



Acton-Boxborough Regional  
School Committee Meeting

April 27, 2017

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

April 27, 2017  
7:00 p.m.

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**AGENDA**

1. **ABRSC Call to Order** – *Mary Brolin (7:00)*
2. **Chairman’s Introduction** – *Mary Brolin*
  - 2.1. Annual Spring Town Elections
    - Acton Election Results – Amy Krishnamurthy, Maya Minkin and Paul Murphy reelected
    - Boxborough Election is May 16
  - 2.3 Thank you to Retiring School Committee member Maria Neyland
3. **Statement of Warrant and Approval of Minutes**
  - 3.1. ABRSC Meetings of 4/3/17 (pre Acton Town Meeting), 3/16/17, 2/16/17, 2/2/17 (addendum) and 1/21/17
4. **Public Participation**
5. **Elementary Single Tier Busing Analysis** – *G.P.I. consultants (7:10)*
  - 5.1. Report
  - 5.2. Slides
6. **ABRSD Budget Update** – *Glenn Brand (7:50)*
  - 6.1. Acton Town Meeting Update
  - 6.2. Boxborough Town Meeting begins May 8
  - 6.3. FY17 Q3 Report
    - 6.3.1.ABRSD Financial Reports as of 3/31/17
      - 6.3.1.1. Revenue vs Budget
      - 6.3.1.2. Expenses vs Budget
      - 6.3.1.3. Special Revenue
      - 6.3.1.4. Grants
  - 6.4. Net Metering Agreement Status Update – *JD Head*
7. **FY18 Kindergarten Registration Update** – *Marie Altieri*
8. **MCAS 2017 Student Questionnaire** – *Deborah Bookis*
  - 8.1. Discussion / VOTE to decide if AB students will participate in May 2017 – *Mary Brolin*
9. **ABRSD Master Plan / School Building Project Update**
  - 9.1. Massachusetts School Business Authority (MSBA) Update – *Glenn Brand*
    - 9.1.1.Initial Compliance Certification – ABRSD/C.T. Douglas Elementary School (due 5/3/17) – **VOTE**
    - 9.1.2. FYI: Final Statements of Interest for Conant and Gates, submitted on 4/6/17
    - 9.1.3. Update on 4/4/17 Call with MSBA re Next Steps
    - 9.1.4. Announcement of Special Town Meetings in Acton and Boxborough on Monday, 12/4/17
  - 9.2. District Master Plan Review Committee (DMPRC) Update –*Mary Brolin, Kristina Rychlik*
    - 9.2.1. Public Forum Flyer and Frequently Asked Questions
  - 9.3. Establishing the ABRSD Building Committee (due 6/2/17)
    - 9.3.1. Composition and Voting/Non-voting Status – First Read (to be voted at 5/18/17 meeting)

*At ABRSD, our mission is to develop engaged, well-balanced learners through collaborative, caring relationships.*  
**WELLNESS - EQUITY - ENGAGEMENT**

## 10. Subcommittee Reports

- 10.1. Budget – *Maria Neyland (oral)*
- 10.2. Policy
  - 10.2.1. Mission, Vision, Values, File: AD and AD-E – Second Read – **VOTE** – *Brigid Bieber*
  - 10.2.2. Memorials Policy (new), File: FFA – First Read – *Dawn Bentley*
  - 10.2.3. Naming District Facilities (revision), File: FF – First Read – *Dawn Bentley*
    - 10.2.3.1. With revised procedures, File: FF-R
  - 10.2.4. Sustainability Policy (new, including water) – First Read – *Brigid Bieber*
  - 10.2.5. Student Activity Accounts, File: JJF – First Read
  - 10.2.6. FYI ONLY: Student Activity Programs, File: JJ (no change) and Procedures (revised)
- 10.3. Outreach (including PTO Co-chairs) – March 2017 Update - *Kristina Rychlik*

## 11. School Committee Member Reports

- 11.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy, Paul Murphy*
  - 11.1.1. Minutes of 3/9/17 meeting
- 11.2. Boxborough Leadership Forum (BLF) – *Mary Brolin*
- 11.3. Health Insurance Trust (HIT) – *Mary Brolin*
- 11.4. Acton Finance Committee – *Amy Krishnamurthy, Deanne O’Sullivan*
- 11.5. Acton Board of Selectmen – *Eileen Zhang*
- 11.6. Boxborough Finance Committee- *Mary Brolin*
- 11.7. Boxborough Board of Selectmen – *Maria Neyland, Brigid Bieber*
- 11.8. Minuteman Technical High School (MMT) Update – *Diane Baum*
- 11.9. Acton Capital Improvement Planning (CIP) Update – *Kristina Rychlik*

## 12. Annual Superintendent’s Evaluation Process Begins – *Mary Brolin*

- 12.1. FY17 Evaluation Timetable
- 12.2. Reference Material
  - 12.2.1. MA Model System for Educator Evaluation Part VI: Implementation Guide for Superintendent Evaluation  
<http://www.doe.mass.edu/eeval/model/PartVI.pdf>
  - 12.2.2. Appendix A: Superintendent Rubric  
[http://www.doe.mass.edu/eeval/model/PartIII\\_AppxA.pdf](http://www.doe.mass.edu/eeval/model/PartIII_AppxA.pdf)
  - 12.2.3. Appendix B: End-of-Cycle Summative Evaluation Report: Superintendent (*see link above which will be populated with Dr. Brand’s information*)
- 12.3. Process Overview slides, 10/16/14 SC meeting
- 12.4. Superintendent’s Performance Goal – Midcycle Review Memo, Glenn Brand, 2/10/17
- 12.5. Copy of previous year’s evaluation
- 12.6. General public request for input on Superintendent’s performance

## 13. FY18 ABRSC Summer Workshop and August Business Meeting– *Mary Brolin (brought to meeting)*

- 13.1. FY18 ABRSC Meetings with proposed dates added – First Read (vote at meeting on 5/18/17)

## 14. Superintendent’s Report/Updates – *Glenn Brand*

- 14.1. Challenge Success Update – *Deborah Bookis, Dawn Bentley*
- 14.2. School Committee Liaisons Update

## 15. **FOR YOUR INFORMATION**

- 15.1. Discipline Reports, 4/1/17
- 15.2. Monthly Student Enrollment, 4/1/17
- 15.3. Emergent Bilingual Student Population by School, 4/1/17
- 15.4. Open House Dates – Fall 2017
- 15.5. Family Learning Series Presentations:

*At ABRSD, our mission is to develop engaged, well-balanced learners through collaborative, caring relationships.*

**WELLNESS - EQUITY - ENGAGEMENT**

15.5.1. May 31, 2017, 7:00 - 8:30 PM  
Presenter: Dr. Anthony Rao  
Topic: *Social and Emotional Life of Young Boys*  
Audience: Grades PK-12  
Location: RJ Grey Auditorium

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

**NEXT MEETINGS:**

- May 18 - ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted May 12)
- June 8 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted June 2)
- June 22 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted June 16)

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING  
(Pre Acton Annual Town Meeting) DRAFT Minutes

Room #102 East  
Acton-Boxborough Regional High School

April 3, 2017  
6:00 p.m.

*Members Present:* Diane Baum, Mary Brolin, Amy Krishnamurthy, Maya Minkin (6:15 p.m.),  
Kathleen Neville, Deanne O’Sullivan, Kristina Rychlik, Eileen Zhang

*Members Absent:* Brigid Bieber, Paul Murphy, Maria Neyland

*Others:* Marie Altieri (6:10 p.m.), Glenn Brand, Beth Petr, a member of the public

Chair Mary Brolin called the ABRSC to order at 6:05 p.m.

The Committee reviewed and discussed the amendment to the FY18 budget that was going to be proposed by a citizen at the Town Meeting. It was the sense of the Committee that use of reserves was discussed throughout the Acton Leadership Group (ALG) process this year, and agreement by the boards had been reached. Discussion of the level of reserves is complicated because there are so many different ways to look at it. If more reserves are used for the budget, less will be available for future capital projects in the fall.

Deanne O’Sullivan moved, Amy Krishnamurthy seconded and it was unanimously,  
**VOTED:** that the ABRSC not recommend the proposed amendment to the Town Budget Article.

Kristina Rychlik moved, Katie Neville seconded and it was unanimously,  
**VOTED:** to approve the draft ABRSC statement dated 4/3/17 regarding the Town Budget with 2 minor amendments.

Amy Krishnamurthy will read the statement as the Acton Vice Chair of the ABRSC.

It was agreed that the Statement of the Regional Financial Oversight Committee (RFOC) would be read as planned.

The ABRSC adjourned at 6:30 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: agenda, draft ABRSC statement regarding Budget Amendment, Regional Financial Oversight Committee (RFOC) statement

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

Library  
R.J. Grey Junior High School

March 16, 2017  
7:00 p.m. Open Business Meeting  
7:30 p.m. FY18 School Choice Public Hearing  
Followed by return to Business Meeting  
9:30 p.m. Executive Session (approx. following Business Meeting)

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

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1. The ABRSC was called to order by Chairperson Mary Brolin at 7:00 p.m.
2. **Chairman’s Introduction – Mary Brolin**
  - 2.1. Annual Spring Town Elections
    - Acton Election is Tuesday, March 28. Four candidates are running for 3 School Committee seats.
    - Boxborough deadline to submit papers is March 28 for Election on May 16
3. **Statement of Warrant** – The warrants were reviewed and signed by the Committee members. See attached.
4. **Approval of Minutes** – to be done at the next meeting
  - 4.1. ABRSC Meeting of 2/16/17, 2/2/17 and Budget Saturday on 1/21/17
5. **Public Participation** - none
6. **ABRHS Students Presentation: Transitioning from Reliance on Bottled/Imported Water – ABRHS Students Chantal Raquin and Anna Rychlik**
  - 6.1. Presentation
  - 6.2. Recommendation to Accept Gift of Water Bottle Filler at the Junior High– **VOTE** – Glenn Brand  
Ms. Raquin and Ms. Rychlik gave an excellent presentation on their policy proposal and bottle filling station donation. Their objective is to promote consumption of local water and minimize the importation of resources already available to the community. See getontap.weebly.com

They surveyed all High School students and 99% of them own a refillable water bottle. They think it’s a matter of getting the kids to use them instead of buying bottled water. They have reached out to the elementary schools to start educating the younger students as well. Maria Neyland suggested that they consider sharing their efforts during spring sports and at Team Nights or having Athletic Director, Mr. Martin mention it. When asked why the goal is to eliminate all imported water and not just limit it, as in the vending machines, the students agreed that a slower goal would be ok, but their ultimate goal is to eliminate it. A committee member stated that she doesn’t want to see water replaced by sugary drinks in vending machines. The students want to focus only on tap water because that could replace the bottled water.

Regarding the policy proposal, the policy subcommittee will consider it at their next meeting. A First Reading could be at the April School Committee meeting followed by a vote at the May meeting. Kristina Rychlik stated that she is related to one of the presenters. The students were thanked for their enthusiastic efforts.

Diane Baum moved, Maria Neyland seconded and it was unanimously,

**VOTED:** to accept the gift of a water bottle filler at the Junior High with gratitude.

7. **ABRSD Director of Finance Decision - Glenn Brand**

7.1. Recommendation to Appoint Mr. David A. Verdolino as Director of Finance— **VOTE** – Glenn Brand  
After a thorough search with the assistance of Dr. Tony Bent of the NESDEC, Dr. Brand recommended Mr. Verdolino for this position.

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

**VOTED:** to appoint Mr. David Verdolino to the position of Director of Finance, effective July 1, 2017 and to set compensation at \$141, 500.

8. **ABRSD Budget Update – Glenn Brand, Clare Jeannotte (none)**

9. **Regional Financial Oversight Committee (RFOC) Annual Report per Regional Agreement – Mary Brolin, Clare Jeannotte**

9.1. FY16 Per Pupil Expenditures by School (per Regional Agreement Section 11 & App A Section e)

9.2. Tracking of Financial Benefits

Mary Brolin reviewed the numbers. There was nothing unusual to note.

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

The RFOC asked for the School Committee's approval of their statement.

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

**VOTED:** to approve the Regional Financial Oversight Committee's statement to be read at the Acton and Boxborough Annual Town Meetings.

10. **THE ABRSC SCHOOL CHOICE PUBLIC HEARING was called to order at 7:30 p.m.**

10.1. School Choice Hearing Memo – Marie Altieri

10.2. Participation in School Choice Program 2017-2018 –**VOTE** – Glenn Brand

Marie Altieri reviewed the School Choice process and recommendation.

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

**VOTED:** to continue in the School Choice program and limit openings to one seat in Kindergarten for FY18.

**The ABRSC School Choice Hearing was adjourned at 7:35 p.m.**

11. **RETURN TO BUSINESS MEETING**

12. **ABRSD Auditor's Agreed Upon Procedures – Clare Jeannotte**

12.1. High School Student Activity Funds, 6/30/16

12.2. School District End of Year Financial Report, 6/30/16

12.3. ABRSD School Activity Programs and Accounts Policies, File: JJ and JF

In the past, the District's previous auditor did not have any audit findings but with our new auditor, there were several in each area. Clare is preparing proposed changes for the next policy subcommittee meeting and then on to School Committee. The DESE made some changes in some of these areas a couple of years ago and the District needs to bring processes up to date. The End of Year Report finding was relative to how we captured statistics regarding special education transportation services. The largest part of this transportation for our district is through the collaboratives.

Brigid Bieber commented that the District is a huge operation and when there is a change like a new auditor it doesn't surprise her that there are a couple of findings like this. Nothing that she read concerns her greatly. Clare thanked Karen Alderisio at the High School who handles a lot of the financial responsibility. She has done a great job.

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

On-line registration was completed on 3/7/17. As of 3/16/17, 325 children have been registered for kindergarten compared to the projected class of 298. One additional elementary class section was budgeted for next year. Given these registration numbers, that section will be a kindergarten class at Blanchard. The Committee discussed the current interest in universal kindergarten, particularly related to the building projects, but it really is a financial decision. Kristina Rychlik hopes that people understand how difficult it would be to pay for.

**14. ABRSD Master Plan / School Building Project Update**

**14.1. Massachusetts School Business Authority (MSBA) Update – Glenn Brand**

**14.1.1. Slides**

**14.1.2. Letter and Press Release regarding the C.T. Douglas School, 2/15/17**

**14.1.3. Initial Compliance Certification – ABRSD/C.T. Douglas Elementary School (due 5-3-17)**

Dr. Brand explained that with the acceptance of the Douglas School application into the MSBA funding process, the District's "clock" of 270 days starts on April 3<sup>rd</sup> and must be completed by December 29<sup>th</sup> for the funding assistance process to continue. The Initial Compliance Certification must be received by the MSBA by 5/3/17. Dr. Brand offered to have counsel review the document before the next meeting when the Committee will be asked to vote on it, however he does feel like it is a standard MSBA form that may not be alterable. The Committee had no comment. The next step after that is that the School Building Committee (SBC) must be formed and submitted to the MSBA by June 2, 2017.

Initially it was thought that the DMPRC would transition to become the Building Committee but Mary Brolin does not feel that is appropriate now. People with specific technical expertise are needed for the Building Committee. Mary proposed that a few people work with her to recruit members for the Building Committee and they would bring names to the School Committee for their consideration. She asked that one School Committee member, Glenn Brand, Marie Altieri and JD Head work with her. Kristina Rychlik volunteered to help. The public was asked to contact Mary if they have these skills/expertise and would be interested in volunteering for this important work.

**14.2. District Master Plan Review Committee (DMPRC) Update –Mary Brolin, Kristina Rychlik**

**14.2.1. Meeting minutes of 3/1/17 and 3/8/17**

**14.2.2. Public Forum Presentation slides and handouts**

**14.2.3. Public Forum Flyer**

**14.2.4. Memo: Douglas and Gates Schools' Septic Systems Remain in Good Order, JD Head**

Mary Brolin reviewed all the work being done. An informal presentation was done for the League of Women Voters, which was very helpful. It was recommended that some of the characteristics of the proposed buildings be outlined before presenting the options. The first public forum is on Monday in Boxborough. All forums will use the same slides and handouts for consistency.

Kristina Rychlik reviewed the outreach efforts. An email was sent to an extensive list of community groups with a description of the DMPRC and the upcoming forums. There will be an information table at Acton Town Meeting. Kristina will be recording a forum by end of next week at the Acton TV studio so people can watch it and then provide electronic feedback. Mary will set up the form. A question has come up from the public about the state of the septic system in the Douglas/Gates area. JD has confirmed that this is not an issue at this time. The feasibility study would certainly confirm this when it is done.



14.3. Recommendation to Authorize the Superintendent to Resubmit to the Massachusetts School Building Authority (MSBA) Statements of Interest (SOIs)  
While the Douglas School remains our priority project, the District has been advised to resubmit SOIs for Conant and Gates Schools. This lets the MSBA know we have multiple school building issues.

14.3.1. The Luther Conant School – **VOTE** – Glenn Brand

Minor edits to the document in the packet were explained. See blue handout.

Diane Baum moved, Brigid Bieber seconded and it was unanimously,

**VOTED:**

*To authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 16, 2017 for the **Luther Conant School** located at 80 Taylor Road in Acton, MA 01720 which describes and explains the following deficiencies and the priority categories for which an application may be submitted to the Massachusetts School Building Authority in the future*

*Priority #2 Elimination of existing severe overcrowding:*

*The Conant school's capacity based on gross square footage and MSBA guidelines is 307 students, compared to 451 students as of 10/1/16.*

*Priority #5 Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility:*

*The Conant School was built in 1970 with essentially no renovations, other than roofing in 1986.*

*Priority #7 Replacement of, or addition to, obsolete buildings in order to provide a full range of programs consistent with state and approved local requirement:*

*Lack of proper accessibility and space at the Conant School affects programs that may be offered to these students.*

*; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Acton-Boxborough Regional School District to filing an application for funding with the Massachusetts School Building Authority.*

14.3.2. The Paul P. Gates School – **VOTE** – Glenn Brand

Minor edits to the document in the packet were explained. See blue handout.

Brigid Bieber moved, Kathleen Neville seconded and it was unanimously,

**VOTED:**

*To authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 16, 2017 for the **Paul P. Gates School** located at 75 Spruce Street in Acton, MA 01720 which describes and explains the following deficiencies and the priority categories for which an application may be submitted to the Massachusetts School Building Authority in the future*

*Priority #2 Elimination of existing severe overcrowding:*

*The Gates school's capacity based on gross square footage and MSBA guidelines is 300 students, compared to 404 students as of 10/1/16.*

*Priority #5 Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility:  
The Gates School was built in 1968 with essentially no renovations, other than roofing in 1986.*

*Priority #7 Replacement of, or addition to, obsolete buildings in order to provide a full range of programs consistent with state and approved local requirement:  
Lack of proper accessibility and space at the Gates School affects programs that may be offered to these students.*

*; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Acton-Boxborough Regional School District to filing an application for funding with the Massachusetts School Building Authority.*

**15. Recommendation to Withdraw from MA Electric School Bus Grant Program – VOTE – Glenn Brand**  
15.1. Memo from JD Head

JD Head recommended that the District withdraw from this program because it has not developed as planned. Originally, due to extra costs that would be incurred, the District decided not to participate but the State pursued us and encouraged JD to accept their invitation. At this point, JD feels strongly that the District should not spend the additional funds to participate. The Committee discussed the situation and given that we do not need another bus at this time, and would have to buy and install, additional equipment such as security cameras, radios, a charging station, etc. they agreed with JD. A final comment was that the cost to replace the vehicle's battery would be very high as well. Maria Neyland moved, Brigid Bieber seconded and it was unanimously,

**VOTED:** to withdraw from the MA Electric Bus Grant Program as recommended.

**16. Recommendation to Approve JH/HS Early Dismissal Days on FY18 School Calendar for Oct 12, Feb 8 and Mar 29 – Second Read – VOTE - Glenn Brand**

Brigid Bieber moved, Katie Neville seconded and it was,

**VOTED:** to approve the Early Dismissal days on the FY18 School Calendar as proposed.

Maria Neyland abstained. All others voted YES.

**17. Subcommittee Reports**

17.1. Budget – Maria Neyland reported that the Regional Financial Oversight Committee report was reviewed along with their statement for the Town Meetings. The Audit report and financial policies were also discussed at the last meeting.

17.2. Policy

17.2.1. Studying Controversial/Sensitive Issues, File: IMB - Second Read - **VOTE** - *Brigid Bieber*

At the First Read, the Committee asked for additional detail to be added so the policy subcommittee did that with Deborah Bookis' advice. Katie Neville remarked that "balance" came up at the previous policy subcommittee discussion and she asked if it was considered at the last meeting when she was absent. Deborah explained that in her opinion, it is not necessarily a 1:1 balance, but more about the environment that teachers create. Katie thought that "balanced" should mean "fair" so all sides are given equal time in a discussion. Maria Neyland commented on how "fair" could be defined. Brigid Bieber encouraged members to read the whole policy as together she felt it accurately captures what the committee intends. The policy subcommittee was thanked for the added detail and attention.

Katie Neville moved, Maria Neyland seconded and it was unanimously,

**VOTED:** to approve the changes to Studying Controversial/Sensitive Issues policy, File: IMB, as proposed.

- 17.2.2. School Volunteers, File: IJOC – Second Read – **VOTE** - *Brigid Bieber*  
Diane Baum moved, Maria Neyland seconded and it was unanimously,

**VOTED:** to approve the changes to School Volunteers policy, File: IJOC as proposed.

- 17.2.3. Mission, Vision, Values, File: AD and AD-E – First Read  
This revision is to update the policy for our current Long Range Strategic Plan.
- 17.3. Outreach (including PTO Co-chairs) – February 2017 Update - *Kristina Rychlik*  
The March Update will go out before Acton Town Meeting.

#### 18. School Committee Member Reports

- 18.1. Acton Leadership Group (ALG) – Marie Altieri reported that the ALG plan has been updated to include projections for FY19 and 20.
- 18.1.1. Minutes of 2/16/17 meeting and Materials from 3/9/17 meeting
- 18.2. Acton Finance Committee – The Committee voted to support the school budget unanimously.
- 18.3. Boxborough Finance Committee- The Committee voted to approve the budget as well.
- 18.4. Boxborough Board of Selectmen – Maria Neyland reported that there was some discussion about the Hager Well. Clare Jeannotte and JD Head met with Katie Neville to start to focus on this issue.
- 18.5. Minuteman Technical High School (MMT) Update – Diane Baum reported that Kevin Mahoney was at Acton Finance Committee and the Fincom voted to recommend the MMT budget. They will go to the Board of Selectmen next week to ask for their approval.
- 18.6. Acton Capital Improvement Planning (CIP) Update – Kristina Rychlik reported that they met March 1 and began work on a joint presentation for Acton Town Meeting regarding capital needs on both the town and school side. Kristina Rychlik and Steve Noone will present.
- 18.7. OPEB Trust 3/3/17 Board Meeting Report – Mary Brolin reported that the money manager from Bartholomew & Co presented the annual report. District Treasurer Margaret Dennehy makes the decisions with input from the Committee. The District looks good financially compared to other school districts. It was recommended that a policy be adopted on this now that we have transitioned. Mary stated that we have set targets for a few years out and this is the type of policy that we should be setting. The policy may not set a specific amount. A sample policy has been requested. We are waiting for the 12/31/16 Report and it will be included in the School Committee packet when it is received.

#### 19. Recommendation to Accept \$500 Gift from the AB Regional Parent Teacher Student Organization (PTSO) to the R.J. Grey Junior High School – **VOTE** – *Glenn Brand*

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

**VOTED:** to accept the \$500 Gift from the AB PTSO to the R.J. Grey Junior High with gratitude.

#### 20. Recommendation to Accept Grant from Exxon Mobil Educational Alliance Math & Science to Gates School – **VOTE** – *Glenn Brand*

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

**VOTED:** to accept the grant from Exxon Mobil to the Gates School with gratitude.

#### 21. Recommendation to Accept Grant from Target Field Trips/Scholarship America to Conant School – **VOTE** – *Glenn Brand*

Maria Neyland moved, Katie Neville seconded and it was unanimously,

**VOTED:** to accept the grant from Target to the Conant School with gratitude.

#### 22. Recommendation to Accept Gift from ABRHS Track Boosters for Assistant Coach – **VOTE** – *Glenn Brand*

Diane Baum moved, Katie Neville seconded and it was unanimously,

**VOTED:** to accept the gift from the Track Boosters for the Asst Coach with gratitude.

#### 23. Recommendation to Approve ABRHS Exchange Trip to Spain – **VOTE** – *Glenn Brand*

Brigid Bieber moved, Maria Neyland seconded and it was unanimously,  
**VOTED:** to approve the ABRHS Exchange trip to Spain.

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

24.1. Gatekeeper Training is being provided for all school personnel.

25. **FOR YOUR INFORMATION**

25.1. Monthly Student Enrollment, 3/1/17

25.2. Annual Town Meeting Budget Book

25.3. Kid Friendly Movie Night at Acton Town Meeting, 4/3/17 and 4/4/17

25.4. 2017 Chair Ceremony Honoring Staff with 20 Years of Service to the District

25.5. ABRSD Financial Reports as of 2/28/17

25.5.1. Revenue vs Budget

25.5.2. Expenses vs Budget

25.5.3. Special Revenue

25.5.4. Grants

25.6. 2016-2017 School Calendar voted 3/1/17 with Revision to 2 March dates & 3 Snow Days

25.7. 17<sup>th</sup> Annual Robert Creeley Awards Presentation, March 29, 2017 at 7:30 pm, ABRHS

25.8. Acton Candidates' Night, Wednesday, March 15<sup>th</sup> at 7:00 p.m., Acton Town Hall

25.9. Family Learning Series Presentations:

25.9.1. April 5, 2017, 7:00 - 8:30 PM

Presenter: Dr. David Miele

24.10 Town of Acton Appoints New Police Chief

26. **EXECUTIVE SESSION**

At 9:15 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 Acton-Boxborough Education Association (ABEA).

(YES – Baum, Bieber, Brolin, Minkin, Neville, Neyland, Rychlik, Zhang)

Mary Brolin 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 9:55 p.m. and adjourned.

Respectfully submitted,  
Beth Petr

List of Documents Used: see agenda, list of warrants

**NEXT MEETINGS:**

- Acton Town Meeting begins on Monday, April 3 at 7:00 p.m. in the High School Auditorium
  - Link to the Town Meeting Warrant: [www.acton-ma.gov/warrant](http://www.acton-ma.gov/warrant)
- April 27 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted Mon, April 24)
- Boxborough Town Meeting begins on Monday, May 8
- May 18 - ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted May 12)

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

Library  
R.J. Grey Junior High School

February 16, 2017  
6:30 p.m. Executive Session  
7:00 p.m. Annual Budget Hearing  
7:30 p.m. (approx.) Business Meeting

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*Members Present:* Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin (6:45 p.m.), Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O’Sullivan (6:40 p.m.), Kristina Rychlik (left at 6:45 and returned at 7:15 p.m.), Eileen Zhang (7:20 p.m.)  
*Members Absent:* none  
*Others:* Marie Altieri, Dawn Bentley (7:00 p.m.), Deborah Bookis (7:00 p.m.), Glenn Brand, Clare Jeannotte, Beth Petr

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1. The ABRSC was called to order at 6:33 pm by Chairperson Mary Brolin.

2. **Enter EXECUTIVE SESSION**

At 6:35 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 Acton-Boxborough Education Association (ABEA).

(YES – Baum, Bieber, Brolin, Krishnamurthy, Murphy, Neville, Neyland, Rychlik)

Mary Brolin stated that an open meeting may have a detrimental effect on the bargaining position of the Board.

3. **The ABRSC returned to OPEN MEETING at 7:00 p.m.**

4. **The FY18 BUDGET HEARING was called to order at 7:00 p.m.** by Chairperson *Mary Brolin* (see separate agenda)

Dr. Brand presented the FY18 proposed budget. He said that much of the material is a restatement of information that has been presented in previous meetings, particularly at Budget Saturday. The budget binder is also posted and will be updated.

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1. **ABRSC FY18 Budget– Glenn Brand and Clare Jeannotte**

1. FY18 Final Budget Presentation
2. FY18 ABRSD Budget and Assessments voted 2/2/17
3. Character Code Rollup (revoted 2/2/17)
4. ABRSD Budget Summary - Table 6 as of 2/2/17

As of this morning (2/16/17), the decision was made to use \$425,000 of E&D (for Leary Field resurfacing) instead of the originally proposed \$200,000. As usual, the biggest part of the budget is salaries as explained by Marie Altieri. Dr. Brand explained the budget drivers for the FY18 increase of 3.63%.

2. **Acton Leadership Group (ALG) Update – Amy Krishnamurthy**

1. ALG Spreadsheet

Amy Krishnamurthy reported the ALG update. The group met this morning (2/16/17). She said that two meetings ago, there was a \$1.6 M deficit and the Acton Finance Committee suggested using E&D to bring that down. The ALG deficit as of this morning was \$358,000. Amy told the group that the schools could not cut anywhere, and that reserves or a move to the untaxed levy had to be considered. It was agreed to use an extra \$250,000 from E&D because the school budget was so tight and Leary Field had to be addressed. ALG agreed to this and the Town would cover the remaining deficit.

Katie Neville asked if the Committee was “putting a bandaid over a bullet hole”? She does not want to set a precedent with ALG for future years. Amy said they were very clear that this was a one time expense for us. Maria Neyland agreed with Katie, stating that the Committee was in this position a few years ago and decreased it and got to a comfortable point of using \$200,000. By using \$250,000 this year, will it keep increasing and bring the Committee back to the unsustainable point where they used to be. The deficit will not go away and we need to watch it, and ensure that the funds will be replenished. Paul Murphy agreed but when he looked at E&D history, for the past 2 years the Schools have put in \$800,000 and to him instead of increasing E&D, they are now tapering off the replenishing. He doesn’t view it as unsustainable, but part of managing that number. He is comfortable doing it now because the effort has been made to push E&D up. Brigid Bieber also understands this year’s rationale, but the reason it could be replenished for a few years, was due to unanticipated revenue and CASE funds. She agrees with Maria re sustainability, and that Leary Field needs to be paid for and it is big. It is a safety issue affecting students and the public. She pointed out that the District also has a 3 year program for the learning centers and they are trying to complete it by adjusting resources to make that happen. A commitment was made to students and teachers and now they may not be able to do it. There simply are not enough resources, and on top of everything a huge capital project is coming up. Brigid is very concerned although she understands why things are being done as they are. She wants the public to understand all of this and the pressure that the School Committee is under making these decisions.

Kristina Rychlik noted that the District is still trying to get E&D up to the 5% mark, and although the proposal is not an ideal solution, it is the best they can do right now. She asked if the Town will cover the remainder and if any cuts were made in the town budget. Amy stated that they did not cut. She thought the Town would cover it with more reserves but at ALG they were told they would tax into the untaxed levy. The Town did make cuts before this, but no new ones. Kristina thought Acton was going to use funds for the capital part of the budget. Amy responded that at ALG, initially \$1.6 M would be used, but then it became complicated.

