



Acton-Boxborough Regional  
School Committee Meeting

December 4, 2014

7:00 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library  
R.J. Grey Junior High School

December 4, 2014  
7:00 p.m.

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AGENDA

1. **Call to Order** (7:00)
2. **Chairman's Introduction**
3. **Statement of Warrant and Approval of Minutes**
  - 3.1. Minutes of School Committee Meetings (*next meeting*)
4. **Public Participation**
5. **Other Post Employment Benefits (OPEB) Presentation** – *Steve Noone, Dennis Bruce (addendum)*
6. **Existing Conditions and Master Plan Study** – *Glenn Brand, JD Head (addendum)*
7. **Mass. Association of School Business Officials (MASBO) Financial Review** – *Glenn Brand (oral)*
8. **Financial Department Updates-** *Clare Jeannotte*
  - 8.1. FY'15: Impact of 9C Cuts on Table 6
    - 8.1.1. Procedures for Changing Use of E&D Amount
  - 8.2. FY'16 Budget Timeline
  - 8.3. Recommendation to Appoint ABRSD Treasurer effective 1/1/15 – **VOTE** – *Glenn Brand*
9. **Recommendation to Approve Donation from a Parent to the Blanchard Memorial School** – **VOTE** – *Glenn Brand*
10. **Subcommittee Updates**
  - 10.1. **Outreach** – *Kristina Rychlik*
  - 10.2. **Budget** – *Kristina Rychlik – first meeting is 12/10/14 at 8 a.m.*
  - 10.3. **Regionalization Financial Oversight** – next meeting is 12/18/14 at 6p.m. – *Mike Coppolino*
  - 10.4. **Policy**
    - 10.4.1. Consent Agenda #7 – **SECOND READ** – **VOTE** - *Maria Neyland*
      - 10.4.1.1. Use of School Facilities, File: KF (*addendum*)
      - 10.4.1.2. Homeschooling, File: IHBG
    - 10.4.2. Elementary Class Size Guidelines, File: IIBA – **SECOND READ** – **VOTE** - *Marie Altieri*
11. **School Committee Member Reports**
  - 11.1. Acton Leadership Group (ALG) – *Kristina Rychlik*
    - 11.1.1. Draft Minutes of 11/20/14 meeting
  - 11.2. Boxborough Leadership Forum (BLF) – *Maria Neyland*
  - 11.3. Health Insurance Trust (HIT)– *Mary Brolin*
  - 11.4. Other Post Employment Benefits (OPEB) Task Force– *Dennis Bruce*
    - 11.4.1. Meeting on 12/3/14

- 11.5. Acton Finance Committee - *Dennis Bruce*
  - 11.5.1. ABRSC to present FY14 closeout/FY15 update at meeting on 12/9/14
- 11.6. Acton Board of Selectmen - *Paul Murphy*
- 11.7. Acton-Boxborough SpedPAC – *Paul Murphy*
  - Update: Letter from ABRSC re Population Trends of High Needs Students
- 11.8. Boxborough Finance Committee- *Maria Neyland*
- 11.9. Boxborough Board of Selectmen – *Brigid Bieber*
- 11.10. Joint PTO/PTSO/PTF Co-Chairs – *Deanne O’Sullivan*

12. **Superintendent’s Report** – *Glenn Brand*

- 12.1. Update on District Committees (*oral*)

13. **FOR YOUR INFORMATION**

- 13.1. ABRHS Discipline Report, *November 2014*
- 13.2. Junior High Discipline Report, *November 2014 (addendum)*
- 13.3. 2015-2015 ABRSD School Calendar, *approved 11/6/14*
- 13.4. Acton Housing Association Meeting and Survey
- 13.5. Fiber Optic Project Update, *Amy Bisiewicz*
- 13.6. Press Release: 2014 Emerson Hospital Youth Risk Behavior Survey
- 13.7. **NEW:** Public Participation at School Committee Meetings Policy, File: BEDH
- 13.8. Pupil Services
  - 13.8.1. Monthly Reporting of ELL Student Population by School, 12/1/14
  - 13.8.2. Early Childhood Student Population Monthly Reporting & Projections, 12/1/14

**ADJOURN**

**NEXT MEETINGS:**

**Acton-Boxborough Regional School Committee Meetings**, 7:00 p.m. in the Junior High Library:  
12/18/14, 1/8/15 and 1/22/15

**Superintendent’s Entry Plan Community Meeting** - 12/10/14 at 7:00 p.m. in the Jr High Library  
Plan may be found at <http://www.abschools.org/superintendent/entryplan>



# OPEB Overview

ABRSD

DECEMBER 4, 2014

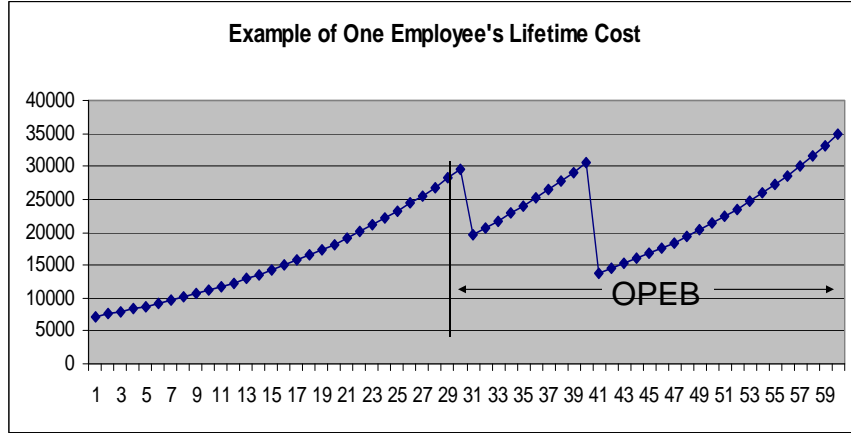
1

## The Issue

- OPEB represents the **future** cost of providing post-retirement health benefits **already earned** by employees and retirees. We have only just started to address the issue.
- The Town and Regional School District, like almost all municipalities in nation, have paid the OPEB cost each year.
- Accounting Rules now require us to **calculate and report** the unfunded liability. The unfunded portion since 2009 is **recorded** as a liability on our balance sheet

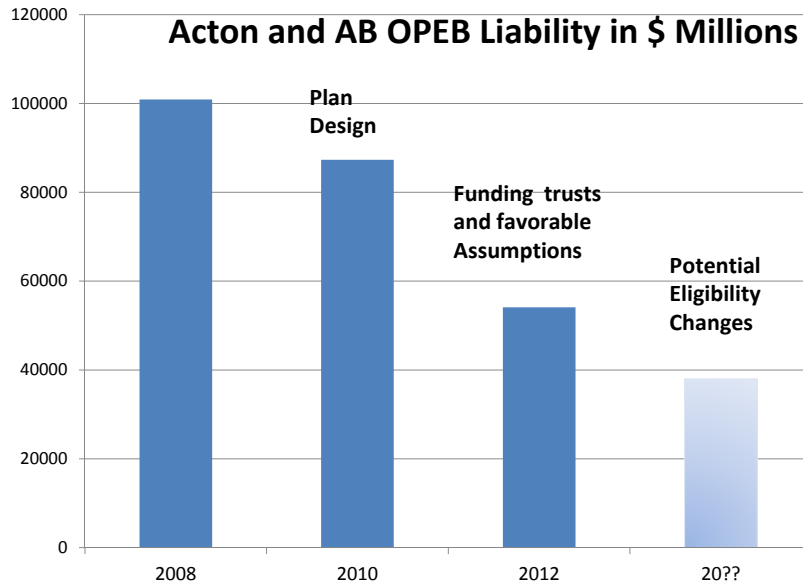
2

## Health Insurance Costs Continue after the Employee Retires

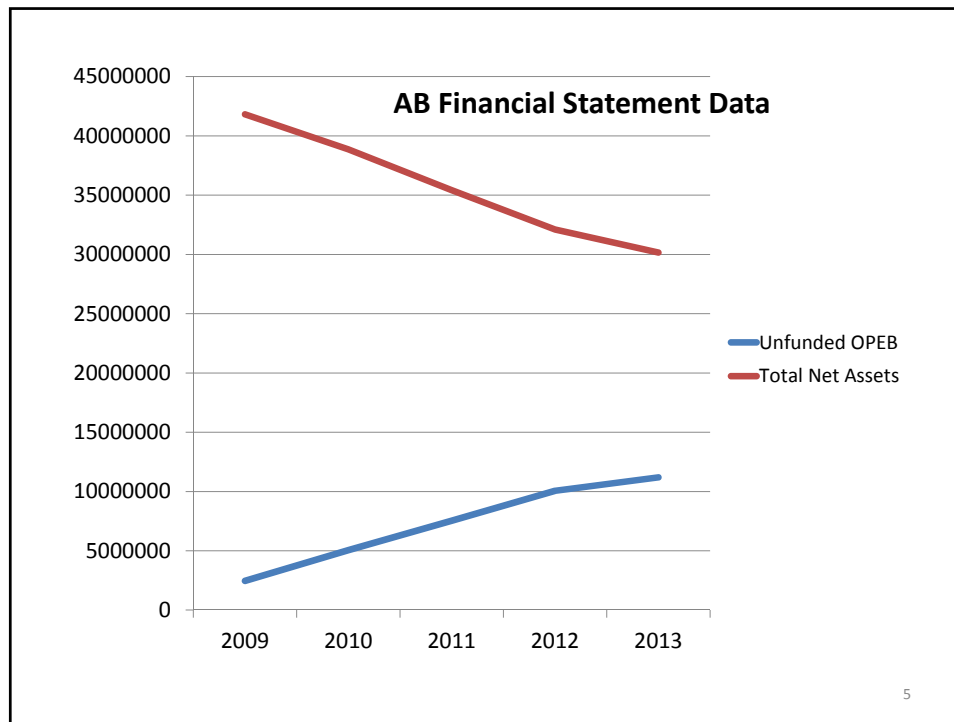


Assumes employee works 30 Years, retires at 55 and lives to 85  
 Assumes current costs and plan design and 5% inflation

3



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### **What does the \$1.4 million Represent?**

- **It represents the Normal Cost or the cost of providing healthcare for our current employees when they are in retirement.**
  - **It assumed the State OPEB bill had passed. The corresponding number without those changes is \$2.2 million**
- **It does not address the cost of retirees in the future years, that would add another \$2.0 million**
- **It represents 64% of the Normal Cost and 31% of the Total OPEB cost**

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## How is it split?

