

Acton-Boxborough Regional  
School Committee Meeting

December 18, 2014

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

December 18, 2014  
7:00 p.m.

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AGENDA

1. **Call to Order** (7:00)
2. **Chairman's Introduction** – Welcome to ABRHS students from the *Spectrum* newspaper
3. **Statement of Warrant and Approval of Minutes**
  - 3.1. Minutes of School Committee Meetings – 12/4/14 and 11/20/14
4. **Public Participation**
5. **Carol Huebner Early Childhood Program Presentation and Recommendation to Approve FY16 Tuition** – **VOTE** – *Glenn Brand, Joe Gibowicz*
6. **All Day Kindergarten Presentation and Recommendation to Approve FY16 Tuition** – **VOTE** – *Glenn Brand, Erin Bettez*
7. **Regionalization Update** – *Glenn Brand, Dana Labb*
8. **FY16 Budget Presentation #1** – *Glenn Brand, Clare Jeannotte (posted separate from packet)*
  - 8.1. Setting the Stage
  - 8.2. Presentation Slides
9. **ABRSD Athletic Director Announcement and Search Process** – *Glenn Brand, Marie Altieri*
10. **Recommendation to Accept Donation from FOLF to ABRSD to offset bond costs related to Lower Fields per MOU** – **VOTE** – *Glenn Brand*
11. **Recommendation to Accept Donation from the Friends of the Acton Libraries to our 6 elementary schools, RJGJHS and ABRHS** – **VOTE** – *Glenn Brand*
12. **Recommendation to Accept Donation from IBM to the Conant School** – **VOTE** – *Glenn Brand*
13. **Subcommittee Updates**
  - 13.1. **Outreach** – *Kristina Rychlik, Kathleen Neville*
    - 13.1.1. Draft ABRSC Mission Statement
  - 13.2. **Budget** – *Kristina Rychlik – met on 12/10/14*
    - 13.2.1. Restating Table 6
  - 13.3. **Regionalization Financial Oversight** – met on 12/18/14 at 6p.m. – *Mike Coppolino*
  - 13.4. **Policy**
    - 13.4.1. Special Education Parent Advisory Council, File: BDFB – **FIRST READ** – *Maria Neyland*
14. **School Committee Member Reports**
  - 14.1. Acton Leadership Group (ALG) – *Kristina Rychlik*

- 14.1.1. Draft Minutes of 11/20/14 meeting (revision)
- 14.1.2. Meeting materials for 12/11/14 meeting
- 14.2. Boxborough Leadership Forum (BLF) – *Maria Neyland*
- 14.3. Health Insurance Trust (HIT)– *Mary Brolin*
- 14.4. Other Post Employment Benefits (OPEB) Task Force– *Dennis Bruce*
- 14.5. Acton Finance Committee – *Kristina Rychlik*
  - 14.5.1. ABRSC presentation FY14 closeout/FY15 update on 12/9/14 (slides, handout)
- 14.6. Acton Board of Selectmen - *Paul Murphy*
- 14.7. Acton-Boxborough SpedPAC – *Paul Murphy*
  - Update: Letter from ABRSC re Population Trends of High Needs Students
- 14.8. Boxborough Finance Committee- *Maria Neyland*
- 14.9. Boxborough Board of Selectmen – *Brigid Bieber*
- 14.10. Joint PTO/PTSO/PTF Co-Chairs – *Deanne O’Sullivan*

**15. Response to 9C Cuts in Regional Transportation – *Kristina Rychlik***

- 15.1. Draft Letter to Governor-elect Baker requesting Restoration of 9C Cuts in Regional Transportation from ABRSC
- 15.2. Letter to Gov. Patrick Requesting Restoration of 9C Cuts from Legislators, 12/5/14

**16. Acton and Boxborough Local Elections – *Kristina Rychlik***

**17. Superintendent’s Report – *Glenn Brand (oral)***

- 17.1. FY15 Interschool Council

**18. FOR YOUR INFORMATION**

- 18.1. FY15 Monthly MUNIS Financial Report
- 18.2. Thank you to Lueders Environmental, Inc. of Needham for their donation to ABRSD
- 18.3. Douglas School Exhibition of Learning, 12/17/14
- 18.4. Monthly Student Enrollment, 12/1/14

**ADJOURN**

**NEXT MEETINGS:**

**Acton-Boxborough Regional School Committee Meetings**, 7:00 p.m. in the Junior High Library:  
1/8/15 and 1/22/15

**ABRSC FY16 Budget Saturday Presentations**, 1/31/15 from 9:00 a.m. – 2:00 p.m. in the Junior High Library

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

Library  
R.J. Grey Junior High School

December 4, 2014  
7:00 p.m.

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

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Chairperson Kristina Rychlik called the Acton-Boxborough Regional School Committee to order at 7:00 p.m.

1. **Chairman’s Introduction**

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

The School Committee meetings minutes will be done at the next meeting. APS warrant #201511 dated 11/25/14 in the amount of \$399.00 was signed by the Committee members. ABRSD warrant #15-011 dated 11/26/14 in the amount of \$3,583,426.39 was also signed by the Committee members.

3. **Public Participation** - none

4. **Other Post Employment Benefits (OPEB) Presentation**

Dennis Bruce introduced Steve Noone from the Acton Finance Committee to discuss OPEB, the future cost of providing post-retirement health benefits already earned by employees and retirees. A recent change in accounting rules requires this amount to be calculated and reported as a liability. This is not just an Acton issue, but across the state and country. Steve’s numbers do not include Blanchard employees, so the District’s numbers will actually be higher than what he used. Marie Altieri pointed out that our average retirement age is 61 so that is different from Steve’s graph. In response to the comment that much of this hypothetical data is based on assumptions, Steve explained that the report is based on our actual retirement information done by actuaries so there is some degree of certainty.

5. **Existing Conditions and Master Plan Study**

A number of people have mentioned the need for a study like this to be done by the District. JD Head presented stating that we have about a million square feet of buildings that must be maintained. \$145,000 has been budgeted for capital items for this year. The track funding contribution came from this amount last year. While JD has always had a capital plan for our facilities in mind, this study would catch things that he might miss. JD has a good sense of the District’s needs right now based on last year’s Budget Saturday presentations, but a study would be helpful.

Glenn Brand has been involved in these types of projects in the past, and there are multiple things a study can provide. It can assess systems and project life left, as well as assess schooling and how education is changing and how the buildings and the spaces should change as a result. Typically, the question, “What does the classroom environment need to support teaching and learning now?” will be

asked. A Master Plan is an important component of development for a large district with multiple buildings and will address the timing of plans and their costs. It can provide how much of a cost commitment a project would be and how it would escalate. How far the plan lasts depends on how closely the recommendations are followed moving forward. Boxborough did a study about 3 years ago and it was helpful.

The \$200,000 cost is significant, but there appeared to be general approval to put this item on the possible budget list, although not necessarily very high priority. Mike reminded the Committee of the fine line between being cautious and waiting until something breaks and ending up with an emergency. Glenn wanted to get this idea in front of the Committee for discussion. He acknowledged that the companies that do these studies are often very familiar with grant-writing and usually structure their report in a way that facilitates grant applications.

6. **Mass. Association of School Business Officials (MASBO) Financial Review**

Glenn Brand spoke in favor of undertaking this type of review whenever there is a change in leadership as the District has had. It will identify strengths, weaknesses and ways to move forward. The report from this review would become public. Clare Jeannotte agrees that this could be valuable to the District right now. A review was done 4 or 5 years ago. She has tentatively lined up meetings in January and the report would be received in 30–60 days. It was the sense of the Committee to agree to this review.

7. **Financial Department Updates**

7.1. FY'15: Impact of 9C Cuts on Table 6

7.1.1. Procedures for Changing Use of E&D Amount

Clare Jeannotte stated that after the Governor's 9C cuts last month, unfortunately the Committee may need to consider changing the use of E&D again, perhaps back to the original \$500,000 amount (from the current plan to use \$300,000). The result was a 26.6% cut in regional transportation. A 2/3 vote of the School Committee is needed as long as the assessment is not being changed. Clare prefers to wait a little longer to see how some of the uncertainty turns out. The Committee agreed. Clare said that professional groups for regional schools are very concerned and considering a legal challenge that the Governor cannot cut regional transportation more than a certain amount. Paul Murphy spoke strongly in favor of supporting that effort.

Acton Selectwoman Katie Green said that while she was working, the Education Committee said it can be cut because it is not in a general appropriation bill. Maria Neyland stated that it cannot hurt to put pressure on them. Clare noted that particularly as a new region, transportation reimbursement was a key element.

7.2. FY'16 Budget Timeline

Clare Jeannotte reviewed the timeline. She said the audited financial information should be available by the January 8<sup>th</sup> or 22<sup>nd</sup> School Committee meeting.

7.3. Recommendation to Appoint ABRSD Treasurer effective 1/1/15 – **VOTE**

Glenn Brand thanked Tess Summers for her many years of service to the School District. She is stepping down effective 12/31/14. The School Committee appoints the Treasurer per Ch.71, Section 16A. The Treasurer oversees all cash flow functions. He introduced Margaret Denehey who has extensive experience, including working in Boxborough. This position is 4-8 hours per week and was posted.

Dennis Bruce moved, Mike Coppolino seconded and it was unanimously,

**VOTED:** to appoint Margaret Denehey as the ABRSD Treasure starting 1/1/15.

Marie Altieri stated that the District is very lucky to have Margaret coming into this position and she thanked Tess for her commitment to doing this work through regionalization last year.

**8. Recommendation to Approve Donation from a Parent to the Blanchard Memorial School**

Mike Coppolino moved, Paul Murphy seconded and it was unanimously

**VOTED**: to approve the donation of \$500 to the Blanchard School.

**9. Subcommittee Updates**

**9.1. Outreach** – *Kristina Rychlik, Kathleen Neville*

Katie reviewed the proposed Mission Statement for the School Committee and asked for feedback. She also asked members to review the website. They are considering a subscription option to send out agendas. Kristina and Amy are discussing management of the Committee's section of the site.

Brigid Bieber asked if the Committee needs their own mission statement given that they support the mission statement of the District. She wondered if this could be restated. She suggested that the policy tab should also be somewhere more prominent so it is easier to find. Another draft of the mission statement will be brought to the next meeting.

**9.2. Budget** – first meeting is 12/10/14 at 8 a.m.

**9.3. Regionalization Financial Oversight** – next meeting is 12/18/14 at 6p.m.

**9.4. Policy**

**9.4.1. Consent Agenda #7 – SECOND READ – VOTE** - *Maria Neyland*

9.4.1.1. Use of School Facilities, File: KF

9.4.1.2. Homeschooling, File: IHBG

Mary Brolin will send comments on the Use of Facilities procedures to Beth.

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

**VOTED**: to approve the Consent Agenda #7 policies as proposed.

**9.4.2. Elementary Class Size Guidelines, File: IBA – SECOND READ – VOTE** - *Marie Altieri*

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

**VOTED**: to approve the Elementary Class Size Guidelines policy as amended by moving the ranges after the first paragraph.

**10. School Committee Member Reports**

**10.1. Acton Leadership Group (ALG)** – *Kristina Rychlik*

10.1.1. Draft Minutes of 11/20/14 meeting

There are a number of inaccuracies that will be corrected and included in the next packet.

**10.2. Other Post Employment Benefits (OPEB) Task Force** – *Dennis Bruce*

10.2.1. Meeting on 12/3/14 was a discussion of much of Steve Noone's information.

**10.3. Acton Finance Committee**

10.3.1. ABRSC to present FY14 closeout/FY15 update at meeting on 12/9/14

Clare Jeannotte and Glenn Brand will present.

**10.4. Acton-Boxborough SpedPAC** – *Paul Murphy*

Update: Letter from ABRSC re Population Trends of High Needs Students

Kristina met with Marie for input. It would make sense to gain support from other districts.

Kristina will put together a plan. She will attend a meeting on Monday night with Rep.

Atkins, Rep. Benson and Senator Eldridge to discuss this.

**10.5. Joint PTO/PTSO/PTF Co-Chairs** – *Maya Minkin*

Maya reported that the co-chairs met recently to review the past two School Committee meetings. There was a lot of interest in the new play space for the schools, however only the Douglas PTO had heard of it. They also discussed the licensing required to show movies in public. Fees involved for inhouse community events were discussed and they asked if those fees could be looked into. Kristina acknowledged that custodial fees to clean up after PTO events are expensive if it is not a big fundraiser.

**11. Superintendent's Report**

11.1. Update on District Committees

The Superintendent is in the final stages of confirming these committee members. The Safety and Security and Bullying/Harassment groups will be starting soon.

He will update the Committee on regionalization at the next meeting. He invited everyone to his final Community Entry Plan meeting next Wednesday night.

**12. FOR YOUR INFORMATION**

12.1. Press Release: 2014 Emerson Hospital Youth Risk Behavior Survey – Glenn highlighted this and will be reporting at a future School Committee meeting.

Glenn concluded that he is very pleased to report that, except for a few minor edits, he has completed his doctoral program. The Committee responded with applause.

The ABRSC adjourned at 8:55 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: see agenda

**NEXT MEETINGS:**

**Acton-Boxborough Regional School Committee Meetings**, 7:00 p.m. in the Junior High Library:  
12/18/14, 1/8/15 and 1/22/15

**Superintendent's Entry Plan Community Meeting** - 12/10/14 at 7:00 p.m. in the Jr High Library  
Plan may be found at <http://www.abschools.org/superintendent/entryplan>

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

Library  
R.J. Grey Junior High School

November 20, 2014  
7:00 p.m.

*Members Present:* Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Maria Neyland, Deanne O'Sullivan, Kristina Rychlik

*Members Absent:* none

*Others:* Marie Altieri, Deborah Bookis, Glenn Brand, Mary Emmons, Clare Jeannotte, Beth Petr

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Chairperson Kristina Rychlik called the Acton-Boxborough Regional School Committee to order at 7:00 p.m.

1. **Chairman's Introduction**

Student Leaders from the ABRHS Chorus, Elizabeth Belotti and Jesse Waks, gave a wonderful description of their activities, including an amazing impromptu song.

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

Minutes of School Committee Meetings on 9/4/14, 9/18/14 and 10/16/14 will be done at the next meeting. Minutes of meetings on 10/9/14 and 11/6/14 were approved as written. ABRSD Warrant #15-009 dated 10/30/14 in the amount of \$3,638,215.46 and #15-010 dated 11/13/14 in the amount of \$4,410,090.56 were signed by Committee members.

3. **Public Participation - none**

4. **FY16 School Calendar Discussion – SECOND READING – POSSIBLE VOTE**

*(This item was considered after the Lower Fields Report.)*

4.1. Memo for Second Reading

4.2. Proposed Draft #1- Schools Open 9/2/15 (before Labor Day, same as 11/6/14 SC version)

4.3. Proposed Draft #3 – Schools Open 8/31/15 (New version)

Draft #3 would require a side letter from the Acton-Boxborough Education Association (ABEA) because per Article 9.2 of their contract, "... Teachers will not be scheduled to report more than two calendar days before the scheduled arrival of students...." Sixty percent of the ABEA membership responded to a survey asking about the two calendar versions. Of those who responded, 71% preferred Draft #1. Consequently, the Administration recommended Draft #1. Maria Neyland will not vote for either version due to concern over how late in June the year would end, and because she will not support a calendar that cancels school for a religious holiday.