As far as replenishing E&D, Clare Jeannotte stated that she expects to see favorability in Chapter 70 and regional transportation. Although this is a good probability, it is never a guarantee. Then there are a few non budgeted funding sources that could lead to favorability for FY17. They will not be in place for replenishing for FY18. Maria cautioned that as more and more nonbudgeted sources are used, they are now becoming budgeted. As a result, E&D levels must be watched more closely.

Amy concluded saying that the ALG process this year has been a very collaborative one with a lot of compromise. Relationships are really important right now with the difficulties that lay ahead.

Mary Brolin noted that the Committee appeared to have consensus with caution for this change, and a vote would take place in the open meeting.

**The FY18 Budget Hearing was adjourned at 7:59 p.m.**  
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**5. The ABRSC returned to OPEN BUSINESS MEETING at 8:00 p.m**

**6. Chairman’s Introduction – Mary Brolin**

6.1. Annual Spring Town Elections

- Acton Election is March 28

- Boxborough deadline to submit papers is March 28 for Election on May 16

7. **Statement of Warrant & Approval of Minutes**

7.1. ABRSC Meeting of 2/2/17 and Budget Saturday on 1/21/17 (*both at next meeting*)

8. **Public Participation - none**

9. **ABRSD FY18 Budget – Glenn Brand, Clare Jeannotte**

9.1. **Possible Recommendation to Approve Further Revisions to the FY18 ABRSD Budget and Assessments – VOTE – Glenn Brand**

There was no further discussion. (See Budget Hearing)

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

**VOTED:** that the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2017 through June 30, 2018 be set at \$86,090,491 and that member towns be assessed in accordance with the Education Reform Law and the terms of the Regional Agreement and amendments thereto as follows: Acton \$57,730,056, Boxborough \$11,593,781 remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$14,804,931 Anticipated Charter School Aid in the amount of \$25,350, Anticipated Regional Bonus Aid in the amount of \$49,000, Anticipated Miscellaneous Receipts of \$30,000, Anticipated Federal Medicaid Reimbursement of \$100,000, Anticipated Chapter 71, Section 16C Transportation Aid, in the amount of \$1,307,373 and a transfer from E&D Reserves in the amount of \$450,000.

10. **Challenge Success and School Schedules / Start Times**

10.1. Deb Bookis updated the Committee on the Challenge Success plans and introduced JoAnn

10.2. ABRHS Scheduling: Process, Survey Summary & Timeline – *JoAnn Campbell, Larry Dorey*

There is no plan yet for a new schedule because they are just starting the process of researching and discussing this idea. The Administration wants to decide in the Fall 2017 and implement it in 2018 to give staff enough time to prepare. They will consider models that look at class balance, not necessarily class size, but same idea. Lunch period is important for many reasons in all schedules to make them work. A question was asked about the common planning time and what it is. JoAnn is not sure yet, but there are some models that have this for staff and some for students. No decisions have been made yet.

11. **Aligning Mathematics Teaching and Learning – Deborah Bookis, Heather Haines, Bill Noeth, Phil Stameris**

Deborah Bookis and her team explained that the reason for wanting to eliminate the test to place out of 7<sup>th</sup> grade mathematics is because it more closely aligns our structures and processes with our district stated values and outcomes for student learning. Brigid Bieber “loves where this is all going”. She has a very different perspective now than she had with her kids 10 years ago. In her opinion, a love of learning is much more important now. Many of the Committee members agreed.

Eileen Zhang said that she has a different voice. She doesn’t see the test as an issue because it has been voluntarily for many years. She feels that it is for the parents to decide if it is too stressful for their child to take. It should be their choice. For the community, many students have the higher math grades and they love it and are very interested in the subject. She suggested that instead of having the younger students go to the High School for their math classes (disrupting their Junior High schedule), perhaps the group could be made larger and give them more choice in their Junior High classes instead. She wanted to speak up for those students who want the higher math option. She feels that the students at both ends of education deserve this, especially since she considers AB a

“math science school”. Eileen thanked the teachers for working so hard on this issue. Paul Murphy mentioned about trusting the teachers when they advise the students regarding their course levels.

**12. ABRSD Master Plan Update – Glenn Brand**

12.1. MSBA Board Meeting on 2/15/17

Dr. Brand reported that 90 schools submitted MSBA Statement of Interest applications and we are one of 17 that were invited to participate. He thanked JD Head for submitting the three Statements of Interest and the School Committee for their strong support. The decision also confirmed that Douglas School certainly has significant needs to address.

12.2. MSBA Training Seminar - “The Story of a Building” on 2/6/17 – Glenn, Marie, JD, Clare, Amy and Katie attended.

12.3. District Master Plan Review Committee (DMPRC) Update –Mary Brolin

12.3.1. Meeting minutes of 1/25/17 and 2/8/17

The plan is to bring a recommendation to the Committee at their 6/8/17 meeting, with a vote at the next meeting. A press release will come out soon.

**13. Superintendent’s Mid Cycle Goal Review – Glenn Brand**

13.1. DESE Evaluation Process for Superintendents

13.2. Superintendent’s Memo with supportive documents attached

Diane Baum asked if there will be an attempt to align start times with the block time change at the High School. Dr. Brand said not necessarily, although it is happening in parallel. Larry Doery is part of both committees.

Kristina Rychlik noted that regarding the elementary school funding goal, many schools get different gifts and grants and as long as we are going down that path, they should be tracked.

Mary Brolin emphasized to the Committee that Evaluating the Superintendent is one of the Committee’s 3 key responsibilities. It is important that members understand this process and ask questions if they have them. She stated that it is critically important to be thinking of examples to support members’ comments.

**14. Suicide Prevention Next Steps – Glenn Brand, Dawn Bentley**

14.1. Letter to Staff and Families

14.2. Recommendation to Approve Late Start for JH/HS on 3/10/17 and **Early Release** 3/30/17 for Elementary Students – **VOTE** – Glenn Brand

Our Administrators understand that we have an increased vulnerability for increased suicides now based on the experts’ advice. We expect to screen “in” 20% of the students that they want to talk to someone, based on the experts. Those conversations with students who request them will happen that same day, with the assistance of the Riverside staff. Parents will have a chance to preview the video in March. Staff training is important and Riverside will do the Gatekeeper Training for all School Personnel.

Resources and recommendations from experts are the reasons for the grades we are screening, plus they are transition times for students. Members wanted to know if all grades would eventually be screened.

Dawn stated that we don’t want to do it too much per the experts or kids may not take it seriously.

All full time and part time staff are expected to do the training, which is why the schedule changes to the two school days are being proposed.

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

**VOTED:** to approve the schedule changes as proposed for this year.

**15. Recommendation to Approve JH/HS Early Dismissal Days on FY18 School Calendar for Oct 12, Feb 8 and Mar 29 – First Read – Glenn Brand**



Eileen Zhang thanked Dr. Brand for letting parents know about these changes. Maria Neyland asked why there are early dismissals for High School students when they seemed to prefer late starts. Marie Altieri explained that the students now say they prefer early dismissals. Late starts also complicate the lunch schedules.

**16. Recommendation to Approve Gift of Instruments to ABRSD Performing Arts Department – VOTE – Glenn Brand**

Brigid Bieber moved, Maria Neyland seconded and it was unanimously,  
**VOTED**: to approve the gift of instruments to the Performing Arts Department with gratitude.

**17. Subcommittee Reports**

17.1. Budget – 2/8/17 meeting – Maria Neyland reported that the subcommittee discussed the Budgets, capital needs, and the Regional Financial Oversight Committee’s per pupil expense figures.

17.2. Policy

17.2.1. Consent Agenda – Second Read – **VOTE** – *Brigid Bieber*

17.2.1.1. English Language Learners, File: IHBEA – *Dawn Bentley*

17.2.1.2. Health Education, File: IHAM (and new procedures) – *Deborah Bookis*

17.2.1.3. Health and Sex Education Parent Notification, File: IHAMA (revised proced) *Deb Bookis*

Maria Neyland moved, Paul Murphy seconded and it was unanimously,  
**VOTED**: to approve the 3 policy revisions as proposed.

17.2.2. Studying Controversial/Sensitive Issues, File: IMB - Second Read - *Next Meeting - Brigid Bieber*

17.2.3. School Volunteers, File: IJOC – First Read – *Brigid Bieber*

17.2.4. Essentials of Education, File: IA – Recommendation to Delete – **VOTE** – Brigid Bieber  
(not required now, similar to ABRSD Vision, Values, Mission policy AD)

Katie Neville moved, Amy Krishnamurthy seconded and it was unanimously,  
**VOTED**: to delete this policy as proposed.

17.3. Outreach (including PTO Co-chairs) – January 2017 Update - *Kristina Rychlik*  
Next update is almost finished.

**18. School Committee Member Reports**

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

18.1.1. Materials for 2/16/17 meeting (rescheduled from 2/9/17)

18.1.2. Minutes from 1/26/17 meeting

Doug Tindal gave kudos to the Administration and School Committee for the way they went about the Master Plan Process and how they were accepted into the MSBA process for Douglas. Regarding how much is the right amount of reserves to use, Doug wants to establish a committee and look into the next 5 years regarding this question. Kristina noted that the Acton Finance Committee spent a lot of time on this. Marie Altieri explained that Doug was asking for a group to study what kinds of things reserves could be spent on. It was agreed that this might be considered after Town Meeting.

18.2. Acton Board of Selectmen

Paul Murphy reported that Feb 6 they talked about making Acton a Sanctuary Community. Senator Eldridge was there. It was unclear how the School District might be involved and/or affected.

18.3. Boxborough Board of Selectmen

Maria Neyland reported that Boxborough was considering becoming a Sanctuary Town. She asked how could this impact school district funding.

**19. ABRSC Statement of Purpose Update – Second Read – VOTE - Mary Brolin**

The Committee discussed the options on the purple sheet. Brigid liked the second one because it focused on the vision and that is more of the School Committee's scope, a more long term approach. In her opinion, the mission is more of a day to day approach. Paul: agreed.

Katie Neville moved, Amy Krishnamurthy seconded and it was,

**VOTED:** to change the School Committee's Statement of Purpose to read:

*The Acton-Boxborough Regional School Committee strives to support the district in its vision to provide high-quality educational opportunities that inspire a community of learners by:*

- *setting and adapting policy*
- *hiring and overseeing the superintendent, and*
- *developing a thoughtful budget considering the needs of our students and the fiscal realities of the communities of Acton and Boxborough.*

Eileen Zhang abstained, all others voted yes.

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

- 20.1. Dr. Brand reported on the Coordinated Program Review visit this week and it appeared to be very positive. He thanked Dawn Bentley and Pam Smith for coordinating and planning for this extensive undertaking.
- 20.2. Director of Finance Search Update – see memo regarding two finalists

**21. FOR YOUR INFORMATION**

- 21.1. Discipline Reports: RJGJHS and ABRHS, January 2017
- 21.2. Monthly Student Enrollment, 2/1/17 (*next meeting*)
- 21.3. ABRSD Annual Education Report
- 21.4. Water Quality Testing Letter to Gates School Staff and Families
- 21.5. ABRSC 2017-2018 Meeting Schedule
- 21.6. **Family Learning Series Presentations:**
  - 21.6.1. February 13, 2017, 7:00 PM with Chris Herren – cancelled due to weather
- 21.7. Emergent Bilingual Student Population by School, 2/1/17
- 21.8. ABRSD Financial Reports as of 1/31/17
  - 21.8.1 Revenue vs Budget
  - 21.8.2 Expenses vs Budget
  - 21.8.3 Special Revenue
  - 21.8.4 Grants

The ABRSC adjourned at 10:04 p.m.

Respectfully submitted,  
Beth Petr

List of documents used: see agenda and list of warrants

**NEXT MEETINGS:**

- March 2 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted Mon, February 27)
- March 16 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted March 10)
- Acton Town Meeting begins on Monday, April 3
- Boxborough Town Meeting begins on Monday, May 8

**Acton-Boxborough Regional School Committee (ABRSC)**  
**FY18 Budget Saturday Meeting**  
**DRAFT Minutes**

Library  
R.J. Grey Junior High School

Saturday, January 21, 2017  
8:30 a.m.

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*Members Present:* Diane Baum, Brigid Bieber (left at 10:50 a.m.), Mary Brolin, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O’Sullivan (9:20 a.m.), Kristina Rychlik, Eileen Zhang

*Members Absent:* none

*Others:* Marie Altieri, Dawn Bentley, Deborah Bookis, Glenn Brand, Clare Jeannotte, Beth Petr

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The ABRSC was called to order at 8:30 a.m. by Chairperson Mary Brolin.

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

- A. Superintendent’s Overview: Budget and Long-Range Strategic Plan (LRSP) - *Glenn Brand*
  - i. LRSP Goal #1: Understand and respond to our students’ social-emotional needs
  - ii. LRSP Goal #2: Our students will have equitable opportunities and tools to learn
  - iii. LRSP Goal #3: Our students will have access to a safe and effective learning environment (capital needs and improvements)
  
- B. Financial Highlights FY18 Budget - *Clare Jeannotte, Director of Finance*
  
- C. Staffing, Enrollment, and Elementary Class Sections - *Marie Altieri, Deputy Superintendent*

***Committee Questions***

Questions were asked about McKinney Vento Act and some of the issues that come up for our homeless students. A member asked about the cost to process Medicaid reimbursement and whether we think it will increase. Dawn Bentley said that this is proving fruitful although the biggest cost is staff time to handle it. We also pay a fee to the system we are using to help with the Medicaid outreach.

OPEB funding was discussed. Clare Jeannotte stated that this is the plateau year, but funding is up to the School Committee. The next valuation will be in a few months. The Health Insurance Trust is looking at plan design and other details. Regarding the Workers Comp and fringe benefits issues, members view this year’s hit as a one-time thing like the Minuteman Tech change or the capital spending piece. Clare pointed out that there are choices to the capital items, but not true for Workers Compensation. Regional transportation was also discussed.

The Committee discussed student enrollment and how to handle unexpected increases. The same number of classrooms is budgeted for next year as this. We have to be flexible. We could shift one of the classrooms we have kept in to a different grade if the numbers require it.

### **Community Questions:**

An Acton Finance Committee member asked about the Moody's outlook in 2015, and how that relatively negative rating would be now. Clare stated that was because we were tapping reserves and it was decided that it was not sustainable. It is up to the School Committee to decide how they want to move forward. Mary Brolin added that part of the reason was full regionalization. The E and D funds were suddenly much less a percent of the overall budget. We are now replenishing it and it will be strong next time. Clare reported that Moody's was in the District regarding refinancing and when that was done, Standard and Poor's gave us a triple rating. Some people feel Moody's and S&P approach things very differently.

A question about declining enrollment was addressed by Marie. She stated that over the past 6 years, we have tried very carefully to reduce classrooms as enrollment has changed. Margaret Busse asked about the funding for the 3 school youth officers. It was noted that the schools have a very collaborative relationship with both towns' police. Support comes from both towns. There was a time when there was a shared cost between the town of Acton and the District for an officer, because they work for the Acton Police, but that has changed now. ALG was involved in this process.

When comparing FTE counts, it was noted that some districts include different positions than others. AB currently has 70 AB custodians/bus drivers – that group might not be represented in other communities because their town might employ them, or they are outsourced.

The question was asked, "What is your goal for E&D?"

Clare stated that as Finance Director, her goal is to continue to grow E&D to the 5% maximum level, but it is a School Committee policy decision. The more we can stabilize our reserves the better. A cushion is not built in to the budget.

Acton Finance Committee member Bob Evans referred to the Fincom's Point of View document commenting that the local seniors are concerned about a 2% increase. He asked the Committee to look at the budget and reduce the impact on the seniors. He stated that, "only a portion of the town benefits from the schools and seniors need your consideration."

Break

### **10:20 Panel 2: Our Current District Priorities**

*Dawn Bentley, Pamela Smith, JoAnn Campbell, Damian Sugrue, Dana Labb*

1. High School Social Workers (1.4 Full Time Equivalent - FTE)
2. Expansion to Pathways Autism Program (1.0 Teacher, 0.2 Speech Language Pathologist)
3. School Psychologist (0.2 Preschool, 0.4 Elementary)
4. Elementary Education Team Leader (ETL 1.0 )
5. English Language Education Teacher (1.0 at Conant)

### **Committee Questions**

Demographics are changing and students' needs are changing. The expansion of Pathways is to meet the needs of our current students. There is some potential to bring some students back into district, but this program can only accommodate 12 students at this time. It was asked if the District is "doing enough" regarding the needs of our ELL students. It was asked how the students who are not getting

enough ELL services impacting the students and staff in the classrooms. Dawn Bentley said that some teachers don't always feel prepared to help these students with language learning issues. Dawn is offering a coaching model. It was agreed that there are some wonderful benefits of having many cultures in the classrooms. JoAnn Campbell described how the staff is working with these students at the High School. The staff tends to work with the whole family helping the student become more culturally comfortable. For a student to enter at the High School level with language difficulty, it is very impactful to their learning.

The Committee discussed the cons of having 75% of the students in one school be of one ethnicity. Our district is great because of its diversity, but it can't be all in one school, was one comment. Administrators are trying to find ways to make it more balanced in the schools. Kindergarten parents were told that they may be limited to certain schools if they need ELL services.

The Committee agreed that there is still a stigmatism to ask for mental health help, despite all the efforts being made. JoAnn explained that at the High School, there are multiple entry points where staff finds kids at risk – teachers bring students forward, counselors get involved, other kids want to know more about mental health and depression AND how to help someone else. The administration and counselors went into the classrooms and have been talking about this. They really try to get to know the kids well. She does not expect the staff to be social workers, but to be able to identify kids who need help. Dawn Bentley said that the Administration is making plans to offer screenings to students soon. More information will be coming.

Lunch Break

**12:00 Panel 3: Additional Position Requests**

*Andrew Shen, Mark Hickey, JD Head, Steven Martin*

1. Conversion of Junior High Department Leaders to Assistant Principal
2. Strings Teacher Expansion (0.2)
3. Groundsperson (1.0)
4. Athletics Addition

**Committee Questions**

The Committee thanked the Administration for the new strings program. Mark Hickey explained how it is being expanded, as planned. The Committee appreciated the conversion at the Jr High and that it is cost neutral.

**12:40 Panel 4: Capital Planning**

*JD Head, Glenn Brand*

- A. Capital Planning: short-term, medium-term, long-term
- B. Update on Massachusetts School Building Authority (MSBA) process and timeline for potential building project

**Committee Questions**

The Committee asked many questions about the upcoming building project plans. One member is concerned about "scope creep" once plans are made and the District starts digging. JD Head explained the work that has taken place to date to get as good a handle on the sites as possible, at this stage.

It was questioned whether the maintenance shed site would stay in the current space and if feasibility funding should be spent on it. JD replied that they need to know what is “happening on the site” no matter what is planned for it. Dr. Brand noted that this is more than a maintenance or storage shed. Work is often done on the District’s 33 buses in that area. There were health and safety issues identified however so it will be closely studied. Maria Neyland stated that the Committee should approve the \$26,000 for the study and then she’d like to see the testing on it before deciding whether to move forward with a building on the site or look for a new location.

**12:30 Panel 5: Looking Ahead: Teaching and Learning As We Expand our Notion of Success**

*Deborah Bookis, Dawn Bentley at 1:10*

- a. Structures - Multi-Tiered System of Supports (MTSS)
- b. Roles - Coaching
- c. Learning Spaces - Capital Plan

**Committee Questions**

Diane Baum stated that in the 17 years that she has had children in the schools, she has seen a real move from a quantitative to a qualitative approach to special education. She feels this will be very impactful and she thanked the administration. Deanne O’Sullivan noted that this is a framework that addresses learning and achievement for all students, not just those receiving special education services. Dawn was asked how they would get teachers to “own” this. She stated that they will go slowly starting with the principals. The intent is that teachers would step in to the coaching role eventually. Coaching is a non evaluative role because it has to be a safe space for teachers to discuss things. Eileen Zhang likes this approach because the District does not have Gifted Programs and this is important for those students as well.

**Superintendent’s Closing Remarks**

**School Committee Discussion, Feedback and ABRSC Preliminary FY18 Budget VOTE**

(Per the ABRSD Regional Agreement, “*The preliminary budget shall be approved by a majority of the members of the Committee from each member town.* “ This budget shall be prepared by 1/28/17.)

Panel 2:

A better understanding of special education funding is needed, not one on a per pupil basis because it is not representative and not good for the community, in one member’s opinion. The possibilities of the Pathways program were discussed, including if students from outside the district could be tuitioned in, although Dawn wanted to think about this further. Maria Neyland pointed out that prior to full regionalization, changes to the Pathways program would have been explained at Boxborough Town Meeting. Now that the Blanchard School is part of the AB Region, and Town Meeting does not go into the details of this unique classroom setting, Boxborough citizens are not as familiar with the program as they might have been. A member asked if the Pathways program is expanded and some students from outside of Acton and Boxborough are accepted into it, would it mean they can continue on through R.J. Grey Jr High and our High School? Dawn stated that this would be an annual decision at their IEP Team meeting.

Mary Brolin concluded that she heard support from the Committee for the Panel 2 items as proposed.

Panel 3:

The Committee supported these requests. Kristina Rychlik emphasized that athletic team parents and boosters have felt overburdened with funding requests for years, as the Committee has heard. There is inequity among teams and she appreciates the assistant coaches proposal.

Panel 4:

Although she is in support, Maria Neyland is concerned about the estimate looking high. It was confirmed that the District is also looking for outsets on boilers and some support around Leary Field. She wants a better understanding of all of this before the final budget. JD has talked about a Green Communities grant potentially for this project but it won't hit the cycle properly. There are others he is looking at. Regarding Leary Field, he can't speak for the community groups, but their goal is to raise a significant amount of money to help out. They plan to commit to it by April. Maria appreciated knowing this.

Concern was expressed by one member about going out to the community for assistance, like for the Lower Field that has resulted in an outside group now scheduling the fields. Mary Brolin stated that the budget subcommittee sees some of the challenges that have occurred and would watch that in the future. Gratitude was expressed for the ongoing support of our many community members.

The Committee discussed the importance of timing of some of the capital items, particularly the high safety items and that the District cannot take the time they might like or need, to make a funding source work. It was pointed out that the Committee is also trying to make the capital line item "real each year now". They discussed the bucket strategy and that it was at ALG's request to split capital needs out as they did and show the .6 so it was visible.

**MOTION:**

Paul Murphy moved, and Maria Neyland seconded:

***Motion: that the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2017 through June 30, 2018 be set at \$86,600,058, and that member towns be assessed in accordance with the Education Reform Law and the terms of the Regional Agreement and amendments thereto as follows: Acton \$58,331,535, Boxborough \$11,714,872, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$14,833,821, Anticipated Charter School Aid in the amount of \$25,004, Anticipated Regional Bonus Aid in the amount of \$49,000, Anticipated Federal Medicaid Reimbursement of \$100,000, Anticipated Chapter 71, Section 16C Transportation Aid, in the amount of \$1,345,826, and a transfer from E&D Reserves in the amount of \$200,000.***

**Discussion of the Motion:**

Amy Krishnamurthy expressed concern that this budget is "way off from the Fincom Point of View and that it is too high for Acton and we will have to lower it." Maria Neyland was supportive but reminded the Committee that it could be voted lower at a future meeting. She did not see where cuts to this budget could be made or anything nonessential. Amy agreed but felt it needed to be said. She urged the Administration to take a look at any other funding sources that may be available. Deanne O'Sullivan agreed that it is high, but she thought they agreed that they need to add substantial capital and that is what is making it higher. She thought that was discussed at ALG.

Kristina Rychlik appreciated Amy's point, but she is glad they are making minor additions to essential needs although she thinks it's not enough. Kristina is fully supportive of this budget. Mechanisms are in place in our two towns to work with our boards about this.

Marie Altieri stated that the Acton Finance Committee talked about a 3.3% operating budget increase and they also wanted the schools to increase capital. ALG is meeting next week and it can be discussed. The District is proposing a 3.42% increase and a bump in capital (that doesn't come near what is needed, a member pointed out), and it includes the Minuteman Tech increase. Marie stressed that if there is going to be feedback that changes need to be made, it needs to be done quickly. Health Insurance Trust will vote a preliminary amount this Friday and that might help.

Maria Neyland stated that it was mentioned in the fall that someone at ALG said that the ABRSD did not fund capital properly, so the feedback should be that Capital has been a focus for this budget and this is what needs to be done.

**The Acton Boxborough Regional School Committee unanimously VOTED in support of the motion.**

The ABRSC adjourned at 2:15 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: FY18 Budget Binder, Presentation slides

***The ABRSC FY18 Annual Budget Hearing will be held Thursday, 2/16/17 at 7:00 p.m. in the R.J. Grey Junior High Library. A final budget will be voted by the Committee by 2/17/17.***

*Materials are at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes>  
This meeting is expected to be broadcast live at <http://actontv.org/>*



5.1 & 5.2 Elementary Single Tier Busing Analysis  
Report and Slides by GPI

This item is posted separately after the packet  
on

[http://www.abschools.org/school-committee/meetings-agendas-packets-and-  
minutes](http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes)



**Acton-Boxborough Regional School District**

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

TO: Superintendent Glenn Brand  
ABRSD School Committee  
FROM: Clare Jeannotte, Director of Finance  
RE: FY'17 Financial Status as of March 31, 2017  
DATE: April 24, 2017

Attached please find the following reports for the District as of March 31, 2017:

FY17 Revenue projection  
FY17 Appropriated Budget v. Actual (Expenditures and Revenues)  
FY17 Special Revenue, Revolving Scholarship and Gift Funds  
FY17 Grant Funds

**Appropriated budget:**

**Revenues:**

Overall, revenues are tracking fine against budgeted \$83,073,204, with actual YTD at \$62,273,960 or 75.1% of budget. This assumes use of \$200,000 E&D as voted.

Chapter 70 is coming in at \$164,794 favorable to budget, reflecting the annual impact of the Legislature moving minimum aid to \$55 per pupil after our budget was voted last February. Regional Bonus Aid is slightly above budget. For Regional Transportation, if there are no changes at state level, we anticipate favorability of \$155K assuming 70% reimbursement. The District budget assumed 60% reimbursement rate for budget, and last year we actually received 73%. These projections assume that there will be no State budget cuts affecting these areas.

The District has received \$213,851 through March of unbudgeted revenues, representing Medicaid reimbursement (\$119,645) Interest income (\$62,543) and other miscellaneous (mostly ERate) (\$31,663).

In summary, we are continuing to project favorable revenues in the range of \$600K – \$650K for the year.

- Favorable \$319K State Aid (\$165K Ch. 70 at \$55 per pupil, v. \$25 budgeted, and \$156K Ch. 71 Regional Transportation due to anticipation of 70% reimbursement, v. 60% budgeted).
- Possibility of unbudgeted revenues of \$338K (\$150K Medicaid reimbursement if it tracks consistent with prior year, although could certainly be more or less; \$90K Interest compared to \$28K in FY'16, due to rise in rates and improved cash management, \$67.5K rental receipts from CASE Collaborative, and \$31.6K miscellaneous revenues received to date, principally ERate).

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



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**Expenditures:**

**Overview:**

As of March 31, 94.5% of the budgeted expenditures of \$83,073K are expended or encumbered.

**Salaries & Stipends (CC01-14):**

At March 31, 2017 (7 months into school year, 3/4 through fiscal year) we have spent or encumbered \$33.1M of \$52.2 M budget, or 63.4%. This % is reflective of academic year payrolls on a school year schedule, and others on a 12 month schedule. Projections continue to indicate that we are tracking fine to budget. The effect of some long term leaves may result in some savings on the last 3 months. At this time of the year we continue to assume that all overtime & substitute budgets will be spent.

**All Fringes (CC14-23):**

Health insurance for both Retirees and Actives are currently projecting favorable to budget (\$310K and \$118K respectively). The budget for FY17 was based upon the FY16 participation at November, which is showing higher enrollment than actually occurred. The OPEB contribution of \$800,000 will be fully funded in 4 equal amounts this year to dollar-cost-average the contribution to the trust. The Middlesex retirement assessment of \$2,086K has been fully funded to take advantage of the prompt pay discount.

Worker compensation is over-budget by \$172K, as previously reported, due to increased loss experience and the audit of FY16 payroll levels in FY17. Our insurer worked with us to reduce the audit adjustment from \$68K to \$40K for FY16 and will do the same for FY17 when the audit occurs in FY18.

**Capital Outlay (CC27) and Debt Service (CC29):**

Capital Outlay budget of \$527K is comprised of \$273K "true capital" and \$254K of normal departmental outlay accounts. True capital is projected to run over approximately \$300K due primarily to the increased scope of the Senior High School Concrete project. Debt Service will be fully spent as it is budgeted for the exact amount of scheduled payments. We implemented a \$25K threshold this year for classification as Capital, per auditor recommendation.

**Property & Casualty (CC30):**

Total costs for our insurance in this area are charged to both this account, and for the portion related to the school busses insurance, charged to the student transportation account. We recently obtained detailed costs on the bus insurance costs, and we recorded a budget transfer in January to remove excess budget from the student transportation accounts. We anticipate savings in this account of \$78K in FY17, due principally to lower billing than FY16 and increased rewards program credits.

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Maintenance Building & Grounds and Equipment (CC31, 32)

Spending through March 31 on Maintenance, Building and Grounds (CC 31), is slightly over the budget of \$732K at 3/31/17, and historically runs over budget (FY16 Spent \$944K on \$718K Budget). Maintenance of Equip, CC 31, covers part of this overrun and utilities savings are sufficient to cover the remainder. There are many accounts in these categories, but the overrun is predominantly in the M&R Preventive, Buildings accounts and these should be reevaluated for future budget adequacy.

Much of this work occurs in the summer in preparation for the school year. In addition to normal summer building maintenance, there were costs associated with the move of central offices to the administration building, including HVAC, paving and signage, repairs to JHS outside stairways and door access security enhancements. In addition, engineering costs and consulting relative to prioritizing the CIP projects and preparing documents to bid the Leary field turf are included here.

Legal Services (CC34):

The district budget of \$181,350 is 61.7% spent through March, representing billed services generally through February. At the current run rate, it is possible that legal fees for the year will be at or near the budget.

Special Education Transportation (CC38):

Special Ed Transportation is predominantly the Assessment from CASE Collaborative, at \$1,536K, up from \$1,404K in FY16. In addition, \$290K was budgeted for contract services and medical aides in FY17, up from \$125K in FY16, primarily due to the increased need and overrun in both these accounts experienced in FY16. As of March, we are projecting \$160K favorability for the year. This budget need is difficult to anticipate as the portion for contract services is truly dependent on case management that cannot be anticipated in advance.

