



Acton-Boxborough Regional
School Committee Meeting

September 20, 2018

7:00 p.m.

at the R.J. Grey Junior High Library

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Library
R.J. Grey Junior High School

September 20, 2018
7:00 p.m.

AGENDA

1. **Call to Order (7:00)**
2. **Chairman's Introduction – Diane Baum**
3. **Public Participation**
Per policy BEDH, members of the public may speak for up to 2 minutes on items not included on this agenda. Comments regarding items on the agenda should be made during that part of the meeting. Typically, the Committee/Administration will not respond to comments during public participation.
4. **Statement of Warrants & Approval of Minutes – Diane Baum (7:10)**
 - 4.1. Meeting minutes of September 6, 2018 – **VOTE**
5. **Student Representatives Update (7:15)**
6. **Superintendent's Update – Peter Light (7:20)**
7. **Acton-Boxborough Special Education Parent Advisory Council (SEPAC) Presentation – Co-Chairs Amanda Bailey, Carrie Weaver (7:30)**
8. **School District 2018-2019 Goals - First Read – Peter Light (7:40)**
9. **Subcommittee Reports – Diane Baum (8:10)**
 - 9.1. Building – Mary Brolin
 - 9.2. Budget – Amy Krishnamurthy
 - 9.3. Policy – Amy Krishnamurthy
 - 9.4. Protocols – Possible **VOTE** to approve - Tessa McKinley
 - 9.5. New Subcommittee Appointments – Diane Baum
10. **School Committee Member Reports – Diane Baum (8:20)**
11. **FYI**
 - 11.1. Building Resilience: A Parent/Caregiver Series, Rana Chudnofsky, Ed.M. October 3rd and 10th 6:30 – 8:30 p.m. The Gallery at Villageworks
 - 11.2. Meet Boxborough's New Town Administrator, Ryan Ferrara, and School Superintendent, Peter Light, October 3 at 7:00 p.m. in the Boxborough Library, sponsored by the League of Women Voters - Acton Area
 - 11.3. Attorney General's Open Meeting Law Training in Harvard, November 15 at 5:30 – 7:30 p.m.
 - 11.4. Acton Nursing Services Flu Clinic for ABRSD students, families & staff October 1, 2 and 3 3:15 – 6:30 PM in the High School Health Office
12. **Adjourn (8:30)** (over)

Meeting materials are posted at:
https://www.abschools.org/school_committee/meetings_agendas_packets_and_minutes

Next Meetings:

ABRSC, October 4, 7:00 p.m. in the Junior High Library (packet posted Sept 28)

ABRSC, October 18, 7:00 p.m. in the Junior High Library (packet posted Oct 12)

ABRSC, November 1, 7:00 p.m. in the Junior High Library (packet posted Oct 26)

Posted on 9/14/18 at 4:00 p.m.

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)

Library
R.J. Grey Junior High School

September 20, 2018
7:00 p.m.

LIST OF DOCUMENTS USED

4. **Statement of Warrants & Approval of Minutes – Diane Baum**
 - 4.1 Meeting minutes of September 6, 2018 – **VOTE**
6. **Superintendent's Update – Peter Light**
7. **Acton-Boxborough Special Education Parent Advisory Council (SEPAC) Presentation – Co-Chairs Amanda Bailey & Carrie Weaver (addendum)**
8. **School District 2018-2019 Goals - First Read - Peter Light**
9. **Subcommittee Reports – Diane Baum**
 - 9.1. Building– Mary Brolin
 - 9.1.1. C.T. Douglas Kick-Off Meeting on 9/7/18, Agenda and Timeline
 - 9.1.2. Meeting on 9/12/18, Agenda
 - 9.1.3. Meeting on 8/21/18 Approved Minutes
 - 9.1.4 See presentation posted at:
https://www.abschools.org/district/superintendent_s_office/school_capital_space_planning
 - 9.4. Protocols – Possible **VOTE** to Approve - Tessa McKinley
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ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
DRAFT Minutes

Library
R.J. Grey Junior High School

September 6, 2018
7:00 p.m.

Members Present:	Diane Baum, Mary Brolin, Adam Klein, Ginny Kremer, Amy Krishnamurthy, Tessa McKinley, Maya Minkin, Paul Murphy, Angie Tso, Eileen Zhang
Members Absent:	Michael Bo
Others:	Marie Altieri, Deborah Bookis, Dawn Bentley, Peter Light, Beth Petr, Dave Verdolino

1. The ABRSC was called to order at 7:03 p.m. by Chairperson Diane Baum.

2. **Chairman's Introduction** – *Diane Baum*

2.1. Welcome!

The Chairperson introduced ABRHS representatives to the School Committee: Michael Cheng, Betty Markman, and Arnav Mehra. She thanked them for their civic engagement and noted that their participation was outlined in School Committee policy JIB and MA General Law 71:38 M.

3. **Public Participation**

Per policy BEDH, members of the public may speak for up to 2 minutes on items not included on this agenda. Typically, the Committee/Administration will not respond to comments during public participation.

Noting the careers of a variety of AB graduates from an attorney to a magician, John Petersen urged the School Committee to redouble their efforts to take an expansive and diverse view of education as they begin the new school year. He asked that the Committee create flexible policies to best serve the diverse needs of our communities, including those that may only affect a small number of students.

Christine Russell spoke as a parent about an incident last year and requested a clear, concise disciplinary policy regarding behavior problems on the elementary school buses. Mr. Light thanked Ms. Russell and invited her to contact him for further information.

4. **Statement of Warrants & Approval of Minutes** – *Diane Baum*

Diane Baum read the warrant numbers that were being signed by the Committee.

4.1. Meeting minutes of August 23, 2018 – **VOTE**

Mary Brolin moved, Amy Krishnamurthy seconded and it voted to approve the minutes as amended. Maya Minkin abstained.

4.2. Proposed reconsideration of meeting minutes of July 23, 2018 workshop – **VOTE**

Paul Murphy moved, Mary Brolin seconded and the minutes of the July 23, 2018 workshop were approved as proposed. Maya Minkin abstained. The section was reconsidered to correct an inaccuracy.

5. **Introductions – Diane Baum**

- Acton's New Town Manager, John Mangiaratti,
- Boxborough's New Town Administrator, Ryan Ferrara

Mr. Mangiaratti and Mr. Ferrara were welcomed by the Committee and both expressed enthusiasm for their new roles and working with the School Committee.

6. **Superintendent's Report – Peter Light**

Mr. Light reported that a student was injured by a car yesterday and is recovering. Everyone is thinking of him and his family.

6.1. Welcome Back to Staff presentation, 8/29/18

Mr. Light shared some pictures from all of the schools on the first day. Amy Krishnamurthy thanked Principal Sugrue for how smoothly the election ran at Conant on Tuesday which was also the first day for students. Mr. Light read his update memo to the Committee emphasizing its importance. It has been posted to the Superintendent Update section of the website, as is now the practice.

6.2. Summer Professional Learning Memo, Deborah Bookis

Mr. Light was very excited to share all of the learning that the staff engaged in during the summer, noting that 117 educators participated in 23 projects.

6.3. Mental Health: District Work

<http://abschoolswellness.weebly.com/mh-district-work.html>

Mr. Light reviewed the extensive work that has been done around Wellness by the District and thanked Dawn Bentley and Deborah Bookis for their efforts. A followup update will be provided to the Committee some time later in the year.

