00			671.00		671.00
3416 LIBRARY REVOLVING									
L Dorey	SENIOR HIGH	4,311.64		3,000.00	2,438.26		4,873.38	0.00	4,873.38
A Shen	JUNIOR HIGH	4,385.71		2,200.00	3,975.47		2,610.24	29.48	2,580.76
D Labb	BLANCHARD	7,003.57		2,816.00	843.11		8,976.46	0.00	8,976.46
D Sugrue	CONANT	3,474.96		1,800.00	791.99		4,482.97	0.00	4,482.97
C Whitbeck	DOUGLAS	441.85		1,800.00	1,756.56		485.29	0.00	485.29
L Newman	GATES	3,653.00		1,880.26	2,650.18		2,883.08	38.03	2,845.05
D Krane	MCCARTHY TOWNE	1,038.02		1,800.00	1,836.54		1,001.48	0.00	1,001.48
J Schneider	MERRIAM	1,915.00		1,823.55	3,608.60		129.95	20.41	109.54

ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
6/30/2018

Operating		Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	Prepaid Revenue Adj.	Munis Balance as of 6/30/2018	Encumber	Encumbered Balance as of 6/30/18
SENIOR HIGH									
S Martin	3301 ATHLETIC GIFTS	10,000.00		0.00	3,000.00		7,000.00	0.00	7,000.00
S Martin	3303 ABSAF:SH ATHLETICS	42,000.00		0.00	42,000.00		0.00	0.00	0.00
S Martin	3405 ATHLETIC REVG	40,979.84	0.00	466,190.39	446,059.03		61,111.20	0.00	61,111.20
G Arseneault	3302 ABSAF:SH PERFORMING ARTS	7,436.22		0.00	7,436.22		0.00	0.00	0.00
L Dorey	3306 SENIOR HIGH GIFTS	10,362.75		1,463.55	1,962.55		9,863.75	0.00	9,863.75
L Dorey	3308 SH GIFT:PTSO	5,905.12		8,600.00	8,520.01		5,985.11	0.00	5,985.11
L Dorey	3309 SH GIFT:OTHER	10,173.38		0.00	4,083.63		6,089.75	0.00	6,089.75
L Dorey	3313 ABSAF:SH EXTRACURRICULAR	17,784.58		0.00	16,467.73		1,316.85	0.00	1,316.85
L Dorey	3315 UNITED WAY GIFT	994.95		0.00	994.95		0.00	0.00	0.00
L Dorey	3319 SH: COMMUNITY SERVICE GIFTS	3,899.50		6,531.88	5,434.67		4,996.71	0.00	4,996.71
L Dorey	3320 SH: SPECTRUM	0.00		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		0.00	0.00	0.00
L Dorey	3412 LOST BOOKS-SENIOR HIGH	29,952.42		1,936.00	203.31		31,685.11	0.00	31,685.11
L Dorey	3413 PARKING-SENIOR HIGH	11,910.63		51,460.00	56,632.89		6,737.74	0.00	6,737.74
L Dorey	3414 SUMMER SCHOOL TUITION	187,112.83		3,434.47	86,890.86		103,656.44	548.72	103,107.72
G Arseneault	3415 PERFORMING ARTS REV	1,074.61		23,633.00	24,707.61		0.00	0.00	0.00
L Dorey	3420 EMPORIUM REVOLVING	20,172.57		49,935.66	58,215.47		11,892.76	0.00	11,892.76
L Dorey	3423 SH: PROSCENIUM CIRCUS	53,760.34	25.00	81,380.94	78,657.45		56,508.83	56.05	56,452.78
L Dorey	3424 SH:COUNSELING/TESTING	26,414.91		142,651.30	135,339.68		33,726.53	0.00	33,726.53
L Dorey	3425 SH CHORUS	12,936.39	0.00	21,289.50	21,231.90		12,993.99	0.00	12,993.99
JUNIOR HIGH									
A Shen	3305 JUNIOR HIGH GIFTS	14,781.85		8,385.00	15,112.14		8,054.71	0.00	8,054.71
A Shen	3312 ABSAF:JH EXTRACURRICULAR	5,121.45	0.00	2,510.00	8,631.25		0.20	0.00	0.20
A Shen	3314 JOHN LORING MEMORIAL GIFT	0.69		0.00	0.69		(0.00)	0.00	(0.00)
A Shen	3317 EDFAAB GIFT - JH	274.38		0.00	274.38		0.00	0.00	0.00
A Shen	3327 DRAGONFLY THEATER	34,627.04		25,000.00	17,518.10		42,108.94	0.00	42,108.94
A Shen	3411 LOST BOOKS-JUNIOR HIGH	4,978.06		1,870.10	292.22		6,555.94	0.00	6,555.94
A Shen	3421 JH STORE REVOLVING	1,634.64		6,729.00	7,469.35		894.59	0.00	894.59
A Shen	3422 JH THEATER REVOLVING	6,130.70	0.00	28,314.00	24,785.22		7,659.48	0.00	7,659.48

ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS
6/30/2018

Operating		Fund Balance 7/1/2017	Fund Balance Transfers	Receipts	Expenses	Prepaid Revenue Adj.	Munis Balance as of 6/30/2018	Encumber	Encumbered Balance as of 6/30/18
BLANCHARD									
D Labb	3348 BLANCHARD GIFTS	7,791.57	0.00	16,111.33	16,111.33		7,791.57	0.00	7,791.57
D Labb	3408 BLANCHARD AM/PM XD	125,896.05		335,652.06	337,751.48		123,796.63	0.00	123,796.63
D Labb	3355 BLANCHARD PIANO TUNING	0.00	0.00	1,000.00	0.00		1,000.00	0.00	1,000.00
CONANT									
D Sugrue	3334 CONANT PTO	0.00	1,135.78	23,864.22	25,000.00		0.00	0.00	0.00
D Sugrue	3343 CONANT ENRICHMENT GIFT	15,209.42	65,749.14	0.00	39,882.02		41,076.54	0.00	41,076.54
D Sugrue	3349 CONANT GIFTS	1,394.70		0.00	820.11		574.59	0.00	574.59
DOUGLAS									
C Whitbeck	3335 DOUGLAS PTO	0.00		35,781.00	35,781.00		0.00	0.00	0.00
C Whitbeck	3350 DOUGLAS GIFTS	701.74		0.00	701.74		0.00	0.00	0.00
C Whitbeck	3409 DOUG: DAWN/DUSK	103,514.90		336,363.42	269,628.08		170,250.24	339.58	169,910.66
GATES									
L Newman	3336 GATES PTO	0.00	715.57	25,000.00	22,680.19		3,035.38	0.00	3,035.38
L Newman	3339 GATES GIFTS	14,590.79		2,337.75	1,547.14		15,381.40	0.00	15,381.40
L Newman	3344 GATES ENRICHMENT GIFT	42,048.89	66,886.55	1,488.37	28,169.50		82,254.31	0.00	82,254.31
MCCARTHY TOWNE									
D Krane	3337 MCCARTHY PTO	0.00	1,660.15	71,000.00	72,660.15		0.00	0.00	0.00
D Krane	3340 MCCARTHY TECHN	0.00		0.00	0.00		0.00	0.00	0.00
D Krane	3345 MCT ENRICHMENT GIFT	64,456.78	66,288.19	0.00	20,470.60		110,274.37	0.00	110,274.37
D Krane	3351 MCCARTHY TOWNE GIFTS	1,785.43		0.00	0.00		1,785.43	0.00	1,785.43
MERRIAM									
J Schneider	3338 MERRIAM PTO	0.00	8,398.32	88,000.00	89,553.40		6,844.92	0.00	6,844.92
J Schneider	3352 MERRIAM GIFTS	162.11		0.00	162.11		0.00	0.00	0.00
J Schneider	3410 MERRIAM AM/PM	147,386.65	(8,398.32)	181,232.20	222,286.22		97,934.31	0.00	97,934.31
Total Special Revenue and Revolving Funds		5,881,532.34	710,000.00	11,134,287.50	10,616,331.12	925.23	7,110,413.95	181,920.89	6,928,493.06

