



Acton-Boxborough Regional
School Committee Meeting

December 3, 2015

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

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

December 3, 2015
6:00 p.m. Executive Session
7:00 p.m. Open Meeting

AGENDA

1. **Call to Order** (6:00)
2. **EXECUTIVE SESSION**
 - 2.1. Executive Session pursuant to MGL chapter 30A, section 21(a)(7) to comply with any general or special law requirements (i.e., c. 30A, § 22(f) and(g)) for the approval of releasing executive session minutes for: 10/9/14, 12/11/14, 1/22/15, 3/19/15, 6/25/15, 7/22/15
 - 2.2. Executive Session pursuant to MGL c. 30A, § 21(a)(3) to discuss strategy with respect to litigation (i.e. Decision dated November 13, 2015)
3. **OPEN MEETING** (7:00)
4. **Chairman's Introduction**
5. **Statement of Warrant**
6. **Approval of Minutes**
 - 6.1. Minutes of Meetings on 11/5/15 and 11/19/15 (*next meeting*)
7. **Public Participation** (7:05)
8. **FY17 Fees Review/Recommendations Presentation –Second Read – Glenn Brand (7:10)**
 - 8.1. Athletics – **VOTE**
 - 8.1.1. Memo from Steve Martin 11/30/15
 - 8.2. All Day Kindergarten – **VOTE**
 - 8.3. ABRSD Early Childhood Program – **VOTE**
 - 8.4. Occupational Development Program (ODP) – **VOTE**
9. **FY17 Budget Pres. #1- “Setting the Stage/Superintendent’s Budget Overview – Drivers & Priorities” – Glenn Brand (7:20)**
10. **FY17 Special Education Program Recommendation– Mary Emmons (7:50)**
11. **MCAS Report – Deborah Bookis (8:10)**
12. **Assistant Superintendent of Student Services Search Update – Marie Altieri (8:40)**
 - 12.1. Job Posting
 - 12.2. Timeline
 - 12.3. Memo to Staff and Parents
13. **MASC District Governance Program Update – Kristina Rychlik (8:50)**
 - 13.1. Recommendation to Approve ABRSC Goals – **Second Reading – VOTE**
 - 13.2. Final Workshop on January 6 at 7:00 p.m.

14. **Recommendation to Accept Gift of \$15,100 from the Friends of the Acton Libraries to the ABRSD Libraries – VOTE** – Glenn Brand (8:55)
15. **Subcommittee Reports (9:00)**
- 15.1. Budget – Maria Neyland (oral)
 - 15.2. Policy –
 - 15.2.1. **School Councils**, File: BDFA – **Second Read – VOTE** - Glenn Brand
 - 15.2.1.1. Procedures: School Improvement Plan, BDFA-R-1, Submission and Approval of the School Improvement Plan, BDFA-R-2, Conduct of School Council Business, BDFA-E-3
 - 15.2.2. **New School Committee Member Orientation**, File: BIA – **Second Read – VOTE** - Kathleen Neville
 - 15.3. Demographic Study Update – Mike Coppolino (oral)
 - 15.4. Legislative – Paul Murphy (oral)
16. **School Committee Member Reports (9:10)**
- 16.1. Acton Leadership Group (ALG) – Kristina Rychlik, Paul Murphy
 - 16.1.1. Meeting minutes of 10/29/15
 - 16.2. Boxborough Leadership Forum (BLF) – Maria Neyland
 - 16.2.1. Three Board Meeting on 11/30/15
 - 16.3. Health Insurance Trust (HIT)– Mary Brolin
 - 16.4. Acton Finance Committee – Kristina Rychlik, Deanne O’Sullivan
 - 16.4.1. FY15 ABRSD Budget Presentation on 11/24/15
 - 16.5. Acton Board of Selectmen – Mike Coppolino, Paul Murphy
 - 16.6. Boxborough Finance Committee- Mary Brolin
 - 16.7. Boxborough Board of Selectmen – Maria Neyland, Brigid Bieber
 - 16.8. Minuteman Tech Update – Diane Baum
 - 16.9. PTO/PTSO/PTF Co-Chairs– Deanne O’Sullivan
17. **Superintendent’s Report – Glenn Brand (oral) (9:20)**
- 17.1. Update on Leary Field Track Scoreboard
 - 17.2. Long Range Strategic Plan, Wellness and Safety Task Force Updates
18. **Senior Leadership Administrative Restructuring Proposal Update - Glenn Brand (9:25)**
19. **FOR YOUR INFORMATION (9:30)**
- 19.1. 2016-2017 ABRSD Kindergarten Registration Schedule
 - 19.2. Family Learning Series: Janell Burley Hoffman 12/2/15
 - 19.3. Pulitzer Prize-Winning Poet Tracy K. Smith Chosen as 16th Annual Robert Creeley Award Winner (Presentation on 3/29/16)
20. **Adjourn (9:35)**

NEXT MEETINGS:

Dec 17	ABRSC Meeting	7:00 p.m. in the Jr High Library
Jan 6 (Wed)	Final Governance Workshop	7:00 p.m. in the Jr High Library
Jan 14	ABRSC Meeting	7:00 p.m. in the Jr High Library
Jan 23	FY17 Budget Saturday Meeting	9:00 a.m. – 2:00 p.m. in the Jr High Library



Acton-Boxborough Regional School District

Superintendent's Office

16 Charter Road

Acton, MA 01720

978-264-4700 www.abschools.org

Glenn A. Brand, Ed.D.

Superintendent of Schools

To: ABRSD School Committee
From: Glenn A. Brand
Date: 11/30/2015
Re: Approval of Fees for FY17

At your last regularly scheduled meeting on November 19, you received four different sets of fee reviews and proposals for the 2016-17 school year. These programs are supported by both revenue from fees collected from the users as well as from the appropriated budget, and included Athletics, All Day Kindergarten, Early Childhood Program and the Occupational Development Program.

With the exception of one noted change by Athletic Director Steve Martin regarding the family cap for the athletic program fee (see attached memo), the administration has not made any other changes to the respective fees as originally proposed. Please find below a summary of the current fees for these respective programs alongside the proposed FY17 fees for which I am seeking your vote of approval.

Program	Current FY16 Fee	Proposed FY17 Fee	Change
<i>Athletics</i>	\$205 per sport	\$250 per sport	\$45 increase per sport
	\$205 surcharge for hockey, alpine skiing and gymnastics	\$250 surcharge for hockey, alpine skiing and gymnastics	\$45 increase for surcharge
	\$820 Family Cap (4 sports)	\$1000 Family Cap (4 sports)	\$180 increase for family cap

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



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<i>All Day Kindergarten</i>	\$4300	\$4500	\$200 Increase
<i>Early Childhood Program</i>	\$6830 All Day \$3530 Half Day	\$6830 All Day \$3530 Half Day	No Change
<i>Occupational Development Program (ODP)</i>	\$32,258	\$32,905	\$647 Increase

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Acton-Boxborough Athletics

Director of Athletics: Steven Martin

36 Charter Road

Acton, MA 01720

Phone: 978-264-4700 X:3420

E-Mail: smartin@abschools.org

Web: www.abschools.org

November 30th, 2015

Dear Members of the School Committee,

Thank you for taking the time to hear my presentation at the school committee meeting on November 19th, 2015 and the valuable feedback you offered.

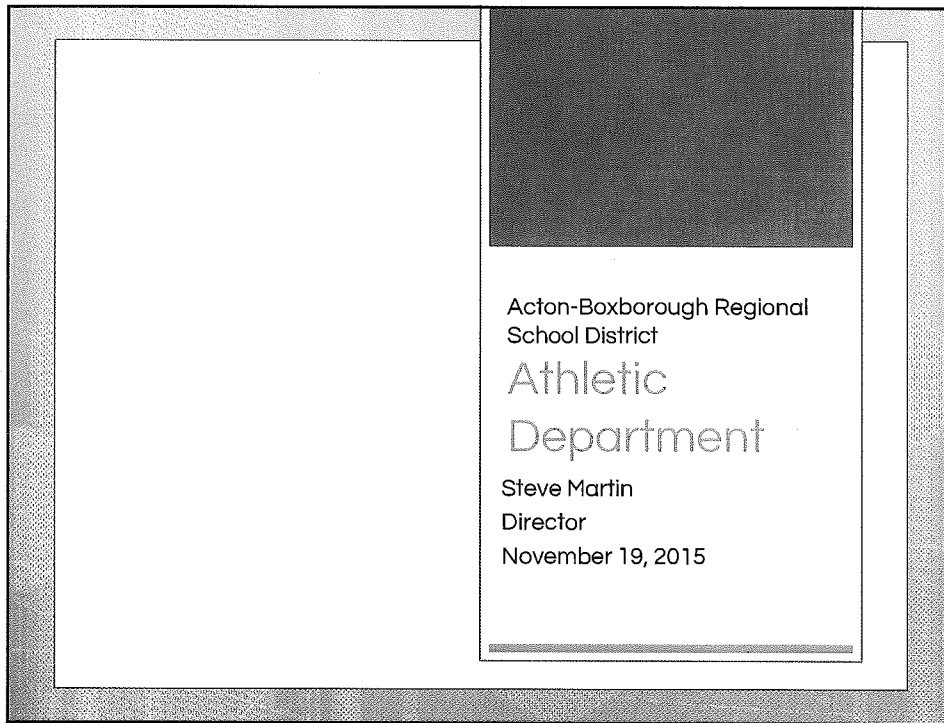
I wanted to officially document my request, with a change to the presentation, after hearing your feedback. I am asking that we raise the athletic fee to \$250.00, an increase of \$45.00 for all students participating in an athletic season. The supplemental costs for sports of ice hockey, alpine skiing, and gymnastics would also increase to the \$250.00.

I would ask, based on the concerns that were raised, that we keep the family cap at 4 seasons or \$1000.00 in order for me to collect more accurate data on the family cap. Excluded from this amount would be the supplemental cost of ice hockey, gymnastics, or alpine skiing as is current policy.

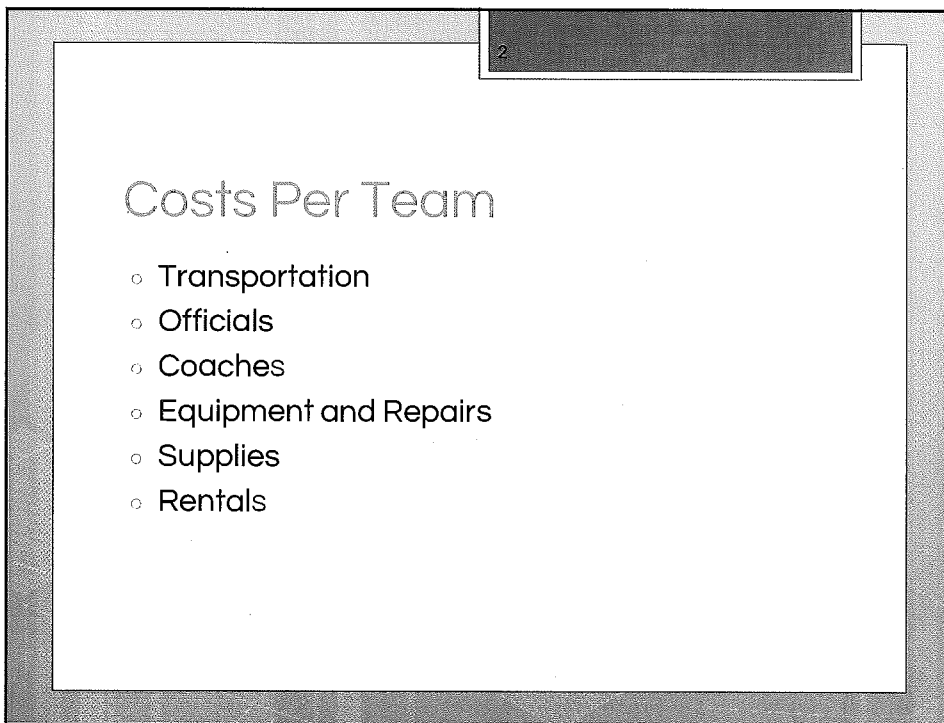
Again, thank you for your time and all that you do for the district. I really enjoy working in this district and appreciate the continued support you all give.

Thank you

Steven Martin
Director Of Athletics



Acton-Boxborough Regional
School District
**Athletic
Department**
Steve Martin
Director
November 19, 2015



2

Costs Per Team

- Transportation
- Officials
- Coaches
- Equipment and Repairs
- Supplies
- Rentals

3

Example of what a smaller team's flow of money looks like

Costs:

- o Coach \$5,000
- o Officials \$1,120
- o Transportation \$3,000
- o Supplies \$150
- o Total Cost \$9,270

Revenue:

- o 20 kids on a team
- o Total Revenue \$4,100

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Other Costs To Department

- o Insurance
- o Membership
- o Event Coverage
- o Uniforms (subsidized by boosters recently)
- o Building and Grounds
- o Custodian
- o Repairs
- o Upkeep
- o Safety Equipment
- o Salaries

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Percentages of the Budget

- Total actual operating costs of program in FY 15 was \$1,059,636.38
- ABSAF Donations were 4% of the revenue
- Gate Receipts were 4% of the revenue
- Fees were 31% of the revenue
- Appropriated was 61% of the revenue

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Revenue

- User Fees
- Acton Boxborough Students Activity Fund (ABSAF)
- Gifts
- Gates

History

- o Budget cut by almost \$72,000 in FY 11
- o According to documentation we were to cut 7th Grade Athletics for a savings of \$24,000
- o Understanding that we would have an up charge of \$200 for Ice hockey, Alpine Ski, and Gymnastics (Increase Revenue \$13,000, \$5,800, \$3,200)
- o Reduction of Athletic Revolving Budget of \$8,670
- o Activity fee increase of \$15 from \$190 - \$205 for increased revenue of \$24,330

History (cont)

- o We did not cut 7th Grade Athletics
 - o Girls Soccer did not have the interest
 - o Boys Soccer could not get a schedule
 - o Still have Field Hockey, Boys and Girls Basketball
- o Hockey, Gymnastics, and Ski numbers have not been at the maximum used in the totals for most of the time
- o There was an expectation to REDUCE participation fees via corporate sponsorships in this agreement.

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History (cont)

- o Gate receipts from FY11 to FY 15 have decreased from \$67,662.50 to \$46,991.64, a difference of -\$20,670.86
- o ABSAF funding has increased from \$44,000 to \$46,000 in FY16
- o Gifts have decreased from \$25,386 to \$3,000
- o Athletic Fees Collected have dropped from \$372,157 to \$326,291

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Trend Highlights:

- o Salary Increases
- o Budget Cut FY11 \$71,930.20
- o Decrease in Participants
- o Transportation Costs
- o Decrease in Gate Receipts
- o Impact: four (4) consecutive years with a deficit

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Cost Saving/Revenue Generating Attempts

- Custodial Staff
 - Football
- Event Staff
 - Closed Gates
 - Use of salary staff
- Waivers
- Police
- Prices
- Supplies cut 20% for non track sports
- Possible JV/V Track-Saves bus for away meets
- State Track Meet Host-\$ to track boosters to pay some high need and expensive safety items

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FY16 Highlights vs. FY15

- Custodial Down \$124.41
- Event Staff Down \$2,317.34
- Revenue is up \$1750.00
 - Even though there are 42 less students
 - Decrease of \$8,610 in revenue
 - Gate receipts are up \$5,900 (\$17,431 total in)
 - Waivers Decreased \$2,050

13

Early Outlook for FY16

- With continual anticipated decline in participation trends, expected that the department will end with a deficit similar to last year exceeding approximately \$60,000
- Realistic outcome is that the deficit does not increase

14

Why?

