



Acton-Boxborough Regional
School Committee Meeting

December 15, 2016

7:00 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

December 15, 2016
7:00 p.m.

AGENDA

1. **Chairman's Introduction** – Annual Spring Town Elections (7:00)
Acton deadline to submit papers - February 7
Boxborough deadline to submit papers - March 28
2. **Statement of Warrant & Approval of Minutes**
 - 2.1. ABRSC Meetings of 11/17/16 and 12/1/16 (*next meeting*)
3. **Public Participation**
4. **FY18 Budget Pres. #2- “Superintendent’s Preliminary Budget Request”** – Glenn Brand, Clare Jeannotte, Marie Altieri (7:10)
 - 4.1. Financial Information
 - 4.2. Capital Requests
 - 4.3. Personnel Requests
 - 4.4. Enrollment, Special Education, English Language Learners
 - 4.5. Presentation Slides
5. **FY18 Revolving Budgets and Fees** (7:55)
 - 5.1. **Consent Agenda - Second Read - VOTE** – Mary Brolin
Proposed Motion: Move to approve the FY18 Fees as proposed with no change for fees in Athletics and All Day Kindergarten, and an increase of \$240 per year for the All Day Early Childhood Program to \$7,070, an increase of \$120 per year for the Half Day Early Childhood Program to \$3,650 and an increase of \$1,152 per year for the Occupational Development Program (ODP) to \$34,057.
 - 5.1.1. **Athletics** – Steven Martin
 - 5.1.2. **Carol Huebner Early Childhood Program** – Dawn Bentley
 - 5.1.3. **Occupational Development Program (ODP)** – Dawn Bentley
 - 5.1.4. **All Day Kindergarten** – Marie Altieri
 - 5.2. **Food Services** – (*next meeting*)
 - 5.3. **Community Education** – Erin Bettez
6. **Minuteman Technical High School Update (MMT)** – Mary Brolin (8:15)
 - 6.1. Intergovernmental Agreement Between MMT and ABRSD – **First Read** - Glenn Brand
7. **Recommendation to Approve FY18 ABRSD School Calendar – Second Read – VOTE** - Marie Altieri (8:25)
 - 7.1. Calendar Survey and Recommendations Memo
 - 7.2. Proposed FY18 School Calendar DRAFT #A (no school on Good Friday & Rosh Hashana)
 - 7.3. Proposed FY18 School Calendar DRAFT #B
 - 7.4. Acton Boxborough Education Association (ABEA) Contract Language
 - 7.5. Massachusetts and Federal Legal Holidays 2017
 - 7.6. Acknowledging Religious Holidays, Policy and Procedures, File: ACD
 - 7.7. Renaming “Columbus Day” to “Indigenous Peoples Day” on 10/9/17 – **Second Read - VOTE**
8. **MCAS Report** – Deborah Bookis, Dawn Bentley (8:45)
9. **ABRSD Master Plan Study Update** – Glenn Brand (9:05)
 - 9.1. Master Plan Study Report Community Presentation on 12/8/16
 - 9.1.1. Presentation slides posted at
<http://www.abschools.org/district/school-capital-and-space-planning>

9.2. Final Report – Phase II: ABRSD Master Plan and Feasibility Study, *Dore & Whittier*

9.2.1. Executive Summary 12/8/16

9.3. Memo: Establishment of “District Master Plan Review Committee (DMPRC)”, *an ABRSC Subcommittee*
– **VOTE** – *Mary Brolin*

10. **Subcommittee Reports** (9:20)

10.1. Budget – 12/7/16 meeting – *Maria Neyland (oral)*

10.2. Policy – First Readings – *Brigid Bieber*

10.2.1. Annual Budget, File: DB

10.2.1.1. Budget – Apportionment of Expenses, File: DB-R (procedures)

10.2.2. Budget Deadlines and Schedules, File: DBC

10.2.3. Food Services: Free and Reduced Price, File: EFC

10.3. Outreach (including PTO Co-chairs) – *Kristina Rychlik*

11. **School Committee Member Reports** (9:30)

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

11.1.1. Minutes of 11/10/16 meeting – revised

11.1.2. Materials and Minutes from 12/8/16 meeting

11.2. Boxborough Leadership Forum (BLF) – *Mary Brolin*

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

11.4. Acton Finance Committee – *Amy Krishnamurthy, Deanne O’Sullivan*

11.4.1. Point of View - *final version*

11.5. Acton Board of Selectmen – *Eileen Zhang, Paul Murphy*

11.6. Boxborough Finance Committee- *Mary Brolin*

11.7. Boxborough Board of Selectmen – *Maria Neyland, Brigid Bieber*

11.8. Minuteman Technical High School (MMT) Update – *Diane Baum*

11.9. Acton Capital Improvement Planning (CIP) Update – *Kristina Rychlik*

12. **Superintendent’s Report/Updates** – *Glenn Brand* (9:40)

12.1. Water Quality Testing Update (*oral*)

12.2. Director of Finance Search Update

12.3. EDCO Update 12/8/16

13. **FOR YOUR INFORMATION**

13.1. FY18 Kindergarten Registration - Tuesday, **1/10/17** at 7:00 p.m. in the High School Auditorium

13.2. Ready to Learn “Preschool to Kindergarten Learning Continuum” brochure

<http://abschoolswellness.weebly.com/ready-to-learn-initiative.html>

13.3. ABRSD Long Range Strategic Plan, *voted 12/1/16*

13.4. Discipline Reports – ABRHS and RJGJHS, 12/1/16

13.5. Monthly Enrollment, 12/1/16

13.6. ABRSD Financial Reports as of 11/30/16

13.6.1. Revenue vs Budget

13.6.2. Expenses vs Budget

13.6.3. Special Revenue

13.6.4. Grants

13.7. [*Expanding Our Notion of Success* newsletter](#) , *December 2016*

13.8. Standards Revision – Public Comment Opportunities, 12/1/16 – 2/17/17

<http://sgiz.mobi/s3/Public-Comment-Draft-ELA-Literacy-Math-Frameworks-2016-2017>

13.9. **Family Learning Series Presentations:**

13.9.1. December 14, 2016, 7:00 – 9:00 PM with Presenter: Jessica Minahan

Topic: ***Reducing Anxiety in Students***, RJ Grey Auditorium Audience: Grades PK-12

13.9.2. January 25, 2017, 7:00 – 8:30 PM with Pamela Katz Ressler

Topic: ***Moving from MindFULL to Mindful***, RJ Grey Auditorium Audience: Grades PK-12

13.10 Thank you to Lueders Environmental, Inc. for their donation of \$50 for the ABRSD

14. **Adjourn** (10:00)

NEXT MEETINGS:

- January 12 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted January 6)
- January 21 – ABRSC Budget Saturday Meeting in the Jr High Library (material posted January 13)
- February 2 – Annual Budget Hearing at 7:00 p.m. in the Jr High Library (packet posted January 27)

Office of the Superintendent
Acton Boxborough Regional School District
16 Charter Road
Acton, MA 01720
www.abschools.org

To: Acton Boxborough Regional School Committee
From: Glenn A. Brand
Date: December 9, 2016
Re: FY18 Superintendent's Preliminary Budget Request

Throughout the last few weeks my team has been hard at work developing the budget proposal for the 2017-18 (FY 18) school year and I am pleased to provide you with the enclosed *FY18 Superintendent's Preliminary Budget Request* representing all of the various known needs at this time.

As you know, this is an extensive process for the administration that essentially begins almost as soon as school opens in the fall. Thorough analysis and review of personnel and program needs, required financial commitments such as contracts and benefits, and the identification of any new or desired budget requests all take place by leaders throughout the district. It is a large and complex task all aimed at doing our very best to accurately predict needs, expenses and revenue for a time period still nine months away when school opens.

There are some specific budget 'storylines' that my team will endeavor to put in context over the course of our upcoming budget presentations on:

December 15 - Superintendent's FY18 Preliminary Budget Presentation #2
January 12 - Superintendent's FY18 Preliminary Budget Presentation #3
January 21 - Budget Saturday

Enclosed you will find information on the following:

- FY18 Budget Summary
- Revenue forecasts
- Expense projections at high or macro level
- Table 6 reflecting revenues and forecasts at this time
- Summary sheet of FY18 capital requests and funding recommendation
- Summary sheet & detailed description of personnel requests
- Classroom section projection information
- Special Education and English Language Learning enrollment

At this time, this FY18 preliminary budget request represents a total increase of 4.2%, or \$3,471,785 in overall expenses from our current FY17 budget.

While the budget request does include a modest increase in staffing levels to enhance services, these staff remain for the most part centered around continuing our efforts of supporting our more at risk students. Also important to note is that efforts have been made to relocate personnel resources from existing staff positions in an effort to offset and reduce any overall expenditure increases. The net increase to Salaries is \$1,962,816 or 3.7%.

As outlined during our last budget presentation at your December 1 meeting, significant budget drivers around which this budget request is being shaped include the following:

- Health Insurance premiums that currently are estimated at an increase of 5%, and reduced by enrollment changes, which translates to only \$47,589 over and above the current FY17 budget;
- Middlesex Retirement which is being carried at an increase of 13.2% or \$275,863 above the current budget;
- Worker's Compensation which is being carried at an increase of 110% or \$325,000 above the current budget;
- A planned increase of \$100,000 in Other Post-Employment benefits (OPEB) funding consistent with past School Committee discussions;
- Our capital spending line has increased 95% or \$502,514 to address some of the requested needs in the coming year

It is also important to note is that this FY18 budget incorporates the Minuteman Middle School Program Assessment. This will be the first time in which the District will be directly assessed for this program. This change is as a result of the withdrawal of the Town of Boxborough from the Minuteman Regional High School and shifts the assessment from the two Towns to the Region. While the program does not cost any more than it did this year, it is a shift that our budget absorbs and is reflected as such. This is being carried at \$190,000.

I look forward to sharing information supporting this request at your upcoming meeting on December 15.

**Acton Boxborough Regional School District
Superintendent's Preliminary FY18 Budget-Summary**

	FY'15 Budget	FY'15 Actual	FY'16 Budget	FY'16 Actual	FY'17 Budget	12/15/2016 FY'18 Preliminary
Expenses	\$ 77,100,514	\$ 76,315,642	\$ 80,296,395	\$ 79,750,757	\$ 83,073,204	\$ 86,544,989
Increase \$			\$ 3,195,881		\$ 2,776,809	\$ 3,471,785
Increase %			4.1%		3.5%	4.2%
Revenues	\$ 16,063,836	\$ 15,945,857	\$ 15,797,620	\$ 16,231,018	\$ 15,822,959	\$ 16,353,651
Increase \$			\$ (266,216)		\$ 25,339	\$ 530,692
Increase %			-1.7%		0.2%	3.4%
Use of Reserves: E&D	\$ 300,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Assessments	\$ 60,736,019	\$ 60,736,023	\$ 64,291,249	\$ 64,291,248	\$ 67,050,245	\$ 69,991,338
Increase \$			\$ 3,555,230		\$ 2,758,996	\$ 2,941,093
Increase %			5.9%		4.3%	4.4%

**Acton Boxborough Regional School District
Superintendent's Preliminary FY18 Budget-Revenues**

	12/15/2016					
	FY'15 Actual	FY'16 Actual	FY17 Budget	FY18 Budget	Inc (Dec) FY18	% Change
CHAPTER 70 AID	14,254,476	14,393,076	14,531,276	14,833,821	302,545	2.1%
REGIONAL TRANSPORTATION	1,353,855	1,430,719	1,190,000	1,345,826	155,826	13.1%
REGIONAL TRANSPORTATION REVOLVING	-	-	-	-	-	
REGIONAL BONUS AID	136,900	106,520	74,000	49,000	(25,000)	-33.8%
CHARTER SCHOOL REIMBURSEMENT	25,810	42,958	27,683	25,004	(2,679)	-9.7%
Total State Aid, Net	15,771,041	15,973,273	15,822,959	16,253,651	430,692	2.7%
EARNINGS ON INVESTMENTS	14,876	28,642	-	-	-	
MISCELL REVENUE	111,831	42,341	-	-	-	
MEDICAID REIMBURSEMENT	48,109	186,762	-	100,000	100,000	
Total Revenues	15,945,857	16,231,018	15,822,959	16,353,651	530,692	3.4%
REGIONAL ASSESSMENT-ACTON	49,690,147	53,171,008	55,547,097	58,287,909	2,740,812	4.9%
REGIONAL ASMNT - BOXBOROUGH	10,594,579	11,120,240	11,503,148	11,703,430	200,282	1.7%
ADDTL MCRS ASSESSMENT-ACTON	384,255	-	-	-	-	
ADDTL MCRS ASMNT - BOXBOROUGH	67,042	-	-	-	-	
Total Assessments	60,736,023	64,291,248	67,050,245	69,991,338	2,941,093	4.4%
PREMIUMS ON LOANS	658	-	-	-	-	
TRANSFER FROM E&D	300,000	200,000	200,000	200,000	-	0.0%
TOTAL	76,982,538	80,722,265	83,073,204	86,544,989	3,471,785	4.2%

**Acton Boxborough Regional School District
FY'18 Superintendent's Preliminary Budget**

	FY15 Actual	FY16 Actual	FY17 Budget	FY18 v. FY17B	
				Prelim Budget	\$ %
Salaries, Teaching - 01	31,837,610	32,527,166	33,992,708	35,200,686	1,207,978 3.6%
Salaries, Principals - 02	2,135,195	2,170,250	2,237,321	2,385,559	148,238 6.6%
Salaries, Central Administration - 03	1,135,797	1,127,878	1,187,267	1,249,128	61,861 5.2%
Salaries, Support Staff - 04	8,573,518	9,029,830	9,319,200	9,648,985	329,785 3.5%
Salaries, Athletics - 05	495,549	483,412	520,850	554,931	34,081 6.5%
Salaries, Buildings - 06	752,062	706,266	732,102	808,007	75,905 10.4%
Salaries, Custodial - 07	1,346,615	1,400,065	1,501,995	1,531,398	29,403 2.0%
Salaries, Home Instruction - 08	4,020	2,279	8,500	8,500	- 0.0%
Salaries, Miscellaneous Pupil Services - 09	1,513,304	1,490,306	1,575,266	1,608,989	33,723 2.1%
Salaries, Subs Miscellaneous - 11	56,375	52,457	66,691	73,103	6,412 9.6%
Salaries, Subs Instructional - 12	746,767	702,211	677,142	681,212	4,070 0.6%
Salaries, Overtime - 13	255,418	223,810	232,855	233,215	360 0.2%
Stipends, Curriculum/Instruction - 14	113,557	161,350	166,000	197,000	31,000 18.7%
Fringe, Course Reimbursement - 15	40,187	35,867	56,000	56,000	- 0.0%
Fringe, Health Insurance - 16	7,220,434	8,250,345	8,623,581	8,727,533	103,952 1.2%
Fringe, Health Insurance, Retiree - 17	780,816	763,386	968,996	912,633	(56,363) -5.8%
Fringe, Life/Disability Insurance - 18	47,225	37,404	40,900	42,100	1,200 2.9%
Fringe, Unemployment Insurance - 19	11,734	40,354	40,000	40,000	- 0.0%
Fringe, Workers Compensation - 20	272,937	288,016	295,000	620,000	325,000 110.2%
Fringe, Middlesex County Retirement System - 21	1,756,208	1,961,424	2,086,065	2,361,928	275,863 13.2%
Fringe, Medicare - 22	732,090	755,496	825,000	825,000	- 0.0%
Contributions, OPEB Trust Fund - 23	506,000	700,000	800,000	900,000	100,000 12.5%
Instruction Supplies - 24	990,955	967,299	1,052,492	944,812	(107,680) -10.2%
Instruction Textbooks - 25	218,991	230,185	280,570	270,336	(10,234) -3.6%
Instructional, Library - 26	46,633	52,902	59,678	55,628	(4,050) -6.8%
Other, Capital Outlay - 27	710,570	476,816	527,059	1,029,573	502,514 95.3%
Other, Debt Service - 29	1,822,733	1,895,743	1,934,218	1,903,718	(30,500) -1.6%
Other, Property/Casualty - 30	102,627	164,181	110,700	116,235	5,535 5.0%
Other, Maint Buildings/Grounds - 31	695,109	944,343	732,745	733,020	275 0.0%
Other, Maintenance Equipment - 32	72,857	46,837	119,604	157,343	37,739 31.6%
Other, Legal Service - 34	257,828	107,228	181,350	161,350	(20,000) -11.0%
Other, Admin Supplies - 35	836,575	900,741	917,978	1,094,320	176,342 19.2%
Other, Athletic Supplies - 36	138,972	103,076	67,491	67,491	- 0.0%
Other, Custodial Supplies - 37	124,700	162,562	157,984	157,984	- 0.0%
Other, Spec Ed Transportation - 38	1,487,541	1,619,628	1,826,934	1,852,800	25,866 1.4%
Other, Student Transportation - 39	892,949	804,619	947,117	954,192	7,075 0.7%
Other, Travel, Conferences - 40	113,672	107,931	121,934	123,563	1,629 1.3%
Other, Spec Ed Tuition - 41	5,208,139	6,075,530	5,283,278	5,339,785	56,507 1.1%
Other, Utilities - 42	1,391,388	1,366,987	1,825,133	1,758,200	(66,933) -3.7%
Other, Telephone - 43	83,733	48,211	108,151	85,751	(22,400) -20.7%
Other, Sewer - 44	280,548	273,301	287,191	304,823	17,632 6.1%
Assessments - 48	-	-	576,658	766,658	190,000 32.9%
Other, - 49	1,405	830	1,500	1,500	- 0.0%
GRAND TOTAL	75,811,341	79,258,521	83,073,204	86,544,989	3,471,785 4.2%
reclass revenue offsets-assessments	504,301	492,236	-	-	-
Restated Total Expenditures	76,315,642	79,750,757	83,073,204	86,544,989	3,471,785 4.2%

FY'17 TABLE 6 -PRELIMINARY BUDGET-

SCHOOL COMMITTEE 12/15/16

TABLE 6
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
Analysis of Assessments
School Year 2017-2018

	TOTAL BUDGET 2017-2018	ACTON 84.91% 83.75%	BOXBOROUGH 15.09% 16.25%
EXPENDITURES			
OPERATING BUDGET	\$82,836,521	\$70,336,490	\$12,500,031
OPEB TRUST FUND CONTRIBUTION	\$900,000	\$764,190	\$135,810
MINUTEMAN ASSESSMENT	\$190,000	\$161,329	\$28,671
LOWER FIELDS CONSTRUCTION DEBT SERVICE	\$87,718	\$77,850	\$9,868
CAPITAL OUTLAY - BUILDINGS & GROUNDS	\$714,750	\$606,894	\$107,856
TOTAL INSIDE DEBT LIMIT	\$84,728,989	\$71,946,753	\$12,782,236
EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY REGION):			
CONSTRUCTION DEBT SERVICE (FOR JHS & SHS/AUTHORIZED OUTSIDE PROP 2 1/2)	\$385,720	\$342,327	\$43,394
SH CONSTRUCTION/RENOVATION	\$1,430,280	\$1,269,374	\$160,907
TOTAL OUTSIDE DEBT LIMIT	\$1,816,000	\$1,611,700	\$204,300
GROSS EXPENDITURE BUDGET-PAID BY ABRSD	\$86,544,989	\$73,558,453	\$12,986,536
SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS	832,572	\$706,937	\$125,635
TOTAL REGIONAL DISTRICT EXPENDITURES	87,377,561	74,265,390	13,112,171
REVENUES & RESERVE USE			
CHAPTER 70 BASE AID	\$14,833,821	\$12,595,397	\$2,238,424
CHARTER SCHOOL AID	\$25,004	\$21,231	\$3,773
REGIONAL SCHOOL TRANSPORTATION	\$1,345,826	\$1,142,741	\$203,085
REGIONAL BONUS AID & MISC REVENUES	\$149,000	\$126,516	\$22,484
TRANSFER FROM RESERVES (Excess & Deficiency)	\$200,000	\$169,820	\$30,180
TOTAL REVENUES AND RESERVE USE	\$16,553,651	\$14,055,705	\$2,497,946
TOWN ASSESSMENTS- BEFORE APPENDIX A & IMA	\$70,823,910	\$60,209,685	\$10,614,225

Calculation of Final Assessments Per Appendix A to Regional Agreement - FY18

Description	TOTAL	ACTON	BOXBOROUGH
Projected Total Benefit Amount	\$1,873,119		
Base Budgets	\$68,102,867	\$56,675,977	\$11,426,890
Benefit Percentage Shares		82.5%	17.5%
Share of Benefits	\$1,873,119	\$1,545,323	\$327,796
Reduce Base Budgets By Benefit Shares	\$66,229,748	\$55,130,654	\$11,099,094
Recalculated Assessment Percentages Based On Benefit Shares Applied To Base Budget	100.00%	83.24%	16.76%
Input Table 6 Result From FY18 Actual Budget (includes elementary debt paid by towns)	\$70,823,910	\$60,209,685	\$10,614,225
Assessment Percentages With Actual Budget		85.01%	14.99%
Shift In Percentage Shares		1.77%	-1.77%
Final Assessment AT FIXED ASSESSMENT % PER APPENDIX A	\$70,823,910	\$58,954,904	\$11,869,006
LESS DEBT PAID DIRECT BY TOWN- PER IMA Section 6	(832,572)	(666,996)	(165,576)
Amount due from each town	\$69,991,338	\$58,287,909	\$11,703,430

FY17 Voted Assessments	\$67,050,245	\$58,547,097	\$11,503,148
increase	2,941,094	2,740,812	100,282
%	4.4%	4.9%	1.7%
FY18 Shift:	(\$1,254,780)		

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ELEMENTARY DEBT SERVICE CARRIED BY THE MEMBER TOWNS:

	TOTAL	ACTON 84.91%	BOXBOROUGH 15.09%
EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY ACTON OR BOXBOROUGH):			
BOX - BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	341,700.00	290,137.47	51,562.53
BOX - SBAB REIMBURSEMENT BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	(284,091.00)	(241,221.67)	(42,869.33)
BOX - HAGER WELL (WATER & SEWER) (Authorized FY00)	74,960.00	63,648.54	11,311.46
ACT - TWIN SCHOOLS (Authorized FY03)	1,475,000.00	1,252,422.50	222,577.50
ACT - SBAB REIMBURSEMENT TWIN SCHOOLS (Authorized FY03)	(922,673.00)	(783,441.64)	(139,231.36)
TOTAL OUTSIDE DEBT LIMIT	684,896.00	581,545.19	103,350.81
SCHOOL RELATED DEBT SERVICE AUTHORIZED BY BOXBOROUGH TOWN MEETING:			
BOX - (REPLACEMENT OF PORTION OF BLANCHARD MEMORIAL ROOF (Authorized FY12)	19,038.00	16,165.17	2,872.83
BOX - REPLACEMENT OF WINDOWS (Authorized FY13)	8,069.00	6,851.39	1,217.61
BOX - SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL (Authorized FY13))	5,900.00	5,009.69	890.31
TOTAL TOWN OF BOXBOROUGH SCHOOL DEBT SERVICE	33,007.00	28,026.24	4,980.76
SCHOOL RELATED DEBT SERVICE AUTHORIZED BY ACTON TOWN MEETING:			
ACT - CONANT SCHOOL (Authorized FY10)	18,251.25	15,497.14	2,754.11
ACT - SCHOOL FACILITIES (Authorized FY10)	73,005.00	61,988.55	11,016.45
ACT - DOUGLAS ROOF (Authorized FY09)	23,412.50	19,879.55	3,532.95
TOTAL TOWN OF ACTON SCHOOL DEBT SERVICE	\$114,669	\$97,365	\$17,304
TOTAL TOWN HELD DEBT ALLOCATED PER K-12 ENROLLMENT PER REGIONAL AGREEMENT:	\$832,572	\$706,937	\$125,635
CREDIT FOR SCHOOL RELATED DEBT SERVICE TO BE PAID FROM MUNICIPAL BUDGETS	(\$832,572)	(\$666,996)	(165,576)
DIFFERENCE	\$0	\$39,941	(\$39,941)