Acton Boxborough Regional Schools

FY'18 Grants
July 16, 2018

				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	1,236,938.00	1,236,938.00	0.00	1,236,938.00	0.00
Expense								
30011801	516011	30011801 516011	SH F240 AIDES/PARAS - SPED	336,708.00	339,203.91	0.00	339,203.91	-2,495.91
30011802	516011	30011802 516011	JH F240 AIDES/PARAS - SPED	185,252.00	187,539.29	0.00	187,539.29	-2,287.29
30011803	516011	30011803 516011	BL F240 AIDES/PARAS - SPED	89,017.00	87,741.39	0.00	87,741.39	1,275.61
30011804	516011	30011804 516011	CN F240 AIDES/PARAS - SPED	60,685.00	60,997.19	0.00	60,997.19	-312.19
30011805	516011	30011805 516011	DO F240 AIDES/PARAS - SPED	9,479.00	9,195.06	0.00	9,195.06	283.94
30011806	516011	30011806 516011	GA F240 AIDES/PARAS - SPED	149,191.00	147,942.22	0.00	147,942.22	1,248.78
30011807	516011	30011807 516011	MCT F240 AIDES/PARAS - SPED	146,296.00	144,989.67	0.00	144,989.67	1,306.33
30011808	516011	30011808 516011	ME F240 AIDES/PARAS - SPED	230,568.00	229,425.39	0.00	229,425.39	1,142.61
30011809	516011	30011809 516011	PRESCHOOL AIDES/PARAS - SPED	27,096.00	27,253.88	0.00	27,253.88	-157.88
30011810	524102	30011810 524051	EVALUATION - INDPDT - SE	2,646.00	2,650.00	0.00	2,650.00	-4.00
	3001		SPED IDEA 240	1,236,938.00	1,236,938.00	0.00	1,236,938.00	0.00
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	122,511.00	122,511.00	0.00	122,511.00	0.00
Expense								
30021801	514081	30021801 514081	TEACHER - GATES	22,942.00	22,941.61	0.00	22,941.61	0.39
30021802	514081	30021802 514081	TEACHER - MCT	21,373.00	21,372.80	0.00	21,372.80	0.20
30021803	514081	30021803 514081	TEACHER - JH	21,866.00	21,865.75	0.00	21,865.75	0.25
30021804	516001	30021804 516001	JH AIDES/PARAPROFESSIONALS	33,083.00	33,072.91	0.00	33,072.91	10.09
30021805	514002	30021805 514002	ADMINISTRATOR	5,000.00	5,010.93	0.00	5,010.93	-10.93
30021806	543035	30021806 543035	OTHER INSTR MATERIAL	2,141.00	2,141.00	0.00	2,141.00	0.00
30021807	524009	30021807 524009	CONTRACTED SERVICES-PD	9,700.00	9,700.00	0.00	9,700.00	0.00
30021808	570031	30021808 570031	MASS TEACHERS RETIREMENT	6,406.00	6,406.00	0.00	6,406.00	0.00
	3002		TITLE I	122,511.00	122,511.00	0.00	122,511.00	0.00
3003	TITLE IVA # F309		Project Duration 09/26/2017 - 06/30/2018					
FY18	CFDA# 84.424		Amy Bisiwicz					
Revenue								
3003R18	45401	3003R18 45401	REVENUE - FEDERAL - THRU STATE	3,644.00	3,644.00	0.00	3,644.00	0.00
Expense								
30031801	524009	30031801 524009	INSTRUCTIONAL CONTRACTED SERVICES	3,644.00	3,644.00	0.00	3,644.00	0.00
	3003		TITLE IVA	3,644.00	3,644.00	0.00	3,644.00	0.00
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	67,942.00	67,942.00	0.00	67,942.00	0.00
Expense								
30061801	514011	30061801 514011	ADMINISTRATOR	5,000.00	5,000.00	0.00	5,000.00	0.00
30061802	524113	30061802 524113	PD - CONSULTANTS	47,500.00	47,500.00	0.00	47,500.00	0.00
30061803	543035	30061803 543035	OTHER INSTR MATERIAL	3,992.00	2,423.49	1,568.51	3,992.00	0.00
30061804	524006	30061804 524006	CONF, TRAV, WORKSHOPS	11,000.00	11,000.00	0.00	11,000.00	0.00
30061805	570031	30061805 570031	MASS TEACHERS RETIREMENT	450.00	450.00	0.00	450.00	0.00
	3006		TITLE IIA:IMPRVG ED QUAL	67,942.00	66,373.49	1,568.51	67,942.00	0.00

Acton Boxborough Regional Schools

FY18 Grants

July 16, 2018

				FY18					
				Budget	YTD	Enc	Total	Balance	
3019	EARLY CHILDHOOD # F262		Project Duration 11/09/17 - 06/30/18						
FY18	CFDA# 84.173		JOE GIBOWICZ						
Revenue									
3019R18	45400	3019R18 45400	REVENUE - FEDERAL - DIRECT	30,104.00	30,104.00	0.00	30,104.00	0.00	
Expense									
3019R1801	516011	3019R1801 516011	AIDES/PARAPROFESSIONALS	30,104.00	30,104.00	0.00	30,104.00	0.00	
3019			EARLY CHILDHOOD # F262	30,104.00	30,104.00	0.00	30,104.00	0.00	
3021	TITLE III ELA # F180		Project Duration 08/15/2017 - 06/30/2018						
FY18	CFDA# 84.365		DAWN BENTLEY						
Revenue									
3021R18	45401	3021R18 45401	FY18 REVENUE - FEDERAL - THRU STATE	7,341.51	7,342.00	0.00	7,342.00	-0.49	
3021R172	45401	3021R172 45401	FY17 CARRYFORWARD REVENUE	26,140.00	26,140.00	0.00	26,140.00	0.00	
Expense									
3021R1801	514064	3021R1801 514064	FY17 CF TITLE III F180 ELA TEACHER	16,640.00	16,640.00	0.00	16,640.00	0.00	
3021R1802	516001	3021R1802 516001	FY17 CF TITLE III F180 GRANT ELA AIDES / PARAS	7,100.00	7,100.00	0.00	7,100.00	0.00	
3021R1803	524009	3021R1803 524009	FY17 CF TTL III F180 ELA GRANT CONTRACTED SERVICES	440.00	440.00	0.00	440.00	0.00	
3021R1813	543035	3021R1813 543035	FY17 CF TTL III F180 ELA GRANT SUPPLIES	0.00	0.00	0.00	0.00	0.00	
3021R1805	524006	3021R1805 524006	FY17 CF TITLE III F180 ELA TRAVEL	1,960.00	1,960.00	0.00	1,960.00	0.00	
3021R1806	514064	3021R1806 514064	TITLE III 180 ELA TEACHER	0.00	0.00	0.00	0.00	0.00	
3021R1807	516001	3021R1807 516001	TITLE III 180 GRANT ELA AIDES / PARAS	0.00	0.00	0.00	0.00	0.00	
3021R1808	524009	3021R1808 524009	TTL III 180 ELA GRANT CONTRACTED SERVICES	2,678.00	2,678.00	0.00	2,678.00	0.00	
3021R1809	524009	3021R1809 524009	TTL III 180 ELA GRANT PD CONTRACTED SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00	
3021R1810	543035	3021R1810 543035	TITLE III 180 ELA SUPPLIES	438.51	438.51	0.00	438.51	0.00	
3021R1811	543014	3021R1811 543014	TITLE III 180 ELA SOFTWARE LICENSING	870.00	870.00	0.00	870.00	0.00	
3021R1812	524006	3021R1812 524006	TITLE III 180 ELA TRAVEL	1,355.00	1,355.00	0.00	1,355.00	0.00	
3021			TITLE III ELA	33,481.51	33,481.51	0.00	33,481.51	0.00	
3022	LOW INCOME EDUCATION ACCESS (LEAP) INCENTIVE GRANT # F231		Project Duration 12/20/2017 - 06/30/2018						
FY18	CFDA# 84.27A		DAWN BENTLEY						
Revenue									
3022R18	45401	3022R18 45401	REVENUE - FEDERAL - THRU STATE	5,000.00	5,000.00	0.00	5,000.00	0.00	
Expense									
3022R1801	524173	3022R1801 524173	CONTR SVC - CONSULTANT	5,000.00	5,000.00	0.00	5,000.00	0.00	
3022	LEAP			5,000.00	5,000.00	0.00	5,000.00	0.00	
3101	ESSENTIAL SCHOOL HEALTH SERVICES # S290		Project Duration 07/01/2017 - 06/30/2018						
FY18		DAWN BENTLEY							
Revenue									
3101R18	46000	3101R18 46000	REVENUE - STATE	69,700.00	69,700.00	0.00	69,700.00	0.00	
Expense									
3101R1801	514044	3101R1801 514044	NURSE	44,904.00	46,184.00	0.00	46,184.00	-1,280.00	
3101R1802	514705	3101R1802 514705	NURSE, SUBSTITUTE	11,000.00	10,066.82	0.00	10,066.82	933.18	
3101R1801	514913	3101R1801 514913	STIPEND - R&D	1,200.00	1,200.00	0.00	1,200.00	0.00	
3101R1803	524006	3101R1803 524006	CONF, TRAV, WORKSHOPS	2,800.00	2,795.00	0.00	2,795.00	5.00	
3101R1803	524113	3101R1803 524113	WEB CONSULTANT	3,220.00	3,241.05	0.00	3,241.05	-21.05	
3101R1803	524161	3101R1803 524161	CONTR SVCS - TECHNOLOGY	1,000.00	894.00	0.00	894.00	106.00	
3101R1804	543064	3101R1804 543064	SUPPLIES - OFFICE	800.00	790.47	0.00	790.47	9.53	
3101R1804	543087	3101R1804 543087	INSTR TECHNOLOGY	4,776.00	3,937.21	591.45	4,528.66	247.34	
3101			ESSENTIAL SCHOOL HEALTH SVCS	69,700.00	69,108.55	591.45	69,700.00	0.00	
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	3,789.76	1,511.25	0.00	1,511.25	2,278.51	
Expense									
3103R1501	524113	3103R1501 524113	PROFESSIONAL SERVICES	12,500.00	10,221.49	0.00	10,221.49	2,278.51	
3103			SOLAR OATA	12,500.00	10,221.49	0.00	10,221.49	2,278.51	
3109	UNITED WAY HEALTHY TEEN INITIATIVE								
FY18		LARRY DOREY							
Revenue									
3109R15	48401	3109R15 48401	GRANTS - PRIVATE	22,000.00	22,000.00		22,000.00	0.00	
Expense									
310901	524009	310901 524009	CONTRACTED SERVICES	300.00	300.00		300.00	0.00	
310902	543021	310902 543021	SUPPLIES	21,700.00	14,325.61		14,325.61	7,374.39	
3109			UNITED WAY HEALTHY TEEN INITIATIVE	22,000.00	14,625.61	0.00	14,625.61	7,374.39	

Acton Boxborough Regional Schools

FY'18 Grants

July 16, 2018

					FY'18			
					Budget	YTD	Enc	Total
								Balance
3106	TOSHIBA							
FY18		LARRY DOREY						
Revenue								
3106R18	48400	3106R18 48400	RECEPTS - GIFT		1,000.00	1,000.00		1,000.00
0.00								
Expense								
310602	543035	310602 543035	SUPPLIES		1,000.00	258.15		258.15
741.85								
	3109		TOSHIBA		1,000.00	258.15	0.00	258.15
741.85								
3107	MIA							
FY17		DAVE VERDOLINO						
Revenue								
3107R17	48401	3107R17 48401	GRANTS - PRIVATE		8,195.00	8,182.80		8,182.80
12.20								
Expense								
310701	524124	310701 524124	SECURITY		8,195.00	8,182.80		8,182.80
12.20								
	3107		MIA		8,195.00	8,182.80	0.00	8,182.80
12.20								
			FEDERAL GRANT REVENUE		1,499,620.51	1,499,621.00	0.00	1,499,621.00
-0.49								
			STATE GRANT REVENUE		82,200.00	79,921.49	0.00	79,921.49
2,278.51								
			PRIVATE / OTHER GRANT REVENUE		31,195.00	31,182.80	0.00	31,182.80
12.20								
			TOTAL REVENUE		1,613,015.51	1,610,725.29	0.00	1,610,725.29
2,290.22								
			FEDERAL GRANT EXPENSES		1,499,620.51	1,498,052.00	1,568.51	1,499,620.51
0.00								
			STATE GRANT EXPENSES		82,200.00	79,330.04	591.45	79,921.49
2,278.51								
			PRIVATE / OTHER GRANT EXPENSES		31,195.00	23,066.56	0.00	23,066.56
8,128.44								
			TOTAL EXPENSES		1,613,015.51	1,600,448.60	2,159.96	1,602,608.56
10,406.95								