- Since it represents the cost for current employees it is split based on employees
- Normal Cost based on 2012 Study
  - ABRSD \$888,481
  - APS \$658,388
  - Total \$1,546,869
  - 64% \$989,996

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**Acton-Boxborough Regional School District**  
**Superintendent's Office**  
16 Charter Road  
Acton, MA 01720  
978-264-4700 [www.abschools.org](http://www.abschools.org)

**Glenn A. Brand**  
*Superintendent of Schools*

**To: Acton-Boxborough Regional School Committee**  
**From: Glenn Brand**  
**Date: 12/02/14**  
**Re: Existing Conditions Study & Capital Planning**

One of the identified areas of priority that has been brought to my attention since my appointment has been the need for the district to solidify a broad but in-depth overview of our capital needs to support our buildings and programs in the years ahead. I have heard this 'call' from both members of the Committee and the administration, as well as from some citizens throughout the towns over the last few months during my transition.

As a regional school district, the financial commitment to multi-million dollar facilities is a very important one given that we are the primary caretakers of a total of eight (8) buildings along extensive campus infrastructure. The last time that the district had an assessment performed by an architect or engineer on our buildings was in the late 1990s. Within the current public facilities industry, in-depth assessments of facilities often adopt a variety of terms but one of the more preferred terms to adequately describe such work is that of an 'existing conditions' assessment. Such an assessment:

- Is completed by objective experts in the field who know schools and public facilities including engineers and architects.
- Thoroughly examines the current state of our buildings and their systems (i.e. HVAC), the envelope of our buildings (i.e. windows and roofs) and interior needs such as repair and renovation items.
- Will consider current spatial use of our facilities and examine student population projections to help make informed choices of the best use of space moving forward.
- Will compile such information in a priority order that will help the administration and the community prioritize capital-related needs given 'life-expectancy', compliance with existing building codes, and consideration of any needs related to instructional program delivery.

*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.*



A brief breakdown that provides a snapshot of our current buildings and their square footage includes the following:

High School - 400,000 sq ft with a remodel and addition in 2000/01

Junior High - 145,000 sq ft with a remodel and addition in 1998/99

Parker Damon - 140,000 sq ft with new construction in 1998

Blanchard - 69,000 sq ft with a remodel and addition in 1999

Gates - 54,000 sq ft with original construction in the early 1970's

Conant- 55,000 sq ft with original construction in the early 1970's

Douglas - 48,000 sq ft with original construction in the late 1960's

Administration Building - 37,000 sq ft with original construction in the late 1950's

Given the total number of buildings as square footage, we have been advised to anticipate that the projected costs to complete such a study will be approximately \$200,000.

At our meeting on December 4<sup>th</sup>, I will be joined by our Director of Facilities and Maintenance Mr. J.D. Head, to present a more detailed look at the types of deliverables that such an assessment will provide the district and why we believe that this represents a timely capital item to pursue at this important juncture in our regional district for FY16.

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**Clare L. Jeannotte**  
*Director of Finance*

TO: Glenn Brand, Superintendent  
Cc: ABRSD School Committee  
FROM: Clare L. Jeannotte *[Signature]*  
DATE: December 1, 2014  
RE: Impact of 9C cuts to Table 6 (as revoked on 11/6/14)

As you know, on Nov 6 the School Committee voted to revise the budget for FY'15 upon my recommendation, increasing the expected reimbursement from the state for Regional Transportation, adjusting certain other amounts to match the budget passed by the state, and reducing the use of E&D from \$500,000 to \$300,000. There was no change to either Town Assessment.

This was voted, certified by the District Treasurer, and delivered to both Towns the next day. Subsequently, Governor Patrick announced his "9C" cuts which slashed the Regional transportation reimbursement back to the FY14 level, a 27% cut. As I announced this to the School Committee on Nov. 20th, I asked if they would like me to determine what options there were to revise E&D back up to the \$500K.

Attached find an advisory which was issued in July, 2009 by DESE in order to provide guidance to Regional School Districts when the FY10 state budget was signed into law. That budget adjusted many Ch. 70 calculations and changed required local contributions for several districts, creating havoc for many Regional Districts whose budgets were already voted by the member towns.

The primary point is that there is clear language on page 2, (highlighting added by me) which states that a 2/3 vote of the school committee is all that is needed for amending the budget to use additional E&D. No approval of the member town is needed unless the assessment or total budget is increased.

I asked Steve Hemmen at Massachusetts Association of Regional Schools (MARS) if the regional transportation is immediate law, or subject to legislative approval. He also believes it is "effective" already. However, nobody knows for sure if it will "stick." In fact, MARS is considering a legal challenge to the cut.

So in a nutshell, action is possible to unwind the reduction to E&D, if you and the school committee so desire. Please advise how you would like me to proceed.

## **School Finance: Regional School District Organization Advisory Memorandum on FY10 Regional School District Budgets**

July 3, 2009

On June 29, Governor Patrick signed the FY10 state budget into law. The state budget incorporates a number of adjustments to the Chapter 70 calculations. As a result, the required local contributions for cities and towns that are members of regional school districts differ somewhat from the preliminary estimates published last January, although in many cases the differences are nominal. We have been asked to provide guidance on how to incorporate these changes into the regional district budget process that is already well underway.

Neither the statute (G.L. c.71, s16B) nor the regulations (603 CMR 41.05) governing regional school district budgets explicitly deal with this situation. We have developed this guidance, in consultation with the associations, local officials, and other cognizant state agencies, with the goal of minimizing disruption and uncertainty for the districts and for their member communities.

### **Guidance for districts without an approved budget**

If your district does not yet have a budget approved by your member communities, your school committee **must** take immediate action to adopt and certify a new budget, with assessments calculated based on the final required local contributions. In preparing the revised budget proposal, the school committee should also take into account the expected reductions in state aid. Member communities will need to put the revised budget before their local appropriating authorities for consideration. If a warrant has already been issued for a special town meeting to consider the previously adopted budget, that meeting can still be held to consider the revised budget. If necessary, the district should arrange with the town's select board and finance committee to have the revised numbers substituted for the original numbers through an amendment introduced from the floor.

The process and requirements for member approval of the school committee's proposed budget remain unchanged. They are set out in the regulations governing regional school districts (603 CMR 41.05).

Districts that do not yet have an approved budget, if they have not already done so, should also immediately contact the Department's school finance office (see contact information below) to arrange for an interim "1/12" budget to be set by the Commissioner. This provides legal authority for the district to expend funds and collect assessments while final action on the district budget is pending.

### **Guidance for districts with an approved budget**

If the members of your district have already approved an FY10 budget, and if the approved assessment for each member town exceeds the revised required contribution for that town, then in our opinion that budget remains valid and in force. There is no specific language in either the regional school district statute or regulations or in the general appropriations act that would invalidate previously approved budgets that meet net school spending requirements. In such cases, the school committee **may** choose to propose an amended budget with recalculated assessments, but it is not required to do so.

School committees that elect to amend their budgets for the purpose of updating the assessment calculations must submit the amended budget to the member communities for their approval. In addition to the normal 2/3 approval requirement, the statute (G.L. c.71, s16B) also specifies that no member's assessment may be increased without its approval. In other words, if a city or town has a higher assessment under the amended budget, and if that member does not approve the amended budget, the district cannot enforce the payment of that higher amount, even if the amended budget is approved by 2/3 of the members. For

this reason, as well as the time and expense required to convene special town meetings over the summer, we expect that many school committees will elect not to seek an amended budget.

If the previously approved assessment for any of your member towns is below the revised required contribution for that town, the district budget remains in force but remedial action may be required. Regional districts **must** contact the Department's school finance office (see contact information below) to report this situation and receive further guidance. Because assessments exceed required spending in most regional districts, we expect this will be a rare occurrence.

Finally, if your district has an approved budget that is significantly out of balance, either because of the two percent cut in Chapter 70 aid, expected reductions in regional transportation aid, or for any other reason, the school committee should review the budget and determine the most appropriate course of action. Possible options include:

- Reduce the budget. This requires a 2/3 vote of the school committee but does not require the approval of the member towns, assuming no changes are made to the previously approved assessments.
- *Increase assessments.* The school committee can propose an amended budget with higher assessments, but as noted above, a member's previously approved assessment cannot be increased without its approval. In effect, this will require a unanimous vote of all the member towns, making it an impractical option for most districts.
- *Use available special funds.* Many districts have available balances in special funds such as the circuit breaker account and the school choice revenue account. Most districts will also be receiving additional federal American Recovery and Reinvestment Act (ARRA) funds under the Individuals with Disabilities Education Act (IDEA), Title I, and/or state fiscal stabilization fund (SFSF) programs. As appropriate and allowed by law, planned general fund expenditures can be shifted to these special funds, allowing a corresponding reduction in the general fund budget.
- *Use available E&D funds.* Districts with available, certified excess and deficiency funds may elect to amend the budget to use those funds as an additional revenue source to support the previously approved spending level. This requires a 2/3 vote of the school committee but does not require the approval of the member towns, as it neither increases the amount of the budget nor does it increase the members' assessments.

Districts whose operating budgets are out of balance by nominal amounts may elect to take no action at this time, with the expectation that reductions in spending can be achieved through the course of the year to offset the projected revenue deficit. Note that any deficit remaining at the end of the fiscal year will be closed to the E&D account, reducing the available fund balance in that account.

We strongly advise all districts to consult informally with the finance officials in your member communities before deciding on a proposed course of action. We also appreciate everyone's patience and cooperation in dealing with these difficult issues during a difficult time. After the budget process is completed, we plan to solicit feedback from local officials on the usefulness of this guidance as well as any problems encountered. Based on that feedback, we will consider statutory or regulatory changes that might be useful in future years.

If you need additional information or assistance from DESE on these issues, please contact Jeff Wulfson ([781-338-6500](tel:781-338-6500) or [orjwulfson@doe.mass.edu](mailto:orjwulfson@doe.mass.edu)) or Christine Lynch ([781-338-6520](tel:781-338-6520) or [orclynch@doe.mass.edu](mailto:orclynch@doe.mass.edu)) in our school finance office.



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**Acton-Boxborough Regional School District  
FY '16 Budget Schedule  
12/1/14 rev.**

- Sep-Oct Planning meetings with Cabinet and Principals
- 9/30/14 FY'14 workbooks issued: budget v. actual
- 10/7-10/21 Meetings with Administrators re: highlights of FY'14 actual and identify any major FY'15 budget issues
- 10/8/14 FY'16 budget instructions and workbooks issued to all administrators; Principals and Cabinet discussion of FY'16 budget assumptions, key decisions and goals
- 10/16/14 School Committee discussion of budget schedule/budget assumptions and key decisions
- 10/31/14 All completed requested operating and capital budgets and forms A, B1, B2, C turned in to Central Office
- 11/14/14 Preliminary budget compilation completed
- 11/14/14 Staffing and salary budget review/update per updated enrollment projections
- 11/1-11/30/14 Central Office meetings with administrators about budget requests
- 12/18/14 Superintendent's Budget Presentation #1
- Dec-Jan 2015 Cabinet & Principals budget meetings
- 1/8/15 Capital Plan
- 1/22/15 Superintendent's Budget Presentation #2
- 1/31/15 Budget Saturday – All day session with school leaders; Selectmen/Finance Committee/public at large encouraged to attend; ABRSC preliminary vote
- 2/5/15 ABRSC budget hearing (required by law)
- 2/26/15 Initial ABRSD budget assessments voted by this date
- 4/6/15 Acton Town Meeting begins
- 5/11/15 Boxborough Town Meeting begins



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**Glenn A. Brand**  
*Superintendent of Schools*

**To: Acton-Boxborough Regional School Committee**  
**From: Glenn A. Brand**  
**Date: 12/02/14**  
**Re: Appointment of Treasurer**

Ms. Tess Summers, currently serving as Treasurer of the Acton-Boxborough Regional School District, has tendered her resignation effective December 31, 2014. As a result of this upcoming resignation, I am seeking your approval for the hiring of her replacement.

