



Acton-Boxborough Regional
School Committee Meeting

January 14, 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

January 14, 2016
7:00 p.m.

AGENDA

1. **Call to Order** (7:00)
2. **Chairman's Introduction** – Annual Spring Town Elections
3. **Statement of Warrant**
4. **Approval of Minutes**
 - 4.1. ABRSC Meetings of 12/17/15 and 1/6/16
5. **Public Participation**
6. **FY15 Independent Auditor Reports by Borgatti Harrison & Co. – VOTE to accept - Clare Jeannotte, Tim Harrison (7:10) (Posted separately from packet)**
 - 6.1. ABRSD Basic Financial Statements for Year Ending 6/30/15
 - 6.2. ABRSD Management Letter for Year Ending 6/30/15
 - 6.3. ABRSD OMB Circular A-133
 - 6.4. ABRSD Student Activity Funds for Year Ending 6/30/15
7. **Ready to Learn Presentation** – Deborah Bookis, Joe Gibowicz (7:25)
8. **FY17 Budget Pres. #3 - “Superintendent’s Recommended Budget”** – Glenn Brand, Clare Jeannotte (7:40)
 - 8.1. FY17 Superintendent’s Preliminary Budget Request Memo
 - 8.2. Director of Finance’s FY17 Budget Overview including Preliminary Assessment
 - 8.3. Budget Line Item Detail (*posted separately*)
 - 8.4. ABRSC FY17 Budget Saturday Agenda – January 23, 2016 8:30 a.m.
9. **Departmental FY17 Budget Presentations (8:00)**
 - 9.1. Facilities and Transportation – JD Head (*revised in addendum*)
 - 9.2. Educational Technology – Amy Bisiewicz
 - 9.3. Teaching and Learning - Deborah Bookis (*revised in addendum*)
 - 9.4. Community Education – Erin Bettez (*revised in addendum*)
 - 9.5. Questions and Answers
10. **Minuteman Tech Presentation** – Vince Amoroso, Pam Nourse (*oral*) (8:45)
11. **Existing Conditions Study – Phase II Timeline and Recommendation – Second Read – Sense of the Committee - Glenn Brand (8:55)**
12. **Recommendation to Approve Solar Net Metering Agreement – VOTE – JD Head (9:00)**
 - 12.1. 12/11/15 Memo (unchanged from previous meeting)
13. **Recommendation to Revise FY17 School Calendar for No School on Tuesday 10/11/16 and Addition of Early Dismissal Days** – First Reading – Glenn Brand (due to no school scheduled for 10/10/16 and 10/12/16) (9:05)

14. **Recommendation to Accept Gift from Littleton Electric Light and Water to Blanchard School – VOTE** – Glenn Brand (9:10)

15. **Assistant Superintendent of Student Services Search Update** – Marie Altieri (oral) (9:15)

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

16.1. Budget – Maria Neyland (oral)

16.2. Policy –

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

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

16.2.2.1. Procedures

16.3. School Liaison Updates

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

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

17.1.1. Minutes of 12/10/15

17.1.2. Minutes of meeting on 1/7/16

17.2. Boxborough Leadership Forum (BLF) – Maria Neyland

17.3. Health Insurance Trust (HIT)– Mary Brolin

17.3.1. Trend Summary of Key Financial Information and Management Memo dated 6/30/15

17.4. Acton Finance Committee – Kristina Rychlik, Deanne O’Sullivan

17.5. Acton Board of Selectmen – Mike Coppolino, Paul Murphy

17.6. Boxborough Finance Committee- Mary Brolin

17.7. Boxborough Board of Selectmen – Maria Neyland, Brigid Bieber

17.8. Minuteman Tech Update – Diane Baum

17.8.1. Boxborough Special Town Meeting – February 24

17.8.2. Acton Special Town Meeting – February 2

See warrant: <http://www.acton-ma.gov/ArchiveCenter/ViewFile/Item/7619>

Minuteman Regional Agreement Info Page: <http://minuteman.org/Page/196>

17.9. PTO/PTSO/PTF Co-Chairs– Deanne O’Sullivan

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

18.1. Interschool Council

18.2. Superintendent’s Wellness Committee (oral)

18.3. Superintendent’s Safety Task Force (oral)

18.4. School Capital and Space Planning Committee

18.5. Kindergarten Registration Update

19. **FOR YOUR INFORMATION**

19.1. ABRHS Discipline Report – December 2015

19.2. RJGJHS Discipline Report – December 2015

19.3. Monthly Enrollment, 1/1/16

19.4. ELL Student Population by School, January 1, 2016

19.5. Gift of \$50 from Lueders Environmental, Inc. to ABRSD in thanks for their Acton clients

19.6. Cross-Acton Transit, “Ride the CAT” Fixed Route Schedule

19.7. Summary of Conflict of Interest Law for Municipal Employees

19.8. “Changes and Challenges in Suburban Policing”, sponsored by League of Women Voters with panel of local Police Chiefs, 1/20/16 at 7:30 p.m. in Acton Town Hall

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

NEXT MEETINGS:

Jan 23 FY17 Budget Saturday Meeting 8:30 a.m. – 3:00 p.m. in the Jr High Library
Feb 2 Acton Special Town Meeting re Minuteman Tech School
Feb 4 ABRSC Meeting 7:00 p.m. in the Jr High Library
Feb 11 ABRSC Budget Hearing and Meeting 7:00 p.m. in the Jr High Library
Feb 24 Boxborough Special Town Meeting re Minuteman Tech School

SUPERINTENDENT'S COMMUNITY MEETINGS:

- Wednesday, Jan 27 at 7:30 p.m. in the Sargent Library in Boxborough
- Tuesday, Feb 23 at 7:00 p.m. in the Acton Memorial Library

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

**TOWN OF ACTON
2016 ELECTION CALENDAR**

Annual Town Election is Tuesday, March 29, 2016

Annual Town Meeting is Monday, April 4, 2016

Last day to obtain nomination papers February 5, 2016

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

Last day to object / withdraw February 25, 2016

Last day to register voters March 9, 2016

Last day to post town warrant March 15, 2016

TOWN OFFICIALS TO BE ELECTED IN 2016 - TERM OF OFFICE

Moderator

1 Member – 1 year term

Acton Board of Selectmen

2 Members - 3 year term

School Committee

2 Members - 3 year term

Trustees Memorial Library

1 Member - 3 year term

Acton Housing Authority

2 Members – 5 years

Water Supply District of Acton

1 Commissioner – 3 year term

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

Trustees, West Acton Citizen's Library

1 Member – 3 year term

Trustees, Elizabeth White Fund

1 Member– 3 year term

Trustees, New Fireman's Relief Fund Acton

1 Member- 3 year term

Candidate's Check List: Running for Town Office

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

How to Get on the Ballot:

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

Campaign Finance Law Requirements:

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

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



BOXBOROUGH TOWN CLERK

29 Middle Road, Boxborough, Massachusetts 01719

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

emarkiewicz@boxborough-ma.gov

ELECTION CALENDAR 2016

Presidential Primary: Tuesday, March 1

Annual Town Meeting: Monday, May 9

Annual Town Election: Monday, May 16

State Primary: Thursday, September 8

Presidential/State Election: Tuesday, Nov. 8

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

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

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

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

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

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

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

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

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

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

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

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

4.1

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

Library
R.J. Grey Junior High School

January 6, 2016
7:00 p.m. Executive Session
7:10 p.m. Open Workshop Meeting

Members Present: Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Paul Murphy, Kathleen Neville, Maria Neyland, Kristina Rychlik
Members Absent: Michael Coppolino, Maya Minkin, Deanne O'Sullivan
Others: Glenn Brand, Beth Petr, Dorothy Presser (7:10 p.m.)

The ABRSC was called to order at 7:00 p.m. by Chairwoman Kristina Rychlik.

1. EXECUTIVE SESSION

At 7:02 p.m., it was moved, seconded and unanimously,

VOTED by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session, pursuant to MGL chapter 30A, section 21 (a)(7), to comply with any general or special law requirements (i.e., c. 30A, § 22(f) and(g)) for the approval and possible release of executive session minutes for: 10/17/13, 3/6/14 and 5/14/14.

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

Kristina Rychlik stated that the Committee would return to open session at approximately 7:10 p.m.

At 7:10 p.m. the ABRSC was polled to go out of Executive Session and returned to their open meeting.

2. OPEN WORKSHOP MEETING (7:10 p.m.)

3. **Chairman's Introduction** – Kristina Rychlik welcomed Dorothy Presser from MA Association of School Committees (MASC) for the final Governance Workshop. The discussion would focus on making effective use of meeting time and sustaining progress toward School Committee goals.

4. **MASC District Governance Program – Workshop #3 Monitoring and Sustaining Progress Toward our Goals** – *Kristina Rychlik, Dorothy Presser*

- 4.1. ABRSC 2015 - 2016 Goals and Operating Protocols
- 4.2. School Committee Member Guide 2014
- 4.3. 2015 ABRSC Meeting Agendas

Dorothy recommended establishing a year long agenda for meetings. This helps to monitor progress toward goals, keeps meetings efficient, and keeps the focus on students. Committee members reviewed a year's worth of meeting agendas in pairs to see which quadrant items fell into. Ideally, they would be in upper right quadrant, meaning a high impact on student achievement and a high level of governance (vs. operations).

Dorothy asked, "Given the goals for the coming year, what presentations would help monitor progress toward the goals?"

Mary Brolin commented that the School Improvement Plans are long and varied and a challenge to thoroughly read and understand to see if they align with the goals. She asked if it would be more

helpful if the Plans were structured to show how they aligned with the goals of the district and the School Committee. She noted that Andrew Shen's Plan for the Junior High was particularly good in that regard.

Amy Krishnamurthy stated that the Committee does not need all of the details to make a decision generally. Maria Neyland used the solar panel discussion as one that too much time was spent on. Another member said the first net metering discussion had too much explicit detail, followed up by the next meeting with no detail. Everyone agreed that School Committee meeting time is valuable and needs to be well spent. A balance must be found between enough detail, at an understandable level, for all members. Background on a topic can be detailed, but a presentation must be focused due to meeting time. A few members can meet for more detail outside of a meeting, like Paul and Maya are doing for the net metering issue, and bring some insight back to the Committee at a later meeting.

Presenters need to be told what specific information the School Committee would like or needs to hear about, to make an effective presentation. The presentation of athletic fees at the budget subcommittee was an example of this. Feedback from the subcommittee helped the Athletic Director give a very effective presentation to the School Committee. Communicating expectations to presenters ahead of time is important. When discussing what happens when a presenter goes off track, Dr. Brand offered to play a more strategic role in this situation.

The Superintendent Evaluation process was an example of a topic that used a lot of School Committee meeting time. Dorothy suggested that the MASC has a webinar that members can watch on this topic. Mary recommends keeping a list as the year goes on of examples to use when members have to write their evaluation.

Dorothy suggested planning out the agendas for the year and fitting the presentations to the goals. The Committee liked the idea of sharing this annual School Committee agenda list with the whole Committee as a summer workshop discussion and/or maintaining it as a google doc. This helps members understand the "big picture".

The Committee agreed that if the background information is included in the slides, the Committee needs the slides earlier (Friday night posting). If the slides are just for speaking, they are not needed prior to the meeting (if a memo is in the posted packet that explains the topic).

Sustaining Progress:

The Committee discussed, "How to keep the good practices and culture that we have?" Dorothy shared handbooks from other districts and members reviewed them, as well as our New Committee Member Guide. It was suggested that our Guide be posted on the website. Good ideas to consider included: listing acronyms used, subcommittees, what is the oath used when a member is sworn in, include our organizational chart, including selected policies presents a bigger picture that can be helpful. Making communication skills and a path more prominent could be helpful. The book could have a new member section followed by an experienced member section. Some members thought it should be a reference book for all members, not just new ones. It was noted that information about BLF should be included with ALG. This would be a project, maybe summer workshop or sooner.

5. The Committee thanked Ms. Presser for the excellent workshops, and adjourned at 8:51 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

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

Library
R.J. Grey Junior High School

December 17, 2015
7:00 p.m. Executive Session
7:30 p.m. Open Meeting

Members Present: Diane Baum, Brigid Bieber, Michael Coppolino, Maya Minkin (7:55 p.m.), Paul Murphy, Kathleen Neville, Maria Neyland, Kristina Rychlik
Members Absent: Mary Brolin, Amy Krishnamurthy, Deanne O'Sullivan
Others: Marie Altieri, Marilyn Bisbicos (7:30 p.m.), Deborah Bookis (7:30 p.m.), Clare Jeannotte (7:30 p.m.), Glenn Brand, Beth Petr

1. The ABRSC was called to order at 7:02 p.m. by Chairwoman Kristina Rychlik.

2. **EXECUTIVE SESSION**

At 7:02 p.m., it was moved, seconded and unanimously,
VOTED by roll call: that the **Acton-Boxborough Regional School Committee** go into Executive Session pursuant to MGL c. 30A, § 21(a)(7) to comply with any general or special law requirements (i.e., c. 30A, § 22(f) and(g)) for the approval and possible release of executive session minutes for 10/9/14.
(YES – Baum, Bieber, Coppolino, Minkin, Murphy, Neville, Neyland, Rychlik)

At 7:03 p.m., it was moved, seconded and unanimously,
VOTED by roll call: that the **Acton-Boxborough Regional School Committee** go into Executive Session for strategy with respect to litigation (i.e. Decision dated 12/4/15).
(YES – Baum, Bieber, Coppolino, Minkin, Murphy, Neville, Neyland, Rychlik)

Kristina Rychlik stated that an open meeting may have a detrimental effect on the litigating position of the Board and that the Committee would return to Open Meeting at approximately 7:30 p.m.

At 7:30 p.m. the Executive Session was adjourned and the ABRSC returned to Open Meeting.

3. **OPEN MEETING (7:30)**

4. **Chairman's Introduction** – Annual Spring Town Elections
Michael Coppolino and Kristina Rychlik are undecided about whether to run again in Acton. Mary Brolin will run again in Boxborough.

5. **Statement of Warrant**
Warrant #16-012PR dated 12/10/15 in the amount of \$1,898,164.35 and warrant #16-013 dated 12/17/15 in the amount of \$850,579.79 were signed by the School Committee members.

6. **Approval of Minutes**
Paul Murphy moved, Brigid Bieber seconded and it was unanimously,
VOTED: to approve the minutes of 12/3/15 as written.
The meetings of 11/19/15 and 11/5/15 will be reviewed at the next meeting.

7. **Public Participation** - none

8. **FY17 Budget Pres. #2- "Superintendent's Preliminary Budget Request"** – Glenn Brand, Clare Jeannotte, Marie Altieri

- 8.1. Presentation Slides
- 8.2. Back up Information
- 8.3. Memo from Dana Labb re multi-age classroom
- 8.4. Memo from Mark Hickey re strings program proposal (and community petition)

Dr. Brand introduced the FY17 proposed Preliminary Budget which represents an increase of 4.1% or \$3,279,295 in overall expenses from the current budget. Clare Jeannotte reviewed the numbers. Priorities were outlined at the 12/3/15 meeting. Marie Altieri explained that although enrollment is gradually decreasing, the number of high needs students is increasing. We are entering the smallest group starting Kindergarten now. The largest group that entered Kindergarten graduated from the High School two years ago. The Junior High is increasing 40 students in the next two years, but then that enrollment begins decreasing. Marie explained the plans for elementary classroom sections for next year. Tier 1 and Tier 2 personnel additions (highest and second highest priority) have been included in the proposed budget (slides 31 and 32).

Questions and Answers from the Committee:

Brigid Bieber appreciated the discussion about class size accommodations in the grades. She remembers talking about the mixed grade classroom at Blanchard a number of years ago and how the School Committee at that time struggled to use an educational philosophy to solve a numbers problem. She asked the Committee and Administration to be aware of this issue and keep in mind, "Is this option, from an educational view, the best way to address this issue?"

Kristina Rychlik said that Deanne O'Sullivan (who was absent) asked her to say that she is very concerned about the progression of having only two kindergartens at each school, and how it could happen next at the Douglas School. Marie Altieri agreed that it is very hard when section numbers change in a school, and teachers have to move. She agreed that much thoughtful planning needs to take place. With School Choice, balance is important and there are many things to keep in mind. This is a little different from 4 – 5 years ago when the Administration began to consider this because the numbers are doing down faster than expected. Marie and Dr. Brand met with the staff of several schools to explain these developments, and it is difficult. The Douglas faculty was told that for the next 3 years, Douglas will only need 2 kindergartens. Five years ago, we said it would only be for 2 years, but that has changed. Every school is committed to being a thriving educational environment.

Mike Coppelino questioned the value of some long term forecasting/predictions of going out 10 to 12 years. Clare stated that the Administration tries to present information that explains changes in as consistent a manner as possible. Slide 8, for example, is from the DESE website. Mike asked about slide 10 and whether there is a clearer way to present that information (Expenditures for FY17, compared to FY16 and FY15 Budgeted and Actual). He asked what the FY16 increase was exactly for. He also asked, how good are we at predicting what the budget will be and then what it actually was, for expenditures. Mike suggested a trend line.

Mike asked about debt service at the last meeting and why it was going up. This will be included in the budget binder. Slide 15 about Utilities shows the new rate of 13%, but not the increase. Regarding slide 16 (FY17 Preliminary Assessment), Mike asked if the Administration could limit the 5% assessment increase. On slide 25, showing the increasing class sizes at Blanchard, Marie stated that the district is doing what they can to not place Acton students at Blanchard. The Regional Agreement's "home town" priority rule makes it difficult to fully balance class size at the elementary schools. The Committee agreed that the increase in the number of students requiring ELL support is concerning.

Dr. Brand pointed out that there will be more meetings with time for questions on this budget as the process unfolds, including All Day Budget Saturday on January 23.

9. **Existing Conditions Study – Phase II Timeline and Recommendation** – First Read – *Glenn Brand*
Dr. Brand asked the Committee to allow the Administration to move forward with the second phase of this study so the final report can be available in the fall. He stressed the importance of this critical information that is budget related. He is pleased with Dore and Whittier’s work and their contract is structured such that they can continue if the Committee agrees. He proposed a 60 - 40 split. If 60% of the phase II funds could be found in FY16, and 40% in FY17, then their work could continue uninterrupted. He hopes for a decision by the Committee on January 14. Clare Jeannotte stated that there is money in the fringe benefit account that could cover this cost. Kristina Rychlik agreed that it would be important to do this work sooner rather than later, and that the School Committee had reluctantly split the study into two parts last year, solely due to cost.

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

10.1. 12/11/15 Memo

10.2. Backup material from last meeting

Dr. Brand proposed to hold on this item until the next meeting due to the complexity of the information. He would like JD Head to offer a meeting in early January for anyone who would like more information before voting. Kristina thanked Paul Murphy for his analysis and good questions about this project. Paul and Maya Minkin will attend the meeting in January.

11. **Curriculum and Assessment Update** – *Glenn Brand, Deborah Bookis*

11.1. Elementary and Secondary Education Act (ESEA) Reauthorization

11.2. Acton-Boxborough Accountability, 2015

11.3. Leadership Assessment Decision, Spring 2016

Dr. Brand stated that the decision had been made to use MCAS instead of PARCC testing and while the School Committee could vote on that decision, but they did not need to.

