

Acton-Boxborough Regional  
School Committee Meeting

February 4, 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

February 4, 2016  
7:00 p.m.

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AGENDA

1. **Call to Order** (7:00)
2. **Chairman's Introduction** – Annual Spring Town Elections
3. **Statement of Warrant & Approval of Minutes**
  - 3.1. ABRSC Meetings of 1/23/16 and 1/14/16
4. **Public Participation** (7:05)
5. **ABRSD Capital Study Report** – Glenn Brand, Dore & Whittier (7:10)
  - 5.1. Phase I: Existing Conditions Study Final Report Slides (*Report to be brought to meeting*)
    - 5.1.1. Executive Summary & Introduction and Background
  - 5.2. District Capital Study Phase II Memo
  - 5.3. School Capital and Space Planning Committee Memo (*from 1/14/16 meeting*)
  - 5.4. <http://www.abschools.org/district/school-capital-and-space-planning>
6. **FY17 Final Budget Recommendation** – Glenn Brand, Clare Jeannotte (8:10)

*See material posted for meeting on 1/23/16: <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes>*

  - 6.1. Memo re Release of the Governor's Budget and Expenditure Changes – Clare Jeannotte
    - 6.3.2 MASC Legislative Bulletin from Stephen J. Finnegan, 1/28/16
  - 6.2. Questions, Comments, Input from Budget Saturday Presentations (*oral*)
    - 6.2.1. Financial Community Comparables Study Suggestion – Michael Coppolino
  - 6.3. FY17 ABRSD Budget and Assessments voted on 1/23/16
7. **FY16 Second Quarter Report** – Clare Jeannotte (8:40)
  - 7.1. Questions/Comments from the Acton and Boxborough Finance Committee members (*oral*)
8. **Recommendation to Revise FY17 School Calendar - Possible No School on Tuesday 10/11/16 and Addition of Early Dismissal Days** – First Reading – Glenn Brand (due to no school scheduled for 10/10/16 and 10/12/16) (8:45)
9. **MCAS 2016 Testing Changes** – Deborah Bookis (8:55)
10. **Assistant Superintendent of Student Services Search Update** – Marie Altieri (9:05)
  - 10.1. Announcement of Finalists
  - 10.2. Schedule/Community Forum on Monday, Feb 8 at 7:00 p.m. in the Jr High Library
11. **Kindergarten Registration Update** – Marie Altieri (9:10)
12. **Subcommittee Reports** (9:15)
  - 12.1. Budget – Maria Neyland (*oral*)
  - 12.2. Policy –
    - 12.2.1. **Minutes**, File: BEDG – Second Reading – **VOTE** - Brigid Bieber
    - 12.2.2. **Physical Restraint of Students**, File: JKAA – to 3/3/16 SC meeting - Bonnie Bisbicos
  - 12.3. School Liaison Updates (*oral*)

13. **CONSENT AGENDA:** *Glenn Brand (9:25)*

- 13.1. Recommendation to Accept Exxon Mobil Educational Alliance Math & Science Grant of \$500 from the West Acton Mobil Mart to the Gates School – **VOTE**
- 13.2. Recommendation to Accept Alliance Energy LLC Grant of \$500 from the East Acton Mobil to the R.J. Grey Junior High School - **VOTE**
- 13.3. Recommendation to Accept Gift from Target Field Trips/Scholarship America of \$700 to the Conant School – **VOTE**
- 13.4. Recommendation to Accept Acton Boxborough Cultural Council Grant of \$500 and the MA Cultural Council STARS Residency Grant of \$2,500 to the Gates School – **VOTE**
- 13.5. Recommendation to Accept Gift from the Patterson Family Foundation/Scholastic Reading Club of \$3,000 to the Blanchard School - **VOTE**

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

- 14.1. Acton Leadership Group (ALG) – *Kristina Rychlik, Paul Murphy*
  - 14.1.1. Minutes of meeting on 1/7/16 (revised 1/25/16)
  - 14.1.2. Materials from meeting on 1/28/16
    - 14.1.2.1. Charge of the Town of Acton Capital Improvement Planning Committee
- 14.2. Boxborough Leadership Forum (BLF) – *Maria Neyland*
- 14.3. Health Insurance Trust (HIT)– *Mary Brolin*
  - 14.3.1. Independent Auditor’s Final Report: Financial Statements & Management’s Discussion and Analysis for Years ended 6/30/15 and 6/30/14 (replaces Draft in Binder Tab 20)
- 14.4. Acton Finance Committee – *Kristina Rychlik, Deanne O’Sullivan*
- 14.5. Acton Board of Selectmen – *Mike Coppolino, Paul Murphy*
- 14.6. Boxborough Finance Committee- *Mary Brolin*
- 14.7. Boxborough Board of Selectmen – *Maria Neyland, Brigid Bieber*
- 14.8. Minuteman Technical Vocational School (MMT) Update – *Diane Baum*
  - 14.8.1. Acton Special Town Meeting - February 2  
See warrant: <http://www.acton-ma.gov/ArchiveCenter/ViewFile/Item/7619>  
Minuteman Regional Agreement Info Page: <http://minuteman.org/Page/196>  
Flyer from Acton MMT School Committee rep Pam Nourse
  - 14.8.2. Boxborough Special Town Meeting – February 24  
See warrant: <http://www.boxborough-ma.gov/home/urgent-alerts/special-town-meeting-wednesday-feb-24-2016>  
Informational Meeting: Tues, **Feb 9 at 7 p.m.** in Sargent Library, Boxborough
- 14.9. PTO/PTSO/PTF Co-Chairs– *Deanne O’Sullivan*

15. **Superintendent’s Report/Updates – Glenn Brand (9:45)**

- 15.1. Interschool Council
- 15.2. Superintendent’s Wellness Committee (*oral*)
- 15.3. Superintendent’s Safety Task Force (*oral*)

16. **FOR YOUR INFORMATION (9:55)**

- 16.1. FY15 Independent Auditor Reports by Borgatti Harrison & Co. – Revised Basic Financial Statements & Student Activity Funds (page 3), see posting for 1/14/16 meeting at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes>
- 16.2. Concord Area Special Education Collaborative (CASE) Annual Financial Statements for the Year ended June 30, 2015 and Annual Report 2015
- 16.3. Acton Senior Center Study Committee Public Forum, Feb 26<sup>th</sup> at 11:00 am at the Center
- 16.4. Community Correspondence – *Non-binding Resolution Official Response re Standardized Testing, S. Smyers on 2/4/16*

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

**NEXT MEETINGS:**

Feb 11            ABRSC FY17 Budget Hearing followed by Business Meeting 7:00 pm in the JH Library  
Feb 24            Boxborough Special Town Meeting re Minuteman Tech School  
Mar 3             ABRSC Meeting 7:00 p.m. in the Jr High Library

**SUPERINTENDENT'S COMMUNITY MEETING:**

- Tuesday, Feb 23 at 7:00 p.m. in the Acton Memorial Library

Dr. Brand welcomes any and all members of our Acton-Boxborough community to the second of his evening forums. Topics will include the FY17 School Budget, the extensive Capital Study being done for the School District, the revision of the District's Strategic Plan and anything else that people would like to discuss.

**TOWN OF ACTON  
2016 ELECTION CALENDAR**

**Annual Town Election is Tuesday, March 29, 2016**  
**Annual Town Meeting is Monday, April 4, 2016**

Last day to obtain nomination papers February 5, 2016

Last day to file nomination papers with Board of Registrars February 9, 2016

Last day to object / withdraw February 25, 2016

Last day to register voters March 9, 2016

Last day to post town warrant March 15, 2016

***TOWN OFFICIALS TO BE ELECTED IN 2016 - TERM OF OFFICE***

**Moderator**

1 Member – 1 year term

**Acton Board of Selectmen**

2 Members - 3 year term

**School Committee**

2 Members - 3 year term

**Trustees Memorial Library**

1 Member - 3 year term

**Acton Housing Authority**

2 Members – 5 years

**Water Supply District of Acton**

1 Commissioner – 3 year term

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

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

1 Member – 3 year term

**Trustees, Elizabeth White Fund**

1 Member– 3 year term

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

1 Member- 3 year term

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

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

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

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

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

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

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



## BOXBOROUGH TOWN CLERK

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 264-1727 · Fax: (978) 264-3127

[emarkiewicz@boxborough-ma.gov](mailto:emarkiewicz@boxborough-ma.gov)

### ELECTION CALENDAR 2016

Presidential Primary: Tuesday, March 1  
Annual Town Meeting: Monday, May 9  
Annual Town Election: Monday, May 16

State Primary: Thursday, September 8  
Presidential/State Election: Tuesday, Nov. 8

**February 10:** Last day to register to vote and/or change party enrollment for Presidential Primary. The Town Clerk's office will be open from 9:00am-8:00pm on that day.

**March 1:** Presidential Primary. Polls open at Town Hall from 7:00am – 8:00pm.

**March 28:** Last day for those interested in running for town office at the Annual Town Election to file nomination papers with the Town Clerk. Papers are due in the Town Clerk's office by 5:00pm. A minimum of 25 signatures is required.

**April 19:** Last day to register to vote for Town Meeting and the Town Election. The Town Clerk's office will be open from 9:00am-4:00pm. After 4pm, registration will continue until 8:00pm at the Boxborough Police Station, 520 Massachusetts Ave.

**April 29:** Last day to register to vote for the Special Town Meeting to be held within the Annual. The Town Clerk's office will be open from 9:00am-12:00pm for voter registration. After 12pm, voter registration will continue until 8:00pm at the Boxborough Police Station, 520 Massachusetts Ave.

**May 9:** Annual Town Meeting begins at 7:00pm at the Blanchard School gym.

**May 16:** Annual Town Election. Polls open at Town Hall from 7:00am – 8:00pm.  
The following offices will be on the ballot:

Selectman, 3-year term, 1 seat  
Library Trustees, 3-year term, 2 seats  
School Committee, 3-year term, 1 seat  
Board of Health, 3-year term, 1 seat  
Planning Board, 3-year term, 2 seats  
Moderator, 1-year term, 1 seat  
Town Clerk, 3-year term, 1 seat  
Constable, 3-year term, 1 seat

**August 19:** Last day to register to vote and change party enrollment for the state primary. The Town Clerk's office will be open from 9:00am-12:00pm for voter registration. After 12pm, voter registration will continue until 8:00pm at the Boxborough Police Station, 520 Massachusetts Ave.

**September 8 (Thursday):** State Primary. Polls open at Town Hall from 7:00am – 8:00pm.

**October 19:** Last day to register in order to be able to vote in the State/Presidential Election. The Town Clerk's office will be open from 9:00am-8:00pm on that day.

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

3.

**Acton-Boxborough Regional School Committee (ABRSC)  
FY17 Budget Meeting Draft Minutes**

**Library  
R.J. Grey Junior High School**

**Saturday, January 23, 2016  
8:30 a.m.**

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*Members Present:* Diane Baum, Mary Brolin, Michael Coppolino, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O'Sullivan, Kristina Rychlik

*Members Absent:* Brigid Bieber

*Others:* Marie Altieri, Marilyn Bisbicos, Deborah Bookis, Clare Jeannotte, Glenn Brand, Beth Petr, ABRSD Principals, Administrators and members of the Acton and Boxborough Boards of Selectmen and Finance Committees, as well as members of the public

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The ABRSC was called to order at 8:35 a.m. by Chairwoman Kristina Rychlik. The Superintendent welcomed everyone to the annual "Budget Saturday" meeting. The meeting was taped by Acton TV.

**8:40 Panel 1: Budget Overview**

- Superintendent's Budget Overview - *Glenn Brand*
- Financial Highlights FY17 Budget - *Clare Jeannotte, Director of Finance*
- Staffing, Enrollment, and Elementary Class Sections - *Marie Altieri, Deputy Superintendent*

***Questions from the School Committee and the audience:***

Mike Coppolino referred to slide 67, and asked how the 24.8 in the high needs category was determined. Marie Altieri explained that the DESE calculates it taking into account all high needs students. The chart in the binder is more complete. Mary Emmons said that because some students are in more than one category the number of students cannot just be added up. Diane Baum asked if the number of choice students who leave our District, is offset by the number that choose AB. The number who leave is the base for calculating the number to accept. The district is paid \$5000 per student who enter.

Bill Guthlein asked about the comparison scores on slide 66, noting that MCAS CPI is 100 for all students and 70 for High Needs special education students. This is the largest gap among these two groups and he asked why it was happening. Was it random or something specific? Deborah Bookis explained how the CPI is calculated and stated that the District has made some progress but there is quite a way to go regarding this gap.

In response to a question, Clare Jeannotte explained how circuit breaker is calculated, as well as last year's midyear cuts by the Governor. She explained how his cuts to regional transportation reimbursement (last year) were restored by the legislature after regional school districts demanded a review of the law. This year the Governor filed legislation to allow him to cut regional reimbursement and that is being watched. This is all part of the challenge of budgeting for the future.

Marie Altieri noted that to be consistent with the last page of Tab 4 of the binder, slide 59, Projected Multi-Year Personnel Planning should be slightly revised. Under FY18, a 1.0 Groundsman should be added for a total of +1.8 on the slide.

Acton Finance Committee member Jason Cole asked if the removal of a class section translated to the removal of a full time employee. Marie replied that it did not always. The district expects 12 retirements and some attrition, so no one will lose a job as a result of reducing a section. They may be reassigned.



Jason asked why the administration recommended cutting classes if our caseloads are some of the highest in the state. Marie explained that many hours of discussion and decision-making about priorities go into every recommendation being made. Kristina Rychlik noted that the School Committee has talked a lot about this, and class sizes are generally within our class size guidelines, but it is a “constant push and pull”.

Jason asked how nimble the District can be if student enrollment does not turn out as expected. Dr. Brand stated that this is the heart of the tension that the Administration and School Committee members all feel. Focusing on downward trends in enrollment spread out over 8 schools is part of the reality. A drop of 20 – 25 students depending on where they are placed, is a challenge. Watching trends is critical. The District does not base their plans solely on long term projections only involving enrollment. Marie emphasized that this is a plan for the next two years and it will be adjusted if needed. The District’s plan five years ago was that four sections would be reduced this year but we have decided now to eliminate only two.

Amy Krishnamurthy asked about the mixed grade 1/2 classroom planned for the Blanchard School. Marie explained how the mixed grades plan would address the increased enrollment at this level at Blanchard that would result in large class sizes if both grades were left at one section each. This approach has been used successfully at a number of the schools over the years, and it has provided a good educational experience. Dana Labb has been talking to the faculty and parents about it and they are excited.

Michael Coppolino read a statement objecting to the projected property tax increase of 5.6% for the average single family homeowner in Acton. He wants to take a broader view and compare AB department by department to our comparable towns to see why they spend less per student than our district does. He asked that the Committee consider convening a Regional Task Force comprised of both towns’ Finance Committee members, Selectmen and community members. Kristina stated that this idea could be considered at the end of the day for School Committee discussion as well as perhaps at a future meeting.

10:25 **Panel 2: Student Services Inclusionary Practices, Budget, Enrollments and Trends**

- *Bonnie Bisbicos, Interim Director of Pupil Services*
- *Mary Emmons, Director of Special Education*
- *Many special education staff in the audience*

***Questions from the School Committee and the audience:***

Mary Emmons explained to Michael Coppolino that many of the Student Services Leadership Team members belong to collaborative groups with local communities’ members and they often discuss what each other are doing. Marie Altieri said that that is true of most administrators.

Kristina Rychlik said that she was concerned about the very small amount of direct ELL instruction time provided to our students last year, and she had hoped this would improve for FY17. Bonnie Bisbicos replied that adding two specialists will help bring the district closer to the required hours, but there is still progress to be made. Mary Emmons noted that there is really no way to know how many level 1 students they will have when school starts. Kristina is concerned about the increased demands on regular education teachers, when their students who need specific ELL instruction are not getting it.

Several Committee members commended Bonnie and Mary for proposing the Pathways program. When students move beyond the grade level of the program (and still require services), a decision must be made whether to move them to another appropriate program (if available), whether to provide services in another way, or whether to consider expanding the program. For some, when services are provided very young, it may mean they do not need as extensive services when they are older.

Acton Finance Committee member, Margaret Busse, asked if the large group of 5<sup>th</sup> and 6<sup>th</sup> graders requiring special education services who are moving into the Jr High would translate to a reduction of services needed at the elementary level. Mary Emmons said that is not necessarily true because they are trying to correct the very high caseloads that have developed at the elementary staff level. Dr. Brand pointed out that the District is moving toward having three learning centers at each elementary school to address this. Mary Emmons stated that it is the District's mandate that new programs continually be considered that keep students within their district. Dr. Brand underscored this point and the extremely high cost of Out-of-District placements. He stated that it is very hard to compare some aspects of what we do to other districts because there are so many variables. Some programs have more space, more staffing, larger age/grade range, and all of these pieces can lead to a district being able to offer more choices to address a variety of student needs. Bonnie Bisbicos explained what reconstructive costs are for an out of district private school.

Margaret Busee asked how our teachers' salaries and annual increases compare to other communities. She said that the Finance Committee would be very interested in this. Marie Altieri will gather this information.

### **LUNCH BREAK**

#### **12:00 Panel 3: Proposed Student Services Positions**

- Junior High Special Education Learning Center – *Andrew Shen, RJGJHS Principal*
- Elementary Learning Center – *Mary Emmons, Ed Kaufman, Merriam Principal*
- Elementary School Psychologist – *Hilary Bonnell, Counseling/Psychological Services Chairperson*
- English Language Education (ELE) – *Roberto Soto-Garcia, English Language Learners (ELL) Services PK-12 Chair*

#### ***Questions from the School Committee and the audience:***

Diane Baum thanked Roberto Soto-Garcia for his presentation and noted that in the Worcester and Leominster schools where she has been, she saw level 1ELE class sizes of 6 to 8 students. She expressed frustration that our class sizes for this level are much larger and stated that it is a problem we need to address. Roberto used to work in Worcester agreed with her. Mary Emmons described the numbers as "striking". She agrees that the district needs to do more. She stressed the need to understand the benefit of addressing these issues as early in the elementary school level as possible. She described this as critical to the students' success.

Mike Coppelino asked if it is mandated by the state that a district have one psychologist per school, or if it is our preference. Mary Emmons said it is not a state mandate, but we were commended that our psychologists also work directly with our students and staff. We had to retrain some of our staff last year. We have an increase of 15 – 20 assessments per year that each psychologist now has to do, but we believe this is the best way to educate our most vulnerable students. Mike suggested from a testing standpoint, the district should be careful about over analyzing.

Maya Minkin encouraged the Committee to consider how universal kindergarten and prekindergarten could provide additional support to young students, particularly regarding ELE and other educational needs. Regarding the 2 teachers that Andrew Shen is asking for at the Jr High, she thinks this will specifically have long term benefits to the students coming up.

Amy Krishnamurthy appreciated that the agreed upon proposals were a team effort, and an example of how limited resources are prioritized. Maria Neyland appreciated the way Andrew Shen laid out his requests because it is very important to look beyond just the next year

1:10 **Additional Positions**

- Finance Position .5 FTE Accounts Payable/Payroll reallocated from a HS office support position - *Clare Jeannotte*
- Strings Program – *Mark Hickey, K-12 Director of Performing Arts*

***Questions from the School Committee and the audience:***

The Committee was happy to be considering the return of a program that was lost many years ago. Mark Hickey said this is a first step of a group for violin, cello, bass and then who knows. It was noted that Community Education offers some excellent music lessons and groups, including great ukulele classes. Mark expects a large number of students would participate with a team taught approach. The fees would help offset that cost.

Deanne O’Sullivan asked why this string program would start in 4<sup>th</sup> grade when band starts in 5<sup>th</sup>. Mark looked at other districts with string and band programs and many start at grade 4. If a child decides they don’t like one instrument, it gives them time to try a different one. This proposal would make it uniform that all students would do one of the 3 ensembles. Mary Brolin noted that a Blanchard subcommittee looked at the benefit of music programs to academics and mental health, and there is a connection.

Margaret Busse is “thrilled” about bringing a strings program to our schools. When asked if eventually having a full orchestra is Mark’s vision, he said that at the High School he anticipates a string ensemble and if there was need for a string orchestra for an event, some students would be asked to participate in that way.

Diane Baum asked why the District is not outsourcing some of our payroll. Clare responded that there are now systems in place so outsourcing does not make sense.

1:30 **Superintendent’s Closing Remarks**

Dr. Brand thanked Karen Coll and Beth Petr for their work compiling the materials and setting up for the meeting. He also thanked Deputy Superintendent Marie Altieri and Finance Director Clare Jeannotte and his entire team for the many hours of preparation that they have contributed to the day’s discussions.

He described the proposed FY17 Budget as reasonably responsive to our expanding student needs, given our financial reality. All areas have been thoroughly reviewed with staff and adjustments and revisions have been made along the way. He noted that the District’s long term capital needs will be specifically reviewed and discussed in the upcoming months as part of the Capital Study being undertaken.

Dr. Brand thanked the School Committee, the two towns’ Boards and Committee members and all of the community members who attended the presentations.

2:00 – 3:00 **School Committee Discussion, Feedback and ABRSC Preliminary FY17 Budget**  
**VOTE**

Kristina Rychlik reviewed the process. She reminded the Committee of the Budget Hearing on February 11<sup>th</sup> and that the FY17 School Budget can go down, but not up, after the preliminary vote is taken.

Kristina noted that the annual elections are coming up. Michael Coppolino has decided not to run for a 7<sup>th</sup> term as a School Committee member from Acton. He encouraged others to consider the opportunity. Kristina Rychlik is running again, as previously announced.

Mike Coppolino asked a question about reserve levels and E and D which Clare Jeannotte responded to. Marie Altieri noted that free cash for the town of Acton is over \$7 million. This creates an opportunity for taxes to not increase the full 2 ½ % if citizens agree. In response to a question about comments made in a Moody's Bond Rating memo, Mary Brolin stated that as a School Committee member, it is not Moody's opinion that is important to her, it is the Committee's decision about how much reserves to maintain and how to replenish it.

Kristina brought up Mike Coppolino's earlier comment regarding a comparable communities task force. Kathleen Neville likes this proposal to consider best practices. Stating that the School Committee is a separate entity from either town, she feels it is inappropriate for finance committee members to comb through the schools' budget line items. Agreeing with Kathleen, Maria Neyland stated that if the Committee chooses to do a task force, it needs to be more than just budget numbers. She stressed that this could not be decided until the Committee has a clear understanding of what the goal will be. She wants a more detailed Committee discussion after speaking with the Administration. She does not want to "just pick 3 districts that spend less money than we do" and study them. She advocated for considering this at the Summer Workshop due to how busy everyone is at this time. Mary Brolin agreed with Maria and Kathleen. She understands Mike's concern, but wonders if analyzing data from a website will give us that much valuable information. Her biggest concern is that a lot of work would be done, but the result may not be actionable. Mike reminded the Committee that one of the concerns expressed early on with regionalization was that in a worst case scenario, the new K-12 Regional School Committee could end up making decisions separate from what the community at large wanted. Mike stressed that the Committee must always consider the Acton and Boxborough communities' point of view. There was general agreement. Several members felt it would be appropriate as part of the summer workshop.

Kristina Rychlik emphasized that the community should be proud of where the District stands with low per pupil costs and great results. She advocated for looking at other districts that spend more AND less than AB to learn from them. She is concerned about initiative overload – the capital study, the demographic survey and other efforts, in addition to the usual workload for the Administration and staff. She suggested that the Regional Financial Oversight Committee or the Budget Subcommittee could be an appropriate group to do this work instead of creating a new one.

Marie Altieri described how the Administration currently stays connected with other districts. Two or three years ago the AB leadership team went to Westford and spent a lot of time looking at their practices. All of the Administrators belong to groups that discuss best practices. The Westford HR department recently came to AB to share ideas. Principals also get together with colleagues from other districts. Although not opposed to the new activity, Amy Krishnamurthy is comfortable with what the Administration is doing now and how they make decisions.

Kristina concluded that there was not a clear consensus on how to proceed other than there is potential value in reviewing what other communities are doing. She felt a better understanding of what is already in place and how the proposal could move forward was needed. This will be added to a future School Committee meeting agenda.

*The Committee returned to discussion of the proposed FY17 Budget.*

Maria Neyland expressed her support for the proposed budget and wished that more could be done. She likes that the Pathways program is new and a way to save money while addressing students' educational needs. She stated that, "This budget has been scrubbed."

Acton Finance Committee member Bob Evans appreciated the “quite complete materials” that were presented. Referring to the Finance Committee “Point of View” document, he said that with a 5% Acton assessment increase from the schools, taxes will have to increase 2 ½% every year and there are many people that cannot afford it. He would like to see a 4% Acton assessment rate and believes that it is possible to do. He stated that “Regionalization” promised a far different future.

Paul Murphy asked how the Youth Risk Behavior Survey (YRBS) and United Way presentation, which shared some alarming conclusions, have shaped the proposed budget. Dr. Brand replied that broadly, he believes there is a responsiveness to help our High Needs students starting with the increase in psychological services. Mike Coppolino stated that he will vote yes on the motion given that it is a cap. He hoped that the School Committee will “sharpen their pencil and try in good conscience to lower the budget” that will be voted at the Hearing.

Paul Murphy understands the concern about Acton’s high taxes and a 5% assessment. He expressed frustration that state aid is not high enough. Maria Neyland advocated for sending a letter to the elected officials about state aid. Kristina told Senator James Eldridge in person yesterday that the District needs more funding.

Diane Baum needs more time to consider Mike’s comments. She understands that taxes are too high but when thinking about where cuts could be made and the impact on student learning, she is at a loss. She advocated for putting programs in place that will pay off later, and acknowledged that there are some red flags in some programs because numbers are not all improving like the Committee hoped they would. Kristina Rychlik asked the Committee to remember the last time they had to make 11<sup>th</sup> hour cuts and they were not sustainable. She feels they are making up for those decisions now, and wants to avoid causing problems now just to get a budget passed. Deanne O’Sullivan agreed with Kristina, and with Paul’s concerns regarding the YRBS and United Way survey results. We are missing a lot already in this budget now.

Maria Neyland moved, Mike Coppolino seconded and it was unanimously,

**VOTED:** that the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2016 through June 30, 2017 be set at \$83,426,767, and that member towns be assessed in accordance with the Education Reform Law and the terms of the Regional Agreement and amendments thereto as follows: Acton \$55,839,692, Boxborough \$11,564,116, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$14,531,276, Anticipated Charter School Aid in the amount of \$27,683, Anticipated Regional Bonus Aid in the amount of \$74,000, Anticipated Chapter 71, Section 16C Transportation Aid, in the amount of \$1,190,000, and a transfer from E&D Reserves in the amount of \$200,000.

The ABRSC was adjourned at 2:25 p.m.

Respectfully submitted,  
Beth Petr

List of Documents used: See agenda and FY17 Budget Binder

***ABRSC FY17 Annual Budget Hearing will be held Thursday, 2/11/16 at 7:00 p.m. in the R.J. Grey Junior High Library***

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

Library  
R.J. Grey Junior High School

January 14, 2016  
7:00 p.m.

