



Acton-Boxborough Regional
School Committee Meeting

May 19, 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

May 19, 2016
7:00 p.m.

AGENDA

1. **Superintendent's Introduction (7:00)**
 - 1.1. Boxborough Town Election Update
 - 1.2. Thank you to FY16 Chairwoman Kristina Rychlik and Vice-Chairs Mary Brodin & Paul Murphy
2. **Election of Acton-Boxborough Regional School Committee Officers for FY17 – Glenn Brand**
 - 2.1. Chairperson – **VOTE** – Glenn Brand
 - 2.2. Vice Chairperson(s) – **VOTE** – Glenn Brand
 - 2.3. Executive Secretary – **VOTE** – Glenn Brand
 - 2.4. FYI: School Committee Annual Meeting Policy, File: BDA
School Committee Officers Policy, File: BDB
3. **Recommendation to Accept \$87,000 Donation from Acton Boxborough Student Activities Fund (ABSAF) for FY17 – VOTE – Glenn Brand**
4. **Statement of Warrant & Approval of Minutes - Chairman**
 - 4.1. ABRSC Meetings of 4/28/16, 4/7/16 and 3/17/16
5. **Public Participation**
6. **ABRSD Safety and Security Planning – Glenn Brand with School Resource Officers Detective Keith Campbell and Detective Mike Eracleo (7:20)**
 - 6.1. Alternative Lock Down Presentation – ALICE (Alert, Lockdown, Inform, Counter, Evacuate)
 - 6.2. Community Meeting regarding ALICE Training, May 31 at 7:00 p.m. in the Jr High Library
7. **ABRHS Handbook for 2016-2017, Review of Changes – First Reading – Maurin O'Grady (7:35)**
8. **Recommendation to Approve Revision of Use of Facilities Procedures and Fees (File: KF-R) – First Read - Erin Bettez (7:45)**
9. **ABRSD FY17 Budget and Town Meeting Update– Glenn Brand (oral) (7:55)**
 - 9.1. Boxborough Town Meeting held on May 9
10. **Recommendation to Approve EDCO Collaborative Articles of Agreement, dated 5/19/16, as amended by a vote of the EDCO Collaborative Board of Directors on 4/28/16 – VOTE – Glenn Brand (due to Wellesley Public Schools withdrawal) (8:00)**
 - 10.1. EDCO Collaborative Articles of Agreement Amendment Summary Memo
 - 10.2. EDCO Collaborative Articles of Agreement dated 5/19/16 as amended to be approved
11. **ABRSD Transportation Update – JD Head, Ed Weiner (8:10)**
 - 11.1. Elementary Bus Passes Policy and Procedures, File: EEAAA and EEAAA-R
 - 11.2. Community Correspondence
 - 11.3. Presentation Slides (brought to meeting)

12. **Update on ABRSD Drinking Water Safety – JD Head (8:25)**
13. **Recommendation to Approve FY17 Education Cooperative (TEC) Bid – VOTE – Glenn Brand (8:30)**
14. **ABRSD Administrator Salaries Review and Recommendation to Approve – VOTE – Glenn Brand, Marie Altieri (8:35)**
15. **ABRSD Director of Special Education Search Decision – Glenn Brand (8:50)**
 - 15.1. Recommendation to Appoint Ms. Pamela Smith as Director of Special Education effective 7/1/16 – VOTE – Glenn Brand
16. **ABRSD Capital Study Update – Glenn Brand (8:55)**
 - 16.1. Link to materials: <http://www.abschools.org/district/school-capital-and-space-planning>
 - 16.2. Phase II: “Educational Visioning & Master Plan Development”
 - 16.3. Special Purpose Stabilization Funds Memo, Feb 2016, MA Dept of Revenue
 - 16.4. Capital and School Needs Committee Update (oral)
 - 16.5. ABRSD Capital Study Public Forum on June 16 at 7:00 p.m. in the Jr High Library
17. **Recommendation to Approve ABRSD Auditor for FY16 – VOTE – Glenn Brand (9:00)**
18. **Recommendation to Approve ABRHS Field Trips – VOTE – Glenn Brand (9:05)**
 - 18.1. Nordic Ski Team trip to Quebec 12/26/16 – 12/31/16
 - 18.2. French Exchange trip to Quebec during April vacation 2017
19. **Subcommittee Reports (9:10)**
 - 19.1. Budget – Maria Neyland (oral)
 - 19.1.1. Meetings on 4/13/16 and 5/4/15
 - 19.2. Policy –
 - 19.2.1. **Unexpired Term Fulfillment**, File: BBBE – Second Reading – VOTE - Brigid Bieber
 - 19.2.2. **Committee Member Conflict of Interest**, File: BCB – Second Reading - VOTE- Brigid Bieber
 - 19.2.3. **Teaching About Drugs, Alcohol and Tobacco**, File: IHAMA – Second Reading – VOTE – Brigid Bieber
 - 19.2.3.1. ABRSD Nurses Update memo (next meeting)
 - 19.2.4. **Use of Weapons as Part of Instruction**, File: IHAMD – Second Reading - VOTE
 - 19.2.4.1. Procedures, File: IHAMD-R
 - 19.2.5. **Visitors to the Schools**, File: KI – Second Reading – VOTE- Amy Krishnamurthy
 - 19.2.5.1. Revised policy with changes to First Read to be consistent with Guidelines
 - 19.2.5.2. Guidelines for Observations Requested by Parents/Guardians and/or Parent/Guardian Designees, File: KI-R, Spring 2015
 - 19.2.6. **Basic Instructional Program, File: IHA** – First Reading – Katie Neville
 - 19.3. Comparative Communities Study – Diane Baum
 - 19.3.1. Draft minutes of meeting on 4/26/16
20. **School Committee Member Reports (oral) (9:25)**
 - 20.1. Acton Leadership Group (ALG) – Kristina Rychlik, Paul Murphy
 - 20.2. Boxborough Leadership Forum (BLF) – Mary Brolin
 - 20.3. Health Insurance Trust (HIT)– Mary Brolin
 - 20.4. Acton Finance Committee – Kristina Rychlik, Deanne O’Sullivan
 - 20.5. Acton Board of Selectmen –
 - 20.5.1. Acton Community member to serve on Town Capital Improvement Planning Committee
 - 20.6. Boxborough Finance Committee- Mary Brolin

- 20.7. Boxborough Board of Selectmen – *Maria Neyland, Brigid Bieber*
- 20.8. Minuteman Technical High School (MMT) Update – *Diane Baum*
- 20.9. PTO/PTSO/PTF Co-Chairs– *Deanne O’Sullivan*

21. Annual Superintendent’s Evaluation Process – *Kristina Rychlik (9:30)*

- 21.1. Report on FY16 Goals – *Glenn Brand*
- 21.2. Staff Survey Results Memo (*brought to meeting*)
- 21.3. Spring 2016 Evaluation Timeline (*FY16 members only*)
- 21.4. Evaluation Form (*FY16 members only*)
- 21.5. Second Invitation for Public Comment by June 1 to Kristina Rychlik, cc to BPetr@abschools.org

22. ABRSC Summer Workshop and FY17 Meeting Schedule –First Reading– *Mary Brolin (9:45)*

- 22.1. DRAFT FY17 ABRSC Meeting Schedule

23. Superintendent’s Report/Updates – *Glenn Brand (oral) (9:55)*

- 23.1. Challenge Success Update
- 23.2. Interschool Council
- 23.3. Central Office Relocation Update

24. FOR YOUR INFORMATION

- 24.1. ABRHS Discipline Report 5/1/16
- 24.2. RJGJHS Discipline Report 4/1/16 and 5/1/16
- 24.3. Monthly Student Enrollment, 5/1/16
- 24.4. ELL Student Population by School, 5/1/16
- 24.5. Early Childhood Student Population, 5/1/16
- 24.6. Invitation to Annual Occupational Development Program (ODP) Employer Appreciation Breakfast on 5/25/16 at 8:00 a.m.
- 24.7. MA Teacher of the Year Runner Up
- 24.8. All Staff Retirement Party at Wedgewood Pines, Thursday, June 16th at 3:15 - 5:30
- 24.9. Schedule for Last Day of School, Wednesday, June 22, 2016

25. Adjourn (10:00)

NEXT MEETINGS:

- June 9 ABRSC Meeting at 7:00 p.m. in the Jr High Library
- June 23 ABRSC Meeting at 7:00 p.m. in the Jr High Library

File: BDA

SCHOOL COMMITTEE ANNUAL ORGANIZATIONAL MEETING

The annual organization meeting for the Acton-Boxborough Regional School Committee shall be held each year at the first meeting following the completion of the Acton and Boxborough annual town meetings and elections. At this meeting, the Committee shall organize by electing one of its members as chairperson, one vice-chairperson from Acton, one vice-chairperson from Boxborough, and a secretary who does not need to be a member. At this meeting, the Committee shall also fix the time for holding its regular meetings.

Approved 5/21/15

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

The chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/She will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the chairperson will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chairperson

The vice-chairs of the Committee will act in the absence of the chairperson as presiding officers of the Committee and will perform such other duties as may be delegated or assigned to them. Each vice-chairperson will support the chairperson in the business of their town.

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

Library
R.J. Grey Junior High School

April 28, 2016
7:00 p.m.

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O'Sullivan, Kristina Rychlik, Eileen Zhang

Members Absent: none

Others: Marie Altieri, Bonnie Bisbicos, Deborah Bookis, Clare Jeannotte, Glenn Brand, Beth Petr

Chairwoman Kristina Rychlik called the meeting to order at 7:00 p.m.

1. Chairman's Introduction

1.1. Annual Spring Town Elections (*Acton was 3/29, Boxborough will be 5/16*)

1.1.1. Welcome to Eileen Zhang, new Acton member

Eileen has 3 children in the schools – High School, Junior High and Gates. She has a masters degree in computer science, loves teaching her kids and being involved in the schools. She admires all of the Committee members for devoting their time to our schools and community.

2. Statement of Warrant & Approval of Minutes

2.1. Minutes of the ABRSC Meetings on 3/17/16 and 4/7/16 will be done at the next meeting.

2.2. Warrants # 16-021PR dated 4/14/16 in the amount of \$477,376.80, #16-022 dated 4/21/16 in the amount of \$1,710,442.32, #16-022SH dated 4/21/16 in the amount of \$13,755.38, #16-022BL dated 4/21/16 in the amount of \$13,056.00, #16-022PR dated 4/28/16 in the amount of \$887,588.50, #1621-net payroll dated 4/14/16 in the amount of \$2,301,657.10 and #1622-net payroll dated 4/28/16 in the amount of \$2,117,599.15 were signed by the Committee.

3. Public Participation - none

4. ABRSD FY17 Budget and Town Meeting Update – Glenn Brand

4.1. *Boxborough Town Meeting begins on May 9*

Kristina suggested that all Committee members attend as they did for the Acton Town Meeting.

5. FY17 Kindergarten Registration Update – Marie Altieri

Marie Altieri reported that 315 students registered which prompted an extra Kindergarten to be added at Blanchard. The projection was for 284. Mary Ann Ashton is reviewing the projection based on what has happened the past few months. The new online registration process was very successful and Sally Cunningham was thanked for her efforts that made this possible. For next year, the District has gone from 3 Kindergartens to 2 at Douglas but they will be 2 All Day/hybrid classes. Conant will go from 2 Kindergarten classes to 3 next year. For the past 4 years, it has been consistent that 2/3 of our families request All Day Kindergarten and 1/3 prefer Half Day. Four of the schools were oversubscribed this year, which was unusual. Thirty six students got their 5th or 6th choice. Marie wants to do a survey of families who registered about what made them pick their first choice, and why they picked half day, to see if cost affects their decision.

Maria Neyland thanked Marie for her thorough explanation of this complicated process.

6. **ABRSD FY16 Quarter 3 Report** – *Clare Jeannotte*

6.1. ABRSD Financial Reports as of 3/31/16

6.1.1. Revenue vs Budget

6.1.2. Expenses vs Budget

6.1.3. Special Revenue

6.1.4. Grants

6.2. Questions/Comments from Acton and Boxborough Finance Committees

Clare Jeannotte reported that revenue appears to be a positive \$341,916 outlook for FY16 as of 3/31/16. The outlook for FY16 expenses as of Quarter 3 appears to be \$318,000. Clare cautioned that while the District is on track to close the year positive, it is not final until June 30. Closing instructions for year end have gone out to department heads.

Maria Neyland asked if the Maintenance, Building Grounds and Equipment line includes overtime. She stated that addressing the pool ceiling seems to be a project, not an emergency, and some of the items should be budgeted for, not be emergency items for next year. (Salaries and overtime are not included in the figures. They are a different character code.)

Clare and Glenn would like to see E&D grow as it would with revenue surplus falling to the E&D account. The Budget Subcommittee will review this and consider if some surplus should be spent on capital items, or maybe reserve some by adding to the circuit breaker line for next year.

Eileen Zhang asked about utility savings and how that might generate more funding. Marie explained that the District has an Energy Advisor and has won awards for being energy conservative.

Kristina Rychlik noted that no one from the finance committees was in attendance at the meeting, but all are welcome to ask questions.

7. **ABRSD Capital Study Update** – *Glenn Brand*

7.1. Link to materials: <http://www.abschools.org/district/school-capital-and-space-planning>

7.2. Massachusetts School Building Authority (MSBA) Statements of Interest Application Update

7.3. Phase II: Working Group and Visioning Team Update

7.4. Tours of Conant (10am), Douglas (11 am) and Gates (12) Schools on May 2

7.5. Capital and School Needs Committee Update (*oral*)

Dr. Brand noted that almost 80 people met for the second Visioning Meeting on 4/28/16. The third and final one will be on September 15. About a dozen local officials plan to tour Conant, Douglas and Gates next week. Evening tours have been requested for those who work during the day, although these were scheduled intentionally when students were there. On June 16, there will be a community forum for Dore and Whittier to update everyone on the work they are doing. Acton TV will tape this. The Capital and School Needs Committee will meet on May 3.

8. **Demographic Survey Update** – *Kristina Rychlik*

Kristina circulated a list of possible survey items and has shared it with the Boston College professors. The School Committee discussed when they thought the survey should be done, including not wanting to overlap with the Calendar and Challenge Success surveys being done this spring. The Wellness Committee survey was just done. The Committee agreed it would be best to survey in the Fall. Kristina will let the Professor Rebecca Lowenhaupt know.

9. **Subcommittee Reports**

9.1. Budget – *Maria Neyland*

9.1.1. Meeting on 3/13/16

The last meeting reviewed the payroll warrant process and reviewed the audit services process. Five bids were received and the subcommittee will bring a recommendation to the School Committee in June. They also reviewed the Q3 report that was just presented. Clare Jeannotte will look at the stabilization fund.

9.2. Policy –

9.2.1. **Unexpired Term Fulfillment**, File: BBBE – First Reading – *Brigid Bieber*

9.2.2. **Committee Member Conflict of Interest**, File: BCB – First Reading – *Brigid Bieber*

Brigid stated that this topic is a complicated and important area. The subcommittee tried to make the policy a little more user friendly. The examples included were helpful.

9.2.3. **Teaching About Drugs, Alcohol and Tobacco**, File: IHABA – First Reading – Brigid
The Committee asked if electronic cigarettes should be included in this policy. The subcommittee discussed this at length and decided to reference the other policies that mentioned these devices. Reference to policy ADC/GBED/JICG “Tobacco Use on School Property/Smoking on School Premise” will be added.

9.2.4. **Use of Weapons as Part of Instruction**, File: IHAMD – First Reading – Brigid

9.2.4.1. Procedures, File: IHAMD-R

9.2.5. **Visitors to the Schools**, File: KI – First Reading – *Amy Krishnamurthy*

9.3. Comparative Communities Study – *Diane Baum*

Diane summarized the last three meetings. Members are asking big questions that they know have complicated answers. They are trying to see what their cohorts are doing that might help our district maximize the effectiveness of our budgeting. They divided up the districts on Peter Ashton’s list and added a few that the state included. DOE spreadsheets for 18 school districts are being used. Maria Neyland asked specifically what districts the group is looking at. Diane will get this information. Some districts were added based on performance. The subcommittee will provide the School Committee with information prior to the summer workshop.

10. **School Committee Member Reports**

10.1. Health Insurance Trust (HIT)– Mary Brolin reported that they met this morning and voted the rates that reflect the 4% increase agreed on earlier. They also voted an RFP regarding a stop loss program.

10.2. Acton Board of Selectmen – New chair is Peter Berry. Janet Adachi is Vice Chair and Katie Green continues as School Committee liaison for next year.

10.2.1. Acton Community member to serve on Town Capital Improvement Planning Committee - Kristina Rychlik is going to ask someone from the school Capital Improvement Committee who is not a School Committee member to join her on this.

10.3. Minuteman Technical High School (MMT) Update – *Diane Baum*
Diane reported that bonding was approved for MMT at the Acton Town Meeting. Boxborough voted to get out of the Agreement.

11. **Annual Superintendent’s Evaluation Process** – *Kristina Rychlik*

11.1. MA Model System for Educator Evaluation Part VI: Implementation Guide for Superintendent Evaluation

<http://www.doe.mass.edu/eeval/model/PartVI.pdf>

11.2. Appendix A: Superintendent Rubric

http://www.doe.mass.edu/eeval/model/PartIII_AppxA.pdf

11.3. Appendix B: End-of-Cycle Summative Evaluation Report: Superintendent (*see link above with will be populated with Dr. Brand’s information*)

11.4. Process Overview slides from 10/16/14 SC meeting, *Marie Altieri*

11.5. FY16 Evaluation Timetable

11.6. Superintendent’s Performance Goal – Midcycle Review Memo, Glenn Brand, 2/5/16

11.7. Copy of previous year’s evaluation

11.8. General public request for input on Superintendent's performance – *Kristina Rychlik*
Kristina reminded the Committee of the dates. She needs all evaluations by June 1st. As a new member, Eileen Zhang will not participate but Mike Coppolino will. A public request for feedback was made. Comments should be sent to Kristina with a cc to Beth Petr by June 1st.

12. **ABRSC Summer Workshop and FY17 Meeting Schedule Assumptions** – *Kristina Rychlik*

12.1. July Workshop and August Business Meeting?

12.2. Two Business Meetings per month starting in September, except for April and May?

The Committee agreed to keep the same structure. Members will email Beth with their summer plans so she can make a draft for consideration at the next meeting.

13. **Superintendent's Report/Updates** – *Glenn Brand*

13.1. Challenge Success Letter to ABRSD Families

Dr. Brand outlined this exciting new endeavor for the District and the letter that just went out. He and some of the administrators will attend Denise Pope's presentation coming up in Dover.

Dr. Brand informed the Committee about the search for Mary Emmons' replacement. A flyer was distributed about the public forum to meet Ms. Pamela Smith on May 2nd. Ms. Smith is the only finalist being presented for the Director of Special Education position. The School Committee will vote on this decision at their next meeting.

The final Interschool Council Meeting for this year will be on Monday night.

14. **FOR YOUR INFORMATION**

The ABRSC adjourned at 8:35 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: See agenda

NEXT MEETINGS:

May 9 Boxborough Town Meeting begins, 7:00 p.m. in the Blanchard Gym
May 19 ABRSC Meeting at 7:00 p.m. in the Jr High Library
June 9 ABRSC Meeting at 7:00 p.m. in the Jr High Library
June 23 ABRSC Meeting at 7:00 p.m. in the Jr High Library

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

Library
R.J. Grey Junior High School

April 7, 2016
7:00 Open Business Meeting
7:30 p.m. Executive Session

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O'Sullivan, Kristina Rychlik, Eileen Zhang

Members Absent: none

Others: Marie Altieri, Glenn Brand, Clare Jeannotte, Beth Petr, members of the public and some school staff

Chairwoman Kristina Rychlik called the meeting to order at 7:00 p.m.

1. **Chairman's Introduction** – *Kristina Rychlik*

1.1. FY17 School Committee Leadership

Kristina Rychlik reminded the Committee that the election of new officers would take place at the beginning of the meeting on 5/19/16. Her last meeting as Chair will be April 28th. She introduced and welcomed the new member from Acton, Eileen Zhang. The meeting was not taped because originally it was only an executive session and no one was available when Acton TV was asked on such short notice.

2. **Statement of Warrant**

Warrant #16-020 dated 3/24/16 in the amount of \$1,787,392.69, warrant #16-020PR dated 3/31/16 in the amount of \$2,604,350.01, warrant #16-021 dated 4/7/16 in the amount of \$859,972.38 and warrant #16-021 Blanchard Student activity dated 4/7/16 in the amount of \$500.00 were signed by the Committee members.

3. **Public Participation** – none

4. **Kindergarten Registration Update** – *Marie Altieri*

4.1. Recommendation to Add One Additional Kindergarten Section for FY17

Dr. Brand stated that planning for our kindergarten classes is a very complicated process using multi-year projections and numbers that change often as families move into the community. Marie Altieri explained that this year's projection was for 284 kindergarten students, but we are now at 310-313 students. If the District kept the planned 15 sections there would be about 21 students per class with another 15 -20 students that would register by September. As a result, the Administration recommended that an additional section be added for September resulting in 16 kindergarten sections. This would create an average class size of 19.4 – 20.3 by September. Last year the District had 23 less kindergarten students than projected, and this year there are 26 more at this time. Marie explained that the projections are done on a calendar year basis and it could be that more birthdays fell in the fall than the spring. Also, the real estate market has turned around and homes are selling quickly. The enrollment projections will be updated now based on students in the classrooms, instead of using the October 1st numbers. Marie stated that it is unusual to add a section after the budget is done but the student numbers are significant. The total cost to add a kindergarten class at this point is \$57,000. This is not in the voted budget so it will have to be reallocated from elsewhere. Staffing is fluid and Marie is confident that there will be some salary savings between now and when school starts. The Administration is not asking to increase the budget.

The discussion turned to which school would have this classroom and the many factors involved. With the original plan of 15 kindergarten sections, there would be 3 sections at Merriam, McCarthy-Towne and

Conant and 2 sections at Blanchard, Douglas and Gates. The only schools with empty/available classroom space are Blanchard (two) and Conant (one). There has been a long term plan to reduce classrooms over time due to declining enrollment. The District reduced sections for 2 years at Gates and then Conant. Now it was planned for Douglas, although it looks like it will be for 3 years, not 2. Enrollment projections show all but one Acton school eventually having 2 sections. Marie acknowledged that reducing a section is difficult because it means moving staff. At Gates and Conant, staff have retired so no one has had to move out so far. At Douglas, that is not the case for next year. She emphasized again that it is difficult when a school goes back and forth between 2 and 3 sections at a grade level, although it has been done over the years.

Another factor is the number of requests for each school that comes from families. This is not the top priority for consideration, however, because space and a multi-year plan regarding staffing must be addressed.

The District recommends adding the extra kindergarten classroom to the Blanchard School for next year.

The decline in enrollment makes some people think that the District will have more space available, but it is not true and educational space will continue to be a problem. This can be difficult with our open enrollment program. Dr. Brand will bring a more thorough analysis of the space issues and needs to the Committee and community as part of the Capital Study.

Comments from the School Committee:

The Committee discussed if 15 more Kindergarten students were expected before September, causing class sizes to average 20.5 students (outside of our class size guidelines), should they consider adding two sections instead of one. Marie emphasized that 15 is an estimate based on the past summers and the new online system being used may change that. It would be difficult to add two new sections after the budget was voted. She was comfortable adding one section at this time.

Noting the strong demand for Douglas and that they used to have 3 sections, Mary Brolin asked why there is not space available for the additional section now. Dr. Brand explained that spill over space is needed for other programs, not just classroom sections. Examples include: ELL and OT services need space, as well as other Special Education services. Douglas School was built for 270 students and they now have 483. The modular classrooms at Douglas are very old and worn. The District does not have a long term modular plan and although it would be costly, it might need to be explored due to space needs. Dr. Brand has spoken to Dr. Whitbeck and his staff about pressure on the school buildings and where there are constraints for services like PT and OT being done in very cramped spaces. Where there is opportunity to provide relief, the principals and Superintendent are trying to address this. It was also pointed out that the Statements of Interest just submitted to the MA School Building Authority (MSBA) for the Douglas, Gates and Conant Schools identify these needs very clearly, and Douglas has been designated as the Top Priority.

Kathleen Neville commented that ranking the schools is very stressful for families and the discussion about where space is available changes the dynamic. Marie said that if a section is added, the District will ask the families again for their preferences.

Marie spoke about the hybrid kindergarten model for half day/full day. This has been very successful at Blanchard, and a pilot was just done at Conant. The District has said that if at least 7 students chose all day, the school could consider doing a hybrid section. Two hybrids are being planned at Blanchard. Douglas would also like to have 2 hybrids, but there are 15 requests for half day, making that not workable.

The Committee discussed the stress created for staff when numbers of sections in a school changes. Marie Altieri noted that it can be positive for teachers to try something new, but it can also be difficult. The District has been looking at this for the past five years and each principal that has been involved has planned how they would manage the changes. Merriam has had many years of this experience. It takes significant planning to do well. The Committee asked how it is decided which staff member(s) will leave if that is the result. There is a seniority list and the District has to go in that order but it starts at year 4, when a teacher has professional status or tenure. Staff with fewer than 4 years of teaching experience have nonprofessional status and they are equal in line for a job. If a nontenured teacher's position is eliminated and there are no appropriate openings in that school, the Human Resources department makes all principals aware that a particular teacher is available for any openings they might have. AB is a big school system and openings do come up. The person would be considered for those appropriate openings, but not necessarily guaranteed a position.

Diane Baum emphasized that the Committee's job is to maintain the District as tight as they appropriately can. She suggested that there may be some new enrollment and kindergarten models that the District could consider looking at. In a perfect world, she felt school choice could be a top priority, but with the ongoing space issues and tight budgets, she understands that it is not possible.

Marie Altieri thanked Diane for the information that she shared about Lexington and said they would look at other ideas. Choice, space and staffing are all our priorities. Marie also pointed out that choice between our elementary schools changes year by year and grade by grade and if that was the top priority, the District would be moving staff around all the time.

Comments from the Audience:

A number of parents shared their concerns.

A Douglas parent questioned why the District would create a "bubble" by adding a Kindergarten section at Blanchard, and create a "loss" at Douglas. She felt like Douglas was being considered an undesirable program because of the condition of the building. She suggested a special forum for parents to dialogue would be helpful.

A parent whose oldest will start kindergarten in the fall was upset that after all of her efforts to learn about our elementary schools and making a careful decision, it was not going to be considered due to space issues. Another parent was told that 99% of families got their first choice for kindergarten and she felt this was misleading.

A Gates parent was sympathetic. She said that 5 years ago the Gates PTO found out that they would have a kindergarten cut the day of the lottery. No one wanted to go to Gates for kindergarten the next year, despite the explanation that enrollment was dropping and Conant and Douglas would be losing sections in the future. Gates is being asked to cut another section as well and take an additional 4th grade next year.

A father with 3 children in the system asked the Committee what the tolerance for going over 22 students per class was, and how the District was provisioned for the \$57,000 cost and perhaps the additional amount if two sections are added. Marie explained that the September numbers are estimates and they would just have to watch the situation as the weeks go by. She stated that unfortunately there have been larger kindergarten classes in the past.

In response to a question, Dr. Brand explained that part of the budget process included adding an additional 4th grade section at Gates. Mrs. Newman and Mrs. Kotyk looked at their space and identified their library as the best option for this classroom, but it has not been finalized yet.

A parent suggested that moving the 6th grades into a middle school might be considered. Kristina Rychlik said it is being considered as part of the Educational Plan for the District, but there is no space at the Junior High.

Kristina summed up that these are complicated issues, and the School Committee's role at this time, is about budgeting because this is a cost that was not planned for. This money has to be spent and must be taken from somewhere else in the District's budget. Eventhough it may seem like a small amount, it is still difficult to come up with because finances are so tight.

Dr. Brand stated that throughout all of this discussion, the reality of trying to take care of our older buildings has been a challenge. Some are in desperate need of attention and he is developing a Capital Plan to address this now. At best, if the District gets the support of the two Towns and some financial assistance from the State, it will be years before work is finished. He emphasized that he will not leave creating and maintaining a safe learning environment for our children only up to the Building Projects. He thanked everyone for their participation in the meeting's discussion.

The Committee took a brief recess at 8:10 p.m.

5. EXECUTIVE SESSION

At 8:25 p.m., it was moved, seconded and unanimously,

VOTED by roll call: that the **Acton-Boxborough Regional School Committee** go into Executive Session to discuss strategy with respect to collective bargaining with the Office Support Association (OSA), American Federation of State, County and Municipal Employees (AFSCME) and Acton-Boxborough Education Association (ABEA).

(**YES** – Baum, Bieber, Brolin, Krishnamurthy, Minkin, Murphy, Neville, Neyland, O'Sullivan, Rychlik, Zhang)

Kristina Rychlik stated that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session solely to adjourn.

The ABRSC returned to Open Session at 10:00 p.m. and adjourned.

Respectfully submitted,
Beth Petr

List of Documents Used: Agenda, Kindergarten Section Planning Memo and handout

NEXT MEETINGS:

April 28	ABRSC Meeting 7:00 p.m. in the Jr High Library
May 9	Boxborough Town Meeting begins, 7:00 p.m. in the Blanchard Gym
May 16	Boxborough Local Elections
May 19	ABRSC Meeting 7:00 p.m. in the Jr High Library

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

Library
R.J. Grey Junior High School

March 17, 2016
7:00 p.m. Business Meeting begins
7:30 p.m. ABRSC School Choice Public Hearing
Followed by remainder of Business Meeting

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

Chairwoman Kristina Rychlik called the meeting to order at 7:02 p.m.

1. Chairman’s Introduction

1.1. Annual Spring Town Elections (*Acton on 3/29, Boxborough on 5/16*)
Kristina Rychlik reminded everyone of the upcoming local elections.

1.2. Thank you to Michael Coppolino for 18 Years of AB School Committee Service
Several former School Committee Chairmen joined the School Committee in thanking Mike for his dedicated service on the Committee and to the community. John Ryder reminisced about the difficult override votes and building campaigns/bond issues that Mike worked on, as well as his many years of coaching Little League baseball and teaching so many valuable lessons on the field. John Petersen noted that Mike participated in 18 Budget Saturdays and that the secret sauce of AB is the quality of the volunteer service. John described Mike’s strengths as “disciplined dissent” particularly regarding complicated issues, and the importance of being able to disagree with the Committee at times. Xuan Kong appreciated how Mike met with him and answered questions when they were both running for School Committee and Xuan was new. Mike was always conscious of the financial impact of the Committee’s work on families. Dennis Bruce stated that he would not have served on the Committee if he had not been encouraged by Mike. He noted that Mike Coppolino has had a direct effect on the children of our community for many years. Committee members agreed with the sentiments, particularly Mary Brolin’s description of how Mike would agree with a position during a meeting and then state, “That said.....” and continue on to strongly disagree with the group. The Committee thanked Mike for his dedicated commitment to the community.

2. Statement of Warrant & Approval of Minutes

Warrant #16-019 dated 3/10/16 in the amount of \$599,380.08 and warrant #16-019PR dated 3/17/16 in the amount of \$1,939,787.66 were signed by the Committee.
The minutes of the ABRSC meetings on 3/3/16 and 11/19/15 were approved as written.

3. Public Participation

Barbara Willson updated the Committee on the revised Acton Senior Center Study Committee plans. Article 26 in the Acton Town Meeting Warrant requests authorization to lease new appropriate space for the Senior Center.

4. ABRSC SCHOOL CHOICE PUBLIC HEARING

4.1. School Choice Hearing Memo – *Marie Altieri*

4.2. Participation in School Choice Program 2016-2017 – VOTE – *Glenn Brand*

The School Choice hearing began at 7:37 p.m. The Committee discussed the memo in the packet.

Brigid Bieber moved, Mike Coppolino seconded and it was unanimously,

VOTED: to continue in the School Choice program and limit openings to one seat in Kindergarten for FY17.

5. **ABRSD FY17 Budget Update**– *Glenn Brand*

The Superintendent briefly reviewed the proposed budget. Kristina Rychlik noted that both the Acton Board of Selectmen and Finance Committee voted to recommend the FY17 Budget.

6. **Excess & Deficiency (E&D) Certification, 6/30/15** – *Clare Jeannotte*

Clare Jeannotte reported that the certification was received yesterday. Kristina asked why the Department of Revenue emailed it to our Boxborough School Committee members. Clare will follow up. Marie pointed out that this figure is up from \$1.2 million last year, due to Clare's hard work. Clare said that part of the increase was due to one-time benefits but there were some other changes.

7. **Regional Financial Oversight Committee (RFOC) Annual Report per Regional Agreement** – *Clare Jeannotte*

7.1. Calculation of FY15 Per Pupil Expenditures by School

7.2. Elementary Schools (per the Regional Agreement)

7.3. Recommendation to Approve Regional Financial Oversight Committee Statement to be Read at Annual Town Meetings - VOTE – *Mary Brolin*

Clare Jeannotte reported this required data as outlined in the Regional Agreement. She stated that it is not known how consistent the districts are as far as their OPEB numbers. She did not include our OPEB figures in this information.

Reporting on the RFOC Benefits Tracking Form, Mary Brolin said that this information supports Clare's report of the lower per pupil cost.

The School Committee will vote to accept the subcommittee (RFOC)'s report at the School Committee meeting prior to Acton Town Meeting. Bob Evans was not at the last RFOC meeting when the statement was reviewed and Mary wants to be sure he agrees with it.

8. **Town Meeting Preparation** – *Kristina Rychlik*

Kristina will do her presentation at the upcoming League of Women Voters Forum. The Pre Town Meeting Meeting is March 31.

9. **ABRSD Capital Study Update** – *Glenn Brand*

9.1. Link to materials: <http://www.abschools.org/district/school-capital-and-space-planning>

9.2. Massachusetts School Building Authority (MSBA) Statement of Interest Application Process

9.2.1. Required Form of Vote to Submit a Statement of Interest

9.2.2. Core Program Statement of Interest Process Overview

9.3. Recommendation to Approve Statement of Interest – *Vote to be taken at ABRSC meeting on 4/4/16 prior to Acton Town Meeting*

9.4. Working Group and Visioning Team Membership

9.5. School Capital & Space Planning Community Meeting Flyer, 3/29/16, 7:00 p.m. in the Douglas School Cafeteria

Dr. Brand reviewed all of the efforts to date around the Capital Needs Study and the extensive report presented to the District last month by Dore and Whittier. Total identified improvements for all

buildings combined is approximately \$120 million. Three schools need notable attention: Douglas (\$17 million), Conant (\$17 million) and Gates (\$14 million). Having identified these issues, the District must explore viable options for financial assistance, including the MSBA. Dr. Brand stated that there is enough information now to submit a statement of interest from the ABRSC to the MSBA. This would raise a flag to tell the state that the district has some significant needs and would like to be considered for financial assistance in the future. The deadline for this submittal is April 8, 2016.