As per Massachusetts General Law Ch. 71, Section 16A, a regional school committee maintains the appointing authority of the treasurer. The treasurer serves as the district's cash manager and is responsible for depositing, investing and disbursing monies of the district.

Following a search recently completed by the administration, I am seeking your vote to appoint Ms. Margaret Denehey as the new treasurer of the district effective January 1, 2015. Ms. Denehey holds Massachusetts certification as a treasurer and is a former treasurer from the town of Boxborough.

Thank you.



**Acton-Boxborough Regional School District**

Blanchard Memorial School  
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9.

MR. DANA LABB, PRINCIPAL

[dlabb@abschools.org](mailto:dlabb@abschools.org)

DR. KAREN TOWER, ASST. PRINCIPAL

[ktower@abschools.org](mailto:ktower@abschools.org)

MS. KATHY BOWER, ADM. ASST.

[kbower@abschools.org](mailto:kbower@abschools.org)

MS. GAIL WALSH, GUIDANCE COUNSELOR

[gwalsh@abschools.org](mailto:gwalsh@abschools.org)

TO: Glenn A. Brand, Superintendent of Schools

FROM: Dana Labb

RE: Donation for School Committee Acceptance

DATE: 12/1/14

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I have received a donation to the Blanchard Memorial School in the amount of \$600 from a parent who is grateful to our teaching staff.

We would appreciate the Acton-Boxborough Regional School Committee's acceptance of this very generous gift which will be used to support the Blanchard School.

Thank you.

## Outreach Subcommittee Memo

December 2014

This fall, the work of the outreach subcommittee has focused largely in two main areas: crafting a mission statement and revamping the school committee section of the website.

### **Mission Statement Draft**

The Acton-Boxborough Regional School Committee strives to create an educational environment that prepares all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society by:

- setting and adapting policy
- hiring and overseeing the superintendent, and
- developing a thoughtful budget considering the needs of our students and the fiscal realities of the communities of Acton and Boxborough.

### **Background Information**

Current draft reflects a combination the district's mission and the legal responsibilities of a MA school committee.

ABRSD Mission: 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.

MA Gen Law:

The school committee in each city and town and each regional school district shall have the power to select and to terminate the superintendent, shall review and approve budgets for public education in the district, and shall establish educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the board of education.



## **Proposed Website Updates**

### **Current tabs:**

School Committee  
Members  
Meetings, Agendas, Packets and Minutes  
Archived Agendas, Packets and Minutes  
Policies  
Budgets  
Chapter 70 Report  
Sped FTF Report

### **Proposed tabs:**

School Committee  
- Hoping to add an option to "Subscribe to Agendas"  
Members  
- Expanded to include new bios and photos

### **Subcommittees**

- See drafted text below

### **Presentations**

- For presentations given to the school committee

Meetings, Agendas, Packets and Minutes  
Archived Agendas, Packets and Minutes  
Policies  
Budgets

### **Contracts**

- New Contracts tab, plus existing Policies and Budgets tabs, will make easily accessible information on all three legal responsibilities of the school committee

## **Subcommittee Page**

The work of the Acton-Boxborough Regional School Committee goes far beyond its twice monthly meetings. Subcommittees allow for a more detailed focus on a variety of topics. External assignments present committee members the opportunity to both broaden the scope of their understanding on an array issues, as well as serve as advocates for the school to the greater community.

A full list of current assignments is available to download here [link to PDF].

## **Subcommittees**

The **Policy Subcommittee** works to review and develop the district's policies [link to policy page]. Current members are Brigid Bieber, Maria Neyland, Paul Murphy, Deanne O'Sullivan, and Amy Krishnamurthy.

The newly-formed **Budget Subcommittee** meets on an ongoing basis to work on the development of the district's budget. Current members are X, X, X, X and X.

The **Community Outreach Subcommittee** seeks to connect with and engage the community in the work of the committee. This year the subcommittee consists of Kristina Rychlik, Mary Brolin, and Kathleen Neville.

The **Warrant Signature Subcommittee** takes responsibility for signing warrants as they become available, in order to avoid delays in their fulfillment. Members are Brigid Bieber, Deanne O'Sullivan, Dennis Bruce, Kristina Rychlik, and Maria Neyland. Signatures of the full committee are then obtained at regular school committee meetings.

The **Negotiations Subcommittee** is represents the school committee in contract negotiations. Currently, Maria Neyland, Dennis Bruce, and Paul Murphy serve in this capacity.

## **External Assignments**

Members of the school committee work closely with boards in both towns. This year the committee is piloting a new structure in which each town is assigned a co-chair to serve as its main liaison. Dennis Bruce is this year's co-chair for **Acton** and Brigid Bieber is this year's co-chair for **Boxborough**.

Each of our elected state officials is assigned a **Legislative Issues/Ballot Initiative Liaison**. Amy Krishnamurthy serves in this position for Representative Cory Atkin's district; Kathleen Neville for Representative Jen Benson; and Dennis Bruce for Senator Jamie Eldridge.

The Acton **Health Insurance Trust** [link to <http://www.abschools.org/departments/human-resources/health-insurance>] allows Acton to self-insure and offer health insurance to its

current and retired employees including employees of the Acton-Boxborough Regional School District. Mary Brolin currently serves as the school committee's representative to the trust.

The district pays into an **Other Post Employment Benefits (OPEB) Trust**, the funding source for retiree benefits. Dennis Bruce serves on the OPEB Task Force. Kristina Rychlik sits on the OPEB Trust Fund Board of Advisors.

The **Regionalization Financial Oversight Committee** is monitoring the realization of savings in the wake of full regionalization. The committee is comprised of school committee members Mike Coppolino and Mary Brolin, and members of both towns' administrations.

The **Superintendent's Safety Task Force** gathers data, facilitates communication, and identifies goals pertaining to school safety and security. The committee is composed of administration, local law enforcement, parent representatives, and school committee members Maria Neyland, Maya Minkin and Deanne O'Sullivan.

The **School Wellness Advisory Committee** works to develop an action plan of priorities around helping create and maintain a school environment that enhances the learning and development of lifelong wellness practices. Kathleen Neville serves as the school committee's representative.

Each of the district's schools has an active **Parent Teacher Student Organization (PTSO/PTO/PTF)**. As school committee representatives to these organizations, Deanne O'Sullivan and Maya Minkin work to disseminate information to these valuable networks.

The Acton-Boxborough **Special Education Parent Advisory Council (SpedPAC)** [link to <http://abspedpac.org/>] advocates and advises the district on matters as they pertain to special education students. Paul Murphy serves as the school committee's representative.

As a member of the **EDCO Collaborative** [link to <http://www.edcollab.org>], our district is able to take advantage of a variety of programs and services. Superintendent Glenn Brand sits on the EDCO Board of Directors. Brigid Bieber serves on the board in an advisory capacity and also as AB's School Committee Leadership Liaison to EDCO.

The **Concord Area Special Education Collaborative (CASE)** [link to <http://casecollaborative.org/>] allows the Acton-Boxborough district to augment local services and provide a continuum of special education programs through collaboration with other school districts. Superintendent Glenn Brand serves as a member on the CASE Board.

**Danny's Place Youth Services** [link to <http://dannys-place.org/>] is a community organization working to empower youth through life and leadership skills. Kristina Rychlik serves on the organization's Advisory Board.

TO: Acton-Boxborough Regional School Committee (ABRSC) members  
FROM: Beth Petr, Secretary to the School Committee  
DATE: December 1, 2014  
RE: PreK – Grade 12 ABRSD policies – Consent Agenda #7

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The following policies have been reviewed by the ABRSC Policy Subcommittee and were submitted for a First Reading at the 11/20/14 School Committee meeting. Slight revisions have been made for the Second Reading/Vote at the 12/4/15 School Committee meeting.

1. Use of School Facilities, File: KF  
Procedures, File: KF-R (revised)
  
2. Homeschooling, File: IHBG (procedures to be revised, not urgent)

Current ABRSD policies are found at <http://www.abschools.org/school-committee/policies>

File: KF

**USE OF SCHOOL FACILITIES**  
FIRST READ 11/20/14

The Acton-Boxborough Regional and ~~Acton Public School~~ Districts ~~are~~ is the caretakers of the District's<sup>s</sup> properties and facilities for the towns of Acton and Boxborough. The School Committees ~~are~~ is pleased to have public facilities enjoyed by Acton and Boxborough community members when the properties ~~is~~ are not in use by the schools.

The Superintendent's office, through Community Education, shall schedule and manage the use of the District's<sup>s</sup> properties according to the procedures attached to this policy as they may be amended from time to time.

The Lower Fields are managed outside of school hours by the Friends of Leary Field, Inc., d/b/a Friends of the Lower Fields.

approved by ABRSC 10/6/11, APSC 11/17/11

***~~Acton Public Schools and Acton-Boxborough Regional School District~~***

## **USE OF SCHOOL FACILITIES PROCEDURES**

Revised 12/7/11, 7/5/12, 3/13/14, 7/1/14, 12/1/14

A variety of school facilities are available for rental by school and community groups and individuals. Acton-Boxborough Community Education will schedule all school facilities week days after 5:00 p.m., on weekends and holidays. Facility usage at other times is based on availability and is at the discretion of the building principal. Applications for facility rental should be made no later than *two weeks* in advance of the requested date. Applications for facility rental may be obtained at the Community Education Office in the Administration Building, 15 Charter Road in Acton. The phone number is (978) 266-2525. The application can be downloaded from the A-B Community Ed. website:  
<http://comed.ab.mee.edu><http://abce.abschools.org>.

**All in-school groups will have until July 31st to make requests for the next school year. As of August 1st, non-school groups may request rentals on a first come, first served basis.** Reservations ~~atals~~ of school district ~~grass fields~~ by local youth sports leagues occur two times per year. Tennis Court rentals are made available ~~once~~ once per year. Please see page 5 for more information. The ABRSD buildings are not available for use over summer vacation.

***Please note: School activities supersede all other rentals. Renters may be bumped at the last minute if the school needs a space that has been rented. Every effort will be made to find the user a similar space or reschedule the event for another date.***

### **CLASSIFICATIONS**

Rental fees are based on user classification as follows:

#### **CLASS 1 - School and Municipal Groups**

- Events authorized and signed by a school faculty member
- Events for varsity sports and parent booster groups
- Community Education programs
- Recognized School related organizations, such as ABSAF, SADD, etc.
- Town of Acton and Town of Boxborough departments, boards and committees

Class 1 users do not pay rental fees, only costs of personnel who work at the event (e.g. senior administrator, custodians, facilities staff, A/V staff, ~~kitchen~~ and kitchen staff).

