

Acton-Boxborough Regional  
School Committee Meeting

January 11, 2018

7:00 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library  
R.J. Grey Junior High School

January 11, 2018  
7:00 p.m.

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AGENDA

1. **Call to Order (7:00)**
2. **Chairman's Introduction – Amy Krishnamurthy (7:05)**
  - 2.1. Annual Spring Town Elections
    - Acton last day to obtain nomination papers - February 2
    - Acton last day to file nomination papers with signatures – February 6
      - Acton 2018 Town Election Calendar
    - Boxborough last day to file nomination papers – April 3
      - Boxborough 2018 Town Election Calendar
3. **Public Participation (7:10)**
4. **FY19 ABRSD Superintendent Recommended Budget Presentation #2 – Bill McAlduff**
  - 4.1. Budget Update Memo (7:20)
    - 4.1.1. Detail Line Item Budget
      - 4.1.1. 1.A FY19 Revenue Detail
      - 4.1.1. 2.A FY19 Character Code Summary
      - 4.1.1. 2.B FY19 Character Code Detail (posted separately)
      - 4.1.1. 3.A FY19 Admin Responsibility Summary
      - 4.1.1. 3.B FY19 Admin Responsibility Detail (posted separately)
  - 4.2. Capital Budget (*included in 4.1*)
  - 4.3. Revolving Account Updates (7:45)
    - 4.3.1. Food Services, Community Education, Athletics
  - 4.4. ALG and BLF Updates (*included in 4.1*)
5. **School Building Committee Update – Mary Brolin (8:15)**
  - 5.1. Draft minutes from meeting on 12/13/17
6. **Merriam School Principal Update – Marie Altieri (oral) (8:25)**
7. **Kindergarten Registration Update – Marie Altieri (8:30)**
8. **Superintendent Search Update – Bill McAlduff (8:35)**
  - 8.1. Review and Approval of the Candidate Profile – **VOTE** (*brought to meeting*)
  - 8.2. Recommendation for Members of Screening Committee – **VOTE**
  - 8.3. Recommendation for Salary Range - **VOTE**
  - 8.4. Information on our site: <http://www.abschools.org/home/superintendent-search>
    - 8.4.1. Search timeline
9. **Subcommittee Reports (9:30)**
  - 9.1. **Policy**
    - 9.1.1. Programs for Students with Special Education Needs – Second Read – **VOTE-**  
*Dawn Bentley*

10. **School Committee Member Reports** (*oral*) (9:35)

11. **Consent Agenda** (9:40)

- 11.1. **Statement of Warrants & Approval of Minutes**
  - 11.1.1. Minutes of 12/14/17 meeting
- 11.2. **Donations to our Schools** – *Bill McAlduff*
  - 11.2.1. Recommendation to Approve \$16,000 Donation from the Friends of the Acton Libraries to the ABRSD libraries – **VOTE**
  - 11.2.2. Recommendation to Approve \$2,000 Donation from Mark Lawrence Photographers, Inc. to the Jr High School to support student activities – **VOTE**
  - 11.2.3. Recommendation to Approve \$1,000 Donation from Cain Electric for the Blanchard School Library – **VOTE**

12. **Open Meeting Law Complaint Decisions** (*2 received the morning of this meeting*)

13. **FYI**

- 13.1. Thank you to Lueders Environmental Inc. for \$50 donation to ABRSD
- 13.2. CASE Collaborative Annual Financial Statements and Auditor's Letter for year ending 6/30/17
- 13.3. December 1, 2017 Enrollment Report and REVISED: Oct 1, 2017 Report
- 13.4. Community Education Winter Catalogue - <http://abce.abschools.org/catalog>
- 13.5. Family Learning Series - FY18 Calendar of Presentations

14. **Adjourn** (9:50)

**Next Meetings:**

**ABRSC Budget Saturday Meeting**, January 27 at 8:30 a.m. in the JH Library

**ABRSC Meeting**, February 1 at 7:00 p.m. in the JH Library

**ABRSC Open Budget Hearing**, February 15 at 7:00 p.m. in the JH Library (followed by regular meeting)

**Acton Town Meeting** begins April 2

**Boxborough Town Meeting** begins May 14

Posted on 1/5/18 at 3:10 p.m.

Reposted on 1/8/18 at 6:30 p.m. to add 6. Merriam Principal Update

Reposted 1/11/18 at 12:30 p.m. to add 12. Open Meeting Law Complaint Decisions

## TOWN OF ACTON 2018 ELECTION CALENDAR

**Annual Town Election is Tuesday, March 27, 2018**

**Annual Town Meeting is Monday, April 2, 2018**

Last day to obtain nomination papers February 2, 2018

Last day to file nomination papers with Board of Registrars February 6, 2018

Last day to object / withdraw February 22, 2018

Last day to register voters March 7, 2018

Last day to post town warrant March 13, 2018

### **TOWN OFFICIALS TO BE ELECTED IN 2018 - TERM OF OFFICE**

**Moderator**

1 Member - 1 year term

**Acton Board of Selectmen**

1 Member - 3 year term

**School Committee**

2 Members - 3 year term

**School Committee**

1 Members - 1 year term

**Trustees Memorial Library**

1 Member - 3 year term

**Water Supply District of Acton**

1 Moderator - 3 year term  
1 Commissioner - 3 year term

### **TRUSTEES - TO BE ELECTED AT ANNUAL TOWN MEETING MUST BE NOMINATED AT TOWN MEETING**

**Temporary Moderator**

1 Member - 1 year term

**Trustees, West Acton Citizen's Library**

2 Member - 3 year term

**Trustees, Charlotte Goodnow Fund**

1 Members - 3 year term

**Trustees, Elizabeth White Fund**

1 Member- 3 year term

**Trustees, New Fireman's Relief Fund Acton**

1 Member- 3 year term



**BOXBOROUGH TOWN CLERK**  
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## ELECTION CALENDAR 2018

**Special Town Meeting: Monday, February 26**

**Annual Town Meeting: Monday, May 14**

**Annual Town Election: Tuesday, May 22**

**State Primary: TBD**

**State Election: Tuesday, November 6**

**February 6:** Last day to register to vote for Special Town Meeting on February 26. The Town Clerk's office will be open from 9:00am-8:00pm on that day.

**February 26:** Special Town Meeting begins at 7:00pm at the Blanchard Memorial School gym.

**April 3:** Last day to file nomination papers with the Board of Registers/Town Clerk in order to be on the ballot for the May 22 Town Election. Papers are due in the Town Clerk's office by 5:00pm. A minimum of 25 signatures is required.

**April 24:** Last day to register to vote for Annual Town Meeting and the Town Election. The Town Clerk's office will be open from 9:00am-8:00pm on that day.

**Monday, May 14:** Annual Town Meeting begins at 7:00pm at the Blanchard Memorial School gym.

**Tuesday, May 22:** Annual Town Election. Polls open at Boxborough Town Hall from 7:00am – 8:00pm.

**TBD:** Last day to register for State Primary. The Town Clerk's office will be open from 9:00am-8:00pm on that day.

**TBD:** State Primary. Polls open at Boxborough Town Hall from 7:00am – 8:00pm.

**October 17:** Last day to register for State Election on November 6. The Town Clerk's office will be open from 9:00am-8:00pm on that day.

**October 22-November 2:** Early Voting Period for November 6 state election.

**November 6:** State Election. Polls open at Boxborough Town Hall from 7:00am – 8:00pm.

### **Candidate's Check List: Running for Town Office**

Elected Offices include: Board of Selectmen, Board of Health, Library Trustees, Planning Board, School Committee, Town Moderator, Town Clerk and Constable.

#### **How to Get on the Ballot:**

1. Be certain you are a registered voter in Boxborough.
2. Obtain Nomination Papers from the town clerk's office at Boxborough Town Hall.
  - must obtain nomination papers in person
  - verify with clerk the number of signatures required to get on ballot
  - verify submission deadline for completed nomination papers
3. Fill in the top portion of all nomination papers with your name, address, office sought, etc., BEFORE circulating for signatures.
4. Be sure to sign the written acceptance line on at least one nomination paper.
5. Only voters registered in Boxborough are eligible to sign nomination papers.
6. Voters must sign their name and fill in the address where they are registered to vote.
7. Don't miss the deadline date and time for submitting nomination papers to the clerk for certification. The deadlines are shown on each nomination paper. Papers must be physically received and stamped as such by the clerk by the deadline.
8. Submit more than the minimum number of required signatures!

#### **Campaign Finance Law Requirements:**

1. Talk to clerk as soon as you decide to run about Campaign Finance Law requirements, appropriate forms and deadlines.
2. Obtain a copy of the campaign guide for municipal office candidates. This is available from the clerk or online from the Office of Campaign & Political Finance at [http://files.ocpf.us/pdf/guides/muni\\_candidate\\_2012.pdf](http://files.ocpf.us/pdf/guides/muni_candidate_2012.pdf)

For more information on town government and running for office, please contact Liz Markiewicz, the Town Clerk, at 978-264-1727 or [emarkiewicz@boxborough-ma.gov](mailto:emarkiewicz@boxborough-ma.gov).



**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: Superintendent's Recommended FY19 Budget  
DATE: January 10, 2018

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On January 11<sup>th</sup> there will be a number of brief budget presentations including an update highlighting what is now the Superintendent's Recommended FY19 Budget, a presentation on capital spending for FY19 and presentations from:

Dave Verdolino – Assessment detail and history  
Steve Martin – Athletics  
Erin Bettez – Community Education  
Kirsten Nelson – Director of Food Services

In this memo I will speak to the Superintendent's Recommended Budget, Capital spending recommendations for FY19 and some thoughts about developing a planning protocol for the establishment of an annual capital spending plan.

Superintendent's Recommended Budget:

Included in the School Committee meeting packet is a copy of the slide presentation related to budget and capital spending.

You will note that the recommended budget has decreased slightly from our preliminary budget presentation last month. Our budget guidelines remain the same. The decrease in the budget also decreases the community assessments.



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+differences in the budgets and resulting assessments are as follows:

Preliminary FY19 Budget	\$89,566,023	+\$3,475,532	(+4.0%)
Recommended FY19 Budget	\$89,398,500	+\$3,308,009	(+3.8%)
<hr/>			
Acton's Assessment – Preliminary	\$60,693,989	+\$2,963,933	5.1%
Acton's Assessment – Recommended	\$60,693,989	+\$2,823,092	4.9%
Boxborough's Assessment – Prelim.	\$11,485,942	(\$107,839)	(0.9%)
Boxborough's Assessment – Recco	\$11,459,261	(\$134,520)	(1.2%)

The reduction is mainly due to the use of an additional \$150,000 from the Circuit Breaker Revolving Fund. The Preliminary Budget planned a circuit breaker reimbursement offset for special education tuition expenditures of \$2,510,000. The recommended budget plans for an offset of \$2,660,000. Of this \$2,660,000: we anticipate \$2,400,000 from FY19 circuit breaker reimbursement and \$260,000 from the circuit breaker revolving fund balance.

The FY18 beginning year balance of this fund was \$1,635,000. The FY18 Budget plan calls for using \$100,000 leaving an estimated year-end balance of \$1,535,000. As a result we would project the FY19 year-end balance of the circuit breaker revolving fund to be approximately \$1,275,000.

The remainder of the reduction comes from continuing refinements in our salary accounts. These adjustments are highlighted in the slide that summarizes the recommended expenditures.

#### Capital Spending:

Much work has been done over the course of the last two years in identifying capital improvement needs. The Master Planning process and subsequent CIP process played a pivotal role in getting the district to its current place in the development of a new elementary school project. The CIP that was developed (\$120M) has been subsequently pared down to a "mid-range" listing of approximately \$14M in priority projects. Further work needs to be done





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978-264-4700 [www.abschools.org](http://www.abschools.org)

In developing a comprehensive funding plan to address these needs. The FY19 capital plan identifies approximately \$885,000 in spending from this mid-range list. The remainder of the FY19 capital spending plan identifies operations, preventive maintenance, and building based projects that are not on the mid-term list. In the past there has not been a cohesive funding plan to address critical building based projects as identified annually by Principals.

For FY19 the SLT engaged in a process to do so. Our hope is that the planning process utilized for FY19 will be developed further, once the FY19 Budget has been voted. I look forward to sharing some preliminary thoughts about this as part of the slide presentation and then speaking further with the Budget Sub-Committee. With their approval, we would anticipate coming back to the full School Committee (early spring) with a more complete description (including planning protocols) for the development of both a short term (3-5 years) and annual capital spending planning process.



# **ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

## **SUPERINTENDENT'S RECOMMENDED FY19 BUDGET**

School Committee Meeting  
January 11, 2018

### **FY19 Budget - Presentation Schedule**

- |         |  |
|---------|--|
| Jan. 11 | FY19 Budget Presentation #2<br>Superintendent's Recommended Budget<br>- Update: Detailed Line Item Budget<br>- Capital<br>- Athletics<br>- Community Ed<br>- Food Services |
| Jan. 27 | Budget Saturday<br>FY19 Budget Presentation #3<br>Superintendent's Recommended Budget (cont.)<br>SC FY19 Preliminary Budget Vote   |
| Feb.1   | FY19 Budget Presentation #4<br>SC FY19 Preliminary Budget Updates  |

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## Budget Dates - Regional Agreement

### Town Meetings:

Acton - April 2, 2018

Boxborough - May 14, 2018

\*(Budget vote deadlines count backwards from the earliest Town Meeting)

### Preliminary SC Budget: Vote

January 27, 2018 (Budget Saturday)

25 Days before final budget deadline

\*(Vote is majority of members from each town)

### Final SC Budget: Vote

February 15, 2018 (Public Hearing)

45 Days before earliest Town Meeting

\*(Vote is 2/3 majority of weighted votes of full committee)

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## Budget Guidelines for FY19

- **All efforts will be made to secure approval of design funds for the building project and to maximize MSBA reimbursement. AB's share of the Feasibility Study will come from E&D.**
- **Moving Jr. High and High School to later start times and elementary to single tier busing will be a priority. E&D will be used for the one time funds prior to state transportation reimbursement(FY20). The budget will increase over time to account for the increased cost.**
- **Short term capital needs will be addressed through annual funding. Medium term capital needs will be addressed by completing some CIP items in each budget for the next number of years.**
- **All employee contractual obligations will be met. This is the highest year of the three year teachers' contract (2.4% COLA).**

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## Budget Guidelines for FY19

- In the fifth fiscal year of the new region, the assessment shift of the savings split between the two towns must be accounted for in the assessments to the two towns. The savings was originally divided giving the majority of the savings to Acton, and it is gradually moving back to the assessment being based on the enrollment from each town.
- The needs of the increased number of English Learners will be addressed through staffing.
- Space will be evaluated to make every attempt to keep classes within class size guidelines.

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## FY19 Budget Assumptions: Revenues

### Projected Funding Sources:

The FY19 preliminary budget is built around the following assumptions of funding sources:

- Minimum increases in Chapter 70 state aid (\$25/pupil)
- Chapter 71 (transportation aid) level funded in dollars over FY18
- Interest income based on current yr. projected
- Medicaid revenues based on 3 yr. actual
- E & D usage consists of:
  - Historical appropriation - \$200K
  - Transition yr. use of \$575K for single tier busing

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## FY19 Budget Assumptions: Expenses

- Salaries to meet all contractual obligations
- Continued OPEB funding at \$900K (no increase)
- Special Education programming in district where possible
- Health Insurance Premiums – currently estimated at 0% rate increase
- Number of teaching sections at all grade levels based upon class size guidelines and enrollment projections

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## FY19 Budget Assumptions: Expenses

- Single Tier Busing at \$775K (offset by one-time \$575K use of E&D)
- Additional 4.4 (net) staff FTE at \$462K
- Shift in classroom assistant funding to the operating budget (offset by reduction in utilities budget)
- Circuit Breaker reimbursement level funded in dollars compared to FY18 (use of \$150K over FY18 amount)
- Capital spending of approximately \$1,000,000 \*\*

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## Superintendent's Recommended FY19 Budget

### Proposed Budget

**FY18    \$ 86,090,491**

**FY19    \$ 89,398,500    + \$ 3,308,009    (+ 3.8%)**

There has been a reduction of \$167,523 from the Preliminary Budget presented last month

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## Preliminary FY19 Budget Revenues

Acton Boxborough Regional School District						
Superintendent's Recommended FY19 Budget - Revenues and Other Funding Sources						
	FY2017	FY2018	SC 11/9/2017	Preliminary	Change (19 v. 18 Bud.)	
	Actual	Final Budget	FY2018	FY2019	\$	%
			Projected	Budget		
<b>REVENUES FROM STATE AID:</b>						
Chapter 70 (Foundation Budget) Aid	14,696,071	14,804,931	14,859,361	14,995,436	190,505	1.29%
Regional Transportation Aid	1,411,898	1,307,373	1,307,373	1,307,373	-	0.00%
Regional Bonus Aid	77,640	49,000	49,000	25,000	(24,000)	-48.98%
Charter School Reimbursement	21,364	25,350	33,282	33,282	7,932	31.29%
<b>Total State Aid</b>	<b>16,206,973</b>	<b>16,186,654</b>	<b>16,249,016</b>	<b>16,361,091</b>	<b>174,437</b>	<b>1.08%</b>
<b>REGIONAL ASSESSMENTS:</b>						
Table 6 Assessment - Acton	55,547,097	57,730,056	57,730,056	60,553,149	2,823,093	4.89%
Table 6 Assessment - Boxborough	11,503,148	11,593,781	11,593,781	11,459,260	(134,521)	-1.16%
<b>Total Assessments</b>	<b>67,050,245</b>	<b>69,323,837</b>	<b>69,323,837</b>	<b>72,012,409</b>	<b>2,688,572</b>	<b>3.88%</b>
<b>OTHER REVENUES:</b>						
Earnings on Investments	93,344	-	93,344	100,000	100,000	100.00%
Medicaid Reimbursement	209,193	100,000	150,000	150,000	50,000	50.00%
Miscellaneous	100,897	30,000	38,400	-	(30,000)	-100.00%
<b>Total Other Revenues</b>	<b>403,435</b>	<b>130,000</b>	<b>281,744</b>	<b>250,000</b>	<b>120,000</b>	<b>92.31%</b>
<b>OTHER FUNDING SOURCES:</b>						
Transfer from Reserve (E&D) Fund	200,000	450,000	450,000	775,000	325,000	72.22%
<b>Total Other Funding Sources</b>	<b>200,000</b>	<b>450,000</b>	<b>450,000</b>	<b>775,000</b>	<b>325,000</b>	<b>72.22%</b>
<b>TOTAL REVENUES</b>	<b>83,860,653</b>	<b>86,090,491</b>	<b>86,304,597</b>	<b>89,398,500</b>	<b>3,308,010</b>	<b>3.84%</b>

