



Acton-Boxborough Regional
School Committee Meeting

December 6, 2018

7:00 p.m.

in the Administration Building Auditorium
15 Charter Road, Acton

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Auditorium
ABRSD Administration Building
15 Charter Road, Acton, MA

December 6, 2018
7:00 p.m.

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. **Statement of Warrants & Approval of Minutes**– *Diane Baum*
 - 5.1. Meeting Minutes of 11/1/18
 - 5.2. Meeting Minutes of 11/15/18
6. **Superintendent's Update** – *Peter Light* (7:10)
7. **Presentation: FY20 ABRSD School Calendar** – First Read – *Marie Altieri* (7:15)
 - 7.1. Calendar Subcommittee Report
 - 7.2. ABRSC Policies:
 - 7.2.1. School Year/School Calendar, File: IC
 - 7.2.2. Acknowledging Religious Holidays, File: ACD and procedures, File: ACD-R
 - 7.2.3. School Ceremonies and Religious Holiday Observances, File: IMD and procedures, File: IMD-R
8. **Presentation: FY20 Superintendent's Preliminary Budget** – *Peter Light* (8:00)
 - 8.1. Overview Memo
 - 8.2. Budget Guidelines
 - 8.3. Budget Requests Linked to District Goals and Budget Guidelines
 - 8.4. FY20 Staffing FTE Requests
 - 8.5. Presentation Slides
 - 8.6. Health Insurance Trust (HIT) Update (*oral*)
 - 8.7. Capital Funding Plan (for meeting on 12/13/18)
 - 8.8. Frequently Asked Questions
9. **School Building Project Update** – *Mary Brolin* (8:35)
 - 9.1. Overview of Community Forums on Building Site Options 11/27 & 11/29
 - 9.2. Building Committee meeting minutes from Nov 14 (next meetings, Dec 12 & 19)
 - 9.3. Community Building Sites Survey Flyer – survey closes Monday, Dec 10 at noon

10. **Student Activities Accounts Review and VOTE of Approval** - *Dave Verdolino (8:55)*
11. **Recommendation to Approve Donation from Littleton Electric Light and Water Department to Blanchard Memorial School – VOTE** – *Peter Light (9:00)*
12. **Subcommittee and Member Reports (9:05)**
 - 12.1. Policy – meeting on xx - *Amy Krishnamurthy*
 - 12.2. Capital Improvement –meeting on Nov 29 (next one is Dec 12) - *Adam Klein*
 - 12.3. Budget –meetings on Nov 20 & Dec 4 – *Amy Krishnamurthy*
 - 12.4. Acton Leadership Group (ALG) – *Paul Murphy*
 - 12.4.1. Materials from meeting on Nov 29
 - 12.4.2. Minutes from meetings on Oct 25, Nov 19
 - 12.5. Others
13. **FYI**
 - 13.1. **Basic Rights in Special Education**, Mon, December 10 at 7:00 p.m. in the RJG Jr High Library, presented by the Federation for Children with Special Needs, sponsored by local Special Education Parent Advisory Councils
 - 13.2. **Open Meeting Law Training**, Tue, December 18 at 4:30 p.m. and again at 6:30 p.m. in the Faulkner Hearing Room 204, Acton Town Hall, hosted by the Town of Acton
14. **Adjourn (9:10)**

Next Meetings:

ABRSC, December **13** (moved from December 20), 7:00 p.m. in the Junior High Library (packet posted Monday, Dec 10)

ABRSC, January 10, 7:00 p.m. in the Junior High Library (packet posted Jan 4)

Posted on 11/30/18 at 6:00 p.m.

NOTE: Materials for this meeting may be found at
https://www.abschools.org/school_committee/meetings_agendas_packets_and_minutes

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
DRAFT Minutes

Library
R.J. Grey Junior High School

November 1, 2018
7:00 p.m.

Members Present: Diane Baum, Mary Brolin, Adam Klein, Ginny Kremer, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Angie Tso, Eileen Zhang

Members Absent: Michael Bo

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

1. The ABRSC was called to order at 7:00 p.m. by Chairperson Diane Baum.

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.

John Petersen spoke about the upcoming election. He referred to the agenda items that the School Committee would be discussing and potentially voting positions on and noted that members have a greater burden than individuals do because they have been elected to represent the citizens. He stated that committee members' opinions should be based on their own judgements, not community opinion, per the quote by Edmund Burke in 1774.

Another parent expressed his concern about the security of the Administration Building. It is "beyond unacceptable" in his opinion that there are times when the doors are not locked. Mr. Light explained that parents walk their children into the classrooms at drop off and pick up so that is when the door is not locked. The Superintendent will speak with the parent further.

4. **Student Representatives' Update**

Michael Cheng noted the many recent acts of hate nationally and locally. A statement was ready by Mr. Dorey to all students on Tuesday which was appreciated. Today was early action college application deadline for seniors. The end of the term is next Monday so many exams are taking place. This is the end of the time to request schedule changes. Proscenium Circus is performing The Hunchback of Notre Dame and all of the sports teams made the playoffs. The students' updates are much appreciated by the School Committee.

5. **Statement of Warrants & Approval of Minutes (10/18/18)** – *Diane Baum*

Diane Baum read the warrant information and the Committee signed the documents. Mary Brolin moved, Tessa McKinley seconded and the Committee unanimously voted approval of the minutes of 10/18/18 as written.

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

The Superintendent read his update entitled “Some Thoughts on Inclusivity” and it was very well received. This will be sent to all families and staff, and posted on the website.

7. Presentation: Equity Update: Seeking Educational Equity and Diversity (S.E.E.D.)

Overview - Maureen Lin, Val Glod Gransewicz

Deborah Bookis introduced Val Glod Gransewicz and Maureen Lin, special educators at the Jr High. This work is included under the District’s Vision Equity Goal #2. It is a program out of Wellesley College that creates “conversational communities” to “drive personal, organizational and societal change toward greater equity and diversity. It is Val and Maureen’s hope that they will grow their body of leaders over the summer. The District has trained 80 certified staff of about 480 staff already.

Committee members were very interested. They liked that there is a natural component that brings the work into the classroom. Leaders want the conversations to happen everywhere though, not just in the social studies classroom. Mr. Light added that the District plans to partner with the Anti-Defamation League and their World of Difference Program, which, similar to SEED, is peer led.

A member asked if there is a way to measure the success of this program. It was pointed out that there are many other measurable goals and multiple strategic actions under goal 2.

8. Presentation: ABRSD Community Education and Extended Day Update/Overview –

Erin Bettez, Kate Murray

Community Education Director Erin Bettez began by saying that AB’s program is not a typical Community Education program. The Program continues to do very well. Last year was a high point with the Program contributing over \$900,000 to the school district. They are planning to move to district-wide before and after school child care. They have successfully transitioned the Summer Day Program from the Administration Building to the Junior High, and have a new end of summer program to respond to a community need.

Extended Day Director Kate Murray spoke about how the program has expanded to include six sites. Marie Altieri was thanked for her support during this transition. As a result, assistant support was added in our elementary classrooms. With enrollment of 636 students this year, approximately ¼ of all elementary students participated in Extended Day. There are over 70 paid staff. The “To Do” List includes how Extended Day can best support our families in need, which includes consideration of an in-house scholarship program vs. using state vouchers and expanding it to all 6 programs. They also want to examine some flexible scheduling and perhaps hourly rates to see what makes sense regarding cost and staffing required.

A member noted that it seems like Extended Day has done a great job of recognizing the value of each of the schools’ programs and made them all work. Professional Development training is now offered to all 6 programs, not individual schools doing their own. Centralization of the program under Community Education has also allowed for flexible staffing between programs when needed. Extended Day is offered on some days when there is no school for students unless closure is due to unsafe weather.

The Superintendent thanked Erin and Kate, and all of their staff, for their successful efforts bringing these independent programs together this year and still maintaining their special cultures. He noted that this presentation is an update to the District Goal #2 (same as SEED). The first part was an update on changes from last year and how they have gone. The second

part was to look forward to items such as a voucher system and how families have to contribute to their children's education.

9. **Financial Update** – *Dave Verdolino*

9.1. 1st Quarter FY19 Report

9.2. Student Activities Account Report – **VOTE** (*next meeting*)

9.3. FY18 E&D Certification (FYI)

Dave Verdolino reported that E&D is relatively flat from 2017-18, but this is an achievement because \$710,000 was transferred to fund the school building feasibility study and \$575,000 as put toward implementation of single-tier elementary busing costs for the first year. July 1, 2018 E&D has been certified at \$4,082,325 (4.6%).

The transportation fund was briefly mentioned as an account where funds could be placed. Dave will come back to that in the future. A member emphasized the importance of budgeting conservatively to prevent surprises in the future, including changes in state aid, transportation reimbursement, earnings or other possibilities. Dave is gathering information for a possible Moody's upgrade call soon. The new Capital Improvement Subcommittee met recently. FY20 Budget Development has begun with discussion at ALG and the Acton Finance Committee Point of View document. Slide 7 regarding the Table 6 Calculation Preview is important because this year (FY19) is the final one for the 60%-40% allocation per the revised Regional Agreement. The shift will become much more moderate and eventually will be exclusively based on a per pupil allocation. A "Budget 101" session will be set up soon for newer members of the Committee.

10. **School Building Project** – *Mary Brolin*

10.1. Recommendation to Approve the ABRSD Educational Plan – Second Read –
VOTE - *Marie Altieri*

Marie Altieri introduced Emily Grandstaff-Rice, architect from Arrowstreet. Once approved, the Educational Plan will be forwarded along with additional documentation by the School Building Committee to the MSBA as part of the Preliminary Design Program. School Committee members were thanked for their extensive discussion and constructive input at the First Reading of the Plan at their meeting on October 18, 2018, as well as since then. Their participation in the visioning sessions was particularly appreciated.

The Committee was asked if they had any further comments. Members really liked the flow of the revised document and how well it was written. Members appreciated the concept of the "building as an educational tool" and the look toward education in the future. Members expressed concern about the sections on reading, literacy and ELA given the current research on the science of how children learn to read but, overall, supported the Educational Plan.

Mary Brolin thanked Marie Altieri, Dawn Bentley, Deborah Bookis and all of the teachers, staff and community members that have participated in this process so far.

Mary Brolin moved, Ginny Kremer seconded and it was unanimously,
VOTED: to approve the Educational Plan and authorized the Acton-Boxborough Regional School District Building Committee to submit the Education Plan to the Massachusetts School Building Authority on behalf of the district.

10.2. Building Committee meeting on Oct 24

On Monday night a vote of approval will be taken on the larger document that includes the Educational Plan. Peter Light, Marie Altieri and JD Head attended the Story of a Building meeting and found it very helpful to see this school with 1,000 students that opened 2 years ago.

11. **FY19 Superintendent Goals – Second Read – VOTE - Peter Light**
Amy Krishnamurthy moved, Adam Klein seconded and it was unanimously, **VOTED** to approve the FY19 Superintendent Goals.

12. **NEW: Discussion of Ballot Questions and Possible Position Votes**

Diane Baum began by saying that this School Committee, unlike many other districts, does not have a rich history of deliberating MASC resolutions or ballot questions relevant to our students. Given the political climate and her desire that the School Committee should be responsive to the public, she felt it would be disingenuous in her role as School Committee spokesperson to speak on behalf of the Committee on these issues without first consulting members. She said she would like to begin by asking members if they agreed that it was appropriate to weigh-in on these issues.

12.1. **Town of Acton Ballot Question 1 – Shall the Town Adopt the Following Bylaw: Chapter Z – Marijuana Establishments**

School Committee members' comments included:

- This is an Acton question and not appropriate for a regional committee. Is it appropriate for only Acton members to discuss it?
- Some felt there were direct consequences for students, others disagreed calling it a zoning issue. The Committee would voice their opinion if a zoning issue was near a school.
- Per the Operating Protocols, members should feel empowered to freely express their opinions, even in times of disagreement, particularly given the Committee's priority being the students' needs and interests.
- The public is asking for members to speak and share their opinions on this topic as related to students' wellness.
- If the community is going to request members' opinions of political questions, it would be best if it could take place before early voting begins.
- School Committee members still have individual rights about sensitive issues and can reserve their opinions and cast their vote privately.
- Members can have 2 viewpoints – a personal one and a Committee member one. There is a difference between what is good for your own child and good for the district's children.
- Adding this agenda item so close to the meeting makes it difficult to adequately prepare one's thoughts and opinions on the issues and creates pressure. Due to the increasing pressure by the community over the last 2 days, the Chair spoke with the AG's office about the process of adding it to the agenda, and decided to do so.
- Members did not want to pressure any member into discussing something that they are uncomfortable with given the short notice.
- Other school communities have discussed ballot questions and that is what the public was asking the Committee to do. Adding the agenda item sent a signal that the Committee heard the request, but given the timing the Committee did not have ability to thoroughly consider the issues and come to consensus. This was

particularly true since AB does not have any policy, procedures, or history for this particular topic.

- If consensus was not reached on this question, then some members thought the next question should not be discussed. Some members disagreed saying that they were separate issues.

Diane Baum stated that she did not hear any consensus that the School Committee should move forward with discussing Acton's Question 1 at that time.

Given the large number of community members in the audience, the Chair agreed to hear their thoughts. Comments included:

- Please protect the most vulnerable, the students.
- How could this question possibly be good for students?
- Passage of this question could significantly diminish what the schools have created and create a spiraling effect on the property taxes and values.
- The State Ethics Commission has an advisory based on MGL 268A (11-1) that should be reviewed by the School Committee.
- Boxborough's Special Town Meeting did vote in favor of a ban, and it will be on their May ballot. The Committee's consideration and discussion was appreciated.
- As elected leaders, the public wants to know your views. School is a united community and the Acton and Boxborough members should not be divided.

Several Committee members said they were prepared to consider a position after hearing the public. A Boxborough member said that she is opposed only because she is not an Acton voter. Another member said they would have to abstain given the lack of adequate time to prepare. A member agreed that there was not enough time to be fully prepared, but stressed that the question does relate directly to School Committee policies, like the one about alcohol use.

As requested, Peter Light read School Committee Member Authority policy BBAA outlining members' duties. He stated that as a paid employee of the district, he cannot comment on how people should vote. The Administration can advise regarding factual information, but cannot have an opinion on these matters.

Diane Baum was not comfortable asking for consensus given the amount of ongoing disagreement.

12.2. State Ballot Question 3 Referendum on an Existing Law regarding Gender Identity in Places of Public Accommodation

12.2.1. ABRSD Equal Educational Opportunities Policy JB and Students who are Transgender and /or Gender Nonconforming Procedures JB-R

Because many School Committees have voted a position on this issue, Diane Baum asked if members would like to discuss and vote on one.

Comments included:

- The School Committee has strong policies in place protecting the rights of transgender students; supporting this ballot question would be an extension of our support.
- If there was not enough time and information for the previous question, it should be true for this one and it should not be discussed.

- A member stated that a request was made to add this within the 48 hour posting requirement and it was turned down. Diane responded that because debate of Resolution 7 was on the agenda, it was likely that this topic would come up so she initially decided not to include it. When feedback from the public increased in the previous 2 days, she wanted to give the Committee the option to discuss it so she added it to the agenda.
- This question is about discrimination and the Committee does have policies in place about that so as community leaders, a position should be voted. The Committee has taken a public stand on discrimination.
- A member had a different perspective that this is “a bill with a lot of legal loopholes, not a policy”. In the past few weeks many comments have been shared on social media on this topic, but she was concerned that they were all one-sided. She feels like she is the single voice and is being vulnerable by expressing a different opinion.
- While deliberating, the importance of members seeing themselves not as 11 individuals, but as a committee that has codified their position in our current policy, was stressed. The meeting was not a venue to talk about members’ personal views.

Comments from the public included:

- Please don’t bring political things into the schools because it will create conflict for parents and students.
- Mike Balulescu, President of the Acton Boxborough Education Association (ABEA), stated that as a junior high teacher, he often sees students who question their gender. He asked the School Committee to do everything in their power to protect those most vulnerable students who need support. He said that he was speaking for himself and the teachers and endorsed the Committee discussing this and voting yes on question 3.
- A parent of a transgendered child stated that his wellbeing is not a political issue. A no on question 3 would repeal the current protections and allow her child to be kicked out of many public places. The existing school committee policy is a strong statement of support for this issue.
- The line from the current Superintendent’s Update was read, “I want to take this opportunity to reiterate, on behalf of all of our district leaders, faculty and staff throughout the district that we will not tolerate, accept, condone, or be silent with regard to bias and hate.” The citizen urged the Committee to support the existing policies at AB, stating that saying no to 3 is singling out a particular, vulnerable group. There has been no uptick in safety issues in public bathrooms since the law went into effect according to the speaker.
- Concern was expressed for this group of children with a suicide rate that is much higher than typical.
- The Committee was urged to focus on current laws and policies that protect groups instead of “prior to an election trying to swing the vote”. If the current policy did not work, he would encourage them to do something, but that is not the case.

It was stated that some parents left because they had been waiting so long and others learned about it so late that they could not attend.

The Chair asked the Committee if they could proceed to a vote.

Amy Krishnamurthy moved that the Committee overwhelmingly support YES on Question 3. The motion was seconded by Mary Brolin.

Discussion:

Committee members recognized that there are people in our community that are not comfortable with this ballot question. It was pointed out that the Committee was doing a good job of modeling how to have difficult conversations in the community. A member appreciated the conversation and respect shown across the whole table.

A member stated that as elected officials, School Committee members are political, and need to take a stand on issues at times. Another member felt there was not enough education to understand the question at this time and was concerned about how members were disagreeing with each other. Several members hoped that everyone felt listened to and respected.

The Committee VOTED approval of the motion. (YES: Baum, Brolin, Klein, Kremer, Krishnamurthy, McKinley, Minkin, Murphy NO: Tso ABSTAIN: Zhang)

13. Annual Meeting of the Massachusetts Association of School Committees (MASC) – Diane Baum

13.1. Delegate and Alternate Selection for the Meeting on November 9th

Diane Baum, Michael Bo, Ginny Kremer, Amy Krishnamurthy, Tessa McKinley and Angie Tso will be attending the conference next week in Hyannis.

