Acton-Boxborough Regional School Committee Meeting

August 6, 2019

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

in the R.J. Grey Junior High Library
16 Charter Road, Acton, MA

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Library
R.J. Grey Junior High School

August 6, 2019
7:00 p.m. Executive Session
7:15 p.m. Open Business Meeting

Posted Agenda

1. **Call to Order** *(7:00)*

2. **EXECUTIVE SESSION:**
   To be convened under MGL Ch30A, sec. 21(a) purpose 3: to discuss strategy with respect to litigation because an open meeting may have a detrimental effect on the litigating position of the Committee

3. **OPEN MEETING: Welcome! Routine Business** *(7:15)*
   3.1. Chairperson's Opening Remarks
   3.2. Public Participation
   3.3. Superintendent's Update

4. **GUESTS & PRESENTATIONS:** *(7:25)*
   4.1. **Operations Updates –** *JD Head*
      4.1.1. Transportation
      4.1.2. Capital Projects
   4.2. **ABRSD Budget Update –** *Dave Verdolino (7:45)*
      4.2.1.FY19 Financial Status as of June 30, 2019 – Preliminary & Unaudited
      4.2.2.FY20 Budget Update

5. **NEW BUSINESS:** *(8:00)*
   5.1. **School Committee Business**
      5.1.1. Operating Protocols - *Tessa McKinley (8:00)*
      5.1.2. New School Committee Member Guidebook – *Diane Baum (8:10)*
   5.2. **Subcommittee Reports** *(8:20)*
      5.2.1. FY20 Subcommittee Assignments **–** *Tessa McKinley (brought to meeting)*
         5.2.1.1. **VOTE** of approval for EDCO Board Member, Advisory Member and SC Leadership Liaison/Round Table

6. **ONGOING BUSINESS:** *(8:30)*
   6.1. **School Building Committee Update –** *Adam Klein*
   6.2. **School Committee Member Reports**

7. **Statement of Warrants & Vote of Approval of Minutes** *(8:40)*
   7.1. Minutes of July 16, 2019 Workshop

8. **For Your Information**

9. **Adjourn** (8:45)

FYI

- FY20 Schools Open, Back to School/Open House Dates, FY20 School Calendar
- FY20 Acton-Boxborough Regional School Committee Meeting Dates
- Acton Boxborough Student Activities Fund (ABSAF) Support Memo FY20
- ~~Change of Members of the Other Post Employment Benefits (OPEB) Trust Fund Board of Advisors~~
- This Month in the Division of Open Government – July 2019
- Acton & Boxborough Special Town Meetings on December 10, 2019

Public Participation

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

Next Meetings:

ABRSC, September 5, 7:00 p.m. in the Junior High Library (packet posted Aug 29)
ABRSC Executive Session re Negotiations, September 9, 7:00 pm in Superintendent's Conference Room 13 in the Administration Building
ABRSC, September 19, 7:00 p.m. in the Junior High Library (packet posted Sept 12)

Posted on August 1, 2019 at 5:00 p.m.

Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	**8-6-19**	**AGENDA ITEM NUMBER**	**3.3**

AGENDA ITEM TITLE	**Superintendent's Update**
PRESENTER(S)	Peter Light
SUMMARY OF TOPIC	Bi-weekly Superintendent's Update. This is brought to the meeting.

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

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

SUGGESTED MOTION	
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	3 min.
ATTACHMENTS	Brought to meeting

Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	**8-6-19**	**AGENDA ITEM NUMBER**	**4.1**

AGENDA ITEM TITLE	**Operations Updates**
PRESENTER(S)	JD Head
SUMMARY OF TOPIC	This is a brief update on Transportation and our Capital Projects.

WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?		
X	No action requested - this is a short update or presentation of information	
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SUGGESTED MOTION	
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	15 min
ATTACHMENTS	Memo

Acton-Boxborough Regional School District
Facilities Department
16 Charter Road Acton, MA 01720
978-264-4700 fax: 978-264-3340
www.abschools.org

JD Head
Director of School Operations

To: Superintendent Peter Light

From: JD Head

Date: 07/31/2019

Re: Update on Summer Capital Projects and Transportation Readiness for 2019/2020

The summer has been extraordinarily busy for the Facilities and Transportation Departments. We are pleased to announce that Charles Flagg has accepted the position of Capital Project Manager for ABRSD. Charles, who prefers to go by Chuck, comes to us as a licensed Architect and most recently held the position of Director of Capital Projects for MassPort. We are grateful to have him and look forward to Chuck starting with us full time on August 12, 2019.

The Facilities side of the operation currently has several capital projects in motion:

- **Paving** - As of this date the front circle, upper parking lot, lower parking lot, associated walkways, and curbing have all been completed at the Parker Damon Building. Sidewalks and curbing have been completed at the Administration Building and the remainder will be completed once demolition work on the corridor to the modular behind the Administration Building is complete. At the High School the loading dock parking lot and necessary curbing as well as the 1st and 2nd tiers of the student parking lots have also been completed. The 3rd tier student lot and the lower staff lot were done last summer. We will continue to complete the staff parking areas along the tennis courts and South Wing of the building this week. All work should be completed prior to August 15th.
- **Bus Loop** – It was decided to postpone the bus loop connection until next summer as it is important to continue our discussions with abutters and to design the storm water system needed to complete the project. We anticipate breaking ground on the final Charter Road expansion and the Bus Loop in spring 2020 and completing this work at that time along with Jr High repaving.
- **Jr High Gym Floor and Bleachers**- This project is nearly complete. The vendor encountered several unforeseen issues during the demolition process as a great deal of rot and water damaged wood was found in the sub-floor. This resulted in approximately ten days of additional demolition work. We expect to have the floor in place and ready for game lining by August 10th. The bleachers are scheduled for delivery August 20th and installation will take several days.
- **Auditorium House Lights and Controls** - This project has been significantly delayed. The fixtures proposed by the vendor is manufactured overseas and our shipment has been delayed. We have a final delivery date of September 6th. Brendan Hearn, who manages the

Auditorium occupancy, has scheduled the fixtures to be replaced September 6th - 23rd as this will result in no disruption to scheduled programming. In the meantime, all of the controls work has been completed and the original fixtures are in place and functional for the opening of school.

- **Parker Damon Boilers and Domestic Hot Water** - This project progressing well under the guidance of Ronnie Beaudoin, our district licensed plumber. The old boilers and domestic hot water system as well as all associated pumps and piping have been removed. The new domestic hot water system is fully installed and the new boilers are in place. Currently, we are working on the pumps, associated piping, and vent stacks. This project will be completed well before heating season.
- **Scoreboards** - Replacement scoreboards for the High School Fieldhouse are scheduled to be delivered during the 3rd week of August. Installation will take place immediately thereafter.
- **Demolition of the Administration Building Corridor to the Modular** - This work began last week and is nearly complete. The old corridor has been successfully removed and we are now working to remove the concrete base. Once complete, we will make necessary carpentry repairs to the lower entrance of the Administration Building, install a catch basin for drainage, and create additional parking where the corridor was located. We expect to be complete with this work by August 20th.
- **PDB Flashing and Masonry repairs** – This work is in process and will be completed by August 20th.
- **Jr High Stage Floor** - This project will be rescheduled to a future year. Upon further investigation, the occupants in this space believe it does not need to be completed at this time.
- **Blanchard Statement of Interest (SOI) Update** - An Accelerated Repair Statement of Interest was submitted for the Blanchard School roof and windows through MSBA. This year the MSBA was overwhelmed with accelerated repair SOI submittals and determined to fund on those submittals for repairs of roofs and boilers. Because our project included windows, the MSBA declined the request. We will work with the capital planning subcommittee to develop a plan on how to proceed with that project.
- **Blanchard Restroom Renovations** - All bathroom fixtures have been updated with modern low-flow fixtures and we have replaced the remaining restroom stalls that were deteriorating. This project has been completed by our licensed staff plumber in conjunction with the Blanchard custodians and is nearly 100% complete.
- **Blanchard Gym Wall Padding** - These products will be delivered the last week of August and will be installed immediately thereafter.

The above are updates to the large-scale capital projects currently in progress. The following projects scheduled for this year which are not as time sensitive and have less of an impact on school year programming will be completed under the supervision of the Capital Project Manager once he begins in August:

Acton-Boxborough Regional School District
Facilities Department
16 Charter Road Acton, MA 01720
978-264-4700 fax: 978-264-3340
www.abschools.org

- High School Pool system PoolPak replacement
- High School design ADA and hardware code upgrades
- Blanchard DDC controls
- Blanchard Engineering/Architectural Design for Mechanical, Electrical, Plumbing and Fire Protection Upgrades and Repairs
- Blanchard / RJ Grey / PDB Thermal wrapping and pipe insulation
- Design PDB Chiller, Exhaust Fans, Energy Recovery
- RJ Grey Window and Wood Rot Repairs
- RJ Grey Design Mechanical Upgrades and Repairs

Facilities staff are also working hard on a great deal of typical improvement and preventative maintenance items that occur annually such as flooring, HVAC maintenance, and general summer cleaning.

Transportation

Transportation has been extremely busy preparing for the 2019 / 2020 launch at the end of August. We are pleased to announce that this summer we "soft launched" of our *Here Comes The Bus* mobile application servicing some of our summer student riders. We are pleased to say that we have not had any complaints or issues with the technology and hope to have the system fully in place for the first day of school, August 28th. We will be sending out notices for families to sign up for the service every Monday beginning August 12th.

As of this date, we are fully staffed with drivers and have three additional drivers in training for future needs and for use as substitute drivers. We will take delivery of our new buses on Monday, August 5th and will proceed to have them licensed, registered, inspected and outfitted with our radio communications, GPS tracking, and video monitoring systems.

Additionally, the department has nearly completed adding 2 additional bus routes to the PDB / Conant bus tier, per the recommendations found in the 3rd party GPI mid-year evaluation and assessment of the 2018 / 2019 transportation network. These routes are designed to reduce ride times on some of the most crowded and dense PDB / Conant routes within the 0 - 5 minute drive time of the respective schools per the report. August 1st was the deadline to submit permanent bus pass requests to attend licensed childcare facilities. To date we have processed 84 such requests. This information is critical for us to finalize our bus routes. Once we have this information solidified and processed we can work to finalize the bus routes and publish them for families on August 12th.

Thank you,

JD Head
Director of School Operations

Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	**8-6-19**	**AGENDA ITEM NUMBER**	**4.2**

AGENDA ITEM TITLE	**ABRSD Budget Update**
PRESENTER(S)	Dave Verdolino
SUMMARY OF TOPIC	This is an update on the FY19 budget as of June 30, 2019 (Preliminary and Unaudited) as well as an update on the FY20 budget.

WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?			
	No action requested - this is a short update or presentation of information		
X	Request input and questions from the School Committee, but no vote required		
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SUGGESTED MOTION	
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	20 min.
ATTACHMENTS	Memos

4.2

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

To: Superintendent, School Committee
From: Dave Verdolino
Re: Preliminary Report on FY2019 Closeout
Date: August 6, 2019

Peter, Members –

The Finance Department is nearing the completion of closing out FY2019 and this report will provide an overview of FY2019 financial activities (budget versus actual) and a preliminary estimate of certified E&D Reserve as of July 1, 2019.

FY2019 Budget-to-Actual

REVENUES –	Total Budgeted Revenues	$87,946,492
	Preliminary Actual Revenues	88,718,123
	Net Revenue Variance	$ 771,631

In the Q3 financial report, the FY19 revenue variance was projected to be $491K. Q4 saw the district receive additional revenue than previously expected in three main areas:

1. Transportation Aid increased $86K due to a higher final reimbursement rate (76.2%) than previously included in the Cherry Sheet estimate.
2. Medicaid increased $146K due to a large Q4 reimbursement received in June
3. Investment Income increased $35K due to continued favorable earnings/rates

EXPENDITURES –	Total Budgeted Expenditures	$88,721,492
	Preliminary Actual Expenditures	- 87,695,188
	Encumbered as of 6/30/19	- 574,877
	Net Expenditure Variance	$ 451,427

In the Q3 financial report, the FY19 expenditure variance was projected to be $848K. In Q4, the district opted to prepay the Early (teacher) Retirement Incentive (ERI) liability, which will help to pay for the final year of ERI, a program that expires June 30, 2021. Additionally, we used less funds from Circuit Breaker reserve than had been budgeted.

A full analysis of FY2019 revenues and expenditures (budget-to-actual) will be provided at a SC meeting in September.

Projected E&D Reserve

Calculation of the district's E&D Reserve is a two-step process, beginning with identifying Undesignated Fund Balance (the balance sheet account that represents the difference between assets and liabilities, less reserves restricted or assigned for other purposes). It is akin to what would be called retained earnings of a business entity.

The district's final (though unaudited) balance sheet is part of a comprehensive transmittal to the Massachusetts Department of Revenue (DOR) once the closing process is completed. DOR reviews the balance sheet and ensures that Undesignated Fund Balance as submitted is supported by district financial records (i.e., Munis report).

Once verified by DOR, the second step which they perform is an analysis of the district's entire balance sheet (all funds; assets and liabilities). By law, certain deductions from Undesignated Fund Balance are made (similar to the process of certifying a municipality's free cash), to deduct any deficits existing in other funds, and convert spendable, available funds to a cash basis. For example, Prepaid Expenses (a balance sheet asset representing expenditures of a future period paid with current period funds) are deducted from Undesignated Fund Balance in determining E&D Reserve, reflecting the cash disbursement(s) for the prepaid item(s) having taken place.

SUMMARIZING UNDESIGNATED FUND BALANCE –		
Beginning Balance per district (Munis)		$4,261,810
Add FY2019 Budget-to-Actual Variances:		
Revenue	$ 771,631	
Expenditure	451,427	1,223,058
Expended from prior year Encumbrances:		
Encumbered as of 7/1/18	$ 894,482	
Expended during FY2019	- 832,127	62,355
Less – E&D Offset to FY2020 Budget		(690,000)
E&D xfer to Capital Stabilization Fund		(1,000,000)
Preliminary Ending Balance		$3,857,223

ANTICIPATED DOR CERTIFICATION ADJUSTMENTS –	FY19	FY18 (FYI)
Ending Undesignated FB per district	$3,857,223	$4,261,810
Less - Adjustment for Prepaids as of yearend	(43,461)	(178,627)
Fund Deficits as of yearend	-	(858)
Projected Certified E&D Reserve	$3,813,762	$4,082,325
% of Subsequent Year Budget	4.19%	4.60%

The anticipated E&D % is within the guideline (4.0 – 4.5%) established by recent SC policy. I will keep you apprised of the scheduling of DOR's review and E&D certification timetable.