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4.2

Acton-Boxborough Regional School District

B1 Capital Projects-Requests for FY18-Disposition

Priority	Request	Description	FY18 Projected Cost	Deferred	Funded FY18	Account
1	Comm Ed	New electronic marquee sign for Route 111.	\$ 25,000		\$ 25,000	Comm Ed
2	Driver Ed	New Driver Ed car	\$ 18,000		\$ 18,000	Driver Ed
1	Health/Phys Ed	Outdoor or indoor climbing/adventure tower and other high elements like a two line bridge, log cross, and pamper pole.	\$ 25,000	\$ 25,000	\$ -	n/a
1	Student Services	Addition of an accessible playground at another elementary school (currently only one at Merriam).	\$ 12,000	\$ 12,000	\$ -	n/a
1	Senior High School	1508 – Counseling – Chromebook Cart (32 station)	\$ 25,000		\$ 25,000	Tech Budget
1	Senior High School	SHS – Electronic Access Control – 2 Exterior Doors	\$ 10,000		\$ 10,000	FACILITIES-SECURITY BUDGET
2	Senior High School	Cafeteria Tables – 25 (see B2 form for additional 25 for a total replacement of 50 tables)	\$ 25,000	\$ 5,000	\$ 20,000	SHS Capital Outlay
2	Senior High School	1404 – Classroom Projectors – 36 rooms (12 projectors/year – see corresponding B2 Form)	\$ 12,500		\$ 12,500	SHS Budget
3	Senior High School	SHS – AC Circulator Pump	\$ 25,000		\$ 25,000	Facilities if funds available
3	Senior High School	Science Department – Chromebook Cart (30 station) and to include classroom printer	\$ 10,000		\$ 10,000	Tech Budget
4	Senior High School	1514 - New Enclosed Tractor for Snow removal	\$ 20,000	\$ 20,000		
6	Senior High School	1402 - Bleachers in Lower Gym require repair (estimated cost \$9,000) providing a short-term solution. Or replacement (estimated cost \$30,000-\$40,000) offering a long-term, permanent restoration.	\$ 40,000	\$ 40,000		9K REPAIR COST FY17
1	Junior High School	Multi-use flexible adult conference room tables and chairs • 25 chairs • 8 conference room tables	\$ 15,000	\$ 15,000		
2	Junior High School	2 additional Chromebook Carts for classroom use (25 CBs each) o 2 Carts o 50 Chromebooks	\$ 15,000		\$ 15,000	Tech Budget
3	Junior High School	Digital signage/announcement screens within public spaces at the Junior High o 3-4 large screen monitors with digital announcement capabilities and attached software	\$ 12,500		\$ 12,500	Tech Budget
4	Junior High School	Ongoing replacement of classroom mounted LCD projectors that have reached the end of their useful life. Purchasing and installation of approximately 15-20 projectors.	\$ 10,000	\$10,000	TBD	Amy/Andrew discuss

Acton-Boxborough Regional School District

B1 Capital Projects-Requests for FY18-Disposition

Priority	Request	Description	FY18 Projected Cost	Deferred	Funded FY18	Account
5	Junior High School	Office furniture for new administrator <ul style="list-style-type: none"> • Desk • Small round meeting table • Desk chair • Meeting table chairs (3-4) • File cabinet • Bookshelf 	\$ 3,500	\$ 3,500		below threshold for capital
1	Conant	Description of Item(s) Requested: 2 Chromebook Carts, 10 iPads FY'18 Projected Cost – 2 carts of chromebooks \$ 18,000 10 iPads \$ 4,000	\$ 22,000		\$ 22,000	Tech Budget
2	Conant	Office Rennovation	\$ 25,000	\$ 25,000		
3	Conant	Repair of crumbling back wall.	\$ 80,000		\$ 80,000	Capital Budget-Price verify
1	Gates	Copier	\$ 10,000		\$ 10,000	TBD
1	McCarthy-Towne	Rug removal and replace with linoleum tile to match. 12 regular classrooms are left to be done. This item is already on the FY17 spreadsheet.	\$ 30,000	\$ 30,000		FACILITIES DVLP REPLACEMENT CYCLE
2	McCarthy-Towne	Purchase of new risers.	\$ 15,000	\$ 15,000		
3	McCarthy-Towne	Room reconfiguration within existing spaces.	\$ 25,000	\$ 25,000		
4	McCarthy-Towne	Purchase of a new copy machine.	\$ 10,000		\$ 10,000	Admin-lease
2	Merriam	photocopier (RICOH)	\$ 8,897		\$ 8,897	Admin-lease
1	Merriam	Soundproof wall dividing the computer lab in half	\$ 15,000	\$ 15,000		
1	Blanchard	Seven (7) rooms of carpeting: 235, 237, 239, 118, 101, 245, 251.	\$ 21,000	\$ 21,000		FACILITIES DVLP REPLACEMENT CYCLE
2	Blanchard	Twenty-four (24) windows.	\$ 23,000	\$ 23,000		JD REVIEW NEED WITH DANA
3	Blanchard	One (1) Card reader, controller, strike, and a camera at door #14.	\$ 6,000		\$ 6,000	FACILITIES-SECURITY BUDGET
GRAND TOTAL			\$ 594,397	\$ 284,500	\$ 309,897	

FY18 Budget Personnel Requests

Description	FTE	FY18 Salary	Health Ins	Total FY18 Cost	FTE's Reduced	Offsets	Offset Savings	Total FY18 Cost
Elementary Schools Psychologist - .4 Douglas .2 Preschool	0.60	\$50,000	\$20,000	\$70,000		Preschool Contract	-\$15,000	\$55,000
Elementary English Language Teacher	1.00	\$55,000	\$20,000	\$75,000				\$75,000
Additional Groundsperson	1.00	\$65,000	\$20,000	\$85,000	-0.50	Seasonal Grounds & .5 security	-\$34,000	\$51,000
Strings (Continuation of last year's .4)	0.20	\$12,500	\$20,000	\$32,500				\$32,500
HS Social Worker	0.40				-0.40	Two .2 department sections		\$0
HS Social Worker	1.00	\$75,000	\$20,000	\$95,000				\$95,000
Convert 1.0 JH Dept Ldr to 1.0 Assistant Principal	1.00	\$0		\$0	-1.50	Five .2 JH Dept. Ldrs; JH Admin Support		\$0
Elementary Special Ed ETL	1.00	\$85,000	\$20,000	\$105,000		Admin Asst Contract Svcs	-\$35,000	\$70,000
Expand Pathways to second classroom (1 teacher, .2 speech)	1.20	\$65,000	\$20,000	\$85,000				\$85,000
Athletics - add assistant coaches		\$27,000		\$27,000				\$27,000
Move 1 Preschool Assistant to revolving account					-1.00			(\$32,000)
Move 1 2nd shift custodian to Community Ed	-1.00							(\$61,000)
Move health insurances to revolving accounts where staff is charged								(\$100,000)
GRAND TOTAL	6.40	\$434,500	\$140,000	\$574,500	-3.40	3.0	-\$84,000	\$297,500

DEFERRED Requests

Two special educators to complete 3rd learning center in each elementary school (Conant & McT).	2	\$110,000	\$40,000	\$150,000		Possibly reduce Special Ed assistants		TBD
JH EL Teacher	0.40	\$22,000		\$22,000		DEFER		\$22,000
HS EL Teacher	0.40	\$22,000		\$22,000		DEFER		\$22,000
2nd Elementary Special Ed ETL	1.00	\$85,000	\$20,000	\$105,000		DEFER		\$105,000
Elementary Office Support - 15 hr asst per school	3.00	\$67,000		\$67,000				\$67,000
Phys Ed/Health	0.50	\$27,500		\$27,500		DEFER		\$27,500
One Elementary Literacy Specialist	1.00	\$65,000	\$20,000	\$85,000		DEFER		\$85,000
6-8 STEM Curriculum Coach	1.00	\$65,000	\$20,000	\$85,000		DEFER		\$85,000
6-8 Humanities Curriculum Coach	1.00	\$65,000	\$20,000	\$85,000		DEFER		\$85,000
Elementary Curriculum Coaches	TBD							TBD
Behavioral Specialist (BCBA)	0.40	\$26,000						\$26,000

FY18 Budget Development
Detailed Descriptions of New Personnel Requests - 12/9/16

0.6 School Psychologist Position

Proposed By: Chris Whitbeck, Pam Smith, and Joe Gibowicz

Description of the position

- This part-time school psychologist addition would be assigned 0.4 FTE at Douglas Elementary School (where there is currently a 0.4 FTE school psychologist) and 0.2 FTE assigned to our Early Childhood Program.
- Under the direction of the school principal, Early Childhood Director, and Student Services, the school psychologist will provide services to help children make gains academically, socially, emotionally and behaviorally. This professional collaborates with educators, parents, teachers, staff, and other providers to create safe, healthy and supportive learning environments and strengthens connections between home, school, and the overall community for students.

What impact and benefits the addition of the position will have for students/staff.

- This additional part-time position would provide more opportunities to develop and sustain multi-tiered systems of support (MTSS), provide more inclusive supports for all students, and implement evidence-based strategies to support students.
- With a designated school psychologist for early childhood, we will not have to contract for special education evaluations, which we are currently doing. Additionally, this professional would work with the preschool teachers to provide preventative, proactive supports for preschool, including social group opportunities, classroom observation and data collection, and implementation of other evidence-based practices for our 3-5 year-old population.

What, if any implications are there if the position is not funded within the FY18 budget.

- We would need to continue extensive contractual services with area psychologists for required special education evaluations at the elementary and early childhood level.

If applicable, an explanation for any re-organization that you will complete to help pay for/offset the additional costs.

- This would defray current costs for contracted services for testing at the early childhood level.

1.0 English Language Education (Emergent Bilingual) Teacher Position

Proposed By: Dawn Bentley, Damian Sugrue, Roberto Soto-Garcia

Description of the position

- This position would be an additional Emergent Bilingual (formerly English Language Education) teacher for Luther Conant Elementary, where the caseload, including students who are former limited-English proficient, is 79 students.
- Under the direction of the school principal and Student Services, this additional position would support the student caseload at Conant.

What impact and benefits the addition of the position will have for students/staff

- This position would provide the required opportunities for students to practice emerging language skills within a smaller peer group, support emotional/behavioral issues through increased engagement, and provide additional direct instruction for students.

What, if any implications are there if the position is not funded within the FY18 budget

- Students receiving emergent bilingual supports at Conant will continue not receiving the level of services they need.
- Department chairperson time will continue to be compromised, which will impact our ability to create necessary curriculum units, complete grant applications in an efficient manner, and implement the Emergent Bilingual program across the district.

1.0 Groundperson

Proposed By: J.D. Head

Description of the position

The Facilities and Transportation Department is requesting the addition of a 2nd shift Groundsperson position. This employee would work later in the day to extend the coverage of the Grounds support group. The shift times have yet to be determined as we need to find the most ideal hours that maximize daylight hours during all seasons and provide support to evening AB athletic events. The position roles and responsibilities will mirror that of the existing Groundsperson position but generally will comprise of landscaping, solid waste collection and removal, snow and ice removal, ABRSD event coverage as needed, provide Facilities support and coverage as directed, and other Facilities work orders as assigned.

What impact and benefits the addition of the position will have for students/staff

The greatest, most noticeable, impact will be in the general capacity to increase the level of service related to landscaping around buildings. Historically, the fine landscaping adjacent to buildings has largely been organized by volunteer groups and committees. It would be our intention to try and do much more of this work related to planning and maintaining landscaping beds and beautification projects adjacent to the school buildings. Additionally, we will be able to increase the frequency in which we get into the playgrounds for routine maintenance and off the beaten path areas for litter pick up and garbage removal. Financially we hope that we can save the Athletic Department some money related to overtime expenditures related to Grounds support for games. There may also be opportunities to positively impact other ABRSD budget centers by finding slight reductions in other various overtime expenditures.

What, if any implications are there if the position is not funded within the FY18 budget

If the position is not funded then the status quo will remain as it relates to current levels of service related to the above mentioned roles and responsibilities.

If applicable, an explanation for any re-organization that you will complete to help pay for/offset the additional costs

There is some financial off-set related to this position. Funding this position will allow the Facilities Department the flexibility to not hire one of two seasonal groundsmen we currently hire annually, resulting in about \$19,000 in savings. Additionally, we plan to reduce a .5 fte in the current security office, resulting in an estimated \$11,000 in savings. Finally, the District will see a reduction in some overtime savings. This number is hard to estimate because it is really driven by event type, quantity, and timing as well as the winter weather. I believe an educated guess would be in the range of \$5,000 to \$10,000. The total off-set here would be estimated at \$35,000 to \$40,000.

1.4 School Social Worker (1.0 increase, 0.4 internal)

Proposed By: JoAnn Campbell and Dawn Bentley

Description of the positions:

- One position is an expansion of an existing high school social work position from a 0.6 to a 1.0 FTE, which will be realized with internal reductions. The second position (1.0 FTE) is a new position request.
- The high school social workers will provide direct service to students with personal, emotional, mental health and substance abuse issues that extend beyond the scope of the school counselor, often working in conjunction with outside providers.
- In addition, he/she will support students with 504 plans who have an emotional/mental health-related diagnosis, support students experiencing a personal crisis, facilitate groups, suggest wraparound supports for families who are struggling, collaborate and consult with appropriate school personnel around the needs of students, and serve as a member of the Student Support Team.
- The School Social Worker will also serve as a liaison with community agencies and other resources to meet student needs, referring parents and students when necessary.
- As a member of the Counseling Department, he/she will report directly to the Chairperson for Counseling and Psychological Services.

What impact and benefits the addition of the position will have for students/staff

- The addition of these positions will have a significant, positive impact on the mental health supports available to our high school students.
- The school social workers will provide additional counseling support to at-risk and vulnerable students, offer consultation opportunities to counseling staff, faculty and families, and serve as a liaison with community agencies and other resources to meet varied student needs.
- These additional positions will allow counseling staff to:
 - Provide more support to a wider range of students including increased student meetings
 - Continue to educate students on mental health-related issues and post-secondary planning
 - Ensure that psychologists complete their evaluations and meet with eligible students as outlined by their Individualized Educational Programs (IEPs)

What, if any implications are there if the position is not funded within the FY18 budget

- Given that the high school is funding a portion of this staffing request internally (0.4 FTE), we will not be able to fund any additional positions. The second (1.0 FTE) school social worker position will not be possible if it is not funded within the FY18 budget.

If applicable, an explanation for any re-organization that you will complete to help pay for/offset the additional costs.

- The high school will reduce 0.4 FTEs in two departments (overages) to round out the existing 0.6 FTE school social worker position to full time.

Assistant Principal Position at the Junior High School (cost neutral reorganization)

Proposed By: Andrew Shen

We are proposing to add a third Assistant Principal to the JH Administrative team. This position would *replace* the current leadership model that currently includes five full-time teachers who each hold an additional .2 Administrative FTE and supervise and evaluate 40 staff members. We would still have staff members serve as Department Coordinators to provide department based leadership and support of curriculum development, programming, and operational tasks.

This proposed change is cost neutral. We would pay for this position by the savings from the five .2 administrative FTEs that are currently given to the department leaders, along with consolidating a number of admin stipends and salaries (including, but not limited to MCAS coordination, Athletic Director stipend), which would be incorporated into the distribution of roles amongst the administrative team.

We see this as a necessary shift for the following reasons:

- Having teachers who have a full teaching load also assume the growing body of responsibilities associated with leadership and supervision is not sustainable and does not allow for their teaching or their leadership to be at its best
- With current and upcoming retirement of department leaders, I am concerned that there may not be staff members who are either interested or have the requisite skill set to take on the leadership position as currently constructed
- We see benefits to removing supervision and evaluation responsibilities from those who also serve as full-time teachers (and colleagues of those being evaluated)
- This allows us to create a right-sized department coordinator position that can be filled by department members, and where they can appropriately focus more on curriculum development and implementation of District initiatives and efforts related to improving student learning
- This new admin leadership model takes current administrative FTEs and consolidates them in a position that enables us to provide additional support to students and families

If the position is not endorsed for next year we will have to maintain the current leadership model. In Departments where current department leaders are retiring or are stepping down, we will be without viable options for the leadership and evaluation work that needs to be accomplished in that department. It is unclear at this time how those needs will be met. Additionally, our efforts to devote additional attention to curriculum development will likely need to be delayed.

1.0 Elementary Education Team Leader

Proposed By: Dawn Bentley, Pam Smith, and Lynne Laramie

Description of the position

- This position would coordinate special education services for Merriam and McCarthy-Towne, and collaborate with our Elementary Special Education Coordinator.

What impact and benefits the addition of the position will have for students/staff

- This person would work closely with our Out of District Coordinator and Special Education Director to examine gaps in our existing special education continuum of services to so that we can begin to build programs within the district to bring some of the students we are currently sending out of district back.

What, if any implications are there if the position is not funded within the FY18 budget

- We cannot work on any substantial program development, enhance our current services and programs, or provide leaders and teachers appropriate supports with our Special Education Director serving as the elementary coordinator for two buildings that house some of our most restrictive programs.

If applicable, an explanation for any re-organization that you will complete to help pay for/offset the additional costs.

- Currently, we contract for coordination for students who are placed out of district in preschool and elementary school. This contract time would be eliminated with the addition of this position.

1.0 Pathways Program Special Education Teacher

Proposed By: Dawn Bentley, Pam Smith, and Lynne Laramie

Description of the position

- In FY17, the district created a substantially separate specialized autism program for a cohort of students transitioning from early childhood to kindergarten to support their needs in the district and avoid placement in out of district programs.
- Currently, our Pathways program is supporting eight kindergarten students, one first grader, and one second grader, and we have had to allocate an additional 1.0 teacher assistant to the Pathways program for additional support.

What impact and benefits the addition of the position will have for students/staff

- The intention of this program expansion would be to continue to provide students in Pathways with high-quality, specially designed instruction to meet their unique, intensive needs.

If applicable, an explanation for any re-organization that you will complete to help pay for/offset the additional costs

- It is our intention to consider whether neighboring districts have a few students who would be appropriate for this program, and whether they would be interested in paying tuition for students to attend.

0.2 Pathways Program Speech Language Pathologist

Proposed By: Dawn Bentley, Pam Smith, and Lynne Laramie

Description of the position

- In FY17, the district created a substantially separate specialized autism program for a cohort of students transitioning from early childhood to kindergarten to support their needs in the district and avoid placement in out of district programs.
- Because the caseload in Pathways is significantly more (10) than anticipated (6), speech therapy needs are substantially greater than projected for FY17.

What impact and benefits the addition of the position will have for students/staff

- The current speech language pathology caseload assigned to the Pathways program is stretched beyond capacity.

If applicable, an explanation for any re-organization that you will complete to help pay for/offset the additional costs

- N/A

Assistant Coaches

Proposed By: Athletic Director Steven Martin

Description of the position

These are assistant coaches for 1/3 of our sports as this request has been spread out over three years. This first year would include Boys and Girls Basketball, Boys and Girls Soccer, and Softball and Baseball teams.

What impact and benefits the addition of the position will have for students/staff

The impact of these would be a more safe environment as we do not have any coaches in place for these varsity teams. There would be less pressure for outside booster clubs to raise money to pay assistant coaches. This would make it more equitable as some booster clubs are able to raise more funds than others and having this paid by the district would even off those situations.

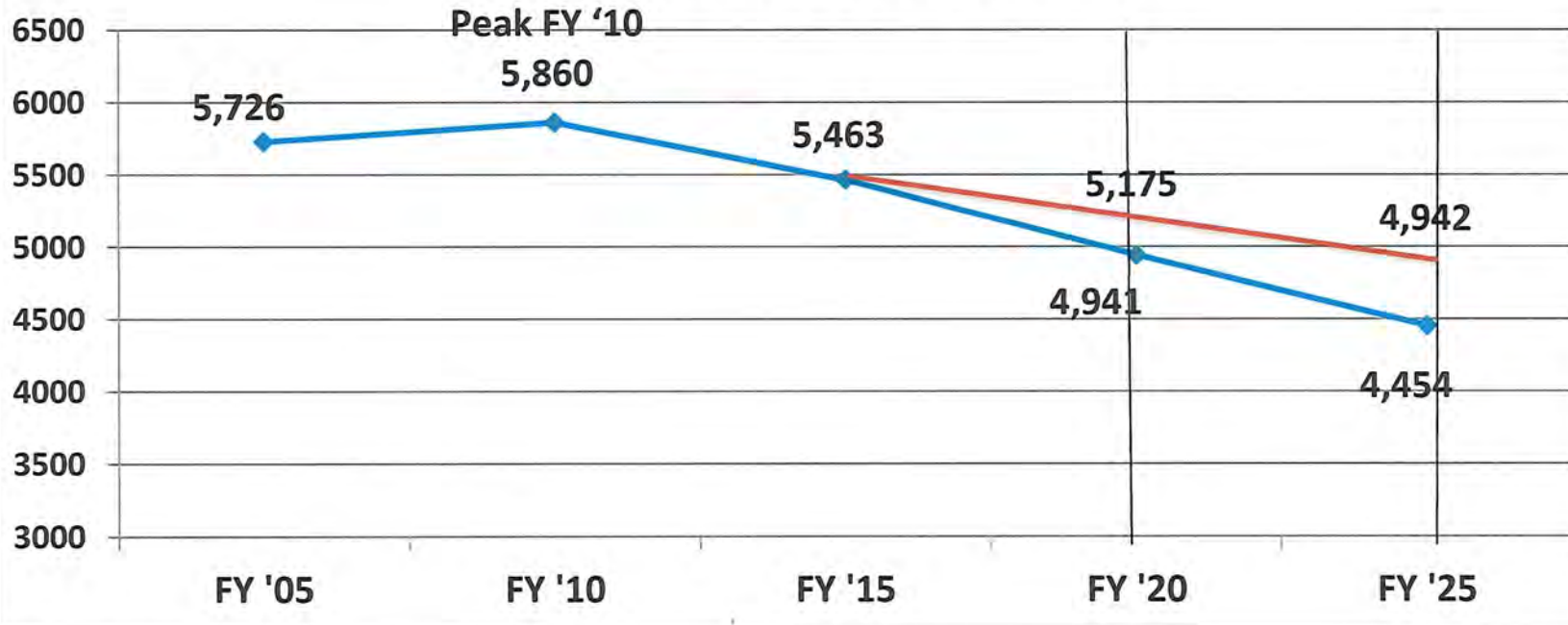
What, if any implications are there if the position is not funded within the FY18 budget

The impact is that we would continue to have an imbalance of money being paid to different coaches by outside booster clubs.

