



Acton-Boxborough Regional
School Committee Meeting

September 1, 2016

7:00 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

September 1, 2016
7:00 p.m. Open Meeting

AGENDA

1. **Chairman's Introduction (7:00)**
 - 1.1. First Day of School Report
2. **Statement of Warrant & Approval of Minutes**
 - 2.1. ABRSC Meetings of 6/23/16 and 8/8/16
3. **Public Participation**
4. **American Federation of State, County & Municipal Employees (AFSCME) Contract Ratification – VOTE – Marie Altieri**
(THIS HAS BEEN REVISED TO A DISCUSSION ONLY. THE VOTE HAS BEEN POSTPONED TO THE 9/15/16 SCHOOL COMMITTEE MEETING.)
 - 4.1. Proposed Memorandum of Agreement
5. **Office Support Association (OSA) Contract Update – Marie Altieri, Mary Brolin**
 - 5.1. Memo from ABRSC Chairperson Mary Brolin
 - 5.2. Notice of Hearing, 8/1/16
 - 5.3. MA Department of Labor Relations Representation Petition, 8/1/16
 - 5.4. Letter from Attorney Peter Ebb, 8/25/16
6. **FY17 Superintendent Goals – First Read – Glenn Brand**
7. **Safety and Security Updates – Glenn Brand**
 - 7.1. Letter to ABRSD Families
 - 7.1.1. ALICE Training Update
 - 7.1.2. School Building Security Update
8. **District Master Plan Update – Glenn Brand**
9. **FY17 Staffing and Enrollment Update – Marie Altieri**
 - 9.1. September Enrollment and Additional 3rd Grade Classroom
 - 9.2. 2016-2017 New Professional Staff (updated)
 - 9.3. Agenda from Orientation held 8/24/16
10. **Financial Updates– Clare Jeannotte**
 - 10.1. Acknowledgement of MIAA (MA Interlocal Insurance Association) Rewards Earnings
 - 10.2. Other Post Employment Benefits (OPEB) Investment Update, 6/30/16
 - 10.3. FYI – School Finance Reporting Discussion Sessions, 8/16/16, DESE
11. **Minuteman Technical High School (MMT) Update – Mary Brolin**
 - 11.1. MMT District Ballot Vote – Tuesday, September 20, 2016 from 12-8 p.m. at the Jr High (*Acton registered voters only*) and Boxborough Town Hall (*Boxborough registered voters only*)
 - 11.2. See information on <http://www.acton-ma.gov/>, <http://www.boxborough-ma.gov/> and <http://www.minuteman.org/>

- 11.3. **VOTE** on proposed ABRSC statement regarding MMT Ballot Question
12. **Discussion of November 2016 Ballot Question - Lifting the Charter School Cap in MA – Mary Brolin**
- 12.1. Memo from the Chair
- 12.2. Initiative Petition
- 12.3. Proposed Resolution Against Lifting the Cap from massteacher.org - *for discussion*
- 12.4. Memo from ABEA President, Karen Sonner
13. **Subcommittee Reports**
- 13.1. Budget – *no report/next meeting is 9/14/16*
- 13.2. Policy - *no report/next meeting is 9/14/16*
- 13.3. Comparative Communities Study – *meeting held 8/30/16 - Diane Baum*
- 13.4. Outreach (including PTO Co-chairs) – *Kristina Rychlik*
14. **School Committee Member Reports**
- 14.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy, Paul Murphy*
- 14.1.1. Agenda and materials for meeting on 9/1/16, including 6/30/16 minutes
- 14.1.2. Five Board Meeting on 9/21/16??
- 14.2. Boxborough Leadership Forum (BLF) – *Mary Brolin*
- 14.3. Health Insurance Trust (HIT)– *Mary Brolin*
- 14.4. Acton Finance Committee – *Deanne O’Sullivan, Amy Krishnamurthy*
- 14.5. Acton Board of Selectmen – *Eileen Zhang, Paul Murphy*
- 14.6. Boxborough Finance Committee- *Mary Brolin*
- 14.7. Boxborough Board of Selectmen – *Maria Neyland, Brigid Bieber*
15. **Superintendent’s Report/Updates – Glenn Brand**
- 15.1. FY17 Student Representatives to the ABRSC
- 15.2. Challenge Success Update
- 15.2.1. *Overloaded and Underprepared, Strategies for Stronger Schools and Healthy, Successful Kids* by Denise Pope, Maureen Brown and Sarah Miles
- 15.2.2. ABRSD 2016-2017 Family Learning Series
16. **FOR YOUR INFORMATION**
- 16.1. Superintendent’s Letter to Families
- 16.2. Superintendent’s Letter to Staff
- 16.3. FY17 Parent Communication Map
- 16.4. FY17 K-6 Classroom Teachers
- 16.5. FY17 ABRSC Goals, *voted 8/8/16*
- 16.6. FY17 ABRSC Committee Assignments, *approved 8/8/16*
- 16.7. FY17 ABRSC Members and Meetings
- 16.8. Fall 2016 “Schools Open” and Open House/Back to School Schedule, FY17 School Calendar
- 16.9. ABRHS and RJGJHS Fall Coaches
- 16.10. FY16 Francis W. Parker Charter School Annual Report may be found at http://www.theparkerschool.org/files/7114/7222/6071/Parker_Charter_School_Annual_Report_2015-2016.pdf

17. **Adjourn**

NEXT MEETINGS:

September 15 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted September 9)

October 6 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted September 30)

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

Library
R.J. Grey Junior High School

June 23, 2016
7:00 p.m. Business Meeting

<i>Members Present:</i>	Diane Baum, Mary Brolin, Amy Krishnamurthy, Kathleen Neville, Maria Neyland, Kristina Rychlik, Eileen Zhang
<i>Members Absent:</i>	Brigid Bieber, Maya Minkin, Paul Murphy, Deanne O’Sullivan
<i>Others:</i>	Bonnie Bisbicos, Deborah Bookis, Glenn Brand, Clare Jeannotte, Beth Petr

The ABRSC was called to order at 7:00 p.m. by Chairperson Mary Brolin.

1. **Chairman’s Introduction**

Dr. Brand noted the death this week of Ms. Aiko Mori, Japanese teacher at Douglas for 15 years. Amy Krishnamurthy spoke about how much Sensi Mori was a part of the Douglas community. She will be missed.

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

2.1. The warrants were read by the Chair (see attachment) and circulated to the Committee for their review and signatures.

2.2. Maria Neyland moved, Kathleen Neville seconded and it was unanimously,
VOTED: to accept the minutes of the ABRSC Meeting of 6/9/16 as amended.

3. **Public Participation** – none

4. **Recognition of Retiring ABRSD Staff** – *Glenn Brand*

Dr. Brand read the names of this year’s 20 retirees and noted that these staff members have contributed over 400 years of service to our district.

5. **ABRHS Midyear Week Pilot Update** – *JoAnn Campbell*

5.1. Summary Memo

5.2. Presentation Slides

Dr. Campbell stated that the main goal for this pilot was to help mitigate stress for students, as well as to increase equity across departments, offer timely instructional feedback for student and teachers, and align curricular work with course objectives. She thanked all who worked on the subcommittee. Several sources of feedback were considered. As a result:

- next year’s midyears will be scheduled one week later
- there will be increased time between the December break and midyears to wrap up units/complete other assignments
- clear expectations will be set for assessments/assignments in the two weeks prior
- use of alternative forms of assessments will be encouraged

Maria Neyland recognized that this change helped overall with midyear stress but she asked if staff had considered how much the midterm and final weigh into students’ final grades. In her opinion, the heavy weight of these exams stresses many students. Dr. Campbell replied that that is the reason why midyears are done, to take some weight off the final exam. The students have been taught all along that if midyears are done right, it is not about memorizing content, but how to apply the content. That is different from the past. Some departments need more work on this shift.

Dr. Campbell stressed that they are preparing students for college and to be ready for that kind of process, particularly as they get older, they need to be ready for that kind of assessment. Deborah Bookis added that teachers and administrators are also looking for students to exhibit their learning in different ways, via alternative assessments.

Eileen Zhang spoke in favor of how the midterms were done this year. She has concerns about test grades being too much a part of the final grades. She suggested that perhaps the time spent researching for projects should be as weighted as the test grades. Mary Brolin was not in favor of this change when Dr. Campbell proposed it, but her children were very happy about it.

Kristina Rychlik appreciated that they are getting feedback and will do it again. She stated that freshmen do not know what it was like before. They will feel the benefit at the end of the year. This does take a week out of instruction time though, and Kristina asked if it is hard to make that up curriculum wise. Dr. Campbell replied that it is a good question. This is part of the larger work of the school. Dr. Campbell stated that the Administration has to ask, is covering a large amount of content more important than valid assessment?

6. **Recommendation to Accept 2015 – 2016 Gifts to the ABRHS – VOTE** – *Glenn Brand*

Kristina Rychlik moved, Maria Neyland seconded and it was unanimously,
VOTED: to accept the 2015 – 2016 gifts to the ABRHS

7. **Self Regulated Strategy Development (SRSD) Presentation** – *Deborah Bookis, Lynne Laramie, Sharon Ryan, Christy Nealon, Betsy Johnston*

Sharon Ryan began the presentation saying, “This makes kids love writing.” Students are engaged and excited about this research-based, 5-step approach involving mnemonics/self talk and models strategies.

School Committee members enjoyed the presentation. One member appreciated how this method builds social and emotional skills into the curriculum. Deborah Bookis noted that teacher collaboration was very important in this first effort. Co-teaching is a special model so children do not distinguish between the 2 instructors. In January, students used an average of 9 words/1 sentence per response compared to May when they used 64 words/4 sentences per response. A new cohort of teachers have signed up to use this method for FY17.

8. **Superintendent’s Annual FY16 Summative Review and VOTE to accept** – *Kristina Rychlik*

- 8.1. Memo from the Chairwoman
- 8.2. Summative Evaluation Report
- 8.3. Summary of Additional Feedback
- 8.4. FY17 Superintendent’s Salary as outlined in contract dated 7/1/14
- 8.5. Recommendation to Approve Addendum III to Superintendent Contract – **VOTE**
- 8.6. Presentation Slides

Kristina Rychlik explained that the Superintendent’s contract did not have a specified length of the extension, so she and Marie Altieri consulted Attorney Peter Ebb on the wording for the proposed addendum.

Katie Neyland moved and Maria seconded and it was unanimously,
VOTED: to approve the proposed Addendum III to Dr. Brand’s contract.

Kristina Rychlik reviewed the activities that went into the evaluation process for the Superintendent. She read the comments and ratings for each section of the summative review. Dr. Brand was ranked proficient in his four standards and met the overall progress toward his professional practice, student learning and district improvement goals.

Amy Krishnamurthy moved, Maria Neyland seconded and it was unanimously,
VOTED: to accept the Annual FY16 Summative Review for Dr. Brand

Dr. Brand was thanked for his willingness to be so open about this annual process. Kristina Rychlik was thanked for her hard work and thorough job with this important business.

9. **ABRSD FY16/17 Budget Updates**– *Clare Jeannotte*

9.1. FY16 End of Year Update

9.1.1. Financial Status

Clare Jeannotte reported that \$82,000 in Medicaid reimbursement was received yesterday. \$400,000 is expected for excess revenue that will roll into E&D. She does not see any surprises in expenses. A small miscalculation was made in the projections so that has now been fixed. Many of the year end numbers are not firm yet.

9.1.2. End of FY16 Budget Planning

Two year end projects have been identified. Repairing the concrete sidewalks at the High School is a safety issue that will cost approximately \$215,000. The other project is Security at the Administration Building costing approximately \$23,000. Dr. Brand described them as important capital investments. The steps by the Junior High parking lot will also be fixed by the start of school. Clare Jeannotte explained that the District went out to bid on the steps, but the cost of the project from the lowest bid received can be covered from funds that can be redirected from the FY17 capital budget plus FY16 funding. Mary Brolin confirmed the consensus from the School Committee that these plans are acceptable as proposed.

9.2. FY17 Budget Update (*oral*)

Clare reported that the budget has not yet been decided by the State.

10. **Superintendent’s Safety and Security Task Force Report** – *Glenn Brand*

The Task Force’s work was divided into three areas this year: 1. Review of the recommendations from the last Superintendent’s Task Force Report (2013), 2. Review of Current School/Building Safety & Emergency Plans, and 3. Investigation of Alternative Lockdown Protocols. These areas will continue to be a focus in the new school year. There has been an effort to design one handbook for all of our schools, allowing for some customization by each school for their particularities.

11. **Subcommittee Reports**

11.1. Budget – Maria Neyland reported on the meeting held on 6/22/16. They discussed year end finances and the Hager Well situation.

11.2. Policy Consent Agenda (7 policies) –Second Read – **VOTE** – *Brigid Bieber*

11.2.1. **School Committee Meetings and Notification**, File: BE – *Brigid Bieber*

11.2.2. **Empowered Digital Use – Access to Digital Resources**, File: IJND – *Amy Bisiewicz*

11.2.2.1. Empowered Digital Use- FY17 Student Contract, File: IJND-E (exhibit)

11.2.3. **School and District Webpages**, File: IJNDC – *Amy Bisiewicz*

11.2.4. **Student Activity Accounts**, File: JJF – *Clare Jeannotte*

11.2.5. **Regional School District Authorized Signatures**, File: DGA – *Clare Jeannotte*

11.2.6. **Regional School District Bonded Employees and Officers**, File: DH – *Clare Jeannotte*

11.2.7. **Regional School District Audits**, File: DIE – *Clare Jeannotte*

Mary Brolin read the name of each policy in the consent agenda. None were held from the vote.

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

VOTED: to approve the 7 policies in the consent agenda as proposed.

11.3. Policy – FIRST READINGS (Second Read/VOTE at meeting on 6/29/16) – *Brigid Bieber*

11.3.1. **Prohibition of Harassment**, File: ACAB, JBA, GBA- First Read

11.3.2. **Evaluation of the Superintendent**, File: CBI – First Read

11.3.3. **Staff Conduct**, File: GBEB – First Read

- 11.3.4. **Fingerprint-Based Criminal History Record Information Checks (CHRI)**, File: ADDB – First Read
- 11.3.5. **Drug Free Workplace**, File: GBEC – First Read
- 11.3.6. **Administration of Medication to Students**, File: JLCD – First Read
- 11.3.7. **Alcohol, Tobacco and Drug Use by Students Prohibited**, File: JICH – First Read
- 11.3.8. **Retirement of Facilities**, File: FCB – First Read

Maria Neyland reviewed the 8 First Reading policies. The Committee agreed to do these as a consent agenda at the workshop on 6/29/16.

11.4. Comparative Communities Study – *Diane Baum (oral)*

Diane Baum contacted 6 Districts and has received input from 2 so far. Most need the summer to respond so there will not be a report until August. Kristina Rychlik asked if it might make sense for the School Committee to see what information is being gathering so they can see if it will be useful. Mary Brolin asked that the information be provided at the workshop to decide if a subcommittee should be established and the data should be presented at a future meeting. Diane agreed with the suggestion.

12. **School Committee Member Reports (oral)**

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

ALG is meeting next Thursday. Kristina pointed out that 2 School Committee members are needed, not one and a backup.

12.2. Acton Board of Selectmen – *Kristina Rychlik*

The School Committee is asked to nominate a member at large for the Town Capital Improvement Committee – members should give input to Kristina asap if they have any.

13. **ABRSC Summer Workshop Agenda for 6/29/16 – Mary Brolin**

The Committee discussed the proposed agenda for their annual workshop. They will begin at 7, with dinner at 6:30.

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

14.1. ABRSD Capital Study Public Forum held on June 16: <http://actontv.org/>

Dr. Brand briefly reviewed the slides used for this forum.

He ended the meeting by thanking Dr. Bonnie Bisbicos for acting as Interim Director of Pupil Services for this past year for our District.

The ABRSC adjourned at 8:55 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: Agenda, List of Warrants

NEXT MEETINGS:

Wednesday, June 29 - Annual Workshop at 6:30 p.m. in the Jr High Library (*packet posted Fri, June 24*)

Monday, August 8 - ABRSC Meeting at 7:00 p.m. in the Jr High Library (*packet posted Tues, August 2*)

Thursday, September 1 - ABRSC Meeting at 7:00 p.m. in the Jr High Library

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

Library
R.J. Grey Junior High School

Monday, August 8, 2016
7:00 p.m. Open Meeting
Followed by Executive Session

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O'Sullivan (7:10 p.m.), Kristina Rychlik, Eileen Zhang
Members Absent: Amy Krishnamurthy, Maya Minkin
Others: Marie Altieri, Dawn Bentley, Glenn Brand, Clare Jeannotte, Beth Petr

1. Chairperson Mary Brolin called the ABRSC to order at 7:01 p.m.
2. **Chairman's Introduction**
 - 2.1. Dr. Dawn Bentley was welcomed as the new Assistant Superintendent for Student Services.
 - 2.2. Mary Brolin referred to the Alternative Posting Letter and Confirmation found in the packet. Meetings will now be officially posted on the school website as opposed to by the Acton and Boxborough Town Clerks. The Town Halls may continue to post ABRSD meetings as a courtesy.
3. **Statement of Warrant & Approval of Minutes**
 - 3.1. The warrants were read by the Chair (see attachment) and circulated to the Committee for their review and signatures.
 - 3.2. Brigid Bieber moved, Maria Neyland seconded and it was unanimously,
VOTED: to accept the minutes of the ABRSC Workshop Meeting of 6/29/16 as written.
The minutes of the meeting held on 6/23/16 will be reviewed at the next meeting.
4. **Public Participation - none**
5. **Enrollment Planning for the Capital Master Plan – Dore & Whittier**
 - 5.1. Master Plan Enrollment Recommendations and slides
 - 5.2. Historical Enrollment
Representatives from Dore & Whittier led a discussion of their Master Plan Enrollment Projections. After meeting with the Ashtons regarding the Ashtons' enrollment data from November 2015 and the NESDEC projections from May 2016, it was agreed to use updated NESDEC projections from July 14, 2016. This data accounts for the increase in real estate turnover, but does not include choice students. This is recommended by Dore & Whittier because it is how the State would look at enrollment projections. The MSBA process uses a ten year enrollment average for building project submissions. Based on this, a project submitted by ABRSD for MSBA reimbursement would require space for 2,527 students even though it is projected that 5 – 10 years later, the District expects 2,700 – 3,000 students. Lee Dore stated that it is unique that in our district that the 10 year period is the low period.

Several Committee members expressed concern about this situation. It will be difficult to propose a building plan to the Towns that will appear to be too small for the years following the 10 year period. Lee Dore replied that a Master Plan could prioritize options that have multiple steps/stages so that the District can adjust as enrollment changes. He suggested that that might be discussed in the Working Group meeting the next day (8/9/16).

A hypothetical question was asked if the Committee agrees that 3 of our school buildings have significant challenges, if the Committee declared that one of them would be closed, would that make a stronger case for what the District asks of the MSBA. Lee Dore replied that it does not change the enrollment data but it does change how the District looks at things. Mary Brolin and Paul Murphy spoke in favor of using the highest enrollment projection figures that are appropriate. Maria Neyland advocated for having a longer view of enrollment (2032) when discussing the Master Plan.

Lee Dore emphasized that the Committee needs to look at the numbers as the MSBA would look at them to understand how the project might unfold. He recommended that the School Committee come up with a plan with multiple steps and increased flexibility so it can be explained successfully to the public.

Kristina Rychlik stated that if that is true, the Committee needs to consider a multi-step process, not just addressing one school. Brigid Bieber agreed with looking at a multiphase scenario to increase flexibility. She also stressed that information cannot be over-communicated. Paul Murphy is frustrated that they are not looking at a longer scenario to see the whole enrollment picture.

Next Steps:

At the upcoming working group meetings, they will prioritize multi-step options over single step. Lee said they should walk away from the meeting with a short list (5 or 6) of options from the 16 options that currently exist. The next meeting will test if the options will work on the different plots.

Dr. Brand stressed that as the work unfolds, there will be continued opportunities and meetings for people to be involved. He cautioned the public that the final meetings in late Fall will present options, not decisions. The next step is for costs to be evaluated by the School Committee followed by the two towns. Economics will be an important piece of the successful project.

6. **ABRSD Athletic Department Financial Update** – *Athletic Director Steve Martin*

Steve Martin updated the Committee on the progress made since his last financial report. He thanked everyone for supporting many of the small changes to the Athletic Program that have added up significantly. FY16 revenue was up \$50,557 from FY15, partly because boosters' gifts are now included. Waivers decreased by 60, from 132 to 72 total, which Steve said led to a number of valuable conversations with families about resources. Increasing the athletic fee to \$250 for FY17 remains important to help support a balanced Athletic Budget.

When asked why families have to pay athletic fees in public schools, Dr. Brand explained that fundamentally it comes down to the priorities of the district and how much of the teams' expenses should be absorbed in the appropriated budget. This is similar to the preschool and All Day Kindergarten costs. AB is on the low side of participation fees that communities charge their students. Dr. Brand thanked Steve for the great progress he made in one year. Steve stated that he has worked closely with Clare Jeannotte and appreciated her assistance.

