



Acton-Boxborough Regional  
School Committee Meeting

August 24, 2017

7:00 p.m. Executive Session  
7:15 p.m. Open Meeting

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Library  
R.J. Grey Junior High School

August 24, 2017  
7:00 p.m. Executive Session  
7:15 p.m. (approximately) Open Meeting

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AGENDA

1. **Call to Order (7:00)**
2. **EXECUTIVE SESSION**  
*Motion: "that an executive session be convened under M.G.L. Chapter 30A, §21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel."*  
  
*Motion: "that an executive session be convened under M.G.L. Chapter 30A, §21(a)(3) to conduct strategy with respect to litigation." An open meeting may have a detrimental effect on the litigating position of the Board.*
3. **Chairman's Introduction (7:15)**
  - 3.1. Welcome to Mr. Bill McAlduff, ABRSD Interim Superintendent
4. **Recommendation to Approve Interim Superintendent Contract between William H. McAlduff, Jr. and ABRSD - VOTE (brought to meeting)**
5. **Superintendent's Introduction**
6. **Resolution of the Release of Unredacted Executive Session Minutes – Brigid Bieber (7:25)**
7. **Vacancy on the School Committee (7:30)**
  - 7.1. Next Steps
  - 7.2. Unexpired Term Fulfillment Policy, File: BBBE
8. **Statement of Warrants & Approval of Minutes**
  - 8.1. Minutes of 7/26/17
9. **Public Participation**
10. **FY18 Staffing Update – Marie Altieri (7:40)**
  - 10.1. New Professional Staff
  - 10.2. Changes in Staff
11. **ABRSD Budget Update – Dave Verdolino (7:45)**
  - 11.1. FY17 Financial Status as of June 30, 2017 – Preliminary & Unaudited FY18 State Budget Update
  - 11.2. ABRSD Financial Reports as of June 30, 2017
    - 11.2.1. Revenue vs Budget
    - 11.2.2. Expenses vs Budget

- 11.2.3. Special Revenue
  - 11.2.4. Grants
  - 11.3. FY18 Budget Matters
  - 11.4. Presentation Slides
- 12. School Building Committee Update – Mary Brolin, Marie Altieri, Jason Cole (8:00)**
- 12.1. Educational Profile Questionnaire (EPQ) – submitted to MSBA 7/3/17
  - 12.2. Online Enrollment Projection – submitted to MSBA 7/3/17
  - 12.3. Next Deadline is 10/2/17 for Enrollment/Certification Executed & Maintenance and Capital Planning Information
  - 12.4. Special Town Meetings in Acton & Boxborough on 12/4/17
    - 12.4.1. Funding sources
  - 12.5. Building Committee Recommendation Regarding Building Option – **First Read**
  - 12.6. Timeline and Outreach
  - 12.7. Building Committee Membership Update
    - 12.7.1. Recommendation to Appoint Interim Superintendent Bill McAlduff - **VOTE**
    - 12.7.2. Discussion of Building Committee Chairperson and possible **VOTE**
- 13. Consideration of Stipend for Acting Superintendent – VOTE – Brigid Bieber (oral) (8:30)**
- 14. Subcommittee Reports**
- 14.1. Budget – meeting on 7/19/17 – Brigid Bieber (oral)
  - 14.2. Policy
    - 14.2.1. 2016-2017 Policy Subcommittee Summary Report – Brigid Bieber
- 15. School Committee Member Reports**
- 15.1. Acton Leadership Group (ALG) – Amy Krishnamurthy, Paul Murphy
    - 15.1.1. Minutes of 6/29/17
  - 15.2. Boxborough Leadership Forum (BLF) – Mary Brolin
  - 15.3. Health Insurance Trust (HIT) – Mary Brolin
  - 15.4. Acton Finance Committee – Amy Krishnamurthy, Deanne O’Sullivan
  - 15.5. Acton Board of Selectmen – Eileen Zhang
  - 15.6. Boxborough Finance Committee- Mary Brolin
  - 15.7. Boxborough Board of Selectmen – Brigid Bieber
  - 15.8. Minuteman Technical High School (MMT) Update – Diane Baum
  - 15.9. Acton Capital Improvement Planning (CIP) Update –
  - 15.10. MASC Summer Institute, 7/28/17 – Katie Neville, Paul Murphy, Diane Baum
- 16. Open Meeting Law Complaints Received by the Committee**
- 16.1.1. From S. Ballard on 8/10/17 re statement read at 7/26/17 SC meeting
  - 16.1.2. From S. Ballard on 8/10/17 re statement sent by chair
  - 16.1.3. From C. Kadlec on 8/14/17 re statement sent by chair on 7/20/17
- 17. FYI (8:50)**
- 17.1. Massachusetts Interlocal Insurance Association (MIIA) Rewards Program
  - 17.2. 2017-2018 Subcommittees and Assignments – voted 8/1/17
  - 17.3. Homework Policy IKB – voted 7/11/17
  - 17.4. FY17 Schools Open, Back to School/Open House Dates, FY18 School Calendar
  - 17.5. FY17 Acton-Boxborough Regional School Committee Meeting Dates
  - 17.6. Family Financial Assistance Letter

17.7. Open Invitation for the Committee

17.7.1. ABRSD Opening Day for All Staff on August 30<sup>th</sup> at 8:00 a.m. in the High School Auditorium

18. **Adjourn** (9:00)

**Next Meetings:**

**Staff Opening Day, August 30, 8:00 a.m. in the High School Auditorium**

ABRSC, September 7, 7:00 p.m. in the Junior High Library (packet posted Sept 1)

ABRSC, TUES, September 19, 7:00 p.m. in the Junior High Library (packet posted Sept 15)

Posted on 8/18/17 at 6:00 p.m.

Reposted on 8/21/17 at 5:00 p.m.

*Acton-Boxborough Regional School District*

**Statement regarding the Appointment of**

**William H. McAlduff, Jr.**

**to the position of  
Interim Superintendent of Schools**

**August 11, 2017**

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It is with great pleasure that we announce the appointment of William “Bill” McAlduff, Jr. to the position of Interim Superintendent for the Acton-Boxborough Regional School District, pending a successful contract negotiation. The School Committee voted to appoint Mr. McAlduff at its meeting on August 1, 2017.

Mr. McAlduff received his bachelor’s degree from the University of Vermont and his master’s degree from Montana State University. He completed all requirements of the Professional School Administrators Doctoral Program at Boston College, with the exception of the Doctoral Dissertation. Mr. McAlduff began his career in education as a Junior High and High School science teacher in the Lexington Public Schools. He then served as Principal of Lynnfield High School, followed by Revere High School. In 1997, Mr. McAlduff was appointed Superintendent of Schools for the King Philip Regional School District, followed by the Wilmington Public Schools and then the Winchester Public Schools. Mr. McAlduff served one year as Interim Superintendent for the Winchester Public Schools. For the past two years, he has served as Interim Superintendent for the Public Schools of Dover and Sherborn.

Mr. McAlduff brings twenty years of successful leadership experience as a Superintendent and Interim Superintendent of Schools to Acton-Boxborough. He is noted for his skills in the areas of organization, collaboration and problem solving, along with a strong work ethic. He has worked closely with the MA School Building Authority (MSBA) on two building projects while in Winchester and successfully led debt exclusion proposition 2 ½ overrides for High School and Junior High Projects for the King Philip Regional School District. Having served as an Interim Superintendent in the past, Mr. McAlduff understands the unique role he will have as the leader of the District as we undertake the search for a permanent Superintendent.

Please join us in welcoming Mr. McAlduff to the Acton-Boxborough school communities!

*Amy Krishnamurthy  
Acton-Boxborough Regional School Committee Chair*

*Brigid Bieber and Paul Murphy  
Acton-Boxborough Regional School Committee Vice Chairs*



**Acton-Boxborough Regional School District**

16 Charter Road • Acton, MA 01720

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6.

TO: Acton-Boxborough Regional School Committee Members  
FROM: Brigid Bieber, Vice-Chair, Acton-Boxborough Regional School Committee  
DATE: 8/9/17  
RE: Resolution of the Release of Unredacted Confidential Executive Session Minutes

I want to let you know that the investigation into the release of the unredacted confidential executive session minutes has been concluded.

As you are aware, the redacted minutes were sent in PDF format to several members of the public to fulfill public records requests. Unfortunately, in the course of electronic operations performed on the redacted PDF documents by one or more of those who requested them, the redactions disappeared and the individual or individuals were able to view the minutes in their entirety, which they proceeded to do. We are reviewing our procedures for redacting documents to be sure this cannot happen again.

While the District did not intend for the unredacted minutes to be released to the public, the Acton Forum's decision to publish the minutes on its blog was intentional.

We deeply regret any part the District might have played, however inadvertently, by releasing redacted minutes that could become unredacted in this manner.

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

WELLNESS • EQUITY • ENGAGEMENT

File: BBBE

### **UNEXPIRED TERM FULFILLMENT**

When a vacancy on the School Committee occurs for any reason, including a failure to elect, the appropriate town's Board of Selectmen and the remaining members of the School Committee Members from that Town share the responsibility for filling it.

As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within one month after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the Board of Selectmen and remaining School Committee Members from that Town will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

LEGAL REF.: M.G.L. 41:11

Approved 5/19/16

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

Library  
R.J. Grey Junior High School

Wednesday, July 26, 2017  
8:00 a.m.

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*Members Present:* Diane Baum, Brigid Bieber, Mary Brolin, Amy Krishnamurthy, Maya Minkin, Paul Murphy, Kathleen Neville, Kristina Rychlik, Eileen Zhang  
*Members Absent:* Deanne O'Sullivan, Tessa McKinley  
*Others:* Beth Petr

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1. The ABRSC was called to order at 8:02 a.m. by Chair Amy Krishnamurthy. She stated that the meeting was not being taped due to the unusual time.

**2. Chairman's Introduction**

**2.1.** Distribution of Related Materials Concerning Release of Executive Session Minutes of 4/26/17 and 5/2/17 (no discussion or deliberation) – *Amy Krishnamurthy*

Amy read the statement in the posted packet from the Chair and two Vice Chairs dated 7/25/17. She stated that, per the agenda, there would be no discussion or deliberation on this statement. Allen Nitschelm came to the podium and said he had a Point of Order. Amy repeated that there would be no discussion or deliberation. Mr. Nitschelm expressed frustration and was asked to be seated. He left the podium and returned to his seat.

**3. Interim Superintendent Search Update – *Amy Krishnamurthy***

**3.1.** Memo from Interim Superintendent Search Subcommittee – *Paul Murphy*

Paul Murphy thanked the eight subcommittee members for their efforts. He reported that 29 applications had been received. He read the memo proposing the three finalists.

**3.1.1.** Recommendation to Accept Interim Superintendent Finalists – **VOTE** – *Amy Krishnamurthy*

Diane Baum stated that the subcommittee members were outstanding and the work could not have been done without David Krane, Karen Sonner and Dawn Bentley. Kristina Rychlik appreciated that the finalists all have school building project experience. The finalists' resumes will be posted after the meeting.

Brigid Bieber moved, Katie Neville seconded and it was unanimously,  
**VOTED:** to accept the three finalists, Marie Altieri, Edward Malvey and William McAlduff as candidates for the Interim Superintendent position.

**3.2. Next Steps**

**3.2.1.** Public Interviews to be held at ABRSC meeting on August 1<sup>st</sup> at 6:30 p.m.

Brigid Bieber will chair this meeting while Amy is on vacation. The Committee agreed that they will vote to appoint the Interim Superintendent at the meeting on August 1<sup>st</sup>, if they feel that it is appropriate after the interviews. If they do not, an additional meeting will be scheduled.

**3.2.2.** Discussion of Interview Questions and Process



The Committee discussed possible finalist interview questions and topics. Candidates could be asked about:

- how they would fit in with AB
- examples of their management and leadership style
- how they understand AB's core mission
- their experiences and recommendations for moving forward in supporting staff in times of crisis/emergencies
- their ability to deal with stress or stressors of their own. This is critical for someone who must remain a strong leader of a large district.
- experiences with specific initiatives such as school start times, MTSS, building projects, Challenge Success, maybe the homework policy in broad terms
- how they work with other administrators
- how they handle community relations
- system-wide changes in policies and budget
- For candidates who have been interims, they should be asked about their approach to this kind of role.
- For all candidates, they should be asked how being an interim would be different from being the permanent superintendent. With so many things to do this year, how would they support the staff and team and not come in with their own agenda? How would they manage these priorities for the year?

There was consensus to allow 45 minutes for each interview, ask 6-8 questions and allow a 2 minute closing statement. Fifteen minutes would be scheduled between each finalist.

Amy asked if there was any public comment.

A gentleman mentioned project management and how tasks should be broken down when trying to address them. A woman asked if Committee members would be permitted to participate remotely at the August 1 meeting (when the public interviews would be held). The remote participation policy was explained. Another person advocated for having a series of standard questions for each candidate following a unique question for each candidate.

Paul Murphy summarized the question topics:

1. education in the age of social media
2. dealing with crises
3. experience with AB initiatives
4. decision-making
5. managing priorities (including the nature of an interim position)
7. individual question
8. concluding statement

Diane Baum offered to compile the list of questions for the Committee.

If there is extra time, follow up questions could be asked, but the Committee agreed to focus on the set list of questions.

Diane Baum advocated for not offering the chance to make a 2 minute closing statement, and letting candidates ask the Committee a question instead. It was the sense of the committee that candidates should be given the chance to make a statement, if they wanted to. It could be difficult if a question sidetracked the interview.

It was agreed that Mary Brolin and Diane Baum would do the reference calls and share that information after the interviews at the meeting on August 1.

The ABRSC adjourned at 9:15 a.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: Agenda, Memo re Unauthorized Release of Executive Session Minutes, Interim Superintendent Finalists Memo, Resumes

**Next Meetings:**

ABRSC, Tuesday, August 1, 6:30 p.m. in the Junior High Library (packet posted July 27)  
ABRSC, Thursday, August 24, 7:00 p.m. in the Junior High Library (packet posted August 18)  
ABRSC, Thursday, September 7, 7:00 p.m. in the Junior High Library (packet posted Sept 1)

Posted on 7/23/17 at 8:45 p.m.



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**Acton-Boxborough Regional School District**  
**Office of the Deputy Superintendent**  
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 978-264-4700 x 3209 fax: 978-264-3340  
 www.abschools.org

**Marie Altieri**  
 Deputy Superintendent

To: Acton-Boxborough Regional School Committee  
 From: Marie Altieri, Deputy Superintendent  
 Date: August 18, 2017  
 Re: Staffing Report – New Staff and Staff Leaving the District

Attached you will find our annual summer staffing report. I'm pleased to report that we have hired thirty-two high quality new professional staff. Attached you will find a document which gives a brief description of each of our new teachers. They will all be participating in our Beginning Teacher Support Program (BTSP), which begins with our new teacher orientation on August 23 and 24. Our Principals and Department leaders work incredibly hard starting in February right through to August to attract and hire amazing new faculty members for each of our schools. Meeting them and hearing their energy and passion for student learning helps all of us improve our ability to bring new ideas into our classrooms.

In this packet you will also see a list of teachers retiring, leaving the district, taking a leave of absence and returning from a leave of absence. For some historical perspective, of our 450 teachers, the number of staff changes in the last four years are as follows:

Professional Staff	2014	2015	2016	2017
Retirements	16	15	13	6
Leaving the district (in addition to retirees)	12	19	14	15
Taking a one year leave of absence	8	6	5	6
Returning from a one year leave of absence	3	2	3	1
Newly hired professional staff	29	30	33	32

You can see that the numbers have been fairly consistent except that this year we had far fewer retirees than we have had in recent years. The most common reasons for teachers to leave our district are retirement and changes in family circumstances. I have had the pleasure of meeting with each of our new teachers.



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As you know, ABRHS Principal JoAnn Campbell announced that she was leaving her position to accept a position in an Educational Technology Company. Associate Principal Larry Dorey has done a great job transitioning into the Interim High School Principal position. We posted for an Interim Associate Principal to fill Larry's role. I'm pleased to announce that Larry has appointed Maurin O'Grady to the position of Interim Associate Principal. Maurin has been the Dean of Students at the high school for the last four years. We then posted for an Interim Dean of Students. I'm also very happy to announce that Larry has appointed English Teacher Michael Csorba to the position of Interim Dean of Students. We are very grateful that these strong educators have stepped up to fill these important roles on behalf of the students at ABRHS.

Please join me in congratulating each of these educators, and welcoming our new faculty and staff to ABRSD.

Sincerely,

Marie Altieri  
Deputy Superintendent

**2017 – 2018 New Professional Staff**

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Sal Step</u>	<u>FTE</u>
<b>Administration</b>				
David Lawrence	Assistant Principal	RJ Grey		1.0
Leo Mueller	Director of Visual Arts	Systemwide		1.0
Jennifer LaShombe	Trans. Program Admin.	Systemwide		1.0
Margaret Norton	Educational Team Leader	Systemwide		1.0
 <b><u>Teachers</u></b>				
Kerry Cusick	Reading Specialist	Blanchard	M12 + 30	1.0
Victoria Dinjian	Speech Language Pathologist	Blanchard	M9	.45
Fawn Miller	Special Education Teacher	Blanchard	M5 + 15	1.0
Emily Silva	Special Educator/Pathways	Blanchard	M6 + 15	1.0
Maryann Young	ELE Teacher/Dept. Chair	Blanchard	D8	1.0
Shawna Young	BCBA/SLP	Blanchard/ District	M11 + 30	1.0
Laura Kilkenny	ELE Teacher	Conant	M9 + 15	1.0
Pamela Spencer	½ Day Kindergarten Teacher	Conant	M1	0.6
Alessandra Spaulding	Speech Language Pathologist	Gates	M1	0.8
Paige Johnson	2 <sup>nd</sup> Grade Teacher	Douglas	M11 + 30	1.0
Laura Vanessa Bergmann	2 <sup>nd</sup> Grade Teacher	McTowne	M12 + 15	1.0
Courtney Clerge	Special Education/Learning Ctr	McTowne	M7	1.0
Elizabeth Geller	½ Day Kindergarten Teacher	McTowne	M1	0.6
Peter Knowles	Physical Education	McTowne	B2	1.0
Lucia Salamone Lister	6 <sup>th</sup> Grade Teacher (1 yr.)	Merriam	B1	1.0
Jacob Bersin	Physical Education	RJ Grey	12M	1.0
Nicholas Champagne Mary	Special Education	RJ Grey	M4	1.0
Karamourtopoulos	ELE Teacher	RJ Grey	M11	1.0
Erin Bengiovanni	Biology Teacher	ABRHS	D	1.0
Pamela Bishop	Special Education Teacher	ABRHS	M5 + 45	1.0
Alleana Brody	Social Studies	ABRHS	B1 + 36	1.0
Charles Fidler	Physics Teacher (1 yr.)	ABRHS	D4	1.0
Jacqueline Gottesman	Spanish (1 yr.)	ABRHS	M12 + 45	1.0
Alycen Nigro	Science Teacher	ABRHS	D	1.0
Hannah Rubio	Social Worker	ABRHS	M4 + 15	1.0
Elisabeth Ryden	Biology Teacher	ABRHS	B1	1.0
Alison Silver	English Teacher (1 yr)	ABRHS	M1	1.0

## New Teachers 2017-2018

Kerry Cusick – Reading Specialist – Blanchard (Returning to AB)

Kerry was a Reading Specialist at Forest Elementary School in Hudson, Ma. Prior to that, she was a Reading Specialist at Merriam School in Acton. Kerry has her Massachusetts Teaching Certification in Reading Specialist (All-Levels) and is SEI endorsed. Kerry holds a Master degree in Literacy Education and a bachelor degree in Elementary and Special Education both from Providence College.

Victoria Dinjian – Speech Language Pathologist - Blanchard

Tory has been working in the field of speech and language since 2000, first with CASE Collaborative as a speech-language pathologist, and most recently as a speech language pathology assistant here in ABRSD at Douglas Elementary School for the last three years. In between these positions, Tory stayed home to raise her two daughters. Tory has experience working with students who have significant impairments, as well as extensive experience in augmentative communication and assistive technology evaluation. She earned her Masters from Emerson College in 2000 and her Bachelors from Syracuse University.

