



Acton-Boxborough Regional
School Committee Meeting

August 4, 2014

7:30 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

August 4, 2014
7:30 p.m.

AGENDA

1. **Call to Order**
2. **Chairman's Introduction** - *Kristina Rychlik*
3. **Statement of Warrant and Approval of Minutes**
 - 3.1. Minutes of School Committee Workshop on 7/24/14 (*addendum*)
 - 3.2. Minutes of Acton Public/Acton-Boxborough Transitional/ABRSC School Committee Meetings on 6/28/14 (*addendum*)
4. **Citizens' Request to Name Elm Street Basketball Courts** – *Kristina Rychlik*
 - 4.1. Letter received 7/31/14
 - 4.2. Naming of School Facilities Policy and Procedures, File: FF and FF-R
5. **Recommendation to Accept Gift to McCarthy-Towne Gift Fund** – VOTE – *Glenn Brand*
6. **Confirmation of 2014-2015 Subcommittee Assignments** - VOTE – *Kristina Rychlik*
7. **Recommendation to appoint Clare Jeannotte as Chief Procurement Officer for the Acton-Boxborough Regional School District (Chapter 30B, Section 2)** – VOTE – *Glenn Brand*
8. **Finance Director's Update** – *Clare Jeannotte*
 - 8.1. FY14 and FY15 Status memo
9. **Acton Finance Committee Update** – *Steve Noone, Chair (oral)*
10. **Staffing Update** – *Marie Altieri*
 - 10.1. FY15 New Staff
 - 10.2. Changes in Staffing
 - 10.3. Staff Recruitment Forms
11. **School Committee Member Reports (oral)**
 - 11.1. Acton Leadership Group (ALG) – *Kristina Rychlik, meeting on 7/31/14*
 - 11.2. Boxborough Leadership Forum (BLF) – *Maria Neyland*
 - 11.3. Health Insurance Trust (HIT)– *Mary Brolin*
 - 11.4. Other Post Employment Benefits (OPEB) Task Force– *Dennis Bruce*
 - 11.5. Acton Finance Committee - *Dennis Bruce*
 - 11.6. Acton Board of Selectmen - *Paul Murphy*
 - 11.7. Boxborough Finance Committee- *Maria Neyland*
 - 11.8. Boxborough Board of Selectmen – *Maria Neyland*
12. **FOR YOUR INFORMATION**
 - 12.1. Back to School: FY15 Calendar, Schools Open, Open Houses
 - 12.2. FY15 Acton-Boxborough Regional School Committee Members

- 12.3. DOER Green Communities 2014 Grant Awards Memo
- 12.4. Financial Difficulties Letter for Families – August 2014
- 12.5. Open Invitations for the Committee:
 - 12.5.1. New Professional Staff Orientation Lunch, Wed, 8/27/14 at noon, JH cafeteria
 - 12.5.2. Welcome Back Staff Breakfast, Tues, 9/2/14 at 7:30 a.m., HS auditorium lobby
 - 12.5.3. Back to School Open Houses

13. Adjourn

NEXT MEETINGS:

9/4/14 ABRSC Meeting at 7:30 p.m. in the Jr High Library

9/18/14 ABRSC Meeting at 7:30 p.m. in the Jr High Library



D'AGOSTINE, LEVINE, PARRA & NETBURN, P.C.
Attorneys at Law

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tel 978.263.7777
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Louis N. Levine
F. Alex Parra
Cathy S. Netburn
Maryann Cash Cassidy

July 31, 2014

VIA HAND DELIVERY

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

RE: Naming Elm Street Basketball Courts in Memory of Paul Cartwright

Dear School Committee Members,

On behalf of the Acton basketball community and the legions of youth and adults to which Paul Cartwright was a mentor and inspiration, it is respectfully requested that the School Committee name the Elm Street Basketball Courts in memory of Paul.

Paul passed away May 14, 2014 after a six year heroic battle with cancer. He never complained, but rather continued his physically demanding job as a postal carrier and his dedication to Acton youth basketball. As his son described in his eulogy, referencing John Lennon's famous saying, Paul was "Yes, A Working Class Hero is something to be. If you want to be a hero, well just follow me."

Paul was a founder and for more than 17 years the backbone of AB Youth Basketball, which provided thousands of youths from the fourth to eighth grades the opportunity to play and, more importantly, enjoy basketball with other towns throughout Middlesex and Worcester counties. During this time he also coached both boys and girls, many of whom went on to be some of the best basketball players Acton has ever had. I am sure these players would tell you that Paul was their most influential coach. Most importantly, and lost in the competitive world we live in, Paul made it fun for young people he coached, simply because he was just a fun loving "good guy".

Paul also directed and coordinated the youth basketball referees. His approach to refereeing was the same as coaching; let the kids have fun and referee as a teacher and mentor, not just as an enforcer of the rules. Paul constantly stressed this approach to refereeing in more than 10,000 individual referee slots he assigned over the years. He officiated more games in Acton than anyone else, right up to the final weeks before he died, always making basketball fun for the kids that played it and brought proper perspective to the adults, whether they be coaches, referees or fans.



D'AGOSTINE, LEVINE, PARRA & NETBURN, P.C.

Attorneys at Law

I knew Paul for over twenty years, both as a fellow referee and a good friend. Currently, I am President of the North Central Massachusetts Basketball Officials (International Association of Approved Basketball Officials – Board 44) which has approximately 175 members. The members of Board 44 and I refereed many games with Paul. At each and every game, no matter the circumstances or the attitude of the participants, he always exemplified the best in sports – sportsmanship, learning and fun are most important. I can truly say he was an “inspiration” to referee with.

Enclosed are recommendations supporting the naming of the Elm Street Basketball Courts after Paul. Also enclosed is a rough sketch of how it is suggested Paul’s name appear at the courts.


It is respectfully submitted that this request is in accordance with the Acton-Boxborough Regional School District’s “Naming School Facilities” criteria as Paul provided “[u]nusually effective and dedicated service to or on behalf of the youth in Acton or Acton-Boxborough Regional Schools, . . . [c]ommunity service, . . . and [e]ffective citizenship.”

Naming the Elm Street Basketball Courts after Paul will be a perpetual reminder of what he believed: that sports really are about sportsmanship, learning and fun. This will not only be a justly deserved tribute to Paul, but also an ongoing example for all who play, coach, referee and watch basketball at Elm Street.

I look forward to appearing before the School Committee to discuss this further. Please let me know when this would be convenient for you.

Thank you for your consideration of this request.