## Superintendent's Recommended FY19 Expenditures

**Acton Boxborough Regional School District  
Superintendent's Recommended FY19 Budget Analysis**

Description - Character Code(s) Reference	FY17	FY18	FY19		FY19 v. FY18B		
	Actual	Final Budget	Prelim (Dec 14)	Recco (Jan 11)	\$	%	
Salary Expenditures - (01 through 14)	51,656,092	54,006,588	56,910,328	56,891,468	2,884,880	5.3%	56,910,328 was
Employee Fringe Expenditures - (15 through 23)	13,420,261	14,046,747	14,254,060	14,254,060	207,313	1.5%	14,254,060
Instructional Materials & Services - (24, 25, 26, 35)	2,344,426	2,405,404	2,559,722	2,556,722	151,318	6.3%	2,559,722
Capital Asset Expenditures - (27 through 30)	3,214,112	3,123,827	3,175,018	3,178,018	54,191	1.7%	3,175,018
Operations Expenditures - (31, 32, 37, 42 through 44)	2,914,904	3,223,121	2,780,990	2,780,990	(442,131)	-13.7%	2,780,990
Student Transportation Expenditures - 39	764,856	887,468	1,664,657	1,664,657	777,189	87.6%	1,664,657
Special Education Contracted Services - (38, 41)	7,070,741	7,267,034	7,110,000	6,960,000	(307,034)	-4.2%	7,110,000
Assessments (Choice/Charter; Minuteman) - 48	431,353	766,658	680,000	680,000	(86,658)	-11.3%	680,000
Other Expenditures - (34, 36, 40, 49)	408,580	363,644	431,248	432,585	68,941	19.0%	431,248
<b>GRAND TOTAL</b>	<b>82,225,323</b>	<b>86,090,491</b>	<b>89,566,023</b>	<b>89,398,500</b>	<b>3,308,009</b>	<b>3.8%</b>	<b>89,566,023</b>

## Superintendent's Recommended FY19 Budget

- Overall, salaries are increasing 5.3%  
This includes some new staff
- Second year of new 3 year Teachers Contract
- Third year of Office Support and Custodian Contracts

## Superintendent's Recommended FY19 Budget

### FY19 Salary Components

	<u>COLA</u>	<u>Steps</u>	<u>Total</u>
•ABEA (Teachers)	2.40%	2.0%	4.40%
•Custodians	1.75%	1.0%	2.75%
•Office Support	1.75%	1.0%	2.75%
•Support Staff	2.00%	0.5%	2.50%

### FY19 Staffing: Recommended FTE Adjustments

Staffing FTE Adjustments						
Position	FTE	Salary	Position Reduced	FTE	Salary	
Add 4th Grade McT	1	\$55,000				
Add 5th Grade McT	1	\$55,000	Reduce 2nd Grade Douglas	1	\$55,000	
Add 4th Grade at Blanchard	1	\$55,000	Reduce 1st Grade Gates	1	\$55,000	
Add 1 <sup>st</sup> Grade at Blanchard	1	\$55,000				
Elementary Literacy/Social Studies Coordinator	1	\$65,000				
English Language Educator (Gates)	1	\$55,000				
McCarthy-Towne Learning Center (Completion of multi-year plan)	1	\$55,000				
Conant Learning Center/Special Ed Team Chairperson (Completion of multi-year plan)	1	\$65,000				
Complete 1.0 String position - 3rd year of phase in	0.4	\$30,000				
Athletics Assistant Coaches —Year 2 of 3 Year plan		\$27,000				
JH STEM Curriculum Coach/Specialist	1	\$65,000				
			Reduce 3.0 Special Ed Assist	3	\$90,000	
<b>Additions</b>	<b>9.4</b>	<b>\$582,000</b>	<b>Reductions</b>	<b>5</b>	<b>\$200,000</b>	
<b>Net FTE Adjustments</b>	<b>4.4</b>	<b>\$382,000</b>				
Health Insurance (3 fam/2 ind)	5	\$80,000				
<b>Total Salaries and Health Ins</b>		<b>\$462,000</b>				



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## Superintendent's Recommended FY19 Budget

FY19 vs. FY18

Student Transportation **+ \$777,189**

Single Tier Busing: +\$750K

FY19 Budget Cost: \$175K + (\$575K E&D 1x use) = \$750K

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**FY20** Budget Cost: \$175K + **\$195K** = (↑\$380K Ch. 71) = \$750K

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## Superintendent's Recommended FY19 Budget

Proposed Budget

**FY18 \$ 86,090,491**

**FY19 \$ 89,398,500 + \$ 3,308,009 (+ 3.8%)**

No Single Tier Busing:

**FY19 \$ 88,648,500 + \$ 2,558,009 (+ 3.0%)**

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### FY19 Preliminary Assessment - Summary

	TOTAL	Acton	Boxborough
FY'19 Assessment	\$72,012,409	\$60,553,149	\$11,459,260
FY'18 Assessment	\$69,323,837	\$57,730,056	\$11,593,781
FY'19 Assessment Increase	\$2,688,572	\$2,823,093	(\$134,521)
FY'19 % Assessment Increase	3.88%	4.89%	(1.16%)

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### FY19 Recommended Capital

FY19 vs. FY18

Capital Spending **+ \$ 286K**

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	FY17	FY18	FY19
Capital Spending	\$273K	\$714K	\$1M

## FY19 Recommended Capital

Acton-Boxborough Regional: FY19 Capital Spending - Superintendent's Recommended Budget

Source	Item No.	Item Name	FY19 Request	Inc. In Prelim	FY19 Recco	Fund in FY18	CIP	Bldg Capital	O&M Budget	Tech/Fin Budget	Defer
CIP	1	Leary Field Lights	\$430,000	No	\$0	\$250,000	\$430,000				
	2	DDC Controls - BL	\$250,000	Yes	\$25,000		\$25,000				\$225,000
	3	JH Window Frames	\$70,000	Yes	\$70,000		\$70,000				
	4	HS Aud. Ceiling	\$325,000	Yes	\$325,000		\$325,000				
	5	PD - Brick Sills	\$175,000	Yes	\$175,000		\$175,000				\$325,000
	6	PD Chiller	\$427,500	No	\$0						\$427,500
	7	Asphalt Replacement	\$200,000	Yes	\$125,000		\$125,000				
			<b>\$1,877,500</b>		<b>\$720,000</b>		<b>\$1,150,000</b>				
Other Capital	8	Admin. Building	\$75,000	No	\$0	\$75,000					
	9	BL - P.Lot Improvement	\$65,000	Yes	\$65,000		\$65,000				
			<b>\$140,000</b>		<b>\$65,000</b>		<b>\$65,000</b>				
OPS & Maint.	10	Floor Machine - HS	\$15,000	Yes	\$15,000				\$15,000		
	11	Mower - Grounds	\$15,000	Yes	\$15,000				\$15,000		
	12	Bobcat - Grounds	\$62,000	Yes	\$62,000				\$62,000		
			<b>\$92,000</b>		<b>\$92,000</b>						
Prev. Maint.	13 a	Flooring	\$10,000	Yes	\$10,000				\$10,000		
	b	Flooring	\$7,500	Yes	\$7,500				\$7,500		
	c	Flooring	\$5,000	Yes	\$5,000				\$5,000		
	d	Flooring	\$5,000	Yes	\$5,000				\$5,000		
	e	Flooring	\$5,000	Yes	\$5,000				\$5,000		
			<b>\$32,500</b>		<b>\$32,500</b>						

## FY19 Recommended Capital

BB - SH	14 a	Commons	\$200,000	Yes	\$100,000		\$100,000				
	b	Floor Machine	\$13,800	Yes	\$0						\$0
	c	EAC (Exterior)	\$27,500	No	\$0						\$27,500
	d	Aud. Curtains	\$25,000	No	\$0						\$25,000
	e	Aud. Light Control	\$32,500	No	\$0						\$32,500
	f	AC Circulator Pump	\$25,000	No	\$0						\$25,000
	g	Enclosed Tractor - Snow	\$20,000	No	\$0						\$0
	h	EAC (Interior)	\$40,000	No	\$0						\$40,000
	i	Copiers	\$22,000	Yes	\$0					\$22,000	
				<b>\$405,800</b>		<b>\$100,000</b>		<b>\$100,000</b>			
BB - JH	15 a	Conf. Tables/Chairs	\$15,000	Yes	\$14,500			\$14,500			
	b	Replace P.A. System	\$7,000	Yes	\$7,000			\$7,000			
	c	Flexi-Felt Glides	\$15,933	Yes	\$1,500			\$1,500			\$14,433
	d	Flooring	\$11,000	Yes	\$3,500			\$3,500			
	e	LCD Proj, Replace	\$10,000	Yes	\$0					\$10,000	
	f	Chrome Book Cart	\$6,600	Yes	\$0					\$6,600	
	g	Digital Signage	\$12,500	No	\$0						\$12,500
	h	Recording/Editing Equip	\$2,500	Yes	\$0					\$2,500	
	i	Robotics Equipment	\$4,300	Yes	\$0					\$4,300	
	j	Cafeteria Acoustical	\$50,000	Yes	\$39,000			\$39,000			
			<b>\$134,833</b>		<b>\$65,500</b>						

### FY19 Recommended Capital

Conant	16 a	MO Renovation	\$20,000	yes	\$20,000			\$20,000			
	b	Asbestos Removal (CR)	\$20,000	No	\$0						\$20,000
			<b>\$40,000</b>		<b>\$20,000</b>						
McT	17 a	Flooring	\$12,500	Yes	\$7,500			\$7,500			
	b	Smartboards	\$10,000	Yes	\$0					\$10,000	
			<b>\$22,500</b>		<b>\$7,500</b>						
ME	18	Flooring	\$20,000	Yes	\$12,000			\$12,000			
			<b>\$20,000</b>		<b>\$12,000</b>						
BL	19 a	Window Replacement	\$23,000	No	\$0						\$23,000
	b	Flooring	\$21,000	No	\$0			\$0			\$21,000
			<b>\$44,000</b>		<b>\$0</b>						
V.A	20 a	3 KIn Replacements	\$15,000	Yes	\$5,000			\$5,000			
	b	HS Rm. 276/W upgrade		Yes							
			<b>\$15,000</b>		<b>\$5,000</b>						
MUSIC	21	Chairs/Stands/racks	\$5,000	Yes	\$5,000			\$5,000			
			<b>\$5,000</b>		<b>\$5,000</b>						
<b>TOTALS</b>			<b>\$2,829,133</b>		<b>\$1,124,500</b>	<b>\$325,000</b>	<b>\$1,315,000</b>	<b>\$115,000</b>	<b>\$124,500</b>	<b>\$55,400</b>	<b>\$1,218,433</b>

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### FY19 Recommended Capital

#### Thoughts About Capital Budget Process

- **Beginning with FY20 develop a separate annual planning/development process for capital spending**
- **Internal working group develop 3-5 year plan with approval of Budget Sub-committee and SC**
- **Plan is updated each year**
- **Process begins in spring after Town Meetings**
- **Preliminary plan brought to Budget Subcommittee early September**
- **Approved by SC early October**
- **First Year (Spring 2018) start work on 3-5 year plan**
- **Aspects of CIP, operating and building based (not on CIP)**

## **Superintendent's Recommended FY19 Budget**

### Questions & Discussion

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1/9/2018  
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Acton Boxborough Regional School District  
Budget Projection Character Code Detail  
General Fund - Revenues  
FY 2019

ACCOUNT	DESCRIPTION	2015 Actual & Enc	2016 Actual & Enc	2017 Actual & Enc	2018 Final Budget	2018 YTD Thru EOM Dec	2019 Finance Total	2019 Final Budget	\$ Diff 2018 Budget	% Chg 2018 Budget
<b>46 - Federal Revenue</b>										
1000R14 45402	Medicaid Reimbursement	48,109	186,762	209,193	100,000	22,268	150,000	-	50,000	50.00%
Federal Revenue		48,109	186,762	209,193	100,000	22,268	150,000	-	50,000	50.00%
<b>47 - State Revenue</b>										
1000R14 46801	Aid - Chapter 70	14,254,476	14,393,076	14,696,071	14,804,931	6,191,400	14,995,436	-	190,505	1.29%
1000R14 46804	Assessment - School Choice	(118,465)	(99,055)	-	-	-	-	-	-	- %
1000R14 46805	Assessment - Charter School	(373,438)	(392,870)	-	-	-	-	-	-	- %
1000R14 46806	Assessment - Special Education	(12,398)	(311)	-	-	-	-	-	-	- %
1000R14 46807	Transportation - Pupil	1,353,855	1,430,719	1,411,898	1,307,373	-	1,307,373	-	-	- %
1000R14 46809	Reimbursement - Charter School	25,810	42,958	21,364	25,350	13,845	33,282	-	7,932	31.29%
1000R14 46811	Regional Bonus Aid	136,900	106,520	77,640	49,000	-	25,000	-	(24,000)	(48.98%)
State Revenue		15,266,740	15,481,037	16,206,973	16,186,654	6,205,245	16,361,091	-	174,437	1.08%
<b>48 - Assessments</b>										
1000R14 47501	Assessment - Rgnl - Acton	49,690,147	53,171,008	55,547,097	57,730,056	24,054,190	60,553,149	-	2,963,933	5.13%
1000R14 47502	Assessment - Rgnl - Boxborough	10,594,579	11,120,240	11,503,148	11,593,781	4,830,745	11,459,260	-	(107,838)	(0.93%)
Assessments		60,736,023	64,291,248	67,050,245	69,323,837	28,884,935	72,012,409	-	2,856,095	4.12%
<b>49 - Other</b>										
1000R14 48200	Earnings - On Investments	14,876	28,642	93,344	-	52,706	100,000	-	100,000	- %
1000R14 48403	Revenue - Miscellaneous	111,831	42,341	33,397	-	19,006	-	-	-	- %
1000R14 48404	Rental Income	-	-	67,500	30,000	-	-	-	(30,000)	(100.00%)
Other		126,707	70,983	194,242	30,000	71,711	100,000	-	70,000	233.33%
<b>TOTAL FUND: GENERAL FUND</b>		<b>76,177,579</b>	<b>80,030,029</b>	<b>83,660,653</b>	<b>85,640,491</b>	<b>35,184,159</b>	<b>88,623,500</b>	<b>-</b>	<b>3,150,532</b>	<b>3.68%</b>
<b>GRAND TOTAL:</b>		<b>76,177,579</b>	<b>80,030,029</b>	<b>83,660,653</b>	<b>85,640,491</b>	<b>35,184,159</b>	<b>88,623,500</b>	<b>-</b>	<b>3,150,532</b>	<b>3.68%</b>

Acton Boxborough Regional School District  
Budget Projection Character Code Summary  
General Fund  
FY 2019

ACCOUNT	DESCRIPTION	2015 Actual & Enc	2016 Actual & Enc	2017 Actual & Enc	2018 Final Budget	2018 YTD Thru Dec	2019 Prelim Budget	2019 Final Budget	\$ Diff 2018 Budget	% Chg 2018 Budget
Salaries, Teaching 01		31,837,610	32,527,166	33,752,551	34,957,155	34,687,392	36,815,438	-	1,858,283	5.32%
Salaries, Prin/A Pri 02		2,135,195	2,170,250	2,254,377	2,393,559	2,410,510	2,447,883	-	54,324	2.27%
Salaries, Cntrl Admn 03		1,135,797	1,127,878	1,216,510	1,249,128	1,462,877	1,286,890	-	37,762	3.02%
Salaries, Supp Staff 04		8,573,518	9,029,830	9,124,786	9,716,262	9,642,291	10,554,651	-	838,389	8.63%
Salaries, Athletics 05		495,549	483,412	506,230	583,202	487,854	627,874	-	44,672	7.66%
Salaries, Buildings 06		752,062	706,266	741,109	808,007	731,729	818,672	-	10,665	1.32%
Salaries, Custodial 07		1,346,615	1,400,065	1,502,839	1,531,398	1,505,495	1,559,721	-	28,323	1.85%
Salaries, Home Instr 08		4,020	2,279	2,631	8,500	856	8,500	-	-	- %
Salaries, Misc Ps 09		1,513,304	1,490,306	1,465,165	1,574,847	1,394,555	1,575,926	-	1,079	0.07%
Salaries, Subs Misc 11		56,375	52,457	81,705	73,103	38,746	71,103	-	(2,000)	(2.74%)
Salaries, Subs Instr 12		746,767	702,211	651,697	681,212	218,072	702,095	-	20,883	3.07%
Salaries, Overtime 13		255,418	223,810	226,583	233,215	125,638	233,215	-	-	- %
Stipends, Curr/Instr 14		113,557	161,350	129,909	197,000	59,951	189,500	-	(7,500)	(3.81%)
Fringes, Course Reim 15		40,187	35,867	45,424	56,000	33,887	56,000	-	-	- %
Fringes, Hlth Insur 16		7,220,434	8,250,345	8,300,141	8,385,796	4,643,267	8,392,535	-	6,739	0.08%
Fringes, H Insur Ret 17		780,816	763,386	849,365	879,098	516,545	964,933	-	85,835	9.76%
Fringes, Lif/Dis Ins 18		47,225	37,404	35,030	42,100	23,371	44,520	-	2,420	5.75%
Fringes, Unemplmnt 19		11,734	40,354	37,233	40,000	15,040	40,000	-	-	- %
Fringes, Workrs Comp 20		272,937	288,016	451,026	600,000	453,550	515,574	-	(84,426)	(14.07%)
Fringes, Mcrs 21		1,756,208	1,961,424	2,086,065	2,318,753	2,318,753	2,513,393	-	194,640	8.39%
Fringes, Medicare 22		732,090	755,496	815,978	825,000	293,818	827,105	-	2,105	0.26%
Contrib Opeb Trust F 23		506,000	700,000	800,000	900,000	450,000	900,000	-	-	- %
Instruct Supplies 24		990,955	967,299	1,152,624	1,050,395	747,285	1,028,669	-	(21,726)	(2.07%)
Instruct Textbooks 25		218,991	230,185	237,261	265,689	158,632	258,915	-	(6,774)	(2.55%)
Instructional, Lby 26		46,633	52,902	52,446	55,628	34,463	52,356	-	(3,272)	(5.88%)
Other, Cap Outlay 27		710,570	476,816	1,163,259	1,037,150	437,635	1,153,500	-	116,350	11.22%
Other, Debt Service 29		1,822,733	1,895,743	1,934,218	1,903,718	337,534	1,872,518	-	(31,200)	(1.64%)
Other, Prop/Casualty 30		102,627	164,181	116,635	182,959	113,461	152,000	-	(30,959)	(16.92%)
Other, Maint Bldg/Gr 31		695,109	944,343	942,255	759,020	638,309	821,945	-	62,925	8.29%
Other, Maint Equip 32		72,857	46,837	46,172	157,343	75,729	127,961	-	(29,382)	(18.67%)
Other, Legal Service 34		257,828	107,228	219,991	161,350	87,608	175,000	-	13,650	8.46%
Other, Admin Supp 35		836,575	900,741	902,095	1,033,692	752,593	1,216,782	-	183,090	17.71%

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**Acton Boxborough Regional School District  
Budget Projection Character Code Summary  
General Fund  
FY 2019**