*Members Present:* Diane Baum, Brigid Bieber, Mary Brolin, Michael Coppolino, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Maria Neyland, Deanne O'Sullivan, Kristina Rychlik  
*Members Absent:* Kathleen Neville  
*Others:* Marie Altieri, Marilyn Bisbicos, Deborah Bookis, Clare Jeannotte, Glenn Brand, Beth Petr

1. The ABRSC was called to order at 7:02 p.m. by Chairwoman, Kristina Rychlik.
2. **Chairman's Introduction**  
 Kristina reminded the Committee about the Annual Spring Town Elections. Mary Brolin and Kristina Rychlik will run again. Michael Coppolino has not decided yet.

3. **Statement of Warrant**  
 The following warrants were signed by the Committee:

WARRANT #	WARRANT DATE	WARRANT AMOUNT
16-013PR	12/24/15	\$ 2,437,516.91
16-013B(PR ADJ)	12/24/15	\$ 400.00
16-013C(PR ADJ)	12/29/15	\$ 2,150.94
16-014	12/31/15	\$ 1,243,769.49
16-014PR	01/07/16	\$ 1,998,795.78
16-015	01/14/16	\$ 686,783.11
		\$ 6,369,416.23

4. **Approval of Minutes**  
 Mary Brolin moved, Mike Coppolino seconded and it was unanimously,  
VOTED: to approve the minutes of 12/17/15 and 1/6/16 with a minor amendment.
5. **Public Participation** - none
6. **FY15 Independent Auditor Reports by Borgatti Harrison & Co. – VOTE** to accept - *Clare Jeannotte, Tim Harrison (Auditor)*
  - 6.1. ABRSD Basic Financial Statements for Year Ending 6/30/15
  - 6.2. ABRSD Management Letter for Year Ending 6/30/15
  - 6.3. ABRSD OMB Circular A-133
  - 6.4. ABRSD Student Activity Funds for Year Ending 6/30/15

Tim Harrison presented the FY15 Final Budget. Due to several minor errors in the bound copy of the Basic Financial Statements new copies will be delivered. Clare Jeannotte and her department were thanked for all of their efforts in gathering this material. Being the first year of regionalization made this audit more complicated. The auditors' letter is the most important piece. Pensions were complicated in this year (FY15) due to it being the first year of full regionalization. OPEB has about \$15 million. Net pension for Middlesex County is \$22 million. Fund balances unassigned of \$1.8 million, is close to E and D and good. Page 17 is one of the most useful pages – budget vs. actual.

The Management letter cites no major concerns. Some of the comments are more about the timing to make some changes.

***Questions from the Committee:***

Kristina noted that there is a lot of good news in this report. Paul Murphy asked about page 46, and if the total net pension liability of \$21 million is different from OPEB. Tim replied that it is different. . OPEB was \$16 million on page 11. OPEB liability is determined by an outside actuarial. Dr. Brand asked if changes are anticipated due to changes in accounting practices in the next couple of years. Mr. Harrison replied that they are redoing the OPEB standard so that will change.

Mike Coppolino noted that page 9 breaks out the numbers. He feels it would be helpful to compare broad categories in other districts, as a metric, although he was not sure what it would take to do this. Tim Harrison said that the DESE has that information on their website.

Mary Brolin moved, Brigid Bieber seconded and it was unanimously,  
**VOTED:** to accept the Auditor's ABRSD FY15 Report as presented.

7. **Ready to Learn Presentation – Deborah Bookis, Joe Gibowicz**

Deborah Bookis thanked Nat Martin, art teacher at the High School, and his students for designing their brochure.

Maya Minkin thanked Deborah for the Family Learning Series and the wonderful speakers. She asked if inviting preschool teachers to the professional development could be considered (from preschools outside of the district). Currently, it is just within the district, but Deborah will consider this.

Mary Brolin also commended Deborah on her excellent work, and asked that as future presentations are planned, they include what is the right amount of electronics for play. Deborah agreed but stated that there really is no correct answer. Joe Gibowicz said that the American Academy of Pediatrics has recommendations for screen time for children, but as time goes on, we will see a shift by the Academy, he thinks, of phasing out their strict standards. Joe feels like this is an important message to get out to families. Being realistic with the screen time limitations is a challenge, and would make a great presentation, in Joe's opinion. Janell Burley Hofmann mentioned in her Family Learning Series presentation, the need for families to transfer their own values to screen times.

The Committee enjoyed talking about the importance of play in learning. Diane Baum noted that this is "critical and amazing work" and that it is important to capitalize on the natural learning of a child and challenge them right where they need to be. Mike Coppolino loved the brochure and suggested a parent to parent forum, in addition to the experts.

At previous meetings, people were interested in discussing all day kindergarten, but were asked to wait until the "Ready to Learn" group finished their work. Deborah said that they did come across some research about all day kindergarten, and the Westford School Committee had also completed a study last March and also identified the Meta Analysis that the group read. In summary, Deborah reported that the evidence on all day kindergarten appeared to lead to some improvement in students' reading and math skills, but it did not last beyond kindergarten. The Meta Analysis group's recommendation is that all day kindergarten should be available but a choice should be given.

8. **FY17 Budget Pres. #3 - "Superintendent's Recommended Budget" – Glenn Brand, Clare Jeannotte**

- 8.1. FY17 Superintendent's Preliminary Budget Request Memo
- 8.2. Director of Finance's FY17 Budget Overview including Preliminary Assessment
- 8.3. Budget Line Item Detail (*posted separately*)
- 8.4. ABRSC FY17 Budget Saturday Agenda – January 23, 2016 8:30 a.m.

Clare Jeannotte explained a presentation change that has been made (slide 5). The District is assessed by the state through the cherry sheet process. This used to be captured as revenue offset and will now show as expense. It has no impact to the bottom line or the assessments to each member town. Clare is waiting to see what happens with the State, so slide 6 is unchanged from the previous meeting. The increase over FY16 is 3.9%. Clare reviewed the cost changes on slide 7 noting \$179,000 in savings that have been added. The preliminary assessment is now 4.8% total, with an increase for Acton of 5% and an increase for Boxborough of 4%.

*Questions from the School Committee:*

Mike Coppolino asked why the administrative supplies increased 10%. Clare replied that it is not all administrative items, but includes dues, subscriptions, postage and other smaller expenses. He still feels that that increase is too high. Clare said there are still some deficiencies in the chart of accounts that was created for regionalization, so there may be some things that need to be revised. She does not believe this is a true 10% increase in the administrative account. Mike has concerns about how the Energy Advisor salary is paid, and he said that at some point that position might need to be reviewed, per previous School Committee members. He appreciated the complete answers that Glenn provided to his questions.

**9. Departmental FY17 Budget Presentations**

**9.1. Facilities and Transportation – JD Head**

JD Head explained that 2009 was the carbon footprint benchmark for the School District. His budget drivers are primarily utilities and capital items. He presented a 10.1% increase from the proposed FY17 budget to FY16. This is a 2.8% decrease from FY10. Deanne O’Sullivan asked why the items that were identified in the last Capital Study that was done don’t appear to show on the currently capital plan. JD asked that the Committee let the Dore and Whittier process unfold and then the Committee will have all the information.

**9.2. Educational Technology – Amy Bisiewicz**

Amy Bisiewicz outlined proposed expenses of \$634,560 for FY17, a decrease of \$4,415 from FY16. A \$90,000+ increase in hardware was offset by a similar decrease in infrastructure. Amy explained that this is partially due to a decision to push deployments of some laptops and desktops out a year, last year so those costs are now added to FY17. Amy described the very successful Innovative Learning Program (ILP) that she recently implemented. Teachers are asking their principals for technology that their colleagues are using with success. Amy feels this is the ideal way to integrate technology into the classrooms. Mike Coppolino described this program as “exemplary”. Amy said that the \$50,000 is not for anything specific because it depends on what the teachers request, and that is the point. She wants to see what the ILP 2.0 program looks like. Requesting chromebooks is no longer innovative. Deanne O’Sullivan urged Amy to communicate more with parents about the benefits of this program.

When asked why the wifi does not work consistently in all of the buildings, Amy said although there should be 100% coverage, but there are occasional outages. Wireless upgrades can only support a certain number of devices, and that is being upgraded.

**9.3. Teaching and Learning - Deborah Bookis**

Deborah Bookis proposed an increase of \$16,300 in her FY17 proposed budget compared to last year. This was primarily due to a decrease in grant funding. Brigid Bieber asked what is the best way to measure what we are doing for our staff compared to other districts. Last year the staff was surveyed about this and Deborah will present those results to the School Committee at a future meeting. Mike Coppolino responded that a few years ago, the District was very low, dollar wise, compared to other districts, but now that has improved, although the curriculum specialists’ jobs have changed over the years. Mike wanted to know how to measure the effectiveness of the specialists. Deborah replied that there is more much more demand from our



teachers than the specialists can provide. Another important aspect of their work is that the specialists are the one common person who sees what is happening in all of our schools in a subject area, because of the differences we foster between our 6 elementary schools.

9.4. Community Education – *Erin Bettez*

Erin Bettez explained that Community Ed (CE) is unique in that it is not funded by the appropriated budget. All expenses are paid with fees from the participants. Gross revenues have been fairly flat for the last several years. All day kindergarten finances are moving elsewhere in the district so the CE budget reflects reduced costs in that area. In FY15, Community Education provided \$527,601.78 of financial support to the District and community. The Community Education staff was thanked for offering some great classes.

10. **Minuteman Regional Vocational School District (MMT) Presentation** – *Vince Amoroso*

Boxborough resident Vince Amoroso briefed the School Committee on what is happening at MMT. Without a new regional agreement, several of the member towns, particularly large towns, may not mobilize to support the building proposal. At the last two Town Meetings, the agreement failed (approval is needed from all member towns). The MMT School Committee has passed a new Agreement that they believe addresses concerns, including changing the assessment formula and the voting. Seven out of 16 towns are considering withdrawing, but this does not affect that many students. If members approve the agreement, then they can vote to withdraw, as opposed to not supporting the agreement. There is no leap of faith required with the new proposed Agreement. After the series of Special Town Meetings in February by member towns, they should know which towns are in and out, and the MMT School Committee will know how much funding is required for their new building project. Member towns would have to vote the funding at their annual Town Meetings.

Kristina shared MMT School Committee member from Acton, Pam Nourse's comments. There will be an info session on Jan 27 in Acton. She supports the agreement and is very positive.

Kristina asked Vince what would happen if Boxborough withdraws, and would our Boxborough students have different opportunities than our Acton students. Vince responded that yes, Boxborough's 8<sup>th</sup> graders would only have the option that Boxborough had agreed to and it may be different from what the Acton students have. The Commissioner would have to approve what Boxborough does. There have been questions about how this would affect the Minuteman Tech classes at our Junior High. Marie Altieri explained that all students participate in this program, run by MMT. The teachers work for MMT. There is an assessment charged to each town based on the enrollment from each town. The District is committed to continuing this program at the Junior High. If one town was not part of MMT, it would be a mechanical issue of how to charge the region. If a town pulls out, it would not affect or impair the program.

Mary Ann Ashton encouraged the School Committee members to convey the importance of this vote to citizens in our two towns. The parent community needs to be encouraged to attend the Special Town Meetings about this. MMT is one part of the educational opportunities that we offer our students and their families.

Deanne O'Sullivan said the PTO co-chairs were meeting the next week and will have lots of questions. Kristina, Diane Baum and Deanne will talk about how to help them understand the issue at hand.

11. **Existing Conditions Study – Phase II Timeline and Recommendation – Second Read – Sense of the Committee** – *Glenn Brand*

As presented at the meeting on 12/17/16, Dr. Brand proposed the reallocation of \$70,000 of savings in this year to support the second phase of this study to obtain more timely results. Kristina Rychlik agreed that particularly for budgeting purposes, having this information sooner would be most useful.

In response to a question from Mary Brolin, JD Head confirmed that if the Committee supported this proposal, and the \$70,000 was funded this year (FY16), it would not be removed from his FY17 budget and he would use it to fund other capital needs. Mary agreed with accelerating the schedule and keeping the \$70,000 in JD's budget for FY17.

It was the sense of the Committee that the proposal was acceptable.

12. **Recommendation to Approve Solar Net Metering Agreement – VOTE – JD Head**

The Committee had many questions after their initial discussion of this issue at their meeting on 12/17/15. As a result, Paul Murphy and Maya Minkin met with JD Head, Kate Crosby and several of the consultants involved for further explanation. Paul and Maya agreed that they were satisfied that they understood and were comfortable with the proposal and would urge the Committee to support it at the meeting. JD stated that any possible credits would not be seen until December or so. Clare Jeannotte recommended not including any savings in the FY17 budget yet, until the district sees how it works out. Kristina thanked Paul, Maya, Kate and JD for their extra effort to explain this opportunity.

Paul Murphy moved, Mary Brolin seconded and it was,

**VOTED**: to authorize the ABRSD to enter into net metering agreements with Omni Navitas Holdings, LLC for the purpose of virtual solar net metering for up to 80% of the ABRSD total FY15 electrical consumption (or 4,582,044 kWh).

(Yes: Baum, Bieber, Brolin, Coppolino, Krishnamurthy, Minkin, Murphy, O'Sullivan, Rychlik. Maria Neyland abstained stating that she did not fully understand the proposal.)

13. **Recommendation to Revise FY17 School Calendar for No School on Tuesday 10/11/16 and Addition of Early Dismissal Days – First Reading – Glenn Brand** (due to no school scheduled for 10/10/16 and 10/12/16) (9:05)

*Due to the lateness of the hour, this item was moved to the next meeting.*

14. **Recommendation to Accept Gift from Littleton Electric Light and Water to Blanchard School – VOTE – Glenn Brand**

Brigid Bieber moved, Maria Neyland seconded and it was unanimously,

**VOTED**: to accept this gift with gratitude.

15. **Assistant Superintendent of Student Services Search Update – Marie Altieri**

Marie Altieri updated the Committee. Finalists will be chosen in 2 or 3 weeks and a decision will be made before February vacation.

16. **Subcommittee Reports**

16.1. Budget – Maria Neyland

On Jan 5<sup>th</sup>, they discussed the evening's Budget presentation and Existing Conditions Report. They also considered how the quarterly financial reports are provided to the towns' finance committees.

16.2. Policy –

16.2.1. **Minutes**, File: BEDG – First Reading – Brigid Bieber

Comments should be sent to Brigid.

16.2.2. **Physical Restraint of Students**, File: JKAA – Second Reading-**VOTE** - Bonnie Bisbicos

16.2.2.1. Procedures

There was a question about whether new legal recommendations about this policy had just come out. In light of that, Brigid Bieber asked that the policy be reviewed and considered at the next meeting.

16.3. School Liaison Updates

*Due to the lateness of the hour, this item was moved to the next meeting.*

**17. School Committee Member Reports**

17.1. Acton Leadership Group (ALG) – *Kristina Rychlik, Paul Murphy*

17.1.1. Minutes of 12/10/15

17.1.2. Minutes of meeting on 1/7/16 – See revised minutes in next meeting materials.

There is concern that the proposed Acton tax levy is contrary to the Finance Committee’s Point of View document. At the current reserve level, some people feel that the Town of Acton will run out in a few years although there will be some replenishment. The question is being asked, “For the extra \$500,000 that is there, should it be used to reduce the tax levy (to aid taxpayers) or used to lower reliance on reserves?” Members were asked to ask their Boards and bring comments back to ALG. Mike Coppolino asked what effect the \$500,00 would have. Marie Altieri responded that the combined reserves are about 10% (town and schools).

17.2. Health Insurance Trust (HIT)

17.2.1. Trend Summary of Key Financial Information and Management Memo dated 6/30/15  
Marie reported on the draft audit that was done. The packet has the 5 year history. Fund balance is healthy. Rates will not be set until February. We are using 8% in our budget.

17.3. Acton Finance Committee – *Kristina Rychlik*

Kristina attended the 1/12/16 meeting. Much of it was about Kelley’s Corner and some of that will impact the schools, including sidewalks and the entrance on 111. They spoke about quarterly reports at the Finance committee meetings. Members agreed to come to the School Committee meetings when Quarterly Reports are being done and a line will be included on the agenda welcoming the Finance Committees’ members’ comments. Fincom did not have agreement about the \$500,000 question raised at ALG.

17.4. Boxborough Finance Committee- *Mary Brolin*

Mary Brolin reported that the Fincom members are coming to Budget Saturday and agree with the plan regarding School Committee’s Quarterly Reports.

**18. Superintendent’s Report/Updates – *Glenn Brand***

*Due to the lateness of the hour, this item was moved to the next meeting.*

The ABRSC adjourned at 10:22 p.m.

Respectfully submitted,  
Beth Petr

List of documents used: see agenda

## EXECUTIVE SUMMARY

### Introduction

This Phase 1 Report – ABRSD Site and Building Assessments – provides an independent architectural and engineering assessment of the school buildings that are operated and maintained by the Acton Boxborough Regional School District. This report serves as a tool to assist the District in identifying and documenting 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 future capital improvement plan.

Through the course of Phase 1, Dore & Whittier Architects worked closely with the School District, gained input regarding the condition, ongoing maintenance plans and functionality of each building. The extensive amount of information gathered herein should be used as a resource for any future capital improvement planning for these facilities. The District is currently in Phase 2 of this Study to define future space planning needs and an analysis of the educational programming needs for all of the District’s buildings. Phase 2 results, when completed and combined with Phase 1, will constitute a long term Master Plan. All future work, which may include repairs, renovations or replacement of facilities should be reviewed in the context of District-wide long-term goals that consider educational needs and any potential financial assistance that may be obtained by participation in the Massachusetts School Building Authority (MSBA) Grant program.

### Facilities Overview

This Phase 1 report includes an in-depth facility assessment of the District-owned buildings. Our analysis is limited to an assessment of the building conditions. While we have provided a “snapshot” perspective on the student capacity of the schools, the Phase 1 scope does not include an assessment of each building’s space planning, educational programming or educational delivery methods; this work will be completed as part of Phase 2.

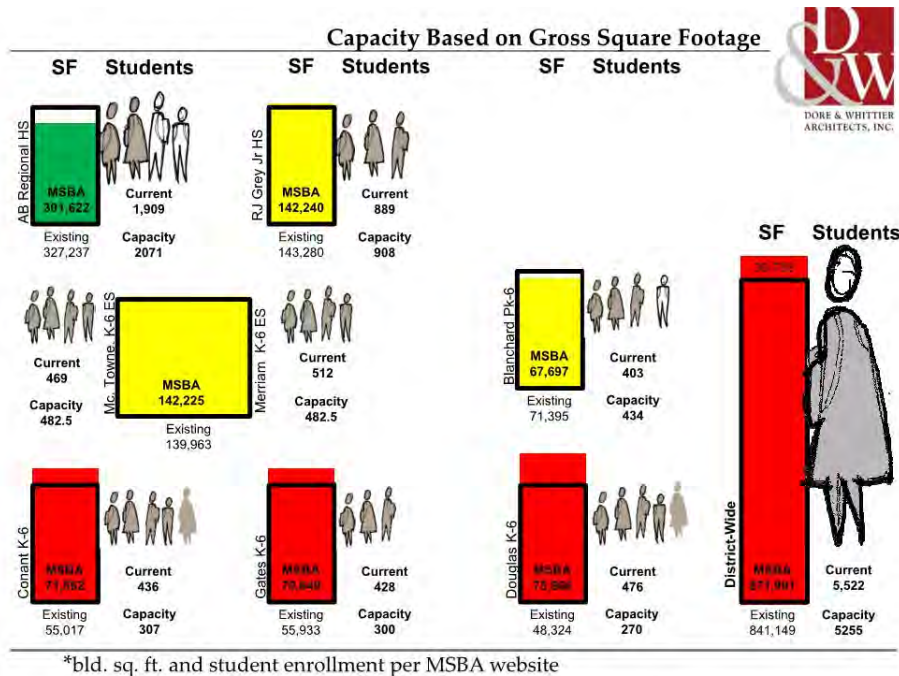


Image 1: Summary of Building Capacity and MSBA Guidelines

It is obvious that the facilities have been maintained well and proactive measures by the District have addressed ongoing maintenance items. Improvements have been made to mechanical and electrical equipment, fire alarm systems, and roofing repairs, and energy efficiency measures and other ongoing maintenance improvements have occurred in buildings throughout the District. The level of maintenance needs and required upgrades vary in each of the buildings, with some facilities requiring extensive work and others needing only minor repairs. Outlined below is a general overview of our findings:

Acton-Boxborough Regional High School (ABRHS), R.J. Grey Jr High School, and the Blanchard School have undergone varying levels of renovations within the last 20 years and the Parker Damon Building was constructed 15 years ago. While they each require various improvements, they are generally in better condition than the older schools, Douglas ES, Gates ES, Conant ES and Administration Building. An analysis of overall space capacity at each school relative to current MSBA standards, revealed that all four buildings, ABRHS, R.J. Grey Jr High School, Parker Damon Building, and Blanchard School, comply with the MSBA space guidelines for enrollment capacity.

Common to the Douglas, Gates, Conant, Administration buildings is the fact that none has had significant renovations since they were constructed and all are more than 45 years old. Deficiencies in handicap accessibility, thermal envelope and code compliance topped the list of capital improvement needs. Also apparent was the need for infrastructure upgrades such as heating, ventilating and air conditioning (hvac) and electrical and plumbing systems. The use of modular classrooms at some of the sites address temporary space needs, but are not a viable long-term solution. Also worth noting is that the school buildings exceed current recommended space guidelines for enrollment capacity.

The Maintenance building is approximately 36 years old with only minor improvements to the exterior. While the facility does not serve students directly, it is used to service the fleet of 36 +/- busses and other District-owned vehicles and machinery. Among a number of other issues, the building is not

large enough to fit a bus in the vehicle bay and lacks a restroom, space for parts and a safe welding area.

Prior to investing significant capital in these buildings, it is recommended that the Phase 2 Study, which will include the assessment of the educational space needs analysis and visioning for the District, is completed to assist in providing the necessary information to make informed decisions on the best use of funds and the options available to address the issues.

## Age of Buildings and Renovations

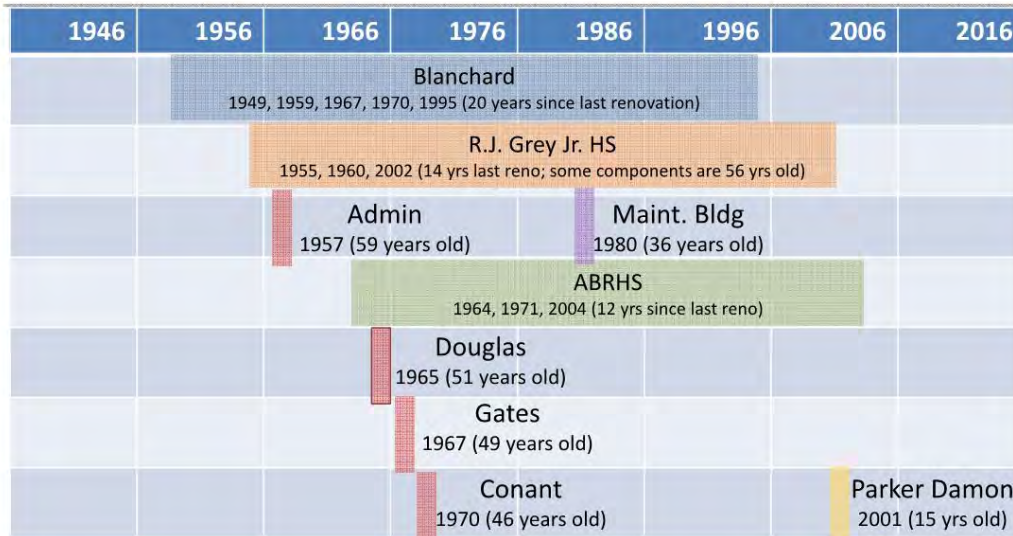


Image 2: Summary of Age of Buildings and Renovations

It is important to note that throughout this report, references have been made to the current building codes. It is assumed that at the time of construction, each facility met the existing building codes and that existing conditions have been grandfathered. Upgrades for compliance with current building codes are suggested in all areas of life safety and accessibility. All new work and renovations to existing conditions must comply with current building codes. In some instances, new repair or renovation work may trigger facility upgrades such as the addition of sprinklers, seismic bracing, or ADA / MAAB (handicap accessibility) compliance. A full, detailed scope of work must be developed along with a complete code review and updated cost estimate prior to the start of any repair, renovation, or new construction project.

## Capital Improvement Plan Summary

The Capital Improvement Plan (CIP) section of this study summarizes the recommendations for each building along with itemized costs. The CIP is designed to assist in the planning and management of capital and maintenance improvements for District facilities. In the CIP spreadsheet, building needs and recommendations are organized into seven categories: Health, Safety, and Welfare; Code Compliance; Functional Use of the Building; Handicap Accessibility; Maintenance – Extending the Life of the Facility; Energy Efficiency and Hazardous Materials Abatement. Estimated cost of the repairs, replacement, or work noted is developed based on the current cost of the work (present value) and the items are prioritized in terms of when repairs should occur; immediate needs (1-2 years), short-term needs (3-6

years) and long-term needs (7+ years). The School District and Dore & Whittier (D&W) worked together to organize the building needs, recommendations and priority levels.

The CIP should be considered a “working document” for the District to use as a guide for future improvements and can/should be modified as needs and changes arise. The CIP may also serve as a baseline of comparison for other options to be considered.

The costs utilized in the estimates are for publicly-funded construction in Massachusetts (in early spring 2016 dollars). Costs for temporary facilities, phasing or for increased escalation beyond this date are not included. These estimates were prepared for budgetary purposes, are preliminary and conceptual in nature based on limited investigations. These estimates are identified as “Project Costs” and include contingencies as well as allowances for architect/engineering services, permitting, etc. Further refinement of costs will be necessary after a detailed scope of work is developed.

Below is a summary of the Capital Improvement Plan cost estimates. These costs assume that the work will be publicly bid. Use of School District Facilities staff to address certain maintenance items (that are within limits of MGL) could result in significant savings. The District has qualified staff and items that can be addressed by District staff are indicated in the detailed CIP.