7. **Recommendation to Approve FY17 ABRSC Goals – VOTE** – *Mary Brolin*

Mary Brolin reviewed the proposed goals from the Workshop meeting.

Professional Practice Goal #1:

Mary Brolin and Beth Petr will arrange for a data-driven decision making webinar that School Committee members can watch on their own time and then discuss. Kristina Rychlik suggested that a strong communications plan will be needed asap, so it was agreed not to include this topic in the goal.

District Improvement Goal #1:

The Committee agreed to "Encourage" community engagement as opposed to "Improve".

District Improvement Goal #2:

This goal was accepted as written.

Student Learning Goal #1:

This goal is almost identical to last year's. Although it may not seem directly related to learning, the School Committee puts forward the budget that supports the students' needs.

Kathleen Neville moved, Kristina Rychlik seconded and it was unanimously,

VOTED: to approve the FY17 ABRSC Goals as amended.

8. **FY17 Staffing Update** – *Marie Altieri*

8.1. New Professional Staff

8.2. Changes in Staff

Marie Altieri reported that 33 new professional staff have been hired and, although the average new staff member's salary (\$57,370) is above the budgeted 3M level, it works out because a number of more expensive staff retired last year.

9. **ABRSD FY16/17 Budget Updates**– *Clare Jeannotte*

9.1. FY16 End of Year Update

9.1.1. Financial Status

9.1.2. End of FY16 Budget Planning

The FY16 End of Year Update is based on preliminary numbers as Clare felt it important to get the numbers out. The annual audit will be done before the FY16 budget is final and presented in October. Paul Murphy asked how the District is covering the High School concrete project now that it could not be done before July 1st. Circuit breaker funds were reallocated in the FY 16 budget, which left funds to cover part of the cost, along with funds in the capital budget for FY 17. Clare noted that the Medicaid reimbursement has been very valuable to the district.

9.2. FY17 Budget Update

9.2.1. MA DOR Notice to Regional School Districts of Estimated Receipts

9.3. Boxborough's Hager Well and the ABRSD Intermunicipal Agreement (IMA)

This well provides water for the Blanchard School and the IMA determines how the District pays the Town of Boxborough for it. JD Head proposes that the District have a legal review of the IMA to clarify what "overall maintenance and operations" means. He believes some efficiencies may be found and that the District may be paying more than necessary. A meeting will take place in August with Selina Shaw and others. The current vendor has been in place since 2005.

10. **Annual Recommendation to set the imprest balance of the 3 Student Activity checking accounts for FY17 – VOTE** – *Clare Jeannotte*

This "housekeeping" vote is done annually. Three of our schools have these funds set up, as do many school districts. The limits are the same as last year. Brigid Bieber asked if the accounts are audited annually. They were with the District's previous auditor, but the new firm will do it on a three-year rotation basis.

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

VOTED: to set the imprest balance of the Student Activity as proposed.

11. **Recommendation to accept the MA DOER Vehicle-to-Grid Electric School Bus Pilot Program Grant – VOTE**

Dr. Brand intends to bring all competitive grants over \$500 to the School Committee for a vote of acceptance to ensure that members are aware and in support of the activity.

Paul Murphy moved, Maria Neyland seconded and it was unanimously,

VOTED: to accept the MA DOER Vehicle-to-Grid Electric School Bus Pilot Program Grant.

12. **Recommendation to accept the MA DESE Digital Connections Partnership Schools Grant – VOTE** - *Glenn Brand*

Paul Murphy moved, Maria Neyland seconded and it was unanimously,

VOTED: to accept the MA DESE Digital Connections Partnership Schools Grant.

13. **FY17 Student Representatives to the ABRSC – Glenn Brand**

13.1. Student Involvement in Decision-making Policy, File: JIB

Dr. Brand does not want to make any changes to the policy for this year. He will coordinate meetings with the students per the policy and the law. In prior years, the students came once a month to the regional meetings. Mary Brolin encouraged subcommittee meetings to invite students if the topic is pertinent. Mary saw it as 2 fold – to get their input and give the students a valuable experience.

14. **Discussion of Email regarding Lifting the Charter School Cap in MA – Mary Brolin**

Boxborough Committee members received an email from a grassroots organization asking if the Committee is interested in passing a resolution in favor of keeping the cap. Mary Brolin offered to discuss and take a possible vote (if the Committee wanted to) at the next meeting. Kristina Rychlik stated that she is not sure that our communities have experienced all of the situations described in the resolution included. She felt that if the ABRSC takes a stand, it would be philosophical and not based on actual experience. Paul Murphy stated that when the charter school law was enacted, he thought it would serve as a model for innovation and to inform the public, but he does not see that cross pollination happening. He is disappointed philosophically. Unless there is a benefit to the public school system, he does not think he will support this. Diane Baum pointed out that there is a report that says exactly what Paul expressed and agrees with him. She believes that lifting the cap would mean 12 more charter schools, even though it does not directly affect AB, it is not working the way it was supposed to. Diane would like to vote on this. Members felt they needed additional material on this issue if there is going to be a vote.

15. **Subcommittee Reports**

15.1. Policy

15.1.1. FY16 Summary Report – Mary Brolin expressed appreciation for the subcommittee’s work.

15.2. Comparative Communities Study – Diane Baum is scheduling a meeting. She has been collecting a lot of data and expects to present to the School Committee at the meeting on 9/15/16.

15.3. Recommendation to Approve FY17 ABRSC Subcommittee/Other Assignments – **VOTE** –*Brolin*

Eileen Zhang will be the primary liaison to the Acton Board of Selectmen, with Paul Murphy as the secondary. Mary Brolin asked if anyone wanted to join the Wellness Committee with Katie Neville. They usually meet on Wednesday afternoons due to staff involvement. There was no response. Diane Baum moved, Kathleen Neville seconded and it was unanimously,

VOTED: to approve the FY17 ABRSC Subcommittee/Other Assignments List as amended.

16. **School Committee Member Reports**

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

16.1.1. Meeting on 6/30/16, including minutes of meeting on 2/25/16

16.1.2. There is discussion about the 5 Board meeting (not 3 board) coming up. Amy Krishnamurthy reported that people want to do a social event on Thursday, September 8 at 6:30 p.m. at Amy’s house. Mary will publicize that while Amy is away.

16.2. Boxborough Leadership Forum (BLF) – *Mary Brolin – to meet next week.*

16.2.1. Draft Letter of Support for Boxborough MassWorks Grant

Mary Brolin stated that Boxborough continues to apply for this grant and the Committee supported it with a letter last year. There was a sense of the meeting to support this in another letter signed by Mary.

16.3. Acton Finance Committee –Deanne O’Sullivan reported that Clare Jeannotte and Glenn Brand will present “Basics of School Committee Budgeting” at the next meeting. Paul Murphy stated that he sorted the Capital projects by priorities to help him understand it. He shared this with all SC members fyi. The top 3-5 projects per school came up to \$500,000. JD Head was asked to do this in an organized way for the Working Group on Aug 24. This is running alongside the District Master Plan.

16.4. Acton Board of Selectmen – Eileen Zhang reported that she attended a meeting and read the materials. She is connecting with Paul. She is interested in the transportation issue that the Board is discussing tonight.

16.4.1. Acton Capital Improvement Planning Committee members – Jon Churchill will be the ABRSC, At-Large member. Kristina was thanked for assisting with this decision.

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

16.5.1. MMT District Ballot Vote – Tuesday, September 20, 2016 from 12-8 p.m. at the Jr High (Acton registered voters only). Boxborough voters are also going to the polls on that day at the same time.

17. Superintendent’s Report/Updates – Glenn Brand

Dr. Brand informed the Committee that 7 members of Central Office have now relocated to the Administration Building (Glenn Brand, Marie Altieri, Deborah Bookis, Beth Petr, Karen Coll, Marlene Dow and Anne Vlajinac). The rest of the Finance and Human Resources departments will join them next summer. This is to provide more needed academic space for the Junior High.

18. FOR YOUR INFORMATION

19. EXECUTIVE SESSION

At 9:35 p.m., it was moved (Brolin), seconded (Neyland) and unanimously,

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

At 10:08 p.m. the ABRSC returned to Open Meeting and adjourned.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda and list of warrants

NEXT MEETINGS:

September 1 - ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted August 26)

September 15 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted September 9)



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

Marie Altieri
Deputy Superintendent

To: Acton-Boxborough Regional School Committee
From: Marie Altieri, Deputy Superintendent
Date: September 1, 2016
Re: AFSCME Custodial and Maintenance Contract Approval

We reached a tentative agreement with AFSCME on July 12, 2016 following the guidelines set forth by the School Committee and the Negotiations Subcommittee. AFSCME is meeting to present the new agreement to their members in mid-August. If AFSCME has a successful ratification vote, we will ask the School Committee for a vote of ratification at your public meeting on September 1, 2016. AFSCME represents 40 staff members including Custodians, Grounds, and Maintenance Staff (Plumber, Electrician, HVAC and Mechanic). The total salary earnings for this employee group was 2.152 million in FY '16. Below is an outline of the changes and cost of contract.

1. Cost of Living Increase

The cost of living increases for each year of the contract are as follows:

	Percentage	\$ Increase
FY17	1.75%	\$43,493
FY18	1.75%	\$44,254
FY19	1.75%	\$45,028

2. Grade Updates

After careful review, we have agreed to move three job categories up one grade. This will be phased in over two years. The Elementary Custodians who serve as the lead for the buildings will move from grade 8 to grade 9 in FY17. The cost of this grade change will be \$10,000. The Groundsperson I position will move from grade 12 to grade 13, and the maintenance positions will move from grade 15 to a new grade 16 in FY18. The cost of these two changes in FY18 will be \$15,000.

3. Step Increase

There will be a one percent increase of the top step (step F) in FY17. The cost of a 1% increase on the top step will be \$16,000. This is in addition to the normal step increase of .5% or \$12,000 in FY17.

4. Cost of Contract	FY17	FY18	FY19
Starting Salaries	\$2.152M	\$2.222M	\$2.293M
Steps (0.5%)	\$12,000	\$12,000	\$12,000
Additional 1% on top step	\$16,000		
The cost of a 1.75% Cost of Living Increase	\$43,500	\$44,250	\$45,000
Upgrade of Positions	\$10,000	\$15,000	
Total Increase Cost of Contract	\$81,500	\$71,250	\$57,000
Total % Increase to the Cost of Contract	3.8%	3.2%	2.5%

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.

August 8, 2016

Memorandum of Agreement
Between
Acton-Boxborough Regional School Committee
and the
American Federation of State, County and Municipal Employees
AFL-CIO, Massachusetts State Council 93 #1703
July 1, 2016 through June 30, 2019

WHEREAS, the Collective Bargaining Agreement between the Acton-Boxborough Regional District School (the "School Committee") and the the American Federation of State, County and Municipal Employees AFL-CIO, Massachusetts State Council 93 #1703 (the "Association"), expired on June 30, 2016, and

WHEREAS, the School Committees and the Association have negotiated a successor Agreement;

NOW, THEREFORE, the School Committees and the Association agree that the New Agreement shall consist of the provisions of the Former Agreement, modified as follows:

1. Article 1.2

Current Language:

Two (2) positions in the Acton-Boxborough Regional School District which are less than or equal to the school year in length and fewer than 20 hours per week and which are funded from Community Education Resources are also excluded from this agreement.

New Language:

Three (3) positions in the Acton-Boxborough Regional School District which do not exceed a combined total of fifty (50) hours per week, and which are funded from Community Education Resources are also excluded from this agreement.

2. Article 3.1 (a)

Change "employee" to "employer" in "where the employer reserves the right to waive progressive discipline."

3. Article 3.2 Grievance and Arbitration Step 4

Add a second sentence to clarify.

If the grievance involves a disciplinary matter, and has not been resolved at Step 3, the Union may submit the grievance to arbitration, and shall not submit the grievance to the School Committee. All other matters of non-disciplinary grievances that have not been resolved at step 3 may be submitted to the School Committee. The School Committee shall respond in writing within ten (10) days after the next School Committee meeting.

Article 4.1

Current Language:

- a. For all bargaining unit employees hired before 10/1/93, part-time service shall be calculated as a number of hours worked per week divided by 40 hours (without regard to number of months worked).
- b. For all bargaining unit employees hired on 10/1/93 or after, their service time shall be calculated as their number of hours worked per year divided by 2,080 (i.e. 40 hours/week x 52 weeks).
- c. Any period of continuous employment by the Acton or Acton-Boxborough Regional School Committees immediately preceding employment by the Committees shall be considered in computing an employee's seniority.

Changes:

Remove article 4.1(a) and 4.1(c). Article 4.1 (b) In the first sentence, change "For all bargaining unit employees hired on 10/1/93 or after, service time shall be calculated..." to "Part time service on the seniority list shall be calculated..."

Change article 4.1 (a) to just 4.1.

4. Article 5.3(b)

Current Language:

Insofar as is possible, overtime shall be equally allotted among the employees affected. Overtime opportunities will initially be offered to the employees in the applicable building. Should no one wish the overtime opportunity, overtime will be assigned on a rotational basis in inverse order of seniority with the least senior member in the unit being first at the beginning of each new contract. If none of these employees wish to work the overtime, it will be offered to other employees on a rotating basis. The rotation order shall be on the basis of system seniority. Individuals working "rotational" overtime shall be paid at their own job category rate.

Updated Language:

Insofar as is possible, overtime shall be equally allotted among the employees affected. Overtime opportunities will initially be offered to the employees in the applicable building. If none of these employees wish to work the overtime, it will be offered to other bargaining-unit employees on a rotating basis. The rotation order shall be on the basis of system seniority. Individuals working "rotational" overtime

shall be paid at their own job category rate. Should no one wish the overtime opportunity, the district may offer the work to non-bargaining unit personnel including subs. If the overtime still has not been filled, overtime will be assigned on a rotational basis in inverse order of seniority with the least senior member in the unit being first at the beginning of each new contract.

5. Article 5.4 Overtime clarification:

An employee who is called back to work after having left his normal place of work at the conclusion of his normal workday or is called in to work on his scheduled day off, including any holiday listed in Section 8.1, shall receive a minimum of three (3) hours' pay.

The following guidelines and exceptions shall apply:

- (a) In the event an employee is assigned to snow and ice operations on a regularly scheduled day off, said employee shall receive a minimum three (3) hours pay.
- (b) There is not a three (3) hour minimum for school, student, or parent events.
- (c) An employee performing a Sunday or Holiday building check will be paid at time and one-half for one and one-half (1 1/2) hours at the Junior High School and elementary schools and three (3) hours at the High School. An employee called into work before the beginning of his or her regular shift shall receive time and one-half for the period up until the beginning of the regular shift.

6. Article 13 Health Insurance

Article 13.2 Change "Insurance Advisory Committee" to "Health Insurance Working Group."

7. Article 19 Duration

19.1 Change to: "This agreement shall become effective as of the first day of July, 2016, and remain in full force and effect until June 30, 2019.

8. Salary Scale – Appendix B

- a. Cost of Living Increases
 - FY17 1.75% (Retroactive to July 1, 2016)
 - FY18 1.75%
 - FY19 1.75%
- b. Step F will increase by 1% effective July 1, 2016
- c. Elementary Lead Custodians advance from Grade 8 to Grade 9 and change title to "Elementary Building Lead" effective July 1, 2016

- d. Additional Grade Changes effective July 1, 2017 (FY18)
Grounds I position advances from Grade 12 to 13
Plumber, Electrician, HVAC and Mechanic advance from grade 15 to 16 using the percentile difference from 14 to 15

9. Clothing Allowance

This change does not include contract language:

The facilities department will order and stock AB T-shirts, sweatshirts and polo shirts. These will be provided to employees when they are hired and then occasionally over time. In addition, the district will provide \$200 towards other clothing.

10. Housekeeping Language Corrections

- a. Delete all references to Acton Public Schools and change “Committees” to “Committee.”
- b. Delete “School Committee of the Town of Acton” from the title page
- c. Change any references to “Coordinator” to “Director” wherever the agreement says “Coordinator of Facilities and Transportation”

Housekeeping – Incorporate Side Letters

- a. Married employees’ health insurance
Delete paragraph 2 of article 13.1
- b. Remove Side Letter – Phase in of Health Insurance Changes
- c. Change Parker Damon Head Custodian from Grade 10 to Grade 12

Housekeeping – Language Cleanup

A list of changes will be created and agreed upon by both parties which shall make the language in the contract more clear and grammatically correct.

e.g. Change Department Head to Supervisor; Change Management to District, etc.,

Update years used in examples to the present.

- a. Article 4.2 last sentence, change sixty (60) day period to 6 months to match the actual length of probation.
 - b. Article 5.5 change “management” to “supervisor.”
 - c. Article 9.3(b) change the example from 1988 to 2017
 - d. Article 10.1 change “Town or District” to “District.”
 - e. Correct formatting on Evaluation Form.
 - f. Change “municipality” to “district” on Grievance Form.

This Memorandum of Understanding is subject to ratification by the Committee and the Association. The Parties agree to use their best efforts to obtain ratification by their respective bodies.

Acton Boxborough Regional School
Committee

AFSCME MA Council 93 Local #1703

Maria E. Neyland
Maria Neyland, AB School Committee

Henry Morris, Local #1703 Chapter Chair

August 23, 2016
Date

Date



Acton-Boxborough Regional School Committee

16 Charter Road
Acton, MA 01720
978-264-4700 ext. 3206
www.abschools.org

5.1

Mary Brolin
Chairperson

TO: Acton-Boxborough Regional School Committee Members
FROM: Mary Brolin, Chairperson
DATE: 8/26/16
RE: Office Support Association (OSA) Contract Update

I received a letter yesterday from our School District Legal Counsel, Attorney Peter Ebb, advising me of a development involving the Office Support Association. Please see the Notice of Hearing, the MA Department of Labor Relations Representation Petition and Attorney Ebb's letter found in your 9/1/16 meeting packet.

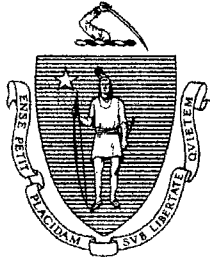
As a result, we have been advised to delay consideration of the tentative Office Support Association Memorandum of Agreement and not vote at our meeting on 9/1/16. I support this decision.

I have notified the Office Support Association leadership of this delay.

If you have questions, you are welcome to send them to me, to be answered as appropriate at the meeting on 9/1/16.

Thank you.

5.2



THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF LABOR RELATIONS
19 STANIFORD STREET, 1ST FLOOR
BOSTON, MASSACHUSETTS 02114
EMAIL: EFILE.DLR@STATE.MA.US
Telephone: (617) 626-7132
FAX: (617) 626-7157
www.mass.gov/dlr

CHARLES D. BAKER
GOVERNOR
KARYN E. POLITO
LIEUTENANT GOVERNOR

COMMONWEALTH EMPLOYMENT
RELATIONS BOARD
MARJORIE F. WITTNER
CHAIR
ELIZABETH NEUMEIER
BOARD MEMBER

KATHERINE G. LEV
BOARD MEMBER

August 15, 2016

Case No.: MCR-16-5417
Charging Party: Karen Alterisio
Respondent: Acton-Boxborough Regiona. S.D.
Date Filed: 8/01/2016

NOTICE OF HEARING

A petition has been filed by the above-referenced employee organization seeking to represent the described employees for the purposes of collective bargaining pursuant to the provisions of M.G.L. c.150E or M.G.L. c.150A. Our initial investigation indicates that the showing of interest accompanying the petition is sufficient and that the petition raises a question of representation.

The determination of the adequacy of the showing of interest is an administrative matter for the Department and may not be litigated by the parties. However, if any party to the case desires to question the validity of the showing of interest, it should promptly request the Department agent assigned to the case to conduct a further investigation. Such request must be in writing and must be supported by all available supporting documentation. The Department may proceed with an investigation and further processing of the petition despite further investigation of the showing of interest.

Please be advised that a Pre-Hearing Conference and/or Hearing in this matter have been scheduled for:

PREHEARING CONFERENCE: THURSDAY, SEPTEMBER 22, 2016 AT 10:00 A.M.
FORMAL HEARING: THURSDAY, OCTOBER 6, 2016 AT 10:00 AM

The issues raised by this petition will be investigated by:
James Sunkenberg, Esq.
James.sunkenberg@massmail.state.ma.us

Telephone: (617) 626-5495

Please direct all communications regarding this matter to the Department
Hearing Officer assigned to this case.

Very truly yours,
DEPARTMENT OF LABOR RELATIONS

A handwritten signature in cursive script that reads "Edward B. Srednicki".