Student Transportation (CC39):

The largest expense here is the annual bus lease payment, comprising \$433K of the \$822K projected for FY17. Fuel costs, down in the prior year and saving \$57K on the budget, has been increasing slightly and only approximately \$30K favorability is expected this year. All other costs are tracking similar to FY16.

Special Education Tuition (CC41) & Circuit Breaker:

Current projections for Special Ed Tuitions are \$7,752K v budget of \$7,772K, up from the 12/31/16 projection of \$7,608. This represents actual commitments plus possible resolutions of pending items, offset by favorability due to summer tuitions. (The budget included excess funds for summer tuitions in error, of \$140K.)

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Circuit Breaker had \$998K available coming into FY17, and the budget assumed planned use of \$2,489K. If receipts hold steady at the quarterly payment so far this year, we will receive \$2,610K, ensuring that we will be able to close the year without an overrun in the appropriated budget for tuitions.

Utilities, Telephone and Sewer (CC42, 43, 44):

Gas and Electric are projected to be quite favorable to budget, \$160K and \$233K respectively, based on current rates and prior year usage for the remainder of the year. Lower electric rates were contracted effective 12/2016. We are anticipating up to \$62K of unbudgeted costs for water service at Blanchard, related to the Hagar well warrant article and operations. Telephone system maintenance costs are up slightly due to work required in the Administration and Gates buildings this year. Sewer is usually close to budgeted costs of \$287K district wide.

Assessments (48):

Actual assessments from the state for students out of district at charter schools of \$444K is currently forecast at only \$325K (net of facilities aid) for 25 students, and school choice is budgeted at \$120K but forecast at \$133K, suggesting a combined favorable projection of \$105K. This can change as the year continues, if students move or tuition rates are adjusted.

Summary:

The projection model we use to track expenditures shows that we will have a number of over and under budget areas this year. When we look at the total picture, I feel confident that we should be able to get to fiscal year end with .5% to 1.0 % favorable spending.

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# ACTON / BOXBOROUGH REGIONAL SCHOOLS



## REVENUES

03/31/17

FOR 2017 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<b>03 FINANCE DIRECTOR</b>						
<b>46 FEDERAL REVENUE</b>						
1000R14 45402 MEDICAID REIMBURSEME	0	0	-119,645.29	.00	119,645.29	100.0%
<b>47 STATE REVENUE</b>						
1000R14 46801 AID - CHAPTER 70	0	-14,531,276	-11,022,053.00	-1,224,673.00	-3,509,223.00	75.9%
1000R14 46804 ASSESSMENT - SCHOOL	0	0	.00	.00	.00	.0%
1000R14 46805 ASSESSMENT - CHARTER	0	0	.00	.00	.00	.0%
1000R14 46806 ASSESSMENT - SPECIAL	0	0	.00	.00	.00	.0%
1000R14 46807 TRANSPORTATION - PUP	0	-1,190,000	-672,913.00	.00	-517,087.00	56.5%*
1000R14 46809 REIMBURSEMENT - CHAR	0	-27,683	-12,756.00	-3,189.00	-14,927.00	46.1%*
1000R14 46810 DUMMY DESCRIPTION -	0	0	.00	.00	.00	.0%
1000R14 46811 REGIONAL BONUS AID	0	-74,000	-64,703.00	.00	-9,297.00	87.4%
<b>48 ASSESSMENTS</b>						
1000R14 47501 ASSESSMENT - RGNL -	0	-55,547,097	-41,660,322.75	-4,628,924.75	-13,886,774.25	75.0%
1000R14 47502 ASSESSMENT - RGNL -	0	-11,503,148	-8,627,361.03	-958,595.67	-2,875,786.97	75.0%
1000R14 47503 ASSESSMENT-OTHER-ACT	0	0	.00	.00	.00	.0%
1000R14 47504 ASSESSMENT-OTHER-BOX	0	0	.00	.00	.00	.0%
<b>49 OTHER</b>						
1000R14 48200 EARNINGS - ON INVEST	0	0	-62,542.73	-9,053.46	62,542.73	100.0%
1000R14 48403 REVENUE - MISCELLANE	0	0	-31,663.19	-2,256.89	31,663.19	100.0%
1000R14 48404 RENTAL INCOME	0	0	.00	.00	.00	.0%
TOTAL REVENUES	0	-82,873,204	-62,273,959.99	-6,826,692.77	-20,599,244.01	
GRAND TOTAL	0	-82,873,204	-62,273,959.99	-6,826,692.77	-20,599,244.01	75.1%

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

# ACTON / BOXBOROUGH REGIONAL SCHOOLS



## EXPENSES 3/31/17

FOR 2017 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
01 SALARIES, TEACHING	33,992,708	33,992,708	20,484,303.46	2,665,960.01	13,320,212.49	188,192.05	99.4%
02 SALARIES, PRIN/A PRI	2,237,321	2,237,321	1,724,986.60	172,323.66	526,640.40	-14,306.00	100.6%
03 SALARIES, CNTRL ADMN	1,195,267	1,187,267	932,642.72	93,030.06	279,417.60	-24,793.32	102.1%
04 SALARIES, SUPP STAFF	9,311,200	9,319,200	6,194,342.65	782,707.87	2,946,889.55	177,967.80	98.1%
05 SALARIES, ATHLETICS	531,828	520,850	399,943.08	26,135.20	106,287.06	14,619.86	97.2%
06 SALARIES, BUILDINGS	732,102	732,102	570,934.41	52,290.20	163,326.74	-2,159.15	100.3%
07 SALARIES, CUSTODIAL	1,501,995	1,501,995	1,136,687.85	117,635.68	407,823.97	-42,516.82	102.8%
08 SALARIES, HOME INSTR	8,500	8,500	2,631.25	331.25	.00	5,868.75	31.0%
09 SALARIES, MISC PS	1,575,266	1,575,266	1,034,906.76	113,266.44	432,580.10	107,779.14	93.2%
11 SALARIES, SUBS MISC	66,691	66,691	39,027.12	3,577.88	390.90	27,272.98	59.1%
12 SALARIES, SUBS INSTR	677,142	671,642	371,135.81	74,164.83	40.38	300,465.81	55.3%
13 SALARIES, OVERTIME	232,855	232,855	183,078.43	20,560.60	.00	49,776.57	78.6%
14 STIPENDS, CURR/INSTR	166,000	166,000	49,046.00	740.00	38,356.00	78,598.00	52.7%
15 FRINGES, COURSE REIM	56,000	56,000	37,484.50	1,194.20	.00	18,515.50	66.9%
16 FRINGES, HLTH INSUR	8,623,581	8,623,581	7,425,742.93	722,289.30	.00	1,197,838.07	86.1%
17 FRINGES, H INSUR RET	968,996	968,996	701,713.07	71,351.25	.00	267,282.93	72.4%
18 FRINGES, LIF/DIS INS	40,900	40,900	28,797.40	1,491.10	.00	12,102.60	70.4%
19 FRINGES, UNEMPLYMNT	40,000	40,000	36,789.54	1,960.00	.00	3,210.46	92.0%
20 FRINGES, WORKRS COMP	295,000	295,000	467,026.01	.00	.00	-172,026.01	158.3%
21 FRINGES, MCRS	2,086,065	2,086,065	2,086,065.00	.00	.00	.00	100.0%
22 FRINGES, MEDICARE	825,000	825,000	539,320.57	62,430.74	.00	285,679.43	65.4%
23 CONTRIB OPEB TRUST F	800,000	800,000	600,000.00	200,000.00	.00	200,000.00	75.0%
24 INSTRUCT SUPPLIES	1,048,492	1,057,992	813,668.55	25,318.84	108,479.13	135,844.32	87.2%
25 INSTRUCT TEXTBOOKS	282,570	280,570	126,974.53	15,302.95	3,969.69	149,625.78	46.7%
26 INSTRUCTIONAL, LBY	59,678	59,678	35,621.37	1,748.25	6,386.72	17,669.91	70.4%
27 OTHER, CAP OUTLAY	530,059	527,059	624,266.01	1,686.80	59,704.75	-156,911.76	129.8%
29 OTHER, DEBT SERVICE	1,934,218	1,934,218	1,959,217.50	.00	.00	-24,999.50	101.3%
30 OTHER, PROP/CASUALTY	110,700	177,424	98,878.85	.00	.00	78,545.15	55.7%
31 OTHER, MAINT BLDG/GR	734,745	732,745	674,469.01	67,846.32	70,335.76	-12,059.77	101.6%
32 OTHER, MAINT EQUIP	119,604	119,604	31,331.80	4,321.41	5,249.21	83,022.99	30.6%
34 OTHER, LEGAL SERVICE	181,350	181,350	105,250.90	21,630.52	6,557.57	69,541.53	61.7%
35 OTHER, ADMIN SUPP	914,051	917,978	673,020.32	40,510.54	134,589.53	110,368.15	88.0%
36 OTHER, ATHLETIC SUPP	57,446	67,491	53,153.32	14,441.83	915.42	13,422.26	80.1%
37 OTHER, CUSTODL SUPP	157,984	157,984	113,956.37	9,479.30	4,099.21	39,928.42	74.7%
38 OTHER, SPED TRANSP	1,826,934	1,826,934	843,764.53	5,867.33	832,696.97	150,472.50	91.8%
39 OTHER, STUDENT TRANS	947,117	880,393	683,084.50	26,731.88	28,830.98	168,477.52	80.9%
40 OTHER, TRAVEL/CONF	120,034	121,934	94,198.42	17,770.10	21,442.35	6,293.23	94.8%
41 OTHER, SPED TUITION/	5,283,278	5,283,278	2,669,011.86	-254,215.68	2,729,532.38	-115,266.24	102.2%
42 OTHER, UTILITIES	1,825,133	1,825,133	955,125.75	128,504.06	20,524.38	849,482.87	53.5%
43 OTHER, TELEPHONE	110,045	108,151	49,564.94	959.23	22,595.56	35,990.50	66.7%
44 OTHER, SEWER	287,191	287,191	62,745.55	7,857.68	213,084.12	11,361.33	96.0%
48 ASSESSMENTS	576,658	576,658	292,657.00	62,850.00	.00	284,001.00	50.8%
49 OTHER	1,500	1,500	.00	.00	.00	1,500.00	.0%
GRAND TOTAL	83,073,204	83,073,204	56,006,566.24	5,382,051.63	22,490,958.92	4,575,678.84	94.5%

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

**EXPENSES 3/31/17**

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2017/ 9
Sequence 2	10	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
				Roll projects to object: N

Report title:  
EXPENSES 3/31/17

Print Full or Short description: F  
Print MTD Version: Y  
Print Revenues-Version headings: N  
Format type: 1  
Print revenue budgets as zero: N  
Include Fund Balance: N  
Include requisition amount: Y  
Multiyear view: L

Carry forward code: 2  
Print journal detail: N  
From Yr/Per: 2016/ 1  
To Yr/Per: 2017/ 5  
Include budget entries: Y  
Incl encumb/liq entries: Y  
Sort by JE # or PO #: J  
Detail format option: 1

Find Criteria

Field Name	Field Value
Fund	1000
LOCATION	
ADMIN RESP	
SCH PROG	
SUB PROGRAM	
YR/DOE PROG	
DOE FUNCTION	
DOE OBJECT	
Character Code	
Org	
Object	
Account type	Expense
Account status	
Rollup Code	



			Acton Boxborough Regional School District Revenues and Funding Sources			3/31/2017	3/31/2017	FY'17 Proj
			FY'15 Actual	FY'16 Actual	FY17 Budget	FY'17 YTD	FY'17 Proj	Fav (Unfav)
1000R14	46801	CHAPTER 70 AID	14,254,476	14,393,076	14,531,276	11,022,053	14,696,070	164,794
1000R14	46804	SCHOOL CHOICE ASSESSMENT	(118,465)	(99,055)	-	-	-	-
1000R14	46805	CHARTER SCHOOL ASSESSMENT	(373,438)	(392,870)	-	-	-	-
1000R14	46806	SPECIAL EDUCATION ASSESSMENT	(12,398)	(311)	-	-	-	-
1000R14	46807	REGIONAL TRANSPORTATION	1,353,855	1,430,719	1,190,000	672,913	1,345,826	155,826
	46811	REGIONAL BONUS AID	136,900	106,520	74,000	64,703	77,640	3,640
1000R14	46809	CHARTER SCHOOL REIMBURSEMENT	25,810	42,958	27,683	12,756	22,325	(5,358)
		Total State Aid, Net	15,266,740	15,481,037	15,822,959	11,772,425	16,141,861	318,902
1000R14	48200	EARNINGS ON INVESTMENTS	14,876	28,642	-	62,543	89,543	89,543
1000R14	48403	MISCELL REVENUE	111,831	42,341	-	31,663	31,663	31,663
1000R14	48404	RENTAL INCOME				-	67,500	67,500
1000R14	45402	MEDICAID REIMBURSEMENT	48,109	186,762	-	119,645	150,000	150,000
		<b>Total Revenues</b>	<b>15,441,556</b>	<b>15,738,782</b>	<b>15,822,959</b>	<b>11,986,276</b>	<b>16,480,567</b>	<b>657,608</b>
1000R14	47501	REGIONAL ASSESSMENT-ACTON	49,690,147	53,171,008	55,547,097	41,660,323	55,547,097	-
1000R14	47502	REGIONAL ASMNT - BOXBOROUGH	10,594,579	11,120,240	11,503,148	8,627,361	11,503,148	-
1000R14	47503	ADDTL MCRS ASSESSMENT-ACTON	384,255	-	-			-
1000R14	47504	ADDTL MCRS ASMNT - BOXBOROUGH	67,042	-	-			-
		<b>Total Assessments</b>	<b>60,736,023</b>	<b>64,291,248</b>	<b>67,050,245</b>	<b>50,287,684</b>	<b>67,050,245</b>	<b>-</b>
Table 6		PREMIUMS ON LOANS	658	-	-			-
Table 6		TRANSFER FROM E&D	300,000	200,000	200,000	-	200,000	-
		<b>TOTAL BUDGET</b>	<b>76,478,237</b>	<b>80,230,029</b>	<b>83,073,204</b>	<b>62,273,960</b>	<b>83,730,812</b>	<b>657,608</b>
		Reclass Revenue offsets to Expenditures	504,301	492,236	-			
		<b>Restated Total Budget</b>	<b>76,982,538</b>	<b>80,722,265</b>	<b>83,073,204</b>			<b>657,608</b>

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
3/31/2017**

<b>Operating</b>		<b>Fund Balance 7/1/2016</b>	<b>Fund Balance Transfers</b>	<b>Receipts</b>	<b>Expenses</b>	<b>CASH BAL</b>	<b>Encumber</b>	<b>Balance as of 3/31/17</b>
	<b>LUNCH</b>							
K Nelson	3201 LUNCH	805,700.12	0.00	1,302,492.97	1,185,447.90	922,745.19	614,991.19	307,754.00
	<b>SUPERINTENDENT</b>							
G Brand	3311 SUPERINTENDENT GIFTS	256.00		50.00	0.00	306.00	0.00	306.00
	<b>DISTRICTWIDE</b>							
G Brand	3353 DISTRICT WIDE GIFTS	1,669.47		0.00	1,669.47	0.00	0.00	0.00
	<b>CURRICULUM</b>							
D Bookis	3318 PARENT INVOLVEMENT PROJECT	17,823.12		953.00	3,970.06	14,806.06	0.00	14,806.06
D Bookis	3323 CURRICULUM GIFT	2,079.51	0.00	1,325.00	3,347.70	56.81	400.00	(343.19)
D Bookis	3419 SCHOOL TO BUSINESS	(150.00)		150.00	0.00	0.00	0.00	0.00
	<b>FINANCE</b>							
C Jeannotte	3401 SCHOOL CHOICE	115,691.18		151,592.00	153,445.25	113,837.93	108,529.75	5,308.18
Marie Altieri	3406 ADK	96,525.00	122,176.90	794,688.30	506,361.10	507,029.10	302,869.73	204,159.37
C Jeannotte	3016 CIRCUIT BREAKER	998,826.00		1,304,882.00	2,045,250.00	258,458.00	0.00	258,458.00
C Jeannotte	3501 INSURANCE REIMB	17,162.43		7,056.15	2,575.71	21,642.87	6,257.12	15,385.75
M. Dennehy	9901 TAILINGS	20,423.63		0.00	20,423.63	0.00		0.00
	<b>FACILITIES</b>							
J D Head	3322 ELM ST HOOPS	1,214.00		0.00	0.00	1,214.00	0.00	1,214.00
J D Head	3328 NSTAR POWER DOWN PROJECT	10,535.88		0.00	0.00	10,535.88	0.00	10,535.88
J D Head	3329 FRIENDS OF LOWER FIELDS	43,851.83		0.00	10,747.25	33,104.58	0.00	33,104.58
J D Head	3330 LOWER FIELDS GIFT 2	0.00		0.00	0.00	0.00	0.00	0.00
J D Head	3342 WEST ACTON BOARDWALK	11,072.50		0.00	0.00	11,072.50	0.00	11,072.50
TBD	3418 TRANSPORTATION	0.00		8,813.20	7,237.61	1,575.59	0.00	1,575.59
J D Head	3332 DAMON PLAYGROUND	439.42		0.00	0.00	439.42	0.00	439.42
	<b>COMMUNITY EDUCATION</b>							
E Bettez	3402 COMMUNITY ED	889,649.65	(196,292.15)	1,968,526.00	1,436,394.97	1,225,488.53	240,094.16	985,394.37
E Bettez	3403 USE OF FACILITIES	0.00		141,751.31	255,882.14	(114,130.83)	81,445.41	(195,576.24)
E Bettez	3404 DRIVERS' ED	243,505.49	0.00	136,628.65	156,465.32	223,668.82	47,709.74	175,959.08
	<b>PUPIL SERVICES/SPED</b>							
M Emmons	3428 ODP REVOLVING	67,865.12		41,905.00	39,244.12	70,526.00	11,511.91	59,014.09
J Gibowitz	3429 AD INTEGRATED PRESCHOOL	115,085.45		220,763.40	134,308.68	201,540.17	62,218.97	139,321.20

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
3/31/2017**

Operating		Fund Balance 7/1/2016	Fund Balance Transfers	Receipts	Expenses	CASH BAL	Encumber	Balance as of 3/31/17
<b>3326 MCC BIG YELLOW SCHOOL BUS</b>								
J Campbell	SENIOR HIGH	205.14		\$0.00	\$0.00	205.14	0.00	205.14
A Shen	JUNIOR HIGH	0.00		\$0.00	\$0.00	0.00	0.00	0.00
D Labb	BLANCHARD	0.00		\$0.00	\$0.00	0.00	0.00	0.00
D Sugrue	CONANT	650.00		\$200.00	\$0.00	850.00	0.00	850.00
C Whitbeck	DOUGLAS	278.75		\$0.00		278.75		278.75
L Newman	GATES	104.30		\$200.00	\$0.00	304.30	0.00	304.30
D Krane	MCCARTHY TOWNE	0.00		\$200.00	\$0.00	200.00	0.00	200.00
E Kaufman	MERRIAM	671.00		\$0.00		671.00		671.00
<b>3416 LIBRARY REVOLVING</b>								
J Campbell	SENIOR HIGH	3,580.54		3,700.00	2,200.20	5,080.34	0.00	5,080.34
A Shen	JUNIOR HIGH	5,391.80		2,000.00	2,485.57	4,906.23	316.56	4,589.67
D Labb	BLANCHARD	2,253.57		1,750.00	0.00	4,003.57	0.00	4,003.57
D Sugrue	CONANT	1,524.96		1,950.00	0.00	3,474.96	0.00	3,474.96
C Whitbeck	DOUGLAS	1,108.07		1,750.00	0.00	2,858.07	998.00	1,860.07
L Newman	GATES	3,825.70		1,764.95	1,439.60	4,151.05	0.00	4,151.05
D Krane	MCCARTHY TOWNE	841.50		1,750.00	984.54	1,606.96	0.00	1,606.96
E Kaufman	MERRIAM	819.89		1,750.00	155.99	2,413.90	0.00	2,413.90
<b>SENIOR HIGH</b>								
S Desy	3301 ATHLETIC GIFTS	3,000.00		0.00	0.00	3,000.00	0.00	3,000.00
S Desy	3303 ABSAF:SH ATHLETICS	50,000.00		0.00	0.00	50,000.00	0.00	50,000.00
S Desy	3405 ATHLETIC REVG	0.00	0.00	372,679.58	292,829.04	79,850.54	63,076.63	16,773.91
M Hickey	3302 ABSAF:SH PERFORMING ARTS	9,282.22		0.00	0.00	9,282.22	0.00	9,282.22
J Campbell	3306 SENIOR HIGH GIFTS	8,530.97		331.78	0.00	8,862.75	0.00	8,862.75
J Campbell	3308 SH GIFT:PTSO	5,523.85		8,350.00	5,520.07	8,353.78	1,275.00	7,078.78
J Campbell	3309 SH GIFT:OTHER	11,519.29		92.63	1,490.92	10,121.00	478.61	9,642.39
J Campbell	3313 ABSAF:SH EXTRACURRICULAR	22,697.90		51.80	8,932.35	13,817.35	1,250.00	12,567.35
J Campbell	3315 UNITED WAY GIFT	994.95		0.00	0.00	994.95	0.00	994.95
J Campbell	3319 SH: COMMUNITY SERVICE GIFTS	4,372.84		3,597.72	2,149.60	5,820.96	3,054.73	2,766.23
J Campbell	3320 SH: SPECTRUM	98.77		0.00	98.77	0.00	0.00	0.00
J Campbell	3321 AB FRIENDS OF DRAMA	25.00		0.00	0.00	25.00	0.00	25.00
J Campbell	3412 LOST BOOKS-SENIOR HIGH	30,411.72		702.00	248.97	30,864.75	0.00	30,864.75
J Campbell	3413 PARKING-SENIOR HIGH	6,315.57		50,710.00	37,073.49	19,952.08	18,061.75	1,890.33
J Campbell	3414 SUMMER SCHOOL TUITION	171,127.50		76,104.37	97,515.19	149,716.68	3,505.80	146,210.88
M Hickey	3415 PERFORMING ARTS REV	3,059.20		27,252.18	23,263.07	7,048.31	4,194.98	2,853.33
J Campbell	3420 EMPORIUM REVOLVING	9,211.17		52,196.81	41,156.78	20,251.20	2,836.99	17,414.21
J Campbell	3423 SH: PROSCENIUM CIRCUS	29,990.54	0.00	74,660.00	46,648.59	58,001.95	7,331.21	50,670.74
J Campbell	3424 SH:COUNSELING/TESTING	17,633.12		123,842.25	20,027.43	121,447.94	2,368.47	119,079.47
J Campbell	3425 SH CHORUS	8,541.14	0.00	17,834.00	10,443.89	15,931.25	1,789.30	14,141.95

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
3/31/2017**

<b>Operating</b>		<b>Fund Balance 7/1/2016</b>	<b>Fund Balance Transfers</b>	<b>Receipts</b>	<b>Expenses</b>	<b>CASH BAL</b>	<b>Encumber</b>	<b>Balance as of 3/31/17</b>
<b>JUNIOR HIGH</b>								
A Shen	3305 JUNIOR HIGH GIFTS	14,217.19		6,492.30	6,136.12	14,573.37	666.77	13,906.60
A Shen	3312 ABSAF:JH EXTRACURRICULAR	6,010.58	0.00	0.00	389.13	5,621.45	4,500.00	1,121.45
A Shen	3314 JOHN LORING MEMORIAL GIFT	2,125.35		4.25	0.00	2,129.60	2,125.50	4.10
A Shen	3317 EDFAAB GIFT - JH	274.38		0.00	0.00	274.38	0.00	274.38
A Shen	3327 DRAGONFLY THEATER	27,119.14		1,100.00	16,251.00	11,968.14	857.10	11,111.04
A Shen	3411 LOST BOOKS-JUNIOR HIGH	7,986.80		65.00	1,730.82	6,320.98	800.00	5,520.98
A Shen	3421 JH STORE REVOLVING	1,370.89		11,067.00	10,802.95	1,634.94	0.00	1,634.94
A Shen	3422 JH THEATER REVOLVING	4,444.87	0.00	23,813.05	20,450.98	7,806.94	0.00	7,806.94
<b>BLANCHARD</b>								
D Labb	3348 BLANCHARD GIFTS	11,014.69		5,000.00	3,138.00	12,876.69	0.00	12,876.69
D Labb	3408 BLANCHARD AM/PM XD	166,528.04		195,133.09	209,196.93	152,464.20	73,173.77	79,290.43
<b>CONANT</b>								
D Sugrue	3334 CONANT PTO	3,937.49		14,042.51	14,568.33	3,411.67	12,506.19	(9,094.52)
D Sugrue	3343 CONANT ENRICHMENT GIFT	73,934.46	24,597.70	0.00	0.00	98,532.16	41,026.52	57,505.64
D Sugrue	3349 CONANT GIFTS	1,390.70		700.00	696.00	1,394.70	0.00	1,394.70
<b>DOUGLAS</b>								
C Whitbeck	3335 DOUGLAS PTO	2,179.12		21,740.88	23,824.66	95.34	8,982.63	(8,887.29)
C Whitbeck	3350 DOUGLAS GIFTS	701.74		0.00	0.00	701.74	0.00	701.74
C Whitbeck	3409 DOUG: DAWN/DUSK	64,862.41		256,387.53	207,646.70	113,603.24	61,161.50	52,441.74
<b>GATES</b>								
L Newman	3336 GATES PTO	6,211.57		16,667.00	20,294.38	2,584.19	10,645.36	(8,061.17)
L Newman	3339 GATES GIFTS	14,260.28		2,189.06	1,858.55	14,590.79	0.00	14,590.79
L Newman	3344 GATES ENRICHMENT GIFT	49,262.61	26,895.47	0.00	0.00	76,158.08	0.00	76,158.08
<b>MCCARTHY TOWNE</b>								
D Krane	3337 MCCARTHY PTO	12,800.26		47,334.00	55,198.52	4,935.74	20,916.75	(15,981.01)
D Krane	3340 MCCARTHY TECHN	0.50		0.00	0.00	0.50	0.00	0.50
D Krane	3345 MCT ENRICHMENT GIFT	64,976.48	22,622.08	0.00	1,652.43	85,946.13	1,268.19	84,677.94
D Krane	3351 MCCARTHY TOWNE GIFTS	400.00		0.00	0.00	400.00	0.00	400.00

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
3/31/2017**

Operating		Fund Balance 7/1/2016	Fund Balance Transfers	Receipts	Expenses	CASH BAL	Encumber	Balance as of 3/31/17
<b>MERRIAM</b>								
E Kaufman	3338 MERRIAM PTO	9,831.39		60,143.60	63,847.26	6,127.73	34,127.33	(27,999.60)
E Kaufman	3352 MERRIAM GIFTS	62.91		0.00	0.00	62.91	0.00	62.91
E Kaufman	3410 MERRIAM AM/PM	130,447.87		158,755.01	141,644.36	147,558.52	55,377.82	92,180.70
<b>Total Special Revenue and Revolving Funds</b>		<b>4,549,168.49</b>	<b>0.00</b>	<b>7,727,631.33</b>	<b>7,356,762.09</b>	<b>4,920,037.73</b>	<b>1,914,701.44</b>	<b>3,005,336.29</b>
<b>SCHOLARSHIPS</b>								
	5001 SCH:DENNIS M KULSICK - Principal	0.00		10,000.00		10,000.00		10,000.00
	5001 SCH:DENNIS M KULSICK - Interest	0.00		0.28	0.00	0.28	0.00	0.28
	5003 SCH:A B JAMBOREE	2,620.30	0.00	12.54	0.00	2,632.84	0.00	2,632.84
	5004 SCH:KATHERINE KINSLEY	29,346.19	0.00	140.45	0.00	29,486.64	0.00	29,486.64
	5005 SCH:JAMES E KINSLEY	37,763.85	0.00	180.74	0.00	37,944.59	0.00	37,944.59
	5006 SCH:AMERICAN LEGION 284 - Principal	34,000.00				34,000.00		34,000.00
	5006 SCH:AMERICAN LEGION 284 - Interest	16,950.90		238.03	2,000.00	15,188.93	0.00	15,188.93
	5008 SCH:J PRENDIVILLE III	12,030.00		52.85	1,000.00	11,082.85	0.00	11,082.85
	5009 SCH:M&P SMOLTEES	23,869.44		114.24	0.00	23,983.68	0.00	23,983.68
	5010 SCH:J DEBAGGIS	2,960.18		14.16	0.00	2,974.34	0.00	2,974.34
	5011 SCH:R J GREY	13,483.22		64.53	0.00	13,547.75	0.00	13,547.75
	5012 SCH:CHARLES BATTIT	20,297.09		97.15	0.00	20,394.24	0.00	20,394.24
	5013 SCH:J SCOTT	883.00	0.00	621.44	0.00	1,504.44	0.00	1,504.44
	5014 SCHOLARSHIP:GENERAL	1,674.82	0.00	4,182.32	0.00	5,857.14	0.00	5,857.14
	5015 FRED S KENNEDY SCHOLARSHIP - Principal	1,400.00				1,400.00		1,400.00
	5015 FRED S KENNEDY SCHOLARSHIP - Interest	404.39	0.00	8.64	0.00	413.03	0.00	413.03
	5016 CHS BRUSIE MEMORIAL SCHOLARSHP	2,057.60		4,009.97	0.00	6,067.57	0.00	6,067.57
	5017 THOMAS MEAGHER SCHOLARSHIP	4,883.18		23.37	0.00	4,906.55	0.00	4,906.55
	5018 R & E MATUSOW SCHOLARSHIP	50,398.70	0.00	241.22	0.00	50,639.92	0.00	50,639.92
	5020 SANDRA WILENSKY SCHOLARSHIP	1,617.65		7.74	0.00	1,625.39	0.00	1,625.39
	5021 FREDERICK JOYCE MEMORIAL	2,019.38		9.66	0.00	2,029.04	0.00	2,029.04
	5023 ALMA PARKHURST SCHOLARSHIP	16,923.92		81.00	0.00	17,004.92	0.00	17,004.92
D Labb	5024 P HALL SCHOLARSHIP-Principal	10,000.00				10,000.00		10,000.00
	5024 P HALL SCHOLARSHIP-Interest	3,199.68		1,627.34	0.00	4,827.02	0.00	4,827.02
<b>STUDENT ACTIVITIES</b>								
A Shen	6001 STU ACTIVITY FUND-JH	24,267.70		60,507.75	38,520.53	46,254.92	0.00	46,254.92
J Campbell	6002 STU ACTIVITY FUND-SH	109,829.22	0.00	170,656.27	114,489.37	165,996.12	0.00	165,996.12
D Labb	6003 STU ACTIVITY FUND-BL	19,345.13		29,248.98	10,659.55	37,934.56	0.00	37,934.56
<b>Total Scholarship &amp; Agency Funds</b>		<b>442,225.54</b>	<b>0.00</b>	<b>282,140.67</b>	<b>166,669.45</b>	<b>557,696.76</b>	<b>0.00</b>	<b>557,696.76</b>
<b>Total All funds</b>		<b>4,991,394.03</b>	<b>0.00</b>	<b>8,009,772.00</b>	<b>7,523,431.54</b>	<b>5,477,734.49</b>	<b>1,914,701.44</b>	<b>3,563,033.05</b>



