



Acton-Boxborough Regional School Committee Meeting

February 3, 2022

6:30 p.m. Executive Session
7:00 p.m. Open Meeting

This will be a zoom webinar

to view only: <https://www.youtube.com/actontv1>

To preregister for Public Comment (required 24 hours prior to start of meeting):
https://abschools.zoom.us/webinar/register/WN_B6qIo_3PQb-Af-AV-iDs3A

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
MEETING AGENDA

Virtual Public Meeting

February 3, 2022

To view the meeting (no participation): <https://www.youtube.com/actontv1> 6:30 p.m. Executive Session
7:00 p.m. Return to Open Meeting

To preregister for Public Comment (required 24 hours prior to start of meeting):

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CALL TO ORDER (6:30)

EXECUTIVE SESSION

An Executive Session is to be convened under MGL Ch 30A, 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.

RETURN TO OPEN MEETING (7:00 (approximately))

- a. Chairperson's Welcome - *Adam Klein*
- b. ABRHS Student Representatives Update
- c. Public Participation
- d. Superintendent's Update - *Peter Light*

ONGOING BUSINESS

- e. Budget - *Peter Light, Dave Verdolino (addendum)*
 - i. FY22 Q2 Financial Update
 - ii. FY23 Superintendent's Recommended Budget #2A
 1. ALG Update (2/3/22)
- f. Subcommittee and Member Reports
 - i. Policy - *Nora Shine*
 1. NEW: Social Media, File: IJNDD - First Read
 - a. Draft procedures, File: IJNDD-R
 - ii. Approval of ABRSC Meeting Minutes of 1/13/22 and 1/27/22 (*addendum*)

FYI

- Acton 2022 Annual Town Election Deadlines
- Boxborough 2022 Election/Town Meeting Calendar
- Student Enrollment 2/1/22
- NEXT Community Coffee: Wednesday, February 9 at 8:30 a.m. via zoom

ADJOURN

NEXT ABRSC MEETINGS: FY23 Detailed Budget Meeting on February 17 at 6:00 p.m.
FY23 Open Budget Hearing on March 3 at 7:00 p.m.

Posted on 1/31/22 at 4:45 p.m.

Acton-Boxborough Regional School District

FY2022 Budget Q2 Update - OVERVIEW

Presentation to SC February 3, 2022

<u>FY2022 Projected Financial Results -</u>		<u>Projected Variance at Y/E</u>
Budgeted FY2022 Revenues	\$98,124,222	
Projected FY2022 Revenues (per summary)	98,348,727	224,505
Budgeted FY2022 Expenditures (Total Appropriation)	\$99,719,222	
Projected FY2022 Expenditures (per summary)	99,729,517	(10,295)
Projected Estimated Budget Surplus		\$ 224,505
Projected Estimated Budget Surplus (per Q1 Report)		\$ 200,593

<u>FY2021 E&D Reserve Analysis -</u>		<u>Fund Balance</u>
Certified E&D Balance, July 1, 2020		\$ 3,429,832 3.44%
Net Turnback/Certification Adjustments	TBD	
Budgeted Use for FY2022 Assessments	\$ (1,245,000)	
Projected E&D Balance, July 1, 2021 (Estimated*)		\$3,245,000 tbd %
* - Official DOR Certification of July 1, 2021 E&D is still pending		

Acton-Boxborough Regional School District							
FY2022 Budget Q2 Update - Revenue by Type							
Presentation to SC February 3, 2022							
Source: Munis Year-to-Date Budget Report through (12/31/2021)							
				(B)		(P)	(P) - (B)
	FY2021	FY2021	FY2022	FY2022	FY2022	FY2022	PROJECTED
ACCOUNT DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL YTD	PROJECTED		VARIANCE
STATE AID -							
Foundation Aid (Chapter 70)	15,345,811	15,157,590	15,341,311	7,669,452	15,338,911		(2,400)
Regional Transportation (Chapter 71)	2,097,225	2,447,502	1,930,403	0	2,230,169		299,766
Charter School Reimbursement Aid	50,000	198,443	100,000	63,434	106,794		6,794
REGIONAL ASSESSMENTS -							
Acton (FY21 - 84.40%; FY22 - 84.19%)	65,584,049	65,584,049	67,534,818	33,771,966	67,534,818		-
Boxborough (FY21 - 15.60%; FY22 - 15.81%)	12,123,116	12,123,116	12,685,190	6,338,040	12,685,190		-
OTHER REVENUES -							
Medicaid Reimbursement	250,000	164,351	250,000	29,435	389,837		139,837
Earnings on Investments	300,000	149,431	265,000	20,132	49,431		(215,569)
Rental Income	7,500	0	7,500	0	0		(7,500)
Miscellaneous - Operations	10,000	13,577	10,000	220,925	13,577		3,577
Revenue Total	95,767,701	95,838,059	98,124,222	48,113,384	98,348,727		224,505
% of FY Budget		100.1%		49.0%			0.2%
APPROPRIATED FROM E&D	\$ 1,145,000	\$ 1,145,000	\$ 1,245,000				
OTHER RESERVE USAGE		\$ (200,000)	\$ 350,000				
Total Budget Sources	\$ 96,912,701	\$ 96,783,060	\$ 99,719,222		Variance per Q1	\$ 184,668	
			FY22 Appropriation				
Notes re Items of significance -							
Chapter 70 (Foundation Aid)	Minimum Aid (\$30 pp), which was not provided in FY21, resumed in FY22.						
Chapter 71 (Regional Trans Aid)	Based on Cherry Sheet estimate; the final amount is not determined until June (or later).						
Charter Reimbursement	Based on Cherry Sheet estimate; the final amount is not expected to be determined until later in FY22.						
Medicaid Reimbursement	Reflects additional Covid relief funding for some eligible services provided from January 1, 2020, per Massachusetts EOHHS.						
Earnings on Investments	Interest rates plummeted in FY21; FY22 projection reflects year-to-date trend.						
Miscellaneous - Operations	Includes extraordinary E-rate reimbursement and Emergency Sick Leave recoveries; to be transferred to offset expenditures at year-end.						
OTHER RESERVE USAGE	Represents \$200K (transferred in FY21 from Chapter 71 Aid revenue) plus \$150K (from Capital Stabilization fund balance).						

ADMIN BUDGET / Character Description	2021 Final Budget	2021 Final Actual	2022 Final Budget	2022 YTD Exp (Q2)	2022 YTD Exp % by Admin	2022 Balance Available	2022 Projected Y/E Balance			
SUPERINTENDENT/SCHOOL COMM.										
34 - Other, Legal Service	50,000	47,536	50,000	19,286		30,714				
35 - Other, Admin Supplies	57,250	47,566	49,500	46,056		3,444				
40 - Other, Travel / Conferences	-	1,349	33,600	95,116		(61,516)				
TOTAL SUPERINTENDENT (01)	107,250	96,451	133,100	160,458	121%	(27,358)	-		< potential ARPA	
CURRICULUM & INSTRUCTION										
12 - Salaries, Substitutes - Instructional	10,000	-	5,000	-		5,000				
14 - Stipends, Curriculum & Instruction	135,000	113,093	119,000	51,725		67,275				
24 - Instruction Supplies	80,000	73,438	13,500	49,459		(35,959)				
25 - Instruction Textbooks	-	-	77,033	137,250		(60,217)				
26 - Instructional Services	56,500	77,429	56,500	51,290		5,210				
32 - Other, Maintenance of Equipment	-	-	-	42		(42)				
35 - Other, Admin Supplies	37,500	24,331	15,000	19,085		(4,085)				
40 - Other, Travel / Conferences	36,500	8,895	21,500	8,393		13,107				
TOTAL CURR & INSTRUCTION (02)	355,500	297,186	307,533	317,243	103%	(9,710)	-			
FINANCE										
16 - Fringe, Health Insurance	7,910,233	8,183,332	8,596,603	5,721,807		2,874,796				
17 - Fringe, Health Insurance - Retirees	1,098,823	1,107,763	1,186,423	803,154		383,269	(208,525)		< WZ per tracking	
18 - Fringe, Life / Disability Insurance	45,856	42,243	46,841	35,575		11,266			Q1 was (268,879)	
20 - Fringe, Worker's Compensation	443,290	392,371	453,290	375,005		78,285	60,000			
21 - Fringe, Middlesex County Retirement	2,845,329	2,794,347	3,179,811	3,124,290		55,521	55,521			
22 - Fringe, Medicare	934,500	908,687	955,000	408,500		546,500				
23 - Contributions, OPEB Trust Fund	900,000	900,000	771,511	385,756		385,756				
24 - Instruction Supplies	55,000	27,453	55,000	2,819		52,182				
27 - Other, Capital Outlay	-	26,834	-	-		-				
29 - Other, Debt Service	6,204,109	6,255,606	6,236,606	1,453,828		4,782,779				
30 - Other, Property Casualty Insurance	276,125	257,434	231,125	252,147		(21,022)				
32 - Other, Maintenance of Equipment	-	12,203	3,643	535		3,108				
35 - Other, Admin Supplies	150,300	127,190	150,300	91,235		59,065				
39 - Other, Student Transportation	-	-	45,000	39,401		5,599				
40 - Other, Travel / Conferences	4,700	1,140	4,700	-		4,700				
43 - Other, Telephone	37,999	31,348	-	-		-				
44 - Other, Sewer	183,333	183,401	183,400	-		183,400				
48 - Assessments	634,750	826,989	790,873	353,559		437,314	(115,004)		< WZ per tracking	
49-Other	500	14	500	-		500			Q1 was (156,123)	
TOTAL FINANCE (03)	21,724,847	22,078,355	22,890,626	13,047,610	57%	9,843,016	(208,008)			

