



Acton-Boxborough Regional
School Committee Meeting

November 3, 2016

8:00 p.m.

(following "*Mental Health: Keeping Our Kids Safe*"
at 7:00 p.m. in the Junior High Auditorium)

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

November 3, 2016
8:00 p.m. Meeting

(Following "Mental Health: Keeping Our Kids Safe" at 7:00 p.m. in Auditorium)

AGENDA

1. **Chairman's Introduction** (8:00 or after the conclusion of Dr. Evans' presentation, see 12.4.1 below)
2. **Statement of Warrant & Approval of Minutes**
 - 2.1. ABRSC Meeting of 10/20/16 (next meeting)
3. **Public Participation**
4. **Enrollment Report** (8:05)
 - 4.1. October 1, 2016 Enrollment Report – Marie Altieri
 - 4.2. Enrollment Projections – Peter Ashton, Mary Ann Buescher Ashton
 - 4.3. New England School Development Council (NESDEC) Annual Enrollment and Projections Report
5. **Recommendation to Approve the Office Support Association (OSA) Memorandum of Agreement (MOA) - VOTE** – Marie Altieri (8:35)
 - 5.1. Motion: *To approve the proposed Office Support Association (OSA) Contract for the period from July 1, 2016 through June 30, 2019, as set forth in the memorandum of agreement between the bargaining committees for OSA and the School Committee.*
6. **Acton Three-Board Meeting Prep Discussion (11/15/16)** – Glenn Brand (8:45)
 - 6.1. Acton Finance Committee's Point of View Document (POV) – Amy Krishnamurthy
 - 6.2. ABRSD Three Year Financial Forecast – Preliminary Assumptions – Clare Jeannotte
7. **Recommendation to Accept Gifts from the Elementary Schools' PTO/PTSOs – VOTE** – Glenn Brand (8:55)
8. **Sense of the Committee: Proposed Gift of Outdoor "Bounce Back Wall" from Citizens to ABRHS** - (to be voted at 11/17/16 meeting) - Glenn Brand (9:00)
 - 8.1. Possible **VOTE**: Recommendation to authorize the Administration to enter into negotiations with the Acton-Boxborough Youth Lacrosse (ABYL) organization with respect to this gift
 - 8.2. **VOTE** at a future meeting: Approval of the proposed Gift Agreement between ABYL and the District
9. **Subcommittee Reports** (9:10)
 - 9.1. Budget – 10/26/16 meeting – Maria Neyland (oral)
 - 9.2. Policy -
 - 9.2.1. Head Injury Management, File: JJIF – First Read – Dawn Bentley
 - 9.2.2. Staff Ethics/Conflict of Interest, File: GBEA – First Read – Marie Altieri
 - 9.2.3. Gifts to and Solicitations by Staff, File: GBEC – First Read – Marie Altieri
 - 9.3. Outreach (including PTO Co-chairs) – 10/24/16 meeting - Kristina Rychlik
 - 9.3.1. October Update
10. **School Committee Member Reports** (9:20)

- 10.1. Acton Leadership Group (ALG) – *Amy Krishnamurthy, Paul Murphy*
- 10.1.1. Minutes of 10/13/16
- 10.2. Boxborough Leadership Forum (BLF) – 10/25/16 meeting - *Mary Brolin*
- 10.3. Health Insurance Trust (HIT) – 10/28/16 meeting – *Mary Brolin*
- 10.4. Acton Finance Committee – *Amy Krishnamurthy, Deanne O’Sullivan*
- 10.5. Acton Board of Selectmen – *Eileen Zhang, Paul Murphy*
- 10.6. Boxborough Finance Committee- *Mary Brolin*
- 10.7. Boxborough Board of Selectmen – *Maria Neyland, Brigid Bieber*
- 10.8. Minuteman Technical High School (MMT) Update – *Diane Baum*
- 10.9. Demographic Survey Update – *Kristina Rychlik*
- 10.10. Acton Capital Improvement Plan Committee – *Kristina Rychlik*

11. **Superintendent’s Report/Updates** – *Glenn Brand (9:30)*

- 11.1. ABRSD Master Plan Study Report Presentation – rescheduled from 11/9/16 to **12/8/16**
- 11.2. Draft Letter to Commissioner Chester re MCAS 2.0 – First Read

12. **FOR YOUR INFORMATION** (9:40)

- 12.1. Friends of Lower Fields (FOLF) Annual Meeting Update, 10/25/16, Erin Bettez
- 12.2. FY17 Financial Status as of 9/30/16
- 12.3. School Committee Liaisons to our Schools – revised memo
- 12.4. ***Family Learning Series Presentations:***
 - 12.4.1. Dr. Rob Evans, “*Mental Health: Keeping Our Kids Safe*”, Thursday, November 3 at 7:00 – 8:00 p.m. in the Jr High Auditorium (for Parent/Guardians of Prekindergarteners – Grade 12)
 - 12.4.2. Dr. Denise Pope, “*The Well-Balanced Student*” on Tuesday, November 8 at 7:00 – 8:30 p.m. in the High School Auditorium (for Parent/Guardians of Prekindergarteners – Grade 12)
 - 12.4.3. Ms. Maria Trozzi, “*Five to Thrive: A Conversation About the Stresses of Parenting Kids Today*”, Monday, November 14 at 7:00 – 8:15 p.m. in the Jr High Auditorium (for Parent/Guardians of Prekindergarteners – Grade 6)
- 12.5. Danny’s Place Youth Services sponsoring “*Talk Saves Lives*” Program by the American Foundation for Suicide Prevention on Tuesday, November 15 at 1:00 p.m.
- 12.6. *Expanding Our Notion of Success*, Family Newsletter – November 2016
<https://www.smore.com/pw9v8>

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

NEXT MEETINGS:

- The ABRSD Master Plan Study Report Community Presentation scheduled for November 9th has been moved to Thursday, **December 8th** from 7:30 – 9:00 p.m. in the Jr High Library (*Note: Please leave a few minutes early for parking as there will be many cars at the Jr High that evening.*)
- November 17 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted Thurs, November 10)
- December 1 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (packet posted Mon, November 28)

MONTHLY ENROLLMENT

ACTON-BOXBOROUGH REGIONAL SCHOOLS 2016-2017

Levels	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1				A				
	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot					
Preschool	82	31	3	116	82	31	3	116																					
Preschool Total	82	31	3	116	82	31	3	116																					
K	280	43	7	330	280	43	7	330				0				0				0				0				0	
1	264	55	5	324	265	55	4	324				0				0				0				0				0	
2	321	47	6	374	317	48	7	372				0				0				0				0				0	
3	345	43	8	396	345	43	9	397				0				0				0				0				0	
4	347	57	8	412	349	55	8	412				0				0				0				0				0	
5	339	65	10	414	339	64	11	414				0				0				0				0				0	
6	393	63	9	465	393	63	10	466				0				0				0				0				0	
Elem. Sub Total	2289	373	53	2715	2288	371	56	2715																					
Other K-6	17	2	1	20	17	2	1	20				0				0				0				0				0	
Elem. Total	2306	375	54	2735	2305	373	57	2735	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	397	66	5	468	397	67	5	469				0				0				0				0				0	
8	360	77	4	441	361	77	4	442				0	####		####					0				0				0	
J.H.S. Total	757	143	9	909	758	144	9	911	0	0	0	0	0	####	0	####	0	0	0	0	0	0	0	0	0	0	0	0	0
9	368	77	7	452	364	77	7	448				0				0				0				0				0	
10	406	75	8	489	409	75	8	492				0				0				0				0				0	
11	374	78	12	464	368	77	12	457				0				0				0				0				0	
12	391	75	6	472	390	73	6	469				0				0				0				0				0	
9-12 Ungr.	0	1	0	1	0	1	0	1				0				0				0				0				0	
P.G.	0	0	0	0	0	0	0	0				0				0				0				0				0	
H.S. Total Secondary Total	1539	306	33	1878	1531	303	33	1867	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other7-12	59	11	2	72	59	11	2	72				0				0				0				0				0	
Reg. Total	2355	460	44	2859	2348	458	44	2850	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Preschool Total	82	31	3	116	82	31	3	116																					
Elem Total Secondary Total	2306	375	54	2735	2305	373	57	2735				0				0				0				0				0	
Grand Total	4743	866	98	5707	4735	862	104	5701	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

A = ACTON Pre-School In D. = In District Distribution
 B = BOXBOROUGH P.G. = Post Graduates
 C = Choice/Staff/Tuitic Ungr. = Ungraded
 Other = Out of District

G. Brand C. Jeannotte
 M. Altieri A. Bisewicz
 D. Bookis K. Nelson
 D. Bentley E. Weiner
 S. Cunningham

All Principals (2)

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

REV: 11/1/2016

Actual Acton-Boxborough Grade K-6
October 1st 2016

Grade	Blanchard				Total	Conant				Total	Douglas				Total	Gates				Total	McCarthy				Total	Merriam				Incoming	Total	#Sec.	Avg. Size
	46 ADK	14 AM				36 ADK	22 AM				29 ADK	17 AM				21 ADK	19 AM				43 ADK	20 AM				42 ADK	21 AM						
K	19	20	14	60	18	18	22	58	23	23	46	21	19	40	21	22	20	63	21	21	21	63	0	330	12	27.5							
Rm	216/ 217	218/ 217	226	18	1	2	3	0	2	1	1	4	2	1	111	112	110	2	131	132	135	0		22									
Gr. 1	10	20	20	51	20	20	40	20	20	19	59	19	19	57	19	19	20	58	19	20	20	59	0	324	17	19.1							
Rm	215	213	211	1	5	4	1	5	4	3	1	3	5	6	2	310	311	312	0	223	224	234	1	6									
Gr. 2	10	21	21	53	23	22	45	23	23	23	69	23	23	68	23	23	22	68	22	24	23	69	0	372	16	23.3							
Rm	215/ 217	227	219	13	6	7	1	7	6	8	5	7	8	10	1	301	302	303	2	133	231	334	1	23									
Gr. 3	23	22	45	25	25	25	75	24	24	24	72	25	25	50	24	24	23	71	21	20	21	22	84	0	397	17	23.4						
25	229	231	4	9	10	17	2	9	10	11	0	20	9	0	313	314	315	2	100	233	322	323	1	9									
Gr. 4	19	22	22	63	23	23	22	90	22	23	23	68	23	22	45	24	24	24	72	25	25	24	74	0	412	18	22.9						
Rm	245	243	247	9	8	20	19	18	0	12	14	13	0	15	19	2	213	214	215	3	230	330	331	0	14								
Gr. 5	24	22	24	70	24	22	22	68	22	23	23	68	24	23	70	23	22	24	69	23	23	23	69	0	414	18	23.0						
Rm	118	130	128	7	16	15	14	2	21	20	19	1	11	17	18	0	210	211	212	4	235	321	324	0	14								
Gr. 6	23	23	24	70	25	25	25	75	24	25	25	74	25	25	24	74	25	24	74	25	24	25	99	0	466	19	24.5						
Rm	110	112	108	10	13	12	11	2	16	17	15	1	12	13	14	1	113	114	115	2	232	332	333	335	0	16							
				62				8				9			7				15				3	104									
Total	20 Sec.	Average 21.7	412	20 Sec.	Average 22.6	451	20 Sec.	Average 22.8	456	18 Sec.	Average 22.4	404	21 Sec.	Average 22.6	475	23 Sec.	Average 22.5	517	0	2715	117	23.21											

62 Acton residents attend Boxborough
42 Boxborough residents attend school in Acton

**October 1st, 2016
Non-Resident
Column C Breakdown**

Grade	Staff Free	Choice	Other	Total Staff/ Choice tuition
K	6	1	0	7
1	4	0	0	4
2	6	1	0	7
3	7	2	0	9
4	4	4	0	8
5	6	5	0	11
6	8	2	0	10
Elem. Total	41	15	0	56
7	5	0		5
8	2	2		4
7-8 Total	7	2	0	9
9	3	4		7
10	3	4	1	8
11	4	4	4	12
12	1	5		6
UG				0
9-12 Total	11	17	5	33
Out of District Total				
Grand Total	59	34	5	98

*Other Incl: Foreign Exchange Students/ Tuition In

Acton-Boxborough Regional School District
October 1, 2016

Grade	Acton	Boxborough	Non-Resident	Total
K	280	43	7	330
1	265	55	4	324
2	317	48	7	372
3	345	43	9	397
4	349	55	8	412
5	339	64	11	414
6	393	63	10	466
7	397	67	5	469
8	361	77	4	442
9	364	77	7	448
10	409	75	8	492
11	368	77	12	457
12	390	73	6	469
Ungraded		1		1
Post-Grads				0
Other K-12	76	13	3	92
Total	4653	831	101	5585

Acton Enrollment	4653
Boxborough Enrollment	831
Total Acton /Boxborough	5484
Acton %	84.85%
Boxborough %	15.15%
Total Percentage	100.00%

*Non-Residents include: Choice, Staff Children and Tuition-in

Rev, 10/18/2016

Demographics October 1st, 2016

School	# of Students	African American/ Black	Asian	Hispanic or Latino	Multi Race, Non-Hispanic	Native American	Hawaiian or Other Pacific	White	Total %
		%	%	%	%	%	%	%	%
Blanchard	412	1.70%	33.25%	3.16%	2.91%	0.49%	0.00%	58.50%	100.00%
Conant	451	2.88%	60.75%	4.21%	2.66%	0.00%	0.00%	29.49%	100.00%
Douglas	456	0.22%	24.34%	3.29%	6.14%	0.22%	0.00%	65.79%	100.00%
Gates	404	1.73%	50.99%	3.47%	2.97%	0.99%	0.00%	39.85%	100.00%
McCarthy-Towne	475	3.37%	11.37%	9.05%	5.47%	0.63%	0.00%	70.11%	100.00%
Merriam	517	2.51%	20.50%	5.42%	3.29%	0.00%	0.19%	68.09%	100.00%
Total Elementary	2715	2.10%	32.71%	4.86%	3.94%	0.37%	0.04%	55.99%	100.00%
JHS	911	1.98%	31.83%	3.73%	5.60%	0.11%	0.00%	56.75%	100.00%
SHS	1867	1.50%	28.12%	3.43%	3.70%	0.16%	0.00%	63.10%	100.00%
Total JHS & SHS	2778	1.66%	29.34%	3.53%	4.32%	0.14%		61.02%	100.00%
Grand Total	5493	1.88%	31.00%	4.19%	4.13%	0.25%	0.02%	58.53%	100.00%

Students Economically Disadvantaged October 1st, 2016

School	Number of Students in school	Students Economically disadvantaged	% of Economically disadvantaged
Blanchard	412	44	10.68%
Conant	451	46	10.20%
Douglas	456	29	6.36%
Gates	404	44	10.89%
McCarthy-Towne	475	60	12.63%
Merriam	517	47	9.09%
Total Elementary	2715	270	9.94%
JHS	911	73	8.01%
SHS	1867	143	7.66%
Total JHS & SHS	2778	216	7.78%
Grand Total	5493	486	8.85%

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**Emergent Bilingual/ English Language Learners
October 1st, 2016**

School	Number of Students in school	ELL Students	% of ELL Students
Blanchard	412	13	3.16%
Conant	451	59	13.08%
Douglas	456	31	6.80%
Gates	404	40	9.90%
McCarthy-Towne	475	35	7.37%
Merriam	517	27	5.22%
Total Elementary	2715	205	7.55%
JHS	911	16	1.76%
SHS	1867	17	0.91%
Total JHS & SHS	2778	33	1.19%
Grand Total	5493	238	4.33%

Rev11/1/2016

Count Comparison 2014-2016

Levels	Oct. 1, 2014				Oct. 1, 2015				Oct. 1, 2016			
	A	B (1)	C	Tot	A	B	C	Tot	A	B	C	Tot
<i>Preschool</i>	98	23	0	121	95	30	0	125	82	31	3	116
Preschool Total	98	23	0	121	95	30	0	125	82	31	3	116
<i>K</i>	275	38	7	320	245	49	5	299	280	43	7	330
<i>1</i>	303	37	7	347	304	46	7	357	265	55	4	324
<i>2</i>	314	45	8	367	323	42	7	372	317	48	7	372
<i>3</i>	325	59	11	395	331	54	8	393	345	43	9	397
<i>4</i>	377	55	8	440	331	64	10	405	349	55	8	412
<i>5</i>	377	58	5	440	379	56	8	443	339	64	11	414
<i>6</i>	356	76	4	436	387	62	4	453	393	63	10	466
Sub Total	2327	368	50	2745	2300	373	49	2722	2288	371	56	2715
<i>Other K-6</i>	21	6	0	27	20	4	1	25	17	2	1	20
Pre-K/Elem Total	2348	374	50	2772	2320	377	50	2747	2305	373	57	2735
<i>7</i>	354	68	6	428	364	77	4	445	397	67	5	469
<i>8</i>	400	73	6	479	364	72	7	443	361	77	4	442
J.H.S. Total	754	141	12	907	728	149	11	888	758	144	9	911
<i>9</i>	372	76	9	457	404	78	7	489	364	77	7	448
<i>10</i>	400	71	8	479	369	78	10	457	409	75	8	492
<i>11</i>	404	75	7	486	397	79	7	483	368	77	12	457
<i>12</i>	393	82	8	483	399	73	8	480	390	73	6	469
<i>9-12 Ungr.</i>	0	0	0	0	0	0	0	0	0	1	0	1
<i>P.G.</i>	0	0	0	0	0	0	0	0	0	0	0	0
H.S. Total	1569	304	32	1905	1569	308	32	1909	1531	303	33	1867
Total JHS & HS	2323	445	44	2812	2297	457	43	2797	2289	447	42	2778
<i>Other 7-12</i>	57	9	1	67	59	6	1	66	59	11	2	72
Sec. Total	2380	454	45	2879	2356	463	44	2863	2348	458	44	2850
Preschool Total	98	23	0	121	95	30	0	125	82	31	3	116
Elem Total	2348	374	50	2772	2320	377	50	2747	2305	373	57	2735
Sec. Total	2380	454	45	2879	2356	463	44	2863	2348	458	44	2850
Grand Total	4826	851	95	5772	4771	870	94	5735	4735	862	104	5701

REV: 10/18/2016

Three Year Comparison K through 12: 2014-2016

Grade Year -->	<i>Gr. K-12 2014</i>	<i>Gr. K-12 2015</i>	<i>Gr. K-12 2016</i>	<i>Total 3 Years</i>	<i>Average 3 Years</i>
Acton Enrollment	4728	4676	4653	14057	4685.67
Boxborough Enrollment	828	840	831	2499	833.00
Total	5556	5516	5484	16556	5518.67
Acton %	85.10%	84.77%	84.85%	84.91%	84.91%
Boxborough %	14.90%	15.23%	15.15%	15.09%	15.09%
Total	100.00%	100.00%	100.00%	100.00%	100.00%
Source 2014 10/1 Report	<i>Elem</i>	<i>Secondary</i>	<i>Total</i>		
Acton	2348	2380	4728		
Boxborough	374	454	828		
	2722	2834	5556		
Source 2015 10/1 Report					
Acton	2322	2356	4676		
Boxborough	377	463	840		
	2699	2819	5516		
Source 2016 10/1 Report					
Acton	2290	2290	4580		
Boxborough	371	447	818		
	2661	2737	5398		

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Three Year Comparison
7 through 12: October 1st, 2016

	<i>Gr. 7-12</i>	<i>Gr. 7-12</i>	<i>Gr. 7-12</i>	<i>Total</i>	<i>Average</i>
Year -->	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>3 Years</i>	<i>3 Years</i>
Acton Enrollment	2380	2356	2348	7084	2361.33
Boxborough Enrollment	454	463	458	1375	458.33
Total	2834	2819	2806	8459	2819.67
Acton %	83.98%	83.58%	83.68%	83.75%	83.75%
Boxborough %	16.02%	16.42%	16.32%	16.25%	16.25%
Total	100.00%	100.00%	100.00%	100.00%	100.00%

Rev: 10/18/2016

Minuteman Applied Arts and Sciences
October 1, 2016

GRADE	10/00	10/1	10/2	10/3	10/3	10/3	10/3	10/7	10/7	10/1	10/10	10/11	10/12	10/12	10/14	10/15
9	12	8	9	12	6	11	3	8	7	2	7	10	3	6	6	9
10	10	8	6	11	11	8	11	4	6	9	2	7	10	2	9	8
11	11	9	6	7	9	9	10	10	2	7	9	1	5	10	1	10
12	8	8	13	6	6	9	9	9	9	1	5	7	0	7	10	2
PG	6	9	4	2	2	0	4	1	4	3	0	0	0	0	0	2
ACTON																
TOTAL	47	42	38	38	34	37	37	32	28	22	23	25	18	25	26	31
9	2	3	1	5	4	2	3	2	6	1	2	0	3	0	2	0
10	1	4	2	2	6	4	2	3	2	7	1	1	0	3	0	2
11	1	1	2	2	1	4	4	2	3	2	7	1	1	0	2	1
12	2	2	1	2	2	1	3	4	2	4	2	5	1	1	0	2
PG	0	0	2	3	1	3	0	0	0	0	0	0	0	0	0	1
OXBOROUGH																
TOTAL	6	10	8	14	14	14	12	11	13	14	12	7	5	4	4	6
GRAND																
TOTAL	53	52	46	52	48	51	49	43	41	36	35	32	23	29	31	37

EARLY CHILDHOOD STUDENT POPULATION MONTHLY REPORTING PROJECTIONS
Acton-Boxborough Regional Schools
October 1, 2016

	September 1st, 2016	October 1st, 2016	Additions/ Subtractions October 1, 2016	Final Total As of October 1, 2016	2017 End of Year Projection**
Special Education (In District) 3- 5 Year olds - Acton	25	25	0	25	46
Special Education (In-District) 3- 5 Year Olds - Boxborough	6	6	0	6	14
Special Education Students in Class	31	31	0	31	60
Itinerant - Acton	13	13	1	14	20
Itinerant - Boxborough	1	1	0	1	5
Other - Acton Preschool	2	2	-1	1	2
Special Education Total	47	47	0	47	87-92
Tuition Students - Acton (In- District)	42	42	0	42	48
Tuition Students - Boxborough (In-District)	24	24	0	24	25
TOTAL	113	113	+1-1	113	160**
Choice Students	3	3	0	3	3

The school district must ensure that programs are available for eligible students 3 and 4 years of age . The programs must be developmentally appropriate and located in a setting that includes students with and without disabilities (State Requirement 603 CMR 28.06 (7) and Federal Requirement 34 CFR 300.101 (b); 300.124(b); 300.323 (b))