Ginny Kremer moved, Paul Murphy seconded and it was unanimously,

VOTED: to have Diane Baum be the delegate for the MASC

Mary Brolin moved, Paul Murphy seconded and it was unanimously,

VOTED: that Tessa McKinley be the alternate.

13.2. Request for Consensus of the ABRSC Regarding 9 Proposed Resolutions
Diane Baum handled this item as a consent agenda asking question by question if members wanted to hold out any particular question for individual discussion.

The Committee held Resolution 2 and Resolution 6 from the group of resolutions.

Mary Brolin moved, Ginny Kremer seconded and it was unanimously,

VOTED: that the ABRSC support Resolution 1,3,4,5, 7, 8 and 9.

A member was confused about some wording on Resolution 2 “On Small and Rural Districts”, but when it was explained, he was in support. A member was not totally familiar with this issue so she would be comfortable letting the AB delegate listen to the discussion at the meeting and make the decision. Mary Brolin felt the Town of Boxborough was fully involved when full regionalization was being done. She expressed concern that because it involves funding, the resolution could put AB at risk because any change is likely to hurt the more privileged communities.

Amy Krishnamurthy moved, Tessa McKinley seconded and it was unanimously,

VOTED: to approve Resolution 2.

A member was not comfortable with Resolution 6 “Regarding Reproductive Health Education” because she didn’t know the context. Deborah Bookis explained that our parents can opt out of this instruction and can review all of the materials ahead of time. This is only in 5th and 6th grades for elementary schools and in our High School. We do not teach this subject in the Junior High right now. The health curriculum frameworks are being revised.

Paul Murphy moved, Mary Brolin seconded and it was,

VOTED: to approve Resolution 6. (YES: Baum, Brolin, Klein, Kremer, Krishnamurthy, McKinley, Minkin, Murphy, Zhang ABSTAIN: Tso)

14. CONSENT AGENDA:

- 14.1. Recommendation to Accept FY19 Gifts from Acton Elementary Schools' PTOs/PTSOs to the ABRSD – **VOTE** – *Peter Light*

This agenda item was held from the Consent Agenda.

As they have done a number of times in the past, committee members discussed the practice of having PTOs/PTSOs pay for classroom assistants, with concern being expressed. Although very grateful to the families for their generosity every year, some members feel it creates inequity among the schools and critical staff should be funded by the district. A member reminded members that classroom assistants are not certified staff yet are impactful on school culture and support individual school philosophies. Marie Altieri reminded the Committee that the big change last year was that the before/after school program added 12 hours of assistant support for every classroom, but there are still differences in the schools. It was agreed not to review the PTO donations at that time, but it is an issue that is still being worked through. This vote is to accept the money that has already been raised per current guidelines.

Amy Krishnamurthy moved, Ginny Kremer seconded and it was unanimously,

VOTED: to accept the PTOs/PTSOs gifts with gratitude.

- 14.2. Recommendation to Approve Field Trip to Quebec for Nordic Ski Team –

VOTE – *Peter Light*

Paul Murphy moved, Mary Brolin seconded and it was unanimously,

VOTED: to approve the field trip to Quebec.

Given the hour, members agreed to hear Subcommittee and Member Reports at the next School Committee meeting.

15. Subcommittee and Member Reports

- 15.1. Policy – meeting on Oct 30 - *Amy Krishnamurthy*
15.2. Capital Improvement – meeting on Oct 24
15.3. Budget – meeting on Oct 30 – *Mary Brolin*
15.4. Acton Leadership Group (ALG) meeting on Oct 25 – *Paul Murphy*
15.5. Others

The ABRSC was adjourned at 10:31 p.m.

Respectfully submitted,

Beth Petr

List of Documents Used: see agenda, list of warrants

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
DRAFT Minutes

Library
R.J. Grey Junior High School
16 Charter Road, Acton, MA 01720

November 15, 2018
7:00 p.m.

Members Present: Diane Baum, Michael Bo, Mary Brolin, Adam Klein, Amy Krishnamurthy (7:20 p.m.), Tessa McKinley, Maya Minkin, Paul Murphy (7:18 p.m.), Angie Tso, Eileen Zhang
Members Absent: Ginny Kremer
Others: Marie Altieri, Dawn Bentley, Deborah Bookis, Peter Light, Beth Petr, Dave Verdolino

1. The ABRSC was called to order at 7:00 p.m.
2. **Chairman's Introduction** – *Diane Baum*
3. **Public Participation** - none
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 - Michael Cheng**
Michael Cheng updated the Committee on students' interest in the snow storm expected that night, the Veterans Day breakfast and upcoming Cabaret show. Diwali was recognized at the High School for the first time and as a result of the Indian holiday, there was no homework.
5. **Statement of Warrants & Approval of Minutes (11/1/18, next meeting)** – *Diane Baum*
Diane Baum read the warrant information and the Committee signed the documents. The minutes of 11/1/18 will be voted on at the next meeting due to insufficient time to review.
6. **Superintendent's Update** – *Peter Light*
The Superintendent updated members on
 - the Building Project and two Community Forums on November 27 and 29,
 - his Entry Plan and intention to present the final Report at the January 10 meeting,
 - the FY20 Budget planning being done by the Leadership Team and Budget Subcommittee
 - FY19 School delays and cancellations process
7. **Presentation: Enrollment Projections and Elementary Class Size Update** – *Marie Altieri*
 - 7.1. Presentation Slides
 - 7.2. Enrollment Charts
 - 7.3. NESDEC Projected EnrollmentMarie Altieri reported that the K-12 Enrollment Projections overall are flat compared to last year. The projections were very accurate although kindergarten continues to be difficult to

predict overall as well as by town. The official October 1, 2018 actual number of kindergarteners is 330. The projection was for 314 students.

Marie recommended that the number of kindergarten classes stay the same for next year, but that one kindergarten section be moved from Blanchard to Douglas. This would mean 14 Acton classrooms and 3 in Boxborough for 17 total. Registration is done in March for kindergarten. If 308 children or more register in Acton and cannot be balanced between the two towns, a proposal will be made for another kindergarten class. Because there are no extra classrooms, this would have to be carefully evaluated. Marie was complimented on being conservative in planning for kindergarten sections, particularly because projections are done based on children's birth year, but that is not necessarily the year they begin kindergarten.

Marie confirmed that the new school plans are being designed to accommodate these projected number of students. Classrooms can be added as enrollment changes to stay within the class size guidelines. She noted one of the drivers of the curve in slide 9 of the projections was housing sales. In 2015, they went way up and continued to do so for about 15 months. Historically the District has used two sets of enrollment projections – New England School Development Council (NESDEC)'s and the Ashtons'. Because the Ashtons have retired, the District is now using NESDEC and working with MSBA data. It was clarified that the class size numbers are not policy, but guidelines. At the Junior High and High School level, there are trends, patterns and goals.

8. **Presentation: RJGJHS Class Size Update – Principal Andrew Shen**

Principal Shen reported that currently there are 924 Junior High students, 4 more than projected.

The Committee discussed how students use the Academic Support Center and then transition to the High School. Every year is a transition in the Junior High because it is just 7th and 8th grades. There is an effort to try to keep special education students in district. In response to a question, Mr. Shen said that while MTSS is not being implemented in its purest form, it is an aspiration at the Junior High. A system is in place where teachers address when they see a student who has needs, including a process for referrals and assistance. There is a culture where students can feel comfortable asking teachers for help.

When asked if he is comfortable with the percentage increase projected on slide 16, Mr. Shen replied that there will probably be more students arriving at the Junior High on IEPs, but maybe not as many as projected. The interaction between lower grade teachers and the Junior High staff about students that are coming is ongoing. The Superintendent added that when they look at specific students coming up it is not practical to look more than one year out, but they do look at profiles of needs shifts, like autism spectrum and social emotional needs. Dawn Bentley agreed with this description.

Some concern was expressed about the class sizes in 8th grade Exploratory classes (slide 10) and 8th grade math (slide 8). It is difficult to add an exploratory class due to the teaming structure. Regarding math instruction, Mr. Shen said that many of the math teachers are used to large class sizes so he has some confidence that this is not an area of particular concern. At the Junior High level, he felt that assistants are not as common so they would not advance a model that added more assistants. Supporting teachers who are working with many students is more likely.

9. **Presentation: ABRHS Class Size, Schedule Change Update, and School Improvement Plan Goals Report** – *Principal Larry Dorey, Associate Principal Beth Baker*

Principal Dorey thanked Data Manager, Tina Vanasse for her efforts in this area. Although Powerschool is used for scheduling, much is also done manually to try to make classes work out best for the maximum number of students. Each year class sizes have slightly improved over the past few years, however the range is very important to consider as well.

Referring to the History of Schedule Change/Timeline (slide 6), the High School is now 3 years into the schedule change process. There is agreement that 45 minute class periods is not enough time for how we want students to learn and teachers to teach, and do extended learning. As a pilot for next year, they are looking into doing a “Seven Period Drop 1 Schedule” as well as a “Seven Period with Rotating Long Block”. A member commented that there is cognitive research that says students’ attention span lasts about 10 minutes and she asked if there will be pushback from students about longer classes. Associate Principal Beth Baker responded that last year most of their professional development time was focused on learning how to teach differently to address some of this. The High School department leaders and staff have been looking at this type of schedule for a long time. Two math teachers doing great work on discussion in their classes were cited as good examples. This also supports social and emotional learning and there are lots of cross work opportunities.

The School Goals Report focused on the Driving Question of “How can staff, students, and families support wellness and balance within a rich learning environment that provides opportunities for all students to experience success?”

The Committee discussed how this pilot would require a change in how teachers teach and how the High School administration would support them. Beth Baker and Larry Dorey elaborated on the amount of research that exists about how to teach in longer periods, and how some departments have wanted to do projects in longer time periods and are excited about being able to do this now. Teachers are looking for more inquiry based learning done by students and that takes more classroom time. AB staff has the knowledge and skills to do this, but they currently don’t have the time in class, although some teachers do need assistance. The last professional development day had current teachers sharing their expertise with others, and it was “wonderful”.

A member loved the overall focus on wellness, and particularly Mr. Dorey’s description of trying to “turn down the temperature of the building” to alleviate stress. He was asked if the High School currently has four 47 minute lunch periods and next year that will be cut to three, will that mean more waiting in lines (and stress) for students. The principal replied that not all kids use the lunchroom and he feels the change can be accommodated.

A member appreciated the last bullet of the the Goal 3 Equity, Diversity and Inclusion slide about creating Advisory Lessons focused on sharing stories to create conversations to promote and foster respect, understanding, empathy and appreciation for diverse experiences. The Committee discussed how the splitting of instruction time with lunch in the middle would work. Peter Light agreed with Larry Dorey that many schools do this successfully. This proposed type of schedule provides greater ability for collaboration, including teacher collaboration, so this would help with students’ academic support as well.

10. **School Building Project Update** – *Mary Brolin*

10.1. Presentation: Building Site Options – *Emily Grandstaff-Rice, Architect, Arrowstreet*

Emily Grandstaff-Rice updated the Committee on the site/program combination options, including a new facility on either the

- Gates property for Douglas, Gates and PreK
- Douglas property for Douglas, Gates and PreK
- Conant property for Douglas, Conant and PreK

She explained that there are a lot of things happening in parallel with the Building Committee now leading to the Building Committee's vote on December 19. Members were invited to the two upcoming community forums. An update will be provided at the December 6th School Committee meeting as well although the final decision rests with the Building Committee and is due to the MSBA by January 2, 2019. It was noted that an option requiring a land sap and flood plain issue was ruled out.

- 10.1.1. School Building Committee Presentation, September 12, 2018 – Project Schedule
- 10.1.2. School Building Committee Presentation, October 24, 2018 – Site Review
- 10.2. Public Forums re Site Decision on: Tues, Nov 27 and Thu, Nov 29 at 7PM
- 10.3. Building Committee meeting minutes from Nov 5 and Oct 24 (next meetings are Nov 14 and Dec 12)

11. Subcommittee and Member Reports

- 11.1. Policy – *Amy Krishnamurthy*
 - 11.1.1. Student School Bus Behavior Expectations, File: JICC/EEAEC – First Read
Members should send comments/feedback by Monday night so it can be discussed at the next policy subcommittee meeting.
- 11.2. Capital Improvement – next meeting on Nov 29 - *Adam Klein*
- 11.3. Budget – next meeting on Nov 20 – *Amy Krishnamurthy*
- 11.4. Calendar – meeting on Nov 8 - *Marie Altieri*
This new subcommittee includes teachers/administrators/school committee members. They plan to do a survey and present a proposed FY20 calendar for a First Read at the 12/6/18 School Committee meeting.
- 11.5. Acton Leadership Group (ALG) – *Paul Murphy*
 - 11.5.1. Minutes from meeting on September 27 (next meeting is Nov 19)
- 11.6. Health Insurance Trust (HIT) – *Mary Brolin*
A 0% increase was voted for Medex at their recent meeting. Next year's rates will be voted at their November 30 meeting.

12. Recommendation to Approve Grant from the ABRPTSO to R.J. Grey Junior High to Defray Cost of 7th Graders' Homework Organizational Folders – VOTE - *Peter Light*

Mary Brolin moved, Paul Murphy seconded and it was unanimously,
VOTED: to approve this grant with gratitude.

13. **FYI**

- 13.1. Memo from Deborah Bookis re: *Studio Thinking from the Start: The K-8 Art Educator's Handbook* – This was highlighted as a very exciting achievement.

The ABRSC adjourned at 9:37 p.m.

Respectfully submitted,
Beth Petr

List of documents used: list of warrants, see agenda



Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720
978-264-4700
www.abschools.org

Peter J. Light
Superintendent of Schools

Superintendent's Update **December 6, 2018**

Student Recognition

Congratulations and good luck to the ABRHS Quiz Show Team! The team was recently selected as one of sixteen finalists that will compete on the televised tournament on WGBH. Quizbowl is an academic tournament in which teams from various high schools around the state compete for a state championship. The show is set to air on WGBH beginning February 2 at 6:00 p.m.

High School Principal Update

As you know, Larry Dorey has been serving as the interim Principal of Acton Boxborough Regional High School since July 2017. Throughout the first five months of my time in the district, I have had an opportunity to observe Mr. Dorey in a variety of settings and have been impressed with his student-focused leadership and integrity. I have also heard a significant amount of praise offered for Mr. Dorey's leadership through the various stakeholder meetings that I conducted with students, faculty and families. I am considering Mr. Dorey for appointment as the permanent Principal of the High School and have initiated a process to provide faculty and families with an opportunity to share feedback around this important decision.

I am conducting forums on Monday, December 17 for both faculty and families. The family forum will take place at 6:30 p.m. in the high school cafeteria for any family interested in providing feedback about this decision. Both faculty and families have been notified of these times.

Building Project Survey

The district is conducting a community survey to seek feedback regarding the proposed site for the C.T. Douglas Elementary School Project. The survey will remain open until noon on Monday, December 10th. To access the survey, community members may follow the link below:

https://docs.google.com/forms/d/e/1FAIpQLScrA8FQB2vY5H3TGR6kYCsblZRxpPtQ0t_XKUHmVyQYIkQYUw/viewform

The building committee is scheduled to make an important decision regarding the site for the project at its upcoming meeting on December 19th. Stakeholder feedback is a significant factor in the committee's consideration, as is site suitability and cost of construction. We encourage everyone in the community to share their thoughts before December 10th.

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

Materials for:

7. Presentation: FY20 ABRSD School Calendar

are posted separately after the packet on the website

Materials for:

8. Presentation: FY20 Superintendent's Preliminary Budget

are posted separately after the packet on the website



Acton-Boxborough Regional School District
Acton Boxborough Regional School Committee

15 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

To: Acton-Boxborough Regional School Committee Members
From: Diane Baum, ABRSC Chairperson and Mary Brolin, School Building Committee Chairperson
Date: November 27, 2018
Re: New School Building Project: Site Selection Process

As you may recall, the Building Committee is currently seeking stakeholder input in preparation for their upcoming vote on 12/19/18 which will identify the preferred construction site for the new school building.

Community forums have taken place for this purpose, and the School Committee will have an opportunity to provide input on the preferred construction site at our upcoming meeting on 12/13/18. The Building Committee considers stakeholder input a critical part of its deliberative process.

In preparation for the School Committee discussion on 12/13/18, we are attaching an excerpt from 963 CMR that describes standards that the Massachusetts School Building Authority (MSBA) uses to assess potential construction sites. (CMR stands for the Code of Massachusetts Regulations which are documents that set forth standards for public health and safety, consumer and environmental protections, and more.)

Please consider this information as you form your opinions on the merits and drawbacks of the current proposed site options for our new school building. If you prefer to view the entirety of 963 CMR (38 pages), please click on the link below.

[MSBA Enabling Legislation](#)

963 CMR: MASSACHUSETTS SCHOOL BUILDING AUTHORITY

Please note that this is an unofficial version of the Massachusetts School Building Authority's Regulations, 963 CMR 2.00, and is intended for informational purposes only.

2.05: Site Standards

- (1) The site of an Approved Project shall be owned by the city, town, regional school district, or independent agricultural and technical school, or be under control of the school district or Eligible Applicant pursuant to a lease which assures the school district or the Eligible Applicant exclusive jurisdiction and control of the land for the anticipated useful life of the Approved Project to be constructed thereon.
- (2) The site selected shall be chosen on the basis that it will meet the educational need, maximize the use of any available community resources, and minimize any possible adverse educational, environmental, social, or economic impact upon the community. Such adverse impact shall include, but not necessarily be limited to: the need to provide new sewers, roads, transportation facilities, water supply, water connections, and other public infrastructure to the site; existence of soil conditions or hazardous materials that may cause site development costs to be greatly increased; or curtailment of the approved educational program.
- (3) To the extent feasible, the site selected shall be proximate to other facilities such as libraries, museums, parks, natural resources, nature study areas, and businesses, which would enhance the proposed educational program.
- (4) The site shall be free from noxious pollution or contamination, and should be selected to avoid flood plain, wetlands or other environmentally sensitive areas. A new school site shall not be located within 1000 feet of an active landfill.
- (5) The site shall be located to serve efficiently and safely the school population it is intended to serve, and should be of sufficient size to accommodate the building and planned future additions thereto, outdoor educational program, parking areas, bus turnarounds, delivery areas, required setbacks and planned aesthetics.