The Chairperson reminded members that formal requests for items to be on a meeting agenda should be sent to Diane Baum and the Superintendent.

In response to a question about if there is a student communication map, similar to the parents' communication map, Mr. Light said that he prefers to focus on building relationships between students and faculty who can listen and direct them and not emphasize a document.

7. **New Superintendent's Induction Program – Peter Light**

7.1. Introduction of Dr. Matt King

Dr. King began his career in Concord Carlisle, moved to Lincoln Sudbury and then to the Wellesley schools. His regional school experience will be valuable. There are 41 new superintendents in MA this year. Usually he will visit the district twice a month spending 6 hours per month, then 4 hours a month for the second year. It is a three year program. As an experienced superintendent, Dr. King is there to help Mr. Light think through problems and dilemmas as they come up. Dr. King was thanked for working with our district.

8. **Transportation Update – Peter Light**

Mr. Light thanked JD Head and his department for their efforts during the first 3 days of school with the new transportation schedules. AB is one of the largest transportation systems in the state, outside of the cities. Although much has gone very well, there are some issues that warrant attention. He reminded the public that the significant changes to bussing were due to a commitment to student wellness and priorities were balanced.

The committee discussed:

- Because all elementary schools are now starting at the same time each morning, the elementary buses have more students on them than in the past, although no bus has been oversubscribed. Mr. Light will ask principals to be sure that all students are sitting in seats. He will also see if it is true that there are more Junior High students riding the bus. That number should not have been affected by the changes.
- Bus driver staffing is an issue in part because there has been a shortage of drivers across the state, and this will continue to be a problem in the foreseeable future. We increased our salaries a few years ago. If more buses are added finding drivers will still be an issue. When the AB transportation system was originally designed many years ago, we staffed the transportation office for 20 buses, and there are now 40. Mr. Light is looking into this.
- The importance of student behavior and etiquette are part of bus safety. Monthly professional development for the drivers is being provided in areas such as behavior management. Drivers are also coming into the schools so the kids get to know them better.
- Families will be encouraged to use the new app that will be available soon to watch the timing of their buses.
- There is some concern about the younger kids having longer rides as well as those with special needs. Regarding adjusting the buses and routes, Mr. Light said that all rides are set up at 45 minutes with the maximum efficiency using the transportation software. He doesn't know if there is a solution to reduce the ride time this year because of the way it is designed. Managing individual students' experiences is the focus. They are really trying to make good decisions for kids. The routes need to be normalized and then discussion can take place when the next budget cycle starts. A member noted that this is the first time parents have been given a way to comment or express concern and it is appreciated.

9. Subcommittee Reports – *Diane Baum*

9.1. Building– *Mary Brolin (oral)*

Skanska is now on board as the Owner's Project Manager (OPM) with Arrowstreet as the architect. They see the challenges and most importantly, the opportunities of our project. There is a Kick-off meeting at Douglas School tomorrow. The Educational Team is working with Arrowstreet now to develop the Educational Plan which will be brought to the School Committee at a future meeting.

9.2. Budget – *Amy Krishnamurthy(oral)*

The first meeting is being scheduled. Amy Krishnamurthy will chair.

9.3. Policy – *Amy Krishnamurthy(oral)*

The first meeting is being scheduled. It will be an orientation because it is a large subcommittee with a number of new members. Amy will also chair this group.

9.4. Protocols – *Peter Light*

9.4.1. 2018-2019 ABRSC DRAFT Operating Protocols – *First Read*

The subcommittee met twice and developed protocols using Melrose's protocols as a model which was shared at the summer workshop. Many members shared their thoughts on the draft, and the subcommittee will meet again-and present a final draft at the School Committee meeting on September 20 with the caveat that it is most important to take the time to have the best version possible for the Committee's consideration.

10. School Committee Member Reports – *Diane Baum*

- Tessa McKinley said that the first PTSO liaison meeting will probably be on Oct 1.

- Diane Baum reported on the Special Education Parent Advisory Council (SEPAC) meeting held yesterday. They are required to do a Basic Rights workshop every year and it is now a webinar.
- Ginny Kremer signed up with an organization for legislative updates. She will be having coffee with Jamie Eldridge soon.
- Pam Nourse will give an update about Minuteman Tech's building project at the Oct 19 School Committee meeting.
- Acton Fincom meets next Tuesday. They are working on their annual Point of View (POV) document.
- Boxborough Selectmen were preparing for the Special Town Meeting. The Boxborough Leadership Forum (BLF) has a schedule for Budget planning.
- A few years ago, the School Committee did a budget primer for new members. The Superintendent and Finance Director will discuss whether this would be helpful.

11. **Recommendation to Accept Gifts to the School District – VOTE – Peter Light**

- 11.1. \$5,000 from Lowe's to Gates School for a Smart Board
 Paul Murphy moved, Ginny Kremer seconded and it was unanimously,
VOTED: to accept the gift from Lowe's to Gates School for a Smart Board with much gratitude .
 Paul thanked the teacher for taking the initiative on this grant.

12. **FYI**

- 12.1. FY19 School Schedule
Tessa McKinley noted that the Junior High and High School early dismissal times are now listed on the school calendar.
- 12.2. Family Financial Assistance Letter, on the website at
https://www.abschools.org/district/student_services
- 12.3. FY19 ABRSC Committee Assignments, *approved 8/23/18*
- 12.4. Building Resilience: A Parent/Caregiver Series, Rana Chudnofsky, Ed.M.
 October 3rd and 10th 6:30 – 8:30 p.m. The Gallery at Villageworks
The Superintendent highlighted this event.
- 12.5. Meet Acton's New Town Manager, John Mangiaratti, and School Superintendent, Peter Light, September 13 at 7:00 p.m. in the Acton Town Hall, sponsored by the League of Women Voters - Acton Area
- 12.6. Meet Boxborough's New Town Administrator, Ryan Ferrara, and School Superintendent, Peter Light, October 3 at 7:00 p.m. in the Boxborough Library, sponsored by the League of Women Voters - Acton Area
- 12.7. Suicide Prevention Training, Sept 17, offered by AB Cares, Free and Open to the Public, see abuw@abuw.org
The Superintendent highlighted this event.

The ABRSC adjourned at 8:53 p.m.

Respectfully submitted,
 Beth Petr

List of Documents Used: see agenda, list of warrants



Acton-Boxborough Regional School District

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

Peter J. Light
Superintendent of Schools

Superintendent's Update **September 20, 2018**

Entry Plan Update

As you are aware, I shared my entry plan at our School Committee meeting on August 23rd. I am pleased to update you that I have now begun conducting school visits. These visits consist of monthly meetings with principals and time visiting with teachers and students in classrooms. Prior to this School Committee meeting (9/20/18), I will have had an opportunity to visit Blanchard Memorial School, the Junior High School and the High School. These visits give me an opportunity to speak with Principals regarding their work, discuss problems of practice, and visit classrooms in order to deepen my understanding of teaching and learning at each school.

I have also begun to schedule family, student and faculty forums at each school. These forums will provide me an opportunity to hear directly from stakeholders about their perceptions of the schools as well as their expectations of me as your Superintendent. These meetings will take place from now until mid-November and we will be communicating directly with stakeholder groups regarding the specific dates and times of the forums.