- Salaries are increasing on the revolving side
 - FY15= \$168,060.00
 - FY16= \$169,740.60
 - FY17= \$171,438.01

15

Participation Numbers Continue to Decrease

Fall

- o FY 14-673 students
- o FY 15-668 "
- o FY 16-626 "

Winter

- o FY 13-494 students
- o FY 14-475 "
- o FY 15-430 "

Spring

- o FY 13-727 students
- o FY 14-712 "
- o FY 15-706 "

16

Decreased Numbers

- o Is a decrease in participation numbers a decrease in services and therefore a decrease in cost?
- o No. Decrease is spread across all sports and not focused on one sport.
- o We expect to have an increase of one team compared to two years ago. Cost therefore will increase.

17

Concerns

Sacrifices made are catching up to the department

- Uniforms
 - Ex. FH-5 teams @ 7 yrs= 35 years old
- Equipment needs
- Inability to invest in equipment/uniform replacement given absence of budget

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Future Program Investments

- Uniforms (ideally would be investing \$10 - 15,000 per year for replacement)
- Equipment Needs
 - Pole Vault Pit \$17,000
 - Wrestling Mats \$6,000
 - Scoreboards in Field House/30 Sec \$7,500
 - Gymnastics Spring Floor \$6,000
 - Soccer Goals \$4,500
 - Lacrosse Goals \$750

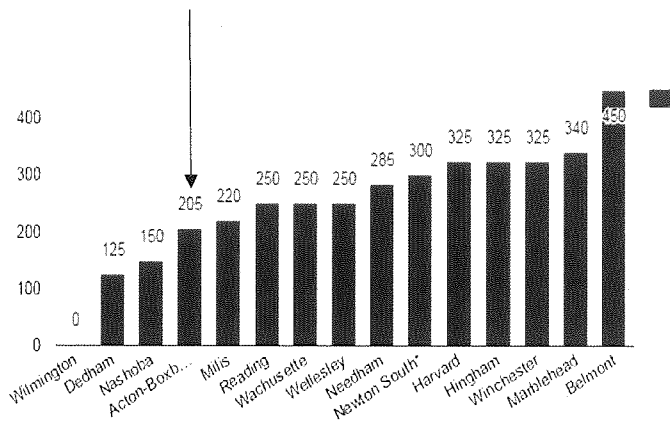
19

Community Comparisons Athletic User Fees

- Belmont \$450
- Dedham \$125
- Harvard \$325 for Varsity (varies by sport and level)
- Hingham \$325 1X
- Millis \$220
- Marblehead \$340 1X
- Wilmington \$0
- Winchester \$325
- Nashoba \$150
- Needham \$285
- Reading \$250
- Wachusett \$250
- Wellesley \$250
- CC \$250
- LS \$365
- Newton S \$300
- Wayland \$300
- Westford \$225
- Weston, Waltham, Bedford, Cambridge, Boston Latin \$0

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Comparable Communities Athletic User Fees



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Proposal

- An increase to the athletic fee of \$45
- Sports that have an initial cost like ski, hockey, gymnastics would charge an additional \$250 for students to play
- Family cap to \$1500 per year

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Transportation Costs

- FY 14 - \$87,879.14
- FY 13 - \$68,739.30
- FY 12 - \$91,792.89
- FY 11 - \$74,079.22
- FY 10 - \$54,375.13

		23	
FY	15 Actual	16 Projected	17 Projected
ABSAF	\$41,000.00	\$46,000.00	\$46,000.00
Gate	\$43,144.36	\$47,000.00	\$47,000.00
Fees	\$329,786.00	\$319,892.42	\$310,295.65
Gifts	\$4,352.25	\$4,000.00	\$4,000.00
Appropriated	\$578,961.00	\$587,065.00	\$590,589.12
Total Revenue	\$997,243.64	\$1,003,957.03	\$997,893.77
Salary Appropriated	\$495,548.67	\$500,504.16	\$505,509.20
Operating Appropriated	\$149,805.07	\$148,307.02	\$146,823.95
Salary Revolving	\$203,606.86	\$205,642.93	\$207,699.40
Operating revolving	\$169,927.78	\$168,228.50	\$166,546.21
Revolving Officials	\$40,748.00	\$41,970.44	\$43,229.55
Total Expenses	\$1,059,636.38	\$1,064,653.05	\$1,069,808.32
Difference	-\$62,392.74	-\$60,696.02	-\$71,914.56

		24
FY	17 Projected	
ABSAF	\$46,000.00	
Gate	\$47,000.00	
Fees (with \$45 increase)	\$386,345.65	
Gifts	\$4,000.00	
Appropriated	\$590,589.12	
Total Revenue	\$1,073,934.77	
Salary Appropriated	\$505,509.20	
Operating Appropriated	\$146,823.95	
Salary Revolving	\$207,699.40	
Operating revolving	\$166,546.21	
Revolving Officials	\$43,229.55	
Total Expenses	\$1,069,808.32	
End of year Balance	+\$4126.45	

In Closing

- The proposed fee increase is for 2016-2017
- Analysis of expenses and revenue will continue to be necessary
- If expenses continue to exceed revenue, the following could be possibilities:
 - Additional fee increases
 - Additional investment of appropriated budget
 - Reduction in program offerings

COMPARABLE COMMUNITIES USER FEES

Fall 2015

BELMONT

1st sport \$450.00

2nd sport \$300.00

3rd sport \$150.00

No family cap

Waiver are determined individually based on household income and free and reduced lunch scale.

DEDHAM:

\$125 per sport...\$500 family cap

Free/Reduced lunch students do not have to pay the fee.

HARVARD:

We do charge user fees.

They do range a little bit depending on the level and the sport.

Fall

V/JV B/G Soccer \$325

JV-2 Boys Soccer \$300

V/JV FH \$325

B/G XC \$260

Golf \$360

Winter

V/JV B/G Basketball \$395

B/G Swimming \$370

B/G Indoor Track \$280

B/G Ski Team \$360

Spring

V/JV G/B Lax \$325

V B/G Tennis \$325

V/JV Softball \$340

V/JV Baseball \$340

B/G Track \$280

Our MS sports are all \$300.

We do not have a family cap.

We do have a waiver. Parents have to apply for the waiver.

HINGHAM

Hingham charges 325.00 per student for the year (they pay 325 and can play up to 3 sports). We have a family cap of 625.00. There are a few exceptions - we add an extra 100.00 if a student plays ice hockey. We have a rowing program that is not really funded by the school. We fund a small portion. Those students pay 650.00 per season and their fee goes directly to the rowing program. The other fees go into the athletic revolving account. Students who receive free/reduced lunch are exempt. If someone presents a hardship, we can reduce or waive the fee. In other words, if someone is going through a rough patch, we can make an exception.

MARBLEHEAD \$340 per year(not per sport)
\$480 family max per year. (Not per sport)

MILTON

WILMINGTON Does not have user fees

WINCHESTER \$325 per sport/per season,
with a \$1300 family cap.
Are waiver process is the same.

NASHOBA \$150 user fee per athlete per sport. No family caps. We do offer financial assistance and waivers for students who have been approved for free/reduced lunch at school.

NEEDHAM 1. Does your school have an athletic user fee? **YES**
2. Amount? **Interscholastic Sports: \$285.00 / *Club Sports: \$225.00**
3. Is the fee per year or per school season? **PER SEASON**
4. What (if any) is the family cap? **4 SPORTS PER YEAR or \$1,140.00 (surcharges not included against the cap)**
5. Do you have self-funded sports? ***Club Sports Program (within Athletics Department) funded through Revolving Account using only Student Feesto cover all expenses (no Operating Budget contribution). Programs include: Fall & Winter Club Dance; Fall & Winter Club Cheer; Fall & Spring Club Sailing; Winter Club Bowling; Winter Club Squash; and Spring Club Boys & Girls Ultimate Frisbee. (Fencing and Snowboarding in Winter and Water Polo in Spring will start this year.)**
6. Do you have sports that pay an extra fee (for example ice hockey)? / Other information that may be unique to your school?
-BOYS & GIRLS ICE HOCKEY and BOYS & GIRLS ALPINE SKI have additional \$250.00 SURCHARGE
-BOYS and GIRLS SWIMMING & DIVING have additional \$50.00 SURCHARGE
-CLUB SAILING has additional \$175.00 SURCHARGE
-CLUB SQUASH has an additional \$175.00 SURCHARGE
-CLUB BOWLING has an additional \$75.00 SURCHARGE
-CLUB FENCING will have a \$125.00 SURCHARGE
-CLUB SNOWBOARDING will have a \$175.00 SURCHARGE
-CLUB WATER POLO will have a \$75.00 SURCHARGE

7. Unique payment structures?

-REDUCTION OF FEE OPTION AVAILABLE FOR THOSE STUDENTS ON THE DISTRICT'S FREE & REDUCED LUNCH PLAN AND FOR FINANCIAL HARDSHIP SITUATIONS.

- **IF ON FREE & REDUCED PLAN, FEE IS AUTOMATICALLY REDUCED TO \$50.00 FOR THAT SPORT SEASON IF FAMILY SUBMITS WAIVER FORM.**
 - **IN CASES OF HARDSHIP, IF WAIVER REQUEST IS GRANTED, FEE REDUCED TO \$100.00 FOR THAT SPORT SEASON.**
-

READING User Fees are \$250 per student per season (Fall, Winter, Spring). The student cap is \$600 and the family cap is \$950. We also do waivers based on Free/Reduced Lunch discounts.

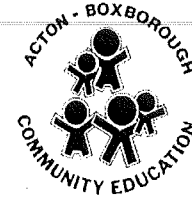
WACHUSETT \$250 per student per season,
\$350 family cap per season.

Reduced lunch students pay \$125 per student per season
\$175 family cap.
Free lunch students participate at no charge.

WELLESLEY Fee is \$250 and the family cap is \$1,500.



Acton-Boxborough Regional School District
Community Education
15 Charter Road, Acton, MA 01720
978-266-2525 fax: 978-266-2540
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Erin O'Brien Bettez, Director
ebettez@abschools.org

MEMORANDUM

TO: Glenn Brand, Superintendent
FR: Erin Bettez, Community Education Director
RE: FY17 All Day Kindergarten Tuition
DATE: November 12, 2015

After reviewing expenses associated with operating All Day Kindergarten in FY17, Community Education recommends a tuition rate of \$4,500. This is an increase from the current tuition of \$4,300.

We reached this figure after running multiple scenarios and seeing how the potential revenues generated by each compared to anticipated program expenses. Financial considerations include: teacher and assistant salaries, supplies, an administrative fee, any surplus or deficit from the previous year, and the potential demand for scholarships. Note: Starting in FY17 families who choose to pay by credit card will be assessed a credit card fee so that will no longer be borne by the revolving fund, eliminating that expense from the budget.

The "hybrid" model, which has been used at Blanchard for many years and which we also used at Conant this year, is a classroom with a mix of all day and half day students. The half day students leave in the middle of the day. Half day students can move to all day at some point during the year. We recommend implementing the hybrid model as long as there is sufficient enrollment to cover program costs. The final designation of all day/half day/hybrid classes would best be made after Kindergarten registration has taken place and we can assess the demand for ADK.

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.

FY16 ADK Snapshot

- 165 students across 10 classes (FY15 169 in 9 classes)
- Average # ADK students per class 16.5 (FY15 18.7)
 - Blanchard 2 Hybrid
 - Conant 2 Hybrid, 1 half day class
 - Douglas 2 ADK, 1 half day class
 - Gates 1 ADK, 1 half day class
 - McCarthy-Towne 2 ADK, 1 half day class
 - Merriam 1 ADK, 2 half day classes
- Teacher & Assistant salaries are shared by appropriated budget and ADK tuition
 - \$653,889 supported by tuitions

How is ADK Tuition Projected?

- Scenarios run by potential class size
- Expenses include:
 - Teacher salaries
 - Supplies
 - Administration Fee
 - Any surplus from previous year
 - Credit card fees *eliminated* as expense for FY17

Any surplus to be used for scholarships.

FY17 ADK Projection
Tuition at \$4,500
4 Hybrid/7 ADK/4 half day

School	17 Students		18 Students		19 Students	
Blanchard (2 Hybrid)	26	\$117,000	28	\$126,000	30	\$135,000
Conant (2 ADK)	34	\$153,000	36	\$162,000	36	\$171,000
Douglas (2 Hybrid)	26	\$117,000	28	\$126,000	30	\$135,000
Gates (1 ADK)	17	\$76,500	18	\$81,000	19	\$85,500
Hot (2 ADK)	34	\$153,000	36	\$162,000	36	\$171,000
Merriam (2 ADK)	34	\$153,000	36	\$162,000	36	\$171,000
	171	\$769,500	182	\$819,000	193	\$868,500
plus FY16 surplus		\$0.00		\$0		\$0
Est. Max Revenues		\$769,500.00		\$819,000		\$868,500
Expenses:						
Head Teachers		\$449,838		\$449,838		\$449,838
Assistants		\$267,893		\$267,893		\$267,893
Admin Fee - 5% max revenue		\$38,475		\$40,950		\$43,425
Supplies 11 @ \$2300.4 @ \$600		\$27,700		\$27,700		\$27,700
		\$783,706		\$786,181		\$788,656
DEFICIT/SURPLUS:		(\$14,206)		\$32,819		\$79,844

1. Hybrids estimate 13/17 students, 14/18 students, 15/19 choose full day option
 2. Any surplus would be used to support scholarships

Considerations for FY17

- No surplus predicted from FY16
- Scholarships always an unknown

FY10	\$28,420
FY11	\$11,300
FY12	\$15,350
FY13	\$30,310
FY14	\$55,220
FY15	\$14,980
FY16	\$18,870



Acton-Boxborough Regional School District

8.3

Administration Building

15 Charter Road Acton, MA 01720

978-264-4700 fax: 978-264-3341

www.abschools.org

Office of Pupil Services

To: Superintendent, Glenn Brand

CC: Director of Finance, Clare Jeannotte

From: Early Childhood Coordinator, Joe Gibowicz

Re: FY '17 Acton-Boxborough Regional School District Early Childhood Tuition

Date: 11/9/15

I have recommended the following tuition rates for the Acton-Boxborough Regional School District Early Childhood Program for FY '17. I have also attached a list of yearly tuition costs of local private preschools and comparable public school districts with similar integrated preschool programs.

- All Day Program; \$6830
- Half Day Program; \$3530

Trends from previous years:

Year	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
½ Day	\$3000	\$3000	\$3100	\$3410	\$3530	\$3530	\$3530
Full Day	\$5810	\$5810	\$6010	\$6610	\$6830	\$6830 \$5000**	\$6830

**Boxborough Early Childhood 3/4 day program

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.