Acton-Boxborough Regional School District
FY2019 Preliminary Budget Update - Revenue by Type
Presentation to SC August 23, 2018

Source: Munis Budget v. Actual (date)

ACCOUNT DESCRIPTION	FY2017 FINAL ACTUAL	(A)	(B)	(B) - (A)	% VAR.	(C)	(D)	(See Notes) (D) - (C)
		FY2018 REVISED BUDGET	FY2018 FINAL ACTUAL	BUDGET VARIANCE		FY2019 VOTED BUDGET	CURRENT PROJECTION	PROJECTED VARIANCE
STATE AID -								
Foundation Aid (Chapter 70)	14,696,071	14,804,931	14,859,361	54,430	0.4%	14,968,061	15,022,441	54,380
Regional Transportation (Chapter 71)	1,411,898	1,307,373	1,403,006	95,633	7.3%	1,337,757	1,532,131	194,374
Regional Bonus Aid	77,640	49,000	52,691	3,691	7.5%	25,000	25,000	
Charter School Reimbursement Aid	21,364	25,350	20,538	-4,812	-19.0%	32,361	30,403	-1,958
	16,206,973	16,186,654	16,335,596	148,942		16,363,179	16,609,975	246,796
REGIONAL ASSESSMENTS -								
Acton	55,547,097	57,730,056	57,730,056	0	0.0%	59,981,958	59,981,958	
	82.84%		83.28%				84.09%	
Boxborough	11,503,148	11,593,781	11,593,781	0	0.0%	11,351,355	11,351,355	
	17.16%		16.72%				15.91%	
	67,050,245	69,323,837	69,323,837	0		71,333,313	71,333,313	0
OTHER REVENUES -								
Medicaid Reimbursement	209,193	100,000	274,691	174,691	174.7%	150,000	200,000	50,000
Earnings on Investments	93,344	0	195,668	195,668	100.0%	100,000	200,000	100,000
Rental Income	67,500	30,000	55,000	25,000	83.3%	0	0	
Miscellaneous	33,397	0	13,340	13,340	100.0%	0	15,000	15,000
	403,434	130,000	538,699	408,699		250,000	415,000	165,000
APPROPRIATED FROM E&D	200,000	450,000	450,000	0	0.0%	775,000	775,000	0
Revenue Total	83,860,654	86,090,491	86,648,133	557,641	0.6%	88,721,492	89,133,288	411,796
							411,796	

Notes re FY2019 Items with significant variances from Voted Budget -

Foundation Aid (Chapter 70)	Legislature voted budget with \$30 per pupil Minimum Aid (from \$20).
Chapter 71 (Regional Trans Aid)	Legislature voted significant estimated increase over budgeted reimbursement.
Medicaid Reimbursement	Projection to continue to reflect closer approximation to actual experience per use of collaboraitve.
Earnings on Investments	Projection in line with prior year actual investment earnings.
Miscellaneous	Projection in line with prior year actual miscellaneous revenues.



Acton-Boxborough Regional School District

9.3

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

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

To: School Committee
From: Dave Verdolino
Re: Student Activity Account (SAA) Funds; required annual reauthorization
Date: August 23, 2018

Background:

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

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

These funds are subject to a procedures review engagement at least once every three years by an independent accounting firm; the most recent engagement was for the year ended June 30, 2017.

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

Requested VOTE:

To set the imprest balance of the Student Activity checking accounts for the 2018-2019 school year, consistent with the prior year, as follows:

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

Thank you for your consideration in this matter.

Acton-Boxborough Regional School Committee 2018-2019
Subcommittees & Assignments
(Proposed DRAFT for 8/23/18 meeting)

ASSIGNMENTS:

CASE Board Member	Superintendent Peter Light
EDCO School Committee Leadership Liaison/Round Table	Angie Tso
EDCO Board Member (voting member)	Superintendent Peter Light
EDCO Advisory Member (non-voting member)	Diane Baum
Health Insurance Trust (HIT) Representative	Mary Brolin, Diane Baum (<i>shadow</i>)
PTSO Liaison Coordinator	Diane Baum, Tessa McKinley, Ginny Kremer
Special Education Parent Advisory Comm Liaison	Diane Baum, Paul Murphy, Tessa McKinley
Acton Leadership Group (ALG) Representatives	Diane Baum, Paul Murphy
Acton Board of Selectmen Liaison	Paul Murphy
Acton Finance Committee Liaison	Amy Krishnamurthy
OPEB Trust Fund Board of Advisors	ABRSC Chairperson, Diane Baum
Boxborough Leadership Forum (BLF) Representatives	All Boxborough Members
Boxborough Board of Selectmen Liaison	Tessa McKinley
Boxborough Finance Committee Liaison	Mary Brolin
Minuteman Tech Liaison/SC Rep to Acton MMT Working Group	Angie Tso
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy
Legislative Liaison	Ginny Kremer
 <u>SUBCOMMITTEES:</u>	
Budget Subcommittee	Mary Brolin, Amy Krishnamurthy, Diane Baum, Eileen Zhang, Michael Bo, Tessa McKinley
Capital Planning Subcommittee	To be determined
Negotiations Subcommittee	To be determined
Policy Subcommittee	Amy Krishnamurthy (chair), Maya Minkin, Eileen Zhang, Ginny Kremer, Angie Tso, Adam Klein
School Building Committee (subcommittee)	Mary Brolin (chair), Amy Krishnamurthy, Adam Klein, Maya Minkin
Warrant Signature Subcommittee	Paul Murphy, Maya Minkin, Mary Brolin, Tessa McKinley, Eileen Zhang



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

August 8, 2018

Mr. Peter Light
 Superintendent of Schools
 Acton-Boxborough Regional School District
 16 Charter Road
 Acton, Massachusetts 01720

RE: Designer Selection

C.T. Douglas Elementary School

MSBA ID: 201606000020

Dear Superintendent Light:

On Tuesday, August 7, 2018, the Massachusetts School Building Authority Designer Selection Panel ("DSP") interviewed the finalists for the above-referenced project. The following individuals represented the on the DSP:

- Peter Light, Superintendent,
- Marie Altieri, Deputy Superintendent of Schools
- JD Head, Director of Operations

In accordance with the provisions of Massachusetts General Laws, Chapter 7C, Sections 44 through 58, and the MSBA Designer Selection Procedures, the DSP voted unanimously to rank the finalists, in order of qualifications, as follows for the subject project:

1. Arrowstreet Inc.
2. Dore & Whittier Architects, Inc.
3. Perkins+Will

The DSP determined that Arrowstreet Inc. possesses the requisite skills and experience for this project, particularly in light of their extensive experience in the design and construction of schools in Massachusetts.

The District should now take the appropriate local steps necessary to award the contract for designer services to the first-ranked firm and authorize fee and contract negotiations. Please know that the District must use the MSBA's standard contract for designer services, a copy of which can be downloaded from our website, MassSchoolBuildings.org.

Before beginning the contract and fee negotiations, however, and in order to remain eligible for the reimbursement of a portion of the designer services fee, please have your Owner's Project Manager

contact the MSBA Project Manager for this project, Karl Brown, to discuss the MSBA's guidelines. Upon completion of contract and fee negotiations with the first-ranked firm, please forward a copy of the fully executed contract to Kathryn DeCristofaro, Capital Program Manager, at the MSBA.

Sincerely,



Karl Brown, AIA
Senior Architect

cc: Legislative Delegation

Katie Green, Chair, Acton Board of Selectmen

John Mangiaratti, Acton Town Administrator

Susan Bak, Chair, Boxborough Board of Selectmen

Ryan Ferrara, Boxborough Town Administrator

Diane Baum, Chair, Acton-Boxborough Regional School Committee

Marie Altieri, Deputy Superintendent, Acton-Boxborough Regional School District

Mary Brolin, Acton-Boxborough Regional School District Building Committee

J.D. Head, Director of Facilities and Transportation, Acton-Boxborough Regional School District

Laurence Spang, Arrowstreet Inc.

Donald M Walter, Dore & Whittier Architect, Inc.

Robert Brown, Perkins+Will

Dale Caldwell, Owner's Project Manager, Skanska USA Building, Inc.

Chuck Adam, Owner's Project Manager, Skanska USA Building, Inc.

Jim Burrows, Owner's Project Manager, Skanska USA Building, Inc.

File: 10.2 Letters (Region 4)



Acton-Boxborough Regional School District

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

11.3

Peter J. Light
Superintendent of Schools

To: Acton-Boxborough Regional School Committee
From: Peter Light, Superintendent of Schools
Date: August 21, 2018
Re: Vote regarding Disclosure Form submitted by K Raymond under MGL c. 268A s. 19

As you are aware, Katie Raymond was appointed by you as a member of the District's School Building Committee. Ms. Raymond has submitted a DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST AND DETERMINATION BY APPOINTING AUTHORITY FORM as required by M.G.L. 268A s. 19. Ms. Raymond filed this form because she is employed by Epsilon Associates, a subcontractor that will be performing work under Arrowstreet's (the project architect/designer) contract.

Under section 19 of M.G.L. 268A, "A Municipal Employee... may not participate in any particular matter in which a prospective employer, or business organization of which he is a director, officer, trustee or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else."

The School Committee is the appointing authority for Ms. Raymond's position on the Building Committee. As such, the School Committee must review the matter and make a determination if Ms. Raymond's *"financial interest identified [on the form] [is, or] is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee."* The School Committee should deliberate and vote a determination on whether or not Ms. Raymond's work with Epsilon Associates presents a conflict of interest with her continued participation on the School Building Committee.