ACCOUNT	DESCRIPTION	2015 Actual & Enc	2016 Actual & Enc	2017 Actual & Enc	2018 Final Budget	2018 YTD Thru EOM Dec	2019 Prelim Budget	2019 Final Budget	\$ Diff 2018 Budget	% Chg 2018 Budget
Other, Athletic Supp 36		138,972	103,076	59,888	67,491	53,178	71,524	-	4,033	5.98%
Other, Custodl Supp 37		124,700	162,562	124,880	157,984	116,651	155,000	-	(2,984)	(1.89%)
Other, Sped Transp 38		1,487,541	1,619,628	1,650,537	1,784,024	1,574,018	1,824,000	-	39,976	2.24%
Other, Student Trans 39		892,949	804,619	764,856	887,468	666,344	1,664,657	-	777,189	87.57%
Other, Travel/Conf 40		113,672	107,931	128,753	133,303	93,483	184,494	-	51,191	38.40%
Other, Sped Tuition/ 41		5,208,139	6,075,530	5,420,204	5,483,010	6,089,826	5,136,000	-	(347,010)	(6.33%)
Other, Utilities 42		1,391,388	1,366,987	1,460,269	1,758,200	462,017	1,304,000	-	(454,200)	(25.83%)
Other, Telephone 43		83,733	48,211	63,751	85,751	43,238	85,751	-	-	- %
Other, Sewer 44		280,548	273,301	277,576	304,823	89,881	286,333	-	(18,490)	(6.07%)
Assessments 48		-	-	431,353	766,658	188,890	680,000	-	(86,658)	(11.30%)
Other 49		1,405	830	(52)	1,500	-	1,567	-	67	4.47%
<b>TOTAL FUND: GENERAL FUND</b>		<b>75,811,341</b>	<b>79,258,521</b>	<b>82,225,323</b>	<b>86,090,491</b>	<b>74,274,968</b>	<b>89,398,500</b>	<b>-</b>	<b>3,308,009</b>	<b>3.84%</b>
<b>GRAND TOTAL:</b>		<b>75,811,341</b>	<b>79,258,521</b>	<b>82,225,323</b>	<b>86,090,491</b>	<b>74,274,968</b>	<b>89,398,500</b>	<b>-</b>	<b>3,308,009</b>	<b>3.84%</b>

*See separate link for detail*



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Acton Boxborough Regional School District  
Budget Projection by Admin Responsibility Summary  
General Fund  
FY 2019

ADMIN AREA DESCRIPTION	2015 Actual & Enc	2016 Actual & Enc	2017 Actual & Enc	2018 Final Budget	2018 YTD Thru EOM Dec	2019 Prelim Budget	2019 Final Budget	\$ Diff 2018 Budget	% Chg 2018 Budget
SUPERINTENDENT - 01	233,913	96,067	218,154	131,520	106,807	144,500	-	12,980	9.87%
ASST SUPT OF TEACH & LEARNING - 02	291,172	320,962	343,735	367,400	158,653	386,830	-	19,430	5.29%
FINANCE DIRECTOR - 03	13,608,063	15,186,526	16,291,644	17,322,701	9,565,405	17,381,034	-	58,333	0.34%
PERSONNEL / DEPUTY SUPT - 04	47,892,639	49,151,071	50,849,450	53,042,147	52,293,529	55,956,610	-	2,914,463	5.49%
STUDENT SERVICES - 05	7,814,436	8,751,878	7,995,337	8,349,538	8,368,380	8,189,965	-	(159,573)	(1.91%)
EDUCATIONAL TECH DIRECTOR - 06	790,940	595,062	708,140	699,190	535,039	649,200	-	(49,990)	(7.15%)
FACILITIES DIRECTOR - 07	3,693,423	3,629,059	4,305,207	4,568,469	2,314,440	5,093,169	-	524,700	11.49%
MUSIC DIRECTOR - 08	40,296	71,343	72,984	79,540	41,056	69,036	-	(10,504)	(13.21%)
ART DIRECTOR - 09	78,874	99,295	101,779	107,116	58,881	110,329	-	3,213	3.00%
ATHLETIC DIRECTOR - 13	149,805	-112,058	72,639	82,442	60,555	82,575	-	133	0.16%
SENIOR HIGH PRINCIPAL - 15	486,561	500,818	490,140	549,428	248,160	503,800	-	(45,628)	(8.30%)
JUNIOR HIGH PRINCIPAL - 16	259,870	259,020	255,738	247,980	133,144	268,642	-	20,662	8.33%
BLANCHARD PRINCIPAL - 17	69,345	70,092	75,825	85,000	37,313	88,000	-	3,000	3.53%
CONANT PRINCIPAL - 18	59,807	68,417	75,392	85,000	62,696	88,000	-	3,000	3.53%
DOUGLAS PRINCIPAL - 19	85,694	86,429	83,790	85,000	68,619	88,000	-	3,000	3.53%
GATES PRINCIPAL - 20	81,768	80,105	80,952	85,000	67,409	88,000	-	3,000	3.53%
MCCARTHY TOWNE PRINCIPAL - 21	81,796	85,742	86,504	85,000	80,105	88,000	-	3,000	3.53%
MERRIAM PRINCIPAL - 22	92,939	94,575	90,413	88,000	56,264	92,640	-	4,640	5.27%
PHYSICAL ED/ HEALTH ED - 39	-	-	27,499	30,020	18,515	30,170	-	150	0.50%
<b>TOTAL FUND: GENERAL FUND</b>	<b>75,811,341</b>	<b>79,258,521</b>	<b>82,225,323</b>	<b>86,090,491</b>	<b>74,274,968</b>	<b>89,398,500</b>	<b>-</b>	<b>3,308,009</b>	<b>3.84%</b>
<b>GRAND TOTAL:</b>	<b>75,811,341</b>	<b>79,258,521</b>	<b>82,225,323</b>	<b>86,090,491</b>	<b>74,274,968</b>	<b>89,398,500</b>	<b>-</b>	<b>3,308,009</b>	<b>3.84%</b>

See separate link for detail



# FOOD SERVICES DEPARTMENT

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Kirsten Nelson  
Director of Food Services  
School Committee Meeting 1/11/2018

## Mission

- Our mission is to serve high quality, nutritious lunches in a comfortable, welcoming environment in all of our schools.



## Overview

- The lunch program consists of seven on-site kitchens
- We serve hot lunches daily in all of the schools
- Breakfast is currently being offered at HS, JHS, Conant, McT and Merriam
- The lunch program is an integral part of our school system
- Very clean kitchens – BOH inspector says our kitchens are the cleanest around
- Hard working staff
- We are the busiest restaurant in Town!
- Recipient of the Healthier US School Challenge award for our elementary schools

## New Initiatives

- Breakfast is now being served at McTowne, Merriam and Conant.
- Extended Day Lunch is being offered at all elementary schools and the Community Ed After School Program
- Boar's Head Deli at the Junior High
- All of our ordering is through our Point of Sale System
- Free and Reduced lunch applications are now available through the SchoolCafé Mobile App
- Recycling and Composting
- Overhaul of Food Services Website: Coming Soon!



## Other Services Provided

- Catering for School Events
- Monthly specials such as soups, quiches, breads offered to staff
- Boar's Head deli meat sliced to order for staff on the go!
- Bag lunches for field trips
- Opening Day Cookout for 7<sup>th</sup> grade students



## Recycling and Composting

- New and Exciting!
  - We partnered with facilities and are soon going to be offering recyclable/compostable lunch trays.
  - Our goal for this year:
  - Roll out the Recycling and Composting at the Junior High on January 22, 2018
  - Roll out the High School in April/May
- Other schools will follow.....no set date as of right now.

## Mass. Farm to School

- Every year we participate in the Farm to School Program
- These students are husking corn for the menu at Conant



## Cooking Club

- We offer two sessions each year.
- Deb Rimpas, Jean Tibbetts and Kirsten Nelson are the advisors for the Cooking Club at the RJ Grey Junior High.



## Food Tastings and TEC Collaborative

- We are part of the TEC Collaborative
- Currently we bid with 92 other school districts
- We conduct taste tests for all of our different items with students



## Food Service Website

- Our website can be found at [www.abschools.org](http://www.abschools.org)
- We post our menus
- Information pertaining to free and reduced meal pricing
- Lunch Prices
- SchoolCafe information
- Pictures of lunches, celebrity guest servers, etc.
- The fun times we have with our students in health class to develop recipes



## Point of Sale



- System allows students to pay cash or debit their lunch account
- Parents/guardians can add to their student accounts by cash/check or with a credit card payment through the portal, SchoolCafe.
- Food Services generates weekly emails for all balances below \$5.00 (not including \$0 balances)
- A la carte restrictions are available through SchoolCafe
- A mobile app is available for parents/guardians through SchoolCafe to make payments, view student purchases and apply for free and reduced lunch.
- We track our inventory and orders through the point of sale system

## Lunch Prices

Year	HS and RJG	Elementary	
2011-2012	\$2.10	\$2.35	POS 10/2011
2012-2013	\$2.20	\$2.50	
2013-2014	\$2.75	\$2.75	Regionalization with Blanchard
2014-2015	\$2.75	\$2.75	
2015-2016	\$2.75	\$2.75	
2016-2017	\$2.75	\$2.75	
2017-2018	\$2.75	\$2.75	

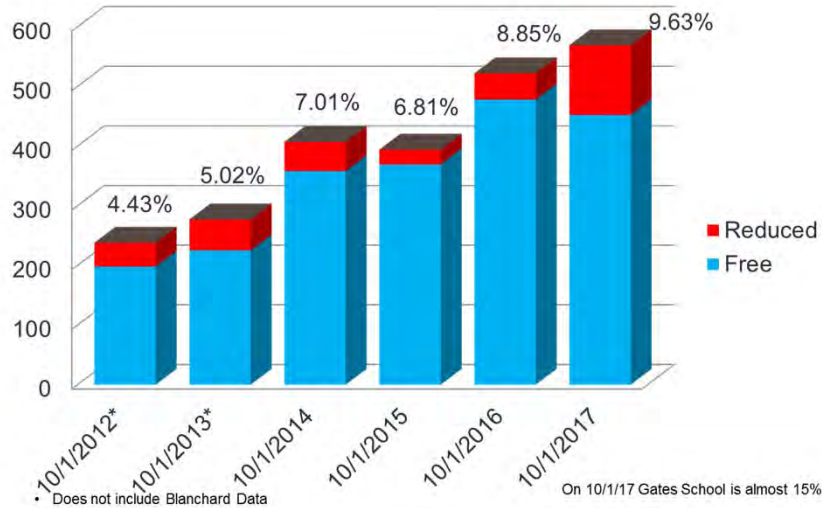
The High School and the Junior High have tiered lunch pricing to \$3.75 (Example Smoothie lunch is \$3.25, Salad Lunch is \$ 3.50-\$3.75, Boar's Head Deli Sandwich is \$3.50)



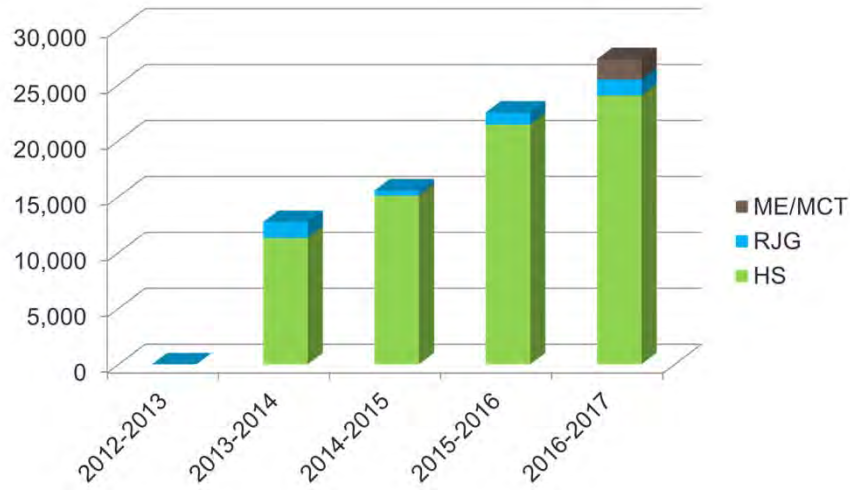
## Paid Lunch Equity

- Each year we need to review our prices to make sure we are in line with the Paid Lunch Equity.
- Our current average lunch price is \$2.89. The rates for FY2018-2019 Paid Lunch Equity have not yet been released.

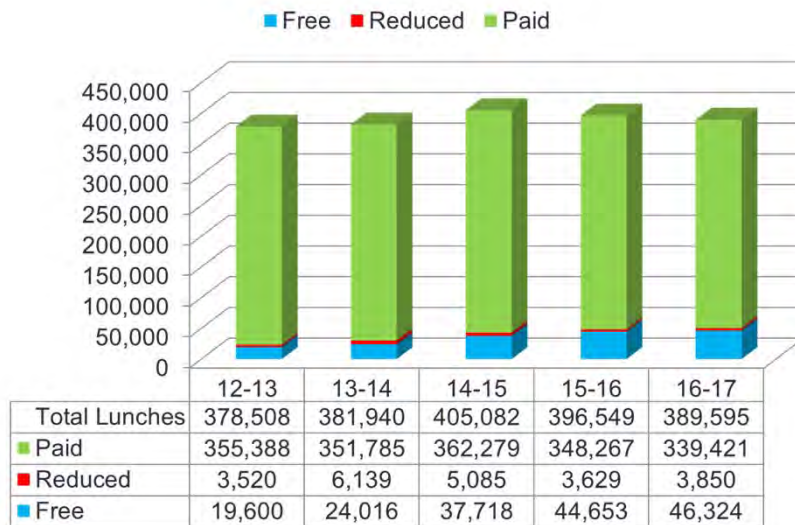
## Student Eligibility



## Breakfast Counts



## Reimbursable Lunch Counts



## Equipment

Year	Equipment Purchases	Equipment Repairs
2014-2015 (FY15)	\$25,165	\$14,284
2015-2016 (FY16)	\$8,883	\$23,561
2016-2017 (FY17)	\$30,828	\$21,056
2017-Present (FY18)	\$3,526	\$21,096

## Receipts and Expenses

June 30, 2016

Receipts	\$ 1,808,325
Expenses	\$ 1,738,542
Prepayments/Liability	\$ 155,058
Fund Balance*	\$ 650,636

June 30, 2017

Receipts	\$ 1,782,427
Expenses	\$ 1,727,163
Prepayments/Liability	\$ 164,701
Fund Balance*	\$ 696,257

## Fund Balance

- Our current fund balance as of 12/31/17 is \$665,297.00
- The DESE recommends we have a total of three months operating expenses available in our fund balance which we do have.
- Recommendation: At this time we are recommending no lunch price increase. We will wait to see what the new Paid Lunch Equity Rate will be for the upcoming year and evaluate at that time.

## It takes a Partnership

- Parents/Guardians
- Faculty and Staff
- Our motto is: A well fed child is ready to learn.



**Retiring after all these years!**  
**Angie started in September of 1987**  
**Heidi started in August of 1996**



**Thank you for letting us serve your  
children each day!**

# Community Education



Departmental Presentation  
*January 11, 2018*

*Erin O'Brien Bettez*  
*Director*

## Revenues

**FY16 \$2,790,041**

**FY17 \$3,179,569**

## Expenses

**FY16 \$2,565,900**

**FY17 \$2,753,622**

**3 Revolving Funds – Self Sustaining**

### Positions Supported by Community Education

- Community Education Office (6)
- District Custodians (6)\*
- Extended Day (28)  
(7 Head Teachers/Staff Leaders, 15 part-time assistant teachers, 6 high school aides/tutors)
- Central Office Staff (4)\*
- Driver Education instructors (13)
- Basketball Referees/Timers (70 students, 10 adults)
- Pool Staff (25 part-time plus pool manager)
- A/V support staff (10)
- Summer Day Program Staff (39)  
CIT Leader, LIT Leader, 3 "Specialists," 5 Head Counselors, 16 Junior Counselors, 13 Extended Hours Counselors
- Evening Assistants (2) and Saturday Monitors (1)
- Snack Shack at Lower Fields (14)
- Independent contractors/vendors who offer classes (100+)

*\* These positions funded from additional sources as well.*

### FY17 Community Education Support to the District & Community

• Custodian Salaries	\$ 240,544.00
• Weekend clean up at Lower Fields	\$ 9,391.00
• Finance Staff Support/Central Office	\$ 49,217.00
• Extended Day Gifts to Conant, Gates, McCarthy-Towne	\$ 190,965.00
• Conant Enrichment	\$ 3,229.00
• Gates Enrichment	\$ 3,947.00
• McT Enrichment	\$ 4,293.00
• JH A/V Stipend	\$ 3,500.00
• JH/HS A/V Supplies	\$ 3,292.00
• Fitness Center @ HS Maintenance	\$ 500.00
• Installed Air conditioning in 4 JH classrooms	\$ 10,336.00
• Provide Port-A-Potties to users of Leary Field	\$ 2,100.00
• Contributed to Tennis Court maintenance/equipment	\$ 312.00
• Tennis Court nets/repairs	\$ 405.00
• School/Community Auction Donations	\$ 325.00

**\$522,357.00**

5

***After so many years ...!***



6

## Highlights

- \* Transitioned to an online Use of Facilities Reservation System
- \* Absorbed Summer School online registration into our "branch" saving \$2,850
- \* Began working with local colleges to find summer staff who are pursuing education degrees and who are part of the federal Work-Study program
- \* Applied for and received grants from A-B United Way to support children at our Summer Day Program and new health/wellness initiative at Extended Day
- \* Added a new Driver Ed car, minimizing cancellations when one needs repairs.



## Challenges

- Space limits offerings
- Support children need at school each day is same at before/after school programs and the Summer Day Program.

## Goals

- Support the smooth transition of before and after school care programs



## ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

Steve Martin  
ABRSD Director of Athletics

Presentation to the School Committee  
1/11/2018

	FY 15 Actual	FY 16 Actual	FY 17 Actual
ABSAF	41,000.00	46,000.00	50,000.00
Gate	43,144.39	55,679.84	58,238.00
Fees	329,786.00	344,649.50	405,498.49
Gifts	4,352.25	22,510.08	19,355.25
Appropriated	577,961.00	587,065.00	603,003.00
Total Revenue	996,243.64	1,055,904.42	<b>1,136,094.74</b>
Salary Appropriated	495,548.67	483,412.26	506,230.02
Operating Appropriated	149,805.07	111,918.60	71,120.52
Salary Revolving	203,606.86	212,652.95	211,241.09
Operating revolving	169,927.78	203,331.47	229,562.31
Revolving Officials	40,748.00	53,910.00	51,308.50
Total Expenses	1,059,636.38	1,065,225.28	<b>1,069,462.44</b>
End of year Balance	-63,392.74	-9,320.86	66,632.30

FY 18	18 Projected (current projection)
ABSAF	\$42,000.00
Gate	\$47,000.00
Fees (3% decrease)	\$394,000.00
Gifts unconnected	\$25,000.00
Appropriated	\$665,644.00
<b>Total Revenue</b>	<b>\$1,173,644.00</b>
Salary Appropriated	\$583,202.00
Operating Appropriated	\$82,442.00
Salary Revolving	\$215,000.00
Operating revolving	\$240,372.00
Revolving Officials	\$55,000.00
<b>Total Expenses</b>	<b>\$1,180,644.00</b>
End of year Balance	-\$7,000.00

## Start of This Year:

- Participation is down 3% overall (Fall)
- Waivers are down 2 from 37 to 35
- Have been going down by 5% year to year.
  - On track to lower our decreased participation based on early winter numbers. I figure a 3% decrease based on current numbers for the year.



## Revenue this year

- Revenue is down for athletic fees= -\$3,275.00
- Gate fees are down as of 1/8/18 = -\$1,625.  
Have not received our share of Thanksgiving so that will be up around \$1,500.00 YTD
- ABSASF gifts are down \$8,000. Compared with a one year bump last year.
- Gifts will be up as we have some large donations coming in from places like the Colonial Club and Monday Night QB's for new cheer mats.

## Next Year:

- I recommend that our fee stay the same for next year as we are at a good level
- Last year you approved step 1 of a 3 tier increase in the appropriated budget to expand our coaching staff and have assistants at all varsity level sports that did not currently have one. This year we were able to add 6 assistant coaches and next year I would like to do the same for step 2 of 3 in this process for a similar amount.