<b>Acton-Boxborough Regional School District Capital Improvements Plan Cost Summary January 15, 2016</b>			
	<b>CIP</b>	<b>Haz Mat</b>	<b>Total</b>
Acton Boxborough Regional HS	\$ 14,067,387	\$ 319,125	\$ 14,386,512
Campus Site and Leary Field	\$ 4,391,250		\$ 4,391,250
RJ Grey Jr HS	\$ 17,744,365	\$ 324,300	\$ 18,068,665
Parker Damon ES	\$ 9,029,801	\$ -	\$ 9,029,801
CT Douglas ES	\$ 16,980,970	\$ 840,248	\$ 17,821,218
Gates ES	\$ 13,578,764	\$ 1,131,773	\$ 14,710,537
Luther Conant ES	\$ 15,953,403	\$ 1,685,670	\$ 17,639,073
Blanchard ES	\$ 7,244,486	\$ 998,775	\$ 8,243,261
Administration Bldg	\$ 12,998,195	\$ 821,100	\$ 13,819,295
Maintenance Building	\$ 2,064,300	\$ 26,738	\$ 2,091,038
<b>Subtotal</b>	\$ 114,052,922	\$ 6,147,728	
		<b>GRAND TOTAL</b>	<b>\$ 120,200,650</b>

*Image 3: Capital Improvements Plan Cost Estimates Summary*

It is important to note that the capital improvement items address the building conditions only and do not reflect the functional use of the space, or educational programming. In some areas of the report, we noted conditions where space needs were not being met; however recommendations have not been submitted to resolve these conditions as part of Phase 1. To better understand where these issues occur and how best to resolve the existing conditions, a full educational space programming analysis is planned as part of Phase 2 of this study.

## INTRODUCTION & BACKGROUND

Acton-Boxborough Regional School District issued a Request for Qualifications (RFQ) for the comprehensive existing conditions analysis of the Acton and Boxborough Public School buildings in the spring of 2015. Dore & Whittier Architects was selected by the District to perform this study. Phase I of this study includes a comprehensive assessment of nine facilities, as well as, a review of the current capacity and each facility's ability to support the projected enrollment as it complies with current MSBA space standards. Phase II of this study will review the educational programming and future space planning needs of the District. Results from Phase 1 and Phase 2 investigations will be utilized to develop potential options and corresponding cost estimates that address the long term needs of the District.

The District currently serves over 5,600 students in grades, Pre-K through 12. There are nine school facilities including five elementary schools, one junior high, one high, one administration building that houses the Acton Pre-K program, and a maintenance building. The Boxborough Pre-K population utilizes space in the Blanchard building. This Study provides the following:

1. Documentation of existing conditions and physical assessment of each building and site
2. Review of the District's Enrollment Projections and consideration of their impact on future needs;
3. An identification of the potential and suggested capital improvements necessary to extend the useful life of each facility;
4. Cost estimates associated with District-wide facility needs and capital improvements.

All recommendations developed during the course of this study support the integration of sustainable design components including, energy efficiency, recycling of materials, water conservation, renewable energy technology and environmentally friendly materials to the extent feasible.

### Documentation

This report is based on information gathered by visual observations of each facility and site conducted by Dore & Whittier Architects, Inc. and its consultants, as well as the review of existing building drawings, documents, reports and enrollment projections provided by the Acton-Boxborough Regional School District. Administration and staff, as well as local officials, contributed to the information in this report.

#### **Existing buildings reviewed as a part of this study, date of construction, current enrollment:**

Acton Boxborough Regional High School:

*Address:* 36 Charter Road, Acton

*Opened in:* 1964, with major renovations and additions in 1971 and 2004

*Building Area:* estimated total 327,000 sf.

*Current Enrollment:* 1,909 high school (9-12) students.

*Staff:* 263



R.J. Grey Junior High School:

*Address:* 16 Charter Road, Acton

*Opened in:* 1955, with major renovations and additions in 1960, 1986, 2002

*Building Area:* estimated total 145,000 sf.

*Current Enrollment:* 888 junior high (7-8) students.

*Staff:* 161

Parker Damon Building (Merriam School and McCarthy Town School):

*Address:* 11-13 Charter Road, Acton

*Opened in:* 2001

*Building Area:* estimated total 140,000 sf.

*Current Enrollment:* 981 elementary (K-6) students.

*Staff:* 186

CT Douglas Elementary School:

*Address:* 21 Elm Street, Acton

*Opened in:* 1965, re-roofed in 1982 and 2010

*Building Area:* estimated total 48,000 sf.

*Current Enrollment:* 476 elementary (K-6) students.

*Staff:* 94

Gates Elementary School:

*Address:* 75 Spruce Street, Acton

*Opened in:* 1967, re-roofed in 1986

*Building Area:* estimated total 54,000 sf.

*Current Enrollment:* 428 elementary (K-6) students.

*Staff:* 82

Luther Conant Elementary School:

*Address:* 80 Taylor Road, Acton

*Opened in:* 1970, re-roofed in 1986

*Building Area:* estimated total 55,000 sf.

*Current Enrollment:* 436 elementary (K-6) students.

*Staff:* 84

Blanchard Memorial School:

*Address:* 493 Massachusetts Avenue, Boxborough

*Opened in:* 1949, with renovations and additions in 1959, 1967, 1973, 1995

*Building Area:* estimated total 71,400 sf.

*Current Enrollment:* 437 elementary (PK-6) students.

*Staff:* 104

Administration Building:

*Address:* 15 Charter Road, Acton

*Opened in:* 1957, re-roofed in 1982

*Building Area:* estimated total 36,200 sf.

*Current Enrollment:* 92 Pre-K students.

*Staff:* 62

Maintenance Building:

*Address:* 15 Charter Road, Acton

*Opened in:* 1980s

*Building Area:* estimated total 2,560 sf.

*Staff:* 5

Acton Boxborough Regional School District  
**Master Plan – Phase 1: Site & Building Assessments**



***Final Presentation: Phase 1***

*4 February 2016*

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## Agenda

- **Scope, Process and Schedule**
- **Existing Conditions Overview**
- **Capital Improvement Plan (CIP)**
  - **What is it? How is it Used?**
  - **Cost Estimates**
- **Next Steps: Phase 2**
- **Questions**



Acton Boxborough Regional School District  
Site and Building Assessment

## Scope

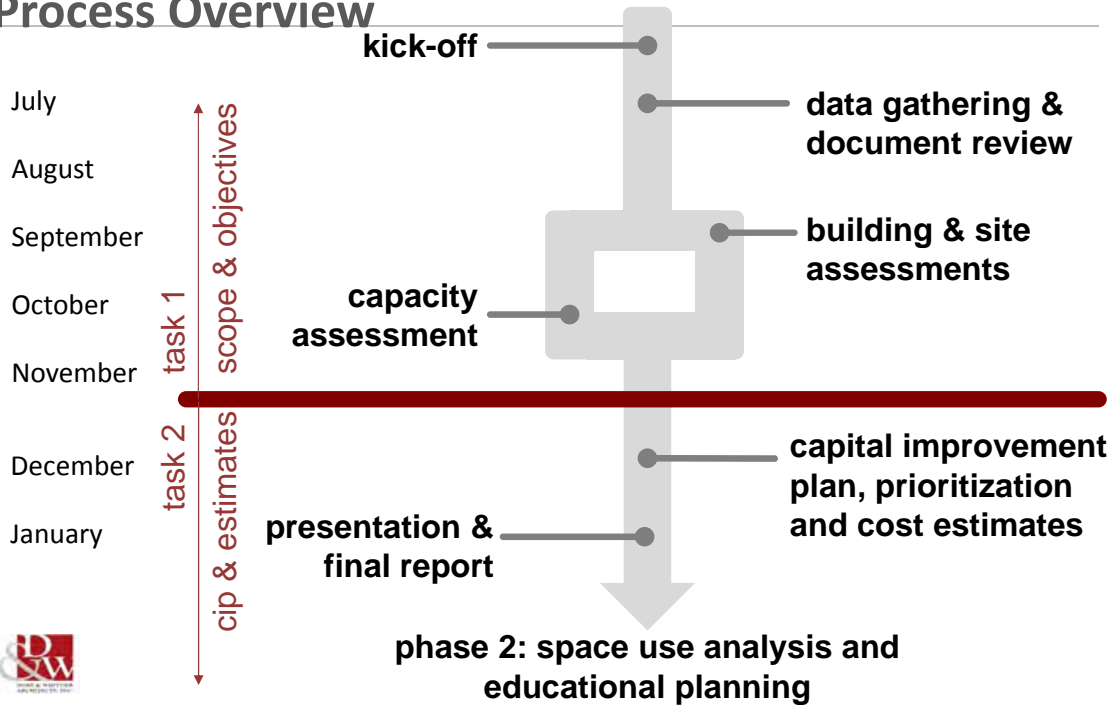
### Phase 1: Physical Condition

- Evaluate the physical condition of each building and site
- Document – narratively and with photographs
- Provide Recommendations
- Sort into categories and prioritization
- Provide cost estimates



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Site and Building Assessment

## Process Overview



## School Buildings Evaluated



R.J. Grey Jr. High School



Acton-Boxborough Regional High School



Parker Damon



Admin Building



Gates



Blanchard



Conant



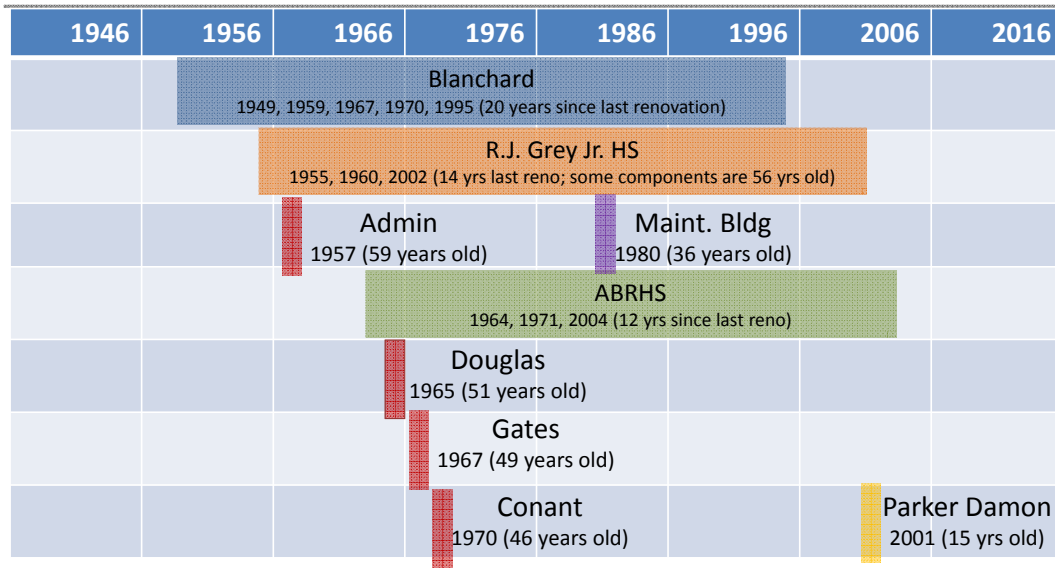
Douglas

## Existing Conditions Overview

- Codes have changed significantly over the past 60 years:
  - fire and life safety
  - handicap accessibility
  - ventilation
  - energy and water efficiency
- Building infrastructure systems and components can be expected to last 25 to 35 years before needing replacement.
- District has been doing an excellent job performing annual maintenance with in-house staff to extend the life of buildings.



## Age of Buildings and Renovations



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## Capital Improvement Plan – What is it?

- **Prioritized needs** per building in categories of :
  - “immediate needs” = 1 – 2 years
  - “short term needs” = 3 – 6 years
  - “long term needs” = 7 + years
- Estimate Cost for **replacement** or **repair** of items noted in the CIP



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Site and Building Assessment

# Capital Improvement Plan

1 Health, Safety & Welfare							
1.01	Remove and replace fire alarm system in its entirety.		\$102,698	\$10,270	\$10,270	\$20,540	\$143,777
1.02	Provide proper ventilation, climate control, and acoustic separation to all teaching and office spaces currently in intended storage areas.		\$273,961	\$27,396	\$27,396	\$54,772	\$383,405
1.03	Patch and repair roof as needed (short term). Provide test cuts in roofing to confirm thickness and type of insulation, and to verify if any existing roofing exists below membrane. Test samples for hazardous materials. Perform structural analysis of roof structure and snow loading. For estimating purposes, remove existing membrane roofing and insulation down to deck and replace with tapered insulation (R-30 continuous MIL) and new roofing membrane, roof drains and fascia.		\$25,000	\$2,500	\$2,500	\$5,000	\$35,000
1.04	Patch and repair failed flashing at roof chimney.		\$1,013,357	\$101,336	\$101,336	\$202,671	\$1,418,700
1.05			\$10,000	\$1,000	\$1,000	\$2,000	\$14,000
SUB-TOTALS			\$1,424,916	\$142,492	\$142,492	\$284,983	\$1,994,882
2 Code Compliance (Items not noted above)							
2.01	Remove and replace interior doors, borrowed lights and frames with fire-rated type to meet code.		\$228,218	\$22,822	\$22,822	\$45,644	\$319,505
SUB-TOTALS			\$228,218	\$22,822	\$22,822	\$45,644	\$319,505
3 Functional Use of Building (Impact on Learning - below MSBA standards)							
3.01	Remove and replace built-in casework.		\$228,218	\$22,822	\$22,822	\$45,644	\$319,505
SUB-TOTALS			\$228,218	\$22,822	\$22,822	\$45,644	\$319,505
4 Handicap Accessibility (includes only items not noted above)							
4.01	Remove and replace inaccessible classroom and teacher work room sinks. (see 5.01)		\$0	\$0	\$0	\$0	\$0
SUB-TOTALS			\$0	\$0	\$0	\$0	\$0
5 Maintenance - Extending the Life of the Building (includes only items not noted above)							
5.01	Remove and replace built-in casework.		\$228,218	\$22,822	\$22,822	\$45,644	\$319,505
SUB-TOTALS			\$228,218	\$22,822	\$22,822	\$45,644	\$319,505
6 Energy Efficiency / Energy, Water Saving (includes only items not noted above)							
6.01	Replace all windows and curtainwall systems with new thermal high-performance windows tuned to building's solar orientation. For estimating purposes, use commercial grade-curtainwall system (similar to EFCO X-Therm).		\$912,870	\$91,287	\$91,287	\$182,574	\$1,278,018
SUB-TOTALS			\$912,870	\$91,287	\$91,287	\$182,574	\$1,278,018
7 Hazardous Materials Abatement							
7.01	UEC Abatement Estimate		\$1,075,000	\$107,500	\$107,500	\$215,000	\$1,305,000

- Divided into Categories
- Itemized
- Prioritized
- Includes estimates for General Conditions, Overhead & Profit, Contingencies, A/E fees and all project-related expenses



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Site and Building Assessment

## Immediate Needs 1-2 years (2016-2018)

### 1. Health, Safety and Welfare

- Potential Indoor Air Quality
- Poor Electrical Devices
- Structural Issues of Concern
- Life Safety Concerns
- Poor Site Circulation
- Roofing Concerns

### 2. Code Compliance

- Issues not in compliance with CURRENT Codes

### 3. Functional Use of Building

- Programmatic / space analysis of existing facilities done on a limited basis

### 4. Handicap Accessibility

- Accessibility to the building and site per ADA & MAAB requirements

### 5. Maintenance-Extend Life of Building

- Deterioration of fixtures, finishes, and building systems

### 6. Energy Efficiency

- Mechanical, Electrical & Plumbing Systems
- Building Envelope

### 7. Hazardous Materials

- Materials in poor condition or that need to be abated or removed per code
- Materials that need to be abated at the time of renovation or demolition



Acton Boxborough Regional School District  
Site and Building Assessment

## Short Term Needs 3-6 years (2019-2022)

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- |  |  |
|--|--|
| <p><b>1. Health, Safety and Welfare</b></p> <ul style="list-style-type: none"> <li>• Potential Indoor Air Quality</li> <li>• Poor Electrical Devices</li> <li>• Structural Issues of Concern</li> <li>• Life Safety Concerns</li> <li>• Poor Site Circulation</li> </ul> <p><b>2. Code Compliance</b></p> <ul style="list-style-type: none"> <li>• Issues not in compliance with CURRENT Codes</li> </ul> <p><b>3. Functional Use of Building</b></p> <ul style="list-style-type: none"> <li>• Programmatic / space analysis of existing facilities done on a limited basis</li> </ul> | <p><b>4. Handicap Accessibility</b></p> <ul style="list-style-type: none"> <li>• Accessibility to the building and site per ADA &amp; MAAB requirements</li> </ul> <p><b>5. Maintenance – Extend Life of Building</b></p> <ul style="list-style-type: none"> <li>• Deterioration of fixtures, finishes, and building systems</li> </ul> <p><b>6. Energy Efficiency</b></p> <ul style="list-style-type: none"> <li>• Mechanical, Electrical &amp; Plumbing Systems</li> <li>• Building Envelope</li> </ul> <p><b>7. Hazardous Materials</b></p> <ul style="list-style-type: none"> <li>• Materials in poor condition or that need to be abated or removed per code</li> <li>• Materials that need to be abated at the time of renovation or demolition</li> </ul> |
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## Long Term Needs 7+ years (2023-beyond)

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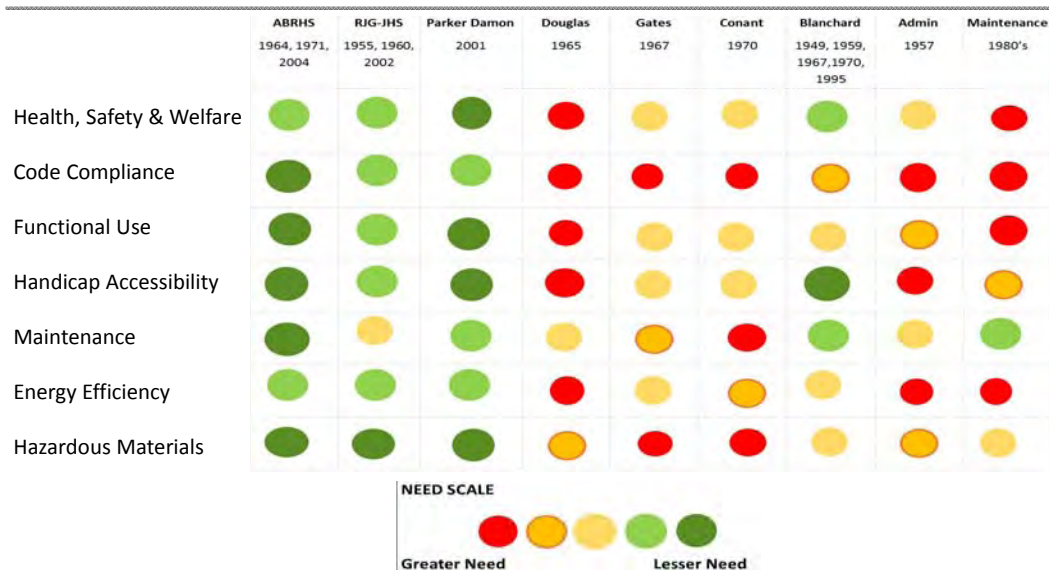
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|--|--|
| <p><b>1. Health, Safety and Welfare</b></p> <ul style="list-style-type: none"> <li>• Potential Indoor Air Quality</li> <li>• Poor Electrical Devices</li> <li>• Structural Issues of Concern</li> <li>• Life Safety Concerns</li> <li>• Poor Site Circulation</li> </ul> <p><b>2. Code Compliance</b></p> <ul style="list-style-type: none"> <li>• Issues not in compliance with CURRENT Codes</li> </ul> <p><b>3. Functional Use of Building</b></p> <ul style="list-style-type: none"> <li>• Programmatic / space analysis of existing facilities done on a limited basis</li> </ul> | <p><b>4. Handicap Accessibility</b></p> <ul style="list-style-type: none"> <li>• Accessibility to the building and site per ADA &amp; MAAB requirements</li> </ul> <p><b>5. Maintenance</b></p> <ul style="list-style-type: none"> <li>• Deterioration of fixtures, finishes, and building systems</li> </ul> <p><b>6. Energy Efficiency</b></p> <ul style="list-style-type: none"> <li>• Mechanical, Electrical &amp; Plumbing Systems</li> <li>• Building Envelope</li> </ul> <p><b>7. Hazardous Materials</b></p> <ul style="list-style-type: none"> <li>• Materials in poor condition or that need to be abated or removed per code</li> <li>• Materials that need to be abated at the time of renovation or demolition</li> </ul> |
|--|--|



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## District Wide Overview



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## Capital Improvement Plan – How is it used?

- “Living-Breathing” Document
- “Big Picture” Budget
- Recommendations for Capital Improvements as well as on-going maintenance
- Some items can be addressed by “In-house” District Staff, resulting in significant cost savings



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## Capital Improvement Plan – How is it used?

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- ❑ Due to the conceptual nature and the complexity of existing conditions:
  - multiple solutions are possible
  - detailed analysis of specific projects is recommended
  - some work may trigger additional scope



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## Capital Improvement Plan – Considerations

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- ❑ Possible Code Triggers:
  - Handicap Accessibility
  - Seismic / Structural Upgrades
  - Fire Protection (Sprinklers)



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## Capital Improvement Plan – Considerations

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- Handicap Accessibility
  - where the cost of the work amounts to **30% or more** of the assessed value of the building then the entire building is required to comply.
  - where the cost of the work amounts to \$100,000 then an accessible entrance and restroom must be provided



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## Capital Improvement Plan – Considerations

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- Seismic / Structural Upgrades
  - if renovations, additions or alterations of an existing building exceed **50% of the aggregate area** of the building then the entire facility must be upgraded to meet current seismic codes.



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## Capital Improvement Plan – Considerations

- Fire Protection (Sprinklers)
  - new buildings over 7,500 sq.ft. are required to have an automatic fire suppression system.
  - for additions to existing buildings that cause the entire building to exceed 7,500 sq.ft. the entire facility must be upgraded to meet current codes.
  - for major alterations to existing buildings that exceed 7,500 sq.ft. the entire facility must be upgraded to meet current codes.



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## Capital Improvement Plan – Overview

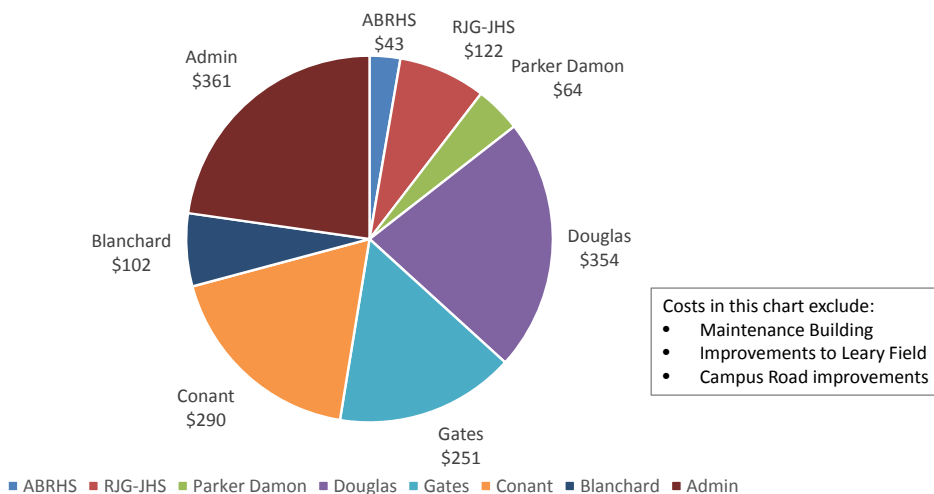
Acton-Boxborough Regional School District Capital Improvements Plan Cost Summary January 15, 2016			
	CIP	Haz Mat	Total
Acton-Boxborough Regional HS	\$ 14,067,387	\$ 319,125	\$ 14,386,512
Campus Site and Leary Field	\$ 4,391,250		\$ 4,391,250
RJ Grey Jr HS	\$ 17,744,365	\$ 324,300	\$ 18,068,665
Parker Damon MS	\$ 9,029,801	\$ -	\$ 9,029,801
CT Douglas ES	\$ 16,980,970	\$ 840,248	\$ 17,821,218
Gates ES	\$ 13,578,764	\$ 1,131,773	\$ 14,710,537
Luther Conant ES	\$ 15,953,403	\$ 1,685,670	\$ 17,639,073
Blanchard ES	\$ 7,244,486	\$ 998,775	\$ 8,243,261
Administration Bldg (Merriam)	\$ 12,998,195	\$ 821,100	\$ 13,819,295
Maintenance Building	\$ 2,064,300	\$ 26,738	\$ 2,091,038
<b>Subtotal</b>	<b>\$ 114,052,922</b>	<b>\$ 6,147,728</b>	
		<b>GRAND TOTAL</b>	<b>\$ 120,200,650</b>



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## Capital Improvement Plan – Overview

Overview of Cost/SF



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## Phase 2 Study Overview

### Educational Visioning and Master Plan Study - (Feb - Nov, 2016)

- Define current and future educational needs relating to:
  - 21<sup>st</sup> century educational models
  - grade configurations
  - desired school size (enrollment)
  - enrollment projections
  - space needs and optimal adjacencies of related programs
- Inclusionary process for staff at all schools, students, parents and community members



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## Phase 2 Study Overview

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### Educational Visioning and Final Master Plan Study - (Feb - Nov, 2016)

- Development and evaluation of conceptual options taking into consideration:
  - capital improvement needs (Phase 1)
  - future educational needs and options (Phase 2)
  - cost estimates
- Options will range from repair only, renovations, renovations/additions, consolidation, new construction
- Development of priority project(s)
- Preparation for a Statement of Interest (SOI) for MSBA consideration



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## Phase 2 Study Overview

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### Determining Optimal Fiscal Value for School District

#### HYPOTHETICAL EXAMPLE

Results from Phase 1

- Example – Conant Repair = \$17.6M
  - (infrastructure needs only no educational needs) 100% Local Share = \$17.6M