Enrollment Trends
Classroom Sections
And
High Needs Students

Students With Disabilities
English Language/Emerging Bilingual
Economically Disadvantaged

Acton-Boxborough Regional School District K-12 Enrollment FY '05 - FY '25



FY '17 to FY '18 Enrollment Projection

2016-2017							2017-2018						
	Oct 1	Choice & Staff	Total Oct 1	Sections	Class Size	Yr to Yr Chnge		Oct 1 Proj	Choice & Staff	Total Enrolled Oct 1	Sections	Class Size	Yr to Yr Chnge
K	323	7	330	16	20.6	31	K	292	6	298	16	18.6	-32
1	320	4	324	16.5	19.6	-33	1	355	7	362	17	21.3	38
2	365	7	372	16.5	22.5	0	2	334	4	338	17	19.9	-34
3	388	9	397	17	23.4	4	3	386	7	393	17	23.1	-4
4	404	8	412	18	22.9	7	4	397	9	406	17	23.9	-6
5	403	11	414	18	23.0	-29	5	409	8	417	18	23.2	3
6	456	10	466	19	24.5	13	6	414	11	425	18	23.6	-41
	2659	56	2715	121	22.4	-7		2587	52	2639	120	22.0	-76

Budgeted one extra section in FY '18 for 3rd or 4th grade depending on enrollment.

Tentative Plan for 2017-2018 Classroom Sections
Based on Enrollment Projections
Sections may shift depending on actual students enrolled
2016-2017

	Blanchard	Conant	Douglas	Gates	McT	Merriam	Total	Students	Ave Class Size
K	3	3	2	2	3	3	16	330	20.6
1	2.5	2	3	3	3	3	16.5	324	19.6
2	2.5	2	3	3	3	3	16.5	372	22.5
3	2	3	3	2	3	4	17	397	23.4
4	3	4	3	2	3	3	18	412	22.9
5	3	3	3	3	3	3	18	414	23.0
6	3	3	3	3	3	4	19	466	24.5
Totals	19	20	20	18	21	23	121	2715	22.4

2017-2018

	Blanchard	Conant	Douglas	Gates	McT	Merriam	Total	Students	Ave Class Size
K	3	3	2	2	3	3	16	298	18.6
1	3	3	2	3	3	3	17	362	21.3
2	3	2	3	3	3	3	17	338	19.9
3	3	2	3	3	3	3	17	393	23.1
4	2	3	3	3	3	4	18	406	22.6
5	3	4	3	2	3	3	18	417	23.2
6	3	3	3	3	3	3	18	425	23.6
	20	20	19	19	21	22	121	2639	21.8

One extra section is budgeted for potential 3rd or 4th grade. Classrooms may shift schools depending on enrollment.

Dec 9 2016

4 of 9

Students Receiving Special Education Services

	FY11	FY12	FY13	FY14	FY15	FY16	FY17
DESE Adjusted Enrollment	6065	5964	5943	5878	5750	5713	TBD
Total Students with Disabilities	861	889	931	931	979	968	948
Total Out of District	88	84	80	85	95	95	93
% SWD	14.2%	14.9%	15.8%	16.4%	17%	16.9%	TBD

October 1 Numbers

Students with Individualized Education Programs (IEPs)

*Based on October 1, 2016 Count Data**

GRADES (SCHOOL)	# OF STUDENTS WITH AN IEP
Pre-K (Carol Huebner Early Childhood Program)	46
Grades K-6 (Blanchard, Conant, Douglas, Gates, McCarthy-Towne, Merriam)	450
Grades 7-8 (RJ Grey Junior High)	141
Grades 9-12 (ABRHS)	218
Ages 3-22 (Out of District)	93
TOTAL:	948

**These numbers are based on the October 1, 2016 count. Subject to change once DESE publishes final counts.*

Students Receiving English Language/Emergent Bilingual Services

School	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Total
Blanchard	3	5	3	2	0	2	15
Conant	20	7	21	17	0	0	65
Douglas	6	4	4	9	9	0	32
Gates	10	7	11	9	4	0	41
McCarthy-Towne	6	6	10	6	3	1	32
Merriam	10	4	5	5	2	0	26
RJ Grey	3	4	4	5	1	0	17
ABRHS	4	0	7	5	3	0	19
TOTAL:							247

12/1/2016

Students Receiving English Language Education

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Student receiving English Language Education	85	104	123	144	162	187	222	247

October 1 Numbers except for FY17 which is December 1, 2016.

Students Receiving Free and Reduced Lunch

	FY '11 %	FY '12 %	FY '13 %	FY '14 %	FY '15 %	FY '16 %	FY '17 %
Elementary K-6	2.60	4.04	3.36	5.86	6.08	7.49	9.94
Secondary 7-12	2.51	3.78	4.01	4.43	6.26	5.90	7.78
Overall K-12	2.55	3.90	3.72	5.07	6.17	6.69	8.85



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

FY'18 SUPERINTENDENT'S PRELIMINARY BUDGET REQUEST

School Committee Meeting
December 15, 2016

2

FY'18 Budget- Superintendent Preliminary Budget

- | | |
|--------|---|
| Dec 1 | FY18 Budget Presentation #1
Setting the Stage – Goals and Budget Drivers
Class Size Reports – Elementary; Jr. High; ABRHS
Revolving Accounts and Fees – All Day K; PreK; ODP,
Athletics |
| Dec 15 | FY18 Budget Presentation #2
Superintendent's Preliminary Budget Request
Overall Budget and Assessment Increases
Revolving Accounts and Fees –Community Ed |
| Jan 12 | FY18 Budget Presentation #3
Superintendent's Recommended Budget
Departmental Presentations
Revolving Accounts and Fees –School Lunch
Detailed Line Item Budget |
| Jan 21 | Budget Saturday and Preliminary Budget Vote |

3

FY'18 Budget Priorities

At the December 1st ABRSD School Committee we outlined the following budget priorities:

1. Prioritize the social and emotional learning needs (SEL) of our increasingly diverse and complex student body.
2. Finalize plans and begin implementation of short, medium, and long term capital needs.
3. Review PreK-12 class sizes and caseloads based on updated enrollment projections. Make staffing adjustments as necessary to meet guidelines for class size and caseload ranges.

4

FY'18 Preliminary Budget - Summary

	TOTAL	Acton	Boxborough
FY'18 Total expenditures	\$86,544,989	\$73,558,453	\$12,986,536
Without MMT Program @\$190K	\$86,354,989	\$73,397,124	\$12,957,865
FY'18 Revenues & E&D	\$16,553,651	\$14,055,705	\$2,497,946
FY'18 Assessment	\$69,991,338	\$58,287,909	\$11,703,430
Without MMT Program	\$69,801,338	\$58,129,750	\$11,671,588
FY'17 Assessment	\$67,050,245	\$55,547,097	\$11,503,148
FY'18 Assessment Increase	\$2,941,093	\$2,740,812	\$200,282
FY'18 % Assessment Increase	4.38%	4.93%	1.74%
Without MMT Program	4.10%	4.65%	1.46%

5

FY'18 Preliminary Budget Overview (Compared to FY17 Budget)

- State aid is increasing 3.4%
(Increase over 17 Projection only 1%,
FY 17 Budgeted lower Ch. 70 than final amount voted in June)
- E&D Usage held steady at \$200,000
- Expense budget increase:

Shift of Minuteman program cost from towns budgets	0.23%
All other costs	<u>3.95%</u>
Total	4.18%

This budget is preliminary; continued "fine tuning" on-going

6

FY'18 Revenues – Assumptions until Governor Budget Released 1/25/17

- State aid: Ch. 70 increase at \$25 per pupil
- Regional Transportation: Assume 70% reimbursement of FY17 costs for students > 1.5 miles
- Regional Bonus Aid: (Year 4 of 5) Bonus for expanding region-declining yearly- Decline from \$74K to \$49K
- Medicaid Revenues \$100,000

All above items subject to update when additional data is available

FY'18 Revenues - detail

Acton Boxborough Regional School District Revenues and Funding Sources							
	12/15/2016						
	FY'15 Actual	FY'16 Actual	FY17 Budget	FY18 Budget	Inc (Dec) FY18	%	Change
CHAPTER 70 AID	14,254,476	14,393,076	14,531,276	14,833,821	302,545		2.1%
SCHOOL CHOICE ASSESSMENT	(118,465)	(99,055)	-	-	-		
CHARTER SCHOOL ASSESSMENT	(373,438)	(392,870)	-	-	-		
SPECIAL EDUCATION ASSESSMENT	(12,398)	(311)	-	-	-		
REGIONAL TRANSPORTATION	1,353,855	1,430,719	1,190,000	1,345,826	155,826		13.1%
REGIONAL TRANSPORTATION REVOLVING	-	-	-	-	-		
REGIONAL BONUS AID	136,900	106,520	74,000	49,000	(25,000)		-33.8%
CHARTER SCHOOL REIMBURSEMENT	25,810	42,958	27,683	25,004	(2,679)		-9.7%
Total State Aid, Net	15,266,740	15,481,037	15,822,959	16,253,651	430,692		2.72%
EARNINGS ON INVESTMENTS	14,876	28,642	-	-	-		
MISCELL REVENUE	111,831	42,341	-	-	-		
MEDICAID REIMBURSEMENT	48,109	186,762	-	100,000	100,000		
Total Revenues	15,441,556	15,738,782	15,822,959	16,353,651	530,692		3.35%
REGIONAL ASSESSMENT-ACTON	49,690,147	53,171,008	55,547,097	58,287,909	2,740,812		4.93%
REGIONAL ASMNT - BOXBOROUGH	10,594,579	11,120,240	11,503,148	11,703,430	200,282		1.74%
ADDTL MCRS ASSESSMENT-ACTON	384,255	-	-	-	-		
ADDTL MCRS ASMNT - BOXBOROUGH	67,042	-	-	-	-		
Total Assessments	60,736,023	64,291,248	67,050,245	69,991,338	2,941,093		4.39%
PREMIUMS ON LOANS	658	6,868	-	-	-		
TRANSFER FROM E&D	300,000	200,000	200,000	200,000	-		0.00%
TOTAL BUDGET	76,478,237	80,236,897	83,073,204	86,544,989	3,471,785		4.18%
Reclass Revenue offsets to Expenditures	504,301	492,236	-	-	-		
Restated Total Budget	\$76,982,538	\$80,729,133	\$83,073,204	\$86,544,989	\$3,471,785		4.18%

Excess & Deficiency (E&D)

FY	ABRSD Budget	E&D	% of Budget
2010	\$ 36,858,436	\$ 1,545,953	4.2%
2011	\$ 38,228,410	\$ 1,714,317	4.5%
2012	\$ 38,502,351	\$ 2,238,394	5.8%
2013	\$ 39,114,804	\$ 1,892,727	4.8%
2014	\$ 41,571,900	\$ 1,510,041	3.6%
2015	\$ 76,455,123	\$ 1,072,454	1.4%
2016	\$ 79,749,882	\$ 1,950,365	2.4%
2017	\$ 83,073,204	\$ 2,738,661	3.3%

** FY12 returned \$313K to towns
FY16 & 17 voted to use \$200,000*

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FY'18 Expenditures- What drives the 4.2% Increase

- FY18 Budget increases 3.26% with Salaries and Fringe Benefits
- School is a personnel driven organization, and these two categories together comprise 79% of the FY18 Budget.

Major Categories of budget	FY17	FY18	FY18 v. FY17B		budget increase
	Revised Budget	12/12/2016 Prelim Budget	Increase (Decrease) \$	%	
Total Salaries	52,212,397	54,180,713	1,968,316	3.77%	2.37%
Total Fringe, including OPEB	13,735,542	14,485,194	749,652	5.46%	0.90%
Total Special Education tuition & transportation	7,110,212	7,192,585	82,373	1.16%	0.10%
Total Capital outlay and debt service	2,461,277	2,933,291	472,014	19.18%	0.57%
Tuition Assessments & MMT program - 48	576,658	766,658	190,000	32.95%	0.23%
All other	6,977,118	6,986,548	9,430	0.14%	0.01%
Total Expenditures:	\$83,073,204	\$ 86,544,989	\$ 3,471,785	4.18%	4.18%

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FY'18 Budget Significant Increases as compared to FY'17

Category	FY17 Budget	FY18 Budget	Increase \$	Increase %
Workers Compensation Insurance	\$295,000	\$620,000	\$325,000	110%
Middlesex County Retirement	\$2,086,065	\$2,361,928	\$275,863	13%
OPEB Trust Contribution	\$800,000	\$900,000	\$100,000	12.5%
Capital projects	\$273,000	\$714,750	\$441,750	162%
Minuteman Program Assessment	\$ -0- (assessed to Towns directly)	\$190,000	\$190,000	n/a

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FY'18 Budget

Benefits and related costs +5.46%

- Health insurance assumes 5% rate increase-
Rate adjustment usually known in February
- Middlesex County Retirement increases 13% to
\$2,361,065 (final # due this week)
- OPEB funding increases 12.5% from \$800,000 to
\$900,000 according to plan

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FY'18 Budget

Special Education Tuition and Transportation +4.6%

- Tuitions:
 - For known students with 1.83% OSD rate
increase assumed for both CASE & Private
 - CASE Collaborative rates not set –Vote in
January; now expect 4.85% increase
 - Circuit Breaker offset estimated at 68% of
projected FY17 costs
- Transportation:
 - CASE Assessment-Preliminary estimate level
funded; now expect slight increase

FY'18 Budget

Debt Service – Decreases 1.6%

Debt Service:

- As scheduled \$1,903K for Jr. High, Sr. High and Lower Fields –decreases 1.6% or \$30K
- Continued \$25K contribution from FOLF
- All Elementary School Debt held and paid by Towns, but passed through the assessment calculation
- No new borrowings planned

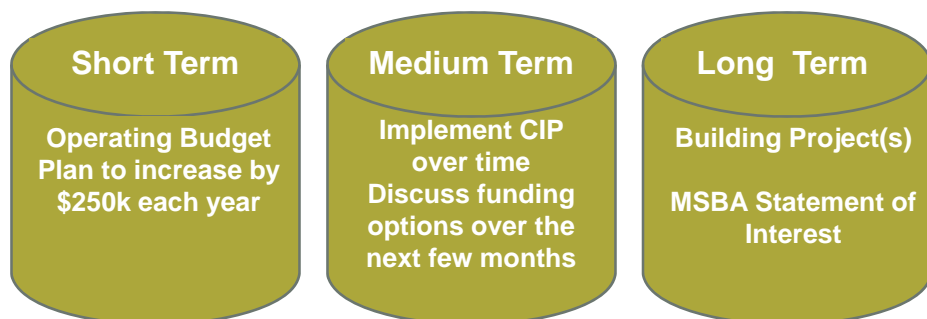
FY'18 Budget – Future Debt Service

Fiscal Year	Acton	Boxborough	Regional	Total
2016	\$ 711,996	\$ 227,797	\$ 1,920,743	\$ 2,860,535
2017	\$ 680,396	\$ 212,843	\$ 1,959,218	\$ 2,852,456
2018	\$ 666,996	\$ 190,563	\$ 1,928,718	\$ 2,786,276
2019	\$ 661,546	\$ 129,174	\$ 1,897,518	\$ 2,688,237
2020	\$ 649,296	\$ 125,394	\$ 1,886,218	\$ 2,660,907
2021	\$ 635,508	\$ 116,714	\$ 1,883,118	\$ 2,635,340
2022	\$ 575,209	\$ 108,099	\$ 1,882,818	\$ 2,566,126
2023	\$ 512,994	\$ 104,590	\$ 1,880,118	\$ 2,497,701
2024	\$ 93,909	\$ 97,046	\$ 1,805,018	\$ 1,995,973
2025	\$ 16,116	\$ 93,579	\$ 1,740,318	\$ 1,850,012
2026	\$ 15,797	\$ 90,094	\$ 110,618	\$ 216,508
2027	\$ 15,478	\$ 18,266	\$ 108,465	\$ 142,209
2028	\$ 15,159	\$ 17,926	\$ 106,181	\$ 139,267
2029	\$ -	\$ 17,586	\$ -	\$ 17,586
2030	\$ -	\$ 10,225	\$ -	\$ 10,225

Capital Planning - Objective

- Maintaining the infrastructure of our eight (8) facilities and all of our campus space is critical.
- The district will continue with its ongoing efforts to maintain and improve the condition of our buildings, technology and overall learning environments.
- Within the FY'18 budget, there is a commitment to increase the funding for short term capital needs

FY'18 Budget – Capital Planning Approach



FY'17 Capital Budget – Plan and revision

Location	Description	FY'17 Estimate	FY'17 Revised
Superintendent	Existing Conditions Study – Phase 2	\$120,000	\$ 50,000
Conant	North Corner of Building heaving	\$ 75,000	\$ -
Junior High	Furnish and equip 2 new learning centers	\$ 18,000	\$ 18,000
High School	Begin Concrete replacement	\$ 25,000	\$ 135,000
Blanchard	HVAC Controls	\$ 25,000	\$ 25,000
High School	Hot Water Heaters-accelerated need	\$ -	\$ 35,000
McTowne	Carpet program -replacement with tile	<u>\$ 10,000</u>	<u>\$ 10,000</u>
	TOTAL CAPITAL BUDGET	<u>\$273,000</u>	<u>\$ 273,000</u>

FY'18 Capital Plans – Process

1. Requests submitted annually with budgets from any Administrator (B-1 Form)

- Reviewed by Director of Facilities and Director of Technology and Superintendent
- Reviewed by Director of Finance for possible other funding sources

2. School Leadership Team review of items requested for FY18 only

3. Superintendent decision for funding within increased Capital Budget of \$714K

Departmental Capital Requests for FY18	TOTAL
TOTAL REQUESTS	\$589,397
Funded in department budgets	\$229,897
Funded in Capital Budget	\$75,000
Deferred requests	\$284,500

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FY'18 Capital Budget – Preliminary Plan

Location	Description	FY'18 Estimate
* Blanchard	Boilers and Pumps	\$189,750
Conant	North Corner of Building heaving	\$ 75,000
* Junior High	Leary Field Turf replacement	\$ 450,000
	TOTAL CAPITAL BUDGET FY'18	<u>\$ 714,750</u>
	TOTAL CAPITAL BUDGET FY'17	<u>\$ 273,000</u>
* Possible shared funding	INCREASE	<u>\$ 441,750</u>

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FY'18 Budget

Utilities Decrease 3.7% (but increased FY'17 11.9%)

- New Electric rates effective 12/2015 increased 13%
- Slight decrease in rates 12/2016, a lot will depend on capacity charges based on peak consumption
- Heating costs level funded

FY'18 Budget Ongoing Evaluation of Preliminary Items

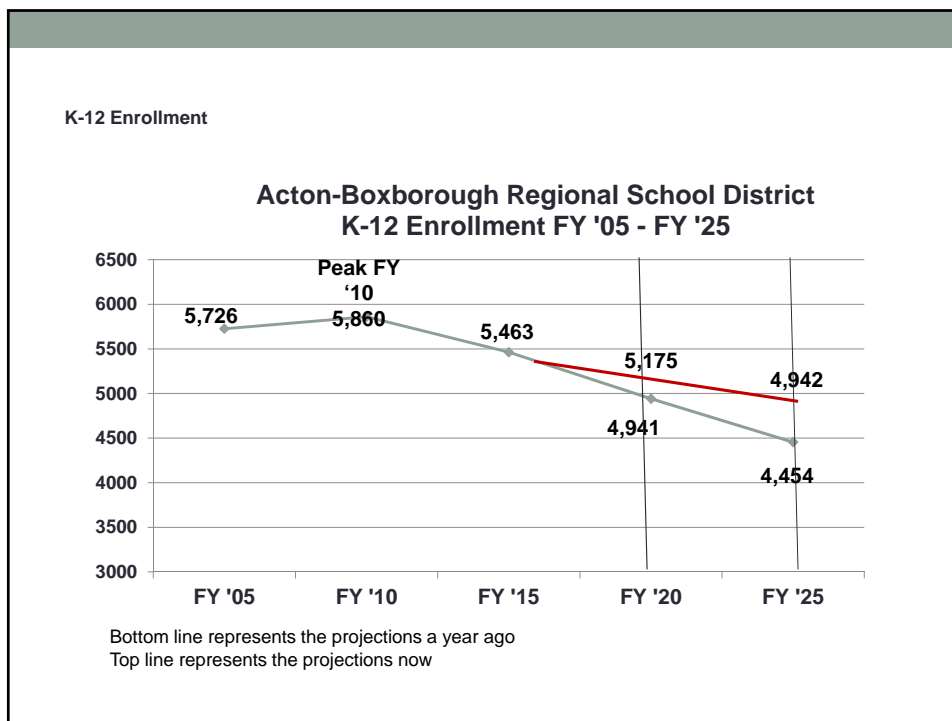
Revenues

- Ch. 70
- Rebate for Blanchard Boiler Project
- Circuit Breaker review (currently assumed at 68%)
- Regional Transportation review (currently assumed at 70%)
- Use of E&D (currently at \$200K)

Expenses

- Choice and Charter School Assessments
- CASE Assessment
- Special education tuitions
- Health Ins Rates voted (5% assumed)
- Retirements finalized (12/15 deadline)
- OPEB Funding level
- Alternative Capital Funding sources

Enrollment and Staffing



Enrollment Trends

- Kindergarten difficult to predict
2016 44 more kindergartners than predicted
2015 23 fewer in Acton and 13 more in Boxborough
- Real estate market and housing turnovers grew dramatically Nov 2015 – April 2016
- Grades 2-4 are growing faster than expected
- August enrollment includes large numbers of students needing English language services

Enrollment and Class Size Planning

2016-2017							2017-2018						
	Oct 1	Choice & Staff	Total Oct 1	Sections	Class Size	Yr to Yr Chnge		Oct 1 Proj	Choice & Staff	Total Enrolled Oct 1	Sections	Class Size	Yr to Yr Chnge
K	323	7	330	16	20.6	31	K	292	6	298	16	18.6	-32
1	320	4	324	16.5	19.6	-33	1	355	7	362	17	21.3	38
2	365	7	372	16.5	22.5	0	2	334	4	338	17	19.9	-34
3	388	9	397	17	23.4	4	3	386	7	393	17	23.1	-4
4	404	8	412	18	22.9	7	4	397	9	406	17	23.9	-6
5	403	11	414	18	23.0	-29	5	409	8	417	18	23.2	3
6	456	10	466	19	24.5	13	6	414	11	425	18	23.6	-41
	2659	56	2715	121	22.4	-7		2587	52	2639	120	22.0	-76

One extra section planned for possible addition to 3rd or 4th grade, depending on actual enrollment

Elementary Classroom Section History

	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Acton	108	107	106	105	104	102	102	101
Boxborough	24	23	22	22	20	18	19	20
Total	132	130	128	127	124	120	121	121

2017-2018 Classroom Section Planning

- Gates and Douglas will have two Kindergartens
McT and Blanchard will have 2 or 3 Kindergartens depending on K enrollment in each town
- We will add a first grade to address class sizes at Gates or McT
- The Blanchard mixed grade 1st/2nd grade will move to a full 2nd grade and a full 3rd grade
- We budgeted one extra class that could be used to address 3rd or 4th grade class sizes

2016-2017 Classrooms by School and Grade

	Blanchard	Conant	Douglas	Gates	McT	Merriam	Total	Students	Ave Class Size
K	3	3	2	2	3	3	16	330	20.6
1	2.5	2	3	3	3	3	16.5	324	19.6
2	2.5	2	3	3	3	3	16.5	372	22.5
3	2	3	3	2	3	4	17	397	23.4
4	3	4	3	2	3	3	18	412	22.9
5	3	3	3	3	3	3	18	414	23.0
6	3	3	3	3	3	4	19	466	24.5
Totals	19	20	20	18	21	23	121	2715	22.4

2017-2018 Classrooms by School and Grade

	Blanchard	Conant	Douglas	Gates	McT	Merriam	Total	Students	Ave Class Size
K	3	3	2	2	3	3	16	298	18.6
1	3	3	2	3	3	3	17	362	21.3
2	3	2	3	3	3	3	17	338	19.9
3	3	2	3	3	3	3	17	393	23.1
4	2	3	3	2	3	4	17	406	23.9
5	3	4	3	2	3	3	18	417	23.2
6	3	3	3	3	3	3	18	425	23.6
	20	20	19	19	21	22	120	2639	21.8

One extra class budgeted to possibly address 3rd or 4th grade class sizes

Students Receiving Special Education Services

	FY11	FY12	FY13	FY14	FY15	FY16	FY17
DESE Adjusted Enrollment	6065	5964	5943	5878	5750	5713	TBD
Total Students with Disabilities	861	889	931	931	979	968	948
Total Out of District	88	84	80	85	95	95	93
% SWD	14.2%	14.9%	15.8%	16.4%	17%	16.9%	TBD

Students Receiving Free and Reduced Lunch

	FY '11 %	FY '12 %	FY '13 %	FY '14 %	FY '15 %	FY '16 %	FY'17 %
Elementary K-6	2.60	4.04	3.36	5.86	6.08	7.49	9.94
Secondary 7-12	2.51	3.78	4.01	4.43	6.26	5.90	7.78
Overall K-12	2.55	3.90	3.72	5.07	6.17	6.69	8.85

Students Receiving English Language Services

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Students receiving English Language Education	85	104	123	144	162	187	222	247

October 1 Numbers except for FY17 which is December 1, 2016.

