



Acton-Boxborough Regional
School Committee Meeting

March 7, 2019
7:00 p.m.

Followed by Executive Session
9:15 p.m. (approximately)

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

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School
15 Charter Road, Acton, MA

March 7, 2019
7:00 p.m.
followed by Executive Session at approx. 9:15 p.m.

AGENDA

1. **ABRSC Call to Order** – *Diane Baum (7:00)*
2. **Chairman’s Introduction**
 - 2.1. Annual Spring Town Elections
 - Acton Election is March 26 – Contested race for School Committee
 - Boxborough deadline to submit papers is April 2 for Election on May 21
3. **Public Participation**
4. **Student Reps Updates (7:05)**
 - 4.1. School Committee Representative
 - 4.2. Project 351 Representative - <https://project351.org/>
5. **Statement of Warrant & Approval of Minutes (7:20)**
 - 5.1. Meeting Minutes of 2/13/19 (*next meeting*)
6. **Superintendent’s Update** – *Peter Light (brought to meeting) (7:25)*
7. **Presentations: School Improvement Plan Updates (7:30)**
 - 7.1. C.T. Douglas School, *Principal Chris Whitbeck (7:30)*
https://douglas.abschools.org/about_us/school_council
 - 7.2. Paul P. Gates School, *Principal Lynne Newman (7:50)*
https://gates.abschools.org/about_us/school_improvement_plan
8. **Presentation: Cybersecurity Overview and Discussion** – *Amy Bisiewicz, Director of Educational Technology (8:10)*
 - 8.1. 2018 NSBA Cyber Risk Report: School Board Communication at Risk, *National School Boards Association*
 - 8.2. Presentation Slides (*addendum*)
9. **Recommendation to Approve Revised EDCO Collaborative Articles of Agreement as approved by the Board of Directors on January 17, 2019 – VOTE** – *Peter Light (8:30)*
10. **Capital Improvements Update** – *JD Head (8:35)*
 - 10.1. Support for Initial Charter Road Redesign Plans
11. **School Building Project Update** – *Mary Brolin (8:40)*
 - 11.1. Meeting minutes of Jan 30 and Feb 14
12. **Annual Town Meeting Preparations** – *Diane Baum (8:45)*

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

(Acton Town Meeting begins April 1 - Boxborough Town Meeting begins May 13)

12.1 Acton Town Meeting Warrant (2/25/19 draft)

12.1.1 ABRSD Articles

- #7 Assessment
- #8 Capital
- #9 Authorize Stabilization Fund

12.1.2 FYI: Complete Warrant Article Index

12.2 Babysitting Service for Town Meetings

13. Discussion and Approval of ABRSC Statement of Support for the Proposed Kelley's Corner Infrastructure Project – Maya Minkin (addendum) (8:55)

14. Subcommittee and Member Reports (9:10)

14.1. Policy – *Amy Krishnamurthy*

14.1.1. Staff Recruitment, Selection and Appointment, File: GCE – Second Read – VOTE – *Marie Altieri*

14.1.2. Nonresident Tuition Charges, File: JFABA – First Read - *Marie Altieri*

14.2. Budget – *Amy Krishnamurthy*

14.3. Capital Improvement - *Adam Klein*

14.4. Acton Leadership Group Update (ALG) – *Paul Murphy*

14.4.1. Materials from meeting on Feb 28, 2019 (*addendum*)

14.5. Boxborough Leadership Forum Update (BLF) – *Tessa McKinley*

14.5.1. Agenda from meeting on Feb 19, 2019 with approved minutes from Jan 8, 2019

14.6. Others

15. FYI

15.1. Monthly Student Enrollment, 3/1/19

15.2. Acton and Boxborough 2019 Election Calendars

15.3. League of Women Voters Acton Candidates Forum, *Saturday, March 16 at 1pm at Conant*

15.4. Thank you from ABRSD to ABSAF and Middlesex Bank

15.5. West Acton Sewer Action Advisory Committee Forum, *Thursday, March 14 at 7pm, Town Hall*

15.6. CASE Collaborative Family Community News & Resource Pages, Feb 2019

15.7. This Month in the Division of Open Government, February 2019

15.8. ABRSD Naming District Facilities Policy FF and procedures FF-R

16. EXECUTIVE SESSION (9:15)

Motion: to meet in Executive Session pursuant to MGL Ch 30A, sec.21(a) Purpose 3: to discussion strategy with respect to collective bargaining with the Office Support Association (OSA), American Federation of State, County and Municipal Employees (AFSCME) and the Acton-Boxborough Education Association (ABEA) because an open meeting may have a detrimental effect on the bargaining position of the Committee

17. Adjourn (9:35)

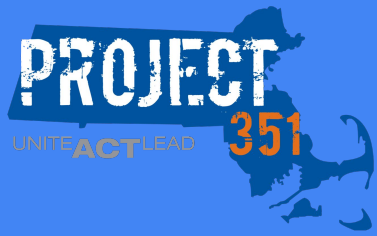
NEXT MEETINGS:

- March 21 – ABRSC Meeting at 7:00 p.m. in the **Administration Building Auditorium**
- New: Monday, March 25 – ABRSC Workshop at 7:00 p.m. in the Jr High Library
- Acton Town Meeting begins on Monday, April 1
- April 11 – ABRSC Meeting at 7:00 p.m. in the Jr High Library
- Boxborough Town Meeting begins on Monday, May 13

Posted on 3/1/19 at 5:00 p.m.

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

WELLNESS - EQUITY - ENGAGEMENT



Project 351

RJ Grey Ambassadors: Elizabeth Brooks and Marion Stuntz

What is Project 351



- Project 351 was founded by Carolyn Casey
- Project 351 takes one 8th grade representative from each town in MA to make a big impact
- Project 351 is a community of 8th graders who want to make a difference
- Helps 8th graders who want to make a difference and develop leadership skills

Our Roles and Involvement

- Our role is to create change and help bigger organizations make an impact
- We do various different service projects throughout the year
- We work with 395 other 8th grade representatives who value leading and community service
- Launch Day event and activities

Our Service Project



- **Spring Service** is an annual service project that ambassadors take back to their communities
- P351 is partnering with **Cradles to Crayons** for a clothing and shoe drive
- Ambassadors are expected to use the skills they've learned and build on them by bringing this service project into their schools and communities.
- Since 2012, this partnership has impacted 97,421 children and this year we have the highest amount of registered ambassadors in history.

What We're Excited About

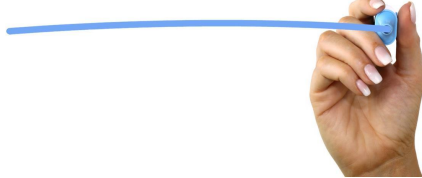
We are so excited to have the opportunity to work with an organization that will impact the lives of so many. Spring Service reaches so many families and since 2012, has impacted over 95,000 Massachusetts children.

We are also excited to see all of us ambassadors grow in our skills and service throughout this great year of community service. We were all selected because we have the potential to help change the communities around us. Seeing that impact in our communities and in ourselves will be the true reward.

Douglas School
Visible Learning
&
Responsive
Classroom
3/7/19

Achievement: one year's growth against a standard.

ACADEMIC



The Beginning.....

What does it mean to improve achievement?

- Reaching goals
- Individual progress over short and long term
- Understanding student baselines
- Small concrete goals
- Identifying how students view themselves as learners
- Finding what aspects of social/emotional motivation will lead to more meaningful progress and self-regulation in academic areas
- Approach of achievement should encompass all aspects of student life.

What positively impacts achievement?

basic needs fulfilled
risk taking
mindset
trusting relationships
developmental stage
feeling supported (school + home)
opportunity
access
peer support / pressure

What positively impacts achievement?

- LOVE - VALUE
- SUPPORT - CHALLENGE
- GROWTH MINDSET
- CONFIDENCE
- SOCIAL/EMOTIONAL WELL BEING
- THE CORRECT ENVIRONMENT (for each student)
- NOURISHMENT

recognition
create for
morning
building
acad

What positively impacts achievement?

- Mindset positive vs negative
- Safe and enjoyable learning environment
- goal setting / using benchmarks and reuse benchmark
- Seeing progress -> tangible learning
- Celebrating learning / success
 - ↳ Collective + individual
 - ↳ Seeing peers / models
- Support
- United vision of what success looks like -> home, school, classroom
- Greeting + Shake hands personal
Comments + Connections celebrate the learning
Start where they are high level
Encourage / make them laugh focus on process + progress

make people feel good
Empower students to be leaders
teaching modeling
inquiry/discussion
focus on process + progress
celebrate the learning
high level

How do you know there has been a positive impact?

- Student sharing
- class participation
- prosocial exchanges with peers/teachers
- increase in number of peer relationships
- volume of work
- task initiation
- work production
- decreased verbal prompt
- fewer disruptions
- increase in accessing strategies
- when students share work with others
- when students teach others.

The image shows the front cover of the book 'Visible Learning' by John Hattie. The cover is a solid, textured red color. The title 'VISIBLE LEARNING' is printed in large, white, all-caps, sans-serif font in the center. Above the title, the author's name 'JOHN HATTIE' is printed in a smaller, white, all-caps, sans-serif font. Below the title, the subtitle 'Know Thy Impact' is written in a smaller, white, italicized, serif font.

JOHN HATTIE VISIBLE LEARNING

Know Thy Impact

META META META

- Hattie published Visible Learning in 2009
- It was an analysis of hundreds of meta-analyses
- Hattie saw it as a chance to show what makes a difference to students
- Used “d” or Effect Size which equalizes data from a variety of studies

WHAT IS A META-ANALYSIS

- Identify an outcome
- Identify an influence
- Research to find studies that include the outcome and the influence
- Determine effect sizes
- Establish comparisons

THE HOMEWORK EXAMPLE – One Meta Analysis

- Outcome = *student achievement*
- Influence = *homework*
- Research = 161 studies from over 100,000 students
- Effect = ($d=0.29$ overall, $d=0.5$ for secondary and $d=-0.08$ for primary)
- Conclusion - *Student achievement does go up with a homework program but not noticeably*

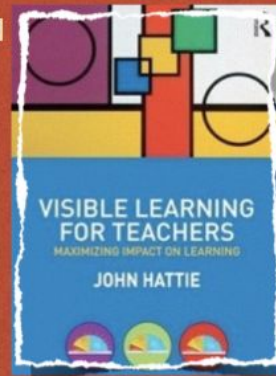
WHAT DOES 0.29 LOOK LIKE IN A CLASS?

- Hattie argues that a 0.29 difference is barely noticeable to the naked eye
- He uses the argument that the difference is the same as someone 1.82m tall vs 1.80m tall
- What is important is that the teacher has data to show if it is a positive impact

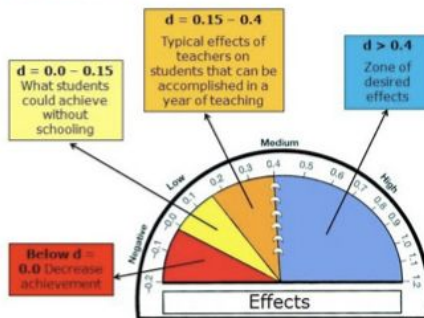


VISIBLE LEARNING THE NUMBERS

- more than 800 meta-analyses examined
- 52 637 studies
- about 240 000 000 students
- 146 142 effect sizes
- “VL For Teachers” adds a further 100 meta-analyses
- Overall effect size is $d=0.40$



Barometers of Influence



HATTIE'S BAROMETER

d=1.57

COLLECTIVE TEACHER EFFICACY

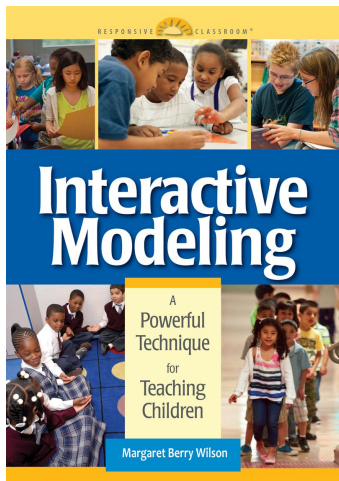
Collective Teacher Efficacy

- Teachers who work with others
- To seek evidence of their impact on students
- Who inform students early what success looks like
- Who provide appropriate levels of challenge and feedback,
- Who have aligned their claims about success, assessment, and teaching.

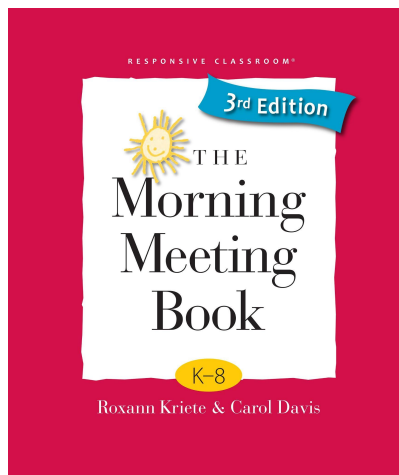


Responsive Classroom

For Parents...

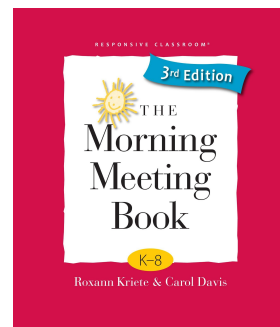


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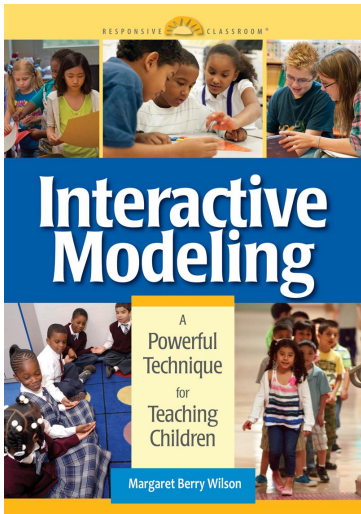
Responsive Classroom

For Parents...



Responsive Classroom

For Parents...



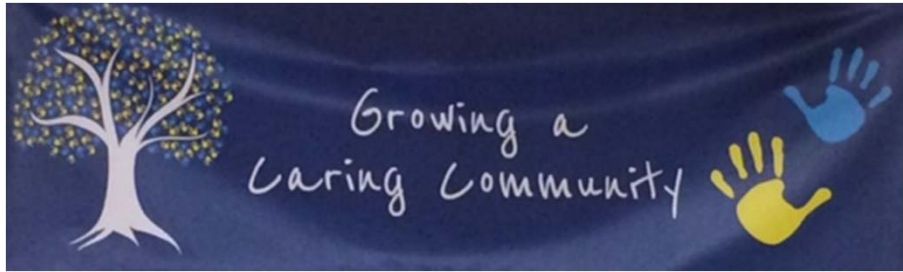
Interactive Modeling

Seven-step process that's effective for teaching children any academic or social skill, routine, or procedure that you want them to do in a specific way

1. Briefly state what you will model, and why.
2. Model the behavior exactly as you expect students to do it (the right way, not the wrong way, and without describing what you're doing unless you need to "show" a thinking process).
3. Ask students what they noticed.
4. Invite one or more students to model the same way you did.
5. Again, ask students what they noticed the modelers doing.
6. Have all students model while you observe and coach them.
7. Provide feedback, naming specific, positive actions you notice and redirecting respectfully but clearly when students go off track.

Thank you

Questions?



Paul P. Gates Elementary School

2018 – 2019 School Improvement Plan
March 7, 2019

Wellness – Equity - Engagement



Civility, Respect & Kindness: Growing a Caring Community

- Yearlong Celebration Gates 50th Anniversary
- Celebrate Seasonal themes: Leaves of Gratitude, 100 Acts of Kindness Hearts, and Notes of Encouragement

Wellness – Equity - Engagement



Gates School 50th Anniversary Fun Facts

- The Spruce Street School opened on Wednesday, September 4, 1968.
- In 1969, the School Committee renamed the school in memory of Dr. Paul P. Gates, who served as the school physician for many years.
- There were no kindergarten classrooms in the Gates School. There were two sections of 1st & 2nd grade, three sections of 3rd & 4th grade and four sections of 5th & 6th grade.
- Teachers used blackboards, film strips and movie projectors to support learning.

Wellness – Equity - Engagement



Responsive Classroom[®]

To Implement Responsive Classroom with the focus on Responsive School Discipline

- Continue to offer summer training for teachers
- Provide additional RC resources for teachers
- School wide implementation of the “Take a Break” chair and Buddy Classrooms
- Modify daily schedule to have recess first and then lunch

Wellness – Equity - Engagement



Responsive Classroom®



By doing our best every day to get to know children as individual, empathetically coach them in developing skills, and help them learn from mistakes, we give them (and ourselves) hope for a brighter future.” p. 13 *Teasing, Tattling, Defiance & More....Positive Approaches to 10 Common Classroom Behaviors*

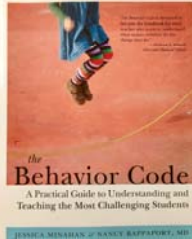
Wellness – Equity - Engagement



To understand and support the social-emotional needs of all students

- Read *The Behavior Code: A Practical Guide to Understanding and Teaching the Most Challenging Students* by Jessica Minahan and Nancy Rappaport.
- Understand what drives patterns of behavior through observations and discussions with colleagues to foster shared responsibility of all students.
- Outline intervention procedures that can be implemented within the classroom and throughout the school.

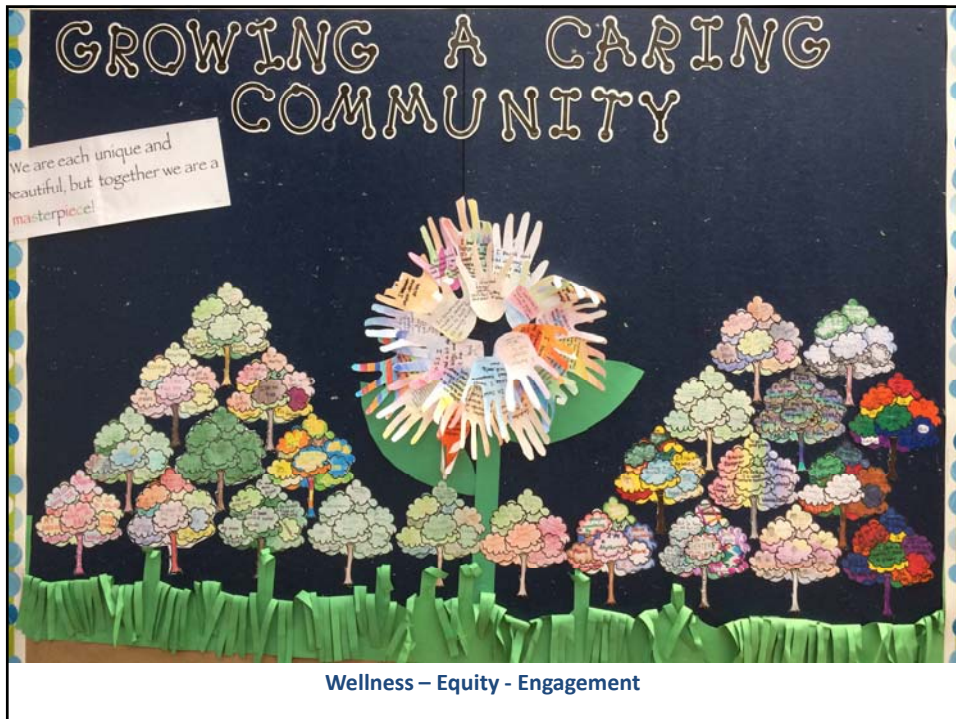
Wellness – Equity - Engagement



To understand and support the social-emotional needs of all students

- 31.9% of teens have an anxiety disorder during their school years
- Fight, Flight or Freeze when students experience extreme stress or anxiety
- As anxiety goes UP, working memory goes DOWN
- Who Wants to Be a Millionaire [\\$50,000 Question](#)

Wellness – Equity - Engagement



Wellness – Equity - Engagement



2018 NSBA CYBER RISK REPORT:

School Board Communication at Risk

About This Report

Today every business and organization faces risks from cyber-attacks. Schools hold a special appeal for hackers as a school database often contains highly sensitive information on students which fetch high prices on the black market as identify theft from children is far less likely to be discovered, sometimes for many years. Unfortunately, school board communications can be used by cyber criminals as a gateway to access the sensitive information held by our schools. To assess the current state of cyber security among America's school districts, in July 2017 the National School Boards Association (NSBA) conducted a nationwide survey; there were 482 respondents with a representative distribution both geographically and among district size.

The findings clearly demonstrate that school boards must take additional steps to protect their board communications from cyber-attack. And, while there are no fool proof methods to stop cybercrime, there are a number of easy to implement practices that can significantly reduce risk. This report summarizes the key findings from the survey, provides observations on the significance of the findings and includes some suggested action steps for school boards to improve communication practices.

Introduction

Should Cybersecurity be a Concern for School Boards?

The term "cybercrime" might conjure up images of a shadowy group of 'hacktivists' attacking those in power, both to showcase their hacking prowess as well as making a political statement. But cybercrime these days tends to be far more mundane: focusing on easy targets whose cybersecurity defenses are the weakest, and who are the most likely to pay ransom in BitCoin, the value of which has exploded in recent years.

The survey suggests school officials are less prepared for cyberattack than private-sector companies, though both face formidable threats. The NSBA survey parallels a report called "The Price of Convenience," a survey of 381 directors of U.S. companies, completed in early 2017 by **NYSE Governance Services and Diligent**, which showed private company boards to be similarly underprepared. The threat, however, extends beyond the private sector. According to Dottie Schindlinger, vice president and Governance Technology Evangelist, who collaborated on the "Price of Convenience" report, "At the end of the day, organizations with leaders that don't have at least a good foundational understanding of cybersecurity are the most at risk. An easy way to gage a school's preparedness to handle a cyberattack is to look at their board minutes to see if the topic has come up — if

it's never on the board's agenda, it likely indicates cybersecurity isn't a high priority for the school, and they are at greater risk."

Cybercrime is big business, with **ransomware alone generating over \$5 billion in damages last year**, according to CSO Online — the leading magazine covering cybersecurity issues. It's true that many criminals target high-level executives of big companies, such as former US Secretary of State and Salesforce board member, Colin Powell, whose personal email account was hacked and a document containing the company's M&A strategy was leaked to the **Wall Street Journal**, negatively impacting share price. Yet, many hacking attempts are far more random — according to **Symantec's 2017 Internet Security Threat Report**, one in every 131 emails is malicious, and masses of ransomware-laden emails are blanketing organizations and individuals with the least cybersecurity prowess. The ransom demand is often a relatively small amount **averaging about \$1,000** (CSO Online), and smaller organizations are more likely to pay to make the nuisance go away. But paying the ransom only makes the victim more vulnerable to future attacks — partly because once their systems are infected, they are likely to remain so until they are professionally scrubbed or replaced entirely. With cybercrime damages on pace to hit \$6 trillion annually by 2021 (CSO Online), clearly this problem isn't going away anytime soon.

Are Schools Really at Risk of Cybercrime?

In October, the **US Department of Education** warned that cybercriminals were extorting schools for ransom to avoid making stolen student records public. In the foreseeable future, such attacks could cost not only the ransom payers or the victims of identity theft, but also the district's leaders themselves — including school board members. Recent EU legislation (General Data Protection Regulation, or GDPR) holds financially and legally responsible any entity that compromises the privacy of EU citizen data with fines of €20 million, or 4% of annual revenue — whichever is greater. This includes potential direct legal action against directors and officers of these entities. GDPR is considered a high-water mark for data protection legislation, and is actively being considered for replication in the US. Similar rules now exist in a few US jurisdictions, including recent rulings in **New York State by the Department of Financial Services (NYDFS)** holding financial service directors (and the vendors who provide services to them) liable for cybersecurity breaches. Meanwhile, rules taking effect in other states including Virginia and Georgia now include mandatory breach notification in as little as one week after an event is first discovered. Considering the severity and frequency of the hacks that took place in 2017, additional legislation targeting organizational leadership is expected.

Schools need cyber-protection every bit as much as their for-profit peers. Small budgets and an educational mission offer no protection. Rather, the schools that are the least prepared are the most likely to become prime targets precisely because of the ease of breaching their defenses.

The survey sought to determine school boards' level of preparedness and awareness to handle these challenges. Below, are the key findings along with observations on the significance of the data and suggested action items for school boards' consideration.

Key Findings

1. A gap exists between school boards' concern for cyber risk and their approach to cybersecurity.

More than 80% of respondents regularly use digital communication and 42% of respondents say that using digital technology for communications between the board and the administration has decreased security. The survey asked school board officials to share what they know about their present cybersecurity measures, with a special focus on board members' own communication practices. In the survey, board members often responded "don't know" when asked about the ways cybersecurity is managed. Though often entrusted with more sensitive information than most of the district's staff, tradition and culture lead many board members to assume the responsibility for cybersecurity begins and ends with the IT team. Not knowing has led to not acting, with boards not directly addressing the threat of cyberattack by ensuring they adhere to secure communication methods, policies, and increase their level of awareness, training, and preparedness.

ACTION ITEM

Consider creating specific procedures for board communication including digital files and storage, emails and texts; make this part of your new board member orientation. Members should specifically acknowledge receipt of the procedures and they should be reviewed and updated annually as digital communication evolves rapidly.

2. School boards regularly transmit and store board documents through unsecured or minimally-secured methods.

When asked about how they store board-related documents, 72% report keeping board documents in unsecured locations including school websites, "free" file-sharing websites, or personal hard drives.



of those surveyed keep board documents on file-hosting sites

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What Is Ransomware, Anyway?

According to [CSO Online](#), "Ransomware is a form of malicious software (or malware) that, once it's taken over your computer, threatens you with harm, usually by denying you access to your data. The attacker demands a ransom from the victim, promising — not always truthfully — to restore access to the data upon payment."

