



Acton-Boxborough Regional
School Committee Meeting

June 21, 2018

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

June 21, 2018
7:00 p.m.

AGENDA

1. **Call to Order** – *Diane Baum* (7:00)
2. **Chairperson's Introduction** (7:05)
 - 2.1. Student Musical Performance
 - 2.2. Thank you to Interim Superintendent Bill McAlduff
3. **Staffing Update** – *Marie Altieri* (7:15)
4. **Public Participation** (7:20)
5. **Special Education Parent Advisory Council (SpEd PAC) Update** – *Amanda Bailey* (7:30)
6. **New Superintendent's Entry Plan** – *Peter Light* (7:40)
7. **Preliminary 5 Year Capital Plan DRAFT** – *Bill McAlduff* (7:55)
8. **FY18 Year End Financial Status Update** – *Bill McAlduff* (8:20)
9. **School Building Committee Update** – *Mary Brolin* (8:25)
 - 9.1. Draft Minutes of meeting on 5/9/18
 - 9.2. Recommendation to Approve Revisions to School Building Committee Membership including Change in Superintendent – **VOTE**
10. **FY19 School Improvement Plans** – *Bill McAlduff* (8:45)
 - 10.1. Memo Regarding Superintendent's Approval of Improvement Plans
 - 10.2. School Improvement Plans from the 8 Schools
 - 10.3. FYI: School Councils Policy File: BDFA
 - 10.3.1. Procedures: School Improvement Plan, File: BDFA-R-1
 - 10.3.2. Submission and Approval of the School Improvement Plan, File: BDFA-R-2
 - 10.3.3. Conduct of School Council Business, File: BDFA-R-3
11. **School Committee Workshop Update** – *Diane Baum* (9:00)
 - 11.1. Monday, July 16th at 5:00 p.m. in the Jr High Library with MASC Field Director Dorothy Presser
12. **Subcommittee Reports** (9:05)
 - 12.1. Policy Subcommittee FY18 Report – *Maya Minkin*
 - 12.2. 2018 – 2019 Subcommittee Assignments
 - 12.2.1. Memo from Chair Regarding Process
 - 12.2.2. List of 2017-2018 Subcommittee Assignments
13. **School Committee Member Reports** (9:15)
 - 13.1. Acton Leadership Group (ALG)
 - 13.1.1. Representatives for Meeting on June 28 at 7:30 AM in Acton Town Hall
 - 13.1.2. FYI: ALG Charter and Ground Rules

14. **Consent Agenda – VOTE (9:20)**

14.1. **Statement of Warrants & Approval of Minutes of 6/7/18**

14.2. **Donations to our Schools**

- 14.2.1. Open Door Theater gift of replacing and upgrading lighting equipment in the Jr High Auditorium, valued at \$13,000.
- 14.2.2. AB Regional PTSO gift of \$1,025. to support ongoing student wellness activities at R.J. Grey Jr High
- 14.2.3. AB Regional PTSO gift of \$500. to help defray costs of the 9th Grade dance
- 14.2.4. Eastern Bank Charitable Foundation grant of \$1,000. to enhance summer and schoolyear enrichment programming during Extended Hours at Community Education
- 14.2.5. AB Softball Boosters gift of \$1500. to help fund an assistant coach at the High School

15. **FYI (9:30)**

- 15.1. Challenge Success Newsletter:
<http://abschoolswellness.weebly.com/challenge-success.html>
- 15.2. Coordinated Program Review (CPR) Update Memo
- 15.3. AB Cares Coalition Resource Cards
- 15.4. This Month in the Division of Open Government:
<https://www.mass.gov/service-details/open-meeting-law-educational-materials>
- 15.5. June 1, 2018 Student Enrollment
- 15.6. Schedule for the Last Day of School on Wednesday, June 27, 2018
- 15.7. Schedule for the 2018 – 2019 School Year
- 15.8. Fall 2018 Schools Open House Schedule
- 15.9. FY19 School Committee Members and Officers
- 15.10. ***Best Wishes and Thank You to Additional Retirees:*** Acton Town Manager Steve Ledoux, Boxborough Town Administrator Selina Shaw, Acton Library Director Marcia Rich and Boxborough Library Director Maureen Strapko. Welcome to their new counterparts: John Mangiaratti, Ryan Ferrara, Danielle Savin and Peishan Bartley!

16. **Year End Slide Show – Bill McAlduff**

17. **Adjourn (9:40)**

Posted on 6/15/18 at 3:30 p.m.



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

Marie Altieri
Deputy Superintendent

To: Acton-Boxborough Regional School Committee
From: Marie Altieri, Deputy Superintendent
Date: June 19, 2018
Re: Staffing Update

We would like to extend our congratulations to the 27 retirees on the attached list who are retiring from ABRSD this year. With 18 teachers, two administrators, and seven support staff retiring, this is the largest number of retirees we have ever had. Each of them has contributed many years to the students of Acton and Boxborough. We had a district-wide retirement party last week, where there was a tribute for each retiree. Many retirees brought family members. We wish all of our retirees all the best as they move into this next phase of their lives.

We have been heavily involved in hiring new teachers since the beginning of March. As of today, we have hired 33 new teachers. In August, the School Committee will receive detail about all of our new teachers as well as any teachers who have left the district.

As you know, two members of our Leadership Team, Merriam Principal Ed Kaufman, and Director of Performing Arts Mark Hickey are retiring this year. We would like to thank each of them for 25 years of dedication to the students of Acton-Boxborough, and the staff whom they lead. As we announced earlier in the year, Merriam Assistant Principal Juliana Schneider has been appointed the Principal of Merriam, and Westford Band Director George Arsenault has been appointed as our PreK-12 Director of Performing Arts. We welcome Juliana and George to Acton-Boxborough's leadership team.

We are happy to announce the appointment of Bryant Armitrano to the Merriam Assistant Principal position. Bryant comes to us from the Arthur D. Healey Elementary School in Somerville, MA, where he has been an elementary teacher for the last five years, and an Interim Assistant Principal this year. Bryant has led school and district efforts in the implementation of Next-Generation Science Standards, technology, and interventions for students. Bryant has a Bachelor's Degree from Bryant College; a Master's of Arts in Teaching from Regis College, and a Certificate of Advanced Graduate Studies (CAGS) from American International College.



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Blanchard Assistant Principal Dr. Karen Dwyer-Tower has accepted a position as a Principal of the Summer Street School in Lynnfield, MA. Karen has been the Blanchard Assistant Principal for the last seven years. Karen has made great contributions to Blanchard and ABRSD, especially in the areas of literacy, MTSS, and Educator Evaluation. We wish Dr. Tower all the best as she takes this next step in her school leadership career.

We are happy to announce the appointment of Leigh Whiting-Jones as the next Assistant Principal of the Blanchard Memorial School. Leigh has spent nearly a decade in the classroom, teaching first and fifth grades in the Winchester and Newton Public Schools. She has led school and district initiatives focused on social emotional learning, cultural proficiency, and technology integration. Leigh earned her administrator's license and a master's degree in Organizational Management from the EDCO Educator Leadership Institute, a master's degree in Elementary Education from Lesley University, and a bachelor's degree in Communication from The University of Massachusetts, Amherst.

Lastly, Acton-Boxborough Regional High School Dean Peter Cavanaugh has accepted a position with the Dedham Public Schools. Pete has been an English Teacher since 2006, joining the AB faculty in 2011. Pete was appointed Dean of Students in 2013, where he has served the students and staff in all areas of school leadership. Pete has been commuting from that area, and his new position will provide Pete more time for his family. We wish Pete well in his new position. We have posted for an Interim Dean of Students for ABRHS.

You will receive a more in-depth staffing report at your August meeting. For now, we would like to wish all of the Acton-Boxborough faculty and staff who are leaving all the best, and we offer a warm welcome to our new staff.



Congratulations to ABRSD 2018 Retirees

Administrators

Ed Kaufman
Mark Hickey

Merriam School Principal
Director of Performing Arts

Blanchard School
Janet Lavigne

6th Grade Teacher

Carol Huebner Early Childhood Program

Cynthia Mate Speech and Language (Returning part time)

Conant School

Renee Luttati
Jane Tibbetts
Kathleen Tulp

Reading Specialist
Special Educator
2nd Grade Teacher

ABRSD Food Services

Angelina Centauro
Heidi Conley

Cafeteria Staff
Cafeteria Manager

R.J. Grey Junior High School

Lynne Bover
Cheryl Carter-Miller
MaryFrances Doiron
Margaret Gibbs

Social Studies Teacher/Department Ldr
Drama Teacher/Advisor
Science Teacher/Department Ldr
Information Specialist

(Over)



Douglas School

Stephanie Ingraham	3rd Grade Teacher
Rena Linnell	Special Educator

ABRSD Finance Department

Mary Small	Accounts Payable
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ABRHS

Joan Fenster	Mathematics Teacher
Deborah Leavitt	French Teacher
Thomas Mutschler	Mathematics and Statistics
Judith Smith-Prather	Special Educator

McCarthy-Towne School

Cheryl Beaudoin	Kindergarten Teacher
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ABRSD Facilities and Transportation

Robert Daley	Custodian
Earl Demeo	Custodian

Merriam School

Anne Kress	Art Teacher
Christopher Porth	Music Teacher
Beth Tafler	Special Educator
Lynn Vesey	Special Ed Assistant



2017-2018 Updates

SPRING PRESENTATION TO THE ABRSC

Our Mission

*To ensure understanding, respect, support,
and the appropriate education of all children in our community.*

The Special Education Parent Advisory Council's duties under state law include:

“advising the district on matters that pertain to the education and safety of students with disabilities and meeting regularly with school officials to participate in the planning, development and evaluation of the school district's special education programs.”

- Provide a network for parents and a forum for sharing and discussing interests and concerns
- Maintain dialogue with the broader community
- Collaborate with the school community to improve student outcomes
- Promote and enhance communication between families and administrators

Selected 2017-2018 Goals

- Identify ways to improve inclusion practices in the schools and community
- Work with families and Student Services to explore issues found via 2017 parent/guardian mini survey, particularly around Extended School Year programming and communication
- Conduct MCAS analysis and promote stronger academic progress and improved and transparent measures of growth beyond Student Growth Percentile (SGP) for Students with Disabilities
- Community education and outreach regarding Basic Rights, mental health & the IEP, transition, autism, and Extended School Year programming

Defining Terms

Accessibility – 1) Being able to physically enter an environment and 2) how an environment or service allows for full, independent usage

Inclusion – Involving people with disabilities in everyday activities and encouraging them to have roles similar to their peers who do not have a disability

Adaptation/Accommodation – Changing an environment to enable participation

Source: <https://www.cdc.gov/ncbddd/disabilityandhealth>

Working Toward Access & Inclusion

- Presented to the Acton-Boxborough Family Network board

ABFN piloted sensory-friendly components to holiday parties and the kindergarten social

- Provided information for families from Certified Therapeutic Recreation Specialists from Access Recreation Boston
- Continued to raise awareness around the lack of a fully-accessible playground with inclusive equipment in either town (compared to SMILE in Sudbury, Ripley Playscape in Concord, etc.), including at elementary schools, Acton Early Childhood Program site
- Advocated for the required feasibility study for the school building project to replace older facilities and spaces constructed prior to the 1990 Americans with Disabilities Act

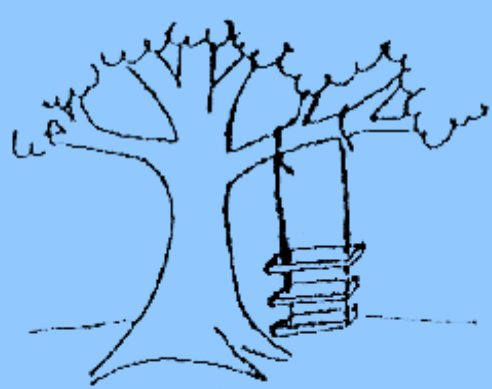
Access & Inclusion Continued

- Shared information with families about the Massachusetts Inclusive Schools Initiative (MISI)
- Continue to work with Student Services around individual access and inclusion issues as well as trying to identify broader opportunities (e.g., kindergarten placements for students requiring resource room support, co-teaching at ABRHS)
- Sought clarity regarding extracurricular access at the secondary level; identified clear resolution chain
- Adding increasing and improving
 - 1) access and
 - 2) meaningful inclusion to Open Issues on our agendas



“... a family-led group advocating for meaningful inclusion and authentic membership in classrooms, schools, and communities for our children with intellectual and developmental disabilities (I/DD), including autism.”

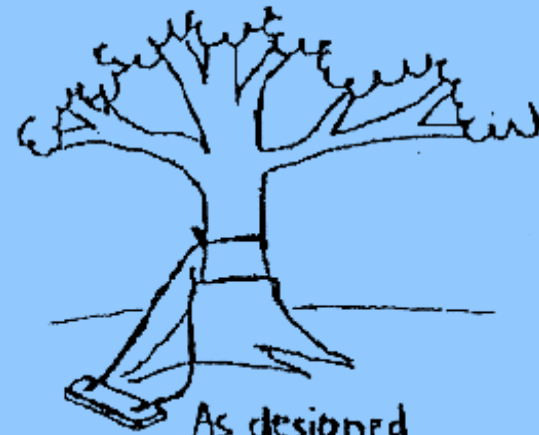
WHY WE NEED TO LISTEN TO FAMILIES



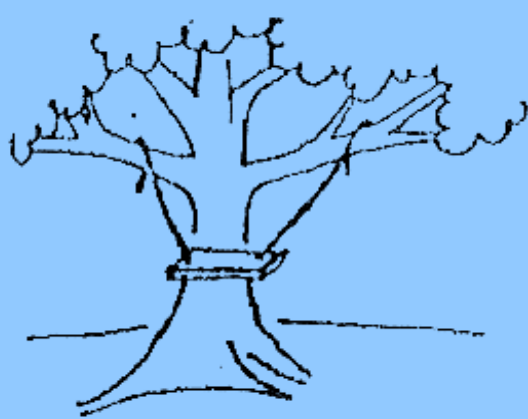
Proposed by the planner



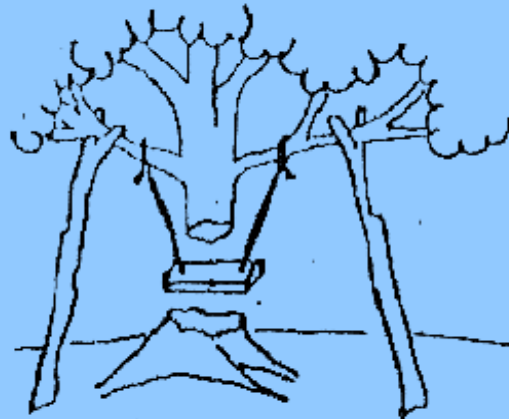
As specified in the plan



As designed



As funded



As implemented



What the recipient wanted

Communication

- Shared with families methods for tracking progress and ensuring accountability
- Sought resolution regarding IEP progress reports not being issued/received concurrently with general education report cards

Progress reports to be sent through PowerSchool Special Education

Resolving timing for schools that do not issue report cards

- Ongoing monitoring of transition to PowerSchool Special Education software
- Disseminated ESY eligibility information to families

Student Services provided program information earlier in the year to help families plan

The SEPAC will conduct a follow up survey in 2018-2019

Other Accomplishments

- Conducted MCAS 2.0 analysis for Students with Disabilities
 - Follow up conversations with district leaders and DESE about Student Growth Percentiles*
- Advocated for new district Section 504 Policy (File: IHBA)
- Worked with Student Services around equity across Early Childhood Program sites
- Served on Merriam Principal search
- Served on Superintendent Search Screening Committee
- Explored emergency situation preparation and planning for students with disabilities
- Hosted Director of Special Education and department administrators to provide a programming update
- Amended by-laws to update language, change organization name to AB SEPAC

Parent Support & Education

- Cohosted Basic Rights workshop with Student Services and Maynard and Sudbury SEPACs; disseminated Federation for Children with Special Needs (FCSN) webinars on Basic Rights and An IEP for My Child
- Hosted ABRHS transition specialist and FCSN on resources, self-determination, and best practices
- Held monthly daytime parenting support group and coffee/tea hours
- Maintained parent-to-parent listserv and Facebook page
- Fielded dozens of parent information and support requests
- Attended regional workshops and state-level conferences to bring back resources, including:
 - Arc of Massachusetts Transition Conference*
 - Massachusetts Families Organizing for Change “A Full Life Ahead” Transition Series*
 - DDS Workshop - Providing Trauma-Informed Care for Families with Children and Adults with I/DD*
 - FCSN Visions of Community Conference*

Acknowledgments

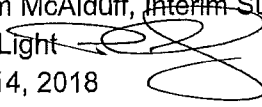
Our thanks to Director of Special Education Pam Smith,
Assistant Superintendent of Student Services Dawn Bentley,
and the Acton-Boxborough Regional School Committee

2018-2019 Officers

Co-Chairs Amanda Bailey & Carrie Weaver
Secretary Melissa Brown

Past PAC Chair Bill Guthlein
Standing Committee Chair for Parent Support Blossom Davies

abrsdsepac@gmail.com
absepac.org


To: William McAlduff, ~~Interim~~ Superintendent of Schools
From: Peter Light 
Date: June 14, 2018
RE: Entry Plan Overview Presentation to School Committee 6/21/18

I would like to take this opportunity to thank you for providing me with an opportunity to address the school committee on June 21, and present a broad overview of my entry plan into the Acton-Boxborough Schools. The final version of my entry plan will be completed and presented to the school committee later this summer. For this presentation, I will speak briefly to the purpose of the plan including intended outcomes, the various phases of the plan, and a overview of planned activities.