Fawn Miller – Special Education Teacher - Blanchard

Fawn joins us as a special educator at Blanchard Elementary. Her most recent work experience was at the May Institute as a Behavior Analyst and as a teacher at The Valley Collaborative in Tyngsborough. Fawn holds a Master in Special Education from Fitchburg State University and a Bachelor of Science in Design from University of Cincinnati, Cincinnati.

Emily Silva – Special Education Teacher/Pathways - Blanchard

Emily will join us as a Pathways teacher at Blanchard Elementary School. Emily comes to us from the New England Center for Children (NECC) in Southborough, MA where she served as a Day/Education Coordinator. She holds a Master of Science in Education from Simmons College and a Bachelor of Science in Early Childhood Education from Boston University.

Maryann Young – English Language Education Teacher/Department Chairperson - Blanchard

Maryann will be a 0.6 EL teacher at Blanchard Memorial Elementary and 0.4 EL Department Chair. Maryann comes to us from Haverhill as an EL teacher after starting her formal career in education in 2010. Prior to that, she was an attorney at the International Institute of Boston, where she provided supervision on staff and legal consultation, representation and assistance in immigration and citizenship.

Maryann holds a Juris Doctorate from Northeastern University School of Law, a Masters degree in English from National University of Ireland, Maynooth, and a Bachelors degree in English and Psychology from Boston College.

Shawna Young - Board Certified Behavior Analyst/Speech Language Pathologist - Blanchard/District

Shawna will join us as a 0.6 speech language pathologist at Blanchard Elementary and a 0.4 BCBA for the district. Shawna comes to us from the Mansfield Public Schools where she held these roles, as well. Shawna has extensive experience in using augmentative communication and Social Thinking curriculum. She earned her Master of Arts in Speech-Language Pathology and her Bachelor of Science in Communication Disorders and Psychology from University of Massachusetts, Amherst. Shawna is also a Board Certified Behavior Analyst (BCBA) and a Licensed Applied Behavior Analyst in Massachusetts (LABA).

Laura Kilkenny – English Language Education Teacher – Conant

Laura joins us as an EL teacher at Conant Elementary. Prior to this, she worked as an ESL teacher at McKay Arts Academy in Fitchburg, as a reading tutor at Hildreth Elementary School, and as an EL teacher in Milford. Laura has a Masters in Hispanic Studies from Wheaton College and a master's in Literacy and Language from Framingham State University.

Paige Johnson - 2<sup>nd</sup> grade Teacher - Douglas

Paige Johnson is a creative and talented teacher with early childhood experience in the Newton Public Schools. She spent the last year as a Math Assistant at Douglas School and has been an active member of the school community. Paige has her Masters of Education in Early Childhood and her Bachelors in Art History.

Alessandra Spaulding – Speech Language Pathologist - Gates/Douglas

Alessandra Spaulding is a speech-language pathologist who is joining Acton-Boxborough's speech-language department in fall 2017. Alessandra is a graduate of Acton Boxborough Regional School District (Azzolino) who attended Princeton University for her undergraduate studies. Alessandra completed a post-baccalaureate pre-medical program at Johns Hopkins University before deciding to pursue speech-language pathology. She earned her Master's in speech-language pathology from Boston University. Alessandra has experience working with children through private practice and is excited to be working with our students at Gates and Douglas this school year.

Laura Vanessa Bergmann - Second Grade – McCarthy-Towne (Returning to AB)

Vanessa did her undergraduate work at Middlebury and earned a Masters of Education at Lesley University. Vanessa has taught many grade levels in her career and her return to McCarthy-Towne will mark her second time in teaching Second Grade.

Courtney Clerge - Special Educator – McCarthy-Towne

Courtney is joining us from Mystic Valley Regional Charter School. She did her undergraduate work at Curry College and received a Masters of Education in Special Education from Endicott College. She brings a diversity of experiences within Special Education in her school settings and will be a strong addition to our Learning Center, working with upper elementary students.

Elizabeth Geller - Half-Day Kindergarten – McCarthy-Towne

Liz earned her undergraduate degree at the University of Vermont and received a Masters in Early Childhood Education at Fitchburg State University. She brings her experience as a Kindergarten and Pre-Kindergarten teacher at the Cottage Children's Center to McCarthy-Towne's second section of Half-Day Kindergarten.

Peter Knowles - Physical Education – McCarthy-Towne

Peter has been at the Harrington Elementary School in Lexington where he worked with students on IEP's, as well as in roles as a Long-Term PE Substitute throughout the Lexington Public Schools. Peter is trained in Adaptive Physical Education, which enables him to design and differentiate instruction within the classroom for students with physical challenges. Peter did his undergraduate work at Westfield State University and he is currently a candidate for a Masters of Education in Physical Education and Movement Studies.

Jacob Bersin – Physical Education – R.J. Grey JH

Jacob Bersin is joining RJ Grey as a Physical Education teacher. Prior to RJ Grey, Mr. Bersin was a Physical Education teacher in the Framingham Public Schools, and worked in two different elementary schools within the district. During his tenure, he developed and led a field day program, started a running club, and also provided professional development for programs such as cricket and tennis. Mr. Bersin also has experience with offering adaptive PE programs for students on the autism spectrum. He is active in MAPHERD and other professional associations supporting physical education. He has a BA from Endicott College and a Masters from Bridgewater State.



Nicholas Champagne – Special Education – R.J. Grey JH

Nick is our newest special educator at RJ Grey Junior High School. He comes to us from New Bedford High School where he served in the role as a special educator in their transition program. Nick also has experience working at the New England Center for Children (NECC) in both the school and residential setting. He holds a Master of Science in Education from Simmons College and a Bachelor of Arts degree in History from Framingham State University.

Mary Karamotoupoulis – English Language Education – RJ Grey JH

Mary will be joining us as a fulltime EL teacher at RJ Grey Junior High School. She joins us from Tewksbury Public Schools. Mary also has experience as a Spanish teacher for the North Andover Public Schools and as an adjunct professor for Northern Essex Community College, North Shore Community College and Bunker Hill Community College. Mary earned her Master of Education from Lesley University and her Bachelor of Arts from University of Massachusetts, Amherst.

Erin Bengiovanni – Biology - ABRHS

Erin is an experienced biology teacher who has incorporated student centered teaching techniques into her practice. She has the skills and personality to connect with a wide variety of students. She also has a strong background in curriculum development. Erin has used a flipped or modified flip classroom before and has been a leader in aligning with NGSS.

Pamela Allis Bishop – Special Education - ABRHS

Pam will join us as a special educator at ABRHS. She comes to us from Bedford High School where she served as a special educator in the STEP Program. Pam also has experience as a History teacher. She earned her Master of Science in Special Education from Simmons College, her Master of Arts in Teaching History from Tufts University and her Bachelor of Arts in History from Wheaton College.

Chuck Fidler - Physics – One Year - ABRHS

Chuck has a varied background in education. He has a PhD in science education and also has an MBA. Chuck is currently enrolled in an Advanced Educational Leadership program. He has been teaching physics in the classroom sporadically through the years but has most recently worked in Billerica teaching engineering and physics at the high school. Chuck looks to engage students through scientific inquiry and discovery.

#### Jacqueline Gottesman – Spanish – ABRHS – One Year

Jacqueline Gottesman comes to us from the Hudson Public Schools where she taught Spanish and before that the Nashoba Brooks School in Concord. She has a strong technology background and has taught Latin dance in her spare time. Her teaching is proficiency based and she is a strong proponent of discovering and understanding all cultures.

#### Alycen Nigro – Chemistry - ABRHS

Alycen has been an active member of the Acton and Boxborough community as a parent. She has a PhD in chemistry and most recently taught at the college level. This past year, she has taken on a long-term sub position in chemistry at the high school. She has made a seamless transition to working with high school students. Alycen has made strong connections with students while engaging her classes through clear and organized lessons.

#### Hannah Rubio – Social Worker - ABRHS

Hannah Rubio completed her undergraduate degree at Northeastern University and her graduate degree at Lesley University. Professionals who know her describe her as being thoughtful, professional, unflappable and respectful. Through her work in the Newton and Concord-Carlisle school systems she has demonstrated a strong work ethic, impeccable instincts and an ability to make connections with a wide range of kids.

#### Elisabeth Ryden – Biology - ABRHS

Elisabeth will be completing her undergraduate degree in secondary education and biology from BC this spring. She has been in several schools in varying capacities as part of this program where she has incorporated several ideas and techniques into her teaching practice including the growth-mindset model specifically focusing on group work. Elisabeth has also used POGIL activities during her teaching practicum to create a sense of community, develop communication skills and create a student-centered classroom.

#### Alison Silver – English ABRHS

Alison Silver received her Bachelor of Arts degree in Comparative Literature and Italian Studies and her Master of Arts in Teaching Secondary English from Brown University. While at Brown, Alison completed her student teaching at East Greenwich Public High School in Greenwich, RI. Last year, Alison was an English teaching assistant at the Liceo Classico Statale Paolo Sarpi in Bergamo, Italy where she taught English to Italian high school students. Alison is also an experienced tutor, translator, and editor.

**Acton-Boxborough Regional Schools  
Staffing Changes  
2017-18**

*Certified Staff Leaves of Absence*

Katilyn Burgoyne	HS English
Myrna Gutfreund	Merriam All Day Kindergarten
Diego Mansilla	HS World Language
Amanda Matthews	HS World Language
Michael Romano	HS Biology
Heather Ryder	Grade 4 Gates Classroom

*Certified Staff Returning*

Laurie Burns	HS Art
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*Certified Staff Not Returning*

Anthony Amoruso	HS English
Barbara Armiento	HS Reading
Jacob Barnett	HS Chemistry
Ann Brazinski	Conant Kindergarten
JoAnn Campbell	HS Principal
Karen Campbell	HS Physics
Cathryn Gallant	HS Special Educator
So Hyun Kong	HS Art
Pamela Lynne	HS Social Studies
Samuel McHale	HS Social Studies
Christy Nealon	Merriam Classroom
Isabel O'Connor	McT Special Educator
Jamie Rickenbach	Douglas Classroom
Roberto Soto-Garcia	Blanchard/Douglas EL
Alison Von Rohr	HS Spanish

Certified Staff Retirements

Vanessa Banyas	JH Special Educator
Scott Biron	JH Physical Education
Karen Flaherty	Blanchard Reading
William Maver	JH Physical Education
Mary Sperazzo	Blanchard Grade 3
Diana Woodruff	Art Chairperson K-12

Transfers within School District

Amy Jo Conant  
*From McT Grade 5 to Merriam Media Asst*

Anne Doble  
*From Curriculum Specialist to Blanchard Grade 5*

Elizabeth Fitzpatrick  
*From Douglas All Day Kindergarten to Blanchard All Day Kindergarten*

Patricia Garrison  
*From JH/HS EL to HS EL*

Margarite Ingraham  
*Blanchard Special Educator to Blanchard Grade 1*

Abigail Johnson  
*From Merriam Grade 3 to Gates Grade 5*

Thomas Kamataris  
*McT PE Tchr to JH PE Tchr*

Kimberly Shamah  
*From Douglas Grade 1 to Douglas Kindergarten (one session)*

Larry Dorey  
*From HS Associate Principal to Interim Principal*

Maurin O'Grady  
*From HS Dean of Students to Interim Associate Principal*

Michael Csorba  
*From English Teacher to Interim Dean of Students*



**Acton-Boxborough Regional School District**

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TO: ABRSD School Committee  
 Marie Altieri, Acting Superintendent  
 David Verdolino, Director of Finance

FROM: Clare Jeannotte

RE: FY'17 Financial Status as of June 30, 2017 - Preliminary & Unaudited  
 FY'18 Budget update

DATE: August 10, 2017

Attached please find the following preliminary reports for the District as of June 30, 2017:

FY17 Appropriated Budget v. Actual (Expenditures and Revenues)

FY17 Special Revenue, Revolving and Gift Funds

FY17 Grant Funds

Please note that this report is being prepared based upon preliminary and unaudited data to provide you with a timely projection of fiscal year end. The audit is scheduled for the end of August and over the next few weeks additional, routine work in closing the books may result in additional adjusting entries. However, we do not anticipate that any such additional entries will materially impact the accompanying information.

**Appropriated budget:**

**Revenues:**

Please see attached revenue summary. General Fund revenues were \$83,860,653 in FY17, up from \$80,722,265 in FY16. This exceeded the budget of \$83,073,204 by \$787,449, principally due to State Aid (Ch. 70 and Regional Transportation) exceeding budget, and unbudgeted other revenues of 403,435.

	FY'15 Actual	FY'16 Actual	FY17 Budget	FY'17 Actual	Fav (Unfav)	FY18 Budget
Summary:						
State Aid	15,771,041	15,973,273	15,822,959	16,206,973	384,014	16,186,654
Other Revenues	174,816	257,745	-	403,435	403,435	130,000
Assessments	60,736,023	64,291,248	67,050,245	67,050,245	-	69,323,837
Transfer from E&D	300,000	200,000	200,000	200,000	-	450,000
Premium on loans	658	-	-	-	-	-
Total	76,982,538	80,722,265	83,073,204	83,860,653	787,449	86,090,491
		3,739,727		3,138,387	0.9%	
		4.9%		3.9%		

State Aid was favorable to budget \$384,014, principally due to regional transportation reimbursement coming in at a reimbursement rate of 73.43%, compared to 60% assumed for the budget (favorable \$221,898) and Ch. 70 was finalized to include an increase in minimum aid of \$55 per student, v. \$20 per student in the initial budget (favorable \$164,795).

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Other Revenues of \$403,435 included Medicaid reimbursement of \$209,193, interest income of \$93,344 (rising rate environment) and other miscellaneous of \$100,897 (rental income for space used by the collaborative and ERate, principally). Assessments from member towns were on budget at \$67,050,245.

**Expenditures:**

**Overview:**

Please see the preliminary summary by character code on the next page.

General fund expenditures & encumbrances of \$82,225,323 are \$847,881, or 1% favorable to the budget of \$83,073,204. Consistent with prior projections, budget savings, (principally in salaries, health insurance, special education tuitions and contract transportation, utilities, and state assessments) were more than sufficient to offset overruns in workers compensation, buildings and grounds, and capital outlay. A discussion of major categories follows.

**Excess & Deficiency:**

Certified E&D at June 30, 2016 was \$2,738,661, 3.3% of the FY17 budget. Current estimates with the favorable revenue and expenditures suggest a \$4M E&D balance at year end. Our cap for E&D at 5% of FY18 budget is \$4.3M. This should leave the District well positioned for upcoming needs.

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**ACTON/BOXBOROUGH REGIONAL PUBLIC SCHOOLS  
FY17 BUDGET STATUS REPORT**

8/10/2017

	<b>FY15 Actual Exp + Enc.</b>	<b>FY16 Actual Exp + Enc.</b>	<b>FY17 Budget Current</b>	<b>FY17 Year End Exp + Enc.</b>	<b>FY17 Year End Balance</b>
Salaries, Teaching 01	\$31,837,610	\$32,527,166	\$33,992,708	\$33,752,551	\$240,157
Salaries, Principals 02	\$2,135,195	\$2,170,250	\$2,237,321	\$2,254,377	(\$17,056)
Salaries, Central Administration 03	\$1,135,797	\$1,127,878	\$1,187,267	\$1,216,510	(\$29,243)
Salaries, Support Staff 04	\$8,573,518	\$9,029,830	\$9,319,200	\$9,124,786	\$194,414
Salaries, Athletics 05	\$495,549	\$483,412	\$520,850	\$506,230	\$14,620
Salaries, Buildings 06	\$752,062	\$706,266	\$732,102	\$741,109	(\$9,007)
Salaries, Custodial 07	\$1,346,615	\$1,400,065	\$1,501,995	\$1,502,839	(\$844)
Salaries, Home Instruction 08	\$4,020	\$2,279	\$8,500	\$2,631	\$5,869
Salaries, Miscellaneous Pupil Services 09	\$1,513,304	\$1,490,306	\$1,575,266	\$1,465,165	\$110,101
Salaries, Subs Miscellaneous 11	\$56,375	\$52,457	\$66,691	\$81,705	(\$15,014)
Salaries, Subs Instructional 12	\$746,767	\$702,211	\$671,642	\$651,697	\$19,945
Salaries, Overtime 13	\$255,418	\$223,810	\$232,855	\$226,583	\$6,272
Stipends, Curriculum/Instruction 14	\$113,557	\$161,350	\$166,000	\$129,909	\$36,091
Fringe, Course Reimbursement 15	\$40,187	\$35,867	\$56,000	\$45,424	\$10,577
Fringe, Health Insurance 16	\$7,220,434	\$8,250,345	\$8,623,581	\$8,300,141	\$323,440
Fringe, Health Insurance, Retiree 17	\$780,816	\$763,386	\$968,996	\$849,365	\$119,631
Fringe, Life/Disability Insurance 18	\$47,225	\$37,404	\$40,900	\$35,030	\$5,870
Fringe, Unemployment Insurance 19	\$11,734	\$40,354	\$40,000	\$37,233	\$2,767
Fringe, Workers Compensation 20	\$272,937	\$288,016	\$295,000	\$451,026	(\$156,026)
Fringe, Middlesex County Retirement System 21	\$1,756,208	\$1,961,424	\$2,086,065	\$2,086,065	\$0
Fringe, Medicare 22	\$732,090	\$755,496	\$825,000	\$815,978	\$9,022
Contributions, OPEB Trust Fund 23	\$506,000	\$700,000	\$800,000	\$800,000	\$0
Instruction Supplies 24	\$990,955	\$967,299	\$1,057,992	\$1,152,624	(\$94,632)
Instruction Textbooks 25	\$218,991	\$230,185	\$280,570	\$237,261	\$43,309
Instructional, Library 26	\$46,633	\$52,902	\$59,678	\$52,446	\$7,232
Other, Capital Outlay 27	\$710,570	\$476,816	\$527,059	\$1,163,259	(\$636,200)
Other, Debt Service 29	\$1,822,733	\$1,895,743	\$1,934,218	\$1,934,218	\$1
Other, Property/Casualty 30	\$102,627	\$164,181	\$177,424	\$116,635	\$60,789
Other, Maint Buildings/Grounds 31	\$695,109	\$944,343	\$732,745	\$942,255	(\$209,510)
Other, Maintenance Equipment 32	\$72,857	\$46,837	\$119,604	\$46,172	\$73,432
Other, Legal Service 34	\$257,828	\$107,228	\$181,350	\$219,991	(\$38,641)
Other, Admin Supplies 35	\$836,575	\$900,741	\$917,978	\$902,095	\$15,883
Other, Athletic Supplies 36	\$138,972	\$103,076	\$67,491	\$59,888	\$7,603
Other, Custodial Supplies 37	\$124,700	\$162,562	\$157,984	\$124,880	\$33,104
Other, Sped Transportation 38	\$1,487,541	\$1,619,628	\$1,826,934	\$1,650,537	\$176,397
Other, Student Transportation 39	\$892,949	\$804,619	\$880,393	\$764,856	\$115,537
Other, Travel, Conferences 40	\$113,672	\$107,931	\$121,934	\$128,753	(\$6,819)
Other, Sped Tuition 41	\$5,208,139	\$6,075,530	\$5,283,278	\$5,420,204	(\$136,926)
Other, Utilities 42	\$1,391,388	\$1,366,987	\$1,825,133	\$1,460,269	\$364,864
Other, Telephone 43	\$83,733	\$48,211	\$108,151	\$63,751	\$44,400
Other, Sewer 44	\$280,548	\$273,301	\$287,191	\$277,576	\$9,615
Other, - 49	\$1,405	\$830	\$1,500	(\$52)	\$1,552
Assessments - 48			\$576,658	\$431,353	\$145,305
<b>GRAND TOTAL</b>	<b>\$75,811,341</b>	<b>\$79,258,521</b>	<b>\$83,073,204</b>	<b>\$82,225,323</b>	<b>\$847,881</b>
% spent	99.2%	99.4%		99.0%	<b>1.0%</b>

**Salaries & Stipends (01-14): Total \$51,656,092**

Salaries and Stipends of \$51,656,092 were \$1,587,811 or 3.2% above FY16. The FY17 actual spending was favorable to budget 1.1%, or \$556,305.