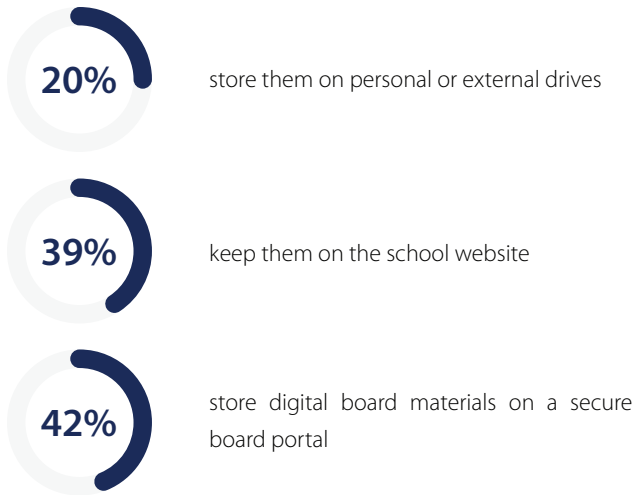
"Free" Cloud Storage Sites Are Not "Risk Free"

Providers of "free" cloud storage sites offer convenient services attractive to groups collaborating on projects from remote locations. Although these providers typically offer basic password security and data backups, the free versions are frequently targeted by hackers and are not tightly secured. Meanwhile, the terms and conditions users must agree to in order to use these "free" services typically grant broad rights and access to user data to the providers, and absolve them from any damages in the event of a data breach.

Additionally, cloud storage websites often automatically sync with each user's personal accounts. This can have the unintended consequence of creating multiple, redundant versions of files residing locally on board members' personal devices and drives without their awareness. These local copies are then outside the control of the board secretary and school district, and could quickly become outdated depending on the frequency of file syncing.

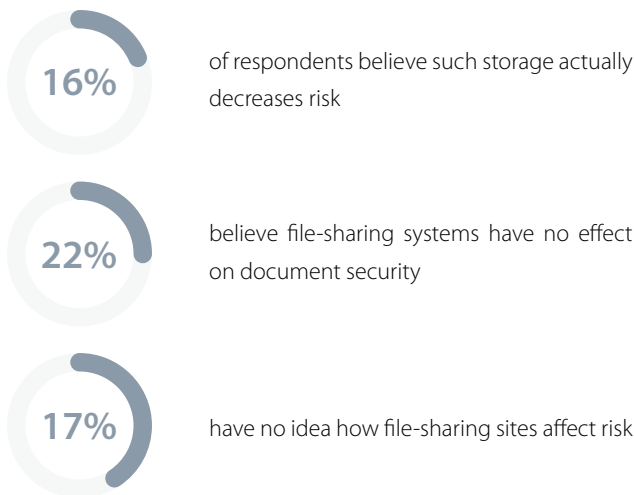
Email — Too Risky for Board Communication

School board members trust district-supplied email accounts more than personal email accounts — confidence in email is evident by the 79% of NSBA respondents who regularly conduct board business via email accounts linked to a district network.



As most school board meetings are open to the public, meeting documents are frequently posted on school websites for public access. That said, the responses to our survey did not differentiate how public versions of school board documents might be handled differently from more confidential or sensitive data — such as unapproved drafts, or documents shared during closed meetings.

To this end, one-third of respondents trust personal/external hard drives, or free file-sharing websites such as iCloud, GoogleDocs and DropBox to store board documents.



ACTION ITEM

Create a board policy on how digital board documents should be handled and stored, including which systems and devices are acceptable for board members to use. Implementing a centralized, secure cloud-based governance software solution — with “public” and “executive” content access options — can help reduce the need for multiple redundant file storage locations.

By contrast, only 30% regularly use personal email accounts. With most free email providers (e.g., Gmail, Yahoo! Mail!, AOL) having been breached in the past three years, users should assume these channels are unsecured and easily hacked. But, does using district-linked email accounts eliminate cyber risk? Unfortunately, no.

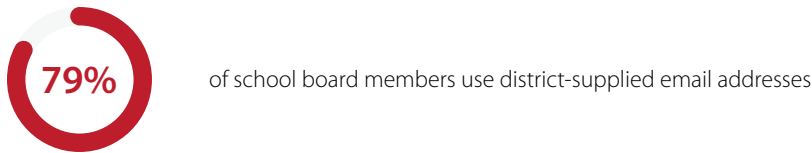
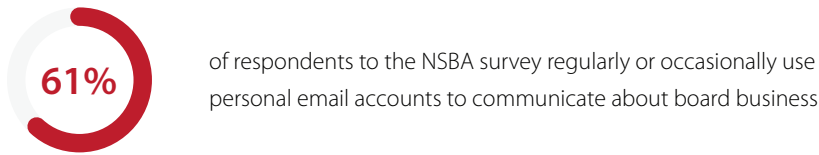
The danger inherent in board members’ email communication can be severe. The 79% of districts that supply board members with district-linked email also list those addresses on their public websites so the community can connect with directors. But doing this provides hackers with information they can easily exploit to launch highly successful phishing attacks. According to research by cybersecurity firm PhishMe, 91% of cyberattacks begin with a phishing email, allowing hackers access to all the information stored on the network. In the case of school districts, this means student records, birthdates, health records, payroll information, Social Security numbers, and more. Using malware or ransomware, hackers can decide whether they want to sell these records on the Dark Web, shut down the district’s network entirely, or threaten the district with releasing the records publicly until a ransom is paid in Bitcoin.

When It Comes to Cyber Risk, Not Knowing and Not Acting Could Constitute Negligence

The low rates of board cybersecurity training, the casual use of unsecured email and lack of oversight to ensure secure board communication practices are out of alignment with the level of board culpability in the event of a data breach. Boards that abdicate responsibility for data security to the IT department may not be fulfilling their “duty of care,” part of their fiduciary obligation to stakeholders. Several states have recently enacted laws assigning responsibility for cybersecurity to board

3. School boards discuss board matters using a variety of unsecured or minimally-secured communication channels.

School boards are using a wide variety of communication methods, but outside of face-to-face meetings, email is their preferred communication channel:



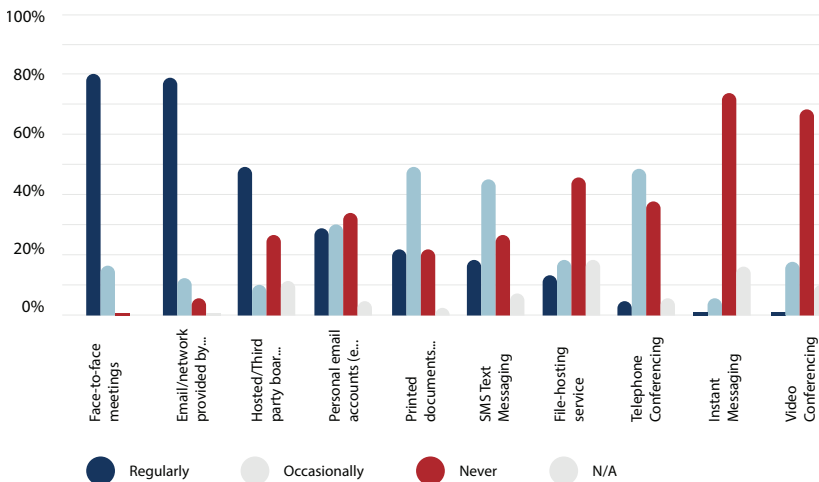
While these numbers are lower than what was observed in the corporate sector, where 92% of directors reported using personal email to communicate on board-related business, the reliance on email is inviting unnecessary levels of risk for school districts (see sidebar).

members and top executives; depending on your school's jurisdiction, school board officers might already face legal issues if a data breach is discovered and not reported to all those effected within a few days. Most analysts expect many more of these types of laws to come on the books over the course of the next year in direct response to the severity of recent data breaches such as those at Equifax (145 million customers hacked), Verizon (all 3 billion Yahoo! accounts breached), and the attacks on US public schools (800 schools hacked with an ISIS-initiated insertion virus, and a Montana school district extorted by hacker group Dark Overlord).

Survey Question:

To what extent do you use these methods to conduct board business?

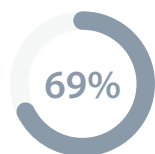
413 Answered | 69 Skipped



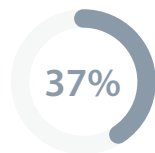
ACTION ITEM: Secure all board communications.

Move away from email and unsecured text messaging in favor of secured, cloud-hosted board communication software. Some providers offer a way for board information to be shared with the public along with a way to gather public comments and share those back with board members. Using such a system helps separate any attempted attacks from the rest of the district's most sensitive records, and gives the district the added malware protection offered by the board software provider.

4. School board members are downloading, storing and transmitting board documents on a wide variety of systems, with little or no oversight from IT/security teams.



said they regularly download board documents onto personal devices



reported doing this at least half the time

It's interesting to note that the actual number of downloads is probably higher than board members might realize. The 79% using district email to communicate about board business are likely downloading offline copies of all messages and attachments onto every device they use to read the emails – including smartphones, tablets, and computers. Unless the district restricts the devices board members use to those that have been vetted by their IT security teams, it's possible that these devices have no encryption or password protection enabled – making every document and message stored on these devices easier to breach.

Meanwhile, the lack of consistent policy around where board members can download and store documents means that it will be exceedingly difficult to track down copies of these files in the event of a lawsuit and discovery requests.

ACTION ITEM: Create a Secure Board Communications Policy and give oversight authority to the district's data security team.

The policy should mandate the methods, storage options, and devices board members can use for board business. Ideally, the board will rely primarily on a single, secured board portal system that is purpose-built for public governing bodies. From there, it is possible to minimize further proliferation three ways:

1. Create policies around which documents may be downloaded, vs. which may only be "viewed" online.
2. Ask the data security team to conduct an annual audit of board communications to ensure the policy is effective.
3. Provide annual reviews of the Secure Board Communication Policy in open session, helping ensure that the board understands and will abide by it.

5. School boards are largely unaware of their role in overseeing cybersecurity, nor do they receive adequate training and support to oversee cyber risk management.

To illuminate the issues, the survey inquired about a number of practices boards may engage in to ensure they are aware of their organization's level of cyber risk and preparedness to handle a cyber event. The survey looked to determine to what extent board members themselves are asked to participate in these efforts, as part of their fiduciary obligation to ensure risk mitigation and management.

When asked whether a security audit of the school board's communication practices had ever been conducted.

More than half



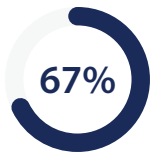
said, "I don't know"

Nearly a third



responded, "No"

Additionally, we asked if districts are providing school board members with any cybersecurity training. The results were:



More than two-thirds (67%) of districts do not provide board members with any cybersecurity training



said they “don’t know” if their board requires such training

Of the small minority (12%) that receive mandatory cybersecurity training:



40% receive it only once in their tenure with the board

60% The remainder (60%) receive training annually

Of all the findings in this report, these in particular should raise concerns for school districts. Cybersecurity is not a low-stakes business, and board members are at high risk precisely because of their public profiles and minimal level of data security oversight. While it’s true that board members need not become data security experts, the risk of district data and operations is too great for them to receive such little preparation. Cyber risk has become the number one source of enterprise risk for every kind of enterprise — schools included.

ACTION ITEM: Create a “Cyber Risk Taskforce,” charged with ensuring board members receive adequate training, oversight, and preparation for cyber events.

Impress upon school board members the gravity of their responsibility to mitigate risk, and that they should assume a data breach will happen, and may already have happened. The taskforce can spearhead efforts to create a strategic relationship between the district’s IT/data security team and the board. Include cyber threat landscape and district preparedness reports at every board meeting. Engage outside experts as needed to coach the board and key staff through the kinds of questions leaders should be asking. Ensure board members receive cybersecurity training (which can be handled easily through online tools) at least once a year, and conduct an annual security audit to ensure the training is effective. Conduct an annual “tabletop exercise” where the board has to respond to a cyber event. Taking these steps will help ensure the board will be ready when the next cyber event happens.

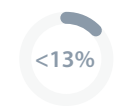
6. Most districts have a non-cybersecurity professional leading or facilitating the security of board communications.

The survey asked who in the district is responsible for overseeing the communication methods the board may use, and who facilitates the board’s communications.

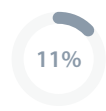


The Superintendent was the most common response — **32%** oversee and **28%** facilitate board communication methods.

Few schools grant oversight of board communication methods to district personnel most normally associated with managing risk:



IT/IS/Data Security Team



General Counsel/School Attorney



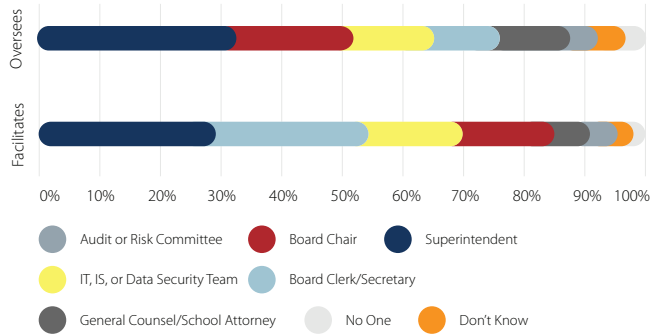
Audit/Risk Committee



ask the Board Chair to provide this oversight — regardless of the chair’s level of cybersecurity knowledge



Question: Who is responsible for overseeing the communication methods the board may use? Who facilitates the board's communications?



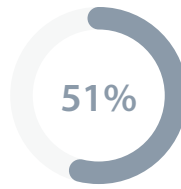
Here, schools do little better than the corporate sector. The NYSE/Diligent survey found that only eight percent of corporate boards have IT/data security provide oversight, consistent with a survey by ISACA (the largest organization of data security professionals) which found that only 29% of private-sector organizational leaders continuously assess their risk from technology use, only 21% are briefed on cybersecurity issues at every board meeting, and 69% say they need to align business goals with IT spending.

ACTION ITEM: Appoint a Data Protection Officer (DPO) who oversees data security programs and reports regularly on cyber risk to the board and senior leadership.

The concept of a DPO comes from the EU's GDPR rules, and serves as a practice that could be adopted by school districts to help increase their cybersecurity posture. If a district does not have a CISO (Chief Information Security Officer), it could hire outside IT consultants to audit board communications, oversee changes, train board members, and report regularly to board meetings. That consultant can work with the district to identify an individual to serve as the DPO, and help perform regular external audits of the district's cybersecurity preparedness.

7. In most districts, board members lack awareness of the steps that need to be taken after a data breach or cyber event — including the roles and responsibilities of board, staff, insurers, legal counsel, and law enforcement.

When asked if their school/district has a crisis communication plan in place in the event of a cybersecurity event or data breach:



reported that they “don’t know”

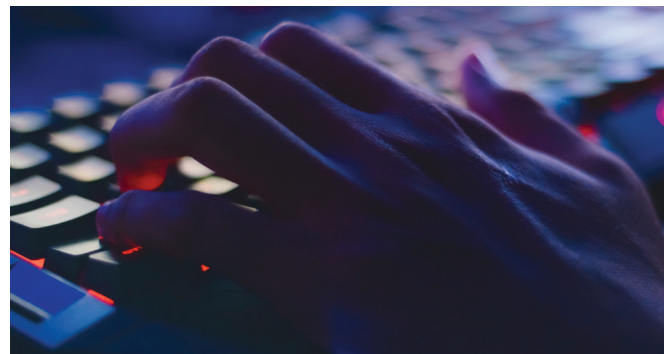


know that their school or district has such a plan, but only 9% of those communication plans give partial or full involvement to the board, who are ultimately responsible

This knowledge gap could turn a data breach into an even bigger catastrophe than it already is. After The Islamic State hijacked 800 school computers, only 312 of the schools had a plan to handle communications with police, IT, parents, teachers, students, the media, lawyers and community members. Even when such plans exist, they don't always include the board.

ACTION ITEM: Create a specific Disaster Recovery/ Business Continuity (DRBC) plan for cyber events, including the board's role — and then practice it annually in a data breach simulation.

Every district's emergency preparedness team should collaborate with cybersecurity staff to establish a clear response plan in the event of a successful cyberattack. The plan should include details on insurance coverages, contact information for law enforcement, legal counsel, and a plan to alert staff and parents in case email and other systems are taken offline. Store the plan in a secure, cloud-hosted board portal or similar location that remains separate from the district's network — so that it can be accessed by leaders even if the district's network is compromised. The board should know the plan inside and out, and simulate enacting it at least once a year.



Conclusion:

There is no software or insurance provider that can fully protect a district from cyberattacks and there are numerous examples of hackers penetrating the most sophisticated of systems. However, it is clear that the less a district prepares to prevent an attack, the greater the odds one will happen. The action items listed in this report are just some of the practices can help shelter a district's hardware from kidnapers, protect students and staff from identity theft, and insulate board members from legal and financial liability in a cyber breach.

Meanwhile, we believe it's time for our nation's school boards to acknowledge the seriousness of cyber risk, and approach oversight with the same vigor they would oversee financial decisions. When it comes to the district's finances, board members are fully aware and take most seriously their stewardship responsibility. The staff or external consultants may provide the board with technical support on the nuances of financial decisions, but the board does not regard the technical nature of finance as a barrier and carries out its obligation for financial oversight.

The same must hold true for school boards when it comes to overseeing the district's cybersecurity. District staff or external consultants can provide the board with technical support on the nuances of cyber risk decisions, but the responsibility for ensuring the safety of the district's data and systems resides with the board.

With this in mind, we hope that the findings and suggested action items in this report will galvanize our nation's school boards to take action to increase their level of preparedness and oversight of cyber risk. The safety of our students, faculty, administration, and board members is at stake.



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

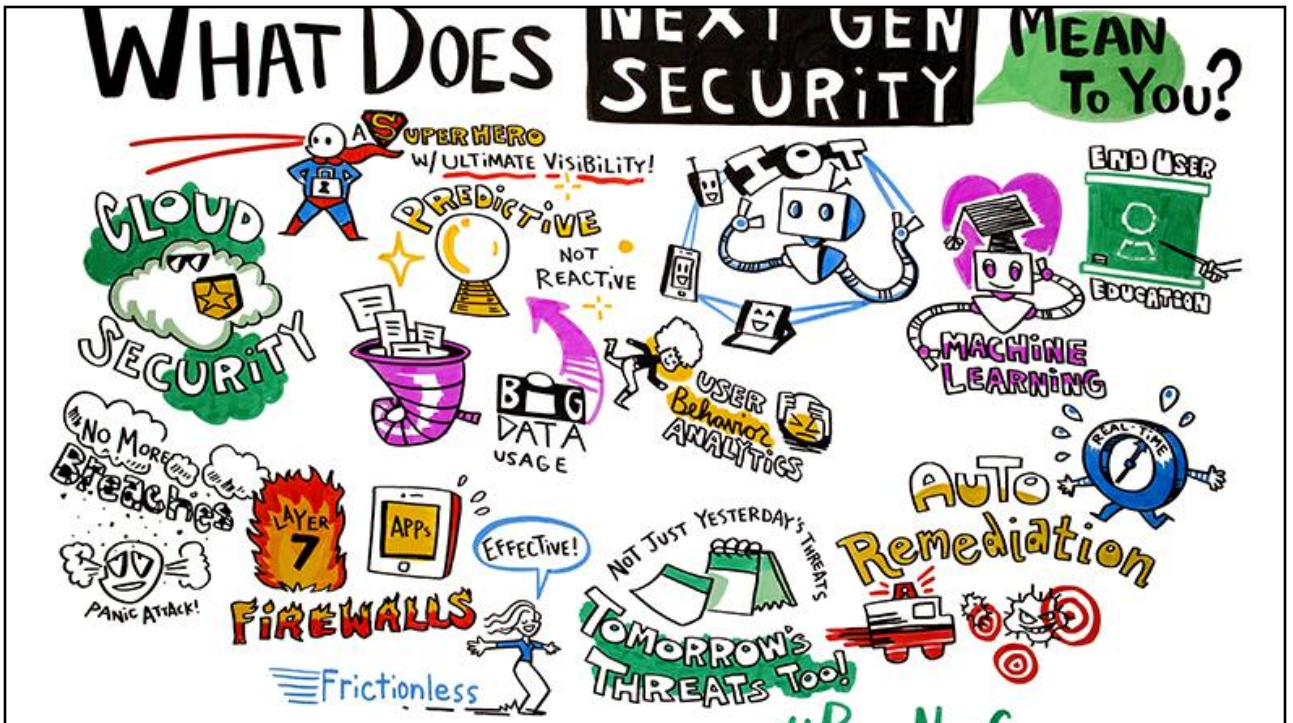
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Our **mission** is to develop engaged, well-balanced learners through collaborative, caring relationships

EDTech: Cybersecurity

March 7, 2019

WELLNESS • EQUITY • ENGAGEMENT



What are we protecting? And Why..

- Student records
- Birth dates
- Health records
- Payroll information
- Social Security numbers
- Online account information

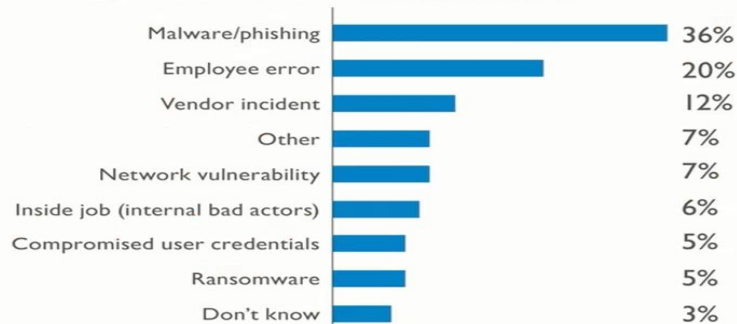
Legislation:

- FERPA/COPPA
- What the future holds....liability/legal responsibility

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Know the Threats: Causes of Data Breaches

CAUSE OF RECENT DATA BREACH*



*Breach between 2015 and 2017

Source: The State of
Cybersecurity Report

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How do we mitigate cyber risk?

- Administrative Safeguards
 - Education/Training
 - Update Policies/Procedures
 - Vendor Mgmt
- Technical Safeguards
 - Intrusion Detection
 - Conduct Risk Assessments
 - Stay current
- Physical Safeguards
 - Locks
 - Isolated equipment

Next Steps

- Work with a CyberSecurity Services Firm to:
 - Evaluate and Test IT Security
 - Ensure Compliance with Laws & Standards
 - Train People to Create a Human Firewall
 - Prepare for and Manage Security Breaches
 - Improve Information Security

Articles of Agreement

Dear Board Members,

This document explains the revisions that were approved by the Board of Directors during this year.

Meeting 9/27/18:

The Board of Directors voted to approve the following amendments on EDCO Collaborative's Articles of Agreement –

1. *Updated dates (To reflect July 1, 2017);*
2. *Removal of Winchester Public Schools;*
3. *Article X #6 the following additional wording: "or which were the responsibility of the Collaborative when that member school committee or charter school board became a member".*
4. *Article XIII, the following additional wording: "EDCO Collaborative does not discriminate on the basis of race, color, religion, national origin, pregnancy and related conditions, gender, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, or disability, in the administration of its educational policies, administrative policies, scholarship or loan programs, athletic and other school administered programs or in employment. The Board's policy of nondiscrimination will extend to students, applicants, staff, the general public, and individuals with whom it does business."*

Meeting 1/17/19:

The Board of Directors voted to approve the following amendments on EDCO Collaborative's Articles of Agreement (Based upon the recommendation from the Commissioner of ESE) –

1. *Cover page – Changed date from July 1, 2017 to July 1, 2019.*
2. *PREAMBLE/AUTHORIZATION – Removal of "May 19, 2015 as most recently amended on"*
3. *ARTICLE IV: GOVERNANCE – Change wording from "voting member of" to "liaison to"*
4. *Date approved by Collaborative Board of Directors: changed from September 27, 2018 to January 17, 2019.*

Please have your assistant email me regarding the date your school committee voted on these final revisions. I will need to send this information to Paulajo Gaines at DESE. Once the meeting minutes have been approved, please have your assistant send me that information as well.

Thank you,
Nadine

EDCO Collaborative Articles of Agreement

This agreement replaces the agreement
dated 7.1.2017.

This agreement is effective
as of July 1, 2019.

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PREAMBLE / AUTHORIZATION

This document constitutes the Collaborative Agreement of EDCO Collaborative, established pursuant to the provisions of Chapter 40, Section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603CMR 50.00. This Collaborative Agreement shall not be effective until approved by the Member School Committees and Member Charter School Boards as indicated on the signatory page, and the Massachusetts Board of Elementary and Secondary Education. This agreement replaces the agreement dated July 1, 2017, entered into by and between the Member School Committees and Member Charter School Boards listed in Article I (herein, "Member Districts").

DEFINITIONS

Commissioner - The Commissioner of the Massachusetts Department of Elementary and Secondary Education

Board - Board of Directors of EDCO Collaborative comprised of Superintendents, School Committee Members, or Charter School Board Members voted by Member Districts

EDCO Collaborative Administrator - Member of EDCO Collaborative's Leadership Team including central office directors (i.e. Executive Director, Associate Executive Director, Business Administrator, Chief Financial Officer, Director of Informational Technology, Director of Seefurth Education Center) and EDCO Collaborative program directors

ARTICLE I: MEMBERSHIP

The membership of EDCO Collaborative as of the effective date of this agreement, includes the School Committees and Charter School Boards from the following districts, as indicated by the signatures of the Chairs of the School Committees and Charter School Boards:

1. School Committee for the Acton-Boxborough Regional School District
2. School Committee for the Arlington Public Schools
3. School Committee for the Bedford Public Schools
4. School Committee for the Belmont Public Schools
5. School Committee for the Brookline Public Schools
6. School Committee for the Carlisle Public Schools
7. School Committee for the Concord Public Schools
8. School Committee for the Concord-Carlisle Regional School District
9. School Committee for the Lexington Public Schools
10. School Committee for the Lincoln Public Schools

11. School Committee for the Lincoln-Sudbury Regional School District
12. School Committee for the Newton Public Schools
13. School Committee for the Sudbury Public Schools
14. School Committee for the Waltham Public Schools
15. School Committee for the Watertown Public Schools
16. School Committee for the Weston Public Schools

ARTICLE II: MISSION, OBJECTIVES, FOCUS, AND PURPOSES

A. Mission of EDCO Collaborative:

The mission of EDCO Collaborative is to cooperatively develop and deliver high quality and cost-effective programs and services for students, school districts, partner organizations and communities; to improve education through inter-district and inter-agency collaboration; and to enhance equity, intercultural understanding and equal opportunity in education.