ADMIN BUDGET / Character Description	2021 Final Budget	2021 Final Actual	2022 Final Budget	2022 YTD Exp (Q2)	2022 YTD Exp % by Admin	2022 Balance Available	2022 Projected Y/E Balance			
PERSONNEL										
01 - Salaries, Teaching	40,119,639	41,620,079	41,857,225	16,791,697		25,065,528				
02 - Salaries, Principals	2,564,667	2,621,088	2,570,551	1,440,818		1,129,733				
03 - Salaries, Central Administration	1,354,186	1,355,249	1,596,132	882,709		713,423				
04 - Salaries, Support Staff	12,711,004	10,949,329	12,710,700	5,305,246		7,405,454				
05 - Salaries, Athletics	695,099	674,187	717,861	377,850		340,011				
06 - Salaries, Buildings	933,741	908,004	987,230	511,223		476,007				
07 - Salaries, Custodial	1,574,089	1,635,997	1,703,681	865,458		838,223				
11 - Salaries, Substitutes - Miscellaneous	-	6,650	7,000	2,087		4,913				
12 - Salaries, Substitutes - Instructional	684,000	702,130	684,000	401,333		282,667				
13 - Salaries, Overtime	191,250	161,460	222,000	98,835		123,165				
14 - Stipends, Curriculum & Instruction	8,000	97,183	15,600	10,600		5,000				
15 - Fringe, Course Reimbursement	105,000	83,822	163,286	49,254		114,032				
19 - Fringe Unemployment	40,000	3,800	100,000	125,907		(25,907)				
35 - Other, Admin Supplies	71,000	64,235	76,000	75,361		639				
40 - Other, Travel / Conferences	3,500	1,049	3,500	1,373		2,127				
TOTAL PERSONNEL (04)	61,055,175	60,884,262	63,414,766	26,939,752	42%	36,475,014	320,322	< JP/WZ budget check 1/22 Q1 was 207,203		
PUPIL SERVICES										
08 - Salaries, Home Instruction	3,000	-	1,000	-		1,000				
09 - Salaries, Miscellaneous Student Serv	158,000	218,913	210,000	247,110		(37,110)				
11 - Salaries, Substitutes - Miscellaneous	-	-	-	-		-				
12 - Salaries, Substitutes - Instructional	5,000	357	3,500	472		3,028				
14 - Stipends, Curriculum & Instruction	-	-	10,000	-		10,000				
24 - Instruction Supplies	80,250	62,100	77,750	62,423		15,327				
25 - Instruction Textbooks	1,000	-				-				
26 - Instructional Services	417,500	341,874	377,500	136,613		240,887				
27 - Other, Capital Outlay	-	-	-	-		-				
32 - Other, Maintenance of Equipment	-	-	1,000	-		1,000				
34 - Other, Legal Service	65,000	112,045	65,000	19,968		45,032				
35 - Other, Admin Supplies	25,500	41,691	25,500	28,824		(3,324)				
38 - Other, Sped Transportation	1,869,463	1,802,865	1,751,981	57,992		1,693,989				
40 - Other, Travel / Conferences	13,000	12,988	23,000	21,478		1,522				
41 - Other, Sped Tuition	4,515,197	4,930,071	4,226,022	499,218		3,726,804	205,666	< per tuition proj #3		
TOTAL PUPIL SERVICES (05)	7,152,910	7,522,904	6,772,253	1,074,097	16%	5,698,156	205,666			

ADMIN BUDGET / Character Description	2021 Final Budget	2021 Final Actual	2022 Final Budget	2022 YTD Exp (Q2)	2022 YTD Exp % by Admin	2022 Balance Available	2022 Projected Y/E Balance			
INFORMATION TECHNOLOGY										
14 - Stipends, Curriculum & Instruction	6,200	-	3,000	-		3,000				
24 - Instruction Supplies	186,809	284,857	297,718	350,289		(52,571)				
26 - Instructional Services	4,000	-	2,000	-		2,000				
27 - Other, Capital Outlay	-	-	-	-		-				
32 - Other, Maintenance of Equipment	56,000	16,577	10,000	75,790		(65,790)				
35 - Other, Admin Supplies	187,800	168,858	217,745	260,770		(43,025)				
39 - Other, Student Transportation	-	-	2,300	949		1,351				
40 - Other, Travel / Conferences	9,000	2,800	5,600	-		5,600				
43 - Other, Telephone	49,000	22,170	78,799	28,101		50,698				
TOTAL INFORMATION TECH (06)	498,809	495,262	617,162	715,900	116%	(98,738)	(100,000)		< E-rate, ARPA offse	
FACILITIES										
06 - Salaries, Buildings	30,000	6,973	30,000	196		29,804				
27 - Other, Capital Outlay	-	109,205	66,890	116,862		(49,972)				
28 - Other, Capital - CIP	1,073	-	345,250	-		345,250				
31 - Other, Maintenance Buildings & Gro	720,300	752,939	735,300	457,611		277,689				
32 - Other, Maintenance of Equipment	72,250	96,570	74,000	45,183		28,817				
35 - Other, Admin Supplies	7,720	10,903	15,156	9,773		5,383				
37 - Other, Custodial Supplies	155,000	74,177	155,000	89,204		65,796				
39 - Other, Student Transportation	1,032,216	857,165	1,042,980	805,900		237,080				
40 - Other, Travel / Conferences	10,707	2,250	10,800	1,043		9,757				
42 - Other, Utilities	1,335,000	917,446	1,081,500	733,977		347,523				
44 - Other, Sewer	103,000	93,594	99,000	25,126		73,874				
TOTAL FACILITIES (07)	3,467,266	2,921,222	3,655,876	2,284,874	62%	1,371,002	(128,275)		< WZ per tracking	
									Q1 was 135,811	
MUSIC										
04 - Salaries, Support Staff	6,541	-	6,672	-		6,672				
24 - Instruction Supplies	60,598	34,082	60,020	19,256		40,764				
26 - Instructional Services	-	450	-	-		-				
27 - Other, Capital Outlay	-	17,043	-	7,999		(7,999)				
32 - Other, Maintenance of Equipment	13,325	3,560	13,592	1,375		12,217				
35 - Other, Admin Supplies	-	-	-	740		(740)				
39 - Other, Student Transportation	6,878	-	7,016	468		6,549				
40 - Other, Travel / Conferences	2,144	-	2,187	1,319		868				
TOTAL MUSIC (08)	89,486	55,135	89,487	31,156	35%	58,331	-			