11.4. Spring 2015 MCAS Update

Deborah Bookis reviewed the material. Diane Baum asked about a 1% cap on students who can take the alternative assessment. Bonnie Bisbicos said that this is not new. There has always been a guideline. Paul Murphy stated that in the public hearings and discussions a common theme was “teaching to the tests” and how this can narrow curriculum.

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

12.1. Search Committee & Timeline

Marie Altieri reported that the position was posted last week. She reviewed the time line. The Search Committee met this week. There are two parents and six of the staff members are also parents. Several people wear multiple hats in the group.

13. **Senior Leadership Administrative Restructuring Proposal Update – VOTE** - *Glenn Brand*
(Marie Altieri and Deborah Bookis left the room at 9:20 p.m. for this discussion.)

Dr. Brand explained that the School Committee is the appointing authority for Assistant Superintendents. His original proposal included 3 Assistant Superintendents. This restructure would provide a number of benefits to the District without adding personnel. There was a suggestion of having one Deputy Superintendent so there would be a clear second in command. Because this proposal was slightly different, he asked for more time to gather input on it, which he did. He said that people provided feedback and a number of things became clear. Overwhelmingly staff members said this designation would be helpful to support the leadership of the district.

Comments from School Committee members:

Michael Coppolino spoke to Dr. Brand and appreciated the complete list of comparable community data. He stated that from a pure Director/Assistant Superintendent view, our Central Office numbers are highest. We have seven directors, soon to be four when three become Assistant Superintendents

(including a deputy). He stated that the district with the next highest number has 5 then 2 or 3 and Mike struggled with this. He cannot accept that we need that level of Central Office superintendencies. Regardless of who is in the role, he believes that because we have school choice, there is not as much decisionmaking for the Curriculum and Instruction department, so he feels an Assistant Superintendent would not be needed in that area. He is not sure the Assistant Superintendent position for Student Services will attract more candidates for our search.

Mike feels there will be budget ramifications of this decision, despite Dr. Brand's memo stating that there would not be. Dr. Brand believes regardless of the title, there will be a range of salaries for our administrators that are on individual contracts, taking into account other districts, and that range affects attracting and retaining those staff members. He has asked members of the budget subcommittee to assist him in looking at these ranges, and to establish fair and reasonable salary ranges for similar positions. He believes our district is all over the place compared to other districts.

Brigid Bieber also spoke with Glenn. Although she appreciated Mike's comments, she urged the Committee to step back and look at the jobs, and consider the high expectations that our staff work under. She supports the revised structure proposed by the Superintendent. She stated that the level of performance that our community demands may make it look like the District has a lot of leadership, but that is what it takes to support the district for our students and families.

Paul Murphy liked moving technology under the supervision of the Curriculum office and Community Education under Student Services.

Paul Murphy moved, Kathleen Neville seconded and it was

VOTED: to approve the Senior Leadership Administrative Restructuring Proposal.

(YES: Baum, Bieber, Minkin, Murphy, Neville, Neyland, Rychlik

NO: Coppolino)

14. **Recommendation to Accept Gift of Dictionaries from the Rotary Club to ABRSD Third Graders – VOTE – Glenn Brand**

Michael Coppolino moved, Paul Murphy seconded and it was unanimously,

VOTED: to accept this gift with gratitude.

15. **Recommendation to Approve Grant Funding from the RPTSO to RJGJHS and ABRHS – VOTE – Glenn Brand**

Paul Murphy moved, Mike Coppolino seconded and it was unanimously,

VOTED: to accept this gift with gratitude.

16. **Recommendation to Accept Gift to ABRSD Track Program – VOTE – Glenn Brand**

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

VOTED: to accept this gift with gratitude.

17. **Subcommittee Reports**

17.1. Budget –

Maria Neyland reported that they met last week. JD Head and Erin Bettez are looking at facilities rental fees again. The subcommittee is also reviewing how the School Committee reports to the Towns' Finance Committees. Mike Coppolino asked if there is a way to pay deference to those non-profits that benefit our kids, when considering rental fees. He asked that costs be as low as possible for these organizations, if possible.

17.2. Policy –

17.2.1. **Minutes**, File: BEDG – First Reading –

Brigid Bieber asked that this item be skipped over because the draft was not correct.

17.2.2. **Physical Restraint of Students**, File: JKAA – First Reading – *Bonnie Bisbicos*

17.2.2.1. Procedures (*next meeting*)

Bonnie Bisbicos explained what restraints are and the new guidelines that go into effect in January. She stressed that restraints would only be used in emergencies and when other options would not work.

17.3. Demographic Study Update

Mike Coppolino reported that they met on December 7 and created a list of topics to be considered for the survey. Academic achievement, testing, mental health/stress were some areas. Additional comments may be sent to Mike. Mary Brolin was the note taker for that meeting.

17.4. Legislative –

Paul Murphy decided against writing a letter about circuitbreaker funding after meeting with Rep. Jennifer Benson in the fall. She said that they know all districts need more money and additional letters on that topic are not helpful. The Sped PAC may write a letter on that topic.

18. **School Committee Member Reports**

18.1. Acton Leadership Group (ALG) - Meeting on 12/10/15

Kristina proposed a 5 Board meeting and asked both towns' Finance Committees to come to the School Committee meeting when the quarterly reports are presented, instead of School Committee going to their meetings.

18.2. Acton Finance Committee – Kristina Rychlik attended the meeting on 12/8/15.

18.2.1. Point of View (*received 12/9/15*)

18.3. Acton Board of Selectmen – Mike Coppolino reported that Minuteman Tech was discussed and Acton Board of Selectmen will probably call a February Special Town Meeting.

18.4. Boxborough Board of Selectmen – Maria Neyland reported that their meetings are now broadcast on cable.

18.5. Minuteman Tech (MMT) Update – Diane Baum reported that the MMT representatives met that night in Weston to discuss the proposed Regional Agreement. They want to lower the minimum from 5 students to 1 in the new Agreement. They hope this will be attractive to some of the smaller towns considering leaving. Boxborough Selectmen voted on 12/7/15 to give notice to Minuteman School Committee that Boxborough will call a Special Town Meeting in February to vote on the amendment to the MMT Agreement, and vote on whether Boxborough would withdraw from the MMT District. Brigid is part of the working group in Boxborough looking at vocational education. There is a deadline of June 30 for the MSBA building funding.

19. **Superintendent's Report** – *Glenn Brand*

The Future School Needs Committee has not met yet. Dr. Brand is looking for Acton volunteers. The Annual Kindergarten registration meeting will take place next month. The School Cancellation memo is now posted. Procedures have not changed from last year.

20. **FOR YOUR INFORMATION**

The ABRSC was adjourned at 10:00 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

NEXT MEETINGS:

Jan 6 (Wed)	Final Governance Workshop	7:00 p.m. in the Jr High Library
Jan 14	ABRSC Meeting	7:00 p.m. in the Jr High Library
Jan 23	FY17 Budget Saturday Meeting	9:00 a.m. – 2:00 p.m. in the Jr High Library

(This information is posted separately from packet)

**FY15 Independent Auditor Reports by Borgatti Harrison & Co. – VOTE to accept - Clare Jeannotte,
Tim Harrison**

- 1.1. ABRSD Basic Financial Statements for Year Ending 6/30/15
- 1.2. ABRSD Management Letter for Year Ending 6/30/15
- 1.3. ABRSD OMB Circular A-133
- 1.4. ABRSD Student Activity Funds for Year Ending 6/30/15



Ready to Learn



Research & Development 2015-2016

Joseph Gibowicz, Early Childhood Coordinator
Deborah Bookis, Assistant Superintendent for Teaching and Learning



What?

Ready to Learn Committee

A combination of preschool teachers, kindergarten teachers, therapists and administrators worked together to answer the following question:

“How do young children learn best?”

Our Rationale



Why we formed the Ready to Learn Committee . . .

- New State Frameworks
- Questions posed by private preschool directors and teachers
- Research
- Parental and community expectations
- District values and beliefs

Process



The committee began by identifying domains on which to focus our work and to formulate inquiry questions.

Domain: Social and Emotional Development

Inquiry Question: How can we foster resiliency in young children so that they become increasingly responsible for their own social and emotional well-being?

Domain: Play and Cognitive Development

Inquiry Question: What is the role of play in children's cognitive development?

Process



We spent four days during the summer researching the two domains, including what we can learn from our AB colleagues and what we can learn from others.

- **Responsive relationships are extremely important to a child’s healthy development and well-being:** We can support the development of children’s executive functioning skills by establishing routines, modeling social behavior and creating and maintaining supportive relationships.

*Center for the Developing Child (<http://developingchild.harvard.edu/>)

- **Play is an integral part of cognitive development:** We need to make the time for it!

Process



- We developed a survey that was sent to local pediatricians and school nurses.

Nurse/Pediatrician Questionnaire Summary

Question #1	Nurses	Physicians	Totals
Empathy/Kindness	III	I	4
Anxiety/Stress Management	IIII	IIIIIIII	14
Body Awareness	IIII	III	7
Self Regulation	IIII	IIIIII	11
Establishing Friends/Connections	III	IIII	7
Cooperation/Working with Others	II	IIII	7
Conflict Resolution	IIII	IIIIII	11
Disappointment	II	IIII	7
Perseverance		II	2
		I	1

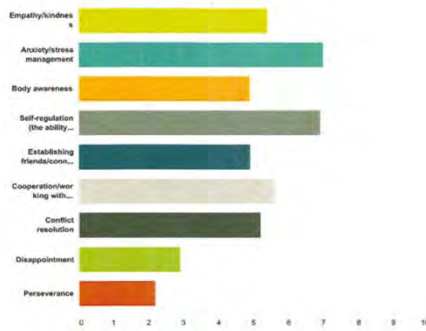
Process



- We also developed a questionnaire that was sent to community preschool teachers and directors, AB preschool teachers and AB kindergarten teachers to gather more information.

Q7 Based on the trends you are seeing in children's social and emotional health, what do you see as the most important piece to work on? From the list below, please rank in the order of importance.

Answered: 16 | Response 8



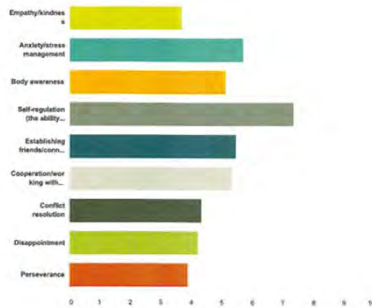
Process




- We also developed a questionnaire that was sent to community preschool teachers and directors, AB preschool teachers and AB kindergarten teachers to gather more information.

Q5 Based on the trends you are seeing in children's social/emotional health, what do you see as the most important piece to work on? From the list below, please rank in order of importance.

Answered: 5 | Response 8



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Planned Outcomes

2015 - 2016 School Year:

- Revise and implement the Kindergarten Screening Form
 - Questions that address social/emotional development
 - Questions regarding self-help skills
 - Questions that are more inclusive of our ever changing family dynamics

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Planned Outcomes

2015 - 2016 School Year

- Developed a draft Trifold for families, educators and larger community

All Children Learn and Grow at Different Rates

Preschool Age (3-4 years) → Kindergarten Age (5-6 years)

Play & Cognitive Development	
Parallel Play <small>Child plays separately but is aware of nearby peers.</small>	Associative Play <small>Child still plays separately but shares, takes turns and watches what peers are doing.</small>
<small>Fits frequently between activities and toys</small> <small>Easily distracted by the environment</small> <small>Explores the environment through movement</small> <small>Play focuses on the immediate environment</small> <small>Uses more realistic toys during play</small> <small>Play reflects real-life experiences</small>	<small>Focuses and persist when something is difficult</small> <small>Looks up when distracted but returns for work or play</small> <small>Uses language to suggest ideas, negotiate, and to decide how to play together</small> <small>Play is more imaginative with many twists and turns</small> <small>Uses or creates props during play</small> <small>Play might include past, present, and future events as well as imaginary experiences</small>
Social & Emotional Development	
<small>Recognizes and labels basic emotions/needs</small> <small>Comforts self by seeking out person or object</small> <small>Understands/follows rules, limits and expectations with prompting</small> <small>Asks for help and identify kind of help needed</small> <small>Plays with one or two preferred playmates</small> <small>Takes turns with adult support</small> <small>Seeks adult to help resolve social problems</small> <small>Demonstrates curiosity about and respect for others with support</small>	<small>Uses richer, more specific emotion/need vocabulary</small> <small>Manages, regulates and communicates wants and needs</small> <small>Understands/follows rules, limits and expectations with minimal prompting</small> <small>Often attempts challenging tasks independently before asking for help</small> <small>Maintains friendships for several months or more</small> <small>Cooperates and share ideas and materials</small> <small>Resolves social problems through negotiation and compromise</small> <small>Independently balances own needs with needs of others</small>

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Planned Future Outcomes



Summer 2016

- Pre-K & Kindergarten R&D to develop a “Play Grid” (where and how we can fit more guided play into our curriculum)
 - What % of play in day now?
 - What would we like it to be?
 - Work towards % each year
 - Survey: Top ten standards to integrate play experiences
 - Summer work to create resource that contains ways to address these standards through guided play

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Planned Future Outcomes



2016 - 2017

- Build on the Family Learning Series (focus on Social-Emotional Development, Wellness and Mental Health for PreK-12 families)
- Topic Ideas include: Sleep, Mindfulness, Early Childhood Brain Development, Technology, Mental Health, etc.

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Possible Ideas for the Future



Website for the whole community with a focus on play and brain development, and social and emotional well being

- Modules
- Activity ideas
- Resources

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Final Thoughts



“We don’t stop playing because we grow old;
we grow old
because we stop playing.”

– George Bernard Shaw

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

To: Acton Boxborough Regional School Committee Members
From: Glenn A. Brand
Date: January 8, 2016
Re: FY17 Superintendent's Preliminary Budget Request

It is my pleasure to provide you with my *FY17 Superintendent's Preliminary Budget Request* for the Acton-Boxborough Regional School District in preparation for our third and final budget presentation at your meeting on January 14th.

FY17 Budgetary Overview:

The FY17 Preliminary Budget totals \$83,426,767. This amount reflects an increase of \$3,130,372 or 3.9% from the current FY16 budget. This operational budget translates to an overall increase in the total assessment to member towns of 4.8% and increases for the Town of Acton of 5% and for the Town of Boxborough of 4%.

Within the accompanying pages you will find a detailed budget overview provided by our Director of Finance. This overview specifically provides a detailed view of the character code roll-up capturing expenses within the major categories. These categories include salaries, fringe benefits, instructional supplies and the range of other necessary services from legal to custodial, needed to educate our students Pre K – age 21, along with the operation of eight buildings and their grounds.

Table 6 is included within the following information and provides a more through view of the impact of this proposed budget on the preliminary assessment, according to the regional agreement, for the citizens of Acton and Boxborough.

It is important to note that the information included herein provides historical financial data back only to the 2014-15 school year (FY15). This reflects the common view held by both the administration and members of the School Committee that comparing expenses between FY14 (the fiscal year prior to regionalization) to that of FY15 (the first year of regionalization) is not valuable given the many variables before and after full regionalization.

This budget represents hundreds of hours of work behind the scenes by all of the members of my administrative team. Beginning in October, this budget process began as the administrative team was asked to thoroughly review their budgets and develop a request that, to the best of our current ability, identified the necessary fiscal resources to provide service to a student population eight (8) months from now. This is of course is a challenging task given the reality of the changing landscape before us represented by constantly changing student needs.

I am confident, however, that this represents a proposal that is, I believe, reasonable in its ability to sustain the current level of services within the district while providing a modest

increase in services dedicated towards our efforts of addressing the complex needs of our expanding student population.

The FY17 Budget in Context:

The enclosed Budget Overview report provided by our Finance Director provides a thorough analysis of the significant changes from FY16 to FY17.

One of the hallmarks of this upcoming budget year is that it is anticipated that FY17 revenue from State Aid is “flat”, providing no anticipated change to help offset any respective increases in necessary expenses.

This budget also represents calculated reductions in spending and efforts have been put forth in carefully considering where the district can reduce and minimize spending.

As previously identified in my second budget presentation at your 12/17/15 meeting, the budget also includes an additional resource request for specific staffing. These requests continue to be largely centered around the district’s measured and calculated efforts to enhance the level and types of services believed to be necessary to best meet the needs of our incredibly changing and complex study body. This theme as the “budget story” only continues for our district as we make efforts to respond to the changes before our educators in our classrooms.

Along with the administrative team, I have thoroughly reviewed all of these budgetary lines as reported. Efforts have been made to tighten up and make appropriate reductions where possible and I am most committed to continuing to look for efficiencies and changes in practice that may continue to provide cost savings for our district.

The FY17 Budget in Connection to the District’s Long-Range Strategic Plan

As you are aware, the district has in place a long-range strategic plan that extends through the end of the current 2015-16 school year. My administration remains committed to the broad goals that this plan outlines for the district. During Budget Saturday, I intend to provide a more detailed review of the current goals and how this FY17 budget proposal aligns with some of the specific outcomes that were established within this plan as we remain committed to our stated mission of “..preparing all students to attain their full potential as lifelong learners, critical thinkers and productive citizens of our diverse community and global society.”

Primary Concerns Related to the Budget Request:

The reality for our organization is that our budget continues to be highly centered on staffing with over \$52 million committed to salaries and \$13 million in fringe benefits (excluding OPEB) related to our staffing levels. Combined, this represents a total of \$65,517,980 or 78% of the total operating budget and is necessary to support our contractual commitments.

Any efforts to reduce our current budget request will be difficult to achieve without impacting staffing and, thus, the current level of services provided in the district.

Finally, I continue to be concerned about the total financial commitment that our budgets have historically dedicated to capital improvements. As you will note, while this budget includes a rather modest amount to expand this commitment, it will not be my recommendation to request any further funding requests at this time until we have a full and complete sense of our district-wide needs as identified in the Capital Study now underway.

Looking Ahead:

Thursday, January 14 – ABRSC Meeting - FY17 Budget Presentation #3

The third FY17 budget presentation is scheduled for this meeting with the intention of briefly sharing with the Committee and our communities information related to the Superintendent's FY17 Recommended Budget request.

Saturday, January 23 – ABRSC FY17 Budget Saturday and Preliminary Vote by the Committee

Thursday, February 4 – ABRSC Meeting

Thursday, February 11 – ABRSC FY17 Annual Budget Public Hearing

I look forward to continuing this important conversation with you at your next regularly scheduled meeting on January 14.

**Acton-Boxborough Regional School District
Superintendent's FY'17 Recommended Budget
July 1, 2016 – June 30, 2017**

Budget Overview

**Clare Jeannotte
Director of Finance
January 6, 2016**

FY'17 Budget Overview:

Introduction:

The budget preparation for the coming fiscal year July 1, 2016 to June 30, 2017 (FY17) has been a collaborative process among the leadership of the District and I wish to recognize the entire School Leadership Team for their collaboration and participation in the process. This preliminary budget proposal represents the needs identified by this team to meet the mission of the District.

The District will be entering its' third year as a K-12 Region. Accordingly, historic information is presented for FY'15 and FY'16 only, consistent with the operating years for the expanded K-12 regional district.

Please note that throughout this memo I refer to CC as the Character code # being discussed, for ease of reference to the summary in the Expenditure section of the memo.

Revenue & Reserve Use: FY'17 revenue growth is flat, from \$15,797,620 to \$15,822,959.