Several Committee members asked that the Administration consider possible changes to the vacations when discussion about the FY17 calendar begins. This could include perhaps giving a long weekend in February instead of a full week off, or combining the February and April weeks. Discussion with the community will be essential. It was noted that not having school on religious holidays has been in the press often lately. It was agreed that with all the constraints, it is difficult to have the flexibility that members might like to set the school calendar.



Mike Coppolino moved, Brigid Bieber seconded and it was  
**VOTED:** to adopt Option #1 for the FY16 school calendar.  
(NO: Bruce, Neyland)

Glenn Brand suggested that the Committee reconsider their policy IC to vote two years at a time instead of one.

5. **Disciplinary Literacy Presentation**

Beth Baker and Allison Warner gave a very informative presentation on the Disciplinary Literacy work being done at the Junior High and High School. They described the need to intentionally teach students how to read various types of information – books, math calculations, chemical diagrams and original source text like the Constitution. They described how powerful it is for students who might struggle with reading in one area, but find they have strong literacy skills in another area. This work is funded through a Title 2A grant. Their slides were adapted from Jacy Ippolito's DESE presentation on 10/27/14. Brigid Bieber observed how complicated teaching has become today and how important professional development is as a result.

6. **Special Education Parent Advisory Council (SpEd PAC) Presentation on MCAS Highlights**

Amanda Bailey thanked Deb Bookis for her MCAS presentation at the last meeting and appreciated the chance to offer more insight into the group of students whom the SpedPAC represents. They asked if the Administration knows what is driving the low 4<sup>th</sup> and 7<sup>th</sup> grade special education student performance, and if the District is structured and staffed to support High Needs students effectively particularly given the increasing demand. They asked if staffing levels allow for successful implementation of research-based best practices in special education and if adequate and appropriate professional development is provided to all staff working with these students.

Glenn Brand emphasized that the use of MCAS data as one measure of student performance is taken seriously. The Administration analyzes trends and where efforts can be made to address issues, they are. Mary Emmons stated that Lynne Laramie has met with the elementary principals about this. Mary and Deborah Bookis are also involved in these meetings to talk about how issues can be addressed. Mary said that this cohort of students seems to do fine as they move through the years but specific grades do present some issues (4<sup>th</sup> and 7<sup>th</sup> grade) so Deb Bookis is looking at this. Mary Brolin asked if there is a misalignment in the curriculum between what is on the 4<sup>th</sup> and 7<sup>th</sup> grade tests. She encouraged the Administration to "think in different ways" because what has been done doesn't seem to be successful. Mike Coppolino mentioned that a similar problem existed a few years ago and after some focused attention to that specific problem, things turned around. He noted the results use the aggregate that includes special education and regular education students together. If the special education students were separated out of the data, the gap would be enormous between the two groups. Mike asked Glenn Brand to address this.

Paul Murphy expressed concern about the 7<sup>th</sup> grade ELA students' growth slide. Dennis Bruce noted that budget season has begun and if costs are going to increase in this area, it will be important to identify reasons. Mike Coppolino encouraged the administration to consider realigning resources, and not necessarily allocating more money. Requiring more professional development may be an option. Deborah Bookis is thinking about interventions for special education and regular education students, and creating a 5 year plan of realignment and perhaps some budgetary items. Mary Brolin stated that this needs to be one of the District's priorities, to address these special education students' issues.

7. **Finance Department Update**

7.1. FY'15 Financial Report, 10/31/14

Clare Jeannotte updated the Committee as of 10/31/14, indicating that the District is doing fine regarding expenditures in most areas, but the six drivers that comprise 89% of the budget could be a concern regarding projections. These include: salaries/stipends, fringe, legal service, sped transportation, student transportation and sped tuition. The one-time credit that we receive will help mitigate this, but it is only one time. See memo in packet. On 11/19/14 (night before this meeting), Governor Patrick processed new 9C cuts, which reduced the amount of reimbursement to approximately 60 – 63%. The reimbursement assumed in the budget was 80% , an impact of \$378,000 less in regional reimbursement. Circuit breaker is expected to be unchanged. Glenn Brand is meeting with leaders of the larger departments to see where we can pull back financially if necessary for this year, FY15.

Clare was asked to see if increasing the use of E and D again would be an option based on this new information.

8. **Lower Fields Annual Meeting Report**

Erin Bettez presented on the Annual Meeting held 10/23/14. She asked for input from the Committee on two items:

1. Because FOLF has achieved the first three priorities for rental revenue (per the MOU), and they have sufficient funds for the fourth (pay up to \$25,000 toward the district's bond fees), FOLF wonders if they should pay down the loan sooner instead of the bond fees. This would transfer ownership of the facility sooner to the district, saving money as the rate for the FOLF loan is higher than the bond financing (5.25% vs. 2.75%)
2. Should the ground lease be extended two years? FOLF would like to take advantage of the good relationships that are currently in place and extending the lease would help ensure this rental income. The Committee asked that legal advice be obtained regarding how this could be done.

While some concern has been expressed in the news recently about some turf field material, Erin said that JD Head and the Lower Fields Committee were aware of this issue when the project was built and the material used has been tested for safety. Dennis Bruce wants the lights and pockets and the net to go around the corner in the back field. He is afraid that someone will get hurt going to get the ball when it goes out.

Deanne O'Sullivan would like more opportunities for the community to use the fields. The Committee discussed the ongoing issues with traffic and congestion. Groups and parents need to talk to kids and be sure they follow the rules. A police officer may be needed when parking is full and parents won't move their cars from the flow of traffic.

9. **FY15 Superintendent and District Goals – SECOND READ – VOTE**

Kristina Rychlik thanked Glenn for his thoughtful approach to this year's goals.

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

**VOTED:** to accept the Superintendent's District Goals for FY15.

10. **Subcommittee Updates**

10.1. **Outreach** – *Kristina Rychlik*

10.2. **Budget** – first meeting to be 12/10/14 - *Kristina Rychlik*

10.3. **Policy**

10.3.1. Consent Agenda #7 – **FIRST READ** – *Maria Neyland*

10.3.1.1. Use of School Facilities, File: KF

Reference to Lower Fields needs to be added to this policy and the procedures. Reference to Boxborough will also be added in several places in the procedures.

10.3.1.2. Homeschooling, File: IHBG

Deborah Bookis will confirm reference to “Care and Protection of Charles” law.

10.3.2. Public Participation at School Committee Meetings, File: BEDH (new) – **SECOND READ**

Mary Brolin moved, Kathleen Neville seconded and it was unanimously,

**VOTED:** to approve the new Public Participation at School Committee Meetings policy as proposed.

10.3.3. Criminal Offender Record Information (CORI), File: ADDA (new) – **SECOND READ** – Brigid Bieber moved, Paul Murphy seconded and it was unanimously,

**VOTED:** to approve the CORI policy as proposed

10.3.4. Fingerprint-Based Criminal History Record Information (CHRI) Checks, File: ADDB (new) – **SECOND READ**

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

**VOTED:** to approve the new Fingerprint-based Criminal History Record Information Check policy as proposed.

10.3.5. Elementary Class Size Guidelines, File: IIBA – **FIRST READ** – *Marie Altieri*

10.3.5.1. Memo with Class Size Options Chart

10.3.5.2. Proposed New Policy

10.3.5.3. Former Acton and Boxborough Policies

Procedures will be updated and include what will happen if the number of students goes over the guidelines.

11. **School Committee Member Reports**

11.1. Acton Leadership Group (ALG)

11.1.1. Materials from 11/20/14 meeting

11.1.2. Acton Finance Committee Point of View for 11/20/14

Kristina reported on the meeting held 11/20/14. ALG has consensus on a max 2 ½ % tax increase however the Acton FinCom’s POV document has 2% . There is concern because ALG is supposed to be a group that reaches consensus. Steve Noone proposed a subcommittee to discuss cost savings ideas. It was agreed that the School Committee will work on these kinds of issues as a board, not a joint board, given that they just created the Budget Subcommittee.

Maria Neyland stated that she is concerned that ALG appears to be dictating the ABRSD budget. She appreciates advice, and wants to work with everyone, but this does not seem right to her. Putting the OPEB contribution level out there was a first step to a working relationship. Mike Coppolino appreciated seeing the use of “net reserves” in the POV and feels it is a cogent document that makes sense. Dennis Bruce emphasized the importance of the ALG reps bringing School Committee’s input to the ALG table and to the Finance Committee. He noted that OPEB funding now goes into the Region, not the Town’s account, so there is a whole set of new issues that the OPEB group needs to be aware of. The Committee agreed to have some OPEB training at a future meeting.

11.2. Health Insurance Trust (HIT)

Mary Brolin reported that there could be a potential increase of 6-8% from the meeting on 11/20/14.

11.3. Acton-Boxborough SpedPAC

Paul Murphy has been talking with our legislators about the population trends of our high risk students. He proposed sending letters with the data to Rep. Jennifer Benson and Rep. Cory Atkins in hopes of making changes. He spoke with Concord, Chelmsford, Ayer and other School Committees and they are willing to sign on. Sped PACs may also want to sign or write a similar letters. Kristina suggested they reconsider the amount being asked for based on the data and trends we are experiencing. Paul pointed out that this issue involves very high needs students, such as those in residential settings.

11.4. Joint PTO/PTSO/PTF Co-Chairs – *Deanne O’Sullivan*

**12. Superintendent’s Report - Update on District Committees**

- 12.1. District Safety & Emergency, chaired by the Superintendent
- 12.2. Superintendent’s Safety Task Force, chaired by the Superintendent
- 12.3. Anti-Bullying & Harassment Review, chaired by Todd Chicko & Priscilla Kotyk
- 12.4. School Wellness Advisory, chaired by Diana McNicholas & Diane Spring, met this week
- 12.5. School Start Times Study Group

Glenn agrees that this is a large group, but wants representation from all of the schools. It was suggested that School Council members “or designees” be asked to participate as they are connected to what is happening in the schools. A teacher from each grade level could be included, and/or a parent from each level (elementary, JH, HS).

Mary Brolin expressed frustration that this is a solution for a problem that has not been defined yet. She and Kristina agreed that refocusing is needed. Kristina thought the Committee had tasked the subcommittee with defining the problem. Deanne O’Sullivan stated that wellness is a whole different issue. She thought the study group was brought up to discuss school start times and the issues when it comes to JH and HS age students’ biorhythms and mental health. The Committee was invited to watch their last meeting when this topic was discussed. Maria wants to be sure that student input is included, even if they are not on the subcommittee. It was concluded that the Committee “will come back to this”.

Members are being confirmed and meetings scheduled for the other groups.

**13. FOR YOUR INFORMATION**

13.1. Acton CPC Proposal for Nature Play Spaces Construction

The District was approved to do a survey plan, and this application requests funding to build it. If approved, \$33,700 will come from the appropriated budget. The application is for \$131,900 and will be presented to the CPC in January. If approved, it must be voted at April Town Meeting. This is one source of funding and others sources will be pursued. Project will be phased in, based on how much funding is received. Deborah Bookis was thanked for her work on this.

The ABRSC was adjourned at 10:33 pm

Respectfully submitted,  
Beth Petr

List of Documents Used: see agenda

**NEXT MEETINGS:**

12/4/14 and 12/18/14, ABRSC Meetings, 7:00 p.m. Junior High Library  
1/8/15 and 1/22/15, ABRSC Meetings, 7:00 p.m. Junior High Library



**Acton-Boxborough Regional School District**  
**Administration Building**  
15 Charter Road Acton, MA 01720  
978-264-4700 fax: 978-264-3341  
[www.abschools.org](http://www.abschools.org)

5.0

*Office of Pupil Services*

To: Superintendent Glenn Brand  
Acting Director of Pupil Services, Mary Emmons

From: Early Childhood Coordinator, Joe Gibowicz

Re: FY '16 Early Childhood Tuition

Date: 12/8/14

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Due to alignment of the Early Childhood Program schedule across the regionalized school district, the following tuition rates are proposed for FY '16.

- All Day Program; \$6830
- Half Day Program; \$3530

*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.*

# Carol Huebner

## Early Childhood Program

The Early Childhood Program of the  
Acton-Boxborough School District

School Committee Meeting

12/18/14

## Program Philosophy

- The Early Childhood Program provides a local, inclusive, standards-based, learning environment for young children, ages 3 to 5 years old. Children who are developing typically and those with identified special education needs both learn side by side. The curriculum is based on developmentally appropriate practices and the MA Curriculum Frameworks encouraging the growth of each child at his or her own individual pace.
- The Early Childhood Program provides services to students who are developing typically and students with delays across the developmental spectrum through use of an integrated therapy model.

## Early Childhood Pre-Referral Services

- Pre-referral observations, consultations and screenings of three and four year olds referred by their parents, physicians or local early childhood programs
- Consultation with parents and staff working with children in area preschools and daycares
- Collaboration with others serving young children and their families through the Acton Early Childhood Advisory Council, First Connections and Minute Man Early Intervention
- Referral and consultation with other agencies providing services to young children with special needs as necessary
- Systematic transition from Early Intervention Services starting when children are 2.6 years old
- Special Education Evaluations

## Early Childhood Program Special Education Supports

- Direct service to meet the therapeutic needs of individual children through itinerant therapies provided by speech/language, occupational and physical therapy staff
- In-house Applied Behavior Analysis (ABA) program serving students with Autism Spectrum Disorders

## FY '15

### Early Childhood Schedule

- In this first year of regionalization, we continue to operate on the FY '14 schedule at both Early Childhood locations in Acton and Boxborough.
- Carol Huebner Early Childhood Program - Acton Site:  
*Half day sessions: 8:45-11:30 and 12:30-3:15*  
*Full day sessions: 8:45-3:15*
- Carol Huebner Early Childhood Program – Boxborough Site:  
*Full day sessions: 9:00-2:00*

We currently have nine sections (classes) combined.  
 Four full day classes, four half day classes and one ABA class.  
 We currently have 124 students in the Early Childhood Program.

## FY '16

### Early Childhood Schedule

- In an effort to provide consistency of programming across the regionalized district, the following hours for FY '16 will be:  
 All Day Program Hours - (Acton & Boxborough):  
 9:00 - 3:10  
  
 Half Day Program Hours - (Acton & Boxborough):  
 9:00-11:35, 12:35-3:10



## Acton-Boxborough Early Childhood Tuition Rates

Program	FY '14	FY '15	FY '16 *
Acton Full Day	\$6830	\$6830	
Acton Half Day	\$3530	\$3530	
Boxborough	\$5000	\$5000	
A-B Full Day			\$6830
A-B Half Day			\$3530

\*proposed

Preschool tuition supports staffing salaries, curriculum materials, equipment, supplies, snack, professional development, contract service providers, transportation for field trips, etc.