Diane Baum attended a roundtable discussion recently about this topic. She reported that the Executive Director of MSBA was there, as well as MA DOER, to be sure that any projects submitted were "green". Diane stressed that it is a very competitive process and can take years. A public meeting will be held on March 29th at the Douglas School on this topic. The School Committee will meet on April 4, prior to Acton Town Meeting to review and vote the Statements of Interest (SOIs) before the deadline.

Dr. Brand recognized and thanked all of the members of the Visioning Team and Working Group for their commitment to this process.

10. **Recommendation regarding ABRSD Legal Resources – VOTE - Glenn Brand**

Mike Coppolino moved, Brigid Bieber seconded and it was unanimously,

VOTED: that both the School District and the School Committee use the firm of Stoneman, Chandler & Miller LLP as well as Attorney Peter Ebb of Ropes & Gray LLP as counsel.

11. **ABRSC Draft Letter to Commissioner Chester re Conflict between DESE's Recommendation for March Vacation Week & Standardized Testing Schedules – Maya Minkin, Kathleen Neville**

(Draft letter is unchanged from last meeting)

This was passed over due to Maya Minkin and Kathleen Neville not being at the meeting.

12. **Demographic Survey Update – Mary Brolin, Michael Coppolino**

A follow up meeting will take place with the Boston College professors. There is some concern about timing now because it is better to survey parents during the school year and it is getting late. Mary Brolin will share the domain document with the School Committee for their input and then send it to BC. Diane Baum said at the EDCO Roundtable they talked about surveying regarding holidays and the school calendar. She asked if the District should join this group's effort. Marie Altieri said that there is a new Calendar Working Group that involves the Acton-Boxborough Education Association (ABEA) so it may be best to just work with our group for now.

13. **FY17 Kindergarten Registration Update – Marie Altieri**

Marie reported that the District went live with the new online registration recently and it has worked very well. The lottery will be done in a couple of weeks. The projection was 284 students and we already have 302 students (not including 7 students who will be registered for the Pathways Program). This is 18 or 19 students more than the projection. Boxborough families' students filled the Blanchard classrooms, so there is no room for Acton students to go to Blanchard at this time. More details will be provided at the next School Committee Meeting. Marie stated that they are watching the numbers very closely. Diane Baum commented that the Lexington Schools have a new model because they felt the cohort model being used consistently underpredicted their registration. Diane will share this information with Marie.

14. **Subcommittee Reports**

14.1. Budget – *Maria Neyland*

14.1.1. At the meeting on 3/16/16 they reviewed the FY17 proposed budget. Erin Bettez attended and they discussed an energy fee in addition to the rental fees because rentals currently are

not covering the energy costs. Erin will present to the Committee in April for a First Reading of this possible fee increase (procedures, not policy). Mike Coppolino suggested that they not throw all renters into one pot for consideration. He noted that Travel Basketball gives a lot of money back to the District while other groups do not. Kristina said they talked about being more transparent with outside groups and what we are currently doing. Maria said that there are a couple of groups outside the Group 1, 2 and 3 structure and that is being considered. The Committee agreed that the District cannot be losing money on these arrangements, particularly regarding energy costs.

14.2. Policy –

14.2.1. **Public's Right to Know**, File: KDB – Second Reading – **VOTE** - *Brigid Bieber*
Mary Brolin moved, Maria Neyland seconded and it was unanimously,
VOTED: to accept the changes to this policy as proposed.

14.2.2. **School Committee Legal Status**, File: BB – Second Reading – **VOTE** - *Brigid Bieber*
Mary Brolin moved, Maria Neyland seconded and it was unanimously,
VOTED: to accept the changes to this as proposed.

14.3. Legislative – *Kristina Rychlik*

14.3.1. Recommendation to Adopt the Resolution Calling for Full Funding of the Foundation Budget Review Commission's Recommendations as proposed by the Suburban Coalition, 2/1/16 – **VOTE** – *Kristina Rychlik*

14.3.1.1. Updated Resolution and List of Communities in Support (3/1/16)

Kristina met with Clare Jeannotte to be sure there was no risk in approving this resolution. She thought it was fine. Kristina advocated for the Committee to support and take it to the two towns' Selectmen and Finance Committees.

Paul Murphy moved, Brigid Bieber seconded and it was unanimously,

VOTED: to approve the Chapter 70 Resolution as proposed.

14.3.2. Proposed Letter Rep. Jennifer Benson re Governor's Budget, *Paul Murphy*
Comments were incorporated and the Committee agreed to sign the proposed letter.

14.4. Comparative Communities Study Update – *Michael Coppolino*

14.4.1. ABRSC Member to replace M. Coppolino as Subcommittee Chair

Michael Coppolino reported on the meeting held last night. Mary Ann Ashton offered to come up with the higher level numbers. She will send it out next week and they hope to meet in two weeks. They hope to have the report ready sometime in June. Diane Baum and Steve Noone have joined this Committee. An updated list of members will be in the next packet.

15. **School Committee Member Reports**

15.1. Acton Leadership Group (ALG) – *Paul Murphy*

15.1.1. Minutes of meeting on 2/25/16

15.1.2. Materials from meeting on 3/15/16 – Paul Murphy reported on a discussion of the use of reserves. Marie stated that the only outstanding issue seems to be FY18 and FY19's preliminary budget and revenue numbers and the Finance Committee's view of them. These are very much preliminary numbers so there was consensus to put \$1.6M for use of reserves for FY18 and \$1.3M for FY19 as a reasonable compromise. No meeting on March 24.

15.2. Acton Board of Selectmen – The School Budget was presented and the BOS will recommend it. Paul Murphy will cover these meetings now that Mike retired.

15.3. Minuteman Technical High School (MMT) Update – Diane Baum reported that Mitchell Chester signed the amended MMT Agreement and there are 2 warrants for Acton Town Meeting.

16. **Superintendent's Report/Updates** – *Glenn Brand*

- 16.1. MASS/MASBO School Finance Position Paper, 3/10/16
- 16.2. Dr. Brand introduced the Challenge Success Program that the District will be starting. He is proud to be part of an Administrative Team that is so concerned about the Social and Emotional Wellbeing of our students. Outreach information will go to families and staff in the first part of April with a very targeted survey for 6th graders and older. Results will be shared in the Fall. Everyone is very excited about this new effort.

Dr. Brand concluded the meeting by thanking Mike Coppolino for his advocacy and work on behalf of the students and families of the Acton-Boxborough Regional School District.

The ABRSC adjourned at 9:30 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

NEXT MEETINGS:

- March 29 School Capital and Space Planning Community Meeting, 7:00 p.m., Douglas School Cafeteria with Superintendent Glenn Brand and Facilities Director J.D. Head
- April 4 Acton Town Meeting begins, 7:00 p.m. in the ABRHS Auditorium (ABRSC Meeting at 6:15 p.m. in High School Room XX for possible **VOTE** on MSBA Statement of Interest) Warrant found at <http://www.acton-ma.gov/ArchiveCenter/ViewFile/Item/7840>
- April 7 ABRSC Executive Session (*Strategy with respect to collective bargaining*) at 7:00 p.m. in the Jr High Library
- April 28 ABRSC Meeting at 7:00 p.m. in the Jr High Library
- May 9 Boxborough Town Meeting begins, 7:00 p.m. in the Blanchard Gym
- May 19 ABRSC Meeting at 7:00 p.m. in the Jr High Library

The ALICE Protocol in the Acton-Boxborough Regional Schools

May 19, 2016

**Detective Keith Campbell, School Resource Officer Acton Police
Detective Michael Eracleo, School Resource Officer Acton Police
Assistant Principal Jim Marcotte, RJ Grey JHS**

1

**The Alternative Lockdown Subcommittee of the
Superintendent's Safety Task Force has
recommended the adoption of the ALICE Protocol
for use in the Acton-Boxborough Regional Schools
beginning in 2016-2017.**

**The Blanchard School was trained in the ALICE
Protocol during the 2013-14 school year prior to
joining the Regional District.**

2

The Massachusetts Task Force Report on School Safety and Security (July 2014):

“Depending on the situation, there are several ways to enhance a lockdown to empower individuals to take common sense actions critical to their safety. These may include: 1) barricading the door using available furniture and other objects; 2) distracting or countering the assailant, and 3) self-evacuation.”

3

The subcommittee:

- **talked to school officials and School Resource Officers in neighboring districts (including Boxborough)**
- **researched available “enhanced lockdown strategies”**
- **identified ALICE as the best protocol to adopt for our schools**

The logo for the ALICE protocol, featuring the word "ALICE" in a bold, red, italicized sans-serif font. The letter "I" has a small white circle above it, resembling an eye. The logo is set against a white background with a subtle shadow effect.

Alert
Lockdown
Inform
Counter
Evacuate

4

**Response Options
Preparing Faculty and Students**

**LOCK DOWN
&
A.L.I.C.E TRAINING**

Active Threat/ Shooter Response

5

School Safety Drill

- Fire
- Lockdown
- Shelter-In-Place

6

Preparing Our Faculty and Students LOCKDOWN ENHANCEMENT...

- One tool in the toolbox – best practice?
- Goal is to equip staff and students with more options that work in “real” situations

7

Changes in the last 15 years

- More Supervision
- More Structure and Security
- School Nurse
- School Resource Officer (SRO)

8

Lockdown

**Means there is a threat on campus
or inside the building**

- Close, lock, barricade door if necessary
- Lights off
- Be quiet, best attempts to hide out of sight
- Wait for police response

9

Is lockdown enough?

- Columbine High school, 1999
- Virginia Tech, 2007
- Sandy Hook Elementary, 2012

10

Virginia Tech

Virginia Tech students in lockdown



Students take cover in French Class in Holden Hall, Virginia Tech.
Next door to carnage at Norris Hall.
Photo by Chase Damiano

11

**Lockdown is a good
starting point**

But...

**Enhancing lockdown provides
more options**

12

Why we need more options than Lockdown...

1. People are in the crisis zone too long
2. Priority is law enforcement locating the bad guy, not ESCAPE
3. Medical attention may be delayed
4. Psychological impact of the incident

13

How Faculty and Students Survive

1. Intelligent escape
2. Force high level of skill to shoot accurately
3. Utilize unknown advantages to win back control

14

A.L.I.C.E

Alert

Lockdown

Inform

Counter

Evacuate

Steps can be done in any order!

15

Alert:

**Lockdown Announcement
Gets the word out!**

Where is the threat?

What is the threat?

Who is the threat?

16

Lockdown:

Good starting point...

- Follow lockdown procedure
- Barricade door OR Escape/Evacuate

17

Inform:

- Where is the threat?
- Communicate to entire building
- Updates if possible

18

Counter:

- Distract threat; if possible gain control
- Attempt to confuse threat
- Throw things at threat
- If possible tackle (last resort)
- Place a trash can over weapon, do not touch!

19

Evacuate:

Escape/Evacuate, run to safe location,
or designated relocation points.

Normal reaction is to flee (adrenalin)

Fight, Flight, Freeze

20

A.L.I.C.E

Escape/ Evacuation:

Moving Targets

21

ABRHS



22

Relocation Points

- Alternate Campus Buildings
- Turf Fields / Skate Park
- Off site location

Wait for school communication

23

**Lockdown is a good start, but can result in
static targets**

**A.L.I.C.E. allows flexible options to
escape and survive**

AND

CREATE SECOND CHANCES

24

Students...



During a crisis incident (threat) students are expected to follow teacher's instructions

25

A.L.I.C.E./Response Options:

<u>ALERT:</u>	Lockdown announcement - Get the word out!
<u>LOCKDOWN:</u>	Starting point; follow Lockdown procedure
<u>INFORM:</u>	Communicate location of threat
<u>COUNTER:</u>	Distract threat, fight back, and if possible gain control
<u>EVACUATE:</u>	Escape/evacuate, run to safe location, or designated relocation points

THE ABOVE STEPS CAN BE DONE IN ANY ORDER

26

A.L.I.C.E Drilling Plans


- Lockdown Drill/Barricading
- Fire Drill
- Off Site Evacuation Drill
- Intruder Drill (optional)

27

Next Steps

- **ALICE Training**
 - Representatives from each school building with “Train the Trainer” Model, May 23 and 24
 - Staff in all schools will be trained by their trainers and SROs starting in August 2016
 - Students will be appropriately trained in Fall 2016
- **Parent Information Session**
 - Tuesday May 31, 7pm in the RJ Grey Library

28



Questions and Comments

29



6.2

Acton-Boxborough Regional School District

School Safety Planning Community Meeting

Tuesday, May 31, 7:00pm – 8:30pm

RJ Grey Junior High Library

Join *Superintendent* Glenn Brand and *School Resource Officers*, Detectives Keith Campbell and Mike Eracleo, for a community meeting to share the district's new safety planning program. The meeting will be held Tuesday, May 31, from 7:00pm – 8:30pm in the library at RJ Grey Junior High School.

The district has engaged the ALICE Training Institute to bring its nationally recognized and widely used safety preparation program to our community. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is a research-based, proactive response to violent intruders, aimed at increasing the odds of survival. We will be disseminating the strategies taught in this program throughout our schools. We will begin implementation of the program in the fall of the 2016-17 school year.

Please join us to learn more about ALICE, and our ongoing efforts to ensure that school remains a safe and comfortable place for your children.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL

36 Charter Road, Acton, Massachusetts 01720

Together we promote respect for self, others, and learning.

TO: Superintendent Glenn Brand

FROM: Maurin O'Grady, ABRHS Dean

RE: Proposed Changes/Edits to the Acton-Boxborough Regional High School Student Handbook for the 2016-2017 School Year

DATE: 5/13/16 for First Reading at Acton-Boxborough Regional School Committee meeting on 5/19/16 and VOTE at meeting on 6/9/16

*Suggested changes are underlined, with page number noted.
The handbook is found at <http://abrhs.abschools.org/students>*

I. SUGGESTED CHANGES

1. **Senior Internships (new item to go on page 2)**
Participation in senior internship is a privilege. Prior to being approved for internships, seniors must meet all academic and attendance requirements. Approval for senior internship can be revoked at any time.

2. **Midyear and Final Exams (page 19)**
Seniors with an A- or better average (i.e. 90% or higher) for the full year will be exempt from taking the final examination in that subject.

This exemption does not apply to semester courses.

3. **Early Finals and Midyear Schedule Adjustments (page 19)**
Students and parents are expected to make every effort to avoid or resolve any conflicts with the midyear and final exam schedule. When planning your winter and/or summer vacations remember that given snow days, exams may be postponed up to five (5) days. If a student must make an adjustment to the midyear schedule or take any or all final examinations early, parents/guardians must send a written request to the Associate Principal. This request should clearly state the student's name, grade, reason the student is unable to take examinations as scheduled, the date of the student's last day at school, and the classes and teachers of the midyear exams and/or the final examinations that will be affected. All requests for adjustments in midyear exam schedule must be received by December 20. All requests for a change in final exam schedule must be received by May 15.

II. TECHNICAL/GRAMMATICAL EDITS

1. Procedures for short-term, out-of-school suspensions (page 24) (10 cumulative or less school days per year)

Except in the case of an Emergency Removal as provided on page [26], prior to imposing a short-term, out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H 1/2, an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

2. Procedures for long-term suspension (page 24)

Except in the case of an Emergency Removal as provided on page [26], prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

If the administrator decides to suspend the student on a long-term basis, the written determination will:

#4 (in a series of items) Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 consecutive days).

3. Exception for emergency removal (page 26)

Provide written notice to the student and parent as outlined in Procedures for Short-Term Suspension on page 24 and Procedures for Long-Term Suspension on page 25, as applicable.

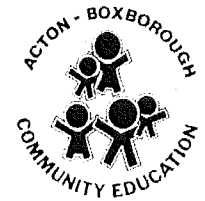
4. Translation Information (page 86)

We would be pleased to provide you with a translated version of this Student Handbook. If you are interested in receiving a translated copy, or any other related announcement or information, please contact the Assistant Superintendent for Student Services at (978) 264-4700 x3265.

8.0



Acton-Boxborough Regional School District
Community Education
15 Charter Road, Acton, MA 01720
978-266-2525 fax: 978-266-2540
www.abce.abschools.org



Erin O'Brien Bettez, Director
ebettez@abschools.org

To: Glenn Brand, Superintendent
From: Erin Bettez, Community Education Director
RE: Changes to Use of Facilities Procedures and Fees
Date: 5/13/16

This memo responds to the feedback received when I presented to the Budget Subcommittee in December.

Proposed Energy Fees: The subcommittee's feedback to our proposal was to reconsider adding an hourly utility fee to all space reservations, as doing so would increase the costs all users, including school-affiliated groups (e.g. PTOs and other school-affiliated groups) which are already sensitive to existing costs. Instead, there seemed to be an interest in increasing general rental fees (as they do not apply to school groups) and perhaps consider charging a new utility fee when a building was being opened solely for an outside rental.

With our schools used so heavily year round, this essentially translates into a weekend utility fee. Having studied building costs, we propose adding the following utility charges to weekend rentals if a building is being opened just for an outside use. If multiple users are sharing a space then the fee would be split among them as we do with Senior Administrator fees.

Building	April-October Hourly Fee	November-March Hourly Fee
ABRHS	N/A	N/A
RJ Grey JH	\$20	\$50
Admin Building	\$5	\$15
Blanchard	\$10	\$25
Conant	\$5	\$15
Douglas	\$5	\$15
Gates	\$5	\$15
Parker Damon Building	\$20	\$30

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.

Our basic rental fees have not changed in more than five years. I am proposing some modest increases to some of them, a revised fee chart that is hopefully easier to understand, and minimal corrections/changes to procedures.

Key changes:

1. Revised definitions of User Classes
2. Reorganized fee chart layout
3. Increased basic classroom rental rate, reduced some Class 3 gym rates, corrected Senior Administrator fee, increased JH/HS Auditorium rental fee, added a general field fee

Please note: The district is negotiating with the Custodial union and the overtime custodial rates may need to be modified to reflect any change in custodial rates.

RENTAL FEE INCREASES to go into effect July 1, 2017.

PROCEDURAL CHANGES to be effective July 1, 2016.

USE OF SCHOOL FACILITIES PROCEDURES
Revised 12/7/11, 7/5/12, 3/13/14, 7/22/15, March 2016

A variety of school facilities are available for rental by school and community groups and individuals. Acton-Boxborough Community Education will schedule all school facilities week days after 5:00 p.m., on weekends and holidays. Facility usage at other times is based on availability and is at the discretion of the building principal. Applications for facility rental should be made no later than *two weeks* in advance of the requested date. Applications for facility rental may be obtained at the Community Education Office in the Administration Building, 15 Charter Road in Acton. The phone number is (978) 266-2525. The application can be downloaded from the A-B Community Ed. website: <http://abce.abschools.org>.

Groups interested in using the High School Auditorium should first contact Brendan Hearn, ABRSD Technical Operations Manager, (bhearn@abschools.org or 978-264-4700 x. 3425) to find out about space availability.

All in-school groups will have until July 31st to make requests for the next school year. As of August 1st, non-school groups may request rentals on a first come, first served basis. Rentals of school district grass fields occur two times per year. Tennis Court rentals occur once per year. Please see page 5 for more information. The ABRSD buildings are not available for use over summer vacation.

Please note: School activities supersede all other rentals. Renters may be bumped at the last minute if the school needs a space that has been rented. Every effort will be made to find the user a similar space or reschedule the event for another date.

CLASSIFICATIONS

Rental fees are based on user classification as follows:

CLASS 1 - School and Municipal Groups

- Events authorized and signed by a school faculty member
- Events for varsity sports and parent booster groups
- Community Education programs
- Recognized School related organizations, such as ABSAF, SADD, etc.
- Town of Acton and Town of Boxborough departments, boards and committees

Class 1 users do not pay rental fees or energy fees, only costs of personnel who work at the event (e.g. senior administrator, custodians, facilities staff, A/V staff, kitchen staff).

CLASS 2 — Acton-Boxborough Community Service Organizations

This class represents Acton-Boxborough non-profit or civic groups/individuals whose main purpose is social, educational, cultural or recreational and NOT business related and with a majority of their participants residing within the School District. Examples include ~~social clubs and town sports leagues youth and adult sport groups churches and other local 501©(3) organizations~~. Scout groups are charged \$10 a year for regular weekly meetings but assessed Class 2 fees for special events such as a Pinewood Derby.

FEES: Rental fees will be charged for all events, in accordance with the district's published fees.
Energy fees will be charged when applicable. Class 2 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

CLASS 3 – All Other Organizations~~Events for Personal or Commercial Benefit of an Organization or Individual~~

~~Groups in this category include condominium associations, businesses, private tutors and all others utilizing the buildings for personal or commercial benefit.~~

FEES: Rental fees will be charged for all events, in accordance with the district's published fees.
Energy fees will be charged when applicable. Class 3 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

FREQUENT USER DISCOUNT

Rental fees of users who rent school facilities 15-25 times per school year will be reduced by 10%.

Rental fees of users who rent school facilities 26+ times per school year will be reduced by 20%.

There are no discounts for personnel costs (senior administrator/custodial/facilities/kitchen/AV) associated with rentals.

FACILITY USE AND REGULATION

IMPORTANT NOTICES:

PARKER DAMON BUILDING and ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL: You may not bring latex products of any kind into these buildings (e.g. latex balloons or gloves).

RAYMOND J. GREY JUNIOR HIGH: You may not bring citrus products of any kind into this building.

In order to reduce the risk of allergic reactions, users are asked to not bring any of the following into the school buildings: peanuts, tree nuts, milk, dairy products, eggs, soy, wheat, fish and shellfish.

SUPERVISION

The applicant is held responsible for the preservation of order and the protection of school property. When attendance or other conditions require the use of police, firemen or parking attendants, the user shall assume full responsibility for their assignments and pay for their services.

In the case of large events (i.e. ones that use more than 50% of a school building) the district may require that a **Senior School District Administrator** be present to ensure that the facility is well managed, organizers and attendees have a positive and safe experience, and the facility is left in appropriate condition for a smooth transition to school activities to follow. Costs for this Senior Administrator will be charged to the user. If the event is a school function, such as an Ice Cream Social, and a Senior Administrator will be present, he or she may volunteer to oversee the event and no charges will be assessed. If two or more groups are renting a school and their activities together require a Senior Administrator, the cost will be divided between the groups.

RESTRICTIONS

Renting groups shall be responsible for enforcing the following restrictions:

- a. Smoking:** Smoking is NOT permitted in any school building or on school grounds.
- b. Intoxicants:** Alcoholic beverages are forbidden on school property at all times.
- c. Food or Beverage:** Food or beverage may not be served in any area outside the cafeteria. Groups of 25 or more serving food in the cafeteria will be required to have a custodian. Community Education, in consultation with Facilities staff, will make the final determination as to the need for a custodian. Groups serving food must obtain a temporary food service permit from the Board of Health. Groups utilizing the kitchen for any reason other than using the sink to draw water, must have a kitchen supervisor.
- d. Care of Property/Decorations:** The renting organization shall be liable for any damages to school property occurring at the time of rental and as a result of the rental. Plans for mounting decorations must be approved in advance by the building principal. Tape may be used as long as it does not damage school property and that it is removed by the user at the completion of the activity. No scenery or props belonging to the users may be stored in school buildings. Wax is not to be applied to floors. Furniture or equipment may not be removed and should be replaced to its original location at the completion of the activity.
- e. Fire Prevention:** All local and state fire safety regulations will be observed. No open flames may be used. All materials used for decorations must be approved in advanced by school officials and the fire chief. Electric fixtures, line extensions, equipment, and appliances may be connected under the direct supervision of a custodian only.
- f. Use of Facilities:** Rental use will be limited to the facilities and equipment specified in the usage agreement and will, under no circumstances, extend to other rooms, areas or use of equipment. Groups using the school facilities will not be permitted to promote or manage any form of chance, gambling, lotteries, raffles, bingo or other unlawful activities. Groups of children or minors shall NOT have access or use of facilities unless accompanied by an adult supervisor. The school system will remain impartial toward programs of a political nature and strive to give equal opportunity for use of school

property to all political parties. School buildings will not be available for private functions such as birthday parties, family events, celebrations, individual recitals, dinners, etc.

g. Keys: Keys will not be issued to any group/individual. A custodian will be assigned (minimum 3 hours) to open and secure the building when the building is not usually open.

h. Concessions: The right of concession and sale of food and drink remains with the school and control rests with school officials. Organizations using the school cafeteria and kitchen facilities for the service or sale of food to the general public must receive a temporary food service permit from the Acton Board of Health.

i. Dances: Dances will be limited to the High School lower gym and to the school cafeterias. Proper footwear must be used for all activities in the gym.

All programs, performances and usage of the school buildings must conclude before 11:00 p.m. Events which would end later than 11:00 p.m. (e.g. Project Graduation) may occur at the discretion of the Superintendent and the Community Education Director.

LIABILITY FOR INJURY AND RECOVERY OF DAMAGES

The user agrees to save and hold harmless the Acton Public Schools and/or the Acton-Boxborough Regional School District and agrees to assume responsibility for all liabilities arising from incident to the use, it being understood and agreed that the School District assumes no obligations respecting the use of such premises. Depending upon the size and scope of a particular event, the renter(s) will be required to provide a Certificate of Insurance affording the following coverages:

- General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Acton-Boxborough Regional School District should be named as an Additional Insured Party.
- Workers' Compensation Insurance as required by law.
- Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Acton-Boxborough Regional School District and/or The Town of Acton should be named as an Additional Insured Party.

CUSTODIAL COVERAGE

As noted previously, custodians are assigned to any event occurring when a school building is closed. The custodian opens the facility and preps it for the event, is on duty during the event to assist organizers, and then cleans and locks up afterwards. Other conditions that trigger custodian overtime are the presence of a significantly large group that cannot be supported by an on-duty custodian during his or her regular shift, and/or the presence of food that requires significant clean up/trash removal.

USE OF CAFETERIA/KITCHEN

Groups using the kitchen areas for anything more than the acquisition of water must employ a kitchen ~~supervisor-staffer at the rate of \$35/hour and or a kitchen supervisor~~ at the rate of \$40/hour. Kitchen equipment will not be available for use by renting groups.

USE OF GYMNASIUMS

Groups/individuals renting the gymnasiums must wear sneakers and conduct athletic activities in a safe and supervised manner.

USE OF THE SWIMMING POOL

The High School pool may be rented to a group of 15 to 50 people. A pool supervisor and/or one currently certified lifeguard will be required for each group of 15-25 people. A pool supervisor and/or two lifeguards will be required for groups of 26-50 people. Lifeguards must be members of the current pool staff or be approved by the pool manager. Supervisor and Lifeguard fees will be charged to the user group. A custodian will be required for any group using the High School pool.

USE OF GRASS FIELDS

Field requests are submitted to Community Ed. in January for spring and summer use and in July for fall use.

USE OF ED LEARY FIELD

All requests for Ed Leary Field usage must be approved by the Community Education Director. All approved evening events must conclude by 10:00 p.m. and the sound system turned off. Stadium lights must be turned off by 10:30 pm and the parking lot cleared at that time. An event may go beyond that time in the event of overtime. There is a \$30/hour charge for the lights as well as custodial overtime fees if lights are needed on the weekend or on a holiday.

USE OF TENNIS COURTS

Given the heavy use of district courts by our schools and members of the Acton-Boxborough community, a limited number of rental hours are available. These hours occur for 10 weeks in the spring (from April through mid-June) and the fall (September through mid-November). The schedule of available hours is be posted on the A-B Community Ed. website (<http://abce.abschools.org>). Interested parties should submit a request for use of tennis courts to Community Education by January 15.

USE OF AUDIO VISUAL EQUIPMENT

Renting groups should indicate the need for audiovisual equipment on the application form. For events to be held at Acton-Boxborough Regional High School, contact Brendan Hearn at (978) 264-4700 x3425 or bhearn@abschools.org. For events to be held at Raymond J. Grey Junior High, contact Jeanne ~~Goulet~~ **Goulet Bouchard** at (978) 264-4700 x 3395 or jgoulet@abschools.org.

ENERGY FEES

Starting in FY18 (July 2017), when a school building has been reserved for use by a Class 2 or Class 3 group at a time when the facility would otherwise be off-line, the ABRSD will assess energy fees

associated with the costs associated with powering up the facility for the rental. If multiple renters are sharing a facility, the fee will be pro-rated according to their use.

<u>Building</u>	<u>April-October Hourly Fee</u>	<u>November-March Hourly Fee</u>
<u>ABRHS</u>	<u>N/A</u>	<u>N/A</u>
<u>RJ Grey JH</u>	<u>\$20</u>	<u>\$50</u>
<u>Admin Building</u>	<u>\$5</u>	<u>\$15</u>
<u>Blanchard</u>	<u>\$10</u>	<u>\$25</u>
<u>Conant</u>	<u>\$5</u>	<u>\$15</u>
<u>Douglas</u>	<u>\$5</u>	<u>\$15</u>
<u>Gates</u>	<u>\$5</u>	<u>\$15</u>
<u>Parker Damon Building</u>	<u>\$20</u>	<u>\$30</u>

CANCELLATION OF EVENTS

In the event that school is canceled due to inclement weather or other emergencies, outside rentals will also be canceled. Renters will be notified by the Community Education office if this has occurred,

SPECIAL EVENTS

Occasionally, requests for large group activities or activities of an unusual nature may necessitate specific precautionary measures before permission is granted. In order to protect the health and safety of participants as well as protect school property, activities where attendance is expected to exceed 500 are required to hire a police officer. Proof of adequate insurance may also be required. The following procedure will be followed before the use of facility request is approved where extenuating circumstances would cause danger to persons or property:

- a. A representative of the renting group will submit an application to Community Education. A meeting may be necessary to clarify the request.
- b. The reservation is contingent upon:
 1. Written approval from the Acton Board of Selectmen that the police and fire protection will be adequate.
 2. The Superintendent is satisfied that the insurance coverage is adequate.
 3. The School Committee approves with a majority vote.

The use of school facilities is a privilege. Acton-Boxborough Community Education, Acton Public Schools and the Acton-Boxborough Regional School Committees reserve the right to deny or restrict usage of the school facilities.

PAYMENT OF FEES

~~Class 2 and Class 3 users will pay a deposit at the time of application. All other~~ Costs are billed to the user after the event. Checks should be made payable to: **“Acton-Boxborough Community Education”** and sent to:

Acton-Boxborough Community Education
Administration Building
15 Charter Road
Acton, MA 01720

Effective July 1, 2017

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>
<u>Classroom/Conference Room</u>	<u>N/A</u>	<u>\$30/use</u>	<u>\$30/hour</u>
<u>Elementary Gym/JH Auxiliary C</u>	<u>N/A</u>	<u>\$50/use</u>	<u>\$75/hour</u>
<u>HS Lower Gym</u>	<u>N/A</u>	<u>\$50/use</u>	<u>\$75/hour</u>
<u>HS Upper Gym/JH Gym</u>	<u>N/A</u>	<u>\$50/use</u>	<u>\$150/hour</u>
<u>Elementary/JH Cafeteria</u>	<u>N/A</u>	<u>\$50/use</u>	<u>\$75/hour</u>
<u>HS Commons (3 caf)</u>	<u>N/A</u>	<u>\$50/use</u>	<u>\$100/hour</u>
<u>Kitchen</u>	<u>N/A</u>	<u>\$50/use</u>	<u>\$75/hour</u>
<u>JH/HS Auditorium</u>	<u>N/A</u>	<u>\$75/use</u>	<u>\$200/hour</u>
<u>Library</u>	<u>N/A</u>	<u>\$50/use</u>	<u>\$75/hour</u>
<u>Tennis Courts</u>	<u>N/A</u>	<u>\$8/use</u>	<u>\$12/hour</u>
<u>Ed Leary Field</u>	<u>N/A</u>	<u>\$200/use plus lights</u>	<u>\$200/hour plus lights</u>
<u>Elementary Field/Playground</u>	<u>N/A</u>	<u>\$50/use</u> <u>(N/A for youth sports</u> <u>leagues)</u>	<u>\$50/hour</u>
<u>HS Pool</u>	<u>N/A</u>	<u>\$50/use</u>	<u>\$100/hour</u>
<u>Energy Fees</u>	<u>N/A</u>	<u>See chart above</u>	<u>See chart above</u>
<u>Custodian</u>		<u>Monday-Saturday \$49/hour*</u> <u>Sunday/Holiday - \$59/hour*</u> <u>3 hour minimum</u>	
<u>Kitchen Staff</u>		<u>Staffer - \$35/hour</u> <u>Supervisors \$40/hour</u>	
<u>A/V Staff</u>		<u>Student: \$15/hour</u> <u>Supervisor: \$30/hour</u>	
<u>A/V Equipment</u>		<u>Tier 1: \$10/use</u> <u>Tier 2: \$25/use</u> <u>Tier 3: \$50/use</u>	
<u>Senior Administrator</u>		<u>\$65/hour</u>	

*Custodial rates to be increased as necessary to correspond with contractual provisions.

Use of Facilities Fees

As of ~~7/22/15~~ **Effective as of 7/1/17**

Class	Deposit	Classroom	Gym, Cafeteria (no kitchen), Auditorium	Conf. Rm or Library	Ed Leary Field	Tennis Courts	HS Pool	Custodian	Kitchen Staff	A/V Staff	A/V Equip.	Senior Administrator
1	NONE	No fee	No fee	No fee	No fee	No fee	No fee	\$49/hr/ Mon-Sat* \$59/hr Sun/Holiday*	\$40/hr supervisor \$35/hr staffer	\$30/hr supervisor \$15/hr student	No Fee	\$675 /hour
2	\$25	\$3025 /use	\$7550 /use	\$50/use	\$200/use plus \$30/hr lights	\$8/use	\$50/use	Same as above	Same as above	Same as above	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use	\$675 /hour

Use of Facilities Fees

As of ~~7/22/15~~ 7/1/17

Class	Deposit	Classroom	Any Cafeteria (no kitchen)	Elementary Library	Elementary Gym	Elementary Kitchen	JH/HS Library	JH Gym	JH/HS Auditorium	JH/HS Kitchen	Senior Administrator
3	\$50	\$230 5/hr	\$75/hr	\$50/hr	\$75 100/hour	\$75/hr	\$75/hr	\$100/hr	\$200/hr (+ \$300 deposit)	\$40/hr supervisor \$35/hr Staffer	\$67 5/hour
Class	HS Lower Gym	HS Upper Gym	Tennis Courts	HS Pool	Ed Leary Field	Custodian	Kitchen Staff	A/V Staff	A/V Equip.		
3	\$750 0/hr	\$150/hr	\$12/hr	\$100/hr	\$250/hr plus \$30/hr Lights	\$49/hr/ Mon-Sat* \$59/hr Sun/Holiday*	\$40/hr supervisor \$35/hr Staffer	\$30/hr supervisor \$15/hr Student	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use		

*Custodial fees to be increased as necessary to correspond with contractual provisions.

