



Acton-Boxborough Regional
School Committee Meeting

May 7, 2020

7:00 p.m.

Via zoom webinar
<https://abschools.zoom.us/j/95248771505>

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
MEETING AGENDA

Virtual Public Zoom Webinar Meeting
To attend: <https://abschools.zoom.us/j/95248771505>
To call in: 312 626 6799
Live streaming: <https://youtu.be/PhcMsgy0xVE>

May 7, 2020
7:00 p.m.

-
1. **Call to Order** (7:00)
 2. **OPEN MEETING**
 - 2.1. Chairman's Welcome
 - 2.1.1. Annual Spring Town Elections
 - Acton and Boxborough's Elections are postponed to June 2
 - Boxborough Annual Town Meeting will be June 22. Acton Town Meeting is not yet determined.
 - 2.2. Public Participation – *Please use "Hand Raise" feature to participate*
 - 2.3. High School Student Representatives Update
 3. **PRESENTATION** (7:10)
 - 3.1. **School Closure Update** – *Peter Light*
 - 3.2. **Negotiations Update** – *Marie Altieri*
 - 3.2.1. Recommendation to Approve the American Federation of State, County and Municipal Employees (AFSCME) Contract – **VOTE**
 - 3.2.2. Recommendation to Approve the Acton Boxborough Office Support Association (ABOSA) Contract – **VOTE**
 4. **NEW BUSINESS** (7:45)
 - 4.1. **Budget Update** – *Dave Verdolino*
 - 4.1.1. FY20 3rd Quarter Update
 - 4.1.2. Reimbursements – Possible **VOTE**
 - 4.1.3. FY21 Update and Process
 - 4.2. **Policy Subcommittee** – *Amy Krishnamurthy*
 - 4.2.1. Graduation Requirements, File: IKF, **Second Read** – **VOTE** - *Deborah Bookis*
 - 4.3. **Update on the Financial Position of EDCO Collaborative** – *Peter Light (oral)*
 5. **ONGOING BUSINESS** (8:15)
 - 5.1. **Approval of ABRSC Meeting Minutes** of 4/16/20 and 4/30/20 (open meeting)
 - 5.2. **ABRSC Leadership Transition for FY21 Preliminary Discussion** – *Tessa McKinley*
 - 5.2.1. School Committee Annual Organizational Meeting Policy, File: BDA
 - 5.3. **Subcommittee and Member Reports**
 - School Building Committee Update – *Peter Light*
 - 5.3.1.1. Minutes of meeting on 4/22/20
 - 5.3.2. Boxborough Leadership Forum (BLF) – *Tessa McKinley*
 - 5.3.3. Budget Subcommittee – *Diane Baum*
 - 5.3.4. Health Insurance Trust – *John Petersen*
 6. **Statement of Warrants and Recommendation to Approve** – **VOTE** – *Tessa McKinley*
 7. **FYI**
 8. **Adjourn** (9:00)

For Your Information

- This Month in the Division of Open Government, April 2020
<https://mailchi.mp/a4451485243d/this-month-in-the-division-of-open-government-1531790?e=301f2ba8d8>

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 – See Changes in Red:

- **May 21** – ABRSC Meeting at 7:00 p.m. (changed from May 20)
- **June 4** – ABRSC Meeting at 7:00 p.m. (changed from June 11)
- June 18 – ABRSC Meeting at 7:00 p.m.

Posted on 5/1/20 at 4:00 p.m.

Closure Update ABRSD School Committee May 7, 2020



Agenda

1. Distance Learning Update
2. High School Q3 Grading
3. HS Graduation



Distance Learning Update

Survey Results - Key Findings:

- Students reported that the overall **workload** was within the ranges originally targeted by the district and increased with age from 1-3 hours at the elementary level to 3 or more hours per day at the high school level
- 80% of students and 75% of families reported that the distance learning program was **manageable** for them.



Distance Learning Update

Survey Results - Key Findings:

- More than half of parents reported being **satisfied or very satisfied** with the distance learn program compared to approximately 10% feeling some level of dissatisfaction
- Students were largely neutral in their **enjoyment of distance learning**, with an equal number reporting either enjoyment or lack of enjoyment.



Distance Learning Update

Survey Results - Key Findings:

- Students and families widely reported **synchronous opportunities** on a daily basis or multiple times per week
- The majority (62%) of staff reported that they felt that there was an **appropriate balance of synchronous and asynchronous learning** with roughly an equal number reporting they would like more or less of one.



Distance Learning Update

Survey Results - Key Findings:

- Overwhelmingly, parents and students reported that **maintaining class connections and touching base with teachers** were their top priority



Distance Learning Update

Analysis of DESE Updated Guidance:

- The safety and well-being of students, families, and staff has been and must continue to be our top priority as an educational community (physical health, safety, and nutrition, but also social-emotional and mental health needs, which could intensify during this time).
- This crisis disproportionately affects students who are most vulnerable in terms of their physical and mental health and also academically. Equity needs to be a top consideration in local planning efforts, especially as districts and schools make plans to manage an extended closure.
- Maintaining connections between school staff, students, and families is paramount, particularly for the most vulnerable members of our school communities.



Distance Learning Update

Analysis of DESE Updated Guidance - Summary and our Next Steps:

- continuing to maintain **social and emotional connection** for students to school and to classmates
- introducing students to the **most critical new content** in their classes that our educators deem appropriate for the distance learning environment
- planning to **modify fall curriculum** to ensure that any critical standards not learned this year will be taught to students when they return in the fall
- increasing the opportunities for students to participate in **small group and individual meetings** with teachers *in addition* to the regularly scheduled zoom meetings in order to provide additional support for all students.



2. High School Q3 Grading Update

Previously...

SC waived policy requiring cooperative study, but charged administration with collecting feedback from stakeholders

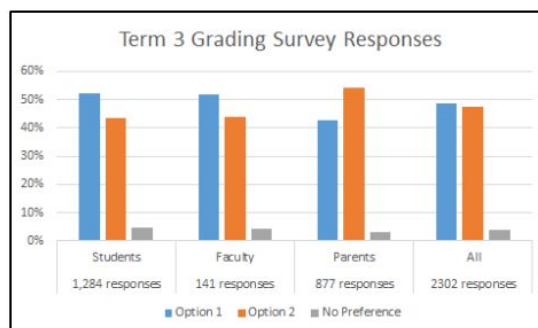
Since then...

- Surveyed students, families and faculty
- Outreach to college admissions
- Feedback from HS Leadership (Admin & Dept. Leaders)
- Review of 3rd Q gradebooks
- Determine legal and policy implications

High School Q3 Grading Update

- Survey Feedback was inconclusive and stakeholders did not all share common preferences
- Students and teachers showed some preference for uniform P/ No Grade
- Parents showed some preference for giving choice to students between receiving grade or P/ NG

Term 3 Grading Survey Responses	Students		Faculty		Parents		All	
	#	%	#	%	#	%	#	%
Option 1	670	52%	73	52%	373	43%	1116	48%
Option 2	556	43%	62	44%	476	54%	1094	48%
No Preference	58	5%	6	4%	28	3%	92	4%
Total	1284	100%	141	100%	877	100%	2302	100%



High School Q3 Grading Update

College University Outreach

- Over 30 Colleges and Universities consulted
- Indicated flexible approach to looking at student grades during pandemic
- No conclusive evidence to support one method of grading

Feedback from School Leadership

- Nearly unanimous support for universal P/NG
- Concern that grades currently posted to gradebooks were not valid or reliable
- Some grades appeared inflated and some appeared deflated based on number of grades issued at time of closure



High School Q3 Grading Update

Gradebook Analysis

- The term (Quarter) is the discrete periodic measure of grades (not weeks or months)
- Teachers plan curriculum and assessments to be covered over the course of a term, but do not necessarily provide assessments at equal rates during term
- Grades currently in grade books did not accurately measure student progress in a way that could be compared across students

Legal & Policy

- SC Waived Policy, but required feedback be considered
- Legal - This is a local decision, states/feds do not have jurisdiction



High School Q3 Grading Update



Conclusion

- Determination to use a universal P/NG system for Q3 was most equitable across all students
- Recognize this is not a perfect solution, but circumstances do not allow for one solution that will address all stakeholder wishes.

Next Steps

- Scheduling zoom meeting for families to ask questions about grades and implications for colleges
- Creating task force to study strategies to best represent our students in college application processes



3. Graduation & Commencement Planning

Thanks to: HS Faculty & Admin, Project Graduation, PTSO, Police & Fire!

Plan for Graduation:

- To be released to students and families tomorrow
- Approved by Acton Health Dept.

Caps & Gowns, Textbook Drop-off

- May 26
- Social Distancing Practices & Staggered Times

Graduation & Commencement Planning

Rolling Rally & Diplomas

- Friday June 5
- Acton & Boxborough Parade
- Ends @ ABRHS
- Students receive diplomas in cars
- Opportunity for pictures @ elementary schools

Virtual Ceremonies

- Combination of live and pre-recorded footage
- Thursday, June 11 - Scholarship Night
- Friday, June 12 - Commencement Ceremony

Plus... our commitment to bringing class back together at some point





Acton-Boxborough Regional School District

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

Peter J. Light
Superintendent of Schools

To: Acton-Boxborough Regional School Committee
From: ABRSD Leadership Team
Date: May 6, 2020
Re: School Closure Update for School Committee Meeting 5.6.20

We are pleased to provide you with this update regarding [our distance learning program](#). Since we closed on March 13, we have continued to develop our program. Last week, our DESE Commissioner released updated guidance for schools and districts. Simultaneously, we surveyed our students, staff and families to better understand how our distance learning program was working, and to understand stakeholders perceptions of our work. Overall, we are pleased with the survey results in that a significantly larger percentage of our stakeholders report satisfaction with our program than report dissatisfaction. Similarly, a review of DESE's updated guidance shows that all of our work to date was well-informed, and we will only need to make incremental adjustments to our practice moving forward. However, we also recognize that not all students and families experience distance learning the same way, and we want to continue to grow our program in order to improve outcomes for our students. This document is designed to provide you with an in-depth overview of how we will continue to evolve our remote programming in the coming weeks.

Survey Results

The District recently surveyed students, families, and staff to better understand perceptions of our distance learning program. Survey results may be accessed via [this link](#), but a summary of key findings is below:

Workload:

- Students in grades 4-6 generally reported spending between one and three hours per day engaged in distance learning. Most students in this group reported that the workload is manageable.
- Students in grades 7-8 generally reported spending between 2-3 hours per day engaged in distance learning, although an equal number reported spending less and more time than this. Most students in this group reported that the workload is manageable.
- Students in grades 9-12 generally reported spending 2-3 hours or more per day engaged in distance learning, with a significant number reporting more than 3 hours per day. Students in this group overwhelmingly reported they were able to manage distance learning, but an equal number agreed and disagreed that the workload was too much.

Synchronous Online Connections and Asynchronous Learning Activities/Assignments:

- Overwhelmingly across all surveys and levels, parents and students reported that maintaining class connections and touching base with their teachers are the highest priority right now.
- Students and families at all levels widely reported being able to connect daily with teachers/peers synchronously online and asynchronously through learning activities/assignments.

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

Overall Satisfaction & Enjoyment:

- Nearly half of students in grades 4-6 reported feeling neutral toward the distance learning program; of the remaining students, twice as many reported feeling enjoyment as those who did not.
- More than half of all parents reported being very satisfied or satisfied with the district's distance learning program (22% neutral, 10% dissatisfied or very dissatisfied).

Managing the Distance Learning Program (DLP):

- 78% of students in Grades 4-12 reported that they were primarily responsible for managing their DLP.
- 75% of families reported that they were able to manage their child's DLP, compared with 85% of students, and 84% didn't feel the DLP required too much of families.
- Nearly 47% of families didn't feel the DLP required too much of their students, compared with 81% of students.

Staff Survey

- Overall staff survey results can be accessed [here](#). Slightly less than 60% of certified staff reported that it is difficult or very difficult to work effectively from home, compared with 30% of non-certified staff.
- The top challenges associated with working remotely included: the amount of time spent online (42%), daily amount of time spent working (36%), general worry about COVID-19 (35%), and social isolation (28%). In addition to these challenges, 28% of staff indicated "Other," an open-ended response for this question, and cited missing students, being unprepared to teach online, and feeling like they can't make the impact that they want to/could if school was still in session.
- 62% of certified staff report that the balance between synchronous and asynchronous learning time currently occurring is 'just right, while 7.7% prefer more synchronous time, and 7.4% prefer less.
- 75% of all staff prefer to receive updates from the district about once a week, and almost 70% are confident or extremely confident in our district leadership team to make the right decisions and manage this crisis.

Department of Elementary & Secondary Education (DESE) Guidance and Distance Learning Plans

Last week, the leadership team reviewed the DESE's Phase 3 Guidance. DESE specifically entitled this guidance document, [Strengthening Our Remote Learning Experience](#) because, while the focus is primarily on the student experience, they stated that the "student experience is tightly connected to the educator and family experience, as remote learning has been a paradigm shift for the entire educational community." Learning how our community is experiencing distance learning was important to us as a district, which is why we spent time last week surveying our students, families, and staff. This triangulation of data provided a more complete picture of how this paradigm shift is impacting our entire community.

DESE's guidance **reiterates the same three principles that must continue to guide our work:**

- *The safety and well-being of students, families, and staff has been and must continue to be our top priority as an educational community (physical health, safety, and nutrition, but also social-emotional and mental health needs, which could intensify during this time).*
- *This crisis disproportionately affects students who are most vulnerable in terms of their physical and mental health and also academically. Equity needs to be a top consideration in local planning efforts, especially as districts and schools make plans to manage an extended closure.*

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- *Maintaining connections between school staff, students, and families is paramount, particularly for the most vulnerable members of our school communities.*

Further, it recommends that districts and schools **focus on the four elements below to ensure a strong baseline remote learning program**. However the only area where they modified their initial recommendations is the focus on covering the prerequisite content standards. The elements are listed below along with bullets that outline our strategies for implementing them.

1. Prioritize meaningful connections with educators and peers.

- Synchronous Learning: Priority One has been and will continue to be the social and emotional connection for students to school and to each other
- At every grade, our educators are connecting with students via Zoom for Educators (times vary according to grade)

2. Provide engaging core instruction focused on the prerequisite content standards that are most critical for student success in the next grade.

- K-6 curriculum coordinators and coaches and 7-12 Coordinators, Department Leaders and Building Leadership are reviewing critical standards by grade and discipline, and identifying whether each standard:
 - was taught and students demonstrated proficiency before the closure,
 - reviewed during Phase 2 (March 26 - May 3),
 - will be introduced during Phase 3 (May 4- June 12), and/or,
 - will be introduced at the beginning of next year or before the next unit in the learning progression.
- When it is deemed that new content is important and appropriate to be taught in a distance learning environment, educators will introduce it to students.
- If it is deemed that new content would be better introduced when students return, educators will make appropriate adjustments to curriculum moving forward.
- Transitions Teams and grade/discipline specific teams of educators at schools will continue to review and make adjustments for the 2020-21 school year.

3. Offer opportunities for enrichment, exercise, and play.

- [K-6 Learning Boards](#) include visual arts, performing arts, PE and movement opportunities.
- [Friday PDF](#) links include Movement/PE, Visual Arts, Performing Arts, Mindfulness, and Nature activities for all ages.
- Our [AB Wellness website](#) includes Social-Emotional Resources for Families (general and COVID-related).
- The [PreSchool Home Activities Choice Board](#), [K-2](#) and [3-6](#) Choice Boards include links for further enrichment activities.
- For K-6, we are creating a menu of choice *projects* for the last two weeks of school that will include resources and ideas as well as the freedom to pursue a child or family's own interest as well as ways for students to share their projects.

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4. Ensure programming is accessible and secure and communication is streamlined for students and their families.

- Special educators and English language educators work closely with classroom educators and serve as members of the K-6 Distance Learning Planning Teams with their general educator counterparts.
- All learning activities, experiences, and assignments are posted on our [Distance Learning website](#) and/or communicated through Google Classroom at the educator level.
- Families/students and educators communicate directly through Zoom, email, Google Classroom, SeeSaw, Bloomz, etc.
- Synchronous learning is secure through Zoom for Education (which is [FERPA and COPPA Compliant](#)).
- The learning boards [posted on our website](#) are translatable to other languages (by using the drop-down language tab in the top left corner of the main page).
- We post all District communication on our website under [District Communication During Closure](#).
- General school supplies, books, dice and playing cards are available at the Little Free Libraries located in front of the Administration Building and Blanchard Elementary School.
- We have distributed art supplies alongside lunches and at the local food pantry. We will continue to distribute them more widely in the coming weeks.

