



Acton-Boxborough Regional School Committee Meeting

August 27, 2020

7:00 p.m.

Via zoom webinar:

<https://abschools.zoom.us/j/95248771505>

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC)
MEETING AGENDA

Virtual Public Zoom Webinar Meeting

August 27, 2020

To attend the open meeting: <https://abschools.zoom.us/j/95248771505>

7:00 p.m.

To call in: 312 626 6799

Live streaming:

1. **Call to Order** (7:00 p.m.)
2. **Chairperson's Welcome**
 - 2.1. **Public Participation** – *Please use "Hand Raise" feature to participate (do not use the "Chat")*
3. **ONGOING BUSINESS**
 - 3.1. **Approval of ABRSC Meeting Minutes of 7/23/2020 & 8/5/20** (next meeting) – **VOTE** – Tessa McKinley
 - 3.2. **School Opening Update** – Peter Light
 - 3.2.1. Recommendation to Approve ABRHS FY21 Handbook – **VOTE** – Peter Light (Reference [FY20 Handbook here](#))
 - 3.2.3. Budget Update – Dave Verdolino
 - 3.2.3.2. FY20 End of Year Update
 - 3.2.3.1. FY21 Update
 - 3.2.3.3. Approval of Change of Members of the Other Post Employment Benefits (OPEB) Trust Fund Board of Advisors - **VOTE** – Peter Light
 - 3.3. **Subcommittee and Member Reports**
 - 3.3.1. Approval of FY21 EDCO Board Member, Advisory Member and SC Leadership Liaison/Round Table Representatives – **VOTE** – Tessa McKinley
 - 3.3.2. Policy – Diane Baum (met on 8/20/20)
 - 3.3.2.1. Recommendation to Revise Prohibition of Harassment, File: ACAB/JBA/GBA - First Read
 - 3.3.2.2. Recommendation to Establish Masks/Face Coverings (new), File: EBCFA - First Read, procedures EBCFA-R included FYI
 - 3.3.3. School Building Committee Update – Peter Light
 - 3.3.1. Meeting Minutes
4. **Recommendation to Approve Gifts** – **VOTE** – Peter Light
 - 4.1. AB United Way Grant to Community Education (\$2,500)

4.2. Award to ABRHS STEM Program from the Society for Science and the Public and Regeneron (\$4,000)

5. **Statement of Warrants and Recommendation to Approve – VOTE – Tessa McKinley**

6. **FYI**

6.1. FY21 Subcommittee and Liaison Assignments (*added A. Tso as Fincom Liaison*)

6.2 FY21 School Calendar, voted 8/5/20

7. **Adjourn**

NEXT MEETING: September 3 – 7:00 p.m.

Posted on 8/24/20 at 10:30 a.m.



Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	2
AGENDA ITEM TITLE	Chairman's Welcome		
PRESENTER(S)	Tessa McKinley		
SUMMARY OF TOPIC	The Chair welcomes members and the public to the meeting. If it is a virtual remote meeting, that is stated and the remote participation policy BEDJA is mentioned. Voting at remote meetings must be done by roll call. The Chair is also required to state if the meeting is being taped. Acton TV tapes and broadcasts most School Committee meetings.		

<u>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</u>			
X		No action requested - this is a short update or presentation of information	
		Request input and questions from the School Committee, but no vote required	
		Request formal action with a specific vote:	
		If formal action is requested, is this item being presented:	
			for the first time, with a request that the School Committee vote at a subsequent meeting OR
			with the request that the School Committee take action immediately

If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min.
5	
ATTACHMENTS	none



Acton-Boxborough Regional School Committee **Meeting Agenda Item Summary**

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	2.1
AGENDA ITEM TITLE	Public Participation		
PRESENTER(S)	Tessa McKinley		
SUMMARY OF TOPIC	Per policy BEDH, members of the public may speak for up to 3 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.		

WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?			
<input checked="" type="checkbox"/>	No action requested - this is a short update or presentation of information		
<input type="checkbox"/>	Request input and questions from the School Committee, but no vote required		
<input type="checkbox"/>	Request formal action with a specific vote:		
	If formal action is requested, is this item being presented:		
		for the first time, with a request that the School Committee vote at a subsequent meeting OR	
		with the request that the School Committee take action immediately	

If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min.
ATTACHMENTS	none



Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	3.1
AGENDA ITEM TITLE	Approval of Meeting Minutes		
PRESENTER(S)	Tessa McKinley		
SUMMARY OF TOPIC	The Committee reviews and votes to accept the minutes of a previous meeting. Note: Minutes of Aug 5 will be done at the next meeting.		

WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?			
	No action requested - this is a short update or presentation of information		
	Request input and questions from the School Committee, but no vote required		
X	Request formal action with a specific vote:		
		If formal action is requested, is this item being presented:	
			for the first time, with a request that the School Committee vote at a subsequent meeting OR
		X	with the request that the School Committee take action immediately

If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	"Move that the ABRSC approve the minutes of the meeting on July 23, 2020 as written/amended"
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min.
ATTACHMENTS	Draft minutes

To develop engaged, well-balanced learners through collaborative, caring relationships.

WELLNESS • EQUITY • ENGAGEMENT

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

Virtual Public Zoom Webinar Meeting

July 23, 2020

To attend: <https://abschools.zoom.us/j/95248771505>

7:00 p.m.

To call in: 312 626 6799

Live streaming: <http://actontv.org/on-demand/livestream/government>

Members Present: Evelyn Abayaah-Issah, Diane Baum, Kyra Cook, Adam Klein, Ginny Kremer, Amy Krishnamurthy, Tessa McKinley, John Petersen, Nora Shine, Angie Tso, Yebin Wang

Members Absent: none

Others: Marie Altieri, Dawn Bentley, Deborah Bookis, Peter Light, Beth Petr, Dave Verdolino

1. Call to Order (7:00)

The ABRSC was called to order at 7:04 p.m. by Chairperson Tessa McKinley.

Due to the schools being closed as a result of the coronavirus, the meeting was conducted both in person and remotely via a Zoom webinar. Members Kyra Cook, Amy Krishnamurthy, Nora Shine and Yebin Wang participated via zoom and the remaining 7 School Committee members were in the auditorium, per our Remote Participation policy, BEDJA. Members and administrators in the auditorium wore masks and sat at least six feet apart.

Public participation was possible via the zoom link or call in phone number. The auditorium was not open to the public. The open meeting was recorded and live streamed. Meetings are posted on Acton TV's website at <http://actontv.org/on-demand/government>. Per the remote policy, all votes were done by roll call with each member stating their vote after the Chairperson called their name.

2. Chairperson's Welcome – Tessa McKinley

2.1. **Public Participation** – none

3. ONGOING BUSINESS

3.1. **Approval of ABRSC Meeting Minutes of 7/1/2020 – VOTE** – Tessa McKinley

John Petersen moved, Diane Baum seconded and it was unanimously,

VOTED by roll call: to approve the minutes as written.

(YES: Abayaah-Issah, Baum, Cook, Klein, Kremer, Krishnamurthy, McKinley, Petersen, Shine, Tso, Wang)

3.2. **School Opening Update** – Peter Light

3.2.1. Possible **VOTE** on 2020-21 Learning Plan

Mr. Light presented the draft guidance on Learning Programs as of July 17, 2020. With new information appearing on a daily basis, administrators must keep an open mind as the thinking is constantly shifting. He thanked the members of the four working groups who have been meeting 3 or 4 times a week in addition to their other regular meetings. This is expected to continue through August, or as long as the pandemic lasts, to help the district adapt.

The goal will always be to transition as many students as possible to in-person learning at the start of the new school year. Four In-Person Learning Modes were considered on a continuum: Full Return, Partial Hybrid, Hybrid, and Fully Remote. A stand alone, Fully Remote Learning Program was also prepared. The Parabola Project, a collaboration between Ariadne Labs and the Learning Accelerator with funding from the One8 Foundation, in partnership with MASS, has been a valuable resource. Attention must be paid to what is happening nationally but local data must also be kept in mind, see Covidactnow.org.

Members discussed the early July survey results that said approximately 80% of families expected to return in the fall while 20% would choose the remote learning program, if they had to choose at this time. No single school had a big enough cohort to offer a full remote program. At this time, a hybrid return to school is recommended based on current information. Originally the decision was going to be for one year, but administrators are rethinking that. Flexibility must be balanced with the need for a good learning experience.

Marie Altieri explained the staffing implications of the two programs. They are trying to match up students who would go remote with staff who want to teach remotely based on the original survey. They are trying not to have to hire a lot of new staff, to make the programs work.

Comments from the Committee included:

- When the budget was presented at the Town Meetings, additional funding was not included for these expenses. This will need to be part of our communications as we go through the year. At this point, estimates are all we have, but the message is trying to be given that costs are being handled in a deliberate, well thought out way.
- The Committee had decided that All Day Kindergarten was appropriate for 5 year olds, but now a half day program is being offered for this age group. There was a discussion of how children this young will be able to stay safely distanced. Smaller groups and spending time outside will help. The Administration will notify families tomorrow if the Committee agrees that the All Day Program will not be offered this year.

- Preschool is a little different and is evolving. We want to be prioritizing our highest needs students.

Dave Verdolino presented financial information. We now have chromebooks for all K-12 students. Those new costs are CARES eligible and the district is working with the two towns for this funding. The impact of the additional custodial work that is required is not known yet. It makes sense to pursue those costs that have no ceiling such as PPE and FEMA, conversely Dave recommends that the ESSR fund be on hold because the eligibility deadline is the furthest out. Some of the other sources have to be completed by December 30.

In response to whether the CARES or Covid relief funding could cover the All Day Kindergarten (ADK) lost tuition, Dave said they are not eligible for revenue reimbursement but many districts are asking about it. The State is being conservative and are not expected to reveal their budget until September.

It was agreed that the Budget Subcommittee would review how to organize and prioritize this information. Some items are definite, like the lost ADK revenue, while some are possibilities. That should be indicated. It was suggested that only when everything else is exhausted, should contingencies be put on the table.

Ginny Kremer appreciated the time and effort being spent by staff and teachers, but emphasized the disruption that families are experiencing as well. She asked what resources are available for single parent households or others that can't work remotely and how families will be able to make it work. In light of that, she asked if the district is trying to prioritize moving toward full in person learning for our youngest students who can't be alone or manage online learning, or special education, or ELL students who can have significant challenges accessing remote education.

The administration started with a "let's bring everyone in" attitude which evolved to "just the secondary schools are hybrid". After looking at the spacing needed and then with the evidence regarding how the virus was evolving, the distance recommended between people became unclear. Students need to be enrolled so the administration can plan staff and schedules. That will be the first challenge. Mr. Light was sympathetic to Ginny's comments. Regarding child care, Erin Bettez and community education are working on ideas, including talking with the local Team Works business facility. Extended day programs cannot be run as they have been in the past, mainly due to distancing.

Most decisions going forward will depend on public health data, and the status of a vaccine. An important goal is to decide on metrics that will help the district decide whether to move forward or close down. This is what The Parabola Project partnership is doing. Mr. Light stressed that we want to be as open as possible. Community expectations must also be balanced. Managing our

community when we do have a case, which is inevitable at some point, will be a measure of our success.

Comments included:

- There is a hunger for what the District's measures will be. Mr. Light said while we will create our own metrics, like for a snow day, but help from larger entities (like Parabola) is needed for a unique situation like this.
- There is no perfect answer, but the strong focus on our core values – Wellness, Equity and Engagement is very much appreciated.
- It looks like students will only have 50% of the instruction they had before. Will they only get 50% of the instructional content this year? Deborah Bookis explained that the process will be to take what are the most critical standards by course and grade. They have a good sense of what happened last year, but also need to use their internal knowledge of what the staff knows about our students. That is being done right now to decide what the critical standards for learning will be this year. The unfinished critical learning from last spring is also being considered for each child. There will be a reduction in total coverage.
- The secret sauce is the community. We are very fortunate to have a highly skilled community that knows how hard this is, and that there is no perfect solution.
- Remote learning did not work for a lot of families especially with the quick pivot, and it is better that it is more thoughtful now than in the spring. Deborah was asked to comment on the curriculum development for the remote classes. For grades 7-12, students would be taught by that section teacher so it is the same curriculum in the different setting. Students learn best in a community, and if they know why they are learning. This has to be translated into remote learning.
- Will the remote curriculum be more robust? Deborah said it will not, just the delivery. The standards will be prioritized because we want both groups to be in generally the same place.
- What is the status of hiring staff? Marie Altieri reported that we have been actively hiring since February and now have back up candidates that we will be considering. We also have paraprofessionals in our work force that may be able to step in if needed. We continually work to attract candidates of color and have been working with colleges and universities regarding recent grads. This is a big reason why the administration needs the final decisions about which students will be remote vs in-person.
- Is there a tipping point when the learning plans will change? It's 80% in person/hybrid - 20% all remote now, but that is based on only the initial survey. The registration window will open next week and that will help to guide the Administration in starting the real planning.

- On Wednesdays, for grades 7-12, each class will have 20 minutes for a remote check in conversation. This will be a little different but the point of Wednesdays is to maintain relationships between the kids and their teachers.
- Professional Development has included summer work around creative conversations, another one about holidays, and the curricular aspect is ongoing. The Antidefamation League and NAEYC resources have also been used PK-12. Regarding anti-racism work, a focus has been on “what we should expect to see in a classroom..”.
- Has student peer coaching been considered? Deborah will be reaching out to alum in college to see if they might want to support. Some college seniors who might want to zoom in to work with kids may be considered. We are thinking of all different ways to use students to support our students.
- There will be some choices offered in the remote learning. Students’ choices are driven by the electives offered. The High School is looking at trying to offer limited electives but there has to be enough students to offer them. To know that, we need to know who will be in which program. Some cutting back in areas is required to make time for the most critical essential learning. We can collapse and consolidate things if needed.
- How will we be ready for a second wave of the virus? An advantage of the hybrid model is that staff is always thinking of what to do with students in-person and remotely. A classroom may need to pivot into remote environment in one day if someone gets sick. Educators have to be working at all times to go completely remote.

From the audience:

- Has any consideration been given to using a virtual high school program to deliver content remotely? We use Ingenuity a lot in the district, and Mr. Light has used many others. Our curriculum is not close to any of these programs however. Some students are successful and some aren’t. Traditional online schools do not have the rigor that AB can offer with our own staff. We have explored partnering with other districts to give students some choice, but that has not come to fruition yet.
- Is it possible for AB to have some remote and have those that want in person go 5 days a week? Mr. Light responded that it is a possibility, but the metrics are not available yet to make that decision. If there is a safe way to do it, we want to bring kids back.
- If the state guidance says 3 feet of distance between people is enough, why is AB not going with that? The CDC recommends 6 feet while DESE says 3 feet. Until medical guidance agrees, we need to be cautious.
- Why are elementary schools not able to each have their own remote cohort, like the Jr High and High School? Because we do not have

enough students in any one of the elementary schools to support their own cohort, this is not possible. We cannot do something for one school that we cannot do for all of them. Equity is one of our core values meaning we are allocating resources fairly and this is part of that. There will be some chances for interactions with their schools.

Mr. Light told the School Committee that they do not need to vote on this issue tonight. DESE guidance is to wait until August, although districts are supposed to submit their plans by August 4. He would, however, like general consent that the Administration is heading in the right direction with these strategic choices.