## **Discussion and Questions**

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**ACTON-BOXBOROUGH RSD**  
**Table 6 - Preliminary FY2019 Budget**

4.4.A

	(Preliminary) FY2019	ACTON	BOXBOROUGH
%s represent: three-year average of K-12 student enrollment by Town - see Note A		<< 84.71%	<< 15.29%
three-year average of 7-12 student enrollment by Town - see Note B		<< 83.80%	<< 16.20%
<b>EXPENDITURES INSIDE DEBT LIMIT:</b>			
OPERATING BUDGET (OMNIBUS)	\$85,400,982	\$72,343,172	\$13,057,810
Add - Selected Components of Operating Budget not Included in Above Amount:			
OPEB TRUST FUND CONTRIBUTION	\$900,000	\$762,390	\$137,610
MINUTEMAN (JHS) ASSESSMENT	\$200,000	\$169,420	\$30,580
LOWER FIELDS CONSTRUCTION DEBT SERVICE - see Note B	\$125,318	\$111,282	\$14,036
CAPITAL OUTLAY - BUILDINGS & GROUNDS	\$1,000,000	\$847,100	\$152,900
	\$87,626,300	\$74,233,364	\$13,392,936
<b>EXPENDITURES OUTSIDE DEBT LIMIT (AUTHORIZED PRIOR TO FULL REGIONALIZATION):</b>			
CONSTRUCTION DEBT SERVICE (FOR JHS) - see Note B	\$379,320	\$336,836	\$42,484
SH CONSTRUCTION/RENOVATION DEBT SERVICE - see Note B	\$1,392,880	\$1,236,877	\$156,003
	\$1,772,200	\$1,573,714	\$198,486
<b>GROSS DISTRICT BUDGET (ABRSD Appropriation; 3.8% increase from FY2018)</b>	<b>\$89,398,500</b>	\$75,807,078	\$13,591,422
<b>SHARE OF DEBT SERVICE (ELEMENTARY SCHOOLS) PAID BY TOWNS</b>	<b>766,552</b>	<b>\$649,346</b>	<b>\$117,206</b>
<b>GROSS BUDGET-TOTAL (Total Regional Expenditures)</b>	<b>\$90,165,052</b>	<b>\$76,456,424</b>	<b>\$13,708,628</b>
<b>REVENUES AND RESERVE USE:</b>			
CHAPTER 70 BASE AID	\$14,995,436	\$12,702,634	\$2,292,802
CHARTER SCHOOL AID	\$33,282	\$28,193	\$5,089
REGIONAL SCHOOL TRANSPORTATION	\$1,307,373	\$1,107,476	\$199,897
REGIONAL BONUS AID AND MISC. REVENUES	\$275,000	\$232,953	\$42,048
TRANSFER FROM RESERVES (Excess & Deficiency)	\$775,000	\$656,503	\$118,498
<b>TOTAL REVENUES AND RESERVE USE</b>	<b>\$17,386,091</b>	<b>\$14,727,758</b>	<b>\$2,658,333</b>
<b>(I) TOWN ASSESSMENTS - BEFORE REGIONAL AGREEMENT APPENDIX A</b>	<b>\$72,778,961</b>	<b>\$61,728,666</b>	<b>\$11,050,295</b>
<b>(II) RESULTING ASSESSMENT PERCENTAGE SHARES - see Note C</b>		<b>84.82%</b>	<b>15.18%</b>

**Note A** - All budget components (expenditures, revenues and reserves) are allocated to Towns based on the respective three-year average of K-12 enrollment EXCEPT items per Note B (Section 5A, B, C).

**Note B** - Expenditures for debt service (issuances prior to full regionalization) are allocated to Towns based on a three-year average of grade 7-12, MINUS 5% (Boxborough) or PLUS 5% (Acton) (Section 5C).

**Note C** - Transitional rules (per Regional Agreement, Appendix A) for apportionment of district costs between Towns apply for fiscal years 2015 through 2021 (Section 5D); see resulting calculations, next page.



**ACTON-BOXBOROUGH RSD**

**Table 6 - Preliminary FY2019 Budget**

(Continued)

**Calculation of Final Assessments Per Appendix A to Revised Regional Agreement**

All parenthetical references are to Regional Agreement, Appendix A

Description	(Preliminary) FY2019	ACTON	BOXBOROUGH
<b>APPENDIX A CALCULATIONS (FY2015-2021):</b>			
(a) BASE BUDGETS (individually fixed by FY per Section 2)	\$69,670,702	\$58,148,708	\$11,521,994
Less -			
(b) PROJECTED BENEFITS (fixed amount for FY15-19 per Section 1)	\$1,873,119		
(c) PERCENTAGE SHARES (varying percentages fixed by FY per Section 3)		60.0%	40.0%
(d) = [(b) times (c)] BENEFIT ALLOCATION TO TOWNS (per Section 4a.)		\$1,123,871	\$749,248
(e) = [(a) minus (b) or (d)] RECALCULATED BASE BUDGET (per Section 4b.)	\$67,797,583	\$57,024,837	\$10,772,746
<b>(III) RECALCULATED BASE BUDGET ALLOCATION (per Section 4c)</b>	100.00%	84.11%	15.89%
<b>COMPARISON OF COST ALLOCATION METHODS:</b>			
(II above) ASSESSMENT PERCENTAGE SHARES, per previous page		84.82%	15.18%
(IV) = [(III) minus (II)] PROPORTIONAL ASSESSMENT SHIFT		-0.71%	0.71%
<b>FINAL ASSESSMENT CALCULATION:</b>			
(I above) TOWN ASSESSMENTS BEFORE APPENDIX A - see Note D	\$72,778,961	\$61,728,666	\$11,050,295
(V) = [(I) times (IV)] DIFFERENCE RESULTING FROM APPENDIX A - see Note E	FY19 Shift>>>	-\$513,971	\$513,971
(I) minus (IV) <b>FINAL ASSESSMENT PER APPENDIX A</b>	\$72,778,961	\$61,214,694	\$11,564,266
Less -			
CREDIT FOR DEBT SERVICE PAID FROM TOWN BUDGETS	(766,552)	(661,546)	(105,006)
<b>NET ASSESSMENT AMOUNT DUE FROM BOTH TOWNS</b>	<b>\$72,012,409</b>	<b>\$60,553,149</b>	<b>\$11,459,260</b>
<b>ANALYSIS OF CHANGE IN ASSESSMENT:</b>			
PRIOR YEAR VOTED ASSESSMENT	\$69,323,837	\$57,730,056	\$11,593,781
CURRENT YEAR ASSESSMENT	\$72,012,409	\$60,553,149	\$11,459,260
INCREASE (\$)	\$2,688,572	\$2,823,093	-\$134,521
<b>INCREASE (%)</b>	<b>3.88%</b>	<b>4.89%</b>	<b>-1.16%</b>

**Note D** - Amount includes allocation of elementary schools' debt service paid by each Town, consistent with prior years..

**Note E** - For FY2020 and 2021, this method of reallocating the regional assessment is replaced with a fixed dollar adjustment of \$425,000 and \$25,000, respectively (decrease to Acton, increase to Boxborough).

1



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

WELLNESS • EQUITY • ENGAGEMENT

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

## Historical Analysis of Table 6 with Projections thru FY2022

January 11, 2018

ABRSD

2

### Share of Enrollment by Town

#### For Assessment Purposes –

1. Three-year average K-12 students
  - Used to allocate: revenues, E&D use
  - All expenditures EXCEPT noted below
2. Three-year average 7-12 students
  - Used to allocate costs for elementary debt service pre full regionalization
3. Info-only from FY2015-2019



ABRSD		3	
<b>Regional Assessment Based on Share of Enrollment by Town</b>			
<u><i>Historical and Current:</i></u>			
FY2015	A – 84.2%	B – 15.8%	
FY2016	A – 84.7%	B – 15.3%	
FY2017	A – 84.9%	B – 15.1%	
FY2018	A – 85.0%	B – 15.0%	
FY2019	A – 84.8%	B – 15.2%	
Note – Each 0.1% represents, in dollars, from ~\$60K-\$73K over the period shown above.			

ABRSD		4	
<b>Regional Assessment Based on Share of Enrollment by Town</b>			
<u><i>Current and Projected:</i></u>			
FY2018	A – 85.01%	B – 14.99%	
FY2019	A – 84.82%	B – 15.18%	
FY2020	A – 84.55%	B – 15.45%	
FY2021	A – 84.14%	B – 15.86%	
FY2022	A – 83.72%	B – 16.28%	
Note – Each 0.1% represents, in dollars, from ~\$70K-\$82K over the period shown above.			

ABRSD 5

**“Projected Benefit” by Town**

Supersedes enrollment -  
based on cost allocation for  
first five years’ assessments,  
per Appendix A of the  
regional agreement

Fixed “base budget” reduced by “projected benefit”  
Resulting percentage determines the assessment

ABRSD 6

**“Projected Benefit” by Town**

FY2015	A – 80.0%	B – 20.0%
FY2016	A – 87.5%	B – 12.5%
FY2017	A – 90.0%	B – 10.0%
FY2018	A – 82.5%	B – 17.5%
FY2019	A – 60.0%	B – 40.0%

Note – the greater (or lower) the benefit share,  
the greater the reduction (or addition) to each  
town’s actual assessment (“benefit shift”).

ABRSD 7

### Impact of “Projected Benefit”

**ACTON** – Assessment Allocation  
(per previous slide)

	<u>Enrollment-based</u>	<u>Per Appendix A</u>
FY2015	84.2%	82.4%
FY2016	84.7%	82.6%
FY2017	84.9%	82.8%
FY2018	85.0%	83.2%
FY2019	84.8%	84.1%

See slide to come for financial impact (assessment shift).

ABRSD 8

### Impact of “Projected Benefit”

**BOXBOROUGH** – Assessment Alloc.  
(per previous slide)

	<u>Enrollment-based</u>	<u>Per Appendix A</u>
FY2015	15.8%	17.6%
FY2016	15.3%	17.4%
FY2017	15.1%	17.2%
FY2018	15.0%	16.8%
FY2019	15.2%	15.9%

See slide to come for financial impact (assessment shift).

ABRSD		9
<b>Impact of “Projected Benefit”</b>		
<u>Assessment Shift* by Fiscal Year -</u>		
FY2015	\$1,061,165	1.8%
FY2016	1,359,325	1.1%
FY2017	1,460,921	1.9%
FY2018	1,243,599	1.8%
FY2019	514,976	0.7%
* - Reduction to Acton’s assessment; Addition to Boxborough’s assessment		

ABRSD		10
<b>Impact of “Projected Benefit”</b>		
<u>Total Five-Year Assessment Shift -</u>		
FY2015-19	\$5,639,986	
<u>Average Annual Assessment Shift -</u>		
FY2015-18	\$1,281,252	
FY2019	514,976	
FY2020	425,000	
FY2021	25,000	
Thereafter, 100% enrollment-based assessment		

## Future Assessment Drivers

1. Labor Contracts; General Inflation
2. Health Insurance Cost Trends
3. Chapter 70/Foundation Budget
4. Student Enrollment Demographics
5. New Elementary School Project
6. Adequacy of District Reserves
7. Servicing Special Needs Populations
8. Implementation of New Initiatives
9. Other (Internal and External Factors)

## Questions?



# TOWN OF ACTON

## Acton Leadership Group

January ~~4~~ 2018 *postponed to Jan 11*

7:30 AM

Room 204

Acton Town Hall

### Agenda Topics

1. Approval of Minutes from November 30, 2017 All
  
2. Update of FY 18 Revenues and Expenses Steve Ledoux  
Bill McAlduff
  
3. Review of Spreadsheet Marie Altieri  
Steve Barrett
  - a) Includes Town Manager Recommended Budget and ABRSD Preliminary Budget
  
4. Public Comment
  
5. Adjourn

Next Meeting February 8, 2017 at 7:30 AM

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

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

December 13, 2017  
7:00 p.m.

*Members Present:* Mary Brolin, Amy Krishnamurthy, Dennis Bruce, Bill McAlduff, Marie Altieri, Peter Berry, Jason Cole, Adam Klein, Lynne Newman, Maria Neyland, Katie Raymond, Mac Reid.

*Members Absent:* Rob Bukowski, Bob Evans, Brian Griffin, JD Head, Ted Kail, Steve Mielke, Damian Sugrue, Chris Whitbeck.

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

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1. Mary Brolin called the meeting to order at 7:04pm.
2. Marie Altieri moved, Amy Krishnamurthy seconded, Maria Neyland abstained, and the minutes of the November 8, 2017 School Building Committee Meeting were unanimously approved.

### **3. Recap of Special Town Meetings and Outreach Efforts**

Mary reported that no one had spoken out against the building project at the Boxborough Town Meeting, and that Bill McAlduff had effectively addressed questions. The motion passed in Boxborough on an overwhelming voice vote. The motion also passed by an extremely wide margin in Acton despite a very lengthy delay in starting the meeting and a glitch with the Douglas tour video. The moderator, Peter Ashton, managed the flow well, and there was very little opposition.

There was a great deal of civic engagement in both towns. In Acton, there were 1,300 attendees, including 1,100 voters, who were primarily drawn by the school building and marijuana issues.

Marie went to a Town Meeting follow-up with the Acton town moderator, who discussed the lengthy delay and plans for improving the logistics at future meetings. In addition to changing the overflow areas and check-in process, the suggestion was made that they look at the tight parking situation and consider using a shuttle from an offsite lot.

Members noted that the outreach effort had been very successful, and that the social media program was terrific. The video was also powerful; Marie suggested making videos of Gates and the preschool as well, allowing people to visualize the challenges these buildings face. Adam Klein agreed, adding that we could also make video 'showings' of the feasibility and building process.

### **4. Discussion of Building Committee Membership**

Some members have not been regularly coming to meetings. Mary will reach out to them, and ask if they want to remain on the committee. If not, we will identify alternative members. Mary will assume those who come regularly plan to remain unless they tell her otherwise.

### **5. MSBA Update**

Certified copies of the Town Meeting votes have been sent to MSBA. They have asked for additional information, including floor maps and classroom assignments of all schools.

Bill said that the \$1.3MM approved at the recent Town Meetings will take us through the first five modules of the MSBA process. We still have two remaining requirements to complete *Module 1*, the Eligibility Period: certification of design enrollment and execution of the Feasibility Study Agreement. The MSBA board will vote on the design enrollment at their February 15<sup>th</sup> meeting.

Once *Module 1* is complete, we will enter *Module 2*, hiring an OPM and designer and putting together a project team. We can't begin this phase until after the MSBA board has approved our project at the Feb. 15 meeting, although we can have a draft Request for Services (RFS), using the MSBA template, ready to send them that same day. The timing of the process, assuming everything goes smoothly, is:

- February 15 – MSBA approval of our project and submission of our draft RFS
- March 1 – Begin to advertise for a designer/OPM, at least two weeks after project approved. MSBA has specific sites to advertise. We must advertise for a minimum of 3 – 4 weeks.
- March 28 – End of advertising period; we will need a screening committee to look at proposals. We need to develop a ranking document, describing the criteria and how projects will be ranked. A short list of candidates to interview will be developed, and then a top choice will be selected based on the rankings. MSBA can request to be included on the OPM review panel.
- Mid-April – OPM selected, subject to MSBA approval.
- May 7 – OPM contract signed (Note: that is the first day of the Boxborough Town Meeting). The OPM will assist in the process for hiring a designer, a process similar to hiring the OPM.

A difficulty of working with MSBA is that they have very prescribed processes and timelines. If we don't follow their guidelines, we could risk losing their funding for our project. Given the MSBA required procedures, we might not have a designer on board and be able to start the feasibility study until mid to late summer. It is not likely that MSBA would allow us to speed up the process.

Once the OPM is on board, we should discuss the two options of a construction manager at risk versus a design-bid-build process. Given the size of our project, Bill thought that a manager at risk might be better for us.

When *Module 2* has been completed, we progress to *Module 3*, the feasibility study. The Building Committee will then select a preferred option from among several choices, and MSBA will have to sign off. *Module 4* is the schematic design. MSBA expects a very robust (about 75% complete) schematic design to result from this process, in order to provide detailed cost estimates. When the design has been approved, we enter *Module 5*, the project scope, budget and funding agreements. It is this set of agreements that will form the basis of the request we bring to Town Meetings for construction funding.

MSBA reimbursement percentages are defined by law; they will pay for a percentage of a project, up to a maximum dollar limit. If our costs go higher, they won't increase their funding. Reimbursement is based on 'allowable costs' – for example, site cost should be no more than 8% of total construction cost, and there are defined per-pupil costs for furnishings and equipment. Allowable costs for technology may be tight. We will need legal counsel to review all contracts and documents. MSBA contracts are fairly standard, so the legal costs should be minimal.

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

*WELLNESS - EQUITY - ENGAGEMENT*



## **6. Getting Input on AB Twin School Experience**

Members discussed revisiting the process of building the Parker Damon Building, to identify what had gone well and issues that had cropped up. Adam suggested waiting until we have a designer on board, who might have a better sense of the questions to ask. Marie said that we have a lot of information about our experience building that twin school from many sources.

It may not make sense to spend a lot of time gathering information about twin school experiences until we know what the MSBA will approve. They will also require us to look at options for renovating our current facilities. Members noted that we have been clear about our preference for a twin school. Hopefully, MSBA will recognize the advantages of a twin school, which will allow us to address multiple issues at once:

- Since several schools in the district are in need of replacement or major repairs, it may be more attractive to MSBA to support construction of one twin school than multiple single schools;
- Construction of a new twin school would enable us to address enrollment and capacity issues, in addition to meeting building code requirements, which renovations alone would not correct;
- A twin school is the best response to the community's desire to improve our facilities as quickly as possible.

However, we won't know until after the feasibility study is complete what type of project MSBA will approve. We should contact PDB faculty and families later in the process to ask them about their experiences, what they like and what they would change. We can have some data available for the design team when they come on board.

Lynne Newman noted that there will be some shared elements in a twin school, and we may not be able to choose everything we want. We may not be able to avoid all the issues we encountered with the PDB; there are likely to be constraints based on what MSBA will approve and reimburse.

## **7. Next Steps Given Approved Funding**

There is not a lot of work to do until the MSBA board meets on February 15<sup>th</sup> to vote on our project. We want to have the RFS prepared by that date, but much of that document is boilerplate that can be found online.

Mary Brolin left the meeting at 7:45pm; Amy Krishnamurthy took over as chair. Members decided to combine the planned January 9<sup>th</sup> and February 14<sup>th</sup> Building Committee meetings into one meeting on January 31<sup>st</sup>. Karen Coll will identify a location and notify the committee. In the meantime, updates and news can be shared. Amy notified the committee that she would be temporarily stepping back from the Building Committee to focus on the Superintendent search.

## **8. Social Media Updates**

Adam said that the domain name 'yes4ab.org' had been registered. We probably won't be using it much for the next 12 – 18 months, but the name is generic enough that it can be used for multiple purposes in the future. In the meantime, we can use existing social media to provide ongoing updates. We may also want to do a number of community update meetings throughout the process.

The December votes were relatively easy because we weren't asking for money. For an override, we will need to start communicating at least a year in advance. We should start thinking soon

about an override committee; because there hasn't been an override in either town for many years, it may be more difficult to organize for that vote.

9. **Adjourn** – Members of the public were asked if they had any questions or comments; as there were none, Mac Reid moved, Maria Neyland seconded, and the meeting was adjourned at 8:32 p.m.