**Acton Boxborough Regional Schools**

**FY'17 Grants**

**March 31, 2017**

				FY'17				
				Budget	YTD	Enc	Total	Balance
	<b>3020</b>		<b>SPED EARLY CHILDHOOD # F298</b>	<b>2,250.00</b>	<b>0.00</b>	<b>687.00</b>	<b>687.00</b>	<b>1,563.00</b>
	<b>3021</b>	<b>TITLE III ELA # F180</b>	<b>Project Duration 11/23/2016 - 06/30/2017</b>					
<b>FY17</b>		<b>DAWN BENTLEY</b>						
<b>Revenue</b>								
3021R17	45401	3021R17 45401	REVENUE - FEDERAL - THRU STATE	37,447.00	3,744.00	0.00	3,744.00	33,703.00
3021R162	45401	3021R162 45401	FY16 CARRYFORWARD REVENUE	5,134.00	733.00	0.00	733.00	4,401.00
<b>Expense</b>								
30211702	514064	30211702 514064	TITLE III 180 ELA TEACHER	20,460.00	0.00	0.00	0.00	20,460.00
30211703	516001	30211703 516001	TITLE III 180 GRANT ELA AIDES / PARAS	7,200.00	0.00	0.00	0.00	7,200.00
30211704	524009	30211704 524009	TTL III 180 ELA GRANT CONTRACTED SERVICES	2,400.00	0.00	0.00	0.00	2,400.00
30211705	524009	30211705 524009	TTL III 180 ELA GRANT PD CONTRACTED SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00
30211706	543035	30211706 543035	TITLE III 180 ELA SUPPLIES	452.00	302.44	121.15	423.59	28.41
30211707	543014	30211707 543014	TITLE III 180 ELA SOFTWARE LICENSING	2,975.00	2,975.00	0.00	2,975.00	0.00
30211705	524006	30211705 524006	TITLE III 180 ELA TRAVEL	1,960.00	1,960.00	0.00	1,960.00	0.00
30211708	524006	30211708 543035	FY16 CARRYFORWARD TITLE III 180 ELA SUPPLIES	2,000.00	0.00	0.00	0.00	2,000.00
30211709	524006	30211709 524006	FY16 CARRYFORWARD TITLE III 180 ELA CONF, TRAVEL	3,134.00	0.00	0.00	0.00	3,134.00
	<b>3021</b>		<b>TITLE III ELA</b>	<b>42,581.00</b>	<b>7,237.44</b>	<b>121.15</b>	<b>7,358.59</b>	<b>35,222.41</b>
	<b>3022</b>	<b>LOW INCOME EDUCATION ACCESS (LEAP) INCENTIVE GRANT # F231</b>						
<b>FY17</b>		<b>DAWN BENTLEY</b>	<b>Project Duration 04/06/2017 - 08/31/2017</b>					
<b>Revenue</b>								
3022R17	45401	3022R17 45401	REVENUE - FEDERAL - THRU STATE	10,000.00	0.00	0.00	0.00	10,000.00
<b>Expense</b>								
30221701	524064	30221701 524064	INSTRUCTOR - PROF DEV - SPECIAL EDUCATION	4,000.00	0.00	0.00	0.00	4,000.00
30221701	524134	30221701 524134	SPEAKERS - SPECIAL EDUCATION	5,250.00	0.00	0.00	0.00	5,250.00
30221701	524173	30221701 524173	CONTR SVC - CONSULTANT	750.00	0.00	0.00	0.00	750.00
	<b>3022</b>	<b>LEAP</b>		<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
	<b>3101</b>	<b>ESSENTIAL SCHOOL HEALTH SERVICES # S290</b>						
<b>FY17</b>		<b>DAWN BENTLEY</b>	<b>Project Duration 07/01/2016 - 06/30/2017</b>					
<b>Revenue</b>								
3101R17	46000	3101R17 46000	REVENUE - STATE	69,700.00	34,850.00	0.00	34,850.00	34,850.00
<b>Expense</b>								
31011701	514044	31011701 514044	NURSE	44,904.00	25,171.06	19,733.14	44,904.20	-0.20
31011701	514705	31011701 514705	NURSE, SUBSTITUTE	11,000.00	6,359.20	0.00	6,359.20	4,640.80
31011701	514913	31011701 514913	STIPEND - R&D	1,200.00	1,200.00	0.00	1,200.00	0.00
31011702	524006	31011702 524006	CONF, TRAV, WORKSHOPS	2,800.00	1,615.49	0.00	1,615.49	1,184.51
31011702	524113	31011702 524113	WEB CONSULTANT	3,220.00	3,220.59	0.00	3,220.59	-0.59
31011702	524161	31011702 524161	CONTR SVCS - TECHNOLOGY	1,000.00	0.00	0.00	0.00	1,000.00
31011703	543064	31011703 543064	SUPPLIES - OFFICE	800.00	769.96	0.00	769.96	30.04
31011703	543087	31011703 543087	INSTR TECHNOLOGY	4,776.00	3,171.83	0.00	3,171.83	1,604.17
	<b>3101</b>		<b>ESSENTIAL SCHOOL HEALTH SVCS</b>	<b>69,700.00</b>	<b>41,508.13</b>	<b>19,733.14</b>	<b>61,241.27</b>	<b>8,458.73</b>
	<b>3103</b>	<b>SOLAR OATA</b>						
<b>FY17</b>		<b>JD HEAD</b>						
<b>Revenue</b>								
3103R15	46000	3103R15 46000	REVENUE - STATE	2,000.00	2,000.00	0.00	2,000.00	0.00
3103R16	46000	3103R16 46000	REVENUE - STATE	10,400.00	5,353.99	0.00	5,353.99	5,046.01
3103R17	46000	3103R17 46000	REVENUE - STATE	100.00	0.00	0.00	0.00	100.00
<b>Expense</b>								
31031501	524113	31031501 524113	PROFESSIONAL SERVICES	12,500.00	8,400.24	0.00	8,400.24	4,099.76
	<b>3103</b>		<b>SOLAR OATA</b>	<b>12,500.00</b>	<b>8,400.24</b>	<b>0.00</b>	<b>8,400.24</b>	<b>4,099.76</b>
	<b>3107</b>	<b>MIIA</b>						
<b>FY17</b>		<b>CLARE JEANNOTTE</b>						
<b>Revenue</b>								
3107R17	48401	3107R17 48401	GRANTS - PRIVATE	6,717.00			0.00	6,717.00
<b>Expense</b>								
310701	524124	310701 524124	SECURITY	6,717.00	6,717.20		6,717.20	-0.20
	<b>3106</b>		<b>MIIA</b>	<b>6,717.00</b>	<b>6,717.20</b>	<b>0.00</b>	<b>6,717.20</b>	<b>-0.20</b>



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

**JD Head**  
*Director of Facilities and Transportation*

**TO:** Glenn Brand, Superintendent of Schools  
**FROM:** JD Head, Director of Facilities and Transportation  
**DATE:** April 21, 2017  
**RE:** **Update Regarding the Solar Net Metering Agreement**

The purpose of this memo is to update the Acton Boxborough Regional School Committee on the solar net metering agreements with OMNI Navitas Holdings, LLC authorized by the Committee in January 2016.

On January 14, 2016, the Committee voted to permit the District to enter into five solar net metering agreements with OMNI. Authorizing these agreements was necessary for OMNI to continue to meet project milestones and obtain permits for these specific projects through the various state and local legislative entities involved in the process. As discussed with the Committee in December of 2015, many companies were working hard to get projects constructed under what was the current SREC II program.

Ultimately, OMNI was unable to get the public utility to move forward on their respective projects. The public utility had a vested interest in preventing projects from going forward under the now former SREC II program and pushing them into a more utility friendly new program being now referred to as the SMART program.

As a result, the aforementioned agreements entered into by the District with OMNI are now effectively terminated and therefore null and void. The Department will continue to aggressively pursue alternative opportunities to generate revenue and/or off-set our utility expenses. Additionally, we are exploring to see if there are projects already authorized through the SREC II program that have had their public partners fall through to see if there is an opportunity for ABRSD to step in.





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

7.

Marie Altieri  
Deputy Superintendent

To: Acton-Boxborough Regional School Committee  
From: Marie Altieri, Deputy Superintendent  
Date: April 24, 2017  
Re: Kindergarten Lottery

We completed the Kindergarten Lottery on March 23, 2017. Families were notified of school and All Day K placement on Friday March 24, which is a month earlier than in previous years. We were able to complete the lottery and student placement earlier due to our online enrollment system that was implemented last year, as well as the hard work of our registrar, Sally Cunningham. I would like to thank Sally for her work to move us to an online registration system and all of her work with the kindergarten families through this process. Below you will see information about enrollment as it relates to projections, the lottery placement information, and the demographic distribution of the kindergarten students. Attached you will find a chart that shows projected enrollment and class size information for all K-6 classrooms for next year. The projected new students will be distributed in schools where there are available seats.

### Kindergarten Enrollment

Based on the School Committee discussion from the March meeting, we have added one extra Kindergarten section at Blanchard to accommodate the larger than expected registrations. I have reserved ten seats at Blanchard for Boxborough Kindergarten students who move in between now and September. Our understanding is that Paddock estates will begin occupancy this summer. Of the 70 students placed at Blanchard, ten are from Acton. Even with the fourth kindergarten we still have eight Acton students on the waitlist for Blanchard. If we still have several open seats at Blanchard in August, we may be able to move some of those students to Blanchard before school starts.

We are significantly over the Kindergarten projection in both Acton and Boxborough for the second year in a row. Last year we were over projection by 44 students, and this year we are already over by 42 students. We will look at this closely with NESDEC and the Ashton enrollment projections to account for these variations in future projections, and for the building project estimates.

Table 1	Projection	Current Enrollment	Delta
Boxborough	42	59	+17
Acton	251	276	+25
Total	298	335	+42



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**Kindergarten Lottery School and All Day K Placements**

Table 2 shows the distribution of students by school and All Day K classrooms, the school waitlist numbers and the All Day K waitlist numbers.

Table 2	Classrooms	ADK Classrooms	Enrolled	ADK Enrolled	1 <sup>st</sup> Choice Waitlist	ADK Waitlist
Blanchard	4	3	70	52	8	0
Conant	3	2	60	41	0	3
Douglas	2	1	41	21	8	5
Gates	2	1	40	20	0	6
McCarthy-Towne	3	2	62	42	0	3
Merriam	3	2	62	42	6	2
<b>Totals</b>	<b>17</b>	<b>11</b>	<b>335</b>	<b>218</b>	<b>22</b>	<b>19</b>

93.4% of students have been placed in their first choice school. 71% of families requested All Day K. We were able to place 85% of those in All Day K. We will be able to move some students off of the school waitlist and the All Day K waitlist between now and September as new students move in to Acton and Boxborough. We have received some feedback that people would like us to offer two hybrids at Douglas instead of one All Day K and one Half Day K. We have decided not to do this because there are fifteen students who have requested Half Day K, which is almost a full. If we ran two hybrids, those fifteen half-day students would be distributed between the two All Day/Hybrid classrooms. If we ran two hybrids with fifteen half-day students, the All Day K program at Douglas would have an estimated loss of \$38,000.

**Kindergarten Demographic Distribution**

The chart below shows the demographic distribution of Kindergarten students across schools. Students will be screen in May/June to identify English learners.

Table 3	White Oct 1 2016 K-6	White Incoming K	Asian Oct 1, 2016 K-6	Asian Incoming K	Hispanic	Native American	African American/ Black	Total K Students
Blanchard	59%	63%	33%	26%	7%	1.4%	3%	70
Conant	29%	17%	61%	70%	11.5%	0	1.7%	60
Douglas	66%	71%	24%	18%	2.5%	0	8%	41
Gates	40%	15%	51%	60%	2.5%	2.5%	10%	40
McCarthy-Towne	70%	77%	11%	10%	8%	0	5%	62
Merriam	68%	69%	21%	16%	11.5%	1.5%	3.3%	62

Please see the attached chart for class size projections for the 2017-2018 school year in all schools and grades. We will watch this closely as we enroll more students over the next few months. I will review this information at the School Committee meeting, and I am happy to answer any questions.

Projected Acton-Boxborough Grade K-6  
Enrollment 2017-2018

Grade	Blanchard				Total	Conant				Total	Douglas				Total	Gates				Total	McCarthy-Town				Total	Merriam				Current Total	Incoming Projected	Incoming Registered	Move out 2017	Proj Total	#Sec.	Avg. Size
	ADK	ADK	AM			ADK	ADK	AM			ADK	AM				ADK	AM				ADK	ADK	AM			ADK	ADK	AM								
2017-2018 Incomin g Gr. K	17	17	18	18	70	21	20	19	60	21	20	41	20	20	40	21	21	20	62	21	21	20	62	335	12	0	347	17	20.4							
Gr. 1		19	20	17	56	19	20	21	60	23	23	46	14	14	14	42	21	22	21	64	21	21	21	63	331	25	4	1	359	17	21.1					
Gr. 2		16	17	17	50	20	20	40	20	20	19	59	19	20	20	59	19	19	20	58	20	19	20	59	325	8	6	339	17	19.9						
Gr. 3		17	17	18	52	24	22	46	24	23	24	71	24	24	23	71	23	23	24	70	23	24	23	70	380	10	1	391	17	23.0						
Gr. 4			22	23	45	25	23	25	73	24	24	24	72	25	25	50	23	24	23	70	21	20	20	22	83	393	10	3	1	405	17	23.8				
Gr. 5		20	22	20	62	22	23	21	22	88	23	23	23	69	23	23	46	25	23	22	70	23	25	24	72	407	7	3	417	18	23.2					
Gr. 6		24	23	24	71	24	22	23	69	23	23	23	69	24	23	24	71	22	22	22	66	22	23	23	68	414	7	1	422	18	23.4					
<b>Total</b>					<b>406</b>				<b>436</b>				<b>427</b>				<b>379</b>				<b>460</b>				<b>477</b>	<b>2585</b>	<b>79</b>	<b>18</b>	<b>2</b>	<b>2664</b>	<b>121</b>	<b>22.0</b>				

68 Acton residents attend Boxborough  
39 Boxborough residents attend school in Acton

Class Size Guidelines: K 18-20  
Gr 1-3 20-22  
Gr 4-6 22-24

Rev. 4/22/2017



Our **vision** is to provide high-quality educational opportunities that inspire a community of learners

WELLNESS • EQUITY • ENGAGEMENT

Our **mission** is to develop engaged, well-balanced learners through collaborative, caring relationships

## MCAS Student Questionnaires 2017

Deborah Bookis, Assistant Superintendent for Teaching and Learning

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## Why is ESE including student questionnaires?

- Past 15 years, part of grade 8 and 10 test administration. Content varied including use of technology, perceptions, after graduation plans.
- ESE strategic priority to support social-emotional learning
- Piloting questions related to school climate to begin developing measures to gather data

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## What data will be gathered?

### Questions on school climate

- **engagement** (relationships, participation, cultural and linguistic competence)
- **safety** (physical, emotional, bullying)
- **environment** (instruction, mental health, discipline)

### Grade 8 additional questions on

- computer use for school work
- time spent on homework

### Grade 10 additional questions on

- computer use for school work
- plans after high school and instructional practices in mathematics

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## How/When will the questionnaires be administered?

### Grades 5 and 8 after MCAS STE tests

- |            |                       |
|------------|-----------------------|
| May 5      | RJGJH                 |
| May 8, 9   | Douglas               |
| May 15, 16 | Gates and Conant      |
| May 16, 17 | Blanchard             |
| May 22, 23 | PDB (McT and Merriam) |

### Grade 10 after MCAS Mathematics test

May 16,17

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# What is the design of the questionnaires?

## Sources for questions

- ED (US Dept. of Ed.) School Climate Surveys
- Program for International Student Assessment (PISA)
- ESE model Student Feedback Surveys

## Process

- 150 students (State Student Advisory Council and ESE 5 Regional Student Advisory Councils) reviewed and revised questions
- ESE pilot tested - grade 5 for readability and appropriateness
- MA Advocates for Children/Safe and Supportive Schools Commission provided feedback

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# What is the design of the questionnaires?

## Number of questions

- Grade 5 - 24 questions
- Grade 8 - 37 questions
- Grade 10 - 38 questions

Students respond in answer booklets

Answers do not affect MCAS scores

ESE predicts it will take 10-15 minutes to complete

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## Data use

Schools and districts will receive an aggregated summary report along with statewide comparisons (Results with fewer than 6 responses will not be reported)

School and district results will not be posted on ESE web page - only State's overall results

ESE will conduct "rigorous psychometric analysis and validity studies"

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## Outstanding Questions

Future intent of the survey? Possible indicator for accountability

Future use of the data? Will it be used to compare districts?

How valid are the questionnaires?

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# Participation

Districts or schools may choose to not administer the questionnaires

Student participation is voluntary. We would inform grade 5, 8 and 10 parents and students.

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Executive Director / Deputy CEO

## INITIAL COMPLIANCE CERTIFICATION ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT CT DOUGLAS ELEMENTARY SCHOOL

MSBA Project No. 201606000020

*This Initial Compliance Certification ("ICC") must be completed by all Eligible Applicants who have submitted a Statement of Interest to the Massachusetts School Building Authority (the "Authority") and have been invited into the Eligibility Period. The Authority will not consider a District to be eligible for a school building repair, renovation or construction grant until after the District has properly submitted an ICC in the form and manner prescribed by the Authority. Each District shall exercise due diligence in ascertaining and certifying the truth, completeness and accuracy of each of following statements, acknowledgements, certifications, agreements and representations. The Eligible Applicant shall also have a continuing duty throughout the Eligibility Period, a Feasibility Study, and all phases of a Proposed Project or Approved Project to inform the Authority in writing when it becomes aware of information that impairs the truth, completeness or accuracy of any of the following statements, acknowledgements, agreements or representations. The Authority's reference to certain of its regulations, policies, procedures, guidelines and standards in this ICC shall not be construed in any way as a waiver of any of its other regulations, policies, procedures, guidelines, or standards and the Authority's reference to a portion of a regulation, policy, procedure, guideline, or standard, or paraphrasing thereof, shall not be construed as a waiver of the remainder.*

*Unless otherwise specified, all capitalized terms shall have the meanings ascribed to such terms in M.G.L. c. 70B or 963 CMR 2.00 et seq.*

1. The Acton-Boxborough Regional School District ("District") hereby certifies that it shall remain in compliance with, the provisions of M.G.L. c. 70B, Chapter 208 of the Acts of 2004, 963 CMR 2.00 et seq., and all other applicable statutes, rules, policies, procedures, guidelines and standards of the Authority.
2. The District hereby certifies and represents that all meetings of all public bodies in the District that relate in any way to the Proposed Project including, but not limited to, the meetings of the District's school building committee, have been conducted, and shall be conducted, in compliance with the provisions of G.L. c. 30A, §§ 18 – 25, 940 CMR 29.00 et seq., and all other applicable law.
3. The District hereby acknowledges and agrees that the school building renovation and construction grant program established by M.G.L. c. 70B is a discretionary program based on need, as determined by the Authority. The District hereby further acknowledges and agrees that it shall have no entitlement to receive approval or funding

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for a Proposed Project or for any other purpose except at the sole discretion of the Authority.

4. The District hereby agrees to work in collaboration with the Authority in all phases of the process, including at least: (a) identifying perceived deficiencies with school buildings, (b) validating those deficiencies, (c) identifying educationally and financially sound solutions to validated deficiencies, (d) agreeing on a project scope and budget, (e) implementing a solution as agreed upon, and (f) the final project audit and close-out. The District hereby further acknowledges and agrees that, to remain eligible for project approval and potential funding from the Authority, the District must work collaboratively and in cooperation with the Authority through all phases of the Authority's process including, at a minimum, the phases described above, to the satisfaction of the Authority.
5. The District hereby acknowledges and agrees that in order to qualify for any funding from the Authority, the District must comply with M.G.L. c. 70B and 963 CMR 2.00 *et seq.* which require the Authority's collaboration and approval at each step of the school facility grant approval process and further acknowledges and agrees that any actions taken, costs incurred or agreements entered into for the repair, renovation or construction of school facilities without the explicit prior written approval of the Authority shall not be eligible for grant funding.
6. The District hereby certifies, and can demonstrate, that it has expended at least the minimum amount of the District's calculated foundation budget amounts for the purposes of foundation utility and ordinary maintenance expenses and extraordinary maintenance allotment as defined in M.G.L. c. 70, and as required by the provisions of M.G.L. c. 70B, § 8, 963 CMR 2.10(2)(c) & 2.17 , and hereby further acknowledges and agrees that the Authority may not approve any project for any school district that fails to meet such minimum maintenance expenditure requirements.
7. The District hereby certifies that the perceived deficiencies, as set forth in the Statement of Interest submitted to the Authority for this Proposed Project, in whole or in part, are not a result of negligence by the District; are not under warranty with material suppliers or installers; are not the subject of, nor could be the subject of, ongoing litigation by the District or, if so, the District has notified the Authority in writing of such ongoing or potential litigation and has provided and will continue to provide the Authority with information about such ongoing or potential litigation to the satisfaction of the Authority in its sole discretion; are not a result of inadequate routine or capital maintenance by the District; are not covered by available insurance proceeds.
8. The District hereby certifies that, if invited to collaborate with the Authority to conduct a Feasibility Study, it will study and consider all available options for remedying the

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deficiencies asserted in the Statement of Interest, including, to the extent applicable, regionalization or tuition agreements with adjacent school districts, district assignment policies within the school district, rental or acquisition and any necessary rehabilitation or usage modification of any existing building which could be made available for school use.

9. The District hereby acknowledges and agrees that, before the Authority can grant final approval of a Project, the District must vote to authorize and appropriate the full amount of funding for the Proposed Project that is necessary to meet the total project budget as agreed to by the Authority and as described in 963 CMR 2.10 (10)(c) and shall use any standard formats and language established or developed by the Authority to draft warrant articles, motions, orders, votes, and ballot questions related to the funding for the Proposed or Approved Project. The District shall submit its draft language for warrant articles, motions, orders, votes, and ballot questions to Authority for its review prior to its publication or use.
10. The District hereby acknowledges and agrees that, in connection with a Proposed Project or an Approved Project, it shall use any standard forms; standard formats for local votes and approvals; standard contract documents; and any standard contract language and clauses that may be established or developed by the Authority, and as may be amended by the Authority from time to time.
11. The District hereby acknowledges and agrees that it shall submit to the Authority, and shall comply with the terms of, any certifications, statements, forms, affidavits, and agreements that the Authority may require for a Proposed or Approved Project and that any such certifications, statements, forms, affidavits, and agreements shall be completed, duly executed and submitted in a form and manner prescribed by or otherwise acceptable to the Authority.
12. The District hereby acknowledges and agrees that no Total Facilities Grant, or any portion thereof, shall be disbursed by the Authority for a Proposed Project or an Approved Project until after a Feasibility Study Agreement, where required by the Authority, and a Project Funding Agreement, have been executed by duly authorized representatives of both the District and the Authority.
13. The District hereby certifies that it has provided or will provide the Authority with all Audit Materials requested by the Authority in connection with any Assisted Facility including, but not limited to, Prior Grant Projects, Waiting List Projects, and any other school building projects for which the District has received or will receive funding from the Authority or the Commonwealth. The District hereby further acknowledges and agrees that it shall continue to cooperate with the Authority and provide any additional

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documentation or information that may be requested by the Authority in connection with any Assisted Facility.

14. The District hereby certifies that the school building for which it has submitted a Statement of Interest is not a school building that has been the site of an approved school project pursuant to G.L. c. 70B or chapter 645 of the Acts of 1948 within the ten (10) years prior to the Proposed Project's application date, or, in the alternative, that the Proposed Project would be unrelated to such previously approved project in the same school building. The District acknowledges and agrees that only the Authority, in its sole discretion, can make the determination as to whether a Proposed Project is to be deemed unrelated to a previously approved project in the same school building. Any such determination shall be made in writing by the Authority prior to the execution of this ICC.
15. The District hereby certifies that prior to submitting any part of its Application to the Authority, it has not sold, leased, or otherwise removed from service any schoolhouse operated by the District, or portion thereof, within the last ten (10) years, or that, if it has done so, the Authority has determined in writing, pursuant to M.G.L. c. 70B, § 15(c): (1) that the grant sought by the District is not for the purpose of replacing such schoolhouse, or (2) that the need for the Proposed Project could not have been reasonably anticipated at the time that such schoolhouse was sold, leased, or otherwise removed from service. Further, the District acknowledges and agrees that only the Authority, in its sole discretion, can make the determination as to whether a Proposed or Approved Project replaces a schoolhouse that was sold, leased or otherwise removed from service and whether the need for the Proposed Project could not have been reasonably anticipated at that time. Any such determination shall be made in writing by the Authority prior to the execution of this ICC.
16. The District hereby acknowledges and agrees that, if it sells, leases, or otherwise removes from service an Assisted Facility, or portion thereof, that the Authority may stop making grant payments associated with the Assisted Facility, may recapture the financial assistance that the Assisted Facility has received from the Authority or the Commonwealth, and may decline to approve any future grants for the District.
17. The District hereby acknowledges and agrees that, as part of a Feasibility Study where a new school option is among the options that may be studied, the District shall study potential sites for the Proposed Project and hereby acknowledges and agrees that it shall base its site selection for a Proposed or Approved Project on, among other things, cost and environmental factors, including an awareness of soil conditions and their probable effect on foundation and site development costs, transportation effects, dislocation of site occupants and relationship to other community facilities. The District further

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acknowledges and agrees that if the Authority were to approve a project for the District, (a) the Authority will not pay for any costs associated with acquiring the site or remediating the site, and (b) the District shall comply with the Authority's specifications and requirements for the site, including, but not limited to, any applicable site cost regulations, policies, guidelines and standards, and any cap on site costs that the Authority may establish from time to time.

18. The District hereby acknowledges and agrees that throughout the planning and construction of an Approved Project, if such final approval is received from the Authority, the District shall follow procedures and practices satisfactory to the Authority such as will assure maximum attention to the operating and capital cost effects of program and design decisions, materials and systems selections.
19. The District hereby certifies that it is current on any payments that it may owe to the Authority and does not have any outstanding amounts past due to the Authority.
20. The District hereby certifies that it is unaware of any lawsuit filed in a court of law against the Authority to which the District is a party and further certifies that it is unaware of any other lawsuit filed in a court of law against either the Authority or the District in relation to the District's Statement of Interest, Proposed Project, or Approved Project.
21. The District hereby certifies that it has specifically read the provisions of 963 CMR 2:03 (2)(a)-(q) and certifies that it has met or will meet each of the requirements described therein and further acknowledges and agrees that the District's failure to comply with each requirement, as determined by the Authority, may be grounds for, among other things, denial of a Total Facilities Grant, rescission of a Total Facilities Grant already issued, or the suspension, termination, or recoupment of reimbursement payments made by the Authority to the District.
22. The District hereby acknowledges and agrees that if the District and the Authority execute a Feasibility Study Agreement or Project Funding Agreement, the District shall promptly develop, implement and actively pursue a fraud, waste and abuse detection and prevention program in connection with any Proposed Project or Approved Project and develop written procedures to detect and prevent fraud, waste and abuse.
23. The District hereby certifies that the Eligible Applicant or its designee who will be in charge of the procurement for the Proposed or Approved Project is, or will be prior to the procurement of any services for the Proposed Project, duly certified as a Massachusetts Certified Public Purchasing Official ("MCPPO") for design and construction contracting

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in the MCPPO Program administered by the Inspector General of the Commonwealth of Massachusetts.

24. The District hereby acknowledges and agrees that any Approved Project for the construction of a new facility, or for the addition to or renovation of an existing school facility, for which the District is seeking partial funding from the Authority shall have an anticipated useful life of fifty (50) years as a public school in the District as required by 963 CMR 2.03 (2)(b).
25. The District hereby certifies that it has read and understands the provisions of 963 CMR 2.19 and acknowledges and agrees that if the Authority determines that any false or intentionally misleading information or documentation has been provided to the Authority by or on behalf of the District, either in relation to this Initial Compliance Certification or in support of any effort to influence any action by the Authority, or if the District or its agents do any other act affecting the integrity of the Authority's Program, the Authority may suspend or revoke any and all grant payments approved for the District; may recover any previous payments made to the District; and may prohibit the District from receiving a Total Facilities Grant for a period of time to be determined by the Authority.
26. The District hereby acknowledges and agrees that the Authority shall have free access to, and open communication with, any Owner's Project Manager hired by and/or assigned to the Project by the District and that the Authority shall have full and complete access to all information and documentation relating to the Project to the same extent that the District has such access. The District agrees that it shall require any such Owner's Project Manager to fully cooperate with the Authority in all matters related to the Project; to promptly communicate, transmit, and/or make available for inspection and copying any and all information and documentation requested by the Authority; to fully, accurately and promptly complete all forms and writings requested by the Authority; and to give complete, accurate, and prompt responses to any and all questions, inquiries and requests for information posed by the Authority. The District agrees that it shall not in any way, directly or indirectly, limit, obstruct, censor, hinder or otherwise interfere with the free flow of communication and information between the Owner's Project Manager and the Authority in all matters related to the Project and as provided herein; that it shall not suffer the same to occur by the act or omission of any other person or entity; and that it shall not retaliate against the Owner's Project Manager for communicating information to the Authority as provided herein. The District agrees to execute, deliver and/or communicate to the Owner's Project Manager any and all authorizations, approvals, waivers, agreements, directives, and actions that are necessary to fulfill its obligations under this paragraph. The District further agrees that the Authority shall bear no liability whatsoever arising out of the Authority's knowledge or receipt of information

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communicated to the Authority by the Owner's Project Manager and that the District shall remain responsible for the management and completion of the Project.

