



Acton-Boxborough Regional  
School Committee Meeting

October 4, 2018

7:00 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Library  
R.J. Grey Junior High School

October 4, 2018  
7:00 p.m.

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AGENDA

1. **Call to Order (7:00)**
2. **Chairman's Introduction – Diane Baum**
3. **Public Participation**  
*Per policy BEDH, members of the public may speak for up to 2 minutes on items not included on this agenda. Comments regarding items on the agenda should be made during that part of the meeting. Typically, the Committee/Administration will not respond to comments during public participation.*
4. **Student Representatives' Update**
5. **Superintendent Evaluation Workshop – Dorothy Presser - MASC Field Director (7:10)**
6. **Statement of Warrants & Approval of Minutes – Diane Baum (8:10)**
  - 6.1. Meeting minutes of September 20, 2018 – **VOTE**
  - 6.2. Minutes of Protocol Subcommittee meeting on September 17, 2018 - **VOTE**
7. **Superintendent's Update – Peter Light (8:15)**
8. **School District 2018-2019 Goals - Second Read – VOTE - Peter Light (8:25)**
9. **Subcommittee Reports – Diane Baum (8:35)**
  - 9.1. Building– Mary Brolin (meeting on Oct 10)
  - 9.2. Budget – Amy Krishnamurthy (meeting on Oct 2)
  - 9.3. Policy – Amy Krishnamurthy (meeting on Oct 3)
  - 9.4. Capital Planning
10. **School Committee Member Reports – Diane Baum (8:40)**
  - 10.1. Acton Leadership Group (ALG)
  - 10.2. Boxborough Leadership Forum (BLF)
11. **FYI**
  - 11.1. Memorandum of Understanding Between ABRSD and the Police Departments Regarding the School Resource/Liaison Officer Program including Appendix A “Role of the Office of the Middlesex District Attorney”, Policy Exhibits KLGA-E
  - 11.2. Student Enrollment Update, 9/15/18
  - 11.3. Updated FY19 ABRSC Subcommittees and Assignments, 9/20/18
  - 11.4. Don't Worry Alone: Stories of Hope – Community Art Show & Sources of Hope, Oct 24<sup>th</sup>, 6:30 – 8:30 p.m. The Gallery at Villageworks, AB Cares
  - 11.5. Alarming Dangers in School Zones flyer from MIAA
12. **Adjourn (8:50)**

**Next Meetings:**

ABRSC, October 18, 7:00 p.m. in the Junior High Library (packet posted Oct 12)

ABRSC, November 1, 7:00 p.m. in the Junior High Library (packet posted Oct 26)

Posted on 9/28/18 at 3:00 p.m.

**NOTE:** Please see the separate “List of Documents Used” for materials for this meeting, found on page 4 of the posted packet at

[https://www.abschools.org/school\\_committee/meetings\\_agendas\\_packets\\_and\\_minutes](https://www.abschools.org/school_committee/meetings_agendas_packets_and_minutes)

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Library  
R.J. Grey Junior High School

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**LIST OF DOCUMENTS USED**

- 5. Superintendent Evaluation Workshop – Dorothy Presser – MASC Field Director**
  - 5.1 DESE MA Model System for Educator Evaluation, January 2012  
Part III: Guide to Rubrics and Model Rubrics for Superintendent, Administrator and Teacher
    - 5.1.1. Appendix A. Superintendent Rubric
    - 5.1.2. Appendix B. End-of-Cycle Summative Evaluation Report: Superintendent, Pages B-1 through B-8
- 6. Statement of Warrants & Approval of Minutes – Diane Baum**
  - 6.1. Meeting minutes of September 20, 2018 – **VOTE**
  - 6.2. Minutes of Protocol Subcommittee meeting on September 17, 2018 – **VOTE**
- 7. Superintendent’s Update – Peter Light**
- 8. School District 2018-2019 Goals - Second Read – **VOTE** - Peter Light**
  - 8.1. Memo
  - 8.2. Revised Goals from First Read on 9/20/18
- 10. School Committee Member Reports – Diane Baum**
  - 10.1. Acton Leadership Group (ALG) – meeting on 9/27/18
  - 10.2. Boxborough Leadership Forum (BLF) – meeting on 9/26/18
- 11. **FYI****
  - 11.1. Memorandum of Understanding Between ABRSD and the Police Departments Regarding the School Resource/Liaison Officer Program including Appendix A “Role of the Office of the Middlesex District Attorney”, PolicyExhibits KLG A-E
    - 11.1.1. Acton
    - 11.1.2. Boxborough
  - 11.2. Student Enrollment Update, 9/15/18
  - 11.3. Updated FY19 ABRSC Subcommittees and Assignments, 9/20/18
  - 11.4. Don’t Worry Alone: Stories of Hope – Community Art Show & Sources of Hope, Oct 24<sup>th</sup>, 6:30 – 8:30 p.m. The Gallery at Villageworks, AB Cares
  - 11.5. Alarming Dangers in School Zones flyer from MIAA

This material is posted separately after the packet.



## Massachusetts Model System for Educator Evaluation

### Part III: Guide to Rubrics and Model Rubrics for Superintendent, Administrator, and Teacher

#### Appendix A. Superintendent Rubric

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January 2012

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)  
DRAFT Minutes

Library  
R.J. Grey Junior High School

September 20, 2018  
7:00 p.m.

Members Present: Diane Baum, Michael Bo, Mary Brolin, Adam Klein, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Angie Tso

Members Absent: Ginny Kremer, Eileen Zhang

Others: Marie Altieri, Deborah Bookis, Dawn Bentley, Peter Light, Beth Petr, Dave Verdolino

1. The ABRSC was called to order at 7:02 p.m. by Chairperson Diane Baum.

2. **Chairman’s Introduction**

3. **Public Participation**

*Per policy BEDH, members of the public may speak for up to 2 minutes on items not included on this agenda. Comments regarding items on the agenda should be made during that part of the meeting. Typically, the Committee/Administration will not respond to comments during public participation.*

Terra Fredrichs spoke about land use and road design. She asked the School Committee to consider a Land Use subcommittee to see how these decisions affect kids. An Acton pedestrian safety committee is being formed and she wondered if there is community involvement. She described a current debate about whether Acton roads should be “fast” to profit economic growth, or “slow” for the benefit of people. She urged the Committee to look into these cumulative planning issues, especially due to the recent pedestrian accident.

Dr. Leah Abraham expressed frustration about her daughter’s experience coming home on the bus the first day of school. The bus was very late several times during the first week. Mr. Light told her that the bus route was being run backwards in the afternoon to try to minimize students’ ride time who are at the ends of the route, although that is not how it is printed on the website. Mr. Light said he would get back to her at the end of this week.

4. **Statement of Warrants & Approval of Minutes – Diane Baum**

4.1. Meeting minutes of September 6, 2018 – **VOTE**

Amy Krishnamurthy moved, Mary Brolin seconded and the minutes were approved as amended to correct the date of the next Committee meeting. All votes were “yes” with exception of Michael Bo who abstained.

5. **Student Representatives Update**

Representative Michael Cheng spoke about the later start times this year and how much students appreciated it. He spoke about the recent two Jewish holidays and felt that the teachers are more aware of the homework policy now than they have been in the past. Michael gave a shout out to the hundreds of student athletes at the Junior High and High School. He also noted the recent student activities fair that took place at the High School.

6. **Superintendent’s Update – Peter Light**

The Superintendent updated the Committee on his Entry Plan. Visits to each of the schools have been scheduled for every month of the year. Student, family and faculty forums are also being planned now. Mr. Light is working with SEPAC to find a date that he can meet with them. He looks forward to working with the new Capital Subcommittee. Several goals include reviewing and confirming the scope of the draft 5 Year Capital Plan presented by Interim Superintendent Bill McAlduff last spring and expanding that scope for what was not included, including the total dollar amount needed for all of our buildings. This would include a system for monitoring progress and appropriate funding sources.

Our current Building Project Manager, Skanska, has agreed to be a consultant to this capital planning process. Mr. Light feels this will be very valuable because they have professional cost estimators on staff and are very familiar with our district. They will also help put out a Request for Proposals to help manage these projects going forward.

The Leary Field lighting project is behind schedule due to permitting followed by some slow work. JD Head has been communicating with the contractor. If it is not complete in a week, portable lights will be brought in.

**7. Acton-Boxborough Special Education Parent Advisory Council (SEPAC) Presentation – Co-Chairs Amanda Bailey, Carrie Weaver**

Diane Baum welcomed Amanda and Carrie and explained that State Law mandates the establishment of Special Education Parent Advisory Committees in our public schools. The goals and priorities for the school year were presented including a focus on outreach and engagement with the community. A survey is planned to follow up on previous survey findings, particularly involving communication. There will be a focus on Specific Learning Disabilities (SLD), parent/guardian education and increasing opportunities for meaningful inclusion across domains. The next meeting is October 3<sup>rd</sup>. A member appreciated that Understood.org was mentioned as an excellent simulation resource for people trying to understand what students with certain disabilities experience.

**8. School District 2018-2019 Goals - First Read – Peter Light**

Members comments/questions included:

Goal #1:

- The School Wellness Advisory Committee is required under the District Wellness Policy ADF, which outlines who is on it and how it is monitored. Dawn Bentley is the Coordinator this year. Families will be sent information soon regarding participation, as well as student representation, staff reps, nurses and some school leaders. The Committee meets 4 times a year.
- Because many children use devices to read, it was requested that “device-free time” be reconsidered to acknowledge that there are many ways to read.
- Stakeholders include the students, families, faculty and administration.

Goal #2:

- Regarding goal action #4 about viewing homework “through an equity lens”, Deborah Bookis explained that this means the homework is clear to all students and they have the necessary materials at home so they can complete it independently.
- The significant differences in PTO funding at the various schools was noted as an issue that will need to be addressed in the future.

Goal #3:

- A suggestion was made to clarify some of the educational and MSBA jargon in this goal, perhaps by adding links although that has not been done in the past.

General Comments:

- Mr. Light assured the Committee that practices would be adjusted based on the data as the year goes along and the Committee will be kept informed. This is why “Monitor Implementation and Adjust Practice as Needed” is a subheading for all three of the goals.
- There was some confusion about formatting regarding the subheader “Previous Strategic Actions” on goal 1 compared to goal 2. Goal 2 has information above and below the subheading, where Goal 1 does not. Mr. Light responded that none of these goal actions are new. They all grew out of previous work. For example, the district wanted to increase the diversity of our work force so it was made a goal which looks new, but is not. Goal actions may not have the exact same verbiage as previous actions because they change over time. Previous strategic action implies there is a before and after. It was suggested that an additional subheading could be added to all 3 goals to delineate between the present and the previous goal actions.
- Although implementation is the focus this year, an ultimate goal is student wellness. The Committee discussed the variety of student survey data that has been collected recently. Mr. Light reminded the Committee that concurrent with the district’s work, his entry plan includes meetings with students and families. In late December or early January he will share what he has heard from these stakeholder groups and that will inform the next step and growth of this strategic plan. Additional focus is on how our students are experiencing school and what they need. The Youth Risk Behavior Survey (YRBS) results will be coming out and a Challenge Success survey will be done this spring. The annual Senior survey at the High School will also be done and all students will be surveyed on sleep, start time, homework and wellness, so there will be lots of data for review.

9. **Subcommittee Reports** – *Diane Baum*

9.1. Building– *Mary Brolin*

Several important products are due to MSBA soon. The Preliminary Design Program will provide a lot of information that will feed into our design. A key component of this is the Educational Program. The Educational Program will be compiled using the Dore & Whittier work, extensive new visioning work, and district input including our policies, mission and vision. Arrowstreet will support this work. This is a critical piece because it will drive education for our students for years to come. The Educational Program will be in the School Committee packet for the October 18<sup>th</sup> meeting and the Committee will need to vote it at the November 1 meeting because it is due to MSBA by November 7. This document will become part of the larger Preliminary Design Program Report which is expected to be approved by the Building Committee by November 7. Subsequent to that, work will be done on the preferred schematic report. This needs to be at MSBA by January 2. Mary stressed that there are some tight timeframes coming up and there is a lot of information on the website if people have questions. (From the District tab at the top of abschools.org, click on the Superintendent’s page, then the Building Project link on the left side. To find the previous extensive work done by Dore & Whittier, click on the Capital Planning link instead of the Building Project.)

Mary Brolin offered to meet with any new School Committee members or anyone who is interested, to explain the Building Project process if they have questions about this process. People should let Mary know by Monday. Mary cautioned that the timeline information in the packet is updated frequently, so the posted material is kept up to date and the best reference.

It was noted that all of the work done in recent years with Dore & Whittier has been shared



and used by Arrowstreet. This has really facilitated steps moving forward. It was asked if there was a graphic that could add School Committee meeting dates to the MSBA schedule found in the packet.

9.2. Budget – *Amy Krishnamurthy*

The first meeting was September 17. The agenda included review of the charge and process, updates on FY18, FY19 and FY20 budget process, ALG/BLF and Finance Committee updates and the Capital Planning Process.

9.3. Policy – *Amy Krishnamurthy* –

October 3 will be the first meeting.

9.4. Protocols – Possible **VOTE** to approve - *Tessa McKinley*

The subcommittee met and incorporated feedback from the First Reading on Sept 6.

Mary Brolin moved, Amy Krishnamurthy seconded and it was unanimously,

**VOTED**: to approve the ABRSC Operating Protocols as proposed.

9.5. New Subcommittee Appointments – *Diane Baum*

Diane thanked the members who volunteering for these additional subcommittees. She proposed the following assignments:

Calendar – Tessa McKinley, Maya Minkin, Eileen Zhang

Capital – Diane Baum, Adam Klein, Paul Murphy

Negotiations – Amy Krishnamurthy, Tessa McKinley, Paul Murphy

Mary Brolin moved, Tessa McKinley seconded and it was unanimously,

**VOTED**: to approve the appointments as presented by Diane.

10. **School Committee Member Reports** – *Diane Baum*

The Boxborough Board of Selectmen met and agreed that the May 21 vote on the ban will coincide with the usual election.

Angie Tso reported that the Acton Board of Selectmen and Police Chief met regarding sidewalk and pedestrian safety following the recent accident. A sidewalk committee is being formed with Selectman Peter Berry as chair. The Town needs to look overall at where the major safety issues are. There may be a public hearing on this issue.

Amy Krishnamurthy reported that the Acton Finance Committee met and will be sharing their Point of View (POV) document with the School Committee soon.

11. **FYI**

Diane Baum highlighted the Building Resilience: A Parent/Caregiver Series with Rana Chudnofsky, Ed.M. on October 3<sup>rd</sup> and 10<sup>th</sup>, and the forum to Meet Boxborough's New Town Administrator, Ryan Ferrara, and Superintendent, Peter Light, on October 3.

The ABRSC adjourned at 8:25 p.m.

Respectfully submitted,

Beth Petr

See attached list of documents used

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Library  
R.J. Grey Junior High School

September 20, 2018  
7:00 p.m.

