



Acton-Boxborough Regional  
School Committee Meeting

January 22, 2015

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

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library  
R.J. Grey Junior High School

January 22, 2015  
6:00 p.m. Executive Session  
7:00 p.m. Open Meeting

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AGENDA

1. **Call to Order** (6:00)
2. **Executive Session** - *to discuss strategy in preparation for negotiations with nonunion personnel*
3. **Chairman's Introduction** (7:00)
  - 3.1. Welcome ABRHS Students
  - 3.2. Welcome Margaret Dennehy, ABRSD Treasurer
4. **Statement of Warrant and Approval of Minutes**
  - 4.1. Minutes of School Committee Meeting on 1/8/15 (*next meeting*)
5. **Public Participation**
6. **FY16 Budget Presentation #3** – *Glenn Brand, Clare Jeannotte*
  - 6.1. Proposed Preliminary Line Item Budget
  - 6.2. Revised Assessment Table 6
  - 6.3. Budget Highlights (*addendum*)
7. **FY15 Second Quarter Report** – *Clare Jeannotte (next meeting – 2/5/15)*
8. **Facilities Update** – *JD Head*
  - 8.1. Transportation Bid Update (*brought to meeting*)
  - 8.2. Crumb Rubber Field Surface Update
  - 8.3. Dow Track Scoreboard Donation Application to Middlesex Savings Bank
9. **ABRSD Athletic Director Search Update** – *Marie Altieri*
10. **Recommendation to Approve EDCO Amended Articles of Agreement** – **VOTE** – *Glenn Brand (addendum) See page 12*
11. **Recommendation to Accept Gift from ExxonMobil to RJG Junior High** – **VOTE** – Glenn Brand
12. **Recommendation to Accept Gift from ExxonMobil to Gates School** – **VOTE** – Glenn Brand
13. **Recommendation to Accept Gift from ABR PTSO to RJG Junior High** – **VOTE** – Glenn Brand
14. **Subcommittee Updates**
  - 14.1. **Budget** – meeting on 1/14/15 – *Dennis Bruce (oral)*
  - 14.2. **Policy** – *Maria Neyland*
    - 14.2.1. Enrollment of Students, File: JC – **SECOND READ - VOTE**

14.2.2. Assignment of Students from Other Schools to Classes, File: JCAC – **SECOND READ - VOTE**

14.2.3. Kindergarten Entrance, File: JEB – **SECOND READ - VOTE**

14.2.4. School Admissions/Residency & Student Enrollment, File: JF – **SECOND READ – VOTE**- *Marie Altieri*

14.2.4.1. Proposed policy revision with exhibit

14.2.4.2. Current policy

#### **15. School Committee Member Reports**

15.1. Acton Leadership Group (ALG) – *Kristina Rychlik*

15.1.1. Materials from 1/15/15 meeting

15.2. Boxborough Leadership Forum (BLF) – *Maria Neyland*

15.3. Health Insurance Trust (HIT)– *Mary Brolin*

15.4. Other Post Employment Benefits (OPEB) Task Force– *Dennis Bruce*

15.5. Acton Finance Committee – *Dennis Bruce*

15.6. Acton Board of Selectmen - *Paul Murphy*

15.7. Acton-Boxborough SpedPAC – *Paul Murphy*

15.7.1. Update: Population Trends of High Needs Students re Chapter 70 Funding

15.7.2. Foundation Budget Review Commission Public Hearing: 1/24/15 in Bolton

15.8. Boxborough Finance Committee- *Maria Neyland*

15.9. Boxborough Board of Selectmen – *Brigid Bieber*

15.10. Joint PTO/PTSO/PTF Co-Chairs – *Deanne O’Sullivan*

#### **16. Response to 9C Cuts in Regional Transportation – *Kristina Rychlik***

16.1. Response from Local Legislators (1/12/15) to ABRSC Letter to Governor Patrick and Governor-elect Baker requesting Restoration of 9C Cuts in Regional Transportation from ABRSC, 12/29/14

#### **17. Acton and Boxborough Local Elections – *Kristina Rychlik***

#### **18. Superintendent’s Report – *Glenn Brand (oral)***

18.1. School Start Time Study Update

#### **19. FOR YOUR INFORMATION**

19.1. Monthly Financial Reports (*addendum*)

19.2. Monthly Student Enrollment, 1/1/15

19.3. FY16 School Calendar with Early Dismissal Days – voted 1/8/15

19.4. 2015-2016 Kindergarten Registration (*addendum*)

19.5. Agenda for ABRSC Budget Saturday – 1/31/15 (*addendum*)

19.6. Community Correspondence– SpedPAC Co-Chairs re FY16 Budget (*addendum*)

#### **ADJOURN**

#### **NEXT MEETINGS:**

#### **Acton-Boxborough Regional School Committee Meetings,**

- 2/5/15 at 7:00 p.m. in the Junior High Library:
  - FY16 Open Budget Hearing at 7:00, followed by regular School Committee meeting
- 2/26/15 at 7:00 p.m. in the Junior High Library



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

6.1

**Glenn A. Brand**  
*Superintendent of Schools*

**To: Acton Boxborough Regional School Committee**  
**From: Glenn A. Brand**  
**Date: 01/16/15**  
**Re: FY16 Budget Memo**

Please find enclosed the *FY16 Superintendent's Proposed Preliminary* budget by line item reporting along with a revised *Table 6 Assessment* report. This financial data has been assembled through a report generated from our MUNIS financial accounting system. All comparisons are between the FY16 proposed budget and the FY15 revised budget, as re-voted at the November 6, 2014 School Committee Meeting. That revision increased the FY15 budget revenues and expenditures by \$451,297 to reflect the additional Middlesex Retirement Contribution from each town not included in the initial voted budget, due to timing of data from the retirement system reflecting the full impact of the expanded Region.

The budget request represents an increase of 4.89% or \$3,742,332 in overall expenses, from \$76,455,123 the current fiscal year (FY15) to \$80,197,455 in FY16. This operational increase translates to an overall increase in the total assessment to member towns of 6.6%, and increases for the Town of Acton of 6.8% and for the Town of Boxborough of 5.6%.

This reflects a change from the previous preliminary budget that you received at your January 8<sup>th</sup> School Committee meeting which reflected a 5.25% increase or \$4,014,018 above the current year's operating budget. The revisions within this version captures changes as the result of the administration's opportunity to more thoroughly review each of the hundreds of line items, categories and departments. This accompanying budget does not reflect any recommended programmatic reductions at this time.

It must also be pointed out that as a result of full regionalization, there is limited historical data from previous years in which to compare operational expenses. In fact, with the common agreement held by both the administration and members of the School Committee that comparing expenses between FY14 (the fiscal year prior to regionalization) to that of FY15 (the current fiscal year and the first year of regionalization) is not an accurate means to compare, there is no FY14 data included within this report. As a result, as we enter the budget development phase for FY16 the only true source of comparative data is that of this current year.

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

There are a number of things to note within the report that is included herein:

- i) **Character Codes:** The leading two pages of the document reflect the roll-up budget by *Character Code*. These categories reflect the rolled-up budget within these respective areas, consistent with prior budget presentations, and the detail that comprises each of these codes/categories is found throughout the pages of the report that follow.
- ii) **Defining Levels:** the budget detail is tracked in a number of columns. I would draw your attention to the 2016 Level I column as that reflective of what could be considered an Initial budget request with the column entitled *2016 Level 3* as the Superintendent's Request.
- iii) **Comparing FY15 to FY16:** in order to compare FY15 to FY16 it is necessary to use the data included in the *Revised Budget 2015* column and compare directly to the data captured within the *2016 Level 3* column.
- iv) **Reclassifications:** throughout the last six months the Finance Department has been engaged in a process that has resulted in a number of reclassifications as the regional school district moves more completely to the new chart of accounts. This has led to the shifting of budgets between line items which is why you will often note tremendous increases as a percentage even when the total funding in the line item might be rather minimal. This reclassification holds true in particular for capital line items. This process will be ongoing for the remainder of the current year.

In closing, there are a number of things that the School Committee must still guide the administration on over the course of the next few weeks as we seek to establish a final FY16 budget request that can best support the operational needs of the district while living within the financial means of the two towns.

First, coming to agreement on the most appropriate level of the use of our reserves within the *Excess & Deficiency (E & D) Fund* will be essential. The current budget included herein assumes the use of \$200,000 from E & D however I continue to have concerns with the total amount of E & D we currently have available in relation to the total budget.

Second, there will need to be a final determination as to the correct level to budget for the assessment from Middlesex Retirement. This assessment is being contested by the region and both towns and updates should be available as we move forward on the likelihood of a change.

Third, we will need to determine an appropriate level to cast projected revenue sources on from the state, including funding through Circuit Breaker reimbursement for out-of-district Special Education tuition costs and regional transportation aid.

And finally, the School Committee will need to provide a clear direction as to the necessary level of program and service reductions that might be necessary in order to align our district's needs with the funding capacity of the towns of Acton and Boxborough.

I look forward to the opportunity of engaging in further discussion at our January 22<sup>nd</sup> meeting.

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\* Please note: FY16 Proposed Prelim Line Item Budget is posted separately.

6.2

**DRAFT TABLE 6 - 1/8/15**  
**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**  
 Analysis of Assessments  
 Projected State Aid Numbers  
 School Year 2015-2016

	<b>GROSS BUDGET</b>	<b>ACTON</b>	<b>BOXBOROUGH</b>
	<b>2015-2016</b>	<b>84.58%</b>	<b>15.42%</b>
		<b>83.22%</b>	<b>16.78%</b>
<b>EXPENDITURES INSIDE DEBT LIMIT:</b>			
OPERATING BUDGET	\$77,221,512	\$65,313,955	\$11,907,557
OPEB TRUST FUND CONTRIBUTION	\$700,000	\$592,060	\$107,940
LOWER FIELDS CONSTRUCTION DEBT SERVICE	\$118,118	\$104,204	\$13,914
CAPITAL OUTLAY - BUILDINGS	\$355,200	\$300,428	\$54,772
<b>TOTAL INSIDE DEBT LIMIT</b>	<b>\$78,394,830</b>	<b>\$66,310,647</b>	<b>\$12,084,183</b>
<b>EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY REGION):</b>			
CONSTRUCTION DEBT SERVICE (FOR JHS & SHS/AUTHORIZED OUTSIDE PROP 2 1/2)	\$382,164	\$337,145	\$45,019
SH CONSTRUCTION/RENOVATION	\$1,420,461	\$1,253,131	\$167,330
	<b>\$1,802,625</b>	<b>\$1,590,276</b>	<b>\$212,349</b>
<b>GROSS BUDGET-Subtotal</b>	<b>\$80,197,455</b>	<b>\$67,900,922</b>	<b>\$12,296,533</b>
<b>EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY ACTON OR BOXBOROUGH):</b>			
BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	\$378,900	\$320,474	\$58,426
SBAB REIMBURSEMENT BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	(\$284,091)	(\$240,284)	(\$43,807)
HAGGER WELL (WATER & SEWER) (Authorized FY00)	\$105,948	\$89,610	\$16,337
TWIN SCHOOLS (Authorized FY03)	\$1,510,700	\$1,277,750	\$232,950
SBAB REIMBURSEMENT TWIN SCHOOLS (Authorized FY03)	(\$922,673)	(\$780,397)	(\$142,276)
<b>TOTAL OUTSIDE DEBT LIMIT</b>	<b>\$788,784</b>	<b>\$667,153</b>	<b>\$121,630</b>
<b>SCHOOL RELATED DEBT SERVICE AUTHORIZED BY BOXBOROUGH TOWN MEETING:</b>			
COMBINATION: (REPLACEMENT OF PORTION OF BLANCHARD MEMORIAL ROOF (Authorized FY12)	\$15,600	\$13,194	\$2,406
REPLACEMENT OF WINDOWS (Authorized FY13)	\$6,240	\$5,278	\$962
SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL (Authorized FY13))	\$5,200	\$4,398	\$802
<b>TOTAL TOWN OF BOXBOROUGH SCHOOL DEBT SERVICE</b>	<b>\$27,040</b>	<b>\$22,870</b>	<b>\$4,170</b>
<b>SCHOOL RELATED DEBT SERVICE AUTHORIZED BY ACTON TOWN MEETING:</b>			
CONANT SCHOOL (Authorized FY10)	\$24,101	\$20,385	\$3,716
SCHOOL FACILITIES (Authorized FY10)	\$75,555	\$63,904	\$11,651
DOUGLAS ROOF (Authorized FY09)	\$24,313	\$20,564	\$3,749
<b>TOTAL TOWN OF ACTON SCHOOL DEBT SERVICE</b>	<b>\$123,969</b>	<b>\$104,853</b>	<b>\$19,116</b>
<b>CREDIT FOR SCHOOL RELATED DEBT SERVICE TO BE PAID FROM MUNICIPAL BUDGETS</b>	<b>(\$939,792)</b>	<b>(\$788,784)</b>	<b>(\$151,009)</b>
<b>GROSS BUDGET-TOTAL</b>	<b>\$80,197,455</b>	<b>\$67,907,015</b>	<b>\$12,290,440</b>
<b>OTHER FINANCING SOURCES:</b>			
CHAPTER 70 BASE AID	\$14,393,376	\$12,173,917	\$2,219,459
CHOICE/CHARTER SCHOOL ASSESSMENT	(\$546,513)	(\$462,241)	(\$84,272)
CHARTER SCHOOL AID	\$26,761	\$22,634	\$4,127
REGIONAL SCHOOL TRANSPORTATION (Cherry Sheet)	\$1,266,283	\$1,071,022	\$195,261
REGIONAL BONUS AID	\$111,200	\$94,053	\$17,147
TRANSFER FROM PREMIUM ON LOAN-JHS	\$7,526	\$6,365	\$1,161
TRANSFER FROM RESERVES (Excess & Deficiency)	\$200,000	\$169,160	\$30,840
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$15,458,633</b>	<b>\$13,074,912</b>	<b>\$2,383,721</b>
<b>TOWN ASSESSMENTS</b>	<b>\$64,738,822</b>	<b>\$54,832,103</b>	<b>\$9,906,719</b>

**Calculation of Final Assessments Per Appendix A to Revised Regional Agreement - FY16**

<b>Description</b>	<b>TOTAL</b>	<b>ACTON</b>	<b>BOXBOROUGH</b>
Project Total Benefit Amount	\$1,873,119		
Base Budgets	\$64,533,396	\$53,398,447	\$11,134,949
Benefit Percentage Shares		87.5%	12.5%
Share of Benefits	\$1,873,119	\$1,638,979	\$234,140
Reduce Base Budgets By Benefit Shares	\$62,660,277	\$51,759,468	\$10,900,809
Recalculated Assessment Percentages Based On Benefit Shares Applied To Base Budget	100.00%	82.60%	17.40%
<b>Input Table 6 Result From FY16 Actual Budget</b>	<b>\$64,738,822</b>	<b>\$54,832,103</b>	<b>\$9,906,719</b>
Assessment Percentages With Actual Budget		84.70%	15.30%
Shift In Percentage Shares		2.09%	-2.09%
<b>Final Assessment</b>	<b>\$64,738,822</b>	<b>\$53,476,415</b>	<b>\$11,262,407</b>
<b>FY15 Assessments</b>	<b>\$60,284,722</b>	<b>\$49,690,145</b>	<b>\$10,594,577</b>
<b>FY15 additional assessment MCRS</b>	<b>\$451,297</b>	<b>\$384,255</b>	<b>\$67,042</b>
	<b>\$60,736,019</b>	<b>\$50,074,400</b>	<b>\$10,661,619</b>
<b>increase</b>	<b>4,002,803</b>	<b>3,402,015</b>	<b>\$600,787.97</b>
<b>%</b>	<b>6.6%</b>	<b>6.8%</b>	<b>5.6%</b>



*Acton-Boxborough Regional School District*  
*Facilities Department*  
16 Charter Road Acton, MA 01720  
978-264-4700 fax: 978-264-3340  
[www.abschools.org](http://www.abschools.org)

8.2

**JD Head**  
*Director of Facilities and Transportation*

To: Glenn A. Brand  
From: JD Head  
Date: 01/16/2015  
Re: Crumb Rubber Infill Evaluation

In the fall NBC Sports ran a story that suggested possible health concerns related to synthetic turf infill. Subsequently, a member of the community raised concerns questioning the health and safety attributes of our synthetic turf infill. As a result, we decided to pursue third party testing of our synthetic turf infill at both Leary Field and the Lower Fields.

On December 1, 2014 we received back our report attached with this memo. Alpha Analytical, MA License M-MA086, performed the analysis completed under the care of Lord Associates, Inc. who specialize in Environmental Consulting and Licensed Professional Site Services. The evaluation completed provides the District with an assessment of the heavy metal content as compared to the most stringent Massachusetts Department of Environmental Protection (DEP) standards established for soil as no standards currently exist for synthetic turf infill. The standard, S-1/GW-1 is established for testing heavy metals in soils for establishing standards in residential areas where groundwater is utilized for drinking.

As you can see in the attached report, our results are very low and fall well below this most stringent of standards. Please contact me with any questions or concerns.

Thank you,  
JD Head

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

# **Lord Associates, Inc.**

*Environmental Consulting & Licensed Site Professional Services*

1506 Providence Highway - Suite 30  
Norwood, MA 02062-4647

Voice: 781.255.5554  
Fax: 781.255.5535  
www.lordenv.com

December 1, 2014

John David Head  
Director of Facilities and Transportation  
Acton Boxborough Regional School District  
16 Charter Road  
Acton MA 01720

RE: Laboratory Results of Athletic Field Rubber Samples

Dear Mr. Head:

Pursuant to your request, Lord Associates, Inc., had a state-certified analytical laboratory analyze the two samples of ground rubber from the athletic fields you delivered to us.

The fields were identified as:

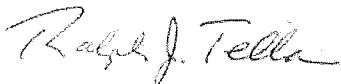
- Lower 88
- Leary 16 Charter

The samples were analyzed for eight "heavy" metals commonly tested for environmental characterization. These metals included arsenic, barium, lead, mercury, chromium, cadmium, selenium and silver. The results of the analyses were tabulated with comparison to the most stringent Massachusetts Department of Environmental Protection (DEP) standards established for soil as no standards have been published for these materials. In my opinion this comparison is very conservative given the nature of the sample matrix.

As you can see on the attached table, only concentrations of barium, chrome and lead were detected. The results are very low and do not exceed the most stringent S-1/GW-1 standard. This standard was set for a residential setting that utilizes groundwater for drinking. Based on this testing and comparative analyses, it is my opinion that dermal and incidental ingestion of this material would not be expected to present a significant risk to human health.

Sincerely,

**LORD ASSOCIATES, INC.**



Ralph J. Tella, C.H.M.M., L.S.P.  
President

Attached: Table of Results  
Copy of Original Laboratory Report



Sample Results Comparison with MCP /GW-1 Criteria.							
CLIENT SAMPLE ID				LOWER 88	LEARY 16 CHARTER		
SAMPLING DATE				17-NOV-14		17-NOV-14	
LAB SAMPLE ID				L1427996-01		L1427996-02	
	CAS Number	S1/G1-14	Units		Qual		Qual
<b>General Chemistry</b>							
Solids, Total	---		%	83.4		83.4	
<b>Total Metals</b>							
Arsenic, Total	7440-38-2	20	mg/kg	0.47	U	0.46	U
Barium, Total	7440-39-3	1000	mg/kg	1.1		1.4	
Cadmium, Total	7440-43-9	70	mg/kg	0.47	U	0.46	U
Chromium, Total	7440-47-3	100	mg/kg	0.56		0.57	
Lead, Total	7439-92-1	200	mg/kg	3.4		5.1	
Mercury, Total	7439-97-6	20	mg/kg	0.08	U	0.08	U
Selenium, Total	7782-49-2	400	mg/kg	0.94	U	0.92	U
Silver, Total	7440-22-4	100	mg/kg	0.47	U	0.46	U
U= under detection limit							



ANALYTICAL REPORT

Lab Number:	L1427996
Client:	Lord Associates, Inc. 1506 Providence Highway - Suite 30 Norwood, MA 02062
ATTN:	Ralph Tella
Phone:	(781) 255-5554
Project Name:	ACTON
Project Number:	2188
Report Date:	11/25/14

The original project report/data package is held by Alpha Analytical. This report/data package is paginated and should be reproduced only in its entirety. Alpha Analytical holds no responsibility for results and/or data that are not consistent with the original.

Certifications & Approvals: MA (M-MA086), NY (11148), CT (PH-0574), NH (2003), NJ NELAP (MA935), RI (LAO00065), ME (MA00086), PA (68-03671), USDA (Permit #P-330-11-00240), NC (666), TX (T104704476), DOD (L2217), US Army Corps of Engineers.