Edward B. Srednicki
Executive Secretary



Karen Alterisio <kalterisio@gmail.com>

Confirmation for on-line filing of REPRESENTATION PETITION

1 message

EFile DLR (DLR) <efile.dlr@state.ma.us>
To: kalterisio@gmail.com

Mon, Aug 1, 2016 at 3:37 PM

Your online form for REPRESENTATION PETITION was submitted and the e-File Confirmation Number is 3407.

If you have any attachments you should include them in a reply to this e-mail.

COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF LABOR RELATIONS REPRESENTATION PETITION	E-File Confirmation Number 3407	Date Filed 08/01/2016
	<i>MCR-16-5417</i>	
1. Type of petition: MCR Petition by or on behalf of Municipal Employees seeking certification or decertification of an Employee Organization (MCR). Petition by or on behalf of Employees of the Commonwealth seeking certification or decertification of an Employee Organization (SCR) Petition on behalf of a Municipal Employer seeking to resolve a claim of representation by one or more Employee Organizations (MCRE). Petition on behalf of the Commonwealth seeking to resolve a claim of representation by one or more Employee Organizations (SCRE). Petition by or on behalf of Private Employees seeking certification or decertification of a Labor Organization (CR). Petition on behalf of a Private Employer seeking to resolve a claim of representation by one or more Labor Organizations (CRE).		

EMPLOYER

2. Name Acton-Boxborough Regional School District	3. Telephone Number 978-264-4700
4,5,6,7. Address (street and No., city/town, state, and ZIP code) 16 Charter Road Acton MA 01720	8. FAX Number

EMPLOYER'S LABOR RELATIONS REPRESENTATIVE

9. Name Marie Altieri	10. Telephone Number 978-264-4700
11,12,13,14. Address (street and No., city/town, state, and ZIP code) 16 Charter Road Acton MA 01720	15. FAX Number
16. E-mail address maltieri@abschools.org	17. Firm/Organization Name ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

Unit Involved		20. No. of employees in Unit 38
18. Included	Acton-Boxborough Office Support Association	
19. Excluded	The agreement excludes all other employee groups and temporary positions as defined in Article 23 of the ABRSD-OSA contract.	

21. Are any of the employees included in the unit currently represented? Y

INCUMBENT EMPLOYEE ORGANIZATION (if any)

22. Name Acton-Boxborough Office Support Association/MTA	23. Telephone Number [REDACTED]
24,25,26,27. Address (street and No., city/town, state, and ZIP code) [REDACTED]	28. FAX Number

INCUMBENT EMPLOYEE ORGANIZATION'S LABOR RELATIONS REPRESENTATIVE

29. Name Patricia Haras	30. Telephone Number [REDACTED]
31,32,33,34. Address (street and No., city/town, state, and ZIP code) [REDACTED]	35. FAX Number
36. E-mail Address [REDACTED]	37. Firm/Organization Name Acton-Boxborough Office Support Association

38. Date on which the incumbent Employee Organization was first Recognized or Certified 7-1-2003	39. Expiration date of most recent collective bargaining agreement 6-30-2016	40. Is the petition supported by at least 50% of the employees in the Unit? Y	41. If the incumbent Employee Organization was certified, Case No.
---	---	--	--

42. Is the petition supported by at least 30% of the employees in the Unit?	Y
---	---

43. List any Employee Organization(s) (other than the Petitioner and the Employee Organization listed in question 22, if any) known to have an interest in representing the employees in the Unit		
Name	Address (street and no., city/town, state, and ZIP code)	Telephone Number

PETITIONER

44. Name Karen Alterisio	45. Telephone Number [REDACTED]
46,47,48,49. Address (street and No., city/town, state, and ZIP code) [REDACTED]	50. FAX Number

PETITIONER'S LABOR RELATIONS REPRESENTATIVE

51. Name Karen Alterisio	52. Telephone Number [REDACTED]
53,54,55,56. Address (street and No., city/town, state, and ZIP code) [REDACTED]	57. FAX Number
58. E-mail address [REDACTED]	59. Firm/organization Name NA

60. If the Petitioner is an Employee organization, has the Petitioner complied with the filing requirements of M.G.L. c.150E, §§13 and 14?	61. Last Date Of Filing
--	-------------------------

DECLARATION

I have read the above charge of prohibited practice and swear under the pains and penalties of perjury that the information contained in it is true and complete to the best of my knowledge and belief.

62. Name Karen Alterisio	63. Signature/s/ Karen Alterisio	64. Title (if any) [REDACTED]
65,66,67,68. Address (street and No., city/town, state, and ZIP code) [REDACTED]		69. Telephone Number [REDACTED]
70. E-mail address [REDACTED]		

CERTIFICATE OF SERVICE

I hereby certify that I have served a copy of this Petition on the following representative(s) of the opposing partie(s).

Employer		
71. Name of Representative Being Served Marie Altieri	72,74,75,76. Address (street and No., city/town, state, and ZIP code) 16 Charter Road Acton MA 01720	73. Telephone Number 978-264-4700
77. E-mail address of Representative Being Served maltieri@abschools.org		
78. Method of Service: In hand (H), First Class Mail (M), E-mail (E), 79. Other (O)		E
Incumbent Employee Organization (if any)		
80. Name of Representative Being Served Patricia Haras	81,83,84,85. Address (street and No., city/town, state, and ZIP code) [REDACTED]	82. Telephone Number [REDACTED]
86. E-mail address of Representative Being Served		
87. Method of Service: In hand (H), First Class Mail (M), E-mail (E), 88. Other (O)		M
89. Signature of Person making Certification/s/ Karen Alterisio <i>Karen Alterisio</i>	90. Telephone Number [REDACTED]	
91. E-mail address [REDACTED]		

Pursuant to 456 CMR 12.11(5), showing of interest evidence (card/petitions that are individually signed and dated) **may not be filed electronically**. The **original documents must be filed with the DLR**. The DLR does not discriminate on the basis of disability in access to its services. Inquiries, complaints, or requests, including requests for auxiliary aids and information regarding access features should be directed to the ADA Coordinator (617) 626-7132. This document is available in alternative formats.



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August 25, 2016

Mary Brolin, Chair
Acton-Boxborough Regional School District Committee
16 Charter Road
Acton, Massachusetts 01720

Re: Status of Tentative Agreement for New Office Support Association Contract

Dear Ms. Brolin:

As you know, there is currently pending before the Massachusetts Department of Labor Relations (the "DLR") a petition seeking the decertification of the Acton-Boxborough Office Support Association ("OSA") as bargaining representative for certain of the District's office support personnel. In light of that petition, I am writing to provide my advice concerning the duties and responsibilities of the Acton-Boxborough Regional School District Committee with respect to the tentative agreement reached between the OSA and District bargaining teams.

Background

As you know, the District and OSA bargaining teams reached a tentative agreement on July 6, 2016 for a new three year contract, covering the period from July 1, 2016 through June 30, 2019. By the terms of the parties' May 17, 2016 ground-rules, "[t]he Tentative Agreement reached by the two bargaining teams is subject to final ratification by the general membership of the Acton-Boxborough Office Support Association and the Acton-Boxborough Regional School Committee." The tentative agreement itself reflects the conditional nature of the resolution approved by the two bargaining committees, providing in its final paragraph that "[t]his Memorandum of Understanding is subject to ratification by the Committee and the Association. The Parties agree to use their best efforts to obtain ratification by their respective bodies." On August 8, 2016, the School Committee was advised of the terms of the tentative agreement reached at the bargaining table. The Committee determined that a vote would be held on whether to approve the tentative agreement at the next School Committee meeting (September 1, 2016) if, by then, the OSA bargaining unit had voted to ratify. OSA notified the District that the OSA bargaining unit did vote to ratify the tentative agreement, on August 17, 2016.

On August 1, 2016, a petition was filed with the DLR by a member of the OSA bargaining unit, seeking a vote of the represented employees to determine whether they wished to continue to be represented by OSA (technically, a “decertification petition”). On August 15, 2016, the DLR issued an initial determination that, following a preliminary investigation, “the showing of interest accompanying the petition is sufficient and that the petition raises a question of representation”. In other words, the DLR had concluded that it appeared enough bargaining unit members, in addition to the petitioner, had indicated their desire for a decertification vote that the matter should proceed to a formal hearing, at which the question whether to hold a vote among the employees would be finally decided. That hearing is scheduled for October 6, 2016.

Legal Considerations

When the representational status of an incumbent union, such as OSA, has been brought into question, the DLR requires the employer to maintain a position of “strict neutrality.”¹ This requirement, that the employer take no actions that would either help or hinder the union in connection with the process, is intended to “guarantee employee free choice”. The obligation of strict neutrality, under the DLR’s cases, arises “as of the point the employer has notice that the Commission has made its initial determination that the . . . petition and showing of interest are adequate to raise a question of representation.”

Once the obligation of strict neutrality attaches, the DLR has determined that “[a]n employer commits a *per se* violation of [the state labor laws] if it bargains with an incumbent [union] after a question of representation has been raised”. This means that bargaining with a union during this period will be a violation of the labor laws, without regard to the employer’s motivation in doing so and irrespective of the effects, or lack of effects, on bargaining unit employees.

Applying the legal framework to the present facts, this would mean that the School Committee was required to adopt a position of strict neutrality toward OSA as of August 15 (the date it received the DLR’s initial determination). That requirement will likely continue in effect until the decertification process is finally concluded.

The question thus posed is whether the School Committee’s voting on the tentative agreement would constitute “bargaining” with OSA, and therefore a *per se* violation of law. While the DLR has clearly determined that meeting with a union for the purpose of contract negotiations is unlawful in these circumstances, it has never had occasion to address the precise fact-pattern facing the School Committee, in which bargaining at the table has concluded but the Committee has not yet voted whether to approve an agreement which will take effect if, but only if, the Committee votes for that result. The DLR attorney responsible for the upcoming hearing

¹ In several parts of this memorandum I have quoted directly from opinions issued by the DLR, but have not – in the interests of brevity – included the case citations. I can of course provide you with case citations, and copies of the cases themselves, if that would be helpful.

has conceded that the Commission's staff cannot advise the District on this issue, since it is one the Commission has never faced.

Conclusion

Although there is obviously some degree of uncertainty inherent in this situation, my view is that the School Committee's voting on the tentative agreement would most likely constitute bargaining with the union, and would be improper while the decertification petition is still pending. The process of collective bargaining negotiations necessarily includes each party's final decision whether to agree to a contract. There are negotiations in which this may occur at the bargaining table, if each party's bargaining representative is fully authorized to conclude a deal. There are also negotiations, however, in which the agreement of one or both bargaining teams is conditioned on further approval by others – the bargaining unit membership with respect to the union's bargaining team, and the full school committee with respect to a school district's bargaining team; indeed, this is the typical arrangement in public school bargaining.

While these further approvals (bargaining unit ratification, school committee approval) are the final steps in the bargaining process, they are, nonetheless, steps *in* the bargaining process, and that is the process which the DLR says must be held in abeyance. And the decision the School Committee would have before it at its next meeting – whether to put the contract into effect through approval, or to prevent the tentative agreement from ever taking effect by voting it down – involves precisely the concerns the DLR has said must be avoided, once a decertification petition has been given initial validation by the agency. If the Committee approved the tentative agreement, employees might feel compelled to vote for the union to preserve the “bird in hand” of the settled contract, rather than face “whatever unknown benefits might be obtained . . . at an unknown future point” if the union is voted out. Likewise, “employees may be unduly influenced by the apparent strength and favored position of the incumbent [union] as bargaining continues.” Conversely, if the School Committee were to vote against the tentative agreement, “the incumbent [union] may accuse the employer of being obdurate with the intent of disparaging the incumbent for ulterior motives.”

There is another, practical consideration in favor of delaying any further action by the School Committee. The impact on the DLR process and on the free choice of employees of a School Committee vote, once taken, could not readily be undone (even if it were later required to be rescinded by order of the DLR). It might require a substantial passage of time before the DLR would view the taint of an improper vote as having been sufficiently abated, so as to permit a fair decertification choice to be made; in the meantime, the employees, the union and the District would be left in an unresolved state. Contrarily, if the Committee were found to have acted improperly in withholding action, it could (and would) be directed by the DLR to vote, promptly, and the decertification process could likely move ahead in short order.

For all of these reasons, and with all of the caveats necessary when predicting the outcome of a previously unanswered legal question, I believe that delaying further consideration

ROPES & GRAY LLP

Mary Brolin, Chair

-4-

August 25, 2016

of the tentative agreement until the decertification process has run its course is the path most likely to be legally compliant. I would of course be glad to discuss this further, and to answer any questions you may have, at your convenience.

Sincerely,



Peter Ebb

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

To: Acton-Boxborough Regional School Committee
From: Glenn A. Brand
Date: August 25, 2016
Re: Superintendent's 2016-17 Goals

At the School Committee Workshop in June, I provided you with an overview of my preliminary thoughts regarding my performance goals for the upcoming 2016-17 school year. The ideas shared at the time represented a broad overview of goals that align with the three (3) categories established by the State's evaluation system.

Since that meeting I have had the opportunity to reflect upon the feedback that was provided by members of the Committee and I have revised my proposed goals for the new school year. As in the past, these goals are aligned with the three categories associated with the Massachusetts evaluation system.

I. Professional Practice

My particular area of focus under *Professional Practice* centers on my efforts to enhance my engagement with the staff throughout the district, in addition to my regularly scheduled monthly visits to our schools.

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

<i>Strategies</i>	<i>Outcomes</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 throughout the district.	<ul style="list-style-type: none">• A council that includes representation from all parts of the district.• Regularly kept minutes and agendas that provide accessible information to the entire staff community.• An improvement in staff feedback regarding the Superintendent's accessibility and presence throughout the district.

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.

<i>Strategies</i>	<i>Outcomes</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"> • Multiple ways that students who struggle to learn can receive help. • Consistent process across the district to identify gaps in learning. • Provide systematic general education interventions. • Develop a coherent system that establishes the ability to monitor student progress when students don't learn.

II. B. Assessing the Culture and Climate of Our School Communities

“Over the last three decades there has been an extraordinary and growing body of research that attests to the importance of school climate. Positive school climate supports learning and positive youth development.” *National School Climate Center*

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>
Create a committee that has representation from teachers, parents/guardians, administrators and possibly students at the secondary level to develop/select an instrument and process that captures information about the views around school	<ul style="list-style-type: none"> • The recommendation of specific measurable areas that are believed important in generating an understanding regarding culture and climate in schools and departments. • The adoption of a tool that allows for

<p>community climate and culture and also presents that information in a usable format that can then be used at the school and district level for improvement planning.</p>	<p>the collection of data related to the agreed upon areas.</p> <ul style="list-style-type: none"> • The establishment of a reporting process that makes available the information collected to all relevant stakeholders. • A template (s) that can help generate an action plan that school communities and departments can use to guide improvement planning related to culture and climate.
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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 which will culminate with the Development of a *District Master Plan* in the fall. Upon the completion of this report the School Committee will need to identify capital and infrastructure related priorities.

<i>Strategies</i>	<i>Outcomes</i>
<p>Develop a comprehensive capital and infrastructure improvement plan that spans both short, medium and long-term goals.</p>	<ul style="list-style-type: none"> • Develop a short-term capital prioritization list to inform the FY18 budget that includes high-value/low-cost items for district-wide infrastructure improvements. • By the fall of 2017 establish a medium-term capital prioritization list in consideration of the Existing Conditions Report and District Master Plan. • 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.

III. B. Change in School Start Time Report

The *Superintendent’s Wellness Committee* completed a year-long study during the 2016-17 school year (<http://www.abschools.org/district/school-start-times>). Upon the receipt of this report, the School Committee has requested that I begin to examine all that would be involved in switching our start times.

It is my intention to form a working group to deliver an initial report to the School Committee by May 1, 2017 that outlines the various options, financial costs and other respective implications.

<i>Strategies</i>	<i>Outcomes</i>
<p>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 pursued.</p> <p>II. Establish a wider stakeholder group that can then assist with the work, provide public outreach and help gather community feedback on proposals.</p>	<ul style="list-style-type: none"> • A report to the School Committee that will make recommendations based upon planning and feedback regarding future school scheduling start and end times.

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.

<i>Strategies</i>	<i>Outcomes</i>
<p>I. Review the use of regular education classroom assistants and clarify their role, purpose and appropriate level of</p>	<ul style="list-style-type: none"> • A clear district-wide vision of regular education classroom support across all schools in support of teaching and learning.

<p>distribution across school settings.</p> <p>II. Review funding mechanisms district-wide that provide financial resources to the elementary school level.</p>	<ul style="list-style-type: none">• A coherent set of procedures that establish an appropriate allocation of classroom assistants by building.• An analysis of the funding streams and their contributions to staff and programs.• Recommendations that can be considered which respond to any notable inequities which impact teaching and learning services.
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Acton-Boxborough Regional School District
Superintendent's Office
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

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

August 2016

Dear Parent(s) and Guardian(s),

As you know, a fundamental responsibility of the Acton-Boxborough School District and the Acton and Boxborough Police Departments is to ensure the safety and well being of everyone in our school community. The Acton-Boxborough Regional School District is updating its District Safety Plan to include two (2) specific changes: i) the introduction of the ALICE program, and ii) a change to our exterior door locking practices. Further information on both items is below.

ALICE

ALICE is an acronym that stands for:

- Alert Get the word out!
- Lockdown Shelter in place when it is appropriate.
- Inform Communicate to allow for the best decision making possible.
- Counter Apply skills to distract, confuse and gain control.
- Evacuate Move students and staff to a safe location.

ALICE training is designed to provide comprehensive preparedness in the event of an intruder. The goal is to utilize infrastructure, technology, and human action to increase overall student and staff safety. Currently, more than nine hundred schools, businesses, universities, hospitals, and municipalities have adopted ALICE procedures.

Last spring, at the conclusion of the work of the Superintendent's *Safety Task Force* for the 2015-16 year, two presentations were made to the community that highlighted the rationale for shifting to this approach. A presentation was made to the School Committee on May 19, followed by a separate community meeting on May 31. The slides used for the presentation, and the video of the actual presentation, can be viewed at <http://www.abschools.org/home/emergency-info>.

During the 2016-17 school year, school personnel, with the support of trained law enforcement, will provide training to staff and students that is based on the most current research in support of the implementation of ALICE. This training will begin with all staff over the course of the first two professional days on August 29 and 30.

A few additional things to note:

- Student training will be completed throughout the district by Friday, October 7. Just prior to the training in each school, the principal will send out a letter to parents/guardians with further information about the training itself.
- The first drills for students will begin the week of October 10. Parents/guardians will receive communication from the school principal on the day of the actual drill that will provide additional information.
- All drills and training will be age appropriate. At this time, there is no plan to have simulated intruders in our buildings while students are learning about ALICE. All learning will be staff-directed and student-centered.
- Parents are welcome to contact one of our School Resource Officers or their school administration with any specific questions or concerns.

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.

Contact information for our School Resource Officers:

Keith Campbell
ABRSD School Resource Officer
Acton Police Department
Email: kcampbell@abschools.org

Michael Eracleo
ABRSD School Resource Officer
Acton Police Department
Email: meracleo@abschools.org

Pat Colburn
Boxborough School Resource Officer
Boxborough Police Department
Email: pcolburn@boxborough-ma.gov

Building Access and Door Security

As many of you know, most of our schools currently lock all exterior doors, with the exception of the front door(s), which serves as the main entry point for visitors. Exceptions to this practice include the Blanchard Elementary School in Boxborough, where all exterior doors have been locked since before regionalization, and the high school, where a number of exterior doors are kept open to support the junior and senior privilege of leaving campus during the day.

While we seek to maintain school facilities that are welcoming to our community, this practice of leaving the front doors unlocked has become part of a debate surrounding growing concerns about school security in general. There is a growing belief that, in order to better control entry while monitoring visitors to our facilities, we should lock all exterior doors.

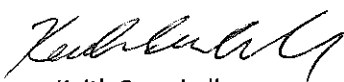
As Superintendent, I have further reviewed this matter, closely studying our building designs and entry areas, as well as best practices and recommendations in the field, including the *2014 Massachusetts School Safety and Security Task Force Report* commissioned by Governor Patrick. After careful consideration, I have decided to put into place a requirement for our district that all exterior doors at all school buildings must be locked while school is in session. The one exception to this will be at the high school, where the intent is to continue to support the 'privilege' system for junior and senior students, allowing them to come and go throughout the day. It should be noted that the high school administration is planning to limit the total number of exterior doors that are open during the regular school day, in conjunction with this change in procedures. Further communication from Dr. Campbell regarding these changes will be forthcoming.

This change in procedure will go into effect **Tuesday, October 4** to allow sufficient time for community notification, for schools to ensure that the technology we already have installed is fully operational, and to provide the time to develop internal procedures at each school facility. As the Superintendent, I also intend to provide additional insight and my underlying rationale for this decision at the next regularly scheduled School Committee meeting on September 1. While we recognize that some might find this decision disappointing, our School Resource Officers and I all believe that it is prudent and an important way to provide one more mechanism for enhancing student, staff and visitor safety in our schools throughout the district.