DESE also recommends two steps in **developing a system for identifying and supporting students not effectively engaged in remote learning**:

1. *Collect information to understand each student's level of engagement in remote learning.*

- The high school collects information about students' engagement in distance learning in our database. The high school reports high levels of student participation:

Students Reported in 3 or More Classes as of April 30	# of Students	% of AB Students
Attending some synchronous meetings AND completing some assigned work	1667	91.60%
Attending some synchronous meetings but NOT completing any assigned work	60	3.30%
Completing some assigned work but NOT attending synchronous meetings	10	0.50%
The student has been in touch but is NOT attending synchronous meetings and NOT completing assigned work	10	0.50%
Not in contact, despite outreach by teacher/staff	24	1.30%
Not in contact; no outreach. Staff members are aware of the specific reason a student is not participating	3	0.20%

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- At the Junior High School and elementary schools, educators have been independently tracking student engagement and making efforts to reach out to families when students do not engage. Our schools report very few students for whom there has been no contact. For students who do not regularly engage, there are a variety of reasons, including personal choice, for not doing so.

2. Provide supports to further engage all students, with a focus on meeting foundational student needs.

- Classroom teachers are identifying and working with small groups of students *in addition* to time in whole class zoom meetings.
- Reading Specialists provide small group Zoom sessions with assistants for students on their caseload; participate in Zoom meetings with classroom educators, and at times provide mini-lessons (Foundations, word work); maintain communication regarding the use of Lexia; create videos of strategies or skills for students on caseload as well as archiving for possible use by reading department colleagues.
- Math assistants are meeting regularly with small groups of students at each elementary school to provide additional support for students. They are also helping to add accessibility supports for the learning plans.
- Our special educators (including related service providers) have completed learning plans with parent input for all students with an IEP. They are focused on working with students, individually and in small groups, to provide specialized supports and instruction to build and maintain skills. Additionally, our special educators collaborate with classroom teachers to develop and implement individualized accommodations for learning plans and work to schedule virtual TEAM meetings whenever possible.
- Our nurses are engaged in a variety of activities their typical daily health office traffic doesn't permit, such as updating district wide nursing protocols, collaborating with and attending health classes at the secondary level, and inputting incoming kindergartener data into the health database (normally done over the summer). A few are also engaged in working with the state school nursing association to develop health guidelines for school reopening, and a few are volunteering in their spare time at our local food pantry, on Neighbor Brigade, and serving on their local medical reserve corps to help field medical questions from residents and do contact tracing.
- Our counselors and psychologists regularly meet with students around local support and resources, next-level and post-secondary planning, home/relationship issues, and struggles related to the pandemic and isolation. Elementary counselors support school-wide meetings, jump into class Zoom sessions, consult with families as needed, provide families SEL activities, and meet with small groups of students.
- High school counselors and psychologists have provided a few online parenting sessions on how to manage anxiety and behaviors at home and to answer questions about the college-going process. The "regular" JH/HS counseling workload still exists, which has them registering students, advising on 2020-21 course selection, communicating with colleges and universities, postsecondary planning, and helping kids with curriculum/classes when issues arise around motivation or access (i.e. Section 504).

Lastly, DESE encourages districts and schools to **consider the strategic collaboration, teaming, and differentiated roles that remote learning makes possible.**

- From the start of our closure, at the elementary level, we designed our curriculum planning teams to incorporate collaboration among classroom teachers, special educators, and English language educators. Additionally, once weekly learning boards are completed, our classroom teachers, special

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educators, and English language educators continue to collaborate to develop individual student accommodations as needed.

- At the secondary level, our special educators and English language educators collaborate directly with each classroom teacher in order to provide access to our students.

Summary and Next Steps for Distance Learning

Based on our analysis of survey results and guidance from DESE, we do not intend to change direction for our distance learning program for the remainder of this school year. While the foundation and philosophy of our distance learning program will continue through the end of the year, we will continue to grow our program in several key ways by:

- continuing to maintain ***social and emotional connection*** for students to school and to classmates
- introducing students to the *most critical new content* in their classes that our educators *deem appropriate* for the distance learning environment
- planning to *modify fall curriculum* to ensure that any *critical standards not learned this year will be taught to students when they return in the fall*
- increasing the opportunities for students to participate in small group and individual meetings with teachers *in addition to the regularly scheduled zoom meetings* in order to provide additional support for all students.

We are also in the process of planning summer opportunities for students and making plans for our students to return to us in the fall. Both topics will be addressed in future communication.

Sincerely,

The ABRSD Leadership Team



Acton-Boxborough Regional School District

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978-264-4700
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Peter J. Light
Superintendent of Schools

To: Acton-Boxborough Regional School Committee
From: Peter Light, Superintendent and Larry Dorey, ABRHS Principal
Date: May 6, 2020
Re: ABRHS Q3 Grading Update

Since our closure, we have been engaged in a process to determine how to best close out our third quarter grades for students. As you are aware, we did not complete the third quarter, but completed approximately six of the nine weeks. The process we used to inform our decision making included:

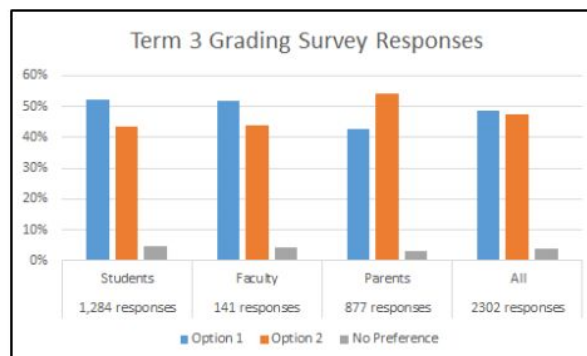
- Student, Family and Faculty Surveys
- Outreach to College and University Admissions Offices
- Feedback from High School Leadership (Administrators and Department Leaders)
- Review of 3rd Quarter faculty gradebook data
- Legal and Policy Implications

A summary of each data point is provided below.

Student, Family and Faculty Surveys

We recently conducted a survey of our students, families and faculty to solicit feedback to inform our decision around how to close out our third quarter grades for students. Option 1 in our survey was to provide Pass/No Record grades to all students for the 3rd Quarter. Option 2 was to provide a choice for students between a Pass/No Record Grade or a letter grade. We have included the results of this survey below:

Term 3 Grading Survey Responses	Students		Faculty		Parents		All	
	#	%	#	%	#	%	#	%
Option 1	670	52%	73	52%	373	43%	1116	48%
Option 2	556	43%	62	44%	476	54%	1094	48%
No Preference	58	5%	6	4%	28	3%	92	4%
Total	1284	100%	141	100%	877	100%	2302	100%



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While our student and faculty responses showed a preference for universal Pass/No Record grades, parent responses indicated a preference for providing students with a choice. Overall, the results did not show a definitive preference for one method.

Outreach to College and University Admissions Offices

Our counseling staff reached out to over thirty of our most applied colleges and universities including several Ivy League Schools. While we did not receive responses from every college or university contacted due to closure, the overwhelming response indicated that there was no guidance they could provide. However, they stated/acknowledged they would be very flexible in looking at students' grades not only for the third quarter, but for the year as well. Based on an analysis of the various responses we received from universities, there was no conclusive evidence to support one method of closing grades.

Feedback from High School Leadership

We are fortunate to have high school leaders who have years of experience leading a high-performing school. These leaders also have significant experience working with colleges and universities around the college application process. The high school leadership was overwhelmingly in favor of universal Pass/No Record grades for the third quarter. Of particular concern for this group was an understanding that not all students had the opportunity to take the same number of assessments when the term closed. Most teachers had not yet administered summative assessments for the quarter, and many students still had outstanding projects. The leadership team felt that any grades issued to students at this time did not have sufficient data to be a reliable measure of student progress, and providing any grades would be highly inequitable and an inaccurate measure of student progress.

Review of 3rd Quarter Faculty Gradebook Data

We conducted an analysis of teachers' gradebooks for the third quarter. The analysis supported the conclusions of the high school leadership that, as of our closure, there were a differentiating number of grades in gradebooks across courses. Additionally, many students had been absent and still needed the opportunity to make up missed work.

Legal and Policy Implications

There is currently no guidance from our State or Federal Departments of Education with regard to student grading during this closure. We spoke with our school attorneys about the third quarter grades and advice from counsel was that grading is a local decision. Our School Committee discussed this matter and voted to temporarily waive a portion of its policy on [Student Progress Reports to Parents/Guardians](#). Given the unprecedented circumstances brought on by our closure, the school committee waived the portion of the policy requiring a cooperative student and evaluation by stakeholders. However, the school committee requested that the administration solicit feedback from relevant stakeholders to inform the administration's decision.

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Conclusion

It is clear from our survey data that the challenge of closing out third quarter grades will not provide all members of our community with any one solution that meets everyone's personal preferences and goals. Additionally, there is little guidance from the federal and state levels, and colleges and universities have indicated that they will look at grades this year, and in particular during our closure, with flexibility during the admissions process. Ultimately, based on the feedback from high school leadership and our strong belief that the grades in our system are not consistent, reliable, nor equitable measures of students' progress prior to closure, *we have determined that we will close all students' grades for the third quarter on a pass/no record basis.*

Moving Forward

We recognize the tremendous impact of this closure along with all of the changes from traditional processes this has on our students and families. In particular, we know there is a level of anxiety among students and families around the impact this will have on college applications. This is felt most by our current Juniors, but by all of our high schools students as well. To this end, we are taking two steps immediately:

1. We will host an information night for families to hear more about our decision-making process around grading and ask questions. We will be joined by Mr. Todd Chicko, Director of Counseling for ABRHS. We will have more information about the date and time of this session in the next few days.
2. We are pleased to announce that we are forming a task force to study how our school and district can best represent our students to colleges and universities during students' application processes over the next few years. Some of this work has begun informally, but this group will allow us to initiate a process to ensure we give our students all of the best opportunities during their application processes.

We would like to thank all members of our community and our teaching staff for their patience during this challenging time and for providing us with an opportunity to carefully study the situation prior to making this determination.

Sincerely,

Peter Light
Superintendent of Schools

Larry Dorey
ABRHS Principal



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

Acton-Boxborough Regional School Committee

May 7, 2020



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Acton-Boxborough Office Support Association AFSCME Custodial and Maintenance Contract Summary 2020-2023

May 7, 2020

AFSCME and ABOSA

- American Federation of State, County, and Municipal Employees
AFSCME AFL-CIO, Massachusetts State Council 93, Local #1703

43 Positions *Custodians, Maintenance, Grounds*

42 Full Time Equivalent

FY20 Total Salaries \$2.4M

- Acton-Boxborough Office Support Association
39 Positions *Admin Assistants, Office Administrators,
Accounts Payable, Student Services*
36 Full Time Equivalent
FY20 Total Salaries \$1.6M

3

Negotiation Process

- Previous Contract 2016-2019
One year ahead of teachers' contract
- One year extension 2019-2020 1.75% COLA
 - 3 union contracts to be on the same cycle
 - consistency with teachers' contract and equity across all employee groups
- Negotiations Subcommittee

Amy Krishnamurthy (Chair)	ABOSA
John Petersen	AFSCME
Paul Murphy	
Tessa McKinley	

4

Salary Schedule

- COLA

COLA	AFSCME	ABOSA
FY21 1.5%	\$36k	\$23k
FY22 2.5%	\$61k	\$40k
FY23 2.5%	\$62k	\$41K

- Steps

Both contracts have 6 steps (A-F)
(teachers have 12 steps plus supermax)

This contract will add one step over 2 years - Step G

	AFSCME	ABOSA
2% in FY21	\$37k	\$30k
2% in FY22	\$38K	\$32k

5

Additional Contractual Items

- Attendance Incentives

Sick Leave Buy Back If December 15 notification of retirement in June, \$15 per accumulated sick day

- Personal Days

Any unused personal days at the end of the year will be rolled into sick days for future use.

- Evaluation Language

Updated process for regular performance evaluations

6

AFSCME Specific Language

- Perfect Attendance Bonus - \$400 per quarter
- Eliminate duplicate car/mileage stipend
- Overtime
Subs can be used for absences of 3 days instead of 4
Improved attendance reduces overtime

7

Financial Summary

AFSCME	FY21	FY22	FY23
COLA %	1.5%	2.5%	2.5%
COLA \$	\$36,000	\$60,900	\$62,423
Step G	\$37,000	\$38,000	
Attendance Bonus	\$15,000		
Longevity	\$3,000		
Mileage Savings	(\$4,700)		
Overtime Savings	(\$8,000)		
Total	\$78,300	\$98,900	\$62,423
% of AFSCME salaries	3.26%	4.12%	2.6%
Budgeted Increase	\$48,000		
Over Budget	\$30,300		
1% = \$24,000			

OSA	FY21	FY22	FY23
COLA %	1.5%	2.5%	2.5%
COLA \$	\$23,420	\$39,619	\$40,610
Step G	\$29,810	\$32,292	
Total	\$53,230	\$71,911	\$40,610
% of ABOSA salaries	3.23%	4.36%	2.46%
Budgeted Increase	\$31,227		
Over Budget	\$22,003		
1% = \$16,000			

8



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

Marie Altieri
Deputy Superintendent

To: Acton-Boxborough Regional School Committee
From: Marie Altieri, Deputy Superintendent
Date: May 1, 2020
Re: AFSCME (Custodians and Maintenance) and ABOSA (AB Office Support Association) Contract Approval

We have reached a tentative agreement with the Acton-Boxborough Office Support Association (ABOSA) and the AFSCME Custodial and Maintenance unit following the guidelines set forth by the School Committee and the Negotiations Subcommittee. The negotiations subcommittee represented the full School Committee, with Amy Krishnamurthy attending the ABOSA negotiations, and John Petersen attending the AFSCME negotiations. Attached you will find the Memorandum of Agreement for each of these groups as well as a financial summary. AFSCME represents 43 employees, and ABOSA represents 39 employees.

The previous ABOSA and AFSCME contracts ran from 2016 – 2019. Last year we worked with both groups to extend the contract one year so that we negotiated with them on the same cycle as the Acton-Boxborough Education Association (ABEA – teachers). The ABEA represents 480 employees. The one year extension for ABOSA and AFSCME included a 1.75% COLA this year, which is consistent with their COLA's for the last several years. By negotiating with ABOSA and AFSCME after the ABEA, we were able to provide consistency in benefits and contract language for all employees.

One of the School Committee's goals for the ABEA and for AFSCME was to provide incentives to improve attendance. Consistent with the ABEA contract, this agreement provides a \$15 per day sick leave buy back for staff who notify us of their intent to retire by December, and the option to roll personal days over into sick days. For AFSCME, we have also added a perfect attendance bonus of \$400 per quarter for employees who do not have any full sick days during the quarter. These incentives should improve service as well as reduce overtime costs. Both contracts have added language related to regular performance evaluations. The AFSCME contract has added a medical examination every two years to verify that employees are able to meet the essential functions of the job.

While the teachers have a 12 step scale for years of service, ABOSA and AFSCME have a 6 step scale (A-F). We have agreed to add one step (Step G) to the ABOSA and AFSCME salary scales. The cost of living increases for each year of the contract are as follows:

FY21	1.5%
FY22	2.5%
FY23	2.5%

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



Acton-Boxborough Regional School District
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978-264-4700 www.abschools.org

1% on the OSA contract is \$16,500, and 1% on the AFSCME contract is \$24,000. See the attached Financial Summary and the MOAs for these contracts. We ask for your ratification vote at the May 7, 2020 meeting.

Motion:

I move to approve the Collective Bargaining Agreement between the Acton-Boxborough Office Support Association and the Acton-Boxborough Regional School Committee for the period of July 1, 2020 through June 30, 2023 as set forth in the Memorandum of Agreement.

I move to approve the Collective Bargaining Agreement between the American Federation of State, County and Municipal Employees AFL-CIO, Massachusetts State Council 93 #1703 (AFSCME) and the Acton-Boxborough Regional School Committee for the period of July 1, 2020 through June 30, 2023 as set forth in the Memorandum of Agreement.