Overview of Superintendent's Entry Plan

June 21, 2018



First.... A Word of Thanks

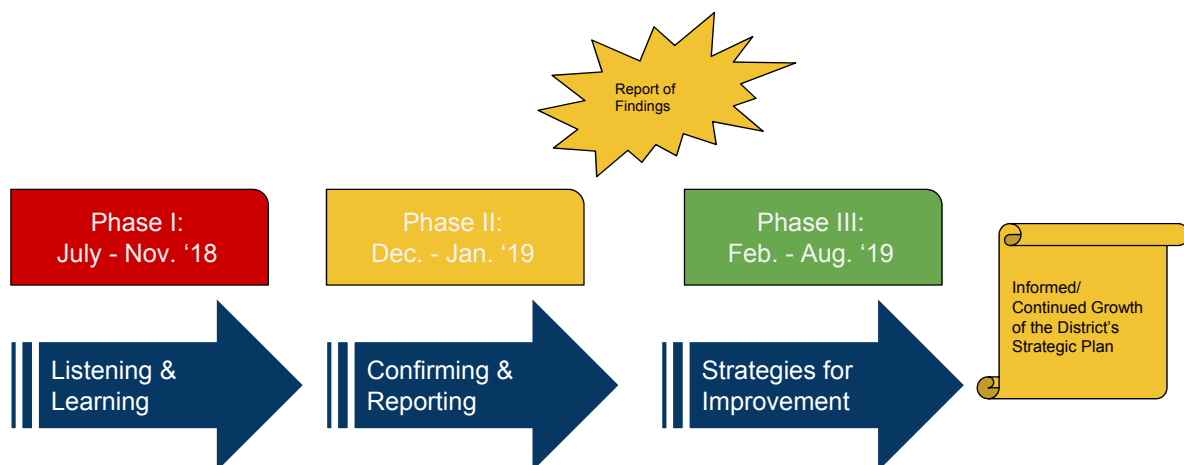
- ★ Bill McAlduff, Interim Superintendent of Schools
- ★ Marie Altieri, Deb Bookis, Dawn Bentley
- ★ Central Office Administrators
- ★ Members of the Acton and Boxborough Communities
- ★ Each of you!

A 30,000 Foot View...

Purpose:

- To begin to establish trust with stakeholders through two-way communication
- To understand the history, traditions, unique culture and work of the district
- To give stakeholders an opportunity to provide feedback about the district
- To synthesize information and utilize the feedback to continue the growth of the district's strategic plan

Overview of the Entry Plan...



A Little Deeper into Each Phase...

Phase I: Listening & Learning

- Stakeholder Meetings
- School & Classroom Observations
- Document & Data Review

Phase II: Confirming & Reporting

- Confirming Initial Findings with Key Stakeholders
- Report of Entry Findings

Phase III: Strategies for Improvement

- Utilizing findings and work with leadership team to continue to grow the strategic plan

Next Steps...

Finalize Entry Plan...	Early Summer 2018
Share Final Entry Plan...	August 2018
Periodic Updates...	September 2018 - January 2019
Report of Entry Findings...	January 2019

** Dates contained within the presentation are approximate and may be subject to change*





Acton-Boxborough Regional School District
Superintendent's Office
16 Charter Road
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#7

TO: Acton-Boxborough Regional School Committee
FROM: Bill McAlduff
RE: Draft – Five Year Improvement Plan
DATE: June 20, 2018

Please find in the School Committee Meeting packet two documents related to agenda item #7 – Preliminary 5 Year Capital Plan –DRAFT. The first document lays out, in summary form, identified coded projects and costs for each year of the plan. The second document (16 pages) provides the details and description of each project. There will be a colored hard copy of these documents at the table for tomorrow night's meeting. The purpose of this agenda item is to provide the School Committee with a very brief history of the district-wide capital improvement investigation and study work conducted by Dore and Whittier; an explanation of the five year capital plan (rationale, assumptions etc.) and clarification of what remains from the D&W CIP.

Last year at the final meeting of the 2016-2017 school year (June 22nd) the School Committee was presented with an update on the district-wide capital improvement investigation and study work conducted by Dore and Whittier. This presentation identified \$14M dollars of critical and high need capital work to be completed under what was considered a phase 1 and phase 2 work schedule. As a result, a 2017-2018 school year goal to construct a five year capital plan was developed.

Goal #3

Strategic Action

Five Year Capital Plan: The Dore and Whittier phase I Capital Improvement plan (CIP) was reviewed and developed into a \$14.1 million priority list of capital projects in April 2017. In 2017-2018, the capital list was further reviewed and developed into priority capital projects to be included in the FY19 budget. The school district capital budget has increased from \$150,000 to \$1,000,000 annually over the last three years. The remaining items in the \$14.1 million priority list will be further developed into a five year capital plan.



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The Draft five year plan identifies \$5,041,775 of projects from the June 2017 \$14.1M capital project list. The five year draft plan assumes work will be limited to the campus grounds, HS, JH, PDB, and Blanchard. Items for Conant, Douglas and Gates are on hold until the Feasibility Study is completed. Additionally, there is a list of projects identified as Pending Decisions (pages 12-16 of the "Detail" document). These are also on hold for further discussion and study.

Beyond the \$14.1M dollars there is an additional \$106M in work originally identified by D&W. Of that, approximately \$50.1M is associated with Conant, Douglas and Gates and \$16M associated with the Admin Building /Maintenance Shed. This leaves approximately \$30M remaining. Once the Feasibility Study is completed, more focused planning on how to fund the remaining work will be necessary.

7.
6/21/18
SC.Mtg

**Acton-Boxborough Regional School District
Five Year Capital Plan - Summary
June 2018
First Draft**

FY20			FY21			FY22			FY23			FY24		
Location	Project Class.	Project Amount	Location	Project Class.	Project Amount	Location	Project Class.	Project Amount	Location	Project Class.	Project Amount	Location	Project Class.	Project Amount
HS	EE-1	\$62,100	BL	EB-2	\$34,500	HS	RB-5	\$31,050	HS	RB-1	\$2,415	PDB	RB-10	\$19,888
HS	EE-2	\$56,925	JH	EB-3	\$172,500	JH	RB-13	\$350,000	HS	RB-2	\$25,875	PDB	RB-11	\$200,000
PDB	EE-15	\$175,000	PDB	EE-15	\$175,000	JH	RB-14	\$3,000	HS	RB-3	\$431,250	BL	EB-1	\$250,125
Campus	PSI-5	\$125,000	Campus	PSI-5	\$125,000	Campus	PSI-5	\$125,000	HS	RB-4	\$8,625	JH	PSI-10	\$200,000
BL	HVP-4	\$225,000	BL	RB-8	\$246,241	BL	PSI-4	\$80,000	HS	RB-6	\$11,213	Campus	PSI-5	\$125,000
HS	MI-1	\$155,975	HS	HVP-1	\$3,105	JH	PSI-9	\$57,960	HS	RB-7	\$69,000	JH	HVP-18	\$12,938
JH	MI-7	\$200,000	HS	HVP-2	\$75,000	JH	PSI-10	\$100,000	Campus	PSI-5	\$125,000	JH	HVP-19	\$41,400
			HS	HVP-3	\$6,900	BL	EE: 3-10	\$30,085	HS	MI-6	\$330,000	JH	HVP-20	\$86,250
			HS	MI-2	\$17,250	BL	HVP-5	\$43,125				HS	MI-4	\$86,250
			HS	MI-3	\$138,375	BL	HVP-8	\$6,900						
			BL	FS-1	\$12,000	PDB	HVP-13	\$7,500						
						PDB	HVP-14	\$69,000						
						PDB	HVP-15	\$43,125						
						PDB	HVP-16	\$41,400						
						PDB	HVP-17	\$22,500						
		\$1,000,000			\$1,005,871			\$1,010,645			\$1,003,378			\$1,021,851

NOTE:	Project Class.	= Project Classification (type of project)
	RB	= Roofing Project
	EE	= Exterior Envelope Improvement
	PSI	= Site Paving and Sidewalk Improvements
	HVP	= HVAC Plumbing Project
	EB	= Electrical Project
	MI	= Miscellaneous Interior Project
	FS	= Further Study project (further study for add'l information)
	Other Items	means projects not part of the CIP (FY19 only)

Acton-Boxborough Regional School District
Five Year Capital Plan - Details
June 2018

Location	Project Description	Designation	FY18 Last Year	FY19 Current	FY20 Year 1	FY21 Year 2	FY22 Year 3	FY23 Year 4	FY24 Year 5
Leary Field	Turf Replacement	Previous Work	\$450,000						
Conant	Address Building Heaving	Previous Work	\$75,000						
Blanchard	Boilers and Pumps	Previous Work	\$189,750						
Maint.	Site Evaluation Study	Previous Work	\$26,000						

Roofing Bundle		(RB)							
ABRHS	Add a 3' high ladder at raised roof area where scupper is used as stepping area.	1						\$2,415	
ABRHS	Add roof walk pads at top and bottom of all ladders, and circulation path to each roof top unit.	2						\$25,875	
ABRHS	Install roof drain at large ponding area west of auditorium and provide tapered insulation and new membrane in this area.	3						\$431,250	
ABRHS	Relocate coax cable to run inside the building; cap and seal tight all openings in roof.	4						\$8,625	
ABRHS	Remove 60' long by 2' high section of brick at gym; remove failed thru-wall flashing, and provide retro-fit thru-wall flashing and insulation, and provide new brick.	5					\$31,050		

Roofing Bundle		(RB)	FY18	FY19	FY20	FY21	FY22	FY23	FY24
ABRHS	Remove deteriorated concrete splashblocks and replace with rubber membrane matt to protect membrane roof.	6						\$11,213	
ABRHS	Verify warranty duration on translucent (Kalwal) skylight panels and replace all southern exposure panels. Carry allowance assuming warranty does not cover replacement cost.	7						\$69,000	
Blanchard	Misc Roof Repairs: Repair damaged patches • Repair damaged boot at exhaust pipe • Trim back any trees growing over the roof • To address standing water at cafeteria roof, extend the downspout towards the roof drain	8				\$246,261			
PDB	Remove existing sealants from parapet cap flashing and re-seal with an appropriate sealant.	10							\$19,888
PDB	Re-seal seams in EPDM roof where delamination is occurring at both the ballasted and un-ballasted roofs, inclusive of counterflashing at ballasted roofs.	11							\$200,000

Roofing Bundle		(RB)	FY18	FY19	FY20	FY21	FY22	FY23	FY24
RJ Grey	At locations where SSMR dumps onto EPDM flat roof - Replace wood fascia with metal, provide snow guards at SSMR, provide gutters (commercial grade - heavy duty) with drain pipe that extends to a roof drain. ("Crow's Nest")	12		\$70,000					
RJ Grey	Misc Roof Repairs <ul style="list-style-type: none"> • Replace boots seals where damaged. • Properly anchor all roof equipment. • Replace caulking at various locations and clean up mastic from roof edge. • Install large scale gutter system along gymnasium roof connected to a roof drain leader to prevent large amounts of water from gym roof landing on adjacent flat roof surfaces. 	13					\$350,000		
RJ Grey	Replace all roof drain covers	14					\$3,000		
Conant	Locate and repair any leaks above ceiling and replace damaged ceiling materials	9							

Exterior Envelope Improvements		(EE)	FY18	FY19	FY20	FY21	FY22	FY23	FY24
ABRHS	Confirm number of leaking windows (possibly 6). Investigate and address cause of the leaks; this may involve removal of a window, as well as a number of brick above and to the side of a window. Re-finish wood stools, patch and re-paint concrete block	1			\$62,100				
ABRHS	INTERIOR- Exposed steel is not corroded in existing mechanical room but non structural elements show extreme corrosion. - All elements showing signs of corrosion should be replaced with corrosion resistant elements. All steel framing members showing signs of corrosion shall be wire brushed and painted with rust inhibiting paint.	2			\$56,925				
Blanchard	Caulking and weather stripping should be checked and replaced at each exterior door.	3					\$13,800		
Blanchard	Clean out caulk from weep holes at Courtyard.	4					\$3,450		
Blanchard	Repair lightning protection cover (1 location noted)	5					\$863		
Blanchard	Repair parging at foundation by resurfacing minor cracks. At areas with severe breaks or chunks missing, remove damaged areas before repairing.	6					\$4,313		
Blanchard	Repair vent opening and install a bug screen cover	7					\$431		
Blanchard	Replace damaged FRP (panel approx 36" x 36")	8					\$2,484		

Exterior Envelope Improvements		(EE)	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Blanchard	Replace missing grid component at exterior gym soffit to protect the opening. (1- 24" grid component)	9					\$863		
Blanchard	Repoint any mortar deterioration to prevent further damage at isolated areas around the building	10					\$3,881		
PDB	Brick sills at all locations should be removed, along with all affected brick courses below them. Condition of damp-proofing should be determined and replaced if needed. Through wall flashing systems should also be reviewed and replaced. Install new brick up to underside of through wall flashing (bottom of brick sill location). Recommend installation of pre-cast concrete sills to replace previous brick sills (top two courses of brick make up the brick sill), then cap with an extruded aluminum sill to prevent absorption of moisture and a repeat of this problem (Note that if extruded aluminum sill is incorporated into repair, new brick sills could be installed in lieu of pre-cast concrete sills).	15		\$175,000	\$175,000	\$175,000			
Conant	Determine cause of cracking and address. Re-point cracked mortar joints and replace cracked / broken brick.	11							

Exterior Envelope Improvements		(EE)	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Conant	For Modulares in the short-term, provide temporary patching and repair to maintain a water and weather-tight envelope (replace siding, improve flashing and caulking, re-install/replace gutters). Also remove existing decks and reconstruct with proper flashing and spacers to allow surface water to drain.	12							
Conant	Install new weatherstripping at doors	13							
Conant	Seal between window and brick masonry with new high-performance sealants	14							