Acton Boxborough Regional School District Revenues and Funding Sources	FY'15 Budget-Revoted	FY'15 Actual	FY'16 Budget	Preliminary FY'17 Budget	Inc (Dec) FY'17	%
CHAPTER 70 AID	\$ 14,254,476	\$ 14,254,476	\$ 14,393,376	\$ 14,531,276	\$ 137,900	1.0%
REGIONAL TRANSPORTATION	1,537,078	1,353,855	1,266,283	1,190,000	(76,283)	-6.0%
REGIONAL BONUS AID	139,000	136,900	111,200	74,000	(37,200)	-33.5%
CHARTER SCHOOL REIMBURSEMENT	133,282	25,810	26,761	27,683	922	3.4%
Total State Aid	\$ 16,063,836	\$ 15,771,041	\$ 15,797,620	\$ 15,822,959	\$ 25,339	0.2%
EARNINGS ON INVESTMENTS	-	14,876	-	-	-	
MISCELL REVENUE	-	111,831	-	-	-	
MEDICAID REIMBURSEMENT	-	48,109	-	-	-	
Total Revenues	16,063,836	15,945,857	15,797,620	15,822,959	25,339	0.2%
REGIONAL ASSESSMENT-ACTON	49,690,145	49,690,147	53,171,009	55,839,692	2,668,683	5.0%
REGIONAL ASMNT - BOXBOROUGH	10,594,577	10,594,579	11,120,240	11,564,116	443,876	4.0%
ADDTL MCRS ASSESSMENT-ACTON	384,255	384,255	-	-	-	
ADDTL MCRS ASMNT - BOXBOROUGH	67,042	67,042	-	-	-	
Total Assessments	60,736,019	60,736,023	64,291,249	67,403,808	3,112,559	4.8%
PREMIUMS ON LOANS	658	658	7,526	-	(7,526)	-100.0%
TRANSFER FROM E&D	300,000	300,000	200,000	200,000	-	0.0%
TOTAL FUNDING SOURCES	61,036,677	61,036,681	64,498,775	67,603,808	3,105,033	4.8%

**Reclassified Fy15 & FY16 Assessments from Revenue Offsets to Expenditure for budget presentation consistent with proper financial reporting.
Net impact to Assessments is zero; both Revenue and Expenditures increase equally.*

State Aid will not be released until the end of January.

Ch. 70 Aid: The District's primary source of funds, other than the Assessment to Member Towns, comes from Chapter 70 State Aid. Due to the ineligibility for foundation aid or down payment aid, we project only minimum aid increase at \$25 per pupil. This amounts to approximately 1% or \$137,900 increase.

Ch. 71 Regional Transportation Aid: In FY'15 we amended the budget to reflect an increase from the initial cherry sheet amount of \$1,296,794 to \$1,537,078 (The voted State budget revised the FY'15 cherry sheet at \$1,729,727, less \$192,649 earmarked for the newly authorized Transportation revolving account). While the state budget intended a reimbursement rate of 86-88%, 9C cuts made by the

outgoing Governor Patrick to balance the state budget resulted in a rollback to the initial expectation of 66%. The final amount received for FY'15 reflected a reimbursement rate of 68.1%, increased from what was threatened to be only 63%, as the legality of this 9C cut was challenged.

For FY'16, we budgeted a reimbursement at a similar % to that realized in prior years, 65%. Governor Baker has recently filed legislation to remove the legal challenge which would make a mid-year "9C" cut possible. Accordingly, we are budgeting this for FY'17 at 60% of anticipated costs.

Regional Bonus Aid: The District will receive this over a five year period, declining 20% per year, according to statute. The decrease is \$37,200 from \$111,200 in FY16 to \$74,000 in FY17.

Use of Excess and Deficiency Fund:

The use of E&D for the FY'17 budget is \$200,000, consistent with FY'16.

The negative outlook from Moody's in August 2015 was directly linked to the low % of E&D and significant reliance on these funds for the budget in the prior years, causing erosion to unrestricted fund balance. E&D for FY16 is estimated to be \$1.8M which would represent 2.25% of budget. This has not yet been certified and is an estimate only.

Management is committed to restoring this important fund within the statutory limits of 5%, and preserving our bond rating.

Change to Budget Format from Prior Years:

Revenue offsets on the cherry sheet have traditionally been shown against revenue in the budget, rather than as costs, consistent with the way they are presented on the State "Cherry Sheet". These include assessments for District students who attend choice or charter schools, and a small special education assessment.

However, the state finance regulations require that these costs be reported as expenditures. In order to align our budget presentation with our financial reporting and state regulations, we have reclassified the state assessment amounts to expenditures in the FY'17 budget.

To present a comparable format, I have restated the FY'15 and FY'16 information presented herein to conform.

It is important to note that this restatement has zero impact to the town assessments.

**Acton-Boxborough Regional Schools
FY'17 Superintendent Recommended Budget
As of 1/7/16**

Description & Character Code	FY15	FY16	PRELIMINARY		
	Exp & Enc Actual	Revised Budget	FY17 Prelim Budget	FY17B v. FY16B Increase (Decrease) \$ %	
Salaries, Teaching - 01	31,837,610	32,879,652	33,992,708	1,113,056	3.4%
Salaries, Principals - 02	2,135,195	2,188,065	2,237,321	49,256	2.3%
Salaries, Central Administration - 03	1,135,797	1,136,219	1,195,267	59,048	5.2%
Salaries, Support Staff - 04	8,573,518	9,171,464	9,311,200	139,736	1.5%
Salaries, Athletics - 05	495,549	520,643	531,828	11,185	2.1%
Salaries, Buildings - 06	752,062	719,691	732,102	12,411	1.7%
Salaries, Custodial - 07	1,346,615	1,471,234	1,501,995	30,761	2.1%
Salaries, Home Instruction - 08	4,020	20,000	8,500	(11,500)	-57.5%
Salaries, Miscellaneous Pupil Services - 09	1,513,304	1,499,675	1,575,266	75,591	5.0%
Salaries, Subs Miscellaneous - 11	147,373	222,781	160,691	(62,090)	-27.9%
Salaries, Subs Instructional - 12	655,768	530,508	583,142	52,634	9.9%
Salaries, Overtime - 13	255,418	242,855	232,855	(10,000)	-4.1%
Stipends, Curriculum/Instruction - 14	113,557	173,758	166,000	(7,758)	-4.5%
Fringe, Course Reimbursement - 15	40,187	56,000	56,000	-	0.0%
Fringe, Health Insurance - 16	7,220,434	8,273,695	8,955,243	681,548	8.2%
Fringe, Health Insurance, Retiree - 17	780,816	924,241	990,897	66,656	7.2%
Fringe, Life/Disability Insurance - 18	47,225	38,000	40,900	2,900	7.6%
Fringe, Unemployment Insurance - 19	11,734	25,000	40,000	15,000	60.0%
Fringe, Workers Compensation - 20	272,937	348,412	295,000	(53,412)	-15.3%
Fringe, Middlesex County Retirement System - 21	1,756,208	1,961,424	2,086,065	124,641	6.4%
Fringe, Medicare - 22	732,090	846,064	825,000	(21,064)	-2.5%
Contributions, OPEB Trust Fund - 23	506,000	700,000	800,000	100,000	14.3%
Instruction Supplies - 24	990,955	1,116,075	1,048,492	(67,583)	-6.1%
Instruction Textbooks - 25	218,991	278,710	282,570	3,860	1.4%
Instructional, Library - 26	46,633	59,435	59,678	243	0.4%
Other, Capital Outlay - 27	710,570	396,459	530,059	133,600	33.7%
Other, Debt Service - 29	1,822,733	1,920,743	1,934,218	13,475	0.7%
Other, Property/Casualty - 30	102,627	106,369	110,700	4,331	4.1%
Other, Maint Buildings/Grounds - 31	695,109	715,048	734,745	19,697	2.8%
Other, Maintenance Equipment - 32	72,857	146,470	119,604	(26,866)	-18.3%
Other, Legal Service - 34	257,828	150,000	181,350	31,350	20.9%
Other, Admin Supplies - 35	836,575	832,573	914,051	81,478	9.8%
Other, Athletic Supplies - 36	138,972	53,666	57,446	3,780	7.0%
Other, Custodial Supplies - 37	124,700	157,984	157,984	-	0.0%
Other, Sped Transportation - 38	1,487,541	1,528,647	1,826,934	298,287	19.5%
Other, Student Transportation - 39	892,949	936,850	947,117	10,267	1.1%
Other, Travel, Conferences - 40	113,672	89,186	120,034	30,848	34.6%
Other, Sped Tuition - 41	5,208,139	5,269,951	5,283,278	13,327	0.3%
Other, Utilities - 42	1,391,388	1,630,499	1,825,133	194,634	11.9%
Other, Telephone - 43	83,733	124,645	110,045	(14,600)	-11.7%
Other, Sewer - 44	280,548	287,191	287,191	-	0.0%
Assessments - 48 (* FY15 & FY16 restated)	504,301	546,513	576,658	30,145	5.5%
Other, - 49	1,405	-	1,500	1,500	
Total Expenditures	76,315,642	80,296,395	83,426,767	3,130,372	3.9%

**Reclassified Fy15 & FY16 Assessments from Revenue Offsets to Expenditure for budget presentation consistent with proper financial reporting.
Net impact to Assessments is zero; both Revenue and Expenditures increase equally.*

Total Expenditures: FY17 expenditures are rising \$3,130,372 or 3.9%, from \$80,296,395 to \$83,426,767.

A brief description of changes by “character code” rollup follows.

Total Salaries and other compensation (CC 01-14) up \$1,452,330 or 2.9%

- Salaries (01-09) are increasing 3% for contractual salaries and hourly employees. Additional detail regarding the cost breakdown will be provided in the Budget Saturday backup material and presentation. Collective bargaining agreements for teachers are settled for through FY’17. Two smaller units, Office Support and Custodial, expire June 30, 2016 and are in negotiations.
- Other compensation for Stipends, Substitutes and Overtime (CC 11-14) The FY17 budget overall is down \$27,214 or 2.3%, based upon an evaluation of FY’15 actual spending.

Total Fringe Benefits (CC 15-22) increasing \$816,929 or 6.5%

Fringe benefits as a % of total salaries and other compensation are rising from 24.6% in FY’16 to 25.4% in FY’17. This is due to the assessment from Middlesex County retirement and health insurance costs rising at a faster rate than salaries.

- Health Insurance Active and Retiree (16 and 17) –The FY’17 budget increases 8.2% or \$681,548 for Active employees and 7.2% or \$66,656 for Retirees, and reflects an anticipated 8% rate increase on all plans, calculated based upon our current census, adjusted for anticipated retirements and position changes known. The Health Insurance Trust may determine actual rates at the end of January, which may allow an adjustment in this area. The increase appears lower on the Retiree account because the current budget is running favorable.
- Life and Disability (18) – The budget increases \$2,900 or 7.6% based upon current enrollments.
- Unemployment (19) – The budget is increasing from \$25,000 to \$40,000, more in line with current needs. The district self- insures, and based upon current activity, this appears to be reasonable but not excessive.
- Workers Compensation (20) - This budget is being reduced \$53,412 or 15.3% based upon actual trend. However, we are awaiting the result of the most recent premium audit and may reevaluate this amount to ensure adequacy.
- Middlesex County Retirement System (21) –The FY’17 budget is increasing \$124,641 or 6.4%. This is the fixed amount of second year of the assessment which was recalculated for the expansion of the region to include Acton and Boxborough. A new valuation will occur for the FY’18 budget.
- Medicare (22) Decreasing 2.5% or \$21,064, consistent current year trends and future payroll budget.

OPEB Trust fund contribution (23) increasing \$100,000 or 14.3%

The District began funding this long term obligation in FY’13 and has increased its contribution annually. The increase from \$700,000 to \$800,000 reflects a commitment by the Administration to funding this obligation by increasing it incrementally in a sustainable manner. This is consistent with the funding commitment communicated to our Bond Rating agency in August. It continues to be insufficient to retire the OPEB obligation over 30 years.

Instructional Supplies, Textbooks and Library/Media Center Supplies (24, 25, 26) is decreasing \$63,480 or 4.4%

These categories represent \$1,397,740 combined to provide needed educational materials throughout the District. The categories increased 17.6% in FY'16, partially due to reclassification of lower value outlay amounts from the past practice of using the capital outlay. Accordingly, the decrease is not a reflection of less commitment to these instructional materials.

Capital Outlay (27) is increasing \$133,600, or 33.7%, from \$396,459 to \$530,059

Included in the preliminary budget is \$120,000 for Phase 2 of the Existing Conditions Study of our facilities, a continuation of the work begun in FY'16. In the event this work begins sooner, we would redeploy the \$70,000 reduction in this item to other high priority capital needs requested in the FY'17 budget process and supported by the Administration. Other items supported for FY'17 capital funding include: Blanchard HVAC roof unit, Senior High concrete partial replacement, Conant Structural Building repair, Junior High furnishing and equipment for 2 new learning centers, cyclical carpet replacements at McCarthy Towne.

Debt Service (29) is increasing \$13,475 or .7% to \$1,934,218

In FY'17 the scheduled payments of principal and interest for JHS and SHS debt is increasing \$41,175 over FY'16 to \$1,843,800. This debt was refinanced in FY'14 resulting in significant savings for the District over the remaining term. As structured, the non-callable SHS debt maturing in 2016 will be retired in February, and then new payments begin on the refunded debt in FY'17.

Also budgeted here is the District payment on Lower Field bond for \$115,418. In FY17, we allocate \$25,000 of this bond payment to the responsibility of Friends of Lower Fields, consistent with the agreement. Further information on the future payments stream for existing debt will be provided with materials for Budget Saturday.

Property/Casualty Insurance (30) Increasing 4% or \$4,331

This account is increasing 4% on FY'16 actual, per recommendation of our insurance provider, MIIA. This represents coverage on buildings, and coverage on fleet is carried separately within our Transportation accounts (CC 39).

Maintenance of Buildings & Grounds (31) increasing 2.7%, or \$19,697

Each facility separately accounts for maintenance costs for custodial services, HVAC, building supplies and contract services related to custodial and energy services. The accounts are budgeted as recommended by the Director of Facilities for the preventive maintenance and care of the District's eight buildings and grounds. This category was overspent in FY'15, reflecting the difficulty of fully anticipating any maintenance items that may occur without warning.

Maintenance of Equipment (32) is decreasing \$18.3% or \$26,866

The District budget of \$119,604 has includes the maintenance of copiers, technology, library and media center equipment, music and office equipment. The decrease reflects costs not needed in FY'17 due to the completion of the wireless access point project by Ed Tech in FY'16.

Legal Services (34) increasing 20.9% or \$31,350.

The recommended increase for FY'17 is to recognize the higher expense trend than budgeted in the past 3 years.

Administrative Supplies (35) increasing 9.8% or \$81,478 to \$914,051

This category grouping includes many diverse account types, making the title a bit of a misnomer. With full year actual results for FY'15 available, more accurate budgeting is becoming apparent.

Athletic Supplies (36) is increasing \$3,780 or 7%

The Athletic Director has adjusted the budgets for insurance and officials to the proper needed amounts. Much financing of the athletic program has come from the Athletic fees, but there have been annual deficits. This budget represents only a portion of the total program cost.

Custodial Supplies (37) is level funded at \$157,984

In FY'16 this budget was increased and the FY16 level appears more appropriate and necessary.

Sped Transportation (38) increasing 19.5% or \$298,287

This increase includes the 9.5% preliminary increase to the CASE transportation assessment (\$133K) and \$165,000 additional for transportation monitors and contract special transportation for specific students being serviced.

Student Transportation (39) is increasing 1.1% to \$947,117

The FY15 budget was revised to reflect the full cost of the new expanded bus leases, lot for parking, and property/liability insurance on the expanded fleet. Much of this budget is fixed cost. Diesel Fuel is level funded at \$175,000.

Travel, Conferences (40) is increasing 34.6% or \$30,848 to \$120,034

This category accounts for administrators and school personnel costs for tolls, workshops and professional learning. The senior high and McTowne have increased their budgets for professional development, by reallocation from other areas.

Sped Tuition (41) (net of Circuit Breaker funds) is increasing 1.1% to \$5,269,951

Tuitions have been projected with the Pupil Services Director based upon current placements and estimates of pending enrollments, where deemed likely for the upcoming school year. Tuitions at CASE collaborative are projected to rise 3%, but are not yet final. Other tuitions are estimated with 3% increases, unless other approved rates apply. The total tuitions increase of \$148,731 to \$7,772,278 is nearly offset by an increase in Circuit Breaker reimbursement of \$135,404 to \$2,489,000. Circuit breaker reimbursement is estimated at 68% reimbursement rate.

Utilities (42) is increasing 11.9% or \$194,634 to \$1,825,133

A new rate for Electricity effective 12/2015 for one year increased rates by 13% to .07934 per KwHr, plus a new factor for capacity charges. Combined this new rate plan increases the budget for electricity \$211K for electricity accounts. On a positive note, gas heat line items are decreasing \$ 16K as a result of negotiating a slightly better contract going from \$7.38 per deca therm to \$7.32. This contract will be in place for 2.5 more budget cycles

Telephone (43) – Declining 11.7% or \$14,600

The district ceased renewals of a service contract provider for telephone system maintenance and now pays time and materials. It has resulted in permanent savings allowing this budget reduction.

Sewer (44) –Level Funded at \$287,191

Based upon recent history, no changes anticipated for these accounts.

Assessments (45) – increase 5.5% or \$30,145 to \$576,658

These include assessments for District students who attend choice or charter schools, and special education assessment. These numbers are based on DESE data posted in December 2015, but enrollments for Choice and Charter are fluid and could result in different amounts once student placements stabilize next year. Please note that in prior years these were budgeted as revenue offsets and are reclassified this year in our budget presentation to conform to the required audit presentations and financial reports we file with DESE.

Assessments under Regional Agreement:

The assessment is first calculated under the terms of the Regional Agreement, using the K-12 3 year enrollment average to allocate between Acton and Boxborough. The only exception to this applies to the allocation of JHS and SHS debt service, which is allocated on a Grade 7-12 enrollment average, with a 5% shift to credit Boxborough.

The assessment is next calculated per “Appendix A” of the regional agreement, which will run for FY15-FY19. This calculation results in the assessment used for the first five years of the expanded region.

Refer to the “Table 6” on the following page for details of this calculation.