Prek Program	Public/Private	Yearly Tuition Half Day Days/Hrs	Full Day Tuition & Hours
Acton-Boxborough Early Childhood Program	Public	\$3530 11 hrs / week	\$6830 26 hrs / week
Acton Coop	Private	\$3620 10 hrs/ week	N/A
Acton Barn	Private	\$4221* 10 hrs/week	N/A
Boxboro Children's Center	Private	\$3950 (based on monthly rate) 9 hrs/week	\$10,000 (based on monthly rate) 30 hrs/week
Infant Toddler Center (ITC)* 3 year olds	Private	\$5231 (based on posted hourly rate) 11 hrs / week	\$11, 250 (based on posted hourly rate) 26 hrs / week
Infant Toddler Center (ITC)* 4 year olds	Private	\$5124 (based on posted hourly rate) 11 hrs / week	\$11, 044 (based on posted hourly rate) 26 hrs / week
Mt. Calvary Preschool	Private	\$3396 11 hrs/week	N/A
*2014-2015 rate			

School District	Public/ Private	Yearly Tuition Half Day Days/Hrs	Full Day Tuition & Hours
Acton-Boxborough	Public	\$3530 11 hrs / week	\$6830 26 hrs / week
Concord Public School	Public	\$3000 10 hrs / week	\$6000 22 hrs / week
Dedham Public School	Public	\$2633 12.5 hrs / week	\$6318 31.25 hrs / week
Harvard Public School	Public	\$3800 12.5 hrs / week	Only extended day as option
Hingham Public School	Public	\$2380 10 hrs / week	N/A
Milton Public School	Public	\$3125 12.5 hrs / week	\$8790 52.5 hrs / week **
Reading Public School	Public	\$3500 12.5 hrs / week	\$7500 28 hrs / week
Sudbury Public School	Public	\$4050 10 hrs / week	N/A
Westford Public School	Public	\$3420 10 hrs / week	\$6350 26.5 hrs / week
Winchester Public School	Public	\$3528 12.5 hrs / week	\$7446 27.5 hrs / week
** Pilot Program			

November 17, 2015

To: Glenn Brand

From: Mary Emmons

Copy: Clare Jeannotte

RE: Acton-Boxborough Regional School District – FY16 Special Education Program Tuition Rates

The following tuition rates are recommended for the Acton-Boxborough Regional School District Special Education Occupational Development Program (ODP) located at the Acton-Boxborough Regional High School for the current 2015-2016 school year as well as the 2017-2018 school year.

School districts set tuition rates for Special Education programs. Tuition rates represent a fee that is appropriate for a public school program. The tuition remained the same for the FY15 and FY16 school year. A 2% increase has been applied to the proposed FY17 rate to address staffing salary increases.

These tuitions are charged to public school districts who tuition Special Education students into our program.

Trends:

FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
\$27,965	\$27,965	\$27,965	\$29,243	\$29,243	\$32,258	\$32,258	\$32,905

*Additional Summer Program \$4,500

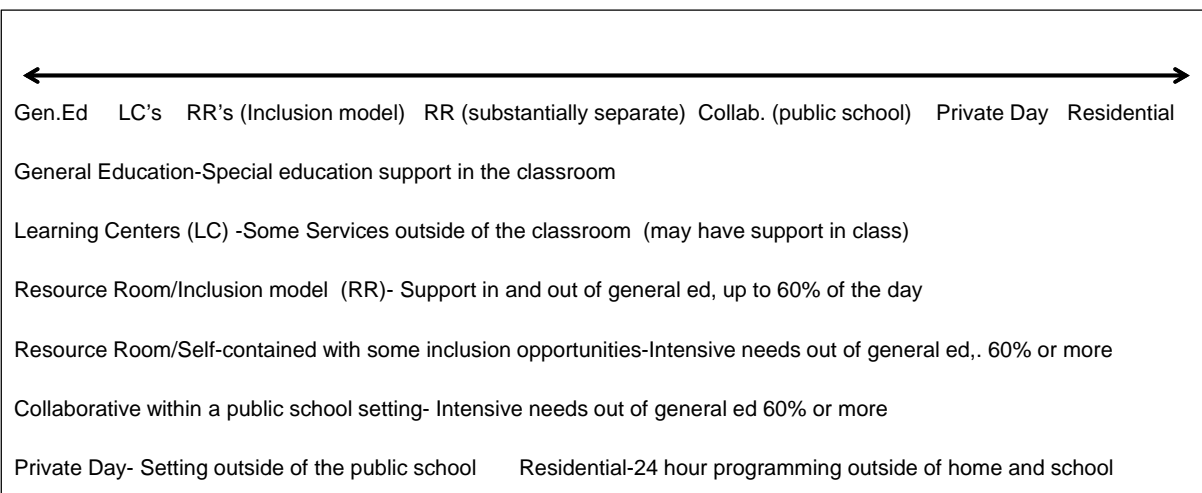
Special Education Program Development ABRSD

Acton-Boxborough Regional School Committee Meeting
12/3/15

Program Development

- Student needs and trends drive program development
- Program Development occurs through expansion, projection (new programming) and reallocation or restructuring of existing funding/programming
- Programs are designed to meet the needs of a cohort of students
- Recent examples-JHS Connections (restructuring of existing resources), MAP (expansion of programming) and Bridges (new programming)

Continuum of Services & Least Restrictive Environment



3

IDEA Mandates

- IDEA (Individuals with Disabilities Education Act) mandates a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE)
- Decisions regarding placement are determined at the Team Meeting
- Team makes decisions based upon individual student needs (academically, socially and emotionally)
- Student progress drives decision making

4

FY '17 Program Proposal Elementary: K-3

Pathways Program
For Students with Autism Spectrum Disorder

Preschool Projections K-3 Pathways Program

2016-2017

PK to K

- 6 students transitioning who will require substantially separate programming

2017-2018

- 1-2 more students transitioning from PK who will require this level of programming.

Pathways Program Description:

- Students require a moderate to high level of Applied Behavior Analysis (ABA) support and discrete trial teaching
- Communication skills of students may differ dramatically (communication skills in general are delayed)
- 2:1 student-to-staff support model
- Self-contained program with opportunities for inclusion
- Lead teacher recommended to be a Board Certified Behavioral Analyst (BCBA) OR a Special Educator with a strong educational background in ABA
- Instruction provided individually and/or in small groups to preview, review and reinforce academic and social skills
- Integrated Speech and Language services to support language development and social pragmatic skills
- Extensive support provided to families through daily home communication and individual monthly clinics

7

Pathways Program Description (continued)

In addition to having an Autism Spectrum Disorder, students entering the program may have delays in the following areas;

- social interactions
- activities of daily living (ADLs)
- limited awareness of others
- decreased pragmatic language skills
- difficulty adjusting to changes that occur in the typical school day
- difficulties following large group directions and routines
- cognitive delays or challenges with learning
- students without a diagnosis of Autism Spectrum Disorder may be considered for the program if the Team believes the student requires the ASD program to make effective progress.

*The cap of students in this program is required to be 12 students under Special Education Laws and Regulations 603 CMR 28.06 (d) and could not have an age range greater than 48 months 603 CMR 28.06 (g)

8

K-3 Pathways Program Benefits

2016-2017

- Ability to educate students in the LRE within their community
- Ability to increase the continuum of services within the school district as mandated
- 6 students transitioning from PreK who require substantially separate programming within a public school setting
- 1-2 students currently in-district that may require a substantially separate program as part of a continuum of services within the public school setting
- Potential placement for students currently out-of-district
- Possibility of tuitioning in students (this would require slight increases in related services if the total number of students exceeds 8)

9

Personnel start up costs (FY'17 budget request)

\$54,000 ➤ 1.0 FTE Teacher/BCBA (dual certification or strong background in ABA)

\$0 ➤ 4.0 FTE ABA Trainers (reallocated) *

\$16,200 ➤ .3 Sp/L Therapist

\$16,200 ➤ .3 Occupational Therapist

\$16,200 ➤ .3 BCBA

\$102,600 Total staffing for 1st year

+ 1 Benefit package \$19,000

Total = \$121,600

*Actual Staffing Cost without reallocating staff is \$333,600

10

Other Needs

- Space – Blanchard Elementary School
- Furniture Cost \$2,955
- Technology Cost \$5,166
 - Teacher computer
 - Assistant Chromebooks or iPads
- Materials cost \$1,500
- Transportation cost \$4,600 per student annually = \$27,600 (FY'17)

Total Other Cost \$37,221

+ Staffing Cost (from previous slide) \$121,600

Combined Cost = \$158,821 (request to the budget)

11

Out Of District Placement Costs

Tuition Estimate FY '17 (per pupil based upon CASE tuition)

\$84,111*

x 6 students

\$504,666 + \$45,000 (Transportation Costs) = \$549,666

*Private Day annual tuition cost for programming is approximately \$100,000-\$110,000 with increased transportation costs

12

Transportation Cost

Annual Transportation Estimate per Student

CASE Transportation In-District (3+ rider)	\$4,600 (per student)
In-District (single rider)	\$6,600 (per student)
CASE Transportation Collaborative (3+ rider)	\$7,500 (per student)
CASE Transportation Collaborative (single rider)	\$10,000 (per student)

13

Comparison of Program Costs - 4 Year Projection

School Placement	FY '17	FY '18	FY '19	FY '20	OOD Tuition/ Staffing Cost 4 year total
OOD-CASE Tuition + Transportation	\$549,666 *(6 students)	\$490,555 *(7 students) CB= \$168,386 Applied	\$468,673 *(7 students) CB=\$208,461 Applied	\$475,000 *(7 students) CB=\$220,832 Applied	\$1,983,933 *(7 students) 5 Year Cost= \$1,750,358 (includes CB \$233,575 FY'20)
Pathways Staffing + Transportation	\$361,200	\$384,137	\$403,565	\$424,155	\$1,573,057 Savings= \$177,301

14



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

2015 MCAS Report to the School Committee
December 3, 2015

Deborah Bookis, Director of Curriculum and Assessment



Guiding Questions

1. What is the context for reviewing the results?
2. What is the *Critical Inputs Framework*?
3. What are the 2015 district results?
4. How are we addressing our Critical Inputs?
5. What's the future of MCAS?

3

Guiding Questions



1. **What is the context for reviewing the results?**
2. What is the *Critical Inputs Framework*?
3. What are the 2015 district results?
4. How are we addressing our Critical Inputs?
5. What's the future of MCAS?

4

Context



1. Types and Purpose of Assessment
2. District Guidelines

5

Types and Purpose of Assessment



1. Diagnostic and Instructional Purposes

- Formative Learning Assessment
- Formative Diagnostic Assessment
- Benchmark or Interim Assessment
- Summative Assessment

1. System Monitoring Purposes (Accountability)

- MCAS
- NAEP (National Assessment of Educational Practice)

6

District Guidelines



- Standardized tests will only be used in concert with a diverse set of measures to capture how well our students are doing at a given time.
- Standardized test results will not be given any weight over other indicators of student learning.
- Standardized test results can be used to analyze trends and patterns to evaluate our efforts to improve schools and student learning over time.
- Percent proficiency targets will not guide our work with students; rather student raw and scaled scores will be analyzed to determine if any supports or instructional changes are needed.

7

Guiding Questions



1. What is the context for reviewing the results?
2. **What is the *Critical Inputs Framework*?**
3. What are the 2015 district results?
4. How are we addressing our Critical Inputs?
5. What's the future of MCAS?

8

Critical Inputs Framework



1. How well are educators prepared to teach the content and skills?
2. How well are other “systems” structured and supported?
3. To what extent is the school and/or district addressing student needs?
4. How well are families engaged as partners?
5. How well do district and state policies support student learning?

9

Guiding Questions



1. What is the context for reviewing the results?
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10

ELA Aggregate Student Growth Percentiles (SGP) & Achievement By Grade



Grade	Median SGP	% Proficiency
3	—	81%
4	45 Improvement but Below Target	69%
5	61 Above Target	87%
6	63 Above Target	90%
7	57 On Target	91%
8	50 Improvement but Below Target	92%
10	60 Above Target	97%

ELA SGP District Aggregate & High Needs

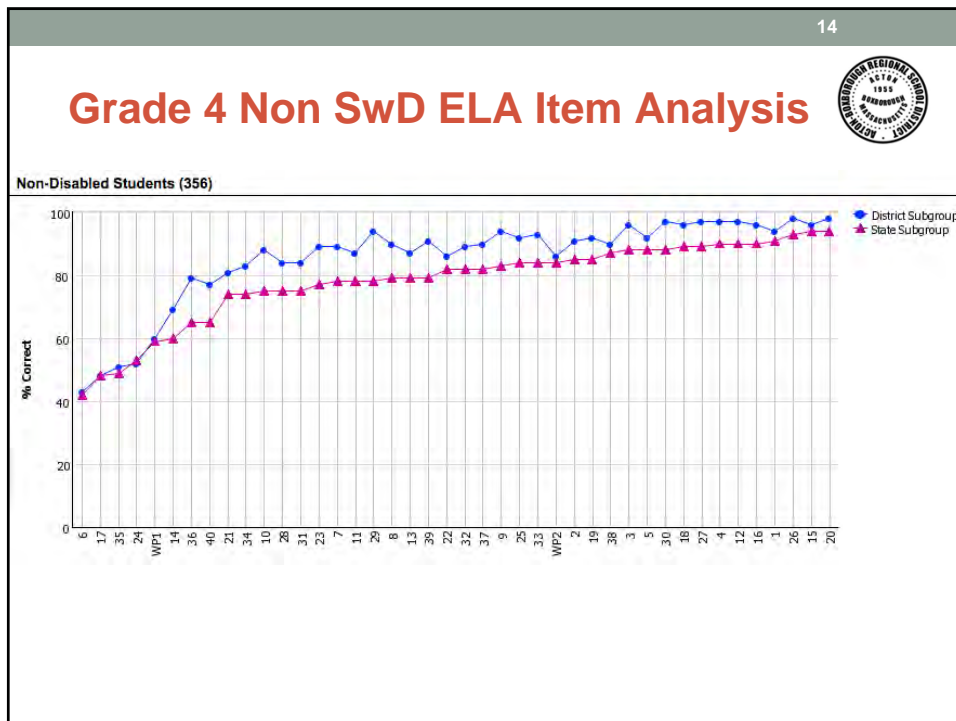
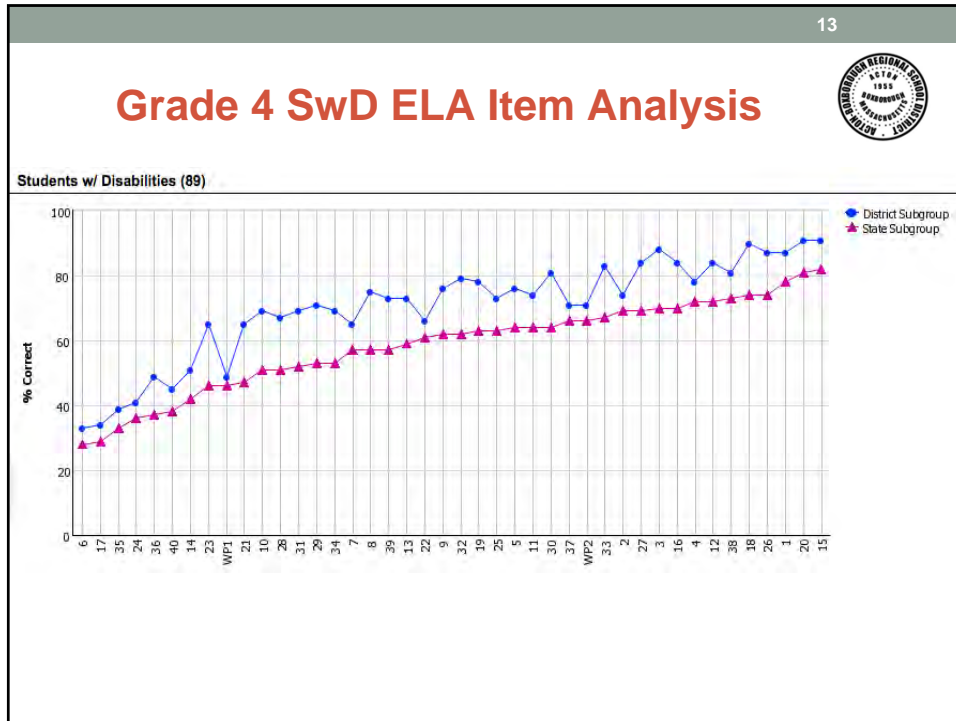