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**LIST OF DOCUMENTS USED**

4. **Statement of Warrants & Approval of Minutes – Diane Baum**
  - 4.1 Meeting minutes of September 6, 2018 – **VOTE**
  
6. **Superintendent’s Update – Peter Light**
  
7. **Acton-Boxborough Special Education Parent Advisory Council (SEPAC) Presentation – Co-Chairs Amanda Bailey & Carrie Weaver**
  
8. **School District 2018-2019 Goals - First Read - Peter Light**
  
9. **Subcommittee Reports – Diane Baum**
  - 9.1. Building– *Mary Brolin*
    - 9.1.1. C.T. Douglas Kick-Off Meeting on 9/7/18, Agenda and Timeline
    - 9.1.2. Meeting on 9/12/18, Agenda
    - 9.1.3. Meeting on 8/21/18 Approved Minutes
    - 9.1.4 See presentation posted at:  
[https://www.abschools.org/district/superintendent\\_s\\_office/school\\_capital\\_space\\_planning](https://www.abschools.org/district/superintendent_s_office/school_capital_space_planning)
  - 9.4. Protocols – Possible **VOTE** to Approve - *Tessa McKinley*
  - 9.5. New Subcommittee Appointments – *Diane Baum*
  
11. **FYI**
  - 11.1 Building Resilience: A Parent/Caregiver Series, Rana Chudnofsky, Ed.M. October 3<sup>rd</sup> and 10<sup>th</sup> 6:30 – 8:30 p.m. The Gallery at Villageworks
  - 11.2 Meet Boxborough’s New Town Administrator, Ryan Ferrara, and School Superintendent, Peter Light, October 3 at 7:00 p.m. in the Boxborough Library, sponsored by the League of Women Voters - Acton Area
  - 11.3 Attorney General’s Open Meeting Law Training in Harvard, November 15 at 5:30 – 7:30 p.m.
  - 11.4 Acton Nursing Services Flu Clinic for ABRSD students, families & staff October 1, 2 and 3 3:15 – 6:30 PM in the High School Health Office

**Acton Boxborough Regional School Committee  
Protocol Subcommittee Meeting  
September 17, 2018  
New Conference Room in the Administration Building  
DRAFT Minutes**

Members present: Amy Krishnamurthy, Tessa McKinley, Angie Tso  
Others: Peter Light, Marie Altieri, Beth Petr, Diane Baum (as a member of the public)  
Members absent: Ginny Kremer, Eileen Zhang

The meeting was called to order at 9:00 a.m.

**Minutes**

Minutes of the meeting on August 28, 2018 were moved by Amy, seconded by Tessa and unanimously approved as written.

**Discussion**

Tessa shared a draft that incorporated the comments from the First Reading at the 9/6/18 School Committee. A good discussion was held about the revised document, including feedback from Eileen Zhang who was absent. It was agreed that her comments regarding the meetings being public meetings had been taken into consideration in Tessa’s version. Tessa removed “achievement” and “strive” as those words had various meanings to people. “Accountability” was a similar kind of word (First heading, second bullet) although it was agreed to keep it. Angie asked if there was a way to emphasis that members must work together in person, as opposed to young people today that do everyone electronically and miss that interaction. It was agreed that “collegial relations” in the second heading and working in a climate of mutual respect captures that thought.

Members discussed whether to add “and build” to “support the vision and mission: (first bullet, first heading) but were concerned that it might give the impression that the vision and mission are created annually, as opposed to the current practice of every five years. The point was made that supporting the vision and mission was the key workshop message from Dorothy Presser. Members agreed on adding “adopted” so the bullet reads “support the adopted vision....”.

**Next Steps**

The revised draft protocol document will be brought to the School Committee Meeting on 9/20/18 as a Second Reading for the Committee’s consideration and possible VOTE. If at all possible, the document should fit on one page, or at least most of it on the first page.

The meeting adjourned at 9:45 a.m.

Respectfully submitted,  
Beth Petr

**Documents used:**

- Draft Minutes of August 28, 2018
- DRAFT ABRSC Operating Protocols, following 9/6/18 School Committee meeting



# Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720  
978-264-4700  
[www.abschools.org](http://www.abschools.org)

Peter J. Light  
Superintendent of Schools

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## Superintendent's Update October 4, 2018

### **Congratulations!**

I would like to take this opportunity to congratulate Dorothy McDonald, ABRHS Librarian and Alec Lewis ABRHS Social Studies Teacher. Dorothy and Alec are recipients of the University of Chicago Outstanding Educator Award. They were nominated by two recent graduates of ABRHS who wrote letters to the University about these educators' impact on them. Congratulations Dorothy and Alec!

### **District Administrators in the News**

Assistant Superintendent for Student Services, Dr. Dawn Bentley recently published a blog with the Center for Education Equity (CEE) through the Mid-Atlantic Equity Consortium entitled "[One 'High Performing' District's Path Toward Equity](#)." The Center for Education Equity is one of several national regional equity centers focused on supporting school and district efforts to "improve and sustain the systemic capacity of public education to increase outcomes for students regardless of race, gender, religion, and national origin." Dr. Bentley's blog post provides background on Acton-Boxborough's current goals around equity. This may be useful information for anyone wishing to learn more about the origin of our work. Additionally, AB faculty and administrators including Dana Labb, Blanchard Memorial School Principal; David Green, High School Social Studies Department Chair; and Heather Haynes, PK-6 Math Coordinator participated in a webinar sponsored by CEE promoting the district's work. This link will be made available once the recorded webinar is published.

### **Sidewalk and Crosswalk Safety**

As you may be aware, Acton Town Manager John Mangiaratti has been working with a group of concerned citizens in an effort to increase safety in crosswalks around Acton, and in particular at the intersection of Jefferson and Hayward Roads. This followed an incident earlier this year in which a student was struck while in a crosswalk. Director of Operations, J.D. Head and I recently met with representatives from the Acton Police and Town Officials to coordinate efforts between town and schools to increase safety for our students. At the meeting, we discussed short and long range solutions. Short-term solutions included replacing current signage at the location with high-visibility fluorescent signs, and some longer-term solutions, which are being discussed, may include a study to confirm traffic speeds and additional signage in the area. More work on long range solutions is needed and our efforts to coordinate work will continue.

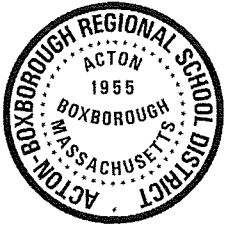
*Developing engaged, well-balanced learners through collaborative, caring relationships.*



Police Chief Burrows also recently sent us a video that the Acton Police produced in conjunction with Acton TV, which may be of use to students and families. To watch the video:

<http://actontv.org/on-demand/post-video/pedestrian-safety-with-the-acton-police>

I have also included, as an FYI, information from our insurer, MIAA, entitled “*Alarming Dangers in School Zones*”. I hope this helps to raise awareness among our students and families about potential dangers to pedestrians.



## Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720

978-264-4700

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

8.

Peter J. Light

Superintendent of Schools

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To: Acton-Boxborough Regional School Committee

From: Peter Light

Date: 9/28/2018

RE: 2018-19 District Goals - Second Read

I am pleased to present you with a revised draft of the 2018-19 School District Goals for your discussion. We have revised the goals based on feedback you provided at the September 20 meeting and are requesting your approval of these goals tonight.

*Developing engaged, well-balanced learners through collaborative, caring relationships.*

WELLNESS • EQUITY • ENGAGEMENT



# Acton-Boxborough Regional School District

## 2018-2019 District Goals- **DRAFT**

*Essential Question: How might we use strength-based practices to support student learning?*

Goal #1: Understand and respond to our students' social-emotional needs.			
Strategic Goal Actions	Evidence/Measures	Responsible	Timeline
<b>Monitor Implementation of Previous Strategic Actions and Adjust Practice as Needed</b>			
Gather data to monitor the impact of changed start times at each level.	<ul style="list-style-type: none"> <li>Student Survey data</li> <li>Attendance data (i.e. early dismissal data at elementary, tardy data at JH, HS, etc.); bus ridership data</li> <li><b>2018-19:</b> First period data from JH, HS (i.e. anecdotal, grades over time, etc.)</li> </ul>	Principals / APs School Wellness Advisory Committee	2018-19, Ongoing
Solicit feedback from stakeholders to inform continued implementation of the homework policy and consider homework through an equity lens.	Administer one stakeholder survey in 2018-19 (families, students, staff, administrators) on implementation of HW policy	Principals (gather data), Data Inquiry Team	By Spring 2019
Review practices around homework policy implementation.	Aggregate data around practices by grade level	Principals (gather data)	
Support families in helping children develop healthy habits around device use, screen time and social media.	Family newsletters and communication dedicated to reading	Principals, Curriculum Coordinators, School Wellness Advisory Committee	



# Acton-Boxborough Regional School District

## 2018-2019 District Goals- **DRAFT**

*Essential Question: How might we use strength-based practices to support student learning?*

Goal #2: Our students will have equitable opportunities and tools to learn.			
Strategic Goal Actions	Evidence/Measures	Responsible	Timeline
Increase the diversity of our educator workforce.	<p><b>2018-19:</b> Review existing recruiting and hiring practices. Develop recommendations for hiring committee practices, advertising, and recruitment to implement Spring 2019.</p> <p><b>2019-21:</b> Monitor new recruiting and hiring practices; make adjustments as needed to attract diverse candidates.</p> <p><b>By 2021-22:</b> Increase the number of licensed educators who are racially diverse by 20% from 2018-19 level.</p>	Deputy Superintendent, Principals/APs and, Hiring Committees	2018-22
Continue to build educator capacity to reach and teach all students.	Through our elementary Student-Centered Coaching System, each of our elementary coaches will partner with at least four educators using the established process and forms, tracking evidence of student learning and receiving educator feedback about the process.	Assistant Superintendents Elementary Principals and APs	2018-19
	Develop greater capacity and consistency among and between evaluators to focus on the professional evaluation rubric Standard 2 (Teaching All Students) by creating and providing additional professional learning and calibration support for evaluators.	Deputy Superintendent, Principals	2018-19
Train new hires and administrators and educators throughout the district using the Seeking Educational Equity and Diversity (SEED) professional learning. Continue to build capacity to provide this training in-house using the Train-the-Trainer model.	<ul style="list-style-type: none"> <li>Offer Fall 2018, Spring &amp; Summer 2019 SEED PL.</li> <li>By July 2019, train all district and school leaders.</li> <li>By August 2019, increase the number of SEED trainers from 5 to 9 total.</li> <li>By August 2019, train 10% of all certified staff in the district in SEED.</li> </ul>	Assistant Superintendent for Teaching & Learning	2018-19, ongoing
Through an equity lens, review existing practices in each building around family contributions.	Gather and review data on existing practices around ways that families are asked to financially contribute to their child's school, through 'suggested' and 'required' school supplies, and annual field trips to maximize access for all students. Make recommendations for FY20 district budget.	Principals (provide data)  Data Inquiry Team	2018-19
Monitor Implementation of Previous Strategic Actions and Adjust Practice as Needed			
Gather baseline data on the first year of centralization of Before/After School programs under Community Education.	Enrollment data; financial trend data for Before/After School programs	Community Education Director	Ongoing





# Acton-Boxborough Regional School District

## 2018-2019 District Goals- **DRAFT**

*Essential Question: How might we use strength-based practices to support student learning?*

Goal #3: Our students will have access to safe and effective learning environments.			
Strategic Goal Actions	Evidence/Measures	Responsible	Timeline
<b>Monitor Implementation of Previous Strategic Actions and Adjust Practice as Needed</b>			
Complete and adopt a five year Capital Improvement Plan (CIP) that ensures access to safe and effective learning environments for all students.	Complete 5-Year CIP that: <ul style="list-style-type: none"> <li>Identifies potential funding sources</li> <li>Articulates timelines for completion</li> <li>Establishes benchmarks and accountability measures</li> <li>Is adopted by School Committee and incorporated into FY 2020 budget</li> </ul>	Superintendent, Deputy Superintendent, Director of Operations, Director of Finance	December 2018
Continue the Massachusetts School Building Authority (MSBA) process towards a new elementary building by completing the Feasibility Study process.	Develop an existing conditions report through the District's project architect	Director of Operations	November 2018
	Develop and communicate the educational vision of the school building through work with the designer's educational consultant	Superintendent, Asst. Superintendents, Deputy Supt., Principals	November 2018
	Develop an MSBA-approved educational program for the building that is reflective of the educational vision for the building and MSBA guidelines	Principal(s), Deputy Superintendent	February 2019
	Coordinate efforts with the MSBA that ensure compliance with required regulations regarding the feasibility study	Superintendent	Ongoing
	Communicate regularly with information regarding progress to families and the community	Superintendent, Technology Director	Ongoing

# TOWN OF ACTON

Acton Leadership Group

September 27, 2018

7:30 AM

Room 204

Acton Town Hall

## Agenda Topics

- |    |  |                                 |
|----|--|---------------------------------|
| 1. | Approval of Minutes from June 28, 2018 | All                             |
| 2. | FY18 Year End, Town and Schools        | John Mangiaratti<br>Peter Light |
| 3. | FY19 Update                            | All                             |
| 4. | Review of ALG Spreadsheet              | Steve Barrett<br>Marie Altieri  |
| 5. | Discussion of FY20 Revenue Projectors  | All                             |
| 6. | Finance Committee Draft Point of View  | Jason Cole                      |
| 7. | School Building Project Update         | Peter Light                     |
| 8. | Public Comment                         |                                 |
| 9. | Adjourn                                |                                 |

Next Meeting October 25, 2018 at 7:30 AM

## **ALG Minutes June 28, 2018**

Present: Bart Wendell, Facilitator; Katie Green & Joan Gardner, BoS; Paul Murphy & Diane Baum, SC; Jason Cole & Roland Bourdon, FC; Steve Ledoux, Steve Barrett & Marie Altieri, Staff. Absent: Superintendent.

Audience: Janet Adachi & Jon Benson, BoS; Peter Ashton, Town Moderator; Mark Hald, Asst. Town Manager; Brian McMullen, Asst. Finance director/principal assessor; Dave Verdolino, school finance director and Charlie Kadlec, public.

Extra info: ALG Charter & Ground Rules; Multi-year financial model; Suggested calendar and meeting dates; and Mr. Kadlec supplied a copy of the ALG website language with yellow highlights.

There were general introductions around the table. New to the ALG this year are Selectman Joan Gardner, FinCom Roland Bourdon and School Committee Diane Baum.

Bart introduced himself, told about the history of ALG saying that it was a unique organization in Massachusetts. Bart noted that when the ALG first started, people thought it was a CABAL where discussions were held in secret.

People read through the ALG Charter and Ground Rules. Bart stressed that the whole of the success of the ALG depending on members agree with the rules and change those that they thought needed changing. He also noted that the ALG was "new" and one year's group could not make commitments for a subsequent year.

Jason questioned the use of "and" in the sentence "manager and designated staff" It was agreed to change to "one designated staff"

Under quorum: per board was added; and one staff person for school and town.

Weather cancellation will follow the ABRHS district if the ALG meets in the AM and Town Hall if the meeting is changed to the evening.

There was general agreement with the changes.

2. Minutes from February 28 were accepted.

### **3. Updates on FY19 revenues & expenditures and FY 18 year end**

SL: there is a winding down of the year and we are on target with revenues

SB: We are predicting a 1% turn back. We have only 33.15% of the spending so that means @\$300K. We have only a few more days---the next payroll is July 4-5.

On the revenue side; we are working on the tax recap \$90m in revenue has come in. We have a growth in local receipts from \$750K-\$1m.

Paul: you say investment is up...

SB: Our investment income there has been an uptick in the interest rate ----so we have earned more.

Marie: the school projection is \$1.7m surplus. We are accelerating some capital; \$92K in paving needs and vehicles. We did a similar thing last year when we took capital needs from next year and did them now. The projection is to have the "lion's share" go into E&D--\$3.8m. We are in good shape with a surplus @1.5-02% of the budget.

As for the building: we have to wait for the MSBA—we will have a project review in July. We have a project manager on board. We are working on our five-year capital plan and will lick-in the capital expenses for this budget cycle.

I want to thank Bill McAlduff for his leadership over the last year.

Bart: any questions?

Jason: do you take the \$750K from the town and the \$1.7m from the schools to get the \$3m in replenishment?

SB: we get the replenishment from other places than turn backs.

Jason: the certification looks closer to \$2.7m rather than \$1.7m. Are you trying to pull in so it will go down?

Marie: it's very early yet and the \$382 for the trucks and paving comes from the \$1.7which makes it@ \$1.3m.

Jason: we should not say what the final numbers will be until around Jan. 30<sup>th</sup>.

Joan: do you have the physical locations for the schools as yet?

Marie: will still think it will be by December. We have to work off the MMSBA schedule and it takes months. We are on the agenda for July 24.

Jason: this is a most frustrating process. We can't even take perk tests to find suitability until we get the OK from the MSBA.