FY'17 TABLE 6 -PRELIMINARY BUDGET

January 14, 2016

TABLE 6

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

	TOTAL BUDGET 2016-2017	ACTON 84.80% 83.54%	BOXBOROUGH 15.20% 16.46%	
EXPENDITURES				
OPERATING BUDGET	\$80,449,449	\$68,221,133	\$12,228,316	K to 12
OPEB TRUST FUND CONTRIBUTION	\$800,000	\$678,400	\$121,600	K to 12
LOWER FIELDS CONSTRUCTION DEBT SERVICE	\$90,418	\$80,056	\$10,362	
CAPITAL OUTLAY - BUILDINGS	\$243,100	\$206,149	\$36,951	K to 12
TOTAL INSIDE DEBT LIMIT	\$81,582,967	\$69,185,738	\$12,397,229	
EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY REGION):				
CONSTRUCTION DEBT SERVICE (FOR JHS & SHS/AUTHORIZED OUTSIDE PROP 2 1/2)	\$387,864	\$343,415	\$44,449	
SH CONSTRUCTION/RENOVATION	\$1,455,936	\$1,289,086	\$166,850	
TOTAL OUTSIDE DEBT LIMIT	\$1,843,800	\$1,632,501	\$211,299	
GROSS EXPENDITURE BUDGET-PAID BY ABRSD	\$83,426,767	\$70,818,238	\$12,608,529	
SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS - PAID BY TOWNS	893,239	\$757,466	\$135,772	K to 12
TOTAL REGIONAL DISTRICT EXPENDITURES	84,320,006	71,575,704	12,744,301	
REVENUES & RESERVE USE				
CHAPTER 70 BASE AID	\$14,531,276	\$12,322,522	\$2,208,754	K to 12
CHARTER SCHOOL AID	\$27,683	\$23,475	\$4,208	K to 12
REGIONAL SCHOOL TRANSPORTATION	\$1,190,000	\$1,009,120	\$180,880	K to 12
REGIONAL BONUS AID	\$74,000	\$62,752	\$11,248	K to 12
TRANSFER FROM RESERVES (Excess & Deficiency)	\$200,000	\$169,600	\$30,400	K to 12
TOTAL REVENUES AND RESERVE USE	\$16,022,959	\$13,587,469	\$2,435,490	
TOWN ASSESSMENTS - BEFORE APPENDIX A & IMA	\$68,297,047	\$57,988,235	\$10,308,811	

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

Description	TOTAL	ACTON	BOXBOROUGH	Steps
Projected Total Benefit Amount	\$1,873,119			1a
Base Budgets	\$66,364,972	\$55,056,859	\$11,308,113	2
Benefit Percentage Shares		90.0%	10.0%	3
Share of Benefits	\$1,873,119	\$1,685,807	\$187,312	4a
Reduce Base Budgets By Benefit Shares	\$64,491,853	\$53,371,052	\$11,120,801	4b
Recalculated Assessment Percentages Based On Benefit Shares Applied To Base Budget	100.00%	82.76%	17.24%	4c
Input Table 6 Result From FY17 Actual Budget (includes elementary debt paid by towns)	\$68,297,047	\$57,988,235	\$10,308,811	4d
Assessment Percentages With Actual Budget		84.91%	15.09%	4d
Shift In Percentage Shares		2.15%	-2.15%	4d
Final Assessment AT FIXED ASSESSMENT % PER APPENDIX A	\$68,297,047	\$56,520,088	\$11,776,958	4d
LESS DEBT PAID DIRECT BY TOWN- PER IMA Section 6	(893,239)	(680,396)	(212,843)	
Amount due from each town	\$67,403,808	\$55,839,692	\$11,564,116	
FY16 Voted Assessments	\$64,291,249	\$53,171,009	\$11,120,240	
increase	3,112,559	2,668,683	443,876	
%	4.8%	5.0%	4.0%	
FY17 Shift:	(\$1,468,147)			

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

Library
R.J. Grey Junior High School

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

- 8:30 **ABRSC Call to Order and Welcome**
- School Committee Chair's Introduction - *Kristina Rychlik*
 - Superintendent's Introduction - *Glenn Brand*
- 8:40 **Panel 1: Budget Overview**
- a. Superintendent's Budget Overview - *Glenn Brand*
 - b. Financial Highlights FY17 Budget - *Clare Jeannotte, Director of Finance*
 - c. Staffing, Enrollment, and Elementary Class Sections - *Marie Altieri, Deputy Superintendent*
- 9:30 Questions
- 9:45 **Panel 2: Student Services Inclusionary Practices; Enrollments and Trends; In-District Programming**
- Bonnie Bisbicos, Interim Director of Pupil Services*
Mary Emmons, Director of Special Education
JoAnn Campbell, Acton-Boxborough Regional High School Principal
David Krane, McCarthy-Towne Principal
- 10:20 Questions
- 10:30 Break
- 10:40 **Panel 3: Proposed Student Services Positions**
- a. Junior High Special Education Learning Center – *Andrew Shen, R.J. Grey Junior High Principal*
 - b. Elementary Learning Center – *Mary Emmons, Ed Kaufman, Merriam Principal*
 - c. Elementary School Psychologist – *Hilary Bonnell, Counseling/Psychological Services Chairperson*
 - d. English Language Education – *Roberto Soto-Garcia, English Language Learners Services PK-12 Chair*
 - e. K-3 Pathways Autism Program – *Mary Emmons*
- 11:30 Questions
- 11:45 Lunch
- 12:15 **Additional Positions**
- Finance Position .5 FTE Accounts Payable/Payroll reallocated from a HS office support position - *Clare Jeannotte*
Strings Program – *Mark Hickey, K-12 Director of Performing Arts*
- 12:35 Questions
- 12:50 **Superintendent's Closing Remarks**
- 1:00 – 3:00 **School Committee Discussion, Feedback and ABRSC Preliminary FY17 Budget VOTE**
(Per the ABRSD Regional Agreement, "The preliminary budget shall be approved by a majority of the members of the Committee from each member town." This vote is required by 1/31/16.)
- 3:00 Adjourn (times are approximate)
- ABRSC FY17 Annual Budget Hearing will be held Thursday, 2/11/16 at 7:00 p.m. in the R.J. Grey Junior High Library**
Materials will be posted at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes>

Facilities and Transportation

FY17 Budget Presentation
January 14, 2016

JD Head
Director, Facilities and Transportation

Goals

- Present Overall FY'17 Budget Request for Facilities and Transportation
- Department Staffing Breakdown and Expense Overview
- FY'17 Budget Drivers
 - Utilities
 - Capital
- Questions

Departmental Operating Budget Request with Historical Perspective

Department Operating Expense High Water Mark – FY '10	FY'16	FY'17	% Change
\$4,263,094 <small>*Does not include Blanchard School expenses or BPS Transportation</small>	\$3,763,357	\$4,144,258	-2.8% from FY'10 +10.1% from FY'16

Total Facilities and Transportation Budget is \$7,919,483 which includes \$3,775,225 in personnel expenses and \$4,144,258 in operating expenses.

4

Staffing

Transportation

- Manager 1 FTE
- Dispatcher 1 FTE
- Bus Driver 34 FTE
- Crossing Guard 3.5 FTE

Total FTE 39.5

Facilities

- Director 1 FTE
- Energy Manager 1 FTE
- Admin Support 1 FTE
- Foreman 1 FTE
- Licensed Mtrc 4 FTE
- Grounds 2 FTE
- Security 1.5 FTE
- Custodian 34 FTE

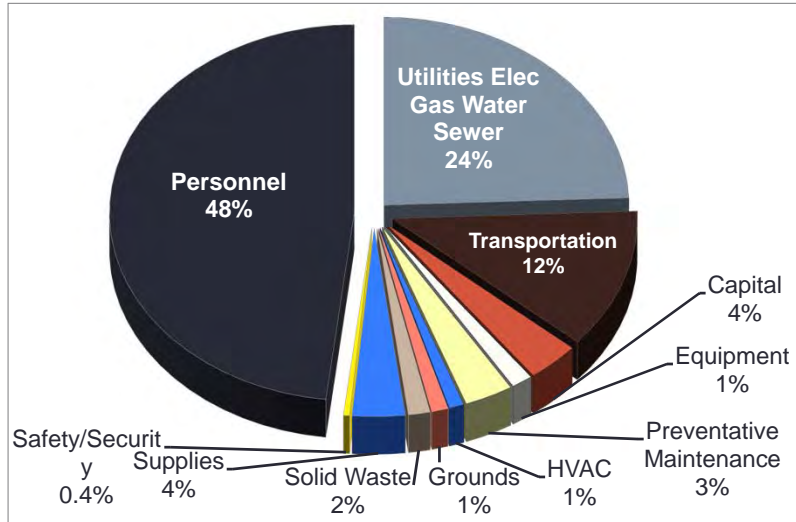
Total FTE 45.5 FTE

Departmental Total - 85 FTE

*excluding 15 summer part time employees

*5.1 FTE Custodians funded from Community Education revolving account

Overall Department Expenditure Breakdown



Department FY'17 Budget Drivers

Category	Description	FY'16 Amount	FY'17 Proposed	% Change	Delta
Total Budget	Facilities and Transportation Total	\$3,763,357	\$4,144,258	+ 10%	\$380,901
Capital	Capital Projects and Study	\$125,100	\$ 273,000	+ 118%	\$147,900
Utility	Electricity	\$1,024,500	\$1,235,433	+ 21%	\$210,933

Utility Rate History

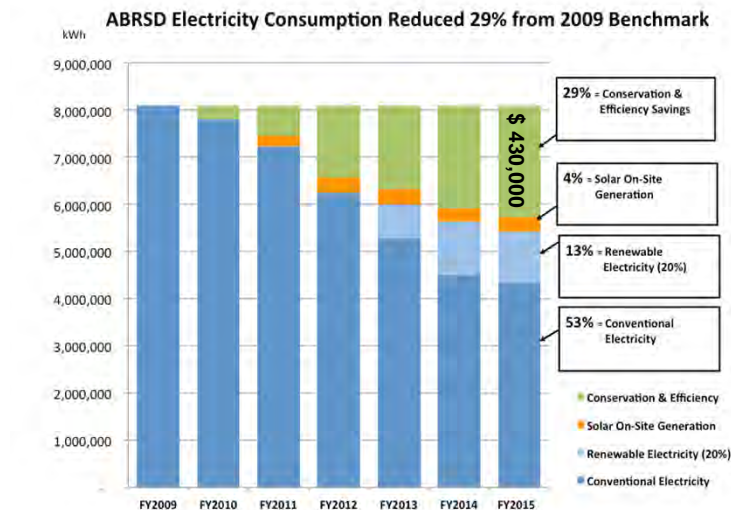
NATURAL GAS PRICING

Fiscal Year	Price per DT (supplier contract)
FY2013	\$7.89
FY2014	\$7.89
FY2015	\$7.38
FY2016	\$7.32
FY2017	\$7.32
FY2018	\$7.32

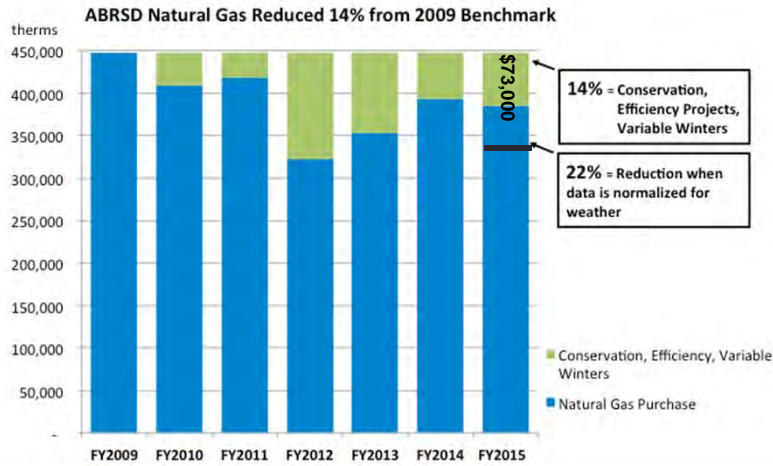
ELECTRICITY PRICING

Electricity: "All-in" price per kWh Generation and Distribution		
FY2009	\$0.181	
FY2010	\$0.184	
FY2011	\$0.185	
FY2012	\$0.195	
FY2013	\$0.173	7 months on new 3-year contract
FY2014	\$0.156	3-year contract
FY2015	\$0.146	3-year contract
FY2016	\$0.173*	Estimated expense 7/1/2015 – 11/30/2015 paid off of 3-year contract above 12/1/2015 – 6/30/2016 paid off of new current contract
FY2017	\$0.184*	Estimated expense 7/1/2016 – 11/30/2016 paid off of current contract 12/1/2016 and beyond is unknown

Utilities Electric



Utilities Gas



Capital Outlay - Facilities

- Worked with ABRSD School Leadership Team (SLT) to identify needs, as well as Dore and Whittier
- SLT identified over \$1,000,000 in capital priorities
- Dore and Whittier will present final Existing Conditions Study with cost estimates and priorities at the 2/4/16 ABRSC Meeting
- Dore and Whittier report will identify capital liabilities well north of \$1,000,000

Over the last calendar year, the Facilities Department has provided oversight on the following capital projects that have been completed or are near completion. Funding sources vary RE the following projects:

3 Large scale LED lighting retrofits at HS / Jr. High / Parker Damon Building (PDB)	PDB Café Integrated Tables and Chairs
Paint Pool Ceiling	Tree Removal (Storm Damage)
Conant Heaving Engineering	Electrical Infrastructure (Storm Damage)
Carpet to Tile PDB / Tile and Abatement Conant	HVAC Rooftop Unit Blanchard
Phase I Existing Conditions Study	Track Scoreboard

Capital Outlay - Facilities

Facilities FY' 17 Proposed
\$ 120,000 Educational Feasibility Study Phase II *
\$ 75,000 Conant Heaving Repairs *
\$ 25,000 HVAC Controls Blanchard
\$ 25,000 Concrete Replacement Program at the High School
\$ 18,000 FFE and Tech Junior High Learning Center
\$ 10,000 PDB Carpet to Tile replacement plan
\$ 273,000 Total Committed in the Proposed FY'17 Budget
* Assuming additional funding capacity becomes available we would channel new capacity in the direction of other high priority projects including HS Domestic Hot Water System, PDB Window Flashing, and increasing HS Concrete Replacement program.

Questions

Thank you for your time and support.

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
FY17 DEPARTMENT/PROGRAM OVERVIEW**

Department: Facilities and Transportation

Administrator: JD Head

Organization/Program Description

The Facilities and Transportation Department provides several essential functions for ABRSD. Transportation is responsible for the total regular education student transportation operation. This is accomplished with 2 twelve month administrative FTE, 34 bus drivers, and 3.5 crossing guards. The Facilities side of the business is responsible for the daily operation and long-term maintenance of 8 buildings and associated properties, approximately 900,000 square feet and 140 acres. There are 44.9 FTE in Facilities, see the staffing summary below. Facilities responsibilities include but are not limited to:

- Managing the carbon footprint of the ABRSD
- Daily custodial support to the 8 ABRSD buildings
- Support for the ABRSD Athletic Department in fields preparation and maintenance
- Snow removal
- Parking lot and roadway care and maintenance
- Capital planning, implementation, and management
- General support to Community Education on nights and weekends

Overview of Budget & Program Priorities for FY17

The Facilities and Transportation Department has a proposed FY '17 total budget footprint of \$7,911,823. This footprint is comprised of \$3,775,225 in personnel expenses and \$4,144,258 in operation expenses. The proposed \$4,144,258 in operation expenses represents a 9% increase over the FY '16 operating budget. Two specific items can explain this 9% increase. In the FY'17 budget, we are requesting an increase in capital spending from \$125,100 in FY'16 to a requested \$273,000 in the proposed FY'17 budget, which is an increase of \$147,900. The second large budget driver is related to our electrical rate structure. The price we pay for electricity generation is increasing and this increase carries with it an additional \$210,933 in the FY'17 Facilities operating budget. These two drivers basically account for the 9% increase in the proposed Facilities budget. The remaining minor increases can be accounted for in increases in basic supplies, property and liability insurance, and some line item reclassifications in the overall ABRSD operating budget.

The Facilities and Transportation priorities are to maintain our level of service excellence in facilities and support as well as the regular education transportation system. Additionally, in Facilities, the department is looking forward to leading the District through the completion of the comprehensive Educational Feasibility Study, which includes the Phase I - Existing Conditions Study and Phase II – Educational Visioning and Long Term Planning.

The Department continues to demonstrate strong leadership in energy efficiency with

multiple benefits including reduced costs, learning and leadership opportunities for students, reduced carbon emissions and national and state recognition. Electricity use has been cut by 29% below our benchmark set in FY2009, with a 20% cut in electricity and natural gas use overall. This success is due to major grant-funded lighting and mechanical upgrades, and a focus on energy conservation with strong engagement by staff, faculty and students.

Solar arrays on the Douglas School, High School, and Junior High School roofs supply 4% of the district's electricity use, and now 40% of the electricity purchased from our electrical generation supplier is certified from renewable sources. The district is actively researching additional opportunities for solar thermal and solar photovoltaic on favorable economic terms. The district's use of conventional fossil-fuel based electricity has been cut by almost 70% over benchmark given the combination of conservation, efficiency and renewable sources.

A major focus in FY'15 was the implementation of \$197,000 in grant-funded energy efficiency projects awarded to ABRSD through DOER Green Communities state funding and utility incentives (at no cost to Acton taxpayers). New high efficiency condensing boilers at the RJ Grey Junior High were the most significant project; as a result, gas use at the Junior High dropped 17% last year while usage went up slightly at other buildings. Other projects completed include (1) tying exhaust fans to building management software at RJ Grey Junior High, (2) LED exterior lighting at Conant School, Gates School and Douglas School, and (3) working with granular energy data to boost energy efficiency at ABRHS and RJ Grey Junior High.

In FY'16 the district was awarded an additional \$210,000 in energy efficiency projects after applying for another round of Department of Energy Resources (DOER) Green Communities grant funding and utility incentives. The projects receiving funding include (1) upgrading to LED interior lighting at McCarthy-Towne School, Merriam School, RJ Grey Junior High and the ABRHS pool, (2) improving HVAC efficiency at the Parker Damon Building, (3) improving energy efficiency for the district's main server room, and (4) wifi thermostats for modular classrooms. Implementation of these projects is currently underway.

Compostables and recyclables are captured in several of our cafeterias (and all kitchens) with the active support of students coaching their peers on how to sort their items. This program is in place at ABRHS, McCarthy-Towne School, Merriam School and Conant School. This has led to cost savings and a dramatic reduction in solid waste since compostables and recyclables make up 80% of the waste stream from the cafeterias and kitchens if captured appropriately. In addition, single stream recycling is in place in all of our offices and classrooms with support from student teams.

Student Green Teams are active in all of our schools, promoting energy conservation and/or recycling and composting. We encourage and support the engagement of our students in helping to build a culture of conservation in our schools. Several of our schools were recognized with national and state awards this year for excellence in energy conservation and energy education from the National Energy Education Development Project (NEED).

Other Revenue Sources

The Facilities and Transportation Department puts a great deal of effort into seeking grants and implementing special projects supplemented by grants. Over the last six years we have obtained approximately \$950,000 in grants. These projects have been focused on high priority capital projects with efficiency components, like the replacement of the Junior High School boilers in the fall of 2015, or on projects that create efficiencies in other areas that in turn reduce our reoccurring spending in our appropriated budget. An example of a project of this nature would be the 3 large-scale LED lighting retrofits that were just completed at the HS / Junior High / Parker Damon Building. These three projects will reduce electrical spending and reduce our District’s carbon footprint. We will continue to aggressively pursue these sources and systematically implement projects of greatest value, as described above.