USE OF SCHOOL FACILITIES PROCEDURES – Proposed 5/19/16

Revised 12/7/11, 7/5/12, 3/13/14, 7/22/15, March 2016

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501©(3) organizations. Scout groups are charged \$10 a year for regular weekly meetings but assessed Class 2 fees for special events such as a Pinewood Derby.

FEES: Rental fees will be charged for all events, in accordance with the district's published fees. Energy fees will be charged when applicable. Class 2 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

CLASS 3 – All Other Organizations

FEES: Rental fees will be charged for all events, in accordance with the district's published fees. Energy fees will be charged when applicable. Class 3 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

FREQUENT USER DISCOUNT

Rental fees of users who rent school facilities 15-25 times per school year will be reduced by 10%.

Rental fees of users who rent school facilities 26+ times per school year will be reduced by 20%.

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FACILITY USE AND REGULATION

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USE OF CAFETERIA/KITCHEN

Groups using the kitchen areas for anything more than the acquisition of water must employ a kitchen staffer at the rate of \$35/hour and/or a kitchen supervisor at the rate of \$40/hour. Kitchen equipment will not be available for use by renting groups.

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pool staff or be approved by the pool manager. Supervisor and Lifeguard fees will be charged to the user group. A custodian will be required for any group using the High School pool.

USE OF GRASS FIELDS

Field requests are submitted to Community Ed. in January for spring and summer use and in July for fall use.

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All requests for Ed Leary Field usage must be approved by the Community Education Director. All approved evening events must conclude by 10:00 p.m. and the sound system turned off. Stadium lights must be turned off by 10:30 pm and the parking lot cleared at that time. An event may go beyond that time in the event of overtime. There is a \$30/hour charge for the lights as well as custodial overtime fees if lights are needed on the weekend or on a holiday.

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Renting groups should indicate the need for audiovisual equipment on the application form. For events to be held at Acton-Boxborough Regional High School, contact Brendan Hearn at (978) 264-4700 x3425 or bhearn@abschools.org. For events to be held at Raymond J. Grey Junior High, contact Jeanne Goulet Bouchard at (978) 264-4700 x 3395 or jgoulet@abschools.org.

ENERGY FEES

Starting in FY18 (July 2017), when a school building has been reserved for use by a Class 2 or Class 3 group at a time when the facility would otherwise be off-line, the ABRSD will assess energy fees associated with the costs associated with powering up the facility for the rental. If multiple renters are sharing a facility, the fee will be pro-rated according to their use.

Building	April-October Hourly Fee	November-March Hourly Fee
ABRHS	N/A	N/A
RJ Grey JH	\$20	\$50
Admin Building	\$5	\$15
Blanchard	\$10	\$25
Conant	\$5	\$15
Douglas	\$5	\$15
Gates	\$5	\$15
Parker Damon Building	\$20	\$30

CANCELLATION OF EVENTS

In the event that school is canceled due to inclement weather or other emergencies, outside rentals will also be canceled. Renters will be notified by the Community Education office if this has occurred,

SPECIAL EVENTS

Occasionally, requests for large group activities or activities of an unusual nature may necessitate specific precautionary measures before permission is granted. In order to protect the health and safety of participants as well as protect school property, activities where attendance is expected to exceed 500 are required to hire a police officer. Proof of adequate insurance may also be required. The following procedure will be followed before the use of facility request is approved where extenuating circumstances would cause danger to persons or property:

- a. A representative of the renting group will submit an application to Community Education. A meeting may be necessary to clarify the request.
- b. The reservation is contingent upon:
 1. Written approval from the Acton Board of Selectmen that the police and fire protection will be adequate.
 2. The Superintendent is satisfied that the insurance coverage is adequate.
 3. The School Committee approves with a majority vote.

The use of school facilities is a privilege. Acton-Boxborough Community Education and the Acton-Boxborough Regional School Committee reserves the right to deny or restrict usage of the school facilities.

PAYMENT OF FEES

Costs are billed to the user after the event. Checks should be made payable to: "**Acton-Boxborough Community Education**" and sent to:

Acton-Boxborough Community Education
Administration Building
15 Charter Road
Acton, MA 01720

Effective July 1, 2017

	Class 1	Class 2	Class 3
Classroom/Conference Room	N/A	\$30/use	\$30/hour
Elementary Gym/JH Auxiliary Gym	N/A	\$50/use	\$75/hour
HS Lower Gym	N/A	\$50/use	\$75/hour
HS Upper Gym/JH Gym	N/A	\$50/use	\$150/hour
Elementary/JH Cafeteria	N/A	\$50/use	\$75/hour
HS Commons (3 caf)	N/A	\$50/use	\$100/hour
Kitchen	N/A	\$50/use	\$75/hour
JH/HS Auditorium	N/A	\$75/use	\$200/hour
Library	N/A	\$50/use	\$75/hour
Tennis Courts	N/A	\$8/use	\$12/hour
Ed Leary Field	N/A	\$200/use plus lights	\$200/hour plus lights
Elementary Field/Playground	N/A	\$50/use (N/A for youth sports leagues)	\$50/hour
HS Pool	N/A	\$50/use	\$100/hour
Energy Fees	N/A	See chart above	See chart above
Custodian	Monday-Saturday \$49/hour* Sunday/Holiday - \$59/hour* 3 hour minimum		
Kitchen Staff	Staffer - \$35/hour Supervisors \$40/hour		
A/V Staff	Student: \$15/hour Supervisor: \$30/hour		
A/V Equipment	Tier 1: \$10/use Tier 2: \$25/use Tier 3: \$50/use		
Senior Administrator	\$65/hour		

*Custodial rates to be increased as necessary to correspond with contractual provisions.

Use of Facilities Fees
Effective as of 7/1/17

Class	Deposit	Classroom	Gym, Cafeteria (no kitchen), Auditorium	Conf. Rm or Library	Ed Leary Field	Tennis Courts	HS Pool	Custodian	Kitchen Staff	A/V Staff	A/V Equip.	Senior Administrator
1	NONE	No fee	No fee	No fee	No fee	No fee	No fee	\$49/hr/ Mon-Sat* \$59/hr Sun/Holiday*	\$40/hr supervisor \$35/hr staffer	\$30/hr supervisor \$15/hr student	No Fee	\$65/hour
2	\$25	\$30/use	\$75/use	\$50/use	\$200/use plus \$30/hr lights	\$8/use	\$50/use	Same as above	Same as above	Same as above	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use	\$65/hour

Use of Facilities Fees
Effective as of 7/1/17

Class	Deposit	Classroom	Any Cafeteria (no kitchen)	Elementary Library	Elementary Gym	Elementary Kitchen	JH/HS Library	JH Gym	JH/HS Auditorium	JH/HS Kitchen	Senior Administrator
3	\$50	\$30/hr	\$75/hr	\$50/hr	\$75/hour	\$75/hr	\$75/hr	\$100/hr	\$200/hr (+ \$300 deposit)	\$40/hr supervisor \$35/hr Staffer	\$65/hour
Class	HS Lower Gym	HS Upper Gym	Tennis Courts	HS Pool	Ed Leary Field	Custodian	Kitchen Staff	A/V Staff	A/V Equip.		
3	\$75/hr	\$150/hr	\$12/hr	\$100/hr	\$250/hr plus \$30/hr Lights	\$49/hr/ Mon-Sat* \$59/hr Sun/Holiday*	\$40/hr supervisor \$35/hr Staffer	\$30/hr supervisor \$15/hr Student	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use		

*Custodial fees to be increased as necessary to correspond with contractual provisions.



To: EDCO Collaborative Member School Committees
Fr: Colleen Dolan, Executive Director
Re: EDCO Collaborative Articles of Agreement Amendment
Date: April 29, 2016

On April 28, 2016, the EDCO Collaborative Board of Directors approved an amendment to the Articles of Agreement dated 5.19.2015. The amendment is proposed as a result of Wellesley Public Schools withdrawal from EDCO June 30, 2016, and includes a change in the notification date for withdrawal from December 30th to July 1st of the prior year.

There are three changes in the attached amendment, depicted using "track changes:"

1. Article I – Membership - *School Committee for the Wellesley Public Schools* deleted
2. Article X, Withdrawal - #1 – *December 31st* replaced with *July 1st of the prior year*
3. Approvals: *School Committee for the Wellesley Public Schools* deleted

RECOMMENDED MOTION: to approve the EDCO Collaborative Articles of Agreement, dated 5.19.2016, as amended by a vote of the EDCO Collaborative Board of Directors 4.28.2016.

For your information, the following is a summary of EDCO's Articles of Agreement:

Articles I - III

- Membership – list of current members
- Mission, Objectives, Focus, Purpose
- Programs and Services

Article IV – Governance

- One member per district – voted by SC
- 6 meetings per year
- Board Responsibilities: Provide to SC:
 - Quarterly information
 - Agreement, amendments
 - Budget / tuitions
 - Capital Plan
- Advisory Council

Article V – Indemnification

- Board of Directors
- Advisory Council
- Executive Director

Article VI – Conditions of Membership

- Entitled to one vote
- Must attend DESE training
- Board members may not be Collaborative admins
- Contribute membership assessment

Article VII – Powers and Duties of Board

- Enter into agreements with member districts, non-members, collaboratives to establish mutually beneficial programming or pricing arrangements
- Determine cost effectiveness of programs and services

- Determine cost effectiveness of borrowing
- Approve all expenditures Ensure annual audit is completed and submitted
- Establish subcommittees
- Hire all employees of collaborative
- Borrow money
- Appoint ED, Business admin, Treasurer, RN
- Ensure segregation of duties
- Charge ED with day to day responsibilities, maintenance of website, implementation of policies, evaluate ED
- Charge Business admin with duties consistent with those of town accountant, ensure evaluation of Business admin.
- Evaluate Treasurer annually

Article VIII – Financial

- Collaborative Fund:
 - Depository of all monies
 - Treasurer receives and disburses, may invest
 - Board approves all payments (warrants)
- Borrowing, Loans, Mortgages
 - Board may enter into agreements
 - All agreements discussed at open meeting
 - Provide notice to SCs of intent to apply for real estate mortgage
- Surplus Funds:
 - Determined and voted at end of fiscal year
 - Does not include capital, trust funds, prepaid tuition money
 - Board retains no more than 25%, surplus may be
 - Refunded to districts
 - Placed in capital or trust
 - Used to support budget in future years
- Budget
 - ED presents before May 15th
 - Board votes by June 15th
 - Treasurer certifies and transmits budget and tuition rates by June 30th
 - Amendments proposed at open meeting, approved by majority
- Capital –
 - Subject to approval by 2/3 of member districts
 - Supports costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property
 - Deposits approved through budget process
- Collaborative revenue
 - Tuitions
 - Fees for service
 - Membership assessments
 - Basic Assessment – based on grade configuration
 - Enrollment Assessment – based on enrollment on 10/1
 - Gifts, grants, contributions

Article IX – Termination

- District may initiate proceedings to terminate EDCO agreement by giving notice to other members and ED at least 12 months before end of current fiscal year
- Two-thirds vote required to initiate termination proceedings
- Process:
 - Audit

- Determine fair market value of assets
- Determine process for disposition of assets
- Determine means to meet liabilities
- Distribute surplus
- Return student records to districts

Article X - Withdrawal

- Notify ED by ~~12/31~~ 7/1 of prior year for 6/30 withdrawal date (Proposed Amendment)
- No entitlement to assets including surplus funds
- Fulfill financial obligations to EDCO Collaborative

Article XI – Admitting New Members

- Request in writing 180 days prior to new fiscal year
- Board vote
- Amend Agreement / DESE approval

Article XII – Amending Agreement

- Any Board member, district or ED may initiate
- Two readings / Board vote
- Submitted to districts for vote, passes with simple majority

Article XIII – Non-discrimination Practices

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

APPROVALS:

Date of first reading: 3.28.2016

Date of second reading: 4.28.2016

Date approved by Collaborative Board of Directors: 4.28.2016

Approved by:

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE ACTON-BOXBOROUGH REGIONAL
SCHOOL DISTRICT

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE ARLINGTON PUBLIC SCHOOLS

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE BEDFORD PUBLIC SCHOOLS

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE BELMONT PUBLIC SCHOOLS

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE BROOKLINE PUBLIC SCHOOLS

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE CARLISLE PUBLIC SCHOOLS

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE CONCORD PUBLIC SCHOOL

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

Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE LEXINGTON PUBLIC SCHOOLS

Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE LINCOLN PUBLIC SCHOOLS

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

Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE NEWTON PUBLIC SCHOOLS

Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE SUDBURY PUBLIC SCHOOLS

Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE WALTHAM PUBLIC SCHOOLS

Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE WATERTOWN PUBLIC SCHOOL

Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE WESTON PUBLIC SCHOOLS

Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE WINCHESTER PUBLIC SCHOOLS

APPROVED BY THE MASSACHUSETTS BOARD OF ELEMENTARY AND SECONDARY EDUCATION:

Date _____
COMMISSIONER OF ELEMENTARY AND SECONDARY EDUCATION

Acton-Boxborough Regional School District

Transportation Update 05/19/2016



ABRSD Transportation Department

- Primary legal responsibility is to transport students to and from school and home
- Over the years, requests have expanded to include many non-residential stops
- Student safety is our primary focus as is the ability to effectively manage the system - both have emerged as concerns
- Two years ago, the administration was asked to look into the liability of our current practices
- Legal opinion suggests that the current practice increases the legal risk of the District
- The voted changes attempted to seek a 'middle ground' while providing for childcare and community building
- Compromise was made to delay the full implementation of these policy and procedural changes until September 2016, to give families time to find alternative arrangements.

What is working well?

- Confusion getting students to the appropriate bus at school dismissal time has been reduced given the rigid procedures.
- With less confusion bus loading is going faster at the schools.
- There are fewer one day bus passes (an average of about 10 per day down to about 5 per day now). This number still spikes on early release Thursdays.
- Students are generally getting home faster. **Late school bell 3:30**
 - This school year (on average) 21 bus routes clear before 4:10, 6 more clear before 4:15, and the final 4 clear after 4:20 (4:24 latest)
 - Last school year (on average) 17 bus routes cleared before 4:10, 10 more cleared before 4:15, and the final 5 cleared after 4:20 (4:33 latest)
- Technology solutions have helped. Infofinder / online submission forms / shared docs over Google platform

3

What are some areas that remain as concerns regarding bus passing?

- 375 individual permanent bus passes currently
- 281 students comprise the 375 passes, or 8% of the K-6 population
- For context about 86 passes would carry over to the new policy
- Operational complications have been reduced but still exist, primarily avoidable bus route delays and dismissal delays.
 - Students sometimes forget where they are going on that day and get on the wrong bus.
 - Businesses are sometimes closed on a given day and students and families forget and still get on bus to the business.
 - A few of the businesses still need to be called consistently by the office to have someone go out and meet the bus that is actively waiting to release the students.
 - Any deviation from the norm is an opportunity to cause dismissal complications in the building.

4

Bus Pass changes for 2016/17 School Year (as voted on 6/25/15)

- Transportation will only be provided on a permanent basis to licensed childcare facilities.
- Students must be Grade 2 or older to utilize the one day bus pass privilege.
- Reminder - families will be expected to submit permanent requests by August 1st 2016 for the start of the school year and by December 1st for mid-year changes. Emergency situations handled on a case by case basis between Transportation and the Family.

(See “Elementary Bus Passes” policy EEAAA and procedures at <http://www.abschools.org/school-committee/policies>)

5

To do list for next year

- Continue to improve our service delivery in general, ridership safety, efficiency, and technology.
 - Better radio communication
 - Live GPS
- Go out to bid in December in preparation for new bus lease beginning FY’18.
- Work with the schools to develop and implement a student ridership best practices program. New legal requirement.
- Continue to evaluate and assess the bus passing program and the impact of 2016/17 bus pass policy.
- Continue to evaluate best practices for dealing with the Crosstown students as those numbers are growing which adds routing complications. Largely a resource issue.

6

Questions and Comments



7

File: EEAAA

ELEMENTARY BUS PASSES
(See revised policy effective for the 2016-2017 school year)

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

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

Approved: 1/13/14

ELEMENTARY BUS PASSES
(Effective for the 2016 – 2017 school year)

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

1. **Permanent bus passes** may be issued to elementary students only for the purpose of attending a licensed childcare provider on a regular consistent weekly schedule under the conditions stated in the following procedures.
2. **One-day bus passes** may be issued to elementary students in Grade 2 or above to provide transportation to a licensed childcare provider, or to a pre-scheduled bus stop location on the bus route servicing the elementary school, under the conditions stated in the following procedures.

APPROVED: 6/25/15

ELEMENTARY BUS PASSES – Procedures

A. Permanent bus passes will be issued to elementary students only for the purpose of attending a location on a pre-existing bus route. Bus routes will not be altered to accommodate for non-essential bus stop locations. Non-essential bus stop locations are bus stops other than the residential address(s) on file for the student.

In order for a permanent bus pass to be issued the following applies:

1. Permanent bus passes will be accepted provided a parent or guardian has submitted the appropriate form.
2. Permanent bus pass forms must be submitted to the school office before August 1 to take effect at the beginning of the school year, or December 1 to take effect in January. Copies of the permanent bus pass form can be accessed from the elementary school websites as well as from the Transportation Office.
3. Permanent bus pass requests can be mailed to the district Transportation Office at permbuspass@abschools.org or can be dropped off in the office as well.
4. The district form must be used in all schools and is available at the elementary school offices or on the school website.
5. Any changes to a permanent bus pass should be treated as a one-day bus pass, per procedures below.
6. A responsible party from the location must be outside waiting to receive the students. If an individual (s) is not present at the stop upon arrival the students will not be allowed to exit the bus and will be returned to the school at the end of the route.
7. The first time a location fails to meet students at the bus, a written warning will be given by the ABRSD. If the location fails to meet students a second time, that location will be removed from the bus route.

B. One-day bus passes will be issued to students to provide transportation to the student residence(s) on file, a licensed childcare provider, or to a pre-scheduled bus stop location on the bus route servicing the child's elementary school. In order for a one-day bus pass to be issued the following must be in place:

1. The bus pass form is filled out completely and correctly, including the contact information of an adult who is prepared to take responsibility for the student(s).
2. The bus pass form is submitted by 2:00 p.m. the day before the one day bus pass is to take place.
3. The person listed on the bus pass to receive students is responsible for those students once they exit the bus.
4. There is sufficient seating on the bus.
5. One-day bus passes will not be granted as a substitution to permanent bus passes to private businesses

C. For All Bus Passing:

Please note the following:

1. Parents or guardians must sign a release of liability waiver at the beginning of the school year to participate in bus passing.
2. Bus routes will not be altered to accommodate for bus passing.
3. Any stop other than the student's home stop requires a bus pass.
4. The elementary school office, in consultation with the Transportation Office, reserves the right to deny the issuance of a daily bus passes or cancel a permanent bus pass.

5. It is understood that the bus stop timing of ABRSD bus routes fluctuates daily based on unexpected traffic delays, weather, or other scenarios outside the control of the bus driver and the transportation office.
6. Information relative to bus numbers, bus routes, and bus stops, may be obtained from the Acton-Boxborough Regional School District website under the Facilities and Transportation Department.
7. Students are responsible for their personal behavior on the bus. If they are written up for disciplinary reasons by the bus driver, the first write up will serve as a warning. If there is a second incident resulting in a write up, that student will have their permanent bus pass revoked and transportation for that student will revert back to the student's residence on file.

Questions about these procedures may be addressed to the Acton-Boxborough Regional School District Transportation Department at 978-264-3328. The Transportation staff will be happy to speak with you.

Revised 6/25/15



<bpetr@abschools.org>

Bus Pass Policy Starting in Fall 2016

Kristina Rychlik <krychlik@abschools.org>

Wed, May 18, 2016 at 4:07 PM

To: Jennifer Xu <

Cc: AB School Committee <abrsc@abschools.org>, John David Head <jdhead@abschools.org>

Dear Jie and Fang:

Many thanks for your message.

I would like to take a moment to clarify that the bus passing issue is on the agenda for tomorrow night's meeting simply as a reminder to our community of the pending change for the 2016-2017 school year.

The transitional procedures put into place for this year were done so simply as stopgap measures to improve student safety during the last year of bus passing to businesses. They were not put in place as a way to test if bus passing to businesses other than licensed childcare centers would be able to be improved enough to be continued.

In fact, the year delay in implementation of the new policy was strictly to give families adequate time to adjust to the pending changes. Time to network among school communities, after school program communities, friends and neighbors to come up with alternative transportation options including carpooling, ride sharing, taking turns, doing favors, etc. I trust that this type of activity has occurred among those who rely on the school buses currently to get their children to places other than home or a licensed childcare center.

You have listed a number of questions in your email, most of which I don't know the answers to immediately but expect we will hear more about at our meeting. I do know, however, that a number of businesses have continually failed to meet students at their buses which has been frustrating for our transportation department.

Lastly, while we acknowledge there have been benefits to our existing transportation system, there are certainly harmful aspects as well when one considers student safety and the proper roles and responsibilities of district and school staff involved in dismissal including teachers, school secretaries, transportation staff and bus drivers.

Many thanks, Kristina

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

On Wed, May 18, 2016 at 11:36 AM, Jennifer Xu <j

> wrote:

Dear AB School Committee members,

The fast-approaching closure of the 2015-2016 academic year will soon mark the end of the transition period of the new bus policy, which was proposed and passed in the last year. As members of the AB community and parents having children riding the school bus to and from their schools every day, we would like to thank the school district for enforcing the policy and maintaining the safety of the kids as the top priority. It has been a big relief trusting that the kids will be in good hands when they leave for school in every morning.

At the same time, as parents, we would like to be informed of the effects of this transition policy. Especially we hope to know if the safety enforcement measures have successfully addressed the main concerns raised by the School Committee from the last year regarding:

- Some private businesses, which offer after-school enrichment programs, failing to meet the kids at the bus stops;
- Scheduling complexity resulted from one-day passes;
- Frequent requests from parents for routing and rerouting the buses.

We wonder if School Committee has a procedure to formally evaluate the effect of this transition policy and will report the results to the community and parents. For example, we would like to know whether some data have been gathered to answer the following questions:

- Have the schools received, on average, fewer one-day passes per week?
- Have the rerouting issues been resolved, except for the first a few weeks in the last fall when the new routes were adopted?
- Has the number of safety complaints/concerns from parents dropped?
- Have the private businesses followed the procedure?

If the answers to all these questions are yes, which we strongly believe is the case based on our personal experiences and feedback from other parents, it means the transition policy is an effective one that has successfully addressed the previous concerns raised by the School Committee. Therefore, we should seriously reevaluate whether it is absolutely necessary to take the new policy, which completely removes bus stops at all after-school enrichment programs offered by private businesses, at the beginning of the coming fall semester.

The after-school enrichment programs have contributed tremendously to the excellent academic performance of students in the AB school district, to a large extent thanks to the convenient bus service offered by the district. We parents are all deeply grateful for this great tradition, which is also one of the reasons many families choose to buy homes in AB. However, ceasing to transport kids to these programs will not only add scheduling headaches to families, especially those having to depend on two full-time workers, but also will harm the district in many aspects (e.g., student performance, parent-school relationships, property prices, district's reputation, etc.) in the long run. We parents strongly believe that the transition policy, which supports our outstanding tradition, is a much better solution than the new policy by offering a number of benefits to the students, parents, schools, and the district:

- Students can spend their after-school time by learning additional knowledge and skills such as math, writing, piano, gymnastics, dancing, karate etc.
- The students' safety is maximally enforced and the risk of safety-related lawsuits is minimized.
- The schools' scheduling burden is greatly reduced.
- Parents will be more able to keep a work-family balance.
- It will be much easier to build and maintain a trusting, collaborative relationship between parents and the district.
- Private businesses will be able to continue to contribute to the AB's tax revenue.
- It barely incurs any additional cost to the school district, which means it doesn't require property tax increase.

After all, the question is: Why do we have to abandon a good tradition if it offers so many benefits yet causes no harm?

Sincerely,

Jie Xu & Fang Wang



Acton-Boxborough Regional School District

16 Charter Road Acton, MA 01720

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

www.abschools.org

12.0

JD Head

Director of Facilities and Transportation

TO: Glenn Brand, Superintendent of Schools
FROM: JD Head, Director of Facilities and Transportation
DATE: May 11, 2016
RE: **Drinking Water Safety in our ABRSD Facilities**

The purpose of this memo is to update the School Committee and community regarding recent concerns in the media regarding drinking water safety and how these concerns relate to ABRSD.

I am pleased to report that our drinking water supply in all school facilities at ABRSD is clean and absent of any levels of lead or copper that warrant any concern per the Massachusetts Department of Environmental Protection (MassDEP).

The Acton Water District (AWD) supplies all drinking water in our Acton facilities and tests all 22 of their wells multiple times per month for heavy metals and bacteria. In light of the recent concerns throughout the State, I proceeded with additional testing. The Department had water samples taken from three random locations at all school facilities and the results all came back favorably with no issues or concerns identified.

At the Blanchard Elementary School in Boxborough, the Hager Well supplies the domestic tap water. The Hager Well water is managed and quality checked monthly by a third party vendor known as Whitewater. I receive these reports monthly and have never seen any alarming levels in bacteria or heavy metals since taking over the facility. The Blanchard community continues to voluntarily use Poland Spring water for students and staff following past issues with water quality concerns.

On a related note, the MassDEP, in partnership with the Massachusetts Department of Elementary and Secondary Education, recently released a Request for Interest (RFI) soliciting interest by public schools and public early education and childcare facilities in receiving technical assistance and sample analysis services for lead and copper in drinking water. This new program is part of a continued effort by the Baker-Polito Administration and State Treasurer Deb Goldberg to ensure safe drinking water in schools and early education and childcare facilities around the Commonwealth. Under this program, MassDEP will provide technical assistance and laboratory analysis services to public schools and public early education and childcare facilities to ensure that taps and water fountains in these facilities can be sampled, and to identify any results that show lead and copper contamination over the action level.

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



Acton-Boxborough Regional School District

16 Charter Road Acton, MA 01720

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

www.abschools.org

Last week the Facilities Department submitted requests for this free technical assistance program and we are waiting to hear if the District will be accepted. If we are accepted into the program the work would transpire over the summer months.

Please contact my office with any questions or concerns.

Best Regards,

JD Head



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

Clare L. Jeannotte
Director of Finance

DATE: May 9, 2016
TO: Glenn Brand
FROM: Clare Jeannotte
RE: FY'17 TEC Bid Recommendation

In January 2016, classroom and office supply estimates for the Acton-Boxborough Regional School District were sent to The Education Cooperative (TEC) in Walpole. TEC compiles estimates from all member districts and does the bidding. On April 26, 2016, awards were made to the following companies:

- Art Supply Wholesale
- Blick Art Materials
- Blanco, G.A. & Sons, Inc.
- CAM Office Services, Inc.
- Cascade School Supplies
- Kurtz Bros.
- Monroe, The Calculator Company
- National Art & School Supply
- Office Depot
- Pyramid School Products
- Sheffield Pottery, Inc.
- Standard Stationary Supply Co.
- The Tree House, Inc.
- Veritiv (aka Unisource)
- W.B. Mason

The administration recommends that we accept these vendors for the TEC bid.

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.

Office of the Superintendent

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

To: School Committee Members
From: Glenn A. Brand
Date: May 13, 2016
Re: Administrator Compensation

Last fall, in order to establish clear parameters around desired ranges for administrative compensation, I asked that the Budget Subcommittee support my request for representatives from the Acton-Boxborough Regional School Committee to work with me on this important task.

Kristina Rychlik and Brigid Bieber volunteered and have assisted Deputy Superintendent Marie Altieri and myself over the past few months reviewing this information.

Our goals were:

- To gather the current salaries for similar positions within the School Committee's comparable communities list;
- To review these salaries and identify a high and low range that represents the current compensation levels within these communities for similar positions;
- To recommend a preferred salary range that the Superintendent can work within to structure compensation for the district's administrators.

This small group met twice this spring. Through the assistance of Ms. Altieri's office, salary information was gathered from the comparable communities to the fullest extent possible (see attached). This information was laid out graphically by position with the average highlighted. The group then reviewed this data and worked from the average salary reflected from the comparative data. We determined the salary high and low values from all of the comparable districts. From that, we analyzed the job responsibilities of our administrative positions, and determined a salary range for these positions in our district.

The table below provides an overview of the data laid out by position:

<i>Position</i>	<i>Recommended Low Range</i>	<i>Recommended High Range</i>
Deputy Superintendent	\$135,000	\$155,000
Assistant Superintendent	\$130,000	\$145,000
High School Principal	\$133,000	\$155,000
Middle School Principal	\$120,000	\$140,000
Elementary Principal	\$115,000	\$130,000
Director of Finance	\$125,000	\$140,000
Director of Technology	\$110,000	\$130,000
Director of Facilities & Transportation	\$115,000	\$130,000
Director of Special Education	\$110,000	\$125,000

Based upon a review of this information, and in consideration of the data as it currently stands within our comparable communities, I am requesting the School Committee vote to approve these salary ranges as outlined above for these administrative positions.

By-way of approving these salary ranges, I am also respectfully asking the following:

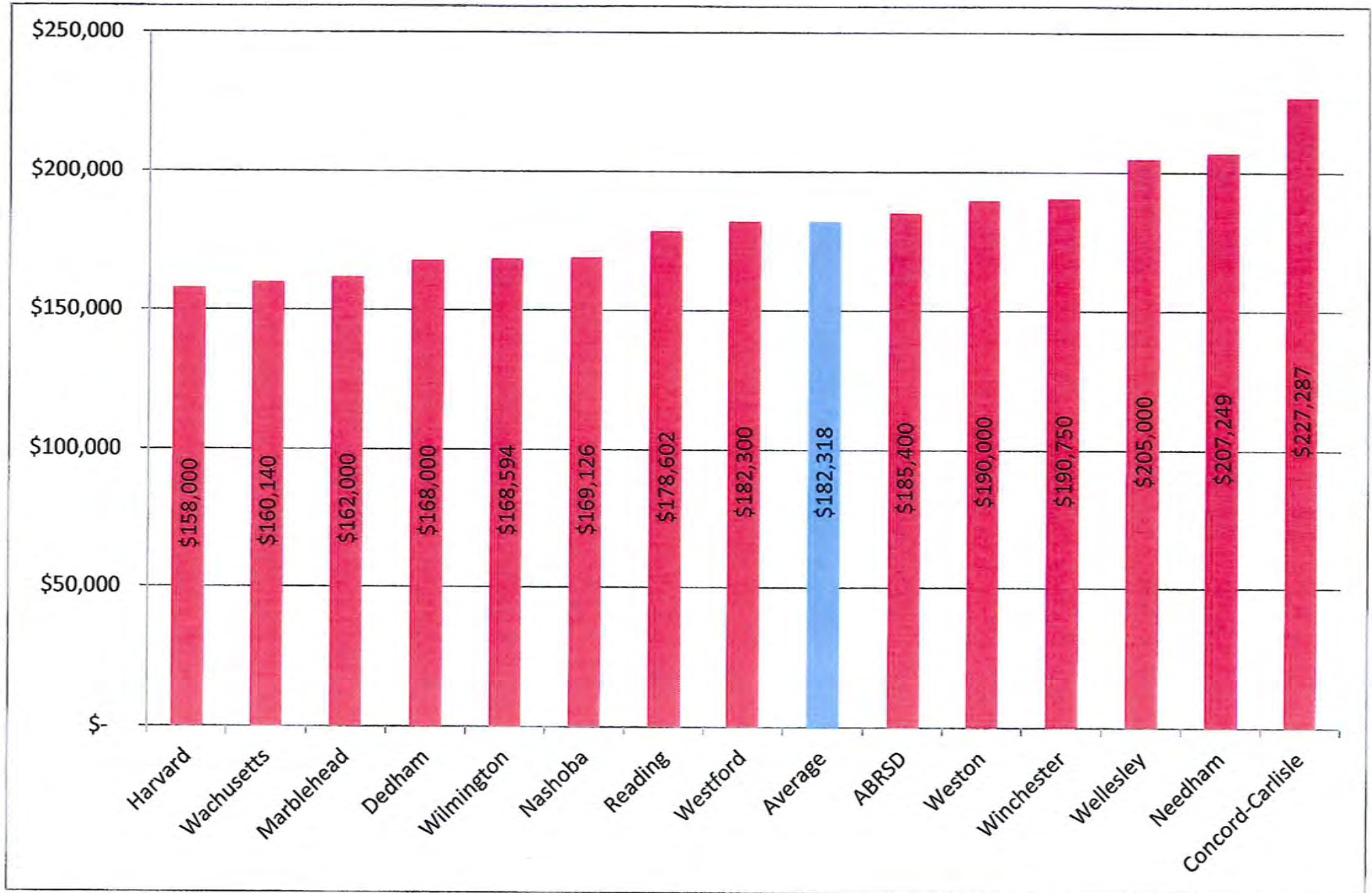
- i) That the School Committee agree to allow the Superintendent to work within these ranges when structuring salary compensation for our administrative employees understanding that experience and longevity are two factors that will also influence the total compensation that an administrator will receive.
- ii) That the School Committee agree to reconvene a working group every two (2) years to review administrative salary data and reestablish ranges according to a review of comparable data from those communities for which the School Committee agrees to compare.
- iii) That ultimately the Superintendent (or designee) will still hold the authority to determine an administrator's salary as provided for under Article 3 (3.1, Salaries) of the *Acton-Boxborough Regional School District Administrator's Benefits Manual*.