Members voiced support for voting right away to show the community that they support the Administration's plans. This would be with the understanding that the situation is evolving. Ginny Kremer expressed frustration with the lateness of guidance from the state and was not ready to vote yet. It was suggested that it could be added to the meeting coming up on July 30, although some members felt it would be distracting to do as part of their workshop, and they were ready. Members shared concern over the state guidance, and stressed that the plan could be adjusted as the situation changes. Kyra Cook stressed that the community voice is a key element that was missing given that families had not registered for their programs yet, although she was ready to vote to support with a contingency that adjustments may be made.

John Petersen moved that the ABRSC support the hybrid school reopening plan based on the assumption that approximately 80% of the community will support hybrid and 20% will support a remote learning program.

Diane Baum seconded the motion.

Members discussed what would happen if a significant number of families changed their minds and if that would change the direction that the Superintendent would take. Mr. Light said that it would not because this model can expand and contract. He does not want to be constrained if the Committee votes and then an opportunity comes up. This model, however, can adjust if things change. An in-person model is on a continuum. A member described it as, "We're voting to let the district continue their work to move forward, not voting on a nitty gritty detailed plan." Adam suggested including wording that included "to approve the spirit and direction of our learning plans....."

John Petersen withdrew his motion. Diane Baum withdrew her second of the motion.

Adam Klein moved, Angie Tso seconded and it was,

VOTED by roll call: that the ABRSC vote to approve the spirit and direction of the 2020-2021 learning plan including both a fully remote and continuum in-person model, with the understanding that final details of the plan are yet to be determined.

(YES: Abayaah-Issah, Baum, Cook, Klein, Krishnamurthy, McKinley, Petersen, Shine, Tso, Wang NO: Kremer)

3.2.2. 2020-21 School Calendar Change- **VOTE** - *Marie Altieri*

The Administration requested to move the start of school date from August 31 to September 8th. The state primary election is scheduled for September 1 with polling in some of our schools. Also, DESE and MTA are recommending more planning time for staff and are expected to make a decision (DESE) about reducing the required number of school days. We would intend to use remote learning on snow days to prevent school extending too far into June, if that becomes an issue.

Amy Krishnamurthy moved, John Petersen seconded, and it was unanimously, **VOTED by roll call**: to revise the 2020-2021 school calendar for the ABRSD to schedule the first day of school for students on Tuesday, September 8, 2020. (YES: Abayaah-Issah, Baum, Cook, Klein, Kremer, Krishnamurthy, McKinley, Petersen, Shine, Tso, Wang)

3.2.3. Budget Update (*oral*) - *Dave Verdolino (see above)*

3.3. **Subcommittee and Member Reports**

3.3.1. New Subcommittee and Liaison Assignments - *Tessa McKinley*

Tessa reviewed the memo and asked members to let her know their interests by August 6. Diane noted that the liaison positions are important because it is critical to know what is going on with the other boards and for them to see school committee presence there. Liaisons build good relationships.

An addition is a DEI liaison that Kyra Cook has experience with, as well as a mentoring resource for new members. The Debt Strategy Subcommittee is no longer needed. Some of these may be done remotely next year.

3.3.2. School Building Committee

3.3.2.1. Membership Update – **VOTE** - *Peter Light*

With the change of members of the Acton Board of Selectmen and School Committee, a vote was needed to revise the Building Committee members.

Adam Klein moved, Ginny Kremer seconded and it was unanimously, **VOTED by roll call**: to accept the School Building Committee list as found in the packet.

(YES: Abayaah-Issah, Baum, Cook, Klein, Kremer, Krishnamurthy, McKinley, Petersen, Shine, Tso, Wang)

4. **Statement of Warrants and Recommendation to Approve – VOTE** – *Tessa McKinley*

Adam Klein moved, John Petersen seconded and it was unanimously,

VOTED by roll call: to approve the Gross Payroll warrant(s) as follows –
FY2020 warrants Number P2027 and 2028 dated 6/30/20, and
FY2021 warrants Number P2101 dated 7/02/20, and P2102 dated 7/16/20
In the total amount of \$1,536,119.12

and the Accounts Payable warrant(s) as follows –
FY2020 payroll deduction warrants Number 20-027PR and 028-PR, and
FY2020 vendor warrants Number 20-027 and 027F, all dated 6/30/20;
FY2021 payroll deduction warrants Number 21-001PR dated 7/02/20 and 21-
002PR dated 7/16/20, and
FY2021 vendor warrants Number 21-001A dated 7/01/20 and 21-001 dated
7/09/20 In the total amount of \$6,670,962.77
(YES: Abayaah-Issah, Baum, Cook, Klein, Kremer, Krishnamurthy,
McKinley, Petersen, Shine, Tso, Wang)

John Petersen gave an update on the Acton Health Insurance Trust (HIT)'s Year end cash flow for FY20. Through twelve months, the HIT had expenses of \$17.2 million against income of \$16.3 million resulting in a loss of \$0.9 million. The loss is in alignment with the planned reduction of the unrestricted assets of the Trust. As in April and May, June showed a favorable variance of \$144K related to reduction in services for members including elective procedures. I have no insight as to whether or not this favorability will continue in FY21 as behavior is impacted by the ongoing pandemic. The next meeting is September 17.

5. John Petersen moved, Adam Klein seconded and it was unanimously,

VOTED by roll call: to adjourn the ABRSC at 10:15 p.m.

(YES: Abayaah-Issah, Baum, Cook, Klein, Kremer, Krishnamurthy, McKinley, Petersen, Shine, Tso, Wang)

Respectfully submitted,

Beth Petr

List of Documents Used: see agenda

NEXT MEETINGS:

July 30th - ABRSC Business Meeting at 7:00 p.m. following SEED training at 4:30 p.m.

Regular ABRSC Meetings at 7:00 p.m. are scheduled for: August 13 and 27, and September 3



Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	3.2.1
AGENDA ITEM TITLE	Recommendation to Approve the ABRHS FY21 Handbook		
PRESENTER(S)	Peter Light		
SUMMARY OF TOPIC	Annual VOTE by School Committee on changes made to the High School Student Handbook.		

WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?			
	No action requested - this is a short update or presentation of information		
	Request input and questions from the School Committee, but no vote required		
X	Request formal action with a specific vote:		
		If formal action is requested, is this item being presented:	
			for the first time, with a request that the School Committee vote at a subsequent meeting OR
		X	with the request that the School Committee take action immediately

If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	"Move to approve the changes proposed for the FY21 ABRHS Student Handbook."
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	10 min.
ATTACHMENTS	Memo outlining changes and link to FY20 Handbook found on High School site.

5

To develop engaged, well-balanced learners through collaborative, caring relationships.

WELLNESS • EQUITY • ENGAGEMENT

ABRHS: Recommended Handbook Changes 20-21

I. Late Transportation (p. 15)

Transportation Difficulty

~~If you are detained after school, and have difficulty getting home, you should contact the Principal, Associate Principal or a school secretary for assistance.~~

Replace with: Two late buses are available for students who may have been detained after school. The buses will depart campus from the front circle at 4:45pm.

II. Physical Education Make-Up Procedures (p. 26)

The make-up policy as written in the 2019-2020 Student Handbook asked for students to make time during the school day to attend a PE session. This conflicted with our commitment to wellness and encouraging students to allow for time during the day for respite, independent study/library time, etc.

Make-Up Procedures

~~Students are always encouraged to make up missed classes. Make up procedures are subject to the final authority of the assigned Physical Education Teacher.~~

- ~~• Students must make up missed classes within ten school days.~~
- ~~• Before going to a different Physical Education class for make up sessions, students must have the permission from their assigned teacher.~~
- ~~• It is the student's responsibility to confirm that his/her make up session has been recorded.~~

III. Acceptable Use Policy (p. 56-57)

With the implementation of the 1:1 initiative this year, our Technology Acceptable Use Policy has been rewritten.

Computers, Internet & Other Technology Resources

This Acceptable Use Policy is designed to make the school's technology resources available to the entire school district and to help you use those resources responsibly. Your cooperation and adherence to these guidelines and policies is a condition of continued access to the school's technology resources. Violation of this Acceptable Use Policy may result in the loss of computer privileges, disciplinary action, and/or legal consequences.

Acceptable Use

- The district's devices and network infrastructure are provided as educational tools for students, staff, and the community. Class and course-related use of this equipment will take priority and all non-educational use (including exploring Internet resources of personal interest) will be dependent on availability of equipment, network capacity, and staff approval.
- When students are using devices in the school, they are expected to cooperate with the supervising staff members and are to follow the instructions for device use in each area. This includes but is not limited to: specific guidelines for printing,

downloading from the Internet, playing audio and/or video, and playing educational games.

- Each user bears full responsibility for his, her, or their actions. Users shall assume full liability (legal, financial, or otherwise) for their actions. In addition, the school system takes no responsibility for any information or materials that are transferred through the Internet.
- No changes in computer settings, software, or configurations may be made without the authorization of the Department of Educational Technology. Only software installed or authorized by Ed Tech staff may be used.
- Use of the devices and/or network to develop or knowingly pass along viruses or other programs that infiltrate/damage computers or computing systems is prohibited.
- Any password issued to a user is for their personal use. Each user must protect their password and must not allow anyone else to use the password or their account.
- Students shall not impersonate or attempt to use someone else's accounts on any device. Students shall not delete or tamper with anyone else's files, folders, or work.
- In order to be compliant with the Children's Internet Protection Act, all district-issued student computers have internet filtering and monitoring tools used by authorized staff both on and off campus. Students shall understand that school provided access to the Internet has to be filtered. If access to a blocked site for educational purposes is needed, students will work with their teachers to explore options available. Students shall not attempt to bypass any blocked sites or circumvent the filter in any manner. The school also reserves the right to inspect all student files.
- Students bear responsibility for any damage or loss of district-issued equipment. ABRSD may charge the student the lesser of the repair or replacement cost or \$250 for any device that is stolen, mishandled, accidentally damaged or returned with missing accessories. The student must report theft, loss, damage, or malfunction of the device to school officials immediately as failure to do so may negatively impact existing manufacturer's warranty and/or vendor lease agreement.

Email and Google Applications

Acton Boxborough Regional School District uses Google Applications for Education for students to use for email, creation of documents, spreadsheets, presentations, and storage of student work.

All students will be issued an email account in the ABSchools domain (@abschools.org) to be used for the purpose of communicating with teachers, administrators, counselors, librarians, school staff members, and peers. It is important to note that internet and email messages are public communication and not considered private.

Use of this service must be in full compliance with the Acton-Boxborough Regional School District Anti-Bullying Policy, which among other things, prohibits bullying through the use of any district and/or non-district technology resource/service where such bullying creates a hostile environment or infringes upon the rights of the victim at his/her school. Remember, all electronic mail messages and other use of electronic resources by students are property of Acton-Boxborough Regional School District and may be disclosed to law enforcement, where appropriate, without prior consent of the sender or receiver.

Further, storage of non-school appropriate files in the ABSchools Google Drive is not permitted and will be subject to removal and/or possible disciplinary action.

Personal Devices & Equipment

- Students will be required to use their district-provided device(s) for all school-related tasks during class time and should follow teacher expectations in the classroom. Students should report technology problems as soon as they occur.
- Students will not be permitted to use personally-owned equipment instead of their district device(s). Personal devices and equipment should only be used before or after school, during free periods or during lunch.
- Students bear responsibility for any damage, theft or loss of personal equipment brought into school.
- Personally owned devices and equipment are to be connected only to the district's guest network, AB-Guest. All other networks are prohibited. Peer to peer wireless communication is also prohibited, which includes tethering to personal cell phones.
- The use of personally owned devices (computer, mobile device, or other) to gain unauthorized access, "hack", or subvert in-place restrictions will result in the immediate and permanent ban of said device from the Acton-Boxborough network.

Etiquette/Online Safety/Plagiarism

- Students' online communications are expected to avoid use of profane language and other offensive means of communication. Be mindful of your digital footprint, understanding that anyone may conduct online "searches" of you. Poor judgment could negatively impact future opportunities.
- Students should never give out personal information (i.e. name, phone number, address, credit card information, etc) over the school's network or when using a school-provided device.
- Students shall not photograph or video record other individuals on any device without their consent.
- Students should assume that all materials available on the Internet are protected by copyright. When using on-line resources (text, graphics, multi-media files, etc) for school papers or projects, students are required to cite sources. Students should consult with their teachers to determine proper format for citations.
- When completing school assignments, students must not submit someone else's work as their own, whether it is information from the Internet or from another source.
- Accessing the school's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards of the school is prohibited.
- Use of the school's equipment or network to access any of the following types of web sites is prohibited:
 - Any site displaying sexually explicit or pornographic content of any kind
 - Any site containing on-line games including, but not limited to, gambling, lotteries, sweepstakes, and other games of chance
 - Any site promoting violence, hate, the use of controlled substances, or other illegal activities
 - Any site promoting a multi-level marketing, home based business or other money- making scheme, mass solicitations (colloquially known as "spam"), chain letters

Cyber-Speech Outside of School

Discipline may be imposed on a student if cyber-speech occurring in or outside of school:

- Constitutes a threat--an immediate, unconditional threat of violence directed at a person(s), and where conduct is directly linked to school; or

- Creates or was reasonably expected to cause a material and substantial disruption to school's operation or environment.

Vandalism

- Tampering with, altering, or "hacking" into school computers, network, or peripherals is considered vandalism and is not permitted.
 - This includes any activity that attempts to subvert or bypass in-place restrictions or to gain access to restricted systems.
- Users may not use the network to perform any act that may be construed as illegal or unethical, including use of the network to gain access to non-public resources on the network or on the Internet.
- The use of district assets for financial gain of any type is unlawful and forbidden. Any identified attempts will be turned over to appropriate law enforcement authorities.
 - This includes installation of applications like bitcoin miners on any district equipment
- Users may not alter or delete another person's files which may exist in a "shared folder" unless given permission to do so by the file's owner.

Accountability

Violation of this Acceptable Use Policy may result in the loss of computer privileges, disciplinary action, and/or legal consequences. Specifically, the Acton-Boxborough Regional School District reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension or expulsion, for violations of this policy. The district will advise appropriate law enforcement agencies of illegal activities conducted through the district's Internet service, cooperating fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through the service. Simply put, access is a privilege subject to regulation, not an absolute right. Access necessitates responsibility.



Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	3.2
AGENDA ITEM TITLE	Budget Update		
PRESENTER(S)	Dave Verdolino		
SUMMARY OF TOPIC	Preliminary Report on FY20 Closeout and FY21 Budget Update from the Director of Finance		
WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?			
<input checked="" type="checkbox"/>	No action requested - this is a short update or presentation of information		
<input type="checkbox"/>	Request input and questions from the School Committee, but no vote required		
<input type="checkbox"/>	Request formal action with a specific vote:		
	If formal action is requested, is this item being presented:		
		for the first time, with a request that the School Committee vote at a subsequent meeting OR	
		with the request that the School Committee take action immediately	
If formal action is requested, include a suggested motion or contact Beth Petr.			
SUGGESTED MOTION			
FOLLOW-UP			
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	15 min.		
ATTACHMENTS	Memo		

5



Acton-Boxborough Regional School District

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

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

To: Superintendent, School Committee
From: Dave Verdolino
Re: Preliminary Report on FY2020 Closeout
Date: August 27, 2020

Peter, Members –

The Finance Department is completing the closeout process for FY2020; materials have been submitted to the independent auditors (who will have begun fieldwork by the time you receive this) and the DESE and DOR End-of-Year reporting is in process.