Group	Acton-Boxborough
All	55 On Target
High Needs	53 On Target
SwDisabilities	48 Improvement but Below Target
ELL & Former ELL	71 Above Target
Economically Disadvantaged	55 On Target

ELA SGP SwD and Non SwD



Grade	SwD SGP		Non SwD SGP	
4	30	Declined	50	Improvement but Below Target
5	55	On Target	65	Above Target
6	55	On Target	63	Above Target
7	50	Improvement but Below Target	58	On Target
8	53	On Target	50	Improvement but Below Target
10	53	On Target	61	Above Target



15

Mathematics Aggregate Student Growth Percentiles (SGP) & Achievement By Grade



Grade	Median SGP	% Proficiency
3	—	86%
4	60 Above Target	69%
5	62 Above Target	82%
6	68.5 Above Target	90%
7	59 On Target	84%
8	59 On Target	86%
10	62 Above Target	95%

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Mathematics SGP District Aggregate & High Needs



Group	Acton-Boxborough
All	62 Above Target
High Needs	55 On Target
SwDisabilities	53 On Target
ELL & Former ELL	71 Above Target
Economically Disadvantaged	55 On Target

Mathematics SGP SwD and Non SwD



Grade	SwD SGP		Non SwD SGP	
4	40	No Change	64	Above Target
5	50.5	Improvement but Below Target	65	Above Target
6	57	On Target	70	Above Target
7	49	Improvement but Below Target	60	Above Target
8	57	On Target	59.5	On Target
10	62	Above Target	62	Above Target

District Level Concerns for Students with Disabilities



	2014	2015	2014	2015	2014	2015	2014	2015
Subject	ELA		Math		ELA		ELA	
Grade	7		8		5		6	
SGP	32	50	44.5	57	46	55	46	55

	2014	2015	2014	2015
Subject	ELA		Math	
Grade	4		4	
SGP	36	30	44	40

Number of Students with Disabilities by Grade 2014-2015



Grade in 2014- 2015	Number of Students
3	72
4	92
5	96
6	72

SwD ELA SGP by Cohort



Grade	2007	2008	2009	2010	2011	2012	2013	2014	2015
4	—	48	41	45	34	35.5	34	36	30
5	51	52.5	50	55.5	54	54	46	55	
6	56	49	45	53	60	46	55		
7	34	48.5	37	35.5	32	50			
8	38.5	47.5	50	52	53				
10	74	54	53						

SwD Mathematics SGP by Cohort



Grade	2007	2008	2009	2010	2011	2012	2013	2014	2015
4	—	53.5	51	52	50.5	32.5	49.5	44	40
5	55	47	37.5	57	48	62	55	50.5	
6	63.5	58	65	58	65	60.5	57		
7	50	79	63	50	51.5	49			
8	55	38.5	48	44.5	57				
10	64.5	57	62						

Science Achievement



Grade	District Proficiency	State Proficiency
5	75%	51%
8	76%	42%
10	95%	72%

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Guiding Questions



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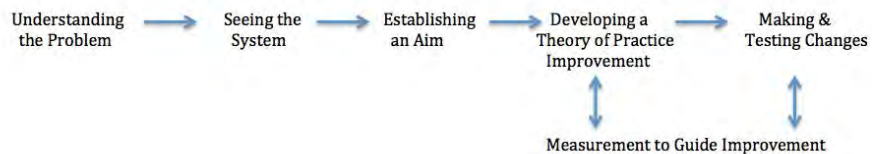
24

Addressing our Critical Inputs



Framework: What to analyze

Improvement Science: How to analyze



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Addressing our Critical Inputs



Improvement Science

Understanding the Problem: Students' writing anxiety

Seeing the System: Lack of strategies to rely on when anxiety increases

Establishing an Aim: Students will develop self-regulating strategies for use across disciplines and settings thus reducing anxiety

Measurement to Guide Improvement: Student Affective Surveys, Time spent on educator collaboration, Educator scored student writing, MCAS open response and [writing performance](#)

26

Addressing our Critical Inputs



1. How well are educators prepared to teach the content and skills?

Professional Learning
Time for learning and collaboration

Self-Regulated Strategy Development (SRSD)

27

SRSD



Educators, Curriculum Specialist and Administrators
 Three parts: Professional Learning, Lesson Modeling, Scoring Days
 Year-Long

Educator collaboration: Special Education Teachers/Resource Room
 Educators partnered with Classroom Teacher

Strength-based model of student learning – Mindset

Students transferring learning to mathematics and science writing
 Educators personalizing rubrics
 Educator confidence
 Student growth in first couple of months

28

Addressing our Critical Inputs



2. How well are other “systems” structured and supported?

Build out of ELL and Special Education Programs to support student population and needs of students at elementary schools and at the Junior High.

Additional Counseling and Psychological Services to address student mental health and wellness.

29

Addressing our Critical Inputs



3. To what extent is the school and/or district addressing student needs?

School Readiness - Ready to Learn Initiative with emphasis on Social Emotional Learning, and Play and Cognitive Development; TriFold

Mental Health and Wellness – District Goal, PL Day

Summer Learning Loss – Family Learning Series Speaker

30

Addressing our Critical Inputs



4. How well are families engaged as partners?

Family Learning Series – 2015-2016

Planning stages for 2016-2017

Ready to Learn TriFold and Questions on Kindergarten Parent Questionnaire

31

Addressing our Critical Inputs



5. How well do district and state policies and procedures support student learning?

School Committee letter to BESE on PARCC
AB Budget Process

Also Federal policy

“And third, tests should be just one source of information. We should use classroom work, surveys, and other factors to give us an all-around look at how our students and schools are doing.”

- President Barack Obama, An Open Letter to America's Parents and Teachers: Let's Make Our Testing Smarter October 26, 2015

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Guiding Questions



1. What is the context for reviewing the results?
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5. **What's the future of MCAS?**

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Future State Accountability Testing



November 17, 2015 BESE voted to accept Commissioner recommendation to proceed with MCAS 2.0.

Given in spring of 2017

Will use PARCC and MCAS questions as well as MA developed questions

Computer-based by spring of 2019

34

Testing and Learning



"If we determine success primarily by a test score, we miss those considerable intellectual achievements that aren't easily quantifiable.

If we think about education largely in relation to economic competitiveness, then we ignore the social, moral, and aesthetic dimensions of teaching and learning.

You will be hard-pressed to find in federal education policy discussions of achievement that include curiosity, reflection, creativity, aesthetics, pleasure, or a willingness to take a chance, to blunder.

Our understanding of teaching and learning, and of the intellectual and social development of children, becomes terribly narrow in the process."

-M. Rose, *The American Scholar* (2015, Winter)

Testing and Learning



Thank you!



Acton-Boxborough Regional School District

Assistant Superintendent for Student Services

The Acton Boxborough Regional School District is seeking highly qualified and experienced candidates for the position of Assistant Superintendent for Student Services. The position takes effect on July 1, 2016 and becomes a part of the district leadership team for one of the top performing public school districts in the state and country.

Position Summary:

The Assistant Superintendent of Student Services is responsible for providing leadership and direction for the planning, development, implementation and assessment of the various services that fall under the department including special education, counseling, psychological services, health and nursing services. This position will also oversee the district's pre-school and kindergarten programs along with community education and the district's programming in the area of social and emotional learning.

The Assistant Superintendent for Student Services is a member of the district's senior leadership team and represents the department within the community by attending all School Committee meetings.

Education and Experience:

- Masters Degree in Education, Educational Administration or related field (higher degree preferred).
- Strong background in the area of student support including Special Education, English Language Education, Health, Nursing, Counseling and Psychological Services.
- Excellent leadership skills including the ability to effectively lead, organize, direct and motivate staff members.
- Minimum of five (5) years of administrative experience in public education preferably at the district level
- Experience in fiscal management and program planning to include State and Federal Grants
- Extensive knowledge of Massachusetts Special Education laws and regulations.

Certification:

Must hold, or be eligible for, Massachusetts's licensure as Assistant Superintendent/Superintendent.

Salary:

Regionally competitive with experience and qualifications carefully considered as factors in determining the final salary and compensation package.

This position will be available July 1, 2016

Deadline for applications is December 29, 2015.

Please apply online at: <http://www.applitrack.com/abrsd/onlineapp>

Acton Boxborough Regional School District, 16 Charter Road, Acton, MA 01720
www.abschools.org

The District reserves the right to re-advertise. An Equal Opportunity Employer



Acton-Boxborough Regional School District
Personnel Office

16 Charter Road Acton, MA 01720
978-264-4700 x 3209 fax: 978-264-3340
www.abschools.org

12.2

Marie Altieri

Director of Personnel and Administrative Services

December 1, 2015

Dear Staff and Parents,

We are about to embark on a search for a new leader for the Student Services Department (formerly called Pupil Services). Dr. Brand has announced a restructuring of his leadership team to include an Assistant Superintendent for Student Services. This person will replace Interim Director of Pupil Services Marilyn (Bonnie) Bisbicos on July 1, 2016.

The Assistant Superintendent for Student Services will oversee Social Emotional Learning, including Special Education, Counseling, Psychological Services, Nursing, Community Education, and Preschool. We posted the position today on Schoolspring, Boston.com, Monster.com and several other websites. Please see the attached posting.

We are going to form a search committee to oversee the search, selection and interview of candidates, and the selection of finalists to recommend to the Superintendent. The committee will represent the full school district and it will include teachers, administrators, and parents. The committee will meet 6-8 times between mid-December and mid-February. The busiest time will be the middle of January when there will be interviews scheduled across 2-3 dates within a week or two. A full schedule of the search process is outlined on the next page.

If you are interested in volunteering for the search committee, please send an email to me at maltieri@abschools.org by **Wednesday December 9, 2015 at noon**. We will select committee members so that we have representatives from across the grades and schools.

Sincerely,

Marie Altieri

Director of Personnel and Administrative Services

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*

12.3

16 Charter Road Acton, MA 01720
978-264-4700 x 3209 fax: 978-264-3340
www.abschools.org

Assistant Superintendent for Student Services
Search Committee
December 2015 – February 2016
Timeline

Tuesday, December 1, 2015 - Position Posted

Wednesday, December 9, 2015 - Deadline to express interest in search committee

Wednesday, December 16, 2015 3:15 – 5:00 pm - Organizational Committee Meeting

Tuesday December 29, 2015 - Deadline for Applicants

Wednesday, January 6, 2016 3:15 – 5:00 - Committee Meeting – Review Criteria and Selection Process; Develop Questions

Wednesday, January 13, 2016 3:15 – 6:30 pm - Committee Meeting - Review applicants and select candidates for interviews

Weeks of January 18th and January 25th - Interview Candidates

January 29, 2016 - Determine Semi-Finalists

Week of February 8, 2016 - Semi-Finalists Visit Acton-Boxborough

Week of February 15, 2016 - Visits to Semi-Finalists' sites

February 26, 2016 – Anticipated Appointment Date

Openings as of 12/1/2015

Assistant Superintendent for Student Services

JobID: 1686

Position Type:

Administration/Assistant Superintendent

Closing Date:

12/29/20145

Date Posted:

11/30/2015

Location:

Acton-Boxborough Regional Schools

Date Available:

July 1, 2016

The Acton Boxborough Regional School District is seeking highly qualified and experienced candidates for the position of Assistant Superintendent for Student Services. The position takes effect on July 1, 2016 and becomes a part of the district leadership team for one of the top performing public school districts in the state and country.

Position Summary:

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The Assistant Superintendent for Student Services is a member of the district's senior leadership team and represents the department within the community by attending all School Committee meetings.

Education and Experience:

- Masters Degree in Education, Educational Administration or related field (higher degree preferred).
- Strong background in the area of student support including Special Education, English Language Education, Health, Nursing, Counseling and Psychological Services.
- Excellent leadership skills including the ability to effectively lead, organize, direct and motivate staff members.
- Minimum of five (5) years of administrative experience in public education preferably at the district level
- Experience in fiscal management and program planning to include State and Federal Grants
- Extensive knowledge of Massachusetts Special Education laws and regulations.

Certification:

Must hold, or be eligible for, Massachusetts's licensure as Assistant Superintendent/Superintendent.

Salary:

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FMLA regulations require all employers to post the updated FMLA notice.

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ABRSC 2015-16 Goals – October 23, 2015

Professional Practice Goal #1

Participate in and complete the Massachusetts' Association of School Committees' District Governance Program to improve the efficiency and effectiveness of our committee.

Actions planned:

Workshop series throughout first half of 2015-16 school year to focus on development of Committee Operating Protocols, alignment of district's mission/vision/goals with our own Committee goals, and put in place a system to monitor and sustain progress in these areas.

District Improvement Goal #1

Proactively address current and future capital needs of the district to best inform our budget planning process, both for FY '17 and longer-term.

Actions planned:

- *When receive plan in January 2016, "make it ours"*
 - *Read & understand plan*
 - *Share findings at community forums (both towns, both towns' boards)*
 - *Participate in & support Future School Needs Committee*
 - *Support Phase II in FY '17 budget*

District Improvement Goal #2

Improve community engagement to help inform SC decision-making while also helping the community understand our issues and the rationale behind decisions made.

Actions planned:

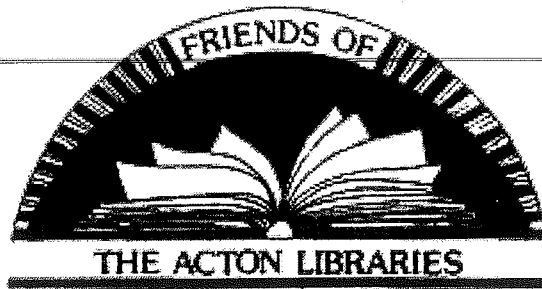
- *Complete updated "demographic survey"*
 - *Plan/change name*
 - *Implement*
 - *Analyze*
 - *Report out*
- *Drive traffic to SC website/district website as appropriate*
- *Specific outreach on issues of interest*
- *Better engage PTO/PTF/School Council groups, Interschool Council*

Student Learning Goal #1

Create, support and promote a FY '17 budget that supports the needs of all students, while also beginning the process of engaging in longer-range budget planning to support the district's long-range goals.