Recommended Administrative Salary Ranges

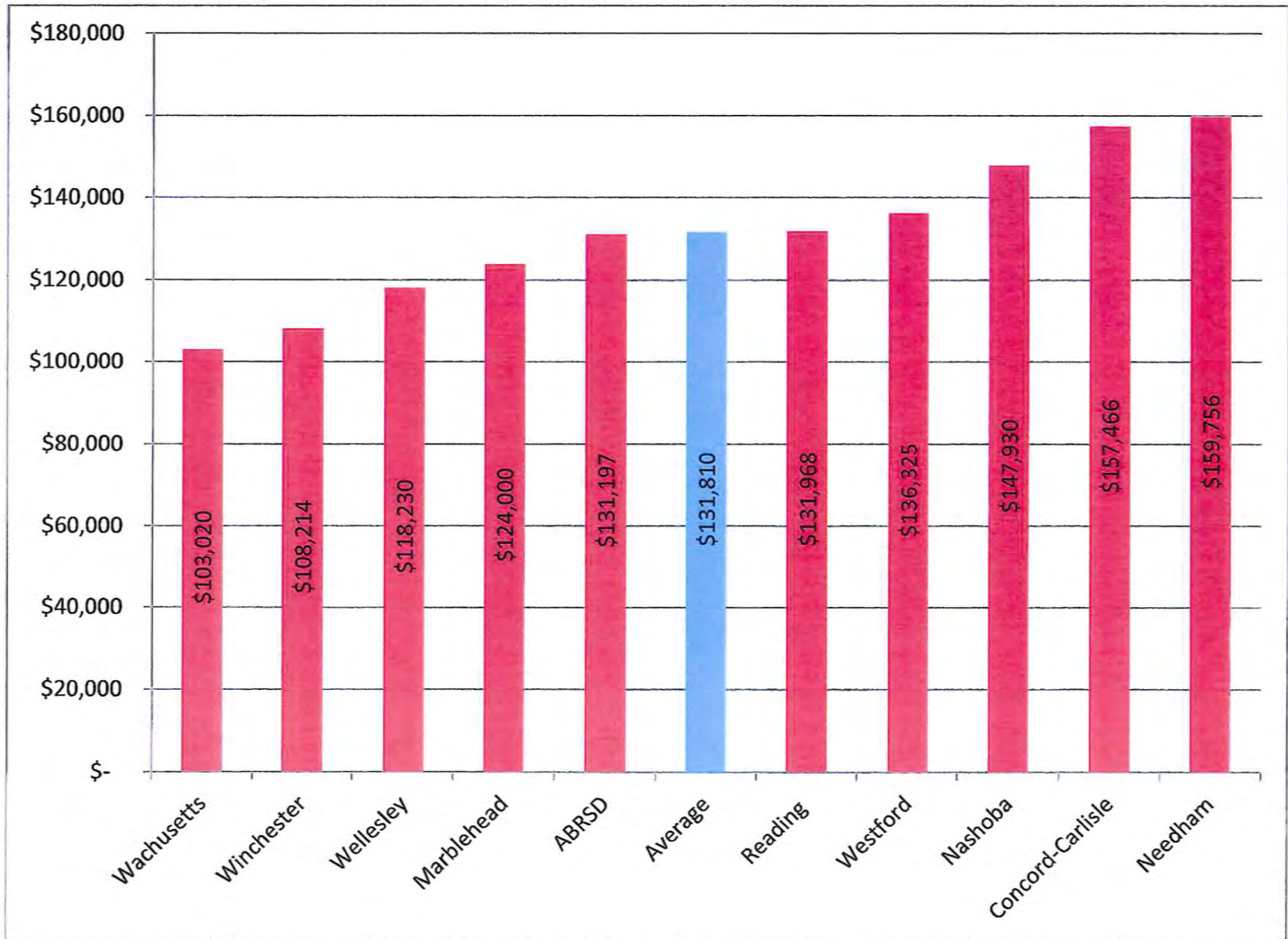
May 2016

	Range Low	Range High	Average	Recommended Range Low	Recommended Range High
Superintendent	\$158,000	\$227,287	\$182,318		
Deputy Superintendent/ Director of HR	\$103,020	\$159,756	\$131,810	\$135,000	\$155,000
Assist Superintendent for Curriculum and Instr	\$118,652	\$160,333	\$139,820	\$130,000	\$145,000
Assist Superintendent for Student Services	\$112,363	\$152,169	\$128,342	\$130,000	\$145,000
HS Principal	\$112,133	\$159,840	\$135,722	\$130,000	\$155,000
MS Principal	\$105,000	\$145,000	\$124,344	\$120,000	\$140,000
Elementary Principal	\$95,000	\$148,060	\$120,000	\$115,000	\$130,000
Director of Finance	\$100,000	\$180,336	\$133,985	\$125,000	\$140,000
Director of Technology	\$81,978	\$147,516	\$115,499	\$110,000	\$130,000
Director of Facilities and Transportation	\$68,233	\$126,061	\$99,733	\$115,000	\$130,000
Director of Special Ed	\$112,363	\$152,169	\$128,342	\$110,000	\$125,000

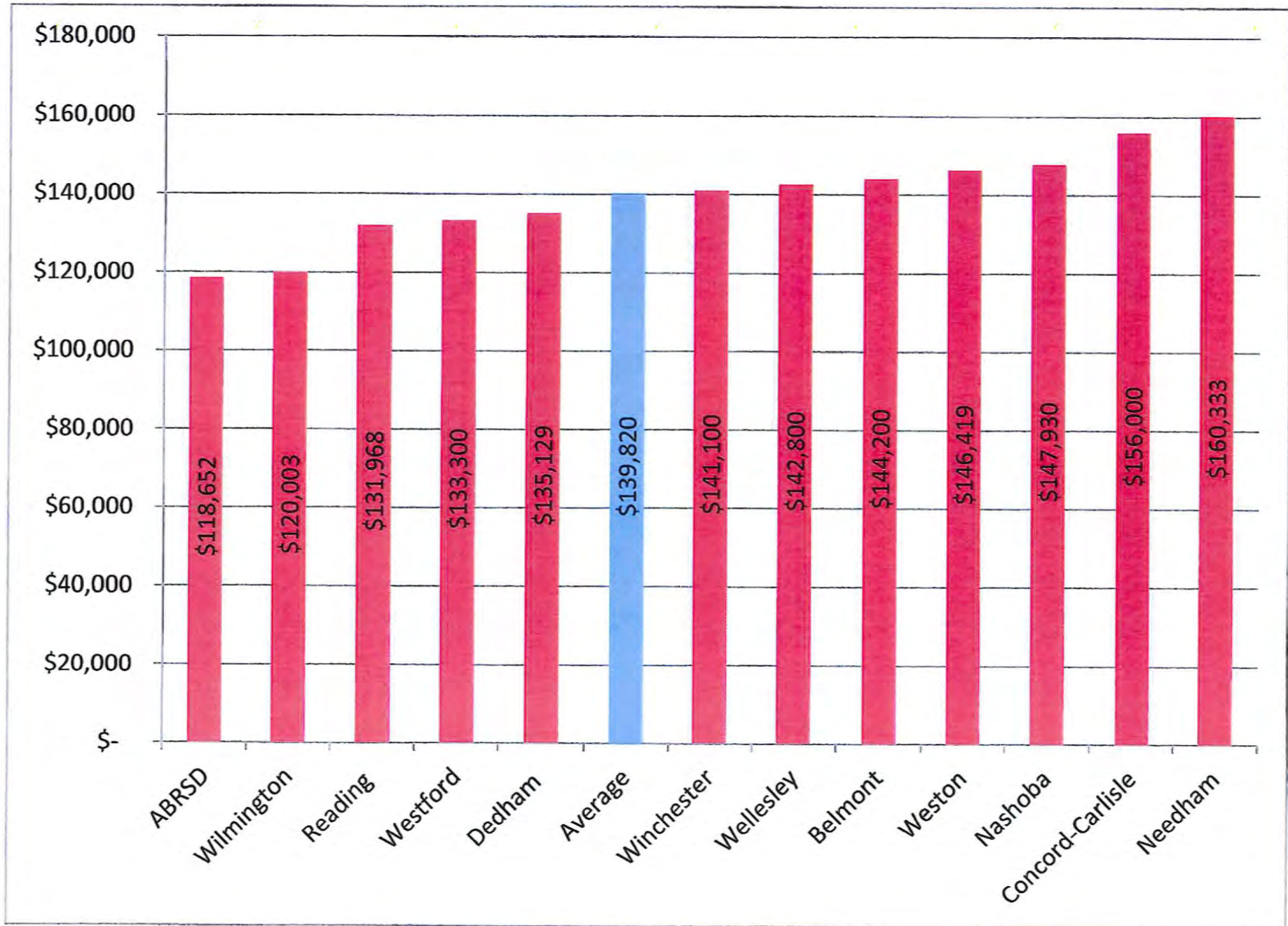
Superintendent Salary Comparison FY16



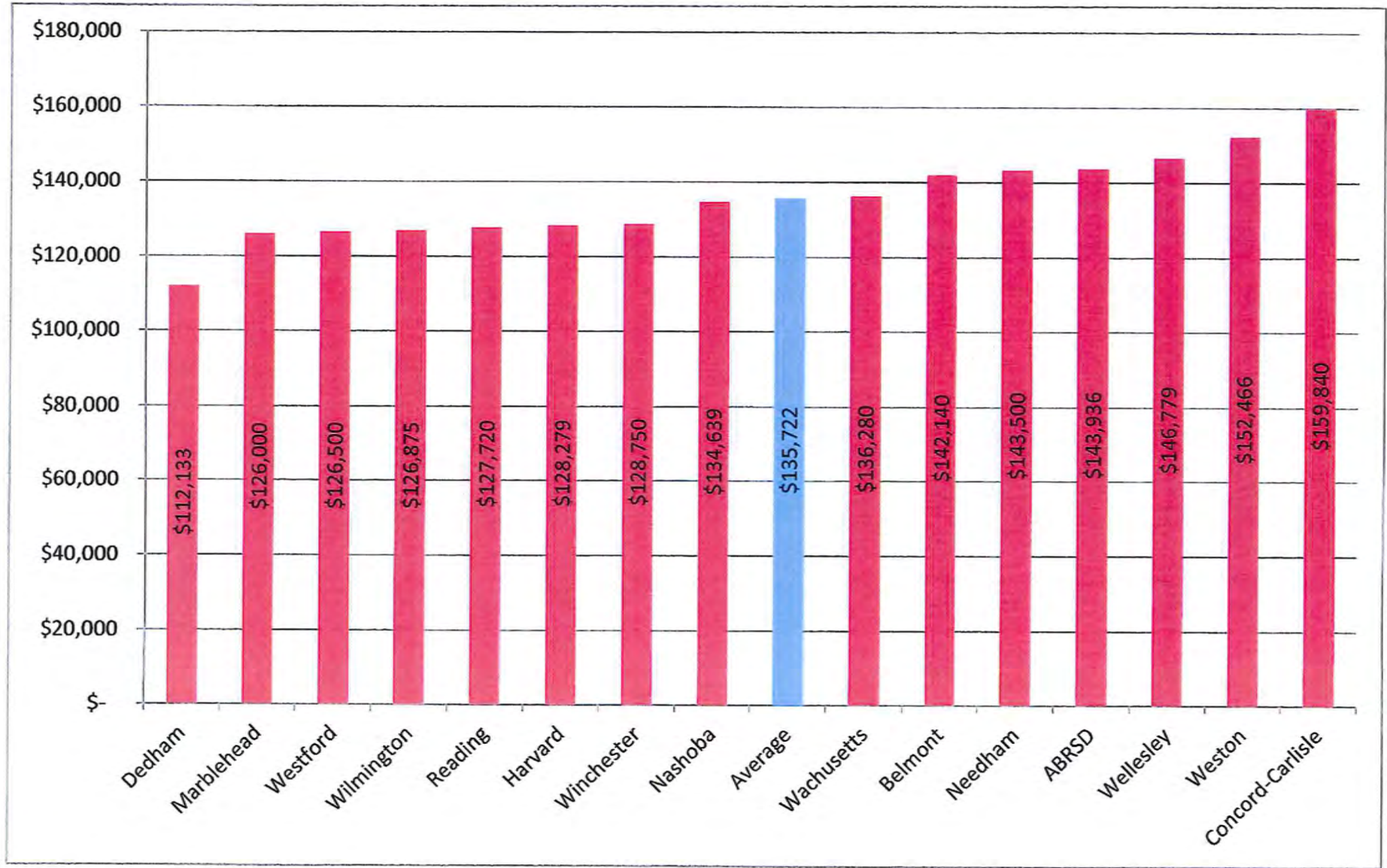
Deputy Superintendent/Assistant Superintendent/HR Salary Comparison FY16



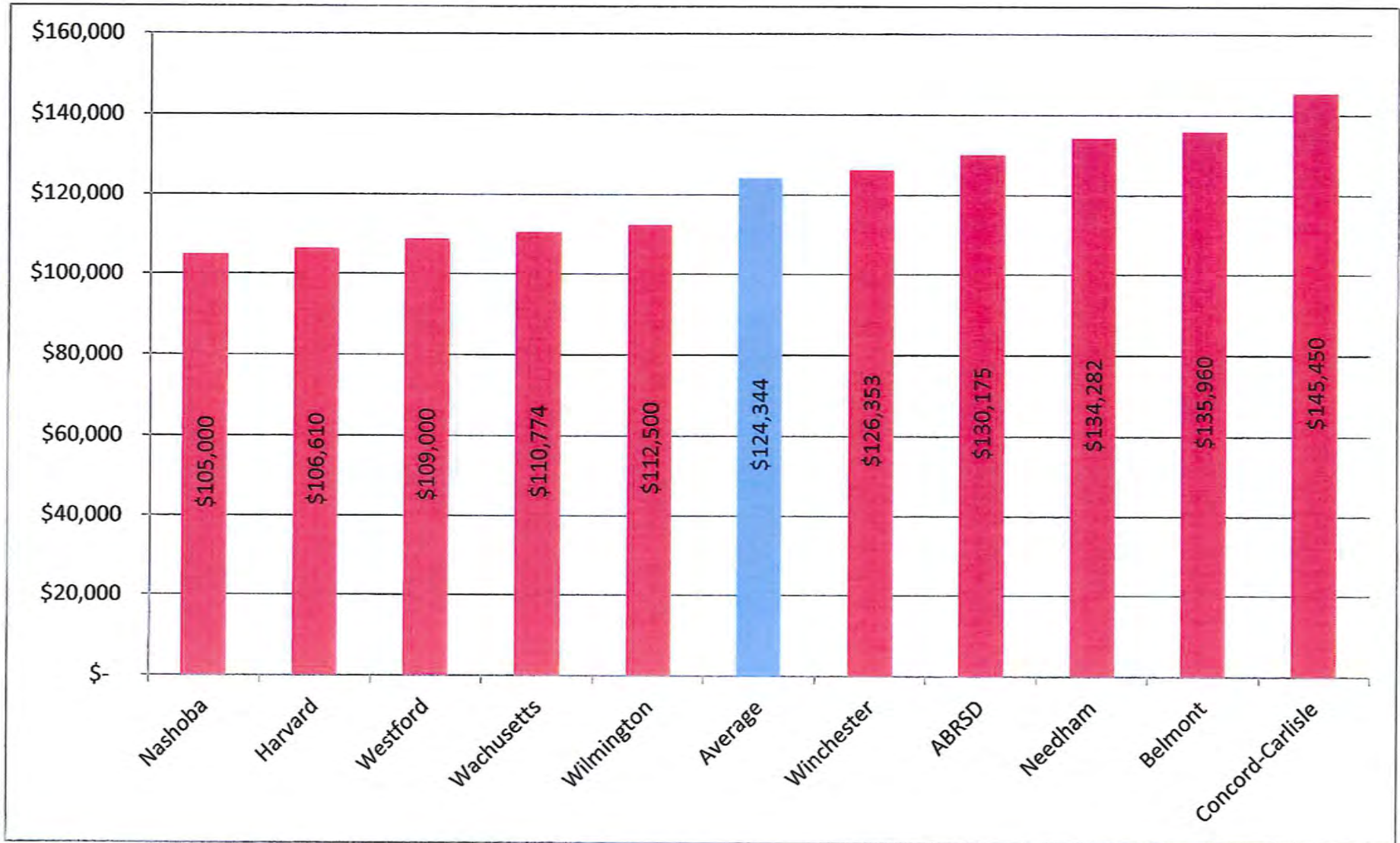
Assistant Superintendent of Curriculum and Instruction Salary Comparison FY16



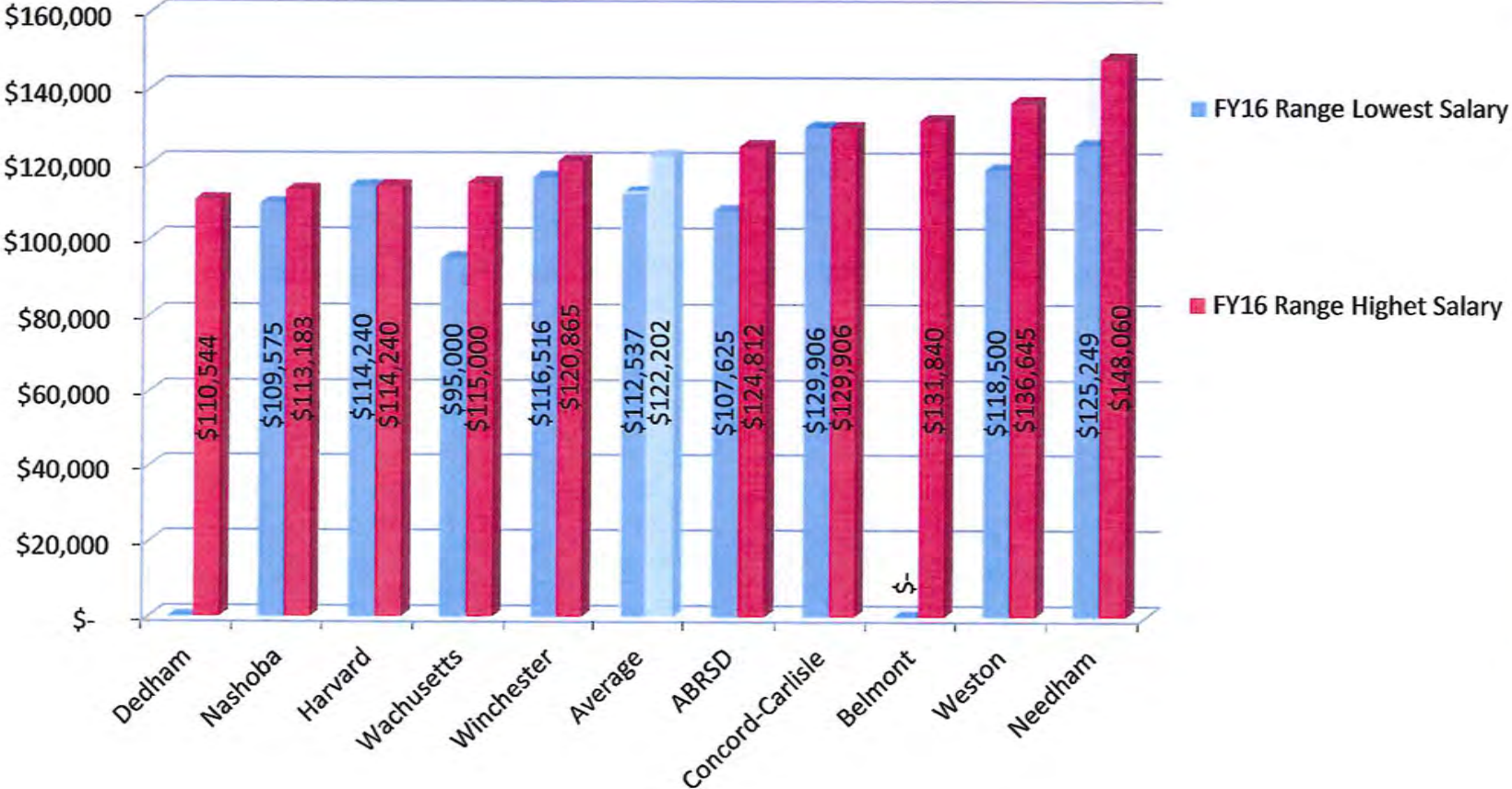
High School Principal Salary Comparison FY16



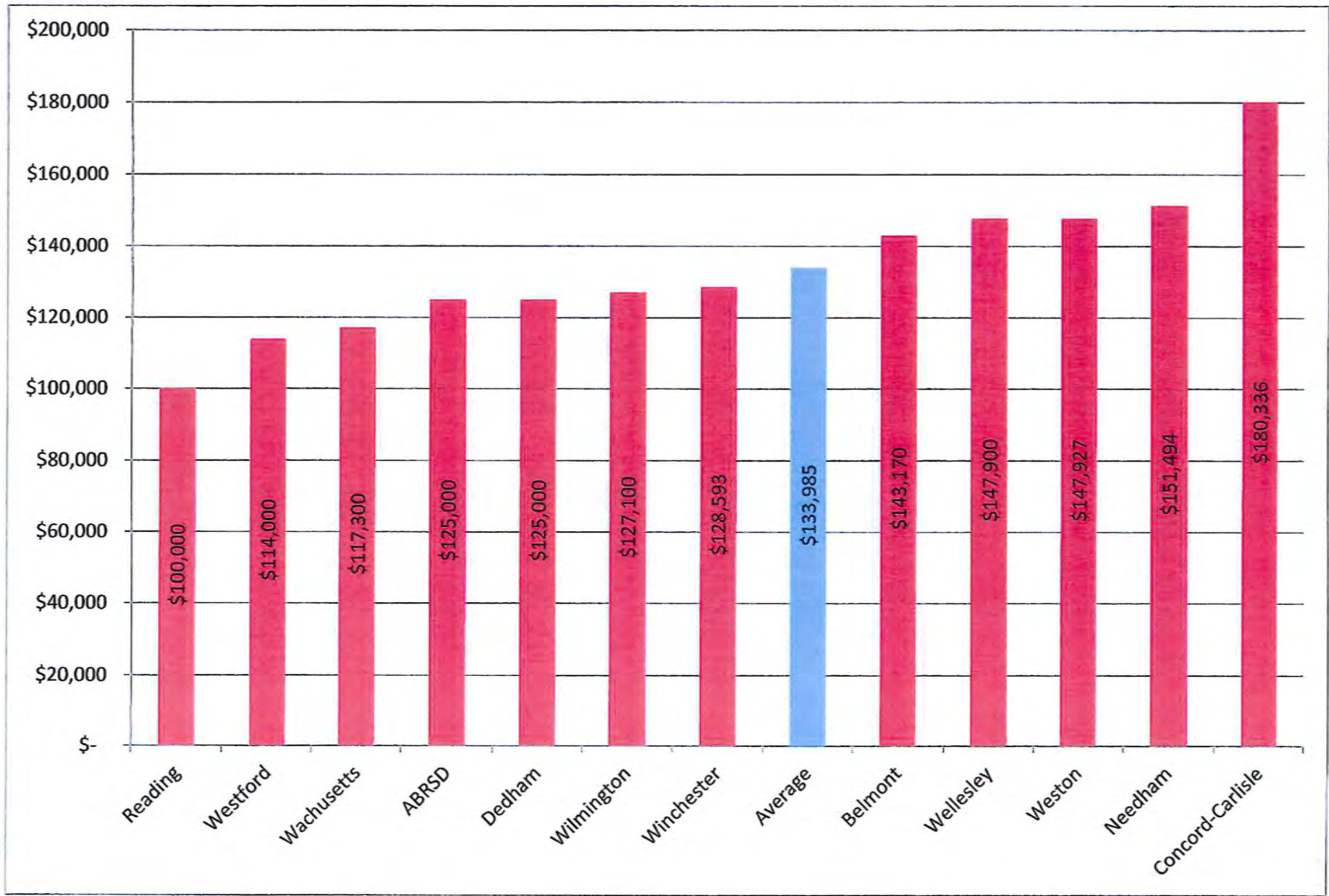
Junior High Principal Salary Comparison FY16



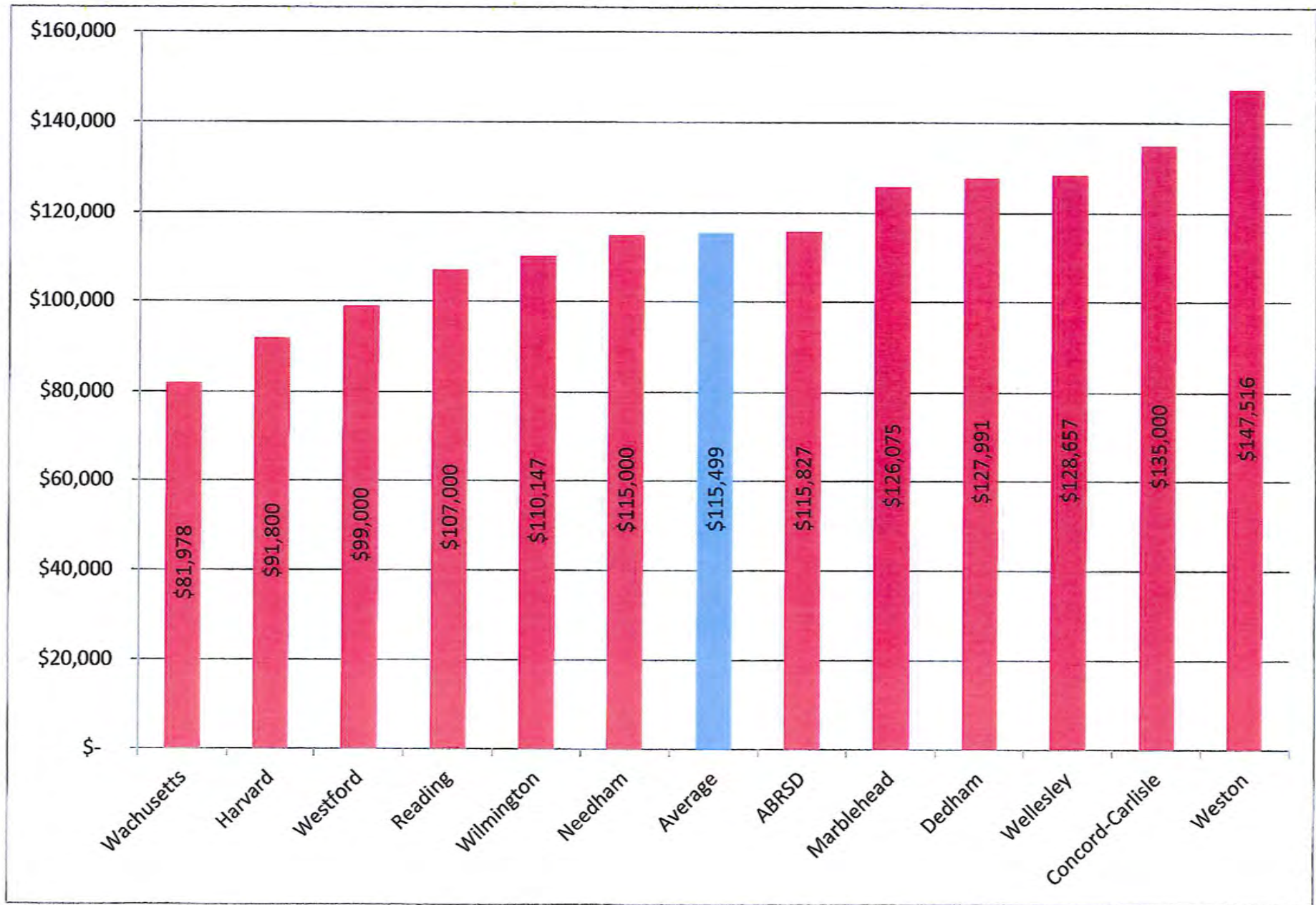
Elementary Principal Salary Comparison FY16



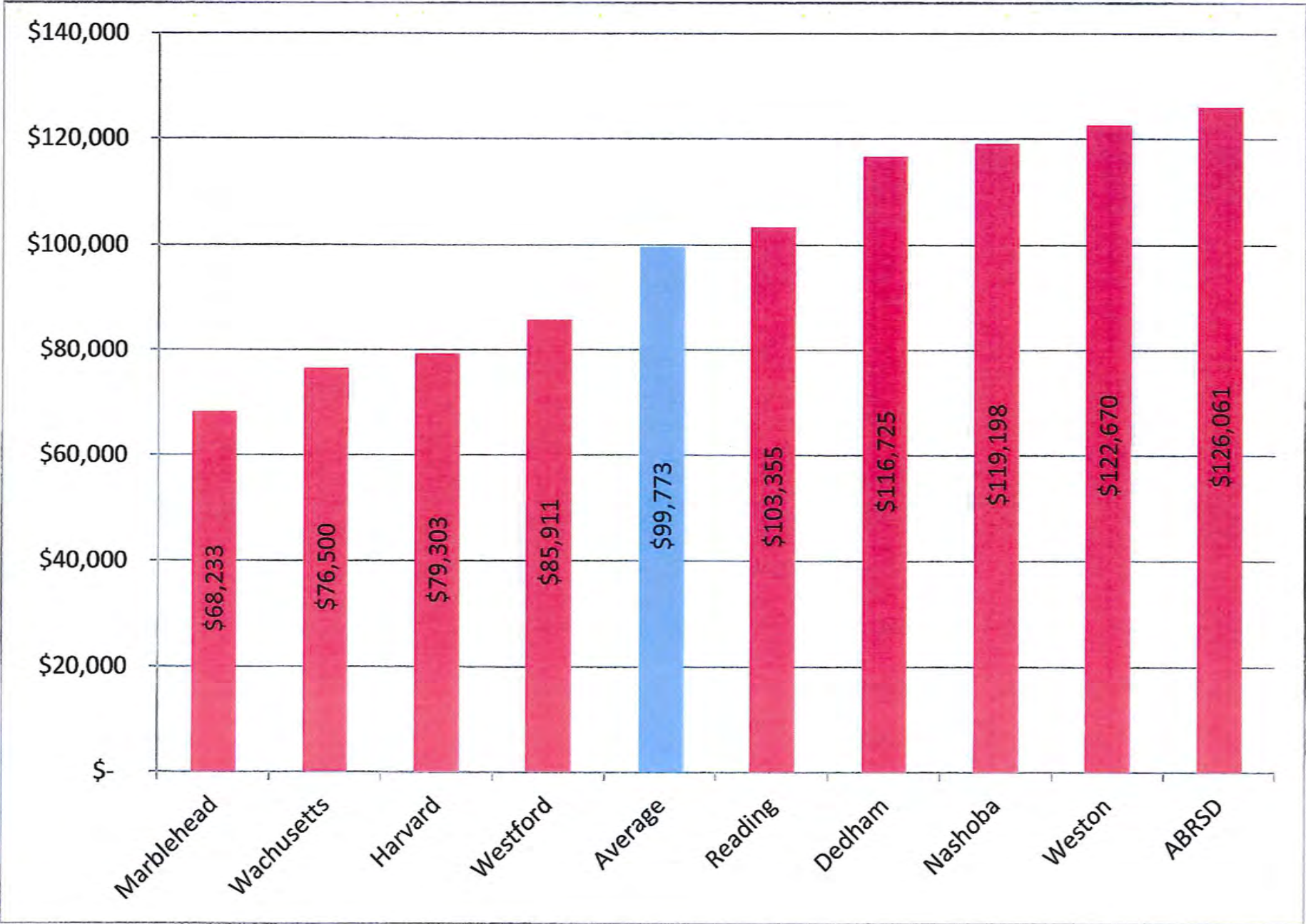
Finance Director Salary Comparison FY16



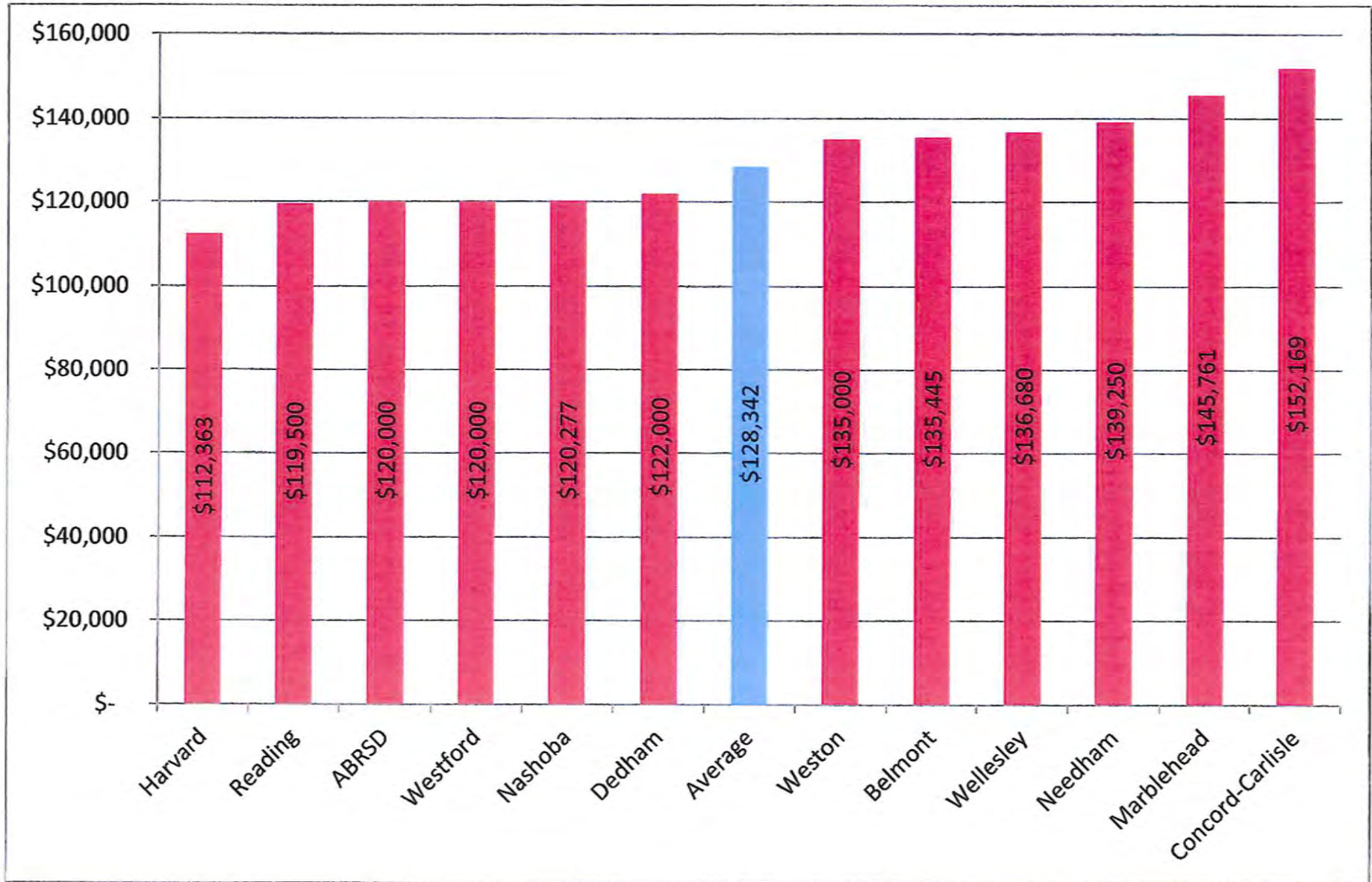
Director of Technology Salary Comparison FY16



Director of Facilities Salary Comparison FY16



Director of Special Education Salary Comparison FY16



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

TO: Acton-Boxborough Regional School Committee Members
 FROM: Glenn A. Brand, Ed.D.
 RE: Director of Special Education Recommendation
 DATE: 5/13/16

As you know, the District recently embarked on a search to hire a Director of Special Education.