Very truly, yours,


Louis N. Levine

e-mail: llevine@dlpnlaw.com

Enclosures (11)

Cc: Joseph E. O'Brien, A-B Travel Basketball Program, Co-President – Via E-mail
Joshua P. Hammer, A-B Travel Basketball Program, Executive Director – Via E-mail
Mark L. Scheier, A-B Travel Basketball Program, General Counsel – Via E-mail
Rick Kilpatrick, A-B Regional High School, Head Boys Basketball Coach – Via E-mail
Ray and Cathy Gallant, past and present A-B Coaches – Via E-mail
Lisa M. O'Brien, Community Liaison, Elm Street Reconstruction Project – Via E-mail
Kimberly Landry, past A-B Coach – Via E-mail
Brett McDonald, past A-B Captain – Via E-mail
Bob Eglitis – Via E-mail

NAMING SCHOOL FACILITIES

The School Committees of Acton and Acton-Boxborough believe naming a school facility is a matter of significant importance, one that deserves the most thoughtful attention of the School Committee and the Administration, and one that is indeed an unusual occurrence or event. Further, the Committee should not be influenced in its decision by personal prejudice, favoritism, political pressure or temporary popularity.

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

1. A person, living or dead, for whom a public school facility may be named must have made significant contributions to education of the youth of the Acton or Acton-Boxborough Regional Schools. Evidence of such contributions may include, but are not limited to the following:
 - Unusually effective and dedicated service to or on behalf of the youth in the Acton or Acton-Boxborough Regional Schools
 - Persistent efforts to sustain a high quality system of public education for all youth and to improve programs and services for these young people.
 - Demonstrated understanding of the essential nature of public education in the furthering of our democratic form of government and the free enterprise system.

2. The nominee must otherwise be worthy of the honor of having a school facility named for her/him. Evidence of such attributes could include, but may not be limited to the following:
 - Superior levels of performance in strengthening and supporting Acton and Acton-Boxborough Regional Schools
 - Community service
 - Effective citizenship
 - Seminal ideas or research
 - Excellent character and general reputation

The Superintendent shall prepare procedures for the naming of school which are consistent with this policy.

NAMING SCHOOL FACILITIES

1. The appropriate School Committee will announce the process to be used for naming a school facility (new or existing).
2. That School Committee will announce the deadline for submission to the Screening Committee of nominations of names of a new or existing facility.
3. The process will include the acceptance of nominations from the following groups:
 - a. the community at large
 - b. officials of the towns
 - c. the staff of the school to be named or renamed
 - d. other interested staff
 - e. the current and former students in the school system
4. In the case of an unusual building, e.g. a building which houses two school programs, or a section of a larger facility, the School Committee will determine how many names are needed. Nominations will be accepted from the list in #3 above. Nominations may come in the form of email or letters to the Superintendent or School Committee.
5. The School Committee may set aside some time during selected meetings to accept nominations.
6. Nominations will be submitted with answers to the following questions:
 - a. What is the reason you are suggesting the person/name? (See the criteria in the policy statement.)
 - b. Why is this a good name for the facility?
 - c. What is the biographical/other information about this person which will assist in making a decision?
7. The School Committee will establish a Screening Committee of nine representatives of the various interest groups in the community. The role of the Screening Committee is to review and evaluate all the suggested names and recommend three for the School Committee to choose from.

McCarthy-Towne School
11 Charter Road, Acton, Massachusetts 01720
Telephone: 978 -264-3377, FAX: 978-264-4098

Glenn Brand
Superintendent of Schools
16 Charter Road
Acton Public Schools
Acton, MA 01720

July 17, 2014

Dear Mr. Brand,

The McCarthy-Towne School has been presented with a gift of \$2000.00 to go into the McCarthy-Towne Gift Fund.

Please present this gift to the School Committee for their approval at the next School Committee meeting.

Sincerely yours,



David Krane
Principal
McCarthy-Towne School

**Acton-Boxborough Regional School Committee
2014-2015 Committee Assignments (DRAFT 8/1/14)**

CASE Board Member	Glenn Brand
EDCO School Committee Leadership Liaison	Brigid Bieber
EDCO Board Member	Glenn Brand
EDCO Advisory Member	Glenn Brand
Legislative Issues/Ballot Initiative Liaison (for Representative Atkins' District)	Amy Krishnamurthy (PM backup)
Legislative Issues/Ballot Initiative Liaison (for Representative Benson's District)	Kathleen Neville
Legislative Issues/Ballot Initiative Liaison (for Senator Eldridge's District)	Dennis Bruce
Health Insurance Trust Representative	Mary Brolin
Superintendent's Wellness Task Force	Kathleen Neville
Superintendent's Safety Task Force	Maria Neyland, Maya Minkin Deanne O'Sullivan
PTSO Liaison	Deanne O'Sullivan, Maya Minkin
Community Outreach	Kristina Rychlik, Mary Brolin, Katie Neville
SpedPAC Liaison	Paul Murphy
Warrant Signature Subcommittee	Brigid Bieber, Deanne O'Sullivan, Dennis Bruce, Kristina Rychlik, Maria Neyland
Policy Subcommittee	Brigid Bieber, Maria Neyland, Paul Murphy, Deanne O'Sullivan, Amy Krishnamurthy
Negotiations Subcommittee	Maria Neyland, Dennis Bruce, ONE OPENING
Acton Leadership Group (ALG) Representatives	Kristina Rychlik, Dennis Bruce
Acton Board of Selectmen Liaison	Paul Murphy, Mike Coppolino
Acton Finance Committee Liaison	Dennis Bruce
OPEB Task Force	Dennis Bruce
OPEB Trust Fund Board of Advisors	ABRSC Chair, Kristina Rychlik
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber, Mary Brolin, Maria Neyland, Kathleen Neville
Boxborough Board of Selectmen Liaison	Maria Neyland
Boxborough Finance Committee Liaison	Brigid Bieber
Regionalization Financial Oversight Committee	Michael Coppolino-Chair, Mary Brolin
Danny's Place Youth Services Advisory Board	Kristina Rychlik

Office of the Director of Finance
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720
(978) 264-4700 x 3211
www.abschools.org

To: Acton-Boxborough Regional School Committee
From: Clare Jeannotte, Director of Finance
Date: July 31, 2014
Re: Financial Update

As the fully regionalized district comes to the end of its first full month of operation I wanted to provide you with a status update on a number of areas related to our overall financial operations.

- i. **Year-End FY14** – The department is working hard to close out the fiscal end-of-the year for the 2013-14 school year. This work involves reconciling a wide variety of accounts from the three previous entities of Acton Public Schools (APS), Boxborough Public Schools (BPS) and Acton-Boxborough (the “Region”). I anticipate that we will be able to finalize this closeout by the end of August and will then be able to provide the School Committee at its September 18th scheduled meeting with a report as to the balances and any potential ‘turn-back’ funds that may be available for the towns and the Region. The audit is scheduled for late August and early September.
- ii. **FY15 Budget** – The final State budget was released earlier this month. The table below provides a snapshot of the ABRSD FY15 budgeted numbers alongside the numbers we currently have from the state.

