

Acton-Boxborough Regional  
School Committee Meeting

March 5, 2020

7:00 p.m.

in the Administration Building Auditorium  
15 Charter Road, Acton, MA

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING  
AGENDA

Auditorium  
Administration Building  
15 Charter Road, Acton

March 5, 2020  
7:00 p.m.

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1. **Call to Order** (7:00)
2. **OPEN MEETING**
  - 2.1. Chairman's Welcome
    - 2.1.1. Annual Spring Town Elections
      - Acton's Election is on March 31
      - Boxborough deadline to submit papers is March 31 for Election on May 19
    - 2.2. Public Participation
    - 2.3. High School Student Representatives Update
    - 2.4. Superintendent's Update
3. **PRESENTATIONS** (7:15)
  - 3.1. School Improvement Plan Updates:
    - 3.1.1. Douglas School – *Principal Chris Whitbeck*  
[https://douglas.abschools.org/about\\_us/school\\_council](https://douglas.abschools.org/about_us/school_council)
    - 3.1.2. Blanchard Memorial School- *Principal Dana Labb*  
<https://blanchard.abschools.org/cms/One.aspx?portalId=229316&pageId=498565>
  - 3.2. Lower Fields Annual Report – *Erin Bettez*
4. **ONGOING BUSINESS** (8:20)
  - 4.1. **Approval of ABRSC Meeting Minutes of 2/6/20 and 2/13/20**
  - 4.2. **Superintendent Mid Cycle Goal Review** – *Peter Light*
  - 4.3. **Recommendation to Review and Approve Bond Counsel/Financial Advisor report of results for Bond for Building Project – VOTE** – *Dave Verdolino*
  - 4.4. **Recommendation to Reconsider the FY21 Budget and Assessments – VOTE** – *Peter Light*
  - 4.5. **Director of Special Education Search Update** – *Marie Altieri (oral)*
  - 4.6. **FY21 ABRSC Meeting Dates** – *Tessa McKinley*
  - 4.7. **Recommendation to Approve \$1,466.35 donation from AB Friends of Music for the ABRHS Performing Arts 2020 NYC Trip – VOTE** – *Peter Light*
  - 4.8. **Subcommittee and Member Reports** (9:15)
    - 4.8.1. School Building Committee Update – *Peter Light and Marie Altieri*
    - 4.8.2. Budget - *Diane Baum (March 3)*
    - 4.8.3. Acton Leadership Group (ALG) - *Diane Baum/Amy Krishnamurthy (February 27)*
      - 4.8.3.1. Approved minutes of meetings on Jan 21, 2020 and Dec 13, 2019
    - 4.8.4. Health Insurance Trust – *John Petersen (March 5)*
    - 4.8.5. PTO Liaison – *Diane Baum, Tessa McKinley, Angie Tso*
    - 4.8.6. Special Education Parent Advisory Council (SEPAC) – *Diane Baum/Tessa McKinley*
5. **Statement of Warrants**
6. **FYI**
7. **Adjourn** (9:30)

**For Your Information**

- Acton and Boxborough 2020 Election Calendars
- CASE Collaborative Family Community News and Resources, February 2020
- EDCO Monthly Update, February 2020
- This Month in the Division of Open Government, February 2020
- Starting the Conversation: College & Your Mental Health, March 16<sup>th</sup> at 7:00 p.m. The Gallery at Villageworks, sponsored by AB United Way and NAMI

**Public Participation**

Per policy BEDH, members of the public may speak for up to 3 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.

**NEXT MEETINGS:**

- March 19 – ABRSC Meeting at 7:00 p.m. in the Admin Building Auditorium
- April 2 – ABRSC Meeting at 7:00 p.m. in the Admin Building Auditorium
- Acton Town Meeting begins on Monday, April 6
- Boxborough Town Meeting begins on Monday, May 11

Posted on 2/28/20 at 5:00 p.m.



**Acton-Boxborough Regional School Committee**  
**Meeting Agenda Item Summary**

<b>MEETING DATE</b>	03.05.20	<b>AGENDA ITEM NUMBER</b>	2.4
<b>AGENDA ITEM TITLE</b>	Superintendent's Update		
<b>PRESENTER(S)</b>	Peter Light		
<b>SUMMARY OF TOPIC</b>	Bi-weekly Superintendent's Update. This is brought to the meeting.		

**WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?**

<b>X</b>	No action requested - this is a short update or presentation of information
	Request input and questions from the School Committee, but no vote required
	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
	for the first time, with a request that the School Committee vote at a subsequent meeting OR
	with the request that the School Committee take action immediately

***If formal action is requested, include a suggested motion or contact Beth Petr.***

<b>SUGGESTED MOTION</b>	
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	5 min.
<b>ATTACHMENTS</b>	Brought to meeting





## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

<b>MEETING DATE</b>	03.05.20	<b>AGENDA ITEM NUMBER</b>	3.1
<b>AGENDA ITEM TITLE</b>	School Improvement Plan Updates		
<b>PRESENTER(S)</b>	Principals Chris Whitbeck and Dana Labb		
<b>SUMMARY OF TOPIC</b>	Update from the Douglas and Blanchard Schools		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>		
<b>X</b>	No action requested - this is a short update or presentation of information	
	Request input and questions from the School Committee, but no vote required	
	Request formal action with a specific vote:	
	If formal action is requested, is this item being presented:	
		for the first time, with a request that the School Committee vote at a subsequent meeting OR
		with the request that the School Committee take action immediately

*If formal action is requested, include a suggested motion or contact Beth Petr.*

<b>SUGGESTED MOTION</b>	
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	25 min each
<b>ATTACHMENTS</b>	Presentation slides

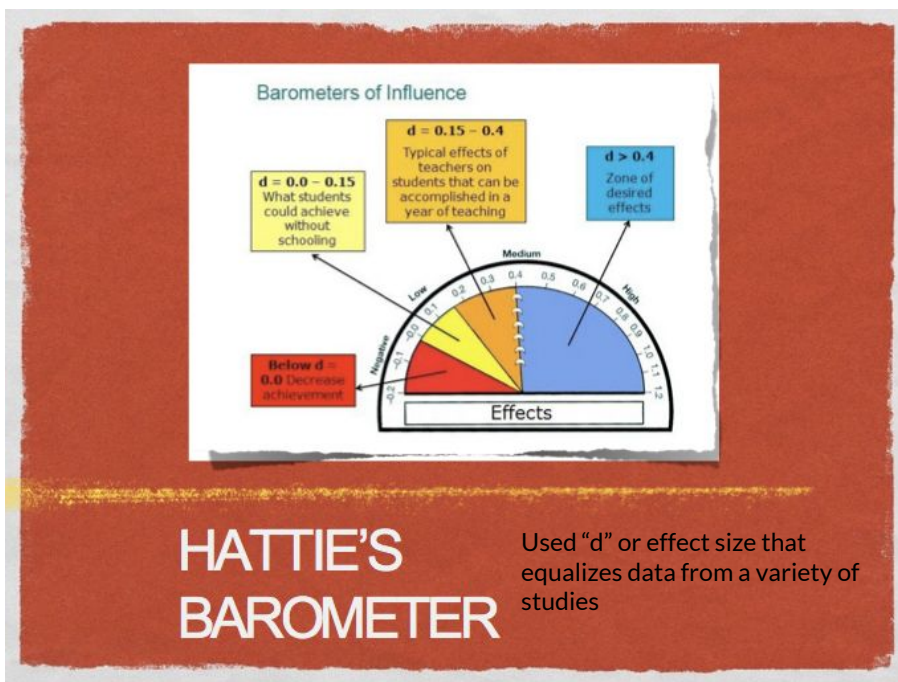
*To develop engaged, well-balanced learners through collaborative, caring relationships.*

WELLNESS • EQUITY • ENGAGEMENT

**Douglas School  
Visible Learning  
&  
Social  
Development**  
*3/5/20*

**JOHN HATTIE  
VISIBLE LEARNING**

*Know Thy Impact*



# $d=1.57$

## COLLECTIVE TEACHER EFFICACY

- Seek evidence of their impact on students
- Inform students early what success looks like
- Provide appropriate levels of challenge and feedback,
- Aligned meaning of success, assessments, and teaching.

# How Do We Get There?

**Writing Rubrics**  
What do we teach?  
What is expected?





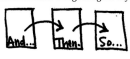
**Exemplars**  
What does success  
look like?

**Practice**  
How do we Assess?

**Data**  
What do students  
learn?

**Collaboration**  
What instruction is  
most effective?

**Data**  
What is our  
impact?

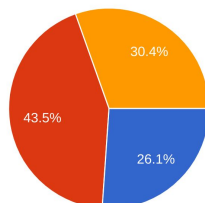
Grade 1 Narrative Writing Rubric & Student Checklist		
	3 (meets standards)	Grade 1 Student Checklist
<b>Ideas</b> 1. Unique perspective, focused piece, attention to the "story arc" 2. Support and elaboration 3. Narrative techniques (p. 3 and up)	1. The writer wrote about something that happened or a special event. The writer wrote a sequence of two or more events.  2. The writer used details to show the reader what happened.	<b>Ideas (Content)</b>   I wrote about something I said or did. I tried to add details to my writing.
<b>Organization</b> 1. Overall sequence 2. Introduction 3. Transitions (p. 1 and up) 4. Conclusion	1. The writer wrote in order—beginning, middle, and end.  2. The writer wrote about an event or experience from the beginning.  3. The writer wrote a story in order that made sense using time and/or words such as and, then, and so.  4. The writer found a way to end the story.	<b>Organization (Internal Structure of the Piece)</b>   I tried to make a beginning for my story. I found a way to end my story.   I put my pages in order. I used words like and, then and so.

## Improve Collective Teacher Efficacy in Writing Instruction

How do we  
Assess  
Writing?

Ideas: The writer developed characters, setting, and plot throughout the story, especially the heart of the story.  
23 responses

What does  
success look  
like?



● Not Yet  
● Working Towards  
● Yes!

**GOAL:**  
85-95%  
Agreement

## Single Point Rubrics

### Narrative Rubric Grade 5

	3 (meets standards)	Student Checklist
<b>Ideas</b> 1. Unique perspective, focused piece, attention to the "story arc" 2. Support and elaboration 3. Narrative techniques (gr 3 and up)	1. The writer developed characters, setting, and plot throughout the story, especially the heart of the story.  2. The writer showed why characters did what they did by including their thinking and their unique responses to what happened.  3. The writer slowed down the heart of the story making less important parts shorter and less detailed. The writer blended storytelling and summary as needed.	I slowed down for the heart of the story, making less important parts shorter and less detailed.  I wrote an engaging beginning to draw my readers into the story and helped readers know <ul style="list-style-type: none"> <li>who the characters and/or narrator were</li> <li>where the setting takes place</li> <li>what my story was about and even some clues for what would later become a problem for the main character</li> </ul> I used description and sensory detail.  I showed why characters acted a certain way by including their thinking.
<b>Organization</b> 1. Overall sequence 2. Introduction 3. Transitions (Gr 1 and up) 4. Conclusion	1. The writer created a sequence of events that unfolded naturally and logically through most of the piece. Some parts of the story were longer and more developed.  2. The writer wrote a beginning that showed what was happening and where, but also gave some clues to what would happen later to the characters.  3. The writer wrote transitional phrases to show passage of time in complicated ways, perhaps by showing things happening at the same time ( <i>meanwhile, at the same time</i> ) or flash back or flash forward ( <i>early that morning, three hours later</i> ).  4. The writer wrote an ending that connected to the main part of the story. The character said, did or realized something at the end that came from what happened in the story. The writer gave readers some sense of closure. The writer wrote a beginning that showed what was happening	My story has a clear beginning / lead / "hook."  I used paragraphs to separate the different parts or times of the story and to show when a new character was speaking.  I used transitional words or phrases and clauses to show time in complicated ways, such as to manage the sequence of events and to show time using words and phrases like ( <i>just then, suddenly, after a while, a little later</i> ) and to show things happening at the same time ( <i>meanwhile, at the same time</i> ) or flashback and flash-forward ( <i>earlier that morning, three hours later</i> ).  My ending connects to the main part of the story. I showed how my main character changed in response to what happened.

## Exemplars

### Alexander and the Great day.

This morning I woke up to the birds singing their happy songs and go downstairs to the sweet smell of bacon. (Mom) is in the kitchen, she's wearing her favorite apron and says to me "Good morning hope your in the mood for eggs and bacon. wash up and sit down at the table".  
 I do as she says and sit down. My breakfast is delicious. I go upstairs and get dressed today I am wearing a blue polo shirt and black shorts. My mom combs my hair and I brush my teeth my toothpaste tastes really good it tastes like fresh strawberries.

I have extra time before the bus comes so I go outside early. The fall air is crisp and cool against my skin. I see my breath through the layer of fog blocking my vision. I slowly roam up the big hill in between me and my bus stop. The bus come in the next few minutes, I hop on, sit down and start to read my book.

At school I start my morning work when Mrs. Dickens my teacher announces "class today we have a field trip".  
 I squeal. She starts again "We are going to the animal shelter to explore different types of domesticated animals" at that everybody starts jumping up and down happily. On the field trip bus I sit next to my best friend Paul. We talk about our favorite sports teams.

When we get to the shelter a tour guide welcomes us and tells us some boring stuff about the shelter. Like how their a no kill shelter, and how there founder was a world famous veterinarian. We walk down a long corridor. I can hear the dogs barking over the hissing of annoyed cats. At the end of the corridor we enter a room with cats in large cages. My mind goes blank as I see the cutest cat ever her name is Ruffles. Ruffles is an orange cat with soft looking fur, her eyes

Ideas:  
 Slowed down heart of story

Sentence Fluency = Varied sentence beginning & lengths  
 Organization = Clear  
 Good example of conventions  
 Word choice  
 Ideas  
 Word choice  
 Ideas: Slowed down heart of story

Setting Learning Goals 1

Here is a student example to look at.

**1**

What is my LEARNING GOAL?

I am going to include details and descriptions in my writing.

Why is it my LEARNING GOAL?

Details will help me to be clearer in my writing.

**2**

What am I going to do to meet my LEARNING GOAL?

Two times per week, I am going to write in my class journal about something that happened that day and use as many details I can. I will try to describe what happened with lots of information.

Once a week, I am going to go on our class website for reading and writing and practice answering some of the questions. I am going to use a graphic organizer before I write to identify details I want to include.

**3**

How will I know if I made progress toward meeting my LEARNING GOAL?

After I write in my journal, I am going to read what I wrote and highlight any details I used. I hope that as I get better including details, I'll see more words highlighted in my journal. If I don't have a lot of highlights, I will revise the writing with more descriptions.

I am going to save my graphic organizers so I can compare and contrast what they look like after I practice writing for a while.

3

## Assessment & Goal Setting

## Spring

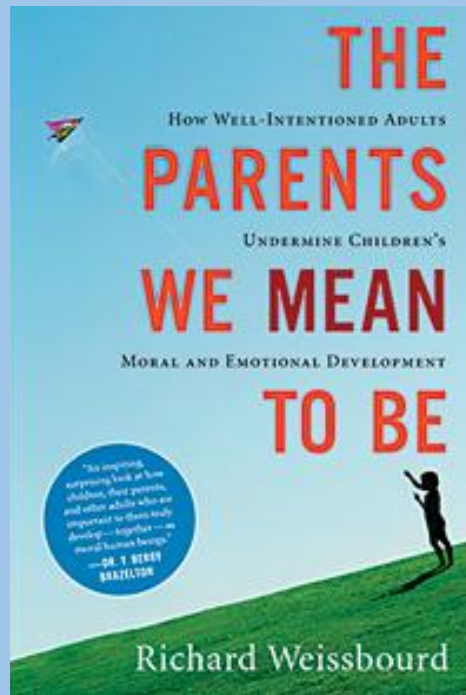
Data  
What do students  
learn?



Collaboration  
What instruction is  
most effective?



Data  
What is our  
impact?



“The kids in my school know right from wrong...The problem is that some kids just don’t [care].”

16 yr old High School Student

The issue isn't Moral Literacy - It's Moral Motivation

“I’ll slide right back into the Sea of Dorks.”

10 yr old Student .

“Children need the self sufficiency to be unbroken by periods of loneliness, and they need a stable enough self-image that their self-evaluations are more important than others’ evaluations of them at any given moment.”

## The wellbeing of others is as important as your own

“Appreciation breaks destructive impulses - there is no more powerful deterrent to lying, stealing or tormenting those who are different - and inspires caring, responsibility, and generosity.”

# Sense of Self - Identity

It may be ideal for identity development to be grounded in morality

## Emotions

Help children withstand disapproval - Fixing all children's problems makes them more fragile, entitled and self occupied



## Appreciation

Help children know & value others

## Achievement

Too much focus leads to...The Dark Side

### Appreciation & Moral Dilemmas

We Appreciate Mrs. Crooks

She says hello whenever I come in the office

She always has a smile for us and answers all of our questions

She LOVES dogs ...  
And KIDS!

Dear Douglas,

I told my best friend I would go to their birthday party Friday night. And then I was invited to go skiing for the weekend leaving on Friday. HELP! What should I do?

I already agreed to go to the party. Also, this is my friends ONE birthday.

I would go to the party because I already made a commitment to my friend, and they wouldn't trust me. I may want to go skiing more but my friendship is more important.

I would want to be there for my friend and it would be really fun also I'm not big on skiing



# Douglas Winter Exhibitions

Emotions - Appreciation - Sense of Self

Kindergarten - How to Make a Friend

Grade 1 Kindness & Exploring Identity

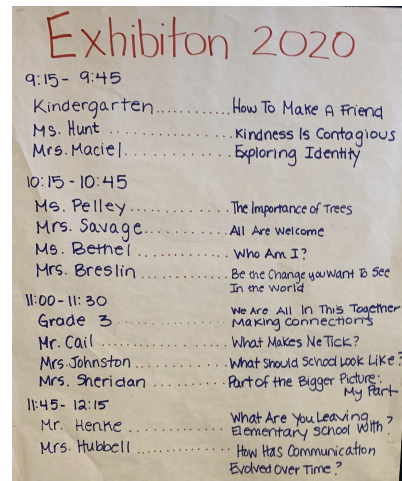
Grade 2 Where are we from - Immigration at Douglas

Grade 3 Making personal connections

Grade 4 Identity

Grade 5 Identity and my place in school

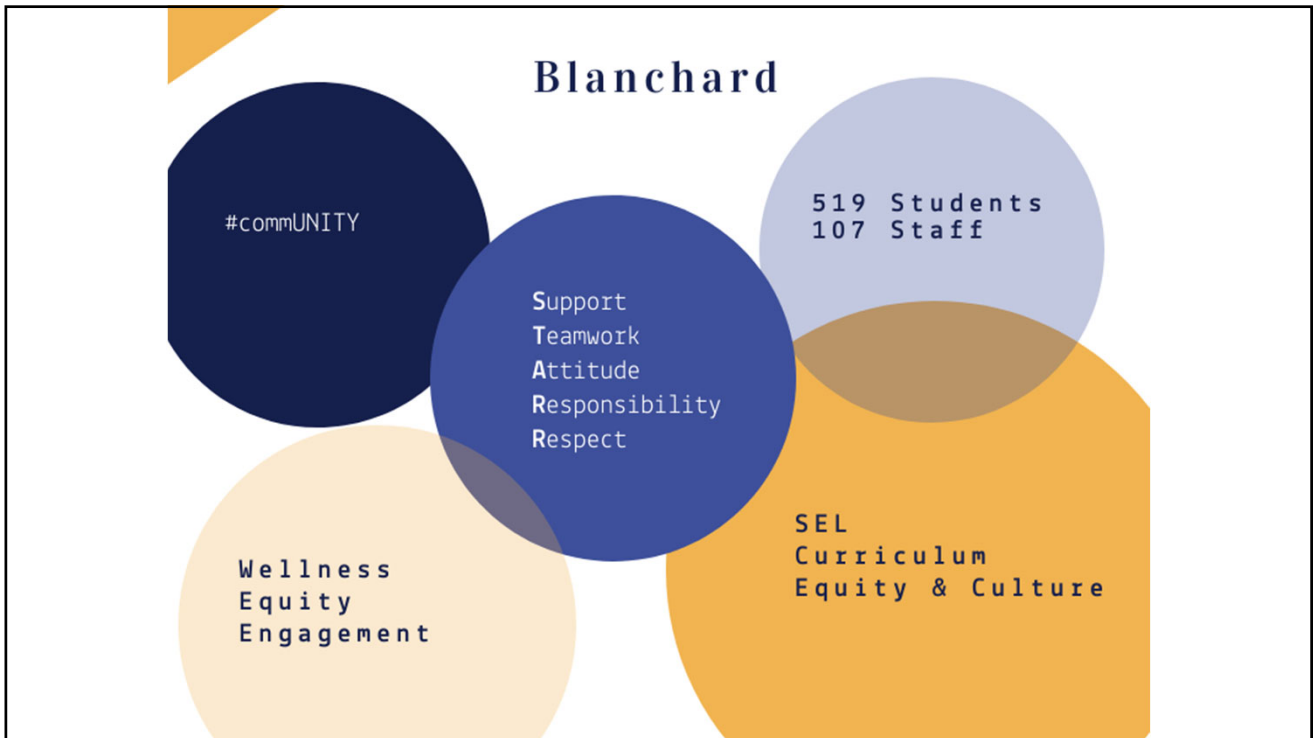
Grade 6 My Place in School

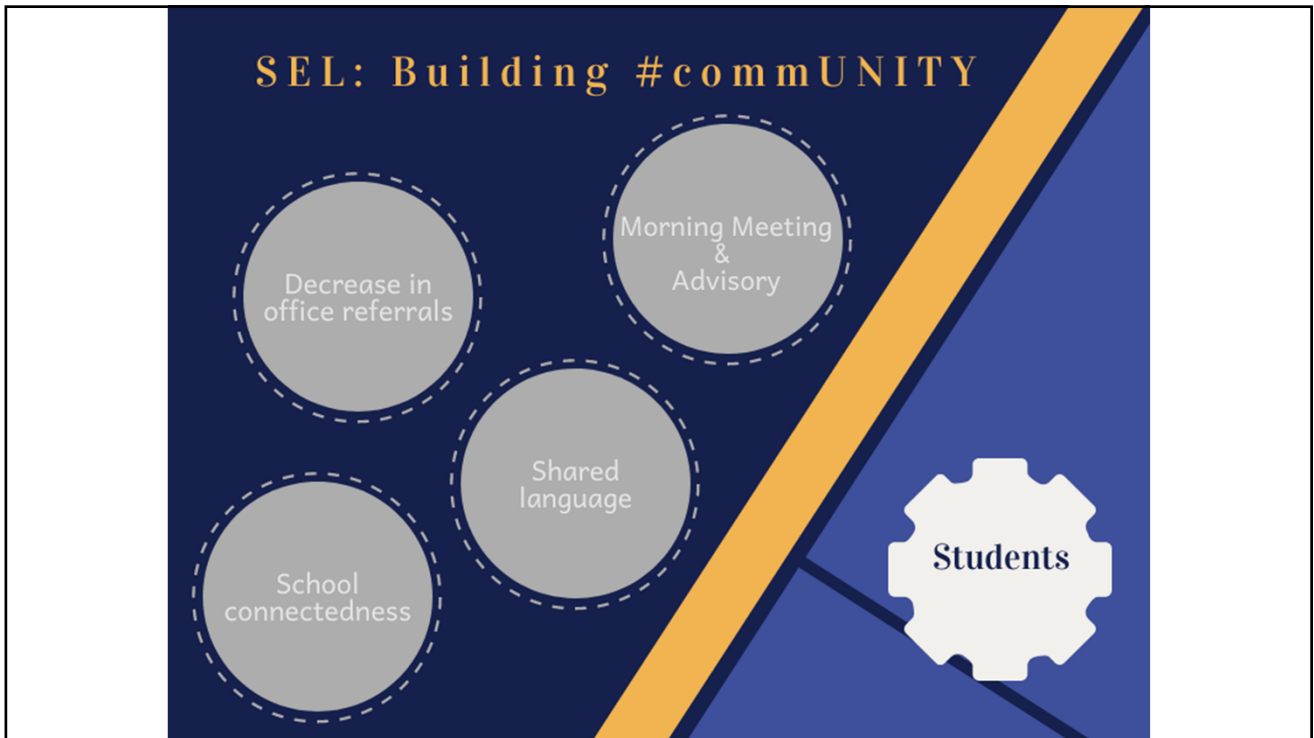
A photograph of a handwritten schedule titled "Exhibiton 2020" on a piece of paper. The schedule lists times and corresponding topics or speakers for various grade levels.