The largest portion of the budget is in teaching, which at \$33,752,551 was favorable to budget 0.7% or \$240K. Principal salary costs of \$2,254,377 and Central Office cost of \$1,216,510 each exceeded budget

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by \$17K (0.8%) and \$29K (2.5%) respectively. Central Office salaries were reviewed and adjusted in connection with a study completed and presented to School Committee subsequent to budget completion. Overall spending on Support Staff was below budget 2.1%, or \$194,414, and exceeded FY16 actual of \$9,029,830 by only 1.1%. Miscellaneous Pupil Service staff of \$1,465,165 was \$110K below budget and \$25K below the prior year. Savings in this category were driven by reduced use of the contract services budget under the new assistant superintendent and her leadership team, spending \$89K less than budgeted and also \$108K lower than the prior year. Custodial staff costs were on budget at \$1,502,839, and \$102,774 or 7.3% higher than FY16. Finally, we realized some favorability in overtime of \$6K.

All Fringes (15-23): Total \$12,620,261 plus \$800,000 OPEB

Funding of the OPEB trust was increased \$100K over FY16 to \$800,000, and funded as budgeted. The trust balance grew from \$1,964,330 to 2,944,636 over the fiscal year. The actuarial liability at December 31, 2016 is \$44,287,881.

Other Fringe benefit costs, (excluding OPEB funding) of \$12,620,261 were favorable to budget \$315,281 or 2.4%. Health insurance for both Retirees and Actives are favorable to budget, \$119K and \$323K respectively, due to lower participants enrolled than planned in the budget. Active employees are favorable \$323K on a budget of \$8,623,581, or 3.8%, and retirees are favorable \$119K on a budget of \$968,996, or 12.3%. The MCRS assessment of \$2,086,065 is on budget.

Worker compensation insurance of \$451,026 exceeded budget by \$156,026 or 52.9%. This is an increase of \$163K over FY16 and the result of two factors: annual payroll audit results indicated that prior estimated payrolls were understated by the insurance agency in setting premiums, and the district has had increased losses in this area, resulting in surcharges rather than credits on premiums. This budget had been reduced from \$348K in FY16 to trend.

Medicare taxes were \$815,978 on budget of \$825,000.

Instructional Supplies, Books & Library (24-26): Total \$1,442,331

Overall spending in FY17 was \$44K over budget and \$191,945 higher than FY16, or \$15.4%. This reflects decisions by building leaders on how to allocate their resources, coupled with administrative decisions to purchase copiers to replace those coming off lease, saving funds over the long term and in the FY18 budget.

Capital Outlay (27): Total \$1,163,259

Actual spending in FY17 of \$1,163,259 exceeded budget of \$527,059 by \$636,200 or 120%, including \$399,558 encumbered as of June 30. We implemented a \$25K threshold this year for capital classification, per auditor recommendation to increase it from \$5K.

As highlighted during the FY17 budget process, CC#27, labelled Capital Outlay, includes both items over the \$25,000 capital threshold and departmental outlay spending for smaller cost items. The budget for "true capital" was \$273,000 as below, with the departmental outlay accounts in revised budget at \$254,059.

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DESCRIPTION	FY17 BUDGET- REVISED 06/2016
DORE & WHITTIER EXISTING CONDITIONS STUDY	50,000
HVAC CONTROLS	25,000
FURNISH & EQUIP 2 LEARNING CENTERS-moved to JHS	18,000
CONCRETE REPLACEMENT	135,000
CARPET / TILE REPLACEMENT	10,000
SHS HOT WATER HEATERS (ACCELERATED NEED)	35,000
	<b>\$ 273,000</b>

Projects undertaken in this account include: Senior High School Concrete replacement project; Architect completion of Phase II of the capital study project, and a “scope” project to prioritize needs; HVAC upgrades at Blanchard, hot water heater at High School, furnishing and equipping the new learning center at the junior high. In addition to the budgeted items, per notification to the school committee on June 8 and June 22, truck replacement, Blanchard boiler, copier purchases, districtwide two way radios, the Blanchard “tot lot” equipment and the JHS Generator project all increased this category, freeing up funds in FY’18.

Debt (29): Total \$1,934,218

Debt is on budget, at \$1,934,218 in principal and interest on the Junior High, Senior High and Lower Fields projects. JHS and SHS debt will be paid fully in 2025, and Lower fields in 2028. Per agreement, Friends of Lower Fields continues to contribute \$25K to the Lower Fields Debt annually.

Property & Casualty (30): Total \$116,635

Total costs for our insurance in this area are charged to both this account, and for the portion related to the school busses insurance, charged to the student transportation account (CC39). We recently obtained detailed costs on the bus insurance costs, and we recorded a budget transfer of \$66K in January to remove excess budget from the student transportation accounts.

Total costs in FY17 were \$116,635 on a budget of \$177,424. We realized savings in this account of \$60,789 due principally to lower billing than FY16, which was \$164,181. The District implemented a risk management committee and increased rewards program credits, providing further savings.

Maintenance Building & Grounds and Equipment (31, 32)

Maintenance, Building and Grounds (CC 31) spending through June 30 of \$942,255 is consistent with FY16 at \$944,343 and over the budget of \$732,745. This budget should be reviewed and increased to reality in the future as it historically runs over budget (FY16 Spent \$944K on \$718K Budget).

Maintenance of Equipment (CC 32) savings of \$73,432 covers part of this overrun; at \$46,172 on a budget of \$119,604. There are many accounts in these categories, but the overrun is predominantly in the M&R Preventive, Buildings accounts and these should be reevaluated for future budget adequacy.

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

Legal Services (34) Total \$219,496:

This includes professional fees for general legal services and special education legal costs. FY17 costs of \$219,496 were over budget 21.3%, or \$38,640.

				<b>FY17</b>
<u>Legal Services:</u>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>increase</b>
General	195,201	59,330	159,686	100,357
Special Ed	62,627	47,898	60,304	12,406
<b>Total</b>	<b>257,828</b>	<b>107,228</b>	<b>219,991</b>	<b>112,762</b>

The overrun in FY17 reflects a high level of public records requests and personnel actions, particularly in the last quarter of the year.

Admin Supplies (35):

This category includes more than administrative costs and more than supplies. It is a bit of a “catch all”, including many categories, such as software license agreements, dues and memberships, supplies, and contract services. FY17 spending of \$902,096 is \$15,883 favorable to budget, and is consistent with FY16 actual at \$900,741.

Athletic Supplies (36):

The athletic program had a good year in FY17, the first year in many where there was not a deficit in the revolving account which needed to be closed to the general fund. This category (CC 36) includes only a small portion of the program for supplies, insurance and dues primarily. Spending in this area of \$59,888 was favorable to budget \$7,603, and far below FY16 actual of \$103,076, which included the cost transfer to fund the revolving account deficit. Much of this \$1M program is in personnel (\$506,230 in FY17, favorable \$14,620). The special revenue funds carry the other \$.5M of the program. Fees were increased in FY17 to eliminate the deficits. Following is the 3 year summary:

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<b>ABRSD Athletics</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
ABSAF	41,000	46,000	50,000
Gate	43,144	55,680	58,238
Fees ( with \$45 increase)	329,786	344,650	405,498
Gifts	4,352	22,510	19,355
Appropriated	577,961	587,065	603,003
<b>Total Revenue</b>	<b>996,244</b>	<b>1,055,904</b>	<b>1,136,095</b>
Salary Appropriated	495,549	483,412	506,230
Operating Appropriated	149,805	111,919	71,121
Salary Revolving	203,607	212,653	211,241
Operating revolving	169,928	203,331	229,562
Revolving Officials	40,748	53,910	51,309
<b>Total Expenses</b>	<b>1,059,636</b>	<b>1,065,225</b>	<b>1,069,462</b>
<b>Surplus (Loss)</b>	<b>(63,393)</b>	<b>(9,321)</b>	<b>66,632</b>

Custodial Supplies (37) Total \$124,880:

Actual spending in FY17 of \$124,880 is \$33K below budget and \$37,682 below FY16 actual, but in line with FY15 actual spending. The timing of purchases impacted FY16.

Transportation (Special Ed) (38) Total \$1,650,537:

Special Ed Transportation of \$1,650,537 increased only \$30,909 over FY16 actual of \$1,619,628, and is favorable to FY17 budget by \$176,397. The budget favorability is all related to fewer students requiring specialized transportation requirements than in FY16.

Special education transportation consists of the fixed rate CASE Collaborative assessment of \$1,538,184 in FY17, compared to \$1,403,798, up 9.5% or \$134,386, and contract services for students with specialized transportation requirements not available through CASE. The FY17 cost for special services was \$102,099 v. budget of \$290,000, compared to the FY16 cost of \$215,830 for private transportation. This budget is difficult to predict a year in advance.

Student Transportation (39) Total \$764,856:

This category reflects the costs relative to the bus operation, excluding personnel (bus leases, insurance, and maintenance costs, principally). Total costs in FY17 of \$764,856 are favorable to budget by \$115,537, due to fuel prices remaining low (71K favorable) and an extra lease budget line of \$30K (corrected in FY18 budget).

Special Education out of district tuitions (41) Total \$5,420,204:

Total Special education tuitions are funded through the appropriated budget and the Circuit breaker special revenue fund, and include day and residential placements at public, private and collaborative

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settings. The budget for this area is developed based on known caseloads nearly a year prior to the actuals.

The chart below summarizes FY15 through FY17 costs and funding sources:

	<u>15 Actual</u>	<u>16 Actual</u>	<u>17 Budget</u>	<u>17 Actual</u>	<u>17 Budget</u> <u>Variance</u>
<b>Special Education Tuitions:</b>					
Tuition cost	\$ 7,053,489	\$ 7,840,727	\$ 7,772,278	\$ 7,509,204	\$ 263,074
Funded by Circuit Breaker	(1,845,350)	(1,765,197)	(2,489,000)	(2,089,000)	(400,000)
Funded by Appropriation	\$ 5,208,139	\$ 6,075,530	\$ 5,283,278	\$ 5,420,204	\$ (136,926)
<b>Circuit Breaker Fund:</b>					
Beginning balance	\$ 88,196	\$ 331,453		\$ 998,826	
Revenues received	2,088,607	2,432,570		2,725,488	
Expense paid	(1,845,350)	(1,765,197)		(2,089,000)	
Ending Balance	\$ 331,453	\$ 998,826		\$ 1,635,314	
% reimbursed by State	73.50%	74.10%		73.16%	

It is important to note that in FY15, a one-time CASE credit of \$459K provided relief from what would otherwise have been significantly (8.7%) over budget. Accordingly, the increase in spending between FY15 and FY16 is impacted by the one-time credit. In FY16 and FY17, deliberate decisions to retain a larger balance in Circuit Breaker funds were made. The state allows retention of Circuit Breaker revenues, for one additional fiscal year.

**Utilities, Telephone & Sewer (42-44) Total \$1,801,597:**

FY17 costs for these 3 accounts were \$1,801,597 compared to \$1,688,498 in FY16 and \$1,755,670 in FY15. FY16 reflected a mild winter. Utilities were favorable to budget \$364,864, principally in gas heat (Favorable \$124K) and electric (Favorable 284K), offset by \$44K unfavorable costs for water due to the unbudgeted costs of the Hagar well at Blanchard for 2 fiscal years. Sewer costs of \$277,576 principally include the annual payment to the Town of Acton for the Sewer implementation on campus of \$183,400, and other usage bills. Telephone is favorable \$44,400 as the District performs internal maintenance to save funds.

**Special Revenue Accounts – See Attached Report**

These accounts include funds authorized to support both school operations, gift funds restricted to specific purposes imposed by the donor, and funds for which the school district is a fiduciary agent only, including scholarships and student activity funds. There are no deficits. As shown in the below chart, \$10M of spending occurred from these funds in FY17. Some year end balances include fees for the coming year collected before June 30.

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<b>Special Revenues and Revolving Receipts over \$100K</b>						<b>Balance</b>
<b>Fund</b>	<b>Receipts</b>	<b>Expenses</b>	<b>CASH BAL</b>	<b>Encumber</b>	<b>6/30/17</b>	
COMMUNITY ED	2,741,119	2,082,885	1,351,591	50,967	1,300,624	
CIRCUIT BREAKER	2,725,488	2,089,000	1,635,314	0	1,635,314	
LUNCH	1,782,427	1,727,163	860,964	64	860,900	
ADK	957,005	797,033	378,674	268	378,406	
ATHLETIC REVG	480,092	439,112	40,980	0	40,980	
DOUG: DAWN/DUSK	345,650	306,997	103,515	17	103,498	
AD INTEGRATED PRESCHOOL	283,096	195,957	202,224	782	201,442	
BLANCHARD AMPM XD	270,044	310,676	125,896	0	125,896	
USE OF FACILITIES	239,296	239,296	0	0	0	
MERRIAM AMPM	230,820	213,881	147,387	0	147,387	
SCHOOL CHOICE	215,184	205,680	125,195	0	125,195	
DRIVERS' ED	199,154	233,669	208,990	0	208,990	
SH:COUNSELING/TESTING	124,114	115,332	26,415	0	26,415	
SUMMER SCHOOL TUITION	118,783	102,798	187,113	686	186,427	
<b>Total Special Revenue and Revolving Funds</b>	<b>11,533,308</b>	<b>10,036,243</b>	<b>6,046,234</b>	<b>60,400</b>	<b>5,985,833</b>	

**Grant Funds– See Attached Report**

Certain Federal grant funds run through 8/31/17 and accordingly spending is not complete for some of those at this time. Per discussion with grant administrators, all funds will be expended effectively by 8/31/17. Totals by funding source are as follows:

	<b>FY'17</b>		<b>Enc</b>	<b>Total</b>	<b>Balance</b>
	<b>Budget</b>	<b>YTD</b>			
FEDERAL GRANT EXPENSES	\$ 1,536,458	\$ 1,507,277	\$ 2,602	\$ 1,509,880	\$ 26,578
STATE GRANT EXPENSES	\$ 82,200	\$ 79,108	\$ 310	\$ 79,418	\$ 2,782
PRIVATE / OTHER GRANT EXPENSES	\$ 39,346	\$ 9,606	\$ -	\$ 9,606	\$ 29,740
<b>TOTAL EXPENSES</b>	<b>\$ 1,658,004</b>	<b>\$ 1,595,991</b>	<b>\$ 2,912</b>	<b>\$ 1,598,903</b>	<b>\$ 59,101</b>

**FY'18 State Budget Update**

The Commonwealth's budget was finally signed this month, resulting in final Ch. 70 state aid favorable to budget by \$54K. On the expenditure side, items we know at this early stage, including advancing to FY17 some capital work budgeted in FY18, has freed up over \$400K of FY18 funds necessary for FY18 anticipated expenses. In addition, state assessments for Choice and Charter school tuition out will be \$110K favorable to the budgeted assessments if the recently posted data by DESE holds. These amounts fluctuate throughout the year.

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

Acton Boxborough Regional School District Revenues and Funding Sources				6/30/2017	FY'17 Proj	7/21/2017	
	FY'15 Actual	FY'16 Actual	FY17 Budget	FY'17 YTD	Fav (Unfav)	FY18 Budget	FY18 Projection
CHAPTER 70 AID	14,254,476	14,393,076	14,531,276	14,696,071	164,795	14,804,931	14,859,361
SCHOOL CHOICE ASSESSMENT	(118,465)	(99,055)	-	-	-	-	-
CHARTER SCHOOL ASSESSMEN	(373,438)	(392,870)	-	-	-	-	-
SPECIAL EDUCATION ASSESMI	(12,398)	(311)	-	-	-	-	-
REGIONAL TRANSPORTATION	1,353,855	1,430,719	1,190,000	1,411,898	221,898	1,307,373	1,307,373
REGIONAL BONUS AID	136,900	106,520	74,000	77,640	3,640	49,000	49,000
CHARTER SCHOOL REIMBURSE	25,810	42,958	27,683	21,364	(6,319)	25,350	33,282
<b>Total State Aid, Net</b>	<b>15,266,740</b>	<b>15,481,037</b>	<b>15,822,959</b>	<b>16,206,973</b>	<b>384,014</b>	<b>16,186,654</b>	<b>16,249,016</b>
EARNINGS ON INVESTMENTS	14,876	28,642	-	93,344	93,344	-	75,000
MISCELL REVENUE	111,831	42,341	-	33,397	33,397	30,000	55,000
RENTAL INCOME				67,500	67,500	-	30,000
MEDICAID REIMBURSEMENT	48,109	186,762	-	209,193	209,193	100,000	150,000
<b>Total Other Revenues</b>	<b>174,816</b>	<b>257,745</b>	<b>-</b>	<b>403,435</b>	<b>403,435</b>	<b>130,000</b>	<b>310,000</b>
<b>Total Revenues</b>	<b>15,441,556</b>	<b>15,738,782</b>	<b>15,822,959</b>	<b>16,610,408</b>	<b>787,449</b>	<b>16,316,654</b>	<b>16,559,016</b>
REGIONAL ASSESSMENT-ACTC	49,690,147	53,171,008	55,547,097	55,547,097	-	57,730,056	57,730,056
REGIONAL ASMNT - BOXBORO	10,594,579	11,120,240	11,503,148	11,503,148	-	11,593,781	11,593,781
ADDTL MCRS ASSESSMENT-AC	384,255	-	-	-	-	-	-
ADDTL MCRS ASMNT - BOXBO	67,042	-	-	-	-	-	-
<b>Total Assessments</b>	<b>60,736,023</b>	<b>64,291,248</b>	<b>67,050,245</b>	<b>67,050,245</b>	<b>-</b>	<b>69,323,837</b>	<b>69,323,837</b>
PREMIUMS ON LOANS	658	-	-	-	-	-	-
TRANSFER FROM E&D	300,000	200,000	200,000	200,000	-	450,000	450,000
<b>TOTAL BUDGET</b>	<b>76,478,237</b>	<b>80,230,029</b>	<b>83,073,204</b>	<b>83,860,653</b>	<b>787,449</b>	<b>86,090,491</b>	<b>86,332,853</b>
Reclass Revenue offsets to Exp	504,301	492,236	-	-	-	-	-
<b>Restated Total Budget</b>	<b>76,982,538</b>	<b>80,722,265</b>	<b>83,073,204</b>	<b>83,860,653</b>	<b>787,449</b>	<b>86,090,491</b>	<b>86,332,853</b>

# ACTON / BOXBOROUGH REGIONAL SCHOOLS



## FY17 YTD REVENUES 07-20-17 PRELIMINARY

FOR 2017 99

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
45402 MEDICAID REIMBURSEMENT	0	0	0	209,192.79	-209,192.79	100.0%
46801 AID - CHAPTER 70	0	-14,531,276	14,531,276	14,696,071.00	-164,795.00	101.1%
46807 TRANSPORTATION - PUPIL	0	-1,190,000	1,190,000	1,411,898.00	-221,898.00	118.6%
46809 REIMBURSEMENT - CHARTER SCHOO	0	-27,683	27,683	21,364.00	6,319.00	77.2%
46811 REGIONAL BONUS AID	0	-74,000	74,000	77,640.00	-3,640.00	104.9%
47501 ASSESSMENT - RGNL - ACTON	0	-55,547,097	55,547,097	55,547,097.00	.00	100.0%
47502 ASSESSMENT - RGNL - BOXBOROUG	0	-11,503,148	11,503,148	11,503,148.04	-.04	100.0%
48200 EARNINGS - ON INVESTMENTS	0	0	0	93,344.35	-93,344.35	100.0%
48403 REVENUE - MISCELLANEOUS	0	0	0	33,397.39	-33,397.39	100.0%
48404 RENTAL INCOME	0	0	0	67,500.00	-67,500.00	100.0%
GRAND TOTAL	0	-82,873,204	82,873,204	83,660,652.57	-787,448.57	101.0%

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

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ACTON / BOXBOROUGH REGIONAL SCHOOLS  
FY17 EXPENSES - CURRENT YEAR ONLY  
FINAL 8/9/17