ADMIN BUDGET / Character Description	2021 Final Budget	2021 Final Actual	2022 Final Budget	2022 YTD Exp (Q2)	2022 YTD Exp % by Admin	2022 Balance Available	2022 Projected Y/E Balance			
ART										
24 - Instruction Supplies	118,958	81,344	118,958	67,724		51,234				
26 - Instructional Services	1,500	-	1,500	-		1,500				
32 - Other, Maintenance of Equipment	2,000	6,490	2,000	1,543		457				
35 - Other, Admin Supplies	1,000	748	1,000	672		328				
40 - Other, Travel / Conferences	4,500	960	4,500	1,231		3,269				
TOTAL ART (09)	127,958	89,542	127,958	71,170	56%	56,788	-			
DIVERSITY, EQUITY & INCLUSION										
09 - Salaries, Miscellaneous Student Serv	76,000	40,681	67,000	31,820		35,180				
11 - Salaries, Substitutes - Miscellaneous	8,000	1,405	8,000	400		7,600				
24 - Instruction Supplies	19,200	1,673	9,000	20,198		(11,198)				
25 - Instruction Textbooks	5,000	3,336	5,000	1,827		3,173				
26 - Instructional Services	136,000	103,467	184,000	153,542		30,458				
35 - Other, Admin Supplies	52,140	39,129	63,000	28,326		34,674				
38 - Other, Sped Transportation	8,000	10,718	5,000	-		5,000				
40 - Other, Travel / Conferences	8,500	3,208	7,000	3,500		3,500				
TOTAL DEI (10)	312,840	203,617	348,000	239,612	69%	108,388	-			
ATHLETICS										
32 - Other, Maintenance of Equipment	10,000	486	10,000	317		9,683				
36 - Other, Athletic Supplies	100,750	46,028	98,850	38,105		60,745				
40 - Other, Travel / Conferences	2,000	305	4,000	-		4,000				
TOTAL ATHLETICS (13)	113,850	47,529	112,850	38,422	34%	74,428	-			
SENIOR HIGH										
01 - Salaries, Teaching	133,955	110,495	137,975	65,246		72,729				
04 - Salaries, Support Staff	5,500	987	5,500	-		5,500				
14 - Stipends, Curriculum & Instruction	19,000	16,894	19,000	8,092		10,908				
24 - Instruction Supplies	210,700	98,486	180,930	92,279		88,651				
25 - Instruction Textbooks	41,950	61,921	44,450	24,535		19,915				
26 - Instructional Services	9,000	6,200	10,000	9,500		500				
31 - Other, Maintenance Buildings & Gro	20,000	8,712	20,000	5,110		14,890				
32 - Other, Maintenance of Equipment	28,000	10,434	25,000	4,762		20,238				
35 - Other, Admin Supplies	58,000	39,092	56,500	26,656		29,844				
39 - Other, Student Transportation	250	-	250	-		250				
40 - Other, Travel / Conferences	20,600	6,315	20,500	1,961		18,539				
TOTAL SENIOR HIGH (15)	546,955	389,081	520,105	238,142	46%	281,964	-			

ADMIN BUDGET / Character Description	2021 Final Budget	2021 Final Actual	2022 Final Budget	2022 YTD Exp (Q2)	2022 YTD Exp % by Admin	2022 Balance Available	2022 Projected Y/E Balance			
JUNIOR HIGH										
01 - Salaries, Teaching	45,537	45,379	46,031	3,700		42,331				
14 - Stipends, Curriculum & Instruction	5,500	3,406	5,500	1,336		4,164				
24 - Instruction Supplies	128,021	88,393	130,699	64,047		66,652				
25 - Instruction Textbooks	43,198	9,485	25,135	1,266		23,869				
26 - Instructional Services	10,000	2,160	10,000	-		10,000				
32 - Other, Maintenance of Equipment	1,000	2,577	3,500	963		2,537				
35 - Other, Admin Supplies	26,123	19,650	23,000	7,221		15,779				
40 - Other, Travel / Conferences	4,575	1,279	4,500	2,118		2,382				
TOTAL JUNIOR HIGH (16)	263,954	172,726	248,365	80,513	32%	167,852	-			
BLANCHARD										
24 - Instruction Supplies	49,781	32,416	80,652	26,244		54,408				
25 - Instruction Textbooks	32,050	10,014	(14,972)	14,143		(29,115)				
26 - Instructional Services	-	100	6,000	3,550		2,450				
32 - Other, Maintenance of Equipment	3,000	2,846	3,000	866		2,134				
35 - Other, Admin Supplies	4,500	2,141	-	2,443		(2,443)				
40 - Other, Travel / Conferences	6,000	150	6,000	417		5,583				
TOTAL BLANCHARD (17)	95,831	47,722	80,680	47,763	59%	32,917	-			
CONANT										
24 - Instruction Supplies	49,400	-	40,688	26,593		14,095				
25 - Instruction Textbooks	23,100	24,501	8,535	9,653		(1,118)				
26 - Instructional Services	1,200	21,955	1,200	600		600				
27 - Other, Capital Outlay	2,000	-	4,000	-		4,000				
31 - Other, Maintenance Buildings & Gro	500	-	500	31		469				
32 - Other, Maintenance of Equipment	5,000	18	4,000	1,167		2,833				
35 - Other, Admin Supplies	8,500	1,412	10,500	4,669		5,831				
40 - Other, Travel / Conferences	1,500	2,785	1,500	121		1,379				
TOTAL CONANT (18)	91,200	50,671	70,923	42,833	60%	28,090	-			
DOUGLAS										
24 - Instruction Supplies	37,710	31,779	44,378	21,266		23,112				
25 - Instruction Textbooks	30,015	8,149	14,469	1,244		13,225				
32 - Other, Maintenance of Equipment	2,000	1,974	2,000	2,692		(692)				
35 - Other, Admin Supplies	8,500	1,917	3,500	2,007		1,493				
40 - Other, Travel / Conferences	5,673	727	5,738	343		5,395				
TOTAL DOUGLAS (19)	83,898	44,655	70,285	27,351	39%	42,934	-			

ADMIN BUDGET / Character Description	2021 Final Budget	2021 Final Actual	2022 Final Budget	2022 YTD Exp (Q2)	2022 YTD Exp % by Admin	2022 Balance Available	2022 Projected Y/E Balance			
GATES										
24 - Instruction Supplies	43,548	17,995	33,676	28,460		5,216				
25 - Instruction Textbooks	24,500	20,756	13,392	5,143		8,249				
26 - Instructional Services	2,000	200	2,000	3,709		(1,709)				
31 - Other, Maintenance Buildings & Gro	600	375	600	-		600				
32 - Other, Maintenance of Equipment	7,000	4,365	7,100	4,387		2,713				
35 - Other, Admin Supplies	3,000	2,682	4,000	419		3,581				
40 - Other, Travel / Conferences	3,000	729	2,000	-		2,000				
TOTAL GATES (20)	83,648	47,102	62,768	42,118	67%	20,650	-			
McCARTHY-TOWNE										
24 - Instruction Supplies	55,303	48,435	46,206	29,090		17,116				
25 - Instruction Textbooks	25,500	8,660	16,917	2,334		14,583				
26 - Instructional Services	10,000	350	10,000	-		10,000				
32 - Other, Maintenance of Equipment	1,300	2,455	1,200	1,008		192				
35 - Other, Admin Supplies	3,000	3,682	4,500	3,837		663				
40 - Other, Travel / Conferences	19,000	625	12,000	-		12,000				
TOTAL McCARTHY-TOWNE (21)	114,103	64,207	90,823	36,269	40%	54,554	-			
MERRIAM										
24 - Instruction Supplies	43,500	20,924	40,215	31,583		8,632				
25 - Instruction Textbooks	33,500	23,173	1,575	4,563		(2,988)				
26 - Instructional Services	10,000	-	8,000	-		8,000				
31 - Other, Maintenance Buildings & Gro	-	4,183	9,000	72		8,928				
32 - Other, Maintenance of Equipment	4,000	2,297	2,000	1,395		605				
35 - Other, Admin Supplies	4,749	3,230	10,500	4,030		6,470				
40 - Other, Travel / Conferences	-	-	3,000	338		2,662				
TOTAL MERRIAM (22)	95,749	53,807	74,290	41,981	57%	32,309	-			
PHYSICAL EDUCATION										
24 - Instruction Supplies	28,972	17,216	28,972	21,107		7,865				
35 - Other, Admin Supplies	1,000	-	1,000	300		700				
40 - Other, Travel / Conferences	1,500	-	1,500	40		1,460				
TOTAL PHYSICAL ED (37)	31,472	17,216	31,472	21,447	68%	10,025	-			
TOTAL CONTINGENCY (01/99)	500,000	164,936	-	-		-	(100,000)		< EDCO Est. settleme	
OPERATING BUDGET TOTAL	96,912,701	95,743,587	99,719,222	45,498,711	46%	54,220,611	\$ (10,295)	0.0%		
proof >>>	96,912,701	95,743,587	99,719,222				\$ 15,925	< Q1		

I. Statement of Purpose & Applicability

Members of the Acton-Boxborough Regional Schools community are encouraged to use social media as a way to connect with others, create and curate educational content, enhance the classroom experience, and share our mission, vision, and core values. While social networking is engaging and valuable, there are risks that should be considered when using these tools. In the social media world, the lines can sometimes be blurred between what is public or private, personal or professional. The purpose of this policy is to share guidelines for all staff members to use social media responsibly to communicate, educate, and share in a safe and positive manner.