** Projections may be impacted by move-ins and /or Department of public Health referrals.

Acton-Boxborough Regional School District Enrollment Projections – October 2016

Acton

PUBLIC SCHOOL ENROLLMENT PROJECTIONS									
Elementary School									
Acton, MA: 2005-2028									
Year	K-12	K	1	2	3	4	5	6	Total
2005*	4,654	308	352	359	372	380	375	370	2,516
2006*	4,712	305	315	371	375	375	387	390	2,518
2007*	4,762	292	320	340	389	394	382	397	2,514
2008*	4,773	301	326	336	349	381	404	384	2,481
2009*	4,830	334	333	349	358	359	391	407	2,531
2010*	4,815	320	347	342	344	369	360	394	2,476
2011*	4,760	294	333	354	351	351	369	361	2,413
2012*	4,768	267	312	348	382	354	354	382	2,399
2013*	4,713	281	302	316	365	375	355	358	2,352
2014*	4,650	275	303	314	325	377	377	356	2,327
2015*	4,597	245	304	323	331	331	379	387	2,300
2016*	4,577	280	265	317	345	349	339	393	2,288
2017	4,514	251	308	276	333	353	352	346	2,217
2018	4,437	214	276	320	289	340	356	359	2,154
2019	4,368	265	235	287	336	296	343	363	2,124
2020	4,306	226	291	245	301	343	299	350	2,055
2021	4,299	283	249	303	257	308	347	304	2,050
2022	4,220	246	311	259	318	262	311	353	2,060
2023	4,146	254	271	324	272	325	265	317	2,026
2024	4,123	257	279	281	340	277	328	270	2,032
2025	4,090	262	282	290	296	347	280	334	2,091
2026	4,063	269	287	294	305	302	351	286	2,093
2027	4,059	277	296	299	308	311	305	357	2,154
2028	4,108	285	304	308	314	315	314	311	2,151

PUBLIC SCHOOL ENROLLMENT PROJECTIONS			
Junior School			
Acton, MA: 2005-2028			
Year	7	8	Total
2005*	391	351	742
2006*	382	400	782
2007*	395	381	776
2008*	402	407	809
2009*	393	402	795
2010*	395	401	796
2011*	391	408	799
2012*	375	396	771
2013*	389	376	765
2014*	354	400	754
2015*	364	364	728
2016*	397	361	758
2017	398	402	801
2018	350	404	754
2019	364	355	719
2020	368	369	737
2021	355	372	727
2022	309	359	668
2023	358	312	671
2024	321	363	684
2025	274	325	599
2026	339	277	616
2027	289	343	632
2028	362	293	655

PUBLIC SCHOOL ENROLLMENT PROJECTIONS					
High School					
Acton, MA: 2005-2028					
Year	9	10	11	12	Total
2005*	368	361	341	326	1396
2006*	345	364	369	334	1412
2007*	391	345	366	370	1472
2008*	385	394	342	362	1483
2009*	402	382	383	337	1504
2010*	402	390	370	381	1543
2011*	385	415	387	361	1548
2012*	408	392	419	379	1598
2013*	394	404	393	405	1596
2014*	372	400	404	393	1569
2015*	404	369	397	399	1569
2016*	364	409	368	390	1531
2017	360	365	408	362	1496
2018	401	361	364	402	1529
2019	403	402	361	358	1524
2020	354	404	402	355	1515
2021	368	355	403	395	1522
2022	372	369	355	397	1492
2023	359	373	368	349	1449
2024	312	360	372	363	1406
2025	362	313	359	366	1400
2026	325	363	312	353	1353
2027	277	325	363	307	1272
2028	343	277	325	357	1302

Excludes choice

Boxborough

PUBLIC SCHOOL ENROLLMENT PROJECTIONS									
Elementary School									
Boxborough, MA: 2005-2028									
Year	K-12	K	1	2	3	4	5	6	Total
2005*	1,152	67	74	67	75	96	84	88	551
2006*	1,126	60	67	76	68	76	95	87	529
2007*	1,102	54	70	69	72	68	76	95	504
2008*	1,078	58	57	72	71	70	72	77	477
2009*	1,030	45	59	60	66	74	74	73	451
2010*	1,005	48	54	66	61	68	73	70	440
2011*	952	51	49	53	66	60	72	77	428
2012*	897	43	52	51	53	63	65	72	399
2013*	858	35	43	53	55	57	69	64	376
2014*	813	38	37	45	59	55	58	76	368
2015*	830	49	46	42	54	64	56	62	373
2016*	817	43	55	48	43	55	64	63	371
2017	815	42	47	58	53	45	57	68	370
2018	822	52	46	50	64	55	46	61	374
2019	807	33	57	48	55	67	57	50	367
2020	809	53	36	60	53	58	70	61	391
2021	800	42	58	38	66	56	60	74	394
2022	804	48	46	62	42	69	58	64	388
2023	813	50	53	48	68	44	72	62	396
2024	819	53	55	56	53	71	45	77	410
2025	838	57	58	59	62	56	73	49	413
2026	875	59	62	62	65	64	58	78	448
2027	901	62	65	66	68	68	66	62	456
2028	917	65	68	69	73	71	70	71	487

PUBLIC SCHOOL ENROLLMENT PROJECTIONS			
Junior High			
Boxborough, MA: 2005-2028			
Year	7	8	Total
2003*	97	99	196
2004*	99	96	195
2005*	103	101	204
2006*	91	108	199
2007*	87	92	179
2008*	99	93	192
2009*	77	100	177
2010*	69	75	144
2011*	71	71	142
2012*	74	72	146
2013*	72	78	150
2014*	68	73	141
2015*	77	72	149
2016*	67	77	144
2017	65	69	135
2018	71	68	139
2019	63	73	137
2020	52	65	117
2021	64	53	117
2022	77	66	143
2023	66	80	146
2024	64	68	132
2025	80	66	146
2026	50	82	133
2027	82	52	134
2028	64	84	148

PUBLIC SCHOOL ENROLLMENT PROJECTIONS					
High School					
Boxborough, MA: 2005-2028					
Year	9	10	11	12	Total
2003*	97	100	74	78	349
2004*	97	102	101	75	375
2005*	103	91	101	102	397
2006*	100	104	96	98	398
2007*	116	100	106	97	419
2008*	87	116	100	106	409
2009*	97	88	116	101	402
2010*	108	101	97	115	421
2011*	78	109	99	96	382
2012*	71	74	107	100	352
2013*	72	73	81	106	332
2014*	76	71	75	82	304
2015*	78	78	79	73	308
2016*	77	75	77	73	302
2017	79	77	79	75	310
2018	71	79	81	77	309
2019	69	71	84	79	303
2020	75	69	75	82	302
2021	67	76	73	73	289
2022	55	67	80	71	273
2023	67	55	71	78	271
2024	82	67	58	69	276
2025	70	82	71	56	280
2026	68	70	87	69	294
2027	84	68	74	84	311
2028	54	84	72	72	282

Excludes choice

Regional Enrollment Including Choice

PUBLIC SCHOOL ENROLLMENT PROJECTIONS											
Elementary School											
ABRSD: 2010-2028											
Year	K-12	K	1	2	3	4	5	6	Total	Choice/ Staff	Total w/ choice/staff
2010*	5,820	368	401	408	405	437	433	464	2,916	47	2,963
2011*	5,712	345	382	407	417	411	441	438	2,841	62	2,903
2012*	5,665	310	364	399	435	417	419	454	2,798	59	2,857
2013*	5,571	316	345	369	420	432	424	422	2,728	66	2,794
2014*	5,463	313	340	359	384	432	435	432	2,695	61	2,756
2015*	5,427	294	350	365	385	395	435	449	2,673	50	2,723
2016*	5,394	323	320	365	388	404	403	456	2,659	56	2,715
2017	5,329	292	355	334	386	397	409	414	2,588	52	2,640
2018	5,259	265	321	370	354	395	402	420	2,528	47	2,575
2019	5,175	297	292	335	391	363	400	412	2,492	45	2,537
2020	5,115	279	327	305	354	401	368	411	2,445	42	2,487
2021	5,099	325	307	341	323	363	406	379	2,444	41	2,485
2022	5,024	294	357	320	360	332	368	417	2,448	43	2,491
2023	4,959	304	323	372	340	369	336	378	2,422	42	2,464
2024	4,942	310	334	337	393	348	373	347	2,443	42	2,485
2025	4,929	318	340	349	357	403	353	383	2,504	42	2,546
2026	4,938	328	350	355	370	366	408	364	2,541	42	2,583
2027	4,960	339	361	365	376	379	371	419	2,610	42	2,652
2028	5,026	350	372	377	387	386	384	382	2,638	42	2,680

PUBLIC SCHOOL ENROLLMENT PROJECTIONS						PUBLIC SCHOOL ENROLLMENT PROJECTIONS							
Junior School						High School							
ABRSD: 2010-2028						ABRSD: 2010-2028							
Year	7	8	Total	Choice/ Staff	Total w/ choice/staff	Year	9	10	11	12	Total	Choice/ Staff	Total w/ choice/staff
2010*	464	476	940	14	954	2010*	510	491	467	496	1964	30	1994
2011*	462	479	941	16	957	2011*	463	524	486	457	1930	27	1957
2012*	449	468	917	18	935	2012*	479	466	526	479	1950	30	1980
2013*	461	454	915	16	931	2013*	466	477	474	511	1928	32	1960
2014*	422	473	895	16	911	2014*	448	471	479	475	1873	32	1905
2015*	441	436	877	11	888	2015*	482	447	476	472	1877	32	1909
2016*	464	438	902	9	911	2016*	441	484	445	463	1833	33	1866
2017	464	471	935	15	950	2017	440	442	487	437	1806	31	1837
2018	422	471	893	21	914	2018	473	441	446	479	1838	24	1862
2019	427	428	855	19	874	2019	472	474	444	438	1828	26	1854
2020	419	434	853	17	870	2020	430	473	477	436	1816	30	1846
2021	418	426	844	16	860	2021	435	431	476	468	1811	34	1845
2022	386	425	811	11	822	2022	427	436	434	468	1765	38	1803
2023	425	392	817	11	828	2023	426	428	439	427	1720	35	1755
2024	385	431	816	13	829	2024	394	427	430	432	1683	28	1711
2025	353	391	744	12	756	2025	433	395	430	423	1680	27	1707
2026	389	359	748	12	760	2026	393	434	399	423	1648	24	1672
2027	371	395	766	12	778	2027	361	393	437	392	1583	23	1606
2028	426	377	804	12	816	2028	396	362	397	429	1584	25	1609

Sources: Acton-Boxborough School System
 Acton Town Clerk & Building Commissioner
 Mass. Department of Public Health

* Actual data

Update on School Enrollment Projections

2016

Peter K. Ashton
Mary Ann Ashton

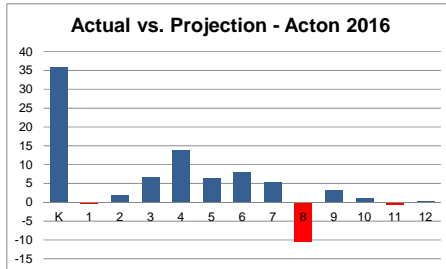
November 3, 2016

Enrollment Trends

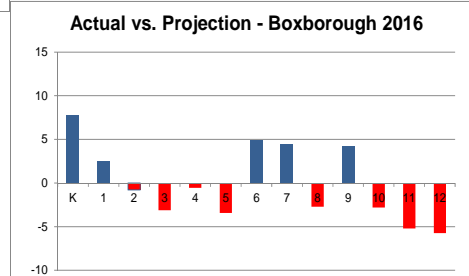
- Enrollment continues to decline slowly
 - Decline of 20 students (-0.5%) in Acton
 - Decline of 13 students (-1.6%) in Boxborough
- Region as a whole experienced a decline of only 33 students which is almost the same decline as last year (less than 1%)
 - Housing turnover has picked up significantly leading to greater in-migration
 - New home construction at about the same rate as last few years
 - Birth rate showing signs of increasing due to in-migration

Difference between Projection and Actual for 2016

Overall we *under* predicted by 70 students or an error rate of 1.3%



We under predicted kindergarten enrollment in both towns by a combined 44 students - we will show the volatility in the birth to kindergarten ratios later

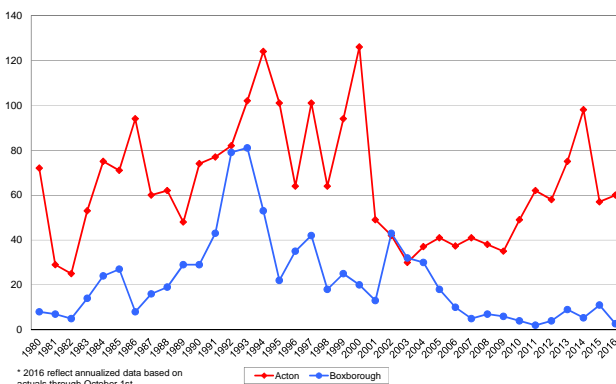


Blue means we under predicted, red means we over predicted, e.g., for Acton kindergarten we predicted 244 and 280 arrived

3

Building Permits by Town

Single Family Home Permits Issued in Acton and Boxborough 1980-2016*



* 2016 reflect annualized data based on actuals through October 1st

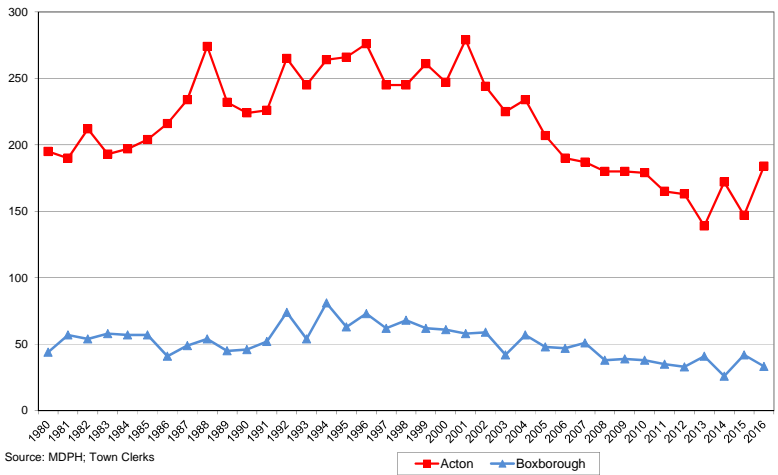
Acton Boxborough

4

- The number of single family permits in Acton has picked up in recent years after a decade long decline
- Boxborough housing permits have been declining since 2002
- New project accounted for

Births in Acton and Boxborough

1980-2016*



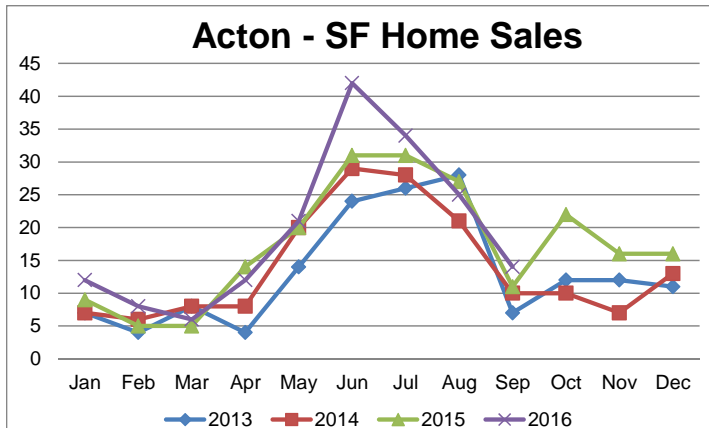
- Declining birth rate since early 2000s; consistent with state-wide trend
- Some increase in Acton 2 of the last 3 years; our birth model suggests some increase in the future as in-migration picks up, but still well below the trend observed in 1990s and early 2000s

5

Housing Turnover Trends

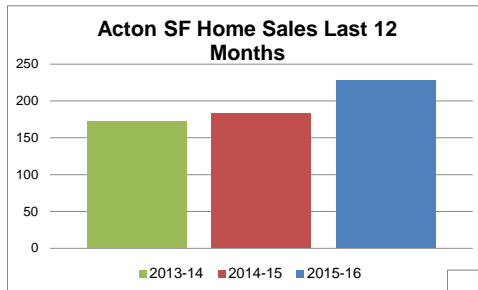
- Major increase in housing turnover
 - On monthly basis, uptick in Acton began in late 2015 and has continued throughout 2016

Acton - SF Home Sales



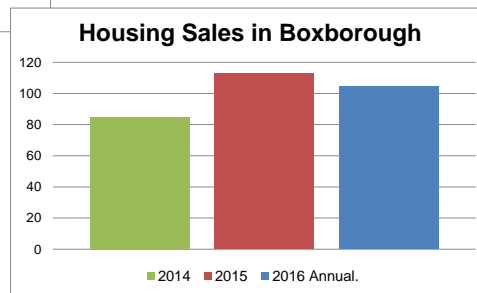
6

Housing Turnover Trends



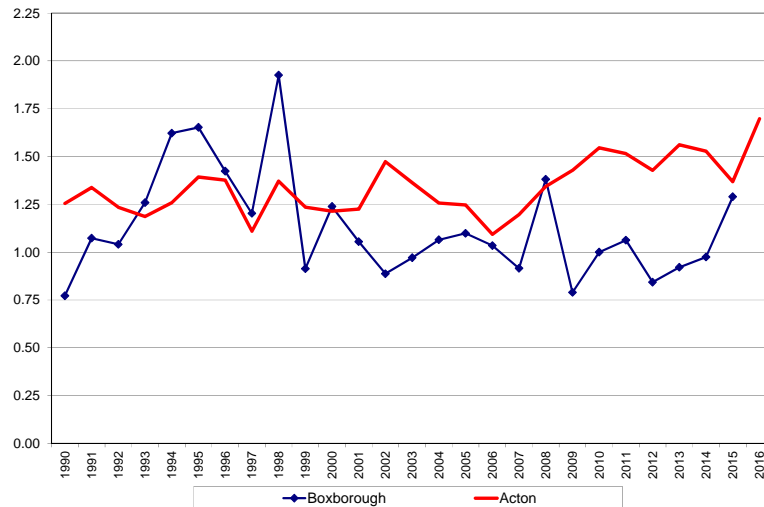
In Acton over last 12 months, housing sales have increased 25% vs. prior 12 month period!
Similar increase when add in condos

Increase began last year in Boxborough when the town experienced a 33% increase in housing sales and the trend has continued this year.



7

Comparison of Birth to Kindergarten Ratios



Most volatile of the predictors of enrollment; spreads out by third grade
Note the increase in both towns due to in-migration

8

What is the Cohort Survival Method?

- Computes the ratio of children in one grade compared to the number who “survive” to the next grade
 - Starting point is birth to kindergarten ratio
 - based on relationship between kindergarten enrollments and live births five years earlier
 - Grade progression ratios follow the number of children who advance from one grade to the next
 - Relies on birth data and birth projections
 - Captures effects of net migration, population changes, retention rates, housing trends
 - Assumes history is a reasonable predictor of the future
 - Update based on changes in trends, e.g., housing turnover

9

Enrollment Projections

- Projections developed using “standard” model
 - Include choice/staff only for the region as a whole
- Project separately for two towns given different trends
- Birth projections have been revised again – slight increase from last year reflecting in-migration
- Housing turnover has increased markedly which has most dramatic impact on projections
- Leads to using 4 year average ratios to account for recent trends

10

Enrollment Projections

- Region-wide enrollment continues to decline through 2025
 - A decline of 465 students region wide vs. today's enrollment
 - This is significantly less than what we projected last year
- Enrollment doesn't begin to increase until 2024 at elementary level
 - Regional elementary enrollment drops by about 240 students between now and 2023; then increases by about 216 students by 2028

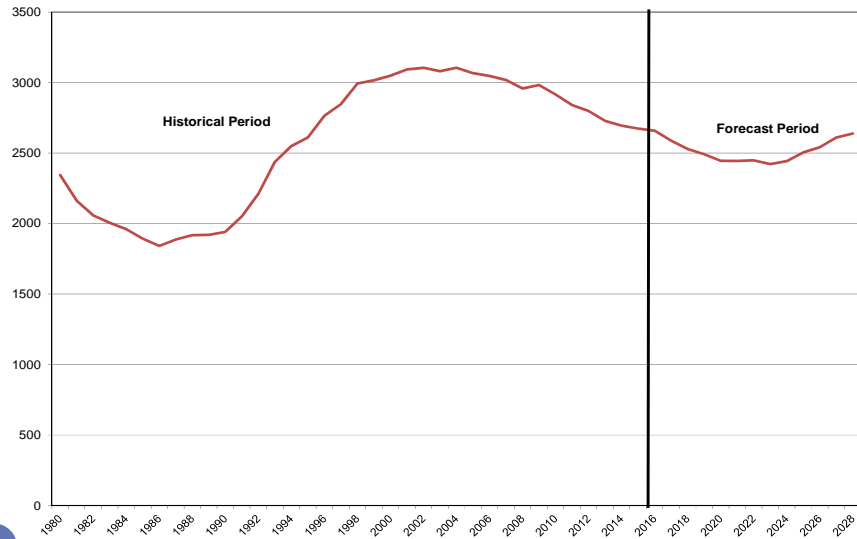
11

Enrollment Projections

- JHS enrollment hits trough in 2026 at 760 students, a decline of 150 from this year
- SHS continues to drop until 2027; total decline is 650 students
- All of these projections are considerably higher than what we presented last year
 - On average we are projecting about 225 more elementary students per year than we did last year
 - Difference felt most strongly between 2020 and 2025
 - For grades 7-12, the average increase is much smaller, about 30 students more per year, mostly in the "out" years

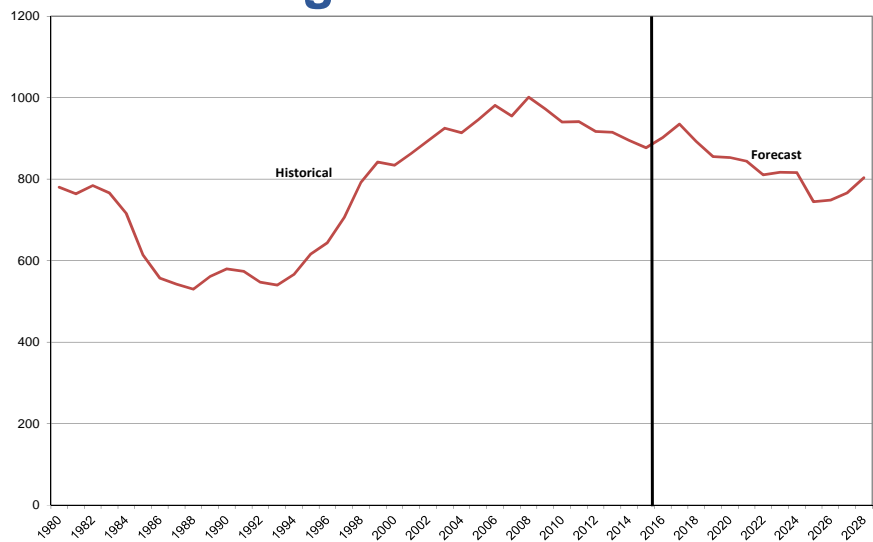
12

Regional K-6 Enrollment



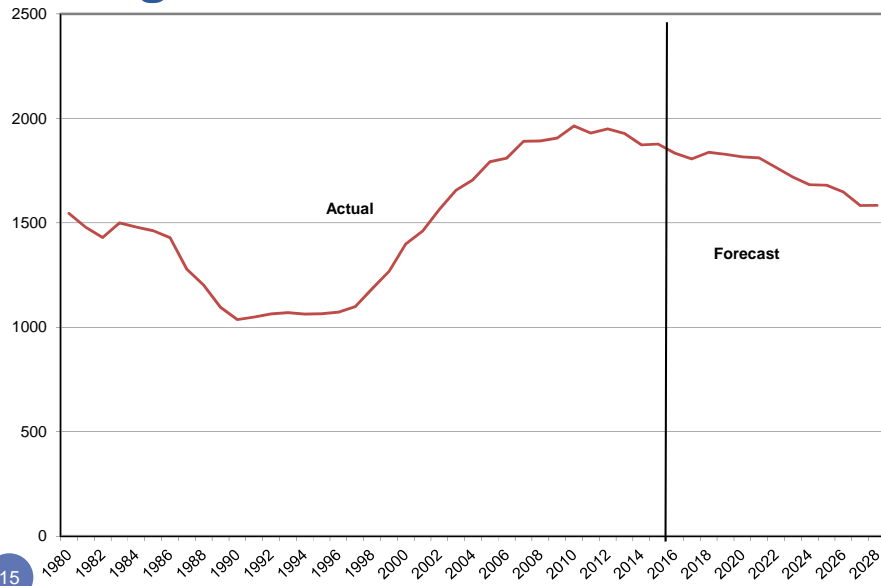
13

Junior High Enrollment



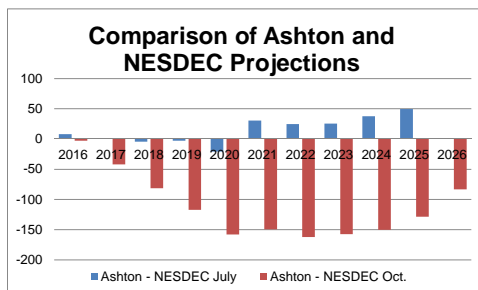
14

High School Enrollment



15

Comparison to NESDEC Estimates



- NESDEC has provided several projections over the last few months
- We worked with them and at the time had most confidence in their July 14, 2016 projections
- Now have new estimates as of October 13, 2016
 - These are considerably higher than their July projections and are higher than our current projections