Staffing Summary (Districtwide, including Special Revenues)

<i>Position</i>	<i>FY15 FTE</i>	<i>Budget \$</i>	<i>Proposed FY16 FTE</i>	<i>Budget \$</i>	<i>FTE Change</i>	<i>FTE</i>	<i>FY17 Budget</i>
Admin & Dispatcher	3.00	\$206,366	3.00	\$210,805		3.00	\$227,425
Bus Drivers	<u>36.70</u>	<u>\$1,005,180</u>	<u>36.70</u>	<u>\$1,021,414</u>		<u>36.40</u>	<u>\$1,036,758</u>
	39.70	\$1,211,546	39.70	\$1,232,219		39.40	\$1,264,183
Admin & Support	1.00	\$90,025	1.00	\$92,086		1.00	\$94,238
Custodians	32.96	\$1,771,004	31.96	\$1,747,212		31.96	\$1,783,828
Maintenance & Foreman	5.00	\$358,689	5.00	\$364,787		5.00	\$372,679
Grounds	2.00	\$122,722	2.00	\$124,653		2.00	\$126,484
Security	1.48	\$64,264	1.48	\$65,224		1.48	\$66,285
Crossing Guards	<u>3.50</u>	<u>\$63,981</u>	<u>3.50</u>	<u>\$66,252</u>	-	<u>3.50</u>	<u>\$67,528</u>
	45.94	\$2,470,685	44.94	\$2,460,214		44.94	\$2,503,382

Expense Summary (from Appropriated Budget)

<i>Category</i>	<i>Description</i>	<i>FY16 Amount</i>	<i>FY17 Proposed</i>	<i>Change</i>
Total Operational Budget	Facilities and Transportation	\$3,763,357	\$4,144,258	+10.1% or \$380,901
Drivers				
Capital	Capital Projects and Study	\$125,100	\$273,000	+118% or \$147,900
Utilities	Electricity generation supply rate	\$1,024,500	\$1,235,433	+21% or \$210,933

Educational Technology (EDTech)

FY17 Budget Presentation
 January 14, 2016

Amy Bisiewicz,
Director of Educational Technology

EDTech Department Responsibilities

Instructional	Operational	Infrastructure
<ul style="list-style-type: none"> ● Support District Mission/Values ● Support T & L Goals Instructional Tech ● EDTech Media Services (TV/Radio) Listen to 89.1WHAB Watch ABtoZ ActonTV ● Innovative Learning Program ● A/V Classroom Tech SmartBoard/Projectors 	<ul style="list-style-type: none"> ● Utilities Internet Phones Data Center ● Student Info System Mgmt ● Desktop Support 5,000+ devices 7700+ accounts ● Print Mgmt ● Technology Purchasing ● Web/Social Media Presence ● Off-Hours Emergency Support 	<ul style="list-style-type: none"> ● Physical/Virtual Resources Supporting IT Environment Servers Storage Network Components

Operational Services Overview

Annual Vendor Support Contracts ~ \$159,245

- Student Information System
- Data Center
- Infrastructure
- Telephone Maintenance
- Webmaster Support
- Communication/Notification Systems
- Administrative Applications

Print Management (District-wide toner, repairs, purchases) ~ \$34,935

Total Operational Costs = \$194,180

Instructional Hardware & Software Overview

Replacement Cycle ~ \$125,320

- Instructional Teacher Devices (4-5 Yr Cycle) ~ \$63,750
 - 32 Special Educator Laptops
 - 53 General Educators Laptops
- Student/Classroom Devices ~ \$35,320
 - Laptops (5-6 Yr Cycle)
 - Replace with ChromeBooks (when applicable)
 - Desktops (10 Yr Cycle)
 - Mobile - Tablet/ChromeBook (4-5 Yr Cycle)
- Administrative Laptop/Desktop ~\$26,250
 - 35 Admin/staff laptop (5-6 Yr Cycle)/desktop (8-9 Yr Cycle)

Instructional Hardware & Software Overview - Continued

Additional Student Technology ~ \$139,491

Elementary Classroom Technology

K-3 - 14 Classrooms (iPad Learning Center) ~\$27,930

4-6 - 6 Classroom (ChromeBook Cart)~\$48,000

Media Center/Libraries (5 PC/Mac) ~ \$18,750

ABRHS ~ \$44,811

Social Studies iPad/ChromeBooks

Visual Arts MacBook Cart

Instructional Hardware & Software Overview - Continued

Various Admin/Teaching & Learning ~ \$95,344

- Innovative Learning Program (4th Year) ~ \$50,000
- SmartBoard/Audio Visual ~ \$15,000
- Learning Software/Subscriptions/Apps ~ \$20,844
- Professional Development/R&D Support ~ \$9500

Total Hardware/Software= \$360,155

Infrastructure Overview

- **Infrastructure - \$80,225**
 - Digital Connections Partnership Schools Grant
 - MA DESE Matching State Grant Program (70/30 Split)
 - District to Fund 30% of Overall Cost (Infrastructure)
- “...To bridge the digital divide and strengthen 21st century learning...”*
- Increase Storage
 - Upgrade Server Operating System
 - Install Generator in District Core Closet

Infrastructure Total = \$80,225

Historical Expense Summary

<i>Category</i>	<i>FY15 Amount</i>	<i>FY16 Amount</i>	<i>FY17 Proposed</i>
Operational Services	\$217,429	\$201,525	\$194,180
Hardware Replacements Additions/Repairs	\$301,073	\$266,977	\$360,155
Infrastructure	\$212,994	\$170,473	\$80,225
TOTAL	\$731,496	\$638,975	\$634,560

EDTech Staffing Summary

<i>Position</i>	<i>FY15 FTE</i>	<i>Budget \$</i>	<i>Proposed FY16 FTE</i>	<i>Budget \$</i>	<i>FTE</i>	<i>FY17 Budget</i>
Admin & Support	2.00	\$158,209	2.00	\$163,676	2.00	\$169,335
Instructional Tech	4.85	\$197,152	4.85	\$202,784	4.26	\$229,684
Desktop & Network Support	4.96	\$268,184	4.96	\$275,679	4.48	\$262,694
Data Managers	<u>1.60</u>	<u>\$97,993</u>	<u>1.60</u>	<u>\$100,443</u>	<u>1.60</u>	<u>\$117,662</u>
	13.41	\$721,538	13.41	\$742,582	12.34	\$779,375

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
FY17 DEPARTMENT/PROGRAM OVERVIEW**

Department: Educational Technology (EDTech) Administrator: Amy Bisiewicz

Organization/Program Description

The EDTech team combines infrastructure, data management, multimedia and desktop support services with on-site technology integration and instruction to meet the technology needs of all members of our learning community and to support the District's *Mission and Values*. Collaborating district-wide with schools and departments, our educational and administrative goals include the capacity to provide students, teachers, and administration with access to effective technology resources and support to both enhance our teaching & learning environment and support all administrative tasks.

Overview of Budget & Program Priorities for FY17

Operational Services – Expenses for annual support & maintenance contracts for all technology services, including the student information system, all networking services, telephone maintenance, data center, administrative applications, district-wide printing costs, communication/notification systems, and webmaster support.

Administrative/Instructional Hardware/Software – Costs associated within this category include the replacement, addition, or repair of any and all computer device hardware (Staff/Student/Administrative). EDTech supports a flexible environment that includes desktops, laptops, and tablet/mobile devices using Windows, Apple, Chrome, Android, and iOS. All teachers utilize district-issued laptops that fall under a 4 to 5 year replacement cycle to support their instruction. Administrative staff utilizes desktop/laptop devices to meet their needs that are replaced every 5 to 6 years, with desktops lasting up to 8 years.

EDTech continues to strive to add technology resources into our classrooms and schools to support on-demand, real-time access to learning tools when needed. FY17 includes funding to support 14 additional K-3 classrooms with iPad learning centers, 6 additional 4-6th grade classrooms with dedicated ChromeBook carts, and additional technology resources in our library/media centers. Various technology needs within the 7-12th grades are also addressed in this category along with support of the Innovative Learning Program (4th year), our TV/Radio station, and SmartBoard/AV replacement and repair.

Infrastructure – EDTech is pleased to announce that the district is working towards being awarded funding from the MA DESE Digital Connections Partnership Schools Grant (To be announced in February). The Digital Connections Partnership Schools Grant is a competitive, matching state grant program to “bridge the digital divide that exists in some

schools across the Commonwealth and strengthen twenty-first century teaching and learning." The state match provides funding for infrastructure (Wi-Fi and broadband) needs. As a result, we will be able to address the following needs while funding only 30% of the entire cost:

- Complete our district-wide wireless upgrade.
- Upgrade the entire Blanchard Memorial School network to support 10GB uplink to network core.
- Convert Blanchard Memorial School to district-wide Aruba wireless network.
- Upgrade JH network closets
- Run single-mode fiber from JH MDF to Parker-Damon Building.

Other costs within this category are unable to be addressed by the grant and include increasing our data storage capacity, upgrading our server operating systems, and installing a generator to support the district's core closet at the junior high.

Changes In FY17

Please identify any changes in terms of increases or decreases for next year

Operational Services – Reduction of \$7,345

Reduction due to eliminating redundant service contracts in support of Blanchard Memorial School, reduced workload for webmaster services, and reduced printing needs.

Computer Hardware – Increase of \$93,178

This year's replacement cycle needs have considerably increased as compared to FY16 due to the natural ebb and flow of the replacement cycle, in general. Further, in an effort to address budgetary cuts in FY16 within the department, we pushed many of last year's projected deployments to FY17 funding. Although we are reducing funding towards the Innovative Learning Program, student/classroom technology is increasing to move forward with our 4th-6th grade 1 to 1 ChromeBook and k-3 iPad learning center projects.

Infrastructure – Decrease of \$90,248

The MA DESE Digital Connections Partnership Schools Grant will be greatly reducing the overall costs associated within this category.

Other Revenue Sources

There are no other annual revenue sources that fund the department.

Staffing Summary (from Appropriated Budget)

<i>Position</i>	<i>FY16 FTE</i>	<i>Budget \$</i>	<i>Proposed FY17 FTE</i>	<i>Budget \$</i>
Admin & Support	2.0	\$163,676	2.0	\$169,335
Instructional Technology	4.85	\$202,784	4.26	\$229,684
Desktop & Network Support	4.96	\$275,679	4.48	\$262,694
Data Managers	1.60	\$100,443	1.60	\$117,662
Totals		\$742,582		\$779,375

Expense Historical Summary (from Appropriated Budget)

<i>Category</i>	<i>Description</i>	<i>FY15 Amount</i>	<i>FY16 Amount</i>	<i>FY17 Proposed</i>	<i>Change</i>
Operational Services	See above	\$217,429	\$201,525	\$194,180	-\$7,345
Hardware	See above	\$301,073	\$266,977	\$360,155	+\$93,178
Infrastructure	See above	\$212,994	\$170,473	\$80,225	-\$90,248
	TOTALS	\$731,496	\$638,975	\$634,560	-\$4,415

January, 2016

Teaching and Learning

FY17 Budget Presentation
January 14, 2016

Deborah Bookis
Assistant Superintendent for Teaching and Learning

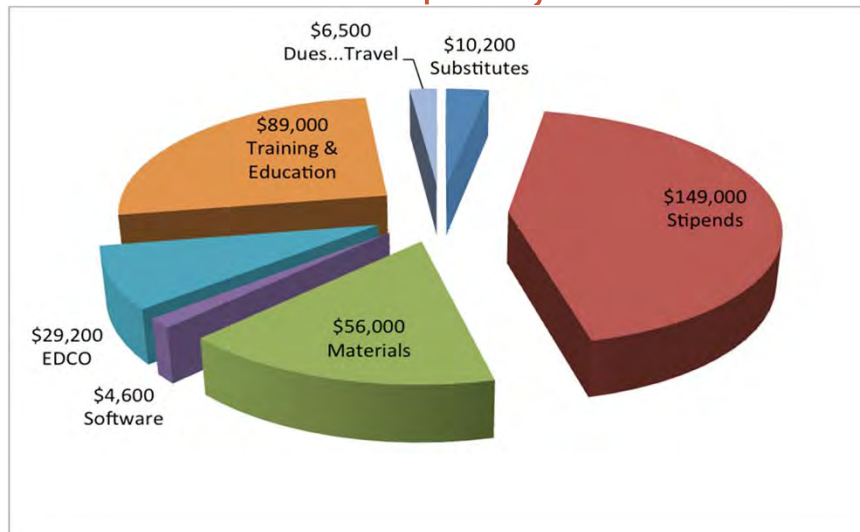
Teaching and Learning

Department Responsibilities

Implementation of MA Curriculum Frameworks	Professional Learning	Other Areas
<ul style="list-style-type: none"> • Educators' understanding & delivery • Short & long-range planning • Reflection on practice • Assessment • Instructional practices 	<ul style="list-style-type: none"> • District Professional Learning Program • Professional days and early releases • Summer Leadership Retreats & Institutes • Beginning Teachers Support Program • Research & Development 	<ul style="list-style-type: none"> • Entitlement Grants I & IIA • Competitive Grants • Home Schooling • State Standardized Testing • Educator Evaluation Process • Collaboration with: <ul style="list-style-type: none"> ○ Pupil Services ○ EdTech ○ Pre-School ○ District & Community Organizations

3

Teaching and Learning FY17 Overview \$344,500



4

Teaching and Learning FY17 Overview

Substitutes - \$10,200

- District grade level meetings
- Teacher-to-Teacher Program
- Disciplinary Literacy Inquiry Work
- National and Regional Conference attendance

Stipends - \$149,000

- Mentor
- Research and Development
- Training and Education

Supplies/Learning Materials - \$56,000

- Elementary Science Materials
- Reading and Writing Units of Study
- Professional Books
- R&D Resources and Materials
- Leveled Libraries, Benchmark Assessments, etc.

Teaching and Learning FY17 Overview

Software - \$4,600

- Assessing Math Concepts (AMC) Anywhere, District Grades K-2

EDCO District Membership - \$29,200

Training and Education - \$89,000

- Professional learning consultants: Education Development Center (EDC), Teachers21, Teachers as Scholars, ADLit, Discovery Museum, etc.
- SMART Edu (Online Professional Learning Program)

Dues, Memberships, Subscriptions, Conferences, Printing, Travel - \$6,500

- EdWeek, Marshall Memo, Phi Delta Kappan, Harvard Education Review, Association for Supervision and Curriculum Development (ASCD), etc.

Teaching and Learning FY17 Budget

FY16	FY17 Proposed	Change
\$328,200	\$344,500	+ \$16,300

Main driver for increase . . .
Decreased funding in grant allocations.

	FY14	FY15	FY16
Title I	\$185,796	\$168,702	\$152,240
Title IIA	\$56,825	\$61,914	\$61,543
Total	\$242,621	\$230,616	\$213,783

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Teaching and Learning Other Revenue Sources

MA DESE Entitlement Grants

Title I: Improving the Academic Achievement of the Disadvantaged, FY16 \$152,240

- Professional Learning/Contracted Services - \$18,075
- Salaries - \$134,165

Title II Part A: Improving Educator Quality, FY16 \$61,543

- Professional Learning/Contracted Services - \$52,093
- Materials - \$4000
- Salaries - \$5,450

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Teaching and Learning Staffing Summary

Admin. & Support: 2.0 FTE

Proposed FY17 \$178,703

- Assistant Superintendent for Teaching and Learning
- Administrative Assistant

Curriculum Specialists/Coaches: 3.0 FTE

Proposed FY17 \$263,575

- Elementary Science Curriculum Specialist/Coach
- Elementary Mathematics Curriculum Specialist/Coach
- Elementary Literacy and Social Studies Curriculum Specialist/Coach

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
FY17 DEPARTMENT/PROGRAM OVERVIEW**

Department Teaching and Learning

Administrator Deborah Bookis

Organization/Program Description

Please provide a brief overview of your department/program (i.e. services provided etc.)

The Teaching and Learning Department is primarily responsible for the implementation of the MA Curriculum Frameworks throughout the district. This includes supporting educators' delivery and understanding of the standards through collaborative long-range and short-range planning, learning of content, reflection on practice, assessment, and implementation of new practices.

The Department is also responsible for the district's Professional Learning Program, collaborating with district and building leadership for professional days and early releases as well as the Summer Leadership Retreat and Institute.

Other specific areas of responsibility include:

- ~ Beginning Teachers Support Program
- ~ Title I Grant: Improving the Academic Achievement of the Disadvantaged
- ~ Title II Part A Grant: Improving Educator Quality
- ~ Home Schooling
- ~ Research and Development
- ~ State Standardized Testing
- ~ Educator Evaluation Process
- ~ Collaboration with the Pupil Services Department Leadership Team and Educators in support of teaching and learning
- ~ Collaboration with the Pre-School in support of teaching and learning
- ~ Collaboration with EdTech Department in support of teaching and learning
- ~ Collaboration with District-related and community organizations in support of teaching and learning
- ~ Competitive grants

Overview of Budget & Program Priorities for FY17

Please identify briefly budget/program priorities, concerns, etc. for next year

Continue Supporting:

- ~ Additional Professional Learning (PL) Day, Elementary Early Release PL Days, Leadership Retreat and workshops
- ~ The teaching of writing throughout the district
- ~ Implementation of Mathematical Practices
- ~ Elementary educators' efforts to implement the Next Generation Science Standards (NGSS)/MA Science Curriculum Framework, which includes hands-on science materials, informational texts, professional learning and assessments.

New:

- ~ Sheltered English Immersion (SEI) graduate level course
- ~ Family Learning Series

Changes In FY17

Please identify any changes in terms of increases or decreases for next year

EDCO: Increase by \$200 to cover membership increase

Instructional/Educational Supplies: Increase by \$6,000 to support PL due to decreases in grant funding (about \$17,000 in FY'16 and about \$12,000 in FY'15)

Software: Increase by \$600 for AMC Anywhere (mathematics formative assessment)

Training and Education: Increase by \$9,000 to support PL due to decreases in grant funding (about \$17,000 in FY'16 and about \$12,000 in FY'15)

Subscriptions: Increase by \$200 to cover increased rates

Conferences: Increase by \$200 to cover increased rates

Memberships: Increase by \$100 to cover increased rates

Other Revenue Sources

Briefly review other revenue sources that are necessary to support the operations of your department

- ~ Title I Grant: Improving the Academic Achievement of the Disadvantaged: \$152,240
- ~ Title II Part A Grant: Improving Educator Quality: \$61,543

Staffing Summary (from Appropriated Budget)

<i>Position</i>	<i>Location</i>	<i>FY16 FTE</i>	<i>Budget \$</i>	<i>Proposed FY17 FTE</i>	<i>Budget \$</i>	<i>Change</i>
Admin & Support	District-wide	2.0 FTE	\$167,080	2.0 FTE	\$178,703	+
Curriculum Specialist/Coaches	District-wide	3.0 FTE	\$253,776	3.0 FTE	\$263,575	+

Expense Summary (from Appropriated Budget)

<i>Category</i>	<i>Description</i>	<i>FY16 Amount</i>	<i>FY17 Proposed</i>	<i>Change</i>
Substitutes		\$10,200	\$10,200	+/- \$0
Stipends	R&D, Mentor, Training and Education	\$149,000	\$149,000	+/- \$0
Supplies	Learning Materials	\$50,000	\$56,000	+ \$6,000
Software	AMC Anywhere	\$4,000	\$4,600	+ \$600
EDCO Fees		\$29,000	\$29,200	+ \$200
Training and Education		\$80,000	\$89,000	+ \$9,000
Dues/Fees/Memberships		\$900	\$1,000	+ \$100
Printing		\$1,000	\$1,000	+/- \$0
Subscriptions		\$600	\$800	+\$200
Conferences		\$2,000	\$2,200	+\$200
Travel		\$1,500	\$1,500	+/- \$0
TOTALS		\$328,200	\$344,500	+\$16,300

Community Education



FY17 Budget Presentation
January 14, 2016

Erin O'Brien Bettez
Director

FY15 Revenues \$3.416M

3 Revolving Funds

- Community Ed Main Fund: \$2,951,333
- Driver Education: \$212,604
- Use of Facilities: \$252,176

Self-Sustaining

- Class registration fees
- Extended Day/Summer Day/All Day Kinder tuition
- Pool/Field House user fees
- Use of Facilities fees

Positions* Supported by Community Education

- Community Education Office (6)
- District Custodians (7)
- Extended Day (26)
(7 Head Teachers/Staff Leaders, 15 part-time assistant teachers, 4 high school tutors)
- ADK teachers and Assistants (10 Head Teachers, 12 Assistants)
- Central Office Staff (4)
- Driver Education instructors (11)
- Basketball Referees/Timers (50)
- Pool Staff (29)
- A/V support staff (10)
- Summer Day Program Staff (39)
CIT Leader, LIT Leader, 3 "Specialists," 5 Head Counselors, 16 Junior Counselors, 13 Extended Hours Counselors
- Evening Assistants (2) and Saturday Monitors (2)
- Snack Shack (11)
- Independent contractors/vendors who offer classes (100+)

* Numbers represent headcounts not FTEs.