I have spoken with the Attorney General's Office and the School District's legal counsel at Stoneman, Chandler, and Miller, LLP. Advice from all parties supports that the School Committee is the appropriate authority to deliberate and vote to continue [or not] Ms. Raymond's participation on the School Building Committee.

Additionally, I have sought information from Skanska, the Owner's Project Manager, and Arrowstreet, the Project Architect, to understand the scope of the services that are to be provided by Epsilon Associates. Finally, I spoke with Ms. Raymond to understand her role within Epsilon Associates, with regard to the Acton-Boxborough Building Project. I will share this information with the committee at our meeting on Thursday, August 23, as posted on the revised agenda.

I ask you to consider this matter as to whether or not the information provided by Ms. Raymond on the disclosure form presents a conflict of interest to her continued participation on the committee and to vote to either continue or discontinue her appointment on the School Building Committee.

Developing engaged, well-balanced learners through collaborative, caring relationships.

INSTRUCTIONS FOR DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE
UNDER G.L. c. 268A, § 19

FINANCIAL INTEREST IN A PARTICULAR MATTER

WHEN TO USE THE § 19 DISCLOSURE FORM

You are an appointed or non-elected municipal employee, as defined by G.L. c. 268A, § 1(g). Your duties as a municipal employee include participating in a particular matter. You may not participate in the matter because one or more of the following individuals or entities listed below has a financial interest in the matter:

- You;
- Your immediate family member (you and your spouse, and each of your parents, children, brothers and sisters);
- Your business partner;
- A business organization for which you are serving as an officer, director, trustee, partner or employee;
- A person or organization with whom you are negotiating or have made an arrangement about prospective employment.

You may file a § 19 Disclosure with your appointing authority describing the particular matter, your responsibilities in relation to it, and the financial interest that is preventing you from participating.

Your appointing authority has discretion to make a written § 19 Determination that the financial interest you have identified is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from you as its employee. You may not participate in the particular matter unless your appointing authority files a written Determination allowing you to do so.

If you choose not to seek authorization to participate, and do not file a § 19 disclosure, you may need to inform your appointing authority or agency that you will not perform your duties as you usually would.

PARTICIPATION IN A PARTICULAR MATTER

In a § 19 disclosure, you must explain in what way you participate in a particular matter.

A particular matter is any judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination or finding.

You are expected to participate through approval, disapproval, decision, recommendation, the rendering of advice, investigation or otherwise.

Explain in what way you are required to participate – e.g., reviewing a proposal, approving an application, deciding about a grant; making a recommendation about a budget, providing advice about a case, conducting an investigation, performing a task or taking an action – in relation to the particular matter.

FINANCIAL INTEREST

In the disclosure, you must explain the financial interest that prevents you from participating in a particular matter. You should include the dollar amount of the financial interest, if known.

A financial interest must be direct and immediate or reasonably foreseeable (and not remote, speculative or not sufficiently identifiable), and may be large or small, positive or negative – a gain or loss, a benefit or an obligation.

For example, a financial interest exists when the outcome of a particular matter may:

- Cause or prevent a financial gain or loss;
- Create or eliminate a financial opportunity;

- Determine who will make decisions affecting your or an immediate family member's **wages, hours or working conditions** as a municipal employee.

Abutters and Owners of Nearby Property: The following people are presumed to have a financial interest in a particular matter regarding real estate:

- An abutter;
- An abutter to an abutter within 300 feet of the property line;
- A person who may suffer an injury in fact which is different in kind or magnitude from that suffered by members of the general public.

Competitors: Your business interest will have a financial interest if the outcome of a particular matter would affect the financial interests of a competitor in a way that would likely decrease or increase your business or the business of your immediate family, your partner, or your private employer.

FILING THE § 19 DISCLOSURE AND DETERMINATION

For the municipal employee

Sign your completed Disclosure and submit it to your appointing authority.

For the appointing authority

You have received a § 19 Disclosure from a municipal employee who may not participate in a matter because of a financial interest in the matter. **You may make a written Determination** that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee. **You also may decide not to make this Determination.** If you make such a Determination, you should provide a copy to the employee. Keep a copy of the § 19 Disclosure as a public record.

If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500 or e-mail the State Ethics Commission at opinions@eth.state.ma.us.

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

MUNICIPAL EMPLOYEE INFORMATION	
Name:	Ratie Raymond
Title or Position:	Member, ABRSD School Building Committee
Municipal Agency:	ABRSD
Agency Address:	1536 Charter Rd. Acton, MA 01720
Office Phone:	978-264-4700
Office E-mail:	plight@abSchools.org
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter. Involved in the review of contract work provided by my employer, Epsilon associates.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter. Review of scope of work, tasks to be performed by my employer, Epsilon Associates.
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input checked="" type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. My employer, Epsilon Associates, will be performing engineering studied for the new school building, scope & fee TBD.
Employee signature:	<i>Ratyn Raymond</i>
Date:	8/17/18


DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail:	
DETERMINATION	
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

ARROWSTREET



20 August 2018

School Building Committee
Acton-Boxborough Regional School District
c/o Chuck Adam, Owner's Project Manager
Skanska USA Building Inc.
100 Seaport Boulevard, Suite 200
Boston, MA 02210

C.T. Douglas Elementary School - Feasibility Study and Schematic Design Proposal

Dear Mr. Adam and Members of the School Building Committee:

We are delighted to have been selected as the Architect for the C.T. Douglas Elementary School Feasibility Study and Schematic Design. We look forward to getting started on the project and working with you and the Committee towards an exceptional result.

Per your request, we have prepared our proposal for professional services associated with the Feasibility Study Phase and the Schematic Design Phase of our services. Our services shall be based on the Contract for Designer Services provided by the Massachusetts School Building Authority (MSBA) and the Request for Designer Services (RFS) dated May 30, 2018.

Project Description

The project will consist of the evaluation and recommendations for repairs, renovations, addition(s) and/or new construction for the Douglas Elementary School in Acton. As described in the RFS, the project will include evaluation of the existing Douglas School and potential co-location with the Gates and Conant Schools.

Scope of Work

Arrowstreet and our consulting engineers will review and evaluate the condition of the existing buildings; work with the District to develop the educational program for the Douglas, Douglas/Gates and Douglas/Conant schools; identify and evaluate alternative strategies for renovations and/or new construction. Our work will be performed in accordance with the MSBA Module 3 Feasibility Study and Module 4 Schematic Design Guidelines and as further described below.

Understandings

1. Our existing conditions assessment will be based on visual observations of the existing buildings and systems. We will not be performing destructive or invasive testing to evaluate hidden conditions. If requested, we can provide a proposal for opening up portions of the buildings for further testing.



2. Hazardous materials sampling will be based on visual observations of suspect materials. We will not be opening up portions of the building to perform hazardous materials sampling.
3. Operation and testing of existing building systems is not included in our proposal. It would be helpful if school maintenance personnel responsible for building operation can be in attendance during our site visit to help us understand the condition of the existing systems.
4. The following services will be provided as a Supplemental Service to this proposal. We will forward more detailed proposals for these services prior to the start of these efforts.
 - a. Hazardous materials investigation and testing
 - b. Geotechnical and Geo-environmental testing and analysis
 - c. Traffic, including vehicle counts
 - d. Site Survey
5. We will work with our Educational Programmer, Frank Locker, to assist the District define the Educational Vision for the school and develop the Space Summary for submission to the MSBA. We have included the following efforts in our proposal:
 - a. Three day planning workshop led by Frank Locker, including preparation for the workshops and meeting notes documentation. We will work with the Administration to determine the range of participants and agendas for each of the day of the workshop.
 - b. Review and comment on the District's Ed Plan
 - c. Two meetings with the District to discuss the Educational Vision resulting from the workshops and the proposed Space Summary.
 - d. Two meetings with the School Building Committee to review and discuss the Educational Vision and proposed Space Summary
 - e. One public hearing to assist the District to review the proposed educational planning with the community.
 - f. Additional workshops, meetings and/or hearings can be provided as an Additional Service.
6. We will work with Skanska and the District to review the Feasibility Study and Schematic Design with MSBA staff for project approvals. In accordance with Module 3, we have included the following meetings in our proposal:
 - a. Two meetings to review and finalize the Preliminary Design Program which



- will include the Initial Space Summary, Evaluation of Existing Conditions, and Preliminary Evaluation of Alternatives.
- b. Two meetings to review the Preferred Schematic Report which will include updates to the Evaluation of Existing Conditions, Final Evaluation of Alternatives and Preferred Solution.
 - c. One meeting to present the Preferred Schematic Report to the MSBA Facilities Assessment Subcommittee (FAS).
7. We will assist the District with public hearings to review and present the study findings. In addition to the public hearing included above, our proposal includes three additional public hearings, generally at the completion of the Preliminary Design Program, Preferred Schematic Report, and Schematic Design phases of the work.
 8. We will produce the Feasibility Study for submission to the MSBA and will forward an annotated copy of the MSBA Module 3 Guidelines indicating which pieces of the Feasibility Study will be completed by Arrowstreet and which pieces we will need from the District and/or Skanska.
 9. In accordance with MSBA requirements, we have included preparation and evaluation of three preliminary and three final Alternative Schemes during the Feasibility Study. We understand the schemes may evolve or be combined as a result of discussions with the District and the MSBA, however preparation and evaluation of an excessive number of schemes will be provided as an Additional Service.
 10. Arrowstreet and our consultant team will review and report on the regulatory and permitting requirements for the proposed improvements. This report should be reviewed by the District's attorney for accuracy and completeness. Efforts necessary to obtain permits and other regulatory approvals will be provided in subsequent phases of the project.
 11. We propose two working meetings with members of Acton's regulatory review and permitting staff, including Planning Department, Building Department, Fire Department, Conservation Commission, DPW and others as may be appropriate. The purpose of these meetings will be to familiarize the town's staff with the project and identify potential regulatory approvals for the work. Additional meetings, if required, can be provided as an Additional Service.
 12. We have included a single working meeting with members of the School Administration and the Acton Police Department to review safety and security issues related to the proposed project.
 13. We have included a single working meeting with members of the District Administration and faculty to review IT and tele-communications requirements for the project.