## **5. Spreadsheet**

Steve B. went through the pages of the spreadsheet, noting that page one was what went to town meeting and the subsequent pages depicted the changes made during the year and the final decisions. He noted that there is an imbalance for the outer years (a common occurrence at this time of year in the ALG cycle)

The Plan was first formulated by Mary Ann Ashton and some may consider it an Edsel but it has generally worked.

Marie: a working group of Steve Barrett, Brian McMullen, Dave Verdolino and I have been tasked with updating the spreadsheet. It has been an effective group.

Jason: shouldn't we add to \$700K to the \$2m of reserve use.

Katie: that will be replenished.

Marie: there has been pressure to lower reserve use to \$1.3m but if you look historically we have turned back in the \$2m range and our average reserve use over the past five years has been \$2.7m

Jason: I'm not really interested in the historical perspective I just feel that reserves should be used for capital and not general.

Diane: since the FC's POV the school committee has set aside \$2m from E&D

Marie: reserves, free cash and E&D have been used for one-time expenses i.e. single tiered bussing.

Bart: So should it be for capital or one-time uses?

Jason: my position is that reserves should be used for capital. We have a capital deficiency. The financial position of the town looks rosy until you take in our capital needs; they far outstrip our reserves. If we have reserves they should be used to retire our liabilities and not used for the general fund.

Katie: once the FC's POV is on the table we can look at the numbers.

Bart: when and what time is it best to make the changes?

SL: we have a suggested calendar

## **6. Review of future meeting dates and time line**

SL: we moved up the decision on "override/no override" (to October the SC budget hearing is not on the chart.

Roland asked for the meeting to be moved to a Thursday evening at 7PM

There was a discussion about changing the time from 7 AM to 7PM and date from Thursday to Wednesday. Katie noted that BoS members were also liaison to town committees and many of their evenings were already taken. Diane noted that the SC already has a full schedule and many times an extra meeting is necessary. Roland has a long commute and others would rather get to work on time.

It was agreed to try to meet on September 26 at 7PM. At the same time Katie will do an analysis of the time change as it impacts other regularly scheduled meetings

Then there was a discussion about notification of cancellations. It was agreed that if the ALG is in the morning, then the cancellation schedule will follow that of the schools. If it's in the evening the policy will follow that of the Town Manager.

Bart said that he the pleasure if working with Steve L. This was Steve's last ALG meeting.

#### 7. Public Comment

Mr. Kadlec noted that he has asked many times for the spreadsheet to have the actuals listed. He hoped that any spreadsheet changes included an actual column.

Mr. Kadlec distributed a printed sheet taken from the town website which highlighted the areas where public input is noted. He said that many times if the public was allowed to speak on a particular item at the time it's being discussed by the ALG. He contended that sometimes a public comment could save time.

Bart: reminded members to send in agenda items in a timely manner.

The next Meeting will be September 26, 7PM

Adjourned: 8:52

Ann Chang

## ALG Charter and Ground Rules (Revised 6.12)

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

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

In summary:

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

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

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

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

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

**Minutes:** Taken by outside party.

**Weather Cancellations:** Mimics Acton Public School decision.

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

9/27/18  
ALG

### Suggested Calendar for Budget Planning for FY20

Issue	ALG Discussion		ALG Preliminary Consensus		Final ALG Consensus		Confirmation by Boards
Revenue projections	9/27/2018		10/25/2017		12/14/2017		After 12/13/2018
Review of FinCom POV	9/27/2018						After 12/13/2018
Capital plans?	10/25/2018		11/29/2018				After 12/13/2018
Any further revision of revenues?	12/13/2018		1/3/2019		2/7/2019		After 2/6/2019
Override? No Override?	10/25/2018		11/29/2018		12/13/2018		After 12/13/2018
Assumptions for 3-year plan	1/3/2019		2/7/2019		2/27/2019		After 2/27/2019

Other Important Dates:		ALG Meeting Dates:	
Manager's Budget Due	12/17/2018		
Municipal Budget Saturday	1/5/2019	September 27, 2018	7:30 AM
AB Budget Workshop	1/26/2019	October 25, 2018	7:30 AM
BOS Vote Budget	1/30/2019	November 29, 2018	7:30 AM
ABRSC Budget Hearing	2/14/2018	December 13, 2018	7:30 AM
		January 3, 2019	7:30 AM
		February 7, 2018	7:30 AM
Warrant to Printer This Week	3/6/2019	February 28, 2019	7:30 AM
Post Warrant	3/15/2018	March 14, 2018	7:30 AM
Town Election	3/26/2019		
Town Meeting Begins	4/1/2019		



9/21/18  
ALG

# Town of Acton Multi-Year Financial Model

Prepared by the Board of Selectmen, School Committee, and Finance Committee

27-Sep-18

<u>Summary</u>	<u>Tax Recap FY18</u>	<u>Projection FY19</u>	<u>Projection FY20</u>	<u>Projection FY21</u>
<b>Municipal Funding Sources:</b>				
Tax Levy (excluding debt exclusion)	79,832,757	83,177,563	86,445,652	89,329,293
State Aid	1,569,399	1,628,399	1,644,683	1,661,130
Local Receipts	4,935,066	5,201,104	5,253,115	5,305,646
Debt Exclusion	2,768,612	2,538,007	2,512,627	2,494,464
SBAB Reimbursement	923,000	923,000	923,000	923,000
Add: Town Reserves	<b>2,483,800</b>	<b>2,382,722</b>	<b>1,300,000</b>	<b>2,788,282</b>
<b>Acton Total Funding Sources</b>	<b>92,512,635</b>	<b>95,850,795</b>	<b>98,079,077</b>	<b>102,501,815</b>
<b>Allocation to Budgets</b>				
			0	
<b>Municipal Spending</b>	<b>\$ 33,709,649</b>	<b>\$ 34,565,022</b>	<b>\$ 35,774,798</b>	<b>\$ 36,846,916</b>
Percent change year-to-year	3.22%	2.54%	3.50%	3.00%
<b>ABRSD Assessment</b>	<b>\$ 57,730,056</b>	<b>\$ 59,981,959</b>	<b>\$ 62,530,002</b>	<b>\$ 65,029,998</b>
Percent change year-to-year	3.93%	3.90%	4.25%	4.00%
Minuteman Operating Budget	<b>\$ 1,072,929</b>	<b>\$ 1,114,235</b>	<b>\$ 1,214,235</b>	<b>\$ 1,314,235</b>
Minuteman Building Project Debt		<b>\$ 189,579</b>	<b>\$ 296,296</b>	<b>\$ 296,296</b>
<b>Total Minuteman Assessment</b>	<b>\$ 1,072,929</b>	<b>\$ 1,303,814</b>	<b>\$ 1,510,531</b>	<b>\$ 1,610,531</b>
Percent change year-to-year	7.55%	21.52%	15.85%	6.62%
<b>Total Acton Spending</b>	<b>\$ 92,512,634</b>	<b>\$ 95,850,795</b>	<b>\$ 99,815,331</b>	<b>\$ 103,487,445</b>
<b>Net Position</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (1,736,253)</b>	<b>\$ (985,629)</b>

<u>Table 6 Data</u>	<u>FY18 ABRSD Revenues</u>	<u>FY19 ABRSD Revenues</u>	<u>FY20 ABRSD Revenues</u>	<u>FY21 ABRSD Revenues</u>
<b>ABRSD Funding Sources:</b>				
State AID Ch.70	14,804,931	14,968,061	15,140,000	15,280,000
Transportation	1,307,373	1,337,757	1,700,000	1,762,900
Regional Bonus Aid & Misc Revenue	179,000	275,000	275,000	275,000
Charter School Aid	25,350	32,361	35,000	35,000
Excess & Deficiency	450,000	775,000	200,000	200,000
<b>Total</b>	<b>\$ 16,766,654</b>	<b>\$ 17,388,179</b>	<b>\$ 17,350,000</b>	<b>\$ 17,552,900</b>

<b>Additional OPEB Contribution</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>
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<u>Town of Acton - Tax Impact</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Total Valuation ('000s)	\$ 4,308,187	\$ 4,437,432	\$ 4,570,555	\$ 4,707,672
Tax Rate	\$ 19.38	\$ 19.31	\$ 19.51	\$ 19.56
SF Value	\$ 566,279	\$ 588,930	\$ 606,598	\$ 624,796
% Change in SF Value			\$ -	\$ -
SF Tax Bill	\$ 10,976	\$ 11,374	\$ 11,836	\$ 12,224
% Change in SF Tax Bill	2.60%	3.63%	4.07%	3.27%
\$ Change in SF Tax Bill	\$ 279	\$ 398	\$ 463	\$ 387



**Boxborough Leadership Forum  
September 26, 2018 7:00 PM  
Sargent Memorial Library  
427 Massachusetts Ave, Boxborough  
Agenda**

1. Call to Order (BoS)
2. Introductions (for any new members who may be in attendance)
3. Review and accept minutes of August 22-30, 2018
4. Post-STM September 5, 2018:
  - a. What worked?
  - b. What could we do differently?
5. BoS updates
  - a. BoS Focus for FY2019
  - b. Road Paving
  - c. Route 111 culverts & guardrails
  - d. Massachusetts Avenue sidewalks
  - e. DPW and Transfer Station
  - f. Boxborough Building Committee
  - g. Water Resources
  - h. Gender neutral name change for BoS
  - i. Complete Streets
6. AB Regional School Committee updates
7. Finance Committee updates
8. Library updates
9. FY2020 budget timeline and calendar
10. Other business
14. Set next meeting date
15. Adjourn

***Boxborough Leadership Forum is comprised of members of the Board of Selectmen, Finance Committee, Library Board of Trustees and School Committee – a quorum of these respective boards may be present for this meeting.***

## BoS FY2019 Focus

<b>Initiative</b>	<b>Lead</b>	<b>Completed</b>
1. Implementation new Town Government structure	Ryan Susan	
2. Transition DPW to new location	Ryan Les	
3. Grange upgrade	Maria Ryan	
4. BBC	Les Maria	
5. Water Resources	Les	
6. BoS policies: a. Identify and update b. BoS review & approve changes	Ryan Susan	
7. Drug and alcohol testing policy working group (CBU)	Ryan Maria	
8. Technology review	Ryan Wes	

# The Boxborough Water Resources Committee

**DRAFT 9-25-2018**

NOTE: Subject to final review by the Water Resources Working Group and acceptance by the Boxborough Selectboard.

Whereas, water supplies in the Town of Boxborough face uncertainty due to development, pollution, and climate;

Whereas, no Town department or board currently has responsibility for the long-term future of Boxborough's water supplies;

Whereas, one of the six Top Priorities of Boxborough2030, the Town's current master plan, is to "Plan for long-term water resource management and protection";

Whereas, Boxborough2030 calls for the Board of Selectman and Board of Health to reinstate a Water Resources Committee by the beginning of 2019 and assigns to it several specific actions;

Whereas, the Board of Selectmen created the Water Resources Working Group and charged it with creating a charter for such a reinstated such a Water Resources Committee; and

Whereas, said Water Resources Working Group has prepared and presented such charter to the Board of Selectmen, following review by the Board of Health and other Town boards;

Now, therefore, the Board of Selectmen hereby reinstate said Water Resources Committee to be organized and operated in accordance with the following charter:

## **Charter of the Boxborough Water Resources Committee**

### **A. Purpose and Goals**

The purpose of the Water Resources Committee (WRC) is to ensure that Boxborough is prepared to meet future, long-term water supply needs for everyone in the town. The goals of the WRC are to:

1. Identify the town's strategic needs for protecting and enhancing existing water supplies, aquifers, and other surface water and groundwater resources.

2. Collect and analyze data on water quantity and water quality to support the town's efforts to meet its water resource needs for potable water and fire protection.

3. Determine what steps are necessary to keep all water supply options open for the Town in the future.

4. Make recommendations to Town officials regarding existing and future water supplies and other water resources in Boxborough, considering the Town as a whole and potential or suspected problem areas.

Consistent with Boxborough2030 and guided by sound engineering practice, the WRC shall meet these goals as follows:

1. Determine the best means for ensuring safe and reliable water supplies, using a planning horizon of 100 years, and considering cost, feasibility, and available alternatives.

2. Promote water quality and quantity, water conservation, drought management, and public awareness of water issues.

3. Leverage the Town's MS4 stormwater permit compliance work to improve retention, treatment, and infiltration of surface water runoff, and recharge of groundwater.

4. Evaluate the effect of full development or "build out" on the demand for potable water and the availability of water supplies.

5. Solicit input regarding water supply and wastewater management from the Town, residents, other property owners, and operators of small water and wastewater systems, and evaluate the costs incurred and problems faced by them.

6. Evaluate existing studies, groundwater monitoring, and modeling results; their applicability to Boxborough; and the need for additional such information.

7. Collect additional information, as needed, including installing and operating monitoring wells and conducting other studies.

8. Update the status of potential well sites identified in previous reports and identify which ones are no longer available.

9. Identify potential land for possible water supply sources, which may include drilling of test wells, if warranted.

10. Work with the Town boards and departments and private organizations to ensure the town's bylaws and policies promote development that is consistent with protection and enhancement of our water resources.

11. Assist the Town to preserve and protect such sources, their protective zones, and recharge areas for possible use by the Town, including acquiring land or access to land for water supply purposes and enacting or amending laws and regulations.

12. Evaluate the need for a public water supply system or subsystems to serve all or part of Boxborough in the future, including the likelihood that Boxborough can continue without such a system indefinitely, and at what point a municipal water system would become necessary or desirable.

13. Consider whether Boxborough should take a regional approach to water supply by coordinating with other towns or districts.

- 14. Address other water supply issues that may be identified.
- 15. Obtain funding from Town Meeting, grants available from government agencies and NGOs, etc., and hire consultants, well drillers, and other experts etc., as necessary to meet its goals.

**B. Organization and Operation**

The Water Resources Committee shall consist of seven voting members and other non-voting members, comprised as shown in the membership table. A quorum shall consist of 4 voting members.

The Town Administrator, Town Planner, DPW Director and Fire Chief shall be appointed members *ex-officio*.

Table 1 Water Resources Committee membership

<b><i>Voting Members</i></b>	<b><i>Non-voting Members</i></b>
Board of Health	Town Administrator – ex officio
Board of Selectmen	Town Planner – ex officio
Conservation Commission	Director, DPW – ex officio
Planning Board	Fire Chief – ex officio
Agricultural Commission	Finance Committee designee
First voting Member-at-large	Economic Devel Committee designee
Second voting Member-at-large	Non-voting Members-at-large

Members shall be appointed by the Board of Selectmen. Except for members-at-large, they shall be recommended by their host boards. Members at large may be chosen from other Town boards and/or citizens at large, except that no town board shall be represented by more than one voting member. The members-at-large may also include other property owners and water resource experts who are not citizens if the Board of Selectmen determines their experience and participation would benefit the Town. Member terms shall be three years, except that initial terms shall be staggered such that they do not end concurrently.

Members should not include those whose other duties or interests may conflict with those of the WRC. If other subsequent conflicts arise, any member involved shall abstain from voting or other decision making by the WRC.



**Boxborough Leadership Forum  
Minutes  
August 22nd, 2018  
Sargent Memorial Library  
427 Massachusetts Ave, Boxborough**

**APPROVED: September 26, 2018**

**Attendance:**

**Board of Selectmen:** Susan Bak, Maria Neyland, Les Fox and Bob Stemple

**Finance Committee:** Gary Kushner and Becky Neville

**ABR School Committee:** Mary Brolin Tessa McKinley, and Michael Bo (at 7:36 PM)

**Library Board of Trustees:** Jennifer Campbell, and Mary Brolin

**Town Moderator:** John Fallon

**Other Attendees:** Jennifer Barrett, Town Accountant; Ryan Ferrara, Town Administrator; Peishan Bartley, Library Director; Kirby Dolak, BXB-TV Program Supervisor; Yolán Liu (at ~7:15PM), Town Meeting Petitioner, and Cheryl Mahoney, Dept. Assistant (Recorder)

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Selectmen Chair Bak, as chair of this meeting, called the meeting to order at 7:04 P.M. in the Meeting Room of the Sargent Memorial Library, 427 Massachusetts Ave, Boxborough.