Acton-Boxborough Regional School District
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AFSCME and ABOSA Contract Financial Summary				
AFSCME				
FY20 Number of Employees:	43			
FY20 FTE:	42			
FY20 Total Salaries	\$2,400,000			
	FY21	FY22	FY23	
COLA %	1.50%	2.50%	2.50%	
COLA \$	\$36,000	\$60,900	\$62,423	
New Step G	\$37,000	\$38,000	0	
Attendance Bonus	\$15,000			
Longevity Increase	\$3,000			
Mileage Stipends Savings	(\$4,700)			
Overtime Savings from Attendance & Sub	(\$8,000)			
Total Increase	\$78,300	\$98,900	\$62,423	
Budgeted Increase	\$48,000			
Over Budget	\$30,300			
% Increase	3.26%	4.12%	2.60%	
OSA				
FY20 Number of Employees:	39			
FY20 FTE:	36			
FY20 Total Salaries	\$1,650,000			
	FY21	FY22	FY23	
COLA %	1.50%	2.50%	2.50%	
COLA \$	\$23,420	\$39,619	\$40,610	
New Step G	\$29,810	\$32,292		
Total Increase	\$53,230	\$71,911	\$40,610	
Budgeted Increase	\$31,227			
Over Budget	\$22,003			
% Increase	3.23%	4.36%	2.46%	

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

Memorandum of Agreement
Between
Acton-Boxborough Regional School Committee
and the
American Federation of State, County and Municipal Employees
AFL-CIO, Massachusetts State Council 93 #1703
July 1, 2020 through June 30, 2023
April 15, 2020

WHEREAS, the Collective Bargaining Agreement between the Acton-Boxborough Regional District School Committee (the "School Committee") and the American Federation of State, County and Municipal Employees AFL-CIO, Massachusetts State Council 93 #1703 (the "Association"), expires on June 30, 2020, and

WHEREAS, the School Committee and the Association have negotiated a successor Agreement;

NOW, THEREFORE, the School Committee and the Association agree that the New Agreement shall consist of the provisions of the Former Agreement, modified as follows:

1. Salary Schedule Appendix B
A new step G will be added to the salary schedule according to the following schedule:
July 1, 2020 2% above step F
July 1, 2021 Additional 2% above step F

The salary schedules will be increased by the following Cost of Living Adjustments:

2020-2021	1.5% COLA
2021-2022	2.5% COLA
2022-2023	2.5% COLA

Longevity increases shall be modified as follows:

Longevity Increase:

Completion of year 4:	\$550	\$650
Completion of year 9:	\$650	\$750

Completion of year 14:	\$750	\$850
Completion of year 24:	\$850	\$950
Completion of year 29:	\$950	\$1,050

2. Clothing allowance increased to \$300 (currently \$235) (not in contract language)
3. Article 1.2 (New)
Union officials shall have up to one half (1/2) hour to meet with new employees to discuss the Union and orient the new employee to the Union.
4. Article 2.2 Remove Article 2.2
5. Article 4.3.2 Seniority
Modify the language to include the text in blue:

Moves within the same grade shall be awarded after consideration of the following factors:

- (a) seniority in the bargaining unit
- (b) experience in related work
- (c) work history during the most recent five years
- (d) ability to do the job
- (e) education and training directly related to the duties of the vacant position
- (f) attendance
- (g) ratings on evaluations

Promotions and moves to positions in another grade will be evaluated according to all of the criteria listed above, as well as the following:

- (a) Leadership skills and experience
- (b) Organizational skills
- (c) Technology skills

For leadership positions, after reviewing all of the candidates and evaluating the criteria listed above and the responsibilities of the specific job, Principals and Department leaders will hire the most qualified candidate.

6. Article 5.3 (e)
(e) When a custodian is unable to meet his/her shift, and the needs of the school system require that a replacement be brought in for (a) periods of fewer than ~~four~~

~~{4}~~ **three (3)** days and a minimum of four hours (except in the elementary schools when the coverage needs to meet the needs of community education), the replacements shall be drawn from the bargaining unit; (b) for periods of ~~four (4)~~ **three (3)** or more days, the replacement will be drawn from a list of substitutes as determined by the Director of Facilities and Transportation. When it is known that a member will be out ~~four (4)~~ **three (3)** or more days, an outside substitute can be called in immediately.

7. Article 9.3 Vacations

(a) Individuals will accrue vacations days beginning with the month in which they begin employment at the rate of .83 days per month (or 10 per year). These days may be used as they are accrued. **Vacation days may be used in ¼ day, ½ day, and full day increments. Requests for vacation days between July 1 and September 10 shall not be approved for more than ten (10) total vacation days.**

(l) New

Vacation days will continue to be accrued for non-occupational sick leaves of up to 12 weeks, but not after 12 weeks. Leaves of absence approved through worker's compensation shall continue to accrue vacation leave beyond 12 weeks

8. Article 10.1 Sick Leave

(a) Non-Occupational Sick Leave

All employees who work twenty (20) or more hours per week shall be credited with one and one quarter (1 1/4) days of sick leave upon the completion of each month of service (or the major fraction of a month) until the July 1 following the date of employment. The number of days credited as of July 1 of each year shall be available for future use. No maximum is applicable to this sick leave accumulation. **Sick days may be used in ¼ day, ½ day, and full day increments. Sick days will continue to be accrued for non-occupational sick leaves of up to 12 weeks, but not after 12 weeks. Leaves of absence approved through worker's compensation shall continue to accrue sick and vacation leave beyond 12 weeks**

(b) Extended Paid Sick Leave

For each day of sick leave accumulated at the start of a single continuous, prolonged illness an employee who has exhausted his sick leave credit may receive two (2) additional days of sick leave, if necessary, up to a maximum of sixty-six (66) days on the recommendation of the Director of **School Operations**, with a written statement from the employee's doctor of the nature of the illness and the probable duration thereof, with the approval of

the Superintendent. Extended leave may be used only for the illness or injury to the employee himself (herself) and only while in the employ of the District.

(c) Sick Leave Notification

In order to be eligible to be granted sick leave, the employee must notify the Director of [School Operations](#) of his/her incapacity on the first day of absence, stating the nature of the sickness or injury, time expected to be incapacitated and when he/she expects to return to work. The Director of [School Operations](#) may request from the employee his or her doctor's statement concerning the incapacitation, after three (3) consecutive days, or if a pattern of absence emerges, if in the Director's judgment the situation demands such certification. This discretion shall not be unreasonably exercised. Earned sick leave days shall be earned and paid at the rate of hours worked per day.

(d) Family Sick Days

Sick leave may be granted for serious illness of the employee's spouse, child, mother or father, or any other person who regularly resides in the employee's home and for whom the employee is responsible. [Sick leave used to care for a sick family member will be recorded as "sick family" days.](#)

9. Article 10.2 Attendance Bonus (New)

If an employee is not absent from work on sick leave for an entire day during one quarter, they will receive an attendance bonus of \$400. If an employee takes any sick time or is out on worker's compensation, they will not qualify for this bonus. This will be paid at the end of each quarter for which the employee is eligible.

10. Article 10.3 Sick Leave Buy Back (New)

Effective July 1, 2021, an employee who has been employed by the Acton-Boxborough schools for a minimum of ten (10) years, and who gives written notice by December 15 of any year of an irrevocable intent to retire at the end of that school year, shall receive a lump sum of \$15 for each unused sick day. The lump sum will be received by the employee by July 31 of the year of retirement. The employee must retire from the retirement system the year in which they leave ABRSD in order to qualify for the lump sum.

11. Article 15.5 Mileage Stipend

(a) Employees who use their own vehicles during work hours in the course of their employment will be paid the IRS rate per mile.

(b) In lieu of submitting mileage for reimbursement throughout the year, the

Plumber, Electrician, and HVAC technician shall be paid a stipend of ~~\$2,100~~ \$3,000 during the first pay period in January for mileage and wear and tear on their vehicles.

12. Article 15.20 (New) Fitness for Duty

Employees will obtain a physical from a physician chosen by the school district and submit a fitness for duty form at least every two years.

13. Evaluation Form

Change #13 Appearance to Attendance

Housekeeping Agreements

1. Language Improvements as necessary, including but not limited to:

- a. Update Gender Specific Language to replace binary language (i.e. him/her)
- b. Change Director of Facilities and Transportation to Director of School Operations throughout the contract.
- c. Change School Committee to District where appropriate
- d. Incorporate side letters
Including 4.5 When an employee is promoted to a higher rated job.
Including Health Insurance Working Group agreement and Co-Pays

This Memorandum of Understanding is subject to ratification by the Committee and the Association. The Parties agree to use their best efforts to obtain ratification by their respective bodies.

Acton Boxborough Regional School Committee AFSCME MA Council 93 Local #1703

John Petersen, AB School Committee

Henry Morris, Local #1703 Chapter Chair

Date

Date

Memorandum of Agreement
Between
Acton-Boxborough Regional School Committee
and the
Acton-Boxborough Office Support Association
April 22, 2020

WHEREAS, the Collective Bargaining Agreement between the Acton-Boxborough Regional District School Committee (the “School Committee”) and the Acton-Boxborough Office Support Association (the “Association”), expires on June 30, 2020, and

WHEREAS, the School Committee and the Association have negotiated a successor Agreement;

NOW, THEREFORE, the School Committee and the Association agree that the New Agreement shall consist of the provisions of the Former Agreement, modified as follows:

1. Salary Schedule

A new step G will be added to the salary schedule according to the following schedule:

July 1, 2020	2% above step F
July 1, 2021	Additional 2% above step F

The salary schedules will be increased by the following Cost of Living Adjustments:

2020-2021	1.5% COLA
2021-2022	2.5% COLA
2022-2023	2.5% COLA

2. Article 6 Association Activity on School Property.
Add new paragraph:

The Association may display official Association notices, circulars, and other material of a non-inflammatory nature in school staff lounges. The Association will have the right to distribute official Association notices, circulars and other material of non-inflammatory nature in the mailbox (if any) of bargaining unit members.

3. Article 12 Sick Leave

Employees who work twenty (20) or more hours per week shall be eligible for paid sick leave benefits. ~~Full time and Full time school year employees will receive 1.25 days upon the completion of each full month of service (or the major fraction of a month).~~ Twelve (12) sick days per year. Full time full year employees shall receive fifteen (15) sick days per year. Elementary Office Administrators shall receive 13 sick days per year. ~~New employees will accrue sick days at the rate of one (1) day per month (or major portion thereof) during the initial year of employment.~~ Sick days will be prorated for employees who work a partial year.

12.1 Sick days may be used half-day, and full day increments. Sick days will continue to be accrued for FMLA leaves of absence for up to 12 weeks, but not for leaves of absence after 12 weeks. Leaves of absence approved through worker's compensation shall continue to accrue sick and vacation leave beyond 12 weeks

12.12 ~~No accrued sick leave may be considered as a basis for payment upon termination of employment.~~ Effective July 1, 2021, an employee who has been employed by the Acton-Boxborough schools for a minimum of ten (10) years, and who gives written notice by December 15 of any year of an irrevocable intent to retire at the end of that school year, shall receive a lump sum of \$15 for each unused sick day. The lump sum will be received by the employee by July 31 of the year of retirement. The employee must retire from the retirement system the year in which they leave ABRSD in order to qualify for the lump sum.

The remaining sections of article 12 shall be renumbered

12.5 Sick leave may be granted for work days actually and necessarily lost as a result of illness or injury to the employee, the employee's spouse, child, mother or father, or any other person who regularly resides in the staff member's home and for whom the staff member is legally responsible. Sick leave used to care for a sick family member will be recorded as "sick family" days.

12.6 Full time school year staff and part time staff who work at least twenty (20) hours per week will receive sick days on prorated basis. For example, an employee who works twenty (20) hours per week ~~will accrue 1.25 days per month divided by two which is equivalent to 5/8 days per month~~ shall receive 6 sick days per year.

12.67 The Districts shall provide Family and Medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA) and the Districts' FMLA Policy for eligible employees.

12.78 For each sick day accumulated at the start of a single, continuous, prolonged illness, staff who have exhausted their sick leave credit, may receive two (2) additional days of sick leave, if necessary, up to a maximum of seventy (70) days on recommendation from the supervisor, with a written statement from the employee's doctor describing the nature of the illness and probable duration thereof, upon written approval of the Superintendent or designee. ~~If an individual has a disability plan in effect at the time of a continuous, prolonged illness, the committee agrees to provide an additional fifteen (15) days of sick leave up to a maximum of 120 days.~~

4. Article 14 – Personal Leave

All full time employees ~~and all full time school year employees may~~ **shall** receive ~~up to three (3) personal days and full time school year employees may receive up to two and one-half (2.5) personal days~~ off during the year commencing July 1 without loss of pay for compelling personal or business matters that cannot be reasonably attended to outside normal working hours.

14.1 Personal days are allotted on July 1 of each year. ~~and cannot be accumulated or carried forward from year to year.~~ **Unused personal days will be rolled into sick days to be used in a future year.**

14.2 All other benefits eligible employees will receive personal days on a prorated basis (see ~~(13.5)~~ **12.6**) under Sick Leave).

5. Article 17 Vacation Leave

Benefits eligible employees who are scheduled to work a full year (i.e. 52 weeks) will receive paid vacation days. All other benefits eligible employees receive vacation pay (not days). **Vacation Days may be taken in half-day and whole-day increments.** All vacation days must receive prior approval by the Supervisor or Superintendent or designee. If a holiday falls within the vacation period of an employee, he/she shall be granted an additional day of vacation. No employee may be permitted to forgo his/her vacation and receive extra pay in lieu thereof. **Annual vacation day allotments will be made available to employees at the beginning of each fiscal year (July 1). If an employee leaves the district mid-year, vacation days will be prorated back to the monthly allotment.**

17.1 Vacation Days for full year benefits eligible employees:

- a. Individuals will accrue vacation days beginning with the month in which they begin employment at the rate of ~~1.25 days per month (or fifteen per year)~~ **15 Days per year**. These days may be used as they are accrued.
- b. Beginning with the first month upon completion of their fourth year of employment, individuals will begin accruing vacation days at the rate of ~~1.67 days per month (20 days/year)~~ **20 days per year**.
- c. Beginning with the first month upon completion of their nineteenth year of employment, individuals will begin accruing vacation days at the rate of ~~2.08 days/month (25 days/year)~~ **25 days per year**.

New:

- d. **Vacation days will continue to be accrued for non-occupational sick leaves of up to 12 weeks, but not after 12 weeks. Leaves of absence approved through worker's compensation shall continue to accrue vacation leave beyond 12 weeks.**
6. Holidays. Edit Article 18, Page 17 to add the following language regarding the July 4th holiday for all benefited employees.

****Independence Day/July 4th will be a recognized work holiday for all benefit eligible employees that work the day prior and the day after.**

Correct ~~*Vacation days~~ ***These holidays** only apply to full year employees

7. **Article 26 Job Descriptions (New) *Renumber remaining Articles***
All employees covered by this Agreement will have an accurate job description on file with the H.R. Department, applicable principal/supervisor and the Association.

Each employee will be given a copy of his/her current job description thirty (30) days following the effective date of the Agreement and thereafter with the initial date of hire.

Job descriptions will be reviewed on a regular basis. Updates will be made as needed to ensure accuracy.

8. **Article 26** ~~7~~ **Performance Evaluations.**

Evaluation of work performance is critical both to ensure feedback to the employee in order to promote personal and professional growth and to maintain efficient and effective operation of the organization.

All first year employees will be evaluated by their respective supervisor twice within the first year of employment. The first evaluation will be completed after the probationary period (6 months) and the second evaluation shall be done at the end of the first year of employment. Thereafter, an evaluation shall be done at least once every two years, or at the employee's request.

Evaluations for all permanent employees will be discussed and conducted during the month of May and concluded by the second week in June. All monitoring of work performance will be conducted in a fair and open manner and should be an ongoing process throughout the year rather than a year-end event. Concerns that may develop during the year shall be communicated and discussed with the employee by the evaluator in a timely manner rather than held as part of the year end formal evaluation.