Schedule

We will complete the work within the forty-four week schedule outlined in the RFS. Should the Study or Schematic Design phase efforts extend beyond that period through no fault of Arrowstreet, we will request Additional Services.

Project Team

We have included the following consultants in our proposal for the Feasibility Study and Schematic Design phase efforts. Additional consultants will be added in subsequent phases of the project as required.

Basic Services:

Structural Engineering	EDG Design Group
Mechanical & Electrical	Garcia Galuska DeSousa
Plumbing & Fire Protection	AKAL Engineering, Inc.
Civil	Nitsch Engineering
Landscape	Terraink
Code	Building Fire and Access
Estimator	PM&C – Project Management & Cost
Educational Planning	Frank Locker Educational Planning

Supplemental Consultants:

HazMat Identification	Universal Environmental Consulting
Geotechnical	Lahlaf Geotechnical Consulting
Geo-environmental	Ransom Consulting
Survey and Traffic	Nitsch Engineering

Compensation

Per your request, our proposed compensation for Basic Services and the efforts outlined above is as follows:

Feasibility Study	\$380,000
Schematic Design	<u>\$475,000</u>
Total, including expenses	\$855,000

Supplemental Services

We will obtain proposals for the following Supplemental Services for your review and approval prior to authorizing the work to proceed.

- Site Survey and Traffic
- Geotechnical and Geo-environmental testing



Hazardous Materials testing
Identification of wetlands

Potential Additional Services

The following additional services may be required to complete the project. We would be pleased to provide you a proposal for these efforts if necessary.

- Existing conditions drawings
- Reproduction of milestone submittals exceeding six copies
- Materials testing and/or investigative destructive testing
- Operational testing of existing building systems
- Inventory or evaluation of existing furniture or equipment
- Testing or inspections of existing utilities, including hydrant flow test(s), etc.
- Work beyond the boundaries of the site, including roadway improvements
- Evaluation or design of off-site supplemental sanitary systems

The proposed scope, level of effort, and associated costs are based on our understanding of the project and the MSBA requirements. We look forward to reviewing this scope with you to assure that we match our efforts and costs with your needs and budget constraints.

We look forward to working together with you and the District on this exciting project.

Sincerely,

ARROWSTREET

Read and Agreed

Laurence Spang, AIA, LEED AP
Principal

Authorized by
Date

Distribution	Kathie Chainey	Arrowstreet
	Emily Grandstaff-Rice	Arrowstreet

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

R. J. Grey Library
16 Charter Road, Acton, MA 01720

July 2, 2018
7:00 p.m.

Members Present: Mary Brolin; Amy Krishnamurthy (7:12); Peter Light (7:03); Marie Altieri (7:05); Peter Berry; Dennis Bruce; Jason Cole; Becca Edson (7:10); Bob Evans; Bill Hart; JD Head; Adam Klein; Maria Neyland; Katie Raymond; Mac Reid; Chris Whitbeck.

Members Absent: Gary Kushner; Lynne Newman.

Other: Karen Coll; Kate Crosby, ABRSD Energy Manager (7:50); Representatives from Skanska: Chuck Adam, Victoria Clifford, Sovathya Sar; member of the public

1. Mary Brolin called the meeting to order at 7:00pm. Building Committee members and representatives from Skanska introduced themselves. Mary noted that two new members have joined the committee, Bill Hart and Becca Edson, and that Peter Light has officially become the district Superintendent and a member of the committee as of July 1st. Also, two members have switched roles: former School Committee member Dennis Bruce has become a community representative, and former community representative Adam Klein is now a School Committee member on the Building Committee.
2. Bob Evans moved, Jason Cole seconded, and the minutes of the May 9, 2018 School Building Committee Meeting were approved unanimously with two abstentions: Peter Light and Maria Neyland.
3. MSBA Update

We received proposals from five design firms:

- Arrowstreet
- Dore & Whittier
- JCJ Architects
- Mount Vernon Group
- Perkins+Will

Chuck Adam reported that he had delivered 15 hard copies of each of the proposals, along with electronic versions, to the MSBA today, ahead of the July 5th deadline. MSBA now has everything they need and will send a letter confirming that we are on the calendar for the July 24th meeting of the Designer Selection Panel (DSP). If interviews are needed, they will be scheduled for the August 7th DSP meeting. Peter Light, Marie Altieri and JD Head, the district's representatives to the DSP, will put those dates on their calendars.

Victoria Clifford confirmed that all committee members had access to the proposals and overview materials in DropBox.

4. Designer Services – Review and Discuss Proposals

Chuck Adam said that the Skanska project schedule has been updated to include the rescheduling of the Building Committee meeting from July 11 to July 2, and the definitive scheduling of our DSP meeting for July 24, with a potential DSP interview date of August 7. Katie Raymond disclosed that her engineering firm is listed as a subcontractor on the proposal from one of the firms, Arrowstreet. She recused herself from discussing that proposal and from any polling of preferences, and will file a disclosure form with the Ethics Commission.

Chuck provided an overview of an approach to reviewing the proposals. Skanska will conduct all reference checks, which are due to the MSBA by July 17. They will reach out to people in addition to the references noted in the proposals and will be looking for the right types of experience, especially in conducting feasibility studies. Skanska also shared a matrix of the subcontractors proposed by each firm. Chuck noted that, in some specialties, there is considerable overlap among the subcontractors. All five firms have had extensive experience performing feasibility studies. Some of the individuals listed in the proposals have brought this experience from their work at other firms.

Questions and comments included:

- Cost differential among the firms based on past performance: MSBA keeps historical cost data, such as cost/square foot, on all projects since 2004. Skanska will develop a spreadsheet showing each firm's cost experience over the past five years. Chuck thinks all firms will be comfortable with the fixed-price fee we set, which Skanska will negotiate. This fee will be for the feasibility phase only, although typically the same designer will continue to manage the construction phase.
- In-house expertise versus subcontractors: Not necessarily a factor. The local individual office is more important than whether the overall firm is large or small.
- Discrepancies in the proposals: This could be an issue, but sometimes the marketing group assembling proposals doesn't have complete knowledge of the firm or the project. Project managers are responsible for reviewing proposals.
- Chuck commented that creative approaches to problem solving come from the project manager who manages the feasibility study. The principal in charge has an oversight role; the architect is more hands-on.

Mary Brolin said that the objective of the discussion was to provide input to the three AB representatives who will be voting on the DSP. Skanska representatives won't share their impressions of the firms until after building committee members have reviewed them and come to their own conclusions. He added that he and others at Skanska have had personal working experience with all of the firms on our list.

Chuck said that the building committee could continue reviewing the proposals and send their feedback to the AB representatives to the DSP or members could take a straw poll of their preferences at this meeting. The DSP tends to listen to what the town representatives say. At the meeting, the DSP chair generally does 90% of the talking, then goes around the table asking everyone for their input. If we say we would not be comfortable working with a firm, the DSP usually respects that. The best approach might be to offer three choices that we could live with. Even if we bring forth three firms, we can emphasize one that would be preferred. The trend has been to do interviews of the top three firms. A vote will take place immediately following interviews and a confirmation letter will be sent at that time.

Members discussed their findings and impressions of each of the firms. A straw poll was then conducted asking members whether they thought they would be comfortable working with each of the firms. Members were clear that they were not ranking the firms, just saying whether they would be comfortable working with each firm based on the proposals and discussion. Katie Raymond recused herself. Of the 15 members voting, tallies of those who felt comfortable with the prospect of working with each firm were:

- Arrowstreet: 13
- Dore & Whittier: 15
- JCJ: 0
- Mt. Vernon: 1
- Perkins + Will: 4

Based on these initial tallies, Mary said that it seemed that more committee members were comfortable with Arrowstreet, Dore & Whittier or Perkins + Will than the other two firms. There didn't appear to be an overwhelming preference for just one of the firms. When asked, Chuck said that Skanska would be

comfortable working with any of the firms. Additional feedback or comments should be emailed to Peter Light.

5. Additional Planning to Move Forward

Mary said that the building committee is responsible for approving invoices. We received an invoice today, too late to include it on the agenda. We can vote it tonight as part of planning. As a member of the Acton Finance Committee, Jason Cole can't vote to appropriate funds. Although these funds have already been appropriated, Jason will abstain from voting on the invoice.

Mac Reid moved, Amy Krishnamurthy seconded, and it was unanimously **VOTED** to approve payment of the invoice, with one abstention, Jason Cole.

The next meeting was scheduled for August 8th, in keeping with the plan to hold meetings on the second Wednesday of each month. Because August 8th is so soon after the design firm has been selected, members decided to reschedule the meeting to Tuesday, August 21 at 7:00pm. Karen Coll will reserve a space and contact members to confirm.

Mary asked if there were any comments or questions from the public. The attendee asked whether it would be possible to fold this project into the town's sewer expansion project. Mary said that we have discussed this but the timing may not work. We will work with that committee but won't pay more to be included in the expansion than we would pay without it. Because we don't even know the final site of the building yet, it is too soon to say when the Building Committee might be ready to make a decision about sewers. In addition, the MSBA won't allow any party not directly involved in the building project to participate in the process, but we will continue to follow the progress of the sewer project.

6. Adam Klein moved, Peter Berry seconded, and the meeting was adjourned at 9:21pm.

Documents Used:

- Minutes of the May 9, 2018 meeting
- Proposals submitted by Arrowstreet, Dore & Whittier, JCJ Architects, Mt. Vernon Group and Perkins + Will.
- Designer Review Matrix
- Subconsultant Applicants Matrix
- MSBA Reference Checklist
- 2018-06-29 Skanska invoice

Next Building Committee Meetings (all in RJ Grey Library unless otherwise noted):

August 21, 2018
September 12, 2018
October 10, 2018
November 14, 2018
December 12, 2018
January 9, 2019
February 13, 2019
March 13, 2019
April 10, 2019
May 8, 2019
June 12, 2019

ALG Minutes June 28, 2018

Present: Bart Wendell, Facilitator; Katie Green & Joan Gardner, BoS; Paul Murphy & Diane Baum, SC; Jason Cole & Roland Bourdon, FC; Steve Ledoux, Steve Barrett & Marie Altieri, Staff. Absent: Superintendent.