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Eight Walkup Drive, Westborough, MA 01581-1019  
508-898-9220 (Fax) 508-898-9193 800-624-9220 - [www.alphalab.com](http://www.alphalab.com)



**Project Name:** ACTON  
**Project Number:** 2188

**Lab Number:** L1427996  
**Report Date:** 11/25/14

<b>Alpha Sample ID</b>	<b>Client ID</b>	<b>Matrix</b>	<b>Sample Location</b>	<b>Collection Date/Time</b>	<b>Receive Date</b>
L1427996-01	LOWER 88	SOIL	MISC	11/17/14 00:00	11/20/14
L1427996-02	LEARY 16 CHARTER	SOIL	MISC	11/17/14 00:00	11/20/14

**Project Name:** ACTON  
**Project Number:** 2188

**Lab Number:** L1427996  
**Report Date:** 11/25/14

### Case Narrative

The samples were received in accordance with the Chain of Custody and no significant deviations were encountered during the preparation or analysis unless otherwise noted. Sample Receipt, Container Information, and the Chain of Custody are located at the back of the report.

Results contained within this report relate only to the samples submitted under this Alpha Lab Number and meet all of the requirements of NELAC, for all NELAC accredited parameters. The data presented in this report is organized by parameter (i.e. VOC, SVOC, etc.). Sample specific Quality Control data (i.e. Surrogate Spike Recovery) is reported at the end of the target analyte list for each individual sample, followed by the Laboratory Batch Quality Control at the end of each parameter. If a sample was re-analyzed or re-extracted due to a required quality control corrective action and if both sets of data are reported, the Laboratory ID of the re-analysis or re-extraction is designated with an "R" or "RE", respectively. When multiple Batch Quality Control elements are reported (e.g. more than one LCS), the associated samples for each element are noted in the grey shaded header line of each data table. Any Laboratory Batch, Sample Specific % recovery or RPD value that is outside the listed Acceptance Criteria is bolded in the report. All specific QC information is also incorporated in the Data Usability format of our Data Merger tool where it can be reviewed along with any associated usability implications. Soil/sediments, solids and tissues are reported on a dry weight basis unless otherwise noted. Definitions of all data qualifiers and acronyms used in this report are provided in the Glossary located at the back of the report.

In reference to questions H (CAM) or 4 (RCP) when "NO" is checked, the performance criteria for CAM and RCP methods allow for some quality control failures to occur and still be within method compliance. In these instances the specific failure is not narrated but noted in the associated QC table. The information is also incorporated in the Data Usability format of our Data Merger tool where it can be reviewed along with any associated usability implications.

Please see the associated ADEx data file for a comparison of laboratory reporting limits that were achieved with the regulatory Numerical Standards requested on the Chain of Custody.

#### HOLD POLICY

For samples submitted on hold, Alpha's policy is to hold samples (with the exception of Air canisters) free of charge for 21 calendar days from the date the project is completed. After 21 calendar days, we will dispose of all samples submitted including those put on hold unless you have contacted your Client Service Representative and made arrangements for Alpha to continue to hold the samples. Air canisters will be disposed after 3 business days from the date the project is completed.

Please contact Client Services at 800-624-9220 with any questions.

I, the undersigned, attest under the pains and penalties of perjury that, to the best of my knowledge and belief and based upon my personal inquiry of those responsible for providing the information contained in this analytical report, such information is accurate and complete. This certificate of analysis is not complete unless this page accompanies any and all pages of this report.

Authorized Signature:

 Cristin Walker

Title: Technical Director/Representative

Date: 11/25/14

## METALS



**Project Name:** ACTON  
**Project Number:** 2188

**Lab Number:** L1427996  
**Report Date:** 11/25/14

**SAMPLE RESULTS**

Lab ID: L1427996-01  
 Client ID: LOWER 88  
 Sample Location: MISC  
 Matrix: Soil  
 Percent Solids: 83%

Date Collected: 11/17/14 00:00  
 Date Received: 11/20/14  
 Field Prep: Not Specified

Parameter	Result	Qualifier	Units	RL	MDL	Dilution Factor	Date Prepared	Date Analyzed	Prep Method	Analytical Method	Analyst
<b>Total Metals - Westborough Lab</b>											
Arsenic, Total	ND		mg/kg	0.47	--	1	11/21/14 15:37	11/24/14 12:58	EPA 3050B	1,6010C	MG
Barium, Total	1.1		mg/kg	0.47	--	1	11/21/14 15:37	11/24/14 12:58	EPA 3050B	1,6010C	MG
Cadmium, Total	ND		mg/kg	0.47	--	1	11/21/14 15:37	11/24/14 12:58	EPA 3050B	1,6010C	MG
Chromium, Total	0.56		mg/kg	0.47	--	1	11/21/14 15:37	11/24/14 12:58	EPA 3050B	1,6010C	MG
Lead, Total	3.4		mg/kg	2.3	--	1	11/21/14 15:37	11/24/14 12:58	EPA 3050B	1,6010C	MG
Mercury, Total	ND		mg/kg	0.08	--	1	11/22/14 11:40	11/24/14 11:13	EPA 7471B	1,7471B	MC
Selenium, Total	ND		mg/kg	0.94	--	1	11/21/14 15:37	11/24/14 12:58	EPA 3050B	1,6010C	MG
Silver, Total	ND		mg/kg	0.47	--	1	11/21/14 15:37	11/24/14 12:58	EPA 3050B	1,6010C	MG



**Project Name:** ACTON  
**Project Number:** 2188

**Lab Number:** L1427996  
**Report Date:** 11/25/14

**SAMPLE RESULTS**

Lab ID: L1427996-02  
 Client ID: LEARY 16 CHARTER  
 Sample Location: MISC  
 Matrix: Soil  
 Percent Solids: 83%

Date Collected: 11/17/14 00:00  
 Date Received: 11/20/14  
 Field Prep: Not Specified

Parameter	Result	Qualifier	Units	RL	MDL	Dilution Factor	Date Prepared	Date Analyzed	Prep Method	Analytical Method	Analyst
<b>Total Metals - Westborough Lab</b>											
Arsenic, Total	ND		mg/kg	0.46	--	1	11/21/14 15:37	11/24/14 13:02	EPA 3050B	1,6010C	MG
Barium, Total	1.4		mg/kg	0.46	--	1	11/21/14 15:37	11/24/14 13:02	EPA 3050B	1,6010C	MG
Cadmium, Total	ND		mg/kg	0.46	--	1	11/21/14 15:37	11/24/14 13:02	EPA 3050B	1,6010C	MG
Chromium, Total	0.57		mg/kg	0.46	--	1	11/21/14 15:37	11/24/14 13:02	EPA 3050B	1,6010C	MG
Lead, Total	5.1		mg/kg	2.3	--	1	11/21/14 15:37	11/24/14 13:02	EPA 3050B	1,6010C	MG
Mercury, Total	ND		mg/kg	0.08	--	1	11/22/14 11:40	11/24/14 11:17	EPA 7471B	1,7471B	MC
Selenium, Total	ND		mg/kg	0.92	--	1	11/21/14 15:37	11/24/14 13:02	EPA 3050B	1,6010C	MG
Silver, Total	ND		mg/kg	0.46	--	1	11/21/14 15:37	11/24/14 13:02	EPA 3050B	1,6010C	MG



**Project Name:** ACTON  
**Project Number:** 2188

**Lab Number:** L1427996  
**Report Date:** 11/25/14

**Method Blank Analysis  
 Batch Quality Control**

Parameter	Result Qualifier	Units	RL	MDL	Dilution Factor	Date Prepared	Date Analyzed	Analytical Method	Analyst
Total Metals - Westborough Lab for sample(s): 01-02 Batch: WG742808-1									
Arsenic, Total	ND	mg/kg	0.40	--	1	11/21/14 15:37	11/24/14 09:07	1,6010C	MG
Barium, Total	ND	mg/kg	0.40	--	1	11/21/14 15:37	11/24/14 09:07	1,6010C	MG
Cadmium, Total	ND	mg/kg	0.40	--	1	11/21/14 15:37	11/24/14 09:07	1,6010C	MG
Chromium, Total	ND	mg/kg	0.40	--	1	11/21/14 15:37	11/24/14 09:07	1,6010C	MG
Lead, Total	ND	mg/kg	2.0	--	1	11/21/14 15:37	11/24/14 09:07	1,6010C	MG
Selenium, Total	ND	mg/kg	0.80	--	1	11/21/14 15:37	11/24/14 09:07	1,6010C	MG
Silver, Total	ND	mg/kg	0.40	--	1	11/21/14 15:37	11/24/14 09:07	1,6010C	MG

**Prep Information**

Digestion Method: EPA 3050B

Parameter	Result Qualifier	Units	RL	MDL	Dilution Factor	Date Prepared	Date Analyzed	Analytical Method	Analyst
Total Metals - Westborough Lab for sample(s): 01-02 Batch: WG742943-1									
Mercury, Total	ND	mg/kg	0.08	--	1	11/22/14 11:40	11/24/14 11:04	1,7471B	MC

**Prep Information**

Digestion Method: EPA 7471B





**Lab Control Sample Analysis**  
Batch Quality Control

**Project Name:** ACTON  
**Project Number:** 2188

**Lab Number:** L1427996  
**Report Date:** 11/25/14

Parameter	LCS %Recovery	Qual	LCSD %Recovery	Qual	%Recovery Limits	RPD	Qual	RPD Limits
Total Metals - Westborough Lab Associated sample(s): 01-02 Batch: WG742808-2 SRM Lot Number: D083-540								
Arsenic, Total	106		-		78-122	-		
Barium, Total	96		-		82-117	-		
Cadmium, Total	95		-		82-118	-		
Chromium, Total	98		-		79-121	-		
Lead, Total	98		-		81-119	-		
Selenium, Total	102		-		78-123	-		
Silver, Total	99		-		74-125	-		
Total Metals - Westborough Lab Associated sample(s): 01-02 Batch: WG742943-2 SRM Lot Number: D083-540								
Mercury, Total	98		-		75-126	-		



**Matrix Spike Analysis**  
**Batch Quality Control**

**Project Name:** ACTON  
**Project Number:** 2188

**Lab Number:** L1427996  
**Report Date:** 11/25/14

Parameter	Native Sample	MS Added	MS Found	MS %Recovery	MSD Qual	MSD Found	MSD %Recovery	MSD Qual	Recovery Limits	RPD	RPD Qual	RPD Limits
Total Metals - Westborough Lab Associated sample(s): 01-02 QC Batch ID: WG742808-4 QC Sample: L1427777-01 Client ID: MS Sample												
Arsenic, Total	2.3	10.8	13	98		-	-		75-125	-		20
Barium, Total	160	181	410	138	Q	-	-		75-125	-		20
Cadmium, Total	ND	4.61	4.8	104		-	-		75-125	-		20
Chromium, Total	7.5	18.1	28	113		-	-		75-125	-		20
Lead, Total	120	46.1	170	108		-	-		75-125	-		20
Selenium, Total	ND	10.8	10	92		-	-		75-125	-		20
Silver, Total	ND	27.1	27	100		-	-		75-125	-		20
Total Metals - Westborough Lab Associated sample(s): 01-02 QC Batch ID: WG742943-3 WG742943-4 QC Sample: L1428120-04 Client ID: MS Sample												
Mercury, Total	ND	0.15	0.17	114		0.16	110		80-120	6		20

Project Name: ACTON  
 Project Number: 2188

**Lab Duplicate Analysis**  
 Batch Quality Control

Lab Number: L1427996  
 Report Date: 11/25/14

Parameter	Native Sample	Duplicate Sample	Units	RPD	Qual	RPD Limits
Total Metals - Westborough Lab Associated sample(s): 01-02 QC Batch ID: WG742808-3 QC Sample: L1427777-01 Client ID: DUP Sample						
Arsenic, Total	2.3	2.7	mg/kg	16		20
Barium, Total	160	220	mg/kg	32	Q	20
Cadmium, Total	ND	ND	mg/kg	NC		20
Chromium, Total	7.5	10	mg/kg	29	Q	20
Lead, Total	120	190	mg/kg	45	Q	20
Selenium, Total	ND	ND	mg/kg	NC		20
Silver, Total	ND	ND	mg/kg	NC		20



**INORGANICS  
&  
MISCELLANEOUS**

Serial\_No:11251418:32

**Project Name:** ACTON

**Lab Number:** L1427996

**Project Number:** 2188

**Report Date:** 11/25/14

**SAMPLE RESULTS**

Lab ID: L1427996-01

Date Collected: 11/17/14 00:00

Client ID: LOWER 88

Date Received: 11/20/14

Sample Location: MISC

Field Prep: Not Specified

Matrix: Soil

Parameter	Result	Qualifier	Units	RL	MDL	Dilution Factor	Date Prepared	Date Analyzed	Analytical Method	Analyst
General Chemistry - Westborough Lab										
Solids, Total	83.4		%	0.100	NA	1	-	11/20/14 20:57	30,2540G	RT



Serial\_No:11251418:32

Project Name: ACTON

Lab Number: L1427996

Project Number: 2188

Report Date: 11/25/14

**SAMPLE RESULTS**

Lab ID: L1427996-02  
Client ID: LEARY 16 CHARTER  
Sample Location: MISC  
Matrix: Soil

Date Collected: 11/17/14 00:00  
Date Received: 11/20/14  
Field Prep: Not Specified

Parameter	Result	Qualifier	Units	RL	MDL	Dilution Factor	Date Prepared	Date Analyzed	Analytical Method	Analyst
General Chemistry - Westborough Lab										
Solids, Total	83.4		%	0.100	NA	1	-	11/20/14 20:57	30,2540G	RT



Project Name: ACTON  
 Project Number: 2188

**Lab Duplicate Analysis**  
 Batch Quality Control

Lab Number: L1427996  
 Report Date: 11/25/14

Parameter	Native Sample	Duplicate Sample	Units	RPD	Qual	RPD Limits
General Chemistry - Westborough Lab Associated sample(s): 01-02 QC Batch ID: WG742533-1 QC Sample: L1427233-03 Client ID: DUP Sample						
Solids, Total	92.7	91.9	%	1		20



**Project Name:** ACTON

**Lab Number:** L1427996

**Project Number:** 2188

**Report Date:** 11/25/14

**Sample Receipt and Container Information**

Were project specific reporting limits specified? YES

**Reagent H2O Preserved Vials Frozen on:** NA

**Cooler Information Custody Seal**

**Cooler**

A Absent

**Container Information**

Container ID	Container Type	Cooler	pH	Temp deg C	Pres	Seal	Analysis(*)
L1427996-01A	Glass 250ml/8oz unpreserved	A	N/A	2.7	Y	Absent	AS-TI(180),BA-TI(180),AG-TI(180),CR-TI(180),TS(7),PB-TI(180),SE-TI(180),HG-T(28),CD-TI(180)
L1427996-02A	Glass 250ml/8oz unpreserved	A	N/A	2.7	Y	Absent	AS-TI(180),BA-TI(180),AG-TI(180),CR-TI(180),TS(7),PB-TI(180),SE-TI(180),HG-T(28),CD-TI(180)

\*Values in parentheses indicate holding time in days





**Project Name:** ACTON  
**Project Number:** 2188

**Lab Number:** L1427996  
**Report Date:** 11/25/14

## GLOSSARY

### Acronyms

EDL	- Estimated Detection Limit: This value represents the level to which target analyte concentrations are reported as estimated values, when those target analyte concentrations are quantified below the reporting limit (RL). The EDL includes any adjustments from dilutions, concentrations or moisture content, where applicable. The use of EDLs is specific to the analysis of PAHs using Solid-Phase Microextraction (SPME).
EPA	- Environmental Protection Agency.
LCS	- Laboratory Control Sample: A sample matrix, free from the analytes of interest, spiked with verified known amounts of analytes or a material containing known and verified amounts of analytes.
LCS D	- Laboratory Control Sample Duplicate: Refer to LCS.
LFB	- Laboratory Fortified Blank: A sample matrix, free from the analytes of interest, spiked with verified known amounts of analytes or a material containing known and verified amounts of analytes.
MDL	- Method Detection Limit: This value represents the level to which target analyte concentrations are reported as estimated values, when those target analyte concentrations are quantified below the reporting limit (RL). The MDL includes any adjustments from dilutions, concentrations or moisture content, where applicable.
MS	- Matrix Spike Sample: A sample prepared by adding a known mass of target analyte to a specified amount of matrix sample for which an independent estimate of target analyte concentration is available.
MSD	- Matrix Spike Sample Duplicate: Refer to MS.
NA	- Not Applicable.
NC	- Not Calculated: Term is utilized when one or more of the results utilized in the calculation are non-detect at the parameter's reporting unit.
NI	- Not Ignitable.
RL	- Reporting Limit: The value at which an instrument can accurately measure an analyte at a specific concentration. The RL includes any adjustments from dilutions, concentrations or moisture content, where applicable.
RPD	- Relative Percent Difference: The results from matrix and/or matrix spike duplicates are primarily designed to assess the precision of analytical results in a given matrix and are expressed as relative percent difference (RPD). Values which are less than five times the reporting limit for any individual parameter are evaluated by utilizing the absolute difference between the values; although the RPD value will be provided in the report.
SRM	- Standard Reference Material: A reference sample of a known or certified value that is of the same or similar matrix as the associated field samples.

### Footnotes

- 1 - The reference for this analyte should be considered modified since this analyte is absent from the target analyte list of the original method.

### Terms

**Total:** With respect to Organic analyses, a 'Total' result is defined as the summation of results for individual isomers or Aroclors. If a 'Total' result is requested, the results of its individual components will also be reported. This is applicable to 'Total' results for methods 8260, 8081 and 8082.

**Analytical Method:** Both the document from which the method originates and the analytical reference method. (Example: EPA 8260B is shown as 1,8260B.) The codes for the reference method documents are provided in the References section of the Addendum.

### Data Qualifiers

- A** - Spectra identified as "Aldol Condensation Product".
- B** - The analyte was detected above the reporting limit in the associated method blank. Flag only applies to associated field samples that have detectable concentrations of the analyte at less than ten times (10x) the concentration found in the blank. For MCP-related projects, flag only applies to associated field samples that have detectable concentrations of the analyte at less than ten times (10x) the concentration found in the blank. For DOD-related projects, flag only applies to associated field samples that have detectable concentrations of the analyte at less than ten times (10x) the concentration found in the blank AND the analyte was detected above one-half the reporting limit (or above the reporting limit for common lab contaminants) in the associated method blank. For NJ-Air-related projects, flag only applies to associated field samples that have detectable concentrations of the analyte above the reporting limit. For NJ-related projects (excluding Air), flag only applies to associated field samples that have detectable concentrations of the analyte, which was detected above the reporting limit in the associated method blank or above five times the reporting limit for common lab contaminants (Phthalates, Acetone, Methylene Chloride, 2-Butanone).
- C** - Co-elution: The target analyte co-elutes with a known lab standard (i.e. surrogate, internal standards, etc.) for co-extracted analyses.
- D** - Concentration of analyte was quantified from diluted analysis. Flag only applies to field samples that have detectable concentrations of the analyte.
- E** - Concentration of analyte exceeds the range of the calibration curve and/or linear range of the instrument.

**Report Format:** Data Usability Report



**Project Name:** ACTON  
**Project Number:** 2188

**Lab Number:** L1427996  
**Report Date:** 11/25/14

**Data Qualifiers**

- G** - The concentration may be biased high due to matrix interferences (i.e, co-elution) with non-target compound(s). The result should be considered estimated.
- H** - The analysis of pH was performed beyond the regulatory-required holding time of 15 minutes from the time of sample collection.
- I** - The lower value for the two columns has been reported due to obvious interference.
- M** - Reporting Limit (RL) exceeds the MCP CAM Reporting Limit for this analyte.
- NJ** - Presumptive evidence of compound. This represents an estimated concentration for Tentatively Identified Compounds (TICs), where the identification is based on a mass spectral library search.
- P** - The RPD between the results for the two columns exceeds the method-specified criteria.
- Q** - The quality control sample exceeds the associated acceptance criteria. For DOD-related projects, LCS and/or Continuing Calibration Standard exceedences are also qualified on all associated sample results. Note: This flag is not applicable for matrix spike recoveries when the sample concentration is greater than 4x the spike added or for batch duplicate RPD when the sample concentrations are less than 5x the RL. (Metals only.)
- R** - Analytical results are from sample re-analysis.
- RE** - Analytical results are from sample re-extraction.
- S** - Analytical results are from modified screening analysis.
- J** - Estimated value. This represents an estimated concentration for Tentatively Identified Compounds (TICs).
- ND** - Not detected at the reporting limit (RL) for the sample.

**Project Name:** ACTON  
**Project Number:** 2188

**Lab Number:** L1427996  
**Report Date:** 11/25/14

### REFERENCES

- 1 Test Methods for Evaluating Solid Waste: Physical/Chemical Methods. EPA SW-846. Third Edition. Updates I - IV, 2007.
- 30 Standard Methods for the Examination of Water and Wastewater. APHA-AWWA-WPCF. 18th Edition. 1992.

### LIMITATION OF LIABILITIES

Alpha Analytical performs services with reasonable care and diligence normal to the analytical testing laboratory industry. In the event of an error, the sole and exclusive responsibility of Alpha Analytical shall be to re-perform the work at it's own expense. In no event shall Alpha Analytical be held liable for any incidental, consequential or special damages, including but not limited to, damages in any way connected with the use of, interpretation of, information or analysis provided by Alpha Analytical.