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FOR 2017 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
01 SALARIES, TEACHING	33,992,708	0	33,992,708	33,752,550.53	.00	240,157.47	99.3%
02 SALARIES, PRIN/A PRI	2,237,321	0	2,237,321	2,254,376.72	.00	-17,055.72	100.8%
03 SALARIES, CNTRL ADMN	1,195,267	-8,000	1,187,267	1,216,509.99	.00	-29,242.99	102.5%
04 SALARIES, SUPP STAFF	9,311,200	8,000	9,319,200	9,124,786.28	.00	194,413.72	97.9%
05 SALARIES, ATHLETICS	531,828	-10,978	520,850	506,230.02	.00	14,619.98	97.2%
06 SALARIES, BUILDINGS	732,102	0	732,102	741,108.58	.00	-9,006.58	101.2%
07 SALARIES, CUSTODIAL	1,501,995	0	1,501,995	1,502,839.34	.00	-844.34	100.1%
08 SALARIES, HOME INSTR	8,500	0	8,500	2,631.25	.00	5,868.75	31.0%
09 SALARIES, MISC PS	1,575,266	0	1,575,266	1,465,164.97	.00	110,101.03	93.0%
11 SALARIES, SUBS MISC	66,691	0	66,691	81,704.64	.00	-15,013.64	122.5%
12 SALARIES, SUBS INSTR	677,142	-5,500	671,642	651,697.07	.00	19,944.93	97.0%
13 SALARIES, OVERTIME	232,855	0	232,855	226,582.70	.00	6,272.30	97.3%
14 STIPENDS, CURR/INSTR	166,000	0	166,000	129,909.44	.00	36,090.56	78.3%
15 FRINGES, COURSE REIM	56,000	0	56,000	45,423.50	.00	10,576.50	81.1%
16 FRINGES, HLTH INSUR	8,623,581	0	8,623,581	8,300,140.98	.00	323,440.02	96.2%
17 FRINGES, H INSUR RET	968,996	0	968,996	849,364.61	.00	119,631.39	87.7%
18 FRINGES, LIF/DIS INS	40,900	0	40,900	35,029.90	.00	5,870.10	85.6%
19 FRINGES, UNEMPLMNT	40,000	0	40,000	37,232.54	.00	2,767.46	93.1%
20 FRINGES, WORKRS COMP	295,000	0	295,000	451,026.01	.00	-156,026.01	152.9%
21 FRINGES, MCRS	2,086,065	0	2,086,065	2,086,065.00	.00	.00	100.0%
22 FRINGES, MEDICARE	825,000	0	825,000	815,978.33	.00	9,021.67	98.9%
23 CONTRIB OPEB TRUST F	800,000	0	800,000	800,000.00	.00	.00	100.0%
24 INSTRUCT SUPPLIES	1,048,492	9,500	1,057,992	1,049,199.76	103,424.19	-94,631.95	108.9%
25 INSTRUCT TEXTBOOKS	282,570	-2,000	280,570	235,546.54	1,714.43	43,309.03	84.6%
26 INSTRUCTIONAL, LBY	59,678	0	59,678	45,789.00	6,656.86	7,232.14	87.9%
27 OTHER, CAP OUTLAY	530,059	-3,000	527,059	763,701.25	399,558.07	-636,200.32	220.7%
29 OTHER, DEBT SERVICE	1,934,218	0	1,934,218	1,934,217.50	.00	.50	100.0%
30 OTHER, PROP/CASUALTY	110,700	66,724	177,424	116,634.85	.00	60,789.15	65.7%
31 OTHER, MAINT BLDG/GR	734,745	-2,000	732,745	893,518.76	48,736.12	-209,509.88	128.6%
32 OTHER, MAINT EQUIP	119,604	0	119,604	44,955.34	1,217.10	73,431.56	38.6%
34 OTHER, LEGAL SERVICE	181,350	0	181,350	219,990.71	.00	-38,640.71	121.3%
35 OTHER, ADMIN SUPP	914,051	3,927	917,978	875,244.54	26,850.50	15,882.96	98.3%
36 OTHER, ATHLETIC SUPP	57,446	10,045	67,491	59,888.36	.00	7,602.64	88.7%
37 OTHER, CUSTODL SUPP	157,984	0	157,984	124,880.25	.00	33,103.75	79.0%
38 OTHER, SPED TRANSP	1,826,934	0	1,826,934	1,650,537.05	.00	176,396.95	90.3%
39 OTHER, STUDENT TRANS	947,117	-66,724	880,393	757,845.05	7,010.95	115,537.00	86.9%
40 OTHER, TRAVEL/CONF	120,034	1,900	121,934	128,587.98	165.00	-6,818.98	105.6%
41 OTHER, SPED TUITION/	5,283,278	0	5,283,278	5,420,203.72	.00	-136,925.72	102.6%
42 OTHER, UTILITIES	1,825,133	0	1,825,133	1,441,015.66	19,253.25	364,864.09	80.0%
43 OTHER, TELEPHONE	110,045	-1,894	108,151	61,066.65	2,684.78	44,399.57	58.9%
44 OTHER, SEWER	287,191	0	287,191	277,576.27	.00	9,614.73	96.7%
48 ASSESSMENTS	576,658	0	576,658	431,353.00	.00	145,305.00	74.8%
49 OTHER	1,500	0	1,500	-52.49	.00	1,552.49	-3.5%
GRAND TOTAL	83,073,204	0	83,073,204	81,608,052.15	617,271.25	847,880.60	99.0%

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**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
FYE 6/30/17**

Operating		Fund Balance 6/30/16	Reverse FY16 Open Enc.	Fund Balance 7/1/2016	Fund Balance Transfers	Receipts	Expenses	CASH BAL	Encumber	Balance as of 6/30/17
<b>LUNCH</b>										
K Nelson	3201 LUNCH	804,506.23	1,193.89	805,700.12	0.00	1,782,427.24	1,727,163.30	860,964.06	64.01	860,900.05
<b>SUPERINTENDENT</b>										
G Brand	3311 SUPERINTENDENT GIFTS	256.00		256.00		1,030.00	0.00	1,286.00	0.00	1,286.00
<b>DISTRICTWIDE</b>										
G Brand	3353 DISTRICT WIDE GIFTS	0.00	1,669.47	1,669.47		0.00	1,669.47	0.00	0.00	0.00
<b>CURRICULUM</b>										
D Bookis	3318 PARENT INVOLVEMENT PROJECT	15,323.12	2,500.00	17,823.12		2,723.00	5,329.94	15,216.18	0.00	15,216.18
D Bookis	3323 CURRICULUM GIFT	1,486.11	593.40	2,079.51	0.00	2,505.30	4,347.70	237.11	0.00	237.11
D Bookis	3419 SCHOOL TO BUSINESS	(150.00)		(150.00)		150.00	0.00	0.00	0.00	0.00
<b>FINANCE</b>										
C Jeannotte	3401 SCHOOL CHOICE	115,691.18		115,691.18		215,184.00	205,680.00	125,195.18	0.00	125,195.18
Marie Altieri	3406 ADK	86,640.20	9,884.80	96,525.00	122,176.90	957,005.30	797,033.17	378,674.03	267.71	378,406.32
C Jeannotte	3016 CIRCUIT BREAKER	998,826.00		998,826.00		2,725,488.00	2,089,000.00	1,635,314.00	0.00	1,635,314.00
C Jeannotte	3501 INSURANCE REIMB	17,162.43		17,162.43		10,120.21	8,832.83	18,449.81	0.00	18,449.81
M. Dennehy	9901 TAILINGS	20,423.63		20,423.63		0.00	20,423.63	0.00		0.00
<b>FACILITIES</b>										
J D Head	3322 ELM ST HOOPS	1,214.00		1,214.00		0.00	0.00	1,214.00	0.00	1,214.00
J D Head	3328 NSTAR POWER DOWN PROJECT	10,535.88		10,535.88		0.00	2,014.78	8,521.10	0.00	8,521.10
J D Head	3329 FRIENDS OF LOWER FIELDS	43,851.83		43,851.83		0.00	13,624.75	30,227.08	0.00	30,227.08
J D Head	3330 LOWER FIELDS GIFT 2	0.00		0.00		25,000.00	25,000.00	0.00	0.00	0.00
J D Head	3342 WEST ACTON BOARDWALK	11,072.50		11,072.50		0.00	0.00	11,072.50	0.00	11,072.50
TBD	3418 TRANSPORTATION	0.00		0.00		0.00	0.00	0.00	0.00	0.00
J D Head	3332 DAMON PLAYGROUND	439.42		439.42		0.00	295.93	143.49	0.00	143.49
<b>COMMUNITY EDUCATION</b>										
E Bettez	3402 COMMUNITY ED	889,154.04	495.61	889,649.65	(196,292.15)	2,741,118.67	2,082,884.92	1,351,591.25	50,966.96	1,300,624.29
E Bettez	3403 USE OF FACILITIES	0.00		0.00		239,295.78	239,295.78	0.00	0.00	0.00
E Bettez	3404 DRIVERS' ED	243,505.49		243,505.49	0.00	199,154.21	233,669.43	208,990.27	0.00	208,990.27
<b>STUDENT SERVICES</b>										
D Bentley	3428 ODP REVOLVING	67,704.39	160.73	67,865.12		74,856.37	60,420.89	82,300.60	14.02	82,286.58
J Gibowitz	3429 AD INTEGRATED PRESCHOOL	114,841.77	243.68	115,085.45		283,095.50	195,956.89	202,224.06	781.83	201,442.23
<b>3326 MCC BIG YELLOW SCHOOL BUS</b>										
J Campbell	SENIOR HIGH	205.14		205.14		\$200.00	\$200.00	205.14	0.00	205.14
A Shen	JUNIOR HIGH	0.00		0.00		\$0.00	\$0.00	0.00	0.00	0.00
D Labb	BLANCHARD	0.00		0.00		\$0.00	\$0.00	0.00	0.00	0.00
D Sugrue	CONANT	650.00		650.00		\$200.00	\$0.00	850.00	0.00	850.00
C Whitbeck	DOUGLAS	278.75		278.75		\$0.00	\$0.00	278.75		278.75
L Newman	GATES	104.30		104.30		\$200.00	\$304.30	0.00	0.00	0.00
D Krane	MCCARTHY TOWNE	0.00		0.00		\$200.00	\$200.00	0.00	0.00	0.00
E Kaufman	MERRIAM	671.00		671.00		\$0.00	\$0.00	671.00		671.00
<b>3416 LIBRARY REVOLVING</b>										
J Campbell	SENIOR HIGH	3,580.54		3,580.54		3,700.00	2,968.90	4,311.64	0.00	4,311.64
A Shen	JUNIOR HIGH	5,391.80		5,391.80		2,000.00	3,006.09	4,385.71	0.00	4,385.71
D Labb	BLANCHARD	2,253.57		2,253.57	3,000.00	1,750.00	0.00	7,003.57	0.00	7,003.57
D Sugrue	CONANT	1,524.96		1,524.96		1,950.00	0.00	3,474.96	0.00	3,474.96
C Whitbeck	DOUGLAS	1,108.07		1,108.07		1,750.00	2,416.22	441.85	0.00	441.85
L Newman	GATES	3,072.15	753.55	3,825.70		1,750.00	1,922.70	3,653.00	0.00	3,653.00
D Krane	MCCARTHY TOWNE	841.50		841.50		1,750.00	1,553.48	1,038.02	0.00	1,038.02
E Kaufman	MERRIAM	801.25	18.64	819.89		1,750.00	654.89	1,915.00	0.00	1,915.00

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
FYE 6/30/17**

Operating		Fund Balance 6/30/16	Reverse FY16 Open Enc.	Fund Balance 7/1/2016	Fund Balance Transfers	Receipts	Expenses	CASH BAL	Encumber	Balance as of 6/30/17
<b>SENIOR HIGH</b>										
S Martin	3301 ATHLETIC GIFTS	3,000.00		3,000.00		10,000.00	3,000.00	10,000.00	0.00	10,000.00
S Martin	3303 ABSAF:SH ATHLETICS	50,000.00		50,000.00		42,000.00	50,000.00	42,000.00	0.00	42,000.00
S Martin	3405 ATHLETIC REVG	0.00		0.00	0.00	480,091.74	439,111.90	40,979.84	0.00	40,979.84
M Hickey	3302 ABSAF:SH PERFORMING ARTS	9,282.22		9,282.22		3,000.00	4,846.00	7,436.22	0.00	7,436.22
J Campbell	3306 SENIOR HIGH GIFTS	8,530.97		8,530.97		1,831.78	0.00	10,362.75	0.00	10,362.75
J Campbell	3308 SH GIFT:PTSO	5,523.85		5,523.85		10,311.12	9,929.85	5,905.12	0.00	5,905.12
J Campbell	3309 SH GIFT:OTHER	11,519.29		11,519.29		292.63	1,638.54	10,173.38	0.00	10,173.38
J Campbell	3313 ABSAF:SH EXTRACURRICULAR	19,618.88	3,079.02	22,697.90		13,051.80	17,965.12	17,784.58	0.00	17,784.58
J Campbell	3315 UNITED WAY GIFT	994.95		994.95		0.00	0.00	994.95	0.00	994.95
J Campbell	3319 SH: COMMUNITY SERVICE GIFTS	4,372.84		4,372.84		5,057.72	5,531.06	3,899.50	0.00	3,899.50
J Campbell	3320 SH: SPECTRUM	98.77		98.77		0.00	98.77	0.00	0.00	0.00
J Campbell	3321 AB FRIENDS OF DRAMA	25.00		25.00		0.00	0.00	25.00	0.00	25.00
J Campbell	3412 LOST BOOKS-SENIOR HIGH	30,411.72		30,411.72		2,872.50	3,331.80	29,952.42	0.00	29,952.42
J Campbell	3413 PARKING-SENIOR HIGH	6,315.57		6,315.57		59,882.00	54,286.94	11,910.63	666.00	11,244.63
J Campbell	3414 SUMMER SCHOOL TUITION	171,127.50		171,127.50		118,782.91	102,797.58	187,112.83	686.13	186,426.70
M Hickey	3415 PERFORMING ARTS REV	3,059.20		3,059.20		28,237.68	30,222.27	1,074.61	0.00	1,074.61
J Campbell	3420 EMPORIUM REVOLVING	8,946.46	264.71	9,211.17		63,618.66	52,657.26	20,172.57	0.00	20,172.57
J Campbell	3423 SH: PROSCENIUM CIRCUS	29,990.54		29,990.54	0.00	98,092.60	74,322.80	53,760.34	0.00	53,760.34
J Campbell	3424 SH:COUNSELING/TESTING	17,633.12		17,633.12		124,114.25	115,332.46	26,414.91	0.00	26,414.91
J Campbell	3425 SH CHORUS	8,541.14		8,541.14	0.00	25,329.00	20,933.75	12,936.39	0.00	12,936.39
<b>JUNIOR HIGH</b>										
A Shen	3305 JUNIOR HIGH GIFTS	14,217.19		14,217.19		8,462.00	7,897.34	14,781.85	0.00	14,781.85
A Shen	3312 ABSAF:JH EXTRACURRICULAR	6,010.58		6,010.58	0.00	5,000.00	4,889.13	6,121.45	0.00	6,121.45
A Shen	3314 JOHN LORING MEMORIAL GIFT	2,125.35		2,125.35		6.50	2,131.16	0.69	0.00	0.69
A Shen	3317 EDFEAB GIFT - JH	274.38		274.38		0.00	0.00	274.38	0.00	274.38
A Shen	3327 DRAGONFLY THEATER	27,119.14		27,119.14		26,100.00	18,592.10	34,627.04	0.00	34,627.04
A Shen	3411 LOST BOOKS-JUNIOR HIGH	7,986.80		7,986.80		236.00	3,244.74	4,978.06	0.00	4,978.06
A Shen	3421 JH STORE REVOLVING	1,370.89		1,370.89		11,067.00	10,802.95	1,634.94	0.00	1,634.94
A Shen	3422 JH THEATER REVOLVING	4,444.87		4,444.87	0.00	23,813.05	22,127.22	6,130.70	78.50	6,052.20
<b>BLANCHARD</b>										
D Labb	3348 BLANCHARD GIFTS	11,014.69		11,014.69	(3,000.00)	5,000.00	5,223.12	7,791.57	6,858.00	933.57
D Labb	3408 BLANCHARD AM/PM XD	166,528.04		166,528.04		270,044.27	310,676.26	125,896.05	0.00	125,896.05
<b>CONANT</b>										
D Sugrue	3334 CONANT PTO	3,937.49		3,937.49		21,062.51	25,000.00	0.00	0.00	0.00
D Sugrue	3343 CONANT ENRICHMENT GIFT	73,934.46		73,934.46	24,597.70	0.00	83,322.74	15,209.42	0.00	15,209.42
D Sugrue	3349 CONANT GIFTS	1,390.70		1,390.70		700.00	696.00	1,394.70	0.00	1,394.70
<b>DOUGLAS</b>										
C Whitbeck	3335 DOUGLAS PTO	2,179.12		2,179.12		32,609.88	34,789.00	0.00	0.00	0.00
C Whitbeck	3350 DOUGLAS GIFTS	701.74		701.74		0.00	0.00	701.74	0.00	701.74
C Whitbeck	3409 DOUG: DAWN/DUSK	64,843.62	18.79	64,862.41		345,649.87	306,997.38	103,514.90	16.99	103,497.91
<b>GATES</b>										
L Newman	3336 GATES PTO	6,211.57		6,211.57		25,000.00	31,211.57	0.00	0.00	0.00
L Newman	3339 GATES GIFTS	14,260.28		14,260.28		2,189.06	1,858.55	14,590.79	0.00	14,590.79
L Newman	3344 GATES ENRICHMENT GIFT	49,262.61		49,262.61	26,895.47	0.00	34,109.19	42,048.89	0.00	42,048.89

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT  
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS  
FYE 6/30/17**