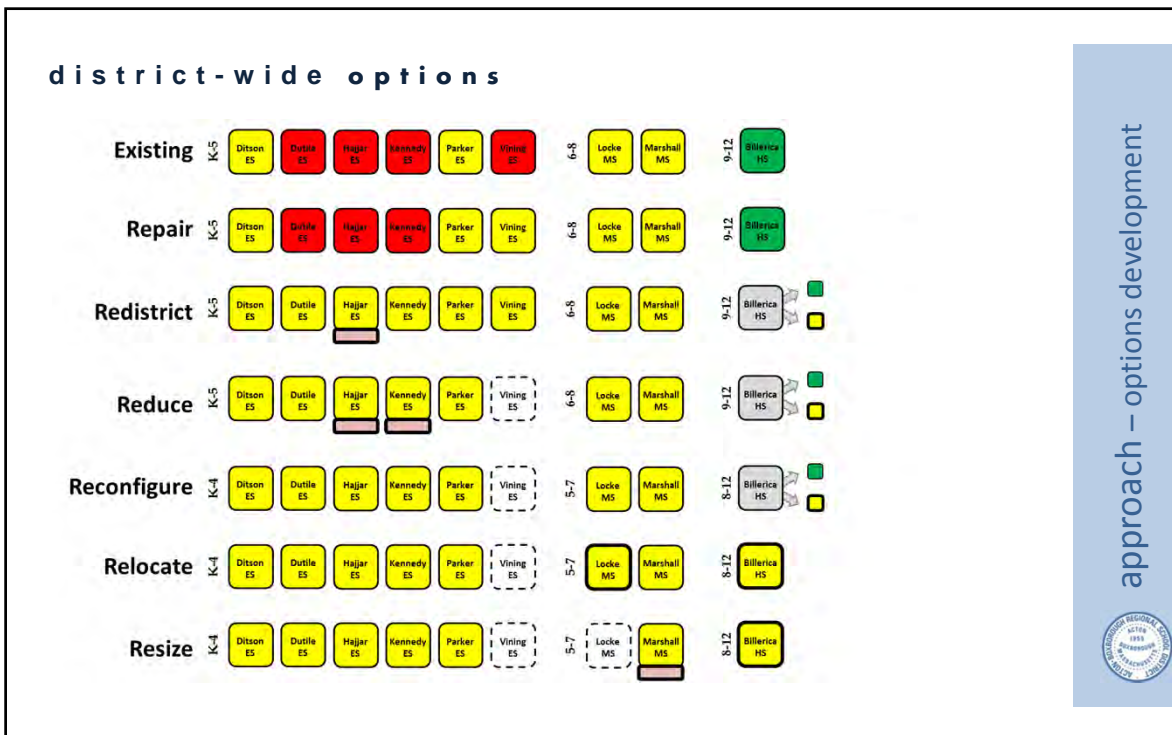
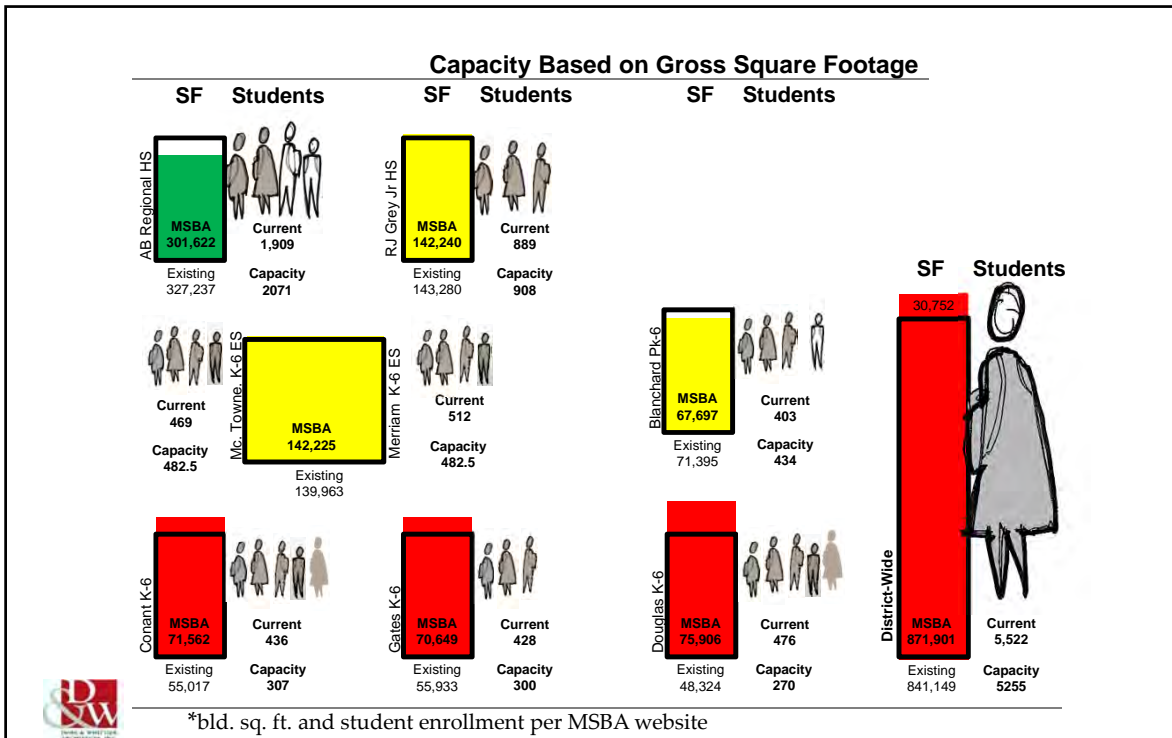
Results from Phase 2

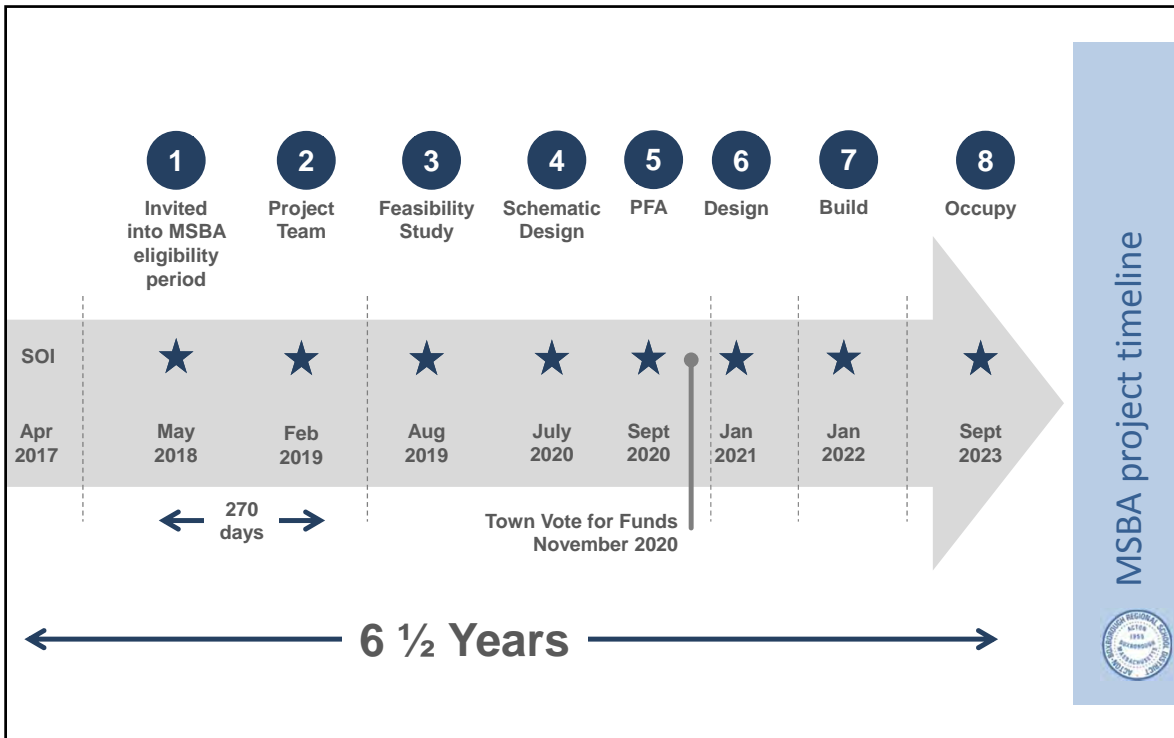
- Example – Conant MSBA project = \$30M (new bldg)
  - (new building, accommodates all educational needs) 50%\* Local Share = **\$15M**

\* District is confirming actual base reimbursement rate for a potential MSBA project



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## Questions, Comments, Reactions



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**Office of the Superintendent  
Acton-Boxborough Regional School District  
16 Charter Road  
Acton, MA 01720  
[www.abschools.org](http://www.abschools.org)**

**To: Acton-Boxborough Regional School Committee Members**  
**From: Glenn Brand**  
**Date: January 27, 2016**  
**Re: District Capital Study Phase II**

As we embark upon the second and final phase of our capital study that will ultimately culminate in a district master plan in the fall of 2016, I want to bring to your attention two related and necessary collaborative groups that will support this second phase of the study.

I provide this information to both make you aware of these groups and for the purpose of gathering any feedback or suggestions that you might provide.

Following the discussion at your meeting on February 4<sup>th</sup>, I plan to reach out to our school and wider communities in an effort to gather volunteers to participate in both groups.

**OVERVIEW OF THE CAPITAL STUDY PROCESS**

This entire capital study has been divided into two phases. The following provides an overview of the two parts of the study:

*Phase I* – this part of the study began in July, 2015 and culminated in December, 2015. Within the district, we have used the term, *The Existing Conditions Study*, to identify the report associated with this first phase. Specifically, this phase of the work and the resulting study focuses on completing a district-wide site and building assessment.

*Phase II* – this part of the study will begin in February 2016 and culminate with a finished report in November, 2016. This phase of the work will focus on completing a district-wide educational visioning study for the district.

*District Master Plan* –phase one and two combined will help create a district-wide master plan that will help guide the district’s future infrastructure plans. Specifically, the master plan will establish recommendations for future building repair, renovation and/or new construction projects.

**PHASE II WORKING GROUP**

***Overview:***

The firm Dore & Whittier, the consultant group overseeing the second phase of the capital study, has recommended that our district establish a Working Group that will assist in

guiding the second part of our capital study. Working alongside the consultants, this group will help support the completion of the second and final phase of the overall study.

**i) Composition:**

Our consultant recommends that the Working Group be 12 to 15 members comprised of representatives from the administration, school committee and the two towns to ensure balanced representation.

I am recommending that the Working Group consist of the following:

- Superintendent of Schools
- Deputy Superintendent
- Assistant Superintendent for Teaching and Learning
- Director of Facilities and Transportation
- Director of Community Education
- High School Assistant Principal
- Junior High School Principal
- Elementary Principal (1)
- 2 Town Representative (one from each town)
- 2 School Committee Members (one from each town)

Total: 12 Members

**ii) Meeting Frequency:**

The Working Group will meet approximately every other week throughout the course of the study. Meetings will last approximately 90 minutes. Remote participation through a virtual meeting arrangement will be possible.

Tentative meeting dates include:

<b>Month</b>	<b>Date</b>
February	11; 25
March	10; 24
April	7
May	5; 19
June	2; 30
July	28
August	11; 25
September	8; 22
October	6; 20

**iii) Charge of the Working Group:**

The Working Group will serve as the school district's "managers" of the second phase of the study.

The group will provide feedback to the consultant firm regarding recommendations around how to interpret the outcomes of the visioning workshops (see below) and which emerging

options hold more or less value for the district. The group does not make any specific long-term decisions around the final school building options or what the district's master plan does or does not include, but rather serves to help oversee the process.

**PHASE II VISIONING TEAM**

***i) Composition***

The Visioning Team is intended to represent a cross section of community members, students, staff and administration. Our consultant recommends that the team should be between 70 and 80 in size and allow for broad representation across all stakeholders. As a result, I am recommending the following:

<i>Elementary School Representatives</i>	Building Administrator (1) Faculty (2) Support Staff (1) Parent/Guardians (2)	(6 Representatives x 6 Schools)  36
<i>Pre-School Representatives</i>	Administrator (1) Faculty (1)	2
<i>Jr. High School Representatives</i>	Building Administrator (2) Faculty (2) Support Staff (1) Parent/Guardians (2) Student Representatives (2)	9
<i>High School Representatives</i>	Building Administrator (2) Faculty (2) Support Staff (1) Parent/Guardians (2) Student Representatives (4)	11
<i>Acton Community Members</i>	i.e. Town Leaders; Senior Citizens Etc.	3
<i>Boxborough Community Members</i>	i.e. Town Leaders; Senior Citizens Etc.	2
<i>District Administrators</i>	Cabinet (9) Other (3)	12
<i>School Committee Representatives</i>	Acton Members (2) Boxborough Members (1)	3
<b>Total</b>	<b>ABRSD Employees (48)</b> <b>Parents/Guardians (16)</b> <b>Students from Grades 7-12 (6)</b> <b>Community Members (5)</b> <b>School Committee (3)</b>	<b>78 members</b>

**ii) Meeting Dates**

There are three (3) visioning team meetings that will take place between March and September, 2016. These will be full day sessions held between the hours of 9:00 a.m. and 3:00 p.m. on:

*March 18*  
*April 28*  
*September 15*

**iii) Charge of the Team**

Throughout the three (3) full-day workshop sessions, the team will provide feedback and insight that allows our consultants to synthesize a long-term “vision” of the Acton-Boxborough Regional School District from the perspective of our stakeholders as it relates to views on educational space and building usage and design.

As a result of the team members’ input, the educational visioning process will seek to gather insight around a number of areas including community needs of our school buildings, as well as their ability to support program delivery and meet technical standards (i.e. appropriate square footage, infrastructure needs to support technology integration etc.). This vital stakeholder engagement will lead to the development of recommendations that will help inform future school building, renovation and/or repair options that the communities of Acton and Boxborough might consider in order to provide well-equipped and modern learning spaces over the next many decades.

**Office of the Superintendent  
Acton-Boxborough Regional School District  
16 Charter Road  
Acton, MA 01720  
[www.abschools.org](http://www.abschools.org)**

**To: Acton-Boxborough Regional School Committee members  
From: Glenn A. Brand  
Date: January 6, 2016  
Re: School Capital and Space Planning Committee**

Earlier this school year I proposed the creation of a new committee entitled *School Capital & Space Planning Committee* ("the Committee") that would focus on the district's capital and space planning needs. As the district prepares to receive the full report of the Existing Conditions Study that will be presented to you by Dore & Whittier at your February 4<sup>th</sup> meeting, it is timely to call the first meeting of this committee.

Please find below a restatement of the purpose of the Committee as well as the membership composition. The committee's first meeting is being planned for mid February.

***Committee Overview:***

The Committee will work with and advise the Superintendent of Schools and Director of Facilities & Transportation on the following:

- Review space usage alongside enrollment projections in the district
- Review the findings of district-wide commissioned studies and reports related to capital and building use
- Assist in the annual review and development of the district's capital planning submissions based upon administrative input and recommendations

It is the intention that representatives on the Committee will share information with their own boards and interested town and community members.

***Committee Members:***

It was originally proposed that the Committee would include the following members:

- School Committee Representatives (2, with one from each town)
- Community Volunteers
- Municipal/Town Representatives (2, with one from each town)
- Director of Personnel & Administrative Services
- Director of Facilities & Transportation
- Superintendent of Schools

I am pleased to be able to share with you tentatively that the following individuals will serve on the Committee based upon outreach efforts to Acton's Town Manager and Boxborough's Town Administrator, as well as to our parent community.

I should also note that I decided to expand the total number of School Committee representatives given both an absence of interest from members of the wider community and due to the fact that upon further consideration it seemed appropriate to increase their representation.

<i>School Committee</i>	<i>Acton Town Representatives</i>	<i>Boxborough Town Representatives</i>	<i>Administration</i>
<i>Acton</i> Diane Baum	<i>Finance Committee</i> Doug Tindal	<i>Finance Committee</i> Ted Kail	<i>Director of Facilities &amp; Transportation</i> JD Head
<i>Boxborough</i> Maria Neyland	<i>Finance Committee</i> Jason Cole	<i>Finance Committee</i> Gary Kushner	<i>Deputy Superintendent</i> Marie Altieri
<i>Acton</i> Paul Murphy			<i>Superintendent</i> Glenn Brand
<i>Acton</i> Kristina Rychlik			<i>Director of Finance</i> Clare Jeannotte



**Acton-Boxborough Regional School District**

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Acton, MA 01720  
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6.3

**Clare L. Jeannotte**  
*Director of Finance*

TO: Superintendent Glenn Brand  
ABRSD School Committee  
FROM: Clare Jeannotte, Director of Finance  
RE: FY'17 Budget Update -  
DATE: January 29, 2016

The following updates have occurred since Budget Saturday which I would like you to be aware of:

**1. Release of the Governor's Budget on January 27, 2016**

Ch. 70:

The Governor's proposed budget was a disappointment for K-12 education, in the sense that statewide Ch. 70 funding is increasing only 1.6% this year, as compared to 3% FY14, 2.32% FY15 and 2.5% FY16. As a minimum aid district we planned for \$25 per student, or \$137K, but he funded at \$20 per pupil or \$110K. Last year the Legislature restored this to \$25 by the time it passed.

Our Foundation budget has increased very slightly from FY16 to FY17, on a per pupil basis from \$9,487 to \$9,538, or 1/2 percent. I am enclosing the data for Ch. 70 for your review.

Other State Aid:

Enclosed find a comparison of the Cherry sheet to the amounts budgeted for FY17. In the Statewide budget the Governor has level funded the dollars for Regional Transportation at \$59,021,000; Homeless Transportation at \$8,350,000; Circuit Breaker at \$271,631,998. He has increased Charter Reimbursement \$20M to support his new initiative, and the final area of interest to us is the Regional Bonus Aid line, which Statewide was "decreased to meet projected need" from \$275,800 to \$110,000.

Based upon this early information, I am not proposing any changes to our Local aid amounts or reimbursements for Regional Transportation or Circuit Breaker. There are 5 months before this budget passes. Changes could still occur in the Legislature. We will continue to watch developments on Transportation and Circuit Breaker.

Estimated Charges: Choice and Charter Tuition:

State charges for Choice and Charter Tuition Assessments are provided on the Cherry sheet as well. These amounts indicate that if they held, our expenses may be able to be reduced \$87K, of which \$78K is related to Charter Schools. However, I am again not recommending any adjustment. This is estimated

*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.*

1 of 8



**Acton-Boxborough Regional School District**

16 Charter Road  
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on our behalf based on student counts, and estimated tuition rates. The sensitivity of these numbers to change is quite high and history shows the early cherry sheet to not be a good predictor of actual costs.

**2. Expenditure Changes:**

Two items have been identified since Saturday which I would like you to be aware of:

CASE Collaborative:

The tuition rates for CASE Collaborative have been set at increases of 1.8% over the current year, except for one tier which has a zero% change. We had assumed 3%. The impact of this change is approximately \$25K of savings.

Health Insurance:

The Health Insurance Trust met on January 29<sup>th</sup> and began a discussion of trend for FY17 rate setting purposes. Although final rates will not be voted until the next meeting in late February, we feel there is sufficient justification to reduce our budget from an 8% increase to FY16 rates, to a 4% increase. This reduces our budget \$353K and would result in lowered assessments to the towns.

**Pro-Forma Budget Revision Attached:**

- DRAFT Character Code summary of Expenditures, reflecting the health insurance budget adjustment.
- DRAFT pro-forma "Table 6" is enclosed, showing an overall expense increase of \$2,776,809 or 3.46%, and an assessment increase of \$2,758,996 or 4.3%, with Acton rising 4.5% and Boxborough rising 3.4%.

I look forward to your input next Thursday.

*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.*



**FY2017 Local Aid Estimates  
Acton Boxborough  
Governor Budget 1/27/16**

	FY2016 Cherry Sheet Estimate	FY2017 Governor's Budget 1/23/16 Preliminary Proposal	Preliminary Budget	Favorable (Unfavorable) to Budget
<b><u>General Fund Revenue:</u></b>				
Chapter 70	14,393,076	14,503,256	14,531,276	(28,020)
Regional School Transportation	1,354,273	1,312,256	1,190,000	122,256
Charter Tuition Reimbursement	60,513	25,066	27,683	(2,617)
<b>State Aid</b>	<b>15,807,862</b>	<b>15,840,578</b>	<b>15,748,959</b>	<b>91,619</b>

**General Fund Expense:**

**Estimated Charges:**

Special Education	12,894	12,894	12,675	(219)
School Choice Sending Tuition	103,482	110,698	120,000	9,302
Charter School Sending Tuition	414,938	365,958	443,983	78,025
<b>Total Estimated Charges:</b>	<b>531,314</b>	<b>489,550</b>	<b>576,658</b>	<b>87,108</b>

**Special Revenue Fund:**

**Offset Receipts:**

School Choice Receiving Tuition	261,263	241,662
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## Massachusetts Department of Elementary and Secondary Education FY17 Chapter 70 Summary

### 600 Acton Boxborough

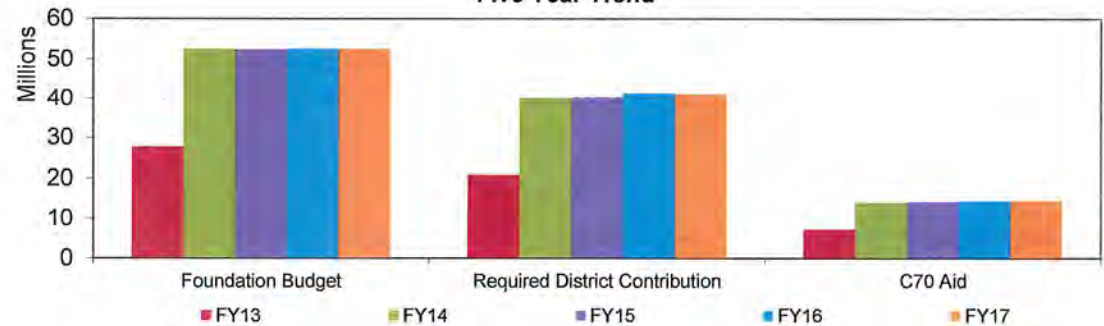
#### Aid Calculation FY17

<b>Prior Year Aid</b>	
1 Chapter 70 FY16	<b>14,393,076</b>
<b>Foundation Aid</b>	
2 Foundation budget FY17	52,547,574
3 Required district contribution FY17	41,050,427
4 Foundation aid (2 -3)	11,497,147
5 Increase over FY16 (4 - 1)	<b>0</b>
<b>Minimum Aid</b>	
6 Minimum \$20 per pupil increase	<b>110,180</b>
<b>Non-Operating District Reduction to Foundation</b>	
7 Reduction to foundation	<b>0</b>
<b>FY17 Chapter 70 Aid</b>	
8 sum of line 1, 5 minus 7	<b>14,503,256</b>

#### Comparison to FY16

	FY16	FY17	Change	Pct Chg
Enrollment	5,544	5,509	-35	-0.63%
Foundation budget	52,599,957	52,547,574	-52,383	-0.10%
Required district contribution	41,315,952	41,050,427	-265,525	-0.64%
Chapter 70 aid	<b>14,393,076</b>	<b>14,503,256</b>	110,180	0.77%
Required net school spending (NSS)	55,709,028	55,553,683	-155,345	-0.28%
Target aid share	21.89%	23.39%		
C70 % of foundation	27.36%	27.60%		
Required NSS % of foundation	105.91%	105.72%		

**Five Year Trend**



**Massachusetts Department of Elementary and Secondary Education**

Office of School Finance

**FY17 Chapter 70 Foundation Budget**

**600 ACTON BOXBOROUGH**

	----- Base Foundation Components -----										--- Incremental Costs Above The Base ---			TOTAL*
	(1) Pre-School	(2) ----- Kindergarten ----- Half-Day	(3) Full-Day	(4) Elementary	(5) Jr High/ Middle	(6) High School	(7) ELL PK	(8) ELL K Half	(9) ELL KF - 12	(10) Voca- tional	(11) Special Ed In District	(12) Special Ed Out of Dist	(13) Economically Disadvantaged	
Foundation Enrollment	111	250	2	1,837	1,340	1,943	0	46	183	0	204	55	366	5,509
1 Administration	21,092	47,505	760	698,089	509,221	738,371	0	8,741	69,543	0	535,051	144,254	0	2,772,628
2 Instructional Leadership	38,093	85,796	1,373	1,260,818	919,704	1,333,571	0	15,786	125,601	0	0	0	0	3,780,744
3 Classroom and Specialist Teachers	174,667	393,395	6,294	5,781,235	3,711,091	7,913,330	0	109,014	867,365	0	1,765,535	0	1,128,705	21,850,630
4 Other Teaching Services	44,797	100,895	1,614	1,482,788	778,591	939,881	0	14,845	118,112	0	1,648,456	2,204	0	5,132,183
5 Professional Development	6,908	15,558	249	228,797	180,914	254,353	0	3,878	30,849	0	85,169	0	24,841	831,515
6 Instructional Equipment & Tech	24,216	54,540	873	801,501	584,655	1,356,408	0	10,035	79,845	0	71,206	0	0	2,983,280
7 Guidance and Psychological	12,708	28,621	458	420,695	408,482	742,469	0	7,011	55,785	0	0	0	0	1,676,229
8 Pupil Services	5,055	11,385	182	251,044	299,112	1,000,107	0	3,143	25,009	0	0	0	0	1,595,036
9 Operations and Maintenance	48,503	109,242	1,748	1,605,395	1,269,584	1,784,931	0	27,212	216,506	0	597,679	0	174,320	5,835,119
10 Employee Benefits/Fixed Charges	41,878	94,320	1,509	1,386,145	961,370	1,339,252	0	21,832	173,705	0	648,561	0	109,745	4,778,316
11 Special Ed Tuition	0	0	0	0	0	0	0	0	0	0	0	1,311,894	0	1,311,894
<b>12 Total</b>	<b>417,918</b>	<b>941,256</b>	<b>15,060</b>	<b>13,916,507</b>	<b>9,622,725</b>	<b>17,402,673</b>	<b>0</b>	<b>221,496</b>	<b>1,762,320</b>	<b>0</b>	<b>5,351,656</b>	<b>1,458,352</b>	<b>1,437,610</b>	<b>52,547,574</b>
13 Wage Adjustment Factor	104.4%													
14 Economically Disadvantaged Decile	1													
											<b>Foundation Budget per Pupil</b>			<b>9,538</b>

\* Total foundation enrollment does not include columns 11 through 13, because those columns represent increments above the base. The pupils are already counted in columns 1 to 10.

Total foundation enrollment assigns pupils in pre-kindergarten and half-time kindergarten an enrollment count of .5.

Special education in-district headcount is an assumed percentage, representing 3.75 percent of K to 12 non-vocational enrollment and 4.75 percent of vocational enrollment.

Special education out-of-district headcount is also an assumed percentage, representing 1 percent of non-vocational K-12 enrollment.

Economically disadvantaged headcounts are the number of pupils in columns 1 through 10 who are directly certified as eligible for the Supplemental Nutrition

Assistance Program (SNAP); the Transitional Assistance for Families with Dependent Children (TAFDC); the Department of Children and Families' (DCF) foster care program; and MassHealth (Medicaid).

Each component of the foundation budget represents the enrollment on line 1 multiplied by the appropriate state-wide foundation allotment.

The wage adjustment factor is applied to underlying rates in all functions except instructional equipment, benefits and special education tuition.

The foundation budget shown on this page may differ from the final number used in the formula, due to rounding error.

