

Acton-Boxborough Regional
School Committee Meeting

September 18, 2014

7:30 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

September 18, 2014
7:30 p.m.

AGENDA

1. **Call to Order** (7:30)
2. **Chairman's Introduction**
3. **Statement of Warrant and Approval of Minutes**
 - 3.1. Minutes of School Committee Meeting on 9/4/14 (*next meeting*)
4. **Public Participation**
5. **Completion of the Richard E. Dow Track Project** – *Kristina Rychlik* (7:40)
 - 5.1. Recommendation to Accept Gift of \$45,000 from the Richard E. Dow Track Fundraising Committee/Friends of Leary Field – **VOTE** – *Glenn Brand*
 - 5.2. Construction Update – *JD Head*
6. **Transportation Update** – *JD Head* (*brought to meeting*) (7:50)
 - 6.1. FYI: Elementary Bus Passes Policy File: EEAAA and Procedures File: EEAAA-R
7. **Update on Naming of Elm Street Basketball Courts** – *Kristina Rychlik* (8:05)
 - 7.1. Press Release Regarding Process
8. **Danny's Place Youth Services Update** – *Kristina Rychlik* (8:10)
See <http://dannys-place.org/>
9. **Enrollment Update** – *Marie Altieri* (8:15)
 - 9.1. Memo
 - 9.2. Monthly Enrollment Update, 9/1/14
10. **Finance Department Update** – *Clare Jeannotte* (8:25)
 - 10.1. FY14 Update (*oral*)
 - 10.2. Recommendation to Establish Transportation Revolving Account per M.G.L. c. 71, Sec. 16C amended - **VOTE** – *Clare Jeannotte*
 - 10.3. Recommendation to Authorize the Treasurer to Borrow in Anticipation of Revenue – **VOTE** – *Clare Jeannotte*
11. **Subcommittee Updates** (8:35)
 - 11.1. **Outreach** – *Kristina Rychlik* (*oral*)
 - 11.2. **Policy** – *Brigid Bieber* (*oral*)
 - 11.3. **Possible New School Committee Budget/Finance Subcommittee** – *Kristina Rychlik*
12. **School Committee Member Reports** (*oral*) (8:45)
 - 12.1. Acton Leadership Group (ALG) – *Dennis Bruce*
 - 12.1.1. 9/11/14 Meeting Materials and Draft Minutes
 - 12.2. Boxborough Leadership Forum (BLF) – *Maria Neyland*

- 12.3. Health Insurance Trust (HIT)– *Mary Brolin*
- 12.4. Other Post Employment Benefits (OPEB) Task Force– *Dennis Bruce*
- 12.5. Acton Finance Committee - *Dennis Bruce*
- 12.6. Acton Board of Selectmen - *Paul Murphy*
- 12.7. Boxborough Finance Committee- *Maria Neyland*
- 12.8. Boxborough Board of Selectmen – *Maria Neyland*

13. **Superintendent’s Report** – *Glenn Brand (oral)* (8:50)

14. **FOR YOUR INFORMATION** (8:55)

- 14.1. ABRHS FY14 Discipline Report
- 14.2. Pupil Services: Early Childhood Student Population 9/1/14
- 14.3. Community Correspondence
 - 14.3.1. Increasing Sleep for Adolescents
 - 14.3.2. Over-Crowding on Bus
- 14.4. Open Invitations for the Committee:
 - 14.4.1. Back to School Nights
 - 14.4.2. Special Education Parents Advisory Council (SpedPAC) Meetings

15. **Adjourn** (9:00)

NEXT MEETINGS:

10/2/14 ABRSC Meeting, 7:30 p.m. in the Jr High Library

10/16/14 ABRSC Meeting, 7:30 p.m. in the Jr High Library

10/28/14 Joint Acton Finance Committee/Acton Board of Selectmen/ABRSC Social/Meeting, 6:15 p.m.



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

JD Head
Director of Facilities and Transportation

September 11, 2014

TO: Glenn Brand, Superintendent of Schools
FROM: JD Head, Director of Facilities and Transportation
RE: Track Construction Project Update

As you well know we have reached substantial completion on the Richard E. Dow Track project. First and foremost the end product is extraordinary and has been getting rave reviews from the track community as well as the Acton and Boxborough community at large.

This project was brought to the Transitional School Committee in July and back for final approval in August of 2013. At that point stakeholders working through the Friends of Leary Field committed \$450,000 to the project and the District committed \$150,000 to reach a total of \$600,000 for the project. This summer the same stakeholders, again using FOLF, channeled an additional \$45,000 to the project to offset expenses related to a change in the project bringing the total project funds to \$645,000.

To date we have expended all of the \$645,000 original budget as well as an estimated \$36,844. The District has covered these overages, some out of the FY '14 budget and some in the FY '15 budget. Essentially, this means the District contribution to the total project is closer to \$190,000 over the two fiscal years rather than the \$150,000 original estimate. Again, the privately raised funds totaled \$495,000.

There are a number of items that account for the additional \$36,844. These items include but are not limited to repairs to a sinkhole found under the oval and Leary Field, additional fencing and concrete work at the bleachers, and the purchasing of protective matting to be used during non-track events at this multiuse facility.

Best Regards,

JD Head

File: EEAAA

ELEMENTARY BUS PASSES

The Acton-Boxborough Regional School Committee authorizes the issuance of two types of bus passes to elementary students. In order to protect all students who are transported to/from schools, requests for changes in dismissal arrangements will not be taken over the phone, except in an emergency as determined by the school Principal.

1. Permanent bus passes may be issued to elementary students under the conditions stated in the following procedures.
2. One-day bus passes may be issued to elementary students, with the exception of kindergarten students, under the conditions stated in the following procedures.

Approved: 1/13/14

Acton-Boxborough Regional School District

File: EEAAA-R

ELEMENTARY BUS PASS PROCEDURES

Permanent bus passes will be issued to elementary students only when a student is attending day care services or other after school activities such as music or dance lessons, religious classes, scouts, etc., on a regular weekly schedule provided their parent or guardian has submitted the appropriate form, filled out completely and correctly, to the school office. These forms are available in each elementary school office.

One-day passes will be issued to elementary students for any purpose provided there is sufficient seating space on the buses and the parent or guardian has submitted the appropriate form, filled out completely and correctly, to the school office. If buses are full, alternate arrangements for transportation must be made by the parent, guardian, or designated emergency contact person for that child. Kindergarten students will not be issued a one-day pass. Forms for one-day bus passes are available in each elementary school office.

Daycare providers, private tutors, and organizations receiving students with bus passes are responsible for these students once they exit the bus.

Information relative to bus numbers, bus routes, and bus stops can be obtained from the Transportation Office by calling 978-264-4700 during regular school hours. The elementary school offices, in consultation with the Transportation Office, reserve the right to deny the issuance of bus passes which are not filled out properly.

Approved: 1/13/14

Acton-Boxborough Regional School District

TO: The Acton and Boxborough Communities

FROM: Acton-Boxborough Regional School Committee

DATE: 9/5/14

RE: Naming the Elm Street Basketball Courts

The Acton-Boxborough Regional School Committee is accepting nominations for the naming of the Elm Street basketball courts, next to the Douglas School in Acton.

Per School Committee policy FF, nominations must answer the following questions:

1. What is the reason you are suggesting the person/name?
2. Why is this a good name for the facility?
3. What is the biographical/other information about this person which will assist in making a decision?

Nomination letters may be emailed to the Superintendent at gbrand@abschools.org or School Committee member Maria Neyland at mneyland@abschools.org, or mailed to them at 16 Charter Road, Acton, MA 01720. Letters will become public information. Deadline for submission is 9/30/14.

In addition the Committee is also looking for three community volunteers (from Acton or Boxborough) and two students to serve on the nine member Screening Committee. This would require two meetings to review nominations leading to the selection of three names to be submitted for School Committee vote by 10/10/14

For more information, please contact Maria Neyland at mneyland@abschools.org.