We strongly urge our clients to comply with EPA protocol regarding sample volume, preservation, cooling, containers, sampling procedures, holding time and splitting of samples in the field.



## Certification Information

Last revised April 15, 2014

The following analytes are not included in our NELAP Scope of Accreditation:

### Westborough Facility

**EPA 524.2:** Acetone, 2-Butanone (Methyl ethyl ketone (MEK)), Tert-butyl alcohol, 2-Hexanone, Tetrahydrofuran, 1,3,5-Trichlorobenzene, 4-Methyl-2-pentanone (MIBK), Carbon disulfide, Diethyl ether.

**EPA 8260C:** 1,2,4,5-Tetramethylbenzene, 4-Ethyltoluene, Iodomethane (methyl iodide), Methyl methacrylate, Azobenzene.

**EPA 8330A/B:** PETN, Picric Acid, Nitroglycerine, 2,6-DANT, 2,4-DANT.

**EPA 8270D:** 1-Methylnaphthalene, Dimethylnaphthalene, 1,4-Diphenylhydrazine.

**EPA 625:** 4-Chloroaniline, 4-Methylphenol.

**SM4500:** Soil: Total Phosphorus, TKN, NO<sub>2</sub>, NO<sub>3</sub>.

**EPA 9071:** Total Petroleum Hydrocarbons, Oil & Grease.

### Mansfield Facility

**EPA 8270D:** Biphenyl.

**EPA 2540D:** TSS

**EPA TO-15:** Halothane, 2,4,4-Trimethyl-2-pentene, 2,4,4-Trimethyl-1-pentene, Thiophene, 2-Methylthiophene, 3-Methylthiophene, 2-Ethylthiophene, 1,2,3-Trimethylbenzene, Indan, Indene, 1,2,4,5-Tetramethylbenzene, Benzothiophene, 1-Methylnaphthalene.

The following analytes are included in our Massachusetts DEP Scope of Accreditation, Westborough Facility:

### Drinking Water

**EPA 200.8:** Sb,As,Ba,Be,Cd,Cr,Cu,Pb,Ni,Se,Tl; **EPA 200.7:** Ba,Be,Ca,Cd,Cr,Cu,Na; **EPA 245.1:** Mercury;

**EPA 300.0:** Nitrate-N, Fluoride, Sulfate; **EPA 353.2:** Nitrate-N, Nitrite-N; **SM4500NO3-F:** Nitrate-N, Nitrite-N; **SM4500F-C, SM4500CN-CE, EPA 180.1, SM2130B, SM4500CI-D, SM2320B, SM2540C, SM4500H-B**

**EPA 332:** Perchlorate.

**Microbiology:** **SM9215B; SM9223-P/A, SM9223B-Colilert-QT, Enterolert-QT.**

### Non-Potable Water

**EPA 200.8:** Al,Sb,As,Be,Cd,Cr,Cu,Pb,Mn,Ni,Se,Ag,Tl,Zn;

**EPA 200.7:** Al,Sb,As,Be,Cd,Ca,Cr,Co,Cu,Fe,Pb,Mg,Mn,Mo,Ni,K,Se,Ag,Na,Sr,Ti,Tl,V,Zn;

**EPA 245.1, SM4500H,B, EPA 120.1, SM2510B, SM2540C, SM2340B, SM2320B, SM4500CL-E, SM4500F-BC, SM426C, SM4500NH3-BH, EPA 350.1:** Ammonia-N, **LACHAT 10-107-06-1-B:** Ammonia-N, **SM4500NO3-F,**

**EPA 353.2:** Nitrate-N, **SM4500NH3-BC-NES, EPA 351.1, SM4500P-E, SM4500P-B, E, SM5220D, EPA 410.4,**

**SM5210B, SM5310C, SM4500CL-D, EPA 1664, SM14 510AC, EPA 420.1, SM4500-CN-CE, SM2540D.**

**EPA 624:** Volatile Halocarbons & Aromatics,

**EPA 608:** Chlordane, Toxaphene, Aldrin, alpha-BHC, beta-BHC, gamma-BHC, delta-BHC, Dieldrin, DDD, DDE, DDT, Endosulfan I, Endosulfan II, Endosulfan sulfate, Endrin, Endrin Aldehyde, Heptachlor, Heptachlor Epoxide, PCBs

**EPA 625:** SVOC (Acid/Base/Neutral Extractables), **EPA 600/4-81-045:** PCB-Oil.

**Microbiology:** **SM9223B-Colilert-QT; Enterolert-QT, SM9222D-MF.**

For a complete listing of analytes and methods, please contact your Alpha Project Manager.



# CHAIN OF CUSTODY

PAGE 1 OF 1Date Rec'd In Lab: 11/20/14ALPHA Job #: 61427996

8 Walkup Drive  
Westboro, MA 01581  
Tel: 508-898-9220

320 Forbes Blvd  
Mansfield, MA 02048  
Tel: 508-822-9300

**Project Information****Report Information - Data Deliverables****Billing Information**Project Name: Acton AEX     EMAIL Same as Client info    PO #:Project Location: MISC**Regulatory Requirements & Project Information Requirements**Project #: 2188 Yes  No MA MCP Analytical Methods     Yes  No CT RCP Analytical Methods Yes  No Matrix Spike Required on this SDG? (Required for MCP Inorganics) Yes  No GW1 Standards (Info Required for Metals & EPH with Targets) Yes  No NPDES RGP Other State /Fed Program Criteria \_\_\_\_\_Project Manager: RALPH**Turn-Around Time** Standard     RUSH (only confirmed if pre-approved)Date Due: 12/10/14

VOC:  8260  824  5242  
SVOC:  ABN  PAH  
METALS:  MCP 13  MCP 14  RCP 15  
METALS:  RCRAS  RCRAB  PP13  
EPH:  Ranges & Targets  Ranges Only  
VPH:  Ranges & Targets  Ranges Only  
 PCB  PEST  
TPH:  Quant Only  Fingerprint

**ANALYSIS**

SAMPLE INFO	
Filtration:	
<input type="checkbox"/> Field	
<input type="checkbox"/> Lab to do	
Preservation:	
<input type="checkbox"/> Lab to do	

**TOTAL # BOTTLES**

**Client Information**Client: LORD ASSOC. INC.Address: 1506 PROV. Highway  
NORWOODPhone: 781-255-5554Email: RTELLA@LORDENV.com

Additional Project Information:

ALPHA Lab ID (Lab Use Only)	Sample ID	Collection		Sample Matrix	Sampler Initials	ANALYSIS												SAMPLE INFO		Sample Comments
		Date	Time			VOC	SVOC	METALS	METALS	EPH	VPH	PCB	TPH	Filtration	Preservation					
<u>DMG-01</u>	<u>LOWER 88</u>	<u>11/17</u>	<u>-</u>	<u>S</u>	<u>JD</u>	<input checked="" type="checkbox"/>														
<u>DMG-02</u>	<u>LEARY 16 CHARTER</u>	<u>11/17</u>	<u>-</u>	<u>S</u>	<u>JD</u>	<input checked="" type="checkbox"/>														

- Container Type
- P= Plastic
  - A= Amber glass
  - V= Vial
  - G= Glass
  - B= Bacteria cup
  - C= Cube
  - O= Other
  - E= Encore
  - D= BOD Bottle

- Preservative
- A= None
  - B= HCl
  - C= HNO<sub>3</sub>
  - D= H<sub>2</sub>SO<sub>4</sub>
  - E= NaOH
  - F= MeOH
  - G= NaHSO<sub>4</sub>
  - H= Na<sub>2</sub>S<sub>2</sub>O<sub>3</sub>
  - I= Ascorbic Acid
  - J= NH<sub>4</sub>Cl
  - K= Zn Acetate
  - O= Other

Container Type G

Preservative

Relinquished By: [Signature]Date/Time: 11/20/14  
11/20/14 5:04Received By: [Signature]Date/Time: 11/20/14 1015  
11/20/14 17:24

All samples submitted are subject to Alpha's Terms and Conditions. See reverse side.

FORM NO: 01-01 (rev. 12-Mar-2012)



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

8.3

**Glenn A. Brand**  
*Superintendent of Schools*

To: Acton Boxborough Regional School Committee  
From: Glenn A. Brand  
Date: 01/16/15  
Re: Track Scoreboard Donation Application to Middlesex Savings Bank

Enclosed please find an application that has been submitted to Middlesex Savings Bank by the Track Boosters of the Friends of Leary Field requesting a new scoreboard to be used by our track athletes. If accepted, the total value of this donation would exceed \$34,000.

As part of the application, I have provided a general letter of support, noting that the School Committee must ultimately vote to accept this donation, per the policy.

I would like to request a vote of support from the Committee at this time to move forward with this donation application from Middlesex Savings Bank.



**Acton-Boxborough Regional School District**

**Facilities Department**

16 Charter Road Acton, MA 01720

978-264-4700 fax: 978-264-3340

[www.abschools.org](http://www.abschools.org)

**JD Head**

*Director of Facilities and Transportation*

TO: Glenn Brand, Superintendent of Schools  
FROM: J.D. Head, Director of Facilities and Transportation  
RE: Track Scoreboard Donation Middlesex Savings Bank  
DATE: January 15, 2015

The purpose of this memo is to inform you that the District has received a request from the Track Boosters via the Friends of Leary Field to support their efforts in attempting to solicit a donation of a track only scoreboard to be added to the Leary Field / Richard E Dow Track facility.

I received the proposal last week and to complete the paperwork, a letter of support is needed from the District to receive consideration from Middlesex Savings Bank for this significant donation. I have attached all accompanying materials with this memo. The District has been the beneficiary of scoreboards from Middlesex Savings Bank multiple times over the last several years. Most recently they donated two scoreboards to the Lower Fields facility. I have thoroughly reviewed the proposal and can confidently say that the only resources the District would need to commit would be some labor from our District staff electrician. All necessary capital needed to purchase and install the unit would be handled through the grant.

If Middlesex Bank were to accept the proposal, then we would need a vote from the School Committee to accept the donation. Additionally, the general letter of support from the District needs to specifically mention that we would allow Middlesex Savings Bank to advertise their company on the scoreboard, and we will not allow any other advertising on the unit in any other space with the exception of the District athletic teams. This is consistent with the four other Middlesex scoreboards throughout the District. The total value of this donation would exceed \$34,000.

Thank you,  
JD Head



**Middlesex Savings Bank Scoreboard Application**

If your group is seeking a new scoreboard, this is the place to apply. Just download, complete and email your application to [marketing@middlesexbank.com](mailto:marketing@middlesexbank.com). Please note, if your request is approved an image of the scoreboard may be used on Middlesex's website, social media, or for publicity of the Bank. Please submit all applications prior to February 1.

Please note that prior to submitting this form, you must have received approval from all appropriate governing bodies (e.g. town, school board, board of trustees, etc.) to allow advertising on the scoreboard. A final letter evidencing such approval must be attached or sent separately to the Bank. Other than the school or team, Middlesex must be the sole sponsor of the board - no advertising space can be promised to another organization or reserved for later use.

*If you have any questions, please call 508-315-5400 or email [marketing@middlesexbank.com](mailto:marketing@middlesexbank.com)*

**Please enter the following information for your school or organization:**

Legal name:	Acton Boxboro Regional School District, FOLF and Track Boosters		
Address:	16 Charter Road	Town:	Acton
Zip code:	01720	Phone number:	978-264-4700
Is this group a Middlesex customer?	AB Track Booster, FOLF		
A description of the field, or building where the scoreboard is located:	Richard E. Dow Track and Leary Field. Home field for Football, Field Hockey, Boys and Girls Lacrosse, Track Teams.		
What sport teams use this field or building:	See Attachment A		
How many seasons is this field or building used:	Year Round		
Is the field adjacent to any major roadways:	Route 2, Route 111(Massachusetts Avenue), & Main Street		
In the foreseeable future, will this school or field be under any major development:	No- Leary Field rebuilt and converted to Turf 2004 and Richard E. Dow Track rebuilt 2014, including new drainage and grounds inside track area.		
Timeline for design and installation:	Design Complete, PO's Attached, installation April 2015		
School colors and mascot (if applicable):	Blue and Gold - Color charts attached for Sign		
Has Middlesex provided a scoreboard to your school or organization in the past? If so, when?	Yes. Lower Fields 2012, Baseball Field and Football Field (these are very old). Pictures Attachment B		
Contact name:	Chip Orcutt		
Contact email:	chip@chiporcutt.com	Contact phone:	508-517-3632 (cell)

*Once completed, this application can be emailed to [marketing@middlesexbank.com](mailto:marketing@middlesexbank.com)*



## ATTACHMENT A

### Richard E. Dow Track & Leary Field – Typical Regular Community Participants

HS Freshmen / JV / Varsity Soccer - Boys & Girls 60  
HS AB Marching Band- Performances and Band Camp 150  
HS Freshmen / JV / Varsity Field Hockey 60  
HS Freshmen / JV / Varsity Cross Country - Boys and Girls 120  
HS Freshmen / JV / Varsity Track and Field - Boys and Girls 200  
HS Freshmen / JV / Varsity Lacrosse - Girls and Boys 70  
HS Football / JV / Varsity 100  
HS Band  
HS Physical Education Classes 2000  
High School Graduation 2000

Junior High Track and Field - Boys and Girls 250  
Junior High Physical Education Classes 900

ABYS Town Travel Soccer - Boys and Girls 180  
AB Town Recreational Lacrosse - Boys and Girls 220  
AB Pop Warner Cheerleading 75  
AB Pop Warner Football 150  
AB Annual 5K Turkey Trot – Finish Line 400

Home Field Location For:

- HS Track Team
- HS Football
- HS Field Hockey
- Men's Soccer
- Women's Soccer

Community Track Use – Evening and Weekend, walkers, and runners

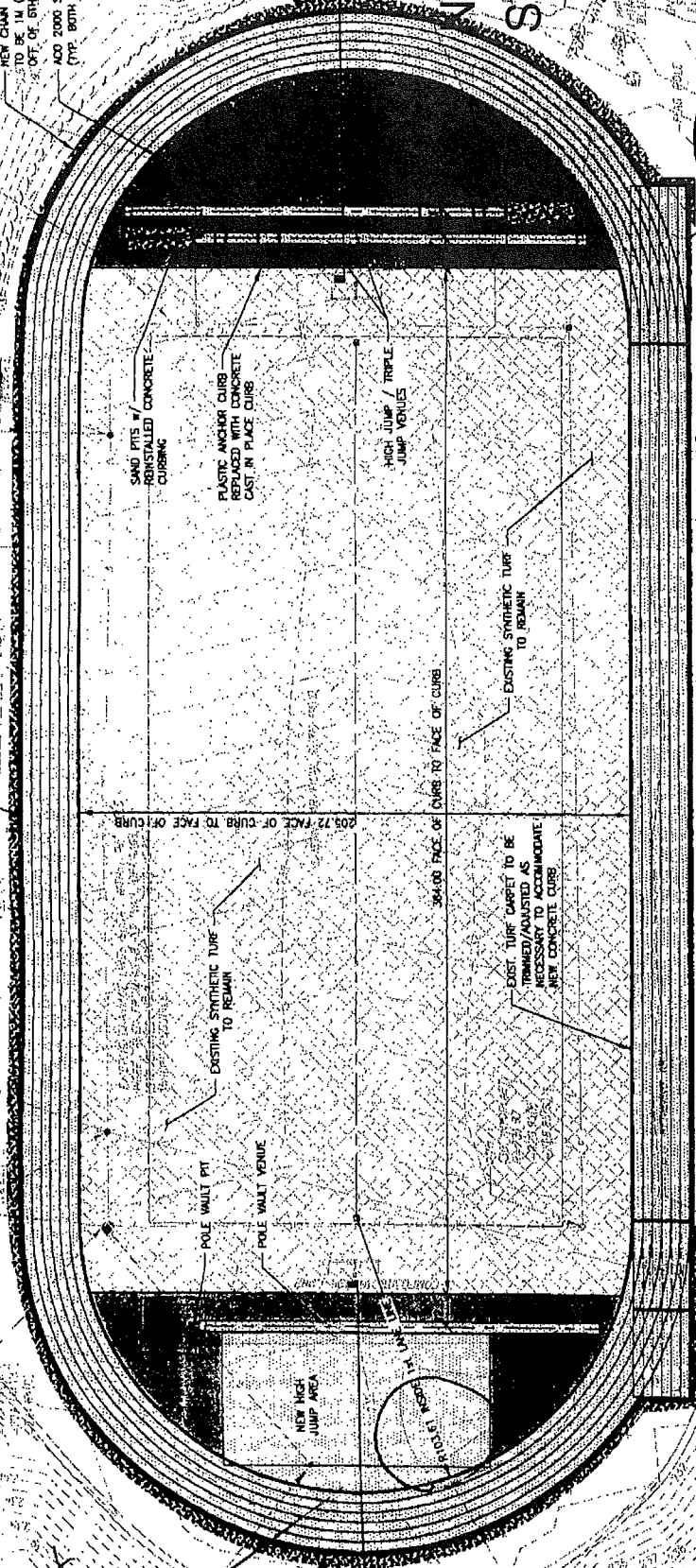


HS Soccer, Lacrosse Fields - Lower Fields

# Scoreboard

NEW CHAIN LINK FENCE TO BE 14' (3.28 FT) OFF OF 6TH LANE  
 ACC 2000 SLOT DRAIN (TYP. BOTH D-AREAS)

GRAVEL 1 1/2' LEVELLED AND RESURFACED 5/6 LANE TRACK



NEW CHAIN LINK FENCE TO BE 14' (3.28 FT) OFF OF 6TH LANE

NEW CHAIN LINK FENCE TO BE 14' (3.28 FT) OFF OF 6TH LANE

BITUMAROUS SURFACE

STREET WALK

STREET WALK

STREET WALK

STREET WALK

STREET WALK

STREET WALK

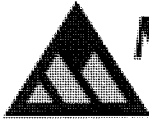
STREET WALK

SEE PLAN SHEET 46-2

A

# ACTON-BOXBOROUGH COLONIALS

LANE	PLACE	TIME	FAIR-PLAY
1	4	1:41.05	
2	6	1:41.62	
3	7	1:39.96	
4	3	1:40.87	
5	5	1:41.09	
6	2	1:40.07	
7	8	1:42.09	
8	1	1:42.05	



**Middlesex Savings Bank**



S7529  
model no: MP-89099-2

Design Proposal

TL Vision TL Energy Fair-Play

Conceptual illustration only. Customer must provide press-ready custom artwork for best results.  
www.fair-play.com 800.247.0265 ©copyright2014

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

**Glenn A. Brand**  
*Superintendent of Schools*

January 15, 2015

TO: Middlesex Savings Bank  
FROM: Glenn Brand, Superintendent of Schools  
RE: **Richard E Dow Track Scoreboard Donation**

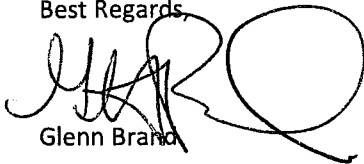
The purpose of this memo is to inform you that the District has been in receipt and is supportive of a proposal from the Friends of Leary Field and the AB Track Boosters for a new scoreboard to be located at the Richard E Dow Track in Acton, MA.

Consistent with the School District policy, "Advertising in Schools File KHB," and the "Advertising in Schools Procedures File KHB-R," the District would support the Middlesex Savings Bank advertising on the proposed scoreboard. Additionally, consistent with other scoreboards in the District donated by Middlesex Savings Bank, the District would not allow any other business or institution, aside from relevant District athletic teams, to also advertise on the proposed scoreboard.

The acceptance of the final gift would be contingent on a vote of our School Committee, consistent with District policies regarding gift acceptance.

The District is supportive of this proposal and is committing to the long term care and maintenance of this valuable piece of infrastructure. Thank you for your time and consideration.

Best Regards,



Glenn Brand

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



**Acton-Boxborough Regional School District**

Personnel Office

16 Charter Road Acton, MA 01720

978-264-3309 fax: 978-264-3340

[www.abschools.org](http://www.abschools.org)

9.0

*Marie Altieri*

*Director of Personnel and Administrative Services*

To: The Acton-Boxborough Regional School Committee

From: Marie Altieri and JoAnn Campbell

Date: January 16, 2015

Re: Athletic Director Search Process

Attached you will find the list of members of the Athletic Director Search Committee as well as the timeline for the process. We had more than 40 volunteers for the eight teacher/coach and parent positions. The thirteen member committee spans the diversity of sports and ages involved in our extensive athletic program.

The position has been posted and applications are due by Monday January 26. We expect to publicly announce finalists before February vacation. In early March we will have the finalists visit our schools, we will have focus groups and feedback sessions leading to a final decision by the middle of March.