#### **CLASS 2 - Community Service Organizations**

This class represents Acton-Boxborough groups/individuals whose main purpose is social, educational, cultural or recreational and NOT business related. Examples include social clubs and youth and adult sport groups. Scout groups are charged \$10 a year for regular weekly meetings but assessed Class 2 fees for special events such as a Pinewood Derby.

**FEES:** Rental fees will be charged for all events, in accordance with the district's published fees. A deposit is required at the time of application and is non-refundable unless the request for school facilities is denied. Class 2 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

### **CLASS 3 - Events for Personal or Commercial Benefit of an Organization or Individual**

Groups in this category include condominium associations, businesses, private tutors and all others utilizing the buildings for personal or commercial benefit.

**FEES:** Rental fees will be charged for all events, in accordance with the district's published fees. A deposit is required at the time of application and is non-refundable unless the request for school facilities is denied. Class 3 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

### **FREQUENT USER DISCOUNT**

Rental fees of users who rent school facilities 15-25 times per school year will be reduced by 10%.

Rental fees of users who rent school facilities 26+ times per school year will be reduced by 20%.

There are no discounts for personnel costs (senior administrator/custodial/facilities/kitchen/AV) associated with rentals.

### **FACILITY USE AND REGULATION**

#### **IMPORTANT NOTICES:**

**BLANCHARD SCHOOL, PARKER DAMON BUILDING and ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL:** You may not bring latex products of any kind into these buildings (e.g. latex balloons or gloves).

**RAYMOND J. GREY JUNIOR HIGH:** You may not bring citrus products of any kind into this building.

*In order to reduce the risk of allergic reactions, users are asked to not bring any of the following into the school buildings: peanuts, tree nuts, milk, dairy products, eggs, soy, wheat, fish and shellfish.*

### **SUPERVISION**

The applicant is held responsible for the preservation of order and the protection of school property. When attendance or other conditions require the use of police, firemen or parking attendants, the user shall assume full responsibility for their assignments and pay for their services.

In the case of large events (i.e. ones that use more than 50% of a school building) the district may require that a **Senior School District Administrator** be present to ensure that the facility is well managed, organizers and attendees have a positive and safe experience, and the facility is left in appropriate condition for a smooth transition to school activities to follow. Costs for this Senior Administrator will be charged to the user. If the event is a school function, such as an Ice Cream Social, and a Senior Administrator will be present, he or she may volunteer to oversee the event and no charges will be assessed. If two or more groups are renting a school and their activities together require a Senior Administrator, the cost will be divided between the groups.

Custodial Coverage: Community Ed. determines if custodial coverage is triggered based on the day/time an event is happening, its number of attendees, or the presence of food. Groups of 25 or more, groups serving food, or groups holding events during the weekend require overtime. Other events require overtime assignments if they cannot be managed by an on-duty custodian in the course of his/her regular work. If a reservation requires custodial overtime, it is noted on the approved permit that is returned to the renter

## RESTRICTIONS

Renting groups shall be responsible for enforcing the following restrictions:

**a. Smoking:** Smoking is NOT permitted in any school building or on school grounds.

**b. Intoxicants:** Alcoholic beverages are forbidden on school property at all times.

      c. .

~~————~~**e. Food or Beverage:** Food or beverage may not be served in any area outside the cafeteria. ~~Groups of 25 or more serving food in the cafeteria will be required to have a custodian. Community Education, in consultation with Facilities staff, will make the final determination as to the need for a custodian.—Groups using the kitchen serving food must obtain a temporary food service permit from the Board of Health—Groups utilizing the kitchen for any reason other than using the sink to draw water, must hire~~ a kitchen supervisor to be on duty.

~~————~~**dd. Care of Property/Decorations:** The renting organization shall be liable for any damages to school property occurring at the time of rental and as a result of the rental. Plans for mounting decorations must be approved in advance by the building principal. Tape may be used as long as it does not damage school property and that it is removed by the user at the completion of the activity. No scenery or props belonging to the users may be stored in school buildings. Wax is not to be applied to floors. Furniture or equipment may not be removed and should be replaced to its original location at the completion of the activity.

**ee. Fire Prevention:** All local and state fire safety regulations will be observed. No open flames may be used. All materials used for decorations must be approved in advanced by school officials and the fire chief. Electric fixtures, line extensions, equipment, and appliances may be connected under the direct supervision of a custodian only.

**ff Use of Facilities:** Rental use will be limited to the facilities and equipment specified in the usage agreement and will, under no circumstances, extend to other rooms, areas or use of equipment. Groups using the school facilities will not be permitted to promote or manage any form of chance, gambling, lotteries, raffles, bingo or other unlawful activities. Groups of children or minors shall NOT



have access or use of facilities unless accompanied by an adult supervisor. The school system will remain impartial toward programs of a political nature and strive to give equal opportunity for use of school property to all political parties. School buildings will not be available for private functions such as birthday parties, family events, celebrations, individual recitals, dinners, etc.

**gg. Keys/Building Access:** Keys will not be issued to any group/individual. A custodian will be assigned (minimum 3 hours) to open and secure the building when the building is not usually open. The custodian's assignment will include arriving in time to open and prepare the building and then locking and cleaning the facility once the event has ended.

**h. Concessions:** ~~The right of concession and sale of food and drink remains with the school and control rests with school officials. Organizations using the school cafeteria and kitchen facilities for the service or sale of food to the general public must receive a temporary food service permit from the Acton Board of Health.~~

**hi. Dances:** Dances will be limited to the High School lower gym and to the school cafeterias. Proper footwear must be used for all activities in the gym.

*All programs, performances and usage of the school buildings must conclude before 11:00 p.m. Events which would end later than 11:00 p.m. (e.g. Project Graduation) may occur at the discretion of the Superintendent and the Community Education Director.*

## LIABILITY FOR INJURY AND RECOVERY OF DAMAGES

The user agrees to save and hold harmless the Acton-Boxborough Regional School District and agrees to assume responsibility for all liabilities arising from incident to the use, it being understood and agreed that the School District assumes no obligations respecting the use of such premises. Depending upon the size and scope of a particular event, the renter(s) will be required to provide a Certificate of Insurance affording the following coverages:

- General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Acton-Boxborough Regional School District should be named as an Additional Insured Party.
- Workers' Compensation Insurance as required by law.
- Umbrella Liability of at least \$2,000,000/-occurrence, \$2,000,000/aggregate. The Acton-Boxborough Regional School District should be named as an Additional Insured Party.

## USE OF CAFETERIA/KITCHEN

Groups using the kitchen areas for anything more than the acquisition of water must employ a kitchen manager at the rate of \$40/hour. Kitchen equipment will not be available for use by renting groups.

## USE OF GYMNASIUMS

Groups/individuals renting the gymnasiums must wear sneakers and conduct athletic activities in a safe and supervised manner.

### **USE OF THE SWIMMING POOL**

The High School pool may be rented to a group of 15 to 50 people. A pool supervisor and/or one currently certified lifeguard will be required for each group of 15-25 people. A pool supervisor and/or two lifeguards will be required for groups of 26-50 people. Lifeguards must be members of the current pool staff or be approved by the pool manager. Supervisor and Lifeguard fees will be charged to the user group. A custodian will be required for any group using the High School pool.

## **USE OF GRASS FIELDS**

Per the Inter-Municipal Agreement governing the financing and use of Leary Field, Field use requests are submitted by Youth Sports Leagues to Community Ed. in January for spring and summer use and in July for fall use. Other requests may be submitted on a rolling basis.

## **USE OF ED LEARY FIELD**

All requests for Ed Leary Field usage must be approved by the Community- ~~Ed.~~ Education Director. All approved evening events must conclude by 10:00 p.m. and the sound system turned off. Stadium lights must be turned off by 10:30 p.m. and the parking lot cleared at that time. An event may go beyond that time in the event of overtime. There is a \$30/hour charge for the lights as well as custodial overtime fees if lights are needed on the weekend or on a holiday. Any group using Leary Field will receive a copy of the Leary Field Usage Procedures (see attached).

## **USE OF THE LOWER TURF FIELDS**

Rentals of the Lower Fields turf fields outside of hours reserved for use by the schools are managed by the Friends of Leary Field, Inc. d/b/a Friends of the Lower Fields.

Turf Field Use Rules include:

1. No food of any kind on the turf fields.
2. Water is the only beverage allowed on the turf fields.
3. Gum, nuts and sunflower seeds are prohibited on the turf fields.
4. Smoking and tobacco use of any kind are prohibited on the ABRSD campus, including at the Lower Field Turf Facility.
5. Alcoholic beverages, drugs and tobacco products are prohibited at the facilities.
6. Animals/pets are prohibited on the turf fields.
7. Metal spits/cleats and high-heeled shoes are prohibited on the turf fields.
8. Bicycles, skateboards, scooters, or any other wheeled device (other than wheel chairs or walkers) are not permitted on the turf.
9. Only authorized maintenance vehicles/emergency vehicles are allowed on the turf fields.
10. Only authorized snow removal equipment is allowed on the turf fields.
11. All trash shall be removed from the facility or deposited in trash containers.

## **USE OF TENNIS COURTS**

Given the heavy use of district courts by our schools and members of the Acton-Boxborough community, a limited number of rental hours are available. These hours occur for 10 weeks in the spring (from April through mid-June) and the fall (September through mid-November). The schedule of available hours is be posted on the A-B Community Ed. website (<http://abce.abschools.org>). Interested parties should submit a request for use of tennis courts to Community Education ~~by January 15.~~

## **USE OF AUDIO VISUAL EQUIPMENT**

Renting groups should indicate the need for audiovisual equipment on their application form. For events to be held at Acton-Boxborough Regional High School, renters must contact Brendan Hearn at (978) 264-4700 x3425 or [bhearn@abschools.org](mailto:bhearn@abschools.org). For events to be held at Raymond J. Grey Junior High, renters must contact Jeanne Goulet at (978) 264-4700 x 3395 or [jgoulet@abschools.org](mailto:jgoulet@abschools.org).

### CANCELLATION OF EVENTS

In the event that school is canceled due to inclement weather or other emergencies, outside rentals will also be canceled. Renters will be notified by the Community Education office if this has occurred,

### SPECIAL EVENTS

Occasionally, ~~requests~~, requests for large group activities or activities of an unusual nature may necessitate specific precautionary measures before permission is granted. In order to protect the health and safety of participants as well as protect school property, activities where attendance is expected to exceed 500 are required to hire a police officer. Proof of adequate insurance may also be required. The following procedure will be followed before the use of facility request is approved where extenuating circumstances would cause danger to persons or property:

a. A representative of the renting group will submit an application to Community Education. A meeting may be necessary to clarify the request.

b. The reservation may require ~~is contingent upon~~:

1. Written approval from the Chief of Police and/or Fire Chief that support services will be adequate. ~~Acton Board of Selectmen that the police and fire protection will be adequate.~~
2. The Superintendent is satisfied that the insurance coverage is adequate.
3. The School Committee approves with a majority vote.