Students Receiving English Language Education

School	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Total
Blanchard	3	5	3	2	0	2	15
Conant	20	7	21	17	0	0	65
Douglas	6	4	4	9	9	0	32
Gates	10	7	11	9	4	0	41
McCarthy-Towne	6	6	10	6	3	1	32
Merriam	10	4	5	5	2	0	26
RJ Grey	3	4	4	5	1	0	17
ABRHS	4	0	7	5	3	0	19
TOTAL:							247

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Salaries

- Overall, salaries are increasing 3.77%
This includes some new staff
- Teacher Contract expires 6/30/17
Currently in Negotiations
- Office Support and Custodian Contracts
settled through 6/30/19
COLA 1.75% each year
- Support Staff COLA 1.5%

Staffing Priorities included in FY18 Budget

- | | |
|---|----------|
| • School Psychologist
.4 Douglas/.2 Preschool Final year of plan | \$55,000 |
| • English Language Teacher | \$75,000 |
| • Strings – expand from .4 to .6
2 nd year of 3 year plan to add 1.0 strings teacher | \$32,500 |
| • Groundsperson | \$51,000 |
| • 1.4 HS Social Workers
Currently have 0.6 – expand to 2.0
Offset by reduction of two .2 sections | \$95,000 |

Staffing Priorities Included in FY18 Budget

- | | |
|--|------------|
| • Convert JH Department Leader
to Assistant Principal | No cost |
| • Special Ed Team Leader (ETL) | \$70,000 |
| • Expand Pathways to 2 nd Classroom | \$85,000 |
| • Assistant Coaches | \$27,000 |
| Other reductions | -\$193,000 |
| Net Increase including additions
and reductions | \$297,500 |

Staff Additions and Reductions Summary

- | | |
|---|-------------|
| • New Positions salary plus health
FTE 6.4 | \$574,500 |
| • Offsets/Reductions
FTE -3.4 | (\$ 84,000) |
| • Additional Transfers to Revolving
Salary and health to Comm Ed, School Lunch, PreK | (\$193,000) |
| • Net Additions 3 FTE | \$297,500 |

Staffing Priorities Deferred – Not included

- | | |
|--|-----------|
| • Two Elementary Special Educators | TBD |
| • JH/HS English Language Teacher | \$ 44,000 |
| • 2 nd Special Ed Team Leader (ETL) | \$105,000 |
| • Elementary Office Spprt (15 hrs/schl) | \$ 67,000 |
| • HS Phys Ed .5 | \$ 27,500 |
| • Elementary Literacy Specialist | \$ 85,000 |
| • JH Curriculum Coaches | \$170,000 |
| • Elementary Curriculum | TBD |
| • 0.4 Behavioral Specialist | \$ 26,000 |

FY'18 Budget

Questions & Discussion



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: 11/28/2016
Re: Approval of Fees for FY18

Each year we assess the fees charged for the following four programs and present them to you for your approval. These programs are supported by both revenue from fees collected from the users as well as from the appropriated budget, and include Athletics, All Day Kindergarten, Early Childhood Program and the Occupational Development Program.

Please find below a summary of the current fees for these respective programs alongside the proposed FY18 fees for which I am seeking your vote of approval.

<i>Program</i>	<i>Current FY17 Fee</i>	<i>Proposed FY18 Fee</i>	<i>Change</i>
<i>Athletics</i>	\$250 per sport	\$250 per sport	No Change
	\$250 surcharge for hockey, alpine skiing and gymnastics	\$250 surcharge for hockey, alpine skiing and gymnastics	No Change
	\$1000 Family Cap (4 sports)	\$1000 Family Cap (4 sports)	No Change

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
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 978-264-4700 www.abschools.org

<i>All Day Kindergarten</i>	\$4500	\$4500	No Change
<i>Early Childhood Program</i>	\$6,830 All Day \$3,530 Half Day	\$7,070 All Day \$3,650 Half Day	\$240 Increase \$120 Increase
<i>Occupational Development Program (ODP)</i>	\$32,905	\$34,057	\$1,152 Increase

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**Acton-Boxborough Regional School District
Administration Building**

15 Charter Road Acton, MA 01720
978-264-4700 fax: 978-264-3341
www.abschools.org

Office of Student Services

To: Superintendent, Glenn Brand

CC: Director of Finance, Clare Jeannotte
Assistant Superintendent for Student Services, Dawn Bentley

From: Early Childhood Coordinator, Joe Gibowicz

Re: FY18 ABRSD Carol Huebner Early Childhood Program Tuition Recommendation

Date: 11/18/16

For FY18, we are recommending a slight rate increase for the Carol Huebner Early Childhood Program of approximately 3.5%. Despite rising costs due to salary increases, we have not considered a tuition increase since FY14.

The chart below reflects historical tuition rates over the last seven years. Also attached for your consideration is a list of annual tuition costs for local private preschools and comparable public school districts offering similar integrated preschool programs.

Year	FY11	FY12	FY13	FY14	FY15	FY16	FY17	Recommended: FY18
½ Day	\$3000	\$3100	\$3410	\$3530	\$3530	\$3530	\$3530	\$3650
Full Day	\$5810	\$6010	\$6610	\$6830	\$6830 \$5000*	\$6830	\$6830	\$7070

*Boxborough Site Early Childhood 3/4 day program

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	\$3640 10 hrs/ week	N/A
Acton Barn	Private	\$4654 10 hrs/week	N/A
Boxboro Children's Center	Private	\$3950* 9 hrs/week (based on monthly rate)	\$10,000* 30 hrs/wk \$7900* 20 hrs/wk (based on monthly rate)
Infant Toddler Center (ITC)* 3 year olds	Private	\$5231* 11 hrs / week (based on hourly rate)	\$11, 250* 26 hrs / week (based on hourly rate)
Infant Toddler Center (ITC)* 4 year olds	Private	\$5124* 11 hrs / week (based on hourly rate)	\$11, 044* 26 hrs / week (based on hourly rate)
Mt. Calvary Preschool	Private	\$3464 11 hrs/week	N/A

*2015-2016 rate

School District	Public/ Private	Yearly Tuition		Full Day Tuition & Hours	
		Half Day	Days/Hrs		
Acton-Boxborough	Public	\$3530	11 hrs / week	\$6830	26 hrs / week
Concord Public School	Public	\$3500	10 hrs / week	\$7000	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	\$2455	10 hrs / week	N/A	
Marblehead Public School	Public	\$2040	11 hrs/ week	N/A	
Needham Public	Public	\$4200	10 hrs 40 min/week	\$10560	25.5 hrs/week
Reading Public School	Public	\$2800	10 hrs / week	\$6000	24.75 hrs/week
Sudbury Public School	Public	\$4175	10 hrs / week	N/A	
Wellesley Public School	Public	\$3960	11 hrs/ week	\$7680	24 hrs/week
Westford Public School	Public	\$2850	10 hrs / week	\$6350	26.5 hrs / week
Winchester Public School	Public	\$3528	12.5 hrs / week	\$7446	27.5 hrs / week

*2015-16 rates



Acton-Boxborough Regional School District

15 Charter Road • Acton, MA 01720

978-264-4700 • www.abschools.org

MEMO

To: Glenn A. Brand, Ed.D.

From: Dawn G. Bentley, Ed.D.

RE: Acton-Boxborough Regional School District FY18 Special Education Program Tuition Rates

The ABRSD Occupational Development Program (ODP) is located at the Acton-Boxborough Regional High School. ODP provides functional and inclusive education for students with moderate to intensive needs. Aspects of the program include small group instruction and remediation, schedules based on employability and academic needs, and community-based learning and employability training opportunities to support students as they transition to post-secondary opportunities. For many years, neighboring districts have paid tuition for students to attend ODP.

As a public school district, we are required to set tuition rates for our special education programs. The table below documents historical tuition rates, as well as the recommended tuition rate for FY18. A 3.5% increase has been applied to the FY18 tuition rates for both the regular school year and extended school year (ESY) services that reflect anticipated staff salary increases.

	<i>FY10</i>	<i>FY11</i>	<i>FY12</i>	<i>FY13</i>	<i>FY14</i>	<i>FY15</i>	<i>FY16</i>	<i>FY17</i>	<i>FY18</i>
<i>School Year</i>	\$27,965	\$29,965	\$27,965	\$29,243	\$29,243	\$32,258	\$32,258	\$32,905	\$34,057
<i>ESY</i>	*	*	*	*	*	*	\$4500	\$4500	\$4657

**Data unavailable*

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.

Community Education



Budget Presentation
December 15, 2016

Erin O'Brien Bettez
Director

FY16 Revenues \$2,790,040

3 Revolving Funds

- Community Ed Main Fund: \$2,340,894
- Driver Education: \$167,200
- Use of Facilities: \$281,946

Self-Sustaining

- Class registration fees
- Extended Day/Summer Day Program
- Pool/Field House user fees
- Use of Facilities fees

3

Positions Supported by Community Education

- Community Education Office (6)
- District Custodians (5.1)*
- Extended Day (28)
(7 Head Teachers/Staff Leaders, 15 part-time assistant teachers, 6 high school aides/tutors)
- Central Office Staff (4)*
- Driver Education instructors (11)
- Basketball Referees/Timers (50)
- Pool Staff (29)
- A/V support staff (10)
- Summer Day Program Staff (39)
CIT Leader, LIT Leader, 3 "Specialists," 5 Head Counselors, 16 Junior Counselors, 13 Extended Hours Counselors
- Evening Assistants (2) and Saturday Monitors (2)
- Snack Shack (12)
- Independent contractors/vendors who offer classes (100+)

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

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FY16 Community Education Support to the District & Community

• Custodian Salaries	\$ 250,673.00
• Weekend clean up at Lower Fields	\$ 9,844.52
• Finance Staff Support/Central Office	\$ 43,582.83
• Extended Day Gifts to Conant, Gates, McCarthy-Towne	\$ 63,357.22
• Conant Enrichment	\$ 3,478.63
• Gates Enrichment	\$ 5,776.40
• McT Enrichment	\$ 1,503.00
• JH A/V Stipend	\$ 3,500.00
• JH/HS A/V Supplies	\$ 1,350.00
• Fitness Center @ HS Maintenance	\$ 500.00
• New Carpets JH gym lobby	\$ 1,106.50
• Band Surplus	\$ 6,893.56
• Provide Port-A-Potties to users of Leary Field	\$ 2,100.00
• Contributed to new TriCaster Production System at HS TV studio	\$ 2,000.00
• Contributed to Tennis Court maintenance/equipment	\$ 312.59
• Paid for cable/connectors to repair HS Lower Gym Scoreboard	\$ 106.65
• School/Community Auction Donations	<u>\$ 395.00</u>
	\$396,479.90

5

Seeking to replace Marquee...



6

Improvements/Highlights

- More than 10% of the classes in each catalog are NEW
- Extended Day continues to bring in new enrichment activities (e.g. geography club, entrepreneur club, yoga, animation)
- Currently vetting new Use of Facilities Reservation Software School Dude – allows requestors to submit ONLINE requests for space
- Summer School Registration will flow through Comm. Ed. starting in 2017
- Have modified roles of some CE office staff, resulting in better customer service.
- Moved swim registration ONLINE!

7

Challenges

- Downward enrollment affects participation in Comm Ed. programs (fewer customers)
- SPACE limits offerings

8

Goals

- Improve financial analyses of programs
- Continue to watch trends and modify offerings to meet community interests

Intergovernmental Agreement
Between the Minuteman Regional Vocational Technical School District Committee
And the Acton-Boxborough Regional School Committee

This Intergovernmental Agreement is entered into between the Minuteman Regional Vocational Technical School District Committee ("Minuteman RSC" or "Minuteman") and the Acton-Boxborough Regional School Committee ("Acton-Boxborough RSC" or "Acton-Boxborough").

WHEREAS, the Minuteman RSC is the School Committee established pursuant to Massachusetts law for the Minuteman Regional Vocational Technical School District ("Minuteman"), a Regional Vocational School District presently comprised of 16 member towns, including both the Towns of Acton and Boxborough, and;

WHEREAS, the Acton-Boxborough RSC is the School Committee established pursuant to Massachusetts law for the Acton-Boxborough Regional School District, a K-12 school district comprised of the Towns of Acton and Boxborough, and;

WHEREAS, the Town of Boxborough has taken all necessary steps to effectuate its withdrawal from Minuteman, and said withdrawal will be effective July 1, 2017, after which date Boxborough will no longer be a member of Minuteman, and;

WHEREAS, the Acton-Boxborough RSC and the Minuteman RSC desire to enter into an agreement, to provide for the continued provision by Minuteman of a science and technology outreach program for 7th and 8th grade students at the RJ Grey Middle School in Acton, a school operated by the Acton-Boxborough RSC, and the terms on which said program will be provided by Minuteman and billed to Acton-Boxborough;

NOW THEREFORE, the Parties hereto hereby agree as follows:

1. All students in the 7th and 8th grade enrolled at the RJ Grey Middle School will participate in an introduction to engineering program, which shall be provided by Minuteman. Minuteman will provide the teaching staff, supplies, equipment and other resources as required to support one such program at the 7th grade level and one such program at the 8th grade level. Minuteman will be responsible for all curriculum development, preparation and instruction for the program. Acton-Boxborough will provide a suitable program space to accommodate programs in both grade levels.
2. Minuteman will prepare an annual program budget identifying the costs of the program, including but not limited to, teacher salaries and benefit costs, supplies, equipment, and other course-related costs, and will provide said annual program budget to Acton-Boxborough by December 31 of the preceding school year. Minuteman will keep accurate and comprehensive records of services performed and costs incurred in the operation of the program, and will issue an invoice to Acton-Boxborough by October 1 of each school year for the costs of the program, based upon the annual program budget.
3. This Agreement will have an initial term of July 1, 2017 to June 30, 2018, and shall thereafter renew annually for an additional one-year term unless, prior to October 1 of a given year, either School Committee votes to terminate the agreement. In the event that either School Committee

so votes to terminate the agreement prior to October 1, and written notice of said vote is delivered to the other party by October 15, this Agreement will terminate effective the following June 30. It is understood that either party may terminate this agreement in the aforementioned manner for any reason.

For the Acton-Boxborough Regional
School Committee:

Date: _____

For the Minuteman Regional
School Committee:

Date: _____



7.1

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

Marie Altieri
Deputy Superintendent

To: Acton-Boxborough Regional School Committee
From: Marie Altieri, Deputy Superintendent
Date: November 9, 2016
Re: Calendar Survey and Recommendation

A joint teacher and School Committee calendar committee worked through the Spring and Fall of this year with the following goals:

1. Create and implement a survey for parents/guardians and staff to gather feedback about possible school calendar options. Since we were doing a widespread survey, we also included survey questions about the elementary school schedule. We will use those results to inform future discussions about schedules.
2. Review survey results and options for the 2017-2018 school calendar and make recommendations for the School Committee to consider when voting the new school calendar.
3. Review Acton Boxborough Education Association (ABEA) contract language related to the calendar (Article 9.2). If the preferred calendar for 2017-2018 does not match the current contract language, work with the ABEA to see if they will consider a one time side letter agreement to agree on the proposed calendar.

A summary of the survey results as well as the current contract language are attached. After reviewing, the calendar committee is bringing forth the two attached calendar options for 2017-2018. The committee is unanimously recommending Draft #1. This option has the two teacher days scheduled on Wednesday, August 30 and Thursday, August 31. The first day for students is Tuesday, September 5, the day after Labor Day. Grades 8, 10, 11, and 12 would start on Wednesday, September 6.

The ABEA contract states, "Teachers will not be scheduled to report more than two calendar days before the scheduled arrival of students." Working with the calendar subcommittee, the ABEA has agreed that Draft #1 is the preferred option and they have agreed to sign a side letter allowing us to have teachers start the week before students. We are pleased to say that this will resolve the issue we have had the last two years where students have started before Labor Day but they have only been scheduled for one or two days that week (as would happen with calendar Draft #2).

We are grateful for the collaborative effort between the teachers and the School Committee members who served on this committee.

Please let me know if you have any questions.

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.

**Calendar and School Schedule Survey
Spring 2016**

Question	Elem Teachers		Support Staff		Elementary Parents		JH/HS Parents
	All Teachers	All Teachers	All Parents	All Parents	Parents	Parents	
Would you prefer school to start before or after Labor Day?							
Before Labor Day	36%	39%	42%	22%	20%	22%	
After Labor Day	10%	11%	17%	31%	31%	32%	
After Labor Day when LD is 9/1-3, before when LD is 9/4-7	53%	50%	42%	48%	49%	46%	
Preferred Start							
Two days week before students (as long as after 8/25)	32%	34%	51%				
Two days same week students start	68%	66%	50%				
If school starts before Labor Day, should the Friday before Labor Day be a no school day?							
	Elem Teachers		Support Staff		Elementary Parents		JH/HS Parents
	All Teachers	All Teachers	All Parents	All Parents	Parents	Parents	
Yes	80%	76%	73%	51%	53%	56%	
No	20%	24%	27%	49%	47%	44%	
Should the schools continue to close school on Rosh Hashanah, Yom Kippur and Good Friday?							
	Elem Teachers		Support Staff		Elementary Parents		JH/HS Parents
	All Teachers	All Teachers	All Parents	All Parents	Parents	Parents	
Yes	47%	50%	40%	38%	38%	41%	
No	53%	50%	60%	62%	62%	59%	

If we have school on Rosh Hashanah and Yom Kippur, would you request those days off/keep your child out of school?

	Elem Teachers		Support Staff		Elementary Parents	JH/HS Parents
	All Teachers	All Teachers	All Parents	All Parents	Parents	Parents
Yes	7%	9%	3%	9%	8%	11%
No	93%	91%	97%	91%	92%	89%

If we have school on Good Friday, would you request that day off/keep your child out of school?

	Elem Teachers		Support Staff		Elementary Parents	JH/HS Parents
	All Teachers	All Teachers	All Parents	All Parents	Parents	Parents
Yes	34%	29%	22%	12%	14%	12%
No	66%	71%	78%	88%	86%	88%

If we have 1/2 day on Good Friday, would you request that day off/keep your child out of school?

	Elem Teachers		Support Staff		Elementary Parents	JH/HS Parents
	All Teachers	All Teachers	All Parents	All Parents	Parents	Parents
Yes	22%	17%	15%	9%	11%	10%
No	78%	83%	85%	91%	89%	90%

Q 10. Which vaca schedule do you prefer?
 current (Feb/Apr)
 1 week in March, 3 day weekends in Feb/Apr
 Other

	Elem Teachers		Support Staff		Elementary Parents	JH/HS Parents
	All Teachers	All Teachers	All Parents	All Parents	Parents	Parents
current (Feb/Apr)	80%	77%	49%	47%	46%	49%
1 week in March, 3 day weekends in Feb/Apr	17%	19%	47%	49%	51%	48%
Other	4%	6%	5%	6%	7%	7%

Q 11. Which elem. schedule do you prefer?

	Elem Teachers		Support Staff		Elementary Parents	JH/HS Parents
	All Teachers	All Teachers	All Parents	All Parents	Parents	Parents
early	86%	61%	80%	58%	72%	
late	13%	10%	10%	14%	14%	
n/a	1%	29%	10%	30%	16%	

Q 12. Would you prefer a fixed schedule?	Elem		Support		Elementary	JH/HS
	Teachers	All Teachers	Staff	All Parents	Parents	Parents
yes if on early schedule	61%	44%	48%	37%	47%	
yes if on late schedule	7%	5%	4%	7%	7%	
yes regardless of schedule	17%	13%	21%	14%	14%	
no prefer to alternate	19%	14%	21%	15%	19%	
n/a	1%	28%	9%	30%	17%	

Q 13. Early release frequency	Elem		Support		Elementary	JH/HS
	Teachers	All Teachers	Staff	All Parents	Parents	Parents
Keep 2/month & extend day by 5 min	40%	28%	26%	25%	29%	
Early release every week	50%	37%	44%	20%	23%	
Early release 1x/month	13%	10%	22%	32%	36%	
n/a	1%	27%	9%	27%	16%	

Q 14. Early release day	Elem		Support		Elementary	JH/HS
	Teachers	All Teachers	Staff	All Parents	Parents	Parents
Wednesday	42%	29%	27%	22%	25%	
Thursday	64%	46%	62%	41%	46%	
n/a	1%	29%	12%	40%	33%	

Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2017-2018 DRAFT #1
Bold Underlined Dates = No School Days

Sept.	M	T	W	T	F
28	29	30	31	<u>1</u>	
<u>4</u>	<u>5</u>	6	7	8	
11	12	13	14	15	
18	19	20	<u>21</u>	22	
25	26	27	28	29	

Teachers' mtgs – Aug 30 & 31
 Schools Open – Sept 5
 Labor Day – Sept 1 & 4
 *K-12 Early Dis for Prof L
 Rosh Hashana – Sept 21
 School Days - 18

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

Schools Open - Jan 2
 JH Early Dis for Confs – Jan
 Martin Luther King Day - Jan 15

 School Days - 21

Oct.	M	T	W	T	F
2	3	4	5	6	
<u>9</u>	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Columbus Day – Oct 9

 Elem Early Dis for Confs –
 School Days – 21

Feb.	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
	26	27	28		

*K-12 Early Dis for Prof L. – Feb
 Presidents' Day - Feb 19
 Winter Recess - Feb 19-23
 School Days – 15

Nov.	M	T	W	T	F
			1	2	3
	6	<u>7</u>	8	9	<u>10</u>
	13	14	15	16	17
	20	21	22	<u>23</u>	<u>24</u>
	27	28	29	30	

Prof. Day – Nov 7 (no school/students)
 Elem Early Dis for Confs –
 Veterans Day - Nov 11 due to Sat holiday
 Half Day – Nov 22
 Thanksgiving Recess - Nov 23&24
 School Days - 18

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

HS Late Start **only for students NOT taking MCAS-**
 Good Friday – March 30
 School Days - 21

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

*Elem Early Dis for Prof L. – Dec
 Jr High Early Dis for Confs –Dec
 Winter Recess - Dec. 25 – Jan 1
 School Days - 16

Apr.	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
	23	24	25	26	27
	30				

*K-12 Early Dis for Prof L. – Apr

 Patriots Day – Apr 16
 Spring Recess - Apr 16-20
 School Days - 16

 Note: See attached DESE list for some major religious holidays. Yom Kippur =9/30/17
 * Professional Learning for Staff Early Dismiss:

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

Acton Town Meeting begins April X, 2018. Boxborough Meeting begins May X, 2018.