CT Douglas Elementary School

Acton Boxborough Regional School District
Acton, Massachusetts

Community Forum
November 29, 2018



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

WELLNESS • EQUITY • ENGAGEMENT

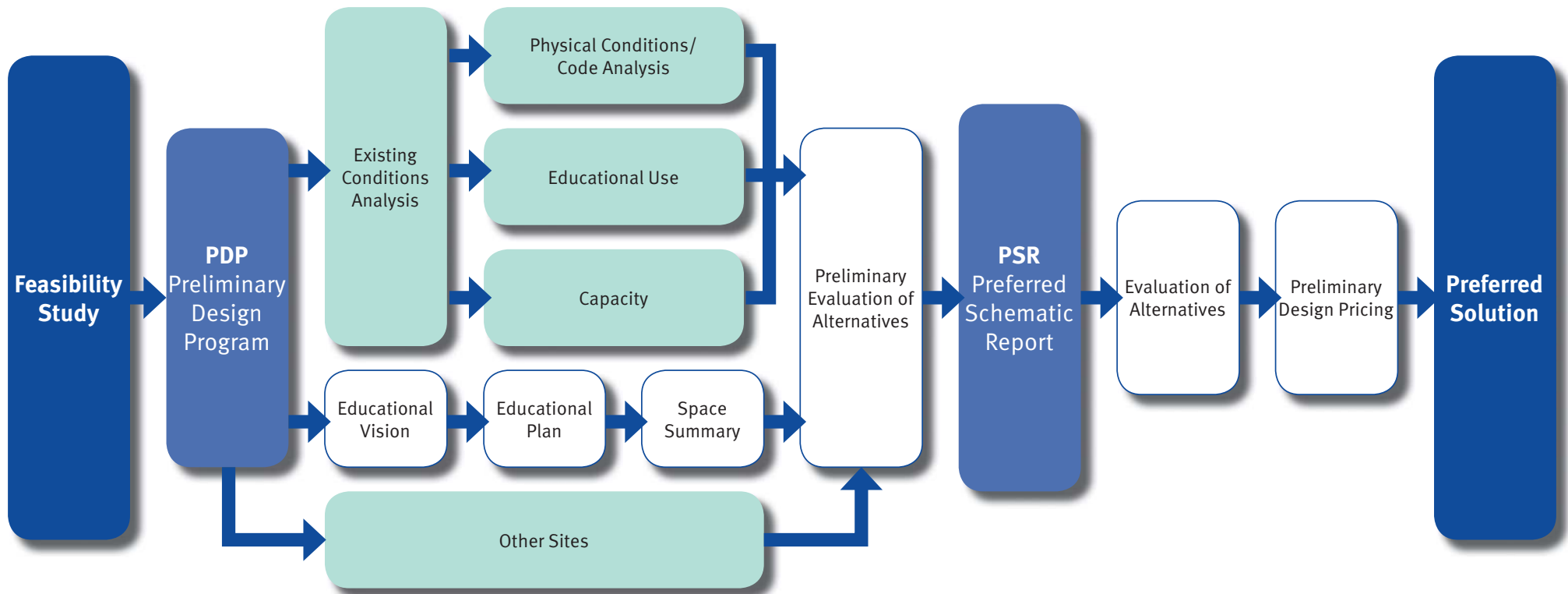
Our **mission** is to develop engaged, well-balanced learners through collaborative, caring relationships

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10 POST OFFICE SQUARE
SUITE 700N
BOSTON MA 02109
617.623.5555
www.arrowstreet.com

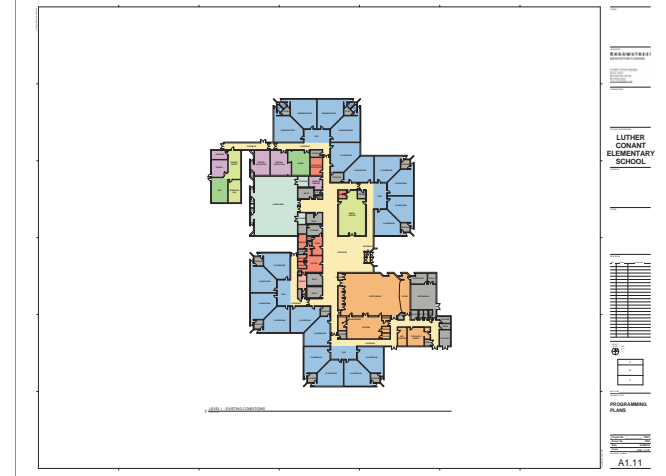
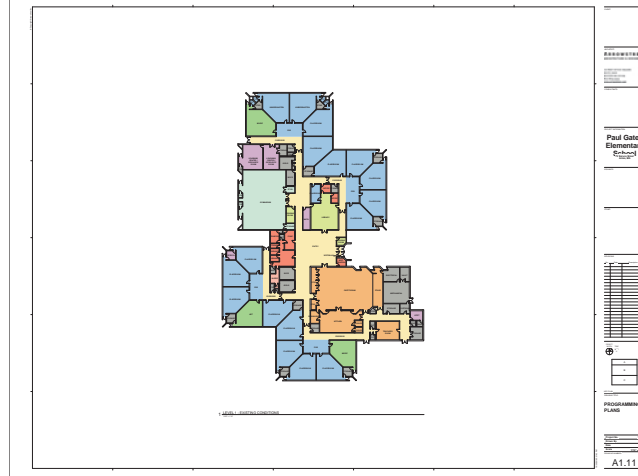
SKANSKA
101 SEAPORT BOULEVARD
SUITE 200
BOSTON, MA 02210
617.574.1400
www.skanska.com



MSBA Feasibility Study Process / Flow Chart



Survey of Existing Conditions / Douglas, Gates & Conant Schools



Educational Visioning / Engaging the Whole District



Sustainability Workshop / Prioritizing and defining goals



Elementary Schools & Preschool / Space Summary

CT Douglas School

- » 3 Kindergarten Classrooms
- » 18 General Classrooms (1-6)
- » Multipurpose Classroom
- » 2 Special Education Classrooms
- » Small Group Learning Rooms
- » Quiet & Sensory Spaces
- » Art & Music Classrooms
- » Cafeteria & Stage
- » Administration & Support

School B—Either Gates or Conant

- » 3 Kindergarten Classrooms
- » 18 General Classrooms (1-6)
- » Multipurpose Classroom
- » 2 Special Education Classrooms
- » Small Group Learning Rooms
- » Quiet & Sensory Spaces
- » Art & Music Classrooms
- » Cafeteria & Stage
- » Administration & Support

Carol Heubner Early Childhood Program

- » 10 Preschool Classrooms
- » Small Group Learning Rooms
- » Administration & Support

Shared Spaces

- » 2 CASE Collaborative Classrooms
- » English Language Education
- » OT/PT Therapy Spaces
- » Additional Music & Art Classrooms
- » Gymnasium & Health/Wellness
- » Medical & Nurse
- » Media Center
- » Kitchen
- » Conference Rooms

Elementary Schools & Preschool / Space Summary

ROOM TYPE	ROOM NFA ¹	# OF RMS	area totals
CORE ACADEMIC SPACES			57,700
<i>(List classrooms of different sizes separately)</i>			
Pre-Kindergarten w/ toilet	1,200	10	12,000
Kindergarten w/ toilet	1,200	8	9,600
General Classrooms - Grade 1-6	950	36	34,200
Multipurpose Rooms	950	2	1,900
SPECIAL EDUCATION			19,320
<i>(List rooms of different sizes separately)</i>			
Self-Contained Special Education	950	4	3,800
Self-Contained Special Education - toilet	60	4	240
CASE Collaborative Classroom	1,200	2	2,400
CASE Collaborative Classroom - toilet	90	2	180
Small Group Room / Learning Center	500	4	2,000
Small Group Room / Reading	500	2	1,000
Small Group Room / Math	500	2	1,000
Small Group Room / Speech and Language	350	5	1,750
Small Group Room / Breakout	500	2	1,000
English Language Education	1,000	1	1,000
OT/PT	950	1	950
OT/PT	1,500	1	1,500
Quiet Space	200	3	600
Sensory Space	300	3	900
Speech Language Pathologist	250	1	250
Reading Specialist	250	1	250
Math Specialist	250	1	250
IEP Team Chairperson	250	1	250
ART & MUSIC			7,575
Art Classroom - 25 seats	1,000	3	3,000
Art Workroom w/ Storage & kiln	150	3	450
Music Classroom / Large Group - 25-50 seats	1,200	3	3,600
Music Practice / Ensemble	88	6	525
HEALTH & PHYSICAL EDUCATION			9,600
Gymnasium	6,000	1	6,000
Health & Wellness	3,000	1	3,000
Gym Storeroom	150	2	300
Health Instructor's Office w/ Shower & Toilet	150	2	300

ROOM TYPE	ROOM NFA ¹	# OF RMS	area totals
MEDICAL			1,020
Medical Suite Toilet	60	2	120
Nurses' Office / Waiting Room	250	2	500
Examination Room / Resting	100	4	400
ADMINISTRATION & GUIDANCE			7,945
General Office / Waiting Room / Toilet	400	2	800
Preschool Office / Waiting Room / Toilet	400	1	400
Teachers' Mail and Time Room	100	2	200
Duplicating Room	150	3	450
Records Room	110	2	220
Principal's Office w/ Conference Area	375	2	750
Principal's Secretary / Waiting	125	2	250
Assistant Principal's Office	120	2	240
Preschool Director	120	1	120
Supervisory / Spare Office	120	2	240
Conference Room	250	3	750
Conference Room - Medium	325	1	325
Counseling Office	700	1	700
Guidance Storeroom			
Psychology/Testing	400	2	800
BCBA	250	2	500
Teachers' Work Room	400	3	1,200
CUSTODIAL & MAINTENANCE			3,340
Custodian's Office	150	2	300
Custodian's Workshop	750	1	750
Custodian's Storage	375	1	375
Recycling Room / Trash	400	1	400
Receiving and General Supply	438	1	438
Storeroom	677	1	677
Network / Telecom Room	200	2	400
OTHER			300
Mom's Room (ACA)	100	3	300

ROOM TYPE	ROOM NFA ¹	# OF RMS	area totals
Total Building Net Floor Area (NFA)			124,819
Proposed Student Capacity / Enrollment			
NON-PROGRAMMED SPACES		% of GFA	62,410
Other Occupied Rooms (list separately)		0%	
		0%	
		0%	
Unoccupied MEP/FP Spaces		0%	
Unoccupied Closets, Supply Rooms & Storage Rooms		0%	
Toilet Rooms		0%	
Circulation (corridors, stairs, ramps & elevators)		0%	
Remaining ³		33%	62,410
Total Building Gross Floor Area (GFA) ²			187,229
Grossing factor (GFA/NFA)			1.50

Site Opportunities and Challenges / Your Landscape

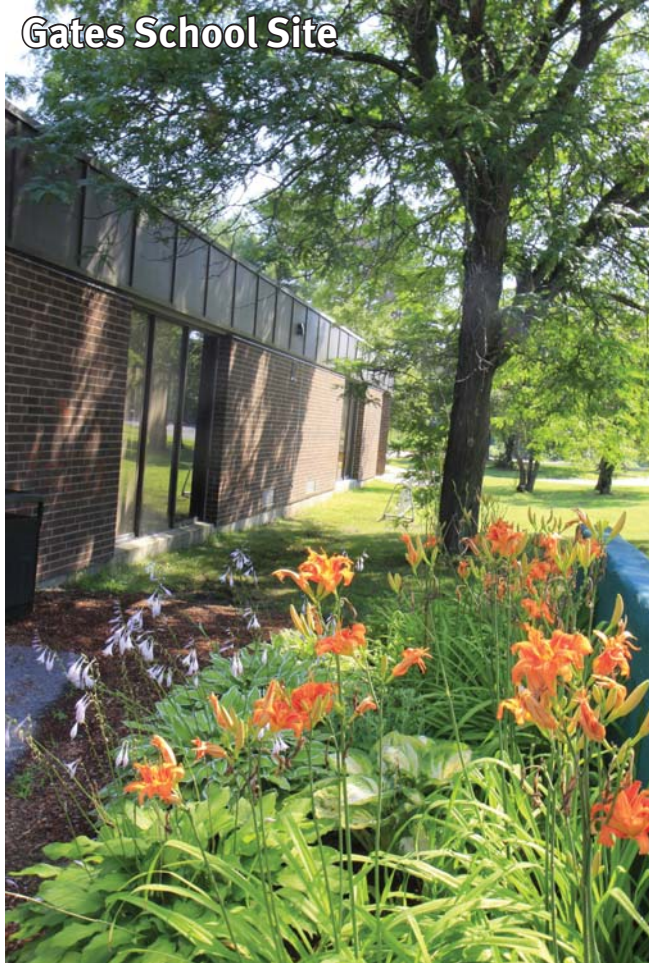


Site Opportunities and Challenges / Site Selection

Douglas School Site



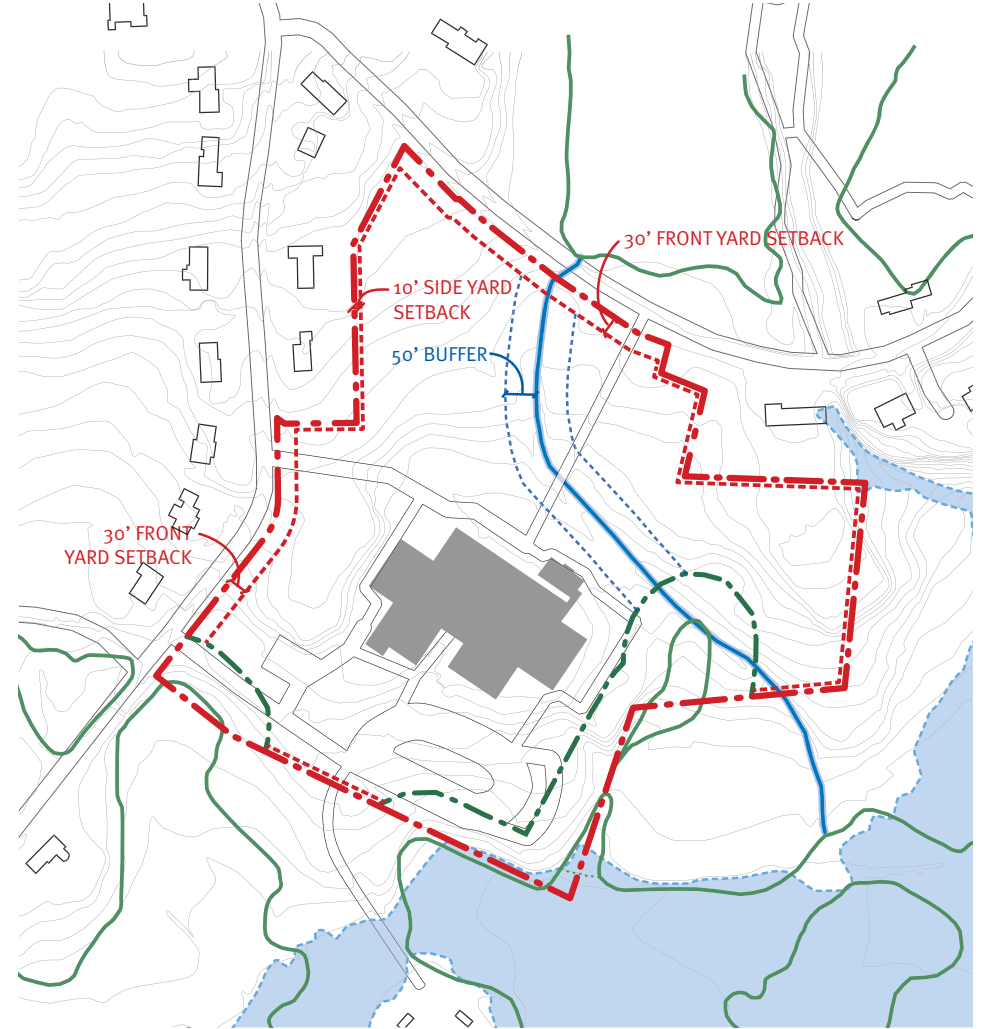
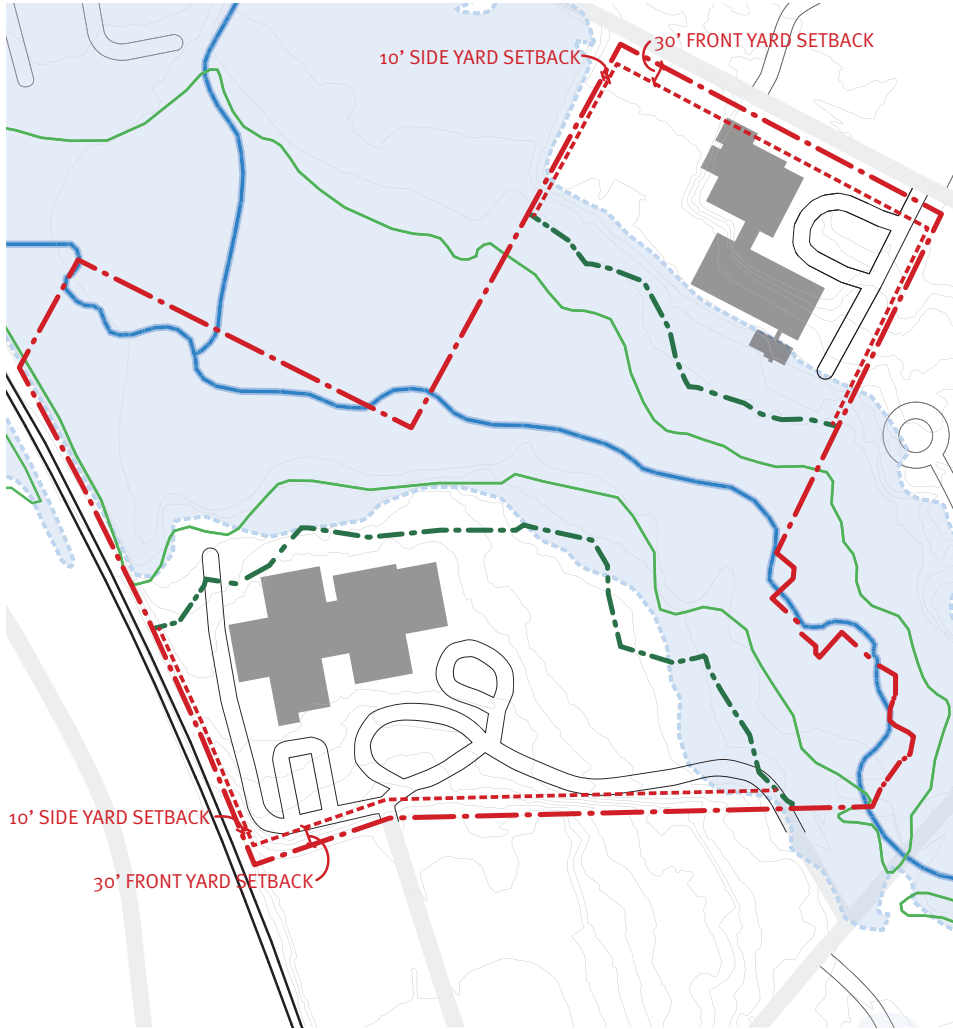
Gates School Site