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

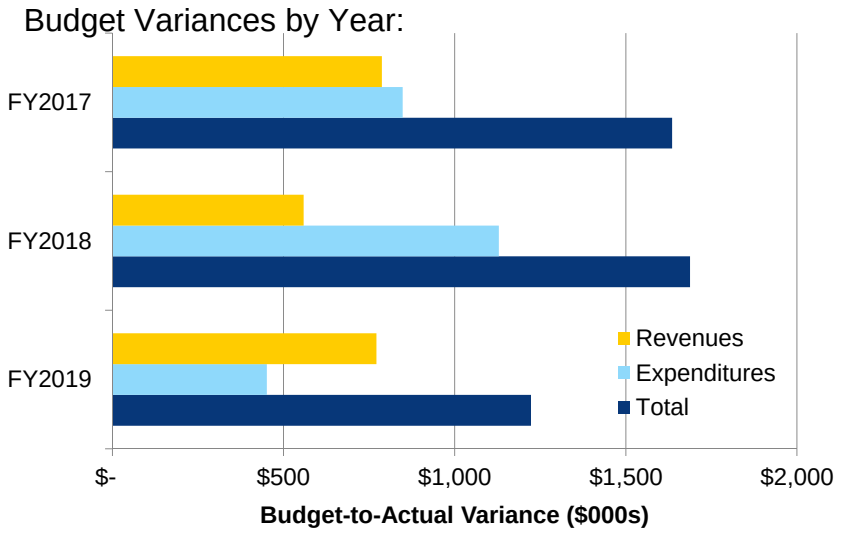
FY2019 Preliminary Yearend Financial Update

August 6, 2019

ABRSD

2

Big Picture – Overall FY2019 Summary



ABRSD

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Early Retirement Liability

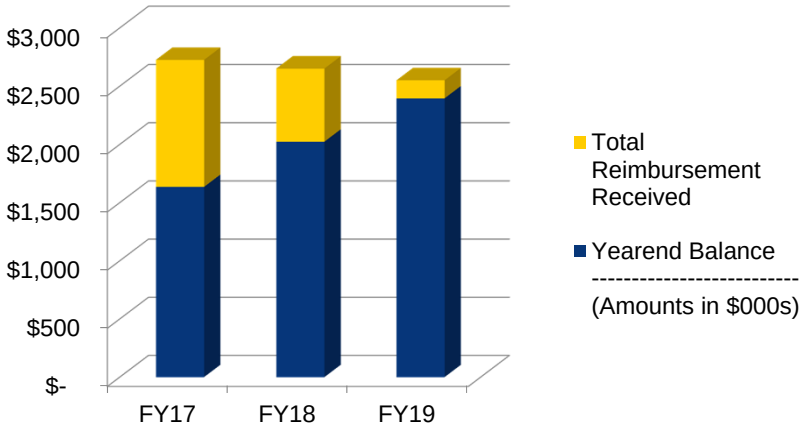
ABRSC and ABEA Contract, Article 7.13
Eligibility expires June 30, 2021 (FY21)

Prepayment in FY19 reduces the district's future ERI liability.

ABRSD

4

Circuit Breaker Reserve



Balance at yearend must be spent within 12 months.

ABRSD

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FY2019 – Anticipated E&D Reserve

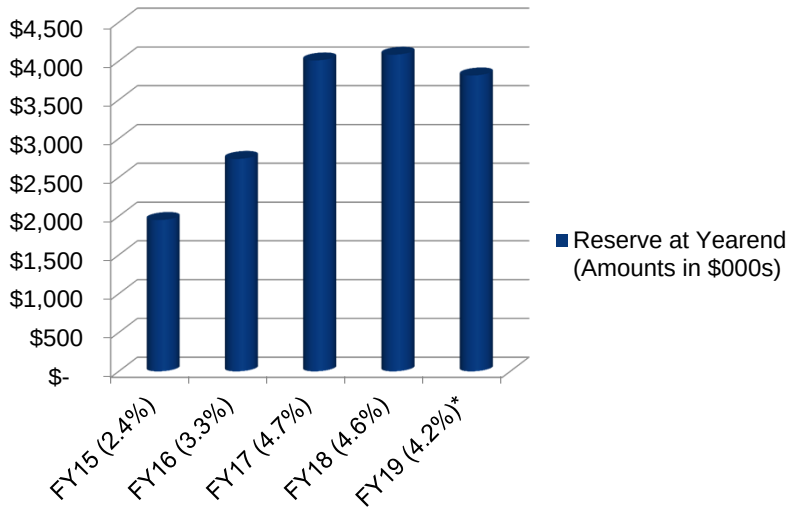
How to determine E&D (source: DOR Regional Manual)

…NOT!!!

ABRSD

6

E&D Reserve by Fiscal Year



ABRSD

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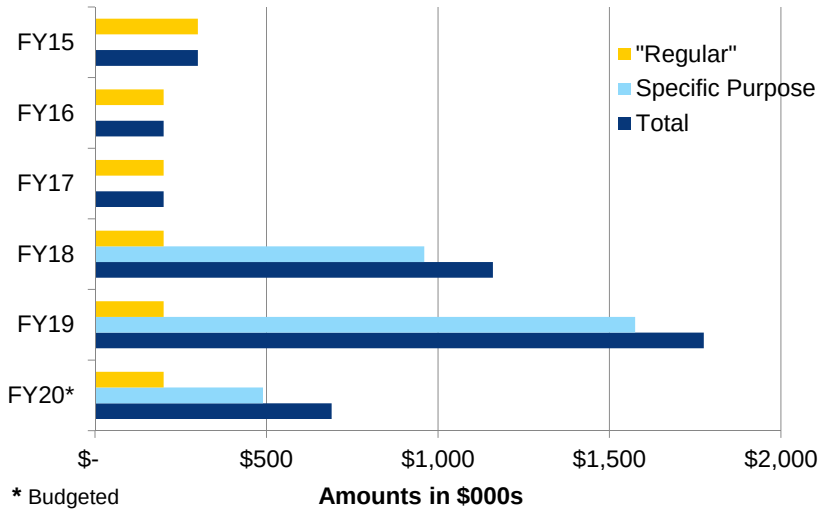
E&D Reserve Used by Fiscal Year



ABRSD

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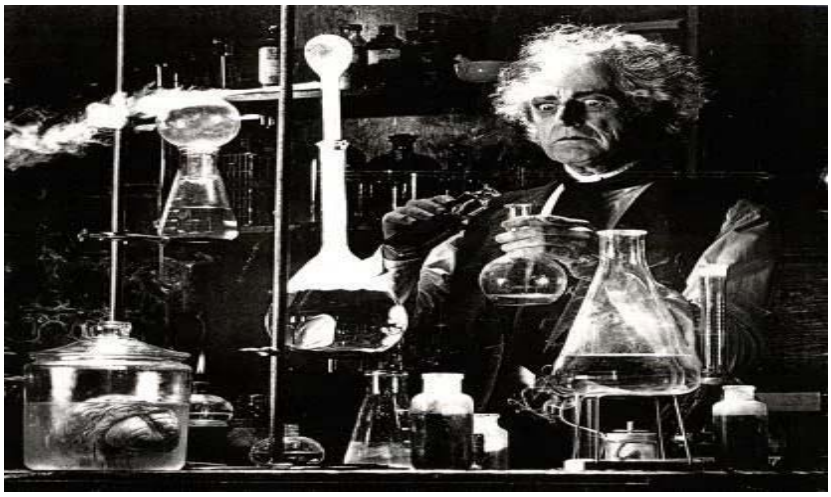
8

What's New for FY2020?

- Ch. 70 Aid - $30 PP (minimum) increase (as budgeted)
- Regional Trans. Aid appears higher than budget (reimbursement program; not final until later in year)
- Other Revenues – budget still "chasing" actual
- CIP projects are underway; funding plans in process
- FY2021 Budget Process is around the corner
- New School project decisions – December Special T/Ms

Any Questions?



Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	**8-6-19**	**AGENDA ITEM NUMBER**	**5.1.1**

AGENDA ITEM TITLE	**School Committee Business: Operating Protocols**

PRESENTER(S)	Chair Tessa McKinley

SUMMARY OF TOPIC	DIscussion of the Committee's Operating Protocols, as voted on 9/20/18.

WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?			
	No action requested - this is a short update or presentation of information		
X	Request input and questions from the School Committee, but no vote required		
	Request formal action with a specific vote:		
		If formal action is requested, is this item being presented:	
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If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	

FOLLOW-UP	

APPROX. TIME FOR THE AGENDA ITEM (MIN.)	10 min.

ATTACHMENTS	

Acton-Boxborough Regional School Committee
Operating Protocols
voted 9/20/18

As elected members of the Acton-Boxborough Regional School Committee and ambassadors of the District, we are advocates for our schools and supporters of public education. We pledge to conduct our business in a professional, respectful, thoughtful and efficient manner, and commit to the following protocols in our work with the Superintendent, the Staff/Administration and the general public. We will:

Support the educational welfare and well-being of ALL students in a positive district climate and culture

- Work collaboratively to support the adopted vision and mission of the School District.
- Create policies, develop budgets and assure accountability to sustain continuous improvement in teaching and learning.
- Support the Superintendent and staff in their implementation of policies and operations.
- Prioritize student needs and interests above all else in the decisions we make.
- Work from a unified vision which defines success and accountability for the Committee, Superintendent, staff and students.

Demonstrate professional and collegial relations at all times

- Empower School Committee members to freely express their opinions, concerns and ideas in a climate of trust and mutual respect, even in times of disagreement.
- Base our decisions on available facts, vote our convictions, avoid bias.
- Once a decision is made, all members will uphold and support the Committee's decision.
- Recognize that authority rests only with majority decisions of the Committee and make no independent commitments or take any independent actions that may compromise the Committee as a whole.
- Debate respectfully, effectively and efficiently so that meeting time is used wisely, being mindful of our large committee.

Dedicate ourselves to establishing and maintaining effective communication

- Channel requests for information, reports and data through the Superintendent and the Chair rather than directly to staff. The Superintendent will ensure that each member has equal access to this information in a timely manner and that information will be shared to the extent possible.
- Welcome respectful, thoughtful input from the public in shaping Committee decisions.
- While our meetings are open to the public, and we invite and encourage all citizens to join us, they are not public meetings. Public participation is subject to MA General Law Chapter 30A Section 20g and our School Committee policy BEDH.
- Address questions and concerns in the most efficient manner, by directing parent/guardians to the appropriate person within the district chain of communication via the Parent Communication Map found on abschools.org.

Acton-Boxborough Regional School Committee
Operating Protocols
voted 9/20/18

- Communicate questions/concerns as soon as possible, ideally before a meeting.
- Refrain from addressing issues that have not been previously brought to the attention of the Chair and/or Superintendent, except in emergency situations.
- Strive to make our meetings as efficient as possible:

  → Add meetings to address topics requiring lengthy discussion.
  → Recognize that discussion on certain issues may be delayed.
  → Limit the number of agenda items in order to keep meetings to a reasonable time frame.
  → Discourage use of meeting packet addendum items.
  → Come to meetings prepared by reviewing materials thoroughly ahead of the meeting.

All members are familiar with the Committee's Policy Section B: *School Board Governance and Operations* (posted on abschools.org) and agree to follow the policies and encourage fellow members to do the same.

Diane Baum

Michael Bo

Adam Klein

Ginny Kremer

Amy Krishnamurthy

Tessa McKinley, Chairperson

Maya Minkin

Paul Murphy

John Petersen

Nora Shine

Angie Tso

Peter Light, Superintendent of Schools

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

Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	**8-6-19**	**AGENDA ITEM NUMBER**	**5.1.2**

AGENDA ITEM TITLE	**School Committee Business: New School Comm Member Guidebook**
PRESENTER(S)	Diane Baum
SUMMARY OF TOPIC	Extensive Update of the Guidebook moving to an electronic document

WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?		
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SUGGESTED MOTION	
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	10 min.
ATTACHMENTS	Revised Guidebook with electronic links

School Committee Guidebook

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

WELLNESS - EQUITY - ENGAGEMENT

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

Acton-Boxborough Regional School District
May 2019

Dear New School Committee Member,

Congratulations on your election to the Acton-Boxborough Regional School Committee! So, the election is over, and you've been sworn in. Now what?

Serving on an elected board is challenging and exciting. This Guidebook is intended to be used as a general introduction to your responsibilities as an elected public official and school committee member and provide you with resources to get you up to speed on the wide breadth of issues relevant to school committee work. Building this knowledge happens incrementally, so give yourself time. Here are some things you can do to help begin this process:

1. *Complete your (required) orientation course. Our state organization, the* ***Massachusetts Association of School Committees****, runs a day-long new member orientation called* ***Charting the Course*** *as does our Educational Collaborative (EDCO). Our School Committee Secretary can help you locate a course and complete the course registration. You must complete this sometime within your first year.*

2. *Identify a school committee mentor. The School Committee Chair can help you with this.*

3. *Start to familiarize yourself with AB School Committee policies on the district website. A good place to start are those that define our role as a governing body (Section B) and those that speak to our relationship with the Superintendent (Section C).*

4. *Complete the (required) Massachusetts Conflict of Interest Law/Ethics training found online, and submit your completed certificate to the School Committee Secretary within 30 days of taking office.*

5. *Read The Essential School Board Book by Nancy Walser. The District provides this book to all new school committee members. Please see the School Committee Secretary if you have not already received your copy.*

We thank you in advance for your commitment to civic engagement on behalf of the students of AB, and welcome!

Characteristics of High Performing School Boards

★ Regular meeting attendance.

★ A personal commitment to governance, not micromanagement.

★ A commitment to continuous improvement.

★ Acknowledgement that both institutional knowledge and new ideas add richness to the work.

★ Deference to the will of the Committee after a vote has taken place.

★ A commitment to abide by Open Meeting Law.

★ An understanding of the collaborative nature of the work and mutual dependence on each other for making the organization's mission, vision and objectives actionable.

Sources: What Makes Great Boards Great Harvard Business Review and *Building a Foundation for Student Success*. Chapter 2. The Essential School Board Book by Nancy Walser.

The Regional Agreement

The Acton-Boxborough Regional School Committee (ABRSC) is the governing board of the Acton-Boxborough Regional School District (ABRSD) and as such possesses all of the powers and duties conferred on it by state law.

Our bylaws are codified in a Regional Agreement made between the towns of Acton & Boxborough in 1955 and updated most recently in 2013. Here you will find information about committee membership, weighted voting, apportionment of expenses by the Towns, the process for making changes to the agreement, etc.

About School Committee Meetings

School Committee meetings are usually held bimonthly on Thursdays at 7:00 p.m. You can view the current School Committee meeting calendar here. Meeting agendas, which are determined collaboratively by the Superintendent and School Committee Chair, are posted on the district website along with information packets on the Friday prior to the Thursday meeting. The School Committee Secretary posts this information in a timely manner in order to give Committee members adequate time to prepare and ask clarifying questions. Please submit any questions on the meeting packets to the Superintendent (cc-ing the School Committee Chair) at least 48 hours in advance of the meeting in order to allow adequate time for a response. Addendums (if any) are posted by the end of the business day on the following Tuesday. You may peruse archived agendas and packets on the district website.

Regular attendance at our bimonthly business meetings is critical, as school committees are empowered only when a **quorum** of its members are present to vote or establish consensus. A quorum is a fixed number of members whose presence is required in order to transact business. If a quorum cannot be achieved, the meeting cannot take place. We achieve a quorum when no fewer than four (4) Acton members and no fewer than two (2) Boxborough members are present. If you are unable to attend a meeting or will be arriving late to a meeting, please contact the School Committee Secretary and School Committee Chair as early as possible. Remote participation is possible under certain circumstances.

The School Committee holds business meetings in order to:

- develop and, ultimately, adopt the budget for the upcoming fiscal year,
- participate in annual district goal development,
- discuss & vote on policies that govern teaching and learning and general operations,
- and perform the superintendent's annual evaluation.