B. Objectives of EDCO Collaborative:

1. To provide day programs and other services for students with low-incidence disabilities in the least restrictive environment consistent with MGL c. 40 § 4E and 603 CMR 50.00
2. To provide day programs and services for at-risk students
3. To provide therapeutic services for adults with disabilities in collaboration with the Department of Developmental Services and /or other agencies
4. To offer quality professional learning opportunities to general and special education teachers and administrators, related service providers, School Committees, and Charter School Boards
5. To explore and pursue grants and other funding to support identified needs of the Member Districts and community
6. To offer cooperative and regional programs and/or services to help Member Districts maximize cost efficiency and program effectiveness through a collaborative effort

C. Focus of EDCO Collaborative:

1. Programs and services for students and adults with disabilities and at-risk students
2. Professional learning
3. Pupil transportation
4. Support of initiatives from the Department of Elementary and Secondary Education
5. Cooperative planning and delivery of services to meet the needs of the Member Districts

D. Purpose of EDCO Collaborative:

The purpose of EDCO Collaborative is to provide programs and services for students with disabilities and at-risk students, to provide therapeutic services for adults with disabilities in collaboration with the Department of Developmental Disabilities and / or other agencies, to provide professional learning opportunities to educators based on best practice, to enhance equity, intercultural understanding and equal opportunity in education and to provide other high quality cost-effective services to meet the changing needs of Member Districts. The Collaborative, therefore, exists to conduct educational programs and services which shall complement and strengthen the programs of Member Districts and community partners and increase educational opportunities for children when it is determined that such programs and services can most effectively and economically be provided on a collaborative basis. The foregoing purpose includes the authority of the Collaborative, acting through its Board, to contract with corporations, individuals, associations, agencies, and/or any other entities in order to obtain and provide services for Member Districts. In addition, the Collaborative will continue to increase and expand its level of service in general education, special education, professional learning and training opportunities, research and development of innovative programs, and in any such area determined to be a need by the Member Districts.

Notwithstanding any other provision of these articles, the Collaborative is organized exclusively for educational purposes, as specified in Section 501(c) (3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by any entity exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

No substantial part of the activities of the Collaborative shall be carrying on of propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

ARTICLE III: PROGRAMS AND SERVICES TO BE OFFERED

To complement the educational programs and services of the Member Districts in a cost-effective manner, EDCO Collaborative will offer the following:

1. Day school programs and related services for students with disabilities
2. Alternative programs for at-risk students
3. Therapeutic services for adults in collaboration with the Department of Developmental Disabilities and/or other agencies
4. Clinical evaluations
5. Professional learning opportunities

6. Financial management services
7. Pupil transportation
8. Other Member District services

The above list is not all-inclusive. The Board, acting at the request of the Executive Director and/or Member Districts, may consider and approve other programs and services to be provided by the Collaborative so long as such programs or services are in the best interest of the Member Districts, and are not inconsistent with M.G.L. c. 40, § 4E and 603 CMR § 50.00, as amended from time to time.

ARTICLE IV: GOVERNANCE

Each Member District executing this Agreement shall annually appoint the Superintendent of Schools or one School Committee Member or Charter School Board Member as a voting member of the Collaborative Board. An appointee of the Commissioner shall be liaison to the Collaborative Board. The Board shall provide overall management and supervision of the Collaborative. No employee of the Collaborative may serve on the Board.

The Board shall meet at least six times each fiscal year. The schedule will be determined by the Board Chairperson in collaboration with the Executive Director. Special meetings may be called for special purposes by the Executive Director with consent of the Board Chairperson or by the Board Chairperson him/herself. Meetings will be posted in accordance with M.G.L. c. 30A §§ 18-25.

A quorum for conducting business shall consist of a simple majority of the Board. A quorum is not needed to close the meeting. In order to pass any motion, a majority vote of Board Members present shall be required, except that a vote to terminate the Collaborative shall be approved in accordance with Article IX of this agreement.

The Executive Director, or designee, will act as Secretary to the Board. The Executive Director shall attend all Board meetings but shall not be entitled to a vote.

The Board shall, annually at the first meeting of the fiscal year, organize itself by electing a Chairperson and Vice-chairperson. The Chairperson may appoint standing committees and/or advisory committees of the Board as will facilitate the work of the Board.

Each Board Member shall be responsible for providing the following information to the representative's Member District in accordance with the provisions of M.G.L. c. 40, § 4E and 603 CMR 50.00, et seq.

1. Quarterly information and updates to the Member District, at an open meeting, on collaborative activities, including, but not limited to, the programs and services provided by the collaborative

2. A copy of the Collaborative agreement and any amendments
3. A copy of the annual budget and tuition rate
4. A copy of the annual report and financial audit
5. Notification of applications for real estate mortgages
6. A copy of any capital plan approved by the Board
7. Any additional information as may be requested by a vote of the Member District
8. Any additional information as may be required in M.G.L. Ch. 40 § 4E, 603 CMR § 50.00, et seq. and any amendments thereto

Using its authority to establish standing committees to advise the Board in its annual business, the Board of the EDCO Collaborative shall establish an Advisory Council to the Board to meet concurrently with the Board and to provide guidance to the Board in its decisions. The Advisory Council to the Board shall consist of a Superintendent, School Committee person or Charter School Board person from each Member District, whoever is not serving currently on the Board, who shall be appointed annually by the Member District. The Advisory Council Member may receive Board materials, participate in Board discussions, and be appointed to Standing Committees of the Board. Advisory Council Members have no voting privileges on the Board.

ARTICLE V: INDEMNIFICATION

Neither the Executive Director nor any Board Member nor any Advisory Council Member nor any EDCO Collaborative administrator shall be liable to the Collaborative or to any Member District thereof for any act or omission of the Executive Director or any Board or Advisory Council Member or be held personally liable in connection with the affairs of the Collaborative except only liability arising out of his own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative or its Member Districts.

Neither the Executive Director nor any Board Member nor any Advisory Council Member nor any EDCO Collaborative administrator shall be personally liable for any debt, claim, demand, judgment, decree, liability or obligation of any kind of, against, or with respect to the Collaborative or arising out of any action taken or omitted for or on behalf of the Collaborative and the Collaborative shall be solely liable therefore and resort shall be had exclusively to the Collaborative property for the payment or performance thereof and each Board or Advisory Council Member, Member District and any Executive Director shall be entitled to full indemnity and full reimbursement out of Collaborative property, including, without limitation, fees and disbursements of counsel, if, contrary to the provisions hereof, such Board or Advisory Council Member, Executive Director or Member District shall be held

personally liable. Any person dealing with the Collaborative shall be informed of the indemnification contained herein and, where the Board deems it appropriate, documents or instruments executed by or by authority of the Board shall contain reference hereto.

The Executive Director and his/her legal representatives and each Board and Advisory Council Member and his/her legal representatives and each Member District and its legal representatives shall be indemnified by the Collaborative against all liabilities and expenses, exclusive of amounts paid to the Collaborative, including judgments, fines, penalties, amounts paid in settlement and counsel fees, incurred in reasonable settlement of any action, suit or proceeding to which such Board Member, Member District or Collaborative Administrator or his/its legal representatives may be made a party or otherwise involved by reason of his/its capacity as Board or Advisory Council Member, Executive Director, Member District, or Collaborative Administrator except only liabilities and expenses arising out of his/its own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative as final adjudged in such action or, in the event of settlement or termination of such action without final adjudication, as determined by independent counsel for the Collaborative. Said right of indemnification shall be in addition to any other rights to which such Board or Advisory Council Member, Collaborative Director or Administrator or Member District may be entitled as a matter of law or which may be lawfully granted to him/it.

ARTICLE VI: CONDITIONS OF MEMBERSHIP

Each Member District shall have the following rights and responsibilities as a member of EDCO Collaborative:

1. Each Board Member shall be entitled to a vote, which cannot be delegated to any other individual.
2. Each Board Member must attend training required by the Department of Elementary and Secondary Education as outlined in M.G.L. Ch. 40, § 4E; 603 CMR 50.05 and 603 CMR 50.12(3). Should a Board Member fail to complete the required training within the timelines set in law and regulations, notice will be given to the appointing Member District. Should the Board Member fail to complete the training within a reasonable time frame following notice to the appointing Member District, the Member District shall automatically become an inactive member of the Board, shall not count towards a quorum, and shall not have voting rights on the Board, but shall continue to have all other rights and obligations of membership. The Member District shall become an active Member and voting rights shall be reinstated once the Board Member completes the training or the Member District appoints a new representative.

3. No Board Member shall serve as a Collaborative Administrator or on the board of directors or as an employee of a related for-profit or non-profit organization.
4. No Board Member shall receive an additional salary or stipend for his/her service on the Board.
5. Each Member District shall contribute a membership assessment in accordance with Article VIII.

ARTICLE VII: POWERS AND DUTIES OF THE BOARD AND APPOINTED REPRESENTATIVES TO THE BOARD

EDCO Collaborative shall exist as a public entity.

The Board shall be vested with the authority to enter into agreements with Member Districts, non-member districts, charter schools or other collaboratives to establish mutually beneficial programs and services or pricing arrangements.

The Board shall be responsible for the following, consistent with the requirements of law, regulation, and Article VIII of this agreement:

1. Ensuring adherence to this Agreement and progress toward achieving the purpose and objectives set forth in the Agreement
2. Determining the cost-effectiveness of programs and services offered by the Collaborative
3. Determining the appropriateness and cost-effectiveness of any borrowing, loans or mortgage
4. Approving all expenditures, including contracts, borrowing, and the purchase and sale of real estate
5. Ensuring an annual report for the previous fiscal year be prepared and submitted to the Commissioner and Chair of each Member District no later than January 1 of each year
6. Ensuring that an independent financial audit is completed annually and submitted to the Chair of each Member District, the Commissioner, and the State Auditor no later than January 1 of each year
7. The Board may delegate to the Treasurer the causing of an audit. The Board shall have all the powers and duties conferred and imposed upon educational collaborative boards by law and conferred and imposed upon it by this Agreement and such other additional powers and duties as are specified in M.G.L. c. 40, §4E, 603 CMR 50.00 and any amendments thereof, or as may be specified in any other applicable general or special law. The Board may adopt by-laws consistent with law and regulations and with this Agreement to govern the day-to-day operation or other appropriate matters of the Collaborative. If a particular matter is not covered by such a document,

then any such matter will be handled, as the Board deems appropriate by a vote of the Board Members present and voting. It is the function and responsibility of the Board to formulate policy for the Collaborative and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, § 4E and 603 CMR 50.00. The Board shall review the effectiveness of such policies to ensure currency and appropriateness, and may establish a subcommittee to make recommendations to the Board concerning such policies.

8. The Board may establish subcommittees such as an Executive Subcommittee and a Finance and Administration Subcommittee to expedite the work of the Board and to provide guidance and support in managing the essential functions and business of the Collaborative.

9. The Board shall hire all employees of the Collaborative and ensure that all employees possess the necessary and required credentials and approvals, to the extent applicable, including those required by M.G.L. c. 71, § 38G and 603 CMR 7.00, M.G.L. c. 74 and 603 CMR 4.00, and all acts and regulations amendatory thereof.

10. The Board shall appoint the Executive Director, Business Administrator, Treasurer and at least one registered nurse, and oversee the operation of the Collaborative to the end that the educational needs of students enrolled in Collaborative programs, as well as the goals of any cooperative program of the Collaborative, are met in an effective and economical way. The Board will ensure there is segregation of duties among the Executive Director, Business Administrator, and Treasurer.

11. The Board shall have the authority to borrow money for any purpose consistent with law, regulations, and Article VIII of this Agreement, including, but not limited to, to meet ongoing payroll obligations, to finance the purchase and/or lease of any real or personal property, including equipment, land and/or a building(s) (including portables), and/or to finance any renovation, reconstruction and/or construction of any real property. The Board shall be responsible for ensuring that any borrowing, loans, or mortgages are cost-effective and necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts, and consistent with the terms of this agreement.

12. The Executive Director shall have the day to day responsibility for all activities of the Collaborative, shall be responsible for overseeing all of its programs, shall be responsible for implementing the policies and by-laws, if any, and for developing procedures consistent with the policies of the Board. The Board may delegate the Executive Director to supervise and discipline personnel to the extent permitted by applicable law and regulation. In addition, the Executive Director shall have the authority granted by M.G.L. c.40, §4E and any amendments thereto. The Board shall complete an annual evaluation of the Executive Director in accordance with 603 CMR 50.06(2).

13. The Executive Director shall be charged with maintaining a website for the Collaborative in accordance with M.G.L. c. 40 § 4E. Said website shall include a list of Board Members, copies of Board Meeting minutes, a copy of the Collaborative Agreement and any amendments to the Agreement, a copy of the annual independent audit, a copy of the Annual Report required by 603 CMR 50.08, and contact information for the Collaborative and key Collaborative staff members.

14. The Board shall appoint a Business Administrator subject to M.G.L. Chapter 41, Sec. 52 who shall have such powers and responsibilities determined by the Board in its approved job description. Said duties are similar to those of a town accountant and are consistent with 603 CMR 50.00. The Board shall ensure that an annual evaluation of the Business Administrator occur in accordance with 603 CMR 50.06(3). The Business Manager may not be the Treasurer of the Collaborative.

15. The Treasurer who shall have such powers and responsibilities as determined by the Board and as stipulated in the Board approved job description, consistent with 603CMR 50.00. The Board shall annually evaluate the Treasurer's performance and effectiveness. No Collaborative employee or appointed representative to the Board may serve concurrently as the Treasurer. The Treasurer shall report directly to the Board.

ARTICLE VIII: FINANCIAL

A. Financial Terms:

The Board may enter into contracts to obtain the funds necessary to carry out the purpose for which the Collaborative was established.

The Collaborative is subject to M.G.L. c. 30B for the procurement of goods and services.

B. Collaborative Fund:

1. The Board shall establish and manage a fund to be known as the EDCO Collaborative Fund, herein, "the Fund".

2. The Fund shall be the depository of all monies paid by Member Districts and non-member districts and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the Board and deposited in the Fund.

3. The Treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to the Collaborative without further appropriation.

4. The Board must approve all payments through designated signatories voted by the Board.

5. The Treasurer may make appropriate investments of funds of the Collaborative not

immediately necessary for operations, consistent with M.G.L. c. 44, § 55B.

C. Borrowing, Loans, and Mortgages:

The Board may authorize the borrowing of funds or enter into short-term or long-term agreements or mortgages, and acquire or improve real property to support Collaborative operations, subject to the following procedures:

1. All borrowing, loans, and mortgages shall be discussed at a public meeting of the Board.
2. The Board shall investigate options related to the terms of borrowing, loans, and mortgages in order to determine that the terms related to any borrowing, loans and mortgages are the most favorable available at the time of the application.
3. The Board shall be responsible for ensuring that the borrowing, loans, and mortgages are necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts and consistent with the terms of this agreement.
4. In the event that such borrowing, loan or mortgage is for the acquisition or improvement of real property:
 - a. The Board shall discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the Collaborative Board at which the final vote is taken.
 - b. The Board shall provide notice to each Member District within thirty (30) calendar days of applying for real estate mortgages.
 - c. The Board shall approve such action by a majority vote.

D. Surplus Funds:

Unexpended general funds, as defined in 603 CMR 50.00, at the end of the fiscal year plus any previous year's surplus funds, as determined through the financial statements, will be considered cumulative surplus. (603 CMR 50.07 (9)) The determination of cumulative surplus shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20, and any amounts prepaid for tuition or services in accordance with M.G.L. c. 40, § 4E.

1. The Board will retain no more than 25 percent in cumulative surplus, in accordance with 603 CMR 50.03(5)(b)10.
2. On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall determine and approve, by majority vote, the final dollar amount of the cumulative surplus.
3. The Board shall determine whether such final dollar amount of surplus funds is within the

established 25 percent limit, and whether the funds will be retained by the Collaborative or whether all or some portion will be refunded to the Member Districts or credited to support programs and services offered to Member Districts.

4. Retained surplus may be used to support the budget in future years at the discretion of the Board.

5. Surplus funds will be distributed in proportional shares using the *Enrollment Assessment* formula articulated under Annual Member Assessment.

E. Development of the Collaborative Budget:

The Board shall annually determine the Collaborative budget consistent with the timelines, terms, and requirements in M.G.L. c. 40, § 4E, regulations promulgated by the Board of Elementary and Secondary Education, and this agreement.

By May 15 of each year, the Executive Director shall propose a budget for the upcoming fiscal year to the Board. The Board shall hold a public hearing on the proposed budget prior to its adoption at a public meeting. The Board shall adopt the final budget by an affirmative majority vote at a subsequent meeting no earlier than ten (10) working days after the Board meeting at which the Collaborative budget was first proposed but no later than June 15 of the preceding fiscal year. Adoption of the budget shall require a majority vote Board.

1. The proposed budget shall contain all planned financial activity for the upcoming fiscal year.
2. Expenditures from grant funds, trust funds and other funds not designated as general funds that by law may be expended by the Board without further appropriation shall be segregated in the budget.
3. The proposed budget shall be classified into such line items as the Board shall determine.
4. Capital: Capital is defined as fixed assets, including real property, with a unit cost of \$5,000 and a useful life of one year or more, debt payments and deposits into capital reserve. All capital costs to support collaborative operations will be included in the budget. Capital costs will be included in the calculation of the annual membership assessments, tuition rates, or fees for services, depending on the program(s) which the capital cost(s) will benefit.

The Board may create a capital reserve fund to support costs associated with the acquisition, maintenance, and improvement of fixed assets, including real property, pursuant to a capital plan.

- a. The establishment of a capital reserve fund shall be subject to the approval of two-thirds of the Member Districts.
- b. Deposits into the capital reserve shall be proposed and approved through the budget process, based on needs determined in the capital plan.
- c. In the event that the purpose for which the capital reserve was created requires

modification, the collaborative Board shall revise its capital plan and provide notice to all member districts. If the member district does not vote to disapprove the revised capital plan within a 45-day period, that member district shall be deemed to have approved the revised capital plan. Two-thirds (2/3) approval of the Member Districts is required to revise the capital plan.

- d. By an affirmative vote of 2/3 of the Board members, the Board may vote to charge a capital assessment for capital costs not funded through the above process or not funded from available capital reserves. This capital assessment will be determined using the Enrollment Assessment formula previously articulated below under Annual Member Assessment.

Revenues of the Collaborative shall be derived from the following sources:

F. Program Tuition: The tuition for each program shall be determined based on the projected enrollment in each program, and the cost of operating the program including salaries, benefits, overhead, and fixed costs, and program supplies and materials. Cost estimates are divided by the projected number of students to determine tuition rate. Rates are recommended by the Executive Director and approved by the Board.

Non-member districts will be charged a surcharge, not to exceed twenty (20) percent over the cost for Member Districts, to support administrative and overhead costs. The Board may waive or decrease the percentage of the surcharge or fee charged to non-member districts when doing so is determined to be in the best interest of the Collaborative.

G. Annual Membership Assessment: Member Districts shall, on July 1 of each year, be assessed an amount determined annually by the Board to offset a portion of the administrative and overhead costs of the Collaborative. The annual membership assessment will be determined using two parts. Part one is entitled *Basic Assessment* and is assigned based on school district grade configuration i.e., K-8, K-12, 9-12. It is used to offset the cost of services such as administrative roundtables. The second part entitled *Enrollment Assessment* is a formula based on the total number of students enrolled in the Member District as of October 1 of the prior calendar year (as published on the Department of Elementary and Secondary Education website, "Enrollment Data"). It is used to offset the cost of providing services such as professional learning opportunities. The two parts are added together to determine the total annual membership assessment.

H. Fees for Services: Fees for services offered by the Collaborative, as determined by the Executive Director and approved by the Board, shall be assessed to Member and Non-member districts. Fees for services shall be determined based on the projected number of users and the cost of providing

services including salaries, benefits, overhead, and fixed costs, and program supplies and materials. Non-member districts will be charged a surcharge, not to exceed twenty (20) percent over the cost for Member Districts, to support administrative and overhead costs. The Board shall establish the surcharge or fee annually based on the total administrative and overhead cost of the Collaborative and may waive or decrease the percentage of the surcharge or fee when doing so is determined to be in the best interest of the Collaborative.

I. Gifts, Grants and Contributions: The Board may, from time to time, accept gifts, grants or contributions from governmental and private sources, whether in cash or in kind, which will further the purposes of the Collaborative. Revenues and expenses from grants and contracts are included in the budget presented to the Board for approval, i.e., contract with the Department of Developmental Disabilities to provide therapeutic services for adults. The Treasurer shall certify and transmit the budget and the tuition rates, membership assessment and fees-for-service for the upcoming fiscal year to each Member District not later than June 30 of the preceding fiscal year.

1. Member Districts and non-member districts shall be invoiced monthly for tuitions and fees for service. Payments are due within thirty (30) days of receipt of the invoice.
2. Member Districts shall be invoiced annually for the membership assessment. Payments are due within sixty (60) days.
3. Procedure for Amending the Budget: In the event it becomes necessary to amend the budget, the following procedure shall apply:
 - a. All budget amendments shall be proposed at a public meeting of the Board, and must be approved by a majority vote of the Board to take effect. Budget amendments shall be proposed as needed. When the need for a budget amendment is determined, the amendment will first be proposed by EDCO Collaborative administration to the Finance and Administration Subcommittee for consideration and a recommendation to the full Board. Amendments and the recommendation of the Finance and Administration Subcommittee will be presented for a Board vote at the next Board meeting.
 - b. Any amendment to the budget that results in an increase in the tuition rates, the membership assessment or fees-for-service shall adhere to the following procedures:
 - i. All Board members shall, within ten (10) working days of the public meeting at which the amendment was first proposed, report to their Member Districts the content of the proposed amendment.
 - ii. All amendments shall be voted on by the Board at a second public Board meeting no earlier than thirty (30) working days after the Board meeting at which the amendment

was first proposed; adoption shall require a majority vote.

iii. The Treasurer shall certify and transmit the amended tuition rates, membership assessment and fees-for-service to each Member District not later than ten (10) working days following the affirmative vote of the Board.

c. The Board has the authority to reduce tuition rates, membership assessment, and fees-for-service to Member Districts and non-member districts when doing so is determined to be in the best interest of the Collaborative.

4. No part of the net earnings of the collaborative shall inure to the benefit of any member of the Board, Collaborative Administrators, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Collaborative by a private individual who is not a Board Member or Collaborative Administrator). No Board Member or Collaborative Administrator shall be entitled to share in the distribution of any of the assets upon dissolution of the Collaborative.

ARTICLE IX: METHOD OF TERMINATION

A Member District may request that the Board initiate proceedings to terminate the EDCO Collaborative agreement by giving notice to all other Member Districts and the executive director at least twelve (12) months before the end of the current fiscal year.

Within thirty (30) days of a request that the Board initiate termination proceedings, the Board shall discuss the request to terminate the collaborative and determine next steps. A two-thirds (2/3) vote of the Board is required in order to initiate termination proceedings. Should the Board vote to initiate termination proceedings, notice must be provided to all Member Districts within ten (10) working days of such vote.

Prior to termination, the Board shall:

1. Cause a final fiscal audit of the Collaborative to be performed, including an accounting of all assets and liabilities (debts and obligations) of the Collaborative and proposed disposition of the same. A copy shall be made available to each Member District and to the Department of Elementary and Secondary Education.
2. Determine the fair market value of all assets of the Collaborative.
3. Determine the process for appropriate disposition of state and federal funds, equipment, and supplies.
4. Determine which Member District(s) will maintain fiscal, employee, and program records.
5. Determine the means for meeting all liabilities (debts and obligations) of the Collaborative, including obligations for post-employment benefits.

6. The Collaborative must meet all liabilities before any monies are distributed to the Member Districts.
7. Distribute surplus or reserve funds in proportional shares using the *Enrollment Assessment* formula previously articulated above under Annual Member Assessment.
8. Return individual student records to their respective school district.
9. Assets shall be sold and monies distributed in proportional shares using the *Enrollment Assessment* formula previously articulated above under Annual Member Assessment.
10. The Executive Director shall notify the Department of Elementary and Secondary Education in writing at least one hundred eighty (180) days before such termination.
11. The Board shall notify the Department of Elementary and Secondary Education of the official termination date and submit documentation required by 603 CMR 50.11 to the Department.

ARTICLE X: METHOD OF WITHDRAWAL

1. A Member District may withdraw from the Collaborative as of July 1st in any year provided that such district provides written notice to the Executive Director of the Collaborative and the Board of such intent by July 1st of the prior year with an effective date of July 1st for the withdrawal. Upon receipt of such notice, the Collaborative Agreement must be amended (see Article XII) and approved, first, by the Board, then, by a majority of the Member Districts, and finally, by the Board of Elementary and Secondary Education, and provided that the Board of Elementary and Secondary Education has approved the withdrawal by April 30th of the fiscal year in which the withdrawal is to occur.
2. Written notification of a Member District's intent to withdraw from the Collaborative at the end of a fiscal year shall include the following:
 - a. Notification addressed to the chair of the Board and the Executive Director that the Member District has voted to withdraw from the Collaborative with the effective date of withdrawal; and
 - b. A copy of the minutes from the School Committee or Charter School Board meeting at which the Member District voted to withdraw from the Collaborative.
3. An amendment to this Agreement shall be prepared to reflect changes in the Agreement caused as a result of the change in membership of the Collaborative.
4. Upon withdrawal, a former Member District shall not be entitled to any assets or a portion of any assets of the Collaborative, including any surplus funds that may have been carried over from prior years and any reserve funds that may have been established by the Board.

5. The withdrawing Member District must fulfill all of its financial obligations and commitments to the Collaborative.
6. A School Committee or Charter School Board that has withdrawn from the Collaborative will continue to be liable to the Collaborative for its proportional share of liabilities and any debts, claims, demands, or judgments against the Collaborative, incurred during said School Committee's or Charter School Board's membership. or which were the responsibility of the Collaborative when that member school committee or charter school board became a member. Such proportional share is determined by the *Enrollment Assessment* formula previously articulated above under Annual Member Assessment.
7. Upon withdrawal, the withdrawing Member District will be reimbursed any funds prepaid to the Collaborative by the Member District for tuition or services under M.G.L. c. 40, § 4E.
8. The withdrawal of any Member District(s) at any time shall not affect the status of this Agreement and the same shall remain in full force and effect until specifically changed or amended consistent with Article XII.
9. If, after the withdrawal of a Member District (s), less than two Member Districts remain, the Collaborative Board will initiate termination proceedings as provided in Article IX.