27. The District hereby acknowledges and agrees that, if the District wishes to utilize an existing District employee as its Owner's Project Manager pursuant to M.G.L. c. 149, § 44A½, the employee shall meet the minimum requirements established by law and any additional requirements that may be established by the Authority. The District further acknowledges and agrees that it shall complete the application form and certification developed by the Authority before the Authority will consider or approve the use of an existing District employee as an Owner's Project Manager.
28. The District acknowledges and agrees that it shall be solely responsible for the timely and effective communication and distribution of all public information about the Proposed Project to the local community including, but not limited to, elected and appointed officials, boards, committees, commissions, agencies, departments, voters, community and neighborhood organizations, advocacy groups, the media, and the general public. The District shall be solely responsible for the timely identification of, and outreach to, all individuals and entities that may have an interest in the Project or that may be affected by the Project and shall be solely responsible for responding to inquiries about local procedures, financing, budgets, site selection, educational programs, historic preservation issues, voter information, and other project-related information to which the District has access in a timely and effective manner. The District further acknowledges and agrees that the Authority shall not bear any responsibility for developing or maintaining community support for the Proposed Project which shall be the sole responsibility of the District.
29. The District acknowledges and agrees that it shall duly appropriate and authorize the full amount of the funding for a Feasibility Study within the timeframe prescribed by the Authority following the vote of the Authority's Board to invite the District into the Eligibility Period.
30. The District acknowledges and agrees that it shall complete, to the Authority's satisfaction, all applicable Eligibility Period prerequisites established by the Authority before the Board of the Authority will invite the District to collaborate with the Authority on a Feasibility Study and the Authority will execute a Feasibility Study Agreement including, but not limited to, the submission of a School Building Committee membership form to the Authority for acceptance; a summary of the District's funding capacity; a summary of the District's existing maintenance practices; a duly executed Design Enrollment Certification for the Proposed Project; a certified copy of the vote authorizing District to enter into and be bound by terms of the Feasibility Study Agreement, where applicable; certified copies of all local funding votes to authorize and

# Massachusetts School Building Authority

Deborah B. Goldberg  
Chairman, State Treasurer

James A. MacDonald  
Interim Chief Executive Officer

John K. McCarthy  
Executive Director / Deputy CEO

appropriate funding for the Feasibility Study for the Proposed Project; and a duly executed Feasibility Study Agreement and Legal Counsel Certification, all in the form and manner required by the Authority.

31. The District acknowledges and agrees that it shall complete, to the Authority's satisfaction, all prerequisites established by the Authority before the Board of the Authority will approve a Proposed Project and authorize the Authority to execute a Project Scope and Budget Agreement and/or Project Funding Agreement with the District, including, but not limited to, the submission of a detailed breakdown of total project budget; a detailed project scope description; a duly executed Reimbursement Rate Certification; a project schedule through completion; an estimated project cash flow through completion; project site information; a furnishings, fixtures, and equipment list; a certified copy of the vote authorizing District to enter into and be bound by terms of Project Scope and Budget Agreement and/or Project Funding Agreement, where applicable; certified copies of all local funding votes to authorize and appropriate funding for the Proposed Project; no-action letters from Regional School District member communities, where applicable; and a duly executed Project Scope and Budget Agreement Legal Counsel Certification, in the form and manner required by the Authority.
32. The District acknowledges and agrees that, if the Authority and the District execute a Feasibility Study Agreement, the District shall complete the Feasibility Study to the Authority's satisfaction within one year after the date that the Feasibility Study Agreement is executed.
33. The District acknowledges and agrees that it shall duly execute a Reimbursement Rate Certification which shall be attached to the Project Scope and Budget Agreement ("PSBA") and Project Funding Agreement ("PFA") before either of them, if any, is executed by the Authority. The District further acknowledges and agrees that the Reimbursement Rate Certification attached to the PSBA and PFA, if any, includes any incentive reimbursement points that may be approved by the Authority's Board for an Approved Project and that such incentive reimbursement points are awarded provisionally and must be earned by the District in accordance with the Authority's requirements. In the event that a District fails to meet the Authority's requirements for earning incentive points that have been provisionally awarded by the Authority's Board, the District acknowledges and agrees that the Authority shall adjust the reimbursement rate and Total Facilities Grant accordingly.
34. The District specifically agrees to the provisions of M.G.L. c. 70B, § 9(a)



# Massachusetts School Building Authority

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*Interim Chief Executive Officer*

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*Executive Director / Deputy CEO*

35. The District acknowledges and agrees that it shall be subject to the Authority's regulations, policies, procedures, standards and guidelines throughout the Proposed or Approved Project, as they may be amended from time to time.
36. The District certifies that it has exercised due diligence in ascertaining and certifying the truth, completeness, and accuracy of each of the statements, acknowledgements, certifications, agreements and representations contained in this Initial Compliance Certification
37. The District hereby acknowledges and agrees that the Authority reserves the right to modify and supplement the Initial Compliance Certification form at any time and may require the District to complete a revised Initial Compliance Certification.

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

---

By:  
Title: Chief Executive Officer  
Date:

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

---

By:  
Title: Superintendent of Schools  
Date:

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

---

By:  
Title: Chair of the School Committee  
Date:

9.1.2.1 and 9.1.2.2 Final Statements of Interest Submitted on 4/6/17 for  
Conant and Gates Schools, FYI

This item is posted separately after the packet  
on

[http://www.abschools.org/school-committee/meetings-agendas-packets-and-  
minutes](http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes)

## Eligibility Period Schedule of Deliverables

### Acton-Boxborough Regional School District CT Douglas Elementary School

MSBA Board of Director Meeting – February 15, 2017

<b>Eligibility Period Commences – April 3, 2017</b>		
MODULE ONE - Eligibility Period		
Deliverable	Days	Due Date and Status
Initial Compliance Certification	30	May 3, 2017 Required
School Building Committee	60	June 2, 2017 Required
Educational Profile Questionnaire	90	July 3, 2017 Required
Online Enrollment Projection	90	July 3, 2017 Required
Enrollment/Certification Executed	180	October 2, 2017 Required
Maintenance and Capital Planning Information	180	October 2, 2017 Required
Special Town Meetings - Acton + Boxborough Local Vote Authorization	270	Mon. / 12/4/17 / December 29, 2017 Required
Feasibility Study Agreement	270	December 29, 2017 Required
<b>Eligibility Period Concludes – December 29, 2017</b>		

*Note: If the District has concerns about meeting any of the following deadlines, please let the MSBA know on or before April 3, 2017. The MSBA will require Districts that are unable to complete the preliminary requirements within the timeframes noted for each to withdraw its SOI and reapply when the District has the financial and community support required.*

## **AB Building Project Frequently Asked Questions (FAQs)**

### **Design Option Questions**

**Q: Some of these options include consolidating school programs. What does this mean?**

**A:** If we need to consolidate elementary schools, this will be a process with a lot of discussion; we may have the opportunity to create something new and better. We hope to know more as we advance through this process, which is really 5-6 years in the future. This will be a great opportunity for newcomers and others to get involved. New facilities can allow for new teaching models.

**Q: What does it mean to go from 6 to 5 or 4 programs?**

**A:** Right now, we have 6 elementary school programs in 5 elementary school buildings; the Parker Damon building houses McCarthy-Towne and Merriam, and our standalone elementary schools include Blanchard, Douglas, Gates and Conant. Each school has a different educational approach. In some of the options, we will reduce the number of school programs.

**Q: Some of the options being considered result in a decrease to five or even four elementary schools. Which one is being eliminated?**

**A:** No decisions have been made regarding how current school programs may or may not change if our building configuration changes. In all likelihood, those school programs affected by the building project will be the ones that will be considered for change, but that does not necessarily mean one will be eliminated. There is a great deal of time still for a broader community conversation about how our existing school programs and philosophies can best be transitioned to new space, and how new ideas may be considered or incorporated as well.

**Q: Will we tear down Douglas?**

**A:** No decisions have been made regarding what will happen to the existing Douglas school building. However, it is clear that while we have significant issues at three of our elementary schools (Conant, Douglas and Gates), the Douglas building is in the worst physical condition. That is why Douglas was prioritized in our application for MSBA state funding; however, we may be able to address our needs at the other schools concurrently by doing a broader project, such as a twin school housing students from all three current schools. In some of the options being considered, the Douglas school will be torn down; in some options it may be replaced by a new or renovated school. There is also the possibility that the Douglas site may not hold a school but rather support a larger school on the Gates property by providing additional recreational and parking areas. There is much to still be decided.

**Q: Where will Central Office Administration go?**

**A:** In our current options under consideration, our Central Office Administration would remain in the Administration building, also known as the “Old Merriam Building.” However, this is the oldest of our operating buildings and has significant issues as well, so along with any new building or renovation project for our elementary schools, renovations will be planned for the Administration building as well.

**Q: Where will the Pre-K in the Administration Building go?**

**A:** It depends on the option chosen. If an Early Childhood Center (ECC) were built, either as part of a new building or a renovation, then both Pre-K programs, from the Administration building in Acton and the Blanchard School in Boxborough, would move to the ECC. If an ECC is not built, Pre-K will likely remain at its current location(s).

**Q: What do you mean by a twin or triple school?**

**A:** A twin or triple school is a building that has two or three separate school programs under one roof. Twin and triple schools can be appealing because they can save on construction costs, as there are shared spaces. The Parker Damon building that houses the Merriam and McCarthy Towne elementary schools is an example of a twin school; those two schools share one gym, one kitchen, one cafeteria, and one library. There are challenges in managing the shared spaces and the dismissal process of such a large building, and we would look to take advantage of these “lessons learned” if we move ahead with a twin or triple school. In addition, the MSBA will only work with districts on one project at a time, so for a district like AB with needs at multiple schools, a twin or triple school allows us to meet the needs of more students more quickly.

**Q: Where are triple schools currently operating? Are there any schools with our projected number of students in them, as well as with different grade configurations Elementary and PK/K?**

**A:** Triple schools are not common, yet do exist. There is currently one operating in Kennebunk, ME, with three 200-student schools operating under one roof. However, that is half the number of students that would attend an AB triple school, and school size and the educational impact of school size is certainly a point of consideration of this planning process.

**Q: Will there be space for Universal All Day Kindergarten (ADK)?**

**A:** Yes, all options provide space for potential implementation of Universal All Day Kindergarten, whether or not there is an Early Childhood Center as a part of the option.

**Q: Why is there not an option where we build three NEW buildings?**

**A:** The closest we have to this is Option 5, which calls for significant renovation of Douglas, Gates and Conant. Prior to each project beginning, as a part of the MSBA partnership, an evaluation will be completed of the costs of a new build vs. significant renovation.

**Q: How are significant renovations in Option 5 different from Option 7?**

**A:** The main difference is that in Option 5 there are full renovations of Douglas, Gates and Conant, adding and improving instructional spaces, including removing existing modular classrooms. Option 7 doesn't address current space constraints or changes in space due to changes in instructional needs since those schools were built 50 years ago.

**Q: For Option 4: what does the evidence show about grade configuration of 6-8 vs. 7-8 with regard to social and academic performance?**

**A:** We have reviewed extensive research in this area. The reality is that many districts have programs designed around their facilities; the studies are inconclusive. Many neighboring towns have middle schools, and the state curriculum frameworks are for 6-8 grade configurations. However, we may not have the luxury of time to change to a middle school because of the current physical state of our buildings, Douglas in particular.

### **Grade Configuration Questions**

**Q: How does a reduction in programs support "right sizing" at our elementary schools?**

**A:** Our goal with this building project is to address our current space needs and eliminate overcrowding at our elementary schools. In some of the options being considered, an Early Childhood Center (ECC) will be established, either as part of a new twin school or as a renovation of an existing elementary school. This ECC will be sized to allow us increased flexibility to meet demands for All Day Kindergarten. By pulling Kindergarten classes out of the existing elementary schools, we will gain 2-4 classrooms per building, and that will help ease the overcrowding.

**Q: Why is ECC in more options, but middle school is only in one option?**

**A:** The ECC allows us to address overcrowding at all of our elementary schools while addressing the urgent need at Douglas immediately. In the Middle School option, we risk losing our MSBA support, as the Junior High addition would have to happen first before our elementary needs are addressed.

**Q: If the Kindergarteners are in an Early Childhood Center, what happens to Reading Buddies and other buddy programs?**

**A:** These programs will likely evolve depending on what option is chosen. In a twin school with an elementary school and an ECC, perhaps the elementary school could buddy with the ECC. Or perhaps buddy programs would just occur between grades 1-6, or between Pre-K and K in the ECC.

**Q: How many people make use of the AB Pre-K program? What is the enrollment of Kindergarten?**

**A:** We currently have about 120 Pre-K students, approximately half of whom have special needs. We currently have a waitlist for our Pre-K program, and should be able to accommodate more students with an Early Childhood Center option. Our K enrollment for 2017-2018 is currently approximately 325 students and will likely increase by September.

**Site-related Questions**

**Q: If the new school building is built on the Gates property, what happens to the current Douglas building and site property? What will the effect be on those who currently are walkers to Douglas?**

**A:** This has not been decided yet, though making use of that property in the best way for the schools and towns will be a priority. One idea is to consider the current Douglas and Gates property as a campus, and use the Douglas property to support the new school building with additional parking and recreation facilities. The two properties would need to be made more accessible to one another, perhaps by a larger/drivable/plowable bridge between them. Refining plans for use of that property will be part of the design and feasibility work that will happen prior to construction. Those students that are currently considered “walkers” to Douglas may still be considered walkers to a new building on the Gates property; it will be taken under consideration during the design phase.

**Q: Can you build on the Douglas site?**

**A:** Yes, our current Option 2 is a scenario where there is a new twin school (elementary and Early Childhood Center) built on the Gates property and a new single elementary school (1-6) could be built on the Douglas property. The construction can happen while schools are in session, and care would be taken to minimize disruption.

**Q: West Acton is densely populated; what would traffic be like at the current Gates school location if we build a new twin or triple school there?**

**A:** At this point, traffic studies showing the impact of a new school or school(s) on the current Gates property have not been done. If it were decided that our best option is for a new building on that property, design and feasibility work would follow, including a study of the impact of increased traffic there.

**Q: Why are we not building a new school on empty land in Acton or Boxborough; wouldn't it be easier?**

**A:** Up to this point, we have only considered building sites currently owned by the district. However, based on recent work done in Acton by the Senior Center Study Committee, we can safely conclude that there is not appropriate land available in Acton for a new school. We are currently investigating whether there is available land in Boxborough.

**Q: Does Blanchard have space constraints?**

**A:** Yes. There is currently only one empty classroom at Blanchard, and next year, as we add a 4<sup>th</sup> Kindergarten and expand special education programming in that building, many current uses of space will need to be changed.

**Q: Who owns the properties now?**

**A:** The Acton-Boxborough Regional School District owns the current buildings and all of the schools' property. This is one of the challenges, as we don't see any appropriate available land to build a new school in either town at this time. All of the proposed options would be built on current school property.

**Q: Has there been consideration given to all of the utility needs of a large building on the current properties?**

**A:** There are no current concerns for septic services or other utilities. Those in-depth studies haven't been performed yet but will be done in the design and feasibility phase.

**Process Questions**

**Q: You applied for MSBA funding and were accepted for Douglas. Did you apply for the other buildings?**

**A:** Yes, we applied initially for Douglas, Gates and Conant. We were required to choose a priority project and chose Douglas. Since then, MSBA requested that we resubmit applications for Gates and Conant, which was done on 4/5/17. This will help keep our needs in front of the organization, but it's important to note that MSBA will only reimburse one project at a time. If our proposed solution were for a twin or triple school, we would receive MSBA reimbursement for the whole building.

**Q: Why does it take seven years to build a new school?**

**A:** It doesn't take seven years to build a new school, but the process start to finish does average 6-7 years when you look at the experience of other districts in Massachusetts. We are already about 18 months in as of April 2017. The design phase is projected to take up the calendar year of 2018, and then both towns must vote construction funds. Construction could take 1-1/2 to 2 years, and contingency time is built in.



**Q: If you had to pick what needs are more acute, are they maintenance or educational space?**

**A:** We would have to say educational space; there are many instances where services are being provided in our schools in subpar space, particularly in the area of special needs services and English Language Learner Education (ELE) services. Our students and their needs have changed a great deal in the 50 years since Douglas, Gates and Conant were built.

**Q: Did you consider the transportation and busing issues of a triple school?**

**A:** Having two or three schools in one building would provide some efficiencies in transportation time and costs. We have not done in depth studies yet, those will happen as a part of the design phase of the project. We are hoping to gain voter approval for these funds at Special Town Meetings on December 4<sup>th</sup>, 2017 in both Acton and Boxborough, and the design phase would last 9-12 months past that date. This is why we are looking to eliminate options at this time, and is also why we are looking for feedback on specific characteristics in case the options are reworked in a final solution.

**Q: When will we have a final option?**

**A:** A *fairly* final proposed option will need to be presented when we ask for design funds at Special Town Meetings on December 4<sup>th</sup> in both towns. The design and feasibility process may ultimately drive some changes to the proposed option as well. Between now and December 4<sup>th</sup>, we will need additional community input similar to what we are doing now.

**Q: Do you have to knock a building down to build a new one? Do you need to move students out during construction?**

**A:** No. In most of the options, we can fit a new building in the available space without knocking down the existing building. We will not have to vacate the entire building during construction of a new building. The one exception seems to be the triple school option, where there is a small area of overlap between the new and the existing building; either temporary space will be used for some students or perhaps that section of construction could be completed during the summer months.

**Q. Will schools still be in session when significant renovations are happening?**

**A.** Yes, construction will happen while school is in session, because with most options, the new buildings are constructed without overlap to the current building. The exception to that is the triple school option, in which a small part of the new building overlaps with a corner of the old one; we would have to do that part of the project over a summer or move those affected to temporary space.

**Q: Are the enrollment projections going to be updated to reflect the new construction in the towns?**

**A:** Yes. As part of the process of working with MSBA, we will redo our enrollment projections; they will account for new construction in both Acton and Boxborough

as well as many other factors. That work is due to be completed by September 30, 2017.

**Q: How many options do you want to eliminate?**

**A:** We don't know yet. We hope to know as we start to look at the data we're collecting. We also hope to learn from this outreach process what features and benefits are most important to the AB community.

### **Cost Questions**

**Q: What is the potential cost savings by consolidating buildings?**

**A:** While we would expect some efficiencies by moving from six elementary schools to five, it is difficult to estimate the amount of these savings. If we consolidate buildings, we would be moving from six elementary schools and a preschool that is currently located in the Administration building and Blanchard school to five elementary schools and an early childhood center which would house the Pre-K and all of the Kindergartens. We would still have six schools overall, but we would no longer have preschool students in the old Administration building. We would likely still have district administrators in that building, however.

**Q: Is it possible to identify the tax bill impact of these options?**

**A:** We have not yet identified how this work would affect an individual's tax bill in Acton or Boxborough. That will be done moving forward as we work with our two towns' Boards of Selectmen and Finance Committees and as we have more information from our design and feasibility work. The intention is to plan these as projects that voters in both towns can be comfortable supporting.

4/20/17



Beth Petr <bpetr@abschools.org>

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## Last Forums for the Building Projects - Tues afternoon 4/25 and Sunday afternoon & evening 4/30

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Beth Petr <bpetr@abschools.org>

Sat, Apr 22, 2017 at 1:49 PM

To: bos <bos@acton-ma.gov>, fincom <fincom@acton-ma.gov>, Steve Ledoux <sledoux@acton-ma.gov>, "Selina S. Shaw" <sshaw@boxborough-ma.gov>, fincom@boxborough-ma.gov, selectmen@boxborough-ma.gov, beacon@wickedlocal.com

Hi everyone,  
Thank you for sharing this information if you feel it is appropriate.....  
Have a nice weekend,  
Beth

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Hello Acton and Boxborough community members,

There are 3 public forums left for folks to attend and share their thoughts on the preliminary school building project proposed options before this first phase is done:

- Tuesday, April 25** from 1:00 - 2:30 pm in the Sargent Library in Boxborough
- Sunday, April 30** from 2:00 - 3:30 pm in the Jr High Library
- Sunday, April 30** from 7:00 - 8:30 pm in the Sargent Library in Boxborough

If these are not convenient, watch the presentation online and provide feedback using the online form at <http://www.abschools.org/district/school-capital-and-space-planning>

During the month of May, the District Master Plan Review Committee will review all feedback received and present their findings to the School Committee at their meeting on June 8th. The Committee will then vote their recommendations for the building project's feasibility study at their next meeting on June 22. As usual, these are open meetings where the public is welcome!

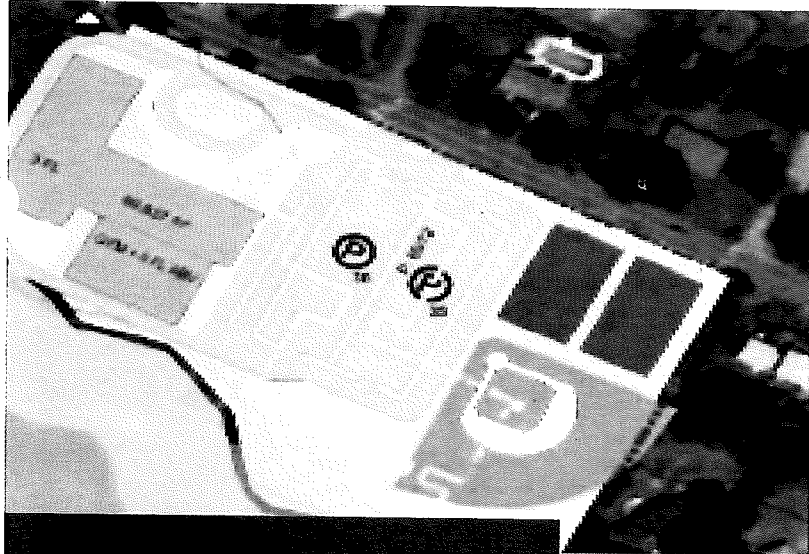
Over the summer and into the fall, the community will again be asked to review the recommended building project as it has evolved and provide comment. That phase will culminate in Special Town Meetings in Acton and Boxborough on December 4, 2017, where citizens will vote on feasibility study funding for the project. If both votes are successful, work will continue (and your feedback will be requested again!) as we move closer to a final school building design and additional votes to fund construction.

Thank you for participating in this very important process for our community!

For more information, contact Kristina Rychlik at [krychlik@abschools.org](mailto:krychlik@abschools.org) or [abbuilding@abschools.org](mailto:abbuilding@abschools.org)

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Our school district has been conditionally accepted for STATE FUNDING for a SCHOOL BUILDING PROJECT.

What might this look like?

New building(s) or renovations?

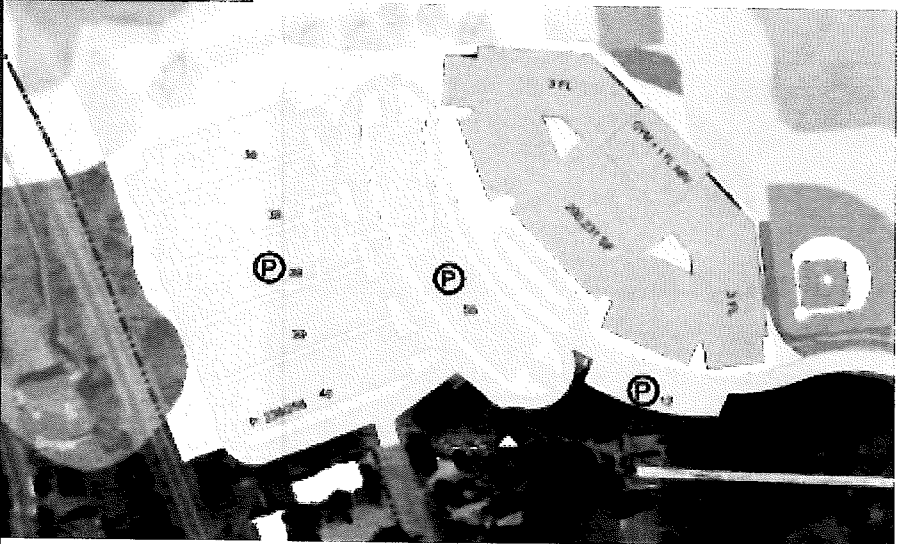
A single, twin, or triple school?

An early childhood center (Pre-K to K)?

Fewer elementary schools?

Financial impact to Acton and Boxborough?

Acton-Boxborough Regional Schools



# DETERMINING THE FUTURE OF OUR DISTRICT

Additional forums added!

## BUILDING PROJECT: YOUR FEEDBACK NEEDED

Attend an upcoming forum on potential school building options, hosted by AB School Committee members

TUESDAY, APRIL 25 · 1:00-2:30 PM · Sargent Memorial Library · Boxborough

SUNDAY, APRIL 30 2:00 3:30 PM · RJ Grey Junior High Library

SUNDAY, APRIL 30 · 7:00-8:30 PM · Sargent Memorial Library · Boxborough

COMING THIS FALL:

Special Town Meetings to approve design funds

Unable to attend a forum?

Watch the presentation & provide feedback online:

[abschools.org/district/school-capital-and-space-planning](http://abschools.org/district/school-capital-and-space-planning)

For more information visit [abschools.org](http://abschools.org) or email [abbuiding@abschools.org](mailto:abbuiding@abschools.org)



To: ABRSC Members  
 From: Kristina Rychlik  
 Date: April 25, 2017  
 Re: School Building Committee Membership/Progress to Date

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As a part of the process of working with the Massachusetts School Building Authority (MSBA) on our upcoming school building project, we are required to form a School Building Committee (SBC) that meets specific guidelines regarding its makeup. This must be finalized and voted by the School Committee by June 2, 2017.

Below is a list of proposed members and the category they could fit in as required by MSBA. All of these people have agreed to serve, if the School Committee would like them to. We are still waiting to hear back from a few other possibilities. We will keep you updated as the group is finalized.

Please let me know if you have any questions.

Designation	Name and Title
SBC member who is MCPPO certified*	JD Head, Director of Facilities and Transportation
Local Chief Executive Officer	Glenn Brand, Superintendent
Administrator or Manager*	<i>intentionally left blank</i>
School Committee Member(s)	Kristina Rychlik (Chair)
School Committee Member(s)	Amy Krishnamurthy
School Committee Member(s)	Mary Brolin
Superintendent of Schools	Glenn Brand, Superintendent
Local Official responsible for Building Maintenance	JD Head, Director of Facilities and Transportation
Representative of Office authorized by law to construct school buildings	Glenn Brand, Superintendent
School Principal	Lynne Newman
School Principal	Chris Whitbeck
School Principal	Damian Sugrue

Member knowledgeable in educational mission and function of facility	Marie Altieri, Deputy Superintendent
Local budget official or member of local Finance Committee	Jason Cole, Member, Acton Finance Committee
Local budget official or member of local Finance Committee	Bob Evans, Member, Acton Finance Committee
Local budget official or member of local Finance Committee	Ted Kail, Member, Boxborough Finance Committee
Members of community with architecture, <b>engineering</b> and/or construction experience	Katie Raymond
Members of community with architecture, <b>engineering</b> and/or construction experience	tbd
Members of community with <b>architecture</b> , engineering and/or construction experience	tbd
Other	Mac Reid
Other	Adam Klein
Other (Acton Selectman)	Peter Berry
Other (Boxborough Selectman)	tbd

**MISSION, VISION, AND VALUES AND GOALS**

First Read 3/16/17

Second Read/VOTE 4/27/17

*Mission*

To develop engaged, well-balanced learners through collaborative, caring relationships

*Vision*

To provide high-quality educational opportunities that inspire a community of learners

*Values*

- Wellness - We partner with families to prioritize social emotional wellness, which is necessary for learning and developing resilience
- Equity - We ensure all students have equitable access to programs and curricula to reach their potential
- Engagement - We provide engaging educational opportunities where students develop passion and joy for learning

In support of the District's mission, vision, and values, the District has developed a Long Range Strategic Plan ("LRSP"). This LRSP, as updated from time to time, is found as exhibit AD-E1 to policy AD. The LRSP sets forth the District's goals and the strategies for reaching those goals.

**REF: Long Range Strategic Plan voted 12/1/16** AD-E

APPROVED: XXXX, 11/7/13, 3/7/13

## MISSION, VALUES AND GOALS

### *Mission*

The Mission of the District 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.

### *Values*

As a community, we value:

- An environment that promotes social development and emotional and physical well-being for the entire school community.
- An excellent academic program that prepares all students to achieve their individual potential.
- Diverse extracurricular opportunities accessible to all students that provide for student growth.
- A community that welcomes and respects the differences among us.
- Literacy, communication and technology skills for life long learning.
- Educational policy and resource decisions informed by research and evidence.

In support of the District's mission and values, the District has developed a Long Range Strategic Plan ("LRSP"). This LRSP, as updated from time to time, is found as exhibit AD-E1 to policy AD. The LRSP sets forth the District's goals and the strategies for reaching those goals.

APPROVED: 11/7/13, 3/7/13

*Acton-Boxborough Regional School District*





# Acton-Boxborough Regional School District Long-Range Strategic Plan

## **Vision:**

*To provide high-quality educational opportunities that inspire a community of learners*

## **Values:**

- **Wellness** - We partner with families to prioritize social emotional wellness, which is necessary for learning and developing resilience
- **Equity** - We ensure all students have equitable access to programs and curricula to reach their potential
- **Engagement** - We provide engaging educational opportunities where students develop passion and joy for learning

## **Mission:**

*To develop engaged, well-balanced learners through collaborative, caring relationships*



# Acton-Boxborough Regional School District Long-Range Strategic Plan

<b>Goal #1: Understand and respond to our students' social-emotional needs</b>			
<b>Strategic Actions:</b>	<b>Responsible:</b>	<b>Evidence/Measures:</b>	<b>Timeline:</b>
Use information from Challenge Success surveys and research to develop strategies to address concerns that impact learning, wellness, and engagement (i.e. sleep, homework, assessment practices, etc.).	Superintendent, Athletic Director, Principals/Asst. Principals	Final report showing research, consideration of alternative start time options and recommendations to School Committee	2016-17
	Superintendent, Assistant Superintendents, Principals	Written review of current district-wide academic workload and homework practices and set of recommendations	2016-17
	Assistant Superintendents	Family education program that promotes wellness and balance	2016-18, beyond
Review, develop and select instrument(s) and process to capture information about school community climate and culture to use at the school and district level for continuous improvement planning.	Superintendent Wellness Committee, Principals	Selection of an evidence-based tool	2016-17
Administer school culture/climate assessments across the district.	Superintendent Wellness Committee, Principals	Survey tool administered; data generated	2017-18
Create action plans for each school related to culture and climate.		Action plans created	2017-18 beyond

Approved 12-1-2016



# Acton-Boxborough Regional School District Long-Range Strategic Plan

## Goal #2: Our students will have equitable opportunities and tools to learn.

Strategic Actions:	Responsible:	Evidence/Measures:	Timeline:
Implement the Massachusetts Tiered System of Support framework for school improvement that focuses on system level change across the classroom, school and district.	Dawn, Deb, Principals	• Self-assessment to identify gaps; MTSS learning	2016-17
		• Continued learning, planning, capacity building	2017-18
		• Implementation of a consistent process across the district to identify learning gaps	2018-19
Review funding structures at each level.	Glenn	• Completed outline of funding structures, mechanisms at each level.	2016-17
Conduct an equity audit of the district, looking mindfully at equitable access for historically underserved populations.	Glenn	• Determine tools, questions	2017-18
		• Completed equity audit that includes recommendations and implementation plan	2017-18

## Goal #3: Our students will have access to safe and effective learning environments.

Strategic Actions	Responsible:	Evidence/Measures:	Timeline:
Develop a comprehensive capital and infrastructure improvement plan that spans short, medium and long-term goals.	Glenn	• Short-term capital prioritization list to inform the FY18 budget, including high-value/low-cost items for district-wide infrastructure improvements	2016-17
		• Medium-term capital prioritization list that considers the Existing Conditions Report, District Master Plan	2016-17
		• Committee to utilize the District Master Plan	2016-17

Approved 12-1-2016



# Acton-Boxborough Regional School District Long-Range Strategic Plan

		<p>to produce a report to identify building options</p> <ul style="list-style-type: none"><li>• Final report presented to School Committee related to building renovation and construction</li></ul>	<p>Spring 2018</p>
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**DRAFT**

File: FFA  
(New)

## **MEMORIALS**

The School Committee recognizes that the death of a student, member of the staff, or prominent community member is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials.