We also regularly receive reports and presentations on a variety of topics including **enrollment trends**, **staffing**, **school improvement plans**, **special initiatives** and updates on **student achievement**, **special education**, **transportation**, **capital projects**, etc. In addition, we invite our Program Directors to update the Committee on a rotating basis on **athletics**, **physical education**, **the arts** and other areas of the curriculum. **Elected student representatives** to the School Committee and **other groups** are invited to speak to us at the Chair's discretion.

Our business meetings follow parliamentary procedure (Robert's Rules of Order), which is a widely accepted set of protocols aimed at maximizing meeting efficiency and ensuring that all members have an opportunity for full and fair participation in debate and group decision-making before taking action. Some basic meeting procedures that you should be aware of include:

- You must be recognized by the Chair in order to speak.
- Debate may not begin until there is a motion on the floor.
- No member can speak twice to the same issue until everyone who wishes to speak has had a chance to do so.
- All remarks must be directed to the Chair.

You should familiarize yourself with common protocols for making, amending, voting on and withdrawing motions and for extending, limiting, suspending and closing debate.

On the rare occasion that you are unable to adequately prepare for a business meeting, please contact the Chair and let him/her know your situation so accommodations can be provided.

On the meeting following Boxborough's town election in May, the Committee holds its annual reorganization meeting at which time members

elect the Chair as well as the Vice-Chairs from Acton and Boxborough (all terms are for one year and begin on August 1st) and the Secretary and Treasurer. We also determine our meeting schedule for the upcoming calendar year.

Meeting Broadcasts

School Committee meetings are broadcast by Acton TV and can be viewed live on cable channel 99 (Comcast) and 41 (Verizon). Acton TV offers online streaming of meetings both **live and on-demand**.

Rules of Conduct for Members of the Public

Though our meetings are held in public, they are not public meetings in the same way that a public hearing is held intentionally and for the explicit purpose of informing the public on a targeted topic and receiving public input. That being said, we value public input and typically allow for an additional period immediately following reports so that the public can comment on agenda items. We also designate a time at the beginning of every meeting where the public is invited to speak to us on topics not on the agenda. The Chair determines the length of time each speaker will have (typically 2 minutes) and designates a time-keeper. Speakers are required to begin their remarks by stating their name and town of residence. See Policy BEDH for more details.

Anyone from the public who wishes to record or photograph the meeting must first notify the Chair who then makes a public announcement. Audio or video recordings may not interfere with the meeting.

Limitations on School Committee Members' Authority

A school district is analogous to a business in that the Superintendent functions as its Chief Executive Officer overseeing day-to-day operations while the School Committee serves as its Board of Directors. It is critical that members know enough about the work of administrators & educators to be able to assess and support their efforts and be partners in the conversation without dictating what should be done.

The authority of the Committee comes from the group, not from any particular individual member. While you are asked and encouraged to express your individual opinions and ideas, once the Committee has voted, the expectation is that all members uphold and support the decision, regardless of your individual viewpoint and regardless if you voted against a motion or abstained from voting. It is of the utmost importance to recognize that authority rests with majority decisions and that actions taken independent of the group compromise the integrity of the Committee as a whole and erode the public's trust.

Our Committee has composed operating protocols that articulate norms for our School Committee. These are updated periodically.

Open Meeting Law

The Open Meeting Law (OML) of the Commonwealth of Massachusetts is intended to protect the public's right to access the deliberations of its elected representatives and promote transparency in government. The OML requires us to:

- provide the public with notice of our meetings 48 hours in advance (excluding weekends and legal holidays) except in cases of emergency,
- hold our meetings in a publicly accessible venue,
- and create, approve and maintain accurate minutes which include the date, time and location of the meeting, a list of the names of members present and absent, a summary (not a transcript) of discussions, a list of documents and exhibits used, and a record of all decisions made and actions taken, including a record of all votes.

The OML applies to both our business meetings as well as our subcommittee meetings. Meeting minutes as well as any other documents, emails and correspondence that you send or receive (including texts) in your capacity as an elected public official become public documents and are subject to the Public Records Law of the Commonwealth.

The OML also restricts how and where elected officials can deliberate. With certain exceptions, **expressions of opinion on matters within our jurisdiction must be open to the public**. The legal definition of "deliberation" is an oral or written communication through any medium (including

electronic mail and social media) between or among a quorum of a public body. For example, if a member of a public body sends an email to a quorum of that public body expressing an opinion on a matter that could come before that body, this communication violates the law, even if none of the recipients respond. (For additional scenarios, see Appendix A of this Guidebook.)

Many have argued that the OML restrictions on where and when we are able to opine on issues pertinent to our work impedes our ability to fully develop and explore our ideas and concerns. This remains a conundrum for public bodies.

You can find more detailed information on OML by consulting the Open Meeting Law Guide published by the state Attorney General's Office. All school committee members are required to complete an online training annually and file a certificate of completion with the School Committee Secretary.

Executive Sessions

Massachusetts General Law Chapter 30A Section 21 and OML identify ten (10) exceptional situations where a meeting or part of a meeting of a public body may be **closed to the public** due to the highly sensitive nature of the content. These meetings are confidential. Members are prohibited from discussing the content of these meetings. Some of the more common reasons why public bodies may meet in executive session include the following:

- Deployment of security devices, strategies or personnel.
- Investigating charges of criminal misconduct or filing of criminal complaints.
- Strategizing with respect to collective bargaining or litigation, but only if an open meeting may have a *detrimental effect on our bargaining or litigation position* & if the chair declares this to be so at a public meeting.
- Discussing the reputation, character, or physical or mental condition (but not the professional competence or performance) of an individual.
- Discussing the discipline or dismissal of or complaints or charges brought against a public officer, employee, staff or individual, provided that the individual to be discussed in executive session is notified in writing by the public body at least 48 hours prior to the proposed executive session.

Communication Dos & Don'ts

Communication is central to productive, effective, harmonious relationships. When roles are clear and relationships are sound, communities feel a sense of confidence in their school leaders which in turn positively impacts school and district culture. It is therefore critical for members to comply with policy around communication -- not only with respect to OML, which governs communication between committee members -- but also with best practices that guide communication between committee members and the press, the public (including via social media), district leaders and school principals, teachers & staff.

The following tips are intended to provide you with guidance on communication with stakeholders:

Do	Don't
Contact the School Committee Chair, your School Committee mentor and/or the Superintendent with any questions that arise about your role, packet materials, etc.	Speak or act publicly on behalf of the entire district or School Committee unless specifically authorized by the entire Committee to do so. It is the job of our Superintendent & School Committee Chair to speak and act on behalf of the district and Committee. No other member has this authority.
Refer inquiries by the press to the Superintendent and/or School Committee Chair. If you are contacted by the press regarding an issue before the Committee, you may give your opinion, but you must clarify that you are not speaking on behalf of the entire Committee. It is advisable to carefully consider your impact when opining on matters that are controversial and/or potentially polarizing.	Contact district employees (including principals, teachers & staff) on matters pertaining to School Committee business without first obtaining permission from the Superintendent. Please be aware that no matter how well-intended, such interactions may and often are perceived as an attempt to meddle in the day-to-day operations of a school.
Refer parents/caregivers who approach you for help resolving personal concerns to the Parent Communication Map located on the district website. This map will direct them to the appropriate person(s) who can	Use your position for personal gain for yourself, family members, relatives or constituents. This is a violation of state conflict of interest laws. Examples include: using public resources for private

address their specific questions/concerns.	purposes, advocating for a child's special education placement, pressuring staff to afford special privileges to students or influencing hiring practices. Even the *perception* of impropriety is problematic.
Read the Massachusetts Association of School Committees guidance document on School Committee members' use of social media.	Publicly voice an opinion about whether you believe the actions of staff are right, wrong, worthwhile or not worthwhile. In doing so, you risk dismantling an essential relationship and inciting antagonism.

Among the School Committee's most significant responsibilities is the development, review and approval of the district's operating budget for the ensuing fiscal year and its presentation at Town Meeting in both Acton (in April) and Boxborough (in May). Our budget is a policy document and exists to make our district goals, mission, vision and values actionable.

In order to begin to familiarize yourself with the components of a regional school district budget, it is recommended that you view the following series of (1-4 minute) video vignettes produced by Support Mass Regional Schools on revenue sources, general expense categories and specific costs associated with transportation, and special education.

The Massachusetts Budget and Policy Center has produced two additional informative, brief (6-8 minute) videos on how the state funds public education as well as how state funding for public schools has become an underfunded mandate. These videos will provide you with background knowledge on districts' largest revenue source other than local taxes.

Finally, State Auditor Suzanne Bump published a groundbreaking report in 2017 entitled *Updating the Structure and Finance of Massachusetts Regional Schools* which will provide you with a state-wide perspective on the problems inherent in funding education in regional school districts.

Our Budget Process

The budget process in Acton-Boxborough is cyclical and ongoing, beginning in the fall when each school and department budget request is reviewed by the Superintendent, Deputy Superintendent and Finance Director, staffing needs are identified, and collaborative work begins among district leadership teams (including the School Committee) to develop budgetary goals and priorities for the ensuing fiscal year. Deliberation on the budget continues throughout the fall and into early winter and is guided by the driving question of how to allocate resources to students in a way that strikes a balance among considerations of fairness, expense and administration.

In mid-January, Committee members receive a budget binder which details the budget for the ensuing fiscal year. This comprehensive, preliminary draft budget is formally presented to the School Committee at an all-day business meeting typically held on the third Saturday in January during which we have an opportunity to hear panel presentations, ask questions and voice concerns. At the conclusion of that lengthy meeting, the School Committee votes on the preliminary budget. Final adjustments are made if necessary.

Our final vote occurs in February subsequent to a public hearing required by Massachusetts General Law. This is the time when the public is invited to comment on our budget for the ensuing fiscal year. This final vote must occur at least 45 days in advance of Acton's Town Meeting which is typically held on the first Monday in April. Once voted, the amount that each Town is required to pay can be lowered but not raised.

Final budget approval lies with the citizens of Acton and Boxborough and requires a 2/3rds majority vote at their respective Town Meetings. Once that vote is secured, our budget becomes official, and the expenditures therein are established for the next fiscal year which begins on July 1st.

Budget Updates on the Current Fiscal Year

Additionally, throughout the year, the Director of Finance provides us with updates on the district's financial position in the current fiscal year at our regular business meetings. These updates present a snapshot in time of funds budgeted, spent and remaining for each cost center in the current fiscal year.

We also vote to accept or reject bids for goods and services, as recommended by the Superintendent.

The School Committee also approves the district's payroll and authorizes payments to vendors and individuals through approval of warrants, which are detailed lists of funds to be spent in a defined period of time and include the amount owed, name of recipient or vendor and the cost center against which the amount is charged. Warrants are produced and payments are processed through the Finance Office. We authorize payments by signing the warrants and publicly announcing them at our business meetings. During the summer and vacations, a subcommittee is assigned the task of ensuring that warrants continue to be signed so that payments can be released.

The School Committee liaises with Town Select Boards and Finance Committees throughout the year on budgetary issues affecting our schools and towns and updates the Committee during regular business meetings. You can access more information on these intergovernmental bodies by clicking on the Acton Leadership Group and Boxborough Leadership Forum.

ADDITIONAL RESOURCES

Advocacy Organizations

Visit the **Massachusetts Association of School Committees** (MASC) website to join the ListServe, an online question-asking and knowledge-sharing venue for School Committee members across the Commonwealth.

Sign up to receive newsletters from Support MA Regional Schools and MARS (The **Massachusetts Association of Regional Schools**) on issues impacting regional school districts.

Links to Info on our District

The District's website is a great resource, and we are always working to make it more user-friendly. Here are some links to pertinent info that will be helpful in getting up to speed in your role:

Click on these links to access our District's mission and long range strategic plan, collective bargaining agreements & administrator contracts and student handbooks.

Clicking here will take you to a webpage where you can explore our District's profile, school improvement plans and the Department of Elementary & Secondary Education's report card for our schools and district. You will also be able to access **ClearGov** which provides data on financial and demographic benchmarks as well as comparative data.

Click here to familiarize yourself with the programming offered by Acton-Boxborough Community Education which oversees before and after school programming for all of our elementary schools as well as summer programs, driver's education and more.

Appendix A: SAMPLE SCENARIOS

(1) You've been asked to speak about the proposed budget at your child's school and would like to bring multiple copies of the proposed budget to the meeting. How should you respond?

a) Call the Director of Finance and request the appropriate number of copies.
b) Ask the school principal to see that the copies are available for the meeting.
c) Contact the Superintendent to ask that the copies be made available.

Answer: (c) Contact the Superintendent to ask that the copies be made available. School Committee members may not ask staff (including assistant superintendents, principals, teachers, or staff) to perform duties without first checking with the Superintendent. The Superintendent reports to the Committee; staff report to the Superintendent.

(2) At a social gathering of parents, several parents complain about the performance of a particular teacher, principal and/or administrator. They ask you to intercede on their behalf. How should you respond?

a) Direct them to the Parent Communication Map which outlines the steps to resolve personal concerns.
b) Ask the Superintendent to contact the parents.
c) Talk to the teacher, principal or administrator to explain the situation and email the Superintendent.

Answer: (a) Direct the parent/guardian to the Parent Communication Map. Unresolved or ongoing issues will be referred to the Superintendent.

(3) A member of the media calls you after a particularly difficult meeting where many angry constituents voice a variety of viewpoints. You are aware of the cause of this uproar because people have spoken to you at length. The Committee has postponed a decision until a subsequent meeting. The reporter wants to discuss the situation with you to get your perspective in order to write an article for the local paper. How do you respond?

a) Speak with reporter on behalf of the Committee, providing any background information and answering questions openly and honestly.
b) Speak with the reporter but stipulate that these are only your opinions.
c) Decline to answer any questions until the full Committee has made a decision and made it public.

Answer: (c) Though you have a constitutional right to give your personal opinion, it's important for members to know that they don't represent the School Committee or District when speaking to the public or press. When controversial, polarizing

issues arise and no decision has been made or consensus reached, it is best to say nothing.

Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	**8-6-19**	**AGENDA ITEM NUMBER**	**5.2.1.**

AGENDA ITEM TITLE	**Subcommittee Reports: FY20 Subcommittee Assignments**

PRESENTER(S)	Chair Tessa McKinley

SUMMARY OF TOPIC	Members have sent requests to the Chair and she has assigned duties based on those requests while balancing the various needs of the subcommittees.

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

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

SUGGESTED MOTION	

FOLLOW-UP	

APPROX. TIME FOR THE AGENDA ITEM (MIN.)	10

ATTACHMENTS	memo

File: BDB

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

The chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/She will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the chairperson will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chairperson

The vice-chairs of the Committee will act in the absence of the chairperson as presiding officers of the Committee and will perform such other duties as may be delegated or assigned to them. Each vice-chairperson will support the chairperson in the business of their town.

LEGAL REF.: M.G.L. 71:36

Approved: 5/21/15

Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	8-6-19	**AGENDA ITEM NUMBER**	6.1

AGENDA ITEM TITLE	**School Building Committee Update**
PRESENTER(S)	Adam Klein
SUMMARY OF TOPIC	A brief update with regard to the ongoing Building Project

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

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

SUGGESTED MOTION	
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min.
ATTACHMENTS	Draft Building Committee Meeting Minutes

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

Administration Building, Room 13 — July 24, 2019
15 Charter Road, Acton, MA 01720 — 7:00 p.m.