ARTICLE XI: PROCEDURE FOR ADMITTING NEW MEMBER DISTRICTS

Any School Committee or Charter School Board may seek to become a Member District of the Collaborative upon a majority vote of the Board and provided that the Collaborative Agreement is amended (see Article XII) and approved by a majority of the Member Districts and the Board of Elementary and Secondary Education.

1. At least 180 days prior to the beginning of a new fiscal year, the prospective Member District shall submit in writing to the chair of the Board and the Executive Director its request to join the Collaborative.
2. Upon receipt of the prospective member district's request to join, the Board will consider the request.
3. Upon a majority affirmative vote of the Board, this Agreement shall be amended to add the new Member District.
4. The votes for approval may provide for the deferral of the admission of a new Member District until July 1 of the subsequent fiscal year.
5. The admission of a new Member District to the Collaborative shall become effective only after the execution and delivery by the current Member Districts and the applicant School Committee or

Charter School Board of an amendment to this Agreement agreeing to be bound by all the terms and conditions thereof, and approval by the Board of Elementary and Secondary Education.

6. A School Committee or Charter School Board may be admitted to the Collaborative as of July 1st of any fiscal year provided that all required approvals, including that of Member Districts, and the Board of Elementary and Secondary Education, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new Member District is to be admitted to the Collaborative. If all steps for admission have been completed with the exception of approval of the Board of Elementary and Secondary Education, the new Member District may participate in meetings of the Board and receive other benefits of membership as determined by the Board, except that the new Member District may not vote on any matter.

7. Following the approval for admission to the Collaborative and continuing until the actual date of such admission, the School Committee or Charter School Board may designate a non-voting representative to the Board.

ARTICLE XII: PROCEDURE FOR AMENDING THE AGREEMENT

This Agreement may be amended from time to time as needed, pursuant to the following procedure:

1. Any Member District, Board Member, or the Collaborative Executive Director may initiate a proposal for amendment of this Agreement.
2. The proposed amendment shall be presented in writing to the Secretary of the Board no less than ten (10) days prior to a meeting of the Board at which it shall first be read.
3. The proposed amendment shall be read a second time at the regular meeting next subsequent to its first majority reading, at which time it may be approved by a vote of the Board Members present and voting.
4. If approved by the Board, the proposed amendment shall then be submitted to Member Districts. If approved by a simple majority of Member Districts, the proposed amendment shall be submitted for approval to the Board of Elementary and Secondary Education. If approved by the Board of Elementary and Secondary Education, the proposed amendment shall become effective.

ARTICLE XIII: NON-DISCRIMINATION PRACTICES

EDCO Collaborative does not discriminate on the basis of race, color, religion, national origin, pregnancy and related conditions, gender, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, or disability, in the administration of its educational policies, administrative policies, scholarship or loan programs, athletic and other school administered programs or in employment. The Board's policy of nondiscrimination

will extend to students, applicants, staff, the general public, and individuals with whom it does business.

This Collaborative Agreement shall not be effective until approved by the Member Districts as indicated on the signatory page, and the Massachusetts Board of Elementary and Secondary Education. The Agreement is authorized by a vote of each of the Member Districts and signed by the Chairperson of each Member District.

This Collaborative Agreement will become effective on July 1, 2019, after the approval by the Member Districts as indicated on the signatory pages, and the Massachusetts Board of Elementary and Secondary Education, prior to April 30, 2019. The Agreement is authorized by a vote of each of the Member Districts and signed by the Chairperson of each Member District.

APPROVALS:

Date of first reading: 3/29/18

Date of second reading: 9/27/18

Date approved by Collaborative Board of Directors: January 17, 2019

Approved by:

CHAIRPERSON - SCHOOL COMMITTEE FOR THE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
Date _____

CHAIRPERSON - SCHOOL COMMITTEE FOR THE ARLINGTON PUBLIC SCHOOLS
Date _____

CHAIRPERSON - SCHOOL COMMITTEE FOR THE BEDFORD PUBLIC SCHOOLS
Date _____

CHAIRPERSON - SCHOOL COMMITTEE FOR THE BELMONT PUBLIC SCHOOLS
Date _____

CHAIRPERSON - SCHOOL COMMITTEE FOR THE BROOKLINE PUBLIC SCHOOLS
Date _____

CHAIRPERSON - SCHOOL COMMITTEE FOR THE CARLISLE PUBLIC SCHOOLS
Date _____

Date _____

CHAIRPERSON - SCHOOL COMMITTEE FOR THE CONCORD PUBLIC SCHOOL

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE CONCORD-CARLISLE REGIONAL
SCHOOL DISTRICT

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE LEXINGTON PUBLIC SCHOOLS

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE LINCOLN PUBLIC SCHOOLS

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE LINCOLN-SUDBURY REGIONAL
SCHOOL DISTRICT

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE NEWTON PUBLIC SCHOOLS

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE SUDBURY PUBLIC SCHOOLS

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE WALTHAM PUBLIC SCHOOLS

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE WATERTOWN PUBLIC SCHOOL

_____ Date _____
CHAIRPERSON - SCHOOL COMMITTEE FOR THE WESTON PUBLIC SCHOOLS

APPROVED BY COMMISSIONER OF ELEMENTARY AND SECONDARY EDUCATION, ON BEHALF OF
THE MASSACHUSETTS BOARD OF ELEMENTARY AND SECONDARY EDUCATION:

_____ Date _____
COMMISSIONER OF ELEMENTARY AND SECONDARY EDUCATION



Acton-Boxborough Regional School District

16 Charter Road Acton, MA 01720

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www.abschools.org

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JD Head

Director of School Operations

March 1, 2019

TO: Peter Light, Superintendent of Schools

FROM: JD Head, Director of School Operations

RE: **Authorization to Advance Phase I Campus Master Plan Design and Engineering**

The purpose of this memo is to request support from the AB School Committee with regards to a proposal dated 1/28/2019 and revised 1/30/2019 from Greenman-Pedersen, Inc. (GPI). The School Operations Department is seeking authorization to expend additional capital funds out of this current operating budget to move forward with the first phase of work identified in this proposal. Moving forward now will allow the District to be prepared to implement the work identified in the ABRSD Capital Improvement Plan for FY 20. These particular FY 20 projects need to be complete in time for school opening on August 28th, 2019.

The original document from GPI was a comprehensive proposal that totaled \$98,700 dated 1/28/2019. I asked the lead engineer to reduce the survey scope and split the proposal into two phases. In the 2-phase approach, phase 1 would include all work necessary to complete identified FY 20 projects and phase 2 would focus on the identified FY 21 projects in the ABRSD Capital Plan. The lead engineer returned the revised proposal on 1/30/2019 reducing the survey fee by \$4,000 and creating a 2-phased approach. We are seeking support from the Committee to move forward with phase 1 of this proposal that totals \$59,300. Specifically phase 1 would provide:

- Survey, Existing Conditions Mapping, Data Collection and Analysis for the overall campus master plan.
- Planning and Concept Development for the overall campus master plan.
- Preliminary and then final design for the work to be completed in phase 1.

Please let me know if there is any additional information that I can provide. I look forward to addressing any questions or comments from the committee at the March 7th meeting.

Respectfully,

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.

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

R. J. Grey Library
16 Charter Road, Acton, MA 01720

January 30, 2019
7:00 p.m.

Members Present: Mary Brolin; Adam Klein; Peter Light; Marie Altieri (*arr 7:06*); Jason Cole; Dennis Bruce; Bob Evans; Bill Hart; JD Head; Gary Kushner; Lynne Newman; Maria Neyland; Katie Raymond (*arr 7:36*); Chris Whitbeck.

Members Absent: Amy Krishnamurthy; Maya Minkin; Peter Berry; Becca Edson; Mac Reid.

Other: Karen Coll; Representatives from Skanska: Chuck Adam, Victoria Clifford, Sovathya Sar; Representatives from Arrowstreet: Larry Spang, Brad Edgerly, Nicole Voss, Mike Howard (Epsilon Associates); members of the public.

1. Mary Brolin called the meeting to order at 7:02pm.
2. Minutes of the January 9, 2019 meeting were reviewed. In response to a question from Jason Cole, Larry Spang confirmed that the plan is to demolish four classrooms at Gates prior to construction in either a single phase or 2-phase process. Peter Light asked that section 7 clarify that the 'change in traffic conditions' at the Gates site would be minimal. Bob Evans moved, Maria Neyland seconded, and the minutes were unanimously accepted as amended.
3. Gates Site Updates

Larry Spang introduced the staff from Arrowstreet: Brad Edgerly, Nicole Voss and Mike Howard, an environmental permitting consultant from subcontractor Epsilon Associates.

In addition to Acton's wetlands protection bylaw, certain aspects of the building project are subject to the Massachusetts Wetlands Protection Act and Rivers Protection Act. The committee reviewed conceptual site plans showing the 200-foot Riverfront area, local and state buffer zones from wetlands (75-foot, 100-foot, etc.) and the 100-year floodplain. The committee also reviewed a graphic that delineated sections of Riverfront area defined as 'degraded,' 'previously developed' or 'undisturbed,' terms that are used in the regulations. 'Degraded' areas include buildings, parking lots, or an absence of topsoil; areas are defined as 'previously developed' if they include landscaping, lawns, athletic fields or similar alterations to terrain. The regulations are intended to protect the area parallel to the river in addition to the river itself. Mike Howard of Epsilon Associates has been working with Arrowstreet on the concept plans and advising on regulatory standards, and gave a high-level overview of the regulations.

Riverfront area is defined as 200 feet from the river's mean annual high water mark. There are 'relaxed' standards for areas defined as degraded or previously developed but with limitations such as: proposed work can't be located closer to the river than existing degraded areas; proposed work must result in an improvement over existing conditions, for example restoration with native plantings; and alternatives for keeping the work as far outside the riverfront area as possible must have been analyzed. The regulations limit alteration up to the amount of existing degraded area or a cap of 10% of the total riverfront area,

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

whichever is greater. Some ancillary work such as stormwater management doesn't count toward the cap. Arrowstreet is developing calculations to demonstrate compliance with the standards, but the charts are still in draft form and were not available for this meeting.

In response to a question from a member of the public, Mike said that a 100 year floodplain for this site is defined by FEMA and is subject to town and state wetlands regulations. The regulations don't prohibit work in a floodplain, but they do require compensatory flood storage to mitigate adverse effects.

Based on preliminary feedback from Acton Natural Resources Director Tom Tidman, Mary Brolin said that the Conservation Commission won't give a ruling on whether they will approve the proposed work until it is formally filed with them. The first step would be to file an Abbreviated Notice of Resource Areas Delineation (ANRAD) application with the Conservation Commission; once the design is about 70% complete, a Notice of Intent permit-level application would be submitted, seeking approval for the project. Jason Cole said that the Massachusetts Department of Environmental Protection needs to approve the septic/sewage plans, and potentially the upgraded footbridge; we will probably need to file an Environmental Notification Form (ENF). Chuck Adam added that the boardwalk may also need approval from the Army Corps of Engineers.

The 2-phase scheme for the building was reconfigured to avoid the 200-foot riverfront area and the wetlands. Some of the upper-level offsets have been reduced to allow a smaller footprint, which may have the benefit of allowing some additional parking and a service road adjacent to the building.

4. Building Size/Costs

Larry described changes in space allocation shown in the MSBA space summary template. The changes were based on input from the Gates and Douglas principals, Student Services administrators including the preschool coordinator, and district leaders and included:

- Elimination of the multipurpose room. One of the music rooms and one of the art rooms could serve dual use as multipurpose space.
- Reduction in size of the two CASE classrooms.
- Reduction in size of small-group breakout rooms to 300 square feet. Stakeholders felt that size would be large enough for this purpose.
- Eliminating dedicated OT/PT spaces for PreK and having shared spaces with the elementary schools.
- Having specialists (Reading, Math, English Language, Speech/Language) share office/collaboration space rather than a number of separate offices.
- Elimination of a conference room

These changes would result in a space reduction of approximately 10,000 sq. ft. Adam Klein asked whether these were reimbursable special education spaces, and if these reductions would leave flexibility to meet future needs. In its feedback, the MSBA has questioned the need for a multipurpose room and also said that the space allocated for special education was more than they had expected. Peter Light also noted that some spaces were viewed as larger than necessary, and that a next step will be to look at potential adjacencies. Chris Whitbeck said that the spaces would still be about twice as large as what the schools currently have and that the goal of moving toward increasing in-class instruction is likely to reduce the need

for larger small group spaces. Marie Altieri added that the spaces will be designed to be interchangeable to the extent possible, so that they can be adjusted as needs change.

5. Updated Concept Designs

Brad Edgerly reviewed the building designs with the committee, including the space layout, and Larry reviewed construction phasing. Adam liked the functionality of the 2-phase design, as well as the delineation between car and bus traffic, but had concerns about about 'runway' halls. In particular, the long hallways took away from some of the small nooks where people could meet. Larry said that these small spaces were not precluded but that the architects were trying to work around site constraints. As we find a scheme that fits, we can continue to work with layouts and spaces.

Nicole Voss reviewed a sketch of the planned re-use of the Douglas site for parking, as well as softball and play fields. The landscape architects, Terra, Inc., are trying to preserve the basketball courts. Mary expressed concern about taking over the basketball courts for parking, especially since they were built with Community Preservation Commission funds and we would need town approval. There is significant community concern for keeping the softball fields that are currently on the Gates site; one of these is full size and one is a smaller field intended for youth softball.

The designers are still refining the number of parking spaces required on that site but the current estimate is 80 spaces for each school plus an additional 40 spaces for the preschool for a minimum total of 200 spaces between the two sides of the property. On both sides of the property, the goal is to keep play areas separate from parking areas. Katie Raymond noted that because there is significant sloping on the Douglas site, a lot of regrading would be required to develop the site.

It is possible that the softball and playing fields could be built over degraded floodplain areas, although the goal is to keep parking off of the septic fields. The new septic system would have to be built prior to occupying the building, and it is possible that temporary parking might have to be located above the septic field during construction; Bob Evans expressed concern about putting parking over a septic field.

6. Sustainability Modelling

Nicole Voss discussed the impact of building massing on solar radiation and outdoor comfort. Both design options are very promising. The single-phase scheme allows slightly less sunlight into the building but would be a little easier to heat and cool. The multiphase scheme has more windows. Adam Klein asked how these shapes compare to standard buildings being built today and Larry elaborated on some of the factors involved. Given their placement on the site, the 2-phase scheme has more north-south exposure while the single phase faces more east-west, which is harder to control.

Jim Snyder-Grant of Green Acton read a statement showing community support for setting strong achievable energy use targets, which had about 60 signatures so far. Mary thanked him, adding that it is important to continue to get this input, and it will also be important input for Town Meeting.

7. Phasing Options

Brad Edgerly reviewed diagrams of revised single and 2-phase construction schemes showing the wetlands and riverfront boundaries. Part of the building and parking would be inside the wetlands boundary. The regulations allow about 50,000 sq. ft. of encroachment onto the wetlands area, based on the amount of degraded area. The diagrams didn't reflect the recent reductions in space needs, but that wouldn't change the footprint significantly. There isn't much flexibility about where the building would be placed. In the single phase scheme, part of the construction would be in the riverfront area, which would require compensation; that section would probably be built up above the floodplain. Mechanicals and HVAC will be built on the roof, which might make it look visually like a fourth floor; Acton zoning limits the height of buildings to 42 feet of occupied space, but these service areas could be built above that limit.

Floor plans showed where classrooms and other spaces would be. Some interior spaces would have no windows; these could be used as breakout spaces. Light will be able to come into the interior areas from the large windows of the 2-story media center. During construction, Gates will be 'stressed' for parking. It would take at least eight months to demolish the building and build parking. Gary Kushner questioned whether the schools could get by for 8+ months without adequate parking. Construction workers would also need parking, both for trucks and their own cars. Potential options include:

- Using the existing basketball courts for parking in interim; however, these were a community preservation project and using them could be politically difficult.
- Finding temporary parking. A member of the public suggested using the St. Elizabeth's Church parking lot and shuttling people to the school.
- Demolishing the buildings sequentially, using the Douglas site for parking while Gates is demolished, then demolishing Douglas.

Lynne Newman felt that the 2-phase building fits the property better, although it is potentially more expensive; reimbursement issues make it less obvious which building will be less costly. If the students were moved offsite, we could use the 2-phase scheme but build it in a single phase. Mike noted that the permitting process would be easier with the 2-phase design; the vehicular traffic flow is also better in that scheme. Chuck trying to determine whether leasing space and retrofitting it to school standards would be feasible. Arrowstreet will continue to refine the drawings and Skanska will refine the pricing.

Some members saw limitations with the current 2-phase design. In that scheme, the initial view would be of the kitchen and other functional spaces on the ground floor, rather than the media center as in the single phase scheme. The designers are trying to balance competing needs, and ensure that the elements required for the first school would be in place before they move in. The kitchen has to be on the ground floor due to delivery and disposal logistics; the architects want to keep the gym on the ground floor so that the area above it can be kept clear for setbacks. Arrowstreet will make adjustments to try to eliminate the long 'bowling alley' hallways. Bob Evans asked if the media center could be located on the ground floor in phase two of construction with a temporary solution in the meantime.

Katie Raymond was concerned about the permitting issues around the single phase design. There are issues in addition to the floodplains and riverfront, such as a lack of emergency access around the back of the

building. Building codes delineate how much access to the building is required, and where. It might be possible to build a gravel path on restricted areas; this would have to be adequate to support an emergency vehicle, but it might help with permitting. JD Head will be meeting with public safety officials to discuss some of the issue around emergency access. Adam Klein asked if it would be possible to adjust the single phase scheme, since committee members like elements of this design, and relocate it on the site. The architects could potentially slide the building closer to the property line, out of the floodplain, but that would reduce the buffer from street.

Katie asked about the possibility of taking out the PreK; she is concerned about encroaching on the wetlands buffers. Maria Neyland agreed that the site is becoming increasingly constrained. Committee members shared a number of concerns about taking the PreK out of this building:

- Would the PreK students have to stay where they are for another 7-14 years? It is unclear that the MSBA would qualify Conant immediately after this project, and might only agree to a renovation of that building, which could extend the time frame even further into the future.
- If the Blanchard and Acton PreK sites were combined at some point, the West Acton site would be preferable to the Conant or other sites further from Boxborough.
- The Senior Leadership Team strongly supports including the PreK in this building plan.
- This construction project will be reimbursed. If the PreK can't be wrapped into a reimbursable project, the district would have to pay 100% of the cost.
- The PreK has been included in all the plans submitted to the MSBA so far, including the Education plan, and it would be late to start over without it. Since the School Committee is the body that approved the Education Plan, they might be required to approve a change. Chuck noted that the MSBA is resistant to changing the program once the PSR has been submitted.

In response to a question from Mary, Chuck said that it would difficult to estimate the cost of upgrading the Administration building to meet the needs of the PreK as well as meeting code requirements. Removing the PreK would reduce the twin school size by about 25,000 sq. ft., but would not shrink the building enough to remove it from the setbacks in the single phase design. The PreK is on the first floor of that design, but all of the spaces above it would still be needed.

Mary asked for a sense of the meeting about whether or not to remove the PreK from the building but members felt that, without more context and information, especially cost information, it would be hard to decide. Mary will add this item to the agenda for the next meeting.

8. PSR Update

Larry reviewed the PSR Table of Contents. Arrowstreet will produce a draft of the document by February 8th for review before the next building committee meeting on February 12th. At that meeting, the committee will vote on a single phase versus 2-phase option as well as approving the PSR document for submission to the MSBA. Cost information is not yet available as the architects have been making changes to the building configurations, including reducing the total area, and Skanska has been repricing based on those changes, but that information will be available prior to the February 12th meeting. Mary said that we will be getting a

lot of additional information before February 12th, although Chuck said that we won't have final MSBA reimbursement information before the vote.

Marie said that information on the building project was presented at Budget Saturday, showing ranges of \$120MM - \$130MM, with MSBA reimbursing 35%-45% (\$40MM - \$60MM). The tax impact on Acton and Boxborough was also presented, assuming a 20-year bond with decreasing principal; the tax impact could change under different assumptions.

9. EUI Target Setting Meeting Planned for Feb 13 1-3 PM

JD Head said that there would be a meeting with Seventh Wave to set realistic Energy Use Intensity (EUI) targets based on the architects' designs. The goal is to develop hard data on costs and savings for both the short term and the long term. The meeting will be February 13th from 1:00 – 3:00 pm.

10. Invoice Approval – There were no invoices to approve.

11. Mary reminded the committee that the next meeting is on February 12th, a Tuesday. The committee decided to move the meeting time up to 6:30pm to avoid potential conflicts. Dennis Bruce moved, Adam Klein seconded, and the meeting was adjourned at 9:44pm.

Respectfully submitted,
Karen Coll

Documents Used:

Minutes of January 9, 2019 SBC Meeting
Site Diagrams and Information
MSBA Space Summary Template
Preliminary Schematic Report Table of Contents
Skanska Project Schedule

Next Building Committee Meetings (all in RJ Grey Library unless otherwise noted):

Feb 12 (Note - this is a Tuesday; and the meeting will begin at 6:30pm)
Feb 27
March 13
March 27
Apr 10
Apr 24 (meeting in Admin Building, Room 13)
May 8
May 29 (avoids consecutive SBC/SC meetings)
June 12
June 26 (after the last day of school)

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

R. J. Grey Library
16 Charter Road, Acton, MA 01720

February 14, 2019
6:30 p.m.

Members Present: Mary Brolin; Adam Klein (arr 7:00 pm); Amy Krishnamurthy; Peter Light; Marie Altieri; Peter Berry; Dennis Bruce; Jason Cole; Bob Evans; Bill Hart; JD Head (arr 6:45 pm); Lynne Newman; Maria Neyland; Katie Raymond; Mac Reid; Chris Whitbeck.

Members Absent: Maya Minkin; Gary Kushner; Becca Edson.

Other: Karen Coll; Representatives from Skanska: Chuck Adam, Sovathya Sar; Representatives from Arrowstreet: Emily Grandstaff-Rice, Larry Spang, Brad Edgerly, Mike Howard (Epsilon Associates); members of the public.

1. Mary Brolin called the meeting to order at 6:31 pm.
2. Chuck clarified that construction in the riverfront area would be raised above the floodplain, not necessarily on stilts. The number of feet of occupied space will be corrected to read 42 feet. Emily Grandstaff-Rice was erroneously listed as present.

Maria Neyland moved, Dennis Bruce seconded, and the minutes of the January 30, 2019 meeting were unanimously approved as amended.

3. Gates Site Updates

Emily Grandstaff-Rice and Brad Edgerly reviewed designs of the single phase plan located on the Gates site, shifting the original plan to the south and showing the reduced footprint. An access road was added around the building. They then reviewed the designs for a 2-phase scheme, including some weaknesses such as not having the media center on the ground floor. On the positive side, this would be out of the flood zone entirely, and the separation of spaces would be easier. The advantages of the 2-phase plan are primarily in its placement on the site.

Mary Brolin noted that the designs are not final and asked whether the media center could be built in a second phase on the ground floor. Brad described some space-swapping that would make that possible.

Emily showed the plan for the Douglas site, with parking and softball fields. Parking on that site would include about 95 spaces, leaving the basketball court unhampered. That is less parking than would be preferred, and work will continue on configuration of parking areas. There will be more parking than currently exists at the two elementary schools plus space for preschool staff. A goal was to enable clear access to the boardwalk between the Gates and Douglas sites.

Mary asked if there was a possibility of building multilevel parking on either the Gates or Douglas site. Emily said that it was possible but would add to the cost, none of which would be reimbursable by the MSBA. Bill

Hart suggested that the current design could be created to allow for additional parking in the future. While fewer parking spaces might improve our LEED certification, we will meet the requirements without that.

4. Preschool Discussion

Peter Light presented some advantages and disadvantages of including or excluding the preschool in the currently-planned building, and alternative options including:

- Include the preschool in a future Conant building project
- Renovate the Administration building
- Lease and renovate already-existing space
- Build a new prefabricated modular on a site to be determined. If it were located on the Conant site, it could further constrain our ability to build a new elementary building on that site.

All of these other options offer some benefits but also have significant drawbacks. In addition, they would likely be more costly than the current plan and, with the exception of inclusion in a Conant project, the costs would be completely borne by the district.

Chuck spoke to a representative from the MSBA to let them know that the current plan is to include the PreK, but there was a possibility of eliminating it at a later time due to cost and site constraints. The MSBA representative suggested including that in a cover letter, and said that it was easier to take out a program than to add one in later.

At this point, we do not have preschool students being placed out of district due to accessibility limitations. There are concerns that, if the PreK is not included in the current building, the towns might not later vote to fund a new preschool building. There are significant drawbacks to pulling the PreK out of the current project. The West Acton location is a positive since it is also close to Boxborough. The new building designs show some good options for including the preschool. The principals of Douglas and Gates agree that it would be a benefit to have the preschool in their building. Bill Hart wondered if there was a way to maximize our reimbursable spaces in the building, allowing some cost savings to help cover the cost of including the preschool; all classroom space is reimbursable, but some of the administrative spaces may not be.

Jason Cole asked whether, if our enrollment was significantly higher than expected, we could transform the PreK classrooms into elementary spaces, creating some insurance in the event of increasing enrollment. This would be possible. We have increasing information about the limitations of the site, reducing the chance of finding some new unknown issues that would drastically constrain the building options.

VOTE: Amy Krishnamurthy moved that we keep the preschool in the project; Adam Klein seconded, and the motion was unanimously approved.

There is consensus that the letter to the MSBA will not be qualified to mention a possibility of removing the preschool.