Operating		Fund Balance 6/30/16	Reverse FY16 Open Enc.	Fund Balance 7/1/2016	Fund Balance Transfers	Receipts	Expenses	CASH BAL	Encumber	Balance as of 6/30/17
<b>MCCARTHY TOWNE</b>										
D Krane	3337 MCCARTHY PTO	12,800.26		12,800.26		71,000.00	83,800.26	0.00	0.00	0.00
D Krane	3340 MCCARTHY TECHN	0.50		0.50		0.00	0.50	0.00	0.00	0.00
D Krane	3345 MCT ENRICHMENT GIFT	64,976.48		64,976.48	22,622.08	0.00	23,141.78	64,456.78	0.00	64,456.78
D Krane	3351 MCCARTHY TOWNE GIFTS	400.00		400.00		1,385.43	0.00	1,785.43	0.00	1,785.43
<b>MERRIAM</b>										
E Kaufman	3338 MERRIAM PTO	9,831.39		9,831.39		90,143.60	99,974.99	0.00	0.00	0.00
E Kaufman	3352 MERRIAM GIFTS	62.91		62.91		99.20	0.00	162.11	0.00	162.11
E Kaufman	3410 MERRIAM AM/PM	130,353.56	94.31	130,447.87		230,819.61	213,880.83	147,386.65	0.00	147,386.65
<b>Total Special Revenue and Revolving Funds</b>		<b>4,528,197.89</b>	<b>20,970.60</b>	<b>4,549,168.49</b>	<b>0.00</b>	<b>11,533,307.95</b>	<b>10,036,242.90</b>	<b>6,046,233.54</b>	<b>60,400.15</b>	<b>5,985,833.39</b>
<b>SCHOLARSHIPS</b>										
	5001 SCH:DENNIS M KULSICK - Principal Restricted	0.00		0.00		11,000.00		11,000.00		11,000.00
	5001 SCH:DENNIS M KULSICK - Interest	0.00		0.00		1,044.14	1,000.00	44.14	0.00	44.14
	5003 SCH:A B JAMBOREE	2,620.30		2,620.30	0.00	22.47	150.00	2,492.77	0.00	2,492.77
	5004 SCH:KATHERINE KINSLEY	29,346.19		29,346.19	0.00	256.42	200.00	29,402.61	0.00	29,402.61
	5005 SCH:JAMES E KINSLEY	37,763.85		37,763.85	0.00	330.79	0.00	38,094.64	0.00	38,094.64
	5006 SCH:AMERICAN LEGION 284 - Principal Restricted	34,000.00		34,000.00				34,000.00		34,000.00
	5006 SCH:AMERICAN LEGION 284 - Interest	16,950.90		16,950.90		432.92	2,000.00	15,383.82	0.00	15,383.82
	5008 SCH:J PRENDIVILLE III	12,030.00		12,030.00		94.92	2,000.00	10,124.92	0.00	10,124.92
	5009 SCH:M&P SMOLTEES	23,869.44		23,869.44		196.32	4,000.00	20,065.76	0.00	20,065.76
	5010 SCH:J DEBAGGIS	2,960.18		2,960.18		25.93	0.00	2,986.11	0.00	2,986.11
	5011 SCH:R J GREY	13,483.22		13,483.22		118.11	0.00	13,601.33	0.00	13,601.33
	5012 SCH:CHARLES BATTIT	20,297.09		20,297.09		175.24	800.00	19,672.33	0.00	19,672.33
	5013 SCH:J SCOTT	883.00		883.00	0.00	622.60	1,500.00	5.60	0.00	5.60
	5014 SCHOLARSHIP:GENERAL	1,674.82		1,674.82	0.00	4,197.49	2,500.00	3,372.31	0.00	3,372.31
	5015 FRED S KENNEDY SCHOLARSHIP - Principal Restricti	1,400.00		1,400.00				1,400.00		1,400.00
	5015 FRED S KENNEDY SCHOLARSHIP - Interest	404.39		404.39	0.00	15.17	200.00	219.56	0.00	219.56
	5016 CHS BRUSIE MEMORIAL SCHOLARSHIP	2,057.60		2,057.60		4,027.57	2,000.00	4,085.17	0.00	4,085.17
	5017 THOMAS MEAGHER SCHOLARSHIP	4,883.18		4,883.18		41.19	500.00	4,424.37	0.00	4,424.37
	5018 R & E MATUSOW SCHOLARSHIP	5,398.70		5,398.70	0.00	439.56	600.00	5,238.26	0.00	5,238.26
	5018 R & E MATUSOW SCHOLARSHIP - Principal Restrictet	45,000.00		45,000.00				45,000.00		45,000.00
	5020 SANDRA WILENSKY SCHOLARSHIP	1,617.65		1,617.65		12.58	500.00	1,130.23	0.00	1,130.23
	5021 FREDERICK JOYCE MEMORIAL	2,019.38		2,019.38		14.49	1,000.00	1,033.87	0.00	1,033.87
	5023 ALMA PARKHURST SCHOLARSHIP	16,923.92		16,923.92		138.67	3,000.00	14,062.59	0.00	14,062.59
D Labb	5024 P HALL SCHOLARSHIP-Principal Restricted	10,000.00		10,000.00				10,000.00		10,000.00
	5024 P HALL SCHOLARSHIP-Interest	3,199.68		3,199.68		1,952.64	500.00	4,652.32	0.00	4,652.32
<b>STUDENT ACTIVITIES</b>										
A Shen	6001 STU ACTIVITY FUND-JH	24,267.70		24,267.70		120,890.23	95,461.78	49,696.15	0.00	49,696.15
J Campbell	6002 STU ACTIVITY FUND-SH	109,829.22		109,829.22	0.00	274,261.46	248,210.84	135,879.84	0.00	135,879.84
D Labb	6003 STU ACTIVITY FUND-BL	19,345.13		19,345.13		36,233.58	32,718.00	22,860.71	0.00	22,860.71
<b>Total Scholarship &amp; Agency Funds</b>		<b>442,225.54</b>	<b>0.00</b>	<b>442,225.54</b>	<b>0.00</b>	<b>456,544.49</b>	<b>398,840.62</b>	<b>499,929.41</b>	<b>0.00</b>	<b>499,929.41</b>
<b>Total All funds</b>		<b>4,970,423.43</b>	<b>20,970.60</b>	<b>4,991,394.03</b>	<b>0.00</b>	<b>11,989,852.44</b>	<b>10,435,083.52</b>	<b>6,546,162.95</b>	<b>60,400.15</b>	<b>6,485,762.80</b>

Acton Boxborough Regional Schools									
FY'17 Grants									
June 30, 2017									
				FY'17					
				Budget	YTD	Enc	Total	Balance	
3001	SPED IDEA # F240	Project Duration 09/01/2016 - 06/30/2017							
FY17	CFDA# 84.027	DAWN BENTLEY							
Revenue									
3001R17	45401	3001R17	45401	REVENUE - FEDERAL - THRU STATE	1,232,975	1,232,975	-	1,232,975	-
Expense									
30011701	516011	30011701	516011	SH F240 AIDES/PARAS - SPED	305,010	305,009	-	305,009	1
30011702	516011	30011702	516011	JH F240 AIDES/PARAS - SPED	187,025	186,966	-	186,966	59
30011703	516011	30011703	516011	BL F240 AIDES/PARAS - SPED	122,063	116,267	-	116,267	5,796
30011704	516011	30011704	516011	CN F240 AIDES/PARAS - SPED	35,041	35,041	-	35,041	0
30011705	516011	30011705	516011	DO F240 AIDES/PARAS - SPED	9,575	9,183	-	9,183	392
30011706	516011	30011706	516011	GA F240 AIDES/PARAS - SPED	115,620	115,250	-	115,250	370
30011707	516011	30011707	516011	MCT F240 AIDES/PARAS - SPED	158,473	164,220	-	164,220	(5,747)
30011708	516011	30011708	516011	ME F240 AIDES/PARAS - SPED	272,763	273,914	-	273,914	(1,151)
30011709	516011	30011709	516011	PRESCHOOL AIDES/PARAS - SPED	27,405	27,124	-	27,124	281
30011710	515013	30011710	515013	BOOKKEEPER	-	-	-	-	-
3001				SPED IDEA 240	1,232,975	1,232,975	-	1,232,975	(0)
3002	TITLE I # F305	Project Duration 09/01/2016 - 06/30/2017							
FY17	CFDA# 84.010	DEB BOOKIS							
Revenue									
3002R17	45401	3002R17	45401	REVENUE - FEDERAL - THRU STATE	142,047	142,047	-	142,047	-
Expense									
30021701	514081	30021701	514081	TEACHER - GATES	22,403	22,403	-	22,403	0
30021702	514081	30021702	514081	TEACHER - BLANCHARD	21,401	21,401	-	21,401	(0)
30021703	514081	30021703	514081	TEACHER - JH	28,985	28,985	-	28,985	0
30021704	516001	30021704	516001	JH AIDES/PARAPROFESSIONALS	44,383	44,383	-	44,383	(0)
30021705	514002	30021705	514002	ADMINISTRATOR	5,000	5,000	-	5,000	-
30021706	543035	30021706	543035	OTHER INSTR MATERIAL	1,674	1,674	-	1,674	-
30021707	514700	30021707	514700	PD SUBSTITUTES	5,000	5,000	-	5,000	-
30021708	524009	30021708	524009	CONTRACTED SERVICES	6,200	6,200	-	6,200	-
30021709	570031	30021709	570031	MASS TEACHERS RETIREMENT	7,001	7,001	-	7,001	-
3002				TITLE I	142,047	142,047	-	142,047	-
3004	SPED PROGRAM IMPROVEMENT # F274	Project Duration 11/23/2016 - 08/31/2017							
FY17	CFDA# 84.027	DAWN BENTLEY							
Revenue									
3004R17	45401	3004R17	45401	REVENUE - FEDERAL - THRU STATE	44,528	28,634	-	28,634	15,894
Expense									
30041701	514900	30041701	514900	STIPEND	2,718	-	-	-	2,718
30041702	524006	30041702	524006	CONF. TRAV, WORKSHOPS	11,310	6,987	-	6,987	4,323
30041702	524134	30041702	524134	SPEAKERS - SPECIAL EDUCATION	3,500	-	-	-	3,500
30041702	524173	30041702	524173	CONTR SVC - CONSULTANT	27,000	20,962	-	20,962	6,038
3004				SPED PROGRAM IMPROVEMENT	44,528	27,950	-	27,950	16,578
3006	TITLE IIA:IMPRVG ED QUAL # F140	Project Duration 09/01/2016 - 06/30/2017							
FY17	CFDA# 84.367	DEB BOOKIS							
Revenue									
3006R17	45401	3006R17	45401	REVENUE - FEDERAL - THRU STATE	60,183	60,183	-	60,183	-
Expense									
30061701	514011	30061701	514011	ADMINISTRATOR	5,000	5,000	-	5,000	-
30061702	524112	30061702	524112	PD - CURRICULUM FRAMEWORKS	8,250	8,250	-	8,250	-
30061702	524113	30061702	524113	PD - CONSULTANTS	8,000	8,000	-	8,000	-
30061703	514700	30061703	514700	PD SUBSTITUTES	31,500	31,500	-	31,500	(0)
30061704	543094	30061704	543094	TEXTBOOKS	6,983	6,586	397	6,983	0
30061705	570031	30061705	570031	MASS TEACHERS RETIREMENT	450	450	-	450	-
3006				TITLE IIA:IMPRVG ED QUAL	60,183	59,786	397	60,183	(0)
3019	EARLY CHILDHOOD # F262	Project Duration 09/01/2016 - 06/30/2017							
FY17	CFDA# 84.173	DAWN BENTLEY							
Revenue									
3019R17	45400	3019R17	45400	REVENUE - FEDERAL - DIRECT	31,914	31,914	-	31,914	-
Expense									
30191701	516011	30191701	516011	AIDES/PARAPROFESSIONALS	31,914	31,914	-	31,914	-
3019				EARLY CHILDHOOD # F262	31,914	31,914	-	31,914	-
3020	SPED EARLY CHILDHOOD # F298	Project Duration 01/23/2017 - 06/30/2017							
FY17	CFDA# 84.173	JOE GIBOWICZ							
Revenue									
3020R17	45400	3020R17	45400	REVENUE - FEDERAL - DIRECT	2,250	2,250	-	2,250	-
Expense									
30201701	524006	30201701	524006	CONF. TRAV, WORKSHOPS	2,250	2,250	-	2,250	-
3020				SPED EARLY CHILDHOOD # F298	2,250	2,250	-	2,250	-

Acton Boxborough Regional Schools									
FY'17 Grants									
June 30, 2017									
				FY'17	YTD	Enc	Total	Balance	
				Budget					
3021	TITLE III ELA # F180		Project Duration 11/23/2016 - 06/30/2017						
FY17	CFDA#	84.365	DAWN BENTLEY						
Revenue									
3021R17	45401	3021R17 45401	REVENUE - FEDERAL - THRU STATE	7,427	7,427	-	7,427	-	
3021R162	45401	3021R162 45401	FY16 CARRYFORWARD REVENUE	5,134	3,029	-	3,029	2,105	
Expense									
30211702	514064	30211702 514064	TITLE III 180 ELA TEACHER	-	-	-	-	-	
30211703	516001	30211703 516001	TITLE III 180 GRANT ELA AIDES / PARAS	-	-	-	-	-	
30211704	524009	30211704 524009	TTL III 180 ELA GRANT CONTRACTED SERVICES	2,000	1,300	700	2,000	-	
30211705	524009	30211705 524009	TTL III 180 ELA GRANT PD CONTRACTED SERVICES	2,000	2,000	-	2,000	-	
30211706	543035	30211706 543035	TITLE III 180 ELA SUPPLIES	452	145	307	452	-	
30211707	543014	30211707 543014	TITLE III 180 ELA SOFTWARE LICENSING	2,975	2,975	-	2,975	-	
30211705	524006	30211705 524006	TITLE III 180 ELA TRAVEL	-	-	-	-	-	
30211708	524006	30211708 543035	FY16 CARRYFORWARD TITLE III 180 ELA SUPPLIES	2,000	1,887	305	2,192	(192)	
30211709	524006	30211709 524006	FY16 CARRYFORWARD TITLE III 180 ELA CONF, TRAVEL	3,134	2,049	893	2,942	192	
	3021		TITLE III ELA	12,561	10,356	2,205	12,561	-	
3022	LOW INCOME EDUCATION ACCESS (LEAP) INCENTIVE GRANT # F231		Project Duration 04/06/2017 - 08/31/2017						
FY17	CFDA#	84.27A	DAWN BENTLEY						
Revenue									
3022R17	45401	3022R17 45401	REVENUE - FEDERAL - THRU STATE	10,000	2,000	-	2,000	8,000	
Expense									
30221701	524064	30221701 524064	INSTRUCTOR - PROF DEV - SPECIAL EDUCATION	4,000	-	-	-	4,000	
30221701	524134	30221701 524134	SPEAKERS - SPECIAL EDUCATION	5,250	-	-	-	5,250	
30221701	524173	30221701 524173	CONTR SVC - CONSULTANT	750	-	-	-	750	
	3022		LEAP	10,000	-	-	-	10,000	
3101	ESSENTIAL SCHOOL HEALTH SERVICES # S290		Project Duration 07/01/2016 - 06/30/2017						
FY17			DAWN BENTLEY						
Revenue									
3101R17	46000	3101R17 46000	REVENUE - STATE	69,700	69,700	-	69,700	-	
Expense									
31011701	514044	31011701 514044	NURSE	44,904	44,169	-	44,169	735	
31011701	514705	31011701 514705	NURSE, SUBSTITUTE	11,000	11,966	-	11,966	(966)	
31011701	514913	31011701 514913	STIPEND - R&D	1,200	1,200	-	1,200	-	
31011702	524006	31011702 524006	CONF, TRAV, WORKSHOPS	2,800	2,665	-	2,665	135	
31011702	524113	31011702 524113	WEB CONSULTANT	3,220	3,221	-	3,221	(1)	
31011702	524161	31011702 524161	CONTR SVCS - TECHNOLOGY	1,000	642	-	642	358	
31011703	543064	31011703 543064	SUPPLIES - OFFICE	800	770	-	770	30	
31011703	543087	31011703 543087	INSTR TECHNOLOGY	4,776	5,067	-	5,067	(291)	
	3101		ESSENTIAL SCHOOL HEALTH SVCS	69,700	69,700	-	69,700	0	
3103	SOLAR OATA		LIFE TO DATE						
FY17			JD HEAD						
Revenue									
3103R15	46000	3103R15 46000	REVENUE - STATE	2,000	2,000	-	2,000	-	
3103R16	46000	3103R16 46000	REVENUE - STATE	5,354	5,354	-	5,354	-	
3103R17	46000	3103R17 46000	REVENUE - STATE	5,146	1,356	-	1,356	3,790	
Expense									
31031501	524113	31031501 524113	PROFESSIONAL SERVICES	12,500	9,408	310	9,718	2,782	
	3103		SOLAR OATA	12,500	9,408	310	9,718	2,782	
3107	MIIA		CLARE JEANNOTTE						
FY17			3107R17 48401						
Revenue									
3107R17	48401	3107R17 48401	GRANTS - PRIVATE	6,717	6,717	-	6,717	(0)	
Expense									
310701	524124	310701 524124	SECURITY	6,717	6,717	-	6,717	(0)	
	3107		MIIA	6,717	6,717	-	6,717	(0)	
3108	MASSCUE		AMY BISIEWICZ						
FY17			3108R17 48401						
Revenue									
3108R17	48401	3108R17 48401	GRANTS - PRIVATE	2,889	2,889	-	2,889	-	
Expense									
310801	524124	310801 543088	SECURITY	2,889	2,889	-	2,889	-	
	3108		MASSCUE	2,889	2,889	-	2,889	-	
3109	UNITED WAY HEALTHY TEEN INITIATIVE		JOANNE CAMPBELL						
FY17			3109R15 48401						
Revenue									
3109R15	48401	3109R15 48401	GRANTS - PRIVATE	29,740	11,000	-	11,000	18,740	
Expense									
310901	524009	310901 524009	CONTRACTED SERVICES	8,000	-	-	-	8,000	
310902	543021	310902 543021	SUPPLIES	21,740	-	-	-	21,740	
	3109		UNITED WAY HEALTHY TEEN INITIATIVE	29,740	-	-	-	29,740	
			FEDERAL GRANT EXPENSES	1,536,458	1,507,277	2,602	1,509,880	26,578	
			STATE GRANT EXPENSES	82,200	79,108	310	79,418	2,782	
			PRIVATE / OTHER GRANT EXPENSES	39,346	9,606	-	9,606	29,740	
			TOTAL EXPENSES	1,658,004	1,595,991	2,912	1,598,903	59,101	

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

WELLNESS • EQUITY • ENGAGEMENT

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

## School Committee FYE 6/30/17 Finance Update

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August 24, 2017

ABRSD

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### Information Being Presented

- In tonight's packet for FY17:
  - Detailed memo prepared by Clare Jeannotte
  - Munis Revenue Summary; additionally, multi-year comparative analysis
  - Munis Expenditure Summary
  - Special Revenue and Grant Funds Summaries
- Caveat:
  - All data are based on preliminary 6/30/17 closing
  - Final report on FY17 after audit is finished (fieldwork is completed; report expected to be issued in October)

## FY17 Highlights – General Fund

### OVERALL

- Revenues –  
Exceed budget by \$787,449 (0.9%)
- Expenditures –  
Below budget by \$847,881 (1.0%)
- Budgetary Fund Balance\*  
FY17 Increase of \$1,635,330

\* Note - Increase in Fund Balance is not necessarily the same as E&D increase

## FY17 Highlights – General Fund

### Revenue Highlights:

- |                    |             |                     |                  |
|--------------------|-------------|---------------------|------------------|
| 1. Total Revenue - | FY17 Actual | \$83,860,653        |                  |
|                    | FY17 Budget | <u>\$83,073,204</u> | <b>\$787,449</b> |
2. State Aid favorable \$384,014 –
    - Regional Transportation \$221,898 (73% received v. 60% budget)
    - Chapter 70 \$164,795 (\$55 pp Minimum Aid v. \$20 initially budgeted)
  3. Other revenues favorable \$403,435 –
    - Medicaid reimbursement \$209,193
    - Interest income \$93,344
    - Other Miscellaneous (e.g., rental income, E-Rate, etc.) \$100,897
  4. Assessments actual equals budget \$67,050,245
  5. Transfer from E&D of \$200,000 equal to budget and prior year

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## FY17 Highlights – General Fund

### Expenditure Highlights:

- |                         |             |                     |                  |
|-------------------------|-------------|---------------------|------------------|
| 1. Total Expenditures - | FY17 Actual | \$82,225,323        |                  |
|                         | FY17 Budget | <u>\$83,073,204</u> | <b>\$847,881</b> |
2. Major Favorable Variances –
- Salaries, net \$556,305 (includes Teaching \$240K, Support \$194K)
  - Health Ins. Premiums (Active Employees and Retirees) \$443,071
  - Out-of-District (SPED) Tuitions \$263,074 (gross expense)
  - Transportation (Regular and SPED) \$291,934
  - Utilities (including Telephone) \$409,264
  - State Assessments (Choice/Charter) \$145,305
3. Major Unfavorable Variances –
- Workers Compensation Expense \$156,026
  - Capital Outlay \$636,200
  - Building/Grounds Maintenance \$209,510

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## FY17 Highlights – General Fund

### Excess & Deficiency:

- Certified E&D 6/30/14    \$1,072,454    (1.4% of budget)
- Certified E&D 6/30/15    \$1,950,365    (2.4%)
- Certified E&D 6/30/16    \$2,738,661    (3.3%)
- Estimated 6/30/17\*    \$ 4 Million    (4.6%)

\*6/30/17 Balance Sheet to be submitted for State Certification by 10/31/17

Notes -

Statutory E&D Limit = 5.0% of budget (\$86,090,491) = \$4,304,525

Moody's removed "negative outlook" to credit rating during FY17



## FY17 Highlights – Other Funds

### Total FY17 Expenditures:

Revolving Funds	\$10,036,243
Grant Funds	\$ 1,595,991

No negative balances as of 6/30/17

### Athletic Program Surplus/(Loss) Trend:

FY15	\$(63,393)
FY16	\$ (9,321)
FY17	\$ 66,632

## Guiding FY18 Budget Strategies

1. Increase E&D via excess revenues
2. Retain some FY17 Circuit Breaker funds –  
for unanticipated Special Ed Costs in FY18
3. Address Capital Related Priorities –  
FY18 approved Capital Budget  
MSBA building feasibility study

FY18 Operating Budget = \$86,090,491 (3.6% increase)

## FY18 Budget - Preliminary Views

### 1. Cherry Sheet (Final State Budget):

Additional Chapter 70	\$ 54,430
Additional Choice/Charter	\$110,877

### 2. FY18 A-B Capital Budget (\$770,725):

Some accelerated to FY17	\$256,800
Leary Field est. project savings	\$100,000

### 3. Unanticipated expenses (amounts TBD):

Superintendent Contract  
OCR Website Compliance Upgrades



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12.