After a thorough review of all of the feedback obtained throughout the process, coupled with consideration of the qualities, characteristics and experiences which our stakeholders have identified as essential for this senior leader of our district, I am pleased to share that **Ms. Pamela Smith has accepted my offer to become the District's Director of Special Education, effective July 1, 2016, contingent upon successful appointment by the School Committee.**

Ms. Pamela 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, Ms. Smith was a Special Education Team Chairperson in Mendon-Upton for four years and in Hopedale for two years. Ms. Smith has fourteen years of teaching experience in multiple grades including Special Education. Ms. Smith holds 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.

Under Massachusetts General Law Chapter 71B, [[section]] 3A, the school committee is responsible for appointing personnel to the following positions:

- a. *School business administrator; administrator of special education; school physicians and registered nurses; supervisors of attendance; legal counsel:* states that "a school committee ... shall appoint a person to be its administrator of special education."

It is my request that you accept the recommendation to appoint Ms. Pamela Smith to the position of Director of Special Education, serving as the Administrator of Special Education, effective July 1, 2016.

Thank you for your consideration of this important proposal. I would also like to extend my sincere thanks to all who participated in this search process and took the time to provide me with feedback and reflections on the candidates.



Acton-Boxborough Regional School District
Superintendent's Office
16 Charter Road
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16.2
Glenn A. Brand, Ed.D.
Superintendent of Schools

*PHASE II OF THE CAPITAL STUDY:
"EDUCATIONAL VISIONING & MASTER PLAN DEVELOPMENT"*

The firm of Dore & Whittier is currently working with the Acton-Boxborough Regional School District (the District) to develop a Master Facilities Plan. Their charge in this study is to provide the District with a series of options based on information garnered during the physical assessments of each building (Phase 1 of the study), combined with feedback provided by the District and community during Phase 2 of the study regarding the desired educational approach.

Based upon their knowledge, district and community input, and the current state of our capital needs, Dore & Whittier's team will develop a range of options over the upcoming summer that include:

- Maintaining the status quo in terms of the continued operation of our current school buildings and attending only to prioritized items identified within our Capital Improvement Plan;
- Possible additions and/or renovations to each school;
- Smaller focused interventions to improve educational space and infrastructure needs at individual schools,
- Potential new construction to replace buildings that are deemed obsolete and cost prohibitive to rehabilitate to serve the long-term needs of the District.

The development of options will also include reviewing scenarios of school consolidation with additions and/or renovations to existing facilities or new construction, grade realignment(s) and potential school closures and repurposing. Options for consolidating one or more schools will be developed and reviewed. Each option will be vetted with pros/cons including, but not limited to:

- Desired educational approach in the district and our vision for the future;
- The viability of possible solutions (i.e. the ability of buildings and sites to accommodate option(s));
- Capital costs and affordability for the community (Will our communities financially support certain options and will MSBA participate in the cost?);
- The impacts and disruptions to education delivery in the district to implement an option (i.e. how exactly can or will renovations at occupied buildings occur?);
- How current district policies, including but not limited to, 'school choice,' impact considerations.

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.

The District has submitted Statements of Interest to partner with the Massachusetts School Building Authority (MSBA) to further analyze options available to the District. MSBA and the District will have to agree on a 'solution' that could be presented to the community for support.

The goal of the study is to present the District with a range of options to consider, with an outline of the benefits and costs of each. Dore & Whittier does not hold preconceived notions as to what the right 'solution' will be in terms of tackling the capital needs of the District, and this study will not conclude with one option that is deemed 'the solution.'

May 11, 2016

SPECIAL PURPOSE STABILIZATION FUNDS
February 2016



For cities and towns subjected to criticism for operating in perpetual crisis mode, allowing municipal assets to deteriorate, or general shortsightedness, special purpose stabilization funds can provide an effective planning tool. Under M.G.L. c. 40 §5B, municipalities can create multiple stabilization funds, assign a different purpose to each, and take advantage of a unique funding option.

For instance, a community could establish a fund to pay solely for the maintenance and repair of municipal buildings. A separate fund might be created to supplement the state highway funds received under Chapter 90 to cover the cost of an ongoing street improvement program. Another stabilization fund might be set up to finance a government-wide vehicle replacement program. In this example, a community anticipating the need to purchase a \$400,000 fire truck in five years could reserve \$80,000 a year in a special purpose stabilization fund and retain the interest earned. In the past, municipalities would need state approval of special legislation to set up such a reserve.

A special purpose stabilization fund:

- Encourages a community to think long term. Programs to replace vehicles, maintain buildings, and improve roads require an evaluation of all assets, the formulation of a replacement or repair schedule, and a calculation of long-term projected costs.
- Helps a community save money. If the \$400,000 purchase price of a fire truck were borrowed over 15 years instead of paying cash in full, interest payments could add about \$150,000 to the total cost, depending on interest rates. Even if this additional cost would have a nominal tax rate impact, it can instead be a savings or expended elsewhere.
- Helps a community manage debt. A plan to accumulate cash over time and pay outright for a moderate-range capital expenditure helps preserve debt capacity for major, high-dollar purchases or projects. An approach that balances debt with pay-as-you-go practices and that protects against unforeseen costs is viewed in a positive light by credit rating agencies.
- Builds resident confidence in government. Special purpose stabilization funds directly address resident concerns and provide assurance that money appropriated for a particular purpose will be used for that purpose and not be diverted.

Both the creation of a special purpose stabilization fund and appropriation to the fund require a two-thirds vote of a city council, town meeting, or district prudential (or similar) committee. The vote must clearly define the purpose of each fund established. Similar to general stabilization funds, all appropriations into and out of special stabilization funds require two-thirds votes by town meeting or city council.

There are two options for building up balances in special purpose stabilization funds. One is as a traditional appropriation, presented as a budget line item or in a separate article, sourced from

within the levy or from other general fund revenues, including potentially a transfer of funds from another existing account.

A second funding option is referred to as an override, but in fact, it has characteristics of both a Proposition 2½ override and an exclusion. Like an override, additional tax revenue can be raised year after year without town-wide or citywide referendum votes beyond the year of inception. However, like an exclusion under Proposition 2½, the levy limit increase need not be permanent. Solely through the action each year of the selectmen or city council it can be continued, lowered, or deferred entirely and resumed in a later year.

The additional levy capacity that can be appropriated, or raised, by this type of override increases by 2½ percent each year. After the first year, the selectmen or city council may appropriate less than the originally approved amount. However, the lower amount then becomes the maximum that can be raised in subsequent years, plus 2½ percent annual escalations. A higher amount can only be raised with voter approval of another referendum. A year, or years, can be skipped. The selectmen or city council can choose not to appropriate to the stabilization fund through an override in any year. They can then, in later years, resume the override. However, the new allowed amount that can be raised would be the last amount raised plus 2½ percent.

For example, town meeting and town voters approve a \$100,000 override for a special purpose stabilization fund in FY2013. In FY2014, \$102,500 ($1.025 \times \$100,000$) is available for "appropriation" and that entire amount is "appropriated." For FY2015, \$105,062 ($1.025 \times \$102,500$) is available, but only \$80,000 is "appropriated." The amount available in FY2016 now becomes \$82,000 ($1.025 \times \$80,000$), but the selectmen choose to make no appropriation. The amount available in FY2017 is \$82,000 ($1.025 \times$ last appropriation made, that is: \$80,000).

Ultimately, special purpose stabilization funds are most effective as a revenue source, like a savings account, for anticipated expenditures. They work best when used to build moderate balances and to pay midlevel expenditures that the community will eventually have to make, like building maintenance, road repairs, and vehicle purchases.

Building up stabilization balances through an override unquestionably involves an increase to the tax levy but, as important, the creation of special purpose stabilization funds provides a response to resident concerns about the absence of long-term planning in municipal government. If considered thoughtfully and implemented prudently, they offer a strategic mechanism that can help a community to effectively plan for future costs.

For more information, please see the DOR Information Guideline Release, [IGR-04-201](#).



Acton-Boxborough Regional School District

Capital & School Needs Planning Public Presentation

Thursday, June 16, 7:00pm – 8:30pm

RJ Grey Junior High Library

Join consultants from *Dore and Whittier*, along with *Superintendent* Dr. Glenn Brand and *Director of Facilities* Mr. JD Head on Thursday, June 16, from 7:00pm – 8:30pm in the library at RJ Grey Junior High School, for a public presentation of our district’s school needs and capital planning process.

We will review our progress to date, and will provide an overview of the efforts currently underway to identify the current and future capital needs of the district. In addition, we will discuss the district’s recent partnerships with the *Massachusetts School Building Authority* (MSBA) for school building repair and renovation, and will offer a preview of future possible projects we are exploring with the MSBA.

All members of the Acton and Boxborough communities are welcome to attend this informational session.

To learn more, go to the “About Us” page on the school district website, and click on “School Capital and Space Planning” (<http://www.abschools.org/district/school-capital-and-space-planning>).



Acton-Boxborough Regional School District

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

17

Clare L. Jeannotte
Director of Finance

TO: Acton-Boxborough Regional School Committee Members
FROM: Clare Jeannotte, Director of Finance
RE: Auditor Recommendation
DATE: May 17, 2016

The District requested proposals from 6 audit firms, including one national firm, two mid-sized firms specializing in Municipal and Governmental audits, and 3 smaller firms, including our long-standing audit firm Borgatti Harrison & Co. These six firms were selected based upon surveying other MA Regional School Districts. Five proposals were returned on April 27, 2016. The Evaluation Committee met on May 3, 2016 to review and discuss the proposals. Based on this review and discussion, two were selected to interview.

The Evaluation Committee met with the two selected firms on Monday May 16th. In addition, reference calls were made and the results of these calls were reported to the evaluation committee.

It was the recommendation of the Evaluation Committee that the School Committee enter into an Engagement Letter for the District audit services with Powers and Sullivan, LLC, Certified Public Accountants, for the services required for the 3 fiscal years ending June 30, 2016 to 2018, with an option to extend for two additional years. The audit fee will be \$28,500 annually (and has been budgeted for adequately in the 2017 budget).

Fee proposals for the audits ranged from \$23,000-\$40,500.

The proposal that was submitted by Powers & Sullivan, LLC is included in your packet.

Evaluation Committee
Members:

Diane Baum
Brigid Bieber
Marie Altieri
Clare Jeannotte
Tom Blondin

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.



EVALUATION PROPOSAL AUDIT SERVICES

ACTON-BOXBOROUGH
REGIONAL SCHOOL DISTRICT



FOR THE FISCAL YEARS ENDING
JUNE 30, 2016 THROUGH 2018

EVALUATION PROPOSAL
AUDIT SERVICES

ACTON-BOXBOROUGH
REGIONAL SCHOOL DISTRICT

JUNE 30, 2016 THROUGH 2018

SUBMITTED BY:

POWERS & SULLIVAN, LLC
CERTIFIED PUBLIC ACCOUNTANTS

100 QUANNAPOWITT PARKWAY, SUITE 101
WAKEFIELD, MA 01880

CONTACT PERSON: RICHARD SULLIVAN, CPA MBA

TELEPHONE: 781-914-1700

FAX: 781-914-1701

WEBSITE: WWW.POWERSANDSULLIVAN.COM

DATE: APRIL 27, 2016

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TRANSMITTAL LETTER

April 27, 2016

Acton-Boxborough School District
Director of Finance
16 Charter Road,
Acton, MA 01720

To the Audit Evaluation Team:

We appreciate the opportunity to submit this proposal to render independent financial audit services to the Acton-Boxborough District (“District”) for the fiscal years ending June 30, 2016 through 2018.

The objective of this proposal is to provide the District with a clear and concise overview of our firm’s experience, knowledge and leadership in serving our school district and governmental clients.

It is our belief that we are uniquely qualified to perform these services. Although there are other firms that may bid on this engagement we believe we can separate ourselves from the others for the following reasons:

1. We currently provide the services requested by the District to fifteen independent school districts, four charter schools, two education collaboratives, over 50 municipal school districts and one college.
2. We support Massachusetts School District’s through our participation, as exhibitors, at the Massachusetts Association of School Superintendents Executive Institute and the Massachusetts Association of School Business Officials annual trade show.
3. We support the governmental audit community by taking the lead in addressing the many changing aspects of governmental auditing and financial reporting in Massachusetts. This is evidenced by the fact that our firm does not wait on the sidelines to see how things develop but takes a proactive approach.

For instance:

- We played a major role in working with the Department of Elementary and Secondary Education to change the End of Year Financial Report’s Agreed-Upon Procedures compliance supplement to conform to the Standards Established by the American Institute of Certified Public Accountants.
- We worked exclusively with the Massachusetts School Building Authority (MSBA) to assist them with writing the audit requirements and compliance supplement.

- We wrote the Department of Revenue's Practical Guide for Implementation of GASB Statement 34 for Massachusetts Local Governments and School Districts. Over 2,000 copies were printed and distributed to local governments and audit firms.
 - Renéé Davis currently serves on the Board of Directors of the Massachusetts Society of Certified Public Accountants.
 - Jim Powers currently serves as the chairperson of the Massachusetts Society of Certified Public Accountants Government Accounting and Auditing Committee. Renéé Davis and Frank Serreti are past chairpersons.
4. Our management team consists of six partners and two managers, all of whom are CPA's that have between 10 to 30 years of experience in municipal auditing. This deep bench strength provides you with assurance that your needs will be met.
 5. We currently service a variety of Massachusetts clients that range in size, complexity and location (e.g. from Springfield to Chilmark; and Pentucket Regional School District to Martha's Vineyard Public Charter School). We believe that experience in auditing Massachusetts communities and school districts is a relevant factor for the District to consider. The District must maintain its accounting ledgers and prepare its budget in accordance with Massachusetts rules and regulations, which are unique. These budgetary ledgers are the foundation of the financial statement audit and it is important for the District's audit firm to have knowledge and experience with the Massachusetts Department of Elementary and Secondary Education's accounting requirements.
 6. We audited and assisted 20 Massachusetts clients with the preparation of Comprehensive Annual Financial Reports (CAFR) for FY2015 and submitted them to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting. We have assisted in the preparation of over 190 CAFR's prior to FY2015 and every CAFR has been awarded the certificate. We anticipate the same results for the FY2015 submissions.
 7. We currently audit several AAA rated Massachusetts clients. The Commonwealth has listed 24 Massachusetts communities that are rated AAA by at least one of the three major rating agencies. Our AAA clients include Arlington, Andover, Barnstable, Belmont, Boxborough, Brookline, Chilmark, Duxbury, Hingham, Wellesley, Wenham, Weston, Westwood and Lincoln-Sudbury School District.
 8. We selectively choose which clients to bid on and evaluate our ability to meet both the needs of the new client and our existing clients. We constantly assess the time commitment requirements of the partners, managers and the rest of our Team so that existing clients are not adversely affected. We have a Resource Coordinator who is responsible for working with our management team to realistically determine our schedule for the upcoming year. We have included time for the District's audit in our schedule for FY2016 to ensure that your audit will be completed timely.

9. For each of the last twenty-five years, over 98% of our revenues have been generated from services provided to Massachusetts governments and school districts. This is our primary business and will continue to be our focus of attention. Our partners pledge our ongoing commitment to the municipal market.

We further assert that:

- You will receive friendly, courteous and timely service. You will be respected and not taken for granted.
- We will honor our commitments to you absolutely and meet all deadlines.
- Our service may not be the cheapest on the market, but it will always be of exceptional quality and designed to help you.
- The way we communicate with you is important to you (and therefore to us). As part of that process, we will provide you with our cell phone numbers and will return your phone calls within 24 hours.
- We will be honest and “up-front” with you at all times and expect the same from you. Our clients have found that they receive the maximum amount of benefit from our services through this open dialogue.
- We will communicate with you frequently, informing you on the progress of the audit.
- We will update you throughout the year on any emerging issues.
- We expect our clients to rely on us for guidance related to reporting, municipal finance, systems automation and internal controls, to name a few. This expanded level of service comes at no additional cost and is included as part of the quoted audit fee.

We submit this proposal with the anticipation that our qualifications will allow us to be selected as your auditor. Should you need clarification on any of the information contained herein, we would be pleased to meet with you to discuss any item. We fully understand the work to be done and we are fully committed to performing the work.

Thank you for the opportunity to bid on this engagement. I can assure you that our team will do everything in its power to provide the District with the highest level of service, energy, commitment and experience. **We want the District as a valued client.**

Very truly yours,



Richard Sullivan, CPA MBA
Partner

OUR PRACTICE

Powers & Sullivan, LLC specializes in providing audit and consulting services to Massachusetts governments. We currently service a combined client base of over 90 school districts, cities, towns, counties, authorities, retirement systems and state agencies. Because we have chosen to specialize in the school district and governmental sector, we understand their operations at a very detailed level and, accordingly, have developed the expertise required to properly service a municipal entity. Such experience has directly translated into an efficient audit engagement, accurate reports and a clear, concise management letter that makes practical recommendations for enhancing your operations and internal control structure. At Powers & Sullivan, LLC we believe the role of an auditor goes beyond just an examination of the accounts. We expect our clients to rely on us for guidance related to reporting, municipal finance, systems automation and internal controls, to name a few. This expanded level of service comes at no additional cost and is included as part of the quoted audit fee.

We are licensed to practice in the Commonwealth of Massachusetts. We are members in good standing of the American Institute of Certified Public Accountants, the Massachusetts Society of Certified Public Accountants, and the Government Finance Officers Association.

INDEPENDENCE

In light of the recent developments in the accounting and auditing profession increased focus on independence is an important issue the District must evaluate. As part of our quality control procedures, which are subject to peer review, the completion of a "Client Acceptance" form is mandatory. We have completed this form as it relates to the District before we completed this proposal.

This form is designed to determine independence as defined by auditing standards generally accepted in the United States of America and Government Auditing Standards, - Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, 1994 edition, issued by the Comptroller General of the United States. The GAO has recently amended its Independence Standards and we have applied these new standards to the District.

Based on the results of our evaluation, we can serve the District as your independent auditor.

FIRM QUALIFICATIONS AND EXPERIENCE

We specialize in providing audit and consulting services to school district and governmental clients and all professionals are part of our audit team. We have practiced in Massachusetts as Powers & Sullivan, LLC since 1989. Our partners combined have over 100 years of audit experience of which a significant portion has been devoted to public sector auditing and consulting. Each of our 26 full-time professionals completes over 10 different governmental/school district audits each year and our continuing education program is designed to

keep them current on new governmental pronouncements. We meet all requirements related to peer review and continuing education of the AICPA and the Commonwealth of Massachusetts.

Our firm's objective is to steadily and systematically increase our base of providing auditing and consulting services to school districts, and state and local governments. The net result is that we have learned how to complete engagements in a cost effective manner that is less disruptive to our client's day-to-day operations. To that end, we currently have contracts, most of which are multi-year, with over 90 different Massachusetts school district and governmental entities. Our goal is to service our clients in a manner that will develop a continuing relationship.

Commitment to Service

Powers & Sullivan, LLC prides itself in being able to service our clients for both their independent audit and management consulting needs.

We continue to provide educational seminars for our clients as new issues emerge. We own audiovisual equipment including a state of the art LCD projector, portable sound system with hands-free wireless microphones, a large portable projection screen and all supporting equipment. Over the past several years we have conducted seminars dealing with matters such as GASB 45, GASB 54, GASB 63, GASB 65, GASB 67, GASB 68, SAS 99, SAS 112, and Fraud Risk Assessment and are continually present as speakers at Accountant's, Treasurer's and Administrator's, and MASBO conferences held throughout the Commonwealth.

The reason we mention this is to emphasize that our commitment to you does not end with the audit. We want to be an important source of new information to you and to your fellow school districts in Massachusetts.

Selected services include, but are not limited to, the following:

- Student Activity Audits
- End-of-Year Financial Report Compliance reviews
- Assist in the calculation of year-end Excess & Deficiency certification
- Development of internal control procedures
- Administrative reviews of cash management, data processing, insurance, manpower evaluation, purchasing, accounting and management reporting
- Preparation of "Comprehensive Annual Financial Reports"

Commitment to Massachusetts

As previously mentioned, we are a Massachusetts based firm committed to servicing governmental clients located in Massachusetts. Consistent with that strategy, we are equally committed to supporting the Massachusetts economy at both the state and local level. Such a commitment is evident by the following conditions and policies:

- Our office is located in Wakefield, Massachusetts.
- 100% of wages paid to our staff is subject to Massachusetts income, unemployment and universal health insurance taxes.
- All computer equipment, office furniture, supplies, utilities, etc. are purchased from Massachusetts' vendors. Accordingly, the costs associated with these purchases are influenced by the overall economic conditions prevalent in the Commonwealth, including prevailing wage rates and the assessment of sales tax on in-state purchases. Exceptions to this policy occur only when sole source products are not available locally.
- We focus our recruiting efforts to students attending Massachusetts Colleges and Universities. We have developed strong relationships with both state and private colleges to provide students with full time employment, cooperative education opportunities and career counseling.
- We established the Powers & Sullivan, LLC Educational Foundation at UMass Lowell for the benefit of the accounting department and its students. To date the fund has provided scholarships to four accounting students and totals \$60,000.

Commitment to Excellence

Powers & Sullivan, LLC is committed to maintaining its professional excellence in providing quality services to our clients. Accordingly, we are a member of the American Institute of Certified Public Accountants. Membership requires that we pass a peer review of our quality control standards.

Our last Peer Review, that is available for distribution, was conducted by the CPA firm of D.E. Rodrigues & Company, Inc., and was completed on April 23, 2014. In this and all our previous peer reviews we received unqualified opinions and we anticipate a similar result for our pending report. This means that the system of quality control for our accounting and auditing practice has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and conformed to professional standards. Since we are mainly a governmental practice, our peer reviews have always included specific reviews of our governmental single audits. A copy of that report is included in Appendix B to this proposal.

We have had several field reviews recently of our audits as part of the State Auditor's Single Audit Compliance procedures that resulted in no findings or deficiencies. Our federal audit work product is subject to external review by federal granting agencies. This occurs on a regular basis and we have never received any negative comment about the quality of our work.

There has never been any disciplinary action taken against our firm or any member of our firm by regulatory bodies or professional organizations.

Our membership also requires our staff to receive a minimum of 20 hours of continuing professional education (CPE) per year and 80 hours within each two-year period. *Governmental Auditing Standards*, issued by the Comptroller General of the United States, requires staff members who perform governmental audits to complete a minimum of 24 hours of their CPE requirement in subjects directly related to government and to government auditing. We affirm that each staff member assigned to this engagement will have met these requirements.

TEAM QUALIFICATIONS AND EXPERIENCE

We are a regional firm that is built on serving Massachusetts school districts and municipalities for the past 25 years. Our management team is comprised of six partners and two managers that spend over 97% of their time auditing Massachusetts school districts and municipalities. All are certified public accountants; three partners have over 30 years of experience, the other three partners have over 18 years of experience and the two managers have over ten years of experience. This deep bench strength sets us apart from our competitors and you can be comfortable knowing that your needs will be serviced throughout the year.

Our firm is comprised of 26 team members. We have been fortunate to retain the majority of our team for several years, and we have retained the same management team for over 15 years. We have recently expanded our audit team by hiring 3 college graduates.

Our size and experience also allows us to rotate engagement partners and managers after several years of being the primary contacts for our long-standing clients. This allows our clients to decide if they prefer to keep the current audit management team or to provide for a rotation.

The District's Request for Proposal indicated the services you will be looking for and some of the key factors that a successful firm should possess. The following section of the proposal is structured to demonstrate that we exceed each of your desired criteria and we have added additional information that we believe would be relevant to the District in selecting your next audit firm.

1. Experience of Audit Firm – *To be considered highly advantageous, the audit firm would be expected to have audited at least ten Massachusetts School Districts for each of the past three years.* In fiscal 2015, our firm completed twenty stand-alone school district audits (which included two regional vocational school districts, eleven regional school districts, a college, two educational collaboratives, and four charter schools), sixty seven single audits, and performed over fifty End-of-Year Financial Report (EOYR) engagements conducted in accordance with the Massachusetts Department of Elementary and Secondary Education's compliance supplement. In fiscal 2015, we also audited sixty-three municipalities (the majority of these audits included local school districts) of which thirty-three had over \$100 million in revenue, twenty were awarded winning CAFR's, and fourteen had AAA bond ratings. Our client profile has remained consistent over the past twenty-five ago and, as such, the audit team assigned to the you will have more than five years of experience auditing Massachusetts regional school districts.

We propose to assign Richard Sullivan as the on-site engagement partner and Frank Serreti as the concurring engagement partner for the District's audit.

Please see pages 19 through 21 for listings of our clients.

2. Auditor Level Experience – *To be considered highly advantageous, the audit firm would be expected to have more than 3 CPA's who have at least 3 years of experience auditing Massachusetts Regional School Districts.* Powers & Sullivan, LLC has been providing governmental audit and consulting services since 1989. Our firm and your audit team have over twenty years of experience auditing Massachusetts regional school districts. Detailed information is included in the "Our Client" section of this proposal.
3. Audit Manager/Partner Level Experience – *To be considered highly advantageous, the audit manager/partner assigned to the audit should have 10 or more years of experience auditing Massachusetts school districts.* We propose to have Richard Sullivan (over 25 years of experience auditing Massachusetts School Districts) and Frank Serreti (over 20 years of experience auditing Massachusetts School Districts) as your audit management team.
4. Ability to Provide Consulting Services Within the Proposed Audit Fee. – *To be considered highly advantageous, the Proposer must provide information in the proposal demonstrating that they will be available throughout the year to answer questions, and provide consulting services as necessary.* We consider client communication to be very important. Not only do we have a strict policy of never screening calls at our office, we will provide you with our cell phone numbers and if we are unable to answer your call as it comes in, we will return your phone calls within 24 hours. We will also assign two partners to the engagement so that more than one person at this level is knowledgeable about your operations and we will be available to provide consulting services as requested.
5. Audit Firm Experience in Conducting End-of-Year Financial Report Audits– *In order to be considered highly advantageous, the proposer must demonstrate that the audit firm has at least three years of experience completing EOYR Audits.* We played a major role in working with the Department of Elementary and Secondary Education (DESE) to change the EOYR Compliance Supplement to conform to the standards established by the American Institute of Certified Public Accountants. Since fiscal 2000, the initial year that these audits were required by the DESE, we annually complete more than fifty EOYR audits.
6. Audit Firm Experience in Conducting Federal Audits– *In order to be considered highly advantageous, the proposer must demonstrate that they have at least three years of experience completing Federal Audits.* Since 1989, our firm has been conducting A-133 audits (Single Audits). In fiscal 2015, our firm completed over sixty single audits as noted in the "Our Client" section of this proposal. In Fiscal 16 we will be completing the audits under the new Uniform Guidance Rules.
7. Approach to the Audit – *To be considered highly advantageous, a proposer would need to demonstrate a complete understanding of the work to be performed, have an efficient audit plan, properly supervise audit staff, and realistically budget the hours required to complete the audit.* We have focused our business on serving Massachusetts municipalities and school districts and are committed to doing so in the future. We have developed an audit approach that allows us to conduct very efficient high-quality audits. Details on our audit approach are discussed below and again later in the "Audit Scope and Approach" section of this proposal.

8. Staffing – *To be considered highly advantageous, a proposer shows a commitment to putting their best and most experienced staff and resources into this project.* Our normal staffing of this type of engagement has a management team consisting of an on-site engagement partner and a concurring partner. This plan has two partners performing major roles in the engagement. The Partners professional experience is described in detail later in this proposal.
9. Auditor Level of Experience. – *To be considered highly advantageous, the Proposer's firm would employ a minimum of 3 CPA's who have at least three years of experience auditing Massachusetts regional school districts.* Powers & Sullivan, LLC has 8 CPA's. Several others have passed the exam and are pending certification once they complete 150 credit hours of education.
10. CAFR Experience – *To be considered highly advantageous the Proposer's firm would have experience in completing at least 5 Comprehensive Annual Financial Reports for fiscal 2012 through 2014.* We have assisted 16, 19 and 20 communities in preparing and submitting their CAFR's to the Government Finance Officers Association (GFOA) for the CAFR award program in fiscal years 2012, 2013 and 2014, respectively. Each submission prior to 2014 has successfully received this award. We anticipate the same results for all of the 2015 submissions. The District has expressed an interest in preparing a CAFR. A CAFR provides a significant amount of additional demographic and trend information on the District's financial and economic condition. The GFOA CAFR certificate is a prestigious award that would make the District stand out for excellence in financial reporting.
11. Experience in Working with Municipalities and School Districts. – *To be considered highly advantageous the Proposer must possess more than five (5) years of experience working with Massachusetts School Districts/Municipalities.* For each of the last 25 years, over 98% of our revenues have been generated from services provided to Massachusetts governments and school districts.
12. Quality of Written Response to Request for Proposals, Including Responsiveness and Clarity and Approach to the Project – *To be considered highly advantageous the proposer must submit a proposal that is concise, informative and highly detailed. The proposal must reflect that the firm is able to perform in a manner acceptable to the District and the reviewer must be completely convinced about the proposer's ability to provide the contracted services as required by the District.* Our proposal has been formatted to meet the requirements included in the District's RFP as well as to provide additional information that we feel will allow you to make your best evaluation of our ability to meet the District's needs.
13. Availability to Complete Contracted Services per the Proposed Schedule. – *In order to be considered highly advantageous, the Proposer must be able to complete the services within the agreed-upon timeline.* We have completed audits of local governments and school districts for over 25 years. We do not miss deadlines. This is because we have developed an internal system that properly trains our team members on how to audit school districts and governmental entities. Our proposal highlights our plan to accomplish the tasks in a manner that will meet your timelines.
14. Professional Quality Control Program– *In order to be considered highly advantageous, the proposer must have a quality control program that will ensure that the District's audit is conducted in accordance with the highest professional standards.* We utilize the PPC suite of products from Thomson Reuters as audit tools to ensure compliance with the most recent auditing standards and risk assessment standards. In addition, we have developed company-wide training and an internal audit review process to ensure the highest quality audits. The success of this

system is demonstrated in our Peer Review results as well as in our success in assisting clients in receiving awards for excellence in financial reporting.

15. Last Professional Peer Evaluation– *In order to be considered highly advantageous, the proposer must receive an unqualified opinion in a professional peer review that meets the requirements of the American Institute of Certified Public Accountants.* We have attached a copy of our most recent peer review to this proposal. As in all of our previous peer reviews, you will find that we have received an unqualified opinion, which is the best opinion that you can receive.
16. Independence and Ethical Behavior – *In order to be considered highly advantageous, the proposer would need to confirm that the firm or any member of the firm has not been disciplined by any regulatory body; and that the firm and the principals are members in good standing with the American Institute of Certified Public Accountants (AICPA) and the Massachusetts Board of Public Accountancy.* No member of our firm has been disciplined by any regulatory body and the firm and all principals are members in good standing with both the AICPA and the Massachusetts Board of Public Accountancy.
17. References. – *To be considered highly advantageous a Proposer must provide adequate references.* We have provided six references and can provide additional references if needed to complete your evaluation.

We have tried to briefly address your evaluation criteria and believe we have demonstrated our ability to provide quality service to the District. We do encourage you to contact our clients in order to satisfy yourselves that the quality of our services matches the quantity.

Key Team Members

What follows next are the resumes of our management team. We hope that you will see that their experience demonstrates a complete understanding of the process, in real life, of how financial statements are audited and prepared, which we believe is integral to successfully completing the engagement.

James E. Powers, CPA, Governmental Engagement Partner, is the partner-in-charge of the governmental audit practice which comprises over 90% of the firm's revenue. He has over 30 years of municipal audit experience which began as an accountant with the City of Boston's Auditor's Office in 1978. He was employed by Touché Ross for several years until early 1987 as an audit manager with client responsibilities that included the Commonwealth of Massachusetts and local municipalities. In April of 1987 he founded the certified public accounting firm of Powers & Company that serviced several Massachusetts municipalities.

Mr. Powers' experience in providing services to local governments for the past 30 years has given him the knowledge that you will find to be an invaluable resource. He has the ability to identify problem areas and assist in developing and implementing practical solutions to these problems. He is knowledgeable in UMAS and GAAP methods of accounting and is familiar with the software programs used by Massachusetts cities, towns, districts and agencies. He will work directly with your staff and be on-site as part of the audit process. This hands-on approach allows officials the opportunity to deal with him directly on any issue or concern throughout the year.

Mr. Powers has been committed to improving the auditing, accounting and financial reporting of Massachusetts cities and towns. Over the years, Mr. Powers has volunteered his time to conduct over 100 seminars for the Massachusetts Financial Community on a variety of accounting and auditing subjects. He was the primary author of the Massachusetts Department of Revenue's publication *A Practical Guide for Implementation of GASB Statement 34 for Massachusetts Local Governments – July 1, 2001*. The DOR produced and distributed approximately 2,000 copies of this publication.

He is the current chairperson for the Massachusetts Society of Certified Public Accountants Governmental Accounting and Auditing Committee; is a member of the American Institute of Certified Public Accountants (AICPA); and is a member of the Government Finance Officers Association (GFOA). Mr. Powers is a member of the GFOA's Special Review Committee, a nationwide pool of CAFR reviewers. In this capacity, he is responsible for determining if CAFR's submitted to the GFOA are either awarded or denied the Certificate of Achievement for Excellence in Financial Reporting.

Richard L. Sullivan, CPA, MBA, Governmental Engagement Partner, Mr. Sullivan shares the responsibility with Mr. Powers of managing the government practice along with being the partner-in-charge of the consulting, commercial and tax practices. He has over 30 years of audit, accounting and management experience which began in 1979 with a local certified public accounting firm. He was then employed by Grant Thornton, an international certified public accounting firm, as an audit manager with client responsibilities including municipalities, public utilities, not-for-profit organizations and commercial enterprises. His private sector experience includes being the Chief Financial Officer for an international manufacturer of high technology equipment and the Chief Financial Officer for a national wholesale distributor.