5. Updated Concept Designs

Emily and Brad reviewed the floor plans, showing the PreK on the first floor, as well as the media center front and center. There is separation of the elementary shared spaces, such as cafeteriums and gyms, from the PreK. There was an effort to create separation between the schools while creating shared special education spaces. This is not a final design, but a test fit showing that the elements can fit into the building. Slides were shown illustrating the elevations, exteriors, and plans for the building, parking and other spaces on the site. Brad described the goals of these designs to bring in light, allow ease of access and other benefits.

There are still many decisions to be made about details such as the distribution of playgrounds in order to ensure fair distribution of access between the schools. Mac Reid suggested a protective railing to protect students from going through glass panes on some walkways. Jason Cole asked about the possibility of putting a terrace above some spaces, with access from the building. There will be a central entrance for anyone approaching the building without an RF ID card.

6. Updated Cost Estimates – With and Without Preschool – Arrowstreet and Skanska

Chuck Adam reviewed a breakdown of cost estimates for the two potential options of a single-phase or 2-phase construction process. He cautioned that they are still estimates and not final at this point. There are still details to be determined, such as geothermal and septic versus on-site water treatment. These cost estimates include demolition of the Douglas building. The estimates also show costs without including the preschool, but the committee is no longer looking at that option. Chuck also cautioned that the entire project would not be reimbursed at the MSBA rate, for example because of ineligible spaces and MSBA limits on costs per square foot.

7. Phasing Options and Timelines– Vote

Emily mentioned some options to make the construction process go more smoothly. The committee reviewed a chart of phasing options and timelines. In a 2-phase scheme, the students would be impacted for nine additional months.

Adam Klein said that, while the single-phase designs had been advanced significantly beyond the earlier plans, the 2-phase designs had not been equally advanced, making it difficult to compare the two. Committee members discussed the two options. Some members felt the traffic circulation in the 2-phase plan was better than the single phase, although there was some preference expressed for the single phase building layout. Some members who had initially preferred the 2-phase scheme felt that, with the new changes, the single phase design was better. The principals felt that the single phase plan would work well

for their schools. A member of the public noted that, as the spaces were moved closer together separation became more difficult.

Larry Spang asked whether the lower cost and shorter construction time might create a preference for the single phase scheme.

VOTE: Bob Evans moved to adopt a single phase option, Maria Neyland seconded, and the motion was unanimously approved.

8. Report on Meeting with Acton Safety Officials – Peter Light, Arrowstreet

Postponed.

9. Sustainability Modelling – Arrowstreet

Postponed to next meeting.

10. PSR Review – Arrowstreet and Skanska – Vote

The PSR is almost entirely complete, and Marie Altieri has made significant revisions to the Education Plan. The revised Education Plan was approved by the School Committee at its February 13th meeting.

VOTE: Adam Klein moved to authorize Skanska to submit the Preferred Schematic Report on behalf of the School Building Committee, Jason Cole seconded, and the motion was unanimously approved.

11. An EUI Target Setting Meeting was held on February 13, 2019. Postponed.

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

Committee members reviewed invoices from Skanska and Arrowstreet, including subcontractor charges.

VOTE: Adam Klein moved to approve the Arrowstreet invoice from January 1-25, in the amount of \$56,614.50, Maria Neyland seconded, Jason Cole abstained, and the January invoices were unanimously approved. Adam Klein moved to approve the Skanska invoice dated December 16, 2019 in the amount of \$16,515.00, Amy Krishnamurthy seconded, Jason Cole Abstained, and the invoice was unanimously approved. Adam Klein moved to approve the Skanska invoice dated January 13 in the amount of \$17,380.00, Bob Evans seconded, Jason Cole abstained, and the invoice was unanimously approved.

13. Approve Minutes for Current Meeting (2/12/19) for PSR Submission – Mary Brolin, Karen Coll

The committee took a 10 minute break. Maria Neyland moved to approve the minutes of the February 14, 2019 School Building Committee meeting, Amy Krishnamurthy seconded, and the minutes were unanimously approved.

14. Maria Neyland moved, Amy Krishnamurthy seconded, and the meeting was adjourned at 9:03pm.

Documents Used:

Minutes of the January 30, 2019 meeting

Phasing Options and Timeline

PSR Summary of Design Pricing

Invoice Package

Next Building Committee Meetings (all in RJ Grey Library unless otherwise noted):

Feb 27

March 13

March 27

Apr 10

Apr 24 (meeting in Admin Building, Room 13)

May 8

May 29 (avoids consecutive SBC/SC meetings)

June 12

June 26 (after the last day of school)

2019 Town of Acton Annual Town Meeting Warrant Articles

Article 7 Acton-Boxborough Regional School District Assessment (Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, the sum of \$61,235,254, consisting of a capital assessment of \$2,726,396 and an operating assessment of \$58,508,858, to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

Summary

This Article requests funds for the Acton-Boxborough Regional School District Assessment. This assessment, voted by the Acton-Boxborough Regional District School Committee, is governed by the terms of the Acton-Boxborough Regional School District Agreement. The capital portion of the assessment covers the District's budgets for debt service and capital outlays; the operating assessment covers personnel and all non-capital operating costs.

Direct inquiries to: Peter J. Light, Superintendent: plight@abschools.org / (978) 264-4700

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

Recommendations: Board of Selectmen
Finance Committee

Article 8 Acton-Boxborough Regional School District Capital Improvement Plan (Two-thirds vote)

To see if the Town will vote to approve of authorizing the Treasurer of the Regional School District to borrow the sum of \$7,500,000 for the purpose of paying construction, installation and all other associated costs of providing the capital improvements identified hereof in the Regional School District's Capital Improvement Plan, or take any other action relative thereto.

Summary

This Article requests approval, by two-thirds votes of both members' town meetings in accordance with Section 9 of the Acton-Boxborough Regional School District Agreement, of the Regional School District's authorization of its Treasurer to borrow the above sum to fund its Capital Improvement Plan (CIP) as presented publicly by the Superintendent of Schools.

Direct inquiries to: Peter J. Light, Superintendent: plight@abschools.org / (978) 264-4700

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

Recommendations: Board of Selectmen
Finance Committee

Article 9 Acton-Boxborough Regional School District – Authorize Regional Stabilization Fund (Majority vote)

To see if the Town will approve the establishment of a Capital Stabilization Fund by the Acton-Boxborough Regional School District in accordance with the provisions of Chapter 71, Section 16G½ of the Massachusetts General Laws, as amended, for the purpose of providing funding for the District's future capital needs in conjunction with its Capital Improvement Plan, or to take any other action relative thereto.

Summary

This article would allow the School District to establish a Stabilization Fund for funding future capital needs of the District, as presented publicly by the Superintendent of Schools. Both member towns must approve the establishment of the Fund before it can be implemented.

Money in the Fund may be invested and the interest earned becomes a part of the Fund. The Fund may be appropriated by vote of two-thirds of all of the members of the Regional School Committee for any capital purpose or other purpose as approved by the Commissioner of Elementary and Secondary Education.

Direct inquiries to: Peter J. Light, Superintendent: plight@abschools.org / (978) 264-4700
Selectman assigned: : bos@acton-ma.gov / (978) 929-6611
Recommendations: Board of Selectmen
Finance Committee

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* Article is on Consent Calendar

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DRAFT 3-11

Want to go to Acton Town Meeting but can't find a sitter?

Bring your school-aged children with you for a:

Kid-friendly Movie Night

while you attend Acton town meeting!

Monday (4/1) and Tuesday (4/2)

6:30-9:00pm

Chorus Room at Acton-Boxborough Regional High School

we will be showing two recently-released
animated movies!



- A release waiver will be required for each child which will be emailed to you when you reserve your spot.
- School-aged children can be dropped off starting at 6:30 pm before heading down the hall to attend Town Meeting. Pick up is promptly at 9 PM.
- The children will be chaperoned by adult volunteers (all CORI checked) including school district members and parents. In addition, high school volunteers will be on hand to help out.
- Other activities will also be available for the children's use in the chorus room.
- Food will not be served but children are welcome to bring a water bottle with them.
- Bring a blanket for cozy movie viewing!

**Please RSVP to Kristina Rychlik (krychlik@mac.com) by Sunday, March 31 at 9:00pm
indicating the night(s) and spot(s) needed.**

This event is sponsored by the League of Women Voters - Acton Area, the Acton Boxborough Regional School District, the Town of Acton and the Acton Boxborough Education Association

***Acton-Boxborough Regional School Committee
Draft Resolution to Support the Kelley's Corner Infrastructure Project***

Whereas: Acton-Boxborough Regional School Committee policy recognizes that the education of students depends upon many factors including safe physical environments (Policy EC); and

Whereas: Safe physical environments include not only school buildings and the land on which schools are located but also the areas proximal to them including the access point leading to and from these areas; and

Whereas: Current traffic congestion in Kelley's Corner poses daily challenges for vehicular and pedestrian commuters to and from our schools along Charter Road (including buses), and the lack of continuous and safe sidewalks and bicycle lanes pose daily safety risks for student pedestrians and cyclists; and

Whereas: The Acton-Boxborough Regional School Committee values a coordinated approach to safety between the district and the towns; now therefore be it

Resolved: that the Acton-Boxborough Regional School Committee supports the Kelley's Corner Infrastructure Project for its integration of land use and transportation in a cohesive way that considers the safety, growth and beautification of the physical environments proximal to our school community; and therefore be it

Further Resolved: that it is our belief that improvements to the roadways, sidewalks and crosswalks identified in the Kelley's Corner Infrastructure Project will positively impact the safety and wellness of our students.

Voted:

Date:

By the: Acton-Boxborough Regional School Committee

File: GCE

Second Read 3/7/19
based on proposed
revisions to First Read
Version of 1/10/19

STAFF RECRUITMENT, SELECTION AND APPOINTMENT

The Acton-Boxborough Regional School Committee seeks to hire and retain the most qualified candidates for all positions in the school district.

The Superintendent or designee shall be responsible for ensuring that every effort is made to attract the most qualified candidates. Efforts will be made to balance and maintain experience levels when considering applications for vacant positions. The Superintendent shall ensure that a broad range of recruitment sources and professional networks are utilized to provide the most qualified and diverse pool of candidates possible. Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Current employees may apply for any position for which they are qualified, except as set forth below. The Principal and/or the Superintendent shall have the final decision in the hiring of all staff.

Criteria for employment include:

- Appropriate education and certification/eligibility for certification waiver
- Previous positive experience in a relevant role
- High level of academic achievement which demonstrates strengths in the area for which the candidate is being considered
- Ability or potential to meet the performance standards of the school district
- Personal characteristics, such as
 - Student-centered
 - Empathy and compassion
 - Collaboration
 - Organizational skills
 - Initiative
 - Creativity
 - Integrity
 - Flexibility

Applications of all candidates shall be given equal consideration without regard to race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin. The hiring process shall be designed to encourage the application of qualified candidates of color for all vacancies.

School Committee members may not hold a paid position in the school district. Applications for positions in the school district shall not be considered from School Committee members or their immediate family members of the immediate family of School Committee Members, or immediate family members of the Superintendent, Deputy Superintendent, or Assistant Superintendents, or Principals. For purposes of this policy, “immediate family” is defined as spouses, siblings, children, parents or in-laws as outlined in the MA General Laws Conflict of

Interest Law, Chapter 268A. The only exception to this will be part-time positions within Community Education.

CROSS REF.: —ADDA, C.O.R.I. Requirements

Approved:

~~PROFESSIONAL~~ STAFF RECRUITMENT, SELECTION
AND APPOINTMENT

1. ~~1.~~ All positions shall be posted in each school and the central office. Open positions will be posted in accordance with collective bargaining agreements. Postings will be shared with the appropriate bargaining unit. The extent of external advertising will be determined by the Superintendent or designee according to the level of position and knowledge of the pool of applicants.
- ~~1.~~
2. ~~2.~~ The applicant review process shall be decentralized to the extent possible and initial screening shall be conducted by the immediate supervisor. All finalist candidates shall be interviewed by the principal and/or responsible administrator. When possible, finalists shall be observed while teaching. References shall be checked.
3. ~~3.~~ Professional staff who have been laid off because of a reduction in force shall be notified of all vacancies for two years for which they are qualified in accordance with the current agreement between the School Committees and the Acton-Boxborough Education Association.
- ~~4.~~
- ~~3.~~
4. Upon written request to the administration, non-professional staff who have been terminated because of a reduction shall be notified for six months of all vacancies for which they are qualified.
5. Professional Staff will meet with the Superintendent or designee before the final hiring decision is made. Job offers, including placement on the salary schedule, will be made by the Superintendent or designee.
- ~~5.~~

**PROFESSIONAL STAFF RECRUITMENT, SELECTION
AND APPOINTMENT**

The Acton-Boxborough Regional School Committee seeks to hire and retain the most qualified ~~persons-candidates~~ for all positions in the school district.

The Superintendent or designee shall be responsible for ensuring that every effort is made to attract the most qualified candidates. Efforts will be made to balance and maintain experience levels ~~in-consideration-of~~ when considering applications for vacant positions. The Principal and/or the Superintendent shall have the final decision in hiring of all staff.

Criteria for employment include:

- Appropriate education and certification/eligibility for certification waiver
- Previous positive experience in a relevant role
- High level of academic achievement which demonstrates strengths in the area for which the candidate is being considered
- Ability or potential to meet the performance standards of the school district
- Personal characteristics, such as
 - ~~Sensitivity to the needs of children~~ Student-centered
 - ~~Concern for others~~ Empathy and compassion
 - Collaboration
 - Organizational skills
 - Initiative
 - Creativity
 - Integrity
 - Flexibility

Applications of all candidates shall be given equal consideration without regard to race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin~~race, religion, national origin, age, sex, marital status, or handicapping conditions. Administrative action~~ The Hiring process shall be ~~taken~~ designed to encourage the application of qualified ~~minority~~ candidates of color for all vacancies.

School Committee members may not hold a paid position in the school district. Applications for positions in the school district shall not be considered from members of the immediate family of School Committee Members, Central Office, administrators Superintendent or Assistant Superintendents, -or- Principals. For purposes of this policy, "immediate family" is defined as spouses, siblings, children, parents or in-laws as outlined in the MA General Laws Conflict of Interest Law, Chapter 268A. The only exception to this will be part-time positions within Community Education.

CROSS REF.: ADDA, C.O.R.I. Requirements

File: JFABA

NONRESIDENT TUITION CHARGES

Eligibility for enrollment in the Acton-Boxborough Regional School Districts (ABRSD) is governed by Massachusetts General Laws (MGL), Chapter 76. Except as provided for in collective bargaining agreements, the School Choice Law, the McKinney- Vento Homeless Assistance Act, the Admission of Exchange Students Policy JFABB, or as set forth in this policy, the ~~Acton-Boxborough Regional Schools~~ district will only admit students who reside in the towns of Acton or Boxborough.

~~Residence-y is generally defined as sleeping in the town of Acton or Boxborough (in a residence also occupied by the student's parent or legal guardian) for at least four (4) nights per week. Families enrolling students will be required to show proof of residency. Students enrolled in the Acton-Boxborough Regional Schools are required to maintain residency and may be asked for verification of residency. Students who are no longer residents will be asked to withdraw from the School District.~~ defined in Policy JF Residency and Student Enrollment.

The Superintendent may ~~make arrangements enter into a contract~~ with a neighboring community for an Acton or Boxborough student to attend school in that community or for a student from another community to attend school in ~~Acton-Boxborough~~ ABRSD providing the student ~~requires-qualifies for~~ special education services pursuant to Mass Gen Laws chapter 71B (Chapter 766) and/or related federal laws. Upon the recommendation of the Superintendent, ~~the~~ The School Committee shall set the tuition rate for ~~tuition for~~ special education programs that may accept non-resident students from outside the district each year in the spring ~~whenever the rate changes upon the recommendation of the Superintendent.~~ The tuition ~~set-rate~~ for special education programs shall be based on the actual costs of the specific special education program.

If any other students from outside Acton or Boxborough wish to enroll on a tuition basis, the School Committee must approve such application. The School Committee, at its sole discretion, will approve such application only if space and resources are available. In the event the School Committee chooses to accept tuitioned students, ~~the~~ The Committee shall set the rate for tuition ~~each year in the spring~~ upon the recommendation of the Superintendent. The tuition set pursuant to this policy shall be the average expense per pupil (including in such average both regular education costs and special education costs) for the Acton-Boxborough Regional School District.

Legal References:

~~MGLass. Gen.Laws~~, c. 76, s 6

~~MGLass. Gen.Laws~~, c. 76, s 12

~~MGL ass. Gen.Laws~~, c. 76, s 12A

~~Mass.~~

~~MGLGen.Laws~~, c. 76, s 12B ~~Mass.~~

MGL Gen. Laws, c. 71, s 6A

~~Subtitle B of Title VII of the~~ McKinney-Vento Homeless Assistance Act ~~(Title X, Part C, of the No Child Left Behind Act)~~

ALG Minutes February 7, 2019 7:30 AM, Room 204, Acton Town Hall

Present: Bart Wendell, facilitator; Katie Green & Joan Gardner, BoS; Jason Cole, FC; Paul Murphy & Diane Baum, SC; John Mangiaratti, Peter Light, Steve Barrett & Marie Altieri, staff. Absent: Roland Bourdon, FC. Audience: Mark Hald, Asst. Town Manager; Brian McMullen, Asst. Assessor & Finance director; Dave Verdolino ABRSD finance director; Jon Benson, Charlie Kadlec & John Petersen.

Additional Information: Town of Acton Multi-year Financial Model (AKA spreadsheet); ABRSD projected debt service FY 2021-25; ABRSD Bond repayment; ABRSD New school debt calculations with projected tax bill impact & ALG Feb7-19, FY2020 metrics.

1. **Minutes** were accepted with corrections
2. **FY 19 updates** John Mangiaratti & Peter Light
John: we are moving carefully and thoughtfully; library project is OK; expect a 2% turn-back this year; the departments are working hard to use less money; Rec. director Kathy Fochman will retire on Saturday after the concert; Dick Waite of the DPW will retire after 40 years—before the winter is over.
Peter: We just got the 2nd ¼ update and will have the information at the next meeting.
3. **Review of spreadsheet** Steve Barrett & Marie Altieri

SB: there has been action in revising the spreadsheet to reflect the changes from last session and work has started on the outer years. The revisions have been in the Minuteman (MM) assessment; reduction in operating budget; increase in estimated interest; restoration if ½ of tax levy and change in regional assessment. FY 20 is balanced with the use of \$1.7m in reserves. For FY21/ 22 we have the North Acton fire station at approximately \$9.5m over 30 years which will make the cost level at @ \$550k/year. We have tried to do a P&L for the debt exclusion on the fire station as well as MM. We need to put all of this into the model---if that is what you wish.

Marie: distributed: ABRSD projected debt service; bond repayment & new school debt calculations information sheets. Members were quite pleased with the information and the format which they said was easily followed. Marie explained that the schools expected to float a short term bond for \$7.5m for capital improvement and the costs are expected to be funded through the budget.

At town meeting the new school debt costs will be given in ranges since they are not yet firm and will not be until August. The Maximum is \$130m with the minimum of \$120m and median of \$125m; the range for the first year of the debt is maximum \$3,591,250 with a minimum of \$2,040,000 and medium if \$2,656,250. By 2026 our current debt will be close to \$0.

Marie noted that all of these new numbers will become part of the ALG plan and ready for the next meeting. She asked if the debt service be put on the first page.

There was a general agreement that the new information would help with the understanding of the ALG plan that will be presented at Town Meeting. Members thanked Marie for the work done. There was also some discussion on what percentage of reimbursement should be used and it was agreed that the range method was best.

4. School building update

Peter L: The building committee has picked the Gates site. There has been a move to reduce the size of the foot print which in turn will reduce the cost. Right now the estimates are \$550/\$600 per square foot so cutting down on the foot print will have an expected savings. Work continues of the interior design. There is the question as to whether the project be phased or not. Phase 1 would have a new building (portion) next to the Gates; move the students into the new building; tear down old building and all the students would be accommodated in the new structure. Phase II 1/2 building next to Gates move a portion of the students the build new Douglas. There are cost benefits to both but there is the consideration that there will be a rise in construction costs the longer the building period. There were questions about the location of the integrated pre-school and what parts would be reimbursed by the MSBA.

Peter: there are issues with the site

Jason: the cost savings seem to come from the reduction in classrooms.

Peter: four classrooms will be torn down.

Jason: what are the cost implications of not using the old administration building (old Merriam)

Peter: renovations to the old admin building will have to be brought up to code. That will be a significant cost. There was no further discussion on the school building.

5. Public

John Petersen commented that the ALG working group is focused on reconciling the current revenues with operating budgets although the spreadsheet ultimately reports the tax rate. He suggested that with the significant excluded debt payments over the next few years, the ALG should focus should be on the overall changes in the tax rate in addition to aligning revenue with operating budgets.

Mr. Petersen said that in agreement with Jason, he was happy to see the range for the new school debt service and estimated impact on the tax rate. Rather than show the range based on the bond maturities, it might be more accurate to base the range on the interest rates.

Bart suggested that Mr. Petersen bring up his ideas before the next iteration of the ALG

Jon Benson noted that cutting out the 10K square feet might have an adverse impact on the long range plans and use of the new school. He suggested that current savings now might have a dark side later and cited the modular's that were necessary for the Douglas school.

Peter: when we went over the plans we saw that there were duplications and there are educational reasons why the square footage was cut.

Katie: it looks as if the building committee has a lot of work to do.

Bart: next meeting is February 28 6:30PM in room 204, Acton Town Hall. There will be one item, the spreadsheet, on the agenda. The warrant will go to the printer on March 12th.

Adjourned at 8:40AM

Additional Information: Town of Acton Multi-year Financial Model (AKA spreadsheet); ABRSD projected debt service FY 2021-25; ABRSD Bond repayment; ABRSD New school debt calculations with projected tax bill impact & ALG Feb7-19, FY2020 metrics.

Ann Chang



**Boxborough Leadership Forum (BLF)
Sargent Memorial Library Conference Room
427 Massachusetts Ave, Boxborough, MA 01719**

**Tuesday, February 19, 2019 at 7 PM
Agenda**

AGENDA:

1. Call to Order (AB Regional School Committee)
2. Introductions (for any new members who may be in attendance)
3. Review and accept minutes of January 8, 2019
4. Select Board updates
5. AB Regional School Committee updates
6. Finance Committee updates
7. Library updates
8. Planning Board updates
9. FY2020 budget updates
10. Warrant (Town Meeting) updates
11. Other business
12. Set next meeting date
13. Adjourn

Boxborough Leadership Forum is comprised of members of the Select Board, Finance Committee, Library Board of Trustees, Planning Board and AB School Committee – a quorum of these respective boards may be present for this meeting.



**Boxborough Leadership Forum (BLF)
Sargent Memorial Library Conference Room
427 Massachusetts Ave, Boxborough, MA 01719
Tuesday, January 8, 2019 at 8 PM
Minutes**

APPROVED: February 19, 2019

Attendance:

Select Board: Susan Bak, Maria Neyland, Wes Fowlks and Bob Stemple

Finance Committee: Gary Kushner and Becky Neville

ABR School Committee: Tessa McKinley, Mary Brolin and Adam Klein

Library Board of Trustees: Jennifer Campbell and Mary Brolin

Planning Board: Abby Reip

Other Attendees: Ryan Ferrara, Town Administrator; John Fallon, Moderator; Jennifer Barrett, Town Accountant; Peishan Bartley, Library Director and Cheryl Mahoney, Dept. Assistant (Recorder)

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Finance Committee Clerk Gary Kushner, as chair, called the meeting to order at approximately 8:10 P.M. in the Meeting Room of the Sargent Memorial Library, 427 Massachusetts Ave, Boxborough.

Minutes

Neville moved to accept minutes of November 27, 2018 as written. Seconded by Campbell. **Unanimously approved.**

Select Board updates

- Bak reported:
 - On behalf of Les Fox, that the Water Resource Committee (WRC) is compiling concerns and issues regarding water rights, which will then be reviewed by Town Counsel. WRC continues to look for at large members.
 - DPW is done paving for the year. She reviewed the proposed paving project schedule for the coming year.
 - With her appointment as the new CoA Coordinator, Lauren Abraham has agreed to continue to also provide Community Services support.
 - The Town's annual Winterfest will be January 26th
 - The Town's Complete Streets program application was not successful. This grant round was overenrolled, with 30 towns applying, so our proposed projects were not chosen. She and Abby Reip reviewed some of those projects. We will re-apply in the spring.
- Neyland noted that she had provided her updates during the All Boards discussion.
- TA Ferrara reported the RFT for Grange project has been published. He reviewed the proposed time line and technical upgrades. Neyland spoke to some of the specifications and measures to be taken during the project.

AB Regional School Committee updates

- McKinley spoke to budget presentation provided by AB Supt. Light at Saturday's Budget meeting.
- The AB Building Committee will meet this week to make a decision on the project site. They seem to be leaning towards the Gates site.
- Boxborough's Kindergarten enrollment projection is 40 students for next year. This year's actual enrollment was about half of what had been predicted.

- Klein reported on the District's Capital Plan efforts. There are significant conditions that will need to be addressed. They are looking at 3 million alone projects at just the Blanchard. They are looking at funding bonding for capital projects within the AB operating budget.

Finance Committee updates

- Kushner reported that the initial FY 2020 proposed Budget has been issued. He reviewed Budget Saturday discussions. Updates to Capital Plan are due soon and there will be a Capital Budget Saturday.

Library updates

- Dir. Bartley reported that the Library programs and the facility are running well. One concern, however, is technology support. The Library manages most of its own technology because, as a member of the CWMARS network, there are very specific technology requirements/restrictions. Currently, Guardian only takes care of certain items (e.g. phones). Going forward the Library would like to look into the Town to providing more support for general and town related functions. Patron services would still be run through CWMARS.

Planning Board updates

- Reip noted that most were present for the All Boards discussion that was held prior to this meeting. She provided an update on the other zoning bylaw changes being considered. Specifically, "ground-mounted" Solar Panel, which is still not fully developed. She also spoke to the Retail Marijuana bylaw. She reviewed the background on this issue and spoke to the Board's intention to structure these Town Meeting Article(s) on the one used by Stow. There was a review of process/procedure for this item.
- There was an open discussion on the earlier Lincoln Properties proposal and the proposed changes to the "Office Park" zoning presentations. Stakeholders will need to inform and educate voters. Simplifying talking points and providing context, such as the tax impact, is essential. Their public hearing on these proposed changes is January 28. Moderator John Fallon spoke to potential outcomes and the process and procedures involved. Abby Reip spoke to the process that the Planning Board is following and the necessity of educating residents prior to Town Meeting.