Exhibiton 2020	
9:15 - 9:45	
Kindergarten.....	How To Make A Friend
Mrs. Hunt .....	Kindness Is Contagious
Mrs. Maciel .....	Exploring Identity
10:15 - 10:45	
Ms. Pelley .....	The Importance of Trees
Mrs. Savage .....	All Are Welcome
Ms. Bethel .....	Who Am I?
Mrs. Breslin .....	Be the Change you Want To See In the World
11:00 - 11:30	We Are All In This Together
Grade 3 .....	Making Connections
Mr. Cail .....	What Makes Me Tick?
Mrs. Johnston .....	What Should School Look Like?
Mrs. Sheridan .....	Part of the Bigger Picture: My Part
11:45 - 12:15	
Mr. Henke .....	What Are You Leaving Elementary School With?
Mrs. Hubbell .....	How Has Communication Evolved Over Time?

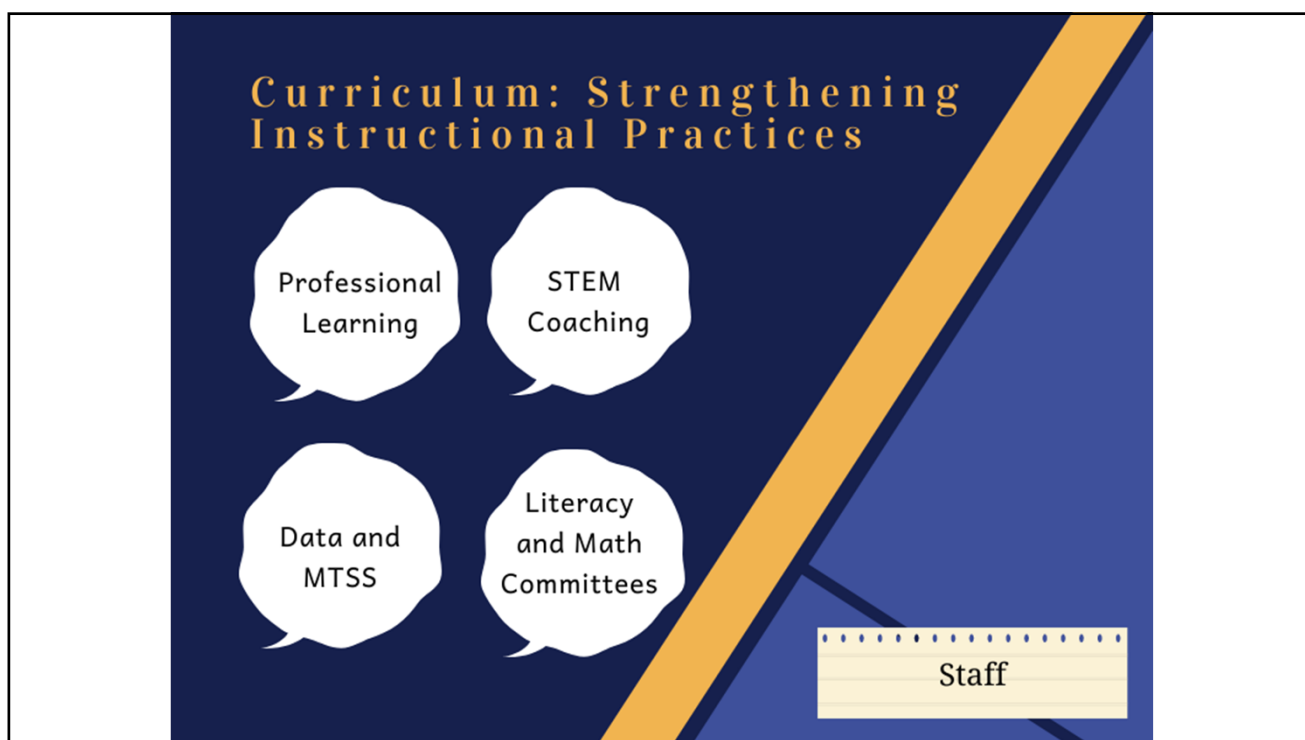
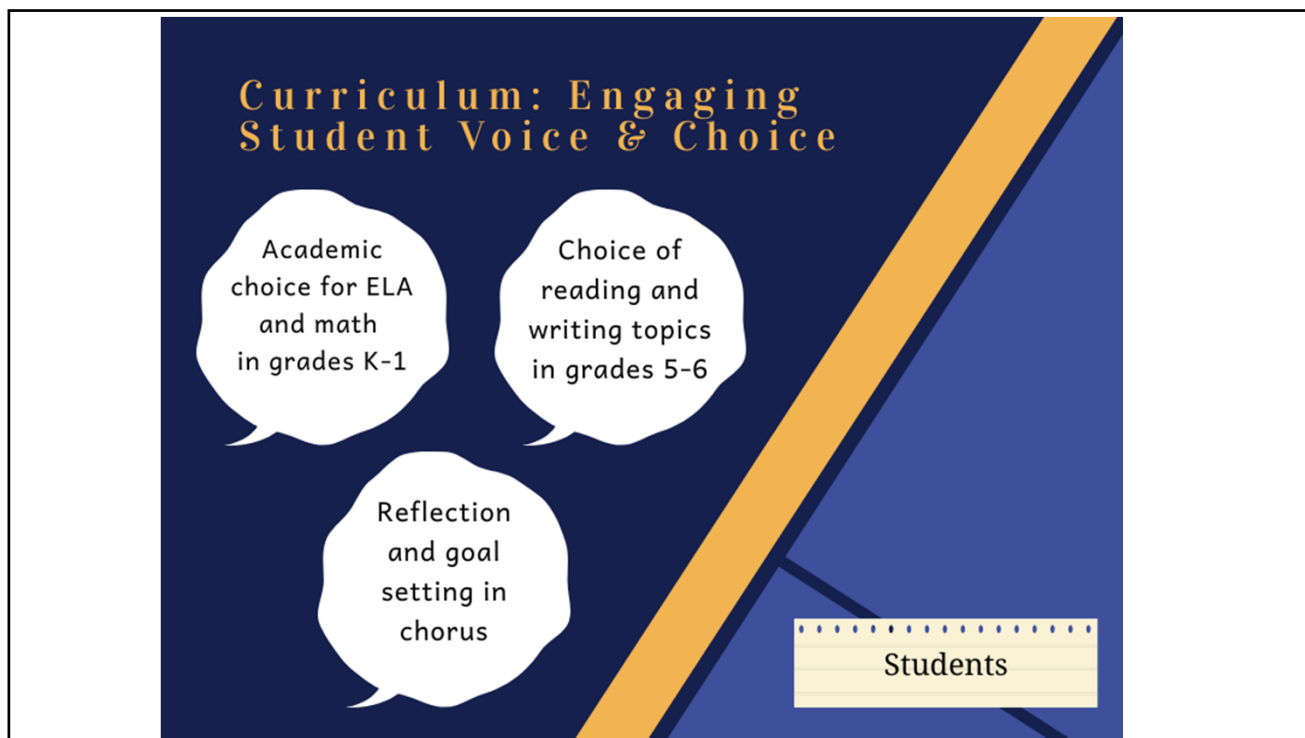
Thank you

Questions?









## Curriculum: Communicating About our Work

Monthly  
updates in  
Bulldog Barks

Bloomz  
SeeSaw  
Twitter  
BMS Website

Student led  
and team  
based  
conferences

Families

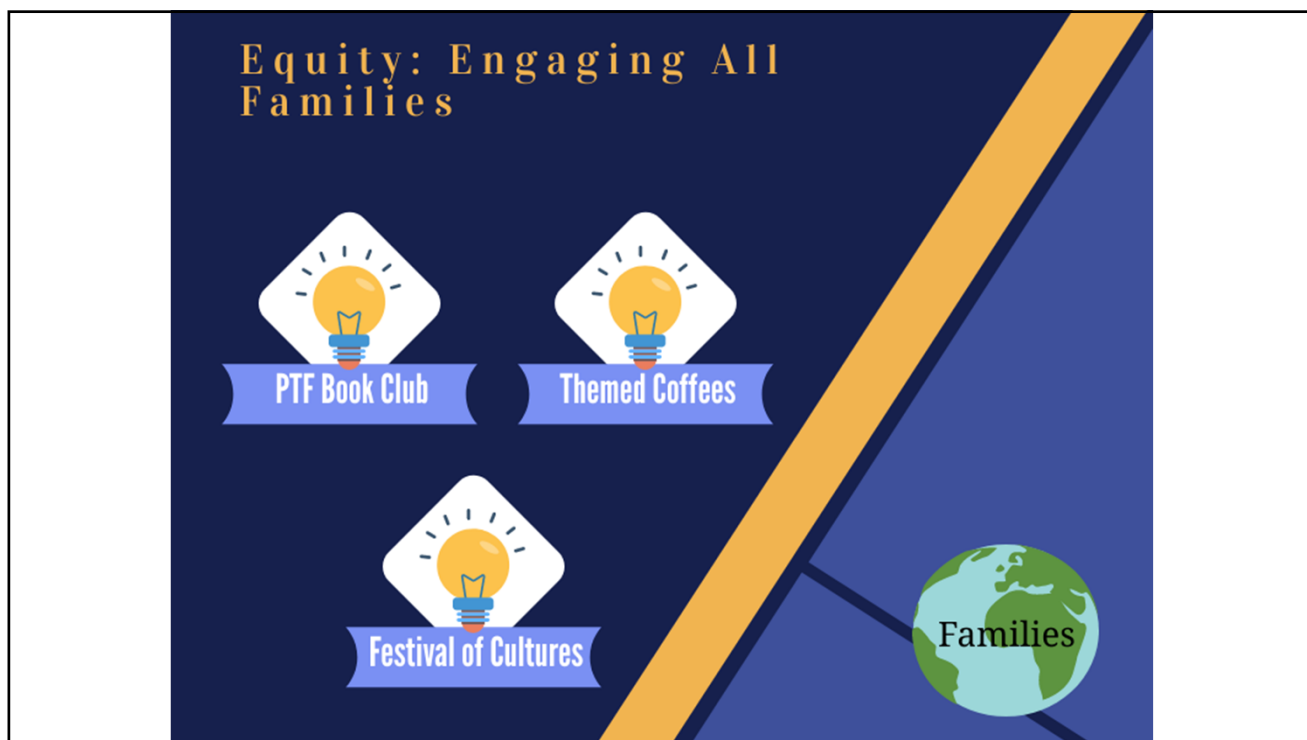
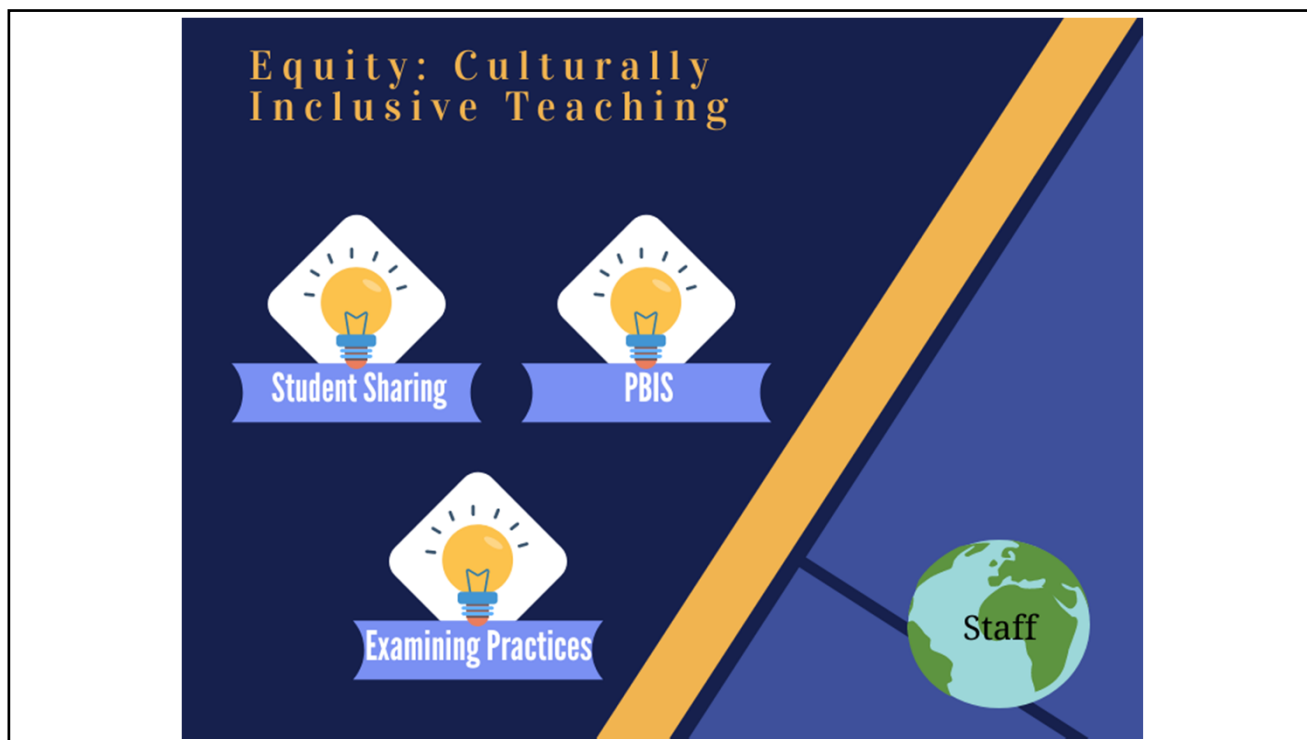
## Equity: Reflecting on Our Identities

Community Meetings

Diverse Books

STARR Buddies

Students









# Acton-Boxborough Regional School Committee

## Meeting Agenda Item Summary

<b>MEETING DATE</b>	03.05.20	<b>AGENDA ITEM NUMBER</b>	3.2
<b>AGENDA ITEM TITLE</b>	Lower Fields Annual Report		
<b>PRESENTER(S)</b>	Erin Bettez, Director of Community Education		
<b>SUMMARY OF TOPIC</b>	The Friends of the Lower Fields (FOLF) have recently completed loan payment on the field project. Since that phase of the project is now complete, the fields have been turned over to ABRSD for operational control. Erin Bettez will provide a status update with regards to these fields.		

<b><u>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</u></b>			
<input type="checkbox"/>	No action requested - this is a short update or presentation of information		
<input checked="" type="checkbox"/>	Request input and questions from the School Committee, but no vote required		
<input type="checkbox"/>	Request formal action with a specific vote:		
		If formal action is requested, is this item being presented:	
		<input type="checkbox"/>	for the first time, with a request that the School Committee vote at a subsequent meeting OR
		<input type="checkbox"/>	with the request that the School Committee take action immediately

***If formal action is requested, include a suggested motion or contact Beth Petr.***

<b>SUGGESTED MOTIONS</b>	
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	15 min.
<b>ATTACHMENTS</b>	Memo & Presentation slides

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

WELLNESS • EQUITY • ENGAGEMENT



**Acton-Boxborough Regional School District**

**Community Education**

15 Charter Road • Acton, MA 01720  
978-266-2525 • abce.abschools.org



3.2

To: Acton-Boxborough Regional School Committee  
From: Erin Bettez, Director, Community Education  
RE: Lower Turf Fields Update  
Date: March 26, 2020

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In 2012, the ABRSD partnered with members of the community to build the Lower Fields Turf Facility off of Hayward Road. The Friends of the Lower Fields (FOLF) consisted of representatives from A-B Youth Soccer (ABYS), A-B Pop Warner, A-B Youth Lacrosse, and A-B Girls Youth Lacrosse, as well as at-large community members. The project was supported by both Acton and Boxborough Town Meetings.

The \$3M project upgraded two grass fields to turf and installed lights on them, expanded parking, improved an adjacent natural grass field, and included construction of a snack shack/restroom building. Project financing included capital contributions from youth sports leagues and the ABRSD, a \$1M bank loan secured by A-B Youth Soccer, and a \$1.5M ABRSD bond.

During the term of the bank loan, FOLF managed use of the fields with rental revenues going to pay back ABYS' loan as well as to off-set district maintenance costs and bond payments. On November 15, 2019, ABYS paid off its loan and FOLF is now in the process of repaying the youth leagues' capital contributions, as required by the project's Memorandum of Understanding (MOU). Full management of the fields has been turned over to the ABRSD, under the care of the Community Ed. Department.

A Lower Fields Committee was established in the MOU and has met annually to discuss operations and financing of the facility. With the bank loan repaid, the MOU requires that a new Lower Fields Committee be established to serve in that role going forward. We are in the process of creating that new committee. One of the Committee's key tasks will be to monitor the facility's finances and plan so that revenues will ideally cover operating costs as well as generate monies to be used for future replacement of the turfs.

**Annual Operating Expenses**

\$14,000	Weekend Restroom Cleaning
\$12,500	Plowing
\$68,000	Lights/Electricity
\$3,000	Rubber infill replacement
\$4,500	Fence repairs
\$25,000	Bond Payment

Rental Revenues - avg. \$190K/year

Anchor Tenants 66%

A-B Youth Groups 22%

A la cart Rentals 12%

The project has been a huge success for youth sports in our community as well as the A-B interscholastic teams and physical education classes.



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

## A-B Lower Turfs Facility Update

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March 5, 2020

2

## ABRSD Lower Turfs Facility



## Key Goals (2012)

- Improve athletic facilities for ABRSD
- Increase safety for all users
- Expand usable hours at existing fields and preserve open space = Smart Growth
- Minimize financial risk to ABRSD by leveraging volunteer expertise, relationships, and resources
- Generate rental revenue to offset project debt as well as provide a potential long-term resource

3

## Project Financing

**Cost = \$3 Million**

### Sources

ABYS Loan \$1M

ABRSD start up \$275K

ABRSD Bond \$1.5M

FOLF capital contributions \$225K

4

## Annual Operating Expenses

\$14,000	Weekend Restroom Cleaning
\$12,500	Plowing
\$68,000	Lights/Electricity
\$3,000	Rubber infill replacement
\$4,500	Fence repairs
\$25,000	Bond Payment

## Rental Revenues - avg. \$190K/year

Anchor Tenants 66%  
A-B Youth Groups 22%  
A la cart Rentals 12%

5

## Increased Field Time:

	SPRING 2012	SPRING 2020	SPRING 2012	SPRING 2020
<b>Monday</b>				
6:00-7:00 pm	ABGYL	ABGYL	ABYL	ABYL
7:00-8:00 pm				
8:00-9:00 pm		BOLTS		BOLTS
9:00-10:00 pm				
<b>Tuesday</b>				
6:00-7:00 pm	ABGYL	ABYS	ABYL	ABYL
7:00-8:00 pm				
8:00-9:00 pm		STRIKERS		GPS
9:00-10:00 pm				
<b>Wednesday</b>				
6:00-7:00 pm	ABGYL	ABGYL	ABGYL	ABGYL
7:00-8:00 pm				
8:00-9:00 pm		BOLTS		BOLTS
9:00-10:00 pm				
<b>Thursday</b>				
6:00-7:00 pm	ABGYL	ABYS	ABYL	ABGYL
7:00-8:00 pm				
8:00-9:00 pm		STRIKERS		GPS
9:00-10:00 pm		OPSC		
<b>Friday</b>				
6:00-7:00 pm	ABGYL	ABYS	ABYL	ABYL
7:00-8:00 pm				
8:00-9:00 pm				FOUNDERS
9:00-10:00 pm				
<b>Saturday</b>				
8:00-9:00 am				
9:00-10:00 am	ABGYL	ABYS		
10:00-11:00 am				
11:00 am to noon				ABYS
Noon to 1:00 pm				
1:00-2:00 pm	ABYL		ABYL	ABYL
2:00-3:00 pm				
3:00-4:00 pm				
4:00-5:00 pm				
5:00-6:00 pm				
6:00-7:00 pm				
7:00-8:00 pm				
8:00-9:00 pm				
9:00-10:00 pm				
<b>Sunday</b>				
8:00-9:00 am				
9:00-10:00 am				
10:00-11:00 am		GPS		GPS
11:00 am to noon	ABGYL		ABYL	
Noon to 1:00 pm		ABYS		ABYL
1:00-2:00 pm				
2:00-3:00 pm				
3:00-4:00 pm		ABGYL		
4:00-5:00 pm				
5:00-6:00 pm				
6:00-7:00 pm				
7:00-8:00 pm		TOP GUN		TOP GUN
8:00-9:00 pm				
9:00-10:00 pm				

6

## Next Steps

- Establish Lower Fields Committee for post-loan period
- Comm. Ed. continue to rent time & generate revenue to support operating costs
- Plan for funding of turf replacement



# **Acton-Boxborough Regional School Committee** **Meeting Agenda Item Summary**

<b>MEETING DATE</b>	03.05.20	<b>AGENDA ITEM NUMBER</b>	4.1
<b>AGENDA ITEM TITLE</b>	Approval of Minutes		
<b>PRESENTER(S)</b>	Tessa McKinley		
<b>SUMMARY OF TOPIC</b>	School Committee meeting minutes		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>			
	No action requested - this is a short update or presentation of information		
	Request input and questions from the School Committee, but no vote required		
<b>X</b>	Request formal action with a specific vote:		
		If formal action is requested, is this item being presented:	
		for the first time, with a request that the School Committee vote at a subsequent meeting OR	
<b>X</b>	with the request that the School Committee take action immediately		

***If formal action is requested, include a suggested motion or contact Beth Petr.***

<b>SUGGESTED MOTION</b>	"Move to approve the minutes of XX as written or amended."
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	5 min.
<b>ATTACHMENTS</b>	Draft minutes of the School Committee meetings on Feb 6 and Feb 13

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

Auditorium  
Administration Building  
15 Charter Road, Acton

February 13, 2020  
7:00 p.m.