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

January 31 (Note: Meeting will be in Superintendent's Conference Room)

March 14 (Note: Meeting will be in Superintendent's Conference Room)

April 11

May 9

June 13 (Note: Meeting will be in Superintendent's Conference Room)

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

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

**GENERAL MEETING**

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

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

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

**SCHOOL TOURS**

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

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

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

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

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

**PARENT INFORMATION EVENING MEETINGS**

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

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

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

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

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

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

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

**KINDERGARTEN ONLINE PRE-REGISTRATION OPENS JAN. 10<sup>th</sup> & CLOSES MARCH 1<sup>st</sup>.**

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

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

**SIBLINGS and WALKERS WITH PRIORITY ADMISSION STATUS**

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

**NEW FAMILIES**

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

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

Registration forms for new families will be accepted on a space-available basis beginning April 2, 2018.

For those children enrolled in a Kindergarten half day program in any of our 6 district elementary schools, we offer an enriched program for the other half of the school day at the Administration site and busing from each school is provided to the program. The Administration Building will host an Open House on Monday, February 12th from 6:00-7:00pm. Children are welcome!

For more information and to book a tour, please call Kate Murray at 978-264-4700, ext. 3984.

**OTHER IMPORTANT DATES**

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

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

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

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

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

All registration information is located at: <http://www.abschools.org/home/kindergarten-registration> (Rev. 1.8.18)

# Acton-Boxborough Regional School District

7.2

## Junior High and High School Schedule SCHOOLS OPEN

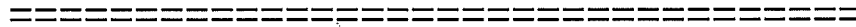
**Tuesday September 4, 2018**

\*With the exception of

8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> graders, who start on Wednesday September 5, 2017

**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:

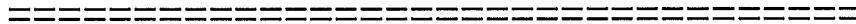
8:50-a.m. – 3:20 p.m.

(Thursdays – 12:50 p.m. dismissal)

Half Day Kindergarten

AM Session: 8:50 a.m. – 11:50 noon

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



Elementary School Lunch Price: \$2.75

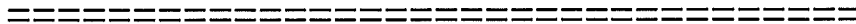
Junior High/ High School Price: \$2.75

Lunch, includes fruit, vegetable, milk

Milk only: \$.50

For more information, see the Food services website at:

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



**\*\*\* 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**

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

8.2

**MEMORANDUM**

To: The Acton-Boxborough Regional School Committee

From: The Superintendent Search Working Group: Diane Baum, Amy Krishnamurthy & Tessa McKinley

Date: January 11, 2018

**Re: Recommendation for Search Screening Committee Membership**

The Superintendent Search Working Group members are pleased to recommend that the following individuals be voted for membership on the Acton-Boxborough Superintendent Search Screening Committee. Of note, we received letters of interest from 12 highly qualified parents/guardians from which we selected 3 who represent the expanse of school experiences and reflect the geographic, cultural, ethnic and professional diversity of our communities. These 3 include at least one Acton elementary, one Jr. High/High School, and one Boxborough parent/guardian as requested by the School Committee at the meeting on 12/14/17.

**Damian Sugrue**, Principal of the Luther Conant Elementary School  
**Dana Labb**, Principal of the Blanchard Memorial Elementary School  
**Leah Lally**, Teacher at the Merriam School  
**Kathy Simmons**, Speech & Language Pathologist at the Douglas School  
**Amanda Bailey**, SPEDPAC Representative  
**Kellie Carter**, ABEA Representative  
**Michael Coppolino**, Community Member, Acton  
**John Fallon**, Community Member, Boxborough  
**Kyra Wilson Cook**, Parent (McCarthy-Towne)  
**Steven Mucci**, Parent (Blanchard)  
**Chidhi Aruanchalam**, Parent (Conant, R.J. Grey Jr. High)  
**Diane Baum**, School Committee Member, Acton  
**Amy Krishnamurthy**, School Committee Member, Acton  
**Tessa McKinley**, School Committee Member, Boxborough

We are appreciative and grateful that these individuals stepped forward to volunteer their time for this important process on behalf of the communities of Acton and Boxborough.



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

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

TO: Acton-Boxborough Regional School Committee Members  
FROM: Bill McAlduff  
DATE: January 10, 2018  
RE: Superintendent Salary Comparisons

Attached please find a list of FY18 Superintendent Salaries for the comparable communities that Acton-Boxborough typically uses. This data came from the MA Association of School Superintendents' recent survey. In addition to salary, there can also be individual benefits that should be considered such as annuities and expense accounts. These are not factored into this list.

Based on this information, my conversations with the NESDEC staff and my own personal observations, I suggested to the Working Group that they consider a salary range for the Superintendent Search of up to \$220,000 for the FY19 school year, based on experience. An important point from Tony Bent was that an experienced superintendent would not consider moving unless there was a good incentive, and that incentive could be salary. After discussion, the Group agreed with this range and to present it to the School Committee for your consideration and vote.

Superintendent Salaries  
Comparable Communities

District	Enrollment	FY18 Salary	Experience
<b>Acton-Boxborough</b>	5700		
Belmont	4466	\$203,741	3
Concord/Concord-Carlisle	3300	\$200,000	1
Dedham	2700	\$184,049	4
Harvard	1098	\$165,000	4
Hingham	4354	\$196,283	17
Marblehead	3100	\$185,000	5
Milton	4150	\$204,895	10
Nashoba	3391	\$199,500	2
Needham	5661	\$224,155	12
Reading	4300	\$183,067	9
Wachusett	7300	\$179,409	4
Wellesley	5100	\$230,863	6
Westford	5093	\$192,909	12
Weston	2154	\$205,000	1
Wilmington	3391	\$155,000	Interim
Winchester	4500	\$199,565	3
Sudbury/Lincoln-Sudbury*			
-Lincoln-Sudbury	1600	\$194,000	5
-Lincoln	1221	\$195,674	6
-Sudbury	2651	\$197,862	7

**TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT  
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

1-11-18

<b>TASK</b>	<b>RESPONSIBILITIES</b>	<b>DATE(S)</b>
<b>Community Needs Assessment</b>	School Committee determines focus groups/interviews – Admin; Staff; Community/Parents. District schedules and notifies public, etc. NESDEC conducts focus groups/interviews and develops candidate profile	<b>December 2017 / January 2018</b>
Candidate Profile Submitted	SCHOOL COMMITTEE/NESDEC	<b>January 9, 2018</b>
<b>Screening Committee Selection</b> Advertise/Recruit and select members	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	<b>Selection January 11, 2018</b>
<b>Begin Review of Applications (i.e., Application Deadline)</b>	NESDEC	<b>January 19, 2018</b>
<b>1<sup>st</sup> Interview/Selection Workshop with Screening Committee (2-3 hrs.)</b>	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets (Open Meeting)	<b>January 25, 2018 7:00 p.m.</b>
<b>2<sup>nd</sup> Screening Committee Workshop (1-2 hrs.)</b>	Meeting 2: Review applications, affirm interview schedule (Executive Session)	<b>January 29, 2018 7:00 p.m.</b>
Interview Applicants (up to 5 Finalists)	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status)	<b>February 1-12, 2018</b>
Determine candidates to recommend to School Committee by date noted	SCREENING COMMITTEE Candidates listed alphabetically	<b>On/about February 12, 2018</b>
Announce Finalists	SCHOOL COMMITTEE	<b>By February 15, 2018</b>
Finalist Visits and Interviews	SCHOOL COMMITTEE (NESDEC will set up interviews and notify candidates of status) <b>Note: Vacation February 19-23, 2018</b>	<b>February / Early March 2018</b>
Possible Visits to Finalists' Districts	SCHOOL COMMITTEE (NESDEC will set up visits)	<b>Early March 2018</b>
<b>Select Superintendent</b>	SCHOOL COMMITTEE	<b>March 15, 2018 (tentative)</b>

Please note: dates may be subject to change.



11/9/17: First Read

11/16/17: Held from consent agenda - back to policy sub on 12/15/17

1/11/18: Second Read with new policy statement  
IHB  
File: IHB

## PROGRAMS FOR STUDENTS WITH SPECIAL EDUCATION NEEDS

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

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

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

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

REF: Section 504 Policy Statement, File: IHB

Approved:

12/20/17

## Section 504 Policy Statement

Section 504 of the Rehabilitation Act of 1973, typically referred to as "Section 504", is a federal law that prohibits discrimination against students on the basis of disability. Specifically, the law states:

*No otherwise qualified individual with a disability... shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

29 USC § 794

As a recipient of federal funding, the Acton-Boxborough Regional School District must ensure that eligible students with disabilities under Section 504 are not denied access to educational facilities, programs, and opportunities on the basis of their disability.

The District shall not discriminate against any student having a disability, a record of having had a disability, or who is otherwise regarded as having a disability. As required by law, the District shall also attempt to locate and identify each student within the District's jurisdiction who may be an eligible student under Section 504. The District shall evaluate each student identified under Section 504 and provide each eligible student with a FAPE as defined by law.

The District expects its employees to be knowledgeable about its Section 504 procedures. If you have Section 504 questions concerning either current or prospective students, please contact the District's Section 504 Coordinator:

Assistant Superintendent for Student Services  
15 Charter Road  
Acton, MA 01720  
(978) 264-4700 x3265

References: Section 504 of the Rehabilitation Act of 1973  
Title II, Americans with Disabilities Education Act  
ABRSC Policy JB: Equal Educational Opportunities

Approved: TBD

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

Library  
R.J. Grey Junior High School

December 14, 2017  
7:00 p.m.

*Members Present:* Diane Baum, Brigid Bieber, Mary Brolin, Dennis Bruce, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Kathleen Neville (7:05 p.m.), Deanne O'Sullivan, Eileen Zhang (7:15 p.m.)

*Members Absent:* none

*Others:* Marie Altieri (7:40 p.m.), Dawn Bentley, Bill McAlduff, Beth Petr, Dave Verdolino

1. The ABRSC was called to order at 7:02 p.m. by Chairperson Amy Krishnamurthy.
2. **Chairman's Introduction** – *Amy Krishnamurthy*
3. **Public Participation**  
Martha Bethel spoke as an Acton resident and teacher in favor of having the current assistants in her classroom (referring to the possible change for next school year). They help her to differentiate instruction for the various levels of her students and build their self-esteem because their work is recognized. She spoke against requiring assistants to do lunch and recess duty. Corinne Hogseth asked that someone move to change Indigenous Peoples' Day back to Columbus Day. She felt that the vote last year was not well thought out or well received by the community, including at PTO meetings.
4. **Superintendent Search Update** – *Bill McAlduff*
  - 4.1. Press Release, 12/5/17
  - 4.2. Announcement Vacancy Letter/Executive Opportunity
  - 4.3. Focus Group Meetings: *Mon, Dec 18 and Wed, Jan 3- both at 7 p.m. in the JH Library*
  - 4.4. Recommendation for Makeup of Screening Committee – **VOTE**

Mr. McAlduff reviewed the materials in the packet. NESDEC has been distributing the announcement widely through their network. At the last School Committee meeting, it was decided to have 6 focus group meetings, but due to the holidays and school vacation, the subcommittee decided to add a 7<sup>th</sup> focus group, with an additional parent/guardian/community group in January. He referred to the handout brought to the meeting and asked the Committee to take action on the makeup of the Screening Committee. The Committee discussed the proposed recommendation, noting that Amy Krishnamurthy, Diane Baum and Tessa McKinley were chosen as the School Committee members at the previous meeting. Brigid Bieber stated that the proposal was a very balanced group.

Once decided, communication will go out to all stakeholder groups inviting them to submit a letter of interest by January 4, 2018.

Paul Murphy moved, Dennis Bruce seconded and it was unanimously,

**VOTED:** that the ABRSD Superintendent Search Screening Committee consist of 3 School Committee members, 2 Principals/Administrators, 2 Teachers, 1 Acton Boxborough Education Association (ABEA) Representative, 3 Parents/Guardians (at least 1 Elementary, 1 Jr High/High School and 1 of these from Boxborough), 2

Community Members (one from each town) and 1 Special Education Parent Advisory Council (SpEdPAC) representative (Preschool is included in this group).

The Committee discussed how these people could be chosen, referring to the memo. Ultimately the School Committee will vote on all of these members of the Screening Committee at their meeting on January 11, 2018. The Working Group could meet right after the deadline to prepare a proposed slate of members for the vote.

There was consensus that the Senior Leadership Team (SLT), ABEA and SpedPAC stakeholders should decide on their members of the Screening Committee.

Discussion of how to select the community members included:

- The required time commitment should be emphasized to volunteers, including availability between February 1 and 12 for initial interviews.
- Bill McAlduff clarified that he will only participate in the upfront part of this process, along with Beth Petr and NESDEC. Once the Screening Committee is formed, Bill will not be involved in the interviews or much of the process after that point.
- Asking the PTOs to assist in the recommending parent/guardian members was considered, but due to the complexity of having that many different groups (7 PTOs) involved, it was concluded that they probably would not want to take on that responsibility. Several co-chairs agreed. Mr. McAlduff added that typically the subcommittee/working group reviews the parent/community letters of interest and makes the recommendations to the School Committee.
- Drawing volunteer names from a hat was discussed as an option, however concern was expressed that there should be some diversity (in a number of ways) in the group, if the applicant mix provides the opportunity. Mary Brolin spoke against a random method of selection because it would not consider talent or experience. Attention would be paid to the desired factors such as members' towns and whether they had children at the elementary or Jr High/High School level.

Amy Krishnamurthy confirmed the consensus that the working group subcommittee will make this decision based on who volunteers.

4.5. Draft Minutes of 11/28/17 Superintendent Search Planning Subcommittee Meeting

<http://www.abschools.org/home/superintendent-search>

4.7. Take the survey at <https://www.surveymonkey.com/r/QDDTZVT> by Dec 20 at noon

5. **School Start Times Final Recommendation – Possible VOTE – Bill McAlduff, Marie Altieri**

Marie Altieri outlined the extensive work that has been done on this topic over the past two and a half years. Overwhelming feedback has been received in support of single tier busing for our elementary students and having later start times for our junior high and high school students. This has remained true after the additional costs were presented last year. The comment often heard has been “It is best for kids.”

Mr. McAlduff explained that they are still considering what the best end time of the school day should be. There was a discussion of our school field schedules including the multiple multi-year agreements with sport groups such as those using the Lower Fields that must be honored. Use of those fields at certain hours cannot be negotiated at this time due to those contracts. AB's participation in the Dual Country League was also discussed.

The proposed Start Time recommendation was described as a very positive first step. The administration tried to get to an 8:30 a.m. start but right now, the High Start at 8:07 and

Junior High at 8:00 is best for the District. After a couple of years of monitoring how it is working and what other districts are doing, if there is a belief that the start time should be pushed back further, then it can be considered, but it is an incremental process according to the Superintendent.

Committee members appreciated this first step. Deanne O'Sullivan suggested that after the High School schedule changes, the length of the day at AB should be reconsidered. It is currently 6 hours, 50 minutes which is longer than other schools. She likes what Weston is doing. She would also like to see elementary students start before the older students. Mary Brolin agreed about a later start eventually for the Junior High/High School. She advocated for staying strict about before school activities and not moving afternoon activities into the morning now. Brigid Bieber agreed about reevaluating in the future. She believes it is important to look at what School Choice is costing the District for busing so it can be quantified. School Committee needs to understand this to make informed decisions going forward. Eileen Zhang hopes a traffic study can be done for the new Junior High/High School start times because it could increase traffic on route 111. Mr. McAlduff appreciated that point adding that there is still a lot of planning and logistics to consider, including traffic patterns. Diane Baum emphasized the critical importance of kids getting more sleep. This change will help reduce their sleep deficit but she wants it to go further. Amy Krishnamurthy completely agreed.

Paul Murphy moved and Deanne O'Sullivan seconded the motion:

**MOTION:** that for the start of the 2018-2019 school year, the ABRSD adopt the same school start times for all 6 elementary schools by going to a single tier elementary level bus routing system, AND that the starting times of all schools be adjusted based on the following model: High School operates from 8:07 am to 2:47 pm, the Jr High from 8:00 am to 2:36 pm and all elementary schools from 8:50 am to 3:20 pm.

A member of the public stated that this was her first time at a School Committee and it was because the sleep issue is very close to her heart. She would like to see a 9 a.m. start and urged the Committee to focus on important topics like this. She stated that sports and after school activities are great but should not be driving these decisions.

**The Committee VOTED and unanimously approved the motion.**

6. **Before & After School Funding – VOTE** – *Bill McAlduff, Marie Altieri*

6.1. Memo and Slides

In September of 2016, the School Committee approved a goal of examining school funding at the elementary level. At meetings in June and October of this year, the Committee was presented with recommendations and discussed options. The Superintendent requested a decision by the Committee so the administration can implement changes for September 2018. He emphasized the importance of being very clear and firm about what is being proposed. For example, he stated that the Douglas Drop In Program has been very successful and they will not change it. The Administration understands and appreciates how dedicated each school's families are to their programs. While the Administration wants to keep the programs vibrant, they must also work within the rules (Slide 3).

One change from October is that if a school has 3 classes at a grade level, they could hire 3 people for 12 hours/week each or hire 2 people for 18 hours/week each. This flexibility was provided based on feedback that some schools currently have 18 hour assistants and they do not want to lose them if they could only now work for 12 hours. PTOs may still fund assistants as in the past, despite some discussion on that topic during the past year.

Paul Murphy asked about the issue raised at the beginning of the meeting, the objection to assistants being required to do lunch and recess duties in the new recommendations. Marie Altieri responded that over the past year, the Administration heard different feedback from different schools about this. They spoke with faculty members and the Senior Leadership Team extensively in the spring and fall. Some schools have always had assistants do this and others have not. This is a transition so it may or may not work well. The Administration understands that there is anxiety for some schools about this, but it is part of the agreement and they will work with staff on it. Deanne O'Sullivan added that the recommendation is based on what other districts do as well. Aides that do lunch and recess as well as assist in the classrooms really get to know the kids, which can be very advantageous, although it is two hours less in the classroom and some people may not want to do the job because of that. Deanne appreciated the time that she has spent talking about it with Marie and Bill and the PTO co-chairs. She believes that it is best for our district to do this.

Mary Brolin noted that it is not School Committee purview to decide how assistants are used, so if midyear it does not seem to be working, the Administration could change it without the Committee's approval. Diane Baum appreciated the longstanding tradition of providing assistants to teachers, and will support the recommendation, but she feels that spending a million dollars on uncertified staff is crazy. Marie pointed out that these are regular education classroom reading and math assistants. Dennis Bruce commented that the Committee tried to tackle this issue 6 years ago in 2011 but the difference now is that the principals are onboard and are still being give some flexibility.

Dennis Bruce moved, Brigid Bieber seconded the motion:

**MOTION:** that

- The Extended Day programs will continue to be available in each elementary school building and the Administration building, and
- Beginning with the 2018-2019 school year, Community Education will administer these programs.

Douglas PTO co-chair Tracey Zachary appreciated that the drop in option will Douglas stay, and asked for clarification of where PTO funding can be spent. Marie explained that the rules are that PTOs may fund noncertified and non-benefited staff. Marie also confirmed that the Administration's recommendation includes assistants doing lunch and recess duty, but it is not part of the Committee's actual vote.

**The Committee VOTED and unanimously approved the motion.**

7. **FY19 School Calendar** – Second Read – **VOTE** - *Marie Altieri*

7.1. Proposed Calendar

Stating that it is the Committee's job to make decisions based on the community, Deanne O'Sullivan suggested that they return to Columbus Day and do a survey to see what the community would like to call the holiday on the school calendar.