January 12, 2015

## Athletic Director Search Committee Timeline

Post and advertise	Monday January 12, 2015
Deadline for applications	Monday January 26
Select candidates for interviews	Thursday January 29
Interviews	Monday & Tuesday Feb 9 & 10
Announce Finalists	Friday February 13
Finalists Site Visits, Focus Groups	February 23 – March 6
Candidate Appointed	March 12

January 12, 2015

## Athletic Director Search Committee

Marie Altieri, Co-Chair	Director of Personnel and Administrative Services
JoAnn Campbell, Co-Chair	ABRHS Principal
Jim Marcotte	R. J. Grey Assistant Principal
Erin Bettez	Director of Community Education
Dave Baumritter	ABRHS Teacher/Coach
Susan Root	ABRHS School Psychologist
Brian Crossman	R. J. Grey Teacher/ABRHS Coach
Mae Shoemaker	R. J. Grey Teacher/ABRHS Coach
Peter Cacciola	Athletic Trainer
Sandy Alexander	Admin Assistant
Sarah Webber	Parent
Heather Harer	Parent
John Pearson	Parent



## **EDCO Collaborative Articles of Agreement**

This agreement replaces the agreement  
dated 6.28.1988.

This agreement becomes effective  
as of the date on the signature page.

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## **PREAMBLE / AUTHORIZATION**

This document constitutes the Collaborative Agreement of EDCO Collaborative, established pursuant to the provisions of Chapter 40, Section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603CMR 50.00. This Collaborative Agreement shall not be effective until approved by the Member School Committees and Member Charter School Boards as indicated on the signatory page, and the Massachusetts Board of Elementary and Secondary Education. This agreement replaces the agreement dated December 15, 1969 as most recently amended on June 28, 1988, entered into by and between the Member School Committees and Member Charter School Boards listed in Article I (herein, "Member Districts").

## **DEFINITIONS**

Commissioner - The Commissioner of the Massachusetts Department of Elementary and Secondary Education

Board - Board of Directors of EDCO Collaborative comprised of Superintendents, School Committee Members, or Charter School Board Members voted by Member Districts

EDCO Collaborative Administrator - Member of EDCO Collaborative's Leadership Team including central office directors (i.e. Executive Director, Associate Executive Director, Business Administrator, Chief Financial Officer, Director of Informational Technology, Director of Seefurth Education Center) and EDCO Collaborative program directors

## **ARTICLE I: MEMBERSHIP**

The membership of EDCO Collaborative as of the effective date of this agreement, includes the School Committees and Charter School Boards from the following districts, as indicated by the signatures of the Chairs of the School Committees and Charter School Boards:

1. School Committee for the Acton Public Schools (until June 30, 2014)
2. School Committee for the Acton-Boxborough Regional School District
3. School Committee for the Arlington Public Schools
4. School Committee for the Bedford Public Schools
5. School Committee for the Belmont Public Schools
6. School Committee for the Boxborough Public Schools (until June 30, 2014)
7. School Committee for the Brookline Public Schools
8. School Committee for the Carlisle Public Schools
9. School Committee for the Concord Public Schools

10. School Committee for the Concord-Carlisle Regional School District
11. School Committee for the Lexington Public Schools
12. School Committee for the Lincoln Public Schools
13. School Committee for the Lincoln-Sudbury Regional School District
14. School Committee for the Newton Public Schools
15. School Committee for the Sudbury Public Schools
16. School Committee for the Waltham Public Schools
17. School Committee for the Watertown Public Schools
18. School Committee for the Wellesley Public Schools
19. School Committee for the Weston Public Schools
20. School Committee for the Winchester Public Schools

## **ARTICLE II: MISSION, OBJECTIVES, FOCUS, AND PURPOSES**

### **A. Mission of EDCO Collaborative:**

The mission of EDCO Collaborative is to cooperatively develop and deliver high quality and cost-effective programs and services for students, school districts, partner organizations and communities; to improve education through inter-district and inter-agency collaboration; and to enhance equity, intercultural understanding and equal opportunity in education.

### **B. Objectives of EDCO Collaborative:**

1. To provide day programs and other services for students with low-incidence disabilities in the least restrictive environment consistent with MGL c. 40 § 4E and 603 CMR 50.00
2. To provide day programs and services for at-risk students
3. To provide therapeutic services for adults with disabilities in collaboration with the Department of Developmental Services and /or other agencies
4. To offer quality professional learning opportunities to general and special education teachers and administrators, related service providers, School Committees, and Charter School Boards
5. To explore and pursue grants and other funding to support identified needs of the Member Districts and community
6. To offer cooperative and regional programs and/or services to help Member Districts maximize cost efficiency and program effectiveness through a collaborative effort

### **C. Focus of EDCO Collaborative:**

1. Programs and services for students and adults with disabilities and at-risk students

2. Professional learning
3. Pupil transportation
4. Support of initiatives from the Department of Elementary and Secondary Education
5. Cooperative planning and delivery of services to meet the needs of the Member Districts

**D. Purpose of EDCO Collaborative:**

The purpose of EDCO Collaborative is to provide programs and services for students with disabilities and at-risk students, to provide therapeutic services for adults with disabilities in collaboration with the Department of Developmental Disabilities and / or other agencies, to provide professional learning opportunities to educators based on best practice, to enhance equity, intercultural understanding and equal opportunity in education and to provide other high quality cost-effective services to meet the changing needs of Member Districts. The Collaborative, therefore, exists to conduct educational programs and services which shall complement and strengthen the programs of Member Districts and community partners and increase educational opportunities for children when it is determined that such programs and services can most effectively and economically be provided on a collaborative basis. The foregoing purpose includes the authority of the Collaborative, acting through its Board, to contract with corporations, individuals, associations, agencies, and/or any other entities in order to obtain and provide services for Member Districts. In addition, the Collaborative will continue to increase and expand its level of service in general education, special education, professional learning and training opportunities, research and development of innovative programs, and in any such area determined to be a need by the Member Districts.

Notwithstanding any other provision of these articles, the Collaborative is organized exclusively for educational purposes, as specified in Section 501(c) (3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by any entity exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

No substantial part of the activities of the Collaborative shall be carrying on of propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

**ARTICLE III: PROGRAMS AND SERVICES TO BE OFFERED**

To complement the educational programs and services of the Member Districts in a cost-effective manner, EDCO Collaborative will offer the following:

1. Day school programs and related services for students with disabilities
2. Alternative programs for at-risk students

3. Therapeutic services for adults in collaboration with the Department of Developmental Disabilities and/or other agencies
4. Clinical evaluations
5. Professional learning opportunities
6. Financial management services
7. Pupil transportation
8. Other Member District services

The above list is not all-inclusive. The Board, acting at the request of the Executive Director and/or Member Districts, may consider and approve other programs and services to be provided by the Collaborative so long as such programs or services are in the best interest of the Member Districts, and are not inconsistent with M.G.L. c. 40, § 4E and 603 CMR § 50.00, as amended from time to time.

#### **ARTICLE IV: GOVERNANCE**

Each Member District executing this Agreement shall annually appoint the Superintendent of Schools or one School Committee Member or Charter School Board Member as a voting member of the Collaborative Board. An appointee of the Commissioner shall be a voting member of the Collaborative Board.

The Board shall provide overall management and supervision of the Collaborative. No employee of the Collaborative may serve on the Board.

The Board shall meet at least six times each fiscal year. The schedule will be determined by the Board Chairperson in collaboration with the Executive Director. Special meetings may be called for special purposes by the Executive Director with consent of the Board Chairperson or by the Board Chairperson him/herself. Meetings will be posted in accordance with M.G.L. c. 30A §§ 18-25.

A quorum for conducting business shall consist of a simple majority of the Board. A quorum is not needed to close the meeting. In order to pass any motion, a majority vote of Board Members present shall be required, except that a vote to terminate the Collaborative shall be approved in accordance with Article IX of this agreement.

The Executive Director, or designee, will act as Secretary to the Board. The Executive Director shall attend all Board meetings but shall not be entitled to a vote.

The Board shall, annually at the first meeting of the fiscal year, organize itself by electing a Chairperson and Vice-chairperson. The Chairperson may appoint standing committees and /or advisory committees of the Board as will facilitate the work of the Board.

Each Board Member shall be responsible for providing the following information to the

representative's Member District in accordance with the provisions of M.G.L. c. 40, § 4E and 603 CMR 50.00, et seq.

1. Quarterly information and updates to the Member District, at an open meeting, on collaborative activities, including, but not limited to, the programs and services provided by the collaborative
2. A copy of the Collaborative agreement and any amendments
3. A copy of the annual budget and tuition rate
4. A copy of the annual report and financial audit
5. Notification of applications for real estate mortgages
6. A copy of any capital plan approved by the Board
7. Any additional information as may be requested by a vote of the Member District
8. Any additional information as may be required in M.G.L. Ch. 40 § 4E, 603 CMR § 50.00, et seq. and any amendments thereto

Using its authority to establish standing committees to advise the Board in its annual business, the Board of the EDCO Collaborative shall establish an Advisory Council to the Board to meet concurrently with the Board and to provide guidance to the Board in its decisions. The Advisory Council to the Board shall consist of a Superintendent, School Committee person or Charter School Board person from each Member District, whoever is not serving currently on the Board, who shall be appointed annually by the Member District. The Advisory Council Member may receive Board materials, participate in Board discussions, and be appointed to Standing Committees of the Board. Advisory Council Members have no voting privileges on the Board.

#### **ARTICLE V: INDEMNIFICATION**

Neither the Executive Director nor any Board Member nor any Advisory Council Member nor any EDCO Collaborative administrator shall be liable to the Collaborative or to any Member District thereof for any act or omission of the Executive Director or any Board or Advisory Council Member or be held personally liable in connection with the affairs of the Collaborative except only liability arising out of his own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative or its Member Districts.

Neither the Executive Director nor any Board Member nor any Advisory Council Member nor any EDCO Collaborative administrator shall be personally liable for any debt, claim, demand, judgment, decree, liability or obligation of any kind of, against, or with respect to the Collaborative or arising out of any action taken or omitted for or on behalf of the Collaborative and the Collaborative shall be solely

liable therefore and resort shall be had exclusively to the Collaborative property for the payment or performance thereof and each Board or Advisory Council Member, Member District and any Executive Director shall be entitled to full indemnity and full reimbursement out of Collaborative property, including, without limitation, fees and disbursements of counsel, if, contrary to the provisions hereof, such Board or Advisory Council Member, Executive Director or Member District shall be held personally liable. Any person dealing with the Collaborative shall be informed of the indemnification contained herein and, where the Board deems it appropriate, documents or instruments executed by or by authority of the Board shall contain reference hereto.

The Executive Director and his/her legal representatives and each Board and Advisory Council Member and his/her legal representatives and each Member District and its legal representatives shall be indemnified by the Collaborative against all liabilities and expenses, exclusive of amounts paid to the Collaborative, including judgments, fines, penalties, amounts paid in settlement and counsel fees, incurred in reasonable settlement of any action, suit or proceeding to which such Board Member, Member District or Collaborative Administrator or his/its legal representatives may be made a party or otherwise involved by reason of his/its capacity as Board or Advisory Council Member, Executive Director, Member District, or Collaborative Administrator except only liabilities and expenses arising out of his/its own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative as final adjudged in such action or, in the event of settlement or termination of such action without final adjudication, as determined by independent counsel for the Collaborative. Said right of indemnification shall be in addition to any other rights to which such Board or Advisory Council Member, Collaborative Director or Administrator or Member District may be entitled as a matter of law or which may be lawfully granted to him/it.

## **ARTICLE VI: CONDITIONS OF MEMBERSHIP**

Each Member District shall have the following rights and responsibilities as a member of EDCO Collaborative:

1. Each Board Member shall be entitled to a vote, which cannot be delegated to any other individual.
2. Each Board Member must attend training required by the Department of Elementary and Secondary Education as outlined in M.G.L. Ch. 40, § 4E; 603 CMR 50.05 and 603 CMR 50.12(3). Should a Board Member fail to complete the required training within the timelines set in law and regulations, notice will be given to the appointing Member District. Should the Board Member fail to complete the training within a reasonable time frame following notice to the appointing Member



District, the Member District shall automatically become an inactive member of the Board, shall not count towards a quorum, and shall not have voting rights on the Board, but shall continue to have all other rights and obligations of membership. The Member District shall become an active Member and voting rights shall be reinstated once the Board Member completes the training or the Member District appoints a new representative.

3. No Board Member shall serve as a Collaborative Administrator or on the board of directors or as an employee of a related for-profit or non-profit organization.

4. No Board Member shall receive an additional salary or stipend for his/her service on the Board.

5. Each Member District shall contribute a membership assessment in accordance with Article VIII.

## **ARTICLE VII: POWERS AND DUTIES OF THE BOARD AND APPOINTED REPRESENTATIVES TO THE BOARD**

EDCO Collaborative shall exist as a public entity.

The Board shall be vested with the authority to enter into agreements with Member Districts, non-member districts, charter schools or other collaboratives to establish mutually beneficial programs and services or pricing arrangements.

The Board shall be responsible for the following, consistent with the requirements of law, regulation, and Article VIII of this agreement:

1. Ensuring adherence to this Agreement and progress toward achieving the purpose and objectives set forth in the Agreement

2. Determining the cost-effectiveness of programs and services offered by the Collaborative

3. Determining the appropriateness and cost-effectiveness of any borrowing, loans or mortgage

4. Approving all expenditures, including contracts, borrowing, and the purchase and sale of real estate

5. Ensuring an annual report for the previous fiscal year be prepared and submitted to the Commissioner and Chair of each Member District no later than January 1 of each year

6. Ensuring that an independent financial audit is completed annually and submitted to the Chair of each Member District, the Commissioner, and the State Auditor no later than January 1 of each year

7. The Board may delegate to the Treasurer the causing of an audit. The Board shall have all the powers and duties conferred and imposed upon educational collaborative boards by law and

conferred and imposed upon it by this Agreement and such other additional powers and duties as are specified in M.G.L. c. 40, §4E, 603 CMR 50.00 and any amendments thereof, or as may be specified in any other applicable general or special law. The Board may adopt by-laws consistent with law and regulations and with this Agreement to govern the day-to-day operation or other appropriate matters of the Collaborative. If a particular matter is not covered by such a document, then any such matter will be handled, as the Board deems appropriate by a vote of the Board Members present and voting. It is the function and responsibility of the Board to formulate policy for the Collaborative and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, § 4E and 603 CMR 50.00. The Board shall review the effectiveness of such policies to ensure currency and appropriateness, and may establish a subcommittee to make recommendations to the Board concerning such policies.

8. The Board may establish subcommittees such as an Executive Subcommittee and a Finance and Administration Subcommittee to expedite the work of the Board and to provide guidance and support in managing the essential functions and business of the Collaborative.

9. The Board shall hire all employees of the Collaborative and ensure that all employees possess the necessary and required credentials and approvals, to the extent applicable, including those required by M.G.L. c. 71, § 38G and 603 CMR 7.00, M.G.L. c. 74 and 603 CMR 4.00, and all acts and regulations amendatory thereof.

10. The Board shall appoint the Executive Director, Business Administrator, Treasurer and at least one registered nurse, and oversee the operation of the Collaborative to the end that the educational needs of students enrolled in Collaborative programs, as well as the goals of any cooperative program of the Collaborative, are met in an effective and economical way. The Board will ensure there is segregation of duties among the Executive Director, Business Administrator, and Treasurer.

11. The Board shall have the authority to borrow money for any purpose consistent with law, regulations, and Article VIII of this Agreement, including, but not limited to, to meet ongoing payroll obligations, to finance the purchase and/or lease of any real or personal property, including equipment, land and/or a building(s) (including portables), and/or to finance any renovation, reconstruction and/or construction of any real property. The Board shall be responsible for ensuring that any borrowing, loans, or mortgages are cost-effective and necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts, and consistent with the terms of this agreement.

12. The Executive Director shall have the day to day responsibility for all activities of the Collaborative, shall be responsible for overseeing all of its programs, shall be responsible for implementing the

policies and by-laws, if any, and for developing procedures consistent with the policies of the Board. The Board may delegate the Executive Director to supervise and discipline personnel to the extent permitted by applicable law and regulation. In addition, the Executive Director shall have the authority granted by M.G.L. c.40, §4E and any amendments thereto. The Board shall complete an annual evaluation of the Executive Director in accordance with 603 CMR 50.06(2).

13. The Executive Director shall be charged with maintaining a website for the Collaborative in accordance with M.G.L. c. 40 § 4E. Said website shall include a list of Board Members, copies of Board Meeting minutes, a copy of the Collaborative Agreement and any amendments to the Agreement, a copy of the annual independent audit, a copy of the Annual Report required by 603 CMR 50.08, and contact information for the Collaborative and key Collaborative staff members.

14. The Board shall appoint a Business Administrator subject to M.G.L. Chapter 41, Sec. 52 who shall have such powers and responsibilities determined by the Board in its approved job description. Said duties are similar to those of a town accountant and are consistent with 603 CMR 50.00. The Board shall ensure that an annual evaluation of the Business Administrator occur in accordance with 603 CMR 50.06(3). The Business Manager may not be the Treasurer of the Collaborative.

15. The Treasurer who shall have such powers and responsibilities as determined by the Board and as stipulated in the Board approved job description, consistent with 603CMR 50.00. The Board shall annually evaluate the Treasurer's performance and effectiveness. No Collaborative employee or appointed representative to the Board may serve concurrently as the Treasurer. The Treasurer shall report directly to the Board.

## **ARTICLE VIII: FINANCIAL**

### **A. Financial Terms:**

The Board may enter into contracts to obtain the funds necessary to carry out the purpose for which the Collaborative was established.

The Collaborative is subject to M.G.L. c. 30B for the procurement of goods and services.

### **B. Collaborative Fund:**

1. The Board shall establish and manage a fund to be known as the EDCO Collaborative Fund, herein, "the Fund".

2. The Fund shall be the depository of all monies paid by Member Districts and non-member districts and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the

Board and deposited in the Fund.

3. The Treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to the Collaborative without further appropriation.

4. The Board must approve all payments through designated signatories voted by the Board.

5. The Treasurer may make appropriate investments of funds of the Collaborative not immediately necessary for operations, consistent with M.G.L. c. 44, § 55B.

#### C. Borrowing, Loans, and Mortgages:

The Board may authorize the borrowing of funds or enter into short-term or long-term agreements or mortgages, and acquire or improve real property to support Collaborative operations, subject to the following procedures:

1. All borrowing, loans, and mortgages shall be discussed at a public meeting of the Board.
2. The Board shall investigate options related to the terms of borrowing, loans, and mortgages in order to determine that the terms related to any borrowing, loans and mortgages are the most favorable available at the time of the application.
3. The Board shall be responsible for ensuring that the borrowing, loans, and mortgages are necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts and consistent with the terms of this agreement.
4. In the event that such borrowing, loan or mortgage is for the acquisition or improvement of real property:
  - a. The Board shall discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the Collaborative Board at which the final vote is taken.
  - b. The Board shall provide notice to each Member District within thirty (30) calendar days of applying for real estate mortgages.
  - c. The Board shall approve such action by a majority vote.

#### D. Surplus Funds:

Unexpended general funds, as defined in 603 CMR 50.00, at the end of the fiscal year plus any previous year's surplus funds, as determined through the financial statements, will be considered cumulative surplus. (603 CMR 50.07 (9)) The determination of cumulative surplus shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20, and any amounts prepaid for tuition or services in accordance with M.G.L. c. 40, § 4E.

1. The Board will retain no more than 25 percent in cumulative surplus, in accordance with 603 CMR

50.03(5)(b)10.

2. On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall determine and approve, by majority vote, the final dollar amount of the cumulative surplus.
3. The Board shall determine whether such final dollar amount of surplus funds is within the established 25 percent limit, and whether the funds will be retained by the Collaborative or whether all or some portion will be refunded to the Member Districts or credited to support programs and services offered to Member Districts.
4. Retained surplus may be used to support the budget in future years at the discretion of the Board.
5. Surplus funds will be distributed in proportional shares using the *Enrollment Assessment* formula articulated under Annual Member Assessment.

**E. Development of the Collaborative Budget:**

The Board shall annually determine the Collaborative budget consistent with the timelines, terms, and requirements in M.G.L. c. 40, § 4E, regulations promulgated by the Board of Elementary and Secondary Education, and this agreement.

By May 15 of each year, the Executive Director shall propose a budget for the upcoming fiscal year to the Board. The Board shall hold a public hearing on the proposed budget prior to its adoption at a public meeting. The Board shall adopt the final budget by an affirmative majority vote at a subsequent meeting no earlier than ten (10) working days after the Board meeting at which the Collaborative budget was first proposed but no later than June 15 of the preceding fiscal year. Adoption of the budget shall require a majority vote Board.

1. The proposed budget shall contain all planned financial activity for the upcoming fiscal year.
2. Expenditures from grant funds, trust funds and other funds not designated as general funds that by law may be expended by the Board without further appropriation shall be segregated in the budget.
3. The proposed budget shall be classified into such line items as the Board shall determine.
4. Capital: Capital is defined as fixed assets, including real property, with a unit cost of \$5,000 and a useful life of one year or more, debt payments and deposits into capital reserve. All capital costs to support collaborative operations will be included in the budget. Capital costs will be included in the calculation of the annual membership assessments, tuition rates, or fees for services, depending on the program(s) which the capital cost(s) will benefit.

The Board may create a capital reserve fund to support costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property, pursuant to a capital plan.