Audience: Janet Adachi & Jon Benson, BoS; Peter Ashton, Town Moderator; Mark Hald, Asst. Town Manager; Brian McMullen, Asst. Finance director/principal assessor; Dave Verdolino, school finance director and Charlie Kadlec, public.

Extra info: ALG Charter & Ground Rules; Multi-year financial model; Suggested calendar and meeting dates; and Mr. Kadlec supplied a copy of the ALG website language with yellow highlights.

There were general introductions around the table. New to the ALG this year are Selectman Joan Gardner, FinCom Roland Bourdon and School Committee Diane Baum.

Bart introduced himself, told about the history of ALG saying that it was a unique organization in Massachusetts. Bart noted that when the ALG first started, people thought it was a CABAL where discussions were held in secret.

People read through the ALG Charter and Ground Rules. Bart stressed that the whole of the success of the ALG depending on members agree with the rules and change those that they thought needed changing. He also noted that the ALG was "new" and one year's group could not make commitments for a subsequent year.

Jason questioned the use of "and" in the sentence "manager and designated staff" It was agreed to change to "one designated staff"

Under quorum: per board was added; and one staff person for school and town.

Weather cancellation will follow the ABRHS district if the ALG meets in the AM and Town Hall if the meeting is changed to the evening.

There was general agreement with the changes.

2. Minutes from February 28 were accepted.

3. Updates on FY19 revenues & expenditures and FY 18 year end

SL: there is a winding down of the year and we are on target with revenues

SB: We are predicting a 1% turn back. We have only 33.15% of the spending so that means @\$300K. We have only a few more days---the next payroll is July 4-5.

On the revenue side; we are working on the tax recap \$90m in revenue has come in. We have a growth in local receipts from \$750K-\$1m.

Paul: you say investment is up...

SB: Our investment income there has been an uptick in the interest rate ---so we have earned more.

Marie: the school projection is \$1.7m surplus. We are accelerating some capital; \$92K in paving needs and vehicles. We did a similar thing last year when we took capital needs from next year and did them now. The projection is to have the "lion's share" go into E&D--\$3.8m. We are in good shape with a surplus @1.5-02% of the budget.

As for the building: we have to wait for the MSBA—we will have a project review in July. We have a project manager on board. We are working on our five-year capital plan and will lick-in the capital expenses for this budget cycle.

I want to thank Bill McAlduff for his leadership over the last year.

Bart: any questions?

Jason: do you take the \$750K from the town and the \$1.7m from the schools to get the \$3m in replenishment?

SB: we get the replenishment from other places than turn backs.

Jason: the certification looks closer to \$2.7m rather than \$1.7m. Are you trying to pull in so it will go down?

Marie: it's very early yet and the \$382 for the trucks and paving comes from the \$1.7which makes it@ \$1.3m.

Jason: we should not say what the final numbers will be until around Jan. 30th.

Joan: do you have the physical locations for the schools as yet?

Marie: will still think it will be by December. We have to work off the MMSBA schedule and it takes months. We are on the agenda for July 24.

Jason: this is a most frustrating process. We can't even take perk tests to find suitability until we get the OK from the MSBA.

5. Spreadsheet

Steve B. went through the pages of the spreadsheet, noting that page one was what went to town meeting and the subsequent pages depicted the changes made during the year and the final decisions. He noted that there is an imbalance for the outer years (a common occurrence at this time of year in the ALG cycle)

The Plan was first formulated by Mary Ann Ashton and some may consider it an Edsel but it has generally worked.

Marie: a working group of Steve Barrett, Brian McMullen, Dave Verdolino and I have been tasked with updating the spreadsheet. It has been an effective group.

Jason: shouldn't we add to \$700K to the \$2m of reserve use.

Katie: that will be replenished.

Marie: there has been pressure to lower reserve use to \$1.3m but if you look historically we have turned back in the \$2m range and our average reserve use over the past five years has been \$2.7m

Jason: I'm not really interested in the historical perspective I just feel that reserves should be used for capital and not general.

Diane: since the FC's POV the school committee has set aside \$2m from E&D

Marie: reserves, free cash and E&D have been used for one-time expenses i.e. single tiered bussing.

Bart: So should it be for capital or one-time uses?

Jason: my position is that reserves should be used for capital. We have a capital deficiency. The financial position of the town looks rosy until you take in our capital needs; they far outstrip our reserves. If we have reserves they should be used to retire our liabilities and not used for the general fund.

Katie: once the FC's POV is on the table we can look at the numbers.

Bart: when and what time is it best to make the changes?

SL: we have a suggested calendar

6. Review of future meeting dates and time line

SL: we moved up the decision on "override/no override" (to October the SC budget hearing) not on the chart.

Roland asked for the meeting to be moved to a Thursday evening at 7PM

There was a discussion about changing the time from 7 AM to 7PM and date from Thursday to Wednesday. Katie noted that BoS members were also liaison to town committees and many of their evenings were already taken. Diane noted that the SC already has a full schedule and many times an extra meeting is necessary. Roland has a long commute and others would rather get to work on time.

It was agreed to try to meet on September 26 at 7PM. At the same time Katie will do an analysis of the time change as it impacts other regularly scheduled meetings

Then there was a discussion about notification of cancellations. It was agreed that if the ALG is in the morning, then the cancellation schedule will follow that of the schools. If it's in the evening the policy will follow that of the Town Manager.

Bart said that he the pleasure if working with Steve L. This was Steve's last ALG meeting.

7. Public Comment

Mr. Kadlec noted that he has asked many times for the spreadsheet to have the actuals listed. He hoped that any spreadsheet changes included an actual column.

Mr. Kadlec distributed a printed sheet taken from the town website which highlighted the areas where public input is noted. He said that many times if the public was allowed to speak on a particular item at the time it's being discussed by the ALG. He contended that sometimes a public comment could save time.

Bart: reminded members to send in agenda items in a timely manner.

The next Meeting will be September 26, 7PM

Adjourned: 8:52

Ann Chang




Acton-Boxborough Regional School District
Community Education
15 Charter Road • Acton, MA 01720
978-266-2525 • abce.abschools.org



13.1+2

Erin O'Brien Bettez
Director

To: Acton-Boxborough Regional School Committee
From: Erin Bettez 
Date: August 7, 2018
RE: Grant Monies Received by A-B Community Education

I am pleased to report that Bernadette Keegan, who runs our Summer Day Program, applied for and received two grants to be used for this summer's program:

- \$5,250 from the Acton-Boxborough United Way, to provide scholarships for local children in grades K-6 to attend the Summer Day Program.
- \$4,000 from Danny's Place Youth Services, to be used to support the Leader-in-Training program for children entering Grades 7 & 8. The monies may be used either for scholarships or to support staff.

We are so appreciative that these wonderful local organizations have chosen to support the Summer Day Program and the children of our community through these grants.

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

WELLNESS • EQUITY • ENGAGEMENT



Acton-Boxborough Regional School District

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

Peter J. Light
Superintendent of Schools

August 2018

ABRSD Families, Faculty, Staff and Community

I am excited to take this opportunity to introduce myself to you as the new Superintendent of Schools for the district. Since I began in early July, I have had an opportunity to meet many people within the communities, attend a variety of functions and meetings, and begin to hear stories of how our schools are experienced by our students and families. These early experiences have been wonderful and I have been immediately struck by both communities' passion for education and pride in the public schools.

As enjoyable as it has been to meet so many people in the community, my entry into our district has not been without its challenges. As you are likely aware, we lost one of our students to suicide in early summer. This has been on my mind and on the minds of our leadership team, faculty, and staff throughout the summer. I want to share with you that our administrators and faculty have been working throughout the summer speaking with students and families, and developing strategies to support our students, faculty and families as we return to school. We have also been in constant contact with professional and community resources available to us to ensure that our programming is both comprehensive and effective. You will hear more directly from our schools, and particularly the high school, as we approach the beginning of the year with regard to specific, age-appropriate plans we have to support students as they return.

I also want to highlight that throughout the summer, we have continued to meet with community stakeholders regarding a particularly disturbing hate crime that occurred on the high school campus just prior to the end of the school year in which a storage trailer was spray painted with anti-semitic graffiti. I am sorry to report that, after a thorough investigation that involved the Acton Police and school officials, we have been unable to determine who was responsible for the incident. I want to be clear with all of our students, families, faculty, staff and community that hate-filled incidents such as this are an affront to our core values, and our schools will not tolerate, condone or accept this type of behavior. There is nothing more important to me, or any of our administrators and faculty, than ensuring that each and every one of our students feels safe and supported by our schools each and every day. The district has done considerable work in understanding bias and implementing strategies to eliminate it, and I am committed to continuing this work with our administrators, faculty, students and community.

Developing engaged, well-balanced learners through collaborative, caring relationships.

While the issues we have faced during the summer have been sad, challenging, and in the case of the hate-incident, infuriating, it has given me much insight into some of the strengths of our community. The students and families whom I have met have shown remarkable resilience and engagement in our schools, and I have been able to gain first hand knowledge about the deep passion our faculty and administration have for the well-being of our students and the climate and culture of the schools across the district.

In the coming months, I will continue my entry into the district and will be communicating with you about a variety of family and community forums that will allow me to meet you and discuss your wishes for our district moving forward. I hope you are able to take advantage of these opportunities to provide me with your perspective on our schools.

In the near future, you will be receiving information from us to help make the start of the year a successful one for all of our students and families. This will include information about transportation, school start times, and school-specific information such as students' schedules and class placements.

In the meantime, I hope you are able to take time with your families to enjoy the last few weeks of summer. I am honored and excited to be leading the A-B schools and look forward to partnering with you as we continue to build on the remarkable success of our schools, and tackle our challenges head-on for the benefit of our students. As we begin the year, I hope that each of our students feels loved, valued, challenged and supported by all of us in the A-B schools.