ABOUT US

Danny's Place Youth Services (DPYS) is here to empower youth through life and leadership skills. Our physical location is 537 Massachusetts Avenue, Unit 301 in Acton, Massachusetts, and is a gathering space to facilitate some of our programs.

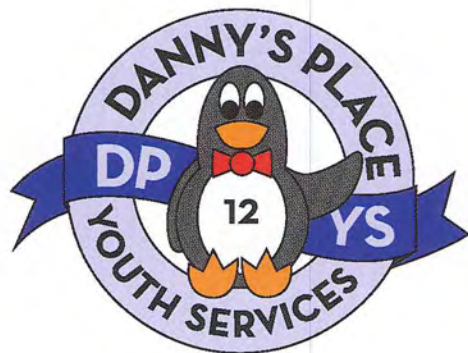
MISSION & VISION

MISSION

Danny's Place Youth Services will provide the communities of Acton and Boxborough with coordinated programming and resources dedicated to the positive development of the community's youth.

VISION

We imagine a world where youth have developed valuable life skills, have learned to relate to each other, and have become responsible leaders of tomorrow.



Danny's Place Youth Services
537 Massachusetts Avenue, Unit 301
Acton, MA 01720

(978) 264-9754
info@dannys-place.org

www.dannys-place.org

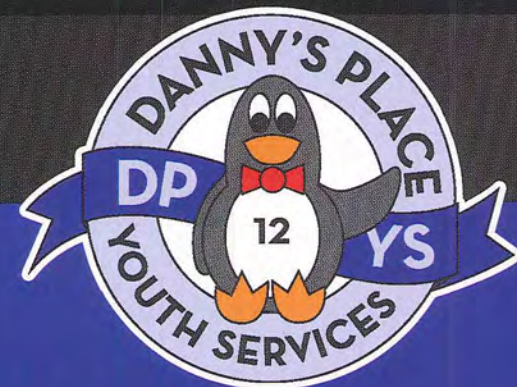


facebook.com/dannysplaceys
twitter.com/dannysplaceys



EMPOWERING YOUTH

Through Life & Leadership Skills



EMPOWER PARTNER SUPPORT



EMPOWER



PARTNER



SUPPORT

Danny's Place Youth Services supports programs and services guided by the themes expressed in the 4-H Life Skills Model.

4-H Program

Our 4-H Club enables youth to have fun while learning valuable life and leadership skills. Club members participate in community service, communication skill development, and project activities.

Life Skills

DPYS has a unique program designed to empower youth by developing specific life skills. Topics include:

- Photographing the Inner You
- Organizational Skills
- Your Digital Footprint
- Money Matters
- Vision Boards
- Nutrition for Youth
- Time Management
- Stress Management

Leadership Skills

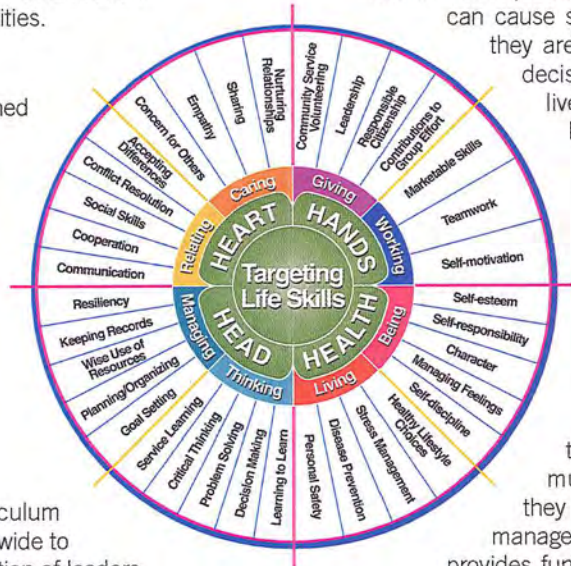
DPYS uses the award-winning Building Everyday Leadership curriculum by Mariam MacGregor. Used worldwide to nurture and cultivate a new generation of leaders, these books and activities help youth explore what it means to be a leader and how to work with others, and teach important skills like ethical decision making, risk taking, team building, communication, creative thinking, and more.

Life Coaching

Even though youth become legal adults at age 18, in many cases they still need tools to become happy and thriving adults. The expectations for our youth and young adults can cause stress in their lives at a time when they are leaving their families and making decisions on their own. It is a time in their lives when they are most vulnerable to being influenced by others. To aid the 18-24 years old population, we provide access to life coaches to help them become thriving adults.

The U Project

The U Project provides unique opportunities for Acton and Boxborough high school students to develop leadership and life skills through engagement with the community on projects and initiatives that they create, develop, implement, and manage from inception to completion. DPYS provides funding (up to \$1,000), coaching and mentorship, and work space as needed.



DPYS & OUR COMMUNITY

Acton and Boxborough are fortunate to have diverse communities. We all benefit from working and learning from each other. DPYS is excited that we are partnering with many groups in the community in many different ways. It is in our coming together that gives us the opportunity to create a better world.

HOW YOU CAN HELP

Empowering youth to become happy and successful adults is a very rewarding experience. Accomplishing our mission and vision requires resources from generous supporters and members of our community. You can join us in support of our mission through a donation of time, talent, or funds.

DPYS is a 501(c)3 non-profit supported entirely by charitable donations, corporate sponsorships, grants, and fundraising events.

Visit www.dannys-place.org for more information or to donate.





Acton-Boxborough Regional School District
Personnel Office

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

9.1

Marie Altieri

Director of Personnel and Administrative Services

To: Acton-Boxborough Regional School Committee
Date: September 12, 2014
Re: Enrollment Update

While the official enrollment data will be provided as of October 1, I thought it would be helpful to give you some early information about PreK-12 enrollment as we begin our first year as a newly expanded regional school district. Attached you will see the enrollment report that we provide in the School Committee packet monthly. In October/November you will receive the official 2014-2015 October 1 enrollment report as well as enrollment projections based on those numbers.

Some highlights of the 2014-2015 enrollment include:

- Expanded regionalization has provided the opportunity for Acton students to attend the Blanchard Memorial School and Boxborough residents to attend one of the Acton elementary schools. At this time we have 28 Acton students attending Blanchard, and 11 Boxborough residents attending Acton. The 28 Acton students attending Blanchard are divided evenly between grades K-5 with 4-5 students at each grade. This has already had an impact on balancing class sizes at several grades. You will see that class sizes are comparable among all six elementary schools in Kindergarten and grades 1, 3 and 6. Grades 2, 4 and 5 are smaller at Blanchard, and those grades provide a unique opportunity for families to transfer if they are looking for smaller class sizes. We anticipate that each new grade that enters in the future will have balanced class sizes among the six schools.
- We continue to watch class sizes closely. We have 4 classrooms (out of 19) in grade 5 and 4 classrooms in grade 6 with 25 students in them. Similarly, grade 4 has many classrooms with 24 students and one with 25. We are also watching some classrooms at grade 2 that have 23 students. As you know, these classes traditionally add students each year through to sixth grade. You will see a full enrollment projection report based on official October 1 numbers in November.
- While approximately 1/3 of our elementary students are Asian-Americans, Conant continues to have approximately 62% Asian-American students. This includes 69% of incoming Kindergarten students, which is consistent with the last 2-3 years.

I look forward to sharing the official numbers with you next month.

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.