Deanne O'Sullivan moved, Dennis Bruce seconded and it was:

**VOTED and Approved:** to move Indigenous Peoples' Day to Columbus Day on the 2018 -2019 calendar.

IN FAVOR: Baum, Bruce, Murphy, O'Sullivan, Zhang (12 ½)

OPPOSED: Bieber, Brolin, Krishnamurthy, Neville (5 ½)

ABSTAINED: McKinley, Minkin

Katie Neville pointed out that the Committee received a petition for Diwala to be added as a day off, but they did not decide to have no school that day. The Committee had a lengthy

discussion about how the district could or should recognize religious holidays given our diverse community. Points were made that:

- Decisions cannot support any one religious holiday over another, although having the two Jewish holidays and Good Friday off appear to some to be doing that.
- Decisions should be driven by the Administration and the ability to hold a meaningful day of education for students. The Committee must make informed decisions.
- A parent spoke in support of having Diwali as a holiday on the school calendar, as Lexington does, because she felt it would create curiosity for students and parents. Diwali is the largest religious holiday for Indians. She did a petition and in 2 days gathered 199 signatures. She felt that listing the date and having no school would be a step of embracing the school community and diversity.
- The two Jewish holidays and Good Friday have been no school days for a number of years at AB because surveys have shown that the district would have high attendance issues (students and staff) on those days, preventing effective teaching.
- Members like seeing numerous major holidays listed on the calendar, even if there is school on those days, although it must be balanced with being a readable calendar.

Dennis Bruce moved, Maya Minkin seconded the motion:

**MOTION**: to approve the fiscal year 2019 calendar as amended.

Diane Baum asked if a subcommittee should be formed to study the holidays question. It was agreed that major holidays should be listed on the calendar or a separate page that goes with it, similar to Westford's school calendar. Beth Petr explained that a list was included in the past but the State no longer offers this page. A link to an interfaith list is included, as has been done in the past. Amy offered to assist with compiling a list.

**The Committee VOTED and approved the motion:**

IN FAVOR: Baum, Bieber, Brolin, Bruce, Krishnamurthy, McKinley, Minkin, Murphy, O'Sullivan, Zhang

OPPOSED: Neville

**8. FY19 ABRSD Preliminary Budget Presentation – Bill McAlduff, Marie Altieri, Dave Verdolino (9:05)**

8.1. Memo and attachments

8.2. Slides

As Mr. McAlduff began the two month process that would lead to approval of a budget for the 2018-2019 school year, he thanked the administrators and budget subcommittee for their efforts and support and especially Marie Altieri and Dave Verdolino. Guidelines and assumptions were reviewed. E&D usage was proposed at the historical appropriation of \$200,000 including transition year usage of \$575,000 for single tier busing. The preliminary budget represents a total increase of 4.0% from the FY18 approved budget for a total of \$89,566,023. This is driven by salaries (\$350,000 of this is due to the shift of additional classroom assistant funding into the operational budget), student transportation, employee related fringe benefits and an increase in capital spending to \$1million. The salary expense includes the addition of 4.4 staff FTE's to improve class sizes to meet School Committee guidelines and address positions deferred from previous years.

Mary Brolin noted that the string group that played the previous night at the High School was terrific, as well as the chorus and band. She stated that the string addition has been a great investment for our students.

**9. School Building Committee Update – Mary Brolin**

- 9.1. Special 12/4/17 Town Meeting Results
  - 9.1.1. Acton Town Meeting Slides and Handout
  - 9.1.2. Boxborough Town Meeting Slides and Handout

9.2. Next Steps

Mary Brolin thanked everyone who attended the Special Town Meeting and contributed to the strong approval of the Building Project warrant article. The MSBA will vote on February 15th to approve our Feasibility Agreement, The Project Manager probably won't be hired until the end of March or early April, and the Project Designer in April or May. The next Building Committee meeting will be in January.

10. **Subcommittee Reports**

- 10.1. **Budget Subcommittee – Brigid Bieber (oral)**

The meeting on 12/8/17 was a prep for Special Town Meeting. The next meeting is Jan 12.

11. **School Committee Member Reports**

- 11.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy, Paul Murphy*

- 11.1.1. Minutes of 11/30/17 meeting

- 11.2. Acton Board of Selectmen –

Diane Baum and Paul Murphy will replace Eileen Zhang as this important liason. A replacement was requested by Eileen due to her schedule.

12. **Consent Agenda**

Amy Krishnamurthy read each item asking members to request a hold on any item they wished to remove from the Consent Agenda and vote separately. There were no holds.

- 12.1. **Statement of Warrants & Approval of Minutes**

- 12.1.1. Minutes of 11/20/17 and 11/17/17

- 12.2. **Donations to our Schools – Bill McAlduff**

- 12.2.1. Recommendation to Approve \$5,000 Donation from Littleton Electric Light and Water Department to Blanchard School – **VOTE**

- 12.2.2. Recommendation to Approve \$1,000 Donation from Dassault Systems Solidworks Corp to Acton-Boxborough Parent Involvement Project (PIP) STEM – **VOTE**

- 12.2.3. Recommendation to Approve \$2,000 grant donation from the AB Regional PTSO to offset the cost of 7<sup>th</sup> graders' folders at RJ Grey JHS – **VOTE**

Paul Murphy moved, Dennis Bruce seconded and it was unanimously,

**VOTED:** to approve the consent agenda as proposed including: Approval of a \$5,000 Donation from Littleton Electric Light and Water Department to Blanchard School with gratitude, Approval of a \$1,000 Donation from Dassault Systems Solidworks Corp to Acton-Boxborough Parent Involvement Project (PIP) STEM with gratitude, and Approval of a \$2,000 grant donation from the AB Regional PTSO to offset the cost of 7<sup>th</sup> graders' folders at RJ Grey JHS with gratitude .”

13. **FYI**

Mr. McAlduff highlighted Kate Crosby's "Leading by Example Award" from the Executive Office of Energy & Environmental Affairs for promoting clean energy and environmental initiatives, noting that this is a unique position in a school district. Kate was congratulated.

The ABRSC adjourned at 9:57 p.m.

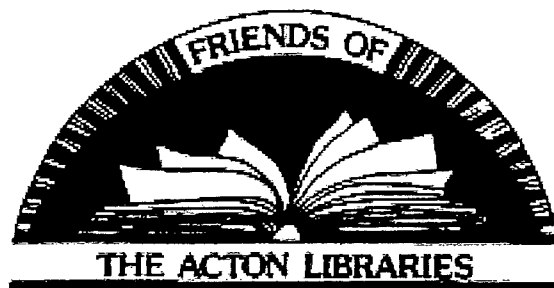
Respectfully submitted,

Beth Petr

List of Documents Used: List of warrants, Superintendent's memo regarding the Superintendent Search Screening Committee, see agenda



11.2.1



December 14, 2017

Dr. William H. McAlduff, Jr  
Superintendent of Schools  
Acton Boxborough Regional Schools  
16 Charter Road  
Acton, MA 01720

Dear Dr. McAlduff:

The Board of the Friends of the Acton Libraries is once again pleased to present you with our annual gift to the Acton Boxborough Regional School District.

This year we are presenting a check for \$16,000 to the libraries. As always, we ask that the funds be used at the librarian's or media specialist's discretion to support print, online, or equipment purchases.

With kind regards,

Paula Walsh, Clerk  
Board of Trustees  
Friends of the Acton Libraries



**Raymond J. Grey Junior High School**  
16 Charter Road, Acton, Massachusetts 01720-2995  
(978) 264-4700 x3303 FAX (978) 264-3343  
**Andrew Shen, Principal**

11.2.2  
**Acton-Boxborough Regional School District**  
**James Marcotte, Assistant Principal**  
**Allison Warren, Assistant Principal**  
**David Lawrence, Assistant Principal**

Date: December 4, 2017  
To: Acton-Boxborough Regional School Committee  
William McAlduff, Superintendent of Schools  
From: Andrew Shen, RJ Grey Principal  
Re: Gift from Mark Lawrence Photographers, Inc.

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Dear Bill,

We would like the School Committee to accept a gift of 2,000.00 from our school photographers - Mark Lawrence Photographers, Inc. This gift is given to support student activities for the 2017-2018 school year.

Please let me know if you have any questions.

Regards,

Andrew Shen



*Acton-Boxborough Regional School District*

Blanchard Memorial School  
493 Massachusetts Avenue  
Boxborough, MA 01719  
978-263-4569

<http://blanchard.abschools.org>



11.2.3

MR. DANA LABB, PRINCIPAL

[dlabb@abschools.org](mailto:dlabb@abschools.org)

DR. KAREN TOWER, ASST. PRINCIPAL

[ktower@abschools.org](mailto:ktower@abschools.org)

MS. KATHY BOWER, ADM. ASST.

[kbower@abschools.org](mailto:kbower@abschools.org)

MS. GAIL KESSLER-WALSH, GUIDANCE COUNSELOR

[gwalsh@abschools.org](mailto:gwalsh@abschools.org)

TO: Bill McAlduff, Superintendent of Schools

FROM: Dana Labb, Principal

DATE: 12/19/17

RE: Donation from Cain Electric

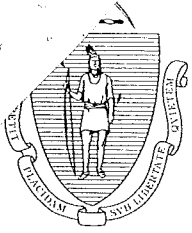
The Blanchard Memorial School has been notified by Cain Electric of their donation in the amount of \$1,000 for the Blanchard Library.

We ask that you and the Acton-Boxborough Regional School Committee please approve this generous donation which will be used to purchase books specifically for the school library.

We are extremely grateful to Cain Electric for their donation in support of our school.

Thank you.

Dana Labb  
Principal



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

#33

ONE ASHBURTON PLACE  
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY  
ATTORNEY GENERAL

(617) 727-2200  
www.mass.gov/ago

January 8, 2018

OML 2018 – 1

Peter Ebb, Esq.  
Ropes & Gray, LLP  
Prudential Tower, 800 Boylston Street  
Boston, MA 02199

**RE: Open Meeting Law Complaint**

Dear Attorney Ebb:

This office received a complaint from Steven Ballard, Esq., dated October 20, 2017, alleging that the Acton-Boxborough Regional School Committee (the "Committee") violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaint was originally filed with the Committee on August 10, 2017, and you responded by e-mail on behalf of the Committee on August 30, 2017. In his complaint, Attorney Ballard alleges that the Committee violated the Open Meeting Law by deliberating outside of a noticed meeting.

Following our review, we find that the Committee did not violate the Open Meeting Law. In reaching a determination, we reviewed the original complaint, the Committee's response, and the request for further review filed with our office. We also reviewed an e-mail sent by Committee chair Amy Krishnamurthy to the other Committee member on July 23, 2017.

FACTS

We find the facts as follows. The Committee is an eleven-member public body, consisting of seven members from Acton and four members from Boxborough. Pursuant to the regional school agreement between the two towns, a quorum of the Committee consists of no fewer than four members from Acton and no fewer than two members from Boxborough. Prior to the events at issue in this letter, conflict arose between the complainant and the Committee members. Part of this conflict involved statements and social media posts that members of the Committee considered to be threatening.

On July 23, 2017, Committee chair Amy Krishnamurthy sent an e-mail to all other Committee members. The e-mail summarized a conversation that she and another Committee member had with the Acton deputy police chief concerning the communication that the Committee members perceived as threatening. The e-mail described certain procedures and



actions recommended by the deputy chief to avoid or mitigate allegedly threatening situations, including a request that a police detail be present at future Committee meetings. It does not appear that any Committee members responded to this e-mail.

### DISCUSSION

The Open Meeting Law was enacted “to eliminate much of the secrecy surrounding deliberations and decisions on which public policy is based.” Ghiglione v. School Committee of Southbridge, 376 Mass. 70, 72 (1978). Thus, the law requires that meetings of a public body be properly noticed and open to members of the public, unless an executive session is convened. See G.L. c. 30A, §§ 20(a)-(b), 21. The Open Meeting Law defines a “meeting” as “a deliberation by a public body with respect to any matter within the body’s jurisdiction.” G.L. c. 30A, § 18. “Deliberation” is defined, in relevant part, as “an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body *on any public business within its jurisdiction.*” Id. (emphasis added). A one-way communication from one public body member to a quorum on business within a body’s jurisdiction is deliberation, even if no other members respond. See OML 2015-33.<sup>1</sup>

Here, the complaint alleges that Ms. Krishnamurthy’s July 23, 2017 e-mail to the Committee reporting on her conversation with the Acton Police Department constituted improper deliberation outside of a noticed meeting. In response, the Committee argues that this was not a matter of “public business within its jurisdiction” for purposes of the Open Meeting Law. We therefore consider whether the matter discussed in the July 23, 2017 e-mail indeed falls within the Committee’s charge. We have found in previous determination letters that a discussion was outside a body’s jurisdiction where it concerned purely interpersonal dynamics, see OML 2011-38, a completed decision over which the body had no further authority, see OML 2017-88, and political statements on matters not like to come before the body, see OML 2014-135.

Based on the foregoing, we now conclude that a topic falls outside the scope of a body’s jurisdiction where:

- (i) It does not involve the public body’s exercise of governmental business, policy, or administration;
- (ii) it relates to personal matters, such as the safety and well-being of public body members and/or their families; and
- (iii) collective action by the body, such as taking a vote, is not anticipated on the topic.

Our review of the e-mail showed that the Committee members’ conversation with the police concerned alleged threats.<sup>2</sup> We conclude that where, as here, a communication concerns only what the Committee members believe to be threats to their personal safety, that communication is not within the Committee’s jurisdiction. While we do not take a position on whether the complainant in fact threatened the Committee members, it is clear from the record

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<sup>1</sup> Open Meeting Law determinations may be found at the Attorney General’s website, [www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting).

<sup>2</sup> We note that, if the Committee wished to discuss this matter outside of public view, the conversation may have also been appropriate for discussion in executive session pursuant to G.L. c. 30A, § 21(a)(4) (discussion of the deployment of security personnel, such as police) and/or § 21(a)(5) (discussion of the referral of criminal misconduct to law enforcement).


before us that the Committee members believed the complainant to have communicated a threat of some nature. We find that the communication at issue here fell outside the Committee's jurisdiction and that, therefore, the chair's July 23, 2017 e-mail therefore did not violate the Open Meeting Law.

Despite the foregoing, we note our general concern in the practice of using e-mail to communicate between and among a quorum. While we find that the Committee did not improperly deliberate in the present case, public body members should avoid email communications between and among a quorum except for the narrow reasons permitted by the Open Meeting Law.

#### CONCLUSION

For the reasons stated above, we find that the chair's July 23, 2017 e-mail did not violate the Open Meeting Law. We now consider the complaint addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with our office or the Committee. Please feel free to contact the Division at (617) 963 - 2540 if you have any questions.

Sincerely,



Kevin W. Manganaro  
Assistant Attorney General  
Division of Open Government

cc: Steven Ballard, Esq.  
Acton-Boxborough Regional School Committee

**This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.**



**OPEN MEETING LAW COMPLAINT FORM**

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

~~#33~~ Rec'd 8/10/17  
#33 due 8/30/17 ✓  
2018-1

Please note that all fields are required unless otherwise noted.

**Your Contact Information:**

First Name: Steven Last Name: Ballard

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

City: Wellesley State: MA Zip Code: 02481

Phone Number: 7815912750 Ext. \_\_\_\_\_

Email: sballard@stevenballard.com

Organization or Media Affiliation (if any): \_\_\_\_\_

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

(For statistical purposes only)

Individual       Organization       Media

**Public Body that is the subject of this complaint:**

City/Town       County       Regional/District       State

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

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

Date of alleged violation: July 23, 2017

**Description of alleged violation:**

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

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

Amy Krishnamurthy, Chair of the Acton-Boxborough Regional School Committee, sent an email to the entire School Committee expressing opinions on matters that could come before it for deliberation in an open public meeting on July 23, 2017. A member of a public body may email other members on a matter within the jurisdiction of the public body so long as it does not reach a full quorum of the Committee; otherwise it can only be communicated in a duly noticed public meeting. G.L.c. 30A, Sections 18, 20.

An email sent by one member to a quorum of a public body, such as this, expressing an opinion on a matter within the jurisdiction of that public body, must occur in a duly noticed public meeting. G.L. c. 30A Section 18. This was not just a notice scheduling a meeting, or a report or document to be discussed at a meeting, but it was actually an opinion expressed on a matter which could and should be discussed by a quorum of the Committee in a duly scheduled and noticed meeting. G.L. c. 30A Section 18. Such an email by one member to a quorum expressing an opinion on a matter within the Committee's jurisdiction is considered a deliberation (which should only have occurred in a duly noticed meeting) even if no one responds. See OML 2016-104.

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

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

Assess a fine of \$1,000.00 for what was an intentional violation by the Committee Chair. This Chair had led others in chastising and bullying another member of the Committee, throughout much of a meeting the previous month for the same kind of one-way communication. This current violation was intentional by the Committee Chair, and motivated by an intention to deceive the rest of the Committee, after she had filed a false police report against a member of the community the day before.

**Review, sign, and submit your complaint**

**I. Disclosure of Your Complaint.**

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

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

**II. Consulting With a Private Attorney.**

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

**III. Submit Your Complaint to the Public Body.**

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

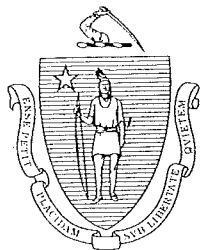
By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Steven R. Ballard

Date: August 10, 2017

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





THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE  
BOSTON, MASSACHUSETTS 02108

#32

MAURA HEALEY  
ATTORNEY GENERAL

(617) 727-2200  
www.mass.gov/ago

January 8, 2018

OML 2018 – 2

Peter Ebb, Esq.  
Ropes & Gray, LLP  
Prudential Tower, 800 Boylston Street  
Boston, MA 02199

**RE: Open Meeting Law Complaint**

Dear Attorney Ebb:

This office received a complaint from Steven Ballard, Esq., dated October 24, 2017, alleging that the Acton-Boxborough Regional School Committee (the “Committee”) violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaint was originally filed with the Committee on August 10, 2017, and you responded by e-mail on behalf of the Committee on August 30, 2017. In his complaint, Attorney Ballard alleges that the Committee violated the Open Meeting Law by deliberating outside of a noticed meeting.

Following our review, we find that the Committee violated the Open Meeting Law as alleged in the complaint. In reaching a determination, we reviewed the original complaint, the Committee’s response, and the request for further review filed with our office. We also reviewed a memorandum sent by Committee chair Amy Krishnamurthy to the other Committee members on July 25, 2017. We spoke with the Committee’s legal counsel by telephone on November 15, 2017, and we spoke with the complainant by telephone on November 21, 2017.<sup>1</sup> Finally, we reviewed the minutes of a Committee meeting held on July 26, 2017.

FACTS

We find the facts as follows. The Committee is an eleven-member public body, consisting of seven members from Acton and four members from Boxborough. Pursuant to the regional school agreement between the two towns, a quorum of the Committee consists of no fewer than four members from Acton and no fewer than two members from Boxborough.

On July 14, 2017, in response to a request, the Committee provided an Acton resident with redacted minutes of two executive sessions held on April 26 and May 2, 2017. While the specifics of what followed are in dispute, on or about July 20, 2017, unredacted copies of the

<sup>1</sup> For the sake of clarity, we refer to you in the third person.



same executive session minutes were distributed and published by local media. The Committee stated to our office that it never provided unredacted copies to anyone.