16

Reasons for Differences

- NESDEC “grows” Choice via multipliers
- NESDEC does not project Acton and Boxborough separately
 - Demographic trends are somewhat different between the towns especially in-migration
- NESDEC has substantially increased the grade to grade ratios it is using and uses a birth to kindergarten ratio that is significantly higher than ours and exceeds anything we have seen in the two towns (especially Boxborough)
- NESDEC projects flat birth rate into the future which mitigates this impact in the “out” years

Acton-Boxborough, MA Historical Enrollment

School District: Acton-Boxborough, MA Revised

10/19/2016

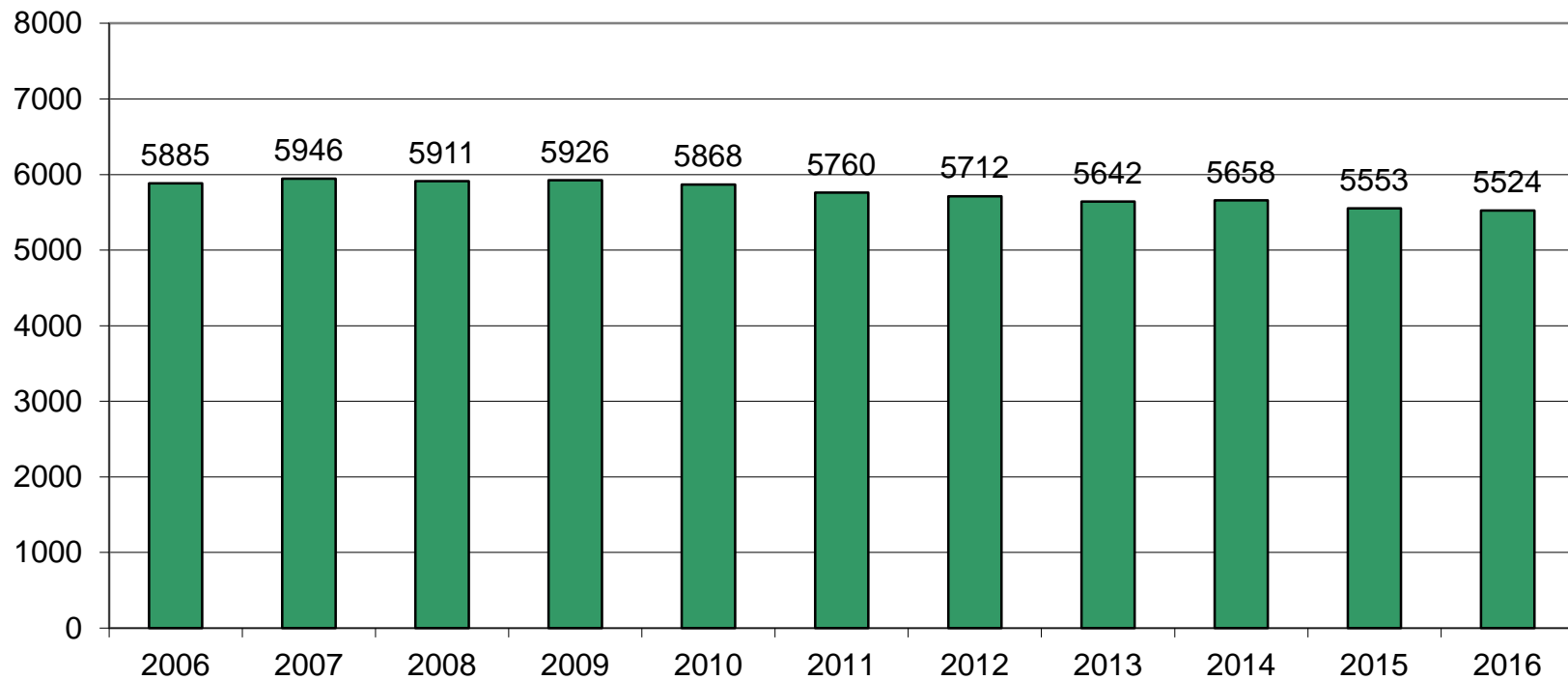
Historical Enrollment By Grade																			
Birth Year	Births	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2001	337	2006-07	47	365	382	447	443	451	482	477	473	508	445	468	465	432	0	5838	5885
2002	303	2007-08	76	346	390	409	461	462	461	492	485	473	507	445	472	467	0	5870	5946
2003	266	2008-09	60	359	383	408	420	451	476	461	501	500	472	510	442	468	0	5851	5911
2004	291	2009-10	66	379	392	409	424	433	465	480	470	502	499	470	499	438	0	5860	5926
2005	255	2010-11	48	368	401	408	405	437	433	464	464	476	510	491	467	496	0	5820	5868
2006	242	2011-12	48	345	382	407	417	411	441	438	462	479	463	524	486	457	0	5712	5760
2007	238	2012-13	47	310	364	399	435	417	419	454	449	468	479	466	526	479	0	5665	5712
2008	218	2013-14	71	316	345	369	420	432	424	422	461	454	466	477	474	511	0	5571	5642
2009	218	2014-15	102	320	347	367	395	440	441	436	428	479	457	479	486	481	0	5556	5658
2010	217	2015-16	41	299	357	371	393	405	444	453	445	443	488	456	478	480	0	5512	5553
2011	198	2016-17	31	330	324	372	397	412	414	466	469	442	448	492	457	469	1	5493	5524

Historical Enrollment in Grade Combinations									
Year	PK-6	K-5	K-6	K-8	5-8	6-8	7-8	7-12	9-12
2006-07	3094	2570	3047	4028	1940	1458	981	2791	1810
2007-08	3097	2529	3021	3979	1911	1450	958	2849	1891
2008-09	3018	2497	2958	3959	1938	1462	1001	2893	1892
2009-10	3048	2502	2982	3954	1917	1452	972	2878	1906
2010-11	2964	2452	2916	3856	1837	1404	940	2904	1964
2011-12	2889	2403	2841	3782	1820	1379	941	2871	1930
2012-13	2845	2344	2798	3715	1790	1371	917	2867	1950
2013-14	2799	2306	2728	3643	1761	1337	915	2843	1928
2014-15	2848	2310	2746	3653	1784	1343	907	2810	1903
2015-16	2763	2269	2722	3610	1785	1341	888	2790	1902
2016-17	2746	2249	2715	3626	1791	1377	911	2777	1866

Historical Percentage Changes			
Year	K-12	Diff.	%
2006-07	5838	0	0.0%
2007-08	5870	32	0.5%
2008-09	5851	-19	-0.3%
2009-10	5860	9	0.2%
2010-11	5820	-40	-0.7%
2011-12	5712	-108	-1.9%
2012-13	5665	-47	-0.8%
2013-14	5571	-94	-1.7%
2014-15	5556	-15	-0.3%
2015-16	5512	-44	-0.8%
2016-17	5493	-19	-0.3%
Change		-345	-5.9%

Acton-Boxborough, MA Historical Enrollment

PK-12, 2006-2016



Acton-Boxborough, MA Projected Enrollment

School District: Acton-Boxborough, MA Revised

10/19/2016

Enrollment Projections By Grade*																				
Birth Year	Births		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2011	198		2016-17	31	330	324	372	397	412	414	466	469	442	448	492	457	469	1	5493	5524
2012	195		2017-18	110	297	363	342	398	413	419	428	477	480	447	453	495	455	1	5468	5578
2013	180		2018-19	111	274	327	383	366	414	420	434	438	488	486	452	456	492	1	5431	5542
2014	198		2019-20	112	301	301	345	410	381	421	435	444	448	494	491	455	454	1	5381	5493
2015	192	(prov.)	2020-21	113	292	331	318	369	427	388	436	445	454	453	500	494	453	1	5361	5474
2016	193	(est.)	2021-22	114	293	321	349	340	384	434	402	446	455	460	458	503	491	1	5337	5451
2017	192	(est.)	2022-23	115	292	322	339	374	354	391	449	411	456	461	465	461	500	1	5276	5391
2018	191	(est.)	2023-24	116	290	321	340	363	389	360	405	460	420	462	466	468	458	1	5203	5319
2019	193	(est.)	2024-25	117	294	319	339	364	378	396	373	414	470	425	467	469	465	1	5174	5291
2020	192	(est.)	2025-26	118	292	323	337	363	379	385	410	382	423	476	430	470	466	1	5137	5255
2021	192	(est.)	2026-27	118	292	321	341	361	378	386	398	420	391	428	481	433	467	1	5098	5216

*Projections should be updated on an annual basis in order to reflect changes in births, real estate sales, in-/out-migration of families, and housing construction.



Based on an estimate of births



Based on children already born



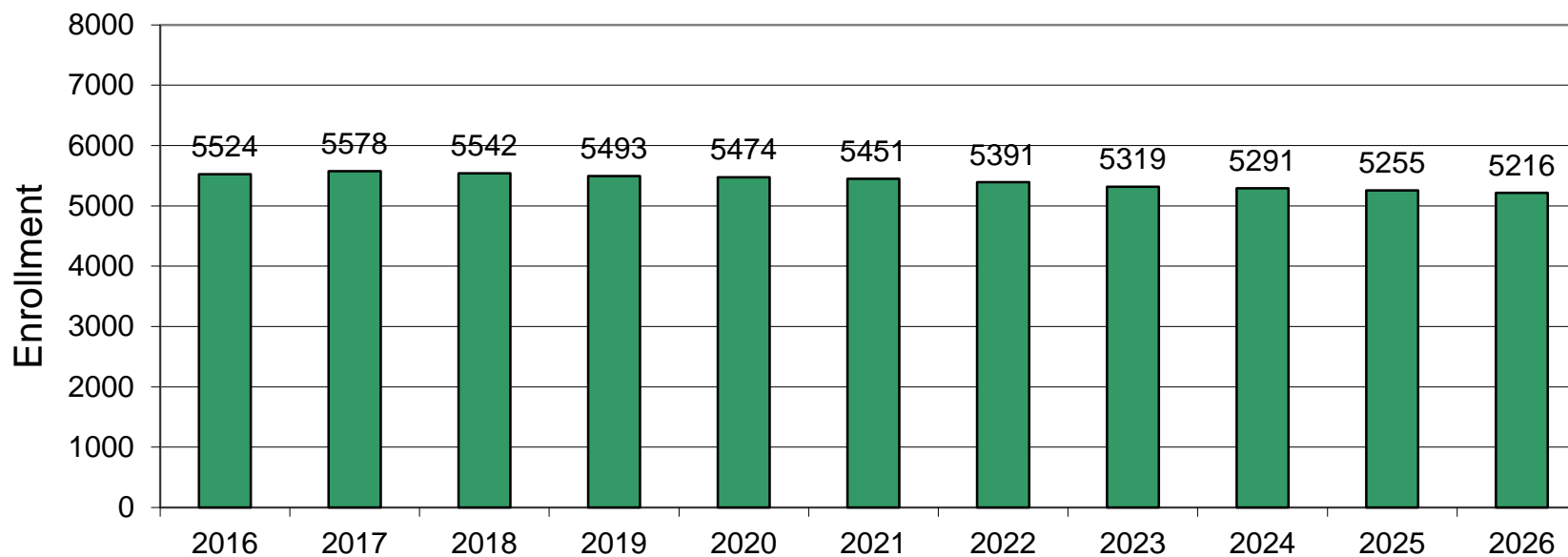
Based on students already enrolled

Projected Enrollment in Grade Combinations*									
Year	PK-6	K-5	K-6	K-8	5-8	6-8	7-8	7-12	9-12
2016-17	2746	2249	2715	3626	1791	1377	911	2777	1866
2017-18	2770	2232	2660	3617	1804	1385	957	2807	1850
2018-19	2729	2184	2618	3544	1780	1360	926	2812	1886
2019-20	2706	2159	2594	3486	1748	1327	892	2786	1894
2020-21	2674	2125	2561	3460	1723	1335	899	2799	1900
2021-22	2637	2121	2523	3424	1737	1303	901	2813	1912
2022-23	2636	2072	2521	3388	1707	1316	867	2754	1887
2023-24	2584	2063	2468	3348	1645	1285	880	2734	1854
2024-25	2580	2090	2463	3347	1653	1257	884	2710	1826
2025-26	2607	2079	2489	3294	1600	1215	805	2647	1842
2026-27	2595	2079	2477	3288	1595	1209	811	2620	1809

Projected Percentage Changes			
Year	K-12	Diff.	%
2016-17	5493	0	0.0%
2017-18	5468	-25	-0.5%
2018-19	5431	-37	-0.7%
2019-20	5381	-50	-0.9%
2020-21	5361	-20	-0.4%
2021-22	5337	-24	-0.4%
2022-23	5276	-61	-1.1%
2023-24	5203	-73	-1.4%
2024-25	5174	-29	-0.6%
2025-26	5137	-37	-0.7%
2026-27	5098	-39	-0.8%
Change		-395	-7.2%

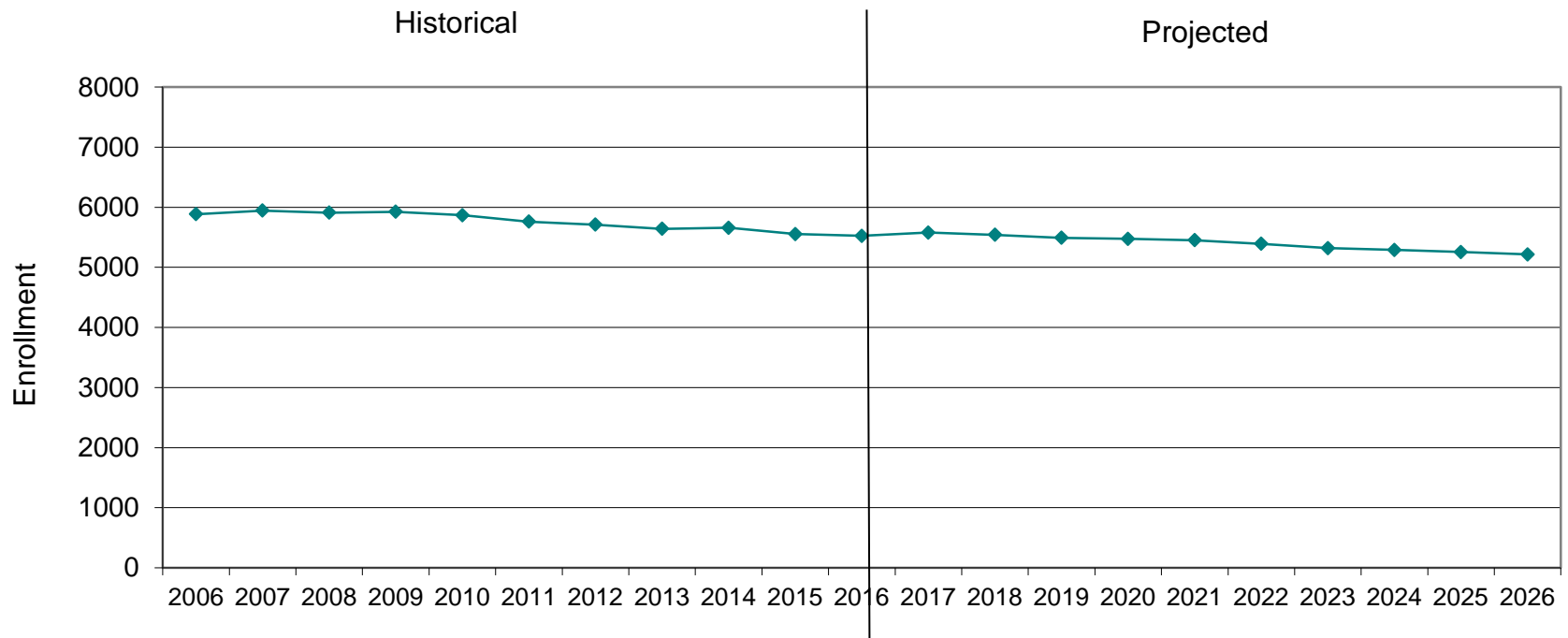
Acton-Boxborough, MA Projected Enrollment

PK-12 TO 2026 Based On Data Through School Year 2016-17

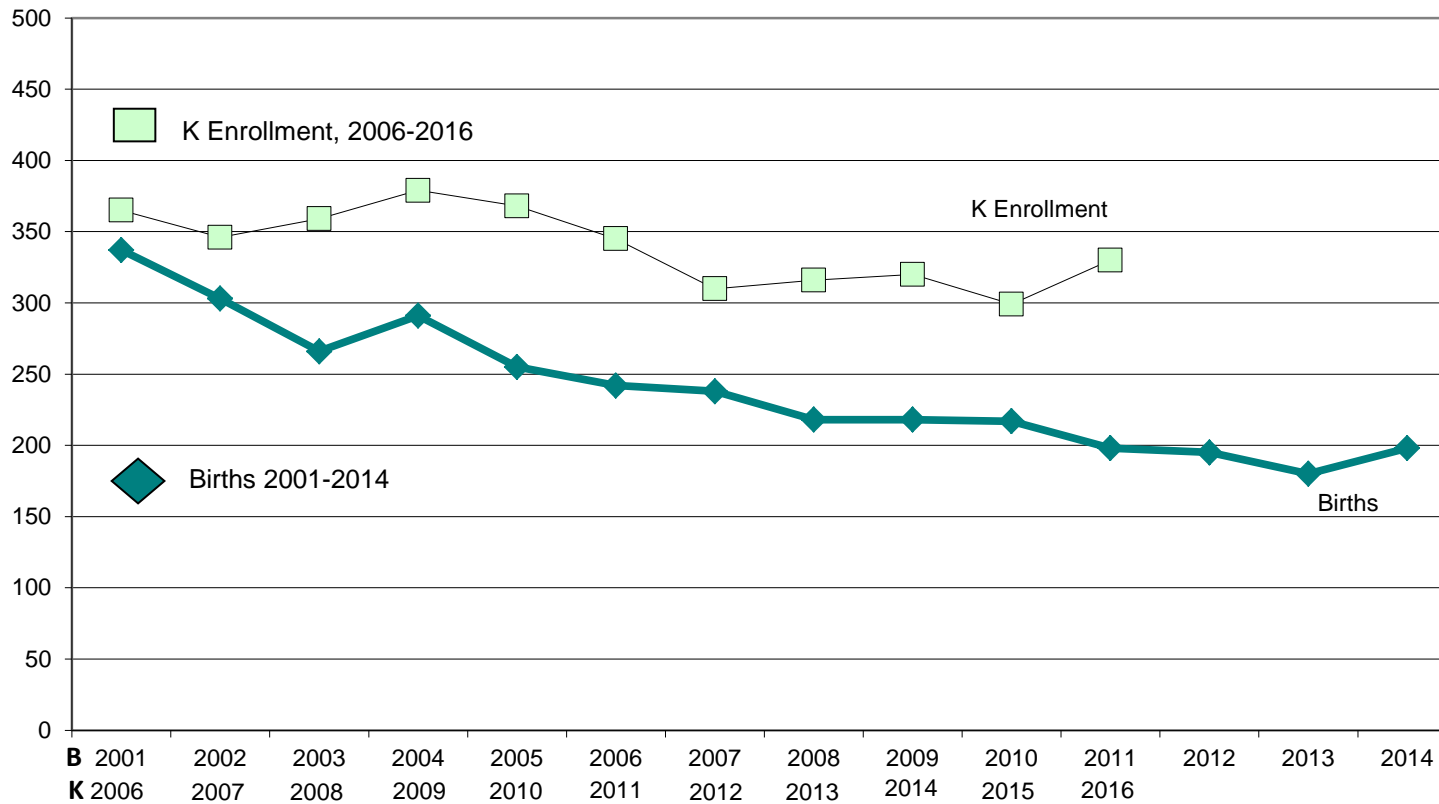


Acton-Boxborough, MA Historical & Projected Enrollment

PK-12, 2006-2026



Acton-Boxborough, MA Birth-to-Kindergarten Relationship



Acton-Boxborough, MA Additional Data

Building Permits Issued		
Year	Single-Family	Multi-Units
2005	74	0
2012	59	0
2013	88	10
2014	91	8
2015	55A - 11B	4A - 244B
2016	42A - 2B to July	0A - 244B to July

Source: HUD and Building Department

Enrollment History		
Year	Voc-Tech 9-12 Total	Non-Public K-12 Total
2005-06	44	n/a
2012-13	30	n/a
2013-14	29	n/a
2014-15	n/a	185
2015-16	38	n/a
2016-17	43	n/a

Residents in Non-Public Independent and Parochial Schools (General Education)														
Enrollments as of Oct. 1	K	1	2	3	4	5	6	7	8	9	10	11	12	K-12 TOTAL
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

K-12 Home-Schooled Students	
2016	23

K-12 Residents "Choiced-out" or in Charter or Magnet Schools	
2016	31

K-12 Special Education Outplaced Students	
2016	19

K-12 Choiced-In, Tuitioned-In, & Other Non-Residents	
2016	34

The above data were used to assist in the preparation of the enrollment projections. If additional demographic work is needed, please contact our office.



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

5.0

Marie Altieri
Deputy Superintendent

To: Acton-Boxborough Regional School Committee
From: Marie Altieri, Deputy Superintendent
Date: October 27, 2016
Re: Office Support Association (OSA) Contract Approval

We have reached a tentative agreement with the Office Support Association (OSA) following the guidelines set forth by the School Committee and the Negotiations Subcommittee. OSA has ratified the contract. OSA represents 42 Office Support staff members earning a total of \$1.525 million in FY '16. Below is an outline of the changes and cost of contract.