FY2020 budget/warrant update

- Accountant Barrett reviewed the FY 2020 budget summary. The numbers are down from the initial version. Additional points from the Budget Saturday workshop were discussed; and with a review of some of the, over 50, articles currently under consideration. Budgets discussions will continue—Monday, January 28th and Capital Budget Saturday, February 2nd.

Other Business

- Moderator Fallon opened discussion on Town Meeting, specifically its duration; the structure of the warrant; logistics and location(s). There can be a lot of variables. There was a review of what did and didn't work at the September Special Town Meeting at the Regency. It was suggested that the Town Clerk make the May ballot available for Town Meeting.
- Mary Brolin announced that she will not be seeking another term on the ABR School Committee.

The next BLF meeting will be February 19, 2019 at 7pm here at the Library.

Adjourn

Meeting adjourned at 9:25 PM

Actual Acton-Boxborough Grade K-6

15.1

Grade	Blanchard				Total	Conant				Total	Douglas				Total	Gates				Total	McCarthy				Total	Merriam				Total	#Sec	Avg. Size				
	ADK	ADK	ADK	AM		ADK	AM	ADK	AM		ADK	AM	ADK	AM		ADK	AM	ADK	AM		ADK	AM	ADK	AM		ADK	AM									
K			54	21		41	17			21	20			22	17			42	19			41	19													
	18	18	17	21	74	20	20	18	58	21	20	41	22	17	39	21	21	19	61	20	21	19	60	333	17	19.6										
Gr. 1					16				0					2				4				0	22													
	21	22	21	21	86	22	21	21	64	21	21	42	21	21	42	19	18	19	17	73	20	19	21	60	367	18	20.4									
Gr. 2					15				2					1				1				1	20													
		20	21	21	62	21	21	22	64	22	20	42	21	20	21	62	23	21	22	66	21	21	21	63	359	17	21.1									
Gr. 3					20				1					2				0				1	24													
		22	21	21	64	23	24	47	24	24	23	71	23	24	23	70	23	24	23	70	24	23	24	71	393	17	23.1									
Gr. 4					3				0					4				4				2	14													
		21	21	21	63	24	25	49	24	21	23	68	21	23	23	67	22	22	22	88	24	24	23	71	406	18	22.6									
Gr. 5					15				1					2				7				1	30													
		18	18	18	54	25	24	25	74	23	22	23	68	24	24	48	21	23	22	21	87	25	21	25	24	95	426	19	22.4							
Gr. 6					11				3					0				4				3	21													
		23	22	21	66	24	23	23	24	94	24	25	24	73	24	24	48	24	25	25	74	24	24	24	72	427	18	23.7								
Total					14				1					2				4				1	22													
		23	20.4		469	20	22.5		450	18	22.5		405	17	22.1		376	24	21.6		519	22	22.4		492	2711	124	21.9								

94 Acton residents attend school in Boxborough

59 Boxborough residents attend school in Acton

ACTON-BOXBOROUGH REGIONAL SCHOOLS 2018-2019

Levels	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1				Mar. 1			
	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	A	B(1)	C	Tot
Pre-school	89	20	3	112	81	21	3	105	92	22	3	117	95	23	3	121	99	24	3	126	95	26	4	125	95	27	3	125
Preschool Total	89	20	3	112	81	21	3	105	92	22	3	117	95	23	3	121	99	24	3	126	95	26	4	125	95	27	3	125
K	266	60	4	330	266	60	4	330	265	59	4	328	265	61	4	330	265	62	4	331	265	64	4	333	265	64	4	333
1	296	73	2	371	296	73	2	371	295	73	2	370	296	72	2	370	295	72	2	369	292	74	2	368	290	75	2	367
2	305	45	5	355	305	45	5	355	304	43	5	352	306	43	5	354	306	44	5	355	310	44	5	359	310	44	5	359
3	314	73	6	393	314	73	6	393	315	73	6	394	316	72	6	394	316	71	6	393	316	73	6	395	315	72	6	393
4	339	56	7	402	337	56	7	400	337	56	7	400	341	58	7	406	338	59	7	404	338	61	6	405	338	62	6	406
5	370	51	7	428	371	51	7	429	370	51	7	428	368	51	7	426	368	51	7	426	369	51	7	427	368	51	7	426
6	363	57	9	429	362	57	9	428	359	57	9	425	360	57	9	426	361	57	9	427	362	56	9	427	362	56	9	427
Elem Sub Total	2253	415	40	2708	2251	415	40	2706	2245	412	40	2697	2252	414	40	2706	2249	416	40	2705	2252	423	39	2714	2248	424	39	2711
OOD Pre k-6	16	3	0	19	16	3	0	19	16	3	0	19	16	3	0	19	16	3	0	19	17	3	0	20	17	3	0	20
Elem. Total	2269	418	40	2727	2267	418	40	2725	2261	415	40	2716	2268	417	40	2725	2265	419	40	2724	2269	426	39	2734	2265	427	39	2731
7	356	65	13	434	357	65	13	435	356	66	13	435	356	67	13	436	357	67	14	438	360	67	13	440	360	67	13	440
8	415	69	5	489	414	69	5	488	414	69	5	488	416	68	5	489	417	68	5	490	416	68	5	489	415	68	5	488
J.H.S. Total	771	134	18	923	771	134	18	923	770	135	18	923	772	135	18	925	774	135	19	928	776	135	18	929	775	135	18	928
9	393	63	4	460	393	63	4	460	393	63	4	460	393	63	4	460	393	63	4	460	390	66	3	459	389	66	3	458
10	352	75	4	431	350	75	4	429	351	75	3	429	352	75	3	430	352	76	3	431	354	73	3	430	355	73	3	431
11	364	74	7	445	364	74	7	445	364	74	7	445	365	74	7	446	364	74	7	445	365	72	7	444	365	72	7	444
12	422	69	7	498	424	69	7	500	423	69	9	501	421	69	9	499	419	69	9	497	417	68	9	494	415	67	9	491
13 SP	0	0	0	0	0	0	3	3	2	0	1	3	2	0	1	3	2	0	1	3	2	0	1	3	1	0	1	2
P.G.	3	0	3	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.S. Total	1534	281	25	1840	1531	281	25	1837	1533	281	24	1838	1533	281	24	1838	1530	282	24	1836	1528	279	23	1830	1525	278	23	1826
Secondary Total	2305	415	43	2763	2302	415	43	2760	2303	416	42	2761	2305	416	42	2763	2304	417	43	2764	2304	414	41	2759	2300	413	41	2754
OOD 7-13	53	11	0	64	53	11	0	64	53	11	0	64	55	11	0	66	56	11	0	67	59	11	0	70	56	11	0	67
Reg. Total	2358	426	43	2827	2355	426	43	2824	2356	427	42	2825	2360	427	42	2829	2360	428	43	2831	2363	425	41	2829	2356	424	41	2821
Preschool Total	89	20	3	112	81	21	3	105	92	22	3	117	95	23	3	121	99	24	3	126	95	26	4	125	95	27	3	125
Elem Total	2269	418	40	2727	2267	418	40	2725	2261	415	40	2716	2268	417	40	2725	2265	419	40	2724	2269	426	39	2734	2265	427	39	2731
Secondary Total	2358	426	43	2827	2355	426	43	2824	2356	427	42	2825	2360	427	42	2829	2360	428	43	2831	2363	425	41	2829	2356	424	41	2821
Grand Total	4716	864	86	5666	4703	865	86	5654	4709	864	85	5658	4723	867	85	5675	4724	871	86	5681	4727	877	84	5688	4716	878	83	5677

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

P. Light D. Verdolino
 M. Altieri A. Bisewicz
 D. Bookis K. Nelson
 D. Bentley J. Nichols/J. LaShombe
 S. Cunningham

All Principals (2)

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

TOWN OF ACTON
2019 ELECTION CALENDAR

Annual Town Election is Tuesday, March 26, 2019

Annual Town Meeting is Monday, April 1, 2019

Last day to obtain nomination papers February 1, 2019

Last day to file nomination papers with Board of Registrars February 5, 2019

Last day to object / withdraw February 21, 2019

Last day to register voters March 6, 2019

Last day to post town warrant March 12, 2019

TOWN OFFICIALS TO BE ELECTED IN 2019 - TERM OF OFFICE

Moderator

1 Member - 1 year term

Acton Board of Selectmen

2 Members - 3 year term

School Committee

2 Members - 3 year term

Trustees Memorial Library

1 Member - 3 year term

Water Supply District of Acton

1 Commissioner - 3 year term

TRUSTEES - TO BE ELECTED AT ANNUAL TOWN MEETING
MUST BE NOMINATED AT TOWN MEETING

Temporary Moderator

1 Member - 1 year term

Trustees, West Acton Citizen's Library

1 Member - 3 year term

Trustees, Charlotte Goodnow Fund

3 Members - 3 year term

Trustees, Elizabeth White Fund

1 Member - 3 year term

Trustees, New Fireman's Relief Fund Acton

1 Member - 3 year term



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

Boxborough 2019 Election Calendar

Currently there is only one election planned for 2019—the annual town election.

Annual Town Meeting: Monday, May 13

Annual Town Election: Monday, May 21

January 14: Nomination papers for town offices available in the Town Clerk's office. The following offices will be on the ballot:

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

April 2: Last day to file nomination papers with the Board of Registers/Town Clerk in order to be on the ballot for the May 21 Annual Town Election. Papers are due in the Town Clerk's office by 5:00pm. A minimum of 25 signatures is required.

April 23: Last day to register to vote in order to be eligible to vote at Annual Town Meeting and the Annual Town Election. The Town Clerk's office will be open from 9:00am-8:00pm on that day.

May 13: Annual Town Meeting begins at 7:00pm at the Blanchard Memorial School gym.

May 21: Annual Town Election. Polls open at Boxborough Town Hall from 7:00am – 8:00pm.



LEAGUE OF
WOMEN VOTERS®

ACTON CANDIDATES FORUM

Saturday, March 16 at 1 p.m.
Conant School Cafeteria

***CANDI-DATING
FORMAT:***

*Audience will be
seated at tables.
Candidates will
spend about 10
minutes at each
table answering
your questions.*

This is not a typical
candidate forum!

You'll be able to
interact directly
with the candidates.

Details @ lwv-aa.org



For Immediate Release

League of Women Voters - Acton Holds Interactive Candi-dating Forum

Saturday, March 16 at 1 p.m. – Conant School Cafeteria

Acton, MA. – The League of Women Voters Acton Area is hosting a Candidates Forum on Saturday, March 16 at Conant Elementary School. All of the candidates on the March 26 town ballot have been invited. This is not your typical candidate forum or meet & greet event! We are using the Speed Dating format so people and candidates can ask questions and have them answered right then and there. Here's how it works: audience members will be seated at tables. The candidates will spend about 10 minutes at each table and will answer any questions asked.

The League of Women Voters used this same format last spring and it was a huge hit. We are happy to do it again this year. Our aim is to offer an event that encourages both personal and in-depth discussion so that you can make an informed vote on Tuesday, March 26. We'll kick things off at 1 p.m. and should be done by 2:30 p.m. Doors will open at 12:45 so that participants can find their tables and introduce themselves. Latecomers will be seated as space allows and join the discussion in progress.

The League of Women Voters-Acton Area is a non-partisan, grassroots organization that supports and opposes issues, but not candidates or political parties. We strive to protect, educate and engage voters. We welcome new members.

For more information:

- visit our website at www.lwv-aa.org
- email Lori Cooney at loreleicooney@gmail.com



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

Marie Altieri
Deputy Superintendent

To: Linda Ahern, ABSAF President
Michael Kuza, Middlesex Bank
From: Peter Light, ABRSD Superintendent of Schools
Marie Altieri, ABRSD Deputy Superintendent
Date: 02/11/2019

Dear ABSAF Board and Middlesex Bank,

We are writing with sincere gratitude for the significant donation of \$50,000 to the Acton-Boxborough Regional School District. This \$50,000 is in addition to the generous donation of \$71,000 that ABSAF presented to the Acton-Boxborough Regional School Committee in May, for a total donation of \$121,000. The \$71,000 is being used across activities and athletics as outlined in our previous letter. For this one-time special donation from the Middlesex Bank, we explored many options that are consistent with ABSAF's mission of supporting ABRSD student activities and athletics, with a goal of impacting as many students as possible. We are pleased to tell you that we have decided to use the donation as follows:

\$25,000 for a new set of curtains for the high school stage. As you know, we have a very active theatre group (Proscenium Circus), and performing arts including several choral groups, concert band, jazz band and strings. There are three curtains that are at their end of life, with holes and difficulty moving them. They are older fabric, which has to be fire-proofed every two years. By purchasing the new set of curtains in one order, they will be cut from the same dye lot. They will be permanently fire-proofed. The students and staff involved in Proscenium Circus and our choral and instrumental performing arts ensembles are very excited for this significant upgrade.

\$25,000 for a new scoreboard for the high school fieldhouse. This scoreboard will have integrated technology for the clock that is used in basketball, and is usually run manually. The new scoreboard will have the Middlesex Logo and the ABSAF logo to show our sincere appreciation for this gift. It will have a positive impact on all of the teams and community members who use the high school gym. The scoreboard is estimated to cost \$45,000. Acton-Boxborough Community Education has agreed to pay the additional \$20,000. We are in the process of reviewing vendor quotes and bids for the scoreboard.

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

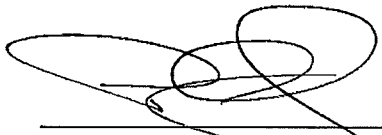
Wellness • Equity • Engagement



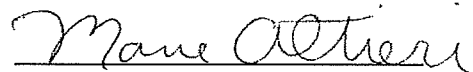
Acton-Boxborough Regional School District
16 Charter Road Acton, MA 01720
978-264-4700 x 3209 fax: 978-264-3340
www.abschools.org

Thank you very much for ABSAF's and Middlesex Bank's extremely generous donation of \$50,000 in addition to ABSAF's \$71,000. We are so grateful for the Acton Boxborough Student Activity Fund's and Middlesex Bank's continued support of our students and programs.

Sincerely,



Peter Light, Superintendent



Marie Altieri, Deputy Superintendent

Cc: Larry Dorey David Verdolino
Andrew Shen Jessica Harms
Steve Martin Brendan Hearn
George Arsenault Jennifer Moss

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

Wellness • Equity • Engagement



TOWN OF ACTON

WEST ACTON SEWER ACTION ADVISORY COMMITTEE

Greetings:

- ✓ Did you know about the next phase of the Town's Sewer project?
- ✓ Are you interested in learning about how sewer systems impact our water resources?
- ✓ Do you have questions about the environmental benefits of sewers?
- ✓ Did you know that public utility infrastructure is key to economic sustainability?

Please join us for a public forum on the sewer continuation project in West Acton. Information will be provided during the March 14th West Acton Sewer Action Advisory Committee meeting

Being held at Town Hall Room 204 starting at
7:00pm.

All are welcome.

Please Contact Paul Campbell, Town Engineer at 978-929-6630 if you have questions



Why is the Town considering connecting West Acton to the sewer district?

Connecting West Acton to the sewer district was a recommended solution of the Comprehensive Water Resource Management Plan (CWRMP) to improve water quality town-wide. The CWRMP was a requirement of the MA Department of Environmental Protection (MassDEP) and it identified West Acton as a high-priority water quality area due to the dense development and its proximity to environmentally sensitive areas.

Q. What are the advantages to the Town?

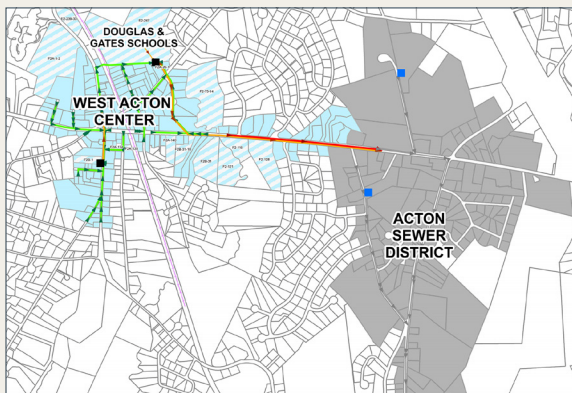
Sewers are convenient and reliable.

Continuing the project to West Acton would:

- support the Gates School property
- provide economic sustainability for a key Town Village
- provide environmental resource protection

Q. Do we need to expand sewers if the CWRMP recommended it?

The CWRMP was developed by a Citizens Advisory Committee with assistance from the Board of Health and consultants. Its recommendations were based on what the Committee determined was most feasible to improve water quality. Sewer systems generally improve water quality better than septic systems because they are more strictly regulated and managed.



Q. What is the current status of the project?

The Selectmen formed the West Acton Sewer Action Advisory Committee (WASAAC) who are reviewing the details of the project.

Q. Does the budget request at the 2019 Annual Town Meeting mean the project is happening?

No. The funds in the sewer enterprise budget are funds for a preliminary design to study feasibility. Final design & construction funds would require approval at a future town meeting.

Q. What about the Schools?

The AB School District is considering a twin-school in West Acton which may use sewers if available.

Q. When would sewers be built?

It is anticipated that the project would take up to three years to design and construct if full funding is approved.

Q. How much would it cost and who will pay for it?

The total cost of the project is estimated between \$12 to \$14 million with approximately \$3 to \$4 million being borne potentially by the Town and AB School District. The remaining cost would be borne by those served by the project. Property owners in the project area would be assessed a "betterment" charge, which reflects the value added to their property due to the presence of sewer.

Q. Where can I find more information?

On the WASAAC committee webpage: <http://www.acton-ma.gov/605/West-Acton-Sewer-Action-Advisory-Committee>



Q. What is the cost to the average home owner and how would I be charged?

The betterment assessment is expected to be in the approximate range of \$27,000 to \$35,000 per single-family property. The preliminary design would refine this estimate. Other costs include connecting to sewer and monthly sewer usage. Please review the estimates provided with this handout.

For multi-family units (condos, in-law apartments, etc) with less than 3 bedrooms, the assessed charge is likely to be a 2/3rds betterment, as in the existing sewer district. Current sewer users had the option of paying in advance with no interest or over a 30-year period with nominal interest; those options presumably would be available to West Acton users.

Q. How does this cost compare to replacing my septic system?

Health Department septic loan records show construction quotes ranging from \$27,000-\$46,000 with design quotes comparable to sewer connection quotes.

Q. How are other properties (commercial, etc) assessed?

Non-residential properties are assessed using an equivalent betterment formula to relate it back to a single-family home and to be fair and equitable. Public properties are only assessed "avoided costs" equal to what it would have cost to build an on-site treatment system if sewer were unavailable. For the public, "avoided costs" assessment makes the cost of sewer the same as a treatment system for any public property.

Q. What if I have a new septic system? Do I need to connect to the sewer?

No. Acton does not have a mandatory connec-

tion policy. Homeowners with older systems in the existing sewer district tended to connect early while others waited, sometimes until they sold their homes. Betterment payments begin once the sewer project is complete but owners can delay their connection, the associated connection costs and monthly sewer use billing.

Q. What if I have a septic system that may need an upgrade?

In the existing sewer district, properties with failing systems were given waivers from the Board of Health pending their connection to the completed sewer system. The same process is anticipated for West Acton.

Q. How is the Town paying for this?

The Town may use a loan program through the State Clean Water Trust; borrowing money at low or no-interest from the State Revolving Fund (SRF). MassDEP has evaluated the project and determined it improves water quality; rating it a priority project eligible for funding.

Q. Is there a deadline for the SRF funding or any other deadlines related to the project?

There is no hard deadline for SRF funding, which is evaluated annually, and there is no obligation to accept funding even if a project is eligible. MassDEP may, however, change its project priority rankings year to year.

The possibility of a new twin-school in West Acton is one factor that could affect the timing of a proposed sewer district expansion to West Acton. WASAAC therefore is evaluating options to provide a new twin-school with sewer service by the school's anticipated opening.



CASE Collaborative Family Community News & Resource Pages



CASE Collaborative Parent Coffees and Support Groups

Dear CASE Parents & Guardians,

Parent Groups are great opportunities for parents/guardians looking for a way to connect with others as well as share information and resources. These informal get-togethers are open to all CASE parents/guardians.

We are in the process of identifying a speaker for our next parent group gathering. More information will be sent out to families in the near future.

Happy February Vacation!!!

Shelley Green & Sue Campbell
sgreen@casecollaborative.org
scampbell@casecollaborative.org



Enjoy your February Vacation! Think Spring!



Community Workshops and Conferences



Does your family include someone with a developmental disability?

When a family includes a child with special needs parenting becomes even more of a challenge. There are no manuals and finding the help that is available becomes a full time job . Nobody has time for THAT! Learn how to navigate the system, receive assistance with applications, connect with others facing similar challenges.

Through a grant from the Massachusetts Developmental Disability Council, HMEA's Autism Resource Central will bring this program to your community and help you get a footing for the road forward. With the right supports your and your family can achieve more, feel the confidence that comes with knowledge, and experience less stress .

*** This program is open to all with a child diagnosed with a developmental delay, not just autism.**



**Free Conference
for Parents
February 28, 2019
9 AM– 3 PM
712 Plantation St
Worcester, MA**

ACCESSING PUBLIC SUPPORTS

Learn about public supports that will help you raise your child with a disability. Get assistance applying to DDS, Mass Health & more

SPECIAL EDUCATION LAW

Learn how to work effectively with your child's school to support your child to achieve goals and to learn.

SENSORY PROCESSING

Many children with disabilities also experience sensory challenges. Learn how to make your child more comfortable in his world.

Childcare, Interpreter services, breakfast and lunch will be provided.

Entertainment for the children will be provided by Lindsay Dodd and Beatz Dance Studio



Call today to register .508-835-4278

www.autismresourcecentral.org



Everything You Always Wanted to Know About Government Benefits for Persons with Disabilities But Didn't Know Who to Ask

When: March 5, 2019

Where: Thrive Support & Advocacy, 65 Boston Post Rd W Suite 220, Marlborough, MA

Family conference for developmental disabilities and siblings in Greater Massachusetts Family Marlborough, March 5th, 2019. Caregivers for children with special challenges, need to maintain their loved one's for government benefits. Hear about important basics of what you need to know, including:

- *An overview of the basic federal and state safety net
- *Supplemental Security income
- *Medicaid
- *Social Security Disability Insurance
- *Disabled Adult Child benefits
- *Medicare
- *State community-based services & Supports

The speaker will be Attorney Meredith Greene, who is also mother to a child with Williams Syndrome. Attorney Greene specializes in special needs planning, estate planning, guardianship and conservatorship, elder law and government benefits advocacy. To RSVP or for more information contact Thrive Support & Advocacy, Mike Diggins. Mdiggin@icanthrive.org, 508-485-4227 Ext 1004 *information can be found at www.spedchildma.com



Executive Function Workshop for Parents and their Teens

When: Mar 7th (Th), 6:30pm

Where: Goodnow Library, 21 Concord Rd, Sudbury MA

Engaging Minds, Executive Function Coaching Team (RSVP needed, limited space)

A workshop designed for teens and their parents. We will cover the basic definition of Executive Function and give you and your teens some strategies to take home with you. Tips on how to get organized, manage time, pay attention, and find resources to achieve a goal. Please RSVP as space is limited! RSVP lssepac.info@gmail.com



Seizures and Autism with Dr. Richard Frye

Webinar: March 8, 1:00pm

TACA webinars are free and provide education and information for parents in a convenient, easy way. Many of the webinars will include a survey at the end so that attendees can receive the slides via email. All live webinars are free. To Learn more about TACA webinars and membership visit <https://tacanow.org/family-resources/webinars/>



Fetal Alcohol Syndrome & the Brain-Based Approach

When: March 12+13, 2019. 9-3 each day.

Where: Hudson Fire Department Headquarters, 296 Cox St, Hudson MA

FASD and the Brain-Based Approach, for parents and professionals. Coffee, snacks, and lunch will be provided. Cost: \$90. Our workshops for parents and professionals look at fetal alcohol spectrum disorders from the brain-based approach. We cover facts and statistics about FASDs, diagnosis, its neurobehavioral profile, and will use a research-based model to suggest a parenting, caregiving and professional approach to give individuals with FASDs their best chance at success. Examples, stories, and individual experiences are used throughout the webinar to illustrate the presentation, and participation is encouraged. 3-hour, 1, 2, and 3-day long presentations are available.

To set up an in-person training for your group or organization please contact Adrienne Bashista at adrienne@fafasd.org
For more information and registration visit <https://fafasd.eventsmart.com/events/fasd-training-for-parents-and-professionals-march-12-13-hudson-ma/>



Autism Insurance in Massachusetts

When: March 21st

Where: Worcester, MA

For caregivers looking to learn more about how to obtain and use insurance to support your child with Autism. Learn about The Autism Insurance Resource Center (AIRC), Insurance Coverage for ABA Therapy, ARICA, Masshealth, Premium Assistance, and The Effect of Insurance Coverage on IEP's. * Spanish interpreter available. RSVP to Marisol Cardenas, mcardenas@centroinc.org, 508.798.1900 ext 371. *information found at www.spedchildma.com



DIR Floortime®: Helping Parents Work with Children with Developmental Delays

When: Spring 2019 March 27, Apr 3 & 24, May 1, 8 & 15, 2019, Wednesdays 7:00 PM - 9:00 PM

Where: Autism Resource Central, 71 Sterling Street, West Boylston MA

The Astra Foundation Special Needs Center offers introductory DIRFloortime® courses for parents throughout the year. We also offer courses at a variety of community and Early Intervention centers. Courses generally meet for six weeks, two hours per session. Course fees are \$120/individual and \$160/couple attending together. The eight-week course will consist of coaching, short presentations, video to illustrate topics, examples and lots of discussion in a supportive environment. Through discussion and two individualized coaching sessions learn how to begin using Floortime with your child:

- *Brainstorm how to strengthen your child's self-regulation
- *Experiment with improving your child's shared attention while having fun.
- *Discuss how sensory issues contribute to regulation issues.
- *Gain tips for expanding your child's play.
- *Learn how, through play your child learns to understand emotions.
- *Identify foundational goals for your child.