A memorial is anything that is established to remind people of a deceased person and includes. Memorials include, but are not limited to, plaques or signs, plantings or memorial gardens, permanent structures, and drives or fundraisers held in the name of a deceased person.

1. Permanent memorials within the District shall be limited in form to donations or scholarships. The School Committee encourages such donations or scholarships to support education, awareness, and/or prevention, where appropriate.
2. Any permanent memorials in existence before the adoption of this policy can only be removed by a vote of the School Committee.
3. The District reserves final say over any/all memorials, dedications, and scholarships.

**Cross-REF:** FF Naming School Facilities  
KHA Public Solicitations in the Schools

**Approved: TBD**

10.2.3.

First Read

4/27/17

File: FF

### NAMING DISTRICT FACILITIES

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The Acton Boxborough Regional School Committee believes naming or renaming a school building, structure, space, property, program or other District asset (hereafter referred to as a "Facility") is a matter of significant importance, one that deserves the most thoughtful attention of the School Committee and the Administration, and one that is an unusual occurrence or event. Further, the Committee believes it should not be influenced in its decision by personal prejudice, favoritism, political pressure or temporary popularity.

Any request to name a Facility must be brought before the School Committee for approval.

If a suggestion or petition to name or to dedicate a Facility, is brought forth to the School Committee, the School Committee will first decide whether the naming or renaming of that Facility is necessary and/or appropriate. If the decision to move forward with the naming is made, the School Committee will convene a screening committee pursuant to procedure FF-R.

Deleted: a Facility or to make a memorial

In the naming of a Facility, if the name of a person is to be used, the following criteria will be applied in the selection of a person(s) to be so honored.

1. A person, living or dead, for whom a public school facility may be named must have made significant contributions to education of the youth of the Acton-Boxborough Regional Schools. Evidence of such contributions may include, but is not limited to the following:

- Unusually effective and dedicated service to or on behalf of the youth in the Acton-Boxborough Regional Schools
- Persistent efforts to sustain a high quality system of public education for all youth and to improve programs and services for these young people
- Demonstrated understanding of the essential nature of public education in the furthering of our democratic form of government,

Deleted: and the free enterprise system

2. Said person should be one who is retired, deceased or has provided service to the community in excess of 15 years. A request may not be submitted sooner than three years following the death or retirement of the individual to be so honored. This requirement may be waived by a unanimous vote of the School Committee.

3. The nominee must otherwise be worthy of the honor of having a school facility named for her/him. Evidence of such attributes could include, but may not be limited to the following:

- Superior levels of performance in strengthening and supporting Acton-Boxborough Regional Schools
- Community service
- Effective citizenship
- Seminal ideas or research
- Excellent character and general reputation

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Deleted: The School Committee recognizes that staff members, parents and other members of the community may wish to establish memorials or tributes in accordance with this policy. The School Committee encourages such community members to consider establishing scholarships in honor of persons who have special significance to the students, the school district or the community as an alternative to a memorial. In the case of establishing scholarships, the three year waiting period in paragraph 2 of this policy will be waived.¶

4. The School Committee may revoke the name of a Facility,

Deleted: if necessary

*Acton-Boxborough Regional School District*

The Superintendent shall prepare procedures for the naming of Facilities that are consistent with this policy.

Cross-REF: FFA Memorials

**Deleted:** The School Committee may revoke the name of a Facility if necessary.¶

**Approved:** TBD

**Deleted:** 6/25/15

*Acton-Boxborough Regional School District*

NAMING DISTRICT FACILITIES

Deleted: SCHOOL

- 1. The School Committee will announce the convening of the Screening Committee and the reason therefore. It will then announce the deadline for submitting proposed names of the relevant Facility to the Screening Committee.
- 2. Nominations must be submitted in writing.
- 3. Nominations should be submitted with answers to the following questions:
  - a. What is the reason you are suggesting the person/name? (See the criteria in the policy statement.)
  - b. Why is this a good name for the facility?
  - c. What is the biographical/other information about this person that will assist in making a decision?
  - d. Are the relevant timeframes from Paragraph 2 of policy FF met?
- 4. The School Committee will establish a Screening Committee consisting of representatives of the various interest groups in the community. The role of the Screening Committee is to review and evaluate the suggested names and make a recommendation to the School Committee.

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Reviewed: TBD

Deleted: 6/25/15



File: NEW

**SUSTAINABILITY POLICY**First Read DRAFT ~~4-13-17~~ 4/27/17

The Acton-Boxborough Regional School District values sustainability and is committed to practices that support a healthy environment for present and future generations. The District will prioritize conservation of resources, carbon neutrality and environmental stewardship in concert with fiscal responsibility, health, and safety including:

- **Energy Conservation:** The District will seek out opportunities for energy conservation, energy efficiency, and deployment of renewable energy technologies to capture both cost savings and reduced carbon emissions for the District.
- **High Performance School Buildings:** The District will provide a healthy and safe environment for students and staff to support high-quality educational opportunities through best practices in management of high performance buildings, including protection of indoor air quality (IAQ), green cleaning, and integrated pest management (IPM).
- **Education & Engagement:** The District will, where appropriate and where there are natural connections, cultivate an understanding of the importance of environmentally sustainable practices, in units of study and courses, as well as through extracurricular organizations, clubs and teams.
- **Resource Conservation:** The District will promote resource conservation and efficient use of resources, including waste reduction for water, food, paper and other resources. The District will establish business procedures that give priority to environmentally preferable products and practices, and that consider environmental and social costs as well as short-term prices.
- **Local Resources:** The District will promote consumption of local water and other goods, minimizing the importation of resources already available to the community. The District will encourage students to do the same through example and outreach.

APPROVED:

**STUDENT ACTIVITY ACCOUNTS**  
**DRAFT for Policy Subcommittee 3/22/17**  
*First Reading 4/27/17*

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47\*, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the interest bearing Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the District's annual audit. ~~The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.~~ Interest earned by the student activity agency account shall be retained by the student activity fund. The use of the aggregate earnings shall be at the discretion of the School Committee for the benefit of the students.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount that the Treasurer determines will "secure the Principal's faithful performance of his duties in connection with such account"\*.
5. Shall annually, prior to the start of each school year, vote to:
  - a. to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account,
  - b. to reauthorize the list of officially recognized clubs, teams and other organized activities.

6.

~~For accounts with maximum balance limits that exceed \$25,000, The~~ the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm at least every three years.

**Inactive Accounts**

Any student activity inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall be investigated and recommended for disposition to the School Committee.

Any disposition of assets of an inactive recognized student activity shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals.

(No changes needed)

File: JJ

## STUDENT ACTIVITY PROGRAMS

The School Committee recognizes that well-balanced and effectively administered student activity programs will stimulate student growth and development by supplementing and enriching curricular activities. These student activity programs shall provide varied opportunities for students to grow in areas such as leadership, group interaction, individual responsibility and management, project organization and completion, and social development.

Each student activity group shall define itself, its purposes, sources of revenue and anticipate expenditures, if applicable, and shall be approved by the Principal before being permitted to function.

Rules and regulations for administering student activity programs, a uniform system of accounting, a listing of individual responsibilities and provision for access by telephone in case of an emergency shall be detailed in an administrative procedure to accompany this policy.

Within the limit of Massachusetts General Laws, the School Committee may include provision for student activity funds in its General Fund appropriation. Such funds, when appropriated, shall be made available only to organization funds via the method established by the accompanying administrative procedure.

Approved: 5/22/14

## Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of ~~1998~~2017, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than ~~two~~five years from the date of graduation. It is the responsibility of the class officers to vote prior to the graduation date their choice of how the funds will be utilized. ~~arrange for these funds to be removed from the High School Activity Checking Account.~~ When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed ~~from the fund by check transfer payable to the Class of XXXX~~in accordance with the voted instructions of the Class. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account ~~within by December 31 following five~~two years ~~after~~of their graduation~~ng~~, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:47

**NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.**

Approved: 6/23/16

**STUDENT ACTIVITY PROGRAMS ~~(for policy sub 3-22-17)~~**

**I. DEFINITIONS**

- A. Activity Program                      A separate curricular, co-curricular, or extracurricular organization or structure whose written policy and purpose definition has been approved by the Superintendent
- B. Activity Account                      A bookkeeping unit associated with each program for the purpose of recording the income and expense of each activity program
- C. School Activity Fund                      The aggregate of all activity accounts at a given school
- D. Student Activity Checking Account                      An account established for the payment of various student clubs and extracurricular activities
- F. Student Activity Agency Account                      An account established for the deposit of all student activity fees and charges collected from students
- F. Activity Account Sponsor                      An adult, usually a faculty member, assigned to supervise a student activity program. These adults will be appointed by the building principal.
- G. Clerk-Custodian                      The person designated annually by the School Committee to serve as bookkeeper of the student activity fund of a given school
- H. Treasurer                      The person who serves as fiscal officer of the School Committee. This person is responsible for all funds controlled by the School Committee.

**II. RESPONSIBILITIES OF THE BUILDING PRINCIPAL**

- A. Serve as the chief administrator for all activity programs at his/her school, and assumes full responsibility for student activity operations.
- B. Recommend to the Superintendent new student activity programs which he/she may accept or reject.
- C. Prepare annual reports as indicated in these procedures.
- D. Insure that all collections of monies for school activities are deposited promptly.
- E. Advise District Treasurer, in writing, of the name of the clerk-custodian or of any changes in position of clerk-custodian.

- F. Be completely familiar with Massachusetts General Laws relative to system of accounting for the use of Student Activity Programs.

### III. RESPONSIBILITIES OF THE CLERK-CUSTODIAN

- A. To serve as accountant of the activity fund of the school.
- B. To make sure that an activity account has sufficient balance before authorizing an expenditure.
- C. To ensure that all expenditures are proper, as described in this document, and in Student Activity DESE Guidelines and in the Student Activity Program Purpose, Goals and Proposed Budget Reports (VII).
- D. Prepare all monies for deposit in banks approved by the School Committee.
- E. Maintain accounting and other records relating to receipt and disbursement of activity monies, and prepare annual and monthly financial reports as prescribed in this document.
- F. Have accounting records, receipts, deposit slips and other data relating to the activity fund filed in an orderly manner to provide an audit trail for review at any time.

### IV. RESPONSIBILITIES OF THE ACTIVITY ACCOUNT SPONSOR

- A. Supervise activity program and insure that the purpose and objectives of the program, as defined by the Student Activity Program Purpose, Goals and Proposed Budget Report, (as defined in Section VII) are being met.
- B. Make sure that the expenditures from the activity account directly or indirectly benefits those students who are participating in that group organization, in accordance with policies and/or purposes established by said group.
- C. Submit complete and accurate documentation to the clerk-custodian for the purpose of making deposits, incurring obligations, and paying bills.
- D. Bring all potential problems or questions that may arise to the immediate attention of the building principal.
- E. Other responsibilities as assigned or approved by the building principal.

### V. FORMING NEW CLUBS, TEAMS AND OTHER STUDENT ORGANIZATIONS

A new club, team or other student organization, may be formed in the following manner:

- 1. When a group of students want to form a new organization to meet a need not already met by an existing student activity, they must first obtain a faculty sponsor.

2. The faculty sponsor for the interested students OR a faculty member who perceives a need not currently met by an existing activity shall obtain the principal's permission to hold a preliminary meeting.

File: JJ-R

3. Once the principal's permission is granted, the faculty sponsor shall hold a preliminary meeting for the following purposes:
  - a) to determine student interest
  - b) to draft appropriate guidelines, operating procedures or by-laws.
4. The statement developed under 3b above shall include the following:
  - a) a statement of the purpose (rationale) for which the organization is being formed
  - b) a statement of the type(s) of activities in which the organization will be involved
  - c) an indication of the number of potential participants
  - d) an estimate of expenditures (first year and subsequent years; appropriated and non-appropriated) including transportation and salary factors
  - e) a statement on the availability and use of facilities
  - f) a statement on availability of competition if appropriate
  - ~~g) evidence of parental financial support for startup costs~~
5. The principal, upon review and acceptance of the proposal, shall recommend recognition be granted and shall submit to the Superintendent of Schools one copy of the proposal and his recommendation for formal recognition.
6. The Superintendent of Schools shall review the proposal and the ~~principals~~principal's recommendation and make a recommendation to the School Committee concerning approval or disapproval.
7. The Superintendent of Schools shall notify the principal of the Committee's action and reasons for same.

## VI. OPERATION OF EXISTING CLUBS, TEAMS AND OTHER ORGANIZATIONS

### A. Annual Review

1. For each school with an authorized Student Activity Fund, At the beginning of each school year by August 1 each year, the principal shall review the clubs, teams and other organizations officially recognized within his/her school to determine which are functioning, and which are inactive, and ensure that there are no ineligible activities listed. Upon completing his/her survey, the principal shall file with the ~~Assistant Superintendent for Curriculum and Instruction~~ Superintendent and Director of Finance a list of clubs, teams and other organizations active in his/her building.
- ~~2. The Assistant Superintendent for Curriculum and Instruction shall compile a system wide list of student activity groups by school including the number of participants in each group, which he/she shall submit to the Superintendent and to the School Committee for their information.~~
2. The Superintendent shall provide this to the School Committee each August to VOTE for approval of officially recognized clubs, teams and other organized, and recommend the amount to be established as the maximum balance in the



checking account at each school for the coming fiscal year, and the use of interest earnings.

B. Use of Facilities

1. Student activity groups which have been recognized as school-sponsored activities shall have the right to use school facilities for the purpose of holding regular meetings and/or competitive events provided that such meetings do not interfere with the normal operation of the school and provided permission has been granted by the building principal.

File: JJ-R

2. Student activity groups also have the right to use school facilities free of charge for activities other than regular meetings provided that:

- a) the activity is a normal or essential part of the organization's function or is related to the purposes for which the group was formed.
- b) the activity does not interfere with the normal operation of the school
- c) the primary purpose of the activity is not to make a profit which will benefit any other than the organization
- d) prior written permission is obtained from the principal of the building involved if the activity/event is to occur during school hours
- e) the policy of the School Committee regarding use of school facilities is adhered to

3. Access to a telephone within the school facility during a school activity or event shall be provided for emergency purposes. If the telephone is in an area which is ordinarily locked when school is not in session, then a responsible person (e.g., coach or custodian) should be provided with a key to that area.

C. Fund Administration

1. Projects for the raising of money by student activity groups shall be approved by the building principal.

2. Pre-numbered tickets will be used for all events (e.g. athletic, fine arts, etc.) where admission is charged. The counting of all collected money shall be done by personnel not engaged in the collection of these funds and the appropriate cash receipt form must be completed and submitted to the clerk-custodian.

3. All funds generated by a student activity group are to be turned in to the clerk-custodian within 24 hours of receipt, and be promptly deposited, at least weekly, by the clerk-custodian in the Student Activity Agency Account.

4. In no case shall monies be left overnight in the school except in safes provided for safe keeping of valuables. The clerk-custodian shall make bank deposits on a regular basis. Under no circumstances shall student activity monies be taken home overnight.

~~5. The clerk-custodian shall maintain a cash receipts book and an accounts receivable ledger designating each fund separately~~

~~6. Deposit slips shall be forwarded by the clerk-custodian to the Director of Finance/Treasurer indicating which funds are to be credited.~~

~~7. Expenditure request forms shall be forwarded to the Director of Finance for his/her~~

approval after the activity sponsor of the class or activity and school principal have approved the form. After the request form is approved, it shall be placed on a regional school warrant for approval by the School Committee and subsequent transfer of funds from the Student Activity Agency Account to the Student Activity Checking Account. The completed expenditure request form shall be kept on file in the high school and a summary copy shall be retained in Central Office by Accounts Payable.

8. The following expenditures are prohibited:

- a) Periodicals subscribed to for the benefit of an individual
- b)        Lending or advancing money to individuals or agencies
- c) Reimbursement to any individual for the replacement of a personal article which has been lost, destroyed or damaged.
- d) Dues to a professional organization for the benefit of an individual

6. The Director of Finance should establish periodic reporting timelines. Financial reports should be created and submitted in accordance with those guidelines to the School Committee, School Business Office, Treasurer and the individual student activity class/club advisors:

a. Bank reconciliations must be done at least quarterly (preferably monthly). A copy of the bank reconciliation should be sent to the District Accountant and District Treasurer. Sign-offs must be performed by preparers and reviewers.

b. The clerk-custodian shall maintain a cash receipts book.

c. Aggregate subsidiary account balances should be reconciled no less than quarterly to the total control account.

d. The School Principal or designee shall maintain individual subsidiary accounts by program within the student activity control account. This will allow proper matching of program expenditures against revenues that are collected for that purpose as well as allow for the efficient determination of the program balance.

e. Total control account balances should be reconciled no less than quarterly to the aggregate total of the School Principal's reconciled checking account and the agency account maintained by the Treasurer.

~~9. The completed expenditure request form shall be kept on file in the Central Office by Accounts Payable and a copy shall be sent to the High School bookkeeper.~~

f. 10. The Director of Finance or District Accountant will reconcile monthly to the clerk-custodian for the student activity checking account.

7. Annual reports:

The Principal will submit an annual financial report to the Superintendent of Schools no later than August 1 of each year for the previous fiscal year. This report will contain a summary by account, of all financial transactions that occurred throughout the year (for example, show beginning year's balance, total of all receipts, total of all transfers in, total of all expenditures, total of all transfers out and year-end balance).

8. Commissions and revenue sharing receipts:

Any monies paid to the school or to a student activity as commissions, or revenue sharing belong to the students and shall be deposited into the student activity agency account. Such funds shall be expended for the benefit of the students, for students in need, deficit resolution, or to pay for expenses associated with fund operations, such as software and supplies, and may not be spent to benefit the staff or to supplement the school budget. The school principal shall approve the use of these funds in accordance with this policy.

9. Deficit Balances:

Individual activity accounts should not be permitted to be in a deficit position because such a position becomes a liability to other individual activities or possibly to future classes. The School Committee shall require resolution of deficit balances annually prior to fiscal year end.

Possible remedial action could include funding from the following sources:

- a. School Committee appropriation;
- b. Accumulated investment earnings;
- c. Surpluses of inactive accounts;
- d. Gift from an activity with a surplus balance through approval of the advisor; or
- e. Any other legal means.

10. The clerk custodian shall maintain a cash receipts book and an accounts receivable ledger designating each fund separately

~~ESE Policy Guideline or MGL Requirement: Inactive Accounts:~~

➤—Any student activity inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following actions in order to be closed:

- ~~-a. \*~~—Written notification by the advisor or student officer to the School Principal or other authorized administrator that the activity will cease to be a viable account. If an advisor or student officer is not available, such discontinuance shall be by vote of the School Committee.
- ~~-b. \*~~—All assets of the recognized student activity shall be identified and stated in writing.
- ~~-c. \*~~—Any disposition of assets of an inactive recognized student activity shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals.

File: JJ-R

- e) ~~Reimbursement to any individual for the replacement of a personal article which has been lost, destroyed or damaged.~~
- d) ~~Dues to a professional organization for the benefit of an individual~~
- 9. ~~The completed expenditure request form shall be kept on file in the Central Office by Accounts Payable and a copy shall be sent to the High School bookkeeper.~~
- 10. ~~The Director of Finance will reconcile monthly to the clerk-custodian for the student activity checking account. The clerk-custodian will submit an annual financial report to the Superintendent of Schools no later than August 3 of each year for the previous fiscal year. This report will contain a summary by account, of all financial transactions that occurred throughout the year (for example, show beginning year's balance, total of all receipts, total of all transfers in, total of all expenditures, total of all transfers out and year-end balance).~~

VII. CREATION OF NEW STUDENT ACTIVITY PROGRAM REQUIRED REPORTS AND STATEMENTS

A. New Student Activity Program Request: Purpose, Goals and Proposed Budget Report:

- 1. This report, prepared on forms provided for this purpose, will consist of two pages. The first page will be for the purpose of defining the organization, and listing the activity program's objectives and goals. The second page will contain an estimated budget.
- 2. The building principal shall prepare this report ~~annually for each activity program, and also for all new activity programs as they originate.~~ This report shall be submitted to the Superintendent by ~~October 1st.~~ for approval and to the School Committee for a vote of approval.
- 3. ~~Copies of this report for student activity programs approved by the Superintendent must be transmitted by the Superintendent's Office to the Director of Finance by November 15th of each year.~~

VIII. INTEREST

~~In general, interest earned on investments shall be pro-rated to the proper fund or activity account based upon the percentage of investment of such fund to the overall investment.~~  
Interest earned by such Student Activity Agency Account shall be retained by the fund and the school committee shall determine for what purpose such earnings may be used.

*Reviewed and Revised 3/22/17*



**Acton-Boxborough Regional School Committee (ABRSC)  
Monthly Update – March 2017**

*Increasing awareness of and involvement in issues affecting our schools and towns*

The School Committee generally meets the first and third Thursdays of each month in the RJ Grey Junior High Library. Our meetings are open to the public and broadcast on Actontv.org. Our next regularly scheduled meetings are Thursday, April 27<sup>th</sup> and Thursday, May 18<sup>th</sup> starting at 7 p.m. This reduced schedule is due to accommodating Acton Town Meeting (which begins April 3<sup>rd</sup>) and Boxborough Town Meeting (which begins May 8<sup>th</sup>).

Some of our recent and upcoming discussions include:

***FY '18 Budget Update***

- The final decision on the school budget is made when citizens vote on their town's assessment at the Acton and Boxborough Town Meetings.
- *Please save the date and plan to attend, depending on your residence:*
  - *Acton, Monday April 3<sup>rd</sup> and Boxborough, Monday, May 8<sup>th</sup>.*
- Presentation slides and supporting materials can be found at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes>

***Acton-Boxborough Regional School District (ABRSD) Master Planning Process***

- The School Committee has begun soliciting feedback from the public regarding the final Master Plan report, specifically on seven possible building options. The District Master Plan Review Committee, a group of committee and community members in charge of this effort can be reached at [ABBuilding@abschools.org](mailto:ABBuilding@abschools.org).
- A number of community meetings are being held during March and April in both Acton and Boxborough, leading up to a presentation at the School Committee meeting on June 8, 2017 and Special Town Meetings in both towns tentatively scheduled for December 4, 2017 to vote on design feasibility funding.
- Please plan to attend to learn more and share your feedback! See upcoming forums listed below.
- <http://www.abschools.org/district/school-capital-and-space-planning>

***Annual Town Elections***

- If you are a registered voter, please support your elected officials and participate in these important elections.

- Acton town elections are Tuesday, March 28<sup>th</sup>; four people are running for three School Committee positions, including three incumbents.
- Boxborough town elections are May 16<sup>th</sup>.

**FOR YOUR CALENDAR:**

**Tuesday, March 28 - polls open 7AM – 8PM**

Acton Town Elections

**Wednesday, March 29, 7:00 – 8:30 PM**

Public Forum for Input on the Potential School Building Options

R.J. Grey Junior High School Library

**Monday, April 3, 7:00 PM** (*Acton Registered Voters*)

Acton Town Meeting begins

AB Regional High School Auditorium

Presentation and vote on next year's school budget assessments and other town business

(Boxborough Town Meeting begins May 8th)

**Wednesday, April 5, 7:00 - 8:30 PM**

Presenter: Dr. David Miele

Topic: *Academic Mindsets: Their Role in Learning, Parenting, and Teaching*

Audience: Grades PK-12

Location: RJ Grey Auditorium

**Monday, April 10, 1:00 – 2:30 PM**

Public Forum for Input on the Potential School Building Options

Acton Memorial Library

**Wednesday, April 12, 7:00 – 8:30 PM**

Public Forum for Input on the Potential School Building Options (Preschool/K focus)

R.J. Grey Junior High School Library

**Tuesday, April 25, 1:00 – 2:30 PM**

Public Forum for Input on the Potential School Building Options

Sargent Memorial Library

*Earlier School Committee Monthly Updates are available online:*

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

*Any questions? Please contact Kristina Rychlik, [krychlik@abschools.org](mailto:krychlik@abschools.org)*

**ALG Minutes March 9, 2017**

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

Audience: Mark Hald & Clare Jeannotte, staff; Bonnie Lobel, Charlie Kadlec.

Extra Info: Town of Acton spreadsheet, ready for warrant

Minutes: accepted after corrections

**2. Updates of FY17 Revenues and expenditures**

SL: Not much. We do have a deficit of @\$60K in ice and snow account. Just before the last storm we replenished the salt.

Marie: everything seems to be on tack

**3. Reports on from boards on consensus reached on Feb. 16**

Margaret: I was not at ALG on the 16<sup>th</sup>. The position of the FC is strongly opposed to taking the \$150K from the levy. We think you should take it from reserves.

Both the school committee and the selectmen agreed with the decision of the 16<sup>th</sup>. Margaret said the finance committee voted 5 to 3 to take the money from the reserves rather than the levy.

Peter Berry reminded Margaret that the Fin Com had set limits on the use of the reserves and the selectmen and school committee had tried to honor that limit.

Margaret said that the fin com would like to have the use of reserves limited but still lowering the amount. The real object was to have both entities live with their budgets while giving money back to the taxpayers.

Amy: the school committee accepted the compromise and will take another \$200k from E&D

Peter A: we are taken aback since we thought that all boards agreed.

Marie: it is the policy of the regional school to not take a position on Acton's tax levy so we did not take a position on the selectmen's use of the levy

Both the selectmen and the school committee members noted that there was not the time to go back to their boards before the warrant for town meeting had to go to the printer on 3/14 and do the changes suggested by the FinCom. All agreed that the ALG representatives would have to resolve the issue today without going back to their boards

Steve Ledoux came up with a compromise: take half of the \$160K shortfall from the levy and the other half from reserves. He added that if the \$80K was necessary to take from the tax levy there would be a

tax increase of about 3.9%. However, if the \$80K from the levy might not be necessary; actual levy use has historically been less than the projected use

ALG members agreed to this compromise. The spreadsheet will be revised to reflect this change.

Doug noted that he thought in an \$80m budget the money could be found.

#### **4. Review of spreadsheet**

SB: in the out years we have put in a 3.5% spending increase; Minuteman at \$100k increase; the excess tax levy will not be used. The tax rate is not set until December.

Marie: the three year projection has 3.7% for the region and 3.6% for minuteman. There are provisions in the regional agreement that will make changes in the assessment.

Clare: In FY 19 there will be a shift of \$425K

Peter A: the \$425K can be split between FY20 and FY21 then there is the enrollment

Marie: the enrollment split is 60/40 it will become 80/20

SB: In FY 19 & 20 we can capture the tax levy capacity.

Doug: I think we should go out to FY20 and put in the numbers we know including the school shift.

Margaret: we also need to include the actuals

Marie: planning is not far enough along to put in actual numbers.

Paul said he was willing to work with Doug on getting the numbers for the planned future AB expenses

Janet: I understand Doug's concerns and agree on the need for the long term view but also understand current uncertainty about capital numbers. Perhaps we can agree that future ALG's and Town Meeting warrants will have to account for the numbers as they get pinned down from the capital improvement committee.

Margaret: its wise to go first for the school issues, see what the state will give and then try to build the budgets from that.

Doug: we are looking at major numbers here. We know it will not be zero. Lots of the schools and fire stations are at the end of their useful lives. Its best to work from knowledge but all of this will over shadow all our economic position.

Glenn: the work is ongoing. We will continue to get clarity around the building program. We will go for the design money at a fall town meeting.

Paul: I do hear Doug but there are a lot of projects now that need to be addressed.



It was decided that when the ALG reconvenes the out years will have different scenarios based on the reports from the capital planning committee and the decisions about the school projects

## 5. Public input

Charlie: I suggest to the FC that it is their prerogative under in town by laws to do a long range plan and present years going out as far as you wish at ATM. It should be the FC's assessment of the future.

I suggest that 4% is too much regardless of the consensus of ALG. Why are we absorbing these numbers when we have \$9m in reserves?

I'm considering offer an amendment at ATM about how the budget is funded (I hope some will support) we replenish at the rate of \$1m/year. The projected tax increase is far too high. Inflation is almost zero. The town is getting 2.5% plus new growth which makes it 3-5% increase every year. People are not getting those kinds of increases. I'm sorry to see the increase in taxes.

Bonnie Lobel: I'm very new at this and I see we have a reserve of \$9m that should be used to reduce the tax burden. I thank Doug and Margaret for trying to reduce the tax rate.

Marie: I commend them both for the forums at the COA. The schools will do a presentation at the senior at the COA

Peter B: the 3.2% has the minuteman tech costs added and we also have the new senior center costs.

Bonnie: I'm upset that we are not spending a lot of money on seniors. I noticed that only 40 Acton seniors get taxes breaks. In Sudbury they have lots more.

Meeting adjourned at 8:30

Next meeting TBD

Ann Chang

**Acton-Boxborough Regional School District****SUPERINTENDENT EVALUATION PROCESS****April 27, 2017**

The Administrative Contract of Employment between the Superintendent of Schools and the School Committee states that the Superintendent will be evaluated on an annual basis. A written summary evaluation report will be distributed to all 2016-17 Committee members and the Superintendent. The Committee and Superintendent will meet within 30 days after the completion of the written report to discuss the evaluation.

The Committee and the Superintendent will meet in open session for the purpose of evaluating the Superintendent in the performance of his duties and responsibilities on behalf of the Acton-Boxborough Regional School District. This evaluation will be based upon the Superintendent's job description, the goals and objectives set for the year in which the evaluation occurs, and in accordance with the procedures established by the Committee for this purpose.

This discussion will be conducted with due regard for the value of praise and constructive criticism as tools for professional growth and improvement. All parties recognize the continuing need for mutual trust and understanding between the Committee and the Superintendent.

To meet the School Committee's contractual obligation to evaluate the Superintendent annually, an evaluation timetable will be developed by the then current Chair of the Acton-Boxborough Regional School Committee and distributed at the March or April meeting of the School Committee. Attachment 1 is the draft schedule for 2017.

The current Chair of the Committee, as of the February before the evaluation occurs, will manage the evaluation process. Participants will include Committee members as of that meeting.