Sincerely,

Peter Light
Superintendent of Schools

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

WELLNESS • EQUITY • ENGAGEMENT



2018-19 Acton-Boxborough Regional School District

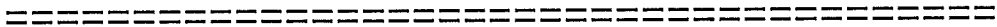
Junior High and High School Schedule

SCHOOLS OPEN: Tuesday, September 4, 2018*

*With the exception of 8th, 10th, 11th, & 12th graders, who start Wednesday September 5, 2018

JUNIOR HIGH: 8:00-2:36 p.m.

HIGH SCHOOL: 8:07-2:47 p.m.



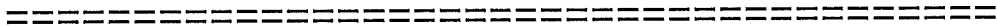
Elementary School Schedule

SCHOOLS OPEN: Tuesday, September 4, 2018

All-Day K and Grades 1-6: 8:50-a.m. – 3:20 p.m.

(Thursdays – 12:50 p.m. dismissal) Half-Day Kindergarten

AM Session: 8:50 a.m. – 11:50 a.m. (Thursday Schedule 8:50 a.m. – 12:50 p.m.)



Carol Huebner Early Childhood Programs Schedule

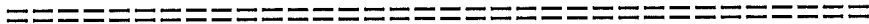
SCHOOLS OPEN: Thursday, September 6, 2018

Monday - Thursday

Morning Session 8:30 - 11:15 AM

Afternoon Session 12:15 - 3:00 PM

All-Day Session 8:30 - 3:00 PM

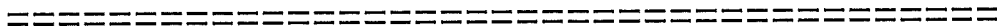


Lunch Prices

\$2.75 (includes fruit, vegetable, milk) Milk only: \$.50

For more information, see the Food Services website at:

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



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

Blanchard: 978-263-4569

Conant: 978-266-2550

Douglas: 978-266-2560

Gates: 978-266-2570

McCarthy-Towne: 978-264-3377

Merriam: 978-264-3371

All other schools: 978-264-4700

Acton-Boxborough Regional School District

SCHOOL CALENDAR, 2018-2019

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

Sept.	M	T	W	T	F
	27	28	29	30	31
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

Teachers' meetings – Aug 29 & 30
 Labor Day – Sept 3
 Schools Open – Sept 4
 Rosh Hashana – Sept 10
 Yom Kippur = Sept 19
 School Days - 17

Jan.	M	T	W	T	F
	31	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

Schools Open - Jan 2
 JH Early Release – Jan 4
 Martin Luther King Day - Jan 21
 School Days - 21

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

Columbus Day – Oct 8
 **7-12 Early Release for Prof L. – Oct 4
 School Days – 22

Feb.	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	

**7-12 Early Release for Prof L. – Feb 7
 Presidents' Day - Feb 18
 Winter Recess - Feb 18-22
 School Days – 15

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

Prof. Day – Nov 6 (no school/students)
 Veterans Day – Nov 12 due to Sun holiday
 Early Release Day – Nov 21
 Thanksgiving Recess – Nov 22 & 23
 School Days - 18

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

HS Late Start **only for students NOT taking MCAS** – Mar 26 & 27
 School Days - 21

Dec.	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

Jr High Early Release Confs – Dec 13&18
 Winter Recess - Dec. 24 – Jan 1
 School Days - 15

Apr.	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

**7-12 Early Release for Prof L. – Apr 4
 Patriots Day – Apr 15
 Spring Recess - Apr 15 - 19
 School Days - 17

Some major religious and cultural holidays are found on page 2 and underlined here.
 Good Friday is April 19 during the school break.

** Professional Learning for JH/HS Staff Early Dismissal

No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at <http://abschools.org>
 Acton Town Meeting begins April 1, 2019. Boxborough Meeting begins May 13, 2019.

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

May	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

HS Late Start **only for students NOT taking MCAS**- May 21 & 22
 Memorial Day - May 27
 School Days - 22

June	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26*	27*	28*

Graduation – June 7
 Last day/Early Rel– June 18 (180 days)
 Last day if 5 snow days– June 25 (185 days)
 *School could be extended to June 28 if >5 days
 School Days – 12
Total Days = 180

Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2018-2019

Major Religious and Cultural Holidays

(some are school days, some are not)

August 22	Eid al-Adha
September 10-11	Rosh Hashanah
September 19	Yom Kippur
November 7	Diwali begins
December 3-10	Chanuka begins
December 25	Christmas
December 26-Jan 1	Kwanzaa
February 5	Lunar New Year
April 19	Good Friday
April 20-27	Passover
April 21	Easter
May 5 – June 4	Ramadan
June 5	Eid al-Fitr

The observance of both Jewish and Muslim holidays begins at sundown of the preceding day. Please see policy IMD (School Ceremonies and Religious Holiday Observances) and policy ACD (Acknowledging Religious Holidays) on the school website for more information at: <http://www.abschools.org/school-committee/policies>

2018 - 2019 School Start Times

Carol Huebner Early Childhood Programs:

Monday – Thursday

Morning Session 8:30 – 11:15 am

Afternoon Session 12:15 – 3:00 pm

All-Day Session 8:30 am – 3:00 pm

All Elementary Schools:

8:50 am – 3:20 pm

Thursdays 12:50 pm dismissal

Secondary Schools:

AB Regional High School 8:07 am – 2:47 pm

R.J. Grey Junior High School 8:00 am – 2:36 pm

Direct School Phone Numbers:

Blanchard: 978-263-4569

Conant: 978-266-2550

Douglas: 978-266-2560

Gates: 978-266-2570

McCarthy-Towne: 978-264-3377

Merriam: 978-264-3371

All Other Schools: 978-264-4700

Open House Dates - Fall 2018

Blanchard

September 25

6:00-8:00pm

Conant

September 24

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

September 25

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

Douglas

September 12

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

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

September 17

6:00-6:45pm - All Kindergartens

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

Gates

September 24

6:00-6:45pm - Grades 1 & 5

7:00-7:45pm - Grades 2 & 4

September 25

6:00-6:45pm - All Kindergartens &
Grade 3

7:00-7:45pm - Grade 6

McCarthy-Towne

September 12

6:00pm - 8:00pm

Merriam

September 25

6:00pm - Kindergarten

7:00pm - Grades 1 - 6

Junior High

September 26

7:00pm - 8:45pm

High School

September 27

6:50pm - 9:05pm



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
 16 Charter Road, Acton, MA 01720
www.abschools.org

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

PARENT COMMUNICATION MAP

2018-2019

August 2018

Dear Acton and Boxborough Parents/Guardians,

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

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

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

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

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

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

Sincerely,

Peter Light
 Superintendent

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

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ELEMENTARY SCHOOLS

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

SECONDARY SCHOOLS

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

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

ELEMENTARY CONTACTS

Curriculum Coordinators: Heather Haines – PreK-6
Mathematics; Peggy Harvey – PreK-12 Digital Literacy;
Jean Oviatt-Rothman – PreK-6 Science; Sharon Ryan – PreK-2
Literacy/Social Studies; Dora Sanchez, Gr. 3-6 Literacy/
Social Studies
Elementary Library/Media Specialist: Connie Long

SPECIAL SUBJECTS

Reading Specialists: Sandy Baron, Kerry Cusick, Danielle Healy,
Amy Omo, Ann Marie Pastor, Noel Powers, Stacey Smith
Art Teachers: Eileen Barnett, Melissa Hayes, Celia Knight,
Heidi Kupferman, Allyson Simes, Beth Warner
Music Teachers: Peter Broggi, Margie Callaghan, Marlee Cassel,
Kerrin Stewart, Kim Ward, Christine Wysokowski
Physical Education Teachers: Kathleen Ammendolia,
William Chan, Robert Guilmette, Peter Knowles,
Mary O'Brien, Jill Reed
Special Education Staff: Check with each building
ELE Staff: Check with each building

BUILDING LEADERS

Blanchard School Principal: Dana Labb
Blanchard School Assistant Principal: Leigh Whiting-Jones
Conant School Principal: Damian Sugrue
Conant School Assistant Principal: Abigail Dressler
Douglas School Principal: Christopher Whitbeck
Douglas School Assistant Principal: Jenna Larrenaga
Gates School Principal: Lynne Newman
Gates School Assistant Principal: Priscilla Kotyk
McCarthy-Towne School Principal: David Krane
McCarthy-Towne School Assistant Principal: Matt McDowell
Merriam School Principal: Juliana Schneider
Merriam School Assistant Principal: Bryant Amitrano

PROGRAM MANAGERS

Counseling/Psychological Services: Hilary Bonnell, Chairperson
Special Education Director: Pam Smith
Special Education Coordinator: Lynne Laramie (Douglas, Gates)
IEP Team Chairpersons: Margo Austein (Merriam),
Allison Leahy (McCarthy-Towne); Barbara Maglione
(Blanchard, Conant)
Preschool Services: Joseph Gibowicz, Early Childhood
Coordinator
English Language Services, PK-12: Maryann Young, ELE Chair.
Nursing Services: Diane Spring, Chairperson
Visual Arts: Leo Muellner, Director
Performing Arts: George Arsenault, Director
Physical Education/Health: David James, Director
Out-of-District Coordinators: Matthew Kidder, Lynne Laramie
Coordinator of Food Services: Kirsten Nelson

SECONDARY CONTACTS

Department Leaders at the High School

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

Junior High Department Coordinators

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

BUILDING LEADERS

Interim High School Principal: Larry Dorey
High School Associate Principal: Beth Baker
Interim High School Associate Principal: Maurin O'Grady
Interim High School Dean: Fred Hohn
High School Dean: Michael Csorba
Junior High School Principal: Andrew Shen
Junior High School Asst. Principal: David Lawrence, Gr. 8
Junior High School Asst. Principal: Jim Marcotte, Gr. 7
Junior High School Asst. Principal: Allison Warren

PROGRAM MANAGERS

Counseling/Psychological Services: Todd Chicko, Chairperson
Psychological Services: Susan Root, Chairperson
Special Education Director: Pam Smith
English Language Services, PK-12: Maryann Young, ELE Chair.
ABRHS Special Education Team Leader: Susan Bohmiller
RJGrey Special Education Team Leader: Tara Kirousis
Nursing Services: Diana McNicholas, Chairperson
Visual Arts: Leo Muellner, Director
Music/Performing Arts: George Arsenault, Director
Physical Education/Health: David James, Director
Athletics: Steve Martin, Director
Summer School: Jessica Janus, Director
Out-of-District Coordinators: Matthew Kidder, Lynne Laramie
Coordinator of Food Services: Kirsten Nelson

CENTRAL OFFICE

Marie Altieri, Deputy Superintendent
Deborah E. Bookis, Assistant Superintendent for Teaching and Learning
Dawn G. Bentley, Ed.D., Assistant Superintendent for Student Services
David Verdolino, Director of Finance
Amy Bisiewicz, Director of Educational Technology
John D. Head, Director of School Operations
Erin Bettez, Director of Community Education

Peter Light, Superintendent of Schools
Email address: plight@abschools.org



August 2018

14.4

Dear Parents and Guardians:

From time to time, families may face financial difficulties, and school related dues and fees can compound family stressors. If your family is experiencing a financial hardship, you or your child can make a request for assistance. Once you contact a member of the school staff, listed below you will be given information and be asked to fill out an "Application for Financial Assistance" form for various types of financial relief.