Members Present: Diane Baum, Adam Klein, Ginny Kremer, Tessa McKinley, Paul Murphy, John Petersen, Nora Shine, Angie Tso  
Members Absent: Michael Bo, Amy Krishnamurthy, Maya Minkin  
Others: Marie Altieri, Dawn Bentley, Deborah Bookis, Peter Light, Beth Petr, Dave Verdolino

1. The ABRSC was called to order at 7:01 p.m. by Chairperson Tessa McKinley.

2. **OPEN MEETING**

Acton TV was thanked for taping the meeting and providing it on their website.

2.1. Chairman's Welcome

Annual Spring Town Elections

- Acton's deadline to submit papers was February 11 for the Election on March 31. Three candidates are running for three seats: Amy Krishnamurthy, Yebin Wang and Kira Wilson Cook.
- Boxborough deadline to submit papers is March 31 for Election on May 19

2.2. Public Participation - none

2.3. High School Student Representatives Update – none

2.4. Superintendent's Update

Mr. Light congratulated the Conant and Gates Schools for being recognized for their recent MCAS results. ABRHS teacher Mike Romano was also congratulated on being named a state finalist for the Presidential Award for Excellence in Mathematics and Science Teaching. The next Community Coffee is March 10 at 7:00 p.m. All are welcome.

3. **PRESENTATIONS**

3.1. **Negotiations Update** – *John Petersen and Marie Altieri*

3.1.1. Recommendation to Approve the Acton-Boxborough Education Association (ABEA)

Contract – **VOTE**

3.1.2 Contract Summary

3.1.3 Proposed Memorandum of Agreement

3.1.4 Comparable Data

John Petersen presented the slides and reviewed the summary of changes to the Agreement of Understanding that was agreed to by the Negotiations Subcommittee and the ABEA Negotiations Committee on January 27, 2020. The process began in October and although a lot of work, it was described as very collaborative. Changes included: Course Reimbursement and Credits, Sick and Personal Days, Salary Schedule (simplified Supermax), Cost of Living increases (FY21 = 1.5%, FY22 = 2.5%, FY23 = 2.5%), Anti-Bias and Universal Design Professional Learning, minor change to school calendar when school starts before Labor Day, and a list of smaller items.

Marie Altieri explained how the total COLA cost for 3 years was 6.5% (+ 0.7% from the FY20 split year). There was general agreement not to do a split year in the future because it can create confusion. Members discussed what the cost of living (COLA) numbers mean. COLA increases are no longer tied to inflation as they were to some degree years ago when inflation was high (10-12%). Members liked the comparison graph. The tax levy impact and sustainability was of concern as they have been in previous meetings.

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

**VOTED:** To approve the proposed Acton Boxborough Education Association (ABEA) Contract for the period from July 1, 2020 through June 30, 2023, as set forth in the Memorandum of Agreement between the bargaining committees for the ABEA and the School Committee.

The Negotiations subcommittee, consisting of Amy Krishnamurthy, Tessa McKinley, Paul Murphy, John Petersen and Administrators Marie Altieri and Andrew Shen, were thanked for their efforts. Marie was especially thanked for gathering all of the data during the negotiations process.

### 3.2. **Finance Update – Dave Verdolino**

#### 3.2.1. FY20 2nd Quarter Report

#### 3.2.2. FY21 State Aid Update

#### 3.2.3. EDCO Update

Dave Verdolino reported that based on his Q2 report, the FY20 projected variance at yearend would be:

Revenues	\$387K	(0.4%)
Expenditures	\$(631)K	(-0.7%)
Net Variance	\$(244)K	

He noted that these numbers, as usual, are conservative at this time of year and he expects more favorable results as the numbers get more solid. He believes that salaries and utilities should improve by end of the year. At this point, this is a significant difference from last year's 2<sup>nd</sup> Quarter. Dave explained how the finance department has been doing a very thorough review of the departments and consolidated character codes and made some reclassifications that may be adding to this difference. More analysis will be done on the numbers and the Committee will be kept informed.

The Committee took their final vote on the FY21 budget on 2/6/2020 subject to reconsideration after the new school bond is issued (late February) to adjust the estimated first year debt service to the actual amounts.

Mr. Light wanted to voice concern about EDCO's finances. They ended FY19 with a gap of over \$1M. due to an amount that had not been anticipated. There were formula errors that then lead to a gap for FY20 so they are shrinking programs and working to address this deficit. See article 27. We have not heard about any financial impact to the school districts but it will be a priority to be sure EDCO is fiscally sound in the future.

## 4. **ONGOING BUSINESS (8:15)**

### 4.1. **Approval of ABRSC Meeting Minutes of 2/6/20 (next meeting)**

### 4.2. **Director of Special Education Search Update – Marie Altieri**

#### 4.2.1. Search Committee Members and Timeline

Marie Altieri reported that the first meeting was held today. They hope to have an appointment by mid to late March. She was very happy with the response for Search Committee volunteers.

With 22 applicants so far, a member hoped to see a good amount of diversity in the candidate pool. The deadline to apply was extended to increase this number. This type of position is hard to fill for most districts. In response to a question, Mr. Light said that if it seems like a very strong candidate may not be found, the District always reserves the right to decide to change course.

#### **4.3. Subcommittee and Member Reports**

4.3.1. School Building Committee Update –*Peter Light and Marie Altieri*

4.3.2. FYI: Review of Exterior Design Concept slides, 1/30/20

4.3.3. Recommendation to Authorize the District to Enter into and be Bound by the Project Scope and Budget Agreement (PSBA) – **VOTE** – *Peter Light*

JD Head did an impressive presentation at last night's Building Committee meeting regarding how much the District will save with the solar panels - \$4M. Slides will be on line soon showing the color pallets using tree imagery. Douglas on the top floor will be blue sky. Gates and the bottom floor will be green tree and brown earth tones. People love the colors. Marie has been running 2-hour programming meetings with faculty that have been very exciting as the building is starting to come to life! The website is currently the best way for the community to stay updated on the project's progress. Once construction starts, Consigli will provide updates. Lynn Newman is keeping the Gates community informed. Abutters are also being kept in the loop for feedback. Regarding a question about insurance, Mr. Light said that Consigli picks up most of that cost and Dave Verdolino has reached out to MIAA to confirm any gaps.

Adam Klein moved, Paul Murphy seconded and it was unanimously,

**VOTED**: to authorize the District to enter into and be bound by the Project Scope and Budget Agreement (PSBA)

#### **4.4. Budget – Diane Baum**

At the meeting on 2/11/20 Dave Verdolino reviewed what was shared earlier in the meeting.

#### **5. Statement of Warrants**

Tessa McKinley read the warrants into the record and members signed the documents.

#### **6. FYI**

Mr. Light referred to the Lower Fields memo in the packet. The original Lower Fields committee is being contacted about possibly adding a couple of people to this new group for proper representation. If that happens, the memo may be revised for the next meeting.

Diane Baum requested that the School Committee appointed committee liaisons update the School Committee at their meetings on a more regular basis as a way to keep all better informed.

Angie Tso and Nora Shine reported on the EDCO Roundtable meeting that they recently attended. Topics included: changes in funding, new members understanding their roles in the communities, the Corona virus and the structure of the meetings. They are open to all School Committee members and can cover any topic.

Adam Klein moved, Nora Shine seconded and the ABRSC adjourned at 8:05 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: see agenda with list

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

Auditorium  
Administration Building  
15 Charter Road, Acton

February 6, 2020  
7:00 p.m. Open Meeting  
7:05 p.m. Annual Budget Hearing  
7:20 p.m. (approx.) Open Business Meeting  
8:30 p.m. (approx.) Executive Session

Members Present: Diane Baum, Michael Bo (7:27 p.m.), Ginny Kremer (7:14 p.m.), Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, John Petersen, Nora Shine, Angie Tso  
Members Absent: Adam Klein  
Others: Marie Altieri, Dawn Bentley, Deborah Bookis, Peter Light, Beth Petr, Dave Verdolino

1. The ABRSC was called to order at 7:07 p.m. by Chairperson Tessa McKinley
2. **Chairman's Welcome**
  - 2.1. Annual Spring Town Elections
    - Acton deadline to obtain papers is February 7 for the Election on March 31
    - Boxborough deadline to submit papers is also March 31 for Election on May 19

3. **FY21 BUDGET HEARING** *(see separate agenda)*

The Hearing was called to order by Tessa McKinley at 7:08 p.m.  
She explained that per Robert's Rules, the Committee would vote after the Hearing was adjourned.

*Please see budget material posted for 1/25/2020 School Committee meeting at*  
[https://www.abschools.org/school\\_committee/meetings\\_agendas\\_packets\\_minutes](https://www.abschools.org/school_committee/meetings_agendas_packets_minutes)

**ABRSC FY21 Budget Overview– Peier Light**

- FY21 Final Budget Presentation

Mr. Light explained that the Committee could vote on the revised budget either tonight or at their meeting on February 13. Per the Regional Agreement, 2/3 of the weighted vote of the full School Committee is needed for approval of the budget.

Since the start of the budget process, there have been a total of 20 meetings of the Budget and Debt Strategy Subcommittees plus the School Committee. Members of all were thanked. Budget Priorities were established to adhere to Budget Guidelines. This included the reallocation of existing resources to continue the District's Strategic Growth, a commitment to a multi-year, fiscally responsible transition to tuition-free add-day kindergarten, and implementation of the Capital Improvement Plan that was adopted during the FY20 Budget Process.

- Bonding Update
- Recommended Assessments and Table 6

The impact of the new school debt was intentionally left vague at the Budget Saturday meeting (1/25/2020) but the District is now ready to proceed with estimated numbers. Based on a meeting with the District's Financial Advisors, it is the recommendation of District Treasurer Margaret Dennehy, Dave Verdolino and

the Debt Strategy Subcommittee that FY21 Budget Option 2 be voted. When the final bonding numbers are in, a reduction to the budget could be voted if needed at the March 5 meeting. Per slide 17, the operating budget has not changed since Budget Saturday. To be as transparent as possible with the community about the tax impact, the two columns in slide 17 were added. The revised Acton total of \$66,163,514 includes \$3,570,000 for the school debt. The ALG model has been carrying \$4M (or so) so this is a beneficial reduction to the model.

The recommended Option 2 has the least tax to the Acton community. Guidance being received by the District advises to borrow as much as possible now, while rates are very low. In 5 years or so, the biggest piece of existing exempted debt will drop off.

### **Budget Feedback and Public Participation**

Members discussed how the bond premium should be handled. Acknowledging the significant financial challenges facing our communities, members generally felt they needed to go with the lower impact to the tax rates in Option 2. On slide 13, Option 1 it was not clear why Acton's tax impact goes down while Boxborough's goes up.

Dave described how the \$75M could be deposited with NDT, the largest holder of government assets in the state. They pay a fixed interest rate that is the same for everyone, based on short term securities, a 1 ½ - 2% rate now. The Acton Health Insurance Trust money is also being held by them. This provides the District with a competitive return, although Margaret can review other options, based on the cash flow of the project. The investment of these funds is the Treasurer's (Margaret's) decision. An entity is not allowed to earn more money on deposited borrowed funds than the entity has paid (arbitrage). Members discussed how the interest earned from the \$75M cash could be used, although that decision has not been made yet. Some members were surprised that there are not legal constraints on how the premium money is used.

There were no comments from the public.

John Petersen moved, Amy Krishnamurthy seconded and at 7:47 p.m. it was unanimously,  
**VOTED**: to adjourn the Budget Hearing.

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### **BUSINESS MEETING**

#### **4. Recommendation to Approve the FY21 Final ABRSD Budget and Assessments – VOTE – Peter Light**

John Petersen moved, Amy Krishnamurthy seconded and it was unanimously,

**VOTED**: That the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2020 through June 30, 2021 be set at \$97,599,777, and that member towns be assessed in accordance with the Education Reform Law and terms of the Regional Agreement and amendments thereto as follows:

Acton \$66,163,514 (consisting of a Capital Assessment of \$5,771,463 and an Operating Assessment of \$60,392,051); and  
Boxborough \$12,230,727 (consisting of a Capital Assessment of \$961,655 and an Operating Assessment of \$11,269,072);  
with the remainder to be accounted for by the following sources of funds:  
Anticipated Chapter 70 Aid in the amount of \$15,345,811,  
Anticipated Chapter 71, Section 16C Transportation Aid of \$2,097,225,

Anticipated Charter School Aid in the amount of \$50,000,  
Anticipated Federal Medicaid Reimbursement of \$250,000,  
Anticipated Investment Earnings of \$300,000,  
Anticipated Miscellaneous Revenues of \$17,500, and  
A transfer from E&D Reserves in the amount of \$1,145,000.

## 5. **Chairman's Welcome to Business Meeting**

### 5.1. Public Participation

Mike Ballescu, President of the Acton Boxborough Education Association, Acton resident, and Merriam School parent spoke from the audience, stating that he was addressing "the whole community". He expressed concern about how some people reacted to the incident that took place in school on January 9<sup>th</sup> and accusations that were made about a staff member "without fact or the ability to defend herself." He strongly encouraged the public not to tolerate the bullying he felt was taking place over social media.

### 5.2. High School Student Representatives Update

Michael Cheng gave an updated including that a student walk out was planned for Friday, February 7.

### 5.3. Superintendent's Update

Mr. Light congratulated the Academic Decathlon Team, Quiz Bowl Team and our new ESports League of Legends Team for their recent successes. He recognized Deborah Bookis and her curriculum team for rethinking some of our early literacy work as they develop a PK-6 Literacy (Reading) Vision and implementation plan for this year. It is particularly exciting that AB is on the cutting edge of the latest research associated with early markers of dyslexia.

### 5.4. Follow Up to Community Conversation about Race

Mr. Light wanted to share what he spoke about at last week's community forum regarding the investigation following the incident at the Merriam School on January 9<sup>th</sup>. The District has contracted with Jeff Sankey, an independent fact finder to conduct a thorough review. This work will be a priority of our district, no matter what the investigation concludes. It has been very difficult for everyone involved, but Mr. Light appreciated seeing how passionate and caring our staff is about putting kids first.

Committee members were invited to share their thoughts. Comments included:

- There was general consensus that the quick action to offer the public forum and the honesty and concern that was expressed, especially by the Superintendent was very much appreciated.
- The need to respect people and students' privacy made answering some questions difficult and often members of the public do not realize this.
- An incident like this is something that affects everyone in the community, not just the schools, and everyone needs to work on it together.
- The SEED training last year was very valuable in this setting.
- It was hoped that Dawn Bentley will return to her blog about ways to address these issues.
- Kids and adults should talk about these issues together and at home.
- One thing that is common in all races is kindness. As leaders in the district, members were encouraged to lead by example to show that inclusiveness can start simply by looking at each other with a smile.

## 6. **Presentation: School Improvement Plan Updates (8:15)**

### 6.1. McCarthy-Towne School – *Principal David Krane and Assistant Principal Matt McDowell*

[https://mct.abschools.org/the\\_mct\\_school/school\\_improvement\\_plan](https://mct.abschools.org/the_mct_school/school_improvement_plan)

McCarthy-Towne's equity goal includes creating a co-teaching model with one of two Sixth Grade teams in order to significantly reduce pull out services for most Sixth Grade students receiving supported learning services in their school's Learning Center. The exact wording of this goal may be revised but the focus is to include children in the general education classroom as much as possible, in an effort to increase opportunities for one on one interaction between students and teachers, and build one community that combines all of the children.

Mr. Light commented that making a commitment to a real co-teaching model would mean adding special educators. It can be efficient when kids are pulled out for a topic because they can be grouped together, but they do miss out of some of the classroom experience. Pushing “in” requires you to have enough special educators who stay in the general education classroom. We will never have enough money to have every team in every school be a co-taught team, but we do have opportunities within our current staff to do some of this at McCarthy-Towne. Some co-teaching is also being done at Merriam.

The School Council meeting minutes posted on the McCarthy-Towne website about this topic really impressed one member. David complimented his School Council because they are passionate about co-teaching and are very invested in all the kids. He offered to return to the Committee in the fall for an update on this effort.

7. **Approval of ABRSC Minutes (8:40)**

The meeting minutes of 1/25/20 and 1/9/20 were unanimously approved as amended. The motion was made by John Petersen and seconded by Diane Baum.

8. **Recommendation to Authorize the Superintendent to Submit to the MSBA the Statement of Interest (SOI) for the Blanchard Memorial School – VOTE – Peter Light**

The Committee reviewed the SOI. Mr. Light and JD Head explained that this was for the Accelerated Repair Program for the Blanchard roof.

Paul Murphy moved, Ginny Kremer seconded and it was unanimously,  
**VOTED:**

Resolved: Having convened in an open meeting on February 6, 2020, prior to the SOI submission closing date, the Acton-Boxborough Regional School Committee of Acton and Boxborough in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated February 6, 2020 for the Blanchard Memorial Elementary School located at 493 Massachusetts Avenue Boxborough, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future 5 which is the replacement, renovation, or modernization of school facility systems such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in the school facility; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

The application will be submitted tomorrow.

9. **Recommendation to Approve \$5,611.13 Gift from AB Friends of Music for the ABRHS Performing Arts 2020 NYC Band Trip – VOTE – Peter Light**

Maya Minkin moved, Angie Tso seconded and it was unanimously,  
**VOTED:** to approve the \$5,611.13 gift from the AB Friends of Music

10. **Recommendation to Approve \$2,100 Gift from the Conant PTO to the Conant School for Reading Materials – VOTE – Peter Light**

Amy Krishnamurthy moved, Paul Murphy seconded and it was unanimously,  
**VOTED:** to approve the \$2,100 gift from the Conant PTO.

## 11. Subcommittee and Member Reports

### 11.1. School Building Committee Update

Mr. Light reported that JD Head is receiving proposals for the solar project, and engaging in programming meetings including exterior design and development discussions. They will be moving into internal programming such as finishes and reaching out to stakeholders about it.

### 11.2. Policy — Amy Krishnamurthy

#### 11.2.1. Educational Opportunities for Children in Foster Care, File: JFABF – Second Read – **VOTE**

Paul Murphy moved, Amy Krishnamurthy seconded and it was,

**VOTED**: to approve the Educational Opportunities for Children in Foster Care policy, File: JFABF (YES: Baum, Bo, Kremer, Krishnamurthy, McKinley, Minkin, Murphy, Shine, Tso NO: Petersen)

#### 11.2.2. Residency and Student Enrollment, File: JF – Second Read - **VOTE**

Paul Murphy moved, Ginny Kremer seconded and it was,

**VOTED**: to approve the Residency and Student Enrollment policy, File: JF (YES: Baum, Bo, Kremer, Krishnamurthy, McKinley, Minkin, Murphy, Shine, Tso NO: Petersen)

#### 11.2.3. Combining: Acknowledging Religious Holidays, File: ACD and School Ceremonies and Religious Holiday Observances, File: IMD – Second Read – **VOTE**

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

**VOTED**: to combine the Acknowledging Religious Holidays policy, File: ACD and School Ceremonies and Religious Holiday Observances policy, File: IMD

John Petersen voted against the first two policies due to what he considered their poor level of readability. While readability is important, due to required legal language and other factors, some of the policies are not as simply worded as one might like. John agreed but wants to ensure that the intended audiences can understand the policies.

### 11.3. Budget –meetings on Jan 14, 24, 28 – *Diane Baum*

The staffing report was highlighted. Adding 8 FTEs with a net cost of zero is very significant. The subcommittee discussed how \$525,000 of cuts were made in this budget, and it was built into the collaborative culture of this budget cycle.

### 11.4. Acton Leadership Group Update (ALG) , *meeting on 1/21/20*

Minuteman Technical High School budget had a 6% increase in operating expenses, but we had additional students counted in the state enrollment. The combination of the two, Minuteman's new debt and one member district's withdraw (Belmont) there was a redistricting that lead to a 20% in in tuition. They are trying to expand their enrollment. Our enrollment will go from 36 to 62 students next year, and that will increase our assessment from 15 – 20% over the next 5 years. We need to be cognizant of how this will affect our budget in the future. Amy also reported that the deficit on the financial model was closed but a great deal of concern was expressed that the District choose this year to lower the ADK tuition. Mr. Light explained that it was part of supporting our Core values and part of our plan. It was agreed that the District needs to be very clear about why they did this for next year.

### Health Insurance Trust Update –

John Petersen reported that a topic at the meeting this morning providing guidance to the entities sooner. They will try to develop guidance at the June meeting, and if not then, in September.

### 11.5. Boxborough Leadership Forum Update (BLF)

A member asked for information about the individual schools earlier in the year but Mr. Light said this could be difficult. It was pointed out that the School Improvement Plans done by the School Councils are not about the budget.

## 12. Statement of Warrants



The Chairperson read the warrant information and members signed the documents.

13. FYI

**EXECUTIVE SESSION**

At 9:30 p.m., John Petersen moved, Amy Krishnamurthy seconded and it was unanimously,

**VOTED by roll call:** to convene an executive session:

Pursuant to MGL Ch 30A, sec.21(a) Purpose 3: to discuss strategy with respect to collective bargaining with the Acton-Boxborough Education Association (ABEA) because an open meeting may have a detrimental effect on the bargaining position of the Committee.