This memo provides a detailed summary of FY2020 operating fund activities (budget versus actual), a preliminary estimate of E&D Reserve as of July 1, 2020, a summary of other reserve positions and revolving accounts, and a look-ahead to FY2021.

I - FY2020 Budget-to-Actual

REVENUES –	Total Appropriated Budget	\$90,982,111
	Less – Budgeted Use of E&D	<u>(690,000)</u>
	Total Budgeted Revenues	\$90,292,111
	Preliminary Actual Revenues	<u>90,775,985</u>
	Net Revenue Variance	\$ 483,874

Components of the yearend revenue variance are as follows:

1. Transportation Aid – as usual, the final (June) distribution reflects actual reimbursable costs from the previous year; additionally, the final reimbursement rate was 83.9%(!) \$ 278,812
 2. Investment Income increased due to the receipt of bond proceeds (CIP and new school funds – see below) 191,536
 3. Charter School Aid reimbursement (final adjustment) 52,427
 4. Medicaid reimbursement due to federal program changes (49,972)
 5. Chapter 70 Aid – minor enrollment variance in formula (2,140)
 6. Rental and Miscellaneous – CASE usage was not budgeted 13,211
- \$ 483,874**

Investment Income credited to the General (operating) Fund consists of earnings on District invested cash. In FY20, this included the proceeds from the March sale of bonds (CIP - \$7.5M and Douglas/Gates project - \$75M). The bond proceeds were placed in separate accounts in order to exactly identify the interest from the Douglas/Gates portion. It was previously understood that those funds (\$170,263) should be transferred to the Capital Stabilization Fund for future disposition (including the building project itself). This matter will need to be addressed after certification of the District's July 1, 2020 E&D Reserve.

EXPENDITURES –	Total Budgeted Expenditures	\$90,982,111
	Preliminary Actual Expenditures	- 89,753,848
	Encumbered as of 6/30/20	- 557,984
	Net Expenditure Variance	\$ 670,279

Components of the yearend expenditure variance are as follows:

1. Personnel – as previously discussed, deficits that had been projected prior to the March shutdown were significantly turned around, especially with respect to hourly staff, athletic coaches, custodians, overtime and substitutes \$ 357,277
 2. Fringes, net - \$67K negative variance on health insurance and Medicaid (due to greater than budgeted headcounts), offset by savings in other fringes (Workers Comp and Life/Disability premiums and Middlesex County Retirement) (2,652)
 3. Special Education costs, net – representing negative variance on OOD tuitions of \$859K (please see below), partially offset by savings on contracted services relating to the shutdown (656,460)
 4. Utilities – as previously noted, when buildings aren't used (e.g., pandemic shutdown), significant savings will ensue 523,121
 5. Other Facilities, net - \$260K negative variance on maintenance offset by savings on transportation (fuel), budget variances on completed CIP projects*, and custodial/maintenance supplies (14,927)
 6. Instructional Budgets (8 buildings and District-wide depts.) – customary spending was disrupted in light of the shutdown; as a result, significant budget savings were realized, as follows:

a. Senior High	\$ 94,379	b. Junior High	\$ 51,692
c. Blanchard	2,560	d. Conant	34,616
e. Douglas	34,187	f. Gates	2,620
g. McC/Towne	15,578	h. Merriam	50,284
i. Curriculum**	29,654	j. Ed Tech	19,460
k. Div./Eq./Incl.***	62,954	l. Music	17,820
m. Art	18,515	n. Athletics	18,018
o. Health/PE	<u>9,193</u>		
- Total variance on Instructional Budgets 461,530

* \$284K was transferred to Capital Projects, representing deferred CIP projects that were included in the FY20 appropriated budget and will be spent in FY2021.

** Excludes salary costs (remote learning stipends) included in Personnel (#1 above).

*** Excludes costs discussed in #7 below.

(analysis continues on next page)

Components of the yearend expenditure variance are as follows (continued):

7. Unbudgeted cost charged to Diversity/Equity/Inclusion Dept. for study performed by District Research Group (\$75K) and additional wrap-around services provided by Assabet Valley Collaborative (\$117,000)
 8. Miscellaneous Central Office variances, as follows:
 - a. Property/Casualty insurance over-budgeted \$ 48,406
 - b. Debt Service - \$50K had been budgeted for Short-term (CIP) debt that was not issued; offset by expiration of \$25K FOLF subsidy 25,000
 - c. Legal Services over-budgeted 27,453
 - d. Conferences (Supt./SC) under-budgeted (12,383)
 - e. Assessments, net – Charter, Minuteman (2,465)
 - f. All other – materials and contracted services 33,378 119,389
- \$ 670,279**

While the variance reported above re OOD tuitions appears daunting, note that our preliminary close did not make the final planned (and budgeted) transfer from Circuit Breaker (CB) reserve. Had the use of CB funds been as budgeted, OOD tuitions would have shown a deficit of \$455K, or about the level at which the variance had been projected in the Q3 financial report. The CB reserve fund balance as of June 30, 2020 (\$2.8M) represents the total reimbursements received in FY20; that amount must be spent in full during FY21, a year for which our budgeted use of CB funds was significantly increased (to \$3.6M).

Attached to this memo are summaries of the revenues (by type) and expenditures (by Character Code totals for each Administrative cost category), on which the above analyses were based.

II - Projected E&D Reserve

Calculation of the district's E&D Reserve is a two-step process, beginning with the analysis of Undesignated Fund Balance (UFB, the balance sheet account that represents the difference between assets and liabilities, less reserves restricted or assigned for other purposes). It is akin to what would be called retained earnings of a business entity.

This analysis rolls forward the District's beginning UFB (i.e., ending UFB from the previous year) for all revenues, expenditures and transfers during the current year. The District's final (as yet unaudited) balance sheet is part of a comprehensive transmittal to the Massachusetts Department of Revenue (DOR) once the closing process is completed. DOR reviews the balance sheet and ensures that UFB as submitted is supported by the District's financial records (i.e., Munis report).

The second step, which DOR performs, is an analysis of the District's entire balance sheet (all funds; assets and liabilities). By law, certain deductions from UFB are made (similar to the process of certifying a municipality's free cash), to deduct any deficits existing in other funds, and to convert spendable, available funds to a cash basis. For example, any prepaid expenses (a balance sheet asset representing expenditure of a future period paid with current period funds) are deducted from UFB in determining E&D Reserve, reflecting the cash disbursement for the prepaid item(s) having taken place.

A. SUMMARIZING UNDESIGNATED FUND BALANCE –

Beginning Balance (7/1/19) per district (Munis)		\$3,849,424
FY2020 Budget-to-Actual Variances (from memo above):		
Revenue	\$ 483,874	
Expenditure	<u>670,279</u>	1,154,153
Expended from prior year Encumbrances:		
Encumbered as of 7/1/19	\$ 579,588	
Expended during FY20	<u>(505,130)</u>	74,458
Transfers:		
Deferred CIP to Capital Projects fund	(284,000)	
E&D Reserve use to set FY21 budget	<u>(1,145,000)</u>	<u>(1,429,000)</u>
Preliminary Ending Undesignated Fund Balance		\$3,649,034

B. ANTICIPATED CERTIFICATION ADJUSTMENTS –

	<u>FY20</u>	<u>FY19 (FYI)</u>
Ending Undesignated FB per district	\$3,649,034	\$3,849,424
Less - Adjustment for Prepays as of yearend	(52,261)	(222,088)
Fund Deficits as of yearend	<u>-</u>	<u>(701)</u>
Projected Certified E&D Reserve	\$3,596,773	\$3,626,635
Voted Budget, Subsequent Year (\$ million)	\$96.9M	\$91.0M
% of Subsequent Year Budget	3.71%	3.99%

Anticipated E&D % falls short of the guideline target (4.0 – 4.5%) established by SC policy by approximately \$280K. It should be noted that the FY2021 budget increased by \$4,346,000 relating to the new debt service (for the CIP program and the Douglas/Gates project). Minus this addition to the spending base, E&D as a % of a comparative appropriations would have been 3.89%, or short of the guideline target range by \$106K.

One other observation: If the use of FY2020 Circuit Breaker Reserve funds was as budgeted, there would be a \$400K shift between Reserve balances of Circuit Breaker (less) and E&D (more). Thereby, Projected Certified E&D Reserve per the above table would be \$3,996.8K, representing 4.12% of the FY2021 appropriated budget.

III – Summary of Reserves and Major Revolving Funds**RESERVES**

The District remains in a strong position with respect to its financial reserves, as shown by the following comparative summary of balances at the end of indicated fiscal years:

(amounts in \$000s)	(preliminary) <u>FY2020</u>	<u>FY2019</u>	<u>FY2018</u>	<u>FY2017</u>
Certified E&D	\$3,597K	\$3,627K	\$4,082K	\$4,008K
Circuit Breaker*	2,821	2,396	2,024	1,635
Capital Stabilization *	<u>1,019</u>	<u>1,002</u>	<u>n/a</u>	<u>n/a</u>
Total Reserves	\$7,437K	\$7,025K	\$6,106K	\$5,643K
Reserves as a % of Budget	7.7%	7.7%	6.9%	6.6%

* - Analyses of FY2020 activities:

(amounts in \$000s)	FY2020 <u>Begin Bal.</u>	<u>Revenues</u>	<u>Expenses</u>	(preliminary) <u>Ending Bal.</u>
Circuit Breaker	\$ 2,396K	\$ 2,821K	\$ 2,396K	\$ 2,821K
Capital Stabilization	1,002	17	-	1,019

Circuit Breaker revenues represent state reimbursement of 75% of eligible expenditures (based on special needs students' IEPs) from the previous year; funds are used to subsidize the cost of OOD tuitions. Note that the budgeted use of Circuit Breaker Reserve in FY2021 was increased to \$3.6M. Capital Stabilization revenue consists of interest income.

REVOLVING FUNDS

The 3-1/2 month shutdown in FY2020 had a significant negative impact on the District's revolving fund programs, which are funded primarily by user fees. Below is a summary of the FY2020 yearend results for the major programs that operate as revolving funds:

(amounts in \$000s)	FY2020 <u>Begin Bal.</u>	<u>Revenues</u>	<u>Expenses</u>	(preliminary) <u>Ending Bal.</u>
Circuit Breaker	\$ 2,396K	\$ 2,821K	\$ 2,396K	\$ 2,821K
School Lunch	667	1,244	1,653	258
School Choice	92	91	154	28
Community Ed (omnibus)	2,408	3,151	3,561	1,998
All Day Kindergarten	373	828	1,048	153
Integrated Pre-K	206	224	325	104
Occupational Development (ODP)	174	68	68	174

IV – FY2021 and the Uncertain Financial Horizon

OPERATING BUDGET AND IMPLICATIONS

The District's FY2021 operating budget was passed in June in the amount of \$96,912,701, a reduction of over \$500K from what has been approved by the School Committee in March, before the shutdown. The final budget reflects over \$1 million in cost reductions, deferrals and additional reserve usage, offset by a contingency reserve of \$500K to fund unknown (but anticipated) additional costs to re-open schools this fall.

To date, the District's largest non-assessment revenue source, Chapter 70 Aid (\$15.2M), has been spared from pre-emptive cuts by the state beyond level funding at the FY2020 amount. Thereby, the District's FY2021 revenues, used to fund its appropriation, would be \$160K less than budgeted, the difference being the absence of \$30 per student Minimum Aid.

Other FY2021 revenue sources similarly appear to be materially "safe" compared with budgeted amounts, although not likely to generate positive variances of any significance.

With respect to expenditures from the appropriated budget, there will be interest during the upcoming year in the extent to which federal relief funds benefit the District (as well as Acton and Boxborough). To date, the following funding allocations have been received:

<u>Grant Name</u>	<u>Allocated Amount</u>	<u>Particulars</u>
ESSER	\$ 115K	DESE grant; committed to be spent on student tech. devices
FEMA	91K	Amount represents initial application for PPE reimbursement
CARES Act –		Federal relief to municipalities (regional districts are eligible as subgrantees); A-B has requested funding for student tech
Acton	2,093K	(Chromebooks) and the community food outreach program
Boxborough	563K	
CvRF	1,185K	DESE grant (\$225 per student in Foundation Enrollment)

The District's leadership has spent its summer developing a comprehensive plan for the safe re-opening of its schools next month in an optional hybrid or remote setting. In order to try to maximize both educational effectiveness and physical safety, we have invested in areas specific to the undertaking ahead. This includes: student technology devices (Chromebooks for all students); voice amplification devices to assist in-person (while masked) instruction by teachers; 30x30 tents for each building to allow greater use of outdoor instructional space; a myriad of PPE based on state recommended guidelines; extra sets of educational materials – in the form of "go-bags" (for home use) or to avoid the need for sharing while in classrooms; and others.

In addition, we are still in the process of allocating staff between hybrid and remote programs. While we believe there are modest cost savings available from the plan's implementation, they are more than offset by lost tuition revenue from cancelling the All-Day Kindergarten program.

WORK STILL TO BE DONE

The allocation of costs among funding sources (i.e., the operating budget, including its \$500K contingency reserve, the relief funds shown on the previous page, and any additional federal relief which might result from proposals which have been reported) has not yet been done. However, we believe sufficient resources are available from the foregoing sources to fund the upcoming school year as currently envisioned.

It should be understood that “all bets are off” in the event of another District-wide shutdown. Our FY2020 experience suggests that impact to the operating budget would be favorable (see the items discussed on page 2 of this memo). But there remain two major questions about the financial impact of another shutdown: (1) would a similar experience follow with respect to the operating budget?; and (2) could the revolving fund programs survive another extended period of closure?

And if the prospect of beginning another school year in such uniquely uncertain circumstances was not sufficiently daunting, around the corner traditionally lurks the commencement of another budget development season. Its timing likely won't allow a clear picture of FY2021 outcomes, educationally and financially. So we will be budgeting for (hopefully) a post-Covid “new normal” while still dealing with the pandemic's effects. Fortunately, one significant certainty is the objectively strong financial position in which the District finds itself as FY2020 is closed.



Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	3.2.3.3
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AGENDA ITEM TITLE	Vote to Approve Change of Members of the OPEB Trust Fund Board of Advisors
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PRESENTER(S)	Peter Light
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SUMMARY OF TOPIC	Annual VOTE to update members of the Other Post Employment Benefit (OPEB) Advisory Board and notification to the District Treasurer from the Clerk per the Trust Agreement. In this case, the members are not changing from the previous year. The Trust specifies the Board's representation.
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WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?		
	No action requested - this is a short update or presentation of information	
	Request input and questions from the School Committee, but no vote required	
X	Request formal action with a specific vote:	
	If formal action is requested, is this item being presented:	
		for the first time, with a request that the School Committee vote at a subsequent meeting OR
	X	with the request that the School Committee take action immediately

If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	"Move that the ABRSC approve the following members of the OPEB Trust Fund Board of Advisors for FY21: David Verdolino, Steve Noone (Acton Finance Comm), Gary Kushner (Boxborough Finance Comm) and Tessa McKinley (ABRSC Chairperson) "
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FOLLOW-UP	
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APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min.
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ATTACHMENTS	
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To develop engaged, well-balanced learners through collaborative, caring relationships.