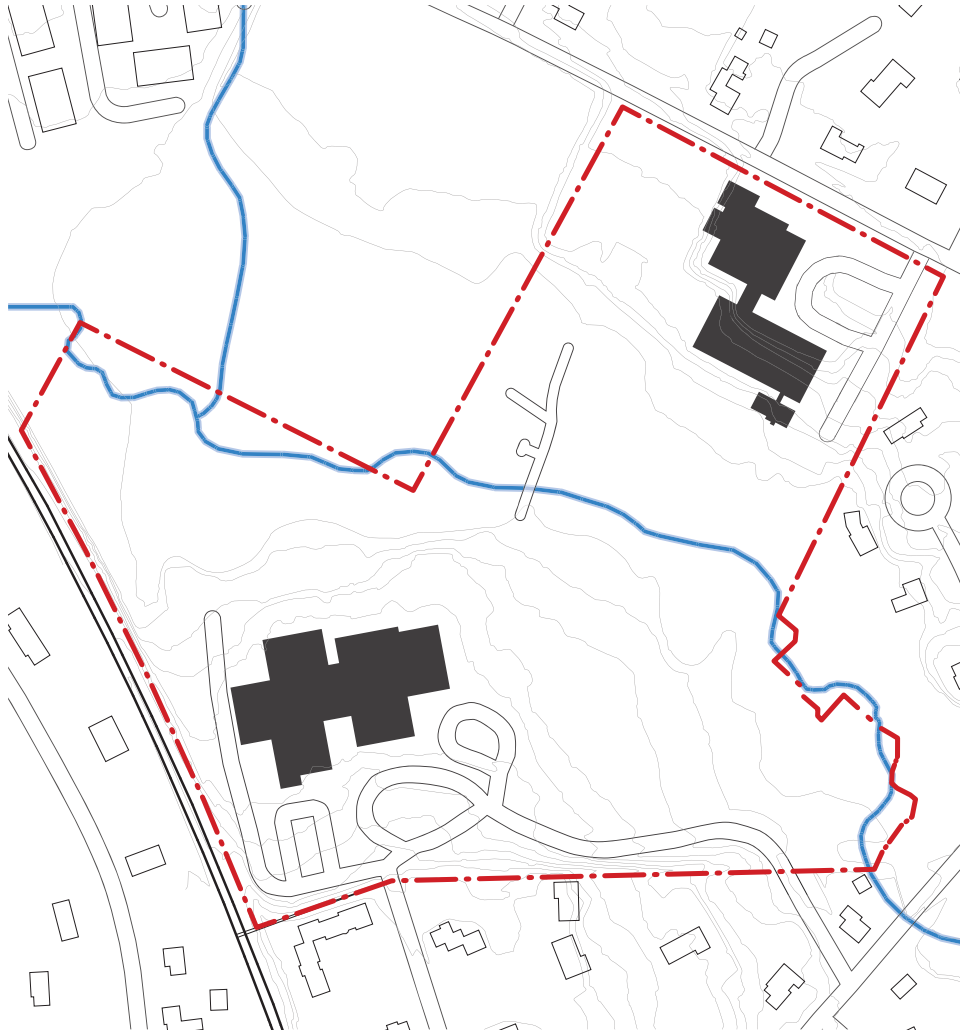
Conant School Site



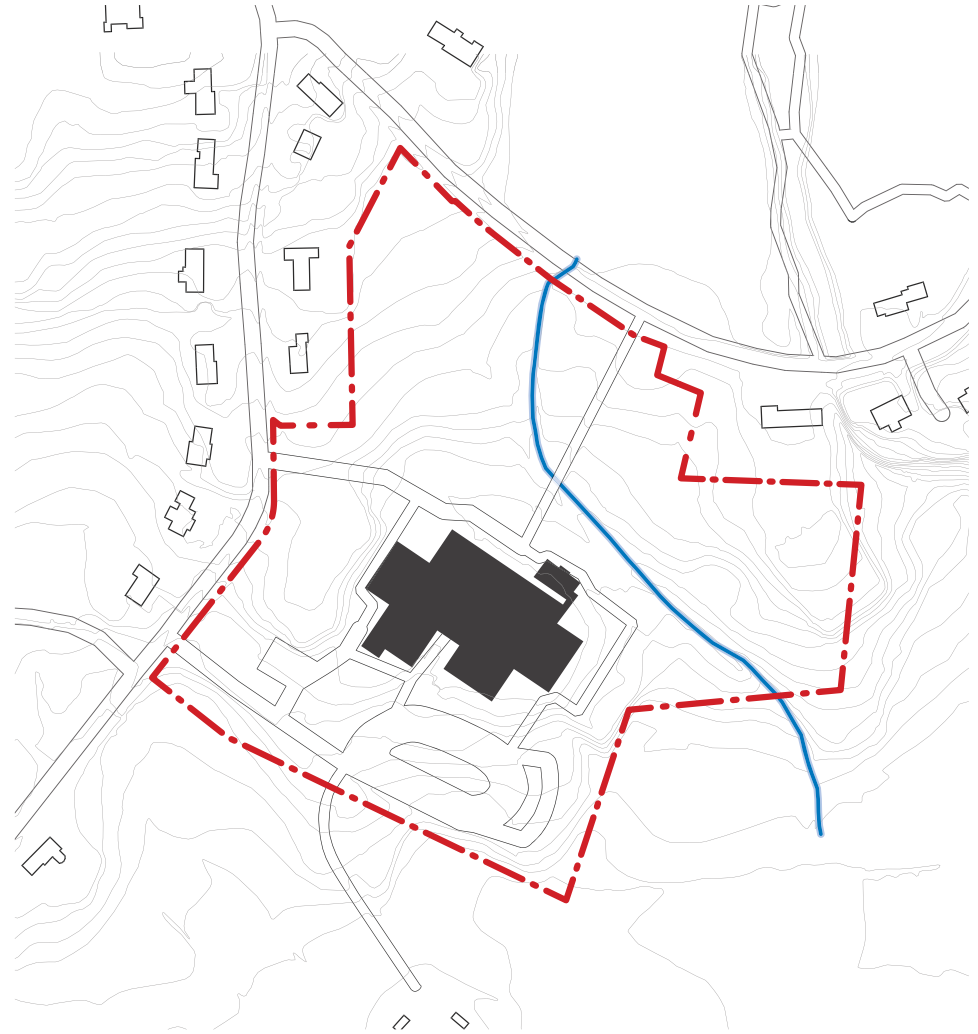
Site Opportunities and Challenges / Site Selection



Site Opportunities and Challenges / Site Selection









ARROWSTREET CT DOUGLAS ELEMENTARY SCHOOL Acton Boxborough, Massachusetts



COMMUNITY FORUM / November 29, 2018

Scheme Options / Site & Program Combinations

SCHOOL SITE		DOUGLAS	DOUGLAS + GATES	DOUGLAS + CONANT	
		A	B	C	
DOUGLAS					1
DOUGLAS + ELM					2
GATES					3
CONANT					4

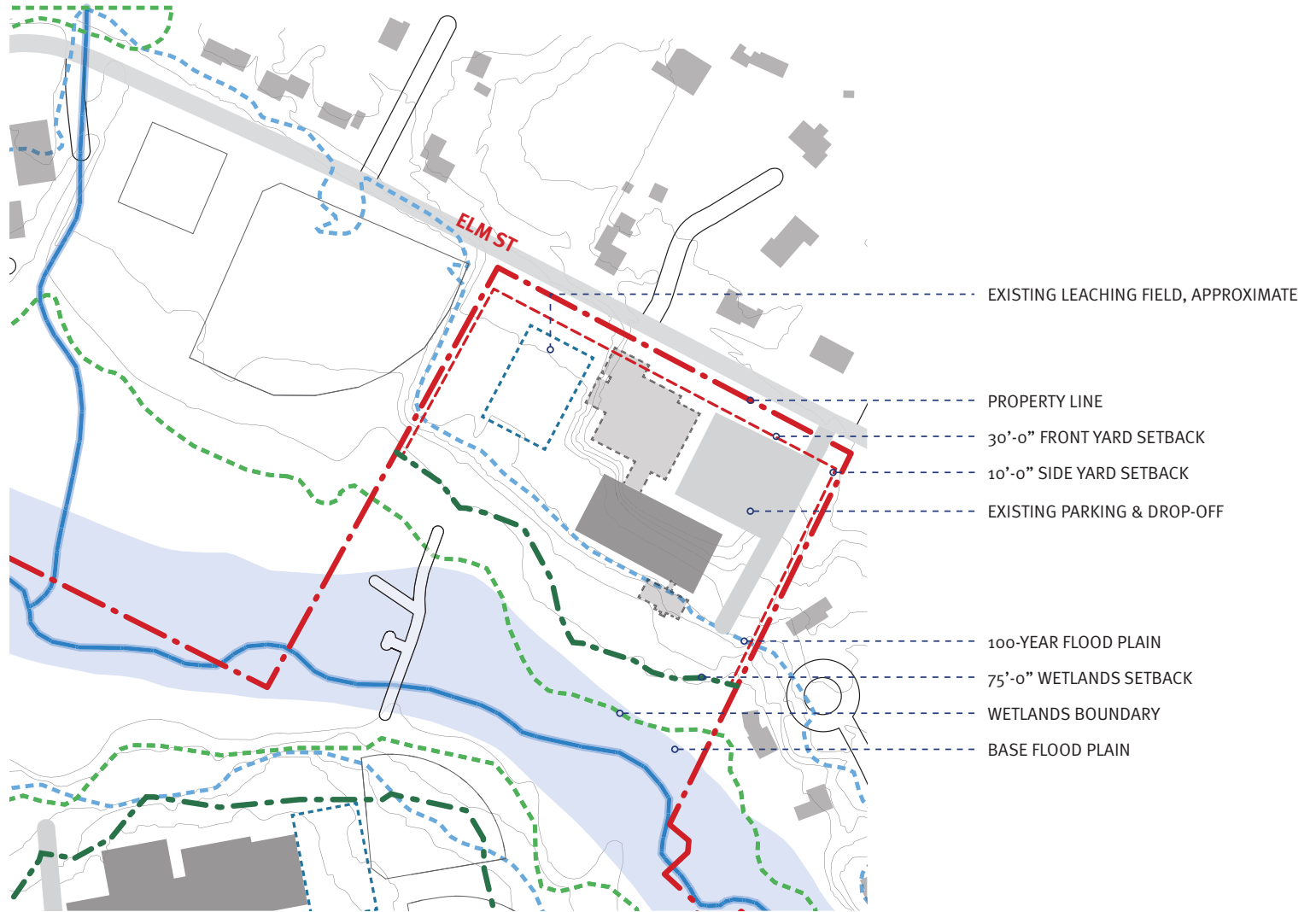
-  NEW SCHEME
-  ADDITION/RENOVATION

SF SHOWN ASSUMES GYMNASIUM (6,000 SF) AND CAFETORIUM (4,875 SF) ARE DOUBLE-HEIGHT

Douglas Site - Existing

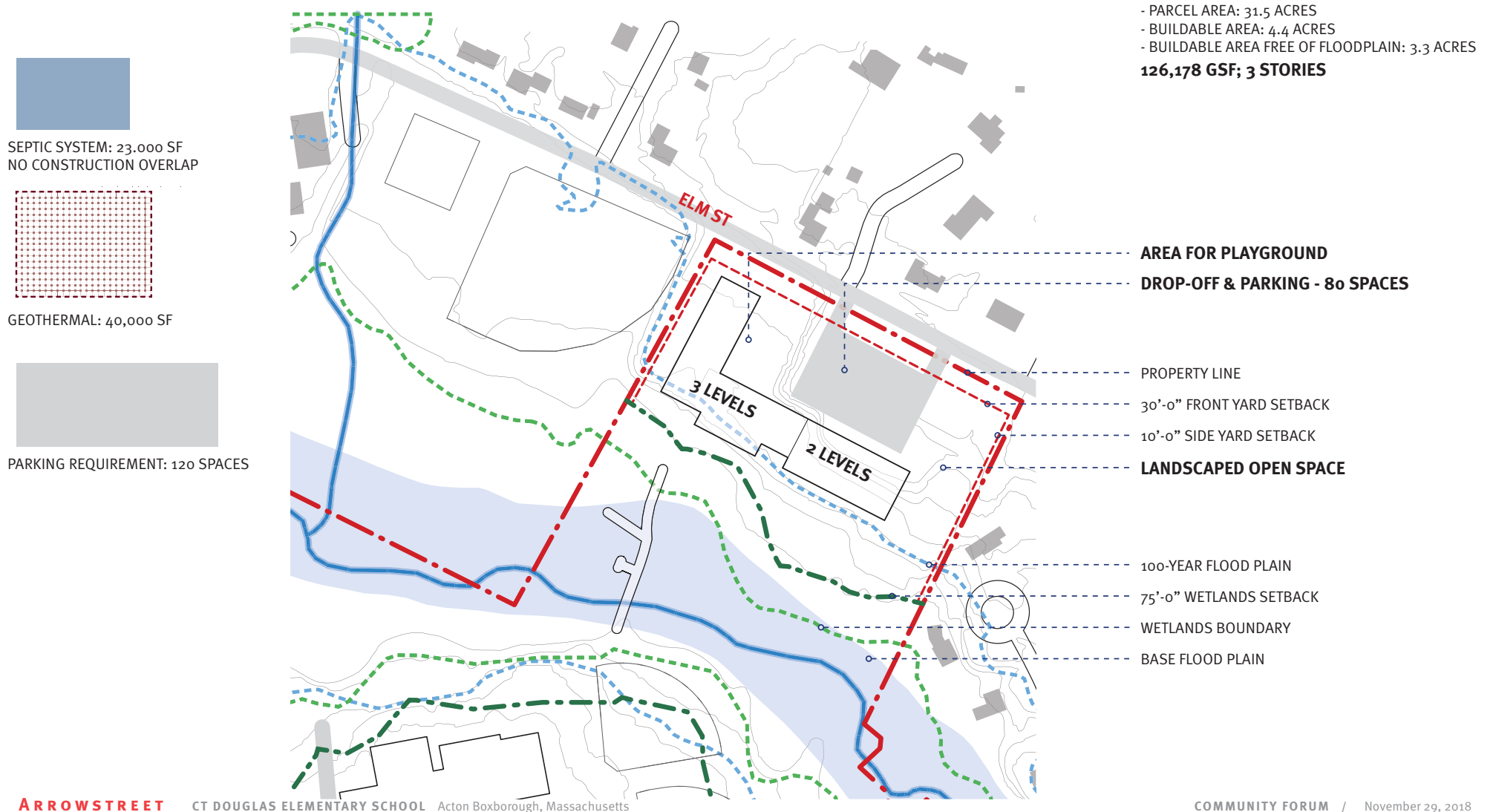


Option 1: Base Code Upgrade - MSBA Baseline Case for Comparison
Not feasible due to projected student enrollment