**Introductions:**

Those in attendance introduced themselves.

**Minutes:**

The participants reviewed previous meeting minutes. Neville moved to accept minutes of April 25, 2018, as written and May 30, 2018, as revised. Seconded by Brolin. **Approved unanimously.**

**Special Town Meeting (STM) Forum:**

Chair Bak turned this portion of the meeting - Pre-STM Forum over to the Town Moderator, John Fallon. Planning Board has advised that they will not be presenting any Power point presentations and it is unknown if the member that issued a minority opinion under Article #1 will be presenting. It was confirmed that the Finance Committee will read their recommendations. It is likely they will be presenting both the majority and minority recommendations. The Selectmen will be reading the statement in the warrant under Article #1 and they will not under Article #2. Though invited to the meeting Fallon noted that the Petitioner was not present. Fallon reviewed his communications with the Petitioner and those working on this matter with her. They intend on presenting a Power point; they have been provided the formatting template and hand out criteria. He has advised them of submission deadlines. At this point they have not informed him who will be moving and/or presenting. So far only the ones that have asked for space to provide back table hand-outs were - Economic Development Comm. and Harvest Fair. The Petitioner may have material also, but they will be providing their own copies. As we only have two articles there will be no Motion hand-out. The Town will not be deploying a Town Meeting Banner on Mass. Ave. or the Town Meeting lawn signs. The Selectmen will determine whether or not they will be doing a "Robo Call," to residents reminding them of the Special Town Meeting.

There has been discussion as to the most efficient way to count votes. We would still start out with verbal vote; however, if it is necessary to utilize counters, it has been suggested that voters be issued brightly colored "voting" cards, at check-in so they would still be asked to stand but they would now be asked to hold up their "voting"

making counting easier. It has also been suggested that "Visitor" badges be issued to non-voters. It is believed that these measures will make the process less confusing and more efficient.

At this point the petitioner, Yolán Liu appeared. Fallon reviewed the immediate discussion for her and advised her of the required deadlines. Fallon referred the participants to the "Town Meeting Process" material; specifically how to submit an amendment and the subsequent activities. He noted that if Article #2 passes the Town would then need to hold a ballot vote, however, there is no specific deadline as to when it needs to be held. In his opening, he will introduce those at the front table; Selectmen and Finance Committee. There will be no announcements or introductions of Town Employees, except those administrating the Special Town Meeting. Dolak reviewed the tech requirements and his efforts to provide live stream service from the Regency. The Regency is "comp'ing" the Parade Room for this Town Meeting. The usual police detail will be present. Warrants were mailed out today and is published to the website. The joint Guest editorial was sent to the paper today. This news item has been sent to the school district for circulation and the School Committee members will follow up. Sandwich Boards will be deployed next week.

#### **UPDATES:**

##### **Selectmen -**

Bak reviewed the Road Paving project information provided. There was discussion as to what is "reclamation." There are more projects listed than ever before.

Fox reported that the move to the new DPW facility is complete and they are fully functional. DPW Dir. Kukkula is working with an architect on the plans to reconfigure the office space. TA Ferrara reported that he received the exterior door bid materials today from Kukkula. He provided an overview of the bid process and related requirements. Fox further reported that in a tough labor market, the DPW continues to experience staffing shortages, they were already down one worker and another recently gave his notice.

Fox reported that he continues his efforts to analyze the Transfer Station disposal data; it is a complex issue. His preliminary review indicates that we are doing well for recyclables. This discussion will continue.

Bak provided an update on MassDoT's work on Route 111. The culvert work and the paving are done. They just need to restore the guardrails.

The Massachusetts Avenue sidewalk project planning is underway and is scheduled to start in the spring of 2019.

Ferrara reported on student transportation to the three Voc. Tech schools. He had a short window for this; publishing the bid request at the end of July with a bid opening on August 7<sup>th</sup>. The winning bid came in under budget. He received the signed contract back today. This is a one year contract with an option for 2 subsequent year(s). In the future, it is his intention that to issue this type of transportation bid requests during the month of February. He further noted that there is currently not a process in place as to how these responsibilities will be managed. Accountant Barrett advised that the Town is transporting nine students – 1 Assabet; 7 Minuteman; 1 Nashoba. She provided the cost breakdown and reviewed the prior year transportation arrangements.

Ferrara reported on the three new Town Hall staff members he hired in his 2<sup>nd</sup> week on the job. The Building Inspector, Bentley Herget started August 6<sup>th</sup>; Treasurer/Collector Paul Redmond started on August 13<sup>th</sup> and Assessor Sandy Genna came on August 20<sup>th</sup>. He met with them today; based on their feedback he is considering switching the day of the week that we hold evening hours.

Fox reported on the Boxborough Building Committee. They continue to look at site options for the Fire Station, these are still executive session discussions. They are exploring temporarily juggling Fire service functions from the DPW facilities. Chief White is not enthusiastic with this concept.

BXB-TV Sup. Dolak reported on broadcast upgrades including the live streaming of the last three Selectmen's meetings. An item announcing this new service will be posted.

##### **AB Regional School Committee -**

McKinley reported that the ABRSC had summer workshop with new Supt. Peter Light. They are meeting on Thursday night.

The Blanchard parking lot has been reconfigured; repaved and parking was added on the field. It will be interesting to see how the schedule change will impact this.



Brolin reported on the changes to school start times and the necessary revised bus schedules including the introduction of a single tier bus schedule. First day of school is September 4<sup>th</sup>.

Brolin also reported on Building Committee activities. They have hired an architect, Arrow Street for the project. – Skanska will continue as Project manager. The feasibility work can now begin; they will build upon the input already provided and will seek more. Project focus continues to be the Douglas School. She reviewed MSBA project timeline. Our MSBA reimbursement rate is currently at 45%. The MSBA process requires them to explore renovation; after that they can consider a re-build and only after that can they look at the twin school option, the ABRSC's preference. The intention is to hold simultaneous fall Special Town Meetings in both Towns in 2019. A special override election may, also, be necessary to fund this. ABRSD Facility Mgr. JD Head has been pushing a "net zero [energy]" building. He has sought input from Eversource Energy to try to get as close as possible to this goal. After this project they will take a look at the Gates and Conant Schools.

#### **Finance Committee -**

Neville reported they met just once in August to vote on the STM articles.

Kushner advised they still need members. There was discussion as to recruitment effort and possibly reaching out on social media.

#### **FY2020 budget timeline and calendar -**

Barrett reviewed the materials provided; explaining the color coding; some of the target dates and the related actions. The Town Planner and Clerk have reviewed these dates. Capital Planning dates will be added.

Ferrara asked for feedback on holding a joint Finance Committee/Selectmen "Budget Saturday," and related his previous experience with this type of meeting; the benefits of such a discussion and that all head depts. attended this session. FinCom members noted that they do try to hold "Budget Saturday" marathon meetings. In the past, FinCom and Selectmen have held this type of meeting. It was communicated that the Library Trustees and the ABRSC members would also like to be included if such a meeting takes place.

Brolin spoke to ABRSD finance items. They are anticipating that we will be seeing a slight increase in our assessment for 2020. Though the District had developed a 5 year capital plan; no one has developed the outward projections. The District is considering the creation of a cross-town capital planning committee. She also noted that the District may be providing additional items for the Town Meeting schedule presented tonight.

#### **Library -**

Library Dir. Bartley noted that this is her first BLF meeting. The Library is doing well. She has hired two new staff members to fill a retirement and her promotion to Director. She is now fully staffed at seven. The Summer Reading program is complete and the Ice Cream Social was a big success. Brolin informed Ferrara that Town personnel are eligible for library cards.

#### **BLF: process going forward -**

There has been a concern about having a paid staff member to clerk these meetings. There was discussion as to Open Meeting Law compliance. Previously, overtime pay was not available to fund this function. Ferrara advised that he will find the means to fund this if the participants want to consider this. He related his previous experience with having town personnel clerk meetings such as this one. There was discussion as to how the BLF discussions evolved; including the rotating of the leadership role. The preference was to keep the administrative support the same throughout.

The next BLF meeting will be September 26<sup>th</sup>.

#### **Adjourn**

Meeting adjourned at 8:36 PM

Town Meeting Budget Warrant Article Calendar  
FY 2019

September

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
Holiday	4	5 STM Begins	6 CPC Step 1 Prelim	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27 CPC Step 1 Prelim Applications Due	28	29 BoS Goal Setting

October

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 CPC Prelim Application Review	5	6
Holiday	9	10	11	12	13
15	16	17	18 Budgetary Guidelines distributed @ Staff Mtg	19 Budget Docs distributed by Accountant	20
22	23 All Dept Heads/Budget Managers begin meetings w/TA & Acct through Nov 30	24	25 CPC Final (ATM) Applications Due	26	27
29	30	31			

November

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3
5 All Dept Heads/Budget Managers begin meetings w/TA & Acct through Nov 30	6	7	8	9	10
Holiday	13	14	15	16	17
19 CPC Committee Reviews Due	20	21	Holiday	23	24
26	27	28 TA/Accountant Finalize Budgets	29	30	

Town Meeting Budget Warrant Article Calendar  
FY 2019

December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
3 Budget Books Distributed to FinComm & BoS	4 Depts Begin Capital Plan Revisions/ Submissions	5 Capital meetings w/TA & Acct through Dec 21	6 CPC Public Hearing	7	8
10	11	12	13	14	15
17	18	19	20	21 Deadline for Capital Plan Requests	22
24	Holiday	26	27	28	29
31					

January

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Holiday	2	3 CPC Votes on Projects to Recommend	4	5 *Budget Saturday* BoS & FinComm review budgets
7	8	9	10	11	12
Holiday	15	16	17	18	19
21	22	23	24	25	26 School Budget Workshop
28	29	30	31 FinComm Budget Revision Deadline CPC Draft Articles		

Town Meeting Budget Warrant Article Calendar  
FY 2019

February

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2
				Calendar/FY 2018 Annual Reports Due	*Capital Saturday* BoS & FinComm review Capital Plan & Articles
4	5	6	7	8	9
Planning Board Public Hearing Zoning Bylaws		ATM Articles Due (Scope)			
11	12	13	14	15	16
*Final Votes on Budget Due *BoS Closes Warrant		School Committee Budget Hearing			
19	20	21	22	23	
Holiday		Final Article Details, Specifications & Quotes Due			
25	26	27	28		

March

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2
4	5	6	7	8	9
		Final Article Summaries Due			
11	12	13	14	15	16
BoS Public Hearings (incl Personnel) & Final Article Votes Due		Recommendations Due on All Articles for Printing in Warrant			
18	19	20	21	22	23
BoS / FinComm joint Funding Sources					
25	26	27	28	29	30
	FinComm Report Due				

Town Meeting Budget Warrant Article Calendar  
FY 2019

April

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 BoS Signs Warrant	2	3	4	5	6
8	9	10	11	12	13
Holiday	16	17	18	19	20
22	23	24	25	26 Warrant Mailed	27
29	30				

May

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Presentations Due	2	3	4
6	7	8	9	10	11
13 ATM Begins	14	15	16	17	18
20	21 Town Election	22	23	24	25
Holiday	28	29	30	31	

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KLGA  
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Fall 2018

**Memorandum of Understanding Between  
Acton Boxborough Regional School District and the Acton Police Department  
Regarding the School Resource Officer Program**

This Memorandum of Understanding is made and entered into by and between the Acton Boxborough Regional School District and the Acton Police Department.

**I. Purpose**

This agreement formalizes the partnership between the parties and facilitates a clear understanding of the roles, duties, and responsibilities of the parties in the implementation of a School Resource Officer ("SRO") Program in the Acton Boxborough Public Schools.

This agreement is entered into pursuant to the Laws of the Commonwealth of Massachusetts and is to be read in conjunction with any and all policies, procedures, and reporting requirements set forth in the Acton Boxborough Regional Schools' student handbook and Acton Police Department regulations.

**II. Mission Statement**

The SRO Program is based upon the fundamental premise that when schools, police, prosecutors, and other service agencies work collaboratively and proactively, the safety, mental health, and well-being of children and youth are best served. By working together to educate the school community, coordinate efforts, and share information, the Acton Boxborough Public Schools and the Acton Police Department through the SRO Program strive to: (1) prevent violence involving the students of the Acton Boxborough Public Schools; (2) prevent the use, abuse, and distribution of alcohol and other controlled substances involving students of the Acton Boxborough Public Schools; and (3) provide a safe, secure, violence-free, and nurturing school environment.

**III. Goals and Objectives**

The SRO Program is designed to provide a safe, secure, violence-free, and nurturing school environment while creating strong relationships between the Acton Boxborough Public Schools, Acton Police Department, and the community. The goals and objectives for the SRO Program include:

- To develop positive relationships with students, faculty, staff, and parents thereby enhancing the relationship of law enforcement with youth and the community and improving the educational climate;
- To provide a positive role model for students to instill in them good moral standards, judgment and discretion, respect for other students, and a sincere concern for their community;

- To provide a cooperative effort by being accessible and responsive to the needs of the students, faculty, staff, parents, and community;
- To provide enhanced security and law enforcement service thereby maintaining a safe, secure, and violence-free school environment that allows all students to learn and flourish;
- To create a strong partnership between school and police personnel with a clear understanding, appreciation, and delineation of the roles and responsibilities of each;
- To ensure that non-violent infractions of school rules and policies not amounting to criminal or delinquent conduct such as tardiness, use of profanity, and disruptive or disrespectful behavior remain the sole responsibility of school administrators;
- To ensure that SROs are timely notified of Mandatory Reportable Incidents as described in § V.D of this agreement;
- To minimize the number of students that are unnecessarily out of the classroom, arrested at school, or court involved;
- To identify and provide preventive help and services to at-risk students and families;
- To provide requirements and guidance for training of the SRO and school personnel regarding SRO-related topics;
- To assist school personnel in the development of school emergency crisis policies and guidelines (to include Threat Assessment) and assist with the facilitation of disaster-based drills while updating and augmenting said policies and guidelines as needed; and
- To offer additional educational resources to the students, faculty, staff, parents, and community through presentations and programming by the SRO that focus on law enforcement, prevention, health, and safety topics.

#### **IV. Selection, Supervision, and Training of SROs and Review of SRO Program**

The parties agree that the selection, supervision, and training of SROs is a critical aspect of the program. Additionally, the parties agree that reviewing the SRO Program on an annual basis is essential to assess its success and effectiveness in meeting its stated goals and objectives.

##### **A. SRO Selection Process**

In accordance with G.L. c. 71, § 37P, the Acton Police Department is committed to selecting SROs who will foster an optimal learning environment and educational community. The selection of each SRO remains within the sole discretion of the Chief of Police. The appointment(s) shall not be based solely on seniority; rather, preference will be given to officers who demonstrate the requisite personality, character, skills, and interest to work in a school environment with children and educators and who have received specialized training related to working with children and adolescents, including cognitive development, de-escalation techniques, and alternatives to arrest and diversion strategies.

Other factors for consideration in selecting an SRO include:

- Ability to work effectively with students within the age range at the assigned school(s)
- Awareness of and education about the cultural descriptors that make up the community's world views, including race, age, gender, gender identity, ethnicity, religion, culture, sexual orientation, physical or mental disability, immigration status, primary language and English proficiency, socioeconomic status, educational level, and occupation
- A commitment to making all students and the school community feel welcomed, valued, respected, and acknowledged regardless of cultural descriptors
- Knowledge of school-based legal issues
- Commitment to protecting students' legal and civil rights
- Knowledge of school and community resources
- An understanding of crime prevention problem-solving and community policing in a school setting
- Public speaking and teaching skills
- Knowledge of school safety planning and technology

#### **B. SRO Supervision**

The SRO is a member of the Acton Police Department and shall be subject to the administration, supervision and control of the police department. The SRO reports directly to a Sergeant or Lieutenant (identify supervisor by position).