1. Cost of Living Increase

The cost of living increases for each year of the contract are as follows:

	Percentage	\$ Increase
FY17	1.75%	\$25,760
FY18	1.75%	\$26,211
FY19	1.75%	\$26,669

2. Grade Updates

The OSA positions continue to become more complex and skill based as technology becomes more integrated into each job. We have reviewed the placement of positions on the grade chart and we have agreed to move several positions up one grade on the salary chart. This has a total cost of \$24,000.

3. Cost of Contract

	FY17	FY18	FY19
The cost of steps on the OSA contract is 1%	\$15,000	\$15,000	\$15,000
The cost of a 1.75% Cost of Living Increase	\$25,760	\$26,211	\$26,669
Upgrade of Positions	\$24,000		
Total Increase Cost of Contract	\$64,760	\$41,211	\$41,669
Total % Increase to the Cost of Contract	4.3%	2.64%	2.60%

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
AND
ACTON-BOXBOROUGH OFFICE SUPPORT ASSOCIATION**

MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT** is entered into by and between the Acton-Boxborough Regional School Committee (“Committee”) and the Acton-Boxborough Office Support Association, (“Association”).

WHEREAS, the Committee and the Association have entered into a Collective Bargaining Agreement for the period of July 1, 2013, through and including June 30, 2016; and,

WHEREAS, the duly-authorized representatives of the Committee and the duly authorized representatives of the Association have met, pursuant to Massachusetts General Laws, Chapter 150E, to negotiate a successor agreement; and

WHEREAS, said representatives of the Committee and the Association have, subject to ratification by the membership of the Committee and the Association, agreed to a successor agreement for the period of July 1, 2016 through and including June 30, 2019;

NOW, THEREFORE, in consideration of mutual promises and covenants, the parties hereto agree as follows:

1. Prior Agreement

The Collective Bargaining Agreement in effect for the period July 1, 2013 through and including June 30, 2016, shall be in full force and effect for the period July 1, 2016 through and including June 30, 2019 except as modified by this **MEMORANDUM OF AGREEMENT**.

2. Article 1 – Recognition

1.1 Add new titles as needed.

3. Article 5 – Payroll and Other Deductions

5.3 Direct Deposit Option Delete section.

~~The parties agree to the establishment of a procedure whereby bargaining unit members may directly deposit paychecks in banks which are part of the clearinghouse network in which the District participates.~~

4. Article 11 – Leave without Pay Update/clarify Maternity Leave language to Mass Parental Leave Act (MPLA) to be consistent with the law.

11.1.2

5. **Article 15 – Bereavement Leave** Change language to read:
All employees who are scheduled to work twenty (20) or more hours per week may receive up to **five(5)** days of paid absences to attend the funeral and other matters related to the death of the employee's or the employee's spouse's parent, child, spouse/**partner** and **siblings. Up to three days of paid absence to attend the funeral and other matters related to the death of the employee's or the employee's spouse's** grandparent, grandchild, aunt, uncle, cousin, or other close significant person with prior approval. **One bereavement day may be granted for staff member/staff's family member, or very close friend.** Additional leave may be granted by the Superintendent for travel and other related activities.

6. **Article 17 – Vacation Leave** Modify sentence to add clarity and be consistent with the law.
17.4 Employees who are benefits eligible for vacation under these rules and ~~whose services are terminated~~ **whose employment in the district has ended**, shall be paid an amount equal to the employee's accumulated unused vacation pay.

7. **Article 20 – Reduction in Force and Length and Length of Service** Change to read:
In case of layoffs, the Committee agrees to layoff the least senior person within a grade when cutting a position. Employees may bump into any position in ~~a~~ **an equal or lower** grade. No employee may bump into a higher position.

8. **Article 34 – Health and Safety** New section
34.2 The School Committee and the Association agree that mutual respect between and among administrators, employees and co-workers is vital to the efficient operation of the School System. Behaviors contributing to a hostile, humiliating or intimidating work environment, including abusive language or behavior, are unacceptable and will not be tolerated.

9. **Article 42 – Duration**
This Agreement will be effective from July 1, 2016, except as otherwise provided for, and will remain in full force and effect until June 30, 2019 and thereafter from year to year, unless terminated by notice in writing given by either party to the other, not less than sixty (60) days prior to the expiration date set forth above or any subsequent year in which this Agreement shall remain in effect.

10. **Grade and/or Position Changes** (will also be updated on chart in current CBA page 25).
 - a. Athletic Dir/Performing Arts Dir Admin Assistant – Move to Grade 5, full year.
 - b. Elementary Office Admin Assistant changes to Elementary Office Administrator – Move to Grade 6, school year.
 - c. Elementary Office Support Assistant - Move to Grade 2, additional 2 work weeks in summer.
 - d. Pupil Services Admin Assistant changes to Student Services Admin Assistant - Move to grade 6.
 - e. HS Counseling Office Support - Move to grade 5, full year.
 - f. JH Registrar & Counseling Office Support - Move to grade 5, full year.
 - g. Personnel Assistant changes to Human Resources Generalist.

- h. JH Main Office Support - Move to grade 3, additional 2 work weeks in summer.
- i. HS Office Support - Move to grade 4, full year.
- j. Admin Assistant to Food Services changes to Food Service Office Support and Data Management – Move to Grade 3.
- k. Incumbent HS Financial Coordinator with current job responsibilities, removed from the bargaining unit. HS Bookkeeper position* reinstated in bargaining unit, at a level of Grade 5, with previous duties.
- l. Position of Benefits Administrator is removed from unit.
- m. The incumbent Community Education Registrar will become a Community Education Program Manager and this will not be a position in the bargaining unit. The position of the Community Education Registrar shall remain a position in the bargaining unit with the new title of Community Education Administrative Assistant, at a level of Grade 5.
- n. APS Accounts Payable Specialist changes to Payroll/Accts. Payable Specialist.
- o. NEW POSITION: Admin Assistant to Superintendent and Director of Finance - Grade 5, full year.

11.COLA

FY '17	1.75% retro
FY '18	1.75%
FY '19	1.75%

Grade	Position
1	Switchboard Operator
	Special Projects Assistant
	HS Records Assistant
2	Elementary School Office Support Assistant
	Central Office Assistant
	HS Faculty Office Support and Support to Dept. Leaders
	Facilities Office Support
3	HS Counseling Office Support
	Educational Technology Office Support and Help Desk Specialist
	HS Office Support: Staff Attendance and Student Demographics
	HS Main Office and Attendance Support
	JH Main Office Support
	Food Service Office Support and Data Management
4	HS Main Office Support
	Payroll/Accts. Payable Specialist
5	JH Registrar and Counseling Office Support
	Community Education Admin. Assistant
	ABRSD Accts. Payable Specialist
	Registrar and Admin. Assistant to the Director of Finance
	HS Bookkeeper
	Admin. Assistant to Superintendent and Director of Finance
	HS Registrar
	Admin. Assistant to Athletic Director and Performing Arts Director
	HS Counseling Office Support
6	Admin. Assistant to the Curriculum Office
	Elementary Office Administrator
	Student Services Admin. Assistant
7	Finance Specialist
	Human Resources Generalist
8	APS Payroll Specialist
	JH Admin. Assistant/Office Supervisor
	Facilities Admin. Assistant/Office Supervisor

**Acton-Boxborough R.S.D.
Office Support Association
Salary Chart for 2016-17**

<i>1.75% increase over 2015-2016</i>						
Grade	A	B	C	D	E	F
1	\$18.53	\$19.15	\$19.88	\$20.57	\$21.26	\$21.90
2	\$19.57	\$20.27	\$21.05	\$21.77	\$22.53	\$23.15
3	\$20.13	\$20.81	\$21.60	\$22.33	\$23.20	\$23.84
4	\$20.71	\$21.36	\$22.18	\$22.93	\$23.77	\$24.39
5	\$21.70	\$22.44	\$23.28	\$24.12	\$24.98	\$25.62
6	\$22.22	\$23.00	\$23.87	\$24.75	\$25.61	\$26.24
7	\$23.28	\$24.12	\$24.98	\$25.90	\$26.83	\$27.47
8	\$23.81	\$24.64	\$25.50	\$26.49	\$27.48	\$28.12

Additional amount added 1999-00 for some individuals will continue through their service see (side letter).

New employees shall start at step one (1) unless they have previous outside experience comparable to the position they are placed in.

An individual moving from one grade to a higher grade shall receive at least \$.25 more per hour.

After completion of nine (9) years of service, ½ of 1% of the employee's hourly rate with a cap of \$.13 will be added to the hourly rate.

After completion of fourteen (14) years of service, 1% of the employee's hourly rate with a cap of \$.25 will be added to the hourly rate.

After completion of nineteen (19) years of service, 2% of the employee's hourly rate with a cap of \$.50 will be added to the hourly rate.

**Acton-Boxborough R.S.D.
Office Support Association
Salary Chart for 2017-18**

<i>1.75% increase over 2016-2017</i>						
<i>Grade</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>1</i>	\$18.85	\$19.48	\$20.23	\$20.93	\$21.63	\$22.28
<i>2</i>	\$19.91	\$20.62	\$21.42	\$22.16	\$22.92	\$23.55
<i>3</i>	\$20.48	\$21.17	\$21.98	\$22.72	\$23.60	\$24.26
<i>4</i>	\$21.07	\$21.73	\$22.57	\$23.34	\$24.18	\$24.82
<i>5</i>	\$22.08	\$22.83	\$23.69	\$24.55	\$25.42	\$26.07
<i>6</i>	\$22.61	\$23.40	\$24.29	\$25.18	\$26.06	\$26.70
<i>7</i>	\$23.69	\$24.55	\$25.42	\$26.35	\$27.30	\$27.95
<i>8</i>	\$24.23	\$25.08	\$25.94	\$26.95	\$27.96	\$28.62

Additional amount added 1999-00 for some individuals will continue through their service see (side letter).

New employees shall start at step one (1) unless they have previous outside experience comparable to the position they are placed in.

An individual moving from one grade to a higher grade shall receive at least \$.25 more per hour.

After completion of nine (9) years of service, ½ of 1% of the employee's hourly rate with a cap of \$.13 will be added to the hourly rate.

After completion of fourteen (14) years of service, 1% of the employee's hourly rate with a cap of \$.25 will be added to the hourly rate.

After completion of nineteen (19) years of service, 2% of the employee's hourly rate with a cap of \$.50 will be added to the hourly rate.

**Acton-Boxborough R.S.D.
Office Support Association
Salary Chart for 2018-19**

<i>1.75% increase over 2017-2018</i>						
<i>Grade</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>1</i>	\$19.18	\$19.83	\$20.58	\$21.30	\$22.01	\$22.67
<i>2</i>	\$20.26	\$20.98	\$21.80	\$22.54	\$23.32	\$23.97
<i>3</i>	\$20.84	\$21.54	\$22.36	\$23.12	\$24.02	\$24.68
<i>4</i>	\$21.44	\$22.11	\$22.96	\$23.74	\$24.61	\$25.25
<i>5</i>	\$22.47	\$23.23	\$24.10	\$24.98	\$25.86	\$26.53
<i>6</i>	\$23.01	\$23.81	\$24.71	\$25.62	\$26.51	\$27.17
<i>7</i>	\$24.10	\$24.98	\$25.86	\$26.81	\$27.78	\$28.44
<i>8</i>	\$24.65	\$25.51	\$26.40	\$27.42	\$28.45	\$29.12

Additional amount added 1999-00 for some individuals will continue through their service see (side letter).

New employees shall start at step one (1) unless they have previous outside experience comparable to the position they are placed in.

An individual moving from one grade to a higher grade shall receive at least \$.25 more per hour.

After completion of nine (9) years of service, ½ of 1% of the employee's hourly rate with a cap of \$.13 will be added to the hourly rate.

After completion of fourteen (14) years of service, 1% of the employee's hourly rate with a cap of \$.25 will be added to the hourly rate.

After completion of nineteen (19) years of service, 2% of the employee's hourly rate with a cap of \$.50 will be added to the hourly rate.

12. Housekeeping Language Corrections

- a. Delete all references to Acton Public Schools and change "Committees" to "Committee."
- b. Delete "School Committee of the Town of Acton" from the title page and opening page.
- c. Change Recognition Article 1.1 to remove APS and reflect current position names.
- d. Change references of 182 day school year to 183 days.
- e. Correct any language or grammar problems as agreed to by both parties.
- f. Under salary schedules, remove: "Individuals in positions adversely impacted by the reorganized schedule above will be redlined through their service."

13. Housekeeping – Side Letters and Incorporation of Side Letters


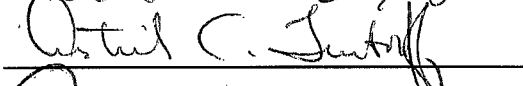
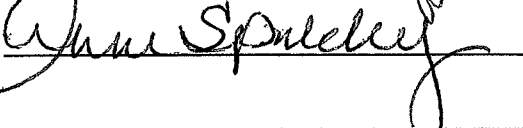
- a. On side letter 1, keep specific employee names; remove names of individuals no longer employed in district.
- b. Remove side letter: "The Benefits Administrator and Data Specialist shall receive a \$3,500 stipend annually for technology programming and systems management."
- c. Remove Side Letter – Married Couple Health Insurance

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

Signed in duplicate this 8th day of August, 2016.

Acton Boxborough Regional School
Committee

Acton Boxborough Office Support Association



Finance Committee Point-of-View for FY18 [DRAFT]

Fall 2016

Agenda

- **Town financial status**
- Concerns
- Recommendations
 - New Finance Committee reserve policy
 - Recommendations for FY18
 - Key conclusions

The Town's Financial Status Is Solid

- Standard & Poor's rated Acton AAA
 - Very strong economy
 - Strong management, with good financial policies and practices
 - Strong budgetary performance, repeated operating surpluses
 - Very strong budgetary flexibility
 - Very strong liquidity
 - Very strong debt and contingent liability position, value
 - Current debt to be fully retired by 2030

Economic Indicators

- Median family income is \$149,882, 40% higher than Middlesex County and 73% higher than the state median
- Median value of owner occupied housing unit is \$502,000, 24% above Middlesex County and 53% above the statewide number
- Unemployment is down to 3.2% from 4.5% in 2012, 1.4% points better than the state
- Acton has largely recovered from the Great Recession

Continuing Budget Surpluses

Fiscal Year	Town of Acton		Surplus/(Deficit)	
	Revenue	Expenditure	Actual	Budget
2016 P		\$ 86,023,000		
2015	\$ 83,337,915	\$ 81,817,479	\$ 1,520,436	-2,290,000
2014	\$ 85,794,512	\$ 83,826,570	\$ 1,967,942	-1,838,000
2013	\$ 83,248,530	\$ 80,051,768	\$ 3,196,762	-1,701,000
2012	\$ 79,767,576	\$ 78,502,308	\$ 1,265,268	-2,001,000
2011	\$ 77,725,090	\$ 75,314,070	\$ 2,411,020	-2,219,000
Average				
Ann. % Change				
2011-2016	1.8%	2.8%		
Source Mass Department of Revenue				
Includes Acton's share of School Revenues and Expenditures				

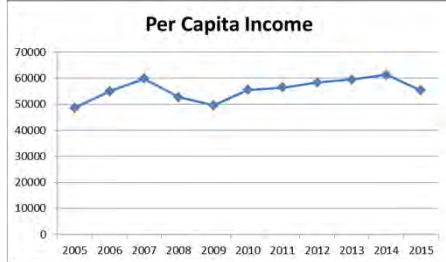
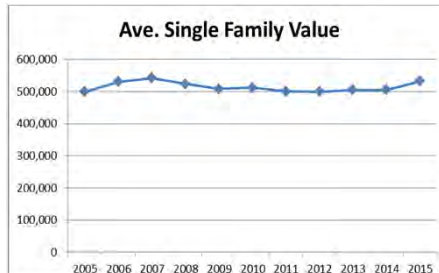
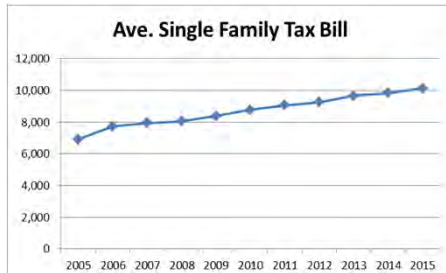
- Although the Town often uses substantial reserves to plug deficits in forecasted operating budgets, it frequently closes out the year with substantial surpluses.
- This is due in part from state regulations which do not allow for a completely accurate revenue forecast

2016 Tax Rate: A Comparison

Measure	Acton	Boxborough
Rate:	\$ 19.23	\$16.36
Single family average tax bill:	\$10,382	\$8,981
1 year change in avg tax bill:	3%	2%
10 year average change in avg tax bill:	34%	23%

Source: Bizjournal.com/boston

Tax Bills Growing Faster than Home Values or Income



- Tax bills have increased 4.7% per year from 2005-2015
- Home values have only increased 0.6 % per year
- Per capita Income has increased only 1.4% per year

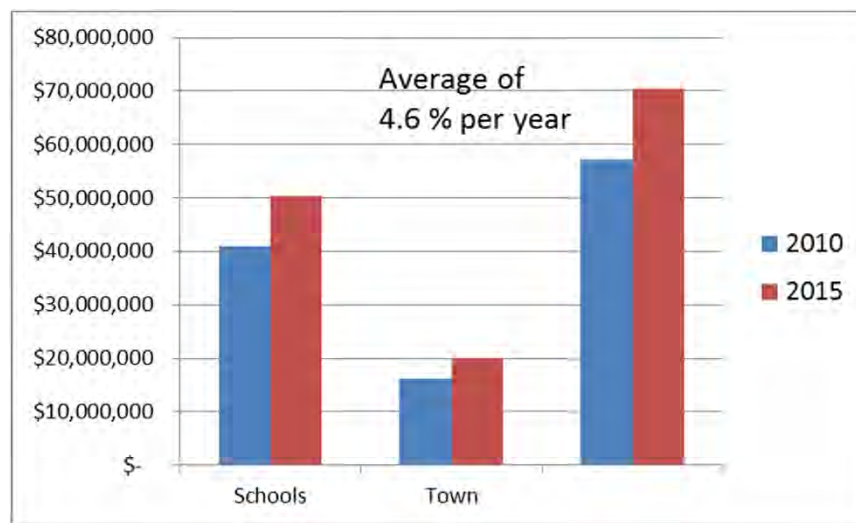
Agenda

- Town financial status
- **Concerns**
- Recommendations
 - New Finance Committee reserve policy
 - Recommendations for FY18
 - Key conclusions

Concerns

- Compensation growth in excess of 4% is not sustainable
 - With Prop 2 ½ limiting the largest source of revenue, excise and new growth cannot consistently cover this rate or increase.
- State aid is unlikely to increase more than 1%
- Capital and facilities in need of attention
 - Now
 - Needed health & safety repairs and upgrades to existing facilities should be addressed immediately, from BOTH third-party surveys of our infrastructure
 - Intermediate term
 - Repairs to buildings that will remain, without triggering code-mandating changes
 - Long term
 - Replacement of elementary school(s) – addresses large % of our shortfall per Dore & Whittier, and eases overcrowding
 - New fire station

2010 -2015 Compensation Growth



Salaries and Fringes (excluding OPEB) for Town plus Acton % of ABRSD

State Aid is Unlikely to Increase

- “In FY15, there were approximately \$1.188 billion in one-time revenues and savings used to balance the Commonwealth’s budget, up from approximately \$754 million in FY14 one-time solutions”
 - Comptroller of the Commonwealth Statutory Basis Financial Report For the Fiscal Year Ended June 30, 2015.
- “State budget cuts from Governor Charlie Baker are probably coming soon to Massachusetts. The Department of Revenue announced Tuesday that state revenue grew only one-half of 1 percent from August 2015 to August 2016 — a surprisingly tiny amount”
 - By [Joshua Miller](#) GLOBE STAFF SEPTEMBER 06, 2016

Our School Buildings Need Investment

- In their report in February of 2016, school district consulting architects, Dore & Whittier concluded:
 - \$4.4 million is needed for “Health Safety and Welfare,” repairs spanning all of the district’s elementary schools
 - Total identified investment exceeds \$100 million

Our Town Buildings Need Investment

- In their report to the Town in June of 2015, LLB Architects concluded:
 - \$2.1 million is needed in “Critical immediate repairs” for town facilities
 - Total identified investment was in excess of \$16 million

Agenda

- Town financial status
- Concerns
- **Recommendations**
 - New Finance Committee reserve policy
 - Recommendations for FY18
 - Key conclusions

Finance Committee Reserve Policy

- The Finance Committee believes that it is prudent to set both upper and lower thresholds on the reserves in order to
 - Maintain Town’s strong financial standing
 - Balance the focus on municipal vs school budgets
 - Spend down the Town’s reserves for one-time items such as capital or other Town priorities, or refund them to taxpayers
- To that end we recommend
 - The lower threshold be 5% of *municipal spending*
 - The upper threshold be 3% of *total Acton spending*, including the school assessments

Recommendations for FY18

- Operating budgets should increase by no more than the 3.3% increase in total revenue including new growth and excise
- There is no need for an operating override but property taxes should increase by no more than the 2.5%
- There is no need to use previously untaxed levy capacity to increase taxes by more than 2.5%
- Near term capital needs must be addressed
 - Prioritized lists for the Town and for the Schools need to be developed as soon as possible
- Funding for OPEB should continue at present levels (Acton’s OPEB funding is a strength compared to other towns)
- Reserves-
 - For FY18 only we recommend allocating \$1.6 million in free cash to budgeted spending (this is consistent with what was agreed in ALG Spring 2017)
 - After allowing for that amount, any reserves in excess of the upper threshold (as outlined in the reserve policy) should be used to address near term capital needs

Key Conclusions

- Near term
 - There is no need for a proposition 2.5% override this year
 - If the capital repairs are not funded from reserves a near term capital override may be necessary
- Longer Term
 - Given the magnitude of capital needed for facilities one or more capital overrides may be needed in the next 2-5 years



Acton-Boxborough Regional School District

Superintendent's Office

16 Charter Road Acton, MA 01720

978-264-4700 fax: 978-264-3340

www.abschools.org

Clare L. Jeannotte
Director of Finance

To: Glenn Brand, Marie Altieri
Members of the School Committee
From: Clare Jeannotte
Date: October 27, 2016
Re: Three Year Financial Forecast - Preliminary Assumptions for discussion only

Table 6:

- Assessment- % all years based on 10/1/16 enrollment 3 year averages.
- RJ Grey Minuteman program continues to be separately assessed to the two towns (TBD)

Revenues:

- Ch. 70 at minimum aid \$25 per student-approx. \$138K per year increase
- Regional Transportation at 70% anticipated reimbursement rate
- Regional bonus aid declining - FY18 and FY19 last two years
- Miscellaneous revenues of \$100,000 assumed
- E&D at same level: \$200,000 per year

Expenses:

- Staff: assume that any new positions are funded by retirement savings
- Teachers in negotiations; custodial and office support at settled %'s and all others 2.5%
- Health insurance increase 8% per year
- Pension assessment (Middlesex Retirement) increase 7% per year
- OPEB- + 100K FY'18, then level at \$900K, consistent with prior plan
- Worker comp and P&C Insurance: Increase \$50K FY'18, \$22K FY'19, \$6K FY'20.
- Debt-based only on actual for current borrowings
- Capital- add \$250K per year to \$255K FY17, plus normal departmental outlay level funded

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.