Staff and Choice
Case []

Actual
Acton-Boxborough
Grade 1-6
2014-2015

9.2 Revised
9/17/14
3:30 PM

September 1, 2014

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	[1]		MAD	MAM	MPM	1#	7#				
K-27	29	13	42		20	19	39		20	20	21	61		21	20	19	60		Case +	21	19	21	61		20	18	19	57	319	16	19.9	
Rm	x	x	1#	3	4	5	1#	3	4	5				3	5	1#				311	312	[1]2#		133	231	334	1#	7#				
Gr. 1-26	19	20	39		22	22	23	67	21	21	22	64		22	22	44			Case +	22	22	22	66		21	22	22	65	344	16	21.5	
Rm	x	x	x	4#	6	7	8		6	7	8	2#		8	10					301	302	303	[1]1#		224	234	323	1#	8#			
Gr. 2-25	17	17	18	52	22	22	23	67	23	23	23	69		22	22	44			Case +	22	24	23	69		22	22	23	67	367	17	21.6	
Rm	x	x	x	7#	9	10	20		9	10	11			17	7	9	2#			313	314	315	[4]1#		324	330	331	1#	11#			
Gr. 3-24	22	23	23	68	22	22	22	66	22	23	23	68		22	22	22	66			Case +	21	22	24	67		21	21	21	63	396	18	22.0
Rm	x	x	x	2#	17	18	19		12	13	14			18	19	20	2#			213	214	215	[3]1#		233	321	322	332	3#	8#		
Gr. 4-23	19	20	20	59	24	24	25	73	24	24	24	72		24	24	24	72			Case +	26	24	24	74		23	24	24	71	439	19	23.1
Rm	x	x	x	1#	14	15	16		19	20	21	2#		13	15	16	1#			210	211	212	[3]2#		135	232	333		6#			
Gr. 5-22	19	20	20	59	24	24	25	73	24	25	25	74		24	24	24	72			Case +	23	26	23	72		23	23	23	69	442	19	23.3
Rm	x	x	x	2#	11	12	13		15	16	17			11	12	14	1#			113	114	115			223	235	335	1#	4#			
Gr. 6-21	25	25	25	75	24	24	24	72	24	24	24	72		24	24	24	72			Case +	23	26	23	72		24	24	24	72	436	18	24.2
			20#				2#				6#					8#						7#					8#	51#				
																				Case +	[13]	Average	23.1	485								
Total	19 Sec. Average	20.7	394		20 Sec. Average	22.9	457		21 Sec. Average	22.9	480			19 Sec. Average	22.6	430				21 Sec. Average	22.3	468			23 Sec. Average	22.3	514	2743	123	22.3		
Range	13	29			19	25			20	25				19	24					19	24				18	25			13	29		

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

MONTHLY ENROLLMENT
ACTON-BOXBOROUGH REGIONAL SCHOOLS
2014-2015 ACADEMIC YEAR

Levels	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1				Mar. 1				Apr. 1				May 1				Jun 1			
	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot
K	274	38	7	319				0				0				0				0				0				0				0				0				
1	301	36	7	344				0				0				0				0				0				0				0				0				
2	312	47	8	367				0				0				0				0				0				0				0				0				
3	325	60	11	396				0				0				0				0				0				0				0				0				
4	376	55	8	439				0				0				0				0				0				0				0				0				
5	380	56	6	442				0				0				0				0				0				0				0				0				
6	357	75	4	436				0				0				0				0				0				0				0				0				
In D.Pre-sch. Clrm	32	5	1	38				0				0				0				0				0				0				0				0				
In D.Pre-sch. Itnt	16	3	0	19				0				0				0				0				0				0				0				0				
OOD Pre-sch	1	0	0	1				0				0				0				0				0				0				0				0				
O.D. SPED K-6	20	6	1	27				0				0				0				0				0				0				0				0				
Elem. Total	2394	381	53	2828	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
7	354	68	6	428				0				0				0				0				0				0				0				0				
8	401	72	6	479				0				0				0				0				0				0				0				0				
J.H.S. Total	755	140	12	907	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
9	373	76	9	458				0				0				0				0				0				0				0				0				
10	401	72	8	481				0				0				0				0				0				0				0				0				
11	405	74	7	486				0				0				0				0				0				0				0				0				
12	394	82	8	484				0				0				0				0				0				0				0				0				
9-12 Ungr.	0	0	0	0				0				0				0				0				0				0				0				0				
P.G.	0	0	0	0				0				0				0				0				0				0				0				0				
H.S. Total	1573	304	32	1909	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Secondary Total	2328	444	44	2816	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
O.D. SPED 7-12	58	9	0	67				0				0				0				0				0				0				0				0				
Reg. Total	2386	453	44	2883	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Elem Total	2394	381	53	2828	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Secondary Total	2386	453	44	2883	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Grand Total	4780	834	97	5711	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				

A = ACTON
 B = BOXBOROUGH
 C = Choice/Staff/Tuition In

Pre-School = SPED
 P.G. = Post Graduates
 Ungr. = Ungraded
 O.D. = SPED Out of District

In D. = In District

Distribution:

G Brand
 M. Altieri
 D. Bookis
 L. Huber

C Jeannotte
 A. Bisewicz
 K. Nelson
 E. Weiner
 R. Cvitkovich

D Labb

All Principals (2)

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

Acton-Boxborough RSD
September 1, 2014

Grade	Acton	Boxborough	Choice	Free/Staff	Sped	Tuition	Total/Grade
K	274	38	1	6			319
1	301	36	2	5			344
2	312	47	3	5			367
3	325	60	6	5			396
4	376	55	2	6			439
5	380	56	1	5			442
6	357	75	2	2			436
Total	2325	367	17	34	0		2743
7	354	68	4	2			428
8	401	72	3	3			479
Total	755	140	7	5	0		907
9	373	76	4	4	1		458
10	401	72	5	2	1		481
11	405	74	5	2			486
12	394	82	5	3			484
Total	1573	304	19	11	2		1909
Grand Total	4653	811	43	50	2		5559

MEMO

To: MARS Membership

From: Stephen Hemman, Executive Director

Massachusetts Association of Regional Schools (MARS)

Cell Phone: 978-821-2890, Office: 978-874-0385, mars.hemman@marsregionals.net

Re: Regional Transportation Fund MARS filed legislation that would create a regional transportation fund that would allow the funds to be carried over for one year. The legislation was passed by the House and Senate and signed by the Governor on August 5, 2014. The following is the legislation: An Act regarding the establishment of a regional school transportation reimbursement fund. Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows SECTION 1. Section 16C of chapter 71 of the General Laws, as appearing in the 2012 Official Edition, is hereby amended by adding at the end the following sentences: Regional school districts may establish a Regional School Transportation Reimbursement Fund. Reimbursements made by the commonwealth pursuant to this section may be deposited into said fund and may carry forward for one fiscal year. We suggest this fall that your school committee votes to establish the fund. Then when reimbursement funds are sent to districts in January, you have the money deposited into the Fund. I spoke to Jay Sullivan and Christine Lynch concerning an advisory concerning the procedures for the Fund. I expect they will send something out in the Fall. Having this Fund will allow districts to do some planning on how much they will have for reimbursement for member towns. This Fund will operate someone similar to Circuit Breaker. We owe thanks to Rep Anne Gobi and Rep. Cleon Turner for filing the bill for us.

Sharon L. Summers
District Treasurer
Acton-Boxborough Regional School District
978-264-4700 x 3210

Date: September 4, 2014
To: Glenn Brand
From: Sharon Summers
Re: **Recommendation for September 18, 2014 Acton-Boxborough Regional School Committee Meeting**

Please place the following recommendation on the September 18, 2014 Regional School Committee agenda:

Recommendation Authorizing the Treasurer to Borrow in Anticipation of Revenue

The administration is recommending that the School Committee authorize the Treasurer, if necessary, to borrow in anticipation of revenue. The total amount of each borrowing must not exceed the amount reasonably required and must be justified by a cash flow projection. This amount must be approved by the Director of the Bureau of Accounts.

The administration recommends the following:

To see if the Regional School Committee will vote to authorize the Treasurer to borrow in anticipation of revenue for the fiscal year beginning July 1, 2014, in accordance with the provisions of General Laws, Chapter 71, Section 16(d), and to renew any note or notes with the provisions of General Laws, Chapter 71, Section 16(d).

To: Members of the ABRSC

From: Glenn Brand, Superintendent of Schools, ABRSD and
Kristina Rychlik, Chairperson, ABRSC

Date: September 11, 2014

Re: Potential Budget/Finance Subcommittee

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In recent weeks, we have discussed the potential for the ABRSC to convene a subcommittee to focus specifically on financial issues and budget development. It seems to be standard practice among school committees to have a finance or budget subcommittee, and many of our nearby districts' committees in fact do, including: Sudbury, Nashoba Regional, Chelmsford, Framingham, Belmont, Maynard, Concord-Carlisle, Needham and Natick, as well as Milton, Newton, Sharon, Brookline, Attleboro, Brockton and others.