When on school grounds or at school related events, the SRO will coordinate with school officials as delineated in § VI.E of this agreement.

#### **C. SRO Training**

In addition to any basic and annual in-service training required of their officers by the Acton Police Department, SROs shall receive specialized training to promote their effectiveness working with children and youth in a school setting. Continuing professional development shall include instruction in the following areas:

1. Child and adolescent development, including the impact of abuse, exploitation, violence, trauma, disability, poverty, and immigration status
2. Conflict resolution
3. Diversion strategies and practices

Additional areas for continuing professional development may include, but are not limited to:

- SRO course such as that provided by National Association of School Resource Officers
- School crisis planning, threat assessment, and emergency response
- Juvenile law and procedure, including student rights and privacy



- Understanding and protecting civil rights in schools
- Cultural sensitivity and linguistic differences
- Implicit bias
- Teaching and classroom management
- Mental health protocols
- Trauma-informed care
- De-escalation skills
- Drug prevention programs
- Physiology of addiction
- Teen dating violence and healthy teen relationships
- Bullying prevention
- Cyber safety

#### **D. Review of SRO Program**

The SRO Program will be reviewed annually to evaluate its success and effectiveness in meeting its stated goals and objectives. The review will be conducted jointly by the Chief of Police and Superintendent of the Acton Boxborough Public Schools at the end of each school year. This agreement, including the SRO Goals and Objectives, should be amended as required as a result of said review.

As part of the annual review, the performance and effectiveness of each SRO shall be evaluated. The Superintendent in consultation with the Principal(s) of the assigned school(s) will provide input regarding the evaluation. This input should take into consideration and include feedback from teachers, students, and the school community. It may include a recommendation to the Chief of Police that a specific SRO not be assigned to a specific school the following year. The Chief will seriously consider such input and make a good faith effort to address any concerns raised; however, the final selection and assignment of SROs remains within the sole discretion of the Chief of Police.

#### **V. Information Sharing Guidelines**

##### **A. Designated Liaisons**

In order to facilitate prompt and clear communications, the parties agree to identify individuals (*by title instead of name*) on their respective staffs who will function as Designated Liaisons.

The Acton Boxborough Public Schools' Designated Liaisons, by School, are:

Principals, Assistant Principals and Dean of Students

Superintendent of Schools, Deputy Superintendent, Assistant Superintendent(s)

The Acton Police Department's Designated School Liaisons are:

School Resource Officers and Department Supervisors

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The aforementioned Police Department Designated Liaisons are considered a part of the Acton Boxborough Public Schools' "Law Enforcement Unit" as defined in the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g) for purposes of sharing information regarding students.

**B. Issues of Concern to the Designated Liaisons**

1. *Reportable Incidents:* In order to identify and provide preventive help and services to at-risk students and families and consistent with the goals and objectives of the SRO Program, the parties will share information as follows:
  - (a) The Designated Liaisons from the School and Police Department will review all incidents classified as Mandatory Reportable Incidents, as defined in § V.D. of this agreement.
  - (b) Additionally, the Designated Liaisons will review any incident or information that may affect the safety or well-being of students, faculty, or staff at the School.
  
2. *Prevention Strategies:* In addition to the above responsibilities, the Designated Liaisons from the School, the Police Department and the Middlesex District Attorney's Office ("MDAO") will meet regularly for the following purposes:
  - (a) To discuss incidents of violence or bullying (as defined under G.L. c. 71, § 370) in school or outside of school that affects students of the school;
  - (b) To discuss any use, abuse, or distribution of alcohol and/or other controlled substances or any other criminal activity affecting students UNLESS such information was gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders" in which case it shall only be disclosed as permitted by G.L. c. 71, § 97;
  - (c) To identify strategies to reduce such activities and to promote a safe, secure, violence-free, and nurturing school environment;
  - (d) To discuss community resources available for students at risk of harm from violence, abuse, neglect, or exploitation;

- (e) To develop violence identification, prevention, and intervention programs, protocol and curricula as required by G.L. c. 12, § 32; and
- (f) To outline the necessary action plan for implementation of such strategies.

### **C. Confidentiality**

The parties agree to keep all information which is necessarily disclosed between them pursuant to G.L. c. 12, § 32; G.L. c. 71, § 37H, G.L. c. 71, § 37H½; G.L. c. 71, § 37H¾; G.L. c. 71, § 37L; G.L. c. 71, § 37O, 603 C.M.R. 23.00; and 20 U.S.C. § 1232g, from being improperly publicly disseminated except as permitted by state and federal law.

### **D. Reporting Guidelines for School Reports to the Police Department**

1. The following shall be considered Mandatory Reportable Incidents:<sup>1</sup>
  - a. Possession, use, or distribution of alcohol by a student UNLESS such information was gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders" in which case it shall only be disclosed as permitted by G.L. c. 71, § 97
  - b. Possession, use, or distribution of an inhalant or any controlled substance, as defined in G.L. c. 94C (excepting any possession of prescription medication possessed and administered in accordance with state law and school policy) UNLESS such information was gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders" in which case it shall only be disclosed as permitted by G.L. c. 71, § 97
  - c. Any incident in which any individual is reasonably believed to be selling or distributing controlled substances or alcohol
  - d. Any incident involving the threat of assaultive behavior or intentional assaultive behavior and/or reckless behavior that results in personal injury to another
  - e. Possession of a weapon, as defined in the school handbook or under G.L. c. 71, § 37(a), which includes, but is not limited to, a gun or a knife, and ammunition or components thereof
  - f. Any incident involving stalking (G.L. c. 265, § 43), criminal harassment (G.L. c. 265, § 43A), annoying phone calls (G.L. c. 269, § 14A), or the issuance or violation of a G.L. c. 209A or c. 258E protection order on behalf of or against a student
  - g. Any incident triggering the filing of a report for abuse and/or exploitation with the Department of Children and Families pursuant to G.L. c. 119, § 51A, including underage

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<sup>1</sup> If such information is obtained *solely* during a communication with a member of the school staff deemed privileged or confidential due to the staff member's professional licensure, such communication shall only be disclosed if consent is obtained or the communication is subject to the limits and exceptions to confidentiality and is required to be disclosed (e.g., mandatory reporting, immediate threats of harm to self or others).

sexual contact if it qualifies as "sexual abuse." (See What Conditions Are Reportable, [www.51a.middlesexcac.org](http://www.51a.middlesexcac.org))

- h. Any sexual assault, including, but not limited to, rape, assault with intent to rape, indecent assault and battery, open and gross lewdness, indecent exposure, or incident of gender-based harassment, "sexting", "sextortion",<sup>2</sup> or possession or dissemination of sexually explicit photographs of a student
- i. Any incident resulting in significant damage to municipal or private property
- j. Any bomb threat, fire, threatened or attempted firesetting, threatened or attempted use of an incendiary or explosive device or hoax device, or possession of a "novelty lighter" as defined by G.L. c. 148, § 60. (NOTE: The principal also "shall immediately report any incident involving the unauthorized ignition of any fire within the school building or on school grounds to the local fire department" under G.L. c. 148, § 2A)
- k. Any creation or possession of a document, whether digitally or manually generated, handwritten or electronic (e.g., text or email), that identifies any individual targeted for violence or death
- l. Any threat, direct or indirect, past or future, against a student, school personnel, or other school employee
- m. Any incident of "hazing" as defined by G.L. c. 269, § 17, involving any conduct or method of initiation into any school organization that endangers the physical or mental health of any student
- n. Any incident triggering a Title IX investigation (20 U.S.C. § 1681-1688, 34 C.F.R. § 106)
- o. Any incident involving an actual or suspected hate crime or violation of civil rights (See G.L. c. 265, §§ 37 & 39; 18 U.S.C. § 249), including, but not limited to:
  - An assault or battery upon a person, whether or not it results in bodily injury, with the intent to intimidate because of such person's race, color, religion, national origin, sexual orientation, gender identity, or disability;
  - Damage to the real or personal property of a person with the intent to intimidate because of such person's race, color, religion, national origin, sexual orientation, gender identity, or disability; or
  - An act willfully causing bodily injury to any person or attempting to do so through the use of fire, firearm, dangerous weapon, or explosive or incendiary device because of the actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity, or disability of any person

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<sup>2</sup> "Sexting" is the act of sending, receiving, or forwarding sexually explicit photos (i.e., images depicting a person in a state of partial or total nudity) via cell phone, computer, or other digital device. "Sextortion" is a form of extortion wherein an individual threatens to expose or disseminate sexually explicit photos of another person if not provided with money, additional images, the performance or promise of sexual acts, or compliance with other demands.

- p. Any incident of “bullying” or “cyber-bullying” as defined by G.L. c. 71, § 37O where the school believes that the incident may have involved criminal conduct or involves any other reportable acts outlined in (a) through (o).
- 2. Mandatory Reportable Incidents will be immediately reported to the Designated Police Liaison if such incident:
  - a. Occurred on school property or within 1,000 foot radius of school property;
  - b. Occurred at a school-sponsored function;
  - c. Occurred in a school owned or contracted bus or other vehicle or at school bus stop;  
or
  - d. Involved a student of the Acton Boxborough Regional School District.
- 3. The Designated School Liaisons may report any other incident or information that may affect the safety or well-being of students, faculty, or staff at the School.

#### **E. Reporting Guidelines for Police Reports to School**

The Designated Police Liaison will inform the appropriate Designated School Liaison, subject to applicable statutes and regulations governing confidentiality, of:

Any arrest of a student or the filing of a criminal or delinquency complaint application against any student of the Acton Boxborough Public Schools;

- 1. A student’s voluntary participation in any Diversion Program; or
- 2. Any occurrence involving a student of the Acton Boxborough Public Schools, if:
  - a. The activity poses a serious (present or future) threat to the safety or well-being of the student, other students, faculty, or staff at the School;
  - b. The making of such a report would facilitate supportive intervention by school personnel on behalf of the student (e.g., the arrest or filing of a criminal complaint against a member of the student’s household); or
  - c. The activity involves actual or possible truancy.

#### **VI. Roles and Responsibilities of Schools, SROS, and Police Department**

The parties are dedicated to providing a safe and nurturing climate in which learning can take place. The parties also want to promote a safe environment in the public school community while upholding the students’ legal rights as outlined in the Standard Operating Procedures Regarding the School Resource Officer Program in the Acton Boxborough Public Schools (“SRO SOP”) §5.

The parties acknowledge that proper integration of the SRO in the school environment, including (as appropriate) educational activities, classroom instruction, school assemblies, and staff and

school safety meetings, can help build trust, relationships, and strong communication among the SRO and students, faculty, staff, parents, and community.

As past events have shown, any school is at risk for incidents of violence, threatened violence, or attempted violence, as well as the use, abuse, and distribution of alcohol and other controlled substances, all of which diminish the ability of the school community to focus upon the business of learning. In order to promote a safe and nurturing environment in our schools and in our community, it is in our common interest to share information as outlined in § V above. It is through the collaborative efforts of the Acton Boxborough Public Schools and the Acton Police Department that this can occur.

#### **A. School Administration and School Personnel**

1. Non-violent infractions of school rules and policies not amounting to criminal or delinquent conduct such as tardiness, use of profanity, dress code violations, and disruptive or disrespectful behavior remains the sole responsibility of school administrators. To this end, SROs shall refrain from being involved in the school's handling of such violations or misbehavior except, as asked or needed, to support school staff in maintaining a safe school environment.
2. The school administrators agree to ensure that school employees cooperate with police investigations and any subsequent actions related to crime or criminal activity on school premises or at school-related events.
3. In order to maintain a safe and nurturing school environment, the Acton Boxborough Public Schools reserves the right to conduct a reasonable search of all school property for weapons, alcohol, other contraband, or controlled substances in accordance with state and federal law, the student handbook, and the SRO SOP § 5(a). Should any evidence of a criminal nature be seized during such an inspection or search, immediate notification to the designated police liaison will be made and the property will be secured by the SRO.

#### **B. Reporting Procedures for Emergency Situations**

Definition: An emergency situation is any incident that poses an immediate threat to human health or safety or which may result in serious property damage.

A teacher or other school employee having knowledge of any emergency situation shall immediately notify or cause to be notified both the Acton Police Department (911) and the Principal or Assistant Principal. This requirement is in addition to any procedures outlined in the school's student handbook, administrative manual, and/or School Committee policy manual.

Where an emergency exists and there is an immediate need to avert or diffuse certain unusual conditions or disruptions in the school setting, the school will provide all necessary information to law enforcement personnel regarding the students at issue. (See § 99.31(a)(10) of the FERPA regulations.)

#### **C. Reporting Procedures for Non-Emergency Situations**

A teacher or other school employee who has reasonable grounds to believe that a student has committed an act categorized as a Mandatory Reportable Incident, shall promptly: (1) report the incident and names of any involved persons to the appropriate Designated School Liaison, and (2) notify the Designated School Liaison of the existence of any physical evidence and take reasonable steps to maintain any pertinent physical evidence in a secure place.

#### **D. Responsibilities of Designated School Liaison(s)**

Once a Designated School Liaison has been made aware of a Mandatory Reportable Incident, it is her/his responsibility to:

- Timely notify the Designated Police Liaison and, when appropriate, the parents/guardians of the involved student(s);
- Timely notify the Designated Police Liaison of the existence of pertinent physical evidence and take reasonable steps to maintain it in a secure place; and
- Timely notify the Designated Police Liaison of any written reports about the incident.

#### **E. Responsibilities of SRO/Designated Police Liaison(s)**

Because the Principal or his/her designee alone has control of the school building at any given time, police officers shall report to the main office upon entering a Acton Boxborough Public School. The Principal's foreknowledge of police presence in the building can do much to facilitate the school's operation and still prevent escalation of any existing situation requiring police response.

SROs shall not serve as school disciplinarians, as enforcers of school regulations, or in place of licensed school mental health professionals and shall not use police powers to address traditional school discipline issues, including non-violent disruptive behavior.

When the police have assumed responsibility in a criminal investigation, the police naturally are the decision-makers concerning that investigation. The Principal or Designated School Liaison shall convey to those authorities his or her best assessment of the situation which may not be apparent to the police. The Principal or Designated School Liaison will not interfere with a criminal investigation once it has been initiated.

It is the goal of the Acton Police Department to meet the needs of all its community's children and youth. In collaboration with the Acton Boxborough Public Schools, the SRO/Designated Police Liaison will attempt to identify those students who may be at risk for problematic or unsafe behavior and link them to the support and services they need (e.g., mental health services, drug and alcohol counseling). In this endeavor, the SRO/Designated Police Liaison will seek to assist families by offering to develop an action plan that is tailored to meet the unique needs of the student.

#### **F. Arrests of Students**

Whenever possible, arrests of students will be attempted outside of school buildings and in compliance with the Standard Operating Procedures separately established by the Chief of Police and Superintendent pursuant to G.L. c. 71, § 37P.

#### **G. Emergency Mental Health Issues**

The parties recognize the importance of utilizing the expertise of mental health professionals in addressing the needs of students with behavioral and emotional difficulties in crisis situations and agree that examination by a qualified mental health professional is the preferred mechanism for evaluating a student experiencing a mental health crisis.

Occasionally, the public schools encounter a student in crisis who requires emergency psychiatric treatment. The law provides for involuntary commitment of such individuals if, in the judgment of a qualified mental health professional, the failure to hospitalize such an individual would create a likelihood of serious harm to himself or others by reason of mental illness. In such circumstances, the individual may be restrained while an application for involuntary hospitalization is sought. Likewise, if a qualified mental health professional is unavailable, the law provides that a police officer may restrain such individual and apply for involuntary hospitalization. See M.G.L. c. 123, §12(a).