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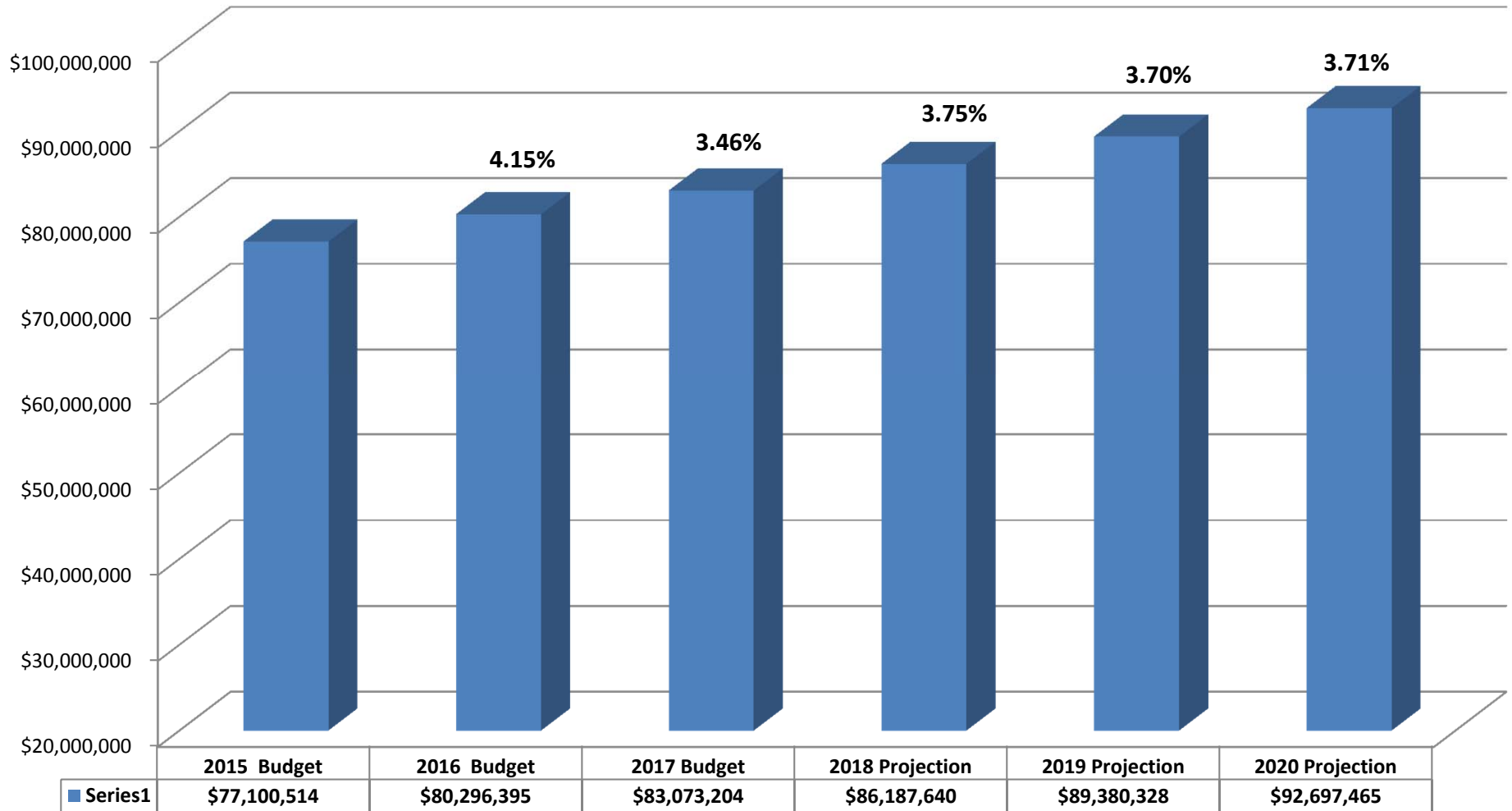
- Transportation-stay at 29 busses, extend current lease 1 year then rebid.
- Legal at \$150K per year
- Sped Tuition and transportation- 3% per year; move ins = graduated or moved out
- All other costs level funded at FY17 levels

Revenues: 3 year outlook data FY18-20				
REVENUES AND RESERVE USAGE:	FY17 Budget	18 outlook	19 outlook	20 outlook
Charter school aid	27,683	25,004	25,004	25,004
Ch 70 school aid	14,531,276	14,833,821	14,971,546	15,109,271
Regional transportation	1,190,000	1,345,826	1,386,201	1,427,787
Bonus aid	74,000	49,000	24,000	-
Miscellaneous revenue	-	100,000	100,000	100,000
E&D	200,000	200,000	200,000	200,000
Total revenue and reserve usage	16,022,959	16,553,651	16,706,751	16,862,062
% increase		3.3%	0.9%	0.9%

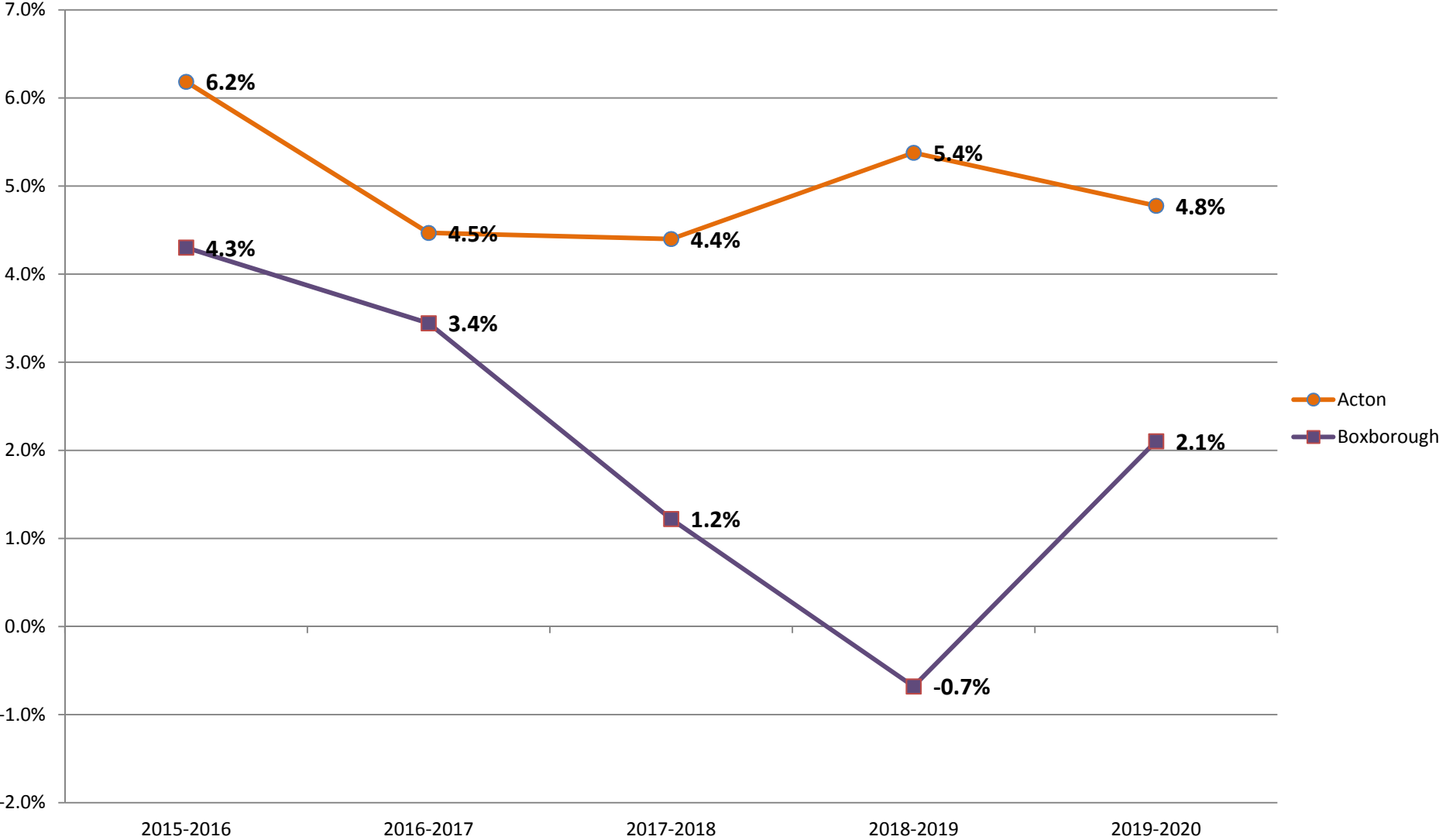
ABRSD: DRAFT - 3 YEAR OUTLOOK FY'18 - FY'20										
ABRSD										
BUDGET HISTORY										
CLJ	10/25/2016									
FISCAL	TOTAL BUDGET				ASSESSMENTS					
YEAR	EXPENSES	% INCREASE	REVENUES & E&D	% INCREASE	ACTON	% INC	BOXBOROUGH	% INC	TOTAL	% INC
2015	\$ 77,100,514		\$ 16,815,792		\$ 49,690,145		\$ 10,594,577		\$ 60,284,722	
2016	\$ 80,296,395	4.1%	\$ 16,005,146	-4.8%	\$ 53,171,009	7.0%	\$ 11,120,240	5.0%	\$ 64,291,249	6.6%
2017	\$ 83,073,204	4.2%	\$ 16,022,959	3.7%	\$ 55,547,097	4.5%	\$ 11,503,148	3.4%	\$ 67,050,245	4.3%
2018	\$ 86,187,640	3.7%	\$ 16,553,651	3.3%	\$ 57,990,446	4.4%	\$ 11,643,543	1.2%	\$ 69,633,989	3.9%
2019	\$ 89,380,328	3.7%	\$ 16,706,751	0.9%	\$ 61,109,203	5.4%	\$ 11,564,374	-0.7%	\$ 72,673,577	4.4%
2020	\$ 92,697,465	3.7%	\$ 16,862,062	0.9%	\$ 64,027,823	4.8%	\$ 11,807,580	2.1%	\$ 75,835,403	4.4%

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

ABRSD Budget Annual Growth - Total Dollars & %



Town Assessment Projections - % Inc (Dec)





Luther Conant School

80 Taylor Road
Acton, MA 01720

978-266-2550 www.conant.ab.mec.edu

Damian J. Sugrue Principal ~ Abigail C. Dressler Assistant Principal



7.

Dr. Glenn Brand
Superintendent of Schools
Acton-Boxborough Regional School District
Charter Road
Acton, MA 01720

October 28, 2016

Dear Dr. Brand:

The Luther Conant School PTO has generously offered a gift of \$21,062.51 which when added to the leftover amount of \$3937.49 from 15-16 will equal \$25,000 to be used towards the salaries of classroom assistants for the 2016-2017 school year. I ask that you present this request for acceptance of this gift on behalf of the Luther Conant School at an upcoming School Committee meeting and apply the funds to the proper salary account. Thank you!

Very Truly Yours,

Damian J. Sugrue
Principal



September 30, 2016

Dr. Glenn Brand
Superintendent
Acton-Boxborough Regional School District
Charter Road
Acton, MA 01720

Dear Dr. Brand:

On behalf of the C.T. Douglas School PTO, please accept this gift of **\$32,609.88** to the Acton-Boxborough Regional School District for funding in the 2016–2017 school year of teaching assistants, library staff, and a writing assistant. Please combine this gift with **\$2,179.12** of unused PTO funds from the 2015–2016 school year, for a total of **\$34,789**.

We would not be able to support these expenses without the generosity of our parents and the community. We do not take this generosity lightly. Nevertheless, we feel that our budget is realistic for the coming year, and we are very happy to be able to contribute to making Douglas such a special place for our children.

Sincerely,

Annie Hamill and Tracey Zachary
Douglas PTO Cochairs, 2016–2017

cc: Dr. Chris Whitbeck; Sharen Crooks; Andrew Chase, PTO Treasurer



Acton-Boxborough Regional School District

Paul P. Gates School

75 Spruce St.
Acton MA 01720
Ph. 978-266-2570
gates.abschools.org



Lynne Newman
Principal

October 17, 2016

Dr. Glenn Brand
Superintendent of Schools
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720

Dear Dr. Brand,

I would like to request the acceptance of the gift of money from the Gates School PTO in the amount of \$25,000. Please combine this gift with the unused PTO funds of \$6,211.57 from the 2015-16 school year for a total of \$31,211.57. This amount has been designated for classroom assistants, including the media assistant, for the 2016-2017 school year.

I hope you will present this request for acceptance of this year's PTO total gift of \$31,211.57 to the Acton Boxborough School Committee at their next regularly scheduled meeting.

Please let us know if you have any questions.

Sincerely,

Lynne Newman
Principal

McCarthy-Towne School
Acton-Boxborough Regional School District
11 Charter Road, Acton, Massachusetts 01720
Telephone: 978 -264-3377, FAX: 978-264-4098

Dr. Glenn Brand
Superintendent of Schools
16 Charter Road
Acton Public Schools
Acton, MA 01720

October 7, 2016

Dear Dr. Brand,

On behalf of the McCarthy-Towne PTSO, please accept this gift of \$71,000.00 to the Acton Boxborough Regional School District for the funding of teaching assistants for the 2016-2017 school year. Please combine this gift with \$12,800.26 of unused PTSO funds from the 2015-2016 school year for a total of \$83,800.26

Sincerely yours,

David Krane
Principal
McCarthy-Towne School

MERRIAM SCHOOL

11 Charter Road. Acton, Massachusetts. 01720. 978-264-4700

October 27, 2016

Dr. Glenn Brand
Superintendent of Schools
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720

RE: FY 17 gift from Merriam Elementary School PTO

Dear Dr. Brand,

On behalf of the Merriam School Parent Teacher Organization, please accept our gift of \$90,000 to the Acton-Boxborough Regional School District for the funding of teaching assistants at Merriam School for the 2016-2017 school year.

Thank you,

Shirlee Stein
Merriam School PTO Treasurer

cc:
Ed Kaufman, Merriam Principal
Juliana Schneider, Merriam Assistant Principal
Claudia Hardy, Merriam PTO co-chair
Maria Pickett, Merriam PTO co-chair



Acton-Boxborough Regional School District
Facilities and Transportation Office
16 Charter Road Acton, MA 01720
978-264-4700 fax: 978-264-3344
www.abschools.org

JD Head

Director of Facilities and Transportation

To: Glenn Brand

From: JD Head

Date: October 28, 2016

RE: School Committee consideration of accepting "bounce back wall" gift

I am writing to inform you that the District has been approached by a group that would like to gift a bounce back wall that can be used as an individual athletic training tool for multiple sports, including but not limited to lacrosse, soccer, and field hockey. A bounce back wall is a free standing concrete structure approximately fifteen feet high that student athletes can stand in front of and throw or kick or hit their ball of choice off of and then receive it back. Many Districts in our area have these most individuals have seen the large one constructed at Lincoln-Sudbury and Concord-Carlise.

Over a year ago Erin Bettez and I were approached by Jerry Eaton, Acton resident, about the desire to build a wall for this purpose and was hopeful we could work together to find an appropriate location on our campus to see if it was a possibility. We met and offered a couple of suggestions none of which seemed appropriate for the purpose of the donors. Several months later we met again and discussed a smaller version of the wall that could fit in a small area adjacent to the perimeter fence around the new turf lower fields. Permission was given to Eaton to have his engineers and designers dig test pits to understand the suitability of the substrate and would allow for his group to create an engineered design and price out the construction.

It is understood that concurrently the group worked with other stakeholders including Acton Conservation Commissioner, youth sports groups who use the lower fields regularly, FOLF who administers the Lower Field rental business, Community Education, and most notably the Acton Boxborough High School and Athletic Director to make sure that all stakeholders are supportive of the project. It would seem that everyone is enthusiastic about the project and believe it would be a valuable addition to the complex.

I have received a copy of the stamped drawings of the structure and have been made aware that the estimated cost to construct the structure is \$88,000. The proposed structure would be 40 ft wide by 15 ft high and would have a 25 ft of turf on either side of it where the athletes would stand and throw or kick or hit in the direction of the wall from both sides. It is the expectation that the donors have intentions to fund 100% of the construction costs as well as maintenance and repair cost. The desire of the group is to construct the wall in late November or early December.

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My office is currently working with our legal team to work out an agreement that would reflect the intention of the group to fund 100% of the expense, maintenance and repair, and assume reasonable liability associated with the asset. We are also working with legal to make sure the School Committee can accept the asset as a finished constructed product or does the group need to donate the funds and then the District would have to construct the asset. We believe the most likely scenario is that the District would accept the finished product fully complete.

The question before the school committee is do they want us to continue down this path and work with the group to construct the wall that can then be accepted as a gift. In essence we need to know if the committee is in favor of the concept of the wall. I have attached with this memo a copy of a document written by the donors who include, private citizens, local youth sports organizations, and FOLF asking for the consideration of the District to construct the wall. Below is an image that illustrates the desired location of the wall in white highlighted in yellow.



Thank you for your time and consideration.

Best Regards,

JD Head

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

AB Bounce Back Wall Gift Information

A group of town organizations and individuals would like to build and donate a free standing concrete wall with turf on each side to be located in the lower fields area in a small section of land that is between the turf fields and community education soccer fields that is not usable for field space. We have explored locations that would be agreeable to Community Education, AB schools and FOLF and also engaged Tom Tidman from the conservation department. The wall will be 40 feet wide and 15 feet high with turf extending approximately 25 feet on each side to allow for soccer, lacrosse and field hockey players to use it for practice. We have engaged the same engineering firm that designed the wall at Lincoln Sudbury for this project based upon their experience and the quality of the product and have enclosed the preliminary stamped plans. This type of practice wall is becoming very popular and present at LS, Hingham, Westwood, Newton and most recently built at Concord Carlisle.

The town organizations providing financial support are AB Youth Lacrosse, AB Girls Youth Lacrosse, AB Youth Soccer and AB Lacrosse Boosters. We also have significant individual financial support from members of our community as well. The project would be entirely constructed and maintained(very little maintenance) with private donations. The wall is supported by Steve Martin(AB Athletic Director), Scott Biron (AB girls varsity lacrosse coach) and Pat Ammendolia(AB boys varsity lacrosse coach) who feel it would be a wonderful tool for the student athletes at Acton Boxboro.

If you have any questions, please do not hesitate to contact me directly.

Best

Jerry Eaton
AB Youth Lacrosse
Cell

HEAD INJURY MANAGEMENT POLICY

First Reading 11/3/16

The purpose of this policy is to provide information and standardized procedures for Acton-Boxborough staff, families and students dealing with diagnosed or suspected head injuries. These procedures will include measures addressing prevention, training, management and return to activity decisions. Our policy and procedures must address sports-related head injuries occurring in extracurricular athletic and marching band activities, but will also be applied to all head injuries in students regardless of causation or source.

Head injuries and concussions can have serious consequences for students, including long-term health and educational issues. Proper management of such incidents can help maximize recovery. Early recognition of a head injury/concussion is essential to safe management and to the ultimate goal of a return to normal physical and academic functioning.

Every season, the District shall collect and review health history information for every student who participates in athletic and marching band activities. ~~Seasonally updated health history information is collected and reviewed for every student participating in athletic activities.~~

Concussion training is required and documented annually for athletic staff, school nurses, and for students participating in school athletic and marching band activities, ~~including marching band~~, and their parents. Information on the dangers of opiate use and misuses shall be distributed to all students prior to commencement of their athletic seasons, in conjunction with the District's annual head injury safety program.

Suspected concussions that occur during school activities are reported immediately to families for referral to a provider. Care and management of head injuries in the school setting requires collaboration between families, school nurses, coaches, athletic trainer if available, primary care physicians, consulting athletic and school physicians, athletic director, marching band director, administrators and counselors.

Review and revision of this policy and procedures shall occur as needed, but at a minimum of every two years.

LEGAL REFERENCE: M.G.L. c. 111, section 222

Reviewed and Approved: 2/2/12, 5/22/14, X/XX/16

STAFF ETHICS/CONFLICT OF INTEREST

FILE: GBEA

The School Committee expects members of the District's professional staff to be familiar with the code of ethics and conflict of interest laws that apply to their profession and to adhere to it in their relationships with students, parents, coworkers and officials of the school system.

The conduct of employees where a possible conflict of interest exists is regulated by Chapter 268A of the Massachusetts General Laws. The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job or after hours.

It is incumbent upon the employees to be familiar with the conflict of interest laws. All employees of the District, as required by state law, shall complete an online ethics and conflict of interest training within 30 days of the date on which they commence employment, and every 2 years thereafter.

Questions regarding the laws and how they are applied should be directed to the Massachusetts State Ethics Commission.

District employees may not engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.

District employees may not participate in any particular matter in which he/she or a member of his/her immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. Employees also may not participate in any particular matter in which a business organization from which he/she has a financial benefit is doing business with the School District.

District employees may not accept individual gifts valued at \$50 or more or group/class gifts valued at \$150 or more. Gifts from individuals and groups are outlined in detail in policy GBEC.

Employees will not engage in work of any type where information concerning students, families, or the district originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

Employees may need to file Massachusetts Ethics Commission disclosure forms for accepting gifts, having travel expenses paid for by a third party or fieldtrip fees, etc. Employees should become familiar with the disclosure forms posted on the Massachusetts Ethics website www.mass.gov/ethics/disclosureforms.

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.
Policy GBEC

STAFF ETHICS / CONFLICT OF INTEREST

The School Committees expect members of the districts' professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the Districts will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

**DISCLOSURE UNDER G.L. c. 268A, § 23(b)(3) OF A GIFT WORTH LESS THAN \$ 50
AS REQUIRED BY 930 CMR 5.07**

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	
Title/ Position:	
Agency/ Department:	
Agency address:	
Office Phone	
Office E-mail	
Put an X beside the relevant statement about a six-month period.	<p>I have accepted a gift from a person or organization who is not a lobbyist. The gift is worth less than \$50. I am filing this disclosure because</p> <p><input type="checkbox"/> I received the gift because I hold a public position or because I have taken action in my official position or performed official duties in relation to the giver; and</p> <p><input type="checkbox"/> I expect to perform my official duties in relation to the giver in the future.</p> <p>My purpose in filing the disclosure is to dispel the appearance that the person or organization who gave me the gift can unduly enjoy my favor or improperly influence me when I perform my official duties.</p>
GIFT WORTH LESS THAN \$50	
Name of person or organization that gave you the gift	
Date when you accepted the gift	
Description of the gift	
Value of the gift	
Circumstances under which you received the gift	

OFFICIAL ACTION IN RELATION TO THE GIVER	
As a public employee, what have you done in relation to the giver in the past?	Describe, e.g., matters that previously came before you that involved the giver or the type of service you previously have provided in relation to the giver.
Describe what you expect to do as a public employee in relation to the giver in the future.	Describe, e.g., a matter that will come before you that involves the giver or the type of service you expect to provide in relation to the giver.
Date when you expect to take action as a public employee in relation to the giver.	Is a matter scheduled? Do you perform duties in relation to the giver on an ongoing basis?
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input type="checkbox"/> Taking into account the facts that I have disclosed about the gift, I feel that I can perform my official duties objectively and fairly in relation to the giver.
Employee signature:	
Date:	

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.