The use of school facilities is a privilege. Acton-Boxborough Community Education and Education and the Acton-Boxborough Regional School Committee reserve the right to deny or restrict usage of the school facilities.

### PAYMENT OF FEES

Class 2 and Class 3 users will pay a deposit at the time of application. All other costs are billed to the user after the event. Checks should be made payable to: **“Acton-Boxborough Community Education”** and sent to:

Acton-Boxborough Community Education  
Administration Building  
15 Charter Road  
Acton, MA 01720

**Use of Facilities Fees**

As of 7/5/121/1/14

Class	Deposit	Classroom	Gym, Cafeteria (no kitchen), Auditorium	Conf. Rm or Library	Ed Leary Field	Tennis Courts	HS Pool	Custodian	Kitchen Staff	A/V Staff	A/V Equip.	Senior Administrator
1	NONE	No fee	No fee	No fee	No fee	No fee	No fee	\$48/hr/ Mon-Sat \$58/hr Sun/Holiday	\$40/hr supervisor \$35/hr staffer	\$30/hr supervisor \$15/hr student	No Fee	<del>65</del> \$75/hour
2	\$25	\$25/use	\$50/use; JH Small Gym \$25/use	\$50/use	\$200/use plus \$30/hr lights	\$8/use	\$50/use	Same as above	Same as above	Same as above	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use	\$6575/hour

**Use of Facilities Fees**

As of 7/5/12 1/1/14

Class	Deposit	Classroom	Any Cafeteria (no kitchen)	Elementary Library	Elementary Gym	Elementary Kitchen	JH/HS Library	JH Gym	JH/HS Auditorium	JH/HS Kitchen	Senior Administrator
3	\$50	\$25/hr	\$75/hr	\$50/hr	\$100/hour	\$75/hr	\$75/hr	\$100/hr	\$200/hr (+ \$300 deposit)	\$40/hr supervisor \$35/hr Staffer	\$75/hour
Class	HS Lower Gym	HS Upper Gym	Tennis Courts	HS Pool	Ed Leary Field	Custodian	Kitchen Staff	A/V Staff	A/V Equip.		
3	\$100/hr	\$150/hr	\$12/hr	\$100/hr	\$250/hr plus \$30/hr Lights	\$48/hr/ Mon-Sat \$58/hr Sun/Holiday	\$40/hr supervisor \$35/hr Staffer	\$30/hr supervisor \$15/hr Student	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use		

## **Acton-Boxborough Community Education Leary Field Usage Procedures**

In order to maintain and prolong the life of Leary Field, please relay this information to your coaches, players and spectators. If you have questions or concerns, please contact Erin Bettez at (978) 266-2525 or [ebettez@abschools.org](mailto:ebettez@abschools.org).

### ***Field Usage***

- When your group arrives at the field and before use, please inspect the field for vandalism, damage or standing water. If you discover any of these problems, please immediately call JD Head, Coordinator of Facilities at (978) 375-0101 OR Bobby Glenn at 978-375-7294. Daily use of Leary Field will end at 10:00 pm.

- Only those individuals directly involved with the sporting event (players, coaches, officials and event staff) may be on Leary Field during the contest. All spectators must remain in the area behind the fence surrounding the track or in the bleachers. Pets are not allowed on the field.

- All gates that access the field are to remain closed and secure during all events. The access road and emergency vehicle access gates and entrances to Leary field must remain clear of vehicles and obstructions. Fire lanes are to remain clear. Only authorized vehicles (emergency, service, medical and concession stand) are allowed inside the fence.

### ***Winter Usage***

- Limited access to the Leary Field will be available during the winter months on an “as is” basis. Permits may be issued for Saturday and Sunday from 10:00 am-2:00pm. The field will not be shoveled or plowed. The ABRSD reserves the right to cancel a reservation due to unsafe conditions such as ice, etc.

### ***Food & Drink***

- All food (including gum, sun flower seeds, etc.) should be consumed in the bleachers or in the area behind the fence surrounding the track.

- Only water may be consumed on the field.

- Alcoholic beverages are prohibited in all areas of Leary Field and on any school property.

- Please make sure that all wrappers, bottles etc. are placed in the provided receptacles. Failure to leave the field and bleacher areas free of trash, may result in clean up fees.

### ***Smoking***

- In accordance with State Law, smoking and the use of tobacco products is not allowed at Leary Field or on any school property.

### ***No Pets***

- No pets are allowed on the athletic field surface.

***Footwear***

- Participants should wear footwear appropriate to the activity. No metal spikes, please. If you have questions, please ask prior to use.

***Use of the Lights***

- Arrangements must be made in advance to use the lights. There will be no charge assessed for weeknight use of the lights. The Junior High custodial staff will be responsible for the operation of the lights during the week.
- Weekend usage of the lights will necessitate assignment of an overtime custodian (minimum 3 hours) billed to the renting group. Weekend custodial rates are \$48/hour on Saturday; \$58/hour on Sunday. There will also be a \$30/hour charge for weekend use of the lights.

***Use of Concession Stand, Scoreboard or PA Booth***

- Groups interested in utilizing the concession stand, ticket booth, scoreboard or PA booth for their event should contact Athletic Director Steve Desy at (978) 264-4700 X3420.

**Leary Field Call List**

If you discover any problems at Leary Field, please use this call list until you reach someone to report the problem.

**Field concerns**

J.D. Head (978) 375-0101 (C)  
Bob Glenn (978) 375-7294 (C)  
Erin Bettez (978) 580-8693 (C)

**Concession & PA Concerns**

Steve Desy (978) 375-7292



First Read 11/20/14  
Second Read 12/4/14

File: IHBG

**HOME SCHOOLING**

Chapter 76, Section 1 of the Massachusetts General Laws, states that:

Every child. . .shall. . .attend [a public or private]. school ... but such attendance shall not be required ... of a child who is being otherwise instructed in a manner approved in advance by the superintendent or the school committee....

The Acton Public Schools and Acton-Boxborough Regional School Districts recognizes the right of parents/guardians to educate their children at home as an alternative to public school enrollment.

Parents/guardians who wish to home school their children should review the District's Home Education Administrative Procedure, as well as the District's "Instructions for Submitting a Proposal for Home Education." These documents are available from the Superintendent's Office.

Parents/guardians bear the responsibility of demonstrating that their home education proposal will provide their child with instruction that is equal to public schooling in its "thoroughness and efficiency, and in the progress made therein." *Care and Protection of Charles (known as "Charles' Law")*, 399 Mass. 324, pages 337-338 (1987). To determine whether the proposed plan meets this standard, the Acton Public Schools and the Acton-Boxborough Regional School Districts requires that parents/guardians complete a proposal for home education and submit it for the Superintendent's consideration.

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Parents/guardians planning to educate their child at home must notify the Superintendent of Schools before removing their child from public school. The home education program cannot begin unless and until the Superintendent or designee approves the parents'/guardians' home education proposal. Consequently, the School Districts urges parents/guardians who wish to home school their children to submit their home education proposals no later than August of the fall in which home schooling is to begin.

**Approved:**

***Acton Boxborough Regional School District***

ELEMENTARY CLASS SIZE GUIDELINES  
DRAFT – First Reading 11/20/14

The School Committee has a commitment to provide the highest quality education for our children. The Committee recognizes that desirable class sizes are a necessary part of the growth and development of the individual student. Therefore, the committee recommends that elementary classes are kept within the following ranges. Attainment of class sizes within these ranges shall, however, be dependent on budget and space considerations.

Students will be placed in schools with an attempt to balance class sizes across the district. Principals will determine class placement within each school.

Elementary class sizes will be reported to the committee monthly.

Class size ranges:

Kindergarten	18-20 students
Grades 1-3	20-22 students
Grades 4-6	22-24 students

**ALG Minutes November 20, 2014**

Present: Bart Wendell, facilitator; Mike Majors & Steve Noone, FC; Katie Green & Mike Gowing, BoS; Dennis Bruce & Kristina Rychlik, SC; Steve Ledoux, Glen Brand, Steve Barrett and Marie Altieri, staff

Audience: Peter Berry & Janet Adachi, BoS; Brian McMullen & Clare Jeannotte, staff; Lauren Rosenzweig-Morton, facilitator in-waiting; Barbara Willson, COA and Charlie Kadlec.

Extra Information: ALG Financial model sheets; Finance Committee's point of view (POV) document

Minutes were accepted with some minor corrections

**2. Update of FY 15 Revenues**

Steve reported that the governor has instituted some 9c cuts (this is for the present budget)

Overall there is a 2.7% cut in local aid which is about \$35k for Acton.

There is a 27% cut in regional transportation which is about \$7.1M; a 2.8% cut in the Ch.780 "pothole account " which is \$2.88M; a 1.5% cut in library aid which is \$283k. These cuts need legislative approval. The MMA is suggesting towns lobby legislators.

Glen: My concern is with the cuts in the out-of district tuitions. Regional transportation cut will be a big one.

Clare: my disappointment is despite how hard we worked we could not save regional transportation. The cuts are 26.6% for transportation and 1.1% for the circuit breaker. Clare added that the number for transportation was originally \$1.3M which was boosted to \$1.7M. She contacted her legislator, to no avail, as yet. She has also taken \$2230k more from E&D and held off submitting table 6 to the state.

**3. FC's POV document**

Steve Noone emailed the POV document to all members prior to the meeting.

SN: the major points are: calls for a less that 2.5% levy increase; \$2.6M reserve use; \$1.4M in a capital funds.

Steve noted that Acton is nearly the only town with a AAA bond rating that does not have a stabilization fund. It takes a 2/3 majority vote of Town Meeting to put \$\$\$ into the fund and a 2/3 vote to take it out. There has been a sub-committee of the FC working on a stabilization

fund. The state recommends that 5% of the budget be used for the fund. He suggested that the fund would be used for capital items unless a second capital fund was established.

Kristina: I assume a stabilization/capital fund committee will be formed first

SN: I look at the stabilization fund in the same light as a rainy day fund. We definitely need to look at capital needs.

Mike: will this SF be just for capital

SN: I look at it as a contingency fund first to set aside money that needs a town meeting vote to use it and then have a long term capital fund for things like the North Acton fire station, senior center and the schools are looking for some of their capital needs.

Steve L: we do have a stabilization fund but it has 32 cents. Twenty years ago, a SF could only be used for non-bondable expenses; now a SF can be used for any lawful appropriation. It takes a 2/3 vote of Town Meeting to put any money in and a 2/3 vote to take any money out. We can put a SF as part of the FY 16 budget.