**Massachusetts Department of Elementary and Secondary Education  
FY17 Chapter 70**

**Regional District Enrollment and Contributions by Member City or Town**

**600 Acton Boxborough**

LEA	Member	Foundation Enrollment			Required Minimum Contribution		
		FY16	FY17	Change	FY16	FY17	Change
	District Total	5,544	5,509	-35	41,315,952	41,050,427	-265,525
	2 ACTON	4,714	4,657	-57	34,296,868	34,190,789	-106,079
	37 BOXBOROUGH	830	852	22	7,019,084	6,859,638	-159,446

Acton-Boxborough Regional Schools		FY'17 Superintendent Recommended Budget				
FY15 - FY16 Budget, FY17 Preliminary Budget						
	FY15 Revised Budget	FY15 Exp & Enc Total Actual	FY16 Revised Budget	FY17 1/29/2016 Prelim Budget	FY17 Preliminary v. FY16B Increase (Decrease)	
					\$	%
Salaries, Teaching - 01	31,924,482.00	31,837,610	32,879,652	33,992,708	1,113,056	3.39%
Salaries, Principals - 02	2,109,446.00	2,135,195	2,188,065	2,237,321	49,256	2.25%
Salaries, Central Administration - 03	1,048,045.00	1,135,797	1,136,219	1,195,267	59,048	5.20%
Salaries, Support Staff - 04	8,469,123.00	8,573,518	9,171,464	9,311,200	139,736	1.52%
Salaries, Athletics - 05	497,703.00	495,549	520,643	531,828	11,185	2.15%
Salaries, Buildings - 06	709,164.00	752,062	719,691	732,102	12,411	1.72%
Salaries, Custodial - 07	1,495,839.00	1,346,615	1,471,234	1,501,995	30,761	2.09%
Salaries, Home Instruction - 08	17,044.00	4,020	20,000	8,500	(11,500)	-57.50%
Salaries, Miscellaneous Pupil Services - 09	1,411,089.00	1,513,304	1,499,675	1,575,266	75,591	5.04%
Salaries, Subs Miscellaneous - 11	186,093.00	147,373	222,781	160,691	(62,090)	-27.87%
Salaries, Subs Instructional - 12	524,516.00	655,768	530,508	583,142	52,634	9.92%
Salaries, Overtime - 13	242,855.00	255,418	242,855	232,855	(10,000)	-4.12%
Stipends, Curriculum/Instruction - 14	112,211.00	113,557	173,758	166,000	(7,758)	-4.46%
Fringe, Course Reimbursement - 15	56,000.00	40,187	56,000	56,000	-	0.00%
Fringe, Health Insurance - 16	7,595,271.00	7,220,434	8,273,695	8,623,581	349,886	4.23%
Fringe, Health Insurance, Retiree - 17	904,093.00	780,816	924,241	968,996	44,755	4.84%
Fringe, Life/Disability Insurance - 18	28,583.00	47,225	38,000	40,900	2,900	7.63%
Fringe, Unemployment Insurance - 19	25,000.00	11,734	25,000	40,000	15,000	60.00%
Fringe, Workers Compensation - 20	339,446.00	272,937	348,412	295,000	(53,412)	-15.33%
Fringe, Middlesex County Retirement System - 21	1,756,208.00	1,756,208	1,961,424	2,086,065	124,641	6.35%
Fringe, Medicare - 22	817,453.00	732,090	846,064	825,000	(21,064)	-2.49%
Contributions, OPEB Trust Fund - 23	506,000.00	506,000	700,000	800,000	100,000	14.29%
Instruction Supplies - 24	941,663.50	990,955	1,116,075	1,048,492	(67,583)	-6.06%
Instruction Textbooks - 25	282,195.20	218,991	278,710	282,570	3,860	1.38%
Instructional, Library - 26	57,725.00	46,633	59,435	59,678	243	0.41%
Other, Capital Outlay - 27	541,629.00	710,570	396,459	530,059	133,600	33.70%
Other, Debt Service - 29	1,847,734.00	1,822,733	1,920,743	1,934,218	13,475	0.70%
Other, Property/Casualty - 30	98,924.00	102,627	106,369	110,700	4,331	4.07%
Other, Maint Buildings/Grounds - 31	582,748.00	695,109	715,048	734,745	19,697	2.75%
Other, Maintenance Equipment - 32	192,906.00	72,857	146,470	119,604	(26,866)	-18.34%
Other, Legal Service - 34	128,650.00	257,828	150,000	181,350	31,350	20.90%
Other, Admin Supplies - 35	816,319.50	836,575	832,573	914,051	81,478	9.79%
Other, Athletic Supplies - 36	67,502.00	138,972	53,666	57,446	3,780	7.04%
Other, Custodial Supplies - 37	145,984.00	124,700	157,984	157,984	-	0.00%
Other, Sped Transportation - 38	1,340,411.00	1,487,541	1,528,647	1,826,934	298,287	19.51%
Other, Student Transportation - 39	1,165,457.00	892,949	936,850	947,117	10,267	1.10%
Other, Travel, Conferences - 40	90,148.80	113,672	89,186	120,034	30,848	34.59%
Other, Sped Tuition - 41	5,213,514.00	5,208,139	5,269,951	5,283,278	13,327	0.25%
Other, Utilities - 42	1,730,472.00	1,391,388	1,630,499	1,825,133	194,634	11.94%
Other, Telephone - 43	148,285.00	83,733	124,645	110,045	(14,600)	-11.71%
Other, Sewer - 44	287,191.00	280,548	287,191	287,191	-	0.00%
Assessments - 48	-	504,301	546,513	576,658	30,145	5.52%
Other, - 49	-	1,405	-	1,500	1,500	0.00%
<b>GRAND TOTAL</b>	<b>76,455,123.00</b>	<b>76,315,642</b>	<b>80,296,395</b>	<b>83,073,204</b>	<b>2,776,809</b>	<b>3.46%</b>
reclass revenue offsets-assessments	645,391.00			-	-	
<b>Restated Total Expenditures</b>	<b>77,100,514.00</b>	<b>76,315,642</b>	<b>80,296,395</b>	<b>-</b>	<b>2,776,809</b>	<b>3.46%</b>

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**FY'17 TABLE 6 -PRELIMINARY BUDGET-**

**DRAFT FOR DISCUSSION ONLY**

January 29, 2016

TABLE 6

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**  
 Analysis of Assessments-SHOWING STATE ASSESSMENTS AS EXPENDITURES  
 School Year 2016-2017

	TOTAL BUDGET 2016-2017	ACTON 84.80% 83.54%	BOXBOROUGH 15.20% 16.46%
<b>EXPENDITURES</b>			
OPERATING BUDGET	\$80,095,887	\$67,921,312	\$12,174,575
OPEB TRUST FUND CONTRIBUTION	\$800,000	\$678,400	\$121,600
LOWER FIELDS CONSTRUCTION DEBT SERVICE	\$90,418	\$80,056	\$10,362
CAPITAL OUTLAY - BUILDINGS	\$243,100	\$206,149	\$36,951
<b>TOTAL INSIDE DEBT LIMIT</b>	<b>\$81,229,405</b>	<b>\$68,885,917</b>	<b>\$12,343,488</b>
<b>EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY REGION:)</b>			
CONSTRUCTION DEBT SERVICE (FOR JHS & SHS/AUTHORIZED OUTSIDE PROP 2 1/2)	\$387,864	\$343,415	\$44,449
SH CONSTRUCTION/RENOVATION	\$1,455,936	\$1,289,086	\$166,850
<b>TOTAL OUTSIDE DEBT LIMIT</b>	<b>\$1,843,800</b>	<b>\$1,632,501</b>	<b>\$211,299</b>
<b>GROSS EXPENDITURE BUDGET-PAID BY ABRSD</b>	<b>\$83,073,205</b>	<b>\$70,518,418</b>	<b>\$12,554,787</b>
<b>SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS</b>	<b>893,239</b>	<b>\$757,466</b>	<b>\$135,772</b>
<b>TOTAL REGIONAL DISTRICT EXPENDITURES</b>	<b>83,966,444</b>	<b>71,275,884</b>	<b>12,690,560</b>
<b>REVENUES &amp; RESERVE USE</b>			
CHAPTER 70 BASE AID	\$14,531,276	\$12,322,522	\$2,208,754
CHARTER SCHOOL AID	\$27,683	\$23,475	\$4,208
REGIONAL SCHOOL TRANSPORTATION	\$1,190,000	\$1,009,120	\$180,880
REGIONAL BONUS AID	\$74,000	\$62,752	\$11,248
TRANSFER FROM RESERVES (Excess & Deficiency)	\$200,000	\$169,600	\$30,400
<b>TOTAL REVENUES AND RESERVE USE</b>	<b>\$16,022,959</b>	<b>\$13,587,469</b>	<b>\$2,435,490</b>
<b>TOWN ASSESSMENTS- BEFORE APPENDIX A &amp; IMA</b>	<b>\$67,943,485</b>	<b>\$57,688,415</b>	<b>\$10,255,070</b>

**Calculation of Final Assessments Per Appendix A to Regional Agreement - FY17**

Description	TOTAL	ACTON	BOXBOROUGH
Projected Total Benefit Amount	\$1,873,119		
Base Budgets	\$66,364,972	\$55,056,859	\$11,308,113
Benefit Percentage Shares		90.0%	10.0%
Share of Benefits	\$1,873,119	\$1,685,807	\$187,312
Reduce Base Budgets By Benefit Shares	\$64,491,853	\$53,371,052	\$11,120,801
<b>Recalculated Assessment Percentages Based On Benefit Shares Applied To Base Budget</b>	<b>100.00%</b>	<b>82.76%</b>	<b>17.24%</b>
Input Table 6 Result From FY17 Actual Budget (includes elementary debt paid by towns)	\$67,943,485	\$57,688,415	\$10,255,070
Assessment Percentages With Actual Budget		84.91%	15.09%
Shift In Percentage Shares		2.15%	-2.15%
<b>Final Assessment AT FIXED ASSESSMENT % PER APPENDIX A</b>	<b>\$67,943,485</b>	<b>\$56,227,493</b>	<b>\$11,715,991</b>
<b>LESS DEBT PAID DIRECT BY TOWN- PER IMA Section 6</b>	<b>(893,239)</b>	<b>(680,396)</b>	<b>(212,843)</b>
<b>Amount due from each town</b>	<b>\$67,050,246</b>	<b>\$55,547,098</b>	<b>\$11,503,148</b>
<b>FY16 Voted Assessments</b>	<b>\$64,291,249</b>	<b>\$53,171,009</b>	<b>\$11,120,240</b>
<b>Increase</b>	<b>2,758,997</b>	<b>2,376,089</b>	<b>382,908</b>
<b>%</b>	<b>4.3%</b>	<b>4.5%</b>	<b>3.4%</b>
<b>FY17 Shift:</b>	<b>(\$1,460,921)</b>		

DRAFT ONLY  
WITH HEALTH INS. BUDGET REDUCTION

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# LEGISLATIVE Bulletin

To: All School Committee Members and Superintendents  
 From: Stephen J. Finnegan Esq., MASC General Counsel  
 Re: Governor's F.Y. 2017 Budget Recommendations, H2  
 Date: January 28, 2016

## RE: CONFERENCE COMMITTEE REPORTS BUDGET RECOMMENDATIONS

### GOVERNOR RELEASES BUDGET RECOMMENDATIONS: CHAPTER 70 INCREASE DISAPPOINTS

The Governor's FY2017 budget recommendations propose increasing Chapter 70, general aid to education, by about \$72 million reflecting a 1.6% addition to prior year amounts. The recommended funding is well below the \$111 million Chapter 70 increase found in the current FY 2016 budget and even further below other recent budgets. MASC recognizes the difficulty faced by Governor Baker in crafting a balanced FY 2017 state budget while funding increasing pension costs and most particularly health spending. Indeed school committees struggle with these same budget busters in formulating their budgets. In the current state budget Chapter 70 included a minimum aid guarantee of at least \$ 25.00 per pupil. H2 proposes only \$20.00 of minimum aid. MASC is disappointed that the important recommendations of the Chapter 70 Foundation Budget Review Commission were not considered in this budget. Further delaying the implementation of these recommendations continues to leave Chapter 70 inadequately funded for yet another year. Our schools are being short-changed, and this leads to an even greater toll on our communities. We are especially disappointed because the Chapter 70 Commission did incredible work to recommend some important funding reforms especially around special education and health insurance. MASC will ask the Legislature to increase the funding for Chapter 70 at least to the levels of the recent budgets. You will find your district's Local Aid in section 3 of the Governor's budget, which is posted on the MASC website. The principal municipal aid account was increased by 4.3% or \$42 million.

### BUDGET CHANGES DEFINITION OF LOW INCOME IN CHAPTER 70

The Governor's budget in section 3 states that the foundation budget category of "low income enrollment" for the purpose of calculating foundation enrollment shall be the number of students identified as economically disadvantaged by qualifying as an "identified student" under the U.S. Department of Agriculture's "direct certification program" in any of the last 4 enrollment collections dating back to the prior year. Each district shall be assigned

a low income decile based on its low income percentage which shall be calculated as its number of economically disadvantaged students over its total foundation enrollment. Each decile shall be assigned a low income rate, where the rate for the lowest percentage decile shall be \$3,775 and each subsequent decile shall increase by \$40 up to the highest percentage decile rate of \$4,135. All other foundation budget categories for each district shall be calculated in the same manner as in fiscal year 2016. MASC would appreciate your providing us with data concerning how this proposed change will impact your district.

### SPECIAL EDUCATION CIRCUIT BREAKER, REGIONAL TRANSPORTATION, CHARTER SCHOOL FUNDING AND OTHER PERTINENT ACCOUNTS

The Special Education Circuit Breaker provides state funding for the extraordinary expenses associated with certain special education expenses. The Circuit Breaker has been funded at \$271 million, which essentially represents level funding from FY 2016. The students benefited by this account are the most vulnerable population that school districts serve. We are particularly concerned about the lack of any new funding for this account due to the broad consensus that special education is not adequately funded by the current foundation formula as exhibited by the Foundation Budget Review Commission Report. The students benefited by this account are the most vulnerable population that school districts serve. MASC will request funding from the Legislature to adequately fund the educational offerings that are mandated by state and federal law.

### REGIONAL SCHOOL TRANSPORTATION

Regional School Transportation has been level funded from the prior year at \$59 million. The funding for this year did not meet the statutory requirement for transporting regional students and will fund even fewer students in FY2017. MASC will join with municipal and education advocates to increase the funding for Regional Transportation.

### CHARTER SCHOOL FUNDING

Monies for districts sending students to charter schools have been funded at almost \$101 million in H2. The Governor's proposed funding for this account reflects a \$20 million

over

increase over the FY 2016 appropriation. The Charter School Law as found in G.L.C71, s.89 (gg) provides that the reimbursement amount shall be equal to 100% of the charter school tuition in the first year and 25% in years 2 through 6. Section 42 of the H2 proposes a revision to the charter school funding formula. This section changes the formula for providing reimbursements in fiscal year 2017 to school districts experiencing increases in charter school tuition amounts as follows: (i) 100% of the increase in tuition amounts from fiscal year 2016 to fiscal year 2017; (ii) for any district with charter school payments exceeding 9% of net school spending in fiscal year 2017, an additional 50% of any increase in tuition amounts from fiscal year 2015 to fiscal year 2016; and (iii) for any such district, an additional 25% of any increase in tuition amounts from fiscal year 2014 to fiscal year 2015. This is a major proposed change to the formula that reduces funding, which is now reimbursed over six years to a three year payout and reduces the current payout from 225% to a three year reimbursement cap of 175%. We are concerned about this proposal and request that local districts immediately determine how this change to the formula would affect your school district and to inform MASC. In the interim MASC will register our reservations with the Legislature. It is interesting to note that many years ago the law limited reimbursements to three years, however subsequently MASC and MASS were able to move to the current six year statutory reimbursement mechanism.

As you are aware due to a recent communication from MASC the Legislature appears ready to take up the broader issue of charter schools. Such debate will be taken up initially by the State Senate that last year soundly defeated raising the charter school cap. MASC has legislation emanating from our Delegate Assembly (H.485) concerning the establishment of a new charter school that would require local approval initially by the school committee and in the event that the approval is not forthcoming funding for the charter school would be paid for by the state, outside of Chapter 70. Also, we have long argued for charter school reimbursements only to the extent that they reflect the actual charter school population and not the average public school student body. As MASC recently demonstrated by a report that showed that significantly involved special education students, ELL students and low income students are not as well represented in charter schools as they are from the district schools from which they draw students. Among other matters we suggest that you begin to contact your legislators on the omnibus charter school legislation, and reference the above referenced legislation.

#### **VOCATIONAL EDUCATION INITIATIVES**

The Governor recently announced a series of new initiatives to support career vocational technical education, including capital authorization of \$75 million over 5 years to fund grants for equipment to expand career technical education programs. In addition, the budget

contains \$7.5 million in increased funding for school to career connecting activities. MASC looks forward to working with the Governor and the Legislature on these worthwhile initiatives.

#### **KINDERGARTEN GRANTS**

As many of you recall the issue of kindergarten grants was raised in last in the FY 2016 budget. This program is level funded in the Governor's budget at \$18.5 million. The money is to be used for kindergarten quality enhancement grants to school districts; provided that grant awards shall be made on a per enrollee basis, as reported under the chapter 70 school aid program, so called, for each full-day kindergarten student not paying fees; provided further, that the commissioners of elementary and secondary education and early education and care shall jointly develop grant requirements for this item to ensure that funds are used to promote improvement of early literacy outcomes; provided further, that any grant funds distributed from this item shall be deposited with the treasurer of such city, town or regional school district and held in a separate account and, notwithstanding any general or special law to the contrary, shall be expended by the school committee of such city, town or regional school district without further appropriation; and provided further, that such program shall supplement and shall not supplant currently funded local, state and federal programs at the school or in the school district. MASC will review this issue further and invite your comments.

#### **SPECIAL EDUCATION RATES**

H2 in Section 31 freezes the rates of special education providers at the same price as FY 2016, except for those programs that qualify for extraordinary relief under Operational Service Division regulations.

#### **IMPLEMENTATION OF MCAS**

The Governor has included \$5.6 million to implement the new MCAS exam in his budget recommendations.

#### **POTHOLE MONEY**

In FY 2016 and in previous budgets there has been a Pothole account to fund extraordinary expenses that occur unexpectedly. This account was not funded in H2, but in FY2016 it was funded with \$2.5 million.

#### **SCHOOL IMPROVEMENT PLANS**

H.391 An Act Relating to School Improvement Plans, was filed by MASC and principally sponsored by Rep. Haddad and Sen. Spilka. This bill was worked out with MASS and maintains the approval of the superintendent and reinstates the approval of such plans by the school committee. H391 has passed the House and is currently in the Senate Rules Committee. **We urge you to contact your legislators, particularly your senators and ask for their support of this bill which is a critical part of a school Committees policy authority. Please cc MASC. Emails are appropriate.**



Binder  
Tab #2

6.2

*Office of the Superintendent*  
Acton-Boxborough Regional School District  
(978) 264-4700  
<http://www.abschools.org>

TO: Acton-Boxborough Regional School Committee  
FROM: Glenn Brand, Superintendent  
DATE: January 23, 2016  
RE: Recommendation for FY'17 Acton-Boxborough Regional School District  
Budget and Assessments

---

**Recommendation for FY'17 Acton-Boxborough Regional School District Budget  
and Assessments**

MOTION: that the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2016 through June 30, 2017 be set at \$83,426,767, and that member towns be assessed in accordance with the Education Reform Law and the terms of the Regional Agreement and amendments thereto as follows: Acton \$55,839,692, Boxborough \$11,564,116, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$14,531,276, Anticipated Charter School Aid in the amount of \$27,683, Anticipated Regional Bonus Aid in the amount of \$74,000, Anticipated Chapter 71, Section 16C Transportation Aid, in the amount of \$1,190,000, and a transfer from E&D Reserves in the amount of \$200,000.



**Acton-Boxborough Regional School District**

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

7.0

TO: Superintendent Glenn Brand  
ABRSD School Committee  
FROM: Clare Jeannotte, Director of Finance *Clare*  
RE: FY'16 Financial Status as of December 31, 2015  
DATE: January 29, 2016

Attached please find the following reports for the District as of December 31, 2015:  
FY16 Appropriated Budget v. Actual (Expenditures and Revenues)  
FY16 Special Revenue, Revolving and Gift Funds  
FY16 Grant Funds

**Appropriated budget:**

**Revenues:**

Overall, revenues and funding sources are tracking fine against budgeted \$79,749,882, with actual YTD at 50% of budget. Offsetting cost assessments for Charter School, Special Education, and School Choice tuition are projected based upon updated DESE data at December and indicate potential favorability of \$ 75,197 (Voted budget \$546,513 v. projected charges of \$471,316). These numbers are adjusted throughout the year based on actual student enrollments. Regional Bonus Aid and Regional transportation are projected to be close to budget. The District has received \$135,714 through December of unbudgeted revenues, representing Medicaid reimbursement (\$105,447) Interest income (\$9,374) and other miscellaneous (ERate) (\$20,893).

**Expenditures:**

**Overview:**

As of December 31, 88.2% of the budgeted expenditures are expended or encumbered. Difficult areas emerging at this early point in the fiscal year include Special Ed Transportation (exceeding budget \$91,344) and Special Ed Tuitions (exceeding budget \$149,806, after assumed Circuit breaker offset). The budget assumed using \$2,353,596 of circuit breaker funds for FY16. We were able to carry forward \$331,453 of FY'15 Circuit Breaker to FY'16. In addition, if Legal expense is at a similar level to FY15 (\$257,828), the budget of \$150,000 will become inadequate, although as of December \$50K remains in the budget unencumbered.

**Salaries & Stipends:**

Projections continue to indicate that we may be favorable to budget, perhaps about \$250K, due to staff turnover. While projections and "standard" payroll levels have settled down by the fourth month of the school year, changes can occur as the year goes on not only due to staffing changes, but also overtime management and requirements for substitute staffing.

*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.*

1 of 12



**Acton-Boxborough Regional School District**

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It is helpful that the “vacancy factor” in this budget was set at \$275,000, down from the unachievable target in the FY15 budget of \$425,000.

All Fringes:

Health insurance for both Retirees and Actives are currently projecting favorable to budget. Active employees are tracking with a lower number of family plans than budgeted, and retirees are favorable due to EGWP adoption resulting in lower rates than budgeted. The OPEB contribution of \$700,000 and MCRS assessment of \$1,961,424 have been funded.

Worker Comp and Medicare are both favorable to budget. These budget levels have been reduced to more reflect actual trend in FY17.

Capital Outlay and Debt:

The budget is 62.3% spent/encumbered at December 31. The adjusted budget reflects the \$70K increase for Phase II of the Existing Condition study to begin in FY16. Projects undertaken in this account include summer preparations for the start of the school year (tile replacements at McCarthy Towne and Conant, carpet replacement, new restroom partitions at Gates, and the wireless access point project at the High School and elementary schools).

Debt is anticipated at \$25K favorable to budget, reflecting a contribution anticipated from FOLF.

Maintenance, Building & Grounds:

Similar to capital outlay above, much of this work occurs in the summer in preparation for the school year, and reflects the 77.9% spent/encumbered at December 31<sup>st</sup>. In addition to normal summer building maintenance, the high school pool ceiling was painted, and an emergency Blanchard HVAC repair was implemented. In FY15 this category exceeds budget by \$112K or 19%. We anticipate that this could occur again and are watching it closely. However, Maintenance –Equipment last year was favorable to budget \$120K, or 62%. This year it is currently tracking only 27% spent at December 31<sup>st</sup>.

Student Transportation:

The largest expense here is the annual bus lease payment, comprising \$433K of the \$673K spent through December. This explains why 77% is spent already. Fuel costs per gallon are down from the prior year, and we are projecting favorability of approximately \$50K.

Transportation (Special Ed):

Special education transportation, consisting of the fixed rate CASE Collaborative assessment and special contract services, is currently encumbered to run over budget approximately \$91.3K due to more

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medically fragile students with specialized transportation requirements than anticipated when the budget was built.

**Special Education out of district tuitions:**

The budget for this area is developed based on known caseloads nearly a year prior to the actuals. It is also shown net of amounts anticipated for "Circuit Breaker" reimbursement from the State, also calculated quite early in the process, and assigned an estimated reimbursement rate.

Circuit breaker assumed for the budget of \$2,353,596 is scheduled to come in only \$15,133 higher, at \$2,368,729 (73% reimbursement on the net claim of spending above 4x foundation for 84 eligible students). On a net basis this is resulting in an unfavorable projection of \$149.8K at December 31<sup>st</sup>. However, since then additional exposure of approximately \$150K came to our attention at my recent monthly update meeting with the Pupil Services department.

**Special Revenue Funds:**

Special revenue fund balances are on a cash basis. Accounts showing a deficit balance at 12/31 are due to timing of receipts and not a concern.