(YES: Baum, Bo, Kremer, Krishnamurthy, McKinley, Minkin, Murphy, Petersen, Shine, Tso)

The Chairperson stated that the Committee would return to open meeting for the sole purpose of adjourning.

-----

The ABRSC returned to Open Meeting and was adjourned at 10:33 p.m. (moved by John Petersen, seconded by Paul Murphy)

Respectfully submitted,

Beth Petr

List of Documents Used: See agenda with documents used



## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

MEETING DATE	03.05..20	AGENDA ITEM NUMBER	4.2
AGENDA ITEM TITLE	Superintendent Mid Cycle Goal Review		
PRESENTER(S)	Peter Light		
SUMMARY OF TOPIC	The mid-year goals update is a part of the Superintendent evaluation process. The memo included in this packet provides information about progress made toward each of the goals the committee approved earlier this year. There is no presentation associated with this agenda item. This is an opportunity for the committee to discuss the progress, ask questions, and provide feedback to the Superintendent.		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
	No action requested - this is a short update or presentation of information
X	Request input and questions from the School Committee, but no vote required
	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
	for the first time, with a request that the School Committee vote at a subsequent meeting OR
	with the request that the School Committee take action immediately

***If formal action is requested, include a suggested motion or contact Beth Petr.***

SUGGESTED MOTION	
FOLLOW-UP	There will be follow-up agenda items related to Superintendent evaluation on subsequent agendas. There will be an overview of the evaluation process scheduled at an April meeting, and then the committee will receive a final report, with evidence that is accompanied by a presentation at a meeting in May. The committee will then complete individual and a group evaluation of the Superintendent and this will be presented publicly in June.
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	15 min.
ATTACHMENTS	Memo

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# Acton-Boxborough Regional School District

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

**Peter J. Light**  
Superintendent of Schools

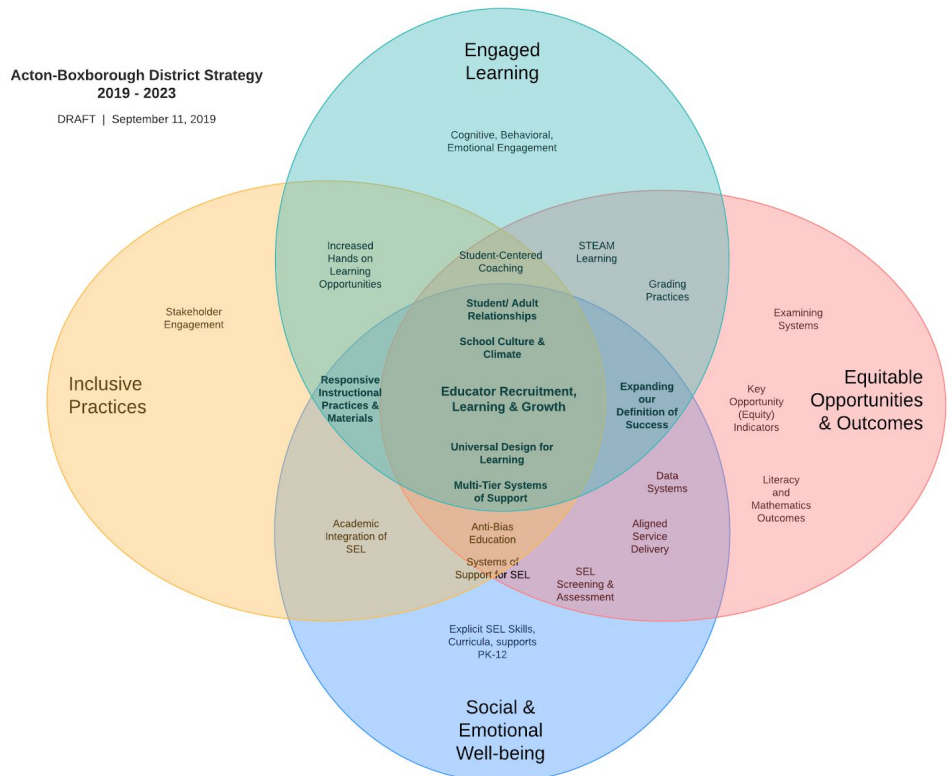
**To: Acton-Boxborough Regional School Committee**  
**From: Peter Light, Superintendent of Schools**  
**Date: February 29, 2020**  
**Re: Mid-Year Goals Update**

At the school committee meeting on March 5, you will have an opportunity to discuss my progress on the goals that I set with you for the year. As a reminder, this is not a presentation of the goals, but an opportunity to discuss the progress you feel I have made, ask questions, and offer feedback. I want to take this opportunity to thank all of the district leaders and educators, as often, the Superintendent's goals are the work of all educators and leaders. This memo is designed to provide you information about the actions we have taken toward the goals.

*Note: Text in black represents the original language of my goals that were approved by the school committee.*

*Text in blue reflects the mid-year update provided for your consideration.*

*As you recall from our discussions earlier this year, our District is in a transitional period in the development of our new strategy. Because of this, the goals we set for the year depart from our previous-year goals, and will be reflected in the new strategy. To the right is a diagram that I shared with you previously. I hope this helps provide some context to our update.*



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## **Student Learning Goal: Literacy Outcomes**

By June 2020, we will develop a PK-6 Literacy (Reading) Vision and implementation plan that will provide equitable access to evidence-based instructional and assessment practices that improve literacy outcomes for all students.

Action Step	Timeline
Form a district-wide literacy team comprised of educators from a variety of roles to provide leadership to this work	Sept. - Oct. 2019
Define the roles and responsibilities of educators	May 2020
Identify screening tools and assessments	
Investigate evidence-based instructional resources	
Determine professional learning and training for educators	
Identify key parent engagement strategies and opportunities	
Develop an implementation timeline and identify key resources	

### **Mid-Year Update:**

Our work to date can be summarized in four main categories:

- *professional learning* we have undertaken to support development of our literacy vision,
- *early implementation steps* we are taking that fit within the broader scope of the vision,
- *collaborative partnerships* that we have developed to support our work, and
- *ongoing work* that will be reported later this academic year.

Professional Learning: The district has participated and/or hosted the following professional learning opportunities in support of our new literacy vision:

- Dyslexia presentation, EDCO spring 2019
- 4-day MIT symposium, Dr. Joanna Christodoulou & Dr. John Gabrieli, summer 2019

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- 2-day MGH symposium, Dr. Joanna Christodoulou & Dr. Tiffany Hogan, summer 2019
- ABRSD Special Education Professional Learning Series, The Cognitive Challenges of Learning to Read for colleagues, November 2019
- Comprehensive Reading Assessment and Interpretation, January 2020
- Suspecting Dyslexia and Eligibility Determination, February 2020
- District-wide Grade Level Meetings: Overview of Dyslexia - \*Dr. Christodoulou presented
  - PK (November) \*K (October); Grades. \*1, 5 (January); Grades. 2, 6 (February); Grades. 3, 4 (March)
- Districtwide workshop, Emergent Literacy Learners and Early Markers of Dyslexia, Dr. Christodoulou, spring 2020
- ABRSD Elementary Literacy Coordinator, Evidence-based Practices, Tools and Resources, December 2019
- Webinars/Podcasts:
  - January 16, 2020 - Dr. Louisa Moats;
  - March 18, 2020 - National Association of School Psychologists Dyslexia and Specific Learning Disabilities: Focus on Effective RTI

Implementation: The District has begun implementing several key actions in order to have an early impact on our students' literacy:

- Added question re: familial history of learning difficulties to DIAL-4 kindergarten screening (implemented spring 2019)
- Added RAN (Rapid Automatized Naming) Task - (colors/objects) - to kindergarten literacy screening (fall 2019)
- Added Kindergarten Protocol Document to compile information to inform kindergarten teachers as students transition into the school district
- Implementing Beta screening tool developed by Dr. Nadine Gaab
- Added question regarding familial history of learning disabilities and dyslexia to developmental history/home assessment used in all initial special education evaluations
- Screening new students enrolling in district - in process

Collaborative Partnerships: We are collaborating with the following individuals and organizations to support the development of our literacy vision:

- Nancy Duggan, Decoding Dyslexia Founder
- Dr. Nadine Gaab - early adoption of Dyslexia Screening App developed at Boston Children's Hospital for spring 2020
- Dr. Christodoulou will attend April 13, 2020, PK-6 Literacy (Reading) Vision Committee to consult with the entire committee
- Collaboration with Newton Public Schools for MTSS framework, March 2020
- ABRSD SEPAC - District administrators attended a listening session on 2/1/20 with parents of students with dyslexia to learn more about their experiences in our schools

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Ongoing Work: The following work is ongoing and will be reported out later this Spring:

- PK-6 Literacy (Reading) Vision Committee with a variety of representation from the district with the goal to create an MTSS framework for Reading PK-6.
- Subcommittee work to:
  - create PK-6 reading vision statement
  - define the roles/responsibilities of educators,
  - identify screening tools/assessment,
  - investigate evidence-based instructional practices/resources,
  - determine professional learning and training for educators, and
  - identify key family engagement opportunities and strategies.
- District leadership attendance at DESE MTSS Conference, February 2020
- ABRSD Elementary Literacy Coordinator participation in DESE statewide early literacy leadership
- District-wide PK-6 Collaboration across departments

### **Professional Practice Goal: Stakeholder Engagement**

In order to foster stakeholder support for the schools and solicit feedback about how we can continue to improve, by June 2020 we will engage in a variety of strategies to increase stakeholder engagement by:

- Producing an annual report and interim newsletters to keep members of the Acton Boxborough community informed about the district's work
- Holding a series of coffees with the superintendent and school committee chair to increase two-way communication with families
- Forming a district-wide family advisory group to increase two-way communication and inform the district's work around Diversity, Equity and Inclusion
- Forming a district-wide student focus group for students in grades 7-12 in order to inform the district's work around Diversity, Equity and Inclusion

Action Step	Timeline
Develop an annual report that communicates the district's work to all households in the community	By August 15, 2020
Develop trimester-based newsletters to keep stakeholders informed of district work	December 2019; April 2020
Increase two-way communication and feedback by holding Superintendent/SC Chair Coffees	Monthly during 2019-20 school year

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Develop and implement a districtwide DEI Parent Advisory as an strategy to engage in two-way communication around issues of Diversity, Equity and Inclusion	Meetings in Oct, Jan/Feb, and Apr/May
Develop and implement districtwide DEI Student Advisory as an strategy to engage in two-way communication around issues of Diversity, Equity and Inclusion	Meetings in Jan, Mar/Apr, and May/June

### Mid-Year Update:

Although our first newsletter was delayed, we anticipate that it will be published digitally in the first week of March. This newsletter provides families and community members with information about three key areas: the district work on Diversity, Equity and Inclusion (DEI), our work on STEAM (Science, Technology, Engineering, Arts and Mathematics), and an overview of the FY21 School Budget. One additional newsletter will be published this year at the end of April or early May. These newsletters are being produced for digital distribution.

We have had a successful start to our Superintendent/ School Committee Chair Coffees with the community. Four events have been held (10/11, 11/15, 1/21, 2/7) and an additional coffee is scheduled for 3/10. We have introduced a form that community members may use to submit questions prior to each gathering. This has allowed us to come prepared with information and has increased the efficiency of the meetings.

The District successfully launched our DEI family advisory group, led by Dawn Bentley and me. We had over 70 applicants for this group, and approximately 40 families were selected that were broadly representative of the diversity of the district. The group's first meeting was held on 10/24 and was largely introductions and some initial brainstorming of topics of interest. The second meeting of the group was scheduled for 1/23, however this meeting was cancelled in favor of a more public community conversation about race in our schools and community. Many members of the DEI family group were in attendance at the community conversation, and I anticipate that our next meetings of the DEI family group will follow-up on this community conversation. Additional meetings of the DEI family group are scheduled for 3/26 and 5/14. We will be discussing the possibility of more frequent meetings with this group.

We have also successfully launched our DEI Student Advisory. Dawn Bentley and I are also leading this group. Our first meeting was on 1/23 and we had approximately 10 students in grades 7-11 attend. We asked the students to help us identify additional members who may want to join these meetings. After introductions, we brainstormed possible topics of interest for the students to discuss with us. Next meetings of this group are planned for 3/18 and 5/18.

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We are excited that in addition to the stakeholder engagement opportunities previously mentioned, we have recently formed a partnership with the Fostering Racial Justice Group to help us improve our connections with stakeholders in the community and accelerate our work around equity and inclusion. We are also in the early planning stages of a follow-up forum to our community conversation about race to continue this work and expand the dialog on issues of bias and race in the community. We are partnering with the Anti-Defamation League to host this forum and anticipate that it will take place in April.

### **Professional Practice Goal: Complete District Strategy**

So that we are intentional and transparent about our improvement efforts, by June 2020, we will complete a district strategy for school committee adoption that articulates:

- Underlying beliefs that drive our work
- Overarching strategic objectives
- Initiatives that support the strategic objectives
- Action plans for each initiative
- Outcomes and key equity indicators that provide benchmarks against which to measure our progress

We will work with schools to align school improvement plans to the district strategy.

Action Step	Timeline
Develop and articulate district-wide beliefs to guide implementation of the strategy	Oct. 2019
Define and clarify overarching strategic objectives	Jan. 2020
Identify and define the various strategic initiatives that support the overarching objectives	Jan. 2020
Develop action plans for each of the District's strategic initiatives	March 2020
Define outcomes and measures of implementation of each of the district's strategic initiatives	May 2020

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Work with the school committee to develop a series of key equity indicators against which district progress can be measured	May 2020
-----------------------------------------------------------------------------------------------------------------------------	----------

#### Mid-year Update:

Work has continued on the District Strategy over the course of the fall and early winter. We have finalized a set of beliefs that our administrative team holds that guide the work we will undertake. We have also drafted specific language for each of our four overarching Strategic Objectives, and for the various Strategic Initiatives that we will undertake for each of the objectives.

We have also drafted an action planning template for each of the objectives and initiatives that includes:

- the purpose of the initiative,
- intended outcomes,
- implementation benchmarks,
- a timeframe in which the initiative takes place,
- progress monitoring benchmarks,
- measures of early and long-term impact, and
- resources needed to successfully implement the initiative.

A school committee workshop is scheduled for 3/16. At this time I will be seeking feedback on the language of the objectives and initiatives as well as the format of the action plan template. The Committee's input will be used to begin to draft action plans for each of the initiatives to be undertaken. This will be discussed in greater detail at the workshop on 3/16. We will also be seeking feedback on our plan from stakeholder groups in our community.

We have sought assistance from the Mid-atlantic Equity Consortium (MAEC) to have them help us in identifying potential Key Equity Indicators that may be used to guide the monitoring of the impact our Strategy has on our schools. To date, we have had an initial conversation with MAEC and have shared our draft strategy with them. We have a follow-up call with them on 3/6 to learn about their initial ideas. We will be bringing these ideas about Key Outcomes and Indicators to the School Committee later this Spring with the intention of having benchmark measures of impact for each of our four Strategic Objectives.

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## **Strategic Initiative #1: Social Emotional Supports for Students**

So that we can continue to improve our support services for students, by June 2020 we will conduct an independent evaluation of the social emotional learning supports that will allow us to:

- Develop an understanding of current practices related to social, emotional, behavioral, and counseling supports in the district.
- Explore alignment of current practices with best practice research in order to identify which supports could be expanded or strengthened.
- Identify opportunities to align staff practices with best practices and effectively manage staffing in order to further support students' social, emotional, behavioral, and mental health needs, creating sustained change in schools and classrooms.

<b><u>Action Step</u></b>	<b><u>Timeline</u></b>
Engage an independent consultant to conduct a comprehensive program review of social emotional supports for students PK-12.	October 2019
Understand current practices related to social, emotional, behavioral, and counseling supports in the district.	January 2020
Explore alignment of current practices with best practice research.	January 2020
Identify opportunities to align staff practices with best practices and manage staffing to further support students' social, emotional, behavioral, and mental health needs.	February - May 2020
Create an action plan to align practices and staffing levels with best practice research.	June 2020

### **Mid-year Update:**

The District worked with the District Management Group (DMG) to complete a comprehensive study of our Social-emotional programming across the district. The study was completed in early December, and on 1/6 we conducted a workshop with over 40 staff in the district at which DMG presented its

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initial findings and sought feedback to validate their conclusions. DMG has since finalized their report and is scheduled to present this report publically at the School Committee meeting on 4/2. Findings of the report have been included in our Draft Strategy in the Strategic Initiatives for the Social-Emotional Learning objective.

### **Strategic Initiative #2: Educator Growth & Development**

In order to improve our focus on educator growth and development, by June 2020 we will work with school and district leaders and educators to:

- Maintain and grow a strong culture of professional dialogue and collaboration around teaching and learning and educator evaluation
- Refine the evaluation system so that student learning and teacher impact are at the center of process
- Strengthen the partnership between evaluators and educators through a common focus on learning for all students
- Develop and support consistent common evaluation practices among all administrators that are meaningful and manageable

Action Step	Timeline
Form a district-wide leadership team of evaluators to lead this work	July-August 2019
Refine the evaluation system so that student learning and teacher impact are at the center of process	September 2019 - May 2020
Strengthen the partnership between evaluators and educators through a common focus on learning for all students	September 2019 - May 2020
Develop and support consistent common evaluation practices among all administrators that are meaningful and manageable	September 2019 - May 2020
Solicit feedback from evaluators and educators to assess the impact of the initiative on impacting educators' practice	January 2020, May 2020

#### **Mid-year Update:**

Our District Leadership Team (DLT) consists of central office leaders, Principals and Assistant Principals, department leaders and directors, all of whom have responsibility for evaluating staff across the district. This year, we have engaged in year-long professional learning to increase our

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capacity as evaluators, and improve feedback to educators. We created an Educator Evaluation Leadership Committee (EELC) that planned the various professional learning sessions, and engaged with a consultant, Mary Sterling, to help us plan and lead this work. Our leadership team met 7 times this year (8/6, 9/6, 10/22, 11/19, 12/16, 2/10) and will meet four additional times this Spring. The full DLT met 6 times this year (8/20, 10/2, 10/30, 12/11, 1/15, 2/26), with most of each 2.5 hour meeting dedicated to educator evaluation professional learning. Topics have included supporting the development of more effective student learning goals, improving our focus on student learning during the observation process, and improving the quality of our dialog with educators about their practice. The leadership committee surveyed educators in February about the impact of our work and early reports of the overarching data indicated that:

- 73% of educators reported very much or some growth culture of professional dialogue and collaboration around teaching, learning, and evaluation
- 78% of educators reported very much or some growth in the extent to which they feel that student learning and teacher impact are at the center of the process
- 55% of educators reported very much or some growth in the extent to which they feel that the partnership between you and your evaluator has been strengthened by a focus on student learning
- 67% of educators reported that they agree or somewhat agree that their student learning goal is more meaningful to me and has potentially more impact on students' learning than in prior years
- 79% of educators agree or somewhat agree that the conversations and write-ups after observations with my evaluator have been more focused on student learning than in prior years

We will be continuing our work this Spring and will be surveying our educators again prior to the end of the year in order to measure the impact of our efforts.

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# **Acton-Boxborough Regional School Committee** **Meeting Agenda Item Summary**

<b>MEETING DATE</b>	03.02.20	<b>AGENDA ITEM NUMBER</b>	4.3 and 4.4
<b>AGENDA ITEM TITLE</b>	<b>VOTES to Approve Bonding Results and Revised FY21 Budget &amp; Assessments</b>		
<b>PRESENTER(S)</b>	Dave Verdolino, Peter Light		
<b>SUMMARY OF TOPIC</b>	Our bond sale for the building project and CIP will take place on March 3. The school committee must then approve the sale of the bond. Once the sale of the bond is complete, we will have final budget appropriation calculated and the schools committee is being requested to re-vote the budget so that it can be sent to the town for printing in the warrant.		

**WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?**

	No action requested - this is a short update or presentation of information
	Request input and questions from the School Committee, but no vote required
<b>X</b>	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
	for the first time, with a request that the School Committee vote at a subsequent meeting OR
<b>X</b>	with the request that the School Committee take action immediately

***If formal action is requested, include a suggested motion or contact Beth Petr.***

<b>SUGGESTED MOTION</b>	See memo for motion language for the TWO votes.
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	10 min
<b>ATTACHMENTS</b>	Memo in the packet will be completed and reposted with specific numbers on Wednesday, March 4 following the bond sale.

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# Acton-Boxborough Regional School District

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

4.3  
4.4  
**Finance Department**  
David A. Verdolino, Director  
(978) 264-4700  
dverdolino@abschools.org

To: Peter Light, Superintendent,  
Acton-Boxborough School Committee  
Re: Bond Issuance Recommendation  
Date: March 5, 2020

Dear Peter and Members:

The purpose of this memo is to summarize recent activities regarding the sale of bonds for financing of the debt for the new school and CIP plan, and to present a recommended vote that is required to move forward with this process.

As previously discussed (per my memo dated February 6, 2020), the consensus among all officials weighing in on this matter is to utilize the funds representing the expected bond premium to reduce the original amount of the borrowing, thereby minimizing the amount of future interest cost borne by the taxpayers of Acton and Boxborough.

On February 25, District Treasurer Margaret Dennehy and I participated, along with our Financial Advisors from Hilltop Securities (Hilltop), in a conference call with representatives of Standard and Poor's (S&P), a municipal bond ratings agency. On February 28, S&P [ insert here decision about the district's credit rating ].

Prior to the bond sale (see next paragraph), Margaret and I reviewed the Official Statement (bond prospectus) with Hilltop and the District's Bond Counsel, Locke Lord. This Official Statement is the document on which underwriters and/or potential bond buyers would submit bids to purchase the bonds and finance the aforementioned projects.