Marie Altieri  
Deputy Superintendent

To: Acton-Boxborough Regional School Committee  
From: Marie Altieri, Deputy Superintendent  
Date: August 18, 2017  
Re: Building Committee Update

### **Master Planning Background and Building Project Options**

The Acton-Boxborough Regional School District Master Planning process started with **Phase I** in September 2015 which included a full evaluation of all district facilities conducted by Dore and Whittier. A capital improvement plan (CIP) was completed, which identified Douglas, Conant and Gates as the schools that are the most overcrowded and the most in need of repair. Each of these schools is about 50 years old, and they have not had any major renovations. In April 2016 the district submitted statements of interest to the MSBA for these three elementary schools, identifying Douglas as the highest priority for renovation or replacement.

**Phase II** continued throughout 2016 with an educational visioning process. Visioning included 80 teachers, parents, principals, community members and students participating in three full day sessions to review all of the data and explore educational planning for future facilities. There were also several meetings with small groups, including Principals, to explore possibilities for specific schools. This process developed seven possible options for the school district master plan.

The District Master Planning Review Committee (**DMPRC**) was formed to bring those seven options to the community for feedback in an effort to identify options that could be eliminated to move towards a single solution to bring to the two communities for approval. In February 2017 the MSBA voted to approve ABRSD for a building project to include the Douglas School. There were only 17 projects approved out of 87 proposals. The DMPRC held 12 public forums to present the options and to gather feedback. These forums served as focus groups with discussions about the pros and cons of each of the options. A video was also created so that community members who could not attend a forum could view the information from home and provide feedback. The feedback consistently identified 2-3 of the options as the preferred options with some suggestions for modifications.

The DMPRC made a recommendation to the School Committee in June that recommended a twin school with two possible grade configuration options. One option is a twin school with a K-6 elementary school on each side with space built in for PreK classrooms. The second option is a twin elementary school with a PreK-K Early Childhood Center on one side and a 1-6 elementary school on the other side. Dore and Whittier's high-level study identified the Gates property as the most feasible location using the Douglas property for parking and playgrounds with a walking bridge connecting them. The Conant property might also be considered, but there would need to be additional phasing to move the students into the new twin school during construction. A twin school is preferred because the MSBA will only provide reimbursement for one project over a five-to-seven year period of time, and a twin school will provide space and updated facilities for two schools at once.



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The **Building Committee** was formed in June 2017 in line with MSBA requirements. The Building Committee met throughout the summer, along with the Building Committee working group which has been meeting every two weeks. The Building Committee has stayed on target with each of the MSBA deliverables. We have also reviewed funding options for the feasibility phase of the project which will go to Special Town Meetings in Acton and Boxborough on December 4, 2017. The Building Committee has further explored the pros and cons of the two building project options. We will review those options at the August 24, 2017 School Committee meeting with recommendations for the committee's consideration.

### **MSBA Update**

We completed the July 3 submission of the Educational Profile Questionnaire (EPQ) and the Enrollment Data Submission to the MSBA. Thanks to Deb Bookis, JD Head, Dawn Bentley and Amy Bisiewicz for their work on the EPQ, which is attached to this memo. The EPQ notifies the MSBA that the preferred option is to build a twin school, likely to be built on the Gates property, although we will continue to evaluate the Conant property and other possible properties. We told them that there are two potential grade configurations for the twin school - either two K-6 elementary schools or one elementary school and an Early Childhood Center.

The enrollment submission involved inputting data regarding Acton and Boxborough enrollment history, housing sales, building permits and births. Given our recent increases in enrollment, we provided more recent enrollment data than requested and spoke with MSBA about considering these figures in the enrollment estimates. The MSBA will review all the data we submitted and work with us between now and October to determine the enrollment for the new building.

### **Feasibility Study Costs and Funding Sources**

The Building Committee reviewed several comparable sized building projects, and we believe that the amount of money that we need to request at the December town meeting would be in the following range:

Cost of Owner's Project Manager and Feasibility Study Fees:	\$1.3M - \$1.5M
MSBA reimbursement at 45.3%:	\$590k - \$680k
Acton-Boxborough costs:	\$710k - \$820k

After reviewing ABRSD reserves, with the Excess and Deficiency Fund (E&D) estimated to be at about \$4 million, we are recommending that the School Committee use E&D funds to pay for the AB share of the OPM and feasibility study fees. This would require a majority vote at the Acton and Boxborough December 4, 2017 Special Town Meetings.

This material will be presented to the School Committee on August 24, 2017 with hopes that you will vote a final project recommendation at the September 7, 2017 School Committee meeting. There will be community outreach from September through November in preparation for the December 4 town meetings. We will be happy to answer any questions.

Sincerely,

Marie Altieri  
Deputy Superintendent



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

Marie Altieri  
 Acting Superintendent

Massachusetts School Building Authority  
 School District Educational Profile Questionnaire

Date July 3, 2017

Name of School District Acton-Boxborough Regional School District

District Contact (Name, Title) Marie Altieri, Acting Superintendent of Schools

*Marie Altieri Acting Superintendent*

As part of the District's invitation into the Eligibility Period, the MSBA is seeking the following information to further inform our understanding of the School District's facilities, teaching methodology, grade configurations and program offerings. If the below information is available in documents previously provided to the MSBA, please indicate in which document and on which page this information may be found.

**SECTION ONE: Facilities**

A. Please confirm the following MSBA 2010 Needs Survey information for all public schools in the District using a "Y" for accurate and "N" for not accurate:

District	School Name	Type	Year Founded	Last Reno	GSF	Y/N
Acton-Boxborough Regional School District	C. T. Douglas Elementary School	ES	1965	-	48,324	N*
Acton-Boxborough Regional School District	Gates Elementary School	ES	1967	-	53,933	N*
Acton-Boxborough Regional School District	Luther Conant Elementary School	ES	1970	-	55,017	N*
Acton-Boxborough Regional School District	McCarthy-Towne Elementary School	ES	1964	2001**	69,500	N*
Acton-Boxborough Regional School District	Merriam Elementary School	ES	1957	2001**	69,500	N*
Acton-Boxborough Regional School District	Blanchard Memorial Elementary School	ES	1949	1995	71,395	N*
Acton-Boxborough Regional School District	R. J. Grey Junior High School	MS	1955	2001	143,280	N*
Acton-Boxborough Regional School District	Acton-Boxborough Regional High School	HS	1963	2004	327,237	N*
Acton-Boxborough Regional School District	Carol Huebner Integrated Preschool***	PK	1994	-	10,000	N*

\*All of these were pre populated inaccurately, all have now been corrected.

\*\* The Merriam and McCarthy-Towne elementary schools are located in a twin school building known as the Parker Damon Building. The building was completed and occupied in 2001. The individual schools of Merriam and McCarthy Towne were founded much earlier, 1957 and 1964. respectively.

\*\*\*The Carol Huebner Integrated Pre-school is partially located in the Administration Building (5 classrooms) and the Blanchard Memorial School (2 classrooms).

Using the space below, provide additional information for any inaccurate or incomplete Needs Survey data.

The following link provides links to the district needs assessments as well as our recently completed District Master Plan and Capital Improvement Plan.

Please review *Phase I Existing Conditions Study, Phase II Master Plan Study and Capital Improvement Plan* at <http://www.abschools.org/district/school-capital-and-space-planning>

B. Using the chart below, list Charter Schools (Commonwealth, Innovative, or Horace Mann) and private schools located in the District. N/A

Name of School	Type of School	Year Established	Grades Served	Current Enrollment

**SECTION TWO: Current Program, Grade Configuration, Teaching Methodology**

A. For elementary and middle schools only In the chart below, provide information about the current grade configuration for each public school facility adding or editing cells and rows as appropriate. Check the boxes provided to indicate program offerings at each facility. Next to the check, please indicate the number of hours and days the program is offered.

*\*All per week unless otherwise noted*

Name of School, Grades Served	Science Classes	Art (Performing and Visual Art)	Music	Physical Education (Adaptive PE)	Library Classes	Extended Day Care	Lunch Seatings
C. T. Douglas Elementary School K-6	3-4 days x 30 or 45	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Grade K 1 x 30 mins Grades 1-6 1 x 45 minutes	4.5 hours per day	3 per day 25 min
Gates Elementary School K-6	3-4 days x 30 or 45	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Grade K 1 x 30 mins Grades 1-6. 1 x 45 minutes	4.5 hours per day	3 per day 25 min
Luther Conant		Half Day K: 1x30	Half Day K: 1x30	Half Day K: 1x30	Grade K	4.5 hours per	3 per day

Elementary School K-6	3-4 days x 30 or 45	ADK: 1x45 Grades 1-6 1 x 45 minutes	ADK: 1x45 Grades 1-6 1 x 45 minutes	ADK: 1x45 Grades 1-6 1 x 45 minutes	1 x 30 mins Grades 1-6 1 x 45 minutes	day	25 min
McCarthy-Towne Elementary School K-6	3-4 days x 30 or 45	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Grade K 1 x 30 mins Grades 1-6 1 x 45 minutes	_____	4 per day K; 3,4; 1,2; 5,6
Merriam Elementary School K-6	3-4 days x 30 or 45	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Grade K 1 x 30 mins Grades 1-6 1 x 45 minutes	4.5 hours per day	4 per day K; 3,4; 1,2; 5,6
Blanchard Memorial Elementary School PK-6	3-4 days x 30 or 45	Grade PreK 1x30 Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Grade PreK 1x30 Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	Grade PreK Half Day K: 1x30 ADK: 1x45 Grades 1-6 1 x 45 minutes	PreK 1x30 Grade K 1 x 30 mins Grades 1-6 1 x 45 minutes	4.5 hours per day	3 per day 25 min
R. J Grey Junior High School 7-8	5 x 48 min	2-3 days x 48 minutes	2-3 days x 48 minutes	2-3 days x 48 minutes	N/A	_____	per day
Carol Huebner Preschool Acton Site PK	0	0	0	0	0	0	25 min

For high schools only Attach to this questionnaire current program/scheduling information (core, non-core, enrichment and vocational). Link to ABRHS Program of Studies

B. Does the District belong to a Collaborative? Yes  No

Does the District host a Collaborative? Yes  No

If yes, please provide the name of the Collaborative Case Classrooms and Transportation

Does the District provide Pre-Kindergarten? Yes  No

Is Kindergarten fee based? Yes  No

If yes, please provide the fee structure All-day kindergarten is \$4,500 per year with needs based scholarships provided.

Does the District provide transportation? Yes  No

If yes, please provide the name of the provider(s) (District or vendor) District

C. Using the space below, provide information about the Priority Statement of Interest School's teaching methodology (i.e. self-contained classroom, team teaching, departmental, or cluster). Include class-size policy and if applicable, scheduling particulars.

The C.T. Douglas School is a K-6 elementary school with self-contained classrooms for each grade (district class size policy.).

The teachers use an approach that combines traditional direct instruction with project based instruction culminating in an Exhibition of Learning for the school and greater community. Twice a year (at the beginning of each semester) students K-6 are presented with complex problems to solve. They apply the skills and concepts that they are learning to the creation of a unique solution or product. This is presented as a class in the the public exhibition.

D. In the chart below, use “Y” or “N” to indicate if the listed technology offerings are available adding cells and rows as appropriate:

School	Desktop Computers	Laptop Computers	Tablets	Smart Board/ Smart Projectors	Printers	WiFi WAN/LAN
C. T. Douglas Elementary School	Y	Y	Y	Y	Y	Y
Gates Elementary School	Y	Y	Y	Y	Y	Y
Luther Conant Elementary School	Y	Y	Y	Y	Y	Y
McCarthy-Towne Elementary School	Y	Y	Y	Y	Y	Y
Merriam Elementary School	Y	Y	Y	Y	Y	Y
Blanchard Memorial Elementary School	Y	Y	Y	Y	Y	Y
R. J. Grey Junior High School	Y	Y	Y	Y	Y	Y
Acton-Boxborough Regional High School	Y	Y	Y	Y	Y	Y

Using the space below, provide additional information for any of the aforementioned offerings marked with a Y.

**Instructional Technology:** For instructional purposes all certified general and special education educators and administrators utilize district-issued instructional laptops (PC/Mac). They also have access to iPads and Chromebooks that are in each school, however these are not assigned to specific teachers. Each classroom in the district has AV equipment which includes a mounted projector and audio speakers. In all six of our elementary schools, grades one through six, SmartBoards are included as a basic instructional technology need, as well. SmartBoards are accessible in some classrooms throughout the seventh through twelfth grades, as installations were based on instructional technology needs for specific disciplines.

**Learning Technology:** Students have access to a wide range of technology tools throughout Acton-Boxborough. All of our elementary schools have iPad learning centers in Kindergarten through 3rd grade classrooms. Classrooms for 4th through 6th grades come equipped with ChromeBook carts to support our 1-to-1 program in these grade levels. Desktop and laptop computers are available to students in each of our library/media centers.

**Assistive Technology:** Students with IEPs and special educators utilize various technology tools based on specific accessibility needs that include iPads, software, Chromebooks, and more. Currently, we have a few portable FM systems that move with students with hearing impairments, and we hope to expand this in the future to permanent systems in our classrooms.

**Printers/WiFi:** All of our schools have conveniently located printers available to students and teachers, including one color printer that is used when needed. In all of our buildings we have 100% Wi-Fi coverage connected with a 10GB backbone and have recently updated all of our access points to meet the demand of high-capacity/high-density coverage.



**SECTION THREE: Proposed Program, Grade Configuration, Teaching Methodology for the Priority Statement of Interest School**

A. Using the chart below indicate proposed changes to the information as provided in Section Two adding or editing cells and rows as appropriate.

Name of School, Grades Served	Science Classes	Art (Performing and Visual Art)	Music	Physical Education (Adaptive PE)	Library Classes	Extended Day Care	Lunch Seatings
C. T. Douglas Elementary School	Maker spaces design spaces, engineering Outdoor Classroom space	Performance and presentation spaces throughout the school	Performance spaces throughout the school	Movement studios and smaller spaces for PE  Outdoor physical education spaces	Library/ Media hub Commons	Appropriate spaces for before school and after school care	Smaller ancillary cafes to the larger cafeteria

B. Is the District considering joining a Collaborative? Yes  No  Already have  X  
 If yes, please provide the name of the Collaborative Concord Area Special Education (CASE) Collaborative

Is the District considering hosting a Collaborative? Yes  No  Already do  X

Is the District considering offering Pre-Kindergarten? Yes  No  Already do  X

Is the District considering a Kindergarten fee? Yes  No  Already do  X

If yes, please provide the proposed fee structure All-day kindergarten is \$4,500 per year with needs based scholarships provided.

Is the District considering providing transportation? Yes  No  Already do  X

If yes, please provide the name of the proposed provider District

C. In the space below expand upon proposed changes to current grade configurations, districting, teaching methodology, programs, transportation, fees and technology. Indicate if any school facilities would be vacated, downsized or re-organized. Indicate if changes to current staffing would result (increase/decrease).

The district is considering consolidation of schools and a possible slight change in grade configuration. After a two year Master Planning process and significant community outreach, the district is planning to build a "twin" school. The West Acton property that currently houses the Gates elementary school looks to be the most appropriate place for the new double school. There are two possible options for the new school, one of which includes a grade configuration change. Both options would involve building consolidation. The Douglas and Gates school buildings would be vacated and torn down to provide playground and parking spaces for the new twin school.

The first option would not have a grade configuration change. It would place two elementary schools in need of repair in the new facility. This option would place the C.T. Douglas School (K-6) on one

side of the twin school building, and the Paul P. Gates Elementary School (K-6) on the other side. This option would not have any changes to teaching methodology, program, transportation or staffing. The district is exploring adding the current early childhood (preschool) program to the new twin school. These classrooms are currently in the Administration Building which is an old building that was previously an elementary school.

The second option would include a consolidation and a district-wide grade configuration change from six elementary schools grades K-6 to five elementary schools grades 1-6 and one district-wide early childhood center with grades PreK and Kindergarten. The new building would be a twin school with one side with a new early childhood center which would house all of the district's preschool and kindergarten classrooms. The second side of the new twin school would house an elementary school with a consolidation of the current Gates and Conant Elementary Schools with grades 1-6. The Douglas and Gates school buildings would be vacated and torn down to provide playground and parking spaces for the new twin school. The students and staff from the Gates and Douglas elementary schools would move into this new elementary school. Some students and staff may move to some of the other elementary schools in the district. The Acton-Boxborough open enrollment policy allows students to attend any of the elementary schools in the district. The newly consolidated elementary school would have the opportunity to review and update the school's philosophy and teaching methodology. The early childhood center would also have an opportunity to update teaching philosophies as kindergartens from six elementary schools come together in one school along with the district preschool programs.

By way of background, the district completed a two phase District Master Plan process from December 2014 through December 2016. Phase 1 of this process reviewed all of the district facilities and compiled a Capital Improvement Plan (CIP) listing all updates required over the next ten years. Phase 2 of the Master Plan included a full Educational Visioning process with 80 staff, parents and community members participating in three all day visioning workshops. This included in-depth Principals' workshops to outline educational priorities for any future facilities. At the end of this extensive Master Planning process, seven possible options were developed to comprehensively meet the needs of all district facilities. Once receiving the District Master Plan, the School Committee appointed a District Master Plan Review Committee to review the Master Plan and to organize significant community outreach for feedback about the seven options with a goal of narrowing down the options. There were twelve public forums to gather feedback. A video was created so that community members could watch from home. A survey was distributed to gather feedback about grade configuration and to narrow down the options. A summary report and presentation was given to the School Committee outlining the two options listed above. All of the documents from phase 1, phase 2, the District Master Planning Committee report and presentation along with the Capital Improvement Plan are posted on this website and can be considered attachments to this document.

<http://www.abschools.org/district/school-capital-and-space-planning>

D. Using the space below, indicate any proposed changes to current technology offerings (e.g. "One to One" technology, WiFi hotspots, laptop carts, etc.).

Infrastructure changes would include the following:

- Generator to supply backup power to network
- Single-mode fiber to all IDF closets

- 2960x Cisco 48 Port POE switches
- Cat 6e cabling to all network jacks and 2 connections per wireless access point
- Additional wireless controller to accommodate an access point in each classroom and common learning areas
- VoIP implementation
- Security cameras/access control units on doors

Educational learning technology would continue to include dedicated classroom technologies for all students, including tablet devices and Chromebooks to continue our 1-to-1 program. A larger focus on our assistive technology needs would include all classrooms being equipped with teaching microphones and FM systems. The district would look to provide students with collaborative learning spaces that include flexible furniture and technology to bolster the new library media center or learning commons that would include resources to support STEAM and the new Digital Literacy and Computer Science Standards. Technologies purchased would be in support of expanding our robotics and coding programs and would likely include dedicated tools for an engineering program, such as 3D printers and “makerspace” resources.

**SECTION FOUR: Space - District’s Priority Statement of Interest**

ELEMENTARY SCHOOL

A. Complete current information in the table provided below adding or editing cells and rows as appropriate:

<u>ROOM TYPE</u>	<u>No. of Rooms</u>	<u>Comments</u>
<b><i>CORE ACADEMIC SPACES</i></b>		
<i>Pre-Kindergarten</i>	0	
<i>Kindergarten (indicate full or half day)</i>	2 full	
<i>Grade 1</i>	3	
<i>Grade 2</i>	3	
<i>Grade 3</i>	3	
<i>Grade 4</i>	3	
<i>Grade 5</i>	3	
<i>Grade 6</i>	3	
<b><i>SPECIAL EDUCATION</i></b>	3	
<b><i>ART &amp; MUSIC</i></b>	1 each	
<b><i>HEALTH &amp; PHYSICAL EDUCATION</i></b>		
<i>Gymnasium</i>	1/4 sized	
<b><i>MEDIA CENTER</i></b>	0	
<b><i>DINING &amp; FOOD SERVICE</i></b>	1 cafeteria	
<b><i>MEDICAL SUITE</i></b>		
<i>Health Office</i>	1	
<b><i>ADMINISTRATION &amp; GUIDANCE</i></b>	2 admin offices 1 counseling	

B. If not offered within the District's Priority Statement of Interest school, indicate in the space provided below where the District's collaborative, special education, art, music, health/physical education, media center, dining/food service and technology spaces are offered.