Supervisors will share the standards and criteria that they will utilize in the evaluation process, in conjunction with the current agreed upon job description. The supervisor will prepare written documentation of areas of commendation, needed improvements and performance concerns with the employee as needed during the process. The employee will have the right to provide the supervisor with additional information regarding performance. A formal, final evaluation report will be prepared by the supervisor which will be signed by the supervisor and employee and placed in the employee's personnel file.

If the employee disagrees with any part of the evaluation, he/she may write a rebuttal and submit it to the evaluator within ten (10) working days of the receipt of the evaluation. The evaluator will attach any employee response to the evaluation form and have both placed in the employee's personnel file. The employee may, if they wish, request a review meeting prior to signing the evaluation. Such a meeting should take place within ten (10) working days of the request.

9. Article 34² Transportation

Any employee who uses their car for travel outside of district owned buildings as part of their work with the district the employer shall be reimbursed at the rate allowed by the Internal Revenue Service.

10. Article 41 Protection (New, to be placed after current article 39 Personal Property)

Employees should report all cases of assault, harassment, or bullying, including electronic forms of communication, suffered by them in connection with their

employment to the Deputy Superintendent, Superintendent, or another trusted administrator. This report will be forwarded to Central Office where it will be fully investigated. Retaliation will not be tolerated. See policy GBA for more details."

The Committee agrees that they shall procure insurance to indemnify members of the bargaining unit to the extent permitted under Section 9 of Chapter 258 of the General Laws.

Housekeeping Agreements

1. Language Improvements as necessary, including but not limited to:
 - a. Update Gender Specific Language to replace binary language (i.e. him/her)
 - b. Change School Committee to District where appropriate
 - c. Incorporate Side Letters
Updated Grade and Step chart
2. Re-order the contract – Move articles 3-6 after article 37 and renumber
3. Review Article 1.1 – Recognition. Update with current positions.
4. Article 1.3 Update to most recent non-discrimination language. Include Pregnancy or Pregnancy-related conditions.
5. Article 4 Review the “Definitions of Employee” for accuracy. Correct any language throughout the contract for consistent use of agreed upon definitions of employee. Definition needed for the 180 school days + 3 staff days.
6. Article 8.1 Remove sentence that says, “Town of Acton employees...” Change “Regional” to “District” in second sentence.
7. Article 8.2 – Update co-pays with Health Insurance Working Group MOA
8. Article 8.5 – Change Cafeteria Plan to “Dependent Care, Flexible Spending Accounts and Health Savings Accounts” as available to other employees.
9. Change districts to district Article 12.6, Article 20
10. Article 42 Duration Change to July 1, 2020 – June 30, 2023
11. Grade Chart. Ensure the revised grade chart per side letter dated 10/21/2019 is included in new contract.

This Memorandum of Understanding is subject to ratification by the Committee and the Association. The Parties agree to use their best efforts to obtain ratification by their respective bodies.

Acton Boxborough Regional School Committee

Acton-Boxborough Office Support
Association (ABOSA)

Amy Krishnamurthy, AB School Committee

Ann Chandler, Co-President

Ann Lack, Co-President

Date

Date

1



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

WELLNESS • EQUITY • ENGAGEMENT

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

School Committee FY2020 Q3 Financial Report

May 7, 2020

ABRSD

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FY2020 – Projected Variance Summary

April 16 Memo walked through revenues, expenditures, E&D and reserves, and FY21 issues.

Update:

REVENUES - (net variance not expected to be material)

1. Medicaid reimbursement still being investigated
2. Investment income rate has (unsurprisingly) declined
3. DESE and DOR continue to suggest that they do not anticipate any “9C” (state aid) cuts in FY2020

ABRSD

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FY2020 – Projected Variance Summary

EXPENDITURES -		Y/E Proj.Var. (\$000s)		
Admin Category		Est. Q3	Was Q2	Comment
Personnel		275	(264)	Shutdown savings
Special Ed		(347)	(400)	Update costs
Facilities		313	93	Shutdown savings
Finance		157	-	MCRS, MIIA, s-t Debt
DEI		(42)	-	Assabet; DMG study
Curric.		(68)	-	DL stipends
SC/Supt		51	-	Legal costs
Instructional		TBD	-	\$576K available budget
Total Budget Est.		\$288*	\$(631)	* likely \$300-500K

Does not reflect potential federal relief (could be material)

ABRSD

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E&D Reserve

Certified Balance (7/1/2019) \$3,627K

Budgeted use in FY21 - 1,145K

Est. Projected Turnbacks 500K*

Resulting Balance (7/1/2019) \$2,982K

* - Does not reflect potential federal relief

ABRSD

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Federal Relief Thoughts

Everything authoritative is “Stay tuned”:

Potential Title One-based relief (\$???)

Potential MEMA Covid-19 relief (\$???)

Potential CARES Act relief A&B (\$???)

BUT...Likely state budget cuts FY21

ABRSD

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FY21 Budget Process

State has issued guidance in the event town meetings are not held by June 30

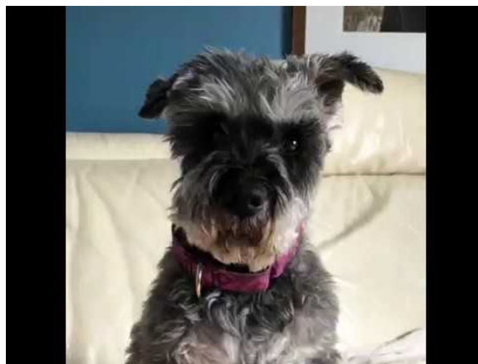
- Impact on cities and towns
- Impact on regional school districts

1. T/Ms are held = guidance is moot
2. T/Ms NOT held = Alt. Procedures

FY21 Budget Process – Alternative Procedures if no T/Ms by June 30

1. By June 1 - Superintendent requests approval for “1/12th budget” authority
2. Provide financial information relating to FY20 final budget and assessments
3. District addresses 1/12th budget funding in light of expenditure timetable
4. 1/12th authority continues until budgets are approved by both towns; then SOP

Are there any questions? (ask Pluto)





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

To: Acton-Boxborough Regional School Committee
From: Peter Light, Dave Verdolino, Marie Altieri
Date: May 7, 2020
Re: Revolving Account Updates and Reimbursements

Attached you will find updated projections for the Athletic Revolving account, All Day Kindergarten, and the Preschool Revolving Account. Below is a summary and recommended actions for reimbursements.

Athletic Revolving

The prior School Committee projection for athletics did not include the \$41,000 FY20 ABSAF gift money that is used to offset costs for athletics. Including the ABSAF money, we are projecting an FY20 year end fund balance of \$18,706. Athletic fees had not been collected for spring sports, so there is not a need for any reimbursements from this account.

All Day Kindergarten

Based on the previous School Committee discussions and vote, we have reimbursed one month of tuition for the All Day Kindergarten program. We have charged the special education program for the tuition of students with IEPs who are tuition-free because they are enrolled in All Day Kindergarten based on Team recommendations. We are now recommending that we reimburse two more months of All Day Kindergarten tuition. This would complete a reimbursement to families for the months of April, May, and June. The amount to be reimbursed for two months would be \$185,000. With these changes, we are projecting an FY20 year end fund balance of \$108,000. Projections for FY21 are very preliminary, but they currently show a negative (\$32,000) FY21 year end fund balance. We will watch this closely throughout FY21.

Preschool Revolving

The preschool program has moved to distance learning which includes providing some remote services for students with IEPs, and classroom live video meeting 2-3 times per week with activities that can be completed with families. The tuition students are involved with the live video meetings. The tuition for the preschool program is invoiced monthly.

We stopped invoicing families for preschool tuition when the school closure took place in mid-March. As a result, there aren't as many reimbursements. The School Committee previously approved reimbursing any payments that had been made for the month of April. Approximately \$3,500 in



Acton-Boxborough Regional School District
Superintendent's Office
15 Charter Road
Acton, MA 01720
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reimbursements are in process. We are recommending that the School Committee waive tuition for the remaining two months rather than invoice families for additional time during the school closure. This would result in reimbursement of \$12,000 that had been prepaid. With these reimbursements, the FY20 year end fund balance is estimated to be \$93,000.

High School Parking

We are also recommending that we prorate the senior parking fee for this year. This would result in reimbursing students with parking stickers who don't owe money in other areas \$60 each. If they do owe money elsewhere (e.g. School Lunch, other fees or dues), then the \$60 would be applied to the other money owed.

Recommended Motion:

To waive tuition for the months of April, May, and June for the ABRSD ADK tuition and the Carol Huebner Early Childhood Program Tuition, to prorate the high school parking fee, and to process reimbursements of any funds paid above these amounts.

ABRSD

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Revolving Accounts – Year End Fund Balance

	FY19	FY20 Projection	FY21 Projection
Athletic Revolving	\$50,524	\$18,706	
PreK	\$205,644	\$93,146	
All Day Kindergarten	\$373,361	\$107,085	(\$32,621)

ABRSD

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Proposed Motion

I move that the Acton-Boxborough Regional School Committee waives the tuition for the months of April, May, and June for the ABRSD All Day Kindergarten Program and the Carol Huebner Early Childhood Program, and to prorate the high school parking fee.

Additionally, the ABRSD is instructed to process refunds of any funds paid above these amounts after the option is provided to donate the funds to the associated revolving accounts with the understanding that the expenses related to the programs are still incurred.

ABRSD ATHLETIC SPECIAL REVENUE FUNDS

FUND 3405

		(Year-to-Date Encumbered (Projected))			
	FY19	FY20	FY20	FY20	
REVENUE					
Athletics Fees	395,962	259,300		259,300	
Gate Receipts	42,568	40,399		40,399	
ABSAF	41,000	41,000		41,000	
Other (Gifts, etc.)	4,655	928		928	
Total Revenues	484,185	341,627	-	341,627	< no need to refund; spring sports fees had r
EXPENSE					
Salaries - Coaches/Assistants	123,806	60,867	-	60,867	< encumbered salaries does not include any
Salaries - Bus Drivers	22,020	16,849	-	16,849	
Salaries - Other (Custodial, Events Staff, etc.)	52,881	42,776	-	42,776	
Contracted Services - Officials	54,753	38,188	-	38,188	
Contracted Services - Transportation	92,598	74,891	-	74,891	
Contracted Services - Event Staff	18,113	6,496	50	6,546	
Program Expenses (Supplies, Uniforms, Equipt., etc)	127,633	92,808	35,457	128,266	< ice rentals and other winter sports invoice:
Other (Conferences, Maintenance, etc.)	9,969	4,999	64	5,063	
Total Expenses	501,772	337,873	35,572	373,445	
FUND BALANCE					
Excess (Deficit) Revenues & Expenses	(17,587)			(31,818)	
Beginning Fund Balance	68,111			50,524	
Ending Fund Balance	50,524			18,706	

not been collected

spring stipends

s encumbered

ABRSD INTEGRATED PRESCHOOL SPECIAL REVENUE FUND**FUND 3429**

(Year-to-Date Encumbered (Projected)

	FY19	FY20	FY20	FY20
REVENUE Pre-Kindergarten Tuition	311,419	230,994	(15,442)	215,552
Total Revenues	311,419	230,994	(15,442)	215,552
EXPENSE Salaries - Teachers	242,336	184,908	66,500	251,409
Salaries - Assistants	28,667	24,163	5,833	29,997
Employer Health Insurance	36,679	31,309	5,693	34,155
Program Expenses (Supplies, Equipment)	27,903	12,378	111	12,490
Total Expenses	335,584	252,759	78,137	328,050
FUND BA Excess (Deficit) Revenues & Expenses	(24,166)			(112,498)
Beginning Fund Balance	<u>229,810</u>			<u>205,644</u>
Ending Fund Balance	205,644			93,146

**ABRSD ADK SPECIAL REVENUE FUND
FUND 3406**

						PROJECTED FY21		
		(Year-to-Date)	(Encumbered)	(Projected)		<u>Tuit = \$4500</u>	<u>Tuit = \$3750</u>	
	FY19	FY20	FY20	FY20	Note	FY21	FY21	
REVENUES Full-day Kindergarten Tuition	906,523	857,379	(208,780)	648,599	(A)	918,000	765,000	204 < FDK est. net paying
	Current Year Tuition, Students on IEPs (charged to special ed budget)					58,500	48,750	
Total Revenues	906,523	857,379	(208,780)	693,599		976,500	813,750	
EXPENSES: Salaries - Administration	39,557	34,171	6,368	40,539		41,357		
Salaries - Teachers	457,155	386,897	193,265	580,162		629,912		
Salaries - Assistants	285,489	253,301	90,842	344,143		186,566		
Employer Health Insurance	52,817	46,964	8,539	51,233		52,821		
Program Expenses (Supplies, Equipment	26,568	23,457	341	23,798		32,800		
Software Maintenance	10,000	10,000	-	10,000		10,000		
Total Expenses	871,585	754,790	299,355	1,049,876	1,049,876	953,456	953,456	< \$180K moved to operating bud
FUND BAL: Excess (Deficit) Revenues & Expenses	34,938			(356,277)		23,044	(139,706)	
Beginning Fund Balance	338,423			373,361		107,085	107,085	
	Transfer (prior year tuition for IEP students)					90,000	(B)	
Ending Fund Balance	373,361			107,085	(C)	130,129	(32,621)	
Ending Fund Balance as projected in previous analysis						(67,838)	(107,894)	(260,894)

Notes

(A) - Represents previously-authorized refunds in process, plus \$185,188 for two additional months

(B) - This practice was followed historically until FY2018; "catch-up" for FY 18 and 19 are shown as fund balance transactions

(C) - Positive yearend revolving fund balances do not adversely impact calculation of E&D Reserve

; students

|get



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

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April 23, 2020

Guidelines on FY2021 Regional School District Interim or 1/12th Budget Process

Due to the COVID-19 outbreak and the ensuing Governor's declaration of a state of emergency, many cities and towns may be unable to hold the city council and town meetings required to pass municipal budgets for FY2021 before the end of Fiscal Year 2020 (FY2020). Accordingly, these municipalities will be unable to vote on the proposed FY2021 budgets for the regional school districts of which they are members.

In order to address this and other challenges resulting from the current COVID-19 public health emergency, on April 10, 2020 the Governor signed Chapter 56 of the Acts of 2020: *AN ACT TO FURTHER ADDRESS CHALLENGES FACED BY MUNICIPALITIES, SCHOOL DISTRICTS AND STATE AUTHORITIES RESULTING FROM COVID-19* (the Act).¹ The Act addresses, among other matters, the regional school district budget process. The Department of Elementary and Secondary Education (Department) issues this initial guidance to inform regional school committees (committees), district administrators, municipal officials and other interested parties of the steps needed to secure an interim monthly budget (1/12th budget) by July 1, 2020, so that the regional school district may expend funds and continue operations until a local budget is approved by the member municipalities (members).

M.G.L. c. 71, §16B and 603 CMR 41.05 allow the Commissioner of Elementary and Secondary Education, or his designee, (Commissioner) to set a 1/12th budget for a regional school district if a local budget is not approved by July 1. Existing law and regulations did not contemplate a situation such as this, however, and required committees to follow the steps outlined in M.G.L. c. 71, §16 and §16B to ensure a regional school district budget for an upcoming fiscal year is adopted. Under M.G.L. c. 71, §16 and §16B, the Commissioner had no authority to intervene and set a 1/12th budget until after a regional school committee and its members had followed some of these steps. Section 8 of the Act allows the Commissioner to intervene regardless of whether all these steps have been followed, so that the regional school district (district) can function and expend funds in FY2021 though a budget has not yet been locally approved.

¹ The relevant language of the Act is Section 8, which states that:

"SECTION 8. Notwithstanding section 16B of chapter 71 of the General Laws or any other general or special law to the contrary, if a vote on the approval of a fiscal year 2021 regional school district budget by a town or city is delayed beyond June 30, 2020 as a result of the outbreak of the 2019 novel coronavirus, also known as COVID-19, and the declaration of a state of emergency issued by the governor on March 10, 2020, the budget approval process described in said section 16B shall be suspended and the district shall notify the department of elementary and secondary education of a lack of a budget and the commissioner, or a designee, shall certify an amount sufficient for the operation of the district commencing July 1, 2020 in an amount not less than 1/12 of the total budget approved for the district in the most recent fiscal year. Similar sums shall be certified for each successive month to ensure the continued provision of services by the district until such time as a budget is adopted and approved by the regional committee and member towns or cities in the manner otherwise provided in said section 16B. The department may issue guidelines or regulations for the implementation of this section." St. 2020, c. 56.