Update to Other Financing Sources-State Budget Finalized

July 15, 2014

	ABRSD	ProForma	Increase (Decrease)
	Voted Budget	Revised Budget	
OTHER FINANCING SOURCES:			
CHAPTER 70 BASE AID	14,254,476	14,254,476	-
CHOICE/CHARTER SCHOOL ASSESSMENT (NOTE 1)	(539,532)	(645,391)	(105,859)
CHARTER SCHOOL TUITION REIMBURSEMENT	67,707	133,282	65,575
REGIONAL SCHOOL TRANSPORTATION	1,296,794	1,729,727	432,933
REGIONAL BONUS AID (NOTE 2)	139,000	139,000	-
TRANSFER FROM PREMIUM ON LOAN-JHS	658	658	-
TRANSFER FROM OPEB TRUST FUND	-	-	-
TRANSFER FROM RESERVES (Excess & Deficiency)	500,000	500,000	-
TOTAL OTHER FINANCING SOURCES	15,719,103	16,111,752	392,649

NOTES:

(1) CHOICE/CHARTER SCHOOL ASSESSMENT COMPRISED OF:

SPECIAL EDUCATION	(12,666)	(12,675)	(9)
SCHOOL CHOICE SENDING TUITION	(49,279)	(91,711)	(42,432)
CHARTER SCHOOL SENDING TUITION	(477,587)	(541,005)	(63,418)
TOTAL	(539,532)	(645,391)	(105,859)

Charter tuition out- 39.0 FTE FY15 per DESE posting 7/15/14

School Choice

FY 15 voted for siblings of current choice students only

(2) REGIONAL BONUS AID- Per statute MGL ch.71 section 16D:

\$50 per pupil yr. 1, declining \$10/yr over 5 years , for increase in enrollment due to regionalization
Funded in state budget at \$251,950 both FY14 and FY15.

Over the course of the next few weeks I will work closely with Glenn in analyzing these final numbers, and the final grant amounts, to be prepared for a recommendation to the Committee in September regarding any adjustments to the current budgeted funding sources.

- iii. **Revolving Accounts** – One of the transitional activities as it relates to the complete transition from the separate school districts to the fully regionalized system includes the revolving accounts. The amounts in these funds for Acton Public and Boxborough Public Schools to be transferred will be finalized in the next few weeks. I have consulted with counsel for review of this process and expect to bring this before the Committee to be voted as appropriate, for inclusion in the expanded Region, at the September 4th School Committee meeting.
- iv. **Chart of Accounts** – Beginning July 1 the fully regionalized school system is operating under a new Chart of Accounts. There have been some ‘growing pains’ as it relates to our internal efforts of trying to align expenditures to these new accounts from the previous accounting structure, coupled with my need, as a new hire, to learn this chart of accounts.

We are working hard through this process but it had caused some delays in terms of the processing of requisitions. While we do not anticipate any

delays to ensure that our schools have everything necessary to start the school year, this has been challenging work. In my communications with all users and administrators, it is clear that further training is needed on the new account structure and we are planning that for September for all applicable internal folks.

Maintaining Excellence

Acton Leadership Group
July 31, 2014

Draft for Discussion Purposes July 30, 2014

Excellent Metrics

- **School Ratings**
 - 2013 Ave. Total SAT AB 3rd in the State
 - US News AB 12th in the State
 - Boston Magazine Acton 24th in the State
- **Town Ratings**
 - UMASS Lowell Survey 96% Good or Excellent place to live
 - CNN Money 16th Best Place to Live
- **Bond Ratings**
 - Town AAA
 - Schools AAA

Draft for Discussion Purposes July 30, 2014

Question?

- How do we maintain that over the next 5-10 years?
- Given
 - Systemic budget deficits
 - Tax increases limited to 2.5%
 - Declining School Enrollment
 - Increasing Senior Population
 - Decision to fund OPEB
 - Dwindling Reserve Balances

Draft for Discussion Purposes July 30, 2014

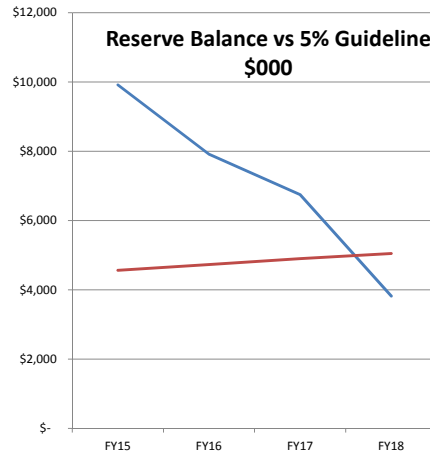
Why Do We Use Reserves to Balance the Budget?

\$millions			
	FY15		FY 15
Salaries	\$ 54.2	Tax Levy	\$ 69.8
Health Ins.	\$ 11.1		
Benefits	\$ 5.3		
	\$ 70.6		\$ 69.8
Salary Inc 3%	\$ 1.6	2.5%Tax Inc	\$ 1.7
Health Inc. 6%	\$ 0.7	New Growth	0.7
Ben. Inc. 2.5%	\$ 0.1		
Increase Comp	\$ 2.4	Increase Tax	\$ 2.4

- Increases in Compensation Cost use up our revenue from increases in taxes under Prop 2.5
- Other items such as OPEB, capital and new initiatives must be funded by reserves or foregone

Draft for Discussion Purposes July 30, 2014

But Reserves Are Not Unlimited



- State recommends maintaining a 5% reserve balance
- At Projected ALG Plan usage we will fall below that in FY18
- The Fincom has initiated a Global Cash Flow project to insure all monies that could potentially be used as reserves are available for such use

Draft for Discussion Purposes July 30, 2014

Solutions

- Two Obvious Solutions
 - Raise Taxes
 - Change Spending/Services

Draft for Discussion Purposes July 30, 2014

RAISE TAXES

- Acton Single Family Tax bill is the 18th highest in the state
- Average Single Family Tax bill as a percent of median household income is 15th highest in the state
- Surrounding Towns offer good services at lower tax rates

Draft for Discussion Purposes July 30,2014

Change Spending -Schools

- Two thirds of our spending is for schools
- Of Towns with populations greater than 15,000, Acton's % of general fund spent on education is the highest in the state. It is 11th highest in the state overall
- Yet Per pupil spending on education is below average
 - According to DESE reports FY13 per pupil expenditures for Acton of \$12,168 and AB of \$13,962 were both below the State Average of \$14,021