WELLNESS • EQUITY • ENGAGEMENT



Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	3.3.1
AGENDA ITEM TITLE	Annual Approval of FY21 EDCO Representatives		
PRESENTER(S)	Tessa McKinley		
SUMMARY OF TOPIC	EDCO requires an annual vote of the School Committee on these positions.		

WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?			
	No action requested - this is a short update or presentation of information		
	Request input and questions from the School Committee, but no vote required		
X	Request formal action with a specific vote:		
	If formal action is requested, is this item being presented:		
		for the first time, with a request that the School Committee vote at a subsequent meeting OR	
	X	with the request that the School Committee take action immediately	

If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	"Move that the ABRSC approve the following: EDCO Board Member (voting) - Peter Light, EDCO Advisory Member (non-voting) - Tessa McKinley, and EDCO School Committee Leadership Liaison/Round Table Members - Nora Shine & Angie Tso"
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min
ATTACHMENTS	

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Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	3.3.2
AGENDA ITEM TITLE	Policy Subcommittee Update		
PRESENTER(S)	Diane Baum		
SUMMARY OF TOPIC	First Reading of 2 policy revisions: Prohibition of Harassment and Masks/Face Coverings (NEW). These will be on for a Second Read and VOTE by the Committee at the next meeting on September 3.		

WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?			
	No action requested - this is a short update or presentation of information		
X	Request input and questions from the School Committee, but no vote required		
X	Request formal action with a specific vote:		
	If formal action is requested, is this item being presented:		
	X	for the first time, with a request that the School Committee vote at a subsequent meeting OR	
		with the request that the School Committee take action immediately	

If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	20 min.
ATTACHMENTS	Draft Harassment Policy revision, Draft Masks/Face Coverings NEW policy plus new procedures for Masks/Face Coverings, fyi

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WELLNESS • EQUITY • ENGAGEMENT

File: ACAB/JBA/GBA

PROHIBITION OF HARASSMENT

The Acton-Boxborough Regional School District (ABRSD) is committed to maintaining a school environment where all individuals are treated with dignity and respect. Therefore, the District will take appropriate action to:

- Prevent and/or otherwise respond to any unlawful discrimination or harassment of any of its employees or students, and
- Provide processes by which individuals can bring any concerns about unlawful discrimination or harassment to the Schools' attention for resolution.

The School/District will not tolerate harassment of their employees or students because of race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.

It should be noted that while this policy sets forth the goal of the Schools in promoting a work and educational environment that is free of harassment based upon race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability, genetic information, or military status, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Definition of Harassment

Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of, or due to, any of the characteristics described above. Such conduct includes pictures, jokes, comments, innuendoes, slurs, derogatory remarks based on a protected characteristic or any other behavior which creates an environment that is intimidating, hostile, or offensive to anyone.

It is unlawful to retaliate against, or punish, any individual who files a complaint of harassment or discrimination, or who cooperates in an investigation of such a complaint. The Schools will not tolerate any such retaliation, and individuals who engage in retaliation will be subject to termination/expulsion or other sanctions determined by the School Administration and/or School Committee, subject to applicable school system policies and procedures, as well as applicable contractual requirements.

The District will investigate promptly every complaint of harassment, observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. *There are separate protocols for responding to complaints of allegations of sexual harassment against students, which are outlined under the District's definition of Sexual Harassment.*

Employee Complaints

Any individual wishing to file a complaint alleging harassment may inform any trusted staff member or a supervisor. If an employee does not wish to discuss the issue with a supervisor or feels that the problem is not addressed in an effective manner, the employee should contact the Employee Title IX Coordinator listed below:

Deputy Superintendent
Acton-Boxborough Regional School District
15 Charter Road
Acton, MA 01720
978-264-4700 x 3209

Student Complaints

All District employees must respond to suspected harassment and to complaints by students of harassment by notifying the building principal or Title IX coordinator. Employees are expected to take every report of harassment seriously.

A student or any individual wishing to file a complaint alleging harassment may inform any trusted staff member, their building principal, or the Student Title IX Coordinator listed below:

Assistant Superintendent for Diversity, Equity, and Inclusion
Acton-Boxborough Regional School District
15 Charter Road
Acton, MA 01720
978-264-4700 x3265

The Assistant Superintendent for Diversity, Equity, and Inclusion and the Deputy Superintendent as listed above are also available to provide information about this policy and the District's complaint process.

Investigation, Corrective Action & Closure of a Complaint

The Assistant Superintendent for Diversity, Equity, and Inclusion and/or the Deputy Superintendent will coordinate the investigation. Typical steps in an investigation include separate interviews with those involved, putting statements from each party in writing,

identifying and questioning witnesses, and other appropriate actions. The Schools will conduct the investigation with as much confidentiality and privacy for the parties as possible without compromising the thoroughness of the investigation.

The Schools will endeavor to complete the investigation within thirty (30) school days of receiving the complaint, unless the nature of the investigation or exigent circumstances dictate otherwise, in which case the investigation will be completed as quickly as practicable. Also, if the respondent is subject to a collective bargaining agreement that sets forth a specific timeline for notice and/or investigation of a complaint, such timeline will be followed.

If a determination is made that harassment or retaliation for complaining of harassment or participating in a harassment investigation has occurred, the Schools/District will promptly take appropriate action to stop the offending conduct and ensure that it is not repeated. Depending on the severity of the incident(s), such corrective action may include counseling, training, a verbal or written warning, suspension, or termination/expulsion.

The Schools and District will comply with all legal requirements governing the reporting of suspected cases of child abuse.

When the Schools/District have completed their investigation, school personnel will, to the extent appropriate, inform the person filing the complaint of the results of that investigation and will file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

Definition of Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention. Pursuant to Title IX of the Education Amendments of 1972, ABRSD has a Grievance Process for investigating and resolving Formal Complaints of Sexual Harassment. ABRSD will promptly respond to all reports alleging sexual harassment to ensure a fair and equitable resolution to the report, provide support to the victim, eliminate harassment, and impose discipline if necessary pursuant to District policies.

In Massachusetts, Sexual Harassment is any unwelcome sexual conduct, including sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Submission to, acceptance of, or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or education or a basis

for employment decisions affecting an employee or for educational, disciplinary, or other decisions affecting a student; or

2. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance, education or participation in extracurricular activities by creating an intimidating, hostile, humiliating, or offensive work or school environment.

According to Title IX, sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. An ABRSD employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ABRSD's education programs or activities; or
3. "Sexual Assault" or, an offense classified as a forcible or nonforcible sex crime; "dating violence" or, violence committed by a person who (a) is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship; or "stalking" or engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are examples of prohibited conduct at ABRSD:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences, and
- Discussion of one's sexual activities
- Taking or posting of photographs, videos or images of a sexual nature without consent

Title IX Coordinator

The Title IX Coordinator is responsible for ensuring the District's proper response to sexual harassment, compliance with Title IX and overseeing the Grievance Process. ABRSD's Title IX Coordinator is the Assistant Superintendent for Diversity, Equity, and Inclusion, who can be reached at 978-264-4700 x3265 or at 15 Charter Rd., Acton, MA 01719.

Response to Sexual Harassment

A student or any individual wishing to report sexual harassment may inform the Title IX Coordinator or any other employee. Any District employee with knowledge of an allegation of sexual harassment, must report it, whether they personally witness the sexual harassment, learn of it from a third party or the alleged victim themselves.

Once the Title IX Coordinator learns of an allegation of sexual harassment, they will contact the alleged victim, or "the Complainant," to gather preliminary information, offer "Supportive Measures," and inform that person of the right to file a "Formal Complaint" against the alleged perpetrator, or "the Respondent," that initiates the Title IX "Grievance Process."

A "Formal Complaint" is a document filed by the Complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that ABRSD investigate the allegation of sexual harassment and initiate the Grievance Process. Formal Complaints may be filed with the Title IX Coordinator in person, by mail, or electronic mail. To file a Formal Complaint, the alleged sexual harassment must have occurred in the school's district educational programming or activity, and within the United States.

In some circumstances, the District will dismiss a Formal Complaint. The District has discretion to dismiss a Formal complaint where the passage of time results in an inability to gather sufficient evidence for a determination of responsibility, the district lost responsibility over the Respondent. The District must dismiss the Formal complaint if it does not constitute sexual harassment as complicated by Title IX. However, the school may investigate the conduct as it pertains to other school policies.

"Supportive Measures" are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has filed. Such Measures are designed to restore or preserve equal access to ABRSD education and activities, including measures designed to protect the safety of all or the educational environment, or deter sexual harassment.

ABRSD will maintain the confidentiality of any Supportive Measures to the extent possible and document the supportive measures offered by the Title IX Coordinator to the Complainant and Respondent. Examples of supportive measures include, but are not limited to the following:

counseling, deadline extensions, course adjustments, work or schedule modifications, and increased security.

Grievance Process

Once the Formal Complaint is filed, the “Grievance Process” commences. ABRSD is committed to treating all parties equitably during the Grievance Process. ABRSD is committed to completing the Grievance Process as soon as possible with the goal of completion within 60 days. However, if required, by good cause, such as the absence of a party, a party’s advisor, or a witness; law enforcement or DCF involvement; or the need for accommodations, the parties will be notified of the need for delay.

ABRSD will provide the Complainant and Respondent with written notice of the allegations and the Grievance Process. This notice will include specific detail of the allegations against the Respondent. The parties will be informed at this time of their right to have an advisor of their choice, who may be, but is not required to be, an attorney, and may accompany them at any point during the process. They will also be informed of their right to inspect and review evidence. ABRSD will remind the parties of the school’s prohibition against knowingly making false statements during this process. The Respondent is presumed not responsible for the alleged conduct until a determination of responsibility has been made. Supportive measures are available to all parties during the Grievance Process.

The Title IX Grievance Process requires the involvement of several different employees that fulfill separate roles. As noted earlier, the Title IX Coordinator oversees Title IX compliance and the Grievance Process. Additionally, each Formal Complaint will be assigned an “Investigator,” who could be a Principal, Vice-Principal, or other employee that is properly trained in investigations. Each Title IX investigation will be assigned a “Decision-Maker,” which similarly could be a Principal, Vice-Principal, or other employee that is properly trained. All appeals will be reviewed by someone who was involved in the underlying Title IX investigation.

ABRSD will ensure that Title IX coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process, receives training on this policy and his or her respective role.

Informal Resolution of Sexual Harassment

If appropriate, the Title IX Coordinator will offer the parties the option of an informal resolution process, but, pursuant to Title IX, not until a Formal Complaint has been filed and the parties have been fully advised of their Title IX rights. Before beginning an informal resolution process, ABRSD will obtain written consent from the Complainant and Respondent. At any time, the

parties can withdraw from the informal resolution and the Grievance Process will resume. Informal Resolution shall not be offered in the event the Respondent is an ABRSD employee.

Investigation of Sexual Harassment

A properly trained Investigator will complete an investigation into the Formal Complaint. Both, the Respondent and Complainant, will have an equal opportunity to present witnesses and other evidence. Prior to any interviews with a witness, ABRSD will provide the witness with notice of the date, time, location, participants, and sufficient time to prepare for that interview. Both parties will have an equal opportunity to examine and inspect evidence. Unless waived by one of the parties, the investigation will not intrude on any information legally protected as privileged. Questions and evidence about a person's sexual predisposition or prior sexual behavior are not relevant, unless it is offered to prove that someone other than the Respondent committed the alleged act, or the questions and evidence concern specific incidents of sexual behavior between the parties and it is offered to prove consent. At the conclusion of the investigation, the Investigator will create an Investigative Report that summarizes the relevant evidence and send it to each party and the party's advisor.

The parties will have 10 days before any hearing or determination of responsibility to review and respond to the report if they so choose. Time periods may be extended or delayed for good cause, including the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodations of disabilities.

The designated Decision-Maker will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions. The Decision-Maker, who will first evaluate the relevancy of each question. In the event that the Decision-Maker decides to exclude a question, they will provide a written decision explaining their reasoning.

Hearings

Though it is not required, ABRSD reserves the right to conduct a full-live hearing as part of the Grievance Process. At such a hearing, the Decision-Maker will permit each party's Advisor to ask the other party and any witnesses relevant questions. If a party does not have an advisor, ABRSD will provide one at no cost. Upon the request of the Complainant or Respondent, the ABRSD will utilize technology to separate the parties during the hearing process. If a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not consider any statement of that party or witness in determining responsibility.

Finding of Responsibility

Any Respondent found, by a preponderance of the evidence, to have committed Sexual Harassment shall be subject to a range of discipline, including, but not limited to: detention,

exclusion of extracurricular activities, suspension, and expulsion, or in the case of an employee termination of employment.

The Decision-Maker will simultaneously issue a written determination of responsibility that includes a description of the allegations, the procedural steps of the grievance process, the findings of facts, the conclusions reached, and a statement and rationale of responsibility and related discipline. If applicable, it will also include remedies designed to restore or preserve equal access to education and activities at ABRSD.

Appeal

Both the Complainant and Respondent shall have the right to appeal the decision of the Grievance Process by notifying the Title IX coordinator in writing within 10 business days of receiving the decision. The grounds for appeal are limited to: procedural irregularity, new evidence that was not reasonably available at the time of the determination or dismissal, or an alleged conflict of interest. Both parties shall have an opportunity to provide a written statement supporting their position on Appeal. The Appeal shall be reviewed by a person who is not the original decision-maker, investigator, or Title IX Coordinator. That person shall issue a written decision and rationale simultaneously to the parties.

Retaliation

ABRSD strictly prohibits retaliation in any form against persons seeking protection under or participating in an investigation related to this policy. As such, the District will investigate any reports of retaliation and take separate disciplinary action against those found to have retaliated against someone.

Contact Information for State & Federal Agencies

The Schools urge all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that we can address them. If either party to the complaint is dissatisfied with the results or progress of the Schools' investigation, they may discuss this directly with the Superintendent of Schools.

The state agency responsible for enforcing laws that prohibit harassment in the workplace is the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Suite 601, Boston, MA 02108-1518; telephone (617) 994-6000; TTY Users (617) 994-6196. The time frame for filing a complaint with the MCAD is 300 days from the date of the most recent incident of alleged harassment. The state agency responsible for insuring that Massachusetts public schools do not discriminate on the basis of protected characteristics is the Massachusetts Department of Elementary and Secondary Education (DESE), 75 Pleasant Street, Malden, MA 02148-4906; telephone (781) 338-3300; TTY Users (800) 439-2370. The MA DESE's Program

Quality Assurance Services (PQA) accepts complaints when the alleged violation occurred no more than one year before PQA received the written complaint.

The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces federal laws prohibiting employment discrimination. The deadline for filing a complaint with the EEOC is within 300 days from the day of the alleged discrimination. The EEOC is located at JFK Federal Bldg., 475 Government Center, Boston, MA 02203; (617) 565-3200 or (800) 669-4000; TTY Users (800) 669-6820. The US Department of Education's Office for Civil Rights (OCR) is a federal agency that enforces five federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age in programs or activities that receive federal financial assistance from the US Department of Education. In most cases, a complaint must be filed with OCR within 180 calendar days of the date of the alleged discrimination. OCR is located on the 8th Floor, 5 Post Office Square, Boston, MA 02109-3921; telephone (617) 289-0111, fax (617) 289-0150.