- a. The establishment of a capital reserve fund shall be subject to the approval of two-thirds of the Member Districts.
- b. Deposits into the capital reserve shall be proposed and approved through the budget process, based on needs determined in the capital plan.
- c. In the event that the purpose for which the capital reserve was created requires modification, the collaborative Board shall revise its capital plan and provide notice to all member districts. If the member district does not vote to disapprove the revised capital plan within a 45-day period, that member district shall be deemed to have approved the revised capital plan. Two-thirds (2/3) approval of the Member Districts is required to revise the capital plan.
- d. **By an affirmative vote of 2/3 of the Board members**, the Board may vote to charge a capital assessment for capital costs not funded through the above process or not funded from available capital reserves. This capital assessment will be determined using the Enrollment Assessment formula previously articulated below under Annual Member Assessment. (2/3 vote)

Revenues of the Collaborative shall be derived from the following sources:

**F. Program Tuition:** The tuition for each program shall be determined based on the projected enrollment in each program, and the cost of operating the program including salaries, benefits, overhead, and fixed costs, and program supplies and materials. Cost estimates are divided by the projected number of students to determine tuition rate. Rates are recommended by the Executive Director and approved by the Board.

Non-member districts will be charged a surcharge, not to exceed twenty (20) percent over the cost for Member Districts, to support administrative and overhead costs. The Board may waive or decrease the percentage of the surcharge or fee charged to non-member districts when doing so is determined to be in the best interest of the Collaborative.

**G. Annual Membership Assessment:** Member Districts shall, on July 1 of each year, be assessed an amount determined annually by the Board to offset a portion of the administrative and overhead costs of the Collaborative. The annual membership assessment will be determined using two parts. Part one is entitled *Basic Assessment* and is assigned based on school district grade configuration i.e., K-8, K-12, 9-12. It is used to offset the cost of services such as administrative roundtables. The second part entitled *Enrollment Assessment* is a formula based on the total number of students enrolled in the Member District as of October 1 of the prior calendar year (as published on the Department of Elementary and Secondary Education website, “Enrollment Data”). It is used to offset the cost of

providing services such as professional learning opportunities. The two parts are added together to determine the total annual membership assessment.

H. Fees for Services: Fees for services offered by the Collaborative, as determined by the Executive Director and approved by the Board, shall be assessed to Member and Non-member districts. Fees for services shall be determined based on the projected number of users and the cost of providing services including salaries, benefits, overhead, and fixed costs, and program supplies and materials. Non-member districts will be charged a surcharge, not to exceed twenty (20) percent over the cost for Member Districts, to support administrative and overhead costs. The Board shall establish the surcharge or fee annually based on the total administrative and overhead cost of the Collaborative and may waive or decrease the percentage of the surcharge or fee when doing so is determined to be in the best interest of the Collaborative.

I. Gifts, Grants and Contributions: The Board may, from time to time, accept gifts, grants or contributions from governmental and private sources, whether in cash or in kind, which will further the purposes of the Collaborative. Revenues and expenses from grants and contracts are included in the budget presented to the Board for approval, i.e., contract with the Department of Developmental Disabilities to provide therapeutic services for adults. The Treasurer shall certify and transmit the budget and the tuition rates, membership assessment and fees-for-service for the upcoming fiscal year to each Member District not later than June 30 of the preceding fiscal year.

1. Member Districts and non-member districts shall be invoiced monthly for tuitions and fees for service. Payments are due within thirty (30) days of receipt of the invoice.
2. Member Districts shall be invoiced annually for the membership assessment. Payments are due within sixty (60) days.
3. Procedure for Amending the Budget: In the event it becomes necessary to amend the budget, the following procedure shall apply:
  - a. All budget amendments shall be proposed at a public meeting of the Board, and must be approved by a majority vote of the Board to take effect. Budget amendments shall be proposed as needed. When the need for a budget amendment is determined, the amendment will first be proposed by EDCO Collaborative administration to the Finance and Administration Subcommittee for consideration and a recommendation to the full Board. Amendments and the recommendation of the Finance and Administration Subcommittee will be presented for a Board vote at the next Board meeting.
  - b. Any amendment to the budget that results in an increase in the tuition rates, the membership assessment or fees-for-service shall adhere to the following procedures:

- i. All Board members shall, within ten (10) working days of the public meeting at which the amendment was first proposed, report to their Member Districts the content of the proposed amendment.
  - ii. All amendments shall be voted on by the Board at a second public Board meeting no earlier than thirty (30) working days after the Board meeting at which the amendment was first proposed; adoption shall require a majority vote.
  - iii. The Treasurer shall certify and transmit the amended tuition rates, membership assessment and fees-for-service to each Member District not later than ten (10) working days following the affirmative vote of the Board.
- c. The Board has the authority to reduce tuition rates, membership assessment, and fees-for-service to Member Districts and non-member districts when doing so is determined to be in the best interest of the Collaborative.

4. No part of the net earnings of the collaborative shall inure to the benefit of any member of the Board, Collaborative Administrators, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Collaborative by a private individual who is not a Board Member or Collaborative Administrator). No Board Member or Collaborative Administrator shall be entitled to share in the distribution of any of the assets upon dissolution of the Collaborative.

#### **ARTICLE IX: METHOD OF TERMINATION**

A Member District may request that the Board initiate proceedings to terminate the EDCO Collaborative agreement by giving notice to all other Member Districts and the executive director at least twelve (12) months before the end of the current fiscal year.

Within thirty (30) days of a request that the Board initiate termination proceedings, the Board shall discuss the request to terminate the collaborative and determine next steps. A two-thirds (2/3) vote of the Board is required in order to initiate termination proceedings. Should the Board vote to initiate termination proceedings, notice must be provided to all Member Districts within ten (10) working days of such vote.

Prior to termination, the Board shall:

- 1. Cause a final fiscal audit of the Collaborative to be performed, including an accounting of all assets and liabilities (debts and obligations) of the Collaborative and proposed disposition of the same. A copy shall be made available to each Member District and to the Department of Elementary and Secondary Education.
- 2. Determine the fair market value of all assets of the Collaborative.
- 3. Determine the process for appropriate disposition of state and federal funds, equipment, and



supplies.

4. Determine which Member District(s) will maintain fiscal, employee, and program records.
5. Determine the means for meeting all liabilities (debts and obligations) of the Collaborative, including obligations for post-employment benefits.
6. The Collaborative must meet all liabilities before any monies are distributed to the Member Districts.
7. Distribute surplus or reserve funds in proportional shares using the *Enrollment Assessment* formula previously articulated above under Annual Member Assessment.
8. Return individual student records to their respective school district.
9. Assets shall be sold and monies distributed in proportional shares using the *Enrollment Assessment* formula previously articulated above under Annual Member Assessment.
10. The Executive Director shall notify the Department of Elementary and Secondary Education in writing at least one hundred eighty (180) days before such termination.
11. The Board shall notify the Department of Elementary and Secondary Education of the official termination date and submit documentation required by 603 CMR 50.11 to the Department.

#### **ARTICLE X: METHOD OF WITHDRAWAL**

1. A Member District may withdraw from the Collaborative as of July 1st in any year provided that such district provides written notice to the Executive Director of the Collaborative and the Board of such intent by December 31st with an effective date of July 1st for the withdrawal. Upon receipt of such notice, the Collaborative Agreement must be amended (see Article XII) and approved, first, by the Board, then, by a majority of the Member Districts, and finally, by the Board of Elementary and Secondary Education, and provided that the Board of Elementary and Secondary Education has approved the withdrawal by April 30th of the fiscal year in which the withdrawal is to occur.
2. Written notification of a Member District's intent to withdraw from the Collaborative at the end of a fiscal year shall include the following:
  - a. Notification addressed to the chair of the Board and the Executive Director that the Member District has voted to withdraw from the Collaborative with the effective date of withdrawal; and
  - b. A copy of the minutes from the School Committee or Charter School Board meeting at which the Member District voted to withdraw from the Collaborative.
3. An amendment to this Agreement shall be prepared to reflect changes in the Agreement caused as a result of the change in membership of the Collaborative.

4. Upon withdrawal, a former Member District shall not be entitled to any assets or a portion of any assets of the Collaborative, including any surplus funds that may have been carried over from prior years and any reserve funds that may have been established by the Board.
5. The withdrawing Member District must fulfill all of its financial obligations and commitments to the Collaborative.
6. A School Committee or Charter School Board that has withdrawn from the Collaborative will continue to be liable to the Collaborative for its proportional share of liabilities and any debts, claims, demands, or judgments against the Collaborative, incurred during said School Committee's or Charter School Board's membership. Such proportional share is determined by the *Enrollment Assessment* formula previously articulated above under Annual Member Assessment.
7. Upon withdrawal, the withdrawing Member District will be reimbursed any funds prepaid to the Collaborative by the Member District for tuition or services under M.G.L. c. 40, § 4E.
8. The withdrawal of any Member District(s) at any time shall not affect the status of this Agreement and the same shall remain in full force and effect until specifically changed or amended consistent with Article XII.
9. If, after the withdrawal of a Member District (s), less than two Member Districts remain, the Collaborative Board will initiate termination proceedings as provided in Article IX.

#### **ARTICLE XI: PROCEDURE FOR ADMITTING NEW MEMBER DISTRICTS**

Any School Committee or Charter School Board may seek to become a Member District of the Collaborative upon a majority vote of the Board and provided that the Collaborative Agreement is amended (see Article XII) and approved by a majority of the Member Districts and the Board of Elementary and Secondary Education.

1. At least 180 days prior to the beginning of a new fiscal year, the prospective Member District shall submit in writing to the chair of the Board and the Executive Director its request to join the Collaborative.
2. Upon receipt of the prospective member district's request to join, the Board will consider the request.
3. Upon a majority affirmative vote of the Board, this Agreement shall be amended to add the new Member District.
4. The votes for approval may provide for the deferral of the admission of a new Member District until July 1 of the subsequent fiscal year.
5. The admission of a new Member District to the Collaborative shall become effective only after the

execution and delivery by the current Member Districts and the applicant School Committee or Charter School Board of an amendment to this Agreement agreeing to be bound by all the terms and conditions thereof, and approval by the Board of Elementary and Secondary Education.

6. A School Committee or Charter School Board may be admitted to the Collaborative as of July 1st of any fiscal year provided that all required approvals, including that of Member Districts, and the Board of Elementary and Secondary Education, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new Member District is to be admitted to the Collaborative. If all steps for admission have been completed with the exception of approval of the Board of Elementary and Secondary Education, the new Member District may participate in meetings of the Board and receive other benefits of membership as determined by the Board, except that the new Member District may not vote on any matter.

7. Following the approval for admission to the Collaborative and continuing until the actual date of such admission, the School Committee or Charter School Board may designate a non-voting representative to the Board.

## **ARTICLE XII: PROCEDURE FOR AMENDING THE AGREEMENT**

This Agreement may be amended from time to time as needed, pursuant to the following procedure:

1. Any Member District, Board Member, or the Collaborative Executive Director may initiate a proposal for amendment of this Agreement.

2. The proposed amendment shall be presented in writing to the Secretary of the Board no less than ten (10) days prior to a meeting of the Board at which it shall first be read.

3. The proposed amendment shall be read a second time at the regular meeting next subsequent to its first majority reading, at which time it may be approved by a vote of the Board Members present and voting.

4. If approved by the Board, the proposed amendment shall then be submitted to Member Districts.

If approved by a simple majority of Member Districts, the proposed amendment shall be submitted for approval to the Board of Elementary and Secondary Education. If approved by the Board of Elementary and Secondary Education, the proposed amendment shall become effective.

## **ARTICLE XIII: NON-DISCRIMINATION PRACTICES**

EDCO Collaborative does not discriminate on the basis of race, sex, color, religion, sexual orientation, gender identity, age, disability or national or ethnic origin in the administration of its educational policies, administrative policies, scholarship or loan programs, athletic and other school administered programs or in employment. The Board's policy of nondiscrimination will extend to students, staff, the general

public, and individuals with whom it does business.

This Collaborative Agreement shall not be effective until approved by the Member Districts as indicated on the signatory page, and the Massachusetts Board of Elementary and Secondary Education. The Agreement is authorized by a vote of each of the Member Districts and signed by the Chairperson of each Member District.

**APPROVALS:**

Date of first reading: 3.1.2013

Date of second reading: 3.5.2013

Date approved by Collaborative Board of Directors:

Approved by:

\_\_\_\_\_ Date \_\_\_\_\_  
CHAIRPERSON - SCHOOL COMMITTEE FOR THE ACTON-BOXBOROUGH REGIONAL  
SCHOOL DISTRICT

\_\_\_\_\_ Date \_\_\_\_\_  
CHAIRPERSON - SCHOOL COMMITTEE FOR THE ARLINGTON PUBLIC SCHOOLS

\_\_\_\_\_ Date \_\_\_\_\_  
CHAIRPERSON - SCHOOL COMMITTEE FOR THE BEDFORD PUBLIC SCHOOLS

\_\_\_\_\_ Date \_\_\_\_\_  
CHAIRPERSON - SCHOOL COMMITTEE FOR THE BELMONT PUBLIC SCHOOLS

\_\_\_\_\_ Date \_\_\_\_\_  
CHAIRPERSON - SCHOOL COMMITTEE FOR THE BROOKLINE PUBLIC SCHOOLS

\_\_\_\_\_ Date \_\_\_\_\_  
CHAIRPERSON - SCHOOL COMMITTEE FOR THE CARLISLE PUBLIC SCHOOLS

\_\_\_\_\_ Date \_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE CONCORD PUBLIC SCHOOL

Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT

Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE LEXINGTON PUBLIC SCHOOLS

Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE LINCOLN PUBLIC SCHOOLS

Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT

Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE NEWTON PUBLIC SCHOOLS

Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE SUDBURY PUBLIC SCHOOLS

Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE WALTHAM PUBLIC SCHOOLS

Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE WATERTOWN PUBLIC SCHOOL

Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE WELLESLEY PUBLIC SCHOOLS

Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE WESTON PUBLIC SCHOOLS

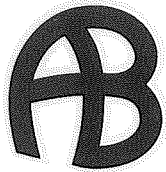
Date\_\_\_\_\_

CHAIRPERSON - SCHOOL COMMITTEE FOR THE WINCHESTER PUBLIC SCHOOLS

APPROVED BY THE MASSACHUSETTS BOARD OF ELEMENTARY AND SECONDARY EDUCATION:

Date\_\_\_\_\_

COMMISSIONER OF ELEMENTARY AND SECONDARY EDUCATION



**Raymond J. Grey Junior High School**  
16 Charter Road, Acton, Massachusetts 01720-2995  
**Andrew Shen, Principal**

**Acton-Boxborough Regional School District**  
(978) 264-4700 x3303 FAX (978) 264-3343  
**James Marcotte, Assistant Principal**  
**Allison Warren, Assistant Principal**

Date: January 5, 2015  
To: Acton-Boxborough Regional School Committee  
Glenn Brand, Superintendent of Schools  
From: Andrew Shen, RJ Grey Principal  
Re: Gift from ExxonMobil

---

Dear Glenn,

We would like the School Committee to accept a gift of \$500 from ExxonMobile. For the past few years, their local affiliate in Acton has provided donations to RJ Grey to support math and science related activities and programs.

Please let me know if you have any questions.

Regards

Andrew Shen



**Acton-Boxborough Regional School District**

**Paul P. Gates School**

75 Spruce St.

Acton MA 01720

Ph. 978-266-2570

<http://gates.abschools.org>



**Lynne Newman**

*Principal*

TO: Glenn Brand, Superintendent of Schools

FROM: Lynne Newman

RE: Donation for School Committee Acceptance

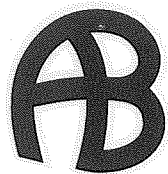
DATE: 1/15/2015

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The Gates School is the recipient the 2014 Exxon Mobil Educational Alliance Math & Science grant of \$500 from the West Acton Mobil Mart.

We would appreciate the Acton-Boxborough Regional School Committee's acceptance of this very generous gift which will be use to support our math and science curriculum.

Thank you.



**Raymond J. Grey Junior High School**  
16 Charter Road, Acton, Massachusetts 01720-2995  
**Andrew Shen, Principal**

**Acton-Boxborough Regional School District**  
(978) 264-4700 x3303 FAX (978) 264-3343  
**James Marcotte, Assistant Principal**  
**Allison Warren, Assistant Principal**

Date: January 12, 2015  
To: Acton-Boxborough Regional School Committee  
Glenn Brand, Superintendent of Schools  
From: Andrew Shen, RJ Grey Principal  
Re: Gift from AB PTSO

-----

Dear Glenn,

We would like the School Committee to accept a gift of \$2,500 from the Acton-Boxborough PTSO. This represents the first half of the annual grant we receive from the PTSO, which is given to support student activities and programs.

Please let me know if you have any questions.

Regards,

Andrew Shen



14.2.1

1/8/15 SC First Read

1/22/15 Second Read

File: JC

## ENROLLMENT OF STUDENTS

~~The Acton-Boxborough Regional Schools have a standard procedure, available from the Office of the Registrar, for the enrollment of students.~~

~~The Acton Public Schools have~~District has the following open enrollment policy for the elementary schools:

~~The Acton School Committee~~District strives to provide high standards of educational excellence in all of its elementary schools. Since no single teaching method is best for all students, the School Committee supports the use of a variety of teaching methods and techniques which will achieve the prescribed curriculum objectives. It follows that parents should have the opportunity to choose the school they think best fits the needs of their children subject to the availability of space and staff.

The District has a standard procedure for enrolling students at the Junior High and High Schools. This procedure is available from the Office of the Registrar.

The School Committee may find it necessary or appropriate to relocate, expand, or contract the available classroom space, or to increase or decrease the number of classroom teachers due to changes in student enrollment, budget limitations, or other reasons. In such situations, parents will be allowed to request reassignment of their students to classes/schools that are not overcrowded. In the event that choices have to be made between reassignment requests, or should the School Committee determine that mandatory reassignment is necessary, the priorities listed in the Enrollment of Students Procedures will be utilized in assigning students. ~~After those accommodations are made, the Committee will attempt to retain existing student groupings as much as possible.~~

~~Acton Public Schools and Acton-Boxborough Regional School District~~

File: JC

## ENROLLMENT OF STUDENTS

The District has the following enrollment policy for the elementary schools:

The School District strives to provide high standards of educational excellence in all of its elementary schools. Since no single teaching method is best for all students, the School Committee supports the use of a variety of teaching methods and techniques which will achieve the prescribed curriculum objectives. It follows that parents should have the opportunity to choose the school they think best fits the needs of their children subject to the availability of space and staff.

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## ENROLLMENT OF STUDENTS

### 1. Kindergarten Registration

Students are placed in the school of the parents' first choice, according to the priorities listed below. In the event there is an over-enrollment in any school after the above indicated children with priority have been placed, a lottery will be held which will provide a fair way for all other children to be placed in the school of their highest choice.

### 2. Students Moving into Acton or Boxborough

Every effort will be made to place students (K-6) who move to Acton or Boxborough in the schools requested by their parents, with preference given, if necessary, according to the priorities below. However, in certain circumstances it may not be possible to place these students in the school of their first choice.

### 3. Transfers between Elementary Schools

A parent or guardian who wishes to transfer his or her child from one elementary school to another shall write a letter to the Superintendent or designee stating the request. Any transfer requests that are made during the school year up to July 1, will be considered in July for transfer in September. Normally transfer requests should be initiated by July 1 for the following school year. The Superintendent shall make a decision by the end of the third week in August and communicate it to the parent or guardian. Normally, transfers of enrolled students during the school year take priority over new residents to the town. Students will rarely be transferred during the school year to minimize disruptions.

### 4. Priorities to be Used in Assigning Students

- a. ~~Providing for children with special program needs and/or accessibility accommodations. Some students requiring English Literacy Learner services may need the special programs/staff support or building accommodations offered at particular schools. These students will be placed appropriately upon the recommendation of Pupil Services.~~
- b. Keeping Families Together - It is important to build a strong core of families who can devote their energies to their school's activities. Volunteerism, active parent/teacher organizations, and parent involvement in advisory groups and the like are valuable school resources. So is a long-term family connection to their school community. Therefore, if the newly enrolling student has a sibling in the Acton or Acton-Boxborough Regional Schools and that sibling attended an Acton or Boxborough elementary school, the newly enrolling student will be given school selection preference at that same school.  
  
\* A sibling is defined as: "a relative (by birth, adoption or guardianship) who is living in the same home."
- c. Encouraging Walking to School - Children should walk to school wherever possible for economic and energy-saving reasons. Therefore, walkers students who live within a one mile safe walk will be given preference when placing students. A safe walk will include sidewalks on major roads and crossing guards when students need to cross a major road.
- d. Children who are retained in kindergarten receive priority for all day kindergarten. If they request to transfer to another school, they receive priority to attend that school.

e. Children who live in Boxborough are guaranteed a spot at the Blanchard School if they

File: JC-R

choose, and children who live in Acton are guaranteed a spot at an Acton school if they choose. Exceptions to this may be made for special education reasons or for other reasons as determined by the Superintendent.