Dennis: the down side is the 2/3 vote needed

SN: we have \$10M reserves to cover any deficits. The FC wants to force us to do long range planning.

Kristina: we will get feedback from the SC tonight. The FC's POV has a tax less than 2.5% but the ALG spreadsheet has the 2.5%. Which assumption do you (FC) want?

SN: the FC is doing a balancing act: trying to lower the tax rate and limit the use of reserves. As we lower the tax rate we have increased the use of reserves.

Mike Majors: The FC sees the revenues of the town as healthy and think there should be a break for the taxpayers.

#### **4. Debrief of three board meeting**

All agreed that the meeting was productive. It was a good chance to meet the members from the other boards and talk about revenues and expenses. The most important part seemed to be the interaction between the boards and the chance to talk.

It was suggested that there be a second meeting. It was suggested and agreed that this meeting should take place after annual Town Meeting when the new members join the boards. It was agreed that the session should meet in May. A subcommittee will be formed to go over

ideas and focus on cost savings. It was also suggested that more of the meeting be devoted to brainstorming.

## 5. Preliminary Consensus

Bart: we'll go through the list

- a. Revenue projections for FY 16

SB: the tax levy is 75% of the spending; the ALG sheet has the increase at 2.5%

Bart: is there a consensus on the absolute number? [\$74,305M]

Mike G: because of the change in leadership, I think we should stick with the 2.5% and adjust it later

Bart: by later do you mean when the governor presents his budget?

SN: I'm not against carrying the 2.5%, but the FC will not endorse this number.

Bart: is there a consensus to keep this number for now?

Katie: Steve has not presented his budget yet. We need to understand the difference between 2.5% and 2%. House I will not come out until February.

\*\*\*It was agreed to keep the number for now and discuss it later in the winter

- b. Use of reserves

SB: \$2.619 is currently in the plan

SN: based on the same logic, stick with the same number

\*\*\*Bart: agree to leave as is for now

- c. Split allocation

Bart explained that in the past this was a very hot topic that caused a great deal of discussion and disagreement

Dennis: what is there lefty to split?

SN: splitting now means how the town will pay the school assessment. It is not longer a division of revenues

SL: last year we did not get into the split

Mike G: we just try to make sure that we are not too far off the 70/30.

\*\*\*Bart: agreement that the split is now moot.

## 6. OPEB

SN: not much new information we move from \$1.1M to \$1.4M. The actuarial report will come out in April but he does not expect there will be much difference.

Mike: do we level off at \$1.4M or will it still rise?

SN: I think it can remain at \$1.4 through FY 18

Bart: do we agree with the proposal of \$1.4M?

Kristina: I was hoping there would be more discussion on a more gradual rise. This is a huge chunk for the schools. What will be the impact on the Towns' bond rating?

SN: the OPEB working group came up with the rises. The \$1.4M assumed that there would be state legislation---there has not. There is a potential that the number could be higher. The shift of the cost from the town to the school makes it a bigger number (for the schools). This shift should have happened last year but the town assumed the costs.

Dennis: there is unease on the school committee at the size of the number

Kristina: we understand the need for the increase but can't the increase be more gradual say \$700K instead of \$933k?

SN: the OPEB group based the numbers on two reports. Katie: what would happen if the schools were to have a gradual increase?

Mike: the numbers are based primarily on the Segal report. There won't be an immediate effect [on bond rating] but there will in the long term.

Bart: is there agreement to keep the number?

\*\*\*IT was agreed that the OPEB group would get new reps from the schools and meet before the next ALG on Dec 11

## 7. Spreadsheet

Because of the press of the STM the staff did not make too many changes

SB: New growth estimate increases from \$625K to \$900. The change is due to the state allowing to tax construction in place. Wee one week away from the certification of our new growth number. SB will have a new summary by Dec. 11<sup>th</sup>

Comments on the spread sheet: SN asked that the decimal point be changes so the % increase does not read .34% but 3.4%

## **8. Minuteman**

M Majors: The MM sc committee is moving along with their plans. They have three scenarios 1. Renovate; 2. Expansion; and 3. Build a new building. They are now in a period of getting comments from member towns and going over the logistics and costs of the three options.

\*\*\*It was decided to invite Nancy Banks (Acton's MMSC Rep) to the next ALG meeting.

Bart: what's the process?

No one seemed to know what Acton's exposure would be for the three options. Mike G. suggested that the ALG ask for the estimated budgets and find out how soon we could get real numbers.

SB: the state has not acted on the out-of-district student tuitions and how MM could make those towns full members

## **9. Public Comment**

Barbara Willson asked if the ALG were going to support senior tax relief.

SN: suggested that she bring her concerns to the selectmen as the ALG does not deal with that issue.

Lauren Rosenzweig-Morton asked if Boxboro paid into OPEB. The Answer is yes.

The next meeting is December 11 at 7:30 AM

Adjourned at 9AM

Ann Chang

To: Glenn Brand  
 From: Larry Dorey  
 Re: Discipline Report for November, 2014  
 Date: 12/1/2014

There were 19 discipline referrals to the administration during the month of November, 2014. This total is down from 37 last year. 9 students were suspended in November of 2014, while 4 students were suspended during November of 2013.

### Suspensions for the Month of November, 2014

Infraction	2010	2011	2012	2013	2014
Abusive/Obscene Language	1				
Alcohol Use	1		8		
Bullying			1		3
Disrespectful				1	
Disruptive/Uncooperative Behavior		2	1		
Drug Possession		3			
Drug Use				1	1
Harassment		1	1		2
Leaving School Grounds					
Non Compliance with School Rules		3		1	
Other		1	1		
Physical Aggression		1	1		
Stealing		1			1
Threatening			1		2
Truancy Issues				1	
Vandalism					
Total	2	12	14	4	9

A list of all infractions for the month of November, 2014 appears on the backside of this page.

c: JoAnn Campbell



**All Infractions for the Month of November, 2014**

<b>Infraction</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Abusive/Obscene Language	1				
Academic Integrity	1			4	
Alcohol Use			8		
Bullying			1		3
Bus Discipline Issue		1	2		
C.H. Alcohol	12	1		1	
C.H. Drugs		1			
C.H. Smoking	1				
Defacing Property				1	
Disrespectful	1	2	1	6	1
Disruptive/Uncooperative Behavior	4	3	2	4	1
Drug Possession		3			
Drug Use				1	1
Forgery			1		
Harassment	1	1	1	1	2
Leaving School Grounds	7		11		5
Non Compliance w/school rules		3	3	2	
Other	10	3	1	1	
Out of School Issue	2		1	10	
Parking Violation		2			
Physical Aggression	2	1	1		2
Stealing		2			1
Tardy to Class			3		
Teasing	2		2		
Threatening			1		2
Truancy	4		1	6	1
<b>Total</b>	<b>48</b>	<b>23</b>	<b>40</b>	<b>37</b>	<b>19</b>

## *R.J. Grey Junior High School*

To: Glenn Brand  
 From: Allison Warren and Jim Marcotte  
 Re: Discipline Report for November 2014  
 Date: December 1, 2014

There were 9 discipline referrals/concerns (including requests from teachers for assistance) reported to the Administration during the month of November. There was 1 suspension this past month.

	<u>Nov-08</u>	<u>Nov-09</u>	<u>Nov-10</u>	<u>Nov-11</u>	<u>Nov-12</u>	<u>Nov-13</u>	<u>Nov-14</u>
<i>Total Discipline Referrals Reported</i>	36	45	28	20	7	9	9

	<u>Nov-08</u>	<u>Nov-09</u>	<u>Nov-10</u>	<u>Nov-11</u>	<u>Nov-12</u>	<u>Nov-13</u>	<u>Nov-14</u>
<b>Total Suspensions</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>1</b>
Alcohol use							
Drug-related incident							
Fighting				2			
Harassment (non-sexual)	1						
inappropriate/disruptive/disrespectful behavior		1				1	1
physical aggression		3		2	1		
sexual harassment	1						
stealing		1					
threatening		1			2		
vandalism	1						

	<u>Nov-08</u>	<u>Nov-09</u>	<u>Nov-10</u>	<u>Nov-11</u>	<u>Nov-12</u>	<u>Nov-13</u>	<u>Nov-14</u>
<b>Total Other Infractions</b>	<b>33</b>	<b>39</b>	<b>28</b>	<b>16</b>	<b>4</b>	<b>8</b>	<b>8</b>
Abusive language/profanity				1			
Alcohol use/possession							
Bus discipline			5				
Academic Integrity				1			
Class/school truancies			3	2			
Computer violation			1				
Disruptive behavior (classroom, cafeteria, hallway)	28	23	4	4			
Harassment (non-sexual)/bullying/teasing		4				1	2
non-compliance with school rules	4	1		6			3
other			2				
out of school issue							

physical aggression		1	1		1	1	
sexual harassment							
stealing			1			1	
Tardy to class		4					
threatening							
uncooperative/disrespectful behavior	1	6	11	2	3	5	3

The referrals/concerns generally were quickly resolved and no further intervention was required.

Acton-Boxborough Regional School District  
**SCHOOL CALENDAR, 2015-2016**  
**Bold Underlined Dates = No School Days**

*13.3*  
**\*Parent/Guardian Conferences**  
**\*\* Professional Learning for Staff**

**Dates for Elementary Schools' early dismissal on Thursdays are being determined.**

Month	M	T	W	T	F	Notes	
Sept.						Teachers' mtgs. – 8/31 & 9/1	
		1	2	3	<u>4</u>	Labor Day – Sept 4 & 7	
	<u>7</u>	8	9	10	11	Schools Open – Sept 2	
	<u>14</u>	15	16	17	18	Rosh Hashanah – Sept 14	
	21	22	<u>23</u>	24	25	Yom Kippur – Sept 23	
	28	29	30			School Days - 17	
Oct.							
				1	2	**JH and HS Early Dis – Oct	
	5	6	7	8	9	Columbus Day - Oct. 12	
	<u>12</u>	13	14	15	16	*Elem Early Dismissal – Oct	
	19	20	21	22	23	School Days - 21	
	26	27	28	29	30		
Nov.							
	2	<u>3</u>	4	5	6	**Prof. Day - Nov. 3 (no school/students)	
	9	10	<u>11</u>	12	13	Veterans Day - Nov. 11	
	16	17	18	19	20	Half Day - Nov. 25	
	23	24	25	<u>26</u>	<u>27</u>	Thanksgiving Recess - Nov. 26,27	
	30					School Days - 17	
Dec.							
		1	2	3	4		
	7	8	9	10	11	*Jr. High. Early Dis – Dec	
	14	15	16	17	18	Winter Recess - Dec. 24 - Jan. 3	
	21	22	23	<u>24</u>	<u>25</u>	School Days - 17	
	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			
Jan.							
					<u>1</u>	Schools Open - Jan. 4	
	4	5	6	7	8	** JH Early Dis. – Jan	
	11	12	13	14	15	Martin Luther King Day - Jan. 18	
	<u>18</u>	19	20	21	22	Kindergarten Change-over - Jan. 25	
	25	26	27	28	29	School Days - 19	
Feb.							
		1	2	3	4	5	**JH and HS Early Dis – Feb
	8	9	10	11	12	Presidents' Day - Feb. 15	
	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	Winter Recess - Feb. 15-19	
	22	23	24	25	26	School Days – 16	
	29						
Mar.							
			1	2	3	4	
	7	8	9	10	11		
	14	15	16	17	18	Good Friday – Mar 25	
	21	22	23	24	<u>25</u>	School Days - 22	
	28	29	30	31			
Apr.							
					1	**JH and HS Early Dis – Apr	
	4	5	6	7	8	Spring Recess - April 18-22	
	11	12	13	14	15	Patriots Day – April 18	
	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	School Days - 16	
	25	26	27	28	29		
May							
	2	3	4	5	6		
	9	10	11	12	13	Memorial Day - May 30	
	16	17	18	19	20	School Days - 21	
	23	24	25	26	27		
	<u>30</u>	31					
June							
			1	2	3	Graduation – June 3	
	6	7	8	9	10	Last day – June 20	
	13	14	15	16	17	(plus one for each unscheduled no school day)	
	20	21	22	23	24	School Days - 14	
	27	28	29	30			

Note: See attached DESE list for some major religious holidays.