LEGAL REF.: M.G.L. 151B:3A
 Title IX of the Education Amendments of 1972
 BESE 603 CMR 26:00
 34 CFR 106.44 (a), (a)-(b)
 34 CFR 106.45 (a)-(b) (1)
 34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Revised and Updated – August, 2020

MASKS/FACE COVERINGS

First Reading 8/27/20

The Acton-Boxborough Regional School District (ABRSD) is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth (as outlined in EBCFA-R) must be worn by all individuals in school buildings, on school grounds, and on school transportation, even when physical distancing is observed.

Individuals may be excused from the requirement for documented, chronic, significant medical or behavioral reason and per CDC/MDPH guidance.

A written note from a physician is required for a requested exemption for both students and staff. Exceptions to this policy must be approved by the Superintendent in consultation with the school nurse. Face shields or physical barriers may provide an alternative in some instances with approval by the Superintendent in consultation with the school nurse. Parents may not excuse their child from the face mask requirement by signing a waiver.

Face masks or face coverings may be removed in the following circumstances and when individuals ***are at least six feet apart*** and:

- during scheduled mask breaks;
- while eating or drinking;
- when staff members are alone in their classroom or office; and/or
- while outside.

A student's mask or face covering is to be provided by the student's family. Staff members may use their own masks or face shields, or use the ones the District provides. The district will have a supply of disposable face coverings for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal may take appropriate action, including but not limited to disciplinary consequences or other appropriate action.

If staff are in violation of this policy, their supervisor may take appropriate action, including but not limited to disciplinary consequences or other appropriate action.

Visitors, where permitted, in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 -
<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks -
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines - <http://www.doe.mass.edu/covid19/>
Commonwealth of Massachusetts – Mask Up MA! <https://www.mass.gov/news/mask-up-ma>

SOURCE: MASC – August 2020

Masks/Face Coverings

EBCFA-R

Because the primary route of transmission for COVID-19 is respiratory,^{1 2 3} masks or face coverings are among the most critical components of risk reduction.^{4 5 6} Masks/face coverings protect the general public against COVID-19 infection,⁷ with a recent retrospective study estimating near 80% effectiveness in reducing COVID-19 transmission, especially when worn prior to symptom onset.⁸ In the United States, states advising face masks/face coverings be worn in public saw a decline in their COVID-19 growth rates,⁹ and community-wide mask/face covering usage contributed to control of COVID-19 in Hong Kong.¹⁰

In July, the Journal of the American Medical Association (JAMA)¹¹ reviewed the evidence and confirmed that “cloth face coverings are a critical tool in the fight against COVID-19 that could reduce the spread of the disease, particularly when used universally within communities.” As a key component of our [ABRS Transition to School Plan](#), all staff and students are required to wear masks on the bus, in school buildings, and when they cannot maintain a distance of at least six feet. We recognize that in extremely rare circumstances, it may not be possible for a student to wear a mask. Mask mandate exemptions may include students who have chronic medical or other health conditions, disabilities, or significant developmental or behavioral needs that make it difficult to tolerate wearing a face covering.

It is important to note that there are very few medical conditions that prevent mask wearing, and inappropriate medical exemptions may actually increase the spread of the virus. In a recent interview Dr. Albert Rizzo¹², chief medical officer for the American Lung Association, noted that “masks have no detrimental effects, even in patients with chronic lung disease.” He further stated that “cases of exemption are very few and far between.” Further, in a recent article published by the Medical Scientific Council for the Asthma and Allergy Foundation of America (AAFA),¹³ Dr. David Stukus wrote, “For people with very mild asthma or well-controlled asthma, it’s probably not going to be an issue. Most people with asthma, even if it’s severe, can manage to wear a face mask or covering for a short period of time,” and this is also supported by the World Health Organization (WHO)¹⁴ and the Centers for Disease Control and Prevention (CDC)¹⁵. In addition, the American Academy of Pediatrics¹⁶ recommends that children who are considered high-risk or have severely compromised immune systems wear an N95 mask for protection, and in a recent JAMA article,¹⁷ Dr. Mical Raz and attorney Doron Dorfman argue that individuals with these conditions may have even *greater* reason to wear a mask.

¹ Zhang, Renyi, et al. "Identifying airborne transmission as the dominant route for the spread of COVID-19." Proceedings of the National Academy of Sciences (2020).

² CDC., et al. "Coronavirus Disease 2019 in Children—United States, February 12–April 2, 2020." Morbidity and Mortality Weekly Report 69.14 (2020): 422.

³ World Health Organization. Modes of transmission of virus causing COVID-19: implications for IPC precaution recommendations: scientific brief, 27 March 2020. No. WHO/2019-nCoV/Sci_Brief/Transmission_modes/2020.1. World Health Organization, 2020. Available at:

<https://www.who.int/news-room/commentaries/detail/modes-of-transmission-of-virus-causing-covid-19-implications-for-ipc-precaution-recommendations>

⁴ Wang, Y., Tian, H., Zhang, L., Zhang, M., Guo, D., Wu, W., ... & Liu, B. (2020). Reduction of secondary transmission of SARS-CoV-2 in households by face mask use, disinfection and social distancing: a cohort study in Beijing, China. *BMJ Global Health*, 5(5), e002794. Available at

<https://gh.bmj.com/content/bmjgh/5/5/e002794.full.pdf>

⁵ Lyu, W. and Wehby, G. L. (2020). Community Use Of Face Masks And COVID-19: Evidence From A Natural Experiment Of State Mandates In The US. *Health Affairs*. Available at <https://doi.org/10.1377/hlthaff.2020.00818>

⁶ Cheng, V. C., Wong, S. C., Chuang, V. W., So, S. Y., Chen, J. H., Sridhar, S., ... & Yuen, K. Y. (2020). The role of community-wide wearing of face mask for control of coronavirus disease 2019 (COVID-19) epidemic due to SARS-CoV-2. *Journal of Infection*. Available at

[https://www.journalofinfection.com/article/S0163-4453\(20\)30235-8/pdf](https://www.journalofinfection.com/article/S0163-4453(20)30235-8/pdf)

⁷ Chu, D.K., Akl, E.A., Duda S., Solo K., Yaacoub S., Schunemann H.J. (2020) Physical distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis. *The Lancet*

⁸ Wang, Y., Tian, H., Zhang, L., Zhang, M., Guo, D., Wu, W., ... & Liu, B. (2020). Reduction of secondary transmission of SARS-CoV-2 in households by face mask use, disinfection and social distancing: a cohort study in Beijing, China. *BMJ Global Health*, 5(5), e002794. Available at

<https://gh.bmj.com/content/bmjgh/5/5/e002794.full.pdf>

⁹ Lyu, W. and Wehby, G. L. (2020). Community Use Of Face Masks And COVID-19: Evidence From A Natural Experiment Of State Mandates In The US. *Health Affairs*. Available at <https://doi.org/10.1377/hlthaff.2020.00818>

¹⁰ Cheng, V. C., Wong, S. C., Chuang, V. W., So, S. Y., Chen, J. H., Sridhar, S., ... & Yuen, K. Y. (2020). The role of community-wide wearing of face mask for control of coronavirus disease 2019 (COVID-19) epidemic due to SARS-CoV-2. *Journal of Infection*. Available at

[https://www.journalofinfection.com/article/S0163-4453\(20\)30235-8/pdf](https://www.journalofinfection.com/article/S0163-4453(20)30235-8/pdf)

¹¹ <https://jamanetwork.com/journals/jama/fullarticle/2768532>

¹² <https://abcnews.go.com/Politics/medical-reasons-wearing-face-mask/story?id=72020929>

¹³ <https://community.aafa.org/blog/what-people-with-asthma-need-to-know-about-face-masks-and-coverings-during-the-covid-19-pandemic>

¹⁴ <https://www.who.int/images/default-source/health-topics/coronavirus/myth-busters/mythbuster-masks>

¹⁵ <https://www.cdc.gov/media/releases/2020/p0714-americans-to-wear-masks.html>

¹⁶ <https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Cloth-Face-Coverings-for-Children-During-COVID-19.aspx>

¹⁷ <https://jamanetwork.com/channels/health-forum/fullarticle/2768376?resultClick=1>

Mask Requirements

- Students in all grades are required to wear a mask/face covering that covers their nose and mouth on the bus and in school buildings.
- Adults, including educators and staff, are required to wear masks/face coverings while at school.
- The following types of masks/face coverings are **acceptable** to wear at school:
 - Blue disposable surgical masks (must be replaced daily; cannot be reused or washed)
 - Fabric masks (preferably at least two layers)¹⁸
 - Thicker, more densely woven cotton fabrics are best, such as quilting cotton or cotton sheets. Stretchy knits aren't ideal.
 - Hold the fabric up to the light: The fewer tiny holes you can see, the better it will work to filter droplets. You want fabric that doesn't allow droplets to pass through while ensuring you can still breathe properly with your mask in place.
 - Face shields along with a surgical or fabric mask
- The following types of masks/face coverings are **not acceptable** to wear at school:
 - Masks with vents¹⁹
 - Neck gaiters²⁰
 - Plastic face shields alone without an a fabric or surgical mask
- Mask breaks will occur throughout the day at school when students can be six feet apart and ideally outside or at least with the windows open.
- Families will provide two masks/face coverings per day for each child. Disposable face masks are available at school for students who need them. Reusable masks/face coverings should be washed at home daily.

Procedure to Request a Mask Exemption

Parents who want to request a medical exemption for their student to not wear a mask while at school must follow the steps below for consideration. ***Requests must be submitted no later than Friday, 9/4/2020.***

1. Provide/complete the following documentation:
 - a. A letter from the child's primary care physician that clearly specifies the chronic, significant medical reason for the exemption request
 - b. This [Exchange of Information form](#) that allows school staff to contact the child's primary care provider for additional information.
2. Send documentation to your child's school nurse. (Click [here](#) for a list of nurse contacts by building.)
3. A nurse will review documentation in the order received and contact the family to discuss the request.
4. Our school physician will review the documentation and make an ultimate determination as to whether the exemption is warranted.
5. The superintendent or designee will review all mask exemptions and make the final determination.

Students who do not qualify for a mask exemption, but whose families believe their child is unable to wear a mask may want to consider whether enrollment in our remote learning program may be a more appropriate option during the pandemic.

¹⁸ <https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-face-masks-what-you-need-to-know>

¹⁹ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

²⁰ <https://advances.sciencemag.org/content/early/2020/08/07/sciadv.abd3083>



Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	3.3.3
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AGENDA ITEM TITLE	School Building Committee Update
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PRESENTER(S)	Peter Light
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SUMMARY OF TOPIC	Update on progress
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WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?		
<input checked="" type="checkbox"/>	No action requested - this is a short update or presentation of information	
<input type="checkbox"/>	Request input and questions from the School Committee, but no vote required	
<input type="checkbox"/>	Request formal action with a specific vote:	
	If formal action is requested, is this item being presented:	
	<input type="checkbox"/>	for the first time, with a request that the School Committee vote at a subsequent meeting OR
	<input type="checkbox"/>	with the request that the School Committee take action immediately

If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	
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FOLLOW-UP	
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APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min.
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ATTACHMENTS	Minutes from the Building Committee meetings
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To develop engaged, well-balanced learners through collaborative, caring relationships.

WELLNESS • EQUITY • ENGAGEMENT

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

Virtual Public Webinar Meeting

June 24, 2020

To attend: <https://abschools.zoom.us/j/97676739190>

7:00 p.m

Members Present: Mary Brolin; Adam Klein; Amy Krishnamurthy; Peter Light; Marie Altieri; Peter Berry; Dennis Bruce (*arr 7:32pm*); Jason Cole (*arr after start*); Bob Evans; Bill Hart; JD Head; Gary Kushner (*arr 7:05pm*); Lynne Newman; Maria Neyland; Katie Raymond; Mac Reid; Chris Whitbeck.

Members Absent: Maya Minkin; Becca Edson.

Other: Karen Coll; Representatives from Skanska: Chuck Adam, Sovathya Sar, Vincent Vadeboncoeur; Representative from Arrowstreet: Emily Grandstaff-Rice, Larry Spang, Claes Andreasen; Representatives from Consigli: Jody Staruk, Kristy Lyons, Jeremiah Driscoll; members of the public.

1. Mary Brolin called the meeting to order at 7:02pm.

2. Review of Detailed Design -- Chuck Adam/Emily Grandstaff-Rice/Jody Staruk

Emily Grandstaff-Rice reviewed the upcoming Construction Design (CD) milestones. There will be a 1-day delay in receiving the 60% CD cost estimates, which should now be back from the estimators on July 1st, but that should not affect the overall schedule.

Gymnasium: Claes Andreasen then showed renderings of the gym, which will have a wood floor. The lower 2/3 of the walls will be Concrete Masonry Units (CMU), with padding on the bottom third and windows on the top third. The windows on one side of the gym will look into the Gates 5th/6th grade hallway. A divider can split the room into two separate halves. All basketball backboards are adjustable and retractable. The dominant color of the space has been changed from the original green to a more toned-down purple-blue.

In response to a question from Mac Reid about the direction of light coming through the windows facing outside, Emily showed a glare analysis that was conducted to ensure that there would be no hot spots. The windows on the south side of the building are made of Panelight, which diffuses the light. Adam Klein asked whether people could see into the gym from the interior windows, suggesting that it might be a way for kids with sensory issues to watch and participate in a remote way. Maria Neyland had concerns about the safety of locating doors behind the basketball hoops.

Soil: Emily reported that elevated levels of arsenic were found in the soil on the Gates site, on both ball fields. The issue was isolated to just those areas and was found in the top layer but not in lower layers of soil, suggesting that it was probably due to soil that was imported when the fields were resurfaced. As a result of this finding, they will do sampling at the Douglas site as well. The Mass DEP was contacted, and areas over 50 mg/kg will be fenced off and a remediation plan will be developed. The contaminated soils will have to go to a waste management landfill. The additional cost of the remediation and removal has not yet been determined; Chuck Adam said that issues like this are why we have contingencies.

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

WELLNESS - EQUITY - ENGAGEMENT

Katie Raymond asked whether the fields at Douglas would be excavated down, and whether we could leave the contaminated soil in situ and pave over it. Chuck said that it could be encapsulated under a parking lot if it isn't extensive, but the suggestion is to remove it; the decision will be made by the SBC. Maria asked if there was a safety concern with kids playing on this. Chuck said that we don't know when the soil was brought in but there is naturally occurring arsenic everywhere in Massachusetts, which is not considered a health hazard. JD Head said that there has been no resurfacing or topping off of fields in a number of years but the youth softball organization might have done some maintenance about 10 years ago. Gary Kushner asked if the town should be testing other softball fields as well, which might be a good suggestion.

Mechanical penthouse construction: Larry Spang showed an illustration of the roof plan for building with the mechanical spaces highlighted. The initial design was to enclose the mechanical spaces, providing protection from weather and allowing us to use the roof for PV. The MSBA said that if the spaces were enclosed they would have to be included in the gross building area so the decision was made to open the space and screen it in. Although not enclosed, this would still offer protection from the weather and allow us to put a PV array on top. There may be some minimal cost savings but we would still need a screen and a roof with supports.

Katie asked whether this was a departure from how the MSBA normally interprets this type of space. Larry said that they are watching how the industry is evolving and trying to clarify their regulations and provide consistency across projects; they will probably come out with formal guidance in the near future.