The parties therefore agree as follows:

- The school's medical personnel will initiate any requests for a Section 12 involuntary commitment, unless there is an immediate risk of harm to the student or others in which case the police department shall be contacted and assume responsibility for initiating commitment proceedings
- The school will seek alternate emergency response, if available (e.g., from an Emergency Services Program), for an immediate clinical assessment of the student in crisis before seeking the intervention of the police department
- If intervention by the police is necessary, the school will notify the police at the earliest possible opportunity so as to coordinate efforts, minimize disruption at school, and maintain privacy for the student involved to the extent possible
- When an assessment of a student is made for possible involuntary commitment, referrals for follow-up mental health services shall be made by the school's clinical team

#### **VII. Data Collection and Reporting**

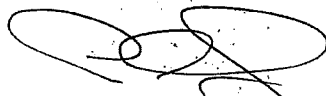
The parties agree to collect and report data regarding school-based arrests, citations and court referrals of students to the Department of Elementary and Secondary Education ("DESE") in accordance with regulations promulgated by DESE pursuant to G.L. c. 71, § 37P. The parties understand that such data will be collected and published by DESE in a disaggregated form and made available for public view.

#### **VIII. Effective Date and Duration of Agreement**



This agreement shall be effective as of the date of signing. It should be reviewed at least annually (before the start of the school year) and amended as necessary to meet the needs of the parties. This agreement will remain in full force and effect until amended or until such time as either party withdraws from the agreement by delivering written notification of such recession to the other party.

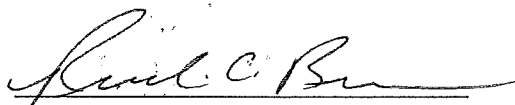
Signed on this 4th day of September, 2018.



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Superintendent of Schools

Signed on this 4th day of September, 2018.



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Chief of Police

APPENDIX A

ROLE OF THE OFFICE OF THE MIDDLESEX DISTRICT ATTORNEY

In the spirit of enhancing communication between the district attorney, law enforcement, and school officials and to assist the Acton Boxborough Public Schools in providing a safe, secure, violence-free, and nurturing environment for learning and in accordance with the legislative mandates set forth in G.L. c. 12, § 32, c. 71, §§ 37H and 37I/2H, among others, the Middlesex District Attorney, through her designees, agrees to:

- (1) Report to the school any criminal or delinquency complaint that is issued against a defendant or juvenile who is known to be a student of the Acton Boxborough Public Schools
- (2) Consult with the Acton Boxborough Public Schools and the Acton Police Department when fashioning proposed terms and conditions to be imposed upon a known student of the Acton Boxborough Public Schools at both the pre-adjudication and post-adjudication stages of the prosecution
- (3) Report to the school any adjudication of delinquency or conviction, diversion or other significant occurrence that arises from any above criminal or delinquency proceeding;

The Middlesex District Attorney agrees to provide training to the Middlesex District Attorney's Office ("MDAO") staff to inform them of their roles and responsibilities under this agreement. On an on-going basis, the same training will be provided to new staff members.

The MDAO will not disclose a student's personally identifiable information learned during and/or in relation to a G.L. c. 12, § 32 community based justice meeting to a third party other than another juvenile justice system agency and/or as provided by state and federal law.

Marlan T. Ryan  
 Marlan T. Ryan  
 Middlesex District Attorney

9/20/18  
 Date

***Standard Operating Procedures Regarding the  
School Resource Officer Program in the Acton Boxborough Regional School District***

Close cooperation and communication between the schools and police and a mutual understanding of and respect for the important role that each plays in connection with our children and youth are essential to the success of the mission of both institutions. Whenever it is necessary for the police to be present on school property, they will conduct themselves according to accepted legal practices, recognizing the responsibility and authority of school officials to manage the school environment, and work with school officials to minimize any impact their actions might have on that environment.

Pursuant to G.L. c. 71, § 37P, the Chief of Police of the Acton Police Department in consultation with the Superintendent of the Acton Boxborough Regional School District has established the following Standard Operating Procedures ("SOP") regarding the community's School Resource Officer ("SRO") Program.

**1. SRO Uniform:**

When possible, the SRO will wear a regulation patrol uniform, carry all the same equipment they would have on any other law enforcement assignment, and drive a fully equipped patrol vehicle while on school premises. More casual attire (e.g., soft uniform or plain clothes) may be worn, and an unmarked car may be utilized with the permission of the SRO's supervisor when the SRO is participating in school activities that make wearing a uniform impractical. At the secondary schools, the SRO may encounter situations where a uniform can hinder the officer's effectiveness, making the need for plain clothes a necessity.

**2. SRO's Duty Hours and Schedule: :**

The SRO normally will work 7:00 AM to 3:00 PM Monday through Friday, with Saturday and Sunday off. When at full staffing, the SRO supervisor may adjust the work schedule, including a full time SRO evening shift, in order to accommodate school activities and requests. The supervisor may approve overtime pay in advance when schedule adjustments are not practical.

The SRO shall report to his/her supervisor as required at the beginning of his/her shift unless other arrangements are made in advance with the supervisor. The SRO is expected to provide contact information for school officials and his/her supervisor regarding his/her whereabouts when off campus.

When school is not in session (i.e., holidays, summer vacation), the SRO will report to his/her supervisor for any special assignments.

**3. Chain of Command for SRO and Collaboration with School:**

The SRO will be supervised and collaborate with school personnel as outlined in the Memorandum of Understanding Between Acton Boxborough Public Schools and the Acton

Police Department Regarding the School Resource Officer Program ("SRO MOU") §§ IV.B. & VI.

**4. Information Sharing:**

Information shared between the SRO, police department, schools, and parent(s)/guardian(s) will be done in accordance with the SRO MOU § V as well as state and federal law.

**5. Students' Legal Rights:**

(a) Searching Students:

- i. All searches and seizure by the SRO and School Administrators must comply with the 4<sup>th</sup> Amendment of the United States Constitution and Article 14 of the Massachusetts Declaration of Rights.
- ii. In order for the police to conduct a warrantless search of a student's person, possessions, or locker, both probable cause and exigent circumstances must exist to justify the search. At the time of the search, the SRO must establish that there is probable cause to believe that evidence of a crime is or will be in a particular location and the circumstances must be so exigent, urgent, and unforeseeable that obtaining a warrant is impracticable.
- iii. The SRO shall inform the School Administrators before conducting a warrantless search of a student or their belongings where practicable.
- iv. In order for a School Administrator to conduct a warrantless search of a student's person, possessions, or locker on school grounds, the School Administrator must have reasonable grounds to suspect the search will turn up evidence that the student has violated or is violating the law or school rules.
- v. The SRO shall not ask School Administrators to search students or their belongings for law enforcement purposes nor shall School Administrators act as an agent of the SRO.
- vi. Absent a real and immediate threat to a student, teacher, or public safety, the SRO shall not be present or participate in a search conducted by School Administrators.

(b) Interviewing Students:

- i. The SRO Program strives to provide students with positive role models, to develop collaborative relationships between the school community (including students) and law enforcement, and to identify and provide preventive help and services to at-risk students and families. In carrying out these responsibilities, SROs necessarily will – and should – interact and communicate with students for non-law enforcement purposes.
- ii. When a SRO and/or police officer wishes to detain or question a student on school property *for law enforcement purposes*, the following shall occur unless exigent

circumstances exist or such notification would potentially jeopardize student, school staff, or officer safety:

- a) The officer shall contact the Designated School Liaison or his/her designee first and, to the degree possible, explain the nature of the police business and the need to meet with the student in question.
- b) The Designated School Liaison or his/her designee shall notify the student's parent/guardian prior to the questioning.
- c) The student shall not be publicly contacted by the officer in the school setting.
- d) The Designated School Liaison or his/her designee may be present during the student interview or questioning at the discretion of the police upon consideration of voluntariness and privacy issues.
- e) After due consideration of the nature of the questioning, the individual circumstances of the student, and state and federal law, the officer shall:
  - 1) Determine whether a juvenile under the age of fourteen is required to have a parent or interested adult present to participate in the juvenile's decision to waive rights and, if so required, arrange for such.
  - 2) Determine whether a juvenile who has attained the age of fourteen is required to be provided with a "genuine opportunity" to meaningfully consult with an interested adult regarding a decision to waive rights and, if so required, arrange for such.

## **6. Use of Police Force**

The Acton Police Department places the highest value on the sanctity of life, safety of its officers, protection of the public, and respecting individual dignity. Because of their law enforcement and peacekeeping role, a SRO will be required at times to use reasonable physical force to enable them to fully carry out their responsibilities. The degree of force used is dependent upon the facts surrounding the situation the officer encounters.

It is the policy of the Acton Police Department that the SRO use only the force that is reasonably necessary to accomplish lawful objectives such as to make a lawful arrest, to place a person into protective custody, to effectively bring an incident under control, or to protect the lives or safety of the officer and/or others.

## **7. Arrest, Citation, Court Referral on School Property:**

In accordance with the SRO MOU, SROs shall not serve as school disciplinarians, as enforcers of school regulations, or in place of licensed school mental health professionals. SROs also shall not use police powers to address traditional school discipline issues, including non-violent disruptive behavior except, as asked or needed, to support school staff in maintaining a safe school environment.

The manner in which each incident is handled by the SRO, the Principal or his/her designee, and/or the criminal justice system is dependent upon the many factors unique to each student, including, but not limited to, present circumstances, behavioral history, disciplinary record, academic record, general demeanor and disposition toward others, disability or special education status, and mental health history.

(a) "Delinquent child"/Juvenile Court Jurisdiction (G.L. c. 119, § 52 *as amended*):

- i. A child under the age of 12 years old cannot be charged with a crime.
- ii. Delinquency proceeding can be initiated against a child between the ages of 12 and 18 years old who commits an offense against the laws of the Commonwealth except as provided below in § 7(a)(iii).
- iii. Delinquency proceedings cannot be initiated for the following offenses:
  - a) Civil infractions
  - b) A violation of a municipal ordinance or town by-law
  - c) A *first offense* of a misdemeanor for which the punishment is a fine and/or imprisonment for not more than six months (e.g., shoplifting, threats)
  - d) Disturbing an assembly (G.L. c. 272, § 40 *as amended*) if committed by an elementary or secondary student within school buildings, on school grounds, or in the course of school-related events
  - e) Disorderly person or disturbing the peace (G.L. c. 272, § 53 *as amended*) if committed by an elementary or secondary student within school buildings, on school grounds, or in the course of school-related events

(b) Summons/Court Referral:

If the SRO determines that a delinquency or criminal complaint needs to be filed with the Juvenile or District Court, a summons, rather than an arrest is the preferred method of bringing the student to court. Prior to filing the complaint, the complaint must be reviewed by the SRO's supervisor to ensure that a Diversion Program would not be appropriate.

(c) Arrest:

Offenses that constitute serious or violent felonies if committed by an adult generally, but not always, result in an arrest in accordance with state law and the existence of probable cause. The following are example of serious/violent offenses where an arrest should be contemplated:

- Felony assault with intent to cause serious bodily injury or death

- Robbery involving force
- Sale of controlled substance
- Burglary
- Sexual assault (after consultation with the District Attorney's Office)

As a general rule, the police (generally a SRO) should avoid making arrests on school grounds when the arrest may be made effectively elsewhere. Whenever possible, the police shall work with the Designated School Liaison to make the appropriate arrangements for taking a student into custody off of the school grounds.

On occasion, an arrest of a student must be made during school hours on school grounds or at school sanctioned activities. For example, when a student poses a real and immediate threat to public safety, poses a risk of flight, or could not practicably be served with a warrant or complaint at another location. When this is necessary, best efforts will be made to notify the SRO to respond if not already at the scene. In the event an SRO is unavailable, another police officer will go to the scene to consult with Designated School Liaison and take appropriate action.

Students shall not be removed from school property or school sanctioned events without the police making notification to the Designated School Liaison or his/her designee, unless exigent circumstances exist.

The police shall notify the Designated School Liaison or his/her designee *before* arresting a student(s) on school grounds during school hours or school sanctioned activities on or off school grounds unless exigent circumstances exist or such notification would potentially jeopardize the ability of officers to safely and effectively make the arrest. Whenever possible, parents will be notified by the Designated School Liaison if a student is arrested on school grounds.

Working with Designated School Liaison, the police will arrange for the least disruptive way to take the student into custody.

## **8. Diversion Protocols:**

Diversion Programs offer an alternative to formal prosecution. These programs seek to treat at-risk students, not as criminals, but as children and youth in need of aid, encouragement, and guidance. The goal of such programming is to address the root causes of the student's offense and to work with the student to make better choices while minimizing any life-altering negative consequences (i.e., keeping them out of the criminal justice system and preventing the creation of a criminal record).

Evaluation for referral to a Diversion Program and, if accepted, the development of a remedial plan involves a consideration of multiple factors, including:

1. Factual review and determination of whether the offense is program eligible:

- a. Eligible offenses could include, but are not limited to, any misdemeanor, any felony that if committed by an adult could be prosecuted in the District Court, and any case involving a victim only if the victim consents.
  - b. Ineligible offenses could include, but are not limited to, minimum mandatory offenses, terroristic school threats, cases involving the possession or use of weapons, and cases involving serious assaultive or threatening behavior, serious bodily injury, sexual offenses or conduct, or gang-related activity.
2. Any past criminal conduct
  3. Willingness to participate and engage in a remedial program
  4. Input from the police and, where appropriate, from the victim and/or parties involved with the student such as schools, parent(s)/guardian(s), or other youth-involved agencies.

Remedial plans may include referral to community-based supports and providers, assignment to an educational program, community service, letter of apology, restitution, essay writing, curfew, and/or other case-specific conditions.

#### **9. Performance Evaluation Standards:**

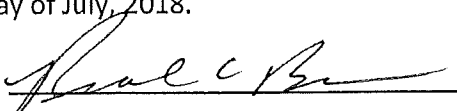
The success and effectiveness of the SRO Program will be reviewed, modified, and amended as outlined in the SRO MOU § IV.D. & VIII.

Additionally, a review of the Data Collection and Reporting information outlined in the SRO MOU § VII will be conducted quarterly by the SRO's Supervisor and the Designated School Liaison. Other sources of data for review include: SRO activity log; student arrest and citation logs; use of police force in school; student, school staff, and parent surveys; referrals made by the SRO to assist students and families; number of students advised and the nature of the counseling; informal counseling meetings with students and families; and training and presentations conducted by the SRO.

#### **10. Effective Date and Duration**

This document shall be effective as of the date of signing. It should be reviewed at least annually (before the start of the school year) in consultation with the Superintendent of the Acton Boxborough Regional Schools and amended as necessary. This document will remain in full force and effect until amended or rescinded by the Chief of Police.

Signed on this 17<sup>th</sup> day of July, 2018.

  
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Chief of Police





KLGA :  
E1-2  
Fall 2018

**Memorandum of Understanding Between**  
**Acton-Boxborough Public Schools and Boxborough Police Department**  
**Regarding the School Liaison Officer Program**

This Memorandum of Understanding is made and entered into by and between the Acton-Boxborough Public Schools and the Boxborough Police Department.

**I. Purpose**

This agreement formalizes the partnership between the parties and facilitates a clear understanding of the roles, duties, and responsibilities of the parties in the implementation of a School Liaison Officer ("SLO") Program in the Acton-Boxborough Public Schools.

This agreement is entered into pursuant to the Laws of the Commonwealth of Massachusetts and is to be read in conjunction with any and all policies, procedures, and reporting requirements set forth in the Acton-Boxborough Public Schools' student handbook and the Boxborough Police Department policies and procedures and rules and regulations.

**II. Mission Statement**

The SLO Program is based upon the fundamental premise that when schools, police, prosecutors, and other service agencies work collaboratively and proactively, the safety, mental health, and well-being of children and youth are best served. By working together to educate the school community, coordinate efforts, and share information, the Acton-Boxborough Public Schools and the Boxborough Police Department through the SLO Program strive to: (1) prevent violence involving the students of the Acton-Boxborough Public Schools; (2) prevent the use, abuse, and distribution of alcohol and other controlled substances involving students of the Acton-Boxborough Public Schools; and (3) provide a safe, secure, violence-free, and nurturing school environment.