Members Present: Mary Brolin; Adam Klein; Maya Minkin; Peter Light; Marie Altieri *(arr 7:31pm)*; Dennis Bruce; Jason Cole *(arr 7:03pm)*; Becca Edson *(arr 7:05pm)*; Bob Evans; Bill Hart; JD Head; Gary Kushner; Maria Neyland; Katie Raymond; Mac Reid.

Members Absent: Amy Krishnamurthy; Peter Berry; Lynne Newman; Chris Whitbeck.

Other: Karen Coll; Representatives from Skanska: Victoria Clifford, Sovathya Sar; Representatives from Arrowstreet: Claes Andreasen, Katie Lilich; members of the public.

1. Mary Brolin called the meeting to order at 7:02pm.

2. **MSBA Update** – Peter Light, Mary Brolin
   Certified enrollment numbers have been submitted to the MSBA; these were unchanged from the prior submission.

3. **Design Updates** – Mary Brolin, Peter Light, Arrowstreet

   The designers are starting to think about how hallways and classroom entries will tie together, exploring ideas for what will be in hallways and how they will function, including having breakout spaces. They are trying to use as much glass as possible while allowing for privacy in the classrooms when needed. In the hallways, there is a space between each pair of classrooms that will have a half wall with a transom above it.

   Adam Klein asked if there were security issues with all the glass. What is the balance between the need for secure lockdown space and the ability to see into rooms? Sections of the classrooms are not visible to hallways for security. We can also install blinds or other screeners for privacy in classrooms when needed. Jason Cole asked whether the police and fire departments had signed off on these plans. The designs are preliminary and need work before seeking approval. There are differences between police and fire departments regarding transparency into classrooms. Members noted the need to reach an advance understanding with teachers about the use of glass and their ability to cover up. Peter Light said that any designs would be reviewed by the SBC before being shown to safety departments or teachers.

   Claes showed views of the inside of a classroom, showing windows and breakout spaces. Floor patterns emphasize the different sections. The ceiling slopes up toward the exterior, allowing taller windows. It hasn't yet been determined which walls will contain the HVAC utilities, which are typically put in thicker walls, but Katie Lilich of Arrowstreet said that they will be in areas that can't be blocked. Between each pair of classrooms is a breakout room, which will have enough glass that teachers can keep an eye on the students inside. Jason was concerned that the breakout spaces could feel like fishbowls, with visibility from both classrooms, but Peter clarified that these rooms are not SPED spaces; they are for classroom work, teacher

testing and similar uses. It is likely that these spaces will be heavily used, especially because they are shared between two classrooms.

Recommended flooring is typically a linoleum-type material but softer materials can be used for some areas. Maya Minkin asked about shelving for books; because built-in shelving can cost more, shelving is typically considered furniture. Shelving for the library, and for computers, will be on wheels. These costs will be in the Furniture-Fixtures-Equipment (FFE) budget, which is typically reimbursed at a lower level. Given that, Peter asked whether shelving should be included in the construction budget. Any cost information is preliminary at this point, but we would need to have that discussion before final decisions are made. We will also need a technology budget, which is reimbursed differently for elementary schools than for junior high or high schools. We will need significantly more money for FFE and technology than the MSBA will reimburse.

JD showed some high-level illustrations of potential solar panels on the site, as well as illustrations of arrays from other projects, from a preliminary proposal by a firm called Omni Navitas. While there is not much detail available yet, we will have a more developed plan and proposal to take to Town Meetings in December. If we are trying to go live with the system when the schools open in 2022, it would be better to put the parking canopy on the Gates side since the Douglas side won't be completed until 2023. There are several types of canopies. Some are flat, while others have a more attractive undulating look. Seamless canopies provide good shelter and shade in all weather. The solar panels are black and tend to heat up, so snow melts quickly, which will help with rooftop water capture. Adam asked whether the solar canopy would require elimination of some trees in the current site renderings, and whether lighting would be required in darker months. He would like to see site renderings that show the parking lot canopy.

JD mentioned a number of other factors related to solar panels:

- These preliminary designs show enough solar panels to cover about 140 cars (10 ft * 6 ft * 14 spaces).
- Solar panels are often purchased through a leasing agreement in which solar companies sell energy back to customers to recoup their initial costs until the customers own the system. There are differences in cost estimates per kilowatt hour (kWh) that could affect lifecycle costs. JD initially estimated 12 cents/kWh to buy back energy, but Omni used estimates of 9 cents on the parking canopy and 4 cents on rooftop.
- The MSBA will reimburse up to solar-ready status, such as installing footings.
- There are requirements about the height of solar canopies to allow for emergency vehicles.
- The canopy might be a good screen the from the train tracks. Peter suggested reaching out to the MBTA about installing better fencing and soundproofing next to the train tracks, a commitment they had made when they put in the second track.
- We would not put porous asphalt under the canopy because it isn't necessary and is more expensive.
- We have a 40,000 gallon tank for rainwater capture, and will need a low level treatment system and a pump. On a daily basis, we won't use as much water as we can hold and capture. There are local bylaws about water capture and reuse.

4. **Preliminary Costs** – Chuck Adam

Skanska hasn't gotten all of the preliminary costs yet. The estimates should be available by July 25th, followed by a reconciliation meeting on August 1st to be sure all assumptions are correct, The estimates will be available to the SBC on August 9th, and the committee will discuss pricing and value engineering on August 14th in preparation for a vote on August 28th. Mary noted that they are also pricing the hybrid HVAC option in addition to the other two options.

5. **Acton Sewer Project Update** – Peter Light

Peter and Acton Town Manager John Mangiaratti walked the site together and discussed the potential location for a pump house. The sewer project will need to be in place by August 1st, 2020 if we are going to connect to the sewer before Gates students come back to school. We have shared our site and design files with the town, and are doing all we can to help them with their design process. JD goes to their meetings. Cost will probably not be the driving factor determining whether or not we hook up to the sewer because the cost may not be that different from a septic system; the issue will be their timeline. Maria Neyland noted that getting the sewer system ready by our deadline would require a very aggressive construction schedule. Dave Martin said the sewer committee knows our time frame and is working to meet it. The plan is to put a main sewer line along Route 111 and Spruce Street first, before bringing the piping to any houses; they could potentially lay pipes under sidewalks. They are already working with the DOT to get permits in place. The sewer committee thinks they can expand the system without needing an expanded treatment plant. On our end, we are pushing the geotechnical testing faster than usual because of the sewer question.

The sewer committee would very much like the schools to connect to the sewer; for us, the difference in costs might be relatively neutral but the sewer's cost per resident will be significantly less if the schools are part of the project. The sewer committee plans to go to the Acton Special Town Meeting (STM) in December for approval and funding, at the same time that the building project requests construction funding. Bob Evans and Becca Edson asked about the likelihood of the sewer expansion being approved, especially since it had failed previously. Dave said that the West Acton community really wants it and they hope to have the schools included, but they will probably have to bring two budget numbers to STM, one that includes the schools and one that doesn't.

Since the sewer expansion may not be ready in time for the building project to participate, we have to proceed with the assumption that we will be building a septic system. Arrowstreet is working through the DEP approval process. Engineers dug some test sites on July 24th to see how deep the septic would have to be. We will be applying for a variance from the DEP because we expect to be discharging less than 10,000 gallons of water per day. The DEP approval process will tell us whether we can use the septic as we plan or will need an enhanced septic; it won't tell us anything about going with sewer. The variance would reduce the size of the system required. We should know whether we get the variance by spring 2020, but probably not before the STM in December.

There are usage and maintenance for both sewers and septic, which can be estimated using the PDB as a model, although usage in the new building will be less than the PDB. JD will bring a spreadsheet showing the costs to a future meeting. Sewer fees are based on water used, not discharged; using rainwater will reduce water usage and sewer fees.

6. **CM at Risk Subcommittee (Vote)** – Mary Brolin

The CM at Risk subcommittee currently includes Chuck Adam, Emily Grandstaff-Rice, Peter Light and JD Head, and needs to add at least one other person from the SBC. Jason and Bob have volunteered.

> **VOTE:** Mac Reid moved accept Jason Cole and Bob Evans to the CM at Risk subcommittee, Gary Kushner seconded, and the motion was unanimously approved.

Meetings will need to be posted; JD will coordinate with Karen on this. Other SBC members can come to meetings but they should let Mary or Karen know if they plan to attend; if we have a quorum of SBC members, we will need to post the meeting as an SBC meeting. Subcommittee members were reminded to hold November 9th and 16th as possible interview dates.

The subcommittee doesn't need to vote to submit a CM at Risk application to the MA Office of the Inspector General; that authority is based on the May 1, 2019 SBC vote to select the CM approach.

7. **Community Outreach and Communications** – Mary Brolin/Peter Light

We plan to have tables at Acton's Oktoberfest and the Boxborough Harvest Fair this fall, as well as holding coffees at people's houses and attending Back to School nights and PTO /PTSO/PTF meetings. All SBC members need to participate to ensure we can cover all these events. Acton TV will also tape one or more presentations. Peter will be serving ice cream at the Acton Senior Center with John Mangiaratti on August 1st and will bring some information about the project. Dave Martin suggested holding open houses where people could drop in, look at plans and ask questions. We could also make a presentation to boards of selectmen, the League of Women Voters and other local groups. Mary said that there is a community group to support the building project, which will be holding their first meeting July 25th.

The school district will be sending out an annual report in August to all households in Acton and Boxborough, which will have two-page center spread on the building project. The Office of Campaign and Political Finance (OCPF) reviewed the text and said that we could list the date of STMs but not the date of the ballot votes, which would be advocacy if the information is only in the context of the school project.

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

A cost for annual maintenance of one of the HVAC options was in an incorrect format. JD Head moved, Bill Hart seconded, Marie Altieri, Gary Kushner and Peter Light abstained, and the minutes of the July 10, 2019 SBC meeting were approved as amended.

9. **Invoice Approval** – Arrowstreet and Skanska Invoices – Mary Brolin, Chuck Adams – no invoices to approve.

10. **Adjourn**

Thornton Tomasetti will be sending a survey to the SBC about priorities around net zero goals and other issues. Having that information will make the value engineering process more meaningful. Some of the questions are a little technical but the committee has already discussed these issues so members should be able to answer.

Maria Neyland moved, Adam Klein seconded and the meeting was adjourned at 8:35pm.

Respectfully submitted,
Karen Coll

Documents Used:
Minutes of the July 10, 2019 SBC Meeting

Next Building Committee Meetings (all in Administration Building, Room 13 unless otherwise noted):
August 14
August 28
September 11
September 25

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

Administration Building, Room 13 — July 10, 2019
15 Charter Road, Acton, MA 01720 — 7:00 p.m.

Members Present: Mary Brolin; Amy Krishnamurthy; Adam Klein; Dennis Bruce; Jason Cole; Bob Evans; Bill Hart; JD Head;Lynne Newman; Maria Neyland; Mac Reid; Chris Whitbeck.

Members Absent: Maya Minkin; Peter Light; Marie Altieri; Peter Berry; Becca Edson; Gary Kushner; Katie Raymond.

Other: Karen Coll; Representatives from Skanska: Chuck Adam, Victoria Clifford, Sovathya Sar; Representatives from Arrowstreet: Larry Spang, Emily Grandstaff-Rice; members of the public.

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

2. **Systems Lifecycle Cost Analysis**

The energy subcontractors had prepared a revised analysis of potential HVAC systems, adding a hybrid option that had been suggested at the last meeting. SBC members reviewed a summary grid, showing all four potential options. Emily Grandstaff-Rice summarized some of the new information about the hybrid system, which would need only 60 geothermal wells in contrast to a fully geothermal system that would require 78 wells. The hybrid would have two boilers to avoid dependence on just one. Emily noted that the boilers would be electric, for two reasons: the goal is to be free of fossil fuels and, in addition, it is uncertain whether the gas companies would be willing to provide the infrastructure for such a small-usage building.

The committee compared the lifecycle costs of the hybrid option (#4) versus the fully geothermal option (#1):

- The initial capital cost of #4 is $600,000 less than #1 ($12.2M versus $12.8M)
- #4 has a slightly higher EUI than #1 (27.5 versus 27.2)
- Annual maintenance costs of #4 are minimally higher than #1 ($36,960/yr versus $35,460/yr)
- #4 has a lower payback period than #1 (14 years versus 20 years)

Chuck said that the current cost estimating process is based on using option #1, with option #2 as a fallback. The cost of a gas line in option #2 is not included in this analysis but will be included in the cost estimate. He noted that a higher EUI would require a larger photovoltaic system (PV) to achieve net zero. One issue is determining how much PV we can put on the roof. We don't need to make a decision right now.

Adam Klein asked whether the reduced number of geothermal wells required for option #4 versus #1 had been factored in. Emily said that the location of the wells is not a significant factor, as roads, playgrounds and other structures can be built over wells, but that a reduction of 18 wells could reduce construction time. Because we are estimating conservatively, we might discover that we need fewer wells than expected with either option. One unknown is how deep the wells will have to be. Dave Martin said that the set point used in the estimates is 70 degrees (on a 0 degree day, the building needs to be able to reach 70 degrees inside).

Bill Hart said that every BTU required to heat and cool the building is a function of the number of wells and every well costs money, so everything we can do to reduce energy loss within the building will help.

Jason Cole noted that none of the images we've seen of the building and site have PV in place and asked if some of the arrays would be in the parking lot. He was hoping to see what the PV would look like on the site. JD Head said that some high level proposals for PV are jut beginning to come in but that the most recent estimate of PV size would require all usable roof space plus enough to cover 140 parking spaces; more information will be available in August. Mary said that the committee would have to think about whether the covered parking should be on the school side or the Douglas side of the site. John Peterson said that it would be helpful to see pictures of other existing projects with PV.

Mary outlined an approach starting with initial estimates using a "gold standard," followed by a process of overall "value engineering," that would review the gold standard and make choices about costs and benefits. Decisions about the HVAC system should be balanced with other items in the value engineering process. Jason asked whether decisions had already been made about achieving triple net zero. At this point, there have been no commitments, and we're just getting cost estimates, not bids. It's not yet fully clear what would be required to achieve triple net zero. Once we have cost information, we can make determinations about items that we think are not worth the cost.

Emily said that an upcoming conversation will be about water; they are pricing multiple scenarios for this also. Net zero waste is a confusing concept even for professionals, involving both construction and operational waste. Mary said that we would not be able to achieve net zero waste given that two buildings will be demolished, but we can focus on what is achievable on both the operations and the construction side.

Emily is expecting to get the cost estimates on July 26th, with some preliminary numbers by July 19th. The value engineering exercise will begin after that; the SBC will probably spend the month of August reviewing these issues. Mary said that the estimate package will be circulated to the SBC for review as soon as it's final. Chuck said that there will be three more estimates after this first one; the working group has already begun looking at some potential areas for cost reduction if needed.

Several high school students read letters, their own and one signed by over 60 ABRHS alumni, sharing their views on energy use in the new building. These students and alumni expressed their concerns about the environment and the climate crisis. They asked that decision makers be mindful of the future consequences of current decisions about the building and not make decisions based on short term financial considerations, voicing their support for an energy system that runs on 100% renewable resources, option #1. Mary thanked them for sharing their concerns.