~~Additional procedures for enrollment of students are established by the Superintendent, in accordance with State law, and shall cover such topics as:~~

- ~~• school choice~~
- ~~• establishing residence eligibility~~
- ~~• students living with relatives~~
- ~~• students in foster homes~~
- ~~• homeless students~~
- ~~• students living on their own.~~

~~They are available from the Office of the Registrar.~~

## ENROLLMENT OF STUDENTS

### 1. **Kindergarten Registration**

Students are placed in the school of the parents' first choice, according to the priorities listed below. In the event there is an over-enrollment in any school after children with priority have been placed, a lottery will be held which will provide a fair way for all other children to be placed in the school of their highest choice.

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b. Keeping families together - It is important to build a strong core of families who can devote their energies to their school's activities. Volunteerism, active parent/teacher organizations, and parent involvement in advisory groups and the like are valuable school resources. So is a long-term family connection to their school community. Therefore, if the newly enrolling student has a sibling in the Acton-Boxborough Regional Schools and that sibling attended an Acton or Boxborough elementary school, the newly enrolling student will be given school selection preference at that same school.

\* A sibling is defined as: "a relative (by birth, adoption or guardianship) who is living in the same home."

c. Encouraging walking to school - Children should walk to school wherever possible for economic and energy-saving reasons. Therefore, students who live within a one mile safe walk will be given preference when placing students. A safe walk will include sidewalks on major roads and crossing guards when students need to cross a major road.

d. Children who are retained in kindergarten receive priority for all day kindergarten. If they request to transfer to another school, they receive priority to attend that school.

e. Children who live in Boxborough are guaranteed a spot at the Blanchard School if they

choose, and children who live in Acton are guaranteed a spot at an Acton school if they choose. Exceptions to this may be made for special education reasons or for other reasons as determined by the Superintendent.

14.2.2 1/8/15 FIRST READ  
1/22/15 Second Read

File: JCAC

**ASSIGNMENT OF STUDENTS FROM OTHER SCHOOL DISTRICTS  
OR HOMESCHOOLING**

Students transferring from another school or district or from homeschooling into the Acton-Public or Acton-Boxborough Regional Schools will be placed in a grade based on their age on or before September 1 of the current school year.

A student enrolling who is five years old on or before September 1 of the current school year will be placed in Kindergarten.

A student enrolling who is six years old on or before September 1 of the current school year and who has completed kindergarten will be placed in first grade.

A student enrolling who is seven years old or older on or before September 1 of the current school year will be placed in the age appropriate grade unless the student has attended a different grade level in his or her previous school district. In this case, the student will be placed according to the building principal's evaluation for a grade placement.

Students enrolling in grades 7 through 12 from another school or district or from homeschooling into the Acton-Boxborough Regional Schools will be placed based on placement testing and a review of records from the student's previous school(s). Students enrolled in school elsewhere will not be permitted to enroll in the ABRSD. Students who have earned a diploma or the equivalent from another secondary school will not be permitted to enroll in the ABRSD.

Ref: JEB Kindergarten Entrance Policy  
MGL Chapter 76 Section 1

**ASSIGNMENT OF STUDENTS FROM OTHER SCHOOL DISTRICTS  
OR HOMESCHOOLING**

Students transferring from another school or district or from homeschooling into the Acton-Boxborough Regional Schools will be placed in a grade based on their age on or before September 1 of the current school year.

A student enrolling who is five years old on or before September 1 of the current school year will be placed in Kindergarten.

A student enrolling who is six years old on or before September 1 of the current school year and who has completed kindergarten will be placed in first grade.

A student enrolling who is seven years old or older on or before September 1 of the current school year will be placed in the age appropriate grade unless the student has attended a different grade level in his or her previous school district. In this case, the student will be placed according to the building principal's evaluation for a grade placement.

Students enrolling in grades 7 through 12 from another school or district or from homeschooling into the Acton-Boxborough Regional Schools will be placed based on placement testing and a review of records from the student's previous school(s). Students enrolled in school elsewhere will not be permitted to enroll in the ABRSD. Students who have earned a diploma or the equivalent from another secondary school will not be permitted to enroll in the ABRSD.

Ref: JEB Kindergarten Entrance Policy  
MGL Chapter 76 Section 1



14.2.3

1/8/15 SC First Read

1/22/15 Second Read

File: JEB

**KINDERGARTEN ENTRANCE POLICY**

This policy and procedures are is designed to reduce the age span and therefore, normally, the developmental span in a classroom in order to enable instruction more suitably tailored to the children in the class.

Children reaching the age of five on or before September 1 are eligible and expected to be enrolled in Kindergarten in September of that calendar year.

~~If a parent feels the child is not ready to enter Kindergarten at the age appropriate time, they may withhold their child from kindergarten with the recommendation of the child's preschool teacher. If a parent would like the school district to assess the child for kindergarten readiness, he/she should contact the Early Childhood Coordinator.~~

Formatted: Strikethrough

~~the parent must make formal written request to the Superintendent of Schools by March 1 of the same calendar year which will be reviewed by a standing review committee of staff. That review procedure may include testing by the school system at the parent's expense.~~

Children reaching the age of 6 by September 1 are eligible and must be enrolled in school by September of that calendar year.

APPROVED: 12/16/10

File: JEB

## **KINDERGARTEN ENTRANCE POLICY**

This policy is designed to reduce the age span and therefore, normally, the developmental span in a classroom in order to enable instruction more suitably tailored to the children in the class.

Children reaching the age of five on or before September 1 are eligible to be enrolled in Kindergarten in September of that calendar year.

APPROVED: 12/16/10

File: JF

**Residency and Student Enrollment***(replaces "School Admissions")**FIRST READING 1/8/15, SECOND READING 1/22/15*

In order to attend the Acton-Boxborough Regional School District, a student must actually reside in the town of Acton or the town of Boxborough. The residence of a minor child is presumed to be the legal, primary residence of the parents or legal guardians who have physical custody of the child. "Residency" is defined as the place where a person has his/her permanent home, not temporarily, and is the center of his/her domestic, social, and civic life.

In determining residency, the Acton Boxborough Regional Schools reserves the right to request a variety of documentation when students are initially enrolled in the schools, or in the course of any investigation intended to verify residency.

**I. Registration Process and Residency Verification**

Before any student is to be enrolled in the Acton-Boxborough Regional School District, his or her parent or legal guardian must provide to the school(s) proof of residency, proof of legal guardianship of the child being registered, and other documentation pertaining to academic and medical records. Families should be prepared to furnish all of the following during the registration process:

- a. Copy of birth certificate for student
- b. Copy of student's current immunization record and physical examination (within the last year)
- c. Copies of previous school records - report cards or transcripts, MCAS scores if moving within the state of MA
- d. A signed and notarized Statement/Affidavit of Occupancy
- e. Copy of photo identification of parent/guardian
  - i. Evidence of Identification: including, but not limited to one of the following: valid driver's license, MA Photo ID card, valid passport, or other government issued photo ID
- f. Proof of residency & occupancy in Acton or Boxborough - note that parent/guardian name must be listed:
  - i. Evidence of Residency: including but not limited to recent mortgage payment or property tax bill, fully signed and executed lease and/or rental agreement, fully signed and executed purchase and sale (P&S) agreement (provided occupancy date occurs before a student can be registered), Section 8 agreement

AND

  - ii. Evidence of Occupancy: Including but not limited to gas/Oil bill, electric bill, home (not cell) telephone bill, cable bill, water bill (note: bill must be dated within the past 45 days and address and name must be stated)

When applicable, families must also provide the District with:

- g. Copies of any IEP or 504 Plan documentation for the student
- h. Parenting plan for divorced or separated parents/guardians

## **II. Enforcement**

Questions concerning any student's residency in Acton or Boxborough will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned because of an invalid or unknown address, or other grounds.

The Director of Personnel and Administrative Services or his/her designee may request additional documentation and may use the assistance of the District's School Resource Officer to assist with or conduct investigations into student residency. A report of findings will be provided to the Director of Personnel and Administrative Services, who shall make an initial determination of residency.

Upon an initial determination that a student is not actually residing in Acton or Boxborough, the student's enrollment in the Acton-Boxborough Regional School District shall be terminated. In addition to termination of enrollment and the imposition of other penalties permitted by law, the Acton Boxborough Regional Schools reserves the right to recover restitution based upon the costs of educational services during the period of non-residency.

## **III. Exceptions & Extraordinary Circumstances**

The residency requirements listed above shall not apply to the following:

- a. Students who are entitled to attend the Acton-Boxborough Regional School District under the McKinney-Vento Homeless Assistance Act
- b. Students enrolled in the High School under special programs approved by the School Committee, such as educational exchange programs
- c. Children of non-resident employees of the Acton Boxborough Regional Schools, who meet the conditions established by the School Committee in the policy pertaining to such students
- d. Students accepted and/or grandfathered into the District through the School Choice program
- e. Students whose parents divorce or separate and share physical custody, provided one custodial parent remains a resident of Acton or Boxborough, and the student resides at least 4 nights a week with the parent who resides in Acton or Boxborough. The most current custody agreement and/or approved parenting plan must be provided in these circumstances.
- f. For children whose families have signed and accepted a Purchase and Sale Agreement to purchase and reside in a dwelling in Acton or Boxborough, they may be enrolled up to 60 calendar days in advance of the time actual physical residency occurs. This exception may only be granted with prior written approval from the Superintendent.

The below are extraordinary circumstances in which exceptions may be considered, and is at the discretion of the Superintendent or his/her designee. In all circumstances, if the request is granted, student transportation during the period of non-residency shall be the responsibility of the parents or legal guardians:

- g. If a student's family moves from Acton or Boxborough on or after April 1st of a given school year, the parents or legal guardians may place a request in writing to the Superintendent to have their student(s) remain in the Acton-Boxborough School District for the completion of the academic year. To be considered for this exception, families must make the request to the Superintendent at least two weeks prior to such a move.
- h. If a student is a senior at Acton-Boxborough High School, and his/her family moves out of the District on or after October 1st of a given school year, the parents or legal guardians may submit a request in writing to the Superintendent to have their student(s) remain in Acton-Boxborough for the completion of the academic year.
- i. Current students who move out of Acton or Boxborough because of the severe or chronic illness of the student or immediate family member; the death of an immediate family member; disaster to the residence; or other circumstances having a significant impact upon the student.

Special requests and extraordinary circumstances that are not specifically articulated above, must be presented in writing to the Superintendent or his/her designee. The Superintendent has sole discretion in rendering a decision for these requests, and those decisions are final.

#### **IV. Notification**

The Acton-Boxborough Regional School District residency requirements, verification procedures, and consequences for falsifying or misrepresenting residency will be posted on the District's website, individual school websites, and the District's policy manual.

REF: JF-E Proof of Residency Affidavit

**Acton-Boxborough Regional School District  
Proof of Residency Affidavit JF-E**

I/We, the parent(s), legal guardian(s) of \_\_\_\_\_ hereby certify as follows:  
(Print student's full name)

1. I/We wish to enroll the above named student in the Acton-Boxborough Regional School District. I/We understand that pursuant to Massachusetts General Law (Chapter 76, Section 5) and Acton-Boxborough Regional School District's Policy, students who actually reside in the Towns of Acton and Boxborough may attend school in the Acton-Boxborough Regional District and students who do not actually reside in the Towns of Acton or Boxborough may not attend school in the Acton Boxborough Regional School District.
2. I/We hereby certify that effective \_\_\_\_\_, 20\_\_\_\_, the above named student is/will be residing at the following address in Acton or Boxborough Massachusetts, with:

\_\_\_\_\_  
Printed Names (s) of Parent(s)/Guardians(s)

\_\_\_\_\_  
No. Street Apt. No. Acton or Boxborough, MA 01720/01719

Home Telephone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

3. I/We acknowledge that I am/we are required to notify the Acton-Boxborough Regional District or the above student's school in writing, of any change in said student's address within five (5) business days of such change of address.
4. I/We understand that this Occupancy Statement will be relied upon by the Acton-Boxborough Regional School District for the purpose of determining the above student's eligibility to attend school in the Acton-Boxborough Regional School District on the basis of residency. If said student is enrolled in the Acton-Boxborough Regional School District based upon the information provided and it is subsequently determined that the student does not actually reside in Acton or Boxborough, I/We understand that the student's enrollment in the Acton-Boxborough Regional School District will be promptly terminated and I/We will be jointly liable to the Acton-Boxborough Regional School District for the student's tuition for the full academic year(s).
5. I/We further certify that I am/we are the parent(s), legal guardians(s), or responsible adult of the above student.
6. I/We understand that all applicants must reside in the Towns of Acton or Boxborough as outlined in Massachusetts General Laws Chapter 76, Section 5 which states:

*Every person shall have a right to attend the public schools of the town where he/she actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excused from or discriminated against in admission to a public school of any town, or in obtaining that advantages privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. (amended by st. 1971, c622, c.1; st. 1973 c. 925, s 9A, st. 1993, c. 282; st. 2004, c.352, s.33)*

**Acton-Boxborough Regional School District  
Proof of Residency Affidavit**

One item must be provided from each column:

Column A	Column B	Column C
Evidence of Residency	Evidence of Occupancy	Evidence of Identification Photo ID
Record of recent Mortgage payment and/or property tax bill	Gas/Oil Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated)	Valid MA Driver's License
Fully Signed and Executed Lease and/or Rental Agreement (Must be Executed by both Parties)	Recent bill dated within the past 45 days showing Acton or Boxborough address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid MA Photo ID Card
Fully signed and Executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs before a student can be registered)	Occupancy Statement from landlord must be provided if a bill can not be provided prior to student's enrollment	Other Government issued Photo ID
Section 8 Agreement		

Signed under the pain and penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_:

\_\_\_\_\_  
Parent /Guardian (Please circle relationship)

\_\_\_\_\_  
Parent/Guardian (Please circle relationship)

Review by Acton-Boxborough Regional Schools: \_\_\_\_\_

Acton-Boxborough Staff Member's Initials

10.2.5.2

Current Policy

File: JF

**SCHOOL ADMISSIONS**

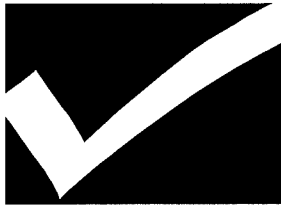
All children of school age who reside in the town<sup>s</sup> will be entitled to attend the public schools, as will certain children who do not reside in the town<sup>s</sup> but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective Kindergarten students will take place in January and March. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the school administration and proof of vaccination, and immunizations as required by the state and the School Committee. Proof of residency and legal guardianship may also be required by the school administration.

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03

CROSS REFS.: JLCA, Physical Examination of Students  
JLCB, Inoculations of Students  
JFBB, School Choice





# Acton Leadership Group Meeting

January 15, 2015

7:30 AM

Francis Falkner Hearing Room 204

Lauren Rosenzweig-Morton Facilitating

***Agenda Topics***		
		<u>Comments</u>
1. Approval of December 11, 2014 meeting minutes	All	
2. Update of FY15 Revenues and Expenditures	Steve Ledoux Glenn Brandt	
3. Update on Minuteman	Nancy Banks	
4. Update on Other Post Employment Benefits (OPEB) Working Group	All	
5. Update on Middlesex Retirement Assessment	Steve Ledoux Steve Barrett	
6. Senior Tax Relief	ALL	
7. Review Updated Spreadsheet	Steve Barrett Marie Altieri	
8. Outstanding Consensus Items (A) Tax Levy (B) Use of Resources (C) Revenue Projections	All	
9. Public Comment		
10. Next Meeting to Be Discussed		

**Town of Acton Multi-Year Financial Model**

**Summary** Prepared for Annual Town Meeting by Board of Selectmen, School Committee and Finance Committee

1/14/2015

<b>Town of Acton Revenues</b>				
	FY15 Town Meeting	FY16	FY17	FY18
<b>A. Revenues (GROSS)</b>				
Tax Levy (excluding debt exclusion)	\$71,128	\$74,333	\$77,089	\$79,658
State Aid	\$13,865	\$14,299	\$14,456	\$14,614
Local Receipts	\$4,170	\$4,800	\$4,841	\$4,884
Debt Exclusion	\$2,947	\$2,911	\$2,852	\$2,831
SBAB Reimbursement	\$923	\$923	\$923	\$923
<b>Total Revenues (including debt)</b>	<b>\$93,034</b>	<b>\$97,266</b>	<b>\$100,161</b>	<b>\$102,910</b>
<b>B. Debt Exclusion Debt Service</b>				
APS School Debt Exclusion	\$611	\$588	\$559	\$552
Public Safety Facility Debt Exclusion	\$451	\$434	\$423	\$411
Municipal Debt Exclusion	\$230	\$222	\$201	\$185
JHS/SHS Debt Exclusion	\$1,576	\$1,590	\$1,670	\$1,682
SBAB Reimbursement-Parker/Damon	\$923	\$923	\$923	\$923
<b>Total Debt Exclusion/SBAB</b>	<b>\$3,791</b>	<b>\$3,758</b>	<b>\$3,775</b>	<b>\$3,754</b>
<b>C. Available Town Revenues (NET) (A - B)</b>	<b>\$89,242</b>	<b>\$93,508</b>	<b>\$96,386</b>	<b>\$99,156</b>
<b>Town of Acton Expenditures</b>				
Total Acton Municipal Allocation	\$29,126	\$30,010	\$31,164	\$31,164
Percentage change year-to-year			3.00%	3.00%
Acton Portion of Annual ABRSD Budget	\$62,884	\$65,954	\$67,167	\$69,410
Final Assessment Shift Per Appendix A of Regional Agreement	(\$1,061)	(\$1,360)	(\$1,649)	(\$1,649)
<b>Total Acton Contribution To ABRSD Budget</b>	<b>\$61,698</b>	<b>\$65,186</b>	<b>\$66,161</b>	<b>\$68,632</b>
Less Regional Revenue	-\$13,584	-\$13,101	-\$13,676	-\$13,755
Add Reginal Debt	\$1,576	\$1,590	\$1,670	\$1,682
<b>Net ABRSD ASSESSMENT</b>	<b>\$49,690</b>	<b>\$53,676</b>	<b>\$54,156</b>	<b>\$56,558</b>
Percentage change year-to-year	4.78%	5.65%	1.50%	3.73%
Total Minuteman Allocation	\$758	\$919	\$948	\$977
Percentage change year-to-year	-8.26%	21.24%	3.13%	3.13%
<b>D. Town of Acton Expenditures (NET)</b>	<b>\$91,582</b>	<b>\$96,115</b>	<b>\$98,273</b>	<b>\$100,773</b>
<b>E. Subtotal Town of Acton Projected Balance</b>	<b>(\$2,340)</b>	<b>(\$2,607)</b>	<b>(\$1,887)</b>	<b>(\$1,616)</b>
<b>F. Appropriation of Reserves (TOTAL)</b>	<b>\$2,157</b>	<b>\$2,619</b>	<b>\$3,299</b>	<b>\$1,387</b>
<b>G. Total Town of Acton Projected Balance</b>	<b>(\$183)</b>	<b>\$12</b>	<b>\$1,412</b>	<b>(\$229)</b>
(*) Annual Contributions Towards Long Term OPEB Liability	\$1,100	\$1,249	\$1,700	\$2,300
<b>Town of Acton - Tax Impact</b>				
	FY15	FY16	FY17	FY18
Existing Valuation ('000s)	\$3,857,124	\$3,846,049	\$3,884,509	\$3,846,049
New Growth value ('000s)	\$48,733	\$47,011	\$31,137	\$29,141
Total Valuation ('000s)	\$3,905,857	\$3,893,060	\$3,915,646	\$3,875,190
Tax Rate	\$19.14	\$20.07	\$20.58	\$22.09
% Change in Tax Rate	-1.59%	4.85%	2.54%	2.98%
SF Value	\$531,639	\$520,546	\$520,546	\$520,546
% Change in SF Value	5.17%	-2.09%	0.00%	0.00%
SF Tax Bill	\$10,178	\$10,449	\$10,714	\$11,496
% Change in SF Tax Bill	3.50%	2.66%	2.54%	2.98%
\$ Change in SF Tax Bill	\$344.48	\$270.88	\$265.04	\$332.21
(*) OPEB Contributions included in Budgets above				

2 of 8



Beth Petr &lt;bpetr@abschools.org&gt;

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**ALG plan additional materials**

1 message

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**Stephen Barrett** <sbarrett@acton-ma.gov>  
To: Acton Leadership Group <ALG@acton-ma.gov>

Wed, Jan 14, 2015 at 12:45 PM

Attached are a few documents to help understand the current ALG plan.

The first page is a simplified version of the front summary page.

The second page is a summary of total revenue - FY16 versus FY15.

Pages three thru five are the breakout of revenue changes for the main drivers:

- ✓ Tax Levy
- ✓ State Aid
- ✓ Local receipts

See you all in the morning.

Steve Barrett

-----Original Message-----

From: ATH-FIN-COLOR@acton-ma.gov [mailto:ATH-FIN-COLOR@acton-ma.gov]  
Sent: Wednesday, January 14, 2015 12:40 PM  
To: Stephen Barrett  
Subject: Scanned from a Xerox Multifunction Device

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.