## **FY15 ADK Snapshot**

- 169 students across 9 classes
  - Blanchard 2 ADK
  - Conant 1 ADK, 1 half day class
  - Douglas 2 ADK, 1 half day class
  - Gates 1 ADK, 2 half day classes
  - McCarthy-Towne 2 ADK, 1 half day class
  - Merriam 1 ADK, 2 half day classes
- Teacher & Assistant salaries are shared by appropriated budget and ADK tuition
  - \$605,866 supported by tuitions

## **How is ADK Tuition Projected?**

- Scenarios run by potential class size
- Variables include:
  - Teacher salaries
  - Supplies
  - Typical credit card fees
  - Comm. Ed. fee
  - Any surplus from previous year



## **Future Considerations**

- Blanchard - Should there be one full/one half day?

Currently, Blanchard has two ADK classes with 15 half day students who leave at midday. Costs are similar to an ADK yet lower tuition to support.

- Strong desire for full day kindergarten for all

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

**UPDATE ON REGIONALIZATION:**

**BLANCHARD MEMORIAL SCHOOL**

*December 12, 2014*



## FROM THE SUPERINTENDENT

July 1, 2014 marked a new beginning for the towns of Acton and Boxborough. Two towns, where a strong commitment to public education has previously been supported in three (3) separate school systems - Acton Public Schools, Boxborough Public Schools and Acton-Boxborough Regional Schools (7-12), came together this school year as one entity when the communities entered into a fully regionalized school system. While full regionalization has resulted in a number of changes, within the system and the two towns, the commitment to ensuring that faculty, staff and administration provide the best possible educational experience to our young people has not waived.

This update is intended to provide information to our two communities about how full regionalization has been implemented in the first five months of the school year with a specific focus on the Blanchard Memorial School and its incorporation into the District. While it certainly does not capture all of the changes or nuisances associated with the regionalization process, it does provide a glimpse into what has unfolded for Blanchard's students and staff.

Of course, the regionalization of the system is not just about Blanchard. There have also been changes across the system in response to our new beginning as a PreK - Grade 12 district. In a future report a more specific focus on the changes associated with the other elementary schools, and the larger district as a whole, will be provided to the community.

Finally, I would like to thank Dana Labb, Deb Bookis, J.D. Head, Erin Bettez and Mary Emmons for their contributions to the information that follows.

Sincerely,

Glenn A. Brand

## **BLANCHARD MEMORIAL SCHOOL**

The change in regionalization also brought a key change in leadership at Blanchard. On July 1, 2015 Mr. Dana Labb began his tenure as the new principal of the Blanchard Memorial School. Some key points include:

- Current Enrollment for PreK-6: 429 students
- CASE = 9 (3 Boxborough & 2 Acton)
- Acton Residents attending Blanchard: 37
- Boxborough Residents attending Acton: Approximately 23
- Select populations - Full Inclusion: Approx. 44, Partial Inclusion: Approx. 11, ELL: Approx. 14, Low income: Approximately 9.8%
- Transportation: 8 buses total with all beginning to arrive at approximately 8:17 AM and the last bus departing by 3:05 PM

On October 24<sup>th</sup>, thirteen members of the Blanchard Representative Team met with members of the Central Office Administration to review items associated with the rollout of regionalization. Specifically, time was spent reviewing what has been working well along the lines of the regionalization process, the challenges that have accompanied these last few months and other organizational shifts and changes that need to be contended with. A commitment to meet again during the winter months has been established with additional periodic check-ins along the way.

## **TECHNOLOGY**

Within the Educational Technology (EDTech) department, regionalization has brought about specific needs that are currently being addressed. With the exception of the Blanchard Memorial School, all Acton-Boxborough Regional School District (ABRSD) facilities are part of a Fiber-optic Wide Area Network (WAN). This network, made up of both District-owned and Comcast-Provided fiber, provides a critical data link between facilities. Many district services are shared over this data connection including, but not limited to:

- Internet Access

- Student and Staff Document Storage, File Shares, and Backups
- Security Camera Monitoring and Recording (Genetec)
- Library Resources (Destiny)
- School Nursing Data (SNAP)
- Computer Management and Antivirus updates (Altiris/Sophos)
- Financial Management (Munis)

Currently no fiber connection exists from the ABRSD network to the Blanchard Memorial School. Although a site-to-site VPN is in place, it is not robust or reliable enough for normal or long-term operations. As a result, many systems do not operate properly or to their full potential. Security Cameras, for example, cannot be streamed at full resolution to the district's Security Operations Center which has a direct impact on our school safety procedures.

To address this issue, EDTech has financially committed to support installation of a new fiber-optic link and is currently seeking approval to do so by both towns.

Historically, the Blanchard staff has made great use of the technology resources previously acquired through both purchases and generous donations. Unfortunately, after finishing a complete inventory, we have found over 80 allocated student computers at Blanchard that are showing their age and are no longer being used to support teaching and learning. Further, we have identified 10 staff laptops that need to be replaced. To resolve their aging computers, we are looking to replace all computers in the Technology Lab with new desktop models and incorporate three new 20 unit ChromeBook carts into the school.

## **FACILITIES**

Transitioning the care and maintenance of the Blanchard school facility to the ABRSD Facilities Department is progressing as well as could be expected. There are some learning curves involved in recognizing what has historically worked well and what we feel could work better or more efficiently. Our primary goal in the coming months is to benchmark the building from a utility consumption perspective as we have done with all of the Acton buildings. Once we benchmark we will have a better understanding of how the utility consumption compares to other similar facilities. Aside from maintaining a high level daily maintenance and cleaning program, our other short term goals include instilling confidence in the local domestic drinking water system and eradicating the goose infestation problem that currently exists on the school grounds.



## **TRANSPORTATION**

The transition in transportation from the former contractor to the District based operation has gone extremely well. Currently we are running 8 daily routes for the school, in which, 6 are Boxborough based routes and 2 routes transport Acton residents to Blanchard as a choice school. Routes currently fit within our routing parameters, students are arriving to school on time, and buses are completing in time to begin the final tier of transportation. We have not yet experienced a great deal of winter weather, but what experiences we do have working with the local DPW, Police, and Fire has been extraordinarily positive. Finally, the Blanchard staff have done an amazing job transitioning their dismissal procedures at the end of the school day and the procedures related to allowing students in the building in the morning.

## **PUPIL SERVICES**

Our Elementary Coordinator of Pupil Services, Lynne Laramie has taken on the responsibility of overseeing Special Education and related programming at the Blanchard School. Areas of focus for the staff at Blanchard within the department have included centralizing the paperwork related to the IEP process and evaluation and instructional lessons from Pupil Services regarding us of ESPED technology. Ms. Laramie currently chairs about 80% of the Team meetings within the school.

The district's Speech and Language Coordinator, Lannon Twomey, has been working hard to support the SPL staff and has been facilitating monthly meetings. Areas of focus have included ensuring that there is sufficient support for all audio logical needs and equipment provisions.

Within the area of our Early Childhood Program the District's coordinator Joe Gibowicz schedules time in the school each Wednesday and meets with the staff there on a weekly basis as well. While there was talk about the possibility of the program being relocated to the Administration Building on the main campus of the District for the 2015-16 school year, the decision has been made to maintain the program at Blanchard until further review and consideration is possible.

This reflects other areas of the department, such as Out-of-District coordination and Early Language Education (ELE) where our existing staff have assumed the responsibility for coordinating and overseeing the staff and programs.

## **CURRICULUM & INSTRUCTION**

Throughout the last few months, efforts have been underway in reviewing the available resources at the Blanchard School to support teaching and learning. Along with this there has been terrific collaboration of teachers at the grade level meetings. There has also been time spent on helping inform faculty about how a variety of the regional programs work including such things as our graduate-credit, in-service-credit, reimbursement opportunities, and how exactly professional learning opportunities are supported.

In looking ahead there are necessary shifts in the roles of Curriculum Specialists as Blanchard formerly had building-based mathematics specialists and two Reading specialists. They now have assistants in those roles. Also within the coming months and into next year, the District will need to begin to look at the Social Studies Curriculum for alignment across the District, along with science. Acton began to implement some new science units based on the upcoming changes and we need to make sure that Blanchard teachers receive the same workshops in a timely manner as those units are implemented.

## **COMMUNITY EDUCATION**

The Community Education office has focused on bringing Blanchard activities on board in a few key areas:

1. *Use of Facilities* - the process for reserving space at Blanchard is completely new to its users so explaining the details around that has taken some effort and is ongoing. We are now editing our procedures to make sure they accurately reflect the new district.
2. *Elementary Music Programs* - we have taken over administration of all music programs which now fall under Mark Hickey's umbrella for elementary music. This continues to be a big undertaking, with scores of new registrations in a multitude of classes - elementary band, chorus, private music lessons, various instrument ensembles, etc. It's been a learning process for both Comm Ed and the Blanchard community that we will continue to fine-tune over time (no pun intended!).
3. *Extended Day* - though Comm Ed is not involved in running Blanchard's program, our Extended Day Coordinator has provided an enormous amount of assistance to Mary Beth Higgins as her program evolves due to regionalization.



Acton-Boxborough Regional School District  
Superintendent's Office  
16 Charter Road Acton, MA 01720  
978-264-3309 fax: 978-264-3340  
[www.abschools.org](http://www.abschools.org)

9.0

Superintendent of Schools, Glenn Brand

To: The Acton-Boxborough Regional School Committee  
From: Glenn A. Brand  
Date: 12/12/2014  
Re: Athletic Director

Steve Desy will be retiring on June 30, 2015. Steve has been the Athletic Director for the last 12 years. Prior to that, he was the Coordinator of Facilities and Transportation for 16 years, and he taught at ABRHS and Maynard High School before that. Steve has made significant contributions to the district and the students of Acton and Boxborough in his 30 years as a teacher and administrator at AB. Please join me in thanking Steve for his many contributions, and wishing him well in his retirement.

We have begun to outline the process by which we will hire the new Athletic Director. I have asked Marie Altieri and JoAnn Campbell to co-chair a search committee. The committee will be formed just after the New Year, and they will prepare to recommend finalists to me sometime in March. The makeup of the Athletic Director Search Committee will be as follows:

Marie Altieri, Director of Personnel and Administrative Services, Co-Chair  
JoAnn Campbell, ABRHS Principal, Co-Chair  
Erin Bettez, Director of Community Education  
1 Jr. High Administrator  
4 Coaches (HS and JH)  
2 Parents  
1 Athletics Support Staff

The search committee will meet 8-10 times between January and March. Anyone interested in participating in the search committee should email Marie Altieri at [maltieri@abschools.org](mailto:maltieri@abschools.org) by January 6, 2015.

*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.*



FRIENDS OF LEARY FIELD

December 8, 2014

Glenn Brand, Superintendent  
Superintendent's Office  
R.J. Grey Jr. High School  
16 Charter Rd  
Acton, MA 01720

**Re: \$25,000.00 Payment from FOLF to the Acton-Boxborough Regional School District**

Dear Superintendent Brand

On behalf of the Friends of Leary Field d/b/a Friends of the Lower Fields (FOLF) we enclose a check for \$25,000.00 to the Acton-Boxborough Regional School District. This check is being sent from revenue generated by FOLF's operation of the Lower Fields pursuant to FOLF's agreement with ABRSD in the June 7, 2012 Memorandum of Understanding to help offset ABRSD's bond costs related to the Lower Fields.

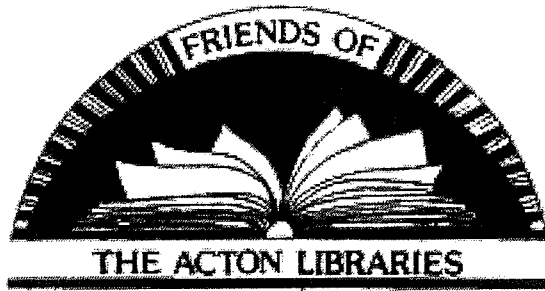
FOLF is glad to be able to make this payment to the ABRSD and appreciates the great job that the ABRSD's Field Maintenance Department has done plowing and maintaining the Lower Fields complex. The Lower Fields at ABRSD is considered one of the premier complexes by the New England Premiership Soccer League and has also been used by the U.S. Soccer Federation as a Regional Training Center.

We are grateful that our public/private partnership is working as planned.

Sincerely,

Dave Wilson

President of FOLF



December 2, 2014

Dr. Glenn Brand  
Acton Public and Regional Schools  
16 Charter Road  
Acton, MA 01720

Dear Dr. Brand:

The Board of the Friends of the Acton Libraries is once again pleased to present you with our annual gifts to the school libraries.

This year we are presenting one check for \$16,100 to the regional school district instead of writing separate checks. We would like to recommend but not require the following distribution:

ABRHS	\$3,600
ABJHS	\$2,000
Each elementary school	\$1,750 (x 6 = \$10,500)

As always, we ask that the funds be used at each librarian's or media specialist's discretion to support print, online, or equipment purchases.

With kind regards,

A handwritten signature in cursive script that reads "Carol Doblewski".

Carol Doblewski, President  
Friends of the Acton Libraries



**Acton-Boxborough Regional School District**

Acton, MA 01720

978-264-4700 [www.abschools.org](http://www.abschools.org)

**Damian Sugrue**

*Principal, Conant School*

TO: Glenn A. Brand, Superintendent of Schools

FROM: Damian Sugrue

RE: Donation for School Committee Acceptance

DATE: 12/12/14

---

I have received a donation to the Conant School in the amount of \$500 from the IBM Community Grant Program. This donation is to recognize the volunteer efforts of one of our IBM employees who is also a member of your school community.

We would appreciate the Acton-Boxborough Regional School Committee's acceptance of this very generous gift which will be used to support the Conant School.

Thank you.

*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.*

## **ABRSC Mission Statement Draft – Updated for 12/18/14 Meeting**

The Acton-Boxborough Regional School Committee strives to support the district in its mission to create an educational environment that prepares all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society by:

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

### **Background Information**

Current draft reflects a combination the district's mission and the legal responsibilities of a MA school committee.

ABRSD Mission: 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.

MA Gen Law:

The school committee in each city and town and each regional school district shall have the power to select and to terminate the superintendent, shall review and approve budgets for public education in the district, and shall establish educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the board of education.

13.4.1

FIRST READ 12/18/14

File: BDFB

**SPECIAL EDUCATION PARENT ADVISORY COUNCIL**

**DRAFT**

The Acton-Boxborough Regional School District's Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers and productive citizens of our diverse community and global society.

It is the general goal of the District to foster relationships with parents/guardians, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

The School Committees shall establish a parent advisory council on special education. Membership shall be offered to all parents/guardians of children with disabilities and other interested parties. The parent advisory council duties shall include but not be limited to: advising the school committee on matters that pertain to the education and safety of students with disabilities; meeting regularly with school officials to participate in the planning, development, and evaluation of the school committees's special education programs. The parent advisory council shall establish by-laws regarding officers and operational procedures. In the course of its duties under this policy, the parent advisory council shall receive assistance from the school committee without charge, upon reasonable notice, and subject to the availability of staff and resources.