Actions planned:

- *Revised budget calendar to improve process leading to town meeting votes*
- *Use AB Connector and other vehicles for community communications*
- *Continue to use Budget Subcommittee to preview budget issues and steer the process of budget development*



November 23, 2015

Dr. Glenn Brand
 Acton Public and Regional Schools
 16 Charter Road
 Acton, MA 01720

Dear Dr. Brand:

Many thanks for your letter of November 18. We are grateful for the time and effort put in by each librarian or media assistant to bring us up to date on how our gifts have been used historically and how they might be best used this year. As our book sale income dwindles, we are becoming increasingly careful about how and to whom we distribute funds.

Enclosed please find a check in the amount of \$15,100. We would like to recommend but not require the following distribution:

ABRHS	\$3,400
ABRJHS	\$1,800
Each elementary school	\$1,650 (x 6 = \$9,900)

We hope these gifts will be used only by the libraries for the items specified on each "wish list."

With kind regards,

Carol Doblewski, President
 Friends of the Acton Libraries

File: BDFA

SCHOOL COUNCILS

The School Committees believe^s that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committees. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school districts.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent.

The following guidelines define the role of the school council:

(a minimum of 6 meetings per year)

The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan in accordance with state statutes which is implemented only after the Superintendent's approval.

LEGAL REFS.: M.G.L. 71:38Q, 71:59C

First Reading 11/5/15
Second " 11/19/15

File: BDFA-R-1

SCHOOL IMPROVEMENT PLAN

Each Principal, in conjunction with the School Council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the School Council and submitted for approval to the Superintendent. The plan should be drafted with the following in mind:

1. Educational goals developed with the needs of the school in mind.
2. A focus on student learning with plans around improvement.
3. Professional learning for the school's staff.
4. Parental involvement in the life of the school, safety, and discipline.
5. The diverse learning needs of every child.
6. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

10/2/15

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent for review and approval by June 1st of each year. The Superintendent shall make copies of the plans for the School Committee's review.

It is important that the school council be aware of the expectations regarding the school improvement plan. The school improvement plan should:

1. Focus on student learning.
2. Describe expected student outcomes and observable results.
3. Align with the mission of the School Districts and any goals and policies of the School Districts.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Identify implementation plans.
6. Provide annual progress report including analysis of student performance.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the School Council, and resubmit it for approval.

10/2/15

CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

It is recommended that the school council meet a minimum of 6 – 8 times during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the School Council shall conform to the Open Meeting Law, Sections 23 A, B, and C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

Agendas and approved minutes for all School Council meetings shall be posted on the school's website, ideally located within a specific section for School Council business.

10/2/15

NEW SCHOOL COMMITTEE MEMBER ORIENTATION – First Read 11/5/15

The School Committee Chair and Superintendent will hold one or more orientation meetings with newly elected or appointed members to assist them in understanding the School Committee's functions, policies and procedures.

The Chair and/or Superintendent shall clarify policy and procedures that involve:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

Each new member shall be given Acton-Boxborough Regional School District's *School Committee Guidebook* with information on, but not limited to, the following materials and training requirements:

- A. School Committee policies
- B. Open Meeting Law
- C. Conflict of Interest Regulations
- D. The district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

Additionally, in accordance with the requirements of Massachusetts General Law, each new School Committee member elected to the Acton-Boxborough Regional School Committee is required to complete, within one year of their initial election or appointment, at least eight hours of accredited orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members. This orientation is offered at no charge to the school committee members by the Massachusetts Association of School Committees and by other approved groups.

LEGAL REF.: M.G.L. 71:36A

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

~~The School Committees and Superintendent shall assist each new member to understand the Committees' functions, policies and procedures of the Committees.~~

The School Committee Chair and Superintendent will hold one or more orientation meetings with newly elected or appointed members to assist them in understanding the School Committee's functions, policies and procedures.

The Chair and/or Superintendent shall also clarify policy and procedures that involve:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

Each new member shall be given Acton-Boxborough Regional School District's *School Committee Guidebook* with information on, but not limited to, the following materials and training requirements:

- ~~A. A copy of the School Committees policy manual policies~~
- ~~B. A copy of the Open Meeting Law~~
- ~~C. A copy of the Conflict of Interest Regulations~~
- ~~D. A copy of The district's budget~~
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

~~Each new member shall also receive any other materials the Chair and/or the Superintendent determine to be necessary.~~

Additionally, in accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24th, 2002, each new School Committee member elected to the Acton School Committee and the Acton-Boxborough Regional School Committee is required to complete, within one year of their initial election or appointment, at least eight hours of accredited orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members. This orientation is offered at no charge to the school committee members by the Massachusetts Association of School Committees and by other approved groups.

LEGAL REF.: M.G.L. 71:36A

ALG Minutes October 29, 2015

Present: Bart Wendell, Facilitator; Katie Green & Peter Berry, BoS; Margaret Busse & Mike Majors, FC; Kristina Rychlik, SC; Steve Ledoux, Glenn Brand, Steve Barrett & Marie Altieri, Staff. Absent: Paul Murphy, SC.

Audience: Clare Jeannotte, Janet Adachi, Brian Mc Mullen, Charlie Kadlec & Bob Ingram.

Extra information: ALG spreadsheet plan; ABRSC statement regarding citizen's petition at Acton STM.

Minutes Okayed

2. Update on FY 16 and FY15 Year End

Glenn: Not much new to report. He will present the first FY17 budget to the school committee on Nov. 19th.

Clare reported that the first quarter reports were in and the changes in the levels of state aid. FY 15 has closed. The final report is technically not closed until the end of October which spills over into November when it becomes official.

Steve L: there is not a lot to report. The town has started the FY17 budget process with the two day retreat on the hill. There is a committee within the town hall which works on the budget every Thursday.

3. Spreadsheet

Steve B: there is a new summary for the revenue recap projections. The model has the tax levy at 2.5% on the levy of \$75.2m which is \$1.9m. [Each ½ % = loss of \$380K of taxes; each 1% = \$760K of taxes] the model assumes taxing the \$985K of untaxed levy capacity from last year.

For state aid on the municipal side there is an estimate of 2.5% increase above FY16 level; ABRSD 1% increase above the FY16 level; meals tax is level.

Steve explained that since the meals tax was new, they felt it should be level funded until there was a history developed for possible expected increases. Under local receipts new growth has not been certified but there is an expectation of exceeding the FY 16 \$900K by \$200-\$400K. This will have a ripple effect throughout the budget. These are just the preliminary revenue numbers.

Marie: no decision has been made on the tax levy. That's usually done at our December meeting. These preliminary numbers are an attempt to get the information on paper. We know there are likely to be changes.

4. Special Town Meeting

Peter noted that 25% of the Kelley's Corner plan was done but the plans are not ready for the fall town meeting so will be moved to the annual town meeting in April. At that time there will be a request for 100% design funds at \$¾ million. There is the expectation of federal and state reimbursement.

Margaret said that the \$275K appropriated at the 2013 Town Meeting paid consulting fees and got to a 25% getting to 100% of the design moves the project into a TIP category. We need to spend the money to get the leverage [for the federal and state funds]

Kristina: The citizen's petition for the changes in school testing is article 1. The school committee has voted a statement (she distributed the statement).

The selectmen do not have any position on the petition but will discuss it at their meeting on Monday. Glenn noted that the board of education has not voted on PARC and the Common Core is not up for discussion. Kristina noted that she does have some concerns about PARC but feels it is not responsible to get against something that's required.

There was concern that the STM might take more than one evening and the second night will have to be on the 12th.

5. Revenue Projections

Peter: Local receipts for FY 16 seem to be higher than the actuals for FY 15 but it might be better to take the conservative route and use the FY 15 actuals.

Marie: Our take away is New Growth at \$900k and overlay at \$900k

Mike: I'm surprised at the good news and think we should take the conservative route

Bart: Shall we go with the \$900k? Silent agreement

Marie: Chapter 70 aid is 1% it will be going down [loss of school population] but we expect the minimum of \$25/per pupil. We have a new Governor, and do not know how he will treat education

Margaret: Is there any information on getting a higher rate for SPED students.

Clare: We will get the Foundation information at the end of November. There has been no discussion on changes in the formula. We would like to see higher reimbursement rates for health and SPED.

Katie: Will there be changes in the regional transportation at \$1,226k

Clare: for FY 15 it was \$1.353K but the cherry sheet still has the \$1226K and that's what we will use for the projection.

Bart: So the revenues are OK for now. Silent agreement

6. Override

Marie this is on the list because we would need to make the decision at this point if we were going for an override.

Bart: Agreement that there will not be an override? Another silent agreement

Peter: we are lucky to have the reserves as we use them to balance the budgets

Mike: Looking into the crystal ball we can see bumps in the future where we will need an override. There are many capital projects that are needed. That's why I think we need to appoint a capital committee to help shelter us from overrides in the future.

Bart: When do you want this committee formed?

There was a general discussion as to when the committee needed to be formed. Some thought that it should wait for the end of annual town meeting while others thought the committee needed to establish a methodology for how projects would be listed and a strategy as to how the funds would be raised. Projects included North Acton fire Station, Senior Center, needs for Minuteman Tech and the unknown needs for the ABRSD. There were questions as to what would make the list other than actual buildings. Steve L wanted to know if a \$750K fire truck would be added.

It was decided that Steve L and Glenn would meet and discuss the possible committee and the possible charge. There is also the question of Boxboro if the project is part of the region.

7. Recap of tri-board meeting

All thought it was a valuable experience and one that should become an annual event

8. Public Comment

Charlie Kadlec asked where the numbers shown on the spreadsheet came from.

Steve B said they were those that were the numbers from the warrant.

Mr. Kadlec suggested that there should be a reset to zero. Steve said that could be done but then there would be a "\$90m" surplus. Marie explained that the numbers would shortly change once the budgets were presented to the boards.

Peter was concerned that the request for Minuteman did not reflect the needs that the school would present for the construction of a new building. It was agreed that they had to wait for more information from Minuteman.

Bart asked if there were any pressing items for the agenda for the next meeting. It was decided to keep the November 17th meeting date as well as the December 10th. If the November date is not needed, the meeting will be cancelled.

Adjourned 8:25

Ann Chang

**Boxborough Three-Board Meeting
of the
Acton-Boxborough Regional School Committee (ABRSC)
Boxborough Board of Selectmen
Boxborough Finance Committee**

Agenda



Date: Monday, November 30, 2015

Time: 7:00-9:00 p.m.

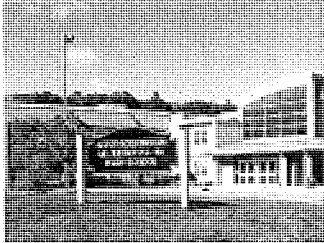

Location: Sargent Memorial Library Meeting Room

Agenda:



1. Call to Order (7:00)
2. Welcome/Introduction -- Kristina Rychlik
 - 2.1. Planning for the FY 17 Budget Process
 - 2.2. Goal Sharing
 - 2.3. Critical Budget Issues
3. Acton-Boxborough Regional School Committee Presentation/Questions - Kristina Rychlik (7:15)
4. Boxborough Board of Selectmen Presentation/Questions - Vince Amoroso (7:45)
5. Dessert Break (8:15)
6. Boxborough Finance Committee Presentation/Questions - Dilip Subramanyam (8:30)
7. Wrap Up
8. Adjourn (9:00)

 **Boxborough 3-Board Meeting November 30, 2015** 

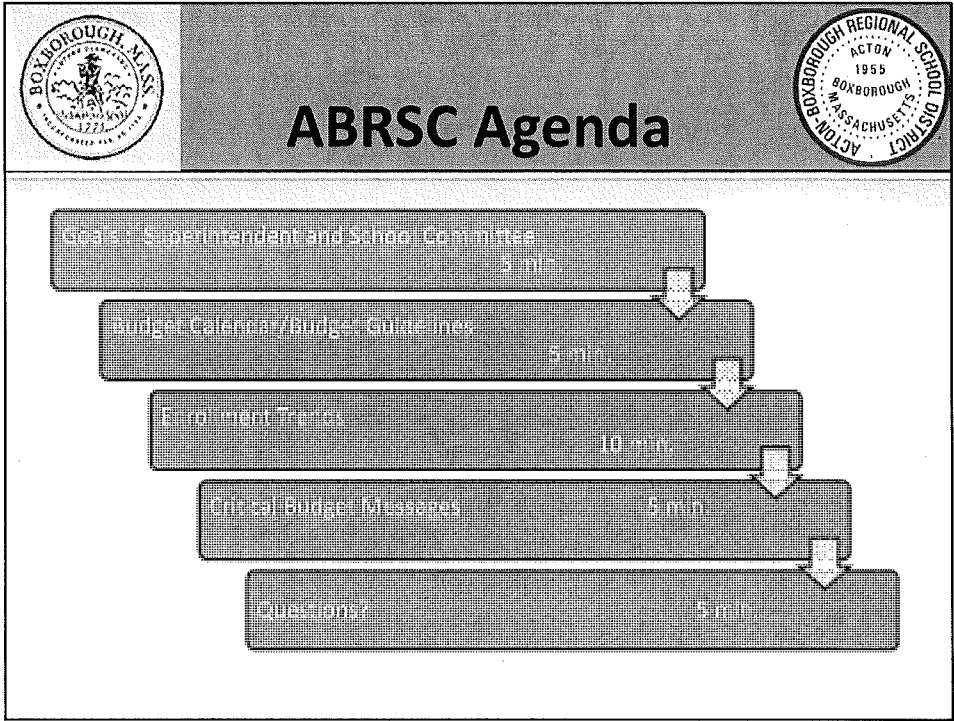
**Acton-Boxborough Regional School Committee
Boxborough Board of Selectmen**

Boxborough Finance Committee

 **Agenda** 



- 7:00 Welcome/Introduction
- 7:15 First Board Presentation/questions (SC)
- 7:45 Second Board Presentation/questions (BoS)
- 8:15-8:30 Dessert Break
- 8:30-9:00 FinCom Presentation/questions
- 9:00 Wrap-up/Adjourn





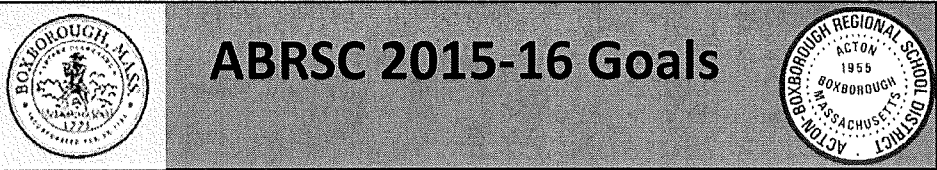
ABRSC 2015-16 Goals

Professional Practice Goal #1

Participate in and complete the Massachusetts' Association of School Committees' District Governance Program to improve the efficiency and effectiveness of our committee.