Capital Planning Update

We are forming a new Capital Planning Subcommittee. The subcommittee will focus on several goals which include:

- reviewing and confirming the scope of work included in the draft 5 Year Capital Plan that was presented to School Committee last spring;
- reviewing the scope of work not included in this 5 year plan in order to discuss strategies for completing these projects;
- determining a system for monitoring the district's progress in executing the plan; and
- determining the appropriate funding sources for the plan.

The subcommittee will include members of the school committee and district administration, and is also seeking the participation of one finance committee member from each community. The subcommittee will begin work immediately. Meetings will be held one Wednesday per month prior to the scheduled building committee meetings.

Additionally, I am pleased to report that in order to facilitate the completion of the plan and ensure that cost estimates and phasing projections are accurate, I have asked Skanska, who is currently serving as the Owner's Project Manager for our building project, to consult with us as we complete the

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development of the plan. Their involvement in consulting with us regarding the development of the Capital Plan will be separate from their work on the building project.

I anticipate that we will complete the development of the plan, solicit feedback from community stakeholders, and be ready to present a final version of the plan to you prior to Budget Saturday in January 2019.

Leary Field Lighting Project Update

Progress continues on the Leary Field Lighting Project. As you are aware, the replacement of the lights at Leary Field was a major capital project undertaken by the district this summer. As J.D. Head updated you in August, the project was originally delayed due to permitting issues. When work did begin, the contractor provided a completion date of September 14th so that our home football game this weekend would not be impacted. This was an aggressive timeline and unfortunately, work has not been completed according to this schedule. The new completion date provided by the contractor is September 20. Some disruption caused by delays in the project has been minimized by moving activities to the lower field. However, the most recent delay caused us to lose our home football opening game which has been relocated to Reading. We continue to work with the contractor to complete this project as soon as possible and apologize to our community for the impact of this delay.



2018-2019 AB SEPAC Goals

ACTON-BOXBOROUGH SPECIAL EDUCATION PARENT ADVISORY COUNCIL – FALL 2018

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

2018-2019 Goals & Priorities

- Improve SEPAC outreach with an emphasis on increasing engagement with and participation from diverse families
- Follow up on issues identified in previous survey findings, particularly communication between families and the district – survey, workshop
- Examine existing programming for students with Specific Learning Disabilities (SLDs) and provide feedback from families – focus group, report, potential workshop
- Conduct and publish annual MCAS analysis
- Continue with website and *Special Education Handbook* revisions following organization name change, ongoing program development
- Community education through presentations about Basic Rights, improving communication, schoolwide and Individualized Education Program (IEP) bullying prevention strategies

Outreach & Engagement

- Presence at back to school nights and community events to increase visibility and reduce stigma
- Continue monthly parenting support and coffee/tea hours
- Survey and focus group planned
- Regional SEPAC partnerships
- Working with Student Services to ensure continued newsletter subscriptions
- *Hosting 1-2 family social events*



Why Survey?

- New initiatives, programs, and/or expansions in the past year at all levels from Early Childhood through high school
- New staff districtwide, including IEP team chairs at the elementary level
- Issues reported with transition to accessing IEP progress reports electronically via PowerSchool Special Education software and the Parent Portal
- Follow up on issues and subgroups highlighted in 2017 parent/guardian mini survey and 2015 survey results and open-ended responses
 - Increasing and improving IEP team communication
 - Extended School Year eligibility and programming
 - Early Childhood
 - Out of District
 - Specific Learning Disabilities (including dyslexia)

ABRSD 146

Special Education Continuum: Existing & Projected Program Development

	Elementary	Secondary	
	K-6	7-8	9-12
Least Restrictive Program ↓ Most Restrictive Program	Related Services	Related Services	Related Services
	Learning Center	Learning Center	Learning Center
	Connections	Connections II	Bridges
	Build Out (2019-2020)	Language Learning Program (LLP)	Supported Career Education (SCE) Program
	Resource Programs	Center for Learning & Student Services (CLASS) Program	Relational Emotional Academic Learning (REAL) Program
		Build Out (TBD)	Occupational Development (ODP) Program
	Pathways I and II	Build Out (2020-21)	Build Out (2022-23)
	Out-Of-District Programs		

WELLNESS • EQUITY • ENGAGEMENT

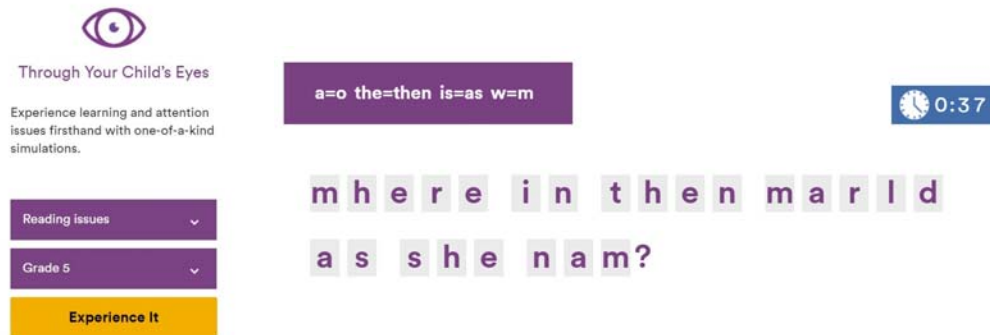
*From the ABRSD FY19 Budget Presentation Slides (1/28/18)

SLD Programming

- Language-based learning program slated to be developed at the elementary level
- What have been families' experiences to date? How can those help inform program development?
- What are best practices around early identification and remediation, particularly of dyslexia?
- How does early identification look with the Massachusetts Tiered System of Supports?

SLDs: What Do Students Experience?

Understood.org has simulators for learning and attention issues from pre-K to grade 12 with student testimonials and expert explanations.



Parent/Guardian Education

- Hosting Basic Rights workshop in partnership with Maynard, Sudbury, Concord/Concord-Carlisle SEPACs and our respective school districts
- Partnering with Concord/Concord-Carlisle SEPAC for second workshop on communication or IEP development
- Mass Advocates for Children presentation on schoolwide bullying prevention strategies and the IEP
- Continuing to share information with families regarding other trainings and conferences
- The Federation for Children with Special Needs has produced Basic Rights and other webinars in Chinese, Haitian Creole, Portuguese, and Spanish and is offering the intensive Parent Consultant Training Institute in Spanish

New Open Issue: Inclusion

- New open issue on SEPAC business meeting agendas around “Increasing opportunities for meaningful inclusion across domains”
- We began to highlight access and inclusion issues and opportunities last year
- In addition to creation and further development of in-house program options, there are a number of pending general education initiatives with potential impacts for Students with Disabilities
 - District Curriculum Accommodation Plan (DCAP)
 - Massachusetts Tiered System of Supports
 - Building project
- As we continue to foster general education capacity, we need to safeguard rights to free, appropriate public education and special education instruction—not just provide accommodations
- Opportunity to bring in speakers on best practices, developing friendships, recreation, etc.

Next Meeting & Thanks

Wednesday, October 3, 2018
 7:30 p.m.
 RJ Grey Junior High library

*With thanks to the Student Services department and the
 Acton-Boxborough Regional School Committee
 for their time and continued partnership*

absepac.org
 @absepac



Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720
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Peter J. Light
Superintendent of Schools

To: Acton-Boxborough Regional School Committee
From: Peter Light
Date: 9/14/2018
RE: 2018-19 District Goals

I am pleased to present you with a draft of the 2018-19 School District Goals for your discussion. We anticipate requesting your approval of these goals at our October 4th School Committee meeting.