Attachment File Type: pdf, Multi-Page

3 of 8

ALG PLAN TIE-OUT

	<u>FY16</u>		<u>FY15</u>		<u>\$ Change</u>	<u>% change</u>
Total revenue	97,266,000		93,034,000		4,232,000	4.55%
Add: Reserves	2,619,000		2,157,000		462,000	21.42%
Less: Regional revenue applied to assessment	<u>(13,101,000)</u>		<u>(13,584,000)</u>		483,000	-3.56%
Net Spending	86,784,000		81,607,000		5,177,000	6.34%
<u>Allocation to FY16 Budgets</u>					-	
ABRSD assessment	53,676,000	62%	49,690,145	61%	3,985,855	8.02%
Town of Acton	32,177,000	37%	31,341,000	38%	836,000	2.67%
Minuteman	<u>919,000</u>	<u>1%</u>	<u>758,000</u>	<u>1%</u>	161,000	21.24%
	86,772,000	100%	81,789,145	100%	4,982,855	6.09%
Net Position	12,000		(182,145)		194,145	

SOURCE = ALG SUMMARY TAB AND TOWN SCHOOL ALLOCATION TAB

ALG REVENUE CHANGE

	<u>FY16</u>	<u>FY15</u>	<u>\$ Change</u>	<u>% change</u>
Total revenue	97,266,000	93,034,000	4,232,000	4.55%
Tax Levy	74,333,000	71,128,000	3,205,000	4.51%
State Aid	14,299,000	13,865,000	434,000	3.13%
Local receipts	4,800,000	4,170,000	630,000	15.11%
Debt exclusion	2,911,000	2,947,000	(36,000)	-1.22%
SBAB reimbursement	<u>923,000</u>	<u>923,000</u>	<u>-</u>	<u>0.00%</u>
	97,266,000	93,033,000	4,233,000	4.55%

SOURCE = ALG SUMMARY TAB

TAX LEVY CHANGE

	<u>FY16</u>	<u>FY15</u>	<u>\$ increase</u>	<u>% increase</u>
Base	72,520,000	69,827,000	2,693,000	3.86%
Unused Levy Capacity	-	(692,000)	692,000	-100.00%
2 1/2%	1,813,000	1,746,000	67,000	3.84%
New Growth	900,000	948,000	(48,000)	-5.06%
Prior Year Overlay Deficit			-	
Overlay	<u>(900,000)</u>	<u>(700,000)</u>	<u>(200,000)</u>	<u>28.57%</u>
<b>Total Tax Levy (excluding debt exclusion)</b>	<b>74,333,000</b>	<b>71,129,000</b>	<b>3,204,000</b>	<b>4.50%</b>

SOURCE = TAX LEVY TAB

STATE AID CHANGE

	<u>FY16</u>	<u>FY15</u>	<u>\$ increase</u>	<u>% increase</u>
Cherry Sheet	1,097,000	1,086,000	11,000	1.0%
PROPOSED New Meals Tax .75%	270,000	-	270,000	
Regional Revenue (Acton Share)	<u>12,932,000</u>	<u>12,779,000</u>	<u>153,000</u>	<u>1.2%</u>
	14,299,000	13,865,000	434,000	3.1%

SOURCE = STATE AID TAB

LOCAL RECEIPT CHANGE

	<u>FY16</u>	<u>FY15</u>	<u>\$ increase</u>	<u>% increase</u>
Excise Taxes	3,100,000	2,800,000	300,000	10.7%
Fees	1,600,000	1,250,000	350,000	28.0%
Miscellaneous Non-Recurring	-	-	-	
Investment Income	<u>100,000</u>	<u>120,000</u>	<u>(20,000)</u>	<u>-16.7%</u>
	4,800,000	4,170,000	630,000	15.1%

SOURCE = LOCAL RECEIPTS TAB



## SUMMARY of Finance Committee's POINT OF VIEW (Acton)

The Acton Finance Committee recently published its annual Point of View document, which details its perspective on the Town of Acton's current financial position as well its recommendations for the upcoming School and Town budgeting process, including the tax rate, reserve use, and OPEB (Other Post-Employment Benefits) contributions. Below is a summary of the Point of View. The full document can be found online on the Town of Acton's website, [www.acton-ma.gov](http://www.acton-ma.gov).

### Summary

The Town of Acton is in a strong financial condition, as manifested by its AAA bond ratings and standard reserves in excess of 10% of total current budget, significantly above the state's Department of Revenue's recommended 5% level. In addition, the local economy is steady and residential home values are trending positively.

Given continued very low inflation, lower energy costs, declining enrollment in the schools, sturdy negotiations with town and school labor unions, more controlled OPEB liability projections, substantial municipal turnbacks and stronger than anticipated marginal fee income, the Finance Committee believes the opportunity exists to provide high quality services, as demanded by our citizens, while also planning for a medium term, multi-year pattern of tax increases below the 2.5% level allowable by Proposition 2 ½, for the benefit of our tax-paying citizenry.

The Finance Committee also recommends that school and municipal officials plan for "level service" budgets. Therefore, the Finance Committee urges the operating entities to only undertake new programs and initiatives where either there is a new revenue source identified to support this activity, or there is some current service that can be discontinued or otherwise economized to accommodate these services. In particular, we do not support additional hiring without offsetting expense reductions.

The Finance Committee also recommends the following:

- Reserve use be limited to \$2.6 mm, which would include the OPEB contribution
- Increase the OPEB contribution to \$1.4mm, but level off at that amount
- Consider additional tax relief programs for senior citizen taxpayers
- Examine and determine the value of a stabilization fund (see POINT OF VIEW's Exhibit B)
- Form a Capital Planning Committee, to plan for future capital expenses, both for maintenance and for new purchases.

Finally, the Finance Committee has developed a Long-Range Financial Planning Tool, which estimates the town's finances over the next five years, and helps promote greater financial visibility and better planning. This tool, along with a full version of the Point of View can be found online at <http://doc.acton-ma.gov/dsweb/View/Collection-6519>.

The Finance Committee would love to hear your feedback about its Point of View. Email any questions or suggestions to [fincom@acton-ma.gov](mailto:fincom@acton-ma.gov).

→ Acton Fincom handout  
1/14/15 ABRPTSO meeting

15.7.2

From: **Carr, Michael (SEN)** <[michael.carr@masenate.gov](mailto:michael.carr@masenate.gov)>  
Date: Mon, Jan 12, 2015 at 12:07 PM  
Subject: FW: Foundation Budget Review Commission - Public Hearing  
To: "Eldridge, James (SEN)" <[james.eldridge@masenate.gov](mailto:james.eldridge@masenate.gov)>

Dear Officials, below is information from the Foundation Budget Review Commission regarding their next public hearing. Thanks and Happy New Year! M.

---

Michael B. Carr, Chief of Staff  
Office of Senator James B. Eldridge  
Massachusetts State House, Room 413-A  
Boston, MA 02133  
(617) 722-1120  
[Michael.Carr@masenate.gov](mailto:Michael.Carr@masenate.gov)  
[www.SenatorEldridge.com](http://www.SenatorEldridge.com)  
[www.facebook.com/james.eldridge](http://www.facebook.com/james.eldridge)  
[@JamieEldridgeMA](https://twitter.com/JamieEldridgeMA)

**From:** Chang-Diaz, Sonia (SEN)  
**Sent:** Monday, January 12, 2015 11:45 AM  
**To:** SEN-DL-SENATORS; SEN-DL-ALLSTAFF  
**Cc:** Williamson, Jennie (HOU)  
**Subject:** Foundation Budget Review Commission - Public Hearing

Dear Members & Staff,

The Foundation Budget Review Commission will be holding a public hearing on **Saturday, January 24<sup>th</sup>** from **11:00 a.m.–1:00 p.m.** in the Auditorium of the **Nashoba Regional High School** in **Bolton**. This is the fourth of a series of public hearings that the Commission plans to hold across the state over the next several months. Below you will find a copy of the hearing notice, which includes additional information about the work of the Commission. Feel free to share this information with your local officials and constituents.

If you have any questions regarding the hearing, please contact the Education Committee's Research Director, Jennie Williamson, at [617-722-2070](tel:617-722-2070) or by email at [Jennie.Williamson@mahouse.gov](mailto:Jennie.Williamson@mahouse.gov).

Sincerely,  
Alice Peisch

Sonia Chang-Díaz

# MASSACHUSETTS FOUNDATION BUDGET REVIEW COMMISSION Public Hearing Notice

**Date:** Saturday, January 24, 2015

**Time:** 11:00 AM – 1:00 PM

**Location:** Nashoba Regional High School Auditorium  
12 Green Road, Bolton MA

The Foundation Budget Review Commission will hold a public hearing on **Saturday, January 24<sup>th</sup>** from **11:00–1:00** in the Auditorium of the **Nashoba Regional High School** in **Bolton**.

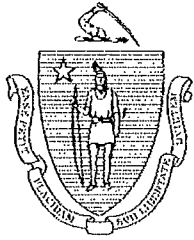
Pursuant to Section 124 of Chapter 165 of the Acts of 2014, the commission's purpose is to review the way foundation budgets are calculated and to make recommendations for potential changes in those calculations as the commission deems appropriate. The foundation budget, established in section 3 of chapter 70 of the General Laws, defines the minimum level of school spending necessary to provide an adequate education to students. Foundation budgets are established annually for each school district and reflect the specific grades, programs, and demographic characteristics of its students.

The commission has scheduled this public hearing for the purpose of soliciting testimony from members of the public on the following specific areas that the commission is charged with reviewing:

- The educational programs and services necessary to achieve the Commonwealth's educational goals and to prepare students to achieve passing scores on the state assessment system;
- The components and assumptions used in the calculation of foundation budgets;
- Measures to ensure that resources are effectively utilized; and
- Models of efficient and effective resource allocation.

Due to the limited time frame of the hearing and the number of people providing oral testimony, the length of such testimony will be limited to 3 minutes per person.

If you require special accommodations or have any questions regarding the hearing, please contact Jennie Williamson, Research Director of the Education Committee, at 617-722-2070. Written comments and testimony will also be accepted after the hearing, and may be submitted to Jennie Williamson by e-mail at Jennie.Williamson@mahouse.gov.



THE GENERAL COURT OF MASSACHUSETTS  
STATE HOUSE, BOSTON 02133-1053

January 12, 2015

His Excellency Charles D. Baker  
Governor of the Commonwealth of Massachusetts  
State House Room 360  
Boston, MA 02133

Dear Governor Baker,

We write in reference to a letter you received on December 29 from Kristina Rychlik, Chairwoman of the Acton-Boxborough Regional School Committee (please see attached).

As the legislative delegation representing the Acton-Boxborough Regional School District, we want to reinforce how deeply the recent 9C cuts to regional school transportation funding impact the district. The cut amounts to a loss of over \$400,000 in the middle of the school year.

As you know, Chapter 12 of the Acts of 2010 does not permit regional school funding to be cut by a larger percentage than Chapter 70 funding. While we recognize that this provision might not technically apply in this situation, we want you to know that the intent of this provision was to not harm regional school districts disproportionately to municipal school districts. Unfortunately, the 9C cut to regional school transportation does just that.

Please restore regional school transportation funding to its pre-9C level.

Sincerely,

Cory Atkins  
State Representative  
Fourteenth Middlesex District

Jennifer Benson  
State Representative  
Thirty-Seventh Middlesex District

James B. Eldridge  
State Senator  
Middlesex and Worcester District

CC: Kristina Rychlik, Chairwoman, Acton-Boxborough Regional School Committee



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

December 29, 2014

His Excellency Deval Patrick, Governor  
His Excellency Charles Baker, Governor Elect  
State House, Room 105  
Boston, MA 02133

Dear Governor Patrick and Governor Elect Baker:

I am writing in response to concerns with the budget cuts announced in Governor Patrick's November 19th letter to the Senate and House of Representatives. In particular, I am concerned with the 9C cuts announced in areas that impact our school district's budget during this current fiscal year: regional transportation reimbursement, and to a lesser extent, circuit breaker and charter school reimbursement.

As our first year in a fully regionalized Pre-K to Grade 12 district, these cuts have significantly impacted our budget and will negatively affect our operations this year: at the announced level of a 26.6% cut in regional transportation reimbursement, our district now anticipates a budget shortfall of \$432,933. This is money that we expected to receive and without it, cuts must be made elsewhere in our budget mid-year, a particularly difficult task. It is most distressing for our district at this time, as the financial benefit of full regionalization for our towns is in large part due to the regional transportation aid provided by the state.

The Acton Boxborough Regional School Committee strongly believes that these cuts, while legal in a technical sense, violate the spirit of the law in which they are intended to come under. There was an outside section included in the 2010 Achievement Gap Bill (Chapter 12 of the Acts of 2010) that prohibits regional school transportation funding from being cut by a larger percentage than any reduction in Chapter 70 aid (see Section 15 language below). We realize that this does not apply to 9C cuts as Chapter 70 aid is not being cut at this time. However, we do believe that, because Chapter 70 aid is not being cut yet regional transportation is, regional school districts that rely on these funds are being unfairly targeted over non-regional districts.

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

*Section 15. Notwithstanding any general or special law to the contrary, regional school transportation payments made by the state in any fiscal year through the general appropriations act shall not be lowered by a greater percentage than any reduction made to state chapter 70 payments in that fiscal year*

Governor Elect Baker, I appreciate your consideration of this issue and urge you to act to restore our regional transportation aid to previously announced levels. If I may be of further assistance, please do not hesitate to contact me.

Best regards,



Kristina Rychlik  
Chairwoman  
Acton-Boxborough Regional School Committee  
[Krychlik@abschools.org](mailto:Krychlik@abschools.org)

Cc: Representative Cory Atkins  
Representative Jennifer E. Benson  
Senator James B. Eldridge  
Massachusetts Association of Regional Schools (MARS)  
Massachusetts Association of School Committees (MASC)  
Acton-Boxborough Regional School Committee  
Glenn A. Brand, ABRSD Superintendent of Schools

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

17.

# TOWN OF ACTON 2015 ELECTION CALENDAR

**Annual Town Election is March 31, 2015**

**Annual Town Meeting is April 6, 2015**

Last day to obtain nomination papers February 6, 2015

Last day to file nomination papers with Board of Registrars February 10, 2015

Last day to object / withdraw February 26, 2015

Last day to register voters March 11, 2015

Last day to post town warrant March 17, 2015

## ***TOWN OFFICIALS TO BE ELECTED IN 2015 - 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

### **Trustees Memorial Library**

2 Members- 3 year term

### **Acton Housing Authority**

1 Member – 5 years

### **Water Supply District of Acton**

1 Commissioner – 3 year term

1 Moderator – 3 year term

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

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

1 Member – 3 year term

### **Trustees, Elizabeth White Fund**

1 Member– 3 year term

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

1 Member- 3 year term

### **Trustees, Charlotte Goodnow Fund**

2 Members – 3 year term



**BOXBOROUGH TOWN CLERK**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 264-1727 · Fax: (978) 264-3127  
[emarkiewicz@boxborough-ma.gov](mailto:emarkiewicz@boxborough-ma.gov)

## ANNUAL TOWN MEETING/ELECTION CALENDAR 2015

Currently there is only one election planned for 2015—the annual town election.

**Annual Town Meeting: Monday, May 11**

**Annual Town Election: Monday, May 18**

**January 19:** Nomination papers for town offices available in the Town Clerk's office. The following offices will be on the ballot:

- **Moderator**, one-year term: 1 seat
- **Selectman**, three-year term: 2 seats
- **School Committee**, three-year term: 2 seats
- **Planning Board**, three-year term: 2 seats
- **Library Trustees**, three-year term: 2 seats
- **Board of Health**, one-year term: 1 seat
- **Constable**, three-year term: 1 seat

**March 30:** Last day to file nomination papers with the Board of Registers/Town Clerk in order to be on the ballot for the May 18 Annual Town Election. Papers are due in the Town Clerk's office by 5:00pm. A minimum of 25 signatures is required.

**April 21:** Last day to register to vote in order to be eligible to vote at Annual Town Meeting and the Annual Town Election. The Town Clerk's office will be open from 9:00am-8:00pm on that day.

**May 11:** Annual Town Meeting begins at 7:00pm at the Blanchard Memorial School gym.

**May 18:** Annual Town Election. Polls open at Boxborough Town Hall from 7:00am – 8:00pm.





Actual  
Acton-Boxborough  
Grade 1-6  
2014-2015  
1/8/15

Grade YOG	Blanchard			Total	Conant			Total	Douglas			Total	Gates			Total	McCarthy-Towne			Total	Merriam			Total	# Sec.	Avg. Siz					
Rm	BAD	BPM	2		CAD	CAM	1		DAD1	DAD2	DAM	2		GAD	GAM	GPM	1		TAD1	TAD2	TAM		MAD	MAM	MPM	1	7				
	29	13																													
<b>K-27</b>	<b>22</b>	<b>21</b>	<b>43</b>		<b>20</b>	<b>21</b>	<b>41</b>		<b>19</b>	<b>20</b>	<b>21</b>	<b>60</b>		<b>20</b>	<b>17</b>	<b>20</b>	<b>57</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>63</b>		<b>20</b>	<b>20</b>	<b>20</b>	<b>60</b>	<b>324</b>	16	20.3	
Rm	211	213	2	3	4	6	1	3	4	5	0		3	5	1		310	311	312	2		224	234	323	1	7					
<b>Gr. 1-26</b>	<b>19</b>	<b>20</b>	<b>39</b>	<b>21</b>	<b>23</b>	<b>23</b>	<b>67</b>	<b>21</b>	<b>23</b>	<b>20</b>	<b>64</b>		<b>22</b>	<b>22</b>	<b>44</b>	<b>20</b>	<b>22</b>	<b>22</b>	<b>64</b>		<b>22</b>	<b>23</b>	<b>23</b>	<b>68</b>	<b>346</b>	16	21.6				
Rm	219	221	227	4	5	7	8		6	7	8	2		10	8		301	302	303	1		133	231	334	1	8					
<b>Gr. 2-25</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>54</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>69</b>	<b>23</b>	<b>23</b>	<b>22</b>	<b>68</b>		<b>22</b>	<b>22</b>	<b>44</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>67</b>		<b>22</b>	<b>23</b>	<b>22</b>	<b>67</b>	<b>369</b>	17	21.7			
Rm	226	229	231	7	10	17	9		10	11	9	0	6	7	9	2	313	314	315	1		223	233	322	1	11					
<b>Gr. 3-24</b>	<b>22</b>	<b>23</b>	<b>22</b>	<b>67</b>	<b>22</b>	<b>23</b>	<b>21</b>	<b>66</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>68</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>66</b>	<b>21</b>	<b>21</b>	<b>22</b>	<b>64</b>		<b>22</b>	<b>22</b>	<b>22</b>	<b>66</b>	<b>397</b>	18	22.1			
Rm	243	245	247	2	18	20	14		12	13	14	0	18	19	20	2	213	214	215	1		230	324	330	331	3	8				
<b>Gr. 4-23</b>	<b>20</b>	<b>20</b>	<b>21</b>	<b>61</b>	<b>24</b>	<b>25</b>	<b>24</b>	<b>73</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>72</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>72</b>	<b>24</b>	<b>23</b>	<b>24</b>	<b>71</b>	<b>23</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>94</b>	<b>443</b>	19	23.3			
Rm	118	128	130	0	14	15	16	0	19	20	21	2		11	15	17	1		210	211	212	2		235	321	332	335	0	5		
<b>Gr. 5-22</b>	<b>21</b>	<b>22</b>	<b>22</b>	<b>65</b>	<b>25</b>	<b>24</b>	<b>24</b>	<b>73</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>74</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>71</b>	<b>23</b>	<b>23</b>	<b>24</b>	<b>70</b>	<b>23</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>94</b>	<b>447</b>	19	23.5			
Rm	108	110	112	2	11	12	13		15	16	17	0	12	13	14	1	113	114	115			125	232	353	1	4					
<b>Gr. 6-21</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>74</b>	<b>24</b>	<b>25</b>	<b>24</b>	<b>73</b>	<b>24</b>	<b>24</b>	<b>25</b>	<b>73</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>72</b>	<b>25</b>	<b>23</b>	<b>24</b>	<b>72</b>	<b>24</b>	<b>25</b>	<b>24</b>	<b>73</b>	<b>437</b>	18	24.3				
			19				2				6				8				7					8	50						
<b>Total</b>	19 Sec. Average 21.2			<b>403</b>	20 Sec. Average 23.1			<b>462</b>	21 Sec. Average 22.8			<b>479</b>	19 Sec. Average 22.4			<b>426</b>	21 Sec. Average 22.4			<b>471</b>	23 Sec. Average 22.7			<b>522</b>	<b>2763</b>	123	22.5				
Range	18	25			20	25			19	25			17	24			20	25					20	25				17	25		
	29 Acton residents attend Boxborough																														
	23 Boxborough residents attend school in Acton																														

ALL DAY K - BAD, CAD, DAD1, DAD2, GAD, TAD1, TAD2, and MAD

Acton-Boxborough Regional School District  
**SCHOOL CALENDAR, 2015-2016**  
**Bold Underlined Dates = No School Days**