Draft for Discussion Purposes July 30,2014

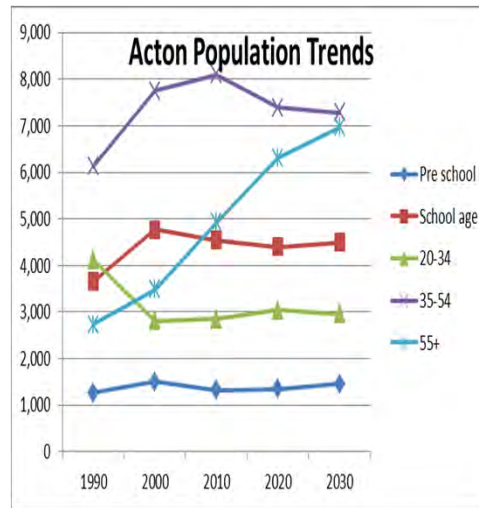
Change Spending -Town

- Only one third of our spending is for Town services
- The % of Acton’s general fund spent of Public Safety ranked 257th of the 351 municipalities in the State
- Growing senior population may require more public safety services

Draft for Discussion Purposes July 30,2014

Changing Demographics

- After rapid increases in 1990’s, school age population has leveled off.
- 55 and over population has increased 80% from 1990 to 2010 and is expected to continue to grow
- In 2030 these projections indicate more seniors (55+) than children (19 and under)



Draft for Discussion Purposes July 30,2014

SUMMARY

- Our spending on education is **below** average
- Our spending on public safety is **below** average
- Our property taxes are **above** average

Draft for Discussion Purposes July 30,2014

Conclusion

- There are **no** obvious solutions
- We need to plan and we need to plan together
- The one year at a time approach, spending what a few hundred people at Town Meeting approve only lasts as long as the reserves(two or three more years)
- Then we will need to make changes to service levels or approve recurring override ballot questions

Draft for Discussion Purposes July 30,2014

Three Board Meeting

- Prior to the meeting the focus should be on the elements of Cost
- The BOS and RSC should discuss their plans for
 - Service Level Metrics
 - New initiatives
 - Capital and Infrastructure
 - Budget Drivers
- Assumptions on these should be provided to the Fincom a week before the meeting

Draft for Discussion Purposes July 30,2014

Three Board Meeting (cont.)

- Fincom should present the resultant long range plan using standard revenue assumptions
- Assuming the model shows fiscal deficits
- The 3 Boards should then discuss
 - Assumptions for the Revenue Planning
 - Cost reduction suggestions
- Balancing cost and revenue plans should fall to the Acton Leadership Group

Draft for Discussion Purposes July 30,2014

2014 – 2015 New Professional Staff

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Sal Step</u>	<u>FTE</u>
Administration				
Dana Labb	Principal	Blanchard		1.0
Abigail Dressler	Assistant Principal	Conant		1.0
Juliana Schneider	Assistant Principal	Merriam		1.0
Certified Teachers				
Heather Haines	K-6 Math Specialist	Systemwide	8M + 15	1.0
Mairin Gulliver	1 st Grade (1 yr. position)	Conant	3M + 15	1.0
Anne Corkery	Kindergarten Teacher	Douglas	11M + 15	0.5
Maureen O'Brien	Reading Teacher	Douglas	4M	0.4
Molly Meehan	Special Education Teacher	Gates	12B + 15	1.0
Kara Whitcomb	Kindergarten Teacher	Gates	1M	0.5
Benjamin Wolfson	3 rd Grade Teacher (1 yr)	Gates	1M	1.0
Lindsey Howe	5 th Grade (1 yr. position)	McT	2B	1.0
Kathryn O'Hara	4 th Grade Teacher	McT	2M	1.0
Nicole Krenning	Special Education Teacher	Merriam	7M	0.4
Caroline O'Malley	Science Teacher	RJ Grey	3M	1.0
Andrew Thompson	Science Teacher	RJ Grey	12M	1.0
Erica Wright	Mathematics Teacher	RJ Grey	12M + 15	1.0
Karen Campbell	Science Teacher	ABRHS	1B	1.0
Sinikka Gary	World Language RDL	ABRHS	11M + 45	1.0
Minjung Kim	English Teacher	ABRHS	2B	0.4
Eleonora Lecei	Visual Arts (1 yr. position)	ABRHS	7M	0.8
Michael Lopez	Drama Teacher	ABRHS	12M	1.0
Tiffany Pellegrini	Social Studies Teacher	ABRHS	8M	1.0
Brian Publicover	Special Education Teacher	ABRHS	1M	1.0
Lindsay Pucino	School Psychologist	ABRHS	1M + 30	1.0
Susan Ropiak	Math Teacher	ABRHS	2M + 30	1.0
Katrina Rubner	English (1 yr. position)	ABRHS	3B	1.0
Adam Rundell	Science Teacher	ABRHS	12M + 30	1.0
Carla Serkin	Chemistry Teacher	ABRHS	12D	1.0
Kate Sullivan	Special Education/ETL	ABRHS	12M + 15	1.0

Transfers of Professional Staff

<u>Name</u>	<u>New Positions (Previous Position)</u>	<u>School</u>
David Green	Interim Social Studies RDL/History Teacher	ABRHS
Jean Oviatt-Rothman	STEM Science Curr. Spec/Coach (K-6 Math Curr. Specialist/Coach)	District-wide
Sharon Ryan	Elem. Literacy & Social Studies Curr. Spec./Coach (Reading Specialist K-6)	District-wide
Lannon Twomey	Speech and Language Chairperson (Speech/Language Pathologist)	District-wide

10.3 Staff Recruitment Forms posted separately

**Acton-Boxborough Regional Schools
Staffing Changes
2014-15**

Certified Staff Leaves of Absence

Eliza Greene
Laura Hirshfield
Melissa Hubbell
Jillian MacLean
Kevin O'Grady
Ryan Steege
Tracy Steege
Caitlin Walsh

Certified Staff Returning

Karyn Healey
Leslie Scott-Morton
Beth Warner

Certified Staff Not Returning

Sarah Buck
Jill Christensen
Rebecca Hadfield
Stephanie Hoban
Adrienne Pucko Holmes
Cecelia Hylton
Lee Lentz
Jennie Madrigal
Katherine Fitzmaurice Peretz
Kerri Stoffel
Sharon Strasser
Annette Sughrue

Certified Staff Retirements

Ann Burbank
Claire Dix
Amanda Finizio
Susan Hunt
Janet Kennedy
Dorothy Keyworth
Pam Lynn
Bruce Oetinger
Linda Potter
Maura Sharp
Eileen Sullivan
Allen Warner
Laura Watkins