As an example, the Sharon School Committee website describes their budget subcommittee as follows:

***Budget***

- *Works with the Superintendent to develop and present a formal budget to the full School Committee*
- *Performs a preliminary review of capital requests*
- *Examines programs, fees and other items that affect the budget.*

*Meetings: At 6 p.m. before every other School Committee meeting and as needed.*

We envision this being a group that could provide input to the budget process early and often, in hopes of increasing communication among the various stakeholders in the ABRSD budget, the School Committee, Administration, town boards, and public citizens. It would be helpful, for example, for this group to be tasked with the development of materials for our upcoming Acton three-board meeting.

Since this has not been standard practice for us in recent years, we'd like to discuss whether or not it makes sense to consider at this time. We welcome your comments, concerns, ideas and suggestions. In particular, if you think it sounds like a good idea, please consider participating as a member of this subcommittee.





# Acton Leadership Group Meeting

September 11, 2014

7:30 AM

Francis Falkner Hearing Room 204

Peter Ashton Facilitating

| ***Agenda Topics***                                               |                             |                 |
|-------------------------------------------------------------------|-----------------------------|-----------------|
|                                                                   |                             | <u>Comments</u> |
| 1. Approval of Minutes<br>July 31, 2014                           | All                         |                 |
| 2. Update of FY 15 Revenues and<br>Expenditures of FY 14 Year End | Steve Ledoux<br>Glenn Brand |                 |
| 3. Review of Spreadsheet                                          | Steve Barrett               |                 |
| 4. Global Cash Flow Update                                        | Steve Barrett               |                 |
| 5. Update on Three Board Meeting                                  | Steve Noone                 |                 |
| 6. Special Town Meeting                                           | Steve Ledoux<br>Mike Gowing |                 |
| 7. Proposed ALG Calendar                                          | Steve Ledoux                |                 |
| 8. Discussion of Facilitator for January and<br>February          | All                         |                 |
| 9. Election Impact on Schools                                     | All                         |                 |
| 10. Land Use Department Move to 33 Nagog<br>Park                  | Steve Ledoux                |                 |
| 11. Public Comment                                                |                             |                 |
| 12. Adjourn, Next Meeting October 9, 2014                         |                             |                 |

9/5/14

## **ALG Minutes, July 31, 2014**

Present: Bart Wendell, facilitator; Mike Majors & Steve Noone, FC; Kristina Rychlik, SC; Katie Green & Mike Gowing, BoS; Steve Ledoux, Glenn Brand & Steve Barrett, Staff. Absent: Dennis Bruce, SC, Marie Altieri, school staff.

Audience: Brian Mc Mullen, Asst. Assessor; Janet Adachi, BoS; Charlie Kadlec & Bob Ingram

Extra Information: ALG Charter and Ground Rules; Statement of Net Positions; Global Cash Flow Project & FC's maintaining Excellence.

Members' introduced themselves. Bart: The ALG Charter is a tradition, not a legally binding document. Are there any questions or changes?

Steve N: why no substitutes?

Bart: because the negotiations are cumulative and with subs there is a loss of what is happening and why. This is just an advisory group that will champion a proposal when taken back to boards and committees. If you do not agree with an idea, you say so here, if you cannot take an agreement back to your board and make a case, and then the change has to be here. This is a deliberative body, not a decision-making body.

Superintendent Glenn Brand reported that Marie Altieri will be the second school staff member of ALG. The interim Finance Director Clare Jeannotte will be a member of the audience.

There were questions as to why the plan was called "a three-board plan." The name has changed over the years. Steve Noone said that the FC is obligated to produce a long range plan for Town Meeting "We always seem to agree, so the plan, regardless of its title, can be printed in the warrant."

Bart: the name has gone back and forth between plan and model. Another point of contention has been public participation. There has been misunderstanding. This meeting is supposed to last 11/2 hours so people can get to work. When we use the full time allotted that does not allow time for public comment. What do you want?

SN: I like what you've been doing. I have time limits and need to get this meeting done.

Katie: the selectmen have the comments at the beginning. But for us, setting a time limit is less important.

MG: Perhaps questions can be put on the ALG shell and answered at the next meeting.

The discussion continued with nothing resolved.

Bart: we will continue public comments at the end, we can request emails but we still have the time constraints. The rest of the ground rules and Charter were accepted.

Minutes approved

2 of 8

#### **4. Update on FY15 Revenue & expenditures and FY14 year end**

SL: We are in the 31<sup>st</sup> day of FY 15 and things are going according to plan. The FY 14 unaudited results in expenses shows a \$450k made up from refinancing twin schools at \$150k; legal at \$150k and Middlesex retirement at @\$90k.

For revenues we are seeing an estimate \$700k with excise tax at \$250k; investment revenues are flat; \$275k in fees & permits and \$150 in miscellaneous So FY 14 in general is in good shape.

Brand: we are closing out FY14 and will report to the SC the first meeting in Sept. at the same time we will be doing FY15. Tight now we are getting out the orders for supplies and materials; doing an analysis of the Governor's budget; going through the changes in the chartered accounts and transitioning from the three budgets into one.

#### **5. Global cash flow Steve Barrett (extra info sheets)**

SB: Town's website documents show @\$40M in cash and the DOR's audited numbers leaves a sum of \$28M. I worked through the numbers in detail with Mr. Noone and found that on average we have between \$35-40M in cash on hand But that is broken down into : \$1.4m for general fund: sewer @\$5M with \$2M in prepaid debt and \$1.5M in reserve capital and the different enterprise funds—the one with the most money is the ambulance. This has been an exercise to find more money within the budget. We seem to have dwindling reserves, we spend between \$1.5-\$2M a year and somehow we manage to regenerate it.

SN: several years ago we "found" money in old warrant articles. We are looking to see if there are other sources.

MG: Things will be different without the APS enterprise funds on the Town side. We also build our budgets on House I which is changed by the time the governor signs the budget in late June.

SN: we also have one of the earliest Town meetings in the Commonwealth.

Bart: Petersham has their Town Meeting in June and the state budget numbers are still not known.

#### **6. Maintaining Excellence (extra Info)**

SN: said the genesis of the handout was from the FC's obligation to provide a long range plan for the voters. He suggested that there be a three-board social meeting sometime in October which will deal with a common set of facts (financial) to help develop a financial plan for the Town

SN: noted that Acton in general was a good place to be—excellent schools and AAA bond ratings. However, looking ahead the FC sees a decrease in Ch 70 funds due to declining student populations; the agreement to fund OPEB at @\$1m/year; the increase in taxes by 2.5% was being spent by the operating budgets. The state recommends that a town have 5% of total budget in reserve—at the rate we are spending, the FC thinks the reserves will be used up by FY18. Solutions include raising taxes---we are

already 18<sup>th</sup> highest tax rate in the state; 15<sup>th</sup> highest in ability to pay. One question is: do we raise taxes now to cover pending shortfalls? Will people still buy houses?

Our greatest spending is on schools---66% of the budget which is the highest in the state. With the changing demographics in 20 years 80% of the population will be 55+ these are the MAPC projections that we will have more seniors than children.

There are no obvious solutions; so we need to plan. Approximately 500 people at Town meeting vote the budgets/taxes while 7,000 turned out for override votes. In recent years we have had 5 overrides pass and four fail. It is not clear that we can pass an override. The stats showed that last override 51% voted yes and 49% no. We have always assumed that we can pass an override when needed. The FC does not think we can make that assumption.

At a three-board meeting we need to discuss service levels; capital infrastructure and class size. The FC can present the standard revenue assumptions to the group [9 FinCom members; 5 BoS and 11 SC]

Glenn: as a new superintendent I appreciate the chance for such a discussion. The administration is sensitive to the shift in enrollment and our strategy is to look towards the long term needs of the system

There was general agreement that such a meeting would be productive. Krysta volunteered to do the invitation. In order to have "adult" beverages, it was suggested that the meeting take place in Exchange Hall.