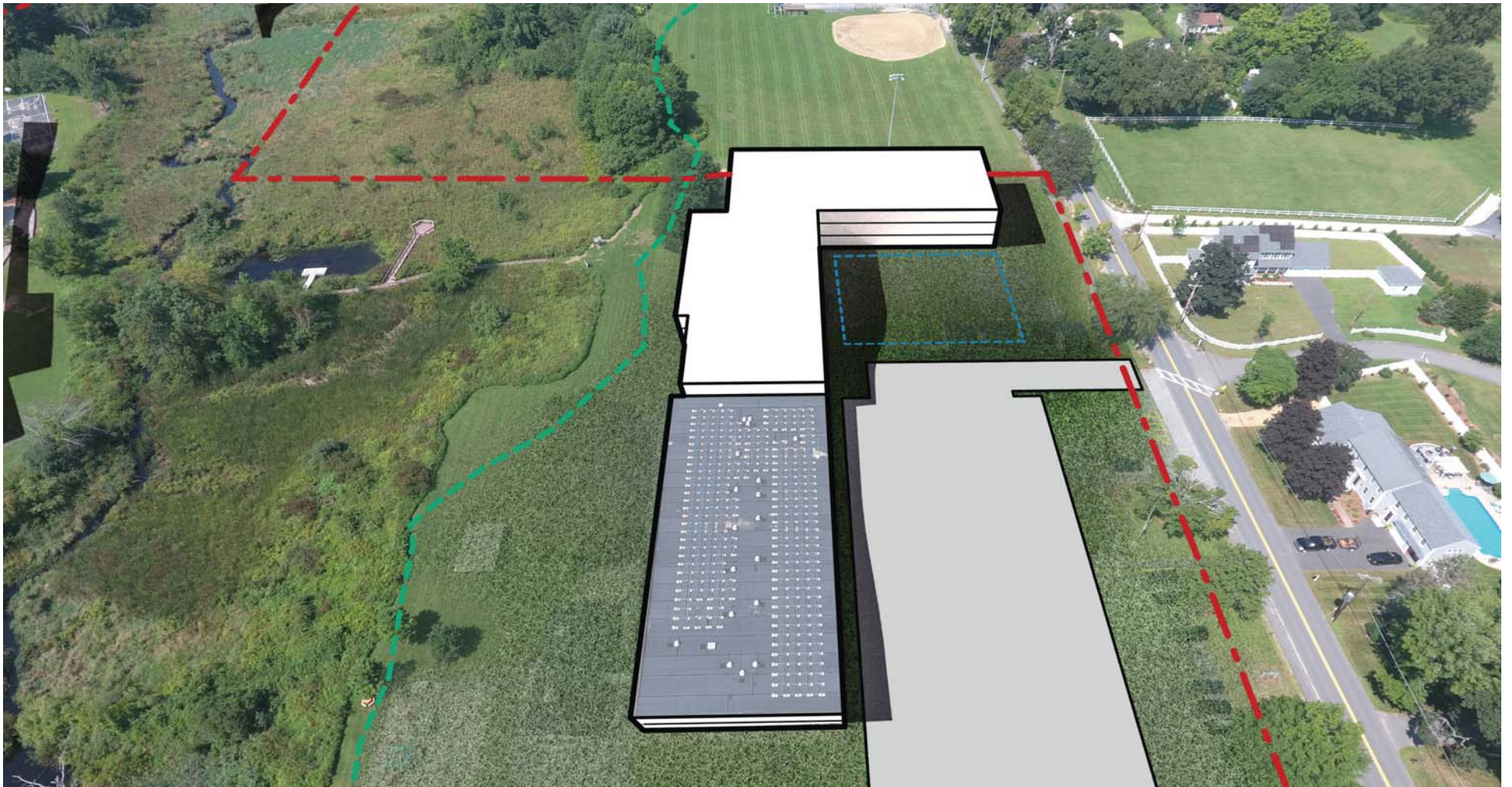


Option 2: Douglas School on Douglas Site - Addition/Renovation

Not feasible due to site constraints and construction phasing

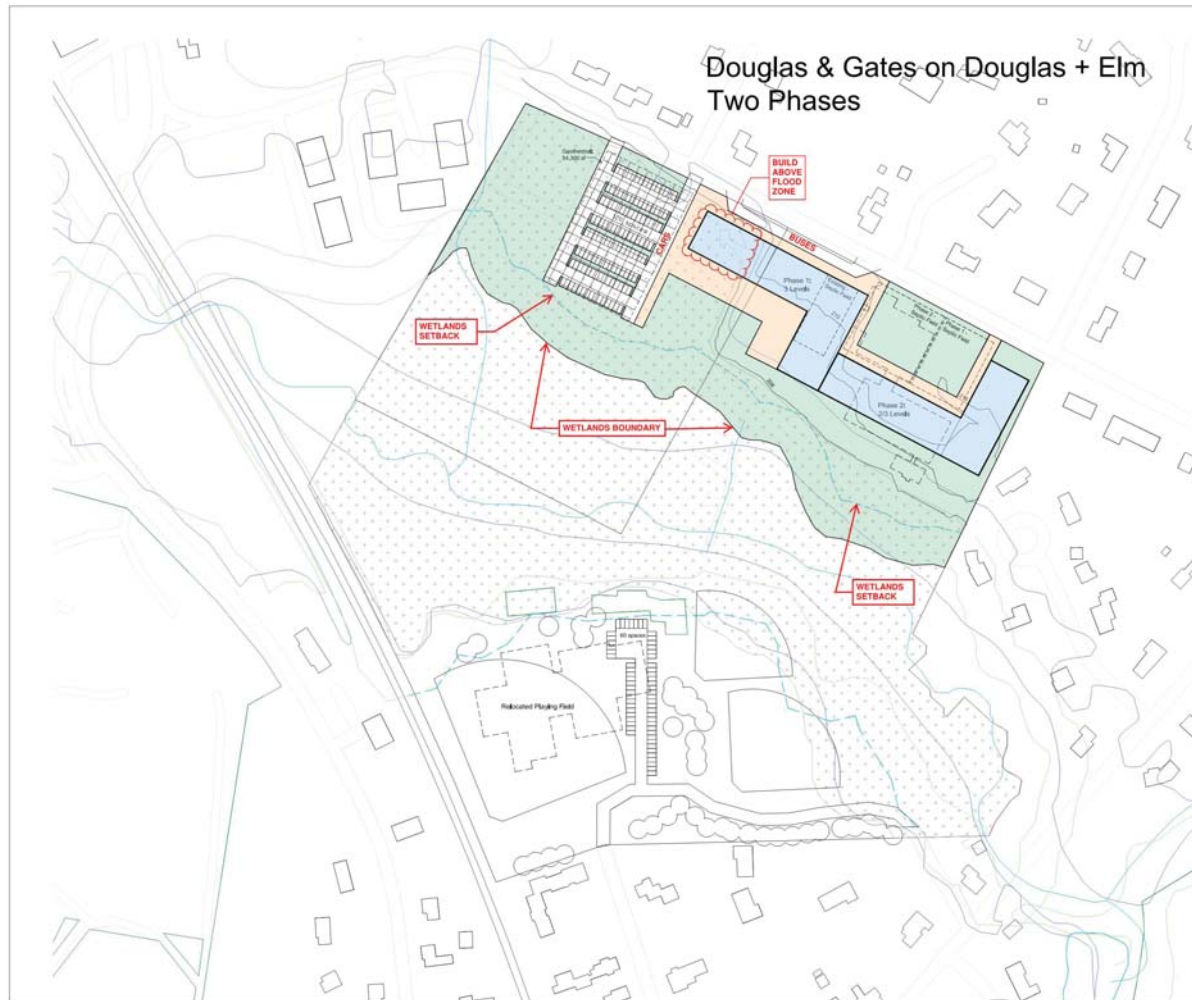


Option 2: Single Douglas School on Douglas Site - Addition/Renovation



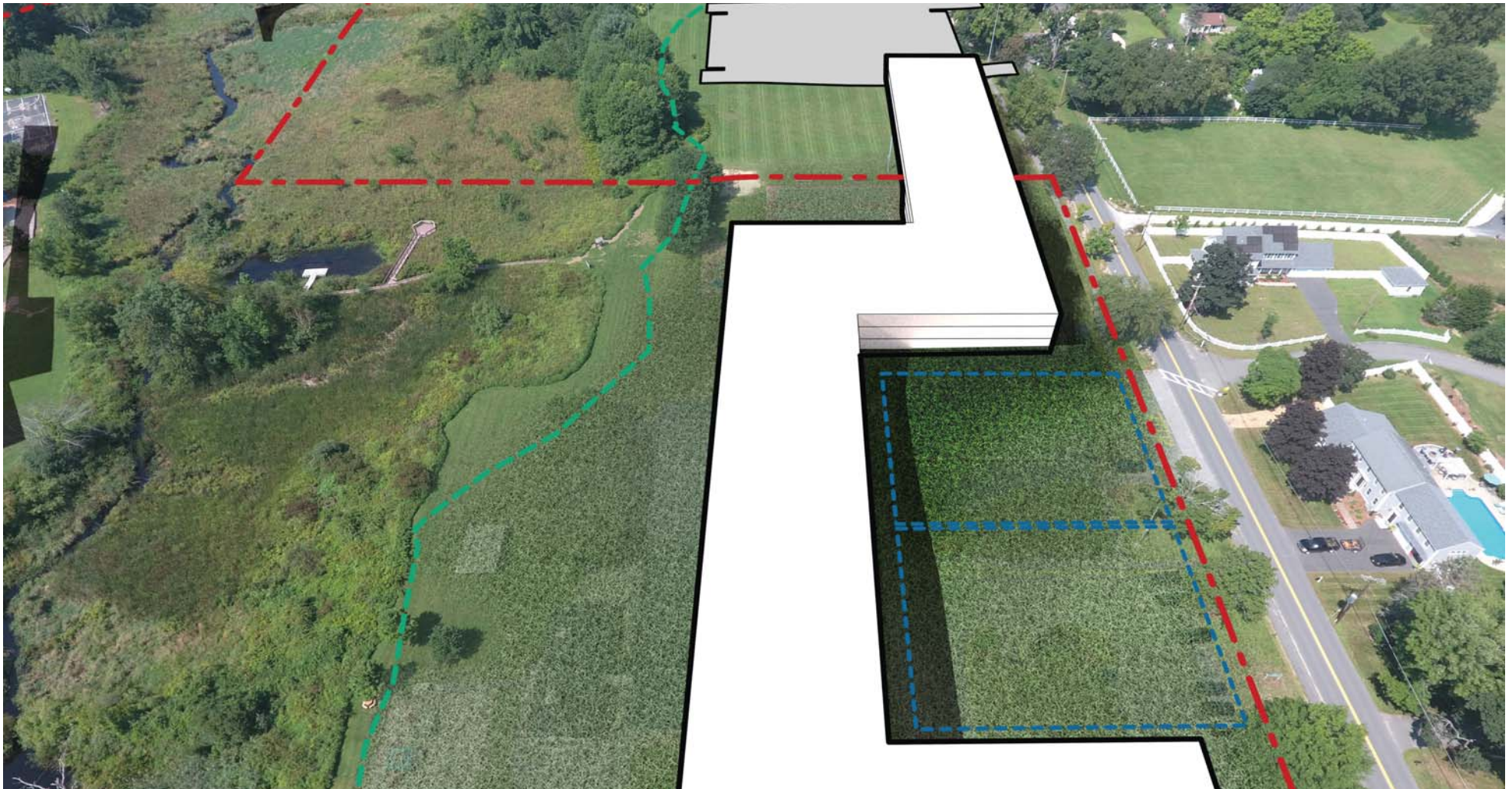
Option 3: Douglas and Gates School on Douglas & Elm St. Playground Site

SBC decided to not to pursue a project on the Douglas site on 11/14/2018



Option 3: Douglas and Gates School on Douglas & Elm St. Playground Site

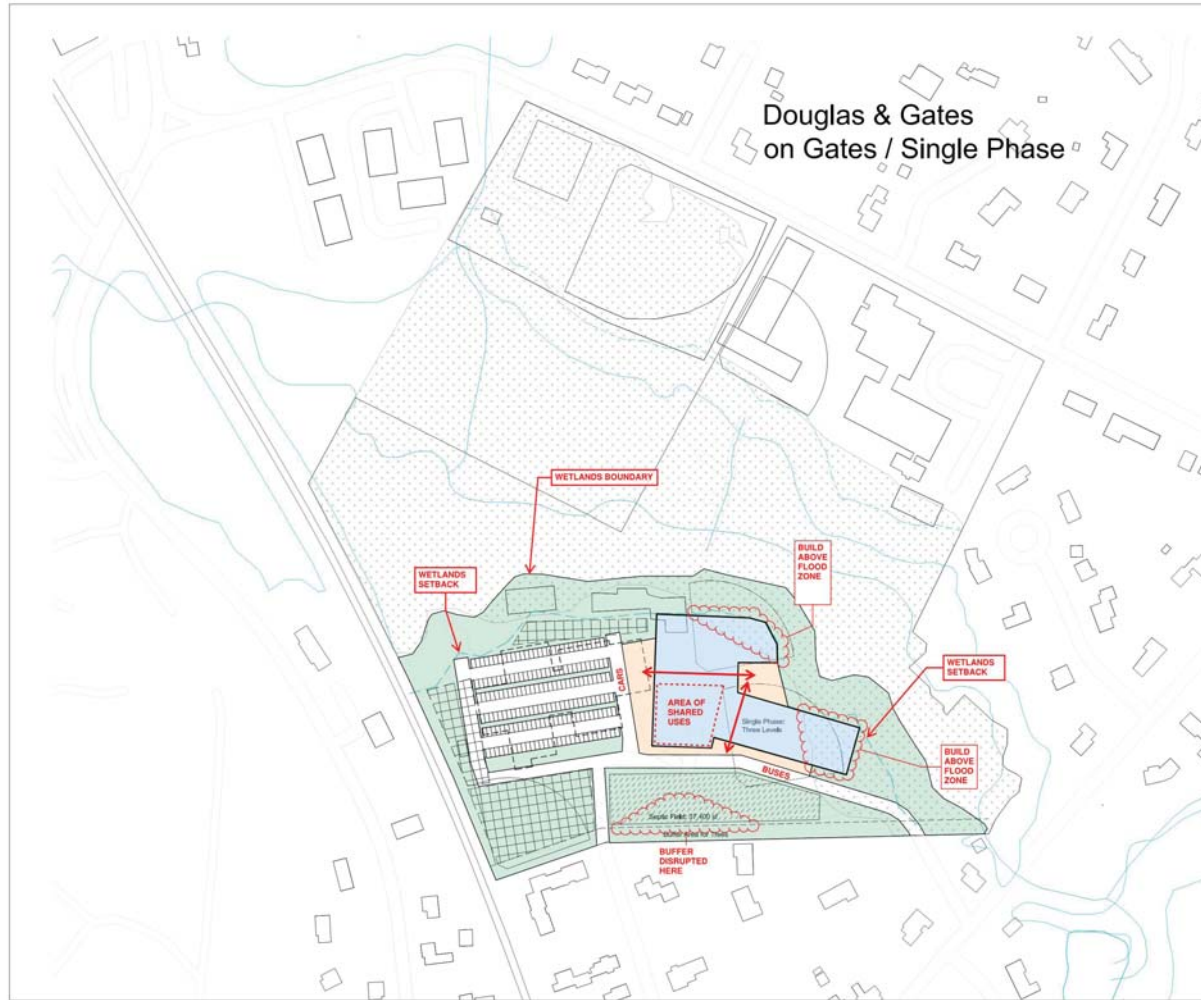
SBC decided to not to pursue a project on the Douglas site on 11/14/2018