**III. Goals and Objectives**

The SLO Program is designed to provide a safe, secure, violence-free, and nurturing school environment while creating strong relationships between the Acton-Boxborough Public Schools, Boxborough Police Department, and the community. The goals and objectives for the SLO Program include:

- To develop positive relationships with students, faculty, staff, and parents thereby enhancing the relationship of law enforcement with youth and the community and improving the educational climate;

- To provide a positive role model for students to instill in them good moral standards, judgment and discretion, respect for other students, and a sincere concern for their community;
- To provide a cooperative effort by being accessible and responsive to the needs of the students, faculty, staff, parents, and community;
- To provide enhanced security and law enforcement service thereby maintaining a safe, secure, and violence-free school environment that allows all students to learn and flourish;
- To create a strong partnership between school and police personnel with a clear understanding, appreciation, and delineation of the roles and responsibilities of each;
- To ensure that non-violent infractions of school rules and policies not amounting to criminal or delinquent conduct such as tardiness, use of profanity, and disruptive or disrespectful behavior remain the sole responsibility of school administrators;
- To ensure that SLOs are timely notified of Mandatory Reportable Incidents as described in § V.D of this agreement;
- To minimize the number of students that are unnecessarily out of the classroom, arrested at school, or court involved;
- To identify and provide preventive help and services to at-risk students and families;
- To provide requirements and guidance for training of the SLO and school personnel regarding SLO-related topics;
- To assist school personnel in the development of school emergency crisis policies and guidelines (to include Threat Assessment) and assist with the facilitation of disaster-based drills while updating and augmenting said policies and guidelines as needed; and
- To offer additional educational resources to the students, faculty, staff, parents, and community through presentations and programming by the SLO that focus on law enforcement, prevention, health, and safety topics.

#### **IV. Selection, Supervision, and Training of SLOs and Review of SLO Program**

The parties agree that the selection, supervision, and training of SLOs is a critical aspect of the program. Additionally, the parties agree that reviewing the SLO Program on an annual basis is essential to assess its success and effectiveness in meeting its stated goals and objectives.

##### **A. SLO Selection Process**

In accordance with G.L. c. 71, § 37P, the Boxborough Police Department is committed to selecting SLOs who will foster an optimal learning environment and educational community. The selection of each SLO remains within the sole discretion of the Chief of Police. The appointment(s) shall not be based solely on seniority; rather, preference will be given to officers who demonstrate the requisite personality, character, skills, and interest to work in

a school environment with children and educators and who have received specialized training related to working with children and adolescents, including cognitive development, de-escalation techniques, and alternatives to arrest and diversion strategies.

Other factors for consideration in selecting an SLO include:

- Ability to work effectively with students within the age range at the assigned school(s)
- Awareness of and education about the cultural descriptors that make up the community's world views, including race, age, gender, gender identity, ethnicity, religion, culture, sexual orientation, physical or mental disability, immigration status, primary language and English proficiency, socioeconomic status, educational level, and occupation
- A commitment to making all students and the school community feel welcomed, valued, respected, and acknowledged regardless of cultural descriptors
- Knowledge of school-based legal issues
- Commitment to protecting students' legal and civil rights
- Knowledge of school and community resources
- An understanding of crime prevention problem-solving and community policing in a school setting
- Public speaking and teaching skills
- Knowledge of school safety planning and technology

## **B. SLO Supervision**

The SLO is a member of the Boxborough Police Department and shall be subject to the administration, supervision and control of the police department. The SLO reports directly to the Day Shift Supervisor. Boxborough Police Department staffing levels do not provide for an officer to be dedicated to full-time duties at the school.

When on school grounds or at school related events, the SLO will coordinate with school officials as delineated in § VI.E of this agreement.

## **C. SLO Training**

In addition to any basic and annual in-service training required of their officers by the Boxborough Police Department, SLOs shall receive specialized training to promote their effectiveness working with children and youth in a school setting. Continuing professional development shall include instruction in the following areas:

1. Child and adolescent development, including the impact of abuse, exploitation, violence, trauma, disability, poverty, and immigration status

2. Conflict resolution
3. Diversion strategies and practices

Additional areas for continuing professional development may include, but are not limited to:

- SLO course such as that provided by National Association of School Resource Officers
- School crisis planning, threat assessment, and emergency response
- Juvenile law and procedure, including student rights and privacy
- Understanding and protecting civil rights in schools
- Cultural sensitivity and linguistic differences
- Implicit bias
- Teaching and class room management
- Mental health protocols
- Trauma-informed care
- De-escalation skills
- Drug prevention programs
- Physiology of addiction
- Teen dating violence and healthy teen relationships
- Bullying prevention
- Cyber safety

#### **D. Review of SLO Program**

The SLO Program will be reviewed annually to evaluate its success and effectiveness in meeting its stated goals and objectives. The review will be conducted jointly by the Chief of Police and Superintendent of the Acton-Boxborough Public Schools at the end of each school year. This agreement, including the SLO Goals and Objectives, should be amended as required as a result of said review.

As part of the annual review, the performance and effectiveness of each SLO shall be evaluated. The Superintendent in consultation with the Principal(s) of the assigned school(s) will provide input regarding the evaluation. This input should take into consideration and include feedback from teachers, students, and the school community. It may include a recommendation to the Chief of Police that a specific SLO not be assigned to a specific school the following year. The Chief will seriously consider such input and make a

good faith effort to address any concerns raised; however, the final selection and assignment of SLOs remains within the sole discretion of the Chief of Police.

**V. Information Sharing Guidelines**

**A. Designated Liaisons**

In order to facilitate prompt and clear communications, the parties agree to identify individuals (*by title instead of name*) on their respective staffs who will function as Designated Liaisons.

The Acton-Boxborough Public Schools' Designated Liaisons, by School, are:

- Superintendent of Schools
- Deputy Superintendent of Schools
- Assistant Superintendent(s) of Schools
- Principal(s)
- Assistant Principal(s)
- Dean(s) of Students

The Boxborough Police Department's Designated School Liaisons are:

- Chief of Police
- Lieutenant
- Sergeants
- Detectives
- School Liaison Officer

The aforementioned Police Department Designated Liaisons are considered a part of the Acton-Boxborough Public Schools' "Law Enforcement Unit" as defined in the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g) for purposes of sharing information regarding students.

**B. Issues of Concern to the Designated Liaisons**

1. *Reportable Incidents*: In order to identify and provide preventive help and services to at-risk students and families and consistent with the goals and objectives of the SLO Program, the parties will share information as follows:
  - (a) The Designated Liaisons from the School and Police Department will review all incidents classified as Mandatory Reportable Incidents, as defined in § V.D. of this agreement.

(b) Additionally, the Designated Liaisons will review any incident or information that may affect the safety or well-being of students, faculty, or staff at the School.

2. *Prevention Strategies:* In addition to the above responsibilities, the Designated Liaisons from the School, the Police Department and the Middlesex District Attorney's Office ("MDAO") will meet regularly for the following purposes:

- (a) To discuss incidents of violence or bullying (as defined under G.L. c. 71, § 370) in school or outside of school that affects students of the school;
- (b) To discuss any use, abuse, or distribution of alcohol and/or other controlled substances or any other criminal activity affecting students UNLESS such information was gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders" in which case it shall only be disclosed as permitted by G.L. c. 71, § 97;
- (c) To identify strategies to reduce such activities and to promote a safe, secure, violence-free, and nurturing school environment;
- (d) To discuss community resources available for students at risk of harm from violence, abuse, neglect, or exploitation;
- (e) To develop violence identification, prevention, and intervention programs, protocol and curricula as required by G.L. c. 12, § 32; and
- (f) To outline the necessary action plan for implementation of such strategies.

### **C. Confidentiality**

The parties agree to keep all information which is necessarily disclosed between them pursuant to G.L. c. 12, § 32; G.L. c. 71, § 37H, G.L. c. 71, § 37H½; G.L. c. 71, § 37H¾; G.L. c. 71, § 37L; G.L. c. 71, § 37O, 603 C.M.R. 23.00; and 20 U.S.C. § 1232g, from being improperly publicly disseminated except as permitted by state and federal law.

### **D. Reporting Guidelines for School Reports to the Police Department**

1. The following shall be considered Mandatory Reportable Incidents:<sup>1</sup>

- a. Possession, use, or distribution of alcohol by a student UNLESS such information was gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders" in which case it shall only be disclosed as permitted by G.L. c. 71, § 97

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<sup>1</sup> If such information is obtained *solely* during a communication with a member of the school staff deemed privileged or confidential due to the staff member's professional licensure, such communication shall only be disclosed if consent is obtained or the communication is subject to the limits and exceptions to confidentiality and is required to be disclosed (e.g., mandatory reporting, immediate threats of harm to self or others).



- b. Possession, use, or distribution of an inhalant or any controlled substance, as defined in G.L. c. 94C (excepting any possession of prescription medication possessed and administered in accordance with state law and school policy) UNLESS such information was gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders" in which case it shall only be disclosed as permitted by G.L. c. 71, § 97
- c. Any incident in which any individual is reasonably believed to be selling or distributing controlled substances or alcohol
- d. Any incident involving the threat of assaultive behavior or intentional assaultive behavior and/or reckless behavior that results in personal injury to another
- e. Possession of a weapon, as defined in the school handbook or under G.L. c. 71, § 37(a), which includes, but is not limited to, a gun or a knife, and ammunition or components thereof
- f. Any incident involving stalking (G.L. c. 265, § 43), criminal harassment (G.L. c. 265, § 43A), annoying phone calls (G.L. c. 269, § 14A), or the issuance or violation of a G.L. c. 209A or c. 258E protection order on behalf of or against a student
- g. Any incident triggering the filing of a report for abuse and/or exploitation with the Department of Children and Families pursuant to G.L. c. 119, § 51A, including underage sexual contact if it qualifies as "sexual abuse." (See What Conditions Are Reportable, [www.51a.middlesexcac.org](http://www.51a.middlesexcac.org))
- h. Any sexual assault, including, but not limited to, rape, assault with intent to rape, indecent assault and battery, open and gross lewdness, indecent exposure, or incident of gender-based harassment, "sexting", "sextortion",<sup>2</sup> or possession or dissemination of sexually explicit photographs of a student
- i. Any incident resulting in significant damage to municipal or private property
- j. Any bomb threat, fire, threatened or attempted fire setting, threatened or attempted use of an incendiary or explosive device or hoax device, or possession of a "novelty lighter" as defined by G.L. c. 148, § 60. (NOTE: The principal also "shall immediately report any incident involving the unauthorized ignition of any fire within the school building or on school grounds to the local fire department" under G.L. c. 148, § 2A)
- k. Any creation or possession of a document, whether digitally or manually generated, handwritten or electronic (e.g., text or email), that identifies any individual targeted for violence or death

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<sup>2</sup> "Sexting" is the act of sending, receiving, or forwarding sexually explicit photos (i.e., images depicting a person in a state of partial or total nudity) via cell phone, computer, or other digital device. "Sextortion" is a form of extortion wherein an individual threatens to expose or disseminate sexually explicit photos of another person if not provided with money, additional images, the performance or promise of sexual acts, or compliance with other demands.

- l. Any threat, direct or indirect, past or future, against a student, school personnel, or other school employee
  - m. Any incident of "hazing" as defined by G.L. c. 269, § 17, involving any conduct or method of initiation into any school organization that endangers the physical or mental health of any student
  - n. Any incident triggering a Title IX investigation (20 U.S.C. § 1681-1688, 34 C.F.R. § 106)
  - o. Any incident involving an actual or suspected hate crime or violation of civil rights (See G.L. c. 265, §§ 37 & 39; 18 U.S.C. § 249), including, but not limited to:
    - An assault or battery upon a person, whether or not it results in bodily injury, with the intent to intimidate because of such person's race, color, religion, national origin, sexual orientation, gender identity, or disability;
    - Damage to the real or personal property of a person with the intent to intimidate because of such person's race, color, religion, national origin, sexual orientation, gender identity, or disability; or
    - An act willfully causing bodily injury to any person or attempting to do so through the use of fire, firearm, dangerous weapon, or explosive or incendiary device because of the actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity, or disability of any person
  - p. Any incident of "bullying" or "cyber-bullying" as defined by G.L. c. 71, § 37D where the school believes that the incident may have involved criminal conduct or involves any other reportable acts outlined in (a) through (o).
2. Mandatory Reportable Incidents will be immediately reported to the Designated Police Liaison if such incident:
    - a. Occurred on school property or within 1,000 foot radius of school property;
    - b. Occurred at a school-sponsored function;
    - c. Occurred in a school owned or contracted bus or other vehicle or at school bus stop; or
    - d. Involved a student of the Acton-Boxborough School District.
  3. The Designated School Liaisons may report any other incident or information that may affect the safety or well-being of students, faculty, or staff at the School.

#### **E. Reporting Guidelines for Police Reports to School**

The Designated Police Liaison will inform the appropriate Designated School Liaison, subject to applicable statutes and regulations governing confidentiality, of:

1. Any arrest of a student or the filing of a criminal or delinquency complaint application against any student of the Acton-Boxborough Public Schools;
2. A student's voluntary participation in any Diversion Program; or
3. Any occurrence involving a student of the Acton-Boxborough Public Schools, if:
  - a. The activity poses a serious (present or future) threat to the safety or well-being of the student, other students, faculty, or staff at the School;
  - b. The making of such a report would facilitate supportive intervention by school personnel on behalf of the student (e.g., the arrest or filing of a criminal complaint against a member of the student's household); or
  - c. The activity involves actual or possible truancy.

## **VI. Roles and Responsibilities of Schools, SLOS, and Police Department**

The parties are dedicated to providing a safe and nurturing climate in which learning can take place. The parties also want to promote a safe environment in the public school community while upholding the students' legal rights as outlined in the Standard Operating Procedures Regarding the School Liaison Officer Program in the Acton-Boxborough Public Schools ("SLO SOP") §5.

The parties acknowledge that proper integration of the SLO in the school environment, including (as appropriate) educational activities, classroom instruction, school assemblies, and staff and school safety meetings, can help build trust, relationships, and strong communication among the SLO and students, faculty, staff, parents, and community.

As past events have shown, any school is at risk for incidents of violence, threatened violence, or attempted violence, as well as the use, abuse, and distribution of alcohol and other controlled substances, all of which diminish the ability of the school community to focus upon the business of learning. In order to promote a safe and nurturing environment in our schools and in our community, it is in our common interest to share information as outlined in § V above. It is through the collaborative efforts of the Acton-Boxborough Public Schools and the Boxborough Police Department that this can occur.

### **A. School Administration and School Personnel**

1. Non-violent infractions of school rules and policies not amounting to criminal or delinquent conduct such as tardiness, use of profanity, dress code violations, and disruptive or disrespectful behavior remains the sole responsibility of school administrators. To this end, SLOs shall refrain from being involved in the school's handling of such violations or misbehavior except, as asked or needed, to support school staff in maintaining a safe school environment.

2. The school administrators agree to ensure that school employees cooperate with police investigations and any subsequent actions related to crime or criminal activity on school premises or at school-related events.
3. In order to maintain a safe and nurturing school environment, the Acton-Boxborough Public Schools reserves the right to conduct a reasonable search of all school property for weapons, alcohol, other contraband, or controlled substances in accordance with state and federal law, the student handbook, and the SLO SOP § 5(a). Should any evidence of a criminal nature be seized during such an inspection or search, immediate notification to the designated police liaison will be made and the property will be secured by the SLO.

#### **B. Reporting Procedures for Emergency Situations**

Definition: An emergency situation is any incident that poses an immediate threat to human health or safety or which may result in serious property damage.

A teacher or other school employee having knowledge of any emergency situation shall immediately notify or cause to be notified both the Boxborough Police Department (911) and the Principal or Assistant Principal. This requirement is in addition to any procedures outlined in the school's student handbook, administrative manual, and/or School Committee policy manual.