# ACTON / BOXBOROUGH REGIONAL SCHOOLS



## REVENUE BUDGET V ACTUAL12/31/15

FOR 2016 06

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
45402 MEDICAID REIMBURSEMENT	0	0	0	-105,447.26	105,447.26	100.0%
46801 AID - CHAPTER 70	0	-14,393,376	-14,393,376	-7,196,538.00	-7,196,838.00	50.0%
46804 ASSESSMENT - SCHOOL CHOICE	0	103,099	103,099	52,774.00	50,325.00	51.2%
46805 ASSESSMENT - CHARTER SCHOOL	0	430,739	430,739	53,554.00	377,185.00	12.4%
46806 ASSESSMENT - SPECIAL EDUCATIO	0	12,675	12,675	.00	12,675.00	.0%
46807 TRANSPORTATION - PUPIL	0	-1,266,283	-1,266,283	-636,422.00	-629,861.00	50.3%
46809 REIMBURSEMENT - CHARTER SCHOO	0	-26,761	-26,761	-3,878.00	-22,883.00	14.5%
46811 REGIONAL BONUS AID	0	-111,200	-111,200	-67,560.00	-43,640.00	60.8%
47501 ASSESSMENT - RGNL - ACTON	0	-53,171,009	-53,171,009	-26,585,504.52	-26,585,504.48	50.0%
47502 ASSESSMENT - RGNL - BOXBOROUG	0	-11,120,240	-11,120,240	-5,560,120.02	-5,560,119.98	50.0%
48200 EARNINGS - ON INVESTMENTS	0	0	0	-9,373.80	9,373.80	100.0%
48403 REVENUE - MISCELLANEOUS	0	0	0	-20,893.38	20,893.38	100.0%
<b>GRAND TOTAL</b>	<b>0</b>	<b>-79,542,356</b>	<b>-79,542,356</b>	<b>-40,079,408.98</b>	<b>-39,462,947.02</b>	<b>50.4%</b>

\*\* END OF REPORT - Generated by Clare Jeannotte \*\*

# ACTON / BOXBOROUGH REGIONAL SCHOOLS



## EXPENSE BUDGET V ACTUAL 12/31/15

FOR 2016 06

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
01 SALARIES, TEACHING	33,078,855	-199,203	32,879,652	11,853,689.91	20,562,517.75	463,444.34	98.6%
02 SALARIES, PRIN/A PRI	2,188,065	0	2,188,065	1,087,193.51	1,095,556.49	5,315.00	99.8%
03 SALARIES, CNTRL ADMN	1,068,125	68,094	1,136,219	579,883.93	587,122.60	-30,787.53	102.7%
04 SALARIES, SUPP STAFF	9,040,355	131,109	9,171,464	3,595,744.89	5,293,100.78	282,618.33	96.9%
05 SALARIES, ATHLETICS	520,643	0	520,643	222,854.92	193,299.57	104,488.51	79.9%
06 SALARIES, BUILDINGS	719,691	0	719,691	365,659.71	309,036.17	44,995.12	93.7%
07 SALARIES, CUSTODIAL	1,471,234	0	1,471,234	664,761.37	742,692.65	63,779.98	95.7%
08 SALARIES, HOME INSTR	20,000	0	20,000	112.50	.00	19,887.50	.6%
09 SALARIES, MISC PS	1,499,675	0	1,499,675	672,905.19	728,847.50	97,922.31	93.5%
11 SALARIES, SUBS MISC	222,781	0	222,781	50,092.34	.00	172,688.66	22.5%
12 SALARIES, SUBS INSTR	530,508	0	530,508	182,117.92	.00	348,390.08	34.3%
13 SALARIES, OVERTIME	242,855	0	242,855	97,032.86	.00	145,822.14	40.0%
14 STIPENDS, CURR/INSTR	168,283	5,475	173,758	61,771.46	4,155.32	107,831.22	37.9%
15 FRINGES, COURSE REIM	56,000	0	56,000	26,454.00	.00	29,546.00	47.2%
16 FRINGES, HLTH INSUR	8,343,695	-70,000	8,273,695	4,708,599.65	.00	3,565,095.35	56.9%
17 FRINGES, H INSUR RET	924,241	0	924,241	432,556.78	.00	491,684.22	46.8%
18 FRINGES, LIF/DIS INS	38,000	0	38,000	17,058.02	.00	20,941.98	44.9%
19 FRINGES, UNEMPLMNT	25,000	0	25,000	34,679.39	.00	-9,679.39	138.7%
20 FRINGES, WORKRS COMP	348,412	0	348,412	260,619.25	.00	87,792.75	74.8%
21 FRINGES, MCRS	1,961,424	0	1,961,424	1,961,424.00	.00	.00	100.0%
22 FRINGES, MEDICARE	846,064	0	846,064	303,640.36	.00	542,423.64	35.9%
23 CONTRIB OPEB TRUST F	700,000	0	700,000	700,000.00	.00	.00	100.0%
24 INSTRUCT SUPPLIES	1,116,075	0	1,116,075	617,204.36	114,614.32	384,256.32	65.6%
25 INSTRUCT TEXTBOOKS	278,710	0	278,710	120,113.88	10,984.66	147,611.46	47.0%
26 INSTRUCTIONAL, LBY	59,435	0	59,435	27,033.58	5,766.56	26,634.86	55.2%
27 OTHER, CAP OUTLAY	335,459	61,000	396,459	176,650.01	70,270.98	149,538.01	62.3%
29 OTHER, DEBT SERVICE	1,920,743	0	1,920,743	393,546.25	.00	1,527,196.75	20.5%
30 OTHER, PROP/CASUALTY	106,369	0	106,369	106,326.00	.00	43.00	100.0%
31 OTHER, MAINT BLDG/GR	715,048	0	715,048	484,412.27	72,614.50	158,021.23	77.9%
32 OTHER, MAINT EQUIP	146,470	0	146,470	32,261.61	7,351.52	106,856.87	27.0%
34 OTHER, LEGAL SERVICE	150,000	0	150,000	51,733.98	47,703.37	50,562.65	66.3%
35 OTHER, ADMIN SUPP	808,198	24,375	832,573	529,321.01	122,633.12	180,618.87	78.3%
36 OTHER, ATHLETIC SUPP	53,666	0	53,666	41,357.68	5,550.00	6,758.32	87.4%
37 OTHER, CUSTODL SUPP	157,984	0	157,984	118,859.65	9,570.38	29,553.97	81.3%
38 OTHER, SPED TRANSP	1,528,647	0	1,528,647	788,027.60	831,963.82	-91,344.42	106.0%
39 OTHER, STUDENT TRANS	938,300	-1,450	936,850	673,860.12	48,390.50	214,599.38	77.1%
40 OTHER, TRAVEL/CONF	89,186	0	89,186	57,822.50	22,798.75	8,564.75	90.4%
41 OTHER, SPED TUITION/	5,269,951	0	5,269,951	1,850,685.03	4,745,870.31	-1,326,604.34	125.2%
42 OTHER, UTILITIES	1,630,499	0	1,630,499	462,035.50	.00	1,168,463.50	28.3%
43 OTHER, TELEPHONE	144,045	-19,400	124,645	15,866.62	14,335.02	94,443.36	24.2%
44 OTHER, SEWER	287,191	0	287,191	37,458.65	235,775.43	13,956.92	95.1%
GRAND TOTAL	79,749,882	0	79,749,882	34,463,428.26	35,882,522.07	9,403,931.67	88.2%

\*\* END OF REPORT - Generated by Clare Jeannotte \*\*

(38) Sped Tuition  
 Ff16 Circuit Bkkr  
 < 1,326,604.34 >  
 1,176,798  
 < 149,806 >  
 Q31Q4 EST. PER BUDGET

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
12/31/2015**

		Fund Balance 7/1/2015	Fund Balance Transfers	Receipts	Expenses	Balance @ 12/31/2015
<b>LUNCH</b>						
	3201 LUNCH	731,040.72		808,815.65	730,726.16	809,130.21
<b>SUPERINTENDENT</b>						
	3311 SUPERINTENDENT GIFTS	0.00		50.00	0.00	50.00
<b>DISTRICTWIDE</b>						
	3353 DISTRICT WIDE GIFTS	1,273.47		0.00	0.00	1,273.47
<b>CURRICULUM</b>						
	3318 PARENT INVOLVEMENT PROJECT	20,088.91		5,937.00	4,459.91	21,566.00
	3323 CURRICULUM GIFT	229.51		2,000.00	0.00	2,229.51
	3331 TEACHING AMERICAN HISTORY	0.00		0.00	0.00	0.00
	3419 SCHOOL TO BUSINESS	0.00		450.00	600.00	(150.00)
<b>FINANCE</b>						
	3401 SCHOOL CHOICE	180,965.18		127,830.00	100,199.34	208,595.84
	3016 CIRCUIT BREAKER	331,453.00		1,184,364.00	1,176,798.00	339,019.00
	3417 TELEPHONE REVOLVING	12,954.37		0.00	8,023.49	4,930.88
	3501 INSURANCE REIMB	16,180.34		0.00	42,384.75	(26,204.41)
	3502 VENDOR RECOVERY	0.00		0.00	0.00	0.00
	3503 VANDALISM REIMB	0.00		0.00	0.00	0.00
	9901 TAILINGS	24,091.93			16,201.59	7,890.34
<b>FACILITIES</b>						
	3322 ELM ST HOOPS	1,214.00		0.00	0.00	1,214.00
	3324 SOLAR PANEL PROJECT	1,555.75		0.00	0.00	1,555.75
	3328 NSTAR POWER DOWN PROJECT	13,479.07		0.00	514.89	12,964.18
	3329 FRIENDS OF LOWER FIELDS	58,406.94		20,000.00	13,230.00	65,176.94
	3330 LOWER FIELDS GIFT 2	0.00		0.00	0.00	0.00
	3342 WEST ACTON BOARDWALK	11,072.50		0.00	0.00	11,072.50
	3347 DOW TRACK	0.00		0.00	0.00	0.00
	3418 TRANSPORTATION	0.00		6,716.10	4,347.09	2,369.01
	3332 DAMON PLAYGROUND	855.15		0.00	415.73	439.42
	4001 LOWER FIELDS CONSTRUCTION	0.00		0.00	0.00	0.00

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
12/31/2015**

		<b>Fund Balance 7/1/2015</b>	<b>Fund Balance Transfers</b>	<b>Receipts</b>	<b>Expenses</b>	<b>Balance @ 12/31/2015</b>
<b>COMMUNITY EDUCATION</b>						
3402	COMMUNITY ED	728,793.98		1,429,528.80	1,298,061.27	860,261.51
	Comm Ed- Blanchard ADK	0.00				0.00
3403	USE OF FACILITIES	0.00		111,095.13	169,213.74	(58,118.61)
3404	DRIVERS' ED	267,425.17		91,814.53	81,166.45	278,073.25
<b>PUPIL SERVICES / SPED</b>						
3427	BL INTEGRATED PRESCHOOL	32,713.75		0.00	0.00	32,713.75
3428	ODP REVOLVING	52,402.98		23,854.80	22,531.59	53,726.19
3429	AD INTEGRATED PRESCHOOL	100,450.42		132,702.76	114,036.76	119,116.42
<b>MCC BIG YELLOW SCHOOL BUS</b>						
3326						
	SENIOR HIGH	205.14		0.00	0.00	205.14
	JUNIOR HIGH	0.00		0.00	0.00	0.00
	BLANCHARD	0.00		0.00	0.00	0.00
	CONANT	650.00		200.00	0.00	850.00
	DOUGLAS	278.75		0.00		278.75
	GATES	104.30		0.00	0.00	104.30
	MCCARTHY TOWNE	0.00		200.00	0.00	200.00
	MERRIAM	671.00		0.00		671.00
<b>LIBRARY REVOLVING</b>						
3416						
	SENIOR HIGH	2,918.54		3,400.00	2,738.00	3,580.54
	JUNIOR HIGH	6,943.41		1,800.00	0.00	8,743.41
	BLANCHARD	1,750.00		1,650.00	1,006.96	2,393.04
	CONANT	624.96		1,650.00	750.00	1,524.96
	DOUGLAS	1,739.24		1,650.00	997.88	2,391.36
	GATES	3,782.36		1,688.00	151.84	5,318.52
	MCCARTHY TOWNE	1,746.35		1,650.00	1,067.31	2,329.04
	MERRIAM	1,186.56		1,650.00	0.00	2,836.56



**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
12/31/2015**

		Fund Balance 7/1/2015	Fund Balance Transfers	Receipts	Expenses	Balance @ 12/31/2015
<b>SENIOR HIGH</b>						
3301	ATHLETIC GIFTS	4,000.00		3,097.50	0.00	7,097.50
3303	ABSAF:SH ATHLETICS	0.00		46,000.00	0.00	46,000.00
3405	ATHLETIC REVG	0.00		213,502.50	167,361.70	46,140.80
3302	ABSAF:SH PERFORMING ARTS	4,695.17		0.00	110.55	4,584.62
3304	ABSAF:BAND UNIFORMS	0.00		0.00	0.00	0.00
3306	SENIOR HIGH GIFTS	6,601.44		0.00	70.47	6,530.97
3307	SH GIFT:GAZEBO	0.00		0.00	0.00	0.00
3308	SH GIFT:PTSO	6,162.99		1,600.00	2,170.12	5,592.87
3309	SH GIFT:OTHER	10,996.99		48.99	0.00	11,045.98
3310	SH GIFT:ABSAF	0.00		0.00	0.00	0.00
3313	ABSAF:SH EXTRACURRICULAR	3,298.11		16,000.00	757.28	18,540.83
3315	UNITED WAY GIFT	994.95		0.00	0.00	994.95
3319	SH: COMMUNITY SERVICE GIFTS	3,296.38		300.00	236.44	3,359.94
3320	SH: SPECTRUM	88.77		10.00	0.00	98.77
3321	AB FRIENDS OF DRAMA	25.00		0.00	0.00	25.00
3325	NSTA TOYOTA TAPESTRY	0.00		0.00	0.00	0.00
3412	LOST BOOKS-SENIOR HIGH	24,305.26		3,445.00	656.00	27,094.26
3413	PARKING-SENIOR HIGH	8,549.36		49,240.00	23,045.10	34,744.26
3414	SUMMER SCHOOL TUITION	175,037.80		13,175.98	114,439.14	73,774.64
3415	PERFORMING ARTS REV	3,799.73		24,274.50	16,922.04	11,152.19
3420	EMPORIUM REVOLVING	10,052.23		38,452.45	46,981.46	1,523.22
3423	SH: PROSCENIUM CIRCUS	4,274.54		49,782.50	29,777.10	24,279.94
3424	SH:COUNSELING/TESTING	6,057.89		24,898.48	3,271.94	27,684.43
3425	SH CHORUS	3,307.01		14,734.00	4,869.51	13,171.50
3430	SWAP TUITION	0.00		0.00	0.00	0.00
<b>JUNIOR HIGH</b>						
3305	JUNIOR HIGH GIFTS	16,748.19		4,055.00	4,831.84	15,971.35
3312	ABSAF:JH EXTRACURRICULAR	864.26	(1,170.00)	5,990.00	346.68	5,337.58
3314	JOHN LORING MEMORIAL GIFT	4,647.82		1.23	0.00	4,649.05
3316	PROJECT WELLNESS JH	2,030.00		0.00	0.00	2,030.00
3317	EDFAAB GIFT - JH	274.38		0.00	0.00	274.38
3327	DRAGONFLY THEATER	18,087.14		0.00	5,601.32	12,485.82
3411	LOST BOOKS-JUNIOR HIGH	6,918.93		42.00	13.00	6,947.93
3421	JH STORE REVOLVING	485.54		10,901.00	10,015.65	1,370.89
3422	JH THEATER REVOLVING	1,660.29	1,170.00	25,853.50	21,974.42	6,709.37

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS**

12/31/2015

		Fund Balance 7/1/2015	Fund Balance Transfers	Receipts	Expenses	Balance @ 12/31/2015	
<b>BLANCHARD</b>							
	3333	BLANCHARD PTO	0.00	0.00	0.00	0.00	
	3348	BLANCHARD GIFTS	3,084.69	0.00	0.00	3,084.69	
	3408	BLANCHARD AM/PM XD	221,135.52	96,374.12	101,650.60	215,859.04	
<b>CONANT</b>							
	3334	CONANT PTO	1,501.13	8,334.00	8,572.08	1,263.05	
	3343	CONANT ENRICHMENT GIFT	109,422.39	51,720.38	50,961.41	110,181.36	
	3349	CONANT GIFTS	1,394.20	0.00	0.00	1,394.20	
<b>DOUGLAS</b>							
	3335	DOUGLAS PTO	7,754.87	13,694.13	23,611.49	(2,162.49)	
	3350	DOUGLAS GIFTS	701.74	0.00	0.00	701.74	
	3409	DOUG: DAWN/DUSK	106,049.02	146,124.89	171,666.99	80,506.92	
<b>GATES</b>							
	3336	GATES PTO	4,251.57	6,667.00	7,327.38	3,591.19	
	3339	GATES GIFTS	12,103.08	1,651.20	44.00	13,710.28	
	3344	GATES ENRICHMENT GIFT	15,348.02	54,560.80	0.00	69,908.82	
<b>MCCARTHY TOWNE</b>							
	3337	MCCARTHY PTO	4,959.18	23,667.00	28,974.64	(348.46)	
	3340	MCCARTHY TECHN	0.50	0.00	0.00	0.50	
	3345	MCT ENRICHMENT GIFT	36,571.28	62,017.19	0.00	98,588.47	
	3351	MCCARTHY TOWNE GIFTS	400.00	0.00	0.00	400.00	
		McT Music Gift	0.00			0.00	
<b>MERRIAM</b>							
	3338	MERRIAM PTO	12,807.71	30,000.00	37,611.41	5,196.30	
	3346	MERRIAM OPEN CIRCLE	0.00	0.00	0.00	0.00	
	3352	MERRIAM GIFTS	62.91	0.00	0.00	62.91	
	3410	MERRIAM AM/PM	143,153.20	76,860.25	80,567.69	139,445.76	
	2642	Merriam Handshake Project	0.00			0.00	
		<b>Total</b>	<b>3,617,208.93</b>	<b>0.00</b>	<b>5,077,772.36</b>	<b>4,754,062.20</b>	<b>3,940,919.09</b>

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
12/31/2015**

		Fund Balance 7/1/2015	Fund Balance Transfers	Receipts	Expenses	Balance @ 12/31/2015
<b>SCHOLARSHIPS</b>						
5001	SCH:DENNIS M KULSICK	0.00		0.00	0.00	0.00
5002	SCH:ANDREW GRATZ	0.00		0.00	0.00	0.00
5003	SCH:A B JAMBOREE	2,757.97		0.84	0.00	2,758.81
5004	SCH:KATHERINE KINSLEY	28,966.03		12.37	0.00	28,978.40
5005	SCH:JAMES E KINSLEY	37,533.03		15.84	0.00	37,548.87
5006	SCH:AMERICAN LEGION 284	52,636.44		20.53	1,500.00	51,156.97
5007	SCH:BRODY PEER LDRSHIP	0.00		0.00	0.00	0.00
5008	SCH:J PRENDIVILLE III	12,954.51		5.06	1,000.00	11,959.57
5009	SCH:M&P SMOLTEES	27,707.34		10.76	0.00	27,718.10
5010	SCH:J DEBAGGIS	2,942.47		0.87	0.00	2,943.34
5011	SCH:R J GREY	13,900.39		4.14	0.00	13,904.53
5012	SCH:CHARLES BATTIT	20,973.92		4.53	0.00	20,978.45
5013	SCH:J SCOTT	(122.27)		0.25	0.00	(122.02)
5014	SCHOLARSHIP:GENERAL	1,861.67		0.36	0.00	1,862.03
5015	FRED S KENNEDY SCHOLARSHIP	2,193.21		2.81	0.00	2,196.02
5016	CHS BRUSIE MEMORIAL SCHOLARSHP	2,869.60		0.85	0.00	2,870.45
5017	THOMAS MEAGHER SCHOLARSHIP	5,351.84		1.62	0.00	5,353.46
5018	R & E MATUSOW SCHOLARSHIP	50,103.16		70.30	0.00	50,173.46
5019	R BARTOLOMEO SCHOLARSHIP	0.00		0.00	0.00	0.00
5020	SANDRA WILENSKY SCHOLARSHIP	2,105.87		0.64	0.00	2,106.51
5021	FREDERICK JOYCE MEMORIAL	3,003.13		0.90	0.00	3,004.03
5022	DOW SCHOLARSHIP	0.00		0.00	0.00	0.00
5023	ALMA PARKHURST SCHOLARSHIP	19,810.09		5.89	0.00	19,815.98
5024	P HALL SCHOLARSHIP-Principal	10,000.00		0.00	0.00	10,000.00
5024	P HALL SCHOLARSHIP-Interest	3,125.90				3,125.90
<b>STUDENT ACTIVITIES</b>						
6001	STU ACTIVITY FUND-JH	36,373.25		43,137.93	27,600.81	51,910.37
6002	STU ACTIVITY FUND-SH	84,798.51		126,653.04	66,185.13	145,266.42
6003	STU ACTIVITY FUND-BL	18,039.02		13,592.43	5,440.00	26,191.45
	<b>Trust and Agency Funds</b>	<b>439,885.08</b>	<b>0.00</b>	<b>183,541.96</b>	<b>101,725.94</b>	<b>521,701.10</b>

Acton Boxborough Regional Schools										
FY'16 Grants										
January 26, 2016										
					FY'16	Expenses		Total	To	Received
					Budget	Exp	Enc	Expenses	Spend	To Date
<b>3001 SPED IDEA #240</b>										
<b>FY'16</b>										
30011601	516011	30011601 516011	AIDES/PARAPROFESSIONALS		1,154,257.00	511,244.62	643,605.31	1,154,849.93	-592.93	
30011602	515013	30011602 515013	BOOKKEEPER		33,224.00	16,131.16	17,104.95	33,236.11	-12.11	
<b>3001</b>					<b>1,187,481.00</b>	<b>527,375.78</b>	<b>660,710.26</b>	<b>1,188,086.04</b>	<b>-605.04</b>	<b>\$166,247.00</b>
Charge Code #300116 (3001R16-45401)										
<b>3002 TITLE I #305</b>										
<b>FY'16</b>										
30021601	514081	30021601 514081	TEACHER - MCT		21,940.00	9,197.76	12,542.45	21,740.21	199.79	
30021602	514081	30021602 514081	TEACHER - BLANCHARD		24,486.00	10,253.65	13,982.32	24,235.97	250.03	
30021603	514081	30021603 514081	TEACHER - JH		28,100.00	11,888.25	16,211.34	28,099.59	0.41	
30021604	514002	30021604 514002	ADMINISTRATOR		5,000.00	2,427.40	4,180.22	6,607.62	-1,607.62	
30021605	524009	30021605 524009	CONTRACTED SERVICES		18,075.00	16,760.00	0.00	16,760.00	1,315.00	
30021606	516001	30021606 516001	AIDES/PARAPROFESSIONALS		47,482.00	27,049.84	33,002.74	60,052.58	-12,570.58	
30021607	570031	30021607 570031	MASS TEACHERS RETIREMENT		7,157.00	0.00	0.00	0.00	7,157.00	
<b>3002</b>					<b>162,240.00</b>	<b>77,576.90</b>	<b>79,919.07</b>	<b>157,495.97</b>	<b>-5,255.97</b>	<b>\$35,015.00</b>
Charge Code #300216 (3002R16-45401)										
<b>3004 SPED PROGRAM IMPROVEMENT #274</b>										
<b>FY'16</b>										
30041601	514900	30041601 514900	STIPEND		4,000.00	0.00	0.00	0.00	4,000.00	
30041602	524006	30041602 524006	CONF, TRAV, WORKSHOPS		2,028.00	0.00	0.00	0.00	2,028.00	
30041602	524030	30041602 524030	CNTRD SVCS - SPEC - SPED		6,000.00	0.00	0.00	0.00	6,000.00	
30041602	524064	30041602 524064	INSTRUCTOR - PROF DEV - SPED		2,000.00	0.00	0.00	0.00	2,000.00	
30041602	524134	30041602 524134	SPEAKERS - SPED		10,000.00	0.00	0.00	0.00	10,000.00	
30041602	524173	30041602 524173	CONTR SVC - CONSULTANT		10,000.00	0.00	0.00	0.00	10,000.00	
30041602	525014	30041602 525014	SUBS - CONTRACTED SERVICES		1,500.00	0.00	0.00	0.00	1,500.00	
30041603	543045	30041603 543045	SUPPLIES - EXPENDABLE		9,000.00	0.00	0.00	0.00	9,000.00	
<b>3004</b>					<b>44,528.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,528.00</b>	<b>\$4,453.00</b>
<b>3006 TITLE IIA:IMPRVG ED QUAL #140</b>										
<b>FY'16</b>										
30061601	514011	30061601 514011	ADMINISTRATOR		5,000.00	2,427.40	4,180.22	6,607.62	-1,607.62	
30061602	524006	30061602 524006	CONFERENCES		5,015.00	3,285.00	0.00	3,285.00	1,730.00	
30061602	524112	30061602 524112	PD - CURRICULUM FRAMEWORKS		19,678.00	6,500.00	10,000.00	16,500.00	3,178.00	
30061602	524113	30061602 524113	PD - CONSULTANTS		3,000.00	0.00	3,000.00	3,000.00	0.00	
30061603	514700	30061603 514700	PD SUBSTITUTES		24,400.00	19,542.50	0.00	19,542.50	4,857.50	
30061604	543094	30061604 543094	TEXTS, SOFTWARE, MEDIA MATER		4,000.00	4,000.00	0.00	4,000.00	0.00	
30061605	570031	30061605 570031	MASS TEACHERS RETIREMENT		450.00	0.00	0.00	0.00	450.00	
<b>3006</b>					<b>61,543.00</b>	<b>35,754.90</b>	<b>17,180.22</b>	<b>52,935.12</b>	<b>8,607.88</b>	<b>\$14,155.00</b>
Charge Code #300516 (3006R16-45401)										
<b>3019 EARLY CHILDHOOD #262</b>										
<b>FY'16</b>										
30191601	516011	30191601 516011	AIDES/PARAPROFESSIONALS		31,011.00	11,274.58	13,871.18	25,145.76	5,865.24	
<b>3019</b>					<b>31,011.00</b>	<b>11,274.58</b>	<b>13,871.18</b>	<b>25,145.76</b>	<b>5,865.24</b>	<b>\$6,202.20</b>
<b>3020 SPED EARLY CHILDHOOD #298</b>										
<b>FY'16</b>										
30201601	524113	30201601 524113	CONSULTANTS			0.00	3,000.00			
<b>3020</b>					<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$3,000.00</b>
<b>3015 ACADEMIC SUPPORT SY #632</b>										

Acton Boxborough Regional Schools									
FY'16 Grants									
January 26, 2016									
				FY'16	Expenses		Total	To	Received
				Budget	Exp	Enc	Expenses	Spend	To Date
<b>FY16</b>									
30151601	514917	30151601 514917	STIPENDS - TUTORS	3,525.00	675.00	0.00	675.00	2,850.00	
30151602	524012	30151602 524012	CONTRACTED SERVICES - BUS DRIVER	1,875.00	0.00	0.00	0.00	1,875.00	
	<b>3015</b>		<b>ACADEMIC SUPPORT SY</b>	<b>5,400.00</b>	<b>675.00</b>	<b>0.00</b>	<b>675.00</b>	<b>4,725.00</b>	
		<b>3101</b>	<b>ESSENTIAL SCHOOL HEALTH SERVICES</b>						
<b>FY16</b>									
31011601	514044	31011601 514044	NURSE	41,989.00	17,765.00	24,225.00	41,990.00	-1.00	
31011601	514705	31011601 514705	NURSE, SUBSTITUTE	11,000.00	2,755.00	0.00	2,755.00	8,245.00	
31011601	514913	31011601 514913	STIPEND - R&D	1,200.00	0.00	0.00	0.00	1,200.00	
31011602	524006	31011602 524006	CONFERENCES, TRAVEL	2,600.00	1,444.00	0.00	1,444.00	1,156.00	
31011602	524113	31011602 524113	WEB CONSULTANT	2,873.00	3,137.00	0.00	3,137.00	-264.00	
31011602	524161	31011602 524161	CONTR SVCS - TECHNOLOGY	1,000.00	0.00	0.00	0.00	1,000.00	
31011603	543064	31011603 543064	SUPPLIES - OFFICE	800.00	421.16	0.00	421.16	378.84	
31011603	543087	31011603 543087	INSTR TECHNOLOGY	8,238.00	374.65	1,957.50	2,332.15	5,905.85	
	<b>3101</b>		<b>ESSENTIAL SCHOOL HEALTH SVCS</b>	<b>69,700.00</b>	<b>25,896.81</b>	<b>26,182.50</b>	<b>52,079.31</b>	<b>17,620.69</b>	\$34,850.00
		<b>3103</b>	<b>SOLAR OATA</b>						
<b>FY'15</b>									
31031501	524113	31031501 524113	PROFESSIONAL SERVICES	12,500.00	6,355.00		6,355.00	6,145.00	
	<b>3103</b>		<b>SOLAR OATA</b>	<b>12,500.00</b>	<b>6,355.00</b>	<b>0.00</b>	<b>6,355.00</b>	<b>6,145.00</b>	\$4,146.25
		<b>3104</b>	<b>CPC NATURE</b>						
<b>FY16</b>									
310401	524009	310401 524009	CNTRD SVCS	12,000.00	12,000.00		12,000.00	0.00	
310401	524062	310401 524062	GENERAL CONTRACTOR	108,000.00	98,300.00		98,300.00	9,700.00	
	<b>3104</b>		<b>CPC NATURE</b>	<b>120,000.00</b>	<b>110,300.00</b>	<b>0.00</b>	<b>110,300.00</b>	<b>9,700.00</b>	\$0.00
		<b>3105</b>	<b>CRAYOLA, NEASP - CHAMPION</b>						
<b>FY16</b>									
310501	516706	310501 516706	SUBS - INSTR	750.00	0.00	0.00	0.00	750.00	
310502	524006	310502 524006	CONF, TRAV, WORKSHOPS	750.00	0.00	0.00	0.00	750.00	
310503	543006	310503 543006	EQUIPMENT - TECHNOLOGY	1,000.00	897.00	750.00	1,647.00	-647.00	
	<b>3105</b>		<b>CRAYOLA, NEASP - CHAMPION</b>	<b>2,500.00</b>	<b>897.00</b>	<b>750.00</b>	<b>1,647.00</b>	<b>853.00</b>	\$2,500.00
		<b>3106</b>	<b>TOSHIBA</b>						
<b>FY16</b>									
310601	543005	310601 543005	EQUIPMENT - INSTRL	10,500.00	5,030.50	3,840.00	8,870.50	1,629.50	
	<b>3103</b>		<b>TOSHIBA</b>	<b>10,500.00</b>	<b>5,030.50</b>	<b>3,840.00</b>	<b>8,870.50</b>	<b>1,629.50</b>	\$10,500.00
			FEDERAL	1,476,803.00	651,982.16	774,680.73	1,423,662.89	53,140.11	229,072.20
			STATE	75,100.00	26,571.81	26,182.50	52,754.31	22,345.69	34,850.00
			PRIVATE / OTHER	145,500.00	122,582.50	4,590.00	127,172.50	18,327.50	17,146.25
			<b>TOTAL</b>	<b>1,697,403.00</b>	<b>801,136.47</b>	<b>805,453.23</b>	<b>1,603,589.70</b>	<b>93,813.30</b>	<b>281,068.45</b>

**Office of the Superintendent**  
**Acton-Boxborough Regional School District**  
**16 Charter Road**  
**Acton, MA 01720**  
**[www.abschools.org](http://www.abschools.org)**

**To: Acton-Boxborough Regional School Committee members**  
**From: Glenn A. Brand**  
**Date: January 29, 2016**  
**Re: 2016-17 School Calendar**

As you know, the Committee approved the 2016-17 school calendar on 11/19/15. After further consideration by the administration, I would ask you to consider an amendment to the calendar as it currently stands, as well as approval of the Early Dismissal days for Professional Learning and Parent Conferences.