Mr. Sullivan's experience in providing services to local governments for the last 25 years and commercial entities for the years prior has given him the unique perspective of being responsible for being both the auditor and auditee. The practical experience of running a business, performing audits, obtaining his MBA degree and working with municipalities provides you with a significant knowledge base that can provide practical solutions to problems. He is knowledgeable in UMAS and GAAP methods of accounting and is familiar with the software programs used by Massachusetts cities, towns, districts and agencies.

Mr. Sullivan firmly believes that in order for Powers & Sullivan to remain as a leader in the Massachusetts municipal auditing market we have the responsibility to give back to that community. His commitment has led him to volunteer his time to conduct numerous seminars for the Massachusetts Financial Community on a variety of accounting and auditing subjects. He co-authored the Massachusetts Department of Revenue's publication *A Practical Guide for Implementation of GASB Statement 34 for Massachusetts Local Governments – July 1, 2001*. The DOR produced and distributed approximately 2,000 copies of this publication.

He also participates as an instructor in the firm's governmental training sessions. He is a member of the Massachusetts Society of Certified Public Accountants, the American Institute of Certified Public Accountants, the Massachusetts Government Finance Officers Association and serves as the secretary for the Association of Governmental Accountants.

He will work directly with your staff and be on-site as part of the audit process. This hands-on approach allows officials the opportunity to deal with her directly on any issue or concern throughout the year.

Reneé Davis, CPA, MBA, Governmental Engagement Partner, Ms. Davis has over 20 years of municipal audit experience with Powers & Sullivan and was admitted as a partner in 2008. Ms. Davis has spent 100% of her accounting and auditing career involved with Massachusetts municipalities, schools, districts and other governmental entities. She obtained her license to practice as a certified public accountant and her MBA degree while at Powers & Sullivan.

Ms. Davis' experience in providing service to local governments has given her the knowledge that is a valuable resource to her clients. She has the ability to identify problem areas and assist in developing and implementing practical solutions to these problems. She is knowledgeable in Statutory, UMAS and GAAP methods of accounting and is familiar with the software programs used by Massachusetts cities, towns, districts and agencies. As stated earlier, the firm has been auditing over 15 CAFR's each of the last several years. Ms. Davis has developed an expertise on the preparation and review of these financial reports. As part of our quality control procedures a complete review of the CAFR must be done by Ms. Davis before the report is issued.

She is responsible for maintaining the firm's continuing education program. As such she is responsible to develop the firm-wide and individual plans for our staff. She develops, with Michael Nelligan, our internal governmental training sessions. She also is a very active speaker at governmental seminars for the Massachusetts Society of Certified Public Accountants along with the Massachusetts Financial Community.

Ms. Davis was the key person from our firm to assist in the development of the Massachusetts School Building Authority's (MSBA) audit guidelines.

She is a member of the Massachusetts Society of Certified Public Accountants, the American Institute of Certified Public Accountants, the Massachusetts Government Finance Officers Association and the Association of Governmental Accountants. Reneé served a two-year term as the chairperson for the Massachusetts Society of Certified Public Accountant's Governmental Auditors Auditing Committee. Reneé serves on the Board of Directors for the Massachusetts Society of Certified Public Accountants.

Craig Peacock, CPA, MST, Governmental Engagement Partner, Mr. Peacock has been with the firm for over 20 years and has performed over 150 comprehensive single audit and consulting engagements for Massachusetts' governments. He obtained his license to practice as a certified public accountant and his MST while at Powers & Sullivan. He was promoted to manager in 2001 and admitted as a partner in July 2010. His primary responsibility is to provide services to our governmental clients and his secondary responsibility is to work with Mr. Sullivan to manage our tax and commercial practices.

Mr. Peacock's experience in providing service to local governments has given him the knowledge that is a valuable resource to his clients. He prides himself in being very attentive to his client's needs and has demonstrated the ability to assist them throughout the year. His engagements are planned well in advance of the field work and his clients are well informed as to the expectations of both parties. He is knowledgeable in Statutory, UMAS and GAAP methods of accounting and is familiar with the software programs used by Massachusetts cities, towns, districts and agencies.

As stated earlier, the firm has been auditing over 15 CAFR's each of the last several years. Mr. Peacock has been responsible for the submission of Abington's and Somerville's CAFR's to the GFOA for their award program. He is also a member of our quality control team that is responsible for reviewing CAFR's before they are submitted to the GFOA.

He is responsible for conducting many of the firm's internal governmental training sessions. Craig provides guidance to our staff on all tax related matters along with providing the initial technical advice on new governmental standards. Some of his larger clients include Brookline, Lowell, Somerville, Plymouth, Abington and Belmont and the Wachusett Regional School District.

He is a member of the Massachusetts Society of Certified Public Accountants (MSCPA), the American Institute of Certified Public Accountants, the Massachusetts Government Finance Officers Association and the Association of Governmental Accountants.

Michael Nelligan CPA, Governmental Engagement Partner, Mr. Nelligan has over 30 years of audit, accounting and management experience which began in 1981. Mike began his career as an auditor with Grant Thornton in Boston, Massachusetts in 1981. During his 7 years with Grant Thornton, he rose to the level of Audit Manager with a client base of governments, public utilities, public universities, manufacturing, retail, hospitals, wholesale distributors and various non-profit organizations. These entities ranged from start-ups to large publicly traded companies. In 1988, Mike accepted the position of CFO with an east coast wholesale distribution firm where he managed all aspects of the company's operations. After the sale of the company in 2002, Michael joined Powers & Sullivan and currently audits many cities and towns, municipal utilities and nonprofit organizations.

Mr. Nelligan's experience in providing audit services and working for commercial entities has given him the unique perspective of being responsible for being both the auditor and auditee. The practical experience of running a business, performing audits and working with municipalities provides you with a significant knowledge base that can provide practical solutions to problems. He is knowledgeable in Statutory, UMAS and GAAP methods of accounting and is familiar with the software programs used by Massachusetts cities, towns, districts and agencies.

Michael is responsible for maintaining the firm's continuing education program. As such he is responsible to develop the firm-wide and individual plans for our staff. He develops, with Reneé Davis, our internal governmental training sessions. He also is a very active speaker at governmental seminars for the Massachusetts Society of Certified Public Accountants along with the Massachusetts Financial Community.

Michael works directly with Frank Serreti and Todd Jurczyk to manage all of the engagements conducted in accordance with the Massachusetts Department of Elementary and Secondary Education's (ESE) Compliance Supplement applicable to Massachusetts School Districts to the End-of-Year Financial Report. The firm completes over fifty of these engagements each year. Some of his larger clients include Springfield, Wellesley, Billerica, Hingham, Braintree, and Marshfield.

He is a member of the American Institute of Certified Public Accountants, the Massachusetts Society of Certified Public Accounts, the Association of Government Accountants and the Massachusetts Government Finance Officers Association. Michael is a licensed CPA in Massachusetts.

Frank Serreti CPA, Governmental Engagement Partner, Mr. Serreti has been with the firm for over 20 years and has performed over 150 comprehensive single audit and consulting engagements for Massachusetts' governments. He obtained his license to practice as a certified public accountant while at Powers & Sullivan. He was promoted to manager in 2001 and admitted as a partner in July 2012.

Mr. Serreti's experience in providing service to local governments has given him the knowledge that is a valuable resource to his clients. He prides himself in being very attentive to his client's needs and has demonstrated the ability to assist them throughout the year. His engagements are planned well in advance of the field work and his clients are well informed as to the expectations of both parties. He is knowledgeable in UMAS and GAAP methods of accounting and is familiar with the software programs used by Massachusetts cities, towns, districts and agencies.

He is responsible for conducting many of the firm's internal governmental training sessions. Frank works directly with Michael Nelligan and Todd Jurczyk to manage all of the engagements conducted in accordance with the Massachusetts Department of Elementary and Secondary Education's (ESE) Compliance Supplement applicable to Massachusetts School Districts to the End-of-Year Financial Report. The firm completes over fifty of these engagements each year. Some of his larger clients include Andover, North Andover Beverly, Wakefield, and Woburn.

He is a member of the Massachusetts Society of Certified Public Accountants (MSCPA), the American Institute of Certified Public Accountants, the Massachusetts Government Finance Officers Association and the Association of Governmental Accountants. Frank has recently served as the chairman of the MSCPA Government Accounting and Auditing Committee.

As the concurring partner, Mr. Serreti will be responsible for reviewing all of your audit reports and key audit workpapers. He will also be available for client meetings as requested.

Todd Jurczyk, CPA, Governmental Manager, Mr. Jurczyk has over 13 years of governmental auditing and accounting experience. He started his governmental experience with the Fiscal Management Office of MassHighway (MHD) in 1997. While at MHD he was a member of the Commonwealth's GASB 34 implementation team; responsible for capital asset accounting; responsible for the accounting of major construction projects; responsible for compliance with federal grants; responsible for auditing the compliance of contracts with procurement laws; and was the liaison between MHD, the Comptroller's Office and the external auditors. He passed all parts of the certified public accountant's exam while at MHD. The experience at MHD has made Todd very knowledgeable in compliance auditing and specifically proficient at conducting Single Audits. He joined Powers & Sullivan in 2003, became a licensed CPA in 2006 and was promoted to our management team in July 2007.

Todd spends 100% of his time working on our governmental clients. Todd is substantially involved with several single audit engagements. Some of his clients include Quincy, Chelsea, North Attleborough Electric Light, Wellesley, Belmont, Billerica, Somerset and Oak Bluffs.

Todd works directly with Mr. Nelligan and Mr. Serreti to manage all of the engagements conducted in accordance with the Massachusetts Department of Elementary and Secondary Education's (ESE) Compliance Supplement applicable to Massachusetts School Districts to the End-of-Year Financial Report. The firm completes over fifty of these engagements each year.

Todd is also a member of our quality control team responsible for reviewing CAFR's prior to submittal to the GFOA award program. He is responsible for the audit of three clients that prepare CAFR's. He is part of our

team that establishes our auditing procedures and is our training instructor for auditing requirements under A-133 and the Single Audit Act. He is a member of the Massachusetts Society of Certified Public Accountants (MSCPA) and the American Institute of Certified Public Accountants (AICPA).

Other Staffing Matters

For the other staff assigned to the engagement we will assign an audit senior who is certified and has completed at least 10 federal audit engagements and assistants as needed. All of our staff are college graduates and are working towards the goal of becoming Certified Public Accountants. All of our staff are full time employees of Powers & Sullivan, LLC and are dedicated to conducting school district and municipal audits. We do not use consultants or subcontractors in the conduct of our audits.

In order to keep all team members up-to-date on governmental auditing the firm conducts a mandatory multiple day training session in June each year that relates only to governmental auditing. They are also required to attend governmental seminars sponsored by professional organizations. We have a mentoring program where all members are teamed up with a manager to assist in their professional and personal development. Finally, periodic formal review sessions are conducted throughout the year that evaluate their performance and set goals for the next period.

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

During fiscal year 2015 we submitted the following CAFR’s to the GFOA:

- | | |
|-----------------------|--|
| Town of Andover | Town of Barnstable |
| Town of Braintree | Town of Burlington |
| Town of Cohasset | Town of Dedham |
| Town of Duxbury | City of Everett |
| Town of Hingham | Lower Pioneer Valley Educational Collaborative |
| Town of Marblehead | Town of Marshfield |
| Town of North Andover | City of Revere |
| City of Salem | Town of Scituate |
| City of Somerville | City of Springfield |
| Town of Wellesley | Town of Westwood |

OUR CLIENTS

We have listed references for which we have provided services similar to those requested. As for the clients listed in the accompanying chart for which we have not provided reference information, please feel free to contact them directly or contact us and we will provide that information.

SELECTED EXPERIENCE AND REFERENCES

WHITTIER REGIONAL TECHNICAL HIGH SCHOOL

We have been engaged to perform audit services for the Whittier Regional Technical High School since 2012. We have completed the Compliance engagements for the End of Year Pupil and Financial Report for each audit year. Mr. Sullivan and Mr. Serreti are the engagement partner to the School.

Reference: Ms. Kara Kosmes, Business Manager 978-373-4101
115 Amesbury Line Road wtbusiness@whittier.tec.me.us
Haverhill, MA 01830

BLUE HILLS REGIONAL TECHNICAL SCHOOL

We have provided audit services to perform audit services to the Blue Hills Regional Technical School since 2001. We have completed the Compliance engagements for the End of Year Pupil and Financial Report for each audit year. Mr. Sullivan and Mr. Serreti are the engagement partners to the School.

Reference: Mr. James P. Quaglia, Superintendent of Schools 781-828-5800
800 Randolph Street jquaglia@bluehills.org
Canton, MA 02021

QUABBIN REGIONAL SCHOOL DISTRICT

We have been engaged to perform audit services for the Quabbin Regional School District since 2004 and recently were re-engaged in a competitive bid process. We have completed the Compliance engagements for the End of Year Pupil and Financial Report for each audit year. Mr. Sullivan is the engagement partner to the District.

Reference: Ms. Cheryl Duval, Director of Administrative Services 978-355-4668
872 South Street, P.O. Box 667 Cduval@qrsd.org
Barre, MA 01005

TANTASQUA REGIONAL SCHOOL DISTRICT

We have provided audit services to the Tantasqua Regional School District since 1999. We assisted the District in implementing GASB 34 for FY2003. We have provided various consulting services and completed the Compliance engagements for the End of Year Pupil and Financial Report. Mr. Sullivan is the engagement partner to the District.

Reference: Ms. Deborah Boyd, Associate Superintendent of
Business and Finance 508-347-5977
320 Brookfield Road Dboyd@tantasqua.org
Fiskdale, MA 01518

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

We have provided audit services to the Hamilton Wenham Regional School District since 2011. We assisted the District in implementing new reporting standards along with new internal control procedures. We have provided various consulting services and completed the Compliance engagements for the End of Year Pupil and Financial Report. Mr. Powers and Mr. Serreti serve as the engagement partners to the District.

References: Mr. Michael Harvey, Ed.D. Superintendent 978-626-0821
M.harvey@hwschools.net
Mr. Jeffrey Sands, Assistant Superintendent for 978-626-0823
Finance and Administration J.sands@hwschools.net
5 School Street
Wenham, MA 01984

NASHOBA REGIONAL SCHOOL DISTRICT

We have provided audit services to Nashoba Regional School District since 2002 and recently were re-engaged through a competitive bid process. We have completed the Compliance engagements for the End of Year Pupil and Financial Report and have provided various consulting service during this time. Mr. Sullivan is the engagement partner to the District.

References: Mr. George King, Assistant Superintendent of Schools 978-779-0539
Gking@nrdsd.net
Ms. Patricia Marone, Accountant 978-692-4711
50 Mechanic Street Pmarone@nrdsd.net
Bolton, MA 01730

PENTUCKET REGIONAL SCHOOL DISTRICT

We have provided audit services to Pentucket Regional School District since 2008 and recently were Re-engaged through 2017. We have completed the Compliance engagements for the End of Year Pupil and Financial Report and have provided various consulting service during this time. Ms Davis is the engagement partner to the District.

References: Mr. Greg Labrecque, Business Manager
22 Main Street
West Newbury, MA 01985

978-363-2280
glabrecque@prsd.org

The schedules that follow are intended to provide a snapshot of our client base and the scope of services provided to them.

Cities & Towns over \$100 Million in Revenue

	Audit Services	DESE Engagement	Years of Service	Total Revenues	Total Single Audit	CAFR
1 Springfield	X	X	5-10	\$ 837,000,000	\$ 119,000,000	X
2 Lowell	X	X	over 10	\$ 410,000,000	\$ 39,000,000	
3 Quincy	X	X	5-10	\$ 392,000,000	\$ 18,000,000	
4 Lawrence	X	X	5-10	\$ 335,000,000	\$ 35,000,000	
5 Brookline	X	X	over 10	\$ 286,000,000	\$ 6,000,000	
6 Somerville	X	X	over 10	\$ 267,000,000	\$ 13,000,000	X
7 Plymouth	X	X	5-10	\$ 250,000,000	\$ 8,000,000	
8 Peabody	X	X	over 10	\$ 242,000,000	\$ 8,000,000	
9 Braintree	X	X	5-10	\$ 231,000,000	\$ 3,000,000	X
10 Wellesley	X	X	5-10	\$ 226,000,000	\$ 2,000,000	X
11 Everett	X	X	1-5	\$ 223,000,000	\$ 10,000,000	X
12 Revere	X	X	1-5	\$ 214,000,000	\$ 13,000,000	X
13 Salem	X	X	5-10	\$ 210,000,000	\$ 13,000,000	X
14 Andover	X	X	over 10	\$ 198,000,000	\$ 3,000,000	X
15 Barnstable	X	X	over 10	\$ 193,000,000	\$ 9,000,000	X
16 Billerica	X	X	over 10	\$ 186,000,000	\$ 3,000,000	
17 Arlington	X	X	over 10	\$ 179,000,000	\$ 6,000,000	
18 Beverly	X	X	over 10	\$ 165,000,000	\$ 8,000,000	
19 Woburn	X	X	over 10	\$ 156,000,000	\$ 3,000,000	
20 Burlington	X	X	over 10	\$ 156,000,000	\$ 2,000,000	
21 Belmont	X	X	5 - 10	\$ 152,000,000	\$ 2,000,000	
22 Hingham	X	X	5 - 10	\$ 149,000,000	\$ 2,000,000	X
23 Tewksbury	X	X	over 10	\$ 141,000,000	\$ 2,000,000	
24 Milton	X	X	over 10	\$ 126,000,000	\$ 2,000,000	
25 North Andover	X	X	1-5	\$ 124,000,000	\$ 2,000,000	X
26 Marshfield	X	X	1-5	\$ 120,000,000	\$ 3,000,000	X
27 Dedham	X	X	1-5	\$ 120,000,000	\$ 2,000,000	X
28 Marblehead	X	X	over 10	\$ 109,000,000	\$ 1,000,000	X
29 Melrose	X	X	over 10	\$ 108,000,000	\$ 3,000,000	
30 Agawam	X	X	over 10	\$ 107,000,000	\$ 3,000,000	
31 Duxbury	X	X	over 10	\$ 107,000,000	\$ 1,000,000	X
32 Saugus	X	X	1-5	\$ 103,000,000	\$ 2,000,000	
33 Ipswich	X	X	1-5	\$ 101,000,000	\$ 1,000,000	
34 Weston	X	X	1-5	\$ 101,000,000	\$ 1,000,000	

Cities & Towns under \$100 Million in Revenue

	Audit Services	ESE Engagement	Years of Service	Total Revenues	Total Single Audit	CAFR
35 Westwood	X	X	over 10	\$ 87,000,000	\$ 1,000,000	X
36 Wareham	X	X	5-10	\$ 85,000,000	\$ 4,000,000	
37 Scituate	X	X	1-5	\$ 84,000,000	\$ 1,000,000	X
38 Yarmouth	X		1-5	\$ 82,000,000	\$ 1,000,000	
39 Wakefield	X	X	over 10	\$ 75,000,000	\$ 2,000,000	
40 Somerset	X	X	5-10	\$ 66,000,000	\$ 1,000,000	
41 Medfield	X	X	1-5	\$ 62,000,000	\$ 1,000,000	
42 Winthrop	X	X	1-5	\$ 62,000,000	\$ 2,000,000	
43 Abington	X	X	over 10	\$ 54,000,000	\$ 1,000,000	
44 Cohasset	X	X	1-5	\$ 51,000,000	\$ 1,000,000	X
45 Carver	X	X	1-5	\$ 41,000,000	\$ 2,000,000	
46 Georgetown	X	X	over 10	\$ 39,000,000	\$ 1,000,000	
47 Lunenburg	X	X	1-5	\$ 37,000,000	\$ 1,000,000	
48 Rockport	X	X	over 10	\$ 34,000,000	\$ -	
49 Monson	X	X	over 10	\$ 32,000,000	\$ 2,000,000	
50 Acushnet	X		over 10	\$ 30,000,000	\$ 1,000,000	
51 Oak Bluffs	X		over 10	\$ 29,000,000	\$ 1,000,000	
52 Manchester-By-The-Sea	X		1-5	\$ 29,000,000	\$ -	
53 Orange	X	X	5-10	\$ 25,000,000	\$ 3,000,000	
54 Rehoboth	X		5-10	\$ 24,000,000	\$ -	
55 Rowley	X		over 10	\$ 23,000,000	\$ -	
56 Boxborough	X	X	5-10	\$ 22,000,000	\$ -	
57 Groveland	X	X	over 10	\$ 21,000,000	\$ -	
58 Lancaster	X	X	1-5	\$ 21,000,000	\$ -	
59 Wellfleet	X		1-5	\$ 20,000,000	\$ -	
60 Wenham	X	X	5-10	\$ 16,000,000	\$ -	
61 Barre	X		1-5	\$ 13,000,000	\$ -	
62 Chilmark	X		over 10	\$ 10,000,000	\$ -	

Schools

	Audit Services	ESE Engagement	Years of Service	Total Revenues	Total Single Audit
1 Blue Hills Regional School District	X	X	5-10	\$23,000,000	\$ 2,000,000
2 Cape Cod Regional Technical High School	X	X	5-10	\$13,000,000	\$ 600,000
3 Essex Agricultural & Technical High School	X	X	5-10	\$12,000,000	\$ 500,000
4 Hamilton-Wenham Regional School District	X	X	1-5	\$36,000,000	\$ 600,000
5 Lincoln-Sudbury Regional School District	X	X	5-10	\$31,000,000	\$ -
6 Manchester Essex Regional School District	X	X	5-10	\$55,000,000	\$ -
7 Nashoba Valley Regional School District	X	X	5-10	\$47,000,000	\$ 2,000,000
8 Nashoba Valley Technical Regional School District	X	X	5-10	\$12,000,000	\$ -
9 North Middlesex Regional School District	X	X	1-5	\$54,000,000	\$ 3,000,000
10 Northeast Metropolitan Regional Vocational School District	X	X	1-5	\$28,000,000	\$ 1,000,000
11 Pentucket Regional School District	X	X	1-5	\$40,000,000	\$ 1,000,000
12 Quabbin Regional School District	X	X	5-10	\$51,000,000	\$ 2,000,000
13 Quincy College	X		1-5	\$17,000,000	\$ -
14 Southeastern Regional School District	X	X	1-5	\$25,000,000	\$ 2,000,000
15 Southwick-Tolland-Granville School District	X	X	3	\$30,400,000	\$ 1,000,000
16 Tantasqua Regional School District	X	X	5-10	\$30,000,000	\$ 1,000,000
17 Francis Parker Charter School	X	X	5-10	\$ 5,000,000	\$ -
18 Cambridge Community Charter School	X	X	5-10	\$ 4,000,000	\$ -
19 Martha's Vineyard Charter School	X	X	5-10	\$ 4,000,000	\$ -
20 Salem Community Charter School	X	X	1	\$ 964,000	\$ -

AUDIT SCOPE AND APPROACH

We will provide a Comprehensive Single Audit of the Acton-Boxborough Regional School District's basic financial statements for the fiscal years ending June 30, 2016 through 2018. Our examinations will be conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 US Code of Federal Regulations Part 2000, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

We will complete the Department of Elementary and Secondary Education's Agreed-Upon Procedures engagement in relation to the District's End-of-Year Financial Report. The engagement will be conducted in accordance with the Massachusetts Department of Elementary and Secondary Education's Compliance Supplement applicable to Massachusetts School Districts End-of-Year Financial Reports and attestation standards established by the American Institute of Certified Public Accountants.

We will conduct an agreed-upon procedures engagement to satisfy the legal requirement to conduct annual audits of the District's student activity funds. The engagement will be conducted in accordance with the procedures enumerated in the Massachusetts Department of Elementary and Secondary Education's "Agreed-upon Procedures and Audit Guidelines: Student Activity Funds" and attestation standards established by the American Institute of Certified Public Accountants.

ELECTRONIC WORK PRODUCT

Our firm prepares all audit working papers, trial balances, report preparation and other work products electronically. Our Team Members are all assigned lap-top computers that are networked in the field and supported by laser printers and scanners. We will download your trial balance directly to our audit software and use it to prepare the financial statements. We will provide you with a hard and electronic copy of relevant working papers and reporting schedules.

THE PROCESS

- **Initial Planning and Prelim Field Work** - This involves meeting with you at least one month prior to the beginning of preliminary field work to address areas of concern, changes in operations, personnel, systems, etc. We will complete a budget, review any special legislation for specific compliance, and begin the audit of the current year operating budget, long and short-term debt, and compliance related to internal controls and the Single Audit.

- **Year End Work Field Work** - This involves analytical procedures and substantive test of the financial statements. Analytical Procedures are procedures used in the evaluation of the comparison of financial information to the expectations developed by the auditor. We will audit significant assets and liability balances (i.e. cash and warrants payable) and test and verify the accuracy of the financial statements.

- **Conclusion of the Audit** - All draft reports will be reviewed with District Representatives and final reports will be issued in accordance with the time frames established in the RFP.

Information Required from the District

In the normal course of an audit a client will prepare documents that will be supplied to us. What your staff will find is that most of what we require will be documents and reconciliations they have prepared in the course of performing their day-to-day duties. We prefer to receive these documents in electronic format through our secure Portal so that scanning and copying is eliminated. As requested, we have included a sample audit checklist with this proposal.

Work-plan and Timeline

The following section provides additional information on our audit process for the financial statements and the single audit.

1. We normally will complete a significant portion of our audit work, prior to fiscal year-end, in the late spring/early summer. This preliminary work normally will include our audit planning, an analysis of the budget, debt, Single Audit compliance testing, and updating the template for the basic financial statements. We will also work with the District to identify any reporting deficiencies that could result in an audit opinion modification. Through our experience, we have found that doing this early in the process provides ample time to correct any deficiencies that may be noted and helps to prevent delays in issuing the audit reports. Delays in reporting are more likely to occur with an audit firm that waits until the fall to begin the audit process.
2. For the fiscal year 2016 audit, we propose that the preliminary work be completed in the early summer due to the timing of the audit proposal. The year-end work will occur in the fall. We anticipate issuing draft audit reports within two to four weeks of completing our fieldwork and the final reports can be issued once we have been provided with sufficient audit evidence and management has taken responsibility for and approved issuance of the reports.
3. For fiscal years 2017 and 2018, we anticipate completing the preliminary audit work in the late spring/early summer as indicated above and completing our year-end audit work in the fall with final reports issued by the end of October.
4. As noted earlier, we will assign an on-site engagement partner, senior auditor and assistants, as needed.
5. For our preliminary work (Phase 1), we normally plan on completing the single audit testing, study and documentation of internal control, planning and risk assessment. During Phase 2 of the audit we will perform substantive testing and report preparation.
6. Our audit process will assess the risk of each audit area and design tests that are specific to you. Our statistical testing primarily relates to the single audit and internal control verification. The sample size can range from 5 to 100 based on the control being tested.

7. We do extensive analytical testing to support our substantive tests. We measure budget-to-actual revenue and expenditure reports for all budgeted funds. Capital Projects are measured against the capital plan and appropriations. We complete a multi-year analysis of all funds, assets, liabilities and fund balances. Our audit software runs reports that highlight variances over a set dollar and percentage for further analytical work.
8. We complete a paperless engagement which requires that we receive all ledgers, transactions, trial balances and similar reports electronically. We use these reports to complete the financial statements directly from your ledgers and complete a significant amount of testing by having all transactions readily available for testing.
9. We will prepare and, in later years, update permanent files that document key transaction processing for receipts, revenues and receivables, payroll, expenses, refunds, purchasing, journal entries, and similar items. This documentation includes all related processes and approvals that can effect a transaction. Each year during Phase 1 of the audit we update our permanent files, with your assistance, for any changes. We use this understanding to plan our audit procedures.
10. In our permanent files, we also maintain copies of all by-laws that complement the Department of Revenue regulations, Massachusetts General Laws and Special Legislation. We read significant grant requirements and contracts.
11. Our testing for compliance is done as part of the Single Audit along with our substantive audit. The sample is drawn from all possible transactions but normally will include Single Audit transactions to complete dual testing as allowed by the Single Audit Act. We normally stratify the sample by specifically selecting significant dollar value transactions and randomly select others.
12. At the end of each year, we will provide your financial management team a complete analysis of all balances in the financial statements. It will be in the form of a crosswalk from your ledgers plus all financial adjusting entries to the amounts presented on your financial statements. This will be in Excel and your staff will receive a hard copy along with the electronic files.
13. We believe the role of an auditor goes beyond just an examination of the accounts. We expect our clients to rely on us for guidance related to reporting, municipal finance, systems automation and internal controls. We will be available to attend all necessary meetings and will work with the District to assure that all GASB requirements are met. This expanded level of service comes at no additional cost and is included as part of the audit fee.

Timing of DESE Engagement

We will complete the DESE agreed-upon procedures engagement in relation to the District's End-of-Year Financial Report in accordance with DESE compliance requirements. We anticipate this process to take approximately 40 hours. This report is due by the end of March after the close of each year. We will complete this engagement during the January-February time period.

Timing of Student Activity Engagement

We will complete the Student Activities audit in accordance with the compliance requirements as prescribed by the Department of Elementary and Secondary Education. We anticipate this process to take approximately 40 hours. We will work with District personnel to determine timing for this engagement that works within the District's schedule.

Identification of Anticipated Potential Audit Problems

We do not anticipate any significant audit problems. We have reviewed your financial statements and are familiar with auditing the governmental funds reported. If a major problem does occur we will work with District management to allocate our resources to resolve the issue. If the problem is so significant that it cannot be resolved in a timely manner we would request a meeting to discuss the issue and a possible solution.

ADDITIONAL INFORMATION

New Federal Grant Audit Requirements

As part of the push for federal grant reform, the U.S. Office of Management and Budget (OMB) implemented changes to Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The changes reflect some of the most significant reporting updates for organizations that receive federal grants since the creation of the A-133 Single Audit. Eight OMB Circulars, including A-133, have been combined into one “super circular”. The new guidelines are referred to as “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” or “Uniform Guidance” and will take effect for the City beginning with fiscal year 2016.

New GASB Pronouncements

As part of our basic service, we will discuss any new standards well in advance of its implementation date and assist in your preparation. The next significant GASB’s are described below.

GASB Statement 72 – Fair Value Measurement and Application - This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements. It is required to be implemented in fiscal year 2016.

GASB Statement 73 - Accounting and Financial Reporting for Pensions and Related Assets that are not Within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68. This Statement provides additional guidance on the Pension Standards. The provisions of this Statement are effective for fiscal year 2016—except those provisions that address employers and governmental nonemployer contributing entities for pensions that are not within the scope of Statement 68, which are effective for fiscal year 2017.

GASB Statement 74 - Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans - This Statement significantly changes accounting and disclosure related to OBEB Trust Funds and will require the City to adequately plan for its implementation. It is required to be implemented in fiscal year 2017.

GASB Statement 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions - This Statement significantly changes accounting and disclosure related to OBEB benefits and will require the City to adequately plan for its implementation. It is required to be implemented in fiscal year fiscal year 2018.

GASB Statement 76 - The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments – This statement is technical in nature and will not require any changes by the City. It is required to be implemented in fiscal year 2016.

GASB Statement 77, Tax Abatement Disclosures – This statement requires additional disclosure related to tax abatements. It is required to be implemented in fiscal year 2017.

It will be important for management to gain a good understanding of how these statements will impact the financial statements for the purposes of explaining the changes to users.

APPENDIX A

The following is intended to share our vision of our future relationship with the District.



“Coming together is a beginning, staying together is progress, and working together is success”

- Henry Ford

“Opportunity is missed by most people because it is dressed in overalls and looks like work”

- Thomas Edison

“The achievements of an organization are the results of the combined effort of each individual.”

- Vince Lombardi

We share the above quotes with you because it symbolizes our core beliefs that:

1. We will always conduct ourselves in a manner that works towards the long-term success of Powers & Sullivan AND the District,
2. We will always be willing to “don the overalls” and work for you,
3. We will continue to provide a group of experienced professionals to compliment your Team so that the combined effort will result in the achievements both of our organizations desire.

APPENDIX B

The following documents were required as part of our response to the Request for Proposal:

1. Attachment B – Certificate of Non-Collusion
2. Attachment C – Certificate of Tax Compliance
3. Sample Audit Checklist
4. System Review Report
5. Evaluation Summary Form
6. Non-Collusion and Tax Compliance Certification Form

**CERTIFICATE OF NON-COLLUSION
AND TAX COMPLIANCE CERTIFICATION FORM**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

A handwritten signature in black ink, appearing to read "Richard Sullivan". The signature is written in a cursive, flowing style.

Powers & Sullivan, LLC

April 27, 2016

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A (B), I, Richard Sullivan, authorized signatory for Powers & Sullivan, LLC, do hereby declare under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.



By:
Partner
April 27, 2016

CERTIFICATE OF NON-DISCRIMINATION

The undersigned hereby certifies that it will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, national origin, sex, sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object) age, genetic information, ancestry, or the handicap of a qualified handicapped person.



By:
Partner
April 27, 2016

ATTACHMENT D

Acton Boxborough Regional School District
Request for Proposal – Audit Services
Mandatory Requirement Form

Failure to comply or respond to any items in this mandatory requirement section may result in the rejection of a proposal. Please indicate with a check mark next to each requirement that the response of information needed to address the same is attached or enclosed with this form.

<u>REQUIREMENT</u>	<u>YES</u>	<u>NO</u>	<u>FURTHER INFO.</u> <u>ENCLOSED</u>
The proposal complies with all requirements specified herein.	X		
The RFP is submitted to the Director of Finance office (due April 27, 2016 at 2pm local time).	X		
The “Price Proposal” and the “Evaluation Proposal” are submitted in two separately sealed envelopes.	X		
The firm has included and signed all forms and certificates.	X		
An affirmation statement is enclosed attesting that at least two assigned personal, in addition to the engagement partner, are properly licensed.	X		
A list of reference from at least three (3) public entity clients, including contact names and telephone numbers, is included.	X		
The firm has included a copy of its most recent peer review report and letter of comments.	X		
Information is enclosed with identifies staff and their experience and qualifications.	X		
The proposal contains a statement of the services to be performed and the work products to be provided, and current hourly rates.	X		
The firm has enclosed a work plan to accomplish the scope of services.	X		
The firm has a description of the firms’ approach to resolving audit problems and any special assistance that may be requested.	X		
The firm has sample reports as requested.	X		These will be emailed to Clare Jeannotte



PRICE PROPOSAL AUDIT SERVICES

ACTON-BOXBOROUGH
REGIONAL SCHOOL DISTRICT



FOR THE FISCAL YEARS ENDING
JUNE 30, 2016 THROUGH 2018

PRICE PROPOSAL AUDIT SERVICES

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

JUNE 30, 2016 THROUGH 2018

SUBMITTED BY:

POWERS & SULLIVAN, LLC
CERTIFIED PUBLIC ACCOUNTANTS

100 QUANNAPOWITT PARKWAY, SUITE 101
WAKEFIELD, MA 01880

CONTACT PERSON: RICHARD SULLIVAN, CPA MBA

TELEPHONE: 781-914-1700

FAX: 781-914-1701

WEBSITE: WWW.POWERSANDSULLIVAN.COM

DATE: APRIL 27, 2016



100 Quannapowitt Parkway
Suite 101
Wakefield, MA 01880
T. 781-914-1700
F. 781-914-1701
www.powersandsullivan.com

TRANSMITTAL LETTER

April 27, 2016

Acton-Boxborough Regional School District
16 Charter Road,
Acton, MA 01720

To the Audit Evaluation Team:

We appreciate the opportunity to submit this price proposal to render independent financial audit services to the Acton-Boxborough Regional School District (“District”) for the fiscal years ending June 30, 2016 through 2018.