	ABRSC 2015-16 Goals	
<p style="text-align: center;"><u>Student Learning Goal #1</u></p> <p style="text-align: center;">Create, support and promote a FY '17 budget that supports the needs of all students, while also beginning the process of engaging in longer-range budget planning to support the district's long-range goals.</p>		

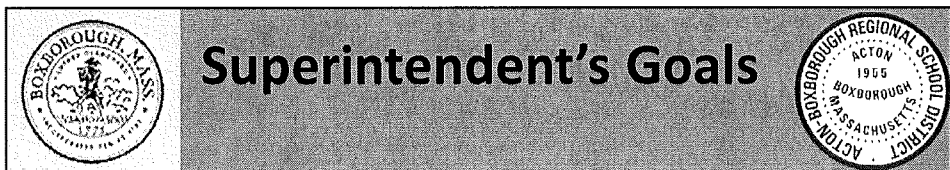
	ABRSC 2015-16 Goals	
<p style="text-align: center;"><u>District Improvement Goal #1</u></p> <p style="text-align: center;">Proactively address current and future capital needs of the district to best inform our budget planning process, both for FY '17 and longer-term.</p>		



ABRSC 2015-16 Goals

District Improvement Goal #2

Improve community engagement to help inform SC decision-making while also helping the community understand our issues and the rationale behind decisions made.





Superintendent's Goals

Student Learning Goal

Student Support Services

Coordinate a review of our district's student support service practices across each of our schools related to the services students PreK-12 receive in both our regular and special educational settings using the framework of the *Massachusetts Tiered System of Supports (MTSS)*.






Superintendent Goals

District Improvement Goal #1

District Strategic Plan

By the end of the current school year I will oversee the development of a new strategic plan for the district that clearly sets out our priorities for the next three years.

Superintendent Goals


District Improvement Goal #2

Focus on Future School Needs

Establish a transparent process that helps identify and creates a broader understanding of the short and long-term capital and building-related needs both within the district and at the municipal/town level.

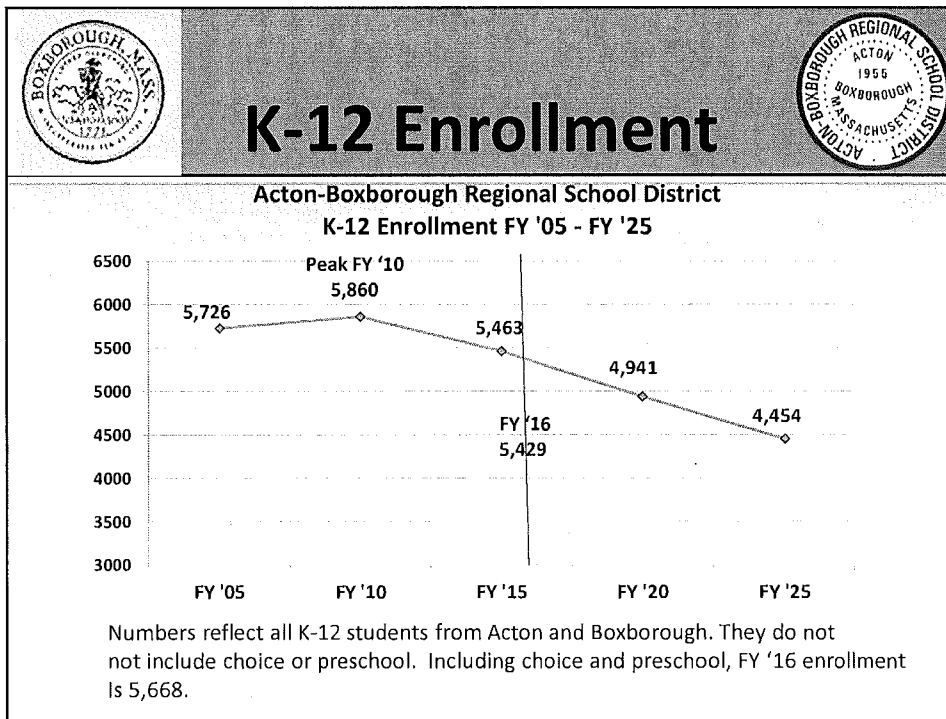
ABRSC MEETING	TOPIC
11/5/15	FY17 Enrollment/Class/Section Projections
11/19/15	Capital Study Overview FY17 Fee Presentation (All Day K; Pre-School; Athletic Department)
12/3/15	Superintendent's FY17 Budget Presentation #1 FY17 Fee Approval (All Day K; Pre-School; Athletic Department)
12/17/15	Superintendent's FY17 Budget Presentation #2 Preliminary Budget and Assessment Percent Increases New Staff Requests
1/14/16	Superintendent's FY17 Budget Presentation #3 Detailed Budget Line Item Budget
1/23/16	Budget Saturday & Preliminary FY17 Budget Vote
2/4/16	Superintendent's Final FY17 Budget Recommendation
2/11/16	FY17 Public Budget Hearing and Final Vote

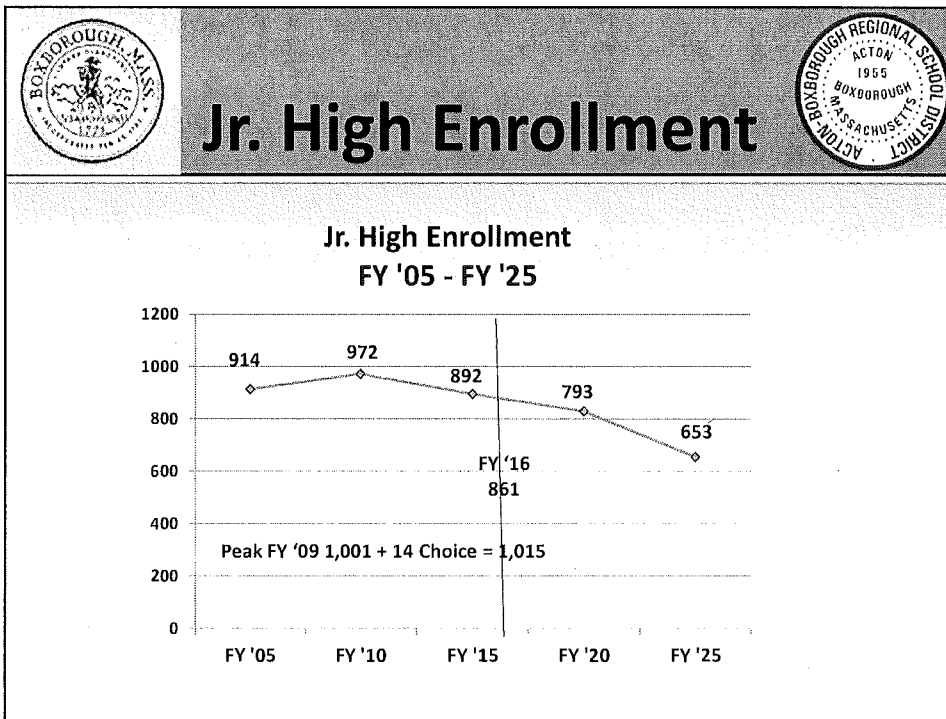
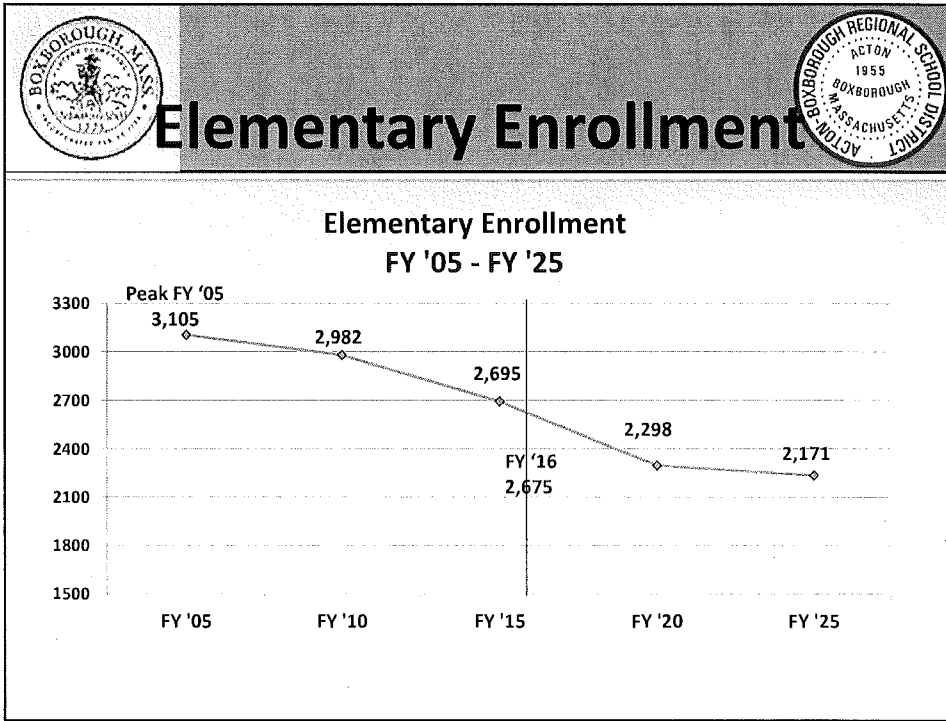
Enrollment Trends & Critical Budget Messages

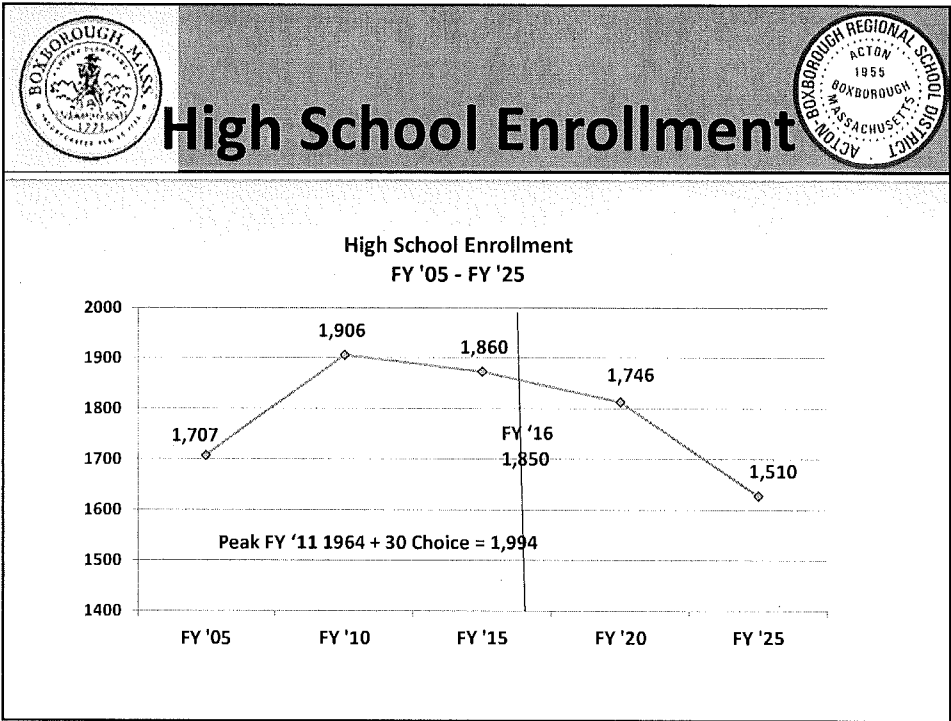



Enrollment Trends

*Student enrollment is dropping
but the number of high needs
students is growing rapidly*









Section Reductions

	Peak	FY '16
Acton K-6	108	103
Boxborough K-6	31	18
Total K-6	139	121
Jr. High	8 ½ Teams*	8 Teams


*Each Jr. High Team includes 5 teachers




Enrollment Trends



- Student enrollment is dropping but the number of high needs students is growing rapidly
- Grades 1-3 are 15-20 students higher than we planned even one year ago. The class sizes in these grades are 24-25 (as compared to target guidelines of 20-22).
- The Jr. High is growing by 40 students (888 – 929) over the next two years and then it is projected to go back down again. Within this, the number of Special Education students is growing by 23%.




Special Ed Enrollment




	FY '10	FY '11	FY '12	FY '13	FY '14	FY '15
Total Students	5,860	5,820	5,712	5,665	5,571	5,463
Total Special Ed Students	881	861	889	928	969	979
Total Out of District	83	78	78	81	84	95
% Special Education	15%	14.8%	15.6%	16.4%	17.4%	17.9%

5 year increase +11% (98 students)




Mental Health




- **Student Hospitalizations more than doubled in two years.**

- **Student Wellness**
Issues highlighted in Youth Risk Behavior Survey and United Way Community Needs Assessment
 - **Drugs and Alcohol**
 - **Stress**
 - **Sleep**





ELL Enrollment







	FY '10	FY '11	FY '12	FY '13	FY '14	FY '15	FY '16
ELL Students	85	104	123	144	162	187	222

6 Year Increase 165%

20 -25 new students each year

 <h2 style="text-align: center;">Economically Disadvantaged</h2> 						
Economically Disadvantaged Students	FY '11	FY '12	FY '13	FY '14	FY '15	FY '16
Elementary K-6	2.60%	4.04%	3.36%	5.86%	6.08%	7.49%
Secondary 7-12	2.51%	3.78%	4.01%	4.43%	6.26%	5.90%
Overall K-12	2.55%	3.90%	3.72%	5.07%	6.17%	6.69%

 <h2 style="text-align: center;">Moody's Rating</h2> 	
<ul style="list-style-type: none"> • Moody's performed a rating review of ABRSD in August, 2015 • Moody's Affirmed Aa2 Rating Assigned negative outlook • Based on drop in fund balance. Will review in 18-24 months. 	






ABRSD E&D History

FY	ABRSD Budget	Cert Date	E & D	% of Budget
2011	\$38,228,410	7/1/2010	\$1.7M	4.5%
2012	\$38,502,351	7/1/2011	\$2.2M*	5.0%
2013	\$39,114,804	7/1/2012	\$1.9M	4.9%
2014	\$41,571,900	7/1/2013	\$1.5M	3.6%
2015	\$76,455,123	7/1/2014	\$1.1M	1.4%
2016	\$79,749,882	7/1/2015	\$1.8M Est.	2.3%

*FY12 returned \$313K to towns



- FY15 (available for FY16) is not certified
- FY16 projected use \$200,000

ABRSD OPEB History

Year	OPEB Contribution
FY13	\$236K
FY14	\$376K
FY15	\$506K
FY16	\$700K
Total	\$1.82M

OPEB report for ABRSD as of December 31, 2014 shows \$40M liability.
Plan design changes and contributions towards OPEB have helped.

	<h1>Questions?</h1>	
<h1>Thank You!</h1>		

Memorandum

To: Selectmen of Minuteman Voc & Tech Communities

From: Concord Select Board

Re: Boxborough's Proposed Protocol for Adopting Regional Amendment; Bonding, and Withdrawing of October, 2015

Date: November 10, 2015

The Concord Select Board discussed the Protocol proposed by Boxborough at its meeting on November 2, 2015 and this memorandum will summarize the consensus of the Board.

The Concord Select Board is not opposed in principle to the proposal for each District member town to vote in its 2016 annual town meeting on (1) amendment of the Minuteman Regional Agreement, (2) withdrawal of certain towns from the District, and (3) bonding of the new school building project. However, there are several important questions to which the Board would want authoritative and satisfactory answers before it could support the proposed Protocol.