As you are aware, three years ago the School Committee adopted a five year Long Range Strategic Plan. The plan was structured around the Core Values of Wellness, Equity, and Engagement. This plan articulated three broad goals:

1. Understand and respond to our students' social-emotional needs
2. Our students will have equitable opportunities and tools to learn
3. Our students will have access to safe and effective learning environments

Each year, the district collects information and data to inform progress relative to these goals and reports this progress to the School Committee. Subsequently, school and district administrators analyze progress toward the plan and annually draft updated Strategic Goal Actions. The Strategic Goal Actions are based on prior years' work and are designed to continue moving the district toward the realization of the Long Range Strategic Plan.

We look forward to hearing your feedback relative to the proposed 2018-19 Strategic Goal Actions. We will utilize this feedback to further revise the plan as appropriate.

Developing engaged, well-balanced learners through collaborative, caring relationships.



Acton-Boxborough Regional School District

2018-2019 District Goals- **DRAFT**

Essential Question: How might we use strength-based practices to support student learning?

Goal #1: Understand and respond to our students' social-emotional needs.			
Strategic Goal Actions	Evidence/Measures	Responsible	Timeline
Previous Strategic Actions: Monitor Implementation and Adjust Practice as Needed			
Gather data to monitor the impact of changed start times at each level.	<ul style="list-style-type: none"> Student Survey data Attendance data (i.e. early dismissal data at elementary, tardy data at JH, HS, etc.); bus ridership data 2018-19: First period data from JH, HS (i.e. anecdotal, grades over time, etc.) 	Principals / APs School Wellness Advisory Committee	2018-19, Ongoing
Solicit data from stakeholders to inform continued implementation of the HW policy and consider HW through an equity lens.	Stakeholder surveys on implementation of HW policy	Principals (gather data), Data Inquiry Team	Ongoing
Review practices around homework policy implementation.	Aggregate data around practices by grade level	Principals (gather data)	
Work to promote the importance of reading for pleasure at home every night and device-free time.	Family newsletters and communication dedicated to devices and reading	Principals, Curriculum Coordinators, School Wellness Advisory Committee	



Acton-Boxborough Regional School District

2018-2019 District Goals- **DRAFT**

Essential Question: How might we use strength-based practices to support student learning?

Goal #2: Our students will have equitable opportunities and tools to learn.			
Strategic Goal Actions	Evidence/Measures	Responsible	Timeline
Increase the diversity of our educator workforce.	<p>2018-19: Review existing recruiting and hiring practices. Develop recommendations for hiring committee practices, advertising, and recruitment to implement Spring 2019.</p> <p>2019-21: Monitor new recruiting and hiring practices; make adjustments as needed to attract diverse candidates.</p> <p>By 2021-22: Increase the number of licensed educators who are racially diverse by 20% from 2018-19 level.</p>	Deputy Superintendent, Principals/APs and, Hiring Committees	2018-22
Continue to build educator capacity to reach and teach all students.	Through our elementary Student-Centered Coaching System, each of our elementary coaches will partner with at least four educators using the established process and forms, tracking evidence of student learning and receiving educator feedback about the process.	Assistant Superintendents Elementary Principals and APs	2018-19
	Develop greater capacity and consistency among and between evaluators to focus on the professional evaluation rubric Standard 2 (Teaching All Students) by creating and providing additional professional learning and calibration support for evaluators.	Deputy Superintendent, Principals	2018-19
Train new hires and administrators and educators throughout the district using the Seeking Educational Equity and Diversity (SEED) professional learning. Continue to build capacity to provide this training in-house using the Train-the-Trainer model.	<ul style="list-style-type: none"> • Offer Fall 2018, Spring & Summer 2019 SEED PL. • By July 2019, train all district and school leaders. • By August 2019, increase the number of SEED trainers from 5 to 9 total. • By August 2019, train 10% of all certified staff in the district in SEED. 	Assistant Superintendent for Teaching & Learning	2018-19, ongoing
Through an equity lens, review existing practices in each building around family contributions.	Gather and review data on existing practices around ways that families are asked to financially contribute to their child's school, through 'suggested' and 'required' school supplies, and annual field trips to maximize access for all students. Make recommendations for FY20 district budget.	Principals (provide data) Data Inquiry Team	2018-19
Previous Strategic Actions: Monitor Implementation and Adjust Practice as Needed			
Gather baseline data on the first year of centralization of Before/After School programs under Community Education.	Enrollment data; financial trend data for Before/After School programs	Community Education Director	Ongoing



Acton-Boxborough Regional School District

2018-2019 District Goals- **DRAFT**

Essential Question: How might we use strength-based practices to support student learning?

Goal #3: Our students will have access to safe and effective learning environments.			
Strategic Goal Actions	Evidence/Measures	Responsible	Timeline
Previous Strategic Actions: Monitor Implementation and Adjust Practice as Needed			
Complete and adopt a five year Capital Improvement Plan (CIP) that ensures access to safe and effective learning environments for all students.	Complete 5-Year CIP that: <ul style="list-style-type: none"> Identifies potential funding sources Articulates timelines for completion Establishes benchmarks and accountability measures Is adopted by School Committee and incorporated into FY 2020 budget 	Superintendent, Deputy Superintendent, Director of Operations, Director of Finance	December 2018
Continue the Massachusetts School Building Authority (MSBA) process towards a new elementary building by completing the Feasibility Study process.	Develop an existing conditions report through the District's project architect	Director of Operations	November 2018
	Develop and communicate the educational vision of the school building through work with the designer's educational consultant	Superintendent, Asst. Superintendents, Deputy Supt., Principals	November 2018
	Develop an MSBA-approved educational program for the building that is reflective of the educational vision for the building and MSBA guidelines	Principal(s), Deputy Superintendent	February 2019
	Coordinate efforts with the MSBA that ensure compliance with required regulations regarding the feasibility study	Superintendent	Ongoing
	Communicate regularly with information regarding progress to families and the community	Superintendent, Technology Director	Ongoing

Massachusetts School Building Authority

Acton-Boxborough School District C.T. Douglass Elementary School Kick-Off Meeting September 7, 2017

Objective:

- Meeting to introduce the project team, discuss the project goals and schedule.

Meeting Agenda:

- Introductions and Communications Protocol
 - Please include full district name & school name in email subject line
 - Status of Contracts and Agreements
 - OPM Reports
- Project Data:
 - Agreed upon study enrollments:
 - grades K-6 for 650 students (Douglas ES)
 - grades K-6 for 990 students (Douglas & Gates ES)
 - grades K-6 for 1,015 students (Douglas & Luther Conant ES)
 - The Study includes assessment of the Douglas, Gates and Luther Conant schools.
 - The Designer RFS proposed a \$72– \$96m construction budget
 - Cost data information available on the website for relevant comparable projects
http://www.massschoolbuildings.org/building/CP_Information_Cost_Data
 - Acton-Boxborough has expressed interest in achieving net zero energy, water, and waste with the Douglas ES.
- Project Schedule per August 16, 2018 OPM schedule
 - **February 13, 2019- Preferred Schematic (Module 3) Board Meeting:**
 - Preliminary Design Program due Oct 24-Nov 7, 2018 (8-10 wks prior to PSR submittal)
 - Preferred Schematic Report due Jan 2, 2019 (8 weeks prior BM)
 - Facilities Assessment Subcommittee Presentation Jan 16 or Jan 23, 2019 date TBD – please keep both dates open
 - **August 28, 2019 - Project Scope & Budget (Module 4) Board Meeting:**
 - Schematic Design Submittal Notification Appendix 4C due June 26, 2019 (2 weeks prior SD submittal)
 - Schematic Design Submittal due July 10, 2019 (8 weeks prior BM)
 - **FSA expires August 15, 2020** (must have Board approval of Project Scope and Budget)
- Schedule changes
 - The MSBA continues to examine each district's project schedule beginning with entry to Eligibility Period through a district's projected Project Scope and Budget vote by the