The Official Website of the State Ethics Commission

State Ethics Commission

Home > Education & Training Resources > Educational Materials > Explanations of the Conflict of Interest Law > Public School Teacher FAQs on the Conflict Law

Public School Teacher FAQs on the Conflict of Interest Law

Public school teachers – teachers who work for school districts, regional schools, and charter schools – are subject to the conflict of interest law, G.L. c. 268A. This information sheet answers some questions about the law frequently asked by teachers. The following topics are covered:

- teacher gifts;
- school field trips where a chaperone teacher's expenses are paid;
- accepting payment of travel expenses;
- teacher political activity relating to town budget overrides;
- tutoring;
- second jobs, such as coaching, and summer jobs with the same town or district;
- running for school committee; and
- receiving services from students in vocational programs, such as automobile oil changes.

Teacher Gifts

Question: My students' parents want to give me an end-of-the-year gift. May I accept it?

Answer: It depends on the value of the gift. Public employees, including teachers, are prohibited by §§ 3 and 23(b)(2) of the conflict of interest law from accepting gifts worth \$50 or more that are given to them because of the position they hold, or because of some action they could take or have taken in their position. Teachers and other public employees may accept gifts that are worth less than \$50, but they have to disclose in writing the fact that they have done so if, based on the circumstances, a reasonable person would think that the teacher might unduly show favor to the giver or the giver's child because of the gift. G.L. c. 268A, § 23(b)(3). Therefore, whether you may accept the gift depends on its value, and whether you must disclose a gift you are allowed to accept depends on the circumstances.

A teacher who is offered an end-of-the-year gift worth \$50 or more should not accept it, unless it is a permissible class gift. The Commission created an exemption in its regulations at 930 CMR 5.08(14) to permit class gifts to teachers in certain circumstances. Under the exemption, the parents and students of a class, acting together, may give a gift worth up to \$150 to a teacher, provided that the gift is identified only as being from the class, and the names of the givers and the amounts given are not identified to the teacher. A single class gift worth up to \$150, or several class gifts during the school year with a total value up to \$150, may be given. A teacher may not accept any other gift from someone who has contributed to a class gift. Therefore, if an individual gift is offered, before accepting it, the teacher must confirm that the giver did not contribute to the class gift.

A gift given to a teacher to use solely in the classroom or to buy classroom supplies is not considered a gift to the teacher personally, and is, therefore, not subject to the \$50 limit on personal gifts to teachers. Parents may give gifts to the classroom or the school in accordance with the rules of the school district. A teacher who receives such a gift must keep receipts documenting that the money was used for classroom supplies.

Question: I've been told that I cannot even accept a plate of holiday cookies from a student without filling out paperwork. Is that correct?

Answer: No, it is not correct. A teacher who is offered an end of the year gift worth less than \$50 by someone who did not contribute to a class gift may accept it, after confirming by asking that the giver did not contribute to the class gift. A gift worth less than \$50 must be disclosed in writing if, based on the circumstances, a reasonable person would think that the teacher might unduly show favor to the giver or the giver's child because of the gift. G.L. c. 268A, § 23(b)(3). A gift without retail value, such as a plate of cookies or other homemade food items, hand-picked flowers, handmade gifts, or other items worth less than \$10, need not be disclosed, because a reasonable person would not think that a teacher would unduly show favor to the giver. A gift that might create such an appearance of a conflict – for example, a \$40 bottle of wine given to a teacher who is going to write a college recommendation for a student – must be disclosed, in writing, to the teacher's appointing authority. A teacher who accepts a gift worth less than \$50 from a student or parent during the school year must file a disclosure if she will continue to teach the student during the rest of the year and the gift is valuable enough that it might create an appearance that she would unduly favor the student. The form that should be used for such a disclosure is form no. 8 at the following link: <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/>

If a teacher gets a gift after the school year has ended and grades have been reported, and the gift is one that she may accept because the giver did not contribute to the class gift and the item given is worth less than \$50, she need not file a disclosure unless she expects to perform official duties in relation to the student again, because if she will not have further contact with the student, there will be no appearance that she might unduly favor the student.

School Trips Where Chaperone Teacher's Expenses are Paid

Question: My school traditionally sponsors a trip to Mexico for students studying Spanish. I have been asked to organize this year's trip, and to accompany the students as a chaperone. The parents of the students who go on the trip will pay my travel expenses. May I do this?

3 of 18

Answer: Yes, provided that you fill out two disclosure forms, give them to your appointing authority, and obtain prior written approval of what you wish to do. One form must be done before you begin planning the trip, and the other must be done before you travel.

A field trip situation where a teacher chaperone's travel expenses will be paid for by her employing district (or by the teacher herself) does not raise issues under the conflict of interest law. However, when a teacher chaperone's expenses will be paid by anyone else – an outside provider such as a travel agent or company, or parents – issues arise under §§ 6 or 19 and 23(b)(2) of the conflict of interest law.

Sections 6 and 19 of the law prohibit teachers from participating in any matter in which they have a personal financial interest. A teacher who arranges a trip to Mexico knowing that the parents of students traveling on the trip will pay her travel expenses has a personal financial interest in the matter. However, there is an exemption that allows a public employee to participate in a matter in which she has a financial interest if she makes a prior written disclosure to her appointing authority about her financial interest and receives prior written authorization. Before beginning to plan a field trip that will involve paid-for travel, the teacher should fill out a disclosure form and obtain prior written approval. Charter school teachers should use form no. 1a from the disclosure forms for state employees. These forms are available at <http://www.mass.gov/ethics/disclosure-forms/state-employee-disclosure-forms/>. Teachers employed by a school district should use form no. 1c from the disclosure forms for municipal employees. These forms are available here: <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/>.

Section 23(b)(2) prohibits public employees from accepting gifts of \$50 or more that are given because of their official position. A teacher whose travel expenses of \$50 or more are paid because she is the teacher chaperone violates this provision, unless, before taking the trip, she disclosed details about her trip in writing and obtained a written determination from her appointing authority that her acceptance of the payment of her travel expenses by someone else serves a legitimate public purpose. The required form is form no. 11a at this link: <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/>

In summary, a teacher planning a field trip that will involve someone other than the teacher herself, or the school district, paying her travel expenses of \$50 or more, has 2 forms to fill out and to have approved by her appointing authority: (1) the § 6 or 19 form before she begins to plan the trip, and (2) the travel disclosure form, before she travels.

Payment of Teacher's Travel Expenses

Question: I have been invited to attend a conference and the conference organizer has offered to pay my travel expenses. May I accept?

Answer: There is no issue under the conflict of interest law where a teacher's district pays her travel expenses. Payment of a teacher's travel expenses of \$50 or more by anyone else is prohibited by § 23(b)(2) of the conflict of interest law, G.L. c. 268A, because it is a gift given to the teacher because of her position. However, the Commission has created a number of exemptions to this prohibition to cover situations when acceptance of such a gift serves a public interest. In some situations, a written disclosure must be made prior to travelling.

Teachers and other public employees may accept payment of travel expenses by another domestic public agency without making a disclosure. For example, there would be no issue under the conflict of interest law with teachers accepting payment of expenses by the U.S. Department of Education to attend a conference in Washington, D.C. No disclosure is required. The regulation creating this exemption is 930 CMR 5.08(2)(c).

Teachers and other public employees are also permitted to accept payment of travel expenses in connection with attendance at an educational program in Massachusetts involving professional or other continuing education. This exemption requires that the teacher accepting payment of travel expenses have a good faith belief that his attendance will serve a public interest which outweighs any special benefit to him. No disclosure is required. The regulation creating this exemption is 930 CMR 5.08(2)(e).

If a non-public entity offers to pay for out-of-state travel by a teacher, the teacher may accept only if she first fills out a disclosure form giving details of the anticipated travel, and her appointing authority concludes, in writing and in advance, that the proposed travel will serve a legitimate public purpose. The regulation creating this exemption is 930 CMR 5.08(2)(d). The required disclosure form is form no. 11a, which is available at: <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/>

Teacher Political Activity Relating to Town Budget Overrides

Question: My town is going to consider a tax limit override ballot question. May I serve on or assist a ballot question committee?

Answer: Yes, provided that you do so without pay, do not fundraise, and do not act as the agent for the campaign in any matter involving your town (such as filing required campaign finance reports). You may, outside of school and on your own time, distribute campaign literature, make get-out-the vote telephone calls, conduct campaign polls and research, drive voters to the polls, and display or hold signs as long as you do not do so on town time or by using town resources.

Teachers and other public employees have most of the same rights as other citizens to engage in private political activity. A teacher may engage in private political activity using his own or other private resources, and when he is acting for himself and not as an agent or representative of anyone else. However, a public employee may not use his public position to engage in political activity. Section 23(b)(2)(ii) of the conflict of interest law prohibits the use of one's public position to engage in political activity, because a public employee who does so is using his official position to secure for himself or others (such as a candidate or a ballot question committee) unwarranted privileges of substantial value (\$50 or more) not properly available to similarly situated persons.

The campaign finance law, G.L. c. 55, restricts the ability of public employees to engage in political fundraising. The campaign finance law is enforced by the Office of Campaign and Political Finance ("OCPF"), which can answer questions about fundraising. You can call OCPF at (617) 979-8300.

Question: The school committee in my city has stated that it strongly supports a tax limit override ballot question. May I send home a letter in my students' backpacks urging parents to vote in support of the override?

Answer: No, you may not. While in general, it is permissible to notify the public that an election will be held on a certain date and encourage all voters to vote, public resources may not be used to notify only a subset of voters (such as parents of school children) in order to influence the outcome of the vote or meeting. Notifying only the parents of school children about a ballot question whether to fund a new public school, and not notifying other homeowners who do not currently have a child attending school in the district, would be prohibited, because it would not be neutral.

Tutoring

Question: The parents of a child who attends school in my district, but is not one of my students, have approached me and asked whether I would be willing to tutor their son. I do not advertise my services in any way; they heard about me by word of mouth from the parents of other students I have tutored. The school has not found that the tutoring services are necessary. The parents would pay me per hour and I would go to their home to provide the tutoring, using my own materials, not school materials. May I do this?

Answer: Yes, you may. The facts you have described do not raise any concern under the conflict of interest law.

The conflict of interest law places some restrictions on teachers tutoring students in their own districts, but does not forbid it. The following are the types of situations that may violate the law, as explained further below:

- A teacher recommends that one of her own students receive private tutoring, and then is paid to do the tutoring.
- A teacher privately tutors her current students.
- A teacher conducts a private tutoring business after hours in his public school classroom.
- A teacher is paid by her own district in a second job to provide tutoring.
- A teacher is paid to provide services that the district has found to be necessary for a child, for instance under an IEP.
- A teacher tells one of his students that he is available for private instruction over the summer.

Providing Tutoring You Recommended: A teacher cannot recommend that one of his or her own students get tutoring, and then be paid to tutor that same student in a second job. This would be a conflict of interest, because the teacher has a financial interest in providing those services. This restriction is imposed by § 6 (charter school teachers), and § 19 (school district teachers).

Privately Tutoring Current Students: A teacher may not tutor students who are currently in her class. Even if the teacher does not recommend that her current student receive private tutoring, the teacher should not tutor her current students as this raises issues under § 23(b)(3), the appearance of a conflict section, § 23(b)(2), the use of position section, and § 19, the financial interest section.

Using School Resources for Private Tutoring: A teacher cannot use his position to get unwarranted privileges for himself, or to give them to anyone else. This restriction is imposed by § 23(b)(2). For example, a teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services. A school cannot send home brochures for a particular tutoring service with the children. The only exception to this is that a district may, if it chooses, create a policy permitting the use of its resources in specified circumstances by anyone (teachers or non-teachers) who meets its objective and reasonable criteria. For example, a district could create a policy under which it will list on its website any provider of private tutoring services that meets stated criteria. Any such listing, however, should include a disclaimer that the district is not endorsing any private tutoring service.

Tutoring Paid for by the District: Apart from their primary employment (which is viewed as a contract for conflict of interest purposes), teachers and other public employees are not allowed to have a financial interest in a contract with an agency at their same level of government, unless an exemption applies. This means that a teacher cannot have a second paid position with her school district or her charter school unless there is an applicable exemption, because the second paid position is a financial interest in a municipal or state contract. This restriction is imposed by § 7 (charter school teachers) and § 20 (school district teachers). These sections make it impossible for full-time teachers to tutor in their own district if the district is going to pay for the tutoring (as may be the case, for example, with SES services). A district that wishes to be able to pay its teachers directly to perform tutoring must include a provision in the teachers' collective bargaining agreement providing a set amount of extra pay for tutoring by teachers that will be included in the teachers' regular paychecks. This solves the problem because then teachers only have a financial interest in one contract (that is, their primary employment, which is governed by the collective bargaining agreement). This part of the law applies less restrictively to some part-time employees.

Tutoring Required by District: Teachers and other public employees may not be paid by or act for others in matters that are of direct and substantial interest to their public employers. Where a district has determined that a particular child needs tutoring, that is a matter of direct and substantial interest to the district. Consequently, a teacher who works for the district cannot be paid privately to provide that tutoring. For example, if tutoring is required as part of an IEP, a teacher in the district may not accept payment from the student's family to provide that tutoring. The teacher is likewise prohibited from communicating with his own school or district on behalf of a private tutoring program. This restriction is imposed by §§ 4 and 17. These provisions apply less restrictively to some part-time employees. A district paying its own teachers directly to provide tutoring pursuant to a collective bargaining agreement by including tutoring-related compensation in their regular paychecks does not create a problem under this section, because the employees are not being paid by someone other than their employer.

Approaching Students or Parents for Work: Teachers and other public employees may not initiate private business relationships with persons under their authority pursuant to § 23(b)(2). This means that a teacher may not approach a student, or the student's parents, seeking private tutoring work. A teacher may provide tutoring when the relationship is initiated by the parents or a student, but, if the student is, or in the future may be, under the teacher's authority, the teacher will need to do a written disclosure. The form to be used for this disclosure is form 8, which is available at: <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/>

School District Policies Prohibiting Private Tutoring: A school district may adopt policies that are more restrictive than the conflict of interest law. For example, a school district may choose to adopt a policy prohibiting teachers from privately tutoring any students in the same school in which they teach or in the same school district in which they work. In that situation, the tutoring would be prohibited, even if it doing so would otherwise be permissible under the conflict of interest law.

In sum, a teacher who is approached by parents of a student in his district but who is not one of his own students, and is asked to tutor their child, for payment by the parents, and using no public resources in connection with that tutoring, may do so. Teachers, however, should avoid tutoring in any of the situations described above that would raise issues under the conflict of interest law or district policy.

Second Jobs (Coaching) and Summer Jobs with the Same District, Town or State

Question: I am a full-time math teacher at the high school. I've been asked to coach the girls' basketball team. The district would pay me a stipend of \$3,000 for doing so. May I?

Answer: The only way that you can coach while a teacher and comply with the conflict of interest law is if the collective bargaining agreement for teachers in your district includes a provision authorizing teachers to be paid for coaching, and the additional payment is included in your regular paycheck. You cannot have a second paid arrangement with the district for which you are paid separately.

A teacher may not have a financial interest in a contract with an agency at his same level of government, unless an exemption applies. This means that a teacher cannot have a second paid position with her school district or her charter school unless there is an applicable exemption, because having that second paid position would give the teacher a prohibited financial interest in a municipal or state contract. This restriction is imposed by §§ 7 and 20. A district that wishes to be able to pay its teachers extra to perform services in addition to teaching, such as coaching, should include a provision in the teachers' collective bargaining agreement providing a set amount of extra pay for such services, to be included in regular paychecks. This solves the problem, because then the teachers only have a financial interest in one contract, that is, their primary employment, which is governed by the collective bargaining agreement. This part of the law applies less restrictively to some part-time employees.

Question: I am a full-time teacher in a school district, working from September through June. I would like to take a summer job during July and August working for the recreation department in the town where I teach. May I do so?

Answer: A teacher may not have a financial interest in a contract with an agency of the town in which he works under §§ 7 and 20, which includes a second job in the same town, unless an exemption applies. You may only take this summer job if you can satisfy the requirements of the § 20(b) exemption. This will require that the town gave public notice of the availability of the recreation department job; that you do not work more than 500 hours in the recreation department job; that the head of the recreation department certifies that no one from the recreation department is available to do the job; and that the board of selectmen (or town council) approves the exemption. You will also have to file a written disclosure with the town clerk establishing that these requirements are met. A form for that disclosure for school district teachers is form no. 2c, which is available at: <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/>.

Running for School Committee

Question: May I run for school committee in the town where I teach?

Answer: Yes, but you will have to give up your teaching job if elected. G.L. c. 71, § 52 provides that school committee members may not be teachers in their own districts. This restriction also applies to per diem substitute teachers.

Receiving Services from Students in Vocational Programs

Question: The students in the auto shop program at the school where I work offer an automobile oil change service that is very competitive in price with what local businesses charge for the same service. May I take advantage of this service?

Answer: Yes, provided that the auto shop program offers the same service, at the same price, to the public. In general, a teacher may not have a financial interest in a contract with his school, which includes purchasing services from the school. However, an exemption from that rule permits teachers and other public employees to enter into any fee-based contractual relationship that is readily available to the public at a set price. The regulation that creates this exemption is 930 CMR 6.16.

Summary of the Conflict of Interest Law for Municipal Employees

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts.

II. On-the-job restrictions.

(a) Bribes. Asking for and taking bribes is prohibited. (See Section 2)

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

Example of violation: A town administrator accepts reduced rental payments from developers.

Example of violation: A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.

Regulatory exemptions. There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions permitting giving and

receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

Example where there is no violation: A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

Example where there is no violation: A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

(c) Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth \$50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth \$50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

Example of violation: A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

Example of violation: A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

Example of violation: A mayor avoids a speeding ticket by asking the police officer who stops him, "Do you know who I am?" and showing his municipal I.D.

(d) Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

Example of violation: A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

Example of violation: A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.

Example: A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Example where there is no violation: An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

Regulatory exemptions. In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks' election-related functions are extensively regulated by other laws. There is also an exemption permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission's website.

Example where there is no violation: A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shellfishing. The Advisory Board is required to have members who are currently commercial fishermen. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen, but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

(e) False claims. Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more, or cause another person to do so.

Example of violation: A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation: A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior

to the meeting at which the application will be considered. There is no violation of Sec. 23(b)(3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example: A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

Example of violation: A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

Example of violation: A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

Example: A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example: A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

(c) Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an "inside track" to further financial opportunities.

Example of violation: Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

Example of violation: A selectman buys a surplus truck from the town DPW.

Example of violation: A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation: A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission's Legal Division for advice about a specific situation.

IV. After you leave municipal employment. (See Section 18)

(a) Forever ban. After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

Example of violation: A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

(b) One year cooling-off period. For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

Example: An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the

company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

(c) Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

Example: While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

Example: A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

* * * * *

This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, <http://www.mass.gov/ethics>, contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via

our website, by telephone, or by letter. Our contact information is at the top of this document.

Version 6: Revised May 10, 2013

ACKNOWLEDGMENT OF RECEIPT

I, _____, an employee at _____,
(first and last name) *(name of municipal dept.)*
hereby acknowledge that I received a copy of the summary of the conflict of interest law
for municipal employees, revised May 10, 2013, on _____.
(date)

Municipal employees should complete the acknowledgment of receipt and return it to the individual who provided them with a copy of the summary. Alternatively, municipal employees may send an e-mail acknowledging receipt of the summary to the individual who provided them with a copy of it.

GIFTS TO AND SOLICITATIONS BY STAFF

First Reading 11/3/16

State Ethics Laws limit the gifts that staff, teachers and coaches are allowed to accept. We do not want staff, teachers or coaches to be put into a position where they cannot or should not accept gifts of value from well-intended, grateful families.

When families, students and others wish to express personal appreciation to a teacher or other staff member, including coaches, the School Committee urges them to find modes of expression that do not involve personal gifts.

Individual Gifts: Gifts from individual families to staff may not exceed \$50 in value for the school year. Public school employees are required to disclose gifts received from individual students, parents, and guardians that are not class gifts.

Group Gifts to Staff: A public school department employee is allowed to accept a personal gift or several gifts during the school year, from a class or a team under certain conditions:

- Gifts with a total value of up to \$150, if the gift is identified only as being from the class/team, and the identity of givers and amounts given are not identified to the recipient, are acceptable.
- Group gifts are exempt from disclosure because the givers are not identified to the recipient.
- Under no circumstances should a group gift to a staff member exceed \$150 total per school year.

Gifts to the Classroom or the School: Parents may also give gifts to the classroom or the school in accordance with the rules of the school district. In keep with this policy, no employee of the School District will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment or services to the school system. This restriction does not relate to the acceptance of gifts for the school system, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

Solicitations: In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and are gratified when school employees give them their support. However, the direct solicitation of funds by staff members or students must be held at a minimum.

The solicitation of funds for the United Way will be permitted on an annual basis.

LEGAL REF: M.G.L. 268A; 930 CMR 5.07, et al.

CROSS REFS: KHA, Public Solicitations in the Schools
JP, Student Donations and Gifts

Revised: 9/6/12 Approved: 3/20/14



Acton-Boxborough Regional School Committee (ABRSC)

Monthly Update - October 2016

Increasing awareness of and involvement in issues affecting our schools and towns

The School Committee generally meets the first and third Thursdays of each month in the RJ Grey Junior High Library. Our meetings are open to the public and broadcast on actontv.org. Our next two meetings are scheduled for November 3rd at 8 p.m. and the 17th at 7 p.m. Some of our ongoing discussions include:



What is Challenge Success?