This policy also provides guidance regarding practices and expectations for professional social media communication among Acton Boxborough Regional School District ("ABRSD") employees, as well as social media communications between ABRSD employees and ABRSD students and families. This policy also addresses recommended practice for use of personal social media by ABRSD employees.

These policies apply to all ABRSD employees. Employees representing the District via professional social media accounts shall conduct themselves at all times as representatives of the ABRSD in accordance with all District rules, regulations and policies. Groups and organizations closely tied to ABRSD (such as Boosters and Parent Teacher Organizations) must comply with ABRSD Social Media Policy and Procedures as required by state and federal laws and regulations. The Superintendent will take steps to ensure that other ABRSD stakeholders, including volunteer organizations closely connected to the District are informed of these policies.

II. Definitions and Terms

Social Media: Social media is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet and any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet applications/platforms and Internet forums/chatrooms. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Instagram, SnapChat, TikTok, Pinterest and other content posting and sharing applications. Social media "Content" includes but is not limited to any original, altered or reproduced words (e.g. descriptions, comments, messages, information, articles, links), images, audio, video, recordings, livestreams and/or any other form of communication (e.g. friending, liking, following) posted, shared, messaged, streamed, received or otherwise communicated on a social media platform.

District Social Media Accounts: is an ABRSD professional work-related social media activity and profile, including, but not limited to school-based sites linked to and accessed through a district provided email account. These sites represent programs, services, activities, departments, and schools within the District. For example: an individual school establishing a Facebook page; a teacher establishing a class Twitter account for sharing links and updates to members of a class; a coach/advisor establishing a Twitter on behalf of a team. These, as well as Parent Teacher Organizations and other organizations connected to the school district must comply with the District's social media guidelines.

Individual Staff Professional Social Media Accounts: individual professional social media accounts are ones that pertain to more individualized professional activities/profiles by a staff member that do not also represent broader programs and services within the District. For example, a teacher who creates a professional Twitter account or blog for a class that they teach; or an administrator who has a Twitter

account to share and message content and updates within the scope of their position at ABRSD. This is separate from a professional social media account that might be managed by an individual staff member but serves to represent a broader District program, activity or athletic team. Policies and procedures that guide District Social Media Accounts also apply to Individual Staff Professional Social Media Accounts.

Personal Social Media: is non work-related social media activity (e.g., an ABRSD employee creating their own Facebook page or a Twitter account for their own personal use.) Please reference **Section VII** of this document for guidance in using personal social media accounts. These accounts are not affiliated with the ABRSD.

III. Public Records

Employees are reminded that social media content is **subject to public records requirements**. Social media content created, shared or received by ABRSD employees acting in their capacity as employees may be subject to the Massachusetts Public Records Law. A “public record” is a record “made or received by a public employee acting in his or her capacity as a public employee,” unless a specific public records exemption applies. This includes “other documentary materials or data, regardless of physical form or characteristic.”. See *Massachusetts Public Records Law (M. G. L. c. 66, § 10; M.G.L. c. 4, § 7(26))* .

When staff communicate through school-based resources, such as District Social Media Accounts, staff email or school sponsored web pages, such records are retained and archived through the school’s information technology department. It is important to note that the district has an obligation to retain public and student records and the use of personal email or social media accounts by an ABRSD employee for employment duties does not shield such email or social media content from the provisions of the public and student records laws or from discovery in litigation.

IV. Annual Reminders and Training to Staff

The Superintendent will arrange annually a training to remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person.

V. District Social Media Accounts and Use

The Acton Boxborough Schools’ website at www.abschools.org will remain the primary internet presence. The District reserves the right to establish social media accounts on various platforms that will serve as the primary account for the District on those platforms.

Any professional social media accounts that are established on behalf of activities, programs, and services of the District must adhere to the procedures regarding District Social Media Accounts.

Student groups and teams, or members of the public, may create social media representing students or groups within the District. These accounts should not, however, use the ABRSD logo or present themselves as representing the District or purport to speak on behalf of the District and its programs.

VI. Individual Staff Professional Social Media Accounts and Use

An ABRSD staff member may choose to create individual professional social media account(s) that pertain to more individualized professional activities as a school staff member that do not also represent broader programs and services within the District. For example, a teacher who creates a professional Twitter account or blog for a class that they teach; or an administrator who has a Twitter account to share and message content and updates within the scope of their position at ABRSD. This may be in

addition to a staff member also managing the content of a professional social media account that is used for a District program, activity or athletic team. Individual Staff Professional Social Media Accounts are also subject to the policies and procedures that guide the creation and use of District Social Media Accounts.

ABRSD employees should treat individual professional social media space and communication like a classroom and/or professional workplace. The same standards expected in ABRSD professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the individual professional social media site. Employees should exercise caution, sound judgment, and common sense when using these accounts.

VII. Personal Use of Social Media by ABRSD Employees

District employees are free to express themselves as private citizens on social media sites and pages via personal accounts to the degree that their speech does not violate state or federal law or the policies of the District. Employees should maintain separate personal social media accounts if they wish to post or share appropriate personal information, including information relating to out-of-school activities or political activities beyond those used for related employment purposes. Personal social media accounts must not be established using District email accounts or used for work-related purposes, including but not limited to work-related communications with students and families.

It is important for ABRSD employees to keep in mind that their presence on social media sites in a personal capacity must not distract from or disrupt the educational process. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of ABRSD policies, rules, regulations, and the law. ABRSD employees should exercise caution, common sense, and good judgment when using personal media sites. Failure to do so can impact an employee's standing in the District, and may result in disciplinary action up to and including termination of employment.

In order to maintain a professional and appropriate relationship with students, ABRSD employees should not communicate with students who are currently enrolled in ABRSD schools through personal email or social media accounts.

This policy is not intended to infringe upon employees' rights to speak publicly on matters of public concern as private citizens or to engage in concerted protected activities with colleagues on workplace issues, so long as such communication does not interfere with the performance of their duties, create disharmony among staff, undercut supervisor's authority, or destroy the public trust required of the employee. However, when employees communicate via social media platforms on matters concerning their employment duties, they are communicating as an employee and not as a private citizen and restrictions may be placed upon that speech. Those restrictions are intended to preserve student confidentiality, and to promote the efficiency of school operations.

VIII. Electronic Communication Between Staff and Students, and Families

Staff members who wish to communicate with students or families on an individual basis should use their district provided accounts. This arrangement provides staff with the protection of district records. When communicating electronically with students and families:

- All electronic contact and communication with students should be through ABRSD accounts, except in emergency situations. This includes, but is not limited to, two-way text messaging. Text

messaging between staff and students is limited to ABRSD students in grades 9 through 12 through ABRSD staff accounts with prior notification to a student's parent/guardian.

- Electronic contacts with parents/guardians related to a student's academics or other school-related matters shall be through ABRSD accounts only.
- Employees shall not give their personal cell phone or home telephone number to students.

Communications with students, even if the resource used for the communication is a personal one, are within the jurisdiction of the school district to monitor if the personal communication arises out of their position as a ABRSD staff member. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of a staff member may expose an employee to discipline up to and including termination of employment. An ABRSD employee may also face individual liability for inappropriate online communications with students and/or parents and guardians.

The Social Media policy ("Policy") established the policy for all staff members to use social media responsibly to communicate, educate, and share in a safe and positive manner.. Below are the procedures that provide explicit guidance and instructions related to the Social Media Policy.

A. District Social Media Accounts and Use

The Acton Boxborough Schools' website at www.abschools.org will remain the primary internet presence. The District reserves the right to establish social media accounts on various platforms that will serve as the primary account for the District on those platforms.

Employees who manage social media accounts on behalf of the district, school, or school group must share administrative privileges with an administrator/additional administrator. For security purposes, employees shall not otherwise share administrative privileges or passwords unless authorized by an appropriate administrator. This includes, but is not limited to, accounts for extracurricular activities and programs, athletic teams and programs, and services. Examples for purposes of illustration include: websites for a school musical event, Twitter accounts for athletic teams, a grade-level blog, and social media postings by the Food Services Department.