Transfers within School District

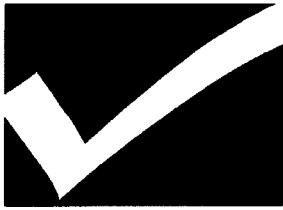
Nancy Melbourne
Blanchard to Gates

Sandra Baron
Blanchard to McCarthy-Towne

Susanne Rued Conley
Gates to Douglas

Rosemarie Antonuccio
Gates to Conant

Jamie Lavin
Blanchard to Douglas



Acton Leadership Group Meeting

July 31, 2014

7:30 AM

Francis Falkner Hearing Room 204

Bart Wendell Facilitating

Agenda Topics		
		<u>Comments</u>
1. Introduction of Members	All	
2. Review of ALG Charter and Ground Rules	Bart Wendell	
3. Approval of Minutes from March 6, 2014	All	
4. Update on FY 15 Revenues and Expenditures and FY 14 Year End	Steve Ledoux Glenn Brand	
5. Global Cash Flow	Steve Barrett	
6. Discussion on Three Boards Meeting	Steve Noone	
7. Discussion on Meeting Dates	All	
8. Public Comment		
9. Adjourn		

ALG Charter and Ground Rules (Revised 6.12)

The Acton Leadership Group is made up of two members each from the Acton Board of Selectmen, Finance Committee, and School Committees, as well as the Town Manager, *and designated staff*, Superintendent of Schools *and designated staff*. The primary goal of the Acton Leadership Group is to reach consensus on a multi-year financial plan for the Town of Acton to recommend to their respective boards. A secondary goal is to enhance communication and cooperation between the boards. Members provide two-way communications between their board and the ALG.

ALG recommendations are based on consensus after obtaining views from all boards. All opinions are heard and there is agreement that the recommendation is the best one possible. ALG members are expected to fully represent the recommendations of ALG to their boards and support the consensus.

In summary:

- Revenue projections
 - Plan for building of multi-year model
 - Recommend one-year model
 - Take ALG plan out of warrant---call it three-boards plan
-
- Budget Proposal: **A gross allocation budget** and funding mechanism agreement to propose (and sell) to the Boards, including a timeline, a process (hearings and non-controllable expenses) and over-rides (?)
 - Enhancement of **Inter-Board working Relationships** including information and calendar
 - **Strategic Direction:** How do we meet objectives with limited resources, to be coordinated with long range plans.
 - **Leadership** demonstrated by *timely* iterations and good faith consensus: All expected to 'move'.

Quorum: One member and one staff person per board, no substitutes

Facilitator: Outside facilitator runs meetings, not required for quorum.

Agenda: Established at previous meetings, distributed by Town Manager.

Leadership: Demonstrated by timely iterations and good faith consensus. All expected to be willing to compromise.

Minutes: Taken by outside party.

Weather Cancellations: Mimics Acton Public School decision.

Public Participation: Seated outside working group, public comment period near end once agenda items completed.

ALG minutes March 6, 2014

Present: Janet Adachi & Mike Gowing, BoS: Pat Clifford & Steve Noone, FC; Kim McOsker, SC; Steve Ledoux, Steve Mills, Steve Barrett & Don Aicardi, staff. Absent: Bart Wendell, facilitator & Dennis Bruce, SC.

Audience: Paul Murphy, SC; Allen Nitschlem & Charlie Kadlec.

Extra info: Revised ALG Spreadsheet

Minutes were accepted.

2. Spreadsheet

The purpose of the meeting was to check on the spreadsheet prior to its being printed in the Town Meeting warrant and to get a reading for the FYs 16&17.

Steve B went over his changes since the 02/27/14 meeting: OPEB was put in one line on summary sheet; property tax levy shows relief at ½%; state aid for the town is increasing by 2.5% while for the region only by 1%; \$1m of NESWC money was moved into reserves. Steve noted that the town wanted to close out this account in \$ 550k increments but the BoS has yet to vote on this; the final assessments were 3% increases for the town and 3.8% and 3.5% for the schools. He noted that it was not unusual to carry deficits at this point in the budget planning.

SB also put in a section on the changes in the value of SF homes. He also had an equation: % change in SF tax bill = % change in tax rate + % change in SF value.

Steve N: said that FY 14 needed to have the APS expenses; he suggested removing the OPEB single purpose line on the summary page because the numbers were in the budgets. There was also a separate warrant article for OPEB. He asked about the reserve turn back

SB: \$200k from the town; \$350k from the region

SN: the FC has talked about tax relief, not a yo-yo from year to year.

SB: ALG gave tax relief of 1% or \$692k. When you have tax relief for one year Prop.2.5 moves untaxed levy into the base for the next year.

SN: but what we are giving away in one year we are taking back in the next.

SB: in order to override the mechanisms of 2.5 we need to have an "under-ride"

Brian Mc Mullen: there has to be a fundamental consensus that the 2.5% will be substituted by 2%. You have to set a permanent decrease of \$692k in the out years.

Pat: we do not have the numbers for the out years ...when can we get them. They were promised by Monday (March 10)

Pat also suggested that the line for federal dollars be removed since there were none lefty and asked that the typo on the front page be fixed.

SN: we need to write the message for the warrant. We can say that we have been here before but this time we cannot tax our way out of the problem and there are "no puddles of money" sitting around.

Janet went around the table asking how the individual members felt.

S. Mills: it is not a good habit to use reserves. I believe when I got here there was only 2x the reserves. I don't know what the future holds. Three years ago we tried to work within the confines of 2.5%. Acton is well-managed and may face the "O" word for another 10-12 years. I have been grateful to Acton with a AAA bond rating and the budget increases. I hope the town will continue to give the schools what they need.

Mike: over the past three years we have voted to use \$2m in reserves (per year). In response we have had an overall increase in reserves. As we go forward to reduce the tax [levy] the replenishment will not happen. We have made the decision to give back [to taxpayers] will have to halt before we go below the 5%---that will mean we will have to go back to the 2.5% level. An override is not a "slam dunk" we need to remain flexible.

SN: \$300k in tax relief will not solve the deficit problem.

Janet: It's tough; there is no crystal ball for the future. Mass Taxpayer people say that the future for state aid is bleak; we will have a constrained recovery. We will be hard pressed to provide the services that our residents demand. I'm not sure how we will make sure which services don't matter.

SN: a lot of multi-year plans are ugly in the out years. It is forums like this where things get worked out. We will devise plans of cuts/overrides/tax changes to keep us from disaster.

Pat: it's good to hear you say that things are where you want them to be. As we go into FY17 & 18 it is better to be looking at a reserve above 5% than below. Once we go below, the decisions on the cuts will be more drastic. The message to the taxpayers is that this is the new normal. We no longer have any federal funds to bail us out.

There was some discussion on the form the report would take for the warrant..

Mike wanted a note made that the next ASLG had to deal with the OPEB split.