These questions include:

1. On what date would the "Initial Procedure for Withdrawal" expire? How would district towns that wish to withdraw from MMRHS demonstrate their intentions to the other towns in time for the 2016 Annual Town Meeting cycles of the other towns, assuming that intention is codified in a certified copy of its own Town Meeting vote?
2. Could the timing result in District towns with ATMs earlier in the year having to vote on PA16 and debt authorization without knowing how many towns are left in the District and thus what its share of operating costs and debt would be? If so, would this be legally permissible?
3. Has the Commissioner of Education provided written endorsement of the proposal that approval of PA16 would also constitute approval of the withdrawal of Towns declaring their desire to withdraw pursuant to the Initial Procedure for Withdrawal? We understand that 603 CMR 41.03 discusses regional agreement amendments and withdrawals by towns from a district as separate, distinct decisions.
4. If withdrawal of town(s) from the District is not effective until July 1 of the year following approval by the Commissioner of PA16, but the unanimous vote by all District towns (including those withdrawing) approving bonding of the school building project is taken prior to that date, would that create uncertainty in the bond authorization? We understand that once bonding is

authorized under Mass General Laws Chapter 71 (d) or (n), the debt is then binding for member towns.

5. If there is uncertainty or confusion regarding the bond authorization, would that impact the District's efforts to commence bonding timely to take advantage of historic low interest rates? Is the market likely be concerned about potential uncertainty in the bond authorization and would that increase the cost of borrowing?
6. Would it be consistent with Chapter 71 (d) or (n) to have a provision in PA16 providing that any town withdrawing from the District pursuant to the Initial Procedure for Withdrawal would not be subject to continuing obligation for debt obligations on which it voted in the affirmative after voting for PA16, but prior to the effective date of its withdrawal?
7. Would the vote of a town to authorize borrowing made AFTER its vote to withdraw from the District be a vote with legal effect? How would this question impact bond authorization?
8. If one or more of the towns electing to withdraw from the District pursuant to the Initial Procedure for Withdrawal were to vote at its ATM (1) to approve PA16, (2) to withdraw from the District, and (3) NOT to approve the borrowing to build a new school, how would that impact the vote on the construction project? Could the District have a situation in which it has approved PA16, permitted several towns to withdraw from the District, AND does not have approval of a new building project?

These are the questions identified by the Concord Select Board after a brief review and discussion, and a brief consultation with legal counsel. There may well be more questions identified upon further reflection.

Protocol for Adopting Amended Agreement, Bonding, and Withdrawing

- 1) Each Town that will have an article in its 2016 ATM Warrant asking if voters wish to withdraw from Minuteman Regional School District (**MM**) shall declare its intention to **MM's** School Committee (**SC**) by (**TBD**) and request that it be named in the **Initial Procedure for Withdrawal** Section of the 2016 Proposed Amended Agreement (**PA16**) as discussed below.
- 2) By (**TBD**) **SC** shall draft **PA16** and circulate it to each of the member towns for inclusion in the Warrants for their respective ATM's for 2016. **PA16** shall include all provisions of the Proposed Amended Agreement dated March 11, 2014 (**PA14**), plus a new section entitled "**Initial Procedure for Withdrawal**" which shall include the following provisions:
 - a) A provision naming each declaring member town ("**Declarant**") that has given notice pursuant to paragraph 1 above;
 - b) A provision: (i) setting the date on which the **Initial Procedure for Withdrawal** shall expire and by which the Town Clerk of any **Declarant** may certify to **MM** that, at Town Meeting, the voters of that Town voted by a simple majority to withdraw from **MM**; and (ii) stipulating that any certification received after the **Initial Procedure for Withdrawal** expires shall be treated as a notice of desire to withdraw under the procedure set forth in **PA14**, Section IX;
 - c) A provision stipulating that a vote by any member town to adopt **PA16** constitutes approval by that member town of the withdrawal of any **Declarant** that has complied with the provisions of the **Initial Procedure for Withdrawal**;
 - d) A provision stipulating that approval of **PA16** by the Commissioner of Education shall constitute approval by the Commissioner, in accordance with 603 CMR 41.03(2), of the withdrawal of any **Declarant** that has complied with the provisions of the **Initial Procedure for Withdrawal**;
 - e) A provision stipulating that withdrawal of a **Declarant** shall become effective on July 1 of the year following approval by the Commissioner of **PA16**;
 - f) A provision stipulating that a **Declarant** withdrawing pursuant to the provisions of the **Initial Procedure for Withdrawal** shall be subject to the *Continuing Obligations After Withdrawal* set forth in **PA14**, Section IX (B), but only with respect to obligations incurred by the **Declarant** prior to its vote to approve **PA16**.
- 3) Each member town shall include in its 2016 ATM Warrant an article asking if voters approve:
 - a) **PA16**, and
 - b) A **Bonding Article** for borrowing to construct a new school building.
- 4) Each **Declarant** shall include in its 2016 ATM Warrant an article asking if voters approve:
 - a) **PA16**,
 - b) **Declaring** its desire to withdraw pursuant to the **Initial Procedure for Withdrawal**, and
 - c) A **Bonding Article** for borrowing to construct a new school building.



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

18.

Glenn A. Brand, Ed.D.
Superintendent of Schools

To: Acton-Boxborough Regional School Committee Members
From: Glenn A. Brand
Date: 11/3/15
Re: Senior Leadership Administrative Restructuring Proposal

Just prior to my arrival in the school district a little over a year ago, it became clear that there was interest by a number of stakeholders in having consideration given to re-establishing an assistant superintendent position in the district. Stakeholders included members of the administration as well as some members of the School Committee.

I appreciated the fact that I would be given the opportunity of time to further consider this suggestion as I sought to learn more about our current leadership structure, the recent history of the district, a review of what other comparable school districts have in place for this structure and the chance to get to know those staff we currently have in place amongst our leadership team. Ultimately, such a decision is an important one and I did not want to rush to any decision that would impact the future direction of the district.

After much thought and consideration, I have developed a set of recommendations that I now provide to you for your consideration. While the recommendations that are included in this proposal are budget neutral (i.e. they represent a change in title and some responsibilities but no change in the total number of FTEs) there is a connection in the timing of these recommendations as it relates to the upcoming leadership search within the Pupil Services Department for the 2016-17 school year. Given that these recommendations fall under Massachusetts General Law they necessitate the direct involvement of the School Committee as the appointing authority.

Key Recommendations of the Restructuring Proposal:

I am making three (3) recommendations that pertain to the senior administration of the district:

- i. Restructure the position of *Director of Pupil Services* and reclassify it to the *Assistant Superintendent for Student Services*.
- ii. Restructure the position of *Director of Curriculum and Assessment* and reclassify it to the position of *Assistant Superintendent for Teaching and Learning*.
- iii. Restructure the position of *Director of Personnel and Administrative Services* and reclassify it to the position of *Assistant Superintendent for Operations*.

Benefits of Recommendations:

While I will outline the benefits that I see from each recommendation in greater detail below, it is my belief that some of the overarching benefits of both reclassifying and restructuring provides the following benefits:

i. Alignment of Administrative Structure

Currently, the district has a number of senior and midlevel administrators that are asked to oversee a wide-variety of services within the district. This restructuring will allow for the greater alignment of departments by connecting these around a more centralized structure.

ii. Serves to Attract Highly Desirable Candidates

It is imperative that our district remains in a position where we are able to attract and retain highly qualified candidates in all of our positions. This is no less true than within the leadership of the district. Reestablishing the position (s) of assistant superintendent increases our ability to attract potential candidates in two ways. First, it necessitates that an individual hold the licensure for assistant superintendent/superintendent and that, as a result, any potential candidate should hold some degree of requisite skills, knowledge and experience and/or training to serve as a district level leader.

Second, it will serve to increase the possibility of our district being able to attract candidates for whom this title and designated role matters. For some candidates who might be on a career path towards a future role in service as school superintendent or other senior level leader, the opportunity to pursue an assistant superintendent position could indeed make the difference in the pool of candidates that we can attract. A significant example of this is that it could allow us to attract candidates from other districts in similar roles but who are seeking career advancement to a district such as ours. The designation of assistant superintendent to some does matter and the absence of the title might prevent potential candidates from coming to Acton-Boxborough because a director position could be seen as a lateral move. In an environment in which there is already a dearth of highly qualified and experienced candidates, this type of reality can have an impact on our ability to attract candidates.

Timeline:

It is my intention to make this presentation to the School Committee and outline these recommendations at your regularly scheduled meeting on November 5. Based upon the consideration of feedback gathered, I would then return to provide follow-up information as might be needed at your regularly scheduled meeting on November 19 with the hopeful action on the Committee's part to approve this recommendation. Ideally, a vote to support the recommendations would then come at either that meeting or on December 3 at the latest.

BACKGROUND INFORMATION IN SUPPORT OF THE PROPOSAL

History Within the District

The district has witnessed a number of changes to the senior administrative structure of ABRSD over the last two decades involving assistant superintendent positions. In the early 1990s, during the tenure of Superintendent Isa Zimmerman (1993-2000), the district had two such positions that included an Assistant Superintendent for Finance and Operations and an Assistant Superintendent for Curriculum and Personnel.

Under Superintendent Bill Ryan (2000-2009) the district transitioned to a Deputy Superintendent along with an Assistant Superintendent of Curriculum and Instruction.

Most recently, under Superintendent Steve Mills (2009-2014), the district transitioned to all 'director' positions and eliminated the title of assistant superintendent.

Consideration of Comparable School Districts

Similar to so many other facets of a school district's operation that allow for variations in structure, it is often difficult to truly compare one district with that of another. However, in an effort to provide some insight into the senior leadership structures in other districts I have gathered information about the positions in 13 of our 17 "comparable communities."

Concord - Carlisle	Dedham Public Schools	Hingham Public Schools
<i>Deputy Superintendent for Finance & Operations</i>	<i>Assistant Superintendent of Curriculum, Instruction and Assessment</i>	<i>Assistant Superintendent</i>
Director of Human Resources	<i>Assistant Superintendent of Business and Finance</i>	Director of Student Services
Director of Special Education	Director of Special Education	Director of Business and Support Services
Director of Teaching & Learning		
Marblehead Public Schools	Milton Public Schools	Sudbury Public Schools
<i>Assistant Superintendent Curriculum & Instruction</i>	<i>Assistant Superintendent for Curriculum & Personnel</i>	<i>Assistant Superintendent (Curriculum, Instruction and Technology)</i>
School Business and Finance Administrator	<i>Assistant Superintendent for Business Affairs</i>	Director of Business & Finance
	Administrator of Pupil	Director of Human Resources
	Personnel Services	Student Services Director

<p>Westford Public Schools</p> <p><i>Assistant Superintendent of Curriculum & Instruction</i></p> <p>Director of Pupil Services</p>	<p>Weston Public Schools</p> <p><i>Assistant Superintendent Curriculum & Instruction</i></p> <p><i>Assistant Superintendent Finance & Operations</i></p> <p>Director of Student Services</p> <p>Assistant Director of Student Services</p>	<p>Wilmington Public Schools</p> <p><i>Assistant Superintendent for Curriculum and Professional Development</i></p> <p>Director of Special Education</p> <p>Director of Administration & Finance</p>
<p>Winchester Public Schools</p> <p><i>Assistant Superintendent</i></p> <p>Director of Finance</p> <p>Director of Personnel</p> <p>Administrator of Special Education</p>	<p>Nashoba Valley Regional School District</p> <p><i>Assistant Superintendent of Schools</i></p>	<p>Reading Public Schools</p> <p><i>Assistant Superintendent Learning & Teaching</i></p> <p>Director of Finance & Operations</p> <p>Director of Student Services</p>
<p>Wellesley Public Schools</p> <p><i>Assistant Superintendent for Finance & Operations</i></p> <p><i>Assistant Superintendent of Curriculum & Instruction</i></p> <p>Director of Student Services</p> <p>Director of Human Resources</p>		

Additional information is provided below in consideration of a number of other districts that have 'similar' sized populations in the state.

District	Student Size/ # of Schools	Senior Administrative Positions
Franklin Public Schools	5600/10	<p>Assistant Superintendent of Schools</p> <p>Assistant Superintendent for Teaching & Learning</p> <p>Director of Student Services</p> <p>School Business Administrator</p> <p>Human Resource Director</p>

Brookline Public Schools	7500/10	<p>Deputy Superintendent for Administration & Finance</p> <p>Deputy Superintendent for Teaching & Learning</p> <p>Deputy Superintendent for Student Services</p> <p>Special Assistant to the Superintendent for Strategy & Performance</p>
Lexington Public Schools	6860/9	<p>Assistant Superintendent for Human Resources</p> <p>Assistant Superintendent for Curriculum, Instruction & PD</p> <p>Director of Finance & Operations</p> <p>Director of Special Education</p> <p>Assistant Director of Special Education</p>
Wellesley Public Schools	5000/9	<p>Assistant Superintendent for Finance & Operations</p> <p>Assistant Superintendent of Curriculum & Instruction</p> <p>Director of Student Services</p> <p>Director of Human Resources</p>
Plymouth Public Schools	7700/12	<p>Assistant Superintendent</p> <p>Administration & Instruction</p> <p>Assistant Superintendent Human Resources</p> <p>School Business Administrator</p> <p>Special Education Director</p>
Andover Public Schools	6000/10	<p>Assistant Superintendent Finance & Administration</p> <p>Director of Human Resources</p> <p>Director of Student Services</p> <p>Assistant Director of Student Services</p>
Framingham	8000/13	<p>Chief Academic Officer</p> <p>Chief Human Resource Officer</p> <p>Assistant Director of Human Resources</p>

		Chief Operating Officer Director of Finance Director of Curriculum
Shrewsbury	6000/7	Assistant Superintendent for Curriculum & Instruction Assistant Superintendent for Operations & Finance Director of Human Resources Director of Special Education & Pupil Services

Compensation

These recommendations do not directly impact compensation levels or the budget. There is no net change in FTEs nor direct change in salary as a result of this proposal. However, regardless of job titles, it is my belief that you will expect me to continue to regularly review compensation levels for "similar" positions from surrounding "comparable" school districts. I believe that regardless of any specific title, it is my responsibility to establish compensation levels that are competitive and appropriate for similar roles given the critical importance of situating the district to remain competitive in attracting and retaining highly competent administrators. Thus, any more immediate or long-term adjustments to the compensation of these individual leadership positions will be as a direct result of these types of comparisons and not due to any change in title only.

In the near future I plan to present to the Committee a proposal for how we might engage collaboratively in this important work of setting salary ranges that I can work with in establishing contracts for all of our administrators that are fair, reasonable and competitive in relationship to those 'comparable' school districts that we align ourselves with.

Connection with the Massachusetts General Law

While these recommendations would result in a neutral change in the overall administrative staffing of the district, any restructuring that by definition brings about the creation of a position identified as *Assistant Superintendent* results in a change in the appointing authority under Massachusetts General Law which in turn necessitates the School Committee's approval.