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

May	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	<u>28</u>	29	30	31	

HS Late Start **only for students NOT taking MCAS-**
 Memorial Day - May 28
 School Days - 22

June	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	<u>18</u>	19	20	21	22

Graduation – June 1
 Last day – June 18 (no snow days)
 (June 25 if 5 snow days used)
 School Days – 12
Total Days = 180

Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2017-2018 DRAFT #1 B
Bold Underlined Dates = No School Days

Sept.	M	T	W	T	F
28	29	30	31	<u>1</u>	
<u>4</u>	<u>5</u>	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Teachers' mtgs – Aug 30 & 31
 Schools Open – Sept 5
 Labor Day – Sept 1 & 4
 *K-12 Early Dis for Prof L
 School Days - 19

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

Schools Open - Jan 2
 JH Early Dis for Confs – Jan
 Martin Luther King Day - Jan 15
 School Days - 21

Oct.	M	T	W	T	F
2	3	4	5	6	
<u>9</u>	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Columbus Day – Oct 9
 Elem Early Dis for Confs –
 School Days – 21

Feb.	M	T	W	T	F
				1	2
5	6	7	8	9	
12	13	14	15	16	
<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	
26	27	28			

*K-12 Early Dis for Prof L. – Feb
 Presidents' Day - Feb 19
 Winter Recess - Feb 19-23
 School Days – 15

Nov.	M	T	W	T	F
			1	2	3
6	<u>7</u>	8	9	<u>10</u>	
13	14	15	16	17	
20	21	22	<u>23</u>	<u>24</u>	
27	28	29	30		

Prof. Day – Nov 7 (no school/students)
 Elem Early Dis for Confs –
 Veterans Day - Nov 11 due to Sat holiday
 Half Day – Nov 22
 Thanksgiving Recess - Nov 23&24
 School Days - 18

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

HS Late Start **only for students NOT taking MCAS-**
 School Days - 22

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

*Elem Early Dis for Prof L. – Dec
 Jr High Early Dis for Confs –Dec
 Winter Recess - Dec. 25 – Jan 1
 School Days - 16

Apr.	M	T	W	T	F
2	3	4	5	6	
9	10	11	12	13	
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	
23	24	25	26	27	
30					

*K-12 Early Dis for Prof L. – Apr
 Patriots Day – Apr 16
 Spring Recess - Apr 16-20
 School Days - 16

Note: See attached DESE list for some major religious holidays.

* Professional Learning for Staff Early Dismiss:

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

Acton Town Meeting begins April X, 2018. Boxborough Meeting begins May X, 2018.

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

May	M	T	W	T	F
		1	2	3	4
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
<u>28</u>	29	30	31		

HS Late Start **only for students NOT taking MCAS-**
 Memorial Day - May 28
 School Days - 22

June	M	T	W	T	F
					1
4	5	6	7	8	
11	12	13	<u>14</u>	15	
18	19	20	21	22	

Graduation – June 1
 Last day – June 14 (no snow days)
 (June 21 if 5 snow days used)
 School Days – 10
Total Days = 180

9.2 The work year of teachers shall be one hundred and eighty-three (183) days or three (3) days longer than the minimum school year required by the State Board of Education, whichever is greater. The school year shall begin not earlier than the first Tuesday after Labor Day and terminate no later than June 30, except when Labor Day falls on September 3 through September 7, when school may begin on the last Monday in August. In the event that school begins prior to Labor Day, schools will be closed on the Friday preceding Labor Day. Teachers will not be scheduled to report more than two calendar days before the scheduled arrival of students. School will not be in session for one week in February, which contains President's Day, nor one week in April, which contains Patriot's Day, except for emergencies due to building schedules.

The school year shall include all days on which pupils are in attendance in accordance with the rules and regulations of the State Board of Education and orientation day(s) and professional learning day(s). New teachers may be required to attend two additional orientation days. When a teacher has completed his or her responsibilities at the end of a school year and he or she has "checked out" with the appropriate Principal, such teacher need not delay departure until other teachers have checked out.

At the discretion of the School Committee, one additional day or two evening conference nights may be added to the schedule. If added, teachers will be compensated at a rate equivalent to 1/183 of Masters Step 1. The decision will be made when the School Committee determines the next year's school calendar. If an additional day is scheduled, it will be of equal length to a normal school day. If two nights are scheduled, no night session will be longer than three and one half hours (3.5 hrs.) in length and will end no later than 9:00 pm.

Massachusetts Legal Holidays

Holiday	2016	2017	2018
New Year's Day January First	Jan. 1, Fri.	Jan. 1, Sun. (3)	Jan. 1, Mon.
Martin Luther King, Jr. Day Third Monday in January	Jan. 18, Mon.	Jan. 16, Mon.	Jan. 15, Mon.
Washington's Birthday Third Monday in February	Feb. 15, Mon.	Feb. 20, Mon.	Feb. 19, Mon.
Patriots' Day Third Monday in April	Apr. 18, Mon.	Apr. 17, Mon.	Apr. 16, Mon.
Memorial Day Last Monday in May** (1)	May 30, Mon. (1)	May 29, Mon. (1)	May 28, Mon. (1)
Independence Day July 4th**	July 4, Mon.	July 4, Tues.	July 4, Wed.
Labor Day First Monday in September**	Sept. 5, Mon.	Sept. 4, Mon.	Sept. 3, Mon.
Columbus Day Second Monday in October* (Restrictions until 12 noon) (2)	Oct. 10, Mon. (2)	Oct. 9, Mon. (2)	Oct. 8, Mon. (2)
Veterans' Day November 11th* (Restrictions until 1pm) (2)	Nov. 11, Fri. (2)	Nov. 11, Sat. (2) (3)	Nov. 11, Sun. (2) (3)
Thanksgiving Day Customarily the fourth Thursday in November* (1)	Nov. 24, Thurs. (1)	Nov. 23, Thurs. (1)	Nov. 22, Thurs. (1)
Christmas Day December 25th* (1)	Dec. 25, Sun. (1)(3)	Dec. 25, Mon. (1)	Dec. 25, Tues. (1)

* - Full restrictions apply for ALL commerce

** - Restrictions apply except to retail

(1) Liquor Stores must be closed for Memorial, Thanksgiving, and Christmas Days.

(2) Many companies operate all day on these holidays, pending obtaining a local permit.

(3) All holidays falling on Sunday must be observed on Monday, under state law. Saturday holidays are observed on Saturday.

*Rosh Hashana = Sept 21 (Thurs)
Yom Kippur = Sept 30 (Sat)*

Good Friday = Mar 30

Above is a list of all legal holidays observed in Massachusetts. State, county, and municipal offices are closed on the days listed above. Federal offices are only closed on holidays which the federal government recognizes (i.e. New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving and Christmas). The term "federal holiday" is not applicable to individual states and the private sector since each state has jurisdiction over its holidays.

In Massachusetts certain holidays are subject to laws which restrict the type of work that may be performed as well as the kind of business and commercial activities that may remain open. Only those holidays followed by asterisks (*) have certain restrictions. On holidays not followed by asterisks, business and commercial activities may operate as usual.

Please note: Only retail establishments may open during the summer holidays of Memorial Day, Independence Day, and Labor Day. Retail establishments which operate on New Year's Day, Columbus Day after 12:00 p.m., or on November 11th after 1:00 p.m. are required to pay their employees time and one-half regardless of the number of employees on their payroll. Retail establishments which operate on the summer holidays of Memorial Day, Independence Day, and Labor Day must pay time and one-half if at least eight employees are on the payroll in the week the holiday falls (Sunday to Saturday).

For further information on holiday laws, contact Citizen Information Service:

Secretary of the Commonwealth
Citizen Information Service
One Ashburton Place, Room 1611
Boston, MA 02108-1512

Telephone: 617-727-7030
Toll-Free: 1-800-392-6090
TTY: 617-878-3889
Fax: 617-742-4528
Email: cis@sec.state.ma.us

U.S. OFFICE OF PERSONNEL MANAGEMENT

SNOW & DISMISSAL PROCEDURES FEDERAL HOLIDAYS
2017

2017 Holiday Schedule

Date	Holiday
Monday, January 2*	New Year's Day
Monday, January 16	Birthday of Martin Luther King, Jr.
Monday, February 20**	Washington's Birthday
Monday, May 29	Memorial Day
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Friday, November 10***	Veterans Day
Thursday, November 23	Thanksgiving Day
Monday, December 25	Christmas Day

*January 1, 2017 (the legal public holiday for New Year's Day), falls on a Sunday. For most Federal employees, Monday, January 2, will be treated as a holiday for pay and leave purposes. (See section 3(a) of Executive order 11582, February 11, 1971.)

Note:

Inauguration Day, January 20, 2017, falls on a Friday. An employee who works in the District of Columbia, Montgomery or Prince George's Counties in Maryland, Arlington or Fairfax Counties in Virginia, or the cities of Alexandria or Fairfax in Virginia, and who is regularly scheduled to perform nonovertime work on Inauguration Day, is entitled to a holiday. (See 5 U.S.C. 6103(c).) There is no in-lieu-of holiday for employees who are not regularly scheduled to work on Inauguration Day./p>

** This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees. Though other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.

*** November 11, 2017 (the legal public holiday for Veterans Day), falls on a Saturday. For most Federal employees, Friday, November 10, will be treated as a holiday for pay and leave purposes. (See 5 U.S.C. 6103(b).)

File: ACD

ACKNOWLEDGING RELIGIOUS HOLIDAYS

The Acton-Boxborough Regional School District observes the establishment clause of the first amendment to the Constitution which guarantees both the separation of church and state and also the right of an individual to free speech. The School Committee understands that there can be a tension between these two parts of the first amendment. The schools must also respect the laws of the Commonwealth of Massachusetts.

In addition, we recognize that in any group there are diverse cultural, ethnic, religious and social traditions which should be understood through educational practice. We shall recognize and honor our differences, not ignore them. Students and staff will be encouraged to appreciate and accept ethnic and religious diversity. We shall be respectful of the beliefs and practices of others.

Students in the Acton-Boxborough Regional School District will not be penalized for late homework, assignments, quizzes, tests or other educational expectations due to missed school days for religious observances as long as the teacher is notified appropriately and the school work is made up in the timeframe detailed in the procedures acknowledging religious holidays.

REF: School Ceremonies and Religious Holiday Observances, File: IMD and IMD-R

Approved: 11/21/13

ACKNOWLEDGING RELIGIOUS HOLIDAYS

Instructional Practices

1. A good education acknowledges the importance of studying about religion. This study would include such learning activities as an analysis of the role of religion in culture and an appreciation of its importance in order to reach a balanced understanding of civilization and society.
2. The treatment of religion in the schools will meet the Supreme Court's constitutional boundaries set forth in the three-part test of Lemon v. Kurtzman: (1) the activity must have a secular purpose, (2) the principal or primary effect of the activity must be one that neither advances nor inhibits religion, (3) the activity avoids excessive governmental entanglement with religion.
3. Teachers will be sensitive and knowledgeable about the diversity of religious beliefs of the students in their classes. Instructional practices will balance religious beliefs so that all students will feel included; no student will be asked to participate in class activities associated with religion if unwilling, or if a parent expresses unwillingness. Parents/Guardians and/or students should notify the teacher of such a request.
4. Community resources and personnel should be used whenever possible by the schools when activities related to religious holidays are planned and implemented.
5. The School District calendar(s) will include the DESE list of religious holidays
6. Students will be accommodated if they request of the teacher that they be excused from participating in activities involving religion and/or if they are unable to participate in regular activities due to religious observances. Written parent permission should accompany such student requests.
7. The School District will use the standard grievance procedure to resolve differences resulting from the implementation of these guidelines (e.g., appeal to teacher, to Principal, Superintendent, to the School Committee).

Homework and Tests

8. Students' observance of a religious holiday may have an impact on their preparing work for the next school day. Students will not be expected to complete daily homework assigned the evening before, or the day of the religious holiday. Assignments and tests should be made up in a time span that is reasonable to both students and teachers. Typically for every day of a religious holiday there should be an opportunity for at least one makeup day. In addition, teachers will not give assessments or introduce major new concepts and/or applications on the religious holiday itself. However, long-term assignments may be expected to be due the day before or the day after the religious holiday.

Curriculum Content

9. As part of a study about the role religion plays in history, culture and the arts, teachers may use religious symbols, art, and music as well as literature drawn from a religious tradition.

Sports and Extra-Curricular Activities

10. School sports, tryouts and extra-curricular activities should be scheduled so that students will be accommodated if unable to participate due to their observance of a religious holiday.

Activities, Displays and Exhibits

11. Holiday displays and exhibits in classrooms and schools will be designed to help students appreciate the variety and value of religious traditions in the world. These displays shall not be solely focused on one or two specific holidays. Activities must have an instructional purpose. The principle effect of the activity must be one that neither advances nor inhibits religion.

Programs and Observances Related to a Religious Holiday

12. Programs (assemblies, plays or other activities) conducted during any religious holiday should be evaluated as to their purpose and effect. Their presentation, content, theme or timing must be secular/educational.

The Use of Religious Music

13. Music programs should be planned in accordance with the music curriculum objectives. (See also 2, 3, and 6 above.) Music instruction and performance will be designed to help students appreciate the variety and value of cultural and religious traditions in the world.

REF: School Ceremonies and Religious Holiday Observances, File: IMD and IMD-R

LEGAL REF.: All Collective Bargaining Agreements

Approved: 11/21/13

TO: AB SCHOOL COMMITTEE, GLENN BRAND, MARIE ALTIERI, DEBORAH BOOKIS
FROM: KATIE NEVILLE
SUBJECT: INDIGENOUS PEOPLES' DAY AND OUR SCHOOL CALENDAR
DATE: NOVEMBER 28, 2016

I propose that we make a small, but meaningful change as to how we reflect the second Monday of October on our district school calendar.

There is a growing movement to re-brand Columbus Day as Indigenous Peoples' Day.

Back in 1992 (500 years after Columbus "sailed the ocean blue"), Berkeley, CA made this change. It has since spread across the country with cities across 20 states adopting the change. Just this past October, municipalities and educational institutions in Massachusetts celebrated their first Indigenous Peoples' Day, with formal recognition by the cities of Cambridge, Amherst and Northampton.

The resolution Cambridge passed does a great job of summarizing the reasons for this change, so rather than re-invent the wheel, I will share a selection from their resolution:

“WHEREAS: [Columbus Day] commemorates the landing of Christopher Columbus in the Americas on October 12, 1492; and

“WHEREAS: The First Voyage of Columbus to the Americas also initiated the transatlantic slave trade, journal entries from Columbus show his desire to enslave the Indigenous populations of the Caribbean, and he imprisoned and transported many hundreds of people to this end; and

“WHEREAS: Columbus' Second Voyage of 1493 was one of conquest, wherein seventeen ships were led by him to the New World, and his governorship of the Caribbean instituted systematic policies of slavery and extermination of Indigenous populations, especially the Taino people whose population was reduced from approximately 8 million to 100,000 during Columbus' reign, being further reduced by the continuation of his policies until near-extinction in 1542; and...

“WHEREAS: Other localities have adopted Indigenous Peoples' Day as a counter-celebration to Columbus Day, to promote Indigenous cultures and commemorate the history of Indigenous Peoples; and

“WHEREAS: Cambridge believes that the cultures of the Indigenous Peoples of the Americas are worthy of being promoted, that the history is rich, diverse, and worthy of celebration, and that the actions and policies of European colonizers of the Americas destroyed a part of those cultures, and inhibited the promulgation of it for generations to come; and

“WHEREAS: Cambridge recognizes the fact that the City is built upon the homelands and villages of the Massachusetts Indigenous Peoples of this region; and,

“WHEREAS: The City values the many contributions made to our community through Indigenous Peoples' knowledge, labor, technology, science, philosophy, arts and the overall cultural contribution that has substantially shaped the character of the City of Cambridge; and...

“NOW THEREFORE, BE IT HEREBY RESOLVED: That the Council go on the record to state that the second Monday of October henceforth be commemorated as Indigenous Peoples' Day in Cambridge, in recognition of the position of Indigenous Peoples as native to these lands, and the suffering they faced following European conquest of their land; and be it further

“RESOLVED: That the Council recommends that Indigenous Peoples' Day be observed by the people to reflect upon the ongoing struggles of Indigenous People on this land, and to celebrate the thriving culture and value that Indigenous Peoples add to our City; and be it further ...

“RESOLVED: That the City of Cambridge will encourage Cambridge Public Schools to observe this day, with appropriate exercises and instruction in the schools around the time of Indigenous Peoples' Day, to the end that the culture, history and diversity of Indigenous Peoples be celebrated and perpetuated”

It goes on, but what I really hope you will take away from this is that we as a district can and should create the opportunity for confronting false narratives and encouraging both a fuller understanding of our history and a celebration of Indigenous culture.

This change costs us nothing but makes a powerful statement. I hope my fellow committee members will consider supporting such a change on our district calendar.

Resources:

<https://www.bostonglobe.com/metro/2016/10/10/massachusetts-communities-celebrate-first-indigenous-peoples-day/vWyEpQd6MQtYenY0pYH2ON/story.html>

<http://www.npr.org/sections/thetwo-way/2016/10/07/497046525/indigenous-peoples-day-gains-momentum-as-a-replacement-for-columbus-day>

<http://www.indigenouspeoplesdayma.org/wp-content/uploads/2016/02/Cambridge-City-Council-Resolution-12-4-15.pdf>

<https://thinkprogress.org/movement-to-celebrate-indigenous-peoples-day-is-spreading-f5405a9a126c#.bwhnm2ilj>



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

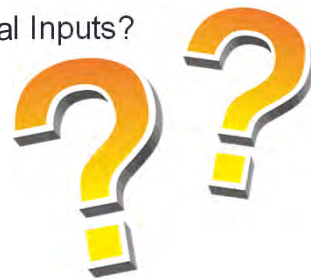
2016 MCAS Report to the School Committee
December 1, 2016

Deborah Bookis, Assistant Superintendent for Teaching and Learning
Dawn Bentley, Assistant Superintendent for Student Services



Guiding Questions

1. What is the context for reviewing the results?
2. What is the *Critical Inputs Framework*?
3. What are the 2016 district results?
4. How are we addressing our Critical Inputs?
5. What is the future of MCAS?



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Guiding Questions



1. **What is the context for reviewing the results?**
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Context



1. Types and Purpose of Assessment
2. District Guidelines

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)

Accountability: Progress and Performance Index (PPI)



100 Point Index assigned to districts, schools and student groups based on progress from one year to the next

Based on:

- Achievement-CPI (Composite Performance Index)
- Growth/Improvement-SGP (Student Growth Percentile)
- For high schools only-graduation and dropout rates

State Accountability by District

	Level 1	Level 2
2014	19%	61%
2015	19%	62%
2016	20%	62%

Accountability



Acton-Boxborough Regional School District

- Level 2: one or more schools in the district classified as Level 2
- Cumulative PPI for all students is 100 (met/above target)
- Cumulative PPI for High Needs Group is 73 (did not meet target)
 - Economically Disadvantaged Cumulative PPI: N/A
 - EL and Former EL Cumulative PPI: 80 (met target)
 - Students with Disabilities Cumulative PPI: 68 (did not meet target)

Every Student Succeeds Act (ESSA) and Accountability



DESE exploring new Accountability Framework under ESSA: Recommendations to discuss

Criteria for success	Proposed measure(s)	Grade span
<i>All students perform well against challenging grade-level expectations</i>	<ul style="list-style-type: none"> ▪ Next-generation MCAS results for English language arts, math, science ▪ Student growth in ELA & math 	All
<i>All ELLs make progress towards English proficiency</i>	<ul style="list-style-type: none"> ▪ ACCESS results 	All
<i>All students graduate from high school</i>	<ul style="list-style-type: none"> ▪ 4-year cohort graduation rate ▪ 5-year graduation plus still enrolled rate ▪ Annual dropout rate 	High school
<i>All students attend school regularly</i>	<ul style="list-style-type: none"> ▪ Chronic absenteeism 	All
<i>All students experience a broad & challenging curriculum</i>	<ul style="list-style-type: none"> ▪ Access to the arts ▪ Access to a well-rounded curriculum ▪ Passing all grade 9 courses ▪ Access to advanced coursework 	All All High school High school
<i>Schools support all students in attaining these goals</i>	<ul style="list-style-type: none"> ▪ School climate survey (under development & testing) 	All

* DESE Accountability and Assistance Advisory Council Meeting, October 26, 2016

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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.

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Guiding Questions



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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?

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Guiding Questions



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

Grade	Median SGP	% Proficiency
3	-----	67%
4	51 On Target	78%
5	60 Above Target	87%
6	54 On Target	90%
7	60 Above Target	93%
8	59 On Target	96%
10	57 On Target	98%

SGP	Designation
60+	Above Target
51- 59	On Target
41- 50	Improved But Below Target
31 - 40	No Change
1 - 30	Declined




ELA SGP District Aggregate & High Needs

Group	Acton-Boxborough
All	57 On Target
High Needs	52 On Target
SwDisabilities	50 Improvement but Below Target
EL & Former EL	62 Above Target
Economically Disadvantaged	52 On Target

SGP	Designation
60+	Above Target
51- 59	On Target
41- 50	Improved But Below Target
31 - 40	No Change
1 - 30	Declined

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ELA SGP SwD and Non SwD




Grade	SwD SGP		Non SwD SGP	
4	46.5	Improvement but Below Target	55	On Target
5	43	Improvement but Below Target	65.5	Above Target
6	48	Improvement but Below Target	61	Above Target
7	64	Above Target	60	Above Target
8	61.5	Above Target	58	On Target
10	51.5	On Target	57	On Target

SGP	Designation
60+	Above Target
51-59	On Target
41-50	Improved But Below Target
31-40	No Change
1-30	Declined

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SwD ELA SGP by Cohort



	Class of 2016	Class of 2017	Class of 2018	Class of 2019	Class of 2020	Class of 2021	Class of 2022	Class of 2023	Class of 2024
4	48	41	45	34	35.5	34	36	30	46.5
5	52.5	50	55.5	54	54	46	55	43	
6	49	45	53	60	46	55	48		
7	48.5	37	35.5	32	50	64			
8	47.5	50	52	53	61.5				
10	54	53	51.5						

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Grade 4 ELA Item Analysis



Item Number	Type	Reporting Category	Standard
7	Open Response	Reading	Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas
15	Multiple Choice	Reading	Analyze how two or more texts address similar themes or topics in order to build knowledge or to compare the approaches the author takes.
18	Open Response	Reading	Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas
29	Open Response	Reading	Analyze how and why individuals, events, and ideas develop and interact over the course of a text. (Not released)
35	Open Response	Reading	Analyze how and why individuals, events, and ideas develop and interact over the course of a text. (Not released)

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



Grade	Median SGP	% Proficiency
3	—	77%
4	66 Above Target	80%
5	67 Above Target	80%
6	73 Above Target	87%
7	58 On Target	85%
8	44 Improvement But Below Target	85%
10	75 Above Target	95%

Mathematics SGP District Aggregate & High Needs



Group	Acton-Boxborough
All	64 Above Target
High Needs	61 Above Target
Disabilities	58 On Target
EL & Former EL	68 Above Target
Economically Disadvantaged	58 On Target

Mathematics SGP SwD and Non SwD



Grade	SwD SGP		Non SwD SGP	
4	57	On Target	68	Above Target
5	59	On Target	68.5	Above Target
6	69	Above Target	73	Above Target
7	53	On Target	59	On Target
8	48	Improvement But Below Target	42	Improvement But Below Target
10	70.5	Above Target	75.5	Above Target

SwD Mathematics SGP by Cohort



	Class of 2016	Class of 2017	Class of 2018	Class of 2019	Class of 2020	Class of 2021	Class of 2022	Class of 2023	Class of 2024
4	53.5	51	52	50.5	32.5	49.5	44	40	57
5	47	37.5	57	48	62	55	50.5	59	
6	58	65	58	65	60.5	57	69		
7	79	63	50	51.5	49	53			
8	38.5	48	44.5	57	48				
10	57	62	70.5						

District Level Concerns for Students with Disabilities



	2015	2016	2015	2016
Subject	ELA		Math	
Grade	4		4	
SGP	30	46.5	40	57

Class of 2023 Students with Disabilities Subgroup

	2015	2016
Subject	ELA	ELA
Grade	4	5
SGP	30	43

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Science Achievement



Grade	District Proficiency	State Proficiency
5	71%	47%
8	77%	41%
10	95%	73%

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Guiding Questions



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Addressing our Critical Inputs



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

And specifically . . .