Site Paving and Sidewalk Improvements		(PSI)	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Admin	Reconstruct concrete walks & arrival plaza	1							
Admin	Relocate front playground out of circle	2							
Admin	Repave drives	3							
Blanchard	Replace concrete walks	4		\$65,000			\$80,000		
Campus	Provide improvements noted in Campus Master-Plan sketch, including: widen concrete walkways along charter road (base on 8 feet wide), add turning lane at Charter Road and add turning lane at Parker Damon Building. Include landscaping allowance for trees/shrubs along newly created sidewalks.	5	\$ 300,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Leary Field	Lights Replacement	8	\$ 250,000						
RJ Grey	Repave asphalt walks	9					\$57,960		
RJ Grey	Repave drives	10					\$100,000		\$200,000

Site Paving and Sidewalk Improvements (PSI)		FY18	FY19	FY20	FY21	FY22	FY23	FY24
Campus	Widen concrete walkways along charter road. - allowance - base on 8 feet wide	11						
Conant	Repave walks	6						
Douglas	Repair and upgrade exterior pressure treated ramps and stairs to provide new handrails, non-slip surface, new treads and boards along ramp.	7						

HVAC /PLUMBING BUNDLE (HVP)								
ABRHS	Investigate louver issues at two locations (18"x18" each +/-), at basement level of B-area, determine if functioning properly, develop solution and address.	1				\$3,105		
ABRHS	Replace all outdoor ductwork insulation and insulate any existing exterior ductwork that does not have any insulation with durable, weatherproof, rigid insulation covering (similar to Flexclad type product) with the highest R-value possible.	2				\$75,000		
ABRHS	The combustion air damper sizes within the mechanical room should be verified to ensure that they are code compliant. We do not believe that they are therefore, new openings with dampers and actuators should be provided.	3				\$6,900		
Blanchard	Add Building Wide DDC Controls	4		\$25,000	\$225,000			
Blanchard	Improvements to Domestic Hot Water System	5					\$43,125	
Blanchard	Install CO2 Demand Control Ventilation in Gym, Cafeteria and Library	6						

HVAC /PLUMBING BUNDLE		(HVP)	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Blanchard	Install VFD's on Heating Pumps	7							
Blanchard	Repair/replace kiln exhaust hood.	8					\$6,900		
PDB	Add Isolation Dampers to Combustion Air Openings	13					\$7,500		
PDB	Hot Water Heater and piping/mixing valve	14					\$69,000		
PDB	Install CO2 Demand Control Ventilation in Gym, Cafeteria and Library	15					\$43,125		
PDB	Install Demand Control Ventilation at Kitchen Hood & Add VFDs	16					\$41,400		
PDB	Retrocommision Controls - Replace Faulty Controls and Adjust Programming	17					\$22,500		
RJ Grey	Add Zone Dampers to Library/Superintendent's Office Unit	18							\$12,938
RJ Grey	Install Demand Control Ventilation at Kitchen Hood & Add VFDs	19							\$41,400
RJ Grey	Retrocommision Controls - Replace Faulty Controls and Adjust Programming	20							\$86,250
Conant	Replace Cafetria/Kitchen Indoor Air Handler	9							
Conant	Replace pneumatic controls (that weren't already replaced) with DDC. (Allowance)	10							

HVAC /PLUMBING BUNDLE		(HVP)	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Gates	Replace all the indoor air handling units with new units that have energy recovery wheels, premium efficiency motors, and variable frequency drives, as this is now required by code for energy saving purposes and would provide a more energy efficient system. (especially in Cafe, kitchen, Room 2A, library)	11							
Gates	Replace pneumatic controls (that weren't already replaced) with DDC.	12							

ELECTRICAL BUNDLE		(EB)							
Blanchard	Fire alarm system upgrade - include panel and devices	1							\$250,125
Blanchard	LED egress lighting should be installed outside of egress doors	2				\$34,500			
RJ Grey	Incandescent track fixtures should be replaced with LED sources	3				\$172,500			
RJ Grey	Provide Emergency Power Generator	4							

MISC. INTERIOR - BUNDLE		(MI)	FY18	FY19	FY20	FY21	FY22	FY23	FY24
ABRHS	Auditorium Ceiling and Lighting Replacement	1		\$325,000	\$155,975				
ABRHS	Remove the existing chilled water pump located above the first floor classroom and replace it as well as relocate it to the second floor corridor just below where the chilled water piping exits the chiller. This will provide a more serviceable location and eliminate the current noise and service issue at its current location. The pump has a capacity of 110 GPM with a 5 HP motor.	2				\$17,250			
ABRHS	Repair, replace, upgrade HS Pool Bleachers and Guardrails	3				\$138,375			
ABRHS	Replace all theatrical curtains at stage	4							\$86,250
ABRHS	Replace limited number of seats in auditorium (estimate 5)	5							
ABRHS	Replace the Pool unit with 100% outside air unit with an all-aluminum interior casing, aluminum coils, and an aluminum plate and frame heat exchanger and DX cooling. Mostly all of the components associated with this existing unit have failed or are in the process of failing. The existing unit capacity is 11,500 CFM.	6						\$330,000	
RJ Grey	Replace gym wood floor with synthetic surface	7			\$200,000				

FURTHER STUDY - BUNDLE		(FS)	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Blanchard	Fire Pump pit experiences significant condensation. Replace existing dehumidification system and provide additional improvements. MARCH 2017 - Evaluate issue with Civil, Plumbing engineers and develop options for consideration. This line item acts as a placeholder allowance for study.	1				\$12,000			
Blanchard	Relocate fire pump pit to above ground. (confirm scope FP)	2							
Blanchard	Waterproof Interior of Fire Pump Vault	3							

OTHER ITEMS									
ABRHS	Interior Renovations Commons C			\$100,000					
RJ Grey	Cafeteria - Ceiling Acoustical Work			\$39,000					
RJ Grey	Replace Public Address System			\$7,000					
RJ Grey	Conference Room Furniture and Bandroom Furniture			\$19,500					
Conant	Main Office Carpeting and Counter Work			\$20,000					
Conant	Purchase and installation of Kiln for Art Room			\$5,000					
PDB	Flooring Replacement			\$24,500					
TOTALS				\$1,000,000	\$1,000,000	\$1,005,891	\$1,010,645	\$1,003,378	\$1,021,851

PENDING DECISIONS									
Admin	Add roof drains to improve drainage (estimate 6).	1							
Admin	Add rubberized or texturized tread and landing material to worn stair treads and landings.	2							
Admin	Address cause of deterioration to hollow-metal door frames and doors and replace doors and frames (estimate 4 locations)	3							
Admin	Consider adding a 2 nd means of exit from the sunken air handler room.	4							
Admin	Fire alarm system upgrade	5							
Admin	Fully enclose all stairs to meet fire-rating requirements. Replace handrails and guardrails at all stairs. Include additional allowance for modifications to adjacent spaces to address this.	6							
Admin	Identify cause of cracking in brick. Remove and replace damaged bricks as needed.	7							
Admin	Install guardrail below stairs to address low head height issue.	8							
Admin	Perform a structural analysis of the roof framing at roof to wall areas to confirm structure can support additional snow load (due to future additional insulation)	9							
Admin	Properly anchor/suspend lighting to structure to meet seismic code requirements.	10							
Admin	Provide flashing at angled soffits and replace plywood siding with pre-finished metal siding.	11							

PENDING DECISIONS

Admin	Provide ventilation air to Corridors in original classroom building with new dedicated fan coil units.	12							
Admin	Remove all abandoned chimneys, mechanical equipment, roof curbs, down to the deck, frame and infill roof deck with insulation and membrane to be flush with roof. (Do this work in conjunction with roof replacement if possible)	13							
Admin	Remove all roofing materials down to the deck, provide vapor retarder, R-40 rigid insulation (tapered to slope to drains at flat roof areas), and EPDM membrane with a 20-year warranty.	14							
Admin	Remove loose concrete on the foundation, provide rust-inhibitor to any exposed rebar, and apply a two-step approach to repairing and sealing foundation (estimate 5 locations at 10 lin ft each)	15							
Admin	Remove loose concrete on the horizontal precast concrete components at the building perimeter, provide rust-inhibitor to any exposed rebar, and apply a two-step approach to repairing and sealing concrete with precast-concrete patching and mineral coating system.	16							
Admin	Remove rust from metal siding and re-finish, or replace metal panels.	17							

PENDING DECISIONS									
Admin	Remove tack boards and displayed art materials to meet current codes (Image 35).	18							
Admin	Replace doors and hardware throughout the building. Provide fire-rated doors and frames where required by code. Widen openings as needed to comply with accessibility requirements.	19							
Admin	Replace the original Admin indoor air handling unit with a new unit that has variable air volume boxes an energy recovery wheel and premium efficiency motors with variable frequency drives. The unit is sized at approximately 15,000 CFM	20							
Admin	Replace the original Classroom indoor air handling units with new units that have variable air volume boxes, energy recovery wheels and premium efficiency motors with variable frequency drives. Each unit is sized at approximately 3,000 CFM	21							
Admin	Replace wooden doors and frames with hollow metal or aluminum-framed entrance door systems (estimate 3 locations).	22							
Admin	Storage should be removed from electrical and mechanical rooms.	23							
Admin	Switchgear upgrade	24							

PENDING DECISIONS

Admin	The combustion air damper sizes within the mechanical room should be verified to ensure that they are code compliant. We do not believe that they are therefore, new openings with dampers and actuators should be provided.	25							
Admin	The modular classrooms are very inexpensively constructed without regard to longevity of exterior wall, roof and window systems as these are typically designed for temporary use. In the short-term, provide temporary patching and repair to maintain a water-tight envelope (relocate/replace gutters, improve roof flashing and caulking, and replace siding).	26							
Mtnc Building	Construct a new waste-line from Charter Road to the building and connect to sink in staff room and future toilet room.	27							
Mtnc Building	Construct a separate fire-rated space for furnace, along with a fire-rated shaft for flue.	28							
Mtnc Building	Construct a separate welding booth space, in a fire-rated space, and stand-alone exhaust/ventilation	29							
Mtnc Building	Construct a separate, ventilated, fire-rated space for oil tank and flammable liquids.	30							
Mtnc Building	Fuel oil storage tank vents should be relocated to the outdoors	31							
Mtnc Building	Install fire alarm system.	32							

PENDING DECISIONS									
Mtn Building	install life safety lighting emergency battery units	33							
Mtn Building	Provide a fire-rated wall and door separation between vehicle bay and employee eating and office areas. Provide plated metal panels at first 4' on wall of vehicle side.	34							
Mtn Building	Provide accessible toilet rooms for staff.	35							
Mtn Building	Provide CO/NO2 monitoring system and exhaust system	36							
Mtn Building	Provide code-required ventilation to staff break and office spaces, separated from vehicle spaces.	37							
Mtn Building	Provide floor drains in garage area per code. Garage drainage is required to be directed to an oil separator.	38							
Mtn Building	Provide sanitary service from road into building for toilet rooms.	39							
Mtn Building	Provide ventilation air to the office area, provide a packaged fuel oil fired indoor air handling unit at 3000 CFM for heating and ventilation of the garage and office area.	40							

**Acton-Boxborough Regional School Committee
Meeting of June 21, 2018**

Five Year Capital Plan

- Brief History
- Overview of Five Year Plan (\$14.1M)
 - Format
 - Assumptions
- Status of Remaining CIP Costs

**Acton-Boxborough Regional School Committee
Meeting of June 21, 2018**

Five Year Capital Plan

Brief History

- Spring 2015 - Dore & Whittier Architects commissioned to conduct a comprehensive facilities analysis.
- Feb. 2016 - \$120M in Capital Improvements
- Jan. 2017 - \$120M CIP Prioritized (Potential MSBA)
- April 2017 - CIP Further Prioritized (Priority 1)

**Acton-Boxborough Regional School Committee
Meeting of June 21, 2018**

Five Year Capital Plan
Overview of Five Year Plan (\$14.1M)

- Format
 - Priority 1 Projects
 - Critical and High Needs
 - No Douglas Projects
- Projects Bundled (Classification)
- Year 1 begins in Summer 2019 (FY20)
- Assumptions
 - No Conant, Gates, Admin. Bldg. or Maint. Shed Projects
- Approximately \$1M per year

**Acton-Boxborough Regional School Committee
Meeting of June 21, 2018**

Five Year Capital Plan
Status of Remaining CIP Costs

	\$14,100,00
Previous Work (FY18)	- \$ 740,750
Current Work (FY19)	- \$ 720,000
Operating Budget	- \$ 247,241
Five Year Plan	- \$ 5,041,775
<u>Cost Reductions</u>	<u>- \$ 1,292,261</u>
Remaining:	- \$ 6,057,973

**Acton-Boxborough Regional School Committee
Meeting of June 21, 2018**

Five Year Capital Plan
Status of Remaining CIP Costs

Remaining: \$ 6,057,973

Includes:

▪ Conant	\$ 627,209	
▪ Gates	\$ 323,775	
▪ Admin,. Bldg.	\$ 3,941,894	
▪ Maint. Shed	\$ 378,254	
▪ Paving/SW	\$ 786,841	\$

**Acton-Boxborough Regional School Committee
Meeting of June 21, 2018**

Five Year Capital Plan
Status of Remaining CIP Costs

Assume a Douglas/Gates Twin: \$ 73,000,000

Conant:	\$ 17,000,000
Admin/Maint :	\$ 11,700,000
HS:	\$ 12,000,000
JH:	\$ 16,000,000
PDB:	\$ 8,000,000
BL:	\$ 6,700,000
Campus:	\$ 2,000,000

**Acton-Boxborough Regional School Committee
Meeting of June 21, 2018**

Five Year Capital Plan

Thank you

Questions?



Acton-Boxborough Regional School District

16 Charter Road - Acton, MA 01720
www.abschools.org

Finance Department
David A. Verdolino, Director
(978) 264-4700
dverdolino@abschools.org

To: School Committee
From: Dave Verdolino
Re: Year End Use of FY2018 Funds
Date: June 21, 2018

Members –

The leadership team has taken into consideration the most recent projected total year end budget variance and is presenting a plan to utilize some FY2018 funds in a manner – similar to what was done last year – that will have a beneficial impact as we transition to a new fiscal year.

Recommended Funding Uses (Total = \$382,450)

- | | | |
|---|----------------------|-----------|
| 1. Accelerate from FY2019 CIP: | Facilities equipment | \$92,000 |
| | Blanchard paving | \$65,000 |
| | Additional paving | \$125,000 |
| 2. Augment CIP allocation | Additional paving | \$50,000 |
| 3. Provide additional resources for CO relocation (see below) | | \$50,450 |

The Facilities Department has already ordered the equipment and conducted the public bid to award a (three-year) paving materials contract. In my conversation with JD Head, he believes there would be economies of scale to maximize the amount of paving work done this year, hence the proposal for an additional \$50K of work (of ~\$2 million identified in CIP as paving needs).

The additional resources for the three-stage office relocation (in addition to \$75K identified by the Superintendent in the CIP presentation) reflects estimated costs of providing adequate technology (phone and data wiring and infrastructure) and security (hardware and telephone integration); a cost summary estimate for these items was prepared by the district's Ed Tech department. The remainder of relocation costs should be able to be covered by identified funds.

Resulting Impact on Fund Balance

In my third quarter financial report, I presented a projection of year end FY2018 budget surplus of \$1,061,152. Due to favorable financial activity since that report – chiefly in the area of releasing unused encumbrances and better-than-(conservatively)-forecast expenditure estimates – the projected variance has grown to about \$1.7 million (roughly equal to that of the previous year). After carrying out the above spending plan during FY2018, I estimate that E&D as of July 1, 2018 will be approximately \$3.8 million (versus \$4.0 million as of July 1, 2017 or 4.3% (versus 4.7%) of the following year's total budget. Note that this modest reduction in E&D position reflects the use of almost \$1.5 million toward (1) the feasibility study (\$710K appropriated in December) and (2) single-tier busing. (\$575K added to the \$200K appropriated in the FY19 budget).

Additionally, we will have “prepaid” a share of the \$1 million appropriation allocated for capital needs in FY2019. It is my conclusion that the use of available FY2018 funds in the manner outlined above is a prudent decision in the best interests achieving the objectives of the CIP, and in the long-term financial interest of the district.