Public

Allen wanted to have the reserve amounts tracked as they were in the past. He also said that SB's formula for % of changes in the SF tax bill...." was not correct.

It was decided to leave that out.

***Agreements made on the changes for the spreadsheet: 1. Delete ED Jobs (since it was \$0)2.delete footnote on change in SF tax bill 3. Consolidate school expenses into one line for FY14. 4. On reserve

page change ABRS turn back from \$300k to \$100k. 5. Change FY14 NESWC \$1m to \$500k in FY 14 and \$100k in FY 15-19. 6. Put OPEB in its own box.

SB will have all of these changes ready by Monday. Warrant goes to the publisher on March 14th

Adjourned @ 6:30 [no next meeting scheduled]

Ann Chang

Acton-Boxborough Regional School District

SCHOOL CALENDAR, 2014-2015

Bold Underlined Dates = No School Days

***Parent/Guardian Conferences**

**** Professional Learning for Staff**

Starting this year, ABRSD Elementary Schools will dismiss early on the 1st and 3^d Thursdays of each month.

Sept.	M	T	W	T	F		Jan.	M	T	W	T	F	
	<u>1</u>	2	3	4	5	Labor Day – Sept 1					<u>1</u>	<u>2</u>	Schools Open - Jan. 5
	8	9	10	11	12	Teachers' mtg. – Sept 2		5	6	7	8	9	** JH Early Dis. – Jan 8
	15	16	17	18	19	Schools Open – Sept 3		12	13	14	15	16	**Prof. Day – Jan 16 (no school/students)
	22	23	24	<u>25</u>	26	Rosh Hashanah – Sept 25		<u>19</u>	20	21	22	23	Martin Luther King Day - Jan. 19
	29	30				School Days - 19		26	27	28	29	30	Kindergarten Change-over - Jan. 26
													School Days - 18
Oct.	M	T	W	T	F		Feb.	M	T	W	T	F	
			1	2	3	**JH and HS Early Dis – Oct 2		2	3	4	5	6	**JH and HS Early Dis – Feb 5
	6	7	8	9	10	Columbus Day - Oct. 13		9	10	11	12	13	Presidents' Day - Feb. 16
	<u>13</u>	14	15	16	17	*Elem Early Dismissal – Oct 22 & 28		<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	Winter Recess - Feb. 16-20
	20	21	22	23	24	School Days -22		23	24	25	26	27	School Days - 15
	27	28	29	30	31								
Nov.	M	T	W	T	F		Mar.	M	T	W	T	F	
						**Prof. Day - Nov. 4 (no school/students)		2	3	4	5	6	
	3	<u>4</u>	5	6	7	Veterans Day - Nov. 11		9	10	11	12	13	
	10	<u>11</u>	12	13	14	Half Day - Nov. 26		16	17	18	19	20	
	17	18	19	20	21	Thanksgiving Recess - Nov. 27-28		23	24	25	26	27	School Days - 22
	24	25	26	<u>27</u>	<u>28</u>	School Days - 16		30	31				
Dec.	M	T	W	T	F		Apr.	M	T	W	T	F	
	1	2	3	4	5					1	2	<u>3</u>	**JH and HS Early Dis – Apr 2
	8	9	10	11	12	*Jr. High. Early Dis – Dec 11&16		6	7	8	9	10	Good Friday – April 3
	15	16	17	18	19	Winter Recess - Dec. 24 - Jan. 4		13	14	15	16	17	Spring Recess - April 20-24
	22	23	<u>24</u>	<u>25</u>	<u>26</u>	School Days - 17		<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	Patriots Day – April 20
	<u>29</u>	<u>30</u>	<u>31</u>					27	28	29	30		School Days - 16
							May	M	T	W	T	F	
												1	
								4	5	6	7	8	
								11	12	13	14	15	Memorial Day - May 25
								18	19	20	21	22	School Days - 20
								<u>25</u>	26	27	28	29	
							June	M	T	W	T	F	
								1	2	3	4	5	Graduation – June 5
								8	9	10	11	12	Last day – June 19
								15	16	17	18	19	(plus one for each unscheduled no school day)
								22	23	24	25	26	School Days - 15
								29	30				

Note: Yom Kippur is Saturday, October 4, 2014. See DESE list attached.

No School and Delayed Opening Announcements air on: <http://ab.mec.edu>, TV Channels 4, 5, and 7 and radio stations WBZ and WEIM

Acton Town Meeting begins April 6, 2015.

Boxborough Town Meeting begins May 11, 2015.

Monthly Acton-Boxborough Regional School Committee Meetings are held. See <http://ab.mec.edu/about/meetings.shtml> for more information.

Total Days = 180

November 2013						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Statewide Legal Holidays, Other Holidays, and Major Religious Observances in Massachusetts

The following list includes statewide legal holidays, other holidays, and some major religious holidays. The list does not include all religious holidays observed by every faith. State and federal law require schools to make reasonable accommodation to the religious needs of students and employees. For information on other religious holidays observed by members of religions represented in your school community, please see <http://www.interfaithcalendar.org/> or contact local clergy. School vacations are determined by school districts and charter schools. Please contact the local school administration office for details. Contact information can be found at [Massachusetts Schools and Districts](#).

Statewide Legal Holidays¹:

	2013-2014 School Yr.	2014-2015 School Yr.	2015-2016 School Yr.
Labor Day	Mon., Sept. 2	Mon., Sept. 1	Mon., Sept. 7
Columbus Day	Mon., Oct. 14	Mon., Oct. 13	Mon., Oct. 12
Veterans' Day	Mon., Nov. 11	Tues., Nov. 11	Wed., Nov. 11
Thanksgiving	Thurs., Nov. 28	Thurs., Nov. 27	Thurs., Nov. 26
Christmas Day	Wed., Dec. 25	Thurs., Dec. 25	Fri., Dec. 25
New Year's Day	Wed., Jan. 1	Thurs., Jan. 1	Fri., Jan. 1
Martin Luther King, Jr. Day	Mon., Jan. 20	Mon., Jan. 19	Mon., Jan. 18
Presidents' Day	Mon., Feb. 17	Mon., Feb. 16	Mon., Feb. 15
Patriots' Day	Mon., April 21	Mon., April 20	Mon., April 18
Memorial Day	Mon., May 26	Mon., May 25	Mon., May 30
Independence Day	Fri., July 4	Sat., July 4	Mon., July 4

Other Holidays and Major Religious Observances:

	2013-2014 School Yr.	2014-2015 School Yr.	2015-2016 School Yr.
Eid al-Fitr**	Thurs., Aug. 8	Tues., July 29	Sat., July 18
Rosh Hashanah*	Sept. 5-Sept. 6	Sept. 25-Sept. 26	Sept. 14-Sept. 15
Yom Kippur*	Sat., Sept. 14	Sat., Oct. 4	Wed., Sept. 23
Sukkot*	Thurs., Sept. 19	Thurs., Oct. 9	Mon., Sept. 28
Ramadan**	July 9-Aug. 7	June 29-July 28	June 18-July 17
Diwali	Wed., Nov. 3	Thurs., Oct. 23	Wed., Nov. 11

Thanksgiving	Thurs., Nov. 28	Thurs., Nov. 27	Thurs., Nov. 26
Eid al-Adha**	Tues., Oct. 15	Sun., Oct. 5	Wed., Sept. 23
Chanukah*	Thurs., Nov. 28	Wed., Dec. 17	Mon., Dec. 7
Kwanzaa	Thurs., Dec. 26	Fri., Dec. 26	Sat., Dec. 26
Chinese New Year	Tues., Jan. 31	Thurs., Feb. 19	Tues., Mar. 8
Ash Wednesday	Wed., Mar. 5	Wed., Feb. 18	Wed., Feb 10
Vernal Equinox	Thurs., Mar. 20	Fri., Mar. 20	Sun., Mar. 20
Evacuation Day***	Mon., Mar. 17	Tues., Mar. 17	Thurs., Mar. 17
Palm Sunday	Sun., April 13	Sun. Mar. 29	Sun., Mar. 20
Passover *	Tues., April 15	Sat. April 4	Sat., April 23
Good Friday	Fri., April 18	Fri., April 3	Fri., Mar. 25
Easter	Sun., April 20	Sun., April 5	Sun., Mar. 27
Orthodox Good Friday	Fri., April 18	Fri., April 10	Fri., April 29
Orthodox Easter	Sun., April 20	Sun., April 12	Sun., May 1
Shavuot*	Wed., June 4	Sun., May 24	Sun., June 12
Bunker Hill Day***	Tues., June 17	Wed., June 17	Fri., June 17

*

All Jewish holidays begin at sundown on the evening prior to the day of the holiday. In addition to dates noted, observant Jews celebrate the second, seventh and eighth days of Passover; the second, eighth and ninth days of Sukkot; and two days of Shavuot. Mass. Lawyers Diary and Manual.

** Due to the lunar calendar, these are only approximate dates.

*** Previous legal holiday in Suffolk County

¹ Government offices, including schools, are required to close on these dates.

Acton-Boxborough Regional School District

SCHOOLS OPEN

***Note changes in Elementary schedules*

Wednesday, September 3, 2014*

* With the exception of
8th, 10th, 11th, & 12th graders, who start on Thursday, September 4th

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

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

BLANCHARD, DOUGLAS & GATES

All-Day K and Grades 1-6

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

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

Kindergarten

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

PM Session - 12:10 p.m. - 2:50 p.m.

(No PM session on 1st & 3rd Thursdays each month)

CONANT, McCARTHY-TOWNE, MERRIAM

All-Day K and Grades 1-6

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

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

Kindergarten

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

(Thursday schedule 9:20 a.m. - 1:00 p.m.)

PM Session - 12:50 p.m. - 3:30 p.m.

(No PM session on 1st & 3rd Thursdays each month)

=====
Elementary School Lunch Price: \$2.75
Junior High & High School Lunch Price: \$2.75
Milk only: \$.50
=====

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

Blanchard: (978) 263-4569 **Conant:** 978-266-2550 **Douglas:** 978-266-2560 **Gates:** 978-266-2570
All other schools: 978-264-4700

06/18/14

Open House Dates - Fall 2014 04/23/14

Blanchard	September 16, 2014 6:30-8:00 PM - Grades PreK-3 September 23, 2014 6:30-8:00 PM - Grades 4-6
Conant	September 15, 2014 7:00-8:00 pm - Grades 4-6 September 16, 2014 7:00-8:00 pm - Grades K-3
Douglas	September 9, 2014 6:00-6:45pm - Grades 3&4 7:00-7:45pm - Grades 5&6 September 16, 2014 6:00-6:45pm - All Kindergartens 7:00-7:45pm - Grades 1&2
Gates	September 16, 2014 6:00-6:45pm - Grades 1&2 7:00-7:45pm - Grades 5&6 September 17, 2014 6:00-6:45pm - ADK & AMK 7:00-7:45pm - Grades 3&4 & PMK
McCarthy-Towne	October 1, 2014 6:00pm
Merriam	September 16, 2014 6:00pm - Kindergarten 7:00pm - Grades 1-6
Junior High	September 23, 2014 7:00 pm
High School	September 17, 2014 6:50 pm



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



**SCHOOL COMMITTEE MEMBERS
2014-2015**

Brigid O. Bieber **	Boxborough	bbieber@abschools.org	May 2015
Mary Brolin	Boxborough	mbrolin@abschools.org	May 2016
Dennis Bruce**	Acton	dbruce@abschools.org	April 2015
Michael Coppolino	Acton	mcoppolino@abschools.org	April 2016
Amy Krishnamurthy	Acton	akrishnamurthy@abschools.org	April 2017
Maya Minkin	Acton	mminkin@abschools.org	April 2017
Paul Murphy	Acton	pmurphy@abschools.org	April 2017
Kathleen Neville	Boxborough	kneville@abschools.org	May 2017
Maria Neyland	Boxborough	mneyland@abschools.org	May 2017
Deanne O'Sullivan	Acton	dosullivan@abschools.org	April, 2015
Kristina Rychlik*	Acton	krychlik@abschools.org	April, 2016

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

*Chairperson

** Vice-Chairs



*J.D. Head, Director of Facilities and
Transportation*
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720



TO: Glenn Brand, Superintendent
Acton-Boxborough Regional School Committee Members

FROM: JD Head, Director of Facilities and Transportation

DATE: July 16, 2014

RE: **DOER Green Communities 2014 Grant Awards**

I am pleased to pass on some positive news from the Facilities Department with regards to grant funding received from the Department of Energy Resources (DOER). I have attached the official announcement from the Commonwealth of Massachusetts. In short, we have been informed that we will receive \$197,000 from the Green Communities Division of the DOER to complete four capital projects at various locations. As a community, Acton will receive a total of \$234,511 in funding, which includes \$37,511 to complete a lighting project at the Acton Memorial Library under the purview of the Municipal Properties Department. In this round of funding, which has been in the works since December 2013, all communities that are recognized as "Green Communities" by the DOER were eligible to apply for up to \$250,000 in funding to support capital projects that would have a positive impact on the communities' carbon footprint reduction. Over the five years that we have been designated a Green Community, the School District has received \$364,000 in capital project grant funding from the program, including this recent award.