At second June School Committee meeting (6/22/17):

School Committee votes summary evaluation and annual salary, effective July 1.

At July School Committee workshop (date tbd):

School Committee discusses Committee and system-wide goals for the coming school year.

At first October School Committee meeting (10/5/17):

Superintendent presents the goals for the current school year to Committee for acceptance.

At first January School Committee meeting (1/11/18):

Superintendent presents a progress report and goals update as part of a Midcycle Review.

## **Attachment 1- Draft Schedule - Superintendent's Evaluation Timetable for 2017**

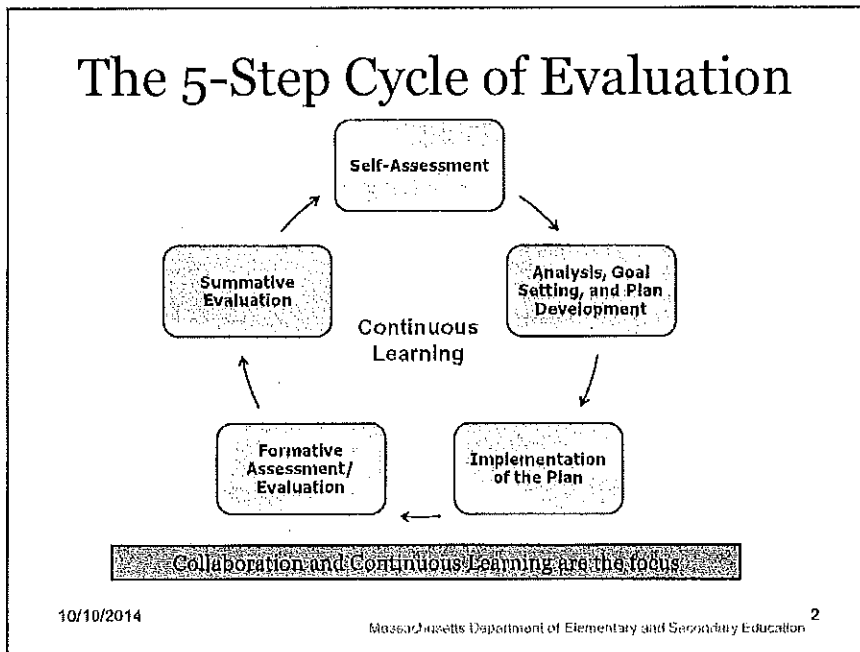
1. February 16, 2017 School Committee meeting
  - Superintendent presents an interim report on the status of the current year's goals as a part of the Midcycle Review.
  
2. April 27, 2017 School Committee meeting
  - The following evaluation documents are distributed to Committee members:
    1. MA Model System for Educator Evaluation Part VI: Implementation Guide for Superintendent Evaluation  
<http://www.doe.mass.edu/eval/model/PartVI.pdf>
    2. Appendix A: Superintendent Rubric (this is posted online separately from the above document)  
[http://www.doe.mass.edu/eval/model/PartIII\\_AppxA.pdf](http://www.doe.mass.edu/eval/model/PartIII_AppxA.pdf)
    3. Appendix B: End-of-Cycle Summative Evaluation Report: Superintendent
    4. Marie Altieri's slides from our 10/16/14 SC meeting providing a brief overview of the process.
    5. Evaluation Timetable (this document)
    6. Memo dated 2/10/17 from Glenn Brand, Superintendent's Performance Goal – Midcycle Review
    7. Copy of previous year's evaluation (if applicable)
  - The Chair issues a general public request for input on Superintendent's performance
  
3. May 18, 2017 School Committee meeting
  - The Superintendent reports on the status of the current year's goals.
  - The following evaluation document is distributed to Committee members:
    - a. Updated status report on the current year's goals and objectives
    - b. Appendix B: End-of-Cycle Summative Evaluation Report: Superintendent
  - The Chair issues another general public request for input on Superintendent's performance
  
4. June 1, 2017
  - Completed evaluations are returned to outgoing Committee chairperson and the School Committee secretary. Outgoing Chair will then draft a summary evaluation report.
  - Public input received.
  
5. June 9, 2017
  - Draft summary evaluation is returned to School Committee members for their comments and suggestions. Comments due back to outgoing chairs and secretary no later than Tuesday, June 13th.
  
6. June 16, 2017

- Evaluation summary is finalized by the outgoing Committee chairperson based upon comments received. Evaluation circulated in packet for June 22<sup>nd</sup> meeting.
7. June 22, 2017 School Committee meeting
- Superintendent's summary evaluation is presented and voted.
  - Superintendent's salary is voted.

**Acton-Boxborough  
Regional School Committee**

Superintendent's Evaluation  
2014-2015  
October 16, 2014

10/10/2014 1



## Timeline

- November 6 Presentation of Goals to School Committee
- November 20 Finalize Goals with School Committee
- February Mid-Cycle Review
- June Summative
- October 2015 Self-Reflection and Goal Setting

10/10/2014

3

## Standards

The standards for Superintendents, Principals and other educators are aligned

<u>Administrators</u>	<u>Teachers</u>
Instructional Leadership	Curriculum, Planning & Assessment
Management & Operations	Teaching All Students
Professional Culture	Professional Culture

10/10/2014

4

## Components of Supt. Evaluation

- \* Evaluation on Goals *Exceeded, Met, Significant Progress,  
Some Progress, Did Not Meet*

One Professional Practice Goal  
One Student Learning Goal  
District Goals

- \* Evaluation on Standards *Exemplary, Proficient, Needs  
Improvement, Unsatisfactory*

I. Instructional Leadership  
II. Management and Operations  
III. Family and Community Engagement  
IV. Professional Culture

10/10/2014

5

**To: Acton-Boxborough Regional School Committee**  
**From: Glenn A. Brand**  
**Date: February 10, 2017**  
**Re: Superintendent's 2016-17 Goals – Mid Year Report**

In September 2016, I provided the School Committee with an overview of a number of performance goals that would span the 2016-17 school year. As a Committee you approved these goals at your regularly scheduled meeting on September 15, 2016.

As you will recall, these goals were both ambitious and extensive in their scope and potential impact on the District. Despite the fact that these last five months have included unforeseen challenges that our entire school system has had to endure, I am generally pleased with the progress that has been made in these areas.

In the document below I have provided you with a restatement of the original goal(s) along with an additional column that provides information around various activities and action-steps to-date as we are at the mid-year point.

**I. Professional Practice**

My particular area of focus under *Professional Practice* centered around an effort to enhance my engagement with the staff throughout the district, in addition to my regularly scheduled monthly visits to our schools. Two specific efforts to support this include the implementation of a Superintendent's Council that is comprised of staff representing almost all departments throughout the district as well as offering staff coffees to promote two-way communication.

*Goal I. A. Implementation of a Superintendent's Council*

<i>Strategies</i>	<i>Outcomes</i>	<i>Mid-Year Status Update</i>
Implement a council comprised of both certified and support staff representing all nine schools as well as each major department across the district. The council will meet regularly throughout the year as a means to enhance two-way communication between the Office of the Superintendent and staff	<ul style="list-style-type: none"> <li>• A council that includes representation from all parts of the district.</li> <li>• Regularly kept minutes and agendas that provide accessible information to the entire staff community.</li> <li>• An improvement in staff feedback regarding the Superintendent's</li> </ul>	<ul style="list-style-type: none"> <li>• General call for staff interested in serving on the Council went out in October</li> <li>• Meetings scheduled for the following dates: November 17; January 12; March 16 and May 18</li> <li>• Meetings have been held November 17</li> </ul>



throughout the district.	accessibility and presence throughout the district.	& January 12 <ul style="list-style-type: none"> <li>Minutes from the meetings were taken and distributed to staff</li> </ul>
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Attached to this memo are the following supportive documents:

<i>Item</i>	<i>Description</i>
I.A.i.	Original email announcement & call for volunteers
I.A.ii.	List of Superintendent Council Members
I.A.iii.	Minutes of November 17 Meeting
I.A.iv.	Minutes of January 12 Meeting
I.A.v.	Superintendent's Coffee Emails

## **II. Student Learning Goal**

### *II. A. Implementation of Massachusetts Tiered System of Supports (Two-Year Goal 2016/17 & 2017-18)*

This is an offshoot of my Student Learning Goal during the 2015-16 school year that examined intervention strategies and the Child Study Team practices across the district. The culmination of that work led to the realization that, as a district, we have a wide variety of approaches and gaps in these areas, and a more unified system level response would provide far greater opportunities for district-wide success.

A Multi-Tiered System of Supports (MTSS) is an evidence-based model of schooling that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. The integrated instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need.

This goal, also formalized within our new strategic plan, is a multi-year goal and extensive work has begun this year to establish the foundation for the implantation of MTSS in the 2018-19 school year. This year, work centers on completing a district self-assessment. We are moving toward more formalized learning about MTSS during the remainder of this year.

<i>Strategies</i>	<i>Outcomes</i>	<i>Mid-Year Status Update</i>
Implement a MTSS framework for school improvement that focuses on system level change across the classroom, school and district.	<ul style="list-style-type: none"> <li>• Multiple ways that students who struggle to learn can receive help.</li> <li>• Consistent process across the district to identify gaps in learning.</li> <li>• Provide systematic general education interventions.</li> <li>• Develop a coherent system that establishes the ability to monitor student progress when students don't learn.</li> </ul>	<ul style="list-style-type: none"> <li>• In November, district leaders from counseling, special education &amp; curriculum met to complete a MTSS self-assessment.</li> <li>• In December, Dr. Stevan Kukic &amp; Dr. George Batsche (MTSS Consultants) visited the district to explore key questions from the self-assessment around six (6) areas: leadership, professional learning, collaboration, instruction, assessments, and supports &amp; resources.</li> <li>• MTSS Consultants will return in March to begin capacity building with elementary principals around the MTSS framework.</li> <li>• MTSS self-assessment results will be shared in the spring.</li> </ul>

*II. B. Assessing the Culture and Climate of Our School Communities  
(Revision - Two-Year Goal 2016-17 & 2017-18)*

A powerful and important field of data centers on the state of the culture and climate of our school communities. The use of this data can be extremely valuable for action planning within our school communities at the school council, PTO and principal level.

<i>Strategies</i>	<i>Outcomes</i>	<i>Mid-Year Status Update</i>
With members of this year's <i>Superintendent Wellness Committee</i> , I will oversee a process during the 2016-17 school year to develop/select an instrument and process to capture information about the views around	<ul style="list-style-type: none"> <li>• The recommendation of specific measurable areas that are believed important in generating an understanding of culture and climate in schools and departments.</li> </ul>	<ul style="list-style-type: none"> <li>• Wellness Committee formed in the fall of 2016</li> <li>• Work has begun to review various instruments and available survey tools</li> </ul>

<p>school community climate and culture and present that information in a usable format, which can then be used at the school and district level for improvement planning.</p> <p>The assessment will be administered during the 2017-18 school year.</p>	<ul style="list-style-type: none"> <li>• The adoption of a tool that allows for the collection of data related to the agreed upon areas.</li> <li>• The establishment of a reporting process that makes available the information collected to all relevant stakeholders.</li> <li>• A template(s) that can help generate an action plan for school communities and departments to use as a guide for improvement planning related to culture and climate.</li> </ul>	
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Attached to this memo are the following supportive documents:

<i>Item</i>	<i>Description</i>
II.B.i.	Original Wellness Committee Memo (announcement & call for volunteers)
II.B.ii.	List of Wellness Committee Members

### **III. District Improvement**

#### *III. A. School Space & Capital Planning (Two-Year Goal 2016-17 & 2017-18)*

The district is in the second phase of a capital study that will culminate in the Development of a *District Master Plan*, which was presented to the community in December 2016. Upon the completion of this report, the School Committee will need to identify capital and infrastructure related priorities.

Since September, work has continued to evolve in a number of areas spanning the short, medium and long-term capital planning. Some of the more pressing short-term needs identified from the Capital Improvement Plan (CIP) were advanced as part of the FY18 Budget proposal. With the ongoing support of our consultant Dore & Whittier, efforts continue to identify those more pressing items as part of the medium

term planning. Most recently, this includes a focus on developing 'scope packages' that will be available for the Committee in the spring to begin to consider for a possible financial strategy that involves future bonding (see item III.A. ii. attached).

Concurrent to all of this is the continual pursuit of our efforts around long-term planning through our recent application to the Massachusetts School Building Authority (MSBA) as we seek to enter the grant process and explore possibly funding for new construction or renovation.

<i>Strategies</i>	<i>Outcomes</i>	<i>Mid-Year Status Update</i>
Develop a comprehensive capital and infrastructure improvement plan that spans across short, medium and long-term goals.	<ul style="list-style-type: none"> <li>• Develop a short-term capital prioritization list to inform the FY18 budget that includes high-value/low-cost items for district-wide infrastructure improvements.</li> <li>• By the fall of 2017 establish a medium-term capital prioritization list in consideration of the Existing Conditions Report and District Master Plan.</li> <li>• Establish a committee (i.e. a Feasibility Committee) by the spring of 2017 that utilizes the District Master Plan and produces a report that identifies options related to building renovation and construction by the spring of 2018.</li> </ul>	<ul style="list-style-type: none"> <li>• District Master Plan Report presented to the School Committee in December 2016</li> <li>• Short Term capital items identified and included in the FY18 budget proposal</li> <li>• Work continues to assemble a prioritization of items on the Capital Improvement Plan (CIP)</li> <li>• Dore &amp; Whittier will provide a "scope package" list by March that will allow the Committee a better sense of the most critical needs and resources necessary to implement them</li> <li>• <i>District Master Plan Review Committee (DMPRC)</i> proposed to the School Committee in November and approved in December 2016</li> </ul>

Attached to this memo are the following supportive documents:

<i>Item</i>	<i>Description</i>
III.A. i.	Update on Capital Improvement – FY18 Budget Saturday Document

III.A.ii.	Capital Improvement Plan Implementation Presentation
III.A.iii.	District Master Plan Working Group

*III. B. Change in School Start Time Report*

This goal centers on the formation of a committee (herein known as the School Start Time Committee). Originally, it was my thought that this committee would be able to report out to the School Committee by May 1; however I think it most likely that this report will have to be presented at the June 8, 2017 ABRSD School Committee meeting.

I want to remind the School Committee that this report will outline the various options, financial costs and other implications while also providing feedback from stakeholders throughout the community regarding the options. While this report will make recommendations to the School Committee, the Start Time Committee will not be selecting one specific option.

<i>Strategies</i>		<i>Outcomes</i>	<i>Mid-Year Status Update</i>
I.	Form an internal working group that will examine options, financial costs and identify implications or respective changes that will need to be pursued if a change in start time is adopted.	<ul style="list-style-type: none"> <li>A report to the School Committee that will make recommendations based upon planning and feedback regarding future school scheduling start and end times.</li> </ul>	<ul style="list-style-type: none"> <li>Small internal administrator working group met on October 7; November 16; December 15 to identify possible scheduling scenarios</li> <li>Invitation to staff to be a part of a Start Time Committee sent out in the fall.</li> <li>Start-Time Committee met on January 10 &amp; February 7</li> <li>Smaller subcommittees are now working collaboratively</li> <li>Outreach to the Acton and Boxborough community anticipated to begin towards the end of March or early April.</li> </ul>
II.	Establish a wider stakeholder group that can then assist with the work, provide public outreach and help gather community feedback on proposals.		

<i>Item</i>	<i>Description</i>
III.B.i.	School Start Time Committee Overview & Membership

### III. C. Elementary School Funding Report

Over the past few years, there have been growing questions in the district regarding the level of funding at the elementary schools. As part of our full regionalization, the metric of per pupil cost has been introduced in accordance with the requirements of the regional agreement. This goal will attempt to analyze the funding mechanisms in all of our elementary schools and make recommendations to the School Committee. In conjunction with this analysis, there will also be a review of the use of regular education classroom assistants.

Work has been ongoing throughout the year to date that aims to unpack a rather complicated and long-standing set of practices in the district related to the use of various funding mechanisms for support staff in the district at the elementary level. Additionally, while there is long-standing reliance upon the use of classroom assistants throughout the district, there is not necessarily a coherent vision as to their use, level of need etc. As a result, it is challenging work that is taking considerable time to work through.

<i>Strategies</i>	<i>Outcomes</i>	<i>Mid-Year Status Update</i>
<p>I. Review the use of regular education classroom assistants and clarify their role, purpose and appropriate level of distribution across school settings.</p> <p>II. Review funding mechanisms district-wide that provide financial resources at the elementary school level.</p>	<ul style="list-style-type: none"> <li>• A clear district-wide vision of regular education classroom support across all schools in support of teaching and learning.</li> <li>• A coherent set of procedures that establish an appropriate allocation of classroom assistants by building.</li> <li>• An analysis of the funding streams and their contributions to staff and programs.</li> <li>• Recommendations that can be considered which respond to any notable inequities that impact teaching and learning services.</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple (3) meetings held with the elementary principals and the Assistant Superintendent for Teaching &amp; Learning; Assistant Superintendent for Student Services &amp; the Deputy Superintendent.</li> <li>• Data is being gathered related to per-pupil expenditures for the last three fiscal years.</li> <li>• Financial data also being gathered and analyzed around PTO funding, Extended Day and Community Education programs.</li> </ul>

**End-of-Cycle Summative Evaluation Report**  
**Glenn Brand, Ed.D.**  
**Superintendent**  
**Acton-Boxborough Regional School District**  
**June 23, 2016**

# End-of-Cycle Summative Evaluation Report: Superintendent



**Superintendent:** Dr. Glenn Brand  
**Evaluator:** Summary representing consensus of the full Acton-Boxborough Regional School Committee  
Kristina Rychlik  
**Signature** Former Chair, ABRSC  
June 23, 2016  
**Date**

## Superintendent's Performance Rating for Standard I: Instructional Leadership



### Standard 1: Instructional Leadership

The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.

Check one box for each indicator and circle the overall standard rating.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
<b>I-A. Curriculum:</b> Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measureable outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<b>I-B. Instruction:</b> Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<b>I-C. Assessment:</b> Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<b>I-D. Evaluation:</b> Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<b>I-E. Data-Informed Decision Making:</b> Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

<b>Overall Rating for Standard I</b> (Circle one.)	The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.
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Unsatisfactory

Needs Improvement

Proficient

Exemplary



**Comments and analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):**

*Through reports to the SC and staff surveys, instruction continues to be a strong point for the district. Staff who interact and work with Dr. Brand speak highly of his instructional leadership, in fact, 95% of staff who completed the survey agreed or strongly agreed that Dr. Brand is an effective instructional leader. Further, the ABRSD Administrative Statement on Standardized Testing demonstrates a balance between the need for standardized testing and the need for other indicators of progress, as well as instructional time that does not focus on testing.*

*The staff survey demonstrates a strong appreciation for Dr. Brand's presence in the schools. Like last year, some expressed a desire to see more of him in the schools and the classrooms in particular, but it is clear that a continual effort has been made in this regard and yet should continue to be considered an area for improvement.*

*Preserving the integrity of school choice in a standards-based, fiscally tight climate is challenging; school choice is valued and respected in our district, and curricular innovation and exploration were evident in the elementary school improvement plans. Dr. Brand's continued efforts to improve the design and presentation of the School Improvement Plan process and the roles/responsibilities of School Councils demonstrates continued progress in this area.*

Examples of evidence superintendent might provide:

- Goals progress report
- Analysis of classroom walk-through data
- Analysis of district assessment data
- Sample of district and school improvement plans and progress reports
- Analysis of staff evaluation data
- Report on educator practice and student learning goals
- Student achievement data
- Analysis of student feedback
- Analysis of staff feedback
- Relevant school committee meeting agendas/materials
- Analysis of leadership team(s) agendas and/or feedback
- Protocol for school visits
- Other: \_\_\_\_\_

## Superintendent's Performance Rating for Standard II: Management and Operations



### Standard II: Management and Operations

*Promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.*

Check one box for each indicator and circle the overall standard rating.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
<b>II-A. Environment:</b> Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<b>II-B. Human Resources Management and Development:</b> Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<b>II-C. Scheduling and Management Information Systems:</b> Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

<b>II-D. Law, Ethics, and Policies:</b> Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>II-E. Fiscal Systems:</b> Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Overall Rating for Standard II (Circle one.)</b>	The education leader promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.
---	--

**Unsatisfactory**

**Needs Improvement**

**Proficient**

**Exemplary**

**Comments and analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):**

*In the second year of his work with the district, Dr. Brand has taken on and made progress on many important initiatives. Specifically, mental health and wellness has been at the forefront with support of areas including the Family Learning Series and an in-depth look at school start times through the Wellness Committee. Dr. Brand has moved forward with the Safety Committee and recommended using the ALICE approach throughout the district. He has also put significant effort on the capital study, engaging three groups to support him in this effort, and submitting three MSBA proposals to position the region for future state support.*

*Dr. Brand also undertook the effort of assessing leadership needs within the district and putting forward a revised central office leadership structure that was supported by the School Committee. Dr. Brand also hired a new Assistant Superintendent of Student Services and a new Director of Special Education this year, and both processes seemed to go smoothly with support from the community and School Committee.*

*Under Dr. Brand's leadership, ABRSD has continued progress in the area of financial management of our district. He has provided the school committee and the public with a continued greater level of transparency and clarity of the district's budget as well as in areas such as revolving accounts, grants and fees. He has clearly worked managing a strong relationship with the Finance Department whose excellent work continues to be greatly appreciated by the school committee and town boards. His success in this area cannot be underestimated and is a significant reason for continued positive relations our member towns and their boards.*

*Staff survey results frequently mentioned Dr. Brand as an ethical leader of high integrity, and reference his consistent professionalism, strong ethics, and moral compass as key factors in his effective leadership. Many admire his willingness to tackle difficult issues. One note of concern raised through the staff surveys is that Dr. Brand has many issues going on at once; it may be too many for some of the staff supporting him, and may result in some issues/efforts seeming to take too long to resolve. Feedback from direct reports pointed to some difficulty in setting priorities and establishing the correct sense of urgency around certain issues; these concerns are related to decision-making as an area identified for improvement moving forward.*

Examples of evidence superintendent might provide:

- Goals progress report
- Budget analyses and monitoring reports
- Budget presentations and related materials
- External reviews and audits
- Staff attendance, hiring, retention, and other HR data

- Analysis of student feedback
- Analysis of staff feedback
- Analysis of safety and crisis plan elements and/or incidence reports

- Relevant school committee meeting agendas/minutes/materials
- Analysis and/or samples of leadership team(s) schedule/agendas/materials
- Other: \_\_\_\_\_



## Superintendent's Performance Rating for Standard III: Family and Community Engagement

### Standard III: Family and Community Engagement

Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district.

Check one box for each indicator and circle the overall standard rating.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
<b>III-A. Engagement:</b> Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<b>III-B. Sharing Responsibility:</b> Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<b>III-C. Communication:</b> Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<b>III-D. Family Concerns:</b> Addresses family and community concerns in an equitable, effective, and efficient manner.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<b>Overall Rating for Standard III (Circle one.)</b>	The education leader promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the district and its schools.			

Unsatisfactory

Needs Improvement

Proficient

Exemplary

**Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):**

*Dr. Brand values community engagement and understands that increasing community engagement & community understanding is a prerequisite of progress. He has made a great effort this year to reach out to the community broadly in a number of important areas by holding community meetings related to our budget, the capital planning and educational visioning work being done, current condition school tours and school safety and the ALICE program. It is clear that stakeholders are being given many opportunities for involvement in our district and current initiatives; parents report feeling he is responsive and attentive, and that he takes their feedback seriously. On a related note, Dr. Brand's support of the Family Learning Series is notable as yet another way to involve families in their children's education and the great work of our district. In addition, timely written communication in the form of emails and newsletters to families continues to be appreciated.*

**Examples of evidence superintendent might provide:**

- Goals progress report
- Participation rates and other data about school and district family engagement activities
- Evidence of community support and/or engagement
- Sample district and school newsletters and/or other communications
- Analysis of school improvement goals/reports
- Community organization membership/participation/contributions
- Analysis of survey results from parent and/or community stakeholders
- Relevant school committee presentations and minutes
- Other: \_\_\_\_\_

## Superintendent's Performance Rating for Standard IV: Professional Culture



### Standard IV Professional Culture

*Promotes success for all students by nurturing and sustaining a school culture of reflective practice, high expectations, and continuous learning for staff.*

*Check one box for each indicator and circle the overall standard rating.*

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
<b>IV-A. Commitment to High Standards:</b> Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>IV-B. Cultural Proficiency:</b> Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>IV-C. Communication:</b> Demonstrates strong interpersonal, written, and verbal communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>IV-D. Continuous Learning:</b> Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>IV-E. Shared Vision:</b> Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>IV-F. Managing Conflict:</b> Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Overall Rating for Standard IV</b> <b>(Circle one.)</b>	The education leader promotes the learning and growth of all students and the success of all staff by nurturing and sustaining a districtwide culture of reflective practice, high expectations, and continuous learning for staff.
---	---

**Unsatisfactory**

**Needs Improvement**

**Proficient**

**Exemplary**

**Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):**

*Dr. Brand continues to demonstrate a commitment to high standards. Through SC work and staff input, we see he has a strong work ethic and commitment to excellence while supporting the hard work that needs to be done within the district. He is a reflective and confident leader with notably strong interpersonal skills.*

*For Dr. Brand, communication is an area of both many positive strengths and some concerns. The staff survey mentioned some concerns with clarity and length of oral and written communications, as did the feedback from his direct reports. As many aspects of his communication such as interpersonal skills are quite strong, we feel progress can certainly be made to address areas for development.*

*Similarly, this area of “shared vision” seemed to garner comments on both ends of the spectrum. It appears that many staff do consider the district to be on a clear path forward, and some do not. This is likely due in part to two factors, that of “taking on too much” and the delayed progress on the district’s long range strategic plan. However, both of those concerns are understandable given the state of the district when Glenn joined us and his desire to make progress in important areas like capital planning. Moving forward, as initiatives become more focused and progress is made on the LRSP, this is likely to improve.*

**Examples of evidence superintendent might provide:**

- Goals progress report
- District and school improvement plans and reports
- Staff attendance and other data
- Memos/newsletters to staff and other stakeholders
- School visit protocol and sample follow-up reports
- Presentations/materials for community/parent meetings
- Analysis of staff feedback
- Samples of principal/administrator practice goals
- School committee meeting agendas/materials
- Sample of leadership team(s) agendas and materials
- Analysis of staff feedback

# Superintendent's Performance Goals



Goals should be SMART and include at least one goal for each category: professional practice, student learning, and district improvement.  
 Check one box for each goal.

Goal(s)	Description	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
<b>Professional Practice</b>						
1	<i>MASS/DESE New Superintendent Induction Program (NSIP)</i> - during the 2015-16 school year I will participate in year two of the three year NSIP program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
2	<i>Meeting Management &amp; Productivity</i> – during the course of the upcoming school year I will work towards improving my direct efforts in maximizing productivity of leadership team meetings through focusing on meeting planning, execution and follow-up strategies.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Learning</b>						

3	<p><i>Student Support Services</i> –in conjunction with the Interim Director of Pupil Services, Director of Special Education &amp; Director of Curriculum &amp; Assessment I will coordinate a review of our district’s student support service practices across each of our schools related to the services students PreK-12 receive in both our regular and special educational settings. Using the framework of the <i>Massachusetts Tiered System of Supports (MTSS)</i> this review will more closely examine the following:</p> <ul style="list-style-type: none"> <li>• The current approaches taken to the modification of the curriculum within the regular education setting including a focus on the use of the district and school curriculum accommodation plan (s);</li> <li>• A review of the strengths, weaknesses and overall satisfaction with our teacher-assistance teams (TATs);</li> <li>• The district’s current capacity for supporting inclusionary practices of students with specialized needs within the regular educational setting.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	
<b>District Improvement</b>						
4	<p><i>District Strategic Plan</i> - by the end of the current school year I will oversee the development of a new strategic plan for the district that clearly sets out our priorities for the next three years.</p>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
5	<p><i>Focus on Future School Needs</i> – Establish a transparent process that helps identify and creates a broader understanding of the short and long-term capital and building-related needs both within the district and at the municipal/town level.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

# End-of-Cycle Summative Evaluation Report: Superintendent



Superintendent: Dr. Glenn Brand

Evaluator: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name

Signature

Date

## Step 1: Assess Progress Toward Goals

Professional Practice Goal(s)	<input type="checkbox"/> Did Not Meet	<input type="checkbox"/> Some Progress	<input type="checkbox"/> Significant Progress	X Met	<input type="checkbox"/> Exceeded
Student Learning Goal(s)	<input type="checkbox"/> Did Not Meet	<input type="checkbox"/> Some Progress	<input type="checkbox"/> Significant Progress	X Met	<input type="checkbox"/> Exceeded
District Improvement Goal(s)	<input type="checkbox"/> Did Not Meet	<input type="checkbox"/> Some Progress	<input type="checkbox"/> Significant Progress	X Met	<input type="checkbox"/> Exceeded



Step 2: Assess Performance on Standards

**Indicators**

**Unsatisfactory** = Performance on a standard or overall has not significantly improved following a rating of *Needs Improvement*, or performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.

**Needs Improvement/Developing** = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected. *For new superintendents, performance is on track to achieve proficiency within three years.*

**Proficient** = **Proficient practice is understood to be fully satisfactory. This is the rigorous expected level of performance.**

**Exemplary** = A rating of *Exemplary* indicates that practice significantly exceeds *Proficient* and could serve as a model of practice regionally or statewide.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
Standard I: Instructional Leadership	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Standard II: Management and Operations	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
			X	
Standard III: Family and Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Standard IV: Professional Culture	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

**End-of-Cycle Summative Evaluation Report: Superintendent**



Step 3: Rate Overall Summative Performance (Based on Step 1 and Step 2 ratings; select one.)

- Unsatisfactory
  Needs Improvement
  Proficient
 Exemplary

Step 5: Add Evaluator Comments

Comments and analysis are recommended for any rating but are required for an overall summative rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory* or Impact on Student Learning rating of *high* or *low*.