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

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

May 9, 2018
 7:00 p.m.

Members Present: Mary Brolin; Amy Krishnamurthy; Bill McAlduff; Marie Altieri; Jason Cole; Bob Evans; JD Head; Lynne Newman; Katie Raymond (7:10); Mac Reid; Chris Whitbeck.

Members Absent: Peter Berry; Dennis Bruce; Adam Klein; Gary Kushner; Steve Mielke; Maria Neyland.

Other: Karen Coll; Bill Hart; Dave Verdolino; Representatives from Skanska: Chuck Adam, Dale Caldwell, Victoria Clifford, Sovathya Sar; Members of the public

1. Mary Brolin called the meeting to order at 7:03pm. Building Committee attendees and representatives from Skanska, the firm hired to be Owner's Project Manager (OPM) for this building project, introduced themselves.
2. Mac Reid moved, Bob Evans seconded, and the minutes of the April 11, 2018 School Building Committee Meeting were unanimously approved.
3. MSBA Update

Bill McAlduff said that he had received the official letter from the MSBA approving Skanska as our OPM. Dave Verdolino has begun completing the required paperwork and we are ready to proceed.

Bill and JD Head attended the MSBA's OPM Advisory Panel on May 7th, along with representatives from Skanska. Skanska gave a presentation and responded to questions and comments. The MSBA commended JD for the report he had sent to them, noting in particular the format of the OPM applicant interviews and the list of questions the OPM subcommittee had put together. The OPM Panel was already familiar with Skanska's work and was very comfortable with them.

The OPM Panel asked some questions related to the process of hiring a designer. They want to ensure that the designers' Request for Services (RFS) process is truly open and that it results in a number of competing proposals. We will need a minimum of three respondents to the RFS.

4. Designer Selection (Module 2)

Dale Caldwell of Skanska made a presentation, including an overview of their team. He noted that Chuck Adam will be our interface with the firm. The presentation also included overviews of Skanska's other K-12 school building experience and of some of the site issues that may be identified in the feasibility study. Skanska had prepared an outline of the project schedule, which will be tweaked to meet our needs, such as planning for Town Meetings. They will build a total project budget showing eligible and ineligible costs, the district's share of the costs, options for bonding and other financial considerations. The firm will also walk through options comparisons with the committee, showing the advantages and disadvantages of various choices as decisions are made.

The next step will be to send out an RFS for designers. Dale explained the MSBA Designer Selection Panel (DSP) process; the 16-member panel will include 13 members selected by the MSBA and three representatives selected by the district. Skanska's proposed schedule sets a target to be on the agenda of the DSP meeting on July 10th, which is an aggressive time frame; the next DSP meeting after that will be July 24th. The hope is to have the designer on board by late July or early August. In order to have

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materials to the MSBA in time for the July 10th meeting, we would need to receive them by June 12th. Skanska will review the applications and check references. Bill noted that we would have more control over later phases of the project, Modules 3, 4 and 5, once the team is fully assembled, so it might be possible to make up time if the designer selection process is delayed.

Committee members discussed the designer RFS process. Katie Raymond asked whether the committee would need to vote to approve the RFS, as was required for the OPM RFS. Chuck said that, because the designer selection process is primarily driven by the MSBA, the RFS document is fairly standardized and more straightforward than the one for the OPM. Some building committees assign a representative with authority to approve the designer RFS, rather than requiring a vote by the entire committee.

In response to Katie's question whether we would be able to insert specific items of interest to us into the RFS, Chuck said that they had already put in some things from the OPM RFP, like the desire for net zero environmental impact. They will also put a link to earlier work done by Dore & Whittier into the RFS so all applicants will have ready access to that information.

Amy Krishnamurthy moved to allow JD Head and Bill McAlduff to authorize release of the designer RFS once it has been approved by the MSBA, Mac Reid seconded, and the committee unanimously **VOTED** to approve the motion.

Members were reminded that the three representatives from the district to be part of the DSP would include:

- The Superintendent or a designee
- One representative selected by the School Committee
- One representative selected by the Building Committee

Although there will be only three district representatives on this 16-member panel, MSBA will listen to the local members, especially if they are united and clear about their preferences. Members discussed who should represent the district on the DSP. There will be discussion of the proposals at the DSP meeting and representatives will be asked to weigh in on each of the applicants. The committee determined that, while he will be new to the district and the project, incoming Superintendent Peter Light would participate on the DSP rather than designating someone else as a representative. Because his participation is automatic, there was no need to vote on it, but we will need to let the MSBA know that Peter will be the new Superintendent.

Chris Whitbeck moved to designate JD Head as the Building Committee's representative to the DSP, Mac Reid seconded, and the committee **VOTED** unanimously to approve the motion.

Bob Evans moved to recommend to the School Committee that Marie Altieri be their representative to the DSP, Amy Krishnamurthy seconded, and the committee **VOTED** unanimously to approve the motion. Amy will put this item on the School Committee's agenda for its May 17th meeting.

After discussion, the committee decided not to create an RFS Review subcommittee; instead the full committee will review all of the proposals. Each proposal will include the entire team to be assembled by the designer, including architects, engineers, and other specialists. Members of the Building Committee have varying areas of expertise and specific interests, so committee members wanted to have a chance to review each of the teams. Once the team has been put together, there are only rarely substitutions among the individual members, so members want to know who those individuals may be. In addition, some designers may be more comfortable than others using our past work with D&W, which could save time and, potentially, expense.

Members discussed the process for reviewing proposals from prospective designers. If we receive all materials by June 12th, electronically and as hard copies, they can be distributed at the June 13th meeting

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but members would probably need a second meeting in June to discuss them after reviewing them on their own. Mary Brolin asked whether we needed to meet and have Skanska coach the committee on methodologies for assessing the proposals. Skanska will provide a document describing the process and giving guidance about evaluating the proposals. Peter Light asked whether there was a process for disqualifying some applicants and avoiding wasted time reviewing non-qualified proposals. Skanska will do an initial review as soon as the proposals arrive to ensure that they are complete; if not, they will be disqualified.

Because the proposals will have just arrived before the June 13th committee meeting, and we will need an extra meeting later in the month to review them, it may make sense to cancel the June 13th meeting. Members decided to schedule a later meeting on June 25th at 7:00pm but to defer the decision about canceling the June 13th meeting until after seeing the review document provided by Skanska and deciding whether that provides enough guidance to evaluate the proposals. Chuck will send us the document this week. Designers can come to the Building Committee meetings, as well as the MSBA DSP meeting, as these are all open to the public.

5. Feasibility Study (Module 3) – Skanska

Dale and Chuck provided a brief overview of the Feasibility Study process, Module 3, including the steps and expected timing. Skanska will make sure we know what is coming up and that there are no surprises. In response to a question from Jason Cole, they confirmed that we would have to wait until the design team is on board before beginning site evaluations such as perc tests because the schedule is dictated by the MSBA, which will only reimburse if we adhere strictly to their guidelines.

6. Update on School Building Committee Membership – Mary Brolin is still talking to several potential members and hopes to have decisions about their joining the committee in the near future.
7. Additional Planning to Move Forward – Discussed above.
8. Scheduling of July, August and Fall Meetings

A list of planned monthly meeting dates was distributed but was not discussed at this time. Changes in the June dates discussed above.

9. When asked, there were no questions from members of the public. Jason Cole moved, Amy Krishnamurthy seconded and the meeting was unanimously adjourned at 8:35pm.

Respectfully submitted,

Karen H. Coll

Next Building Committee Meetings:

June 13 (Note: Meeting will be in Superintendent's Conference Room, Admin Building, Downstairs, Room 13)

June 25 (Added meeting date)

Document Used:

List of Proposed Meeting Dates, 2018-2019

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Acton-Boxborough School Building Committee Members
To be Voted June 21, 2018

Acton-Boxborough Regional School District Staff

Peter Light, Superintendent (beginning July 1, 2018) *(replaces Bill McAlduff)*
Marie Altieri, Deputy Superintendent
J.D. Head, Director of Operations
Lynne Newman, Gates Principal
Chris Whitbeck, Douglas Principal

Acton-Boxborough Regional School Committee

Mary Brolin, Boxborough
Amy Krishnamurthy, Acton
Adam Klein, Boxborough

Town Leaders

Jason Cole, Acton Finance Committee
Bob Evans, Acton Finance Committee
Gary Kushner, Boxborough Finance Committee

Peter Berry, Acton Board of Selectmen
Maria Neyland, Boxborough Board of Selectmen

Community Members

Dennis Bruce, Acton *(moved from School Committee)*
Bill Hart, Acton *(Construction experience)*
Katie Raymond, Acton

Becca Edson, Boxborough *(Architect, replaces Steve Mielke)*
Mac Reid, Boxborough



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

William H. McAlduff, Jr.
Interim Superintendent of Schools

TO: Acton-Boxborough Regional School Committee

FROM: Bill McAlduff

RE: 2018-2019 School Improvement Plans

DATE: June 20, 2018

In the School Committee packet you will find copies of each School's 2018-2019 proposed School Improvement Plan in accordance with procedure BDFA-R-2. I have also included for your information the School Committee policy and associated procedures related to School Councils as well as the approval of School Improvement Plans.

While I have read through each plan at least once, I am continuing my review in more detail. I plan to complete my review by the beginning of next week in order to make final approval decisions. The School Committee will be provided with a memo from me indicating my approval action regarding the plans.

Principals will not be in attendance at the June 21st meeting so if you have any questions please forward them to me and I will respond to you sometime within the next few days.

School Improvement Plans are posted
separately after the packet on
[http://www.abschools.org/school-
committee/meetings-agendas-packets-and-
minutes](http://www.abschools.org/school-committee/meetings-agendas-packets-and-minutes)

File: BDFA

SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school district.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent.

The following guidelines define the role of the school council:

The School Council shall meet regularly (a minimum of six meetings per year) with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan in accordance with state statutes which is implemented only after the Superintendent's approval.

LEGAL REFS.: M.G.L. 71:38Q, 71:59C

Approved 12/3/15

File: BDFA-R-1

SCHOOL IMPROVEMENT PLAN

Each Principal, in conjunction with the School Council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the School Council and submitted for approval to the Superintendent. The plan should be drafted with the following in mind:

1. Educational goals developed with the needs of the school in mind.
2. A focus on student learning with plans around improvement.
3. Professional learning for the school's staff.
4. Parental involvement in the life of the school, safety, and discipline.
5. The diverse learning needs of every child.
6. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

10/2/15

File: BDFA-R-2

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent for review and approval by June 1st of each year. The Superintendent shall make copies of the plans for the School Committee's review.

It is important that the school council be aware of the expectations regarding the school improvement plan. The school improvement plan should:

1. Focus on student learning.
2. Describe expected student outcomes and observable results.
3. Align with the mission of the School Districts and any goals and policies of the School Districts.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Identify implementation plans.
6. Provide annual progress report including analysis of student performance.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the School Council, and resubmit it for approval.

10/2/15

File: BDFA-R-3

CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

It is recommended that the school council meet a minimum of 6 – 8 times during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the School Council shall conform to the Open Meeting Law, Sections 23 A, B, and C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

Agendas and approved minutes for all School Council meetings shall be posted on the school's website, ideally located within a specific section for School Council business.

10/2/15

2017 – 2018 ABRSC Policy Subcommittee Report

1. **Homework**, File: IKB - voted 7/11/17
2. **Graduation Requirements**, File: IKF – voted 11/16/17
3. **Personnel Records**, File: GBJ– voted 11/16/17
4. **Philosophy of Staff Development**, File: GCIA - voted 11/16/17
5. **Professional Teacher Status**, File: GCJ - voted 11/16/17
6. **First Aid**, File: EBB - voted 11/16/17
7. **Home or Hospital Instruction**, File: IHBF - voted 11/16/17
8. **Pregnant/Parenting Students**, File: JIE - voted 11/16/17
9. **Student Complaints and Grievances**, File: JII - voted 11/16/17
10. **NEW: Procedures for Equal Educational Opportunities**, File: JB on 11/16/17
 - a. **Students who are Transgender and/or Gender Nonconforming**, File: JB-R
11. **Programs for Students with Special Education Needs**, File: IHB – voted 1/11/18
12. **NEW: Section 504**, File: IHBA – voted 3/15/18
13. **Discipline of Students with Disabilities**, File: JKF – voted 4/26/18
14. **Minutes**, File: BEDG – voted 4/26/18
15. **Remote Participation**, File: BEDJA – voted 4/26/18
16. **NEW: Research Requests from Outside the District**, File: ILE – voted 4/26/18
17. **First Aid**, File: EBB- voted 5/17/18
18. **Security Camera Systems**, File: EEAEB – voted 6/7/18

The policy subcommittee met for an hour approximately twice a month.

Members included: Maya Minkin (chair), Katie Neville, Diane Baum, Eileen Zhang, Tessa McKinley, Marie Altieri, Beth Petr (coordinator) and administrators as needed

Acton-Boxborough Regional School Committee

Acton-Boxborough Regional School District

15 Charter Road

Acton, MA 01720

TO: Acton-Boxborough Regional School Committee Members

FROM: Diane Baum, ABRSC Chairperson

DATE: 6/19/18

RE: ABRSC Subcommittees and Liaison Assignments for 2018-2019

Your packet contains a list of the subcommittees and liaison assignments from 2017-2018. The names of School Committee members who have left the Committee are crossed out, so you can see where those needs are. All School Committee members are expected to serve in at least one of these roles.

If you are currently listed as a liaison or subcommittee member and wish to end that commitment, please let me know.

If you are interested in a particular liaison assignment or subcommittee, even if it looks like it does not have an opening, please let me know. If you are expressing an interest, please also let me know if you are available for meetings during the day, or only in the early morning (before 8:00) or evening. Typically, it is not decided when a subcommittee will meet until members are confirmed.

Please let me know your interest by Monday, July 2nd and cc Beth.

After everyone has responded, I will review your input and bring a draft list of assignments to the Summer Workshop on July 16th for discussion. This will be followed by a vote of the School Committee at our August 23rd School Committee meeting.

The tables below provide additional information (including time commitments) concerning subcommittees & selected liaison assignments:

Subcommittees:	Additional Information/Time Commitment:
Budget/Capital Planning	Meets twice a month, typically in the early morning, starting in Sept./Oct.
Policy	Meets twice a month, starting in Sept./Oct.
School Building	This Committee is not open for new members at this time.
Warrant Signatures	This Subcommittee is for members who are available during the day and are able to physically stop by the Finance Department to sign warrants.
Negotiations (to be formed in November)	This Subcommittee will negotiate contracts with the Office Support (OSA) & Custodial (AFSCME) unions this Winter/Spring and begin preparations for negotiations with the teachers' union (ABEA) the following year. During active negotiations, this Subcommittee meets every week or two until contracts are settled.