## **7. Meeting Dates**

Bart: we have to set a seasonal calendar for the meeting dates so we cover topics before there is the predictable train wreck.

SL: agreed to do that

Bart said he would not be around for Jan and March (he will be here for Feb.) In prior years we held the meetings at 7:30 AM until snow season when the time changed to 5:30 PM. Do Thursdays still work?

There was some discussion about other meetings scheduled for Thursdays---HIT and School Committee.

There was agreement that an August meeting would not be necessary, and the ALG season would start in September.

Dates agreed to: Sept. 11; Oct 9; Nov. 13 Dec. 11---all meeting at 7:30 AM

On Sept 11 a plan for the meetings' topics will be presented. SL will prepare the outline.

Jan. 15<sup>th</sup> is also a date for the first ALG to start at 5:30 PM

Agenda items: Spreadsheet. The Town will take over the maintenance of the spreadsheet.

## **8. Public Comments**

Charlie: when comments are held to the end of the meeting the comments become irrelevant. There have been innumerable times when information from the public could save time. You do not really want public comment. This meeting is informal and you should encourage public comment not discourage it. I think you should reconsider your stand of having comments only at the end.

Adjourned 9AM

Next Meeting September 11, 7:30 AM

Ann Chang

## ALG Charter and Ground Rules (Revised 6.12)

The Acton Leadership Group is made up of two members each from the Acton Board of Selectmen, Finance Committee, and Acton - Boxborough School Committee, as well as the Town Manager, *and designated staff*, Superintendent of Schools *and designated staff*. The primary goal of the Acton Leadership Group is to reach consensus on a multi-year financial plan for the Town of Acton to recommend to their respective boards. A secondary goal is to enhance communication and cooperation between the boards. Members provide two-way communications between their board and the ALG.

ALG recommendations are based on consensus after obtaining views from all boards. All opinions are heard and there is agreement that the recommendation is the best one possible. ALG members are expected to fully represent the recommendations of ALG to their boards and support the consensus.

In summary:

- Revenue projections
  - Plan for building of multi-year model
  - Recommend one-year model
  - Take ALG plan out of warrant---call it three-boards plan
- Budget Proposal: **A gross allocation budget** and funding mechanism agreement to propose (and sell) to the Boards, including a timeline, a process (hearings and non-controllable expenses) and over-rides (?)
  - Enhancement of **Inter-Board** working **Relationships** including information and calendar
  - **Strategic Direction**: How do we meet objectives with limited resources, to be coordinated with long range plans.
  - **Leadership** demonstrated by *timely* iterations and good faith consensus: All expected to 'move'.

**Quorum:** One member and one staff person per board, no substitutes

**Facilitator:** Outside facilitator runs meetings, not required for quorum.

**Agenda:** Established at previous meetings, distributed by Town Manager.

**Leadership:** Demonstrated by timely iterations and good faith consensus. All expected to be willing to compromise.

**Minutes:** Taken by outside party.

**Weather Cancellations:** Mimics Acton- Boxborough Regional School decision.

**Public Participation:** Seated outside working group, public comment period near end once agenda items completed.

**Suggested Calendar for Budget Planning for FY16 - DRAFT**

| Issue                                      | ALG Discussion | ALG Preliminary Consensus | Final ALG Consensus | Confirmation by Boards |
|--------------------------------------------|----------------|---------------------------|---------------------|------------------------|
| Revenue projections                        | 10/9/2014      | 11/13/2014                | 12/11/2014          | After 12/11/2014       |
| Override? No Override?                     | 10/9/2014      | 11/13/2014                | 12/11/2014          | After 12/11/2014       |
| Split allocation                           | 10/9/2014      | 11/13/2014                | 12/11/2014          | After 12/11/2014       |
| Impact of Fincom Long-Range Plan           | 10/9/2014      | 11/13/2014                | 12/11/2014          | After 12/11/2014       |
| OPEB Recommendation - initial presentation | 11/13/2014     | 12/11/2014                |                     |                        |
| Capital plans?                             | 10/9/2014      | 11/13/2014                |                     |                        |
| Minuteman - Capital plans?                 |                |                           |                     |                        |
| Any further work on split allocation?      | 12/11/2014     | 12/11/2014                |                     |                        |
|                                            | 1/15/2015      | 1/15/2015                 |                     |                        |
| Any further revision of revenues?          | 1/15/2015      | 1/15/2015                 |                     |                        |
| Assumptions for 3-year plan                | 1/15/2015      | 1/15/2015                 |                     |                        |
|                                            |                |                           |                     |                        |

**Other Important Dates:**

|                                 |            |
|---------------------------------|------------|
| Manager's Budget Due            | 12/15/2014 |
| Municipal Budget Saturday       | 1/10/2015  |
| AB Budget Workshop              | 1/31/2015  |
| BOS Vote Budget                 | 1/26/2015  |
| BOS MUST Vote Budget for Fincom | 2/4/2015   |
| ABRSC Budget Hearing            | 2/5/2015   |
| Warrant to Printer This Week    | 3/9/2015   |
| Post Warrant                    | 3/17/2015  |
| Town Election                   | 3/31/2015  |
| Town Meeting Begins             | 4/6/2015   |

**ALG Meeting Dates:**

September 11, 2014, 7:30 AM  
 October 9, 2014, 7:30 AM  
  
 November 13, 2014, 7:30 AM  
 December 11, 2014, 7:30 AM  
 January 15, 2015, 5:30 PM

8/8

9/5/14

**Suggested Calendar for Budget Planning for FY16 - DRAFT**

**BOS Meeting**

**Dates:**

August 11  
September 8 and 22  
October 6 and 20  
November 3 and 17  
December 1 and 15  
January 12 and 26  
February 9 and 23  
March 9 and 30

**SC Meeting Dates:**

August 4  
September 4 and 18  
October 2 and 16  
November 6 and 20  
December 4 and 18  
January 8 and 22  
February 5 and 26  
March 5, 19, 26

**FinCom Meeting Dates:**

August 12  
September 9 and 23  
October 14 and 28  
November 11(?) and 25  
December 9 and 23



12.1.1  
revised 9/17/14

## ALG Minutes, Sept 11, 2014 - DRAFT

Present: Peter Ashton, facilitator; Mike Majors & Steve Noone, FC; Kristina Rychlik & Dennis Bruce, SC; Katie Green & Mike Gowing, BoS; Steve Ledoux & Brian McMullen: Town Staff, Glenn Brand & Marie Altieri, School Staff. Absent: Steve Barrett.

Extra Information: ALG Charter, ALG Minutes July 31, 2014-2015 Draft Calendar.

Meeting Called to Order at 7:30 a.m.

1. Minutes – July 31, 2014. Marie Altieri pointed out some minor changes. Mike Gowing moved to approve minutes as modified. Steve Noone seconded. Passed unanimously.
2. Update of FY 15 Revenues and Expenditures of FY 14 Year End.
  - a. Steve Ledoux. FY14 Audit is in progress.
  - b. Brian McMullen. NESWC Liability Fund. The town has been carrying \$1 million in reserves to fund potential liabilities resulting from the old NESWC contract. The state has passed legislation to protect the towns from this liability making the fund no longer necessary. The Board of Selectmen voted to return the funds to free cash over several years (\$500K by the end of FY2014, \$100K per year afterwards until done).