Category	Area of Need	Types of Assistance:			Forms/ Information available from:
		Reduced	Free	Waived	
Lunch	Lunch	x	x		Principal, Assistant Principal, School Secretary, Counselor, Food Service Director
Tuition	All-Day Kindergarten	x		x	Principal, School Secretary, Counselor
	Carol Huebner Early Childhood Program	x		x	Early Childhood Coordinator, Classroom Teacher
	Community Ed. Extended Day Program	x			Extended Day Director
	Summer school	x		x	Principal, Assistant Principal, Counselor
Fees	Music programs	x		x	Music Director, Principal, Assistant Principal, School Secretary, Counselor
	Interscholastic athletics	x		x	Coach/Athletic Director, Principal, Assistant Principal, School Secretary, Counselor
	Field trips, school-sponsored events, Project Wellness, & Senior Dues	x	x		Principal, Assistant Principal, School Secretary, Counselor
	PSAT, SAT I/II, AP exams, and college applications*	x		x	Counselor, Assistant Principal
Tickets	Special events			x	Principal, Assistant Principal, School Secretary, Counselor
Scholarship	Local needs-based college scholarship awards	Partial Scholarship			Counselor, Assistant Principal

* Note: These supports are offered by the testing companies and by some colleges – not by the public schools.

Both Acton and Boxborough have Community Services Coordinators who can connect you with additional supports:

Acton: Laura Ducharme Phone: 978-929-6651 Email: lducharme@acton-ma.gov
Boxborough: Lauren Abraham Phone: 978-264-1730 Email: labraham@boxborough-ma.gov

The Acton Food Pantry is also a resource for Acton and Boxborough residents, accessible by calling 978-635-9295. For those who may already be receiving subsidized housing, additional supports are available through the Acton Housing Authority at 978-263-5339.

Finally, further information on school or community services or assistance can be just a phone call away by dialing the Student Services Office at 978-264-4700 x3265. All information is kept confidential.

Sincerely,

Dawn G. Bentley, Ed.D. - Assistant Superintendent for Student Services

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETINGS
2018-2019

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

Annual Workshop: Monday, July 16 at 5:00 p.m.
Summer Business Meeting: Thursday, August 23, 2018 at 7:00 p.m.

September 6
September 20

October 4
October 18

November 1 (*MASC Annual Meeting is Nov 7-9*)
November 15

December 6
December 20

January 10
January 26 (Sat) **School Committee Budget Saturday**
(Preliminary Budget must be prepared at least 20 days prior to final Budget Adoption.)

February 7
February 13 (Wed) **Open Budget Hearing**-required by law
(Final Budget must be adopted not later than 45 days prior to start of Acton Town Meeting, 4/1/19 . 45 days = 2/xx/17)

March 7
March 21

April 11

May 9
May 23

June 6
June 20

Summer Business Meeting: Thursday, August 22, 2019 at 7:00 p.m.

Note: Acton Town Meeting begins April 1, 2019. Boxborough Town Meeting begins May 13, 2019.
5/25/18 <http://www.abschools.org/school-committee>



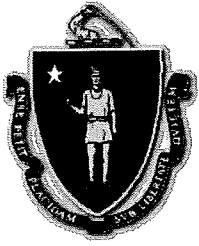
Acton-Boxborough Regional School District
Superintendent's Office
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

TO: Margaret Dennehy, District Treasurer
FROM: Elizabeth Petr, Clerk of the Acton-Boxborough Regional School Committee (ABRSC)
RE: Change to Members of the Board of Advisors of the OPEB Trust Fund
DATE: August 8, 2018

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

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

Elizabeth Petr
Clerk, ABRSC



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
100 CAMBRIDGE ST., SUITE 1020
BOSTON, MA 02114
Telephone: 617-626-7300
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Charles D. Baker
Governor

Matthew A. Beaton
Secretary

Karyn E. Polito
Lt. Governor

Judith F. Judson
Commissioner

July 19, 2018

Steve L. Ledoux, Town Manager
Town of Acton
472 Main Street
Acton, MA 01720

Dear Town Manager Ledoux:

I am pleased to inform you that the Department of Energy Resources (DOER) Green Communities Division has approved an award of \$249,984 for the following projects proposed in the Town of Acton's Green Communities Competitive Grant application.

List of projects funded:

- \$39,225, DPW Building—LED lighting retrofit
- \$13,405, Town Hall—LED lighting retrofit
- \$7,929, Fire Station #1—LED lighting retrofit
- \$8,458, Fire Station #2— LED lighting retrofit
- \$7,924, Fire Station #3—LED lighting retrofit
- \$16,802, Acton-Boxborough RHS—Insulation jackets
- \$71,419, Acton-Boxborough RHS— LED lighting retrofit
- \$71,621, Parker Damon Building—LED lighting retrofit
- \$13,201, Administration Building—LED lighting retrofit

The Division reviewed Acton's grant application and has determined these are viable projects that meet the eligibility requirements of our Competitive Grant program. **Please note that, due to the competitive nature of this grant program, the use of these funds is restricted to the specifically-approved projects listed above.**

Jane Pfister, Green Communities Grant Coordinator, will follow up with the contact listed in your competitive grant application to discuss next steps, including coordination of the grant contract process. The Green Communities Division looks forward to working with the Town of Acton on your

grant projects. We congratulate you on your grant award, and applaud your efforts to create a cleaner energy future for your community and the Commonwealth as a whole.

Please do not hesitate to contact me at 617-626-7358 or by email at Nicholas.Connors@Mass.gov with any questions you may have regarding your grant award.

Sincerely,

A handwritten signature in black ink, appearing to read "Nicholas", enclosed in a thin black rectangular border.

Nicholas Connors, Director
Green Communities Division

Cc: Peter Berry, Chair, Board of Selectmen
Andrea Ristine, Municipal Properties Superintendent
Kelly Brown, Green Communities Regional Coordinator, Central



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

William H. McAlduff, Jr.
Interim Superintendent of Schools

TO: Acton-Boxborough Regional School Committee
FROM: Bill McAlduff
RE: Approval of the 2018-2019 School Improvement Plans
DATE: June 29, 2018

I apologize for the lengthy memo but hope that you have the opportunity to read through it completely.

Thank you to the three members who provided me with some comments and suggestions regarding the School Improvement Plans.

As you know current School Committee policies and regulations, specifically BDFA-R-2 says "The written school improvement plan shall be submitted by the Principal to the Superintendent for review and approval by June 1st of each year. The Superintendent shall make copies of the plans for School Committee's review."

I bring this to your attention because as I discussed at the June 21st meeting, the statute governing approval of school improvement plans recently changed and now reads (in part):

"The Superintendent shall review and approve the plan, after consultation with the school committee." (MGL, Ch.71, s.59C)

Given the above, my recommendation to the ABRSC is to have the policy subcommittee review the new statutory language mentioned above and determine what changes, if any, should be proposed for BDFA-2. In particular I would suggest that the policy subcommittee consider in its review what the term "consultation" would mean.

As part of my review of the plans, and as mentioned in one of the comments I received, I believe it would be beneficial for the Superintendent and Principals to formalize a planning process for the development of the 2019-2020 school improvement plans. It may be helpful for the Superintendent to review with Principals the statutory language governing the process for developing these plans, ABRSC regulations BDFA -1 and BDFA-3 as well as Policy BDFA. In addition, discussing and reviewing the school council's role in the development of



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plans, including best practices. The plans should be unique to each school but there should be overlap with the district and student learning goals. Mr. Light and I have discussed this.

In the end, the Principal and School Council are authorized and required to develop these plans on an annual basis. I have confirmed with each Principal that these plans are reflective of the School Council's work and agreement. With the understanding, recognition, and in consideration of all of the above I have approved the 2018-2019 school improvement plans for each school as submitted. However, I am sharing with each Principal, in an anonymous manner, the comments and suggestions that were forwarded to me for their and their School Council's further consideration. There is nothing in the statute or policy/regulations that prevent a school from proposing adjustments once they have been approved.

MEET ACTON'S NEW TOWN MANAGER AND SUPERINTENDENT OF SCHOOLS



John Mangiaratti
Acton Town Manager



Peter Light
Superintendent

September 13th

7:00—9:00 pm

Acton Town Hall, Room 204

The public is invited to join the League of Women Voters—Acton Area for an evening of conversation with Acton Town Manager, John Mangiaratti and Acton-Boxborough Regional School Superintendent, Peter Light.



League of Women Voters—Acton Area

P.O. Box 817

Acton, MA 01720

www.lwv-aa.org

Contact: Marilyn Peterson at mpeterson@corneliuspeterson.com

MEET BOXBOROUGH'S NEW TOWN ADMINISTRATOR AND SUPERINTENDENT OF SCHOOLS



Ryan Ferrara
Boxborough Town Administrator



Peter Light
Superintendent

October 3rd

7:00—9:00 pm

Boxborough Library

The public is invited to join the League of Women Voters—Acton Area for an evening of conversation with Boxborough Town Administrator, Ryan Ferrara, and Acton-Boxborough Regional School Superintendent, Peter Light.



League of Women Voters—Acton Area

P.O. Box 817

Acton, MA 01720

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Contact: Leslie Hogan at lesliehogan99@gmail.com