On March 3, Hilltop conducted a public bond sale, and received [ enter number here ] separate bids. Upon evaluation of all bids, and consultation with Locke Lord, Hilltop determined the winning bid (i.e., representing the **lowest true interest cost** to the District), identified as follows:

[ insert here appropriate data re bond winning bidder and financing details (interest rate, etc.) ]

[ insert sentence here to the effect that Margaret approves of the analysis by Hilltop and recommends award of the bond acceptance to [ insert here winning bond bidder ]

While a more complete analysis will be presented subsequently, Hilltop has calculated the actual first year debt service cost relating to the new school project, based on acceptance of the bond issuance to [ insert here winning bond bidder ] as per above. This amount is as follows:



Estimated first year new school bond debt service (Feb 6 memo)	\$3,625,000
Actual first year new school bond debt service (per Hilltop)	[ enter amount ]
Difference (potential reduction to voted appropriation)	[ enter amount ]

March 5, 2020

Page 2

The underlying reason for this potential reduction is [ insert here discussion of relevant factors which caused the change from our previous estimate (i.e., interest rate, principal structure, etc.) ]

The School Committee may wish to amend its previous budget vote to reflect the impact of the debt service reduction on the FY2021 District appropriation, and the related assessments to the member towns. If it so votes, the resulting related amounts would be as follows:

	Feb 6 Memo	Revision Recommended
<b><u>Appropriation</u></b>		
Budget Saturday Recommendation	\$93,974,777	\$93,974,777
<i>Add first year new school bond debt service</i>	<u>3,625,000</u>	[ insert amount ]
<b>Revised Budget Appropriation</b>	<b>\$97,599,777</b>	<b>[ revised total ]</b>
 <b><u>Assessment</u></b>		
Budget Saturday Recommendation (total)	\$74,769,241	\$74,769,241
<i>Add first year new school bond debt service</i>	<u>3,625,000</u>	[ insert amount ]
<b>Revised Budget Appropriation (total)</b>	<b>\$78,394,241</b>	<b>[ revised total ]</b>
 <b><u>Revised Apportionment</u></b>	 <b><u>Acton</u></b>	 <b><u>Boxborough</u></b>
Budget Saturday Recommendation	\$63,106,272	\$11,662,969
<i>Add first year new school bond debt service</i>	[ insert amount ]	[ insert amount ]
<b>Revised Apportioned Assessment</b>	<b>[ revised total ]</b>	<b>[ revised total ]</b>
 <b><u>Impact to Average SF Taxpayer (FYI)</u></b>	 <b><u>Acton</u></b>	 <b><u>Boxborough</u></b>
Est. first year increase to property tax bill (Feb 6 Memo)	\$405	\$296
Est. first year increase – Revision Recommended	[ insert amount ]	[ insert amount ]

As you can see, the bond results present a favorable opportunity to take advantage of historically low interest rates to the benefit of the communities' taxpayers, beginning with FY2021, the first year in which the new school bonded debt is subject to repayment. Therefore, I recommend that the Committee consider amending its previous FY21 budget/assessment vote. I have included suggested motion wording on the following page.

Thank you for your consideration.

**Recommendation for REVISION to Final Vote,  
FY2021 Acton-Boxborough Regional School District Budget and Assessments**

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MOTION: That the total appropriation for the Acton-Boxborough Regional School District for the fiscal year July 1, 2020 through June 30, 2021 be set at \_\_\_\_\_ \$ \_\_\_\_\_, and that member towns be assessed in accordance with the Education Reform Law and the terms of the Regional Agreement and amendments thereto as follows:

**Acton** \$ \_\_\_\_\_, (consisting of a Capital Assessment of \$ \_\_\_\_\_ and an Operating Assessment of \$60,392,051); and

**Boxborough** \$ \_\_\_\_\_, (consisting of a Capital Assessment of \$ \_\_\_\_\_ and an Operating Assessment of \$11,269,072);

With the remainder to be accounted for by the following sources of funds:

Anticipated Chapter 70 Aid in the amount of \$15,345,811,

Anticipated Chapter 71, Section 16C Transportation Aid of \$2,097,225,

Anticipated Charter School Aid in the amount of \$50,000,

Anticipated Federal Medicaid Reimbursement of \$250,000,

Anticipated Investment Earnings of \$300,000,

Estimated Miscellaneous Revenues of \$17,500, and

Transfer from E&D Reserves in the amount of \$1,145,000.





# **Acton-Boxborough Regional School Committee** **Meeting Agenda Item Summary**

<b>MEETING DATE</b>	03.05.20	<b>AGENDA ITEM NUMBER</b>	4.5
<b>AGENDA ITEM TITLE</b>	Director of Special Education Search Update		
<b>PRESENTER(S)</b>	Marie Altieri		
<b>SUMMARY OF TOPIC</b>	Oral update on the search that began last month		
<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>			
<input checked="" type="checkbox"/>	No action requested - this is a short update or presentation of information		
<input type="checkbox"/>	Request input and questions from the School Committee, but no vote required		
<input type="checkbox"/>	Request formal action with a specific vote:		
	If formal action is requested, is this item being presented:		
		for the first time, with a request that the School Committee vote at a subsequent meeting OR	
		with the request that the School Committee take action immediately	
<b><i>If formal action is requested, include a suggested motion or contact Beth Petr.</i></b>			
<b>SUGGESTED MOTION</b>			
<b>FOLLOW-UP</b>			
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	5 minutes		
<b>ATTACHMENTS</b>			

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# Acton-Boxborough Regional School Committee

## Meeting Agenda Item Summary

<b>MEETING DATE</b>	03.05.20	<b>AGENDA ITEM NUMBER</b>	4.6
<b>AGENDA ITEM TITLE</b>	FY21 ABRSC Meeting Dates		
<b>PRESENTER(S)</b>	Tessa McKinley		
<b>SUMMARY OF TOPIC</b>	A preliminary look at Committee meetings for next year, may include discussion of SC workshop to be held on March 16th		
<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>			
	No action requested - this is a short update or presentation of information		
X	Request input and questions from the School Committee, but no vote required		
	Request formal action with a specific vote:		
	If formal action is requested, is this item being presented:		
		for the first time, with a request that the School Committee vote at a subsequent meeting OR	
		with the request that the School Committee take action immediately	
<b>If formal action is requested, include a suggested motion or contact Beth Petr.</b>			
<b>SUGGESTED MOTION</b>			
<b>FOLLOW-UP</b>	Dates for the July workshop and August business meeting will be set at a future meeting		
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	10 minutes		
<b>ATTACHMENTS</b>	FY21 Preliminary meeting dates		

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# ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETINGS

## 2020-2021

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Acton-Boxborough Regional School Committee meetings are usually held on the first and third Thursdays of the month, at 7:00 p.m. in the Administration Building Auditorium. Materials are posted at [https://www.abschools.org/school\\_committee/meetings\\_agendas\\_packets\\_minutes](https://www.abschools.org/school_committee/meetings_agendas_packets_minutes) usually on the Friday night prior to each meeting. Meeting agendas are posted at least 48 hours prior on the calendar at [www.abschools.org](http://www.abschools.org) per the Open Meeting Law.

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**Annual Workshop/Retreat:** Possibly June 23/24/25? (two of these days)  
**Summer Business Meeting:** August

September 3  
 September 17

October 1  
 October 15

October 29? - *MASC Annual Meeting is Wednesday, Nov 4-7*  
 November 19

December 3  
 December 17

January 7  
 January 23

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

February 4      **Open Budget Hearing** - required by law  
*(Final Budget must be adopted not later than 45 days prior to start of Acton Town Meeting, 4/ /2021 . 45 days = )*

February 11

March 4  
 March 18

April 1  
 April 15

May 6  
 May 20

June 10  
 June 17

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**Note:** Acton Town Meeting begins April , 2021. Boxborough Town Meeting begins May , 2021.

2/28/2020

Acton-Boxborough Regional School District

**SCHOOL CALENDAR, 2020-2021**

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

Aug.	M	T	W	T	F	
	24	25	26	27	28	Teachers' meetings – Aug 26 & 27
Sept.	<b>31</b>	1	2	<b>3</b>	<b>4</b>	Schools Open – Aug 31
	<b>7</b>	8	9	<b>10</b>	11	No School – Fri, Sept 4
	14	15	16	<b>17</b>	18	Labor Day – Sept 7
	21	22	23	<b>24</b>	25	Yom Kippur – Sept 28
	<b>28</b>	29	30			School Days - 20
Oct.	M	T	W	T	F	
				<b>1</b>	2	
	5	6	7	<b>8</b>	9	Columbus Day – Oct 12
	<b>12</b>	13	14	<b>15</b>	16	**7-12 Early Release for Prof L. –
	19	20	21	<b>22</b>	23	
	26	27	28	<b>29</b>	30	School Days – 21
Nov.	M	T	W	T	F	
	2	<b>3</b>	4	<b>5</b>	6	Prof. Day – Nov 3
	9	10	<b>11</b>	<b>12</b>	13	Veterans Day – Nov 11
	16	17	18	<b>19</b>	20	Early Release Day – Nov 25
	23	24	<b>25</b>	<b>26</b>	<b>27</b>	Thanksgiving Recess – Nov 26 & 27
	30					School Days - 17
Dec.	M	T	W	T	F	
		1	2	<b>3</b>	4	
	7	8	9	<b>10</b>	11	Jr High Early Release Confs –
	14	15	16	<b>17</b>	18	Winter Recess - Dec. 24 – Jan 3
	21	22	23	<b>24</b>	<b>25</b>	School Days - 17
	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

Some major religious and cultural holidays are found on page 2 and underlined here.  
Rosh Hashanah is Saturday, September 19.

\*\* Professional Learning for JH/HS Staff Early Dismissal

No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at <http://abschools.org>  
Acton Town Meeting begins April x, 2021. Boxborough Meeting begins May x, 2021.

Acton-Boxborough Regional School Committee Meetings are usually held twice a month. See [https://www.abschools.org/school\\_committee](https://www.abschools.org/school_committee) for more information.

*Voted by School Committee 01/09/2020*

Jan.	M	T	W	T	F	
					<b>1</b>	Schools Open - Jan 4
	4	5	6	<b>7</b>	8	JH Early Release –
	11	12	13	<b>14</b>	15	Martin Luther King Day - Jan 18
	<b>18</b>	19	20	<b>21</b>	22	
	25	26	27	<b>28</b>	29	School Days - 19
Feb.	M	T	W	T	F	
	1	2	3	<b>4</b>	5	**7-12 Early Release for Prof L. – Feb
	8	9	10	<b>11</b>	12	Presidents' Day - Feb 15
	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	Winter Recess - Feb 15-19
	22	23	24	<b>25</b>	<b>26</b>	School Days – 15
Mar.	M	T	W	T	F	
	1	2	3	<b>4</b>	5	HS Late Start <b>only for students NOT</b>
	8	9	10	<b>11</b>	12	<b>taking MCAS</b> – Mar
	15	16	17	<b>18</b>	19	
	22	23	24	<b>25</b>	26	School Days - 23
	29	30	31			
Apr.	M	T	W	T	F	
				<b>1</b>	<b>2</b>	Good Friday – Apr 2
	5	6	7	<b>8</b>	9	Patriots Day – Apr 19
	12	13	14	<b>15</b>	16	Spring Recess - Apr 19 - 23
	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	**7-12 Early Release for Prof L. –
	26	27	28	<b>29</b>	30	School Days - 16
May	M	T	W	T	F	
	3	4	5	<b>6</b>	7	HS Late Start <b>only for students NOT</b>
	10	11	12	<b>13</b>	14	<b>taking MCAS</b> - May
	17	18	19	<b>20</b>	21	Memorial Day - May 31
	24	25	26	<b>27</b>	28	School Days - 20
	<b>31</b>					
June	M	T	W	T	F	
		1	2	<b>3</b>	4	Graduation – June 4
	7	8	9	<b>10</b>	11	Last day/Early Rel– June 16 (180 days)
	14	15	<b>16</b>	17	18	Last day if 5 snow days–June 23 (185 days)
	21	22	<b>23</b>	24	25	*School could be extended to June 30 if >5 days
	28	29	30			School Days – 12
						<b>Total Days = 180</b>

*01/07/2020*

Acton-Boxborough Regional School District  
**SCHOOL CALENDAR, 2020-2021**

**Major Religious and Cultural Holidays**

*(some are school days, some are not)*

July 31	Eid al-Adha
September 19-20	Rosh Hashanah
September 28	Yom Kippur
November 14	Diwali begins
December 11	Chanuka begins
December 25	Christmas
December 26-Jan 1	Kwanzaa
February 12	Lunar New Year
April 2	Good Friday
March 28 – April 3	Passover
April 4	Easter
April 13 – May 11	Ramadan
May 13	Eid al-Fitr

The observance of both Jewish and Muslim holidays begins at sundown of the preceding day. Please see our Religious and Cultural Holidays policy IMD on the school website for more information at:

[https://www.abschools.org/school\\_committee/policies](https://www.abschools.org/school_committee/policies)

**2020 - 2021 School Start Times**

**Carol Huebner Early Childhood Programs:**

Monday – Thursday

Morning Session 8:30 – 11:15 am

Afternoon Session 12:15 – 3:00 pm

All-Day Session 8:30 am – 3:00 pm

**All Elementary Schools:**

8:50 am – 3:20 pm

Thursdays 12:50 pm dismissal

**Secondary Schools:**

AB Regional High School 8:00 am – 2:47 pm  
(Early Dismissal 11:22 am)

R.J. Grey Junior High School 8:00 am – 2:36 pm  
(Early Dismissal 11:10 am)

**Direct School Phone Numbers:**

Blanchard: 978-263-4569

Conant: 978-266-2550

Douglas: 978-266-2560

Gates: 978-266-2570

McCarthy-Towne: 978-264-3377

Merriam: 978-264-3371

All Other Schools: 978-264-4700



## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

MEETING DATE	03.05.20	AGENDA ITEM NUMBER	4.7
AGENDA ITEM TITLE	VOTE to approve \$1,466.35 donation from Friends of Music for HS NYC Trip		
PRESENTER(S)	Peter Light		
SUMMARY OF TOPIC	Gift		

#### **WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?**

	No action requested - this is a short update or presentation of information	
	Request input and questions from the School Committee, but no vote required	
X	Request formal action with a specific vote:	
	If formal action is requested, is this item being presented:	
		for the first time, with a request that the School Committee vote at a subsequent meeting OR
	X	with the request that the School Committee take action immediately

***If formal action is requested, include a suggested motion or contact Beth Petr.***


SUGGESTED MOTION	"Move to approve \$1,466.35 donation from AB Friends of Music for the HS Performing Arts 2020 NYC Trip"
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min
ATTACHMENTS	Gift letter

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

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# Memorandum

**To:** Peter Light  
**From:** Larry Dorey  
**Date:** 2-18-2020  
**Re:** Acton-Boxborough Friends of Music donation



Please present to the School Committee the following donation:

ABRHS Recipient	Donor	Amount
Performing Arts – SHS 2020 NYC Band Trip	Acton-Boxborough Friends of Music	\$1,466.35

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

Administration Building Auditorium  
15 Charter Road, Acton, MA 01720

February 12, 2020  
7:00 p.m.

**Members Present:** Mary Brolin; Peter Light; Marie Altieri; Peter Berry (*arr 7:03pm*); Dennis Bruce (*arr 7:12pm*); Bob Evans; Bill Hart; JD Head (*left 7:30pm*); Gary Kushner; Maya Minkin (*arr 7:05pm*); Lynne Newman; Maria Neyland; Katie Raymond; Mac Reid; Chris Whitbeck.

**Members Absent:** Amy Krishnamurthy; Adam Klein; Jason Cole; Becca Edson.

**Other:** Karen Coll; David Verdolino; Representatives from Skanska: Chuck Adam, Vincent Vadeboncoeur; Representatives from Arrowstreet: Emily Grandstaff-Rice, Kate Hespenheide; Representative from Consigli: Jody Staruk; members of the public.

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

2. **Arrowstreet Updates** – Emily Grandstaff-Rice

Emily Grandstaff-Rice reminded the SBC of our fast-paced schedule and that we will be looking at the media center and learning commons at the next meeting. Peter Light said that some feedback about the materials had been received after the last meeting and cautioned that, because we have to move at a fast pace, we can't revisit topics multiple times.

a. **Exterior Concepts**

In response to questions from the previous meeting, Emily showed more fully rendered illustrations of the north and east elevations, with the various materials, windows and brick patterning. Mary Brolin liked the design, saying that breaking this big building up with multiple materials makes it look less large. Maria Neyland was hoping to maintain a traditional New England look, not too busy. In response to Bill Hart's question about the many different materials and colors, Emily said that the north elevation is the nexus where a lot of materials come together from different sections of the building, which had been hard to resolve, but that it was a good reminder to simplify things while also maintaining the building's interest, character and flavor. Maya Minkin was comfortable with the patterning, saying that it adds interest and keeps the building from looking boring and boxlike, and that this building doesn't need a more traditional look than the PDB has. Mary was concerned that the front looked somewhat industrial, which could have been due to the rendering; Claes Andreasen will draw a more developed rendering to show the detail. Chris Whitbeck said that the front façade is more traditional, while the other sides have many ways to draw your eyes such as playgrounds and other views.

Lynne Newman liked the use of color, especially in an elementary school. Maya said that we want to be sure we have enough money for trees. Bill noted that the stairwells are exterior to the building, with two walls of glass. Peter Light asked whether it would make sense to remove the windows from the end walls leaving the interior free for teaching space.

b. **Interior Concepts**

*At ABRSD, our mission is to develop engaged, well-balanced learners through collaborative, caring relationships.*  
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Kate Hespenheide, interior designer at Arrowstreet, described the process of selecting colors for the interior of the building, drawing from the natural landscape and using color to differentiate spaces and create identities for the three schools. Color in hallways can help with wayfinding as well as being fun and energizing. Kate looked at the core values of each school and tried to associate colors with those values. The primary color identities of each school are seen as:

- Blue for Douglas, representing the horizon as students are encouraged to innovate and to see that their potential is unlimited
- Green for Gates, whose logo is a tree with roots that are grounded and secure and branches that can grow to new heights
- Yellow for the preschool to represent nurturing, fun and playfulness.

Kate showed methods for using color to create differentiation and also continuity across spaces. Lynne liked the blending of colors in common spaces such as the sample illustration of a wall mural made of acoustic fabric panels. Mary liked the way the colors created a unified feeling. Katie Raymond suggested adding a mural to an outside wall.

Members reacted to some of the specific colors. Peter Berry said that, since water usage is important to this project, it might make sense to incorporate some water-like aqua tones. Mary found the green in the gym too bright. Maya liked the inclusion of red tones. Chris and Maria thought the Gates green appeared a little washed out and less colorful than the Douglas blue or the first floor yellows; Kate agreed that the greens looked more desaturated and less bright, and said that these drawings were an intent to show how color would be distributed rather than the actual shades. They are still planning to use natural-toned linoleum in classrooms.

Mary reminded committee members that JD had recommended against using custom colors that could be hard to replace for materials such as tiles. Maya said that the upholstery looks really nice in initial photos but some fabrics can show dirt and wear with use. Chris said he had seen some examples of colorful, washable furniture. Mary noted that we will have to refresh the furnishings over time. Kate said that some fabrics don't show the dirt as much as others or may clean more easily. We need to select the right materials for the right spaces. Peter Light said that we will have to think about these issues when we pick furniture, adding that more durable furniture tends to be more expensive.

### **3. Softball Field – Emily Grandstaff-Rice**

During SD, concerns had been raised about the layout of the softball field related to the angle of solar glare and the potential for balls to be hit onto adjacent properties. The field is currently oriented southeast; ideally it would be oriented due north, but the site can't accommodate that due to the elevation, the wetlands and parking requirement constraints. An image of the ideal orientation showed that it would overlap into the parking lot and the abutting yard. The architects evaluated a number of options for parking and softball arrangement and narrowed the possibilities to three options: leaving the site as it is in the current design (Option 1); or flipping the parking and softball field sides of the site with the field facing either northwest (Option 2) or southeast (Option 3).

The alternatives are cost neutral, but none is an ideal solution. The current orientation allows us to retain some of the existing outdoor play facilities. Orienting the field to the northwest would result in a ball trajectory into the sidewalk. Moving the field to the west side of the site and leaving it oriented to the southeast would put the ball trajectory toward the parking lot. All three options would require protective netting to protect against balls going into the sidewalk, the parking lot or abutting yards; the net could be taken down when not needed. The architects are looking to the SBC for feedback and preferences.

Responding to questions from members of the public about walkers and sidewalks, SBC members discussed the issue of pedestrian safety on the site. Walkers from the adjacent neighborhood now have to cross Elm St. at Agawam Rd. amid bus and car traffic and then cross the entrance to the current parking lot, creating a confusing intersection. Moving the parking lot to the east side of the site (Options 2 and 3) and locating the walkers' access between the lot and the softball field would leave the hazards in place, even after taking bus traffic out of the mix. Leaving the parking lot on the west side (Option 1) would put the parking lot entrance the furthest from Agawam Rd. and would be the safest for kids getting out of cars and for walkers.

Katie suggested reconfiguring the parking lot on the east side of the site, making it longer and narrower to maximize the size of the softball field, and putting the walkers' path on the Agawam Rd. side of the lot to allow walkers to cross Elm St and continue straight onto the path without crossing the parking entrance. This would locate the field closer to the boardwalk so students could use it during recess. Chris said that it was unlikely that students would use the field for recess or field days for a number of reasons, including the distance from the bathrooms. Members questioned whether it was better to have the softball field closer to the basketball court or to have more separation. Maria and Lynne felt that it would be very worrisome to have kids near a parking lot and that putting the lot on the west side keeps kids and cars more separate.

There will be lighting in the parking lot. A member of the public commented that a new LED light had been installed at Douglas, which lights up the parking lot but also shines into abutting yards. Maya Minkin was concerned that the protective netting could be unsightly and could sag in the wind. The architects recommended enclosing the field with a 4-foot high chain link fence. A member of the public suggested that the fencing could be installed along the property line rather than along the outfield curve of the field, which would allow more flexibility.

Mary said that, after hearing a number of pros and cons, we should turn this question back to the designers. The SBC agreed to narrow the choices down to two, the original and the one with the field and parking lot sides flipped but with the field in the same southeast orientation as the original. Emily will come back to the SBC with more details on these options.

#### **4. Solar Plans – JD Head**

JD Head said that, after a process of public bidding and interviews, a firm called Nexamp has been selected to develop and install a photovoltaic system at the new school. We are negotiating a 20-year agreement with Nexamp. The goal is to monetize our energy production by using solar panels for our own needs and selling excess energy back to the utilities. We will also have a Tesla power pack for battery storage. The agreement calls for 1.5 million kWh of energy production, which will support net zero energy use through

Year 20. A firm called Ictec will provide software to enable the system to communicate with the power grid, providing analytic data and efficiency optimization.