Sincerely,



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



Keith Campbell
ABRSD School Resource Officer



Michael Eracleo
ABRSD School Resource Officer



Pat Colburn
Boxborough School Resource Officer

Office of the Superintendent
Acton-Boxborough Regional School District
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To: Acton-Boxborough Regional School Committee Members
From: Glenn A. Brand
Date: August 26, 2016
Re: District Master Plan Development

As you are aware, our consultant Dore & Whittier is executing the second phase of our capital plan work that will culminate with the development of a District Master Plan in the fall. I want to provide you with a brief update of the activity that will unfold in the next few months as it relates to this important work for the district.

Over the summer the Working Group has been meeting to focus on identifying a number of building and renovation options that Dore & Whittier have presented in response to the feedback obtained from the last visioning session and incorporating the enrollment projection information.

This work has been process-driven and has utilized an objective set of criteria to identify the most impactful projects from the larger original set of options brought forward. These options will be shared with the members of the visioning sessions and will also be made available to you in advance of the next visioning workshop.

The dates and activity to follow include:

- i. *Next Visioning Session* - the third and final visioning session for this study will be held on September 15. At this meeting the options will be presented and a process of gathering feedback from this group will take place including the pros and cons of each of the options.
- ii. *Working Group Meetings* - on September 22 the Working Group will discuss the feedback from the visioning workshop and then make additional recommendations to Dore & Whittier as to the options proposed.
- iii. *School Committee Update & Public Meeting* - at your regularly scheduled School Committee meeting on October 6, I have tentatively recommended to the Chair that we conduct the regular business of the Committee first and then transition to the public meeting on the same evening at which time Dore & Whittier will make their final presentation regarding the District Master Plan options.



Acton-Boxborough Regional School District
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www.abschools.org

9.1

Marie Altieri
Deputy Superintendent

To: Acton-Boxborough Regional School Committee
From: Marie Altieri, Deputy Superintendent
Date: August 26, 2016
Re: September Enrollment and Additional 3rd Grade Classroom

The summer is a very busy time of placing students and transferring students among our elementary schools and out of our schools to other communities. We have placed 120 new students so far this summer, and many others have moved out. As we moved last year's classes forward, we have moved from 2,749 students in our K-6 classrooms October 1 last year to 2,714 this year. Please note that these numbers will continue to change until we determine our official October 1 enrollment numbers.

Specifically, there are likely students who have withdrawn from our schools who have not notified us yet, and we will continue to register new students as they move to Acton and Boxborough. We will verify enrollment over the next month.

As Dr. Brand notified you last week, the number of students in the third grade across the district was reaching 25-26 students in each class. Last year, during the budget process, we knew those classes were getting big, and we talked about adding a third grade. We thought we would be able to wait another year before we reached these class sizes, so we deferred the additional third grade classroom to next year. However, based on the number of students who have registered over the summer (including 9 who registered in the last two weeks), we decided to add a third grade classroom prior to the start of school for this year.

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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After analyzing space throughout the district, we decided to add this classroom to the Merriam School, and to place the classroom in the Multi-Purpose room that has been shared by the Merriam and McCarthy-Towne Schools. We chose this location for two reasons. While we don't have any available classrooms in the any of the elementary schools, we know that we will have a classroom available at Merriam next year as a sixth grade graduates. While it will be difficult for Merriam and McCarthy-Towne to lose the Multi-Purpose room for one year, we believe using that space would have the least impact on instruction. We are able to pay for this additional classroom through salary savings from veteran staff leaving the district after the budget was done and then being replaced with staff with less experience.

By adding this third grade classroom, as well as the fourth grade classroom we added to Conant and the Multi-Age 1st and 2nd grade we added to Blanchard, we have been able to reduce the number of classrooms over class size guidelines.

	Current Class Size	Class Size Guidelines
K	20.8	18-20
1	18.9	20-22
2	21.9	20-22
3	23.3	20-22
4	22.9	22-24
5	23.1	22-24
6	24.5	22-24

See the attached chart for a further breakout of class size by school and classroom. We are happy to answer any questions.

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Actual Acton-Boxborough Grade K-6
August 18, 2016

Grade	Blanchard				Total	Conant				Total	Douglas				Total	Gates				Total	McCarthy				Total	Merriam				Incoming	Total	#Sec.	Avg. Size		
	Blanchard Pthw K-2	Gr. 1/2	46 ADK	14 AM		36 ADK	23 AM	29 ADK	17 AM		21 ADK	21 AM	42 ADK	20 AM		42 ADK	21 AM	23 Sec. 310	311		312	0	42 ADK	21 AM											
K	7	14	19	20	60	23	19	17	59	23	23	46	21	21	42	21	20	21	62	21	21	21	63	0	332	16	20.8								
Rm	217	226	216	218	18	3	2	1	0	2	1	1	4	2	1	111	110	112	2	131	132	135	0	22											
Gr. 1	10	21	20	51	20	20	40	19	20	19	58	20	19	19	58	19	20	19	58	19	19	19	57	0	322	17	18.9								
Rm	215	213	211	1	5	4	1	5	4	3	1	3	5	6	2	310	311	312	0	223	224	234	0	5											
Gr. 2	1	9	21	21	52	23	22	45	23	23	69	22	23	23	68	22	23	22	67	24	24	23	71	0	372	17	21.9								
Rm	217	215	227	219	13	6	7	1	7	6	8	3	7	8	10	1	301	302	303	2	133	231	334	1	21										
Gr. 3		23	22	45	25	25	75	24	24	24	72	25	25	50	24	23	24	71	21	19	21	22	83	0	396	17	23.3								
25		229	231	4	9	10	17	3	9	10	11	0	20	9	0	313	314	315	2	100	233	322	323	0	9										
Gr. 4		20	22	22	64	22	23	22	89	23	23	69	23	22	45	24	24	23	71	25	25	24	74	0	412	18	22.9								
Rm		245	243	247	9	8	20	19	18	1	12	14	13	0	15	19	2	213	214	215	3	230	330	331	0	15									
Gr. 5		24	22	24	70	24	23	23	70	22	23	68	23	23	69	23	23	23	69	23	23	23	69	0	415	18	23.1								
Rm		118	130	128	7	16	15	14	2	21	20	19	1	11	17	18	0	210	211	212	4	235	321	324	0	14									
Gr. 6		23	23	22	68	25	25	25	75	25	25	75	25	25	74	25	24	25	74	25	24	25	99	0	465	19	24.5								
Rm		110	112	108	9	13	12	11	2	16	17	15	1	12	13	14	0	113	114	115	2	232	332	333	335	0	14								
					61				10			7			6			15				1		100											
Total		20 Sec. Averag 21.6				410	20 Sec. Averag 22.7				453	20 Sec. Averag 22.9				457	18 Sec. Averag 22.6				406	21 Sec. Averag 22.5				472	23 Sec. Averag 22.4				516	0	2714	122	22.25

61 Acton residents attend Boxborough
39 Boxborough residents attend school in Acton

Aug Count 8/25/16

2016 – 2017 New Professional Staff

Name	Position	School	Sal Step	FTE
Administration				
Dawn Bentley	Assistant Superintendent for Student Services	Systemwide		1.0
Pamela Smith	Director of Student Services	Systemwide		1.0
Teachers				
Penny McCabe	2 nd Grade Teacher	Blanchard	M5	1.0
Jill Krysil	1 st Grade Teacher	Blanchard	M4	1.0
Kathryn Donnelly	Psychologist	Blanchard	M4 + 30	1.0
Irene Incutto	Half Day Kindergarten	Blanchard	M12 + 30	0.5
Nia Benoit	Speech Language Therapist	Blanchard	M12 + 60	0.3
Kelsea Boucher	Special Educator	Blanchard	M1	1.0
Jenna Zmary	4 th Grade Teacher	Conant	M1	1.0
Nancy Auger	4 th Grade Teacher	Conant	B1 + 36	1.0
Ann Brazinski	Kindergarten Teacher (1 yr.)	Conant	M1	0.5
Harvest Stephenson	ELL Teacher	Douglas	M6	1.0
Gregory Wadsworth	Psychologist	Gates	M5 + 30	1.0
Allison Bullock	4 th Grade Teacher	McCarthy-Towne	M6	1.0
Ashley Bock	ELL Teacher	McCarthy-Towne	M5	1.0
Kasey Conway	Special Educator	McCarthy-Towne	M1	1.0
Vanetta Porth	Kindergarten Teacher	Merriam	B3	0.5
Jasmin Washington	3 rd Grade Teacher (1 yr.)	Merriam	M3	1.0
Danielle Healy	Reading Specialist	Merriam	M10	1.0
Abigail Johnson	3 rd Grade Teacher	Merriam	M6 + 15	1.0
Alexander Paul	Social Studies	RJ Grey	M1	1.0
Melissa Przygoda	Spanish Teacher	RJ Grey	M11 + 45	1.0
Brenna Sacra	Physical Education	RJ Grey	M4	1.0
Jocelyn Charpentier	Librarian/Media	RJ Grey	M4	1.0
Jillian Cannon	Special Educator	RJ Grey	M4	1.0
Margaret Kelley	English Teacher	RJ Grey	M4	1.0
Kimberly Montilli	Special Educator	RJ Grey	B8	1.0
Cathryn Gallant	Special Educator	ABRHS	M1	1.0
Lauren Doscher	English Teacher	ABRHS	B1 + 15	1.0
David Brusie	English Teacher (1 yr.)	ABRHS	M1	1.0
Kelly Antonuccio	Earth Science	ABRHS	M7	1.0
So Hyun Kong	Art Teacher (1 yr.)	ABRHS	M1	1.0
Katherine Greene	Strings Teacher	ABRHS	M5	0.4
Andrea Scott	Special Educator (1 yr.)	ABRHS	M1	1.0
Jennifer Cohn	STAR Academic Services	ABRHS	M5 + 15	1.0
Kimber O'Connell	BCBA	Systemwide	M8 + 15	1.0

Acton-Boxborough Regional School District

**Orientation for Certified Staff
New to the Acton-Boxborough Regional Schools**

Wednesday, August 24, 2016

8:00 a.m. - 2:30 p.m.

R.J. Grey Junior High School Library

-
- 8:00 – 8:15 Continental Breakfast
- 8:15 – 9:00 Introduction of New Staff to Each Other
- 9:00 - 9:15 Welcome and District Overview
Dr. Glenn Brand, Superintendent
- 9:15 – 11:00 Introduction of Central Office Team and Presentation of Essential Information
(Break from 10:00 – 10:15)
- Marie Altieri, Deputy Superintendent
 - Deborah Bookis, Assistant Superintendent for Teaching and Learning
 - Dawn Bentley, Assistant Superintendent for Student Services
 - Amy Bisiewicz, Director of Educational Technology
 - Clare Jeannotte, Director of Finance
 - J.D. Head, Director of Facilities
 - Erin Bettez, Director of Community Education
- 11:00 – 12:00 Community Bus Trip - Marie Altieri and Glenn Brand
- 12:00 – 1:00 Lunch in the Junior High cafeteria, courtesy of the Acton-Boxborough Education Association (ABEA), Members of the School Committee, ABEA, Principals and Central Office staff will join us
- 1:00 – 2:30 Mentoring Workshop with Coordinators Carolyn Smiley and Maureen Lin

8/16/16

TO: Clare Jeannotte, Director of Finance, ABRSD
FROM: Jennifer Ranz, MA Interlocal Insurance Association (MIIA) Public Relations
DATE: 8/23/16
RE: Acknowledgement of Rewards Program Credits

**Acton Boxborough Regional School District Earns Insurance Premium Credits through
MIIA Rewards Program**

The Acton Boxborough Regional School District has received \$21,969 back on its workers compensation and property casualty insurance costs – applicable toward premiums for the next fiscal year—thanks to an incentive program offered by its insurance provider, the Massachusetts Interlocal Insurance Association (MIIA). The Acton Boxborough Regional School District earned the credits through proactive and voluntary participation in loss prevention and risk management activities throughout the year, conducted in partnership with MIIA. In fiscal year 2016, which concluded on June 30, MIIA awarded nearly \$2.4 million of premium credits collectively to its membership of the Rewards program – resulting in a 14-year total of nearly \$26.8 million since the program’s inception.

Committed to keeping the community safer and fiscally stronger, Acton Boxborough Regional School District implemented loss control and safety measures as well as administrative procedures that reduce the risk of accidents and property damage. In addition, local employees participated in training programs that promote effective management and safe operations. MIIA offers these no-cost programs as a benefit to help member communities reduce their risks as well as insurance premiums.

Stanley Corcoran, Executive Vice President of MIIA said, “We commend Acton Boxborough Regional School District for working hard over the past year to promote safety in the workplace and mitigate risk, which in turn has helped them lower insurance costs and earn back these Reward funds. We look forward to continuing to work in partnership with local leaders to ensure employees are well trained and prepared, to help avoid unnecessary risks and losses, and to help save local taxpayer dollars.”

The Massachusetts Interlocal Insurance Association (MIIA) is the non-profit insurance arm of the Massachusetts Municipal Association. As a member-based organization, MIIA’s only focus is to provide excellent service and quality risk management solutions to Massachusetts municipalities and related public entities. Municipal insurance its only business, MIIA insures nearly 400 cities, towns, and other public entities in Massachusetts. For more information, visit www.emiia.org and www.mma.org.



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Clare L. Jeannotte
Director of Finance

TO: School Committee
Cc: M. Dennehy, Treasurer *flm*
FROM: Clare Jeannotte
RE: OPEB Trust and Scholarship Funds Annual Investment Review
DATE: August 26, 2016

On August 9, 2016 our advisor from Bartholomew & Company met with the Treasurer and I to review the annual performance of the OPEB Trust and Scholarship Assets for the fiscal year ended June 30, 2016.

The OPEB Trust began the year with \$1,194,906 in assets, the District contributed \$700,000, and the Trust ended the year with a market value of \$1,9666,008 on June 30th. These assets are invested in accordance with the prudent Investor rules and MGL C 203 c, for capital appreciation and growth.

Also in FY'16 the Treasurer of the District transferred Scholarship funds in October to Bartholomew. These were previously in passbook accounts. They are now invested according to statute for stability, per MGL Ch 44 s. 54. The June 30, 2016 balance is \$291,075.

I have attached a summary of the investment portfolio review for your information.

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.



Bartholomew & Company, Inc.

Thomas J. Bartholomew AIF®

800.440.8807

tom@bartandco.com

Portfolio Review

As of Thursday, June 30, 2016

Acton Boxborough Regional School District Opeb Unincorporated Association NFS - (xxxx3563)

ACCOUNTS INCLUDED IN YOUR PORTFOLIO	VALUE ON 6/30/2016
Acton Boxborough Regional School District Opeb Unincorporated Association NFS - (xxxx3563)	\$1,966,008.18
Total	\$1,966,008.18

*This report is incomplete without the accompanying disclosure page.
Securities offered through Commonwealth Financial Network®.*

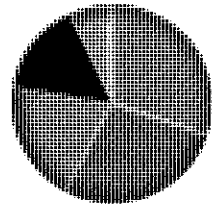
Portfolio Allocation

Fiscal Year 2016 &
Fiscal Year 2015

Acton Boxborough Regional School District Opeb Unincorporated Association NFS - (xxxx3563)

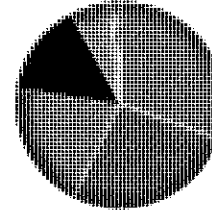
Asset Class (Primary) Allocation

As of 6/30/2016



Asset Class (Primary)	Value (\$)	(%)
Domestic Equity	591,473.91	30.09
Domestic Bond	544,183.78	27.68
Alternative	388,819.08	19.78
International Equity	301,664.30	15.34
International Bond	132,219.74	6.73
Cash and Equivalents	7,647.36	0.39
Total	\$1,966,008.18	100%

As of 6/30/2015



Asset Class (Primary)	Value (\$)	(%)
Domestic Equity	362,345.98	30.32
Domestic Bond	323,512.79	27.07
Alternative	239,307.92	20.03
International Equity	174,773.45	14.63
International Bond	77,561.73	6.49
Balanced	11,913.68	1.00
Cash and Equivalents	5,490.47	0.46
Total	\$1,194,906.02	100%

Holdings by Asset Class (Primary)

As of 6/30/2016

	Value (\$)	Pct. Assets (%)	Current Yld/Dist Rate (%)*	Est. Annual Income (\$)
Domestic Equity	591,473.91	30.09	1.59	9,393.00
Domestic Bond	544,183.78	27.68	3.79	20,606.23
Alternative	388,819.08	19.78	1.97	7,659.11
International Equity	301,664.30	15.34	.62	1,878.59
International Bond	132,219.74	6.73	1.88	2,486.11
Cash and Equivalents	7,647.36	.39	.01	.76
Balanced		.00	.00	
Total Portfolio	\$1,966,008.18	100%	2.14%	\$42,023.81

As of 6/30/2015

	Value (\$)	Pct. Assets (%)	Current Yld/Dist Rate (%)*	Est. Annual Income (\$)
Domestic Equity	362,345.98	30.32	1.55	5,602.31
Domestic Bond	323,512.79	27.07	3.93	12,712.73
Alternative	239,307.92	20.03	3.17	7,596.74
International Equity	174,773.45	14.63	.99	1,736.41
International Bond	77,561.73	6.49	4.18	3,239.86
Cash and Equivalents	5,490.47	.46	.01	.55
Balanced	11,913.68	1.00	4.63	551.45
Total Portfolio	\$1,194,906.02	100%	2.63%	\$31,440.05

This report is incomplete without the accompanying disclosure page.

Historical Market Value and Performance Summary

As of 6/30/2016

Since Inception &
Fiscal Year 2016

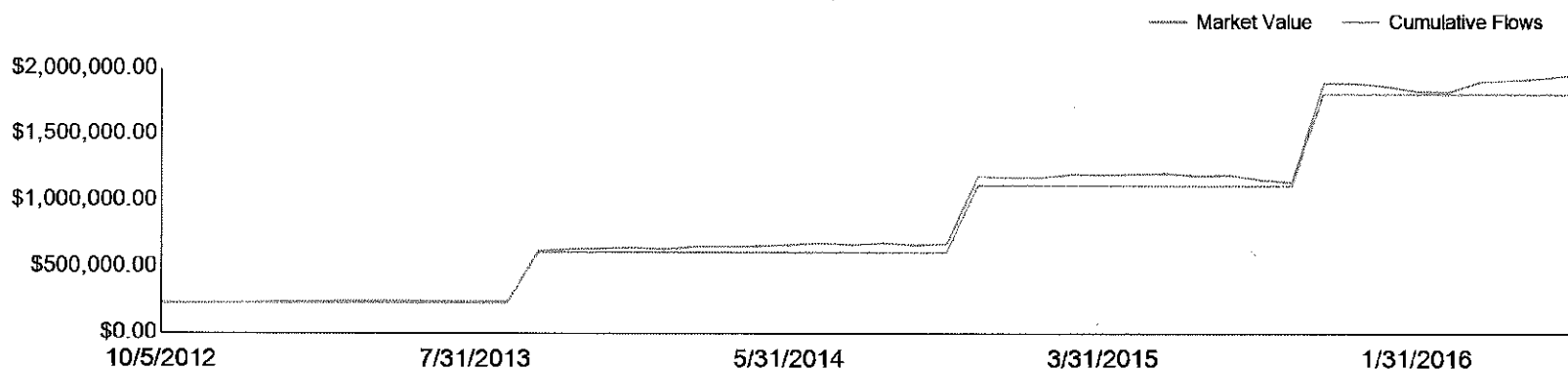
Acton Boxborough Regional School District Opeb Unincorporated Association NFS - (xxxx3563)

10/05/2012 To 06/30/2016 Activity Summary

07/01/2015 To 06/30/2016 Activity Summary

Beginning Balance (10/05/2012)	\$0.00
Contributions	\$1,818,000.00
Withdrawals	\$18,411.79
Realized Gain / Loss	(\$27,660.97)
Unrealized Gain / Loss	\$16,598.39
Interest	\$0.00
Dividend / Cap Gains	\$177,482.55
Ending Balance (06/30/2016)	\$1,966,008.18
Total Gain / Loss After Fees	\$148,008.18
TWR for 10/06/2012 to 06/30/2016	17.73
TWR (Annualized)	4.47

Beginning Balance (07/01/2015)	\$1,194,906.02
Contributions	\$700,000.00
Withdrawals	\$7,956.27
Realized Gain / Loss	(\$23,184.73)
Unrealized Gain / Loss	\$21,018.61
Interest	\$0.00
Dividend / Cap Gains	\$81,224.55
Ending Balance (06/30/2016)	\$1,966,008.18
Total Gain / Loss After Fees	\$71,102.16
TWR for 07/01/2015 to 06/30/2016	2.73
TWR (Annualized)	2.72



Performance by Asset Class (Primary)

From 7/1/2015 to 6/30/2016

Fiscal Year 2016

Acton Boxborough Regional School District Opeb Unincorporated Association NFS - (xxxx3563)

	Domestic Equity (\$)	International Equity (\$)	Balanced (\$)	Alternative (\$)	Domestic Bond (\$)	International Bond (\$)	Other (\$)	Cash and Equivalents (\$)	Total Portfolio (\$)
Beginning Balance (07/01/2015)	362,345.98	174,773.45	11,913.68	239,307.92	323,512.79	77,561.73	.00	5,490.47	1,194,906.02
Purchases / Contributions	243,166.87	339,768.98	19,977.66	304,713.85	260,507.84	56,705.48	.00	1,234,952.66	2,459,793.34
Sales / Withdrawals	(66,091.87)	(208,989.87)	(32,210.07)	(166,371.84)	(57,258.53)	(4,030.48)	.00	(1,232,796.95)	(1,767,749.61)
Gain / Loss	9,311.07	(6,557.77)	(1,033.93)	2,105.30	(3,943.32)	(2,047.47)	.00	.00	(2,166.12)
Interest	.00	.00	.00	.00	.00	.00	.00	.00	.00
Dividend / Cap Gains	42,741.87	2,669.51	1,352.66	9,063.85	21,365.00	4,030.48	.00	1.18	81,224.55
Ending Balance (06/30/2016)	591,473.91	301,664.31	.00	388,819.08	544,183.78	132,219.74	.00	7,647.36	1,966,008.18
Total Gain / Loss After Fees	52,052.94	(3,888.26)	318.73	11,169.15	17,421.68	1,983.01	.00	(7,955.09)	71,102.16
IRR (Net of Management Fees) for 07/01/2015 to 06/30/2016	10.49	(1.46)	2.11	3.28	3.72	1.72		(60.69)	4.17
IRR (Net of Management Fees) (annualized)	10.48	(1.45)		3.28	3.72	1.71		(60.64)	4.16

This report is incomplete without the accompanying disclosure page.