The state auditors have not approved this plan. They want the funds returned to the old NESWC enterprise account rather than to free cash. The town is able to allocate funds from this account exactly the same as from free cash so, in practical terms, this is the same solution.
  - c. Glenn Brand. FY14, In the process of closing out APS and the Region. There will be small turnbacks from the region and APS to the town for FY '14 – likely in mid-Sept when the audit is complete. In addition, there may be higher than anticipated transportation reimbursement to the tune of \$390,000 for FY '15 (based on the assumption of a 90% reimbursement for transportation costs).
3. Review of Spreadsheet. No spreadsheet to review yet
4. Global Cash Flow Update. No info yet
5. Update on Three Board Meeting
  - a. Steve Noone. The 3 board meeting has been scheduled for Oct 28<sup>th</sup> at 6:15 pm in Town Hall. Draft Agenda:
    - i. Go over 5 year plans (Town and Schools). Run through the FinCom Model
    - ii. Reconcile through the ALG process

- iii. Moderator for this meeting: Don MacKenzie ??
  - b. Dennis Bruce. The School Committee needs to review the 5 year plan before the three board meeting. This will either need to happen at the SC meeting on Oct 16<sup>th</sup> or we will need to schedule an additional meeting.
  - c. Steve Noone. The FinCom Model only needs projected percentage increases per category.
  - d. Schools and Town will split the cost of the 3 board meeting.
  - e. Steve Ledoux. Admin is working on logistics.
6. Special Town Meeting
- a. Mike Gowing. Fall. Nov 12 or Nov 13. Depends on the school auditorium availability. Warrant Articles (likely):
    - i. Acton Nursing Service. Probably will present 2 options. BoS will discuss their position on Sept 22<sup>nd</sup>. FinCom will discuss after that.
    - ii. Police – withdraw from civil service rules to make it easier to fill positions
    - iii. 5 zoning articles
    - iv. Local Option Meals Tax
    - v. Water Resource Protection ByLaw
7. Proposed ALG Calendar.
- a. Marie Altieri. Oct 28 items may need to move to Nov meeting (Long Range & Capital on 11/13 and 12/11. Town info will be ready. Schools will not.
  - b. Peter Ashton. The ALG is schedule to meeting the morning after the Special Town Meeting. Do you want to do that ?
  - c. Steve Noone. Don't schedule ALG meetings right after St Patrick's Day weekend.
  - d. Dennis Bruce. After the 3 board meeting, the ALG should schedule time to discuss the Long Range Plan and FinCom Point of View
  - e. Kristina Rychlik. Should we reconsider the change in time for our January meeting? We may wish to keep a consistent morning time depending on the needs and preferences of those planning to attend the meetings in the winter. When we schedule additional winter meeting dates we should reconsider the time of the January meeting.
  - f. Mike Gowing. We should schedule two dates in February. We can always cancel one if we don't need it.
8. Discussion of Facilitator for January and February
- a. Bart Wendell will not be available in January and March. What should we do?
  - b. Steve Ledoux. January is crucial for consensus. Whether March is important depends. Either everything is done or we are in crisis mode.
  - c. Dennis Bruce. We need to have continuity. We should have a list of names soon so we can pick a facilitator.
  - d. Katie Green. Perhaps not use Bart this year so can have consistency.
  - e. Steve Ledoux. Bart would be fine with that.

- f. Kristina Rychlik. Consistent person for the year would be good.
- g. Steve Noone. Like using Bart. If we don't use him for the year, we may not be able to get him back in the future. February is critical. Other months are not so important. Any former chair of one of the major boards could do this.
- h. Peter Ashton. Perhaps we could use Bart but have an 'alternate' facilitator attend all the meetings (to provide continuity). If Bart can't be there, the alternate facilitator would run the meeting.
- i. No consensus yet on how to resolve this issue. Next step, build a list of possible facilitators.

9. Election Impact on Schools

- a. Mike Gowing. Availability of facilities. How much flexibility do we have with regard to scheduling elections and Special Town Meetings ?
- b. Dennis Bruce. Not an ALG issue. Schools will be "as accommodating as possible"
- c. Glenn Brand and Steve Ledoux. Generally these issues are worked out by staff. ALG can be a backup forum if there are issues. This usually works well.

10. Land Use Department Move to 33 Nagog Park

- a. Land Use Departments have moved out of Town Hall to allow the renovations of that section of Town Hall

11. Public Comment

- a. Charlie Kadlec. Comments at the end aren't useful

Meeting Adjourned at 9 a.m.

Next Meeting: October 9<sup>th</sup> at 7:30 am

Paulina Knibbe

To: Superintendent Glenn Brand  
 From: Larry Dorey, Associate Principal ABRHS  
 Re: 2013-2014 Discipline Summary Report  
 Date: 9/1/2014

**Discipline Infractions**

- During the 2013-2014 school year, the number of documented discipline infractions decreased by 86 from the 2012-2013 year.

|                   |         |         |         |         |         |         |         |
|-------------------|---------|---------|---------|---------|---------|---------|---------|
| School Years      | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
| Total Infractions | 353     | 351     | 383     | 463     | 308     | 290     | 204     |

**Distribution of Disciplinary Infractions**

|                   |    |    |    |    |    |   |    |     |
|-------------------|----|----|----|----|----|---|----|-----|
| # Students        | 83 | 19 | 9  | 8  | 2  | 0 | 2  | 123 |
| # Infractions     | 1  | 2  | 3  | 4  | 5  | 6 | 7  |     |
| Total Infractions | 83 | 38 | 27 | 32 | 10 | 0 | 14 | 204 |

- A total of 123 students were reported to have one or more disciplinary infractions during the 2013-2014 school year. This number is down from 159 students during the 2012-2013 school year.
- 32% of the students with disciplinary infractions had two or more infractions.

**Disciplinary Infractions by Month**

|         |     |      |     |     |     |     |     |       |       |     |      |       |
|---------|-----|------|-----|-----|-----|-----|-----|-------|-------|-----|------|-------|
|         | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Total |
| 2010-11 |     | 54   | 60  | 49  | 57  | 33  | 47  | 54    | 43    | 50  | 16   | 463   |
| 2011-12 | 3   | 32   | 27  | 24  | 30  | 44  | 27  | 39    | 27    | 29  | 26   | 308   |
| 2012-13 |     | 22   | 65  | 42  | 18  | 27  | 29  | 24    | 23    | 33  | 7    | 290   |
| 2013-14 |     | 28   | 30  | 34  | 22  | 17  | 15  | 16    | 21    | 10  | 11   | 204   |

## Disciplinary Infractions by Subtype

Below is a yearly comparison of specific high school disciplinary infractions.

| Subtype            | 2008-09 | 2009-10 | 2010-11 | 2011-2012 | 2012-13 | 2013-14 |
|--------------------|---------|---------|---------|-----------|---------|---------|
| Alcohol Related    | 12      | 17      | 56      | 22        | 30      | 7       |
| Academic Integrity | 24      | 18      | 18      | 6         | 1       | 4       |
| Computer Use       | 3       | 0       | 12      | 0         | 1       | 8       |
| Disrespectful      | 14      | 12      | 4       | 12        | 7       | 22      |
| Disruptive         | 52      | 54      | 31      | 57        | 20      | 35      |
| Drug Related       | 10      | 11      | 25      | 36        | 12      | 6       |
| Fighting           | 3       | 2       | 12      | 11        | 2       | 2       |
| Harassment         | 7       | 27      | 15      | 20        | 16      | 6       |
| Leaving Campus     | 89      | 79      | 65      | 23        | 37      | 15      |
| Theft              | 2       | 0       | 6       | 2         | 2       | 5       |
| Truancy            | 35      | 37      | 66      | 38        | 50      | 36      |
| Weapons            | 1       | 3       | 2       | 0         | 1       | 1       |

- Alcohol Related infractions decreased by 23 incidents, while Drug Related infractions decreased by six incidents.
- Alcohol Related infractions include all Chemical Health-Alcohol infractions; which in most instances occur off campus, and after school hours. Of the seven Alcohol Related infractions, five were Chemical Health-Alcohol infractions.
- The Drug Related infractions include: Three Chemical Health-Drug infractions, and three Marijuana Use/Possession infractions.
- There were six Harassment infractions reported in 2013-2014. This number is down from the 16 incidents reported in the 2012-2013 school year.
- There were two Fighting infractions, and three Physical Aggression infractions.
- There was one Weapons infraction reported in the 2013-2014 School year. There was no threat associated with this infraction.