Peter Berry would like to see more diversity in the renderings of the building, including minority families and people in wheelchairs. Larry said that the designers are hoping to find a way to let SBC members view and touch materials

3. Geothermal Update – Emily Grandstaff-Rice

Emily said that two wells have been drilled to over 600 feet in depth. The water discharge from the wells has ranged from 20 gallons per minute to 200 gallons per minute. There have been no concerns with the quality of the water. The analysis to determine how many wells will be needed is still in process and will guide the final design of the system. The latest calculations indicate that 75 wells will be needed. The results of the test drilling will determine the logistics and timing of the wells. The wells are adjacent to the Gates building so the drilling schedule will be planned to avoid disruptions.

4. Permits/Meetings with Acton Town Depts – Mary Brolin/Emily Grandstaff-Rice

The team had anticipated that the discussion at the June 17th Acton Board of Health (BoH) meeting would focus on the septic tanks but it turned into a discussion of the overall system design. Some concessions were made about issues that were holding up the project; in particular the capacity of the tanks was increased from six gallons per day (gpd) to eight gpd, which allayed some BoH concerns. There will be two tanks of different sizes, which were originally designed to hold 8,000 gallons and 16,000 gallons; they will now have capacities of 12,000 and 22,000 gallons respectively. Emily was pleased that the BoH had agreed to separate approval of the tanks from the rest of the system so that we can begin the procurement process.

There will be a cost increase due to the increase in size of the tanks. Gary asked if it would be less expensive to use three smaller tanks rather than two large ones. Emily said because the issue of a potential denitrification system hasn't yet been resolved, we need to leave space to accommodate that equipment. Jody Staruk said that, now that we know the new sizes, we need to redesign the tanks, which aren't normally cast as large as 22,000 gallons. The tanks will go under the bus loop and it is likely the installation will not be complete before the start of school. The team is looking at approaches that will minimize disruptions to the school and community. The team will meet with the BoH again on July 1st and Mary would like as many SBC members as possible to attend. Maria suggested posting the agenda since there might be a quorum of SBC members present.

The building project will also meet with the Acton Conservation Commission on July 1st to review our Notice of Intent, which will cover issues such as the geothermal wells and the wetlands on the site. Mary said it would be very helpful to have as many SBC members attend this meeting as possible.

The Mass. EPA held a remote site visit on June 24th. We had filed an Environmental Notification Form (ENF), which is required for all MSBA projects. Katie Raymond noted that we no longer need a variance from Title V requirements because the trigger is 10,000 gpd and we are below that threshold. The review was very thorough, and we will need to follow up on a number of items such as a traffic study, details about compensatory storage and sustainability features related to resiliency. In addition, the team discussed the BoH required increase in the size of the septic tanks, which MEPA was comfortable with. The BoH didn't want to give us the system permit until they heard back from MEPA, but MEPA's public comment period won't end until June 30th. MEPA will write our certificate as early as July 1st.

Chuck and JD Head met with Matt Selby, Acton's Land Use Director, to discuss building permit fees and costs. No permits are being delayed for cost reasons and no fees are being charged at this time; they are just keeping a tally of permits. We will pay the electrical and plumbing inspection fees.

5. Updates on Early Release Packages – Chuck Adam

Bid package #1 was for enabling work, which is in process. Bid package #2, covering a variety of trades such as steel and concrete, has been sent out to bidders; potential bidders will be invited to a pre-bid walkthrough on June 29th. Geothermal bids are due July 10th.

6. Modular Update – Chuck Adam

Chuck said there had been a minor issue with the permit request for the modulares, which was written in the name of the wrong town and is being corrected. We are still on schedule to begin installation in mid-July. The small unit is ready and the contractor is making final updates to larger one. Chuck and JD Head will work with the electricians on installing electrical systems and Arrowstreet will help with the code review of ramps into the units. In response to a question from Peter Berry, Jody Staruk said that they are working to ensure diversity of vendors but meeting those goals will depend on how the trade bids come in, which firms are prequalified and submit bids, and the pricing. Consigli will provide monthly reports on these goals. Diversity goals apply to the design team as well as construction work.

7. Construction Two-Week Look Ahead – Consigli

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Jeremiah Driscoll presented the construction look-ahead. Gary asked how the SBC would be notified of any slips in the schedule. The schedule is monitored as closely as the budget. The onsite construction teams review the schedule daily. There is a weekly OAC meeting (Owner/Architect/Construction) for all of the consultants to review the status and schedule. As construction begins, a monthly milestone schedule will be reported to the SBC. Katie would like to see an update on the schedule and any potential slip at every SBC meeting.

Chuck said that approval of the septic system is lagging, which is concerning. In particular, there is a 4-7 week lead time to produce the very large septic tanks. For that reason, the team asked to separate approval of the tanks from the rest of system and is doing everything possible to mitigate the impact of the delay. The tanks are being installed under the bus loop and we don't want to hold off on excavating that area, which has an undetermined amount of ledge. It is highly likely that the delay in installing the tanks will mean that the bus loops won't be ready by the beginning of school. In that event, we will have to look at alternative ways to get buses on site as well as an alternative way to install the tanks. Marie said that, even if the bus turnaround loop isn't ready by the start of school, buses can still get onto campus. We will have more information by the next meeting.

Other aspects of the project are on schedule. The arsenic abatement might slow the schedule slightly, but won't have a significant impact. Emily said that we know where the arsenic is and what to do about it.

8. Schedule Updates – Chuck Adam

Chuck said that the executed Project Funding Agreement was received on June 24th, and the project budget has been voted into ProPay so we can now be reimbursed by the MSBA. In other updates:

- The 60% CD submission is due to the MSBA on July 9th, the day after the next SBC meeting.
- Everything is on schedule for the MSBA, and we are essentially on track with construction.
- The monthly report to the SBC will expand as work expands on the site.

9. Minutes – Approve Minutes from Previous Meeting(s) – Mary Brolin

There will be some changes to SBC membership next year. The School Committee is hoping to vote SBC membership changes at their July 1st meeting. At this time, there are still some unknowns in the membership, however; Peter Berry will be leaving the Board of Selectmen (BoS) and the decision about a replacement as BoS representative to the SBC won't be made by July 1st. Peter could stay on the SBC as community member. Maya Minkin will be leaving and a School Committee member could be added to replace her but it is not necessary as we only need one School Committee member on the SBC. The membership changes will have to wait until the School Committee's August meeting.

Committee members reviewed draft minutes of the June 10, 2020 SBC meeting. Amy Krishnamurthy moved, Adam Klein seconded, Bill Hart, Katie Raymond and Mac Reid abstained and, by a roll call vote, the minutes were unanimously approved as written. (Yes: Altieri, Berry, Brolin, Bruce, Cole, Evans, Head, Klein, Krishnamurthy, Kushner, Light, Newman, Neyland, Whitbeck; Absent: Edson, Minkin; Abstain: Hart, Raymond, Reid)

10. Invoice Approval/Budget Update – Arrowstreet, Skanska, Consigli and other Invoices – Mary Brolin/ Chuck Adam

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Mary reviewed Invoice package, noting that it is unusual to bring invoices to the SBC twice in a month. There are two invoices, one from Consigli for geothermal test well drilling and another from Valley Communications to move SmartBoards and other technology out of Gates classrooms.

Chuck explained that change orders do not necessarily imply additional work. The original contract with Cosigli is only for preconstruction services; any work beyond that is labelled a change order but is really an amendment to the contract. When we get to the Guaranteed Maximum Price (GMP) the Consigli contract will again be amended for the very large amount of construction services, also called a change order. There will be other change orders, such as those for arsenic removal and ledge removal. Some changes will result in cost savings, such as moving the construction trailers to the Douglas side. All change orders and amendments will be included in reports at SBC meetings.

Committee members reviewed the invoice package. Maria Neyland moved, Adam Klein seconded, Jason Cole abstained and, by a roll call vote, invoices totaling \$90,478.80 were unanimously approved. *(Yes: Altieri, Berry, Brolin, Bruce, Evans, Hart, Head, Klein, Krishnamurthy, Kushner, Light, Newman, Neyland, Raymond, Reid, Whitbeck; Absent: Edson, Minkin; Abstain: Cole)*

11. Adjourn

Maria Neyland moved, Adam Klein seconded and, by a roll call vote, the meeting was adjourned at 8:43pm. *(Yes: Altieri, Berry, Brolin, Bruce, Cole, Evans, Hart, Head, Klein, Krishnamurthy, Kushner, Light, Newman, Neyland, Raymond, Reid, Whitbeck; Absent: Edson, Minkin)*

Respectfully submitted,
Karen Coll

Documents Used:

Draft Minutes of the June 10, 2020 SBC Meeting
2020-06-24 Budget and Invoice Package

Next Building Committee Meetings (all via Zoom webinar at 7 pm unless noted):

July 8, 2020

July 22, 2020

August 12, 2020

August 26, 2020

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

Virtual Public Webinar Meeting

July 8, 2020

To attend: <https://abschools.zoom.us/j/97676739190>

7:00 p.m

Members Present: Mary Brolin; Adam Klein (*arr late*); Amy Krishnamurthy; Peter Light; Marie Altieri; Peter Berry; Dennis Bruce; Bob Evans; Bill Hart; Gary Kushner; Lynne Newman; Maria Neyland; Mac Reid; Chris Whitbeck.

Members Absent: Maya Minkin; JD Head; Jason Cole; Becca Edson; Katie Raymond.

Other: Karen Coll; Representatives from Skanska: Chuck Adam, Sovathya Sar, Vincent Vadeboncoeur; Representative from Arrowstreet: Emily Grandstaff-Rice, Larry Spang, Claes Andreasen; Representatives from Consigli: Jody Staruk, Kristy Lyons, Jeremiah Driscoll, Jay Rodriguez; Representative from Acton Board of Selectmen: David Martin; members of the public.

1. Mary Brolin called the meeting to order at 7:01pm. She introduced David Martin, who will be joining the SBC as a representative from the Acton Board of Selectmen once the School Committee votes on SBC membership changes at their next meeting.
2. **Review of Detailed Design** -- Chuck Adam/Emily Grandstaff-Rice/Jody Staruk
Emily Grandstaff-Rice showed updated exterior renderings, including playground areas and additional landscaping. Chuck Adam noted that the renderings still show the mechanical penthouse on the roof, which will be updated as a screened-in area.

Emily and Chuck also discussed some issues with the project site. The initial plan had been to install the septic tanks under the bus loop but initial excavation encountered a lot of ledge, which would be difficult and costly to remove and would have put the construction schedule at risk, so the team is looking at options to relocate the tanks. One option is to relocate the tanks to the other side of the new building where there is no ledge, under the area for deliveries and service vehicles. An additional length of piping would be required for this location. The team is still exploring the cost of this change and also discussed it with the Acton Board of Health (BoH) on July 1st. There are some zoning issues with the shift from a Zone 4, such as the bus loop, to a Zone 3, where the service area is located. The current Gates and Douglas leach fields are in Zone 3 areas and we are improving overall conditions by moving the two leach fields from Zone 3 to Zone 4. At the walkthrough, agents for the BoH were comfortable with the change and will recommend it to the BoH.

Jay Rodriguez said that there is some ledge about 8-10 feet below grade on the new tank site but it is loose rock and they can dig it up and fit the tanks in. Skanska and Arrowstreet are working through the final design and Consigli is making rough estimates of the cost. Jeremiah Driscoll noted that the larger tank sizes, which will cost \$193,147, had been required by the BoH, plus there will be the cost of the additional pipe run. Removal of the ledge would have cost \$605,171. The team will be meeting with the BoH on July 13th to get confirmation of the tank size, and are hoping for final approval by July 22nd.

Marie Altieri noted that this will be a change order. Mary Brolin asked whether it is likely that more contingency funds will have to be spent covering underground unknowns; Chuck said that contingencies are for any unknowns. In general, he would prefer not to tap contingencies this early in a project. The team is looking for cost reduction opportunities to offset these unexpected costs.

It is highly likely that the Gates bus loop will not be completed before school starts this fall. The timing of the septic system installation and pumping design will affect these decisions. The team is looking at a temporary bus dropoff route over the new leaching field, which would interfere with outside play spaces. Alternatives such as routing buses along Spruce Street could result in bottlenecks due to the tight turnarounds required. Chuck said that this would be a short term situation; as soon as the bus loop is ready, the temporary bus loop will be converted into the leaching field, made level and covered with grass. Peter Light said that the district is still trying to determine how many children will be coming to school this fall and that this issue should be revisited as we clarify how many buses will ultimately be required. Bill Hart noted that the team will also need to develop a plan for transporting the flow from the current Gates building to the new leaching field. In response to a question from David Martin, Chuck confirmed that the plan calls for gravity flow to the tanks, and then pumping to the leach field.

a. Estimates

Chuck reviewed a comparison of cost estimates over time and said that the project is on budget. Some areas for savings have been identified through the cost estimate reconciliation process, and the team is looking for additional savings. The current estimate shows that we are \$97K over budget, but he expects that reductions in the cost of the mechanical penthouse will cover that amount. The team is also looking at internal construction-related items in an effort to identify ways to do things easier and better.

There are change orders to remove asbestos covered piping on site but it isn't clear that we'll need to remove all of it. We're also waiting for the final report on arsenic removal; those costs are not yet final.

b. Value management items – potential vote

David Martin said that we should have the final design of the septic tanks and more cost data available in the next couple of weeks. Mary asked if the SBC wanted to go through a Value Management review at this time or wait until later, when we have more information. Bill Hart said that the 90% cost estimates aren't due until September 2nd; the committee will revisit this issue at the next meeting.

3. Geothermal Update – Emily Grandstaff-Rice

Emily said that the testing should be complete on July 10th, including final data. They are still looking at a variety of factors, but the current estimate is that we will need 68 wells in addition to the two that have already been drilled, for a total of 70 wells.

4. Permits/Meetings with Acton Town Depts – Mary Brolin/Emily Grandstaff-Rice/Chuck Adam

a. Conservation Commission

Chuck reviewed a letter describing concerns of the Acton Conservation Commission regarding the Request for Determination of Applicability (RDA) and the subsequent issuance of an Enforcement Order (EO). The issues resulted from an apparent breakdown in communication among the primary project contractors,

leading to a violation of the previously approved RDA. The issues, including the communication gap, have been addressed, with a plan to prevent such problems in the future including weekly onsite meetings with Tom Tidman, Acton's Director of Natural Resources. The contractors did a walkthrough with the Conservation Commission on July 6th; the changes were accepted and the restriction was removed. Work outside the jurisdiction of the Conservation Commission continued while the issues with the RDA were being resolved, including the installation of fencing and erosion control.

Peter Berry said we need to be careful to balance the need to move forward quickly with ensuring adequate outreach to the town and other groups; for example, there had not been enough communication before the Elm Street basketball court was taken offline so the contractors' trailers could be located there. Bill asked if the weekly inspections and reports by Ecotech and Nitsch entail additional cost; Emily said that they are part of Arrowstreet's costs. Marie thanked town staff for their help in getting us back on track.

b. Board of Health

The Board of Health (BoH) will meet July 13th with a focus on the septic tanks, followed by a meeting July 22nd to review the entire system. Mary would like to encourage SBC members to attend these meetings but the July 22nd date conflicts with the next SBC meeting. Emily will check on that date.

c. Building Department

The demolition permit was issued on July 2nd. Interior demolition of the kindergarten pod at Gates began July 7th to be followed by demolition of the exterior.