LEGAL REFERENCE: M.G.L: 71B:3

CROSS REFERENCE: School/Parent Relations Goals, File: KBA

Mission, Values and Goals, File: AD

**Approved by APS/AB School Committees: May 1, 2008**

**Approved:**

***Acton Public Schools and Acton-Boxborough Regional School District***



**ALG Minutes November 20, 2014** *(revised, received 12/8/14)*

Present: Bart Wendell, facilitator; Mike Majors & Steve Noone, FC; Katie Green & Mike Gowing, BoS; Dennis Bruce & Kristina Rychlik, SC; Steve Ledoux, Glen Brand, Steve Barrett and Marie Altieri, staff

Audience: Peter Berry & Janet Adachi, BoS; Brian McMullen & Clare Jeannotte, staff; Lauren Rosenzweig-Morton, facilitator in-waiting; Barbara Willson, COA and Charlie Kadlec.

Extra Information: ALG Financial model sheets; Finance Committee's point of view (POV) document

Minutes were accepted with some minor corrections

**2. Update of FY 15 Revenues**

Steve reported that the governor has instituted some 9C cuts (this is for the present budget)

Overall there is a 2.7% cut in local aid which is about \$35k for Acton.

There is a 27% cut in regional transportation which is about \$7.1M; a 2.8% cut in the Ch.780 "pothole account " which is \$2.88M; a 1.5% cut in library aid which is \$283k. These cuts do not need legislative approval. The MMA is suggesting towns lobby legislators.

Glenn: My concern is with the cuts in the out-of district tuitions. Regional transportation cut will be a big one.

Clare: my disappointment is despite how hard we worked we could not save regional transportation. The cuts are 26.6% for transportation and 1.5% for the circuit breaker. Clare added that the number for transportation was originally \$1.3M which was boosted to \$1.7M. She contacted her legislator, to no avail, as yet. She has also taken \$230k more from E&D. **3.**

**FC's POV document**

Steve Noone emailed the POV document to all members prior to the meeting.

SN: the major points are: calls for a less that 2.5% levy increase; \$2.6M reserve use; \$1.4M in a capital funds.

Steve noted that Acton is nearly the only town with a AAA bond rating that does not have a stabilization fund. It takes a 2/3 majority vote of Town Meeting to put \$\$\$ into the fund and a 2/3 vote to take it out. There has been a sub-committee of the FC working on a stabilization fund. The state recommends that 5% of the budget be used for the fund. He suggested that the fund would be used for capital items unless a second capital fund was established.

Kristina: I assume a capital projects committee will be formed first

SN: I look at the stabilization fund in the same light as a rainy day fund. We definitely need to look at capital needs.

Mike: Will this SF be just for capital?

SN: I look at it as a contingency fund first to set aside money that needs a town meeting vote to use it and then have a long term capital fund for things like the North Acton fire station, senior center and the schools are looking for some of their capital needs.

Steve L: We do have a stabilization fund but it has 32 cents. Twenty years ago, a SF could only be used for non-bondable expenses; now a SF can be used for any lawful appropriation. It takes a 2/3 vote of Town Meeting to put any money in and a 2/3 vote to take any money out. We can put a SF as part of the FY 16 budget.

Dennis: The down side is the 2/3 vote needed

SN: We have \$10M reserves to cover any deficits. The FC wants to force us to do long range planning.

Kristina: We will get feedback from the SC tonight. The FC's POV has a tax less than 2.5% but the ALG spreadsheet has the 2.5%. Which assumption do you (FC) want?

SN: the FC is doing a balancing act: trying to lower the tax rate and limit the use of reserves. As we lower the tax rate we have increased the use of reserves.

Mike Majors: The FC sees the revenues of the town as healthy and think there should be a break for the taxpayers.

#### **4. Debrief of three board meeting**

All agreed that the meeting was productive. It was a good chance to meet the members from the other boards and talk about revenues and expenses. The most important part seemed to be the interaction between the boards and the chance to talk.

It was suggested that there be a second meeting. It was suggested and agreed that this meeting should take place after annual Town Meeting when the new members join the boards. It was agreed that the session should meet in May. A subcommittee may be formed to go over ideas and focus on cost savings. It was also suggested that more of the meeting be devoted to brainstorming.

#### **5. Preliminary Consensus**

Bart: We'll go through the list

- a. Revenue projections for FY 16

SB: The tax levy is 75% of the spending; the ALG sheet has the increase at 2.5%

Bart: Is there a consensus on the absolute number? [\$74,305M]

Mike G: Because of the change in leadership, I think we should stick with the 2.5% and adjust it later

Bart: By later do you mean when the governor presents his budget?

SN: I'm not against carrying the 2.5%, but the FC will not endorse this number.

Bart: Is there a consensus to keep this number for now?

Katie: Steve has not presented his budget yet. We need to understand the difference between 2.5% and 2%. House I will not come out until February.

\*\*\*It was agreed to keep the number for now and discuss it later in the winter

- b. Use of reserves

SB: \$2.619 is currently in the plan

SN: Based on the same logic, stick with the same number

\*\*\*Bart: Agree to leave as is for now

- c. Split allocation

Bart explained that in the past this was a very hot topic that caused a great deal of discussion and disagreement

Dennis: What is there left to split?

SN: Splitting now means how the town will pay the school assessment. It is no longer a division of revenues

SL: Last year we did not get into the split

Mike G: We just try to make sure that we are not too far off the 70/30.

\*\*\*Bart: Agreement that the split is now moot.

6. OPEB

SN: Not much new information we move from \$1.1M to \$1.4M. The actuarial report will come out in April but he does not expect there will be much difference.

Mike: Do we level off at \$1.4M or will it still rise?

SN: I think it can remain at \$1.4 through FY 18

Bart: do we agree with the proposal of \$1.4M?

Kristina: I was hoping there would be more discussion on a more gradual rise. This is a huge chunk for the schools. I've been told that the impact on the Town's bond rating will not occur for 5 to 7 years.

SN: OPEB working group came up with the rises. The \$1.4M assumed that there would be state legislation---there has not. There is a potential that the number could be higher. The shift of the cost from the town to the school makes it a bigger number (for the schools). This shift should have happened last year but the town assumed the costs.

Dennis: There is unease on the school committee at the size of the number

Kristina: We understand the need for the increase but can't the increase be more gradual say \$700K instead of \$933k?

SN: The OPEB group based the numbers on two reports.

Katie: What would happen if the schools were to have a gradual increase?

Mike: The numbers are based primarily on the Segal report. There won't be an immediate effect [on bond rating] but there will in the long term.

Bart: Is there agreement to keep the number?

\*\*\*IT was agreed that the OPEB group would get new reps from the boards and meet before the next ALG on Dec 11

## **7. Spreadsheet**

Because of the press of the STM the staff did not make too many changes

SB: New growth estimate increases from \$625K to \$900. The change is due to the state allowing to tax construction in place. We one week away from the certification of our new growth number. SB will have a new summary by Dec. 11<sup>th</sup>

Comments on the spread sheet: SN asked that the decimal point be changed so the % increase does not read .34% but 3.4%

## **8. Minuteman**

M Majors: The MM school committee is moving along with their plans. They have three scenarios 1. Renovate; 2. Expansion; and 3. Build a new building. They are now in a period of getting comments from member towns and going over the logistics and costs of the three options.

\*\*\*It was decided to invite Nancy Banks (Acton's MMSC Rep) to the next ALG meeting.

Bart: What's the process?

No one seemed to know what Acton's exposure would be for the three options. Mike G. suggested that the ALG ask for the estimated budgets and find out how soon we could get real numbers.

SB: The state has not acted on the out-of-district student tuitions and how MM could make those towns full members

## **9. Public Comment**

Barbara Willson asked if the ALG were going to support senior tax relief.

SN: suggested that she bring her concerns to the selectmen as the ALG does not deal with that issue.

Lauren Rosenzweig-Morton asked if Boxboro paid into OPEB. The Answer is yes.

The next meeting is December 11 at 7:30 AM

Adjourned at 9AM

Ann Chang

14.1.2



# Acton Leadership Group Meeting

December 11, 2014

7:30 AM

Francis Falkner Hearing Room 204

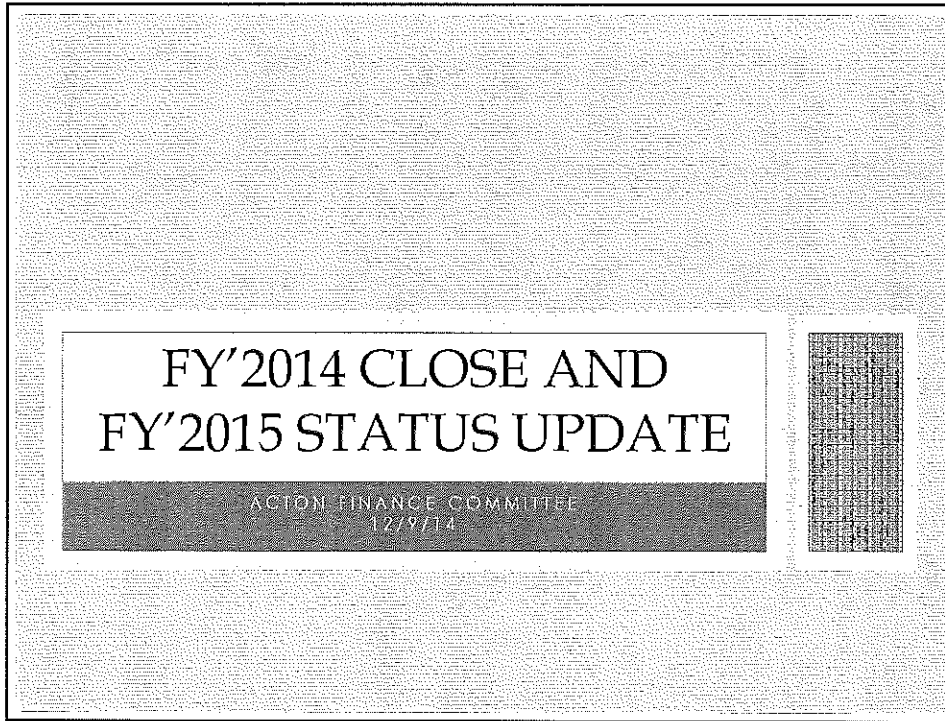
Bart Wendell Facilitating

<b>***Agenda Topics***</b>		
		<u>Comments</u>
1. Approval of November 20, 2014 meeting minutes	All	
2. Update of FY15 Revenues and Expenditures	Steve Ledoux Glenn Brandt	
3. Discussion on Cost Savings Sub Committee	All	
4. Report from Other Post Employment Benefits (OPEB) Working Group	All	
5. Review Spreadsheet	Steve Barrett Marie Altieri	
6. Update on Minuteman	Nancy Banks (tentative)	
7. Public Comment		
8. Adjourn, Next Meeting January 15, 2015 at 7:30 AM		

**Town of Acton Multi-Year Financial Model**  
 Prepared for Annual Town Meeting by Board of Selectmen, School Committee and Finance Committee

12/10/2014

<b>Town of Acton Revenues</b>				
	FY15	FY16	FY17	FY18
	Town Meeting			
<b>A. Revenues (GROSS)</b>				
Tax Levy (excluding debt exclusion)	\$71,128	\$74,533	\$77,089	\$79,658
State Aid	\$13,865	\$14,004	\$14,160	\$14,319
Local Receipts	\$4,170	\$4,550	\$4,639	\$4,730
Debt Exclusion	\$2,947	\$2,911	\$2,852	\$2,831
SBAB Reimbursement	\$923	\$923	\$923	\$923
<b>Total Revenues (including debt)</b>	<b>\$93,034</b>	<b>\$96,921</b>	<b>\$99,664</b>	<b>\$102,460</b>
<b>B. Debt Exclusion Debt Service</b>				
AFS School Debt Exclusion	\$611	\$588	\$559	\$552
Public Safety Facility Debt Exclusion	\$451	\$434	\$423	\$411
Municipal Debt Exclusion	\$230	\$222	\$201	\$185
JHS/SHS Debt Exclusion	\$1,655	\$1,667	\$1,670	\$1,682
SBAB Reimbursement-Parker/Damon	\$923	\$923	\$923	\$923
<b>Total Debt Exclusion/SBAB</b>	<b>\$3,870</b>	<b>\$3,834</b>	<b>\$3,775</b>	<b>\$3,754</b>
<b>C. Available Town Revenues (NET) (A - B)</b>	<b>\$89,164</b>	<b>\$93,087</b>	<b>\$95,889</b>	<b>\$98,706</b>
<b>Town of Acton Expenditures</b>				
Total Acton Municipal Allocation	\$29,126	\$30,113	\$31,164	\$31,164
Percentage change year-to-year	3.9%	3.00%	3.00%	3.00%
Acton Portion of Annual ABRSD Budget	\$62,573	\$64,729	\$67,167	\$69,410
Final Assessment Shift Per Appendix A of Regional Agreement	(\$1,067)	(\$1,420)	(\$1,649)	(\$1,649)
<b>Total Acton Contribution To ABRSD Budget</b>	<b>\$61,381</b>	<b>\$63,715</b>	<b>\$66,039</b>	<b>\$68,510</b>
Less Regional Revenue	-\$13,199	-\$13,522	-\$13,651	-\$13,730
Add Reginal Debt	\$1,655	\$1,667	\$1,670	\$1,682
<b>Net ABRSD ASSESSMENT</b>	<b>\$49,837</b>	<b>\$51,860</b>	<b>\$54,059</b>	<b>\$56,462</b>
Percentage change year-to-year	4.78%	3.80%	3.65%	3.74%
Total Minuteman Allocation	\$758	\$781	\$806	\$831
Annual Minuteman Allocation				
Action Share of Trade Hall Remediation Project				
Percentage change year-to-year	-8.26%	3.09%	3.13%	3.13%
<b>D. Town of Acton Expenditures (NET)</b>	<b>\$91,265</b>	<b>\$94,609</b>	<b>\$98,009</b>	<b>\$100,505</b>
<b>E. Subtotal Town of Acton Projected Balance</b>	<b>(\$2,102)</b>	<b>(\$1,522)</b>	<b>(\$2,120)</b>	<b>(\$1,798)</b>
<b>F. Appropriation of Reserves (TOTAL)</b>	<b>\$2,325</b>	<b>\$2,619</b>	<b>\$3,299</b>	<b>\$1,387</b>
<b>G. Total Town of Acton Projected Balance</b>	<b>\$223</b>	<b>\$1,097</b>	<b>\$1,179</b>	<b>(\$411)</b>
(*) Annual Contributions Towards Long Term OPEB Liability	\$1,100	\$1,400	\$1,700	\$2,300
<b>Town of Acton - Tax Impact</b>				
	FY15	FY16	FY17	FY18
Existing Valuation ('000s)	\$3,857,124	\$3,846,049	\$3,884,509	\$3,846,049
New Growth value ('000s)	\$48,733	\$47,011	\$31,137	\$29,141
<b>Total Valuation ('000s)</b>	<b>\$3,905,857</b>	<b>\$3,893,060</b>	<b>\$3,915,646</b>	<b>\$3,875,190</b>
Tax Rate	\$19.14	\$20.07	\$20.58	\$22.09
% Change in Tax Rate	-1.59%	4.85%	2.54%	2.98%
SF Value	\$531,639	\$520,546	\$520,546	\$520,546
% Change in SF Value	5.17%	-2.09%	0.00%	0.00%
SF Tax Bill	\$10,178	\$10,449	\$10,714	\$11,496
% Change in SF Tax Bill	3.50%	2.66%	2.54%	2.98%
\$ Change in SF Tax Bill	\$344.48	\$270.88	\$265.04	\$332.21
(*) OPEB Contributions included in Budgets above				



FY'14 CLOSE OUT	
ABRSD 6/30/14	APS 6/30/14
<ul style="list-style-type: none"><li>• \$34,914 surplus v. budgeted expenses</li><li>• E&amp;D anticipated at approximately \$1.1M; not yet certified –this is 1.4% of the ABRSD K-12 Regional Budget. (\$76M FY'15)</li></ul>	<ul style="list-style-type: none"><li>• \$35,348 surplus v. budgeted expenses</li></ul>



## FY'15 ABRSD BUDGET STATUS – REVIEW DATE AS OF 10/31/14

### Projection Concerns

• All Salaries & stipends	\$(350,000)
• All Fringe	\$ 100,000
• Legal services	\$ (81,703)
• Special Ed Transportation	\$ (114,528)
• Student Transportation	\$ 220,535
• Special Education Tuitions	\$ (613,728)*
• Total	\$ (839,424)

\* Updated from data as of 10/31/14 – see next slide

### Mitigation

• CASE Collaborative credit	\$459,310**
• Circuit Breaker above budget	\$287,128
• CASE facility credit	\$ 67,500
• Total	\$813,938

\*\* One time funds - return of equity 2013 due to change in assessment practice for the Collaborative.