19.3

**Elementary Schools will dismiss early on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month.**

Sept.	M	T	W	T	F	Teachers' mtgs. – Aug 31 & Sept 1	Jan.	M	T	W	T	F	Schools Open - Jan 4
		1	2	3	<u>4</u>	Labor Day – Sept 4 & 7		4	5	6	7	<u>8</u>	JH Early Dis for confs – Jan 7
	<u>7</u>	8	9	10	11	Schools Open – Sept 2		11	12	13	14	15	Martin Luther King Day - Jan 18
	<u>14</u>	15	16	<u>17</u>	18	Rosh Hashanah – Sept 14		<u>18</u>	19	20	<u>21</u>	22	Kindergarten Change-over - Jan 25
	21	22	<u>23</u>	24	25	Yom Kippur – Sept 23		25	26	27	28	29	School Days - 19
	28	29	30			School Days - 17							
Oct.	M	T	W	T	F		Feb.	M	T	W	T	F	
				1	2	*K-12 Early Dis for prof dev – Oct 1		1	2	3	4	<u>5</u>	*K-12 Early Dis for prof dev – Feb 4
	5	6	7	8	9	Columbus Day – Oct 12		8	9	10	11	12	Presidents' Day - Feb 15
	<u>12</u>	13	14	15	16	Elem Early Dis for confs – Oct 22 & 29		<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	Winter Recess - Feb 15-19
	19	20	21	22	23	School Days - 21		22	23	24	25	26	School Days – 16
	26	27	28	29	30			29					
Nov.	M	T	W	T	F		Mar.	M	T	W	T	F	
	2	<u>3</u>	4	5	6	Prof. Day - Nov. 3 (no school/students)			1	2	3	4	
	9	10	<u>11</u>	12	13	Veterans Day - Nov 11		7	8	9	10	11	
	16	17	18	19	20	Half Day – Nov 25		14	15	16	17	18	Good Friday – Mar 25
	23	24	25	<u>26</u>	<u>27</u>	Thanksgiving Recess - Nov 26 & 27		21	22	23	24	<u>25</u>	School Days - 22
	30					School Days - 17		28	29	30	31		
Dec.	M	T	W	T	F		Apr.	M	T	W	T	F	
		1	2	3	4	*Elem Early Dis for prof dev – Dec 3						1	*K-12 Early Dis for prof dev – Apr 7
	7	8	9	10	11	Jr High Early Dis for conf – Dec 10 & 15		4	5	6	7	8	Spring Recess - Apr 18-22
	14	15	16	17	18	Winter Recess - Dec. 24 – Jan 3		11	12	13	14	15	Patriots Day – Apr 18
	21	22	23	<u>24</u>	<u>25</u>	School Days - 17		<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	School Days - 16
	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>				25	26	27	28	29	
							May	M	T	W	T	F	
								2	3	4	5	6	
								9	10	11	12	13	Memorial Day - May 30
								16	17	18	19	20	School Days - 21
								23	24	25	26	27	
								<u>30</u>	31				
							June	M	T	W	T	F	
										1	2	3	Graduation – June 3
								6	7	8	9	10	Last day – June 20
								13	14	15	16	17	(plus one for each unscheduled no school day)
								20	21	22	23	24	School Days - 14
								27	28	29	30		

Note: See attached DESE list for some major religious holidays.  
 \* Professional Learning for Staff Early Dismiss: Oct 1, Dec 3 (elem only), Feb 4, Apr 7

No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at <http://abschools.org>

Acton Town Meeting begins April X, 2016. Boxborough Meeting begins May X, 2016.

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

**Total Days = 180**

Voted by ABRSC 11/20/14 and 1/9/15 for early dismissals

1/9/15

19.3

**Acton-Boxborough Regional School District**  
**SCHOOLS OPEN**

**\*\*Note changes in Elementary Schedules**

**Wednesday, September 2, 2015\***

**\* With the exception of**

**8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> graders, who start on Thursday, September 3, 2015**

**HIGH SCHOOL 7:23 a.m. - 2:18 p.m.**

**JUNIOR HIGH 7:30 a.m. - 2:06 p.m.**

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**CONANT, McCARTHY-TOWNE, MERRIAM**

**All-Day K and Grades 1-6**

**8:40 a.m. - 2:50 p.m**

**(1<sup>st</sup> & 3<sup>rd</sup> Thursdays 12:20 p.m. dismissal)**

**Kindergarten**

**AM Session - 8:40 a.m. - 11:20 a.m.**

**PM Session - 12:10 p.m. - 2:50 p.m.**

**(No PM Sessions on 1<sup>st</sup> & 3<sup>rd</sup> Thursdays each month)**

**BLANCHARD, DOUGLAS & GATES**

**All-Day K and Grades 1-6**

**9:20-a.m. - 3:30 p.m**

**(1<sup>ST</sup> & 3<sup>RD</sup> Thursdays - 1:00 p.m. dismissal)**

**Kindergarten**

**AM Session - 9:20 a.m. - 12 noon**

**(Thursday Schedule 9:20 a.m. - 1:00 p.m.)**

**PM Session - 12:50 p.m. - 3:30 p.m.**

**(No PM session on 1<sup>st</sup> & 3<sup>rd</sup> Thursdays each month)**

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**Elementary School Lunch Price: \$2.75**

**Junior High/High School Price: \$2.75**

**Lunch, includes fruit, vegetable, milk**

**Milk only: \$ .50**

**Please refer to the link below for Prepayment options**

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

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

**Blanchard: (978) 263-4569 Conant: 978-266-2550**

**Douglas: 978-266-2560 Gates: 978-266-2570**

**All other schools: 978-264-4700**

*MY 978-264-3377*

*Merriam 978-264-3371*

**ACTON-BOXBOROUGH REGIONAL SCHOOLS**  
**2015-2016 KINDERGARTEN REGISTRATION SCHEDULE**

The following are important dates for parents/guardians of children who will be entering Kindergarten in September, 2015 (**5 years old on or before September 1, 2015**). See also: <http://www.abschools.org/families/student-registration>

**GENERAL MEETING\***

Our Superintendent, Director of Curriculum and Assessment, Director of Personnel, Director of Pupil Services, Principals, Registrar, Kindergarten staff and School Nurse will be on hand to answer questions.

**Tuesday, January 13, 2015 at 7:00 p.m., R.J. Grey Junior High Auditorium**

**SCHOOL TOURS**

All schools will be open for tours on the following dates: January 23; January 27, February 2, February 11. Please call individual schools after January 5, 2015 to reserve tour times. You may reserve more than one tour per day. If school is canceled or delayed on a tour day, parents should call to reschedule.

Tour hours for Blanchard, Douglas, Gates: 8:45 – 10:00 a.m. and 12:30 – 2:00 p.m.

Tour hours for Conant, McCarthy-Towne & Merriam: 9:30-10:45 a.m. and 11:00 – 12:15 p.m.

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

**EARLY REGISTRATION for SIBLINGS and WALKERS**

Families who are eligible, or who believe they may be eligible for priority admission status (siblings of current students, walkers), are urged to register early. Both sessions will be at the Central Office located in the R.J. Grey Junior High School. **You must bring a copy of your child's birth certificate/passport, most recent physical examination & immunization record.**

**Tuesday, January 20:** 9:00 a.m. - 12:00 noon and 7:00 - 9:00 p.m.

**Wednesday, January 21:** 9:00 a.m. - 12:00 noon

**PARENT INFORMATION EVENING MEETINGS\***

Tuesday, January 20, 7:00 p.m. @ McCarthy-Towne - Cafetorium

Tuesday, January 27, 7:00 p.m. @ Gates- Cafetorium

Tuesday, February 3, 7:00 p.m. @ Merriam - Cafetorium

Tuesday, February 10, 7:00 p.m. @ Blanchard - Cafetorium

Tuesday, February 24, 7:00 p.m. @ Conant – Cafetorium

Tuesday, March 3, 7:00 p.m. @Douglas - Cafetorium

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

**KINDERGARTEN REGISTRATION**

**You must bring a copy of your child's birth certificate/passport, most recent physical examination & immunization record and Proof of Residency.** Both sessions will be at the Central Office located in the R.J. Grey Junior High School.

**Tuesday, March 10:** 9:00 a.m. - 12:00 noon and 7:00 - 9:00 p.m.

**Wednesday, March 11:** 9:00 a.m. - 12:00 noon

**REGISTRATION PROCESS for COMMUNITY ED EXTENDED DAY PROGRAM, K-6**

Registration forms for new families will be accepted beginning March 10, 2015. Please note: Community Education offers an enriched program for the other half of the school day for children placed in half day Kindergarten. Tours are available anytime by appointment and Community Ed. will host a Kindergarten Open House on Monday April 6th, 2015 from 6:00-7:30 pm. Children are welcome! Contact Sally Cunningham for more information at [978-266-2525](tel:978-266-2525).

**OTHER IMPORTANT DATES**

Late April -School Placement & All-Day Kindergarten Lotteries held (as necessary). Notification letters 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, R.J. Grey Junior High

July 1 - (*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 1/1/15) due at school nurse's office.

August 1 - September tuition for children registered in All-Day K due at the Community Ed. Office. 11/6/14

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE(ABRSC)  
FY '16 BUDGET MEETING  
DRAFT Meeting Agenda**

Library

R.J. Grey Junior High School

Saturday, January 31, 2015

8:30 a.m. ABRSC FY '16 Budget Meeting

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- 8:30 1. Welcome and ABRSC called to order - *Kristina Rychlik*
- 8:35 2. Panel 1: Budget Overview - *Glenn Brand, Clare Jeannotte, Marie Altieri*  
Superintendent's Introduction - *Glenn Brand*  
Financial Landscape – *Clare Jeannotte*  
Staffing and Enrollment - *Marie Altieri*
- 9:40 Questions
- 10:05 Break
- 10:15 3. Panel 2: Departmental Budgets  
a. Community Education – *Erin Bettez*  
b. Curriculum - *Deborah Bookis*  
c. Facilities and Transportation – *JD Head*  
d. Educational Technology – *Amy Bisiewicz*  
e. Pupil Services – *Mary Emmons*
- 11:15 Questions
- 11:45 Lunch
- 12:15 Panel 3: Impact of Increasing Numbers of High Needs Students  
*Mary Emmons, Lynne Newman, Andrew Shen, Suzanne Szwarczewicz, Hilary Bonnell*  
1. 0.6 Elementary ELL Teacher – *Suzanne Szwarczewicz ELL*  
2. 1.0 Jr. High Educational Team Leader/Transition/Academic Support - *Andrew Shen*  
3. 0.6 Elementary Special Education Teacher - *Lynne Newman*  
4. Occupational Development Program Assistant (19 hours) – *Mary Emmons*  
5. 0.4 Elementary School Psychologist - *Hilary Bonnell Elementary Counseling/Psych Chair*
- 1:00 Questions
- 1:20 Panel #4: Impact of Budget Reductions  
*Glenn Brand, J.D. Head, Amy Bisiewicz*
- 1:50 Questions
- 2:00 – 3:00 School Committee Discussion, Feedback, and Preliminary Vote

**Preliminary ABRSC VOTE on FY'16 Budget** (Preliminary vote required by Jan 31 per Regional Agreement) Adjourn by 3:00 Please note: All times are approximate.

January 19, 2015

Dear Interim Pupil Services Director, Administration, and Members of the Acton-Boxborough Regional School Committee,

We are writing to you today for two reasons. First, we are concerned that the preliminary 2016 budget priorities presented at the January 8, 2015, School Committee meeting suggest that the voices and needs of special education families are not being heard. Second, we are concerned that there is growing resentment about the increasing resources necessary to educate the rising number of special education students in Acton and Boxborough.

**Specific 2016 Budget Concerns**

While we are pleased that the district is proposing to put resources toward special education needs in 2016, we think reprioritizing some budget items would better serve the immediate needs of our community.

FY '16 Preliminary District Personnel Priorities (from January 8, 2015, SC Budget Presentation)

- 0.6 FTE ELL Teacher (Elementary)
- 1.0 SpEd ETL, Transition & Academic Support (JHS)
- 0.6 Special Education Teacher (Elementary)
- 19 hour ODP Assistant (SHS)
- 0.4 School Psychologist (Elementary)
- 19 hour Office Support (Pupil Services)

From the SpEd PAC's perspective, allocating resources to target the entrenched 4<sup>th</sup> and 7<sup>th</sup> grade ELA weaknesses of special education students (as identified in our Fall 2014 MCAS analysis presentation to the School Committee on November 20<sup>th</sup>) is a higher priority than additional office support staff, for example. As part of the district's pre-K-12 regionalization last summer, an administrative assistant was transferred from Blanchard to join Acton staff at Pupil Services, increasing Pupil Services' administrative support across the district. Additionally, we don't fully understand the rationale for the high priority given a 1.0 SpEd ETL, Transition & Academic Support individual at the junior high or the addition of a 19-hour ODP assistant at the high school.

The lack of meaningful dialogue with parents around budget priorities this year has left us with many unanswered questions. Perhaps there have been staff discussions around these topics of which we're unaware. However, we would like to understand why resources to address 4<sup>th</sup> and 7<sup>th</sup> grade ELA weaknesses have not found their way onto the 2016 budget priority list or even onto the deferred priority list for subsequent years. In addition, we'd like to understand the district's thinking regarding the following important budget-related items:

- Addressing the impact on delivery of services to meet students' social and emotional needs identified by the September 2, 2014, BSEA decision #1405736, in which Acton Public Schools and Acton-Boxborough Regional Schools were found not to have provided social and emotional FAPE (Free Appropriate Public Education) for a student. This ruling is likely to be a landmark case in MA. It resulted in the district having to pay retroactive and ongoing out-of-district tuition expenses for a student. There are likely other children in the district who may be similarly impacted.
- Addressing the completion of 4<sup>th</sup>-6<sup>th</sup> grade specialized services to provide a K-6 continuum of special education programming at Gates, Douglas, and Blanchard—a district commitment we've been working toward over the last nine years so vulnerable students aren't required to change schools midway through their elementary education.
- Addressing the MA statutory requirement (Ch. 71B, Section 3A) for a district of our size to have a full-time dedicated special education director: "A school committee with four thousand or more children enrolled in its school system shall appoint a person to be its administrator of special

education. Such administrator shall devote full time to the duties involved in supervising the provision of all special education in the school system.”

- The need for a second Elementary Special Education Coordinator position as identified by Boxborough Superintendent Curtis Bates and Acton Pupil Services Coordinator Liza Huber during the regionalization planning process. Please see the attached letter to town boards dated March 28, 2014, for more information.

#### **Concerns Regarding Special Education Misinformation**

As previously mentioned, we are concerned that there is growing resentment around the increasing resources necessary to educate the rising number of special education students in Acton and Boxborough. We'd like to address some of the public misconceptions regarding special education expenses and recent school district budgets.

There's no question that demographic trends impact budgets. An increase in special education students coupled with a decrease in the overall student population will result in a larger percentage of our budget going toward special education expenses (please see the AB SpEd PAC's *Special Education Population Trends 2004-2014* report). The growing numbers of High Needs students in the English Language Learner and Low Income categories, not just Students with Disabilities, are further driving the need for additional resources.

The perception that Acton-Boxborough special education spending has been disproportionately large is a misconception. In-district special education instructional spending in school year 2013-2014 grew by less than 1% over the prior year. Instructional spending for all students increased by almost 2%, double the rate of special education students alone. A-B also increased spending on athletics by 6.3% and other student activities by 18.3% that year. To address this misconception once and for all, in 2013 Dr. Mills hired outside consulting firm Futures Education to evaluate the efficiency of our district's special education programs and services. They found our operations to be very lean—leaner in some areas than even they would recommend as a cost-cutting organization. The lingering notion that special education is overfunded in this district is simply not supported by fact.

In the approved 2015 budget, 4.1 of the 4.9 FTEs were general education related, including 3.0 assistant principals, a .6 psychologist at Merriam/McCarthy Towne, a .5 psychologist at ABRHS, and a \$75,000 increase in health insurance. There were two special education-related line items ultimately approved in the 2015 budget—a .4 speech/language chair and a .4 special education teacher at Merriam. The statement at the January 8, 2015, School Committee meeting that most of our recent budgets have gone to special education funding is not even close to the mark. When push came to shove at the end of last year's budget cycle, the additional 1.0 FTE special education coordinator identified by the regionalization committee as necessary to meet the expanded district's needs was the only position removed from the budget.

We recognize that fashioning our district's budget is a challenging task and that it is difficult to balance the needs of a diverse student population. We respectfully request that the Administration and the School Committee reconsider the preliminary budget recommendations to include resources specifically designed to ameliorate the long-standing underperformance of 4<sup>th</sup> and 7<sup>th</sup> grade special education students in ELA. Looking ahead to next year, we hope that the district will include parents in a budget-related dialogue much earlier in the process to meet our common objective of delivering the highest quality education possible to all students.

Sincerely,

Amanda Bailey & Bill Guthlein  
Acton-Boxborough SpEd PAC Co-Chairs



(Referenced in letter dated 1/19/15)

March 28, 2014

Dear School Committee Members, Finance Committee Members and Board of Selectmen,

Our names are Nancy Sherburne and Bill Guthlein and we are the Chairs of the Acton-Boxborough Special Education Parent Advisory Council (AB SpEd PAC). Our job is to advise the School Committee and district on issues that pertain to the education and safety of children with special needs.

We are writing to you today because we have serious concerns about the 2015 budget process and outcome. We understand that fashioning our district's town and school budgets each year is a long and arduous task and that it is difficult to balance the needs of diverse populations within the community. However, this year there seem to have been multiple disconnects in the budget process, which unfortunately have negatively impacted families of children with special needs.

The AB SpEd PAC was actively involved in the budget process and attended all School Committee meetings, including Budget Saturday. The 2015 budget voted by the School Committee on February 6, 2015, included an essential new staff position for a Special Education Coordinator. This new position was required to reduce an excessive workload for the existing Elementary Special Education Coordinator and to effectively manage the increased responsibilities of our newly expanded K-12 AB regional school district. The need for this position had been identified last year during regionalization planning by Boxborough Superintendent, Curt Bates and Acton Director of Special Education, Liza Huber. During the 2014 school budget cycle a commitment had been made to realign special education staff resources from Blanchard to fill this necessary position in the newly expanded school district.

Unfortunately, after public pressure from members of the Finance Committee and Board of Selectman to reduce the school budget, this staff position was summarily cut from the 2015 school budget. With less than 24 hours notice the Special Education Coordinator position was removed from the budget by School Committee vote on Feb. 12, 2014. We only became aware of this budget change hours before the meeting. Given the short lead-time there was little opportunity for public comment or Committee deliberation. We're concerned that the ramifications of this decision weren't fully considered prior to the vote.

As of July 1, 2014 the current Elementary Special Education Coordinator is responsible for:

- ∞ Supervising, training and evaluating 119 certified special educators and special education assistants across 6 elementary schools in two towns (including 28 additional staff from Blanchard);
- ∞ Designing, developing and managing special education programs K-6 at 6 elementary schools in two different towns; and
- ∞ Committing financial resources of the district, chairing high stakes Team meetings and coordinating student needs with staff, school administrators and parents.

Moreover, the new evaluation system mandated by the state substantially increases the amount of time the Coordinator must dedicate to that activity. It is simply not possible for one individual to perform these tasks fully and effectively for 119 staff at six different schools – the numbers are prohibitive.

The current 2015 staffing configuration is likely to lead to a degradation of services and kids falling through the cracks due to staff overload. We expect:

- ∞ Less time will be spent on program evaluation and design, teacher development and support as well as direct student teaching;
- ∞ More children will likely move to the junior high without adequate transition planning;
- ∞ And special education costs associated with delayed identification and program development for students will likely lead to increased special education spending and possibly more out-of-district placements.

In addition to the loss of the Coordinator position needed to meet the needs of our expanded school district, there appears to have been a significant disconnect between the town and school budget processes. Following the School Committee vote on Feb. 12, 2014 to reduce the 2015 school budget and the Finance Committee vote on Mar. 11, 2014 to support that reduced budget, special education families were dumbfounded to read a front-page article in the Beacon titled, "Surplus Leads to Revamped Budget." This article revealed that the Acton Leadership Group had identified \$885,000 in surplus at the last minute that it was going to devote principally to reducing the tax levy in town. We have been fielding angry calls from parents who feel very misled by the town regarding its resources during the 2015 budget process.

These hiccups in the budget process leave us with several unanswered questions:

- ∞ How could we get so far through the budget process before the ALG realized or shared that the town had almost a million dollar surplus that could have gone toward essential school and town staffing needs?
- ∞ Why are we prioritizing reducing the tax levy in town over essential town safety and school education needs?
- ∞ And how is the school district going to ensure that the responsibilities of the Elementary Special Education Coordinator will be accomplished successfully across our newly expanded school district in 2015 given the current staffing level?

Your response to our concerns in the next week or two will determine whether or not we can support the town and school budgets at Town Meeting this year. Thank you very much for your time and attention to these matters.

Respectfully submitted,

*Nancy Sherburne & Bill Guthlein*

Acton-Boxborough SpEd PAC Co-Chairs