

**Office of the Superintendent**  
**Acton-Boxborough Regional School District**  
16 Charter Road  
Acton, MA 01720  
[www.abschools.org](http://www.abschools.org)

**To: Acton-Boxborough Regional School Committee Members**  
**From: Glenn Brand**  
**Date: January 27, 2016**  
**Re: District Capital Study Phase II**

As we embark upon the second and final phase of our capital study that will ultimately culminate in a district master plan in the fall of 2016, I want to bring to your attention two related and necessary collaborative groups that will support this second phase of the study.

I provide this information to both make you aware of these groups and for the purpose of gathering any feedback or suggestions that you might provide.

Following the discussion at your meeting on February 4<sup>th</sup>, I plan to reach out to our school and wider communities in an effort to gather volunteers to participate in both groups.

**OVERVIEW OF THE CAPITAL STUDY PROCESS**

This entire capital study has been divided into two phases. The following provides an overview of the two parts of the study:

*Phase I* – this part of the study began in July, 2015 and culminated in December, 2015. Within the district, we have used the term, *The Existing Conditions Study*, to identify the report associated with this first phase. Specifically, this phase of the work and the resulting study focuses on completing a district-wide site and building assessment.

*Phase II* – this part of the study will begin in February 2016 and culminate with a finished report in November, 2016. This phase of the work will focus on completing a district-wide educational visioning study for the district.

*District Master Plan* –phase one and two combined will help create a district-wide master plan that will help guide the district’s future infrastructure plans. Specifically, the master plan will establish recommendations for future building repair, renovation and/or new construction projects.

**PHASE II WORKING GROUP**

***Overview:***

The firm Dore & Whittier, the consultant group overseeing the second phase of the capital study, has recommended that our district establish a Working Group that will assist in

guiding the second part of our capital study. Working alongside the consultants, this group will help support the completion of the second and final phase of the overall study.

**i) Composition:**

Our consultant recommends that the Working Group be 12 to 15 members comprised of representatives from the administration, school committee and the two towns to ensure balanced representation.

I am recommending that the Working Group consist of the following:

- Superintendent of Schools
- Deputy Superintendent
- Assistant Superintendent for Teaching and Learning
- Director of Facilities and Transportation
- Director of Community Education
- High School Assistant Principal
- Junior High School Principal
- Elementary Principal (1)
- 2 Town Representative (one from each town)
- 2 School Committee Members (one from each town)

Total: 12 Members

**ii) Meeting Frequency:**

The Working Group will meet approximately every other week throughout the course of the study. Meetings will last approximately 90 minutes. Remote participation through a virtual meeting arrangement will be possible.

Tentative meeting dates include:

<b>Month</b>	<b>Date</b>
February	11; 25
March	10; 24
April	7
May	5; 19
June	2; 30
July	28
August	11; 25
September	8; 22
October	6; 20

**iii) Charge of the Working Group:**

The Working Group will serve as the school district's "managers" of the second phase of the study.

The group will provide feedback to the consultant firm regarding recommendations around how to interpret the outcomes of the visioning workshops (see below) and which emerging

options hold more or less value for the district. The group does not make any specific long-term decisions around the final school building options or what the district’s master plan does or does not include, but rather serves to help oversee the process.

**PHASE II VISIONING TEAM**

***i) Composition***

The Visioning Team is intended to represent a cross section of community members, students, staff and administration. Our consultant recommends that the team should be between 70 and 80 in size and allow for broad representation across all stakeholders. As a result, I am recommending the following:

<i>Elementary School Representatives</i>	Building Administrator (1) Faculty (2) Support Staff (1) Parent/Guardians (2)	(6 Representatives x 6 Schools)  36
<i>Pre-School Representatives</i>	Administrator (1) Faculty (1)	2
<i>Jr. High School Representatives</i>	Building Administrator (2) Faculty (2) Support Staff (1) Parent/Guardians (2) Student Representatives (2)	9
<i>High School Representatives</i>	Building Administrator (2) Faculty (2) Support Staff (1) Parent/Guardians (2) Student Representatives (4)	11
<i>Acton Community Members</i>	i.e. Town Leaders; Senior Citizens Etc.	3
<i>Boxborough Community Members</i>	i.e. Town Leaders; Senior Citizens Etc.	2
<i>District Administrators</i>	Cabinet (9) Other (3)	12
<i>School Committee Representatives</i>	Acton Members (2) Boxborough Members (1)	3
<b>Total</b>	<b>ABRSD Employees (48)</b> <b>Parents/Guardians (16)</b> <b>Students from Grades 7-12 (6)</b> <b>Community Members (5)</b> <b>School Committee (3)</b>	<b>78 members</b>

**ii) Meeting Dates**

There are three (3) visioning team meetings that will take place between March and September, 2016. These will be full day sessions held between the hours of 9:00 a.m. and 3:00 p.m. on:

*March 18*  
*April 28*  
*September 15*

**iii) Charge of the Team**

Throughout the three (3) full-day workshop sessions, the team will provide feedback and insight that allows our consultants to synthesize a long-term “vision” of the Acton-Boxborough Regional School District from the perspective of our stakeholders as it relates to views on educational space and building usage and design.

As a result of the team members’ input, the educational visioning process will seek to gather insight around a number of areas including community needs of our school buildings, as well as their ability to support program delivery and meet technical standards (i.e. appropriate square footage, infrastructure needs to support technology integration etc.). This vital stakeholder engagement will lead to the development of recommendations that will help inform future school building, renovation and/or repair options that the communities of Acton and Boxborough might consider in order to provide well-equipped and modern learning spaces over the next many decades.