How do we support struggling students to become independent learners?

And even more specifically . . .

How do we continue to create students' experiences for productive struggle that build on their strengths?

Instructional Practices

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Addressing our Critical Inputs



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

LRSP Goal #2 Strategic Action

Implement the Massachusetts Tiered System of Support (MTSS) Framework for school improvement that focuses on system level change across the classroom, school and district.

2016-2017 Conduct self-assessment to identify gaps

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Addressing our Critical Inputs



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

MTSS Self-Assessment Questions in:

- Leadership
- Professional Learning
- Empowering Culture
- Universal Design for Learning (UDL)/Instruction
- Assessments
- Supports and Resources



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Addressing our Critical Inputs



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

- Challenge Success high leverage areas (2)
 - Homework
 - Scheduling including start times



- Mental Health Awareness for students and staff
- Good Grief mini-trainings for all staff

Addressing our Critical Inputs



4. How well are families engaged as partners?

- 2016-2017 Family Learning Series (FLS) focused on Wellness
 - Community Partners
- YouTube Channel for FLS Speakers
- AB Wellness website <http://abschoolswellness.weebly.com/>
- Challenge Success Monthly Newsletters
- Increased Availability of Translated Documents
- Continued Distribution of Ready-to-Learn Brochure to Area Pediatricians and Private Pre-Schools

Addressing our Critical Inputs



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

- District MCAS 2.0 letter to MA Commissioner Of Education
- AB Budget Process
- Elimination of summer previewing of courses
- Review of Homework Policy
- DESE ESSA Accountability Advisory Council

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Guiding Questions



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MCAS 2017



Grades 9-12

- Legacy MCAS
- ELA (March), Mathematics (May), STE (June)
- Remains untimed and Paper-Based Test

Grades 3-8

- MCAS 2.0
- Testing Period is April 3 – May 26
- Sequence is ELA, Mathematics and the STE
- Grades 4 and 8 Computer-Based Test for ELA and Mathematics
- Grades 3, 5, 6 and 7 Paper-Based Test for ELA and Mathematics
- STE remains Paper-Based
- All are untimed
- Writing in response to text at all grades

Focus on District Culture



Culture of Achievement vs Culture of Teaching & Learning

test prep	closing gaps
kids owning scores	anxiety
content coverage	burnout
RTI	fixed mindset
competition	teachers doing
naming & claiming	summative assessment
low ceiling	quantitative measures
facts	playing school
disaggregating data	deprofessionalization
worksheets	

Thank you!



EXECUTIVE SUMMARY

Introduction

In July 2015, the Acton-Boxborough Regional School District hired Dore & Whittier to prepare Phase I of a District-wide Master Plan Study with the intent to execute Phase II upon its completion. In Phase I Dore & Whittier provided independent architectural and engineering assessments of the seven school buildings that are operated and maintained by the Acton-Boxborough Regional School District, its Administration Building, and its maintenance facility. That report, published in February 2016, documents the existing conditions of each facility and provides an understanding of the extent of renovations or improvements needed to maintain the long-term viability of each facility. Recommendations are included for each building, along with cost estimates, to provide a basis for the District's Capital Improvement Plan.

In January 2016, the Acton-Boxborough Regional School District hired Dore & Whittier to execute Phase II of the District-wide Master Plan Study. Phase II is the subject of this report.

Phase II Overview

Phase II of the study is meant to be a continuation of and informed by Phase I. In broad terms, Phase II is intended to identify potential responses to the following questions:

- How are the District's school facilities performing relative to:
 - MSBA guidelines for space?
 - Capacity
 - Utilization
 - The District's current and future educational delivery methodologies?
- Should the District consider grade configurations that differ from the existing model?
- How will the District's enrollment trajectory impact the need for more or fewer school facilities?
- Which facilities are the most likely candidates for major renovation or replacement?
- Which sites are most capable of supporting renovation/additions or all new construction?
- What time frame(s) are necessary to execute potential projects?
- What financial commitment(s) are necessary to execute potential projects?

To develop responses to these key questions, Dore & Whittier identified a process for Phase II comprised of the following components:

- Preparation of an Educational Space Needs Analysis for Each School Facility
- Preparation of an Enrollment Projection Analysis
- Facilitation of School Principal Workshops and Visioning Sessions to Identify Long-range Educational Goals
- Preparation of District-wide Master Plan Options to Address Facility and Educational Needs
- Preparation of Preliminary Site Analyses and Test Fits of Options to Verify Feasibility
- Preparation of Preliminary Cost Estimates of Short-listed Options

Key Findings

Educational Space Needs Analysis

Dore & Whittier performed several analyses to identify spatial needs for each of the district's school facilities.

Conant, Douglas, and Gates Schools are not only in the greatest physical need (Phase I), but also exhibit the greatest educational needs. In general terms, they are over capacity by at least one methodology analyzed. Douglas is over capacity by both methodologies analyzed. All three exhibit instructional spaces that are undersized relative to current MSBA guidelines. All three exhibit missing and/or inappropriate spaces for instruction (e.g. Art and/or Music in modular classrooms, special education spaces in former storage spaces, and support staff housed in ad-hoc spaces carved out of former corridor.) Douglas is in the greatest educational need.

In general, all school facilities are utilized at or near MSBA guidelines and typical industry standards. There is little opportunity to increase capacity by improving utilization rates.

Similarly, numbers of students per instructional space are near MSBA guidelines. There appears to be limited opportunities to improve use of space by increasing the number of students in each instructional space.

Enrollment Projection Analysis

The District had two projections prepared over the course of this study, one by demographer Peter Ashton and one by the New England School Development Council (NESDEC). Dore & Whittier analyzed the two projections, identified discrepancies in assumptions and methodologies, and worked with both demographers to resolve the projections.

The resolved projection suggests the District is likely to continue to experience an overall enrollment decline over the next several years before beginning to cycle back up again in approximately 10 years. As a result of an expected turn-over in housing stock and other factors, the reconciled projection suggests the District might expect enrollment levels to climb back to near their previous peak in approximately 20 years, particularly for the K-6 grade grouping.

- 2016-2017 K-6 Enrollment = 2,694
- 2025-2026 K-6 Enrollment = 2,453
- 2032-2033 K-6 Enrollment = 2,727

For purposes of the study, the School Committee identified the following enrollment targets:

- K-6 = 2,531
- 7th-8th = 863
- 9th-12th = 1,810

Any major renovations or replacements of school facilities over the next decade should take this possibility of a return to increasing enrollment into account. As the MSBA historically only evaluates a ten-year time horizon when preparing its enrollment projections, it may be necessary to size a priority project based on the declining enrollment in the first ten years of the projection. However, it might also be in the District's best interests to give preference to master plan options that retain vacated buildings in its inventory should this twenty-year uptick in enrollment be realized.

Workshops & Visioning

Dore & Whittier facilitated three visioning sessions and six principals' workshops to identify long-range educational goals and to solicit feedback on both our analysis and the options developed. Each visioning session focused on a different aspect of the master planning process. Approximately 100 members of the Acton and Boxborough communities participated in these all-day workshops. They included students, parents, teachers, administrators, citizens of both Towns who were not associated with either Town's administration or the District, and members of the school committee.

- Visioning #1: What examples of 21st century education are there and what should be considered for the Acton-Boxborough master plan?
- Principals' Workshops #1: Programmatic Assessment – What are the spatial deficiencies negatively impacting the delivery of 21st century education?
- Visioning #2: What key educational planning issues will affect the master plan options and best position the District to align educational practices and facilities?
- Principals' Workshops #2: Options Feedback – How well did D&W's design explorations address the needs identified?
- Visioning #3: How do the options respond to the desired direction of education in Acton Boxborough?

Although several topics were covered in these meetings, a few key findings informed the Master Plan Study more than others:

- Acton-Boxborough Regional School District intends to continue offering its students a diverse set of educational choices and experience at all grade levels.
- It may be necessary and prudent to explore small scale interventions at the Jr. High School and the High School to improve students' ability to collaborate with one another and to better balance their academic and social experiences.

- A desire exists to explore grade configurations that differ from the existing (PK, K-6th, 7th-8th, 9th-12th) configuration. Those alternatives include an early childhood experience of PK-K and a conventional middle school experience of 6th-8th.
- Twin schools, a concept of two independent schools under one roof, are viewed as attractive from financial and other vantage points, but efforts should be made to limit the amount of shared space.

District-wide Master Planning Options

Dore & Whittier explored 15 District-wide options organized by three key parameters (grade configuration, school size, and building size) representing a wide range of potential solutions. Members of the Working Group developed a set of evaluation criteria to identify the most advantageous options. This study has intentionally concluded with the resulting relatively short, but diverse, set of options for the School Committee and the Acton and Boxborough communities to continue their discussions prior to making a final Master Plan selection. That short list includes:

Option D

In Option D, the District builds a new twin school that would house an early childhood center and 1st-6th grade elementary school as the priority project, followed by a single 1st-6th grade elementary school building. The Admin Building, Conant, Douglas, and Gates come off-line as elementary schools. Blanchard, McCarthy-Towne, and Merriam become 1st-6th grade elementary schools and RJ Grey Junior High and Acton-Boxborough Regional High School remain.

- Grade Configuration: PK-K/ 1-6/ 7-8/ 9-12
- Elementary School Count: 5 + an Early Childhood Center
- Elementary Building Count: 4
- New Twin Elementary School @ Gates Site: \$100.3 M
- New Elementary School @ Douglas Site: \$74.8 M
- CIP @ Blanchard School, Parker-Damon Building, RJ Grey Jr. HS, and ABRHS: \$73.9 M
- TOTAL MASTER PLAN COST: \$249 M

Option E

In Option E, the District builds a new triple school that would house an early childhood center and two 1st-6th grade elementary schools. The Admin Building, Conant, Douglas, and Gates come off-line as elementary schools. Blanchard, McCarthy-Towne, and Merriam become 1st-6th grade elementary schools and RJ Grey Junior High and Acton-Boxborough Regional High School Remain.

- Grade Configuration: PK-K/ 1-6/ 7-8/ 9-12
- Elementary School Count: 5 + an Early Childhood Center
- Elementary Building Count: 3
- New Triple Elementary School @ Gates Site: \$158.7 M
- CIP @ Blanchard School, Parker-Damon Building, RJ Grey Jr. HS, and ABRHS: \$73.9 M
- TOTAL MASTER PLAN COST: \$232.5 M

Option I

In Option I, the District adds a significant addition onto RJ Grey which would become a 6th-8th grade middle school. Then the District would build a single 1st-5th grade elementary school followed by renovations at Conant to be an early childhood center for all prekindergarten and kindergarten students. In this option, Gates or Douglas could be considered for an early childhood center. Blanchard, McCarthy-Towne, and Merriam become 1st-5th grade elementary schools and Acton-Boxborough Regional High School Remains.

- Grade Configuration: PK-K/ 1-5/ 6-8/ 9-12
- Elementary School Count: 4 + an Early Childhood Center
- Elementary Building Count: 3
- Additions & Renovations to RJ Grey Jr. HS: \$74.7 M
- New Elementary School @ Gates Site: \$88.6 M
- Additions & Renovations to Conant School: \$68.6 M
- CIP @ Blanchard School, Parker-Damon Building, and ABRHS: \$47.2 M
- TOTAL MASTER PLAN COST: \$279.1 M

Option L

In Option L, the District renovates or replaces Douglas, Gates, and Conant in kind. In the spring on 2016 the District submitted a Statement of Interest to the MSBA highlighting Douglas as the priority project. Following the Douglas project, the District would reassess Conant and Gates to determine which school was in the most need. Prekindergarten students would remain at the Admin Building. Blanchard, McCarthy-Towne, Merriam, RJ Grey Junior High, and Acton-Boxborough Regional High School would remain.

- Grade Configuration: PK/ K-6/ 7-8/ 9-12
- Elementary School Count: 6
- Elementary Building Count: 5 + PK at Admin Building

- Additions & Renovations to Douglas School: \$52.6 M
- Additions & Renovations to Gates School: \$62.6 M
- Additions & Renovations to Conant School: \$73.2 M
- CIP @ Admin, Blanchard School, Parker-Damon Building, and ABRHS: \$91.9 M
- TOTAL MASTER PLAN COST: \$280.3 M

Option M

In Option M, the District builds a new K-6th grade twin elementary school as the priority project, followed by a single K-6th grade elementary school building. Conant, Douglas, and Gates come off-line as elementary schools. Blanchard, McCarthy-Towne, and Merriam, RJ Grey Junior High, and Acton-Boxborough Regional High School Remain.

- Grade Configuration: PK/ K-6/ 7-8/ 9-12
- Elementary School Count: 6
- Elementary Building Count: 4 + PK at Admin Building
- New Twin Elementary School @ Gates Site: \$99.9 M
- New Elementary School @ Douglas Site: \$70.9 M
- CIP @ Admin, Blanchard School, Parker-Damon Building, RJ Grey Jr. HS, and ABRHS: \$91.9 M
- TOTAL MASTER PLAN COST: \$262.7 M

It should be noted that the costs identified in each of these options represent conceptual estimates including escalation. The District would incur these costs at various points over the specific timeline of each option, at least 10 years for all options and nearly twenty years for other options. In other words, the towns would only be incurring the cost of each major project of the Master Plan one at a time, NOT all at once.

Additionally, it is important to understand these total Master Plan costs relative to the list of Capital Improvements identified in Phase I. Phase I identified approximately \$120 M worth of deferred maintenance and upgrades to the District's physical facilities to continue their long-term viability as schools, much of which would likely be ineligible for MSBA participation and which would not include any educational improvements or resolution of the identified space needs. Phase II identified potential solutions averaging approximately \$250 M which would not only address the District's physical needs, but would also resolve the identified space needs, nearly all of which is likely eligible for MSBA participation.

Summary of Findings & Next Steps

- Admin Building, Douglas, Gates, and Conant need significant long-term improvements or replacement to address physical and educational needs.
- District should consider both Early Childhood Center (PK & K) and conventional middle school (6th-8th) models.
- 10 yr enrollment trajectory may allow reduction in number of active school facilities, but 20 yr trajectory may require additional facilities.
- Twin and Triple School alternatives are theoretically feasible on the Gates site.
- Phase I identified \$120M +/- worth of deferred maintenance, repairs, and physical upgrades ONLY. These costs would be almost entirely at District expense.
- Phase II identified \$250M +/- investment needed to address physical AND educational needs. MSBA participation will reduce District contribution.

Acton-Boxborough Regional School District submitted Statements of Interest (SOI) for Douglas, Conant, and Gates Schools in the Spring of 2016 based on the findings of Phase I and identified Douglas as its highest priority. Phase II concluded that these same facilities are in the greatest educational need, corroborating the District's decision to submit SOI's for these three facilities. As the School Committee continues its dialogue with members of the two communities, Phase II identified a need to consider two alternative grade configurations (PK-K, 1-6, 7-8, 9-12) and (PK-K, 1-5, 6-8, 9-12). The only critical path decision facing the District and its two communities is whether or not to pursue the grade configuration with a conventional middle school. Doing so would change the priority project from an elementary school focus to a middle school focus making it necessary to withdraw the SOIs already submitted and submit an SOI for RJ Grey Jr. HS. Should the District choose to continue with an elementary school focus and the SOIs already submitted, MSBA's feasibility study process is flexible enough to allow the exploration of both (PK, K-6, 7-8, 9-12) and (PK-K, 1-6, 7-8, 9-12) models.

Acton-Boxborough Regional School Committee

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

To: Members of the Acton and Boxborough Communities
From: Mary Brolin, Chair, Acton-Boxborough Regional School Committee
Re: Establishing the District Master Plan Review Committee (DMPRC)
Date: December 5, 2016

The Acton Boxborough Regional School Committee seeks volunteers for the new "District Master Plan Review Committee" (DMPRC). This very important new subcommittee of the School Committee will play a key role in the long term future of our schools and the education of our communities' children. By reviewing and synthesizing the Master Plan presented to the District this month, considering current educational literature, and gathering input from all stakeholders, the DMPRC will make specific recommendations to the School Committee regarding our capital and infrastructure improvement needs. Ultimately, it is expected that a school building project(s) or renovation(s) will be proposed to the citizens of Acton and Boxborough for their vote of approval. We need parents and community members with interest and expertise in building projects, architecture, engineering and/or construction experience. Please consider volunteering. The deadline is Monday, December 12.

Background

During the winter and spring of 2016, the District pursued two important endeavors regarding our capital and infrastructure improvement efforts. Dore & Whittier were contracted to complete a District Master Plan that will outline a range of new building and renovation options for the Schools. The District also applied to the Massachusetts School Building Authority (MSBA) and submitted three (3) Statements of Interest for the Douglas, Gates and Conant Elementary Schools, expressing our desire to seek financial assistance through the program to help improve the physical conditions of these buildings. As a result, the MSBA recently visited the Douglas School, our priority project. It is expected that the District will receive notification in February, 2017 as to whether or not we are invited into the MSBA Eligibility Period (or Module I of the MSBA process). Detailed information about this process may be found at <http://www.abschools.org/district/school-capital-and-space-planning>

Next Steps

The Master Plan Report will include a range of possible options that have been developed through the collective input and guidance of multiple stakeholders who served on both the Visioning Committee and the Working Group. If invited in, the District would have until April of 2017 to notify the MSBA as to which construction and renovation options included in the report have no support for further consideration and those which have greater interest by stakeholders.

Charge to the District Master Plan Review Committee (DMPRC)

The purpose of this new committee is to review the District Master Plan and recommend to the School Committee which of the various options should be pursued. The District Master Plan Review

Committee (DMPRC) will:

- Review current literature related to middle school grade configuration as well as Early Childhood settings;
- Review the District Master Plan Report and develop a synthesis of the findings and various options to share with the community;
- Gather input from parents/guardians, community members, teachers, administrators and community members

This process should:

- Thoroughly review the various options provided;
- Establish a concise summary of the options, the respective implications, financial costs etc. to be shared with stakeholders;
- Design and implement a targeted outreach effort that gathers feedback from constituents regarding the various options proposed;
- Develop a final report to the School Committee that, based upon the feedback and analysis of the various factors to consider, makes specific recommendations to the Committee.

The School Committee recommends the following as the composition of the DMPRC:

Chair, School Committee Member (1)
Additional School Committee Members (3)
Parents/Guardians (3)
Community Members (2)

The following could serve as ex-officio members: Deputy Superintendent, Assistant Superintendent for Teaching & Learning, Director of Facilities & Transportation, two Elementary Principals/Assistant Principals, Junior High Principal/Assistant Principal, and two Elementary Teachers.

Proposed Timeline

<i>December 2 – 12, 2016</i>	School Committee outreach to solicit DMPRC volunteers
<i>December 15, 2016</i>	School Committee votes to approve DMPRC members
<i>January – February 2017</i>	DMPRC develops action plan, reviews research, gathers feedback
<i>March 2, 2017</i>	Report on findings and make recommendations to the School Committee

To Volunteer

If you are interested in being considered as a volunteer for this very important next step, or have questions, please email Mary Brolin (mbrolin@abschools.org) and Beth Petr (bpetr@abschools.org), or call Beth at 978-264-3306. A brief description of your background/skills/experience as it relates to our schools, education and/or building projects is requested, and whether you are a school parent/guardian, community member or staff member. Requests must be received by the end of the day on Monday, December 12th please.

Acton Boxborough Regional School Committee

Acton Boxborough Regional School District

16 Charter Road

Acton, MA 01720

TO: Acton Boxborough Regional School Committee members

FROM: Mary Brolin, Chair

DATE: December 13, 2016

RE: District Master Plan Review Committee Volunteers

At our meeting on 12/1/16, we established a District Master Plan Review Committee as a subcommittee of the Acton Boxborough Regional School Committee, consisting of:

- Chair, School Committee Member (1)
- Additional School Committee Members (3)
- Parents/Guardians (3)
- Community Members (2)

The following could serve as ex-officio members: Deputy Superintendent, Assistant Superintendent for Teaching & Learning, Director of Facilities & Transportation, two Elementary Principals/Assistant Principals, Junior High Principal/Assistant Principal, and two Elementary Teachers.

Volunteers were broadly solicited with a deadline of 12/12/16 with results by category:

Parents/Guardians (3 suggested):

Adam Klein

Jack Kline

Matt Mehler

Jon Roland

Community Members (2 suggested)

Peter Berry: Acton Selectman

Jason Cole: Acton Finance Committee member and liaison to the ABRSC

Leah Lally: ABRSD Teacher

Ex-officio members

Andrew Shen: Junior High Principal has offered to be ex-officio member from RJ Grey.

I look forward to our discussion and decision on these members at our meeting on 12/15/16.

ANNUAL BUDGET - DRAFT
First Read 12/15/16

Acton-Boxborough Annual Budget

The Acton-Boxborough Regional School ~~District~~-Committee delegates the development of the annual District budget to the Superintendent and his/her designees for the operating and maintenance of the District, and such capital budgets as shall be necessary for the pursuit of the goals of the District and the educational programs proposed and approved by the ~~District-School~~ Committee.

Said budget shall conform to the guidelines as set forth by the Legislature in Chapter 71 of the Massachusetts General Laws and directives and regulations as set forth by the Massachusetts Department of Education, and shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the member communities, after the use of any offsetting revenues received from the state.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

The annual budget for each school operated by the District shall be developed with input from the School Council, and shall reflect the priorities established in the Annual School Improvement Plan.

The District Regional Agreement notwithstanding, there shall be no requirement for the annual operation and maintenance budget for the District to be adopted prior to the receipt of funding estimates from the state.