- *Challenge Success* is an organization out of Stanford University that provides resources for schools to organize efforts to mitigate school-related stress. The goal is to reduce unhealthy pressures on our students and champion a broader definition of success within our schools and communities. *Challenge Success is not a pre-packaged program that a school district adopts or implements.*
- Challenge Success is helping connect us with best practices and new initiatives around the country that other similar school districts are implementing in such areas as school schedules and homework.
- ***A large part of this effort involves families!*** Please come learn more as Challenge Success Co-founder Denise Pope, Ph.D. presents “The Well-Balanced Student,” Tuesday, November 8th from 7:00-8:30 p.m. in the Acton Boxborough Regional High School Auditorium.
<https://www.smore.com/uwc2w>
- **AB has a new website dedicated to student wellness:**
<http://abschoolswellness.weebly.com>



Acton-Boxborough Regional School District (ABRSD) Master Planning Process

Please note new date! Community Presentation of the District Master Plan Study Report, Thursday, **December 8** from 7:30-9:00 p.m. in the RJ Grey Junior High School Library. For more information, visit:

<http://www.abschools.org/district/school-capital-and-space-planning>

ABRSD Long Range Strategic Plan: Setting District-Wide Goals & Priorities

On October 6th and 20th, the School Committee discussed the new ABRSD Long Range Strategic Plan in order to provide feedback in the plan's final stages. The goal is to vote to accept a new plan on November 17th. Find out more at:

<http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes>

ABRSD Policy Update

- The School Committee's policy subcommittee recently reviewed policies JJIF: Head Injury Management and GBEA: Staff Ethics/Conflict of Interest
 - These will be up for a first read at our November 3rd meeting.
- We'd like to highlight policy GBEC: Gifts to and Solicitations by Staff:
 - State Ethics Laws limit the gifts that staff, teachers and coaches are allowed to accept. We do not want staff, teachers or coaches to be put into a position where they cannot or should not accept gifts of value from well-intended grateful families. Gifts from individual families to staff **may not exceed \$50 in value for the school year**. Gifts from a class or team to an employee **may not exceed a total value of \$150 for the school year**.
- The policy subcommittee meets twice monthly. All policies are found at <http://www.abschools.org/school-committee/policies>

For Your Calendar:

- Thursday, November 3rd: Dr. Rob Evans presents on ***Mental Health: Keeping our Kids Safe*** from 7:00 – 8:00 p.m. in the Junior High Auditorium
<https://www.smores.com/sm5xw>
- Thursday, November 3rd: ABRSC Meeting at 8:00 p.m in Junior High Library, ***Annual Enrollment Projections Presentation***
- Monday, November 14th: Maria Trozzi presents on ***Five to Thrive: Stresses of Parenting Kids Today*** (PreK – Grade 6) in the Junior High Auditorium
<https://www.smores.com/k4h00>
- December 1st and 15th : ABRSC Meeting at 7:00 p.m in Junior High Library, ***2017-2018 School District Calendar*** (school start date/religious holidays)

Any questions? Please contact Kristina Rychlik, krychlik@abschools.org

ALG Minutes October 13, 2016

Present Bart Wendell, facilitator; Janet Adachi & Peter, BoS; Paul Murphy & Amy Krishnamurthy, SC; Doug Tindal & Margaret Busse, FC; Steve Ledoux, Glenn Brand, & Steve Barrett, Staff. Absent: Marie Altieri, staff.

Audience: Clare Jeannotte & Brian McMullen, Staff; Peter Ashton, Town Moderator; Andy Sheehan, Town Administrator, Middleton and Charlie Kadlec, town meeting member.

Extra info: multi-year financial model; ALG summary of plan changes; fincom's POV

Minutes Okayed

2. Update for FY 17 revenue projections and capital plans

Steve L: so far things are moving along OK. Our big concern is the legal budget. We are embroiled American United over the spending of CPA funds. So far $\frac{3}{4}$ of the legal account has been spent. They have until Oct 23 to file an appeal.

On capital, we have just started the "On the Hill" process for FY 18. The requests look like a 3% increase but that does not include the lease costs for the senior center and are not sure if we will put it in capital.

We've just started the capital improvement plan committee where we will look at the capital financial needs for the schools and town for the next 10 years. We will be visiting the three fire stations and looking at needed renovations and try to determine how much capital improvements we can take on for FY18.

Glenn: FY 17 is moving along as expected. We are preparing the $\frac{1}{4}$ report for FY17. On November 9 there will be the final presentation of the construction master plan. We will provide the school committee with a number of options: new buildings; renovations. For the larger capital plan we need to identify priorities

3. FY 18 spreadsheet

SB directed attention to the changes page. The change sheet reflects the FY16 actuals which was requested by the finance committee. The nursing change from \$300k to \$150k which reflects the sequestration of the funds within the general budget; the meals tax was project at \$270k but came in at \$250k; interest on town deposits dropped to \$86k from \$50k; increase in state aid by \$75k.

SB There is a need to update the after the special Town Meeting for the senior center and the land purchase. At present the free cash numbers are estimated.

Margaret: The nursing service revenue increases---where are they reflected? Are these numbers net or gross? Do we have any idea of what it costs to provide the services?

SB: In FY16 the nursing service was folded into the general operating budget. It is now its own town department.

MB: There seems to be a 2x increase in expenses

SB: The expenses did not double; I have to go back to that department for that number

Brian: the nursing service is a contractual service. The expense drivers are the contractual services.

Doug: The finance committee was opposed to putting this service into the general operating budget This service is bleeding us at the rate of \$150-\$250k a year. The efforts at marketing may be more successful in getting more business.

PB: the town meeting voted over whelming to keep the nursing service. I'm not sure that it is still bleeding

Doug; it's a nice service but it also must be viable. It used to have a reserve and now does not, we cannot allow it bleed us ...

Janet: I will abide by the decision [of town meeting] to keep the service. It's obvious that we need more transparency. It would be helpful if we knew it was doing better. We need to control costs otherwise we will have to control services. I was disappointed in the report by the task force. We need to have this discussion off line along with the staff.

4. FinCom POV

Margaret thanked the staff for spending the time to help her understand reserves and how they are accumulated.

The FC first needed about the movement of reserves and how it plays in the forming of the budget. We asked for the change in the ALG spread sheet so we could see the actuals. Second we had to consider where we stand now. Should we have lots of reserves or should we refund monies to the taxpayers. We decided to follow the DOR recommendations of having 5% of the operating budget. We are still looking at the idea that the 5% is just for the town or whether it needs to be for the town and schools. If just just for the town, should it be less than 5%? Should we count the schools having their own reserves? Then we have to look at near-term capital needs. We think we should continue to fund OPEB at its present level.

Our conclusions are: there is no need for a 2.5% overrides this year; if the near-term capital repairs are not funded from reserves, we may need an override; given the magnitude of the capital needs we may have to have capital overrides in the next 2-05 years.

Margaret said that the POV still needs some tweaking by the FC and she would like it to be the basis for the discussion at the November 15th meeting.

***There was agreement that the FC's POV would be a topic of discussion on 11/15 but the boards needed to see the document in advance.

PB: are you going to leave the unused tax levy? And I think the capital needs priority list has to include the school.

Margaret: yes, the untaxed levy will remain unused. She agreed that the schools needs also had to be listed.

Paul: thanked the FC for their work. He noted that the 5% cap on Municipal was fair. He was not as certain that the recommended \$1q.5m use of free cash was enough. The SC is paying more attention to capital needs moving forward. He add3ed that it might be a good idea to develop a capital program similar to OPEB...

Margaret noted that there was a capital plan being developed. She added that the town had never taken into account the depreciation of capital items. She said that this might be another part that needed to be added.

PB: We have a stabilization fund which we could grow for capital. I'm not sure we have voted (agreed to) a \$1.6m use of reserves.

Bart: That was what was presented at the beginning of last year but ALG is not bound by last year's agreements.

Janet: I can remember when the \$1.6M 2was proposed several years ago. Arlington has a capital plan and a fund. Perhaps we speak to them about their process. Whatever we do, it has to be orderly.

Bart: Is anyone willing to speak against the stabilization fund?

Janet: we need to have specific plans for the stabilization fund.

SL: It's a bit too early to discuss meaningful numbers: whether the reserve is too low or not. We don't know if a 3.3% increase for the schools is enough.

Doug: I agree it's too early to decide where the money goes: stabilization or reserves. But what we do need to do is plan for the future and is realistic about what we will be faced with. We have to have buy in from the town and schools on a capital plan and how it will be funded. There are other things besides the schools, like the fire stations which we have allowed to deteriorate. We need a town-wide philosophy.

Margaret said that she would have the POV ready well before the 11/15 so the boards could study it and come up with suggestions and agreements.

Doug said that in addition the three boards needed to do a better job of looking forward

5. Capital Plans

There was no more on capital plans .

6. Public comment

Charlie: if I follow the spreadsheet it looks as if we are in for a 4.7% tax increase. This is an increase without using the unused levy.

SB: the model has us taxing at 2.5%

Charlie: Regardless of what the FC decides—to use the unused levy or not—a 4.7% is a significant amount.

Peter, Amy and Margaret will meet to discuss the agenda for 11/51.

Next meeting November 10, 7:15

Adjourned 9AM

Ann Chang



The Acton-Boxborough Regional School District

Community Presentation
of the

District Master Plan Study Report

Thursday, December 8, 2016
(Please note new date)

7:30 p.m. – 9:00 p.m.
R.J. Grey Junior High School Library

The Acton-Boxborough Regional School District has been conducting an intensive year-long study of our facilities and capital/educational needs with the assistance of Dore & Whittier, Inc. After extensive data gathering, community outreach and careful analysis of our current needs, this work will be presented as the District Master Plan Study Report. Outlining a range of possible future building and renovation options, this Report will give our Administration, our School Committee and our Acton and Boxborough communities significant opportunities to consider in the upcoming months as we plan for educating our young people.

All members of our Acton and Boxborough communities are encouraged to attend this informational session.

For more information, go to the “About Us” page on the school district website and click on “School Capital and Space Planning”:

<http://www.abschools.org/district/school-capital-and-space-planning>.

Dear Commissioner Chester,

October 14, 2016

It is our understanding that Massachusetts is implementing a next generation assessment in the spring of 2017, commonly known now as MCAS 2.0. While we can appreciate the need to consider a new assessment, we have some concerns related to the composition of the new assessment tool, especially in light of the communication from ESE to districts and families, the current research regarding MCAS and PARCC, and other factors affecting the implementation of the new assessment.

In November 2015 the Massachusetts Board of Elementary and Secondary Education voted to "move forward with a MA specific assessment that will include new material and elements of both MCAS and PARCC while maintaining MA control. The new assessment is the next-generation MCAS."¹ In the February, 2016 PowerPoint presentation by Jass Stewart, Special Assistant to the Chief of Staff, a graphic depicting MCAS 2.0 test item composition showed a Venn diagram in which a third of test items would come from PARCC, a third from MCAS, and a third from new test items.² In that same month, on February 9, ESE released a MCAS 2.0 Communications Workgroup memo in which Rob O'Donnell, ESE Sr. Policy Analyst states, "ESE projects that 60% to 80% of the items will be from the PARCC assessment."³ These are contradictory reports from ESE, but not surprising to the many district leaders and educators who realized that ESE's time line to truly create a *new MCAS* with original and field-tested items was too ambitious. Thus, given that constraint, what we are really using is the PARCC assessment with a small percentage of former MCAS questions and calling it MCAS 2.0. This process did not feel transparent to our district, nor to our community and we are frustrated with both the communication and the composition of the new test. How much of the spring 2017 assessment will be comprised of PARCC? Of the Legacy MCAS? Of new material and elements? What is DESE's time line for decreasing the 60-80% use of PARCC items?

In 2015, the Massachusetts Executive Office of Education commissioned a study to determine how well MCAS and PARCC assess college readiness. On October 5, 2015, Mathematica Policy Research reported their key findings:

- Both the MCAS and the PARCC predict college readiness: The validity of scores on PARCC assessments in predicting college grades is similar to the validity of scores on the MCAS.
- Scores on both the MCAS and PARCC provide similarly strong predictions about which students need remedial coursework in college.

¹ MA Department of Elementary and Secondary Education, *2016 Back to School Update: Next Generation MCAS and Updating our Learning Standards* (Malden, MA: MA DESE), 6.

² Jass Stewart, *An Overview of the MCAS 2.0 Developmental Process* (Malden, MA: MA DESE, February 2016), 6.

³ MA Department of Elementary and Secondary Education, *MCAS 2.0 Communications Workgroup*, (Malden, MA: MA DESE, February 9, 2016) 3.

- In math, meeting the PARCC standard for college readiness predicts a higher level of college performance than meeting the MCAS standard for proficiency, while in English language arts the two standards are similar.
- In math, students who achieve the college-ready standard on PARCC are also less likely to need remediation than students who achieve the proficient standard on MCAS while in English language arts the two standards are not statistically distinguishable.⁴

Furthermore, in their *Education Next* article, "Testing College Readiness," the study's authors state:

... because the underlying scores on the MCAS and PARCC assessments are equally predictive, Massachusetts policymakers had more than one option to align high-school mathematics-test standards with college readiness: one possibility would have been to adopt the PARCC exam, but another option would have been to continue using the MCAS test while simply setting a higher score threshold for college readiness. Either of these options would have achieved the goal of ensuring that the state's high-school assessments provide better information about college readiness to students, parents, educators, and policymakers.⁵

We are left wondering how, if at all, this study was factored into ESE's decision to continue with MCAS 2.0. This leads to our concerns with capacity, change and cost.

The last several years have brought a never-ending cascade of change to districts and educators. A few of these include:

- New Frameworks in Mathematics, English Language Arts and now Science Technology and Engineering (STE)
- New Educator Evaluation Process with yearly implementation steps (observations, district determined measures and impact ratings, and surveys) ongoing training, rubric calibration, and contract language negotiation
- New Professional License Re-certification Guidelines
- RETELL initiative including the SEI Endorsement course
- New district reporting requirements
- Changes to Entitlement Grant writing and reporting
- Upcoming Every Student Succeeds Act (ESSA) requirements

⁴ Ira Nicols-Barrer, Kate Place, Erin Dillon, and Brian P. Gill, *Predictive Validity of MCAS and PARCC: Comparing 10th Grade MCAS Tests to PARCC Integrated Math II, Algebra II, and 10th Grade English Language Arts Tests*, (Cambridge MA: Mathematica Policy Research, October 5, 2016), 1.

⁵ Ira Nicols-Barrer, Kate Place, Erin Dillon, and Brian P. Gill, "Testing College Readiness," *Education Next* 16, no. 3 (Summer 2016): 6.

This list is not exhaustive, but it does represent the many fronts on which district and educator capacities have been stretched. If the research states that we do not need to fundamentally change our state assessment to determine if our students are college and career ready, then in light of all the other changes mandated by ESE, what is the rationale for making the shift?

While we can also appreciate the phasing in of computer-based assessment, this is again a change without a clear explanation or rationale. Was not a goal of PARCC to provide educators with timely turnaround of assessments they could then use with their students? Districts who participated in the spring 2016 PARCC computer-based assessments received their results at the same time MCAS was reported rendering them just as effective as previous reporting.

Lastly, the cost of creating a new assessment must be factored into any decision about what is needed AND what is best for MA students. In your February 19, 2016 memo to the Board of Elementary and Secondary Education you state, "The Governor's fiscal year 2017 budget also included a \$5.6 million increase for this appropriation, in anticipation of a new testing contract for the Next-Generation MCAS."⁶ In this current reality of trying to meet the needs of our students and adapt to never ending mandates and changes, \$5.6 million across the state could have been spent on supporting families and children, helping to ensure that all students come to school healthy and ready to learn. We are deeply disappointed that instead, millions of dollars are being spent to create a new test that has very few original and field tested items, and is not ultimately necessary.

To help us further understand the decisions made by ESE and to be able to effectively communicate with our constituent groups, it would be helpful to have your responses to the questions posed throughout this letter:

- How much of the spring 2017 assessment will be comprised of PARCC?
- How much of the spring 2017 assessment will be comprised of the Legacy MCAS?
- How much of the spring 2017 assessment will be comprised of new material and elements?
- What is DESE's time line for decreasing the 60-80% use of PARCC items?
- How, if at all, was the Mathematica study factored into ESE's decision to continue with MCAS 2.0? If so, what is the rationale for making the shift?
- Was not a goal of PARCC to provide educators with timely turnaround of assessments they could then use with their students? How will this be addressed moving forward?

⁶ Mitchell Chester, *Commissioner Memo to the MA Board of Elementary and Secondary Education* (Malden, MA: MA DESE, February 19, 2016).

Sincerely,

AB Admin/ABEA/SC

Acton-Boxborough Community Education***** MEMO *****

TO: ABRSD School Committee

FROM: Erin Bettez

RE: Lower Fields Committee Annual Meeting

DATE: October 28, 2016

On October 25, the Lower Fields Committee (established in the Memorandum of Understanding that governs the Lower Fields) convened for its fourth annual meeting. In attendance were: JD Head, Steve Martin, Erin Bettez, Bobby Glenn, Clare Jeannotte (ABRSD); Mark Martin (Pop Warner Rep.), Seth Tower (ABYS/FOLF), Frank Matarese (AB Girls Lax), Paul Cronin (AB Youth Lacrosse), Tim Kelly (FOLF Treasurer), Dave Wilson and Chip Orcutt (FOLF). The Lower Fields Committee oversees the operations and governance of the facility.

Financial Review

Tim Kelly provided a report on the project's finances. Due to continued effort on the part of the FOLF team, and Dave Scheuer in particular, revenues are tracking nearly exactly to where they were a year ago. There is sufficient revenue to keep the ABYS loan current, pay FOLF and the ABRSD's operating expenses (\$20K annually to ABRSD), keep FOLF's contingency fund at \$115K, contribute \$25K towards ABRSD's related bond costs, and allow for some pre-payment of the loan principal. As the balance is reduced, monthly finance charges also go down, lowering the overall cost of financing. Long-term tenants (NEP, GPS, Bolts) remain in place and provide a key revenue stream. A new lacrosse program, Top Gun Lacrosse, is interested in a two-year lease. The ABYS loan term is ten years, the current balance is \$590K, and if the rentals continue it should be paid off in approximately seven years and nine months.

Depressions on Field

Field depressions discussed at last year's meeting remain. The district had hoped to repair them last summer and has held a \$20K retainage from Quirk, the construction company. Quirk did not respond to repeated attempts to address the problem and has essentially walked away from the project at this point. JD Head brought in another vendor to assess the situation and plans to get proposals to do the work. It appears there was not sufficient compaction around the perimeter drains leading to some washing away of material and thus depressions. There may also be a pipe that is not fully inserted into its junction. The work will require the turf to be pulled back so the material can be re-compacted/pipe repaired. This will likely cost more than the \$20K held in retainage. Given the busy schedule at the fields, this repair work will most likely happen during the summer of 2017.

This past summer, TurfPrep was hired to do maintenance work/grooming at a cost of roughly \$14,000. After four years of heavy use and winter plowing, there was significant depletion of the black infill pellets leading to compression of the turf. The cost of this work would have been much higher but Dave Wilson was able to get access to 38K pounds of pellets that a vendor had left over from the construction of a new field in Cambridge. Bobby Glenn arranged to pick them up and that material was then used for our maintenance work. In addition to the infill and grooming, TurfPrep repaired several small tears. Frank Matarese noted at least one additional tear has been found at the site of a lacrosse crease.

Winter plowing in particular contributes to the migration of pellets. The group discussed the possibility that down the road, once the loan is repaid, the Committee/ABRSD should consider ceasing winter plowing and what the impact would be of doing so.

Skate Park Construction

The Acton Rec. Dept. continues to work on the skate park. Cathy Fochtman submitted an update indicating that Phase 1 of the expansion, the construction of a multilevel skate bowl, is wrapping up this fall. Phase 2, construction of a plaza, is scheduled to begin next summer. Last spring Acton Town Meeting approved \$135,000 in CPA funding but Boxborough Town Meeting voted down a CPA request for \$40,000, leaving a gap in the Phase 2 funding. Cathy hopes to raise \$40K through a crowdfunding initiative called Commonwealth Places. She is seeking volunteers to help with that effort.

Bounce Back Wall

Local citizens, led by Jerry Eaton, have done extensive engineering work and raised all funds necessary to construct a bounce back wall at the southwest corner of the Lower Fields, just outside the fence. This resource would be a nice addition to the campus and likely be heavily used. Next step is for it to go to the School Committee for approval.

General Discussion

The Committee briefly discussed Leary Field, which is several years past its useful life and in deteriorated condition. The District is developing a plan for a potential capital project to make repairs to the field surface and/or upgrade the lighting.



Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

TO: Superintendent Glenn Brand
ABRSD School Committee
FROM: Clare Jeannotte, Director of Finance *Clare*
RE: FY'17 Financial Status as of September 30, 2016
DATE: October 27, 2016

Attached please find the following reports for the District as of September 30, 2016:
FY17 Appropriated Budget v. Actual (Expenditures and Revenues)
FY17 Special Revenue, Revolving and Gift Funds

Consistent with prior years, we will be providing the first quarter update as of 10/31/16 at your 11/17/16 meeting. That report should have a better representation of encumbrances.