JD showed an illustration of where the PV arrays would be located on the site. They will cover the entire rooftop except the cafeteria, as well as the parking lot. He also showed photos of existing arrays over parking areas in other locations. Two fenced-in structures will have to be installed on the school site, for the battery system and for other equipment required to support the production of solar energy. The final decision about where to locate these structures has not yet been made.

The financial benefit of this solar project could be a savings of \$4.83MM over 20 years over the cost of buying energy from utilities. JD noted that there are some risks with this project: drawing up agreements with Eversource could take a significant amount of time; we need to ensure that the firms we work with have solid financing; there could be unanticipated expenses or changes to policies and regulations; or the system could underperform over time. However, there are also upside opportunities including the potential to assign energy credits earned from overproduction to the rest of the district as well as the educational opportunities and the positive impact on climate change.

Gary Kushner asked if we would be protected if the solar company isn't solvent for 20 years; JD said that protection would be built into the contract. The contract will also include a buyout clause enabling us to purchase the system as we approach the 20-year expiration date; experience has been showing that these systems last longer than 20 years. The panels on the roof of the current Douglas building could be relocated to the junior high school. Emily said that we will need to work with the planning and zoning boards to ensure that the sections over the parking areas meet town requirements; Mary added that the town of Acton is very interested in solar projects like this. Bob Evans asked about including a charging station. JD said that vendors are encouraging charging stations, but there are pros and cons to installing them; that decision will require a larger discussion by the SBC. A member of the public asked whether solar panels follow the sun or are fixed in position; they are stationary.

**5. Permits/Meetings with Acton Town Depts – Peter Light/Emily Grandstaff-Rice**

Emily said that they are beginning the process of meeting with town boards, including upcoming meetings with the Design Review Board and the joint Land Use boards in February.

**6. Bond Update – Peter Light**

Peter Light said that we plan to issue bonds in the next 3-4 weeks. Dave Verdolino made a presentation to the School Committee at their February 6<sup>th</sup> meeting, explaining the district's bonding plan, which had been developed with input from our financial advisory firm. He shared that information with the SBC.

The recommendation was to borrow the smallest amount we were sure we'd need, \$75MM, which is equal to the total project budget net of contingencies (which may or may not be needed) and of the maximum possible MSBA grant. We can borrow a smaller amount later on a short-term basis to cover any shortfalls; this would happen after the payments for the junior high and high school expansions have ended, so the impact to taxpayers would be minimal. It was determined that a 30-year bond would take best advantage of the historically low interest rates, which have fallen even since the initial projections were presented to

town voters. At that time we were assuming a rate of 4%. Rates are now closer to 2.5%, which could result in a \$15MM - \$20MM savings over the life of the bond. With the AAA Standard & Poors ratings of the school district and both towns, we hope to get a rate even lower than 2.5%. We will repay the bond in equal payments, similar to a typical mortgage with declining interest and increasing principal payments.

Dave explained the mechanics of bond financing. Bonds are sold with a stated interest ('coupon') rate, which may be more or less than the market rate. Given current low rates, the coupon rate of 5% on our bonds is likely to be higher than the actual rate of about 2.5%, so the bonds would be sold at a premium, meaning buyers would be willing to pay more than face value for them. This gives us two options:

1. Issue bonds in the full amount of \$75MM and use the excess money for other capital projects. Because taxpayers hadn't voted to borrow these funds for other uses, it was determined that this approach was not appropriate.
2. Issue bonds in an amount reduced by the amount of the premium, about \$69.8MM. Our bond repayments would be lower under this scenario, resulting in lower assessments to taxpayers. The initial projections were that the average Acton tax assessment for the bonds would be \$452/year; Option 1 would reduce that to \$436/year and Option 2 would reduce it further to \$405/year. In Boxborough, the change would be from an initial estimate of \$314/year to \$319 under Option 1 and \$296 under Option 2. An interest rate below 2.5% would reduce the tax impact even further.

Borrowing the full amount upfront has several advantages, including enabling us to pay vendors without having to wait for MSBA reimbursement and allowing us to deposit the funds in an interest bearing account. We can't invest the excess funds in ways that would earn a higher interest rate than we're paying, which is called arbitrage, but we can invest it safely and, because it's a large amount of money, even a 2.5% interest rate would result in significant earnings. The interest earned on these funds is considered general revenue and is not restricted.

In response to a question from Peter Berry, Peter Light said that, because we're bonding the money upfront, the first debt repayments will be made in the next fiscal year, with interest to be paid semiannually and principal paid annually. This was not in the Budget Saturday information but was included in the public budget meeting on February 6<sup>th</sup> and is in the revised version of Table 6 approved at that School Committee meeting. Marie Altieri said that the Table 6 assessment is the vehicle for billing the towns, even though these bonding debts are excluded from the regular tax liability.

#### **7. Schedule Updates – Chuck Adam**

Chuck Adam said that the project is on schedule. Site packages are being prepared. Pricing for the modulars is due to Chuck and JD by the end of February and will be presented to the SBC in March; we will be getting pricing for both single and double classroom models and for both lease and purchase options. The location of the modulars has not yet been finalized.

#### **8. Construction Manager Contract with Consigli – Vote – Mary Brolin**

Chuck said that all questions about the contract with Consigli had been resolved as of today but it was not yet available for the SBC to review. Chuck was unsure whether the SBC needed to vote on this contract and said that they shouldn't be making any changes now that the attorneys have agreed to it. The contract is

directly between Consigli and the school district. Now that it's been approved, the SBC can begin to pay invoices against it.

**9. Minutes** – Peter Berry moved, Mac Reid seconded and the minutes of the January 29, 2020 SBC meeting were unanimously approved as written.

**10. Invoice Approval** – Arrowstreet, Skanska, Consigli and other Invoices – Mary Brolin, Chuck Adam  
Chuck said that the MSBA has our Project Scope and Budget Agreement so they will begin reimbursement for this phase through their ProPay system. He reminded committee members that invoices are not brought to the SBC until Skanska has reviewed them and any questions are resolved, occasionally resulting in delays. Members commented that the Arrowstreet invoice is high; Emily explained that the invoice reflects the fact that they did much more preparation for DD during the Feasibility/SD phase than was covered by that contract. The bulk of their work will be done by October 2020; they will charge \$500K on each invoice throughout the DD process, up to the contract amount. Chuck said that Skanska's next invoice will also be higher than usual to reflect work done during the Feasibility and SD phase. There was no budget tracker with this package; when Sovathya Sar gets back to the Skanska office he will update the budget tracker.

Bob Evans moved, Maya Minkin seconded, there were no abstentions and the invoices from Arrowstreet, Skanska and Consigli were unanimously approved.

**11. Adjourn** – Mary said that the April 8<sup>th</sup> SBC meeting conflicts with the first night of Passover; we will look at rescheduling that date. Maria Neyland moved, Maya Minkin seconded and the meeting was adjourned at 9:14pm.

Respectfully submitted,  
Karen Coll

Documents Used:

Draft Minutes of the January 29, 2020 SBC Meeting  
Invoice Package

Next Building Committee Meetings (all in Administration Building Auditorium at 7 pm unless noted):

February 26, 2020

March 11, 2020

March 25, 2020

April 8, 2020 (*may change; conflicts with Passover*)

April 29, 2020 (*4/22 is school vacation week*)

May 13, 2020

May 27, 2020

June 10, 2020

June 24, 2020

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## ACTON LEADERSHIP GROUP AGENDA

FEBRUARY 27, 2020

7:30 AM

*PUBLIC SAFETY FACILITY, EOC, 371 MAIN STREET, ACTON MA*

### I. **Regular Business**

1. Approve Meeting Minutes, February 5, 2020

### II. **New/Special Business**

2. FY20 Update
3. Discussion of FY21 Revenue Projections
4. Review of Multi-Year Financial Model
5. Public Comment
6. Adjourn

Next scheduled meeting: TBD

Additional materials can be found online: <http://doc.acton-ma.gov/dsweb/View/Collection-12148/Document-71312>

*The listed agenda items are those reasonably anticipated by the Chair. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can and include a way we can contact you if we need more information. Please allow advance notice. Send an e-mail to [manager@actonma.gov](mailto:manager@actonma.gov) or call Town Manager's Office (978)929-6611*

For more information about Acton Leadership Group contact [manager@actonma.gov](mailto:manager@actonma.gov)  
or 978-929-6611

# Town of Acton Multi-Year Financial Model

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

27-Feb-20

<u>Summary</u>	<u>Budget FY20</u>	<u>Projection FY21</u>	<u>Projection FY22</u>	<u>Projection FY23</u>
<b>Municipal Funding Sources:</b>				
Tax Levy (excluding debt exclusion)	\$ 86,499,027	\$ 89,517,953	\$ 92,422,152	\$ 95,450,205
State Aid	\$ 1,398,000	\$ 1,420,000	\$ 1,420,000	\$ 1,434,200
Local Receipts	\$ 5,562,000	\$ 5,716,450	\$ 5,716,445	\$ 5,716,445
Debt Exclusion	\$ 2,506,230	\$ 2,475,848	\$ 2,410,612	\$ 2,356,107
Estimate of North Acton Fire Station Debt	\$ -	\$ 469,000	\$ 469,000	\$ 469,000
Estimate of ABRSD Elementary School Debt	\$ -	\$ 3,057,000	\$ 3,051,000	\$ 3,036,000
Estimate of Minuteman Building Project Debt	\$ -	\$ 335,426	\$ 507,547	\$ 546,947
SBAB Reimbursement	\$ 923,000	\$ 923,000	\$ 923,000	\$ 923,000
Add: Town Reserves (for capital)	\$ 1,701,157	\$ 1,365,781	\$ 1,150,000	\$ 1,000,000
<b>Acton Total Funding Sources</b>	<b>\$ 98,589,414</b>	<b>\$ 105,280,457</b>	<b>\$ 108,069,755</b>	<b>\$ 110,931,904</b>
 <u>Allocation to Budgets</u>				
<b>Municipal Budget</b>	<b>\$ 35,861,539</b>	<b>\$ 36,915,202</b>	<b>\$ 38,299,522</b>	<b>\$ 39,735,754</b>
Municipal Budget % Change	3.75%	2.94%	3.75%	3.75%
Estimate of North Acton Fire Station Debt	\$ -	\$ 469,000	\$ 469,000	\$ 469,000
<b>Total Municipal Budget</b>	<b>\$ 35,861,539</b>	<b>\$ 37,384,202</b>	<b>\$ 38,768,522</b>	<b>\$ 40,204,754</b>
Municipal Budget % Change - With New Debt	3.75%	4.25%	3.70%	3.70%
<b>ABRSD Assessment</b>	<b>\$ 61,235,254</b>	<b>\$ 63,106,272</b>	<b>\$ 65,795,361</b>	<b>\$ 68,306,327</b>
ABRSD Assessment % Change	2.09%	3.06%	4.26%	3.82%
Estimate of ABRSD Elementary School Debt	\$ -	\$ 3,057,000	\$ 3,051,000	\$ 3,036,000
<b>Total ABRSD Assessment</b>	<b>\$ 61,235,254</b>	<b>\$ 66,163,272</b>	<b>\$ 68,846,361</b>	<b>\$ 71,342,327</b>
ABRSD Assessment % Change - With New Debt	2.09%	8.05%	4.06%	3.63%
<b>Minuteman Assessment</b>	<b>\$ 1,163,946</b>	<b>\$ 1,397,557</b>	<b>\$ 1,537,557</b>	<b>\$ 1,677,557</b>
Minuteman Assessment % Change		20.07%	10.02%	9.11%
Estimate of Minuteman Building Project Debt	\$ 291,735	\$ 335,426	\$ 507,547	\$ 546,947
<b>Total Minuteman Assessment</b>	<b>\$ 1,455,681</b>	<b>\$ 1,732,983</b>	<b>\$ 2,045,104</b>	<b>\$ 2,224,504</b>
Minuteman Assessment % Change - With New Debt	11.65%	19.05%	18.01%	8.77%
<b>Total Acton Budgets</b>	<b>\$ 98,552,474</b>	<b>\$ 105,280,457</b>	<b>\$ 109,659,987</b>	<b>\$ 113,771,585</b>
<b>Net Position</b>	<b>\$ 36,940</b>	<b>\$ 0</b>	<b>\$ (1,590,233)</b>	<b>\$ (2,839,682)</b>

<u>Table 6 Data</u>	<u>FY20 ABRSD Revenues</u>	<u>FY21 ABRSD Revenues</u>	<u>FY22 ABRSD Revenues</u>	<u>FY23 ABRSD Revenues</u>
<b>ABRSD Funding Sources:</b>				
State Aid Ch.70	\$ 15,187,441	\$ 15,345,811	\$ 15,499,269	\$ 15,654,262
Transportation	\$ 1,907,131	\$ 2,097,225	\$ 2,139,170	\$ 2,181,953
Regional Bonus Aid & Misc Revenue	\$ 410,000	\$ 567,500	\$ 567,500	\$ 567,500
Charter School Aid	\$ 30,000	\$ 50,000	\$ 50,000	\$ 50,000
Excess & Deficiency (Acton share est. @ 84.8%)	\$ 585,120	\$ 970,960	\$ 818,320	\$ 691,120
<b>Total</b>	<b>\$ 18,119,692</b>	<b>\$ 19,031,496</b>	<b>\$ 19,074,259</b>	<b>\$ 19,144,835</b>

<b>Additional OPEB Contribution</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>
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<u>Town of Acton - Tax Impact</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
<b>Total Valuation ('000s)</b>	<b>\$ 4,655,102</b>	<b>\$ 4,794,755</b>	<b>\$ 4,938,598</b>	<b>\$ 5,086,756</b>
Tax Rate	\$ 19.24	\$ 20.14	\$ 20.19	\$ 20.20
SF Value	\$ 612,787	\$ 631,171	\$ 650,106	\$ 669,609
% Change in SF Value	4.87%	3.00%	3.00%	3.00%
SF Tax Bill	\$ 11,790	\$ 12,712	\$ 13,129	\$ 13,527
% Change in SF Tax Bill	4.17%	7.82%	3.28%	3.03%
\$ Change in SF Tax Bill	\$ 472	\$ 922	\$ 417	\$ 398

*✓ approved*

ALG Minutes, Jan. 21, 2020, 7:30 AM, Room 204 Town Hall

Present: Bart Wendell, facilitator; Jon Benson, BoS; Christi Andersen, FC; Amy Krishnamurthy, SC; John Mangiaratti, Peter Light, Steve Barrett and Marie Altieri, staff. Absent: Joan Gardner, BoS; Roland Bourdon, FC and Diane Baum, SC.

Audience: David Martin, BoS; Mark Hald, Asst. Town Manager; Dave Verdolino, school finance director; Brian McMullin, Asst assessor & finance director, and Adam Nolde.

Additional information/documents: Agenda, Minutes from Dec. 13 and Town of Acton Multi-year financial model (ALG plan)

**I. Regular business**

1. Minutes were accepted with corrections.

**II. Special Business**

2. FY 20 Update

Peter: I want to thank all for your support of the building project; it seems like it was so long ago. I don't see the same gains in turn backs as before; our E&D is healthy; we've scaled back on the budget. The second quart results are not yet in that will be available for the next meeting.

John: We set the tax rate at \$19.24 which is down slightly from last year but valuations have gone up so will tax bills. Revenues are on track We have only 1/6<sup>th</sup> of our snow and ice budget left and its only January. We get a lot of snow in Feb---it's not looking too good. Tax bills go out Feb. 3 and we are looking closely at budgets for turn backs. We are aggressively pursuing grants which I'll be able to tell you more about them at the next meeting.

**3. FY 21 Revenue Projections**

Steve: tax levy is nearly the same; state and local aid are level funded; we are still evaluating local receipts (expect a modest 1% increase); will have fuller report at next meeting.

Marie: The governor's budget will come out next week and we expect he will fund the SOA (Student Opportunity Act). There is a seven-year implementation plans and we don't expect it to have much impact on us now. There may be some increases in transportation but otherwise we will not get any additional funding for several years. We will expect to get the \$20-\$30/per student for the next few years until we will see some increases in SOA.

**4. Review of Minuteman FY 21 Budget Assessment**

John: the current plan has a 20% increase. They have factored in the costs for the new high school but these are still preliminary estimates. There is going to be a breakfast next week for all the town managers in the district. We expect the superintendent to update us on the financial data. Right now, Acton's share will increase by 16.7%. We



have asked Pam Nourse for the reasons for the increase. In part it's due to Belmont pulling out of the district and we also have a higher enrollment.

Jon: how does this budget work. Once the school committee votes does each community get its proportional share. Do we get any say in how the money is spent?

John: I'll have the opportunity next week to challenge the numbers. When the budget increases by 16% the other managers will want to discuss it.

Peter: once the budget is set and the school committee votes, we are responsible for our share.

Jon: is there no political construct that is a check on the superintendent or the school committee?

Marie: the assessment is based on our enrollment over time. When one community pulled out [late] and three communities before that, the actual budget went up and so did our assessment.

Jon: when did Belmont leave?

Marie: in the middle of the year.

Christi: Minuteman is now filled and has a waiting list.

## **5. Review of Model**

Steve: We've put in the tax rate and the budget numbers. We are using \$1.3M in reserves; the town budget has increased by 3% and the schools by 3.26%

Peter: the drivers for change are out-of-district school costs in the range of \$200K which is a 6% swing; SPED transportation increase of 16%. To reduce the impact, we have a level service budget with no new growth. There have been specific position changes. We've added .4 positions changing certified to non-certified; also, staff support; FTEs are level; its fixed costs driving the change. The circuit breaker is in reserve or out-of-district placements; E&D is at \$1M; we have the budget binder but need comments from the school committee first. We have a goal to eliminate costs for all-day kindergarten but have not found the time to research that decision and think it will take more time before we can afford to implement the program.

Marie: The model shows a \$390K deficit now; where do we go from here?

John: we need to have preliminary ideas for the next meeting. There are likely changes to come from the governor's budget.

Christi: we are in a perfect storm with the new school building costs and the increase in AB enrollment at Minuteman. How much can we do unless we make cuts in general?

John: every month projects get tighter. Last year we used \$1.7M in reserves, this year we are using \$1.3.

Bart: do you have an answer?

Marie: timing is getting tight; district needs to vote on budget on Feb. 14; there may be some small relief from the governor's budget. The board is floating between \$1.7 and \$1.3M in reserves but by next meeting we have to have a solution.

Jon: Last year we used \$1.3M in reserves and \$985K from E&D. E&D now has \$4M and \$1M in stabilization; you guys take 2/3 of the revenues and you are now in a

better position to cover the shortfall or at least equal the \$400K from the town? Why can't the money come from E&D?

Christi: I agree that the schools take the larger percentage of the budget. We were building up E&D for bonding purposes. Is that still necessary?

Peter: we are bonding this spring and have a meeting with the bond people next week. I don't think Dave's numbers will affect the bond rating. Our numbers have gotten better; we should not consider that [use of E&D] reason to do anything we need to do here.

Jon: we have our AAA rating and the fin com agreement to the reserve use; the \$400K more should come from the school side.

Peter: Minuteman is a huge driver; hopefully there will be some give. In terms of what we can do we can reduce the budget or use more reserves. I'm concerned about use of more reserves in case of an economic downturn.

There was a discussion on when budgets had to be prepared and finalized. The town budget needs to be sent to the FinCom 60 days before the start of the town meeting and the schools need to vote on Feb. 14<sup>th</sup>. The selectmen are meeting Jan. 27; Feb 3 and Feb 24.

Jon suggested that they know how the shortfall is to be bridged before the budgets are passed. It was agreed that would be an ideal position but the ALG is the place where these things are suggested and the individual boards then agree. Marie: said that people needed to look at the percentages and well as the actual dollar figure and not just look at reserve use. The schools have returned \$450K.

Jon: I just think it needs to be a message of equity.

Christi noted that the taxpayers were seeing a big increase for the new building and that they should not see increases in budgets.

Amy: I cannot make such a decision here and now but must take this suggestion back to the committee for a vote.

Bart: Historically (for 35+ years) this is the time of year that the dismay at the budgets is on display. We could have open warfare and betrayal and set limits and try to use force. But the ALG is a process where, when the shoe drops as it now has, you go back to your committees and do diligence and come out with a solution agreeable to all. You have gotten this far; you need to go just a little further.

## **6. Meeting schedule**

It was agreed to meet again on February 5<sup>th</sup> at 6:30 PM and February 27<sup>th</sup> at 7:30 AM. Christi asked if another member of the FinCom could attend because Roland was homebound and perhaps would not be able.

Although the ground rules, as Bart pointed out say the members must be the same and no substitutes, it was agreed that another member of the FinCom could take Roland's place but that member would have to be there for the ALG process to the end. If Roland cannot attend on Feb. 5<sup>th</sup> there was a desire that the meeting be changed to 7:30 AM. Committee members will be sent an email if there is a time change.

Bart cannot attend on the 5<sup>th</sup>. John will get a substitute for him.

## **7. There was no public comment**

**8. Adjourned at 8:30**

Ann Chang

Additional information/documents: Agenda, Minutes from Dec. 13 and Town of Acton Multi-year financial model (ALG plan)

✓ approved

December 13, 2019 Room 204, Acton Town Hall, 7:30 AM

Present: Bart Wendell, facilitator; Joan Gardner and Jon Benson, Board of Selectmen; Christi Andersen and Roland Bourdon, FinCom; Diane Baum and Amy Krishnamurthy, Regional School Committee; John Mangiaratti, Peter Light, Marie Altieri and Steve Barrett, staff.

Audience: David Martin, BoS; Dave Verdolino, School finance director, Brian McMullen, Asst. Board of assessors & finance director.

Extra Documents: Agenda; Three sets of minutes, 9/19, 10/10 & 10/30; Town of Acton multi-year financial model; Comparison between ALG meetings; Minuteman RVT preliminary budget assessments; Minuteman sheet with operating and debt service changes between 10/30 and 12/13.

1. The three sets of minutes were accepted.

2. **FY 20**

John: we are working on the budget; we will set the tax rate on Monday. The selectmen got the budget on 12/02. We got some state grants: \$10K for fire equipment; \$10K for traffic safety. We have set up a clear government financial site: [Actonma.cleargov.com](http://Actonma.cleargov.com)

Peter: FY 20 is on track; goals to reduce turn back to 1/2 of 1% --but it's too early to predict. We've received an \$80K grant for safety security; cyber security and an audit with staff training.