Massachusetts School Building Authority

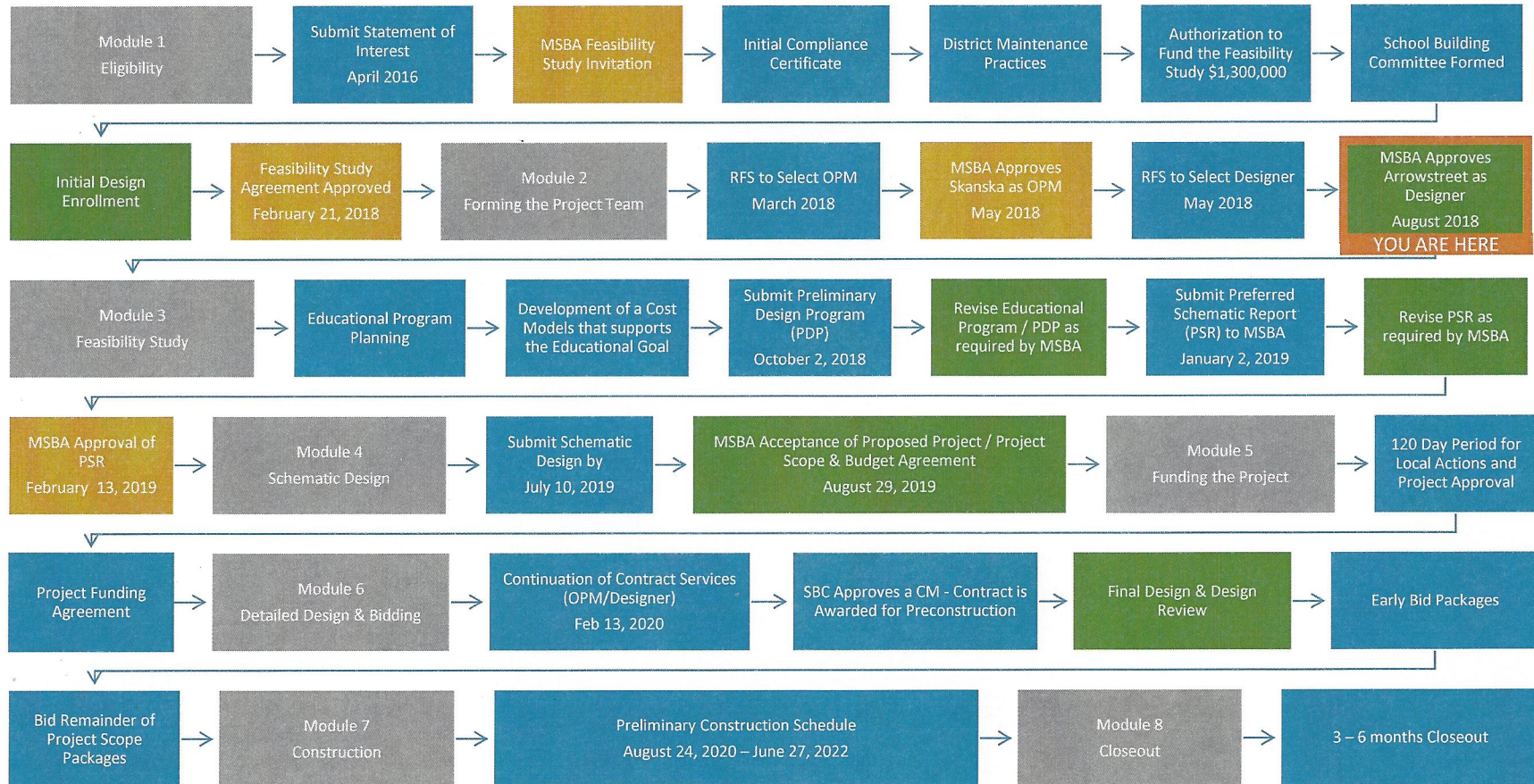
Board of Directors. Going forward local officials and/or consultant team members are asked to notify their PC/PM immediately upon recognizing a change in schedule that is tied to a submittal/Board action (PDP, PSR, PSB).

- The MSBA will take into consideration the requested change and report back any concerns and/or impacts the district should be aware of as a result. The district should include any impact to its local PSB authorization/appropriation when transmitting to the MSBA schedule change detail.
- MSBA Policy:
 - MSBA cost caps:
 - \$333/gsf construction cost
 - 8% site costs
 - 20% soft costs
 - 10% arch / 3.5% OPM basic service fees
 - MA 963 CMR 2.10: School Building Grant Program
 - 2.16(5) lists ineligible costs
 - 2.18(2) lists additional incentive points
 - Previous MSBA funding in Acton-Boxborough School District –
 - CT Douglas (201000020020G) received \$206,660 (paid to the town of Acton) for a roof project
 - Luther Conant (200800020030) received \$229,818 (paid to the town of Acton) for a boiler project
 - Base reimbursement changes every January, fixed at end of PSB. 2018 base rate is 45.32%, 2019 base rate is TBD.
- Updates:
 - 2018 and 2019 MSBA Board Meeting schedule, FAS meetings & submittal deliverable dates are on the MSBA website
 - Building code & energy code - currently 9th ed / 2015 IECC
 - Project Advisory 41- Update to the Green School Policy
 - Project Advisory 45- MSBA Requirements for Land Use
 - Project Advisory 46 – OPM Update Project Schedules
 - Project Advisory 47 – Updated Total Project Budget Template
 - Project Advisory 51 – School Construction Costs Chart
 - Project Advisory 52 – Updated Space Summary Template
 - Project Advisory 54 – Clean Energy Incentive Updates
- Next Steps: Prepare/Submit a Preliminary Design Program per Module 3
 - Module 3 & 4 – on the MSBA website
 - Educational Program requirements, samples and templates on http://www.massschoolbuildings.org/building/Ed_Facility_Planning
- Questions, Comments, Concerns