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

Acton Town Meeting begins April X, 2016.  
 Boxborough Town Meeting begins May X, 2016.

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

**Total Days = 180**

*Voted by ABRSC 11/20/14 (Early dismissal days to be determined)*

*11/21/14*

October 2014						
S	M	T	W	T	F	S
28	29	30	<b>1</b>	<b>2</b>	<b>3</b>	4
5	6	7	8	9	10	11
12	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
2	3	4	5	6	7	8

## Holiday Observances in Massachusetts

(Statewide Legal Holidays are in Bold)

This list includes statewide legal holidays (in **bold**) and some major religious holidays. It does not include all religious holidays observed by every faith. State and federal law require schools to make reasonable accommodation to the religious needs of students and employees. For information on other religious holidays observed by members of religions represented in your school community, please see <http://www.interfaithcalendar.org/> or contact local clergy. School vacations are determined by school districts and charter schools. Please contact the local school administration office for details. Contact information can be found at [Massachusetts Schools and Districts](#).

	2014-2015 School Yr.	2015-2016 School Yr.	2016-2017 School Yr.
Eid al-Fitr**	Tues., July 29	Sat., July 18	Thurs., July 7
<b>Labor Day</b>	<b>Mon., Sept. 1</b>	<b>Mon., Sept. 7</b>	<b>Mon., Sept. 5</b>
Rosh Hashanah*	Sept. 25-Sept. 26	Sept. 14-Sept. 15	Oct.3-Oct. 4
Yom Kippur*	Sat., Oct. 4	Wed., Sept. 23	Wed., Oct. 12
Sukkot*	Thurs., Oct. 9	Mon., Sept. 28	Mon., Oct. 17
<b>Columbus Day</b>	<b>Mon., Oct. 13</b>	<b>Mon., Oct. 12</b>	<b>Mon., Oct. 10</b>
Ramadan**	June 29-July 28	June 18-July 17	June 6-July 5
<b>Veterans' Day</b>	<b>Tues., Nov. 11</b>	<b>Wed., Nov. 11</b>	<b>Fri., Nov. 11</b>
Diwali	Thurs., Oct. 23	Wed., Nov. 11	Sun., Oct. 30
<b>Thanksgiving</b>	<b>Thurs., Nov. 27</b>	<b>Thurs., Nov. 26</b>	<b>Thurs., Nov. 24</b>
Eid al-Adha**	Sun., Oct. 5	Wed., Sept. 23	Tues., Sept. 13
Chanukah*	Wed., Dec. 17	Mon., Dec. 7	Sun., Dec. 25
<b>Christmas Day</b>	<b>Thurs., Dec. 25</b>	<b>Fri., Dec. 25</b>	<b>Sun. Dec. 25</b>
Kwanzaa	Fri., Dec. 26	Sat., Dec. 26	Mon., Dec. 26
<b>New Year's Day</b>	<b>Thurs., Jan. 1</b>	<b>Fri., Jan. 1</b>	<b>Sun., Jan. 1</b>
<b>Martin Luther King, Jr. Day</b>	<b>Mon., Jan. 19</b>	<b>Mon., Jan. 18</b>	<b>Mon., Jan. 16</b>
<b>Presidents' Day</b>	<b>Mon., Feb. 16</b>	<b>Mon., Feb. 15</b>	<b>Mon., Feb. 20</b>
Chinese New Year	Thurs., Feb. 19	Tues., Mar. 8	Sat., Jan. 28
Ash Wednesday	Wed., Feb. 18	Wed., Feb 10	Wed., Mar. 1
Vernal Equinox	Fri., Mar. 20	Sun., Mar. 20	Mon., Mar. 20
Evacuation Day***	Tues., Mar. 17	Thurs., Mar. 17	Fri., Mar. 17
Palm Sunday	Sun. Mar. 29	Sun., Mar. 20	Sun., April 9
Passover *	Sat. April 4	Sat., April 23	Mon., April 10
Good Friday	Fri., April 3	Fri., Mar. 25	Fri., April 14
Easter	Sun., April 5	Sun., Mar. 27	Sun., April 16
Orthodox Good Friday	Fri., April 10	Fri., April 29	Fri., April 14
Orthodox Easter	Sun., April 12	Sun., May 1	Sun., April 16
<b>Patriots' Day</b>	<b>Mon., April 20</b>	<b>Mon., April 18</b>	<b>Mon., April 17</b>
<b>Memorial Day</b>	<b>Mon., May 25</b>	<b>Mon., May 30</b>	<b>Mon., May 29</b>
Shavuot*	Sun., May 24	Sun., June 12	Tues., May 30

13.4

## **Acton Community Housing Corporation**

**Nancy Tavernier, Chairman**

**TOWN OF ACTON**

Acton Town Hall

472 Main Street

Acton, Massachusetts, 01720

Telephone (978) 263-9611

[achc@acton-ma.gov](mailto:achc@acton-ma.gov)

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### **Help Envision Future Housing for Acton**

Acton – Do you live in **Acton**? Are you interested in helping to shape a vision for housing in your community? The Town of Acton is preparing a Housing Production Plan which will identify housing needs and demand, and establish goals for future affordable housing development. The plan will ultimately be approved by the Board of Selectmen and the Planning Board. The Acton Community Housing Corporation, the Town's affordable housing committee, will be facilitating the Plan.

Join the Town of Acton and the Metropolitan Area Planning Council (MAPC) for a public forum on **Thursday, December 11, at 7:00 p.m. at the Town Hall, room 204**, located at 472 Main Street.

The meeting will give the public the opportunity to share thoughts and concerns about Acton's housing market and to shape housing development goals. This is the first of two public meetings that will inform Acton's Housing Production Plan, which aims to help maintain and increase affordable housing opportunities in the town.

MAPC has worked to identify current housing needs, demand, and development constraints. The Town now seeks the public's input on these issues and assistance in identifying sites for new housing development. This meeting will help establish future housing goals and strategies for implementation.

The event will include a presentation on the purpose of a Housing Production Plan, regional demographic trends, and current housing needs in Acton, followed by discussion aimed at identifying housing challenges, assets, and opportunities.

To RSVP, visit <http://tinyurl.com/pedrsye>. To share your thoughts on current and future housing opportunities in Acton, please complete a brief survey before November 28, found here: <http://tinyurl.com/ok2b4m7>. Survey results will help shape discussion at the public forum.

For more information about the Acton Housing Production Plan, contact Karina Milchman at 617-933-0738 or [kmilchman@mapc.com](mailto:kmilchman@mapc.com).



13.5

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

*Amy Bisiewicz, Director*

**To: Glenn A. Brand, Superintendent of Schools**  
**From: Amy Bisiewicz, Director of Educational Technology**  
**Date: December 1, 2014**  
**Re: Blanchard School Interconnect - Fiber Optic Municipal Area Network Update**

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Within the Educational Technology (EDTech) department, regionalization has brought about specific needs that are currently being addressed. With the exception of the Blanchard Memorial School, all Acton-Boxborough Regional School District (ABRSD) facilities are part of a Fiber-optic Wide Area Network (WAN). This network, made up of both District-owned and Comcast-Provided fiber, provides a critical data link between facilities. Many district services are shared over this data connection including, but not limited to:

- Internet Access
- Student and Staff Document Storage, File Shares, and Backups
- Security Camera Monitoring and Recording (Genetec)
- Library Resources (Destiny)
- School Nursing Data (SNAP)
- Computer Management and Antivirus Updates (Altiris/Sophos)
- Financial Management (Munis)

Currently no fiber connection exists from the ABRSD network to the Blanchard Memorial School. Although a site-to-site VPN is in place, it is not robust or reliable enough for normal or long-term operations. As a result, many systems do not operate properly or to their full potential. Security Cameras, for example, cannot be streamed at full resolution to the district's Security Operations Center which has a direct impact on our school safety procedures.

To address this issue, EDTech has encumbered an initial \$42,000 to support installation of a new fiber-optic link and is currently seeking approval to attach fiber to each town's municipal space on the utility poles. Acton and Boxborough both have rights to attach cabling for municipal purpose to the utility poles in their respective towns under their existing "municipal rights." Per the town of Boxborough's request, ABRSD has supplied a formal petition document to the Board of Selectmen and will be seeking their approval at

their December 8<sup>th</sup> Board of Selectmen meeting. The Town of Acton has given their approval without requiring the district to engage with the Board of Selectmen.

Upon approval by both towns, the proposed work will begin and is expected to take up to 10 business days. ABRSD has been notified by both the towns of Acton and Boxborough that police details will be needed to handle traffic and ensure safety during the approximate two week period of attaching the fiber to the poles. The hourly rate for one officer is approximately \$50/hour. We understand that there may be areas along the route that will require two police officers. As a result, this cost could range anywhere from **\$4,000 - \$8,000** and would need to be appropriated out of the FY15 budget. An option to consider may be to ask both of the towns if they would kindly donate or reduce the overall costs of these services on behalf of this community/educational improvement project.





News Release  
Public Relations

Contact: Leah Lesser, 978-287-3408  
[llesser@emersonhosp.org](mailto:llesser@emersonhosp.org)

**FOR IMMEDIATE RELEASE**

**Stress Levels, Sleep Deprivation and Bullying Among Trends Revealed in  
2014 Emerson Hospital Youth Risk Behavior Survey**

*Largest Youth Behavior Survey in Massachusetts Shows Troubling Trends  
and Areas of Improvement*

**CONCORD, Mass., December 1, 2014** – Results of the 2014 Emerson Hospital Youth Risk Behavior Survey, the largest survey of its kind in Massachusetts, reveals that students have high stress levels, are getting less sleep, and are experiencing bullying (repeatedly being threatened, humiliated or experiencing hostile behaviors), possibly leading to thoughts of suicide.\*

The Emerson Hospital Youth Risk Behavior Survey has been conducted bi-annually since 1998. This year, 10,578 students in grades 6, 8, and 9 through 12 from eight school districts in Emerson Hospital's service area participated in the survey, constituting a 90% participation rate. Jim Byrne of Northeast Health Resources who conducted the survey said, "Based on the high number of students that participated from towns with a broad socio-economic spectrum, the survey is deemed very credible by health educators and professionals, and is a good indicator of youth risk behavior throughout the region."