#### Other:

- Revoted budget 11/6/14-no assessment change; revised E&D from \$500K to \$300K
- 9C cuts announced 11/19/14
- Regional Transport cut 26.6% back to FY14 level; if not changed, may revise use of E&D for FY15.

## SPECIAL ED TUITIONS

ABRSD Special Tuitions  
FY14 Projections  
10/31/2014

	FY14 ACTUAL BOXBOROUGH	FY14 ACTUAL APR	FY14 ACTUAL ABRSD	FY14 ACTUAL TOTAL	FY14 BUDGET	FY14 PROJECTION	SURPLUS / (DEFICIT)
PUBLIC TUITION		16,200				2,436	(2,436)
CASE SUMMER	21,450	55,440	52,800	132,690	-	159,720	(159,720)
CASE	143,809	365,082	794,791	1,298,792	1,788,455	1,782,950	25,600
PRIVATE DAY	180,663	827,010	1,968,641	2,981,804	3,405,450	3,217,658	387,884
RESIDENTIAL		220,668	612,123	832,791	1,070,983	1,323,072	(252,079)
OTHER COLLAB		878	802,181	802,839	905,770	1,118,056	(312,856)
<b>TOTAL</b>	<b>334,412</b>	<b>1,506,088</b>	<b>4,220,416</b>	<b>6,043,856</b>	<b>5,970,968</b>	<b>7,684,366</b>	<b>(613,728)</b>
CIRCUIT BREAKER	(403,800)	(400,751)	(1,404,820)	(1,609,171)	(1,787,154)	(1,797,154)	287,128
SETTLEMENTS POSTED TO SAF						(287,128)	287,128
<b>NET</b>	<b>290,612</b>	<b>1,045,317</b>	<b>2,815,626</b>	<b>4,075,525</b>	<b>5,210,514</b>	<b>6,540,114</b>	<b>(228,600)</b>
<b>CASE Credit available</b>							
						Care Restructuring Credit	459,310
						Care Facility Credit	67,500
						<b>Total With Credits</b>	<b>200,210</b>

## 9C CUTS AND RE-VOTED FY'15 BUDGET

- Revoted budget 11/6/14-no assessment change; revised E&D from \$500K to \$300K
- 9C cuts announced 11/19/14 –School impact is:
  - \$467K Regional Transportation - cut 26.6% back to FY14 statewide level; if not changed, may revise use of E&D for FY15
  - \$30K Circuit Breaker - reduction of 1.5%

## STATE BUDGET CHANGES JULY 2014

Update to Other Financing Sources-State Budget Finalized  
July 15, 2014

	ABRSD		Increase (Decrease)
	Voted Budget	Revised Budget	
<b>OTHER FINANCING SOURCES:</b>			
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 (Deass & Deficiency)	500,000	500,000	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>15,719,103</b>	<b>16,111,752</b>	<b>392,649</b>
<b>NOTES:</b>			
(1) CHOICE/CHARTER SCHOOL ASSESSMENT COMPRISED OF:			
SPECIAL EDUCATION	(12,666)	(12,675)	(9)
SCHOOL CHOICE SENDING TUITION	(49,239)	(91,711)	(42,432)
CHARTER SCHOOL SENDING TUITION	(477,587)	(541,005)	(63,418)
<b>TOTAL</b>	<b>(539,532)</b>	<b>(645,391)</b>	<b>(105,859)</b>

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

14.51

**ACTON/BOXBOROUGH REGIONAL PUBLIC SCHOOLS**  
**FY14 BUDGET STATUS REPORT 6/30/14**

12/3/2014

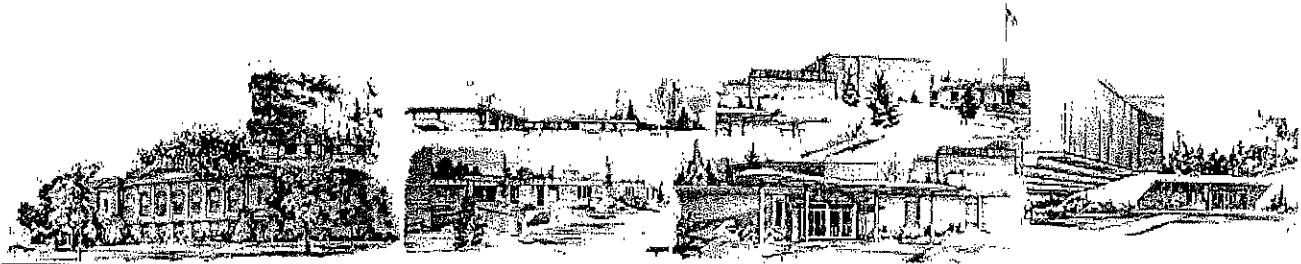
	<b>FY14 Budget Original</b>	<b>FY14 Budget Adjustments</b>	<b>FY14 Budget Current</b>	<b>FY14 Year End Expenses 6/30/2014</b>	<b>% Committed</b>	<b>FY14 Year End Balance</b>
Salaries, Teaching 01	\$16,546,046	(\$25,330)	\$16,520,716	\$16,287,192	98.6%	\$233,524
Salaries, Principals 02	\$852,194	\$0	\$852,194	\$842,208	98.8%	\$9,986
Salaries, Central Administration 03	\$558,042	\$0	\$558,042	\$572,306	102.6%	(\$14,264)
Salaries, Support Staff 04	\$4,066,711	\$37,626	\$4,104,337	\$3,920,588	95.5%	\$183,749
Salaries, Athletics 05	\$470,054	\$0	\$470,054	\$463,490	98.6%	\$6,564
Salaries, Buildings 06	\$366,893	\$0	\$366,893	\$453,488	123.6%	(\$86,595)
Salaries, Custodial 07	\$766,643	\$0	\$766,643	\$752,871	98.2%	\$13,772
Salaries, Home Instruction 08	\$16,000	(\$1,044)	\$14,956	\$17,242	115.3%	(\$2,286)
Salaries, Miscellaneous Pupil Services 09	\$387,225	\$4,174	\$391,399	\$437,493	111.8%	(\$46,094)
Salaries, Subs Miscellaneous 11	\$70,891	\$5,749	\$76,640	\$54,999	71.8%	\$21,641
Salaries, Subs Instructional 12	\$206,158	\$0	\$206,158	\$193,684	93.9%	\$12,474
Salaries, Overtime 13	\$139,941	\$0	\$139,941	\$136,058	97.2%	\$3,883
Stipends, Curriculum/Instruction 14	\$80,973	\$3,000	\$83,973	\$69,663	83.0%	\$14,310
Fringe, Course Reimbursement 15	\$28,000	\$0	\$28,000	\$32,226	115.1%	(\$4,226)
Fringe, Health Insurance 16	\$3,883,727	\$0	\$3,883,727	\$3,780,139	97.3%	\$103,588
Fringe, Health Insurance, Retiree 17	\$766,702	\$0	\$766,702	\$732,266	95.5%	\$34,436
Fringe, Life/Disability Insurance 18	\$10,360	\$0	\$10,360	\$20,115	194.2%	(\$9,755)
Fringe, Unemployment Insurance 19	\$15,000	\$0	\$15,000	\$11,660	77.7%	\$3,340
Fringe, Workers Compensation 20	\$127,000	\$0	\$127,000	\$150,568	118.6%	(\$23,568)
Fringe, Middlesex County Retirement System 21	\$1,098,204	\$0	\$1,098,204	\$1,098,530	100.0%	(\$326)
Fringe, Medicare 22	\$369,287	\$0	\$369,287	\$364,910	98.8%	\$4,377
Contributions, OPEB Trust Fund 23	\$376,000	\$0	\$376,000	\$376,000	100.0%	\$0
Instruction Supplies 24	\$292,567	\$8,016	\$300,583	\$301,736	100.4%	(\$1,153)
Instruction Textbooks 25	\$177,718	\$0	\$177,718	\$165,446	93.1%	\$12,272
Instructional, Library 26	\$38,299	(\$2,200)	\$36,099	\$37,591	104.1%	(\$1,492)
Other, Capital Outlay 27	\$316,107	\$737	\$316,844	\$408,626	129.0%	(\$91,782)
Other, Debt Service 29	\$2,020,296	\$0	\$2,020,296	\$2,019,295	100.0%	\$1,001
Other, Property/Casualty 30	\$35,000	\$0	\$35,000	\$36,882	105.4%	(\$1,882)
Other, Maint Buildings/Grounds 31	\$302,226	\$216	\$302,442	\$493,542	163.2%	(\$191,100)
Other, Maintenance Equipment 32	\$147,299	\$0	\$147,299	\$117,368	79.7%	\$29,931
Other, Legal Service 34	\$70,000	\$14,174	\$84,174	\$243,765	289.6%	(\$159,591)
Other, Admin Supplies 35	\$514,632	\$17,605	\$532,237	\$614,416	115.4%	(\$82,179)
Other, Athletic Supplies 36	\$53,666	\$0	\$53,666	\$103,114	192.1%	(\$49,448)
Other, Custodial Supplies 37	\$72,409	\$0	\$72,409	\$77,689	107.3%	(\$5,280)
Other, Sped Transportation 38	\$852,759	\$18,059	\$870,818	\$903,991	103.8%	(\$33,173)
Other, Student Transportation 39	\$1,077,206	\$38,738	\$1,115,944	\$1,121,412	100.5%	(\$5,468)
Other, Travel, Conferences 40	\$25,863	\$1,689	\$27,552	\$62,082	225.3%	(\$34,530)
Other, Sped Tuition 41	\$2,929,626	(\$45,310)	\$2,884,316	\$2,821,599	97.8%	\$62,717
Other, Utilities 42	\$1,064,738	\$0	\$1,064,738	\$932,687	87.6%	\$132,051
Other, Telephone 43	\$85,239	\$0	\$85,239	\$83,823	98.3%	\$1,416
Other, Sewer 44	\$218,300	\$0	\$218,300	\$224,225	102.7%	(\$5,925)
<b>GRAND TOTAL</b>	<b>\$41,571,900</b>	<b>\$0</b>	<b>\$41,571,900</b>	<b>\$41,536,986</b>	<b>99.9%</b>	<b>\$34,914</b>

FY14 New AB Actual Tracking

FY14 Quarterly Report

12/3/2014

14/13



Acton Public Schools  $\oplus$  Acton-Boxborough Regional School District  
16 Charter Road Acton, MA 01720 Phone: 978-264-4700 Ext. 3205 Fax: 978-264-3340  
E-mail: [cjeannotte@abschools.org](mailto:cjeannotte@abschools.org)

Clare L. Jeannotte  
Finance Director

TO: Superintendent Glenn Brand  
FROM: Clare Jeannotte, Director of Finance  
RE: FY14 Status Report-Year End 6/30/14  
DATE: December 3, 2014

#### A. Summary

The Acton-Boxborough School District ended Fiscal Year 2014 with a \$34,914 year end surplus of Budget v. Actual Expenditures.

**B. Context** (*per former Director of Finance, D. Aicardi, as previously reported on 6/14/14 with all projected amounts updated to final.*)

*Due to concerns with the amount of regional reserves being used to support the annual regional budgets in Acton-Boxborough, it has been a deliberate strategy to ensure that a portion of appropriated funds be returned to the calculation of the Region's Excess & Deficiency account (E & D) at year end. The Regional District has been fortunate to be able to address capital and non-capital requests that were not included in the budget at every year end, while simultaneously returning unused capacity in order to help replenish reserves. The ABRSD school district returned \$660k in at the close of FY11, \$269k at the close of FY12, and \$237k at the close of FY13-a clear diminishing trend due to the increasing tightness of those authorized budgets. As Dr. Mills mentioned all year long, projected spending trends this fiscal year did not allow for any year end spending requests-and a very small contribution to assist in the replenishment of the Region's E & D reserves.*

*Even after efforts by the regional school committee to replenish reserves and use less reserves to support the next year's budget once final state aid numbers are available, the trend of the diminishing balance of the region's Excess & Deficiency accounts is projected to continue. The Regional School District was certified by the Department of Revenue at \$1,925,118 by the close of FY11, \$1,892,740 at the close of FY12, and \$1,492,363 at the close of FY13. Our current projected estimate for E & D by the close of FY14, once all revenue accounts, unused prior year encumbrances, and year end spending turnbacks have been calculated, should be in the \$1.0 million to \$1.1 million range.*

*I would like to highlight the most interesting observations for the regional school committee.*

### **C. Review of FY14 Budget-Highlights**

**1. Salaries, Teaching. (\$+218K)** *The current estimate projects a \$233k positive fund balance. It is important to note that there was \$200,000 in 'anticipated vacancy factor' savings applied to these accounts before the school year began; without that, this surplus would have been even higher. Also, any expenses related to the recent one-year collective bargaining agreement with the Teachers union has been incorporated within these numbers-it was paid out during June once approved by the Transitional Regional School Committee*

**2. Salaries, Buildings (\$-87k)** *Higher than anticipated Overtime Costs and Summer Grounds & Buildings expenditures have this account projected to be in deficit. After examining unfavorable final FY13 expenses and current FY14 trends, these accounts were adjusted in the new, expanded FY15 budget to make sure that these accounts do not turn into a larger liability.*

**3. Fringes, Health Insurance (\$+103k)** *This account has been difficult to budget traditionally due to the fluidity of the open enrollment period, the timing of when rates are actually finalized, and the timing of new hires.*

**4. Fringes, Unemployment (+\$3K) and Fringes, Worker's Compensation (\$-23K)** *These accounts are notoriously difficult to predict. The Workers Compensation number has proven to be problematic, showing an estimate of a \$23k deficit at year end. This annual assessment, paid early in the fiscal year, even after factoring in adjustments and credits for participation in MIIA (Massachusetts Interlocal Insurance Association), paying early, and other rewards/credits for history, has exceeded the budget for the third year in a row.*