5. Schedule Updates – Chuck Adam

a. Overall Schedule

Chuck said that the project is continuing to hit all of the milestone dates.

b. MSBA

The 60% CD Completion package will be submitted to the MSBA on July 10th, after we receive MEPA's certification of the septic system.

c. Bid Packages

Chuck said that work on enabling bid package # 1, including demolition and site preparation, is underway. Bid package #2 includes a variety of subcontractors such as concrete and metal work. Trade subcontractors have been prequalified and invited to submit bids. Chuck doesn't anticipate that there will be a third early bid package; the plan is to go directly to the Guaranteed Maximum Price (GMP) and construction process.

6. Modular Update – Chuck Adam

State approval of the modular was delayed by a request that we submit a letter stating that the units don't require bathrooms because there are enough bathrooms in the building for the population of the school; Arrowstreet is taking care of this issue. The site plan is being finalized with Nitsch and the team will then make a final application to the town of Acton for construction permits to install the modulares.

7. Construction Updates – Consigli

Jay Rodriguez reviewed the four-week schedule plan and a construction summary. Activities have been color coded to note whether they have been completed, are critical or are nearing critical. The work being done in the next couple of weeks will be primarily utility work and abatement and demolition of sections of the Gates building.

8. Minutes – Approve Minutes from Previous Meeting(s) – Mary Brolin

The date that the executed Project Funding Agreement was received was corrected, and it was noted that Consigli's two-week look ahead had been presented by Jeremiah Driscoll. Mac Reid moved, Maria Neyland seconded and the minutes of the June 24, 2020 SBC meeting were unanimously approved as amended.

(Yes: Altieri, Berry, Brolin, Bruce, Evans, Hart, Klein, Krishnamurthy, Kushner, Light, Newman, Neyland, Reid, Whitbeck; Absent: Cole, Edson, Head, Minkin, Raymond)

9. Budget Update – Chuck Adam

Chuck said that the original project budget approved by the MSBA, Form 3011, and the 60% submission budget are very close, so the MSBA should continue to make reimbursement payments as anticipated. We have not yet spent any of the construction contingency funds, but we have spent \$342K of the owner's contingency on expenses such as consultants. The low bid for waterproofing, from a firm named Spillane, was \$4,600 below our budget.

10. Invoice Approval – Mary Brolin/ Chuck Adam

Chuck reviewed the budget tracker, noting that Consigli has spent 73% of their preconstruction budget. That amount does not include the cost of actual construction. Chuck said that the Arrowstreet invoice, in the amount of \$739,500, is high because of the involvement of a number of consultants. In response to a question from Gary, Chuck clarified that the survey mentioned in the list of meetings was a survey of conditions of abutters' properties in case there was any damage from vibrations during construction.

Committee members reviewed the invoice package. Bob Evans moved, Maria Neyland seconded and, by a roll call vote, invoices totaling \$815,501.28 were unanimously approved. *(Yes: Altieri, Berry, Brolin, Bruce, Evans, Hart, Klein, Krishnamurthy, Kushner, Light, Newman, Neyland, Reid, Whitbeck; Absent: Cole, Edson, Head, Minkin, Raymond)*

11. Adjourn

Mac Reid moved, Amy Krishnamurthy seconded and, by a roll call vote, the meeting was adjourned at 8:34pm. *(Yes: Altieri, Berry, Brolin, Bruce, Evans, Hart, Klein, Krishnamurthy, Kushner, Light, Newman, Neyland, Reid, Whitbeck; Absent: Cole, Edson, Head, Minkin, Raymond)*

Respectfully submitted,
Karen Coll

Documents Used:

Detailed Design 60% Estimates

Detailed Design 60% Value Management List
Letter, Acton Conservation Commission RDA and EO, 7-7-2020
Draft Minutes of the June 24, 2020 SBC Meeting
Budget/Invoice Package

Next Building Committee Meetings (via zoom webinar at 7 pm unless noted):

July 22, 2020

August 12, 2020

August 26, 2020

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

Virtual Public Webinar Meeting

July 29, 2020

To attend: <https://abschools.zoom.us/j/97676739190>

7:00 p.m

Members Present: Mary Brolin; Adam Klein (*arr late*); Amy Krishnamurthy (*left early*); Peter Light (*left early*); Marie Altieri (*arr 7:02pm*); Peter Berry (*arr 7:02pm, left 8:00pm*); Dennis Bruce; Jason Cole; Bob Evans; Bill Hart; JD Head (*arr 7:02pm, left early*); Gary Kushner; Lynne Newman; Maria Neyland; Katie Raymond; Mac Reid; Chris Whitbeck (*arr 7:09pm, left early*).

Members Absent: Maya Minkin; Becca Edson.

Other: Karen Coll; Representatives from Skanska: Chuck Adam, Sovathya Sar, Vincent Vadeboncoeur; Representatives from Arrowstreet: Emily Grandstaff-Rice, Larry Spang, Claes Andreasen; Representatives from Consigli: Jody Staruk, Kristy Lyons, Jeremiah Driscoll; Representative from Acton Board of Selectmen: David Martin (*left 8:00pm*); members of the public.

1. Mary Brolin called the meeting to order at 7:01pm.
Some members have asked about site visits but there isn't much to see yet. Mary suggested waiting for site visits until after school opens, when Consigli will have prepared the site to be kid and visitor friendly. If the committee goes as a group, we might need to post the site visit; one option is to have several small group visits. Gary Kushner said the site just looks like a lot of digging and he'd be more interested in pictures than tours for now. Mary will send out a sign up sheet for site visit time slots.
2. **Review of Detailed Design** -- Chuck Adam/Emily Grandstaff-Rice/Jody Staruk
 - a. **Site update**
Claes gave a virtual 'tour' of parts of the building, which can be seen in 3D through VR goggles. The tour moved from the front entry into the commons area, with a view of the stairway, as well as the cafeteria and media center, hallways, the gym and a sample classroom.
 - b. **Bus turnaround, bus and parent access and reopening school plan**
There have been changes to the plans for the bus turnaround. Emily Grandstaff-Rice reminded SBC members that ledge had been found in the area, resulting in a need to relocate and redesign the septic system. This has also delayed construction of the bus loop. One issue is how to coordinate buses coming onto the site to avoid the use of Spruce Street. The final bus loop will be completed about eight weeks after school starts; until then there will be a temporary bus loop on the existing Gates parking lot. The septic tanks will now be located near the service entry instead of under the bus turnaround, which will require a longer pipeline and there will be some grading issues to resolve.

Jeremiah Driscoll showed an illustration of the site plan. Buses will enter from Arlington Street, go along the edge of the site past the final turnaround site to the current parking lot to the temporary turnaround. The temporary bus road is only wide enough for one bus at a time, so flagging and communication will be required to manage traffic. Car traffic will enter the property from Spruce Street,

around the side of the current building to a turnaround at the back. A flagger will ensure the separation of buses and cars. With the reduced onsite student population this year, there are likely to be fewer buses than usual, possibly as few as six buses. Marie noted that no students and limited staff will be in the building on Wednesdays, which could ease some constraints on construction during those days.

Jeremiah showed an area near the temporary bus loop that will be used for play space and Lynne Newman said they will identify additional areas for outside play during the construction of the bus loop. Once the final turnaround is completed, it will be used as a play area during school hours. Adam Klein asked about staff parking; Lynne said that there will be enough spaces. Dennis Bruce asked if schools were expecting an increased number of parent drop-offs; Lynne said that was likely and that they are looking for additional potential drop-off locations. The possibility of a remote drop-off spot in West Acton with someone escorting students to school was discussed, which is a possibility but could present some logistical challenges. Jason Cole asked about the cost impact of the newly discovered ledge; final numbers are not available yet but Emily said that the effort was to avoid the cost of removing the ledge.

c. Other updates

Mary said there have been some community concerns, especially among a number of Douglas parents who mistakenly thought their picnic tables had been removed, which was not true.

3. Geothermal Update – Emily Grandstaff-Rice

Larry Spang showed an illustration of the site including the geothermal well fields. The wells are tucked very tight to the existing school building. Two test wells have already been drilled. Test well #1 confirmed expectations about conductivity and the need for a total of 70 wells. Test well #2 is expected to reconfirm those results. Drilling the remaining 68 wells will start in December and will take several months, moving from east to west. Winter weather is not a problem. The wells will be 600 feet deep. This will be closed loop system, with loops that go to the bottom and back up filled with glycol. This system is considered very safe by the EPA because there is no interaction with groundwater. There will be two system vaults, reduced from the original estimate of three, that are underground and will require manhole access; these will be under the playground area.

Peter Light asked about the noise level given the proximity to the building; Jeremiah said that there will be some noise and vibration, so the plan is to drill close to the school during non-school times. Bill Hart asked if the wells could handle 100% of the heating and cooling capacity required; Larry said that the system had been downsized slightly from the absolute peak, which would have required another 20 – 25 wells, and added a boiler as a backup. Emily said they had originally thought the system would require 90 wells, but they have been able to refine the requirements. Bill noted that, given the tightness of the space, it would have been hard to find room for 20 more wells. Gary Kushner said that waterproofing issues have created problems at Blanchard School's underground utilities and asked about water protection for this area.

4. Permits/Meetings with Acton Town Depts – Mary Brolin/Emily Grandstaff-Rice/Chuck Adam

Gary confirmed with Chuck that there a list of all the permits we'll need for the project. Most of the permits are in process with the Conservation Commission and the Board of Health (BoH) until we get to the boardwalk next year, which will fall under the purview of the Army Corps of Engineers.

a. Conservation Commission

We will be meeting with the Conservation Commission on August 5th, a continuance of our Notice of Intent (NOI) hearing about water resources.

b. Board of Health

Our meeting with the BoH is tonight and overlaps with this SBC meeting. At 4:00 today we learned about some late breaking conditions, which have been reviewed by Nitsch. The issue is that chemicals (PFAs) are leaching into the Acton water supply; these were non detectable a year ago. This issue could be controversial. JD Head and others will join Emily at the meeting.

c. Building Department

We have the demolition permits and will be filing for the foundation permit. There don't appear to be any red flags.

5. Schedule Updates – Chuck Adam

a. Overall Schedule

The biggest concern at this point is making sure the site is safe and ready for school to reopen, especially the temporary parking and bus turnaround areas.

b. MSBA

We are still on schedule with the MSBA.

c. Bid Packages

Kristy Lyons said that Bid Package #2 had gone out June 10th and the bids have come in. This package includes the balance of the sitework, geothermal wells, concrete work for entire project, all structural steel, and other materials; it does not include the septic changes. The package represents about 25% of overall trade costs. Chuck said that the good news is that the bids on this package came in \$2MM under our budget, reflecting the fact that subcontractors are hungry for work in this market. Conditions in the steel market are ideal for us right now. Subs are just beginning to get back to work after some Covid-related shutdowns, which is making the marketplace more competitive. This is a good job for subs; the design work is detailed enough that they are very clear about the work being required. Adam noted that the remaining 75% of the work could go over or under budget. Kristy said that this is a \$2MM buffer; if others come in below budget, that could allow us to add back some items that were eliminated through the VM process.

Kristy reviewed the numbers in the estimate. The related contingency and escalation amounts can be eliminated because these numbers are now final. By November we'll know the GMP cost for everything except change orders. Subs will be responsible for Covid precautions like hand-washing and distancing; because it's outdoor work, it's easier to manage these precautions. In addition, the subs have gotten used to working in a Covid environment.

Chuck said the bids have been preliminarily reviewed with a final review underway. He recommended a positive vote contingent on the results of the final review.

VOTE: Adam Klein moved to approve the Guaranteed Maximum Price (GMP) for Bid Package #2 in the amount of \$21,704,172, contingent on a final review, and to authorize Peter Light to sign the contract. Gary Kushner seconded and, by a roll call vote, the SBC approved the motion. (Yes: Altieri, Brolin, Bruce, Cole, Evans, Hart, Krishnamurthy, Klein, Kushner, Newman, Neyland, Raymond, Reid, Whitbeck; Absent: Berry, Edson, Head, Light, Minkin,).

6. Modular Update – Chuck Adam

Chuck said that he was still waiting for permits for the modulares. The ‘cans’ are finished and are ready to be shipped. They are taking a second look at the foundations and at potentially making some grading changes.

7. Construction Updates – Consigli

Jeremiah reviewed the 4-week look-ahead schedule. Demolition and abatement of the Gates Kindergarten pod has been completed. The construction team will finish framing and putting up the exterior wall and roofing, followed by the interior wall and the painting. They will also address the grading of the temporary bus loop and bus access road, as well as the installation of a retaining wall. Most of the enabling work, Bid Package #1, has been completed, other than the septic system, which will be completed as soon as the plans are approved by the Acton Board of Health (BoH). Jeremiah showed photos of the site excavation.

8. Minutes – Approve Minutes from Previous Meeting(s) – Mary Brolin

Adam Klein noted that he was at the 7-8-2020 meeting but had arrived after the start of the meeting. Maria Neyland moved, Adam Klein seconded and, by a roll call vote, the minutes of the 7-8-2020 SBC meeting were approved as amended. (Yes: Altieri, Brolin, Bruce, Cole, Evans, Hart, Krishnamurthy, Klein, Kushner, Newman, Neyland, Raymond, Reid, Whitbeck; Absent: Berry, Edson, Head, Light, Minkin,).

9. Budget Update – Chuck Adam

Chuck shared the Owners Contingency log. Of the initial \$1,643,090 in total budgeted contingencies, items totaling \$323,465 have already been approved. Two additional items just came in, costing \$42,300, but have not yet been approved. Chuck then showed the Construction Contingency log, with a total contingency budget of \$2,381,396. Items costing \$56,052.72 have already been approved, with \$1,321,590.62 in costs that have not yet been approved; some of these are estimates. One expense is for pumping wastewater from Gates; while the estimated price is for a full year, this will only be a temporary expense until the final septic system is built. These changes will leave us with only 42% of the construction contingency remaining. Members asked if we were going through this contingency budget too quickly. Chuck said that he doesn’t like to go through it too fast, but it could be boosted through further VM or reductions in bid package prices.

Jason Cole asked why the costs of addressing the ledge and septic system relocation issues, at \$1MM, was so high. The costs are not final yet, but the overall expense is not straightforward. Some work has been shifted from Bid Package #2 to the enabling Bid Package #1 in an effort to keep things moving. Chuck said that it was better to find this ledge now, and we should anticipate other unexpected issues to come up as sitework continues. He does not anticipate any more hazardous materials. Once the contracts are signed,

the bidders will own the risk. Bill Hart asked about the cost to remove the transite pipe. There is a lot of pipe; some removal has been approved but they expect to find a lot more. Skanska is now including information about contingent expenses in the invoice packages.

10. Invoice Approval – Mary Brolin/ Chuck Adam

Chuck reviewed the budget tracker and invoice package, noting that one of the invoicers, Project Dog, is an online bidding and advertising company. There were also invoices from the law firm Stoneman Chandler & Miller and from Carroll Excavating, which had dug test pits needed to meet BoH requirements. Chuck also explained the invoice from Consigli, which was unusual in a mid-month packet. Chuck said that all of the invoices had been reviewed and approved.