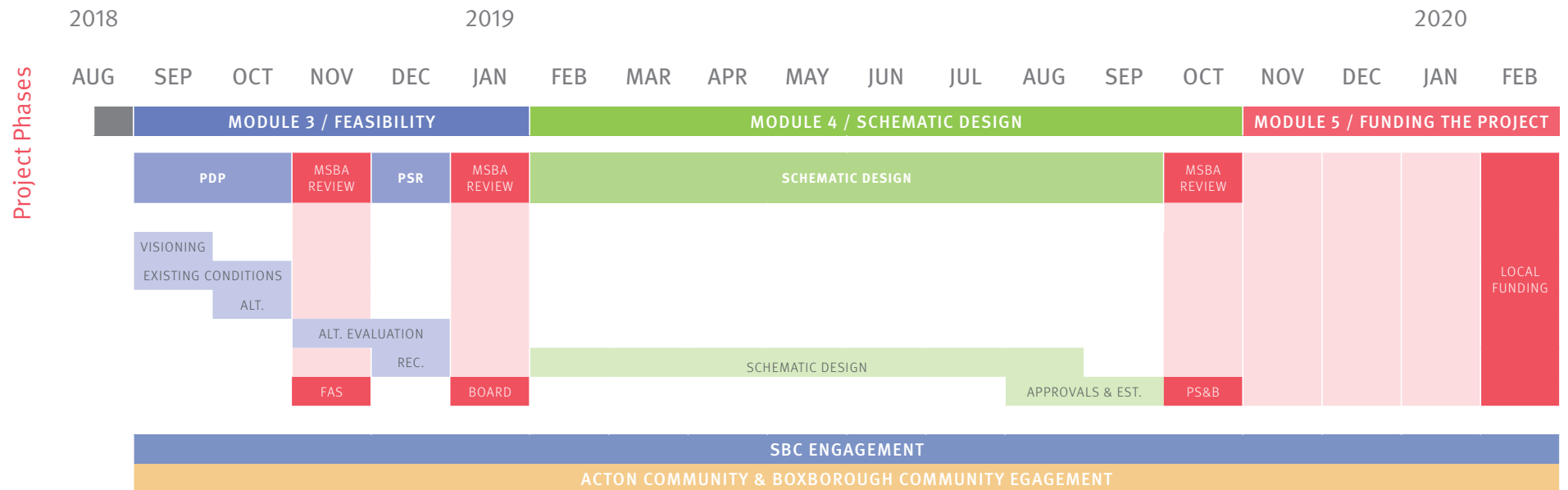


Acton-Boxborough – C.T Douglas Elementary School MSBA Project Timeline by Module

- District
- MSBA + District
- MSBA



Who We Are / Schedule



ARROWSTREET

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

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

September 12, 2018
7:00 p.m.

AGENDA

1. Call to Order – Mary Brolin
2. Minutes - Approve Minutes from August 21, 2018 School Building Committee Meeting – Mary Brolin
3. MSBA Update – Mary Brolin
4. Visioning Process and Educational Plan – Mary Brolin, Peter Light, Marie Altieri, Emily Grandstaff-Rice
5. Skanska and Arrowstreet updates – Chuck Adams, Emily Grandstaff-Rice
6. Social Media Strategy – Mary Brolin, Katie Raymond
7. Invoice Approvals – Mary Brolin
8. Adjourn

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

October 10, 2018

November 14, 2018

December 12, 2018

January 9, 2019

February 13, 2019 – need to reschedule due to conflict with SC meeting

March 13, 2019

April 10, 2019

May 8, 2019

June 12, 2019

Posted 9/7/18 at 4:00p.m.

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

WELLNESS - EQUITY - ENGAGEMENT

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

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

August 21, 2018
 7:00 p.m.

Members Present: Mary Brolin; Peter Light; Marie Altieri; Peter Berry; Dennis Bruce; Jason Cole; Bob Evans; Bill Hart; JD Head; Gary Kushner; Maria Neyland; Katie Raymond.

Members Absent: Becca Edson; Adam Klein; Amy Krishnamurthy; Lynne Newman; Mac Reid; Chris Whitbeck.

Other: Karen Coll; Kate Crosby, ABRSD Energy Manager (7:50); Dave Verdolino; Representatives from Skanska: Dale Caldwell, Victoria Clifford, Sovathya Sar; Representatives from Arrowstreet: Laurence Spang, Emily Grandstaff-Rice, Claes Andreasen; Representatives of Eversource/7th Wave: Kim Cullinane, Claire Cowan, Ben Haymer; member of the public

1. Mary Brolin called the meeting to order at 7:00pm.
2. The Arrowstreet team was welcomed, and members of the Building Committee, Arrowstreet, Skanska and Eversource/7th Wave introduced themselves.
3. Bob Evans moved, Dennis Bruce seconded, Gary Kushner abstained, and the minutes of the July 2, 2018 School Building Committee Meeting were unanimously approved.
4. Notification of Disclosure Statement

Katie Raymond works for a firm, Epsilon Associates, that is a subcontractor on the Arrowstreet design proposal. Katie has submitted a disclosure form to the district, which will be reviewed by the School Committee at its next meeting; a full School Committee vote is required to determine whether she will be able to remain on the Building Committee. In the meantime, Katie sat in the audience and didn't participate in the meeting.

5. Designer Services

a. Arrowstreet Selection by MSBA Review Committee – Peter Light

Peter Light summarized the designer selection process. The Designer Selection Panel (DSP) held two meetings in the MSBA offices. The first one, on July 24, was to review all six of the proposals received DSP. At that meeting, the DSP voted to forward three firms for final review: Dore & Whittier, Perkins + Will, and Arrowstreet. Members of the DSP were able to provide good feedback to those applicants in preparation for the second meeting of the DSP on August 7. At that meeting, each of the firms made a 30-minute presentation, followed by time for Q&A and a discussion.

All three firms made great presentations. The panel was very impressed with D&W and Arrowstreet. They felt that P+W was less responsive to the questions they had received in advance and the firm was therefore eliminated from the process. D&W's familiarity with the district based on their past work with us didn't really come through in their presentation or responses to questions. Arrowstreet was very thorough, responded to all questions thoughtfully, and presented a very compelling vision. It was clear that Arrowstreet really wanted this job, which was seen as a strong positive.

Marie added that, while it was hard to pass up D&W after all our previous work with them, Arrowstreet was not only very responsive but also very positive about the opportunities offered by this project, the proposed sites, and other elements. Arrowstreet has also had extensive experience with the MSBA as a reviewer, and their focus on cost control was clear. Marie also noted that the MSBA has been an excellent partner throughout the process, listening to the representatives from AB and guiding the selection process well.

b. Negotiations with Arrowstreet

Committee members reviewed Arrowstreet's proposal for the feasibility study and schematic design. Dale Campbell of Skanska noted that Chuck Adam had led the negotiation process. Committee members had questions about several elements of the proposal:

- Item #3, noting that the operation and testing of existing buildings is not included in the proposal – Dale reminded the committee that MSBA requires looking at the renovation of current buildings and construction of a single new school, in addition to our preferred option of a new twin school.
- Item #4, outlining services that would be provided as supplements to the proposal – JD Head noted that these items were included in the project budget; Skanska will negotiate all outstanding issues.
- Item #5, describing the plan for Educational Visioning and Programming – Larry Spang noted that this item was just related to the work of Educational Consultant Frank Locker. Additional meetings, including Town Meetings, will be supported by Arrowstreet and Skanska.
- Item #7, that Arrowstreet will assist with 'public hearings' – Peter Berry noted that 'public hearing' has a specific meaning in Acton and Boxborough, and that a more appropriate term would be 'public meeting.' Larry Spang said that Arrowstreet will attend all Building Committee meetings plus additional meetings such as public forums.
- Item #10 on regulatory and permitting requirement reports – JD Head said that we may not want to do geotechnical engineering studies on all potential sites, that we may prefer to identify an appropriate site based on other factors first. Marie Altieri reminded the committee that the MSBA expects reports on all three sites – Douglas, Gates and Conant – and that the information will then be available to us for future planning purposes. Jason Cole clarified that we will start with preferred site but have included funds to evaluate additional sites; if these not used, the funds will be returned. In addition, we can use town staff to help identify wetlands and other site constraints.