The creation of District Social Media Accounts and websites must comply with the following guidelines:

- The establishment and use by a school, department or employee of a website or social media account that represents a District program or service is subject to approval and oversight by the Superintendent or their designees.
- The website or social media account should be linked to and be accessible for site administration, monitoring, ABRSD posting and sharing only to authorized site administrators through a district provided email account.
- Employees using or engaging with District Social Media Accounts have no expectation of privacy with regard to their use of such District Social Media Accounts.
- Employees shall not use District Social Media Accounts or websites for any commercial, political, or religious activity, or for personal gain.
- District websites and social media sites must make clear that they are maintained by the ABRSD and that they follow ABRSD policies, procedures and guidelines.
- Wherever possible, ABRSD websites and social media sites should link back to the official ABRSD website or school/department web pages for forms, documents, online services, ABRSD guidelines, applicable policies, and other information necessary to conduct business with ABRSD.
- All ABRSD websites and social media sites shall adhere to relevant federal, state, and local laws, rules, regulations and policies including, but not limited to, Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), Protection of Pupil Rights Amendment (PPRA), copyright and student records laws (FERPA, 603 CMR 23.00).
- ABRSD Superintendent, site administrators, or their designees reserves the right to monitor District Social Media Accounts and websites and restrict or remove any content in violation of ABRSD policies, procedures, guidelines, including, but not limited to ABRSD Acceptable Use Policy and Social Media Policy and/or state and federal laws and regulations as well as comments or other content on topics or issues not related to ABRSD business.

- The District reserves the right to deny or restrict access to ABRSD websites and social media sites to any person or entity who violates ABRSD policies, procedures, guidelines, including, but not limited to ABRSD Acceptable Use Policy and Social Media Policy and/or state and federal laws and regulations, at any time and without prior notice, or take other appropriate and reasonable action.
- When an ABRSD employee responds to a comment using a District Social Media Account, they are acting in their capacity as an ABRSD employee and the employee should do so in the name of the ABRSD school, department, or program. Employees shall not share or post personal information about themselves or other District employees using District Social Media Accounts and websites, except as required by ABRSD business.
- ABRSD employees shall not share or post personally identifiable student record information about ABRSD students in accordance with the requirements of federal and state student record laws and regulations.
- District Social media Accounts and websites are subject to Massachusetts public records and record retention laws, rules, regulations and policies. Any content maintained in social media format that is related to ABRSD business, including a list of subscribers, posted or shared content or communication may be a public record subject to public disclosure.
- Content posted by a member of the public, including ABRSD parents/guardians and students, on any ABRSD website or social media site shall be the opinion of the commentor or poster only, and publication of content does not imply endorsement of, or agreement by, the ABRSD School Committee and/or ABRSD, nor does such content necessarily reflect the opinions or policies of the ABRSD School Committee and/or ABRSD.
- Members of the public, including ABRSD parents/guardians and students, are not be permitted to post/share content on ABRSD websites or social media accounts unrelated to ABRSD business and original ABRSD postings, nor share/post any student work, images, audio and/or video featuring students, unless the user account clearly identifies the account user posting/sharing the content as the parent/guardian of the student(s).
- All ABRSD social media account content intended to share critical information with students and families, shall be made available through the ABRSD website or other equally effective alternatives to ensure the opportunity for equal access for people with disabilities and people with limited English proficiency.

The content for District Social Media Accounts and websites must follow the below guidelines.

Prohibited content for District Social Media Accounts and websites, includes but is not limited to:

- Profane, obscene, violent or pornographic content and/or language;
- Content that promotes, fosters, or perpetuates discrimination, harassment or retaliation on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity, religion, or age;
- Content used to harass, bully, discriminate, threaten, defame, demean, intimidate or otherwise constitute personal attacks;
- Content in support of, or opposition to, any political campaigns or ballot measures;
- Solicitation of commerce, including but not limited to, advertising of business or products for sale or any use for private financial gain or fund-raising for any non-school sponsored purpose whether profit or not-for-profit;
- Content that violates any federal, state or local law, regulation or School Committee Policy or Guidelines;
- Encouragement of illegal activity;

- Information that may tend to compromise the safety or security of the school community and its members
- Content that violates a legal ownership interest, such as, but not limited to copyright, or any party;
- Content that represents an employee's personal views as those of the ABRSD or that could be misinterpreted as such;
- Content, including, but not limited to comments, not related to the original ABRSD post, or ABRSD business; content that violates generally accepted rules of email, social media etiquette and/or professional conduct;
- Content regarding a student, such as student work or image/video/audio of a student, shall not be posted or shared on any ABRSD website or social media account unless there is a media release consented to by the student's parent/guardian on file for the student for the current school year. Even with a valid media release, no personally indefinable student information beyond the scope of the media release shall be posted or shared by ABRSD employees in accordance with state and federal student records laws and regulations.

B. Individual Staff Professional Social Media Accounts and Use

Individual Staff Professional Social Media Accounts must adhere to the procedures that guide and regulate District Social Media Accounts. This includes, but is not limited to, all prohibited content for District Social Media accounts. When establishing individual staff professional social media websites and accounts, ABRSD staff must comply with the following procedures and guidelines:

- District employees should inform their supervisor of their intent to establish and use an individual professional social media account or school-based website and obtain permission from their supervisor to establish and use a Professional Social Media Account.
- ABRSD employees who have or want to set up an individual Professional Social Media account must use their ABRSD email address to access those accounts. A staff member's District email account may not be used to set up personal social media accounts or websites. Any social media account that is set up with an ABRSD email account is considered legally to be an ABRSD account and not a personal account, or for personal use. Regular and continuous use of personal email address for professional purposes, including social media use, may result in ABRSD considering that email address, and the corresponding use of that address as a professional account.
- Individual Professional Social Media Accounts should include language identifying the sites as an ABRSD professional site to differentiate from personal accounts.
- ABRSD employees should use privacy settings to control access to their school-based website or professional social media sites with the objective that professional social media communications only reach the intended audience.

ABRSD employees who work with students and communicate with students through websites or social media accounts should only use professional social media sites and websites, and must refrain from any communication through personal accounts.

C. Personal Use of Social Media by ABRSD Employees

ABRSD employees who have personal social media accounts must ensure that they maintain a distinct separation between their personal and professional social media presence. To that end:

- District employees are free to express themselves as private citizens on social media sites and pages via personal accounts to the degree that their speech does not violate state or federal law or the policies of the District.
- Employees should maintain separate personal social media accounts if they wish to post or share appropriate personal information, including information relating to out-of-school activities or political activities beyond those used for related employment purposes.
- Personal social media accounts must not be established using District email accounts or used for work-related purposes, including but not limited to work-related communications with ABRSD employees, students and families.
- ABRSD employees should exercise caution, common sense and good judgment when using personal social media accounts and websites.
- It is important for ABRSD employees to keep in mind that their presence on social media sites in a personal capacity must not distract from or disrupt the educational process. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of ABRSD policies, rules, regulations, and the law.
- As a recommended practice, ABRSD employees are encouraged to use appropriate privacy settings to control access to their personal websites and social media sites. However, be aware that there are limitations to privacy settings and private communication published online can easily become public. Social media platforms may also change their default privacy settings and other functions.
- Employees shall not post personnel information about ABRSD employees, or personally identifiable student information, including student images/video/audio, student work, discussions about students, or other information that could be considered part of a student record, to personal social media accounts.
- ABRSD employees shall not use the ABRSD logo or make representations that their personal social media sites speak in an official ABRSD capacity.
- Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the District. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent's designee.
- Notwithstanding the guidelines above, content posted/shared by an ABRSD employee may be a protected activity under applicable labor laws and collective bargaining agreements and/or state and federal laws.

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

~~Administration Building Auditorium~~

Virtual Public Meeting

January 13, 2022

7:00 p.m.

To view the meeting (no participation): <https://www.youtube.com/actontv1>

To preregister for Public Comment (required by 3:00 p.m. on 1/13/22):

https://abschools.zoom.us/webinar/register/WN_YZBwTZAaRi-JIAA6t8ZOAq

Members Present: Evelyn Abayaah-Issah, Ben Bloomenthal, Kyra Cook, Ginny Kremer, Adam Klein, Amy Krishnamurthy, Tessa McKinley, John Petersen, Andrew Schwartz, Nora Shine

Members Absent: Yebin Wang

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

CALL TO ORDER (7:04)

The ABRSC was called to order at 7:04 p.m. by Chairperson Adam Klein.