Co-Sponsored by Autism Resource Central. Includes two individualized mentoring sessions on Saturday April 6 & May 4 (Times TBD) Fee: \$25 for those registered with ARC, \$50 for others (includes the book, "The Child With Special Needs" Contact Susan Loring to register sloring@hmea.org. For course information contact the instructor, Sarah Measures: 617-413-1355 or sarahmeausres@yahoo.com To register visit <http://astrafoundation.wixsite.com/website/parent-classes>.

Family-to-Family (F2F) is a free 12-week course for family caregivers of individuals with severe mental health conditions that discusses the clinical treatment of these illnesses and teaches the knowledge and skills that family members need to cope effectively. Family-to-Family offers resources, insights, coping skills, and genuine support for families. Our volunteer teachers equip the class participants with the knowledge they need to navigate the mental health system.

The following F2F classes start in March & April:

- *Lexington, Thursdays, 7:00 - 9:30 pm, Starting March 7, 2019
- *Littleton, Tuesdays, 7:00 - 9:30 pm, Starting March 5, 2019
- *Martha's Vineyard, Thursdays, 6:00 - 8:30 pm, Starting March 7, 2019
- *Westborough, Thursdays, 7:00-9:30 pm, Starting March 14, 2019
- *Pittsfield, Wednesdays, 6-8:30 pm, Starting March 13, 2019
- *Hingham, Wednesdays, 6:30 - 9:00 pm, Starting April 3, 2019
- *Leominster, Tuesdays, 6:30 – 9:00 pm, Starting April 9, 2019

To obtain the contact information to pre-register for classes please visit <https://namimass.org/programs/nami-family-to-family>

FREE WEBINAR

Understanding Teen Depression

THURSDAY, MARCH 21, 2019
7-8:15 PM ET | 4-5:15 PM PT



Learn how to

- recognize signs of depression in teenagers
- communicate effectively with your teen about your concerns
- get teens the care they need


Families
for
Depression Awareness

Register!

www.familyaware.org/trainings



National TACA (Talk About Curing Autism) Autism Conference East Coast

When: March 22 – 24th

Where: Crowne Plaza, 4355 Ashford Dunwoody Rd, Dunwoody, GA

Join hundreds of parents and professionals to learn the latest in research, treatment options and therapies for individuals with autism. The National TACA Autism East Coast Conference will feature three days, with three tracks of presentations to cover all aspects and levels of the autism journey. Topics will include special diets, therapies, beginner and advanced biomedical treatments, IEP, inspiration and much more. Whether your child is recently diagnosed or you have years of experience, you will walk away from the conference with a plan for the next steps of your autism journey. To learn more and for registration visit <https://tacanow.org/conference/east-coast/>



Shaping the Future - The State of Down Syndrome Research Today - MDSC 35th Annual Conference

When: Saturday, March 23rd, 2019, 8:00 AM - 4:30 PM

Where: CU Center, Worcester MA

Each spring, over 600 people with Down syndrome, their family members, health care professionals and educators from across New England attend our Annual Conference on Down syndrome. Participants gather to hear the latest research findings and timely information from national and local experts on a range of topics related to Down syndrome. They also share stories, celebrate victories, advocate for acceptance and inclusion, and reunite with other MDSC families. The conference features presentations that will appeal to families with young children through adulthood and families with children who have complex medical needs and autism. In addition, there will be presentations that will appeal to educators, medical professionals, and siblings of individuals with Down syndrome. For detailed workshop information and registration visit <https://www.classy.org/event/35th-annual-conference/e217513>



Guardianship and Special Needs Financial Planning

When: Mar 27th (W), 7pm

Where: LSRHS, Conf Rm B, 390 Lincoln Rd, Sudbury MA

Attorney Meredith Greene, Special Needs Practice Group, Fletcher Tilton, PC

This is a workshop for guardians and parents regarding the unique needs of families in planning the financial and legal future of their relative with a disability. Learn about navigating the options of guardianship and alternatives, wills and special needs trusts, and transition planning. Meredith is an Associate with the Fletcher Tilton's Trust & Estate Department and the Elder Law and Special Needs Practice Group and is the mom of a high school student with special needs.

LURIE CENTER FOR AUTISM



Registration Required
Call: 781-860-1700



Lurie Center Caregiver Workshops



NEWLY DIAGNOSED - Monthly: 1st Tuesday 12:00-1:00 & 3rd Thursday 9:00-10:00 Free

Receiving a new diagnosis can be a life changing experience for caregivers. This interactive workshop is geared towards caregivers of young children. It provides support and general education about autism spectrum disorder, treatments available, and community services available to families.

Facilitator: Suzanne Bloomer, MA



BEHAVIOR BASICS - Monthly: 4th Tuesday, 11:30-1 pm, \$20/Family

Knowing how to help your child stay in control can be hard. This interactive workshop helps caregivers understand the basic principles of behavior in order to better manage challenging behaviors at home. Discussion will focus on evidence-based applied behavior analysis (ABA) and applying this methodology to daily life.

Facilitator: Nicole Simon, EdW, LABA, BCBA



GUARDIANSHIP 101 - Monthly: 1st & 3rd Thursdays, 100-2:00 pm, \$20/Family

The process of pursuing guardianship of children can be confusing. This workshop is designed for parents of children 14 years and older. It teaches the basics of the guardianship process, including types of guardianship, how to determine if your child needs a guardian, and how to prepare your child for turning 18.

Facilitator: Julie O'Brien, MEd, LMHC

GUARDIANSHIP 102 - Monthly: 2nd & 4th Thursdays, 11-12:30 pm, \$50/Family

Completing all of the court-required paperwork can be overwhelming. This workshop is a hands-on group tutorial that includes the review of checklists for each attendee and required documentation. It also provides guidance with probate court processes and referrals to legal resources.

Optional: Individual Family Meetings: \$100

Facilitator: Julie O'Brien, MEd, LMHC

11/15/2018

Visit <https://www.massgeneral.org/children/services/lurie-center/education.aspx>



Transition (ages 14-22) and Beyond



Leo Sarkissian discusses DSP workforce crisis on All Things Considered

On Friday, February 8, NPR's All Things Considered aired an interview with our Executive Director Leo Sarkissian and Anchor Barbara Howard. Leo discussed the growing workforce shortage crisis among Direct Support Professionals (DSPs), and what The Arc of Massachusetts is aiming to do in order to resolve this pressing issue. Listen to the interview now. <https://thearcofmass.org/leo-sarkissian-discusses-workforce-shortage-crisis-on-all-things-considered/>



Asperger Syndrome and Adult Life: Navigating the Massachusetts Public and Private Supports and Service Systems

When: Saturday, February 23, 2019, 8:15am - 4:30pm

Where: Crowne Plaza, Boston-Newton, 320 Washington Street, Newton, MA

This is a full day conference for adults with Asperger Syndrome (AS) or related profiles and family members of adults and older teens with AS/related profiles. Learn about available public and private supports to help you or your family member navigate adult life in Massachusetts. You'll gain an overview of all benefit programs and have opportunities to go more in depth on a variety of topics like health insurance, housing, and employment.

COST: \$100 Space is limited and this annual conference sells out every year. Please register early to ensure you'll have a seat. To learn more about conference schedule, workshops, and registration visit

<http://events.r20.constantcontact.com/register/event?oeidk=a07efyuwbe429f6089a&llr=b54cxzaab>



New! Inclusive Postsecondary Opportunities for Students with Intellectual Disabilities

Good news! There are now over 260 programs on college campuses across the country offering students with intellectual disabilities an opportunity to earn a certificate by taking college classes, engaging in career development and independent living activities and participating in the social life of the campus. Learn why inclusive postsecondary education is important (and possible!) for students with intellectual disabilities, how to find the right program, how to prepare, and how to stay involved and supportive throughout their journey on PACER's new Inclusive Postsecondary Opportunities for Students with Intellectual Disabilities webpage. <https://www.pacer.org/transition/learning-center/postsecondary/college-options.asp>

Financial Aid for Students with Intellectual Disabilities

One of the biggest challenges in attending college may be how to pay for college. There are various ways that students with intellectual disability may be able to access funds to attend college:

- *Federal Financial Aid for Students with Intellectual Disabilities <https://studentaid.ed.gov/sa/eligibility/intellectual-disabilities>
- *Vocational Rehabilitation <https://www.pacer.org/transition/learning-center/benefits/vocational-rehab.asp>
- *Scholarships for Students with Disabilities as well as general scholarships in your community and through the college <https://www.affordablecollegesonline.org/college-resource-center/affordable-colleges-for-students-with-disabilities/>
- *Plan to Achieve Self-Support (PASS) plans through Social Security <https://www.ssa.gov/disabilityresearch/wi/pass.htm>
- *Private assets and savings such as ABLE accounts and money set aside by family members https://thinkcollege.net/sites/default/files/files/resources/FF8_web_R.pdf



Introducing NEW Housing Consultations!
Times available on Monday, February 25, 2019



AANE in partnership with Autism Housing Pathways President Cathy Boyle provides an individualized housing consultation to address your unique needs. In your meeting with Cathy, you could do any of the following:

- Discuss housing needs/desires
- Explore Massachusetts options for renting, owning, or applying for subsidies
- Understand the responsibilities of living independently
- Identify goals to develop the skills to maintain tenancy
- Consider environmental modifications

Appointments with Cathy are in-person at the AANE office in Watertown or via skype (consultation appointment only)

Fees Apply. To learn more or set up an appointment for a consultation call 617-393-3824 or email housing@aane.org

Riverside Family Support Center

A SERVICE OF RIVERSIDE COMMUNITY CARE

Guardianship Workshop!



Date/ Time: Wednesday February 27th, 2019
6:30-8:30pm

Location: Burlington Public Library, Fogelberg A
22 Sears St, Burlington, MA 01803

RSVP: Katie Davis, kdavis2@riversidecc.org or 781-801-5683

*Please join us and presenter **Meredith Greene** from FletcherTilton PC: Meredith is the Chair of the Special Needs Practice Group and will provide a multitude of information on how to prepare for the future of your child/children!*

Meredith will focus on discussing the following on Guardianship:

- Guardianship and Conservatorship options and Special needs trusts
- The process
- And Issues you may encounter along the way

~Refreshments will be served~



How Families Can Help Their Son or Daughter With Disabilities Find Work

published at eParent Connect, Featured Topics 02/14/2019

Families and friends can play an important role helping those with disabilities plan for employment and find a job that is a good fit. Find out more from this informative article published at eParent.com! <http://www.eparent.com/features-3/how-families-can-help-their-son-or-daughter-with-disabilities-find-work/>



Starting the Conversation: College and Your Mental Health Panel Presentation

When: March 4, 2019, 7 - 8:30 pm

Where: Winchester High School, 80 Skillings Road, Winchester MA

Mental health issues are becoming more prevalent in the college setting, which is why it is important for students and concerned family members to be proactive. While some colleges are not prepared to help effectively, increasing numbers of institutions are addressing this need with care and innovation. What are some mental-health-friendly signs to look for in a college? Families can be better prepared before the student goes to college. Panelists (see page 5) will address what some colleges are doing to intervene and support students who have mental health difficulties. A question and answer session will follow the panel presentations. This event is free and open to high school and college-age families in Middlesex County and surrounding areas. It is co-sponsored by Winchester High School and Winchester's Coalition for a Safer Community. Call Jennie at (978) 692-2908 with questions.

Guest Panelists:

1. Wyatt Maurer, Student and Peer Mentor Intern, BU Center for Psychiatric Rehabilitation
2. Katell Guellec, LICSW, Director, Hamel Health and Counseling, Merrimack College
3. Patricia Bruno, MSW, Associate Dean of Student Support Services, Middlesex Community College
4. Stacey G. Harris, J.D., Associate Director of Disability and Access Services, Boston University



A Full Life Ahead: The Alphabet Soup of Resources - PCA, AFC, SSI [Worcester]

When: March 7, 2019 from 5:00 pm to 7:00 pm

Where: Greater Worcester Seven Hills 799 West Boylston Street, Worcester, MA

Presenter by Jeanne Clapper, HMEA Family Support. Come learn about Social Security programs; who is eligible, how and when to apply and general rules. Speakers will also explain the Personal Care Attendant (PCA) program – eligibility criteria and how hours are allotted based on need. RSVP to MLabenski@sevenhills.org or 508-796-1894. This workshop is offered by Massachusetts Families Organizing for Change in partnership with Greater Worcester Seven Hills as part of our A Full Life Ahead series: Workshops for parents and guardians on transition, employment, housing, relationships, and other topics that will lead to interdependent, full lives in the community

A Full Life Ahead: Leaving the School System – Self Directed Services [Facebook Live]

When: March 14, 2019 from 12:00 pm

Where: <https://www.facebook.com/familyconnectionscenter>

This workshop will provide an overview of the Self Directed Service Delivery model. Join us as we chat with Ed Wilson. Ed Wilson is the Self-Directed Supports Manager for DDS in the Southeast Region. For more information, contact: Kathleen Amaral, Southeast Coordinator at kathleenamaral@nemasketgroup.org or 508-999-4436 ext.133



Crafting A Home For Your Child

Please join us in a discussion of existing housing models for our loved ones with special needs as well as creating alternative residential opportunities. Included will be how to access and integrate financial resources as well as use of a variety of government benefits and other family considerations. As a part of this informative evening, Section 8 will also be addressed i.e. who can apply, how to apply, how money can be used, and related information for obtaining housing subsidies. This conversation will be co-led by Dafna Krouk-Gordon, President and Founder of TILL, Inc. (Toward Independent Living and Learning, established in 1980) and Michael Weiner, a financial professional who specializes in the disability arena and is the parent of a 29 year old son who has a significant cognitive impairment and a developmental disability.



Crafting a Home for your Child

A Free Parent/Guardian Training



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Date: Tuesday, March 5, 2019

Time: 6:45 - 8:45 P.M.

(*Snow Date: Tuesday, March 12th)

**Place: Minute Man Arc for Human Services
35 Forest Ridge Road
Concord, MA**

To register, R.S.V.P. by Friday, March 1st to Michele Klein: 978-287-7900 or mklein@minutemanarc.org. Please include your phone number when responding. It is very helpful to know how many are attending, so please sign up by the due date.

If the weather is questionable, call 978-287-7900

Thank you ~
Gail Palm
Family Training Coordinator



The Special Needs Financial Planning Team Presents

Self-Directed Services

Tailoring Supports Based Upon an Individual's Wants, Needs, and Circumstances.

WEDNESDAY 6th
March 2019
8:30-8 PM
Shepherd Financial Partners
1004 Main Street
Winchester, MA 01890

Presented by
Bev McGovern
Regional Self-Directed Supports Manager, DDS Northeast
Region

Here is an opportunity to learn about self-determination and the self-directed models offered by DDS.

Attend the presentation and learn about:

- Agency With Choice.
- Participant Directed Program
- Role of a Support Broker



Hosted by: The Special Needs Financial Planning Team to Shepherd Financial Partners

John W. Nadworny, CFP®, CTFA | Cyndia R. Haddad, CFP® | Alexandria Nadworny, CFP®, CTFA
SpecialNeedsPlanning.com

REGISTER NOW

Alexandria Nadworny | 781.756.1804
alex.nadworny@shepherdfinancialpartners.com



Financial planning and investment advice offered through Shepherd Financial Partners, LLC, a registered investment advisor. Securities offered through LPL Financial, member FINRA/SIPC. Special Needs Financial Planning, Shepherd Financial Partners, and LPL Financial are separate entities. The information to be discussed is not intended to be a substitute for individualized legal advice. Please consult your legal advisor regarding your specific situation.
Bev McGovern is not affiliated with LPL Financial.



Massachusetts: Working to Solve the Transportation Challenge

When: Webinar Mar 20, 2019 10:00 AM

Transportation is often identified as one of the primary barriers to employment for people with disabilities. The good news is that organizations around Massachusetts are undertaking a number of efforts to expand options for those who experience transportation challenges. Attendees at this webinar will learn about a variety of strategies for addressing transportation challenges. As part of the webinar, staff from MassMobility will share how they support efforts for expanded transportation options in Massachusetts. Attendees will receive a variety of practical resources. Join us to expand your knowledge of transportation options to support employment success. Register here

https://communityinclusion.zoom.us/webinar/register/WN_yLHSCqWlQcmUEXoE22BsZA

Resource Transition Fair

It's never too early to start planning!

Preparing students and families for the next step

Thursday April 4th 2019

6:00-8:30pm

Concord-Carlisle High School Cafeteria

500 Walden Street, Concord, MA

What is it?

- ❖ An opportunity for students and families to connect with community organizations and agencies to learn more about the transition process.
- ❖ Representatives will be available to discuss a range of transition topics including vocational development/job preparation programs, community living options, and social/recreational programs.

Who should attend?

- ❖ Students age 12-22, interested family members and professionals as **this event is FREE and open to the public!!**

Over 25 VENDORS attending! A few of our vendors include:

*Mass Rehab Commission (MRC)	*Minuteman Arc	*Department of Mental Health
*SNAP-Special Needs Arts Program	*Easter Seals	*NE Center for Independent Living
*You're With Us	*Autism Pathways	*Riverside Family Support
*DDS Autism	*Till Springboard	*Jewish Family & Children's Services
*Beneplan	*NU PATH	*Developmental Disabilities Services

This event is sponsored by: **CASE Collaborative, Concord-Carlisle, Acton-Boxborough, Littleton, and Maynard School Districts**

For more information please contact:

CCHS: Heather Mahoney (978) 831-8522

ABRHS: Kate Sullivan (978) 264-4700 x 3597

Littleton HS: Michele Hirth (978) 952-2555

CASE Collaborative: Deanne Cefalo (978) 202-1186

Maynard HS: Sherry Trainque (978) 897-8891 x 3101



Community Support, Advocacy, & Research Opportunities



Press Release MassHealth Expands Access to Behavioral Health Care for Members through Telehealth

BOSTON — MassHealth is offering a new benefit for its 1.86 million members to receive behavioral health treatment. Utilizing teletherapy and telepsychiatry, members will be able to remotely access the expertise of providers across the state in real time using secure and interactive audio and video technology. The new benefit is one piece of the Baker-Polito Administration's broader, ongoing efforts to improve access to behavioral health in the Commonwealth.

"We continue to make changes in the MassHealth program – in both funding and policy – to improve access to behavioral health treatment for members," said Health and Human Services Secretary Marylou Sudders. "By introducing telehealth, we are increasing access to treatment for mental illness, addictions and co-occurring illness for members across the state."

Telehealth services is one tool to improve access to timely, appropriate treatment by:

- * providing an additional avenue for individuals to seek behavioral health treatment outside of traditional face-to-face appointments;
- * linking members with substance use disorders to outpatient counseling and providers who can prescribe Medication Assisted Treatment (MAT);
- * connecting members whose native language is not English with multi-lingual providers, including American Sign Language; and
- * engaging members who live in rural areas where there may be a dearth of providers.

"Tele-behavioral health can help improve the efficiency and effectiveness of our provider workforce and remove unnecessary obstacles to provide treatment for MassHealth members who have difficulty leaving their home environment, who live in rural areas, and or have other unique needs," said Assistant Secretary for MassHealth Dan Tsai. "In addition, behavioral health providers are also incentivized to promote and utilize telehealth services and are reimbursed at the same rates as in-person visits."

Behavioral health services delivered via telehealth may be provided by any qualified MassHealth provider, including psychologists, psychiatrists, psychoanalysts, clinical social workers, behavioral health nurses, nurse practitioners, and professional counselors. Additional information on training requirements can be found in a MassHealth bulletin<<https://www.mass.gov/files/documents/2019/01/23/all-provider-bulletin-281.pdf>> to providers.

"Telehealth will greatly expand the availability of behavioral health care treatment options providers can offer MassHealth members," said Association for Behavioral Healthcare President and CEO Vic DiGravio. "The Baker administration has invested heavily in behavioral health care, and we are proud to work with MassHealth on improving access to and creating a system of care for individuals seeking treatment in the Commonwealth."

MassHealth members who want to use telehealth services should talk to their provider, or call customer service at 1-800-841-2900 for additional information.



Webinar: State House 101: Tools for Effective Advocacy

When: Wednesday, February 27, 2019, 6:00-7:00 PM

Who: Anyone who has an interest in NAMI advocacy and understanding the MA legislative process

If you missed the State House 101 workshop at the convention in October, you're in luck. You can attend the same workshop in this webinar. Did you know the Massachusetts State House runs on a two year legislative cycle while the budget process happens yearly? Learn how and when to advocate with NAMI Massachusetts for legislation and causes benefiting our constituency. See how the NAMI Massachusetts Advocacy Day fits in. Note how to make your emails, phone calls, and meetings with your legislators most effective. Get a tour of the malegislature.gov website. Find out how you might share your story at a hearing at the State House. A recording will be available.

Presenters:

Lori Krinsky, President, NAMI Central Middlesex

Monica Luke, Chair, NAMI Mass Advocacy Committee

REGISTER to receive details at

<https://www.eventbrite.com/e/nami-mass-webinar-state-house-101-tickets-55926501672>



Wegmans Family Walkabout

Join us for a healthy, family fun indoor mall walk starting and ending at Wegmans at the Natick Mall! Families are invited to walk through the Natick Mall and stop at interactive stations hosted by Wegmans to sample healthy treats, collect prizes, and participate in fun activities! All walkers will be entered into a raffle to win prizes from the Flutie Foundation, Wegmans, and other Natick Mall retailers!

To register visit <http://www.flutiefoundation.org/event/wegmans-family-walkabout-benefit-flutie-foundation>



MARCH 8, 2019

Metro West area*

LEGISLATIVE BREAKFAST

8:00 – 9:30 a.m.

MIDDLESEX WEST DDS CITIZENS ADVISORY BOARD

The **Citizens Advisory Board (CAB)** to the Department of Developmental Services (DDS) Middlesex West area office and **Framingham State University (FSU)** are co-hosting this event for the 2nd year in a row to dialog with state legislators on how to improve and enhance community supports for **adults** with intellectual and developmental disabilities (ID/DD). The public is cordially invited. It will feature self-advocates with ID/DD, providers and family members, all living or working in the Metro West area. **Registration encouraged**, not required.

Senate President Karen Spilka will provide opening remarks. Former State Representative **Tom Sannicandro**, now the director of the Institute for Community Inclusion at UMass, Boston, will be the MC.

TO REGISTER: Click this link or paste into your browser:

<https://www.surveymonkey.com/r/WZYNCFB>

QUESTIONS? For more information about the March 8, 2019 CAB Legislative Breakfast contact: MetWestDDSCAB@gmail.com

IT TAKES A VILLAGE:

Supporting Adults with
Intellectual &
Developmental
Disabilities

2ND Annual

Coffee, tea and continental
breakfast will be served

Public parking nearby on FSU
campus, accessible parking
and ramp behind building

*The Department of Developmental Services' (DDS) Middlesex West area office covers 14 cities and towns: Ashland, Dover, Framingham, Holliston, Hopkinton, Hudson, Marlboro, Natick, Northboro, Sherborn, Southboro, Sudbury, Wayland and Westboro. The Citizens Advisory Board (CAB) is comprised of families, professionals, and self-advocates living or working in these areas.

**FRAMINGHAM STATE
UNIVERSITY**

**MCCARTHY CENTER
THE FORUM**

Networking & Breakfast
8:00 – 8:30
Program 8:30-9:30

DisabilityInfo.org

Here are some resources for free help with filing Massachusetts and Federal income taxes. These resources are for people with disabilities, seniors, and low income families. Please check each site for eligibility requirements. Income tax help is available in all areas of the state. <https://disabilityinfo.org/fact-sheet-library/financial/free-tax-help-and-income-tax-filing-resources/>

Siblings' Perspective:

An essay contest for kids (ages 14 to 20)



During Autism Awareness month we would like to shine the spotlight on the many amazing siblings growing up alongside a brother or sister with autism. We want to hear it all—your struggles, successes, what you have learned, and more—in two hundred-fifty words or less. **There will be prizes!**

1st \$250
2nd \$150
3rd \$100

Guidelines: Participants' families must be registered with ASC. Entries must include the author's name, address, and age. Please include a photo of yourself and your sibling. We prefer to receive entries electronically at asc@ne-arc.org. The contest deadline is March 29 (no exceptions) and winners will be announced in April. Winning entries and photos will be published through the Autism Support Center's social media. Questions? Call 978-777-9135.

NortheastArc
Changing lives. Discovering abilities.





PREPARING FOR LIFE AFTER HIGH SCHOOL?

Boston University researchers are looking for **high school students on the autism spectrum and their parents** to participate in a study.

We want to better understand the strategies and programs that schools and parents use to help these youth prepare for life after school. We also want to identify what predicts the best post-school outcomes.

Who?

- Parents or legal guardians of a high school student on the autism spectrum.
- Students on the autism spectrum who are in their last year of high school and who will graduate with a regular high school diploma.

What?

- **No travel required.**
- **Participate from your home.**
- Parents and youth will participate at two time points separated by 18 months.
- Parents will complete online and mailed surveys, and a brief phone interview.
- Youth will complete brief mailed and online surveys.
- There is no cost to participate.
- Parents will receive two \$25 Amazon.com gift cards (one at each time point).
- Youth will receive two \$15 Amazon.com gift cards (one at each time point).

How to participate?

Contact us at buroad@bu.edu or call (617) 353-2060

For more information contact Dr. Gael Orsmond, gorsmond@bu.edu, (617) 353-2703, or visit our project website: <http://sites.bu.edu/roadahead/>.