Bob Evans moved, Maria Neyland seconded, Jason Cole abstained and, by a roll call vote, the SBC approved invoices in the total amount of \$679,473.20. *(Yes: Altieri, Brolin, Bruce, Evans, Hart, Klein, Kushner, Newman, Neyland, Raymond, Reid; Abstain: Cole; Absent: Berry, Edson, Head, Krishnamurthy, Light, Minkin, Whitbeck).*

11. Adjourn

Some members had left early to attend a BoH meeting regarding the building project septic system. Maria Neyland moved, Adam Klein seconded and, by a roll call vote, the meeting was adjourned at 8:47pm. *(Yes: Altieri, , Brolin, Bruce, Cole, Evans, Hart, Klein, Kushner, Newman, Neyland, Raymond, Reid; Absent: Berry, Edson, Head, Krishnamurthy, Light, Minkin, Whitbeck).*

Respectfully submitted,
Karen Coll

Documents Used:

4-Week Look-Ahead Schedule
Draft Minutes of the 7-8-2020 SBC Meeting
Construction Contingency Log
Owners Contingency Log
Budget and Invoice Package

Next Building Committee Meetings (all via zoom webinars at 7 pm unless noted):

August 12, 2020
August 26, 2020
September 9, 2020
September 23, 2020



Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	4
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AGENDA ITEM TITLE	Recommendation to Approve Gifts
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PRESENTER(S)	Peter Light
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SUMMARY OF TOPIC	Per policy DDA, direct gifts or donations valued at more than \$500 require acceptance by the School Committee.
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WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?	
	No action requested - this is a short update or presentation of information
	Request input and questions from the School Committee, but no vote required
X	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
	for the first time, with a request that the School Committee vote at a subsequent meeting OR
X	with the request that the School Committee take action immediately

If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	"Move to approve the AB United Way Grant to Community Education (\$2,500) and the Award to the ABRHS Stem Program from the Society for Science and the Public and Regeneron (\$4,000). "
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FOLLOW-UP	
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APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min.
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ATTACHMENTS	Gift memos
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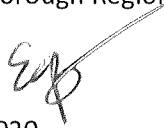


Acton-Boxborough Regional School District
Community Education
15 Charter Road • Acton, MA 01720
978-266-2525 • abce.abschools.org



Erin O'Brien Bettez
Director

To: Acton-Boxborough Regional School Committee

From: Erin Bettez 

Date: August 6, 2020

RE: Grant Monies Received by A-B Community Education

I am pleased to report that Bernadette Keegan, who runs our Summer Day Program, applied for and received a \$2,500 grant from the A-B United Way. The grant supports the costs of running our Summer Day Program which was completely redesigned this year to ensure a safe and fun experience for the children who attended.

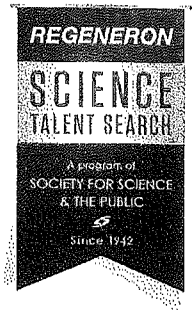
Memorandum

To: Peter Light
From: Larry Dorey
Date: 8-17-2020
Re: Regeneron School Award



Please present the following financial award received by ABRHS
to School Committee:

ABRHS Recipient	Donor	Amount
ABRHS – STEM Program	Society for Science & the Public and Regeneron	\$4,000



July 2020

Principal Larry Dorey
Acton Boxborough Regional High School
36 Charter Road
Acton, MA 01720

Dear Principal Dorey,

Once again, Society for Science & the Public and Regeneron would like to congratulate your school on your success in the Regeneron Science Talent Search 2020. Your educational leadership plays an important role in helping these promising science and math students excel. The Regeneron Science Talent Search School Award, a check for \$2000 per scholar, is enclosed for your immediate attention; please deposit promptly.

This award must be used to further support excellence in science, math and/or engineering education at your school. We hope it will foster greater accessibility to classroom and independent learning opportunities for all students. With your ongoing support and leadership, we will continue to identify and honor outstanding talent among high school researchers.

For questions about this award, please contact June Kee at jkee@societyforscience.org. We look forward to your Regeneron Science Talent Search entries in future years. To learn more about the Intel International Science and Engineering Fair and our other science education programs, please visit societyforscience.org.

Sincerely yours,

A handwritten signature in cursive script that reads "Allie Stifel".

Allie Stifel
Director, Regeneron Science Talent Search



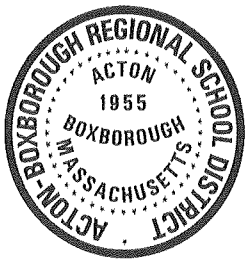
Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	5
AGENDA ITEM TITLE	Statement of Warrants and Recommendation to Approve		
PRESENTER(S)	Tessa McKinley		
SUMMARY OF TOPIC	Warrants are the listing of all payments made by the school district for the period, including payroll, vendors and others. The School Committee approves these at every meeting.		
WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?			
	No action requested - this is a short update or presentation of information		
	Request input and questions from the School Committee, but no vote required		
X	Request formal action with a specific vote:		
	If formal action is requested, is this item being presented:		
		for the first time, with a request that the School Committee vote at a subsequent meeting OR	
	X	with the request that the School Committee take action immediately	
If formal action is requested, include a suggested motion or contact Beth Petr.			
SUGGESTED MOTION	See motion in memo in the packet from D. Verdolino		
FOLLOW-UP			
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min		
ATTACHMENTS	Summary memo from D. Verdolino in the addendum and posted folder of individual warrants		

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Acton-Boxborough Regional School District

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

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

August 27, 2020

To: School Committee Chair
From: Dave Verdolino /dav/
Re: School Committee Agenda - Warrants

Members –

Below please find a summary of warrants for which I am respectfully requesting your consideration and approval at tonight's regular meeting.

The Warrant Subcommittee has previously reviewed these warrants, for the purpose of check distribution. A majority of the Subcommittee conveyed their approval electronically and the related disbursements have been made. The full School Committee should vote its authorization of these expenditures of budgeted and other funds in its custody. All members have received for each warrant the information provided as shown below, namely:

1. (for vendor warrants, including payroll withholding remittances)
 - Declining balance register of payments ("Declining Dollar report")
 - Warrant detail (payments by vendor)
2. (payroll)
 - Payroll Warrant summary

As you know, these Warrants are customarily provided to you in hard copy format for your review and manual signature. Obtaining your approval in this manner will eliminate the future need to produce what could be many paper reports, all requiring your signatures.

Thank you for your consideration and cooperation with this request.

<u>Warrant Type</u>	<u>Date</u>	<u>Warrant #</u>	<u>Amount</u>
PAYROLL	7/30/20	P2103	\$ 652,528.24
	8/13/20	P2104	\$ 577,659.11
VENDOR	7/23/20	21-002 (regular vendors)	\$1,129,927.93
	7/30/20	21-003PR (deductions)	\$ 320,131.22
	8/6/20	21-003 (regular vendors)	\$1,896,416.20



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dverdolino@abschools.org

8/13/20	21-004PR (deductions)	\$ 142,795.89
8/20/20	21-004 (regular vendors)	\$1,743,506.93

STUDENT ACTIVITY FUND

REIMBURSEMENTS 8/6/20	21-003BL (Blanchard)	\$ 1,235.97
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Recommended Motion Wording

I move that the School Committee vote to approve:

Payroll warrant(s) as follows –

Number P2103	dated 7/30/20	in the amount of \$652,528.24;
Number P2104	dated 8/13/20	in the amount of \$577,659.11;

Payroll deduction warrant(s) as follows –

Number 21-003PR	dated 7/30/20	in the amount of \$320,131.22;
Number 21-004PR	dated 8/13/20	in the amount of \$142,795.89;

Vendor warrant(s) as follows –

Number 21-002	dated 7/23/20	in the amount of \$1,129,927.93;
Number 21-003	dated 8/6/20	in the amount of \$1,896,416.20;
Number 21-004	dated 8/20/20	in the amount of \$1,743,506.93;

Student Activity reimbursement warrant(s) as follows –

Number 21-003BL	dated 8/6/20	in the amount of \$1,235.97.
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Acton-Boxborough Regional School Committee **Meeting Agenda Item Summary**

MEETING DATE	08-27-20	AGENDA ITEM NUMBER	6
AGENDA ITEM TITLE	For Your Information (FYI)		
PRESENTER(S)	The Chairperson and/or Superintendent may highlight individual items		
SUMMARY OF TOPIC	A variety of items may be found in the FYI: announcements, awards, publicity, reference materials, etc. that do not need discussion.		

<u>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</u>	
<input checked="" type="checkbox"/>	No action requested - this is a short update or presentation of information
<input type="checkbox"/>	Request input and questions from the School Committee, but no vote required
<input type="checkbox"/>	Request formal action with a specific vote:
	If formal action is requested, is this item being presented:
	for the first time, with a request that the School Committee vote at a subsequent meeting OR
	with the request that the School Committee take action immediately

If formal action is requested, include a suggested motion or contact Beth Petr.

SUGGESTED MOTION	
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	
ATTACHMENTS	various

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**Acton-Boxborough Regional School Committee 2020-2021
Subcommittees & Assignments**

ASSIGNMENTS:

CASE Board Member	Superintendent Peter Light
EDCO School Committee Leadership Liaison/Round Table	Nora Shine, Angie Tso
EDCO Board Member (voting member)	Superintendent Peter Light
EDCO Advisory Member (non-voting member)	Tessa McKinley
Health Insurance Trust (HIT) Representative	John Petersen (<i>chair</i>), Evelyn Abayaah-Issah
PTSO Liaison Coordinator	Tessa McKinley, Kyra Cook
Special Education Parent Advisory Committee Liaison	Diane Baum, Nora Shine
Acton Leadership Group (ALG) Representatives	John Petersen, Amy Krishnamurthy
Acton Board of Selectmen Liaison	Diane Baum and Kyra Cook
Acton Finance Committee Liaison	Amy Krishnamurthy & Angie Tso, Yebin Wang (<i>back up</i>)
OPEB Trust Fund Board of Advisors	ABRSC Chairperson, Tessa McKinley
Boxborough Leadership Forum (BLF) Representatives	All Boxborough Members
Boxborough Select Board Liaison	Evelyn Abayaah-Issah
Boxborough Finance Committee Liaison	Nora Shine
Minuteman Tech Liaison/ SC Rep to Acton MMT Working Group	Diane Baum
Danny's Place Youth Services Advisory Board	Amy Krishnamurthy
Legislative Liaison	Ginny Kremer
Diversity, Equity and Inclusion Liaison	Kyra Cook
New Member Mentor	Amy Krishnamurthy

SUBCOMMITTEES:

Budget Subcommittee	Adam Klein (<i>chair</i>), Tessa McKinley, John Petersen, Angie Tso, Amy Krishnamurthy
Capital Improvement Subcommittee	John Petersen (<i>chair</i>), Yebin Wang
Negotiations Subcommittee	Amy Krishnamurthy, Tessa McKinley, John Petersen
Policy Subcommittee	Diane Baum (<i>chair</i>), Evelyn Abayaah-Issah, Ginny Kremer, Yebin Wang, Nora Shine
School Building Committee	Adam Klein, Amy Krishnamurthy
Warrant Signature Subcommittee	Diane Baum, Amy Krishnamurthy, Tessa McKinley, Angie Tso, John Petersen

Acton-Boxborough Regional School District
Revised SCHOOL CALENDAR, 2020-2021
Bold BOXED Dates = No School Days

Aug.	M	T	W	T	F
	24	25	<u>26</u>	<u>27</u>	<u>28</u>
Sept.	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
	<u>14</u>	15	16	17	18
	21	22	23	24	25
	<u>28</u>	29	30		
Oct.	M	T	W	T	F
				1	2
	5	6	7	8	<u>9</u>
	<u>12</u>	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
Nov.	M	T	W	T	F
	2	<u>3</u>	4	5	6
	9	10	<u>11</u>	12	13
	16	17	18	19	20
	23	24	25	<u>26</u>	<u>27</u>
	30				
Dec.	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	<u>24</u>	<u>25</u>
	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	

Teachers' Professional Learning Days
begin Aug 26 and are underlined
Labor Day - Sept 7
Schools Open – Sept 8 14
Yom Kippur – Sept 28
School Days – 16-12

Prof Learning Day – Oct 9
Columbus Day – Oct 12
School Days – 24 20

Prof Learning Day – Nov 3
Election Day – Nov 3
Veterans Day – Nov 11
Early Release Day – Nov 25
Thanksgiving Recess – Nov 26 & 27
School Days - 17

Winter Recess - Dec. 24 – Jan 3
School Days - 17

Some major religious and cultural holidays are found on page 2. Rosh Hashanah is Saturday, September 19, 2020.

Weeks with a no-school holiday will have students in school on the Wednesday.

No School and Delayed Opening Announcements air on TV Channels 4, 5 and 7 and radio stations WBZ and WEIM. See postings at <http://abschools.org>
Acton Town Meeting begins April x, 2021. Boxborough Meeting begins May x, 2021.

Acton-Boxborough Regional School Committee Meetings are usually held twice a month. See https://www.abschools.org/school_committee for more information.

Voted by School Committee on 1/9/2020 and 8/5/2020 to change start date

Jan.	M	T	W	T	F
					<u>1</u>
	4	5	6	7	8
	11	12	13	14	15
	<u>18</u>	19	20	21	22
	25	26	27	28	29
Feb.	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
	22	23	24	25	<u>26</u>
Mar.	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
Apr.	M	T	W	T	F
				1	<u>2</u>
	5	6	7	8	9
	12	13	14	15	16
	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
	26	27	28	29	30

Schools Open - Jan 4

Martin Luther King Day - Jan 18
School Days - 19

Presidents' Day - Feb 15
Winter Recess - Feb 15-19
School Days – 15

School Days - 23

Good Friday – Apr 2
Patriots Day – Apr 19
Spring Recess - Apr 19 - 23
School Days - 16

May	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	<u>31</u>				

Memorial Day - May 31
School Days - 20

June	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	<u>15</u>	16	17	18
	21	22	23	24	25
	28	29	30		

Graduation – June 4
Last Day/Early Rel– June 15
School Days – 43 11 for total of 477 170

08/6/2020

Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2020-2021

Major Religious and Cultural Holidays

(some are school days, some are not)

July 31	Eid al-Adha
September 19-20	Rosh Hashanah
September 28	Yom Kippur
November 14	Diwali begins
December 11	Chanuka begins
December 25	Christmas
December 26-Jan 1	Kwanzaa
February 12	Lunar New Year
April 2	Good Friday
March 28 – April 3	Passover
April 4	Easter
April 13 – May 11	Ramadan
May 13	Eid al-Fitr

The observance of both Jewish and Muslim holidays begins at sundown of the preceding day. Please see our Religious and Cultural Holidays policy IMD on the school website for more information at:

https://www.abschools.org/school_committee/policies

2020 - 2021 School Start Times

Carol Huebner Early Childhood Programs:

Morning Session	8:30 – 11:15 am
Afternoon Session	12:15 – 3:00 pm
All-Day Session	8:30 am – 3:00 pm

Kindergarten:

AM	8:50 -11:30
PM	12:40 - 3:20

All Elementary Schools:

8:50 am – 3:20 pm

Secondary Schools:

AB Regional High School 8:00 am – 2:47 pm
(Early Dismissal 11:22 am)

R.J. Grey Junior High School 8:00 am – 2:36 pm
(Early Dismissal 11:10 am)

Direct School Phone Numbers:

Blanchard:	978-263-4569
Conant:	978-266-2550
Douglas:	978-266-2560
Gates:	978-266-2570
McCarthy-Towne:	978-264-3377
Merriam:	978-264-3371
All Other Schools:	978-264-4700