On July 21, 2017, the Committee chair issued a statement on behalf of the Committee condemning the release of unredacted executive session minutes. On July 25, 2017, the chair sent a memorandum to all other Committee members concerning the release of the unredacted executive session minutes. This memorandum summarized the timeline of events and included a copy of the statement made by the chair on behalf of the Committee. The memorandum then described events preceding the release of the minutes. During this period, a group of citizens had demanded a meeting with certain specific Committee members. The memorandum called this an “ultimatum.” Finally, the memorandum stated that the Committee would not comment further on or answer questions about the unredacted minutes.

The Committee held a meeting on July 26, 2017, the day following the issuance of the memorandum. As the first order of business, the chair read the July 25, 2017 memorandum. She then stated that there would be no further discussion on the issue.

### DISCUSSION

The Open Meeting Law was enacted “to eliminate much of the secrecy surrounding deliberations and decisions on which public policy is based.” Ghiglione v. School Committee of Southbridge, 376 Mass. 70, 72 (1978). Thus, the law requires that meetings of a public body be properly noticed and open to members of the public, unless an executive session is convened. See G.L. c. 30A, §§ 20(a)-(b), 21. The Open Meeting Law defines a “meeting” as “a deliberation by a public body with respect to any matter within the body’s jurisdiction.” G.L. c. 30A, §18. “Deliberation” is defined, in relevant part, as “an oral or written communication through any medium, *including electronic mail*, between or among a quorum of a public body on any public business within its jurisdiction.” Id. (emphasis added). The definition of “deliberation” does not include “the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.” Id. A one-way communication from one public body member to a quorum on business within a body’s jurisdiction is deliberation, even if no other members respond. See OML 2015-33.<sup>2</sup>

Here, the complaint alleges that the July 25, 2017 memorandum distributed by e-mail violated the Open Meeting Law. We agree. The memorandum is a communication to all Committee members on a topic of concern to the Committee. In its response, the Committee contends that, because the chair was merely making the Committee members aware of the statement she had released on July 21, 2017, the memorandum was not deliberation within the meaning of the Open Meeting Law.<sup>3</sup> Indeed, we have stated in prior determinations that documents meant for discussion at the upcoming meeting may be distributed to all public body members if they do not include substantive opinions on public body business. See OML 2015-98. The memorandum at issue here, however, goes further than a mere recitation of facts, laying out the chronology of the underlying events and stating that the Committee’s position was not to

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<sup>2</sup> Open Meeting Law determinations may be found at the Attorney General’s website: [www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting).

<sup>3</sup> To the extent that the complaint alleges that the chair was not authorized to make this statement on the Committee’s behalf, we note that this allegation, even if true, would not violate the Open Meeting Law. See OML 2017-148, Fn. 2 (the Division does not investigate allegations outside the scope of the Open Meeting Law).


entertain questions on the matter. In essence, the memorandum rebuts comments in the community critical of the Committee's actions. We conclude that the memorandum was substantive communication on Committee business and that, therefore, its distribution constituted "deliberation" outside a meeting in violation of the Open Meeting Law.

CONCLUSION

For the reasons stated above, we find that the Committee violated the Open Meeting Law. We order the Committee's immediate and future compliance with the law, and we caution that similar future violations may be considered evidence of intent to violate the law. Because the July 25, 2017 memorandum has already been provided to the complainant, and because its contents were discussed during the Committee's July 26, 2017 meeting, we order no additional relief.

We now consider the complaint addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with our office or the Committee. Please feel free to contact the Division at (617) 963 - 2540 if you have any questions.

Sincerely,

  
Kevin W. Manganaro  
Assistant Attorney General  
Division of Open Government

cc: Steven Ballard, Esq.  
Acton-Boxborough Regional School Committee

**This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.**



# OPEN MEETING LAW COMPLAINT FORM

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

#32 Rec'd 8/10/17

2018-2

due 8/30/17 ✓

Please note that all fields are required unless otherwise noted.

## Your Contact Information:

First Name: Steven Last Name: Ballard

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

City: Wellesley State: MA Zip Code: 02481

Phone Number: 7815912750 Ext. \_\_\_\_\_

Email: sballard@stevenballard.com

Organization or Media Affiliation (if any): \_\_\_\_\_

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

(For statistical purposes only)

Individual

Organization

Media

## Public Body that is the subject of this complaint:

City/Town

County

Regional/District

State

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

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

Date of alleged violation: July 25-26 2017

**Description of alleged violation:**

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

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

Amy Krishnamurthy, Chair of the Acton-Boxborough Regional School Committee, produced a substantive statement on behalf of the entire School Committee expressing opinions on matters that could come before it for deliberation in an open public meeting on July 25, 2017. But she had no authority to act by herself, or with less than a quorum, on her own to make her own decision on a matter within the jurisdiction of the entire Committee, as individual members have no such authority to act for the whole Committee absent a vote by that entire body to authorize her to do so.

The Chair then compounded the problem of having acted unilaterally to write the statement for the Committee, by then sending it that same day to the entire Committee, a day before a public meeting on July 26, 2017. But she did not just send that as a report for the Committee to review and deliberate on. Instead, she had the report released as the first item on the agenda (already previously set on July 23), on the morning of July 26, with no deliberation, discussion or vote. Instead, the report she had drafted outside of a public meeting, and then sent to a quorum, thus constituting a deliberation, as it was expressing an opinion on a matter before the jurisdiction of the Committee, was finally read out loud and released at that public meeting without any deliberation or discussion by the public body. A member of a public body may email other members on a matter within the jurisdiction of the public body so long as it does not reach a full quorum of the Committee; otherwise it can only be communicated in a duly noticed public meeting. G.L.c. 30A, Sections 18, 20.

An email sent by one member to a quorum of a public body, such as this, expressing an opinion on a matter within the jurisdiction of that public body, must occur in a duly noticed public meeting. G.L. c. 30A Section 18. This was not just a notice scheduling a meeting, or a report or document to be discussed at a meeting, but it was actually an opinion expressed on a matter which could and should be discussed by a quorum of the Committee in a duly scheduled and noticed meeting. G.L. c. 30A Section 18. Such a statement prepared by her on behalf of the whole Committee, as to alleged facts and allegations about community members related to the release of unredacted minutes, and attempts by local citizens to meet with members of the Committee, was actually the expression of an opinion by one member to a quorum expressing an opinion on a matter within the Committee's jurisdiction, and was thus considered a deliberation (which should only have occurred in a duly noticed meeting) even if no one responds. See OML 2016-104.

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

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

Assess a fine of \$1,000.00 for each intentional violation by the Chair, who had led others in chastising and bullying another member of the Committee, throughout much of a meeting the previous month for the similar one-way communication. These violations were intentional, motivated by a desire to mislead the public with her own self-serving statement full of false accusations against some community members, and thus depriving the Committee of its deliberative role to make its own statement.

**Review, sign, and submit your complaint**

**I. Disclosure of Your Complaint.**

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

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

**II. Consulting With a Private Attorney.**

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

**III. Submit Your Complaint to the Public Body.**

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

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

Signed: Steven R. Ballard

Date: August 10, 2017

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



December 14, 2017

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

Dear Mr. William McAlduff,

Times for schools are always challenging, so I am pleased to once again give back to schools in communities where we provide services. Enclosed is our contribution for the Acton-Boxborough Regional School District. This contribution is made by Lueders Environmental, Inc. We are a lawn care and tree/shrub care company committed to responsible, science-based environmental approaches and attentive customer service. It is made on behalf of our Acton/Boxborough clients. Please use these funds in any way you deem appropriate.

This annual contribution is our way of thanking our clients in your town who have been kind enough to continue their services with us each year. Contributing to Acton/Boxborough's School Department is one way we can give back to your community for considering us the company of choice.

Sincerely,

Michael Lueders  
President

MEL/jkl  
Enclosure

**CONCORD AREA SPECIAL EDUCATION COLLABORATIVE**  
**120 Meriam Road, Concord, Massachusetts 01742**  
**Telephone: 978-318-1534**

**TO:** Jeff Wulfson  
Acting Commissioner of Elementary and Secondary Education

**cc:** Office of Regional Governance,  
Massachusetts Department of Education  
Board of Directors, CASE Collaborative

**FROM:** Sanchita Banerjee, Ed.M., C.A.G.S.  
Executive Director, CASE Collaborative

**DATE:** December 8, 2017

**RE:** FY17 CASE Collaborative Annual Report

The following report is being submitted pursuant to MGL Chapter 40, Section 4E. This report addresses the operation of the collaborative for the fiscal year beginning on July 1, 2016 and ending on June 30, 2017.

CASE Collaborative services continue to fall in three main areas: transportation; programs for low-incidence special education programming housed in member district schools; and an alternative high school (Colebrook High School) which is housed on the campus of the Acton-Boxborough Regional School District. In addition, our districts and programs are supported by our adaptive technology support team (CETT) as well as our professional development strand for special education offered in collaboration with the EDCO and LABBB Collaboratives.

An emphasis throughout DESE has been the promulgation of inclusive practices. The CASE model of the past forty years has been groundbreaking in its ability to provide exemplary programming for students with special needs within our public school facilities. Absent CASE, the majority of the students we serve would be placed in private placements where there would be little, if any, opportunity to interact with their mainstream peers. Further, because we are an agent of the districts, we are fully cooperative in working with our member districts in returning them to their home districts where practical and appropriate.

CASE special education classes are comprised of four separate strands: developmental disabilities; multiple developmental disabilities (including medically fragile); autism spectrum disorders; and the social/emotional disability strand.

A major component of our social/emotional strand is Colebrook High School, which serves

approximately twenty five to thirty students residing in both member and non-member communities. Colebrook is a therapeutic day program that integrates a counseling/therapy strand with small academic classes that have a highly individualized program. Many of the students attending Colebrook do so within the framework of a 45-day evaluation placement, while others spend multiple years there and eventually earn their high school diploma. Each semester a number of students take a course at Acton-Boxborough Regional High School as part of their course of study.

CASE has managed to keep its tuitions cost below comparable private programs even though our model of providing programs within member districts has some inherent fiscal inefficiencies. The isolation of our programs requires additional travel time between buildings for our therapists and minimizes the economies-of-scale that could otherwise be realized for staffing levels of professional and support staff. Also, in order to provide a continuum of services within a strand there is an occasional classroom that is under enrolled, but must remain in operation. In spite of the challenges, CASE programs remain a strong, cost-effective value as noted in our program comparison cost analysis later in this report.

The challenge of providing the students of our districts a Free and Appropriate Public Education (FAPE) while simultaneously addressing the challenges of providing services in the Least Restrictive Environment (LRE) is one that requires a focused and diligent effort within IEP teams, throughout the school community, across the school district and between districts through their collaboratives. The Executive Directors of collaboratives across the Commonwealth often testify that the students who are now referred to and serviced by collaborative programs are significantly more challenging and complex in their needs than they were in recent history. The reasons for this are both predictable and laudable.

As the number of students with previously low-incidence needs has dramatically increased, so to have the programs for those students initiated by districts. Within the CASE member districts, services that schools have provided for students with severe language needs, students on the autism spectrum, students who require life-skills programs and a host of other LRE initiatives.

As CASE looks to the future there are several areas where we are seeking to both support our districts and expand our program offerings. One of those areas is transitional services for students who have aged out of high school programming. At this point in time, we have opened a program to continue to serve those eligible students currently served by CASE who are aging out of high school programs.

During the 2016-17 school year, CASE Transportation, under the leadership of Mr. Martin Finnegan, provided special education van service to an average of approximately 500 students per day. By coordinating services across each of our ten member towns, CASE Transportation has created an efficiency and economy of scale not typically realized with private vendors.

As a service provider, CASE is incentivized to creatively combine routes that may include students from different towns within our collaborative. This is done regardless of whether the destination is within our CASE communities or beyond the boundaries of member districts. As a result, fewer vehicles and routes are needed than if each town was independently contracting or providing services.



Subsequently, our member districts spend significantly less on special education transportation than they would without the collaborative. Additionally, because the drivers are employees of the collaborative, and therefore indirectly of the districts themselves, there is a high level of accountability and responsiveness to our districts and families; this is the norm of our program.

Another avenue by which the collaborative serves our member districts is the aforementioned assistive technology team. They oversee Assistive Technology (AT) and Augmentative and Alternative Communication (AAC) needs and services for students in CASE classrooms, provide AT and AAC evaluations and consultations to member and non- member districts, and consult as needed to support other member districts' technology needs.

This was also a year where the search for an Executive Directive was undertaken. The Board appointed an Executive Director in March 2017 to begin the role on July 1, 2017.

In closing, the purpose and overall objectives of the collaborative are clearly articulated in Section III of the CASE Agreement.

It reads:

*III. Purpose of Collaborative: The mission of the Collaborative is to maximize the full potential of students with disabilities by promoting academically enriching and supportive environments within inclusive school communities. CASE partners with families and districts in delivering high quality, customizable, efficient, and cost-effective educational programs and services tailored to each student. The purpose of CASE is to jointly conduct regional educational programs and services on behalf of the member school committees. The education programs and services provided by CASE complement and strengthen the school programs of the member school committees and increase educational opportunities for children. The focus of these programs and services includes, but is not limited to, preschool and early childhood programs, elementary and secondary school programs to address the needs of disabled children including, but not limited to, deaf/hard of hearing, blind and deaf/blind children, students on the autism spectrum and students with language- based disabilities, students with developmental disabilities, and programs to address students with emotional/social/behavioral disabilities. CASE also provides consultation services, professional development, and transportation and related services. The overall objectives of the Collaborative are to 1) improve the educational outcomes of students with low-incidence disabilities in the least restrictive environment, and 2) to offer all programs and services in a cost-effective manner.*

I'm pleased to report that the Collaborative has been successful in addressing each of these objectives as evidenced by the data which follows.

Once approved, this report along with our audit for the 2016-17 school year will be posted on our website ([www.casecollaborative.org](http://www.casecollaborative.org))

# Contact Information

CASE Collaborative  
120 Meriam Road  
Concord, MA 01742  
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## CASE Collaborative Annual Report 2017

*See posted report*

**CONCORD AREA  
SPECIAL EDUCATION COLLABORATIVE**

**Annual Financial Statements**

**For the Year Ended June 30, 2017**

**Concord Area Special Education Collaborative**

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*See posted report*



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Manchester, NH  
Greenfield, MA  
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Concord Area Special Education Collaborative  
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Concord, Massachusetts 01742

Dear Board of Directors:

We have audited the financial statements of the Concord Area Special Education Collaborative as of and for the year ended June 30, 2017 and have issued our report thereon dated November 29, 2017. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Collaborative solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

## **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team and others in our Firm have complied with all relevant ethical requirements regarding independence. Safeguards that have been applied to eliminate threats to independence or reduce them to an acceptable level include annual certification by all Firm staff of independence.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Collaborative is included in the notes to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2017. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- Estimated lives and depreciation methods for depreciable assets.
- Net OPEB obligation.

Management's estimates of the above are based on various criteria. We evaluated the key factors and assumptions used to develop these estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. We noted no particularly sensitive disclosures affecting the Collaborative's financial statements.

### **Identified or Suspected Fraud**

We have not identified or obtained information that indicates that fraud may have occurred.

### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

As an added service to the Collaborative, we assisted in compiling the government-wide financial statements, including consolidating various funds into governmental activities, converting to the accrual basis of accounting, and recording all long-term assets, long-term liabilities, and net position classifications. This consolidation and conversion process was based on information from the Collaborative's accounting records.

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Collaborative's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

## **Representations Requested from Management**

We have requested certain written representations from management, which are included in the letter dated November 29, 2017.

## **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

## **Other Significant Matters, Findings or Issues**

In the normal course of our professional association with the Collaborative, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Collaborative's auditors.

## **Other Information in Documents Containing Audited Financial Statements**

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Collaborative's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information (if applicable) and considered whether such information, or the manner of its presentation, was materially inconsistent with the presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the governing body and management of the Collaborative is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Melanson Heath*

November 29, 2017



ACTON-BOXBOROUGH REGIONAL SCHOOLS

2017-2018 Updated October 1 Report: Final actual SMS transmission

Levels	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1				A	
	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot		
Pre-school	89	21	2	112	84	25	2	111																		
<b>Total</b>	<b>89</b>	<b>21</b>	<b>2</b>	<b>112</b>	<b>84</b>	<b>25</b>	<b>2</b>	<b>111</b>																		
K	283	66	5	354	282	67	3	352				0				0									0	
1	296	41	5	342	295	41	7	343				0				0									0	
2	298	63	3	364	297	65	3	365				0				0									0	
3	334	50	5	389	330	52	6	388				0				0									0	
4	361	48	7	416	356	50	9	415				0				0									0	
5	355	59	8	422	354	58	8	420				0				0									0	
6	347	66	8	421	339	69	12	420				0				0									0	
<b>Elem Sub Total</b>	<b>2274</b>	<b>393</b>	<b>41</b>	<b>2708</b>	<b>2253</b>	<b>402</b>	<b>48</b>	<b>2703</b>																		
OOD Pre k-6	16	3	3	22	17	3	0	20				0				0									0	
<b>Elem. Total</b>	<b>2290</b>	<b>396</b>	<b>44</b>	<b>2730</b>	<b>2270</b>	<b>405</b>	<b>48</b>	<b>2723</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
7	407	71	8	486	407	72	7	486				0				0									0	
8	405	68	5	478	406	67	5	478				0				0									0	
<b>J.H.S. Total</b>	<b>812</b>	<b>139</b>	<b>13</b>	<b>964</b>	<b>813</b>	<b>139</b>	<b>12</b>	<b>964</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
9	349	76	4	429	348	75	4	427				0				0									0	
10	367	77	7	451	365	75	7	447				0				0									0	
11	415	74	8	497	422	70	9	501				0				0									0	
12	372	81	9	462	367	76	9	452				0				0									0	
9-12 Ungr.	0	0	0	0	0	0	0	0				0				0									0	
P.G.	1	0	1	2	0	0	0	0				0				0									0	
<b>H.S. Total</b>	<b>1504</b>	<b>308</b>	<b>29</b>	<b>1841</b>	<b>1502</b>	<b>296</b>	<b>29</b>	<b>1827</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Secondary Total</b>	<b>2316</b>	<b>447</b>	<b>42</b>	<b>2805</b>	<b>2315</b>	<b>435</b>	<b>41</b>	<b>2791</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
OOD 7-13	58	12	0	70	60	12	0	72				0				0									0	
<b>Reg. Total</b>	<b>2374</b>	<b>459</b>	<b>42</b>	<b>2875</b>	<b>2375</b>	<b>447</b>	<b>41</b>	<b>2863</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Preschool Total</b>	<b>89</b>	<b>21</b>	<b>2</b>	<b>112</b>	<b>84</b>	<b>25</b>	<b>2</b>	<b>111</b>																		
<b>Elem Total</b>	<b>2290</b>	<b>396</b>	<b>44</b>	<b>2730</b>	<b>2270</b>	<b>405</b>	<b>48</b>	<b>2723</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Secondary Total</b>	<b>2374</b>	<b>459</b>	<b>42</b>	<b>2875</b>	<b>2375</b>	<b>447</b>	<b>41</b>	<b>2863</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Grand Total</b>	<b>4753</b>	<b>876</b>	<b>88</b>	<b>5717</b>	<b>4729</b>	<b>877</b>	<b>91</b>	<b>5697</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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