### Infractions by Grade

|          | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|----------|---------|---------|---------|---------|---------|---------|---------|
| Grade 9  | 28%     | 11%     | 19%     | 26%     | 16%     | 10%     | 39%     |
| Grade 10 | 39%     | 39%     | 28%     | 18%     | 38%     | 35%     | 20%     |
| Grade 11 | 15%     | 35%     | 29%     | 32%     | 23%     | 27%     | 17%     |
| Grade 12 | 18%     | 15%     | 24%     | 24%     | 23%     | 28%     | 24%     |

### Suspensions

| Type          | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|---------------|---------|---------|---------|---------|---------|---------|---------|
| In-School     | 29      | 13      | 13      | 16      | 11      | 6       | 13      |
| Out of School | 39      | 32      | 55      | 87      | 97      | 60      | 21      |

- The total number of suspensions during the 2013-2014 school year decreased by 32 from the 2012-2013 school year.
- A total of 23 students accounted for the 34 suspensions during the 2013-2014 school year.

## Suspension by Subtype

| Subtype             | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|---------------------|---------|---------|---------|---------|
| Abusive Language    | 8       | 2       | 2       | 2       |
| Academic Integrity  |         | 2       |         |         |
| Alcohol Related     | 28      | 8       | 26      | 2       |
| Bullying            |         |         | 1       |         |
| Computer Use        |         |         |         | 1       |
| Disrespectful       |         |         |         | 4       |
| Disruptive          | 1       | 28      | 4       | 4       |
| Drug Related        | 20      | 35      | 10      | 3       |
| Fighting            | 12      | 10      | 2       | 2       |
| Forgery             | 1       |         |         |         |
| Harassment          | 2       | 3       | 4       | 2       |
| Leaving Campus      | 5       | 3       |         |         |
| Other               | 2       | 4       | 4       | 1       |
| Physical Aggression | 5       | 1       |         |         |
| School Rules        | 1       | 4       |         | 1       |
| Sexual Harassment   |         | 1       | 2       |         |
| Theft               | 6       | 1       | 2       | 5       |
| Threatening         |         | 2       | 4       | 1       |
| Tardy               |         |         | 1       |         |
| Truancy             | 9       | 3       | 1       | 3       |
| Vandalism           | 1       | 1       | 2       | 2       |
| Weapons             | 2       |         | 1       | 1       |
| Total =             | 103     | 108     | 66      | 34      |

c: Dr. Joann Campbell

**EARLY CHILDHOOD STUDENT POPULATION  
MONTHLY REPORTING & PROJECTIONS**

September 1, 2014

|                                                | June<br>1, 2014 | Additions/<br>Subtractions<br>June 1,<br>2014 | Final Total<br>As of<br>June 1,<br>2014 | September<br>1, 2014 | Additions/<br>Subtractions<br>September<br>1, 2014 | Final Total<br>As of<br>September<br>1, 2014 | End of<br>Year<br><i>Projection**</i> |
|------------------------------------------------|-----------------|-----------------------------------------------|-----------------------------------------|----------------------|----------------------------------------------------|----------------------------------------------|---------------------------------------|
| <i>SPED</i><br>3-5 Year Olds (In-District)     | 26              | 0                                             | 26                                      | 38                   | 0                                                  | 38                                           | 60                                    |
| <b>SPED Student In Class<br/>TOTAL</b>         | <b>46</b>       | <b>0</b>                                      | <b>46</b>                               | <b>38</b>            | <b>0</b>                                           | <b>38</b>                                    | <b>59-61</b>                          |
| Itinerant                                      | 17              | +1                                            | 18                                      | 19                   | 0                                                  | 19                                           | 27                                    |
| OOD<br>Preschool                               | 1               | 0                                             | 1                                       | 1                    | 0                                                  | 1                                            | 2                                     |
| <b>SPED TOTAL</b>                              | <b>64</b>       | <b>+1</b>                                     | <b>65</b>                               | <b>58</b>            | <b>0</b>                                           | <b>58</b>                                    | <b>88-90</b>                          |
| <i>*TYPICAL</i><br>3-4 Year Olds (In-District) | 23              | 0                                             | 23                                      | 63                   | 0                                                  | 63                                           | 64                                    |
| <b>TOTAL</b>                                   | <b>112</b>      | <b>+1</b>                                     | <b>113</b>                              | <b>121</b>           | <b>0</b>                                           | <b>121</b>                                   | <b>152**</b>                          |

The school district must ensure that programs are available for eligible students 3 and 4 years of age. The programs must developmentally appropriate and located in a setting that includes student with and without disabilities (State Requirement 603 CMR 28.06 (7) and Federal Requirement 34 CFR 300.101 (b); 300.124(b); 300.323(b))

\*\*Projections may be impacted by move-ins and/or Department of Public Health referrals

14.2





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## Fwd: Increasing sleep for adolescents

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Kristina Rychlik <krychlik@abschools.org>

Mon, Sep 8, 2014 at 4:09 PM

To: .mail@gmail.com>

Cc: AB School Committee <abrsc@abschools.org>, Glenn Brand <gbrand@abschools.org>, Beth Petr <bpetr@abschools.org>

Dear -

Many thanks for your message and your interest in our schools. I'm happy to share that this topic, the start times of school for adolescents, is on the collective minds of the school committee (SC) and AB administration. In fact, it was a topic of discussion at our July SC summer workshop. You can find the agenda and minutes from that workshop on the abschools.org website.

At that meeting we asked Glenn Brand, Superintendent of Schools, to reach out to the administration at RJGrey and ABRHS, and ask them to come back to the SC with their initial thoughts on the issue. While we have not yet set a date for that discussion, it will occur at one of our SC meetings. After that, we will likely discuss if and how to move forward.

At the moment, then, I believe it may be premature to need to reach out to families in a very formal way to demonstrate there is interest in the subject, as we already realize there is interest on the part of at least some of our families. I would encourage you to check back in and perhaps attend the meeting in which we discuss the issue, and if you know of other interested families, invite them as well. We welcome public participation at our meetings with specific behavioral guidelines so that is one option for you to consider. You can check the website for our upcoming meeting agendas, which will list the topics we discuss at each meeting. They are typically posted the Friday prior to our Thursday meetings, usually the first and third Thursday of the month.

Please let me know if you have additional questions or concerns.

Many thanks, Kristina

Kristina W. Rychlik  
Chairperson, Acton Boxborough Regional School Committee  
krychlik@abschools.org

On Mon, Sep 8, 2014 at 3:19 PM, .mail@gmail.com> wrote:

**Hello to the school committees serving the Acton-Boxborough schools...**

**I am writing to introduce myself and to express concern about the early start time for our adolescents. I've included a link to a study (with the summary pasted into this email) that supports my concerns. Other links are also included to mainstream media on this topic.**

**I am a resident of Acton with 2 boys at Merriam, grades 4 and 6.**

**I am concerned about the early start times at ABRHS, and would like the committee to seriously consider making some changes so that our adolescents can have their educational needs met while also honoring their physiological needs and developmental and mental health needs.**

**The study below has been in the news -- and I'd like to know how to engage in a real conversation about making changes in our town so that we can enjoy the benefits listed in the**

**study. Here are a few:**

- fewer teen car accidents**
- less depression, anxiety**
- less abuse of stimulants**
- increased ability to focus and retain the content**
- improved testing scores**
- better overall health**

**Can I attend a school committee meeting (when do these occur, and are they open to the public?) to hear your thoughts on this? I'm not sure about process, so I'm eager to know the next step for making this request. Do you need me to gather signatures from parents, for example? How do I show the committee that there is real interest in this issue among families?**

**My kids are on the late bus schedule this year, picked up at 8:50. For us, this means that they are often ready well ahead of the bus time. We could easily go to school earlier.**

**Wouldn't it make sense that younger kids, who are naturally up earlier, get bussed early, and the middle and high school students get bussed later? I know there are a lot of obstacles for making this change, and I'm very interested in problem solving to find ways to make it work. One thought: encourage neighboring school districts that we compete against or collaborate with in after hour events to consider a shift to avoid being out of sync for joint events.**

**Weston High School has already made this change. Here's info I pasted from STARTSCHOOLLATER.NET. Click on the blue text to see an article in boston.com about Weston's shift.**

Weston High School

Superintendent Cheryl Maloney leads the charge to shift start time from 7:30am to 8:00am by freeing up free slots during the middle of the day. "It's not something that can be fixed by saying, well, they should be going to bed earlier," Erica Cole, a high school assistant principal and a member of the start-time committee, said, adding that research shows students' bodies and minds do not allow them to "power down" until a certain time.