Where an emergency exists and there is an immediate need to avert or diffuse certain unusual conditions or disruptions in the school setting, the school will provide all necessary information to law enforcement personnel regarding the students at issue. (See § 99.31(a)(10) of the FERPA regulations.)

#### **C. Reporting Procedures for Non-Emergency Situations**

A teacher or other school employee who has reasonable grounds to believe that a student has committed an act categorized as a Mandatory Reportable Incident, shall promptly: (1) report the incident and names of any involved persons to the appropriate Designated School Liaison, and (2) notify the Designated School Liaison of the existence of any physical evidence and take reasonable steps to maintain any pertinent physical evidence in a secure place.

#### **D. Responsibilities of Designated School Liaison(s)**

Once a Designated School Liaison has been made aware of a Mandatory Reportable Incident, it is her/his responsibility to:

- Timely notify the Designated Police Liaison and, when appropriate, the parents/guardians of the involved student(s);

- Timely notify the Designated Police Liaison of the existence of pertinent physical evidence and take reasonable steps to maintain it in a secure place; and
- Timely notify the Designated Police Liaison of any written reports about the incident.

#### **E. Responsibilities of SLO/Designated Police Liaison(s)**

Because the Principal or his/her designee alone has control of the school building at any given time, police officers shall report to the main office upon entering an Acton-Boxborough Public School. The Principal's foreknowledge of police presence in the building can do much to facilitate the school's operation and still prevent escalation of any existing situation requiring police response.

SLOs shall not serve as school disciplinarians, as enforcers of school regulations, or in place of licensed school mental health professionals and shall not use police powers to address traditional school discipline issues, including non-violent disruptive behavior.

When the police have assumed responsibility in a criminal investigation, the police naturally are the decision-makers concerning that investigation. The Principal or Designated School Liaison shall convey to those authorities his or her best assessment of the situation which may not be apparent to the police. The Principal or Designated School Liaison will not interfere with a criminal investigation once it has been initiated.

It is the goal of the Boxborough Police Department to meet the needs of all its community's children and youth. In collaboration with the Acton-Boxborough Public Schools, the SLO/Designated Police Liaison will attempt to identify those students who may be at risk for problematic or unsafe behavior and link them to the support and services they need (e.g., mental health services, drug and alcohol counseling). In this endeavor, the SLO/Designated Police Liaison will seek to assist families by offering to develop an action plan that is tailored to meet the unique needs of the student.

#### **F. Arrests of Students**

Whenever possible, arrests of students will be attempted outside of school buildings and in compliance with the Standard Operating Procedures separately established by the Chief of Police and Superintendent pursuant to G.L. c. 71, § 37P.

#### **G. Emergency Mental Health Issues**

The parties recognize the importance of utilizing the expertise of mental health professionals in addressing the needs of students with behavioral and emotional difficulties in crisis situations and agree that examination by a qualified mental health professional is the preferred mechanism for evaluating a student experiencing a mental health crisis.

Occasionally, the public schools encounter a student in crisis who requires emergency psychiatric treatment. The law provides for involuntary commitment of such individuals if,

in the judgment of a qualified mental health professional, the failure to hospitalize such an individual would create a likelihood of serious harm to himself or others by reason of mental illness. In such circumstances, the individual may be restrained while an application for involuntary hospitalization is sought. Likewise, if a qualified mental health professional is unavailable, the law provides that a police officer may restrain such individual and apply for involuntary hospitalization. See M.G.L. c. 123, §12(a).

The parties therefore agree as follows:

- The school's medical personnel will initiate any requests for a Section 12 involuntary commitment, unless there is an immediate risk of harm to the student or others in which case the police department shall be contacted and assume responsibility for initiating commitment proceedings
- The school will seek alternate emergency response, if available (e.g., from an Emergency Services Program), for an immediate clinical assessment of the student in crisis before seeking the intervention of the police department
- If intervention by the police is necessary, the school will notify the police at the earliest possible opportunity so as to coordinate efforts, minimize disruption at school, and maintain privacy for the student involved to the extent possible
- When an assessment of a student is made for possible involuntary commitment, referrals for follow-up mental health services shall be made by the school's clinical team

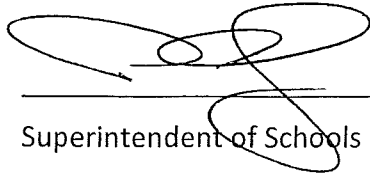
#### **VII. Data Collection and Reporting**

The parties agree to collect and report data regarding school-based arrests, citations and court referrals of students to the Department of Elementary and Secondary Education ("DESE") in accordance with regulations promulgated by DESE pursuant to G.L. c. 71, § 37P. The parties understand that such data will be collected and published by DESE in a disaggregated form and made available for public view.

#### **VIII. Effective Date and Duration of Agreement**

This agreement shall be effective as of the date of signing. It should be reviewed at least annually (before the start of the school year) and amended as necessary to meet the needs of the parties. This agreement will remain in full force and effect until amended or until such time as either party withdraws from the agreement by delivering written notification of such recession to the other party.

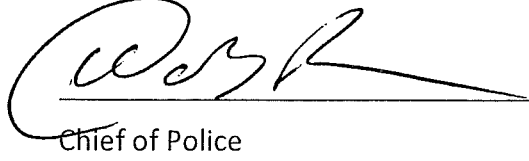
Signed on this 31<sup>st</sup> day of August, 2018.



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Superintendent of Schools

Signed on this 6<sup>TH</sup> day of SEPTEMBER, 2018.



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Chief of Police

APPENDIX A

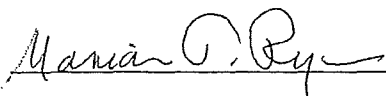
ROLE OF THE OFFICE OF THE MIDDLESEX DISTRICT ATTORNEY

In the spirit of enhancing communication between the district attorney, law enforcement, and school officials and to assist the Acton-Boxborough Public Schools in providing a safe, secure, violence-free, and nurturing environment for learning and in accordance with the legislative mandates set forth in G.L. c. 12, § 32, c. 71, §§ 37H and 371/2H, among others, the Middlesex District Attorney, through her designees, agrees to:

- (1) Report to the school any criminal or delinquency complaint that is issued against a defendant or juvenile who is known to be a student of the Acton-Boxborough Public Schools
- (2) Consult with the Acton-Boxborough Public Schools and the Boxborough Police Department when fashioning proposed terms and conditions to be imposed upon a known student of the Acton-Boxborough Public Schools at both the pre-adjudication and post-adjudication stages of the prosecution
- (3) Report to the school any adjudication of delinquency or conviction, diversion or other significant occurrence that arises from any above criminal or delinquency proceeding;

The Middlesex District Attorney agrees to provide training to the Middlesex District Attorney's Office ("MDAO") staff to inform them of their roles and responsibilities under this agreement. On an on-going basis, the same training will be provided to new staff members.

The MDAO will not disclose a student's personally identifiable information learned during and/or in relation to a G.L. c. 12, § 32 community based justice meeting to a third party other than another juvenile justice system agency and/or as provided by state and federal law.

  
Marian T. Ryan  
Middlesex District Attorney

  
Date





Actual Acton-Boxborough Grade K-6

Grade	Blanchard				Total	Conant		Total	Douglas		Total	Gates		Total	McCarthy		Total	Merriam		Total	#Sec	Avg. Size							
	ADK	ADK	ADK	AM		ADK	AM		ADK	AM		ADK	AM		ADK	AM		ADK	AM				ADK	AM					
			51	18		42	17		21	20		22	17		42	20		41	18										
K	17	18	16	19	70	20	21	18	59	21	20	41	17	22	39	21	21	20	62	20	18	21	59	330	17	19.4			
					16				0			0			3				3				0	22					
Gr. 1	21	22	21	22	86	22	21	21	64	21	21	42	21	21	42	20	19	19	17	75	21	20	21	62	371	18	20.6		
					16				2			0			1				0				1	20					
Gr. 2		20	21	20	61	20	21	21	62	22	21	43	21	20	20	61	23	21	22	66	21	20	21	62	355	17	20.9		
					19				2			0			2				1				0	24					
Gr. 3		23	22	23	68	23	23	23	46	23	23	23	69	23	23	24	70	23	23	23	69	24	23	24	71	393	17	23.1	
					4				0			0			4				3				2	13					
Gr. 4		20	20	19	59	25	25	25	50	24	23	23	70	22	23	23	68	21	22	21	20	84	24	24	23	71	402	18	22.3
					14				1			4			2				4				1	26					
Gr. 5		16	18	18	52	25	24	25	74	24	22	23	69	24	25	49	22	22	22	22	88	25	22	25	24	96	428	19	22.5
					7				3			0			0				3				2	15					
Gr. 6		23	24	21	68	24	23	23	24	94	25	24	24	73	24	24	48	24	25	25	74	24	23	25	72	429	18	23.8	
					14				1			0			2				3				1	21					
					90				9			4			14				17				7	141					
<b>Total</b>	<b>23</b>	<b>20.2</b>			<b>464</b>	<b>20</b>	<b>22.5</b>		<b>449</b>	<b>18</b>	<b>22.6</b>		<b>407</b>	<b>17</b>	<b>22.2</b>		<b>377</b>	<b>24</b>	<b>21.6</b>		<b>518</b>	<b>22</b>	<b>22.4</b>		<b>493</b>	<b>2708</b>	<b>124</b>	<b>21.8</b>	

90 Acton residents attend school in Boxborough

51 Boxborough residents attend school in Acton

Acton-Boxborough Regional School Committee 2018-2019  
Subcommittees & Assignments

11.3

ASSIGNMENTS:

CASE Board Member	Superintendent Peter Light
EDCO School Committee Leadership Liaison/Round Table	Angie Tso
EDCO Board Member (voting member)	Superintendent Peter Light
EDCO Advisory Member (non-voting member)	Diane Baum
Health Insurance Trust (HIT) Representative	Mary Brolin, Diane Baum ( <i>shadow</i> )
PTSO Liaison Coordinator	Diane Baum, Tessa McKinley, Ginny Kremer
Special Education Parent Advisory Comm Liaison	Diane Baum, Paul Murphy, Tessa McKinley
Acton Leadership Group (ALG) Representatives	Diane Baum, Paul Murphy
Acton Board of Selectmen Liaison	Paul Murphy
Acton Finance Committee Liaison	Amy Krishnamurthy
OPEB Trust Fund Board of Advisors	ABRSC Chairperson, Diane Baum
Boxborough Leadership Forum (BLF) Representatives	All Boxborough Members
Boxborough Board of Selectmen Liaison	Tessa McKinley
Boxborough Finance Committee Liaison	Mary Brolin
Minuteman Tech Liaison/SC Rep to Acton MMT Working Group	Angie Tso
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy
Legislative Liaison	Ginny Kremer
<u>SUBCOMMITTEES:</u>	
Budget Subcommittee	Mary Brolin, Amy Krishnamurthy, Diane Baum, Eileen Zhang, Michael Bo, Tessa McKinley
Calendar Survey Subcommittee	Tessa McKinley, Maya Minkin, Eileen Zhang
Capital Improvement Subcommittee	Diane Baum, Adam Klein, Paul Murphy
Negotiations Subcommittee	Amy Krishnamurthy, Tessa McKinley, Paul Murphy
Policy Subcommittee	Amy Krishnamurthy (chair), Maya Minkin, Eileen Zhang, Ginny Kremer, Angie Tso, Adam Klein
Protocol Subcommittee	Ginny Kremer, Amy Krishnamurthy, Tessa McKinley, Angie Tso, Eileen Zhang
School Building Committee (subcommittee)	Mary Brolin (chair), Amy Krishnamurthy, Adam Klein, Maya Minkin
Warrant Signature Subcommittee	Paul Murphy, Maya Minkin, Mary Brolin, Tessa McKinley, Eileen Zhang

voted 8/23/18 & 9/20/18



Presents:

# Don't Worry Alone: Stories of Hope

Join us for a community art show and  
presentation on sources of hope.

Wednesday, October 24th, 2018

6:30-8:30pm

The Gallery at Villageworks

525 Mass Ave, Acton, MA

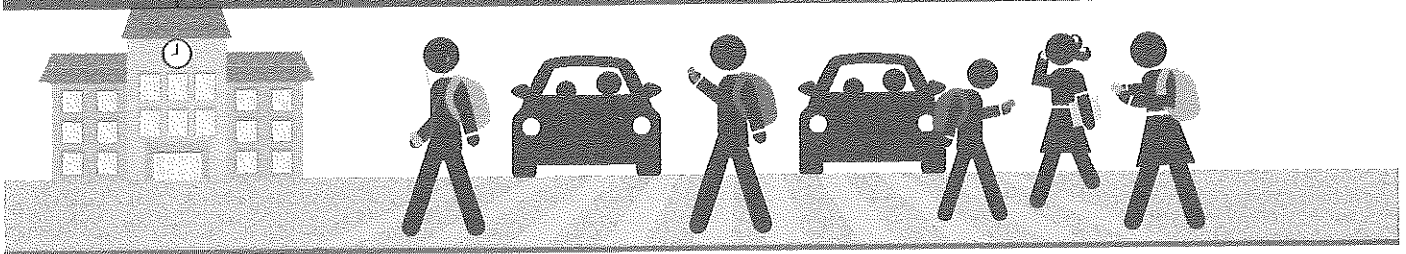
Refreshments provided

Free and open to the public

**Seeking art by local artists! If you are interested in  
submitting artwork, please contact  
[katie@dannys-place.org](mailto:katie@dannys-place.org) for specifications**



# Alarming Dangers in School Zones



## The Facts About Teen Pedestrians

**5** /week

There are 5 teen pedestrian deaths every week in the United States.

**13%** ↑

There has been a 13% increase in the pedestrian death rate for 12-19 year olds since 2013.

Age 15-19



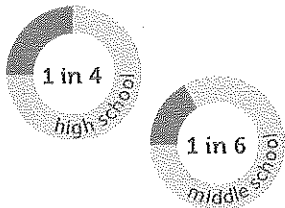
population

pedestrian deaths

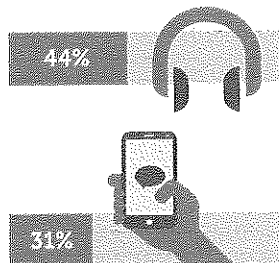
In 2015, while teens ages 15-19 made up 26 percent of all children ages 0-19 years, they made up about half of the pedestrian fatalities.

We observed 39,000 middle and high school students and 56,000 drivers in school zones in 2016.

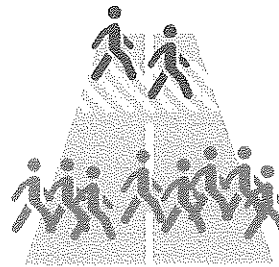
Distracted walking is on the rise. We observed it in 1 in 4 high school students and 1 in 6 middle school students.



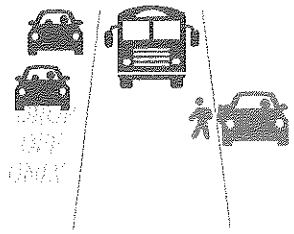
Distracted teens were most likely to be wearing headphones or texting.



Unsafe street crossing behavior was observed in about 80% of students.



Unsafe drop-off or pick-up behavior was observed in nearly 1 in 3 drivers.



## What Communities Can Do to Protect Kids on the Move

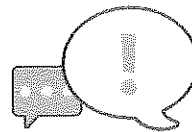
Install proven interventions, like crosswalks, speed limits, visible signs and traffic lights.

Marked crosswalks were missing in 3 out of 10 observed crossings.



Set and enforce speed limits in school zones at no more than 20 mph.

Low speed limits ( $\leq 20$  mph) were observed in only about 4 out of 10 school zones.



Educate parents and students about dangerous walking and driving habits (e.g., crossing mid-block, texting or talking on the phone.)

Implement and enforce school drop-off/pick-up policies.