3. **Design Updates** – Mary Brolin, Peter Light, Arrowstreet

Emily did an analysis, comparing reimbursable space under three scenarios: the current plan of a twin school plus preschool, Douglas plus the preschool without Gates, and Douglas alone. She noted that the projected reimbursable percent of the building is fairly similar under all three scenarios, ranging from 95% for the twin school to 98% for the Douglas-only building. The analysis doesn't show the cost factors, or the synergies that

result from having two schools in one building, so the percentages are applied to different-sized spaces and different overall costs. In addition, by having the preschool in the building we are getting nine more reimbursable classrooms. Emily noted that the working group is still looking at reallocating some spaces to maximize the amount of reimbursable area. We won't know the MSBA's final reimbursement commitment until near the end of the Schematic Design and Budget process.

4. **CM at Risk Subcommittee**

The SBC needs to appoint a Construction Manager Selection subcommittee. Information from Skanska about the subcommittee, including a scheduling outline, had been shared with the group prior to this meeting. Chuck Adam outlined the structure of the subcommittee, which will include Peter Light and JD Head from the district, a representative from Arrowstreet and a representative from Skanska. They want at least one more SBC member and could add up to three more; they would prefer that the committee have an odd number of members to prevent any tie votes. Jason Cole and Bob Evans expressed interest in serving on the subcommittee; Bill Hart is considering it and will make a decision in the upcoming week or so. Mary will also reach out to Katie Raymond and Becca Edson to see if they would be interested.

Chuck Adam had sent the committee a description of the subcommittee's responsibilities and a schedule of milestone dates. He suggested holding regular subcommittee meetings just before the scheduled SBC meetings, allowing the SBC to discuss and vote on subcommittee recommendations. Members will need to be available for all meetings in order to be able to vote on the final CM selection, and there will be several binders of material to read and other 'homework.' Subcommittee membership needs to be finalized soon so they can review the packet of application materials before it is submitted to the Inspector General on July 17th. Mary said that they expect interest from a number of prospective CMs. Chuck said it might be worth interviewing all of them; interviews will take place on a Saturday, either November 9th or 16th.

5. **Community Outreach and Communications** – Mary Brolin/Peter Light

Mary told the committee that Peter Light is preparing an end of year report for the school district, which will include two pages about the building project. She ran the pages by the Mass. Office of Campaign and Political Finance (OCPF) legal counsel, who suggested that the document not include the date of the ballot vote. We have to be very careful not to use district resources to put out any information about the ballot question. In addition to their advice in response to her questions, the OCPF sent Mary a copy of a ruling from a prior case in which every SBC member had been fined $1,000 personally for violating an ethics rule. If anyone has questions about what they can or can't do, Mary recommended that they run those by the OCPF legal counsel; they are very quick to respond.

6. **Minutes** – Approve Minutes from Previous Meeting(s) – Mary Brolin
JD Head clarified that the term to purchase our photovoltaic system outright is 20 years, not 25 years. Bob Evans moved, Maria Neyland seconded and the minutes of the June 26, 2019 SBC meeting were approved as amended.

7. **Invoice Approval** – Arrowstreet and Skanska Invoices – Mary Brolin, Chuck Adams

There was only one invoice from Arrowstreet, none from Skanska for this meeting. Adam Klein moved to approve the Arrowstreet invoice in the amount of $74,724.87. Maria Neyland seconded, Jason Cole abstained and the invoice was unanimously approved.

8. **Adjourn** – Maria Neyland moved, Amy Krishnamurthy seconded and the meeting was adjourned at 8:05pm.

Respectfully submitted,
Karen Coll

Documents Used:
HVAC system lifecycle analysis
Reimbursable space analysis
Minutes of the June 26, 2019 SBC Meeting
Budget tracker and invoice package

Next Building Committee Meetings (all in Administration Building, Room 13 unless otherwise noted):
July 24
August 14
August 28
September 11
September 25

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

Administration Building, Room 13 — June 26, 2019
15 Charter Road, Acton, MA 01720 — 7:00 p.m.

Members Present: Mary Brolin; Peter Light; Marie Altieri; Dennis Bruce; Jason Cole; Bob Evans; Bill Hart; JD Head *(arr 7:05pm(*; Gary Kushner; Lynne Newman; Maria Neyland *(left 9:04pm*; Mac Reid.

Members Absent: Amy Krishnamurthy; Adam Klein; Maya Minkin; Peter Berry; Becca Edson; Katie Raymond; Chris Whitbeck.

Other: Karen Coll; Representatives from Skanska: Chuck Adam, , Sovathya Sar; Representatives from Arrowstreet: Larry Spang, Emily Grandstaff-Rice, Claes Andreasen; Alejandra Menchaca of Thornton Tomasetti; members of the public.

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

2. **MSBA Update** – Peter Light
At their board meeting on June 26, 2019, the MSBA voted to accept our PSR, so we are now officially into the Schematic Design phase of the project. In addition to SBC representatives, State Senator Jamie Eldridge also attended the board meeting. Peter Light forwarded the MSBA's letter of acceptance and a description of the MSBA's Schematic Design guidelines to the SBC.

3. **Design** – Mary Brolin, Peter Light, Arrowstreet

a. Media Center
Claes Andreasen passed around a set of Virtual Reality glasses, allowing members to see 3D views of the media center space, and demonstrated views of the space from several vantage points. There will be zones on the lower level of the media center, with different types of books, and a reading area. On the second level of the media center is a balcony as well as a reading area. Large windows on both levels allow sweeping views of the site and the wetlands areas, although the top of the cafeteria is more visible from the lower level windows. The media center is designed to be adaptable if future needs change. The railing on the upper level balcony will be 48" high and transparent so children can see through it. Mary also said that there were additional renderings of the cafeteria that showed the slope of the roofline, which is less steep than some members were concerned about.

b. Exterior
Claes had updated drawings to add color and visual interest to the building, including associating each school with a separate color. He showed drawings with differing colors of brick and styles of brickwork, as well as varying window arrangements. He also showed an image that used colored metal shingles on part of the building. The entry into the gym area was well defined, and that area could be closed off from rest of building at off hours for security. Rear views of the building showed a curve of glass from media center. There were no windows at the outer ends of the wings, although those may still be added. While some members found the lack of windows on those walls a little plain, the classrooms need enough wall space for

white boards and other interior needs. In addition, we don't want to make those classrooms more special than others. One option might be clerestory windows.

c. Recreation Field – will be addressed at a later meeting

d. Space Allocation

Mary said the working group has been reviewing some spaces initially deemed non-reimbursable by the MSBA but that are now expected to be reimbursable. At this point, we anticipate that 6,713 NFA will be non-reimbursable, equal to 10,069 GFA.

Jason Cole shared his concerns about some of the non-reimbursable spaces. He wondered why there were not more synergies in the nursing and administrative spaces, reducing the amount of duplication. He was particularly concerned about the number of copy rooms, the number of conference rooms, and the duplication of Assistant Principals' offices, with one in each school's main administrative area on the first floor and a second up on each school's classroom floor. He asked whether some of those spaces could be reconfigured to serve multiple purposes, with an eye to increasing opportunities for reimbursement, and offered several suggestions.

Peter Light agreed that the goal is to find efficiencies to the extent possible and to eliminate unnecessary spaces. Where there are questions, the SBC will have the final say about which spaces to include. Peter noted that the biggest cost savings came from combining the schools into one building (approximately $100M) and from opting for construction in a single phase ($7M). The team has tried throughout the process to recategorize spaces for multiple purposes wherever possible, such as moving the psychologists' spaces out of general education and classifying them as Special Education. However, the MSBA has said that spaces that were not solely used for SPED had to be considered as general education. A number of synergies have been identified throughout the design process, including the cafeteria and storage spaces. The combined nursing space is smaller than two separate nursing offices would be.

The copy rooms present some specific constraints. Emily said that copiers emit chemicals that require a dedicated exhaust and should not be in general conference rooms for health reasons. These rooms are also used for storage of paper and supplies. The MSBA assumes one large copy room for schools; we have instead distributed smaller rooms throughout the building to reduce teachers' travel times. This is intended to replace individual printers in classrooms, to reduce plug loads and energy usage. Lynne Newman said that the Gates school now has four copiers and will only have two on the school floor in the new building, although we could put additional copiers in each copy room if needed. Maria Neyland noted that all the copier rooms combined only total 500 sq. ft.

Regarding the Assistant Principals' second offices, Peter said that the working group had initially thought these would be easy to reduce or eliminate but realized that the APs needed meeting space on school floors as well as a place to work in the general administrative areas. The Parker Damon principals say they don't have enough conference room space. While the AP rooms are redundant, the plan is to use them for work space on floors and they may also be used for expanded SEL programming in the future; they would still be

non-reimbursable because counselors are considered administration by the MSBA. Peter said we could try to recategorize these offices as psychologists' spaces but the MSBA would probably push back.

Mac Reid said that we can't fudge on some of those spaces; we need enough conference rooms and there isn't enough benefit to minimizing those spaces for the short-term goal of saving a relatively small amount of money. Maria Neyland said that we can't simply eliminate small spaces and shrink the building. Gary Kushner and Jason Cole asked if we really needed a dedicated AP room on each floor and if there was a way those spaces could be recategorized to be reimbursable. Marie Altieri said we might be able to designate them for Board Certified Behavioral Analyst (BCBA) use. The change would have to be justified as a staffing adjustment due to a change in policy, and the MSBA might still say no but we could try. Lynne Newman said that over the years the needs have evolved, with increasing demands for ELL, BCBA's and support services.

Emily said that the preschool office had not yet been reclassified as a SPED space in the calculations, but the MSBA's approval of that change might depend on whether it is used only as SPED space. Mac Reid noted that the reason we initially started a preschool was to serve young children with special needs, although we are required to have 50% non-SPED students in the program.

Based on the committee's feedback, Marie said that we will try to reclassify the AP offices on school floors as BCBA spaces and make an educational justification for the change to the MSBA. Mac said that there would be much more non-reimbursable space if we had built two separate schools instead of a twin school; Emily will do a comparison of reimbursable space in the twin school versus what the situation would be if we built two single schools, incorporating an inflation factor for the second school. Attendee Jon Petersen said that we should take credit for the savings resulting from building the twin school, adding that we can never hit the absolute optimum cost point, and that we need enough wiggle room to prevent squeezing ourselves so tight that we regret it later.

Chuck Adam said that we will have the first round of hard estimates in a month, after releasing the specs to the estimators on June 27th. We should assume our final reimbursement rate will be closer to 38% than 48% because the MSBA often determines that some spaces are non-reimbursable. We will submit the space template to the MSBA only one more time, as part of our Schematic Design and Budget submission. In October, the MSBA will give us a spreadsheet of what they will and won't reimburse. Chuck is analyzing the audits of other projects to see what types of spaces were disallowed and will give us that analysis.

e. Systems Lifecycle Cost Analysis

Emily introduced the baseline standard, which is a state standard that we would never build in a school but that we have to use as a basis for comparing other options. Three options were presented:

1. A ground-source (geothermal) system with a heat pump, which brings in fresh air and then uses a separate system to raise or lower the temperature;
2. A system of air-cooled chillers and boilers relying on natural gas. This system would be more efficient if cooling towers were used but cooling towers have problems with air quality;
3. A variable refrigerant flow (VRF) system, which has a heat pump outside the building.

All three options separate air intake from heating and cooling systems.

Committee members reviewed a matrix that rated the three options on a variety of factors. Emily noted that some of the numbers in the table were ballpark calculations, not absolute numbers, and that the ratings from 'better' to 'worse' were really judgment calls made to start the conversation. She made a few initial observations about cost. Options 2 and 3 would have an initial capital outlay less than the baseline. Option 1 would have an initial cost higher than the baseline with a projected payback of 20 years, but it should last for 50 years. Option 3 initially costs less than the baseline so it could be viewed as instant savings, but over a 50 year life it would cost much more than the other options. Option 2 is the only system that is not fossil fuel free; it looks better now because of the current cost of natural gas but JD Head said that the existing gas contracts are expiring and the future prices will be higher. Jason Cole suggested that the committee eliminate Option 3 upfront. JD, Emily and Bill Hart agreed with Jason's recommendation.

Because it uses natural gas, Option 2 will probably not allow us to meet our net zero goals. JD said that natural gas is also seen as dirty and volatile, and that electricity pricing is likely to go down over time. We would need to offset the natural gas to achieve net zero. There will be carbon dioxide emissions due to energy consumption with either Option 1 (electricity) or Option 2 (natural gas). Energy consultant Alejandra Menchaca said that the photovoltaic system (PV) size will be based on the source of our energy and that we will have to buy whatever energy we need beyond what can be met with onsite PV at market rates. JD added that, after 20 years, we will own the PV outright. We also have an opportunity to monetize internal combustion credits and get paid to be clean, which is not accounted for in this model.

Acoustically, Option 1 is quieter because it uses radiant sources, not chillers and boilers. This option does cost more but other factors could bring down the relative cost, including credits and programs available for clean energy. In addition, the number of wells assumed in the current plan is probably much too high. The MSBA won't reimburse for geothermal but we will hit the 8% site reimbursement ceiling with or without it. Chuck Adam said that the piping to the wells should be considered plumbing, which is reimbursable, while the cost of drilling the wells is likely not to be reimbursable. Option 2 will require a gas pipeline, which is not required for Option 1. The $3.8M difference between Options 1 and 2 includes the cost of digging wells.

Attendee Jim Snyder-Grant said that evidence has shown that the damage due to natural gas is higher than we used to think, including underground leaks and other issues. There are numerous leaks throughout Acton and the entire natural gas infrastructure. In addition, methane has an environmental impact multiple times that of carbon dioxide. As people learn more about the drawbacks of natural gas, it will become less attractive due to safety and climate change concerns.

Mary summarized several letters and emails that had been sent to the SBC. The Acton Green Advisory Board (GAB) recommended that the SBC take a "long term view of energy consumed by this new building and implement the most efficient, renewable energy option available, which eliminates the use of natural gas." Debra Simes, a member of GAB but writing as an individual, wrote in support of Option 1, using geothermal sources of energy. Other members of the community wrote to express support for avoiding the use of fossil fuels and/or choosing Option 1, including Francie Nolde of the Boxborough Sustainability Committee, ABRHS Common Green club co-chairs Annabella Chen and Vera Tsang, and ABRHS students Kevin Liu and Kunal Sharda.

Mary and Emily agreed that we should look at overall value not just cost; as Mary noted, we are building a 50 year building and shouldn't be solely focused on a short term STM vote. In response to a question about the benefit of a lower Energy Use Intensity (EUI), JD defined lower EUI as equivalent to lower consumption. Plug load is a major driver of EUI. Jason asked about the current EUIs of Douglas and Gates, which are very high. Attendee Dave Martin asked if there would be a reimbursement bonus from the MSBA for net zero or LEED; the MSBA will give us a 2% increase for meeting their targets, which might be attainable with either Option 1 or Option 2. The energy bonus would not be at risk if we can't fit a large enough PV on the site under Option 2. One concern is that our participation in the Eversource and Seventh Wave project would not support Option 2. If we stay in their program, Eversource may give us a one-time rebate of $1/sq ft, which we would get after the first year if we can demonstrate that we have met their target EUI of 33.