**The study below argues that starting the school day for adolescents no earlier than 8:30am brings the best rewards. Our students (according to the school website) currently begin their first period at 7:23.**

**Best regards,**

<http://www.cnn.com/2014/08/28/health/school-start-times/>

<http://conservancy.umn.edu/bitstream/11299/162769/1/Impact%20of%20Later%20Start%20Time%20Final%20Report.pdf>

Final summary from the report linked above:

### Final Report Summary and Conclusions

Despite the strong medical evidence of the need for adolescents to obtain at least 8, and preferably 9, hours of sleep every night to maximize their neural development, a strong resistance to a delayed high school start time exists in many localities across the U.S. School districts are very complex organisms that link bureaucratic structures with community norms and family life patterns, and where homeostasis or maintenance of the status quo is probably the strongest force against adopting a later start time for high schools.

However, given the analyses summarized here, there are clear benefits for students whose high schools start at 8:30 AM or later. This would include, for teens who reported they got at least 8 hours of sleep per night, that they were more likely to say they have good overall health and were less likely to report being depressed or using caffeine and other substances (e.g., alcohol, tobacco, other drugs). Other positive findings include a significant reduction in local car crashes, less absenteeism, less tardiness, as well as higher test scores on national achievement tests. Most of the research completed prior to the study being reported here has been conducted in single districts, with none examining multiple school districts in multiple locations across the U.S., using identical metrics to assess changes. Replications of this study would go a long way in confirming what appear to be substantive findings.

Finally, conducting research in school districts has more challenges than anyone might imagine. Hurdles include such things as gaining access to the students for conducting a survey, administering student surveys prior to the start time delay so that pre-post analyses can be carried out, obtaining reliable comparative academic performance data, gaining IRB approval from the local school district to conduct the study, locating several districts who are willing to have their experiences thrust into public view, and so forth. Despite those hurdles, the findings of this research study reveal that there are empirically-based positive outcomes for adolescents whenever the start time of their high school is moved to a later time—with the starting time of 8:30 AM or later clearly showing the most positive results.

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14.2.2

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

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## Over-Crowding on Bus 14

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John David Head <jdhead@abschools.org>

Mon, Sep 8, 2014 at 7:37 AM

To: "n@aol.com" <n@aol.com>

Cc: "eweiner@abschools.org" <eweiner@abschools.org>, "abrsc@abschools.org" <abrsc@abschools.org>

Every school start we have situations like the one your describing. Annually we take true ridership head counts the third week of school and address unbalanced load issues accordingly. Keep in mind that, though not ideal, the buses are designed for three to a seat. We understand that 83 riders of elementary age look awful different than 83 riders of HS/JrH age. We appreciate your patience as we work through these startup issues.

Best Regards,  
JD Head

On Saturday, September 6, 2014, <n@aol.com> wrote:

Hello - I am writing because my son, who rides Bus 14 to ABRHS, reported to me that the bus is over-crowded, appearing to well exceed the allowed number of students.

He says that students are jammed in, 3 or more to a row, that there is no room to move on the bus, and that the driver told them that it was only going to get worse as the year continued.

Since I have not been on the bus I don't know exactly how many students are riding, or what the official bus passenger limit is, but it is clear that the bus is very crowded and this raises safety issues in my mind.

I would appreciate it if you could find out from the driver exactly what is going on. How many students are scheduled to be picked up along the bus route? Is this an appropriate number for the bus capacity? Will more students be riding the bus as the school year continues? Can the video monitoring system be used to help clear up the question of possible bus over-crowding?

This note is being copied to the Acton School Committee to bring this issue to their attention. I hope that if any action is determined to be needed, that it take place quickly to ensure the safety of the students.

I look forward to hearing a status report on bus 14. Thanks for your attention to this matter.

Sincerely,

# Open House Dates - Fall 2014 04/23/14

Blanchard

September 16, 2014  
6:30-8:00 PM - Grades PreK-3

September 23, 2014  
6:30-8:00 PM - Grades 4-6

Conant

September 15, 2014  
7:00-8:00 pm - Grades 4-6

September 16, 2014  
7:00-8:00 pm - Grades K-3

Douglas

September 9, 2014  
6:00-6:45pm - Grades 3&4  
7:00-7:45pm - Grades 5&6

September 16, 2014  
6:00-6:45pm - All Kindergartens  
7:00-7:45pm - Grades 1&2

Gates

September 16, 2014  
6:00-6:45pm - Grades 1&2  
7:00-7:45pm - Grades 5&6

September 17, 2014  
6:00-6:45pm - ADK & AMK  
7:00-7:45pm - Grades 3&4 & PMK

McCarthy-Towne

October 1, 2014  
6:00pm

Merriam

September 16, 2014  
6:00pm - Kindergarten  
7:00pm - Grades 1-6

Junior High  
High School

September 23, 2014 7:00 pm  
September 17, 2014 6:50 pm

14.3.2

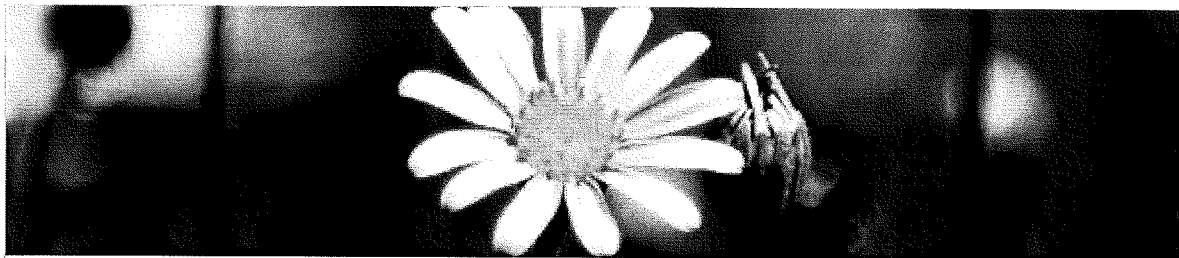


## SpEd PAC Meeting Schedule

1 message

**Amanda Bailey** <abailey.abspedpac@gmail.com>  
Reply-To: abailey.abspedpac@gmail.com

Wed, Sep 10, 2014 at 9:54 PM



### Welcome Back!

Greetings! I hope all of you enjoyed summer break and that the transition back to school is going well.

### 2014-2015 Meetings

Please note our traditional schedule has changed. All meetings start at 7:30 p.m. in the R.J. Grey Junior High library. If you've ever wanted to learn more about the state of special education in Acton-Boxborough or you'd like to spend an evening connecting with others who understand all those acronyms, we welcome you. Together we help our kids succeed.

- September 24
- October 22
- November 19
- December 17 (holiday party)
- January 28
- February 25
- March 25
- April 15
- May 27
- June 10 (elections)

### Basic Rights Workshop

We will be co-sponsoring a Basic Rights workshop in Sudbury

- Topics
- Meeting Schedule
- Basic Rights Workshop

Website:  
[www.abspedpac.org](http://www.abspedpac.org)

on November 3rd with the Sudbury and Maynard SEPACs.  
Please stay tuned for more details.

As always, meeting information, updates, resources, and the  
Acton-Boxborough Special Education Parent Handbook can be  
found at our website, [abspedpac.org](http://abspedpac.org).

Please feel free to contact us if we can assist you in any way.

Warm regards,

Amanda Bailey  
2014-15 SpEd PAC Co-Chair

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Acton Boxborough Special Education Parent Advisory Council |