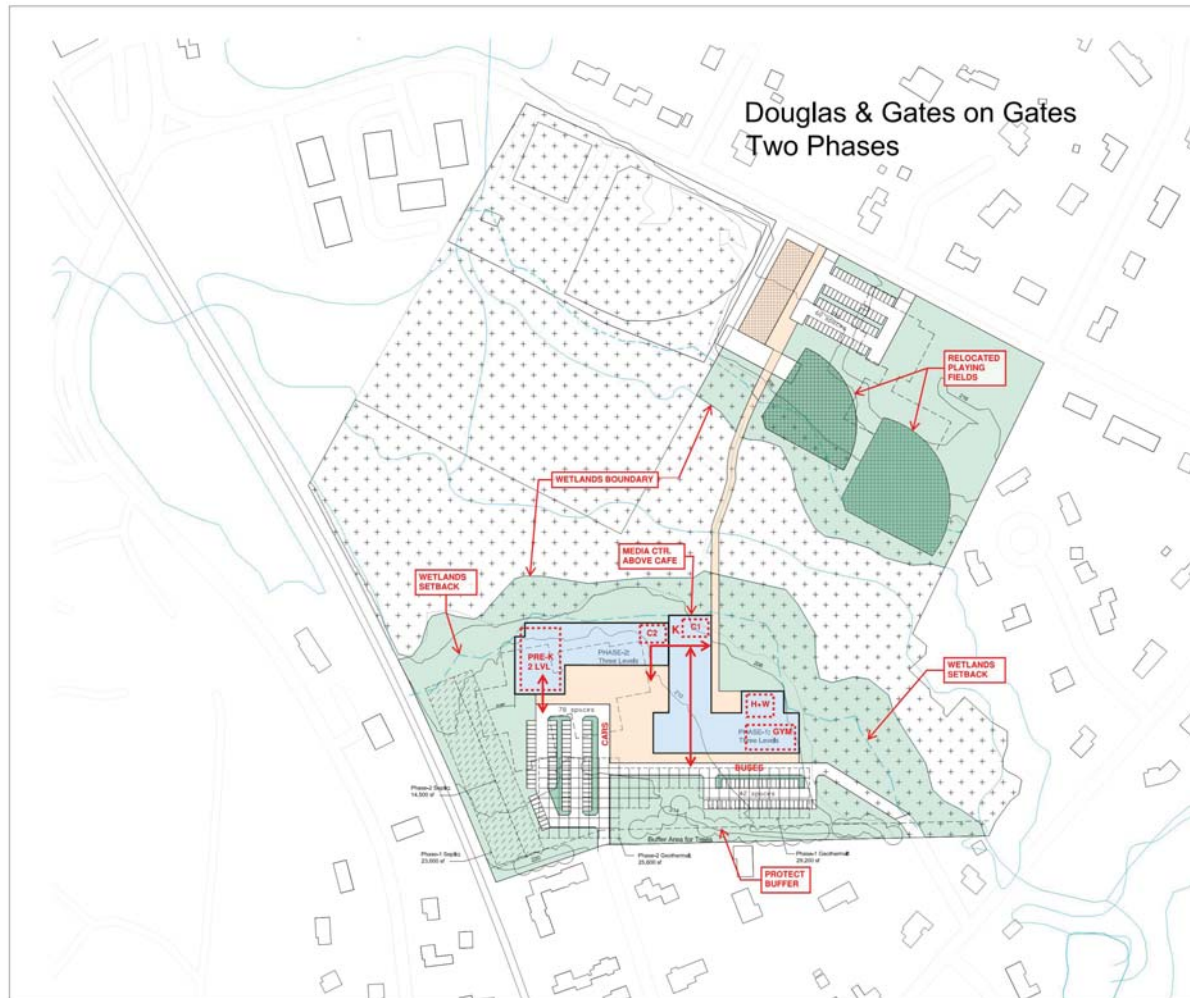
Gates Site / Existing



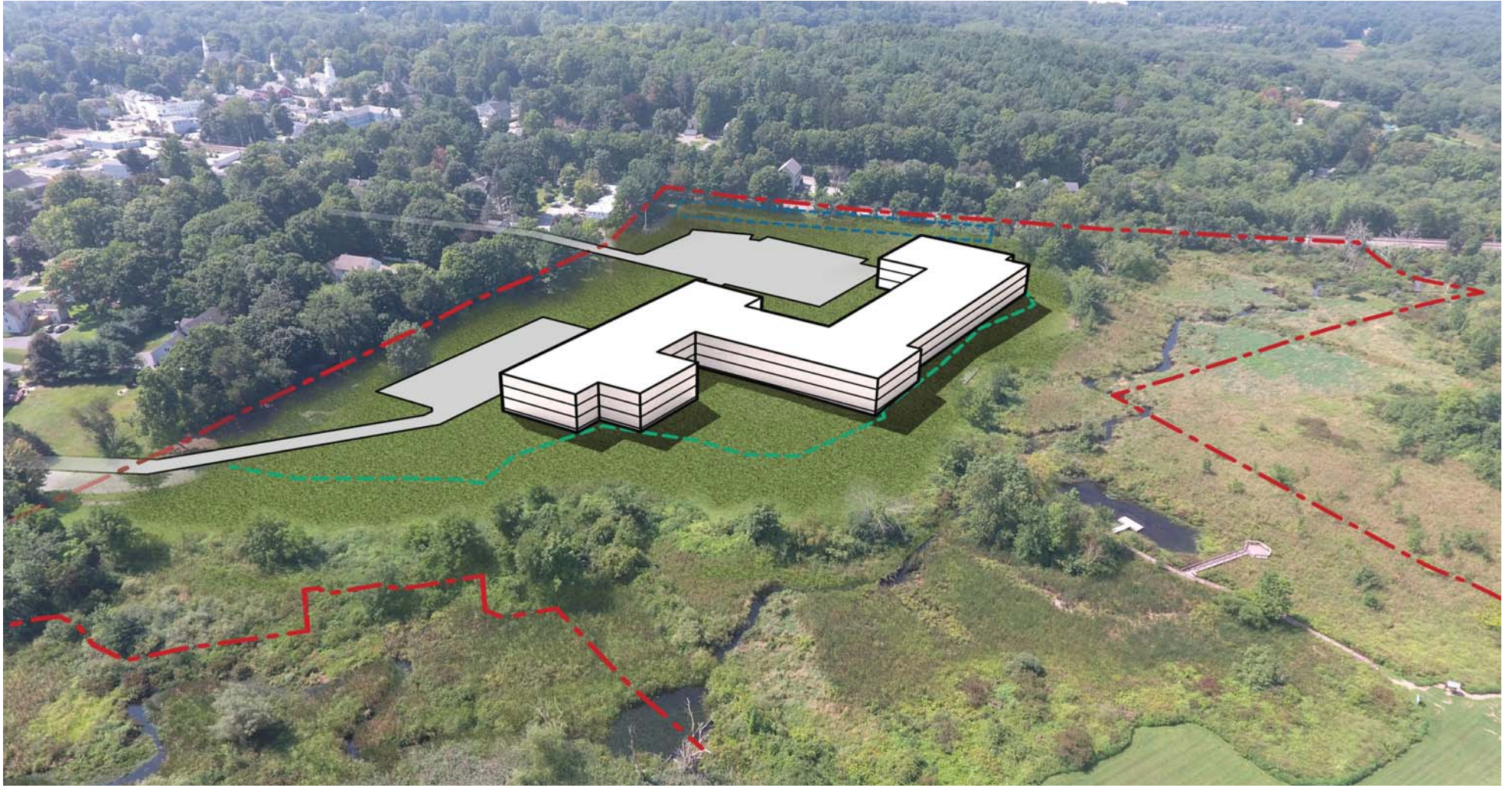
Option 4A: Douglas and Gates School on Gates Site Single Phase Alternative



Option 4B: Douglas and Gates School on Gates Site Two Phase Alternative



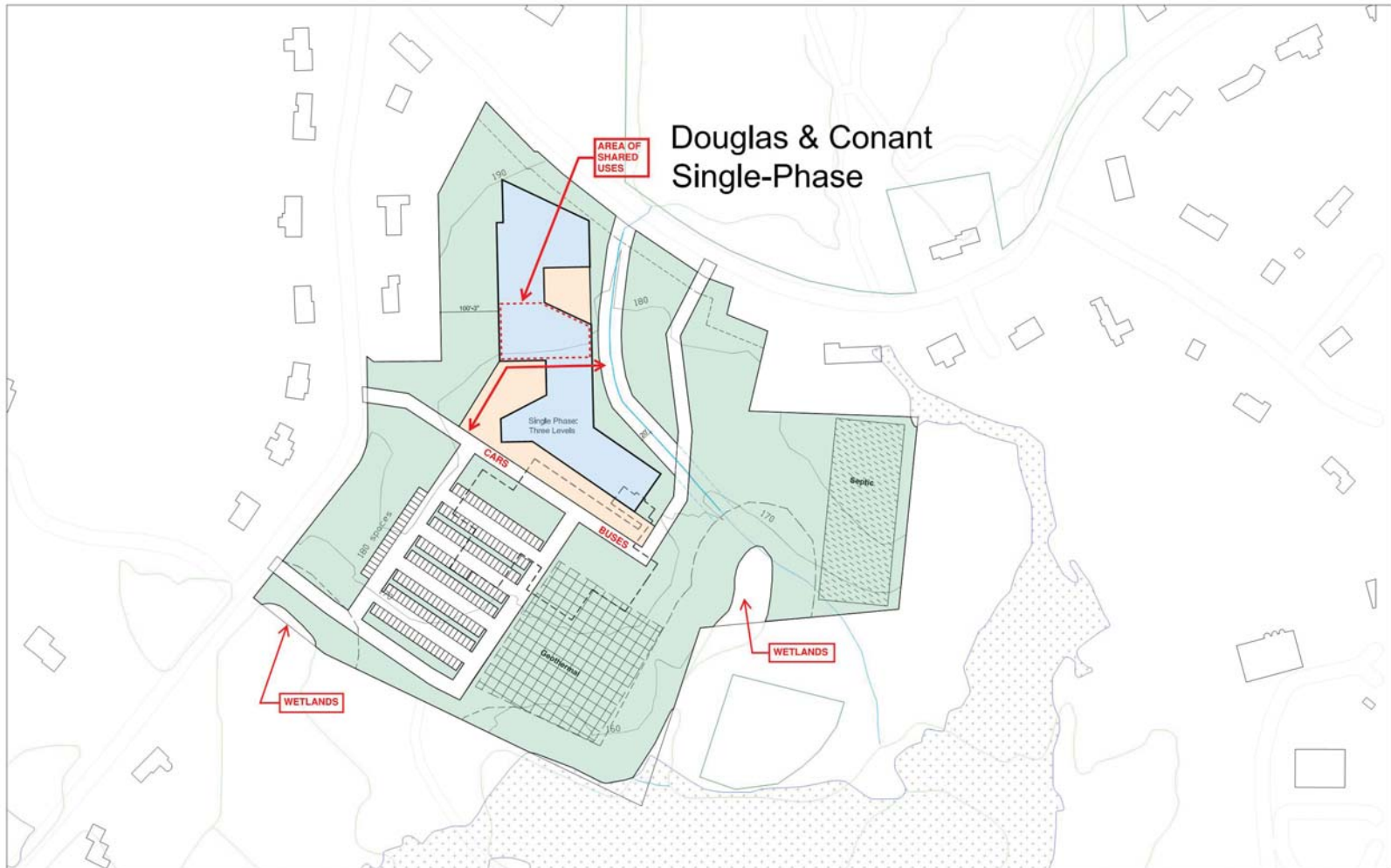
Option 4B: Douglas and Gates School on Gates Site
Two Phase Alternative



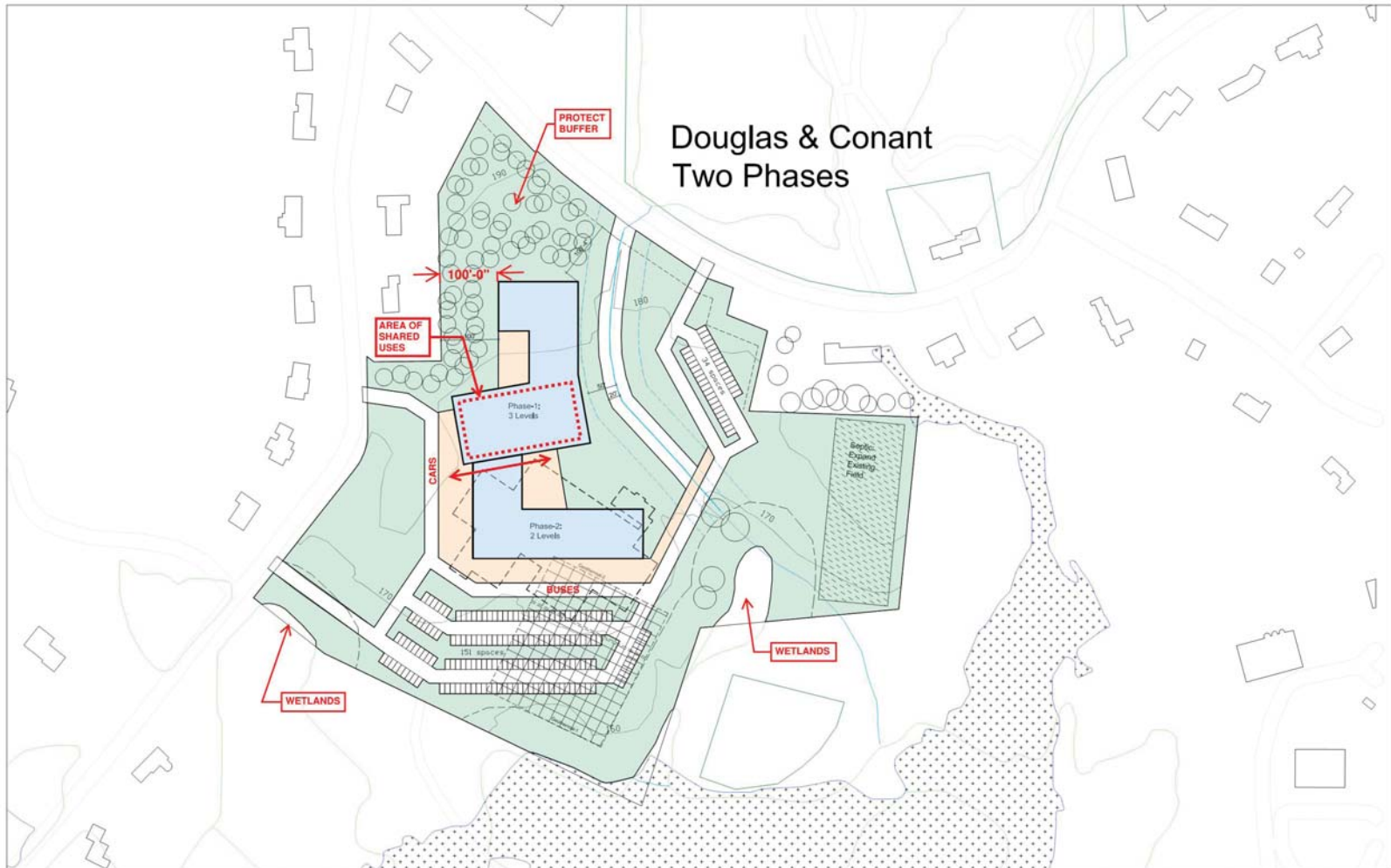
Conant Site / Existing



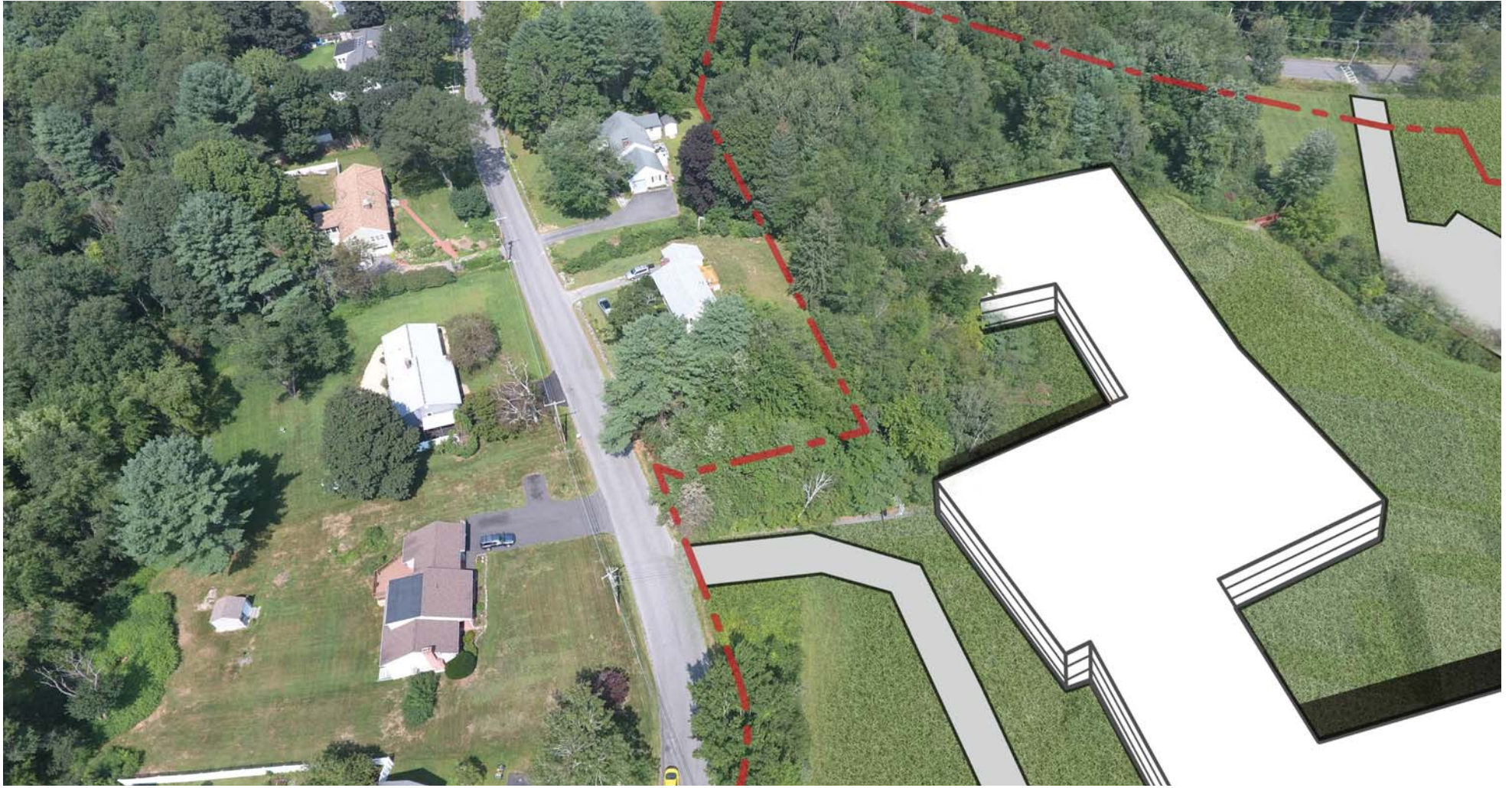
Option 5A: Douglas and Conant Schools on Conant Site Single Phase Alternative



Option 5B: Douglas and Conant Schools on Conant Site Two Phase Alternative



Option 5B: Douglas and Conant Schools on Conant Site
Two Phase Alternative



Meetings prior to Site Selection

November 26, 2018	Sustainability Workshop
November 27, 2018	Community Forum
November 29, 2018	Community Forum
December 12, 2018	School Building Committee Meeting
December 13, 2018	Follow up with School Committee
December 19, 2018	School Building Committee Meeting
January 2, 2019	Preferred Schematic Report Submission to MSBA

Schematic Design (MSBA Module 4) / Schedule

February 18, 2019	Begin Schematic Design
May 15, 2019	Schematic Design Pricing Set
June 26, 2019	Inform MSBA of Project Estimate
July 10, 2019	Submit Schematic Design Report
August 28, 2019	MSBA Board Meeting

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
School Building Committee (SBC) Draft Minutes

R. J. Grey Library
16 Charter Road, Acton, MA 01720

November 14, 2018
7:00 p.m.

Members Present: Mary Brolin; Adam Klein; Maya Minkin (*left 8:40pm*); Peter Light; Marie Altieri; Peter Berry; Jason Cole;; Bob Evans; Bill Hart; JD Head (*left 8:45pm*); Gary Kushner; Lynne Newman; Maria Neyland; Katie Raymond; Mac Reid; Chris Whitbeck.

Members Absent: Amy Krishnamurthy; Dennis Bruce; Becca Edson.

Other: Karen Coll; David Verdolino; Damian Sugrue, Conant Principal; Kate Crosby, ABRSD Energy Manager; Representatives from Skanska: Chuck Adam, Victoria Clifford, Sovathya Sar; Representative from Arrowstreet: Emily Grandstaff-Rice; members of the public.

1. Mary Brolin called the meeting to order at 7:00pm.

2. Further Presentation of Site Options and Discussion

The committee reviewed the five preliminary alternatives: a basic code upgrade of the current Douglas school, a renovation/addition to Douglas on its current site, and three twin school options on the various sites. There are concerns about limiting construction to an addition/renovation of Douglas school: the building would be very long and tall, and fairly close to Elm Street, and there could be negative impacts on traffic flow. The committee did not rule out a single school but, for this meeting, the focus was on the twin school options.

Emily Grandstaff-Rice presented slides illustrating each alternative, showing potential siting of buildings on each property. There were differences in the types of buildings that could be built with a single-phase construction process compared with a two-phase process. To construct a building in a single phase the entire school would have to be built around the existing building; if construction is done in two phases, there would added costs but there would also be more flexibility in how the site could be used, which would help with the massing (height), orientation and location of the school. Emily noted that reducing the footprint of a building would generally increase the height.

All of the twin school options are based on the following assumptions:

- The building will be 187,000 sq. ft.
- There should be parking for 180 cars.
- The footprint should be minimized to the extent possible to avoid floodplains; this will result in 3-story solutions.
- Landscape buffers should be preserved.
- Bus and other vehicular traffic should be separated to the extent possible.
- Septic fields can't be located within wetland setback areas, and can't have traffic or parking above them.
- Geothermal fields can't be located within wetland setback areas but could be in floodplains and could have parking lots or playing fields above them.
- The natural landscape should be a focal point of the site.