Below is a detailed description of the projects we will be completing in this round of funding:

1. The largest project will involve replacing the boilers at the Jr. High School. This project is estimated at \$132,365 not including our own in-house labor that includes project administration, and installation support from our Plumber, Electrician, and HVAC Mechanic. The \$132,365 will be raised from a combination of two sources, \$40,000 in rebates from the Utility and \$92,635 in grant dollars from the DOER. Replacing these boilers has been one of the District's greatest capital needs and completing this project will result in an estimated savings of 12,923 therms of natural gas per year.
2. We will be doing \$57,228 worth of exterior lighting retrofits at Gates, Conant, Douglas, and the Central Campus. We will pay for the project by leveraging \$16,863 in rebates from the Utility and \$40,635 in grant money from the DOER. This project will result in a reduction of 67,452 Kwh of electricity per year.
3. Another project at the Jr. High School includes connecting existing exhaust fans to the building central HVAC controls. There are 26 of these fans that do not automatically

turn on and off based on building occupancy. During unoccupied times these fans exhaust precious heated or conditioned air out of the building. This project will reduce our electricity (11,383 Kwh per year) and natural gas (8,423 therms per year) consumption. Total cost of this project is \$42,073 and it is being funded by leveraging \$15,481 in utility incentives and \$26,592 from DOER.

4. The final project funded is one aimed at keeping our department on the cutting edge of energy conservation technology. We will be circuit level metering and installing advanced analytic systems designed to monitor our energy consumption at a much finer level of detail. With this we will be able to further curb our consumption and expenses specifically related to utility peak demand charges. This will also provide web-based data our students will be able to explore as we continue to support the integration of student surroundings to their real life educational delivery. This project will cost \$59,712 to complete of which \$37,408 will be paid with this DOER grant and the remaining sum will come through utility incentives.

In the end, we will be able to complete \$291,378 worth of capital projects at zero cost to the taxpayers of Acton and Boxborough. I need to stress that this would not have been possible in its entirety without the work of our Energy Advisor, Kate Crosby. In sourcing this grant and preparing all of the studies and back up material needed, Kate was solely responsible for items 2, 3, and 4 above. This essentially means that without Kate's support we would have left about \$160,000 of funding on the table because I would not have had the bandwidth to have all of these other projects vetted to the level of funding authorization.

Best Regards,

JD Head



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
100 CAMBRIDGE ST., SUITE 1020
BOSTON, MA 02114
Telephone: 617-626-7300
Facsimile: 617-727-0030

Deval L. Patrick
Governor

Maeve Valley Bartlett
Secretary

Meg Lusardi
Acting Commissioner

July 14, 2014

Town Manager Steve L. Ledoux
Town of Acton
472 Main Street
Acton, MA 01720

Dear Town Manager Ledoux:

I am pleased to inform you that the Department of Energy Resources (DOER) Green Communities Division has approved an award of \$234,511 for the following projects proposed in the town of Acton's Green Communities Competitive Grant application:

List of Projects Funded:

- \$37,511 Memorial Library – Lighting controls
- \$92,635 RJ Grey Jr. H.S. – Condensing boilers
- \$26,592 RJ Grey Jr. H.S. – Tie exhaust fans to EMS
- \$40,365 Four schools – Exterior lighting
- \$37,408 RJ Grey Jr. H.S., Acton-Boxborough Reg. H.S. – Circuit level metering and building management system data analysis

The Division reviewed Acton's grant application and has determined that these are viable, well developed projects that meet the eligibility requirements of our Competitive Grant program. Please note that, due to the competitive nature of this grant program, **the use of these funds is restricted to the specifically approved projects listed above.**

Jane Pfister, Green Communities Grants Coordinator, will follow up with the contact listed in your competitive grant application to discuss next steps, including coordination of the grant contract process.

The Green Communities Division looks forward to working with the town of Acton on your grant projects. We congratulate you on this grant award, and applaud your efforts to create a cleaner energy future for your community and for the Commonwealth as a whole.

Please do not hesitate to contact me at 617-626-7358 or by email at lisa.capone@state.ma.us with any questions you may have regarding your grant award.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Capone". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Lisa Capone, Deputy Director
Green Communities Division



August, 2014

Dear Parents and Guardians:

From time to time, many families face financial difficulties. In an already tough economy, school related dues and fees may compound family stressors. If your family is experiencing a financial hardship, you or your child can make a request for assistance. Once you contact a member of the school staff, you will *also* asked to fill out an "Application for Financial Assistance" form for various types of financial relief.

Category	Area	Types of Assistance			Forms and/or Information available from
		Reduced	Free	Waived	
Lunch	Lunch	x	x		Principal, Assistant Principal, School Secretary, Counselor, Food Service Director
Tuition	All-Day Kindergarten	x		x	Principal, School Secretary, Counselor
	Acton Public Schools Preschool	x		x	Early Childhood Coordinator, Classroom Teacher
	Community Ed. Extended Day and/or Preschool program	x			Principal, Assistant Principal, School Secretary, Counselor, Community Education
	Summer school	x		x	Principal, Assistant Principal, School Secretary, Counselor
Fees	Elementary schools' before- and after-school programs	x		x	Principal, School Secretary, Counselor
	Music programs	x		x	Music Director, Principal, Assistant Principal, School Secretary, Counselor
	Inter-scholastic athletics	x		x	Coach or Athletic Director, Principal, Assistant Principal, School Secretary, Counselor
	Field trips, school-sponsored events, Project Wellness, & Senior Dues	x	x		Principal, Assistant Principal, School Secretary, Counselor
	PSAT, SAT I/II, AP exams, and college applications*	x		x	Counselor, Assistant Principal
Tickets	Special events			x	Principal, Assistant Principal, School Secretary, Counselor
Scholarship	Local needs-based college scholarship awards	Partial Scholarship			Counselor, Assistant Principal

* Note: These supports are offered by the testing companies and by some colleges – *not by the public schools.*

Please be aware that Laura Ducharme, the Town's Community Services Coordinator, is an excellent resource and advisor for the many services and supports available in our area. Ms. Ducharme can be reached at 978-929-6651 and/or by email, lducharme@acton-ma.gov. The Acton Food Pantry is also a resource for town residents, accessible by calling 978-635-9295. For those who may already be receiving subsidized housing, additional supports are available through the Acton Housing Authority at 978-263-5339.

Finally, for further information on school or community services assistance can be just a phone call away by calling Julie Towell, the Pupil Services Liaison at 978-264-4700 x3267, or via email at jtowell@abschools.org. All information is kept confidential.

Sincerely,

Elizabeth L. Huber
Director of Pupil Services

Open House Dates - Fall 2014 04/23/14

Blanchard	September 16, 2014 6:30-8:00 PM - Grades PreK-3 September 23, 2014 6:30-8:00 PM - Grades 4-6
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