Liaison Assignments:	Additional Information/Time Commitment:
EDCO (Educational Collaborative) School Committee Leadership Roundtable	<p>This is a great opportunity to network and exchange ideas on a variety of topics with School Committee members from EDCO's 16 member districts: Acton-Boxborough, Concord, Carlisle & Concord-Carlisle, Lincoln, Sudbury & Lincoln-Sudbury, Arlington, Bedford, Belmont, Brookline, Lexington, Newton, Waltham, Watertown & Weston.</p> <p>Each school year, EDCO hosts 6 roundtables which take place on the second Wednesday of the month from 9:30-11:00 a.m. during Oct., Nov., Jan., Feb., March & April. All roundtables are held at the McSwiney Center for Professional Learning in Billerica.</p>
SEPAC (Special Education Parent Advisory Council)	<p>SEPAC is charged with advising the School Committee on matters pertaining to the education and safety of students with disabilities. They also meet regularly with school officials to participate in the planning, development, and evaluation of special education programs and provide programming, outreach and support to parents/guardians.</p> <p>Meetings have typically been held monthly on Wednesdays at 7:30 p.m. in the R.J. Grey library.</p>
Joint PTO/PTF/PTSO Roundtable	Monthly roundtable discussions take place October-June and are typically on the first Monday of the month at 7:30 p.m. at ABRHS.
MMT (Minuteman Regional Technical Vocational High School)	The MMT liaison keeps the School Committee apprised of the goings-on at the Technical High School and meets as-needed with members of the MMT Working Group which include the Acton Rep on the MMT School Committee and representatives from Acton's Board of Selectmen and Finance Committee.
BOS (Boards of Selectmen) and Finance Committees	<p>Both Towns' Boards of Selectmen meet bimonthly on Mondays at 7:00 p.m. in their respective Town Halls. Please visit the Town websites for more detailed information.</p> <p>Acton's Finance Committee meets bimonthly on Tuesdays at 7:30 p.m., and Boxborough's Finance Committee meets monthly (June through December) & weekly (January through May) at their respective Town Halls. Please visit the Town websites for more detailed information.</p>
Legislative	The legislative liaison(s) keep apprised of current pertinent legal advisories, rulings and legislative initiatives at the state level through a variety of sources including but not limited to MASC, our state reps and (in)formal political action networks. Liaisons report on an as-needed basis to the School Committee.

Please feel free to contact me with any further questions.

Acton-Boxborough Regional School Committee 2017-2018
Subcommittees & Assignments
(voted 8/1/17, revised 11/21/17)

ASSIGNMENTS:

CASE Board Member	Superintendent
EDCO School Committee Leadership Liaison/Round Table	Diane Baum, Eileen Zhang
EDCO Board Member (voting member)	Superintendent
EDCO Advisory Member (non-voting member)	Diane Baum
Superintendent's Wellness Task Force/Advisory Comm	Brigid Bieber , Tessa McKinley
Superintendent's Safety Task Force	Maya Minkin, Brigid Bieber
Health Insurance Trust Representative	Mary Brolin
PTSO Liaison Coordinator	Deanne O'Sullivan , Diane Baum, Tessa McKinley
Special Education Parent Advisory Comm Liaison	Diane Baum, Maya Minkin
Acton Leadership Group (ALG) Representatives	Amy Krishnamurthy, Paul Murphy
Acton Board of Selectmen Liaison	Eileen Zhang, Paul Murphy
Acton Finance Committee Liaison	Deanne O'Sullivan , Amy Krishnamurthy
OPEB Trust Fund Board of Advisors	ABRSC Chairperson, Amy Krishnamurthy
Boxborough Leadership Forum (BLF) Representatives	Brigid Bieber , Mary Brolin, Tessa McKinley, Katie Neville
Boxborough Board of Selectmen Liaison	Brigid Bieber
Boxborough Finance Committee Liaison	Mary Brolin, Brigid Bieber
MMT Liaison/SC rep to Acton MMT Working Group	Diane Baum
Town of Acton Capital Improvement Planning Comm	Amy Krishnamurthy
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy

SUBCOMMITTEES:

Budget and Capital Planning Subcommittee	Brigid Bieber (Chair) , Deanne O'Sullivan , Mary Brolin, Amy Krishnamurthy, Katie Neville , Diane Baum
Negotiations Subcommittee	Amy Krishnamurthy, Paul Murphy
Policy Subcommittee	Maya Minkin (chair), Kathleen Neville , Tessa McKinley, Diane Baum, Eileen Zhang
School Building Committee (subcommittee)	Mary Brolin (Chair), Amy Krishnamurthy
Warrant Signature Subcommittee	Deanne O'Sullivan , Paul Murphy, Maya Minkin, Mary Brolin, Amy Krishnamurthy

ALG Charter and Ground Rules (Revised 6.12)

The Acton Leadership Group is made up of two members each from the Acton Board of Selectmen, Finance Committee, and Acton - Boxborough School Committee, as well as the Town Manager, *and designated staff*, Superintendent of Schools *and designated staff*. The primary goal of the Acton Leadership Group is to reach consensus on a multi-year financial plan for the Town of Acton to recommend to their respective boards. A secondary goal is to enhance communication and cooperation between the boards. Members provide two-way communications between their board and the ALG.

ALG recommendations are based on consensus after obtaining views from all boards. All opinions are heard and there is agreement that the recommendation is the best one possible. ALG members are expected to fully represent the recommendations of ALG to their boards and support the consensus.

In summary:

- Revenue projections
- Plan for building of multi-year model
- Recommend one-year model
- Take ALG plan out of warrant---call it three-boards plan
- Budget Proposal: **A gross allocation budget** and funding mechanism agreement to propose (and sell) to the Boards, including a timeline, a process (hearings and non-controllable expenses) and over-rides (?)
- Enhancement of **Inter-Board** working **Relationships** including information and calendar
- **Strategic Direction**: How do we meet objectives with limited resources, to be coordinated with long range plans.
- **Leadership** demonstrated by *timely* iterations and good faith consensus: All expected to 'move'.

Quorum: One member and one staff person per board, no substitutes

Facilitator: Outside facilitator runs meetings, not required for quorum.

Agenda: Established at previous meetings, distributed by Town Manager.

Leadership: Demonstrated by timely iterations and good faith consensus. All expected to be willing to compromise.

Minutes: Taken by outside party.

Weather Cancellations: Mimics Acton- Boxborough Regional School decision.

Public Participation: Seated outside working group, public comment period near end once agenda items completed.

TOWN OF ACTON

Acton Leadership Group

June 28, 2018

7:30 AM

Room 204

Acton Town Hall

Agenda Topics - Amended

- | | | |
|----|--|--------------|
| 1. | Introduction of Members | All |
| 2. | Review ALG Ground Rules and Charter | Bart Wendell |
| 3. | Approval of Minutes from March 9, 2017 | All |
| 4. | Update on FY19 Revenues and Expenditures
and FY 18 Year End | Steve Ledoux |
| 5. | Discussion on Spreadsheet Format and Review of Spreadsheet | |
| 6. | Review of Future Meeting Dates and Timeline | |
| 7. | Public Comment | |
| 8. | Adjourn | |

Next Meeting TBD

ALG Minutes February 28, 2018

Present: Bart Wendell, facilitator; Katie Green & Janet Adachi, BoS: Steve Noone & Jason Cole FC; Amy Krishnamurthy, SC: Steve Ledoux, Bill McAlduff & Steve Barrett, staff. Absent: Paul Murphy, SC; Marie Altieri, staff.

Audience: Mark Hald, asst. Town Manager & Brian McMullen, asst. finance director/principal assessor.
No public.

Extra Info: spreadsheet & ALG deficits and remedies

Minutes accepted

2. FY revenue and expenses update

SL: expects less in excise tax payments. The \$2.7m will come due in the middle of March

Bill: nothing to report. There will be more detail after the close of the third quarter

3. Spreadsheet

SB: added the changes from last meeting: the addition of reserves to \$2.382m making the deficit zero.

The levy will be 2/3rds; the increase 3.63% SB: noted that for the outer years FY20 & 21 the plan now has taxing the full amount and using the formula for reserve replenishment.

4. Long range plan, FC

SN: the fin com has been concerned about the outer years. The use of reserves and the and the increase in taxes.

He handed out "ALG deficits and remedies" which lists the deficits and then has a plan for the remedies. The first was to increase the reserve use by \$2M—which will give an additional \$700K; add in the agreed to reserve use from FY19 of \$382 [these amounts stay the same over the two year period]

SN: agreed that the deficits shown in the outer years never materialize due to the ALG process. He also noted that one ALG session is not tied to the agreements if the previous session but that the FC is concerned with the spending if the outer years and he hopes that the FC plan presented will become a part of the next ALG session.

It is hoped that there will not be a need for a meeting in March and the next meeting will be when the ALG reconvenes after Town Meeting.

Amy said she wanted to thank Bill for fitting into the ALG process so well. Bill said the process was something unique and more towns should follow the same pattern. Steve L said that before he started work, Dore made him attend an ALG meeting.

Adjourned 8 AM

Ann Chang

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

Library
R.J. Grey Junior High School

June 7, 2018
7:00 p.m.

Members Present: Diane Baum, Michael Bo, Mary Brolin, Adam Klein, Ginny Kremer, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Angie Tso, Eileen Zhang
Members Absent: none
Others: Marie Altieri, Dawn Bentley, Deborah Bookis, Bill McAlduff, Dave Verdolino

1. The ABRSC was called to order at 7:00 p.m. by Chairperson Amy Krishnamurthy. She welcomed the two new Boxborough members, Michael Bo and Adam Klein.
2. **Public Participation** - none
3. **Superintendent's Introduction** – *Bill McAlduff*
 - 3.1. Boxborough Annual Election Results
 - 3.1.1. Welcome to new members Michael Bo and Adam Klein
Mr. McAlduff welcomed the 2 new members and also congratulated the 447 ABRHS Class of 2018 members on their graduation last week.
4. **ABRSC Annual Organizational Meeting**
 - 4.1. Election of Acton-Boxborough Regional School Committee Officers for FY19 –
The Superintendent described the process to elect new officers per School Committee policies BDA and BDB.
 - 4.1.1. Chairperson – **VOTE** – *Bill McAlduff*
Mr. McAlduff opened the floor for nominations.
Tessa McKinley nominated Paul Murphy to be Chairperson and spoke strongly in favor of Paul's ability to serve in this capacity as one of the most senior members. Amy Krishnamurthy seconded the nomination.

Eileen Zhang nominated Diane Baum to be Chairperson and described her many strengths and how she has mentored the newer members of the Committee.
Angie Tso seconded the nomination.

Mary Brolin asked for some discussion of the two nominations, given the significant amount of time and flexibility required for this position. Paul and Diane spoke about their commitment to the Committee. Diane stated that they had spoken to each other about this possibility and would both be fine no matter how it turned out. Both feel well prepared to take on the Chairperson role.

It was stated that Roberts Rules dictates that the first nominee is voted on first. The Committee **VOTED** on Paul Murphy as Chairperson.
IN FAVOR: Krishnamurthy, Murphy, Brolin, Klein (2 Acton x 2.5 = 5 plus 2 Boxborough = 7) AGAINST: Kremer, Minkin, Tso, Zhang, Bo, McKinley (4 Acton x 2.5 = 10 plus 2 Boxborough = 12) ABSTAINED: Baum The motion lost.

The Committee **VOTED** on Diane Baum as Chairperson. IN FAVOR: Bo, Brolin, Klein, Kremer, Krishnamurthy, McKinley, Minkin, Murphy, Tso, Zhang ABSTAINED: Baum The motion carried.

Diane was welcomed as the new Chairperson and took over the running of the meeting from the Superintendent.

4.1.2. Vice Chairperson(s) – **VOTE** – *New Chair*

Diane Baum opened nominations for the Vice Chairpersons.

Maya Minkin nominated Paul Murphy as Vice Chairperson from Acton. Angie Tso seconded. No other nominations were made. It was unanimously **VOTED**: that Paul Murphy serve as Vice-Chairperson from Acton.

Mary Brolin nominated Tessa McKinley as Vice Chairperson from Boxborough. Amy Krishnamurthy seconded. No other nominations were made. It was unanimously **VOTED**: that Tessa McKinley serve as Vice-Chairperson from Boxborough.

4.1.3. Executive Secretary – **VOTE** – *New Chair*

Diane Baum opened nominations for Executive Secretary for the Committee.

Mary Brolin nominated Beth Petr as Executive Secretary. Paul Murphy seconded. No other nominations were made. It was unanimously **VOTED**: that Beth Petr serve as Executive Secretary to the Committee.

4.2. ABRSC 2018-2019 Meetings

The Chair asked committee members to review the list of meetings for next year that had been discussed at previous meetings. It was the sense of the Committee that this was acceptable.

4.3. FYI: School Committee Annual Organizational Meeting Policy, File: BDA
School Committee Officers Policy, File: BDB

5. **Chairperson's Introduction**

5.1. Thank you to FY18 Chairperson Amy Krishnamurthy

Diane Baum led the Committee in thanking Amy for her dedication, perseverance and poise during the previous very challenging year. Diane read a quote from Teddy Roosevelt and other members joined in thanking Amy for her significant efforts. Amy was presented with a card and flowers from the Committee.

6. **Recommendation to Approve FY19 ABRHS Handbook Changes – Second Read – **VOTE****

Mr. McAlduff reviewed the changes in Mr. Cavanagh's memo from the last meeting. See memo #6 changes regarding the Physical Education requirements that are now deleted. Also change #4 on the first page to provide clarification to the last day of school. It was agreed that the word "within" would be changed to "as many as".

Mr. McAlduff noted that the change on page 2 #5 "Scheduling" generated the most responses from the Committee and the public. This year, six students took six AP exams and 22 students took five. This was more than last year. They are proposing to add "the Administration strongly recommends" that students take no more than 5 AP courses in one school year. Some staff members have real concern about the workload that our students carry today and the pressures they face. This was the rationale for this change. Eileen Zhang asked if this referred to AP courses taken or students who just take the AP tests. Mr. Dorey clarified that this document refers to courses, not just the tests. Mr. McAlduff referred to a handout brought to the meeting with responses to questions submitted earlier to the administration.

Tessa McKinley emphasized that the School Committee's role in reviewing the High School Handbook is based on whether it is in line with the mission and vision of the district and the policies of the School Committee, not whether members personally agree or disagree with some of the procedures at the High School. She used the discussion about limiting the number of AP courses that students can take as an example. The Committee's charge is to use Challenge Success as a guiding principal and taking 5 or more AP courses goes against these principals, Tessa emphasized. She hopes the district will make a bigger push about what Challenge Success means for our students. Mr. McAlduff feels the district has worked hard to get the Challenge Success message out to everyone, but agrees that getting the right balance is key. The Administration will monitor the AP courses carefully. They understand that some students may be able to handle more work and the Administration doesn't want to shut them out. This is a work in progress. Members emphasized that the Administration is charged with making some of these decisions as professional educators.

Mary Brolin moved, Ginny Kremer seconded and it was unanimously,

VOTED: to approve the fiscal year 2019 High School handbook changes as amended.

7. **District End of Year Goals Report** – *Bill McAlduff*

Mr. McAlduff reported on this year's goals with additional information about homework and bell schedule work that the High School has done. He began with start times and single tier busing. This has been a three year long process with a decision made by the School Committee in January to move to the new start times effective in September. It will take a few years of review and monitoring to be sure things are running smoothly. Dawn Bentley spoke about Goal 2 reviewing data entry around equitable opportunities and tools to learn, in an effort to develop smart goals. Marie Altieri spoke about the progress made regarding the centralization of the before/after school programs and the additional 12 hours of assistant time being added in every classroom. The 5 Year Capital Plan will be addressed at the next School Committee meeting. Marie reviewed the Building Committee progress this year. The District is currently out to bid for the Design Selection Process.

Members thanked the Administration for all of their efforts on this work. They appreciated that reports have been given throughout the year, not all at the end.

Regarding the homework policy and its implementation, Mr. McAlduff referred to a handout on the table with additional information. He felt this has been one of the more challenging issues for the district because our schools have been at different points relative to the new policy. This is another work in progress for our schools and needs a few years of implementation. He acknowledged that there are many different opinions about the homework policy.

The purpose of the presentation was to update the Committee on the status of the homework goal. The administration is looking for questions, comments and feedback from the perspective of the implementation. The principals were all in attendance to assist.

Ginny Kremer was surprised to see what was said about homework at the elementary level because from her experience at Merriam two years ago, there seems to be a precipitous drop in the amount of homework. In her opinion, there appears to be very little, or no homework at the elementary level.

Angie Tso asked if there was a roadmap to gather information from the various schools on this topic. It seemed like a pilot program to her and she asked what process will be used. Mr. McAlduff clarified that the new homework policy is not considered a pilot. He noted that

much work, research and review was done to put the policy in place, although it does not mean the policy can't change in the future.