Bill Hart said that the building HVAC has to be designed to handle a 75 degree temperature increase so that when it is 0 degrees outside, the building can be heated to 75. Reducing this requirement would require our mechanical engineers to agree to a different standard, and we would still have to meet general building codes. Bill also said that the MSBA is using conservative numbers for items such as insulation R values and the amount of glass, which then requires greater heating capacity.

Bill suggested looking at a hybrid option, which would primarily rely on geothermal but would have a gas boiler to use only when needed on extreme days; the boiler could be very small and this approach might require fewer wells than a system based solely on geothermal sources: the 'Prius option.' Most of the time the building could use solely geothermal energy, only using the boiler in extreme conditions. His ballpark estimate was that the hybrid solution would reduce the number of wells required by 1/3 to ½, and would require less PV to offset carbon dioxide emissions. We also could probably achieve net zero.

Mary asked to have the Prius model included as another option on the comparison grid so the SBC could assess it. Chuck said that we would need to get data on this fairly quickly as the estimators will be starting work on June 27th and we need to have a full package to bring to the MSBA in September. Most of the cost of installing a gas system, such as installing pipelines, would be the same regardless of the size of the system. Gas companies might be reluctant to provide the pipeline structure if we are only using a very small amount of gas. JD and Dave Martin suggested using an electric backup system, such as a heat pump, instead of gas. We won't have final information on the number and depth of geothermal wells until next year, after we have the money to do adequate testing on the site. Gary Kushner said that, while the wells would not be reimbursed, a boiler in the building would be covered at some level. Attendee Annabella Chen asked about the maintenance costs of having a boiler that is rarely used; Emily will look into that issue.

f. Pricing Set – Vote

While a vote is not required, Arrowstreet would like us to approve the pricing documents before they are sent to the estimators on Thursday, June 27th. Committee members found the materials very technical and said that they would be comfortable relying on Skanska's recommendation. Chuck Adam said they have reviewed the pricing set to ensure that it includes enough information to support the development of a project scope and budget and believe that it is complete enough; Skanska recommends that we move forward with it. Mary asked for verification that the drawings were the most current, which Arrowstreet confirmed. Larry Spang said that there is a contingency built into an estimate, usually about 10%, to account

for items still to be determined. Even after the specs are sent to the estimators, we can review them and make decisions about specific elements such as the materials to be used. The pricing information can help guide some of those decisions. Committee members agreed that they had confidence in Skanska's recommendation and wanted to proceed with the estimates based on the pricing documents.

4. **Community Outreach and Communications** – Mary Brolin/Peter Light
   Mary said that she had heard a lot of support at Fifers day, as well as questions about the cost of the building and other specifics. We need to look for similar opportunities in both towns, such as the Acton Farmer's Market and the Boxborough Harvest Fair in September.

   Mary also shared the results of the attendee survey that had been taken at the June 10th Community Forum. Only 20% of the people who came to the forum were parents of children currently in school; most of the rest skewed older, although 32% were younger and did not have children yet in system.

5. **Minutes** – Approve Minutes from Previous Meeting(s) – Mary Brolin
   Marie Altieri moved, Bob Evans seconded, and the minutes of the June 12, 2019 SBC meeting were unanimously approved as written.

6. **Invoice Approval** – Arrowstreet and Skanska Invoices – Mary Brolin, Chuck Adams – no invoices to approve.

7. **Adjourn** – Jason Cole moved, Gary Kushner seconded, and the meeting was adjourned at 9:17pm.

Respectfully submitted,
Karen Coll

Documents Used:
Minutes of the June 12, 2019 SBC Meeting
HVAC Summary
Pricing Set (two documents, online only)

Next Building Committee Meetings (all in Administration Building, Room 13 unless otherwise noted):
July 10
July 24
August 14
August 28

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

Administration Building, Room 13 — June 12, 2019
15 Charter Road, Acton, MA 01720 — 7:00 p.m.

Members Present: Mary Brolin; Amy Krishnamurthy; Adam Klein; Marie Altieri *(arr 7:05pm)*; Peter Berry; Dennis Bruce; Jason Cole; Bob Evans; Bill Hart; JD Head; Gary Kushner; Lynne Newman; Maria Neyland; Mac Reid.

Members Absent: Maya Minkin; Peter Light; Becca Edson; Katie Raymond; Chris Whitbeck.

Other: Karen Coll; Representatives from Skanska: Chuck Adam, Victoria Clifford, Sovathya Sar; Representatives from Arrowstreet: Larry Spang, Emily Grandstaff-Rice; members of the public.

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

2. **MSBA Meetings** – Peter Light/Mary Brolin
   a. FAS Meeting
   The meeting with the MSBA's Facilities Assessment Subcommittee (FAS) on June 5th went very well and wrapped up fairly quickly. They were very appreciative of all the work we had done and couldn't find much to question. In the event that the twin school was ever consolidated into a single school, the MSBA would prefer that all kindergarten classrooms be located on the second floor. This would require increasing the sizes of three classrooms on the second floor, an expense that the MSBA would not reimburse. At a future meeting, the SBC will be asked to vote on this issue. One additional item they mentioned was the outdoor playspaces, which they would like to see differentiated more, but that is more of a future design issue.

   b. Phone call to review PSR comments
   The MSBA comments on our PSR were reviewed by phone with the MSBA. Every line item was discussed to be sure we were clear what they were asking for. After learning more about it, their concerns are no longer focused on the twin school concept in our district.

3. **Design Progress** – Arrowstreet
   a. Media Center Exterior
   Arrowstreet is still working on the media center design and will be asking for more input from the librarians and staff on this. They are also still working on the cafeteria design. Both of these will be forthcoming.

   Emily Grandstaff-Rice showed renderings of the exteriors of the building. The architects are working on articulating the bus turnaround area in a way that can function as a secure play area during the day, similar to the PDB bus loop, possibly by using bollards rather than hard curbing around the space. They are also evaluating various entrances such as the preschool entry with an eye to differentiating them and making the area more interesting.

Another exterior design issue is windows, including the large windows on the gym side of the building: is there a way to make window patterns more playful in areas where classrooms are stacked? One of the variables involved with window design is the window:wall ratio and energy use; these factors are being tracked.

Emily will also circulate an analysis of softball fields for different types of uses such as fast pitch versus slow pitch.

b. Classrooms
The committee briefly reviewed the interior layout of the second and third floors prior to discussing the space allocation reimbursement analysis.

c. Space Allocation

Committee members reviewed an analysis of reimbursable space. Emily clarified the terms of net floor area (NFA), the area inside the walls of a room, versus gross floor area (GFA), which includes all the space beyond the classroom spaces, such as stairs. The analysis summarized our proposed building space by category compared with the MSBA reimbursement guidelines. Skanska and Arrowstreet estimate that the MSBA will ultimately reimburse us for 94% of the total space we are proposing.

In the core academic spaces, Emily noted that the preschool is not included in the MSBA's core classroom calculations although they will reimburse for those classrooms. The MSBA has also not included the STEAM rooms as approved spaces because the requirements for them are so new, but they will reimburse for those as well. One area under continuing negotiation with the MSBA is the small group rooms for reading, math and English language education; the MSBA considers these to be excess spaces while the district continues to maintain that they are an integral part of the core academic program. Skanska and Arrowstreet estimate that the MSBA will ultimately not reimburse the district for 1,800 sq ft of core academic space out of a total of 57,600 sq ft (97% reimbursement in this category).

In Special Education, Emily said that the MSBA might reimburse us for all of our proposed space if we can present a good case for the need. One preschool classroom, plus spaces for a psychologist and a board certified behavior analyst, have been moved into the Special Education category. Space analyses of anticipated reimbursement were done for all the various types of spaces in the building.

Emily said that the area where we have the most exposure to non-reimbursed space is administration and guidance. Because we have two sets of administrative offices, some were sized some a little smaller than MSBA guidelines and some conference room spaces were eliminated. The MSBA will cover the cost of one school's administrative space but not both. The preschool also has an administrative area. In addition to the first floor offices, there are smaller administrative spaces on each school floor.

Of the 176,835 sq ft total GFA, Skanska/Arrowstreet anticipate that 94% of will be reimbursed by the MSBA, leaving the district to fully pay for 10,069 sq ft GFA.

Mary said she hopes the MSBA will agree to cover administrative space for the preschool, recognizing the fact that most programs aren't as large as ours and don't need as much administration. Adam Klein was concerned that, if the MSBA doesn't reimburse for some preschool spaces, some residents could object to including it in the project and paying for it. We will continue to emphasize that the CHECP is an integrated preschool serving students with special needs in addition to others. We could move Joe Gibowicz's office into the special education area.

Mary also noted that we can't simply eliminate spaces. For example, the schools will need administrative spaces on the first floor when parents come in and for other administrative needs, but they need satellite offices on the school floors as well, as a base to visit classrooms and talk to students. There are five small copy rooms in the building, one in the preschool, and one at each end of the 'L' on each elementary floor; there is not a way to cut back on that number.

Peter Berry asked at what point we would be likely to get costs per square foot. Emily said that the schematic design would be set for SBC approval in a week and will then be sent to the cost estimators.

d. Systems Lifecycle Cost Analysis
Mary Brolin said that the committee would be receiving a report on systems lifecycle costs, including comparisons of build cost, maintenance costs and other information, within the upcoming week. There are several approaches to meeting the state baseline. The consultants will look at three or four school buildings of similar size to ours and show us their systems and costs so that we have a basis for comparison.

4. **Community Outreach and Communications** – Mary Brolin/Peter Light

a. June 10th Community Forum
The forum was well attended with 28 people there in addition to members of the School Committee and the SBC. Attendees represented varying ages and situations, and were generally very positive about the building. Four abutters who were there were not notably negative but they had questions about the project. A survey was taken at the forum; results will be sent out and discussed at the next meeting.

b. Boxborough Fifer's Day Booth – Sign up for shifts 12 pm to 5 pm
Mary will email the committee with a signup sheet for time slots to staff the Fifer's Day booth. We will have a 3-D model of the building and the site, as well as easels with large drawings and sample design photos. We are also creating an information sheet to distribute. Community events like these are often a good way to connect with town residents; we can go to other community events in both towns.

5. **CM at Risk versus Design-Bid-Build – Vote** – Mary Brolin

At the May 29th SBC meeting, Chuck Adam presented information comparing the two approaches to working with a builder, Construction Manager at Risk versus Design-Bid-Build. Mary asked the committee if there were any questions prior to voting on this decision; there were none.

VOTE: Bob Evans moved to select the Construction Manager at Risk approach, Gary Kushner seconded, and the motion was unanimously approved.

6. **Minutes** – Mac Reid moved, Maria Neyland seconded and the minutes of the May 29, 2019 SBC meeting were unanimously approved as written.

7. **Invoice Approval** – Maria Neyland moved, Amy Krishnamurthy seconded, Jason Cole abstained and the Arrowstreet and Skanska invoices were unanimously approved.

8. Adam Klein moved, Amy Krishnamurthy seconded and the meeting was adjourned at 7:54pm.

Respectfully submitted,
Karen Coll

Documents Used:
Minutes of the May 29, 2019 SBC Meeting
Skanska/Arrowstreet Budget Tracker and Invoice Package
Reimbursable Space Category Analysis
Reimbursable Space Summary Analysis

Next Building Committee Meetings (all in Administration Building, Room 13 unless otherwise noted):
June 26
July 10
July 24
August 14
August 28

TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone 978-929-7744
Fax 978-929-6346

Green Advisory Board

Memorandum: Acton Boxborough School Building Committee
Subject: Douglas & Gates School Building Project
Date: June 17, 2019

Dear School Building Committee,

The Town of Acton Green Advisory Board (GAB) is chartered to advise the Acton Board of Selectman (BOS) on energy and environmental issues. The GAB is concerned about the carbon footprint of our Town as a community of individuals, businesses, and schools. We will be encouraging the Town to implement a Carbon Neutrality Initiative to eliminate our collective carbon emissions. As a first step, we recently completed a Greenhouse Gas Inventory, prepared by the Cadmus and KLA, which will be available soon.

We understand that the School Building Committee is currently in the planning phases of a new Douglas-Gates Elementary Building. We recommend that the Committee take the long-term view of the energy consumed by this new building and implement the most efficient, renewable energy option available, which eliminates the use of natural gas, which is a fossil fuel. This approach would be consistent with our planned Initiative and with the sustainable policies passed by both the BOS and the Acton Boxborough Regional School Committee.

Respectfully Submitted,
The Members of the Acton Green Advisory Board

cc: Peter Berry, Selectman Liaison

6.2

ACTON LEADERSHIP GROUP
Meeting Minutes
JUNE 20, 2019
7:30 AM
ROOM 204, ACTON TOWN HALL, 472 MAIN STREET

Present: Bart Wendell, Joan Gardner, Jon Benson, Paul Murphy, Diane Baum, Christi Anderson, Roland Bourdon, John Mangiaratti, Peter Light, Steve Barrett, Marie Altieri
Absent: None

1. Opening

Meeting opened at 7:30 AM

2. Regular Business

A. _Meeting Minutes, April 2 and May 16 were accepted

3. New/Special Business

A. FY 19 Update
Peter: we are in the process of closing out the books and things are not final as yet. Monies are encumbered; there are around 20 capital projects underway and we are waiting for invoices from contractors. We expect to return 4.3%-4.5% to E&D.
John: we have 10 days left and expect to return 2-2.5%; replenish free cash $7-$800K; no snow or ice deficit; revenues are up 1%; investment income is up; DMV is flat; plan is to turn back @$2m

B. Review Multi-Year Financial Model
Steve B the model is the product we have for the warrant. We will be meeting with school staff to add FY23 to the sheet. So far we have taxed to the full extent; have $1.3m in reserves. We will be moving forward with borrowing.
We will be showing the tax levy capacity, deficit and SF tax bill. We will have a draft for the next meeting.

C. School Building Update
Peter: we are on schedule; meeting with the full MSBA board; taking their recommendations for the schematic designs; working on refining the designs throughout the summer; developing cost estimates.
We will meet with the MSBA at the end of October when we will be given the percentage of the reimbursements. So far we have gotten two extra bonus points for the sustainability plans. The effective rate is approximately 49%. We are working on the cost cycles of the mechanical systems and going over the plans to find those areas that are not reimbursable. The biggest numbers are in the pre-school area. We are chipping away at small areas cutting

100-1000square feet. We have the problem of two administration areas for the two schools where only one is reimbursable.
Jon: what's the cost now?
Peter: $120-$130m. Many things go into the reimbursement calculation including socio-economic ones. We know there is a hard cap of 8% on site work. Since we have to demolish two buildings, where there are some hazardous materials, we will exceed that 8%.
We don't know what the reimbursement will be; we are using conservative numbers of 35-40%
Jon suggested that the project not cut corners that will cost more in the future but "to do it right the first time."
Peter: we want to do it right and there are a lot of eyes looking at the project.
Marie: Acton's share will be in the $68-$72m range which would be an estimate of $658-$858/ average SFT.
Marie: with the December dates for the STM and ballot, we expect to start next spring.