This research is funded by the U.S. Department of Education's
Institute of Education Sciences (IES)

Boston University - Charles River Campus
Institutional Review Board
Approved: 12/12/18 - 07/26/19



Social & Recreation



Handi Racket Tennis

Handi-Racket Tennis is an instructional tennis program for people with disabilities. It was founded in 1977 by Laury Hammel, CEO of The Longfellow Club, Wayland, MA. Handi-Racket Tennis offers the opportunity to learn the great game of tennis to a population the might not otherwise have the chance. We are based at The Longfellow Club in Wayland and play on Saturdays from October until June. We are the largest group of tennis athletes at Special Olympics Massachusetts. We serve athletes from Attleboro, Belmont, Concord, Danvers, Framingham, Medford, Newton, Saugus, Sudbury, Wellesley and Weston. For additional information, please contact Sylvia Swartz, USPTA, PTR, Executive Director of Handi-Racket Tennis, The Longfellow Club, Wayland, MA 01778 at 508-358-7355 ext 210. Handi-Racket Tennis is a certified 501(c)(3) organization.

baystateparent

TOWER HILL
BOTANIC GARDEN

SEEDS OF SORCERY (not a disability specific event)

When: February Vacation Week – 2/18/2019 – 2/24/2019

Where: Tower Hill Botanic Garden, 11 French Drive, Boylston, MA

During February vacation week, witches, wizards, and warlocks are invited to Tower Hill to explore the magic and mystery of plants. Join us for drop-in activities, crafts, classes and more!

**FEBRUARY
VACATION
WEEK**

**SEEDS OF
SORCERY**

MONDAY TO SUNDAY / FEB 18 – 24

Welcome all witches, wizards, and warlocks!
Make your February vacation week one to remember.
Explore our classroom spaces, transformed into a magical castle
featuring drop-in activities, crafts, and fun for all!

TOWER HILL BOTANIC GARDEN, BOYLSTON, MA TOWERHILLBG.ORG

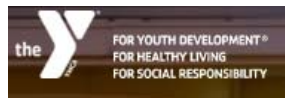


Fun Family Event Happenings over February Vacation! (not disability specific)

When: February Vacation Week – 2/18/2019 – 2/24/2019

Where: Regent Theatre, 7 Medford Street, Arlington, MA

Complete Family Fun Schedule Including Singalongs and THESE Events Coming Feb School Vacation Week click here! www.regenttheatre.com/tickets_events/category/family Handicapped Facilities: In addition to having seating the fully and easily-accessible, we now have a fully accessible unisex restroom. Please advise the box office when you purchase tickets if anyone in your party requires special seating arrangements due to a visual, auditory or physical need.



Needham – Adaptive Free Swim

When: February 20, 2019

Where: Charles river YMCA in Needham

Free and open to those with special needs. This vacation get out of the house, have some fun, make some friends, and get some exercise. This is a Family Swim for individuals with a special need and their families. Siblings welcome. Open to YMCA Members and Non-members. **Free Swim Rules:** Children under 7 must be accompanied by adult IN THE WATER. Deep end test required. ALL swimmers must take cleansing shower before entering the pool.

For more information please visit ymcaboston.org/charlesriver or contact Janine Schultze, Adaptive Swim Coordinator, Charles River YMCA 781-444-6400 or jschultze@ymcaboston.org



Waypoint Winter Summit Weekend (Part of Inclusive Adventure Club)

When: Fri, March 1, 5:00pm – Sun, March 3, 4:30pm

Where: AMC Highland Center at Crawford Notch Rt 302 Bretton Woods NH 03575 (map)

Waypoint's Winter Summit Weekend brings New England's coldest weather from bearable to beautiful. The White Mountains of NH provide stunning views, peace, and solace without the hiker traffic of peak season. Get suited up in the proper gear (provided if needed) and join the team in two overnights at the base in the bunkhouse. On Saturday, ascend together, summiting New England's finest peaks – coming back to a fireplace and dinner in the evening. Learn essential lessons about safe winter travel, map and compass, communication and perseverance all while part of a supportive group. Arrive at Waypoint at 5pm on Friday, 3/1 and return on Sunday 3/3, at 4:30pm. This program is part of the Inclusive Adventure Club (IAC) where all people - regardless of ability - share in the costs and rewards of exciting experiences. To register, contact Steve at sdastous@waypointadventure.org or call 781-325-7981



Sensory-Inclusive Aquarium Event

When: 2019 Dates: On March 3rd, June 2nd, September 8th, and December 8th, the Aquarium will open at 8 a.m. exclusively for people with special sensory processing needs and their families.

Where: The Boston Aquarium, 1 Central Wharf, Boston, MA

Designed specifically for those with special sensory processing needs, these events allow for early access to the Aquarium and a quieter experience with all your favorite marine animals.

* There will be soft lighting, limited use of microphones, and other modifications to ensure a comfortable environment for all participants.

* Sensory bags, which include fidget items, noise-canceling headphones, and other resources will be available to borrow at our Information Desk.

* The building opens to the public at 9 a.m., but building modifications will remain in place until 10 a.m.

* Aquarium admission tickets are required and will be available to purchase online in advance.

* Attendance is limited to 300 people.

Fees apply. For more information visit www.facebook.com/events/576840406098147/ or contact the New England Aquarium at 617-973-5200 For tickets visit <http://tickets.neaq.org/DateSelection.aspx?item=548> *information can be found at www.spedchildma.com



Spaulding Adaptive Sports Community Sled-Hockey

When: Sunday March 3, 12:00pm - 1:50pm

Where: Allied Veterans Memorial Rink \$5 (FREE for veterans), 65 Elm Street, Everett, MA

Disability Served: Autism, Brain Injury, Hearing, Intellectual, Mental Health, Physical, Visual

Communities Served: Adult, Family, Teen, Veterans, Youth

The sport of sled hockey enables youth and adults to play hockey sitting down and is played by athletes with spinal cord injuries, spina bifida, lower limb amputations, cerebral palsy and other lower body impairments. Sessions are open to friends and siblings who do not have disabilities to play on ice as well. Coaching and equipment are provided to participants in all sled hockey sessions. Cost: \$5 per session, or \$100 for a season pass. Always free for veterans!

To register, please call 877-976-7272 or visit <http://sasc.spauldingrehab.org>



Indoor Rock Climbing- Spaulding Adaptive Sport Center

When: Saturday, Mar 9, 2019

Where: Gordon College 255 Grapevine Rd, Wenham, MA 01984, United States

Waypoint Rock Climbing programs provide a safe, supportive and challenging environment that is fully adapted to fit your needs. During this program you will be encouraged to challenge your limitations and reach your goals while also being introduced to the sport of rock climbing. Waypoint will provide equipment, personal instruction, and ample climbing time and trained staff who will support and instruct you as you experience the benefits and freedom that are found in this amazing sport. This day is split into 4 hour-long sessions sponsored by Spaulding Adaptive Sports Center. Sessions are 10-11am, 11am-12pm, 1-2pm, or 2-3pm and it is \$20 per session. To register for one of these sessions, call Spaulding at 877-976-7272 or go to <https://sasc.spauldingrehab.org>



“Holy Cow” Farm Care Program

When: March 12, 2019 – April 23, 2019

Where: The Maker Farm, 5 Gould Road, Westford, MA

For ages 11+ that would benefit from working with nature while learning and practicing healthy coping skills to reduce stress and anxiety, develop social and relationship skills, and increase healthy self-esteem building skills.

- * Spend quality time with the animals, learn about their proper care, and work together to complete barnyard chores.
- * Participating in farm themed arts, crafts, and games.
- * All groups are limited to 6 participants to allow for individualized programming.
- * Designed for both typical youth and individuals struggling with anxiety, depression, low self-esteem, and high functioning autism.
- * Individual programming available for those with behavioral or anger management issues.

Fees apply, registration is required to www.themakerfarm.com/childrens-classes/care-farming/ **information found at www.spedchildma.com*



Adaptive Soccer Demo

When: March 17th

Where: Hunt Recreation Center, Concord, MA

Moms of Amazing Kids is excited to partner with Super Soccer Stars for an adaptive soccer class, offered through their Shine program. Come hang out with us, while learning and playing along! Try it before you commit, Spring classes are offered in Concord, Acton, Newton, and Bridgewater. For ages 2-12 years old. To reserve a spot, please RSVP here before March 16th. Thank you! Super Soccer Shine Program teaches soccer skills in a fun, non-competitive, educational environment to individuals with special needs. Through our innovative curriculum designed by licensed therapists, we use soccer to promote socialization, strengthen peer interactions, and advance gross and fine motor skills. With a low player-to-coach ratio, each player gets the individual attention they need in order to reach his or her full potential. All players are encouraged to work at their own pace while having a blast from the first touch on the ball. For more information, please visit: www.supersoccerstars.com Membership to Moms of AMazing Kids is free! Register now!



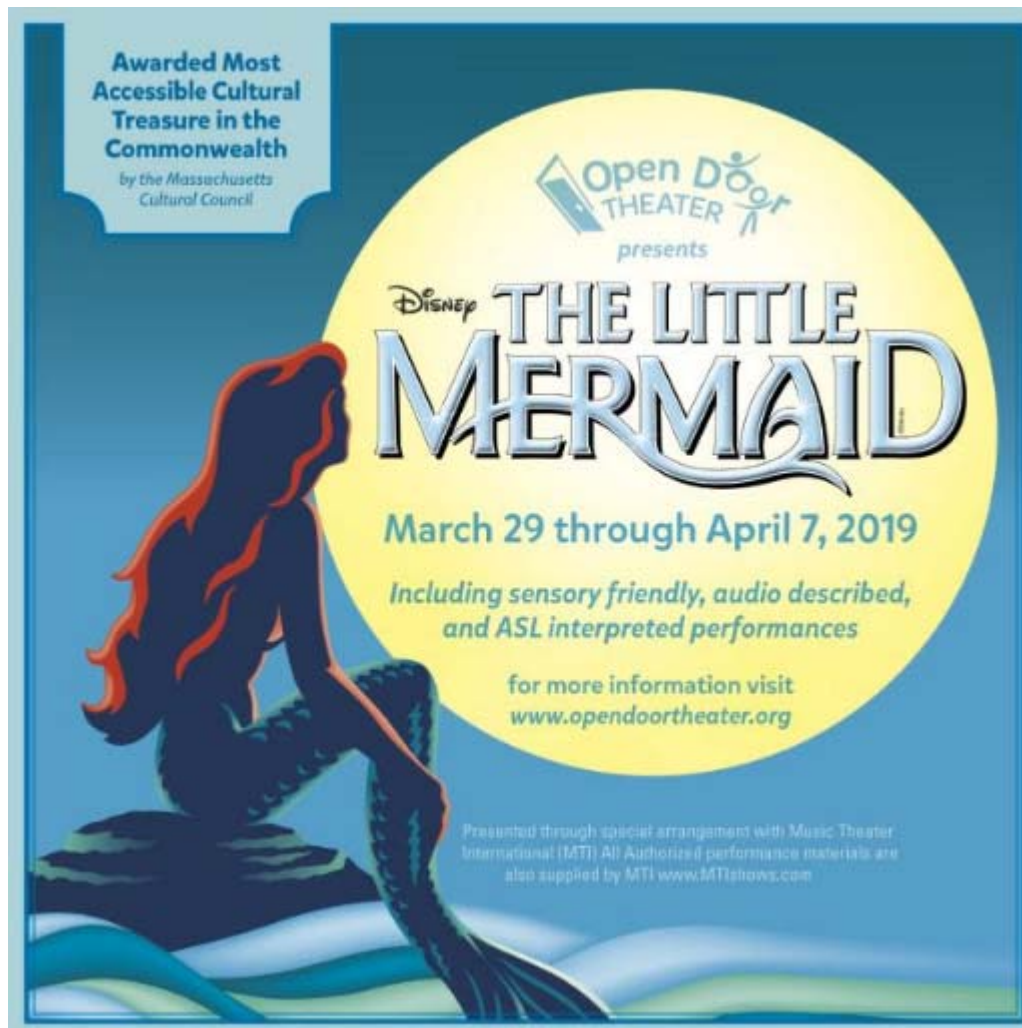
Hiking, Snowshoeing, and Sit-skiing (depending on trail conditions).

When: Sunday, March 24 from 10 a.m.–1 p.m.

Where: Harold Parker State Forest in Andover

Join Waypoint Adventure for one of the following outdoor programs to challenge yourself in a supportive environment with encouraging staff. For details or to register for a Waypoint program, contact Julia at jspruance@waypointadventure.org or (781) 325-7980. This program is for teens and adults with disabilities. and is customdesigned for participants. Off-road hiking chairs, footwear, and layers are available. Cost: \$10 per person. Before You Come Pre-Register Get into the activity sooner when you arrive! Come with your release form filled out: www.mass.gov/dcr/universal-access/release

Tickets now on Sale to The Little Mermaid Performance at the Open Door Theatre!
Visit www.opendoortheatre.org to purchase tickets.
Sat, 4/6 (sensory friendly) – 1:00 PM



iCan Bike Camp (Register Now as Camps fill up quickly!)

When: April 15th – 19th, 2019 (Vacation Week)

Where Lawrence Academy, Powderhouse Road, Groton, MA

We understand that the vast majority of people with disabilities never have the experience of independently riding a conventional two-wheel bicycle during their lifetime. Research shows that over 80% of people with Autism and 90% of people with Down syndrome never experience this thrill. Defying these odds is why we exist! Register here

<https://icanshine.org/ican-bike-groton-ma/> For information or questions about this bike camp please e-mail Mary Evans directly at icanshinebike_rehab@emersonhosp.org or call 978-589-6774.

iCan Shine Bike Camp

Sponsored by Emerson Hospital in partnership with iCan Shine and Lawrence Academy

The goal of the five-day camp is to teach individuals with disabilities to ride a conventional two-wheel bicycle and become lifelong independent riders.

This achievement, in turn, creates a gateway of opportunity, helping them gain assurance and self-reliance in many other aspects of their lives.

When

April 15-19, 2019 (school vacation week)

Where

Lawrence Academy Hockey Rink
96 Powder House Road, Groton, MA

How

Fill out a rider registration form at:
icanshine.org/ican-bike-groton-ma/



Sign up for one or two of the four sessions; must attend the same session(s) Monday-Friday.

Session 1: 8:30 am – 9:45 am

Session 2: 10:05 am – 11:20 am

Session 3: 11:40 am – 12:55 pm

Session 4: 2:00 pm – 3:15 pm

Session 5: 3:35 pm – 4:50 pm

Be a Volunteer at our Bike Camp in April

Sponsored by Emerson Hospital in partnership with iCan Shine and Lawrence Academy

iCan Bike Camp is an unforgettable experience for volunteers and campers.

35 campers (children ages eight and up, as well as teens and adults) with special needs will work hard at learning to ride a two-wheeled bike.

Each camper needs two volunteers to assist them in learning this skill. Volunteers need to be at least 14 years old.

Volunteers will earn 10-20 hours of community service, a certificate from Emerson, and a t-shirt. Volunteers will also experience the thrill of helping a child attain a life changing skill.



When

April 15-19, 2019 (school vacation week)

Where

Lawrence Academy Hockey Rink
26 Powder House Road, Groton, MA

How

Fill out a volunteer registration form at:
icanshine.org/ican-bike-groton-ma/

Sign up for one or two of the five sessions; must attend the same session(s) Monday-Friday.

Session 1: 8:30 am – 9:45 am

Session 2: 10:05 am – 11:20 am

Session 3: 11:40 am – 12:55 pm

Session 4: 2:00 pm – 3:15 pm

Session 5: 3:35 pm – 4:50 pm

Questions?

Contact Mary Evans, Emerson Hospital physical therapist, at icanshinebike_rehab@emersonhosp.org

To learn more and register, visit icanshine.org/ican-bike-groton-ma





Family Support & Resources



Joey's Fund Family Grant Program

When: Open Date: February 11, 2019 - Close Date: March 10, 2019, 8pm

Joey's Fund Family Grant Program accepts grant applications from families in New England (Massachusetts, Connecticut, Rhode Island, Vermont, New Hampshire & Maine) that are in need of financial assistance for their family member(s) with autism. Families can apply for up to \$2,000 through the program (up to \$3,000 if grant would benefit more than one family member with autism). You may apply for one service or item that directly improves the life of an individual with Autism Spectrum Disorder. Examples of possible uses of the grant money include, but are not limited to:

- *Respite care
- *Recreational programs
- *Horseback riding lessons
- *Educational consultant's fee
- *Educational evaluation
- *Art classes
- *Books and educational videos
- *Computer software
- *Therapies
- *Advocacy fees
- *Camp tuition
- *Safety-related items
- *Social skills training
- *Music therapy/Instruments

For eligibility requirements and more information visit <http://www.flutiefoundation.org/joey-s-fund-family-grant-program>

***Please Note: These resources are provided for informational purposes only.
Please do your own due diligence and research.***



Beth Petr <bpetr@abschools.org>

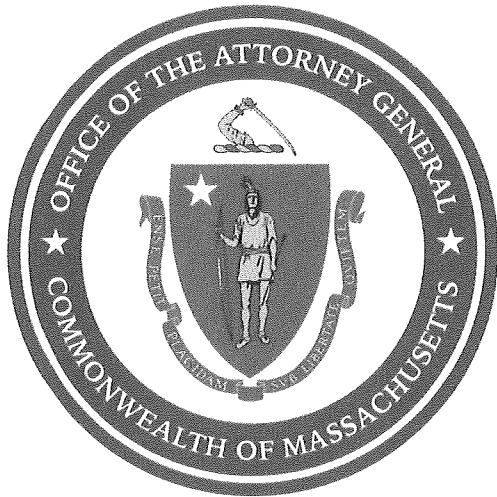
This Month in the Division of Open Government

2 messages

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

Wed, Feb 27, 2019 at 2:58 PM

[View this email in your browser](#)



This Month in the Division of Open Government February 2019

Good afternoon,

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

Included in this month's edition:

- Training Opportunities
- Open Meeting Law Advisory Commission
- Guidance Spotlight: Email Deliberation
- Reminder: Responding to Open Meeting Law Complaints

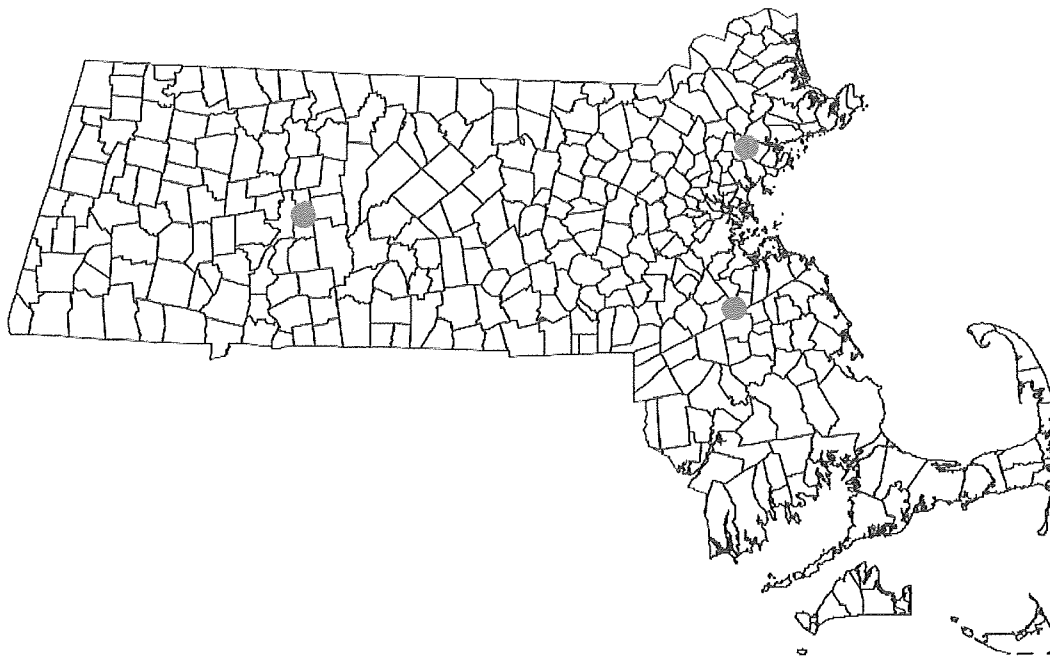
Please pass along the information below to your constituencies and to anyone else who might be interested.

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

In partnership,

The Attorney General's Division of Open Government

Training Opportunities



We are excited to announce the regional training schedule for the spring. Thank you in advance to Peabody, Avon, and Amherst for hosting us in the coming months. As always, our trainings are free and open to the public. You do not need to live in one of the three communities in order to attend. We just ask that you register in advance so we will have materials for you. The regional training and webinar training dates are below and available on our [training website](#).

Upcoming Open Meeting Law Regional Trainings

Tuesday, April 9, 2019

Where: Peabody City Hall, Wiggin Auditorium

24 Lowell Street, Peabody, MA 01960

Time: 5:30 p.m. – 7:30 p.m.

Thursday, April 25, 2019

Where: Avon Town Hall, Mary T. McDermott Meeting Room

65 East Main Street, Avon, MA 02322

Time: 5:30 p.m. – 7:30 p.m.

Thursday, May 16, 2019

Where: Jones Library, Woodbury Room

43 Amity Street, Amherst, MA 01002

Time: 5:30 p.m. – 7:30 p.m.

Upcoming Open Meeting Law Webinar Training

Please note that our March Webinar has been rescheduled for:

Tuesday, March 19, 2019: 12:30 p.m. - 2:00 p.m.

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

Open Meeting Law Advisory Commission

The February OMLAC meeting was cancelled due to a lack of a quorum. When the meeting is rescheduled, notice will be posted on the [OMLAC website](#).

Guidance Spotlight: Email Deliberation

The Open Meeting Law prohibits deliberation between or among a quorum of public body members outside of an open meeting. Email communications among public body members may constitute deliberation.

The Open Meeting Law defines "deliberation" as "an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction." Public body members often receive meeting agendas, scheduling or procedural information, or reports or documents that may be discussed at a meeting in preparation for upcoming meetings. These types of communications generally will not constitute deliberation as long as no member of the public body expresses an opinion on matters within the body's jurisdiction.

To be a deliberation, the communication must involve a quorum of the public body. A quorum is usually a simple majority of the members of a public body. Thus, a communication among less than a quorum of the members of a public body will not ordinarily be a deliberation, unless there are multiple communications among the members of the public body that together constitute communication among a quorum of members. Courts have held that the Open Meeting Law applies when members of a public body communicate in a serial manner in order to evade the application of the law.

The expression of an opinion on matters within the body's jurisdiction to a quorum of a public body is a deliberation, even if no other public body member responds. For example, if a member of a public body sends an email to a quorum of a public body expressing her opinion on a matter that could come before that body, this communication violates the law even if none of the recipients responds.

Recent Determinations about Email Deliberation

- OML 2018-6 Ashland Board of Health
- OML 2018-43 Groveland Board of Selectmen
- OML 2018-49 Groton Board of Selectmen
- OML 2018-52 Ashland Finance Committee
- OML 2018-65 Townsend Housing Authority
- OML 2018-78 Southborough Board of Selectmen
- OML 2018-150 Lunenburg Sewer Commission

Our recent determinations about email deliberation, along with all of our other determinations, can be found on our website at: <https://massago.onbaseonline.com/Massago/1700PublicAccess2/OML.htm>.

Reminder: Responding to Open Meeting Law Complaints

As a reminder, the Open Meeting Law requires that a public body comply with the following protocol upon receiving an Open Meeting Law Complaint:

- The chair must disseminate the complaint to the members of the public body.
- The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address it. At the same time, the body must send the Attorney General a copy of the response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

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



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

Our mailing address is:

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Boston, MA 02108

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File: FF

NAMING DISTRICT FACILITIES

The Acton Boxborough Regional School Committee believes naming or renaming a school building, structure, space, property, program or other District asset (hereafter referred to as a "Facility") is a matter of significant importance, one that deserves the most thoughtful attention of the School Committee and the Administration, and one that is an unusual occurrence or event. Further, the Committee believes it should not be influenced in its decision by personal prejudice, favoritism, political pressure or temporary popularity.

Any request to name a Facility must be brought before the School Committee for approval.

If a suggestion or petition to name or to dedicate a Facility, is brought forth to the School Committee, the School Committee will first decide whether the naming or renaming of that Facility is necessary and/or appropriate. If the decision to move forward with the naming is made, the School Committee will convene a screening committee pursuant to procedure FF-R.

In the naming of a Facility, if the name of a person is to be used, the following criteria will be applied in the selection of a person(s) to be so honored.

1. A person, living or dead, for whom a public school facility may be named must have made significant contributions to education of the youth of the Acton-Boxborough Regional Schools. Evidence of such contributions may include, but is not limited to the following:
 - Unusually effective and dedicated service to or on behalf of the youth in the Acton-Boxborough Regional Schools
 - Persistent efforts to sustain a high quality system of public education for all youth and to improve programs and services for these young people
 - Demonstrated understanding of the essential nature of public education in the furthering of our democratic form of government.
2. Said person should be one who is retired, deceased or has provided service to the community in excess of 15 years. A request may not be submitted sooner than three years following the death or retirement of the individual to be so honored. This requirement may be waived by a unanimous vote of the School Committee.
3. The nominee must otherwise be worthy of the honor of having a school facility named for her/him. Evidence of such attributes could include, but may not be limited to the following:
 - Superior levels of performance in strengthening and supporting Acton-Boxborough Regional Schools
 - Community service
 - Effective citizenship

- Seminal ideas or research
- Excellent character and general reputation

4. The School Committee may revoke the name of a Facility.

The Superintendent shall prepare procedures for the naming of Facilities that are consistent with this policy.

Cross-REF: FFA Memorials

Approved: 5/18/2017

NAMING DISTRICT FACILITIES

1. The School Committee will announce the convening of the Screening Committee and the reason therefore. It will then announce the deadline for submitting proposed names of the relevant Facility to the Screening Committee.
2. Nominations must be submitted in writing.
3. Nominations should be submitted with answers to the following questions:
 - a. What is the reason you are suggesting the person/name? (See the criteria in the policy statement.)
 - b. Why is this a good name for the facility?
 - c. What is the biographical/other information about this person that will assist in making a decision?
 - d. Are the relevant timeframes from Paragraph 2 of policy FF met?
4. The School Committee will establish a Screening Committee consisting of representatives of the various interest groups in the community. The role of the Screening Committee is to review and evaluate the suggested names and make a recommendation to the School Committee.

Reviewed: 5/18/2017