Typical Regional School District Budget Process

Most regional school committees have already held public hearings, pursuant to M.G.L. c. 71, §38N, and have approved their FY2021 budgets, pursuant to M.G.L. c. 71, §16 and §16B.² In those cases, the committee should proceed according to the law, as it typically would: Within 30 days from the date on which the FY2021 budget is adopted by a two-thirds vote of the committee, but not later than April 30, the amounts apportioned for each member shall be certified by the treasurer to the treasurers of the member municipalities. The district treasurer shall provide a copy of the adopted budget to the chairmen of the boards of selectmen, chairmen of the finance committees, mayors, presidents of the city councils and the treasurers of the members. The next step would, under normal procedures, be for the member municipalities to vote on the budget.

Under the Act, if a member vote or votes are delayed beyond June 30, 2020 due to the COVID-19 outbreak, then the requirements of M.G.L. c. 71, §16B shall be suspended. The district must notify the Department of the lack of a budget, and the Commissioner, or his designee, shall certify an amount sufficient for the operation of the district in FY2021 commencing July 1, 2020.

Required Notification to the Commissioner

By no later than June 1, 2020 (or earlier, if possible), following a determination by the member municipalities that annual city council or town meetings will not be held before June 30, 2020 to act on the regional school district's FY2021 budget, the superintendent must send a request for a 1/12th budget to the Office of Regional Governance (ORG). The request must include the following information:

- District's proposed FY2021 total budget and proposed assessment for each member.
 - Itemize general fund revenues used to support the FY2021 budget request, including the use of the July 1, 2019 available certified excess and deficiency (E & D) funds.
 - Include all capital and debt obligations in the budget and specify whether these obligations represent a change from FY2020.
 - Include the method used to calculate assessments to the members in FY2021.
 - To the extent the district seeks a 1/12th budget using the alternative assessment, the district must provide:
 - letters of support for using the alternative assessment method for the FY2021 budget from every member's select board and/or mayor; and
 - acknowledgement that the district's budget will be calculated using the statutory method if any member disapproves the FY2021 budget when the members vote.
 - District's approved final FY2020 total budget and assessment for each member.
 - Itemize general fund and non-recurring revenues used to support the FY2020 budget, including the use of certified excess and deficiency funds.
 - Include all capital and debt obligations in the budget.
 - Include the method used to calculate assessments to the members in FY2020.
- Note: The FY20 budget, assessments and use of E&D must match Schedule 19 of the FY2019 End of Year Financial Report.***
- Anticipated schedule of member town meetings/city council meetings.

² School Committees that have not passed their budget should contact the Office of Regional Governance.

- Steps taken to date by the district to secure an approved budget (e.g., public hearing, committee adoption of budget, member votes held to date (if any), reconsidered budgets, etc.)
- Any other steps to be taken by the district to secure an approved budget (e.g., timeline of scheduled school committee meetings to reconsider the budget).
- Any other information the committee and /or superintendent deems relevant to a 1/12th budget determination, such as any large planned expenditures that occur in the month of July.

The Department will also distribute a form for districts to complete and submit with the above information.

All such requests and accompanying documentation must be addressed to the Commissioner, signed by the superintendent, and sent via email to Michelle.L.Griffin@mass.gov and ChristineM.Lynch@mass.gov by June 1, 2020, at the latest.

Setting the Interim or 1/12th Budget

The Department will review the request and accompanying information, and the Commissioner will set a budget in an amount not less than 1/12th of the total budget approved for the district in FY2020. The Commissioner may, in his discretion, consider other factors in setting the 1/12th budget.

A letter will be sent from the Commissioner to the superintendent, establishing the 1/12th budget and the method the district must use to calculate assessments (statutory or alternative/agreement method); a copy will be sent to the member municipalities. See definition of assessment methods in [603 CMR 41.01](#).

Calculation of Assessments Under the Interim or 1/12th Budget

Whenever the Commissioner establishes a 1/12th budget for a regional school district, the treasurer of the district must calculate and certify to the members their respective assessments based on the method indicated in the Commissioner's letter. In doing so, the district treasurer must use the final or most recent state aid amounts, general fund revenues and minimum local contributions for the FY2021 budget year. Since state aid and minimum local contributions for members may change between the time the initial budget is proposed by the committee and the time a 1/12th budget is established by the Commissioner, the final or most recent minimum local contribution and state aid amounts must be used in calculating assessments under the 1/12th budget. **Assessments to members, therefore, will not be the same as the previous year's budget even if the total budget is the same as the previous year.**

Payment by Member Municipalities Under the Commissioner's 1/12th Budget Determination

Each member is required to appropriate and pay to the district the assessments as calculated by the district treasurer for the support of the 1/12th budget. Payment of the assessments shall be due and payable from the members in accordance with the dates or timelines specified in the district's regional agreement. Each member's total payments under the Commissioner's 1/12th budget will be deducted from the total FY2021 assessment that will be charged to that member when the district's final FY2021 budget is approved.

Authority of the School Committee to Expend Funds Under the 1/12th Budget

Under a 1/12th budget the regional school committee has the authority to spend up to the amount authorized in the Commissioner's 1/12th budget in July and in each successive month of FY2021 until a local budget is approved. Funds unexpended by the school committee under the 1/12 budget in one month may be carried forward for use in subsequent months.

Excess and deficiency funds not included in the FY2021 budget approved by the school committee cannot be subsequently added to the Commissioner's 1/12th budget. The committee may continue to expend funds from balances in authorized school choice or revolving accounts and expend grant funds as authorized by state or federal law.

Ongoing Steps to Secure a Local Budget

In order to secure a final FY2021 budget following the establishment of a 1/12th budget by the Commissioner, regional school committees must continue to work with their members consistent with the steps outlined in M.G.L. c. 71, §16B, to the extent these steps have not already been taken.

Initial Budget

The budget, as adopted by the regional school committee, and each member's assessment, as certified by the district treasurer, shall be placed before the local appropriating authority of each member for its consideration. Approval of the budget shall require an affirmative vote of the appropriating authorities of two-thirds of the members under the statutory assessment method.

The use of the alternate assessment method requires the approval of all of the members; such approval may be given by a separate vote of the appropriating authority, or if a separate vote is not taken, approval of a budget or assessment based on the alternate method shall be deemed approval of the method.

Reconsidered Budget

If the initial budget is not approved by at least two-thirds of the members (or, if the alternative assessment was used, if the initial budget is not approved by all members), the regional school committee must, within thirty days, reconsider, amend and resubmit a budget on the basis of the issues raised. The committee must then reapportion the amounts required to be raised between or among the members and provide a copy of the amended budget, not later than seven days from the date the amended budget was adopted by the committee, to the chairs of the boards of selectmen, chairs of the finance committees, mayors, presidents of the city councils and treasurers of the members. With the approval of the Commissioner, a regional school committee may have an additional fifteen days within which to reconsider, amend and reapportion the budget. The new member assessments must be recertified by the district treasurer to the treasurers of the members not later than seven days from the date the amended district budget was adopted by the committee.

Prior to the expiration of forty-five days from the date on which the reconsidered budget was adopted by the committee, each member must hold a meeting of the local appropriating authority to act upon the appropriation of the budget so reapportioned and recertified to it. If the appropriating authorities of at least two-thirds of the members vote (under the statutory method) or all of the members vote (under the alternative method) to appropriate the amounts so reapportioned and recertified to them, the budget shall

be considered approved and shall be apportioned between or among the members and paid by the members, in accordance with the terms of the regional district agreement.

Reconsidered Budget Not Approved

If the reconsidered budget is not approved by the appropriate number of members, the next steps differ depending on the number of members in the regional school district.

In the case of a regional school district having three or more members, the budget shall again be recommitted to the regional school committee for action. The committee must follow the steps above to reconsider the budget, reapportion and recertify it to the members for a vote.

In the case of a two-member regional school district, if the appropriating authority of either member votes not to appropriate the amount so reapportioned and recertified to it, the regional school committee shall convene a special district-wide meeting, consistent with requirements of law.

Additional Considerations

We understand that regional school districts build their budgets based on the Governor's budget recommendation. We expect the House budget, when proposed and passed, could differ from the Governor's budget. As a result, items like minimum local contributions and state aid may differ. Any differences should be reviewed by the school committee and could inform changes to the previously approved school committee budget.

We also understand that many cities and towns are accustomed to voting on their assessments, rather than or in addition to voting on the school committee budget. The Department recommends that each member explicitly vote on the total school committee budget rather than vote to appropriate its assessment share. This will provide flexibility to the members and to the regional school committee and avoid the need to resubmit and revote the assessments if and when the minimum local contributions and/or state aid do change.

Likewise if the school committee desires to add or to increase the amount of excess and deficiency funds originally included in its approved budget to reflect possible decreases in state aid or lessen the impact on members' assessments, the school committee should reconsider its budget to reflect such usage prior to the establishment of a 1/12th budget by the Commissioner and prior to the start of FY2021.

The Department will issue future guidelines to address additional questions and ongoing issues. We will continue to work with the Director of Accounts at the Division of Local Services, Massachusetts Municipal Association and the Massachusetts Association of Regional Schools as we develop additional guidelines.

Questions?

Questions concerning this guidance or the 1/12th budget process should be emailed with "RSD 1/12 questions" in the subject line to Michelle Griffin at Michelle.L.Griffin@mass.gov and Christine Lynch at ChristineM.Lynch@mass.gov.

ABRSD - Budget Snapshot as of 4/13/20

ADMIN BUDGET / Character Description	2019 Rev Budget	2019 Actual + Enc	2020 Rev Budget	2020 YTD Exp 04-13-20	2020 Balance Available	Projected Balance
SUPERINTENDENT/SCHOOL COMM.						
34 - Other, Legal Service	100,000	28,519	75,000	33,732	41,268	
35 - Other, Admin Supplies	38,500	40,625	43,500	46,061	(2,561)	
40 - Other, Travel / Conferences	6,000	19,539	6,000	16,815	(10,815)	
TOTAL SUPERINTENDENT (01)	144,500	88,682	124,500	96,609	27,891	-
					27,891	
CURRICULUM & INSTRUCTION						
12 - Salaries, Substitutes - Instructional	10,200	2,342	5,200	10,196	(4,996)	
14 - Stipends, Curriculum & Instruction	136,000	137,866	130,899	100,874	30,025	
24 - Instruction Supplies	92,130	122,599	85,000	43,984	41,016	
35 - Other, Admin Supplies	94,000	85,764	98,000	90,361	7,639	
40 - Other, Travel / Conferences	54,500	47,837	54,500	32,342	22,159	
TOTAL CURR & INSTRUCTION (02)	386,830	396,408	373,599	277,757	95,842	(67,500)
					95,842	
FINANCE						
16 - Fringe, Health Insurance	8,072,389	7,568,255	7,432,894	7,479,068	(46,174)	
17 - Fringe, Health Insurance - Retirees	946,579	955,541	1,120,175	837,938	282,237	
18 - Fringe, Life / Disability Insurance	44,520	42,775	45,856	37,962	7,894	
20 - Fringe, Worker's Compensation	515,574	440,589	420,978	392,186	28,792	
21 - Fringe, Middlesex County Retirement	2,513,393	2,468,034	2,663,092	2,615,376	47,716	
22 - Fringe, Medicare	827,105	859,053	872,871	638,107	234,764	
23 - Contributions, OPEB Trust Fund	900,000	900,000	900,000	675,000	225,000	
24 - Instruction Supplies	77,010	45,384	59,741	60,480	(739)	
27 - Other, Capital Outlay	5,000	5,185	5,000	7,635	(2,635)	
29 - Other, Debt Service	1,872,518	1,872,518	1,911,218	1,886,218	25,001	

30 - Other, Property Casualty Insurance	152,000	175,925	225,000	189,553	35,447	
32 - Other, Maintenance of Equipment	5,000	(1,990)	5,000	1,900	3,100	
35 - Other, Admin Supplies	234,146	217,850	198,603	119,800	78,804	
40 - Other, Travel / Conferences	4,700	1,921	4,700	906	3,794	
43 - Other, Telephone	30,500	18,644	26,105	12,709	13,396	
44 - Other, Sewer	183,333	183,400	183,333	-	183,333	
48 - Assessments	628,479	575,434	637,466	566,249	71,217	
49-Other	1,567	(811)	500	-	500	
TOTAL FINANCE (03)	17,013,813	16,327,705	16,712,532	15,521,086	1,191,446	156,500
					1,191,446	
PERSONNEL						
01 - Salaries, Teaching	36,830,867	36,928,882	38,454,217	26,161,101	12,293,116	
02 - Salaries, Principals	2,447,883	2,450,914	2,509,716	2,131,756	377,960	
03 - Salaries, Central Administration	1,306,890	1,300,646	1,327,515	1,127,110	200,405	
04 - Salaries, Support Staff	11,763,084	11,368,650	12,344,335	9,272,375	3,071,960	
05 - Salaries, Athletics	627,874	608,746	691,197	532,052	159,145	
06 - Salaries, Buildings	788,672	777,129	920,523	750,774	169,749	
07 - Salaries, Custodial	1,559,721	1,464,521	1,576,310	1,190,957	385,353	
11 - Salaries, Substitutes - Miscellaneous	61,603	13,507	51,428	8,148	43,280	
12 - Salaries, Substitutes - Instructional	685,895	758,664	583,000	441,851	141,149	
13 - Salaries, Overtime	233,215	312,904	186,985	177,937	9,048	
14 - Stipends, Curriculum & Instruction	22,500	8,954	12,000	1,200	10,800	
15 - Fringe, Course Reimbursement	56,000	69,624	56,000	62,172	(6,172)	
19 - Fringe Unemployment	40,000	48,377	40,000	34,439	5,561	
35 - Other, Admin Supplies	72,755	61,561	80,295	65,346	14,949	
40 - Other, Travel / Conferences	3,000	5,443	5,200	1,239	3,961	
TOTAL PERSONNEL (04)	56,499,959	56,178,522	58,838,721	41,958,455	16,880,266	275,000
					16,880,266	
PUPIL SERVICES						
08 - Salaries, Home Instruction	8,500	1,231	-	211	(211)	

09 - Salaries, Miscellaneous Student Serv	280,000	210,164	228,000	199,898	28,102	
11 - Salaries, Substitutes - Miscellaneous	2,000	123	2,000	-	2,000	
12 - Salaries, Substitutes - Instructional	6,000	3,721	5,000	2,714	2,286	
14 - Stipends, Curriculum & Instruction	10,000	4,288	-	1,200	(1,200)	
24 - Instruction Supplies	82,500	93,203	53,950	68,262	(14,312)	
25 - Instruction Textbooks	9,050	10,577	10,750	4,311	6,439	
26 - Instructional Services	315,000	281,533	484,000	328,208	155,792	
34 - Other, Legal Service	75,000	43,353	65,000	27,494	37,506	
35 - Other, Admin Supplies	37,700	40,293	34,500	57,616	(23,116)	
38 - Other, Sped Transportation	1,612,768	1,617,345	1,685,000	1,614,854	70,146	
40 - Other, Travel / Conferences	34,800	18,374	20,314	25,266	(4,952)	
41 - Other, Sped Tuition	5,161,531	5,506,413	4,855,000	3,639,030	1,215,970	
TOTAL PUPIL SERVICES (05)	7,635,349	7,830,617	7,443,514	5,969,063	1,474,451	(347,000)
					1,474,451	

INFORMATION TECHNOLOGY

14 - Stipends, Curriculum & Instruction	15,000	-	9,500	-	9,500	
24 - Instruction Supplies	222,800	360,255	248,200	305,360	(57,160)	
26 - Instructional Services	4,000	-	4,000	-	4,000	
27 - Other, Capital Outlay	60,000	2,386	116,000	-	116,000	
32 - Other, Maintenance of Equipment	67,600	39,855	39,000	55,333	(16,333)	
35 - Other, Admin Supplies	216,700	219,286	214,400	224,161	(9,761)	
40 - Other, Travel / Conferences	8,000	4,378	7,500	5,036	2,464	
43 - Other, Telephone	55,100	33,430	54,500	16,206	38,294	
TOTAL INFORMATION TECH (06)	649,200	659,590	693,100	606,096	87,004	-
					87,004	