D. Capital Stabilization Fund
Peter: Both towns received notice that the region was to fund the stabilization fund and they both waived the 45 day period for a STM. One million has been put into the fund. It will be used for unforeseen capital emergencies

E. Discussion on Special Town Meeting and Special Election
There was a general discussion on the need to start a focused information campaign for these events. Jon suggested that a ballot committee be formed and Paul agreed that he would help. This committee will be outside the selectmen, regional school and ALG. There was agreement that there needed to be coordinated communication.
The STM may also have articles that will deal with debt exclusion for the North Acton fire station and the debt for the construction costs for Minuteman Tech.
Since time is short it was also agreed that the ALG will continue to meet during the summer months. After a discussion around possible meeting dates and who would be available, it was agreed to meet on July 31 at 6:30 PM and keep the August 29th date at 7:30 AM.
There was also discussion on whether to have someone from Minuteman talk about the debt and there was a tentative agreement for the schools' rep, Pam Nourse, to come for a short, 10 minute discussion.

F. Public Comment
John Petersen suggested that the out years [of the model] also include the long term debt. He also suggested that there might be consideration given to help the operating budget by lessening the OPEB expenses and thus help keep the tax rate lower.
Marie suggested that a bonding chart would be prepared for the August meeting.
Bart directed that it be added to the agenda.
Mr. Kadelc suggested that the actuals for FY 18 be added to the model and he agreed that the bonding chart would be helpful.

4. Adjournment

Adjourned 8:40; Next meeting July 31, 6:30 PM

Documents and Exhibits Used During this Meeting

- Meeting Agenda
- Draft Minutes from April 2 and May 16
- Multi-Year Financial Model
- Draft Schedule for Upcoming Meetings

Meeting Notes
Acton Leadership Group
May 16, 2019 7:30 AM
Acton Town Hall – Room 204

Present: Bart Wendell, facilitator, Joan Gardner and Jon Benson, Board of Selectmen; Christi Andersen, Finance Committee; Diane Baum and Paul Murphy, Regional School Committee; John Mangiaratti, Peter Light, Marie Altieri, and Steve Barrett, Staff.

Audience: Charlie Kadlec, Jim Snyder-Grant, Brian McMullen (Staff)

Handouts at the Meeting: ALG Charter and Ground Rules (Revised 6.12); Standard and Poor's Long Term Credit Outlook for Town of Acton GO; Acton Multi-Year Financial Model dated February 28, 2019

Regular Business

1. Review of Charter and Ground Rules

After explaining the history of the Ground Rules, Bart Wendell asked for suggestions to update or change the FY19 version. John Mangiaratti suggested removing **bullet four** because it's meaning is unclear. Marie Altieri said the language referred to decisions from old meetings and agreed it should be removed.

Budget Proposal: Magiaratti suggested changes in the language for the item as follows: A gross allocation budget and funding mechanism agreement to propose and support within the Boards. Altieri asked that the words after "Boards" be removed.

Quorum: Christi Andersen indicated the words,"exclusive of FinCom staff" be added.

Weather Cancellations: Altieri asked that the reference from Acton Public Schools be changed.

The group agreed to the revisions and adopted the Ground Rules as revised.

New/Special Business

2. FY19 Update

Town (Mangiaratti): Working on replenishment of reserves; 2% should yield $700-$800 thousand; Snow and Ice look favorable; additional revenues from fees for permitting for more construction at Insulet; Motor Vehicle Excise Tax flat; the plan is to turn back about $2 million to respond to concerns of rating agencies.

Schools (Light): Quarter 3 update is consistent with expectations; aiming for a $1.5 million turnback for the year. There are two major variances: income improved by $500K as earnings income was better than expected; SPED transportation increased slightly. Information on the capital plan is on the website; called attention to the Stabilization fund allocating process.

3. Review of Standard & Poor's Long Term Credit Outlook

Steve Barrett explained that the S&P call was similar to the Moody's call last fall. The Triple A rating is fine but there are aspects of the ALG process the rating agencies do not understand. He emphasized that the agencies do not want to see the Town's reserves go down any further. The staff is committed to retaining the triple A rating.

4. Review of Multi-Year Financial Model

A general discussion of the model included the following points:

> Barrett: Model is updated by staff the Friday before a meeting; FY 21 assumes full 2.5 percent allowable tax increase – there is no unused levy capacity.
> Wendell: the term model is traditional
> Murphy: attempt to create as good a crystal ball as possible
> Altieri: front sheet is distributed for this meeting, there are multiple sheets in the workbook including changes, reserves, tax levy and local receipts.

In response to a question from Jon Benson about reserves, it was explained that the actual revenues have exceeded projections for approximately ten years and that FY19 replenishment will ne "normalized." Total school and town reserves in various accounts are approximately $9 million.

In response to a request about turnback history from Andersen, Barrett commented on the flexibility of the town's bottom line budget authority as helping build turnbacks. The last operating overrides were passed in 2003-2005 timeframe.

Mangiaratti reminded the group that there are three capital projects in the model: the new twin school, the fire station and the Minuteman School debt which currently is not excluded. The fire station is in the design process with the concept expected in July and construction numbers in the fall.

5. School Building Update

Light reported that the School Building design is on schedule; MSBA will make a site visit in June and the project will move through feasibility into the schematic design. At the end of October, the final reimbursement numbers will be available; the effective rate is running between 25 and 35 percent.

There is a Bond Exploration subcommittee formed by the School Committee to prepare to accommodate the MSBA reimbursement when it is locked.

Wendell reminded the group that in the past, ALG has determined that August has been the deadline to determine whether to support an override.

Benson reported the Board of Selectmen has agreed to a Special Town Meeting on December 10 and a Special Election for a ballot confirmation on December 17.

6. Public Comment: None

7. Housekeeping

The group agreed to continue to meet at 7:30 am with a definite stop time of 9:00 am.
The Town Manager will create a tentative schedule for the remainder of the year.
The timeline for tasks will be developed by Steve Barrett and Marie Altieri
It was noted that the School Committee reps may change in July.
Summer Meetings will be June 20 and August 29.

Meeting Adjourned at 8:55 am.

Submitted by Pat Clifford on behalf of Ann Chang

ALG Minutes, April 2, 2019; AB Regional HS, 36 Charter Road, Room 106E; 6:15PM

Present: Katie Green & Joan Gardner, BoS; Diane Baum & Paul Murphy, SC; Jason Cole, FC; John Mangiaratti, Peter Light & Marie Altieri , staff; Steve Barrett, finance director, came in later. Absent: Roland Bourdron

Additional documents: Draft February 28 minutes & Open Meeting law complaint form of March 23

In lieu of a facilitator, Town Manager John Mangiaratti guided the discussion

Minutes were Ok'd with corrections

Katie Green recommended that the Town manager and Town Counsel be tasked with the formal answer to the OML complaint. The recommendation was accepted.

The discussion centered on the delay of two days in the OML request and the question of 10 business days vs. 10 days.

There was some confusion in the as to whether the complaint was for an OML violation or a request for records which is different from the former. It was noted that the complaints seem to be a cut and paste job and that the response should include a statement on the differences. Concerns were expressed that the OML is being used for complaints that are not covered under the OML.

Katie pointed out that on March 6th at 1:41 there was a "Public records request" and the response should note that.

There was agreement on the points for the reply.

Meeting adjourned at 6:30 PM

Next meeting will be May 16, 7:30 AM in room 204, Acton Town Hall

Ann Chang

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

Sargent Memorial Library
427 Massachusetts Avenue
Boxborough, MA

July 16, 2019
5:00 p.m. Gathering 5:45 Call to Order

Members Present:	Diane Baum, Michael Bo (7:15 pm), Ginny Kremer (7:50 pm), Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy (left 5:55, returned 6:15pm), John Petersen, Nora Shine, Angie Tso
Members Absent:	Adam Klein
Others:	Tony Bent, Ed.D., Peter Light, Beth Petr

1. **Gathering/Light Dinner**

2. **Welcome and Purpose of the Workshop** – *Diane Baum and Tessa McKinley*
Chairperson Diane Baum called the ABRSC to order at 5:45 and introduced Tony Bent. Tony reviewed the agenda reminding the Committee that "There's no 'I' in team." and that is why leadership is so important.

3. **The Leadership Hourglass**
   - Agreements/Disagreements/Questions
   - What is your Story? What brought you to the school committee?

   Building culture is the most important part of leadership, followed by building capacity. Members identified and discussed pieces of the Hourglass that were important to them. There were several interpretations of what "Saying yes as often as possible." means. It can mean saying "no" to a request but asking for more information that could lead to "yes" eventually. Tony highly recommended Brene Brown's book, Dare to Lead.

   Members shared their stories about how and why they came to be on the Committee School. Many, including veteran members, gained new insight into their colleagues.

4. **What Google Learned from Its Quest to Build the Perfect Team: New research reveals surprising truths about why some work groups thrive and others falter**

   National School Boards Association Public Advocacy: Communications 101 – Advice for new School Board Members
   Tony provided the Google article for background and additional context, but it was very interesting to the group. Members considered the points that high performing teams are about everyone informally having the same amount of time to speak during meetings, as well as the critical importance of members feeling psychologically safe so they do not feel the need to "armor up" during discussions. Members who are good at intuitively knowing how others feel based on their tone of voice, expressions and other nonverbal cues ("social sensitivity") also add to good teams. They know how to listen and are sensitive to fellow members' feelings and needs.

   Members shared their own experiences of being on the School Committee. Psychological safety can be very difficult when meetings are televised and social media scrutinizes an issue or a member's comment. When asked, "How do you handle it?", members suggested:
   - Stay centered and stick to your core - remember that it is all for the kids.
   - As long as we are tasked with being on the Committee, that is what is most important.

- Remember what we're doing and why we are doing it. If you know what you are doing is the right thing, you can weather the storm.
- Be gentle. Don't put on the armor and end up numb.
- Reaffirm each other. When a member is under siege, support them as a fellow member.

A key piece of teamwork is that no one person has the corner on wisdom and knowledge. You might be wrong. Listen more than opining on topics. Once a decision is made, it must be the will of the committee and members have to move on. It's ok to not have unanimous decisions all the time. The Committee should not be a rubberstamp for the superintendent. There are 12 members on our School Committee – 11 elected members and then the group's decision.

School Committee members are not responsible for fixing all of people's problems. It is crucial to refer people to the appropriate staff member(s). The Parent Communication Map is key. Becoming a member changes how others see you. If you are speaking with staff about your own child, start by saying, "I am here as a parent." Be very careful because words can be misinterpreted. Be very cautious about social media because individually, you are not the committee. You do not want to create the impression that you are speaking for the School Committee

The Committee discussed how to handle difficult inquiries and being sure that all the facts are known in order to make an informed decision or comment. Remember that for the parent, this is the first time they are going through something, even though as a committee member, you may have heard an issue many times. You should acknowledge that you hear the person and then tell them the limitations of what you can do.

Peter Light recommended Difficult Conversations by Stone, Patton and Heen. They advise to address the emotions, then the facts. Everyone brings their own lens to a situation and you can't get to the facts without understanding this. Keep talking with and listening to the other person until you see each other's perspective.

5. **Characteristics of Effective School Committees**
   - THE BIG THREE: POLICY, BUDGET, SUPERINTENDENT
   - The "Wild West"
   - Center for Public Education: *Characteristics of Effective School Boards*

   The School Committee is the Board of Directors of the School District. Coming to consensus is harder with a large committee like we have. Filters must be used to establish priorities for what is an urgent item vs an important item.

6. **Continuing Team Development**
   - What is working well? What do you have to recognize and celebrate?
   - What are the areas for further improvement (e.g., team functioning, relationship building, and effectiveness?)
   - School Committee Goals: Focused discussion

   Peter plans to meet with individual members over the summer and set up small group meetings during the year. Members were also encouraged to talk outside of the meetings and get to know each other better as individuals.

   Members did the Characteristics of Effective School Boards ranking with very interesting results to Tony. He felt that on a number of questions, members were tough on themselves, or had significantly varying rankings on items. He urged the group to meet at another time to discuss these findings. He thought there would be more 4 or 5 ratings.

7. **Summary Comments**
   - Change and Commitment

- Next Steps?

Peter gave the Cambridge website as a good example of how to begin to use data more effectively. They picked five areas of data that their district will watch this year. This is in an effort to focus and avoid "paralysis through analysis". Tony agreed, adding that School Committee members and administrators can never lose sight of the big picture and the need for them to help students become "humans with more humanity".

Members wanted to:

- Spend more time listening to the diverse ideas of each other and where they're coming from.
- Build better relationships/friendships with members so they can be more supportive. This could include small gatherings or just a cup of coffee.
- Be more engaged.
- Be gentle on themselves and others
- Shift to sharing ideas in a more extroverted way
- Read everything to learn more about what is going on particularly as a new member
- Be more proactive and elaborate more about the reasoning of points being made.
- Pay more attention to what we want our schools to be doing
- Learn more about how the committee works together because they work better when they understand each other.

Due to a shortage of time, the protocols were not discussed but most members re-signed the document that they created last year. John Petersen asked that in the next discussion the School Committee embrace more of the totality of the communities that members represent.

The Superintendent made a few announcements. Members were invited to the November 5 Professional Learning Day. Meetings with members, including some with Chair Tessa McKinley, will be scheduled this summer and fall. Peter will offer a day or two of school tours as they did last fall for anyone who wants to go as a group. There was possible interest in a follow up workshop. Peter shared a draft page of the upcoming new newsletter page that will go out mid-August. This will be followed by quarterly newsletters, and monthly community coffees with Tessa. Lastly, Peter noted that Acton TV has agreed to cover the significant cost of the new audio equipment that will be installed in the Administration Building Auditorium. It is anticipated that School Committee meetings will start being held there regularly in October.

8. Statement of Warrants and Approval of Minutes of 6/13/19

John Petersen moved, Paul Murphy seconded and the minutes of June 13, 2019 were unanimously approved. The warrants were read by the Chair and signed by Committee members.

Angie Tso asked for clarification of how members were assigned to subcommittees for the new school year. This will be on the next meeting agenda.

Paul Murphy moved, Amy Krishnamurthy seconded and it was unanimously voted to adjourn the ABRSC at 9:25 pm.

Respectfully submitted,
Beth Petr

List of Documents used:

- Agenda
- Humanistic View of Leadership: Building Capacity Working Through Others, Managing Environments
- What Google Learned from its Quest to Build the Perfect Team

- NSBA: Public Advocacy: Communications 101
- ABRSD Operating Protocols, voted 9/20/18
- ABRSD Parent Communication Map
- Warrants
- Draft minutes of June 13, 2019

Suggested Reading:

- Dare to Lead by Brene Brown
- Difficult Conversations: How to Discuss What Matters Most by D. Stone, B. Patton, S. Heen
- Meetings Matter: 8 Powerful Strategies for Remarkable Conversations by Paul Axtell

NEXT MEETINGS:

- ABRSC Meeting, August 6 at 7:00 p.m. in the Jr High Library
- ABRSC Meeting, September 5 at 7:00 p.m. in the Jr High Library
- ABRSC Executive Session Meeting re Negotiations, September 9 at 7:00 pm

2019-2020 Acton-Boxborough Regional School District

B.