FY15 Surplus of Key Programs



FY15 Community Education Financial Support to the District & Community

• Custodian Salaries	\$246,099.00
• Lower Fields Bond Payment	\$ 75,000.00
• Weekend clean up at Lower Fields	\$ 9,765.91
• Finance Staff Support/Central Office	\$ 48,063.00
• Conant Extended Day	\$ 46,267.47
• Conant Enrichment	\$ 5,452.91
• Gates Extended Day	\$ 49,958.80
• Gates Enrichment	\$ 4,602.00
• McT Extended Day	\$ 19,710.34
• McT Enrichment	\$ 12,306.85
• HS and JH A/V Supplies/Stipend	\$ 7,500.00
• Fitness Center @ HS Maintenance	\$ 500.00
• Custodial Fees Donated to events	\$ 318.50
• Band Surplus	\$ 1,882.00
• School Auction Donations	\$ 175.00
	\$527,601.78

Improvements/Highlights

- Over last year offered 1486 classes including 126 that were NEW
- Comm. Ed. now using Constant Contact email blasts
- Extended Day has modified its budget to bring in more enrichment activities (e.g. photography, fit club, astronomy, knitting)
- Fitness Center - Community Hours - staffed by volunteers and provides terrific service to users and small but steady revenue stream
- We have sought and received scholarship monies from the A-B United Way and Danny's Place to support summer activities
- Necessity IS the Mother of Invention -- Admin Gym

7

Challenges

- Hard to replace revenue from Thursday Early Release days
- Enrollment reductions will continue to affect Extended Day over next several years
- Driver Education - existing support structure unable to meet needs
- Open Swim/Gym not covering costs

8

Goals

- More in-depth analysis of individual classes/activities to understand financial picture at micro level
- Consider some level of reorganization of office staff to better address demands of our many programs
- Continue to watch trends and modify offerings to meet community interests

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
FY17 DEPARTMENT/PROGRAM OVERVIEW**

Department Community Education

Administrator Erin Bettez

Organization/Program Description

Please provide a brief overview of your department/program (i.e. services provided etc.)

Community Ed. offers an array of classes and programs designed to promote lifelong learning opportunities for the community at large and to support district activities. Offerings include: 1,486 classes over our last four terms, Extended Day (before and after school care), Music Lessons, Driver Education, Summer Day Program and vacation/no school day activities, school-based enrichment classes at Conant/Gates/McCarthy-Towne. Comm. Ed. has managed the financial matters related to All Day Kindergarten (this will move to another department for FY17) and oversees use of school facilities outside of school hours.

Overview of Budget & Program Priorities for FY17

Please identify briefly budget/program priorities, concerns, etc. for next year

Comm. Ed. is unique among district departments, with no funding coming from the appropriated budget. All expenses are paid with fees received from participants. While we face the same challenge of rising expenses (particularly salaries and benefits) we must constantly find ways to cut costs and increase revenues to meet those growing costs. We have not fully recovered from the change to fewer early release days and our extended day programs enrollments are on a downward trend as one would expect with decreasing enrollments (though we do not currently expect to close any more of our remaining programs). With many part-time staff in various roles, we have been impacted by increases to the minimum wage. Gross revenues have been fairly flat for the last several years.

Changes In FY17

Please identify any changes in terms of increases or decreases for next year

All Day Kindergarten finances are moving elsewhere in the district so our budget reflects reduced costs in that area.

Other Revenue Sources

Briefly review other revenue sources that are necessary to support the operations of your department

N/A.

Staffing Summary (from Comm. Ed. Revolving Accounts)

<i>Position</i>	<i>Location</i>	<i>FY16 FTE</i>	<i>Budget \$</i>	<i>Proposed FY17 FTE</i>	<i>Budget \$</i>	<i>Change</i>
Office Staff	Admin. Building	6 FTE	\$399,270	6 FTE	\$407,255	2%
Central Office/Finance Staff	Central Office	.7 FTE	\$48,063	.7 FTE	\$48,457	2%
ADK Teachers & Assts. (22)	Elementary Schools	11 FTE	\$655,108	N/A	N/A	N/A
Driver Ed. Instructors (11+)	c/o Admin Building	All part-time	\$87,567	All part-time	\$88,000	1.5%
Extended Day Staff (26)	Admin Building, Conant, Gates	8 FTE + hourly assistants	\$481,956	7 FTE + hourly assistants	\$390,785	(19%)
Pool Staff (29)	HS Pool	Hourly.	\$101,500	Hourly.	\$103,530	2%
A/V staff (10)	HS and JH	Hourly.	\$10,477	Hourly.	\$10,500	N/A
Summer Day Program Staff (37)	Admin Building	Full time and hourly, 6-7 weeks/yr	\$76,762	Full time and hourly, 6-7 weeks/yr	\$93,000	21%
Evening Assistants (2)	HS	4 hrs/week; 12-16 weeks/yr	\$6,549	4 hrs/week; 12-16 weeks/yr	\$3,300	(50%)
Weekend Monitor (2)	HS	15 hrs/month	\$3,457	15 hrs/month	\$3,526	2%
Basketball Refs/Timers (50)	HS, JH, Damon	Hourly.	\$17,600	Hourly.	\$19,360	10%
Snack Shack staff (11)	Snack Shack	Hourly.	\$6,073	Hourly.	\$6,680	10%
Custodians	HS/JH/Admin	5.1	\$250,673	5.06	\$255,687	2%

Expense Summary (from Revolving Accounts)

<i>Category</i>	<i>Description</i>	<i>FY16 Amount</i>	<i>FY17 Proposed</i>	<i>Change</i>
Community Ed.	TOTAL BUDGET	\$3,028,051	\$2,373,790	(22%)
Use of School Facilities	TOTAL BUDGET	\$284,476	\$290,166	2%
Driver Ed.	TOTAL BUDGET	\$175,624	\$165,623	(6.7%)

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

To: Acton Boxborough Regional School Committee members
From: Glenn A. Brand
Date: January 6, 2016
Re: Recommendation for Phase II Existing Conditions Study

At your December 17th meeting, I asked for the Committee's consideration of supporting the administration's ability to move forward with repurposing funds from the current fiscal year (FY16) and applying them to support the second phase of the district's facilities study.

Repurposing available funds from this fiscal year to allow for the study to begin now has two advantages: i) it would allow for the important second phase of the process to begin almost immediately with a completion date in the fall of 2016, as opposed to a completion date in March, 2017 if we waited to begin on July 1 and; ii) it reduces the total capital resources necessary to support this project from the FY17 budget.

At your January 14 meeting, I am seeking a final overall sense of the Committee to proceed in this direction and repurpose existing funds as well as enter into a contractual agreement with the firm of Dore & Wittier to engage the firm to complete Phase II of the study.

Please find below additional information in support of this request including details about the financial proposal, a more in-depth overview of the second phase of the study and an associated timeline alongside some of the key activities that will occur within this second phase.

Financial Proposal

The revised budget for Phase II of the study that has emerged from a more thorough analysis of the full work to be completed is \$120,000. It is my recommendation that the Committee support the use of \$70,000 that will be repurposed from fringe benefit savings in FY16.

With the Committee's support this would directly impact the FY17 budget proposal by effectively reducing the resources associated with the study to a commitment of \$50,000. This would allow us to direct the additional \$70,000 towards high priority capital items.

Overview of Phase II

The primary objective of this second phase of the study is to identify future educational needs related to space planning requirements in order to accommodate current and future delivery educational models within the district. Specifically, this part of the study will:

- Investigate enrollment projections
- Investigate and consider current and future educational trends related to 21st Century educational models (i.e. technology integration, flexible learning space etc.)
- Seek to understand how the current facilities are performing in relation to the desired educational delivery, desired school size and location and space programming necessary to accommodate future trends
- Identify conceptual options to support educational needs alongside the capital improvement needs identified in Phase I
- Prepare an overall long-range Master Plan for the district's facilities that will include possible repair, renovation and/or new construction

Timeline of Phase II

February to June 2016 (Meetings/data collection/outreach)

The following represent some of the key activities that will be included within the February – June timeframe:

- MSBA Comparative analysis to current space and state recommendations
- Identification of buildable areas and current site constraints
- Analysis of enrollment projections and trends
- Existing site analysis that includes educational effectiveness evaluation surveys
- Educational visioning workshops
- Staff and public outreach

July 1 to October 1, 2016 - options development/cost estimating/outreach

The following represent some of the key activities that will be included within the July – October timeframe:

- Macro Master Plan Possibilities development
- Development of conceptual cost estimates and design options
- Delivery of final report
- Staff and public outreach



Acton-Boxborough Regional School District

16 Charter Road Acton, MA 01720

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

www.abschools.org

12.1

JD Head

Director of Facilities and Transportation

TO: Glenn Brand, Superintendent of Schools

FROM: JD Head, Director of Facilities and Transportation

DATE: 12/11/15

RE: **Finalizing Solar Net Metering Agreement**

The purpose of this memo is to give the Acton-Boxborough Regional School Committee an update on the solar net metering opportunity presented to the Committee at the November 19th meeting.

As a reminder, if the Committee votes positively to allow the District to enter into the net metering agreement with Omni Navitas Holdings, LLC we will conservatively generate approximately \$200,000 in revenue year 1 and approximately \$4,000,000 total over the 20 year term of the agreement. As you recall, we presented two project scenarios. One scenario had higher risk and potentially higher financial reward and the other scenario presented virtually zero risk to the District and less financial reward in year one but comparable financial reward over the 20-year term. To be clear, our Department is recommending that the committee authorize the District to enter into the low risk scenario that we expect would generate the financial totals mentioned above.

The District's legal team has fully vetted the agreement and is comfortable with that document as it relates to Massachusetts General Law. Additionally, legal has reviewed the regional agreement between the District and the Towns of Boxborough and Acton and any necessary changes relevant to the regional agreements have also been incorporated into the net metering agreement. At this point the District and the developer are in complete agreement and a sample of the agreement is attached with this memo.

At this point the Facilities Department is requesting the Committee to vote to authorize the District to enter into a 20-year solar net metering agreement with Omni Navitas Holdings, LLC. A positive vote from the Committee would result in the District receiving the financial benefits mentioned above in the Fall of 2016. I look forward to the opportunity to discuss this with the Committee on 12/17/2015.

Best Regards,

JD Head

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

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

To: Acton-Boxborough Regional School Committee members
From: Glenn A. Brand
Date: January 6, 2016
Re: 2016-17 School Calendar

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

Background:

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

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

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

Option I: Change the Professional Days

There are two constraints to this possible solution:

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

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

Option II: Make October a No-School Day

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

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

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

Recommendations:

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

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

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

I would also ask the Committee to approve the proposed early dismissal days for Professional Learning (Sept 22, Dec 8 for elementary students only, Feb 9 and Mar 30), as well as parent conferences (Elementary on Oct 27 and Nov 10, Jr High on Dec 15 and 20 and Jan 5), similar to last year.

If there is no significant opposition to this recommendation, I would respectfully ask that the Committee approve this amendment at the regular scheduled Committee meeting on Thursday, February 4.

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 – 18-17

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

*K-12 Early Dis for Prof L. – Feb 9
 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	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

HS Late Start only for students NOT taking MCAS-March TBD
 *K-12 Early Dis for Prof L. – Mar 30
 School Days - 23

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

*Elem Early Dis for Prof L. – Dec 8
 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

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 8 (elem), Feb 9, Mar 30

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 16-19 (no snow days)
 (June 23 if 5 snow days used)
 School Days – 12-13
Total Days = 180



Acton-Boxborough Regional School District

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

<http://blanchard.abschools.org>



14
(R)

MR. DANA LABB, PRINCIPAL

dlabb@abschools.org

DR. KAREN TOWER, ASST. PRINCIPAL

ktower@abschools.org

MS. KATHY BOWER, ADM. ASST.

kbower@abschools.org

MS. GAIL KESSLER-WALSH, GUIDANCE COUNSELOR

gwalsh@abschools.org

December 10, 2015

Scott Edwards
General Manager
Littleton Electric Light and Water Department

Dear Mr. Edwards,

On behalf of the students, faculty and families of Blanchard Memorial School, we want to once again thank you for your continued effort in supporting our school and community and for the opportunity to fund Technology and Science needs beyond our budget limits.

In response to an offer to consider continuing the annual \$5,000 grant in Technology/Science not covered by our budget, we have the following proposal of our needs.

We are looking to purchase

Our grade six team is divided by content area and is project-based in nature. The opportunity to purchase a classroom set of Chromebooks would nurture an individualized, technology driven education with opportunities for students to engage with classmates, teachers and beyond in a more global capacity. Additionally, in planning our 2016-2017 School Improvement Plan, the School Council is investigating the Science curriculum and additional ways to support the standards. For example, last summer, we built a new Maker/Tinker's space in order to support Science, Technology, Engineering and Mathematics investigations, self-discovery and individualized enrichment...all opportunities that are instances of Universal Designs for Learning (Multi-Modal Education).

We tremendously appreciate the generous support and please do not hesitate to contact me if there are any questions.

With gratitude,

Dana F. Labb, Principal

FILE: BEDG

MINUTES - DRAFT

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

Minutes will set forth:

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

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

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

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

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

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

PHYSICAL RESTRAINT OF STUDENTS

The Acton-Boxborough Regional School District seeks to provide a safe and productive workplace and educational environment for its employees and students. In accordance with the Code of Massachusetts Regulations (603 CMR 46), the law governing the use of physical restraint of students, the Acton-Boxborough Regional School District seeks to ensure that every student is free from the use of restraint in a manner that is not consistent with these state regulations. **PHYSICAL RESTRAINT SHALL ONLY BE USED AS A LAST RESORT AFTER OTHER METHODS HAVE FAILED OR BEEN DEEMED INAPPROPRIATE, AND WITH EXTREME CAUTION.**

School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or member of the school community from immediate, serious physical harm, and
2. To prevent or minimize any harm to the student as a result of physical restraint.

The following definitions of forms of restraint are included in 603 CMR 46.02:

1. Physical Restraint: the use of bodily force to limit a student's freedom of movement.
2. Extended Restraint: A physical restraint lasting longer than 20 minutes.
3. Physical Escort: Not a restraint: touching or holding a student without the use of force for the purpose of directing the student.
4. Time-out: Removal of a student from classroom activities or areas with staff accessible.

The use of mechanical or chemical restraint is prohibited unless authorized by a physician and approved in writing by parents/guardians. Additionally, the use of seclusion restraint, confining a student alone without access to staff, is prohibited in all public school programs.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting.

Only school personnel who have received training pursuant to 603 CMR 46.04(2) or 603 CMR 46.04(3) shall administer physical restraint on students. The staff member who administered

shall verbally inform the principal of the restraint immediately and by written report no later than the next school working day. The principal or his/her designee shall verbally inform the student's parent/guardian of the restraint as soon as possible on the day of the event and shall notify the parent by written report within three school working days of the restraint either by email or by regular mail postmarked no later than three school working days of the restraint. When a physical restraint has resulted in an injury to student or program staff member, the program shall send a copy of the written report to the Department of Elementary and Secondary Education (DESE) by regular mail postmarked no later than three school working days of the restraint. The District will report data regarding the use of physical restraints of DESE annually in a form and manner directed by DESE.

The Superintendent will develop procedures identifying:

- Appropriate responses to students behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the schools' method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Legal Reference: M.G.L. 71:37G; 603 CMR 46.00

Regulations: <http://www.doe.mass.edu/lawsregs/>

FIRST READING: 12/17/15

PHYSICAL RESTRAINT OF STUDENTS

January 2016

I. Procedures for use of Physical Restraint in Acton-Boxborough Regional Schools

Training:

- A. All staff/faculty will receive training regarding the school's restraint policy within the first month of each school year, and employees hired after the school year begins will receive training within one month of starting their employment.
- B. Required training for all staff will include review of the following:
 - a. The role of the student, family, and staff in preventing restraint;
 - b. The District's restraint policy;
 - c. Staff is expected to make every effort to prevent the need for the use of restraint and only use restraint as an emergency procedure of last resort;
 - d. Interventions which may preclude the need of restraint, including de-escalation of problematic behaviors and other alternatives to restraint in emergency circumstances;
 - e. When behavior presents an emergency that requires physical restraint, the types of permitted physical restraints related safety considerations, including information regarding the increased risk of injury to a student when any restraint is used, in particular a restrain of extended duration;
 - f. Physical escort shall mean a temporary touching or holding without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location. Physical escort is not physical restraint.
 - g. Administering physical restraint in accordance with known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student;
 - h. Identification of program staff who have received in-depth training (as set forth below in section C) in the use of physical restraint.
- C. Designated Safety Care Intervention Staff shall participate in at least sixteen hours of in-depth training in the use of physical restraint.
 - a. At the beginning of the school year, the principal will identify those staff who will participate in in-depth training and who will then be authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint.

In-depth training will include:

- a. Appropriate procedures for preventing the use of physical restraint, including the de-escalation of dangerous behavior, relationship building, and the use of alternatives to restraint;
- b. A description and identification of specific dangerous behaviors on the part of a student that may lead to the use of physical restraint and methods for evaluating risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- c. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints;
- e. Demonstration by participants of proficiency in administering physical restraint; and
- f. Instruction regarding the impact of physical restraint on the student and family, recognizing the act of restraint has impact, including but not limited to psychological, physiological, and social-emotional effects.

D. Staff/faculty and the Student Services department will review any behavior plans pertaining to special techniques for identified students. School counselors or psychologist will provide copies of Behavior Plans to building principals and the Special Education Liaison. Plans should be reviewed and updated monthly.

2. Proper Administration of Physical Restraint

A. Physical restraint may only be used as a last resort, in the following circumstances:

The student's actions pose a threat of imminent, serious, harm to self and/or others.