FACILITIES

06 - Salaries, Buildings	30,000	27,190	30,000	3,881	26,119	
27 - Other, Capital Outlay	-	807,131	-	204,544	(204,544)	
28 - Other, Capital - CIP	872,000	410,191	1,173,100	249,047	924,053	
31 - Other, Maintenance Buildings & Gro	785,300	921,676	785,300	928,222	(142,922)	

32 - Other, Maintenance of Equipment	13,000	7,747	13,000	5,170	7,830	
35 - Other, Admin Supplies	35,020	30,471	35,020	22,646	12,374	
37 - Other, Custodial Supplies	155,000	148,313	155,000	125,568	29,432	
39 - Other, Student Transportation	1,125,507	1,099,673	1,078,142	938,153	139,989	
40 - Other, Travel / Conferences	10,707	13,571	10,707	9,344	1,363	
42 - Other, Utilities	1,304,000	1,319,489	1,304,000	687,522	616,478	
44 - Other, Sewer	103,000	96,950	103,000	54,655	48,345	
TOTAL FACILITIES (07)	4,433,534	4,882,402	4,687,269	3,228,753	1,458,516	313,000
					1,458,516	
MUSIC						
04 - Salaries, Support Staff	6,195	5,317	6,381	4,461	1,920	
24 - Instruction Supplies	45,088	43,431	54,242	39,542	14,700	
26 - Instructional Services	-	-	-	400	(400)	
28 - Other, Capital - CIP	5,000	5,215	5,000	777	4,223	
32 - Other, Maintenance of Equipment	9,146	6,686	13,000	2,882	10,118	
35 - Other, Admin Supplies	-	3,000	-	4,000	(4,000)	
39 - Other, Student Transportation	6,515	7,150	6,710	1,984	4,726	
40 - Other, Travel / Conferences	2,092	1,064	2,092	2,349	(257)	
TOTAL MUSIC (08)	74,036	71,862	87,425	56,395	31,030	-
					31,030	
ART						
24 - Instruction Supplies	101,129	104,487	106,080	77,089	28,991	
26 - Instructional Services	-	1,000	1,500	-	1,500	
32 - Other, Maintenance of Equipment	1,100	1,703	2,000	1,310	691	
35 - Other, Admin Supplies	3,000	1,150	1,000	200	800	
40 - Other, Travel / Conferences	6,500	3,200	4,500	1,590	2,910	
TOTAL ART (09)	111,729	111,541	115,080	80,188	34,892	-
					34,892	
DIVERSITY, EQUITY & INCLUSION						
09 - Salaries, Miscellaneous Student Serv	65,591	59,435	85,000	56,690	28,310	

11 - Salaries, Substitutes - Miscellaneous	6,000	1,055	8,000	18,315	(10,315)	
24 - Instruction Supplies	8,550	3,491	14,000	2,532	11,468	
25 - Instruction Textbooks	-	-	-	6,296	(6,296)	
26 - Instructional Services	75,000	65,086	149,000	134,243	14,757	
34 - Other, Legal Service	-	-	-	-	-	
35 - Other, Admin Supplies	57,974	33,341	24,500	98,555	(74,055)	
38 - Other, Sped Transportation	12,000	6,620	20,000	-	20,000	
40 - Other, Travel / Conferences	8,000	10,617	8,500	6,268	2,232	
TOTAL DEI (10)	233,115	179,646	309,000	322,899	(13,899)	(42,000)
					(13,899)	
ATHLETICS						
32 - Other, Maintenance of Equipment	7,000	9,426	7,000	3,040	3,960	
36 - Other, Athletic Supplies	71,524	70,223	78,060	61,297	16,763	
35 - Other, Admin Supplies	1,900	1,365	1,000	525	475	
40 - Other, Travel / Conferences	2,000	2,125	2,000	560	1,440	
43 - Other, Telephone	151	98	450	66	384	
TOTAL ATHLETICS (13)	82,575	83,237	88,510	65,489	23,021	-
					23,021	
SENIOR HIGH						
01 - Salaries, Teaching	127,500	105,915	130,688	60,585	70,103	
04 - Salaries, Support Staff	3,000	5,453	3,000	395	2,605	
14 - Stipends, Curriculum & Instruction	-	7,078	17,000	14,200	2,800	
24 - Instruction Supplies	154,200	187,599	207,450	159,839	47,611	
25 - Instruction Textbooks	44,700	41,455	56,750	29,260	27,490	
26 - Instructional Services	-	2,189	9,000	8,750	250	
27 - Other, Capital Outlay	27,000	-	25,000	22,222	2,778	
31 - Other, Maintenance Buildings & Gro	15,000	33,137	30,000	12,713	17,287	
32 - Other, Maintenance of Equipment	14,000	23,077	13,000	19,809	(6,809)	
35 - Other, Admin Supplies	93,900	77,547	81,000	41,639	39,361	
39 - Other, Student Transportation	2,500	272	-	72	(72)	

40 - Other, Travel / Conferences	20,600	16,784	20,600	9,425	11,175	
TOTAL SENIOR HIGH (15)	602,400	600,506	593,488	378,908	214,580	-
					214,580	
JUNIOR HIGH						
01 - Salaries, Teaching	58,127	61,035	59,317	42,398	16,919	
14 - Stipends, Curriculum & Instruction	5,500	2,460	5,500	2,183	3,317	
24 - Instruction Supplies	79,507	144,298	115,319	110,947	4,372	
25 - Instruction Textbooks	67,069	14,465	52,198	15,875	36,323	
26 - Instructional Services	-	4,400	6,000	3,750	2,250	
27 - Other, Capital Outlay	5,000	7,546	5,000	-	5,000	
28 - Other, Capital - CIP	23,000	26,909	25,000	23,987	1,013	
31 - Other, Maintenance Buildings & Gro	1,545	3,673	1,545	-	1,545	
32 - Other, Maintenance of Equipment	5,000	2,949	2,500	1,944	556	
35 - Other, Admin Supplies	41,894	18,157	30,123	11,394	18,729	
39 - Other, Student Transportation	-	1,343	-	-	-	
40 - Other, Travel / Conferences	5,000	12,308	5,030	3,588	1,442	
TOTAL JUNIOR HIGH (16)	291,642	299,543	307,532	216,065	91,467	-
					91,467	
BLANCHARD						
14 - Stipends, Curriculum & Instruction	500	-	500	-	500	
24 - Instruction Supplies	47,430	43,487	51,530	53,994	(2,464)	
25 - Instruction Textbooks	21,800	32,195	21,800	12,152	9,649	
26 - Instructional Services	-	2,100	-	-	-	
27 - Other, Capital Outlay	-	-	-	-	-	
31 - Other, Maintenance Buildings & Gro	-	1,564	-	21	(21)	
32 - Other, Maintenance of Equipment	7,015	2,602	7,015	3,361	3,654	
35 - Other, Admin Supplies	6,830	4,706	6,830	1,614	5,216	
40 - Other, Travel / Conferences	9,031	3,059	9,025	2,815	6,210	
TOTAL BLANCHARD (17)	92,606	89,712	96,700	73,956	22,744	-
					22,744	

CONANT

24 - Instruction Supplies	45,725	44,932	51,500	37,413	14,087	
25 - Instruction Textbooks	19,900	22,766	22,500	14,265	8,235	
26 - Instructional Services	-	-	-	250	(250)	
27 - Other, Capital Outlay	8,292	-	9,000	-	9,000	
31 - Other, Maintenance Buildings & Gro	1,500	1,899	1,000	1,315	(315)	
32 - Other, Maintenance of Equipment	3,700	2,757	5,000	1,507	3,493	
35 - Other, Admin Supplies	6,175	9,959	5,625	5,331	294	
40 - Other, Travel / Conferences	2,000	2,045	1,500	645	855	
TOTAL CONANT (18)	87,292	84,357	96,125	60,726	35,399	-
					35,399	

DOUGLAS

24 - Instruction Supplies	45,139	44,977	51,660	30,330	21,330	
25 - Instruction Textbooks	26,000	13,384	26,000	1,973	24,027	
26 - Instructional Services	-	-	-	-	-	
27 - Other, Capital Outlay	-	-	-	-	-	
31 - Other, Maintenance Buildings & Gro	-	1,392	-	5,016	(5,016)	
32 - Other, Maintenance of Equipment	2,000	1,930	2,000	1,952	48	
35 - Other, Admin Supplies	3,500	9,490	3,500	3,566	(66)	
40 - Other, Travel / Conferences	8,140	2,172	5,738	5,030	708	
TOTAL DOUGLAS (19)	84,779	73,345	88,898	47,866	41,032	-
					41,032	

GATES

24 - Instruction Supplies	31,710	30,422	37,848	36,170	1,678	
25 - Instruction Textbooks	32,050	36,677	38,000	29,965	8,035	
26 - Instructional Services	-	-	-	3,160	(3,160)	
27 - Other, Capital Outlay	-	-	-	-	-	
31 - Other, Maintenance Buildings & Gro	600	96	600	68	532	
32 - Other, Maintenance of Equipment	8,200	6,930	8,200	4,857	3,343	
35 - Other, Admin Supplies	3,450	2,735	3,500	3,049	451	

40 - Other, Travel / Conferences	5,000	3,619	500	7,278	(6,778)	
TOTAL GATES (20)	81,010	80,479	88,648	84,546	4,102	-
					4,102	
McCARTHY-TOWNE						
24 - Instruction Supplies	42,966	38,314	49,972	42,103	7,869	
25 - Instruction Textbooks	5,300	27,168	8,000	27,571	(19,571)	
26 - Instructional Services	-	8,800	-	-	-	
27 - Other, Capital Outlay	-	-	-	-	-	
31 - Other, Maintenance Buildings & Gro	-	132	-	-	-	
32 - Other, Maintenance of Equipment	2,500	1,764	2,500	2,365	135	
35 - Other, Admin Supplies	1,450	3,553	2,600	4,791	(2,191)	
40 - Other, Travel / Conferences	43,000	12,480	43,000	12,662	30,338	
TOTAL McCARTHY-TOWNE (21)	95,216	92,212	106,072	89,492	16,580	-
					16,580	
MERRIAM						
24 - Instruction Supplies	43,097	26,941	51,000	20,397	30,603	
25 - Instruction Textbooks	26,400	36,067	26,400	11,899	14,501	
26 - Instructional Services	3,000	9,120	3,000	4,440	(1,440)	
27 - Other, Capital Outlay	-	-	-	-	-	
31 - Other, Maintenance Buildings & Gro	-	585	-	1,080	(1,080)	
32 - Other, Maintenance of Equipment	4,000	2,300	4,000	1,962	2,038	
35 - Other, Admin Supplies	13,240	10,582	13,349	5,260	8,089	
40 - Other, Travel / Conferences	2,000	5,979	3,000	3,246	(246)	
TOTAL MERRIAM (22)	91,737	91,574	100,749	48,284	52,465	-
					52,465	
PHYSICAL EDUCATION						
24 - Instruction Supplies	27,670	23,688	28,149	19,959	8,191	
35 - Other, Admin Supplies	1,000	1,230	1,000	789	211	
40 - Other, Travel / Conferences	1,500	1,374	1,500	690	810	
TOTAL PHYSICAL ED (37)	30,170	26,292	30,649	21,438	9,211	-

GRAND TOTAL:

				9,211		
	88,721,492	88,248,231	90,982,111	69,204,070	21,778,041	288,000
			90,982,111	69,204,070		

GRADUATION REQUIREMENTS

First Read 4/16/20

All Acton-Boxborough Regional High School students must meet the following minimum requirements to graduate and receive a diploma:

Passing grades in:

- Four years of English
- Three years of social studies (one of which must be U.S. History)
- ~~Two~~ Three years of science (one of which must be biology)*
- ~~Two~~ Three years of mathematics*
- Two years of a world language (students may be eligible for a waiver through an appeals process)*
- Fitness for Living (1 year alternate days)
 - This course includes two terms of Health Education and two terms of physical education.
- Three semesters of physical education over the next three years (10, 11 & 12)
- Academic elective requirement - one additional year of English, social studies, math or science, or a third year of a world language.
- One semester of Communication Arts, Industrial Arts, Performing Arts or Visual Arts; ~~beginning with the Class of 2016.~~

All students must take and pass the Massachusetts Comprehensive Assessment System (MCAS) tests in order to qualify for a high school diploma. These tests are given at the high school beginning in the spring of sophomore year. Thereafter, they are administered at least twice a year.

All students new to the state of Massachusetts should contact their counselor as soon as possible for additional information and to be sure that they are signed up to take the MCAS tests at the next appropriate administration.

Credit Requirements

One hundred credits are required for graduation.

*These changes would take effect with the Class of 2025.

Revised: 5/3/12, 11/16/17

Approved: TBD

Acton-Boxborough Regional School District

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

Virtual Public Zoom Webinar Meeting

To attend: <https://abschools.zoom.us/j/92570711247>

April 16, 2020

7:00 p.m. Business Meeting

7:30 p.m. School Choice Program Public Hearing

7:35 p.m. (approx.) Return to Business Meeting

Members Present:	Diane Baum, Michael Bo, Adam Klein, Ginny Kremer (left at 9:35 p.m.), Amy Krishnamurthy, Tessa McKinley, Paul Murphy, John Petersen, Nora Shine, Angie Tso
Members Absent:	Maya Minkin
Others:	Marie Altieri, Deborah Bookis, Dawn Bentley, Peter Light, Beth Petr, Dave Verdolino, Amy Bisiewicz, Marc Duci (Acton TV)

1. Call to Order

The ABRSC was called to order at 7:05 p.m. by Chairperson Tessa McKinley.

Due to the schools being closed as a result of the coronavirus, Tessa stated that the meeting was being conducted remotely via a Zoom webinar by 10 of the School Committee members with Maya Minkin absent, per our Remote Participation policy, BEDJA. It was also recorded and being live streamed on youtube. It will be posted on Acton TV's website at <http://actontv.org/on-demand/government>. Per the remote policy, all votes were to be done by roll call with each member stating their vote after the Chairperson called their name.

2. OPEN MEETING

2.1. Chairman's Welcome

2.1.1. Annual Spring Town Elections

The public was encouraged to check the Towns' websites for the most up to date information about the elections and Town Meetings. Acton and Boxborough's Elections have been postponed to June 2. Boxborough Annual Town Meeting will be June 15. Acton's new date has not been confirmed yet.

2.2. Public Participation – none

2.3. High School Student Representatives Update - none

3. PRESENTATION

3.1. School Closure Update – Peter Light

The District is now in the second week of Distance Learning. A survey is being developed to send to families at the end of next week regarding these efforts to see how students are doing with it. MCAS testing has officially been cancelled for all grades this year. Information about how the current 10th graders will be tested for next year, or current 9th graders in biology has not been provided yet. There are still many pieces that have not been decided or communicated by the state yet, including guidance about when we might reopen the building. Any reentry plan will have budget and other implications but it is best to wait for more definitive information before trying to make plans for some of these issues.

4. NEW BUSINESS

4.1. Public Hearing: FY21 ABRSD MA DESE School Choice Program – Marie Altieri (7:30)

At 7:30 p.m., the FY21 School Choice Program Public Hearing was called to order by the Chairperson. Marie Altieri reviewed the memo. Of our current 18 choice students, there is only one sibling planning to enter Kindergarten next year. There was a brief discussion of what the program is and how the new building project may affect whether we open up more choice seats in the future. It will depend on

classroom space. Since K-12 regionalization we have filled our classes with Acton and Boxborough students so have been limiting seats to only current siblings of Choice students for a number of years. Participation could help increase diversity if we had space in our classrooms to consider it, but it is not being recommended at this time. There were no comments or questions from the public when the Chair welcomed citizens to speak.

At 7:40 p.m., John Petersen moved, Paul Murphy seconded and it was unanimously,

VOTED by roll call: to adjourn the Public Hearing and vote in the open meeting.

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

4.2. **FY21 ABRSD MA DESE School Choice Program Participation – VOTE**

John Petersen moved, Paul Murphy seconded and it was unanimously,

VOTED by roll call: to continue in the school choice program and limit openings to one seat in Kindergarten for the 2020-2021 school year.

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

4.3. **Budget Update – *Dave Verdolino***

4.3.1. FY20 Updates

Dave presented a preliminary look at the FY20 financial status, stressing that it was a work in progress, and ongoing daily. A 3rd quarter report will be done at the next meeting.