Junior High and High School Schedule

SCHOOLS OPEN

Wednesday August 28, 2019

*With the exception of

8th, 10th, 11th, & 12th graders, who start on Thursday August 29, 2019

JUNIOR HIGH: 8:00-2:36 p.m.
HIGH SCHOOL: 8:00-2:47 p.m.
Early Dismissal: RJ Grey: 11:10 a.m. High School: 11:22 a.m.

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Elementary School Schedule

SCHOOLS OPEN

Wednesday August 28, 2019

All-Day K and Grades 1-6:
8:50-a.m. – 3:20 p.m.
(Thursdays – 12:50 p.m. dismissal)
Half Day Kindergarten
AM Session: 8:50 a.m. – 11:50 noon
(Thursday Schedule 8:50 a.m. – 12:50 p.m.)

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Carol Huebner Early Childhood Programs Schedule

SCHOOLS OPEN: **Tuesday September 3, 2019**

Monday - Thursday
Morning Session 8:30 - 11:15 AM
Afternoon Session 12:15 - 3:00 PM
All-Day Session 8:30 - 3:00 PM

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Elementary School Lunch Price: $2.75
Junior High/ High School Price: $2.75
Lunch, includes fruit, vegetable, milk
Milk only: $.50
For more information, see the Food services website at:
https://www.abschools.org/district/food_services

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***** Direct Phone Numbers *****

Blanchard: 978-263-4569
Douglas: 978-266-2560
McCarthy-Towne: 978-264-3377
All other schools: 978-264-4700
Conant: 978-266-2550
Gates: 978-266-2570
Merriam: 978-264-3371

Rev: 7.31.19

Open House Dates - Fall 2019 *1/23/19*

Blanchard	September 24 6:00-8:00pm
Conant	September 23 7:00-8:00pm - Grades 4 – 6 September 24 7:00-8:00pm - Grades K - 3
Douglas	September 10 6:00-6:45pm - Grades 3 & 4 7:00-7:45pm - Grades 5 & 6 September 17 6:00-6:45pm - All Kindergartens 7:00-7:45 pm - Grades 1& 2
Gates	September 23 6:00-6:45pm – Grade 6 7:00-7:45pm – All Kindergartens & Grade 3 September 24 6:00-6:45pm – Grades 2 & 4 7:00-7:45pm – Grades 1 & 5
McCarthy-Towne	September 11 6:00pm – 8:00pm
Merriam	September 24 6:00pm - Kindergarten 7:00pm - Grades 1 - 6
Junior High	September 26 7:00pm – 8:45pm
High School	October 10 6:50pm – 9:05pm

Acton-Boxborough Regional School District

SCHOOL CALENDAR, 2019-2020

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

Sept.	M	T	W	T	F	
	26	27	28	29	**30**	Teachers' meetings – Aug 26 & 27
	2	3	4	5	6	Schools Open – Aug 28
	9	10	11	12	13	No School – Fri, Aug 30
	16	17	18	19	20	Labor Day – Sept 2
	23	24	25	26	27	Rosh Hashanah – Sept 30
	30					School Days - 21

Oct.	M	T	W	T	F	
		1	2	3	4	Yom Kippur - Oct 9
	7	8	**9**	10	11	Columbus Day – Oct 14
	14	15	16	17	18	**7-12 Early Release for Prof L. – Oct 3
	21	22	23	24	25	
	28	29	30	31		School Days – 21

Nov.	M	T	W	T	F	
					1	Professional Day – Nov 5
	4	**5**	6	7	8	HS Early Release – Nov 8
	11	12	13	14	15	Veterans Day – Nov 11
	18	19	20	21	22	Early Release Day – Nov 27
	25	26	27	**28**	**29**	Thanksgiving Recess – Nov 28 & 29
						School Days - 17

Dec.	M	T	W	T	F	
	2	3	4	5	6	Jr High Early Release Confs– Dec 12 & 17
	9	10	11	12	13	Winter Recess - Dec. 23 – Jan 1
	16	17	18	19	20	School Days - 15
	23	**24**	**25**	**26**	**27**	

Jan.	M	T	W	T	F	
	30	**31**	**1**	2	3	Schools Open - Jan 2
	6	7	8	9	10	HS & JH Early Release – Jan 10
	13	14	15	16	17	Martin Luther King Day - Jan 20
	20	21	22	23	24	
	27	28	29	30	31	School Days - 21

Feb.	M	T	W	T	F	
	3	4	5	6	7	**7-12 Early Release for Prof L. – Feb 6
	10	11	12	13	14	Presidents' Day - Feb 17
	17	**18**	**19**	**20**	**21**	Winter Recess - Feb 17-21
	24	25	26	27	**28**	School Days – 15

Mar.	M	T	W	T	F	
	2	3	4	5	6	HS Late Start **only for students NOT**
	9	10	11	12	13	**taking MCAS** – Mar 24 and 25
	16	17	18	19	20	HS Early Release – Mar 19
	23	24	25	26	27	School Days - 22
	30	31				

Apr.	M	T	W	T	F	
			1	2	3	Good Friday – Apr 10
	6	7	8	9	**10**	Patriots Day – Apr 20
	13	14	15	16	17	Spring Recess - Apr 20-24
	20	**21**	**22**	**23**	**24**	**7-12 Early Release for Prof L. – Apr 2
	27	28	29	30		School Days - 16

May	M	T	W	T	F	
					1	HS Late Start **only for students NOT**
	4	5	6	7	8	**taking MCAS**- May 19 and 20
	11	12	13	14	15	Memorial Day - May 25
	18	19	20	21	22	School Days - 20
	25	26	27	28	29	

June	M	T	W	T	F	
	1	2	3	4	5	Graduation – June 5
	8	9	10	11	12	Last day/Early Release– June 16 (180 days)
	15	16	17	18	19	Last day if 5 snow days– June 23 (185 days)
	22	23	24	25	26	*School could be extended to June 30 if >5 days
	29	30				School Days – 12
						Total Days = 180

Some major religious and cultural holidays are found on page 2 and underlined here.

** Professional Learning for JH/HS Staff - Early Dismissal, date to be determined

No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at http://abschools.org

Acton Town Meeting begins April 6, 2020. Boxborough Meeting begins May 11, 2020.

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

Voted by School Committee 12/13/18, Secondary Schools Early Dismissal Times & HS Start Time revised, 1/10/20 HS Early Dismissal added 7/31/19

Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2019-2020

Major Religious and Cultural Holidays
(some are school days, some are not)

August 10 -11	Eid al-Adha
September 30 - Oct 1	Rosh Hashanah
October 9	Yom Kippur
October 27	Diwali
December 22 - 30	Chanuka
December 25	Christmas
December 26 - Jan 1	Kwanzaa
January 25	Lunar New Year
April 10	Good Friday
April 8 - 16	Passover
April 12	Easter
April 23 – May 23	Ramadan
May 24	Eid al-Fitr

The observance of both Jewish and Muslim holidays begins at sundown of the preceding day. Please see policy IMD (School Ceremonies and Religious Holiday Observances) and policy ACD (Acknowledging Religious Holidays) on the school website for more information at: http://www.abschools.org/school-committee/policies

2019 - 2020 School Start Times

Carol Huebner Early Childhood Programs:
Monday – Thursday
Morning Session 8:30 – 11:15 am
Afternoon Session 12:15 – 3:00 pm
All-Day Session 8:30 am – 3:00 pm

All Elementary Schools:
8:50 am – 3:20 pm
Thursdays 12:50 pm dismissal

Secondary Schools:
AB Regional High School 8:00 am – 2:47 pm
High School early dismissal 11:22 am

R.J. Grey Junior High School 8:00 am – 2:36 pm
Junior High early dismissal 11:10 am

Direct School Phone Numbers:

Blanchard:	978-263-4569
Conant:	978-266-2550
Douglas:	978-266-2560
Gates:	978-266-2570
McCarthy-Towne:	978-264-3377
Merriam:	978-264-3371
All Other Schools:	978-264-4700

Voted by School Committee 12/13/18, Secondary Schools Early Dismissal Times & HS Start Time revised, 1/10/20 HS Early Dismissal added 7/31/19

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETINGS
2019-2020

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

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Annual Workshop: Tuesday, July 16 at 5:00 p.m.
Summer Business Meeting: Tuesday, August 6 at 7:00 p.m.

September 5
September 19

October 3
October 17

November 5 - Tuesday *(MASC Annual Meeting is Nov 6-9)*
November 21

December 5
December 19

January 9
January 25 (Sat) **School Committee Budget Saturday**
(Preliminary Budget must be prepared at least 20 days prior to final Budget Adoption.)

February 6 **Open Budget Hearing** - required by law
(Final Budget must be adopted not later than 45 days prior to start of Acton Town Meeting, 4/6/2020 . 45 days =)
February 13

March 5
March 19

April 2
April 16

May 7
May 21

June 11
June 18

Note: Acton Town Meeting begins April 6, 2020. Boxborough Town Meeting begins May 11, 2020.

Acton-Boxborough Regional School District
16 Charter Road Acton, MA 01720
978-264-4700 x 3209 fax: 978-264-3340
www.abschools.org

Marie Altieri
Deputy Superintendent

To: Jim Kirkman, ABSAF President
Linda Ahern, ABSAF Past-President
From: Peter Light and Marie Altieri
Date: 7/1/2019
Re: ABSAF Support for FY'20

Thank you very much for ABSAF's donation of $70,000 for the 2019-2020 school year. We are so grateful for the Acton Boxborough Student Activity Fund's continued support of our students and programs. This funding is in addition to the $50,000 donation from ABSAF and Middlesex Bank which is being used to replace the theatre curtains at the high school and to purchase a new scoreboard for the high school fieldhouse gym. Both of these items are set to be installed this summer. These donations are significant, and they will be extremely helpful in funding the many extra-curricular activities in which Acton-Boxborough's students participate.

Below is a breakdown of the 2019-2020 plan for the use of the ABSAF gift funds:

FY '20 High School Student Activities Stipends	$12,000
FY '20 Junior High Student Activities Stipends	$ 5,000
FY '20 Interscholastic Athletics	$41,000
FY '20 Performing Arts	$ 3,000
FY '20 Proscenium Circus – High School	$9,000
SUB-TOTAL:	**$70,000**

Cc: Larry Dorey
Andrew Shen
Steve Martin
George Arsenault
David Verdolino
Jessica Harms

Beth Petr <bpetr@abschools.org>

This Month in the Division of Open Government

1 message

Attorney General's Division of Open Government <OpenMeeting@state.ma.us> Wed, Jul 31, 2019 at 9:20 AM
Reply-To: Attorney General's Division of Open Government <OpenMeeting@state.ma.us>
To: bpetr@abschools.org

View this email in your browser

This Month in the Division of Open Government July 2019

Good morning,

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

Included in this month's edition:

- Updated Complaint Form
- Training Opportunities
- Guidance Spotlight: Unanticipated Topics and Amending Meeting Notices

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

As always, you are welcome to contact us at (617) 963-2540 or

OpenMeeting@State.MA.US with any Open Meeting Law questions.

In partnership,

The Attorney General's Division of Open Government

Updated Complaint Form

We have updated the instructions on the first page of our Open Meeting Law Complaint form. **The process for filing and responding to an Open Meeting Law Complaint has not changed,** but our instructions sheet now contains additional details. If you provide copies of the Open Meeting Law Complaint form to members of your community, or if you are planning to file a complaint, please download the updated version of our form, located here: https://www.mass.gov/files/documents/2019/07/15/OML%20Complaint%20Form%202019.pdf.

Training Opportunities

Upcoming Open Meeting Law Regional Trainings

Wednesday, September 25, 2019
Where: Somerset Public Library, Captain's Community Room
1464 County Street, Somerset, MA 02726
Time: 5:30PM – 7:30PM

Wednesday, November 20, 2019
Where: Southborough Senior Center
9 Cordaville Road, Southborough, MA 01772
Time: 5:30PM – 7:30PM

We are in the process of finalizing dates and locations for additional fall 2019 regional trainings. Please check our training website in the next few weeks for details!

Upcoming Open Meeting Law Webinar Trainings

Monday, August 12, 2019: 12:30pm - 2:00pm

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

Unable to make it to a webinar or regional training?

Training videos, which feature the same content as live trainings, are available on our website. Visit: https://www.mass.gov/service-details/open-meeting-law-training-videos.

Guidance Spotlight: Unanticipated Topics and Amending Meeting Notices

We have received many inquiries about how public bodies can address topics that come up at the last minute, and when they should or must post amended meeting notices. This month, we discuss the Open Meeting Law's requirements under these circumstances.

Does a public body always have to post notice before holding a meeting?

Except in an emergency, a public body must post notice of every meeting "at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays," and must include a "listing of topics that the chair reasonably anticipates will be discussed at the meeting." G.L. c. 30A, § 20(b). Public bodies do not have to post notice 48 hours before an emergency meeting. An emergency is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action. An example of an emergency is a water main break or a flood, something that requires a public body to immediately take action and usually includes public health or safety issues. A forgotten deadline or scheduling conflicts among members generally will not constitute a valid basis for an emergency meeting. If a public body holds an emergency meeting, the public body must post notice as soon as reasonably possible prior to that meeting.

Can a public body amend a meeting notice if the meeting is still more than 48 hours away?

Yes, meeting notices may be amended freely up until 48 hours in advance, to add topics that were unanticipated at the time of original posting as well as topics that were previously anticipated but mistakenly omitted from the original notice. Meeting notices also may be amended more than 48 hours in advance of a meeting to add additional detail. Meeting notices that are amended more than 48 hours in advance of a meeting should identify the notice as an amended notice and must include the date and time the amended notice is posted, but need not include the date and time the original notice had been posted.

Can a public body amend a meeting notice less than 48 hours before a meeting?

A public body may amend a notice less than 48 hours before a meeting to add a previously unanticipated topic. If a meeting topic arises after the meeting notice is posted, the public body is encouraged to amend its meeting notice to provide the public with as much notice as possible of the topics be discussed during a meeting. When amending a meeting notice less than 48 hours prior to a meeting, the meeting notice must be identified as an amended notice and must conspicuously state both the date and time that the amended meeting notice was posted as well as the date and time the original notice was posted. When possible, the Attorney General encourages public bodies to postpone discussion and action on topics that are controversial or of significant interest to the public until a subsequent meeting rather than amend a meeting notice on short notice.

Can a public body discuss a new topic that was not listed in the meeting notice if it comes up at a meeting?

Yes, if it is a topic that the chair did not reasonably anticipate before the meeting, the public body may discuss it when it spontaneously arises at the meeting. However, although a public body may consider a topic that was not listed in the meeting notice if unanticipated, the Attorney General again strongly encourages public bodies to postpone discussion and action on topics that are controversial or of significant interest to the public if those topics were not listed in the meeting notice.

Recent Determinations about Unanticipated Topics and Amending Meeting Notices:

- OML 2019-70 Fall River Redevelopment Authority
- OML 2019-24 Stoughton Board of Selectmen

- OML 2018-119 Leominster City Council

Our recent determinations addressing unanticipated topics and amending meeting notices, along with all of our other determinations, can be found on our website at:

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

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

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You are receiving this email because you have expressed interest in receiving updates from the Division of Open Government and/or your constituencies work with the Open Meeting Law.

Our mailing address is:
Massachusetts Attorney General's Office
Division of Open Government
1 Ashburton Place, 20th Floor
Boston, MA 02108

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