**Background:**

Within the month of October the approved 2016-17 calendar includes:

- Monday, October 10 – No school for Columbus Day holiday
- Tuesday, October 11 - Full school day
- Wednesday, October 12 - No school for Yom Kippur religious holiday

The administration recognizes that this reflects a particular period of time that includes numerous stops and starts for both families and students. Consideration was given to other possible solutions with the conclusion that the only way to impact this dilemma would be to have October 11 as a no-school day. This would mean making the 11<sup>th</sup> either a professional day for staff only (students would not attend), or making the 11<sup>th</sup> a no-school day that would not count toward the required 180 instructional days.

**Option I: Change the Professional Days**

There are two constraints to this possible solution:

- i) The calendar currently includes a professional day at the very beginning of school just prior to when students return. Having this additional day for teachers proved to be incredibly beneficial for a number of reasons and building principals expressed a strong desire to maintain this day. I support these views and concur as to the value that this provides in beginning the school year.

- ii) The calendar also includes a second professional day on national Election Day in November. Altering this day and having school open would be very problematic. Two of our school buildings are Acton voting sites. Having school in session with the anticipated large turnout from citizens coming in to vote, including traffic and parking congestion, is not a good option for a number of reasons. I maintain that school should remain closed on November 8<sup>th</sup>.

### **Option II: Make October a No-School Day**

Given the constraints with the professional day, the administration also considered making October 11<sup>th</sup> a no-school day. This would be a day in which neither students nor staff would be in attendance and it would therefore not count as one of our 180 instructional days.

In turn, this option would necessitate adding a day to the end of the school year calendar making the last day Monday, June 19<sup>th</sup>.

There are no contractual issues that would be associated with this proposal.

### **Recommendations:**

Given the overall consideration, I would like to recommend to the Committee that consideration be given to amending the voted calendar as follows:

- i. October 11 would become a no-school day and all students and 10-month staff would not attend.
- ii. The 180<sup>th</sup> day would be added to the end of the school calendar which would make the last official day of school (without snow days) Monday, June 19<sup>th</sup>.

I would respectfully ask the Committee to consider this proposal which would revise the calendar approved on 11/19/15. Of course, an option certainly could include not taking any action and leaving the calendar as it currently is voted.

I would also ask the Committee to approve the proposed early dismissal days for Professional Learning (Sept 22, Dec 15 for elementary students only, Feb 2 and Apr 6), as well as parent conferences (Elementary on Oct 27 and Nov 10, Jr High on Dec 15 and 20 and Jan 5), similar to last year.

If there is no significant opposition to this recommendation, I would respectfully ask that the Committee approve this amendment at the regular scheduled Committee meeting on Thursday, February 11.

Acton-Boxborough Regional School District  
**SCHOOL CALENDAR, 2016-2017**  
**Bold Underlined Dates = No School Days**

*Elementary Schools will dismiss early on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month, except 9/1/16*

Sept.	M	T	W	T	F
	29	30	<b>31</b>	1	<b>2</b>
	<b>5</b>	6	7	8	9
	12	13	14	<b>15</b>	16
	19	20	21	22	23
	26	27	28	29	30

Teachers' mtgs. – Aug 29 & 30  
 Schools Open – Aug 31  
 Labor Day – Sept 2 & 5  
 \*K-12 Early Dis for Prof L. Sept 22  
 School Days - 21

Oct.	M	T	W	T	F
	<b>3</b>	4	5	<b>6</b>	7
	<b>10</b>	<b>11</b>	<b>12</b>	13	14
	17	18	19	<b>20</b>	21
	24	25	26	27	28
	31				

**NO SCHOOL – OCT 11???**  
 Rosh Hashanah – Oct 3  
 Columbus Day – Oct 10  
 Yom Kippur – Oct 12  
 Elem Early Dis for Confs – Oct 27  
 School Days – 18-17

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

Prof. Day - Nov. 8 (no school/students)  
 Elem Early Dis for Confs – Nov 10  
 Veterans Day - Nov 11  
 Half Day – Nov 23  
 Thanksgiving Recess - Nov 24 & 25  
 School Days - 18

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

\*Elem Early Dis for Prof L. – Dec 15  
 Jr High Early Dis for Confs – Dec 15 & 20  
 Winter Recess - Dec. 26 – Jan 2  
 School Days - 17

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

Schools Open - Jan 3  
 JH Early Dis for Confs – Jan 5  
 Martin Luther King Day - Jan 16  
 Kindergarten Change-over - TBD  
 School Days - 20

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

\*K-12 Early Dis for Prof L. – Feb 2  
 Presidents' Day - Feb 20  
 Winter Recess - Feb 20-24  
 School Days – 15

Mar.	M	T	W	T	F
			1	<b>2</b>	3
	6	7	8	9	10
	13	14	15	<b>16</b>	17
	20	21	22	23	24
	27	28	29	30	31

HS Late Start only for students NOT taking MCAS-March TBD  
 School Days - 23

Apr.	M	T	W	T	F
	3	4	5	<b>6</b>	7
	10	11	12	13	<b>14</b>
	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	24	25	26	27	28

\*K-12 Early Dis for Prof L. – Apr 6  
 Good Friday – April 14  
 Patriots Day – Apr 17  
 Spring Recess - Apr 17-21  
 School Days - 14

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

HS Late Start only for students NOT taking MCAS-May TBD  
 Memorial Day - May 29  
 School Days - 22

June	M	T	W	T	F
				<b>1</b>	2
	5	6	7	8	9
	12	13	14	<b>15</b>	16
	<b>19</b>	20	21	22	23

Graduation – June 2  
 Last day – June 19 (no snow days)  
 (June 26 if 5 snow days used)  
 School Days – 13  
**Total Days = 180**

Note: See attached DESE list for some major religious holidays.  
 \* Professional Learning for Staff Early Dismiss: Sept 22, Dec 15(elem), Feb 2, Apr 6

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, 2017. Boxborough Meeting begins May X, 2017.

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





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

90

TO: Dr. Glenn Brand, Superintendent  
FROM: Deborah Bookis, Assistant Superintendent for Teaching and Learning  
DATE: January 26, 2016  
RE: MCAS 2016 Testing Changes

As the state moves toward a "next-generation" state assessment test in 2017, now referred to as MCAS 2.0, the spring 2016 MCAS tests in grades 3-8 ELA and mathematics will be augmented by a limited number of PARCC items in order to:

- help make statewide comparisons easier.
- offer students and staff the opportunity to experience PARCC items while new assessments for 2017 and beyond are being developed.

Sharon Ryan, our Elementary Literacy Curriculum Specialist/Coach; Lynne Laramie, Coordinator of Student Services, K-6; Mary Emmons, Director of Special Education; Roberto Soto, ELL Coordinator; and I have been in touch with our contacts at the Department of Elementary and Secondary Education, as well as our counterparts in other districts. Sharon has prepared materials for our educators and is meeting with classroom teachers, ELL teachers, and special education teachers at each elementary school. She and the JH English Department Leader have also collaborated to support our 7<sup>th</sup>- and 8<sup>th</sup>-grade teachers.

The following sections contain information about the structure and administration of the tests.

### **I. Test Administration Window**

The ELA test for grades 3-8 will be given one week later than usually scheduled in order to accommodate changes to the test and allow for additional instructional time. The new ELA administration window for grades 3-8 is **March 28 to April 12**. The ELA test for grade 10 remains the same, March 22 to April 5.

The mathematics testing windows remain the same:

- grades 3-8: May 9 to May 24;
- grade 10: May 17 to May 24.

### **II. Test Reporting**

While scores from the MCAS portion of the test will be reported as usual, the Department of Elementary and Secondary Education intends to report performance on the PARCC items as a "stand alone" reporting category that will **not be factored into students' MCAS scores. This applies to the PARCC Narrative Writing Task and the six mathematics items.**

### **III. Test Structure**

The MCAS English Language Arts Reading Comprehension test for grades 3-8 will be called the **MCAS English Language Arts** test for spring 2016.

The ELA Composition for grades 4 and 7 **will not** be administered in spring 2016.

### Spring 2016 MCAS Grades 3–8 Test Item Types by Subject

ELA	Mathematics
<p><b>MCAS item types</b> (grade 3: 41 total items; grades 4–8: 40 total items)</p> <ul style="list-style-type: none"> <li>• Multiple-choice</li> <li>• Open-response</li> <li>• Short-response (grade 3 only)</li> </ul> <p><b>PARCC narrative writing task</b></p> <ul style="list-style-type: none"> <li>• Evidence-based selected response (EBSR) items (4 items)</li> <li>• One narrative writing response</li> </ul> <p>Students will read a story, answer four multiple-choice questions that are evidence-based, and write a narrative writing piece in response to a prompt that includes several directions.</p>	<p><b>MCAS item types</b> (grade 3: 36 total items; grades 4–8: 42 total items)</p> <ul style="list-style-type: none"> <li>• Multiple-choice</li> <li>• Short-answer</li> <li>• Open-response</li> </ul> <p><b>PARCC items</b> (6 total items)</p> <ul style="list-style-type: none"> <li>• Type I, Type II, and Type III items</li> </ul> <p>Type I: Conceptual understanding, fluency and application</p> <p>Type II: Written arguments/justifications</p> <p>Type III: Modeling/application in a real-world context or scenario</p>

Both the ELA and mathematics tests for grades 3-8 consist of two sessions. **There have been no changes to the grade 10 tests for either mathematics or ELA.**

#### IV. Test Administration

ELA Grades 3-8	Mathematics Grades 3-8
<p>Session 1: MCAS items: designed to be completed in 60 minutes</p> <p>Session 2A: MCAS items: designed to be completed in 35 minutes</p> <p>Session 2B: PARCC Narrative Writing Task; <b>timed for 60 minutes</b></p> <p>Students are required to complete Session 2A before moving on to Session 2B. Scratch paper will be provided to all students during Session 2B.</p>	<p>Grade 3: Each session designed to be completed in 50 minutes</p> <p>Grades 4-8: Each session designed to be completed in 55 minutes</p>

#### V. Testing Accommodations

The MCAS accommodations policies described in the *Requirements for Participation for Students with Disabilities in MCAS (2015-2016)* remains in effect for the spring 2016 MCAS testing.

Additionally, students with disabilities and ELL students may receive extended time, if extended time is required – up to an entire day – to complete session 2B of the ELA test. Students requiring extended time will be exempt from taking sessions 2A and 2B on the same day should the school decide to administer them on the same day.

Current and former ELL students will be able to use an approved bilingual word-to-word dictionary.



**Acton-Boxborough Regional School District**

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

10.1

**Marie Altieri**

*Deputy Superintendent*

January 29, 2016

The search committee for the Assistant Superintendent for Student Services is pleased to present three finalists. The search committee reviewed applications, interviewed nine candidates, and selected three highly qualified finalists. Each finalist will spend a day visiting the district over the next two weeks, and the appointment will be made by the end of February. The new Assistant Superintendent will assume the position on July 1<sup>st</sup>, 2016. Staff, parents, and community members are welcome to come and meet the candidates on **Monday February 8, 2016 from 7:00 – 9:15 p.m. in the R. J. Grey Jr. High Library**. The finalists are:

**Pamela Smith**

Ms. Smith has been the Interim Superintendent for the Hopedale Public Schools for the last year. She was the Director of Pupil Personnel Services in Hopedale for the last seven years. Prior to that, Pamela was a Special Education Team Chairperson in Mendon-Upton for four years and Hopedale for two years. She was a teacher for fourteen years, in first grade, special education, and co-teaching a multi-age classroom. Pamela has a Master's Degree in Reading and Language Arts from Framingham State College and a Bachelor's Degree in Education and Special Education from Fitchburg State College. She has a certificate from the Blackstone Valley Leadership Academy at Worcester State College.

**Donna Straight**

Dr. Straight has been the Director of Special Education for the Georgetown Public Schools for the last four years. Prior to that, she was the Director of Special Education for the City of Battle Creek, Michigan. She served as Assistant Principal for the Memorial Middle School in Hudson, NH for six years. She was a Special Education teacher for nine years with the Manchester, NH School District. Donna has her Doctorate in Education Leadership from Rivier College. She has a Master's Degree in Special Education and a Master's Degree in Elementary Education from Rivier College.

**Dawn Bentley**

Dr. Bentley has been the Executive Director of Special Education for the Livingston County, Michigan Educational Service Agency for the last six years. Prior to that she was the Director of Special Education for the Howell Public Schools in Livingston County, Michigan for four years and the Supervisor of Special Education in Jackson County, Michigan for four years. She was a Special Education Teacher for six years. Dawn has her Doctorate in Educational Leadership from Michigan State University, an Educational Specialist Degree in Educational Leadership from Saginaw Valley State University, Michigan, a Master's Degree in Educational Administration from Michigan State University, and a Bachelor's Degree in Secondary Education, Speech Communication, Theatre and Special Education from Butler University. Dawn grew up in Boxborough, and graduated from Acton-Boxborough Regional High School.

*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.*

## Assistant Superintendent for Student Services Finalists Site Visit Schedule

<b>Tuesday February 2, 2016</b>	Pamela Smith
<b>Thursday February 4, 2016</b>	Donna Straight
<b>Monday February 8, 2016</b>	Dawn Bentley

9:00 – 9:30	Arrive at Central Office, meet with Marie Altieri
9:30 – 10:15	Meet with Principals
10:15 – 11:00	Meet with Cabinet
11:00 – 11:30	Break
11:30 – 12:15	Meet with Superintendent Dr. Glenn Brand
12:15 – 12:30	Travel to Student Services Department in the Administration Building
12:30 – 2:30	Student Services Department Lunch and Tour Meet with Student Services Leadership Team and Office Staff
2:30 – 3:15	Break
3:15 – 4:00	Open Forum for ABRSD PreK – 12 staff <i>Jr. High Auditorium</i>
4:00 – 4:30	Wrap-Up with Marie Altieri

### **Evening Community Forum: Monday February 8, 2016 7:00–9:15 pm**

All staff, parents and community members are welcome

*R. J. Grey Jr. High Library*

Pamela Smith	7:00 – 7:40 pm
Donna Straight	7:45 – 8:25 pm
Dawn Bentley	8:30 – 9:15 pm



Acton-Boxborough Regional School District  
Office of the Deputy Superintendent  
16 Charter Road Acton, MA 01720  
978-264-4700 x 3209 fax: 978-264-3340  
www.abschools.org

Marie Altieri  
Deputy Superintendent

To: Parents and Guardians of Incoming Kindergarten Students  
From: Marie Altieri, Deputy Superintendent  
Date: January 7, 2016  
Re: Important Info regarding changes to the Kindergarten registration process

Dear Parents and Guardians of Students Starting Kindergarten Fall 2016,

We are excited to embark on the process of welcoming your children to Kindergarten in the Acton-Boxborough Regional School District for next year. The Kindergarten General Information night will be held **Tuesday January 12, 2016 at 7:00 pm in the Acton-Boxborough Regional High School Auditorium**. Please note the location, as this is a change from previous years.

**I am pleased to announce that we are moving to a new online registration process which will open up in March. We will not have the normal early registration for siblings of existing students in January.** The new system will be open for registration of incoming Kindergarten students on Wednesday, **March 9, 2016**. All families (new families and siblings of existing students) will go online and pre-register between Wednesday, March 9 and Wednesday March 16. Siblings of current students will not need to come to the school district to complete their registration. New families will come in on March 15 or March 16 to finalize the registration. The full schedule of information nights, tours and registration is attached.

We would like to create an email contact list for families with incoming Kindergarteners so that we can email you directly and keep you informed about the process and send you information as the new system becomes available. If you have a child enrolling for next year, please go to the following link and provide your information. This will also give us a preliminary count of siblings by school for planning purposes. This is NOT the actual pre-registration, just a way for us to have contact information. Please provide this information by going to this [form](http://goo.gl/forms/7oIKkW9MA8) at <http://goo.gl/forms/7oIKkW9MA8>.



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Next year, the Acton-Boxborough Regional School District will have 15 kindergarten classrooms. There will be three kindergartens at Conant, McCarthy-Towne, and Merriam. There will be two kindergartens at Blanchard, Douglas and Gates. We will determine the number of half day and all-day kindergarten classrooms based on the number of requests for all day kindergarten we receive for each school.

Please check <http://www.abschools.org/home/kindergarten-registration> for information regarding Kindergarten tours and Parent Information evenings. If you have any questions, please call or email our registrar Sally Cunningham at [registrar@abschools.org](mailto:registrar@abschools.org) or 978 264-4700 x 3310.

Regards,

Marie Altieri  
Deputy Superintendent

**ACTON-BOXBOROUGH REGIONAL SCHOOLS**  
**2016-2017 KINDERGARTEN REGISTRATION SCHEDULE**

The following are important dates for parents/guardians of children who will be entering Kindergarten in September 2016 (5 years old on or before September 1, 2016). See also: <http://www.abschools.org/families/student-registration>

**GENERAL MEETING**

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

**Tuesday, January 12, 2016 at 7:00 p.m., High School Auditorium**  
**(Snow date January 13, 2016 at Parker Damon Cafetorium)**

**SCHOOL TOURS**

All schools will be open for tours on the following dates: January 19, January 27, February 1 and February 2. Please call individual schools after January 6, 2016 to reserve tour times. You may reserve more than one tour per day.

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

Tour hours for Blanchard, Douglas, Gates: 9:30-10:45 a.m. and 11:00 – 12:15 p.m.

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

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

**PARENT INFORMATION EVENING MEETINGS\***

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

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

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

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

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

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

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

**NEW THIS YEAR – ONLINE REGISTRATION IN MARCH 9 FOR ALL FAMILIES.**

**SIBLINGS and WALKERS WITH PRIORITY ADMISSION STATUS**

The families who are eligible, or who believe they may be eligible for priority admission status includes siblings of current students, and walkers. (Students who live within a safe mile walk.) **Register online in March when registration opens. Please be sure to check your priority admission status.**

**KINDERGARTEN ONLINE REGISTRATION MARCH 9th: [www.abschools.org](http://www.abschools.org)**

New families, without siblings in the schools, are required to complete registration by bringing the following documents to the Central Office located in the R.J. Grey Junior High School: Your child's birth certificate/passport, most recent physical examination & immunization record, Copy of your Government issued Photo ID and Proof of Residency to include a copy of the Purchase & Sale Agreement or Lease and Utility Bill.

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

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

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

Registration forms for new families will be accepted on a space-available basis beginning January 10, 2016. Community Education offers an enriched program for the other half of the school day for children who attend half day Kindergarten. Tours are available anytime by appointment and Community Ed. will host a Kindergarten Open House on Monday April 4, 2016 from 6:00-7:30 pm. Children are welcome! Contact Kate Murray for more information at [978-266-2525](tel:978-266-2525).

**OTHER IMPORTANT DATES**

Late April -School Placement & All-Day Kindergarten Lotteries held (as necessary). Notification letters sent out.  
May 16 – All Day K non-refundable deposit due.

May 31 - Parent-released/teacher-completed Pre-K Assessment Form due at Registrar's Office, R.J. Grey Junior High.

July 1 - (*Approx. date*) Schools assign students to either AM or PM sessions and notify Transportation Office.

July 31 - Children's medical forms (complete immunization history, physical exam completed after 1/1/16) due at school nurse's office.

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

**All registration information is located at: <http://www.abschools.org/home/kindergarten-registration>**



**Acton-Boxborough Regional School District**

16 Charter Road Acton, MA 01720

978-264-4700 x 3209 fax: 978-264-3340

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

**Marie Altieri**

*Deputy Superintendent*

To: Parents and Guardians of Incoming Kindergarten Students  
From: Marie Altieri, Deputy Superintendent  
Date: February 3, 2016  
Re: Incoming Kindergarten Parent update

Dear Parents and Guardians of Students Starting Kindergarten Fall 2016,

Thank you for registering for information updates. So far the tours have been very successful and to-date we have not had to postpone any tours or information evenings. Please note there are still three information evenings scheduled:

- February 9: Conant at 7:00 pm
- February 23: Douglas at 7:00 pm
- March 1: McCarthy-Towne at 7:00 pm

We are transitioning to on-line pre-registration, which will be available for registration of all kindergarten students from March 9 - March 16. If you are a **new family to our District**, to complete the registration, it is important to plan on attending one of our registration times. Please bring your residency papers, the immunization and physicals, parental photo ID and birth certificate for the child to the R. J. Grey building, 16 Charter Rd at one of the following days and times:

- Tuesday March 15: 9:00-12:00 noon and 7:00-9:00 pm
- Wednesday March 16: 9:00-12:00 noon

**Siblings of students** already attending Acton-Boxborough schools will not have an early registration this year, they will register on-line from March 9 - March 16. They will not have to attend registration unless asked to bring in a document.

All information about the kindergarten registration process is posted on [www.abschools.org](http://www.abschools.org) by selecting the student registration option. There is a form there where 250 incoming kindergarten families have provided contact information and sibling information. The details of how many siblings there are by school and how many seats are available after siblings is included on the chart on the next page.

If you have any questions, please contact our registrar, Sally Cunningham at [registrar@abschools.org](mailto:registrar@abschools.org).

Regards,

Marie Altieri  
Deputy Superintendent

Sally Cunningham  
Registrar

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	<b>Seats</b>	<b>Siblings</b>	<b>Avail Seats</b>
Blanchard	38	16	22
Conant	57	17	40
Douglas	38	23	15
Gates	38	17	21
McCarthy-Towne	57	21	36
Merriam	57	28	29

*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.*

FILE: BEDG

### MINUTES - DRAFT

The minutes of a School Committee meeting constitute the written record of committee action and they are the legal evidence of what the action was. Therefore, the Secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will set forth:

1. A statement on the nature of the meeting (regular, special or executive session);
2. The date, time and place;
3. The members present or absent (annotated as to arrival and departure times if during the meeting);
4. A summary of the discussions on each subject;
5. A list of documents and other exhibits used at the meeting;
6. The decisions made and the actions taken at each meeting, including the record of the results of all votes (including the names of members moving and seconding each vote).

No vote taken at an open session shall be by secret ballot. Any vote taken at an executive session shall be recorded by roll call and entered into the minutes.

Minutes of all open sessions shall be created and approved in a timely manner. Copies of the minutes will be sent to all Committee Members with sufficient time to review in advance of the meeting at which such minutes are to be approved.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been released will be in the custody of the Superintendent who will make them available to interested citizens upon request.

LEGAL REFS.: M.G.L. 30A:22; 66:10

CROSS REFS.: KDB, Public's Right to Know  
BEC, Executive Sessions



**Acton-Boxborough Regional School District**

**Paul P. Gates School**  
75 Spruce St.  
Acton MA 01720  
Ph. 978-266-2570  
<http://gates.abschools.org>



**Lynne Newman**  
*Principal*

TO: Glenn Brand, Superintendent of Schools  
FROM: Lynne Newman  
RE: Donation for School Committee Acceptance  
DATE: 1/14/2016

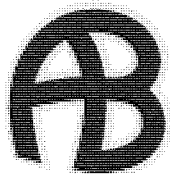
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The Gates School is the recipient the 2015 Exxon Mobil Educational Alliance Math & Science grant of \$500 from the West Acton Mobil Mart.

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

Thank you.

*Lynne Newman*



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

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

13.2

Date: January 21, 2016  
To: Acton-Boxborough Regional School Committee  
Glenn Brand, Superintendent of Schools  
From: Andrew Shen, RJ Grey Principal  
Re: Gift from Alliance Energy LLC/East Acton Mobil

-----

Dear Glenn,

We would like the School Committee to accept a gift of \$500.00 from Alliance Energy LLC/East Acton Mobil. This represents an annual grant which is given to support mathematics and science programs at the junior high school.

Please let me know if you have any questions.

Regards,

Andrew Shen



**Luther Conant School**  
80 Taylor Road  
Acton, MA 01720  
978-266-2550 [www.conant.abschools.org](http://www.conant.abschools.org)  
Damian J. Sugrue Principal ~ Abigail C. Dressler Assistant Principal



13.3

Date: January 27, 2016  
To: Acton-Boxborough Regional School Committee  
Glenn Brand, Superintendent of Schools  
From: Damian Sugrue, Luther Conant School Principal  
Re: Gift from Target Field Trips/Scholarship America

---

Dear Glenn,

We would like the School Committee to accept a gift of \$700 from Target Field Trips/Scholarship America. This is a special grant that is given in support of the First Grade, Drumlin Farms Organisms Study field trip in May.

Please let me know if you have any questions.