**5. Other, Capital Outlay (-\$92K), Other Maintenance Buildings (-\$191k) and Other, Utilities (+132k)** *As anticipated, this projected year end deficit is related to the upcoming contribution to the Track repair project as authorized by the Regional School Committee last summer. As anticipated, deficits in those two accounts are being offset by a projected surplus in the energy accounts by the close of FY14.*

**6. Legal Services (-\$160K)** *This projected year end deficit is due to collective bargaining negotiations, ongoing legal expenses related to implementing regionalization, the "Pledge of Allegiance" legal case and other assorted legal cases.*

**7. Other Admin Supplies (-\$82k)** *This projected deficit at fiscal year-end accounts for expenses related to the recently concluded Superintendent search as well as expenses related to the design of the new Chart of Accounts.*

**8. Athletic Expenses (\$-49k)** *Actual athletic expenses straddle two different financial entities: special revenue accounts related to athletics and the ABRSD general operating budget. We have been forced to reclass expenses from the athletic revolving fund into the ABRSD general fund at*

*the end of last two fiscal years because there wasn't enough money in the athletic special revenue account to pay for the expenses charged there. The FY15 ABRSD Budget approved by the Regional School Committee did increase funding by \$35,000 which will definitely help next year's financial situation.*

**9. Other, Student & SPED Transportation (-\$38K)** *Last year's high gasoline costs proved to have an adverse effect that emerged in the 3<sup>rd</sup> and 4<sup>th</sup> quarters of FY13. Based on those trends, the gasoline accounts were an issue by the close of FY14. Based on these trends, these accounts were increased as part of the upcoming FY15 budget.*

**10. Salaries, Miscellaneous Pupil Services (-\$46K)** *These accounts are in deficit by fiscal year end due to higher than budgeted sped teacher referral salary expenses, summer salary program expenses, and higher than budgeted translation expenses.*

# ACTON PUBLIC SCHOOLS

## FY14 BUDGET STATUS REPORT -6/30/14

	FY14 Budget Original	FY14 Budget Adjustments	FY14 Budget Current	FY14 Year End Expenses	% Committed	FY14 Year End Balance
Salaries, Teaching 01	\$12,612,183	(\$12,485)	\$12,599,699	\$12,610,502	100.1%	(\$10,803)
Salaries, Principals 02	\$798,755	\$0	\$798,755	\$799,717	100.1%	(\$962)
Salaries, Central Administration 03	\$496,000	(\$31,046)	\$464,954	\$481,153	103.5%	(\$16,199)
Salaries, Support Staff 04	\$3,721,850	(\$471,054)	\$3,250,796	\$3,313,977	101.9%	(\$63,181)
Salaries, Buildings 06	\$286,031	(\$32,245)	\$253,786	\$265,034	104.4%	(\$11,248)
Salaries, Custodial 07	\$685,598	\$0	\$685,598	\$622,210	90.8%	\$63,388
Salaries, Home Instruction 08	\$1,044	\$0	\$1,044	\$4,195	401.8%	(\$3,151)
Salaries, Substitute 09	\$320,453	(\$8,900)	\$311,553	\$292,864	94.0%	\$18,689
Fringes, Course Reimbursement 10	\$13,000	\$0	\$13,000	\$15,048	115.8%	(\$2,048)
Fringes, Health Insurance 11	\$3,366,501	\$0	\$3,366,501	\$3,494,640	103.8%	(\$128,139)
Instructional Supplies 16	\$243,347	\$10,358	\$253,705	\$252,731	99.6%	\$974
Instructional Textbooks 17	\$95,170	(\$1,450)	\$93,720	\$85,389	91.1%	\$8,331
Instructional, Library 18	\$16,625	\$0	\$16,625	\$16,715	100.5%	(\$90)
Other, Capital Outlay 19	\$285,797	\$4,851	\$290,648	\$324,707	111.7%	(\$34,059)
Other, Maintenance Buildings 23	\$194,864	\$0	\$194,864	\$209,315	107.4%	(\$14,451)
Other, Maintenance Outlays 24	\$105,943	\$271	\$106,214	\$94,220	88.7%	\$11,994
Other, Legal Service 26	\$35,000	\$0	\$35,000	\$34,185	97.7%	\$815
Other, Admin Supplies 27	\$231,960	\$10,265	\$242,225	\$236,824	97.8%	\$5,401
Other, Custodial Supplies 29	\$46,700	\$0	\$46,700	\$58,323	124.9%	(\$11,623)
Other, Sped Transportation 30	\$462,712	\$0	\$462,712	\$462,712	100.0%	\$0
Other, Student Transportation 31	\$375,521	(\$344,573)	\$30,948	\$40,720	131.6%	(\$9,772)
Other, Travel 32	\$14,197	\$3,106	\$17,303	\$30,720	177.5%	(\$13,417)
Other, Sped Tuition/ 33	\$1,764,053	(\$8,723)	\$1,755,330	\$1,854,909	105.7%	(\$99,579)
Other, Utilities 34	\$787,421	\$0	\$787,421	\$523,751	66.5%	\$263,670
Other, ABRSD Transportation Assessment 56	\$0	\$881,624	\$881,624	\$800,517	90.8%	\$81,107
Other, 57	\$0	\$0	\$0	\$300	#DIV/0!	(\$300)
<b>GRAND TOTAL</b>	<b>\$26,960,725</b>	<b>(\$1)</b>	<b>\$26,960,725</b>	<b>\$26,925,377</b>	<b>99.9%</b>	<b>\$35,348</b>



Acton Public Schools # Acton-Boxborough Regional School District  
16 Charter Road Acton, MA 01720 Phone: 978-264-4700 Ext. 3205 Fax: 978-264-3340  
E-mail: [cjeannotte@abschools.org](mailto:cjeannotte@abschools.org)

Clare L. Jeannotte  
Finance Director

TO: Superintendent Glenn Brand  
FROM: Clare Jeannotte, Director of Finance  
RE: FY14 Status Report- Year End 6/30/14  
DATE: December 3, 2014

#### **A. Summary**

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**B. Context.** (*per former Director of Finance, D. Aicardi, as previously reported on 6/14/14 with all projected amounts updated to final.*)

*Due to concerns with the amount of reserves being used to support annual budgets in Acton, it has been a deliberate strategy to ensure that a portion of appropriated funds be returned to the Town of Acton's coffers at year end. The District has been fortunate to be able to address capital and non-capital requests that were not included in the budget at every year end, while simultaneously returning unused capacity in order to help replenish reserves. The APS school district returned \$498k in at the close of FY11, \$360k at the close of FY12, and \$190k at the close of FY13-a clear diminishing trend due to the increasing tightness of those authorized budgets. As Dr. Mills mentioned all year long, projected spending trends this fiscal year did not allow for any year end spending requests-and a very small contribution to assist in the replenishment of the Town's reserves.*

#### **C. Review of FY14 Budget-Highlights**

*I would like to highlight the most interesting observations for the school committee:*

**1. Salaries, Teaching. (-11k)** *The teacher accounts were overspent by approximately \$11,000 at fiscal year end. It is important to remember that \$225,000 in 'anticipated vacancy factor' savings were applied to these accounts before the school year began, which artificially lowered this positive balance. Also, any expenses related to the recent one-year collective bargaining agreement with the Teachers union has been incorporated within these numbers-it was paid out during June once approved by the School Committee.*



**2. Fringes, Health Insurance (-\$128k)** This account has been difficult to budget traditionally due to the fluidity of the open enrollment period, the timing of when rates are actually finalized, and the timing of new hires. Even so, this complex account has often led to considerable surpluses by the close of the fiscal year. Just like in the ABRSD, we are not seeing the same amount of surpluses this year. First, the budget estimated the larger accounts at a 9% increase; the larger accounts actually increased by 10%. Second, we are seeing a shift in the counts estimated for retirees from HMOs to Medex. Third, due to traditional surpluses in this account, a vacancy calculation was applied to these accounts.

**3. Salaries, Substitute (+\$19k)** These accounts were traditionally overspent based on the assumption that sufficient vacancy factor savings from other salary accounts would offset any deficit. In order to more accurately budget for these expenses, these accounts were increased in FY12 and maintained at that level for FY13 and FY14. Due to these efforts, the amount budgeted seems appropriate for FY14.

**4. Legal Services (-\$1k)** The projected year end deficit that has been projected all year long is still holding up-the final legal bills will soon be received by the close of the fiscal year.

**5. Other, Utilities (+\$264k)** This projection is very close to what the district spent on utilities last fiscal year. The efforts of our students and staff towards reducing expenses continues to bear fruit. This positive numbers has held up all year long-and has helped to alleviate stress in other accounts. All energy accounts will be consolidated next year in the new expanded regional school district; however, they were reduced in order to fund the new capital project account. Because of that decision, energy surpluses should be much lower next fiscal year.

**6. Other, SPED Tuition (\$--100K)** This year end deficit is lower than previous estimates from previous quarterly reports-but still speak to the complexity of these accounts.



**Acton-Boxborough Regional School District**  
**Superintendent's Office**  
 16 Charter Road Acton, MA 01720  
 978-264-4700 fax: 978-264-3340  
 www.abschools.org

**Clare L. Jeannotte**  
*Director of Finance*

TO: Superintendent Glenn Brand  
 ABRSD School Committee

FROM: Clare Jeannotte, Interim Director of Finance *Clare*

RE: FY'15 Financial Status as of October 31, 2014

DATE: November 18, 2014

I am pleased to provide a report on the status of the Acton Boxborough Regional School District to you. As of October 31, we are two months into the school year and four months into the fiscal year. To set the stage for this report I would point out the following:

The prior year budget process produced the first K-12 fully regionalized budget, in tandem with a complete revision to the chart of accounts. As we "road test" both of these changes, we find adjustments to the budget categories are sometimes required to align intent with proper codes. In addition, the transition of all the APS and Boxborough actuals into this account structure has had a few bumps in the road. Accordingly, this report, normally done as of September 30<sup>th</sup>, was delayed a month.

Attached is a summary of expenditures by character code. As of October 31, 2014 the District has spent \$22,953,320, or 30% of the adjusted budget of \$76,455,123. Encumbrances of \$41,159,974 have been recorded, representing major budget commitments. This results in a balance of \$12,341,919 unencumbered at October 31.

At this point we have assessed major budget drivers representing 89% of the operating budget and are projecting some areas of concern, discussed on the following page, with some mitigating factors to relieve them.

Budget Drivers:	FY15 Revised Budget	FY15 YTD Expenses	FY15 Encumbrances	FY15 Available Budget
All Salaries & Stipends (01-14)	48,796,845	11,312,063	36,138,107	1,346,875
All Fringe (15-22)	11,530,729	4,863,100	15,753	6,651,877
Other, Legal Service - 34	128,650	17,318	64,275	47,057
Other, Sped Transportation - 38	1,340,411	681,258	773,681	(114,528)
Other, Student Transportation - 39	1,165,457	622,295	43,598	499,565
Other, Sped Tuition - 41	5,213,514	2,378,897	3,478,107	(643,490)
<b>Total Evaluated</b>	<b>68,175,606</b>	<b>19,874,929</b>	<b>40,513,521</b>	<b>7,787,156</b>
<b>% Evaluated</b>	<b>89.2%</b>	<b>86.6%</b>	<b>98.4%</b>	<b>63.1%</b>

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Salaries & Stipends:

Early projections indicate that we may be unfavorable to budget, conservatively, up to \$350,000 for the year. While projections and "standard" payroll levels have settled down by the second month of the school year, there is a historic unreliability to the early projections for this area. Changes can occur as the year goes on not only due to staffing changes, but also overtime management and verification of charges to proper budget funding sources. This process is ongoing as we are now looking more closely at costs to be funded by grants and other funding sources. Also of note is the \$425,000 vacancy factor assumed in the FY'15 budget, which is getting more difficult to ensure achieving.

All Fringe:

Current projections indicate some favorability may occur in the Retiree health care account (\$100,000) based on current enrollment levels annualized. Health insurance for active employees, which also included an offsetting vacancy factor of \$191,000 in the budget, appears to be on target to budget at this early date.

Other, Legal Services:

The budget of \$128,650 is for standard levels of special education and general legal services. The current balance reflects a full encumbrance at budget levels for special education, but no encumbrance for general services. Based upon current personnel matters and special education matters, we anticipate this account may run over budget up to \$80,000. This will evolve.

Transportation (Special Ed and Regular Ed):

Special education transportation, consisting of the fixed rate CASE Collaborative assessment and special contract services, is currently encumbered to run over budget approximately \$115,000 due to more students with specialized transportation requirements than in prior years.

Special Education out of district tuitions:

The budget for this area is developed based on known caseloads nearly a year prior to the actuals. It is also shown net of amounts anticipated for "Circuit Breaker" reimbursement from the State, also calculated quite early in the process, and assigned an estimated reimbursement rate.

This year, we are seeing projected tuitions, before Circuit Breaker is applied, of \$7.5 million, compared to a budget of \$6.9 million. Circuit breaker assumed for the budget of \$1,757,154 is scheduled to come in \$287,128 higher, at \$2,044,282. On a net basis this is resulting in an unfavorable projection of \$326,600, if the entire amount is received and utilized for Circuit Breaker reimbursement.

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There is a unique, one-time mitigating factor that will resolve this problem. In FY'15 CASE Collaborative was required to develop a new billing methodology, which will result in the refund of an allocation of the accumulated fund balance to its member districts. ABRSD is scheduled to receive a credit of \$459,310. However, the billing is now based on current year placements and tuition rates, with additional billing possible for certain "a la carte" service levels. We are continuing to meet monthly to update this important budget area with the Pupil Services department.