"We are pleased to present the findings of the 2014 Emerson Hospital Youth Risk Behavior Survey," said Christine Schuster, president and CEO of Emerson Hospital. "Emerson's mission is to help every resident in our service area stay healthy. To do so, it is necessary to understand the risk behaviors of students in our communities and work hard to help youth make good choices for a healthy future."

Concord-Carlisle Regional Schools' Director of Teaching and Learning, Kristen Herbert, underscores the importance of the survey and the value it brings to the community. "The results and insights from the Emerson Hospital Youth Risk Behavior Survey have been extremely useful to our educators over the years. They have used the data to create health education programs that have had a direct impact on the decline of some of the risky behavior of our students. We look forward to using this year's survey to create additional programs that we expect will further improve the health of our student population."

**High Stress Due to Academic Workload, Pressure at Home and Events at School**

Based on the 2014 survey, high school students are experiencing higher levels of stress than in previous years. More than 61% report having experienced somewhat high or very high levels of stress as a result of their academic workload during the previous twelve months,

up from 59% in 2012. Four out of five females in 11<sup>th</sup> grade reported they have the highest levels of stress due to academic workload (80.2%).

Middle schoolers are also experiencing stress due to academic workload, with nearly 25% of 6<sup>th</sup> graders and nearly 43% of 8<sup>th</sup> graders having experienced somewhat high or very high levels of stress as a result of school work in the last 12 months. Nearly 50% of females in 8<sup>th</sup> grade report having these high levels of stress.

In addition to academic workload, other contributors to stress among high schoolers are pressure at home (30%) and events in school (34%). Among high schoolers who feel high stress due to academic workload, 16% seriously considered suicide. For those high schoolers who feel stress from pressure at home, 26% seriously considered suicide, while 22% percent of high schoolers who feel stress from events in school seriously considered suicide.

“When students are stressed, they may experience an array of physical and emotional issues,” said Dr. Jessica Rubinstein, chair of pediatrics at Emerson Hospital. “Activities such as exercise and creative arts can go a long way in helping youth counteract stress and the often debilitating issues that stress brings.”

Middle school and high school students report the four strategies they most often use to combat stress are exercise, watching TV, meditation/relation activities, and eating.

### **Sleep Deprivation High Among High School Students**

The American Association of Pediatrics recommends that middle school and high school students receive 8.5 to 9.5 hours of sleep each night. Without this amount of sleep, students suffer a variety of medical and behavioral problems, including increased stress and depression, and decreased academic performance and quality of life.

According to the survey, 71% of high school students report sleeping an average of seven or fewer hours each night, significantly less than the AAP recommendation. The number of high school students who don't receive enough sleep has steadily increased from 69% in 2012 and 65% in 2010.

“A good night's sleep for many consecutive nights cannot be emphasized enough,” said Dr. Rubinstein. “Sleep is one of the most essential elements to growing up healthy, especially for youth whose bodies are growing and who are experiencing very high levels of activity during the day. In addition, adequate sleep assists in coping with the academic and social stresses that adolescents encounter.”

### **Bullying Trending Downward, Yet Electronic Bullying Cause of Concern**

Signs show that school departments' efforts to prevent bullying appear to be helping. There was a decrease in middle school respondents reporting being bullied in school during the 12 months prior to the survey. In 2014, 10.5% of sixth graders and 7.3% of 8<sup>th</sup> graders reported having been bullied. In 2012, the numbers were higher with 13% of 6<sup>th</sup> graders and 10% of 8<sup>th</sup> graders reporting bullying.

Among high schoolers, bullying is also trending down. In 2014, 6.7% of high school respondents reported having been bullied in school. In 2012, this figure was 8%.

However, a troubling trend reveals that among 6<sup>th</sup> graders who were bullied electronically, 24% seriously considered suicide. This figure jumps to 42% among high school students who were bullied electronically and seriously considered suicide.

#### **Additional Positive Improvements in Behavior**

There are several positive signs indicating that risk behaviors in certain areas appear to be improving. Among high school students, 13% in 2014 rode with an impaired driver (alcohol or other drugs) in the previous 30 days, down from 17% in 2012 and 21% in 2010. Tobacco use also continues to decline over time, with 16% of high school students reporting they have ever tried cigarette smoking in 2014, down from 20% in 2012.

Alcohol use is also decreasing. In the 2010 survey, 35% of high schoolers reported drinking alcohol in the previous thirty days. The number dropped to 33% in 2012 and there was an even more significant drop in 2014 to 29% of high schoolers drinking alcohol in the previous thirty days.

There is a promising sign of a decrease in illegal drug use among high schoolers. In 2010 and 2012 33% of high schoolers said they had ever used marijuana. In 2014 marijuana use dropped to 27%.

#### **High Schoolers Engaging in Gambling, Distracted Driving and Sexting**

The 2014 survey reveals a number of other significant and troubling trends. In 2014 nearly 29% of male high school students gambled in the past 12 months. (12% of females)

The survey also shows some disturbing trends having to do with distracted driving. More than one-half of 12<sup>th</sup> graders (54.3%) report having driven a car while using a cell phone to talk without a hands-free option at least once in the past 30 days. Among 12<sup>th</sup> graders, 43.5% report that they have driven a car while using a cell phone to text, surf the web or access social media in the past 30 days. These results can contribute to serious hazards on the road.

In the area of sexting, 22.1% of all high school responders report having sent or received sexually explicit messages or photos electronically during the 12 months prior to the survey. Males are more likely than females to engage in this behavior. (25% males and 19% females)

#### **About the Youth Risk Behavior Survey**

Since its inception in 1998, the survey has been conducted by Northeast Health Resources. The goal is to provide educators with reliable data that can assist in the ongoing development of health education curriculum and programs within the communities served by Emerson Hospital. Students from the following eight public school systems participated in the 2014 survey: Acton-Boxborough, Concord and Concord-Carlisle, Groton-Dunstable, Harvard, Littleton, Maynard, Nashoba Regional, and Westford Public Schools. The students took the anonymous survey during school in March 2014 and it was administered by professional staff from each district. To access the complete 2014 Emerson Hospital Youth Risk Behavior Survey, please visit [www.emersonhospital.org/yrbs](http://www.emersonhospital.org/yrbs).

\*The definition of bullying was used in the Youth Risk Behavior Survey and is drawn from the state definition.

# # #

Emerson Hospital is a multi-site health system headquartered in Concord, Mass., with additional facilities in Sudbury, Groton and Westford. The 179-bed hospital provides advanced medical services to more than 300,000 individuals in 25 towns. To learn more, visit [www.emersonhospital.org](http://www.emersonhospital.org).

**PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS**

All regular and special meetings of the School Committee shall be open to the public, except for "Executive Sessions" which will be held as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee welcomes citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the public's ideas .

In order that all citizens who wish to be heard before the Committee have the opportunity to speak and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures have been adopted by the Committee:

1. At each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chairperson shall determine the length of the public participation segment.
2. Each speaker will be allowed two (2) minutes to present his/her statement. The presiding Chairperson may permit extension of this time limit.
3. Topics for discussion are not limited to those items listed on the School Committee meeting agenda for that evening. However, items not on the agenda must be brought up during public participation portion of the meeting. Due to the requirements of Open Meeting Law, the School Committee may not be able to respond to items brought up during public participation.
4. All remarks will be addressed through the Chairperson of the meeting.
5. Speakers may offer such objective feedback regarding school operations and programs as concern them, but in public session the Committee will not hear personal complaints regarding school personnel nor against any member of the school community. Staff and student confidentiality must be preserved. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving District personnel.
6. Written comments that would exceed two (2) spoken minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time. Letters or emails addressed to the School Committee will be shared with the Committee members and will be responded to by either the Committee Chair, Vice Chair or appropriate administrator. Emails to the Committee are considered public as defined by Mass General Law.

Public Participation is not a discussion, debate, or dialogue between or among citizens and the School Committee. Rather it is intended to offer citizens an opportunity to express their opinion on issues of School Committee business. While the Committee and /or administrators will not typically respond to citizen comments or questions posed during Public Participation, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if he/she deems it readily available. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.

Approved: 11/20/14

**MONTHLY REPORTING OF  
ELL STUDENT POPULATION BY SCHOOL**  
Acton-Boxborough Regional School District  
December 1, 2014

Category	Total as of 11/1/2014	Additions	Subtractions	Total as of 12/1/2014
ABRHS	17	0	-2	15
Blanchard	9	0	0	9
Conant	34	+7	0	41
Douglas	40	0	0	40
Gates	26	0	0	26
McCarthy-Towne	39	+2	0	41
Merriam	26	+2	0	28
RJG JHS	12	0	0	12
<b>TOTAL</b>	<b>203</b>	<b>+11</b>	<b>-2</b>	<b>212</b>

**EARLY CHILDHOOD STUDENT POPULATION  
MONTHLY REPORTING & PROJECTIONS**

13.8.2

Acton-Boxborough Regional Schools  
December 1, 2014

	November 1, 2014	Additions/ Subtractions November 1, 2014	Final Total As of November 1, 2014	December 1, 2014	Additions/ Subtractions December 1, 2014	Final Total As of December 1, 2014	<b>End of Year Projection**</b>
<i>SPED (In-District) 3-5 Year Olds - Acton</i>	33	+1	34	34	+2	36	46
<i>SPED (In-District) 3-5 Year Olds - Boxborough</i>	5	0	5	5	+1	6	14
<b>SPED Students In Class TOTAL</b>	<b>38</b>	<b>+1</b>	<b>39</b>	<b>39</b>	<b>+3</b>	<b>42</b>	<b>60</b>
Itinerant - Acton	17	0	17	17	0	17	22
Itinerant - Boxborough	3	0	3	3	0	3	5
OOD - Acton Preschool	1	0	1	1	0	1	2
<b>SPED TOTAL</b>	<b>59</b>	<b>+1</b>	<b>60</b>	<b>60</b>	<b>+3</b>	<b>63</b>	<b>88-90</b>
<i>*TYPICAL - Acton 3-4 Year Olds (In-District)</i>	47	0	47	47	-1	46	48
<i>*TYPICAL - Boxborough 3-4 Year Olds (In-District)</i>	16	0	16	16	0	16	16
<b>TOTAL</b>	<b>122</b>	<b>+1</b>	<b>123</b>	<b>123</b>	<b>+2</b>	<b>125</b>	<b>152**</b>

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

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