B. Physical restraint is **prohibited** in the following circumstances:

(1) As a means of punishment; or

(2) As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats do not constitute a threat of imminent, serious, physical harm. However, if the property destruction or the refusal to comply with a school rule or staff directive could escalate into, or could itself lead to serious, imminent harm to the student or to others, physical restraint is appropriate.

C. Only school staff who have received required training or in-depth training pursuant to this policy shall administer physical restraint on students with, whenever possible, one

adult witness who does not participate in the restraint. The training requirements, however, shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

D. Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or others from assault or imminent, serious, physical harm.

E. A person administering physical restraint shall use the safest method available and appropriate to the situation.

F. Physical restraint shall be discontinued when it is determined that the student is no longer at risk or causing imminent physical harm to self or others.

G. Additional safety requirements:

(1) A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.

(2) If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.

(3) Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.

H. At an appropriate time after release of a student from physical restraint, the principal or other appropriate school staff shall:

(1) review the incident with the student to address the behavior that precipitated the restraint;

(2) review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and

(3) consider whether any follow-up is appropriate for students who witnessed the incident

(4) review the incident and student behavior with the Special Education Coordinator

3. Reporting requirements:

A. Program staff shall report the use of all physical restraints,

B. The staff member who administered such a restraint shall verbally inform the principal of the restraint as soon as possible and by written report no later than the next school working day.

(1) The written report shall be provided to the Principal for review of the use of the restraint. If the principal has administered the restraint, the principal shall prepare the report and submit it to an individual or team designated by the superintendent or board of trustees for review.

(2) The principal shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department or the student's parent, upon request.

(3) Copies of all restraint reports will be forwarded to Superintendent's Office and Assistant Superintendent of Student Services

C. The principal shall make reasonable efforts to verbally inform the student's parent(s)/guardian(s) of such restraint within 24 hours of the event and shall notify the parent by written report sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three (3) school working days of the restraint,

NOTE: If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language.

The written report required by both sections B and C above shall include:

- (1) Names and job title of the staff who administered the restraint, and observers, if any;
- (2) Date of restraint and time restraint began and ended;
- (2) Name of administrator who was verbally informed following the restraint,
- (3) Date and time student's parent(s)/guardian(s) was verbally contacted and informed of the use of physical restraint;
- (4) Description of the activity the student, other students, and staff in the area were engaged in immediately preceding the use of physical restraint;
- (5) Student's behavior/actions that prompted the restraint;
- (6) Efforts made to prevent escalation of behavior, including the specific de-escalation strategies used; alternatives to restraint that were attempted;
- (7) Justification for initiating physical restraint;

(8) Description of administration of restraint including:

- a. the holds used and reasons such hold were necessary
- b. the student's behavior and reactions during the restraint
- c. how the restraint ended and
- d. documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided;

(9) Information regarding any further action(s) that the school has taken or may take, including consequences that may be imposed on the student; and

(10) Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any consequences that may be imposed on the student and other related matters.

D. The District will, within five school working days of the reported restraint, provide to the Department of Education a copy of the written report as describe above and a copy of the record of all physical restraints maintained by the program administrator for the thirty-day period to the date of the reported.

4. Individual student review. The principal shall conduct a weekly review of restraint data to identify who have been restrained multiple times during the week. If such students are identified, the principal shall convene the Child Study or evaluation team as the principal deems appropriate to assess each student's progress and needs. The assessment shall include as least the following:

- (a) review and discussion of the written reports submitted in accordance with 603 CMR 46.06 an any comments provided by the student and parent about such reports and the use of the restraints;
- (b) an analysis of the circumstances leading up to each restraint, including factors such as time of day, day of week, antecedent events, and individuals involved;
- (c) consideration of factors that may have contributed to escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions as appropriate, with the goal of reducing or eliminating the use of restraint in the future;
- (d) an agreement on a written plan of action by the program.

If the principal directly participated in the restraint, a duly qualified individual designated by the Superintendent or School Committee shall lead the review team's discussion. The principal shall ensure that a record of each individual student review is maintained and made available for review by the Department or the parent, upon request.

5. Administrative review. The principal shall conduct a monthly review of school-wide restraint data (see attached form). This review shall consider patterns of use of restraints by similarities in the time of day, day of the week, or individuals involved; the number and duration of physical restraints school-wide and for individual students; the duration of restraints; and the number and type of injuries, if any, resulting from the use of restraint. The principal shall determine whether it is necessary or appropriate to modify the school's restraint prevention/management activities, conduct additional staff training on restraint reduction or prevention strategies, such as training on positive behavioral interventions and supports, or take such other action as necessary or appropriate to reduce or eliminate restraints.

6. A report of all restraint-related injuries must be sent to the Department of Education. When a physical restraint has resulted in an injury to a student or program staff member, the program shall send a copy of the written report required to the Department postmarked no later than three school working days of the administration of the restraint. The Department shall determine if additional action by the program is warranted and, if so, shall notify the program of any required actions within 30 calendar days of receipt of the required written report(s).

7. Reports of all physical restraints must be sent to the Department as well. Each school shall collect and annually report data to the Department regarding the use of physical restraints. Such data shall be reported in a manner and form directed by the Department.

8. Grievance Procedures

a. Parents will notify principal or designee of any concerns regarding restraint practices and procedure. If a designee receives the complaint or a concern that designee shall notify principal within the school day. Principal shall notify Superintendent within twenty-four hours of receiving a concern. The Superintendent of School Committee shall at his/her or its discretion order an investigation.

9. Interventions and alternatives to the use of physical restraint.

There are a variety of appropriate responses to student behavior that may require immediate intervention. These alternative methods should be used first when seeking to prevent student violence, self-injurious behavior and/or de-escalating potentially dangerous behavior occurring among groups of students or with an individual student. Physical restraints only should be used as a last resort in emergency situations after these other less intrusive alternative have failed or been deemed inappropriate.

Examples of interventions and less intrusive methods that may preclude the need for the use of physical restraint include but are not limited to, the following:

1. Active listening
2. Use of a low non-threatening voice
3. Limiting the number of adults providing direction to the student
4. Offering the student a choice
5. Not blocking the student's access to an escape route
6. Suggesting possible resolutions to the student

7. Avoiding dramatic gestures (waiving arms, pointing, blocking motions, etc.)
8. Verbal prompt - A verbal prompt is communicating what is expected behavior by clearly stating instructions and expectations.
9. Full or partial physical cue - A full or partial physical cue is anytime an adult needs to temporarily place their hands on a student or physically redirects a student without force. These are used at increasing levels as needed to return a student safely back to task. See Physical Redirection and Physical Escort below.
10. Physical Escort - A physical escort is a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder or back, for the purpose of inducing a student who is agitated to walk to a safe location.
11. Physical Redirection –A physical redirection is done by temporarily placing one hand on each of the student’s shoulders, without force, and redirecting the student to the learning activity, classroom or safe location.
12. Time-Out – A time-out is a behavioral support strategy in which a student temporarily separates from the learning activity or classroom, either by choice or by direction from staff, for the purpose of calming. During time-out a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary and appropriate for the purpose of calming. Time-out shall cease as soon as the student is calmed.

C. General De-Escalation Guidelines

General guidelines for de-escalating potentially dangerous behavior occurring among groups of students or with an individual student include the following:

1. Remain calm –To possibly help prevent the likelihood of a student experiencing distress from escalating his/her behavior use a neutral and even tone of voice, control one’s facial expressions and use a supportive non-threatening body language.
2. Obtain Assistance - Whenever possible, school personnel should immediately take steps to notify school administrators, the school’s administrative response team and/or other school personnel of a potentially dangerous situation and to obtain additional assistance.
3. One Person Speaks - In order to minimize the Likelihood of confusion and/or the likelihood of a student experiencing distress from escalating his/her behavior having one person providing overall direction to the response and the follow up procedures is leave an area with other students and move to another more private and safe area in order to de-escalate should be considered,
4. Remove Other Students - If it is not feasible to have a student experiencing distress move to a more private and safe area in order to de-escalate, consider the feasibility of having other staff assist and monitor the removal of other students to another area within the school until the student be considered.
5. Remove Other Students – If it is not feasible to have a student experiencing distress move to a more private and safe area in order to de-escalate, consider the feasibility of having other staff assist and monitor the removal of other students to another area within the school until the student de-escalates.

RESTRAINT OF STUDENTS

The Acton-Boxborough Regional Schools comply with the Massachusetts Department of Education's restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law.

According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property.

Approved: 5/22/14

RESTRAINT OF STUDENTS

Methods and Conditions for Implementation

School staff may use physical restraint only (1) when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent serious physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion is prohibited.

The Regulations do not prevent a teacher, employee or agent of the District from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

Staff Training

All school staff must receive training with respect to the District's restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

Reporting Requirements and follow-up (see Physical Restraint Report form)

In instances where a physical restraint (1) lasts more than five minutes or (2) results in injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal laws and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that a physical restraint (1) lasts longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must, within five school working days of the

reported restraint, provide a copy of the written report to DOE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.

For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

Complaints

Students, parents or guardians who have a complaint regarding physical restraint procedures may request a meeting with the building principal to discuss their concerns. If the parents'/guardians' issues are not resolved at this level, they may request a meeting with the Superintendent or designee.

Additional information, including a copy of the regulations, can be obtained from the school district's Director of Pupil Services at 978-264-4700, x3265. A copy of the regulations may also be obtained at <http://www.doe.mass.edu/lawsregs/603cmr46.html>

ALG Minutes December 10, 2015

Present: Bart Wendell, Facilitator; Paul Murphy & Kristina Rychlik, SC; Mike Majors & Margaret Busse, FC; Katie Green & Peter Berry, BoS; Steve Ledoux, Glenn Brand, Steve Barrett & Marie Altieri, staff.

Audience: Janet Adachi, BoS; Claire Jeannotte, school staff; Brian McMullen, town staff & Peter Ashton.

Extra Info: ALG plan spreadsheet & Summary of FC's POV

Minutes Okayed

2. Update on FY 16 Revenues and expenditures

Steve L: Things are going according to schedule; no snow, which is good; certified tax classification and certified \$1.4M in new growth.

Glenn B: FY 16 is OK. There will be more to say under number 9 on the agenda.

3. Spreadsheet

Steve B: Page 2 has the changes from last meeting but we need to remember that these numbers are before the budgets. After the budgets, the numbers will change.

There has been the addition of the OPEB on the summary page (1) for FY 15-FY 19

On the expense side, we decided that the senior tax abatement would continue, so that \$250k is offset by the \$250k from the overlay fund. The certified new growth is \$1,407,000 which is \$507k greater than the estimate. There is an increase in minuteman from \$925K to \$1,110,825 which leaves a \$186k difference. There is also an increase in the number of students from 23 to 33.

The net position is \$333,657 that number represents a \$2.6M in reserves and full tax levy.

Marie stressed that these numbers were preliminary and that the budget numbers had yet to be added

4. Observations on STM

Mike added this to the agenda. He noted that he, and the FC, was uncomfortable at the STM because they did not think they had enough information to make a decision. His major complaint was about the lack of numbers surrounding the union contracts. The FC has noted that the majority of town and school expenses are in labor costs. Mike said that it seems the town is being asked to "rubber stamp" the union contracts without any robust plan from the FC or the public. Mike asked that there be a place holder for subsequent contracts that would allow the FC ample time for a discussion based on information.

Margaret added that the POV from last year cited the problem personnel being the biggest budget driver. She stated that the FC (and town) needs to look very carefully at salary raises and fully understand negotiating in good faith, but the FC has no say and it is difficult to control costs.

Peter: I agree, we need to have more information regarding all spending but legally we have to bring the contracts before the next town meeting. The amounts appropriated in the STM were already in the FY 16 budget.

Steve L: when the BoS called the STM we thought it was to be for the Kelley's corner project but as things progressed they were not ready and the contracts were.

Mike: when the warrant came out it was for 2020 and WRAC but it looks like it was stuffed with things from a hidden agenda.

Bart: Do you have a specific proposal?

Mike: I'd like to see a schedule for three years in advance

Steve: we have that expired June 3rd which we will be working on for the ATM. We have three unions that are in binding arbitration. There's lots that is outside our control.

Mike: The FC does not get the numbers in time to make a decision on where there to support or not. There should be some means of getting the numbers out earlier.

Margaret noted that the warrant when printed lacked specific numbers and was not really helpful. There was a discussion on whether the warrant itself was transparent enough for the voters. Since there were no numbers printed with the articles

Katie: The language of the warrant articles is done in legal language, and that's why there are presentations at Town Meeting. We give video presentations before town meeting and try to get the numbers out there. The numbers change between the printing of the warrant and the actual meeting.

Steve: Adjustments are being made to the numbers two weeks before the meeting. Once the warrant is printed, changes are made. One year we had changes in mid March after the ALG plan was set and had to make adjustments. Sometimes it is more confusing if you have the numbers printed in the warrant id they will be different from those presented in the motion.

5. Revenue projections

Steve B: State has not come out with the budget.

It was agreed to postpone this until next agenda

Mike asked about refunds for snow removal. Steve said that they expected about \$85k

6. OPEB

Both entities have had evaluations done and Segal and the Town's liability is \$19, 972,000 if the current level of contributions is maintained.

Marie: the schools have \$40M in long term liability ---we think the movement is in the right direction. It does take a big part of the school's budget.

Steve B: four years ago it was \$110m now after bargaining with the unions we have been able to knock it down.

Bart: so the trend is good?

Paul: what is the ratio for the town to the schools?"

Steve: You can't compare, the schools have 3 times the number of employees.

Marie: its 200- 780-800. The valuations need to be done person to person. The school employees are far younger than those of the town. The average age for a town employee is 50 while the schools are 35. It's too complex.

7. Recap of Tri Board meeting

Kristina: There was a tri board meeting in Boxboro on Nov. 30th. It proved useful and the boards talked about critical school issues. I think it would be useful to have all the boards meet together. For example, Boxboro has a big 40B project being built which will increase the school population and give them an idea as to how the Avalon complex in Acton was handled. We don't need to decide today, but I think it would be interesting to include Boxboro in Acton's multi-board meeting.

8. FC POV

Mike had a summary of the FC POV

Margaret said the key point was that we had to return to a structurally balanced budget. If we continue along the present path, we will be below the DOR recommended reserves of 5% of the budget. We depend on a heavy use of reserves and we have to stop that.

Marie: I'm confused. Now you are saying we have to cut budgets which are now at 10% to a 5% target and there is no planned use of reserves for FY 18. By following your plan we would have to cut the school budget to 3% increase. Even though we have a population decline we have a growth in high needs population.

Bart: Does everyone agree and understand?

Claire: What about the use of the reserve fund? Is there a policy for the use of reserves and the stabilization fund the town has created? Consider what this means for the schools---the shift in OPEB is to the schools. We will be carrying the major OPEB load and keeping the budget at increase at just 3% will be impossible.

Paul: "In 2011 there was a prediction that the reserves would be zero in 2014. That did not happen. Now you are predicting that the reserves will be depleted in 2018. What happened? Why did the predictions not come true?"

Margaret: the reserves are being propped up by one-time windfalls. We just cannot depend on the continued use of the reserves. The ideal will be to start to shift to a balanced budget.

Mike: this is a forecast which will be constantly updated.

Claire: there will be a need for the schools to fund capital improvements.

9. Acton Boxboro Capital Planning

Glenn: The schools have been conducting a space needs plan and building analysis. This is a 500 page report that looks at the enrollment figures, life expectancy of the buildings. There needs to be a committee between the two towns calling for members of the selectmen finance committees and school committees to do a study and bring the results to each town meeting.

There was discussion on who exactly would be on these committees and how they would work. It was agreed that it was necessary to get the process moving forward but no concrete decisions as to members was made.

Scheduling: Bart will not be her for the Jan 7 meeting.

It was decided that the Town manager would arrange for a substitute

Adjourned 9 AM

Ann Chang

ALG Minutes January 7, 2016

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

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

Extra Info: New ALG plan

Minutes Ok'd

2. Update of FY16 revenues and expenditures

Steve L: we have gone through 1/2 of the year and everything is on schedule. We are focusing on FY 17 and waiting for the Governor's budget which is due in two week. We expect to get a preview from the MMA. Its good there has not been a lot of snow.

Glenn: I'll echo what Steve said. We have just finished the 1/4 report for the second quarter.

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

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

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

Marie: Legislation has been filed so they [legislature/governor] cannot do [cut regional transportation] The SC is watching this, to see what will happen.

3. Spreadsheet

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

Marie: Underneath is the use of \$2.6m in reserves and taxing to the full levy. Since we are using real budget numbers we can start to talk about the %\$500k and the levy and reserve use.

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

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

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

4. Revenue projections

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

Marie: Ch., 70 is an unknown. We hope its \$25/student but there has been talk about its being \$20/student. Since we have declining enrollments.....

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

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

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

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

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

Margaret: there is just not enough information.

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

5. Reserves

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

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

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

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

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

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

Peter B: the stabilization fund is separate. The free cash was certified at the end of June at \$7.7M and we are using \$2.6m which means it's down to \$5.M

Margaret: we are using massive chunks of reserves this is something that the FC is against. In our POV we say that we will need an override in a couple of years. \$5M is a healthy total but structurally we have to change our budgets---we do not want a Moody's downgrade.

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

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

Margaret: we need to go back to our committees and talk about how to be more efficient and reduce overall spending. We have to bring down the [budget] numbers.

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

Kristina: look at the reserve position and every year it changes. Hopefully we will be more reasoned in talking about the budgets; we cannot say what will be needed in two years. We say its level service but we are constantly dealing with plans that are making cuts to get to the [ALG plan] numbers.

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

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

Marie: the question is still one of fewer reserve use or lowering the tax levy. We have had several years now of not taxing to the max and there is no way was can go for an override if we do not tax to the max. It's a Hobson's choice: but both sides will continue to work on tightening budgets.

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

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

1. What to do with the \$509k—redirect it to the levy or reserves?
2. For FY 17 & 18 what level of reserve usage are you folks comfortable with? What level of service impacts can you have?

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

Kristina noted that currently FC POV asks for a 5% level for reserves and the budget have met that level.

Claire noted that with the combination of the region and the towns, there was a better than 5% level.

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

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

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

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

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

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

Public

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

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

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

Kristina noted that the schools are also working on this issue. She did not answer Mr. Nitschlem email because it was a union issue.