In developing a budget, care shall be taken to make the documents associated with the budget clear and understandable to Finance Committees of member communities and to the general public.

A public information meeting may be held to solicit input from the general public. In accordance with the District Regional Agreement, a public hearing will be held prior to the adoption of the Final Operating and Maintenance Budget by the ~~District-School~~ Committee. The ~~District-School~~ Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31. The Superintendent and the ~~District-School~~ Committee will make every effort to fully inform all member communities and their officials of the budget plans of the District.

The calculation of the member towns' assessments shall be according to the Regional Agreement.

~~Assessments to member communities shall be made in compliance with the foundation budget, which may, in certain instances, differ from the apportionment under the District Agreement. When there is a conflict, state law shall prevail. In assessing for expenditures which are~~

~~excluded from the foundation budget, the District Agreement shall determine the apportionment of assessments after the District Committee has applied all applicable state aid.~~

Acton Public Schools

~~The annual budget is the financial expression of the educational program of the school department, and it mirrors the problems and difficulties that confront the school system.~~

~~The budget is more than a financial instrument, and requires on the part of the Committee, the staff, and the community orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.~~

~~Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.~~

~~The Acton School Committee delegates the development of the annual public school budget to the Superintendent and his/her designees for the operating and maintenance of the public schools, and such capital budgets as shall be necessary for the pursuit of the goals and educational programs proposed and approved by the School Committee.~~

LEGAL REFS.: M.G.L. 71:16B; 71:34; 71:37 and 71:38N
CMR 41.02

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough
Budget Deadlines and Schedules Policy, File: DBC

ANNUAL BUDGET - DRAFT

First Read 12/15/16

The Acton-Boxborough Regional School Committee delegates the development of the annual District budget to the Superintendent and his/her designees for the operating and maintenance of the District, and such capital budgets as shall be necessary for the pursuit of the goals of the District and the educational programs proposed and approved by the School Committee.

Said budget shall conform to the guidelines as set forth by the Legislature in Chapter 71 of the Massachusetts General Laws and directives and regulations as set forth by the Massachusetts Department of Education, and shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the member communities, after the use of any offsetting revenues received from the state.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

The annual budget for each school operated by the District shall be developed with input from the School Council, and shall reflect the priorities established in the Annual School Improvement Plan.

The District Regional Agreement notwithstanding, there shall be no requirement for the annual operation and maintenance budget for the District to be adopted prior to the receipt of funding estimates from the state.

In developing a budget, care shall be taken to make the documents associated with the budget clear and understandable to Finance Committees of member communities and to the general public.

A public information meeting may be held to solicit input from the general public. In accordance with the District Regional Agreement, a public hearing will be held prior to the adoption of the Final Operating and Maintenance Budget by the School Committee. The School Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31. The Superintendent and the School Committee will make every effort to fully inform all member communities and their officials of the budget plans of the District.

The calculation of the member towns' assessments shall be according to the Regional Agreement.

LEGAL REFS.: M.G.L. 71:16B; 71:34; 71:37 and 71:38N
CMR 41.02

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough
Budget Deadlines and Schedules Policy, File: DBC

File: DB-R

BUDGET - APPORTIONMENT OF EXPENSES

The Regional ~~District~~ School Committee shall annually determine the amounts necessary to be raised, after deducting the amount of aid such district is to receive pursuant to ~~section sixteen~~ §M.G.L. c 71 s 16B, to maintain and operate the District ~~school or~~ schools during the next fiscal year; ~~and This includes~~ amounts required for payment of debt and interest incurred by the District which will be due in the said year, and shall apportion the amount so determined among the several municipalities in accordance with the terms of the agreement.

The amounts ~~so~~ apportioned for each municipality shall be certified by the Regional School District treasurer to the treasurers of the ~~several municipalities~~ member towns within ten days from the date on which the final annual budget is adopted by a majority vote of the School Committee, but no later than March thirty-first.

The Regional School District treasurer shall include in the certification to each municipality a statement setting forth the amount which the District is to receive under said section sixteen D for the ensuing fiscal year and the proportionate share of such aid for such municipality.

In addition to amounts appropriated for debt service, student transportation, construction costs, capital costs and operating costs, each municipality that belongs in the Regional School District shall annually appropriate for the support of the Regional School District an amount equal to, but not less than, the sum of the minimum required local contribution.

~~Notwithstanding the provisions of the Regional School District agreement, each member municipality shall increase its contribution to the Regional District each year by the amount indicated in that district's share of the municipalities' minimum regional contribution in that fiscal year. Per Section 5.E. of the Regional Agreement, in the event that some provision of applicable law requires some different apportionment of the costs of construction or capital or operating the District than is provided in this section of the Agreement, then insofar as is practical and allowed by the applicable law, in good faith the member towns shall apportion those costs, the division of which is not otherwise controlled by the applicable law, so as to exactly or as nearly as practical achieve the same overall apportionment of total costs in each fiscal year as would otherwise have been achieved by the formulas specified in Section 5, subsections B and C of the Regional Agreement.~~

The District shall appropriate the sum of the minimum regional contributions of its member districts as well as all state school aid received on behalf of member municipalities. The District may choose to spend additional amounts; such decision shall be made and such amounts charged to members according to the District's required agreement.

Except as required by General Law, ~~each the~~ school district may determine how to allocate funds appropriated for the support of public schools without regard to the categories employed in calculating the foundation budget.

LEGAL REF.: M.G.L. 71:16B

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough

BUDGET DEADLINES AND SCHEDULES

First Read 12/15/16

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by ~~law and charter~~ the Regional Agreement.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the earliest annual town meeting of either member town. Typically this would be Acton Town Meeting held on the first Monday in April.) ~~Dependent on the date thus set, the following will be scheduled:~~

~~Two weeks or more before the annual town meeting—~~

~~Publication of the budget for the meeting, by the Selectmen~~

~~Not less than 30 days before the annual town meeting—~~

~~Finance Committee holds a public hearing on its proposed recommendations for the articles in the budget to be published as above.~~

The Committee should annually, at least 20 days prior to the date on which the final budget is adopted, prepare a preliminary budget. A preliminary budget shall include the amounts necessary to be raised to maintain and operate the Regional Schools during the ensuing fiscal period, and include the amount required for payment of debt and interest incurred by the District which will be due in said fiscal period. All non-recurring expenditures shall be itemized. This preliminary budget shall be itemized in such further detail as the Committee may deem advisable. The preliminary budget shall be approved by a majority of the members of the Committee from each member town. (Regional Agreement, Section 10.A.)

The Committee shall hold a budget hearing annually. Thereafter, the Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business section of the annual town meeting of any member town is to be held, but in no event later than March 31 (provided that said budget need not be adopted earlier than February 1). The final budget shall be adopted pursuant to applicable provisions of law. (Regional Agreement, Section 10.C.)

~~Whatever dates assigned the above, the final date for the submission of the budget to the Selectmen will be arranged cooperatively with the School Committees and Finance Committee. The Selectmen have authority to impose a date as early as December 31.~~

In reaching its decision on the budget amount that it will ~~submit to the Selectmen~~ present to the Town Meetings, the School Committees will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

~~Established by law and charter~~

LEGAL REF.: M.G.L. 71:16B; 71:38N

~~Acton Town Charter~~

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough

Acton-Boxborough Regional School District

BUDGET DEADLINES AND SCHEDULES

First Read 12/15/16

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by the Regional Agreement.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the earliest annual town meeting of either member town. Typically, this would be Acton Town Meeting held on the first Monday in April.

The Committee should annually, at least 20 days prior to the date on which the final budget is adopted, prepare a preliminary budget. A preliminary budget shall include the amounts necessary to be raised to maintain and operate the Regional Schools during the ensuing fiscal period, and include the amount required for payment of debt and interest incurred by the District which will be due in said fiscal period. All non-recurring expenditures shall be itemized. This preliminary budget shall be itemized in such further detail as the Committee may deem advisable. The preliminary budget shall be approved by a majority of the members of the Committee from each member town. (Regional Agreement, Section 10.A.)

The Committee shall hold a budget hearing annually. Thereafter, the Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business section of the annual town meeting of any member town is to be held, but in no event later than March 31 (provided that said budget need not be adopted earlier than February 1). The final budget shall be adopted pursuant to applicable provisions of law. (Regional Agreement, Section 10.C.)

In reaching its decision on the budget amount that it will present to the Town Meetings, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

LEGAL REF.: M.G.L. 71:16B; 71:38N

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough

File: EFC

FOOD SERVICES**FREE AND REDUCED PRICE**

(First Read 12/15/16)

The school district will participate in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

~~In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardians.~~

As required by state and federal regulations, the School Committee will approve a policy statement pertaining to eligibility for ~~free milk~~, free meals, and reduced price meals. In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child will be denied a meal.

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)
Child Nutrition Act of 1966, P.L. 89-642, 80 Stat. 885, as amended
M.G.L. 15:1G; 15:1L; 69:1C; 71:72

ALG Minutes November, 10 2016

revised 12/4/16

Present: Peter Ashton, facilitator; Peter Berry & Janet Adachi, BoS; Amy Krishnamurthy, SC; Margaret Busse & Doug Tindal, FC; Steve Ledoux, Glenn Brand, Steve Barrett & Marie Altieri, staff. Absent Paul Murphy, SC.

Audience: Franny Osman, BoS; Krista Rychlik, SC; Jon Benson, FC; Clare Jeannotte & Brian McMullen, & Mark Hald, staff & Charlie Kadlec.

Extra info: BoS slides of the Fin Com's POV; FC one sheet POV; Multi-year financial model & Multi-year financial model based on the FC's POV.

Minutes accepted

2. Update on FY17 Revenues and expenditures

Steve L: Things are moving along as can be expected. The tax classification hearing is set for Dec. 5; my budget will come out soon after

Glenn: My report is similar to the town's things are progressing as expected. The required ¼ report will be out on Thursday.

3. Review of the spreadsheets:

SB: There are no real financial changes. We are waiting for tax classification, new growth numbers. We are taxing to the full amount and using \$1.6m from reserves, the towns increase is 3.5%, the regions 4.7%. We are showing a deficit of \$767,154.

Margaret: The FC has been studying the spreadsheet. It's great to have more actual numbers; it gives clarity to the past and helping the FC decided on what should be put in the warrant. We have a subcommittee working on this [warrant spreadsheet]

We do not have a clear understanding on what's turned back. We've always said that there is a danger in spending the reserves down but that just has not happened.

Doug: We need to provide concise detail. Not for the warrant but as an archive. We need a tax history.

Margaret: Steve Noone looked into the history of other towns to identify the drivers. Margaret said she send the info to ALG members.

***Peter: May we sign off on revenue projections for now? It was agreed

4. Fin Com's POV

Margaret noted the differences between the power point of the BoS and the recommendations of the FC. She added that there was concern over the compensation rates which they had no control. She added that in comparing Acton with Boxboro their rise in the tax rate was slower. The FC is concerned

with the prospect of increases for the need of capital for both the schools and town. One question was what to do with excess reserves. Should there be a ceiling and a floor for these amounts. Just looking at the town the floor as recommended by the DOR would be 5% and the ceiling a 3% use for both schools and town.. The FC is suggesting that the excess of reserves be used for capital needs.

Doug: there is the feeling that we are spending the money without proper or considered thought. He cited the land purchase at the recent town meeting. There was never any discussion as to whether it would be better to allow the houses to be built rather than put the land into conservation. He added that there were no plans for the use of the lands, which he thought needed to be ‘

There was never any discussion as to whether this purchase was good for the town in the long run or if the money should be used for another purpose. We seem to go ahead and spend money as things come up and not put any thought into the consequences. John Mullin, (brother of Bill at UMASS Amherst) has written a template for land purchase. It's something we should be using.

Janet: the open space committee has a list of the land purchases the town and they also crunch the numbers. When pieces of land become available, we have to act on them.

My questions are: what happens when we reach the floor; I think it would be better to have a range. Not using the \$985k will leave us in a negative position of \$1.2m.

Margaret: I have been led to believe if we go below the 5% for the town we will have a negative impact on our credit ratings. Then I hear that many different things go into the rating levels and this may just be a small part. The FinCom does not think we should hold so much in reserve and the money should go back to the taxpayers. We need to exercise and spend wisely.

Janet: we do not consider the reserves as an extra pot of money. Any capital needs we have will go through a vetting process and we.

Margaret: We would like to establish the towns increase from 3.5% to 3.3% and the schools from 4.7% to 3.8%.

Marie: I'm not sure we can keep to that level of assessment. We have not even mentioned Minuteman and what those costs will be

Peter: Perhaps this should be a topic for the three-board meeting.

Brian: The 8% level is very aggressive. The DOR recommends just the floor of 5%. I think we need to see an historical perspective use of the reserves along with the use of E&D.

Marie: we need to remember that there can always be unexpected expenses like SPED which can cause greater expenses than were in the budget.

Doug: the problem is that we do not have a policy on this. The situation can easily get out of control and we need to get the expenses under control.

Janet: I'm not sure things are out of control. The fact that we have not had an override is in part because we do use the reserves. We can try to impose more formality so we don't have this discussion every year.

Marie: We have had lots of reserve use policies. It's better to be having this discussion now instead of February. We are starting out with a deficit what does the FC want us to do?

Margaret: last year there was a limit, not to tax to 2.5% and use \$1.6M in reserves. We think that's reasonable. We can't tell you how to cut.

Margaret discussed the comparison of Acton to Boxboro. She choose Boxboro because it is our "sister" town. It was suggested that the analysis done by Steve Noone on the agreed to list of comparison towns be used instead. Margaret said she'd have that list in time for the tri-board meeting.

Marie: it's easy in November to set these limits and say these are the numbers. We have not done our budgets as yet. The problems come in Feb. when we see that the numbers are not adequate.

Margaret: The FC definitely wants the feedback. We want to hear what the BoS and SC think about the numbers after you have taken them back to your boards. We do not want a food fight on the 15th

Amy: I agree. We have things we need to share and that can be done after socializing.

Peter: the town agrees---we need to go through the totals and see how they will affect the operating budgets and any capital we may have planned.

5. Update on Minuteman Tech

Janet: the selectmen voted not to call another STM to deal with Belmont and MMT. Belmont has voted to leave the district. The costs to the remaining towns will not increase. When Belmont sends students to MMT, they will have to pay a surcharge for the capital costs.

6. Public

Charlie: It looks to me as if we will have an increase in the tax rate of 3.5%. That's still a lot when inflation is 0 and school enrollment is dropping

The reserve level is just a recommendation from the DOR. It makes sense for just the municipal and have the schools use their own E&D. That too can be capped at the 5% level and let the schools keep any "extra" while the town returns their part to the taxpayers.

Jon Benson: My key take away about the reserves is what we spend from year to year has been replenished by more. Is there any analysis as to how they get replenished?

Adjourned 8:45, Next Meeting December 8

Ann Chang

TOWN OF ACTON

Acton Leadership Group

December 8, 2016

7:15 AM

Room 204

Acton Town Hall

Agenda Topics

- | | | |
|----|--|--------------------------------|
| 1. | Approval of Minutes from November 10, 2016 | All |
| 2. | Update on FY 17 Revenues and Expenditures | Steve Ledoux
Glenn Brand |
| 3. | Review of Spreadsheet/ Finalize Revenue Projection FY 18 | Steve Barrett
Marie Altieri |
| 4. | Recap of Tri-Board Meeting | All |
| 5. | Public Comment | |
| 6. | Adjourn | |

Next Meeting January 5, 2017

ALG
12/8/16

Reserves

A. Beginning Reserve Position	For FY16 Use	For FY17 Use	For FY18 Use	For FY19 Use
(generated thru)	Estimated	Estimated	Estimated	Estimated
Certified Free Cash From Last Fully C	\$9,376	\$7,665	\$4,873	\$3,190
Stabilization		\$2,000	\$2,000	\$2,000
Subtotal Certified Free Cash	\$9,376	\$9,665	\$6,873	\$5,190
NESWC Available Balance	\$1,000	\$0	\$0	\$0
Acton Portion of Certified E&D from La	\$954	\$1,654	\$2,290	\$2,375
Total- Beginning Reserve Position	\$11,331	\$11,319	\$9,163	\$7,565

B. Actual Annual Use Of Reserves U	FY16	FY17	FY18	FY19
Estim	Estimated	Estimated	Estimated	Estimated
Certified Free Cash	\$1,641	\$2,467	\$1,600	\$1,300
NESWC	\$1,000	\$0	\$0	\$0
STM 10/5/2016			\$983	
Stabilization Use FY16 STM		\$1,850		
Transfer Into Stabilization Fund	\$2,000			
NESWC Fund Balance Reserved for Liability				
Overlay Surplus				
Acton Portion of Certified E&D usage	\$169	\$170	\$170	\$170
Total- Actual Annual Use of Reservi	\$4,810	\$4,487	\$2,753	\$1,470
Usage Of Reserves Used to Support A	5.05%	4.50%	2.7%	

C. Assumption of Reserve Replenishment Generated In Prior Fiscal Year	(thru June 30, 2015 close)	(thru June 30, 2016 close)	(thru June 30, 2017 close)	(thru June 30, 2018 close)
Townwide Fiscal Year Turnbacks & E	\$1,930	\$1,525	\$900	\$900
Stabilization Fund replenishments		\$1,850		
Town Savings from Reducing Acton F	\$0	\$0	\$0	\$0
FY12 Tax Title Principal & Interest	\$0	\$0	\$0	\$0
Unused Warrant Articles, Land Titles	\$0	\$0	\$0	\$0
NESWC adjustment exclude TSAR fr	\$0	\$0	\$0	\$0
NESWC Fund Balance Reserved for L	\$0	\$0	\$0	\$0
Anticipation of Returning Acton Porti	\$0	\$0	\$0	\$0
ABRSD Fiscal Year Turnbacks-Acton	\$869	\$805	\$254	\$254
Total- Assumption of Reserve Repl	\$2,799	\$4,180	\$1,154	\$1,154

D. Year End Available Balance (A M	Thru Close of FY15;	Thru Close of FY16;	Thru Close of FY17;	Thru Close of FY18;
(Available	(Available for FY17)	(Available for FY18)	(Available for FY19)	(Available for FY20)
Free Cash	\$7,665	\$4,873	\$3,190	\$2,790
Stabilization Fund	\$2,000	\$2,000	\$2,000	\$2,000
NESWC	\$0	\$0	\$0	\$0
E&D Available Balance (EST) Acton p	\$1,654	\$2,290	\$2,375	\$2,460
Total-Year End Available Balance	\$11,319	\$9,163	\$7,565	\$7,250
Available Balance As A Percentage	12.69%	9.85%	7.79%	#DIV/0!

ALG Minutes December 8, 2016

Present: Bart Wendell, facilitator; Peter Berry & Janet Adachi, BoS; Paul Murphy & Amy Krishnamurthy, SC; Margaret Busse & Doug Tindal, FC; Steve Ledoux, Glenn Brand, Steve Barrett & Marie Altieri, staff.

Audience: Brian Mc Mullin, Mark Hald, Clare Jeannotte, staff; Peter Ashton, temp facilitator and Charlie Kadlec, public.

Extra Info: Town of Acton multi-year financial model aka ALG model: FC final voted POV via email

Minutes OK'd

2. Update on FY 17 revenues and expenditures

SL: The annual tax classification hearing resulted in a uniform rate for residential and commercial: Its \$19.06 down from \$19.23. We also have an additional \$200k in new growth in construction. This is good news. Everything else is going pretty much OK. We are watching the ice and snow account.

Glenn: We are progressing as planned. There will be a budget presentation next week. Budget Saturday is Jan. 21.

Doug: Is there a new assessed value and how many homes are there?

SL: Average assessment \$561k for FY 18 \$566k. The average tax bill is \$10,693

3. Review of spreadsheet and finalize revenue projections for FY18

SB: Front page, the change page shows the addition of the \$200k in new growth. The new growth goes into the tax levy so there is a deficit reduction @\$300k. The tax values and impact has the deficit of \$462-\$729k

Margaret: I'm wondering if you can put in for the FC perspective the actual historical numbers.

SB: the actuals are on the tax recap.

It was agreed that there would be a conference call: Steve Barrett, Marie Altieri and Margaret to go over the historical actuals.

Marie: page four has the reserves

SB: reserves tie into certification

Marie: look at the reserve sheet. B is the actual annual use of reserves. Section C this is the replenishment of reserves. Do the math. The use of reserves is transparent. Perhaps we should have net use line.

Margaret: the FC compared these numbers with those that Steve Noone got from the DOR. We think there needs to be a summary sheet where there is an historic of what we actually spent.

Doug: I agree, to have the math done will focus on the changes.

4. Recap of tri-board meeting—Margaret, Peter & Amy

There was general agreement that the social part of the meeting was a success. It was helpful to meet members of the other boards and just hear what others had to say. It was also agreed that the facilitator was “not Bart” and was ineffective which made the discussion part of the meeting not as productive as hoped.

Margaret said she appreciated the feedback on the FC POV that she heard from the other boards. She was frustrated that the “air time was taken up by a member of her own committee” when she wanted to hear more for the selectmen and school committee.

Peter agreed that the social part was invaluable. He noted that the original plan was to have two meetings: one social; the other working.

Amy: the social interaction will lead to greater trust among the boards.

Bart: what I’m hearing is that it was not an artistic success. Do you have suggestions for next year?

Janet: several years ago there was a big issue that was dividing the ALG. The meeting started out in a big circle followed by breakout groups and then getting back together at the end. That seemed to be a successful format. There was some socializing at the beginning.

Bart: would the meeting be more effective after the budgets are formed?

It was agreed that having just a social night would be helpful, followed by one of information exchange.

Marie: Does the spreadsheet reflect the FC POV? If it stays we will have a \$1.2M deficit. There is the number of using \$1.6M in reserves---possible if we use the \$900k turn back the net reserve use would be \$2.4M with the understanding that the \$900k will be replenished.

Margaret: We have not talked about that and have not discussed as to how to get to that level. The BoS needs to be more specific on replenishment: a % amount or dollar amount ensure the replenishment amount.

Marie: We need to do the budgets.

Margaret: We need some specific number; others [on FC] couldn’t count on just one point that’s not in the POV. Each year there has been some replenishment, but we don’t know what level.

Marie: we cannot legally budget for these changes. I’d feel more comfortable if we went back to our boards. The ALG last year had \$1.6M [in reserve use] we assumed that there would be replenishment. Budgets have yet to be produced so this is just a work in progress.

Doug: The longer term view is the 800lb gorilla: \$10M in reserves. The theory goes is that the reserves are declining. We need make sure that we are also taking our capital needs into account. We need clarity on how we will spend the reserves on which capital needs.

Marie: within the next two weeks the budgets will have real numbers and they will be in the plan for the next meeting.

There was some discussion on meeting dates and changing them. It was agreed to keep the Jan 5 date as well as the one for Jan. 26 and Feb. 9. Bart will not be available for all of these dates

5. Public Comment

Charlie noted that he was late and wondered if he'd missed any discussion on the school building projects. The projects will be presented in a public meeting on Wednesday.

It was agreed to put capital plans on the next agenda.

Peter Ashton: It appears that the spreadsheet we are using all the unused levy capacity for FY 18. Is that now the Fincom's position?

Peter B: that should be incorporated as part of the discussion on the spreadsheet.

Bart: I forgot the second half of agenda item 3 which was to finalize projections for FY18

Margaret: the POV is not built into this at all. Our recommended percentages of the budget increases showed a \$1.2M deficit.