Performance by Asset Class (Primary)

From 7/1/2015 to 6/30/2016

Fiscal Year 2016

Acton Boxborough Regional School District Opeb Unincorporated Association NFS - (xxxx3563)

This report is incomplete without the accompanying disclosure page.

Performance History

From 7/1/2015 to 6/30/2016

Fiscal Year 2016

Acton Boxborough Regional School District Opeb Unincorporated Association NFS - (xxxx3563)

From	To	Time Weighted Return (%)							
		Portfolio Return	45/35/20 Global Equity/Bonds/Alts	45/35/20 Global Equity/Bonds/Lqd Alts	60/40 Global Equity/Fixed Income	MSCI AC World	Barclays Capital Global Aggregate Bond Index	HFRI Fund of Funds Composite	
07/01/2015	09/30/2015	-4.25	-4.59	-4.74	-5.25	-9.34	0.85	-3.60	
10/01/2015	12/31/2015	2.44	2.16	2.15	2.73	5.15	-0.92	0.73	
01/01/2016	03/31/2016	1.75	1.68	1.65	2.67	0.38	5.90	-3.12	
04/01/2016	06/30/2016	2.94	1.73	1.83	1.95	1.19	2.89	0.50	
Total		2.73	0.81	0.73	1.88	-3.17	8.87	-5.45	
Annualized		2.72	0.81	0.73	1.88	-3.16	8.86	-5.45	

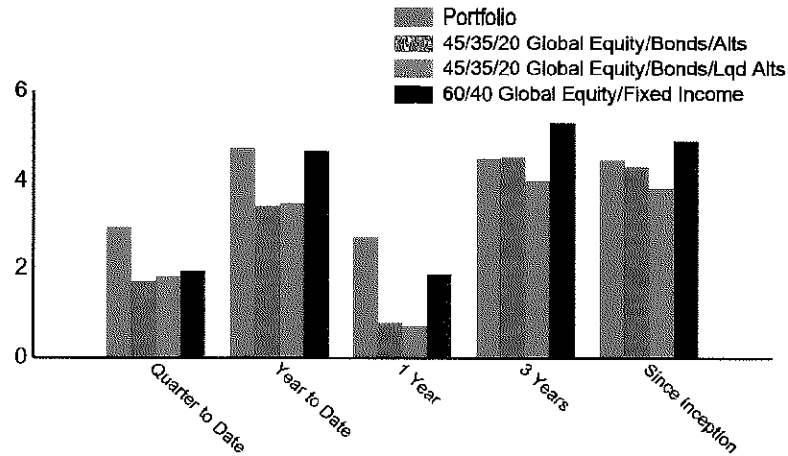
Performance Summary with Account Detail

As of 6/30/2016

Fiscal Year 2016

Acton Boxborough Regional School District Opeb Unincorporated Association NFS - (xxxx3563)

Annualized Portfolio Rates of Return



Rates of Return

Portfolio vs. benchmarks	Inception Date	Annualized returns(%)					Since Inception (%)
		QTD (%)	YTD (%)	1 Year (%)	3 Year (%)	5 Year (%)	
Your Portfolio	10/06/2012	2.94	4.74	2.73	4.49		4.47
45/35/20 Global Equity/Bonds/Alts	10/06/2012	1.73	3.44	0.81	4.54		4.33
45/35/20 Global Equity/Bonds/Lqd Alts	10/06/2012	1.83	3.51	0.73	4.00		3.84
60/40 Global Equity/Fixed Income	10/06/2012	1.95	4.67	1.88	5.29		4.90

Note: Returns are time-weighted and annualized for any period greater than one year. This report is incomplete without the accompanying disclosure page.

Portfolio Holdings

As of 6/30/2016

Fiscal Year 2016

Acton Boxborough Regional School District Opeb Unincorporated Association NFS - (xxxx3563)

Holdings by Asset Class (Primary)

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Principal Gain/Loss (\$)	Current Yld/Dist Rate (%)*
Domestic Equity										
10/23/2012	Federated Strategic Value Dividend Fund Cl Institutional	SVAIX	32,415.336	6.40	207,458.15	10.55	191,256.98	166,584.44	40,873.71	3.14
10/23/2012	Alger Spectra Fund Cl Z	ASPZX	6,957.949	16.64	115,780.27	5.89	122,299.90	102,789.36	12,990.91	.00
9/18/2013	American Century Mid-Cap Value Fund Institutional Cl	AVUAX	6,794.390	16.07	109,185.85	5.55	109,826.77	90,963.95	18,221.89	1.44
10/23/2012	Eaton Vance Atlanta Capital Small/Mid-Cap Fund Cl Institutional	EISMX	2,521.011	27.68	69,781.58	3.55	61,241.47	55,830.53	13,951.05	.00
9/18/2013	Principal Small-Mid-Cap Dividend Income Fund Cl P	PMPDX	3,904.531	14.13	55,171.02	2.81	52,241.81	48,128.66	7,042.36	2.37
4/23/2015	Meridian Small-Cap Growth Fund Investor Shares	MISGX	2,877.387	11.85	34,097.04	1.73	35,666.22	35,150.00	(1,052.96)	.00
Total Domestic Equity					\$591,473.91	30.09%	\$572,533.16	\$499,446.95	\$92,026.96	1.59%
International Equity										
3/21/2013	First Eagle Overseas Fund Cl I	SGOIX	4,740.812	23.72	112,452.06	5.72	109,468.59	105,075.00	7,377.06	.45
12/29/2015	John Hancock Funds International Growth Fund Cl I	GOGIX	3,242.687	21.45	69,555.64	3.54	70,950.00	70,950.00	(1,394.36)	.43
10/6/2015	Artisan Developing World Fund Advisor Shares	APDYX	6,672.849	9.55	63,725.71	3.24	59,175.00	59,175.00	4,550.71	.00
6/1/2016	Brandes International Small-Cap Equity Fund Cl I	BISMX	4,373.018	12.79	55,930.90	2.84	58,548.88	58,424.47	(2,493.57)	1.92
Total International Equity					\$301,664.30	15.34%	\$298,142.47	\$293,624.47	\$8,039.83	.62%
Alternative										
9/24/2015	Boston Partners Global Long/Short Fund Institutional Cl	BGLSX	8,715.633	10.75	93,693.05	4.77	92,712.63	92,500.00	1,193.05	.00
1/28/2015	Cedar Ridge Unconstrained Credit Fund Institutional Cl	CRUMX	4,599.633	10.91	50,182.00	2.55	49,558.53	48,100.00	2,082.00	2.58
9/30/2014	Legg Mason Bw Alternative Credit Fund Cl I	LMANX	5,090.265	9.34	47,543.08	2.42	52,935.17	50,060.00	(2,516.92)	5.00
12/29/2015	Altegris/Aaca Real Estate Long Short Fund Cl I	RAAIX	3,231.631	12.86	41,558.77	2.11	37,554.06	37,525.00	4,033.77	1.06
9/30/2014	Catalyst Hedged Futures Strategy Fund Cl I	HFXIX	3,437.298	11.49	39,494.55	2.01	36,892.20	38,150.00	3,344.55	.00
4/29/2014	Altegris Futures Evolution Strategy Fund Cl I	EVOIX	3,616.313	10.82	39,128.51	1.99	38,386.38	31,756.49	7,372.02	8.35
12/29/2015	Vivaldi Merger Arbitrage Fund Cl I	VARBX	3,682.532	10.49	38,629.76	1.96	37,525.00	37,525.00	1,104.76	.00
10/6/2015	Locorr Market Trend Fund Cl I	LOTIX	3,119.592	12.37	38,589.35	1.96	37,849.68	37,550.00	1,039.35	.72
Total Alternative					\$388,819.08	19.78%	\$383,413.65	\$371,166.49	\$17,652.59	1.97%

This report is incomplete without the accompanying disclosure page.

Portfolio Holdings

As of 6/30/2016

Fiscal Year 2016

Acton Boxborough Regional School District Opeb Unincorporated Association NFS - (xxxx3563)

Holdings by Asset Class (Primary)

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Principal Gain/Loss (\$)	Current Yld/Dist Rate (%)*
Domestic Bond										
1/9/2015	Guggenheim Total Return Bond Fund Institutional CI	GIBIX	7,112.256	26.85	190,964.07	9.71	191,082.71	181,408.00	9,556.07	4.47
4/29/2014	Prudential Short-Term Corporate Bond Fund CI Z	PIFZX	16,692.918	11.21	187,127.61	9.52	187,687.26	180,775.00	6,352.61	2.70
10/10/2012	Loomis Sayles Bond Fund Institutional CI	LSBDX	7,289.599	13.60	99,138.55	5.04	105,741.74	95,675.00	3,463.55	2.54
10/6/2015	Artisan High Income Fund Advisor Shares	APDFX	7,018.192	9.54	66,953.55	3.41	65,310.91	62,650.00	4,303.55	6.72
Total Domestic Bond					\$544,183.78	27.68%	\$549,822.62	\$520,508.00	\$23,675.78	3.79%
International Bond										
9/18/2013	The Hartford World Bond Fund CI Y	HWDYX	9,016.039	10.38	93,586.48	4.76	95,538.68	90,275.00	3,311.48	1.19
9/18/2013	Templeton Global Total Return Advantage	TTRZX	3,394.838	11.38	38,633.26	1.97	41,913.68	38,625.00	8.26	3.54
Total International Bond					\$132,219.74	6.73%	\$137,452.36	\$128,900.00	\$3,319.74	1.88%
Cash and Equivalents										
	Fidelity Govt Money Market Capital Reserves CI	FZAXX	7,647.360	1.00	7,647.36	.39	7,647.36	7,647.28	.08	.01
Total Cash and Equivalents					\$7,647.36	.39%	\$7,647.36	\$7,647.28	\$0.08	.01%
Total Portfolio					\$1,966,008.18	100%	\$1,949,011.62	\$1,821,293.19	\$144,714.99	2.14%

This report is incomplete without the accompanying disclosure page.

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An investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC") or any other governmental agency; although the fund seeks to preserve the value of the investment at \$1 per share, it is possible to lose money. Non-bank deposit investments are not FDIC- or NCUA-insured, are not guaranteed by the bank/financial institution, and are subject to risk, including loss of principal invested.

**Current yield", if reflected in this report, is the percentage of interest (bonds) or dividends (stocks) that the security is yielding based on the security's current price. It is calculated by dividing a bond's current interest rate, or a stock's dividends paid over the prior 12 months, by the current market price of the security as of the date of this statement. Current yield, if reflected in this report, is provided for informational or illustrative purposes only and is not an accurate reflection of the actual return an investor will receive because bond and stock prices are constantly changing due to market factors. "Distribution rate" applies to securities that are not listed or traded on a national securities exchange (i.e., nontraded real estate investment programs). Distribution rates and payments are not guaranteed and may be modified at the program's discretion. Distributions may consist of return of principal (including offering proceeds) or borrowings. A breakdown of the distribution components and the time period during which they have been funded from return of principal, borrowings, or any sources other than cash flow from investment or operations can be found in your tax forms, which the sponsor will provide. When distributions include a return of principal, the program will have less money to invest, which may lower its overall return. When distributions include borrowings, the distribution rate may not be sustainable. Please refer to the relevant prospectus or offering memorandum for additional information and disclosures about the nature of and potential source of funds for distributions relating to nontraded securities.

All returns are shown net of fees unless otherwise indicated. Commonwealth relies upon data, formulas, and software to calculate the performance of portfolios. Periodic software enhancements may possibly cause inconsistencies with some performance calculations. Please notify your advisor if you have reason to believe calculations are incorrect to help ensure proper performance calculations going forward.

Certain assets listed in this report (identified as "Additional Assets" or "Advisor Manually Entered Account(s)") may not be held through Commonwealth and may not be covered by SIPC. Such assets are not subject to fee billing and are excluded from account performance calculations. Descriptions and valuations of Additional Assets or Advisor Manually Entered Account(s) are based upon information provided by you (or by a third party acting on your behalf) to your advisor, have not been verified by Commonwealth, and may not be accurate or current.

Blended benchmark returns are composed of individual index data and index composition may change over time. All indices are unmanaged and it is not possible to invest directly in an index or blended benchmark. Unlike investments, indices and blended benchmarks do not incur management fees, charges, or expenses.

45/35/20 Global Equity/Bonds/Alts - 45.00% MSCI AC World; 35.00% Barclays Capital Global Aggregate Bond Index; 20.00% HFRI Fund of Funds Composite.

45/35/20 Global Equity/Bonds/Lqd Alts - 35.00% Barclays Capital Global Aggregate Bond Index; 45.00% MSCI AC World; 20.00% HFRX Global Hedge Fund (USD).

60/40 Global Equity/Fixed Income - 60.00% MSCI AC World; 40.00% Barclays Capital Global Aggregate Bond Index.

MSCI AC World - The MSCI ACWI Index is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets. The MSCI ACWI consists of 45 country indices comprising 24 developed and 21 emerging market country indices.

Barclays Capital Global Aggregate Bond Index - Barclays Capital Global Aggregate Bond Index provides a broadbased measure of the global investment grade fixed-rate debt markets. It is comprised of the U.S. Aggregate, Pan-European Aggregate, and the Asian-Pacific Aggregate Indexes. It also includes a wide range of standard and customized subindices by liquidity constraint, sector, quality and maturity.

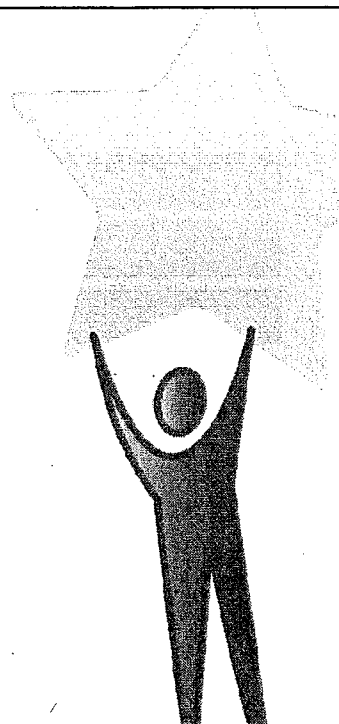
HFRI Fund of Funds Composite - The HFRI Fund of Funds Composite index invests in a portfolio of hedge funds. Fund of Funds invest with multiple managers through funds or managed accounts. The strategy designs a diversified portfolio of managers with the objective of significantly lowering the risk (volatility) of investing with an individual manager. The Fund of Funds manager has discretion in choosing which strategies to invest in for the portfolio. A manager may allocate funds to numerous managers within a single strategy, or with numerous managers in multiple strategies.

HFRX Global Hedge Fund (USD) - The HFRX Global Hedge Fund Index is designed to be representative of the overall composition of the hedge fund universe. It is comprised of all eligible hedge fund strategies; including but not limited to convertible arbitrage, distressed securities, equity hedge, equity market neutral, event driven, macro, merger arbitrage, and relative value arbitrage. The strategies are asset weighted based on the distribution of assets in the hedge fund industry.

School Finance Reporting Discussion Sessions

August 16/17, 2016

MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION



Purpose of today

- ★ Begin exploratory discussion with school business officials of what new or revised finance data collected at the state-level would most help districts

Massachusetts Department of Elementary and Secondary Education



Agenda

Overview – 10 mins

Small group discussion, Round 1 – 30 mins

Report out – 20 mins

Break – 15 min

Small group discussion, Round 2 – 30 mins

Report out – 20 mins

Wrap-up and next steps – 20 mins

Massachusetts Department of Elementary and Secondary Education



Data is growing ever more important in education and in education finance

- ★ For districts: how do we know we're getting the best outcomes for kids in an efficient way? Compared to our peers? What resource allocation models work best?
- ★ For state and local policymakers: Are our investments making a difference? Are they sufficient? What does it cost to educate certain subgroups?
- ★ For the public: Are our tax dollars being invested well? Equitably? Efficiently? Compared to our neighbors?

Massachusetts Department of Elementary and Secondary Education



Why now?

- ★ There are many demands on state and local revenue and the threshold to prove need continues to rise
- ★ The FBRC identified the need for more complete data to answer it's questions about adequacy and equity
- ★ ESE is using SLDS funding to develop tools to help answer resource use questions

Massachusetts Department of Elementary and Secondary Education



Our current data (and supporting collection system) has evolved to support specific purposes

- ★ To ensure compliance with the Commonwealth's NSS Requirements
- ★ To ensure compliance with federal requirements (mandatory reporting, monitoring grants and entitlements, etc.)

Massachusetts Department of Elementary and Secondary Education



The time is right to revisit the EOYR and Chart of Accounts

★ With the intent of:

- ★ Collecting better (more comprehensive) spending data that better serves districts and state policy makers
- ★ Streamlining data collection and reducing effort of annual filing in the long term

★ While still serving an important compliance function

Massachusetts Department of Elementary and Secondary Education



So far, ESE stakeholders have had many internal discussions

★ We have:

- ★ Scoped the problems we see
- ★ Identified data gaps of varying sizes
- ★ And brainstormed possible solutions

★ Our next step is to engage outside stakeholders

School business officials are a critical part of this continuing effort

Massachusetts Department of Elementary and Secondary Education



Areas for Feedback

Round 1:

1. More complete reporting by program (ELL, Low income, SpEd)
2. Collect expenditure detail by individual grant
3. Re-imagine reporting on technology expenditures
4. Re-imagine reporting on professional development
5. Full(er) school level expenditure detail
6. Allocate employee benefits to schools; potentially add a schedule or survey to collect key data related to benefits (example: employer-employee share)

Round 2:

7. Assign grade and/or subject level to individual expenditures
8. Assign job class to certain expenditures (with EPIMS alignment)
9. Report more detail on budgeted spending (Schedule 19)

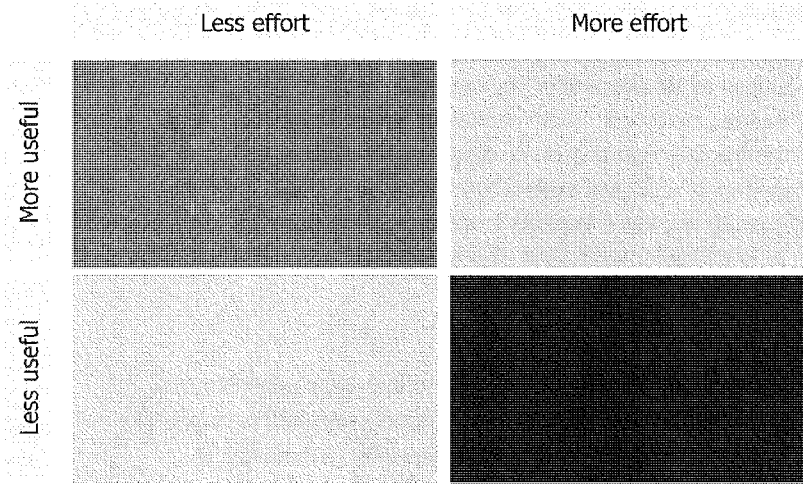
Massachusetts Department of Elementary and Secondary Education

Questions

- What are your general thoughts on this idea?
- How useful would it be to have comparative data from ESE on this topic?
 - What kind of analysis would it enable?
- How much effort would it be for you to report this to ESE?
 - Does your district's financial system account for this level of detail?
 - What barriers to you see in making this change?
- Where applicable, what kinds of detail are important to you in this area?