We recognize, in today's environment particularly, the importance of controlling our costs in order that our fees are kept at a reasonable level to the District and competitive with other firms. As a means of controlling our costs, we plan the engagement carefully, using as a basis a study and evaluation of the District's system of internal control. We then budget hours for each section of the engagement. As the examination progresses, we will constantly monitor our time input against the original budget. In utilizing this system of engagement management, we believe we can give the District solid assurance that deadlines will be met and costs minimized.

Based upon our estimate of the time necessary to complete the examination, our all-inclusive fee for completing the auditing services described in the Approach to the Audit section of the evaluation proposal is as follows:

All inclusive annual audit fee - FY2016	\$22,900
All inclusive annual audit fee - FY2017	\$22,900
All inclusive annual audit fee - FY2018	\$22,900

Our all-inclusive fee to perform procedures as specified in the Department of Elementary and Secondary Education’s Compliance Supplement (DESE Compliance Procedures) applicable to Massachusetts School Districts’ End-of-Year Financial Report is as follows:

All inclusive fee for DESE Compliance Procedures - FY2016	\$3,800
All inclusive fee for DESE Compliance Procedures - FY2017	\$3,800
All inclusive fee for DESE Compliance Procedures - FY2018	\$3,800

Our all-inclusive fee for completing the Student Activity auditing services described in the Approach to the Audit section of the evaluation proposal is as follows:

All inclusive student activity audit fee - FY2016	\$1,800
All inclusive student activity audit fee - FY2017	\$1,800
All inclusive student activity audit fee - FY2018	\$1,800

The fees include all direct and indirect costs we incur. The District will not be billed for the cost of report production, travel, meals, lodging or any other out of pocket expenses. Certain expenses, such as the cost of obtaining confirmations from outside legal counsel and banks.

Should the District desire professional services outside the scope of this audit shown below are our standard hourly billing rates.

Partner	\$195
Manager	\$150
Seniors	\$120
Assistant	\$ 90

We believe it is in the District's best interest to select the firm it feels will best serve its needs. If after evaluating our qualifications, the District decides our firm is best suited to meet these needs but, due to budgetary constraints, is considering another firm based only on a lower proposed fee we are willing to negotiate a final fee. In our initial process, we attempt to propose a fee that is fair. It represents our best preliminary estimate and, as such, may be adjusted based on further discussions and evaluation. Our proposed fee includes a full range of services which other firms may not have included such as attendance at meetings by partners after the audit is completed, general consulting on finance issues and other services. If the District needs further clarification, we would appreciate the opportunity to explain our fee structure in detail.

This proposal will remain in effect for a period of ninety (90) days from the submission date and thereafter until withdrawn, a contract is made and approved, or the procurement is canceled, whichever occurs first. The undersigned has the authority to contractually bind Powers & Sullivan, LLC.

I assure you that Powers & Sullivan, LLC will provide the District with the highest level of service, energy, commitment and experience. We want the District as a valued client.

Very truly yours,



Richard Sullivan, CPA MBA
Partner

Acton-Boxborough Regional School District
Request for Proposal – Audit Services
Price Proposal Form

We offer the following price proposal to perform the financial audits as specified within the bid documents and our Proposal Audit Services for the Action-Boxborough Regional School District as follows:

<u>Year End</u>	
June 30, 2016	<u>\$22,900</u>
June 30, 2017	<u>\$22,900</u>
June 30, 2018	<u>\$22,900</u>

The accounting fees to audit the District’s Massachusetts Department of Education End of Year Report will be as follows:

<u>Year End</u>	
June 30, 2016	<u>\$3,500</u>
June 30, 2017	<u>\$3,500</u>
June 30, 2018	<u>\$3,500</u>

Additional Terms and Conditions: (please attach additional information if needed)

None

Company: Powers & Sullivan, LLC

Authorized Signature:



Address: 100 Quannapowitt Parkway, Suite 101

Date: _____

Wakefield, MA 01880

Telephone: 781-914-1700

Please submit this in a separate envelope clearly marked “Auditing Services – Price Proposal” to:

Ms. Clare L. Jeannotte, Director of Finance
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720

ON OR BEFORE April 27, 2016 at 2:00 p.m. local time

Acton Public Schools
Acton-Boxborough Regional School District
Acton, MA

**OVERNIGHT, INTERNATIONAL and/or OUT-OF-STATE
FIELD TRIP PERMISSION FORM**

Submit for Superintendent and School Committee approval

The first step in this process is to meet with Maura D'Arcy our International Field Trip Coordinator to go over initial details.
Please file at least four (4) weeks in advance for 1-3 day trips
Please file at least three (3) months in advance trips longer than 3 days and/or trips with per student cost greater than \$500.00

Please TYPE or use COMPUTER FORM

- Name of Teacher(s): Patricia Garrison - Coach of Ski Team
- School: Acton-Boxborough Regional High School
- # of Students going: 18 # of Chaperones (gender): 3 men; 2 women/ Separated into separate condos with men and boys in one condo; women and girls in second condo

Names of Chaperones: Patricia Garrison; Gil Watt; Jess Janus; Scott Robb; other to be announced

Date(s) of Trip: 12/26/16 - 12/31/16 School Time Involved: December vacation week

Purpose of Trip/Destination: An annual training camp for the ski season: Varsity Nordic Ski Team
Any skier is welcome to attend training camp.

Have you taken this trip before? Yes, with the AB Nordic Ski Team and with a ski club.

Any special arrangements required (such as extra insurance, ADA accommodations)? no

Cost per Student: (Please describe how the cost is determined.) Approximately \$400
Cost is determined by cost of condo rentals, cost of food for each condo, cost of ski pass and adding gas \$ for parents who are driving.

Who will pay for the trip? Parents

Has any fundraising been done? No If so, what?

Are any parents driving? yes

If so, have appropriate insurance forms been filled out? They will have been completed at least one month prior to the trip.

Have you followed the procedure outlined in Policy IJOA? yes

Other comments:


Approved Not Approved

[Signature]
Department Leader

4/2/16
Date

Approved

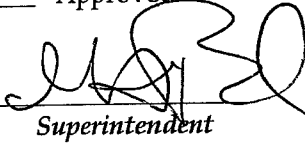
Not Approved


Principal

5/1/16
Date

Approved

Not Approved


Superintendent

05/12/16
Date

Approved

Not Approved

School Committee

Date

QUEBEC TRAINING CAMP 2016
Mt. Ste. Anne, Quebec

Information

AB Nordic Ski Team has been training at Mt. Ste. Anne for a few years. Every December vacation, the day after Christmas, we all pack the vans/cars and drive to Quebec for a great training camp that starts on Dec. 26 and ends on Dec. 31. Two condos are rented: one for boys and one for girls. Adult chaperones supervise each condo with specific guidelines needed for skier safety. They also prepare meals for the skiers.

The schedule is packed for optimal training, and we have mandatory nap/sleep times. Skiers are not able to go away from the group without a chaperone. The weather is almost always colder than in Massachusetts, so you need to be prepared for the Quebec cold. We eat well...**no soda** and not much juice. We don't allow electronic games at all or cell phones after a certain hour. The phones will be put in a basket in a chaperone's bedroom. We all get together to have good fun playing word games or card games. We will have only one night for a movie...otherwise no TV. The camp is good skiing/training, good eating, and meeting other serious racers from Canada and the U.S. It may include a visit to Quebec City to the visit to The Museum of Civilization or the Museum of French Americans. We also eat at a French restaurant. Old Quebec City is especially beautiful during this time of year! The skiers have a great time even though they are exhausted upon their return.

The most important aspect of the training program is that it prepares you for your first races of the season at the beginning of January. Without this training camp, you are expecting your bodies to perform at a competitive race pace when you are not really ready. We ski A LOT each day and this is a perfect beginning to a ski season, unless you can get in consistent skiing earlier than this date. It is always better to train like this than not to train.

There is a schedule attached that gives you more detailed information. The cost will be approximately \$400 per person. This includes rental of one large condo, some smaller apartments, and gas money for chaperones. Needed by the skiers are passports and signed authorization forms that I will explain in our meeting prior to leaving.

A check is needed to have a firm place for the trip. It can be made out to Pat Garrison.

Questions: Email or phone
pgxcnordic@gmail.com
Cell: 978-844-3695

Coach Pat Garrison

Acton Public Schools
Acton-Boxborough Regional School District
Acton, MA

OVERNIGHT, INTERNATIONAL and/or OUT-OF-STATE
FIELD TRIP PERMISSION FORM
Submit for Superintendent and School Committee approval

- Name of Teacher(s): **Patricia Braunegg**
- School: **ABRHS**
- # of Students going: **TBD** # of Chaperones (gender): **1, female; more will be recruited as needed**
Name of Chaperone: **Patricia Braunegg**
- Date(s) of Homestay: **April 15-18, 2017** School Time Involved: **none**
- Purpose of Trip/Destination: **To further students' knowledge of the language, history, and culture of Quebec, Canada; to provide an opportunity for cross-cultural friendships among our students and their Quebecois host families**
- Have you taken this trip before? **Not this particular trip. The teacher/chaperone has run student trips to Canada – most recently in April 2013 - has traveled extensively in Europe, and organized and led a student exchange between ABRHS and the French Lycée St-Exupéry during the 2014-2015 school year**
- Any special arrangements required (such as extra insurance, ADA accommodations)? **Not at this time.**
- Cost per Student: (Please describe how the cost is determined **Please see attached. Cost is determined by company providing the trip.**
- Who will pay for the trip? **Students and their families.**
- Has any fundraising been done? **No.**
- Are any parents driving? **No.**

• Other comments:

Having recently offered ABRHS French students the opportunity to participate in an international, francophone exchange, we wanted to offer students another such experience during the upcoming school year, this time one that was significantly more affordable, and easier to fit into students' and families' schedules. A homestay in Quebec would allow students to further develop their cultural and linguistic knowledge while visiting a geographical neighbor and getting to know the Quebecois on a more personal level. In addition to staying with a local family, students would have the opportunity to visit local sites of interest and participate in workshops, learning about the culture and history of the area. Prométour, which has been helping us plan this trip, helped us with the organization of our most recent student exchange, and did so in a manner that was extremely responsive, helpful, and professional. Prométour has been similarly responsive in assisting with the initial planning of the proposed Quebec homestay, and offers a package that is convenient, flexible, and reasonably-priced.

Approved Not Approved



Department Leader Date 3/15/2016

Approved Not Approved



Principal Date 5/1/16

Approved Not Approved



Superintendent Date 05/12/16

Approved Not Approved

School Committee Date _____

Cost per student (assuming 16 students and 2 chaperones): \$850.00

Cost includes:

- Option A: Basic Group Program Emergency Medical Insurance
- Roundtrip motor coach transportation and associated transportation costs while in Canada / USA
- 3 nights – multiple occupancy (2/3 per room) with host family in Quebec City – single beds not guaranteed
- 3 nights – twin occupancy in 3- or 4- star hotel for teachers/chaperones.
- 3 breakfasts and 3 dinners with host families
- 3 lunches in local restaurants. (includes beverage and a vegetarian option)
- All visits, activities, tours and admissions per itinerary: guided walking tour of Quebec's Old Town; lesson on the life of a soldier at the time of generals Wolf and Montcalm; visit to and traditional music workshop at a Huron Indian village; visit to Montmorency Falls; visit to a local bakery; visit to the basilica of Ste-Anne-de Beaupré; visit to Musée de la Civilisation; architectural and historical rally game in Old Quebec; shopping in the Quartier Petit Champlain
- Service of a bilingual Prométour Tour Director with the group from its arrival in Quebec City until its return to the United States
- Applicable service fees, taxes and FICAV** contribution

excluded:

shopping money and other personal spending money, meals that are not included in the daily program

payable, via separate check, to ABRHS or similar: \$23.00

includes:

- tips for Prometour Tour Director while in Canada
- tips for Prometour Bus Driver

total: \$873.00 per student participant

File: BBBE

UNEXPIRED TERM FULFILLMENT – DRAFT
First Reading 4/28/16

When a vacancy on either ~~the~~ School Committee occurs for any reason, including a failure to elect, the appropriate town's Board of Selectmen and the remaining members of that local School Committee Members from that Town share the responsibility for filling it.

As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within one month~~30 days~~ after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the Board of Selectmen and remaining School Committee Members from that Town~~two governing bodies~~ will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

LEGAL REF.: M.G.L. 41:11

File: BCB

COMMITTEE MEMBER CONFLICT OF INTEREST - DRAFT

(Member of Immediate Family Employed by the Schools)

First Reading 4/28/16

The conduct of School Committee members where a possible conflict of interest exists is regulated by Chapter 268A of the Massachusetts General Laws. The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees (defined to include School Committee members) may do on the job, after hours, and after leaving public service.

Each year, School Committee members must be given a summary of the conflict of interest law prepared by the State Ethics Commission and every two years, they must complete an online training program prepared by the Commission.

It is incumbent upon the School Committee Members to be familiar with the conflict of interest laws. Questions regarding the laws and how they are applied should be directed to the Massachusetts State Ethics Commission.

Some examples of situations in which conflicts of interest arise:

1. A member of the School Committee member's immediate family is an employee of the school district.

In general, if a member of the School Committee is a member of the immediate family (the member's spouse and their parents, children, brothers and sisters) of a person in the employ of the schools, the member of the School Committee may not participate in any way in a matter which may affect the financial interest (wages, hours or conditions of employment) of such employee of the schools, except that the member of the School Committee may vote on a consolidated budget which includes an appropriation for salaries or other benefits for the group to which the member of the immediate family belongs so long as the School Committee member has no participation of any kind in the discussion or approval of that portion of the budget.

The School Committee member may vote on other line items that do not affect the financial interest of a family member and the whole budget, including salaries, once the following procedure has been followed: the board must identify the budget line item that includes the family member's salary and vote on it separately. The School Committee member must abstain from the line item's discussion and vote. After all such conflicts are dealt with through this line item procedure, the board may then vote on the budget as a whole package, with all members participating in the final vote to approve the "bottom line."

Further, a member of the School Committee may not participate in a grievance proceeding

affecting a member of the immediate family, negotiations concerning employees in the bargaining unit which represents a family member, executive sessions concerning negotiating strategies with that particular unit, or other matter directly affecting or involving the member of the immediate family who is an employee of the schools.

Finally, the member of the School Committee should leave the room whenever an issue involving a member of the immediate family arises.

Reference is made to Graham v. McGrail, 370 Mass. 133 (1976), for guidance with respect to the conduct of a School Committee member, a member of whose immediate family is employed by the school system.

2. A School Committee Member's child is on a sports team and the School Committee is voting on fees which affect that sports team.

The Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure.

3. A School Committee Member is a Board Member or employee of an organization that rents space from the District.

A School Committee member may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a **business organization of which he is a director, officer, trustee, or employee has a financial interest.** Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

CROSS REFS: BCA, School Committee Member Ethics
 BIA, New School Committee Member Orientation

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19.2.2
(clean copy of
draft, fyi)

File: BCB

COMMITTEE MEMBER CONFLICT OF INTEREST - DRAFT

First Reading 4/28/16

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CROSS REFS: BCA, School Committee Member Ethics
 BIA, New School Committee Member Orientation

TEACHING ABOUT ALCOHOL, TOBACCO, AND OTHER DRUGS – DRAFT

First Reading 4/28/16 Second Reading 5/19/16

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and ~~drug~~ prevention education programs in grades K-12.

The alcohol, tobacco, and ~~drug~~ prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and ~~drug~~ use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or ~~drugs~~.

The objectives of this program, as stated below, are rooted in the Committee’s belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and ~~drug~~ use among children and youth.
- To increase students’ understanding of the legal implications as well as the social, physical, emotional and psychological impacts of alcohol, tobacco, and ~~drug~~ use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and ~~drug~~ use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent or designee.

This policy shall be posted on the district’s website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L. 71:1 ;71:96

CROSS REFS: GBEC, Drug Free Workplace Policy
JICH, Drug and Alcohol Use by Students
ADC/GBED/JICG, Tobacco Use on School Property/Smoking on School Premise

** Insert "other"*

current policy

File: IHAMA

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

In accordance with state and federal law, the Districts shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in grades K-12.

The drug and alcohol education program shall address the legal, social, and health consequences of drug and alcohol use. It shall include special instruction as to the effects upon the human system; the emotional, psychological and social dangers of such use with emphasis on nonuse by school age children and the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The objectives of this program, as stated below, are rooted in the Committees' belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of each individual to the dangers of drugs, alcohol, and tobacco.

To create an awareness of the total drug problem--prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national and international levels.

To relate the use of drugs and alcohol to physical, mental, social and emotional practices.

To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.

To understand the personal, social and economic problems causing the misuse of drugs and alcohol.

To develop an interest in preventing illegal use of drugs in the community.

The curriculum, instructional materials and outcomes used in this program shall be adopted in the manner other curricula are approved.

LEGAL REFS.: M.G.L. 71:1

File: IHAMD

USE OF WEAPONS AS PART OF INSTRUCTION – DRAFT
First Reading 4/28/16

The Commonwealth of Massachusetts prohibits the “possession of a dangerous weapon” on school premises. The School District therefore discourages the use of historic, simulated or real weapons as part of the instructional program, including their use as part of a costume.

LEGAL REFS.: M.G.L. 72: 37H
M.G.L. 269: 10

Approved:

File: IHAMD-R

USE OF WEAPONS AS PART OF INSTRUCTION - PROCEDURES

1. If a teacher, with the Principal's consent, determines that a weapon is an essential part of a school lesson, the staff member or parent/guardian of the student must bring the weapon to the Principal's office where it will be kept until the class or activity in question. An adult will deliver it to the class. The weapon will be returned to the Principal's office where it will be kept until the staff member or parent/guardian can take it home. The Superintendent must be informed on those occasions when the Principal gives such an approval.
2. A professional/amateur performer must receive permission from the Superintendent, Principal or designee if any weapons, real or simulated, are to be used in the performance.

Reviewed:**Approved:**

File: KI

VISITORS TO THE SCHOOLS - DRAFTFirst Reading: 4/28/16, Second Reading/VOTE: 5/19/16

The School Committees allow~~s~~ parents and guests to visit classrooms to learn about the instructional programs taking place in our schools.

The following guidelines to classroom and school visits should be followed:

1. Requests of parents/guardians of current students to visit classrooms may be honored as long as the educational process is not disrupted. To this end, ~~we request that such requests should be made at least forty-eight hours~~ 2 business days in advance to allow for proper arrangements, ~~to be made.~~ Parental requests ~~to visit special education programs must be made to the Coordinator of Special Education student services department.~~ Visitors are strongly discouraged during state mandated testing, the first 3 weeks of school, and during the month of June.
2. The building Principal ~~has the authority to or~~ designee will determine the number, times, and dates of observations by visitors in accordance with M.G.L. 71B, Section 3. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is required that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office. All visitors will be issued a visitor's pass and are required to wear it while on school property. If the visitor is not on the district's approved school's-CORI database, then the visitor must be accompanied by a school official.
4. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff ~~48 hours~~ 52 business days in advance of the proposed visit. The Principal or designee may or may not approve the request. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

REF: M.G.L. Chapter 71B, Section 3

See Guidelines, File: KI-R

VISITORS TO THE SCHOOLS - DRAFT

First Reading: 4/28/16, Second Reading/VOTE: 5/19/16

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The following guidelines to classroom and school visits should be followed:

1. Requests of parents/guardians of current students to visit classrooms may be honored as long as the educational process is not disrupted. To this end, such requests should be made at least 2 business days in advance to allow for proper arrangements. Visitors are strongly discouraged during state mandated testing, the first 3 weeks of school, and during the month of June.
2. The building Principal or designee will determine the number, times, and dates of observations by visitors in accordance with M.G.L. 71B, Section 3. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is required that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office. All visitors will be issued a visitor's pass and are required to wear it while on school property. If the visitor is not on the district's approved CORI database, then the visitor must be accompanied by a school official.
4. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 5 days in advance of the proposed visit. The Principal or designee may or may not approve the request. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

REF: M.G.L. Chapter 71B, Section 3

See Guidelines, File: KI-R



Acton-Boxborough Regional School District
Student Services
Administration Building
15 Charter Road Acton, MA 01720
(Phone) 978-264-4700 (Fax) 978-264-3341

Guidelines for Observations Requested by Parents/Guardians and/or Parent/Guardian Designees

Effective, January 8, 2009, Massachusetts General Law Chapter 71B, Section 3, has been amended to require schools, upon request by a parent/guardian, to grant timely and sufficient access parents/guardians and parent-designated independent evaluators and educational consultants to a child's current and/or proposed special education program so that the parent/guardian and/or the parent's/guardian's designee can observe the child in the current program and/or a program that has been recommended by the child's IEP Team. Section 3, as amended, limits the restrictions or conditions that schools may impose on these observations. The purpose of the law is to ensure that parent/guardians can participate fully and effectively in determining the child's appropriate education program.

The following represent general guidelines for the scheduling and conduct of such observations.

1. Parent(s)/Guardian(s) request to observe their child's educational program or a program that has been recommended by the child's IEP Team must be submitted to the building Principal no less than five (5) days in advance of the proposed observation. Requests for observations shall be responded to in a timely manner by the Principal or Principal's designee. Parents/guardians or designees will be offered observation dates and times that are mutually convenient and without undue and unnecessary delay.
2. The Principal shall notify the building's special education liaison upon receipt of a request for observation and prior to the scheduling thereof.
3. As a general practice, observations should be completed within not more than two (2) hours in order to minimize disruption of the classrooms/programs in which the specific student is to be observed. Where appropriate, additional observation time shall be provided on a case-by-case basis. Parents/guardians and/or their designees shall be allowed to observe and to ensure the specific student's academic classes as well as the non-academic components of the child's educational program.
4. The number of observers at any one time may be limited to avoid disruption of the classroom to be observed and to ensure the integrity of the educational program for the students within the

classes to be observed.

5. If the observer is not the parent/guardian, the parent/guardian must sign a release authorizing an observation by the parent(s)/guardian(s) designee and permitting communication and the exchange of information regarding the child with the parents(s)/guardian(s) designated observer. That written release shall be submitted to the building Principal prior to the scheduling of the observation.
6. If the observer is not parent/guardian, the observer must sign a Student Observation Confidentiality Agreement prior to the start of the observation.
7. The observer will be accompanied at all times by a designated school staff person while in the school building. The observer will not be permitted to interrupt, disrupt or otherwise interfere with the instructional services taking place in any school classroom. In the event of improper or disruptive conduct, program/classroom staff may suspend the observation and shall immediately notify the building Principal. Upon such notice, the building Principal or Principal's designee may exercise the authority to terminate the observation.
8. The observer shall be situated in a designated location in the classroom that does not interfere with the class or the delivery of instruction/services to students.
9. Observers will not be provided with access to the student record information of any student other than the specific student under observation. During any such observation, the classroom teacher is encouraged to refrain from using student's last names and to avoid disclosing or revealing personal or private information pertaining to any student other than the specific child under observation.
10. Requests for observations and access to a child's classroom or program by a non-custodial parent (parent without physical custody of the child) shall be responded to a manner consistent with the requirements of M.G.L.c.71, 34H

Spring 2015

Acton-Boxborough Regional School District

Request for Observation by Parent/Guardian Designee

I, _____, the parent and legal guardian of _____
do hereby authorize and designate _____ of _____
to observe my child in his/her classroom or to observe the educational program that has been recommended by
my child's IEP Team. I further authorize the Acton-Boxborough Regional School District staff to provide and
exchange verbal information pertaining to my child with my designated observer.

Parent/Guardian

Date

Acton-Boxborough Regional School District

Student Observation Confidentiality Agreement

The Acton-Boxborough Regional School District complies with all applicable laws and regulations pertaining to the privacy of students within our schools and makes every reasonable effort to ensure that student information remains confidential.

The parent(s)/guardian(s) of an Acton-Boxborough Regional School District's student have requested that you, as their designated agent, be provided with the opportunity to observe their child in his/her current educational program or to observe a program that has been proposed for the child by his/her IEP Team. During such an observation, you may be exposed to private and confidential information pertaining to other children within the classes/program to be observed. Approval of the parent(s)/guardian(s) request for your observation of the parent(s)/guardian(s) child is contingent upon your agreement not to disclose any confidential, private, or personally identifying information pertaining to other students to which you may be exposed during the course of your observation. By signing this form, you agree that you will not disclose to any third party, including parents/guardians of the student you are to observe, any confidential or private information regarding any student other than the specific student you have been authorized to observe. You are further acknowledging and agreeing to the following conditions:

1. Prior to your observation, you must provide written documentation to the school principal, or principal's designee, that the parent/guardian consents to your observation of the parents/guardians child.
2. While present in the school building, you will be accompanied at all times by a designated school staff person.
3. You will not interrupt, disrupt or otherwise interfere with the instructional services taking place in any school classroom while you are present in the school building. School administrators reserve the right to terminate any observation that disrupts the educational environment of the classroom, program, or school.
4. You will not request, or be provided with access to, the records of any student other than the specific student for whom you have permission to observe.

Please complete the information below. Your signature documents that you agree to comply with the above guidelines and that all information obtained through your classroom observation, review of records, and other activities while in the school building will be held in strict confidence and will not be disclosed to any third party without the written consent of the parent(s)/guardian(s) of the student to whom the information pertains.

Name of Student to be Observed

School Where Observation Will Take Place

Printed Name of Observer

Address of Observer

Signature of Observer

Acton-Boxborough Regional School District

Request for Parent/Guardian Observation

I, _____, the parent and legal guardian of _____

Request that I be permitted to observe my child in his/her current educational program and/or the educational placement that has been proposed by my child's IEP Team. I understand and acknowledge that, due to my presence in the classroom/program, I may be exposed to private, confidential, and or personally identifiable information pertaining to other children within the classes/program to be observed. I further understand and agree that approval of my request to observe my child in his/her program is contingent upon my agreement not to disclose to any third party any confidential, private, or personally identifying information pertaining to any other student obtained during my observation of my child in his/her program or during my observation of a program/placement that has been recommended by my child's IEP Team.

Parent/Guardian

Date



Beth Petr <bpetr@abschools.org>

SpEd PAC Position RE: "Visitors to the Schools" Policy

Amanda Bailey <abailey.abspedpac@gmail.com>

Wed, May 18, 2016 at 10:12 AM

To: abrsc@abschools.org

Cc: Marilyn Bisbicos <mbisbicos@abschools.org>, Mary Emmons <memmons@abschools.org>, Bill Guthlein <william.guthlein@verizon.net>

Dear Members of the Acton-Boxborough Regional School Committee,

We are writing to you to express our regrets that we are unable to attend the School Committee meeting this Thursday, May 19th, due to a regional MassPAC meeting and to outline the AB Special Education Parent Advisory Council's position regarding the agenda item and slated vote about the "Visitors to the Schools" policy.

We are concerned about a key element of the draft policy: "2. The building Principal has the authority to determine the number, times, and dates of observations by visitors." There are no restrictions to the principals' power to limit or deny access nor is there guidance about when and how to use this power.

There is state law enacted in 2008 which specifically addresses the rights and limitations of special education parents and their designated independent evaluators and consultants to observe. In January 2009 the state director of special education issued a technical advisory. The PAC's view is that the interests of the district and parents are well balanced in the law and in the technical advisory. As quoted below, the technical advisory indicates the district's ability to determine the number, times, and dates of observations is not absolute and therefore a principal's authority cannot be absolute.

"C. The observation law requires that school districts permit access to programs that is of 'sufficient duration and extent' to accomplish the purpose of the visit, i.e., evaluation of the child's progress in the current program and/or the proposed program's ability to allow the child to make adequate progress. The law also states that program access must be allowed to both academic and non-academic components of the program(s) if requested."

"School districts and parents have reported that, typically, observations are between one and four hours. While useful as a general rule, the Department recommends that district policies and practices specify that the duration and extent of observations will be determined on an individual basis. Districts should avoid rigid adherence to defined time limits regardless of the student's needs and settings to be observed. The complexities of the child's needs, as well as the program or programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it. Discussion between school staff and the parent or designee is a good starting point for resolving the issue."

We also feel it important to note that observations are not limited to special education settings (i.e., resource rooms):

"The law is clear that a district may not arbitrarily limit observations to certain academic classes if such limitations would not allow an observer to evaluate fully whether a program is or would be appropriate for the identified student with disabilities. For example, a student with an emotional impairment may have goals relating to how the student interacts with others in both formal and informal settings. If requested, the parent's designee should be allowed to observe the student in a formal teaching setting as well as a more informal or less structured setting such as recess, the lunch room, or participation in a school club."

The PAC's view is that the "Visitors to the Schools" policy should make note of existing law so that no one incorrectly concludes that the principals' power is unrestricted and absolute in this matter. We have attached the technical advisory for a more comprehensive discussion of the subject.

Thank you for your service on behalf of all students and your time and consideration in this matter.

Sincerely,

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

—
Co-Chair, Acton-Boxborough SpEd PAC
<http://abspedpac.org/>
(978) 263-4642

Please note all PAC e-mail communications are subject to public records law.



Technical Advisory on observation rights and restrictions.docx

27K

Special Education

Technical Assistance Advisory SPED 2009-2:

Observation of Education Programs by Parents and Their Designees for Evaluation Purposes

To: Superintendents, Principals, Administrators of Special Education, and Other Interested Parties

From: Marcia Mittnacht
State Director of Special Education

Date: January 8, 2009

Introduction

The legislature recently amended section 3 of G.L. c. 71B, the state special education law, to require school committees, upon request by a parent, to grant timely and sufficient access by parents and parent-designated independent evaluators and educational consultants (both of whom are referred to in this guidance as "designees") to a child's current and proposed special education program so that the parent and named designees can observe the child in the current program and any proposed program. The law, referred to in this advisory as "the observation law," limits the restrictions or conditions that schools may impose on these observations. The purpose of the law is to ensure that parents can participate fully and effectively in determining the child's appropriate educational program. The observation law can be found at Session Laws: Chapter 363 of the Acts of 2008. It is effective January 8, 2009.

Long-standing "best practice" related to parent and designee observation in many Massachusetts schools will likely be unchanged with the implementation of this law. School staff and parents and their designees have successfully collaborated for many years to achieve timely and sufficient access to programs for observations that have helped parents and their designees better understand the school programs that serve students with disabilities. In so doing, they have safeguarded the confidentiality interests of students and minimized disruption in the classroom and school. By codifying a parent's program observation right, the legislature has made clear that local practices that unreasonably restrict or unduly delay observations are no longer acceptable.

Before issuing this guidance, Deputy Commissioner Karla Baehr and other Department staff met with a focus group of stakeholders, representing superintendents, principals, special education administrators, parents, advocates, and independent education evaluators, to identify particular areas of concern or confusion. School districts are encouraged to use this guidance to develop and/or review their policies and practices to assure alignment with the observation law. The Department will receive comments and questions on the implementation of the law and this guidance through June 30, 2009. Based on that feedback, we will determine whether additional guidance or any other action by the Department is necessary to assist in implementing the observation law.

Key Elements of Observation Policies and Procedures

A. Receiving and Responding to Observation Requests

School districts need to implement an efficient and effective process to consider and respond to observation requests so that parents and designees obtain timely access to education programs. The observation law does not address the manner in which a parent or designee makes a request to observe a child's education program. The Department encourages districts that have permitted verbal requests for observations to continue that practice. For school districts that require written requests, the Department cautions against requiring detail beyond identifying the student at issue, the nature of the request and contact information. The Department also cautions against delaying the process due to incomplete written information that can be clarified through discussion. Consistent with the requirement of timely access discussed below, the Department encourages verbal (as opposed to written) communication with the parent or designee to review the request, resolve any issues, and schedule the observation.

If the request is from a parent designee and the school has no prior knowledge of the designee, it is reasonable for the school to confirm with the parent that the designee is acting on his or her behalf. Districts may require written confirmation of the parent's designation, but are not required to do so. However, if the designee will review the student's records, as is often the case, the school **must** obtain **written** permission from the parent for the record review consistent with section 23.07(4) of the Student Records Regulations.

The observation law uses the terms "parent-designated independent evaluators and educational consultants" to identify persons whom the parent designates to observe the child and the child's program on the parent's behalf. We interpret the term "independent evaluators" to refer to those individuals who conduct independent evaluations as provided under federal and state special education laws. *See*, 30 C.F.R. §300.502; 603 C.M.R. §28.04(5). We read the term "educational consultants" to refer to individuals who advise parents on the child's needs and program options and, typically, review the child's educational records. In most cases, independent evaluators and educational consultants will have an education or related professional background and educational evaluation experience.¹ However, apart from the language governing independent evaluators in footnote 1, special education law does not set forth credentials or licensing requirements that parent designees must meet. We caution districts against setting such requirements or requesting resumes of designees.² Such policies could be considered an unlawful condition or restriction on the right of parents and their chosen designees to access the child's program for the purpose of evaluation.³

B. Timely Access

The obligation to provide "timely access" to the program for purposes of observation is a core component of the observation law. District policies and practices should be evaluated against this principle.

Just as the special education law requires individualized education programs for students, district policies and practices should recognize that different observation requests may require more planning and observation time than others depending on the complexity of the student needs being evaluated, the program(s) to be observed, the program schedule, and the schedule of the parent or designee. Best practices suggest that these issues are resolved most efficiently and effectively when discussed with the observer, beginning with timely communication from the school to the observer when the request is made. For example, timely access following a request to observe a specific classroom which the parties agree can be achieved in an hour, in most circumstances should be able to be scheduled within a week of the request. In other instances, such as when a designee needs to observe the current and proposed programs, including periods

of unstructured time to observe the student's interactions and responses, the observation may take longer to schedule.