No material FY20 revenue surplus is expected at this time, given that the Medicaid reimbursement change is not determined yet and most of the earnings on the bond proceeds will not stay in the General Fund.

Regarding expenditures, the school closure has halted spending in some areas although much of it has not been quantified yet, particularly special education tuitions. Dave stated that there may be a net turnback of approximately \$500K although more information will be provided at the next meeting. A detailed analysis of personnel costs was reviewed showing that as of 4/16/20 we are projecting a surplus of \$185,000. This figure has swung from negative to positive so that is good news.

There was a discussion about the important of continuing to pay the collaboratives including Minuteman Tech assessments at the Junior High. The DESE recommends paying these programs, and their teachers continue to teach. We have paid the full assessment for Minuteman for the year. Mr. Light said that some of our out of district placements have done a fantastic job of implementing plans for students, while others are not providing as much. Each out of district placement is being carefully reviewed, including reaching out to the families, to see what the appropriate payment would be.

John Petersen noted that the Middlesex County Retirement System number is small but he expects they won't get a good return on their investments in the future. Dave will try to provide information at the next meeting about what will be done in the future about this area. Angie Tso asked if all of our collaboratives are reviewed annually and what that process is. Dave explained that collaboratives are participatory arrangements. Their annual budgets are voted on by their board members. Tuition payments are paid along the way. Assessments are paid up front.

Dave is reviewing capital with JD Head next week and will provide that information at the next meeting. Regarding E&D, he referred to Budget Saturday slide #11 showing the District's healthy reserve balance of 7.7% of the budget as of 7/1/19. A net surplus of \$500K at yearend would restore part of the \$1,145K of E&D included in the FY21 budget.

4.3.2. FY21 Updates

There is currently no official guidance from DESE regarding FY21. These are unprecedented times and no one knows what will end up happening.

4.4. Policy Subcommittee

Amy Krishnamurthy reported that the policy subcommittee met on April 9th.

4.4.1. Graduation Requirements, File: IKF, **First Read** – Deborah Bookis

(although the posted document says First Read was on March 19th, it was postponed to 4/16/20)

Deborah Bookis reviewed the proposed changes that increase the math and science requirements to three years and establish a two year world language requirement starting with the Class of 2025. Larry Dorey and the High School staff were heavily involved in the proposal.

A member observed that the most impactful requirement affects 12 seniors or about 2%. He asked how these 12 students would be better served by these new requirements. Deborah Bookis explained that most students (97%) are actually graduating with these credits already but for those whom it may be too difficult, some exemptions will be made. One goal is that this change would allow the administration to create different kinds of electives for students and offer more choice. Mr. Light explained that some students are choosing a free period instead of taking an extra course of interest. We are trying to keep them engaged in the learning process instead of giving more free time.

An example was given of a senior whose last math class was in sophomore year. There was a gap in math because they didn't have to take another one, and they were not interested in any of the math offerings. This is not in the student's best interest, whether they are university bound or entering the work force.

Because other districts' requirements are much closer to the MA Core recommendations than AB's are, and so many of our students are already meeting the expectations, several members liked including it in the policy. The last time this policy was updated was in 2017 to establish a visual arts graduation requirement and 98% of students were already satisfying that.

A member expressed concern about the 3% of students who may have difficulty with the increased requirements. When asked if this change would mean the District will look for more choices for students of lesser abilities as well as those who needed more challenge, Mr. Light said yes, it would. Mr. Light, Deborah Bookis and Larry Dorey spoke a lot about that and agreed that they would be trying to increase the variety of coursework in the various subjects. They want more real world, practical, hands on, flexible classes to be offered, particularly using the STEAM resources. After hearing this explanation, the member's concern was addressed.

Noting that Mr. Light said students should have less structured learning, a member questioned whether telling them which classes they need to take is a good thing for all students. Deborah pointed out that the MA Math CORE requires 4 years compared to AB's 3 with this change. There has to be a balance to satisfy students' passion in areas. Additional feedback on the proposed policy changes should be sent to Amy Krishnamurth before the next meeting.

4.4.2. Recommendation to Waive Portion of Student Progress Reports to Parents/Guardians, File: IKAB – **VOTE** - (2/3 vote required per Suspension of Policies, File: BGF)

Amy Krishnamurthy shared the policy subcommittee meeting discussion and recommendation given possible grading changes at the High School as a result of the Covid-19 virus. This was originally mentioned in the Superintendent's School Closure Update memo dated 4/2/20. Typically a grading change would go through a year's worth of extensive study, and include a number of small group meetings of parents/teachers/students, per policy IKAB. The Administration does not have time for that type of process in this pandemic. They are asking for a short term waiver of the extensive cooperative study so the change can be made for this school year.

With the schools closed and distance learning in progress, students are 2/3 of the way through term 3 and have all of term 4 ahead of them. The administration does not plan to do grades for the final term, but the question is about term 3. Teachers do have some work from students that was done before the closure and some students would like credit for it especially if they improved. While it is simplest to do Pass/Fail grades for term 3 or no grade, the administration wants to be sensitive to all students. They plan to solicit some feedback about term 3. The only thing that is reported to colleges is the final grade. This would not remove parent-teacher conferences. Amy reminded members that the Committee does not vote on grading, but they do receive reports on it.

Michael Bo referred members to the second part of the proposed motion that says the Principal and Superintendent will share the changes with the School Committee. He interpreted that as the changes were not a final decision but a proposal. He felt that a proposal was consistent with the last paragraph of policy IKAB. He would like to see “such changes” be “such proposed changes” to ensure that the School Committee has a chance to provide feedback before changes are made.

There was a discussion about how the motion was being interpreted. Amy reminded everyone that Mr. Light clearly said that he is going to send out a survey for input. Subcommittee members Amy and Nora Shine felt the motion was the same as the subcommittee’s decision, but Michael disagreed. He advocated for inserting “proposed” between “Such changes” in the third sentence. Mr. Light offered to defer the decision until feedback could be shared with the Committee at their May 7th meeting but members agreed that this was important to vote now so the Administration can move forward. Paul Murphy commented that we’re in a year that is an asterisk for a lot of things, just like this decision. He encouraged members to let the teachers and the principal come up with a process that is streamlined and will work for them.

Angie Tso appreciated the survey that Peter will be doing on this. She offered some proposed wording that could be added to the subcommittee’s motion. (This was not a seconded motion.)

Amy, Nora and Tessa spoke in favor of the original motion language as recommended by the subcommittee. Tessa encouraged members to “Stay in their lanes” (per the MASC guidance) and let the administration move forward in a timely manner in the best interest of students and parents. John Petersen commented that the suspension policy BGF requires a waiver decision to be reviewed at every next meeting. He suggested that this be changed to specify for a certain time period for example. He also noted that the grading system was not being changed due to the corona virus, but because we have moved to a different learning method. He would like to know the basis for the administration’s decision after reviewing the feedback that they receive. Michael agreed with John and Angie that this should not be delayed but he felt strongly about the wording.

Adam Klein moved,

“In the Student Progress Reports to Parents/Guardians policy IKAB to move to waive the cooperative study and evaluation by teachers, principals, parents, and the Superintendent or designee (last paragraph). Temporary changes to the grading system related to the Covid 19 virus will be made by the Principal and the Superintendent after consideration of feedback from parents, students, and staff. Such changes will be shared with the School Committee and the public. The waiver will be in effect until June 30, 2020.”

Ginny Kremer seconded the motion and the Committee began a **roll call VOTE.**

YES: Murphy, Shine, Klein, Krishnamurthy

Angie Tso abstained, then offered a friendly amendment to the motion so it would read:

*“In the Student Progress Reports to Parents/Guardians policy IKAB to move to waive the cooperative study and evaluation by teachers, principals, parents, and the Superintendent or designee (last paragraph). Temporary changes to the grading system related to the Covid 19 virus will be made by the Principal and the Superintendent ~~after consideration of~~ **with due***

diligence of collecting feedback from parents, students, and staff. Such changes will be shared with the School Committee and the public. The waiver will be in effect until June 30, 2020.”

Michael Bo seconded the friendly amendment.

The Committee then **VOTED by roll call** on the amended motion as stated.

NO: Murphy, Shine, Klein, Krishnamurthy, Baum, Kremer, McKinley

YES: Petersen, Tso, Bo

The amended motion lost.

Michael Bo offered another friendly amendment to the original motion adding the word “proposed” to “Such *proposed* changes will be shared.....” in the third sentence.

Angie Tso seconded the friendly amendment.

The Committee then **VOTED by roll call** on the amended motion as stated.

NO: Murphy, Petersen, Baum, Shine, Krishnamurthy, Klein, Kremer, McKinley

YES: Bo, Tso

The amended motion lost.

The Committee then **VOTED by roll call** on the original motion, as proposed by Adam Klein and the policy subcommittee.

YES: Baum, Klein, Kremer, Krishnamurthy, McKinley, Murphy, Petersen, Shine, Tso

NO: Bo

The motion passed by over 2/3 and was approved.

There was consensus from the Committee that because the motion to waive included an end date of June 30th, they would not need to keep voting this waiver at future meetings.

4.4.3. Draft Minutes of subcommittee meeting on 4/9/20

4.5. Recommendation to Approve Memorandum of Agreement Regarding Distance Learning due to Covid-19 with the Acton-Boxborough Education Association (ABEA) – VOTE – Marie Altieri

This item was taken out of order at 7:17 prior to the School Choice Hearing.

No changes were made since the Committee reviewed this Agreement at a previous executive session.

Marie explained that this is part of the negotiated contract process and covers until June 30, 2020. If distance learning is still in place after that, they would go back to the union and see if changes should be made and/or the agreement should be extended. A member summed it up as “an impressive document”.

In response to a question regarding #16 in the agreement about work being done to translate our curriculum into online learning, Deborah Bookis explained that distance learning training teams were created to work on this. These stipended staff members are looking through all the different skills and concepts that we want to deepen for our students and how to plan for next year. They are creating lessons and activities for subjects by grade and ensuring that they are accessible for all students. District wide grade level meetings are held every Friday to share this information.

Adam Klein moved. Diane Baum seconded and it was unanimously,

VOTED by roll call: to approve the Agreement.

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

4.5.1. ABRSD and ABEA Side Letter re April Vacation - FYI

4.6. Update on the Financial Position of EDCO Collaborative – Peter Light

Mr. Light presented an update regarding ongoing financial challenges in the EDCO Collaborative.

EDCO is operating at a deficit for FY20 related to prior financial challenges found in the annual audit report compounded by challenges around lost revenue due to the Covid-19 closure. The EDCO Board is considering a budget amendment which would result in an additional FY20 assessment to the districts.

Mr. Light indicated that he would continue to keep the school committee informed about the status of the collaborative throughout the spring.

5. ONGOING BUSINESS

5.1. Approval of ABRSC Meeting Minutes of 4/2/2020 and 4/9/20

Diane Baum moved, Adam Klein seconded and it was unanimously,

VOTED by roll call: to approve the minutes of 4/2/20 and 4/9/20 as written.

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

5.2. Superintendent Evaluation Process Outline – Tessa McKinley

Tessa gave a broad overview of what will be coming up for this important process. A member asked if the School Committee can decide if they will be evaluating on the school closure. “Can they wait or eliminate or prioritize any of the indicators under the standard?” When Mr. Light presents his evidence he will help align that information with the goals. There may be some indicators that he and Tessa can talk about regarding closure that may be relevant. Summative evaluation documents will be sent to all School Committee members. At the May 16th meeting, the Superintendent will give a final report of the status of the current year’s goals and a request for public input is made. Public comment and written evaluations are due from members by June 5. The composite evaluation is discussed at the June 18th School Committee meeting.

5.3. Subcommittee and Member Reports

5.3.1. School Building Committee Update –Peter Light

5.3.1.1. Recommendation to Authorize the Superintendent to Submit to the MSBA the Statement of Interest for the Conant School – **VOTE** – Peter Light

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

VOTED by Roll Call:

Resolved: Having convened in an open meeting on April 16, 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 3, 2020 for the Luther Conant Elementary School located at 80 Taylor Rd 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 Priority 2 - Elimination of Severe Overcrowding, Priority 5 - 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 a school facility, and Priority 7 - Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; 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 Regional School District to filing an application for funding with the Massachusetts School Building Authority.

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

5.3.1.2. Minutes of meeting on 3/25/20 - FYI

The Building Project continues to be on schedule. They are getting ready to submit design documents to MSBA for more review. A critical step is getting another round of cost estimates which are scheduled for next Tuesday. This will trigger an additional look at the design, and some value engineering. Simultaneously, work on the modular has begun. The architect is preparing a bid package for early site work and septic field to be installed over the summer. In response to a

question, Dave Verdolino said the bond funding is on deposit with Mass Municipal Deposit Trust earning approximately 1.1%.

5.3.2. Boxborough Leadership Forum (BLF) – *Tessa McKinley (4/14/20)*

Tessa and Adam reported at the last meeting. There were questions about whether the school budget would show reductions when presented at the Town Meetings, but it is too early to say.

5.3.3. Budget Subcommittee – *Diane Baum (4/14/20)*

It was recommended to delay any decisions about the Kindergarten revolving account and refunding any PreK tuition for now. Dave explained that there is a way to apply some of the circuit breaker funds to the deficit. Tuition for students on IEPs who are in the All Day Kindergarten could be moved from the operating account to a Special Education account. DESE's Jay Sullivan recommends that districts do whatever they can appropriately do to get out of a deficit position. If it is a line item change, School Committee does not need to vote it, but would be made aware. A surge of scholarship need should be expected for next year.

5.3.4. Negotiations – Amy Krishnamurthy reported that they plan to come to School Committee in May with more information and a proposal in Executive Session.

5.3.5. Health Insurance Trust (HIT)

John Petersen report that last week, acting as chair on behalf of the Acton HIT, he instructed our insurance administrators (BCBS and HPHC) that the Acton HIT will cover any health care costs members might incur associated with COVID-19 including deductibles and copays. The nature of this incremental coverage will vary by plan: the standard deductibles (\$250/person), hospital copays of either \$300 or \$200 and for the HSA plan, the deductible of \$2,000 to the extent that deductibles have not already been met.

He took this action because it will support members actively seeking appropriate guidance and treatment for COVID-19. The action is also in harmony with decisions being made at the local, state and national level which require a coordinated response among disparate actors to blunt the impact of the pandemic. Secondly, since the action improves on the standard benefits by reducing member costs, no consultation with members is required. Third, the fiduciary responsibility of the Trust is satisfied as the various incremental costs (deductibles) will not materially change the expenses of the Trust. Lastly, this approach respects the alignment of benefits independent of insurance administrator.

6. **Statement of Warrants** – *Dave Verdolino*

Dave explained why a different process to approve warrants would be helpful now that schools are closed and meetings are held remotely. Because hard copies of warrants are not available for all members to sign and formally authorize them, warrant subcommittee members have signed so the checks can be mailed. An electronic folder will be created that members can review prior to voting their approval at the next meetings.

7. **FYI**

At 10:02 p.m., Adam Klein moved, John Petersen seconded and it was unanimously,

VOTED by roll call: to adjourn.

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

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda with list

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
Draft Minutes (open meeting only)

Virtual zoom meeting

April 30, 2020

Open Meeting: <https://abschools.zoom.us/j/95248771505>

10:00 a.m.

Executive Session: Not open to the public

10:01 a.m. Executive Session

Members Present:	Diane Baum, Adam Klein, Amy Krishnamurthy (10:05 a.m.), Tessa McKinley, Paul Murphy, John Petersen, Nora Shine, Angie Tso
Members Absent:	Michael Bo, Ginny Kremer, Maya Minkin
Others:	Marie Altieri, Peter Light, Beth Petr

1. Open Meeting Call to Order

The ABRSC was called to order at 10:04 a.m. by Chairperson Tessa McKinley.

Due to the schools being closed as a result of the coronavirus, Tessa stated that the meeting was being conducted remotely via zoom per our Remote Participation policy, BEDJA with the following School Committee members absent at that time: Michael Bo, Ginny Kremer and Maya Minkin. Per the remote policy, all votes were to be done by roll call with each member stating their vote after the Chairperson called their name. The open meeting was taped.