Emily Grandstaff-Rice said that this document is an initial proposal but that we will ultimately have to sign the MSBA contract, which will clarify these issues. Larry Spang agreed, saying that the final contract will balance both due diligence and the MSBA requirements.

c. VOTE to Approve Arrowstreet Contract – Peter Berry moved, Maria Neyland seconded, Jason Cole, Gary Kushner and Katie Raymond abstained, and the Arrowstreet proposed contract was approved unanimously,

6. Arrowstreet Presentation – Plans and Timeline

Arrowstreet team members Larry Spang, Emily Grandstaff-Rice and Claes Andreasen made an introductory presentation to the Building Committee, noting that they are a 100-person firm with a staff of 20 dedicated to the school building sector. Educational planner Frank Locker will work with the schools, staff, and communities to brainstorm the type of school(s) we want including, among other things, our vision and teaching styles; this process will drive the project. Emily Grandstaff-Rice said that one focus would be on how to make two schools feel unique within the same building.

Claes Andreasen said that the landscaping of the three potential sites offers a lot of opportunities to take advantage of the wetlands and vistas. For example, the Douglas and Gates sites look include extensive while the Conant site has different features. They will look for ways to build on these sites to take advantage of the surroundings. Claes said Arrowstreet will also focus on ways to connect interior spaces to the outside, including spaces such as hallways and stairwells.

Peter Berry asked whether Arrowstreet would consider standalone treatment plants in lieu of septic or sewer systems; these will be considered but requirements such as zoning setbacks may affect the decisions. Peter also asked how close the schematic design would be to actual bid documents. Dale Campbell responded that Skanska will do a full blown cost estimate, which will be supported by the schematic design. The schematic design has to meet MSBA requirements, but will not include details like specific materials for items like flooring. There will be contingencies factored into the budget to cover any uncertainties

Arrowstreet's schedule of the project phases indicates that Module 3 will be completed by the end of 2018, with much of 2019 focused on the building design, defining both the building and the budget. A target date will be to hold simultaneous Special Town Meetings in November/December 2019. The schematic design should be completed by September 2019 and will then have to be reviewed by MSBA. The budget will be set by August/September 2019, and we can begin educating the community throughout the process.

7. Skanska Update – Timeline and Next Steps

Dale Campbell and Victoria Clifford reviewed a project timeline by module and a budget report. The Building Committee should continue to meet monthly, with additional Working Group meetings as required. Larry Spang said that the project schedule will drive the pace of meetings.

Arrowstreet will begin by looking at the three current schools and sites and identifying issues such as the types of permitting that might be needed. In tandem, we will begin the educational evaluation process with Frank Locker. We want to take advantage of our previous work with D&W, although Katie Raymond noted that we don't want to bypass needed steps. Marie Altieri said that the previous visioning effort helped us to narrow in on a twin school concept, and the next visioning process should be more targeted. Mary Brolin added that we have to reach out to the preschool communities.

8. MSBA Update – Mary Brolin told the committee that there would be an MSBA kick-off meeting at Douglas School on September 7 from 12:30 – 2:00pm. The meeting is open to anyone who wants to be there.

9. Ultra Low Energy Use Intensity Buildings - Eversource and National Grid programs

JD Head introduced Kim Cullinane of Eversource, who gave a brief description of the issues around building life cycle costs, including resource utilization. Kim described MassSave, a program that focuses on energy savings and offers energy audits. Her area of focus is new construction and complete renovations. MassSave is starting a new pilot program and is looking for partners across Massachusetts to work with them at no cost. Because the state requires Eversource to have a fund for cost saving programs, there would be incentive opportunities. They would like AB to be one of their demonstration projects, which could inform future policy.

Kim introduced 7th Wave consultants Ben Haymer and Claire Cowan, who would work in tandem with MassSave. Ben gave an overview of the program, which is an initiative of the federal Department of Energy. The goal is to integrate energy performance right from the start of a project and to move from a perspective of percentage savings over past performance to one of actual

measurable outcomes. Ben gave some examples of how the program works, noting that some of the big energy drivers are lighting and mechanicals. The goal is to identify the tradeoffs between net zero energy usage and other things we want or need, and to come up with the solution that's best for us – and to start thinking about these issues early so we can fold these concepts into our design.

JD Head saw this as an opportunity to get high level, technical, free expertise that will help us to be the leaders of future policy and building projects in Massachusetts. Mary Brolin added that we can participate in this program within the budget we'd already planned. In response to a question from the public, Kim Cullinane said that much of the technical assistance will be at the front end; the program will offer financial incentives based on targeted energy use. Jason Cole said that we will want to demonstrate at Town Meeting the ROI on these investments, including the timeline. We will need to explain how we can get better performance without spending more.

10. Social Media Strategy – Adam Klein and Katie Raymond have developed a Facebook site, and will connect with Victoria Clifford on the content.

11. Invoice Approvals – Bob Evans moved, Maria Neyland seconded, Jason Cole and Gary Kushner abstained, and the Skanska invoice for services through July 15, 2018 was unanimously approved. Mary Brolin asked Skanska to send us future invoices and budget information by the Monday before our Wednesday meetings.

12. Public Participation included in previous discussions.

13. Maria Neyland moved, Gary Kushner seconded, and the meeting was adjourned at 9:09pm.

Documents Used:

Minutes of July 2, 2018 meeting

Arrowstreet Feasibility and Schematic Design Proposal

Skanska Building Project Timeline and Budget Tracker

Skanska Invoice 7/15/18

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

September 12, 2018

October 10, 2018

November 14, 2018

December 12, 2018

January 9, 2019

February 13, 2019 – need to reschedule due to conflict with SC meeting

March 13, 2019

April 10, 2019

May 8, 2019

June 12, 2019



Acton-Boxborough Regional School Committee

DRAFT Operating Protocols

(Second Read 9/20/18)

9.4

As elected members of the Acton-Boxborough Regional School Committee and ambassadors of the District, we are advocates for our schools and supporters of public education. We pledge to conduct our business in a professional, respectful, thoughtful and efficient manner, and commit to the following protocols in our work with the Superintendent, the Staff/Administration and the general public. We will:

Support the educational welfare and well-being of ALL students

in a positive district climate and culture

- Work collaboratively to support the adopted vision and mission of the School District.
- Create policies, develop budgets and assure accountability to sustain continuous improvement in teaching and learning.
- Support the Superintendent and staff in their implementation of policies and operations.
- Prioritize student needs and interests above all else in the decisions we make.
- Work from a unified vision which defines success and accountability for the Committee, Superintendent, staff, and students.

Demonstrate professional and collegial relations at all times

- Empower School Committee members to freely express their opinions, concerns and ideas in a climate of trust and mutual respect, even in times of disagreement.
- Base our decisions on available facts, vote our convictions, avoid bias.
- Once a decision is made, all members will uphold and support the committee's decision.
- Recognize that authority rests only with majority decisions of the Committee and make no independent commitments or take any independent actions that may compromise the Committee as a whole.
- Debate respectfully, effectively and efficiently so that meeting time is used wisely, being mindful of our large committee.