3. **FY 21 Revenue Projections**

Steve Barrett went over the changes made to the model since last meeting. The estimated numbers for the fire station and schools has been added along with a preliminary number for minuteman. The tax levy is at the maximum for Prop. 2.5; state aid is level funded (although there may be additional changes in late Jan.); local receipts are also level funded. The Town managers budget is at a 3% increase, down from 3.75% a savings of \$268,962; schools has an assessment of 3.98% down from 4.23% a savings of \$148,228; Minuteman operating budget estimate was \$1,263,946 and is now \$1,404,761 which is an increase of \$140K. That puts the net position at (\$902,147)

4. **STM discussion/special election**

There was general praise and happiness at the outcome of both the Boxboro and Acton STM on the votes for the school and for Acton the vote for the fire station as well. Jason Cole was cited for his excellent presentation and everyone agreed that it was the hard work and inter-committee cooperation that led to the positive results. Joan put in a plug for the GIS system and maps which were so helpful for the fire station. The number of public information meetings and coffee meetings were noted as other elements that led to the positive outcome. There was a general feeling that the ballot votes would also be positive for the projects.

Bart noted that the inception of the ALG was based on the need for inter-board cooperation and that it was recognized, before the ALG was formed that if the committees did not work together that nothing would be accomplished.

**5. POV---this was removed from the agenda**

**6. Review of Multi-year financial model.**

Steve noted that the recent communications from Minuteman with the increases in assessments have thrown the model off scale.

In the communication from Minuteman the preliminary assessments were characterized as being "the worse[sic] case scenario" due to the increase in the debt service for the newer bond issues and the enrollment increase. .

In October the operating costs were estimated at \$1,263,946; and the Minuteman debt service at \$423,824 with a total of \$1,687,770. By December 12 the operating increased to \$1,404,761 a rise of \$140,851 (11% increase ) while the HS debt dropped to \$341,621, a decrease of \$82,203 (-19%). The overall change percentage is 3%.

It was agreed that the town needed to discover why these increases were being charged and what the town could do to lessen the burden.

Steve explained that these increases were not foreseen in this amount and they are causing a disruption (larger deficit) in the model.

The discussion revolved around the now expected impact of an additional \$90K deficit and how that could not be absorbed under present budget presentations.

Christi noted that the MM increase had a per pupil cost of \$47K while ABRHS was \$15K. The imbalance was not sustainable.

It was agreed that something had to be done and the first step was communication between the town and the MM district. The report will come at the next ALG meeting

**7. Meeting schedule**

John reported that the town was having their budget Saturday on Wednesday Jan. 8. He did not expect any answer from MM before the 30<sup>th</sup>.

So the question was; is another meeting in Jan. necessary? At present one is scheduled for the 10<sup>th</sup> and another for the 21<sup>st</sup>.

Marie noted that the SC has to vote their budget by Feb. 15 and the gap must be stabilized before then.

It was agreed to have the next meeting Tuesday, January 21, Wednesday, Feb 5<sup>th</sup> at 6:30 PM followed by a second February meeting on the 27<sup>th</sup> at 7:30 AM.

**8. Public Comment**

No comments

Marie said she wanted to go back to the MM problem and stressed how important it was for the MM debt exclusion vote to pass at the ballot. She suggested that people call people to remind them of its importance. The schools cannot absorb the extra \$1m cost.

Adjourned at 8:15 (everyone wished each other a Happy Holiday)

Ann Chang

Extra Documents: Agenda; Three sets of minutes, 9/19, 10/10 & 10/30; Town of Acton multi-year financial model; Comparison between ALG meetings; Minuteman RVT preliminary budget assessments; Minuteman sheet with operating and debt service changes between 10/30 and 12/13.



## BOXBOROUGH TOWN CLERK

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 264-1727 · Fax: (978) 264-3127

[emarkiewicz@boxborough-ma.gov](mailto:emarkiewicz@boxborough-ma.gov)

### ELECTION CALENDAR 2020

**Presidential Primary:** Tuesday, March 3  
**Special State Primary:** Tuesday, March 3  
**Special State Election:** Tuesday, March 31  
**Annual Town Meeting:** Monday, May 11

**Annual Town Election:** Tuesday, May 19  
**State Primary:** Tuesday, September 1  
**Presidential/State Election:** Tuesday, Nov. 3

**February 12:** Last day to register to vote and/or change party enrollment for Presidential and Special State Primary. The Town Clerk's office will be open from 9:00am-4:00pm on that day. Voter registration will continue until 8:00pm at the Boxborough Police Station, 520 Massachusetts Ave.

**March 3:** Presidential and Special State Primary. Polls will be open from 7:00am – 8:00pm at Boxborough Town Hall, 29 Middle Road.

**March 31:** Special State Election. Polls will be open from 7:00am – 8:00pm at Boxborough Town Hall, 29 Middle Road.

**March 31:** Last day for those interested in running for town office at the Annual Town Election to file nomination papers with the Town Clerk. Papers are due in the Town Clerk's office by 5:00pm. A minimum of 25 signatures is required.

**April 21:** Last day to register to vote for Town Meeting and the Town Election. The Town Clerk's office will be open from 9:00am-4:00pm. After 4:00pm, registration will continue until 8:00pm at the Boxborough Police Station, 520 Massachusetts Ave.

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

**May 19:** Annual Town Election. Polls open at Town Hall from 7:00am – 8:00pm. The following offices will be on the ballot:

Select Board, 3-year term, 2 seats  
 Library Trustees, 3-year term, 2 seats  
 School Committee, 3-year term, 2 seats  
 Board of Health, 3-year term, 1 seat  
 Planning Board, 3-year term, 2 seats  
 Moderator, 1-year term, 1 seat

**August 12:** Last day to register to vote and change party enrollment for the state primary. The Town Clerk's office will be open from 9:00am-4:00pm for voter registration. After 4:00pm, voter registration will continue until 8:00pm at the Boxborough Police Station, 520 Massachusetts Ave.

**September 1:** State Primary. Polls open at Boxborough Town Hall, 29 Middle Rd., from 7:00am – 8:00pm.

**October 14:** Last day to register in order to be able to vote in the State/Presidential Election. The Town Clerk's office will be open from 9:00am-4:00pm on that day. Voter registration will continue until 8:00pm at the Boxborough Police Station, 520 Massachusetts Ave.

**November 3:** State/Presidential Election. Polls open at Town Hall from 7:00am – 8:00pm.

### **Candidate's Check List: Running for Town Office**

Elected Offices include: Board of Selectmen, Board of Health, Library Trustees, Planning Board, School Committee, Town Moderator, Town Clerk and Constable.

#### **How to Get on the Ballot:**

1. Be certain you are a registered voter in Boxborough.
2. Obtain Nomination Papers from the town clerk's office at Boxborough Town Hall.
  - must obtain nomination papers in person
  - verify with clerk the number of signatures required to get on ballot
  - verify submission deadline for completed nomination papers
3. Fill in the top portion of all nomination papers with your name, address, office sought, etc., BEFORE circulating for signatures.
4. Be sure to sign the written acceptance line on at least one nomination paper.
5. Only voters registered in Boxborough are eligible to sign nomination papers.
6. Voters must sign their name and fill in the address where they are registered to vote.
7. Don't miss the deadline date and time for submitting nomination papers to the clerk for certification. The deadlines are shown on each nomination paper. Papers must be physically received and stamped as such by the clerk by the deadline.
8. Submit more than the minimum number of required signatures!

#### **Campaign Finance Law Requirements:**

1. Talk to clerk as soon as you decide to run about Campaign Finance Law requirements, appropriate forms and deadlines.
2. Obtain a copy of the campaign guide for municipal office candidates. This is available from the clerk or online from the Office of Campaign & Political Finance at [http://files.ocpf.us/pdf/guides/muni\\_candidate\\_2012.pdf](http://files.ocpf.us/pdf/guides/muni_candidate_2012.pdf)

For more information on town government and running for office, please contact Liz Markiewicz, the Town Clerk, at 978-264-1727 or [emarkiewicz@boxborough-ma.gov](mailto:emarkiewicz@boxborough-ma.gov).





## CASE Collaborative Family Community News & Resource Pages



### **CASE Collaborative Informational Groups**

Dear Parents & Guardians,

On Tuesday, February 11th, we had a wonderful turnout of over 40 participants at our evening workshop, "Supporting Individuals and Families During Transition Planning" presented by Victor Hernandez, Assistant Deputy Commissioner for the Department of Developmental Services. Victor presented a very informative presentation on DDS Transition Processes and Services followed by an interactive Q&A session to answer a myriad of questions from participants as they relate to their own family needs. We are so grateful for Victor's expertise and unwavering commitment in supporting families in this process!

We also want to thank families for their participation in this very important presentation and we hope you have gained valuable information in understanding the transition process when thinking ahead to future planning for your loved ones.

The DDS Autism Commission has published A Resource Guide for Transition Aged Youth and Young Adults with Autism Spectrum Disorder (ASD) (14-22 years of age). You will find the online brochure here.

<https://www.mass.gov/files/documents/2018/02/15/resource-guide-transition-aged-youth-and-young-adults-14-22-years-with-autism-spectrum-disorder.pdf>

DDS has an updated their website with comprehensive information about services that is easy to read and easy to navigate! You can peruse the website at the following link <https://www.mass.gov/orgs/departement-of-developmental-services> For a listing of services offered by DDS, please look in "See All Services" on the website.

If you are interested in receiving a copy of Tuesday night's PowerPoint Presentation along with additional handouts, please let me know and I will send you this information via email.

Best,  
Sue, Shelley & Sanchita

Sue Campbell [scampbell@casecollaborative.com](mailto:scampbell@casecollaborative.com)

Shelley Green [sgreen@casecollaborative.com](mailto:sgreen@casecollaborative.com)

Sanchita Banerjee [sbanerjee@casecollaborative.org](mailto:sbanerjee@casecollaborative.org)

6.3  
Beth Petr <bpetr@abschools.org>

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## The EDCO Monthly Update - February 2020

2 messages

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**EDCO Collaborative** <nekstrom@edcollab.org>

Fri, Feb 28, 2020 at 3:40 PM

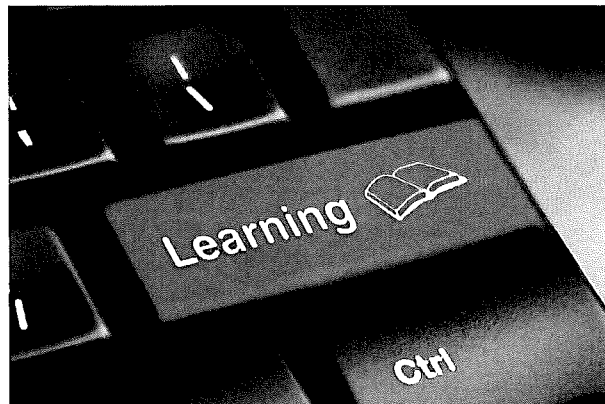
Reply-To: nekstrom@edcollab.org

To: bpetr@abschools.org



# The EDCO Monthly

Updates to your inbox on  
the latest information in  
EDCO Programs



## February 2020 Edition



### Reminder

**ALL EDCO Collaborative  
programs and offices  
will be CLOSED on  
February 30th and 31st.**

**Have a great weekend :-)**

### A Note from Nadine



EDCO Collaborative will be heading into Spring with new programs being offered. An Open House was held for our Career Pathways program for students between the ages of 18-22. New programs include a Certified Nursing Assistant program with a fully functioning Clinical Lab, a CAD Design Fab Lab and a Culinary Food Services Kitchen. These programs have already started, and space is available for students interested in joining.

On March 16, 2020, EDCO will begin Adult Education After Dark Spring Courses. The classes will be held every Monday evening from 6:30 - 8:30 p.m. Classes will include Introduction to Jewelry Making, Painting for Beginners, Guitars for Beginners, Public Speaking 101, Culinary, Special Education (My Child May Need Special Education – How do we Navigate the Process, The Origins of the American Constitution of 1787, Introduction to 3D/Printing CAD, and Getting Started with Google Apps. Anyone who has questions or is interested in registering, may sign up today on our website or call 339-222-5631 to register. The classes will be held at EDCO Collaborative, 36 Middlesex Turnpike, Bedford.

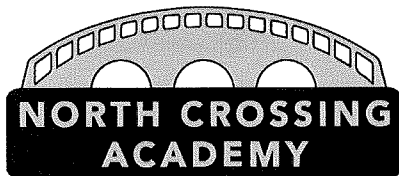
I hope everyone takes advantage of all the new programs that EDCO is offering. Thank you to all of our family and friends for your continued support for EDCO Collaborative. We look forward to an exciting Spring season with many new opportunities for adults and students at EDCO.

Sincerely,

**Nadine**

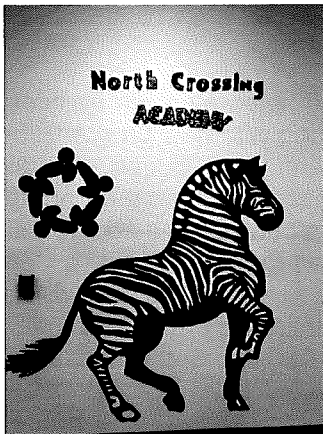
## SCHOOL PROGRAM UPDATE

Here is an update about what is going on in our schools



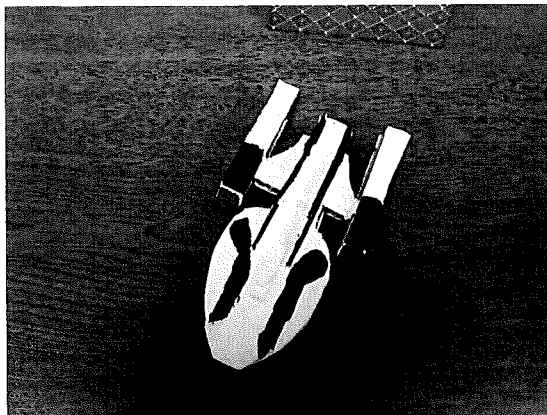
### **North Crossing Academy & Extended Evaluation (45-Day) Assessment Program**

February is a relatively short month and while it is cold outside, some hot new programs have been happening within the North Crossing Academy.



Upon returning to school on January 2nd, students kicked off 2020 with the opportunity to enroll in elective courses. The elective course options were culinary arts, music/drama, CAD/3D printing and art. Students were excited to start back to school with new options for learning. The students were also preparing to showcase a piece of their work in the February Art Show, which took place on February 14th. Students could submit a piece of art or 3D printed items to be included in a silent auction and money raised would support expanded learning through field trips. This event was very successful and we want to thank parents, relatives and family friends for attending.

For more information about the **North Crossing Academy** and the **NCA Extended Evaluation(45 Day) Assessment Program**, please contact **Program Director, Will Verbits**, at (617) 926-5219 or (339) 222-5623 (direct line). All referrals can be sent to [ncareferral@edcollab.org](mailto:ncareferral@edcollab.org) or [wverbits@edcollab.org](mailto:wverbits@edcollab.org)



North Crossing Webpage

## Deaf & Hard of Hearing Program

Many folks wonder what happens to our graduates after they move their tassels from right to left. This month we'd like to take the opportunity to highlight one of our graduates, from the Class of 2015, Nikolya Sereda. After graduation, Nikolya attended Gallaudet University in Washington, DC. Graduating with a Bachelor's degree in Theater Arts and English in May 2019, Nikolya pursued theater professionally. Fresh out of school, Nikolya landed a prestigious fellowship with **The Shakespeare Theater Company** and has also been serving as a freelance costume designer.

On January 12th, the **National Theatre of the Deaf (NTD)** selected Nikolya to be the NTD Theater Producing Director for their 2020 Main Stage production! While they received many applications from Deaf individuals, they were most inspired by Nikolya's vision!

We look forward to seeing Nikolya's vision come to life on stage! We could not be more proud of this talented young alumna. Congratulations, Nikolya!



For more information about the **Deaf and Hard of Hearing Program**, please contact **Program Director, Courtney Dunne**, at (617) 244-3407. All referrals can be sent to [cdunne@edcollab.org](mailto:cdunne@edcollab.org).

[DHH Website](#)

For more information about the **Partners Program**, please contact **Program Director, Will Verbits**, at (617) 926-5219 or (339) 222-5623 (direct line). All referrals can be sent to:  
[partnersreferral@edcollab.org](mailto:partnersreferral@edcollab.org)  
or [wverbits@edcollab.org](mailto:wverbits@edcollab.org)"



## Partners Program

Program Director, Will Verbits  
email: [wverbits@edcollab.org](mailto:wverbits@edcollab.org)

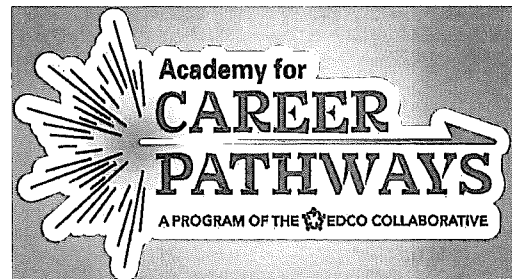
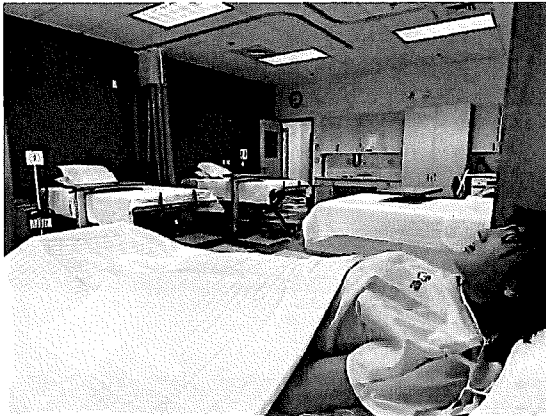
EDCO's Partners Program provides special education programming for students in grades 6-12 with high functioning Autism. In addition to providing academic instruction in core subjects, the Partners Program also works to address student's social, emotional and executive functioning skills.

During the month of February, students in the Partners Program joined the NCA students to participate in a special event. EDCO was fortunate to have Ms. Sandra Lundin, an executive with BOSE Corporation, visit EDCO and engage the students in a discussion about herself and how she created her career path that lead to her working as a corporate executive for BOSE. Through BOSE's generosity, Ms. Lundin lead the students in an activity where each student go to build a cube sound speaker to keep and take home with them. This was a wonderful event that the students thoroughly enjoyed. Thank you BOSE Corporation for the donation of the cube speakers and for providing us with Ms. Lundin as a guest speaker.



**Partners Website**

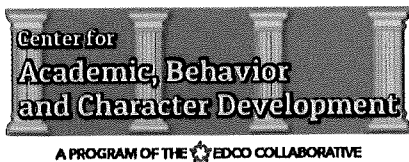
### **Academy for Career Pathways**



**Our Certified Nursing Assistant Program is  
officially open!**

Director Sean Callanan is happy to report that our CNA program was recently inspected by The Massachusetts Board of Health and is now open. For information regarding enrollment, please call Sean directly at 781-365-2760 or like us on **Facebook: Career Pathways at EDCO Collaborative.**

**Career Pathways Website**



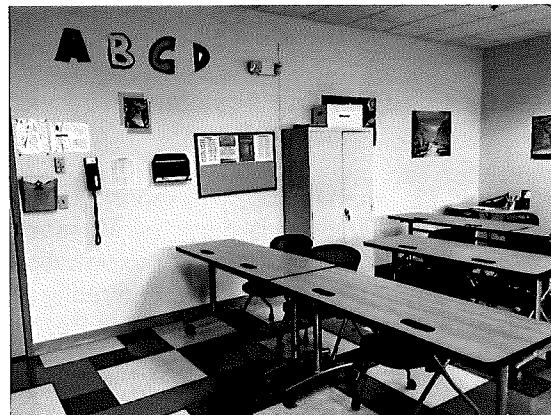
## CENTER FOR ACADEMIC, BEHAVIOR, AND CHARACTER DEVELOPMENT (ABCD)

EDCO's new ABCD Program is up and running. We have several students currently in the program and they are making great progress both academically and therapeutically. Student attendance is excellent and sending school districts are doing a nice job of collaborating with EDCO on curriculum to be implemented while the student is enrolled in the ABCD Program. Through counseling, students are gaining greater insight into the impact of their decisions and the reason why they are participating in the ABCD Program.

A student recently completed the ABCD Program and at the final "exit" meeting, the student expressed appreciation to the EDCO teachers and clinical staff for providing great counseling support and educational coordination so that the return to the local school district is seamless!



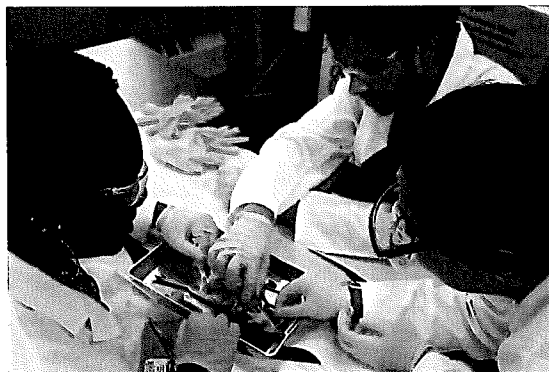
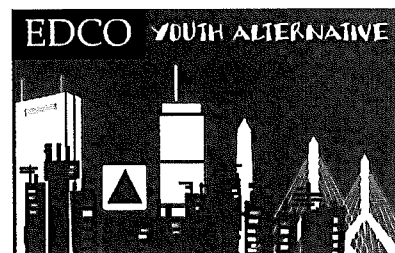
For more information about EDCO's **Center for Academic, Behavior and Character Development (ABCD) Program**, please contact **Program Director, Will Verbits**, at (617) 926-5219 or (339) 222-5623 (direct line). All referrals can be sent to [abcdreferral@edcollab.org](mailto:abcdreferral@edcollab.org) or [wverbits@edcollab.org](mailto:wverbits@edcollab.org)




[ABCD Website](#)

### EDCO Youth Alternative - Boston Public Schools

Students at the Youth Alternative are exploring career fields rooted in their interests en route to individualized internships across Boston. This work is part of our affiliation with **Big Picture Learning**.



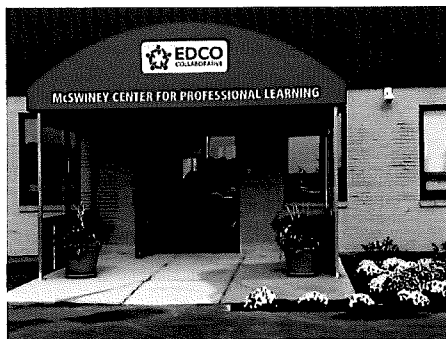
If you are a business owner or employed in Boston and would like to host one of our high school students--for an informational interview, a job shadow, or even a 4-hour/week internship, contact our program director, Ajay Trivedi, at [atrivedi@edcollab.org](mailto:atrivedi@edcollab.org).