It is also important to note that the timely access requirement does not mean that a school district must allow observations on demand, or that parents or designees may unilaterally set a schedule for observations. As noted, school administrators may take a reasonable period of time to inform school staff and plan the logistical aspects of an observation. Additionally, the Department believes it is reasonable for district policies and practices to designate certain periods of the year, such as during MCAS testing in the child's classroom or the first or last couple of weeks of school, as times in which observations are not generally scheduled.

C. **Sufficient Duration and Extent**

The observation law requires that school districts permit access to programs that is of "sufficient duration and extent" to accomplish the purpose of the visit, i.e., evaluation of the child's progress in the current program and/or the proposed program's ability to allow the child to make adequate progress. The law also states that program access must be allowed to both academic and non-academic components of the program(s) if requested.

School districts and parents have reported that, typically, observations are between one and four hours. While useful as a general rule, the Department recommends that district policies and practices specify that the duration and extent of observations will be determined on an individual basis. Districts should avoid rigid adherence to defined time limits regardless of the student's needs and settings to be observed. The complexities of the child's needs, as well as the program or programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it. Discussion between school staff and the parent or designee is a good starting point for resolving the issue.

The law is clear that a district may not arbitrarily limit observations to certain academic classes if such limitations would not allow an observer to evaluate fully whether a program is or would be appropriate for the identified student with disabilities. For example, a student with an emotional impairment may have goals relating to how the student interacts with others in both formal and informal settings. If requested, the parent's designee should be allowed to observe the student in a formal teaching setting as well as a more informal or less structured setting such as recess, the lunch room, or participation in a school club.

D. **Conditions or Restrictions on Observations**

The observation law states that districts may not condition or restrict program observations except when necessary to protect:

1. the **safety** of the children in the program during the observation;
2. the **integrity** of the program during the observation; and
3. children in the program from **disclosure** by an observer of confidential or personally identifiable information he or she may obtain while observing the program.

The law makes clear that schools may not restrict or place conditions on observations unless they are necessary to address specific concerns about the impact of the observations on the program itself or the children in it. We recommend that districts consider the need for these conditions or restrictions on an individual basis and that principals discuss them with the program observer in planning the school visit. It is also important to add that while principals must exercise their authority consistent with the observation law, they remain responsible for the management and operation of the school (subject to the supervision and direction of the superintendent). See,

M.G.L. c. 71, §59B. As such, they may exercise their discretion at any time to reschedule or terminate an observation in the event of a building emergency or a disruption that impacts the physical or emotional well-being of the children in the school or the program being observed. We expect that these cases will be limited.

4. **Safety:** The Department believes that decisions regarding the need to restrict or place conditions on program observations for safety reasons should be made on an individual request basis by building administrators and the child's teacher(s) and service providers, if relevant, based on their professional judgment concerning the needs of the child or children within the program. These decisions should be made carefully and not for the convenience of the school. For example, school staff may have concerns about the unsafe behaviors of a student who becomes agitated when being observed by individuals the student does not know and may decide that a shorter observation than that proposed by the observer is appropriate. Every effort should be made to work with program observers to develop ways to address issues of concern.

Schools have inquired about criminal offender record information (CORI) policies, adopted pursuant to M.G.L. c. 71, §38R, and their application to program observation by parents and their designees. Our view is that the CORI law, which requires districts to conduct CORI checks of employees, volunteers, and transportation providers who have direct and unmonitored contact with children, has limited application to parent and designee observations because program observers typically do not have direct and unmonitored contact with children. That said, if a district has adopted a policy that requires CORI checks of *all* building visitors, a district may interpret the policy to apply to program observers as well. However, if CORI checks are required of all visitors, the district *must* ensure that they are conducted in an expeditious manner so that parents and designees have timely access to the program(s) they wish to observe.

5. **Program Integrity:** We recognize that the classroom routine is affected on some level when any visitor enters the classroom, whether that person is the principal, another teacher, or an individual from outside the school environment. That fact in and of itself is not a basis for denying or restricting access to a classroom. The Department encourages districts to consider the program activities the observer wishes to evaluate and to work with the teacher and the observer on how to avoid or minimize disruption in the students' routines. Some schools report that a simple introduction of the observer as present, for example "to learn more about the 5th grade" or "to learn more about math" alleviates concerns the students may have. Other classrooms, because of the complexities of the students' needs, including behaviors, may require more specific planning to maintain the program environment.
6. **Confidentiality/Personally Identifiable Information:** The observation law permits districts to condition or restrict observation if necessary to protect children from disclosure by the observer of confidential or personally identifiable information he or she may obtain while observing the program.

As noted earlier, if the designee will review the student's records as well as observe the program, the designee must have received written consent from the parent. Therefore, there should be no issue concerning the observer's right to obtain the information concerning the student at issue. With respect to other students, staff must be mindful of removing materials from plain view (for example, IEPs, record books, assessments) which may be part of a student record so that the program observer will not see them.⁴ Similarly, school staff should not provide identifying information about students other than the student at issue when discussing the class with the observer.

In our view, the language regarding confidentiality and privacy does not provide a legal basis for districts to require either that parents or designees surrender personal notes of

their observations or share their notes with school staff. These notes allow observers to recall more accurately the components of the program they observed as well as the student's performance. Allowing parents and designees to retain their notes, if any, will enhance the parent's ability to participate more effectively in decision making about their child's program.

Parents and designees are generally knowledgeable about and sensitive to issues of student confidentiality and privacy. While this is so, we believe it is reasonable to ask observers to sign a statement that in the event that they obtain personally identifiable or confidential information during the course of an evaluation/observation, they will not disclose it (except when it is the information of the student being evaluated, in which case it will be used consistent with the parent's authority and direction).

E. Conclusion

As noted earlier, many districts have worked well with parents and their designees to provide access to programs so that parents can make informed decisions about their child's special education programs and services. Where parents have not had successful experiences with program observations, the legislature has now made clear its expectations in this area. While we are confident that many districts' policies and practices align with the spirit and letter of the observation law, we expect that all districts will review and revise their policies and practices as necessary to ensure that result. We hope that this guidance is helpful in that regard and invite you to send any comments you may have to me, Marcia Mittnacht, at atmmittnacht@doe.mass.edu by June 30, 2009. Thank you for your attention to this important information.

1 In Massachusetts, publicly funded independent evaluations must be conducted "by qualified persons who are registered, certified, licensed or otherwise approved and who abide by the rates set by the state agency responsible for setting such rates..." Section 28.04(5) of the Massachusetts Special Education Regulations. On the other hand, educational consultants who conduct program observations may or may not be registered, certified, licensed or otherwise approved by a responsible entity.

2 In agreeing to fund an independent evaluation, the school district may require evidence that the independent evaluator meets the criteria set forth in footnote 1. See, Section 28.04(5). Presumably, this inquiry would occur before the publicly funded independent evaluator requests the opportunity to observe the child in the program or proposed program.

3 Districts may develop information resources for parents to assist them in choosing independent evaluators and educational consultants as one means of developing positive relationships with parents and the community of independent evaluators and educational consultants so that observations can proceed most effectively.

4 The Student Records Regulations define "student record" as "the transcript and the temporary record, including all information - recording and computer tapes, microfilm, microfiche, or any materials - regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified and that is kept by the public schools of the Commonwealth." 603 C.M.R. §23.02.

File: IHA

BASIC INSTRUCTIONAL PROGRAM – DRAFT

First Read 5/19/16

The business of the schools is to equip all children with the skills, tools, and attitudes that will engage students for learning now and in the future. This means giving highest priority to developing skills in reading, writing, speaking and listening.

State law requires that schools:

. . . shall give instruction and training in orthography, reading, writing, the English language and grammar, geography, arithmetic, drawing, music, the history and Constitution of the United States, the duties of citizenship, health education, physical education and good behavior...

The law further states that American history and civics, including the Constitution of the United States, the Declaration of Independence, the Bill of Rights, local history and government will be taught as required subjects in the public schools.

Physical education is compulsory for all students, except that no student will be required to take part in physical education exercises if a physician certifies in writing that such exercises would be injurious to the student.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:1,2,3; 71:13

603 CMR 26:05

REFS: Curriculum Development, File: IGA

Library Materials Selection and Adoption, File: IJL

BASIC INSTRUCTIONAL PROGRAM

Curricula

- (1) The curricula of the school system shall present in multiple perspectives the culture, history, activities, and contributions of persons and groups of different races, nationalities, genders, and colors.
- (2) All school books, instructional and educational materials shall be reviewed for gender and minority group stereotyping. Appropriate activities, discussions and/or supplementary materials shall be used to counteract the stereotypes depicted in such materials.
- (3) School books, instructional and educational materials purchased after the date of 603 CMR 26.00 shall in the aggregate, include characterizations and situations which depict individuals of both genders and of minority groups in a broad variety of positive roles.
- (4) Each school shall provide equal opportunity for physical education for all students. Goals, objectives and skill development standards, where used, shall not be gender-based and shall account for physical limitations.

LEGAL REFS.: M.G.L. 71:1, 2, 3; 71:13
603 CMR 26:05

CURRICULUM AND INSTRUCTIONAL MATERIAL

Review and development of the curriculum is necessary if the District is to meet the needs of the students. To be successful, curriculum development must be a collaborative enterprise involving faculty and administrators utilizing their professional expertise.

Under the direction of the Superintendent, the faculty and administration will regularly evaluate the curriculum and recommend modifications of practice and changes in curriculum content as well as the addition or deletion of courses to the instructional program.

Instructional materials appropriate to support the teaching of the curriculum must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints. Faculty will be involved in the selection of instructional materials. Final decisions will rest with school and district administration.

The Acton-Boxborough Regional School District curriculum will be consistent with the state curriculum frameworks.

LEGAL REF.: M.G.L. 69:1E
603 CMR 26:05

Approved: 3/19/15

(Combines Policies IGA, IGD, IJ, IJJ and IJK)

CURRICULUM AND INSTRUCTIONAL MATERIAL

Instructional materials should:

- foster the knowledge and intellectual and reflective skills students will need to thrive in an increasingly complex world (Long Range Strategic Plan 2011-2016, Goal #2)
- not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry or national or ethnic origin (Notice of Non-Discrimination)
- allow for sufficient flexibility to meet the needs of all students

Approved: 3/19/15

DRAFT Minutes

Sub-Committee: ABRSC Comparative Communities

Date/Time: Tuesday, April 26, 2016 7:30 p.m.

Location: Superintendent's Conference Room, R.J. Grey

Attendees: Diane Baum, Mike Coppolino, Bill Guthlein and Gary Kushner

Missing: Mary Ann Ashton, Amy Burke

Minutes of the March 16 and March 30 meetings were reviewed by attendees. Bill Guthlein moved that the minutes be accepted. Diane Baum seconded. The minutes were approved unanimously.

The Sub-Committee considered whether any of the comparable districts should be excluded from the initial list of 19 districts (Lexington included). The consensus of the Sub-Committee was that districts which are not K-12 have different spending metrics than K-12 districts. Consequently the Concord, Concord-Carlisle, Sudbury and Lincoln-Sudbury were removed from further consideration. The Sub-Committee also considered whether the districts were comparable based on the student body's academic achievement and growth (MCAS). There was discussion about whether academic differences effected spending. The Sub-Committee's consensus was not to exclude any districts using this criterion.

The Sub-Committee reviewed and then discussed a spreadsheet prepared by Mike Coppolino which showed by major cost category which districts have lower spending per student than Acton-Boxborough. Each major cost category on the spreadsheet was discussed as was in-district transportation and other student activities, both included in the Pupil Services major cost area. The Classroom and Specialist Teacher category was discussed broken out into two components, average teacher salary and students per teacher.

The impact of differences in the way towns and school districts allocate certain costs (snow plowing and health insurance were mentioned as examples) on the published data was discussed. The impact of the wide differences in grant and revolving account funding of student activities among districts was also discussed.

Using analyses prepared by members the Sub-Committee discussed how it should proceed. The Sub-Committee reached a consensus that it should select a limited number of districts with a high potential of deeper analysis generating useful insights to the School Committee and Administration. The Sub-Committee considered various criteria for selecting districts and reached a consensus to select districts which have shown spending efficiency in multiple cost areas. It was noted that the School Committee requested that the Sub-Committee select districts which showed a range of per student spending around Acton-Boxborough's \$14,016 per student. The Sub-Committee reached a consensus to focus on nine districts: Belmont, Hingham, Lexington, Needham, Reading, Wachusett, Westford, Winchester and Wellesley.

The Sub-Committee reached a consensus that the immediate next step is to present the nine districts proposed for further research and analysis to Clare Jeannotte, A-B Director of Finance to obtain her views. The Sub-Committee discussed without reaching a conclusion how it should approach other districts and what questions should be posed.

The meeting adjourned at 8:48 p m.

TO: Boards of Selectmen in Arlington and Needham

FROM: Edward A. Bouquillon, Superintendent

CC: Minuteman District School Committee
Boards of Selectmen in All Member Towns

DATE: May 5, 2016

RE: Next Steps on the Minuteman Building Project – Stay the Course Without Asking for a District-Wide Ballot

As you have probably heard by now, Town Meeting in Belmont last night voted to disapprove bonding for the Minuteman building project. While disappointing, this action does not end the project or stop the 60-day clock that the Minuteman School Committee set in motion with its vote authorizing \$144.9 million of debt on March 15, 2016.

Following last night's vote, I have been asked by several town officials what advice I would give to Arlington and Needham, the two remaining non-departing towns which have yet to consider this matter. Both are scheduled to take up the issue on Monday, May 9.

Here is my simple advice to both Arlington and Needham: Stay the course. Please take up the Article at Town Meeting on May 9 and join the seven other non-departing member towns¹ in supporting construction of the new school.

With the support of Arlington and Needham -- and the expected votes in Boxborough, Carlisle and Weston to "pass over" the matter since they will no longer be members as of July 1, 2017 -- 15 of the 16 member towns will stand united. With such a united front, we can talk with the Massachusetts School Building Authority (MSBA) about their local approval deadlines and how we can best proceed.

I would like to clarify one final issue: **I do not intend to recommend to the School Committee that we proceed with a district-wide referendum on the project.** While only the School Committee has the legal authority to determine whether to invoke that provision of the law, I will not recommend a district-wide ballot. As Superintendent, I am now convinced that it is not the best way to get us to "Yes."

If you have any questions, please call me. Thank you.

¹ Acton, Bolton, Concord, Dover, Lancaster, Lexington, and Stow all approved the project by wide margins, some unanimously.

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
MEETINGS – DRAFT 5/11/16
2016-2017**

Acton-Boxborough Regional School Committee meetings are usually held on the first and third Thursdays of the month, at 7:00 p.m. in the R.J. Grey Junior High School Library.
Materials are usually posted at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes> the Friday night prior to each meeting.

Annual Workshop Options: Wed June 29 (1 missing)?, Thu Aug 4 (1 missing)?

Summer Business Meeting: Thu Aug 4?, Mon Aug 8 (1 missing)?

Consider combining the two meetings into one? Schedule both meetings same week?

September 1
September 15

October 6
October 20

November 3 (*Conflicts with Annual MASC conference*)
November 17

December 1
December 15

January 12
January 21 (Sat) **School Committee Budget Saturday** – 9 am – 2 pm
(*Preliminary Budget must be prepared at least 20 days prior to final Budget Adoption.*)

February 2
February 16 **Open Budget Hearing**-required by law
(*Final Budget must be adopted not later than 45 days prior to start of Acton Town Meeting, 4/3/17. 45 days = 2/17/16*)

March 2
March 16

April 27

May 18

June 8
June 22

Note: Acton Town Meeting begins April 3, 2017. Boxborough Town Meeting begins May 8, 2017.

Voted _____

<http://www.abschools.org/school-committee>

To: Glenn Brand
 From: Larry Dorey
 Re: Discipline Report for April, 2016
 Date: April 30, 2016

There were 21 discipline referrals to the administration during the month of April, 2016. This total is up from up from 17 last year. 11 students were suspended this month, while 2 students were suspended during April, 2015.

Suspensions for April, 2016

Infraction	2012	2013	2014	2015	2016
Abusive/Obscene Language		1			
Alcohol Use	1				
Alcohol Possession					8
Disrespect			3		
Disruptive/Uncooperative			2	1	
Drug Use	2				
Drug Possession	1				
Harassment			1		
Insubordination					3
Other	1	1			
Theft			3		
Threatening Behavior				1	
Vandalism		2			
Total	5	4	9	2	11

A list of all infractions for the month of April, 2016 appears on the backside of this page.

c: JoAnn Campbell

Other Infractions for April, 2016

Infraction	2012	2013	2014	2015	2016
Abusive/Obscene Language	1	1			
Alcohol Possession					8
Alcohol Use	1				
Bus Incident			1		
Chemical Health - Alcohol		1			
Chemical Health - Drugs	1			1	
Computer Use				2	
Disrespectful	2		10	1	
Disruptive/Uncooperative Behavior	7	3	3	1	
Drug Related					
Forgery		2			1
Harassment	1		2	4	
Insubordination					3
Leaving School Grounds	6	4		3	4
Other	2	1		1	
Out of School Issue					
Parking Violations		1			
Sexual Harassment					1
Tardy					3
Teasing				2	
Threatening				1	
Theft			3		
Truancy	4	5	2	1	1
Vandalism		2			
Total	25	20	21	17	21

R.J. Grey Junior High School

To: Dr. Glenn Brand
 From: Allison Warren and Jim Marcotte
 Re: Discipline Report for March 2016
 Date: April 6, 2016

There were 8 discipline referrals/concerns (including requests from teachers for assistance) reported to the Administration during the month of March.

	<u>Mar-12</u>	<u>Mar-13</u>	<u>Mar-14</u>	<u>Mar-15</u>	<u>Mar-16</u>
<i>Total Discipline Referrals Reported</i>	16	14	12	22	8

	<u>Mar-12</u>	<u>Mar-13</u>	<u>Mar-14</u>	<u>Mar-15</u>	<u>Mar-16</u>
Total Suspensions	3	0	2	1	0
Alcohol Use					
Defacing property/vandalism					
Drug-related incident					
Fighting	2		1		
Harassment (non-sexual)					
Inappropriate/disruptive/disrespectful behavior					
Non-compliance with school rules	1		1	1	
Physical aggression					
Sexual harassment					
Stealing					
Threatening					

	<u>Mar-12</u>	<u>Mar-13</u>	<u>Mar-14</u>	<u>Mar-15</u>	<u>Mar-16</u>
Total Other Infractions	13	14	10	21	8
Abusive language/profanity	2				
Alcohol use/possession					
Bus discipline		1	2	8	1
Academic Integrity	1	1		1	
Class/school truancies					
Computer violation					
Disruptive behavior (classroom, cafeteria, hallway)	4	2	2	5	2
Harassment (non-sexual)/bullying/teasing		6	1		1
Non-compliance with school rules	3	3	2	2	2
Out of school issue					
Physical aggression				2	
Sexual harassment	1				
Stealing		1			
Threatening					
uncooperative/disrespectful behavior	2		3	3	2

The referrals/concerns generally were quickly resolved and no further intervention was required.

R.J. Grey Junior High School

To: Dr. Glenn Brand
 From: Allison Warren and Jim Marcotte
 Re: Discipline Report for April 2016
 Date: May 11, 2016

There were 2 discipline referrals/concerns (including requests from teachers for assistance) reported to the Administration during the month of April.

	Apr12	Apr13	Apr14	Apr15	Apr16
<i>Total Discipline Referrals Reported</i>	11	10	23	20	2

	Apr12	Apr13	Apr14	Apr15	Apr-16
Total Suspensions	1	2	2	1	0
Alcohol Use					
drug-related incident					
fighting					
harassment (non-sexual)					
inappropriate/disruptive/disrespectful behavior	1	1		1	
non-compliance with school rules					
physical aggression		1	2		
sexual harassment					
stealing					
threatening					

	Apr-12	Apr-13	Apr-14	Apr-15	Apr-16
Total Other Infractions	10	8	21	19	2
abusive language/profanity	1				
alcohol use/possession					
bus discipline	5				2
Academic Integrity			1	1	
class/school truancies					
computer violation					
vandalism					
disruptive behavior (classroom, cafeteria, hallway)	3	4	10	4	
harassment (non-sexual)/bullying/teasing			2		
non-compliance with school rules	1		2	5	
out of school issue					

physical aggression				1	
Tardy to class		1			
sexual harassment					
stealing		1			
threatening					
uncooperative/disrespectful behavior		2	4	4	
Other			2	4	

The referrals/concerns generally were quickly resolved and no further intervention was required.

Actual Acton-Boxborough Grade K-6
May 1, 2016

Grade	Blanchard			Conant			Douglas				Gates				McCarthy-Town				Merriam				Incoming	Total	#Sec.	Avg. Size			
	33 ADK 14 AM			23 ADK 13 AM																									
K	22	24	46	18	17	35	18	18	18	54	18	18	17	53	18	19	19	56	18	18	19	55	0	299	16	18.7			
Rm	216	218	1	2	1	1	2	1	44	0	4	2A	2P	2	111	110	112	1	132	131A	131P	0	5						
Gr. 1	23	24	47	21	23	44	23	22	23	68	21	22	22	65	23	23	22	68	22	22	22	66	0	358	16	22.4			
Rm	213	211	8	5	4	1	5	4	3	2	3	5	6	1	310	312	311	3	231	133	334	2	17						
Gr. 2	24	22	46	25	23	24	72	24	23	23	70	23	25	48	24	23	22	69	24	24	24	72	0	377	16	23.6			
Rm	227	219	5	6	8	7	2	7	6	8	0	8	10	0	301	302	303	2	234	224	323	0	9						
Gr. 3	21	21	20	62	25	25	23	73	24	25	25	74	23	23	46	24	25	25	74	25	25	24	74	0	403	17	23.7		
25	229	226	231	6	9	10	20	1	9	10	11	0	7	9	2	313	314	315	3	230	330	331	0	12					
Gr. 4	24	22	24	70	23	22	23	68	23	23	23	69	23	23	23	69	21	22	23	66	23	22	22	67	0	409	18	22.7	
Rm	245	243	247	7	17	19	18	2	12	14	13	1	18	19	20	0	213	214	215	2	223	322	233	0	12				
Gr. 5	22	21	22	65	23	24	23	70	25	24	24	73	24	24	23	71	24	25	25	74	23	24	24	24	95	0	448	19	23.6
Rm	118	130	128	8	16	15	14	2	21	20	19	1	11	15	17	0	210	211	212	2	232	333	135	235	0	13			
Gr. 6	20	24	21	65	25	25	25	75	25	25	25	75	24	25	25	74	22	24	26	72	24	23	23	24	94	0	455	19	23.9
Rm	110	112	108	9	13	12	11	2	16	17	15	0	12	13	14	1	113	114	115	0	321	332	335	324	5	17			
			44			11			4			6			13			7			85								
Total	18 St. Averag 22.3 401			19 St. Averag 24.3 437			21 St. Averag 26.8 483				19 St. Averag 23.7 426				21 St. Averag 26.6 479				23 St. Averag 29.1 523				0	2749	121	22.72			
Range	20	24		17	25		18	25		17	25		18	26		18	25				17	26							

44 Acton residents attend Boxborough

41 Boxborough residents attend school in Acton

May count 5/2/2016

**MONTHLY REPORTING OF
ELL STUDENT POPULATION BY SCHOOL**
Acton-Boxborough Regional School District
May 1, 2016

Category	Total as of 4/1/2016	Additions	Subtractions	Total as of 5/1/2016
ABRHS	16	0	0	16
Blanchard	13	0	-1	12
Conant	50	0	0	50
Douglas	34	+1	0	35
Gates	45	0	-2	43
McCarthy-Towne	39	0	0	39
Merriam	27	0	0	27
RJG JHS	10	0	0	10
TOTAL	234	+1	-3	232

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

Acton-Boxborough Regional Schools
May 1, 2016

	April 1, 2016	Additions/ Subtractions April 1, 2016	Final Total As of April 1, 2016	May 1, 2016	Additions/ Subtractions May 1, 2016	Final Total As of May 1, 2016	End of Year Projection**
<i>SPED (In-District)</i> 3-5 Year Olds - Acton	35	+2	37	37	+3	40	48
<i>SPED (In-District)</i> 3-5 Year Olds - Boxborough	11	0	11	11	0	11	15
SPED Students In Class TOTAL	46	+2	48	48	+3	51	63
Itinerant - Acton	18	0	18	18	0	18	22
Itinerant - Boxborough	2	0	2	2	0	2	5
OOD - Acton Preschool	2	0	2	2	0	2	2
SPED TOTAL	68	+2	70	70	+3	73	88-92
<i>*TYPICAL - Acton</i> 3-4 Year Olds (In-District)	50	0	50	50	-2	48	49
<i>*TYPICAL - Boxborough</i> 3-4 Year Olds (In-District)	22	+1	23	23	0	23	24
TOTAL	140	+3	143	143	+1	144	161**

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

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

A decorative border of stylized fireworks in various shades of gray surrounds the text. The fireworks are scattered across the page, with some larger and more detailed than others. The background is white with small black dots scattered throughout.

24.6

You are cordially invited to an
Employer Breakfast

In appreciation of
School & Community Employers

Hosted by the students of the
Occupational Development Program

Date: Wednesday May 25, 2016

Time: 8:00 – 9:30 AM

Employer Recognitions: 8:15

Place: Room 124 East

24.7

Boston charter school educator named state's teacher of year



PAT GREENHOUSE/GLOBE STAFF

Sydney Chaffee, a teacher at Codman Academy Charter Public School, was applauded by principal Thabiti Brown.

By **Jeremy C. Fox** | GLOBE STAFF | MAY 03, 2016

Massachusetts' new teacher of the year credits her mother with inspiring her to take risks and never stop learning.

“On my first day of kindergarten, my mother dropped me off at school,” Sydney Chaffee, said Tuesday as she accepted the honor amid cheers from students and colleagues at Codman Academy Charter Public School. “And then she got back in the car and she drove herself to her first day of college, because she decided to reenroll in college after 20 years away.”

Chaffee, 33, a ninth-grade humanities teacher at the Dorchester school, becomes the first teacher at a Massachusetts charter school to win the honor, state officials said. She will be the state’s candidate for the National Teacher of the Year Program.

“She’s an amazing educator,” Codman Academy principal Thabiti Brown said after the announcement. “The thing that’s most beautiful about her work ... is that she doesn’t think she’s very good. She’s one of those folks that just is always working to get better.”

Marc Kenen, executive director of the Massachusetts Charter Public School Association, said the award shows that in the 20 years charter schools have existed in Massachusetts, the taxpayer-funded but independently run schools have become an important part of the state’s public education system.

“It seems like another threshold that the charter school movement has now crossed over into respectability,” Kenen said.

Chaffee has taught English and social studies at Codman Academy since 2007. At the school, she has mentored student teachers; served as humanities department chairwoman; overseen a weekly, student-led assembly; and run the school’s partnership with the Huntington Theatre Company.

In an interview after the announcement, which came on National Teacher Appreciation Day, Chaffee said great teachers are dedicated to lifelong learning and building strong relationships with students. But she was

reluctant to take too much credit for herself.

“This award is really is humbling and makes me think about all the ways that I am just part of a community of great educators,” she said.

Mitchell Chester, the state’s commissioner of elementary and secondary education, said Chaffee’s dedication to her own ongoing learning impressed him when he interviewed her for the award.

“She learns from students. She learns from fellow faculty members,” Chester told the crowd at the ceremony. “She related to me how your feedback, students . . . helps her figure out what she’s doing well and what she could be doing better.”

Candidates for teacher of the year were nominated by students, parents, administrators, and others and narrowed by a selection committee to three finalists for the honor.

The other finalists are Kathryn Contini, a sixth-grade teacher at Blanchard Memorial School in Boxborough, and Mary-Margaret Mara, a prekindergarten teacher at Worcester’s Chandler Magnet School.

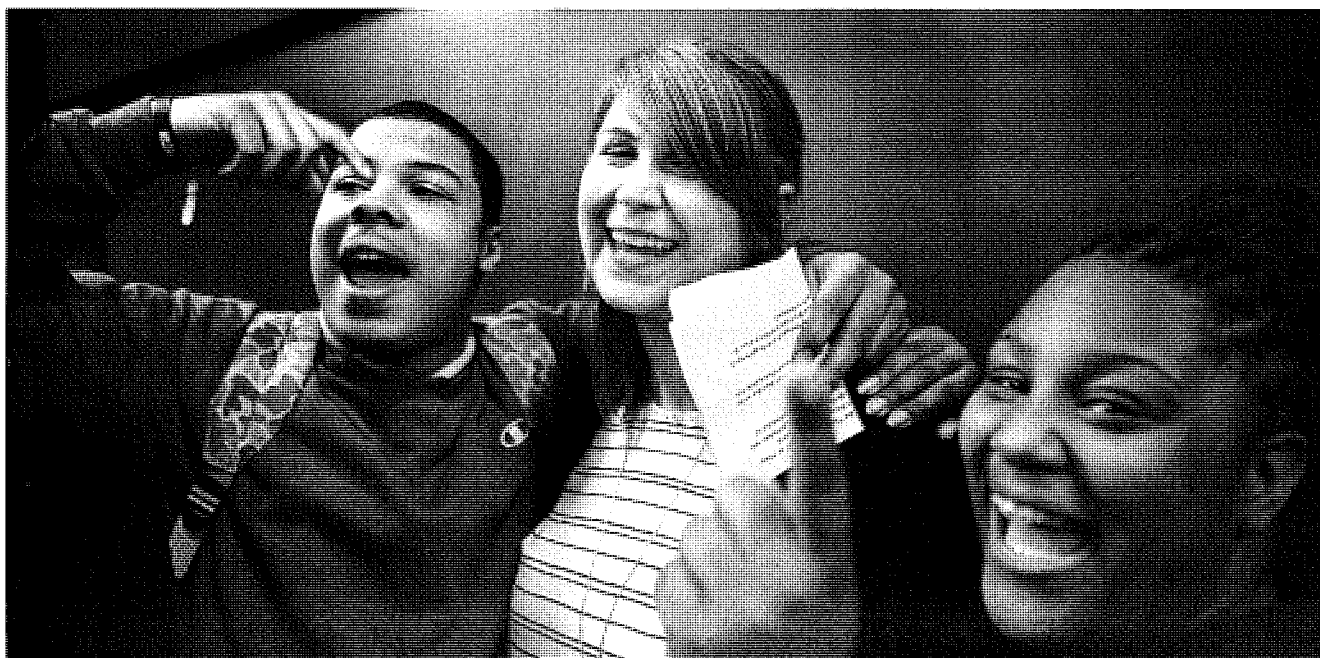
Senior Latanya Simpson, 18, said that from the time she heard that Chaffee was in the running for the award, she was convinced she would win.

What makes Chaffee special, Simpson said, is the personal attention that she pays to each student.

“She connects with our students,” Simpson said. “She just doesn’t teach to you. She makes sure that you’re understanding. . . . She really makes sure that we know what we’re learning instead of moving on to the next topic.”

A native of Saugerties, N.Y., Chaffee lives in the Lower Mills section of Dorchester with her husband, Matt Minton, and their 20-month-old daughter, Zoe. Minton said the couple play with Zoe each day after school, and then Chaffee does schoolwork after putting the toddler to bed.

“She works in a job where you can really make a difference in people’s lives,” Minton said Tuesday. “So to get this kind of award for being able to make that kind of a difference is just a huge deal. So I’m super-proud of her. . . . She works so hard, and she deserves it so much.”



PAT GREENHOUSE/GLOBE STAFF

Chaffee was flanked by students Adonis Woods (left) and Antoinette Webster.

Jeremy C. Fox can be reached at jeremy.fox@globe.com. Follow him on Twitter [@jeremycfox](https://twitter.com/jeremycfox).

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*Please join us for the
Districtwide*

Retirement Celebration

*in honor of
the following Acton-Boxborough Regional
staff members*

*Maria Anthony
Kerry Byrne
Robin Crown
Nancy Ferraro
Julia Geran
Jean MacDonald
David Maxner
Cindy Plunkett
Donna Taylor
Irene Wong*

*Ronna Berman
Mary Cole
Joan Dennen
Mark Foley
Robin Kynoch
Elizabeth MacKay
Rebecca Neville
Linda Roy
Carolyn Wiegand*

Thursday, June 16, 2016

3:15 - 5:30 p.m.

at the

Wedgewood Pines Country Club

Stow, MA

(Directions: www.wedgewoodpines.com)

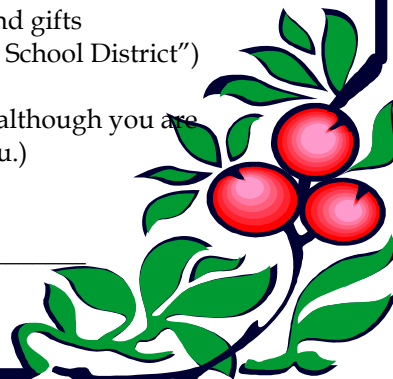
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**Please tear off and return to
Karen Coll, Superintendent's Office, by Tuesday, May 31.**

_____ I plan to attend and have enclosed \$10 for food and gifts
(Checks payable to "Acton-Boxborough Regional School District")

(No need to respond if you are unable to join us, although you are
still welcome to contribute to the gifts! Thank you.)

Your name _____
(Please print)



Office of the Superintendent
Acton-Boxborough Regional Schools
978-264-4700, x 3206
<http://www.abschools.org/>

TO: All Staff and Families
FROM: Glenn Brand, Superintendent of Schools
ON: May 13, 2016
RE: **DISMISSAL TIMES FOR LAST DAY OF SCHOOL - JUNE 22, 2016**

Dismissal times for Wednesday, June 22, 2016:

10:45 a.m. - Raymond J. Grey Junior High School

10:45 a.m. - Acton-Boxborough Regional High School

12:20 p.m. - Conant, McCarthy-Towne and Merriam Schools

1:00 p.m. - Blanchard, Douglas and Gates Schools

On Wednesday, June 22, elementary schools will follow the regular Thursday early dismissal schedule.

The Junior High will have its end of year assembly on June 22 at the High School. Buses will transport Junior High and High School students from the High School at dismissal time on June 22.

In addition, please note that High School students will be dismissed at 10:45 a.m. after final examinations on June 16 through June 21.

Buses will be provided to transport High School students home at 10:45 a.m. on June 16 through June 21.

Lunch will not be available from the High School Cafeteria starting June 16. High School students will need to make a request at the High School Office and lunches will be sent down from the Junior High School.

NOTE: Breakfast and Lunch will be sold daily from 9:00 -11:30 a.m. in the High School Cafeteria again this summer from Monday 6/27/16 - Friday 8/5/16. For students who currently receive free or reduced lunch, their eligibility will continue through the summer. For more information, contact Food Services Director, Kirsten Nelson at 978-264- 4700 x3221 or knelson@abschools.org.