***Special Education Spaces***

- Currently, we have multiple spaces at McCarthy-Towne Elementary and Blanchard Memorial School for four Concord Area Special Education (CASE) Collaborative programs, as well as for the ABRSD Pathways program, a substantially separate program for children on the autism spectrum. Minimally, we would like to include two classroom spaces in the new elementary building for one of the programs currently located at Blanchard (either CASE or ABRSD Pathways). Because of the therapeutic nature of these programs, in addition to the two classroom spaces, we would need a space for counseling and a quiet/sensory area.
- Current special education space at Douglas Elementary School is in a portable that is accessed through the cafeteria. If children receive services via an IEP, they must walk through a crowded lunchroom to do so. In any new building, this space needs to be centrally located amongst general education classroom spaces.
- Additional areas for special education services need to include a designated space for occupational and physical therapy (currently in a small corner of the portable), school psychology (currently on the lower level, which is inaccessible), speech and language pathology, and an IEP TEAM meeting space.

***EL Space***

- Currently, there is no designated classroom at Douglas Elementary School for English Language Education services, as the teacher shares a classroom with counseling. Given that this population is greatly expanding in our district, we need a designated space in each elementary building to address this growing need.

***Technology/Media Spaces***

- Although the current school setting does allow for a dedicated library/media center, the space is quite constrained and not centrally located. As it shares classroom space within a portable located on the back of the school, students are unable to work collaboratively in an effort to keep noise levels at a minimum and there is minimal space for technology. Current furniture and book shelves lack the ability to be moved to better accommodate needs and, as a result, the program has been stifled from evolving beyond that of a library where students only come to check out books.

**SECTION FIVE: Safety and Security Statement**

Has the District formulated a school specific Multi-Hazard Evacuation Plan (Section 363 of the FY 02 State Budget) for each school under the superintendent's supervision?

Yes  No

What was the date of the last review with local public safety and law enforcement officials?

Date: June 8, 2017

**The School Safety Task Force meets quarterly. This group is made up of representatives from every school, central office administrators, as well as local public safety officials.**

**SECTION SIX: Attachments**

Please attach to this completed questionnaire any Executive Reports or Conclusions of reports or studies that relate to accreditation, an assessment of facility conditions and/or findings as issued by the Department of Elementary and Secondary Education (DESE). Below, please list the documents attached (as applicable).

Documents attached:

<http://www.abschools.org/district/school-capital-and-space-planning>

*Marie Attieri Acting Superintendent*

Should you have any questions about this questionnaire, please contact Katie Loeffler at:

Massachusetts School Building Authority

617-720-4466

[www.massschoolbuildings.org](http://www.massschoolbuildings.org)

<h1>Acton-Boxborough Athletics</h1>	<p>Director of Athletics: Steven Martin          36 Charter Road          Acton, MA 01720          Phone: 978-264-4700 X:3420          E-Mail: <a href="mailto:smartin@abschools.org">smartin@abschools.org</a>          Web: <a href="http://www.abschools.org">www.abschools.org</a></p>
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TO: Acton-Boxborough Regional School Committee  
 FROM: Steve Martin, ABRSD Athletic Director  
 RE: Soccer Boosters Donation of a sound system  
 DATE: 7/28/17

I would like to respectfully ask for the School Committee's vote at their next meeting to accept a very generous gift from the Boys and Girls Soccer:

The group would like to donate a sound system installed at the lower fields for the use by the high school. The 6 high school soccer teams and 5 high school lacrosse teams will all be able to use this item. The cost of the project is estimated to be \$10,000.

We are very grateful for the ongoing support of our Acton and Boxborough community. Please don't hesitate to contact me if you have any questions.

Thank you.

Steven Martin  
 Director of Athletics

2016 – 2017 ABRSC Policy Subcommittee Report

1. **Homework**, File: IKB – *extensive discussion and input*, voted 7/11/17
2. **District Website Accessibility: Plan for New Content**, File: ACE (new) – voted 6/22/17 (with notice/procedures)
3. **Memorials**, File: FFA (new) – voted 5/18/17
4. **Naming District Facilities**, File: FF – voted 5/18/17 (with revised procedures)
5. **Sustainability**, File: (new) – voted 5/18/17 (procedures to follow)
6. **Student Activity Accounts**, File: JJF – voted 5/18/17
7. **Use of Facilities Procedures only**, File: KF-R – 5/18/17
8. **Student Activity Programs Procedures only**, File: JJ-R – 4/27/17
9. **Mission, Vision and Values**, File: AD and AD-E – voted 4/27/17
10. **Studying Controversial/Sensitive Issues**, File: IMB – voted 3/16/17
11. **School Volunteers**, File: IJOC – voted 3/16/17
12. **English Language Learners**, File: IHBEA – voted 2/16/17
13. **Health Education**, File: IHAM (and new procedures) – voted 2/16/17
14. **Health and Sex Education Parent Notification**, File: IHAMA – voted 2/16/17
15. **Essentials of Education**, File: IA – voted to delete 2/16/17 (similar to AD)
16. **Equal Educational Opportunities**, File: JB – voted 2/2/17
17. **Annual Budget**, File: DB – voted 1/12/17
18. **Budget – Apportionment of Expenses Procedures**, File: DB-R (procedures revised 1/12/17)
19. **Budget Deadlines and Schedules**, File: DBC – voted 1/12/17

20. **Food Services: Free and Reduced Price**, File: EFC – voted 1/12/17
21. **Gifts to and Solicitations by Staff**, File: GBEB – voted 11/17/16
22. **Staff Ethics/Conflict of Interest**, File: GBEA – voted 11/17/16
23. **Head Injury Management**, File: JJIF – voted 11/17/16
24. **Entry Intending Harm**, File: EBBC and procedures – voted 10/20/16
25. **Threats to Safety**, File: EBBD – voted 10/20/16
26. **Emergency Plans**, File: EBC – voted 10/20/16
27. **Bomb Threats**, File: EBCC – voted 10/20/16
28. **Evacuations**, File: EBCCA – voted 10/20/16
29. **Building Security and Access**, File: ECA and procedures (new) – voted 10/20/16

The policy subcommittee met generally every other Wednesday from 9:00 – 10:00 a.m.

Members included: Brigid Bieber, Maria Neyland, Amy Krishnamurthy, Maya Minkin, Katie Neville, Marie Altieri, Beth Petr (coordinator) and administrators as needed



ALG Minutes, June 29, 2017

Present: Bart Wendell, facilitator: Janet Adachi, BoS; Steve Noone & Jason Cole, FC; Amy Krishnamurthy, SC; Steve Ledoux, Marie Altieri & Steve Barrett, staff. Absent: Paul Murphy, SC and Katie Green, BoS.

Audience: Mark Hald & Brian McMullen, staff.

Extra Info: ALG Charter and Ground Rules; suggested calendar for budget planning with ALG meeting dates

3. Minutes accepted after correction of typo.

## 2. Review of ALG ground rules

Bart: Since this is the first meeting of the season we always start off by going through the ALG Charter and Ground Rules. Bart noted that there was one new face at the table: Jason Cole from the finance committee. All the other members have served before, some multiple times.

ALG has been operating for about 25-30 years. It was originally created when Prop. 2.5 came in budgets were tight and no one could agree. We needed to have a Prop 2.5 override and the three boards could not agree. So we had to work together. We are subject to the open meeting law we do not make decisions but work by consensus. This is very important: you have to take the stands from back to your respective boards and in good faith and support them. If you cannot do that, we do not have a consensus of the ALG.

I think this accurately describes the process: are you willing to participate?

Amy: I support it. I've been very impressed by the whole process and think it's important to get things done.

Jason: I'm confused by the quorum line.

Bart: The FC has no staff

Marie: It's the second year for both Amy and Paul.

Bart: Are there any objections?

Marie: People get confused by the word consensus, since we do not take any votes but it is an iterative process. If when we go back to our boards, one does not agree we come back here until we can find an agreement.

Bart: when everyone agrees to a proposal, that does not mean you just like it. An agreement can mean it's the best we can do. The best may not necessarily be what we first negotiated. But once we leave this room we need to actively support and sell it to our board members. If we do not do this, we are wasting our time.

Jason: can we go to Town Meeting without a consensus?

Marie: we are dealing with the budgets and all three boards voted affirmatively.

#### **4. Update on FY 18 revenues and expenditures and FY 17 year end**

SL: tomorrow is the eve of the end of the fiscal year. We have concerns about the excise tax. People aren't buying cars—it's a flat tax with a rapid depreciation.

Marie: we have had good year money wise. Revenues are up \$775K due to the reimbursement of regional transportation. We will be turning back around \$600-\$800k. A lot of this is due to the lower costs for the health insurance. Not as many people signed up as we predicted. E&D will be \$2.7m which is an increase but below the cap. We have been doing some small capital projects such as replacing the boilers at Blanchard.

Amy: the Leary field project came in under expectations and we received donations from two sports groups in town.

Marie: we thought it would come in at \$450K but the low bid was \$250K

#### **5. Discussion on Spreadsheet format and review**

Steve B: we are using the standard form with no deviations from last year. We will have summaries for the revenue use and family tax increases.

Steve N: we'd like to see one year's actuals on the spreadsheet

SB: we can work on getting that into the model. We do budgets rather than review of results. It will take some work but it can be done.

Amy: we have no objections

Brian: for actuals do you want FY 16/17 unaudited?

SN: what about what we had last March?

Janet: It's a good idea. There are good reasons to show actual accounts so people can see how the money is spent and the differences between the budget and what's spent.

Bart: is this OK?

Marie: It's fine but the devil is in the details

SB: I'll be working with Clare who is staying until October 1, until the new person gets up to speed.

Bart: anything else on the spreadsheet?

#### **6. Discussion of special town meeting impact on ALG calendar and FY 198 budgets**

**Following are the agreed meeting dates for the ALG: Sept.28; Oct. 26; Nov. 30; Dec. 14; Jan. 4; Feb. 8 & 28; March 8.**

Steve N: we will have a STM on Dec 4 to vote design funds before we build the budgets. Last spring we saw we'd have \$2.2m deficit. For FY 19 we have \$4.3m usable reserves. If FY 17 comes in better, we can use the \$1.3m to close the \$2.2m deficit. This will leave the reserves below the FC's threshold. We will have to pull money out of the stabilization fund which requires a 2/3 vote---that is part of the risk. In the past, the ALG decided on an override in October. Right now the FC is struggling to get out their POV early. We are asking the group members left over from last year what their ideas are to close the \$2.2m gap.

SL: we also have Minuteman for FY 19 @\$250K. There will be 10 remaining members to pay off the debt exclusion and there will also be an increase in the operating numbers.

Marie: do you know the impact if the MM debt?

SB: if we don't handle the debt exclusion there will be a massive increase in the MM line—but who knows.

Marie: it would be helpful to know. We have ballpark MSBA preliminary it looks like \$1.2-\$1.3m and MSBA will pick up 45.3% so that will cover \$650-\$700k. Acton's portion will be \$500-\$700K. We will have more solid numbers by the fall and a revenue source.

SL: are you going to do short term borrowing?

Marie: short term or E&D. We are also looking at single start times for bussing elementary schools. The state will reimburse 70% but not the first year. There is a chance that we will need @ \$500K for FY19. It will be a one-time cost. We could use E&D.

SB: we have an expert on short-term borrowing in Brian. We have done multiple shorts and avoided the 2/3 votes and then gotten good rates on the 30 year bonds. There are some great advantages to going this way.

SN: will that cause more questions? Politically we are faced with a 2/3 or simple majority; can we do design costs over 5 years?

Jason: doesn't MSBA require a positive vote?

SN: because of the STM we have an accelerated calendar

Bart: be specific about the dates

SN: by the end of September we should know the spending and revenue budgets

Bart: Sept 31st?

Marie: we would be happy to do it early. For the school budget is 80% solid by the end of September – the current year until Oct. 1 but the turnaround will be done by Nov. 1. I'm not sure that we can do it any earlier.

SN: I don't want to go the STM without FY19 planned. It will be easy to talk about the gap; we will lose our credibility if we have this unresolved.

Bart: what are you suggesting?

SN: 90% estimate does that mean we will have an underfunded payroll in April?

Brian: does your position change if we use E&D?

SN: using E&D is OK; town reserves make the problem \$500K worse.

SL: our time table is to have the budget 100 days before ATM I have to get the budget to the BOS. I could do a preliminary budget and plug in numbers by Nov1

Bart: my reading is that the ALKG has to meet more frequently.

Marie 2: two October meetings and two in November

Bart told Jason that usually the ALG has double monthly meetings in Jan & Feb.

Bart: do we have recommended dates for October and November?

There was a discussion as to the day, whether meetings always had to be on Thursdays or could it be on Wednesday. Bart said that Thursday was easier for him.

The list of things that needed to be decided in the fall included: override; capital spending, covering MM costs.

Bart suggested October 12 and November 9 for extra dates.

The calendar would include Sept. 28 for revenue report; Oct 26 for the POV; capital moved up to 10/26; revenue revisions.

There were more discussions as to whether the numbers could be ready for this accelerated schedule.

Amy: reminded the group that the entire consensus made at ALG still had to go back to individual boards. We hope to have the costs well before STM. It was agreed that there would not be an August meeting.

Janet: there are a lot of things here and the BoS will need far more information before agreeing.

Marie: noted that the school has MSBA approval and if they lost it the school would have to go through the whole application process again.

Amy: wondered if the FC had questions about how things were going noting the schools are in transition with just an acting superintendent. We have been told by the school administrators and principals to go ahead.

Bart: will there be other articles at the STM?

SL: there may be

Adjourned 8:50

Next meeting October 12

Ann Chang



The Commonwealth of Massachusetts  
 Office of the Attorney General  
 One Ashburton Place  
 Boston, Massachusetts 02108

## OPEN MEETING LAW COMPLAINT FORM

### Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

#### Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
  - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body AND to the municipal clerk.
  - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

#### Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the Attorney General a copy of the complaint and a description of any action the public body has taken to address it. At the same time, the body must send the complainant a copy of its response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

#### Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).



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

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**Open Meeting Law Complaints Attached (one for July 23, other July 25-26)**

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**Steven Ballard** <sballard@stevenballard.com>  
Reply-To: sballard@stevenballard.com  
To: bpetr@abschools.org, abrsc@abschools.org

Thu, Aug 10, 2017 at 11:29 AM

Hi Beth,

Attached are two Open Meeting Law Complaints, together with copies of the related documents - the July 23 email from Amy Krishnamurthy to the whole Committee, and the July 25 School Committee statement released to the public in the July 26 meeting.

I would appreciate your acknowledging receipt.





Thanks,

Steve

LAW OFFICES OF STEVEN BALLARD  
354 Washington Street, Suite 323  
Wellesley MA 02481  
www.stevenballard.com  
781-591-2750

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**4 attachments**

-  **OML July 23.pdf**  
449K
-  **Email from Amy Krishnamurthy to SC 170723.pdf**  
2214K
-  **OML July 25-26.pdf**  
545K
-  **July 25-26 Official Statement Done and Sent to SC.pdf**  
7358K



# OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

17.1.1

Reid Aug 10  
Due Aug 30  
#32

Please note that all fields are required unless otherwise noted.

## Your Contact Information:

First Name: Steven Last Name: Ballard

Address: Law Offices of Steven Ballard, 354 Washington Street, Suite 323

City: Wellesley State: MA Zip Code: 02481

Phone Number: 7815912750 Ext. \_\_\_\_\_

Email: sballard@stevenballard.com

Organization or Media Affiliation (if any): \_\_\_\_\_

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual       Organization       Media

## Public Body that is the subject of this complaint:

City/Town       County       Regional/District       State

Name of Public Body (including city/town, county or region, if applicable): Acton-Boxborough Regional School Committee, Acton, Middlesex County, Massachusetts

Specific person(s), if any, you allege committed the violation: Amy Krishnamurthy, Chair

Date of alleged violation: July 25-26 2017



**Description of alleged violation:**

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Amy Krishnamurthy, Chair of the Acton-Boxborough Regional School Committee, produced a substantive statement on behalf of the entire School Committee expressing opinions on matters that could come before it for deliberation in an open public meeting on July 25, 2017. But she had no authority to act by herself, or with less than a quorum, on her own to make her own decision on a matter within the jurisdiction of the entire Committee, as individual members have no such authority to act for the whole Committee absent a vote by that entire body to authorize her to do so.

The Chair then compounded the problem of having acted unilaterally to write the statement for the Committee, by then sending it that same day to the entire Committee, a day before a public meeting on July 26, 2017. But she did not just send that as a report for the Committee to review and deliberate on. Instead, she had the report released as the first item on the agenda (already previously set on July 23), on the morning of July 26, with no deliberation, discussion or vote. Instead, the report she had drafted outside of a public meeting, and then sent to a quorum, thus constituting a deliberation, as it was expressing an opinion on a matter before the jurisdiction of the Committee, was finally read out loud and released at that public meeting without any deliberation or discussion by the public body. A member of a public body may email other members on a matter within the jurisdiction of the public body so long as it does not reach a full quorum of the Committee; otherwise it can only be communicated in a duly noticed public meeting. G.L.c. 30A, Sections 18, 20.

An email sent by one member to a quorum of a public body, such as this, expressing an opinion on a matter within the jurisdiction of that public body, must occur in a duly noticed public meeting. G.L. c. 30A Section 18. This was not just a notice scheduling a meeting, or a report or document to be discussed at a meeting, but it was actually an opinion expressed on a matter which could and should be discussed by a quorum of the Committee in a duly scheduled and noticed meeting. G.L. c. 30A Section 18. Such a statement prepared by her on behalf of the whole Committee, as to alleged facts and allegations about community members related to the release of unredacted minutes, and attempts by local citizens to meet with members of the Committee, was actually the expression of an opinion by one member to a quorum expressing an opinion on a matter within the Committee's jurisdiction, and was thus considered a deliberation (which should only have occurred in a duly noticed meeting) even if no one responds. See OML 2016-104.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Assess a fine of \$1,000.00 for each intentional violation by the Chair, who had led others in chastising and bullying another member of the Committee, throughout much of a meeting the previous month for the similar one-way communication. These violations were intentional, motivated by a desire to mislead the public with her own self-serving statement full of false accusations against some community members, and thus depriving the Committee of its deliberative role to make its own statement.

**Review, sign, and submit your complaint**

**I. Disclosure of Your Complaint.**

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

**II. Consulting With a Private Attorney.**

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

**III. Submit Your Complaint to the Public Body.**

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Steven R. Ballard

Date: August 10, 2017

For Use By Public Body	For Use By AGO
Date Received by Public Body:	Date Received by AGO:



# OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

17.1.2

Rec'd Aug 10

Due Aug 30

#33

Please note that all fields are required unless otherwise noted.

## Your Contact Information:

First Name: Steven Last Name: Ballard

Address: Law Offices of Steven Ballard, 354 Washington Street, Suite 323

City: Wellesley State: MA Zip Code: 02481

Phone Number: 7815912750 Ext. \_\_\_\_\_

Email: sballard@stevenballard.com

Organization or Media Affiliation (if any): \_\_\_\_\_

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual       Organization       Media

## Public Body that is the subject of this complaint:

City/Town       County       Regional/District       State

Name of Public Body (including city/town, county or region, if applicable): Acton-Boxborough Regional School Committee, Acton, Middlesex County, Massachusetts

Specific person(s), if any, you allege committed the violation: Amy Krishnamurthy, Chair

Date of alleged violation: July 23, 2017

## Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Amy Krishnamurthy, Chair of the Acton-Boxborough Regional School Committee, sent an email to the entire School Committee expressing opinions on matters that could come before it for deliberation in an open public meeting on July 23, 2017. A member of a public body may email other members on a matter within the jurisdiction of the public body so long as it does not reach a full quorum of the Committee; otherwise it can only be communicated in a duly noticed public meeting. G.L.c. 30A, Sections 18, 20.