[Youth Alternative Website](#)

### PROFESSIONAL LEARNING UPDATE

Here is an update about what is going on in our schools





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**Course Listing for Adult Education**

EDCO Collaborative | [www.edcollab.org](http://www.edcollab.org)



EDCO Collaborative | 36 Middlesex Turnpike, Bedford, MA 01730

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Reply-To: [nekstrom@edcollab.org](mailto:nekstrom@edcollab.org)

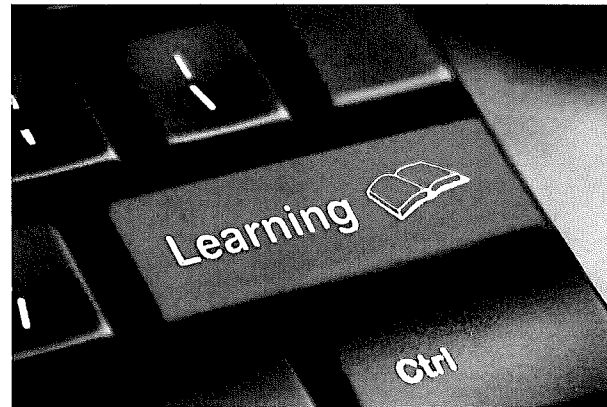
To: [abrsc@abschools.org](mailto:abrsc@abschools.org)

Fri, Feb 28, 2020 at 3:40 PM



# The EDCO Monthly

Updates to your inbox on  
the latest information in  
EDCO Programs



## February 2020 Edition

### Reminder



**ALL EDCO Collaborative  
programs and offices  
will be CLOSED on  
February 30th and 31st.**

**Have a great weekend :-)**

### A Note from Nadine



EDCO Collaborative will be heading into Spring with new programs being offered. An Open House was held for our Career Pathways program for students between the ages of 18-22. New programs include a Certified Nursing Assistant program with a fully functioning Clinical Lab, a CAD Design Fab Lab and a Culinary Food Services Kitchen. These programs have already started, and space is available for students interested in joining.

On March 16, 2020, EDCO will begin Adult Education After Dark Spring Courses. The classes will be held every Monday evening from 6:30 - 8:30 p.m. Classes will include Introduction to Jewelry Making, Painting for Beginners, Guitars for Beginners, Public Speaking 101, Culinary, Special Education (My Child May Need Special Education – How do we Navigate the Process, The Origins of the American Constitution of 1787, Introduction to 3D/Printing CAD, and Getting Started with Google Apps. Anyone who has questions or is interested in registering, may sign up today on our website or call 339-222-5631 to register. The classes

will be held at EDCO Collaborative, 36 Middlesex Turnpike, Bedford.

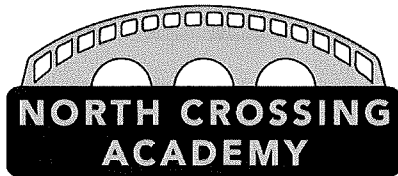
I hope everyone takes advantage of all the new programs that EDCO is offering. Thank you to all of our family and friends for your continued support for EDCO Collaborative. We look forward to an exciting Spring season with many new opportunities for adults and students at EDCO.

Sincerely,

**Nadine**

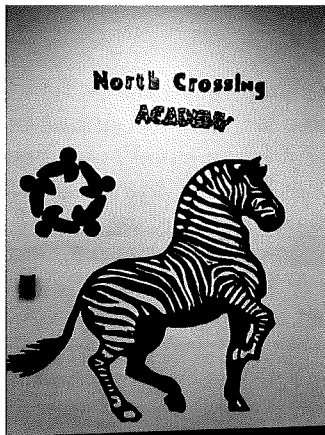
## SCHOOL PROGRAM UPDATE

Here is an update about what is going on in our schools



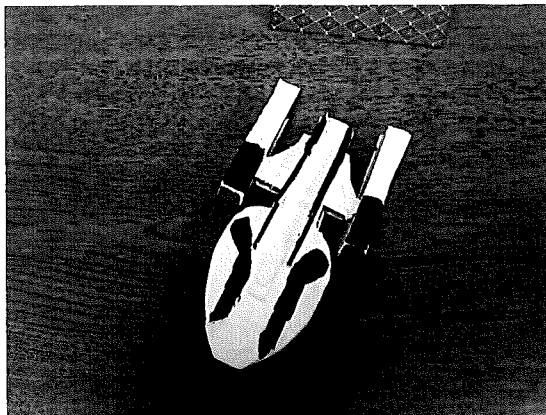
### North Crossing Academy & Extended Evaluation (45-Day) Assessment Program

February is a relatively short month and while it is cold outside, some hot new programs have been happening within the North Crossing Academy.



Upon returning to school on January 2nd, students kicked off 2020 with the opportunity to enroll in elective courses. The elective course options were culinary arts, music/drama, CAD/3D printing and art. Students were excited to start back to school with new options for learning. The students were also preparing to showcase a piece of their work in the February Art Show, which took place on February 14th. Students could submit a piece of art or 3D printed items to be included in a silent auction and money raised would support expanded learning through field trips. This event was very successful and we want to thank parents, relatives and family friends for attending.

For more information about the **North Crossing Academy** and the **NCA Extended Evaluation(45 Day) Assessment Program**, please contact **Program Director, Will Verbits**, at (617) 926-5219 or (339) 222-5623 (direct line). All referrals can be sent to [ncareferral@edcollab.org](mailto:ncareferral@edcollab.org) or [wverbits@edcollab.org](mailto:wverbits@edcollab.org)



North Crossing Webpage

## Deaf & Hard of Hearing Program

Many folks wonder what happens to our graduates after they move their tassels from right to left. This month we'd like to take the opportunity to highlight one of our graduates, from the Class of 2015, Nikolya Sereda. After graduation, Nikolya attended Gallaudet University in Washington, DC. Graduating with a Bachelor's degree in Theater Arts and English in May 2019, Nikolya pursued theater professionally. Fresh out of school, Nikolya landed a prestigious fellowship with The **Shakespeare Theater Company** and has also been serving as a freelance costume designer.

On January 12th, the **National Theatre of the Deaf** (NTD) selected Nikolya to be the NTD Theater Producing Director for their 2020 Main Stage production! While they received many applications from Deaf individuals, they were most inspired by Nikolya's vision!

We look forward to seeing Nikolya's vision come to life on stage! We could not be more proud of this talented young alumna. Congratulations, Nikolya!



For more information about the **Deaf and Hard of Hearing Program**, please contact **Program Director, Courtney Dunne**, at (617) 244-3407. All referrals can be sent to [cdunne@edcollab.org](mailto:cdunne@edcollab.org).

[DHH Website](#)

For more information about the **Partners Program**, please contact **Program Director, Will Verbits**, at (617) 926-5219 or (339) 222-5623 (direct line). All referrals can be sent to:  
[partnersreferral@edcollab.org](mailto:partnersreferral@edcollab.org)  
or [wverbits@edcollab.org](mailto:wverbits@edcollab.org)"



## Partners Program

Program Director, Will Verbits  
email: [wverbits@edcollab.org](mailto:wverbits@edcollab.org)

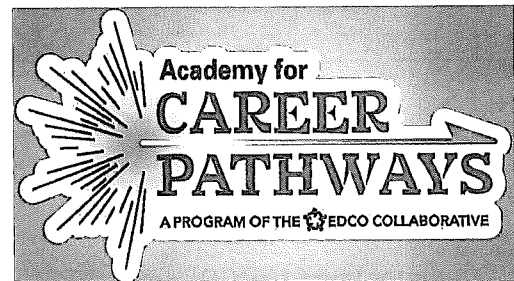
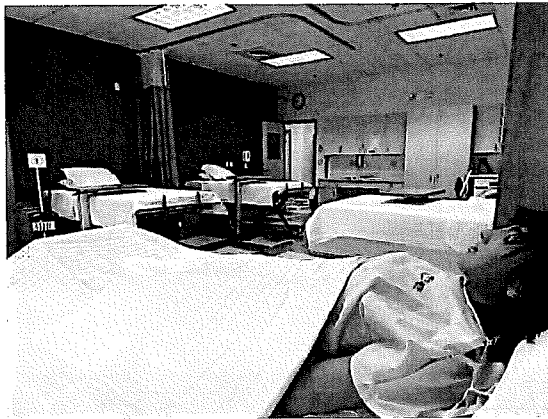
EDCO's Partners Program provides special education programming for students in grades 6-12 with high functioning Autism. In addition to providing academic instruction in core subjects, the Partners Program also works to address student's social, emotional and executive functioning skills.

During the month of February, students in the Partners Program joined the NCA students to participate in a special event. EDCO was fortunate to have Ms. Sandra Lundin, an executive with BOSE Corporation, visit EDCO and engage the students in a discussion about herself and how she created her career path that lead to her working as a corporate executive for BOSE. Through BOSE's generosity, Ms. Lundin lead the students in an activity where each student go to build a cube sound speaker to keep and take home with them. This was a wonderful event that the students thoroughly enjoyed. Thank you BOSE Corporation for the donation of the cube speakers and for providing us with Ms. Lundin as a guest speaker.



**Partners Website**

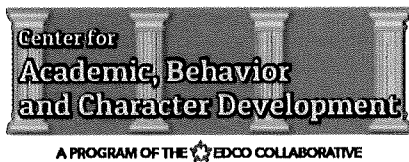
### **Academy for Career Pathways**



**Our Certified Nursing Assistant Program is  
officially open!**

Director Sean Callanan is happy to report that our CNA program was recently inspected by The Massachusetts Board of Health and is now open. For information regarding enrollment, please call Sean directly at 781-365-2760 or like us on **Facebook: Career Pathways at EDCO Collaborative.**

**Career Pathways Website**



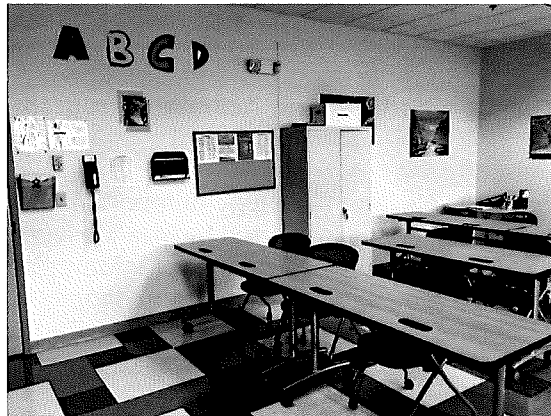
## CENTER FOR ACADEMIC, BEHAVIOR, AND CHARACTER DEVELOPMENT (ABCD)

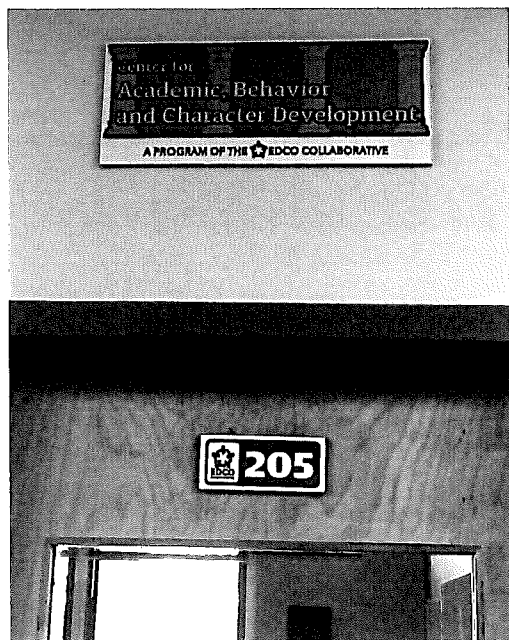
EDCO's new ABCD Program is up and running. We have several students currently in the program and they are making great progress both academically and therapeutically. Student attendance is excellent and sending school districts are doing a nice job of collaborating with EDCO on curriculum to be implemented while the student is enrolled in the ABCD Program. Through counseling, students are gaining greater insight into the impact of their decisions and the reason why they are participating in the ABCD Program.

A student recently completed the ABCD Program and at the final "exit" meeting, the student expressed appreciation to the EDCO teachers and clinical staff for providing great counseling support and educational coordination so that the return to the local school district is seamless!



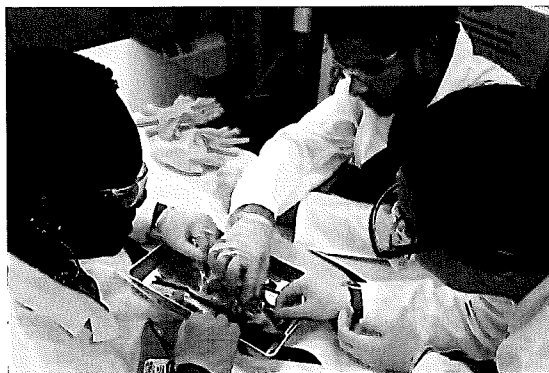
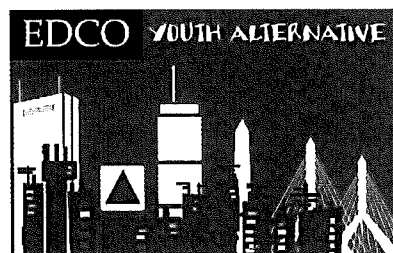
For more information about EDCO's **Center for Academic, Behavior and Character Development (ABCD) Program**, please contact **Program Director, Will Verbits**, at (617) 926-5219 or (339) 222-5623 (direct line). All referrals can be sent to [abcdreferral@edcollab.org](mailto:abcdreferral@edcollab.org) or [wverbits@edcollab.org](mailto:wverbits@edcollab.org)




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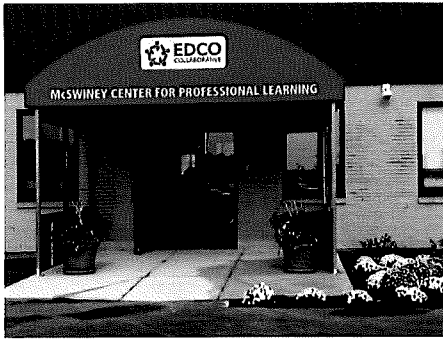
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Beth Petr &lt;bpetr@abschools.org&gt;

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## This Month in the Division of Open Government

1 message

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**Attorney General's Division of Open Government** <OpenMeeting@state.ma.us>  
Reply-To: Attorney General's Division of Open Government <OpenMeeting@state.ma.us>  
To: bpetr@abschools.org

Fri, Feb 28, 2020 at 4:02 PM

[View this email in your browser](#)

## This Month in the Division of Open Government February 2020

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Good afternoon,

We are writing today to share updates from the Attorney General's Division of Open Government.

Included in this month's edition:

- [Training Opportunities](#)
- [Open Meeting Law Advisory Commission](#)
- [Guidance Spotlight: Open Meeting Law Complaints](#)

Please pass along the information below to your constituencies and to anyone else who might be interested.

As always, you are welcome to contact us at (617) 963-2540 or [OpenMeeting@State.MA.US](mailto:OpenMeeting@State.MA.US) with any Open Meeting Law questions.

In partnership,

The Attorney General's Division of Open Government

## Training Opportunities

We are excited to announce details for four of our spring regional trainings. Thank you in advance to Stow, Westwood, Great Barrington and Barnstable for hosting us in the coming months. As always, our trainings are free and open to the public. You do not need to live in a host community in order to attend, though we do ask that you register in advance. Regional and webinar training dates are below and available on our [website](#).

## Regional Trainings

### Upcoming Open Meeting Law Regional Trainings

**Wednesday, March 25, 2020**

**Where: Pompo Community Center**

**509 Great Road, Stow, MA 01775**

Time: 5:30 p.m. – 7:30 p.m.

**Monday, April 6, 2020**

**Where: Westwood High School, Little Theatre**

**200 Nahatan Street, Westwood, MA 02090**

Time: 5:30 p.m. – 7:30 p.m.

**Wednesday, April 15, 2020**

**Where: Claire Teague Senior Center**

**917 Main Street, Great Barrington, MA 01230**

Time: 5:30 p.m. – 7:30 p.m.

**Wednesday, April 29, 2020**

**Where: James H. Crocker, Jr. Hearing Room**

**Barnstable Town Hall, 367 Main Street, Floor 2, Hyannis, MA 02601**

Time: 5:30 p.m. – 7:30 p.m.

## Webinars

### Upcoming Open Meeting Law Webinar Trainings

**Thursday, March 12: 12:30pm - 2:00pm**

**Thursday, April 9: 12:30pm - 2:00pm**



**Training Registration:** Individuals interested in attending an educational forum are asked to register in advance by emailing [OMLTraining@state.ma.us](mailto:OMLTraining@state.ma.us) or by calling (617) 963-2925, and providing: 1) their first and last names; 2) phone number; 3) email address; 4) town of residence; 5) the public body/organization they represent, if applicable; and 6) the location of the educational forum they will attend.

### **Unable to participate in a live training?**

Training videos, which feature the same content as live trainings, are available on our website.

Visit: <https://www.mass.gov/service-details/open-meeting-law-training-videos>.

## Open Meeting Law Advisory Commission

The OMLAC last met on October 29, 2019 and plans to meet next on Tuesday, March 3, 2020 at 2pm. The notice for the OMLAC's upcoming meeting can be found here: <https://www.mass.gov/service-details/open-meeting-law-advisory-commission-meeting-notice>.

## Guidance Spotlight: Open Meeting Law Complaints

This month, we offer guidance on the proper procedures for filing an Open Meeting Law complaint against a public body who is alleged to have violated the Open Meeting Law, and the public body's obligations to timely respond to that complaint.

### *How to File an Open Meeting Law Complaint*

Complaints alleging violations of the Open Meeting Law generally must be filed with the public body within 30 days of the date of the alleged violation. G.L. c. 30A, § 23(b). If the alleged violation could not reasonably have been known at the time it occurred, then the complaint must be filed with the public body within 30 days of the date when the violation could reasonably have been discovered. 940 CMR 29.05(3). If, for example, an alleged violation occurs during an open session meeting, a complaint must be filed within 30 days of that meeting because the violation could reasonably have been discovered on the meeting date. However, if the alleged violation concerns action taken in executive session, the violation may not be reasonably discovered until the executive session minutes are released, possibly months later. In that instance, the complaint can be filed 30 days from the date the executive session minutes were released.

All complaints must be in writing, using the form that is available on the Attorney General's website. The complaint must be signed; a public body is not obligated to respond to anonymous complaints. For all public bodies, the complaint must be filed with the chair of the public body, or if there is no chair, then with the public body itself. For local public bodies, a copy of the complaint must also be filed with the municipal clerk. 940 CMR 29.05(3). Complaints need not be filed with the Attorney General's Office at this stage.

### *How to Respond to an Open Meeting Law Complaint*

The Open Meeting Law requires that within 14 business days of receipt of a complaint, the public body review the complaint's allegations; take remedial action, if appropriate; and send to the complainant a response and a description of any remedial action taken. G.L. c. 30A, § 23(b); 940 CMR 29.05(5). Once an Open Meeting Law complaint has been filed with a public body, the chair must disseminate copies of the complaint to the members of the public body, and the public body must then review the complaint's allegations. 940 CMR 29.05(3), (5). Thus, a public body must meet to review the complaint and formulate a response, or meet to delegate that authority, and respond to the complaint within 14 business days. See G.L. c. 30A, § 23(b); OML 2017-69; OML 2012-90.

Proper procedure requires that a public body review a complaint before authorizing legal counsel or

another individual to respond on its behalf. See OML 2017-132; OML 2012- 95; OML 2011-6. Once a public body has reviewed a complaint during a meeting, its decision to refer the complaint to somebody else to prepare and send a response, rather than discuss its substance, is the public body's prerogative. See OML 2019-40; OML 2017-96. It also is permissible for legal counsel or another individual to prepare a draft response prior to the public body reviewing the complaint at a meeting, as long as the public body reviews the complaint during a meeting and authorizes the response before it is sent. See OML 2018-134.

Public bodies may meet in executive session under Purpose 1 to review Open Meeting Law complaints against the body. See OML 2015-105; OML 2013-82; OML 2012-119; OML 2011-6. Executive session Purpose 1 allows a public body to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. G.L. c. 30A, § 21(a)(1). We have determined that an Open Meeting Law complaint is by its nature a complaint brought against a public officer, namely, the members of the public body. See OML 2019-31; OML 2012-119.

Finally, public bodies must remember to "send a copy of the complaint to the attorney general and notify the attorney general of any remedial action taken" within 14 business days of receipt of a complaint. G.L. c. 30A, § 23(b); see also 940 CMR 29.05(5).

Our determinations about open meeting law complaints, along with all of our other determinations, can be found on our website at:

<https://massago.onbaseonline.com/Massago/1700PublicAccess2/OML.htm>.

As always, you are welcome to contact us at (617) 963-2540 or [OpenMeeting@State.MA.US](mailto:OpenMeeting@State.MA.US) for additional Open Meeting Law guidance.



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Division of Open Government  
[1 Ashburton Place, 20th Floor](#)  
[Boston, MA 02108](#)

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# Starting the Conversation: College & Your Mental Health

A Panel Discussion for Students & Parents

**March 16, 2020**  
**7:00 - 8:30**  
Open to the Public

## **The Gallery at Villageworks**

525 Mass. Ave.  
Acton, MA  
2nd floor/accessible

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*Mental health issues  
have become more  
prevalent in college  
settings.*

*What are some mental  
health-friendly signs to  
look for when applying  
to college?*

*What kind of mental  
health support is  
available on college  
campuses?*

*How do you access  
help if you or a friend  
need it?*

### **Panel Members:**

**Rebecca Luberoff** - BLA  
Peer presenter

**Melissa Wall** - M.A.,  
Director of Student Mental  
Health & Wellness, UMass  
Lowell

**Patricia Bruno** - MSW  
Associate Dean of Student  
Support Services, Middlesex  
Community College

**Stacey G. Harris** - J.D.  
Associate Director of  
Disability and Access  
Services, Boston University

**Jennifer Morazes** - LCSW,  
PhD., Director, Disability  
Policy Consortium.

For information (including snow date) call: 978 692-2908 [www.namcentralmiddlesex.org](http://www.namcentralmiddlesex.org)