Adam announced that the meeting was being conducted via Zoom webinar per Remote Participation policy, BEDJA. The following members were in attendance remotely: Evelyn Abayaah-Issah, Ben Bloomenthal, Kyra Cook, Ginny Kremer, Amy Krishnamurthy, Tessa McKinley, John Petersen, Nora Shine, Andrew Schwartz and himself. Yebin Wang was absent.

In an effort to make the meeting as secure as possible, members of the public who wished to comment during the meeting, were asked to register prior to the start of the meeting using the link at the top of the agenda. These procedures are posted with our Public Participation policy BEDH. He also stated that the meeting was being recorded and would be posted on Acton TV's website at actontv.org. Per our remote policy, all votes would be done by roll call.

1. Chairperson's Welcome - *Adam Klein*
Adam asked for people to be patient as members get reacquainted with zoom meetings.
2. ABRHS Student Representatives Update - *Depre Carr, Sivapriya Marimuthu, Rohan Ravindran*
Covid continues to be a challenge for students. There is less flexibility regarding group work and moving seats around. This is particularly true in World Language classes. The staff "stepped up to the challenge to help bring our cases down" by reminding people about their masks and distancing at lunch. Some students still put their mask below nose, but it is better than it was a month ago.
3. Public Participation
A parent expressed frustration that the DEI position is being proposed for elimination.

4. Superintendent's Update - *Peter Light*

This update was presented as part of the Covid and Budget agenda items.

PRESENTATIONS

5. High School Science Course Overview - *David Baumritter*

In January 2020, science teachers created a program review document that identified two primary goals: 1. Create a science sequence with improved access to advanced coursework 2. Create a science sequence that ensures all students take a course in environmental science (one of the most impactful science courses for this generation). This was in response to an examination of course sequence, breadth of offerings and meeting the needs of a changing student population. A significant factor was that some students who took biology in 9th grade experienced significant challenges in their 9th grade science classes that continued throughout their 4 years of high school science. Feedback on this proposal was collected from many focus groups and it will continue to be solicited, including from the 8th grade teachers.

This Science Sequence Proposal relates to the following District Strategy areas:

1.3 Implement instructional, assessment, grading, and course leveling practices aligned with the District's unified vision in order to promote increased cognitive, behavioral, and emotional engagement for students.

1.5 Expand learning opportunities for all students in the areas of Science, Technology, Engineering, Arts, and Mathematics.

Several members of the Committee were enthusiastic about the proposal and that everyone will take Earth Science. David explained that the plan is to have AP level classes open to all students but the challenge is that the content differs every year. A discussion with the teacher would be important. They want to expose as many students to as many classes as possible, allowing them to stretch academically with an appropriate safety net if needed. A member appreciated the uncoupling of math and science because it provides equity for kids who may not as strong in math but is strong in science. This proposal gives students hope. Another member stressed that critical thinking skills and understanding the design of an experiment are key. He does not have academic training in specific areas that he has worked in, but has been successful due to being able to think critically.

Public Comments included:

- Reducing flexibility and options for people is not good. David responded that we are really working on applications and other skills now because current students have facts at their fingertips. Learning is different now from 10 or 20 years ago.
- 9th grade Environmental Earth science will be similar to how 9th grade English is currently done. Honors calculus will still be required for honors physics because it uses the calculus math.

- Not every student is inspired by the same subject. Having them all take environmental earth science in 9th may not be good. David offered that sometimes by taking something new, students find they enjoy it.
6. COVID Protocols Update - *Peter Light, Joanne Chadwick RN, MSC, Diane Spring BSN, RN, NCSN*

Mr. Light introduced and thanked our two Nurse Leaders stating that they have been instrumental in getting us through this pandemic. They have shown an exceptional level of leadership in responding to the unexpected and helping people understand what they're hearing and how to put it in practice. Dawn Bentley was also thanked for her significant contributions working with the nurses through the pandemic. They all meet weekly for updates.

Because the district has limited time, staff and resources, we have to keep reviewing what is currently effective and what is not. At this time, we plan to shift toward increasing rapid antigen tests of symptomatic individuals. Contact tracing in our schools and pool testing in our elementary schools will end. Everyone should consider themselves to be a close contact of a covid-positive person and take appropriate precautions. The nurses and Mr. Light stressed that students should not come to school sick but if they show up, they will be tested.

Questions & Comments:

- The nurses' efforts and dedication were very much appreciated by everyone.
- How do parents decide whether a child has the flu or covid? How will that impact our operations going forward? Flu and covid can coexist. Rapid tests will help to deter which it is. Get the flu vaccine as well as the covid vaccine, "is the mantra".
- Aren't tests in short supply? Nurses have kept on top of testing supplies in the district and they are becoming more available now.
- How will reporting be handled? Our nurses have to enter all of the tests they do and that data is entered into the Board of Health for both towns. All the school nurses also enter it into the state system. The dashboard contains all of the testing being done, including parent responses.
- Will the restrictions for viewing the sporting events be reconsidered soon? This will be evaluated on a month by month basis. It may change during February vacation, we will have to wait and see.
- We've been battling this for 2 years now and it is serious. This is everywhere. What is the protection against asymptomatic kids? We are still masking, MERS filters with high air exchanges in all rooms, open windows, and distancing are some examples. The test and stay program gave us our most accurate view of how the virus may be spreading. We did thousands of tests and ended up with so few positives was remarkable, and evidence that what we're doing is mitigating the virus. Vaccinated symptomatic people tend to spread less virus, whereas those who are asymptomatic, from what Diane Spring read, do not tend to spread as much. The majority of spread is outside of schools – family and social gatherings, or situations where masks are taken off.

- Will the district apply for a waiver of the mask requirement given that household transmissions are most common? With omicron so prevalent, there will be no change with masks for now.

~~a. AB Protocols for Responding to Incidents Involving Hate or Bias – Dawn Bentley~~

Although this was a planned presentation, after returning from break the covid update became more urgent. The protocols will be presented at the next meeting. Evelyn Abayaah-Issah stated that as much as budget is important, it's not to kids. Hate and bias are really important and necessary.

ONGOING BUSINESS

7. Budget - *Peter Light, Dave Verdolino*

i. FY23 Preliminary Budget Presentation #1

1. Preliminary Assessment Projection

This preliminary presentation is a “high level overview”. The meeting on February 17 will provide the details, and will be the Committee’s preliminary FY23 Budget vote. The overall preliminary net position given the proposed budget increases is a \$1,793,066 deficit. Strategies to balance the budget were outlined. The Superintendent concluded by asking for feedback/guidance from the Committee regarding:

- Appropriate level of reserve usage?
- All Day Kindergarten tuition?
- Impact on Communities (Budget/Assessment Targets)?
- Other?

Even with these reductions there is a \$2M gap in the ALG plan with the Town of Acton.

Adam cautioned members that given the tight budget, they should say how they would manage the cuts if they disagree with something being proposed. Would they ask for more money from the Towns? What do we want in the budget, AND how do you want to balance it? Questions/comments from the Committee included:

- We can’t back off on our commitment to transition to Universal Kindergarten in the middle of a pandemic when people are struggling with jobs and kids who have suffered. I am also opposed to any cuts to special education programs. Those families are struggling the most as the parents try to work from home with their children who need special education services are also home with them. Case loads are down but disabilities are more significant. I would need a lot more evidence to cut anyone. What is the screener?
- It’s pouring right now, use more rainy day reserves to avoid negatively impacting our most vulnerable students and families.
- Several members agreed about not wanting to cut special education staff. One wants to cut more than 15% of regular ed assistants. We are the only district that uses so many regular ed assistants. She would much rather lose \$180,000 in uncertified regular ed assistants and keep the special ed position. Special ed kids are suffering the most. We have some mental health supports that our kids who are struggling can benefit from and they can be

funded using ARPA funds, do we need the screener? Increase training for staff that is available. Don't just screen. We already have kids in crisis and who are avoiding school now, displaying new levels of anxiety. She's ok with using more reserves but also be creative. No reduction to certified staff.