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**ACTON/BOXBOROUGH REGIONAL PUBLIC SCHOOLS**  
**FY15 BUDGET STATUS REPORT as of October 31, 2014**

*clj w/11/14*

Description & Character Code #	FY15 Total Budget	FY15 Budget Adjustments	FY15 Revised Budget	FY15 YTD Expenses	FY15 Encumbrances	FY15 Available Budget	% of FY15 Committed
Salaries, Teaching - 01	31,882,520	46,887	31,929,407	6,618,501	25,252,253	58,653	99.82%
Salaries, Principals - 02	2,109,446	-	2,109,446	736,102	1,398,593	(25,249)	101.20%
Salaries, Central Administration - 03	1,048,045	-	1,048,045	358,795	680,108	9,142	99.13%
Salaries, Support Staff - 04	8,456,458	-	8,456,458	1,996,455	6,432,595	27,409	99.68%
Salaries, Athletics - 05	514,614	-	514,614	111,062	193,628	209,924	59.21%
Salaries, Buildings - 06	564,570	144,594	709,164	264,201	405,545	39,417	94.44%
Salaries, Custodial - 07	1,640,433	(144,594)	1,495,839	468,360	964,169	63,310	95.77%
Salaries, Home Instruction - 08	17,044	-	17,044	438	-	16,607	2.57%
Salaries, Miscellaneous Pupil Services - 09	1,456,651	(45,562)	1,411,089	503,585	807,283	100,222	92.90%
Salaries, Subs Miscellaneous - 11	186,093	-	186,093	35,140	841	150,112	19.34%
Salaries, Subs Instructional - 12	524,516	-	524,516	90,802	-	433,714	17.31%
Salaries, Overtime - 13	242,855	-	242,855	109,908	-	132,947	45.26%
Stipends, Curriculum/Instruction - 14	152,275	-	152,275	18,715	3,092	130,468	14.32%
Fringe, Course Reimbursement - 15	56,000	-	56,000	22,632	-	33,368	40.41%
Fringe, Health Insurance - 16	7,600,159	-	7,600,159	2,358,420	-	5,241,739	31.03%
Fringe, Health Insurance, Retiree - 17	905,443	-	905,443	268,013	638	636,793	29.67%
Fringe, Life/Disability Insurance - 18	31,020	-	31,020	11,845	15,115	4,060	86.91%
Fringe, Unemployment Insurance - 19	25,000	-	25,000	7,142	-	17,858	28.57%
Fringe, Workers Compensation - 20	339,446	-	339,446	265,172	-	74,274	78.12%
Fringe, Middlesex County Retirement System - 21	1,304,911	-	1,304,911	1,756,208	-	(451,297)	134.58%
Fringe, Medicare - 22	817,453	-	817,453	173,669	-	643,784	21.25%
Contributions, OPEB Trust Fund - 23	506,000	-	506,000	506,000	-	-	100.00%
Instruction Supplies - 24	822,909	40,730	863,639	522,523	139,048	202,068	76.60%
Instruction Textbooks - 25	340,613	(58,803)	281,810	122,440	8,998	150,373	46.64%
Instructional, Library - 26	58,924	(1,699)	57,225	16,712	7,387	33,126	42.11%
Other, Capital Outlay - 27	646,166	(20,873)	625,293	334,469	86,888	203,936	67.39%
Other, Debt Service - 29	1,847,734	-	1,847,734	280,487	-	1,567,247	15.18%
Other, Property/Casualty - 30	98,924	-	98,924	102,277	-	(3,353)	103.39%
Other, Maint Buildings/Grounds - 31	580,248	2,000	582,248	256,237	101,241	224,770	61.40%
Other, Maintenance Equipment - 32	211,406	(1,000)	210,406	34,719	7,077	168,610	19.86%
Other, Legal Service - 34	128,650	-	128,650	17,318	64,275	47,057	63.42%
Other, Admin Supplies - 35	744,274	14,550	758,824	471,894	133,473	153,456	79.78%
Other, Athletic Supplies - 36	53,666	-	53,666	22,524	5,218	25,924	51.69%
Other, Custodial Supplies - 37	145,984	-	145,984	86,967	4,616	54,401	62.73%
Other, Sped Transportation - 38	1,340,411	-	1,340,411	681,258	773,681	(114,528)	108.54%
Other, Student Transportation - 39	1,165,457	-	1,165,457	622,295	43,598	499,565	57.14%
Other, Travel, Conferences - 40	58,046	23,770	81,816	24,814	36,901	20,101	75.43%
Other, Sped Tuition - 41	5,213,514	-	5,213,514	2,378,897	3,478,107	(643,490)	112.34%
Other, Utilities - 42	1,730,472	-	1,730,472	230,016	3,091	1,497,365	13.47%
Other, Telephone - 43	148,285	-	148,285	41,935	39,654	66,696	55.02%
Other, Sewer - 44	287,191	-	287,191	24,287	72,861	190,043	33.83%
<b>GRAND TOTAL at 10/31/14</b>	<b>76,003,826</b>	<b>-</b>	<b>76,003,826</b>	<b>22,953,230</b>	<b>41,159,974</b>	<b>11,890,622</b>	<b>84.36%</b>
(21) Voted budget adjustment 11/6/14-Middlesex Retirement		451,297	451,297			451,297	
<b>Revised Totals</b>	<b>76,003,826</b>	<b>451,297</b>	<b>76,455,123</b>	<b>22,953,230</b>	<b>41,159,974</b>	<b>12,341,919</b>	

FY15 ABRSD Actual Tracking clj 111614

*11 of 13*



**Acton-Boxborough Regional School District**  
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**Clare L. Jeannotte**  
*Director of Finance*

TO: Glenn Brand, Superintendent  
Cc: ABRSD School Committee  
FROM: Clare L. Jeannotte  
DATE: December 1, 2014  
RE: Impact of 9C cuts to Table 6 (as revoked on 11/6/14)

As you know, on Nov 6 the School Committee voted to revise the budget for FY'15 upon my recommendation, increasing the expected reimbursement from the state for Regional Transportation, adjusting certain other amounts to match the budget passed by the state, and reducing the use of E&D from \$500,000 to \$300,000. There was no change to either Town Assessment.

This was voted, certified by the District Treasurer, and delivered to both Towns the next day. Subsequently, Governor Patrick announced his "9C" cuts which slashed the Regional transportation reimbursement back to the FY14 level, a 27% cut. As I announced this to the School Committee on Nov. 20th, I asked if they would like me to determine what options there were to revise E&D back up to the \$500K.

Attached find an advisory which was issued in July, 2009 by DESE in order to provide guidance to Regional School Districts when the FY10 state budget was signed into law. That budget adjusted many Ch. 70 calculations and changed required local contributions for several districts, creating havoc for many Regional Districts whose budgets were already voted by the member towns.

The primary point is that there is clear language on page 2, (highlighting added by me) which states that a 2/3 vote of the school committee is all that is needed for amending the budget to use additional E&D. No approval of the member town is needed unless the assessment or total budget is increased.

I asked Steve Hemmen at Massachusetts Association of Regional Schools (MARS) if the regional transportation is immediate law, or subject to legislative approval. He also believes it is "effective" already. However, nobody knows for sure if it will "stick." In fact, MARS is considering a legal challenge to the cut.

So in a nutshell, action is possible to unwind the reduction to E&D, if you and the school committee so desire. Please advise how you would like me to proceed.

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8.2

(has now  
been revised!)

Acton-Boxborough Regional School District  
FY '16 Budget Schedule  
12/1/14 rev.

Sep-Oct	Planning meetings with Cabinet and Principals
9/30/14	FY'14 workbooks issued: budget v. actual
10/7-10/21	Meetings with Administrators re: highlights of FY'14 actual and identify any major FY'15 budget issues
10/8/14	FY'16 budget instructions and workbooks issued to all administrators; Principals and Cabinet discussion of FY'16 budget assumptions, key decisions and goals
10/16/14	School Committee discussion of budget schedule/budget assumptions and key decisions
10/31/14	All completed requested operating and capital budgets and forms A, B1, B2, C turned in to Central Office
11/14/14	Preliminary budget compilation completed
11/14/14	Staffing and salary budget review/update per updated enrollment projections
11/1-11/30/14	Central Office meetings with administrators about budget requests
12/18/14	Superintendent's Budget Presentation #1
Dec-Jan 2015	Cabinet & Principals budget meetings
1/8/15	Capital Plan
1/22/15	Superintendent's Budget Presentation #2
1/31/15	Budget Saturday – All day session with school leaders; Selectmen/Finance Committee/public at large encouraged to attend; ABRSC preliminary vote
2/5/15	ABRSC budget hearing (required by law)
2/26/15	Initial ABRSD budget assessments voted by this date
4/6/15	Acton Town Meeting begins
5/11/15	Boxborough Town Meeting begins

December xx, 2014

To our Governor-elect Charlie Baker:

I am writing in response to concerns with the budget cuts announced in your November 19th letter to the Senate and House of Representatives. In particular, we are concerned with the 9C cuts announced in areas that impact our school district's budget during this current fiscal year: regional transportation reimbursement, and to a lesser extent, circuit breaker and charter school reimbursement.

As our first year in a fully regionalized Pre-K-12 district, these cuts have the potential for a significant impact: at the announced level of a 26.6% cut in regional transportation reimbursement, we expect a budget shortfall of \$432,933. This is money that we expected to receive and without it, cuts must be made elsewhere in our budget mid-year, a particularly difficult task. It is most distressing for us at this time, as the financial benefit of full regionalization for our towns is in large part due to the regional transportation aid provided by the state.

We strongly believe that these cuts, while legal in a technical sense, violate the spirit of the law in which they are intended to come under. There was an outside section included in the 2010 Achievement Gap Bill (Chapter 12 of the Acts of 2010) that prohibits regional school transportation funding from being cut by a larger percentage than any reduction in Chapter 70 aid (see Section 15 language below). We realize that this does not apply to 9C cuts as Chapter 70 aid is not being cut at this time. However, we do believe that, because Chapter 70 aid is not being cut yet regional transportation is, regional school districts that rely on these funds are being unfairly targeted over non-regional districts.

*Section 15. Notwithstanding any general or special law to the contrary, regional school transportation payments made by the state in any fiscal year through the general appropriations act shall not be lowered by a greater percentage than any reduction made to state chapter 70 payments in that fiscal year*

I appreciate your consideration of this issue and urge you to restore our regional transportation aid to previously announced levels. If I may be of further assistance, please do not hesitate to contact me.

Best regards,

Kristina Rychlik  
Chairwoman  
Acton Boxborough Regional School Committee  
Krychlik@abschools.org



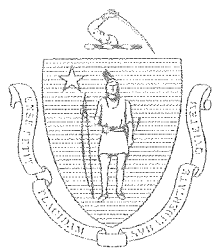
**To:** ABRSC Members  
**From:** Kristina Rychlik  
**Re:** 9C Cuts – Letter /Project Plan  
**Date:** December 15, 2014

**Background:**

Please see related letter from the ABRSC requesting restoration of 9C cuts. As I understand it, these cuts are currently effective and will remain in place unless Governor-Elect Baker reinstates the funding and makes cuts elsewhere, or the Massachusetts Association of Regional Schools (MARS) pursues and wins a legal challenge based on the language in the 2010 bill.

The draft of the letter is finished, and I will make final changes based on your comments. I plan to then have us implement the following plan, please let me know if you have questions or concerns:

1. Edit letter into two versions of the letter (*KR to do*)
  - a. The first should have the language as is and should be sent to Governor Patrick, as he is the one that made the cuts;
  - b. The second could go to Governor-Elect Baker
    - i. It should be restructured slightly to ask him to restore the cuts made by the Patrick Administration.
  - c. Be sure to cc our legislative delegation, Jamie Eldridge, Jen Benson, and Cory Atkins on both letters
2. Mail the letters (*BP to do*)
  - a. Mail physical copies and electronic versions to addressees and those cc'd.
3. Use MASC listserv to share with other SCs (*KR to do*)
4. Follow up (*AK, KN, DB to do*)
  - a. Committee members assigned to each legislator should follow up with them and ask the legislators to lobby Governor-Elect Baker to restore the funding.



The Commonwealth of Massachusetts

HOUSE OF REPRESENTATIVES  
STATE HOUSE, BOSTON 02133-1054

REPRESENTATIVE  
ANNE M. GOBI  
REPRESENTING THE PEOPLE OF  
THE 5TH WORCESTER DISTRICT

Committee On:  
Environment, Natural  
Resources and Agriculture  
Chair

DISTRICT OFFICE:  
TEL. (508) 886-9596  
1-800-650-4624

ROOM 473F, STATE HOUSE  
TEL. (617) 722-2210  
FAX. (617) 722-2239

December 5, 2014

His Excellency Deval Patrick, Governor  
State House, Room 105  
Boston, MA 02133

Dear Governor Patrick,

We are writing today asking that you please restore the over \$18 million in funding that was removed from the Regional School Transportation budget as a part of the 9C cuts. This cut will lower the funding to FY14 levels.

While we are well aware of the budget shortfall and the need to close the gap, Regional School Transportation funding is too important to be reduced so drastically. These districts are already in tenuous financial situations, even without the 9C cuts. Reducing their funding would directly affect the quality of education the students are receiving. Massachusetts prides itself in the world class education it can provide to its citizens and these cuts put that standard at risk.

As you are aware, regional school transportation funding is to be reimbursed per statute at 100%. The Commonwealth has never kept that promise and the FY15 funding is the closest it has come to making the commitment promised to districts when they regionalized. We respectfully request that you restore the funding for Regional School Transportation and please provide a response to this letter.

Sincerely,

Anne M. Gobi  
State Representative

Stephen M. Brewer  
State Senator

Richard T. Moore  
State Senator

Harriette L. Chandler  
State Senator

James B. Eldridge  
State Senator

Jennifer L. Flanagan  
State Senator

Tricia Farley-Bouvier  
State Representative

Angelo J. Puppolo, Jr  
State Representative

Timothy R. Madden  
State Representative

William Smitty Pignatelli  
State Representative

Stephen L. DiNatale  
State Representative

Cleon H. Turner  
State Representative

Colleen M. Garry  
State Representative

Nicholas A. Boldyga  
State Representative

Michael D. Brady  
State Representative

James Arciero  
State Representative

Denise C. Garlick  
State Representative

Brian M. Ashe  
State Representative

Aaron Vega  
State Representative

Claire D. Cronin  
State Representative

Paul W. Mark  
State Representative

Josh S. Cutler  
State Representative

Danielle W. Gregoire  
State Representative

Brian R. Mannal  
State Representative

Jeffrey N. Roy  
State Representative

Jonathan D. Zlotnik  
State Representative

Daniel M. Donahue  
State Representative

Steven S. Howitt  
State Representative

Frank A. Moran  
State Representative

RoseLee Vincent  
State Representative

Bradley H. Jones, Jr  
State Representative


Bradford Hill  
State Representative

Elizabeth A. Poirier  
State Representative


Angelo L. D'Emilia  
State Representative

Kimberly N. Ferguson  
State Representative


Susan W. Gifford  
State Representative


  
Marc R. Pacheco  
State Senator


  
Benjamin B. Downing  
State Senator


  
Michael O. Moore  
State Senator

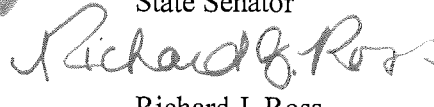
  
Michael F. Rush  
State Senator

  
Daniel A. Wolf  
State Senator


  
Gale D. Candaras  
State Senator


  
Thomas P. Kennedy  
State Senator


  
Michael Barrett  
State Senator


  
Richard J. Ross  
State Senator

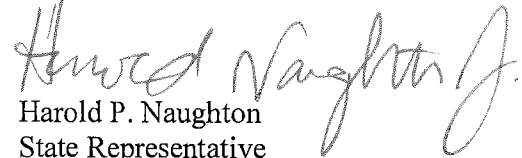
  
Jason M. Lewis  
State Senator


  
Robert L. Hedlund  
State Senator

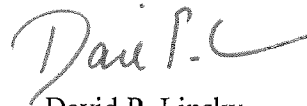
  
Donald F. Humason, Jr  
State Senator

  
Stephen Kulik  
State Representative


  
Louis L. Kafka  
State Representative


  
Harold P. Naughton  
State Representative


  
John V. Fernandes  
State Representative


  
David P. Linsky  
State Representative


  
Sarah K. Peake  
State Representative


  
Frank I. Smizik  
State Representative


  
Cory Atkins  
State Representative

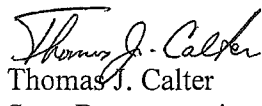
  
Kate Hogan  
State Representative


  
James J. O'Day  
State Representative


  
William C. Galvin  
State Representative


  
Tackey Chan  
State Representative


  
Linda Dean Campbell  
State Representative

  
Thomas J. Calter  
State Representative

  
Chris Walsh  
State Representative

  
Jennifer E. Benson  
State Representative

  
Carolyn C. Dykema  
State Representative

  
Gailanne M. Cariddi  
State Representative

*David T. Vieira*

David T. Vieira  
State Representative

*Paul K. Frost*

Paul K. Frost  
State Representative

*Ryan C. Fattman*

Ryan C. Fattman  
State Representative

*Paul R. Heroux*

Paul R. Heroux  
State Representative

*Donald H. Wong*

Donald H. Wong  
State Representative

*Kevin J. Kuros*

Kevin J. Kuros  
State Representative

*Peter J. Durant*

Peter J. Durant  
State Representative

*Keiko M. Orrall*

Keiko M. Orrall  
State Representative

*Todd M. Smola*

Todd M. Smola  
State Representative

*Geoff Diehl*

Geoff Diehl  
State Representative

*Shawn Dooley*

Shawn Dooley  
State Representative

*Marc T. Lombardo*

Marc T. Lombardo  
State Representative

*Leah Cole*

Leah Cole  
State Representative

*Sheila C. Harrington*

Sheila Harrington  
State Representative

# TOWN OF ACTON 2015 ELECTION CALENDAR

**Annual Town Election is March 31, 2015**  
**Annual Town Meeting is April 6, 2015**

Last day to obtain nomination papers February 6, 2015

Last day to file nomination papers with Board of Registrars February 10, 2015

Last day to object / withdraw February 26, 2015

Last day to register voters March 11, 2015

Last day to post town warrant March 17, 2015

## ***TOWN OFFICIALS TO BE ELECTED IN 2015 - TERM OF OFFICE***

### **Moderator**

1 Member – 1 year term

### **Acton Board of Selectmen**

1 Member- 3 year term

### **School Committee**

2 Members- 3 year term

### **Trustees Memorial Library**

2 Members- 3 year term

### **Acton Housing Authority**

1 Member – 5 years

### **Water Supply District of Acton**

1 Commissioner – 3 year term

1 Moderator – 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

### **Trustees, Charlotte Goodnow Fund**

2 Members – 3 year term



16.