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

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

Adjourned 8:40, Next meeting is Jan 28

Ann Chang

	<u>Tax Recap FY15</u>	<u>Estimate FY16</u>			<u>Projection FY17</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Projection FY18</u>	<u>Projection FY19</u>
Municipal Funding Sources:									
Tax Levy (excluding debt exclusion)	\$ 70,450,000	\$ 73,348,000	85.27%	4.1%	\$ 77,608,952	\$4,260,952	5.8%	80,446,675	83,355,342
State Aid	\$ 1,194,000	\$ 1,476,000	1.72%		\$ 1,506,378	\$30,378		1,537,288	1,568,970
Local Receipts	\$ 4,702,000	\$ 4,800,000	5.58%		\$ 4,840,386	\$40,386		4,887,415	4,941,616
Debt Exclusion	\$ 2,868,000	\$ 2,835,000	3.30%		\$ 2,817,959	-\$17,041		2,768,612	2,538,007
SBAB Reimbursement	\$ 923,000	\$ 923,000	1.07%		\$ 923,000	\$0		923,000	923,000
Add: Town Reserves	\$ 1,653,282	\$ 2,641,000	3.07%	59.7%	\$ 2,692,000	\$ 51,000	1.9%	3,395,000	1,287,000
Acton Total Funding Sources	\$ 81,790,282	\$ 86,023,000	100%	5.2%	\$ 90,388,675	\$ 4,365,675	5.1%	93,957,991	94,613,936
								3,569,316	

	<u>Final Cherry Sheet</u>	<u>Table 6</u>			<u>Est Cherry Sheet</u>	<u>\$ Change</u>	<u>% Change</u>		
ABRSD Funding Sources:									
State AID Ch.70	\$ 14,254,476	\$ 14,393,376			\$ 14,531,276	\$137,900	1.0%		
Transportation	\$ 1,353,855	\$ 1,266,283			\$ 1,266,283	\$0	0.0%		
Regional Bonus Aid	\$ 136,900	\$ 111,200			\$ 74,000	-\$37,200	-33.5%		
Other Revenue/(Assessments)	\$ (478,491)	\$ (512,226)			\$ (548,975)	-\$36,749	7.2%		
E&D	\$ 300,000	\$ 200,000			\$ 200,000	\$0	0.0%		
Total	\$ 15,566,740	\$ 15,458,633			\$ 15,522,584	\$63,951	0.4%		

Allocation to Budgets

Municipal Spending	\$ 31,341,000	\$ 31,955,000	2.0%	\$ 32,856,604	\$ 901,604	2.82%	\$ 35,066,000	\$ 36,117,980
ABRSD Assessment	\$ 49,690,145	\$ 53,171,000	7.0%	\$ 55,919,171	\$ 2,748,171	5.17%	\$ 58,466,000	\$ 60,219,980
Minuteman Assessment	\$ 758,000	\$ 897,000	18.3%	\$ 1,111,000	\$ 214,000	23.9%	\$ 954,000	\$ 982,620

Total Acton Spending	\$ 81,789,145	\$ 86,023,000	5.2%	\$ 89,886,775	\$ 3,863,775	4.5%	\$ 94,486,000	\$ 97,320,580
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Net Position	\$ 1,137	\$ -		\$ 501,900	\$ 501,900		\$ (528,009)	\$ (2,706,644)
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Annual Contributions Towards

Long-Term OPEB liability	\$ 1,100,000	\$ 1,249,000		\$ 1,400,000			\$ 1,400,000	\$ 1,400,000
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Town of Acton - Tax Impact

	<u>FY15</u>	<u>FY16</u>		<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Tax Rate	\$ 19.05	\$ 19.23		\$ 20.10		
SF Value	\$ 531,639	\$ 539,896		\$ 545,295		
SF Tax Bill	\$ 10,127	\$ 10,384		\$ 10,962		
% Change in SF Tax Bill	3.0%	2.5%		5.6%		

Acton Health Insurance Trust
Trend Summary of Key Financial Information
Other Information and Ratios: 2011 Through 2015

17.3.1

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Cash	\$ 5,966,012	\$ 5,446,742	\$ 3,818,978	\$ 4,726,588	\$ 4,072,787
% Change From Prior Year	8.1%	(8.70%)	(29.89%)	23.8%	(13.83%)
IBNR	\$ 1,050,000	\$ 1,850,000	\$ 850,000	\$ 850,000	\$ 960,000
% Change From Prior Year	14.8%	76.2%	(54.05%)	0.0%	12.9%
Operating Revenue	\$ 15,061,041	\$ 14,547,584	\$ 13,718,280	\$ 14,823,830	\$ 17,063,962
% Change From Prior Year	6.7%	(3.41%)	(5.70%)	8.1%	15.1%
Health Claims & Admin. Expense	\$ 13,944,451	\$ 14,536,276	\$ 13,854,308	\$ 13,865,732	\$ 16,268,115
% Change From Prior Year	1.9%	4.2%	(4.69%)	0.1%	17.3%
Net Position	\$ 3,615,040	\$ 3,031,161	\$ 2,299,608	\$ 2,562,528	\$ 2,421,561
% Change From Prior Year	22.1%	(16.15%)	(24.13%)	11.4%	(5.50%)
Changes in Net Position	\$ 653,912	\$ (583,879)	\$ (731,553)	\$ 262,920	\$ (140,967)
Net Position as % of Health Claims & Admin Expenses:	25.9%	20.9%	16.6%	18.5%	14.9%

Acton Health Insurance Trust
 Management's Discussion and Analysis
 June 30, 2015

The Management of the Acton Health Insurance Trust (the Trust) offers readers of our financial statements the following narrative and analysis of our financial activities for the fiscal year ending June 30, 2015. Please read this discussion and analysis in conjunction with the Trust's basic financial statements on the accompanying pages.

The Trust

The Health Insurance Trust offers a variety of health insurance products to employees and retirees of the general government and schools (K-6) of Acton and of the Acton- Boxborough Regional School District.

Plan	FY 15		FY 14	
	Individuals	Families	Individuals	Families
Blue Cross Master Health An indemnity plan	12	2	10	3
Blue Cross Elect A PPO	7	1	8	1
Blue Cross An HMO	164	295	150	287
Harvard Pilgrim An HMO	99	267	94	252
Blue Cross Medex, a Medicare Supplement plan	399	382	...
Medicare Plans Premium Base	42	87	
Total	723	565	731	543

(Enrollment for FY 14 from Cash Flow Report for June, 2014)
 (Enrollment for FY 15 from Cash Flow Report June, 2015)

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Total	723	565	731	543

(Enrollment for FY 14 from Cash Flow Report for June, 2014)
 (Enrollment for FY 15 from Cash Flow Report June, 2015)

Basic Financial Statements

The basic financial statements are prepared using the accrual basis of accounting. Revenues are recorded when received or earned and expenses are recorded when incurred. The basic financial statements include a statement of net assets, a statement of revenues, expenses and changes in net assets; a statement of cash flows and notes to the financial statements.

The statement of net assets presents information on the assets and liabilities of the Trust, with the difference being reported as net assets.

The statement of revenues, expenses, and changes in net assets report the operating and non-operating revenues and expenses of the Trust for the fiscal year 2015. The net result of these activities combined with the beginning of the year net assets reconciles to the net assets at the end of the current fiscal year. Health insurance claims and administrative charges are presented net of the reimbursements received from reinsurance.

The statement of cash flows reports the changes in cash for the year resulting from operating and investing activities. Cash at the end of the year is the net result of changes in cash for the year when added to the balance of cash at the beginning of the year.

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes to the financial statements follow the basic financial statements described above.

Financial Highlights

Revenues in the form of participant contributions rose in FY 15 to \$16,771,867 compared to \$14,677,953 in FY 14, an increase of 14.3%. Revenue from the federal government was \$292,095 from Medicare part D which was \$146,218 more than in FY 14.

Health claims and administration charges in FY 15 were \$16,268,115, an increase of \$2,402,383 compared to FY 14. This was an increase of 17.3 percent. Total operating expenses (including the cost of stop-loss insurance and consulting services) were \$17,221,312, an increase of 18.2percent compared to FY 14.

Assets exceeded liabilities by \$2,421,561 at the end of the fiscal year. This did not include \$960,000 in funds (IBNR) held to pay claims incurred during fiscal 15 but not yet submitted to the Trust for payments.

For the year ended June 30, 2015 net assets decreased by \$140,967. This largely reflects the operating loss of \$157,250. The loss and subsequent decrease in net assets represented a reversal of last year's situation.

Net assets as a percentage of operating expenses were 14.0% at the close of FY 15, lower than in the previous year.

Actuarial Assumptions

Each year the Trustees make actuarial assumptions to project annual claims costs for each health plan. These are on a-per member/ per month basis. The Trust establishes rates on a plan by plan basis, though it treats the two HMO plans as if they were a single plan.

Beginning in FY 05 the Trustees attempted to establish rates that would fund anticipated costs. Extraordinary claims costs led to a deficit in FY 05. In FY 07 the Trustees increased rates to cover not only expenses but also to begin to rebuild net assets. This continued in FY 08. In FY 09 and FY 10 the increased rates were designed to only cover increased expenses while the forecast for FY 13 had been for a modest decrease in net assets to counter the previous year's unexpected increase in net assets. That the decline was much larger than expected reflected an overly optimistic expectation of the impact on the Trust's finances stemming from the agreement with employees for their paying a greater proportion of the "premiums" and a standardized system for co-pays, as well as significant claims for a number of members' claims which did not reach the threshold for re-insurance. Rates for FY 14 and FY 15 were designed to stabilize the ratio of net assets to operating expenses, a goal which largely has been met.

Condensed Financial Information

Acton Health Insurance Trust
Comparative Summary
2015 and 2014

	2015	2014	Change	%
Cash	\$ 4,072,787	\$ 4,726,588	\$(653,801)	(13.8)
Other Assets	323,504	735,967	(412,463)	(56.0)
Assets	4,396,291	5,462,555	(1,066,264)	(19.5)
Claims Liabilities	960,000	850,000	110,000	12.8
Other Current Liabilities	1,014,730	2,040,027	(1,025,297)	(50.3)
Total Liabilities	1,974,730	2,900,027	(925,279)	(31.9)
Unrestricted Net Assets	2,421,561	2,562,528	(140,967)	(5.5)
Member Contributions	16,771,867	14,677,953	2,093,914	14.3
Medicare Part D	292,095	145,877	146,218	100.2
Claims Expense	16,268,115	13,865,732	2,402,383	17.3
Other Expenses	707,320	611,065	96,255	15.8
Operating income	(157,250)	250,778	(408,028)	(162)
Investment Income	16,283	12,142	4,141	34.1
Change in Net Assets	(140,967)	262,920	(403,887)	(153.6)

Economic Factors Affecting the Subsequent Year

The Trust is operating in an environment of continuing rapid changes in health care costs and health insurance plans. The advent of the Affordable Care Act will present the Trust with unknown issues. The Trust will attempt to anticipate their impact rather than just react.

Requests for Information

The financial report is intended to provide an overview of the finances of the Trust. Any questions concerning this report, or for additional information, please contact the Trust's Chair, Robert Evans Jr. or through the Treasurer of the Acton-Boxborough Regional District School System at 978-264-4700.



ADMINISTRATION MEMO

To: Town Clerk, Moderator, Town Counsel, Departments, Boards, Committees and Commissions, A/B Regional Schools and Minuteman Regional High School
From: Selina Shaw, Town Administrator
Cc: Board of Selectmen
Date: January 4, 2016
Re: Special Town Meeting

At their brief meeting on December 30, the Board of Selectmen voted to call a special town meeting to be held on Wednesday, February 24 (with a snow date of February 25). The primary purpose of the STM will be to vote on a new amended agreement for the Minuteman Regional Vocational School District (MRVSD) as well as to consider a vote to withdraw from the MRVSD. There may also be a couple of other time sensitive articles to be included on the warrant.

You will note that the timeline for the special town meeting is on a very fast track. If your Board has an item of a time-sensitive nature that cannot wait until May's annual town meeting, please provide the scope and intent of the article to me in the next couple of days, i.e. by Wednesday, January 6. The Selectmen will be closing the warrant at their meeting on Monday, January 11.

Special Town Meeting will be held on Wednesday, February 24	
Wednesday, January 6	➤ Last date by which to submit the intent and scope of proposed warrant articles in electronic format to TA: sshaw@boxborough-ma.gov
Monday, January 11	➤ Board of Selectmen closes warrant.
Thursday, January 14	➤ Submit final language for warrant articles, as well as recommendations (which should apply to the scope and responsibility of the board) in electronic format to TA: sshaw@boxborough-ma.gov
Tuesday, January 19	➤ Board of Selectmen (and Finance Committee) – final votes on warrant articles.
Monday, January 25	➤ Warrant to be signed by BoS
Wednesday, February 10	➤ Warrant to be posted by Constable and mailed to Town's residents

As always, please don't hesitate to contact me with any questions.

Town of Acton

Special Town Meeting Warrant



Tuesday, February 2, 2016

**The Special Town Meeting will convene at 7:00 PM in the
Acton-Boxborough Regional High School Auditorium
36 Charter Road**

Special Town Meeting Warrant



*Town of Acton
Commonwealth of Massachusetts, ss.*

To either of the Constables of the Town of Acton, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of said Town of Acton, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Acton-Boxborough Regional High School Auditorium in said Acton on **Tuesday, February 2, 2016 at 7:00 PM**, then and there to act on the following article:

One or more of the following recommendations may appear at the end of the Article's summary:

- | | |
|--------------------------|---|
| Recommended | This board voted to <u>recommend</u> passage by Town Meeting. |
| Not Recommended | This board voted to <u>not recommend</u> passage by Town Meeting. |
| Deferred | A recommendation will be made by this board when the Article is considered at Town Meeting. |
| No Recommendation | This board voted to make no specific recommendation to Town Meeting. |

Article 1 **Amendments to the Regional School District Agreement of the**
(Majority Vote) **Minuteman Regional Vocational School District**

To see if the Town will vote, consistent with Section VII of the existing "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on December 21, 2015, and which have been submitted as a restated "Regional Agreement" bearing the date of December 21, 2015 to the Board of Selectmen of each member town.

Summary

Under Article 26 at the 2014 Annual Town Meeting, Acton was one of 10 member towns to approve amendments to the Regional Agreement in 2014. Those amendments did not take effect because one other member town rejected them and five other member towns failed to vote on them. Under the existing Regional Agreement, each of the 16 member towns must accept any amendments to the Regional Agreement by a majority vote of its town meeting before the amendments can take effect.

This new proposed version of the amended Regional Agreement, approved by a vote of the Minuteman Regional School Committee on December 21, 2015, incorporates all of the amendments previously proposed, plus additional changes proposed by a working group of Selectmen representing each of the current 16 member towns.

Among other changes, the new proposed amended Regional Agreement uses a four-year rolling average of enrollment for assessing costs, streamlines the process for withdrawal by member towns, eliminates the five-student minimum charged to member towns for capital costs, and requires out-of-district communities to pay an equitable share of any capital costs associated with a Massachusetts School Building Authority (MSBA) project.

It should be noted that initial withdrawal by member towns is conditioned upon approval of the amended Regional Agreement *and* a separate vote to withdraw from the District. All town meeting votes on the proposed amended Regional Agreement must be taken during Special Town Meetings to be held prior to March 1, 2016.

The proposed amended Regional Agreement, bearing the date of December 21, 2015, is on file with the Acton Board of Selectmen. The full text of the proposed amended Regional Agreement may also be found online on Minuteman's website at <http://minuteman.schoolwires.net/Page/196>.

Direct inquiries to: Dr. Ed Bouquillon, Superintendent: ebouquillon@minuteman.org / (781) 861-6500
Pam Nourse, School Committee Representative: pam@newview.org

Selectman assigned: Janet Adachi: bos@acton-ma.gov / (978) 929-6611

Recommendations: Board of Selectmen Finance Committee
 Deferred **Deferred**

And you are directed to serve this Warrant by posting attested copies thereof fourteen days at least before the time of said meeting, in not less than six public places in Town, to be designated by the Board of Selectmen.


Hereof fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at or before the time of said meeting.

Given under our hands at Acton this nineteenth day of January, two thousand sixteen.

Katie Green, Chair
Peter J. Berry, Vice-Chair
Janet K. Adachi, Clerk
Frances J. Osman
Chingsung Chang

Board of Selectmen

A true copy, Attest:


Constable of Acton



Town of Acton
472 Main Street
Acton, MA 01720

BULK RATE
U.S. POSTAGE PAID
PERMIT #67
ACTON, MA 01720

Postal Patron
Acton, MA 01720



MINUTEMAN

A REVOLUTION IN LEARNING

The Regional Agreement

THE REGIONAL AGREEMENT AND PROPOSED AMENDMENTS 12/21/15

After attempts to amend the Regional Agreement in 2014 and 2015 (under v. 3/11/14) were unsuccessful, members of the Boards of Selectmen from District towns met in a series of meetings to develop additional amendments to the Regional Agreement in the Fall, 2015. These proposed amendments were presented to the School Committee at a special meeting on 12/21/15. At this meeting, the School Committee voted unanimously, with 13 members present, to approve the proposed amendments. These proposed amendments will now be considered by the 16 towns at Special Town Meetings to be held prior to March 1, 2016.

The Current Regional Agreement, the Draft Regional Agreement 12/21/15 with various levels of detail showing the proposed amendments, an updated Appendix A, a summary of the development the 12/21/15 draft compiled from School Committee meeting minutes, narrative information for Special Town Meeting, and a side-by-side comparison of major elements of the Regional Agreement can be found below:

CURRENT REGIONAL AGREEMENT

[Draft Regional Agreement 12/21/15 \(clean\)](#) and [Appendix A Capital Assessment Model v2](#)

[Draft Regional Agreement 12/21/15 \(redlined from v. 3/11/14\)](#)

[Draft Regional Agreement 12/21/15 \(all changes 2014 and 2015\)](#)

[The Development of the Draft Regional Agreement v. 12/21/15 \(from School Committee meeting minutes\)](#)

[Narrative Information for Special Town Meeting 1/12/16](#)

[Side-by-Side Comparison 1/12/16](#)

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

LOCATION 758 Marrett Road • Lexington, MA 02421

PHONE 781-861-6500 • **FAX** 781-863-1747 • **[SITE MAP](#)**

[Questions or Feedback?](#) | [Terms of Use](#) |

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Non-Discrimination. Minuteman Regional Vocational Technical School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, or gender identity in its programs or activities, including its admissions and employment practices. The School District does not tolerate harassment or discrimination. An individual has been designated to coordinate compliance under Title IX and Section 504 and may be contacted through the Superintendent's Office, 758 Marrett Road, Lexington, MA 02421, (781) 861-6500, ext. 7360.

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

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

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

Overview:

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

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

Proposed Changes to the Interschool Council

i. Purpose

The purpose of the ABRSD Interschool Council includes the following:

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

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

ii. Structure

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

iii. Meeting Frequency

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

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

Meeting Dates during the 2015-16 School Year

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

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

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

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

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

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

Committee Overview:

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

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

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

Committee Members:

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

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

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

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

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



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

18.5

Marie Altieri
Deputy Superintendent

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

Dear Parents and Guardians of Students Starting Kindergarten Fall 2016,

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

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

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

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



Acton-Boxborough Regional School District
Office of the Deputy Superintendent
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978-264-4700 x 3209 fax: 978-264-3340
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Next year, the Acton-Boxborough Regional School District will have 15 kindergarten classrooms. There will be three kindergartens at Conant, McCarthy-Towne, and Merriam. There will be two kindergartens at Blanchard, Douglas and Gates. We will determine the number of half day and all-day kindergarten classrooms based on the number of requests for all day kindergarten we receive for each school.

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

Regards,

Marie Altieri
Deputy Superintendent

ACTON-BOXBOROUGH REGIONAL SCHOOLS
2016-2017 KINDERGARTEN REGISTRATION SCHEDULE

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

GENERAL MEETING

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

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

SCHOOL TOURS

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

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

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

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

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

PARENT INFORMATION EVENING MEETINGS*

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

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

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

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

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

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

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

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

SIBLINGS and WALKERS WITH PRIORITY ADMISSION STATUS

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

KINDERGARTEN ONLINE REGISTRATION MARCH 9th: www.abschools.org

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

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

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

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

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

OTHER IMPORTANT DATES

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

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

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

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

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

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