- A parent of a special needs student sees real value in additional special ed staff. Cutting an already thin staff is bad. We've made a commitment to ADK and everyone has been impacted. Those 2 items - ADK and reducing special education staff by 1 FTE, would be harming more students. Health and wellbeing is priority. It is ok to use more reserves.
- Using more reserves is ok, but you cannot solve a recurring revenue problem with one time money. If it's for a year or two, that works, but not for ongoing programs – it's just kicking the can down the road. Regarding strategic importance, MTSS should move forward, and per Evelyn, we need to maintain our commitment to DEI. Although we may lose a position, we should emphasize this (DEI) with new hires. Re declining enrollment at the HS, it's encouraging to see our class size numbers come down and get better, but it is not sustainable. We're going to need to let class sizes get a little bigger. That is the reality required to make this budget work. It is ok to bring this budget to ALG recognizing that there's some work to do. The Acton Selectboard was not prudent in committing the whole \$7M at the beginning of the year, and he feels even more strongly now that the budgets are coming up. This member hopes the Selectboard will revisit the ARPA strategy.
- In agreement with other members, special education services must be maintained. A lot is needed there. DEI is also near and dear to her heart. While she appreciates Peter's strategy, some staff need more anti-bias training. We've made strides and learned a lot and have put some structures in place but these proposed cuts could make things slide back. We need to continue to build on it and do more next year, not reduce our efforts.
- The importance of a DEI focus should be emphasized. It looks like our more vulnerable students/families are going to see the most impact now that times are hard. Budgets are moral documents. As we go forward, we need to tell our community that we are investing in them, especially with our DEI work. Would like to see how we can find \$177,000 to say this is how we are doing DEI work, with a leader. Also wants to be sure our audience is heard. Doesn't want to lose something extraordinary to our mission.
- Another member agreed. He wants to see how to bring back the DEI position, and how the work will be done. He is hearing a lot from the community about this. He doesn't want to go backwards, but wants more progress in this area. Echoes committee members that cuts are not in line with our strategic goals for the district. Are we putting the right money into our known weaknesses? Regarding reserves, he gets nervous about spending them down, if not now in this situation, when? We need to make a strong statement to our community by saying we need to go into our reserves and tell our communities that we need their support.

Comments from members of the Public included:

- Rabbi Mike appreciates the School Committee and Joanie Dean for bringing affinity groups into the High School. He encouraged the Committee to take Joanie's lead. As a community, he feels we are still struggling and as we consider shuffling a budget and positions he asked the Committee to reach out to those involved in the community. He wants a clear transparent procedure so that if someone has an issue with bias or hate, it is clear who to go to – an employee of the district re DEI issues. He does not think that SEED training is “cutting it” regarding anti-Semitism because it wasn't even addressed. Issues of use of the N word must be addressed at the High School. Without a plan to address bias, how will we stop it? Rabbi Mike continues to offer assistance.
- It is very important for school to be a safe environment so kids can learn. This speaker was very disturbed that the Assistant Superintendent for DEI would be eliminated. It is vital for a full time person to be in that role. Discussion of protocols for Hate and Bias should be priority. This move is in the wrong direction. He agreed that special education families are hardest hit and strongly agreed that it is pouring and more rainy day funds should be used.
- A Merriam 1st grade teacher, asked to keep the social emotional wellbeing of students top priority, and do not cut positions. She stated that they already don't have enough direct support with the established positions.
- Amanda Bailey spoke as the SEPAC chairperson. She asked that when redistributing the Assistant Superintendent's work to please consult the DEI Family Advisory Group for their input. The district added 20 special educators over the past years because “we were so needy”. We wanted certified staff in front of every student. If we have fewer students, but increased needs it means we need more staff.
- Keep funding teachers and special education by pausing the mascot change. When the decision was made, the Superintendent said it would cost \$400,000 and would be gradually implemented. The \$76,000 in this budget for more uniforms could be spent on teachers and special education staff.

8. Subcommittee and Member Reports

- Budget - Kyra Cook (12/20, 1/10)*
Kyra drafted letter for our state and federal legislators requesting help and advocacy with aid allocations. The district has received some aid but not all we could/should. The letters try to spell out the urgency. The state letter went out today. The Committee as a whole agreed to send the federal letter. Kyra appreciated Dave Verdolino's assistance.
- Policy - Nora Shine (12/8, 12/22, 1/11)*
It is hoped that the new Social Media policy draft will be presented at the next meeting.
- Community Engagement - Andrew Schwartz (12/17)*
The social media policies as set by other districts and communities were reviewed as well as community engagement use cases. Members discussed defined areas of communication that would separate public communications from private communications, alignment with school district public view policies, record keeping, and Open Meeting Law compliance. Next steps will include defining a workshop to structure

school committee engagement strategy and activation, as well as drafting an outline for the policy committee of our recommendations.

- iv. Capital Improvement – *John Petersen for Yebin Wang (1/11)*
Yebin Wang chaired the capital subcommittee meeting on 1/11. JD reported that actual capital spending totals \$8.1 million for 33 projects against the bonding planned spend of \$9.5 million. Given projects in progress we are on track with the plan. Since the overall plan calls for \$21 million in spending, we have completed more than one-third of the work. JD has made progress with the online capital presentation, there are still a few issues to address. The capital subcommittee will meet again to discuss the capital proposal for FY23.
- v. Acton Finance Committee – *John Petersen*
The Acton Finance Committee met Tuesday. Allen Nitschelm and Charlie Kadlec noted that enrollment predictions have been very volatile and, given recent demographics, AB enrollment may continue to decline. They believe that enrollment may reach levels that do not justify the size of current school buildings. They requested that the Finance Committee form a subcommittee to study this issue and report to the Town. The Finance Committee felt that they had no special expertise that would allow them to support a new enrollment projection. The Finance Committee would like a presentation from the schools on enrollment. The Finance Committee does believe that providing oversight of the school space utilization is part of their responsibility. This oversight, along with oversight of District capital can be conducted in the current structure of the Committee. Several committee members spoke to their desire to see an integrated School and Town capital plan.
- vi. Mascot Screening - *Peter Light (12/22)*
The first meeting was held on 12/22/21 as an orientation and an introduction to the Open Meeting Law. The student group reported that they have developed a community survey that will go out this weekend and aim to solicit a wide range of feedback on the new mascot. Martin Benson said that a number of students wanted to participate on the Committee but felt it wasn't open to all. Mr. Light replied that the students can talk to their principal.

9. Consent Agenda - **VOTE** - Adam Klein

- i. Approval of ABRSC Meeting Minutes of 12/16/21 (next meeting)
- ii. Approval of Donations Valued over \$1,000 - McCarthy-Towne PTSO

Kyra Cook moved, Amy Krishnamurthy seconded and it was unanimously,

VOTED by roll call: to approve the donation valued at over \$1,000 from the McCarthy-Towne PTSO. (YES: Abayaah-Issah, Bloomenthal, Cook, Kremer, Klein, Krishnamurthy, McKinley, Petersen, Schwartz, Shine)

10. Statement of Warrants/Recommendation to Approve – **VOTE** – *Adam Klein*

Kyra Cook moved, John Petersen seconded and it was unanimously,
VOTED by roll call: to approve the warrants (see memo language).
(YES: Abayaah-Issah, Bloomenthal, Cook, Kremer, Klein, Krishnamurthy,
McKinley, Petersen, Schwartz, Shine)

FYI -

- ABRSD Auditor's Reports, June 30, 2021
- [FY23 ABRSD School Calendar, voted 12/16/21](#)
- Student Enrollment, 1/3/22
- Acton 2022 Annual Town Election Deadlines
- [This Month in the Division of Open Government](#), January 2022
- NEXT Community Coffee: Wednesday, February 9 at 8:30 a.m. via zoom

ADJOURN

Kyra Cook moved, Amy Krishnamurthy seconded and it was unanimously,
VOTED by roll call: to adjourn the ABRSC at 10:12 p.m.
(YES: Abayaah-Issah, Bloomenthal, Cook, Kremer, Klein, Krishnamurthy,
McKinley, Petersen, Schwartz, Shine)

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

NEXT ABRSC MEETINGS:

- January 27, February 3 at 7:00 p.m.
- FY23 Detailed Budget Meeting on February 17 at 6:00 p.m.
- FY23 Open Budget Hearing on March 3 at 7:00 p.m.

2022

ANNUAL ELECTION CALENDAR

Annual Town Election - Tuesday, March 29, 2022

Nomination papers for the March 29, 2022 Annual Election are available December 1, 2021. Please email clerk@actonma.gov to request Nomination Papers.