Massachusetts Department of Elementary and Secondary Education

Rate effort and usefulness



Massachusetts Department of Elementary and Secondary Education



Wrap-up and next steps

Massachusetts Department of Elementary and Secondary Education



Areas for Feedback

- 1. More complete reporting by program (ELL, Low income, SpEd)**
 - a. Currently, ESE collects limited spending data by program (regular education, special education, vocational education, and "other programs"). Spending by program is only collected for the General Fund (school committee and municipal). There's been increasing call for more complete spending data for special education, and a way to analyze spending by other special populations, like ELL and low income students.
- 2. Collect expenditure detail by individual grant**
 - a. Grants and other funds are reported in aggregated categories (example: ESE administered federal grants). It is difficult to use the data to draw conclusions about how districts allocate specific grants (Title I, IDEA).
- 3. Re-imagine reporting on technology expenditures**
 - a. Technology is reported in several areas of the EOYR and classified in several ways (instructional, administrative, capital). It is difficult to use the data to draw conclusions about how districts allocate for technology.
- 4. Re-imagine reporting on professional development**
 - a. Current reporting reflects an older model of providing PD. Current best practices include common planning time and instructional coaching, neither which is reflected in the EOYR.
- 5. Full(er) school level expenditure detail**
 - a. Only instructional spending is reported by school. It is an incomplete picture of resource allocation to schools.
- 6. Allocate employee benefits to schools. Potentially add a schedule (or survey) to collect key data related to benefits (example: employer-employee share).**
 - a. ESE would do the allocation the same way across all districts.
- 7. Assign grade and/or subject level to individual expenditures**
 - a. Reporting by school is currently the only way to analyze spending by age level of the students. However, because districts are configured in a variety of ways, it's not possible to do useful comparisons. Reporting certain expenditures by grade (and/or subject in certain cases) may make better comparisons possible.
- 8. Assign job class to certain expenditures (with EPIMS alignment)**
 - a. It is difficult, and often not possible, to line up spending and staff data submitted to ESE in a way that promotes useful comparisons on how districts allocate those resources. Including job class for certain expenditures may make better comparisons possible.
- 9. Report more detail on budgeted spending (Schedule 19)**
 - a. Schedule 19 is collected in a more aggregated way than actual spending. If there was more detail, it may be possible to provide additional comparative analysis in a near real-time way. Categories related to staff might be most useful here.

Areas for Feedback

- 1. More complete reporting by program (ELL, Low income, SpEd)**
 - a. Currently, ESE collects limited spending data by program (regular education, special education, vocational education, and "other programs"). Spending by program is only collected for the General Fund (school committee and municipal). There's been increasing call for more complete spending data for special education, and a way to analyze spending by other special populations, like ELL and low income students.
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 - a. Only instructional spending is reported by school. It is an incomplete picture of resource allocation to schools.
- 6. Allocate employee benefits to schools. Potentially add a schedule (or survey) to collect key data related to benefits (example: employer-employee share).**
 - a. ESE would do the allocation the same way across all districts.
- 7. Assign grade and/or subject level to individual expenditures**
 - a. Reporting by school is currently the only way to analyze spending by age level of the students. However, because districts are configured in a variety of ways, it's not possible to do useful comparisons. Reporting certain expenditures by grade (and/or subject in certain cases) may make better comparisons possible.
- 8. Assign job class to certain expenditures (with EPIMS alignment)**
 - a. It is difficult, and often not possible, to line up spending and staff data submitted to ESE in a way that promotes useful comparisons on how districts allocate those resources. Including job class for certain expenditures may make better comparisons possible.
- 9. Report more detail on budgeted spending (Schedule 19)**
 - a. Schedule 19 is collected in a more aggregated way than actual spending. If there was more detail, it may be possible to provide additional comparative analysis in a near real-time way. Categories related to staff might be most useful here.



Acton-Boxborough Regional School Committee

16 Charter Road
Acton, MA 01720
978-264-4700 ext. 3206
www.abschools.org

11.1

Mary Brolin
Chairperson

TO: Acton-Boxborough Regional School Committee Members
FROM: Mary Brolin, Chairperson
DATE: 8/26/16
RE: Minuteman Technical High School District Ballot Vote on 9/20/16

One of the agenda items for our School Committee meeting on 9/1/16 is an update on the Minuteman Technical High School (MMT) District Ballot Vote to be held in all districts on 9/20/16.

I would like to propose that we consider voting the following statement from our Committee, in support of this ballot question regarding proposed debt for the new MMT school building:

“The Acton-Boxborough Regional School Committee has an interest in the safety and quality of the Minuteman High School facility for students of Acton and Boxborough who choose that educational option. Thus, the Acton-Boxborough Regional School Committee is in support of passing the following ballot question on 9/20/16:

‘Do you approve of the vote of the Regional District School Committee of the Minuteman Regional Vocational Technical School District on June 27, 2016, to authorize the borrowing of \$144,922,478 to pay costs of constructing a new district school.’”

10/4

ELECTION WARRANT

The Commonwealth of Massachusetts

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Middlesex, ss.

To the registered voters of the Towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston,

GREETINGS:

You are hereby notified and warned that the inhabitants of the Towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston, registered to vote in any of said Towns, said Towns being the member Towns of the Minuteman Regional Vocational Technical School District, are to meet at their respective polling places, to wit, in the Towns of:

ACTON at the RJ Grey Jr. High School, located at 12 Charter Rd., in said Town,

ARLINGTON at the customary 10 polling locations, in said Town,

BELMONT at the customary 7 polling locations, in said Town,

BOLTON at the Nashoba Regional High School Auditorium, located at 12 Green Rd., in said Town,

BOXBOROUGH at the Town Hall, in the Grange Meeting Room, located at 29 Middle Rd., in said Town,

CARLISLE at the Town Hall, in the Clark Room, located at 66 Westford St., in said Town,

CONCORD at the Harvey Wheeler Community Center, located at 1276 Main St., in said Town,

DOVER at the Dover Town House, in the Great Hall, located at 5 Springdale Ave., in said Town,

LANCASTER at the Town Hall Auditorium, located at 695 Main St., in said Town,

LEXINGTON at the Lexington Community Center, located at 39 Marrett Rd., in said Town,

LINCOLN at the Smith School Gym, located at 6 Ballfield Rd., in said Town,

NEEDHAM at The Center at the Heights, located at 300 Hillside Ave., in said Town,

STOW at The Center School, located at 403 Great Rd., in said Town,

SUDBURY at the Town Hall, 322 Concord Rd., in said Town,

WAYLAND at the Town Building, located at 41 Cochituate Rd., in said Town, and

WESTON at the Town Hall, in the Lower Level Meeting Room, located at 11 Town House Rd., in said Town,

on TUESDAY SEPTEMBER 20, 2016 from 12 NOON – 8:00 PM to vote by BALLOT on the following question:

“Do you approve of the vote of the Regional District School Committee of the Minuteman Regional Vocational Technical School District taken on June 27, 2016, to authorize the borrowing of \$144,922,478 to pay costs of constructing a new district school?”

The vote of the Regional District School Committee reads in relevant part as follows:

VOTED: That the Minuteman Regional Vocational Technical School District (the “District”) hereby appropriates the amount of \$144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the “Project”), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the School Building Committee. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(n) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty-four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, and (ii) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

The debt authorized by this vote shall be submitted to the registered voters of the District’s member towns for approval at a District-wide election in accordance with the provisions of Chapter 71, Section 14D and Chapter 71, Section 16(n) of the General Laws and the District Agreement. The date of such District-wide election shall be **Tuesday September 20, 2016 from Noon-8 PM.**

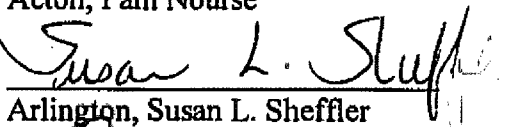
Yes _____ No _____

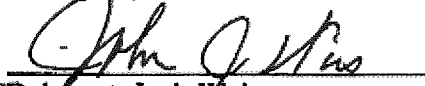
The District Secretary is hereby directed to serve this Warrant by posting an attested copy thereof in at least one public place in each of the Towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston, and by publishing a copy thereof at least once in a newspaper of general circulation in the District, said posting and publication to occur at least ten days before the day of election as aforesaid.

The District Secretary shall make due return of this Warrant with his or her doings thereon to the office of the District Secretary on or before the day of the election aforesaid.

Given under our hands and the seal of the Minuteman Regional Vocational Technical School District this 1st day of August, 2016.


Acton, Pam Nourse


Arlington, Susan L. Sheffler



Belmont, Jack Weis


Bolton, David O'Connor


Boxborough, Vincent Amoroso


Carlisle, Judith Taylor

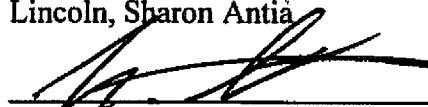

Concord, Carolyn C. Flood


Dover, Ford Spalding


Lancaster, Jennifer Leone

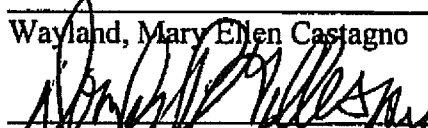

Lexington, David Horton


Lincoln, Sharon Antia


Needham, Jeffrey Stulin


Stow, Alice DeLuca


Sudbury, David R. Manjarrez


Wayland, Mary Ellen Castagno


Weston, Douglas P. Gillespie

Minuteman Regional Vocational Technical School District Committee

A True Copy Attest:


David Horton, District Secretary

August 1, 2016
Date



Acton-Boxborough Regional School Committee

16 Charter Road
Acton, MA 01720
978-264-4700 ext 3206
www.abschools.org

Mary Brolin
Chairperson

TO: Acton-Boxborough Regional School Committee Members
FROM: Mary Brolin, Chairperson
DATE: 8/26/16
RE: Information Regarding MA Ballot Question #2 for 11/8/16 Election

This ballot question would authorize the approval of up to 12 new charter schools or enrollment expansions in existing charter schools by the state Board of Elementary and Secondary Education per year. In addition to the attached Initiative Petition and Proposed Resolution from massteachers.org, here is some background information:

1. MASC position

https://www.masc.org/images/news/2015/20151013_MASC_Charter-Schools_Who-Is-Being-Served_opt.pdf

2. 2015 Audit/Suzanne Bump - The report provides an overview of some problems with MA charters

<http://aftma.net/2015/01/state-audit-or-bump-issues-official-report-charter-schools/>

3. HARVARD MAGAZINE just came out with this article which provides the 'big picture' about why competition via charters/vouchers may be the only way to motivate schools to continuously improve now that ESSA has eliminated federal control over testing/how to use testing results.

<http://harvardmagazine.com/node/53823>

4. News Article regarding Governor Charlie Baker's position

http://www.boston.com/news/education/2016/02/12/gov-baker-helps-launch-new-website-that-fact-checks-charter-schools?s_campaign=bcom%3Asocialflow%3Atwitter

Our School District's 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.

AN INITIATIVE PETITION

Be it enacted by the People, and by their authority, as follows:

AN ACT TO ALLOW FAIR ACCESS TO PUBLIC CHARTER SCHOOLS

SECTION 1. Subsection (i) of section 89 of chapter 71 of the General Laws, as appearing in the 2014 Official Edition, is hereby amended by inserting after paragraph (4) the following new paragraph:—

(5) Notwithstanding the provisions of this subsection (i) relative to the number of charter schools allowed to operate in the commonwealth or in any district, the board may approve up to 12 additional commonwealth charters, commonwealth charter amendments to increase authorized enrollment, or a combination thereof per year; provided that the total enrollment authorized by all such approvals in a single fiscal year shall not exceed 1% of the total statewide public school enrollment for such year as determined by the board; provided further, that in the event that the number of qualified applicants in any year exceeds 12, the board shall give priority among such qualified applicants to those seeking to establish or expand enrollment in commonwealth charter schools in districts where overall student performance on the statewide assessment system approved by the board is in the bottom 25% of all districts in the two years preceding the charter application and where the demonstrated parent demand for additional public school options is greatest; provided further that the board shall apply to all such applicants review and approval standards as rigorous as those applied to all other commonwealth charter applicants; provided further that the recruitment and retention and multilingual outreach provisions of paragraph (3) shall apply to any commonwealth charter school authorized under this paragraph; and provided further that any new commonwealth charter schools authorized by this paragraph shall be subject to annual performance reviews according to standards established by the board.

Nothing in this paragraph shall affect the issuance of commonwealth charters under paragraph (3). The percentages of net school spending set forth in paragraphs (2) and (3) shall not apply to or otherwise operate to limit the board's authority to approve commonwealth charters or commonwealth charter amendments under this paragraph; provided, however, that such percentages shall continue to apply to commonwealth charters issued otherwise than under this paragraph.

Except as provided in this paragraph, all otherwise applicable provisions of this section shall apply to commonwealth charters or amendments approved under this paragraph.

-
- 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
 - 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____

SECTION 2. This act shall become effective January 1, 2017, and shall apply to commonwealth charter and commonwealth charter amendment applications pending as of that date.

Pursuant to Article 48 of the articles of amendment of the Constitution of the Commonwealth of Massachusetts, as amended by Article 74 of said articles of amendment, the undersigned qualified voters of the Commonwealth of Massachusetts hereby submit the foregoing measure for approval by the People.

1. _____ 8. _____

2. _____ 9. _____

3. _____ 10. _____

4. _____ 11. _____

5. _____ 12. _____

6. _____ 13. _____

7. _____ 14. _____

Resolution Against Lifting the Cap on Commonwealth Charter Schools

WHEREAS, free public schools available to all students regardless of income, ability, need or English language proficiency are foundational to our democracy; and

WHEREAS, all of our students deserve high-quality public schools that teach the whole child, providing enrichment and addressing social and emotional needs in addition to core academic subjects; and

WHEREAS, local accountability for our public schools is necessary to ensure that schools are responsive to the needs of their communities; and

WHEREAS, [NAME DISTRICT] is losing [GIVE DOLLAR AMOUNT FROM CHART] to Commonwealth charter schools and public school districts across the state are losing more than \$408 million this year alone — a loss of funds that is undermining the ability of districts to provide all students with the educational services to which they are entitled; and

WHEREAS, Commonwealth charter schools are often approved over the objections of a majority of community residents and their elected officials and are not accountable to local elected officials once they are approved; and

WHEREAS, Commonwealth charter schools often fail to serve the same proportion of special needs students, low-income students and English language learners as the districts from which they receive students and often use high suspension rates to drive out students they don't want to serve; and

WHEREAS, the Commonwealth charter school system is creating separate and unequal opportunities for success; and

WHEREAS, lifting the cap on charter schools would greatly worsen the problems listed above and lead to a costly and divisive two-track school system;

THEREFORE, be it resolved that the [NAME OF SCHOOL COMMITTEE] opposes lifting the cap on Commonwealth charter schools.

For additional information and resources, visit massteacher.org/charterschools.

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

TO: Acton-Boxborough Regional School Committee

FROM: Karen Sonner, President ABEA

DATE: 8/30/16

RE: Upcoming Ballot Question Concerning Capping Charter Schools

I would like to bring to your attention to an extremely important question on the ballot in Massachusetts this year. Voters will be asked to decide whether or not to lift the current cap on charter school expansion in our state. Currently, the number of charter schools per community is capped, and for good reason – charter schools cost local districts valuable dollars without guaranteed reimbursement from the state. Whether this expense is fair or appropriate is a philosophical debate ongoing in American educational culture, but the fact remains that charter schools, as a matter of function, are paid for by local school districts whether those districts can afford to do so or not.

To be clear, the ballot question this fall is not to render a decision on the existence of charter schools; rather, voters are being asked whether we want to permit more charter schools to open, specifically in low-performing districts. Here in Acton and Boxborough, we are lucky to teach in a district with well-prepared students, families with the means to support those students, and strong standardized test scores. We should be grateful that this political fight should not impact us as strongly as other districts in the state.

However, as part of a labor union we also understand the importance of standing in solidarity with our brothers and sisters across the commonwealth. And I hope we all understand as well that the forces in government and industry pushing for charter school expansion will not stop with this ballot question.

As public school teachers, we know that what students' need in low-performing districts is not more choice, *but more funding*. Not more private sector buzzwords, *but more support*. Not more division, *but more unity*.

Lifting the cap on charter schools in our most impoverished communities will only serve to create more inequality and rob our neediest students of the time and money they so desperately need.

When charter schools cannot meet the needs of students with language barriers, with behavioral problems, or with learning challenges, we know who takes those students in. It's the public school system. No lottery is required, no complicated application process exists; we offer education to any

and all. What our commonwealth needs is to offer more support and funds to the public school system, not take it away.

Now, maybe you believe in the importance of parent choice in the educational landscape. Maybe you see the value in opportunities for charter school establishments. Maybe you send your own child to a charter school. If so, I hope you can see the value of both preserving the existing charter school infrastructure in our state while also ensuring that further expansion will not jeopardize our students with the greatest needs.

During this voting season, I am encouraging you to vote “no” on ballot question #2 this November, and stand up for our strong and vital public school system here in Massachusetts. If you are undecided, or want more information, I am asking you to seek out an ABEA Board member and have them share with you some resources for your decision-making.

14.1.1

TOWN OF ACTON

Acton Leadership Group

September 1, 2016

7:15 AM

Room 204

Acton Town Hall

Agenda Topics

- | | | |
|----|--|--|
| 1. | Approval of Minutes from June 30, 2016 | All |
| 2. | Update on FY 17 Revenues and Expenditures and FY 16 Year End | Steve Ledoux
Glenn Brand |
| 3. | Review of Spreadsheet | Steve Barrett
Marie Altieri |
| 4. | Update on Tri-Board Meeting | Peter Berry
Amy Krishnamurthy
Margaret Busse |
| 5. | Update on Fall Town Meeting | Steve Ledoux |
| 6. | Proposed ALG Calendar | |
| 7. | Public Comment | |
| 8. | Adjourn | |

**Acton Leadership Group Meeting Minutes,
June 30, 2016, 7:30 AM, Room 204, Acton Town Hall**

Present: Bart Wendell (facilitator), Amy Krishnamurthy and Paul Murphy (ABRSC), Janet Adachi and Peter Berry (BOS), Margaret Busse and Doug Tindal (Fincom), Steve Ledoux, Glenn Brand, and Steve Barrett (staff)

Audience: Charlie Kadlec, Clare Jeannotte

1. Introduction of Members and Review of ALG Charter and Ground Rules

Bart distributed the most recent set of ground rules. He notes that "every year starts anew," so we must review and adopt.

Paul has a question on facilitator: do we have something to say about a replacement? Bart responds that it is up to the group, but could we park that for a minute. He directs everyone to look in the middle of the page, "In summary." There have been many changes since we began, including the regionalization of the schools. Are these still the right four things?

- Revenue projections
- Plan for building of multi-year model
- Recommend one-year model
- Take ALG plan out of warrant – call it three-boards' plan

Margaret says that the top three seem to be the things that ALG does. She thinks it is interesting that in the first paragraph the primary goal is multi-year plan, whereas it seems that most of the focus has been on one-year plan. Fourth bullet doesn't seem to fit - seems like a one-time thing.

Doug says he has advocated for longer-term thinking, and it seems important to reach a common vision for where we're going financially both long-term and short-term. We ought to keep that vision alive unless we're repudiating that. Longer-term, these representatives here are the senior leadership.

Margaret would like to add "upcoming fiscal year as well as on a multi-year. . ."

Janet suggests that we add "with particular focus on the upcoming year." It would be good to have broader aspirations than just one year. As far as the list of bullets, I'd remove the 4th bullet.

Doug says "we need to have focus beyond current year, what are the level of reserves, what is the expense policy." He thinks it is important to capture the mechanics of the first year, but then focus on the longer-term policy. We need to have "policy" in there somewhere.

Margaret suggests "multi-year financial policy and plan."

Doug says "if we walk out of here after 12 months without addressing policy, we'll have failed."

Paul says the group needs to keep eyes on the horizon.

Bart summarizes the proposed changes in the first paragraph in the second sentence as follows:

The primary goal of the Acton Leadership Group is to reach consensus on a multi-year financial *policy and plan* for the Town of Acton, *with particular focus on the upcoming year*, to recommend to their respective boards.
(italics indicate added text)

Everyone nods their agreement with the revision.

Bart continues that the rules at bottom are important to agree to. The first discussion is regarding the definition of a quorum with no substitutes.

Paul asks what is the thinking about not allowing substitutes. Janet answers "continuity," and Doug answers "accountability." Peter Berry adds that he would like to keep the quorum requirement as is, but if a regular staff person couldn't be there, another staff member could respond to questions while sitting in the audience. In response to a question, Steve Ledoux said that staff are designated by the managers. Doug adds that there should be "no substituting substitutes." Bart confirms that staff are Glenn, Marie, Steve Ledoux and Steve Barrett.