Regards,

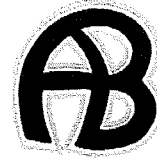
Damian Sugrue



**Acton-Boxborough Regional School District**

**Paul P. Gates School**

75 Spruce St.  
Acton MA 01720  
Ph. 978-266-2570  
<http://gates.abschools.org>



13.4

**Lynne Newman**  
*Principal*

TO: Glenn Brand, Superintendent of Schools  
FROM: Lynne Newman  
RE: Donation for School Committee Acceptance  
DATE: 1/27/2016

---

The Gates School is the recipient of the Acton Boxborough Cultural Council grant for \$500 and the Massachusetts Cultural Council STARS Residency grant in the amount of \$2,500.

We would appreciate the Acton-Boxborough Regional School Committee's acceptance of these very generous gifts. The grants will fund the purchase of mini solar panels and motors to power kinetic sculptures that 5<sup>th</sup> grade students will build in art class. During the project, artist Bill Turville will work with the art teacher, Celia Knight, and each 5<sup>th</sup> grade art class to build students' imagined dream vehicles with a variety of recyclable materials and tools. Each student will learn about how solar energy works, how to install the solar panel/motor to power the kinetic element of their sculpture, and discuss the importance of renewable energy sources.

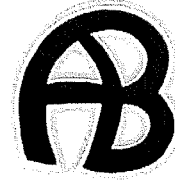
Thank you.



**Acton-Boxborough Regional School District**

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

<http://blanchard.abschools.org>



13.5

MR. DANA LABB, PRINCIPAL

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

DR. KAREN TOWER, ASST. PRINCIPAL

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

MS. KATHY BOWER, ADM. ASST.

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

MS. GAIL KESSLER-WALSH, GUIDANCE COUNSELOR

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

January 28, 2016

To: Acton-Boxborough Regional School Committee  
Glenn Brand, Superintendent of Schools

Re: Gift from Scholastic Reading

Dear Dr. Brand,

We would like the School Committee to accept a gift of \$3,000.00 from The Patterson Family Foundation. This represents a one-time grant from James Patterson and the Scholastic Reading Club awarded to the Blanchard School Library to support reading incentive programs.

Please let me know if you have any questions.

With gratitude,

Dana F. Labb, Principal

ALG Minutes January 7, 2016

REVISED 1/25/16

Present: Peter Ashton, facilitator, pro-tem; Paul Murphy & Kristina Rychlik, SC; Mike Majors & Margaret Busse, FC; Katie Green & Peter Berry, BoS; Steve Ledoux, Glenn Brand, Steve Barrett & Marie Altieri, staff.

Audience: Janet Adachi, BoS; Clare Jeannotte & Brian McMullen, staff; Charlie Kadlec & Allen Nitschlem

Extra Info: New ALG plan

Minutes Ok'd

## 2. Update of FY16 revenues and expenditures

Steve L: we have gone through ½ of the year and everything is on schedule. We are focusing on FY 17 and waiting for the Governor's budget which is due in two weeks. We expect to get a preview from the MMA. Its good there has not been a lot of snow.

Glenn: I'll echo what Steve said. We have just finished the ¼ report for the second quarter.

Peter B: Do you expect and mid-year cuts?

Steve L: There will be some 9C cuts but we have been told they will not be in local aid.

Katie: It always seems that regional transportation is still cut.

Marie: Legislation has been filed by the governor so he would be able to cut regional transportation as a 9C cut. The SC is watching this, to see what will happen.

## 3. Spreadsheet

SB: We've put in the numbers from the town and schools budgets---before that we were using the estimates from the prior year. The town lost \$126k while the region has a gain of \$294k. We have a \$502+k positive position.

Marie: Underneath is the use of \$2.6m in reserves and taxing to the full levy. Since we now have real budget numbers in the plan, the boards should begin to talk about whether they would like the \$500k to be used to reduce the tax levy or to reduce the use of reserves.

Mike: The FC has not agreed to the use of \$2.6M of reserves. That is contrary to our POV.

Paul: Assuming there is no change in transportation; do we see any other state cuts?

Clare: The budget numbers are already based in part on an adjustment of a reduced expectation from the state. We have recommended that there be a reclassification of offsets for choice and charter costs which are part of the cherry sheet. We think this will lead to greater transparency.

## 4. Revenue projections



Without having the governor's budget it is difficult to come to any consensus on revenue projections. The group was not comfortable in going forward with trying to get a consensus.

Marie: Ch., 70 is an unknown. Since we have declining enrollment, we can't expect any more than the minimum per student aid.

Margaret: Aren't there efforts to change the reimbursement?

Paul: there is a joint commission working on the problem of circuit breakers we do not know when they will report.

Clare: The commission has no expectations for this year's budget cycle. They are working on the foundation budget which is complex and will require legislative action.

Katie: I'm comfortable with the conservative estimates on the state's part and keeping the numbers low.

Peter A: Can we reach a consensus on these numbers at least for the next two weeks?

Margaret: As far as we can tell, the assumptions on the state funding seem fine, so beyond that we don't have a comment right now.

Peter A: so do we have a "consensus" for the next two weeks? Now the number is on table 6

## **5. Reserves**

Peter A: We can begin the discussion and flesh out the viewpoints

Katie: I can see where the line is for town reserves but where is the line for E&D? When we talk about using the \$2.6M it seems we are only talking about town money. Can it be restructured so we can see how they are working together?

Marie: We used to have them together and we took them apart. This way it's clearer with the total being \$2.8 with the addition of the regional number. We have to be careful about E&D years ago it was healthy at \$1.9m and we had to reduce it because of the percentage of the total budget. Since we have regionalized it's now a smaller percent and we have to be careful to work to increase it in light of the Moody's recommendation. We have to build up the balance since its now only 1.25% of the regional budget.

SB: We need to work on the reserve tabs. The free cash has been certified at \$7.7m on 06/30/15 and we have to add the stabilization fund.

Margaret: Does that mean there is only \$3.2M left?

SL: We used the stabilization for the Walker property and then replenished it.

Peter B: the stabilization fund is separate. The free cash was certified at the end of June at \$7.7M and we are using \$2.6m which means it's down to \$5.1M

Margaret: we are using massive chunks of reserves this is something that the FC is against. In our POV we say that we will need an override in a couple of years. If we keep on track we're on now with spending significant amounts of reserves. Five percent of total spending is considered a healthy percentage to keep in reserves by the state's DOR. We don't want to put our AAA bond rating at risk, so we need to structurally change our budgets.

Mike: we are using \$1M more than last year we have to stop using the reserves like this. The SF tax bill will increase 5.6%. There is no justification for the increase as you say it's a level service budget. We cannot continue to dip into reserves---at least not at this rate.

Katie: if you look at the budget you'll see the \$502+k. What is your priority; lower the use of reserves or not tax to the levy limit?

Margaret: We will need to consult with our committee in order to decide how to allocate the apparent extra \$500k, and looking beyond that at any other savings that we determine from this current budget—how those numbers will be allocated as well. We have to bring down the budget numbers.

Paul: I disagree with that philosophy of cutting, at least on the school side. We have a population that requires added costs not reduced costs. Why not do an override now and not cut costs?

Kristina: look at the reserve position and every year it changes. Hopefully we will be more reasoned in talking about the budgets; we cannot say what will be needed in two years. We have gotten away from using the term level service. Instead we develop strategic budgets making cuts in some areas to add programs or services in other areas.

Katie: we both have shifting populations that need greater services and need new services. The money may be level but the service needs are not.

Paul: the services are not akin to newspapers—we are dealing with the fundamental health and welfare of the people who live in town.

Marie: the question is still one of fewer reserve use or lowering the tax levy. We have had several years now of not taxing to the the limits of Prop 2.5%. It does not make any sense to talk about an override when we are taxing below the levy limit. If you are really worried that we will need an override, it does not make sense to tax below 2.5% . It's a Hobson's choice: but both sides will continue to work on tightening budgets.

Margaret: It's just that we are using such big chunks of the reserves because we cannot balance the budgets. What happens when the reserves diminish? They have been replenished by unexpected windfalls. We should try not to rely so heavily on our reserves.

Peter A: It sounds as if you need to go back to your committees and discuss the following issues:

1. What to do with the \$509k—redirect it to reduce the levy or lower the use of reserves?

2. For FY 17 & 18 what level of reserve usage are you folks comfortable with? What level of service impacts can you have?

\*\*\*\*\*It was agreed that the committees would discuss these issues and be ready with answer for the next ALG meeting. Steve Barrett will also work on the accuracy of the "reserve tabs" in the plan.

Kristina noted that currently the FC POV asks for a 5% level for reserves and the ALG plan currently shows that that level is exceeded.

Clare noted that with the combination of the region and the town's reserves there was a better than 5% level.

Margaret: It may be the case for this year with the use of \$2.7M but it's the trend that is of a worry to the FC.

Paul: In 2011 you said that by 2014 the reserves would be \$0. That did not happen. You [FC] were wrong before, you can be wrong again. I look to the FC for wisdom and what I hear is fear.

Margaret: I just think we are not being prudent. The reserves have been propped by one-time windfalls and we need to give a break to the taxpayers and be more fiscally prudent.

SB: we need to remember that the ALG plan is the worst case scenario. Our actuals have been less than the projected numbers. The model makes some assumptions that put @\$600k into replacement.

Marie: I have suggested in the past that replenishment be \$1M

The conversation started again until Peter A suggested that everyone had "their marching orders" to prepare for the next meeting

STM---Steve L announced that there will be a special Town Meeting on Feb 2 with one article dealing with the amendment to the Minuteman Tech regional agreement. Katie said that the selectmen and MM super will do a cable TV show to explain the article. They recognized that this is another surprise event.

Public

Mr. Kadlec asked why the FY 16 numbers were an estimate. SB said he'd correct that. He also said that social security increase was 0% and that gas was cheaper and he wondered why these savings were not reflected in the towns or the region's budgets.

Allen Nitschlem asked if there was any consideration to move the percentage of health care costs to the employees. He suggested that they pay 30% instead of 25%.

Steve L: noted that there was a "working group" dealing with this issue but he stressed that it was also a Union contractual issue and could not be implemented without the agreement of the unions. They are in negotiation right now for contracts that will expire on June 30<sup>th</sup> and one that expired last June 30<sup>th</sup>.

Kristina noted that the schools are also working on this issue. The committee was reconvened last year with great success with the EGWP, lowering retiree health insurance costs. It does relate to union negotiations as well.

Margaret asked that the FC be put into the loop and hoped that they would see the numbers before things were totally settled.

Peter B: said that FC member, Bob Evans had the information that she needed and the FC should ask him for a report.

Adjourned 8:40, Next meeting is Jan 28

Ann Chang



# Acton Leadership Group Meeting

*Amended*

**January 28, 2016**

**7:30 AM**

**Room 204**

**Acton Town Hall**

Peter Ashton Facilitating

## Agenda Topics

Comments

	<u>Comments</u>
1. Approval of Minutes from January 7, 2016	All
2. Update on FY16 Revenues and Expenditures	Steve Ledoux Glenn Brand
3. Review of Spreadsheet	Steve Barrett Marie Altieri
4. Discussion on Use of Reserves	All
5. Review of Proposed Capital Improvement Planning Committee	All
6. Update on Minuteman Technical Vocational High School	Katie Green Steve Ledoux
7. Public Comment	
8. Adjourn	

Next Meeting Tuesday, February 9, 2016

Town of Acton  
 ALG - reserve analysis  
 1/27/2016

Data Point or Assumption	<u>1/7/2016</u>	Current <u>1/28/2016</u>	<u>Comment</u>
Final results in FY20 per Reserve Tab	3.42%	4.54%	formula driven
FY18 ABRSD Budget change	4.60%	4.70%	in line w/current
FY19 ABRSD Budget change	3.00%	4.70%	in line w/current
FY18 Municipal Budget change	6.70%	3.50%	Town
FY19 Municipal Budget change	3.00%	3.50%	Town
Town reserve replenishment (FY16, FY17, FY18)	\$600k/yr	\$900k/yr	50% of Town 3 yr average
ABRSD reserve replenishment	\$125k/yr	\$300k/yr	
FY18 Net Position	\$ (528,000)	\$ (496,497)	
FY19 Net Position	\$ (1,029,909)	\$ (1,770,042)	
Reserve Use FY18	\$ 3,395,000	\$ 2,600,000	
Reserve Use FY19	\$ 1,287,000	\$ 2,600,000	
FY18 closing reserve position	\$3.5m	\$4.3m	

## Reserves

### A. Beginning Reserve Position

	Y1 (generated thru #	For FY14 Use (generated thru FY12 close)	For FY15 Use (generated thru FY13 close)	For FY16 Use Estimated	For FY17 Use Estimated	For FY18 Use Estimated	For FY19 Use Estimated
Certified Free Cash From Last Fully Completed Fiscal Year Stabilization	#	\$7,080	\$7,407	\$9,376	\$7,665	\$5,873	\$4,173
<b>Subtotal Certified Free Cash</b>	#	<b>\$7,080</b>	<b>\$7,407</b>	<b>\$9,376</b>	<b>\$7,665</b>	<b>\$5,873</b>	<b>\$4,173</b>
NESWC Available Balance	#	\$1,529	\$1,329	\$1,000	\$0	\$0	\$0
Acton Portion of Certified E&D from Last Fully Completed Fiscal Year	#	\$1,538	\$1,181	\$954	\$1,522	\$1,607	\$1,692
<b>Total- Beginning Reserve Position</b>	#	<b>\$10,147</b>	<b>\$9,918</b>	<b>\$11,331</b>	<b>\$9,187</b>	<b>\$7,480</b>	<b>\$5,865</b>

### B. Actual Annual Use Of Reserves Used In Budget

	Y1 #	FY14	FY15 Estimated	FY16 Estimated	FY17 Estimated	FY18 Estimated	FY19 Estimated
Certified Free Cash	#	\$1,326	\$385	\$1,641	\$2,692	\$2,600	\$2,600
NESWC	#	\$0	\$1,328	\$1,000	\$0	\$0	\$0
Transfer Into Stabilization Fund				\$2,000			
NESWC Fund Balance Reserved for Liability							
Overlay Surplus			\$325				
Acton Portion of Certified E&D	#	\$593	\$252	\$169	\$170	\$170	\$170
<b>Total- Actual Annual Use of Reserves Used In Budget</b>	#	<b>\$1,919</b>	<b>\$2,290</b>	<b>\$4,810</b>	<b>\$2,862</b>	<b>\$2,770</b>	<b>\$2,770</b>
Annual Percentage Of Reserves Used to Support Annual Budget?	#	2.21%	2.50%	5.05%	2.87%	2.7%	

### C. Assumption of Reserve Replenishment Generated in Prior Fiscal Year

	Y1 (thru June 30, #	(thru June 30, 2013 close)	(thru June 30, 2014 close)	(thru June 30, 2015 close)	(thru June 30, 2016 close)	(thru June 30, 2017 close)	(thru June 30, 2018 close)
Townwide Fiscal Year Turnbacks & Excess Revenues	#	\$1,853	\$2,354	\$1,930	\$900	\$900	\$900
Town Savings from Reducing Acton Portion for ABRSD By Close of FY12 (5% Cap)	#	\$0	\$0	\$0	\$0	\$0	\$0
FY12 Tax Title Principal & Interest	#	\$0	\$0	\$0	\$0	\$0	\$0
Unused Warrant Articles, Land Titles	#	\$0	\$0	\$0	\$0	\$0	\$0
NESWC adjustment exclude TSAR from "reserves"	#	(\$200)	\$0	\$0	\$0	\$0	\$0
NESWC Fund Balance Reserved for Liability			\$1,000	\$0	\$0	\$0	\$0
Anticipation of Returning Acton Portion of ABRSD E & D By Close of FY12 (over 5% Cap)	#	\$0	\$0	\$0	\$0	\$0	\$0
ABRSD Fiscal Year Turnbacks-Acton Portion	#	\$237	\$25	\$737	\$254	\$254	\$254
<b>Total- Assumption of Reserve Replenishment</b>	#	<b>\$1,890</b>	<b>\$3,379</b>	<b>\$2,667</b>	<b>\$1,154</b>	<b>\$1,154</b>	<b>\$1,154</b>

### D. Year End Available Balance (A Minus B Plus C)

	Y1 (Available f #	Thru Close of FY13; (Available for FY15)	Thru Close of FY14; (Available for FY16)	Thru Close of FY15; (Available for FY17)	Thru Close of FY16; (Available for FY18)	Thru Close of FY17; (Available for FY19)	Thru Close of FY18; (Available for FY20)
Free Cash	#	\$7,407	\$9,376	\$7,665	\$5,873	\$4,173	\$2,473
NESWC	#	\$1,329	\$1,000	\$0	\$0	\$0	\$0
E&D Available Balance (EST) Acton portion only	#	\$1,181	\$954	\$1,522	\$1,607	\$1,692	\$1,777
<b>Total-Year End Available Balance</b>	#	<b>\$9,918</b>	<b>\$11,331</b>	<b>\$9,187</b>	<b>\$7,480</b>	<b>\$5,865</b>	<b>\$4,250</b>
Projected Year End Available Balance As A Percentage of Annual Budget?	#	10.83%	11.08%	11.23%	8.70%	6.53%	4.54%

## **CHARGE OF THE CAPITAL IMPROVEMENT PLANNING COMMITTEE**

The Capital Improvement Planning Committee studies proposals from the Acton Town Manager and the Acton - Boxborough Regional School District which involve major tangible items with a total project cost of more than \$100,000 in a single year or over \$100,000 in multiple years and which would likely require an article at Town Meeting for the project's authorization.

The CIAC shall make a report with recommendations to the Finance Committee and the Board of Selectmen on these proposals.

### SECTION 1

There shall be a committee known as the Capital Improvement Planning Committee, (CIPC) composed of seven members: The Town Manager or his designee; The School Superintendent or his designee; a member of the Board of Selectmen; a member of the Finance Committee; an Acton member of the Regional School Committee; and two at large members appointed by the Board of Selectmen. The Town's Finance Director and the Acton Boxborough Regional School Finance Director shall be ex officio and advisory to the Committee. The CIPC shall choose its officers annually. The term of office shall be three years not more than three of which shall expire within the same year.

### SECTION 2

The CIPC shall study proposals from the Town Manager, and the Acton Boxborough Regional School District which involve major tangible items with a total project cost of more than \$100,000 in a single year or over \$100,000 in multiple years and which would likely require an article at Town Meeting for the project's authorization. The CIPC shall make a report with recommendations to the Finance Committee and the Board of Selectmen on these proposals.

### SECTION 3

The CIPC shall: prepare an inventory of existing facilities and major capital equipment; determine the status of previously approved projects; assess the Town's financial capacity; solicit, compile and evaluate project requests; establish project priority; and develop a capital improvement program financing plan, the first year of which shall be submitted along with the operational budget by the Town Manager to the Board of Selectmen in accordance with the Town Charter. The Committee shall also monitor approved projects and update the capital plan on an annual basis.

### SECTION 4

The Town Manager shall develop an operating budget for proposed capital expenditures for the upcoming fiscal year containing those items whose costs do not meet this threshold and are to be included in the annual budget and financing plan submitted to Town Meeting. This capital expenditures



*Your vote is needed!*

# at the Acton Special Town Meeting

Tuesday, February 2, 2016

Acton-Boxborough Regional High School Auditorium

7:00 p.m.

The purpose of this meeting:

To vote on the amended Regional Agreement with Minuteman Regional Vocational Technical High School

*(Minuteman, which is located in Lexington, provides a career and technical education option for Acton students in grades 9-12.)*

*What does this agreement mean for the town of Acton?*

*More equity in determining costs*

*More equity in governance*

*Allows the planned new building project to move forward*

*Preserves a voc tech option at Minuteman for Acton students*

For more detailed information see links at [www.acton-ma.gov](http://www.acton-ma.gov)

or attend the **Public Information Session** on Wednesday, January 27, 2016 at 7:00 p.m. at the Public Safety Facility, Acton

Questions? Contact Pam Nourse ([pam@newview.org](mailto:pam@newview.org)), Acton Representative on the Minuteman Regional School Committee



**MINUTEMAN**  
A REVOLUTION IN LEARNING



Published on *Boxborough MA* (<http://www.boxborough-ma.gov>)

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## Special Town Meeting - Wednesday, Feb. 24, 2016

A Special Town Meeting will be held on **Wednesday, February 24<sup>th</sup>** (with a snow date of February 25), starting at 7:00 PM, at the Blanchard Memorial School.

This Special Town Meeting is being held to consider three articles:

- 1) To vote on a new amended agreement for the Minuteman Regional Vocational School District (MRVSD)
- 2) To consider a vote to withdraw from the District; and
- 3) To vote on an appropriation from Free Cash to increase the reserve fund by \$50,000.

### CLICK TO VIEW:

- **DRAFT WARRANT**
- **PROPOSED AMENDED MINUTEMAN AGREEMENT - Marked Up**
- **PROPOSED AMENDED MINUTEMAN AGREEMENT - Clean**

An informational session will be held at 7:00 PM on Tuesday, February 9<sup>th</sup> (with a snow date of February 11) at the Sargent Memorial Library, 427 Mass. Ave to provide Boxborough residents with a better understanding of the issues regarding the Minuteman School District related articles.

**Source URL:** <http://www.boxborough-ma.gov/home/urgent-alerts/special-town-meeting-wednesday-feb-24-2016>

**Office of the Superintendent**  
**Acton-Boxborough Regional School District**  
**16 Charter Road**  
**Acton, MA 01720**

**To: All PTSO/PTO/PTF & School Council Chairs**  
**Cc: Principals**  
**From: Glenn A. Brand, Superintendent of Schools**  
**Date: January 8, 2016**  
**Re: Interschool Council Update**

I am writing to bring to your attention information regarding the district's Interschool Council. Please find below an overview of the status of the Council, proposed changes that I plan to make going forward and meeting dates in the current school year.

***Overview:***

During my transition to the district last year, it became clear that the district does not have in place any specific written charter, charge or overview of what constitutes the Interschool Council. I could not find any existing written language or commonly shared understanding regarding the composition or structure, the frequency of meetings and/or what the specific purpose of the council would be about.

However, from the standpoint of finding tremendous value in the concept of having a broad-based council consisting of community members connected to each of our schools, I very much want to provide a more specific structure to support this entity.

***Proposed Changes to the Interschool Council***

*i. Purpose*

The purpose of the ABRSD Interschool Council includes the following:

- To provide the opportunity for the Superintendent of Schools to share district-wide news, information and updates.
- To facilitate the opportunity to share newsworthy information across the district from individual schools' communities.

- To provide feedback to the Superintendent on matters of concern throughout the district.

*ii. Structure*

The Interschool Council will consist of one (1) designated member from each School Council as well as from each PTSO/PTO/PTF.

*iii. Meeting Frequency*

Beginning in the 2016-17 school year, the ABRSD *Interschool Council* will meet minimally four (4) times per year, with meetings scheduled by the end of August preceding the beginning of the school year.

Additional meetings will be scheduled should a specific need or situation arise.

***Meeting Dates during the 2015-16 School Year***

- Tuesday, March 1, 2016 (Wednesday, March 2, 2016 - Snow date)
- Monday, May 2, 2016

**All meetings will take place in the RJ Grey Junior High Library beginning at 7:00 p.m.**

16.2  
posted  
separately

# CASE Collaborative Annual Report 2015

posted  
separately

**CONCORD AREA  
SPECIAL EDUCATION COLLABORATIVE**

**Annual Financial Statements**

**For the Year Ended June 30, 2015**

# Acton Senior Center

## Study Committee (SCSC) Public Forum

The SCSC will be requesting Design Development funding at the 2016 Acton Town Meeting in April

Learn about the new proposed Senior Center/ Human Service Center which will include the Nursing Dept., Veterans' Service Officer and Community Resource Coordinator

**Date:** Friday, February 26, 2016

**Time:** 11 AM

**Where:** Acton Senior Center, 50 Audubon Drive, Acton

Demographic studies indicate a rapid and continuous increase in the aging population in Acton. The current Senior Center has only two rooms and continuous waiting lists for classes, programs and activities.

What would you like to see in the new Center?

Voice your concerns and ask questions.

**We look forward to your input!**

For more information visit our website at [www.actoncoa.com](http://www.actoncoa.com) or contact Sharon Mercurio at 978-929-6652.



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

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## Non-binding Resolution Official Response

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Scott Smyers <sdsmyers@gmail.com>  
To: AB School Committee <abrsc@abschools.org>

Thu, Feb 4, 2016 at 9:39 AM

Dear School Committee,

As you are aware, soon after the town of Acton voted against any increase in High Stakes Standardized Testing and a return to pre-2011 state standards (November 2015), the DESE was supposed to vote on either MCAS or PARCC. They did neither and voted for a third option (previously undisclosed to the public): MCAS 2.0. Unfortunately, MCAS 2.0 does not exist, so their approval of a fictitious test further undermines their credibility with parents, teachers and students. It is an obvious political deflection to deny parents any ability to evaluate the details of the testing and we are left with our imaginations to explore the possibilities. Furthermore, MCAS has already been corrupted by PARCC, so we are aware it is not what it used to be.

The MA Teachers Association (MTA) is fully behind allowing students to opt out (refuse) high stakes standardized testing.

[http://www.massteacher.org/issues\\_and\\_action/high\\_stakes\\_testing.aspx](http://www.massteacher.org/issues_and_action/high_stakes_testing.aspx)

In light of the current context of testing, what is the School Committees official response to the voices and concerns of parents of Acton (who passed the resolution AGAINST more testing and return to pre-2011 standards) AND the MTA's incredibly strong stance promoting opting out/refusing any tests.

Furthermore, the state house is currently considering an important bill with the same objectives.

<https://www.votervoice.net/RMC/campaigns/44167/respond>

I was pleased that AB stood up against PARCC, but now that we know the DESE's corruption plans on repackaging PARCC into MCAS and MCAS 2.0 we need to make a stand against any high stakes standardized testing. One individual at a time.

I encourage you all to make it easy for students to refuse MCAS to avoid unnecessary stress AND send a message to the local administrators and state officials who have the authority to do something about this. The DESE has successfully removed all checks and balances and shoved our local authority to the side, therefore left us no other options. Our administrators and School Committee have been either supportive of this gradual transition or far too timid in their resistance.

Thank you for your consideration.

Scott Smyers

Acton





Beth Petr <bpetr@abschools.org>

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## staying focused, my direct question

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Scott Smyers <sdsmyers@gmail.com>

Thu, Feb 4, 2016 at 9:44 AM

To: AB School Committee <abrsc@abschools.org>

To follow up on my long-winded email message, let me focus on my simple question embedded in the 3rd paragraph. I noticed I forgot the question mark. I would like a brief answer to this question given the context of my message.

What is the School Committee's official response to the voices and concerns of parents of Acton (who passed the resolution AGAINST more testing and return to pre-2011 standards) AND the MTA's incredibly strong stance promoting opting out/refusing any tests AND the current action at the State House?

Thank you.

Scott Smyers