Last day to obtain nomination papers - Friday, February 4, 2022

Last day to file nomination papers with Board of Registrars - Tuesday, February 8, 2022

Last day to for candidates to object / withdraw - Thursday, February 24, 2022

Last day to Register to Vote - Wednesday, March 9, 2022

TOWN OFFICIALS OFFICES TO BE ELECTED

Moderator

1 Member – 1 year term

Acton Select Board

2 Members - 3 year term

School Committee

2 Members - 3 year term

Trustee- Memorial Library

1 Member - 3 year term

Acton Housing Authority

1 Member – 5 year term

Water Supply District - Acton

1 Water District Commissioner – 3 year term

Absentee / Vote by Mail Applications for the Election are available at the link below.
Mail application to Town Clerk, 472 Main St, Acton Ma 01720

MailMyBallotMA.com

Annual Town Meeting - Monday, May 16, 2022

TRUSTEES - TO BE ELECTED AT ANNUAL TOWN MEETING

MUST BE NOMINATED AT TOWN MEETING

Temporary Moderator

1 Member - 1 year term

Trustees, West Acton Citizen's Library

1 Member – 3 year term

Trustees, Charlotte Goodnow Fund

1 Member – 3 year term

Trustees, Elizabeth White Fund

1 Member– 3 year term

Trustees, New Fireman's Relief Fund Acton

1 Member- 3 year term



BOXBOROUGH TOWN CLERK
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1727 · Fax: (978) 264-3127
rharris@boxborough-ma.org

ELECTION/TOWN MEETING CALENDAR 2022

Annual Town Meeting: Monday, May 9; Tuesday, May 10; Thursday, May 12; Wednesday, May 18; Thursday, May 19

Annual Town Election: Tuesday, May 17

Tuesday, January 18: Nomination papers for elected town offices available from town clerk's office. Offices to be on the 2022 town ballot are as follows:

Select Board, three-year term: 1 seat
School Committee, three-year term: 1 seat
Planning Board, three-year term: 2 seats
Library Trustees, three-year term: 2 seats
Board of Health, three-year term: 1 seat
Constable, three-year term: 1 seat
Town Moderator, one-year term: 1 seat
Town Clerk, three-year term: 1 seat

Wednesday, February 23: Last day to submit warrant articles for Annual Town Meeting

Monday, February 14: Last day to post Special Town Meeting Warrant

Friday, February 18: Last day to register to vote before STM – open til 8:00PM

Monday, February 28: Special Town Meeting, 7:00PM Boxborough Regency

Friday, March 25: Last day to obtain nomination papers for Town Election (5:00PM)

Internal: Monday, March 28: Close of warrant for ATM – to printer

Tuesday, March 29: Last day to file nomination papers with the Board of Registers/Town Clerk in order to be on the ballot for the May 17 Town Election. Papers are due in the Town Clerk's office by 5:00PM. A minimum of 28 signatures is required.

Wednesday, April 14: Last day to withdraw name from nomination for town office (5:00PM)

Tuesday, April 19: Last day to register to vote for the Town Election. The Town Clerk's office will be open from 9:00AM-4:00PM on that day. Voter registration will continue at the Boxborough Police Station, 520 Mass. Ave., from 4:00PM-8:00PM. Residents can also [register online](#) until midnight.

Monday, April 25: Last day to post Election/Town Meeting Warrant

Wednesday, May 11: Last day to apply for/request a ballot by mail

Monday, May 9: Annual Town Meeting begins at 7:00PM. Blanchard Memorial School. (May 10, 12, 18, 19th additional nights).

Tuesday, May 17: Annual Town Election, Boxborough Town Hall, 29 Middle Road. Polls will be open from 7:00AM-8:00PM. Please wear masks and observe appropriate social distancing.

ACTON-BOXBOROUGH REGIONAL SCHOOLS

2021-2022

	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1			
Levels	A	B	C	Tot	A	B	C	Tot	A	B	C	Tot	A	B	C	Tot	A	B	C	Tot	A	B	C	Tot
*Preschool services	13	2	0	15	10	2	0	12	13	2	0	15	12	3	0	15	13	3	0	16	14	4	0	18
Pre-school	76	23	3	102	79	24	3	106	82	24	3	109	84	25	3	112	84	25	3	112	86	26	3	115
Preschool Total	76	23	3	102	79	24	3	106	82	24	3	109	84	25	3	112	84	25	3	112	86	26	3	115
K	258	50	5	313	257	55	5	317	259	56	5	320	261	54	5	320	263	56	5	324	264	56	5	325
1	243	60	9	312	245	62	9	316	243	62	9	314	242	61	9	312	240	62	9	311	238	62	9	309
2	281	52	3	336	284	51	3	338	284	51	3	338	284	49	3	336	286	49	3	338	288	49	3	340
3	301	67	5	373	305	65	5	375	305	66	5	376	303	66	5	374	301	66	5	372	301	66	5	372
4	319	75	4	398	319	76	4	399	319	77	4	400	321	76	4	401	321	77	4	402	322	78	4	404
5	341	52	7	400	340	52	7	399	339	51	7	397	338	50	7	395	340	50	7	397	339	50	7	396
6	324	74	7	405	328	73	7	408	328	73	7	408	329	73	7	409	329	72	7	408	329	73	7	409
Elem Sub Total	2067	430	40	2537	2078	434	40	2552	2077	436	40	2553	2078	429	40	2547	2080	432	40	2552	2081	434	40	2555
OOD Pre k-6	10	1	0	11	11	1	0	12	11	1	0	12	11	1	0	12	11	1	0	12	11	1	0	12
Elem. Total	2077	431	40	2548	2089	435	40	2564	2088	437	40	2565	2089	430	40	2559	2091	433	40	2564	2092	435	40	2567
7	335	64	5	404	337	62	5	404	338	64	5	407	338	65	5	408	338	65	5	408	338	66	5	409
8	359	54	8	421	358	55	8	421	359	54	8	421	358	54	8	420	359	53	8	420	359	53	8	420
J.H.S. Total	694	118	13	825	695	117	13	825	697	118	13	828	696	119	13	828	697	118	13	828	697	119	13	829
9	315	59	10	384	316	59	10	385	315	61	10	386	317	60	10	387	317	60	10	387	319	61	10	390
10	337	60	11	408	337	59	11	407	337	60	11	408	337	61	11	409	339	61	11	411	339	60	11	410
11	389	64	6	459	386	64	6	456	386	64	6	456	386	64	6	456	386	64	6	456	384	64	6	454
12	383	65	4	452	383	64	4	451	382	65	4	451	382	65	4	451	382	65	4	451	382	65	4	451
13	3	1	0	4	3	1	0	4	2	1	0	3	2	1	0	3	2	1	0	3	2	1	0	3
P.G.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.S. Total	1427	249	31	1707	1425	247	31	1703	1422	251	31	1704	1424	251	31	1706	1426	251	31	1708	1426	251	31	1708
Secondary Total	2121	367	44	2532	2120	364	44	2528	2119	369	44	2532	2120	370	44	2534	2123	369	44	2536	2123	370	44	2537
OOD 7-13	50	12	0	62	48	12	0	60	49	12	0	61	49	12	0	61	50	12	0	62	50	12	0	62
Reg. Total	2171	379	44	2594	2168	376	44	2588	2168	381	44	2593	2169	382	44	2595	2173	381	44	2598	2173	382	44	2599
Preschool Total	76	23	3	102	79	24	3	106	82	24	3	109	84	25	3	112	84	25	3	112	86	26	3	115
Elem Total	2077	431	40	2548	2089	435	40	2564	2088	437	40	2565	2089	430	40	2559	2091	433	40	2564	2092	435	40	2567
Secondary Total	2171	379	44	2594	2168	376	44	2588	2168	381	44	2593	2169	382	44	2595	2173	381	44	2598	2173	382	44	2599
Grand Total	4324	833	87	5244	4336	835	87	5258	4338	842	87	5267	4342	837	87	5266	4348	839	87	5274	4351	843	87	5281

*Preschool Preschool Student Services:Speech, OT, PT only not included in Totals

A = ACTON Pre-School In D. = In District Distribution:
 B = BOXBOROUGH P.G. = Post Graduates
 C = Choice/Staff/Tuiti Ungr. = Ungraded

P. Light D. Verdolino
 M. Altieri A. Bisewicz
 D. Bookis K. Nelson
 D. Bentley J. LaShombe/R. Shipp

Students other than Choice counted under column C:
 Staff Students -
 Tuition In Students -

C. Doncaster
 All Principals

REV: 2/1/2022

Grade	Blanchard				Total	Conant				Total	Douglas				Total	Gates				Total	McCarthy				Total	Merriam				Total	Total #Secvg. Size																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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120 Acton residents attend school in Boxborough