Based on feedback from the Visioning sessions, one additional goal would be to create multiple smaller play areas rather than a single large playground.

Committee members discussed each of the twin school options. Potential building designs were developed to incorporate data on the impact of orientation and massing on solar benefit and energy usage, including window-wall ratios, north-south orientation, and the mix of sun and shade in protected outdoor spaces.

- A Douglas-Gates school on the Douglas and Elm Street site – comments and questions included:
 - This site is challenging in many ways, especially due to the wetlands setbacks and 100-year flood plain boundaries. It would be a very long building with few options for orientation and massing. Design can soften the size so it doesn't look as big, such as breaking up the façade, or locating a third story at the back of the building.
 - Incorporating multiple entrances could be difficult.
 - The building would have to be constructed in two phases, and would result in a combination of two and three stories with, potentially, a section elevated above the floodplain on stilts. Part of the septic system would be built in phase 1; the remainder would be part of phase 2.
 - The distance to the parking areas from the farthest parts of the building is about the same as it would be for a Douglas-Gates school on the Gates site with parking located on the Douglas site.
 - As the committee has explored the Douglas/Elm Street site, it has seemed less feasible.

- A Douglas-Gates school on the Gates site – comments and questions included:
 - The wetlands present a space constraint.
 - The designers are trying to locate the building away from the train tracks for the acoustics.
 - A single-phase project would have to be three stories, and could not be optimally oriented.
 - Committee members discussed the prospect of locating some parking and playground areas on the Douglas site, across the pedestrian bridge. Katie Raymond was concerned that parking on the other side of the stream could be an issue for some staff and families. Putting staff parking on the school (Gates) side and parent parking on the Douglas side could reduce traffic in bus areas. JD Head noted that the distance from the building to the parking areas on the Douglas side is about 500 feet, roughly the same as the distance from the Parker Damon Building to the upper PDB parking lot.

- A Douglas-Conant school on the Conant site – comments and questions included:
 - Questions were raised about the location of parking and playgrounds, as well as bus and car entry/exits.
 - Maya Minkin said that the major access routes to Conant could be a plus, while Peter Berry said that traffic on the local roads could be a concern.
 - Marie Altieri noted that Acton's population growth is largely in North Acton, and that the Conant site is closer to that part of town.

A two-phase construction process allows better options for siting and sustainability, but there would be added costs. We will need information about the cost differentials. Adam Klein said that the community would have to be willing to pay the differential. Emily said that cost information will be available by the December 12th meeting, giving the committee a week to review it before choosing a preferred solution to include in the PSR at the December 19th meeting. Phasing would allow us to get some students into the building, but it would probably be a 3-year project, 18 months per side. Part of that time would not be actual construction but would be site and prep work.

Condensing the footprint of the structure could provide some benefits, including the ability to locate parking and playgrounds closer to the building. The tradeoff would be increasing the massing (height) of the structure. Chuck Adam worked on two recent 3-story elementary school building projects that don't look as big as they are: the Hurd Wyman school in Woburn and the Penn Brook school in Georgetown. Emily also

mentioned the Angier school in Newton. The specific site and the building design can make a difference. Mary Brolin noted that all of the twin school options have three story sections.

Concerns were raised about the impact of doing construction while students were onsite, including noise and other distractions. Committee members' past experiences have been mixed; Mac Reid said that the renovation of the junior high had been manageable even though much of the work was in the interior while students were in the building; the twin school project would not be inside areas of a building in current use. Lynne Newman had taught in a school under construction and found it distracting and disruptive. Some children and adults will be more sensitive to the noise than others. Chris Whitbeck heard concerns from many parents at kindergarten night about whether their children would be going to school in a construction site. JD Head said that the quality of the general contractor and construction team could have a big impact.

Gary Kushner asked about the possibility of relocating students offsite during construction, perhaps to a vacant office park in Boxborough, allowing demolition of the existing building and a single-phase construction process. That would also give us a clean slate for siting the building. Students would have to be moved to another location for at least two years.

Mary asked whether Acton families would be willing to bus students to Boxborough for two years or longer. We would have to pay to retrofit the office park for school use, which Chuck said would not be reimbursable by the MSBA. Skanska will estimate outlays and reimbursable expenses for each scenario. Marie said that moving students offsite could be positive if it shortens the duration of the project and eliminates the distractions of construction. Arrowstreet will look at options for having students offsite during construction.

Members discussed potential political sensitivities around relocating one of the elementary schools to a different permanent site. Katie Raymond had concern that moving Douglas to the Conant site could provoke resistance by both the Douglas and Conant communities. Jason Cole had the sense that Conant families might be resistant to having the building at their site. Chris Whitbeck said that there are 104 daily walkers (38 families) to Douglas, and relocating the school could cause concern. Maria Neyland suggested that having a school closer to Boxborough could be attractive to Boxborough residents. Bob Evans felt that people would be more interested in their school programs than the site itself.

The committee will need feedback from the community on a variety of issues, including

- A 3-story structure
- Single phase versus multi phase construction
- Doing construction while students are onsite
- Potential concerns about the location of the new school

Despite concerns about the Douglas/Elm Street combined site, we should present it at the community forums; we can let the public know that we explored it and determined that it wasn't a feasible option.

3. Community Forum Schedule, Content Including Survey Options, and Dates on School Committee Agenda

- a. Emily will make a presentation at the School Committee meeting on November 15, 2018. Feedback will be shared with the SBC at the December 12th meeting.
- b. Community Forums will be held on November 27th and 29th at 7:00pm in the RJ Grey Library. Mary shared the flyer publicizing the forums, which was sent to all families through Bright Arrow and is being sent to all staff as well as community groups, day care centers and others. The three principals felt that they could keep their staffs informed without a separate staff forum.

c. There will be follow up with School Committee at their December 6, 2018 meeting.

4. Update on Schedule – Chuck reviewed the budget tracker and project timeline. Emily reviewed the schedule of major dates for Modules 3 and 4 and outlined the contents of the PSR.

5. Initial Feedback (if any) with MSBA on PDP –

The MSBA has sent an email confirming receipt of the Preliminary Design Program (PDP), which was submitted on November 7th, and stating that the document was complete. They will get back to us by December 6th with their comments, after which we will have 14 days to respond. It is unlikely that the committee would need to re-vote the PDP. In the meantime, we are continuing to assess existing conditions that will be part of the Preferred Schematic Report (PSR), which is due to the MSBA by January 2nd, 2019.

6. Brief Overview of MSBA Reimbursement and Eligible Costs

Chuck Adam reviewed a list of costs that were eligible and ineligible for MSBA reimbursement and will make a more detailed presentation in January. The MSBA limits site reimbursement to 8% of approved building costs; we will go over the 8%, especially if we run into issues like ledge on the Conant site. Emily showed proposed space summary sheets for each twin school option, including MSBA reimbursable space calculations. There may be some flexibility in some of these numbers; for example, we may go over the limits in some areas, such as SPED spaces, and the MSBA may approve the increases.

7. Sustainability Workshop Scheduled for November 26, 2018 – This will be held in the Administration building auditorium from 9:00am – 11:00am. Information has been sent to a number of town boards and groups, including the Boards of Selectmen, the Finance Committees, town energy committees and others.

8. Communication with Building Committee – Mary reminded committee members to send questions to her rather than to Emily or Chuck.

9. Invoice Approval – Arrowstreet and Skanska Invoices

Adam Klein moved, Maria Neyland seconded, Jason Cole abstained and the Arrowstreet and Skanska invoices were unanimously approved.

10. Mary asked if members of the public had comments or questions. One Douglas parent, an abutter whose children are walkers, was glad to have seen how the committee arrived at the current point in its decision-making process; after seeing the drawings of potential school layouts on the Douglas and Elm Street properties, she would oppose such a building. Another member of the public expressed the concern that, because the ability to walk to Douglas is a draw to some families, property values in the neighborhood could be reduced if Douglas was no longer nearby.

Mary reminded committee members that the meetings on both December 12th and December 19th are important meetings to attend.

Jason Cole moved, Adam Klein seconded, and the meeting was adjourned at 9:10pm

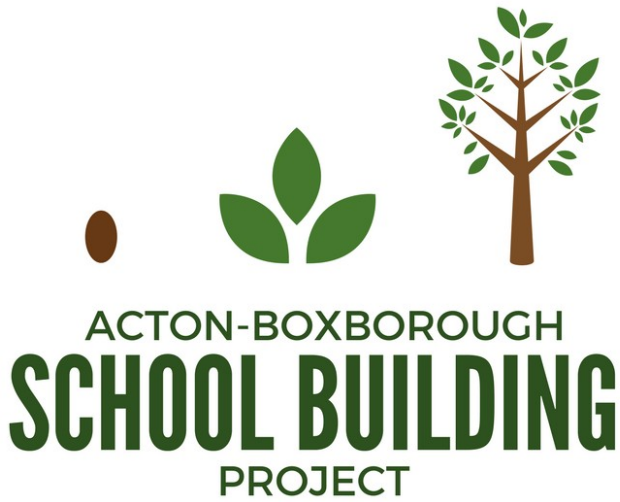
Respectfully submitted,
Karen Coll

Documents Used

Skanska Project Schedule and Overview of MSBA Reimbursement Guidelines
Skanska Project Budget Tracker and Skanska/Arrowstreet Invoices
Flyer – Community Forum on School Building Site Options
Proposed Space Summary – Douglas/Conant
Proposed Space Summary – Douglas/Gates
Proposed Space Summary – Douglas Addition/Renovation

Next Building Committee Meetings (all in RJ Grey Library unless otherwise noted):

December 12, 2018
December 19, 2018 (*in Administration Building Conference Room 13*)
January 9, 2019
February 13, 2019 (*need to reschedule due to conflict with SC meeting*)
March 13, 2019
April 10, 2019
May 8, 2019
June 12, 2019



SCHOOL BUILDING SITE OPTIONS

ABRSD is partnering with the MA School Building Authority on a feasibility study for a potential new elementary school.

The preferred option is a building that would house two separate elementary schools and the district preschool program.

There are two potential locations for the new facility:

Gates property - Douglas, Gates, PreK

Conant property - Douglas, Conant, PreK

School Building Project Survey

(Scan the barcode from your mobile phone to participate)



We are seeking community input on the sites and other aspects of the school building project via a survey.

Visit:

<https://goo.gl/forms/NZBsCVGfB5Dulw2X2>

Or go to abschools.org, click on School Building Project icon on the top left

Follow us for updates!



@_ABSBP



@abschoolbuildingproject



Acton-Boxborough School Building Project



For more information visit abschools.org or email abbuilding@abschools.org



Acton-Boxborough Regional School District

15 Charter Road - Acton, MA 01720
www.abschools.org

Finance Department
David A. Verdolino, Director
(978) 264-4700
dverdolino@abschools.org

December 6, 2018

To: School Committee
Re: ABRSD Student Activity Funds

Members –

Accompanying this cover memo, please find the authorized student activities (i.e., clubs, events, activities, teams, classes, etc.) as submitted by the principals of each of the following schools:

- A-B Regional High School
- R.J. Grey Junior High School
- Blanchard Elementary School

Consistent with School Committee Policy (JJ-F), I am hereby requesting that you consider taking the following VOTE:

“to approve the accompanying lists of proposed student activity funds for Blanchard Memorial School, R.J. Grey Junior High School and Acton-Boxborough Regional High School, each as recommended by the respective building principals, as the officially recognized clubs, teams and other organized student activities for the 2018-2019 school year.”

For your information, the independent auditors will be conducting a review of the student activity funds for Blanchard Elementary later this year; I will present their reports at that time.

Thank you for your attention in this matter.

ABRHS - Student Activities
Authorized Clubs for the 2018-2019 School Year
as of October 31, 2018

Student Activity	Faculty Advisor	Purpose
A Capella Group	Jen Moss	Performing Arts group
AB Buddies	Tammy Morgan & Jodi Chu	Student social and game group - associated with Best Buddies
AB Human Rights/Girl Up/Unicef	Kristen Ervick	International Human Rights interest group
AB Wrestling	Maurin O'Grady	Athletic group
Academic Decathlon	Andrew Crick	Academic Team
Academic Decathlon - National Championship Acct	Andrew Crick	Academic Team - National Championship Account
Acton-Boxborough Community Outreach (ABCO)	Jodi Chu	Student service group (includes subgroups of Dante and Red Cross)
Ambassadors	Shannon Dandridge, Jennifer Harris	Student Mentor and School Service Program
Anime Crew	TBD	Japanese Anime interest group
Archery Club	David James	Special interest group
Art Club	Eliza Greene	Community Service and Art interest group
Art Students	Nat Martin	Philanthropic - students sell art and proceeds are donated to community non-profit organizations
ASHA for Education	Wioletta Pawlowska	South Asian Culture awareness/philanthropic group - associated with International Asha organization
Badminton Club	Rixin Li	Special interest group
Ballroom Dance Club	Tara Ann Sujko	Special interest group
BioBuilder Club	Aaron Mathieu	Academic Team
Charms (Harry Potter Alliance)	Katie Rossignol	Special interest group
Chess Club	Darin Gwin	Special interest group
Chinese Culture Club	Rixin Li	Special interest group
Chuckle Sandwich	Jessica Harms	Performing Arts group
Class of 2013	Maura Champigny & Karin Drowne	Student Government
Class of 2014	Amanda Matthews & Mike Romano	Student Government
Class of 2015	Nikki Jeannotte & Carolyn Smiley	Student Government
Class of 2016	Rick Kilpatrick & Dan Drinkwater	Student Government
Class of 2017	Bill Noeth & Susan Root	Student Government
Class OF 2018	Michael Csorba & Katelyn Saaristo	Student Government
Class OF 2019	Bill Noeth	Student Government
Class of 2020	Sue Bohmiller	Student Government
Class of 2021	Jodi Chu	Student Government
Class of 2022	Tina Vanasse & Lynn Hurley	Student Government
Classics Club	Meredith Morgan	Academic Team
Common Ground	Alec Lewis	Special interest group
Envirothon Club	Fred Hohn	Academic Team
eSports	TBD	Special Interest and Competitive Team
Exercise Science Club	Kerri Chartier	Special interest group
Fashion Club	Adrienne Calotta	Special interest group
Field Trips	Maurin O'Grady	Student Education and Travel

ABRHS - Student Activities
Authorized Clubs for the 2018-2019 School Year
as of October 31, 2018

Student Activity	Faculty Advisor	Purpose
Field Trips - Chinatown	Rixin Li	Student Education and Travel
Field Trips - MCI Shirley	Maurin O'Grady	Student Education and Travel
Field Trips - Regatta~NARA Park	TBD	Student Education and Travel
Film & Video Club	Nat Martin	Special interest group
Finance, Investing, Stocks and History (F.I.S.H.)	Katie Rossignol	Special interest group
Fire & Rain Club	Patricia Braunegg	Special interest group
Foreign Exchange	Larry Dorey	Student Education and Travel
French Club	Nicolas Cosseron	Special interest group
Future Business Leaders of America (FBLA)	Kay Steeves & Katie Rossignol	Special interest group
Gardening Club	Elisabeth Ryden	Special Interest Group
Girls in Science	Eleni Kakaliou	Special Interest & Mentor group
Girls Who Code	Kirk Marshall & Jessica Carabellese	Special Interest group
HOSA - Future Health Professionals	Sue Ropiak	Special interest group
Idea Lab	Sue Nugent	Technology interests and skills
Industrial Arts - Specialty Wood	Jack Kline	Specialty products for projects
Interact Club	Carrie Deblois-Mellos	Service and social club - associated with Rotary
Interest Income	Larry Dorey	Student Activity - Cash Account
Juggling/Yoyo Club	David James	Special interest group
Korean Culture Club	Hye Dragone	Special interest group
Math Team	Bill Noeth	Academic Team
Mobile Photo Club	Tony Ammendolia & Melissa Dempsey	Special interest group
Mock Trial Team	Keith Campbell & Michelle Fox	Academic Team
Music Production Club	Jen Moss	Performing Arts group
Muslim Student Association	David Brusie	Special interest group
National Honor Society	Bill Noeth & Mary Price-Maddox	National student organization
Ocean Science Bowl Team	Mike Romano & Nancy Young	Academic Team
ODP Biscuits	Tammy Morgan	Entrepreneurial and Student Education - ABRHS ODP program makes dog biscuits and sells them.
Peer Leaders	Susan Bohmiller & Erica Cohen	Special interest group
Ping Pong Club	Nicolas Cosseron	Special interest group
Podcast Club	Rick Kilpatrick	Special interest group
Proscenium Circus	Jessica Harms	ABRHS Theatre Guild
Quiz Bowl Team	Susan Bohmiller	Academic Team
Radio Station (WHAB)	Dan Drinkwater	ABRHS Radio Station
Recycling Group	Cynthia Kelly	Special interest group
Resource Force	Kate Crosby	Power Down Project and other Sustainability concerns
Reverse Engineers	TBD	Special interest group
Rubik's Cube Club	Adrienne Calotta	Special interest group
Science Team	Brian Dempsey	Academic Team

ABRHS - Student Activities
Authorized Clubs for the 2018-2019 School Year
as of October 31, 2018

Student Activity	Faculty Advisor	Purpose
Spanish Club	Suzanne Hogarty	Special interest group
Spectrum	Genevieve Hammond & David Brusie	School Publication
Speech & Debate	Sue Hennessey & Josh Mishrikey	Academic Team
Student Council	Abigail Buffum & Todd Chicko	Student Government
Table Top Games Club	Kirk Marshall	Board and card games
Team PH - Public Health Club	Courtney Carp	Special Interest Group
Urban Dance	Cathy Cadogan	Special Interest Group
Veteran's Day Breakfast	Mary Price-Maddox	Philanthropic/Community Service - Veteran's Day Recognition (associated with National Honor Society)