The next discussion was about weather: should there be a delay if school is delayed? Should we meet no matter what? Paul thought that we should leave it as is ("Mimics Acton-Boxborough Regional School decisions"). Margaret thought the group should meet no matter what. Janet said she thought it should stay the same, but that the manager and superintendent should make a decision, especially if there was a delay for the schools.

Bart finally talked about how the job of this group is not to decide policy or plan, but to recommend such to their boards. Once something is agreed to, all are expected to make a good faith commitment to present back to their boards. "This is what we've agreed to, and I think you should support it because . . ." This is the crucial piece which can trip up everyone. He emphasized that a member cannot agree to it here, and then go back to his/her board and not support.

2. Approval of Meeting Minutes, February 25, 2016

Minutes accepted.

3. Update of FY16 Revenues and Expenditures – Steve Ledoux, Glenn Brand

Steve Ledoux introduced Steve Barrett, wishing everyone a "Happy Fiscal Year-end Eve." Steve Barrett indicated there would be a small turnback of approximately \$300-500K, mostly generated from snow and ice budget, gas and diesel. On the revenue side, there were some additional receipts in the \$300-\$500K range, due to the fact that the town has already hit the motor vehicle excise tax target for the year, and there has been some tax deferral payoff. They are wrapping up the year-end. Free cash certification will probably go in by September.

Glenn Brand indicated that regional transportation aid came in more favorably than expected (72 percent reimbursement versus 65 percent budgeted). They are currently closing out the fiscal year. Favorable spending expected to be .5-.8 percent of the budget. Budget subcommittee meets biweekly. Meeting with them to talk about any extra balances: circuit breaker and E&D. Both of these are trying to improve our bond rating in anticipation of future borrowing.

Margaret asks the Superintendent for any update on the SC's legislative effort. Clare Jeannotte responded that there has been no movement in legislature to address Foundation Budget Review recommendations, and that declining state revenues have made this more difficult.

4. Review of Spreadsheet – Steve Barrett, Marie Altieri

Steve Ledoux circulated what he described as an illustration of the "final product" from last year's warrant. Steve Barrett further described that there is an electronic workbook with multiple tabs, and what was circulated is the front page summary. He said that he and Marie Altieri try to get spreadsheet to the group ahead of time. They track any changes on a separate sheet. Members can follow what changed in assumptions and effect on plan.

Peter says that last year's group worked on the format, and he thinks it looks good. He asks why debt exclusion is included as a funding source. Steve Ledoux responds that this distinguishes debt exclusion revenue from the general tax levy. Steve Barrett says that on the Proposition 2-1/2 data that the town provides to DOR, debt exclusion is a separate item. He says they could collapse the debt exclusion data into the general tax levy. Steve Ledoux warns that the danger of collapsing it is when you look at future years, and you may not appreciate that debt exclusion is declining.

5. Discussion of Meeting Schedule

Bart and Steve Ledoux provide some context. ALG has been meeting on a Thursday morning from 7:30 until 9 a.m. There have been some adjustments, especially during the winter months when the group has sometimes met at 5 p.m. The group meets several times per month during the busy budget months (January, February, sometimes March). The group has also tried to be sensitive about Thursdays when the SC is meeting.

After discussion, the group agrees to meet at 7:15 a.m. as a general rule, and asks Steve Ledoux and Glenn Brand to come up with a proposed schedule of meeting dates for next meeting.

The next meeting will be on Thursday, September 1 at 7:15 a.m. Tentative agenda items include:

- Update on revenue/expenses
- Spreadsheet
- Recommendation of meeting schedule - Glenn and Steve L
- Schedule of decisions - staff
- Reserves policy (agree that this should be after Fincom has had an opportunity to discuss themselves in September)

6. Public Comment

Charlie Kadlec distributed copies of the town website description of ALG. He suggests that there are areas highlighted which should be updated to reflect what actually happens at ALG.

Meeting adjourned at 8:35 a.m.

Submitted by Mary Ann Ashton

Suggested Calendar for Budget Planning for FY17 - DRAFT

Issue	ALG Discussion	ALG Preliminary Consensus	Final ALG Consensus	Confirmation by Boards
Revenue projections	10/14/2016	11/10/2016	12/8/2016	After 12/8/2016
Review of FinCom POV	10/14/2016			After 12/8/2016
Capital plans?	10/14/2016	11/10/2016		After 12/8/2016
Minuteman - Capital plans?	11/10/2016	11/10/2016		
Split allocation	12/8/2016	1/5/2017	1/26/2017	After 1/26/2017
Any further revision of revenues?	12/8/2016	1/5/2017	1/26/2017	After 1/26/2017
Override? No Override?	1/26/2017	1/26/2017	1/26/2017	After 1/26/2017
Revisions to Split Allocation	1/26/2017	1/26/2017	1/26/2017	After 1/26/2017
Assumptions for 3-year plan	1/26/2017	1/26/2017	2/8/2017	After 2/8/2017

Other Important Dates:

Manager's Budget Due	12/19/2016
Municipal Budget Saturday	1/7/2017
AB Budget Workshop	1/21/2017
BOS Vote Budget	1/23/2017
BOS MUST Vote Budget for Fincom	2/3/2017
ABRSC Budget Hearing	2/16/2017
Warrant to Printer This Week	3/7/2017
Post Warrant	3/14/2017
Town Election	3/28/2017
Town Meeting Begins	4/3/2017

ALG Meeting Dates:

September 1, 2016	7:15 AM
October 14, 2016	7:15 AM
November 10, 2016	7:15 AM
December 8, 2016	7:15 AM
January 5, 2017	7:15 AM
January 26, 2017	7:15 AM
February 8, 2017	7:15 AM
March 9, 2017	7:15 AM

Weds



Acton-Boxborough Regional School District

2016-2017 Family Learning Series

Supported by the ABRSD, ABRSD PTOs, PTF, and PTSOs, AB Special Education Parent Advisory Council, Danny's Place Youth Services, and AB United Way

All events are for *adults* only, except where indicated otherwise.
Grade levels of interest are specified for each speaker.

September 21, 2016

7:00-8:30 PM

Presenter: Dr. Kirsty Kerin

Topic: *The Science of Sleep*

Audience: Grades PK-12 Location: ABRHS Auditorium

October 5, 2016

7:00-8:30 PM

Presenter: Janell Burley Hofmann

Topic: *Early Childhood and Technology*

Audience: Grades PK-4 Location: RJ Grey Auditorium

November 8, 2016

7:00-8:30 PM

Presenter: Dr. Denise Pope

Topic: *The Well-Balanced Student*

Audience: Grades PK-12 Location: ABRHS Auditorium

December 1, 2016

7:00-8:30 PM

Presenter: Michelle Icard

Topic: *Middle School Makeover: Improving the Way You and Your Child Experience the Middle School Years*

Audience: Grades 4-8 Location: ABRHS Auditorium

January 25, 2017

7:00-8:30 PM

Presenter: Pamela Katz Ressler

Topic: *Mindfulness*

Audience: Grades PK-12 Location: RJ Grey Auditorium

February 13, 2017

7:00-9:00 PM

Presenter: Chris Herren

Topic: *Substance Abuse*

Audience: Grades 6-12 and students ages 13 and up

Location: ABRHS Auditorium

March 7, 2017

7:00-8:30 PM

Presenter: Sarah Ward

Topic: *Executive Functioning and Resilience*

Audience: Grades PK-12 Location: RJ Grey Library

April 5, 2017

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

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



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

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

August 24, 2016

Dear Parents and Guardians,

Welcome back to our families with students returning to our wonderful school system! For those families with children just beginning at one of our nine schools, welcome to these terrific communities.

As you can imagine, there has been an amazing amount of activity behind the scenes since school ended in June to prepare for the start of another school year. From hiring new staff, to cleaning buildings, closing out budgets, ordering supplies and resetting schedules and student lists etc. the list is long! My sincere gratitude goes out to everyone who worked tirelessly over the summer to help prepare for us to welcome back students and staff next week.

I would like to highlight a number of key areas of focus that our entire community should be aware of for the new school year.

First, in addition to providing a robust academic program, we continue to make a vital commitment to attending to the social and emotional well-being of the children and young adults whom we serve.

There are two primary areas that are unfolding within this realm:

- Last spring we announced our plans to partner with a nationwide research and intervention program that aims to reduce unhealthy pressures on our youth by championing a shift in how success is defined and measured in our schools and communities. *Challenge Success*, based out of Stanford University, represents a deep commitment on our part and we are excited about joining the many other schools in this state and across the country in this important work. Considerably more information will be forthcoming in the weeks ahead but in the meantime I would recommend visiting their website at www.challengesuccess.org to learn more about their focus and our pursuit. One important event in conjunction with this effort is the planned visit to the district by Dr. Denise Pope, one of the founders of *Challenge Success*, on November 8. Dr. Pope will meet with staff during the day and our parent/guardian community in the evening to share information connected with their research.
- In June, the *Superintendent's Wellness Committee* delivered the report of their year-long effort that examined sleep and sleep deprivation in the context of school start times. This very thorough report can be found at <http://www.abschools.org/district/school-start-times> and was well received by the School Committee. The Administration has now been asked to explore the possible options that might facilitate future changes to our current start times in detail. This notion of changing school start times later in the day for our young adolescent students is gathering nationwide attention and is a complex issue that is more complicated than it might seem.

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.

Second, as you know, we have begun to update our District's Strategic Plan. In June I circulated a multimedia presentation that provided a glimpse of a set of proposed draft statements in support of our evolving vision, mission and core values. Over 800 people responded to these statements via a survey and, on behalf of the members of the entire District Leadership Team, I am extremely thankful for their participation. Later this year, we will propose a new set of strategic actions that will hopefully become part of the new plan presented to the School Committee for their ultimate approval.

Third, throughout the course of the 2015-16 school year, the District completed the first phase of our capital study aimed at examining our capital and infrastructure needs throughout our eight buildings. Otherwise known as the *Existing Conditions Study*, this work detailed an extensive list of capital improvement needs. The second phase of the study also began last year and is slated to culminate with a final report in November that will lay out a *District Master Plan*. This plan will identify a range of options for us that will be important to consider as we seek a path forward that is fiscally responsible and helps maintain our buildings and infrastructure over the long-term. Extensive information on all of this work including past reports and presentations may be found on the district's website at <http://www.abschools.org/district/school-capital-and-space-planning>.

Establishing strong and regular channels of communication between the district and our families remains something very important to me. As a reminder, the *district's website* – www.abschools.org includes a wealth of information and is updated regularly. There are also a number of district *Twitter accounts* including mine @SuperABRSD where I strive to include timely information about district events and activities including school closures, cancellations and delays.

Finally, a few important things to note as we get ready to launch the year:

- i) *Bus Schedules* will be finalized and posted on www.abschools.org this week. As always, we ask for your patience during the first few days as routes simply take longer due to many variables.
- ii) The full 2016-17 school year calendar with important dates is available on the district's website at <http://www.abschools.org/district/calendar>.
- iii) Early next week I will follow-up with additional information regarding changes to our school safety and security plans.

It is an honor and a privilege to serve the communities of Acton and Boxborough as we collectively support our young people to help shape, guide and develop our future leaders. Thank you for your trust, support and commitment in this work and I look forward to seeing you around 'AB' this year.

Yours in education,

Glenn A. Brand

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

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

"The horizon leans forward, offering you space to place new steps of change."

Maya Angelou

August 19, 2016

Greetings!

As someone who truly loves a great quote, I enjoy searching for just that right one that encapsulates the moment, captures the attention, and/or states so eloquently a general feeling or mood. Maya Angelou's words above jumped right off the page at me!

As we prepare for the start of the new school year, there is much that remains steadfast in this highly successful school system. We relish the ability to attract and retain highly talented, dedicated staff. We come together, whether in the role of teacher, support staff or administrator and work relentlessly in finding ways to best serve our students. Lastly, we have the pleasure of serving families in two communities that believe in us, enthusiastically support us, and seek to partner with us in the most important job on earth – educating our youth!

At the same time, as the horizon before us starts to *lean* just a little farther forward as the first of September comes into focus, it is undeniable that we are a school district that is readying to take 'new steps of change.' As I have had the good fortune of learning, AB has a long and storied past that has brought us to where we stand today as a fully regionalized PreK-12 school system that is one of the beacons of public education in Massachusetts. At the same time, we know that *legacy* alone does not equate with progress and so seeking new *space* to place our *next steps* becomes vital.

Great new directions are emerging for the year that lies ahead.

First, a newly evolving strategic plan will soon guide our District work. This plan includes new goals around which our resources and priorities will be aligned, as well as a newly established vision, mission and core set of values. Over 800 individuals took time in July to provide feedback on draft statements that the District Leadership Team worked extensively on last year. These are now coming into sharp focus and will be part of my presentation on Opening Day.

Second, our district is launching into a partnership that I believe holds tremendous potential to be transformative in how we seek to support our students in these increasingly challenging and stressful times. The announcement from our principals and senior leadership last Spring clarified our commitment to confront head-on the growing tension that our young people face in navigating their development in a

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hyper-competitive environment. This commitment, through our partnership with *Challenge Success* (www.challengesuccess.org - a nationwide research and intervention program based out of Stanford University) will shift how success is defined and measured in our schools and communities in Acton-Boxborough. I will speak considerably more on the 29th about how monumental this will be in changing the discourse not just within our district but across all of our school communities.

Third, a highly effective educational system relies not only on strong and effective staff, but also an environment that supports teaching and learning in these contemporary times. A dedicated study of our capital and infrastructure needs has been undertaken and involves dozens of stakeholders including teachers, support staff, administrators and community members. A final District Master Plan Report will be delivered in the late fall. The pathways that are carved out as a result of this work will help cement (literally and figuratively) our future direction as a district and will involve seeking millions of dollars in local and state financial resources.

Finally, as I move into my third year as your Superintendent, it is my intention to continue to explore possible ways where we can as a school system consider placing steps of change. As we continuously focus on doing things better, more efficiently and more effectively, where can and should we consider doing things differently? I would love to hear your thoughts. I plan to introduce a *Superintendent's Council* that will serve as a cross-district committee of staff with whom I can meet with regularly to ensure that I receive this input. More details to come on this, including how to participate, in the weeks ahead.

As we look forward to welcoming back our students, there are a few items for your attention:

- All staff return on Monday, August 29 with our kickoff in the High School Auditorium. Please see the enclosed schedule.
- The mandatory annual online training for all staff, to be completed by September 30th, is available at <https://sites.google.com/a/abschools.org/allergy-quiz/> and <https://sites.google.com/a/abschools.org/professional-training/view-the-slide-show>

This time of year is always bittersweet in many ways. We pack away the camping gear, close up vacation homes, reflect on a summer bucket list (that did or did not get accomplished), send kids back to college and complete the back to school shopping. Amidst all of this, let us not forget the amazing good fortune that lies ahead for us all.....the chance to start another new school year and prepare to help welcome almost 5,600 of our future adult citizens back to this wonderful place we call AB!

My best to you and your family as you enjoy these last few days of summer. I look forward to seeing you soon!

Sincerely,

Glenn

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.

Welcome Back All Staff!

Monday, August 29, 2016

Acton-Boxborough Regional High School Auditorium

- 7:30 – 8:00 am** Continental Breakfast and Reconnecting
Lobby outside the High School Auditorium
Hosted by members of the School Committee and Central Administration
- 8:15** Greetings from Superintendent Dr. Glenn Brand &
Acton-Boxborough Regional School Committee Chair, Mary Brolin
High School Auditorium
Introduction of New Staff and Staff with more than 30 years
- 8:40** Welcoming Remarks from Acton-Boxborough Education Association (ABEA)
President Karen Sonner, Presentation of Teachers Receiving Professional Status
- 9:15 – 9:45** Opening Day Address by Dr. Brand
- 10:15 – 3:00** Building Based Time

Tuesday, August 30

- 8:00 – 3:00** Building Based Professional Learning
- 1:30 – 3:00** Districtwide Departmental Meetings:
- Student Services Certified Staff will meet in the R.J. Grey Junior High Auditorium (all other staff, including assistants will remain in their buildings)
- Visual Arts Teachers with Diana Woodruff in High School Art Faculty Center
- Performing Arts Teachers with Mark Hickey in the High School Chorus Room
- Physical Education/Health Teachers with David James in the Jr. High Library

Mandatory ALICE training schedule for all staff may be found on reverse side.

Mandatory ALICE* Training Schedule for all Staff

Acton-Boxborough Regional High School Staff

Monday, August 29 12:30 – 2:30

High School Auditorium

R.J. Grey Junior High School Staff

Tuesday, August 30 8:00 – 11:30

Junior High Auditorium

Blanchard School Staff

Tuesday, August 30 8:00 – 10:00

Blanchard Cafeteria

Conant School Staff

Monday, August 29th 10:30 - 12:00

followed by practice 1:00 - 2:30

Conant

Douglas School Staff

Monday, August 29 10:30 - 2:30

Douglas

Gates School Staff

Monday, August 29 10:00 – 12:00

followed by practice from 1:00 – 2:30

Gates Cafeteria

McCarthy-Towne School Staff

Monday, August 29 1:00 – 3:00

McCarthy -Towne

Merriam School Staff

Tuesday, August 30 8:00 – 11:00

Merriam

Administration Building Staff

Monday, August 29 1:00 – 4:00

Admin Building Auditorium

Please note that some schools have scheduled additional training/practice on different days.

* ALICE: Alert, Lockdown, Inform, Counter, Evacuate



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
16 Charter Road, Acton, MA 01720
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Fax: (978) 264-3340

PARENT COMMUNICATION MAP

2016-2017

August 2016

Dear Acton and Boxborough Parents/Guardians,

Effective communication is an essential aspect of any organization. Given the complexity of a large school district such as ours that includes multiple stakeholders (students, parents/guardians and community members), this is especially true. This *Parent Communication Map* has been designed as a tool to help guide you to the information that you need to effectively resolve concerns related to a wide-range of aspects of our school system.

At any given point in a school year, parents/guardians may find themselves in a position where they have questions or concerns about a particular issue or assistance is required to resolve a problem. This *Parent Communication Map* has been designed to assist by categorizing a wide array of issues and then identifying initial points of contact within the school system. If the desired information has not been obtained, or the issue has not been resolved through this initial contact, then the attached map identifies the "referral" for the next step the parents/guardians may pursue.

I recognize that one of the biggest areas that prompt inquiry is around a student's progress and experience in a particular classroom. Please note that such inquiries should always be directed to the classroom teacher. As a general rule, while administrators will certainly respond to questions, parents/guardians will be directed back to the classroom teacher as a first step in the process with the belief that most situations can be resolved first at this level of contact.

In addition to the points-of-contact outlined within this map, please remember that the Acton-Boxborough Regional School District website (www.abschools.org) contains extensive school and program information that is often helpful in answering questions.

If you have further suggestions regarding this *Parent Communication Map*, or how communication in general can be improved in our district, please do not hesitate to let me know.

I want to wish you and your child an enriching and successful experience in the school year ahead.