Marie Altieri explained that per the Challenge Success process, there will be more surveys done about homework. In 2016, one of these surveys was done and the district worked with Dr. Denise Pope of Stanford to come up with 3 goals – homework and work load, schedules and parent/community engagement. This drove development of our Long Range Strategic Plan and Goals. The district is implementing the survey this coming year which will provide comparative data from 2016 to 2018/19. This is also related to our data equity inquiry cycle.

Michael Bo asked to see comments from both sides of the issues, not just positive ones. Dawn agreed and referred to the statement about parents' concerns. Diane Baum thanked the Administration for all of their significant efforts in this area.

8. ABRSD FY19 Budget Update – Dave Verdolino

8.1. Elementary FY19 Expense Budgets

For a number of years, AB's elementary school budgets have all been approximately the same amount. Dave Verdolino was asked to come up with an idea for how to better address the schools' individual enrollment. For next year, they are trying to make some differentiation, on a per student basis, in the non-personnel budgets for these schools. This is just a first look. The Administration intends to consider this issue in the future, trying to be more objective and rational. Mary Brolin asked how the principals felt about this new idea. Dave met with them and they were ok with it. Committee members appreciated the intentionality and thoughtfulness of this process.

9. School Building Committee Update – Mary Brolin

9.1. Recommendation to Appoint JD Head as the SC Rep on the MSBA Designer Selection Panel - VOTE – Mary Brolin

The Designer Selection Panel has 16 members. Thirteen are appointed by MSBA and 3 from our community. Peter Light and Marie Altieri will serve on this committee per the Building Committee. The Building Committee is recommending that JD Head be the School Committee's representative.

Paul Murphy moved, Adam Klein seconded and it was unanimously,

VOTED: to appoint JD Head as the School Committee representative to the MSBA Designer Selection Panel.

10. Subcommittee Reports

10.1. Policy

10.1.1. Security Camera Systems, File: EEAEB – Second Read – VOTE – Marie Altieri

One phrase was deleted since the First Read as requested. The revision to this policy is due to the data storage and student records reference. A member asked that examples of when the district might retain footage be considered for inclusion in the procedures.

Amy Krishnamurthy moved, Paul Murphy seconded and it was unanimously,

VOTED: to approve the Security Camera Systems policy as amended.

11. School Committee Member Reports

Tessa McKinley reported on Boxborough Leadership Forum and that a new Library Director has been hired, Ms. Peishan Bartley.

12. Statement of Warrants & Approval of Minutes

12.1. Diane Baum read the warrants.

Amy Krishnamurthy moved, Mary Brolin seconded and the Committee

VOTED: to approve the meeting minutes of 5/17/18 as amended.

(IN FAVOR: Baum, Bo, Brolin, Kremer, Krishnamurthy, McKinley, Minkin, Murphy, Tso, Zhang ABSTAINED: Klein)

- 12.2. FYI: The following Executive Session minutes were voted to be released at the 5/17/18 meeting: 4/2/18, 3/12/18, 11/16/17, 10/3/17, 8/24/17, 8/1/17, 7/11/17, 6/22/17 and 6/13/17

13. **FYI**

- 13.1. 2018-2019 School Calendar format revision
Mr. McAlduff explained that there are no date changes, but a second page with major religious holidays and the schedule has been added, similar to Westford's. This is after much discussion over a number of School Committee meetings. Tessa asked that the early release times at the Jr High and High School be added. Members very much appreciated the additional information being included on the school calendar.
- 13.2. Fall 2018 Schools Open Schedule
- 13.3. Acton Boxborough Student Activities Fund (ABSAF) Donation Memo & History
- 13.4. Appointment of Director of Performing Arts: George Arsenault
- 13.5. Schedule for the Last Day of School on Wednesday, June 27, 2018
- 13.6. FY19 School Committee Members
- 13.7. Save the Date: District Retirement Celebration on June 14th at 3:15 p.m.
- 13.8. Appointment of new EDCO Executive Director

The ABRSC adjourned at 9:10 p.m.

Respectfully submitted,

Beth Petr

List of Documents Used: List of warrants, See agenda

Next School Committee Meetings: June 21 at 7:00 p.m. in the Jr High Library



Acton-Boxborough Regional School District
Raymond J. Grey Junior High
16 Charter Road, Acton, MA 01720
(978) 264-4700 x 3303 Fax (978) 264-3343

Andrew Shen, Principal
James Marcotte, Assistant Principal
Allison Warren, Assistant Principal
David Lawrence, Assistant Principal

June 12, 2018

Dear Superintendent McAlduff:

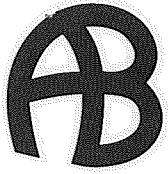
The Open Door Theatre has generously offered to replace and upgrade portions of our lighting equipment in the Junior High's Dragonfly Auditorium. The estimated value of this upgraded equipment is approximately \$13,000.

We are grateful for the continued relationship and partnership with Open Door Theatre, and excited for the benefits that this gift will have for our programs.

We respectfully request that the School Committee accept this gift on behalf of the Junior High.

Sincerely,

Andrew Shen
Principal
RJ Grey Junior High



Raymond J. Grey Junior High School
16 Charter Road, Acton, Massachusetts 01720-2995
(978) 264-4700 x3303 FAX (978) 264-3343
Andrew Shen, Principal

14.2.2
Acton-Boxborough Regional School District
James Marcotte, Assistant Principal
Allison Warren, Assistant Principal
David Lawrence, Assistant Principal

Date: June 7, 2018
To: Acton-Boxborough Regional School Committee
William McAlduff, Superintendent of Schools
From: Andrew Shen, RJ Grey Principal
Re: Gift from ABR PTSO

Dear Bill,

We would like the School Committee to accept a gift of \$1,025.00 from the Acton-Boxborough PTSO. This gift is given to support ongoing student wellness activities at RJ Grey.

Please let me know if you have any questions.

Regards,

Andrew Shen



Raymond J. Grey Junior High School
16 Charter Road, Acton, Massachusetts 01720-2995
(978) 264-4700 x3303 FAX (978) 264-3343
Andrew Shen, Principal

14.2.3
Acton-Boxborough Regional School District
James Marcotte, Assistant Principal
Allison Warren, Assistant Principal
David Lawrence, Assistant Principal

Date: Tuesday, June 5, 2018
To: Bill McAlduff, Superintendent of Schools,
Acton-Boxborough Regional School Committee
From: Andrew Shen, RJ Grey JHS Principal
Re: Gift from ABRPTSO

Dear Bill,

We would like the School Committee to know that we have received a gift of \$500.00 from the ABRPTSO. This donation is to help defray the cost of this year's 8th Grade dance on June 22, 2018. Please let me know if you have any questions.

Regards,

Andrew Shen

/attach



Acton-Boxborough Regional School District
Community Education
15 Charter Road • Acton, MA 01720
978-266-2525 • abce.abschools.org



14.2.4

Erin O'Brien Bettez
Director

To: Acton-Boxborough Regional School Committee
From: Erin Bettez *sup*
Date: June 12, 2018
RE: Grant Monies Received by A-B Community Education

I am pleased to report that A-B Community Ed. applied for and received a \$1,000 grant from the Eastern Bank Charitable Foundation.

This generous award will be divided and used to enhance enrichment programming during Extended Hours at our Summer Day Program as well as during the school year at Extended Day. Bernadette Keegan, who is always looking for new funding sources, applied for the grant.

We are excited to put these funds to good use and appreciate Eastern Bank's commitment to supporting the youth of Acton and Boxborough.

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

WELLNESS • EQUITY • ENGAGEMENT

Acton-Boxborough Athletics

Director of Athletics: Steven Martin
36 Charter Road
Acton, MA 01720
Phone: 978-264-4700 X:3420
E-Mail: smartin@abschools.org
Web: www.abschools.org

TO: Superintendent Bill McAlduff
FROM: Steve Martin, ABRSD Athletic Director
RE: Gift
DATE: 6/19/18

I would like to respectfully ask for the School Committee's vote at their next meeting to accept very generous gifts from the following groups:

AB Softball Boosters for \$1500.00 to help fund an assistant coach

We are very grateful for the ongoing support of our Acton and Boxborough community. Please don't hesitate to contact me if you have any questions.

Thank you.

Steven Martin

Director of Athletics

Explore! Move! Read!

15.1

A-B Challenge Success Newsletter - June-July-August



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

WELLNESS • EQUITY • ENGAGEMENT

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

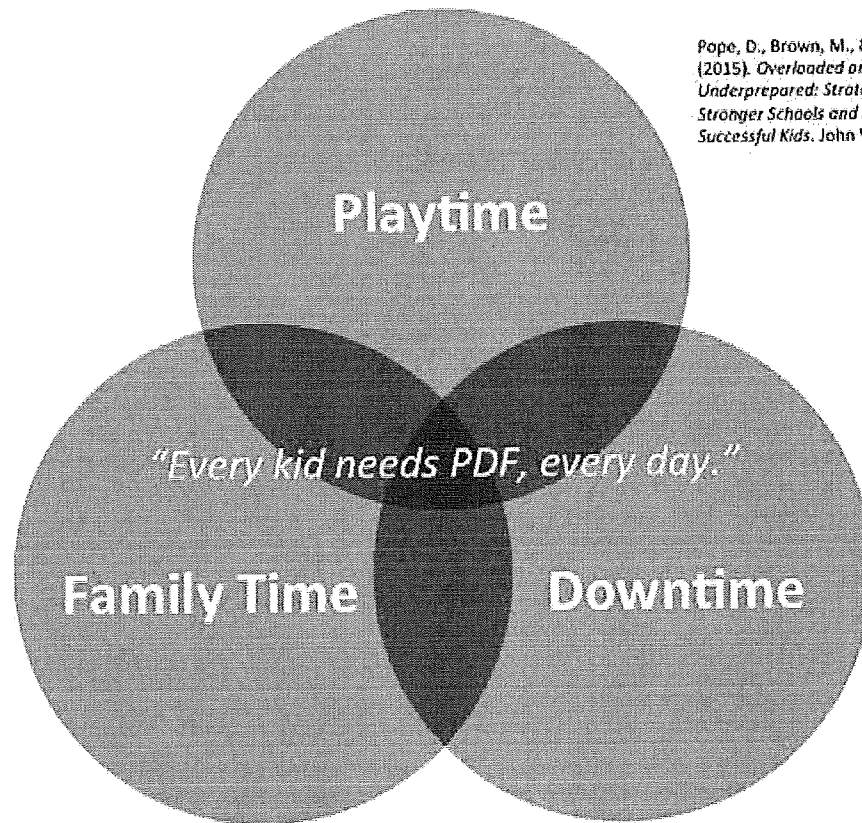
Summer: Time to Explore, Move, and Read!

"In the summer, the days were long, stretching into each other. Out of school, everything was on pause and yet happening at the same time, this collection of weeks when anything was possible." —Sarah Dessen

Summer provides families and their children with an opportunity to explore, move, and read. There are so many fantastic, low-cost options right in our own backyards!

**PDF: WHAT EVERY KID NEEDS TO THRIVE PHYSICALLY, MENTALLY,
AND ACADEMICALLY**

Pope, D., Brown, M., & Miles, S.
(2015). *Overloaded and Underprepared: Strategies for Stronger Schools and Healthy, Successful Kids*. John Wiley & Sons.



Challenge Success Mantra

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

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

..... EXPLORE


AB COMMUNITY EDUCATION



Summer_2018_Interaction.pdf


drive.google.com

ACTON RECREATION

 <http://www.acton-ma.gov/D...>

www.acton-ma.gov

NARA PARK CONCERTS AND SPECIAL EVENTS

 [Concerts and Special Events ...](#)

www.acton-ma.gov

BOXBOROUGH RECREATION COMMISSION

 [Recreation Commission | Bo...](#)

www.borborough-ma.gov

ACTON DISCOVERY MUSEUM

 [Discovery Museum](#)

www.discoveryacton.org

Two great museums, an accessible 550-square foot treehouse, and year-round outdoor nature playscape blend the best of STEM learning, play, and nature exploration.

THE BUTTERFLY PLACE: WESTFORD

 [The Butterfly Place - Westfo...](#)

butterflyplace-ma.com

The Butterfly Place is an indoor living environment which has been carefully designed for the propagation and development of butterflies. Our conservatory contains up to 500 butterflies representing as many as 50 different species.

ANIMAL ADVENTURES- FAMILY ZOO & RESCUE CENTER

 [Animal Adventures -Family ...](#)

www.animaladventures.net

New England's Largest Exotic Animal Rescue and Education Center Zoo. Traveling Programs for Schools, Birthdays and Events. Family Fun.

BOSTON AND VICINITY



100 Things To Do in Boston ...

mommypoppins.com

There are so many things to do in Boston with kids. The city of Boston – steeped in history, compact, easy to navigate (on foot, at least) – offers a wealth of opportunities for family fun that are hard to pass up. With our list of top 100 family activities in Boston, Mommy Poppins Boston can help to make sure you don't miss any of the best, most memorable things to do. We've included well-known favorites like the Esplanade and Boston Common, but of the 100 not-to-be-missed, family-fun things to do we've come up with in and around Boston, there are likely a few you haven't done.

#FreeFun
Fridays10

10TH ANNIVERSARY

HIGHLAND
STREET
foundation

2018
**FREE
FUN
FRIDAYS!**

10 FRIDAYS, 10 VENUES 100 THINGS TO DO 100% FREE

JUNE 29
Lyric Stage Company of Boston
MIT Museum
Berkshire Theatre Group
Nantucket Whaling Museum
The Mount: Edith Wharton's Home
Concord Museum
Worcester Art Museum
Clark Art Institute
Children's Museum in Easton
Edward Gorey House

JULY 5
Boston Children's Museum
Peabody Essex Museum
Cape Cod Maritime Museum
Battleship Cove
Annelia Park Children's Museum
Gore Place
Falmouth Museums on the Green
Hancock Shaker Village
Pilgrim Hall Museum
New England Quilt Museum

JULY 13
Edward M. Kennedy Institute
Charles River Watershed Association
Larz Anderson Auto Museum
Chesterwood
The Telephone Museum
Ventfort Hall Mansion & Gilded Age Museum
The Sports Museum
Children's Museum at Holyoke
International Volleyball Hall of Fame
Mahalwa Performing Arts Center

JULY 20
Museum of Fine Arts, Boston
Gloucester Stage Company
The Gardens at Elm Bank (Mass Hort)
Clotham Shark Center
New Bedford Whaling Museum
Nantucket Maria Mitchell Association
Spellman Museum of Stamps & Postal History
Springfield Museums
Discovery Museum
The Hall at Patriot Place

JULY 27
Isabella Stewart Gardner Museum
Boston Symphony Orchestra at Tanglewood
Commonwealth Shakespeare Company
JFK Hyannis Museum
Fitchburg Art Museum
Old Colony History Museum
Boston Athenaeum
Sandwich Glass Museum
Arnold Arboretum
Museum of Russian Icons

AUGUST 3
Franklin Park Zoo
Cape Cod Museum of Art
Children's Museum of Greater Fall River
Davis Museum at Wellesley College
Naumkeag, The Trustees
Worcester Historical Museum
Osterville Historical Museum
Historic Deerfield
The Eric Carte Museum of Picture Book Art
Paragon Carousel

AUGUST 10
Boston Harbor Islands National and State Park
The Institute of Contemporary Art/Boston
Jacob's Pillow
Cahoon Museum of American Art
Nichols House Museum
Museum of the National Center of Afro-American Artists
Wenham Museum
Fuller Craft Museum
The Greenway Carousel
Freedom Trail® Foundation

AUGUST 17
John F. Kennedy Presidential Library & Museum
Plymouth Plantation
Commonwealth Museum
Lynn Museum
New England Historic Genealogical Society
Fort Devens Museum
Fruitlands Museum, The Trustees
Old State House
Berkshire Museum
Museum of the First Corps of Cadets

AUGUST 24
Harvard Museums of Science & Culture
Butterwood Park Zoo
MASS MoCA
Heritage Museums & Gardens
Cape Cod Children's Museum
Smith College Museum of Art
The Old Manse, The Trustees
Emily Dickinson Museum
Hull Lifesaving Museum
Museum of African American History

AUGUST 31
Old Sturbridge Village
EcoTarium
Norman Rockwell Museum
Cape Cod Museum of Natural History
Chatham Marconi Maritime Center
USS Constitution Museum
Cape Ann Museum
Griffin Museum of Photography
Provincetown Art Association and Museum
The Mary Baker Eddy Library & Mapparium



@highlandstreet



@highlandstreet
#freefunfridays10



@highlandstreetfoundation

The Boston Globe **WCVB 5**

Please visit HighlandStreet.org or call 617.969.8900 for more information.