2. EXECUTIVE SESSION

At 10:06 a.m., Tessa stated the need for an executive session to be convened under

- MGL Ch 30A, sec. 21(a) purpose 3: to discuss strategy with respect to collective bargaining with the Acton-Boxborough Education Association (ABEA), Acton-Boxborough Office Support Association (ABOSA) and the American Federation of State, County and Municipal Employees (AFSCME) because an open meeting may have a detrimental effect on the bargaining position of the Committee.
- and
- MGL Ch 30A, sec. 21(a) purpose 7: to comply with or act under the authority of, any general or special law or federal grant-in-aid requirements - MGL Ch 30A, section 22(f) to consider approval and possible release of the executive session minutes of meetings on April 2, 2020, February 6, 2020, November 21, 2019 and November 5, 2019.

She stated that they would return to open meeting for the sole purpose of adjourning.

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

VOTED by roll call: to enter Executive Session for the reasons stated.

(YES: Baum, Klein, Krishnamurthy, McKinley, Murphy, Petersen, Shine, Tso)

3. Open Meeting Adjourns

At 11:07 a.m., Adam Klein moved, Paul Murphy seconded and it was unanimously,

VOTED by roll call: to adjourn the meeting.

(YES: Baum, Klein, Krishnamurthy, McKinley, Murphy, Petersen, Shine, Tso)

Respectfully submitted,

Beth Petr

List of Documents Used: Posted Agenda

SCHOOL COMMITTEE ANNUAL ORGANIZATIONAL MEETING

The annual organizational meeting for the Acton-Boxborough Regional School Committee shall be held each year at the first meeting following the completion of the Acton and Boxborough annual town meetings and elections. At this meeting, the Committee shall organize by electing one of its members as chairperson, one vice-chairperson from Acton, one vice-chairperson from Boxborough, and a secretary who does not need to be a member.

The newly-elected Chairperson and Vice-chairs shall begin their terms on August 1st, at which time the current Chairperson and Vice-chairs' terms shall officially end. The interim period between the annual organizational meeting and August 1st shall be designated as a transitional period.

Approved 5/21/15, 5/23/19

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

Virtual Public Webinar Meeting

April 22, 2020

To attend: <https://abschools.zoom.us/j/94873550342>

7:00 p.m.

Members Present: Mary Brolin; Adam Klein; Amy Krishnamurthy; Maya Minkin; Peter Light; Marie Altieri; Dennis Bruce; Jason Cole; Bob Evans; Bill Hart; JD Head; Gary Kushner; Lynne Newman; Maria Neyland; Katie Raymond; Mac Reid; Chris Whitbeck.

Members Absent: Peter Berry; Becca Edson.

Other: Karen Coll; Representatives from Skanska: Chuck Adam, Sovathya Sar, Vincent Vadeboncoeur; Representative from Arrowstreet: Emily Grandstaff-Rice; Representative from Consigli: Jody Staruk, Kristy Lyons.

1. Mary Brolin called the meeting to order at 7:01pm. She reminded members that the meeting is being recorded and will be part of the public record.
2. **Design Recap and Updates** – Emily Grandstaff-Rice
Emily Grandstaff-Rice said that there were no new design updates as the architects compile drawings and specs to submit the Detailed Design to the MSBA on April 30th. The MSBA has scheduled a pre-submission conference with the working group on April 27th. The SBC will be meeting next Wednesday, April 29th, to approve Skanska's submission of the DD on our behalf.
3. **Status of Detailed Design Cost Estimates** – Chuck Adam/Emily Grandstaff-Rice/Jody Staruk
Chuck said that they had received estimates from two firms on April 20th. All three teams, Skanska, Arrowstreet and Consigli, reviewed the estimates with the two estimators, going through each item line by line. The estimates reached different total amounts: PMC, the firm engaged by Arrowstreet, estimated a total of \$99.984MM; the firm used by Consigli estimated a total of \$101.630MM. The DD submission will go to the MSBA with both estimates, even though they're different.

Chuck then showed a lengthy list of potential VE reductions, divided into subcategories such as electrical, HVAC, sitework, and others. Skanska will start adding cost information to this list of VE items, and Chuck will share the list with the SBC before the April 29th meeting, and with the MSBA. The estimates submitted with the DD package will not include reductions based on the list of VE items. Emily noted that this is the third set of estimates we have gotten, and that there will be additional estimates at the 60% and 90% completion points.

Jody Staruk said that, from a value management standpoint, a 5% reduction is usually fairly painless, and that this project has significant economies of scale that can help expand the impact of some reductions. A 5% reduction should be achievable without requiring significant cuts. A 10% reduction can start to hurt a little bit, but 15% is typically the point at which systems or programs may have to change. Mary said that we will keep track of those items that we may initially eliminate but that could be added back if things change.

4. **Proprietary Items – Vote** – Emily Grandstaff-Rice/JD Head

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We need to follow competitive bidding guidelines in purchasing, but the MSBA recognizes that some school districts have systems in place that may limit the options to specific products. For this meeting, there are no proprietary items to approve.

5. Trade Contractor Prequalification Updates and Possible Vote – Chuck Adam/Mary Brolin

Chuck said that we have six or seven anticipated bids from electrical contractors. All of the firms have been prequalified and all are highly qualified. The bids were scheduled to come in on April 17th but there has been a delay and they will now come in on April 28th.

6. Modular Update – Chuck Adam

Chuck said that there had been only one bidder to provide the modular at Gates, Triumph Modular. After their bid was reviewed and approved by the SBC, Triumph said they had misinterpreted something on the bid form resulting in an error. They clarified that they had not included installation in the quoted price to purchase the modular; the revised purchase price would be \$1.07MM. The cost to lease the units would be \$928K, which includes removal when the project is done. The budget included \$1MM for the modulars. Chuck and JD Head have been negotiating with Triumph, and the firm has offered to reduce the lease cost by \$28K to \$900K. Chuck and JD will continue negotiating with Triumph.

Jason Cole asked about our legal recourse in this situation. Chuck said that if bidder says they've made a clerical error, which they did by misinterpreting our bid form, they can withdraw the bid. We could pursue a legal complaint, but that would take too long to be useful to us. Our time frame is short enough that other potential bidders opted not to submit bids because they felt that the deadline was too tight to manage. The additional time now that school will not be back in session this spring doesn't resolve the problem. Jason also asked if it would be possible to simply build temporary classrooms; Chuck said that wouldn't be feasible in the time frame. Triumph is a firm that Skanska has worked well with in the past. JD and Chuck are exploring ways to reduce some of the costs for items like electrical wiring and the installation of covered walkways; they aren't sure yet what the potential savings might be.

Peter Light said that the demand for modulars has increased considerably in the past few weeks as schools start looking for ways to spread their student populations out more in the fall, allowing more distancing. In addition to schools, Triumph is getting requests for modulars for testing facilities and office space. Mary reminded the committee that Triumph's initial purchase price was so shockingly low that we questioned it at the time; now it's clear that they made an error on the form.

7. Geothermal Update – Emily Grandstaff-Rice

Emily said there has been a lot of progress on the geothermal plans. There was a site walk April 21st that included Consigli, Skanska and the geothermal consulting firm. She showed a drawing of the enabling plan with the geothermal system included. Test wells are still needed to see how far down they can drill and what the ground temperature is in order to determine how many wells we will need. The current design shows 90 wells but we will probably not need that many. We will need board of health approval for the test wells. Drilling is tentatively scheduled for the week of May 4th.

Other preparations will include:

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- Six additional borings for geotechnical investigations, scheduled for May 18th.
- Removal of some trees and ensuring safe access between the boardwalk and building.
- A geo-environmental analysis to see if there are inappropriate or questionable soils, and a determination of whether that soil can be reused or put somewhere else; we do not have enough space on site to store soils.
- GPS coordinates to ensure placement of the elements of the construction zone, such as the trailer.

Katie Raymond asked if there would be an issue with disturbed wetlands. That will not be a problem because the label of 'disturbed' is based on the final condition of the land; because the land will be covered with grass, it will be considered not disturbed. We are 700 square feet under our cap.

8. Permits/Meetings with Acton Town Depts – Mary Brolin/Emily Grandstaff-Rice

Emily said that the team has been busy since the last SBC meeting. They met with the fire chief on April 17th to reintroduce the project, and to be sure the fire department was comfortable with the design and the site as first responders; we need to ensure that we have all the needed exits, and we will need a fire hydrant. A meeting with building commissioner is scheduled for April 24th; we will ask for dispensation of the requirement to install urinals. We want to avoid any surprises at the end. A meeting is also being scheduled with the water department. The current plan requires a water loop that goes all the way around the building, which we would like to shorten; the fire department was surprised that we had it.

There has been a lot of discussion with the board of health (BoH) about the septic system. The BoH engineers reviewing the project want an additional denitrification system, which is an unusual requirement and has a cost of about \$300K. The system would reduce nitrogen levels in the septic, and the BoH is justifying the requirement because this is a school building and there are kids. A standard system would allow 35 milligrams per liter of nitrogen and a strong standard would be 25 mg/l. The BoH is asking us to reduce nitrogen levels to 10mg/l, which far exceeds what the state DEP requires. Mary said that this standard is beyond what most schools are held to, and it doesn't seem practical or necessary. Only one other school in the Commonwealth has had to do this, and it was not mentioned in several prior meetings with the BoH. We are trying to understand why they have this concern. If they continue to insist on this, we will request a public hearing of the full board to ask them to explain why they are requiring this extremely stringent standard.

The conservation commission has not been able to hold regular meetings. We have filed a request for determination of applicability (RDA) with them and have also walked the site with them, but we are not sure when we will actually be able to meet with them. The next filing with them will be a notice of intent with the final design, and we will need a hearing for that as well. The notice of intent will give Consigli the green light to do the enabling work.

The parcel that Gates is on abuts MBTA property and we are seeking a judgment from them declaring that we are not actually encroaching onto their property, which would require liability insurance. The design review board has provided comments in line with their previous feedback.

School construction is considered essential work per the state guidelines so it is exempt from the Covid-19 shutdown; however, individual boards of health can shut construction projects down.

9. Schedule Updates – Chuck Adam

Katie asked if the fact that students will not return to school would improve our construction schedule. Jody said that there is a balancing act that includes lead times to get materials and other factors, but that the shutdown should help speed up the process. Jason noted that there may be restrictions on the number of workers you can have on site at a time, which could have a negative impact on the schedule. Jody said that Governor Baker has given clear guidelines for construction PPE and other safety precautions, and that they can stagger crews and use other scheduling mechanisms to keep things moving.

Chuck said that they have been trying to move the bidding schedules along a little faster, and have been asking subcontractors how quickly they can start work. The award process can also be accelerated, as can the deconstruction of the Gates kindergarten wing; we will need to allow the teachers in to clean out and store their materials, and the kids will need to pick up their things. Jason encouraged the team to take advantage of this timing opportunity.

Chuck said that the MSBA submission is still on schedule. The submission is due April 30th and a pre-submission meeting has been scheduled for April 27th. The MSBA has said that they will not absorb additional construction costs due to Covid-19 nor will they weigh in on any Covid-19 construction site issues.

10. Minutes – Approve Minutes from Previous Meeting(s) – Mary Brolin

Chuck Adam confirmed that the April 30th DD submission, and future submissions, will not require approved minutes documenting SBC votes to allow Skanska to submit the documents.

Adam Klein moved, Bob Evans seconded and, by a roll call vote, the minutes of the March 25th SBC meeting were unanimously approved as written.

11. Invoice Approval/Budget Update – Arrowstreet, Skanska, Consigli and other Invoices – Mary Brolin/ Chuck Adam

Chuck reviewed the budget and invoice package. He said that in the last Pro-Pay submission, the MSBA rejected \$17K from an Arrowstreet subcontractor; Chuck is disputing this and he will resolve it. One invoice listed in the package is from a firm called Project Dog, which handles all aspects of project bidding; the current charge is for electrical contractors.

Each of the primary consultants has its own methodology for invoicing. Skanska's charges are based on the number of hours time the hourly rate; Arrowstreet uses a percentage of the total; and Consigli will spread the lump sum of preconstruction charges across the invoices.

Bob Evans moved, Amy Krishnamurthy seconded, Jason Cole abstained and, by a roll call vote, the invoices were unanimously approved.

12. Adjourn

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Before the next meeting we will receive the estimates and the list of potential VE items, as well as the DD package, which will be in Dropbox.

Jason Cole moved, Adam Klein seconded and the meeting was adjourned at 8:17pm.

Documents Used:

Draft Minutes of the March 25, 2020 SBC meeting

Budget and Invoice Package

Next Building Committee Meetings (all via Zoom webinar at 7 pm unless noted):

April 29, 2020

May 13, 2020

May 27, 2020

June 10, 2020

June 24, 2020



Acton-Boxborough Regional School District

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

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

May 7, 2020

To: School Committee Chair
From: Dave Verdolino /dav/
Re: School Committee Agenda - Warrants

Members –

Below please find a summary of warrants for which I am respectfully requesting your consideration and approval at tonight's regular meeting.

The Warrant Subcommittee has previously reviewed these warrants, for the purpose of check distribution. A majority of the Subcommittee conveyed their approval electronically and the related disbursements have been made. The full School Committee should vote its authorization of these expenditures of budgeted and other funds in its custody. All members have received for each warrant the information provided as shown below, namely:

1. (for vendor warrants, including payroll withholding remittances)
 - Declining balance register of payments ("Declining Dollar report")
 - Warrant detail (payments by vendor)
2. (payroll)
 - Payroll Warrant summary

As you know, these Warrants are customarily provided to you in hard copy format for your review and manual signature. Obtaining your approval in this manner will eliminate the future need to produce what could be many paper reports, all requiring your signatures.

Thank you for your consideration and cooperation with this request. This is a lengthy request to catch up on warrants that have not previously been voted by School Committee.

<u>Warrant Type</u>	<u>Date</u>	<u>Warrant #</u>	<u>Amount</u>
PAYROLL	3/12/20	P2019	\$2,671,961.90
	3/26/20	P2020	\$2,647,722.64
	4/09/20	P2021	\$2,613,947.97
	4/23/20	P2022	\$2,575,753.38
VENDOR	3/12/20	20-019PR (deductions)	\$ 533,799.00
	3/26/20	20-020PR	\$1,079,510.06
	4/09/20	20-021PR	\$ 525,390.86
	4/23/20	20-022PR	\$1,064,914.25

continued, next page



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3/19/20	20-019 (regular vendors)	\$ 529,928.02
4/02/20	20-020	\$1,610,681.91
4/16/20	20-021	\$1,162,607.30
4/30/20	20-022	\$1,452,422.98

STUDENT ACTIVITY FUND

REIMBURSEMENTS	3/11/20	20-019B2 (Blanchard)	\$ 793.84
	3/12/20	20-019BL	\$ 1,827.48
	3/12/20	20-019JH (Junior High)	\$31,428.62
	3/12/20	20-019SH (Senior High)	\$26,787.76

Recommended Motion Wording

I move that the School Committee vote to approve:

Payroll warrants as follows –

	Number P2019	dated 3/12/20	in the amount of \$2,671,961.90,
	Number P2020	dated 3/26/20	in the amount of \$2,647,722.64,
	Number P2021	dated 4/9/20	in the amount of \$2,613,947.97,
and	Number P2022	dated 4/23/20	in the amount of \$2,575,753.38;

Payroll deduction warrants as follows –

	Number 20-019PR	dated 3/12/20	in the amount of \$ 533,799.00,
	Number 20-020PR	dated 3/26/20	in the amount of \$1,079,510.06,
	Number 20-021PR	dated 4/9/20	in the amount of \$ 525,390.86,
and	Number 20-022PR	dated 4/23/20	in the amount of \$1,064,914.25;

Vendor warrants as follows –

	Number 20-019	dated 3/19/20	in the amount of \$ 529,928.02,
	Number 20-020	dated 4/2/20	in the amount of \$1,610,681.91,
	Number 20-021	dated 4/16/20	in the amount of \$1,162,607.30,
and	Number 20-022	dated 4/30/20	in the amount of \$1,452,422.98;

Student Activity Fund Reimbursements as follows –

	Number 20-019B2	dated 3/11/20	in the amount of \$ 793.84,
	Number 20-019BL	dated 3/12/20	in the amount of \$ 1,827.48,
	Number 20-019JH	dated 3/12/20	in the amount of \$31,428.62,
and	Number 20-022SH	dated 3/12/20	in the amount of \$26,787.76.