**Comments:**

*At the close of Dr. Brand's second year as Superintendent of the ABRSD, we believe that our community is fortunate to have him serving our district so well. His respect for, dedication to and enthusiasm for his work is evident in all he does, and his professional demeanor is greatly admired and appreciated.*

*Dr. Brand's strengths include his ability to engage constituents and truly listen to opinions and gather feedback/data prior to making decisions. The benefit to this style is a collaborative process. A drawback is the time it takes to engage in this type of decision-making. This style works very well in our district, but as Dr. Brand continues to gain experience here and becomes more comfortable with the political and social landscape of our two towns, it is hoped that he will develop the confidence to move ahead with some decision making (where appropriate) with more urgency.*

*Other great strengths of Dr. Brand are his commitment to high standards and his goal of continuous learning. Dr. Brand's continued commitment to his NSIP program is evidence of his own commitment to professional learning and this serves as an example to others. Dr. Brand is approachable, responsive, knowledgeable and articulate. He has a clear vision of the strengths that make our district desirable and understands how to effectively build consensus to address our weaknesses; with that we believe he is well positioned to nurture and sustain a district-wide culture of reflective practice and continuous learning. Dr. Brand's commitment to excellence, strong work ethic and transparency are exemplary and will continue to serve the District well. He is bright and articulate, but sometimes being verbose causes his important message(s) to be lost or diluted. Being more succinct both with written and verbal missives will improve understanding and communication throughout the District and with our two member towns.*

*While there are some initiatives that did not progress as planned earlier this year (Long Range Strategic Plan, meeting management), given the difficult and unexpected situations that arose (fast-tracking the capital work) and the natural limitations of capacity, Dr. Brand has correctly prioritized his time and that of his staff's. Likewise, progress toward his goals was a bit slower than anticipated but understandable and properly handled throughout.*

*We thank Dr. Brand for the work he has done for our District this past year and look forward to working with him on initiatives begun this year and all that lies ahead.*

**To:** ABRSC Members

**From:** Kristina Rychlik

**Re:** FY '16 Superintendent Evaluation Process/Summary of Additional Feedback

**Date:** May 25, 2016

Last week, I was fortunate to be able to meet with nearly all of Dr. Glenn Brand's direct reports in order to request feedback on his performance as Superintendent of our district. It proved a worthwhile effort to meet with those that work most closely with him, and should allow for the school committee to provide both positive feedback and suggestions for improvement based on the experience of those who have the most experience working with him. Feedback received was very consistent and able to be organized into broad themes. I have summarized this feedback for your review to be considered as a part of this year's evaluation process.

Glenn's greatest strengths as described by his colleagues consistently fell into three categories; those relating to his personal traits and characteristics, those relating to his work ethic, and those relating to his skills as a manager and leader.

#### **Personal**

Glenn was consistently described as both personable and approachable. His colleagues believe him to be a good person with good intentions, and no ulterior motives. He's likeable with a good sense of humor, very ambitious and consistently wants to do the right thing. He is considered very trustworthy, and is believed to have integrity as a leader.

Extraordinarily compassionate, people view Glenn to be a caring person who cares immensely about others: those he works with, our faculty and staff, and most importantly, our students. He is considered to be a very good listener with parents and staff alike; he's all ears, doesn't rush, and is compassionate and thoughtful. Glenn is noted to always be polite, doesn't have an ego, and never acts in an inappropriate manner.

#### **Work Ethic**

Many acknowledged that taking on the leadership of this district at the time that Glenn did was a difficult task, yet he is credited to be working extremely hard to address the challenge. Extraordinarily earnest, he puts in the time, and is willing to roll up his sleeves and work extremely hard. He wants to do well personally, and wants all others to succeed as well.

As a Superintendent, staff admire his positive values, and how highly committed he is to A-B. He cares deeply about the district, is incredibly reflective, yet remains open and receptive to feedback on his performance. People view him as invested in both his career and the students and staff of A-B, and acknowledge that he is self-reflective and works towards personal and professional growth.

## **Managerial**

Nearly everyone expressed feeling overwhelming support from Glenn in their role in the district, and many shared examples of being supported through numerous difficult issues in their schools. In that role as manager, he is viewed as very responsive and supportive when issues need to be addressed, and is noted as being quick with feedback, reassurance and offers of help. "He's the exact person I'd want as my superintendent...I feel I can grow professionally and I feel supported."

Viewed as a very thoughtful, calm leader, he is credited with taking time to understand all positions before giving a directive, and has shown that he can make tough decisions.

At the same time, examples were shared of how he is not afraid to accept help when he needs to; utilizing a facilitator to manage difficult discussions with the principals was one appreciated example.

Many credit Glenn with being very proficient in the budget process. Some feel him to be most comfortable with logistical/mechanical issues like planning the capital study process or the budget process.

Many feel his managerial skills have played out well in his role in leading the Senior Leadership Team (SLT); he respects the process and peoples' opinions, and relies on his cabinet and SLT to challenge him: "He's brought a sense of trust and unity to the SLT, allows us to trust each other and address difficult areas." "The Senior Leadership Team is functioning well, and Glenn should take credit for that. We are less divided than in the past, and people are now willing to "take one for the team."

Many view him as willing to take on difficult issues. Many are impressed that he's trying to make progress in some difficult areas where his predecessors didn't. "He will go after the difficult conversations and turn over the rocks." "It's positive to be brave enough to tackle difficult issues like bus passing."

Numerous people believe that Glenn communicates well with staff at large, more frequently and better than others in his role. A number of people also acknowledged that he's doing "a terrific job with the facilities/capital planning issues, much better than in the past."

## ***Areas for Improvement***

The areas for improvement identified by this process fairly consistently fell into four categories; those relating to meeting management, trying to do too much, decision-making and communication.

### **Meeting Management**

Numerous aspects of meeting management were mentioned as areas that appear challenging. It was acknowledged that some progress has been made here, but there is still room to improve. Areas of concern include the number of meetings held, need for more advance planning, the efficiency with which meetings are run, and the need to ensure that standard meeting protocols are followed by all.

### **Trying to Do Too Much?**

Many I met with admire Glenn's ambitions for his role and our district, yet feel a sense of overwhelm regarding the number of new initiatives. "We've picked up a lot of rocks, and are carrying them all around...we need to put some down. We are doing so much at once." Building principals in particular expressed appreciation for being involved in district-wide initiatives yet mourn the loss of time at their schools. His very busy schedule appears to allow for little flexibility.

### **Decision-making**

While acknowledging the demands of the superintendent role and all it entails, many are concerned that it sometimes takes too long to get an answer or bring a problem to resolution. Some feel this is complicated by difficulty setting priorities and establishing a sense of urgency around certain issues.

### **Communication**

While many praise numerous aspects of Glenn's communication style, a great deal of feedback was received with the feeling that his oral and written communication is too wordy: "Glenn very often has great things to say but the message gets lost, there are either too many words or too much explanation."

In summary, I am hopeful that this exercise has provided the committee with additional insights into Glenn's performance as our Superintendent. We have now identified a great many positive skills to be appreciative of, as well as some areas for continued professional growth.

I thank those district leaders who took the time to meet with me to share your insights, and I thank Glenn for his willingness to participate in this additional feedback exercise. Just being willing to allow this process to occur demonstrates his dedication to improving his performance as our Superintendent and should be commended and appreciated.

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE  
MEETINGS  
2017-2018**

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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 posted at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes> usually on the Friday night prior to each meeting. Meeting agendas are posted at least 48 hours prior at [www.abschools.org](http://www.abschools.org)

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First Read  
4/27/17

**Annual Workshop: Thursday, July 13 OR Tuesday, July 11?**  
**Summer Business Meeting: Tues, August 1 (1 out) OR Mon, Aug 7 (2 out)?**

September 7  
September 19 (TUESDAY, due to no school on Thursday, September 21)

October 5  
October 19

November 2  
November 16

December 7  
December 21

January 11  
January 27 (Sat) **School Committee Budget Saturday**  
*(Preliminary Budget must be prepared at least 20 days prior to final Budget Adoption.)*

February 1  
February 15 **Open Budget Hearing**-required by law  
*(Final Budget must be adopted not later than 45 days prior to start of Acton Town Meeting, 4/2/18. . 45 days = 2/xx/17)*

March 1  
March 15  
March 29 (if needed)

April 26

May 17

June 7  
June 21

**Note:** Acton Town Meeting begins April 2, 2018. Boxborough Town Meeting begins May X, 2018.  
*Voted 2/2/17* <http://www.abschools.org/school-committee>



**Acton-Boxborough Regional School District**

15 Charter Road • Acton, MA 01720

978-264-4700 • www.abschools.org

14.1

**MEMO**

**Date:** April 21, 2017

**To:** Acton-Boxborough Regional School Committee

**From:** Dawn Bentley, Assistant Superintendent for Student Services  
Deb Bookis, Assistant Superintendent for Teaching and Learning

**Re:** Challenge Success Update

We are pleased to inform you that ABRSD has been accepted as an official Challenge Success district for the 2017-18 school year! Our partners at Stanford University will continue to work with our team here to implement policies and practices that improve student well-being and promote academic engagement.

The district has purchased the Basic Membership Package (\$5600) for the 2017-18 school year which includes:

- **Conferences:** Admission to the Fall Conference, September 15 – 16, 2017 at Stanford University and the Spring Conference (TBD, most likely in New England)
- **Coaching:** 5 sessions facilitated by a Challenge Success coach to take place at the conference and throughout school year
- **Book:** Challenge Success book, *Overloaded and Underprepared: Strategies for Stronger Schools and Healthy, Successful Kids*

Additional Challenge Success-related work includes:

- Our monthly Expanding Our Notion of Success newsletters, where we share resources as well as data from the Challenge Success survey (administered in April 2016)
- Year-long Family Learning Series with topics related to our Challenge Success work
- Year-long *Overloaded and Underprepared* book study with our District Leadership Team
- Review of existing district homework policy with our School and District Leadership Teams
- Ongoing examination of school start times through the District Start Time Committee
- Continued process to consider revising junior and senior high school schedules

*At ABRSD, our mission is to develop engaged, well-balanced learners through collaborative, caring relationships.*

WELLNESS • EQUITY • ENGAGEMENT

# EXPANDING OUR NOTION OF SUCCESS

A-B CHALLENGE SUCCESS NEWSLETTER- APRIL 2017



Our vision is to provide high-quality educational opportunities that inspire a community of learners

WELLNESS • EQUITY • ENGAGEMENT

Our mission is to develop engaged, well-balanced learners through collaborative, caring relationships

## GOOGLE TRANSLATE

¿Necesita esto en otro idioma? Precisa disto em outro idioma? 需要其他语言版本? 需要其他语言版本? 需要其他语言版本? 需要其他语言版本?  
Нужно это на другом языке? 이거 다른 나라 언어로 된 것 필요하세요? ایا این متنو ته دا په بله ژبه کې پکار دی? மெரறா மெரறா மெரறா மெரறா மெரறா  
மொழியி இ த தேவையா?

## FOCUS: MINDSET!

This month's *Expanding Our Notion of Success* newsletter focuses on **mindset**.

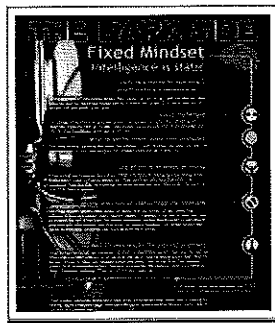
***Mindset** is a simple idea discovered by world-renowned Stanford University psychologist Carol Dweck in decades of research on achievement and success - a simple idea that makes all the difference. Teaching a growth mindset creates motivation and productivity in the worlds of business, education, and sports. - <https://mindsetonline.com/>*

## TEDTALK- THE POWER OF BELIEVING YOU CAN IMPROVE WITH CAROL DWECK

Carol Dweck researches growth mindset - the idea that we can grow our brain's capacity to learn and to solve problems. In this talk, she describes two ways to think about a problem that's slightly too hard for you to solve. Are you not smart enough to solve it... or have you just not solved it YET?

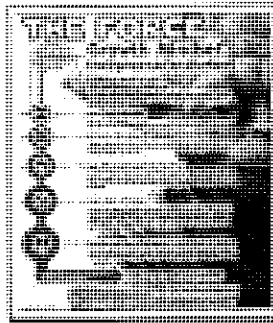


# The power of believing that you can improve | Carol Dweck



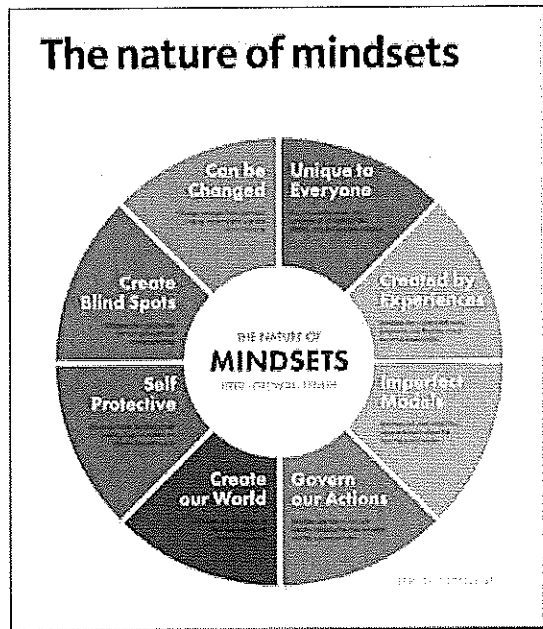
## THE DARK SIDE

Fixed Mindset: Intelligence Is Static

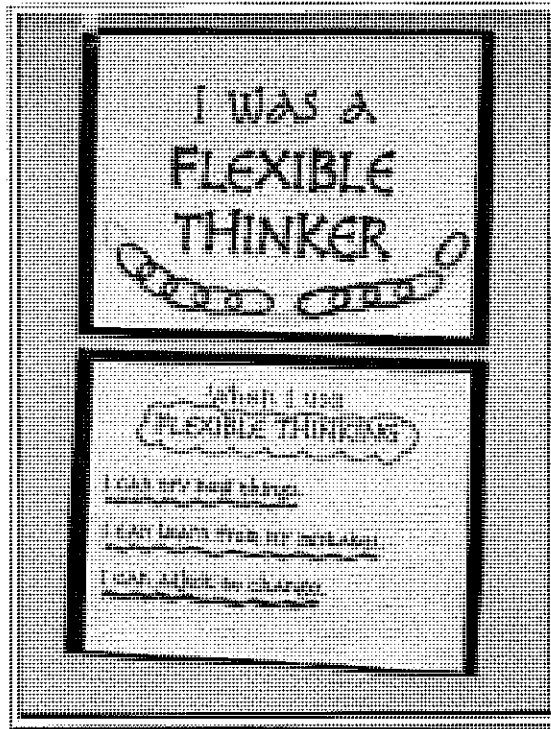
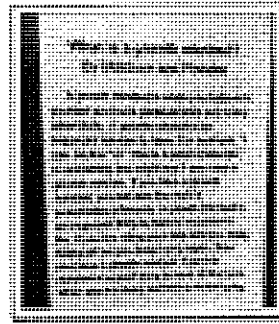
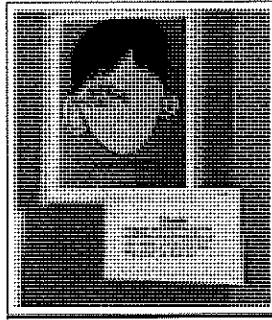
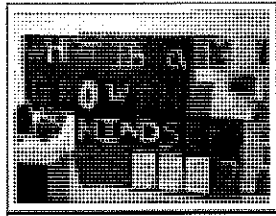


## THE FORCE

Growth Mindset: Intelligence Can Be Developed



# MINDSET MESSAGES IN OUR SCHOOLS



### ELEMENTARY READ ALOUD BOOKS FOR MINDSET

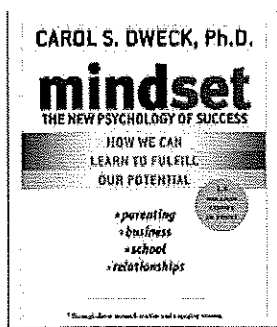
[Click here!](#)

### YOUNG ADULT NOVELS THAT TEACH A GROWTH MINDSET

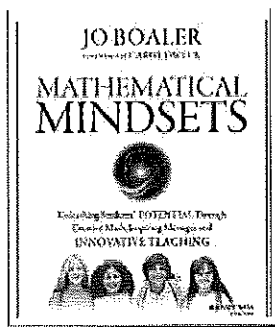
[Click here!](#)

### BOOKS TO CONSIDER

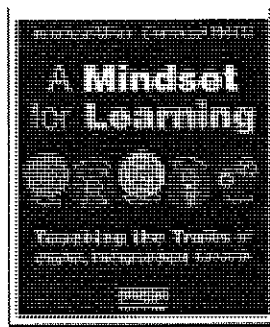
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CAROL DWECK, PH.D  
Mindset



JO BOALER  
Mathematical Mindsets



KRISTINE MRAZ AND  
CHRISTINE HERTZ

A Mindset for Learning:  
Teaching the Traits of Joyful,  
Independent Growth

### MORE READING

Carol Dweck Explains the False Growth Mindset  
Click [here](#) for *How Praise Became a Consolation Prize* in the 12/2016 edition of the Atlantic.

### WEBSITE FOR FAMILIES

Cultivating a Growth Mindset at Home

### FAMILY LEARNING SERIES EVENT: ACADEMIC MINDSETS THEIR ROLE IN LEARNING, PARENTING AND TEACHING

#### WHEN

WEDNESDAY, APRIL 5TH, 7-8:30PM

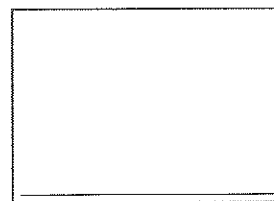
#### WHERE

RJ GREY AUDITORIUM: 16 CHARTER ROAD, ACTON,  
MA 01720

#### MORE INFORMATION

Think back to when you or someone you know struggled to learn something new. Did you attribute this struggle to a lack of ability ("I'm just not good at math") or to a lack of effort ("I just need to keep working at it")? Research has shown that the ways in which students respond to challenge and failure depends, in part, on what they believe about the nature of ability and intelligence. Students who believe that intelligence can be improved over time (i.e. who have a "growth mindset") tend to exhibit more adaptive patterns of academic behavior than students who believe that intelligence cannot be changed (i.e. who have a "fixed mindset").

This workshop will review recent research on academic



[Get Directions](#)

mindsets and explore ways in which mindsets can be shaped by parents and teachers. Topics include:

- The effects of mindsets on students' motivation, learning, and achievement
- Strategies that can influence whether students adopt growth versus fixed mindsets
- The effects of parents' and teachers' own mindsets on the ways in which they interact with children

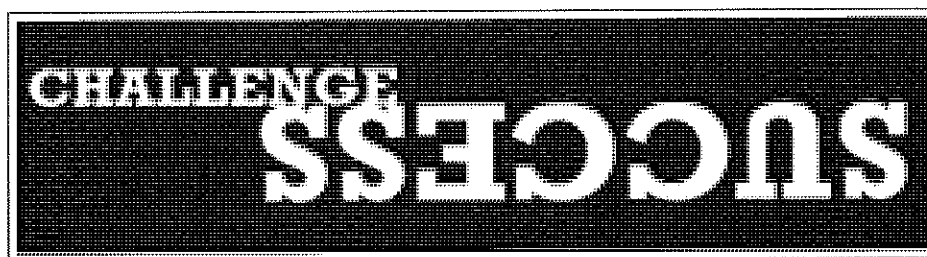


## DR. DAVID MIELE

Dr. David Miele is the inaugural Buehler Sesquicentennial Assistant Professor at Boston College. An educational psychologist who joined the faculty of the Lynch School of Education in 2013, Professor Miele conducts research on metacognitive and motivational processes that contribute to self-regulated learning in children and young adults.

Professor Miele is working on several research projects that focus on students' and adults' beliefs about how the mind works. A recently published study focused on parents' beliefs about whether their children's math and verbal abilities are fixed or malleable, including the effects these beliefs have on the ways parents help their children to complete challenging academic tasks in these domains. A subsequent study examined the effects of similar beliefs on the ways that elementary school teachers help students that they perceive as having either high or low levels of ability in a particular domain.

Originally from the New York City area, Miele received his PhD in social psychology from Northwestern University. His work has appeared in numerous peer-reviewed journals and he currently serves on the editorial boards for *Contemporary Educational Psychology*, *Educational Psychologist*, and the *Journal of Applied Research in Memory and Cognition*. In addition, he recently co-edited a new edition of the *Handbook of Motivation at School* and received a Collaborative Activity Award from the James S. McDonnell Foundation for a project titled "Implementing Principles from the Science of Learning within Educational Practice."



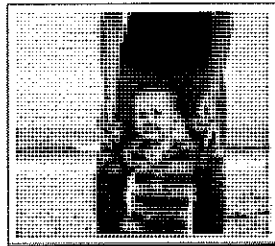
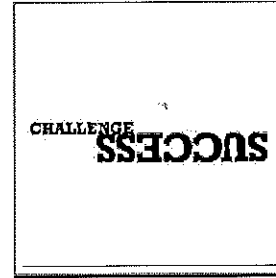
## CHALLENGE SUCCESS PARTNERSHIP

In the spring of 2016, ABRSD entered into a partnership with Challenge Success, out of Stanford University. Challenge Success aims to "provide schools and families with the

information and strategies they need to create a more balanced and academically fulfilling life for their kids." The team at Challenge Success collaborates with educators, families, and students to implement best practices and policies in areas such as assessment, homework, and schedule.

## CHALLENGE SUCCESS MANTRA

*At Challenge Success, we believe that our society has become too focused on grades, test scores, and performance, leaving little time for kids to develop the necessary skills to become resilient, ethical, and motivated learners. We provide families and schools with the practical, research-based tools they need to create a more balanced and academically fulfilling life for kids. After all, success is measured over the course of a lifetime, not at the end of a semester.*



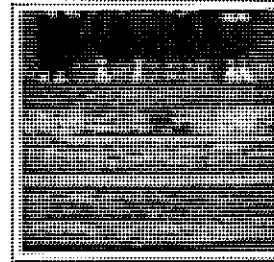
AB WELLNESS  
WEBSITE

<http://abschoolswellness.weebly.com>



CHALLENGE SUCCESS

<http://www.challengesuccess.org>



District AND  
COMMUNITY  
HAPPENINGS

<http://abschoolswellness.weebly.com/do.html>

To: Glenn Brand  
 From: Larry Dorey  
 Re: Discipline Report for March, 2017  
 Date: March 31, 2017

There were 20 discipline referrals to the administration during the month of March, 2017. This total is down from 28 last year. 5 students were suspended this month, while 7 students were suspended during March, 2016.

Suspensions for the Month of March, 2017

Referral	2013	2014	2015	2016	2017
Abusive/Obscene Language		1			1
Alcohol Use					1
Discrimination					1
Disruptive Behavior		1			1
Drug Use	1				
Fighting	1			1	
Harrassment				1	
Insubordination				2	
Leaving School Grounds				3	
Marijuana Use					1
Sexual Harassment			1		
Stealing	2				
Truancy Issues	2				
Total	6	2	1	7	5

***A list of all infractions for the month of March, 2017 appears on the backside of this page.***

c: JoAnn Campbell

Other Infractions for the Month of March, 2017

<b>Infraction</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Abusive/Obscene Language		1			2
Alcohol Use					1
Bus Discipline Issue		1	1		
CH Smoking	1				
Computer use Violation	1				
Discrimination					1
Disrespectful	3		3		2
Disruptive/Uncoop Behav.		7	3	1	3
Drug Use	1				
Fighting	1			1	
Forgery/Cheating	1		4		
Harassment				1	
Insubordination				2	
Leaving School Grounds		3	3	10	
Marijuana Use					1
Non Compliance School Rules					1
Other	3	1			
Out of school issue	1				
Parking Violations	1				
Sexual Harassment			1		
Stealing	2				
Tardy	4	1		3	1
Teasing			2		
Truancy	5	1	11	10	8
Vandalism			3		
<b>Total</b>	<b>24</b>	<b>15</b>	<b>31</b>	<b>28</b>	<b>20</b>

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

To: Dr. Glenn Brand  
 From: Allison Warren and Jim Marcotte  
 Re: Discipline Report for March 2017  
 Date: April 26, 2017

There were 11 discipline referrals/concerns (including requests from teachers for assistance) reported to the Administration during the month of March.

	<u>Mar-13</u>	<u>Mar-14</u>	<u>Mar-15</u>	<u>Mar-16</u>	<u>Mar-17</u>
<i>Total Discipline Referrals Reported</i>	14	12	22	8	1

	<u>Mar-13</u>	<u>Mar-14</u>	<u>Mar-15</u>	<u>Mar-16</u>	<u>Mar-17</u>
<b>Total Suspensions</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>
Alcohol Use					
Defacing property/vandalism					
Drug-related incident					
Fighting		1			
Harassment (non-sexual)					
Inappropriate/disruptive/disrespectful behavior					
Non-compliance with school rules		1	1		
Physical aggression					
Sexual harassment					
Stealing					
Threatening					1



	<u>Mar-13</u>	<u>Mar-14</u>	<u>Mar-15</u>	<u>Mar-16</u>	<u>Mar-17</u>
<b>Total Other Infractions</b>	<b>14</b>	<b>10</b>	<b>21</b>	<b>8</b>	<b>10</b>
Abusive language/profanity					
Alcohol use/possession					
Bus discipline	1	2	8	1	2
Academic Integrity	1		1		
Class/school truancies					1
Computer violation					
Disruptive behavior (classroom, cafeteria, hallway)	2	2	5	2	3
Harassment (non-sexual)/bullying/teasing	6	1		1	
Non-compliance with school rules	3	2	2	2	
Out of school issue					
Physical aggression			2		1
Sexual harassment					2
Stealing	1				1
Threatening					
uncooperative/disrespectful behavior		3	3	2	

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

MONTHLY ENROLLMENT  
ACTON-BOXBOROUGH REGIONAL SCHOOLS  
2016-2017

Table with columns for months (Sept 1 to Apr 1) and sub-columns for levels (A, B(1), C, Tot). Rows include Levels (Preschool, K-6), Other Pre K-6, Elem. Total, J.H.S. Total, H.S. Total, and Grand Total.

A = ACTON Pre-School In D. = In District Distribution G. Brand C. Jeannotte All Principals (2)  
B = BOXBOROUGH P.G. = Post Graduates M. Altieri A. Bisewicz  
C = Choice/Staff/Tuition In D. Bookis K. Nelson  
Ungr. = Ungraded D. Bentley E. Weiner  
Other = Out of District S. Cunningham

Actual Acton-Boxborough Grade K-6  
April 1st, 2017

Grade	Blanchard				Conant				Douglas				Gates				McCarthy				Merriam				Incoming	Total	#Sec.	Avg. Size		
	ADK	17 AM	Total		ADK	21 AM	Total		ADK	AM	Total		ADK	AM	Total		ADK	AM	Total		ADK	AM	Total							
<b>K</b>	19 4	20 4	17 0	<b>64</b>	19	20	21	<b>60</b>	23	23	46		21	21	42		21	22	21	<b>64</b>	21	21	21	<b>63</b>	0	339	16	21.2		
Rm	216/ 217	218/ 217	226	20	1	2	3	0	2	1	1		4	2	1		111	112	110	2	131	132	135	0	24					
<b>Gr. 1</b>	10 1	20	20	<b>51</b>	20	20	40		20	20	19	59	19	20	20	59	19	19	20	<b>58</b>	20	19	20	<b>59</b>	0	326	16.5	19.8		
Rm	215/ 217	213	211	2	5	4	1		5	4	3	1	3	5	6	2	310	311	312	0	223	224	234	1	7					
<b>Gr. 2</b>	10 1	21	21	<b>53</b>	24	22	46		24	23	24	71	24	24	23	71	23	23	24	<b>70</b>	23	24	23	<b>70</b>	0	381	16.5	23.1		
Rm	215/ 217	227	219	13	6	7	1		7	6	8	5	7	8	10	1	301	302	303	2	133	231	334	1	23					
<b>Gr. 3</b>	22	23	45		25	23	25	<b>73</b>	24	24	24	72	25	25	50		23	24	23	<b>70</b>	21	20	20	<b>22</b>	83	0	393	17	23.1	
Rm	229	231	4		9	10	17	2	9	10	11	0	20	9	0		313	314	315	2	100	233	322	323	2	10				
<b>Gr. 4</b>	20	22	20	<b>62</b>	22	23	21	<b>22</b>	23	23	23	<b>69</b>	23	23	46		25	23	22	<b>70</b>	23	25	24	<b>72</b>	0	407	18	22.6		
Rm	245	243	247	10	8	20	19	18	0	12	13	14	0	15	19	2	213	214	215	3	230	330	331	0	15					
<b>Gr. 5</b>	24	23	24	<b>71</b>	24	22	23	<b>69</b>	23	23	23	<b>69</b>	24	23	24	<b>71</b>	22	22	22	<b>66</b>	22	23	23	<b>68</b>	0	414	18	23.0		
Rm	118	130	128	8	16	15	14	2	19	20	21	1	11	17	18	0	210	211	212	4	235	321	324	0	15					
<b>Gr. 6</b>	24	23	23	<b>70</b>	25	25	26	<b>76</b>	25	24	25	<b>74</b>	25	25	25	<b>75</b>	26	24	25	<b>75</b>	26	23	25	<b>25</b>	99	0	469	19	24.7	
Rm	110	112	108	9	13	12	11	2	15	16	17	1	12	13	14	1	113	114	115	2	232	332	333	335	0	15				
			66				8				9				7				15				4		109					
<b>Total</b>	19 Sec.	Average	21.9	<b>416</b>	20 Sec.	Average	22.6	<b>452</b>	20 Sec.	Average	23.0	<b>460</b>	18 Sec.	Average	23.0	<b>414</b>	21 Sec.	Average	22.5	<b>473</b>	23 Sec.	Average	22.3	<b>514</b>	0	2729	121	22.55		

66

Acton residents attend Boxborough

43

Boxborough residents attend school in Acton

Rev. 4/5/2017

**MONTHLY REPORTING OF  
EMERGENT BILINGUAL STUDENT POPULATION BY SCHOOL**  
Acton-Boxborough Regional School District  
April 1, 2017

Category	Total as of 3/1/2017	Additions	Subtractions	Total as of 4/1/2017
ABRHS	21	0	0	21
Blanchard	15	0	0	15
Conant	62	+1	0	63
Douglas	34	0	0	34
Gates	43	0	0	43
McCarthy-Towne	34	+2	0	36
Merriam	24	+1	0	25
RJG JHS	17	0	0	17
<b>TOTAL</b>	<b>250</b>	<b>+4</b>	<b>0</b>	<b>254</b>

# Open House Dates - Fall 2017 2/15/17

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## Blanchard

September 26  
6:00-8:00pm

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## Conant

September 18  
7:00-8:00pm - Grades K - 3

September 19  
7:00-8:00pm - Grades 4 - 6

---

## Douglas

September 12  
6:00-6:45pm - Grades 3 & 4  
7:00-7:45pm - Grades 5 & 6

September 19  
6:00-6:45pm - All Kindergartens  
7:00-7:45 pm - Grades 1& 2

---

## Gates

September 26  
6:00-6:45pm - Grade 6  
7:00-7:45pm - All Kindergartens &  
Grade 3

September 27  
6:00-6:45pm - Grades 2 & 4  
7:00-7:45pm - Grades 1 & 5

---

## McCarthy-Towne

September 12  
6:00pm

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## Merriam

September 26  
6:00pm - Kindergarten  
7:00pm - Grades 1 - 6

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## Junior High High School

September 28 at 7:00pm  
October 5 at 6:50pm

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