SB: That was an illustration of the POV---it's come down by @\$300k

Margaret: Based on the POV --the \$900k deficit was finalized.

Peter B: In the tax levy of \$80M includes the excess levy; there can be changes in the revenue projection, if the FC does not agree to the uses.

Marie: Point is that historically there has been a difference between the POV and the ALG spreadsheet. We did recapture the levy as a placeholder on the spreadsheet. The ALG process is iterative and we have to go through it.

Margaret: With the POV the budgets' increase is 3.3% and not using the \$900k levy capacity

SB: This is our ALG plan. The increase in the town is 3.5% and schools 3.8%

Margaret: Now you are using the \$925k of unused tax levy. The POIV does not include this

SB: the POV requires cuts in spending. The ALG has 4.7%; the POV wants 3.8%

Bart: We are supposed to be discussing revenue projections that are right for the model.

Peter A: town is now at 3.5% and schools 4.7% and keeping the \$900k number.

Marie: we have an agreement to discuss actual budgets not an agreement to use the \$985k

Bart: Is there an agreement on the \$985, is that projection correct? Are these the right figures for the revenue?

SL: You are putting aside the untaxed levy?

Bart: Yes.

Margaret: So we will be assuming the levy will be \$80,972M.

There was some more discussion of what would be on the agenda on the 5th and if the meeting would be productive. This meeting will be before the budget Saturdays but after budgets are presented.

Glenn: Since Boxboro has within drawn from Minuteman there was a question about the MM program in the middle school. It will continue with adjustments. The region will be assessed directly for the program and Boxboro will pay its part. We are working on a MOU; it will be @ \$180k.

Janet: MM will not get confused with the ABRS.

Marie: As it shows right now the estimate is \$1.1M and approximately \$190 or \$155 (Acton's share) will move to the AB assessment. This will move onto the spreadsheet.

Bart: There will be a continuing discussion on the 5th as to what the word "finalized" means

SL: Budget Saturday for the town is Jan 7 at 8AM in 204.

Charlie: If you intend to tax to the max, make sure the spreadsheet shows that. This would mean a tax increase of 5.07%

SB: Yes.

Charlie: Where does it stand now?

Bart: It's not been finalized.

Adjourned at 8:20.

Next meeting Jan 5th

Ann Chang



Finance Committee
FY18 Point of View
Final

December, 2016

Agenda

- **Town financial status**
- Concerns
- Recommendations
 - New Finance Committee reserve policy
 - Recommendations for FY18
 - Key conclusions

The Town's Financial Status Is Solid

- Standard & Poor's rated Acton AAA
 - Very strong economy
 - Strong management, with good financial policies and practices
 - Strong budgetary performance, repeated operating surpluses
 - Very strong budgetary flexibility
 - Very strong liquidity
 - Very strong debt and contingent liability position, value
 - Current debt to be fully retired by 2030

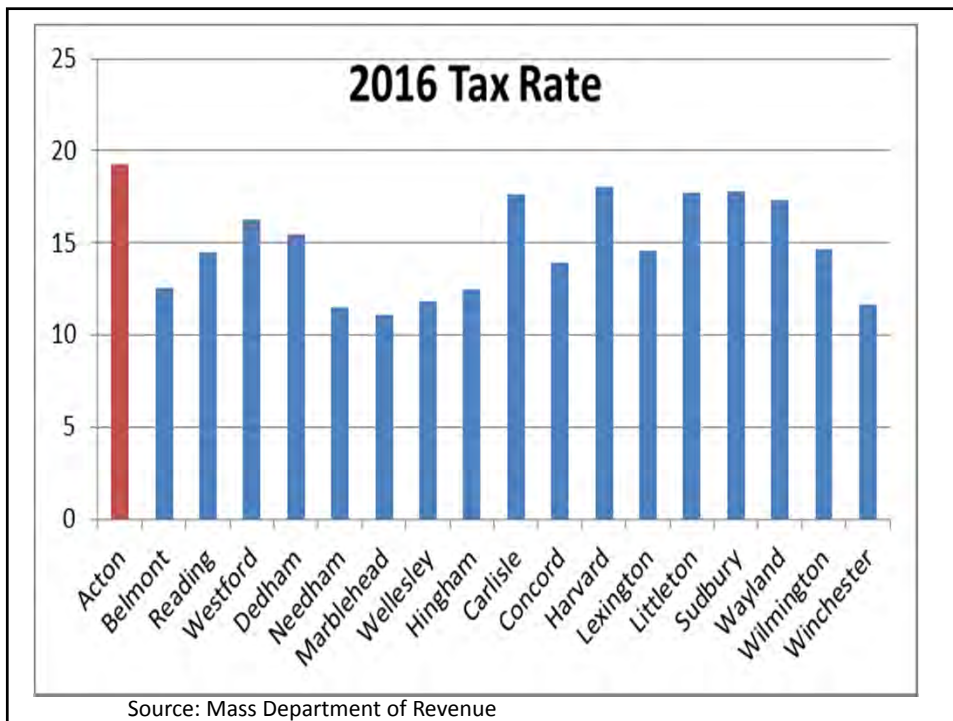
Economic Indicators

- Median family income is \$149,882, 40% higher than Middlesex County and 73% higher than the state median
- Median value of owner occupied housing unit is \$502,000, 24% above Middlesex County and 53% above the statewide number
- Unemployment is down to 3.2% from 4.5% in 2012, 1.4% points better than the state
- Acton has largely recovered from the Great Recession

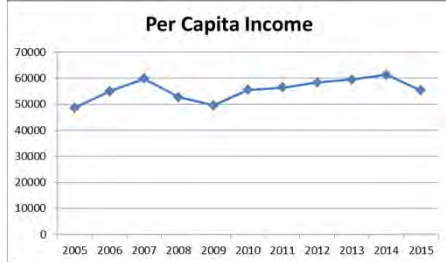
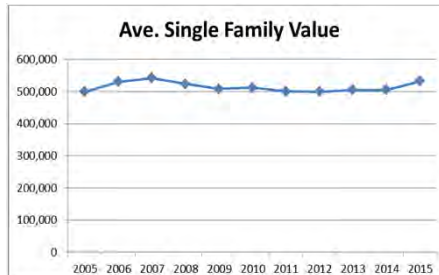
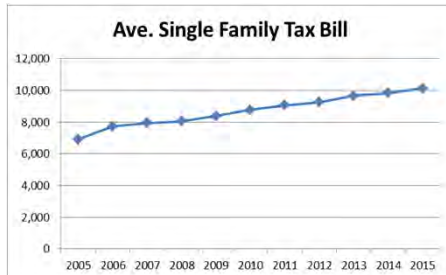
Continuing Budget Surpluses

Fiscal Year	Town of Acton		Surplus/(Deficit)	
	Revenue	Expenditure	Actual	Budget
2016 P		\$ 86,023,000		
2015	\$ 83,337,915	\$ 81,817,479	\$ 1,520,436	-2,290,000
2014	\$ 85,794,512	\$ 83,826,570	\$ 1,967,942	-1,838,000
2013	\$ 83,248,530	\$ 80,051,768	\$ 3,196,762	-1,701,000
2012	\$ 79,767,576	\$ 78,502,308	\$ 1,265,268	-2,001,000
2011	\$ 77,725,090	\$ 75,314,070	\$ 2,411,020	-2,219,000
Average				
Ann. % Change				
2011-2016	1.8%	2.8%		
Source Mass Department of Revenue				
Includes Acton's share of School Revenues and Expenditures				

- Although the Town often uses substantial reserves to plug deficits in forecasted operating budgets, it frequently closes out the year with substantial surpluses.
- This is due in part from state regulations which do not allow for a completely accurate revenue forecast



Tax Bills Growing Faster than Home Values or Income



- Tax bills have increased 4.7% per year from 2005-2015
- Home values have only increased 0.6 % per year
- Per capita Income has increased only 1.4% per year

Source: Mass Department of Revenue

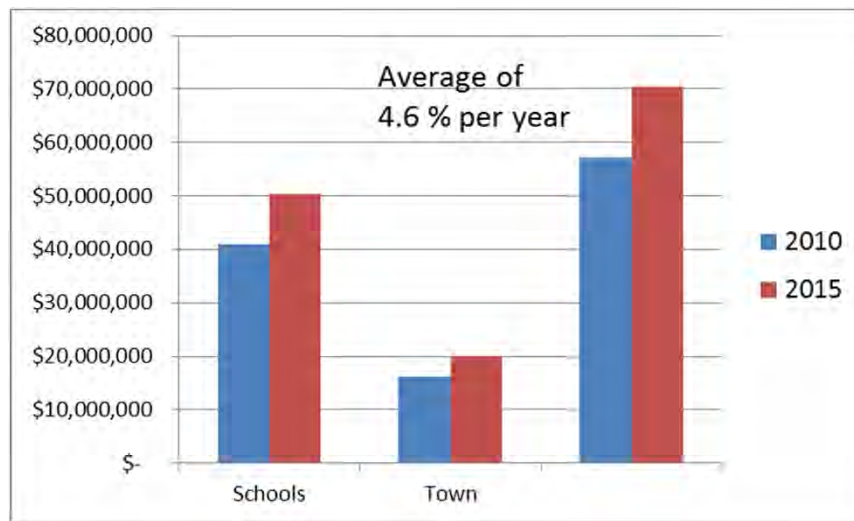
Agenda

- Town financial status
- **Concerns**
- Recommendations
 - New Finance Committee reserve policy
 - Recommendations for FY18
 - Key conclusions

Concerns

- Compensation growth in excess of 4% is not sustainable
 - With Prop 2 ½ limiting the largest source of revenue, excise and new growth cannot consistently cover this rate or increase.
- State aid is unlikely to increase more than 1%
- Capital and facilities in need of attention
 - Now
 - Needed health & safety repairs and upgrades to existing facilities should be addressed immediately, from BOTH third-party surveys of our infrastructure
 - Intermediate term
 - Repairs to buildings that will remain, without triggering code-mandating changes
 - Long term
 - Replacement of elementary school(s) – addresses large % of our shortfall per Dore & Whittier, and eases overcrowding
 - New fire station

2010 -2015 Compensation Growth



Salaries and Fringes (excluding OPEB) for Town plus Acton % of ABRSD

State Aid is Unlikely to Increase

- “In FY15, there were approximately \$1.188 billion in one-time revenues and savings used to balance the Commonwealth’s budget, up from approximately \$754 million in FY14 one-time solutions”
 - Comptroller of the Commonwealth Statutory Basis Financial Report For the Fiscal Year Ended June 30, 2015.
- “State budget cuts from Governor Charlie Baker are probably coming soon to Massachusetts. The Department of Revenue announced Tuesday that state revenue grew only one-half of 1 percent from August 2015 to August 2016 — a surprisingly tiny amount”
 - By [Joshua Miller](#) GLOBE STAFF SEPTEMBER 06, 2016

Our School Buildings Need Investment

- In their report in February of 2016, school district consulting architects, Dore & Whittier concluded:
 - \$4.4 million is needed for “Health Safety and Welfare,” repairs spanning all of the district’s elementary schools
 - Total identified investment exceeds \$100 million

Our Town Buildings Need Investment

- In their report to the Town in June of 2015, LLB Architects concluded:
 - \$2.1 million is needed in “Critical immediate repairs” for town facilities
 - Total identified investment was in excess of \$16 million

Agenda

- Town financial status
- Concerns
- **Recommendations**
 - New Finance Committee reserve policy
 - Recommendations for FY18
 - Key conclusions

Finance Committee Reserve Policy

- Set both upper and lower thresholds on the reserves:
 - The lower threshold be 5% of *municipal spending* (\$1.6 million for current level)
 - The upper threshold be 3% of *total Acton spending*, including the school assessments (\$2.7 million for current level)
- The possibility of annual reserve replenishment should be considered each budget cycle
 - End-of-year turn-backs, unused warrant articles, and sources of revenue that cannot legally be budgeted may result in some level of reserve replenishment at the end of a fiscal year.
 - Therefore, each year an analysis of recent historical trends and other factors affecting possible year-end revenues should be taken into account when deciding whether or how much reserves should be used to close any existing operating budget gaps.
- This reserve policy will:
 - Create a framework for managing reserves
 - Maintain Town's strong financial standing
 - Balance the focus on municipal vs school budgets
 - Encourage spending down the Town's reserves for one-time items such as capital or other Town priorities, or refund them to taxpayers

Recommendations for FY18

- Operating budgets should increase by no more than the 3.3% increase in total revenue including new growth and excise
- There is no need for an operating override but property taxes should increase by no more than the 2.5%
- There is no need to use previously untaxed levy capacity to increase taxes by more than 2.5%
- Funding for OPEB should continue at present levels (Acton's OPEB funding is a strength compared to other towns)
- Near term capital needs must be addressed
 - Prioritized lists for the Town and for the Schools need to be developed as soon as possible
- Reserves-
 - For FY18 only we recommend allocating \$1.6 million in free cash to budgeted spending (this is consistent with what was agreed in ALG Spring 2016)
 - After allowing for that amount, any reserves in excess of the upper threshold (as outlined in the reserve policy) should be used to address near term capital needs
 - The Selectmen should develop a specific, prioritized list of how excess reserves will be used, and present this at Annual Town Meeting, following up with updates each year

Key Conclusions

- Near term
 - There is no need for a proposition 2.5% override this year
 - If the capital repairs are not funded from reserves a near term capital override may be necessary
- Longer Term
 - Given the magnitude of capital needed for facilities one or more capital overrides may be needed in the next 2-5 years

Office of the Superintendent
 Acton-Boxborough Regional School District
 16 Charter Road
 Acton, MA 01720
www.abschools.org

To: Acton-Boxborough Regional School Committee
From: Glenn Brand
Date: December 9, 2016
Re: ABRSD Director of Finance Search Update

Following Ms. Clare Jeannotte's announcement that she will move on to pursue other opportunities at the end of the current school year, the District is now gearing up to conduct a search for a new Director of Finance beginning on July 1, 2017. I have engaged the *New England Staff Development Council (NESDEC)* to oversee the search. Dr. Tony Bent, who will manage the search under the auspices of NESDEC, has extensive experience in the personnel area.

A screening committee has been formed to review applications and select candidates to interview. Following the screening interviews, the committee will identify those candidates who will move forward in the process for further consideration by Dr. Brand, culminating in the recommendation of one candidate to the School Committee for their appointment.

Screening Committee:

The Screening Committee includes the following members:

- Dawn Bentley Assistant Superintendent
- JD Head Director of Facilities
- Dana Labb Principal, Blanchard Memorial School
- Tom Blondin Finance Department, Accounting
- Pat Johnston Finance Department, Payroll
- Margaret Dennehy Finance Department, Treasurer
- Sharon Groose Human Resources
- Tammy Costello Human Resources

Timeline:

The following reflects the anticipated timeline of the search:

- Late November – screening committee formed
- December 8 – Dr. Bent met with members of the Finance department, Human Resources and SLT to develop candidate profile
- December 13 – Screening Committee Orientation, 9:00 – 11:00 a.m.
- January 3 – Job Opening Posted
- January 26 – Job Posting Closes
- February 2, 6 & 7 – Candidate Interviews
- Week of February 13 – Site Visits
- February 23 – Superintendent recommendation of finalist to School Committee
- March 2 – School Committee votes to appoint new Director of Finance

I will continue to keep you posted on the developments as we progress through the entire search process.



Strength in Diversity
Quality through Collaboration

To: EDCO Board of Directors and Advisory Council members
Fr: Colleen Dolan
Re: EDCO Collaborative Update
Date: December 8, 2016

BOARD OF DIRECTORS / ADVISORY COUNCIL

Remaining meetings for 16-17 have been scheduled for 2/9/17, 4/6/17, and 5/25/17. A complete schedule of EDCO roundtables is available at <https://goo.gl/6Z9IvH>.

FROM THE EXECUTIVE DIRECTOR

Sixty attendees welcomed Congresswoman Katherine Clark of the 5th Congressional District, who visited EDCO on November 17th. The Congresswomen spoke on the future of educational public policy in the next U.S. Congress and urged participants to stay involved.



L-R Thomas Markham, State Rep. Ken Gordon
Congresswoman Katherine Clark,, Colleen Dolan

Also during the program, EDCO honored friend and benefactor Don Poulin, Senior Benefits Consultant from SBI Benefit Consulting Group, a Smith Brothers Insurance Company. Don and SBI have brokered excellent health benefits and pricing for EDCO over the past 5 years. In addition, Don has been a consistent supporter of *Friends of EDCO Collaborative*, making a generous donation annually. EDCO is grateful to Don and SBI for being friends of EDCO!



Friend of EDCO, Don Poulin,
SBI Benefit Consulting Group

We look forward to continuing our Distinguished Speaker series with U.S. Attorney Carmen Ortiz, MA State Treasurer Deb Goldberg, and State Representative Alice Peisch. Please visit edcollab.org for dates and times.

Please see information attached regarding the DESE Collaborative Program Review currently taking place at EDCO. If you wish to be interviewed, please contact Judith Vaillancourt at 781-338-3723.

As you know, EDCO's Associate Executive Director, Judith Vaillancourt, recently participated in DESE's Inclusive Practice Network roll-out. As an Inclusive Ambassador, Judith was able to present to 20 districts with 75 principals, and 104 other administrators in attendance. Judith was commended as one of two ambassadors who reached the most administrators. Six EDCO districts participated in the program.

Today we will hear a summary of the FY16 audit from our auditors of Fritz Deguglielmo, LLC . In addition, we will follow-up on the discussion at our last board meeting regarding EDCO's long-term plan.

Please visit EDCO's website at edcollab.org, for more information on courses and programs and like us on facebook!

Best, Colleen

**FROM THE ASSOCIATE EXECUTIVE DIRECTOR, JUDITH VAILLANCOURT:
PROGRAM ENROLLMENT:**

	FY 17 Budget	FY17 Budget Member/ Non- member	Actual 12/5/16	Member/ Non- member	Actual 12-17-15
EDCO Partners	8	5/3	10	6/4	8
EDCO Deaf & Hard of Hearing	24	8/16	23	5/18	22
EDCO North Crossing (NCTDS)	28.5	23.5/5	20	11.5/8.5	20
EDCO 45-Day Assessment	7	4/3	7	4/3	6

EDCO Youth Alternative (EYA): Colleen Dolan, Judith Vaillancourt and Ajay Trivedi, Program Director, met with the Dean of B.U. School of Education, Hardin Coleman, Associate Dean, Donna Lehr, Director of College Access and Completion, Michael Dennehy and Program Director for the Counseling Department, Kimberly Howard, to continue the discussion on partnership opportunities between EYA and BU, School of Education. The meeting was very productive. We discussed a two-prong approach to space issues that both organizations must address as a byproduct of the sale of 650 Beacon Street. One approach involves meeting with representatives from the City of Boston and BPS administration to lobby for advocacy with the new owners to house BU programs and EYA. Still another prong to explore is space within the School of Education building to house our program. In other partnership areas, Ajay is working with the individuals at the meeting to explore student internship opportunities and counseling department internships at EYA.

North Crossing Academy: In a continuation of the program's work in involving students in the program's cultural development, leadership has held two community meetings to address student responses to a survey about the community culture. Deb McElroy, Program Director, reports very positive student responses to the requests for input and meeting discussions. She is reporting a reduction in disruptive behaviors and an increase in student support towards other students.

Partners Program: Referrals to the program are up. The staff is focusing efforts on student preparation for transition to post secondary education, integrating transition skill development into all program activities. Simultaneous to this, staff is working with students to develop an understanding of how they learn, what accommodations they may need and which work most

effectively. Parent and LEA response has been quite positive, as evidenced in emails received by Meaghan Dwyer, Program Director. A special shout-out to Newton PS for their support of our program. NPS has been a strong collaborator with our Partners Program.

Deaf and Hard of Hearing Program: Our students participated in their annual community service activity, serving adults in the Deaf community their Thanksgiving dinner. Students have also begun their preparation for the annual Deaf Culture Day presentations at Newton North High that will take place in the spring. One of the students has reached out to a well-known deaf hip-hop artist, Sean Forbes, to see if he would be willing to present. He responded positively and personnel are exploring options for funding sources to support the visit!

Special Education Surrogate Parent Program: Our program staff continues to be productive and active, completing a number of special projects. Perhaps most impressive was the effort to update the database of information on students and volunteers. The three Case Coordinators and the Program Director, Megan Ronzio, reviewed 500 student files to determine how many were active and which files, if any, could be closed out. Interestingly, very few files could be closed out as students continued to be involved within the DCF system. In addition to the student file reviews, staff contacted more than 200 volunteers for whom records indicated that there was no student assigned, no updated CORI or who were non-responsive to requests to update their CORIs. While this resulted in an effective update to the database, the end result revealed that the program is a bit low on volunteers at present. If anyone is interested or knows of someone interested in becoming a volunteer Special Education Surrogate Parent, please refer the person to the Recruitment, Training and Support Center for Surrogate Parents (<http://fcsn.org/rtsc/>) or to the SESP Director, Megan Ronzio (mronzio@edcollab.org) who will be able to direct the person to the right contacts.

Wrentham Habilitative Services Program: Our program has experienced staffing changes in the occupational therapy department this fall with a maternity leave, a retirement and another individual leaving for full time employment elsewhere. The remaining staff has risen to the challenge, picking up some of the caseloads. Fortunately, the person who left for full time employment is available for some contract work completing pending evaluations so that has worked well for the residents.

MCSWINEY CENTER FOR PROFESSIONAL LEARNING

Roundtable Updates:

The Program Advisory Committee (Assistant Superintendents Roundtable) held the first of two planned meetings focusing on the Achievement Gap. The committee came to a shared understanding of what is meant by the term Achievement Gap, discussed the importance of cultural proficiency, and began to look at brain research on the topic. For the next meeting, they are reading a chapter from *Culturally Responsive Teaching and the Brain: Promoting Authentic Engagement and Rigor among Culturally and Linguistically Diverse Students*, and will focus on how to help teachers develop growth mindsets and hold high expectations for all students.

The English Language Arts and Social Studies Committees held a joint meeting to discuss literacy in the content areas. Sharon Ryan of Acton-Boxborough began the meeting by sharing some work that she has developed on Book Backdrops: Connecting Historical Fiction and Primary Sources from the

Library of Congress. The participants then divided into smaller groups to share their work in developing integrated units of study.

The Science Committee invited Sara Lacy of TERC to come to its November meeting to give an overview of the *Focus on Energy* curriculum they have developed. They are recruiting teachers for a pilot study (Newton is already participating), and several districts expressed interest. The committee also finalized plans for a follow-up Science Institute, *Diving into the 2016 Science and Technology/Engineering Standards* to be held in the winter of 2017, with funding from DESE.

The Math Committee spent part of its November meeting discussing which math programs were being used in their districts, how they evaluated the success of those programs, and what criteria they used when considering new programs. They also shared what work they have done in their districts utilizing the ideas of Jo Boaler's *Mathematical Mindsets*, in anticipation of her visit (rescheduled from December to January and March).

For a complete list of professional learning opportunities, visit <https://edco.gosignmeup.com/Public/Course/Browse>

INITIATIVES FOR DEVELOPING EQUITY AND ACHIEVEMENT FOR STUDENTS (IDEAS)

IDEAS recently held their annual high school leadership conference. Sixty-eight students from 11 IDEAS districts participated in this conference held at EDCO. For more information on IDEAS, please visit edcollab.org/professional-learning/ideas.



Congresswoman Katherine Clark, 5th Congressional District

Collaboration among students at North Crossing Academy