#FreeFun
Fridays10

10th Aniversario

HIGHLAND
STREET
foundation

2018
**FREE
FUN
FRIDAYS!**

**10 VIERNES , 10 LUGARES
100 COSAS que HACER
100% GRATIS**

JUNE 29
Compañía Teatral Escena Lirica de Boston
Museo del MIT
Grupo de Teatro de Berkshire
Museo de Casa de Ballenas de Nantucket
El Monte: Casa-Museo de Edith Wharton
Museo de Concord
Museo de Arte de Worcester
Instituto de Arte Clark
Museo de Niños de Easton
Casa-Museo de Edward Gorey

JULY 6
Museo de Niños de Boston
Museo de Peabody Essex
Museo Marítimo de Cape Cod
Calea de Acornado
Museo de Niños Amelia Park
Lugar de Goro
Museo de la Plaza de Falmouth
Museo de la Aldea Shaker de Hancock
Museo Pilgrim Hall
Museo de Edredones en Nueva Inglaterra

JULY 13
Instituto Edward M. Kennedy
Asociación de la Cuenca del Río Charles
Museo Automotriz Larz Anderson
Cheserwood
Museo de Teléfonos
Vranford Hall Mansion & Gilded Age Museum
Museo de los Deportes
Museo de Niños de Holyoke
Salón de la Fama del Voleibol
Centro de Artes Escénicas Mahabie

JULY 20
Museo de Bellas Artes de Boston Museo
Marítimo de Gloucester
Los Jardines de Elm Bank (Mass Hort)
Centro Chatham de Tiburones
Museo de Casa de Ballenas de New Bedford
Asociación Nantucket Maria Mitchell
Museo de Sellos e Historia Postal
Museo de Springfield
Museo de Descubrimiento
Museo del Equipo de los Patriotas

JULY 27
Museo de Arte Isabella Stewart Gardner
Boston Symphony Orchestra at Tanglewood
Compañía Teatral Shakespeare
Museo de John F. Kennedy en Hyannis
Museo de Arte de Fitchburg
Museo de Historia de Vieja Colonias
Ateneo de Boston
Museo del Vidrio de Sandwich
Arnold Arboretum
Museo de Iconografía Rusa

AUGUST 3
Zoológico de Franklin Park
Museo de Arte de Cape Cod
Museo de Niños de Greater Fall River
Museo Davis en Wellesley College
Nauvoo, Patrimonio de Conservación
Museo Histórico de Worcester
Museo Histórico de Osterville
Museo de Historia de Deerfield
Museo de Eric Carle
Carnival Paragon

AUGUST 10
Parque Nacional Islas Puertanas de Boston
Instituto de Arte Contemporáneo de Boston
Festival de Artes Escénicas Jacob Pillow
Museo de Arte Americano Caboon
Museo de la Casa de Nichols
Museo de Historia Afro-Americana
Museo de Wenham
Museo de Artesanía Fuller
El Carrusel de la Greenway
Fundación Sendero de la Libertad

AUGUST 17
Museo y Biblioteca Presidencial de John F. Kennedy
Museo de la Plantación de Plimoth
Museo de la Commonwealth
Museo de Lynn
La Sociedad de Genealogía Histórica de Nueva Inglaterra
Museo de Fort Devens
Museo Fruitlands
Antigua Casa de Estado
Museo de Berkshire
Museo de los Primeros Cuerpos de Cadetes

AUGUST 24
Museo de Ciencia y Cultura de Harvard
Parque Zoológico Buttonwood
Museo the Arte Contemporáneo
Museos y Jardines Patrimoniales
Museo de Niños de Cape Cod
Museo de Arte del Smith College
Old Manse, Patrimonio de Conservación
Casa-Museo de Emily Dickinson
Museo de Salvavida
Museo de Historia Afro-Americana

AUGUST 31
Museo del Antiguo Sturbridge
Museo de Ciencias Naturales EcoTarium
Casa-Museo Norman Rockwell
Museo de Historia Natural de Cape Cod
Centro Marítimo Chatham Marconi
Museo del USS Constitution
Museo de Cape Ann
Museo de Fotografía Griffin
Museo y Asociación de Arte de Provincetown
Biblioteca-Museo de Mary Baker Eddy

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The Boston Globe WCVB 5

Por favor visita HighlandStreet.org o llama 617.969.8900 para mas informacion.

SUMMER ACTIVITY IDEAS FOR TEENS



Summertime: An Opportuni...

yourteenmag.com

Teen summer activities may help your teen figure out who they are and, perhaps more importantly, who they might want to become.

MOVE!

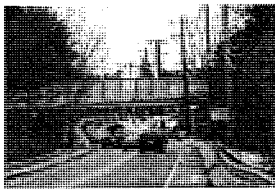
ACTON TRAILS



Acton Arboretum Treasure ...

www.geocaching.com

Geocaching is a treasure hunting game where you use a GPS to hide and seek containers with other participants in the activity. Geocaching.com is the listing service for geocaches around the world.



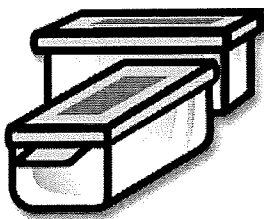
Visit the Trail

brucefreemanrailtrail.org

BOXBOROUGH TRAILS

● Conservation Trail Maps | B...

www.boxborough-ma.gov



Green Monster - Boxborough

www.geocaching.com

Geocaching is a treasure hunting game where you use a GPS to hide and seek containers with other participants in the activity. Geocaching.com is the listing service for geocaches around the world.

MASSACHUSETTS TRAIL LOOKUP

● Masstrails.com

masstrails.com

Masstrails.com is a free, searchable database of links to trail maps in Massachusetts.

EXPLORE SCIENCE ALL AROUND

7 of 10

This site is designed to keep the AB community informed about the elementary science curriculum.

READ!

ABRSD SUMMER READING RESOURCES



CSFamily Literacy Resources...

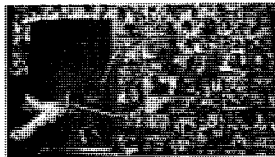
docs.google.com



What's Going On In Your Chil...

www.npr.org

There are many ways young children encounter stories. A new study finds a "Goldilocks effect," where a cartoon may be "too hot" and audiobooks "too cold" for learning readers.



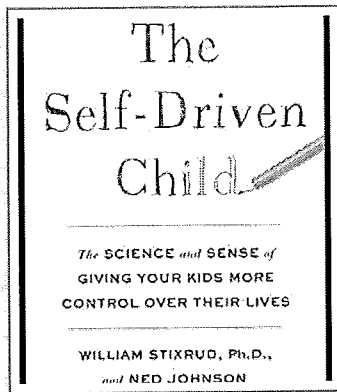
The best parts of your child...

qz.com

The endless stretch of a lazy summer afternoon. Visits to a grandparent's house in the country. Riding your bicycle through the neighborhood after dark. These were just a few of the revealing answers from more than 400 Twitter users in response to a question: "What was a part of your childhood that you now recognize..."

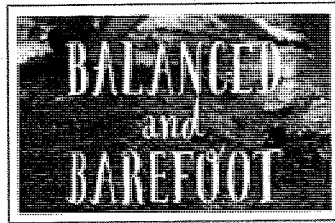
KID READS

PARENT/GUARDIAN SUMMER READS



The Self-Driven Child by William Stixrud PhD and Ned Johnson

Engaging chapters focus on taming technology, "radical" downtime, sleep, and exercise, and more.



Balanced and Barefoot by Angela Hanscom

Hanscom shares the importance of unrestricted outdoor play in our children's sensory, motor, social, and intellectual development.

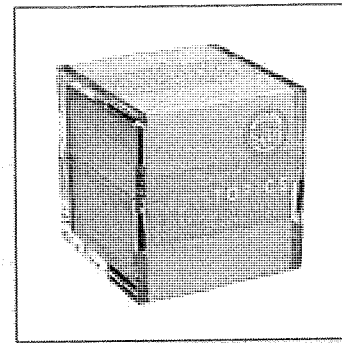


Table Topics for Families

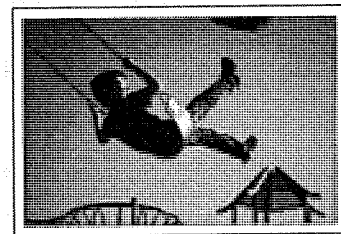
A box of questions designed to engage kids in the art of conversation that are a fun mix of age-appropriate questions ranging from silly to thought-provoking to help you learn something new about your kids and even yourself!

Google Translate

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

A-B Wellness Website

Over the last few years, our district has engaged in work in the area of health and well-being for all members of our learning community, including social emotional learning (SEL).



We are excited to launch a website with a variety of resources for families, teachers, students, and the greater learning community:

<http://abschoolswellness.weebly.com>. Here you will find a variety of pages and resources to support our mission to develop engaged, well-balanced learners through collaborative, caring relationships.



Partnership with Stanford University's Challenge Success Organization

Facebook @chalsuccess

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

Stanford University, Stanford...

challengesuccess.org



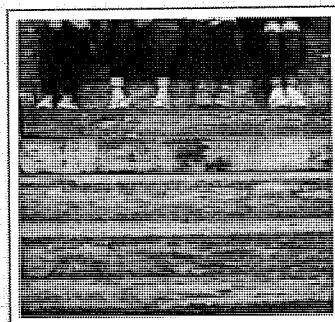
AB Wellness Website

<http://abschoolswellness.weebly.com>



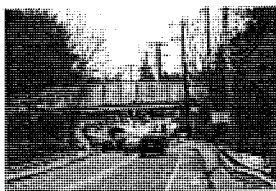
Challenge Success

<http://www.challengesuccess.org>



District and Community Happenings

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



Visit the Trail

brucefreemanrailtrail.org

BOXBOROUGH TRAILS

Conservation Trail Maps | B...

www.boxborough-ma.gov

10 of 10



Acton-Boxborough Regional School District

Student Services

15 Charter Road • Acton, MA 01720
978-264-4700 • www.abschools.org

MEMO

Date: June 14, 2018
To: Acton-Boxborough Regional School Committee
Cc: William McAlduff, Interim Superintendent
From: Dawn G. Bentley, Ed.D. *DGB*
Re: 2017 Coordinated Program Review: Corrective Action Plan Completion

In February 2017, the Massachusetts Department of Elementary and Secondary Education (DESE) completed an extensive Coordinated Program Review (CPR) in the district. On September 5, 2017, DESE issued a Coordinated Program Review Report of findings, which is publicly available on its website here: <http://www.doe.mass.edu/pqa/review/cpr/reports/>.

Throughout the 2017-18 school year, the Student Services Department worked to complete a Corrective Action Plan that identified deficiencies in the areas of special education, civil rights, and English language education. We provided DESE four progress report updates on 2/16/18, 3/15/18, 5/18/18, and 6/12/18 about our efforts to address areas of concern.

On June 13, 2018, we received official notice from DESE that our Corrective Action Plan was completed and that no further action or progress updates are required. The final report will be updated soon to reflect the completed Corrective Action Plan and posted on the DESE website.

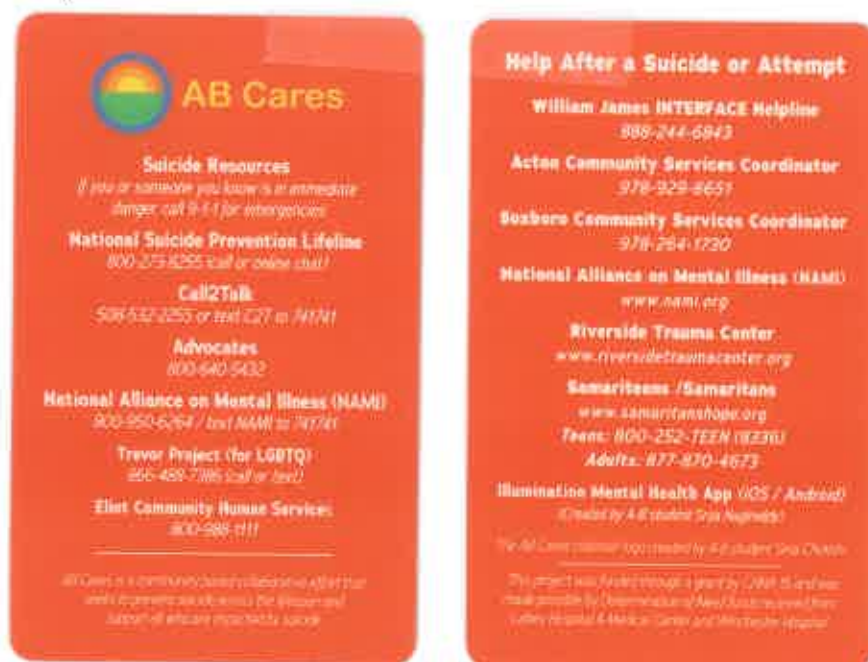


Mission: The AB Cares Coalition AB is a community-based collaborative effort that seeks to prevent suicide across the lifespan and support all who are impacted by suicide.

The Coalition formed in the winter of 2017 and its workgroup has been meeting monthly since then. This workgroup is composed of the following community organizations:

- Acton-Boxborough Regional School District
- Acton-Boxborough United Way
- Danny's Place Youth Services
- Eliot Community Human Services
- Highrock Covenant Church representing Acton-Boxborough-Stow Clergy Association
- Minuteman Senior Services
- Riverside Trauma Center, a service of Riverside Community Care
- Town of Acton Department of Health
- Town of Acton Police Department - Youth Officer
- Town of Acton: Community Services Coordinator
- Town of Boxborough: Community Services Coordinator

Also of note: ABRHS student Srija Nagireddy created the *Illumination Mental Health App*, and ABRHS student Siraj Chokshi created the AB Cares Coalition logo.



15.4
Beth Petr <bpetr@abschools.org>

This Month in the Division of Open Government

2 messages

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

Wed, Jun 13, 2018 at 3:52 PM

[View this email in your browser](#)

This Month in the Division of Open Government

June 2018

Good afternoon,

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

Included in this month's edition:

- Training Opportunities
- Open Meeting Law Advisory Commission
- Guidance Spotlight: Excluding an Individual from an Open Meeting

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

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

In partnership,

The Attorney General's Division of Open Government

Training Opportunities



BARNSTABLE, May 21: Assistant Attorney General Kerry Kilcoyne discussing the OML's definition of "deliberation."

We have wrapped up our spring 2018 regional training tour. Thank you to our host communities: Barnstable, Leominster, Monson, Reading, and Sudbury. We will schedule the fall 2018 regional trainings later on this summer. If your community is interested in hosting a regional training, please contact our office at (617) 963-2541 or OMLTraining@state.ma.us.

Once we have scheduled our fall trainings, the dates will be available on our [training website](#). In the meantime, we hope you will join us for a webinar.

2 of 4

Upcoming Open Meeting Law Webinar Trainings**Tuesday, June 19, 2018: 4:00 p.m. – 5:30 p.m.****Thursday, July 19, 2018: 9:30 a.m. – 11:00 a.m.**

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

Open Meeting Law Advisory Commission

The OMLAC plans to meet next on Monday, June 18 at 1PM in Room C of the Leverett Saltonstall Building, 100 Cambridge Street, Boston, MA 02108. The meeting notice is available on the [OMLAC website](#). If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the American with Disabilities Act, please contact Kadie Maher at 617-963-2451, or at OpenMeeting@State.MA.US.