Per MA General Law: The school committee is responsible for appointing personnel to the following positions:

- a. *Superintendent:* The school committee has the power to select and terminate the superintendent, and to establish his or her compensation. (G.L. c. 71, [[section]] 37)

- b. *Assistant or associate superintendents*: On the recommendation of the superintendent, the committee may establish the positions of and appoint assistant or associate superintendents, who shall report to the superintendent. The superintendent recommends to the school committee candidates for appointment to the position of assistant or associate superintendent. The committee shall approve or disapprove the appointment, but shall not unreasonably withhold its approval. If the superintendent requests, the committee shall explain its disapproval of a recommended candidate. The committee sets the compensation of the superintendent and the assistant or associate superintendents. (G.L. c. 71, [[section]] 59)
- c. *School business administrator; administrator of special education; school physicians and registered nurses; supervisors of attendance; legal counsel*: The Education Reform Act did not change several pre-existing statutes that refer to the school committee appointing certain personnel. G.L. c. 71, [[section]] 41 states that "a school committee may award a contract to ... a school business administrator for a period not exceeding six years... ." G.L. c. 71B, [[section]] 3A states that "a school committee ... shall appoint a person to be its administrator of special education." G.L. c. 71, [[section]] 53 says, "The school committee shall appoint one or more school physicians and registered nurses... ." G.L. c. 76, [[section]] 19 says, "Every school committee shall appoint, make regulations governing and fix the compensation of one or more supervisors of attendance."

PROPOSED RESTRUCTURING

It is my recommendation that the School Committee consider restructuring a number of positions associated with the senior leadership of the district. After carefully reviewing and considering our needs as a district, the personnel we currently have in place and what I believe would be in the best interests of the district, I am proposing the following recommendations.

Recommendation I - Reclassification of Director of Pupil Services to Assistant Superintendent for Student Services

- Eliminate the Director of Pupil Services position (1.0 FTE)
- Create the position of *Assistant Superintendent for Student Services* (1.0 FTE) and post this position for the upcoming search to fill the open position.
- In addition, support the renaming of the department from the *Department of Pupil Services* to the *Department of Student Services*.

I believe that this recommendation is supported by the following:

- i. *Clarifies the reporting structure within the department*
- ii. *Enhances the opportunity to attract a wider array of candidates*
- iii. *Formalizes A Leader's Responsibility to Social Emotional Well-Being & Special Projects in the District Connected with Students*
- iv. *Clearly identifies the line of authority for the district's operations in the absence of the Superintendent to the team of Assistant Superintendents.*

Within the department we now have an extensive range of positions throughout the district that include directors and coordinators. The establishment of the position of assistant superintendent qualifies the reporting structure and formalizes one senior leader for the entire

department throughout the entire district who oversees the broad range of services connected to our entire student body.

With the recent creation of the position of *Director of Special Education* during the 2014-15 school year, the district now is fully compliant with the law and has in place a dedicated and licensed administrator to oversee the day-to-day delivery of Special Education services.

Given that the district has tied the Special Education licensure to the role of Director of Special Education, this provides greater flexibility in allowing the district to attract and appoint candidates that may not have Special Education licensure alone.

The district has placed considerable emphasis upon the importance of social and emotional well being of students. Currently, we lack the assigned responsibility of a leader within the district to work with our schools and principals in supporting and coordinating these efforts and programs district-wide.

In addition, there are often special projects and assignments that are connected with students and/or programs that emerge and require coordination and leadership that are beyond the scope of curriculum, teaching, learning or the various operational services within our district. These types of 'special' projects would become the responsibility of this person.

v. *Changes to Reporting Structure & Responsibilities*

Currently, the Director of Pupil Services oversees a total of six (6) reports as detailed in the table below. In an effort to more closely align all of those services that link closely with our students, I am proposing to add three areas of responsibilities that include the Kindergarten program, student registration and a formalized identification of this person to oversee all programming aspects of the social and emotional well-being of our students. This includes not only Community Education programming but also the district's focus on the social and emotional well being of students. The reporting structure and responsibilities outlined below are currently tentative and could change and/or evolve over time depending upon a consideration of the overall needs of the district.

<i>Direct Reports</i> (6)	<i>Current Areas of Responsibility for the Director of Pupil Services</i>	<i>Direct Reports</i> (7)	<i>Proposed Areas of Responsibility for the Assistant Superintendent of Student Services</i>
Director of Special Education (1) Counseling/ Psychology Chairperson (7-12) (1) Health/Nursing	Special Education Early Childhood/Pre-School Counseling Services	Director of Special Education (1) Counseling/ Psychology Chairperson (7-12) (1) Health/Nursing	Early Childhood/Preschool Counseling Services Guidance Services Health & Nursing

Chairpersons (2) Counseling Chairperson (K-6) (1) ELL Chairperson (1)	Guidance Services Health & Nursing	Chairpersons (2) Counseling Chairperson (K-6) (1) ELL Chairperson (1) <u>Plus</u> Director of Community Education (1)	<i>Newly Proposed</i> Kindergarten Community Education Social Emotional Learning Special Projects
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Recommendation II – Reclassification of Director of Curriculum and Assessment to Assistant Superintendent for Teaching and Learning

- Eliminate the position of Director of Curriculum and Assessment (1.0 FTE)
- Create the position of *Assistant Superintendent for Teaching and Learning* (1.0 FTE) and approve the appointment of Ms. Deborah Bookis to this role.

I believe that this recommendation is supported by the following:

- i. *Formalizes the broader responsibilities and authority of directing all aspects of teaching and learning throughout the district.*
- ii. *Incorporates a direct linkage with the educational technology planning in the district.*
- iii. *Clearly identifies the line of authority for the district's operations in the absence of the Superintendent to the team of Assistant Superintendents.*

The reporting structure and responsibilities outlined below are currently tentative and could change and/or evolve over time depending upon a consideration of the overall needs of the district.

<i>Direct Reports</i> (6)	Current Areas of Responsibility for the Director of Curriculum & Assessment	<i>Direct Reports</i> (7)	Proposed Areas of Responsibility for the Assistant Superintendent for Teaching & Learning
K-6 ELA/Social Studies Curriculum Specialist (1) K-6 Math Curriculum Specialist (1) K-6 Science Curriculum	PreK-12 Curriculum Development Professional Learning Standardized Testing	K-6 ELA/Social Studies Curriculum Specialist (1) K-6 Math Curriculum Specialist (1) K-6 Science	PreK-12 Curriculum Development Professional Learning Standardized Testing

Specialist (1) K-12 Visual Arts Director (1) K-12 Performing Arts Director (1) K-12 P.E. Chairperson (1)		Curriculum Specialist (1) K-12 Visual Arts Director (1) K-12 Performing Arts Director (1) K-12 P.E. Chairpersons (1) <u>Plus</u> <i>Director of Educational Technology (1)</i>	Educational Technology
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Recommendation III - Reclassification from Director of Personnel and Administrative Services to Assistant Superintendent for Operations.

- Eliminate the position of *Director of Personnel and Administrative Services (1.0 FTE)*
- Create the position of *Assistant Superintendent for Operations (1.0 FTE)* and approve the appointment of Ms. Marie Alteri to this role.

I believe that this recommendation is supported by the following:

- Formalizes the broader responsibilities and authority of directing all aspects of personnel, and related operations of the district.*
- Allows the future opportunity to realign the student enrollment function to Student Services and works closely with bridging the finance and Human Resources and operations departments.*
- Clearly identifies the line of authority for the district's operations in the absence of the Superintendent to the team of Assistant Superintendents.*

The reporting structure and responsibilities outlined below are currently tentative and could change and/or evolve over time depending upon a consideration of the overall needs of the district.

<i>Direct Reports</i> (6)	Current Areas of Responsibility for the Director of Personnel & Administrative Services	<i>Direct Reports</i> (6)	Proposed Areas of Responsibility for the Assistant Superintendent of Human Resources & Operations
Personnel Budget Manager (1) Benefits Administrator	Personnel Employee Benefits	Personnel Budget Manager (1) Benefits Administrator	Personnel Employee Benefits

<p>(1)</p> <p>Personnel Assistants (2)</p> <p>Elementary Registrar (1)</p> <p>Director of Food Services (1)</p>	<p>Personnel Budget & Monitoring</p> <p>Food Services</p> <p>Elementary Registration</p>	<p>(1)</p> <p>Personnel Assistants (2)</p> <p>Elementary Registrar (1)</p> <p>Director of Food Services (1)</p>	<p>Personnel Budget & Monitoring</p> <p>Elementary Registration</p> <p>Food Services</p>
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**ACTON-BOXBOROUGH REGIONAL SCHOOLS
2016-2017 KINDERGARTEN REGISTRATION SCHEDULE**

The following are important dates for parents/guardians of children who will be entering Kindergarten in September 2016 (**5 years old on or before September 1, 2016**). 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 12, 2016 at 7:00 p.m., High School Auditorium
(Snow date January 13, 2016 at Parker Damon Cafetorium)**

SCHOOL TOURS

All schools will be open for tours on the following dates: January 19, January 27, February 1 and February 2. Please call individual schools after January 6, 2016 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: 9:30-10:45 a.m. and 11:00 – 12:15 p.m.

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

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

PARENT INFORMATION EVENING MEETINGS*

Tuesday, January 19, 7:00 p.m. @ Gates- Cafetorium

Tuesday, January 26, 7:00 p.m. @ Merriam - Cafetorium

Tuesday February 2, 7:00 p.m. @ Blanchard - Cafetorium

Tuesday, February 9, 7:00 p.m. @ Conant - Cafetorium

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

Tuesday, March 1, 7:00 p.m. @ McCarthy-Towne - Cafetorium

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

SIBLINGS and WALKERS WITH PRIORITY ADMISSION STATUS

The families who are eligible, or who believe they may be eligible for priority admission status includes siblings of current students, and walkers. (Students who live within a safe mile walk.)

KINDERGARTEN REGISTRATION

Requirements for registration include a copy of your child's birth certificate/passport, most recent physical examination & immunization record. Both sessions will be at the Central Office located in the R.J. Grey Junior High School.

Tuesday, March 15: 9:00 a.m. - 12:00 noon and 7:00 - 9:00 p.m.

Wednesday, March 16: 9:00 a.m. - 12:00 noon

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

Registration forms for new families will be accepted on a space-available basis beginning January 10, 2016. Community Education offers an enriched program for the other half of the school day for children who attend half day Kindergarten. Tours are available anytime by appointment and Community Ed. will host a Kindergarten Open House on Monday April 4, 2016 from 6:00-7:30 pm. Children are welcome! Contact Kate Murray 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 16 – 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 1/1/16) due at school nurse's office.

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

2015-16 FAMILY LEARNING SERIES



*Acton-Boxborough Regional School District
CURRICULUM & ED TECH DEPARTMENTS
Proudly present technology consultant
and nationally recognized speaker & author*

Janell Burley Hofmann



Janell Burley Hofmann is the author of the book iRules: What Every Tech-Healthy Family Needs to Know About Selfies, Sexting, Gaming, and Growing Up.



DATE: Wednesday, December 2, 2015

TIME: 7:00 – 8:30 p.m.

**LOCATION: Acton Boxborough Regional High School Auditorium
36 Charter Road, Acton, MA 01720**

TOPIC: - iRules: Balancing Technology, Respect, and Family Values

Janell Burley Hofmann is an author, speaker and consultant on topics like technology, media, health, relationships and personal growth. She has presented at TEDx San Diego with a talk titled "Parenting in the Screen Age." Janell's professional expertise and personal experience as a mother of five children builds strong connections in relevant and meaningful conversations igniting personal empowerment, awareness and purpose in a partnership that will positively impact all.

Please note:

This event is free to the public, but is designed for adults only, so that we can discuss our hopes, dreams, and challenges for our children.

QUESTIONS? Please contact ABRSD Curriculum Department 978-264-4700 x 3213

Forward this email



Beth Petr <bpetr@abschools.org>

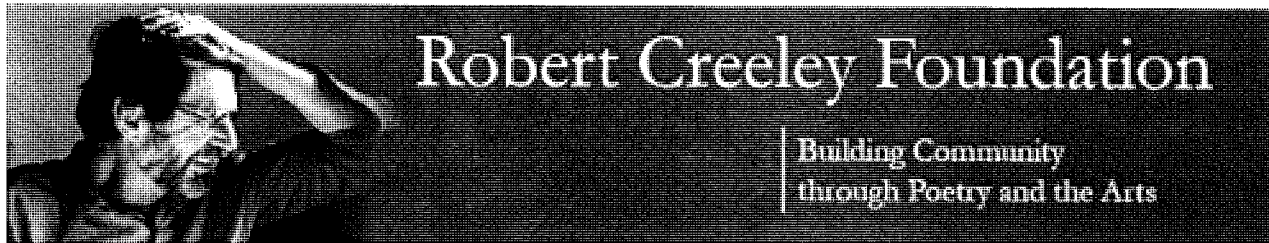
Fwd: The 16th Robert Creeley Award Winner

Beth Petr <beth.petr@gmail.com>
To: bpetr@abschools.org

Mon, Nov 23, 2015 at 8:17 AM

----- Forwarded message -----

From: **The Robert Creeley Foundation** <robertcreeleyfoundation@gmail.com>
Date: Mon, Nov 23, 2015 at 5:31 AM
Subject: The 16th Robert Creeley Award Winner
To: beth.petr@gmail.com



Pulitzer Prize-Winning Poet Tracy K. Smith Chosen as 16th Annual Robert Creeley Award Winner!

The surfaces of a Tracy K. Smith poem are beautiful and serene, but underneath, there is always a sense of an unknown vastness. Her poems take the risk of inviting us to imagine, as the poet does, what it is to travel in another person's shoes. -Toi Derricotte

Pulitzer Prize-winning poet and memoirist Tracy K. Smith, winner of the 16th Annual Robert Creeley Award, will take the stage at a free public reading March 29th, 7:30 PM, at Acton-Boxborough Regional High School auditorium, 36 Charter Road, Acton, Massachusetts.

Tracy K. Smith is the author of the critically acclaimed memoir *Ordinary Light* (Knopf, 2015) and three books of poetry. Her collection *Life on Mars* won the 2012 Pulitzer Prize and was selected as a New York Times Notable Book. *Duende* won the 2006 James Laughlin Award from the Academy of American Poets and an Essence Literary Award. *The Body's Question* was the winner of the 2002 Cave Canem Poetry Prize. Smith was the recipient of a Rona Jaffe Writers' Award in 2004 and a Whiting

Award in 2005. In 2014 the Academy of American Poets awarded Smith with the Academy Fellowship, awarded to one poet each year to recognize distinguished poetic achievement. She is currently the Director of Princeton University's Creative Writing Program.

MY GOD, IT'S FULL OF STARS (excerpt)

. . . My father spent whole seasons
Bowling before the oracle-eye, hungry for what it
would find.
His face lit-up whenever anyone asked, and his arms
would rise

As if he were weightless, perfectly at ease in the
never-ending
Night of space. On the ground, we tied postcards to
balloons
For peace. Prince Charles married Lady Di. Rock
Hudson died.

We learned new words for things. The decade changed.

The first few pictures came back blurred, and I felt ashamed
For all the cheerful engineers, my father and his tribe. The second time,
The optics jibed. We saw to the edge of all there is-

So brutal and alive it seemed to comprehend us back.

-from *Life on Mars*

Mark your calendar for the **16th Annual Robert Creeley Award, Tuesday, March 29th, 7:30 PM** at the Acton-Boxborough Regional High School auditorium, 36 Charter Road, Acton, Massachusetts.

Admission is **free and open to the public**. We gratefully accept donations of any amount. Please forward to your friends.



Thank You!

The Board of the Robert Creeley Foundation, Inc.
Building Community through Poetry and the Arts
robertcreeleyfoundation.org



Tracy K. Smith (Courtesy
blueflowerarts.com)

Forward this email