Yours in education,

Glenn A. Brand, Ed.D.
Superintendent

ELEMENTARY SCHOOLS

NATURE OF CONCERN	CATEGORY	INITIAL CONTACT	SECONDARY CONTACT
Policy	Schoolwide	Principal	Superintendent
Student Registration	School Registration and Placement Classroom Placement	Registrar Principal	Deputy Superintendent
Student Records	Content/Availability Special Education Records	Counselor	Counseling Chairperson Special Education Coordinator
Transfers	Within School District (Not Out of District)	Principal/Registrar	Deputy Superintendent
Transportation	Busing/Crossing Guards	Principal	Director of Facilities and Transportation
Teaching/ Instruction	Performance	Teacher	Principal
Student Progress	Academic Progress Social Development	Teacher Teacher/Counselor	Principal Principal
Discipline	Classroom Lunchroom Playground/Recess	Teacher Teacher Teacher	Principal Principal Principal
Curriculum	Content Content/Policy Policy	Teacher Special Subject Teacher Teacher	Principal/Specialist/Department Head Specialist/Assistant Superintendent for Teaching and Learning Principal/ Assistant Superintendent for Teaching and Learning
Learning Concerns	Regular Education/ Learning Concerns Preschool Screening Specialized Transportation Kindergarten Screening	Counselor/Special Educator Early Childhood Coordinator Special Educator Kindergarten Teacher	Counseling Chairperson/Special Education Coordinator/Director of Special Education Director of Special Education Director of Special Education Principal/Director of Special Education
Counseling	Program/Performance	Counselor	Principal/Counseling Chairperson
Instrumental Music	In-school Lessons	Instrumental Music Specialist	Director of Performing Arts
Extended Day Opportunities	Programs Registration Information	Community Education	Extended Day Coordinator
Health	Medical Issues	School Nurse	Chairperson of Nursing
On-line Emergency Card	School-related	Principal	Information Management Specialist

SECONDARY SCHOOLS

NATURE OF CONCERN	CATEGORY	INITIAL CONTACT	SECONDARY CONTACT
Student Registration	School-related	Registrar in School Counseling Office	Principal
Policy	School-related	Principal	Superintendent
Administrative Decision	School-related	Principal	
Discipline	School-related (including attendance and tardiness)	HS: Dean of Students → Associate Principal // JHS: Assistant Principal	Principal
Transportation	Regular Special Needs	HS: Dean of Students → Associate Principal // JHS: Assistant Principal Counselor/Special Educator	Director of Facilities and Transportation Special Education Team Leader/ Director of Special Education
Personal or school-related issues that may impact educational performance	Counseling	HS: Counselor → Dean of Students → Associate Principal JHS: Counselor or Assistant Principal	Counseling Department Chairperson/ Director of Special Education Principal
Student Records	Content/Availability Special Education Records	Counselor	Counseling Chairperson Special Education Team Leader
Student Progress	Classroom issues: grades/academic concerns; pupil/teacher relationships	Classroom Teacher	Counselor/Department Leader Assistant or Associate Principal/ Principal
Scheduling	Placement/programs: schedules, placement, college/postgraduate admissions, career planning	Counselor	Counseling Department Chairperson Assistant or Associate Principal/ Principal
Learning Concerns	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chair/ Special Education Team Leader/ Director of Special Education
Curriculum: course content Placement: policy information and advice Approval for credit	Departmental	RDL (Regional Department Leader) JHDL (Junior High Department Leader)	Assistant Superintendent for Teaching and Learning
Health	Medical Issues	School Nurse	Chairperson of Nursing
Athletics	Schedules Team Activities	Coach	Athletic Director
Teaching and Learning	Systemwide	Assistant Superintendent for Teaching and Learning	Superintendent
Home/Hospital Programming	Systemwide	Counselor/Special Educator	Counseling Department Chairperson Director of Special Education
Online Emergency Card	School-related	Principal	Information Management Specialist

Any concern should be directed first to the teacher, counselor or principal, using the charts provided inside. Should further information and assistance be needed, the following directory may be used. Call (978) 264-4700 to reach all departments.

ELEMENTARY CONTACTS

LEVEL I

Curriculum Specialists: Heather Haines: Mathematics; Anne Doble: Science; Jean Oviatt-Rothman: Science; Sharon Ryan: Literacy/Social Studies

SPECIAL SUBJECTS

Reading Specialists: Sandy Baron, Amy Omo, Karen Flaherty, Danielle Healy, Maureen O'Brien, Noel Powers, Renee Luttati
Art Teachers: Eileen Barnett, Melissa Hayes, Celia Knight, Anne Kress, Heidi Kupferman, Beth Warner
Music Teachers: Peter Broggi, Margie Callaghan, Jillian Gilfoil, Chris Porth, Kerrin Stewart, Kim Ward
Physical Education Teachers: Kathleen Ammendolia, William Chan, Robert Guilmette, Thomas Kamataris, Mary O'Brien, Jill Reed
Special Education Staff: Check with each building

LEVEL II – BUILDING LEADERS

Blanchard School Principal: Dana Labb
Blanchard School Assistant Principal: Karen Tower
Conant School Principal: Damian Sugrue
Conant School Assistant Principal: Abigail Dressler
Douglas School Principal: Christopher Whitbeck
Douglas School Assistant Principal: Jenna Larrenaga
Gates School Principal: Lynne Newman
Gates School Assistant Principal: Priscilla Kotyk
McCarthy-Towne School Principal: David Krane
McCarthy-Towne School Assistant Principal: Matt McDowell
Merriam School Principal: Ed Kaufman
Merriam School Assistant Principal: Juliana Schneider

LEVEL II – PROGRAM MANAGERS

Title I Coordinator: Deborah Bookis, Assistant Superintendent for Teaching and Learning
Counseling/Psychological Services: Hilary Bonnell, Chairperson
Special Education: Lynne Laramie, Special Education Coordinator (Blanchard, Conant, Douglas, Gates)
Special Education: Pam Smith, Director (McCarthy-Towne, Merriam)
Preschool Services: Joseph Gibowicz, Early Childhood Coordinator
English Language Services, PK-12: Roberto Soto-Garcia
Nursing Services: Diane Spring, Chairperson
Visual Arts: Diana Woodruff, Director
Performing Arts: Mark Hickey, Director
Physical Education/Health: David James, Chairperson
Out-of-District Coordinator: Matthew Kidder

SECONDARY CONTACTS

LEVEL I

Regional Department Leaders (RDL) at the High School

English Language Arts RDL: Dianne Telicki
Mathematics RDL: Bill Noeth
Science RDL: David Palmer
Social Studies RDL: David Green
World Languages RDL: Sinikka Gary

Junior High Department Leaders (JHDL)

English Language Arts Contact Person: Melanie Scalice
Mathematics: Philip Stameris
Science: Mary-Frances Doiron
Social Studies: Lynne Bover
World Languages: Robin Crown

LEVEL II : BUILDING LEADERS

High School Principal: JoAnn Campbell
High School Associate Principal: Beth Baker
High School Associate Principal: Larry Dorey
High School Dean: Peter Cavanaugh
High School Dean: Maurin O'Grady
Junior High School Principal: Andrew Shen
Junior High School Asst. Principal: Jim Marcotte
Junior High School Asst. Principal: Allison Warren

LEVEL II – PROGRAM MANAGERS

Title I Coordinator: Deborah Bookis, Assistant Superintendent for Teaching and Learning
Counseling/Psychological Services: Todd Chicko, Chairperson
Psychological Services: Susan Root, STAR Coord./Chairperson
English Language Services, PK-12: Roberto Soto-Garcia
ABRHS Special Education Team Leader [Interim]: Susan Bohmiller
RJGrey Special Education Team Leader: Tara Kirousis
Nursing Services: Diana McNicholas, Chairperson
Visual Arts: Diana Woodruff, Director
Music/Performing Arts: Mark Hickey, Director
Physical Education/Health: David James, Chairperson
Athletics: Steve Martin, Director
Summer School: Maurin O'Grady, Director
Out-of-District Coordinator: Matthew Kidder

LEVEL III

Marie Altieri, Deputy Superintendent
Deborah E. Bookis, Assistant Superintendent for Teaching and Learning
Dawn G. Bentley, Ed.D., Assistant Superintendent for Student Services
Clare Jeannotte, Director of Finance
Amy Bisiewicz, Director of Educational Technology

Pam Smith, Director of Special Education, PK-12
Kirsten Nelson, Coordinator of Food Services
John D. Head, Director of Facilities and Transportation
Erin Bettez, Director of Community Education
Marty Finnegan, CASE Transportation Administrator

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

ACTON-BOXBOROUGH REGIONAL SCHOOLS

16.4

K-6 CLASSROOM TEACHERS

2016-2017

<i>Gr</i>	<i>Blanchard</i>	<i>Conant</i>	<i>Douglas</i>	<i>Gates</i>	<i>McCarthy-Towne</i>	<i>Merriam</i>
<i>K</i>	Irene Incutto [AM K] Kristen Kilcommins [ADK] Tara Livolsi [ADK]	Ann Brazinski [AM K] Loretta Crumlish [ADK] Ali Ganss [ADK]	Liz Fitzpatrick [ADK] Kathleen Smith [ADK]	Tina Lamonakis [AM K] Linda Subsick [ADK]	Cheryl Beaudoin [AM K] Kestrel Dunn [ADK] Darsi Tedesco [ADK]	Netta Porth [AM K] Karen Sonner [ADK] Trish Underwood [ADK]
<i>1</i>	Marcia Cohen [1/2] Jill Krysil Jill Neuman	Tracy Hodsdon Betty Ann Vitale	Sally Hunt Amy Maciel Kim Shamah	Cindy Holt Jillian MacLean Kara Whitcomb	Vin Wallack Heather Wilson Nancy Wurtz	Lauren Bova Leah Lally Linda McMullon
<i>2</i>	Marcia Cohen [1/2] Lauren Grady Penny McCabe	Mary Tsacoyeanes Kathy Tulp	Debbie Kay Jamie [Lavin] Rickenbach Thais Savage	Sheryl Kokkinos Kim Luongo Krista Olsen	Kari James Heather Matthews Jen Pratt	Kristin Indge Fran Strohm Alyson Whatcott
<i>3</i>	Brian Gentile Mary Sperazzo	Mairin Gulliver Gina Lemieux Ann Marie Mercadante-Pastor	Stephanie Ingraham Suzanne Ritter Elise Simeone	Lindsay Hussey Nancy May	Kate Gibalerio Mary Ann Mehler Sarah Ricci	Abby Johnson Kaitlin Nealon Michele Pruett Jasmin Washington
<i>4</i>	Sheila Owen Courtney Stevens Erin Whyte	Nancy Auger Karen Bellomy Sarah Mosher Jenna Zamary	Martha Bethel Cheryl Breslin Anne Littlefield	Jenn Walsh Ben Wolfson	Alison Bullock Noreen Cohen Kathryn O'Hara	Colm McDermott Joanne Mills Melissa Reinhardt
<i>5</i>	Kerin Crockett Rebecca Noke Jessica Sands	Anne Corkery Christiann Kelley Melissa Meek	Rip Cail Meghan Giannetto Sandy [Hillman] Sheridan	Erika Cormier Nancy Melbourne Heather Ryder	Amy-Jo Conant Justin Kessler Jillian Short	Christy Nealon Martha Sheridan Kate Shiebler
<i>6</i>	Kate Contini Danielle Fredericks Janet LaVigne	Robyn Harding Kimberly Macey Sara Wilcox	Catherine Christensen Melissa Hubbell Katie Oxnard	Becky Acheson June Montepeluso Susanne Rued Conley	Laura Martin Tara Matthews Callie O'Connor	Stephanie Gardner Vanessa Mann Tasha Peterson Tom Sidley

August 24, 2016

Acton Boxborough Regional School Committee

2016-2017 Goals

(voted 8/8/16)

Professional Practice Goal #1

Participate in a Webinar or training on a key issue for the School Committee such as data-driven decision making to improve the efficiency and effectiveness of our committee.

Actions planned:

- Identify an appropriate Webinar or training.
- Schedule a time for all members to attend the Webinar or training.
- Discuss the learning from the Webinar or training as a group.

District Improvement Goal #1

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

Actions planned:

- Coordinate information for PTO's, PTSO's and PTF's with other outreach work.
- Create and implement outreach strategies for:
 - Capital planning,
 - Findings from the Wellness Committee on school start times and next steps,
 - Supporting the Superintendent in assessing the culture and climate of our school communities,
 - Safety task force recommendations, and
 - Other important areas for SC communication with the community, such as budget information.

District Improvement Goal #2

Support the Superintendent with appropriate policy and budget work as he clarifies the organizational structure of the District's schools.

Actions planned:

- Review policies in light of Superintendent's assessment and findings to determine if any need modification.

- Assess budget and spending data at school level, where appropriate, to support Superintendent's assessment and make recommendations for changes if needed.

Student Learning Goal #1

Create, support and promote a FY '18 budget that supports the needs of all students, while also continuing the process of engaging in longer-range budget planning to support the district's long-range capital and operational goals.

Actions planned:

- Continue to work with the detailed capital planning information from Dore and Whittier and better understand short- and long-term capital needs.
- Communicate budget priorities and information to the Finance Committees of each town and the larger communities by making information available on the website, using appropriate listservs, holding meetings, and using media effectively.
- Continue to use the Budget Subcommittee to preview budget issues and guide the process of budget development.

Acton-Boxborough Regional School Committee 2016-2017
Subcommittees & Assignments
(Voted 8/8/16)

CASE Board Member	Glenn Brand
EDCO School Committee Leadership Liaison/Round Table	Diane Baum, Eileen Zhang
EDCO Board Member (voting member)	Glenn Brand
EDCO Advisory Member (non voting member)	Diane Baum
Legislative Issues & Initiatives Subcommittee (for Rep. Atkins'/Rep. Benson's/Sen. Eldridge's Districts)	Paul Murphy, Kathleen Neville
Health Insurance Trust Representative	Mary Brolin
Superintendent's Wellness Task Force/Advisory Comm	Kathleen Neville, XXXX
Superintendent's Safety Task Force	Maria Neyland, Maya Minkin, Amy Krishnamurthy
Community Outreach/ PTSO Liaison	Kristina Rychlik, Kathleen Neville, Deanne O'Sullivan, Diane Baum, Eileen Zhang
Special Education Parent Advisory Comm Liaison	Diane Baum, Kathleen Neville
Warrant Signature Subcommittee	Deanne O'Sullivan, Paul Murphy, Kristina Rychlik, Maria Neyland, Mary Brolin, Amy Krishnamurthy
Policy Subcommittee	Brigid Bieber, Maria Neyland, Amy Krishnamurthy, Maya Minkin, Kathleen Neville
Negotiations Subcommittee	Maria Neyland, Amy Krishnamurthy, Paul Murphy
Acton Leadership Group (ALG) Representatives	Amy Krishnamurthy, Paul Murphy
Acton Board of Selectmen Liaison	Eileen Zhang, Paul Murphy
Acton Finance Committee Liaison	Deanne O'Sullivan, Amy Krishnamurthy
OPEB Task Force	Diane Baum, Mary Brolin
OPEB Trust Fund Board of Advisors	ABRSC Chairperson, Mary Brolin
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber, Mary Brolin, Maria Neyland, Kathleen Neville
Boxborough Board of Selectmen Liaison	Maria Neyland, Brigid Bieber
Boxborough Finance Committee Liaison	Mary Brolin
Regionalization Financial Oversight Committee	Chairperson Mary Brolin, Kristina Rychlik
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy
Budget and Capital Planning Subcommittee	Brigid Bieber, Deanne O'Sullivan, Chairperson Maria Neyland, Kristina Rychlik, Mary Brolin, Amy Krishnamurthy
MMT Liaison/SC rep to Acton MMT Working Group	Diane Baum
Future School Needs and Planning	Paul Murphy, Maria, Neyland, Kristina Rychlik
Capital Working Group	Brigid Bieber, Amy Krishnamurthy, Maya Minkin
Town of Acton Capital Improvement Planning Comm	Kristina Rychlik



Acton-Boxborough Regional School District

16 Charter Road
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**SCHOOL COMMITTEE MEMBERS
2016 - 2017**

Diane Baum	Acton	dbaum@abschools.org	April, 2018
Brigid O. Bieber	Boxborough	bbieber@abschools.org	May 2018
Mary Brolin*	Boxborough	mbrolin@abschools.org	May 2019
Amy Krishnamurthy**	Acton	akrishnamurthy@abschools.org	April 2017
Maya Minkin	Acton	mminkin@abschools.org	April 2017
Paul Murphy	Acton	pmurphy@abschools.org	April 2017
Kathleen Neville**	Boxborough	kneville@abschools.org	May 2017
Maria Neyland	Boxborough	mneyland@abschools.org	May 2017
Deanne O'Sullivan	Acton	dosullivan@abschools.org	April, 2018
Kristina Rychlik	Acton	krychlik@abschools.org	April, 2019
Eileen Zhang	Acton	ezhang@abschools.org	April 2019

The Committee may be emailed at abrsc@abschools.org. These emails will also be received by the Superintendent and the Committee Secretary, Beth Petr. Beth may be reached at 978-264-3306 or bpetr@abschools.org.

*Chairperson

** Vice-Chair

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
MEETINGS
2016-2017**

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

Annual Workshop: Wednesday, June 29 at 6:30 p.m.

Summer Business Meeting: Monday, August 8 at 7:00 p.m.

September 1
September 15

October 6
October 20

November 3
November 17

December 1
December 15

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

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

March 2
March 16

April 27

May 18

June 8
June 22

Note: Acton Town Meeting begins April 3, 2017. Boxborough Town Meeting begins May 8, 2017.
Voted 6/9/16

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

Acton-Boxborough Regional School District

SCHOOLS OPEN

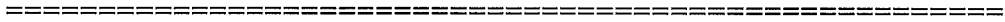
****Note changes in Elementary Schedules**

Wednesday, August 31, 2016*

* With the exception of
8th, 10th, 11th, & 12th graders, who start on Thursday, September 1, 2016

HIGH SCHOOL 7:23 a.m. - 2:18 p.m.

JUNIOR HIGH 7:30 a.m. - 2:06 p.m.



BLANCHARD, DOUGLAS & GATES

All-Day K and Grades 1-6

8:40 a.m. - 2:50 p.m.

(1st & 3rd Thursdays - 12:20 p.m. dismissal)

Kindergarten

AM Session - 8:40 a.m. - 11:20 a.m.

(1st & 3rd Thursday Schedule 8:40 a.m. - 12:20 p.m.)

CONANT, McCARTHY-TOWNE, MERRIAM

All-Day K and Grades 1-6

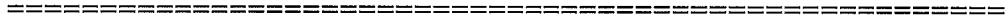
9:20 a.m. - 3:30 p.m.

(1st & 3rd Thursdays - 1:00 p.m. dismissal)

Kindergarten

AM Session - 9:20 a.m. - 12 noon

(1st & 3rd Thursday Schedule 9:20 a.m. - 1:00 p.m.)



Elementary School Lunch Price: \$2.75

Junior High/High School Price: \$2.75

Lunch, includes fruit, vegetable, milk

Milk only: \$.50

For more information, see the Food Services website at:

<http://www.abschools.org/departments/food-services/lunch-menus>



*****Direct Phone Numbers ******

Blanchard: 978-263-4569

Conant: 978-266-2550

Douglas: 978-266-2560

Gates: 978-266-2570

McCarthy-Towne: 978-264-3377

Merriam: 978-264-3371

All other schools: 978-264-4700

7/11/16

Open House Dates - Fall 2016 6/15/16

Blanchard

September 20

6:00-6:45 PM - Grades PreK - 2

7:00-7:45 PM - Grades 3 - 6

Conant

September 14

7:00-8:00 pm - Grades 4 - 6

September 13

7:00-8:00 pm - Grades K - 3

Douglas

September 6

6:00-6:45pm - Grades 3 & 4

7:00-7:45pm - Grades 5 & 6

September 13

6:00-6:45pm - All Kindergartens

7:00-7:45pm - Grades 1 & 2

Gates

September 27

6:00-6:45pm - AMK, ADK & Grade
3

7:00-7:45pm - Grades 2 & 6

September 28

6:00-6:45pm - Grades 1 & 5

7:00-7:45pm - Grade 4

McCarthy-Towne

September 13

6:00pm

Merriam

September 27

6:00pm - Kindergarten

7:00pm - Grades 1 - 6

Junior High

September 22 at 7:00 pm

High School

September 29 at 6:50 pm

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

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

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

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

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

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

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

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

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

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

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

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

Mar. M	T	W	T	F
		1	2	3
	6	7	8	9
	13	14	15	16
	20	21	22	23
	27	28	29	30
	31			

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

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

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

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

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

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

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

Acton Town Meeting begins April X, 2017. Boxborough Meeting begins May X, 2017.

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

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

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

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

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

2016 Fall Coaches

Jessica Sand	Cheerleading	4	Head Cheer
Courtney Cavanaugh	JV Cheerleading	4	Asst. Cheer
Lisa Owens	Cross Country	4	Head Girls XC
Josh Mishrickey	Cross Country	4	Head Boys XC
Mae Shoemaker	Varsity Field Hockey	4	Head FH
Emily Cunningham	JV Field Hockey	4	Asst. FH
Mary Mathews	Freshman Field Hockey	4	Asst. FH
Bill Maver	Varsity Football	4	Head Football
Brian Maver	Asst. Football	4	Asst. Football
John Flannery	Asst. Football	4	Asst. Football
Tim Bassett	Asst. Football Coach	4	Asst. Football
Mike Tobin	Freshman Football	4	Asst. Football
MJ Wagner	Golf	4	Head Golf
Elizabeth Muff	JHS X-Country	4	JHSXC
Julie Donovan	Asst. JHS X-Country	4	JHS Asst. XC
Deb Rimpus	Asst. JHS X-Country	4	JHS Asst. XC
Maura Champigny	7th Grade Field Hockey	4	JHS Asst
Eileen Flannery	8th Grade Field Hockey	4	JHS Asst
Will Edmonds	JH Boys Soccer	3	Head Coach
Jon Duclos	JH Grade Girls Soccer	4	JHS Soccer
David Baumritter	Varsity Boys Soccer	4	Var. Soccer
Kirk Marshall	Freshman Boys Soccer	4	Asst. Soccer
Tony Ammendolia	JV Boys Soccer	4	Asst. Soccer
Lee Billiard	Varsity Girls Soccer	4	Head Soccer
Kristi Stewart	JV Girls Soccer	4	JHS Asst. Soc
Tom Sandock	Freshman Girls Soccer	4	Asst. Soccer
Jeff Johnson	Girls Swim	4	Head Swim
Kristi Picolli	Diving Coach	4	Asst. Swim
Darren Gwin	Volleyball	4	Head Volleyball
Caroline O'Malley	Asst. Volleyball	4	Asst. Volleyball