Guidance Spotlight:**Excluding an Individual from an Open Meeting*****Can a public body exclude a member of the public from a meeting?***

Our office issued a determination letter recently about this challenging topic. We are including excerpts below that we hope public bodies will find helpful. The full determination letter, OML 2018-77 South Essex Sewerage District, is available on our [website](#).

"The Open Meeting Law was enacted 'to eliminate much of the secrecy surrounding deliberations and decisions on which public policy is based.' Ghiglione v. School Committee of Southbridge, 376 Mass. 70, 72 (1978). The law requires that meetings of a public body be properly noticed and open to members of the public, unless an executive session is convened. See G.L. c. 30A, §§ 20(a)-(b), 21. Access to a meeting must include the opportunity to be physically present, as well as to see and hear what is being discussed by the members of the public body. See OML 2017-135; OML 2015-38; OML 2014-3; OML 2013-189. A public body must be able to take reasonable steps to ensure the safety and good order of public meetings. See OML 2015-92. By 'good order' we mean protection against violent, threatening or abusive behavior, and not merely behavior that may disrupt a meeting. Disruptive behavior should be addressed by removing the person from the meeting. See G.L. c. 30A, § 20(g)....

...Exclusion of individuals from an open meeting must be based on specific incidents of physical aggression, violence, actual threats of harm, or other conduct that could reasonably place Board members or attendees in imminent

3 of 4

***fear for his or her personal safety, and based on current information
[emphasis added]....***

...the Open Meeting Law gives clear authority to the chair of a public body to conduct its meetings as '[n]o person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent.' G.L. c. 30A, § 20(g). The law further states that, '[n]o person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.' Id."

OML 2018-77 South Essex Sewerage District

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



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

Our mailing address is:

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

Add us to your address book

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).



Beth Petr <bpetr@abschools.org>
To: AB School Committee <abrsc@abschools.org>

Wed, Jun 13, 2018 at 4:08 PM

FYI.

[Quoted text hidden]

4 of 4

ACTON-BOXBOROUGH REGIONAL SCHOOLS 2017-2018

	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1				Mar. 1				Apr. 1				May 1				Jun 1					
Levels	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot						
Pre-school	89	21	2	112	84	25	2	111	85	25	2	112	95	27	2	124	95	26	2	123	96	28	2	126	97	28	2	127	101	28	2	131	100	28	2	130	101	28	2	131		
Preschool Total	89	21	2	112	84	25	2	111	85	25	2	112	95	27	2	124	95	26	2	123	96	28	2	126	97	28	2	127	101	28	2	131	100	28	2	130	101	28	2	131		
K	283	66	5	354	282	67	3	352	286	66	3	355	286	66	4	356	287	66	4	357	288	66	4	358	286	66	4	356	286	69	4	359	284	71	4	359	284	71	4	359		
1	296	41	5	342	295	41	7	343	296	41	7	344	295	41	7	343	294	41	7	342	293	42	6	341	295	42	6	343	296	43	6	345	296	44	6	346	296	44	6	346		
2	298	63	3	364	297	65	3	365	299	65	3	367	298	64	3	365	296	64	3	363	294	67	3	364	294	67	3	364	295	68	3	366	298	69	3	370	298	69	3	370		
3	334	50	5	389	330	52	6	388	329	52	6	387	328	52	6	386	328	52	6	386	331	53	6	390	330	53	6	389	328	54	6	388	330	54	6	390	327	54	6	387		
4	361	48	7	416	356	50	9	415	357	50	9	416	358	50	9	417	358	50	9	417	360	50	8	418	360	50	8	418	358	50	8	416	358	50	8	416	358	50	8	416		
5	355	59	8	422	354	58	8	420	354	59	8	421	356	60	8	424	356	60	8	424	358	62	8	428	358	62	8	428	359	62	8	429	358	62	8	428	357	62	8	427		
6	347	66	8	421	339	69	12	420	339	69	12	420	340	68	12	420	340	68	12	420	342	67	12	421	341	68	12	421	343	69	12	424	344	68	12	424	345	68	12	425		
Elem Sub Total	2274	393	41	2708	2253	402	48	2703	2260	402	48	2710	2261	401	49	2711	2259	401	49	2709	2266	407	47	2720	2264	408	47	2719	2265	415	47	2727	2268	418	47	2733	2265	418	47	2730		
OOD Pre k-6	16	3	3	22	17	3	0	20	17	3	0	20	17	3	0	20	19	4	0	23	20	4	0	24	20	4	0	24	20	3	0	23	20	4	0	24	21	4	0	25		
Elem. Total	2290	396	44	2730	2270	405	48	2723	2277	405	48	2730	2278	404	49	2731	2278	405	49	2732	2286	411	47	2744	2284	412	47	2743	2285	418	47	2750	2288	422	47	2757	2286	422	47	2755		
7	407	71	8	486	407	72	7	486	410	73	7	490	411	72	7	490	411	69	6	486	411	69	6	486	411	68	6	485	410	68	6	484	411	67	6	484	410	67	6	483		
8	405	68	5	478	406	67	5	478	405	67	5	477	405	66	5	476	406	65	6	477	406	66	5	477	406	66	5	477	407	67	5	479	408	67	5	480	408	67	5	480		
J.H.S. Total	812	139	13	964	813	139	12	964	815	140	12	967	816	138	12	966	817	134	12	963	817	135	11	963	817	134	11	962	817	135	11	963	819	134	11	964	818	134	11	963		
9	349	76	4	429	348	75	4	427	347	75	4	426	348	75	4	427	347	75	4	426	348	74	4	426	348	74	4	426	348	74	4	426	347	74	4	425	347	74	4	425		
10	367	77	7	451	365	75	7	447	365	76	7	448	364	76	7	447	363	77	7	447	362	76	7	445	361	77	7	445	360	77	7	444	359	77	7	443	358	78	7	443		
11	415	74	8	497	422	70	9	501	420	70	9	499	421	72	9	502	424	70	9	503	422	70	9	501	425	70	9	504	425	70	9	504	426	70	9	505	426	70	9	505		
12	372	81	9	462	367	76	9	452	368	76	9	453	367	75	9	451	366	74	10	450	367	74	9	450	366	74	9	449	365	74	9	448	365	74	9	448	365	74	9	448		
9-12 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P.G.	1	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.S. Total secondary	1504	308	29	1841	1502	296	29	1827	1500	297	29	1826	1500	298	29	1827	1500	296	30	1826	1499	294	29	1822	1500	295	29	1824	1498	295	29	1822	1497	295	29	1821	1496	296	29	1821		
secondary Total	2316	447	42	2805	2315	435	41	2791	2315	437	41	2793	2316	436	41	2793	2317	430	42	2789	2316	429	40	2785	2317	429	40	2786	2315	430	40	2785	2316	429	40	2785	2314	430	40	2784		
OOD 7-13	58	12	0	70	60	12	0	72	59	12	0	71	59	12	0	71	60	12	0	72	56	11	0	67	55	11	0	66	54	11	0	65	51	10	1	62	52	10	1	63		
Reg. Total	2374	459	42	2875	2375	447	41	2863	2374	449	41	2864	2375	448	41	2864	2377	442	42	2861	2372	440	40	2852	2372	440	40	2852	2369	441	40	2850	2367	439	41	2847	2366	440	41	2847		
Preschool Total	89	21	2	112	84	25	2	111	85	25	2	112	95	27	2	124	95	26	2	123	96	28	2	126	97	28	2	127	101	28	2	131	100	28	2	130	101	28	2	131		
Elem Total	2290	396	44	2730	2270	405	48	2723	2277	405	48	2730	2278	404	49	2731	2278	405	49	2732	2286	411	47	2744	2284	412	47	2743	2285	418	47	2750	2288	422	47	2757	2286	422	47	2755		
secondary Total	2374	459	42	2875	2375	447	41	2863	2374	449	41	2864	2375	448	41	2864	2377	442	42	2861	2372	440	40	2852	2372	440	40	2852	2369	441	40	2850	2367	439	41	2847	2366	440	41	2847		
Grand Total	4753	876	88	5717	4729	877	91	5697	4736	879	91	5706	4748	879	92	5719	4750	873	93	5716	4754	879	89	5722	4753	880	89	5722	4755	887	89	5731	4755	889	90	5734	4753	890	90	5733		

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

W. McAluff
 M. Altieri
 D. Bookis
 D. Bentley
 D. Verdolino
 A. Blasiewicz
 K. Nelson
 J. Nichols/J. LaShombe
 S. Cunningham

All Principals (2)

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

Rev. 8/1/18

Actual Acton-Boxborough Grade K-6

6/1/2018

Grade	Blanchard					Total	Conant				Total	Douglas				Total	Gates				Total	McCarthy				Total	Merriam				Total	Total	#Sec	avg. Size		
	ADK					AM	ADK				AM	ADK				AM	ADK				AM	ADK				AM	ADK				AM					
	59					22	41				20	20				19	21				19	40				39	41				18					
K	20	21	19	21	81		20	21	20	61		20	19	39		19	21	40		20	20	20	19	79		21	18	20	59	359	18	19.9				
	15						3					1					1					0					1						21			
Gr. 1		21	20	19	60		19	19	19	57		22	22	44		20	18	20	58		21	22	21	64		21	21	21	63	346	17	20.4				
	18						1					0					2					1					1						23			
Gr. 2		21	20	20	62		22	23	45		22	23	22	67		21	21	22	64		22	22	22	66		22	21	23	66	370	17	21.8				
	3						1					0					4					3					2						13			
Gr. 3		20	18	18	56		23	23	46		24	24	22	70		23	23	25	71		24	24	24	72		24	24	24	72	387	17	22.8				
	12						1					4					2					3					1						23			
Gr. 4		25	25	50		24	24	25	73		25	24	24	73		25	25	50		25	24	25	74		23	24	24	25	96	416	17	24.5				
	5						3					0					0					3					3						14			
Gr. 5		25	23	23	71		24	24	24	25	97		22	25	24	71		24	24	48		23	23	22	68		24	24	24	72	427	18	23.7			
	13						1					0					2					3					2						21			
Gr. 6		25	26	25	76		23	23	23	69		24	24	23	71		23	23	23	69		23	22	24	69		25	22	24	71	425	18	23.6			
	9						2					1					0					3					1						16			
	75						12					6					11					16					11						131			
Total	21	21.7		456		20	22.4		448		19	22.9		435		18	22.2		400		22	22.4		492		22	22.7		499	2730	122	22.4				

75 Acton residents attend school in Boxborough

56 Boxborough residents attend school in Acton

Office of the Superintendent
Acton-Boxborough Regional Schools
978-264-4700, x 3206

TO: All Staff and Families
FROM: Bill McAlduff, Interim Superintendent of Schools
DATE: May 11, 2018
RE: **DISMISSAL TIMES for LAST DAY of School – Wednesday June 27, 2018**

Dismissal times for Wednesday, June 27, 2018:

10:45 a.m. - Raymond J. Grey Junior High School

10:45 a.m. - Acton-Boxborough Regional High School

12:20 p.m. - Conant, McCarthy-Towne & Merriam Schools (including ½ Day K)

1:00 p.m. - Blanchard, Douglas & Gates Schools (including ½ Day Kindergarten)

11:25 AM - Carol Huebner Early Childhood Program-Boxborough Site

11:30 AM - Carol Huebner Early Childhood Program-Acton Site

For both sites, no PM sessions will be held

On Wednesday, June 27, elementary schools will follow the regular Thursday early dismissal schedule.

The Junior High will have its end of year assembly on June 27 at the High School. Buses will transport Junior High and High School students from the High School at dismissal time on June 27.

In addition, please note that High School students will be dismissed at 10:45 a.m. after final examinations on June 20 through June 26.

Buses will be provided to transport High School students home at 10:45 a.m. on June 20 through June 26.

Lunch will not be available from the High School Cafeteria starting June 20. High School students will need to make a request at the High School Office and lunches will be sent down from the Junior High School.

NOTE: Breakfast and Lunch will be sold daily from 9:00 -11:30 a.m. in the High School Cafeteria again this summer from Thursday, June 28 – Wednesday, August 8 (closed on July 4th). For students who currently receive free or reduced lunch, their eligibility continues through the summer. For more information, contact Food Services Director, Kirsten Nelson at 978-264- 4700 x3221 or knelson@abschools.org.



2018-19 Acton-Boxborough Regional School District

Junior High and High School Schedule

SCHOOLS OPEN: Tuesday, September 4, 2018*

*With the exception of 8th, 10th, 11th, & 12th graders, who start Wednesday September 5, 2018

JUNIOR HIGH: 8:00-2:36 p.m.

HIGH SCHOOL: 8:07-2:47 p.m.

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Elementary School Schedule

SCHOOLS OPEN: Tuesday, September 4, 2018

All-Day K and Grades 1-6: 8:50-a.m. – 3:20 p.m.

(Thursdays – 12:50 p.m. dismissal) Half-Day Kindergarten

AM Session: 8:50 a.m. – 11:50 a.m. (Thursday Schedule 8:50 a.m. – 12:50 p.m.)

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Carol Huebner Early Childhood Programs Schedule

SCHOOLS OPEN: Thursday, September 6, 2018

Monday - Thursday

Morning Session 8:30 - 11:15 AM

Afternoon Session 12:15 - 3:00 PM

All-Day Session 8:30 - 3:00 PM

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Lunch Prices

\$2.75 (includes fruit, vegetable, milk) Milk only: \$.50

For more information, see the Food Services website at:

<http://www.abschools.org/departments/food-services/lunch-menus>

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

Blanchard: 978-263-4569

Douglas: 978-266-2560

McCarthy-Towne: 978-264-3377

All other schools: 978-264-4700

Conant: 978-266-2550

Gates: 978-266-2570

Merriam: 978-264-3371

Open House Dates - Fall 2018

Blanchard

September 25

6:00-8:00pm

Conant

September 24

7:00-8:00pm - Grades K - 3

September 25

7:00-8:00pm - Grades 4 - 6

Douglas

September 12

6:00-6:45pm - Grades 3 & 4

7:00-7:45pm - Grades 5 & 6

September 17

6:00-6:45pm - All Kindergartens

7:00-7:45 pm - Grades 1& 2

Gates

September 24

6:00-6:45pm - Grades 1 & 5

7:00-7:45pm - Grades 2 & 4

September 25

6:00-6:45pm - All Kindergartens &
Grade 3

7:00-7:45pm - Grade 6

McCarthy-Towne

September 12

6:00pm - 8:00pm

Merriam

September 25

6:00pm - Kindergarten

7:00pm - Grades 1 - 6

Junior High

September 26

7:00pm - 8:45pm

High School

September 27

6:50pm - 9:05pm



Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720
978-264-4700
<http://www.abschools.org/school-committee>



15.9

**SCHOOL COMMITTEE MEMBERS
2018 – 2019**

Diane Baum*	Acton	dbaum@abschools.org	April 2021
Michael Bo	Boxborough	mbo@abschools.org	May 2020
Mary Brolin	Boxborough	mbrolin@abschools.org	May 2019
Adam Klein	Boxborough	aklein@abschools.org	May 2021
Ginny Kremer	Acton	gkremer@abschools.org	April 2019
Amy Krishnamurthy	Acton	akrishnamurthy@abschools.org	April 2020
Tessa McKinley**	Boxborough	tmckinley@abschools.org	May 2020
Maya Minkin	Acton	mminkin@abschools.org	April 2020
Paul Murphy**	Acton	pmurphy@abschools.org	April 2020
Angie Tso	Acton	atso@abschools.org	April 2021
Eileen Zhang	Acton	ezhang@abschools.org	April 2019

The Committee may be emailed at abrsc@abschools.org. These emails will also be received by the Superintendent, Deputy Superintendent and the Committee's Executive Assistant, Beth Petr. Beth may be reached at 978-264-3306 or bpetr@abschools.org.

*Chairperson

** Vice-Chair