ACTON / BOXBOROUGH REGIONAL SCHOOLS



REVENUES

9/30/2016

FOR 2017 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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1000 GENERAL FUND

1000R14 45402	MEDICAID REIMBURSEME	0	0	0	12,735.51	-12,735.51	100.0%*
1000R14 46801	AID - CHAPTER 70	0	14,531,276	14,531,276	3,674,017.00	10,857,259.00	25.3%*
1000R14 46807	TRANSPORTATION - PUP	0	1,190,000	1,190,000	.00	1,190,000.00	.0%*
1000R14 46809	REIMBURSEMENT - CHAR	0	27,683	27,683	.00	27,683.00	.0%*
1000R14 46811	REGIONAL BONUS AID	0	74,000	74,000	.00	74,000.00	.0%*
1000R14 47501	ASSESSMENT - RGNL -	0	55,547,097	55,547,097	13,886,774.25	41,660,322.75	25.0%*
1000R14 47502	ASSESSMENT - RGNL -	0	11,503,148	11,503,148	2,875,787.01	8,627,360.99	25.0%*
1000R14 48200	EARNINGS - ON INVEST	0	0	0	11,414.44	-11,414.44	100.0%*
1000R14 48403	REVENUE - MISCELLANE	0	0	0	20,198.96	-20,198.96	100.0%*
GRAND TOTAL		0	82,873,204	82,873,204	20,480,927.17	62,392,276.83	24.7%

** END OF REPORT - Generated by Clare Jeannotte **

ACTON / BOXBOROUGH REGIONAL SCHOOLS



EXPENDITURES

9/30/2016

FOR 2017 03

	ORIGINAL APPROP	TRNFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
01 SALARIES, TEACHING	33,992,708	0	33,992,708	3,013,850.30	30,483,583.59	495,274.11	98.5%
02 SALARIES, PRIN/A PRI	2,237,321	0	2,237,321	599,807.81	1,636,619.19	894.00	100.0%
03 SALARIES, CNTRL ADMN	1,187,267	0	1,187,267	327,673.72	898,305.28	-38,712.00	103.3%
04 SALARIES, SUPP STAFF	9,230,725	88,475	9,319,200	1,277,657.39	7,952,862.00	88,680.61	99.0%
05 SALARIES, ATHLETICS	531,828	-14,983	516,845	73,417.55	244,267.73	199,159.72	61.5%
06 SALARIES, BUILDINGS	732,102	0	732,102	214,716.59	464,549.76	52,835.65	92.8%
07 SALARIES, CUSTODIAL	1,501,995	0	1,501,995	352,726.66	925,403.17	223,865.17	85.1%
08 SALARIES, HOME INSTR	8,500	0	8,500	2,300.00	.00	6,200.00	27.1%
09 SALARIES, MISC PS	1,575,266	0	1,575,266	341,747.21	870,658.71	362,860.08	77.0%
11 SALARIES, SUBS MISC	160,691	0	160,691	25,986.68	.00	134,704.32	16.2%
12 SALARIES, SUBS INSTR	583,142	0	583,142	22,667.27	1,199.70	559,275.03	4.1%
13 SALARIES, OVERTIME	232,855	0	232,855	57,129.63	.00	175,725.37	24.5%
14 STIPENDS, CURR/INSTR	166,000	0	166,000	28,425.00	6,462.00	131,113.00	21.0%
15 FRINGES, COURSE REIM	56,000	0	56,000	20,242.00	.00	35,758.00	36.1%
16 FRINGES, HLTH INSUR	8,623,581	0	8,623,581	2,302,877.72	.00	6,320,703.28	26.7%
17 FRINGES, H INSUR RET	968,996	0	968,996	264,392.56	.00	704,603.44	27.3%
18 FRINGES, LIF/DIS INS	40,900	0	40,900	9,432.36	.00	31,467.64	23.1%
19 FRINGES, UNEMPLMNT	40,000	0	40,000	11,071.89	.00	28,928.11	27.7%
20 FRINGES, WORKRS COMP	295,000	0	295,000	427,026.01	.00	-132,026.01	144.8%
21 FRINGES, MCRS	2,086,065	0	2,086,065	2,086,065.00	.00	.00	100.0%
22 FRINGES, MEDICARE	825,000	0	825,000	102,295.44	.00	722,704.56	12.4%
23 CONTRIB OPEB TRUST F	800,000	0	800,000	.00	.00	800,000.00	.0%
24 INSTRUCT SUPPLIES	1,048,492	4,000	1,052,492	415,139.85	252,178.57	385,173.58	63.4%
25 INSTRUCT TEXTBOOKS	282,570	-2,000	280,570	56,569.86	41,971.63	182,028.51	35.1%
26 INSTRUCTIONAL, LBV	59,678	0	59,678	10,104.47	10,203.44	39,370.09	34.0%
27 OTHER, CAP OUTLAY	530,059	235,000	765,059	455,073.02	91,045.03	218,940.95	71.4%
29 OTHER, DEBT SERVICE	1,934,218	0	1,934,218	365,283.75	.00	1,568,934.25	18.9%
30 OTHER, PROP/CASUALTY	110,700	0	110,700	95,969.85	.00	14,730.15	86.7%
31 OTHER, MAINT BLDG/GR	734,745	-2,000	732,745	227,061.01	110,522.75	395,161.24	46.1%
32 OTHER, MAINT EQUIP	119,604	0	119,604	17,579.31	8,149.75	93,874.94	21.5%
34 OTHER, LEGAL SERVICE	100,000	81,350	181,350	6,006.50	13,372.50	161,971.00	10.7%
35 OTHER, ADMIN SUPP	914,051	3,927	917,978	286,104.01	233,284.62	398,589.37	56.6%
36 OTHER, ATHLETIC SUPP	57,446	14,050	71,496	15,259.79	8,079.95	48,156.26	32.6%
37 OTHER, CUSTODL SUPP	157,984	0	157,984	50,582.12	17,946.76	89,455.12	43.4%
38 OTHER, SPED TRANSP	1,826,934	0	1,826,934	14,857.00	83,031.12	1,729,045.88	5.4%
39 OTHER, STUDENT TRANS	947,117	0	947,117	495,049.32	19,866.39	432,201.29	54.4%
40 OTHER, TRAVEL/CONF	120,034	1,900	121,934	26,316.74	39,838.31	55,778.95	54.3%
41 OTHER, SPED TUITION/	5,283,278	-238,000	5,045,278	193,241.47	6,872,046.36	-2,020,009.83	140.0% ①
42 OTHER, UTILITIES	1,825,133	0	1,825,133	184,580.28	.00	1,640,552.72	10.1%
43 OTHER, TELEPHONE	110,045	-1,894	108,151	23,652.94	26,455.89	58,042.17	46.3%
44 OTHER, SEWER	258,400	28,791	287,191	15,599.47	77,302.02	194,289.51	32.3%
48 ASSESSMENTS	576,658	0	576,658	24,765.00	.00	551,893.00	4.3%
49 OTHER	1,500	0	1,500	.00	.00	1,500.00	.0%
GRAND TOTAL	82,874,588	198,616	83,073,204	14,540,304.55	51,389,206.22	17,143,693.23	79.4%

** END OF REPORT - Generated by Clare Jeannotte **

*Sped Tuition over budget above <2,020,009>
Circuit Breaker budget to apply <2,489,000>
468,991*

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS**

9/30/2016

		Fund Balance 7/1/2016	Fund Balance Transfers	Receipts	Expenses	CASH BAL
LUNCH						
3201	LUNCH	805,700.12	0.00	270,579.40	207,549.22	868,730.30
SUPERINTENDENT						
3311	SUPERINTENDENT GIFTS	256.00		0.00	0.00	256.00
DISTRICTWIDE						
3353	DISTRICT WIDE GIFTS	1,669.47		0.00	1,669.47	0.00
CURRICULUM						
3318	PARENT INVOLVEMENT PROJECT	17,823.12		953.00	3,970.06	14,806.06
3323	CURRICULUM GIFT	2,079.51	0.00	0.00	647.70	1,431.81
3419	SCHOOL TO BUSINESS	(150.00)		150.00	0.00	0.00
FINANCE						
3401	SCHOOL CHOICE	115,691.18		55,430.00	24,691.08	146,430.10
3406	ADK	96,525.00	122,176.90	243,633.30	66,861.79	395,373.41
3016	CIRCUIT BREAKER	998,826.00		0.00	0.00	998,826.00
3501	INSURANCE REIMB	17,162.43		0.00	579.69	16,582.74
9901	TAILINGS	20,423.63		0.00	0.00	20,423.63
FACILITIES						
3322	ELM ST HOOPS	1,214.00		0.00	0.00	1,214.00
3328	NSTAR POWER DOWN PROJECT	10,535.88		0.00	0.00	10,535.88
3329	FRIENDS OF LOWER FIELDS	43,851.83		0.00	0.00	43,851.83
3342	WEST ACTON BOARDWALK	11,072.50		0.00	0.00	11,072.50
3418	TRANSPORTATION	0.00		2,257.50	4.00	2,253.50
3332	DAMON PLAYGROUND	439.42		0.00	0.00	439.42
COMMUNITY EDUCATION						
3402	COMMUNITY ED	889,649.65	(196,292.15)	771,446.56	541,359.18	923,444.88
3403	USE OF FACILITIES	0.00		73,866.97	55,875.86	17,991.11
3404	DRIVERS' ED	243,505.49	0.00	38,379.55	62,257.82	219,627.22
PUPIL SERVICES/SPED						
3428	ODP REVOLVING	67,865.12		9,000.00	6,402.18	70,462.94
3429	AD INTEGRATED PRESCHOOL	115,085.45		76,708.20	24,669.54	167,124.11
3326 MCC BIG YELLOW SCHOOL BUS						
	SENIOR HIGH	205.14		\$0.00	\$0.00	205.14
	JUNIOR HIGH	0.00		\$0.00	\$0.00	0.00
	BLANCHARD	0.00		\$0.00	\$0.00	0.00
	CONANT	650.00		\$0.00	\$0.00	650.00
	DOUGLAS	278.75		\$0.00	\$0.00	278.75
	GATES	104.30		\$0.00	\$0.00	104.30
	MCCARTHY TOWNE	0.00		\$0.00	\$0.00	0.00
	MERRIAM	671.00		\$0.00	\$0.00	671.00
3416 LIBRARY REVOLVING						
	SENIOR HIGH	3,580.54		0.00	1,303.00	2,277.54
	JUNIOR HIGH	5,391.80		0.00	700.00	4,691.80
	BLANCHARD	2,253.57		0.00	0.00	2,253.57
	CONANT	1,524.96		0.00	0.00	1,524.96
	DOUGLAS	1,108.07		0.00	0.00	1,108.07
	GATES	3,825.70		0.00	1,439.60	2,386.10
	MCCARTHY TOWNE	841.50		0.00	798.14	43.36
	MERRIAM	819.89		0.00	0.00	819.89
SENIOR HIGH						
3301	ATHLETIC GIFTS	3,000.00		0.00	0.00	3,000.00
3303	ABSAF:SH ATHLETICS	50,000.00		0.00	0.00	50,000.00
3405	ATHLETIC REVG	0.00	0.00	117,807.00	34,467.94	83,339.06
3302	ABSAF:SH PERFORMING ARTS	9,282.22		0.00	0.00	9,282.22
3306	SENIOR HIGH GIFTS	8,530.97		331.78	0.00	8,862.75

**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS**

9/30/2016

	Fund Balance 7/1/2016	Fund Balance Transfers	Receipts	Expenses	CASH BAL
3308 SH GIFT:PTSO	5,523.85		1,600.00	500.00	6,623.85
3309 SH GIFT:OTHER	11,519.29		92.63	0.00	11,611.92
3313 ABSAF:SH EXTRACURRICULAR	22,697.90		0.00	3,491.82	19,206.08
3315 UNITED WAY GIFT	994.95		0.00	0.00	994.95
3319 SH: COMMUNITY SERVICE GIFTS	4,372.84		0.00	0.00	4,372.84
3320 SH: SPECTRUM	98.77		0.00	0.00	98.77
3321 AB FRIENDS OF DRAMA	25.00		0.00	0.00	25.00
3412 LOST BOOKS-SENIOR HIGH	30,411.72		579.00	248.97	30,741.75
3413 PARKING-SENIOR HIGH	6,315.57		44,310.00	6,070.88	44,554.69
3414 SUMMER SCHOOL TUITION	171,127.50		6,454.80	85,898.96	91,683.34
3415 PERFORMING ARTS REV	3,059.20		11,755.00	1,256.68	13,557.52
3420 EMPORIUM REVOLVING	9,211.17		18,908.62	11,366.07	16,753.72
3423 SH: PROSCENIUM CIRCUS	29,990.54	0.00	240.00	3,008.54	27,222.00
3424 SH:COUNSELING/TESTING	17,633.12		1,426.00	3,281.72	15,777.40
3425 SH CHORUS	8,541.14	0.00	0.00	323.28	8,217.86
JUNIOR HIGH					
3305 JUNIOR HIGH GIFTS	14,217.19		0.00	6,034.16	8,183.03
3312 ABSAF:JH EXTRACURRICULAR	6,010.58	0.00	0.00	0.00	6,010.58
3314 JOHN LORING MEMORIAL GIFT	2,125.35		1.16	0.00	2,126.51
3317 EDFEAB GIFT - JH	274.38		0.00	0.00	274.38
3327 DRAGONFLY THEATER	27,119.14		1,100.00	3,077.80	25,141.34
3411 LOST BOOKS-JUNIOR HIGH	7,986.80		0.00	1,332.45	6,654.35
3421 JH STORE REVOLVING	1,370.89		10,802.00	10,802.95	1,369.94
3422 JH THEATER REVOLVING	4,444.87	0.00	1,300.00	0.00	5,744.87
BLANCHARD					
3348 BLANCHARD GIFTS	11,014.69		0.00	0.00	11,014.69
3408 BLANCHARD AM/PM XD	166,528.04		33,069.52	37,558.22	162,039.34
CONANT					
3334 CONANT PTO	3,937.49		0.00	0.00	3,937.49
3343 CONANT ENRICHMENT GIFT	73,934.46	24,597.70	0.00	0.00	98,532.16
3349 CONANT GIFTS	1,390.70		0.00	0.00	1,390.70
DOUGLAS					
3335 DOUGLAS PTO	2,179.12		0.00	3,711.17	(1,532.05)
3350 DOUGLAS GIFTS	701.74		0.00	0.00	701.74
3409 DOUG: DAWN/DUSK	64,862.41		45,952.88	43,514.90	67,300.39
GATES					
3336 GATES PTO	6,211.57		0.00	484.80	5,726.77
3339 GATES GIFTS	14,260.28		0.00	392.04	13,868.24
3344 GATES ENRICHMENT GIFT	49,262.61	26,895.47	0.00	0.00	76,158.08
MCCARTHY TOWNE					
3337 MCCARTHY PTO	12,800.26		0.00	6,880.93	5,919.33
3340 MCCARTHY TECHN	0.50		0.00	0.00	0.50
3345 MCT ENRICHMENT GIFT	64,976.48	22,622.07	0.00	0.00	87,598.55
3351 MCCARTHY TOWNE GIFTS	400.00		0.00	0.00	400.00
MERRIAM					
3338 MERRIAM PTO	9,831.39		0.00	9,854.59	(23.20)
3352 MERRIAM GIFTS	62.91		0.00	0.00	62.91
3410 MERRIAM AMPM	130,447.87		45,413.81	17,947.54	157,914.14
Total Special Revenue and Revolving Funds	4,549,168.49	(0)	1,883,448.68	1,292,284.74	5,140,332.42

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**ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT
SPECIAL REVENUE, REVOLVING, AND GIFT FUNDS**

9/30/2016

		Fund Balance	Fund Balance			
		7/1/2016	Transfers	Receipts	Expenses	CASH BAL
SCHOLARSHIPS						
5003	SCH:A B JAMBOREE	2,620.30	0.00	0.17	0.00	2,620.47
5004	SCH:KATHERINE KINSLEY	29,346.19	0.00	1.91	0.00	29,348.10
5005	SCH:JAMES E KINSLEY	37,763.85	0.00	2.45	0.00	37,766.30
5006	SCH:AMERICAN LEGION 284	50,950.90		3.31	1,000.00	49,954.21
5008	SCH:J PRENDIVILLE III	12,030.00		0.78	0.00	12,030.78
5009	SCH:M&P SMOLTEES	23,869.44		1.54	0.00	23,870.98
5010	SCH:J DEBAGGIS	2,960.18		0.19	0.00	2,960.37
5011	SCH:R J GREY	13,483.22		0.87	0.00	13,484.09
5012	SCH:CHARLES BATTIT	20,297.09		1.32	0.00	20,298.41
5013	SCH:J SCOTT	883.00	0.00	0.06	0.00	883.06
5014	SCHOLARSHIP:GENERAL	1,674.82	0.00	0.11	0.00	1,674.93
5015	FRED S KENNEDY SCHOLARSHIP	1,804.39	0.00	0.12	0.00	1,804.51
5016	CHS BRUSIE MEMORIAL SCHOLARSHIP	2,057.60		0.14	0.00	2,057.74
5017	THOMAS MEAGHER SCHOLARSHIP	4,883.18		0.31	0.00	4,883.49
5018	R & E MATUSOW SCHOLARSHIP	50,398.70	0.00	3.28	0.00	50,401.98
5020	SANDRA WILENSKY SCHOLARSHIP	1,617.65		0.11	0.00	1,617.76
5021	FREDERICK JOYCE MEMORIAL	2,019.38		0.14	0.00	2,019.52
5023	ALMA PARKHURST SCHOLARSHIP	16,923.92		1.11	0.00	16,925.03
5024	P HALL SCHOLARSHIP-Principal	10,073.78		0.84	0.00	10,074.62
5024	P HALL SCHOLARSHIP-Interest	3,125.90				3,125.90
STUDENT ACTIVITIES						
6001	STU ACTIVITY FUND-JH	24,267.70		3,684.91	0.00	27,952.61
6002	STU ACTIVITY FUND-SH	109,829.22	0.00	15,073.16	28,162.24	96,740.14
6003	STU ACTIVITY FUND-BL	19,345.13		7.12	654.00	18,698.25
	Total Scholarship & Agency Funds	442,225.54	0.00	18,783.95	29,816.24	431,193.25
	Total All funds	4,991,394.03	(0)	1,902,232.63	1,322,100.98	5,571,525.67

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

12.3

Glenn A. Brand, Ed.D.
Superintendent of Schools

To: Acton-Boxborough Regional School Committee Members
Date: October 20, 2016
Re: School Committee Liaisons to Individual Schools

In an effort to expand the connections between our schools, the School Committee and our communities, I would like to continue the School Committee liaisons "assigned" to each school.

Overview:

The ABRSD will have one School Committee member for each school as well as the pre-school, with the exception of the high school which will have two. The SC Chair will not serve as a liaison. The purpose of this liaison is to serve as a representative from the School Committee to each school and its community.

Appointment:

The School Committee shall establish a liaison for each school through a discussion at a public meeting and a vote of appointment. A liaison cannot be appointed to a school at which they currently have a child enrolled. The appointment would be for a one-year term. Based on last year's structure, I would like to suggest the following liaisons:

Blanchard – Maria Neyland	Conant – Deanne O'Sullivan
Douglas – Kristina Rychlik	Gates – Kathleen Neville
McCarthy-Towne – Eileen Zhang	Merriam – Paul Murphy
Huebner Preschool – Amy Krishnamurthy	RJGJHS – Diane Baum
ABRHS – Brigid Bieber and Maya Minkin	

Responsibilities:

- Meet with the building principal /Director of Pre-School minimally two times per year. This meeting would serve to allow the School Committee member the opportunity to learn about the various programs and services offered in the school.
- Connect with the PTO and School Councils at each school and offer to attend meetings to provide district updates.
- Attend school events as practicable to represent the School Committee.
- Report at School Committee meetings periodically about news, events or activities at the school.

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

Expanding Our Notion of Success

A-B CHALLENGE SUCCESS NEWSLETTER - NOVEMBER 2016



CHALLENGE SUCCESS PARTNERSHIP

In the spring of 2016, ABRSD entered into a partnership with Challenge Success, out of Stanford University. Challenge Success aims to "provide schools and families with the information and strategies they need to create a more balanced and academically fulfilling life for their kids." The team at Challenge Success collaborates with educators, parents, and students to implement best practices and policies in areas such as assessment, homework, and schedule.

This month's newsletter will focus on **HOMEWORK**.

CHANGING THE CONVERSATION ABOUT HOMEWORK: FROM QUANTITY AND ACHIEVEMENT TO QUALITY AND ENGAGEMENT

Our district is engaged in a number of important conversations about homework. We are focused on expanding the conversation from *quantity* and *achievement* to *quality* and *engagement*.

To read a Challenge Success white paper on this topic:

<http://www.challengesuccess.org/wp-content/uploads/2015/07/ChallengeSuccess-Homework-WhitePaper.pdf>.

For more research around HW, check out our AB Wellness site:

<http://abschoolswellness.weebly.com/homework-workload.html>.

DID YOU KNOW?

In spring 2016, we administered a Challenge Success survey to our nearly 2900 6th – 12th grade students, who were also asked how they felt about the amount of homework they had each night.

- In grades 9-12,, **47%** of students felt they had the “right” amount, while **52%** reported they had “too much” HW.
- In grades 6-8, **67%** of students felt they had the “right” amount, while **26%** reported they had “too much” HW.

The survey also asked students how much time during weekdays and weekends they spent in various activities, including time spent on school-assigned and non-school-assigned homework (e.g. language or religious school, tutoring, SAT or ACT prep homework), extracurricular activities, and using the computer/cell phone for recreational purposes (Instagram, email, texting, etc.).

On average, students reported doing between 0 and 7 hours of school-assigned and non-school-assigned homework per weeknight and on a typical Saturday or Sunday. This data is outlined in the chart below:

School Assigned Homework (in hours)

Weekday	High School	Mean 2.87	Median 3.00
	Grades 6-8	Mean 1.42	Median 1.00
Weekend	High School	Mean 2.67	Median 2.50
	Grades 6-8	Mean 0.85	Median 0.50

Non-School Assigned Homework (in hours)

Weekday	High School	Mean 0.66	Median 0.00
	Grades 6-8	Mean 0.63	Median 0.00
Weekend	High School	Mean 1.05	Median 0.50
	Grades 6-8	Mean 0.87	Median 0.00

VIDEO RESOURCES: HOMEWORK

What science says about the benefits of homework Madeline Lev...



Homework during the elementary school years - Denise Pope



STUDENT VOICE

Challenging the Verb "Achieve" by Emma Seevak

challengesuccess.org/blog/w...

"Our current fast-paced, high-pressure culture works against much of what we know about healthy child development... our largely singular focus on academic achievement has resulted in a lack of attention to other components of a successful life – the ability to be independent, adaptable, ethical, and engaged critical thinkers." (Pope, et al. , 2015)



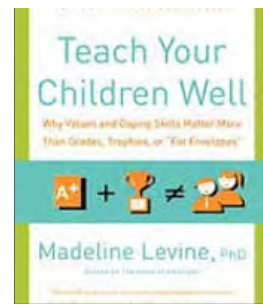
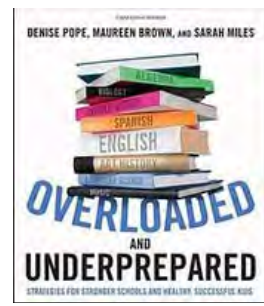
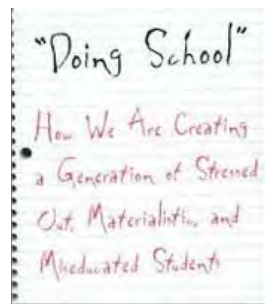
TEACHER VOICE: WHAT TEACHING 8TH GRADERS HAS TAUGHT ME ABOUT HOMEWORK AND STRESS

Facebook @Paul_Franz

By 8th Grade Teacher Paul Franz, LePort Schools in Fountain Valley, California

challengesuccess.org/blog/w...

BOOKS TO CONSIDER



DENISE POPE, PH.D.

[Doing School: How We Are Creating a Generation of Stressed-Out, Materialistic, and Miseducated Students](#)

DENISE POPE, PH.D.

[Overloaded & Underprepared: Strategies for Stronger Schools and Healthy, Successful Kids](#)

MADELINE LEVINE, PH.D.

[Teach Your Children Well](#)



NOVEMBER STRESS-BUSTER TIP

Settle Your Glitter by Momentous Institute is a free app for iDevices and Android. According to Common Sense Media, "*Settle Your Glitter* is a beautifully designed tool that helps kids name their feelings, determine how strong their feelings are, and focus on their breathing. Pairing deep breaths with a calming visual, *Settle Your Glitter* is an easy way to help kids independently regulate their emotions. Younger kids who struggle with hyperactivity or impulsivity might find this tool especially helpful."

commonsensemedia.org/app...

THE WELL-BALANCED STUDENT WITH DENISE POPE, PH.D.

WHEN
TUESDAY, NOV. 8TH, 7-8:30PM

WHERE
36 CHARTER ROAD
ACTON, MA

MORE INFORMATION

In a high-stakes, high-pressure culture, family and school expectations may have unintentional but damaging effects on students. Increasing demands on students may lead to unhealthy stress, resulting in burnout, disengagement, or debilitating physical and mental health symptoms. Join us as she examines the tension that families, students, and teachers often experience over issues such as homework, grades, and the culture of competition, and offers tools for creating a healthier community of learners.

This learning event is for all parents/guardians and grandparents with children preschool through grade 12, and for any interested community members.



[Get Directions](#)

GOOGLE TRANSLATE

¿Necesita esto en otro idioma? Precisa disto em outro idioma? 需要其他语言版本? Нужно это на другом языке?

CHALLENGE SUCCESS MANTRA

At Challenge Success, we believe that our society has become too focused on grades, test scores, and performance, leaving little time for kids to develop the necessary skills to become resilient, ethical, and motivated learners. We provide families and schools with the practical, research-based tools they need to create a more balanced and academically fulfilling life for kids. After all, success is measured over the course of a lifetime, not at the end of a semester.



AB WELLNESS WEBSITE

<http://abschoolswellness.weebly.com>

CHALLENGE SUCCESS

<http://www.challengesuccess.org>

DISTRICT AND COMMUNITY HAPPENINGS

<http://abschoolswellness.weebly.com/do.html>