**BOXBOROUGH TOWN CLERK**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 264-1727 · Fax: (978) 264-3127  
[emarkiewicz@boxborough-ma.gov](mailto:emarkiewicz@boxborough-ma.gov)

## ANNUAL TOWN MEETING/ELECTION CALENDAR 2015

Currently there is only one election planned for 2015—the annual town election.

**Annual Town Meeting: Monday, May 11**

**Annual Town Election: Monday, May 18**

**January 19:** Nomination papers for town offices available in the Town Clerk's office. The following offices will be on the ballot:

- **Moderator**, one-year term: 1 seat
- **Selectman**, three-year term: 2 seats
- **School Committee**, three-year term: 2 seats
- **Planning Board**, three-year term: 2 seats
- **Library Trustees**, three-year term: 2 seats
- **Board of Health**, one-year term: 1 seat
- **Constable**, three-year term: 1 seat

**March 30:** Last day to file nomination papers with the Board of Registers/Town Clerk in order to be on the ballot for the May 18 Annual Town Election. Papers are due in the Town Clerk's office by 5:00pm. A minimum of 25 signatures is required.

**April 21:** Last day to register to vote in order to be eligible to vote at Annual Town Meeting and the Annual Town Election. The Town Clerk's office will be open from 9:00am-8:00pm on that day.

**May 11:** Annual Town Meeting begins at 7:00pm at the Blanchard Memorial School gym.

**May 18:** Annual Town Election. Polls open at Boxborough Town Hall from 7:00am – 8:00pm.

**Acton Boxborough Regional School District  
General Fund Budget v. Actual  
Munis Report Adjustment for Circuit Breaker  
As of November 30, 2014**

	<b>Revised budget</b>	<b>YTD Expended</b>	<b>Enc/Req</b>	<b>Available Budget</b>
Total Per attached	76,455,123.00	28,471,061.49	38,380,913.34	9,603,148.17
Circuit Breaker Q2 - Q4 not yet applied			(1,992,520.00)	1,992,520.00
Adjusted Totals	<u>76,455,123.00</u>	<u>28,471,061.49</u>	<u>36,388,393.34</u>	<u>11,595,668.17</u>

Adjustment for circuit breaker is needed as the tuitions are fully encumbered in the general fund, but as funds are received, the equal amount of expense is transferred out quarterly.



12/16/2014 17:25  
cjeannotte

ACTON / BOXBOROUGH REGIONAL SCHOOLS  
GENERAL FUND EXPENDITURES YTD 11/30/14  
BUDGET V. ACTUAL

P 1  
glytdbud

FOR 2015 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
UNDEFINED CHAR	191,866	0	191,866	110,371.43	.00	81,494.57	57.5%
01 SALARIES, TEACHING	31,882,520	-100	31,927,982	9,146,327.89	22,849,888.96	-68,234.85	100.2%
02 SALARIES, PRIN/A PRI	2,109,446	0	2,109,446	899,679.99	1,235,015.01	-25,249.00	101.2%
03 SALARIES, CNTRL ADMN	1,048,045	0	1,048,045	439,239.90	600,563.00	8,242.10	99.2%
04 SALARIES, SUPP STAFF	8,456,458	0	8,456,458	2,732,711.97	5,807,430.33	-83,684.30	101.0%
05 SALARIES, ATHLETICS	514,614	0	514,614	181,229.43	123,460.51	209,924.06	59.2%
06 SALARIES, BUILDINGS	564,570	0	709,164	311,110.58	359,368.72	38,684.70	94.5%
07 SALARIES, CUSTODIAL	1,640,433	0	1,495,839	578,885.08	825,899.12	91,054.80	93.9%
08 SALARIES, HOME INSTR	17,044	0	17,044	437.50	.00	16,606.50	2.6%
09 SALARIES, MISC PS	1,456,651	0	1,411,089	622,367.20	718,875.10	69,846.70	95.1%
11 SALARIES, SUBS MISC	186,093	0	186,093	50,902.09	1,043.58	134,147.33	27.9%
12 SALARIES, SUBS INSTR	332,650	0	332,650	41,344.95	.00	291,305.05	12.4%
13 SALARIES, OVERTIME	242,855	0	242,855	131,536.53	.00	111,318.47	54.2%
14 STIPENDS, CURR/INSTR	152,275	-34,500	117,775	20,219.50	9,692.00	87,863.50	25.4%
15 FRINGES, COURSE REIM	56,000	0	56,000	23,131.85	.00	32,868.15	41.3%
16 FRINGES, HLTH INSUR	7,600,159	247,520	7,847,679	3,178,073.09	.00	4,669,605.91	40.5%
17 FRINGES, H INSUR RET	905,443	0	905,443	333,713.00	637.51	571,092.49	36.9%
18 FRINGES, LIF/DIS INS	31,020	0	31,020	14,911.46	15,115.04	993.50	96.8%
19 FRINGES, UNEMPLYMNT	25,000	0	25,000	7,880.79	.00	17,119.21	31.5%
20 FRINGES, WORKRS COMP	339,446	0	339,446	265,171.54	.00	74,274.46	78.1%
21 FRINGES, MCRS	1,304,911	451,297	1,756,208	1,756,208.00	.00	.00	100.0%
22 FRINGES, MEDICARE	817,453	0	817,453	233,124.89	.00	584,328.11	28.5%
23 CONTRIB OPEB TRUST F	506,000	0	506,000	506,000.00	.00	.00	100.0%
24 INSTRUCT SUPPLIES	822,909	57,512	884,501	583,570.57	78,553.97	222,376.46	74.9%
25 INSTRUCT TEXTBOOKS	340,613	-82,803	261,810	127,825.11	5,795.38	128,189.71	51.0%
26 INSTRUCTIONAL, LBY	58,924	-1,699	57,225	20,417.48	3,435.54	33,371.98	41.7%
27 OTHER, CAP OUTLAY	646,166	-34,373	605,793	355,094.88	67,854.68	182,843.44	69.8%
29 OTHER, DEBT SERVICE	1,847,734	0	1,847,734	557,574.60	.00	1,290,159.40	30.2%
30 OTHER, PROP/CASUALTY	98,924	0	98,924	102,277.44	.00	-3,353.44	103.4%
31 OTHER, MAINT BLDG/GR	580,248	0	582,248	294,310.59	68,796.27	219,141.14	62.4%
32 OTHER, MAINT EQUIP	211,406	-1,000	210,406	36,188.76	3,811.31	170,405.93	19.0%
34 OTHER, LEGAL SERVICE	128,650	0	128,650	42,631.71	138,431.44	-52,413.15	140.7%
35 OTHER, ADMIN SUPP	744,274	48,455	788,649	511,425.19	104,548.29	172,675.52	78.1%
36 OTHER, ATHLETIC SUPP	53,666	0	53,666	28,260.06	1,452.86	23,953.08	55.4%
37 OTHER, CUSTODL SUPP	145,984	0	145,984	87,065.92	4,523.10	54,394.98	62.7%
38 OTHER, SPED TRANSP	1,340,411	0	1,340,411	688,846.35	765,245.75	-113,681.10	108.5%
39 OTHER, STUDENT TRANS	1,165,457	-227,520	937,937	658,593.64	30,175.80	249,167.56	73.4%
40 OTHER, TRAVEL/CONF	58,046	28,508	86,554	29,535.53	33,033.88	23,984.39	72.3%
41 OTHER, SPED TUITION/	5,213,514	0	5,213,514	2,374,373.68	4,426,257.91	-1,587,117.59	130.4%
42 OTHER, UTILITIES	1,730,472	0	1,730,472	310,222.56	.00	1,420,249.44	17.9%
43 OTHER, TELEPHONE	148,285	0	148,285	45,886.12	37,243.00	65,155.88	56.1%
44 OTHER, SEWER	287,191	0	287,191	32,382.64	64,765.28	190,043.08	33.8%
GRAND TOTAL	76,003,826	451,297	76,455,123	28,471,061.49	38,380,913.34	9,603,148.17	87.4%

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



# LUEDERS

18.2

ENVIRONMENTAL, INC.

December 9, 2014

Mr. Glenn A. Brand  
16 Charter Road  
Acton, MA 01720

Dear Mr. Brand:

In these challenging economic times, I am pleased to be able to continue our commitment to give back to the communities where we provide services. Enclosed is our contribution for the Acton School Department. This contribution is made by Lueders Environmental, Inc., a lawn care and plant care company committed to responsible environmental options. It is made on behalf of our Acton clients. You are free to use these funds in any way you deem appropriate.

This annual contribution is our way of thanking our clients in your town who have been kind enough to renew their services with us each year. I feel that assistance to a town's School Department is a way to give something back to those communities that have helped to make us the company of their choice. I hope that other companies will join us in supporting our schools.

Sincerely,

Michael Lueders  
President

MEL/jjm  
Enclosure



18.3

Beth Petr &lt;bpetr@abschools.org&gt;

## Douglas School Exhibition of Learning

Chris Whitbeck &lt;cwhitbeck@abschools.org&gt;

Tue, Dec 16, 2014 at 8:58 AM

To: Glenn Brand &lt;gbrand@abschools.org&gt;, Deborah Bookis &lt;dbookis@abschools.org&gt;, AB School Committee &lt;abrsc@abschools.org&gt;

Dear Glenn, Deb and School Committee Members,

We would like to extend this invitation to join us tomorrow night, Wednesday, December 17th from 5-6:30 for our first Exhibition of Learning.

Our students have been working this fall to identify and solve a problem, or pose and answer a question. This will be their first opportunity to share their work in a public exhibition. During the evening, each classroom will have a specific time set to exhibit their work. Parents, family members and guests are encouraged to visit as many grades and classrooms as possible, and take this opportunity to interact with all K-6 Exhibitors (students). As you tour each room, adults should ask students questions about the work exhibited, and the process they went through to create their project.

### **700+ Guests at Exhibition = Please Park and Shuttle:**

With 480 students, plus their family members and guests, we remind you that parking in the neighborhood will be tough. We have arranged parking at Gates School (75 Spruce Street) and a shuttle bus that will run from 4:45 - 7:15 to and from Douglas. (There is no legal parking on Elm Street.)

*Our children and their teachers have worked very hard, and we all look forward to seeing you at our very first Douglas School Exhibition!*

### Schedule of Exhibitions Douglas School 17 Dec 14

Time	Exhibitors	Exhibitors	Exhibitors
5:00 - 5:30	Grade 4 - In Classrooms	Grade 2 - In Classrooms	
5:00 - 6:15	Grade 6 - In Classrooms		
5:30 - 6:00	Grade 3 - In Classrooms	Kindergarten in Cafeteria	Grade 1 - Gym
6:00 - 6:30	Grade 5 - In Classrooms	Kindergarten in Cafeteria	Grade 1 - Gym



Staff and Choice  
In total Column

Actual  
Acton-Boxborough  
Grade 1-6  
2014-2015  
December 1, 2014

12/15/14  
2:51 PM

Grade YOG	Blanchard			Total	Conant			Total	Douglas			Total	Gates			Total	McCarthy-Towne			Total	Merriam				Total	#Sec.	Avg. Siz			
	Rm	BAD	BPM		CAD	CAM	DAD1		DAD2	DAM	GAD		GAM	GPM	TAD1		TAD2	TAM	MAD		MAM	MPM	1							
K-27		29	13	2		20	20	40	20	20	21	61	21	18	19	58	20	21	21	62		19	20	21	60	323	16	20.2		
Gr. 1-26		20	21	41	22	22	23	67	21	23	20	64		22	22	44	20	22	22	64		22	23	23	68	348	16	21.8		
Gr. 2-25		18	18	17	53	21	23	23	67	23	23	23	69		22	22	44	22	23	23	68		22	23	22	67	368	17	21.6	
Gr. 3-24		22	23	23	68	22	23	21	66	22	23	23	68	22	22	22	66	20	22	22	64		21	22	22	65	397	18	22.1	
Gr. 4-23		20	20	21	61	24	25	24	73	24	24	24	72	23	24	25	72	24	23	24	71		23	23	24	24	94	443	19	23.3
Gr. 5-22		21	22	22	65	24	24	24	72	24	25	25	74	23	24	24	71	22	23	24	69		23	23	24	24	94	445	19	23.4
Gr. 6-21		25	25	25	75	23	25	24	72	24	24	25	73	23	24	25	72	25	24	24	73		24	25	24	73	438	18	24.3	
				19				2				6				8				7					8	50				
<b>Total</b>	19 Sec. Average	21.3	405	20 Sec. Average	22.9	457	21 Sec. Average	22.9	481	19 Sec. Average	22.5	427	21 Sec. Average	22.4	471	23 Sec. Average	22.7	521	2762	123	22.5									
Range	17	25		20	25		20	25		18	25		20	25		19	25										17	25		
29 Acton residents attend Boxborough																														
23 Boxborough residents attend school in Acton																														

ALL DAY K - BAD, CAD, DAD1, DAD2, GAD, TAD1, TAD2, and MAD