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

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

Grade	Blanchard					Conant					Douglas					Gates					McCarthy					Merriam					Total	#Sec.	Avg. Size
	ADK	21 AM			Total	ADK	19 AM			Total	ADK	AM			Total	ADK	AM			Total	ADK	AM			Total	ADK	AM			Total			
K	20	19	18	21	78	20	21	19	60	20	18	38	20	21	41	18	20	20	17	75	20	20	20	60	352	18	19.6						
Rm	216	218	221	226	15	1	2	3	3	1	2	0	2	4	1	110	111	112	218	0	131	132	135	1	20								
Gr. 1	21	20	18	59	19	19	18	56	22	22	44	18	19	20	57	21	22	21	64	21	21	21	63	343	17	20.2							
Rm	211	213	215	18	4	5	10	0	3	5	0	3	5	6	1	310	311	312	1	133	231	334	1	21									
Gr. 2	21	20	21	62	22	23	45	21	22	21	64	21	22	22	65	22	21	22	65	21	21	22	64	365	17	21.5							
Rm	217	219	227	3	6	7	0	6	7	8	0	7	8	10	2	301	302	303	2	223	224	234	2	9									
Gr. 3	18	18	19	55	24	23	47	24	24	23	71	24	24	25	73	22	24	24	70	24	24	24	72	388	17	22.8							
25	229	231	245	11	9	17	1	9	10	11	3	9	18	20	1	313	314	315	3	230	330	331	1	20									
Gr. 4	25	25	50	24	24	25	73	24	25	24	73	25	25	50	25	23	25	73	24	24	24	24	96	415	17	24.4							
Rm	243	247	4	8	19	20	3	12	13	14	0	15	19	0	213	214	215	2	233	322	323	335	3	12									
Gr. 5	24	23	22	69	24	23	23	93	23	23	23	69	24	23	47	24	22	24	70	24	24	24	72	420	18	23.3							
Rm	118	128	130	13	14	15	16	18	1	19	20	21	0	11	17	1	210	211	212	3	232	332	333	1	19								
Gr. 6	23	26	25	74	22	23	23	68	24	21	23	68	23	23	23	69	23	23	24	70	24	23	24	71	420	18	23.3						
Rm	108	110	112	7	11	12	13	2	15	16	17	1	12	13	14	0	113	114	115	4	235	321	324	1	15								
				71				10				4			6				15				10	116									
<b>Total</b>	21 Sec. Average 21.3 447					20 Sec. Average 22.1 442					19 Sec. Average 22.5 427					18 Sec. Average 22.3 402					22 Sec. Average 22.1 487					22 Sec. Average 22.6 498					2703	122	22.16

71 Acton residents attend Boxborough

45 Boxborough residents attend school in Acton

Count 10/28/17

October 1st, 2017  
Non-Resident  
Column C Breakdown

Grade	Staff Free	Choice	In	Tuition Choice/ SE	Acton Residents Attending Blanchard	Boxborough Residents attending Acton	Boxborough Staff free	Choice
K	2	1	0	3	15	5	0	1
1	6	1	0	7	18	3	2	1
2	3	0	0	3	3	6	0	0
3	5	1	0	6	11	9	0	1
4	7	2	0	9	4	8	2	2
5	4	4	0	8	13	6	0	4
6	7	5	0	12	7	8	1	5
<b>Elem. Total</b>	<b>34</b>	<b>14</b>	<b>0</b>	<b>48</b>	<b>71</b>	<b>45</b>	<b>5</b>	<b>14</b>
				Total Staff/ Choice/ SE				
7	6	1		7				
8	5	0		5				
<b>Sub Total</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>12</b>				
9	2	2	0	4				
10	3	4	0	7				
11	4	3	2	9				
12	4	4	1	9				
<b>UG</b>				<b>0</b>				
<b>Sub Total</b>	<b>13</b>	<b>13</b>	<b>3</b>	<b>29</b>				
<b>Grand Total</b>	<b>58</b>	<b>28</b>	<b>3</b>	<b>89</b>				

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**Acton-Boxborough Regional School District**  
**October 1, 2017**

<b>Grade</b>	<b>Acton</b>	<b>Boxborough</b>	<b>Non-Resident</b>	<b>Total</b>
K	282	67	3	352
1	295	41	7	343
2	297	65	3	365
3	330	52	6	388
4	356	50	9	415
5	354	58	8	420
6	339	69	12	420
7	407	72	7	486
8	406	67	5	478
9	348	75	4	427
10	365	75	7	447
11	422	70	9	501
12	367	76	9	452
Ungraded				
Post-Grads				
SE				
Other				
<b>Total</b>	<b>4568</b>	<b>837</b>	<b>89</b>	<b>5494</b>

Acton Enrollment	4568
Boxborough Enrollment	837
Total Acton /Boxborough	5405
Acton %	84.51%
Boxborough %	15.49%
Total Percentage	100.00%

\*Non-Residents include: Choice, Staff Children and Tuition-in

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Demographics  
October 1, 2017

School	# of Students	African American/Black		Asian		Hispanic or Latino		Mulit Race Hispanic		Multi Race, Non-Hispanic		Native American		Native Hawaiian or Other Pacific Islander		White	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Carol Huebner	111	8	7.21%	48	43.24%	5	4.50%	1	0.90%	5	4.50%		0.00%	0	0.00%	44	39.64%
<b>Total Preschool</b>	<b>111</b>	<b>8</b>	<b>7.21%</b>	<b>48</b>	<b>43.24%</b>	<b>5</b>	<b>4.50%</b>	<b>1</b>	<b>0.90%</b>	<b>5</b>	<b>4.50%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>44</b>	<b>39.64%</b>
Blanchard	447	7	1.57%	146	32.66%	11	2.46%	4	0.89%	16	3.58%	2	0.45%	0	0.00%	261	58.39%
Conant	442	13	2.94%	277	62.67%	25	5.66%	2	0.45%	16	3.62%	0	0.00%	1	0.23%	108	24.43%
Douglas	427	2	0.47%	93	21.78%	8	1.87%	5	1.17%	30	7.03%	1	0.23%	2	0.47%	286	66.98%
Gates	402	12	2.99%	221	54.98%	18	4.48%	3	0.75%	12	2.99%	2	0.50%	0	0.00%	134	33.33%
McCarthy-Towne	487	17	3.49%	51	10.47%	37	7.60%	10	2.05%	25	5.13%	3	0.62%	0	0.00%	344	70.64%
Merriam	498	11	2.21%	98	19.68%	27	5.42%	4	0.80%	16	3.21%	0	0.00%	1	0.20%	341	68.47%
<b>Total Elementary</b>	<b>2703</b>	<b>62</b>	<b>2.29%</b>	<b>886</b>	<b>32.78%</b>	<b>126</b>	<b>4.66%</b>	<b>28</b>	<b>1.04%</b>	<b>115</b>	<b>4.25%</b>	<b>8</b>	<b>0.30%</b>	<b>4</b>	<b>0.15%</b>	<b>1474</b>	<b>54.53%</b>
JHS	964	22	2.28%	332	34.44%	24	2.49%	10	1.04%	37	3.84%	0	0.00%	0	0.00%	539	55.91%
SHS	1827	37	2.03%	559	30.60%	50	2.74%	9	0.49%	80	4.38%	4	0.22%	0	0.00%	1088	59.55%
<b>Total JHS &amp; SHS</b>	<b>2791</b>	<b>59</b>	<b>2.11%</b>	<b>891</b>	<b>31.92%</b>	<b>74</b>	<b>2.65%</b>	<b>19</b>	<b>0.68%</b>	<b>117</b>	<b>4.19%</b>	<b>4</b>	<b>0.14%</b>	<b>0</b>	<b>0.00%</b>	<b>1627</b>	<b>58.29%</b>
<b>Grand Total</b>	<b>5605</b>	<b>129</b>	<b>2.30%</b>	<b>1825</b>	<b>32.56%</b>	<b>205</b>	<b>3.66%</b>	<b>48</b>	<b>0.86%</b>	<b>237</b>	<b>4.23%</b>	<b>12</b>	<b>0.21%</b>	<b>4</b>	<b>0.07%</b>	<b>3145</b>	<b>56.11%</b>

## Economically Disadvantaged October 1, 2017

School	Number of Students in school	Number of Economically disadvantaged students	% of Economically disadvantaged
Blanchard	447	42	9.40%
Conant	442	48	10.86%
Douglas	427	32	7.49%
Gates	402	59	14.68%
McCarthy-Towne	487	62	12.73%
Merriam	498	45	9.04%
<b>Total Elementary</b>	<b>2703</b>	<b>288</b>	<b>10.65%</b>
		%	
JHS	964	86	8.92%
SHS	1827	155	8.48%
<b>Total JHS &amp; SHS</b>	<b>2791</b>	<b>241</b>	<b>8.63%</b>
<b>Grand Total</b>	<b>5494</b>	<b>529</b>	<b>9.63%</b>

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# Count Comparison 2015-2017

Oct. 1, 2015					Oct. 1, 2016				Oct. 1, 2017			
Levels	A	B	C	Tot	A	B	C	Tot	A	B	C	Tot
<i>Preschool</i>	95	30	2	127	82	31	3	116	84	25	2	111
<b><i>Preschool Total</i></b>	<b>95</b>	<b>30</b>	<b>2</b>	<b>127</b>	<b>82</b>	<b>31</b>	<b>3</b>	<b>116</b>	<b>84</b>	<b>25</b>	<b>2</b>	<b>111</b>
<i>K</i>	245	49	5	299	280	43	7	330	282	67	3	352
<i>1</i>	304	46	7	357	265	55	4	324	295	41	7	343
<i>2</i>	323	42	7	372	317	48	7	372	297	65	3	365
<i>3</i>	331	54	8	393	345	43	9	397	330	52	6	388
<i>4</i>	331	64	10	405	349	55	8	412	356	50	9	415
<i>5</i>	379	56	8	443	339	64	11	414	354	58	8	420
<i>6</i>	387	62	4	453	393	63	10	466	339	69	12	420
<b><i>Sub Total</i></b>	<b>2300</b>	<b>373</b>	<b>49</b>	<b>2722</b>	<b>2288</b>	<b>371</b>	<b>56</b>	<b>2715</b>	<b>2253</b>	<b>402</b>	<b>48</b>	<b>2703</b>
<i>OOD K-6</i>	20	4	1	25	17	2	1	20	17	3	0	20
<b><i>Pre-K/Elem Total</i></b>	<b>2320</b>	<b>377</b>	<b>50</b>	<b>2747</b>	<b>2305</b>	<b>373</b>	<b>57</b>	<b>2735</b>	<b>2270</b>	<b>405</b>	<b>48</b>	<b>2723</b>
<i>7</i>	364	77	4	445	397	67	5	469	407	72	7	486
<i>8</i>	364	72	7	443	361	77	4	442	406	67	5	478
<b><i>J.H.S. Total</i></b>	<b>728</b>	<b>149</b>	<b>11</b>	<b>888</b>	<b>758</b>	<b>144</b>	<b>9</b>	<b>911</b>	<b>813</b>	<b>139</b>	<b>12</b>	<b>964</b>
<i>9</i>	404	78	7	489	364	77	7	448	348	75	4	427
<i>10</i>	369	78	10	457	409	75	8	492	365	75	7	447
<i>11</i>	397	79	7	483	368	77	12	457	422	70	9	501
<i>12</i>	399	73	8	480	390	73	6	469	367	76	9	452
<i>9-12 Ungr.</i>	0	0	0	0	0	1	0	1	0	0	0	0
<i>P.G.</i>	0	0	0	0	0	0	0	0	0	0	0	0
<b><i>H.S. Total</i></b>	<b>1569</b>	<b>308</b>	<b>32</b>	<b>1909</b>	<b>1531</b>	<b>303</b>	<b>33</b>	<b>1867</b>	<b>1502</b>	<b>296</b>	<b>29</b>	<b>1827</b>
<b><i>Total JHS &amp; HS</i></b>	<b>2297</b>	<b>457</b>	<b>43</b>	<b>2797</b>	<b>2289</b>	<b>447</b>	<b>42</b>	<b>2778</b>	<b>2315</b>	<b>435</b>	<b>41</b>	<b>2791</b>
<i>OOD 7-12</i>	59	6	1	66	59	11	2	72	60	12	0	72
<b><i>Sec. Total</i></b>	<b>2356</b>	<b>463</b>	<b>44</b>	<b>2863</b>	<b>2348</b>	<b>458</b>	<b>44</b>	<b>2850</b>	<b>2375</b>	<b>447</b>	<b>41</b>	<b>2863</b>
<b><i>Preschool Total</i></b>	<b>95</b>	<b>30</b>	<b>2</b>	<b>127</b>	<b>82</b>	<b>31</b>	<b>3</b>	<b>116</b>	<b>84</b>	<b>25</b>	<b>2</b>	<b>111</b>
<b><i>Elem Total</i></b>	<b>2320</b>	<b>377</b>	<b>50</b>	<b>2747</b>	<b>2305</b>	<b>373</b>	<b>57</b>	<b>2735</b>	<b>2270</b>	<b>405</b>	<b>48</b>	<b>2723</b>
<b><i>Sec. Total</i></b>	<b>2356</b>	<b>463</b>	<b>44</b>	<b>2863</b>	<b>2348</b>	<b>458</b>	<b>44</b>	<b>2850</b>	<b>2375</b>	<b>447</b>	<b>41</b>	<b>2863</b>
<b><i>Grand Total</i></b>	<b>4771</b>	<b>870</b>	<b>96</b>	<b>5737</b>	<b>4735</b>	<b>862</b>	<b>104</b>	<b>5701</b>	<b>4729</b>	<b>877</b>	<b>91</b>	<b>5697</b>

# Three Year Comparison K through 12

<b>Grade Year →</b>	<i>Gr. K-12 2015</i>	<i>Gr. K-12 2016</i>	<i>Gr. K-12 2017</i>	<i>Total 3 Years</i>	<i>Average 3 Years</i>
<b>Acton Enrollment</b>	4676	4653	4645	13974	4658.00
<b>Boxborough Enrollment</b>	840	831	852	2523	841.00
<b>Total</b>	5516	5484	5497	16497	5499.00
<b>Acton %</b>	84.77%	84.85%	84.50%	84.71%	84.71%
<b>Boxborough %</b>	15.23%	15.15%	15.50%	15.29%	15.29%
<b>Total</b>	100.00%	100.00%	100.00%	100.00%	100.00%
<b>Source 2015 10/1 Report</b>					
<b>Acton</b>	2320	2356	4676		
<b>Boxborough</b>	377	463	840		
	2697	2819	5516		
<b>Source 2016 10/1 Report</b>					
<b>Acton</b>	2305	2348	4653		
<b>Boxborough</b>	373	458	831		
	2678	2806	5484		
<b>Source 2017 10/1 Report</b>					
<b>Acton</b>	2270	2375	4645		
<b>Boxborough</b>	405	447	852		
	2675	2822	5497		



# Three Year Comparison 7 through 12

	<i>Gr. 7-12</i>	<i>Gr. 7-12</i>	<i>Gr. 7-12</i>	<i>Total</i>	<i>Average</i>
Year -->	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>3 Years</i>	<i>3 Years</i>
Acton Enrollment	2356	2348	2375	7079	2359.67
Boxborough Enrollment	463	458	447	1368	456.00
<b>Total</b>	<b>2819</b>	<b>2806</b>	<b>2822</b>	<b>8447</b>	<b>2815.67</b>
Acton %	83.58%	83.68%	84.16%	83.80%	83.80%
Boxborough %	16.42%	16.32%	15.84%	16.20%	16.20%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

Rev: 11/2/17

# Minuteman Applied Arts Sciences 10/1/2017

GRADE	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17
9	7	10	3	6	6	9	6	10
10	2	7	10	2	9	8	10	8
11	9	1	5	10	1	10	10	9
12	5	7	0	7	10	2	10	6
PG	0	0	0	0	0	2	2	0
<b>ACTON</b>								
<b>TOTAL</b>	<b>23</b>	<b>25</b>	<b>18</b>	<b>25</b>	<b>26</b>	<b>31</b>	<b>38</b>	<b>33</b>
9	2	0	3	0	2	0	1	3
10	1	1	0	3	0	2	0	1
11	7	1	1	0	2	1	2	0
12	2	5	1	1	0	2	1	2
PG	0	0	0	0	0	1	1	0
<b>BOXBOROUGH</b>								
<b>TOTAL</b>	<b>12</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>6</b>
<b>GRAND</b>								
<b>TOTAL</b>	<b>35</b>	<b>32</b>	<b>23</b>	<b>29</b>	<b>31</b>	<b>37</b>	<b>43</b>	<b>39</b>

# English Learners (ELs)

October 1st, 2017

School	Number of Students in school	ELL Students	% of ELL Students
Blanchard	447	19	4.25%
Conant	442	57	12.90%
Douglas	427	26	6.09%
Gates	402	61	15.17%
McCarthy-Towne	487	35	7.19%
Merriam	498	33	6.63%
<b>Total Elementary</b>	<b>2703</b>	<b>231</b>	<b>8.55%</b>
JHS	964	23	2.39%
SHS	1827	13	0.71%
<b>Total JHS &amp; SHS</b>	<b>2791</b>	<b>36</b>	<b>1.29%</b>
<b>Grand Total</b>	<b>5494</b>	<b>267</b>	<b>9.84%</b>

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# 2017-2018 ABRSD Family Learning Series

## Building Resilience: Mindset, Mindfulness & Movement

For parents/caregivers and community members



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

**Rana Chudnofsky, Ed.M.**

9.12.17 ABRHS Auditorium 7-8:30PM



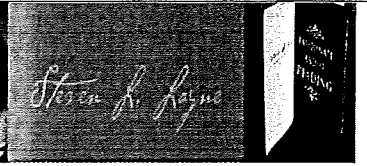
**Robert Evans, Ed.D.**

Executive Director  
The Human Relations Service  
Wellesley, MA

Raising Resilient Children in Challenging Times

**Robert Evans, Ed.D**

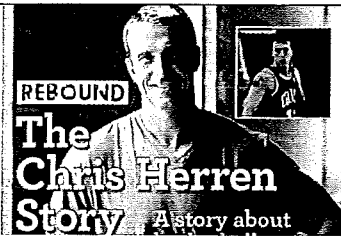
10.11.17 JH Auditorium 7-8:30 PM



What Parents and Caregivers Can Do to Nurture Lifetime Readers

**Steven Layne, Ed.D**

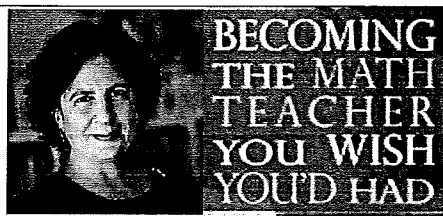
11.7.17 ABRHS Auditorium 7-8:30 PM



REBOUND: The Chris Herren Story

**Chris Herren**

11.20.17 ABRHS Auditorium 7-8:30 PM



Mathematics and Mindset

**Tracy Johnston Zager**

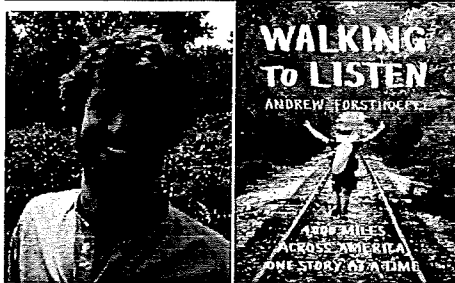
12.14.17 ABRHS Auditorium 7-8:30 PM



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

**Heather Finn, LICSW**

2.6.18 ABRHS Auditorium 7-8:30 PM



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

**Andrew Forsthoefer**

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



**DR. ANTHONY RAO**

Movement

**Anthony Rao, PhD**

4.10.18 ABRHS Auditorium 7-8:30 PM



Perfectionism

**Lisa Coyne, PhD**

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

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

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