Junior High School - Student Activity Funds

July 1, 2018 - June 30, 2019

Student Activity	Faculty Advisor	Purpose	Annual budget \$
Anime Club	Sara O'Neal	For students interested in Anime, Manga and other aspects of Japanese culture.	\$ 478.00
BAA Race	Jon Duclos, Will Edmonds, Deb Rimpas	Participaton in the annual BAA Youth Relay Races in April	\$ 1,011.00
Badminton Club	Tom Kamataris	For students interested in learning about and playing badminton	\$ 528.00
Book Club	Jocelyn Charpentier	Student run reading group with discussion.	\$ 1,103.00
Common Ground	Marc Lewis	Promote acceptance and provide a safe place where students can buld respect for the LGBTQ community	\$ 1,819.00
Cooking Club	Deb Rimpas, Jean Tibbetts	Learn cooking skills and food safety	\$ 2,302.00
Creating Change: RJ Grey Art & Community Service	Holly Vlajinac	To use are-making skills to make a positive difference at school and the world community	\$ 1,504.00
Current Events	Kellie Carter	Using current events to learn about politics and society in today's world	\$ 2,076.00
Engineering club	Andrew Patenaude, Charlie Watkins	Project based club exploring various fields of engineering	\$ 1,819.00
Fit Club	Shane Lazar	Introduces students various approacheds to excercise, fitness and nutrition	\$ 1,800.00
French Club	Florence Gilfix	Cultural awareness of the French speaking world	\$ 1,235.00
Green Team Club	Jeanne Bouchard	Focus on environemental issues with emphasis on energy conservation and school based recycling	\$ 1,334.00
Jazz Band	George Arsenault	Learn to play and perform a variety of jazz music in an essemble	\$ 2,699.00
Magic Cards & Games Club	Kristin Kelley	For sutdents interested in learning/playing a variet of board and card games w/peers	\$ 1,214.00
MathCounts Club	Phil Stameris, Sara O'Neal	Nationwide organization focused on encouraging math knowledge and education for middle schoolers	\$ 7,850.00
Open Gym	Debbie Ahl	Supervised basketball for all students	\$ 1,800.00
Oragami Club	Alex Paul	Hands on instruction of the paper folding craft	\$ 478.00
Ping Pong Club	Jean Tibbetts	Students will learn about and play table tennis	\$ 528.00
Recyle Club	Andrew Patenaude	Student collection and disposal for schoolwide paper and plastic recycling	\$ 500.00
Select Choir	Chris Charig	Students will enjoy a variety of choral music in a small group setting	\$ 2,002.00
Ski Club	Kate Licari, Will Edmunds, Pat Loria, Lana Paone, Katherine Greene	Weekly recreational skiing/boarding trips to Mount Wachusetts	\$ 21,646.00
Spanish Club	Erin McGovern	Cultural awareness of the Spanish speaking world.	\$ 1,634.00

Junior High School - Student Activity Funds

July 1, 2018 - June 30, 2019

Student Activity	Faculty Advisor	Purpose	Annual budget \$
Speech & Debate Club	Spencer Harvey, Valery Glod, Jean Tibbetts	Learn about and practice public speaking	\$ 4,068.00
Stageworks (formerly Drama)	Cheryl Carter Miller, Bethany Dunakin, Andrew Patenaude	Students will produce and perform in non-musical plays	TBD
Student Council	Debbie Ahl	Provides leadership opportunites to students	\$ 6,194.00
Trivia Event	Mike Balulescu, Jen Vacca, Spencer Harvey	A fun, one time social event for students to compete on teams	\$ 337.00
Variety Show	Kate Licari, Denise Roadman	Students perform and help produce the end of year show	\$ 1,334.00
Volleyball Clinic	Caroline Robinson	Learn how to play volleyball and improve skills - Fall & Spring	\$ 2,679.00
Yearbook	Mark Lewis	Student will create the annual school yearbook	\$ 5,825.00
	TOTAL		\$ 77,797.00

Blanchard Memorial School
Student Activity Funds
June 30, 2018

Student Activity	Purpose		Balance 6/30/17	Balance 6/30/18
Class of 2017	Class field trips		\$ 2,775.77	\$ -
Class of 2018	Class field trips		\$ -	\$ 2,064.24
Class of 2019	Class field trips		\$ 258.35	\$ -
Class of 2020	Class field trips		\$ -	\$ (20.40)
Class of 2021	Class field trips		\$ -	\$ 20.00
Class of 2022	Class field trips		\$ 20.25	\$ 122.65
Class of 2023	Class field trips		\$ -	\$ 28.50
Class of 2024	Class field trips		\$ -	\$ -
Interest Account	Principal discretion		\$ 1,023.07	\$ 1,085.58
Miscellaneous Accounts	Principal discretion		\$ 20,989.02	\$ 16,194.63
		TOTAL	\$ 25,066.46	\$ 19,495.20



Acton-Boxborough Regional School District
Blanchard Memorial School
493 Massachusetts Avenue
Boxborough, MA 01719
978-263-4569 <http://blanchard.abschools.org>

11.

Mr. Dana Labb
Principal

TO: Peter Light, Superintendent of Schools
FROM: Dana Labb, Principal
DATE: 12/6/2018
RE: Donation from Littleton Electric Light and Water Department

The Blanchard Memorial School has been notified that our recent proposal has been approved by the Board of Littleton Electric Light and Water Department in the amount of \$5,000.

We ask that you and the Acton-Boxborough Regional School Committee please approve this generous donation which will be used to purchase approximately 15 iPads to students in grades 1-3. This technology will greatly enhance learning for our students.

We are extremely grateful to the Littleton Electric Light and Water Department for their continued support of our school.

Thank you.

TOWN OF ACTON

12.4.1

Acton Leadership Group

November 29, 2018

7:30AM

Francis Faulkner Room

Room 204

Acton Town Hall

Agenda Topics

- | | |
|--|--------------------------------|
| 1. Approval of Minutes from October 25, 2018 | All |
| 2. Review of Spreadsheet | Steve Barrett
Marie Altieri |
| 3. FinCom POV | Jason Cole |
| 4. Preliminary Consensus on FY20 Revenues | All |
| 5. Capital Planning | All |
| 6. Public Comment | |
| 7. Adjourn | |

Next Meeting December 13, 2018 at 7:30 AM

Town of Acton Multi-Year Financial Model

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

29-Nov-18

WORKING DOCUMENT NOT FINAL

<u>Summary</u>	<u>Tax Recap</u> <u>FY18</u>	<u>Projection</u> <u>FY19</u>	<u>Projection</u> <u>FY20</u>	<u>Projection</u> <u>FY21</u>
Municipal Funding Sources:				
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	2,483,800	2,382,722	1,300,000	2,788,282
Acton Total Funding Sources	92,512,635	95,850,795	98,079,077	102,501,815
Allocation to Budgets				
			0	
Municipal Spending	\$ 33,709,649	\$ 34,565,022	\$ 35,774,798	\$ 36,846,916
Percent change year-to-year	3.22%	2.54%	3.50%	3.00%
ABRSD Assessment	\$ 57,730,056	\$ 59,981,959	\$ 62,530,002	\$ 65,029,998
Percent change year-to-year	3.93%	3.90%	4.25%	4.00%
Minuteman Operating Budget	\$ 1,072,929	\$ 1,114,235	\$ 1,177,430	\$ 1,277,430
Minuteman Building Project Debt		\$ 189,579	\$ 284,414	\$ 296,296
Total Minuteman Assessment	\$ 1,072,929	\$ 1,303,814	\$ 1,461,844	\$ 1,573,726
Percent change year-to-year	7.55%	21.52%	12.12%	7.65%
Total Acton Spending	\$ 92,512,634	\$ 95,850,795	\$ 99,766,644	\$ 103,450,640
Net Position	\$ 0	\$ 0	\$ (1,687,566)	\$ (948,824)

<u>Table 6 Data</u>	<u>FY18 ABRSD</u> <u>Revenues</u>	<u>FY19 ABRSD</u> <u>Revenues</u>	<u>FY20 ABRSD</u> <u>Revenues</u>	<u>FY21 ABRSD</u> <u>Revenues</u>
<u>ABRSD Funding Sources:</u>				
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
Total	\$ 16,766,654	\$ 17,388,179	\$ 17,350,000	\$ 17,552,900

Additional OPEB Contribution	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
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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

WORKING DOCUMENT NOT FINAL

ALG Minutes, November 19, 2018

Meeting was held at 7:30 AM in Room 204, Acton Town Hall, AKA Francis Faulkner room

Present: Bart Wendell, facilitator; Katie Green & Joan Gardner, BoS; Paul Murphy & Diane Baum, SC; John Mangiaratti, Peter Light & Marie Altieri, staff. Absent: Roland Bourdon, FC. Audience: Mark Hald, Asst. Town Manager.

This is a special meeting of the ALG; Agenda Topic

1. Discussion of response to OML complaints All members participating

Included in the information was a description of the OML complaint

John: the town has received multiple OML complaints and it's required that these complaints be addressed in a public session. The responses are due tomorrow.

John read out the allegations for OML 8 & 9 [the BoS has numbered the allegations from the same individual and 1-7 deal solely with allegations against the selectmen while 8 & 9 deal with allegations against the ALG] Members answered and discussed the allegations with an eye to putting them into the letter of response.

Allegations include: the inability of the complainant to discover the June 28th minutes prior to the September 27th meeting and that they were only discovered indirectly through the school committee packet; the minutes did not identify the place or time of the meeting; the minutes did not adequately list the extra information, some of which were not in the school committee packet and are not discoverable on the town(ALG) website; the minutes did not record any votes.

The complainant wants to have the ALG disbanded claiming that it is a super committee that works outside the OML and other municipal governance and usurps municipal authorities.

Jason: the posting does need to identify the meeting place but he was not sure of the 30-day posting.

Bart asked if the 30-day posting was correct.

Katie volunteered to look into this aspect.

Members noted that the ALG process is not one of voting but of consensus and continual iteration.

Marie noted that the ALG did not make the final decisions but those were made by the boards: selectmen, school committee and finance committee. Members took the ALG discussion back to their various boards and they were the ones who did the voting or if there was not agreement, the ALG went over the issue again until all could reach consensus.

Jason thought that the only vote taken was at the March meeting for the spreadsheets that were put into the warrant for the town meeting.

Paul said [the letter] should say that the ALG sessions were an information transfer and that there was no authority to vote and the voting took place on the boards.

John asked how to answer the complaint of being a super committee and to disband.

Marie said that its clear there is intensive feedback between the boards and the ALG.

Peter noted that there may be agreement among the boards but he could not speak for the finance committee—that each board had its voice in the ALG process.

There was the question of having each board compose a response. Katie noted that the time was short counsel need the letter and suggested that once all the points were covered, drafts would be sent to each committee for perusal .

John said that he thought the reply needed to be done through the administration.

The substance of the letter will address the allegations: request for timely minutes; that the ALG does not take votes---which is not a violation of the OML; the identification if documents and their availability (perhaps being listed on an ALG website—or having a better site for ALG on the town website); the availability of the spreadsheet; reply to June minutes; March ALG plan and the draft minutes in the various board packets.

[Jason and Paul attended an OML meeting in Harvard where it was suggested that all the extra info documents be listed at the end of the minutes for ease of discovery]

Marie said she would help with the letter’s composition in any way needed. She also suggested that the school’s attorney know of these complaints. She also said that the minutes were taken by an “outside party” not connected to any of the boards and the LWV has provided volunteers for many years.

Members wanted to know what happened next.

Katie said that the response is to the Attorney General, where a finding will be made. The complainant has a 60-90 day appeal period.

The meeting was adjourned at 7:30 AM

The next meeting is scheduled for November 29th; 7:30 AM in room 204, Acton Town Hall

Ann Chang

Extra information documents: OML complaint form with description of alleged violations

Meeting Notes

Acton Leadership Group

October 25, 2018 7 PM

Acton Memorial Library

Present: Bart Wendell, facilitator, Katie Green and Joan Gardner, Board of Selectmen; Jason Cole and Roland Bourdon, Finance Committee; Diane Baum and Paul Murphy, Regional School Committee; John Mangiaratti, Peter Light, and Steve Barrett, Staff. Absent: Marie Altieri

Audience: Mark Hald, Asst Town Manager, John Peterson, Charlie Kadlec, Terra Friedrichs.

Handouts at the Meeting: Minutes of the September 27, 2018 meeting; Press Release from Moody's Investors Service; Middlesex Retirement System Annual Pension Assessment; Minuteman Regional High School District Preliminary FY20 Budget estimates for Debt/Capital Allocation; Mass DOR Free Cash Certification for the Town of Acton; Acton Multi-Year Financial Model dated 10/24/2018.

Item 1: **Approval Minutes from September 27, 2018** Minutes were accepted as written.

Item 2: **FY 19 Updates – Moody's Bond Rating**

Moody's: Town (Mangiaratti) Triple A rating again confirmed. During the conversation Moody's representatives indicated they are impressed with the OPEB approach but concerned with deterioration of reserves and suggested the trend could lead to a downgrade in the rating.

School District (Light) Double A2 rating confirmed; two Regional School Districts in Massachusetts have a Aaa rating (Concord Carlisle and Nashoba Valley Technical HS). Of concern to Moody's was the District's "lower than the national average" reserves; Moody's representatives were impressed by the initial work on the Capital Plan and indicated the final product could have a favorable impact on the rating. There will be ongoing conversations regarding the reserves in light of the Massachusetts statutory ceiling on reserve accumulation.

FY 19 Updates: Town: nothing particular of note to share

School: no updates; too early in fiscal year. Revenues appear to have a positive swing of about \$200K coming primarily from Regional Transportation (\$175K)

In response to questions from FC, the Town Manager said that Moody's did not quantify a reserve target but rather expressed concern with the trend of reserve use. The Superintendent explained that the Schools would pursue a rating upgrade before bonding for the school construction, relying on the completed capital plan as an incentive to make the change. Discussion that the characterization of a Stabilization Fund as a Reserve source be brought to discussion with Moody's.

Item 3: **Free Cash Certification @ 6-30-18:** Steve Barrett reported that the Free Cash certification is lower than the amount carried in the model (Reserves Tab) at \$1.4 million vs. anticipated \$1.7 million. The staff plans to work with the Town Manager to build up the Fund Balance going forward to assure an FY19 turnback. There was discussion of a turnback in the range of 5 percent as suggested in some ICMA and GFOA best practices guidance. Responding to a question from FinCom, Barrett said that the components of the \$600K discrepancy between certification and the model were partially caused by no

excess revenue and the one-time money generated by the Insolet Permits largely in FY17 with some follow on in FY18.

There was general conversation about the need to use reserves to fund operating expenses and the relationship between the lower regeneration of free cash and corresponding need to consider changing the town/school split to cushion the impact of the shortfall on the town.

A lengthy discussion followed about the out-year reporting in the model in response to the Town Manager's concern about the expressed heavy use of reserves needed to balance the model. The group agreed to put a watermark "working document/not final" on the model to avoid misunderstanding. Steve Barrett will present material at the next meeting on the assumptions and history of reserve use.

5. School Building Project Update: (Light) Next MSBA submission is November 6. The Education Plan is before the School Committee for a second reading; consultants are exploring options to identify best site in consideration of all the MSBA requirements. Test holes are being dug. Preferred site will be identified in January, evaluated January to June with a deadline to submit schematics to MSBA in August. The use of the Elm Street site includes working with the Town how to gain access to the recreation area; conversations have already started.

6. Minuteman Tech debt exclusion: After circulating the handout on Minuteman projections, Steve Barrett indicated that the current estimate for Acton is slightly less than the place holder in the model. The discussion then turned to consideration of the proposal to pay for Minuteman with a debt exclusion. The Town agreed last year to pay for the assessment within the current budget, but the model assumes in FY20 a debt exclusion. There are three options: no debt exclusion, debt exclusion for this year, or wait and lump MM expenses together with other capital projects. Representatives agreed to take the question back to their respective boards; Steve Barrett agreed to get the total amount calculation from Minuteman.

7. FinCom Draft POV: No changes since the last ALG discussion; Jason highlighted the decision to characterize stabilization funds as reserves and to raise the reserve ceiling policy recommendation to five percent of total spending. Jason will email the final version to the other Boards.

8. Town Pension Assessment – MCRS: Steve Barrett circulated an early warning communication from Middlesex County Retirement System showing unexpectedly high estimated assessments for FY20 and FY21 on the order of eight percent. Staff will examine the causes for the increases; two probable reasons are the increasing longevity of retirees and overall increase in salaries including the eight new police officers who are now in place.

9. Preliminary Consensus On FY20 Revenues: No unused levy capacity; level funding of local receipts and state aid; Town Manager's Budget in December; Table 6 slightly later. Katie emphasized that all numbers on the model would be placeholders until real numbers are available. Bart asked if everyone could live with these assumptions and there was no disagreement.

Next Meetings: November 29, 7:30 am; December 13 Time TBD

Adjourned at 8:45 pm.

Pat Clifford

Basic Rights in Special Education

presented by the



FEDERATION FOR CHILDREN
WITH SPECIAL NEEDS

Let us be Learning, Empowering, Loving

This free workshop is designed to help parents and guardians learn to be effective partners with their child's school to decide their child's eligibility for special education and to plan, make decisions, and monitor their child's progress in school.

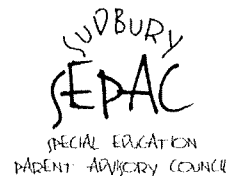
WHEN: 7-9 P.M., MONDAY, DECEMBER 10

WHERE: RJ GREY JUNIOR HIGH LIBRARY

16 CHARTER ROAD, ACTON

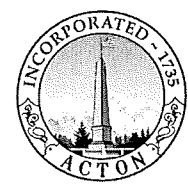
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Acton-Boxborough, Concord/Concord-Carlisle, Maynard, and Sudbury
Special Education Parent Advisory Councils
with support from our school districts



RSVPs appreciated to abrsdsepac@gmail.com

OPEN MEETING LAW TRAINING



TOWN OF ACTON

The Town of Acton will be hosting **two** separate training sessions for its employees and members of all Boards and Committees

Both sessions will be held at:

Acton Town Hall
472 Main Street
Francis Faulkner Hearing Room 204

Session 1

Tuesday, December 18, 2018
4:30 PM – 6:00 PM

Session 2

Tuesday, December 18, 2018
6:30 PM – 8:00 PM

This training will provide an update on and guidance about compliance with the Open Meeting Law. All members of public bodies and municipal employees are encouraged to attend. Registration is not required.