Dedicate ourselves to establishing and maintaining effective communication

- Channel requests for information, reports, and data through the Superintendent and the Chair rather than directly to staff. The Superintendent will ensure that each member has equal access to this information in a timely manner and that information will be shared to the extent possible.
- Welcome respectful, thoughtful input from the public in shaping Committee decisions.
- While our meetings are open to the public, and we invite and encourage all citizens to join us, they are not public meetings. Public participation is subject to MA General Law Chapter 30A section 20g and our School Committee policy BEDH.
- Address questions and concerns in the most efficient manner, by directing parent/guardians to the appropriate person within the district chain of communication via the Parent Communication Map found on abschools.org.

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

WELLNESS • EQUITY • ENGAGEMENT



Acton-Boxborough Regional School Committee

DRAFT Operating Protocols

(Second Read 9/20/18)

- Communicate questions/concerns as soon as possible, ideally before a meeting.
- Refrain from addressing issues that have not been previously brought to the attention of the Chair and/or Superintendent, except in emergency situations.
- Strive to make our meetings as efficient as possible:
 - Add meetings to address topics requiring lengthy discussion.
 - Recognize that discussion on certain issues may be delayed.
 - Limit the number of agenda items in order to keep meetings to a reasonable time frame.
 - Discourage use of meeting packet addendum items.
 - Come to meetings prepared by reviewing materials thoroughly ahead of the meeting.

All members are familiar with the Committee's Policy Section B: *School Board Governance and Operations* (posted on abschools.org) and agree to follow the policies and encourage fellow members to do the same.

Diane Baum, Chairperson

Michael Bo

Mary Brolin

Adam Klein

Ginny Kremer

Amy Krishnamurthy

Tessa McKinley

Maya Minkin

Paul Murphy

Angie Tso

Eileen Zhang

Peter Light, Superintendent of Schools

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

WELLNESS • EQUITY • ENGAGEMENT

Memorandum

To: Acton-Boxborough Regional School Committee Members
From: Diane Baum, ABRSC Chair
Date: September 13, 2018
Re: Seeking members for new subcommittees

There are several subcommittees currently being formed that require School Committee representation, and I would like to invite you to please consider submitting your name for appointment. You will find detailed information about each subcommittee below. If after reading the descriptions you are interested in joining one (or more) of these subcommittees, **please email me at dbaum@abschools.org by Tuesday, September 18th**. Include in your email a statement about your availability. I plan to announce the appointments at our next School Committee meeting on September 20th.

The new subcommittees are:

Calendar Survey Subcommittee

Appointed School Committee members will meet periodically this fall with the Superintendent and Deputy Superintendent to develop survey questions in preparation for the FY20 school calendar discussion. Members will also administer the survey, analyze the data and present finding to the School Committee. Members must be available for daytime meetings.

Capital Improvement Subcommittee

Appointed School Committee members will meet with a multi-stakeholder group including the Superintendent, Deputy Superintendent, the Director of Finance, the Director of Facilities and Transportation and representatives from the Acton and Boxborough Finance Committees to continue work on the District's Capital Plan. Meetings will be held monthly on Wednesday evenings, from September through December, just prior to the Building Committee meeting.

Negotiations Subcommittee

This is a 2-year commitment. Beginning in November, this Subcommittee will negotiate contracts with the Office Support (OSA) & Custodial (AFSCME) unions and the following year begin preparations for negotiations with the teachers' union (ABEA). During active negotiations, this Subcommittee meets every week or two until contracts are settled. Members must be available for daytime meetings.



Building Resilience: A Parent/Caregiver Series

with Rana Chudnofsky, Ed.M

October 3rd & October 10th

6:30pm-8:30pm

The Gallery at Villageworks

525 Mass Ave, Acton, MA

Questions? Contact 978-264-4700 x 3213

RSVP Here

Learn the essential tools to build resilience, improve health and quality of life, while helping support your children and teens to learn and practice their own resiliency building skills. Learn about the connection between stress and physical or emotional concerns. Practice techniques to elicit the relaxation response to stay cool in stressful situations!



Rana Chudnofsky has served as Director of the Resilient Youth Program at the Benson Henry Institute for Mind Body Medicine at Massachusetts General Hospital since 2006. She specializes in teaching relaxation techniques and cognitive strategies at clinical treatment centers, schools and universities. She received her training in Biofeedback from Boston Behavioral Medicine and her EdM from Harvard University in Technology in Education. With a background in Mind Body medicine and technology, Ms. Chudnofsky finds it rewarding to show people how their body's physiology can change with meditation.

MEET BOXBOROUGH'S NEW TOWN ADMINISTRATOR AND SUPERINTENDENT OF SCHOOLS



Ryan Ferrara
Boxborough Town Administrator



Peter Light
Superintendent

October 3rd

7:00—9:00 pm

Boxborough Library

The public is invited to join the League of Women Voters—Acton Area for an evening of conversation with Boxborough Town Administrator, Ryan Ferrara, and Acton-Boxborough Regional School Superintendent, Peter Light.



League of Women Voters—Acton Area

P.O. Box 817

Acton, MA 01720

www.lwv-aa.org

Contact: Leslie Hogan at lesliehogan99@gmail.com



Beth Petr <bpetr@abschools.org>

FW: Attorney General's Office, Open Meeting Law Training

Lisa Tomyl <ltomyl@acton-ma.gov>

Wed, Sep 12, 2018 at 10:33 AM

To: All Boards and Committees <AllBoardsandCommittees@acton.local>

Regards,

Lisa Tomyl

Executive Assistant

Office of the Town Manager

472 Main Street

Acton, MA 01720

(p) 978.929.6611

(f) 978.929.6350

ltomyl@acton-ma.gov

From: "Bedarian, Joshua (HOU)" <Joshua.Bedarian@mahouse.gov>**Date:** September 11, 2018 at 3:11:09 PM EDT**To:** John Mangiaratti <jmangiaratti@acton-ma.gov>**Subject:** Attorney General's Office, Open Meeting Law Training

Hello All,

The Attorney General's Office has notified the Legislature that they will be holding five Open Meeting Law (OML) training sessions this fall to refresh town boards on OML policies and best practices. One of these sessions will be held in the Town of Harvard. You can find information about the Harvard training below:

Open Meeting Law Training Session

Thursday, November 15th

5:30 p.m. - 7:30 p.m.

Bromfield School - Cronin Auditorium

14 Massachusetts Avenue

Harvard, Massachusetts

These training sessions are open to the public and are being offered free of charge. If your offices could please distribute this information to all of your Town boards (volunteer and elected) and your municipal employees, it would be very effective in getting the word out.

Furthermore, the Attorney General's Office asks that if town officials, employees, and board members wish to attend, they register in advance by calling 617-963-2925m or by emailing OMLTraining@state.ma.us. Registrants are asked to please provide 1) their first and last names; 2) their town of residence; 3) the public body/organization they represent (if applicable); and 4) the location of the session they will be attending.

Please do not hesitate to contact our office should you, a municipal employee, or a member of one of your town boards have any questions.

Best,

Josh Bedarian - District Director

State Representative Jennifer Benson

State House, Room 22 | Boston, MA 02133

joshua.bedarian@mahouse.gov | (978) 582-4146 x4

@RepJenBenson | JenBenson.org



Acton Nursing Services, in conjunction with the ABRHS
Nurses, is offering a Flu Clinic for ALL
ABRSD students, families and staff!

October 1st, 2nd and 3rd

3:15 PM— 6:30 PM

In the Health Office at the High School

Please bring your health insurance card with you. If you do
not have insurance you will not be turned away.

Questions?

Please call the Acton Nursing Services at 978-929-6650 or
email

nursing@acton-ma.gov