An email sent by one member to a quorum of a public body, such as this, expressing an opinion on a matter within the jurisdiction of that public body, must occur in a duly noticed public meeting. G.L. c. 30A Section 18. This was not just a notice scheduling a meeting, or a report or document to be discussed at a meeting, but it was actually an opinion expressed on a matter which could and should be discussed by a quorum of the Committee in a duly scheduled and noticed meeting. G.L. c. 30A Section 18. Such an email by one member to a quorum expressing an opinion on a matter within the Committee's jurisdiction is considered a deliberation (which should only have occurred in a duly noticed meeting) even if no one responds. See OML 2016-104.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Assess a fine of \$1,000.00 for what was an intentional violation by the Committee Chair. This Chair had led others in chastising and bullying another member of the Committee, throughout much of a meeting the previous month for the same kind of one-way communication. This current violation was intentional by the Committee Chair, and motivated by an intention to deceive the rest of the Committee, after she had filed a false police report against a member of the community the day before.

## Review, sign, and submit your complaint

### I. Disclosure of Your Complaint.

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

### II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

### III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Steven R. Ballard

Date: August 10, 2017

For Use By Public Body	For Use By AGO
Date Received by Public Body	Date Received by AGO



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

---

**Open Meeting Law violation**

---

**Stomail** <stomail@stolab.com>

Fri, Aug 11, 2017 at 6:54 PM

Reply-To: stomail@stolab.com

To: Amy Krishnamurthy &lt;akrishnamurthy@abschools.org&gt;

Cc: A-B Regional School Committee &lt;abrsc@abschools.org&gt;, Beth Petr &lt;bpetr@abschools.org&gt;, Allen Nitschelm &lt;Allen@thehomesteader.com&gt;, "K, C" &lt;stomail@stolab.com&gt;

Dear Chairperson Krishnamurthy,

attached is my complaint regarding the violation of the Open Meeting Law committed by you on July 20th, 2017.

Charles Kadlec

**OML complaint 8-11-17.pdf**

62K



**OPEN MEETING LAW COMPLAINT FORM**

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Rec'd Aug 14, 2017  
Due Sept 1, 2017  
(14 days)

Please note that all fields are required unless otherwise noted.

#35

**Your Contact Information:**

First Name: Charles Last Name: Kadlec

Address: 19 Paul Revere Rd

City: Acton State: MA Zip Code: 01720

Phone Number: +1 (978) 263-4361 Ext. \_\_\_\_\_

Email: stomail@stolab.com

Organization or Media Affiliation (if any): Acton Forum

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual     Organization     Media

**Public Body that is the subject of this complaint:**

City/Town     County     Regional/District     State

Name of Public Body (including city/town, county or region, if applicable): Acton-Boxborough Regional School District School Committee, Acton MA

Specific person(s), if any, you allege committed the violation: Amy Krishnamurthy, Chairperson

Date of alleged violation: July 20, 2017

**Description of alleged violation:**

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

On July 20, 2017 at approximately 9:00 PM I received an email message from Amy Krishnamurthy, signed by her as "Acton Boxborough School Committee Chairperson". The subject was "response". The content of this message is, indeed, a response to the Acton Forum article "Unredacted Executive Session minutes show how former Superintendent Glenn Brand was pressured into resigning" which was published by Allen Nitschelm and me just a few hours earlier, at approximately 3:00 PM on July 20, 2017. The message is clearly from the Acton-Boxborough Regional School District school committee : in addition to being signed by Amy Krishnamurthy as "Chairperson" the entire message is written in the plural "We ...". Furthermore, an article on the "acton.wicked.local" website the next day reprints the exact wording as "the School Committee statement". There has not been any response by any school committee member disputing this attribution.

There was no school committee meeting in the six hours between the 3:00 PM time of the publication of the Acton Forum article and the 9:00 PM time of the School Committee "response" email to me.

This email as well as the School Committee's release of the content to acton.wicked.local are clear violations of the Open Meeting Law. I believe the violation was intentional; the School Committee is well aware of the OML, has access to counsel, has been found in violation of the OMR at least twice in the last few years and has been warned by the Attorney General's office against further violations. Their response without a public meeting discussion and vote was designed to prevent voters from knowing the individual School Committee members' position on this issue and to avoid the exposure that open meetings get by public access and coverage by Acton TV.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Identify the School Committee (SC) members who knew the content of the message, state their position (for, against, or abstained) on releasing it without a SC open session vote. By vote at a SC open session apologize to the A-B communities for again violating the OML, retract the false, insulting and defamatory content of the message, apologize to me specifically for the accusations of "misconduct", "unethical invasion of Dr. Brand's legal rights" and "wanton disregard for his privacy".

**Review, sign, and submit your complaint**

**I. Disclosure of Your Complaint.**

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

**II. Consulting With a Private Attorney.**

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

**III. Submit Your Complaint to the Public Body.**

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: *[Handwritten Signature]*

Date: 8-11-17



*Acton-Boxborough Regional School District*

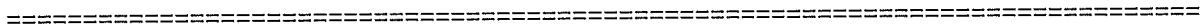
**Orientation for Certified Staff  
New to the Acton-Boxborough Regional Schools**

**Wednesday, August 23, 2017**

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

**R.J. Grey Junior High School Library**

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



**Thursday, August 24, 2017**

Orientation: Elementary, Junior High and High School  
\*\*You will receive separate notification of times and locations.

From: **Joyce McMahon** <[joyce@mcmahoncomm.com](mailto:joyce@mcmahoncomm.com)>  
Date: Tue, Aug 8, 2017 at 3:27 PM  
Subject: For Review: MIIA Rewards Press Release  
To: [cjeannotte@abschools.org](mailto:cjeannotte@abschools.org)

Dear Clare,

Congratulations on your recent MIIA Rewards earnings for FY17.  
Please let us know if you have any questions. We look forward to hearing from you.

Best regards,  
Joyce

**CONTACT:**  
Joyce McMahon  
MIIA Public Relations

Local Contact:  
Jodi Phelan, Benefits Administrator

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

**August, 2017** – Acton-Boxborough Regional School District has received \$34,327 back on its workers compensation and property casualty insurance costs – applicable toward premiums for the next fiscal year—thanks to an incentive program offered by the Massachusetts Interlocal Insurance Association (MIIA), the municipality’s insurance provider. Acton-Boxborough Regional School District earned the credits through proactive and voluntary participation in loss prevention and risk management activities throughout the year, conducted in partnership with MIIA.

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

MIIA commend(s) Acton-Boxborough for engaging in promoting safety in the workplace and mitigating risk. It’s not always an easy task and takes hard work and dedication by the administration and its employees. Their commitment to safety has helped the district lower its own insurance costs and earn these Rewards funds. We look forward to continuing to work in partnership with local leaders to ensure employees are well trained so that they can avoid unnecessary risks and losses, and help the town save valuable taxpayer dollars.



**Acton-Boxborough Regional School Committee 2017-2018**  
**Subcommittees & Assignments**  
(voted 8/1/17)

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**ASSIGNMENTS:**

CASE Board Member	Superintendent
EDCO School Committee Leadership Liaison/Round Table	Diane Baum, Eileen Zhang
EDCO Board Member (voting member)	Superintendent
EDCO Advisory Member (non-voting member)	Diane Baum
Superintendent's Wellness Task Force/Advisory Comm	Brigid Bieber, Tessa McKinley
Superintendent's Safety Task Force	Maya Minkin, Brigid Bieber
Health Insurance Trust Representative	Mary Brolin
PTSO Liaison Coordinator	Deanne O'Sullivan, Diane Baum, Tessa McKinley
Special Education Parent Advisory Comm Liaison	Diane Baum, Maya Minkin
Acton Leadership Group (ALG) Representatives	Amy Krishnamurthy, Paul Murphy
Acton Board of Selectmen Liaison	Eileen Zhang, Paul Murphy
Acton Finance Committee Liaison	Deanne O'Sullivan, Amy Krishnamurthy
OPEB Trust Fund Board of Advisors	ABRSC Chairperson, Amy Krishnamurthy
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber, Mary Brolin, Tessa McKinley, Katie Neville
Boxborough Board of Selectmen Liaison	Brigid Bieber
Boxborough Finance Committee Liaison	Mary Brolin, Brigid Bieber
MMT Liaison/SC rep to Acton MMT Working Group	Diane Baum
Town of Acton Capital Improvement Planning Comm	<del>Kristina Rychlik</del>
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy

**SUBCOMMITTEES:**

Budget and Capital Planning Subcommittee	Brigid Bieber, Deanne O'Sullivan, Mary Brolin, Amy Krishnamurthy, Katie Neville
Policy Subcommittee	Maya Minkin (chair), Kathleen Neville, Tessa McKinley, Diane Baum, Eileen Zhang
Regionalization Financial Oversight Committee (2 more yrs)	Mary Brolin, <del>Kristina Rychlik</del>
Warrant Signature Subcommittee	Deanne O'Sullivan, Paul Murphy, Maya Minkin, Mary Brolin, Amy Krishnamurthy
Start Time Committee	Deanne O'Sullivan, Diane Baum, Eileen Zhang, Tessa McKinley

## ABRSD Homework Policy

The intent of homework, when assigned, is to support student engagement in the classroom. The term "homework" refers to an assignment or activity that supplements and supports instruction. Homework should increase in complexity with the maturity of the student. This can be established through activities and assignments that encourage students to investigate for themselves and to work independently as well as with others. Educators will strive to emphasize quality over quantity of homework.

This policy supports balance for our students while still engaging them in deep learning experiences. The District recognizes the need for students and families to have playtime, downtime and family time (PDF) to promote wellness. Social-emotional wellness and balance in the lives of our students leads to better learning. Better balance also allows students to engage in activities of their choice, including independent reading.

Research supports independent choice reading as a powerful tool for learning and well-being. When students read for pleasure and hear conversations relating to text, they engage in deep learning. Such powerful activities foster profound academic growth and well-being, according to research. Independent choice reading happens best when schools and families partner together. Encouraging students to be self-motivated readers does not solely rest on the District, but also on families. The District strives to help students become independent readers alongside families. Families play an important role by creating environments that nurture the desire and motivation to read for pleasure. Because research shows that intrinsic motivation is most effective in fostering a lifelong love of reading, the District will not assign independent choice reading.

To ensure all students have equitable access to programs and curricula, the information for any homework assignment should be clear and specific so that the student can complete the assignment independently. Homework assignments should take into consideration individual student differences, needs and available resources. Teachers will follow Individualized Education Programs (IEPs) and 504 Plans when planning for homework. Homework should not require the use of materials not readily available in all homes.

**Frequency of Homework Grades K-2:** Students will have no homework except for an occasional activity that may include other people.

**Grades 3-4:** Students will occasionally have an assigned activity.

**Grades 5-6:** Students may expect homework more frequently, Monday through Thursday.

**Grades 7-12:** Students should expect homework in one or more subjects nightly.

### **Vacations K-12**

Homework will not be assigned with the expectation that it be worked on and/or completed during any school vacations. Long-term projects assigned before a vacation cannot have a due date earlier than the Thursday after a vacation.

## **ABRSD Homework Policy**

### **Long Weekends K-12**

Homework will not be assigned over long weekends, including those due to religious holidays and those marked by a district-wide closing. When there is no school on Monday, in-class assessments will not be scheduled earlier than the following Wednesday.

### **Mid-years - High School only**

Mid-years - No assessments given or homework during mid-year week, except for homework directly related to exam preparation.

### **MCAS**

**Grades 3-8:** Nights prior to MCAS testing are homework-free.

**High School:** Limit homework to twenty minutes per night per course

### **Religious Holidays**

For practices related to religious holidays, please refer to District policy IMD located on the district website: <http://www.abschools.org/school-committee/policies/section-i>

Approved: 7/11/17

# Acton-Boxborough Regional School District

## SCHOOLS OPEN

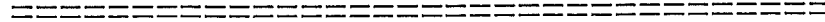
Tuesday September 5, 2017

\*With the exception of

8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> graders, who start on Wednesday September 6, 2017

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

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



### BLANCHARD, DOUGLAS & GATES

All-Day K and Grades 1-6:

9:00 a.m. – 3:30 p.m.

(Thursdays – 1:00 p.m. dismissal)

Half Day Kindergarten

AM Session: 9:00 a.m. – 12 noon

(Thursday Schedule 9:00 a.m. – 1:00 p.m.)

PM Session: 12:50 p.m. – 3:30 p.m.

(No PM session on Thursdays)

### CONANT, McCARTHY-TOWNE, MERRIAM

All-Day K and Grades 1-6:

8:20 a.m. – 2:50 p.m.

(Thursdays - 12:20 p.m. dismissal)

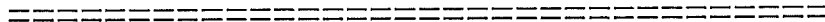
Half Day Kindergarten

AM Session: 8:20 a.m. – 11:20 a.m.

(Thursday Schedule 8:20 a.m. - 12:20 p.m.)

PM Session – 12:10 p.m. - 2:50 p.m.

(No PM Sessions on Thursdays)



Elementary School Lunch Price: \$2.75

Junior High/ High School Price: \$2.75

Lunch, includes fruit, vegetable, milk

Milk only: \$.50

For more information, see the Food Services website at:

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



#### \*\*\* Direct Phone Numbers \*\*\*

Blanchard: 978-263-4569

Douglas: 978-266-2560

McCarthy-Towne: 978-264-3377

All other schools: 978-264-4700

Conant: 978-266-2550

Gates: 978-266-2570

Merriam: 978-264-3371

# Open House Dates - Fall 2017 2/15/17

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**Blanchard**

September 26

6:00-8:00pm

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**Conant**

September 18

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

September 19

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

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**Douglas**

September 12

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

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

September 19

6:00-6:45pm - All Kindergartens

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

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**Gates**

September 26

6:00-6:45pm - Grade 6

7:00-7:45pm - All Kindergartens &  
Grade 3

September 27

6:00-6:45pm - Grades 2 & 4

7:00-7:45pm - Grades 1 & 5

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**McCarthy-Towne**

September 12

6:00pm

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**Merriam**

September 26

6:00pm - Kindergarten

7:00pm - Grades 1 - 6

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**Junior High**

September 28 at 7:00pm

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**High School**

October 5 at 6:50pm

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Acton-Boxborough Regional School District

**SCHOOL CALENDAR, 2017-2018**

**Bold Underlined Dates = No School Days / ELEMENTARY EARLY DISMISSAL IS EVERY THURSDAY AFTERNOON**

Sept.	M	T	W	T	F
	28	29	30	31	<u>1</u>
	<u>4</u>	<u>5</u>	6	7	8
	11	12	13	14	15
	18	19	20	<u>21</u>	22
	25	26	27	28	29

Teachers' mtgs – Aug 30 & 31  
 Schools Open – Sept 5  
 Labor Day – Sept 1 & 4  
 \*\*7-12 Early Dis for Prof L  
 Rosh Hashana – Sept 21  
 School Days - 18

Jan.	M	T	W	T	F
	<u>1</u>	2	3	4	5
	8	9	10	11	12
	<u>15</u>	16	17	18	19
	22	23	24	25	26
	29	30	31		

Schools Open - Jan 2  
 JH Early Dis for Confs –  
 Martin Luther King Day - Jan 15  
 School Days - 21

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

\*Indigenous Peoples' Day – Oct 9  
 School Days – 21

Feb.	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
	26	27	28		

\*\*7-12 Early Dis for Prof L. –  
 Presidents' Day - Feb 19  
 Winter Recess - Feb 19-23  
 School Days – 15

Nov.	M	T	W	T	F
			1	2	3
	6	<u>7</u>	8	9	<u>10</u>
	13	14	15	16	17
	20	21	22	<u>23</u>	<u>24</u>
	27	28	29	30	

Prof. Day – Nov 7 (no school/students)  
 Veterans Day - Nov 10 due to Sat holiday  
 Half Day – Nov 22  
 Thanksgiving Recess - Nov 23&24  
 School Days - 18

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

HS Late Start **only for students NOT taking MCAS-**  
 Good Friday – March 30  
 School Days - 21

Dec.	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>

Jr High Early Dis for Confs –  
 Winter Recess - Dec. 25 – Jan 1  
 School Days - 16

Apr.	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
	23	24	25	26	27
	30				

\*\*7-12 Early Dis for Prof L. –  
 Patriots Day – Apr 16  
 Spring Recess - Apr 16-20  
 School Days - 16

Note: See <http://www.interfaith-calendar.org/2017.htm> for some major religious holidays. Yom Kippur = Saturday, 9/30/17

\* This legal holiday is Columbus Day

\*\* Professional Learning for JH/HS Staff Early Dismiss: **OCT 12, FEB 8, MAR 29??**

No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at <http://abschools.org>  
 Acton Town Meeting begins April 2, 2018. Boxborough Meeting begins May X, 2018.

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

May	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	<u>28</u>	29	30	31	

HS Late Start **only for students NOT taking MCAS-**  
 Memorial Day - May 28  
 School Days - 22

June	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	<u>18</u>	19	20	21	22

Graduation – June 1  
 Last day – June 18 (no snow days)  
 (June 25 if 5 snow days used)  
 School Days – 12  
**Total Days = 180**

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE  
MEETINGS  
2017-2018

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Acton-Boxborough Regional School Committee meetings are usually held on the first and third Thursdays of the month, at 7:00 p.m. in the R.J. Grey Junior High School Library.  
Materials are posted at <http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes> usually on the Friday night prior to each meeting. Meeting agendas are posted at least 48 hours prior at [www.abschools.org](http://www.abschools.org)

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**Annual Workshop:** Tuesday, July 11

**Summer Business Meetings:** Tuesday, August 1 & Thursday, August 24

September 7

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

October 5

October 19

November 2

November 16

November 30 (*prep for 12/4/17 Town Meetings to vote on Building Project*)

December 14

December 21

January 11

January 27 (Sat) **School Committee Budget Saturday**

*(Preliminary Budget must be prepared at least 20 days prior to final Budget Adoption.)*

February 1

February 15

**Open Budget Hearing**-required by law

*(Final Budget must be adopted not later than 45 days prior to start of Acton Town Meeting, 4/2/18. . 45 days = 2/xx/17)*

March 1

March 15

March 29 (if needed)

April 12

April 26

May 17

June 7

June 21

**Note:** Acton Town Meeting begins April 2, 2018. Boxborough Town Meeting begins May 14, 2018.

*Voted 6/22/17*

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



August 2017

Dear Parents and Guardians:

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

Table with 6 columns: Category, Area of Need, Types of Assistance (Reduced, Free, Waived), and Forms/ Information available from. Rows include Lunch, Tuition (All-Day Kindergarten, Acton Public Schools Preschool, etc.), Fees (Elementary schools, Music, etc.), Tickets, and Scholarship.

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

Both Acton and Boxborough have Community Services Coordinators who can connect you with additional supports:

Acton: Laura Ducharme Phone: 978-929-6651 Email: lducharme@acton-ma.gov
Boxborough: Laura Abraham Phone: 978-264-1730 Email: labraham@boxborough-ma.gov

The Acton Food Pantry is also a resource for Acton and Boxborough residents, accessible by calling 978-635-9295. For those who may already be receiving subsidized housing, additional supports are available through the Acton Housing Authority at 978-263-5339.

Finally, further information on school or community services or assistance can be just a phone call away by dialing the Student Services Office at 978-264-4700 x3265. All information is kept confidential.

Sincerely,

Handwritten signature of Dawn G. Bentley

Dawn G. Bentley, Ed.D. Assistant Superintendent for Student Services



## ***Welcome Back All Staff!***

**Wednesday, August 30, 2017**

### **Acton-Boxborough Regional High School Auditorium**

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- 7:30 – 8:00 am** Continental Breakfast and Reconnecting  
Lobby outside the High School Auditorium  
*Hosted by members of the School Committee and Central Administration*
- 8:15** Greetings from Interim Superintendent Bill McAlduff &  
Acton-Boxborough Regional School Committee Chair, Amy Krishnamurthy  
High School Auditorium  
*Introduction of New Staff and Staff with more than 30 years*
- 8:40** Welcoming Remarks from Acton-Boxborough Education Association (ABEA)  
and Presentation of Teachers Receiving Professional Status  
ABEA Co-Presidents Karen Sonner and Mike Balulescu
- 9:15 – 9:45** Opening Day Address
- Bill McAlduff, Interim Superintendent
  - Marie Altieri, Deputy Superintendent
  - Deborah Bookis, Assistant Superintendent for Teaching and Learning
  - Dawn Bentley, Assistant Superintendent for Student Services
- 10:15 – 3:00** Building Based Time
- 

**Thursday, August 31, 2017**

- 8:00 - 3:00** Building Based Professional Learning